Schoolnet: Request Section Access

Because of your district's scheduling system and the way teacher-section assignments are provided to Schoolnet, some teachers may not be able to access all the students they teach from the Classrooms module. In My Account you can request access to the sections that include the students you are missing.

Warning: Do not use this feature unless an approval process is in place and you have been instructed that you can use this feature.

To add a section that you should be allowed to access but does not appear on this page:

1. Click **My Account** on the top right of the screen

Welcome, Brent! | Sign Out | My Account

2. Click the **Sections & Rosters** tab

| Roles and Operations | Personal Information | Email and Notification | Change Password | Sections & Rosters |

3. Scroll to the bottom of the page and click the **link** to request a section

Is your class not listed here, or would you like to request an additional section assignment, Click here.
Note: All additional section assignments must be approved by an administrator.

4. On the My Settings: Search for Sections page, select your school, department, and grade level from the menus

My Settings: Search for Sections

Find current year Sections (to which you want to be assigned) using any of the criteria below:

School: Anderson Middle School
Department: Language Arts
Grade: 07 to 07
Teacher Name: – Last Name, First Nar
Course: – Section ID # or Cour

☑ Only show selections with students enrolled

Search Cancel

5. Enter a teacher name or course number to narrow the results. Check **Only show selections with students enrolled** to narrow the results by current enrollment

6. Click **Search** to get a list of sections based on your search criteria

7. Check the box next to the section that should be assigned to you and click **Request**

8. Confirm your request by clicking **Request Sections**

9. When the request is **approved**, you will see the additional section(s) in the Section Chooser menu

Section Chooser

Course/Section: All Courses

All Courses
ADV ENG 7 (LA1116) - All Sections
ADV ENG 7 (LA1116) - LA1116-02B-079-REYES
ADV ENG 7 (LA1116) - LA1116-SG1-070-COOPER
ADV ENG 7 (LA1116) - LA1116-SG2-070-COOPER
CORE ENG 7 (LA1115) - All Sections
CORE ENG 7 (LA1115) - LA1115-SG4-070-COOPER
CORE ENG 7 (LA1115) - LA1115-SG5-070-COOPER
SOL LAB GR7 (SL9991) - SL9991-001-070-COOPER

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