Alt Ed Scheduling Webinar

**Setup**

* **School Settings:** Enable Alt Ed
* **School Options:**
  + Attendance Optionss
  + Independent Study – Elem w/MST
  + Continuation School for Period Attendance
  + Use Alt Ed Scheduling
* Create Place Holder Courses, for example: AEP0, AEP2, etc.
* Create Packet of Alt Ed Placeholder Courses
* NOTE: Before Initializing Attendance, to activate Course Attendance Record (CAR) table, *at least one student must have one course scheduled.*

**Scheduling**

* Add Placeholder Sections to Teachers
* Assign Packets to Students – Mass Assign:
  + Run Report: **Students with More or Less Than N Periods** – use Less than 1
  + Run Query Tag KEEP Statement: KEEP STU RTG IF RTG.QT = X
  + **Mass Change or Add Course Requests**
  + Mass add the Alt Ed Packet to all students
  + Navigate to the **Classes** page
  + Update Alt Ed placeholder courses with applicable courses
* Assign Packets to Students – Manually Assign:
  + Run Report: **Students with More or Less Than N Periods** – use Less than 1
  + Navigate to Student **Classes** page
  + Add the Alt Ed Packet to student schedule
  + Update Alt Ed placeholder course with applicable courses

**Grades/Transcripts**

* Grading Reporting window needs to be open
* If Grade Reporting at end of term, the normal process will update Transcripts
* If Grade Reporting happens throughout the term, [Copying Grades and Transfer Credits for Individual Student](https://support.aeries.com/support/solutions/articles/14000092620-copying-grades-and-credits-to-transcripts-for-individual-students)
* **School Options:**  Allow Issue Credit on Classes/Course Attendance pages
* **Portal Options for Grades**:
  + Allow Teachers to Change Credit in GRD
  + Allow Teacher to Change Absences in GRD
* **Teachers Permissions:**
  + Read and Insert to GRD
  + Read and Insert to HIS
* Grade submission pages:
  + **Course Attendance**
  + **Classes**
  + **Grades**
  + **Grades By Teacher**
* Entering Grades/Credit/Updating Transcripts:
  + Admin users will see an **Issue Credit** button for each record
  + Teachers will see the **Issue Credit** button only for their students