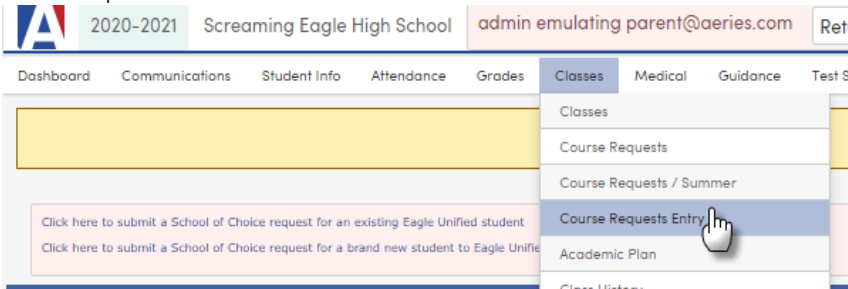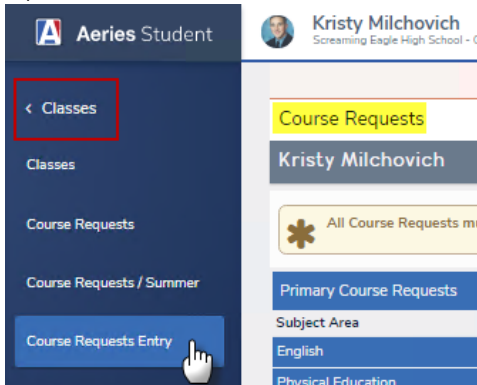## Student/Parent Portal - Primary and Alternate Course Requests Entry

Modified on: Thu, Oct 1, 2020 at 2:03 PM

At schools that allow entry of **Primary and/or Alternate Course Requests** using the Student or Parent Portal, the **Course Requests Entry** page can be accessed from the **Classes** dropdown.

In preview mode for the new version of the Portal, the navigation is on the left:

A **Parent/Student Portal Course Request Entry** page is displayed below. This page will allow entry of **Primary** and **Alternate Course Requests**. On the right, the courses within the **Course Request (CRQ)** table (by grade level) can be displayed using the filter. The **CRQ** table must be populated and set up for parents and students to view the courses here; see the **Update Course Request Options** (https://support.aeries.com/support/solutions/articles/14000069818-update-course-request-options) documentation for more information. The student's existing course requests, if any, will display on the left side in the **Course Requests** area of the page, ordered by **Subject Area**.
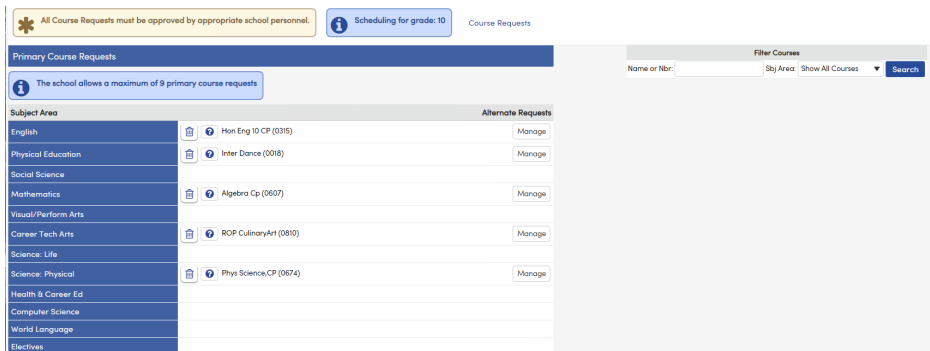
Click the **Question Mark** icon next to each course to display **Course** information. Click the **X** to close the popup.
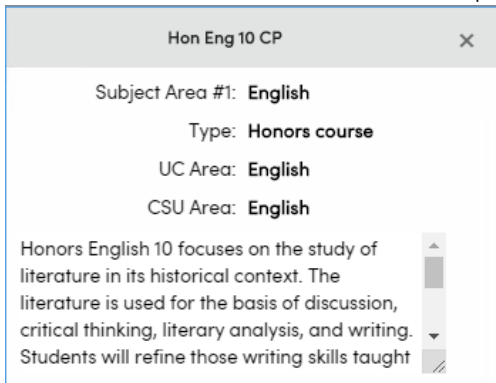
To remove a course request, click the delete icon next to each course.

English	🗑 ❓ Hon Eng 10 CP (0315)

A confirmation pop-up will ask if you are sure you want to delete the record. If so, click the **Yes** button in the pop-up.

Delete Record   ×

Are you sure you want to delete this record?

[Yes] [No]

Note: the delete option next to a course request will be displayed only if the course is not locked or scheduled as a section.

The **Filter Courses** area can be used to filter for a specific course **Name** or a specific **Subject Area**. Enter the name, partial name or course number into the **Name or Nbr** field or select a **Subject Area** from the dropdown. Press the Enter key or click the **Search** button to search. In the example below, the filter for English in the **Subject Area** produced the following available results:

Filter Courses

Name or Nbr: [   ]   Sbj Area: [English ▼] [Search]

Click A Course To Request or ❓ for Info

❓ English 10 (0311)	❓ English 10 CP (0302)	❓ Sh Eng Lit I (0325)
❓ English 10 (0898)	❓ Hon Eng 10 CP (0315)	❓ Sh Eng Lit II (0326)
❓ English 10 (0947)		

To request a course, locate the course from the **Filter Courses** menu and click the **Course** hyperlink. If more information is about the course is needed, click the question mark button to the left of the Course hyperlink.

Filter Courses

Name or Nbr: [   ]   Sbj Area: [English ▼] [Search]

Click A Course To Request or ❓ for Info

❓ English 10 (0311)	❓ English 10 CP (0302)	❓ Sh Eng Lit I (0325)
❓ English 10 (0898)	❓ Hon Eng 10 CP (0315)	❓ Sh Eng Lit II (0326)
❓ English 10 (0947)		

A pop-up will display allowing you to select whether this course will be added as a **Primary** or **Alternate Course Request**. For this example we are adding a **Primary Course Request**. Click on the **Request Primary** button to add your **Primary Course Request.**

English 10 (0311)   ×

Subject Area #1: **English**
Type: **Academic Course**
UC Area: **English**
CSU Area: **English**

[**Request Primary**] [Request Alternate]

Once a course has been requested, it will display on the left side of the **Primary Course Request Section** of the **Course Requests Entry** page.

Primary Course Requests

ⓘ The school allows a maximum of 9 primary course requests

Subject Area		
English	🗑 ❓	English 10 (0311)
Physical Education	🗑 ❓	Inter Dance (0018)
Social Science		
Mathematics	🗑 ❓	Algebra Cp (0607)
Visual/Perform Arts		
Career Tech Arts	🗑 ❓	ROP CulinaryArt (0810)
Science: Life		
Science: Physical	🗑 ❓	Phys Science,CP (0674)
Health & Career Ed		
Computer Science		
World Language		
Electives		

Alternate Course Requests

If the option **Allow Parents/Students to edit Alternate Course Reqs** was selected on the **Portal Options Scheduling** tab, Parents or Students can add Alternate Course Requests. The page will display an Alternate Requests column in the Primary Course Request section where alternate courses are managed, and a separate Alternate Course Requests section.

✱ All Course Requests must be approved by appropriate school personnel.   ⓘ Scheduling for grade: 10   Course Requests

Primary Course Requests

ⓘ The school allows a maximum of 9 primary course requests

Subject Area			Alternate Requests
English	🗑 ❓	English 10 (0311)	Manage
Physical Education	🗑 ❓	Inter Dance (0018)	Manage
Social Science			
Mathematics	🗑 ❓	Algebra Cp (0607)	Manage
Visual/Perform Arts			
Career Tech Arts	🗑 ❓	ROP CulinaryArt (0810)	Manage
Science: Life			
Science: Physical	🗑 ❓	Phys Science,CP (0674)	Manage
Health & Career Ed			
Computer Science			
World Language			
Electives			

Alternate Course Requests   ⬍ Priority Sort

ⓘ The school allows a maximum of 3 alternate course requests

You have no Alternate Course Requests

To add an Alternate Course Request select the course hyperlink.

Filter Courses		
Name or Nbr: [ ]	Sbj Area: English ▼	Search

Click A Course To Request or ❓ for Info

❓ English 10 (0311)	❓ English 10 CP (0302)	❓ Sh Eng Lit I (0325)
❓ English 10 (0898)	❓ Hon Eng 10 CP (0315)	❓ Sh Eng Lit II (0326)
❓ English 10 (0947)		

A pop-up will display allowing you to select whether this course will be added as a **Primary** or **Alternate Course Request**. For this example we are adding an **Alternate Course Request**. Click on the **Request Alternate** button to add your **Alternate Course Request.**

In this example the English 10 CP (0302) course has been added an an Alternate Course Request. Additionally, the school in this example allows up to a maximum of three Alternate Course Requests. An additional English course SH Eng Lit I (0325) has been added as well.

Setting Alternate Course Request Priority

The Parent/Student can set the priority of alternate course requests and link alternate course requests to primary course requests. Once the priority is set, if the primary course is not available the first alternate course will be scheduled first, if the first alternate course is not available then the subsequent alternate course will be scheduled. There is no limit to the amount of courses that can be linked. However, schools can set a limit to the amount of Alternate Course Requests that Parents/Students can select.

To set priority, alternate courses need to be sorted in the desired order to be scheduled. To sort Alternate Course Requests, select the **Priority Sort** button.

The **Alternate Course Requests** window will enter edit mode with a drop and drag feature that allows each **Alternate Course Request** to be moved. A **Move** button with a vertical arrow will display to the left of the delete button. The Parent/Student can select the **Move** button of the Alternate Course Request(s) that need to be adjusted. The **Alternate Course Request** can be moved either up or down and placed in the desired position. Click the **Done** button once alternate course requests are placed in the desired order.

In this example the English 10 CP course was placed in the first position and thus will be given priority over the SH Eng Lit course when scheduling alternates.

Linking Alternate Course Requests to Primary Course Requests.

Once the priority of **Alternate Course Requests** is set the student can link the **Alternate Course Requests** to the selected **Primary Course Requests** using the **Manage** button in the **Primary Course Request** section. The **Manage** button is used to link one or more alternate course requests to a primary course request. The number of alternate course requests assigned to a primary course will also be displayed. There is no limit to the amount of alternate courses that can be linked to primary courses.

Select the **Manage** button to link alternate course requests to primary course requests.

Primary Course Requests		
The school allows a maximum of 9 primary course requests		
Subject Area		Alternate Requests
English	English 10 (0311)	Manage

Selecting the **Manage** button will open the **Manage Alternate Request Association** window for the selected course. The alternate courses will be listed in the priority order that was previously set. The parent/student can then select the check mark to the left of the alternate course or courses that will be linked to the student course request. Click the **Save** button to save the selections and close the window.

Manage Alternate Request Assocation
Primary Course Request: English 10 (0311)

Associate?	Course
✔	English 10 CP (0302)
✔	Sh Eng Lit I (0325)

Save Cancel

In the example below the parent/student has linked two alternate courses to the English 10 (0311) course.

Primary Course Requests		
The school allows a maximum of 9 primary course requests		
Subject Area		Alternate Requests
English	English 10 (0311)	2 Manage