



Aeries Scheduling Features

Scheduling of students for the next school year can take place in this school year's database. This is an option that is highly recommended and very popular with schools. This provides full access to this school year's data that can be used to assist in the entry of course requests for the next school year. When this school year's database is rolled over into the following school year's database, all scheduling data rolls over as well to allow the completion of the scheduling process.

The course requests for each student may be entered by scanning the requests, mass adding the course requests, manually entering the course requests for individual students using the keyboard, using course request packets, or using ABI (Aeries Browser Interface). Course request packets, defines groups of course requests that are common to many students. These can then be used to quickly enter an individual student's course requests.

There are several methods available to build/enter the scheduling master schedule. One method is to copy the current master schedule to the scheduling master schedule. This reduces data entry if the two master schedules, the master schedule and the scheduling master schedule, are similar. Entering the scheduling master schedule can also be simplified by using the "copy" function in Aeries that copies the existing section and then allows changes to be made to the new section. This will eliminate retyping all of the data for each section.

Another method to build/enter the scheduling master schedule is to use the scheduling master schedule board, with the Interactive Scheduling Master Schedule function. This assists in the building of the scheduling master schedule by identifying conflicts for each period and term. The Interactive Scheduling Master Schedule allows entry of the scheduling master schedule. Common data can be entered once for all sections of the same course, while also allowing changes to the data for individual sections of that course.

The scheduling master schedule allows sections to be linked together to create teams, houses, etc. Students will be scheduled into sections that are linked together. This same feature allows fall and spring sections to be linked together, same teacher linking, and other unique scheduling needs to be accomplished.

The scheduling master schedule has options that can be used to schedule two courses into different semesters, and to sequence two semester courses in the correct order.

Each scheduling run allows students to be scheduled in alpha order, reverse alpha order, or random order. The random order is truly random, with students being assigned a random number to determine their scheduling order. All scheduling runs using the random order option will schedule the students in the same random order to provide consistency to the scheduling results. The user has the option to reassign the random numbers at any time during the scheduling process. There is a separate option to select grade level order, reverse grade level order, or to ignore the grade level.

Schedule results can be saved and restored, allowing the user to try "what if" scenarios with their master schedule.

There are numerous reports that may be used to verify data entry, assist in the building of the scheduling master schedule, and to analyze scheduling results.

Scheduling or rescheduling for the next term may be accomplished during the current term (i.e.: schedule for the spring semester during the fall semester, or schedule for the second trimester during the first trimester).



Mass Scheduling

Basic 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

Aeries Scheduling Tables

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

Forms Affecting Scheduling

- School Options
- Course Data
- Teacher Data

Student Scheduling Setup

- Setup options
- Create SSS & SMS Tables
- Copy tables if necessary

Entering Course Requests

- Scanning (creates CRQ table)
- ABI (uses CRQ table)
- Mass Change/Add/Delete Course Requests
- Keyboard (Update/Schedule Student Form)
- Course Request Packets
- Import Requests (IAP Form)

Course Request Reports

- Simple Tally
- Conflict Matrix (available in 2 formats: list and chart)
- Reverse Verification Lists

Build & Enter Schedule

- Scheduling Master Schedule Form
- ADD & COPY Sections
- Print SMS by Course, Teacher, Room, etc.
- Run Master Schedule Error Report
- Pre-scheduling Edit Listing

Schedule Students

- Options for scheduling runs
- Enforcing class maximums
- SAVE / RESTORE function
- Scheduling Analysis Reports

Class Scheduling Form

- Locking / Unlocking individual sections
- View SMS
- Reasons for rejects
- Teacher preference & alternate course
- Last/Next feature (rejects)

Grouping Features

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

Scheduling Board

- Full Scheduling functions via Board
- Interactive SMS Builder – enter course to add, review conflict matrix, add sections
- See most rejects/course, students w/ rejects
- Move, change, find best period on Board
- Class Load Averages Report

Final Steps

- Print Locator Cards, Rosters
- Transfer Results to STU & MST