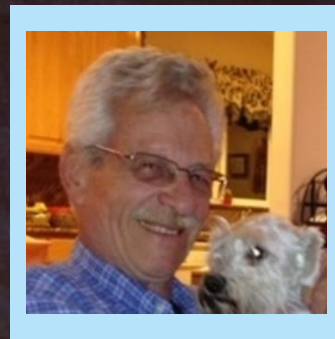




# Elementary with Primary Class

*Session 328*



**SAM DEFEO | AERIES TRAINER**

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# WHY CHANGE TO FLEX SCHEDULING?

## Using Staff In Sections

- Allows support staff (instructional aides, interpreter, etc.) access to attendance, demographic data, and/or Gradebook
- Simplifies the process of a long-term sub becoming the primary teacher

## A Master Schedule

- Allows a district to easily report itinerant services (PE, RSP, Band, Art, Music).
- Supports staggered start times
- Accounts for student campus location – including pullout for curriculum and services
- Supports simplified rostering for students with products that utilize One Roster and/or API integration





# DEFINING TERMS AND TABLES

## Course vs Section – What's the difference?

- A Course is the subject being taught - 3<sup>rd</sup> Grade Core
- A Section defines who, when & where that subject is being taught – Mrs. Ramirez, 3<sup>rd</sup> Grade Core, 8:00-10:15, Room 15

## Master Schedule (**MST**) vs Scheduling Master Schedule (**SMS**) – What's the difference?

- The Master Schedule (MST) is the schedule for the current school year - this year.
- The Scheduling Master Schedule (SMS) is the schedule for the future school year – next year.





# DEFINING TERMS AND TABLES

Section (**SEC**) table vs Course Requests (**SSS**) table – What's the difference?

- **Classes** displays the student's current schedule (SEC) table.
- **Course Requests / Schedule** displays the student's future schedule (SSS) table.

The **SEC** and **MST** tables create the current schedule for students – *this year*

The **SSS** and **SMS** tables create the future schedule for students – *next year*



# FLEX SCHEDULING OPTIONS

- The first option – use the **SSS** & **SMS** tables
- The second option – use the **SEC** & **MST** tables





# FIRST OPTION – SSS & SMS

- While logged into this school year (2023-24), you can start scheduling students for next school year (2024-25). This process uses the pages and reports associated with the **SSS & SMS** tables.
- Close to the start of the school year, the **SSS & SMS** tables are copied to the **SEC & MST** tables. Afterward, use the pages and reports associated with the **SEC & MST** tables.
- The ability to use this option for accessing the pages and reports found on the **Scheduling Process Dashboard** is managed through permission settings in Security. The School Options page settings are **NOT** changed while transitioning from the Elementary setting to Flex Scheduling.





# SECOND OPTION – SEC & MST

- After the rollover, when the next school year (2024-25) has been created, schedule students using the pages and reports associated with the **SEC** & **MST** tables.
- The ability to use this option for accessing the pages and reports is managed through permission settings in Security and on the School Options page. The tables to use and the field population on the School Options page will be identified and discussed next.





# SETUP REQUIREMENTS/OPTIONS

- Feature Flags enabled by Aeries Administrator
- School Options – Multiple fields are populated
- Maintain the Staff (STF) table instead of the Teacher (TCH) table
- Create Custom Bell Schedules and link them to days on the school Calendar (DAY).





# SCHOOL OPTIONS

If in the current year (2023-24) and Scheduling for Next Year, **DO NOT CHANGE** the School Options Page. Values populated in School Options affect the current year.

In the new year database (2024-25), verify the following fields:

- Schedule Type – Flexible
- Track Primary Classes for Students – Box is checked (Yes)
- Attendance Type – Daily
- All Day Attendance Management – Attendance Time
- Primary ADA Time – Correct time entered
- Secondary ADA Time – If needed, then populate the correct time
- Use Staff ID Based Counselor Tracking – Box is checked (Yes)





# SECURITY SETTINGS – TABLES

## With SSS/SMS

SSS – Course Requests  
SMS – Scheduling Master Schedule  
SSM – Section Staff Members  
SPK – Section Packets (NEW 7/7/22)  
SMP – SMS Packet Sections (NEW 7/7/22)

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STF – Staff Data  
CRS – Courses  
FTF – Flex Periods  
FTT – Flex Period Times  
CCL – Class Calendar  
CCD – Class Calendar Dates  
BSD – Bell Schedule Definitions  
CAR – Course Attendance Reporting

