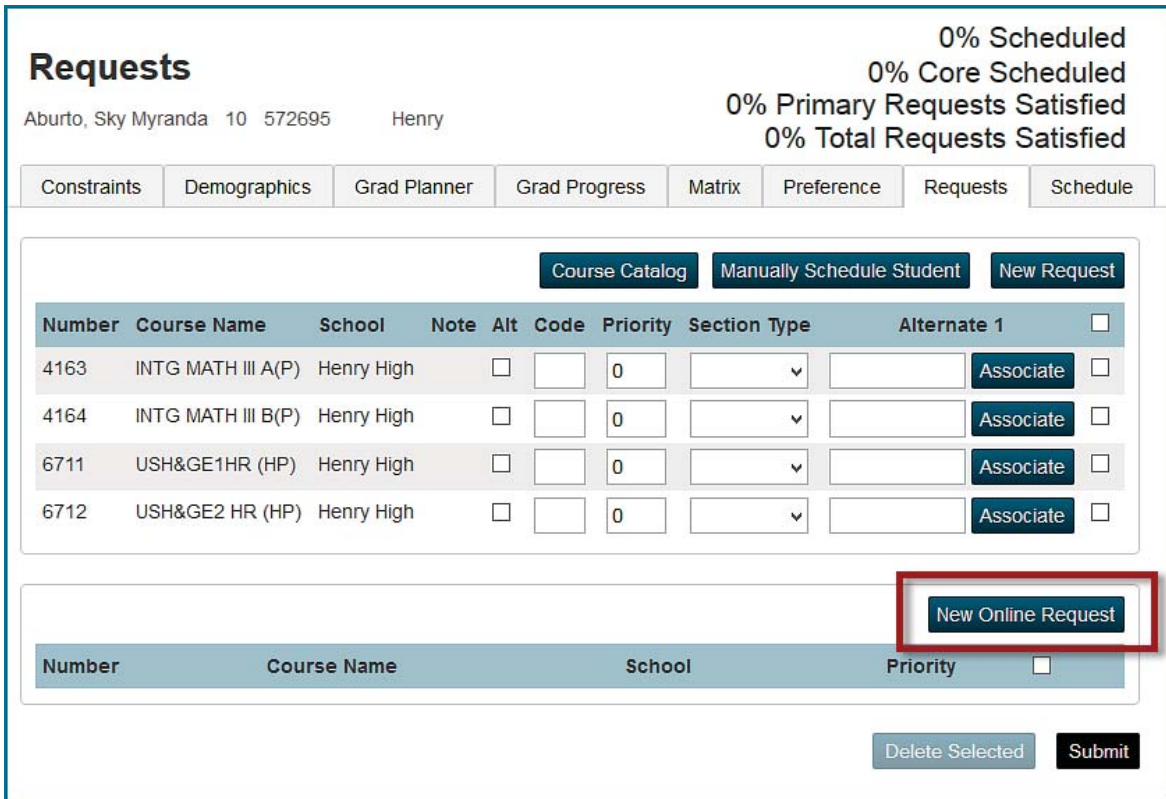


Entering On-Line Course Requests

NEW for 2018-19! Course Requests for students taking online courses through iHigh Virtual Academy must be entered in PowerScheduler.

These course requests are completely separate from the course requests typically entered by schools. Online course requests for iHigh will not be considered when using scheduling tools or reports within PowerScheduler.

1. On the **Requests** page, select **New Online Request**.



Requests
Aburto, Sky Myranda 10 572695 Henry

0% Scheduled
0% Core Scheduled
0% Primary Requests Satisfied
0% Total Requests Satisfied

Constraints Demographics Grad Planner Grad Progress Matrix Preference Requests Schedule

Course Catalog Manually Schedule Student New Request

Number	Course Name	School	Note	Alt	Code	Priority	Section Type	Alternate 1	
4163	INTG MATH III A(P)	Henry High	<input type="checkbox"/>			0			Associate <input type="checkbox"/>
4164	INTG MATH III B(P)	Henry High	<input type="checkbox"/>			0			Associate <input type="checkbox"/>
6711	USH&GE1HR (HP)	Henry High	<input type="checkbox"/>			0			Associate <input type="checkbox"/>
6712	USH&GE2 HR (HP)	Henry High	<input type="checkbox"/>			0			Associate <input type="checkbox"/>

