# Good Morning, Aeries!

*Course Request Packets*
*March 20, 2024*

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**Presenter**

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**Moderator**

# 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 Updpate 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

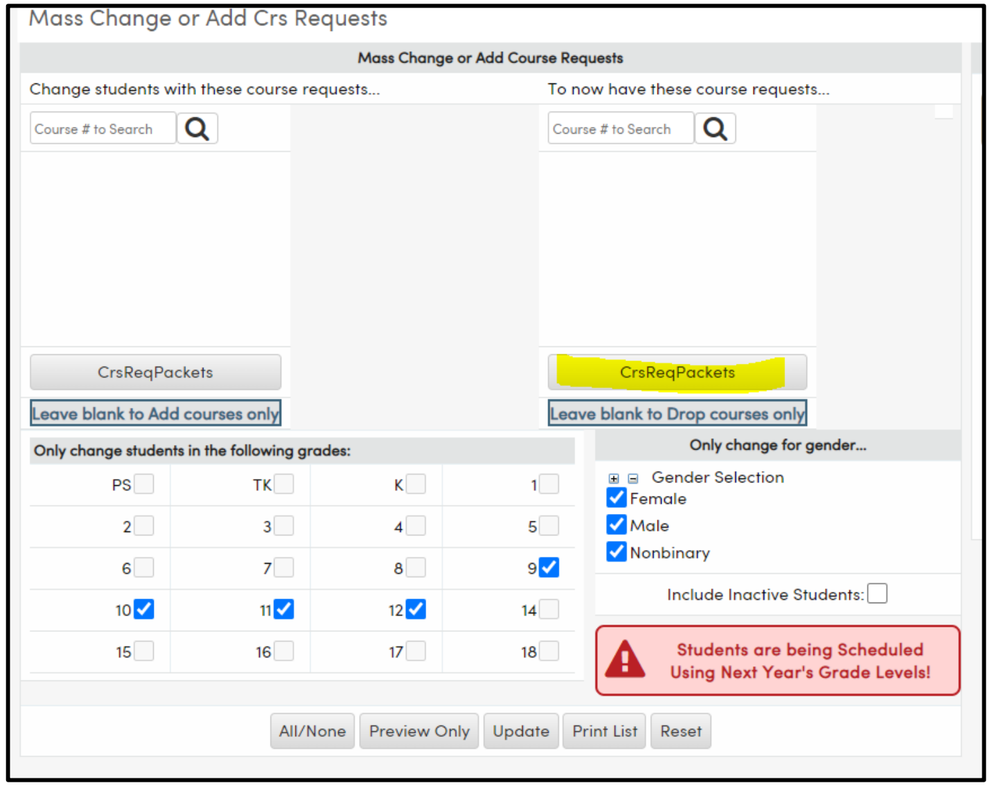
# Course Request Packets

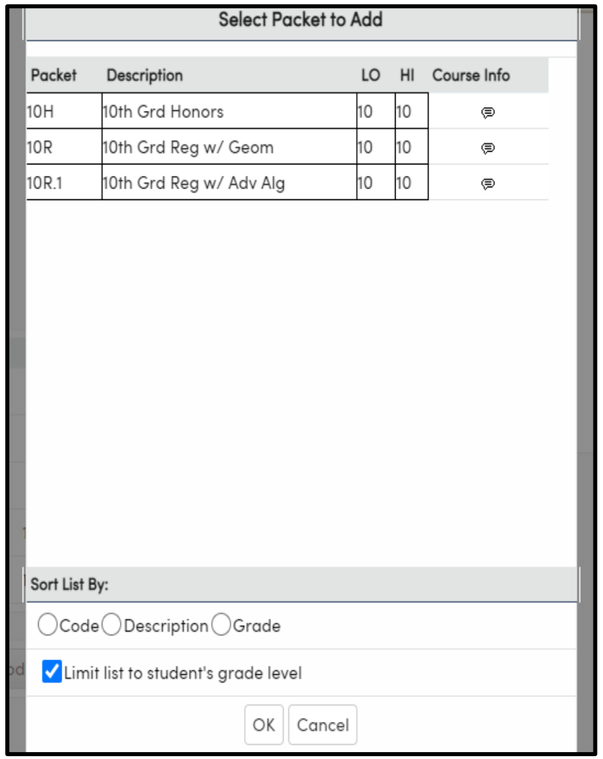
Ability to set up course groupings to add to individual students or groups of students

