



Good Morning, Aeries!

Course Requests
March 19, 2024



Leeni Mitchell | Aeries Trainer
Presenter



Jaime Perez | Aeries Trainer
Moderator



Topics for Today

01

Methods for Entering Requests

02

Additional Items for Entry

03

Reports



Prior to Entering Requests

- Identify Course Offerings
- Determine method(s) for collecting
- Initialize Scheduling Tables
- Other Setup
 - Permissions
 - Course Request Options Page
 - Course Request Packets
 - Academic Plan



Methods for Entering Course Requests (SSS)

- Online Course Requests through the Parent/Student Portal
- Mass Change or Add Course Requests from the Navigation Tree
- Course Request Packets
 - Mass Change or Add
 - SSS – Course Requests for Individual Students
- Academic Plan
- Hand Enter (Manual)
- Combinations
 - Online and Mass Change or Add or Hand Enter
 - Online and Course Request Packets or Academic Plan or Manual
 - Course Request Packets and Mass Change or Add, etc

Online via the Portal

What does it look like

Must Set up Course
Request Options


Portal Permissions

Date Ranges for Entry

Course Requests

Libby Acosta

GeneralContactAdd'l InfoFlags 0Programs



Student ID	89402054	Grade	11	Counselor
State Student ID	0089402054	Age	17	Language Fluency
Status Tag	Active	Gender	Female	CorrLng / RptgLng
Student Number	2054	Birthdate	11/1/2004	Interdistrict Status

Scheduling for grade: 12

Primary Course Requests

Subject Area

English

Physical Education

Social Science

Mathematics

Visual/Perform Arts

Career Tech Arts

Science: Life

Science: Physical

Health & Career Ed

Computer Science

World Language

Electives

Alternate Requests

English 12 CP (0304)

Civics Cp (0704)

Economics Cp (0714)

Adv Drama (0332)

Adv Drama (0332)

Physics Cp (0660)

French III Cp (0403)

Manage

Manage

Manage

Manage

Manage

Manage

Filter Courses

Name or Nbr:

Sbj Area: Visual/Perform Arts

Search

<< Prev1 2Next >>Courses 1 through 54 of 62

Click A Course To Request or ? for Info

Acappella Choir (0586)

Beg Instrmts (460)

Fine Art (1016)

Adv Band (0582)

Beg. Band (0584)

Fine Art (1017)

Adv Choral Ens (0591)

Ceramics II (0105)

Fine Art (1208)

Adv Dance (0129)

Ceramics I (0104)

Fine Art 1-2 (24600)

Adv Drama (0332)

Ceramics I Sem1 (2500)

Fine Art CP (1626)

Art (3401)

Ceramics I Sem2 (2501)

IB Music HL I (0596)

Art (401)

Cerm/Scpt 1 (431)

IB Music HL II (0597)

Art 2 (402)

Cerm/Scpt 2 (432)

IB TheaArtsHLII (0338)

Art I (0101)

Chorus (0592)

IB Vis Art HL I (0119)

Art II (0115)

Cinema (0335)

IB Vis Art HL I (0122)

Course Selection – Course Request Options

Each Grade Level

Update Course Request Options

Update Course Request Options

Update Course Request Options

Select Courses that students will be able to select from in the Portal.

<input type="checkbox"/>	F	0856	ROP Sm Pts Assb (0856)	12
<input type="checkbox"/>	F	0857	ROP Int Tech/Mk (0857)	1
<input type="checkbox"/>	F	0880	ROP Comp Anim (0880)	58
<input checked="" type="checkbox"/>	A	0897	English 9 (0897)	16
<input type="checkbox"/>	Z	0912	Resource (0912)	54
<input checked="" type="checkbox"/>	Z	0917	StudySkls/Trans (0917)	4
<input checked="" type="checkbox"/>	Z	0918	Reading Fund (0918)	29
<input checked="" type="checkbox"/>	D	0924	Algebra A (0924)	8
<input checked="" type="checkbox"/>	D	0928	Pre-Algebra (0928)	22
<input checked="" type="checkbox"/>	A	0946	English 9 (0946)	12
<input checked="" type="checkbox"/>	H	0954	Physical Scienc (0954)	12
<input checked="" type="checkbox"/>	Z	0968	Leadership (0968)	12
<input checked="" type="checkbox"/>	Z	0970	Leadership (0970)	2
<input checked="" type="checkbox"/>	Z	1251	AVID 9th (1251)	59

Options

Grade Level Shown: 9

Total Courses Tagged: 58

☒ Hide Un-Tagged Courses

Scheduling Using Next Year's Grade Levels!

Recreate Course Request Options Table

Un-Tag All Tag All

Add a Course

Update Totals from MST

Tag and Un-Tag Based on Totals

MST sections with grade ranges different from the CRS date range are listed below. To insure accuracy of MST Totals, these courses are not displayed for this grade level.

SE	Crs Id	Course Name	CRS.LO	CRS.HI	MST.LO	MST.HI
3120	0224	WebDesign I	10	12	9	12
2107	0326	Sh Eng Lit II	10	12	9	12
1093	0426	IB Span HL 1	11	12	9	12
1123	0637	Algebraic Apps	11	12	10	12
2036	0637	Algebraic Apps	11	12	10	12
3157	0637	Algebraic Apps	11	12	10	12
3122	0662	Lab Asst Sci	11	12	9	12
2121	0662	Lab Asst Sci	11	12	9	12
5189	0817	ROP Health Car	11	12	10	12
3056	0817	ROP Health Car	11	12	10	12

Portal Group Permissions

Groups need to be identified in the portal

Parents
Students

Permissions need to be set

Portal Groups

Security changes may not take effect for up to 5 minutes due to caching.

Show ▼ Records

Group Information

ID	Group Name	Date Created	Status
30	Students	9/27/2018 4:49:15 PM	Active
Comment			

Change

☒ Display Current Permissions (Uncheck to Show All Permissions)

Table/Program Area	Query Tbl	Read	Insert	Update	Delete	Mass Update	Administer	Fields	Expiration Date (Read will not expire)
Work Permissions	WPT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Scheduling									
Class Schedules	SEC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Class Schedule History (Course Attendance)	CAR	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Course Requests	SSS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Individualized Academic Plan	APC	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Summer School Course Requests	SSR	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Academic Plan Course Sequences	CSQ	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Set Date Ranges for Entry

Portal Options

Set date ranges for each grade level for access to entering course requests

☒ Allow Parents/Students to edit Alternate Course Reqs

Maximum Number of Primary Course Reqs:

Maximum Number of Alternate Course Reqs:

Note: Permissions To Update Course Requests need to be

Student/Parent Updates to Course Requests

Grd	Start Date	End Date
K	<input type="text"/>	<input type="text"/>
1	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>
6	<input type="text"/>	<input type="text"/>
7	<input type="text"/>	<input type="text"/>
8	<input type="text"/>	<input type="text"/>
9	09/01/2014	06/15/2099
10	09/01/2014	06/15/2099
11	09/01/2014	06/15/2099
12	09/01/2014	06/15/2099

Mass Add – Simple addition of one or many courses

Ability to mass add course requests

Will honor a Query Keep/Skip

Button to print the list of students being added/changed

Mass Change or Add Crs Requests

Mass Change or Add Course Requests

Change students with these course requests...

Course # to Search

Q

To now have these course requests...

