



Good Morning, Aeries!

Elementary Primary Class Scheduling



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Elementary Primary Class Scheduling

Using a Master Schedule to Support
Elementary and Middle School Class Assignments



Why use a Master Schedule for elementary students?

- Benefits
- CALPADS
- Student Tracking/Safety
- Flexibility

- Allows for flexible start times for elementary practices
- Student schedules account for student campus location – including pullout for curriculum and services
- Staff in Sections allows many options for additional staff access
- Allows for CALPADS reporting of curriculum, student services, and teacher credentialing for itinerant teachers
- Allows for simplified rostering of students with products that utilize One Roster and/or API integration



Why “Flex” Scheduling? and How is it different?

- Future of Aeries
- Unlimited Class Periods
- Overlapping and Staggered Start Times
- One table for Staff management

- Flex Periods (FTF.SQ) replace Periods on the section (MST.PD)
- Class Calendars (CCL.SQ) replace days of the week on the section (MST.MM, MST.MT, MST.MW, MST.MR, MST.MF)
- Eliminates Block Schedule Calendar
- Section Staff (SSE.ID) replace Teachers on the section (MST.TN)
- Teacher Table only contains Teacher 0



Flex Nuances and Page Views

- No Teacher Table
- Supports all possible scheduling needs

Aeries Demo Flex School Sites

- Elementary – Golden Eagle
- Secondary – Soaring Eagle
- District Flex Sandbox

Page Displays

- School Options
- Scheduling Setup Page
- Flex Periods
- Class Calendars
- SMS/MST
- Classes
- Attendance



Daily Attendance



School Options

- Primary ADA Time
- Scheduling Type
- Track Primary Classes
- Use Staff in Sections
- Use Staff ID Based Counselor Tracking

School Options Edit									
Code	School Name	Area	Telephone	Fax	Open Date	Close Date	Tag		
990	Golden Eagle Elementary School	999	5559990						
Street Address		City	State	Zip	Extn	Country	DNR		
9950 Comet Street		Eagle Point	CA	95990		US	<input type="checkbox"/>		
Principal's Name	Signature	Email Address	ID Type	County	District	School	Charter	Next Student ID	
Ms Michele Rogers	<input type="checkbox"/>		1	65	99999	9999990		0	
Low Grade	High Grade	All Day Attendance Management			Primary ADA Time	Secondary ADA Time	Tracks		
PS	6	Attendance Time			8:00 AM		0		
School Website					Short Name				
User1	User2	User3	User4	User5	User6	User7	User8		
Scheduling Type	Track Primary Classes for Students		Use Staff In Sections		School Category	Utilize A/B Days		Session Type	
Flexible (3)	Yes		Yes			Don't use A/B Days (0)		Regular (0)	
Att Type	Att Reporting		Schedule Basis		Education Type				
Daily (0)	Negative (0)		Trimester (1)		Not Alternative Ed (0)				
Portal Confirmation Email Address		Next Year Start Date		Auto Assign Teacher Number		College Board School Code			
DoNotReply@aeries.com				No					
Intervention Referral Settings									
Referral Submission Notification Email Address(s):									
Referral Approval Notification Email Address(s):									
Cyber Bullying Incidents		Allow Issue Credit on Classes / Course Attendance pages				Use Grading Periods Instead of Terms in Gradebook			
		No				No			
Use Staff ID Based Counselor Tracking									
Yes									

Master Schedule



Flex Periods

- Allows for grade level start times
- Supports Bell Schedules
- Supports AM/PM Kindergarten
- Identifies Class rotation times
- Identifies student pullout services/curriculum times

Flex Periods

Go

Year	Title	Start Time	End Time
2022-2023	KAM	8:00 AM	12:30 PM
2022-2023	AttP1	8:00 AM	2:30 PM
2022-2023	P2	9:00 AM	10:00 AM
2022-2023	KPM	10:00 AM	2:30 PM

Flex Periods

Rcd ID	Academic Year	Short Title	Tiny Title	Description	Start Time	End Time	Type
44	2022-2023	AttP1	AT	Attendance Period 1	8:00 AM	2:30 PM	Standard Flex Period

Add

Change

References

Bell Schedule Times

	Bell Schedule	Bell Schedule Title	Start Time	End Time
	1	Minimum Day	8:00 AM	12:30 PM

Go to the [Bell Scheduler](#) page to manage the available Bell Schedules



Master Schedule

Class Calendars

- Allows for variables in class meeting days
- Allows for Block or A/B scheduling
- Accommodates school functions: Minimum Days, Assembly Days, Conference Week



Class Calendars

Title	Academic Year
ATTP1	2022-2023
P2	2022-2023

Class Calendar Details

Rcd ID	Academic Year	Short Title	Description
135	2022-2023	ATTP1	Attendance Period 1