Will honor a Keep or Skip

Adding 10th Grade Honors to Gate Students

From Mass Change or Add or from the SSS page



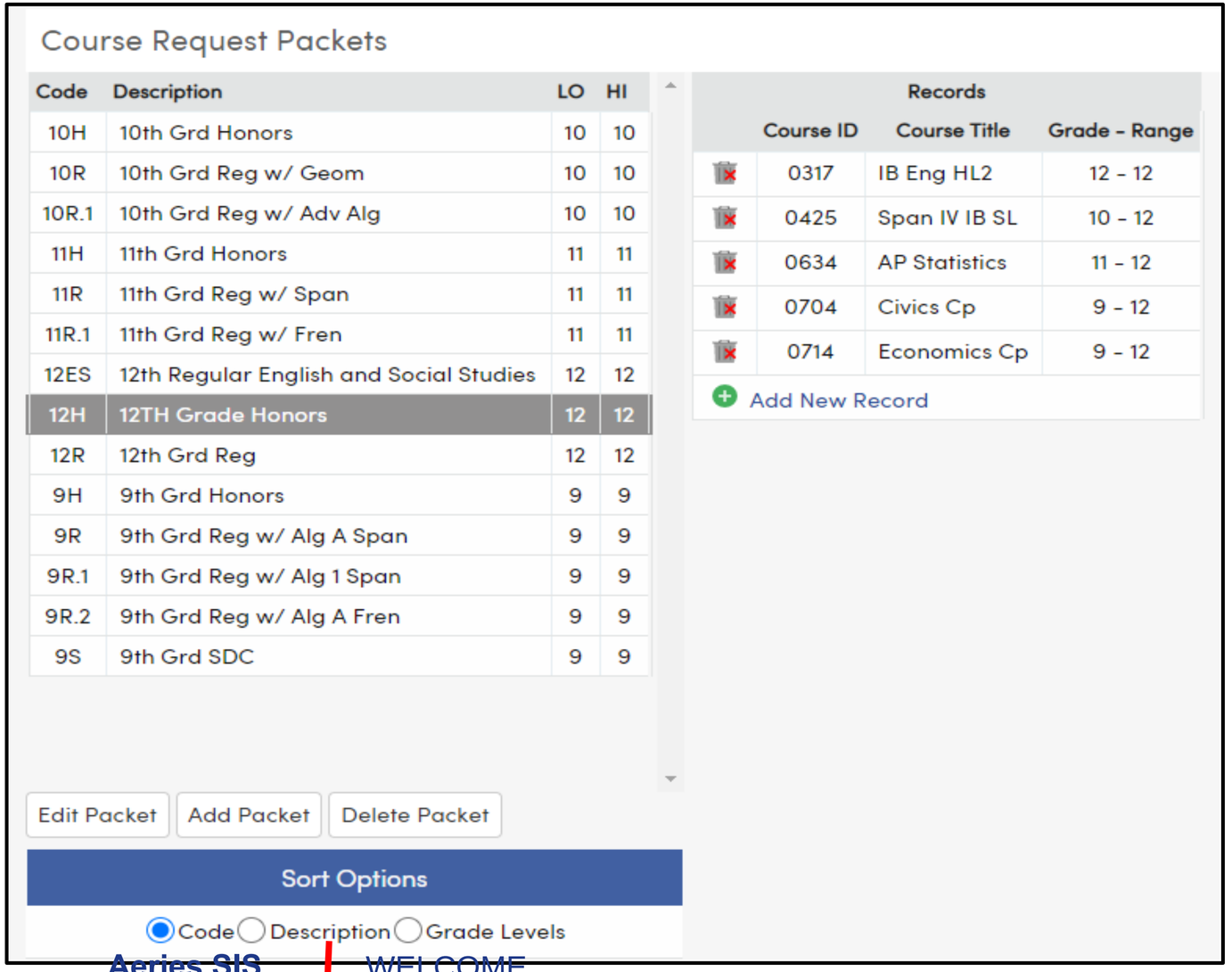



# How to Create A Course Request Packet

From SSS – Select Course Request Packet

Select Appropriate Packet

Add to student's course requests



# Course Request Packets – Mass Add

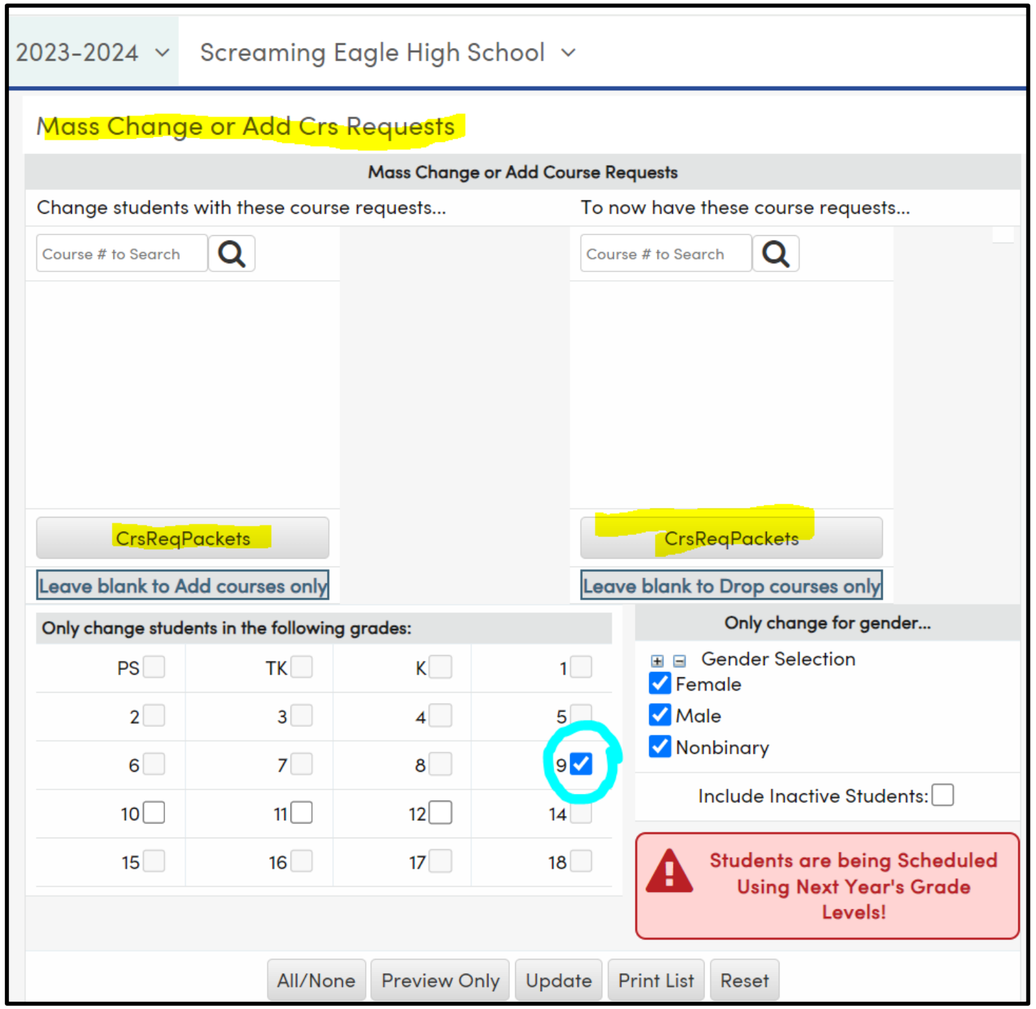
From Mass Change or Add Crs Requests

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

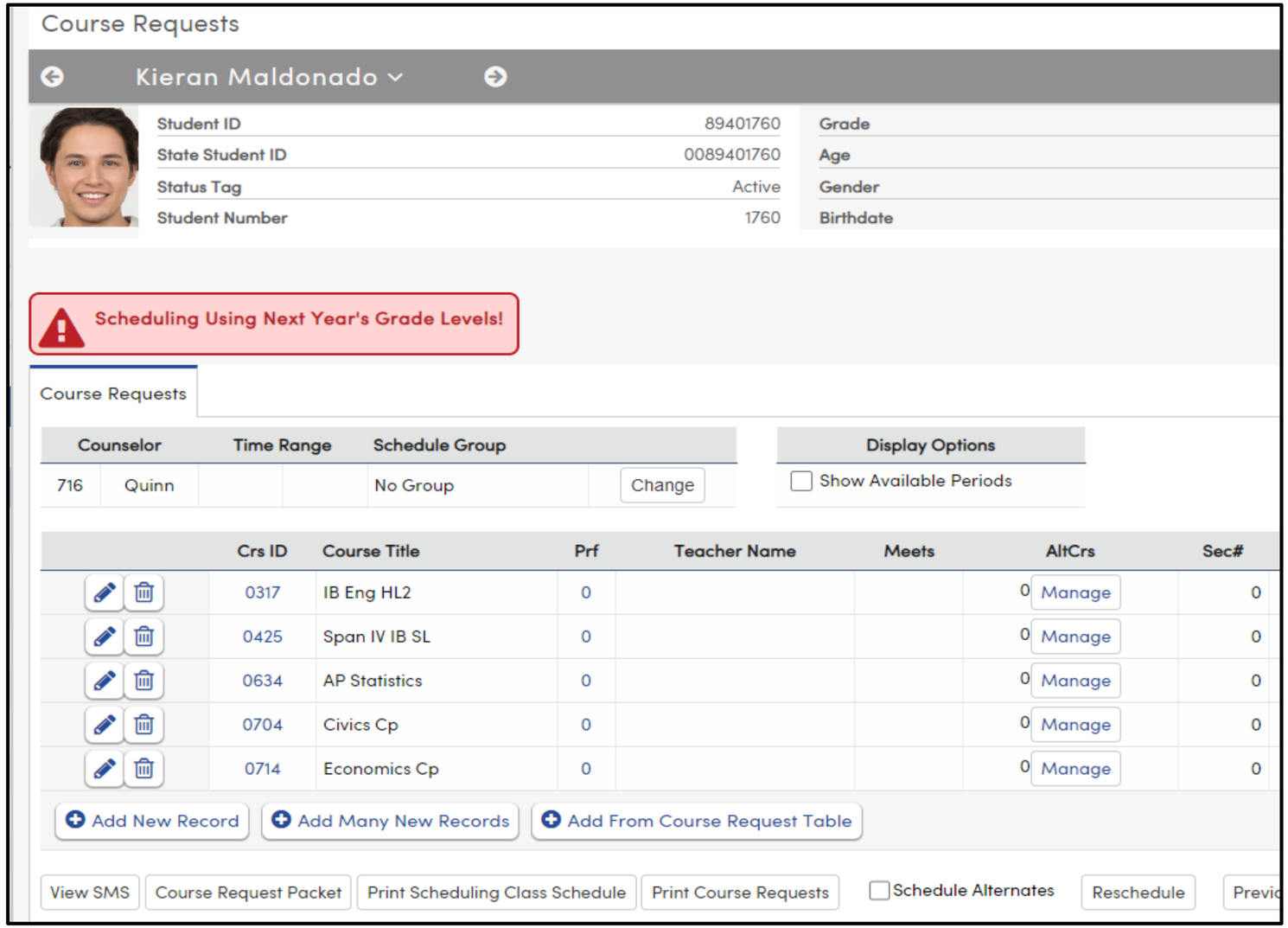


# Course Request Packets – Individual Student

From SSS – Select Course Request Packet

Select Appropriate Packet

Add to student's course requests



# Academic Plan

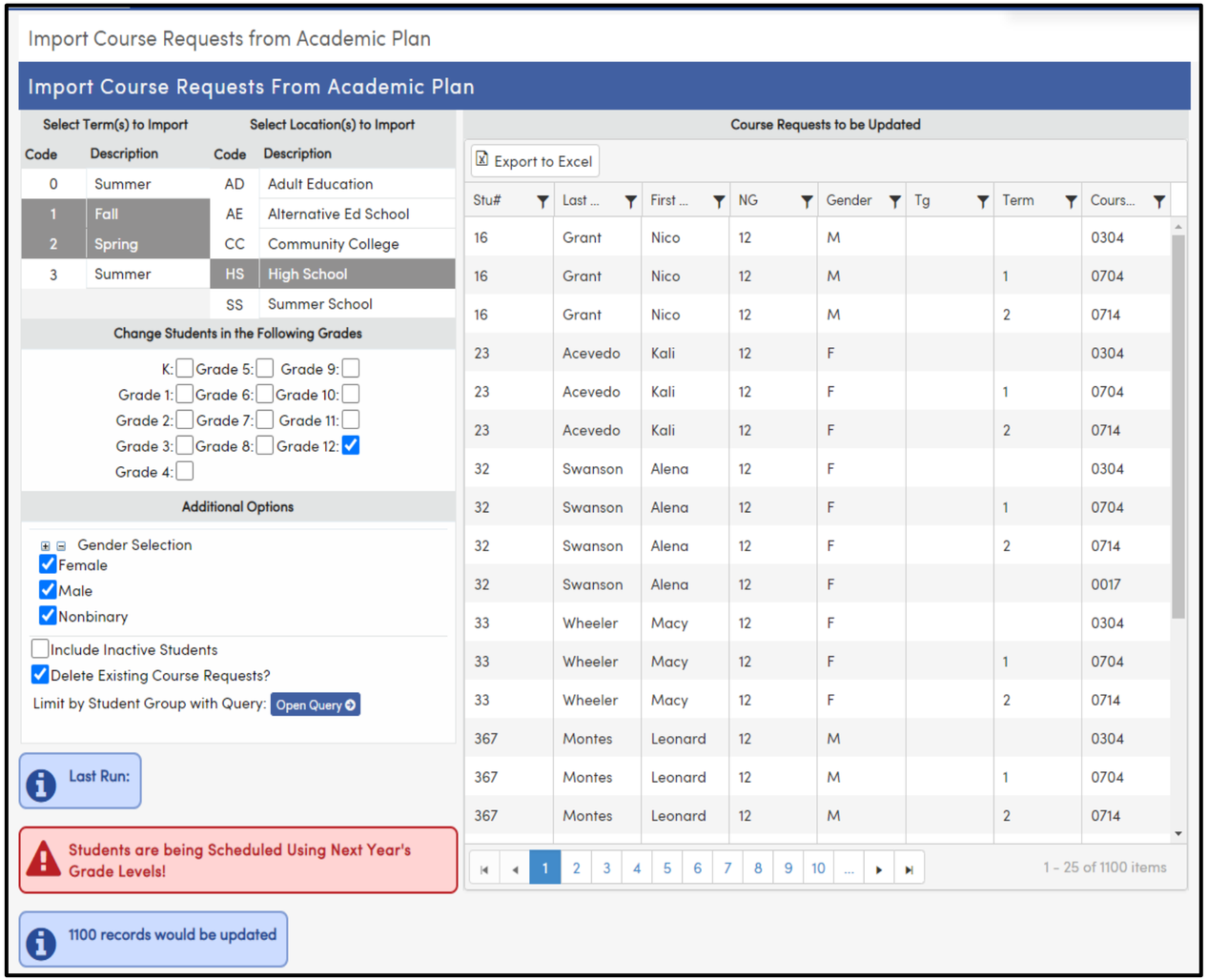
From Filter Pages or Navgation Tree

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



# Scheduling Reports

Students with No Course Requests

Reverse Verification List

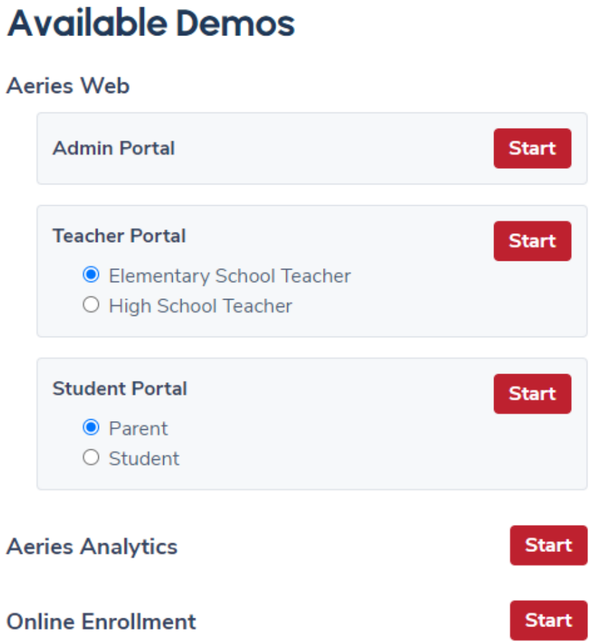
Tally

# MANY SUPPORT RESOURCES

## demo.aeries.net

**Demo Database**

Great for more practice!

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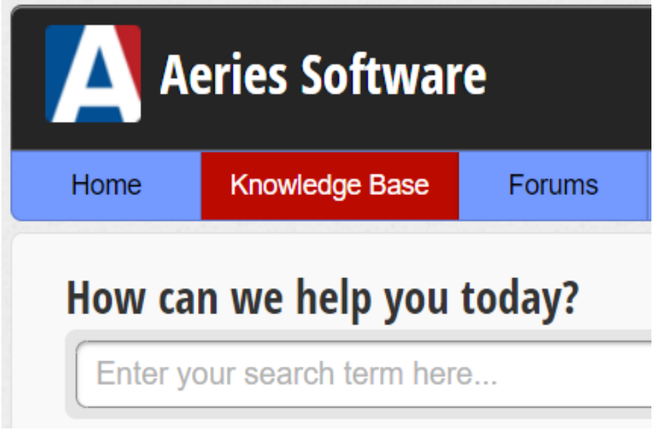

# THANK YOU!

*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*

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# Feedback: