

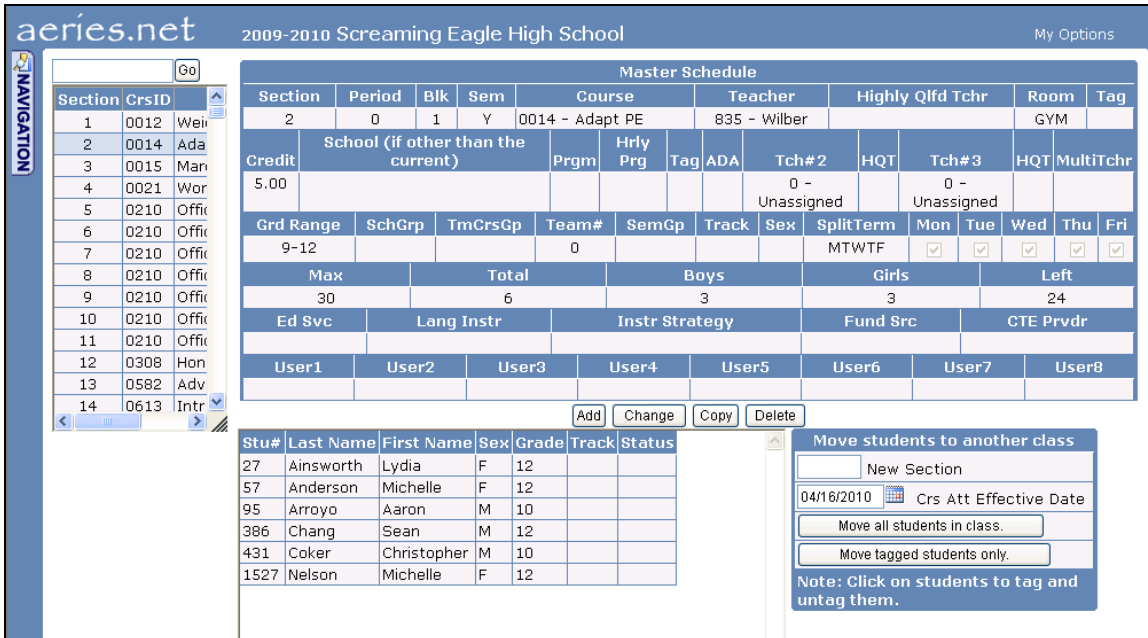
## Aeries.net™ Student Information System

### Master Schedule – User Manual

April 18, 2010

The **Master Schedule** is utilized to display and update the school's current master schedule in the **MST** table. When this form first displays it will only display the first section number in the table.

The **MST** table contains a record for each section or class currently offered and is accessed by section number. Many schools assign section numbers by period. For example, section numbers 300-399 are third period classes. Section numbers cannot be any larger than **9999**. **All forms and reports will not accept section numbers larger than 4 digits.**



**Master Schedule**

Section	Period	Blk	Sem	Course	Teacher	Highly Qlfd Tchr	Room	Tag
2	0	1	Y	0014 - Adapt PE	835 - Wilber		GYM	

Credit	School (if other than the current)	Prgm	Hrly Prg	Tag	ADA	Tch#2	HQT	Tch#3	HQT	MultiTchr
5.00						0 - Unassigned		0 - Unassigned		

Grd Range	SchGrp	TmCrsgp	Team#	SemGp	Track	Sex	SplitTerm	Mon	Tue	Wed	Thu	Fri
9-12			0				MTWTF	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Max		Total		Boys		Girls		Left				
30		6		3		3		24				

Ed Svc	Lang Instr	Instr Strategy	Fund Src	CTE Prvdr

User1	User2	User3	User4	User5	User6	User7	User8

Stu#	Last Name	First Name	Sex	Grade	Track	Status
27	Ainsworth	Lydia	F	12		
57	Anderson	Michelle	F	12		
95	Arroyo	Aaron	M	10		
386	Chang	Sean	M	12		
431	Coker	Christopher	M	10		
1527	Nelson	Michelle	F	12		

**Move students to another class**

New Section:

04/16/2010  Crs Att Effective Date

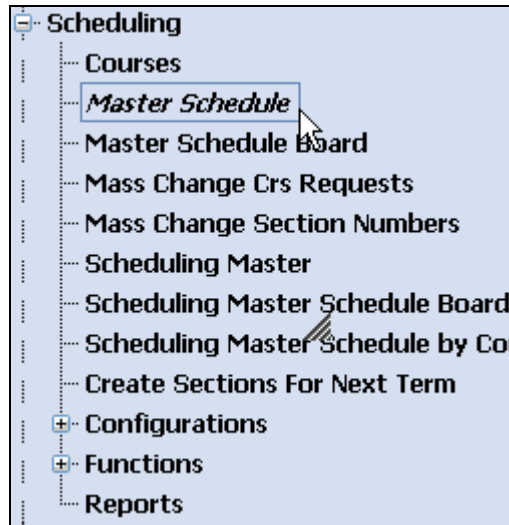
Note: Click on students to tag and untag them.

This form displays all students currently assigned to the section number selected. The total number of students scheduled and totals by gender also display in the middle of the form. These totals are recomputed whenever a class is displayed.

This form is also used to move students from one section to another. Students can be moved individually or the whole class can be moved.

## MASTER SCHEDULE

The **Master Schedule** node is an option available from the **Scheduling** navigation tree. To access **Master Schedule** click the mouse on the **Scheduling** node. Click the mouse on **Master Schedule** and the form will display.



## ADD A SECTION TO MASTER SCHEDULE

To add a section to the **Master Schedule**, click the mouse on the **Add** button. The form will display defaults for the period blocks (1), semester or term code (Y), credit value (5.0), and grade range from the course selected. These defaults can be changed.



Enter a period number in the **Period** field and press **Tab**. The program will assign the next available section number in relation to the period entered. For example, if period two is entered, the next highest unused section number between 200 and 299 will be assigned. If these sections have already been assigned the program will assign the next available number between 1200 and 1299.

Master Schedule															
Section	Period	Blk	Sem	Course		Teacher	Highly Qlfd Tchr	Room	Tag						
100	1	1	Y												
Credit	School (if other than the current)			0010	PE 9					HQT	Tch#3	HQT	MultiTchr		
				0011	PE										
Grd Range	SchGrp	TmCrsgp		0012	Weight Trng					SplitTerm	Mon	Tue	Wed	Thu	Fri
				0013	Ind Stdy P.E.										
				0014	Adapt PE										
				0015	Marching PE										
				0016	Frosh Marching										
				0017	Beg Dance										
				0018	Inter Dance										
				0019	Adv Dance										
				0000	Per Unite										
User1	User2	User3	User4	User5	User6	User7	User8								
<input type="button" value="Insert"/> <input type="button" value="Cancel"/>															

Click the mouse on the **Course** drop down arrow to select a course number. Click the mouse on the **Teacher** drop down arrow to select the teacher assigned to the class.

Use **Tab** to move throughout the form and enter data in the remaining fields, for example, room, credit, maximum students etc. When complete click the mouse on the **Insert** button and the class will be added to the **Master Schedule**.

Master Schedule																	
Section	Period	Blk	Sem	Course			Teacher	Highly Qlfd Tchr	Room	Tag							
100	1			PE			Aldrich	C	B1								
Credit	School (if other than the current)			Prgm	Hrly Prg	Tag	ADA	Tch#2	HQT	Tch#3	HQT	MultiTchr					
5																	
Grd Range	SchGrp	TmCrsgp	Team#	SemGp	Track	Sex	SplitTerm	Mon	Tue	Wed	Thu	Fri					
10-12																	
Max			Total		Boys		Girls		Left								
25									0								
Ed Svc	Lang Instr			Instr Strategy			Fund Src			CTE Prvdr							
User1	User2	User3	User4	User5	User6	User7	User8										
<input type="button" value="Insert"/> <input type="button" value="Cancel"/>																	

## CHANGE SECTION IN MASTER SCHEDULE

To select the section to be changed click the mouse on the **Section Number** and the data will display.

	Go	
Section	CrsID	
1	0012	Wei
2	0014	Ada
3	0015	Mari

Click the mouse on the **Change** button. The **Change** button is used to update information for the class currently displayed.



Press **Tab** to the field to be changed and enter the changes. When complete click the mouse on the **Update** button to update the section.

Master Schedule															
Section	Period	Blk	Sem	Course			Teacher		Highly Qlfd Tchr	Room	Tag				
1	0	1	Y	Weight Trng			Sanders			GYM					
Credit	School (if other than the current)			Prgm	Hrly Prg	Tag	ADA	Tch#2	HQT	Tch#3	HQT	MultiTchr			
5.00				104				Unassigned		Unassigned					
Grd Range	SchGrp	TmCrsgp	Team#	SemGp	Track	Sex	SplitTerm	Mon	Tue	Wed	Thu	Fri			
9-12			0				MTWTF	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
Max		Total		Boys		Girls		Left							
45		33		25		8		12							
Ed Svc	Lang Instr		Instr Strategy			Fund Src		CTE Prvdr							
User1	User2	User3	User4	User5	User6	User7	User8								
<input type="button" value="Update"/> <input type="button" value="Cancel"/>															

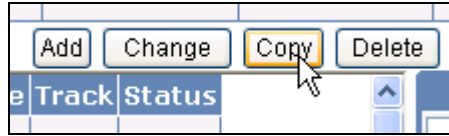


### NOTE:

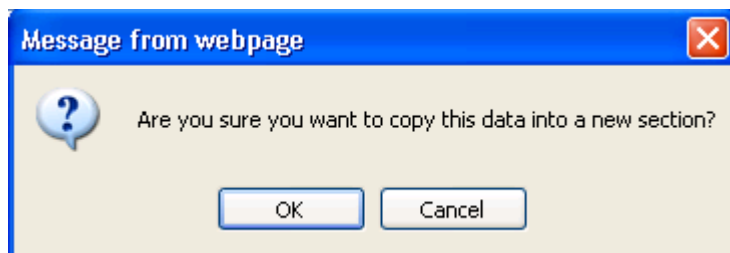
Changes **CANNOT** be made to Section, Period, Block, Semester, Course ID, or Teacher once Attendance and CAR have be activated. These fields will display grayed out, such as the Period, Blk, Sem, Course and Teacher fields.

## COPY A SECTION IN MASTER SCHEDULE

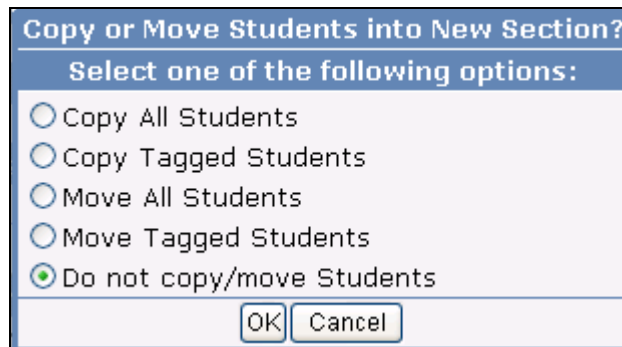
The **Copy** button is used to copy a section and create a new section with the same information. This option can also be used to copy or move students into the new section. Select the section to be copied and click the mouse on the **Copy** button.



The following message will display. To continue click the mouse on the **OK** button.



The following selection box will display and default to **Do NOT copy or move students**. Select one of the options and click the mouse on the **OK** button.



All information from the section selected will now display. Use **Tab** to move throughout the form and enter data in the fields. When complete click the mouse on the **Insert** button and the class will be added to the **Master Schedule**.

Master Schedule															
Section	Period	Blk	Sem	Course			Teacher		Highly Qlfd Tchr		Room	Tag			
	0	1	Y	0012			702				GYM				
Credit	School (if other than the current)			Prgm	Hrly Prg	Tag	ADA	Tch#2	HQT	Tch#3	HQT	MultiTchr			
5.000	0			104				0		0					
Grd Range	SchGrp	TmCrsGp	Team#	SemGp	Track	Sex	SplitTerm	Mon	Tue	Wed	Thu	Fri			
9 - 12			0				MTWTF	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
Max		Total		Boys		Girls		Left							
45								0							
Ed Svc	Lang Instr		Instr Strategy			Fund Src		CTE Prvdr							
User1	User2	User3	User4	User5	User6	User7	User8								
<input type="button" value="Insert"/> <input type="button" value="Cancel"/>															
<b>Students being copied into this new section will appear after all data is entered, and Insert button is clicked.</b>															

If you have selected to copy or move students over to the new section a message will display at the bottom of the form. When the Insert has completed the students will now be enrolled in the new section and will display at the bottom of the form.

## DELETE A SECTION IN MASTER SCHEDULE

The **Delete** button is used to delete unused sections from the **Master Schedule** but **CANNOT** have any students enrolled in the class.

Select the correct section to be deleted. Click the mouse on the **Delete** button. A message will display to verify the deletion of this section. Click the mouse on the **Yes** button to delete the class.

Master Schedule														
Section	Period	Blk	Sem	Course			Teacher		Highly Qlfd Tchr		Room	Tag		
80	0	1	Y	9009 - Fines/Fees Owed			603 - Maxim				ADM			
Credit	School (if other than the current)			Prgm	Hrly Prg	Tag	ADA	Tch#2	HQT	Tch#3	HQT	MultiTchr		
0.00						Y		0 - Unassigned		0 - Unassigned				
Grd Range	SchGrp	TmCrsgp	Team#	SemGp	Track	Sex	SplitTerm	Mon	Tue	Wed	Thu	Fri		
9-12								MTWTF	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Max	Tot							Girls		Left				
300	0							0		300				
Ed Svc	Lang Instr							Fund Src		CTE Prvdr				
User1	User2	Us					er6		User7		User8			

Message from webpage

Are you sure you want to delete this record?

OK Cancel

Add Change Copy Delete

If there are students enrolled in the section selected the following message will display and **will not** allow you to delete the section.

Message from webpage

You cannot delete this section! Section is already in use!

OK



### NOTE:

***A class cannot be deleted if any students are still enrolled.***

## MOVE ALL STUDENTS TO ANOTHER CLASS

The **Move Students to Another Class** option allows students to be moved from the section displayed to another section or to drop them from this section.

After displaying the section, enter the section number that the students will be moved to in the **New Section** field. To drop all students from the section displayed, enter section number **0** in the **New Section** field.

Master Schedule													
Section	Period	Blk	Sem	Course			Teacher		Highly Qlfd Tchr		Room	Tag	
1	0	1	Y	0012 - Weight Trng			702 - Sanders				GYM		
Credit	School (if other than the current)			Prgm	Hrly Prg	Tag	ADA	Tch#2	HQT	Tch#3	HQT	MultiTchr	
5.00				104				0 - Unassigned		0 - Unassigned			
Grd Range	SchGrp	TmCrsgp	Team#	SemGp	Track	Sex	SplitTerm	Mon	Tue	Wed	Thu	Fri	
9-12			0				MTWTF	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Max	Total			Boys			Girls			Left			
45	33			25			8			12			
Ed Svc	Lang Instr			Instr Strategy			Fund Src			CTE Prvdr			
User1	User2	User3	User4	User5	User6	User7	User8						

Stu#	Last Name	First Name	Sex	Grade	Track	Status
89	Armitage	David	M	11		
181	Beilfuss	Sabrina	F	12		
299	Cadilli	Eric	M	10		
423	Clark	Daniel	M	12		
432	Colburn	Fernando	M	12		
455	Cookmeyer	Javier	M	11		
459	Corella	Genaro	M	10		
462	Correa	Monique	F	11		

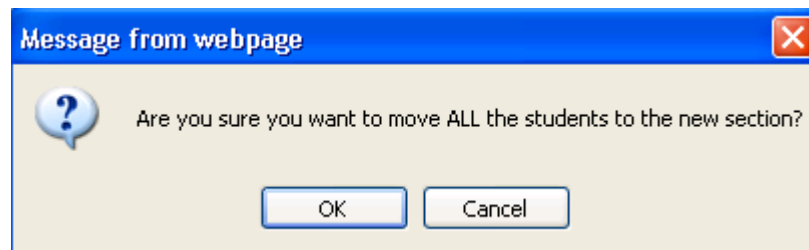
**Move students to another class**

80|  New Section

04/16/2010  Crs Att Effective Date

Note: Click on students to tag and untag them.

Click the mouse on the **Move All Students in Class** button. A message box will display to verify the move. To complete the move, click the mouse on the **OK** button and all students will now be assigned to the new section number. To cancel the move, click the mouse on the **Cancel** button.





## MOVE TAGGED STUDENTS TO ANOTHER CLASS

Specific students can be selected from the section displayed and moved to another section or drop them from this section.

After displaying the section, enter the section number that the students will be moved to in the **New Section** field. To drop all students from the section displayed, enter section number **0** in the **New Section** field.

Master Schedule													
Section	Period	Blk	Sem	Course			Teacher		Highly Qlfd Tchr		Room	Tag	
1	0	1	Y	0012 - Weight Trng			702 - Sanders				GYM		
Credit	School (if other than the current)			Prgm	Hrly Prg	Tag	ADA	Tch#2	HQT	Tch#3	HQT	MultiTchr	
5.00				104				0 - Unassigned		0 - Unassigned			
Grd Range	SchGrp	TmCrsgp	Team#	SemGp	Track	Sex	SplitTerm	Mon	Tue	Wed	Thu	Fri	
9-12			0				MTWTF	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Max	Total			Boys			Girls			Left			
45	33			25			8			12			
Ed Svc	Lang Instr			Instr Strategy			Fund Src			CTE Prvdr			
User1	User2	User3	User4	User5	User6	User7	User8						

Stu#	Last Name	First Name	Sex	Grade	Track	Status
89	Armitage	David	M	11		
181	Beilfuss	Sabrina	F	12		
299	Cadilli	Eric	M	10		
423	Clark	Daniel	M	12		
432	Colburn	Fernando	M	12		
455	Cookmeyer	Javier	M	11		
459	Corella	Genaro	M	10		
462	Correa	Monique	F	11		
463	Correa	Nozer	M	12		
575	Dove	Kevin	M	10		
672	Felt	Kathleen	F	10		

**Move students to another class**

80  New Section

04/16/2010  Crs Att Effective Date

Note: Click on students to tag and untag them.

To tag the student click the mouse on the student's name. The students name will be hi-lighted. Each student **Tagged** will be moved to the new section. To remove the **Tag**, click the student name again

Click the mouse on the **Move Tagged Students only** button. A message box will display to verify the move. To complete the move, click the mouse on the **OK** button and the tagged students will now be assigned to the new section number. To cancel the move, click the mouse on the **Cancel** button.

