



AERIESCON
S p r i n g 2 0 2 4

Student Course Requests Using The Aeries Student Portal Session 305-2

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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 305-1 –Managing Student Scheduling Course Requests**
 - **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

When starting scheduling for next year, entering course requests is a critical initial step. In this session, learn how to use the Aeries Student Portal to gather course requests. Topics will include configurations, and a preview of the student experience.

- **Configuring Portal Options to open the window of time that Students will enter course requests**
- **Security configuration in Student Portal and Parent Portal to allow for course request entry**
- **How to build an online course catalog with course descriptions for reference in the course request process**
- **Defining which courses students of each grade level will have access to request**
- **The Aeries Student Portal experience to request courses**
- **How to generate and use reports related to student course requests**



Documentation and Security

Helpful Links

- [Courses - General Information](#)
- [Update Course Request Options](#)
- [Portal Options – Scheduling](#)
- [Student or Parent Portal - Primary and Alternate Course Requests Entry](#)
- [Student Scheduling Overview](#)
- [Scheduling Process Reports](#)
- [Scheduling Reports Listing](#)

Security ↑

Table	Permission	Description
Course Request (SSS)	Read Insert Update Delete	View page Add new record Update records Delete Records
Scheduling Master Schedule (SMS)	Read Update	If a User should be allowed to add Students to full sections on the Course Request page, they need Update permissions to SMS .
Course (CRS)	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 (SSS)		All Student Course Requests will be stored in this table.
Scheduling Master (SMS)		This table stores all section information that is used in building the Scheduling Master Schedule .
Course Request Packets (CRP)		If Course Request Packets are used, course numbers that are bundled together as a group can be added at one time.
Course Request Table (CRQ)		Course Request table is used to identify the courses that will be used in the school year and can be available for adding courses from the Add from Course Request Table button.

Courses - General Information

- 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
- **Prerequisite Crs (CRS.PR)** – The **Prerequisite Course** field is used as a reference for a required Course that a Student must successfully complete prior to being enrolled in this Course. An example of how this field comes into play during the Scheduling process would be if Course '100' is a prerequisite of Course '101'. A Student who requests both Course '100' and Course '101' is scheduled into Course '100' in the Fall and Course '101' in the Spring. *If not used correctly it may cause Scheduling errors*

General		Other		NCLB Specific Fields		California Specific Fields		Correspondence Language						
Course Data														
CrsID#	Title	Long Title	N/H	Coll Prep	AcaWt	Low Grd	High Grd	Default Credit	Max Credit	Status				
0115	Art II				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
E	F	J	A	Y					0	0				- Active
User1		User2		User3		User4		User5		User6		User7		User8
Course Description										Course Notes				
Description of the Course														
Add Copy Change References														

Art II (0115)

Subject Area #1: Visual/Perform Arts

Subject Area #2: Career Tech Arts

Subject Area #3: Computer Science

Type: Academic Course

UC Area: Visual and Perf Arts

CSU Area: Visual and Perf Arts

Request Primary Request Alternate

General		Other		NCLB Specific Fields		California Specific Fields		Correspondence Language	
California Specific Fields									
Subject Area		Elective?		Honors?		Validation			
CSU Entrance: F- Visual and Perf Arts		G- Electives				-			
UC Entrance: F- Visual and Perf Arts		G- Electives				0-			
State Course Code (for state reporting)				New State Course Code (for transition, not state reporting)				CSF List	
9000- Visual Art				-				C- List III/C	
Crs Content Subcategory				Std Grade Range				Content Standards Alignment	
Visual Art - Multiple or Not Applicable				Secondary 9-12				Current Content Standards	
AP/IB Crs. Code Cross Ref.				(Charter Non-Core)					

