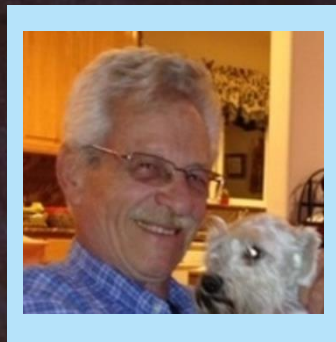




Flex Scheduling – Traditional Bell Schedule

Session 325-1



SAM DEFEO | AERIES TRAINER

Information shared throughout this presentation is the property of Aeries Software. Information or images may not be reproduced, duplicated, or shared without the prior written consent of Aeries Software.

Agenda

01 Changes to MST & SMS

02 Flex Periods

03 Class Calendars

04 Avoid Conflicts

05 Define Sections

06 Section Staff Members



CHANGES TO MST and SMS

Traditional Scheduling

1. Period and Block
2. Split Term and Day Tags
3. Primary Teacher, TCH #2, TCH #3
4. Teacher (TCH)
5. Bell Schedule (BEL)
6. Block Schedule Calendar (DAY)

Flex Scheduling

1. Flex Period (FTF)
2. Class Calendar (CCL)
3. Section Staff (SSE or SSM)
4. Staff (STF)
5. Flex Period Times (FTF)
6. Class Calendar Dates (CCD)



FLEX PERIOD OVERVIEW

- Flex Periods are created and linked to sections in the MST and/or the SMS tables.
- Flex Periods include Start and End times for each period.
- Custom Bell Schedules are defined (BSD) and linked to School Calendar (DAY).
- Custom Bell Schedule times may be defined within the Flex Periods



FLEX PERIODS - FTF TABLE

- Academic Year (FTF.YR)
- Short Title (FTF.STI) – 6 characters maximum
- Tiny Title (FTF.TT) – 2 characters

Texas – field is used for state reporting. California – currently field is not used

- Description (FTF.DE) – 50 characters
- Start and End times (FTF.ST and FTF.ET)
- Type (FTF.TY)

Blank = Standard Flex Period. C = Non-Conflict Flex Period

- Custom Bell Schedule Start and End times (FTT)



CLASS CALENDARS OVERVIEW

- Class Calendars are created and linked to sections in the MST and/or the SMS tables.
- Class Calendars are used to indicate which school days a section/class meets.
- Class Calendars can be created for sections that meet every day, every other day, all Mondays and Tuesdays, Fridays only, etc.
- It is recommended that for each Flex Period there exists a corresponding Class Calendar.



CLASS CALENDARS - CCL TABLE

- Academic Year (CCL.YR)
- Short Title (CCL.STI) – 6 characters maximum
- Description (CCL.DE) – 255 characters
- Mass Select Dates (CCD)
- Admin users can COPY the Class Calendars (within the same school)
- Admin users can PUSH the Class Calendars (to other schools)



BELL SCHEDULE – 1 LUNCH

Create a Lunch Flex Period if Lunch is a course

Flex Period	Start/End Times	Class Calendar	Meeting Days
P1	8:00-8:50	P1	MTWRF
P2	8:55-9:45	P2	MTWRF
P3	10:05-10:55	P3	MTWRF
P4	11:00-11:50	P4	MTWRF
LUNCH	11:50-12:20	LUNCH	MTWRF
P5	12:25-1:15	P5	MTWRF
P6	1:20-2:10	P6	MTWRF



BELL SCHEDULE – 2 LUNCHES

Create two Lunch Flex Periods if Lunch is a course

Flex Period	Start/End Times	Class Calendar	Meeting Days
P1	8:00 – 8:50	P1	MTWTF
P2	8:55 – 9:45	P2	MTWRF
P3	10:05 – 10:55	P3	MTWRF
P4	11:00 – 11:50	P4	MTWRF
P5A	11:55 – 12:45	P5A	MTWRF
LUNCH2	12:45 – 1:15	LUNCH2	MTWRF
LUNCH1	11:50 – 12:20	LUNCH2	MTWRF
P5B	12:25 – 1:15	P5B	MTWRF
P6	1:20 – 2:10	P6	MTWRF



WHAT CREATES A CONFLICT?

A scheduling conflict occurs when these three criteria are met:

1. Sections meet in the same or overlapping **terms** (i.e.: Fall and Quarter 1 are overlapping terms)
2. Sections meet at the same or overlapping **time**
3. Sections meet on the **same day(s)**



AVOIDING CONFLICTS

- To avoid scheduling conflicts, create different Flex Periods and/or different Class Calendars.
- To help identify how to create Flex Periods and Class Calendars, consider these questions:
 1. Which day/days do all or most of the periods meet?
 2. Which day/days are the exceptions?



DEFINE SECTIONS: MST OR SMS

- Add a section to the MST or the SMS table
- Select a Flex Period
- Select the corresponding Class Calendar
- Enter Course ID, Room, Grade Range, Max, and other required fields
- Assign a primary Staff record to the section
- If needed, assign additional Staff records to the section



KEY TAKEAWAYS

- Add Flex Periods for a traditional bell schedule.
- Add Class Calendars for a traditional bell schedule.
- Link Flex Periods and Class Calendars to sections in MST or SMS.
- Add Section Staff Members to sections in MST or SMS.



Additional Workshops to Consider

- 272 Flex Queries
- 305-1 Managing Scheduling Course Requests
- 305-2 Student Course Requests Using the Aeries Student Portal
- 310-1 Student Scheduling for Next Year – Building the Scheduling Master Schedule
- 310-2 Student Scheduling for Next Year – Scheduling Students
- 320 Master Schedule Building Theory
- 325-2 Flex Scheduling – Complex Bell Schedules
- 328 Elementary School with Primary Class
- 330 Scheduling Master Schedule Board
- 340 Student Scheduling – Scheduling Groups and Teams



THANK YOU!

Please take a moment to complete our session survey.

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



/AeriesSIS



/Aeries_SIS



/Aeries Software



/AeriesSIS



AERIESCON

Share your Feedback:



AERIESCON