

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

- **Students per Batch:** Select the number of students you wish to see on a page
- **Number of Primary Requests:** Select how many primary requests you will be entering
- **Number of Alternate Requests:** 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

ID	Name
1	
2	

Requests
6

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.

ID	Name
1	MCLE-10
2	MEFWR10

Requests
6

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