

Good Morning, Aeries!

Course Requests March 19, 2024



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Topics for Today

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01 Methods for Entering Requests02 Additional Items for Entry03 Reports
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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

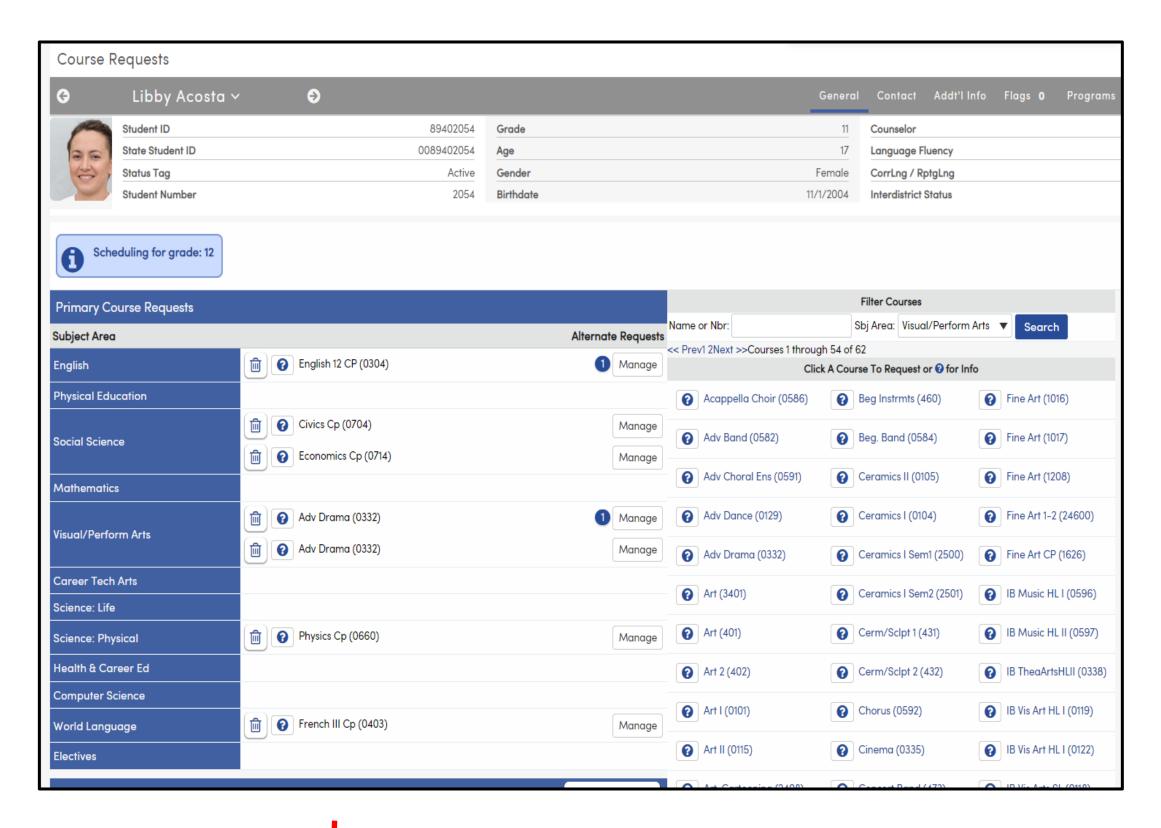
Online via the Portal

What does it look like

Must Set up Course Request Options

Portal Permissions

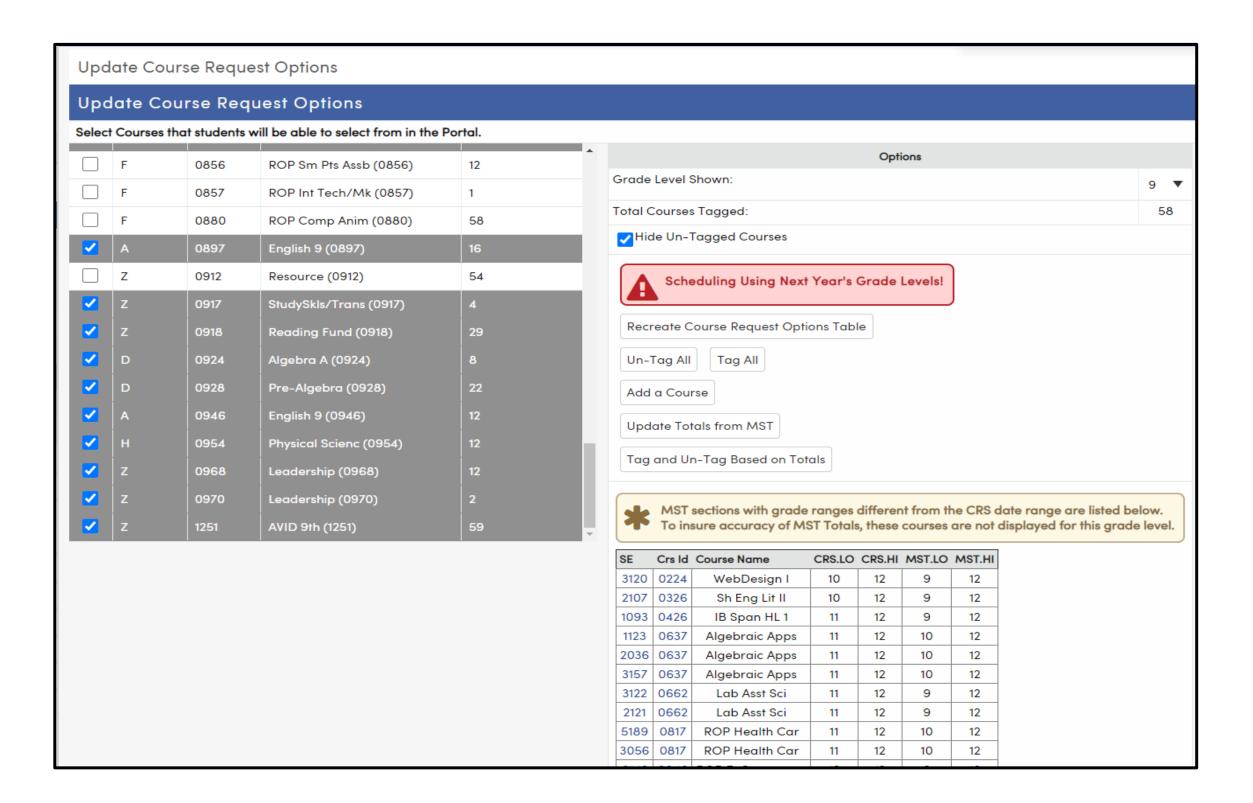
Date Ranges for Entry



Course Selection – Course Request Options

Each Grade Level

Update Course Request Options

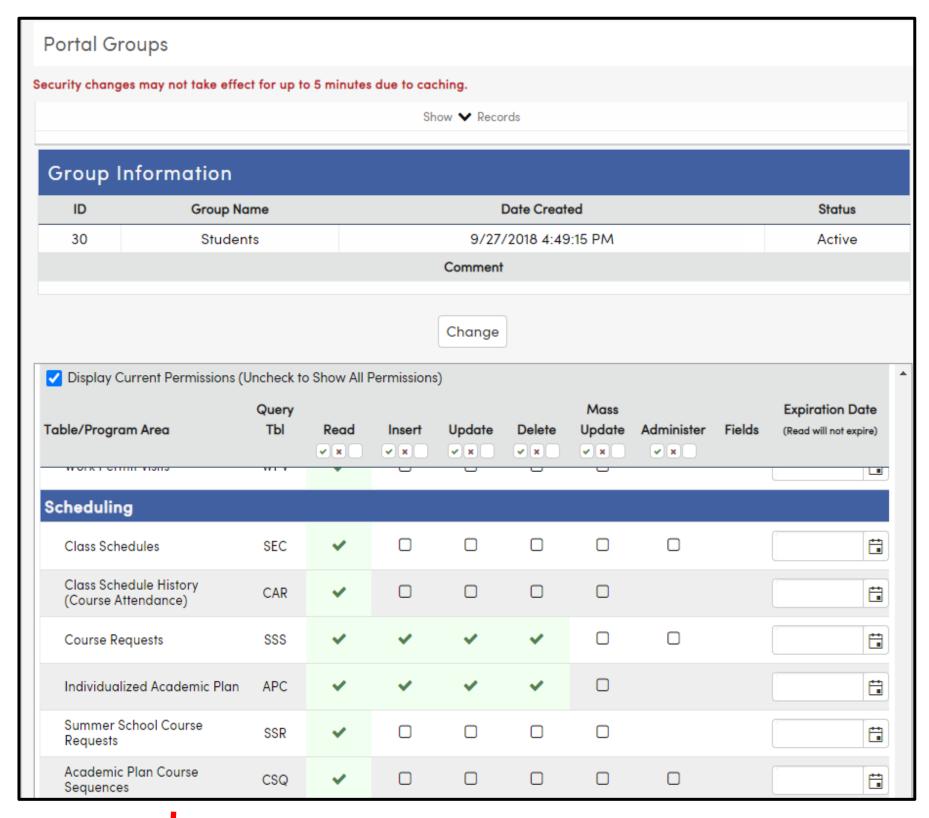


Portal Group Permissions

Groups need to be identified in the portal

Parents Students

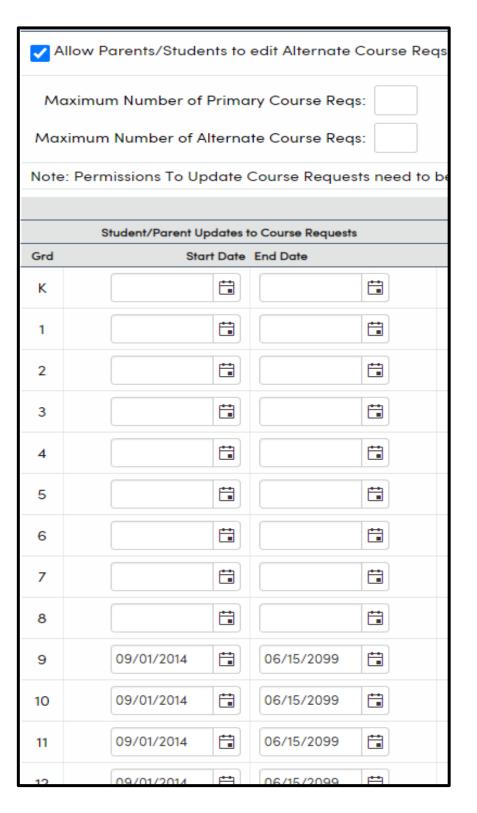
Permissions need to be set



Set Date Ranges for Entry

Portal Options

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



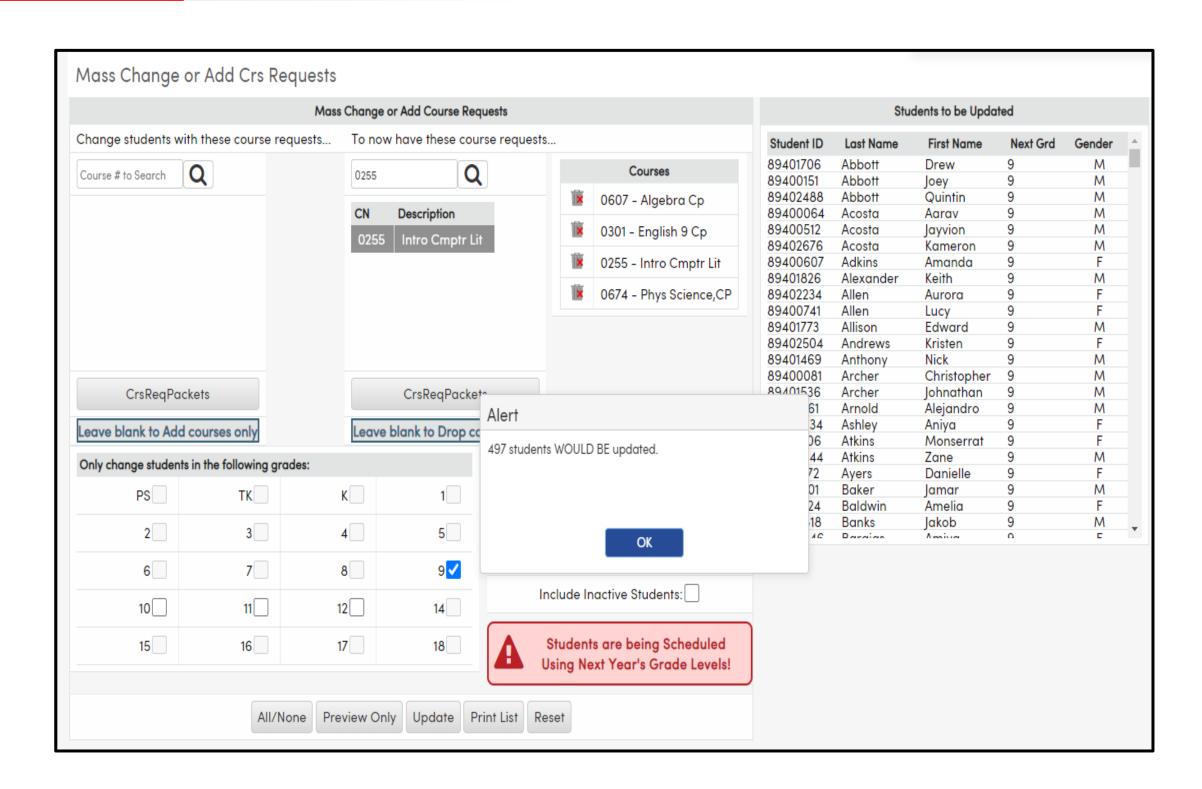
Mass Add – Simple addition of one or many

courses

Ability to mass add course requests

Will honor a Query Keep/Skip

Button to print the list of students being added/changed

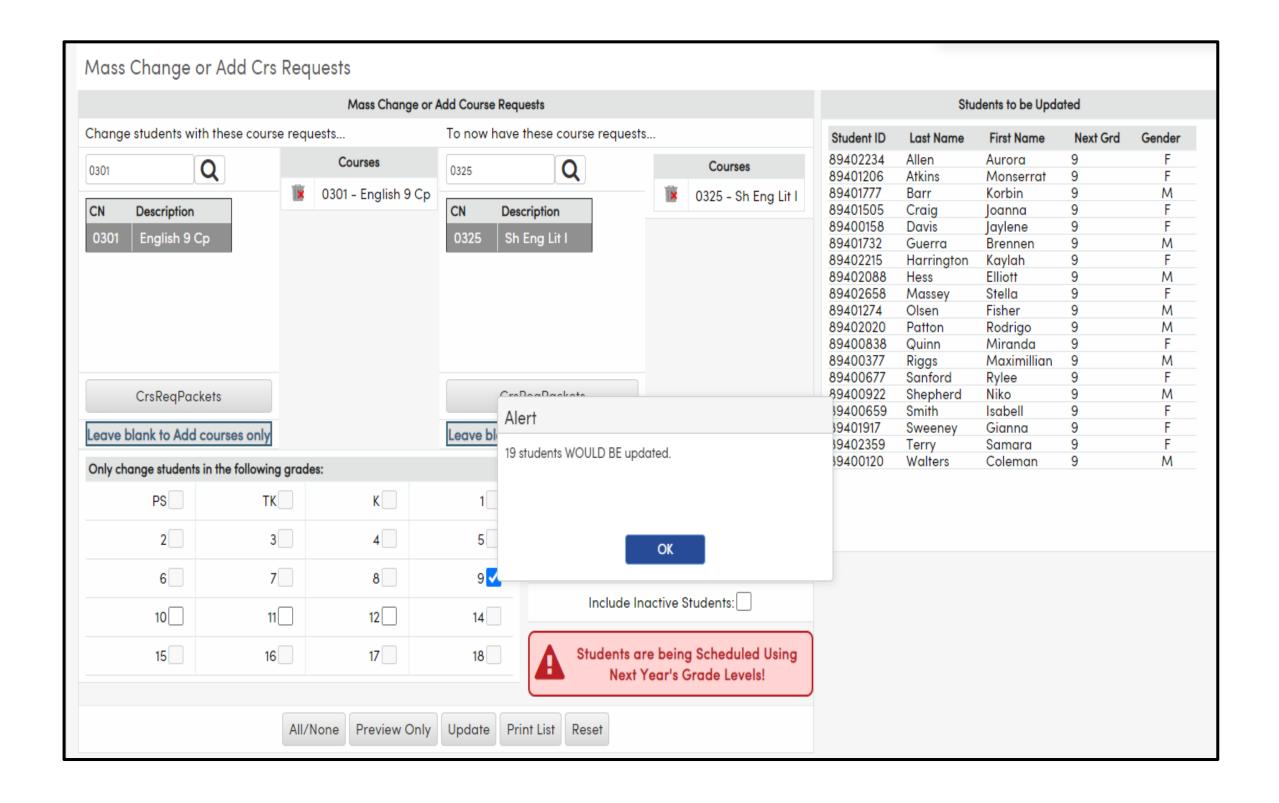


Mass Change – Replace one course with another

Ability to mass change course requests

Will honor a Query Keep/Skip

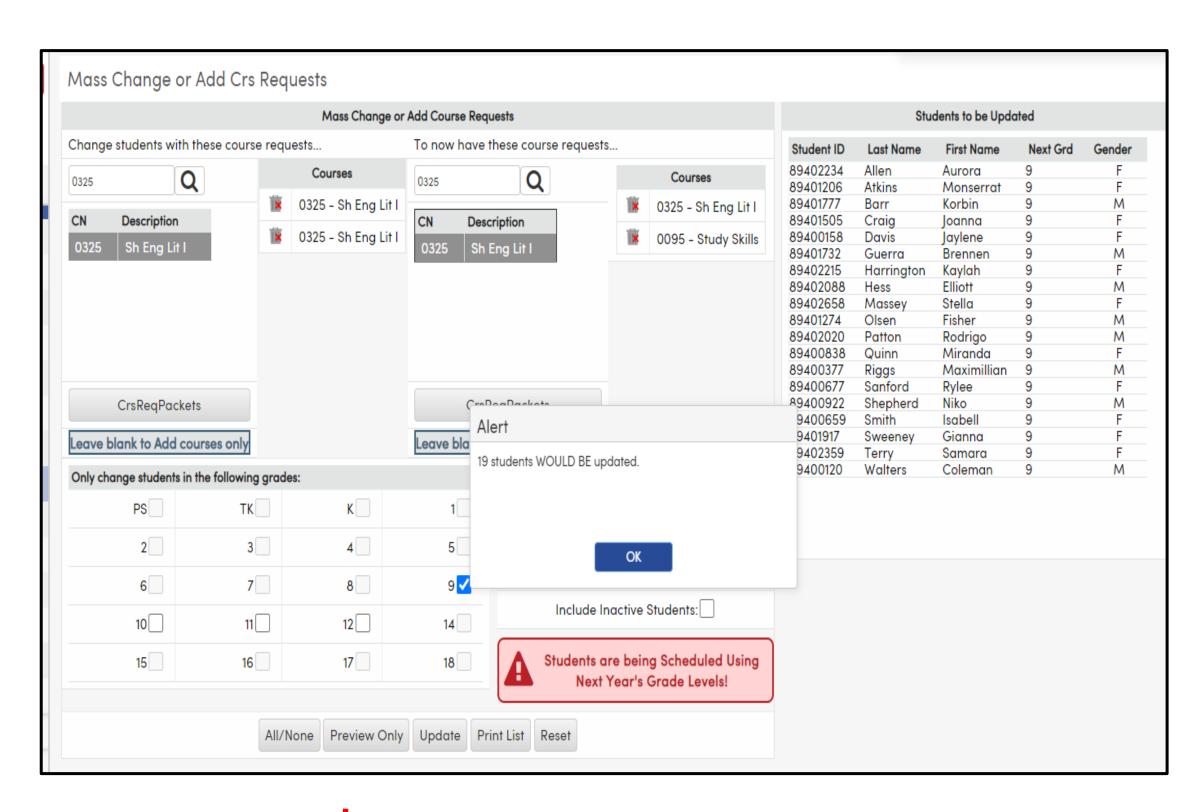
Change 8th Grade EL Students to Sheltered English using Student Groups to Keep the students



Mass 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

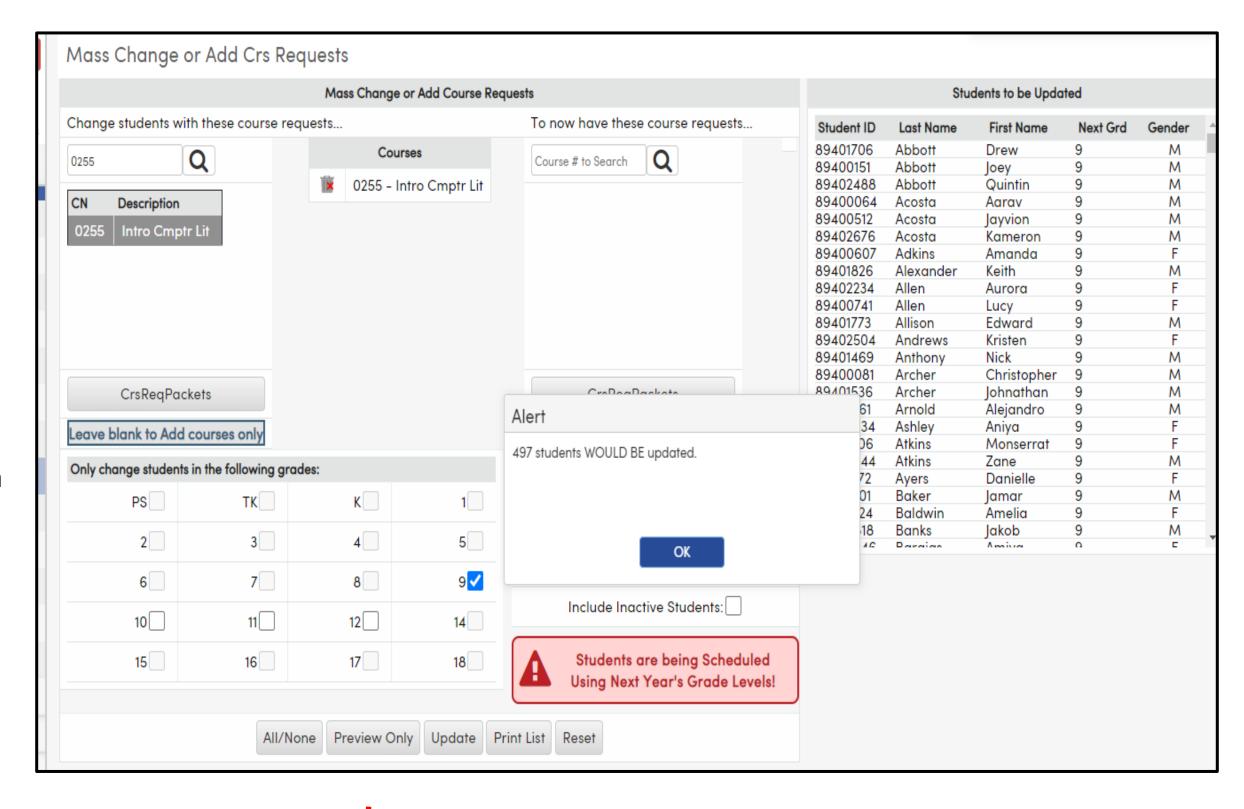


Mass Drop

Ability to mass delete Course Requests

Will honor a Query Keep/Skip

Drop 0255 Intro to Computer Lit from all 9th graders



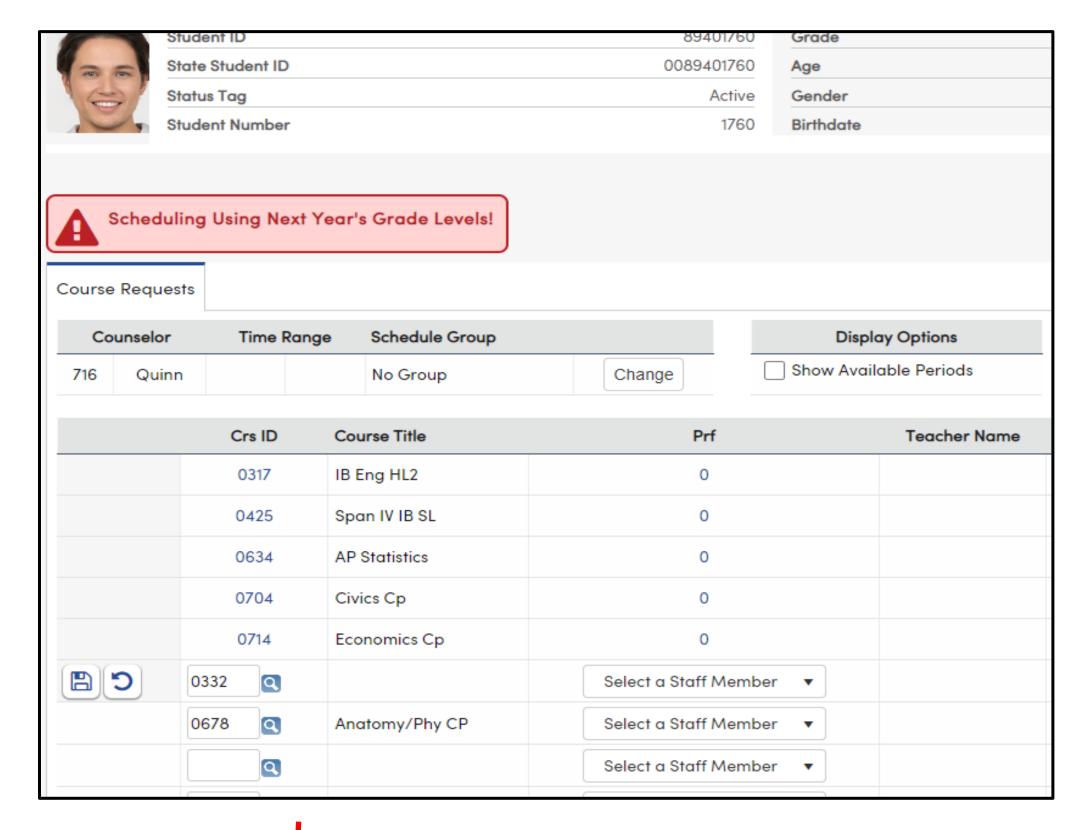
Hand Enter

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

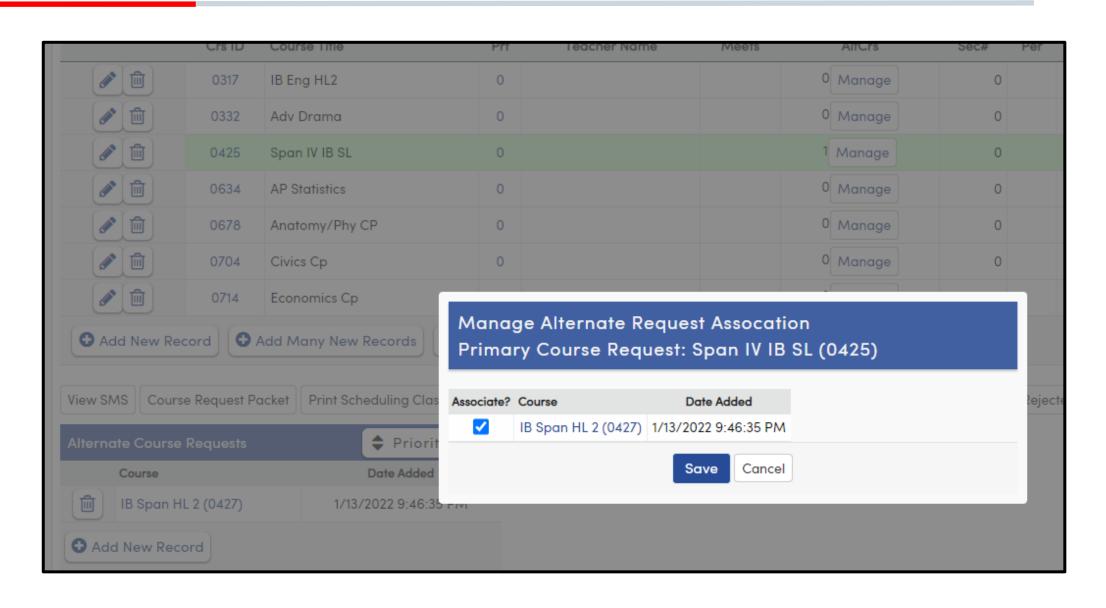


Entering Additional Information - Alternates

Under Alternate Course Requests, select Add new Record

