

# 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

The screenshot shows the 'Batch entry' interface. On the left is a sidebar with 'Batch Entry' selected. The main area has three input fields: 'Students per Batch' (15), 'Number of Primary Requests' (10), and 'Number of Alternate Requests' (2). To the right, a 'Students selection' panel shows 'Selection' as the chosen method. Below these is a 'New Batch' button and a table with columns 'ID', 'Name', '1', and '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 before, but with course codes entered in the '1' and '2' columns of the student table. The 'ID' and 'Name' columns are highlighted with red boxes. The course codes are 'MCLE-10' and 'MEFWR10'.

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