



SMS Board

SESSION # 330



Ron Anderson | Trainer
March 07, 2024 /Period 5

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Session Goals

Tour SMS Board

- Board Layout / upper tabs
- Function Buttons / bottom
- Add, Move Copy, Delete
- Schedule / Backup/ Print

SMS Builder

- Adding Multiple Sections
- Finding best section placement
- Building a student-centered master schedule

SMS Analysis Tools

- Student List / Course Changes
- Rejected Students
- Rejected Courses
- Tracking w/ Backup Records

Scheduling Resources

- Student-Centered MST (NASSP)
- Session 330 Screen Shots
- SMS Builder Scheduling Steps
- Scheduling Reports



Scheduling Take-aways

The SMS Board gives you tools to build, modify, and create a student-centered schedule.

Using what you have learned today ,,,

- How can you use the SMS Builder to create a better student-centered schedule with fewer conflicts?
- How will you use the SMS Board to analyze your next-term schedule?
- What SMS Board features will make your schedule building easier?
- Please complete the Survey for this session: [Scheduling Master Schedule \(Session 330\).](#)



Resources

- **Related Conference Sessions**
- **Student-centered Schedules (NASSP Article)**
- **Scheduling Resources**
 - Traditional vs. Flex Schedule Screenshots
 - Session 320 Summary: Master Schedule Building Theory (steps)
 - Reports and Features to use Building a Student-centered Master Schedule:
 - SMS Board: Traditional vs Flex Schedule Views
 - Course Request Tally / Spreadsheet(s) options
 - Course Conflict Matrix
 - Course Request Analysis report / SMS Board Rejected Courses button
 - Scheduling Class Load **Averages** (seat-counter option)
 - Scheduling Class Load Analysis report by Course, Teacher, Room, Period
- **Aeries Resources**



Related Conference Sessions



- # 300 Class Schedule Maintenance
- # 305-1 Managing Student Scheduling Course Requests
- # 305-2 Student Course Requests Using the Aeries Student Portal
- # 310-1 Student Scheduling for Next Year – Building SMS
- # 310-2 Student Scheduling for Next Year – Scheduling Students
- # 320 Master Schedule Building Theory (Flex)
- # 325-1 Flex Scheduling – Traditional Bell Schedule
- # 325-2 Flex Scheduling – Complex Schedules
- # 328 Elementary with Primary Class
- # 330 Scheduling Master Schedule Board
- # 340 Student Scheduling – Complex Schedules: Groups & Teams



Session Resources

Link to Session 330 Scheduling Master Schedule Board

<https://support.aeries.com/support/solutions/articles/14000079380-session-330-scheduling-master-schedule-board>

The Master Schedule: A Culture Indicator

- NASSP publication
- Does your Master Schedule Reflect:
 - An adult-focused school
 - A student- or learning-focused school
- “Your Master Schedule and how it is constructed says more about your school than just about anything else.”
- Consider the “Master Schedule Look 4s”

Master Schedule Look 4s

1. The master schedule is the result of a schoolwide collaborative effort and every teacher has input into “what” is taught.
2. Based upon an analysis of data related to student performance, teachers and teams of teachers provide input into the “what” and “where” on courses being taught.
3. Administrators, counselors, and teacher leaders make final decisions regarding assignments collaboratively. There are no secrets!
4. Scheduling decisions are changed only when those teachers directly involved are consulted.
5. Special need populations (special education, students with assessed reading or math weaknesses, and ELL) are individually scheduled.
6. Teachers in content areas (math, science, social studies, English) make specific scheduling recommendations to counselors.
7. Every student, particularly every struggling student, has a personalized learning plan that meets his or her individual learning needs.
8. The best teachers teach the neediest students.
9. The neediest students are taught in the smallest class settings.
10. There are multiple, tiered interventions for all struggling learners.
11. There are flexible time allotments within key core content courses. As a result, teachers have the time they need to teach and students have the time they need to learn.
12. Teachers who teach higher-level courses (honors, AP, IB) also teach standard courses.


National Association
of Secondary School Principals



Other Session Resources

Link to Session 320 Master Schedule Theory:

<https://support.aeries.com/support/solutions/articles/14000079379-session-320-master-schedule-theory>

In Session 320, Sam Defeo detailed the steps to build a student-centered master schedule:

- **Requirements** are placed first
- **Singletons** are next, with these steps:
 - Start with the course w/most requests
 - Use the Conflict Matrix
 - Run through each period
 - Select the period w/fewest conflicts
- **Doubletons** go next
 - Never place 2 doubletons in same period
- As **Tripletions** and beyond are placed
 - Start balancing period seat counts
 - Total Seats (by Period, Grade Level, Term)

These steps are fundamental in all scheduling situations. For example, if a Counselor is building a student's schedule which has two singletons, guess which courses go first?

These steps are "built-in" to the SMS Builder – all the tools you need are there!



Other Resources

Reports for SMS Board Scheduling:

Scheduling Course Request Tally

- Print the tally
- Monitor students without full course requests
- Look for grade level and other errors
- Create spreadsheet calculating sections
- Begin to list potential staffing needs

328

2021-2022												Flex Soaring Eagle High School with												3/4/2022											
COURSE REQUEST TALLY												Page 1																							
Course Number and Title	Grade	9	10	11	12	TOTAL	CrSize	Sts	Sctn#	Sctn >	Sctn <	Fiths	Arts	Music	PE	Eng																			
0010	PE 9	481	0	0	0	481	45	10.69	11	12	10	12			12																				
0011	PE	1	140	13	15	169	45	3.76	4																										
0012	Weight Trng	0	75	25	35	135	45	3.00	3																										
0015	Marching PE	29	26	13	16	84	90	0.93	0.5			0.5	0.5																						
0017	Reg Dance	34	50	14	5	103	40	2.58				2																							
0018	Inter Dance	0	19	29	12	60	40	1.50																											
0019	Adv Dance	0	3	11	7	21	40	0.53																											
0020	Pep Units	9	10	8	15	42	45	0.93																											
0026	Dan Show/Dis Tec	8	12	8	6	34																													
0045	Volleyball	0	15	5	4	24																													
0046	Mrs Basketball	0	4	1	0	5																													
0047	Mrs Basketball	0	3	0	0	3																													
0048	Mrs Soccer	0	5	0	0	5																													
0049	Mrs Soccer	0	15	4	6	25																													
0055	Mrs Tennis	0	11	7	3	21																													
0056	Wrestling	0	16	11	9	36																													
0062	Cross Country	2	5	12	10	29																													
0063	Mrs Water Polo	0	11	14	5	30																													
0064	Mrs Water Polo	0	4	14	11	29																													
0069	Mrs Golf	0	2	4	5	11																													
0070	Football	1	34	26	27	90																													
0090	Athletics	0	0	9	14	23																													
0095	Study Skills	70	0	0	0	70																													
0101	Art I	32	30	35	13	110																													
0104	Ceramics I	0	0	90	72	162	32	5.06																											
0105	Ceramics II	0	0	3	16	19		#DIV/0!																											
0115	Art II	0	13	16	8	37	32	1.16																											
0229	Personal Finance	0	0	18	25	43	35	1.23																											
0301	English 9 CP	321	1	0	2	324	32	10.13	11																										
0302	English 10 CP	0	119	21	3	143	32	4.47																											
0303	English 11 CP	0	0	352	3	355	32	11.09																											
0304	English 12 CP	0	0	0	347	347	32	10.84																											
0314	Hon Eng 9 CP	143	0	0	0	143	32	4.47	4																										
0315	Hon Eng 10 CP	0	193	0	0	193		#DIV/0!																											

2021-2022												Flex Soaring Eagle High School with												3/4/2022											
COURSE REQUEST TALLY												Page 1																							
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0011	PE	1	140	13	15	169	45	3.76	4																										
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0017	Reg Dance	34	50	14	5	103	40	2.58				2																							
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0070	Football	1	34	26	27	90																													
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0104	Ceramics I	0	0	90	72	162	32	5.06																											
0105	Ceramics II	0	0	3	16	19		#DIV/0!																											

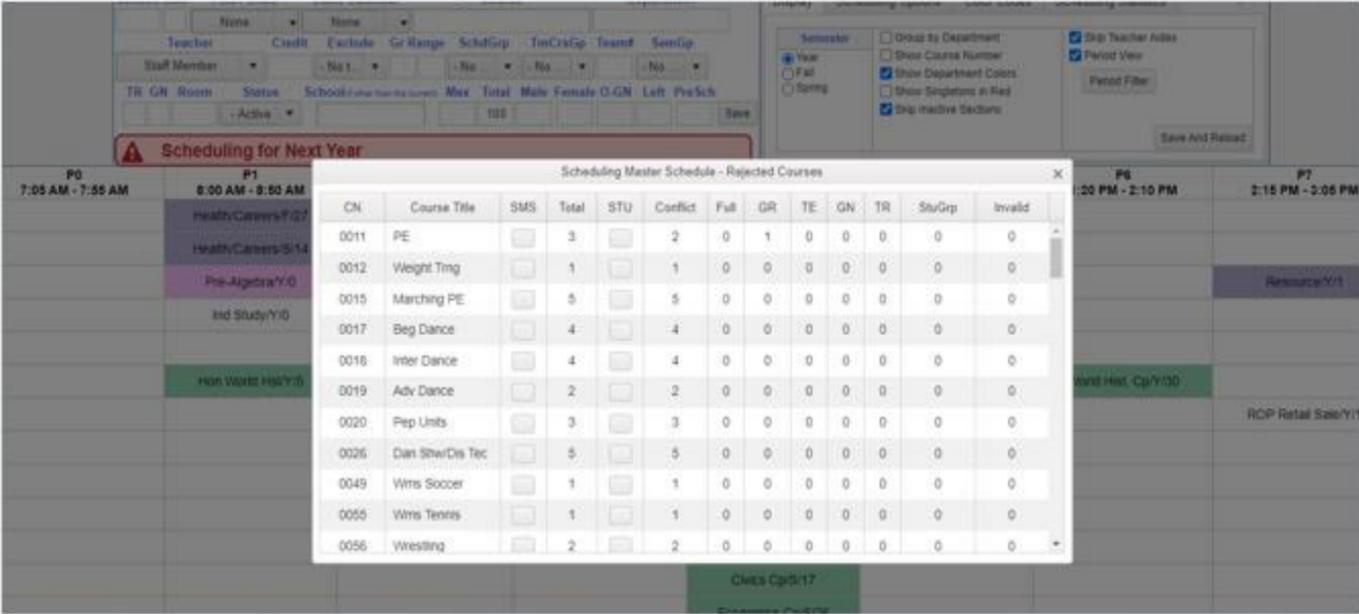


Other Resources

Reports for SMS Board Scheduling:

Scheduling Course Request Analysis

- One line of data per course
- Check before / after scheduling run (# rejects)
- Make decisions about "Seats Short" issues
- Use the report to make SMS section adjustments
- SMS Board Rejected Courses Button reports same data
- Use SMS Board to adjust sections



2021-2022 **Flex Soaring Eagle High School with** 3/4/2022
COURSE REQUEST ANALYSIS Page 1

Course Number and Title	Total Requests	Total Seats	Seats Short	Total Sections	Average Size / Section	Requests / Section	Actual Rejects	% Rejects
0001 No Zero Period	0	500		1	500	0		
0010 PE 9	481	570		11	52	44		
0011 PE	173	187		4	47	43	3	1.7%
0012 Weight Trng	135	200		4	50	34	1	0.7%
0014 Adapt PE	0	30		1	30	0		
0015 Marching PE	84	200		1	200	84	5	6.0%
0017 Beg Dance	103	100	3	2	50	52	4	3.9%
0018 Inter Dance	60	75		1	75	60	4	6.7%
0019 Adv Dance	21	85		2	42	10	2	9.5%
0020 Pep Units	42	45		1	45	42	3	7.1%
0026 Dan Shw/Dis Tec	34	200		3	67	11	5	14.7%
0045 Volleyball	24	50		1	50	24		
0046 Mns Basketball	5	70		1	70	5		
0047 Wm Basketball	3	5		1	5	3		
0048 Mns Soccer	5	80		1	80	5		
0049 Wms Soccer	25	80		1	80	25	1	4.0%
0055 Wms Tennis	21	25		1	25	21	1	4.8%
0056 Westling	36	100		1	100	36	2	5.6%
0057 Swimming	0	100		1	100	0		
0059 Softball	0	100		1	100	0		
0060 Track	0	270		2	135	0		
0062 Cross Country	29	60		1	60	29	2	6.9%
0063 Mns Water Polo	30	50		1	50	30	1	3.3%
0064 Wm Water Polo	29	30		1	30	29		
0069 Wms Golf	11	30		1	30	11		
0070 Football	90	200		1	200	90	2	2.2%
0090 Athletics	23	835		2	418	12		
0095 Study Skills	70	64	6	2	32	35	6	8.6%



