



**AERIESCON**  
S p r i n g 2 0 2 4

## Managing Student Scheduling Course Requests Session

**305-1**

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## Conference Sessions related to scheduling

# Today's Session

### Info for this Session

- Staying in Aeries Demo
- Links to Documentation
- PDF of this PowerPoint
- Support.aeries.com
- Questions?
- During the session
  - We will pause for questions
- After the session
- Open Forum

- **Session 305-2 – Student Course Requests Using The Aeries Student Portal**
- **Session 310-1 – Student Scheduling for Next Year – Building the Master Schedule**
- **Session 310-2 – Student Scheduling for Next Year – Scheduling Students**
- **Session 320 – Master Schedule Building Theory**
- **Session 325-1 – Flex Scheduling – Traditional Bell Schedule**
- **Session 325-2 – Flex Scheduling – Complex Bell Schedules**
- **Session 330 – Scheduling Master Schedule Board**
- **Session 340 – Student Scheduling – Complex Schedules – Scheduling Groups and Teams**





# Expected Outcomes

This session will be an in-depth review of the main methods for collecting student course requests in Aeries. A variety of middle and high school examples will be discussed, as well as examples of how the methods can be used in combination.

- Setup of Course Request Packets
- Mass Adding and Changing course requests
- Manual entry on single course requests or course request packets
- How to change student course requests
- The use of Alternate course requests and Teacher Preference
- Using Scheduling Exclusions and period range
- Importing student course requests from the Academic Plan



# Documentation and Security

## Helpful Links

- [Courses - General Information](#)
- [Class Schedule Maintenance: Creating and Modifying Course Request Section Packets](#)
- [Academic Plan](#)
- [Student Course Requests](#)
- [Student Course Requests Page \(New\)](#)
- [Flex Scheduling - Student Course Requests](#)
- [Alternate Course Requests](#)

## Security ↑

Table	Permission	Description
Course Request ( <b>SSS</b> )	Read Insert Update Delete	View page Add new record Update records Delete Records
Scheduling Master Schedule ( <b>SMS</b> )	Read Update	If a User should be allowed to add Students to full sections on the <b>Course Request</b> page, they need <b>Update</b> permissions to <b>SMS</b> .
Course ( <b>CRS</b> )	Read	Read Course table

## Tables ↑

Depending on the complexity of the page, you may want to show where data is stored and how it works.

Table	Field	Description
Course Request ( <b>SSS</b> )		All Student <b>Course Requests</b> will be stored in this table.
Scheduling Master ( <b>SMS</b> )		This table stores all section information that is used in building the <a href="#">Scheduling Master Schedule</a> .
Course Request Packets ( <b>CRP</b> )		If <a href="#">Course Request Packets</a> are used, course numbers that are bundled together as a group can be added at one time.
Course Request Table ( <b>CRQ</b> )		<a href="#">Course Request</a> table is used to identify the courses that will be used in the school year and can be available for adding courses from the <b>Add from Course Request Table</b> button.

# Courses - General Information

- District wide
- Update existing courses
- Create new courses, if needed
- Populate and check for accuracy:
  - Default Credit CRS.CR
  - Low Grd/High Grd CRS.LO/CRS.HI
  - These fields populate newly created sections in the SMS
- Inactivate for this year and/or next year (but remember CRS table is district-wide)
- These fields will display on the Portal:
  - N/H CRS.NH (Academic/non-Academic/Honors)
  - Course Description
  - Courses are grouped by Subject Area on the Portal

The Courses page is used to add, edit and delete Courses and Course information used across the District. The information about each Course impacts numerous other functions/processes:

- Scheduling
- Grade Reporting/Standards Based Grade Reporting
- Transcripts/Graduation Status
- Career Pathways
- State Reporting
- Academic Plan

**General** Other NCLB Specific Fields California Specific Fields Correspondence Language

**Course Data**

CrslD#	Title	Long Title	N/H	Coll Prep	AcaWt	Low Grd	High Grd	Default Credit	Max Credit	Status
0625	Algebra A	Algebra A			0	9	12	5.00	10.00	- Active

**Subject Area Codes**

Dept	Term	Content Group	NCES Code	CIP Code	Next Course	Trm Seq	Yr Seq	Exc	PE	T/A	Next Yr Status
D						0	0				- Active

User1 User2 User3 User4 User5 User6 User7 User8

**Course Description** **Course Notes**

Algebra 1 topics include recognizing and developing patterns using tables, graphs and equations. In addition, students will explore operations on algebraic expressions, apply mathematical properties to algebraic equations. Students

Add Copy Change References

MST Classes **SMS Classes** Standards Career Pathways College Articulations Course Fees Course Documents Course Composites New Characteristics

SC	Tg	Per	Sem	Days	Sec#	Tch#	Teacher Name	Room	Trk	Grp	Grade Range	Max	Actual
994		0	Y	-TWTF	43	816	Turner	CD3			11 - 12	39	37
994		0	Y	MTWTF	93	689	Peer	CD1			11 - 12	38	36
994		0	Y	MTWTF	112	816	Turner	CD3			11 - 12	38	0
994		1	Y	MTWTF	1024	690	Perry	E1			11 - 12	38	33
994		2	Y	MTWTF	2084	816	Turner	CD3			11 - 12	38	36

Section: 15 Req: 395 Rej: 0 Seats: 495 Students: 395 Ave: 26.3

Hide Inactive Classes ☐ View Only Current Term ☐





## Class Schedule Maintenance: Creating and Modifying Course Request Packets

- If many students require the same set of courses, that set of courses is an appropriate choice to make into a **Course Request Packet**.
- Once a packet is created, it can be assigned to a student using:
  - Students Individual Course Request page
  - **Mass Change or Add Crs Requests.**
- Duplicate Course ID's can be added to a packet. This can be a case where Fall and Spring sections will be created for a single course for students to be selected.

