



AERIESCON
S p r i n g 2 0 2 4

Managing Student Scheduling Course Requests Session

305-1

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Conference Sessions related to scheduling

Today's Session

Info for this Session

- Staying in Aeries Demo
 - Links to Documentation
 - PDF of this PowerPoint
 - Support.aeries.com
 - Questions?
 - During the session
 - We will pause for questions
 - After the session
 - Open Forum
- **Session 305-2 – Student Course Requests Using The Aeries Student Portal**
 - **Session 310-1 – Student Scheduling for Next Year – Building the Master Schedule**
 - **Session 310-2 – Student Scheduling for Next Year – Scheduling Students**
 - **Session 320 – Master Schedule Building Theory**
 - **Session 325-1 – Flex Scheduling – Traditional Bell Schedule**
 - **Session 325-2 – Flex Scheduling – Complex Bell Schedules**
 - **Session 330 – Scheduling Master Schedule Board**
 - **Session 340 – Student Scheduling – Complex Schedules – Scheduling Groups and Teams**



Expected Outcomes

This session will be an in-depth review of the main methods for collecting student course requests in Aeries. A variety of middle and high school examples will be discussed, as well as examples of how the methods can be used in combination.

- **Setup of Course Request Packets**
- **Mass Adding and Changing course requests**
- **Manual entry on single course requests or course request packets**
- **How to change student course requests**
- **The use of Alternate course requests and Teacher Preference**
- **Using Scheduling Exclusions and period range**
- **Importing student course requests from the Academic Plan**



Documentation and Security

Helpful Links

- [Courses - General Information](#)
- [Class Schedule Maintenance: Creating and Modifying Course Request Section Packets](#)
- [Academic Plan](#)
- [Student Course Requests](#)
- [Student Course Requests Page \(New\)](#)
- [Flex Scheduling - Student Course Requests](#)
- [Alternate Course Requests](#)

Security ↑

Table	Permission	Description
Course Request (SSS)	Read Insert Update Delete	View page Add new record Update records Delete Records
Scheduling Master Schedule (SMS)	Read Update	If a User should be allowed to add Students to full sections on the Course Request page, they need Update permissions to SMS .
Course (CRS)	Read	Read Course table

Tables ↑

Depending on the complexity of the page, you may want to show where data is stored and how it works.

Table	Field	Description
Course Request (SSS)		All Student Course Requests will be stored in this table.
Scheduling Master (SMS)		This table stores all section information that is used in building the Scheduling Master Schedule .
Course Request Packets (CRP)		If Course Request Packets are used, course numbers that are bundled together as a group can be added at one time.
Course Request Table (CRQ)		Course Request table is used to identify the courses that will be used in the school year and can be available for adding courses from the Add from Course Request Table button.

Courses - General Information

- District wide
- Update existing courses
- Create new courses, if needed
- Populate and check for accuracy:
 - Default Credit CRS.CR
 - Low Grd/High Grd CRS.LO/CRS.HI
 - These fields populate newly created sections in the SMS
- Inactivate for this year and/or next year (but remember CRS table is district-wide)
- These fields will display on the Portal:
 - N/H CRS.NH (Academic/non-Academic/Honors)
 - Course Description
 - Courses are grouped by Subject Area on the Portal

The Courses page is used to add, edit and delete Courses and Course information used across the District. The information about each Course impacts numerous other functions/processes:

- Scheduling
- Grade Reporting/Standards Based Grade Reporting
- Transcripts/Graduation Status
- Career Pathways
- State Reporting
- Academic Plan

SC	Tg	Per	Sem	Days	Sec#	Tch#	Teacher Name	Room	Trk	Grp	Grade Range	Max	Actual
994	0	Y		-TWTF	43	816	Turner	CD3			11 - 12	39	37
994	0	Y		MTWTF	93	689	Peer	CD1			11 - 12	38	36
994	0	Y		MTWTF	112	816	Turner	CD3			11 - 12	38	0
994	1	Y		MTWTF	1024	690	Perry	E1			11 - 12	38	33
994	2	Y		MTWTF	2084	816	Turner	CD3			11 - 12	38	36

Section: 15 Req: 395 Rej: 0 Seats: 495 Students: 395 Ave: 26.3

Hide Inactive Classes View Only Current Term

Class Schedule Maintenance: Creating and Modifying Course Request Packets

- If many students require the same set of courses, that set of courses is an appropriate choice to make into a **Course Request Packet**.
- Once a packet is created, it can be assigned to a student using:
 - Students Individual Course Request page
 - **Mass Change or Add Crs Requests.**
- Duplicate Course ID's can be added to a packet. This can be a case where Fall and Spring sections will be created for a single course for students to be selected.