Other Resources

Reports for SMS Board Scheduling:

Scheduling Class Load **Averages**

- System calculates section averages and totals
- This is a “seat counter” report
- Recommend you select:
 - Term = Y (includes F,S,Y)
- Recommend you select Print Options:
 - Skip all check boxes EXCEPT:
 - Display only Totals
- Use this report AS YOU Build the SMS Board

Flex Soaring Eagle High School with ATT														3/4/2022	
2021-2022 Class Load Averages by Term, Period and Grade - Term: F														Page: 1	
Period	Sec#	Sm	Crs ID	Course Title	Primary Teacher	Room	Total Seats	Total Requests	Total Sections	AVERAGE Requests per Section					Actual Sched
										Male	Female	O-GN	9	10	
Term: F Period P0 Totals:							782	386	391	0	251	216	191	126	820
Term: F Period P1 Totals:							1866	892	974	0	450	443	572	403	1741
Term: F Period P2 Totals:							1597	800	793	0	362	453	433	345	1679
Term: F Period P3 Totals:							1682	803	876	1	485	533	372	289	1657
Term: F Period P4 Totals:							1955	936	960	0	500	497	541	414	1804
Term: F Period P5 Totals:							1629	847	779	1	459	561	300	304	1588
Term: F Period P6 Totals:							1330	634	689	1	293	450	351	234	1357
Term: F Period P7 Totals:							430	206	212	1	91	113	104	125	417
Term: F Period P8 Totals:							0	0	0	0	0	0	0	0	0
Term: F Period P9 Totals:							0	0	0	0	0	0	0	0	0
Total Students including Active, Inactive and Pre-Enrolled							2263	1134	1128	1	497	634	567	565	

Flex Soaring Eagle High School with ATT														3/4/2022	
2021-2022 Class Load Averages by Term, Period and Grade - Term: Y														Page: 1	
Period	Sec#	Sm	Crs ID	Course Title	Primary Teacher	Room	Total Seats	Total Requests	Total Sections	AVERAGE Requests per Section					Actual Sched
										Male	Female	O-GN	9	10	
Term: Y Period P1 Totals:							155	86	69	0	8	12	88	47	0
Term: Y Period P2 Totals:							126	70	54	2	0	0	82	44	0
Term: Y Period P3 Totals:							113	49	64	0	25	30	24	34	0
Term: Y Period P4 Totals:							111	47	64	0	18	16	37	40	0
Term: Y Period P5 Totals:							31	5	25	1	0	3	14	14	0
Term: Y Period P6 Totals:							213	76	136	1	59	63	36	55	0
Total Students including Active, Inactive and Pre-Enrolled							2263	1134	1128	1	497	634	567	565	



Other Resources

Reports for SMS Board Scheduling:

Scheduling Class Load Analysis

- Detailed report of section loading
- Run multiple ways:
 - Course & Period
 - Teacher & Period
 - Room & Period
 - Period & Section
- Run w/ and w/out Section Maximums in force

3/4/2022
1:20 PM

Flex Soaring Eagle High School with ATT

2021-2022 **CLASS LOAD ANALYSIS BY COURSE AND PERIOD** Page 5

Scheduling Using Next Year's Grade Levels!

