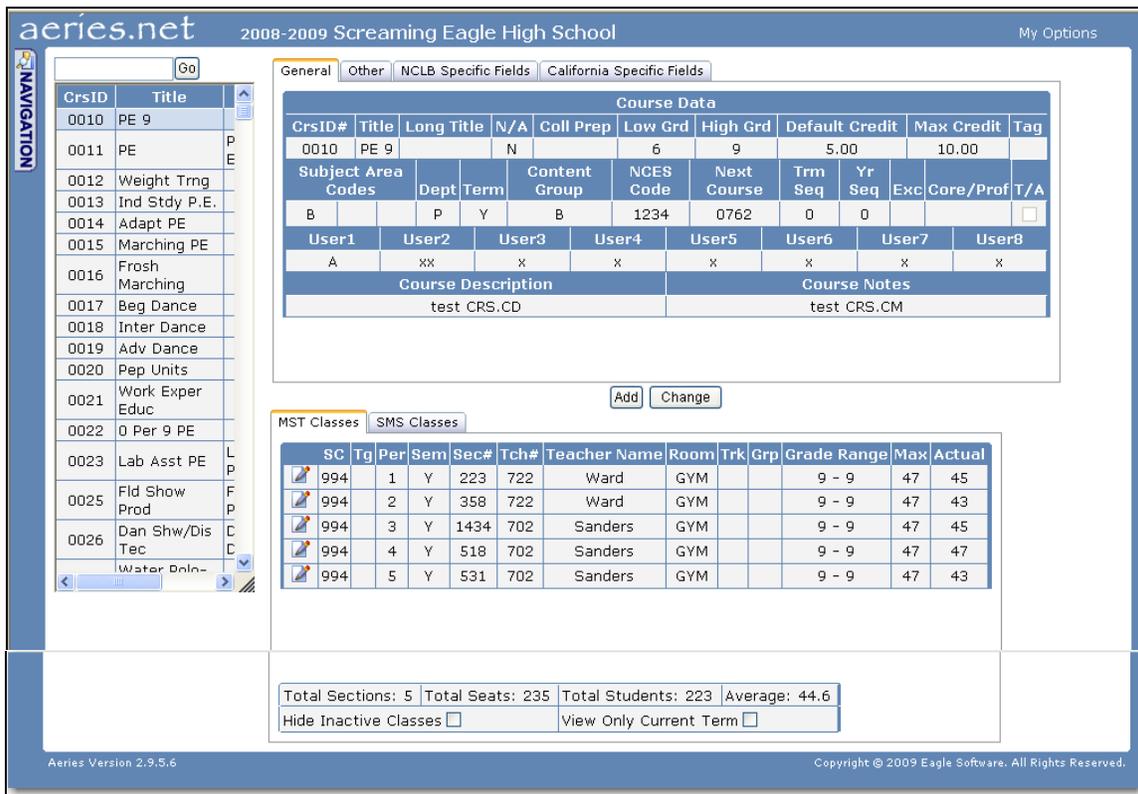


*Aeries.net*TM Student Information System
Course Data –User Manual
May 7, 2009

The **Course Data** form displays information about courses that are currently taught, previously taught and will be taught in the upcoming semesters. This form displays all classes setup in the current **Master Schedule** for the course selected.

It also displays total sections, total seats (total seats available) and total actual students. When the **SMS** classes are displayed the total requests for this course and total students rejected from this course will also display.



Course Data

CrsID#	Title	Long Title	N/A	Coll Prep	Low Grd	High Grd	Default Credit	Max Credit	Tag
0010	PE 9		N		6	9	5.00	10.00	

Subject Area Codes	Dept	Term	Content Group	NCES Code	Next Course	Trm Seq	Yr Seq	Exc	Core/Prof	T/A
B	P	Y	B	1234	0762	0	0			<input type="checkbox"/>

