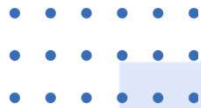


# Good morning, Aeries!

## Class Scheduling



.....



# Speaking today:



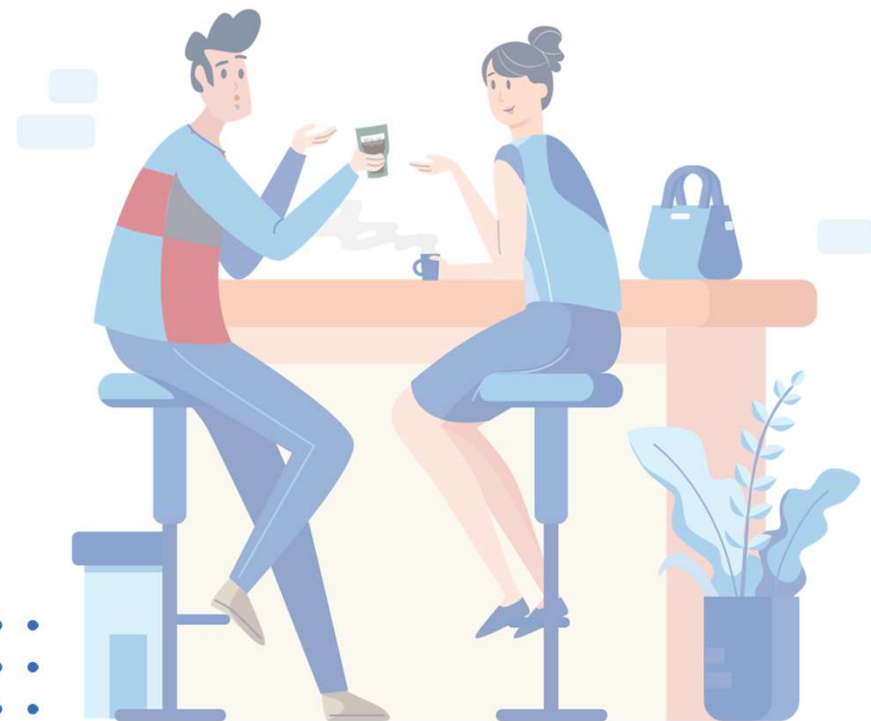
**PRESENTER | Sandy Madrid**

Aeries Trainer



**PRESENTER | Jamie Perez**

Aeries Trainer





# **A brief discussion of Class Scheduling, Management and Best Practices**





# Student Class Schedule Maintenance

# An Aeries demonstration of all management areas

<input checked="" type="checkbox"/> Reschedule		<input type="checkbox"/> Reset	<input checked="" type="checkbox"/> Save	<input checked="" type="checkbox"/> Cancel	<input type="checkbox"/> Schedule Only Spring	<input type="checkbox"/> CrsReqPack		<input type="checkbox"/> CrsSecPack	<input type="checkbox"/> View M
	PermLk	Course/Current Class	P0 7:05 AM 7:55 AM	P1 8:00 AM 8:50 AM	P2 8:55 AM 9:45 AM	P3 10:05 AM 10:55 AM	P4 11:00 AM 11:50 AM	P5 12:25 PM 1:15 PM	P6 1:20 PM 2:10 PM
		▼ 0304 - English 12 CP P0-Hogan, A-Y-P0-CD3	<input checked="" type="checkbox"/> Y-P0(1) SEC: 43 Cal: P0 Tch: Hogan... (894816) SchGrp: TmCrsGp: Team: 0 SemGp:	<input type="checkbox"/> Y-P1(5) SEC: 1024 Cal: P1 Tch: Ortiz, V(894690) SchGrp: TmCrsGp: Team: 0 SemGp:	<input type="checkbox"/> Y-P2(2) SEC: 2084 Cal: P2 Tch: Hogan... (894816) SchGrp: TmCrsGp: Team: 0 SemGp:	<input type="checkbox"/> Y-P3(4) SEC: 3057 Cal: P3 Tch: Suare... (894689) SchGrp: TmCrsGp: Team: 0 SemGp:	<input type="checkbox"/> Y-P4(11) SEC: 4204 Cal: P4 Tch: Hogan... (894816) SchGrp: TmCrsGp: Team: 0 SemGp:	<input type="checkbox"/> Y-P5(12) SEC: 5207 Cal: P5 Tch: Suare... (894689) SchGrp: TmCrsGp: Team: 0 SemGp:	
			<input type="checkbox"/> Y-P0(2) SEC: 93 Cal: P0 Tch: Suare... (894689) SchGrp: TmCrsGp: Team: 0 SemGp:		<input type="checkbox"/> Y-P2(0) SEC: 2135 Cal: P2 Tch: Ewing, K(894636) SchGrp: TmCrsGp: Team: 0 SemGp:	<input type="checkbox"/> Y-P3(1) SEC: 3146 Cal: P3 Tch: Cantre... (894612) SchGrp: TmCrsGp: Team: 0 SemGp:	<input type="checkbox"/> Y-P4(11) SEC: 4083 Cal: P4 Tch: Cantre... (894612) SchGrp: TmCrsGp: Team: 0 SemGp:	<input type="checkbox"/> Y-P5(8) SEC: 5145 Cal: P5 Tch: Ewing, K(894636) SchGrp: TmCrsGp: Team: 0 SemGp:	
