**A – Course Requests Overview**

* In Aeries, course requests are used for future term/next year scheduling and provide:
	+ Listing of student’s planned courses to be scheduled during the mass scheduling process
	+ Tally counts of requested courses to assist in determining master schedule sections
	+ Preferences and/or exclusions on course/class placements applied during for mass scheduling process
	+ Alternate course requests for flexible mass scheduling
* Course Request management can be handled using any combination of the four options:
	+ Imported from Academic Plans
	+ **Mass Change or Add Course Requests** page
	+ By Students and/or Parents using Aeries Portal
	+ Manually added on the **Course Requests/Schedule** page

**B – Configurations Related to Course Requests**

**Node: Scheduling Process | Scheduling Process Dashboard**

* **Scheduling Process Dashboard**
	+ Order of Scheduling Process includes hyperlinks to Pages and Reports
* Review of **Courses (A2)**
	+ Course Terms
	+ Course Grade Levels
	+ Confirm if using any Prerequisites
	+ Confirm Course Descriptions if using online Course Request through the portal
* **Scheduling Setup (A1)**
	+ Course Request Options
	+ Allow for Alternate Course Requests
	+ Allow for Waiting Lists
* **Course Request Packets** **(A3)**
	+ Templates for course request assignments
	+ Available for mass scheduling purposes
		- **Mass Add or Change Course Requests** page
		- **Course Requests/Schedule** page
	+ Available on the **Classes** page
* Packets are school-specific
* Packets roll over from year to year

**C – Course Requests from Academic Plan**

**Node: Scheduling | Functions | Import Course Requests from Academic Plan (B1)**

* An Academic Plan has a student’s four-year planned course curriculum
* If an Academic Plan is being used at a school, the course requests can be mass added for students from the planned courses in the Academic Plan for next year scheduling
* The import process allows for select options:
	+ Grade Level
	+ Gender
	+ Student Group/KEEP Query
	+ Deletes existing course requests and uploads updated course requests

**D – Mass Change or Add Course Requests (B2)**

**Node: Scheduling Process | Mass Change or Add Crs Requests**

* **Mass Change or Add Course Requests** page is used to add or change one or multiple course requests for all or selected students in a batch process
	+ Allows mass add/change by:
		- Selected Grade Level
		- Course Request Packets
	+ Honors KEEP/SKIP query
	+ Ability to mass drop one or more courses
	+ Preview option available
	+ List report of changes available

**E – Course Requests from Parent/Student Portal**

**Node: Scheduling Process | Courses (A2)**

* Students/Parents can select Course Requests using an Aeries Portal account
* Courses need to be configured correctly with descriptions and applicable grade levels

**Node: Scheduling Process | Configurations | Update Course Request Options (A4)**

* The **Update Course Request Options** page is used to configure course selection options available in the portal
* First time users need to **Initialize New Course Request Options Table**
* Courses are added by grade level
* Course selections should be reviewed and updated each year

**Node: School Info | Portal Management| Portal Options | Scheduling Tab (A5)**

* The **Portal Options Scheduling Tab** is used to configure portal access and options
* Students/Parents need **Read**, **Insert**, **Update** and **Delete** permissions to **Course Requests** **(SSS)**
* Set date ranges for each grade level to establish access for course selection
* Determine if Students/Parents can edit alternate course requests
* Scheduling Tab should be reviewed and updated each year

**F – Course Requests Page (B3)**

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

* **Course Requests/Schedule** can be used for scheduling students in several ways:
	+ Individually add student course requests
		- Add using Course Request Packet (A3)
		- Use the Add button options to:
			* Add one New Record
			* Add Many New Records
			* Add From Course Request Table
		- Preferences or exclusion options
		- Alternate course request options
	+ Edit an individual student’s course requests after **Mass Add or Change Course Requests** process
	+ Schedule an individual student after **Schedule All Students** process

**G – Course Requests Reports**

* **Scheduling Reports Listing** documentation
* Course Request Reports
	+ Scheduling Course Request Analysis – overview of requested courses and percentages
	+ Scheduling Course Request – listing of course requests by student
	+ Scheduling Course Request Tally – used for determining needed sections
	+ Student Course Requests for All Students – student locator card of course requests
	+ Students With Duplicate Course Requests
	+ Students with More or Less Than N Course Requests – used to confirm students have needed number of courses selected
	+ Students With No Course Requests