



Ask Aeries!

Traditional Scheduling

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Ask Aeries

Is there a better way to mass schedule elementary students into classes besides creating a giant section for each grade and then going through the list to move them to smaller sections?

Yes!



Ask Aeries


You can Schedule the Students with course requests and let the Scheduler add the students to sections.



Schedule All Students

Scheduling Options

Grade Sequence: <input checked="" type="radio"/> Ignore Grade Level <input type="radio"/> Schedule Low to High <input type="radio"/> Schedule High to Low	Student Sequence: <input checked="" type="radio"/> Alphabetically <input type="radio"/> Reverse Alpha <input type="radio"/> Randomly	<input type="checkbox"/> Schedule Alternates <input type="checkbox"/> Ignore Class Maximums <input type="checkbox"/> Include Inactive Students <input type="checkbox"/> Prevent Gaps in Schedule <input type="checkbox"/> Ignore Group Codes <input type="checkbox"/> Balance Academic Weight <input type="text" value="10"/> Max Time Per Student
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 **Scheduling Using Next Year's Grade Levels**

Mass Update Student Schedules

Run Scheduler



How do we mass add courses for incoming students?

Several Ways



Course Request Packets: <https://support.aeries.com/support/solutions/articles/14000071500-add-course-request-packets-to-course-requests-schedule>

Mass Add Course Requests: <https://support.aeries.com/support/solutions/articles/14000069826-student-course-requests>

Import Course Request from Academic Plan:

<https://support.aeries.com/support/solutions/articles/14000071839-academic-plan#Importing-Course-Requests-%C2%A0%E2%86%91>



What is the best way to manage the master schedule when classes are inactivated?



- If there have been students in the section even one day, leave alone.
- If there have been no students in the section, you may delete it.



What is the simplest way to
balance classes?



Reports & Query

- Scheduling Class Load Analysis
- Scheduling Conflict Matrix
- Scheduling Course Request Analysis

These are just a few of the reports
that can be used to balance classes.

Aeries makes every attempt to balance the
numbers, but it can only do so much with what it
is given.

You can also use query to analyze your schedules.

<https://support.aeries.com/support/solutions/articles/14000094526-scheduling-queries>



What is a normal timeline for completing scheduling?

<https://support.aeries.com/support/solutions/articles/14000133635-master-schedule-timeline>



After uploading schedules how can I check if students are missing a period on their schedule?

Report:

Students With Incomplete Class Schedules

Print Students With Incomplete Class Schedules
Report Options

Report Format: PDF ▼

Report Delivery: None ▼

Semester: Year ▼

Period: 1 ▼ To 6 ▼

☒ SMS/SSS

☒ Only students with a gap in schedule

Run Report



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How can I check for students placed in duplicate classes?

Report:

Students With Duplicate Course Requests
Students With Double Periods

Print Students With Duplicate Course Requests
Report Options

Report Format:	PDF ▼
Report Delivery:	None ▼
<input checked="" type="radio"/>	By Student Name
<input type="radio"/>	By Course Name
<input checked="" type="checkbox"/>	Print Shading

Print Students With Double Periods
Report Options

Report Format:	PDF ▼
Report Delivery:	None ▼
<input checked="" type="radio"/>	1st Quarter/Fall
<input type="radio"/>	2nd Quarter/Fall
<input type="radio"/>	3rd Quarter/Spring
<input type="radio"/>	4th Quarter/Spring
Scheduling Tables	
<input type="radio"/>	MST/SEC
<input checked="" type="radio"/>	SMS/SSS



Ask Aeries

What are the maintenance tasks that should be performed in Traditional Scheduling? Start of school, semester change and throughout the year.



1. Getting Schedules to Students and Initializing ATT
2. If you set up your schedules with changes at the Terms, there is nothing to do at Semester Change
3. Throughout the year are adding schedules for new students, moving classes, managing the MST
4. Then New Year Scheduling Setup: course requests, SMS, scheduling the students into Sections.



What is the easiest way to create a rotating schedule? As in the 1st period of the day on Monday is the last period is not the 1st period on Tuesday, all core subjects (5) rotate throughout the week as far as what is offered first.

Use Flex Scheduling

This will be the Next Ask Aeries



WRAP UP



Scheduling Documents:

<https://support.aeries.com/support/solutions/14000072312>



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