Monday	Tuesday	Wednesday	Thursday	Friday
<input checked="" type="checkbox"/> 7/4/2022 <input type="checkbox"/> In Person <input type="checkbox"/> Remote Synchronous <input type="checkbox"/> Remote Asynchron...	<input checked="" type="checkbox"/> 7/5/2022 <input type="checkbox"/> In Person <input type="checkbox"/> Remote Synchronous <input type="checkbox"/> Remote Asynchron...	<input checked="" type="checkbox"/> 7/6/2022 <input type="checkbox"/> In Person <input type="checkbox"/> Remote Synchronous <input type="checkbox"/> Remote Asynchron...	<input checked="" type="checkbox"/> 7/7/2022 <input type="checkbox"/> In Person <input type="checkbox"/> Remote Synchronous <input type="checkbox"/> Remote Asynchron...	<input checked="" type="checkbox"/> 7/8/2022 <input type="checkbox"/> In Person <input type="checkbox"/> Remote Synchronous <input type="checkbox"/> Remote Asynchron...
Year Begins 1st Trimester Begins				
<input checked="" type="checkbox"/> 7/11/2022 <input type="checkbox"/> In Person <input type="checkbox"/> Remote Synchronous <input type="checkbox"/> Remote Asynchron...	<input checked="" type="checkbox"/> 7/12/2022 <input type="checkbox"/> In Person <input type="checkbox"/> Remote Synchronous <input type="checkbox"/> Remote Asynchron...	<input checked="" type="checkbox"/> 7/13/2022 <input type="checkbox"/> In Person <input type="checkbox"/> Remote Synchronous <input type="checkbox"/> Remote Asynchron...	<input checked="" type="checkbox"/> 7/14/2022 <input type="checkbox"/> In Person <input type="checkbox"/> Remote Synchronous <input type="checkbox"/> Remote Asynchron...	<input checked="" type="checkbox"/> 7/15/2022 <input type="checkbox"/> In Person <input type="checkbox"/> Remote Synchronous <input type="checkbox"/> Remote Asynchron...
<input checked="" type="checkbox"/> 7/18/2022 <input type="checkbox"/> In Person <input type="checkbox"/> Remote Synchronous <input type="checkbox"/> Remote Asynchron...	<input checked="" type="checkbox"/> 7/19/2022 <input type="checkbox"/> In Person <input type="checkbox"/> Remote Synchronous <input type="checkbox"/> Remote Asynchron...	<input checked="" type="checkbox"/> 7/20/2022 <input type="checkbox"/> In Person <input type="checkbox"/> Remote Synchronous <input type="checkbox"/> Remote Asynchron...	<input checked="" type="checkbox"/> 7/21/2022 <input type="checkbox"/> In Person <input type="checkbox"/> Remote Synchronous <input type="checkbox"/> Remote Asynchron...	<input checked="" type="checkbox"/> 7/22/2022 <input type="checkbox"/> In Person <input type="checkbox"/> Remote Synchronous <input type="checkbox"/> Remote Asynchron...
<input checked="" type="checkbox"/> 7/25/2022	<input checked="" type="checkbox"/> 7/26/2022	<input checked="" type="checkbox"/> 7/27/2022	<input checked="" type="checkbox"/> 7/28/2022	<input checked="" type="checkbox"/> 7/29/2022

Master Schedule



Sections

- Indicates designated time/period
- Indicates assigned class calendar
- Indicates course/curriculum
- Displays fields previously located on the Teacher (TCH)
 - Grade level
 - Room #
 - Class Totals
 - State Reportable Fields

Go

Section	CrsID	Crs Title
1	E0TK	TK
2	E000	0-Kinder Core
3	E000	0-Kinder Core
4	E000	0-Kinder Core
5	E000	0-Kinder Core
6	E000	0-Kinder Core
7	E000	0-Kinder Core
100	E100	1st Grade Core
101	E100	1st Grade Core
102	E100	1st Grade Core
103	E100	1st Grade Core
104	E100	1st Grade Core
200	E200	2nd Grade Core
201	E200	2nd Grade Core
202	E200	2nd Grade Core
203	E200	2nd Grade Core

Master Schedule

Section	Sem	Primary Class	Flex Period	Class Calendar	Course	Room	Tag			
1	Y	<input checked="" type="checkbox"/>	AttP1-8:00 AM to 2:30 PM	ATTP1-7/4/2022 to 8/4/2023 (267 days) View Calendar	E0TK - TK	32				
Credit	School	Prgm	Hrly Prg	Exclude	ADA	Supp Att	MultiTchr			
0.00						<input type="checkbox"/>				
Grd Range	SchGrp	TmCrsGp	Team#	SemGp	Track	Gender				
-1--1			0							
Class ID	Max	Total	Male	Female	Other Gender	Left	Multi-School Gradebook Enabled	Attendance Ruleset		
0	20	20	7	13	0	0	<input type="checkbox"/>			
Ed Svc	Lang Instr	Instr Strategy	Fund Src	CTE Prvdr	CTE V-Code	Ind Study	Dist Lrng	Itinerant Teacher	Time Restrictions	Class Link
Designated and Integrated ELD Instruction But Not Primary Language Instruction					0					
Crs Content Subcategory	(Charter Non-Core)	AP/IB Crs. Code Cross Ref.								
Online Crs Instr. Type	Local Assign Option	High Quality CTE Crs								
User 1	User 2	User 3	User 4	User 5	User 6	User 7	User 8			
Website URL	Access Code (If applicable)	Meeting URL								

Add

Copy

Change

Delete

Print Class Rosters

Print Master Schedule Details

Master Schedule

Students

- Displays students in the class
- Mass change features
- STU ID is hyperlink to Classes page - student schedules (SEC)
- An * Denotes Primary Class – attendance period
- Today column indicates current student location
- STU Num is hyperlink to Demographics page (STU)



Students										
Stu ID	StuNum	Last Name	First Name	Gender	Prg	Grade	Track	LngFlu	Status	Locked
99000041	41	Armenta	Rayssa	F		0		E		
99000059	59	Baker	Tina	F		0		E		
99000095	95	Bujanda	Louisa	F		0		E		
99000134	134	Cena	Brandon	M		0		E		
99000154	154	Crisp	Graciela	F		0		E		
99000182	182	Diehl	Cristina	F		0		E		
99000238	238	Gaton	Juan	M		0		E		
99000279	279	Harris	Taylor	F		0		E		
99000309	309	Huntley	Christopher	M		0		E		
99000357	357	Lara	Anthony	M		0		E		

Note: Click on students to tag and untag them.

Move students to another class

New Section:

Crs Att Effective Date:

Move all students in class.

Move tagged students only.

Copy all students in class.

Copy tagged students only.

Edit

Quick Print

Print Changes

Print

Sort by Term

View Only Current Term

Today

Golden Eagle Elementary School

Course	Pd	Trm	Cal	Teacher	Sec	Room	Total	Left	PermLk	More Info	Today	Documents
E000 - 0-Kinder Core *	AttP1	Y	ATTP1	Berry, M	5	4	17	3			HERE	

Master Schedule

Classes

- Displays class information
- Manages class changes/updates
- Updates Attendance Enrollment
- Course attendance is populated from the Classes page



EditQuick PrintPrint ChangesPrintSort by TermView Only Current TermToday

Golden Eagle Elementary SchoolClasses Page

Course	Pd	Trm	Cal	Teacher	Sec	Room	Total	Left	PermLk	More Info	Today	Documents
E000 - 0-Kinder Core *	AttP1	Y	ATTP1	Berry, M	5	4	17	3			HERE	

End Date : 02/03/2023Start Date : 02/06/2023

Term Total Courses Total CreditsY 1 0.00

Time RangeSchedule Group

RescheduleResetSaveCancelSchedule Only Spring

CrsReqPackCrsSecPackView MSTShow Section Info

PermLk	Course/Current Class	AttP1 8:00 AM 2:30 PM	KAM 8:00 AM 12:30 PM	P2 9:00 AM 10:00 AM	KPM 10:00 AM 2:30 PM
	E0TK - TK AttP1-Herrera, R-Y-ATTP1-32	<div>Y-ATTP1(0) * SEC: 1 Cal: ATTP1 Tch: Herr... (990801) SchGrp: TmCrsGp: Team: 0 SemGp:</div>			

Classes Page – Edit Mode

Golden Eagle Elementary School

Course Attendance Page

Add New Record

Section	Pd	Start Time	End Time	Trm	Class Cal	Crs ID	Course Title	Teacher	Room	Start Date	Stop Date
1	AttP1	8:00 AM	2:30 PM	Y	ATTP1	E0TK	TK	Herrera, Regina (990801)	32	7/4/2022	8/4/2023

Current Attendance Enrollment

Attendance Enrollment

Date	Ent/Lv	Grd	Prg	Trk	Reason	NextSchl	AttPgm1	AttPgm2	RptgSchl	IntDist	District of Residence
7/4/2022	E	TK				0					

Add New Record



WHERE ARE
YOU NOW?

Did we mention
School Safety?

Student location
is known
throughout
the school day!

Let's Flex!



Key Steps:

1. Scheduling Setup:
 - a) Use Flex Scheduling for Next Year?
 - b) Build New MST?
 - c) Copy Previous Year's MST?
 - d) Convert to Flex Process
2. Add/Review/Update Flex Periods Based on Scheduling Setup Option
3. Build Class Calendars
4. Add Sections Using SMS Board
5. Add Sections Manually
 - a) Add Flex Period
 - b) Add Flex Calendar
 - c) Add Staff



Scheduling Process ^

- Scheduling Process Dashboard
- Course Requests / Schedule
- SMS Catalog (BETA)
- Arena Scheduling (BETA)
- Courses
- Master Schedule
- MST Board
- Mass Change or Add Crs Requests
- Mass Change Section Numbers
- Scheduling Mass Change Sections
- Schedule All Students
- Scheduling Master
- Flex SMS Board



Info and Doc Links



- [GMA - Elementary w/Master Schedule](#)
video and ppt
- [What is Flex Scheduling?](#)
- [Elementary Primary Class Scheduling](#) - - -
scheduling documentation
- [Classes Page Video](#)
- [Quick Start Guide to Classes Page](#)
for a quick overview of the classes page



THANK YOU!



<https://survey.alchemer.com/s3/7443595/Aeries-Training-Survey>



Feedback:

