

Harmony®

Guidance Conversations

Sandi Brown



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1. Why do students still show some documents as active when I have withdrawn them? And why don't students show everything as active when I have enrolled them?

New Enrollments/Withdrawals



Close Edit

≡Enroll/Withdraw ≡Transfer ≡Change ID ≡Progress report


Basics Guardian Bus Info Office Use State Reports Guid

Additional data Test scores Enrollment history

Demographic information

Student demographics

Last name: Brewer
First name: Emma
Middle name: E
Suffix:
Preferred name:
Date of birth: 10/16/1997
Gender: Female Male
SSN:



ID: 244104001

Race/Ethnicity

Is this individual Hispanic or Latino?

The proper way to enroll/withdraw a student is to use the buttons at the top of the student demographics.

New Enrollments/Withdrawals




Change in enrollment status Close Ok

Complete the data for Emma Brewer and touch Ok

Student is enrolling Student is withdrawing

Withdrawal record

Date:  (first date of non-attendance)

Exit code: ▼

Reason:

Transfer to:

Comment:

This process properly activates all of the student documents (if enrolling) or inactivates all of the student documents (if withdrawing)

New Enrollments/Withdrawals



Demographics | Guardian | Emergency Contact | Medical Info | Office Use | Guidance

Office Use

Locker Number	<input type="text" value="263"/>	Locker Comb	<input type="text" value="22.12.10"/>
Lunch Number	<input type="text" value="4001"/>	Locker Serial	<input type="text"/>
Old ID	<input type="text"/>	Grad Date	<input type="text"/>
Parking Permit	<input type="text"/>	License Plate	<input type="text"/>
Vehicle Description	<input type="text"/>		
Include in Class Rank	<input type="text" value="Yes"/>	Attendance Contract/Risk	<input type="text"/>
Network Account	<input type="text" value="emmaebrewer"/>	Password	<input type="text" value="eB104001"/>
Asset Tag	<input type="text"/>	Barcode	<input type="text"/>
Lunch Status	<input type="checkbox"/> Free <input checked="" type="checkbox"/> Reduced	Direct Cert	<input type="checkbox"/> Yes <input type="checkbox"/> No
TANF	<input type="text"/>	Guardian SSN (N if does not have)	<input type="text"/>
Twenty First Century Scholar	<input type="text"/>	Textbook Assistance	<input type="text"/>
Transfer	<input type="checkbox"/> Transfer	Inactive	<input checked="" type="checkbox"/> Inactive
Retained	<input type="checkbox"/> Retained	Status	<input type="text"/>

In Harmony 2, do NOT simply use the “Inactive” checkbox to enroll or withdraw students.

- ✓ This does NOT properly adjust student records
- ✓ This does NOT enter a withdrawal or new enrollment record for DOE reports and attendance calculations

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2. Can I change master course numbers or descriptions mid-year?



Course Changes

Close Save

Central High School

Course Document

School year: 2014-2015

Course num: 1002

Description: English 9

Course credits: 1

Terms offered: 1 2 3 4

Length: 2 (in terms)

Grad requirement: ENG

Grad track: Center High School Requirements
Core 40 2010
Core 40 Brent
Core 40 effective for '12-'13 grade 9

Grading scale: Standard Grading Scale

- ✓ Master Course numbers cannot be changed mid-year as it will detach all data from the course
- ✓ Course Descriptions can be changed mid-year



Course Changes-Next Year

Somewhere Central High School

Course Document

School year:

Course num:

Description:

Course credits:


- ✓ The proper time to change course numbers is when you begin scheduling for next year **BEFORE** you enter course requests
 - If you need course numbers changed at any other time, please contact support and we can assist you!



Course Changes-Next Year

- ✓ If you are in the middle of entering course requests for next year, please do not change any course numbers OR descriptions
- Changing these in the middle of course requests will cause the request to not match up to the course

Close Save




Course Request for Sandi Brown

All year	Term 1	Term 2	Any term
-select-	1002 - English 9	1002 - English 9	-select-
-select-	2308 - Calculus	2308 - Calculus	-select-
-select-	-select-	-select-	-select-

Sandi Brown
11109002
Grade 10

(Rm)

Bill and Janet Brown
234-567-7890 (home) (mom's cell)
(cell) (dad's cell)





3. How do I handle it if two courses need to have the same course number?



Two Courses with Same Number

Even if courses have a different course name, they can NEVER use the same course number.

The screenshot shows the Harmony software interface. At the top, there are buttons for 'New Course', 'New Class', and 'Mass edit'. Below these are search and reset buttons. On the left, there is a 'Guidance' sidebar with various options. The main area displays a table of courses. Two rows are circled in red with a diagonal slash, indicating they are invalid due to sharing the same course number (1004).

<input type="checkbox"/>	Name	Period	Grade	Fees
<input type="checkbox"/>	Name collapse all expand all			Cons [3.50] Fees [10.00]
<input type="checkbox"/>	1004 - English 10 Honors	[1, 2]	ENG grade [10]	Books [10.00] Cons [25.00] Fees []
<input type="checkbox"/>	1004 - English 10	[1, 2]	ENG grade [10]	Books [10.00] Cons [25.00] Fees []

Two Courses with Same Number



The screenshot shows the Harmony software interface. At the top, there are buttons for 'New Course', 'New Class', and 'Mass edit'. Below these is a search bar with a 'Search' button and a 'Reset' button. On the left side, there is a 'Guidance' menu with options: 'classes by student', 'current year', 'class list', 'classes by period', 'by counselor', 'class rank/gpa', and 'inactive classes'. The main area displays a table of courses. The first row is '1004 - English 10' with a checkbox on the left, '[1, 2]' in the middle, and 'ENG grade [10]' on the right. The second row is '1004H - English 10 Honors' with a checkbox on the left, '[1, 2]' in the middle, and 'ENG' on the right. A red rounded rectangle highlights the first two rows of the table.

<input type="checkbox"/>	Name collapse all expand all		
<input type="checkbox"/>	1004 - English 10	[1, 2]	ENG grade [10]
<input type="checkbox"/>	1004H - English 10 Honors	[1, 2]	ENG

The correct way to handle this is to add an extra letter or number at the end of the 4 digit state course number.

All course numbers must be unique.

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4. What's the importance of section numbers? How do I know what to use?



Class Section Numbers

The screenshot shows the Harmony software interface. At the top, there are buttons for 'New Course', 'New Class', and 'Mass edit'. Below these is a search bar with a 'Search' button and a 'Reset' button. The main content area displays a table of classes. The first row is a header with a checkbox, 'Name collapse all expand all', and 'INCORRECT!'. The second row shows a class '1006 - English 11' with a checkbox, '[1, 2]', and 'ENG grade [11]'. The third and fourth rows show two identical class sections: '1006-02 - English 11', 'Term 2', 'Period 2', and 'Rich, Elizabeth' and 'Ash, Susan R' respectively. Red circles highlight the section numbers '1006-02' in both rows, and a red arrow points to the first one. The text 'INCORRECT!' is written in large red letters above the table.

<input type="checkbox"/>	Name collapse all expand all	INCORRECT!		
<input type="checkbox"/>	1006 - English 11	[1, 2]	ENG grade [11]	
<input type="checkbox"/>	1006-02 - English 11	Term 2	Period 2	Rich, Elizabeth
<input type="checkbox"/>	1006-02 - English 11	Term 2	Period 2	Ash, Susan R

Classes held during the same term must have unique section numbers.

If they are the same section number as another class under the same course, it will combine the classes together into one.



Class Section Numbers

If classes are held under the same term, you must choose a different section number.

For example, section -02 and section -12 for two second period classes

The screenshot shows the Harmony software interface. At the top, there are buttons for 'New Course', 'New Class', and 'Mass edit'. Below these are search and reset buttons. A sidebar on the left contains a 'Guidance' menu with options like 'classes by student', 'current year', 'class list', etc. The main area displays a table of classes. The word 'CORRECT!' is written in large red letters. A red oval highlights the section numbers '1006-02' and '1006-12' in the table.

<input type="checkbox"/>	Name	Term	Period	Teacher
<input type="checkbox"/>	1006 - English 11	[1, 2]		ENG grade [11]
<input type="checkbox"/>	1006-02 - English 11	Term 2	Period 2	Rich, Elizabeth
<input type="checkbox"/>	1006-12 - English 11	Term 2	Period 2	Ash, Susan R

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5. Why are my seat numbers on classes off and how do I fix that ?



Seat Numbers

▼	1006-12 English 11 - Ash, Susan R	4
<input type="checkbox"/>	Bryant, Duane A 11	>
<input type="checkbox"/>	Call, Chad A 11	>
<input type="checkbox"/>	Meyer, Rob R 11	>
<input type="checkbox"/>	Miller, Megan R 11	>

<input type="checkbox"/>	1006 - English 11	[1, 2]	ENG grade [11]	Books [17.35] Cons [10] Fees [7.50]				
<input type="checkbox"/>	1006-02 - English 11	Term 2	Period 2	Rich, Elizabeth	Rm: 109	Size: 25	As: 6	Av: [19.0]
<input type="checkbox"/>	1006-12 - English 11	Term 2	Period 2	Ash, Susan R	Rm:	Size: 25	As: 5	Av: [20.0]

Seat numbers may show inaccurately on classes if student class documents have been deleted instead of properly removing a student from a course

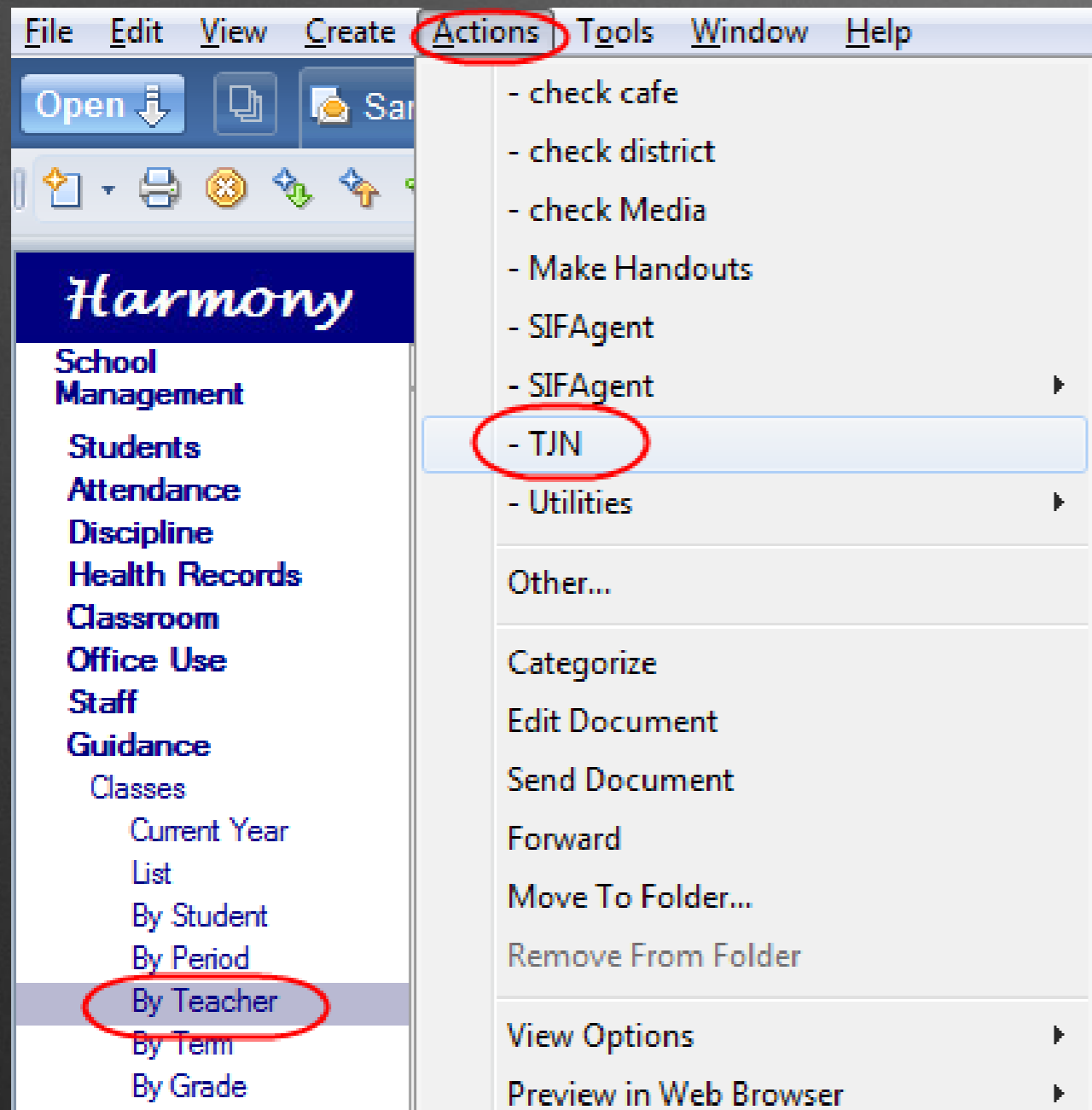
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Seat Numbers

To fix this:

- ✓ Go to a view in Harmony 2 that just has classes, such as **Classes...by Teacher**
- ✓ Select the classes and go to **Actions...TJN**



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6. Why can't teachers see some of their classes and how can that be fixed?

Teachers Seeing Classes



Name	Title	SPN	Room num	Phone ext	NotesName
<input type="checkbox"/> Ash, Susan R	Teacher	87890988	102		CN=Susan Ash/O=LSSC
<input type="checkbox"/> Blankenship, Kevin	Science Teacher		111		
<input type="checkbox"/> Brewer, Robert	Teacher	123	108		CN=Robert Brewer/O=LogicKey
<input type="checkbox"/> <u>Brewer, Ronda M</u>	Teacher	80123698	104		CN=Ronda Brewer/O=LogicKey
<input type="checkbox"/> Brewer, Sheryl R	Guidance Counselor	987654321	Office		CN=Sheryl Brewer/O=LSSC

In order to see their classes, teachers must have a notes name on their staff document.

Harmony Create... Leave Request Needed Import SPN Advance Years Exp

School Management	Name	Title ^	SPN ^	Room Num	Phone E	NotesName
Students	Ash, Susan R	Teacher	87890988	102		CN=Susan Ash/O=LSSC
Attendance	Blankenship, Kevin	Science Teacher		111		
Discipline	Brewer, Robert	Teacher	123	108		CN=Robert Brewer/O=LogicKey
Health Records	<u>Brewer, Ronda M</u>	Teacher	80123698	104		CN=Ronda Brewer/O=LogicKey
Classroom	Brewer, Sheryl R	Guidance Counselor	987654321	Office		CN=Sheryl Brewer/O=LSSC
Office Use	Brown, Sandi L	Secretary	80024578	Office		
<u>Staff</u>	Crest, Jim	Bus Driver				
Personnel						



Teachers Seeing Classes

When their name is added to a class, it will then pull the matching notes name and populate them as a “Reader” on the class

Teacher

Room

Seating

Seating Capacity

Assigned Seats

Available Seats 24

Will have Lunch A C
 B

Don't include on CP Report

CP Fields

Teacher

Highly Qualified Teacher

Special Ed Setting

Special Ed Area

Dual Teacher

Dual Teacher

Highly Qualified Teacher

Special Ed Setting

Special Ed Area

Computer Taught Class Yes

Share With...

Author Brent Meyer/LogicKey

Readers OfficeAdmin, Brent Meyer/LogicKey, Ronda Brewer/LogicKey

Created 12/10/2013 11:31:34 AM by Brent Meyer/LogicKey

Modified 11/25/2014 12:41:13 PM by Claudia Walker/LogicKey

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7. How are GPA and Class Rank calculated?



How are GPA's calculated?

Credits x
Grade
Point Value
= Grade
Points
Earned

School year:	2013-2014	Course credits:	1.0
Course num:	2522	Grad requirement:	MATH_Algl
Class num:	2522-03	State level:	
Department:		State subject:	
Description:	Algebra II	Grad track:	
<input checked="" type="checkbox"/> Included in GPA	<input type="checkbox"/> Inactive		
This grade is currently available to report cards and transcripts			
Term:	<input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2		
Period:	1		
Teacher:	Ash, Susan R		
Room num:			
Affects lunch:	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C		
Grades			
Current grade			
Grade:	B	<input type="checkbox"/> Taken for Dual Credit	
Pct:	0.867	Post secondary insitution code for Dual Credit:	
Points:	3		
Points earned:	3		
Grading scale:	As designated by teacher		



How are GPA's calculated?

Close Print PDF

Somewhere Central High School
 RR 1 Box 923
 Anytown, IN 46464
 Phone: 317-704-7216

03/30/2017 09:42 AM

GPA: 3.500
 Weighted GPA: 3.500
 Credits Earned: 2.0

Transcript

Total
 GPE/Total
 Credits
 Attempted
 (not
 credits
 earned) =
 GPA

Harmony® Expand all Collapse all Print selected Deselect all

Students Attendance Discipline Health Guidance

Classes by Student

find name Search Clear

Class #	Description	Per	Room	Grade	GP	GPE	Credits	
							Previous 1 Next	
▶ Beard, Ashlea E							4.00	2
▼ Beauty, Sleeping Aurora							7.00	2
▼ 2016-2017							7.00	2
▼ Term 1							7.00	2
1514-01	Economics 12	1		B	3.0	3.00	1	
1004-02	English 10	2	105	A	4.0	4.00	1	
▶ Bland, Brittany M							8.67	2

classes by student

What about Middle School GPA?



You CAN run a Middle School GPA that does not affect the High School GPA!

- Enter the course credit amounts on middle school master courses
- This will not count towards high school GPA if the grade level on the student class document is 6, 7, or 8

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8. Why do I get errors when I upload transcripts to Parchment?



Parchment Upload

If transcripts receive an error while uploading, here are the common reasons:

1. Invalid immunization dates
2. Incomplete dual credit information
3. Incomplete standardized tests entered
4. Student class documents with no course number
5. Student class documents missing grade points, credits, or grade points earned

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9. How do I edit grade history for inactive or graduated students?



Updating Grade History

Grade history for inactive students or graduates can be found in **Guidance...Inactive Classes.**

Harmony® Expand all Collapse all Print selected Deselect all

Guidance

- classes by student
- current year
- class list
- classes by period
- by counselor
- class rank/gpa
- inactive classes**
- weighted class rank/gpa
- weighted student classes
- dual credit student classes
- all dual credit classes
- standardized tests
- schedules
- letter grade filter
- progress reports
- report cards

Inactive Classes by Student

find name Search Clear

Previous 1 | 2 Next

	Class #	Description	Per	Room	Grade	Grade points earned	Credits	Credits
▶	Anderson, Alexandra Rae					34.999	21.00	21
▶	Bird, Big					6	3.00	3
▼	Bland, Brittany M					38.666	14.00	14
▶	2003-2004					13.333	4.00	4
▶	2004-2005					0	0.00	0
▶	2006-2007					7	2.00	2
▶	2007-2008					3.333	1.00	1
▼	2008-2009					10.667	6.00	6
▶	Term 1					10.667	5.00	5
▼	Term 2					0	1.00	1
	1002-01	English 9	1					
	1514-02	Economics	2	106				
	3024-02	Biology I	2		F	0	1.00	1

In H2, it is under **Guidance... Classes... Inactive.**

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10. Why do my grade reports and honor roll not show the right information?

Grade Reports/Honor Roll



If you are running Honor Roll, Grade Reports or Eligibility and you notice the right information is not on the reports, update your System Profile!

Guidance	
School year:	2016-2017 ▼
Term:	2
Grading period:	1
Grades offered:	7,8,9,10,11,12
Terms:	2
Grading periods:	2

- ✓ **Current Term**
- ✓ **Current Grading Period**

Grade Reports/Honor Roll



If your System Profile is correct, then check Guidance...Classes by Student to make sure the grades on the student class documents are accurate and match what you think should be on the report

Guidance									
classes by student									
current year									
class list									
classes by...									
class rank/gpa									
weighted student classes									
dual credit student classes									
standardized tests									
schedules									
letter grade filter									

▼ Brewer, Emma E							184.00	46	31
▶ 2012-2013							70.00	18	18
▶ 2013-2014							57.00	14	7
▼ 2014-2015							57.00	14	6
▶ Term 1							30.00	7	6
▼ Term 2							27.00	7	0
4170-01	Advanced Concert Band	1	133	A	4.0	4.00	1		
1004H-02	English 10 Honors	2	208	A	5.0	5.00	1		
1060-03	Etymology (Vocabulary)	3	214	A	4.0	4.00	1		
3084-04	Physics I	4	213	A	4.0	4.00	1		
2562-05	AP Calculus AB	5	102	A	5.0	5.00	1		
3064-06	Chemistry I	6	213	D	1.0	1.00	1		
2122B-07	Spanish II B	7	Media Center	A	4.0	4.00	1		

Grade Reports/Honor Roll



Close Save

Award profile

Honor Roll

How do you determine your honor roll? By GPA Reviewing each class

Name of the honor Student must have at least _____ grade points

Example

Distinguished Honor Roll	3.667
A Honor Roll	3.667
AB Honor Roll	2.667

Also, make sure that your Award Profile has the right settings for how you wish to run Honor Roll!

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11. How do we handle mid-term graduates?

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Mid-Term Graduates

SUGGESTED PROCEDURE:

- STN Application Center staff advises that all students who will not be attending the second semester due to early graduation should be marked as Mid-Term graduates for the RT report.
- Also they will not be on the membership count after that date or included in end of year Class Rank/GPA calculations.



Mid-Term Graduates

First, rerun your class rank/GPA on all students at the end of the term

Harmony® Calculate GPA/Class rank Expand All Collapse All

Students

Attendance

Discipline

Health

Guidance

- classes by student
- current year
- class list
- classes by period
- by counselor
- class rank/gpa

Pick grades

Please select the grade(s) you would like to create GPA/Class Rank for

12

✓ Yes ✗ No

name				Rank
<input type="checkbox"/> Stu				
Gr				1 of 2
<input type="checkbox"/> Sm				2 of 2
Wa				
Gr				
<input type="checkbox"/> Brewer, Emma E	4.065	4.333	31.0	1 of 6
<input type="checkbox"/> Miller, Megan R	2.667	2.667	1.0	2 of 6
<input type="checkbox"/> Brinkley, Samantha	2.667	0.667	4.0	2 of 6
<input type="checkbox"/> Bryant, Duane A	2.652	1.867	19.0	4 of 6
<input type="checkbox"/> Call, Chad A	0.0		0.0	5 of 6




Mid-Term Graduates

Change in enrollment status Close Ok

Complete the data for Jenny Bradbury and touch Ok

Student is enrolling Student is withdrawing

Withdrawal record

Date:  (first date of non-attendance)

Exit code: ▼

Reason:

Transfer to:

Comment:

Secondly, withdraw each mid-term graduate for the first day of non-attendance with a code of 34-Early Graduate.



Mid-Term Graduates

Thirdly, run a Real Time (RT) report and send to the STN Application Center.

This will submit those students as mid-term graduates.

The screenshot shows the Harmony software interface. At the top, there are buttons for 'Expand all', 'Collapse all', 'Print selected', and 'Deselect all'. On the left, a navigation menu lists various report types, with 'Real Time (RT)' highlighted in yellow and circled in red. The main area shows the 'File name' as 'DOE-RT.xml' and a 'Run Report' button. A blue box indicates 'Real Time (RT) This report runs on selected students'. Below this, there is a 'Touch to go to STN Application Center' link. At the bottom, a table displays the results of the report, showing the number of students by grade, gender, and total.

	Male	Female	Total
▶ Grade 12	2	2	4
▶ Grade 11	2	3	6
▶ Grade 10	0	1	2



Mid-Term Graduates

Next, open each student and mark their record as graduated with the last full day of attendance.

Close Save

≡Enroll/Withdraw ≡Transfer ≡Change ID ≡Set up web id ≡Progress report

Basics Guardian Bus Info Office Use State Reports **Guidance** Health

Additional data Test scores Enrollment history

Guidance information

Guidance data	Graduation information
Grad track: Core 40 with Academi	≡Mark Graduated
Career path:	Graduation date:
Path category:	Diploma type: Core 4
<input type="checkbox"/> Include in class rank	<input type="checkbox"/> New Tech Certification
High ability:	College choice:
Dual credit: 0-Not applicable to thi	Post grad info: -select
<input type="checkbox"/> Retained	<input type="checkbox"/> Adult Secondary Credit program
Status: Graduated - null	Cohort:
ECA Retest/Accommodations	Transcript comment:

Mark graduated

Graduation information

Graduation date: 06/01/2016

Diploma type: Core 40 with Technica

Post grad info: Four year or more Col

Adult Secondary Credit program

Transcript comment:

mark graduated cancel

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Mid-Term Graduates

Lastly, upload the graduate transcript to Parchment in Guidance...Recent Graduates.

The screenshot shows the Harmony software interface. At the top, there are buttons for 'Expand All', 'Collapse All', 'Print transcript', and 'Upload Transcript' (which is circled in red). Below these buttons is a navigation menu with options: 'Students', 'Attendance', 'Discipline', 'Health', and 'Guidance'. The main content area is titled 'Graduates' and includes a search bar with 'name search:' and 'Search' buttons, and a 'category search:' dropdown menu set to '- none s'. Below the search bar is a table with columns for 'Student', 'ID', and 'diploma'. The table contains three rows of graduates:

<input type="checkbox"/>	Student	ID	diploma
<input checked="" type="checkbox"/>	Call, Nathan A	222213102	
<input type="checkbox"/>			
<input type="checkbox"/>			

The first row is highlighted in blue. Below the table, there are three expandable sections: 'Graduated-05/28/2014', 'Graduated-05/29/2009', and 'Graduated-05/30/2006'.

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12. Why do students show the wrong grade level in scheduling for next year?



Grade Level in Next Year

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Required Mass Add Mass Remove Create Schedule Get Stude

Search - enter name - Search Assign next year team

Filter by grade level gender current team next yr team res

- select filter - - select filter - - select filter - - select filter -

<input type="checkbox"/>	Name	Grade Level	Gender	Next Year Grade
<input type="checkbox"/>	Beauty , Sleeping Aurora	2016-2017	Female	9
<input type="checkbox"/>	Benson , Bill	2016-2017	Male	8
<input type="checkbox"/>	Bob , Billie	2016-2017		8
<input type="checkbox"/>	Brewer , Emma E	2016-2017	Female	11

The Request Courses view shows the grade level the student is in for the current year.

This is the only place in next year that shows the current grade level.



Grade Level in Next Year

Every other view in next year will show the student in the grade level they will be in NEXT YEAR.

Harmony[®] Required Mass Add Mass Remove Create Schedule Add New

Students

Next Year Scheduling

courses and classes
master courses
classes by teacher
classes by period
class list
student classes
request courses
course requests
grad track/4 year plan
course request report

Search - enter name - Search Schedule preferred only [Print schedules to PDF](#)

Filter by grade level contains course
- select filter - - select filter - results:35

<input type="checkbox"/>	Name	collapse all	expand all	
<input type="checkbox"/>	Beauty , Sleeping Aurora	2017-2018	10	
<input type="checkbox"/>	Bob , Billie	2017-2018	9	
<input type="checkbox"/>	Bradbury , Jenny	2017-2018	13	
<input type="checkbox"/>	Brewer , Emma E	2017-2018	12	
<input type="checkbox"/>	Brinkley , Samantha	2017-2018	12	



13. Where do I make changes to course requests when my students entered them via web course requests?



Course Request Changes

For Web Course Requests...

Close Save Approve

Web Course Request for Chad Bryant

Term 1	Term 2	Any term
English		
1002 - English 9	1002 - English 9	-select-
-select-	-select-	-select-
Math		
2408 - Geometry	2532 - Geometry	-select-
-select-	-select-	-select-
Social Studies		
-select-	-select-	-select-
-select-	-select-	-select-

- ✓ If your web requests are not approved, make changes directly on the web request either via family access OR web requests views
- ✓ Approve when web request is completed



Course Request Changes

For Web Course Requests...

- ✓ If your web requests are already approved, make changes directly on the course request in Next Year

The screenshot shows the Harmony web interface for course request management. At the top, there are buttons for 'Required', 'Mass Add', 'Mass Remove', 'Create Schedule', and 'Add New'. Below these are search and filter options, including a search bar, a 'Schedule preferred only' checkbox, and a 'Print schedules to PDF' link. The main content area displays a list of course requests with columns for Name, Term, Gender, and a numerical value. Two requests are visible: Sandi Brown (Female, 10) and Duane A Bryant (Male, 12). Below the list is a 'comments:' section with columns for 'Any Term', 'Term 1', 'Term 2', 'Term 3', and 'Term 4'. The 'Term 1' column shows '1002 - English 9' and '2308 - Calculus', and the 'Term 2' column shows '1002 - English 9' and '2308 - Calculus'. On the left sidebar, the 'course requests' link is circled in red.

Any Term	Term 1	Term 2	Term 3	Term 4
	1002 - English 9 2308 - Calculus	1002 - English 9 2308 - Calculus		



Course Request Changes

For Web Course Requests...

- ✓ If you make changes to an approved web request, you must approve it again!

Close Save **Approve**

Web Course Request for Duane Bryant

Term 1	Term 2	Any term
English		
1008 - English 12 ▼	1008 - English 12 ▼	-select- ▼
-select- ▼	-select- ▼	-select- ▼
Math		
2562 - Calculus AP ▼	2562 - Calculus AP ▼	-select- ▼
-select- ▼	-select- ▼	-select- ▼
Social Studies		

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Other

Questions/Comments?

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Help Document Website

<http://harmony.logickey.com/support>