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Quick Reference Card: Add New Course Request

For: Site Coordinator, Coach	
Click on Students . Click on the student's name.	Student Options, Eddie Options, Edie
On the left side under the <i>Enrollments</i> heading, click Requested Courses .	 Enrollments Current Enrollments Snapshot Pacing Gradebook Student Activity Student Activity Report Activity Heatmap Requested Courses
Click Add new course request.	Add new course request
Select Catalog and Course.	Course Request
For <i>Start Date</i> , select the first day the student should have access to the course.	Catalog: 1: High School Catalog Course: English 10 Semester B v6.0 [444 Start Date: 01/30/2023 End Date: 06/09/2023 Status: APP
For <i>End Date</i> , select the last day the student should have access to the course. Note: Allow 5 business days for final grade to be issued after end date.	Save Cancel
For <i>Status</i> , select APPROVED .	
Click Save .	
A record of all <i>Requested Courses</i> can be found on the Requested Courses page. They will be removed when the student is enrolled in a section with an Edmentum teacher. To view enrollments, refer to the <i>View Enrollments</i> quick reference card. Course Requests There are 2 requested courses for this student: Edit Course Term Approved Start Date Requested On End Date Academic Success v2.0 Ongoing APPROVED 08/14/2023 Demo, EOA 01/25/2023 12/08/2023	

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Customer Support 800.447.5286 support@edmentum.com 06.23.23