**Course Request Packets** can be created for any set of courses commonly requested by students. Examples of potential **Course Request Packets** at a high school are 9th Grd Honors, 10th Grd Regular w/Geometry, or 11th Grd College Prep.

The screenshot displays the 'Course Request Packets' interface. At the top, there are navigation tabs: 'Pages' (with a moon icon), 'Reports' (with a document icon), and 'Favorites' (with a star icon). Below these is a 'pac' button with a plus icon. The main menu on the left includes 'Scheduling Process', 'Configurations', and 'Course Request Packets' (which is highlighted). The main content area shows a table of course request packets. The table has columns for 'Code', 'Description', 'LO', and 'HI'. Below the table are buttons for 'Edit Packet', 'Add Packet', and 'Delete Packet'. At the bottom, there is a 'Sort Options' dropdown menu with three options: 'Code' (selected), 'Description', and 'Grade Levels'. To the right of the table, there is a 'Records' section with a table showing 'Course ID', 'Course Title', and 'Grade - Range'. Below this table is an 'Add New Record' button.

Code	Description	LO	HI
10H	10th Grd Honors	10	10
10R	10th Grd Reg w/ Geom	10	10
10R.1	10th Grd Reg w/ Adv Alg	10	10
11H	11th Grd Honors	11	11
11R	11th Grd Reg w/ Span	11	11
11R.1	11th Grd Reg w/ Fren	11	11
12ES	12th Regular English and Social Studies	12	12
12R	12th Grd Reg	12	12
9H	9th Grd Honors	9	9
9R	9th Grd Reg w/ Alg A Span	9	9
9R.1	9th Grd Reg w/ Alg 1 Span	9	9
9R.2	9th Grd Reg w/ Alg A Fren	9	9
9S	9th Grd SDC	9	9
Math	Math Duplicate	9	12

Sort Options: ☒ Code ☐ Description ☐ Grade Levels

Course ID	Course Title	Grade - Range
0011	PE	9 - 12
0315	Hon Eng 10 CP	10 - 12
0639	Hon Adv Alg	8 - 12
0675	IB HL I Biology	11 - 12
0677	HonChem Pre IB	9 - 10

Add New Record

# Academic Plan – Import Course Requests

## from Academic Plan

- Options for filtering the Students' Course Requests are available, including Term and Grade level, as well as including inactive students.
- Choose the **Terms**, **Locations** and Students to be imported. The **Locations** refers to schools *other than* the Home school where the student has chosen to take a course. If other schools are included, they are imported along with the Students' home school requests. If there are no course requests at other **Locations**, leave this blank.
- Change Students in the Following Grades and Additional Options** can be used to limit the Student requests imported.
- Limit by Student Group with Query** opens a Query window where a KEEP statement can be used.
- Delete Existing Course Requests?** allows the process to be run again with updated Requests without creating duplicates.
- Click on the **Preview Only** button. A message displays on the bottom left with the number of records that **WOULD** be updated and the Students display with the **Course Requests to be Updated**, giving the opportunity to review the data to be added before it is committed.
- Once the list of student course requests looks correct, click **Update SSS** to create the Course Request records.
- There is an '**Updating...**' message while the process is running. When the process is completed the User receives an email notification indicating the number of records updated. It is not necessary to stay on this page while the process runs.

### Import Course Requests from Academic Plan

#### Import Course Requests From Academic Plan

Select Term(s) to Import		Select Location(s) to Import	
Code	Description	Code	Description
0	Year	AD	Adult Education
1	Fall	AE	Alternative Ed School
2	Spring	CC	Community College
3	Summer	HS	High School
4	1st Quarter	SS	Summer School
5	2d Quarter		
6	3d Quarter		
7	4th Quarter		

Change Students in the Following Grades

K: ☐ Grade 5: ☐ Grade 9: ☒

Grade 1: ☐ Grade 6: ☐ Grade 10: ☒

Grade 2: ☐ Grade 7: ☐ Grade 11: ☒

Grade 3: ☐ Grade 8: ☐ Grade 12: ☒

Grade 4: ☐

Additional Options

☒ Gender Selection

☒ Female

☒ Male

☒ Nonbinary

☐ Include Inactive Students

☒ Delete Existing Course Requests?

Limit by Student Group with Query: [Open Query](#)

Last Run: 07/27/2020 12:54 PM

**Students are being Scheduled Using Next Year's Grade Levels!**

[Preview Only](#) [Update SSS](#)

### Course Requests to be Updated

[Export to Excel](#)

Stu#	Last	First	NG	Gen	Tg	Term	Cours
2	Abdelno	Alice	10	F			0417
2	Abdelno	Alice	10	F			0608
2	Abdelno	Alice	10	F			0656
2	Abdelno	Alice	10	F			0674
2	Abdelno	Alice	10	F			0701
2	Abdelno	Alice	10	F		1	0765
2	Abdelno	Alice	10	F		3	0017
3	Abdo	Alice	10	F			0101
3	Abdo	Alice	10	F			0315
3	Abdo	Alice	10	F			0401
3	Abdo	Alice	10	F			0608
3	Abdo	Alice	10	F			0656
3	Abdo	Alice	10	F			0674
3	Abdo	Alice	10	F			0701
3	Abdo	Alice	10	F		1	0765
3	Abdo	Alice	10	F			1251

**16736 records would be updated**

[Preview Only](#) [Update SSS](#)

Updating ... please wait.

[Preview Only](#) [Update SSS](#)

### Import Course Request From Academic Plan - Process Summary

aeries@example.com  
To: admin.hammond@example.com

Process Details:

Process Complete - 17428 records were updated



# Mass Change or Add Course Requests

## Student Course Requests

The Mass Change or Add Crs Requests page can be used to add, modify, change or delete Students' Course requests during scheduling. Multiple Courses can be added, dropped, or changed for all Students or for selected Students. Courses that have a PermLock tag will not be updated during the Mass Change process.

Mass Change or Add Crs Requests

Mass Change or Add Course Requests

Change students with these course requests...

Course # to Search

CrsReqPackets

Leave blank to Add courses only

Only change students in the following grades:

PS <input type="checkbox"/>	TK <input type="checkbox"/>	K <input type="checkbox"/>	1 <input type="checkbox"/>
2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
6 <input type="checkbox"/>	7 <input type="checkbox"/>	8 <input type="checkbox"/>	9 <input checked="" type="checkbox"/>
10 <input checked="" type="checkbox"/>	11 <input checked="" type="checkbox"/>	12 <input checked="" type="checkbox"/>	14 <input type="checkbox"/>
15 <input type="checkbox"/>	16 <input type="checkbox"/>	17 <input type="checkbox"/>	18 <input type="checkbox"/>

16

All/None Preview Only Update Print List Reset

To now have these course requests...

Course # to Search

CrsReqPackets

Leave blank to Drop courses only

Only change for gender...

Gender Selection

☒ Female

☒ Male

☒ Nonbinary

Include Inactive Students: ☐

Students are being Scheduled Using Next Year's Grade Levels!

Students to be Updated

Your result is empty!





## Mass Add or Drop a Course Request

- To **Add** Course requests, enter the Course number(s) to be added on the right side of the form and leave the left side of the form blank. Click the **Preview Only** button. A list of Students displays. Verify the list of Students. If correct, click the **Update** button.
- To **Drop** course requests, enter the Course numbers to be dropped on the left side of the form and leave the right side of the form blank. Click the **Preview Only** button. A list of Students displays. Verify the list of Students. If correct, click the **Update** button.

**Mass Change or Add Crs Requests**

Mass Change or Add Course Requests

Change students with these course requests...

To now have these course requests...

Course # to Search:

CN Description

0302 English 10 CP

Courses

0302 - English 10 CP

CrsReqPackets

Leave blank to Add courses only

Only change students in the following grades:

PS ☐ TK ☐ K ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☒ 10 ☒ 11 ☒ 12 ☒ 14 ☐ 15 ☐ 16 ☐ 17 ☐ 18 ☐

Alert

1977 students WOULD BE updated.

OK

Students are being Scheduled Using Next Year's Grade Levels!

All/None **Preview Only** Update Print List Reset

**Students to be Updated**

Student ID	Last Name	First Name	Next Grd	Gender
99400002	Abdelnour	Alice	10	F
99400003	Abdo	Alice	10	F
99400004	Abdo	Arnold	11	M
99400006	Abejon	Tanya	11	F
99400008	Abesamis	Tatiana	10	F
99400010	Abe	Kyle	9	M
99400012	Abrego	Alice	10	F
99400013	Abrego	Ivette	9	F
99400016	Acharya	Josiah	12	M
99400017	Ackermann	Kathrin	11	F
99400018	Acosta	Annessa	10	F
99400019	Acosta	Donovan	9	M
99400020	Acuna	Allan	11	M
99400021	Acuna	Darlene	11	F
99400023	Adame	Nambia	12	F
99400024	Adragna	Stefanie	11	F
99400027	Aguayo	Taurine	11	F
99400128	Aguir	Jennifer	11	F
99400129	Aguila	Errol	9	M
99400130	Aguilar	Allan	10	M
99400131	Aguilar	Joshua	9	M
99400132	Aguilar-Lopez	Kristi	12	F
99400133	Aguirre	Raelena	12	F

**Mass Change or Add Crs Requests**

Mass Change or Add Course Requests

Change students with these course requests...

To now have these course requests...

Course # to Search:

CN Description

0302 English 10 CP

Courses

0302 - English 10 CP

CrsReqPackets

Leave blank to Add courses only

Only change students in the following grades:

PS ☐ TK ☐ K ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☒ 10 ☒ 11 ☒ 12 ☒ 14 ☐ 15 ☐ 16 ☐ 17 ☐ 18 ☐

Gender Selection

☐ Female

☒ Male

☒ Nonbinary

Include Inactive Students: ☐

Alert

Students are being Scheduled Using Next Year's Grade Levels!

All/None **Preview Only** Update Print List Reset

**Students to be Updated**

Student ID	Last Name	First Name	Next Grd	Gender
99400030	Aguilar	Allan	10	M
99400045	Alejandro	Arturo	10	M
99400053	Almada	Jesus Jesse	10	M
99400082	Apodaca	Joshua	10	M
99400098	Ardon	Daniel	10	M
99400107	Arias	Amir	10	M
99400111	Arias	Timothy	10	M
99400116	Armitage	Shane	10	M
99400128	Artech	Chima	10	M
99400177	Bang	Allan	10	M
99400199	Barrett	Jason	10	M
99400204	Bartlett	Alejandro	10	M
99400206	Bauer	Richard	10	M
99400208	Bowany	Nicholas	10	M
99400242	Berdin	Timothy	10	M
99400258	Bivens	Adam	10	M
99400260	Black-Lewis	Javier	10	M
99400274	Bolik	Shane	10	M
99400328	Buchanan	Adam	10	M
99400350	Byers	Luke	10	M
99400358	Caceres	Jonathan	10	M
99400369	Call	Pierre	10	M
99400398	Carosa	Zachary	10	M

## Mass Change an Existing Course Request

- To **Change** an existing requested Course number to another Course number, enter the Course number on the left side of the form. Enter the new number on the right side of the form. Click the **Preview Only** button.
- A list of Students displays on the right, under **Students to be Updated**. An Alert popup provides the total number of Students who would be updated if the change is made.
- Verify the list of Students. If correct, click the **Update** button to complete the mass change.

0315

Q

CN

Description

0315

Hon Eng 10 CP

0315 - Hon Eng 10 CP

CrsReqPackets

Leave blank to Add courses only

0302

Q

CN

Description

0302

English 10 CP

0302 - English 10 CP

CrsReqPackets

Leave blank to Drop courses only

PS

TK

K

1

2

3

4

5

6

7

8

9

10

11

12

14

15

16

17

18

10

✓

Only change for gender...

Gender Selection

Female

Male

Nonbinary

Include Inactive Students

Students are being Scheduled Using Next Year's Grade Levels!

All/None

Preview Only

Update

Print List

Reset

The screenshot shows a table with the following data:

Student ID	Last Name	First Name	Next Grd	Gender
89402363	Aguirre	Desiree	10	F
89401182	Alexander	Izabella	10	F
89400455	Atkins	Lewis	10	M
89401798	Austin	Krystal	10	F
89401205	Banks	Rene	10	M
89401153	Barnett	Baylee	10	F

An alert dialog box is displayed in the foreground with the text: "Alert  
193 students WOULD BE updated." The dialog has an "OK" button at the bottom.

[All/None](#) [Preview Only](#) [Update](#) [Print List](#) [Reset](#)



# Mass Add or Drop Course Requests Using Course Request Packets

- Courses can also be added, changed, or dropped using **Course Request Packets**. Using the same methods described above, Students can be targeted who have been assigned specific **Course Request Packets** to drop, add, or change the requests.
- To add a **Course Request Packet** to Students, select the grade level(s) to add the Packet to. Leave the left side of the form blank, and click the **CrsReqPackets** button on the right to display all Packets.
- Select the Packet you wish to Add. The Courses contained within the Packet display on the right side of the form. Click **OK** to continue.
- A message displays to Confirm that the Packet chosen is the one you want to assign. Click **OK** to continue
- The Courses from the selected Packet now display on the **Mass Change or Add Course Requests** form in the upper right next to the **To now have these course requests...** area.
- Click the **Preview Only** button at the bottom of the form. A list of Students to be updated displays on the right. An Alert displays telling you how many Students would be updated if you click the **Update** button. If the number of Students seems correct and the list of Students is correct, click the **Update** button at the bottom of the form.

Mass Change or Add Crs Requests

Mass Change or Add Course Requests

Change students with these course requests...

To now have these course requests...

Course # to Search

Course # to Search

CrsReqPackets

Leave blank to Add courses only

CrsReqPackets

Leave blank to Drop courses only

Only change students in the following grades:

PS TK K 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18

Only change for gender...

Gender Selection

Female

Male

Nonbinary

Include Inactive Students:

Students are being Scheduled Using Next Year's Grade Levels!

All/None Preview Only Update Print List Reset

Select Packet to Add

Packet	Description	LO	HI	Course Info
10H	10th Grd Honors	10	10	
10R	10th Grd Reg w/ Geom	10	10	
10R.1	10th Grd Reg w/ Adv Alg	10	10	
11H	11th Grd Honors	11	11	
11D	11th Grd Reg w/ Adv Alg	11	11	

Course #	Course Title	NA	CP	Low	High	Trm	TG	T/A
0656	Biology		P	9	12	Y		No
0302	English 10 CP		P	9	12	Y		No
0608	Geometry Cp		P	9	12	Y		No
0011	PE	N		9	12	Y		No
0417	Spanish II		P	9	12	Y		No
0701	World Hist. Cp		P	9	12	Y		No

Mass Change or Add Crs Requests

Mass Change or Add Course Requests

Change students with these course requests...

To now have these course requests...

Course # to Search

Course # to Search

CrsReqPackets

Leave blank to Add courses only

CrsReqPackets

Leave blank to Drop courses only

Courses

- 0656 - Biology
- 0302 - English 10 CP
- 0608 - Geometry Cp
- 0011 - PE
- 0417 - Spanish II
- 0701 - World Hist. Cp

# Manual Entry on Student Course Requests Page

## Student Course Requests

### Student Course Requests Page (New)

- 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/Schedule page has been redesigned to look and function similar to the Classes page.
- The Course Request page has some new functions that are only available from the New Edit View. These functions are:
  - Class Links
  - Replacing an Existing Course Number

Course Request

Counselor: 994623 Monarch, Katherine Time Range: No Group Schedule Group: Change Display Options: ☒ Show Available Periods [★ Old Edit View](#)

[Edit](#)

Crs ID	Course Title	0	1	2	3	4	5	6	7	8	9	Prf	Teacher Name	Meets	AltCrs	Sec#	Per	Trm	More Class Info	Reject	PermLK	All
0304	English 12 CP	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>					0	Acosta, M	NA	0	Manage	43	0	Y			
0662	Lab Asst Sci	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>					0	Graybehl, S	NA	0	Manage	49	0	Y			
0314	Hon Eng 9 CP		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>					0	Enos, W	NA	0	Manage	1020	1	Y			
0810	ROP CulinaryArt		<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				0	Hauser, P	NA	0	Manage	2081	2	Y			
0642	IB Math Studies			<input checked="" type="radio"/>	<input type="radio"/>							0	Aldrich, H	NA	0	Manage	3067	3	Y			

[View SMS](#) [Course Request Packet](#) [Print Scheduling Class Schedule](#) [Print Course Requests](#) ☐ [Schedule Alternates](#) [Reschedule](#) [Previous Rejected Student](#) [Next Rejected Student](#)

[Save](#) [Reset](#) [Cancel](#) [+ Add New Record](#) [+ Add Many New Records](#) [View SMS](#) [+ Add From Course Request Table](#)

Delete	Crs ID	Course Title	0	1	2	3	4	5	6	7	8	9	Prf	Teacher Name	Meets	Sec#	Per	Trm	More Class Info	Reject	PermLK
<input type="checkbox"/>	0304	English 12 CP	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>					0	Acosta, M	NA	43	0	Y			
<input type="checkbox"/>	0662	Lab Asst Sci	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>					0	Graybehl, S	NA	49	0	Y			
<input type="checkbox"/>	0314	Hon Eng 9 CP		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>					0	Enos, W	NA	1020	1	Y			
<input type="checkbox"/>	0810	ROP CulinaryArt		<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				0	Hauser, P	NA	2081	2	Y			
<input type="checkbox"/>	0642	IB Math Studies			<input checked="" type="radio"/>	<input type="radio"/>							0	Aldrich, H	NA	3067	3	Y			

[View SMS](#) [Course Request Packet](#) [Print Scheduling Class Schedule](#) [Print Course Requests](#) ☐ [Schedule Alternates](#) [Reschedule](#) [Previous Rejected Student](#) [Next Rejected Student](#)



## Add Course Requests

## Student Course Requests Page (New)

- To add course requests to the page, several options are available
- **Add New Record** - Add a new record to the student course requests. The Crs ID field can be used to search for a course name or course number. Select the appropriate course from the drop-down, then select **SAVE**
- **Add Many Records** - Add 10 empty records to begin, then select the search criteria for adding multiple course requests. Search from the Crs ID field by entering a course number or the name of a course. If the student is being scheduled directly into a specific section, enter the section number in the Section field. Once all course requests have been added to the student's schedule, select **SAVE**. Any record that did not get populated with a course ID or section number will simply be removed when the **SAVE** button is selected.
- To add course requests using the **View SMS** popup, click the button to open the form. A popup window will display selected data for each section in the **Scheduling Master Schedule**.
- To delete a course request from a student's schedule, select the **Edit** button, then select the delete icon available to the left of the course. A warning message will appear allowing the user to select **OK** to continue with the deletion. Select **Cancel** to Cancel the delete process.

<div> <div>Save</div> <div>Reset</div> <div>Cancel</div> <div>Add New Record</div> <div>Add Many New Records</div> <div>View SMS</div> <div>Add From Course Request Table</div> </div>																		
Delete	Crs ID	Course Title	0	1	2	3	4	5	6	7	8	9	Prf	Teacher Name	Meets	Sec#	Per Trm	More Class Info
			7:05 AM 7:55 AM	7:30 AM 8:30 AM	8:35 AM 9:35 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						
	0304	English 12 CP											0 ▾	Acosta, M	NA	43	0	Y
	0662	Lab Asst Sci											0 ▾	Graybehl, S	NA	49	0	Y
	0314	Hon Eng 9 CP											0 ▾	Enos, W	NA	1020	1	Y
	0810	ROP CulinaryArt											0 ▾	Hauser, P	NA	2081	2	Y
	0642	IB Math Studies											0 ▾	Aldrich, H	NA	3087	3	Y
													0 ▾			0		