User1	User2	User3	User4	User5	User6	User7	User8
A	XX	X	X	X	X	X	X

Course Description				Course Notes			
test CRS.CD				test CRS.CM			

MST Classes

SC	Tg	Per	Sem	Sec#	Tch#	Teacher Name	Room	Trk	Grp	Grade Range	Max	Actual
994	1	Y	223	722	722	Ward	GYM			9 - 9	47	45
994	2	Y	358	722	722	Ward	GYM			9 - 9	47	43
994	3	Y	1434	702	702	Sanders	GYM			9 - 9	47	45
994	4	Y	518	702	702	Sanders	GYM			9 - 9	47	47
994	5	Y	531	702	702	Sanders	GYM			9 - 9	47	43

Total Sections: 5 | Total Seats: 235 | Total Students: 223 | Average: 44.6

Hide Inactive Classes | View Only Current Term

The basic definition of a course (e.g. Title, N/A, Subject Area, etc.) must NEVER be changed unless it is not referenced anywhere in the database. If course information is changed and still used such as in the History table it will be changed on the student's transcripts.

Please be aware that Eagle Software's objective is to provide their users with documented procedures, such as the one that follows, in an attempt to expedite the steps necessary to accomplish certain tasks within *Aeries*TM. However, Eagle Software recognizes that each school and district using *Aeries*TM has established their own unique guidelines and policies.

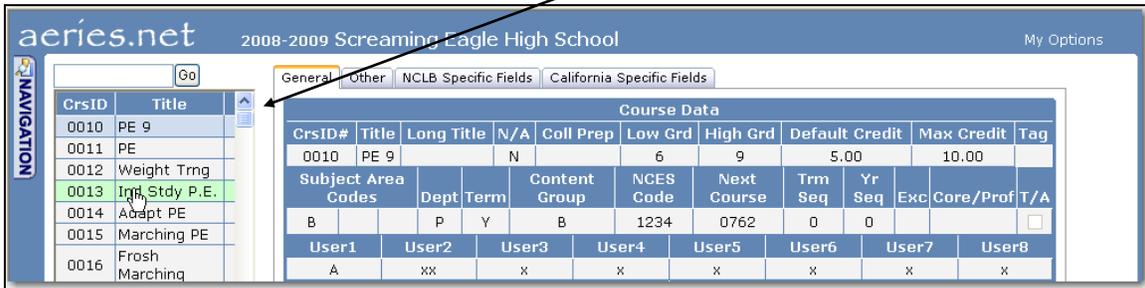
By using these procedures you assume full responsibility for the appropriate application, the results of their use, any impact upon your database and conforming to all guidelines and policies that have been established by your school or district.

TO DISPLAY COURSE DATA

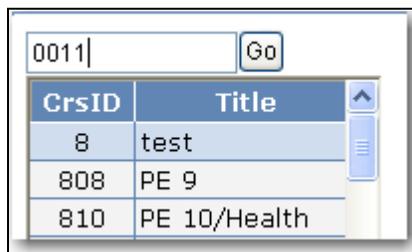
From the **Navigation Tree** click the mouse on the **Courses** node located below **Scheduling**.



The following form will display. Use the up and down arrows or the scroll bar on the selection box to **locate** the course. Click the mouse on the **Course** selected.



The course can also be located by entering the course number at the top of the selection box. Click the mouse on the **Go** button.



The course selected will now display and will include all course information including the grade range, default credits, maximum credits, subject area codes, etc.

Course Data											
CrsID#	Title	Long Title	N/A	Coll Prep	Low Grd	High Grd	Default Credit	Max Credit	Tag		
0011	PE		N		6	12	5.00	30.00			
Subject Area Codes		Dept	Term	Content Group	NCES Code	Next Course	Trm Seq	Yr Seq	Exc	Core/Prof	T/A
B	J	P	Y				0	0			<input type="checkbox"/>
User1	User2	User3	User4	User5	User6	User7	User8				
Course Description						Course Notes					
test						test					

Each **tab** at the top of the form will display additional information and can be displayed by clicking the mouse on each tab.

Alternate Crs	Pre Requisite Crs	Content Standard Area	Trad Gender	Voc Ed Lvl	Voc Subj	Crs Lvl	Type
		ALGEBRA2- ALGEBRA II				32	
Board Adoption	Last Rev Date	Revisn Type	Inactive Date	Seats	Meats Alg I Reqmnt	Alg I Crd Required	
				0	<input type="checkbox"/>	0.00	

NCLB Specific Fields		
NCLB Core	Core Area 1	Core Area 2
- Assumed Not Core	-	-

California Specific Fields					
CSU Entrance			UC Entrance		
Req	Elective	Honors	Req	Elective	Honors
-	-	- Not CSU Honors Course	-	-	-
CBEDS #		Validation Level	CSF List		
2500		-	-		

UPDATE COURSE DATA

After a course has been selected and displayed the **Course Data** can be updated.

Click the mouse on the **Change** button. Select the **tab** at the top of the form to display the specific data. Select the field to be updated and enter the new data.

The screenshot shows a web form titled 'Course Data' with several tabs at the top: 'General', 'Other', 'NCLB Specific Fields', and 'California Specific Fields'. The 'General' tab is active. The form contains a table with the following data:

CrsID#	Title	Long Title	N/A	Coll Prep	Low Grd	High Grd	Default Credit	Max Credit	Tag
0011	PE	Physical Education	N		9	12	5.00	30.00	

Below the table are several other sections: 'Subject Area Codes' (B, J), 'Dept' (P), 'Term' (Y), 'Content Group', 'NCES Code', 'Next Course', 'Trm Seq' (0), 'Yr Seq' (0), 'Exc', 'Core/Prof', and 'T/A'. There are also eight 'User' fields (User1 to User8) and two text areas for 'Course Description' and 'Course Notes', both containing the word 'test'. At the bottom, there are 'Update' and 'Cancel' buttons. A mouse cursor is pointing at the 'Update' button.

Click the mouse on the **Update** button. The data will now be updated. For example the **Grade Range** for Course 0011 is now **Grades 9-12**.

This screenshot shows the same 'Course Data' form as above, but with the 'Low Grd' value updated from 9 to 12. An arrow points to the 'Low Grd' field in the table. The rest of the form remains the same.

CrsID#	Title	Long Title	N/A	Coll Prep	Low Grd	High Grd	Default Credit	Max Credit	Tag
0011	PE	Physical Education	N		9	12	5.00	30.00	

**DISPLAY
ASSIGNED
SECTIONS**

The bottom of the form will include all scheduled classes setup in the current **Master Schedule** including the total sections, total maximum seats available and total actual students currently enrolled. The average class size will also display.

Options are also available to **Hide Inactive Classes** and **View Only Current Term**. For example, the **View Only Current Term** option is selected below and the Fall sections no longer display.

SC	Tg	Per	Sem	Sec#	Tch#	Teacher Name	Room	Trk	Grp	Grade Range	Max	Actual
994	2	S	1802	678	Milam	GYM				10 - 12	56	0
994	2	Y	1011	678	Milam	GYM				10 - 12	56	30
994	3	Y	508	722	Ward	GYM				9 - 12	56	26
994	4	Y	354	701	Samora	GYM				10 - 12	56	20
994	5	Y	448	701	Samora	GYM				10 - 12	56	31

Total Sections: 6 | Total Seats: 336 | Total Students: 107 | Average: 17.8

Hide Inactive Classes | View Only Current Term

The **SMS Classes** tab at the bottom will also allow you to view the sections setup in the **Scheduled Master Schedule** for the **Course** selected. Click the mouse on the **SMS Classes** tab. The sections for this course will display along with the **Totals** at the bottom.

SC	Tg	Per	Sem	Sec#	Tch#	Teacher Name	Room	Trk	Grp	Grade Range	Max	Actual
994	2	Y	1011	678	Milam	GYM				10 - 12	56	30
994	3	Y	508	722	Ward	GYM				9 - 12	56	26
994	4	Y	354	701	Samora	GYM				10 - 12	56	20
994	5	Y	448	701	Samora	GYM				10 - 12	56	31

Section: 4 | Req: 107 | Rej: 0 | Seats: 224 | Students: 107 | Ave: 26.8

Hide Inactive Classes | View Only Current Term

**UPDATE
ASSIGNED
SECTIONS**

Specific fields can be updated for the scheduled classes in the current **Master Schedule** or in the **Scheduling Master Schedule**. These fields include the **Track**, **Group**, **Grade Range** and **Maximum**. To update a section click the mouse on the **Update** icon displayed to the left of the School Code.

MST Classes		SMS Classes		SC	Tg	Per	Sem	Sec#	Tch#	Teacher Name	Room	Trk	Grp	Grade Range	Max	Actual
	994	2	F	1299	678	Milam	GYM			10 - 12	56	0				
	994	2	S	1802	678	Milam	GYM			10 - 12	56	0				

Click the mouse in the field to be updated and enter the new data. Click the mouse on the **Save** icon. The section will be updated.

MST Classes		SMS Classes		SC	Tg	Per	Sem	Sec#	Tch#	Teacher Name	Room	Trk	Grp	Grade Range	Max	Actual
	994	2	F	1299	678	Milam	GYM			<input type="text" value="9"/>	<input type="text" value="12"/>	<input type="text" value="56"/>	<input type="text" value="0"/>			
	994	2	S	1802	678	Milam	GYM			10 - 12	56	0				
	994	2	Y	1011	678	Milam	GYM			10 - 12	56	30				
	994	3	Y	508	722	Ward	GYM			9 - 12	56	26				
	994	4	Y	354	701	Samora	GYM			10 - 12	56	20				
	994	5	Y	448	701	Samora	GYM			10 - 12	56	31				

For example the **Grade Range** for Section 1299 is now Grades 9-12.

MST Classes		SMS Classes		SC	Tg	Per	Sem	Sec#	Tch#	Teacher Name	Room	Trk	Grp	Grade Range	Max	Actual
	994	2	F	1299	678	Milam	GYM			9 - 12	56	0				
	994	2	S	1802	678	Milam	GYM			10 - 12	56	0				

TO ADD A COURSE

To add a new course, click the mouse on the **Add** button. The fields on the course form will now be setup in entry mode.



Enter the new course number, short and long title and all information about the course, such as, grade range, default and maximum credit, term (Y for Year Long, S for Spring, F for Fall), applicable subject areas, etc. Click the mouse on each tab to enter the additional information for this course.

The screenshot shows the 'Course Data' form with the following fields and values:

CrsID#	Title	Long Title	N/A	Coll Prep	Low Grd	High Grd	Default Credit	Max Credit	Tag
0009	PE	Physical Education			9	12	5.0	5.0	

Below the main table, there are sections for 'Subject Area Codes', 'Dept', 'Term', 'Content Group', 'NCES Code', 'Next Course', 'Trm Seq', 'Yr Seq', 'Exc', 'Core/Prof', and 'T/A'. There are also eight 'User' fields (User1 through User8) for user selection. At the bottom, there are 'Course Description' and 'Course Notes' text areas. The 'Insert' button is highlighted with a mouse cursor.

When complete click the mouse on the **Insert** button. The form will now display the new Course. The Course ID will also now display in the selection box on the far left.

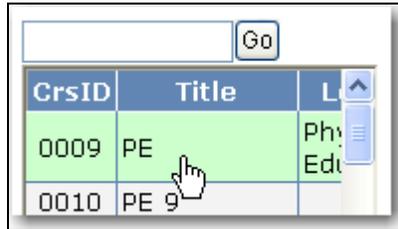
The screenshot shows the Aeries.net interface for '2008-2009 Screaming Eagle High School'. On the left, a 'NAVIGATION' pane shows a list of courses with '0009 PE' selected. The main form area displays the 'Course Data' for the selected course:

CrsID#	Title	Long Title	N/A	Coll Prep	Low Grd	High Grd	Default Credit	Max Credit	Tag
0009	PE	Physical Education			9	12	5.00	5.00	

The form also shows 'Subject Area Codes' (B), 'Dept' (P), 'Term' (Y), and 'NCES Code'. The 'User' fields are empty. The 'Course Description' and 'Course Notes' areas are also visible.

TO DELETE A COURSE

A Course can only be deleted if there is no reference in the database for the course number selected. For example, a course cannot be deleted if a section has been setup for this course in the **SMS** or **MST**. Use the **Selection** box to select and display the Course.



If there is no reference to the course the **Delete** button will display. Click the mouse on the **Delete** button.



The following message will display. Click the mouse on the **OK** button. The Course will be deleted and will no longer display in the **Selection** box.

