




WPS

eSchoolPLUS+ 3.1

ENTER COURSE REQUESTS INTO HOME ACCESS CENTER



Course Requests Page – Coleytown Middle and Bedford Middle Schools Only

Use the Course Requests page to enter scheduling requests for the next school year. Requests are entered by selecting from a list of courses available for a subject area or course department. You'll see either subject areas or departments for the building you'll attend next year.






To display the Course Requests page, click  **Classes** on the HAC menu, then click the **Requests** tab.

Enter requests for a subject area

1. On the Course Requests page, click **Edit** for the subject area to display the Select a Course pop-up.
2. To request a course, check its Request box.
3. Repeat Step 2 for all requests you want to add for the subject area.
4. To remove a request, remove the check from its Request box.
5. To save request changes for the subject area, click **Save** at the top of the page. The pop-up closes and the requests you selected will be displayed below the subject area heading on the Course Requests page.
6. Repeat Steps 1-5 to add requests for other subject areas.

Select A Course  

Subject Area : Music (MUSIC)
Required Credits : 0.0000
Requested Credits : 0.0000

Course Status Key:  Required  Suggested  Locked  Incomplete Prerequisite  Alternate Request

Request	Description	Course	Credit
<input type="checkbox"/>	BAND 7	486040_M	0.4000
<input type="checkbox"/>	CHORUS 7	486051_M	0.4000
<input type="checkbox"/>	MUSIC AND TECH 7	486055_M	0.4000
<input type="checkbox"/>	ORCH 7	486043_M	0.4000

Click on a column heading to sort by that column. Note that requested courses will always list first.



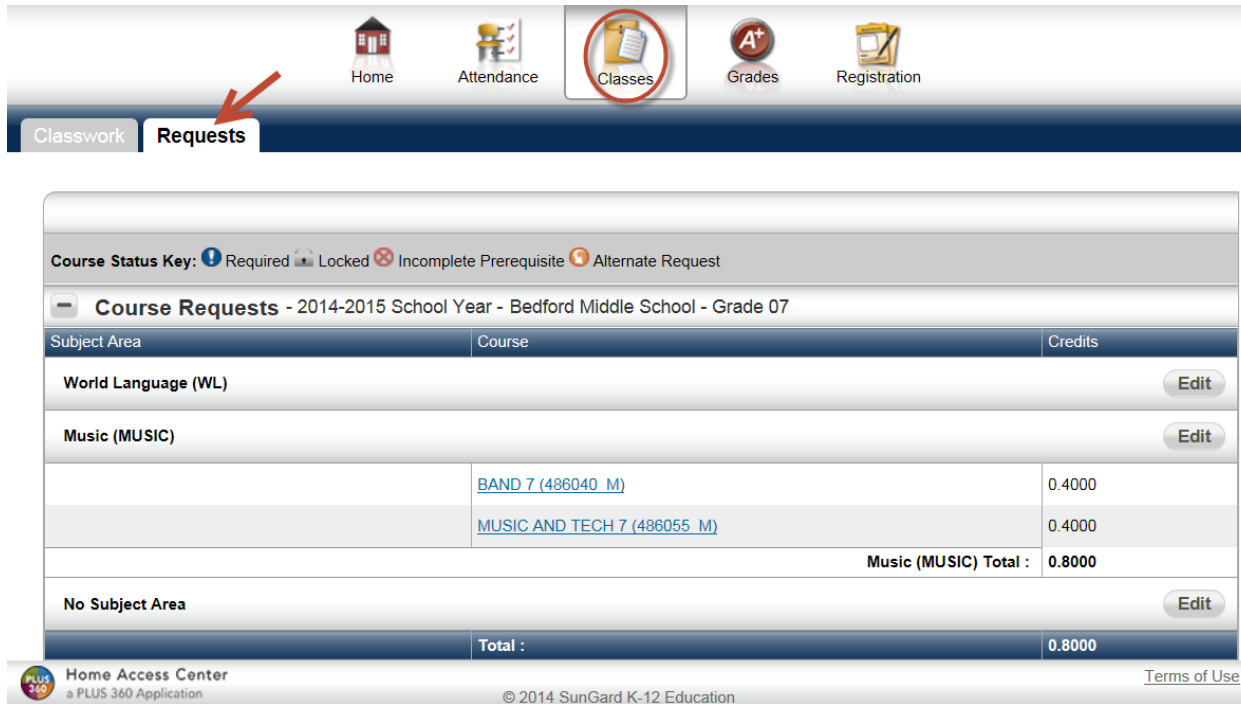
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



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Display a list of next year requests

- To display the Schedule page, click  **Classes** on the HAC menu, then click the **Requests** tab.



The screenshot shows the Home Access Center (HAC) interface. At the top, there is a navigation menu with icons for Home, Attendance, Classes, Grades, and Registration. The 'Classes' icon is circled in red, and a red arrow points to the 'Requests' tab in the secondary menu below it. The main content area displays a table of course requests for the 2014-2015 school year at Bedford Middle School, Grade 07. The table is organized by subject area, with 'Music (MUSIC)' having two entries: 'BAND 7 (486040 M)' and 'MUSIC AND TECH 7 (486055 M)', each with 0.4000 credits. A total of 0.8000 credits is shown for Music. There is also a 'No Subject Area' section with an 'Edit' button. At the bottom, there is a footer with 'Home Access Center a PLUS 360 Application', '© 2014 SunGard K-12 Education', and a 'Terms of Use' link.

Course Status Key:  Required  Locked  Incomplete  Prerequisite  Alternate Request

Course Requests - 2014-2015 School Year - Bedford Middle School - Grade 07

Subject Area	Course	Credits
World Language (WL)		Edit
Music (MUSIC)		Edit
	BAND 7 (486040 M)	0.4000
	MUSIC AND TECH 7 (486055 M)	0.4000
Music (MUSIC) Total :		0.8000
No Subject Area		Edit
Total :		0.8000

Home Access Center
a PLUS 360 Application

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