

Course Request Analysis Checklist

Scheduling>Course Requests

When you are finished entering Course Requests it is valuable to run some of the Course Request Analysis to verify the work.

1. Verify the Requests are complete

Do you need to confirm that counselors have completed reviewing their student's Course Requests?

As they complete each student, the counselors can check the Counselor Review Complete check box. This can be found on the **Counselor Review Status** or the **Request Count** reports to see if any counselors have not completed their student's course requests. Please note that this option appears only for the student's Counselor.

Counselor Review Complete: Save

Pre-Scheduled									
Location	Course ID	Title	Department	Credits	Section	Alternate Course	Sub-Priority	Inclusion	
	HS	0022	ENGLISH II CP	English	5.00		[2]	Yes	
	HS	0113	ALGEBRA II HON	Mathematics	5.00		[1]		
	HS	0559	ACCOUNTING II CP	Business	2.50		[3]		Placement
	HS	0710	FOOD / NUTRIT	Fine Arts	2.50	0728 FOREIGN FOODS	1 [3]		Portal
					15.00				

Do you want to know if every student received a full academic load of requests?

Run the Request Count which will display each student's **total request count** as well as the **total credits** they have requested.

Do you need to review the demographic balance of course requests by course?

The Request Detailed will display the total requests for each course as well as the demographics for **Grade, Gender, and Ethnicity**.

2. Verify the requests are valid

Highly Recommended

- Request For Alt Locations** - This will display any requests the students have for courses at a location they are not enrolled in. These should be deleted.
- Requests For Inactive Students** - This will display any requests on students that are Inactive. These should be deleted.

*Do you need to review which **user added or deleted** Course Requests?*

You can run the Course Request Updates report to view all changes to student course requests.

3. Analyze the Requests

- Have you maintained **Pre-Requisite** rules in the Course Master?*

If so, you may run the Pre-Requisite Analysis to find any students that have a request for a course but have not fulfilled the pre-requisite.

- Do you need to know how many students are being **prescheduled** into specific sections?*

Run the Prescheduled list to find requests for course/section. You can sort the report by Course Title, Section to see if any sections have been over requested.

- Do you want more control over what has been requested from the **Portal**?*

The Review Portal Requests is an optional tool that allows you to review and either approve or delete requests made by portal users. This tool is completely optional and is not required to execute the scheduler and will not affect Portal Requests if it is ignored.

- Do you need to know request totals by sub-priority for estimated seat counts?*

The Course Request List > **Tally** report has a multi-select filter for sub-priorities to help estimate the possible total seats needed.

4. Proceed to Pre-Schedule Analysis

The Following Reports provide more Course Request totals but are not required before proceeding to Pre-Schedule Analysis:

Course Request Lists

By Course

By Student

Individual Student