Course Request Packets can be created for any set of courses commonly requested by students. Examples of potential **Course Request Packets** at a high school are 9th Grd Honors, 10th Grd Regular w/Geometry, or 11th Grd College Prep.

Course Request Packets

Code	Description	LO	HI
10H	10th Grd Honors	10	10
10R	10th Grd Reg w/ Geom	10	10
10R.1	10th Grd Reg w/ Adv Alg	10	10
11H	11th Grd Honors	11	11
11R	11th Grd Reg w/ Span	11	11
11R.1	11th Grd Reg w/ Fren	11	11
12ES	12th Regular English and Social Studies	12	12
12R	12th Grd Reg	12	12
9H	9th Grd Honors	9	9
9R	9th Grd Reg w/ Alg A Span	9	9
9R.1	9th Grd Reg w/ Alg 1 Span	9	9
9R.2	9th Grd Reg w/ Alg A Fren	9	9
9S	9th Grd SDC	9	9
Math	Math Duplicate	9	12

Records

Course ID	Course Title	Grade - Range
0011	PE	9 - 12
0315	Hon Eng 10 CP	10 - 12
0639	Hon Adv Alg	8 - 12
0675	IB HL I Biology	11 - 12
0677	HonChem Pre IB	9 - 10

Sort Options

Code Description Grade Levels

Academic Plan – Import Course Requests

from Academic Plan

- Options for filtering the Students' Course Requests are available, including Term and Grade level, as well as including inactive students.
- Choose the **Terms, Locations** and Students to be imported. The **Locations** refers to schools *other than* the Home school where the student has chosen to take a course. If other schools are included, they are imported along with the Students' home school requests. If there are no course requests at other **Locations**, leave this blank.
- Change Students in the Following Grades and Additional Options** can be used to limit the Student requests imported.
- Limit by Student Group with Query** opens a Query window where a KEEP statement can be used.
- Delete Existing Course Requests?** allows the process to be run again with updated Requests without creating duplicates.
- Click on the **Preview Only** button. A message displays on the bottom left with the number of records that **WOULD** be updated and the Students display with the **Course Requests to be Updated**, giving the opportunity to review the data to be added before it is committed.
- Once the list of student course requests looks correct, click **Update SSS** to create the Course Request records.
- There is an '**Updating...**' message while the process is running. When the process is completed the User receives an email notification indicating the number of records updated. It is not necessary to stay on this page while the process runs.

Import Course Requests from Academic Plan

Import Course Requests From Academic Plan

Select Term(s) to Import

Code	Description
0	Year
1	Fall
2	Spring
3	Summer
4	1st Quarter
5	2d Quarter
6	3d Quarter
7	4th Quarter

Select Location(s) to Import

Code	Description
AD	Adult Education
AE	Alternative Ed School
CC	Community College
HS	High School
SS	Summer School

Change Students in the Following Grades

K: Grade 5: Grade 9:

Grade 1: Grade 6: Grade 10:

Grade 2: Grade 7: Grade 11:

Grade 3: Grade 8: Grade 12:

Grade 4:

Additional Options

Gender Selection

Female

Male

Nonbinary

Include Inactive Students

Delete Existing Course Requests?

Limit by Student Group with Query: [Open Query](#)

Stu#	Last	First	NG	Gen	Tg	Term	Cours
2	Abdelno	Alice	10	F			0417
2	Abdelno	Alice	10	F			0608
2	Abdelno	Alice	10	F			0656
2	Abdelno	Alice	10	F			0674
2	Abdelno	Alice	10	F			0701
2	Abdelno	Alice	10	F		1	0765
2	Abdelno	Alice	10	F		3	0017
3	Abdo	Alice	10	F			0101
3	Abdo	Alice	10	F			0315
3	Abdo	Alice	10	F			0401
3	Abdo	Alice	10	F			0608
3	Abdo	Alice	10	F			0656
3	Abdo	Alice	10	F			0674
3	Abdo	Alice	10	F			0701
3	Abdo	Alice	10	F		1	0765
3	Abdo	Alice	10	F			1251

16736 records would be updated

[Preview Only](#) [Update SSS](#)

Last Run: 07/27/2020 12:54 PM

Students are being Scheduled Using Next Year's Grade Levels!

[Preview Only](#) [Update SSS](#)

Updating ... please wait.

[Preview Only](#) [Update SSS](#)

Import Course Request From Academic Plan - Process Summary

aeries@example.com
To: admin.hammond@example.com

Process Details:

Process Complete - 17428 records were updated

Mass Change or Add Course Requests

Student Course Requests

The Mass Change or Add Crs Requests page can be used to add, modify, change or delete Students' Course requests during scheduling. Multiple Courses can be added, dropped, or changed for all Students or for selected Students. Courses that have a PermLock tag will not be updated during the Mass Change process.

Mass Change or Add Crs Requests

Mass Change or Add Course Requests

Change students with these course requests... To now have these course requests...

Course # to Search

CrsReqPackets CrsReqPackets

Leave blank to Add courses only Leave blank to Drop courses only

Only change students in the following grades:

PS <input type="checkbox"/>	TK <input type="checkbox"/>	K <input type="checkbox"/>	1 <input type="checkbox"/>
2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
6 <input type="checkbox"/>	7 <input type="checkbox"/>	8 <input type="checkbox"/>	9 <input checked="" type="checkbox"/>
10 <input checked="" type="checkbox"/>	11 <input checked="" type="checkbox"/>	12 <input checked="" type="checkbox"/>	14 <input type="checkbox"/>
15 <input type="checkbox"/>	16 <input type="checkbox"/>	17 <input type="checkbox"/>	18 <input type="checkbox"/>

Only change for gender...

Gender Selection

- Female
- Male
- Nonbinary

Include Inactive Students:

Students are being Scheduled Using Next Year's Grade Levels!

All/None Preview Only Update Print List Reset

Students to be Updated

Your result is empty!



Mass Add or Drop a Course Request

- To **Add** Course requests, enter the Course number(s) to be added on the right side of the form and leave the left side of the form blank. Click the **Preview Only** button. A list of Students displays. Verify the list of Students. If correct, click the **Update** button.
- To **Drop** course requests, enter the Course numbers to be dropped on the left side of the form and leave the right side of the form blank. Click the **Preview Only** button. A list of Students displays. Verify the list of Students. If correct, click the **Update** button.

Mass Change or Add Course Requests

Change students with these course requests...

To now have these course requests...

Course # to Search:

Courses

CN	Description
0302	English 10 CP

CrsReqPackets:

Leave blank to Add courses only

Only change students in the following grades:

PS	TK	K	1
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Alert

1977 students WOULD BE updated.

OK

Students are being Scheduled Using Next Year's Grade Levels!

Students to be Updated

Student ID	Last Name	First Name	Next Grd	Gender
99400002	Abdelnour	Alice	10	F
99400003	Abdo	Alice	10	F
99400004	Abdo	Arnold	11	M
99400006	Abejon	Tonya	11	F
99400008	Abesamis	Tatiana	10	F
99400010	Abe	Kyle	9	M
99400012	Abrego	Alice	10	F
99400013	Abrego	Ivette	9	F
99400016	Acharya	Josiah	12	M
99400017	Ackermann	Kathrin	11	F
99400018	Acosta	Annessa	10	F
99400019	Acosta	Donovan	9	M
99400020	Acuna	Allan	11	M
99400021	Acuna	Darlene	11	F
99400023	Adame	Nambia	12	F
99400024	Adragna	Stefanie	11	F
99400027	Aguayo	Taurine	11	F
99400128	Aguir	Jennifer	11	F
029	Aguila	Erral	9	M
030	Aguilar	Allan	10	M
031	Aguilar	Joshua	9	M
032	Aguilar-Lopez	Kristi	12	F
033	Aguirre	Raelyna	12	F

All/None **Preview Only** Update Print List Reset

Mass Change or Add Course Requests

Change students with these course requests...

