

# Online Course Requests

## *CHECKLIST*

### School View Setup

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- ☐ **1.** Next School or Pre-Reg all students attending next year.
- ☐ **2.** Copy Courses to Next Year
- ☐ **3.** Copy Active Schedule
- ☐ **4.** Create “Academic Track Type” codes
- ☐ **5.** Create Academic Tracks
- ☐ **6.** Set Start and End Dates for Tracks
- ☐ **7.** Create “Academic Track Selection Subject Area” codes
- ☐ **8.** Create Track Selections for Each Grade and Course Type
- ☐ **9.** Assign Academic Track to Students
- ☐ **10.** Create Student Accounts
- ☐ **11.** Reset Existing Student Accounts (optional)
- ☐ **12.** Student Post Requests via Portal
- ☐ **13.** Manually Add Requests (optional)

### Reports (Build View, Global->Requests)

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- ☐ **1.** Course Request Verification
- ☐ **2.** Course Tally
- ☐ **3.** Request Count Verification
- ☐ **4.** Student Request Entry Status
- ☐ **5.** Student Requests