0255

Q

CN

Description

0255

Intro Cmptr Lit

Courses

0607 - Algebra Cp

0301 - English 9 Cp

0255 - Intro Cmptr Lit

0674 - Phys Science,CP

CrsReqPackets

Leave blank to Add courses only

CrsReqPackets

Leave blank to Drop courses

Only change students in the following grades:

PS

TK

K

1

2

3

4

5

6

7

8

9

10

11

12

14

15

16

17

18

All/None

Preview Only

Update

Print List

Reset

Students to be Updated

Student ID	Last Name	First Name	Next Grd	Gender
89401706	Abbott	Drew	9	M
89400151	Abbott	Joey	9	M
89402488	Abbott	Quintin	9	M
89400064	Acosta	Aarav	9	M
89400512	Acosta	Jayvion	9	M
89402676	Acosta	Kameron	9	M
89400607	Adkins	Amanda	9	F
89401826	Alexander	Keith	9	M
89402234	Allen	Aurora	9	F
89400741	Allen	Lucy	9	F
89401773	Allison	Edward	9	M
89402504	Andrews	Kristen	9	F
89401469	Anthony	Nick	9	M
89400081	Archer	Christopher	9	M
89401536	Archer	Johnathan	9	M
61	Arnold	Alejandro	9	M
34	Ashley	Aniya	9	F
06	Atkins	Monserrat	9	F
44	Atkins	Zane	9	M
72	Ayers	Danielle	9	F
01	Baker	Jamar	9	M
24	Baldwin	Amelia	9	F
18	Banks	Jakob	9	M
46	Barnes	Amia	9	F

Alert

497 students WOULD BE updated.

OK

Include Inactive Students:

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

Aeries SIS

WELCOME

Mass Change – Replace one course with another

Ability to mass change
course requests

Will honor a Query
Keep/Skip

Change 8th Grade EL
Students to Sheltered
English using Student
Groups to Keep the
students

Mass Change or Add Crs Requests

Mass Change or Add Course Requests

Change students with these course requests...

0301

Q

CN

Description

0301

English 9 Cp

To now have these course requests...

0325

Q

CN

Description

0325

Sh Eng Lit I

CrsReqPackets

Leave blank to Add courses only

Only change students in the following grades:

PS	TK	K	1
2	3	4	5
6	7	8	9
10	11	12	14
15	16	17	18

All/None

Preview Only

Update

Print List

Reset

Students to be Updated

Student ID	Last Name	First Name	Next Grd	Gender
89402234	Allen	Aurora	9	F
89401206	Atkins	Monserrat	9	F
89401777	Barr	Korbin	9	M
89401505	Craig	Joanna	9	F
89400158	Davis	Jaylene	9	F
89401732	Guerra	Brennen	9	M
89402215	Harrington	Kaylah	9	F
89402088	Hess	Elliott	9	M
89402658	Massey	Stella	9	F
89401274	Olsen	Fisher	9	M
89402020	Patton	Rodrigo	9	M
89400838	Quinn	Miranda	9	F
89400377	Riggs	Maximillian	9	M
89400677	Sanford	Rylee	9	F
89400922	Shepherd	Niko	9	M
89400659	Smith	Isabell	9	F
89401917	Sweeney	Gianna	9	F
89402359	Terry	Samara	9	F
89400120	Walters	Coleman	9	M

Alert

19 students WOULD BE updated.

OK

Include Inactive Students:

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

Mass Add – In Addition to one course add another

Ability to say – if students have this – also add that

If students have
Sh Eng Lit 1 – add Study
Skills

Mass Change or Add Crs Requests

Mass Change or Add Course Requests

Change students with these course requests...

0325

Q

CN	Description
0325	Sh Eng Lit I

To now have these course requests...

0325

Q

CN	Description
0325	Sh Eng Lit I
0095	Study Skills

CrsReqPackets

Leave blank to Add courses only

Only change students in the following grades:

PS	TK	K	1
2	3	4	5
6	7	8	9
10	11	12	14
15	16	17	18

All/None

Preview Only

Update

Print List

Reset

Students to be Updated

Student ID	Last Name	First Name	Next Grd	Gender
89402234	Allen	Aurora	9	F
89401206	Atkins	Monserrat	9	F
89401777	Barr	Korbin	9	M
89401505	Craig	Joanna	9	F
89400158	Davis	Jaylene	9	F
89401732	Guerra	Brennen	9	M
89402215	Harrington	Kaylah	9	F
89402088	Hess	Elliott	9	M
89402658	Massey	Stella	9	F
89401274	Olsen	Fisher	9	M
89402020	Patton	Rodrigo	9	M
89400838	Quinn	Miranda	9	F
89400377	Riggs	Maximillian	9	M
89400677	Sanford	Rylee	9	F
89400922	Shepherd	Niko	9	M
9400659	Smith	Isabell	9	F
9401917	Sweeney	Gianna	9	F
9402359	Terry	Samara	9	F
9400120	Walters	Coleman	9	M

Alert

19 students WOULD BE updated.

OK

Include Inactive Students:

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

Mass Drop

Ability to mass delete
Course Requests

Will honor a Query
Keep/Skip

Drop 0255 Intro to
Computer Lit from all 9th
graders

Mass Change or Add Crs Requests

Mass Change or Add Course Requests

Change students with these course requests...

0255

Q

CN

Description

0255

Intro Cmptr Lit

CrsReqPackets

Leave blank to Add courses only

Only change students in the following grades:

PS

TK

K

1

2

3

4

5

6

7

8

9

10

11

12

14

15

16

17

18

To now have these course requests...

Course # to Search

Q

Courses

0255 - Intro Cmptr Lit

CrsReqPackets

Alert

497 students WOULD BE updated.

OK

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


Student ID	Last Name	First Name	Next Grd	Gender
89401706	Abbott	Drew	9	M
89400151	Abbott	Joey	9	M
89402488	Abbott	Quintin	9	M
89400064	Acosta	Aarav	9	M
89400512	Acosta	Jayvion	9	M
89402676	Acosta	Kameron	9	M
89400607	Adkins	Amanda	9	F
89401826	Alexander	Keith	9	M
89402234	Allen	Aurora	9	F
89400741	Allen	Lucy	9	F
89401773	Allison	Edward	9	M
89402504	Andrews	Kristen	9	F
89401469	Anthony	Nick	9	M
89400081	Archer	Christopher	9	M
89401536	Archer	Johnathan	9	M
61	Arnold	Alejandro	9	M
34	Ashley	Aniya	9	F
06	Atkins	Monserrat	9	F
44	Atkins	Zane	9	M
72	Ayers	Danielle	9	F
01	Baker	Jamar	9	M
24	Baldwin	Amelia	9	F
18	Banks	Jakob	9	M
46	Banks	Amira	9	F

Hand Enter

From Navigation Tree or
Page Filter

Select Course
Requests/Class Schedule
Select Add One Record
Or
Add Many Records
Filter for the courses and

Click the disk to Save












Student ID	89401760	Grade
State Student ID	0089401760	Age
Status Tag	Active	Gender
Student Number	1760	Birthdate

Scheduling Using Next Year's Grade Levels!

Course Requests

Counselor	Time Range	Schedule Group	Display Options
716	Quinn	No Group	<input type="checkbox"/> Show Available Periods

Change

Crs ID	Course Title	Prf	Teacher Name
0317	IB Eng HL2	0	
0425	Span IV IB SL	0	
0634	AP Statistics	0	
0704	Civics Cp	0	
0714	Economics Cp	0	
<div><div></div><div>0332</div><div></div></div>		<div>Select a Staff Member</div>	
<div><div></div><div>0678</div><div></div></div>	Anatomy/Phy CP	<div>Select a Staff Member</div>	
<div><div></div><div></div><div></div></div>		<div>Select a Staff Member</div>	

Entering Additional Information - Alternates

Under Alternate Course Requests, select Add new Record

Search for a course
Save the Record

Select Manage next to the course for which the new record is to be an alternate and then select the appropriate alternate