Sec#	Period	Sm	Calendar	Crs ID	Course Title	Primary Teacher	Rm	Crd	Sch Grp	Crs Grp	Tm Nm	Sm Grp	On Range	Max	Total	Boys	Girls	TOG	9	10	11	12 Left	Dev	
2239	P1	Y	P1	D101	Art I	894706 Webb, K F8		5.0	0				9 12 38	36	19	17	0	10	13	9	4	2	0.7	
1113	P2	Y	P2	D101	Art I	894706 Webb, K F8		5.0	0				9 12 38	37	19	18	0	11	8	14	4	1	0.3	
440	P3	Y	P3	D101	Art I	894706 Webb, K F8		5.0	0				9 12 38	37	20	17	0	11	9	12	5	1	0.3	
Class Average: 36.7													Total:	114	116	58	52	0	32	38	35	13	4	0.4
156	P1	Y	P1	D104	Ceramics I	894803 Hudson, F8		5.0	0				10 12 36	30	16	14	0	0	0	16	14	6	2.4	
521	P2	Y	P2	D104	Ceramics I	894803 Hudson, F8		5.0	0				10 12 36	34	18	16	0	0	0	19	15	2	1.6	
767	P4	Y	P4	D104	Ceramics I	894803 Hudson, F8		5.0	0				10 12 36	32	16	16	0	0	0	17	15	4	0.4	
599	P5	Y	P5	D104	Ceramics I	894803 Hudson, F8		5.0	0				10 12 36	33	17	16	0	0	0	19	14	3	0.6	
201	P6	Y	P6	D104	Ceramics I	894803 Hudson, F8		5.0	0				10 12 36	33	18	15	0	0	0	19	14	3	0.6	
Class Average: 32.4													Total:	180	162	85	77	0	0	0	90	72	18	1.1
193	P1	Y	P1	D105	Ceramics II	894803 Hudson, F8		5.0	0				10 12 8	3	2	1	0	0	0	1	2	3	0.8	
522	P2	Y	P2	D105	Ceramics II	894803 Hudson, F8		5.0	0				10 12 7	3	2	1	0	0	0	0	3	4	0.8	
770	P4	Y	P4	D105	Ceramics II	894803 Hudson, F8		5.0	0				10 12 8	3	2	1	0	0	0	1	2	3	0.8	
594	P5	Y	P5	D105	Ceramics II	894803 Hudson, F8		5.0	0				10 12 8	5	3	2	0	0	0	1	4	1	1.2	
207	P6	Y	P6	D105	Ceramics II	894803 Hudson, F8		5.0	0				10 12 7	5	3	2	0	0	0	0	5	2	1.2	
Class Average: 3.8													Total:	32	19	12	7	0	0	0	3	16	13	1.8
194	P1	Y	P1	D109	Lab Asst Art	894706 Webb, K F8		5.0	0				11 12 2	0	0	0	0	0	0	0	0	2	0.0	



Online Learning Resources

Aeries Online Demo: <https://www.aeries.com/products/online-demos>

Sign in automatically to view and practice with demo databases

- “Admin” (Office Staff, including Counselors)
- Teacher – Elementary or Secondary
- Parent or Student

Aeries Academy: <https://www.aeries.com/academy>

Flexible, learn at your own pace

Individual Topics of Interest to Counselors include

- Fundamentals of Aeries (free)
- Scheduling (Currently free)
- Secondary Counseling Applications Course (Currently free)
Includes 6 individual modules.



Online Support Resources

Aeries Support Online
(FreshDesk)