General		Other		NCLB Specific Fields		California Specific Fields		Correspondence Language							
Alternate Crs		Prerequisite Crs		Content Standard Area		Trad Gender		Voc Ed Lvl		Voc Subj		Crs Lvl		Type	
0607		J200		ALGEBRA1- ALGEBRA I								32			
Board Adoption		Last Revision Date		Revision Type		Inactive Date									
1/1/2017		1/1/2017						State Framework Change (\$)							
Seats		Meets Alg I Reqmnt		Alg I Crd Required		Hrs for Completion		Cost of Course		(Core/Proficiency)					
30				10.00		0.00		\$0.00							
General		Other		NCLB Specific Fields		Correspondence Language									
Alternate Crs		Prerequisite Crs		Content Standard Area		Trad Gender		Voc Ed Lvl		Voc Subj		Crs Lvl		Type	
2426				ALGEBRA1- ALGEBRA I											
Service ID		Service ID Description Suffix		Population Served		Class Type		Crs Seq		Non-Campus Inst		OnRamps Dual Enr			
03100600- Algebra II				Regular Students		Regular		00		No					
Board Adoption		Last Revision Date		Revision Type		Inactive Date		Include for Extracurricular Activity Elig							
1/1/2015		1/1/2020								Yes					
Seats		Meets Alg I Reqmnt		Alg I Crd Required		Hrs for Completion		Cost of Course		(Core/Proficiency)					
30				0.00		0.00		\$0.00							

Update Course Request Options

- Navigate to **Scheduling Process > Configurations > Update Course Request Options**.
- The **Update Course Request Options** form is used to select courses to populate the **Course Requests Cross Reference (CRQ)** table. The courses in the CRQ table are the list of courses available for parents or students to select, when they choose Course Requests on the Student/Parent Portal.

Update Course Request Options

Select Courses that students will be able to select from in the Portal.


Allow	Sort Code	Course ID	Course Title	Actual MST Total
	B	0010	PE 9 (0010)	525
	B	0011	PE (0011)	1
	B	0017	Beg Dance (0017)	1
	B	0020	Pep Units (0020)	7
	B	0026	Dan Shw/Dis Tec (0026)	21
	B	0057	Swimming (0057)	4
	B	0059	Softball (0059)	6
	B	0068	Mns Golf (0068)	4
	B	0090	Athletics (0090)	1
	J	0095	Study Skills (0095)	28
	E	0101	Art I (0101)	44
	E	0117	Beg Dance (0117)	31
	E	0128	Intermed Dance (0128)	1
	F	0223	DesktopPubl (0223)	6
	F	0255	Intro Cmptr Lit (0255)	76
	A	0301	English 9 Cp (0301)	311

Options

Grade Level Shown: 9 ▼

Total Courses Tagged: 59


☒ Hide Un-Tagged Courses

 **Scheduling Using Next Year's Grade Levels!**

[Recreate Course Request Options Table](#)

[Un-Tag All](#) [Tag All](#)

[Add a Course](#)

 MST sections with grade ranges different from the CRS date range are listed below. To insure accuracy of MST Totals, these courses are not displayed for this grade level.

SE	Crse Id	Course Name	CRS.LO	CRS.HI	MST.LO	MST.HI
3120	0224	WebDesign I	10	12	9	12

Initialize a New Course Requests Options Table

If no data is contained in CRQ, when this page is first visited, it will open a blank CRQ table. Click the **Initialize New Course Request Options Table** button on the right to populate the CRQ table with all courses available to students in the selected grade level based upon the grade range in the **Courses** table. If data exists in the CRQ table, the button will read **Recreate Course Request Options Table** and courses in the table will be listed on the left

Update Course Request Options

Select Courses that students will be able to select from in the Portal.

Update Course Request Options

No data is found for these options.

Options

Grade Level Shown: 9 ▼

Total Courses Tagged: 0

☐ Hide Un-Tagged Courses

Scheduling Using Next Year's Grade Levels!

Initialize New Course Request Options Table

Un-Tag All Tag All

Add a Course

Update Totals from MST

Tag and Un-Tag Based on Totals

Initialize a New Course Requests Options Table - cont

- A **Confirm** form will open. Select one of the options for sorting the courses. It is important to note that Course ID and Course Title will display regardless of the option selected. Click the checkbox if you would like to **Bypass courses with a 0-0 grade range**. Click the **Yes** button when finished
- The table will now display with all courses available for the lowest grade level from your school's grade range. All courses are initially checked to **Allow**. In the example below the grade level is 9 and 339 is the number of courses available for that grade level.
- All courses with a check mark in the **Allow** column will be available for parents and students to select. Courses that are not checked will not be available for selection. Courses can be manually selected for inclusion. Click on the course to be included and a check mark will now display for that course. To deselect a course, click on the course to be deselected and the check mark will be removed. Courses can also be added or removed using one of the methods described below.

Confirm

Are you sure you want to Initialize New Course Request Options Table?

Sort By

☒ 1 - Subject Area Code and Course Title

☐ 2 - Department Code Course Title

☐ 3 - Course Title only

☐ 4 - Course ID only

☒ Bypass courses with a 0-0 grade-range?
Courses are set as 0-0 by default. Make sure all of your courses have grade-range defined correctly!

Yes

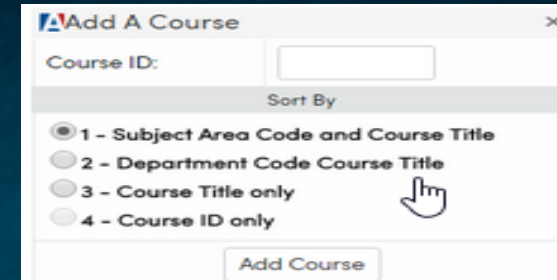
No

The table will now display with all courses available for the lowest grade level from your school's grade range. All courses are initially checked to **Allow**. In the example below the grade level is 9 and 339 is the number of courses available for that grade level.

Select Courses that students will be able to select from in the Portal.					Options	
Allow	Sort Code	Course ID	Course Title	Actual MST Total	Grade Level Shown:	9
<input checked="" type="checkbox"/>		0993	Admin F Dance (0993)	0	Total Courses Tagged:	359
<input checked="" type="checkbox"/>		0989	Admin F Drama (0989)	0	<input type="checkbox"/> Hide Un-Tagged Courses	
<input checked="" type="checkbox"/>		0994	Admin F Fam Lvg (0994)	0	<div>Scheduling Using Next Year's Grade Levels!</div>	
<input checked="" type="checkbox"/>		0992	Admin F Peer Tc (0992)	0	<div>Recreate Course Request Options Table</div>	
<input checked="" type="checkbox"/>		AEDP0	Alt Ed Period 0 (AEDP0)	0	<div>Un-Tag All</div>	<div>Tag All</div>
<input checked="" type="checkbox"/>		AEDP1	Alt Ed Period 1 (AEDP1)	0	<div>Add a Course</div>	
<input checked="" type="checkbox"/>		AEDP2	Alt Ed Period 2 (AEDP2)	0	<div>Update Totals from MST</div>	
<input checked="" type="checkbox"/>		AEDP3	Alt Ed Period 3 (AEDP3)	0	<div>Tag and Un-Tag Based on Totals</div>	
<input checked="" type="checkbox"/>		AEDP4	Alt Ed Period 4 (AEDP4)	0		
<input checked="" type="checkbox"/>		AEDP5	Alt Ed Period 5 (AEDP5)	0		
<input checked="" type="checkbox"/>		AEDP6	Alt Ed Period 6 (AEDP6)	0		

Initialize a New Course Requests Options Table - Options

- The options available on this form include:
- Grade Level Shown** - From the grade range in CRS.LO/CRS.HI. This can be changed to view available courses for other grades.
- Hide Un-Tagged Courses** - This will hide from display any course not checked to **Allow**.
- Initialize New Course Request Options Table/Recreate Course Request Options Table** - If the CRQ table is blank, the button will read **Initialize New Course Request Options Table**. Once the CRQ table has been created, the button reads **Recreate Course Request Options Table**. Recreating the Course Request Options Table will reset the CRQ table back to the initial setup. Caution should be used when Recreating. This option will clear ALL courses previously selected for ALL grade levels.
- Un-Tag All** - will uncheck all of the check boxes in the **Allow** column.
- Tag All** - will check all of the check boxes in the **Allow** column.
- Add a Course** - If a course has been added after CRQ was initialized, it can be added to the grade displayed. Click the **Add a Course** button. Enter the course number in the text box and click the **Add Course** button to add the course to the table.



- Update Totals from MST** - Totals can be calculated from the current Master Schedule to determine how many students were enrolled in each course. This can help determine whether a course should be offered.
- Tag and Un-Tag Based on Totals** - After **Update Totals from MST** has been calculated, selecting this option will tag courses with a check mark in the **Allow** column only if the total in the **Actual MST Total** column is greater than zero. If the Actual MST Total is zero, the course will be un-tagged if it was previously tagged.

Course and MST Grade Ranges ↑

If sections in the MST have a grade range (MST.LO/MST.HI) that differs from the Course grade range (CRS.LO/CRS.HI), those sections are listed with an informational message:



MST sections with grade ranges different from the CRS date range are listed below.
To insure accuracy of MST Totals, these courses are not displayed for this grade level.