The screenshot displays the Aeries SIS interface. At the top, a table lists courses with columns: Crs ID, Course Title, PFI, Teacher Name, Meets, AltCrs, Sec#, and Per. The row for 'Span IV IB SL' (Crs ID 0425) is highlighted in green. Below this table, there are buttons for '+ Add New Record' and '+ Add Many New Records'. A modal window titled 'Manage Alternate Request Association' is open, showing 'Primary Course Request: Span IV IB SL (0425)'. Inside the modal, there is a table with columns 'Associate?', 'Course', and 'Date Added'. The first row shows a checked checkbox, 'IB Span HL 2 (0427)', and the date '1/13/2022 9:46:35 PM'. At the bottom of the modal are 'Save' and 'Cancel' buttons. In the background, under the 'Alternate Course Requests' section, a table shows the existing alternate request for 'IB Span HL 2 (0427)'.

Crs ID	Course Title	PFI	Teacher Name	Meets	AltCrs	Sec#	Per
0317	IB Eng HL2	0			0	0	
0332	Adv Drama	0			0	0	
0425	Span IV IB SL	0			1	0	
0634	AP Statistics	0			0	0	
0678	Anatomy/Phy CP	0			0	0	
0704	Civics Cp	0			0	0	
0714	Economics Cp						















Associate?	Course	Date Added
<input checked="" type="checkbox"/>	IB Span HL 2 (0427)	1/13/2022 9:46:35 PM

Entering Additional Information – Teacher Preference

In SSS, select the edit icon (pencil) next to the course for which you want to add a teacher preference

Search for the teacher – select the appropriate record and Save.

Counselor	Time Range	Schedule Group	Dis
716	Quinn	No Group	<input type="button" value="Change"/> <input type="checkbox"/> Show Av

	Crs ID	Course Title	Prf	Teacher Name
 	0317	IB Eng HL2	0	
 	0332	Adv Drama	0	
 	0425	Span IV IB SL	894610	
 	0634	AP Statistics	0	
 	0678	Anatomy/Phy CP	0	
 	0704	Civics Cp	894693	
 	0714	Economics Cp	0	

☐

Entering Additional Information – Scheduling Exclusions

Ability to assign Teacher, Student, or Period exclusions

When scheduling is run, that student will be excluded from scheduling into classes with the specified teacher, student, or period

In the Scheduling Exclusion area, select the type of exclusion, then enter the appropriate teacher, student or period to be excluded.

Scheduling Exclusions

School

Type

Exclusion

S

▼

+

Add New Scheduling Exclusion

Algebra 1

✓

Requirement Met

wolfe

Search

Close

Student #	Student Name
89400735	Wolfe, Cloe Natalie
89402337	Wolfe, Cory Rayan
89401191	Wolfe, Hezekiah Jamal
89402044	Wolfe, Kaya Abigayle
89401478	Wolfe, Kenya Precious

Passed (Over-ride)

Scheduling Reports

Students with No Course Requests

Reverse Verification List

Tally



THANK YOU!

Upcoming GMA Workshops – 9:00 AM

Course Request Packets – Wednesday, March 20

EOY-Graduation Management – Thursday, March 21

Building SBG Report Card Options – Monday, March 25

Pre-Rollover Prep/Matriculating Students – Tuesday, March 26

Academic Plan – Wednesday, March 27

Graduation/College Readiness Dashboard- Thursday, March 28



If you need full Aeries training, send email to training@aeries.com



Feedback:



MANY SUPPORT RESOURCES

demo.aeries.net

Demo Database

Great for more practice!

Available Demos

Aeries Web

Admin Portal

Start

Teacher Portal

Start

☒ Elementary School Teacher

☐ High School Teacher

Student Portal

Start

☒ Parent

☐ Student

Aeries Analytics

Start

Online Enrollment

Start

learn.aeries.com

Aeries Teacher Academy

FREE online courses!



support.aeries.com



Aeries Documentation & Video Library

Targeted support at your fingertips!

