Multi Add Courses to Students

This document explains how to **multi add** courses or a course to **multiple students**. This entry mode needs to be completed in the **Build View** but can be completed in multiple areas within this view. This is where you would add your packages to all grades if you are using them.

- Build View → Choice of Student Top tab (no side tab) or Course Top Tab (no side tab) or Global Top Tab (Requests side tab) → Options Multi Add Request
- 2) A pop up will appear. You can select students based on:
 - Current Selection (use the currents students you saw on your screen)
 - Selection (multi pick from a list of the entire school)
 - Grade Level (all students from a certain grade)
 - Snapshot (group of students in a snapshot)
 - Another course (students who all selected a particular course)
 - Section (students from a section of a course from the previous year)

You can select if you want this to be an alternate course. Do not use the "is inclusion section".

Use the select tool to choose which course(s) you wish to add to the particular group of students.

Multi-Add Requests - Google Chrome		Sch	ool Course Pick List - Googl	e Chrome		
https://sdt.myeducation.gov.bc.ca/aspen/multiAddRequestToCourses.do?deploymentid=aspen @		🛱 htt	ps://sdt.myeducation.gov.	fo	_	
Students	1		9 MEN-12 ENGLISH 1	2 🔹 🔊	3 of 443 selected	0
Current selection					Search on CrsNo	0
Grade level		1	CrsNo	Description		
Snapshots		6	MEN12	ENGLISH 12		
Another course		1	MEN12-EL	ENGLISH 12 EI	LL	
 Section 		1	MEN12-HN	ENGLISH 12 HONOURS		
Selected students: 0 Request Attributes Is alternate course? Is inclusion section?		1	MESC-11	EARTH SCIENCE 11 FOODS AND NUTRITION 09 FOODS AND NUTRITION 10 FOODS AND NUTRITION 11		_
		1	MFDN-09			
		10	MFDN-10			_
			MFDN-11			_
		1	MFDN-12	FOODS AND N	UTRITION 12	
Course Numbers:	Select	1	MFM11	FAMILY STUDI	ES 11	
	- Instance of the second	1	MFM12	FAMILY STUDI	ES 12	
OK Cancel		(OK Cancel			

3) Click ok. This will add the selected courses to all the students you chose.