To now have these course requests...

Course # to Search:

Courses

CN	Description
0302	English 10 CP

CrsReqPackets:

Leave blank to Add courses only

Only change students in the following grades:

PS	TK	K	1
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Only change for gender...

Gender Selection

Female

Male

Nonbinary

Include Inactive Students:

Alert

Students are being Scheduled Using Next Year's Grade Levels!

Students to be Updated

Student ID	Last Name	First Name	Next Grd	Gender
99400030	Aguilar	Allan	10	M
99400045	Alejandra	Arturo	10	M
99400053	Almada	Jesus Jesse	10	M
99400082	Apodaca	Joshua	10	M
99400098	Ardon	Daniel	10	M
99400107	Arias	Amir	10	M
99400111	Arias	Timothy	10	M
99400116	Armitage	Shane	10	M
99400128	Artechi	Chima	10	M
99400177	Bang	Allan	10	M
99400199	Barrett	Jason	10	M
99400204	Bartlett	Alejandro	10	M
99400206	Bauer	Richard	10	M
99400208	Bowany	Nicholas	10	M
99400242	Berdin	Timothy	10	M
99400258	Bivens	Adam	10	M
99400260	Black-Lewis	Javier	10	M
99400274	Bolik	Shane	10	M
99400328	Buchanan	Adam	10	M
99400350	Byers	Luke	10	M
99400358	Coceres	Jonathan	10	M
99400369	Call	Pierre	10	M
99400398	Carosa	Zachary	10	M

All/None **Preview Only** Update Print List Reset

Mass Change an Existing Course Request

- To **Change** an existing requested Course number to another Course number, enter the Course number on the left side of the form. Enter the new number on the right side of the form. Click the **Preview Only** button.
- A list of Students displays on the right, under **Students to be Updated**. An Alert popup provides the total number of Students who would be updated if the change is made.
- Verify the list of Students. If correct, click the **Update** button to complete the mass change.

Mass Change or Add Course Requests

Change students with these course requests...

To now have these course requests...

Only change students in the following grades:

Only change for gender...

Students are being Scheduled Using Next Year's Grade Levels!

Student ID	Last Name	First Name	Next Grd	Gender
89402363	Aguirre	Desiree	10	F
89401182	Alexander	Izabella	10	F
89400455	Atkins	Lewis	10	M
89401798	Austin	Krystal	10	F
89401205	Banks	Rene	10	M
89401153	Barnett	Baylee	10	F

Alert

193 students WOULD BE updated.

OK

All/None Preview Only Update Print List Reset



Mass Add or Drop Course Requests Using Course Request Packets

- Courses can also be added, changed, or dropped using **Course Request Packets**. Using the same methods described above, Students can be targeted who have been assigned specific **Course Request Packets** to drop, add, or change the requests.
- To add a **Course Request Packet** to Students, select the grade level(s) to add the Packet to. Leave the left side of the form blank, and click the **CrsReqPackets** button on the right to display all Packets.
- Select the Packet you wish to Add. The Courses contained within the Packet display on the right side of the form. Click **OK** to continue.
- A message displays to Confirm that the Packet chosen is the one you want to assign. Click **OK** to continue
- The Courses from the selected Packet now display on the **Mass Change or Add Course Requests** form in the upper right next to the **To now have these course requests...** area.
- Click the **Preview Only** button at the bottom of the form. A list of Students to be updated displays on the right. An Alert displays telling you how many Students would be updated if you click the **Update** button. If the number of Students seems correct and the list of Students is correct, click the **Update** button at the bottom of the form.

