

Validate/Clean-up Course Requests

Once all student course requests have been entered, the overall course request totals should be reviewed to see if any course offerings should be modified. For example, by examining the totals a school may decide to discontinue a course due to low interest or it may decide to add additional sections due to an increase in interest for a particular course.

Focus to Next Year!

To analyze the overall course requests, navigate to:

1. Synergy SIS > Mass Scheduling > **Course Request Analysis** screen.
2. Courses can be viewed by **Department, Course ID and Course Title**. Courses can also be viewed by entering a large number, such as 500, in the **Less than Requests** field. Once the criteria has been entered, click the **Filter** button.

The screenshot shows the 'Course Request Analysis' interface. At the top, there are navigation icons and a menu. Below that, there are input fields for 'Department', 'Course ID', 'Course Title', 'PVUE Locked', 'PVUE Verified', and 'Less Than Requests'. The 'Less Than Requests' field contains the number '500'. A blue 'Filter' button is highlighted with a black box. Below the input fields, there is a note: 'Current student filter is: 'Active Only'. Use focus menu to change active/inactive filter settings'. At the bottom, there is a table header for 'Counts' with columns for '5M', '06', '07', '08', 'Totals', and 'Alt'. The 'Totals' column is further divided into 'Male' and 'Female', and the 'Alt' column is labeled 'Course'.

3. Once the filter is applied, the list of courses matching the criteria is displayed. For each course, the total number of requests by grade and gender are displayed. The total number of times the course was requested as an alternate is also listed.

The screenshot shows the 'Course Request Analysis' interface after the filter is applied. The 'Department' dropdown is set to 'Language Arts'. The 'Less Than Requests' field is empty. The 'Filter' button is highlighted. Below the input fields, there is a note: 'Current student filter is: 'Active Only'. Use focus menu to change active/inactive filter settings'. At the bottom, there is a table with one row of data:

Line	Department	Course	Counts								Totals		Alt
			5M		06		07		08		Male	Female	All
			Male	Female	Male	Female	Male	Female	Male	Female			
1	LA	MLA036GY1 - Language Arts 8 - YL							82	95	82	95	177

The “key” column is the **All** column. This column displays the total number of course requests for each course.

4. Click on the **Course Name** to screen the students who have requested the course.
5. The **School Course Detail** screen appears listing the students who’ve requested the course. If this is a grade level course, check to make sure the students listed are in the correct grade level; can sort grade column ascending/descending. A course request may be removed from this screen; however, **it is not recommended**, as this will leave a hole in the student’s schedule. A course request can be removed from the student’s schedule on the **Schedule Request** screen.

School Course Detail

Menu ▾ Save Undo

Primary Course Request **Alternate Course Request**

Department Course ID Course Title
LA **MLA036GY1** **Language Arts 8 - YL**

Re-assign Request
 Destination Course **Transfer**

Additional Course Request Filter Options
 Course One Course Two Course Three **Filter**

Note

Students

Line	Student Name	Perm ID	Grade	Gender
1				08 Female
2				08 Male
3				08 Male
4				08 Female

To further check the course requests for accuracy and validity, it is recommended that the following reports be run:

OSM601	Course Request Totals	Lists each course dept. and shows each course in the dept. For course and dept., reports lists the total # of student requests with breakdowns by gender/grade level.
OSM602	Student Request Exception	Lists any students with fewer course requests or fewer credits than selected for the report. "Total Course Requests Made", can select all students or specific criteria.
OSM605	Period Load Stats	Shows each meeting day and the total number of students scheduled for each period for those days.
STU205	Student Course Request Profile	Lists all course requests for a student as well as any alternate course requests. Also lists house/team to which the student is assigned if any.
OSM801	Conflict Matrix Report	Helps user place singleton/doubleton sections to minimize conflicts. Many options available for running this report; use Output to Excel .
OSM407	Course Request Conflict Listing Report	Lists each course and shows what courses are scheduled during the same period. Also shows # of course requests for each course and each conflicting course.
U-MSCH101	Student Course Requests	Lists students who have requested a specific course.
U-MSCH102	Student Course Requests-Alternate	Lists students who have requested a specific ALTERNATE course.

The following Student Credit Reports may be distributed to upperclassmen to assist in requesting appropriate classes to meet graduation requirements. **Focus to Current Year!**

CHS202	Student Graduation Requirement Profile	This report prints out the complete student course history with a summary of the credits needed. Graduation Requirement (enter 4J Diploma) must be selected; also check "Get Graduation Requirements from the Student's Diploma Type". Can run for an individual student or group of students.
CHS404	Student Graduation Check	This report lists all of the requirements needed for graduation with the detail of the student's progress in meeting those requirements. Graduation Profile Definition (4J Diploma) must be selected as a default, however, the report runs for the individual students' diploma type. Can run for an individual student or group of students.
STU204	Student Transcript	The student transcript includes course history, credits earned/needed to graduate, the student's test history, service learning hours and GPA.

Cleaning-up course requests data is an on-going and essential task. Have selected teachers (SpED, ELD, AVID, Band, Choir, etc.) review course request lists for placement errors or changes and make needed adjustments.