Student Entry of Requests on Student Progress Center: General Flow

These steps are suggestions only. Users encouraged to modify to fit the flow of the school's needs.

Work with Lynzie to create student logins and passwords for students participating.

1. Done in mass with System / Student Login Editor
2. Done for single student on Student Master / Permission tab / View Access button.
3. Communicate student logins / passwords to students

Work with Lynzie to establish dates request entry will be open on the Student Progress Center

1. Can be set for specific dates for specific grades, or one date range for all.

Meet with students as normal to guide them on requests needed for next year.

1. Usually done by meeting with students in groups / individually
2. Often a student completes a request page with a guide sheet to help pick courses.
3. Option: Some schools go into Load Student Requests or Request Loader and enter requests for core classes first.

Students go to Student Progress Center to Enter Next Year Requests

Monitor Student Entry of Requests by running Audit Request Validity

1. Another option: Meet with students have them login and show to a staff member.

At end of entry period, convert Student Progress Center requests to "approved" requests.

1. In Audit Requests Validity, do a select all, then click "Convert" at bottom of screen.
2. You will see the counts of credits update and change.