Select Packet to Add		Course #	Course Title	NA	CP	Low	High	Trm	TG	T/A
10H	10th Grd Honors	10	10			P	9	12	Y	No
10R	10th Grd Reg w/ Geom	10	10			P	9	12	Y	No
10R.1	10th Grd Reg w/ Adv Alg	10	10			P	9	12	Y	No
11H	11th Grd Honors	11	11			P	9	12	Y	No
11D	11th Grd Reg w/ Adv Alg	11	11			P	9	12	Y	No

Manual Entry on Student Course Requests Page

Student Course Requests Student Course Requests Page (New)

- The Course Requests/Schedule page is used to schedule individual Students into classes for the upcoming Semester or School Year after the Student's requested Courses are entered. The Course Request/Schedule page has been redesigned to look and function similar to the Classes page.
- The Course Request page has some new functions that are only available from the New Edit View. These functions are:
 - Class Links
 - Replacing an Existing Course Number

This screenshot shows the 'Course Request' page in the 'Old Edit View'. At the top, there are tabs for 'Counselor' (Monarch, Katherine), 'Time Range', and 'Schedule Group' (No Group). A 'Display Options' section includes a checked 'Show Available Periods' option and a '★ Old Edit View' button. Below this is an 'Edit' button. The main area is a table with columns for 'Crs ID', 'Course Title', time slots (0-9), 'Prf', 'Teacher Name', 'Meets', 'AltCrs', 'Sec#', 'Per Trm', 'More Class Info', 'Reject', and 'PermLK'. The table contains four rows of course data. A mouse cursor is pointing at the 'IB Math Studies' row. At the bottom, there are several buttons: 'View SMS', 'Course Request Packet', 'Print Scheduling Class Schedule', 'Print Course Requests', 'Schedule Alternates', 'Reschedule', 'Previous Rejected Student', and 'Next Rejected Student'.

This screenshot shows the 'Course Request' page in the 'New Edit View'. At the top, there is a blue bar with buttons: 'Save', 'Reset', 'Cancel', '+ Add New Record', '+ Add Many New Records', 'View SMS', and '+ Add From Course Request Table'. Below this is a table with columns for 'Delete', 'Crs ID', 'Course Title', time slots (0-9), 'Prf', 'Teacher Name', 'Meets', 'Sec#', 'Per Trm', 'More Class Info', 'Reject', and 'PermLK'. The table contains five rows of course data. A mouse cursor is pointing at the 'English 12 CP' row. At the bottom, there are several buttons: 'View SMS', 'Course Request Packet', 'Print Scheduling Class Schedule', 'Print Course Requests', 'Schedule Alternates', 'Reschedule', 'Previous Rejected Student', and 'Next Rejected Student'.

Alternate Course Requests

- **Alternate Course Requests** allows an alternate course to be selected, when the primary course request is unavailable. **Alternate Course Requests** must be added for individual students and then associated with one or more primary **Course Requests**. The list of **Alternate Course Requests** can be sorted to set the priority when scheduling **Alternate Course Requests**.
- To add **Alternate Course Requests**, select the **Add New Record** button in the **Alternate Course Requests** section, under the grid of a student's **Course Requests**. A form will open allowing you to enter the desired course request number. If the course number is known enter the desired course number and save the record by selecting the **Save** button. If the course number is not known, courses can be searched by selecting the magnifying glass button in the record to be added.
- Selecting the magnifying glass button will open a search window allowing you to search for a course either by name or course number or partial course name or course number.
- Select the desired course to set the course number and click the **Save** button to save the record.

Alternate Course Requests is a section under the grid of student **Course Requests**, so navigate to **Student Data > Scheduling > Course Requests/Schedule**.

The screenshot shows the 'Course Request' interface. At the top, there are fields for 'Counselor' (623, Trujillo) and 'Schedule Group' (No Group), along with a 'Change' button and 'Display Options' (Show Available Periods). Below this is a table of course requests with columns: Crs ID, Course Title, Prf, Teacher Name, Meets, AltCrs, Sec#, Per, Trm, More Class Info, Reject, PermLK, and ALL. The table lists several courses like Biology, English 10 CP, Spanish I, World Hist. Cp, Geometry Cp, and Football. Below the table are buttons for 'Add New Record', 'Add Many New Records', and 'Add From Course Request Table'. Further down are buttons for 'View SMS', 'Course Request Packet', 'Print Scheduling Class Schedule', 'Print Course Requests', 'Schedule Alternates', and 'Reschedule'. At the bottom, there is a section for 'Alternate Course Requests' with a 'Priority Sort' button and a table listing alternate courses like Honors Biology (0666), Biology (0953), and French II Cp (0402) with their respective 'Date Added'.

