



## Overview: Mass Scheduling Steps

- Collect & enter course requests
- Print reports (tally, conflict matrix)
- Build & enter scheduling master schedule
- Print scheduling master schedule reports
- Schedule students
- Print scheduling analysis reports
- Repeat as needed

## Background

### Aeries Scheduling Tables

- SEC/MST – Current Schedule
- SSS/SMS – Future Schedule

### Pages Affecting Scheduling

- School Options (LOC table)
- Teacher Data (TCH table)

**Scheduling Process Dashboard** is found under Scheduling Process (make it a Favorite?)

## A: Setup/Config

\* Backup & Restore Scheduling Results is shown in each section and should be used as needed.

### 1. Scheduling Setup – Setup Options

- Status
- Data Entry
- SSS & SMS initialization, copy tables if necessary

### 2. Courses (CRS table) – accuracy essential

### 3. Course Request Packets – assist with data entry

### 4. Update Course Request Options – setup for online course requests

## B: Course Requests

### 1. Import Course Requests from Academic Plan

### 2. Mass Change, Add, Delete Course Requests

### 3. Student Course Requests (individual) – use New version

### 4. Delete Duplicate SSS records

### Selected Reports

- Students with More or Less than N Course Requests (5) or No Course Requests (6)
- Reverse Verification Listing (7)
- Scheduling Course Request Listing (8)
- Course Request Tally (9)

## C: Build Scheduling Master Schedule

### 1. Scheduling Master Schedule

- Detailed, single-section view
- Add, Change, Delete, Copy sections
- Move or copy students

### 2. SMS Board

- Full scheduling functions via Board
- Interactive SMS Builder – enter course to add, review potential conflicts, add section(s)
- See most rejects by Course, Teacher, etc.
- Move, Add, Drop, make changes

### Selected Reports

- Conflict Matrix (3) – list, chart. Run before placing any sections.
- Master Schedule Errors (4)
- Scheduling Master Schedule (8) and SMS Board (9)
- Scheduling Master Schedule Details (10) – able to sort by Course, Teacher, Period, etc.
- Prescheduling Edit Listing (11)
- Course Request Analysis (12)

## Grouping Features (not on Dashboard)

- Semester Group
- Scheduling Group
- Team Course Group & Team Number

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Notes:

## ***D: Schedule Students***

1. Mass Change Section Numbers (if needed)
2. Schedule All Students
  - Options for scheduling runs
  - Statistics available after each run
  - Lock, Unlock schedules

### Selected Reports

- Course Request Analysis (4)
- Class Load Analysis (5)
- Class Load Averages (6)
- Reject Analysis Listing (7)
- Misc Reports to Spot Inconsistencies (8-11)
- Summary of Students by Teacher & Per (15)
- Student Locator Cards (16) – choose SMS or MST as needed in report options

Class Roster Report available using Report Icon – search for Class Roster. Can be run using SMS or MST.

## ***Adjust Individual Student Schedules***

Dashboard B:3 - Student Course Requests or Student Data | Scheduling | Course Requests (New)

- Locking/unlocking individual sections
- View SMS
- Reasons for rejects
- Teacher preference & alternate course
- Previous/next reject feature

## ***E: Finalize***

Copy Scheduling Results to SEC and MST

- Typically done close to start of school
- Note: MUST be done prior to initialization of Attendance

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Notes: