



Good Morning, Aeries!

Course Request Packets
March 20, 2024



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Topics for Today

01

Review Course Request Packet

02

Create Course Request Packets

03

Add Packets to Student Course Requests

04

Use the Academic Plan to Update Course Requests



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
- Combinations
 - Online and Mass Change or Add
 - Online and Course Request Packets or Academic Plan
 - Course Request Packets and Mass Change or Add, etc

Course Request Packets

Ability to set up course groupings to add to individual students or groups of students

Will honor a Keep or Skip

Adding 10th Grade Honors to Gate Students

From Mass Change or Add or from the SSS page

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

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!

Select Packet to Add

Packet	Description	LO	HI	Course Info
10H	10th Grd Honors	10	10	
10R	10th Grd Reg w/ Geom	10	10	
10R.1	10th Grd Reg w/ Adv Alg	10	10	

Sort List By:

☐ Code ☐ Description ☐ Grade

☒ Limit list to student's grade level

How to Create A Course Request Packet

From SSS – Select
Course Request Packet

Select Appropriate
Packet

Add to student's course
requests

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
12H	12TH Grade Honors	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

Edit Packet

Add Packet

Delete Packet

Sort Options

☒ Code ☐ Description ☐ Grade Levels

Records			
	Course ID	Course Title	Grade - Range
	0317	IB Eng HL2	12 - 12
	0425	Span IV IB SL	10 - 12
	0634	AP Statistics	11 - 12
	0704	Civics Cp	9 - 12
	0714	Economics Cp	9 - 12
<div><div>+</div>Add New Record</div>			

Course Request Packets – Mass Add

From Mass Change or Add
Crs Requests

Select Course Request
Packet from the
Appropriate Column

Select Appropriate
Packet

Select Grade Level or use
a Query Keep or Student
Group

Preview and Update when
ready

2023-2024 ▼ Screaming Eagle High School ▼

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

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 type="checkbox"/>	11 <input type="checkbox"/>	12 <input 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...

☒ Female

☒ Male

☒ Nonbinary

Include Inactive Students: ☐

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

Course Request Packets – Individual Student

From SSS – Select
Course Request Packet

Select Appropriate
Packet


Add to student's course
requests

Course Requests

←

Kieran Maldonado ▾

→



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

Change

☐ Show Available Periods

	Crs ID	Course Title	Prf	Teacher Name	Meets	AltCrs	Sec#
<div><div>✎</div><div>🗑</div></div>	0317	IB Eng HL2	0			0 <div>Manage</div>	0
<div><div>✎</div><div>🗑</div></div>	0425	Span IV IB SL	0			0 <div>Manage</div>	0
<div><div>✎</div><div>🗑</div></div>	0634	AP Statistics	0			0 <div>Manage</div>	0
<div><div>✎</div><div>🗑</div></div>	0704	Civics Cp	0			0 <div>Manage</div>	0
<div><div>✎</div><div>🗑</div></div>	0714	Economics Cp	0			0 <div>Manage</div>	0

+ 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

Academic Plan

From Filter Pages or
Navigation Tree

Import Course Requests
from Academic Plan

Select Terms, Locations,
Grade Levels

Add Additional options if
needed

Can limit to a Student
Group

Preview and Update SSS

Import Course Requests from Academic Plan

Import Course Requests From Academic Plan

Select Term(s) to Import

Select Location(s) to Import

Code	Description	Code	Description
0	Summer	AD	Adult Education
1	Fall	AE	Alternative Ed School
2	Spring	CC	Community College
3	Summer	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](#)

Last Run:

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

1100 records would be updated

Course Requests to be Updated

[Export to Excel](#)

Stu#	Last ...	First ...	NG	Gender	Tg	Term	Cours...
16	Grant	Nico	12	M			0304
16	Grant	Nico	12	M		1	0704
16	Grant	Nico	12	M		2	0714
23	Acevedo	Kali	12	F			0304
23	Acevedo	Kali	12	F		1	0704
23	Acevedo	Kali	12	F		2	0714
32	Swanson	Alena	12	F			0304
32	Swanson	Alena	12	F		1	0704
32	Swanson	Alena	12	F		2	0714
32	Swanson	Alena	12	F			0017
33	Wheeler	Macy	12	F			0304
33	Wheeler	Macy	12	F		1	0704
33	Wheeler	Macy	12	F		2	0714
367	Montes	Leonard	12	M			0304
367	Montes	Leonard	12	M		1	0704
367	Montes	Leonard	12	M		2	0714

1

2

3

4

5

6

7

8

9

10

...

1 - 25 of 1100 items

Scheduling Reports

Students with No Course Requests

Reverse Verification List

Tally

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!

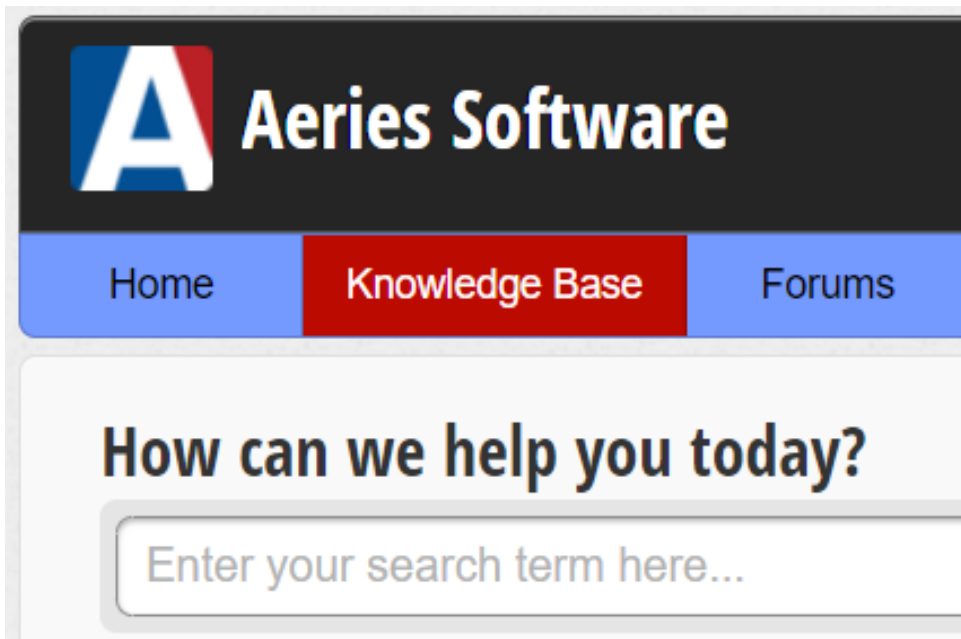


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Aeries Documentation & Video Library

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THANK YOU!

Upcoming GMA Workshops – 9:00 AM

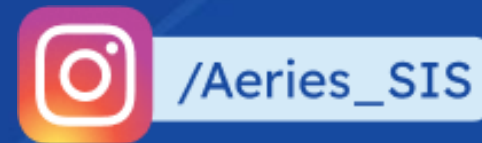
EOY-Graduation Management – Thursday, March 21

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:

