Remedy Inclusion Procedure

February 2021   v1.1

Version History

Version	Date	Description	Created By
1.0	Jan, 2021	Initial document created	Hasaam Nadeem, Daniel Bond
1.1	Feb, 2021	Title change	Daniel Bond

Confidentiality

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1.0   Introduction

The **Update Inclusion for Remedy Students** is a newly built procedure which will help school and build view users to mark *"Is inclusion section"* against each course request for a student.

This procedure is available in school and build view. This Document is contains instructions for how to run the procedure and how to navigate it.

Following criteria will be used to mark "Is Inclusion Section" checkbox against each course request in school and build view

- ▪ Student Enrollment Status must be Active or Active No Primary
- ▪ Remedy Program must be attached to a student
- ▪ Student must have course requests for current or build year
- ▪ Course Request (School and Build year) must lie between the start and end date of a remedy program.

NOTES:

1. The procedure will **NOT** uncheck the *Is Inclusion Section* if the Remedy Program is End Dated and the procedure is re-ran
2. The procedure must be ran *prior* to scheduling students into course sections.

2.0   Update Inclusion for Remedy Students – School View

The Update inclusion procedure is run from the *School View> Schedule Top Tab >* Master Side Tab

1. Click **Options**
2. Select **Update Inclusion for Remedy Students**
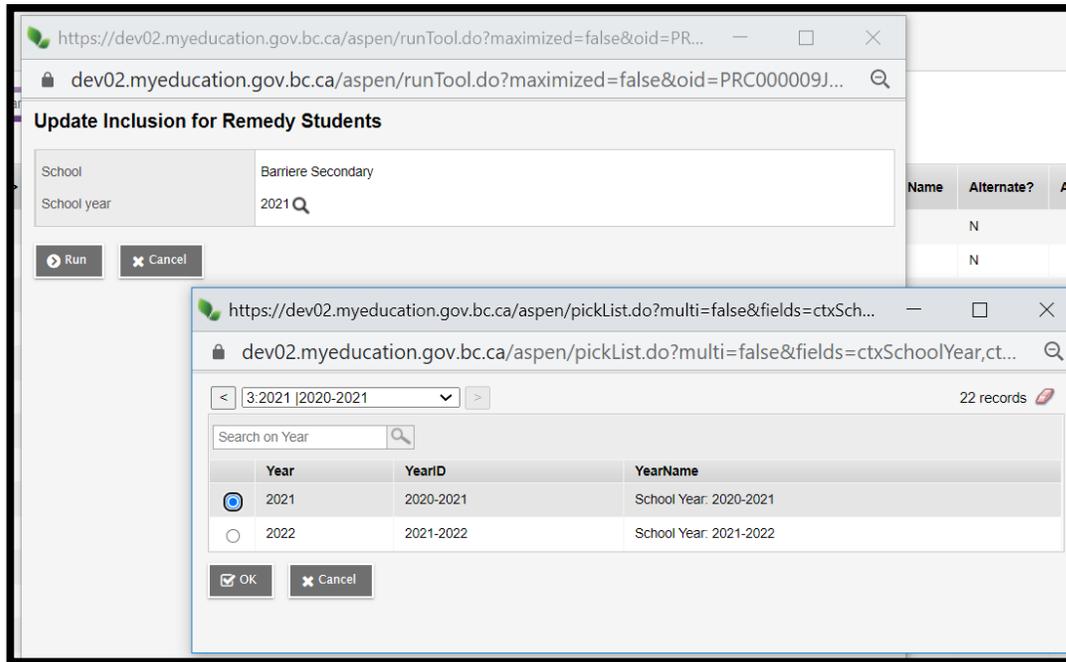
3. Select the **School Year**
4. Click **"Run"**

Field	Description
School(s)	**School View:** Auto populate with the school name who is running this procedure
School Year	**Current Year:** The user needs to select one of this option. The procedure will run as per the selected school year **Build Year:** The user needs to select one of this option. The procedure will run as per the selected school year

2.1 Update Inclusion for Remedy Students – Output Log

Once the Build/School view user runs the procedure, the output log will display as .csv file with the details

1. School View> Schedule Top Tab> Master Side tab
2. Click **Options**
3. Select **Update Inclusion for Remedy Students**
4. Click **Run**
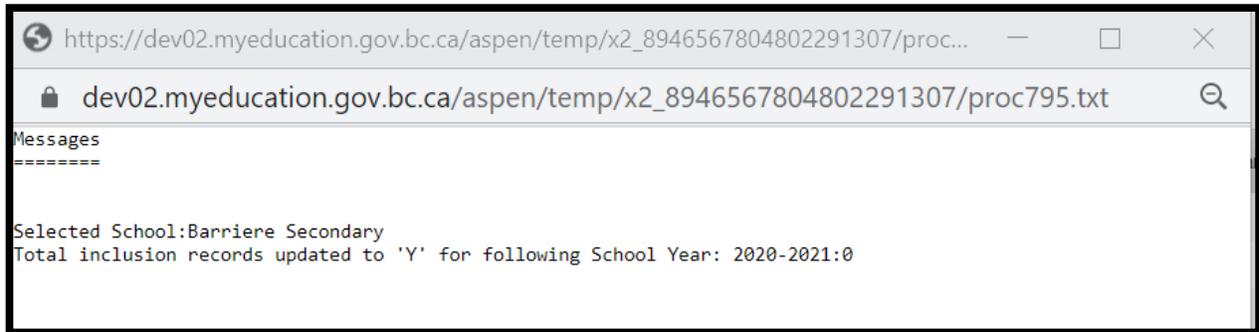
Note: Output log will display student name, count and course sections where inclusion gets updated after the procedure is ran.

2.2 View Update Inclusion for Remedy Students

Once the procedure ran successfully in school view it is reflected in course request section of the student

1. School View> Student TT
2. Request ST
3. Verify **"Inclusion?"** column is set to **"Y"**
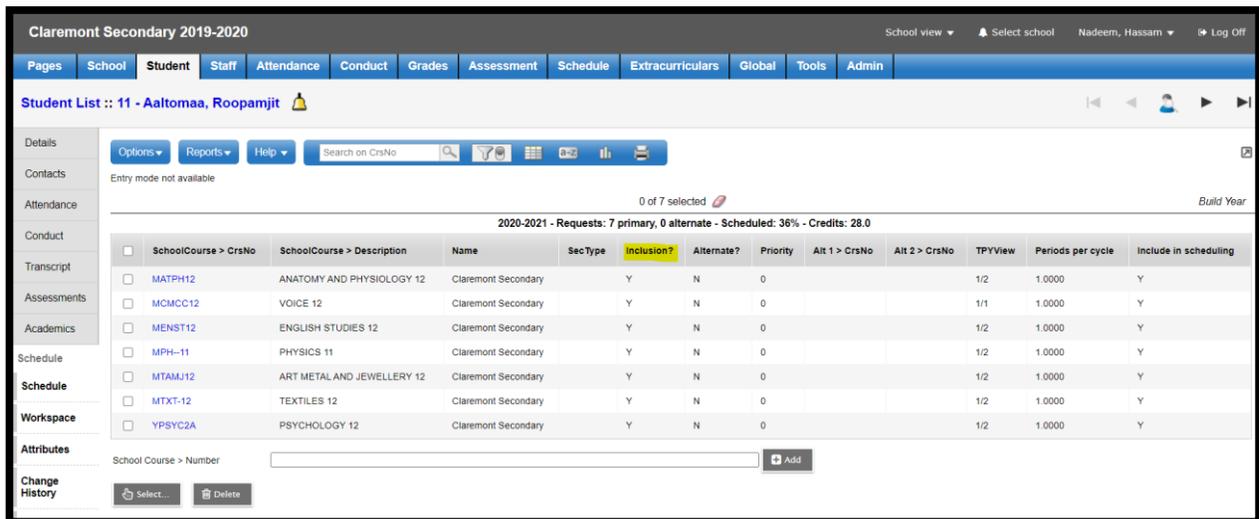
3.0 Update Inclusion for Remedy Students – Build View

The Update inclusion procedure is run from the *Build View> Global Top Tab* > Requests Side Tab

1. Click **Options**
2. Select **Update Inclusion for Remedy Students**
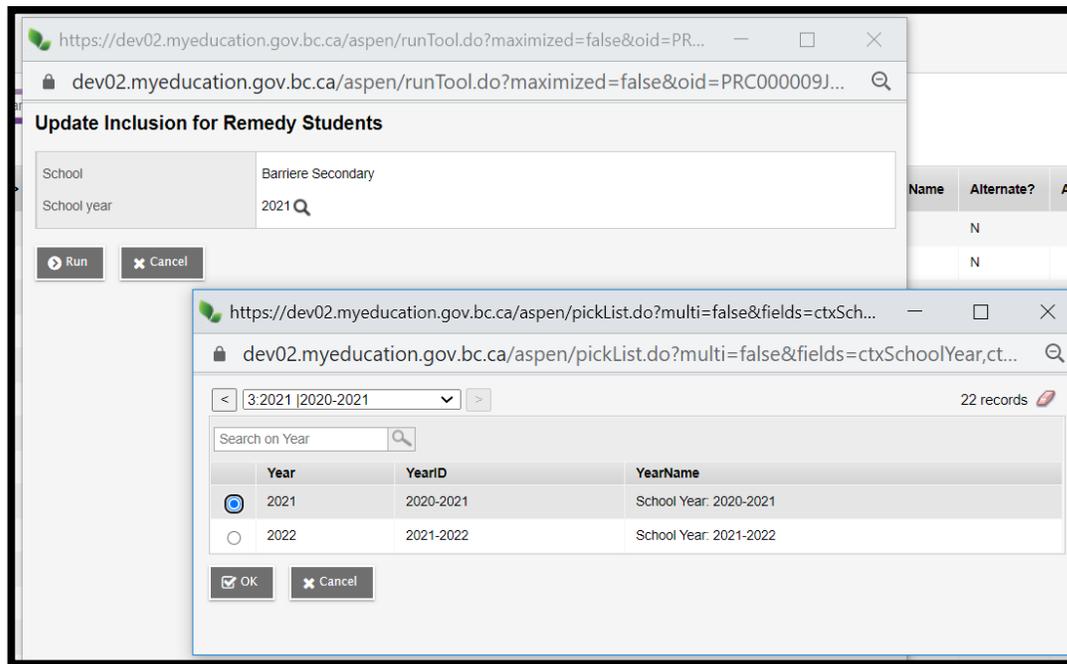
3. Select the **School Year**
4. Click **"Run"**

3.1 View Update Inclusion for Remedy Students

Once the procedure ran successfully in build view, it is reflected in multiple course request sections of the application build view

1. Build View> Global TT
2. Request ST
3. Verify **"Inclusion?"** column is set to **"Y"**

1. Build View> Student TT
2. Request ST
3. Verify **"Inclusion?"** column is set to **"Y"**