Table	Permission	Description
Course Requests (SSS)	Read Insert Update Delete	View page Add new record Update records Delete Records
Alternate Course Requests (ACR)	Read Insert Update Delete	View page Add new record Update records Delete Records

Linking Alternate Course Requests to Primary Course Requests

- The **Manage** button is used to associate or "link" one or more **Alternate Course Requests** to a primary course request. Each **Alternate Course Request** must be with at least one primary **Course Request**; these associations let the scheduler know which **Alternate Course Requests** to choose, based on the primary **Course Request** which did not successfully schedule.
- Next to the **Manage** button, the number of **Alternate Course Requests** assigned to a primary **Course Request** is displayed. There is no limit to the number of **Alternate Course Requests** that can be linked to primary **Course Requests**, and **Alternate Course Requests** can be linked to multiple primary **Course Requests**.
- To link an **Alternate Course Request**, select the **Manage** button next to the appropriate **Course Request**. Selecting the **Manage** button will open the **Manage Alternate Request Association** popup window for the selected **Course Request**. All **Alternate Course Requests** recorded for the student will be displayed in a single list in their priority order, which can be modified. Select the check mark to the left of each **Alternate Course Request** that will be linked to the **Course Request**. Click the **Save** button to save your selections and close the window.

Crs ID	Course Title	0	1	2	3	4	5	6	7	8	9	Prf	Teacher Name	Meets	AltCr	AltCr
0848	ROP E-Commerce						<input type="radio"/>	<input type="radio"/>				000			0	Manage
0702	US History Cp	<input checked="" type="checkbox"/>	<input type="radio"/>				000	Lehigh	MTWTF	0	Manage					
0637	Algebraic Apps		<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>						000	Sneed	MTWTF	0	Manage
0326	Sh Eng Lit II			<input checked="" type="checkbox"/>								000	Edwards	MTWTF	0	Manage
0303	English 11 CP		<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				000	Raus	MTWTF	0	Manage
0104	Ceramics I		<input type="radio"/>	<input type="radio"/>		<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>				000	Sherman	MTWTF	0	Manage
0012	Weight Trng		<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	<input checked="" type="checkbox"/>					000	Wallace, S	MTWTF	0	Manage
0765	Health/Careers		<input type="radio"/>	<input checked="" type="checkbox"/>				000	Wilber	MTWTF	0	Manage				

Manage Alternate Request Association
 Primary Course Request: Ceramics I (0104)

Associate?	Course	Date Added
<input checked="" type="checkbox"/>	ROP CulinaryArt (0810)	4/22/2020 6:28:11 PM
<input checked="" type="checkbox"/>	Arts Crafts I (0102)	4/22/2020 6:28:26 PM
<input type="checkbox"/>	ROP Health Car (0817)	4/22/2020 6:29:02 PM
<input type="checkbox"/>	No Zero Period (0001)	4/22/2020 6:26:49 PM

Setting Alternate Course Request Priority

- **Alternate Course Requests** can be prioritized. Once the priority order is set, if the **Schedule Alternates** box is checked and the primary **Course Request** is not available, the first associated or linked **Alternate Course Request** will be scheduled first. If the first linked **Alternate Course Request** is not available, then the next linked **Alternate Course Request** will be scheduled, etc.
- Priority sorting is only considered when a primary **Course Request** has more than one associated or linked **Alternate Course Request**. In that case, the associated alternates will be tried in priority order.
- To set priority, alternate courses need to be sorted in the order to be scheduled. To sort **Alternate Course Requests**, click the **Priority Sort** button.
- A **Move** button with a vertical arrow will display to the left of the delete button. Select the **Move** button of the **Alternate Course Request** that need to be adjusted. The **Alternate Course Request** can be moved either up or down and placed in the desired position
- Note: The priority sort order is stored in the ACR.SRT field.

