

Course Requests- Batch Entry

This document explains how to **batch enter** students into their courses. The entry mode must be completed in **Build View**.

- 1) Build View → Global Top Tab → Request Side Tab → Batch Entry Sub Side Tab
 - Select the number of students you wish to see on a page
 - Select how many primary requests you will be entering
 - Select how many alternate requests you will be entering

NOTES: You can use student selection if you wish to hand pick students, select an entire grade level or use a snapshot for a certain group of students.

If you have used course packages or have multi added courses to a certain group of students, they will appear in this view

The screenshot shows the 'Batch entry' interface. On the left is a navigation menu with 'Batch Entry' selected. The main area has configuration fields: 'Students per Batch' (10), 'Number of Primary Requests' (10), and 'Number of Alternate Requests' (2). There are also radio buttons for 'Students selection' (Selection, Grade level, Snapshots). Below is a 'New Batch' table with columns for Student ID, Name, and Primary Requests (1-10), and Alternate Requests (1-2).

- 2) If you are entering students at random or from a list, click into the ID column and enter the student's pupil number.
 - Under each Primary Request number enter an appropriate course code.
 - Continue to add in requests until all requests have been entered.

NOTES: If you enter an invalid course code a message will appear

This screenshot shows the same interface as above, but with an error message dialog box overlaid. A red arrow points from the dialog box to the '3' column of the Primary Requests table. The dialog box text reads: 'sdt.myeducation.gov.bc.ca says: Entry failed: invalid course number or exceeds course max. [] Prevent this page from creating additional dialogs. [OK]'. The table below shows a student with ID -40 and Name Abbott, with course codes MEN-09, MSS-09, and PHE-09 entered in the first three primary request columns.

Continue to add students using their pupil number. There is no save, saving is done automatically.