These courses are available to choose as Course Request Options for grade levels corresponding to the CRS grade range. Any sections with MST grade levels outside the CRS grade range are displayed in a list, along with the two grade ranges:

SE	Crs Id	Course Name	CRS.LO	CRS.HI	MST.LO	MST.HI
6164	0010	PE 9	6	9	9	12
1169	0117	Beg Dance	9	9	9	12
6137	0117	Beg Dance	9	9	9	12

The SE (section) and Crs ID (course ID) column contain links to these sections and courses, respectively. The grade ranges (CRS.LO/CRS.HI and MST.LO/MST.HI) are also displayed.

Portal Options - Scheduling

- The **Scheduling** tab on the **Portal Options** page controls parameters for how students and parents access the **Course Requests Entry** page in the **Student** or **Parent Portal**. The **Scheduling** tab displays the date windows (per grade level) during which Parents and Students can update course requests, as well as other scheduling options. A link is provided to the **Portal Groups** page to update permissions for the parent and student **Portal Groups**, which require **Update** permissions to **Course Requests (SSS)** to add or modify course requests using the **Parent** or **Student Portal**.
- On the **Portal Options** page's **Scheduling** tab, two more **Scheduling Options** can be set to define how parents and students use the portal for scheduling purposes.
- Hide Scheduling Results from Parents and Students** - This option prevents parents and students from seeing preliminary scheduling results online. With this option checked, parents and students with Read permissions to SSS will only see Course Requests (and not scheduled sections) on the portal **Course Requests/Schedule** page.
- Hide Currently Scheduled Classes For Future Terms from Parents and Students** - This option will prevent any scheduled classes for a future term from being seen in the **Parent** and **Student Portals**.

Portal Options: English

Attendance Contacts Grades Gradebook PFT **Scheduling** Miscellaneous Parent Data Changing

Course Requests

☒ Allow Parents/Students to edit Alternate Course Reqs

Maximum Number of Primary Course Reqs:

Maximum Number of Alternate Course Reqs:

Note: Permissions To Update Course Requests need to be granted to Stu/Parent portal groups via Portal Groups

Date Ranges for Allowing...

Grd	Student/Parent Updates to Course Requests		Student/Parent Viewing of Available Periods (BETA)		Student/Parent Selecting Class Periods (Arena Scheduling) (BETA)	
	Start Date	End Date	Start Date	End Date	Start Date	End Date
K	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Attendance Grades Gradebook PFT **Scheduling** Miscellaneous Parent Data Changing

Course Requests

☒ Allow Parents/Students to edit Alternate Course Reqs

A **Maximum Number of Primary Course Reqs** and a **Maximum Number of Alternate Course Reqs** can be set. If values are entered and saved, an alert message will display if the parent or student tries to exceed the maximum.

Maximum Number of Primary Course Reqs:

Maximum Number of Alternate Course Reqs:

A link to the **Portal Groups** page is provided. If students or parents will be adding Course Requests using the **Student** or **Parent Portal**, the Students and/or Parents Portal Groups will need **Update** permissions to **SSS (Course Requests)**.

Note: Permissions To Update Course Requests need to be granted to Stu/Parent portal groups via Portal Groups

Scheduling Options

☐ Hide Scheduling Results from Parents and Students

☐ Hide Currently Scheduled Classes for Future Terms from Parents and Students
(i.e. don't show Spring Classes in the Fall)



Scheduling Setup

- Navigate to **Scheduling Process > Configurations > Scheduling Setup**.
- The **Scheduling Setup** page allows the **Student Scheduling (SSS)** and **Scheduling Master Schedule (SMS)** tables to be set up for scheduling during the current school year or for the next school year.

Scheduling Setup

Scheduling Setup Options

Scheduling Status

☐ Scheduling Tables are Inactive

☐ Scheduling students into classes for the current school year

☒ Scheduling students into classes for the next school year, using their grade level next year

☐ Use Flex Scheduling for Next Year

Scheduling Options

☐ Do NOT allow an Alternate Course Request that has already been selected as a primary or alternate request

☐ Allow Wait Lists for Master Schedule Sections

☐ Allow Wait Lists for Scheduling Master Schedule Sections

☐ Use Staff-Section Association instead of Teacher Numbers(TN) with SMS sections

SMS & SSS Initialization

Course Requests

☒ Do Nothing with the SSS Table

☐ Blank out the SSS Table

☐ Copy current student classes to SSS table, keep as prescheduled.

☐ Copy current student classes as course requests only.

Scheduling Master Schedule

☒ Do Nothing with the SMS Table

☐ Blank out the SMS Table

☐ Copy current master schedule (MST) table to the new SMS table.

Select which terms to copy:

☒ Year Long Classes

☒ Fall

☒ Quarter/Trimester 1

☒ Quarter/Trimester 2

☒ Spring

☒ Quarter/Trimester 3

☒ Quarter/Trimester 4

Scheduling Using Next Year's Grade Levels!

Initialize Scheduling

Security ↑

Table	Permission	Description
Scheduling Master Schedule (SMS)	Admin Read Insert Update Delete	Admin permissions to SMS are required View SMS page Add new sections Update sections Delete section records
Course Requests (SSS)	Read Insert Update Delete	View Course Requests Add Course Requests Update Course Requests Delete Course Requests
Course (CRS)	Read Insert Update Delete	View Course Information Add Courses Edit Course Information Delete Courses
Permissions to this table should be assigned conservatively.		

Student or Parent Portal - Primary and Alternate Course Requests Entry

- On the Student or Parent Portal, navigate to **Classes > Course Requests Entry**. Additionally, the **Course Requests Entry** page is available from the **Course Requests** page. Navigate to **Student Data > Scheduling > Course Requests** and press the **Add from Course Requests Table** button
- The Course Requests Entry page will allow entry of **Primary** and **Alternate Course Requests**. On the right, the courses within the **Course Request (CRQ)** table (by grade level) can be displayed using the filter. The **CRQ** table must be populated and set up for parents and students to view the courses here; see the [Update Course Request Options](#) documentation for more information. The student's existing course requests, if any, will display on the left side in the **Course Requests** area of the page, ordered by **Subject Area**.

All Course Requests must be approved by appropriate school personnel.

Scheduling for grade: 10

Course Requests

Primary Course Requests

The school allows a maximum of 9 primary course requests

Subject Area

Alternate Requests

English

Physical Education

Social Science

Mathematics

Visual/Perform Arts

Career Tech Arts

Science: Life

Science: Physical

Health & Career Ed

Computer Science

World Language

Electives

Mon Eng 10 CP (0315)

Inter Dance (0018)

Algebra Cp (0607)

ROP CulinaryArt (0810)

Phys Science,CP (0674)

Manage

Manage

Manage

Filter Courses

Name or Nbr:

Subj Area: Show All Courses

Search

Security ↑

Table	Permission	Description	Notes
Course Requests (SSS)	Read Insert Update Delete	View page Add new record Update records Delete Records	Student and/or Parent Portal Groups will need SSS permissions to add or modify Course Requests on the Portal

Student or Parent Portal - cont

- The **Filter Courses** area can be used to filter for a specific course **Name** or a specific **Subject Area**. Enter the name, partial name or course number into the **Name or Nbr** field or select a **Subject Area** from the dropdown. Press the Enter key or click the **Search** button to search. In the example below, the filter for "English" in the **Subject Area** produced the following available results:
- To request a course, locate the course from the **Filter Courses** menu and click the course hyperlink. If more information is about the course is needed, click the **Information** icon to the left of the course hyperlink
- A pop-up will display allowing you to select whether this course will be added as a **Primary** or **Alternate Course Request**. In this example, a **Primary Course Request** is being added. Click on the **Request Primary** button to add a **Primary Course Request**.
- Once a course has been requested, it will display on the left side of the **Primary Course Request Section** of the **Course Requests Entry** page.

Filter Courses

Name or Nbr:

Sbj Area: English

Search

Click A Course To Request or ? for Info

? English 10 (0311)

? English 10 CP (0302)

? Sh Eng Lit I (0325)

? English 10 (0898)

? Hon Eng 10 CP (0315)

? English 10 (0947)

Filter Courses

Name or Nbr:

Sbj Area: English

Search

Remove Filter

Click A Course To Request or ? for Info

? English 10 (0311)

? English 10 CP (0302)

? Sh Eng Lit I (0325)

? English 10 (0898)

? Hon Eng 10 CP (0315)

? Sh Eng Lit II (0326)

? English 10 (0947)

English 10 (0311)