Alternate Course Requests Priority Sort

Course	Date Added
Honors Biology (0666)	9/18/2021 6:35:55 AM
Biology (0953)	9/18/2021 6:36:23 AM
French II (0402)	9/18/2021 6:36:44 AM
Ceramics I (0104)	9/18/2021 6:46:05 AM

+ Add New Record

Alternate Course Requests Done

Course	Date Added
ROP CulinaryArt (0810)	4/22/2020 6:28:11 PM
Arts Crafts I (0102)	4/22/2020 6:28:26 PM
ROP Health Car (0817)	4/22/2020 6:29:02 PM
No Zero Period (0001)	4/22/2020 6:26:49 PM

Scheduling Alternate Course Requests

To automatically try scheduling **Alternate Course Requests** when the preferred **Course Request** is unavailable, check the **Schedule Alternates** checkbox. **Alternate Course Requests** will be scheduled by priority order. Select the **Reschedule** button to reschedule a student's schedule.

Crs ID	Course Title	0	1	2	3	4	5	6	7	8	9	Prf	Teacher Name	Meets	AltCrS	S
0848	ROP E-Commerce											000			0	Manage
0702	US History Cp	✓	○	○	○	○	○	○	○	○	○	000	Lehigh	MTWTF	0	Manage
0637	Algebraic Apps		✓	○	○	○	○					000	Sneed	MTWTF	0	Manage
0326	Sh Eng Lit II			✓	○	○	○					000	Edwards	MTWTF	0	Manage
0303	English 11 CP		○	○	✓	○	○	○				000	Raus	MTWTF	0	Manage
0104	Ceramics I		○	○	○	✓	○	○				000	Sherman	MTWTF	2	Manage
0012	Weight Trng		○	○	○	○	✓	○				000	Wallace, S	MTWTF	0	Manage
0765	Health/Careers		○	○	○	○	○	✓				000	Wilber	MTWTF	0	Manage

+ Add New Record + Add Many New Records + Add From Course Request Table

View SMS Course Request Packet Print Scheduling Class Schedule Print Course Requests Schedule Alternates Reschedule

If an **Alternate Course Request** was recorded and scheduled, the **Alternate Course Request** will be displayed in the student's **Course Requests** grid, and the word **ALTERNATE** will display under the **REJECT** heading. If the student is scheduled again without the **Schedule Alternates** checkbox selected, the primary **Course Request** will be used for scheduling and the **ALTERNATE** message will be removed.

Course Request Term View Term and Day of Week View

Counselor: 623 Monarch 2 9 No Group Change

Crs ID	Course Title	0	1	2	3	4	5	6	7	8	9	Prf	Teacher Name	Meets	AltCrS	Sec#	Per	Trm	More Class Info	Reject	PermLK	ALL
0011	PE		○	○	○	○	○	○	○	○	○	000	Wilber	MTWTF	1	2200	2	Y				
0302	English 10 CP		○	○	○	○	○	○	○	○	○	000	Ertle	MTWTF	0	2541	3	Y				
0608	Geometry Cp		○	○	○	○	○	○	○	○	○	000	Cruz	MTWTF	0	2922	4	Y				
0666	Honors Biology		○	○	○	○	○	○	○	○	○	000	Manning	MTWTF	2	245	5	Y		ALTERNATE		
0701	World Hist. Cp		○	○	○	○	○	○	○	○	○	000	Acosta	MTWTF	0	2194	6	Y				
0813	ROP Cul Arts II		○	○	○	○	○	○	○	○	○	000	ROP-14	MTWTF	3	966	7-8	Y				

+ Add New Record + Add Many New Records + Add From Course Request Table

View SMS Course Request Packet Print Scheduling Class Schedule Print Course Requests Schedule Alternates Reschedule Previous Rejected Student Next Rejected Student