		▼ 0704 - Civics Cp P1-Olsen, K-F-P1-D4		<input checked="" type="checkbox"/> F-P1(10) SEC: 1019 Cal: P1 Tch: Olsen, K(894693) SchGrp: TmCrsGp: Team: 0 SemGp: A	<input type="checkbox"/> F-P2(-1) SEC: 2004 Cal: P2 Tch: Olsen, K(894693) SchGrp: TmCrsGp: Team: 0 SemGp: A	<input type="checkbox"/> S-P3(2) SEC: 3180 Cal: P3 Tch: Luna, L(894800) SchGrp: TmCrsGp: Team: 0 SemGp: A	<input type="checkbox"/> S-P4(29) SEC: 4187 Cal: P4 Tch: Benso... (894960) SchGrp: TmCrsGp: Team: 0 SemGp: A	<input type="checkbox"/> S-P5(6) SEC: 5183 Cal: P5 Tch: Luna, L(894800) SchGrp: TmCrsGp: Team: 0 SemGp: A	
				<input type="checkbox"/> S-P1(10) SEC: 1067 Cal: P1 Tch: Olsen, K(894693) SchGrp: TmCrsGp: Team: 0 SemGp: A	<input type="checkbox"/> S-P2(-2) SEC: 2007 Cal: P2 Tch: Olsen, K(894693) SchGrp: TmCrsGp: Team: 0 SemGp: A	<input type="checkbox"/> S-P3(1) SEC: 3061 Cal: P3 Tch: Olsen, K(894693) SchGrp: TmCrsGp: Team: 0 SemGp: A	<input type="checkbox"/> S-P4(5) SEC: 4158 Cal: P4 Tch: Olsen, K(894693) SchGrp: TmCrsGp: Team: 0 SemGp: A	<input type="checkbox"/> F-P5(4) SEC: 5127 Cal: P5 Tch: Luna, L(894800) SchGrp: TmCrsGp: Team: 0 SemGp: A	
		▼ 0714 - Economics Cp P1-Hamilton, R-S-P1-D3		<input checked="" type="checkbox"/> S-P1(5) SEC: 1120 Cal: P1 Tch: Hamilt... (894834) SchGrp: TmCrsGp: Team: 0 SemGp: A	<input type="checkbox"/> S-P2(0) SEC: 2073 Cal: P2 Tch: Hamilt... (894834) SchGrp: TmCrsGp: Team: 0 SemGp: A	<input type="checkbox"/> F-P3(4) SEC: 3074 Cal: P3 Tch: Hamilt... (894834) SchGrp: TmCrsGp: Team: 0 SemGp: A	<input type="checkbox"/> S-P4(26) SEC: 4188 Cal: P4 Tch: Benso... (894960) SchGrp: TmCrsGp: Team: 0 SemGp: A	<input type="checkbox"/> F-P5(30) SEC: 5199 Cal: P5 Tch: Hamilt... (894834) SchGrp: TmCrsGp: Team: 0 SemGp: A	
				<input type="checkbox"/> F-P1(10) SEC: 1103 Cal: P1 Tch: Hamilt... (894834) SchGrp: TmCrsGp: Team: 0 SemGp: A	<input type="checkbox"/> F-P2(0) SEC: 2022 Cal: P2 Tch: Hamilt... (894834) SchGrp: TmCrsGp: Team: 0 SemGp: A	<input type="checkbox"/> F-P3(1) SEC: 3179 Cal: P3 Tch: Roy, C(894685) SchGrp: TmCrsGp: Team: 0 SemGp: A	<input type="checkbox"/> F-P4(9) SEC: 4175 Cal: P4 Tch: Roy, C(894685) SchGrp: TmCrsGp: Team: 0 SemGp: A	<input type="checkbox"/> F-P5(4) SEC: 5179 Cal: P5 Tch: Roy, C(894685) SchGrp: TmCrsGp: Team: 0 SemGp: A	

