

Ask Aeries! Traditional Scheduling

May 4, 2023

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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?

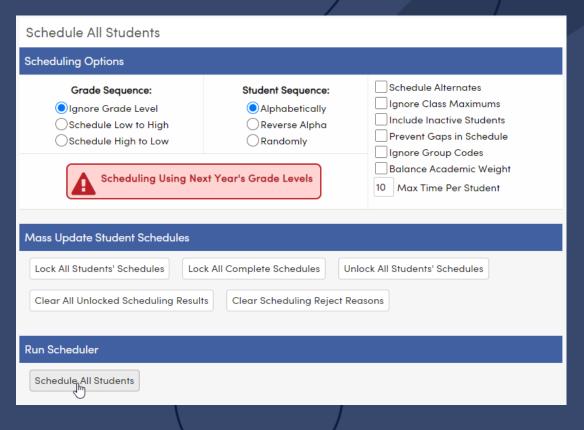


Ask Aeries

You can Schedule the Students with course requests and let the Scheduler add the

students to sections.







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



Ask Aeries

What is a normal timeline for completing scheduling?

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

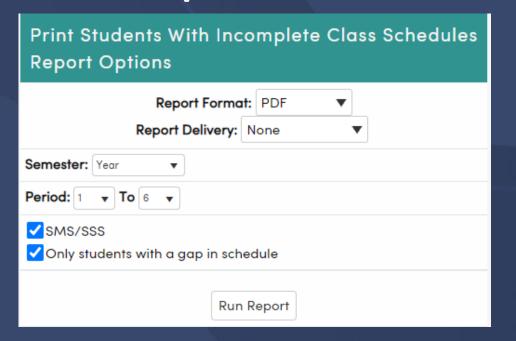
Building a Master Schedule for 2022-23 Best Practice Timeline Tally course requests Begin planning 2022 Course Identify numbers of sections needed for each course Offerings Identify hiring needs based on Obtain approval for any new staff departures, new course course offerings offerings, enrollment growth Continue to adjust student schedules due to conflicts. Update course catalogs, course Define master schedule course completion or request documentation. requirements and constraints resources for parents and non-completion. Finalize student schedules for APR-MAY JULY JAN - FEB Begin building master schedule the first day of school Take a summer break! Sign-up for scheduling training Continue building & analyzing Adjust master schedule to MAR JUNE AUG saster schedule account for staffing and/or Coordinate with feeder schools enrollment changes to capture student enrollment Mass schedule students data and identify instructional Continue adjusting individual needs of incoming student Begin adjusting student student schedules to account for schedules due to conflicts. conflicts, summer school completion, etc. course completion or Gather student course requests non-completion Identify any changes to bell schedules, periods offered. master schedule structure.



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

Report:

Students With Incomplete Class Schedules



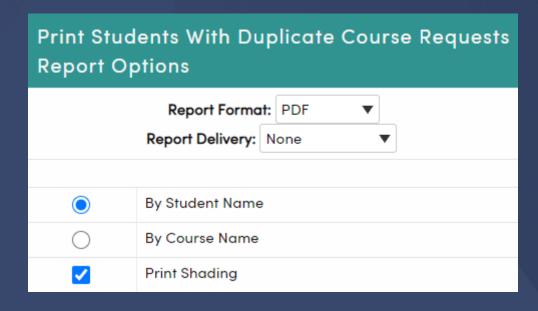


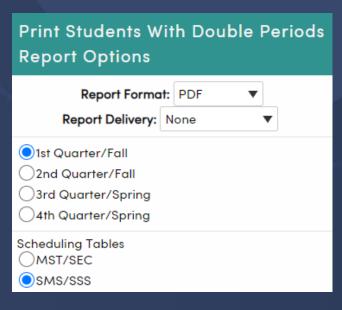
How can I check for students placed in duplicate classes?

Report:

Students With Duplicate Course Requests

Students With Double Periods







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







Scheduling Documents:

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

