

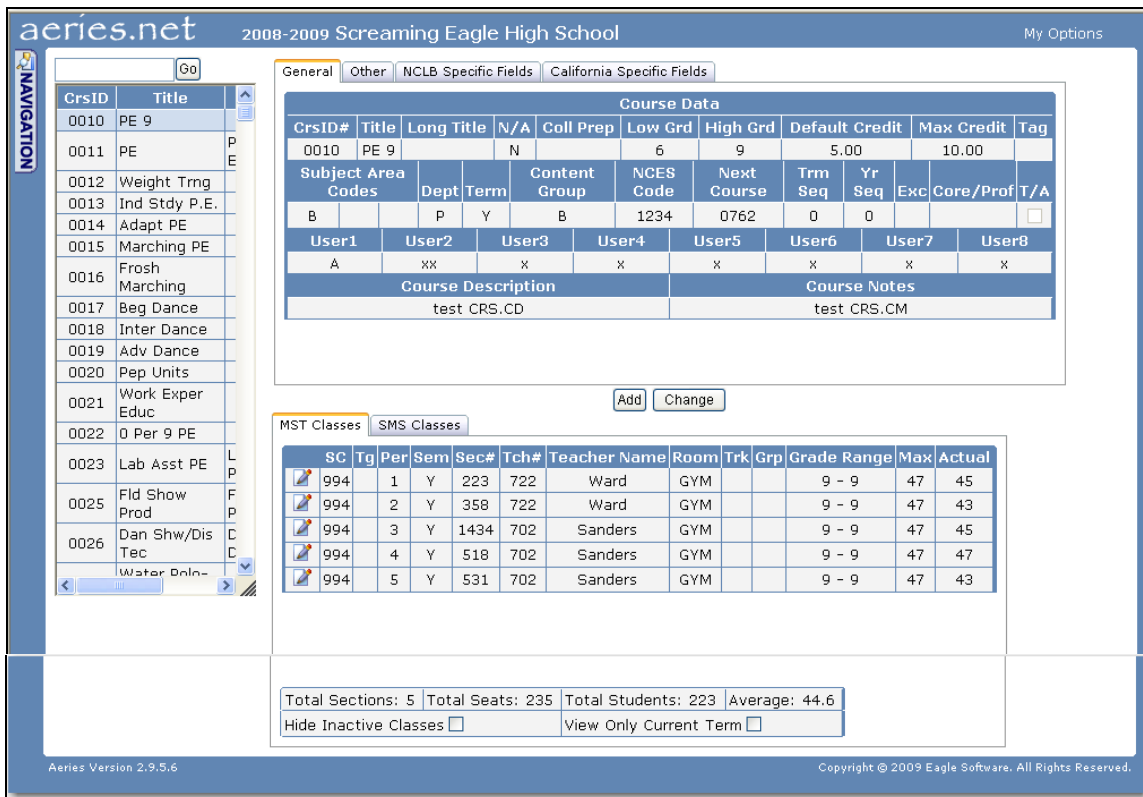
*Aeries.net*TM Student Information System

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.



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Go

NAVIGATION

General Other NCLB Specific Fields California Specific Fields

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	
0011	PE								
0012	Weight Trng								
0013	Ind Stdy P.E.								
0014	Adapt PE								
0015	Marching PE								
0016	Frosh Marching								
0017	Beg Dance								
0018	Inter Dance								
0019	Adv Dance								
0020	Pep Units								
0021	Work Exper Educ								
0022	0 Per 9 PE								
0023	Lab Asst PE								
0025	Fld Show Prod								
0026	Dan Shw/Dis Tec								
	Water Polo								

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		
User1	User2	User3	User4	User5	User6	User7	User8		
A	XX	X	X	X	X	X	X	X	
Course Description					Course Notes				
test CRS.CD					test CRS.CM				

Add Change

MST Classes **SMS Classes**

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

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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 screenshot shows the 'Course Data' form in aeries.net. On the left is a selection box with a scroll bar. The main area displays course details for '0010 PE 9'. The 'Go' button is at the top left of the form.

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

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.

This close-up shows the search interface. At the top, '0011' is entered in a text box next to a 'Go' button. Below is a table of search results.

CrsID	Title
8	test
808	PE 9
810	PE 10/Health

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

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Go

NAVIGATION

CrsID	Title
0010	PE 9
0011	PE
0012	Weight Trng
0013	Ind Stdy P.E.
0014	Adapt PE
0015	Marching PE
0016	Frosh Marching
0017	Beg Dance
0018	Inter Dance
0019	Adv Dance
0020	Pep Units
0021	Work Exper Educ
0022	0 Per 9 PE

General Other NCLB Specific Fields California Specific Fields

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 test **Course Notes** test

Add Change

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

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Go

NAVIGATION

General Other NCLB Specific Fields California Specific Fields

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

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NAVIGATION

General Other NCLB Specific Fields California Specific Fields

NCLB Specific Fields

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

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NAVIGATION

General Other NCLB Specific Fields California Specific Fields

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 the 'Course Data' form with the 'Update' button highlighted by a mouse cursor. The form includes tabs for 'General', 'Other', 'NCLB Specific Fields', and 'California Specific Fields'. The 'General' tab is active, displaying fields for Course ID, Title, Long Title, N/A, Coll Prep, Low Grd, High Grd, Default Credit, Max Credit, Tag, Subject Area Codes, Dept, Term, Content Group, NCES Code, Next Course, Trm Seq, Yr Seq, Exc, Core/Prof, T/A, User1 through User8, Course Description, and Course Notes. The 'Update' button is located at the bottom center of the form.

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**.

The screenshot shows the 'Course Data' form after the data has been updated. The 'Low Grd' field for Course 0011 is now '9' and the 'High Grd' field is '12', indicating a grade range of 9-12. An arrow points from the text 'For example the Grade Range for Course 0011 is now Grades 9-12.' to the 'Low Grd' field. The form structure is identical to the previous screenshot, with the 'Update' button no longer highlighted.

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
	994		2	Y	1011	678	Milam	GYM			10 - 12	56	30



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"/>	<input type="text"/>	<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.

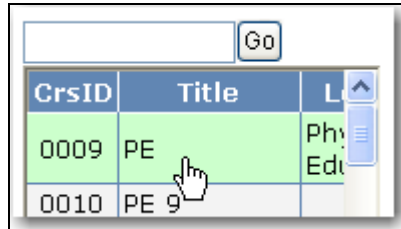


Enter the new course number, short and long title and all information about the course, such as, grade range, default and maximum credit, term (Y for Year Long, S for Spring, F for Fall), applicable subject areas, etc. Click the mouse on each tab to enter the additional information for this course.

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.

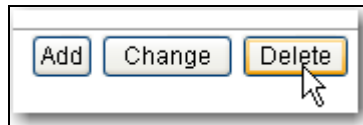
TO DELETE A COURSE

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.



CrsID	Title	L
0009	PE	Phy Ed
0010	PE 9	

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.