# Need to Know

In Edit, different modes open to update a student class schedule

1. Adding a Course to the Course/Current Class Field
2. Adding a Course Request Packet

1. Type the course number or the course title (partial input is supported) into the **Course/Current Class** field. A drop-down of courses matching the input will appear. Click on a course, and sections of that course in the **Master Schedule** will appear under the period when they are offered.

The screenshot shows the Master Schedule interface. At the top, there are date pickers for 'End Date' (07/17/2020) and 'Start Date' (07/20/2020), and a 'Schedule Group' dropdown. Below these are buttons for 'Reschedule', 'Reset', 'Save', and 'Cancel', along with a 'Schedule Only Spring' checkbox. To the right are buttons for 'CrsReqPack', 'View MST', and 'Show Section Info'. The main area is a table with columns for periods 0 through 9, each with a time range. The 'Course/Current Class' field is highlighted with a red circle, and it contains a 'New Class' link.

2. To add a course using **Course Request Packets**, click on the **CrsReqPack** button. Filter by grade level and choose one or more Course Request Packets to add. See [Add a Course Request Packet](#) for more information.

The screenshot shows the Master Schedule interface, similar to the one above. The 'CrsReqPack' button is highlighted with a red circle. The 'Course/Current Class' field is also visible, containing a 'New Class' link.

# Need to Know


End Date : 07/02/2019 Start Date : 07/03/2019 Period Range 0 - 9 Schedule Group

Reschedule Reset Save Cancel Schedule Only Spring CsrReqPack **View MST** Show Section Info

3. Click on the **View MST** button to display the **Master Schedule** in grid form:

View MST																								
Add	SE#	PD	SM	Cal	CrsID	Title	Dp	Stf ID	Name	Rm#	Gn	Lo	Hi	Mx	Tot	Left	Wait	SchGp	TmCrsGp	Tm#				
+	43	0	Y	MTWRF	0304	English 12 CP	E	994816	Turner, S	CD3		11	12	38	37	1								
+	44	0	Y	MTWRF	0662	Lab Asst Sci	Z	994672	Manning, B	Q16		11	12	0	1	-1								
+	45	0	Y	MTWRF	0010	PE 9	P	994702	Sanders, B	Gym4		9	9	55	53	2								
+	46	0	Y	MTWRF	1500	Tchr Aide	Z	994702	Sanders, B	Gym4		12	12	0	2	-2								
+	47	0	Y	MTWRF	1500	Tchr Aide	Z	994725	Zisk, A	S5		12	12	0	1	-1								
+	48	0	Y	MTWRF	1500	Tchr Aide	Z	994816	Turner, S	CD3		12	12	0	1	-1								
+	49	0	Y	MTWRF	0662	Lab Asst Sci	Z	994934	Dunne, S	Q14		11	12	0	1	-1								

4. Click the Section field to add the preferred section

Another option for adding a course and section is to click the add section icon  located under the course information box in the **Course/CurrentClass** column. The **Section:** pop-up will appear:

Section:

After a section number is typed into the pop-up and **Enter** is pressed on the keyboard, the section's course will be added to the **Edit Mode** workspace and the student will be scheduled into that section.

How many key messages are there?



# Need to Know

Course Requests/  
Schedule  
(Walk-in Scheduler)  
Flex or Non-Flex course  
scheduling

View linked article to  
see all things Course  
Request, including  
packet setup, mass add  
and reject codes

Focus for this discussion  
is course request  
scheduling for single  
students or new  
enrollments

The **Course Requests/Schedule** page is used to schedule individual Students into classes for the upcoming Semester or School Year after the Student's requested Courses are entered. The **Course Request** grid shown below is at a Flex scheduling school and can be identified by the **Show Available Periods** option which is available in Flex Scheduling schools.

Course Request

Counselor	Time Range	Schedule Group	Display Options
623	Trujillo	No Group	<input checked="" type="checkbox"/> Show Available Periods

Crs ID	Course Title	0	1	2	3	4	5	6	7	8	9	Prf	Teacher Name	Meets
		7:05 AM 7:55 AM	8:00 AM 8:50 AM	8:55 AM 9:45 AM	10:05 AM 10:55 AM	11:00 AM 11:50 AM	12:25 PM 1:15 PM	1:20 PM 2:10 PM	2:15 PM 3:05 PM	3:10 PM 4:00 PM	4:05 PM 4:55 PM			
<div><div></div><div></div></div>	0302 English 10 CP	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>				0	Sanders, S	MTWRF
<div><div></div><div></div></div>	0714 Economics Cp	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>					0	Hamilton, R	MTWRF
<div><div></div><div></div></div>	0704 Civics Cp		<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>					0	Olsen, K	MTWRF
<div><div></div><div></div></div>	0608 Geometry Cp		<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>				0	Hoover, L	MTWRF
<div><div></div><div></div></div>	0417 Spanish II	<div><div></div></div>		<div><div></div></div>		<div><div></div></div>	<div><div></div></div>					0	Strickland, M	MTWRF
<div><div></div><div></div></div>	0701 World Hist. Cp		<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>				0	Hammond, Z	MTWRF
<div><div></div><div></div></div>	0104 Ceramics I		<div><div></div></div>	<div><div></div></div>		<div><div></div></div>	<div><div></div></div>	<div><div></div></div>			<div><div></div></div>	0	Hudson, B	MTWRF

+

Add New Record

+

Add Many New Records

+

Add From Course Request Table

View SMS

Course Request Packet

Print Scheduling Class Schedule

Print Course Requests

☐ Schedule Alternates

Reschedule

<https://support.aeries.com/support/solutions/articles/14000069826#StudentCourseRequestsForm>



# Need to Know

## What's New

### Course Section Packets

Different then Course Request Packets. Section Packets allow you to setup pre-defined packets for scheduling into SPECIFIC sections

Click on the **CrsSecPack** button to open the available **Course Request Sections Packets**.

End Date :  
For Dropped Classes

06/24/2022

Start Date :  
For New Classes

06/27/2022

Period  
Range

0 - 9

Schedule  
Group

☒ Reschedule

☐ Reset

☒ Save

☐ Cancel

☐ Schedule Only Spring

☐ CrsReqPack

☒ CrsSecPack

☐ View MST

Select Packet to add

		Description	CD	LO	HI					
<input checked="" type="checkbox"/>	<input type="checkbox"/>	English Learners 9th	EL9	9	9					
	Sec	Course Title	CourseID	NA	CP	Low	High	Trm	TG	T/A
	5161	English 9	0897			9	12	Y		No
	6091	HS Math Skills	0629			9	10	Y		No
	20...	Reading Fund	0918			9	12	Y		No
	<input type="checkbox"/>	IS 11th grade	IS 11	11	12					

☐ Limit list to student's grade level

Add Section Packet(s)

Cancel

# Need to Know

When Class  
Scheduling...Don't  
forget about the unique  
definitions that have  
been added to your  
Master Schedule  
Class Link  
Schedule Groups  
Alternative Ed  
Scheduling for  
Individual Sections

And your ability to  
Set Scheduling  
Exclusions

## Linked Sections ↑

Sections with a linked value in **MST.CL** will display with a chain icon under the section number column. Clicking on the plus symbol to add a section, will automatically include the second linked section during the add process.