science,CP	0	0		
0674 - Phys Science,CP	0	0		
0954 - Physical Scienc				

Crs	Crs ID	Course Title	0	1	2	3	4	5	6	7	8	9	Prf	Teacher Name	Meets	Sec#	Per Trm	More Class Info	Reject	PermLK
			7:05 AM 7:55 AM	7:30 AM 8:20 AM	8:05 AM 8:35 AM	8:30 AM 9:25 AM	9:05 AM 10:05 AM	9:30 AM 10:55 AM	10:05 AM 11:55 AM	10:30 PM 1:30 PM	1:05 PM 2:30 PM	1:30 PM 3:05 PM	2:05 PM 4:05 PM							
	0304	English 12 CP	✓	○	○	○	○	○	○					0 ▾	Acosta, M	NA	43	0 Y		▾
	0662	Lab Asst Sci	✓	✗	✗	✗	✗	✗						0 ▾	Graybehl, S	NA	49	0 Y		▾
	0314	Hon Eng 9 CP	✓	○	○	○	○	○						0 ▾	Enos, W	NA	1020	1 Y		▾
	0810	ROP CulinaryArt	○	○	✓	○	○	○	○					0 ▾	Houser, P	NA	2081	2 Y		▾
	0642	IB Math Studies			✓	○	○	○						0 ▾	Aldrich, H	NA	3087	3 Y		▾
														0 ▾			0			▾

☐ Schedule Alternates

Scheduling Master Schedule Display (SMS)

Move mouse over heading to sort or limit.

☐ Sort on multiple fields

Reset

Click on a section or course to add that class to the current student's schedule.

☐ Limit on multiple fields

Reset

Sec#	PD	SM	Cl	Cal	Course ID	Title	Dpt	Primary Teacher	Room	Gn	Lo	Hi	Max	Tot	Left	Wait	Schd	TmCr	Nm	Sem	Trk	Prg	HP	TA	C	
43	F0	Y	MTWRF	0304	English 12 CP	E	894816	Hogan, A	CD3		11	12	35	0	35											3
44	F0	Y	MTWRF	0662	Lab Asst Sci	Z	894672	Powers, I	Q16		11	12	0	0	0										Y	
45	F0	Y	MTWRF	0010	PE 9	P	894802	Atkins, K	Gym4		9	9	55	0	55											3
46	F0	Y	MTWRF	1500	Tchr Aide	Z	894702	Tyler, J	Gym4		12	12	0	0	0										Y	
47	F0	Y	MTWRF	1500	Tchr Aide	Z	894725	Rice, A	S5		12	12	0	0	0										Y	

# Alternate Course Requests

- **Alternate Course Requests** allows an alternate course to be selected, when the primary course request is unavailable. **Alternate Course Requests** must be added for individual students and then associated with one or more primary **Course Requests**. The list of **Alternate Course Requests** can be sorted to set the priority when scheduling **Alternate Course Requests**.
- To add **Alternate Course Requests**, select the **Add New Record** button in the **Alternate Course Requests** section, under the grid of a student's **Course Requests**. A form will open allowing you to enter the desired course request number. If the course number is known enter the desired course number and save the record by selecting the **Save** button. If the course number is not known, courses can be searched by selecting the magnifying glass button in the record to be added.
- Selecting the magnifying glass button will open a search window allowing you to search for a course either by name or course number or partial course name or course number.
- Select the desired course to set the course number and click the **Save** button to save the record.

**Alternate Course Requests** is a section under the grid of student **Course Requests**, so navigate to **Student Data > Scheduling > Course Requests/Schedule**.

Course Request

Counselor

623

Time Range

Trujillo

Schedule Group

No Group

Change

Display Options

☐ Show Available Periods

	Crs ID	Course Title	Prf	Teacher Name	Meets	AltCrS	Sec#	Per	Trm	More Class Info	Reject	PermLK	ALL
	0656	Biology	0			0	Manage	0			Full Classes		
	0302	English 10 CP	0	Sanders, S	MTWRF	0	Manage	232	1	Y			
	0416	Spanish I	0	Petty, A	MTWRF	0	Manage	2761	2	Y			
	0701	World Hist. Cp	0	Benson, A	MTWRF	0	Manage	80	3	Y			
	0608	Geometry Cp	0	Parsons, J	MTWRF	0	Manage	2741	5	Y			
	0070	Football	0	Singh, K	MTWRF	0	Manage	2647	6	Y			

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

Previous Rejected Student

Next Rejected Student

Alternate Course Requests

Priority Sort

Course	Date Added
Honors Biology (0666)	9/18/2021 6:35:55 AM
Biology (0953)	9/18/2021 6:36:23 AM
French II Cp (0402)	9/18/2021 6:36:44 AM

Add New Record

Table	Permission	Description
Course Requests (SSS)	Read Insert Update Delete	View page Add new record Update records Delete Records
Alternate Course Requests (ACR)	Read Insert Update Delete	View page Add new record Update records Delete Records



## Linking Alternate Course Requests to Primary Course Requests

- The **Manage** button is used to associate or "link" one or more **Alternate Course Requests** to a primary course request. Each **Alternate Course Request** must be with at least one primary **Course Request**; these associations let the scheduler know which **Alternate Course Requests** to choose, based on the primary **Course Request** which did not successfully schedule.
- Next to the **Manage** button, the number of **Alternate Course Requests** assigned to a primary **Course Request** is displayed. There is no limit to the number of **Alternate Course Requests** that can be linked to primary **Course Requests**, and **Alternate Course Requests** can be linked to multiple primary **Course Requests**.
- To link an **Alternate Course Request**, select the **Manage** button next to the appropriate **Course Request**. Selecting the **Manage** button will open the **Manage Alternate Request Association** popup window for the selected **Course Request**. All **Alternate Course Requests** recorded for the student will be displayed in a single list in their priority order, which can be modified. Select the check mark to the left of each **Alternate Course Request** that will be linked to the **Course Request**. Click the **Save** button to save your selections and close the window.

Crs ID	Course Title	0	1	2	3	4	5	6	7	8	9	Prf	Teacher Name	Meets	AltCr	AltCr
0848	ROP E-Commerce											000			0	Manage
0702	US History Cp	✓										000	Lehigh	MTWTF	0	Manage
0637	Algebraic Apps		✓									000	Sneed	MTWTF	0	Manage
0326	Sh Eng Lit II			✓								000	Edwards	MTWTF	0	Manage
0303	English 11 CP				✓							000	Raus	MTWTF	0	Manage
0104	Ceramics I					✓						000	Sherman	MTWTF	0	Manage
0012	Weight Trng						✓					000	Wallace, S	MTWTF	0	Manage
0765	Health/Careers							✓				000	Wilber	MTWTF	0	Manage

### Manage Alternate Request Association Primary Course Request: Ceramics I (0104)






Associate?	Course	Date Added
<input checked="" type="checkbox"/>	ROP CulinaryArt (0810)	4/22/2020 6:28:11 PM
<input checked="" type="checkbox"/>	Arts Crafts I (0102)	4/22/2020 6:28:26 PM
<input type="checkbox"/>	ROP Health Car (0817)	4/22/2020 6:29:02 PM
<input type="checkbox"/>	No Zero Period (0001)	4/22/2020 6:26:49 PM

Save

Cancel

# Setting Alternate Course Request Priority

- **Alternate Course Requests** can be prioritized. Once the priority order is set, if the **Schedule Alternates** box is checked and the primary **Course Request** is not available, the first associated or linked **Alternate Course Request** will be scheduled first. If the first linked **Alternate Course Request** is not available, then the next linked **Alternate Course Request** will be scheduled, etc.
- Priority sorting is only considered when a primary **Course Request** has more than one associated or linked **Alternate Course Request**. In that case, the associated alternates will be tried in priority order.
- To set priority, alternate courses need to be sorted in the order to be scheduled. To sort **Alternate Course Requests**, click the **Priority Sort** button.
- A **Move** button with a vertical arrow will display to the left of the delete button. Select the **Move** button of the **Alternate Course Request** that need to be adjusted. The **Alternate Course Request** can be moved either up or down and placed in the desired position
- Note: The priority sort order is stored in the ACR.SRT field.

Alternate Course Requests		Priority Sort
Course	Date Added	
 Honors Biology (0666)	9/18/2021 6:35:55 AM	
 Biology (0953)	9/18/2021 6:36:23 AM	
 French II C (0402)	9/18/2021 6:36:44 AM	
 Ceramics I (0104)	9/18/2021 6:46:05 AM	
 Add New Record		

Alternate Course Requests			Done
Course		Date Added	
		ROP CulinaryArt (0810)	4/22/2020 6:28:11 PM
		Arts Crafts I (0102)	4/22/2020 6:28:26 PM
		ROP Health Car (0817)	4/22/2020 6:29:02 PM
		No Zero Period (0001)	4/22/2020 6:26:49 PM

Scheduling Alternate Course Requests																
To automatically try scheduling <b>Alternate Course Requests</b> when the preferred <b>Course Request</b> is unavailable, check the <b>Schedule Alternates</b> checkbox. <b>Alternate Course Requests</b> will be scheduled by priority order. Select the <b>Reschedule</b> button to reschedule a student's schedule.																
	Crs ID	Course Title	0	1	2	3	4	5	6	7	8	9	Prf	Teacher Name	Meets	AltCrS
	0848	ROP E-Commerce											000			0
	0702	US History Cp											000	Lehigh	MTWTF	0
	0637	Algebraic Apps											000	Sneed	MTWTF	0
	0326	Sh Eng Lit II											000	Edwards	MTWTF	0
	0303	English 11 CP											000	Raus	MTWTF	0
	0104	Ceramics I											000	Sherman	MTWTF	2
	0012	Weight Trng											000	Wallace, S	MTWTF	0
	0765	Health/Careers											000	Wilber	MTWTF	0
+ Add New Record + Add Many New Records + Add From Course Request Table																
View SMS Course Request Packet Print Scheduling Class Schedule Print Course Requests <input checked="" type="checkbox"/> Schedule Alternates Reschedule																
If an <b>Alternate Course Request</b> was recorded and scheduled, the <b>Alternate Course Request</b> will be displayed in the student's <b>Course Requests</b> grid, and the word <b>ALTERNATE</b> will display under the <b>REJECT</b> heading. If the student is scheduled again without the <b>Schedule Alternates</b> checkbox selected, the primary <b>Course Request</b> will be used for scheduling and the <b>ALTERNATE</b> message will be removed.																