New Online Request

Number	Course Name	School	Priority	
				<input type="checkbox"/>

Delete Selected Submit

IMPORTANT! The **New Online Course Request** screen will allow you to either **manually enter** course numbers, or use the **Associate** button to select from a group of courses. *You cannot use both methods at the same time.*

Direct Course Entry

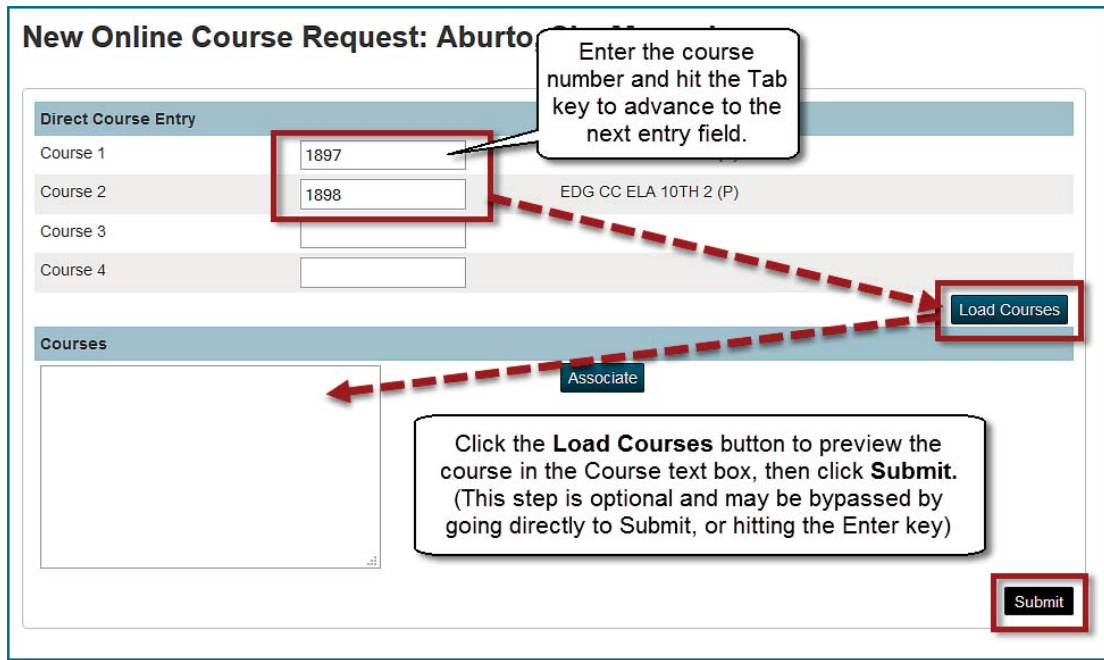
1. Enter the online course number and hit the **Tab** key. The name of the course will appear and you will be advanced to the next entry field.

NOTE: A red error validation will appear if the course number is invalid. An error validation means the course is not available to your school, or the course number has been entered incorrectly.

2. Correct all errors.

Click the **Load Courses** button to preview the course in the Courses text box, then click **Submit**.

NOTE: This step is optional and may be bypassed by going directly to **Submit**, or hitting the **Enter** key



New Online Course Request: Aburto

Direct Course Entry

Course 1	1897
Course 2	1898
Course 3	
Course 4	

EDG CC ELA 10TH 2 (P)

Load Courses

Associate

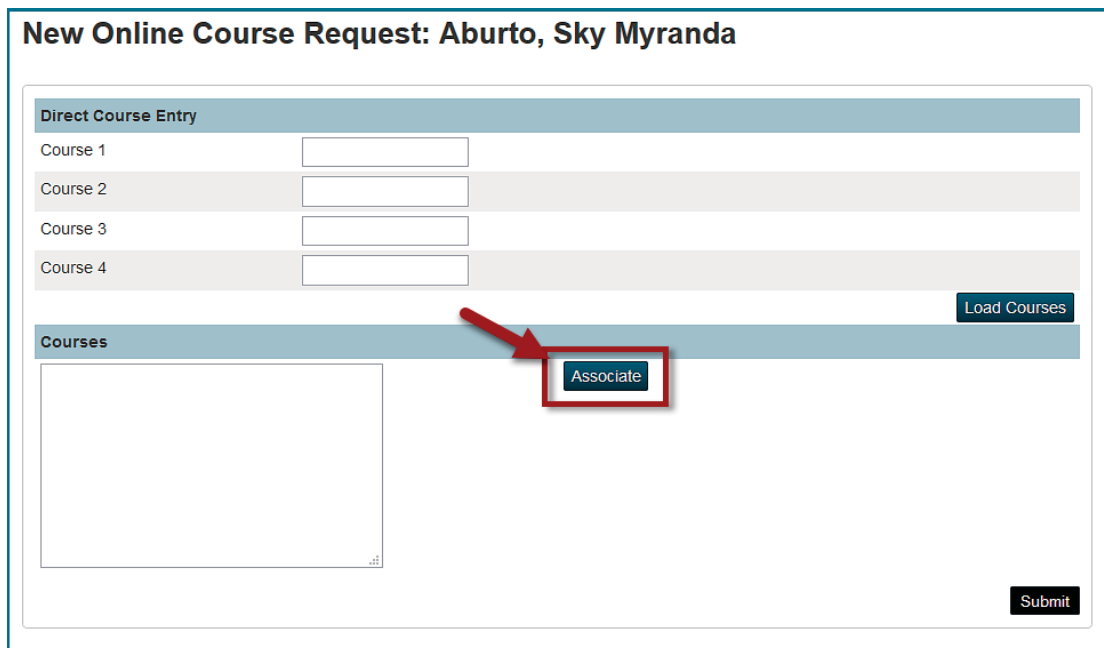
Submit

Enter the course number and hit the Tab key to advance to the next entry field.

Click the **Load Courses** button to preview the course in the Course text box, then click **Submit**. (This step is optional and may be bypassed by going directly to Submit, or hitting the Enter key)

Using the Associate Button for Course Selection

1. Click the **Associate** button.



New Online Course Request: Aburto, Sky Myranda

Direct Course Entry

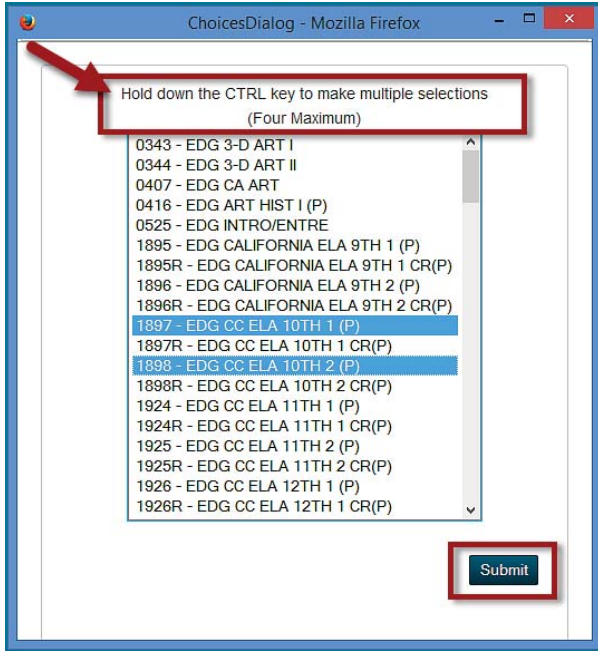
Course 1	
Course 2	
Course 3	
Course 4	

Load Courses

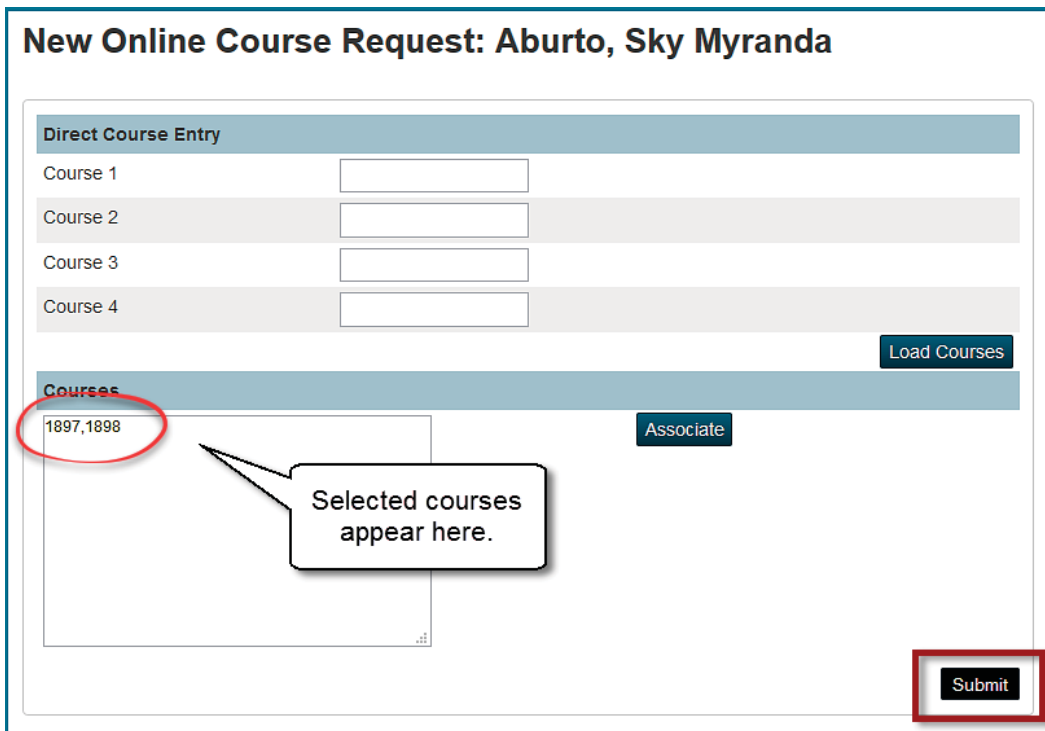
Associate

Submit

- From the **ChoicesDialog** box, make up to four course selections. Hold down the **Ctrl** key to make multiple selections.
- Click **Submit**.



- You will be returned back the **New Online Course Request** page, click **Submit**.



- Back on the **Requests** page, enter a **Priority** based on the order in which an online course should be scheduled.
- Click **Submit**.

6711	USH&GE1HR (HP)	Henry High	<input type="checkbox"/>	<input type="text"/>	0	<input type="text"/>	<input type="text"/>	Associate	<input type="checkbox"/>
6712	USH&GE2 HR (HP)	Henry High	<input type="checkbox"/>	<input type="text"/>	0	<input type="text"/>	<input type="text"/>	Associate	<input type="checkbox"/>

Number	Course Name	School	Priority	<input type="checkbox"/>
1897	EDG CC ELA 10TH 1 (P)	iHigh Virtual Academy	1	<input type="checkbox"/>
1898	EDG CC ELA 10TH 2 (P)	iHigh Virtual Academy	2	<input type="checkbox"/>

- The IHIGH LAB course often used as a placeholder to show when a student is working on an online course will continue to be part of a school’s master schedule and must be entered in the regular course request area. Click **New Request** and enter the **8155 IHIGH LAB** course to the student’s regular course requests.

Number	Course Name	School	Note	Alt	Code	Priority	Section Type	Alternate 1	<input type="checkbox"/>	
4163	INTG MATH III A(P)	Henry High	<input type="checkbox"/>	<input type="text"/>		0	<input type="text"/>	<input type="text"/>	Associate	<input type="checkbox"/>
4164	INTG MATH III B(P)	Henry High	<input type="checkbox"/>	<input type="text"/>		0	<input type="text"/>	<input type="text"/>	Associate	<input type="checkbox"/>
6711	USH&GE1HR (HP)	Henry High	<input type="checkbox"/>	<input type="text"/>		0	<input type="text"/>	<input type="text"/>	Associate	<input type="checkbox"/>
6712	USH&GE2 HR (HP)	Henry High	<input type="checkbox"/>	<input type="text"/>		0	<input type="text"/>	<input type="text"/>	Associate	<input type="checkbox"/>
8155	IHIGH LAB	Henry High	<input type="checkbox"/>	<input type="text"/>		0	<input type="text"/>	<input type="text"/>	Associate	<input type="checkbox"/>

Number	Course Name	School	Priority	<input type="checkbox"/>
1897	EDG CC ELA 10TH 1 (P)	iHigh Virtual Academy	1	<input type="checkbox"/>
1898	EDG CC ELA 10TH 2 (P)	iHigh Virtual Academy	2	<input type="checkbox"/>