Subject Area #1: English

Type: Academic Course

UC Area: English

CSU Area: English

Request Primary

Request Alternate

Primary Course Requests

The school allows a maximum of 9 primary course requests

Subject Area	
English	? English 10 (0311)
Physical Education	? Inter Dance (0018)
Social Science	
Mathematics	? Algebra Cp (0607)
Visual/Perform Arts	
Career Tech Arts	? ROP CulinaryArt (0810)
Science: Life	
Science: Physical	? Phys Science,CP (0674)
Health & Career Ed	
Computer Science	
World Language	
Electives	

Key Course Request Reports

- Students With No Course Requests
- Students with More/Less Than Course Requests
- Scheduling Reverse Verification Listing
- Scheduling Course Request Listing
- Course Request Tally
- Scheduling Course Request Letter to Parent

Print Students With More or Less Than N Course Requests

Report Options

Report Format: PDF

Report Delivery: None

☐ Use More Than N Course

Less Than 5 Courses

☐ Sort by Counselor

☒ Sort by Student

Run Report

Report Tag Information

Report Name Value: PrintStudentsWithNCourseRequests

Query Tag Value: R : All Students Included on this Report

Query Value: The Total Number of Course Requests for Each Student.

Report Tag Help

Screaming Eagle High School					11/4/2022
2022-2023	STUDENTS WITH LESS THAN 5 COURSE REQUESTS				Page 1
Stu ID	Student Name	Grade	Gender	Course ID	Course Title
99400006	Abejon, Tanya, A	11	Female	1 0101	Art I
			Female	2 1522	Trans Arrow
99400018	Acosta, Annessa, Grace	10	Female	1 1520	Moved New Sch
99400020	Acuna, Allan, A	11	Male	1 1522	Trans Arrow
99400051	Allen, Neal	11	Male	1 1522	Trans Arrow
99400067	Amezcu, Christopher, C	9	Male	1 1524	Trans Bridges
99400069	Amick, Tatiana, Nicole	10	Female	1 1523	Trans Oak Knoll

Print Scheduling Course Request Tally

Report Options

Report Format: PDF

Report Delivery: None

Select Term to Print

☒ Year

☐ Fall

☐ Spring

☐ 1st Qtr

☐ 2nd Qtr

☐ 3rd Qtr

☐ 4th Qtr

Sort By

☒ Course ID

☐ Course Title

☐ Department Code

☒ Skip inactive students who are not pre-enrolled

Run Report

2022-2023		Screaming Eagle High School				11/4/2022
COURSE REQUEST TALLY						Page 1
Course Number and Title		Grade:	9	10	11	12 TOTAL
0010	PE 9		481	0	0	0 481
0011	PE		1	140	13	15 169
0012	Weight Trng		0	75	25	35 135
0015	Marching PE		29	26	13	16 84
0017	Beg Dance		34	50	14	5 103
0018	Inter Dance		0	19	29	12 60
0019	Adv Dance		0	3	11	7 21
0020	Pep Units		9	10	8	15 42
0026	Dan Shw/Dis Tec		8	12	8	6 34
0045	Volleyball		0	15	5	4 24
0046	Mns Basketball		0	4	1	0 5
0047	Wm Basketball		0	3	0	0 3
0048	Mns Soccer		0	5	0	0 5
0049	Wms Soccer		0	15	4	6 25
0055	Wms Tennis		0	11	7	3 21
0056	Wrestling		0	16	11	9 36
0062	Cross Country		0	5	12	10 27

KEY TAKEAWAYS

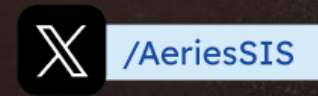
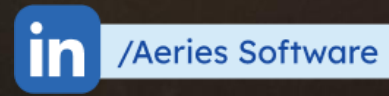
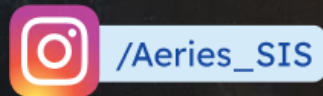
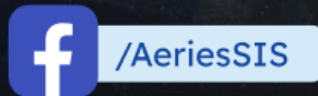
- Make sure you are familiar with the courses you are offering.
- If the students/parents cannot access the Course Request Entry page to choose Course Requests – make sure to check the following:
 - Date range on Course Request Entry Window in Portal Options
 - Check Security to ensure Students/Parents have the correct permissions to the SSS table



THANK YOU!

Please take a moment to complete our session survey.

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