Course Request		Term View	Term and Day of Week View
Counselor		Period	Range
623 Monarch		2	9
Crs ID		Course Title	0
0011	PE		
0302	English 10 CP		
0608	Geometry Cp		
0666	Honors Biology		
0701	World Hist. Cp		
0813	ROP Cul Arts II		
000	Wilber	MTWTF	1
000	Ertle	MTWTF	0
000	Cruz	MTWTF	0
000	Manning	MTWTF	2
000	Acosta	MTWTF	0
000	ROP-14	MTWTF	3
+ Add New Record + Add Many New Records + Add From Course Request Table			
View SMS Course Request Packet Print Scheduling Class Schedule Print Course Requests <input checked="" type="checkbox"/> Schedule Alternates Reschedule		Previous Rejected Student Next Rejected Student	



# Scheduling Exclusions

- The student **Course Requests** page includes a section where staff with permissions to the **Scheduling Exclusions** security area can view and assign **Scheduling Exclusions** to students. Teacher, Student, and Period exclusions may be specified. When the student is scheduled, either individually with the **Reschedule** button or in mass using **Schedule All Students**, they will not be scheduled into classes with the specified teachers, students, or during the specified periods. If the exclusions prevent the student from being scheduled into any classes, that course request will be assigned an appropriate reject reason.
- To add a **Scheduling Exclusion**, click the **Add New Scheduling Exclusion** button. Select the **Type** of **Scheduling Exclusion**. Once the **Type** has been selected, enter the period, teacher name, or student name. Search for the appropriate teacher or student, if necessary. Click the **Save** icon to save the exclusion. Click the **Delete** icon to delete an exclusion.
- In the case of student exclusions, records are automatically added to both students, so that they are both excluded from each other. When an exclusion is deleted from one student, it is automatically deleted from both.

Course Request

Counselor

623

Trujillo

Schedule Group

No Group

Change

Display Options

☐ Show Available Periods

Crs ID	Course Title	Prf	Teacher Name	Meets	AllCr	Sec#	Per	Trm	More Class Info	Reject	PermLK	ALL
	0417	Spanish II	0	Strickland, M	MTWRF	0	Manage	2689	0thPer	Y		
	0656	Biology	0	Powers, I	MTWRF	0	Manage	2507	1	Y		
	0302	English 10 CP	0	Sanders, S	MTWRF	0	Manage	2541	3	Y		
	0701	World Hist. Cp	0	Hammond, Z	MTWRF	0	Manage	2525	4	Y		
	0608	Geometry Cp	0	Hoover, L	MTWRF	0	Manage	2742	5	Y		
	0582	Adv Band	0	Mcneil, D	MTWRF	0	Manage	1985	6	S		
	0015	Marching PE	0	Mcneil, D	MTWRF	0	Manage	763	7	F		

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

Previous Rejected Student

Next Rejected Student

Alternate Course Requests

Priority Sort

Course

Date Added

Add New Record

Scheduling Exclusions

School	Type	Exclusion
	894	Period 1
	894	Student 89400001 - Abbott, Alex James
	894	Teacher 894621 - Hoover, Lyla

Add New Scheduling Exclusion

Scheduling Exclusions

School	Type	Exclusion
	894	Student 89400659 - Smith, Isabell Rihanna
	S	
<div>Add New Scheduling Exclusion</div>		

## Security ↑

Table	Permission	Description
Scheduling Exclusions (SED)	Read Insert Delete	View page Add new record Delete Records

## SED Table ↑

Table	Field	Description
Scheduling Exclusions (SED)	School Code (SCL)	School Code
Scheduling Exclusions (SED)	Student ID (ID)	The ID Number of the student
Scheduling Exclusions (SED)	Type (TV)	The type of exclusion (T = teacher, S = student, P = period)
Scheduling Exclusions (SED)	Excluded ID (ID2)	The Student ID of the other student, the Teacher Number, or the Period Number
Scheduling Exclusions (SED)	TableCode (TC)	For future use; currently populates "SSS" for all records

# KEY TAKEAWAYS

- Remember to Preview before you update on the Mass Change/Add Course Requests page
- When a course has a Perm Lock tag on the Course Requests page for a student, the course can not be changed during the **Mass Add/Change Course Request** process.
- Scheduling Queries
- Lock Course Requests  
Change SSS RT TO “ ” IF STU.GR = 10 AND SSS.SE > 0
- Unlock Course Requests for a Specific Course  
CHANGE SSS RT TO “ ” IF RT = “\*” CN = XXXX

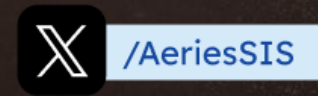
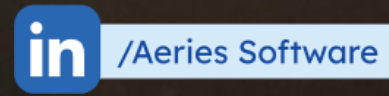
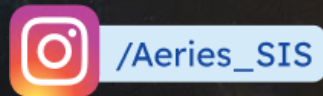
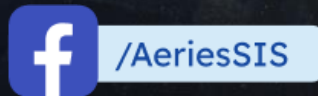




# THANK YOU!

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