On November 2017

Student Instructions For Entering Online Course Requests

Students and their parents/guardians may access Online Course Requests through the student’s ParentCONNECTxp account to review courses recommended by their teachers and counselors, as well as request additional courses to complete their schedule for the next school year.

Accessing the Course Requests Page

Course requests may be entered, modified, deleted, and reviewed from the Course Requests page. Other information, such as courses recommended by school staff and the Course Catalog are also accessible on this page.

1. Log in to Parent Portal using the student’s ParentCONNECTxp user ID and password.
2. Click the **Course Requests** link on the left control bar.
   
   **Note:** If a dialog box appears, read the instructions provided and then click the **Close** button.
3. Click the **Manage Course Requests** link to open the **Course Requests** page.
4. The ParentCONNECTxp **Course Requests** page will open.

Viewing the Course Requests Page

From the **Course Requests** page, the following is viewable:

- Recommendations made by teachers and/or school counselors
- The **Course Catalog** (accessible by clicking on the School Course Catalog link)
- The remaining number of days in the submission window

### ParentCONNECTxp Course Requests

![Course Requests Screen](image)
Also viewable is the My Course Requests tab, along with the student’s Required Courses. Elective Courses may be viewed by selecting the Elective Courses tab.

Course Recommendations entered by school teachers or counselors with a lock icon in the Lock column of the Courses grid may not be changed.

Adding a Course Request

1. From the Course Requests page, select either the Required Courses tab (the page opens to this tab as a default) or the Elective Courses tab, depending on the type of course to be requested.

2. In the Course Search box on the left-hand side of the page, enter the course name and press the Enter key on the keyboard.

3. Locate and select the course in the Course Search Results list.

4. Drag the course to the grid on the right, moving it to either the Primary panel on the left or the Alternate panel on the right. Release the mouse when a green line appears, indicating that the course will be placed.

   Note: In the Required Courses tab, any alternate course must be attached to a specific primary course request. In the Elective tab, a course may simply be added to the Alternate panel.

5. Click the Save button to apply the changes.
Modifying Existing Course Requests

Course requests may be deleted or resubmitted as primary or alternate requests. Deleting a primary course request automatically deletes any associated alternate courses.

Note: Any courses with a Lock icon in the Lock column may not be deleted.

To Delete a Course Request

1. From the Course Requests page, select either the Required Courses tab (the page opens to this tab as a default) or the Elective Courses tab, depending on the type of course to be deleted.
2. Select the request and drag it to the trash can.
3. Click the Save button to apply the deletion.

To Change an Alternate Request to a Primary Request

1. From the Course Requests page, select either the Required Courses tab (the page opens to this tab as a default) or the Elective Courses tab, depending on the type of course.
2. Delete the alternate request by dragging it to the trash can.
3. Search and select the course from the Course Search box.
4. Drag the course to the Primary panel. Release the mouse when a green line appears, indicating that the course will be placed.
5. Click the Save button to apply the change.
Submitting the Course Requests

Carefully review all course requests before submitting them to the school; once the course requests have been submitted, the student will not be able to modify them.

Using the Request Progress indicator at the bottom of the page as a guide, determine if the requests are ready to submit. The Submit button will be grayed out if the courses selected would leave the student under or over-scheduled.

1. Once the Submit button is available and the selections have been reviewed, click the Submit button.

Note: Courses have different scheduling loads. For example, a semester-long course typically has a smaller scheduling load than a year-long course. This means that you could have a scheduling load that is too low and when you add another course, your scheduling load may be too high.

2. A dialog box will appear after clicking Submit; click OK.