Scheduling Exclusions

- The student **Course Requests** page includes a section where staff with permissions to the **Scheduling Exclusions** security area can view and assign **Scheduling Exclusions** to students. Teacher, Student, and Period exclusions may be specified. When the student is scheduled, either individually with the **Reschedule** button or in mass using **Schedule All Students**, they will not be scheduled into classes with the specified teachers, students, or during the specified periods. If the exclusions prevent the student from being scheduled into any classes, that course request will be assigned an appropriate reject reason.
- To add a **Scheduling Exclusion**, click the **Add New Scheduling Exclusion** button. Select the **Type** of **Scheduling Exclusion**. Once the **Type** has been selected, enter the period, teacher name, or student name. Search for the appropriate teacher or student, if necessary. Click the **Save** icon to save the exclusion. Click the **Delete** icon to delete an exclusion.
- In the case of student exclusions, records are automatically added to both students, so that they are both excluded from each other. When an exclusion is deleted from one student, it is automatically deleted from both.

The screenshot shows the 'Course Request' interface. At the top, there are filters for Counselor (623 Trujillo), Time Range, Schedule Group (No Group), and Display Options (Show Available Periods). Below this is a table of course requests with columns: Crs ID, Course Title, Prf, Teacher Name, Meets, AllCr, Sec#, Per, Trm, More Class Info, Reject, PermLK, and ALL. The table lists several courses like Spanish II, Biology, English 10 CP, World Hist. Cp, Geometry Cp, Adv Band, and Marching PE. Below the table are buttons for 'Add New Record', 'Add Many New Records', and 'Add From Course Request Table'. There are also links for 'View SMS', 'Course Request Packet', 'Print Scheduling Class Schedule', 'Print Course Requests', 'Schedule Alternates', and 'Reschedule'. At the bottom, there is a 'Scheduling Exclusions' section with a table showing existing exclusions for School 894, including a Student exclusion for 89400001 - Abbott, Alex James and a Teacher exclusion for 894621 - Hoover, Lyfa.

The screenshot shows the 'Scheduling Exclusions' form. It has a header 'Scheduling Exclusions' and a table with columns 'School', 'Type', and 'Exclusion'. The 'School' dropdown is set to '894'. The 'Type' dropdown is set to 'Student'. The 'Exclusion' field contains '89400659 - Smith, Isabell Rihanna'. There are icons for 'Delete', 'Save', and 'Refresh'. At the bottom, there is a prominent yellow button labeled '+ Add New Scheduling Exclusion'.

Security ↑

Table	Permission	Description
Scheduling Exclusions (SED)	Read Insert Delete	View page Add new record Delete Records

SED Table ↑

Table	Field	Description
Scheduling Exclusions (SED)	School Code (SCL)	School Code
Scheduling Exclusions (SED)	Student ID (ID)	The ID Number of the student
Scheduling Exclusions (SED)	Type (TY)	The type of exclusion (T = teacher, S = student, P = period)
Scheduling Exclusions (SED)	Excluded ID (ID2)	The Student ID of the other student, the Teacher Number, or the Period Number
Scheduling Exclusions (SED)	TableCode (TC)	For future use; currently populates "SSS" for all records

KEY TAKEAWAYS

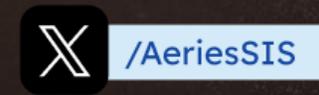
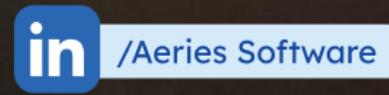
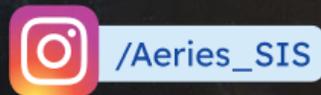
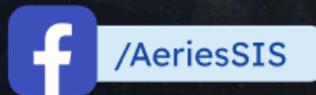
- Remember to Preview before you update on the Mass Change/Add Course Requests page
- When a course has a Perm Lock tag on the Course Requests page for a student, the course can not be changed during the **Mass Add/Change Course Request** process.
- Scheduling Queries
- Lock Course Requests
Change SSS RT TO " " IF STU.GR = 10 AND SSS.SE > 0
- Unlock Course Requests for a Specific Course
CHANGE SSS RT TO " " IF RT = "*" CN = XXXX



THANK YOU!

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



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