## With SEC/MST

SEC – Current sections  
MST – Master Schedule  
SSE – Section Staff Members  
SPK – Section Packets (NEW 7/7/22)  
MSP – MST Section Packets (NEW 7/7/22)

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STF – Staff Data  
CRS - Courses  
FTF – Flex Periods  
FTT – Flex Period Times  
CCL – Class Calendar  
CCD – Class Calendar Dates  
BSD – Bell Schedule Definitions  
CAT – Course Attendance





# FLEX PERIODS - FTF TABLE

- Academic Year (FTF.YR)
- Short Title (FTF.STI) – 6 characters maximum
- Tiny Title (FTF.TT) – 2 characters

*Texas – field is used for state reporting. California – currently field is not used*

- Description (FTF.DE) – 50 characters
- Start and End times (FTF.ST and FTF.ET)
- Type (FTF.TY)

*Blank = Standard Flex Period. C = Non-Conflict Flex Period*

- Custom Bell Schedule Start and End times (FTT)





# CLASS CALENDARS - CCL TABLE

- Academic Year (CCL.YR)
- Short Title (CCL.STI) – 6 characters maximum
- Description (CCL.DE) – 255 characters
- Mass Select Dates (CCD)
- Admin users can COPY the Class Calendars (within the same school)
- Admin users can PUSH the Class Calendars (to other schools)
- It is recommended that for each Flex Period there exists a corresponding Class Calendar.





# DEFINE SECTIONS – MST OR SMS

- Add/Copy sections in the **MST** or the **SMS** table
- Primary Class Flag
- Select a Flex Period
- Select a corresponding Class Calendar
- Enter Course ID, Room, Grade Range, Max, and other necessary fields
- Assign a primary Staff record to the section
- If needed, assign additional Staff records to the section.





# MASS ADD STUDENTS TO SECTIONS

Use **SEC** and **MST** tables

- Mass Change Section Numbers (**SEC**) – Mass change, add, or drop sections to students' current schedules.
- Master Schedule (**MST**) – Select all or tagged students to copy or move to another section (current schedule).



# MASS ADD STUDENTS TO SECTIONS

Use **SSS** and **SMS** tables:

- Scheduling Mass Change Sections (**SSS**) - Mass change, add, or drop sections to students' future schedules
- Scheduling Master Schedule (**SMS**) – Select all or tagged students to copy or move to another section (future schedule)





# STUDENT SCHEDULES

- Primary Class icon
- A Student may have only one Primary Class
- Change a student's current class schedule (**SEC**) – Use the Classes page - edit mode with Start/End Dates
- Change a student's future class schedule (**SSS**) – Use the Course Request/Schedule page - edit symbol without Start/End Dates





# COURSE REQUEST SECTION PACKETS

- Access from the Scheduling Process Dashboard
  - A.4. Course Request Section Packets
- Create a packet with a Code, Description, Low Grade and High Grade
- Add sections from **SMS** to each packet
  - Packets accessible on the Course Requests/Schedule page (**SSS**)
- Add sections from **MST** to each packet.
  - Packets accessible on the Classes page (**SEC**).





# WHAT CHANGES IN FLEX?

- The Teacher on the Demographics page now displays as the Primary Teacher on the section that is designated as the Primary Class.
- Teacher changes on the Demographics page are now managed as schedule changes on the Classes page (**SEC**). These changes are recorded in a new table – Course Attendance Reporting (**CAR**).
- Using the Teacher page (**TCH**) to move students to another teacher is now managed on the Master Schedule page (**SEC** or **MST**).





# WHAT CHANGES IN FLEX?

- For CALPADS reporting, the staffing fields (Ed Service, Instructional Language, etc.) that were populated on the Teacher page (**TCH**) are now displayed on the Master Schedule page (**MST**).
- Attendance is now reported by the Primary Teacher, or other Section Staff Members who have Attendance Permission, of a section that meets during the Attendance Time (Primary or Secondary ADA Time).





# KEY TAKEAWAYS

- Ability to create Flex Periods and Class Calendars
- Ability to create sections in a Master Schedule and identify sections as Primary Class sections
- Ability to create a student's schedule using **SSS/SMS** or **SEC/MST**





# Additional Workshops to Consider

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





# THANK YOU!

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