**A – Course Requests Overview**

* In Aeries, course requests are used for future term/next year scheduling and provide:
  + Listing of student’s planned courses to be scheduled during the mass scheduling process
  + Tally counts of requested courses to assist in determining master schedule sections
  + Preferences and/or exclusions on course/class placements applied during for mass scheduling process
  + Alternate course requests for flexible mass scheduling
* Course Request management can be handled using any combination of the four options:
  + Imported from Academic Plans
  + **Mass Change or Add Course Requests** page
  + By Students and/or Parents using Aeries Portal
  + Manually added on the **Course Requests/Schedule** page

**B – Configurations Related to Course Requests**

**Node: Scheduling Process | Scheduling Process Dashboard**

* **Scheduling Process Dashboard**
  + Order of Scheduling Process includes hyperlinks to Pages and Reports
* Review of **Courses (A2)**
  + Course Terms
  + Course Grade Levels
  + Confirm if using any Prerequisites
  + Confirm Course Descriptions if using online Course Request through the portal
* **Scheduling Setup (A1)**
  + Course Request Options
  + Allow for Alternate Course Requests
  + Allow for Waiting Lists
* **Course Request Packets** **(A3)**
  + Templates for course request assignments
  + Available for mass scheduling purposes
    - **Mass Add or Change Course Requests** page
    - **Course Requests/Schedule** page
  + Available on the **Classes** page
* Packets are school-specific
* Packets roll over from year to year

**C – Course Requests from Academic Plan**

**Node: Scheduling | Functions | Import Course Requests from Academic Plan (B1)**

* An Academic Plan has a student’s four-year planned course curriculum
* If an Academic Plan is being used at a school, the course requests can be mass added for students from the planned courses in the Academic Plan for next year scheduling
* The import process allows for select options:
  + Grade Level
  + Gender
  + Student Group/KEEP Query
  + Deletes existing course requests and uploads updated course requests

**D – Mass Change or Add Course Requests (B2)**

**Node: Scheduling Process | Mass Change or Add Crs Requests**

* **Mass Change or Add Course Requests** page is used to add or change one or multiple course requests for all or selected students in a batch process
  + Allows mass add/change by:
    - Selected Grade Level
    - Course Request Packets
  + Honors KEEP/SKIP query
  + Ability to mass drop one or more courses
  + Preview option available
  + List report of changes available

**E – Course Requests from Parent/Student Portal**

**Node: Scheduling Process | Courses (A2)**

* Students/Parents can select Course Requests using an Aeries Portal account
* Courses need to be configured correctly with descriptions and applicable grade levels

**Node: Scheduling Process | Configurations | Update Course Request Options (A4)**

* The **Update Course Request Options** page is used to configure course selection options available in the portal
* First time users need to **Initialize New Course Request Options Table**
* Courses are added by grade level
* Course selections should be reviewed and updated each year

**Node: School Info | Portal Management| Portal Options | Scheduling Tab (A5)**

* The **Portal Options Scheduling Tab** is used to configure portal access and options
* Students/Parents need **Read**, **Insert**, **Update** and **Delete** permissions to **Course Requests** **(SSS)**
* Set date ranges for each grade level to establish access for course selection
* Determine if Students/Parents can edit alternate course requests
* Scheduling Tab should be reviewed and updated each year

**F – Course Requests Page (B3)**

**Node: Student Data | Scheduling Process | Course Requests/Schedule**

* **Course Requests/Schedule** can be used for scheduling students in several ways:
  + Individually add student course requests
    - Add using Course Request Packet (A3)
    - Use the Add button options to:
      * Add one New Record
      * Add Many New Records
      * Add From Course Request Table
    - Preferences or exclusion options
    - Alternate course request options
  + Edit an individual student’s course requests after **Mass Add or Change Course Requests** process
  + Schedule an individual student after **Schedule All Students** process

**G – Course Requests Reports**

* **Scheduling Reports Listing** documentation
* Course Request Reports
  + Scheduling Course Request Analysis – overview of requested courses and percentages
  + Scheduling Course Request – listing of course requests by student
  + Scheduling Course Request Tally – used for determining needed sections
  + Student Course Requests for All Students – student locator card of course requests
  + Students With Duplicate Course Requests
  + Students with More or Less Than N Course Requests – used to confirm students have needed number of courses selected
  + Students With No Course Requests