> Search for a course Save the Record

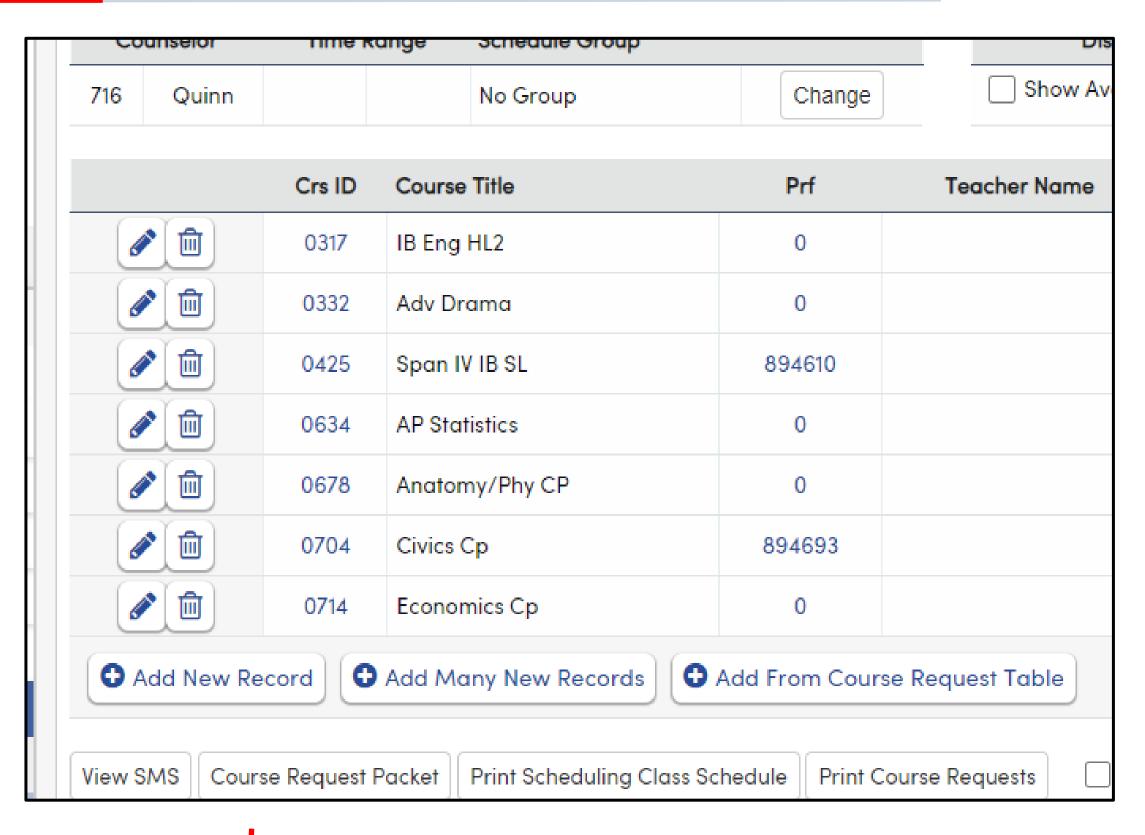
Select Manage next to the course for which the new record is to be an alternate and then select the appropriate alternate



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.

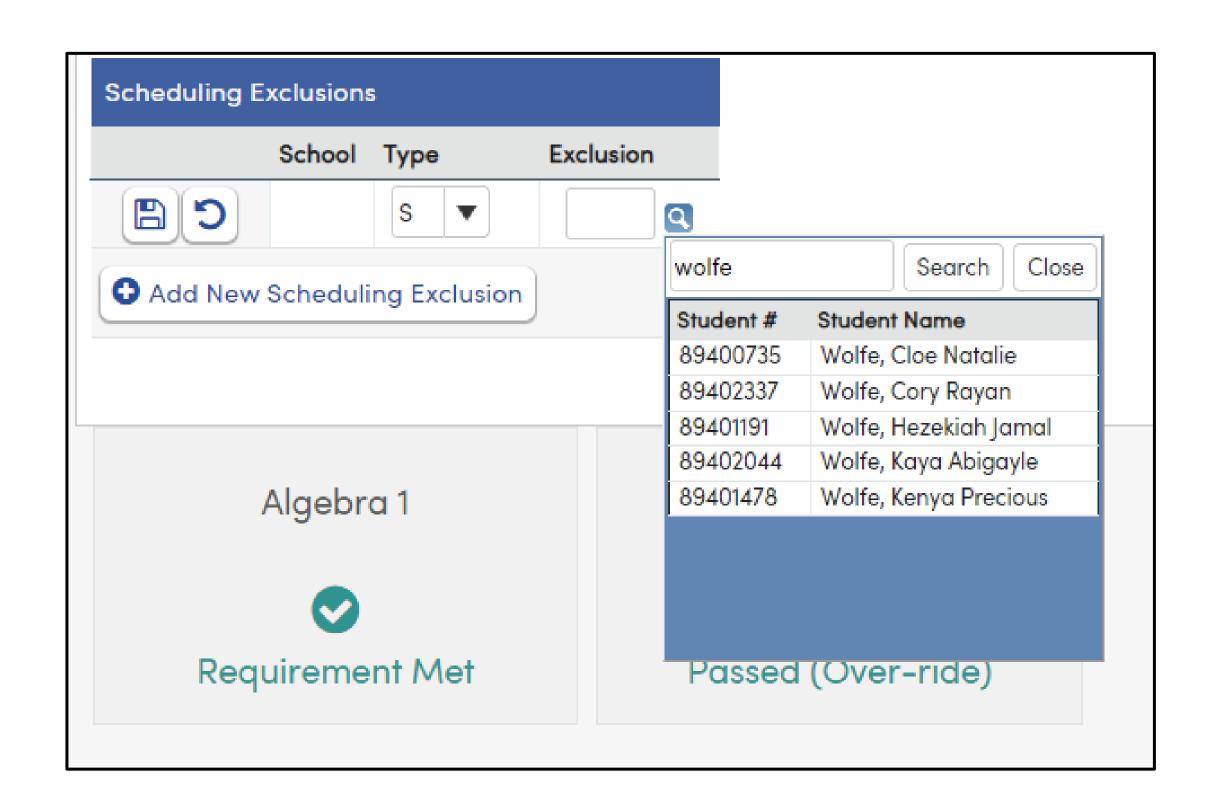


Entering Additional Information – Scheduling Exclusions

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 Reports

Students with No Course Requests

Reverse Verification List

Tally





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, March27 Graduation/College Readiness Dashboard- Thursday, March 28









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

Feedback:





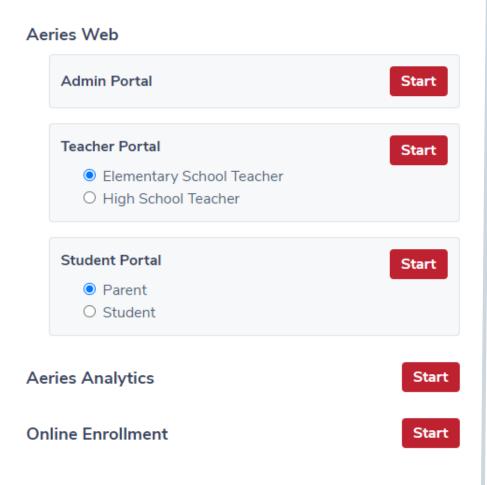
MANY SUPPORT RESOURCES

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