**A – Scheduling Master Schedule (SMS) vs Master Schedule (MST)**

* [Scheduling Dashboard](https://support.aeries.com/support/solutions/articles/14000069812)
	+ Order of Scheduling Process includes hyperlinks to Pages and Reports
* [SMS](https://support.aeries.com/support/solutions/articles/14000069891-scheduling-master-schedule-board) (**Scheduling Master**/**SMS Board**)
	+ Sandbox environment used to build the MST for the next school year
	+ Mass schedules students into sections based on course requests
	+ Students can be mass assigned to sections
* [MST](https://support.aeries.com/support/solutions/articles/14000087980-master-schedule-board) (**Master Schedule**/**MST Board**)
	+ Active schedule used during school year
	+ Students can be mass assigned to sections

**B – Scheduling Setup Page**

**Node: Scheduling Process | Configurations | Scheduling Setup**

* Creates the SMS table for scheduling
	+ SMS represents the planned MST for next school year
	+ Use the [Scheduling Setup](https://support.aeries.com/support/solutions/articles/14000069816) page to copy over MST to SMS or activate the SMS table

**C – Managing Sections**

**Node: Scheduling Process | Master Schedule**

* Using **Scheduling Master** – Updates sections and/or moves students in sections
	+ [Add, Change, Delete, or Copy Sections](https://support.aeries.com/support/solutions/articles/14000087941-add-change-copy-or-delete-a-section-in-the-master-schedule)
	+ [Move or Copy students](https://support.aeries.com/support/solutions/articles/14000087943-move-copy-or-drop-students-from-a-section-in-the-master-schedule)
* Using [SMS Board](https://support.aeries.com/support/solutions/articles/14000069891-scheduling-master-schedule-board) – Updates sections only
	+ Schedules all students by Course Requests
	+ Drag/Drop functionality
	+ Add, Move, Copy, Edit or Drop a Class
* **Scheduling Mass Change Sections**
	+ Mass assign by Grade Level
	+ Mass assign by KEEP/SKIP Query
	+ Mass assign by Student Group
	+ Mass assign by Spreadsheet of Student IDs

**D – Scheduling Master Schedule Reports**

**Node: Reports | Scheduling**

* [Scheduling Master Schedule](https://support.aeries.com/support/solutions/articles/14000068870-master-schedule-reports)
	+ Comprehensive Information on Sections
* Students With More or Less than N Periods
	+ List of Students with Incomplete Schedules
	+ Use SMS Option
* [Scheduling Reject Analysis Listing](https://support.aeries.com/support/solutions/articles/14000069878-scheduling-process-reports)
	+ List of Students not Scheduled and Potential Issues
* [Class Rosters](https://support.aeries.com/support/solutions/articles/14000071664-class-roster-report)
	+ Use SMS Option
* [Student Locator Cards](https://support.aeries.com/support/solutions/articles/14000105983-student-locator-cards)
	+ Use SMS Option

**E – Scheduling a Student in SMS**

**Node: Student Data| Scheduling | Course Requests/Schedule**

* Add Course Request
	+ [Course Request Packets](https://support.aeries.com/support/solutions/articles/14000071500-add-course-request-packets-to-a-schedule)
* Reschedule

**F – Copying SMS to MST Process**

**Node: Scheduling | Functions**

* **Backup and Restore Scheduling Results**
	+ Backup! Backup! Backup!
* [Copy Scheduling Results to MST & SEC](https://support.aeries.com/support/solutions/articles/14000069321-copy-scheduling-results-to-sec-mst-school-start-up)
* Teacher field in **Demographics** will be populated by designated attendance period

**G – Master Schedule Reports**

**Node: Reports | Scheduling**

* [Master Schedule](https://support.aeries.com/support/solutions/articles/14000068870-master-schedule-reports)
	+ Comprehensive Information on Sections
* Class List by Section
* [Class Rosters](https://support.aeries.com/support/solutions/articles/14000071664-class-roster-report)
	+ Used for Attendance (Grid)
	+ Sub Folders
* [Student Locator Cards](https://support.aeries.com/support/solutions/articles/14000105983-student-locator-cards)