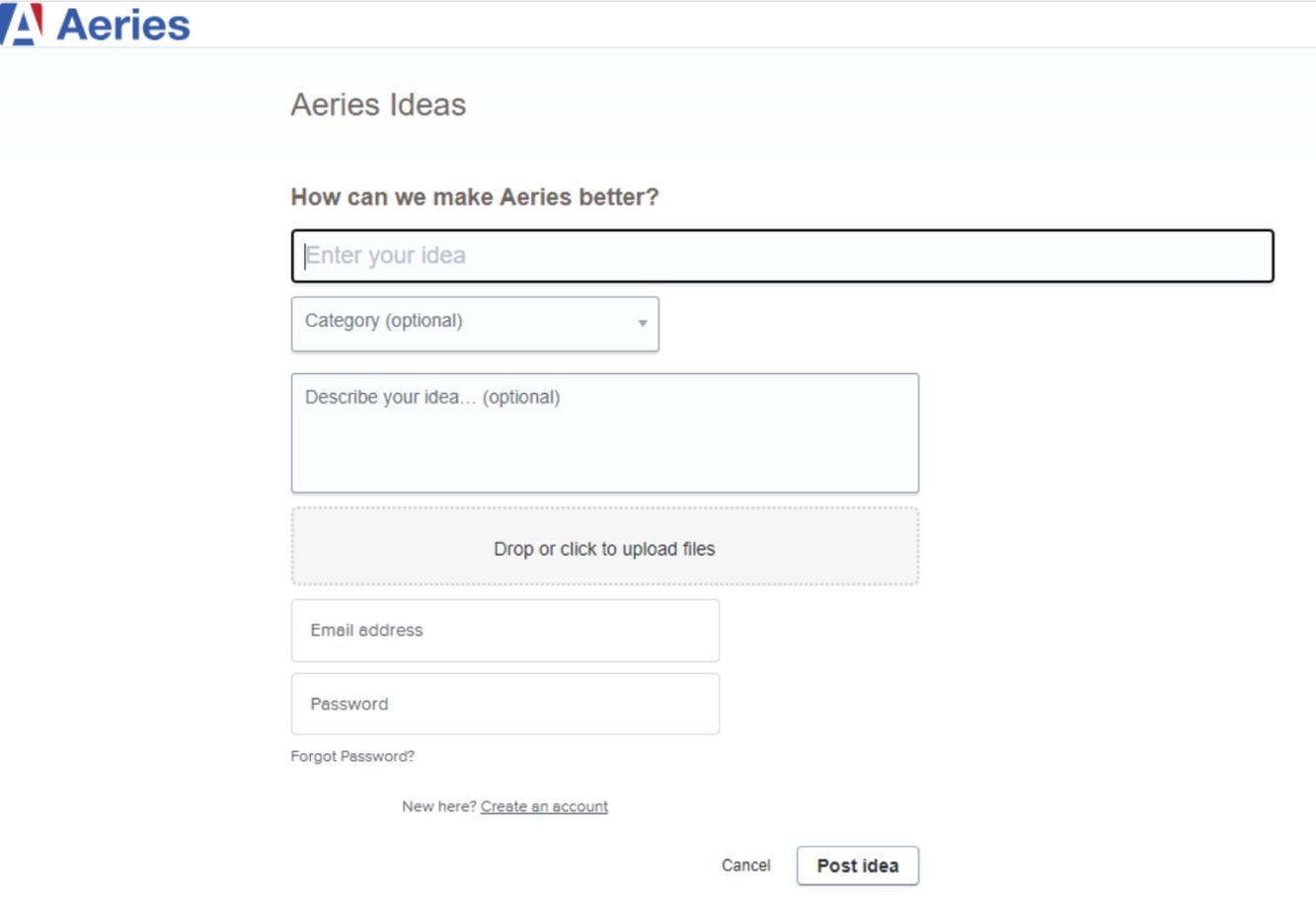
<https://www.aeries.com/support/>

- Search for
 - Articles – view and print
 - Video
- Also available directly from within Aeries
 - Resource Hub



Aeries Ideas: Help Us to Improve

- Go to: <https://ideas.aeries.com/>
 - Create an account
 - Use your work email address
 - Search ideas, add your ideas, or vote on other ideas



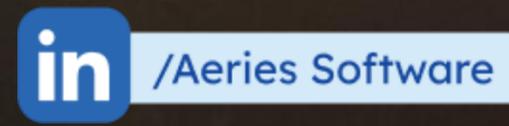
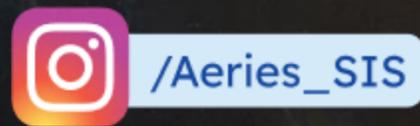
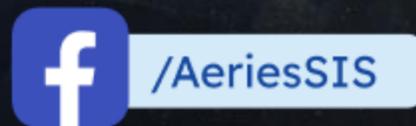
The screenshot shows the Aeries Ideas submission interface. At the top left is the Aeries logo. The main heading is "Aeries Ideas". Below it is the question "How can we make Aeries better?". The form includes a text input field for "Enter your idea", a dropdown menu for "Category (optional)", a larger text area for "Describe your idea... (optional)", a dashed box for "Drop or click to upload files", and input fields for "Email address" and "Password". There is a "Forgot Password?" link below the password field. At the bottom, there is a "New here? [Create an account](#)" link, a "Cancel" button, and a "Post idea" button.



THANK YOU!

Please take a moment to complete our session survey.

<http://surveys.aeries.com/s3/AeriesCon-Session-Feedback-Survey-Spring-2024>



AERIESCON

Share your Feedback:





SMS Board

SESSION # 330



Ron Anderson | Trainer
March 08, 2024 /Period 1

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