Good morning, Aeries!

Class Scheduling

Speaking today:

PRESENTER | Sandy Madrid

Aeries Trainer

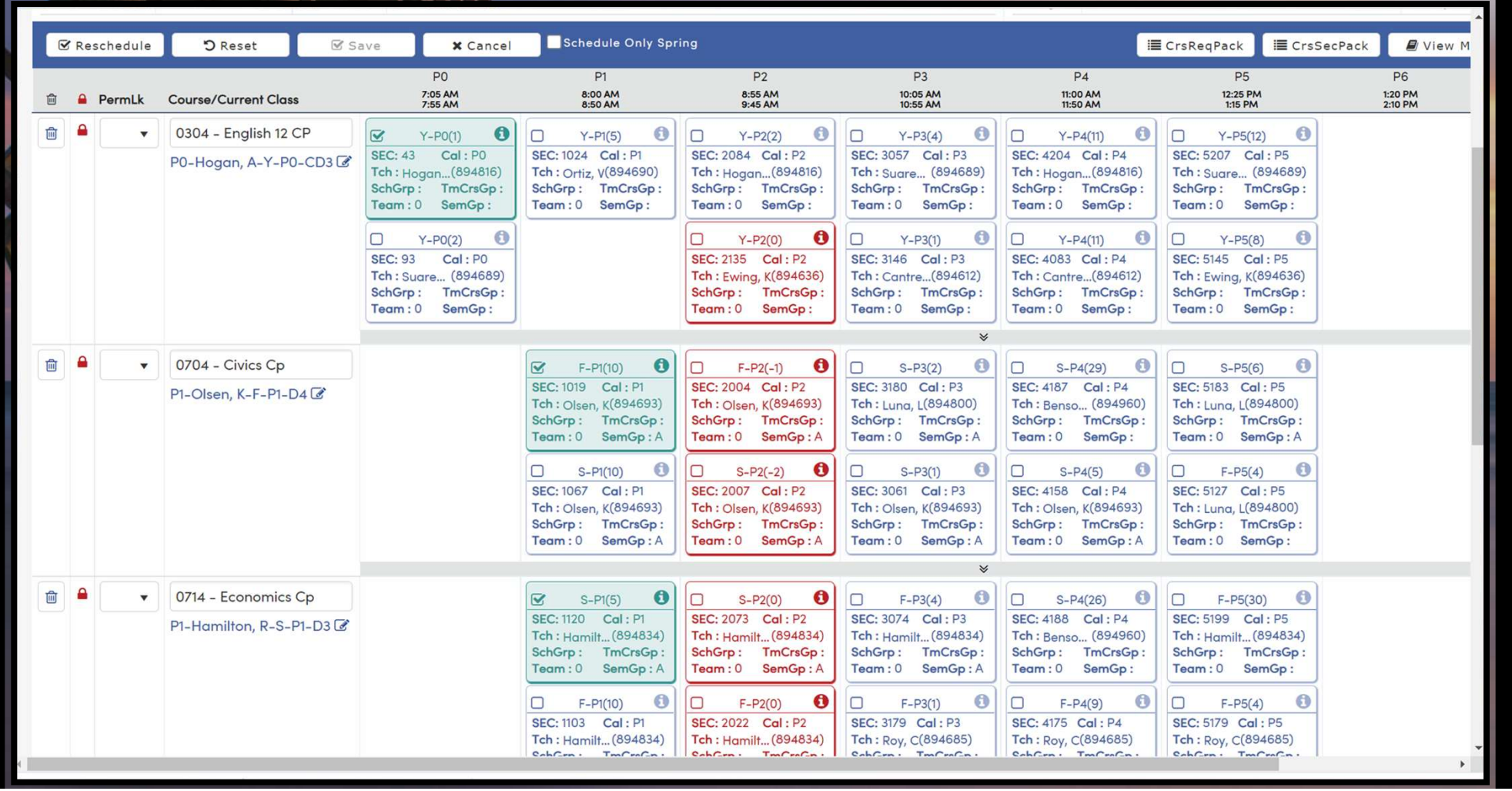
PRESENTER | Jamie Perez

Aeries Trainer

A brief discussion of Class Scheduling, Management and Best Practices

Student Class Schedule Maintenance

An Aeries demonstration of all management areas

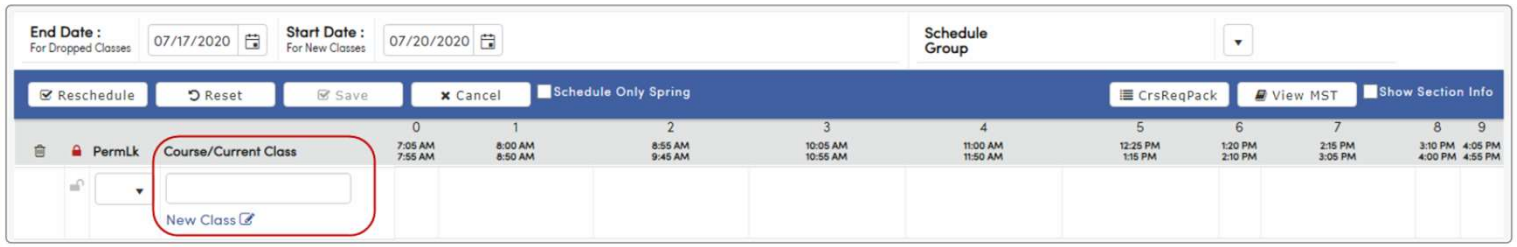


Need to Know

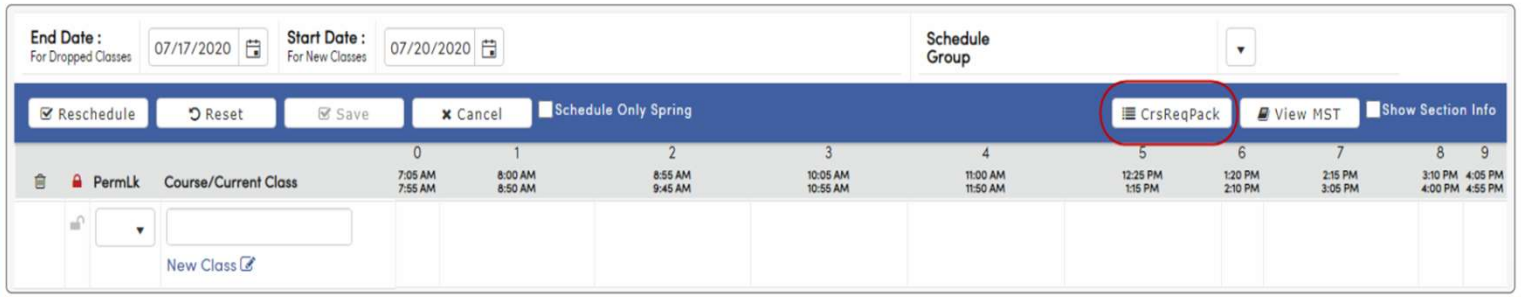
In Edit, different modes open to update a student class schedule

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.



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.

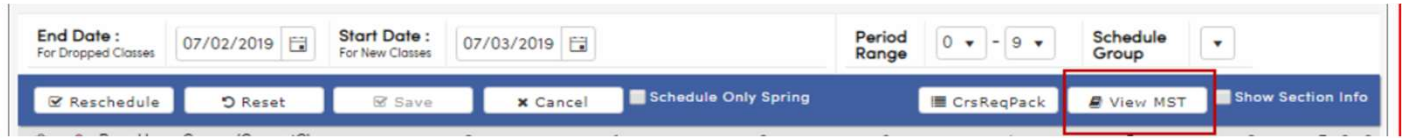


Need to Know

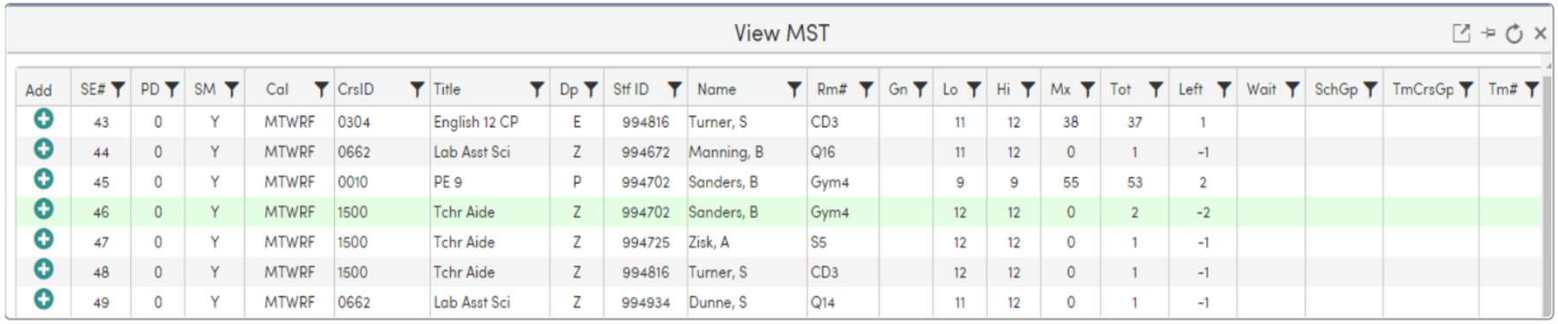
3. Add using the View MST button

4. Add using the section field

How many key messages are there?



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



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:

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.

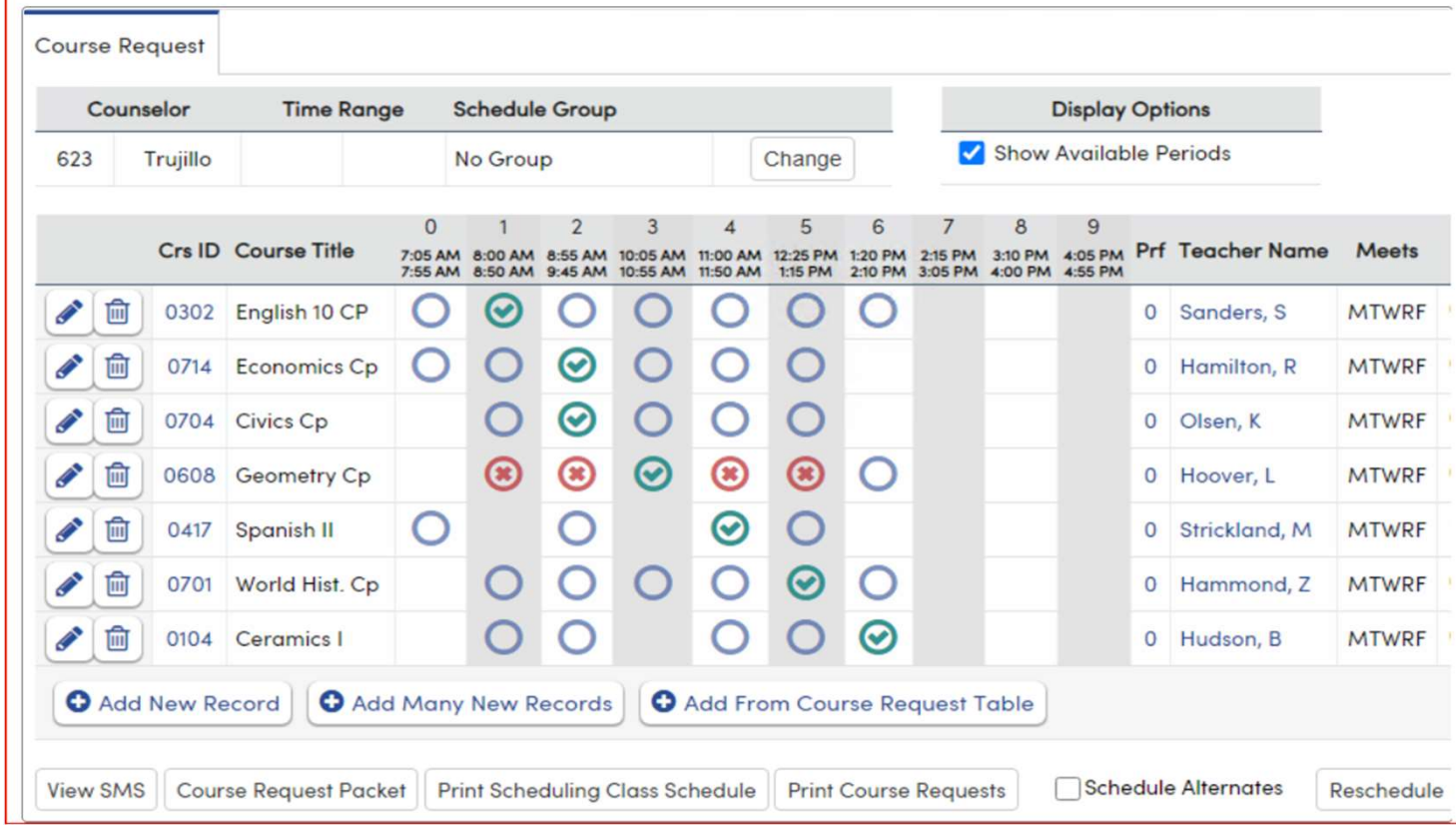
Need to Know

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.



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

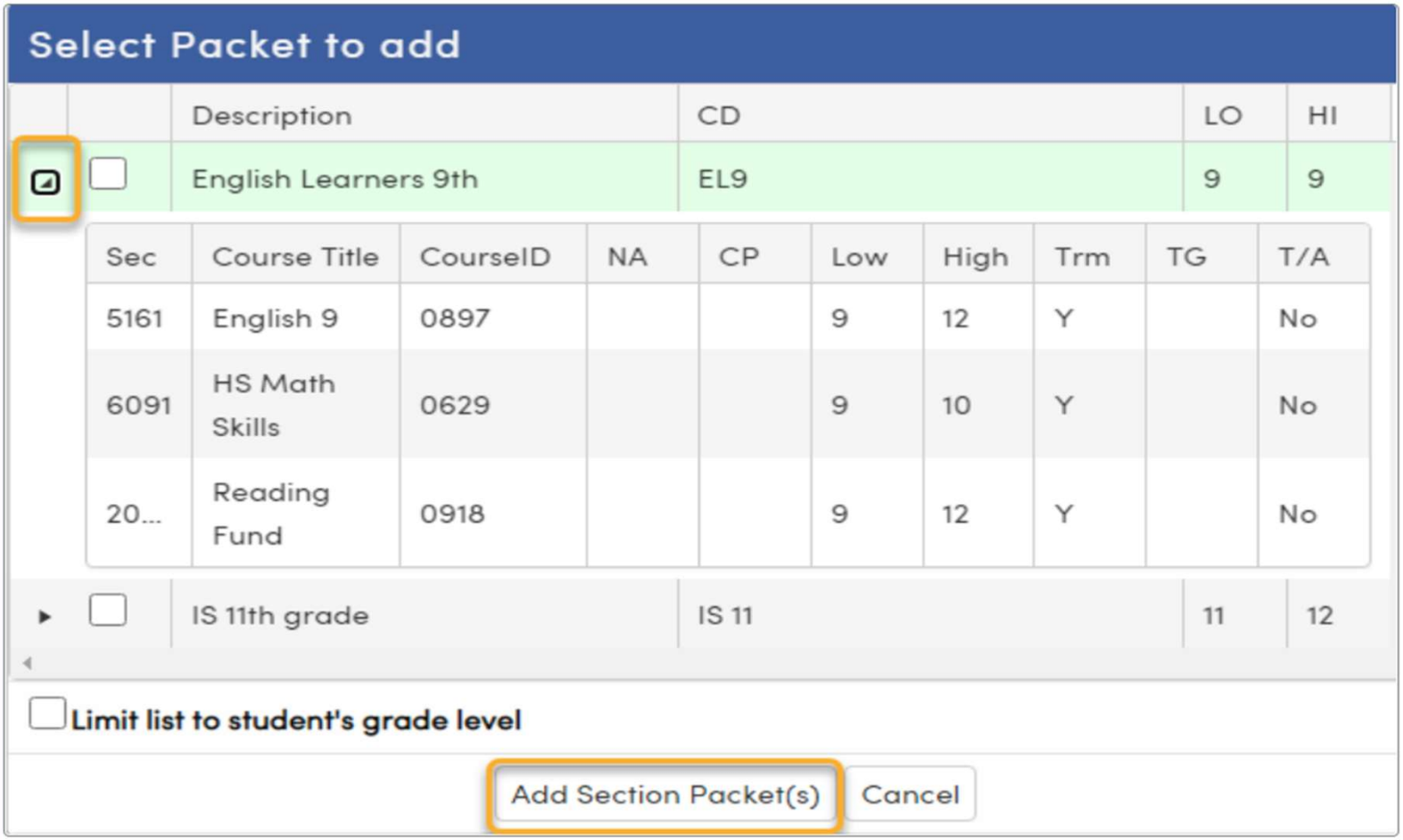
Need to Know

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.**



Need to Know

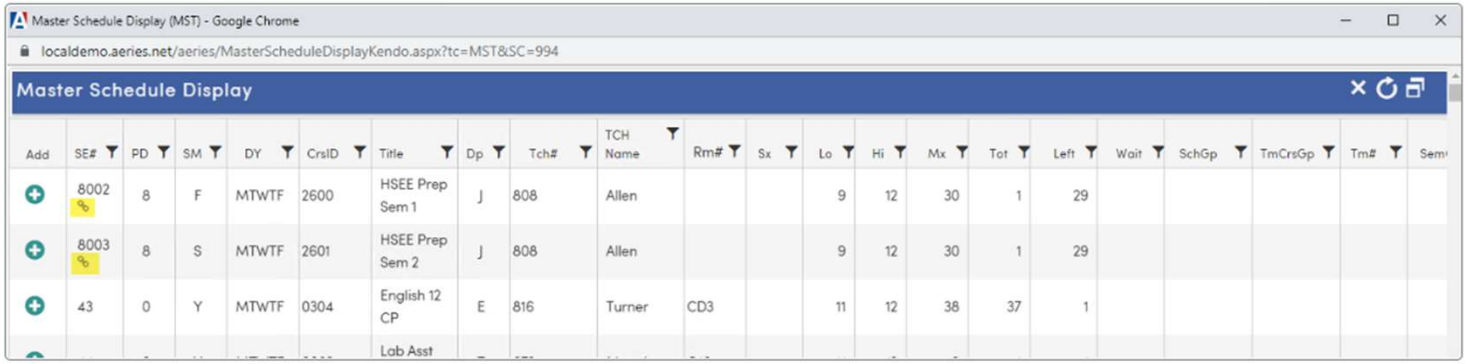
When Class Scheduling…Don't forget about the unique definitions that have been added to your Master Schedule

- Class Link
- Schedule Groups
- Alternative Ed Scheduling for Individual Sections

And your ability to Set Scheduling Exclusions

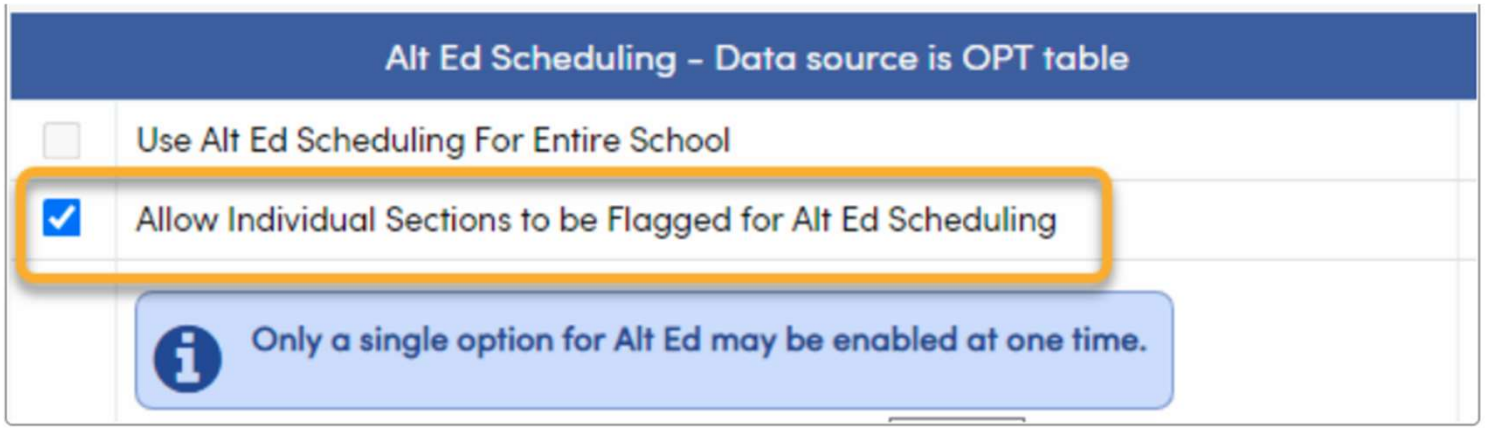
Linked Sections ↑

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					
⊕						Lab Asst															

This option set has to be enabled under School Settings



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 **MST** to only see sections in a certain period, course, teacher, etc.
	Click to dock the **MST** under the student's schedule
	Un-dock the **MST**
or	Pop-out the **MST** to a separate browser window
or	Clear filters in the **MST**
or	Close the **MST** pop up
	Indicates a section as being linked to another section via the **Class Link** field in **MST**

Nice to Know

Quick Guide to the Symbols Used

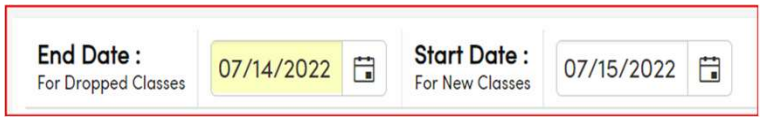
How many key messages are there?

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)



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

Aeries

Thanks for joining us!

Info and links

- 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