



Schoolnet: Approving Section Access Requests

Quick Reference Card

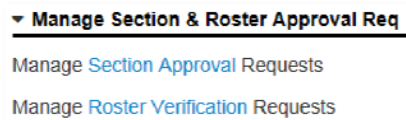
Schoolnet: Approving Section Access Requests

Because of your district's scheduling system and the way teacher-section assignments are provided to Schoolnet, some teachers may not have access in the Classrooms module to all the students they teach. These teachers must request access to the sections that include the students they are missing. Designated administrators can approve this access.

View Section Access Change Requests

Review and then either approve or deny section access change requests.

1. From **My Schoolnet** click **Section Approval Requests** in the Manage Section and Roster Approval Webpart.



2. On the Pending Section Request page, all of the pending change requests are listed by default, so use the filter menus to narrow the list
3. Then click **Apply Filters**
4. Review the list of change requests, then either check the requests to approve or click **Select All** to approve all of the requests listed
5. Scroll down to the bottom of the page and click **Approve** to approve the selected requests
6. Click **OK** to confirm approval
7. To reject any requests, check the requests and click **Decline**
8. Then click **OK** to confirm the rejection.

Pending Section Request

5 Requests Pending

Make Selection below

Select a School:

[Select All](#) | [Deselect All](#)

Results 1 - 5 of 5

Date Requested	User Name	Course	Section
<input type="text" value="(Show All)"/>	<input type="text" value="(Show All)"/>	<input type="text" value="(Show All)"/>	<input type="text" value="(Show All)"/>
<input type="checkbox"/> 04/12/2012	ORELLANA, Mary	Algebra I (Gr. 6-8)	Anonymous User
<input type="checkbox"/> 05/03/2012	SUMMERS, ZACHARIAH	Earth Science (Gr. 6-8)	Anonymous User
<input type="checkbox"/> 06/06/2012	NELSON, Kelly	Social Studies (Gr. 1-5)	LEWIS
<input type="checkbox"/> 06/06/2012	NELSON, Kelly	Mathematics (Gr. 1-5)	LEWIS
<input type="checkbox"/> 11/04/2013	CAGE, Seneca	Al ¹ English Literature & Composition (Gr. 11-12)	SKYBERG

Schoolnet: Managing Roster Requests
