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

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.

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