Add	SE#	PD	SM	DY	CrsID	Title	Dp	Tch#	TCH Name	Rm#	Sx	Lo	Hi	Mx	Tot	Left	Wait	SchGp	TmCrsGp	Tm#	Sem#
+	8002	8	F	MTWTF	2600	HSEE Prep Sem 1	J	808	Allen			9	12	30	1	29					
+	8003	8	S	MTWTF	2601	HSEE Prep Sem 2	J	808	Allen			9	12	30	1	29					
+	43	0	Y	MTWTF	0304	English 12 CP	E	816	Turner	CD3		11	12	38	37	1					

This option set has to be enabled under School Settings

Alt Ed Scheduling – Data source is OPT table

☐ Use Alt Ed Scheduling For Entire School












☒ Allow Individual Sections to be Flagged for Alt Ed Scheduling

Only a single option for Alt Ed may be enabled at one time.

## Nice to Know

Quick Guide to the  
Symbols Used










How many key  
messages are there?

Symbol	Description
	Click to place the course associated with that section onto the student's schedule work space
	Filter the <b>MST</b> to only see sections in a certain period, course, teacher, etc.
	Click to dock the <b>MST</b> under the student's schedule
	Un-dock the <b>MST</b>
 or 	Pop-out the <b>MST</b> to a separate browser window
 or 	Clear filters in the <b>MST</b>
 or 	Close the <b>MST</b> pop up
	Indicates a section as being linked to another section via the <b>Class Link</b> field in <b>MST</b>

# Nice to Know

Quick Guide to the  
Symbols Used

How many key  
messages are there?

Symbol	Description
	The current section selected for the student
	The section in the Master Schedule is full
	A section in the Master Schedule is available and has room for more students
	Will delete a course from the list
	Mouse hover will display information about the section
	Click to see more sections of the course
	Section is locked
	Section is unlocked
	Click to add a course/section by section number

# It all starts with the START DATE

## Knowledgebase Articles for Class Schedule Maintenance

- Main Link to all articles shown
- <https://support.aeries.com/support/solutions/folders/14000115900>  
(be sure to look at the various links within these articles for other topics)

End Date :  
For Dropped Classes

07/14/2022



Start Date :  
For New Classes

07/15/2022



## Impact of Schedule Changes

As mentioned previously in this document, the **Start Date** and **End Date** (as recorded in CAR) must be correctly maintained. Incorrect dates may create issues for other processes within Aeries. For example, if a student is dropped from a section too early, the teacher in the "old" section will no longer be able to take their attendance for that student and/or give the student assignments or grades in the **Gradebook**. Incorrect attendance reports may be generated. Incorrect parent notifications may be sent. Most importantly, incorrect schedule changes can mean that school personnel, who rely on Aeries to locate the student, may not be able to find the student when they need to.



**Back up, Back up, Back up**



**-Sam Defeo, Aeries**

**For Class Schedule Maintenance**

**"Start date, Start date, Start Date"**



**Aeries Trainers**





# Thanks for joining us!

## Info and links

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- [Good-Morning-Aeries-Survey](#)
- [Aeries.com/aeriescon](#)
- [Aeries Demo Data](#)
- [Aeries Academy](#)
- [Class Schedule Maintenance](#)
- [Alt.Ed Scheduling, Individual Sections](#)
- <https://support.aeries.com/support/solutions/articles/14000131753-alt-ed-scheduling-for-individual-sections>