



Online Course Requests Setup – Aeries Web

- 1. Confirm Scheduling Tables are active.**
- 2. Course Requests Setup Procedure.**
- 3. Enabling Portal Access for Aeries Portal.**

1. Confirm Scheduling Tables are active.

*****To following this document, you must already have initialized your schedule tables (SSS and SMS).**

*****If your scheduling tables are not active, you must activate your scheduling tables before proceeding with this document.**

2. Course Requests Setup Procedure.

COURSE REQUEST SHEET TABLE

The **Course Request Sheet** is used to select courses to be created in the **Course Request (CRQ)** table. The **Course Request Sheet** must be created before Parents or Students have access to the **Course Request Entry** via the Portal.

From the **Scheduling Process** node on the navigation tree click the mouse on the **Configuration** node. Click the mouse on **Course Request Sheet Table** and the following page, or similar blank page will display. If the blank screen appears, you will need to **Create a New Sheet Table**, which is the next step.

Print on Sheet	Sort Code	Course ID	Course Title	Actual Total Last Year
N		0969	Academic Compth (0969)	0
N		0993	Admin F Dance (0993)	0
N		0989	Admin F Drama (0989)	0
N		0994	Admin F Fam Lvg (0994)	0
N		0992	Admin F Peer Tc (0992)	0
N		2114	Algebra A Inv (2114)	0
N		2115	Algebra B Inv (2115)	0
N		1206	Careers (1206)	0
N		1205	Child Dvlpmnt (1205)	0
N		0370	Eng Sec Lang (0370)	0
N		0960	Eng Sec Lang (0960)	0
N		901	Excused 1 (901)	0
N		902	Excused 2 (902)	0
N		903	Excused 3 (903)	0
N		904	Excused 4 (904)	0
N		905	Excused 5 (905)	0
N		1208	Fine Art (1208)	0
N		1200	Foreign School (1200)	0
N		0980	Gen Elective (0980)	0
N		1203	Geography (1203)	0
N		HM0121	Geometry Comp (HM0121)	0
N		1050	Hon Course (1050)	0
N		0990	Ind Studies (0990)	0
N		0958	Ind Study (0958)	0

Click on course to select to be printed or not printed.

Table Options	
Grade Level Shown:	9
Total Course to Print (156 = 1pg):	0
Total Sheets per Student:	0
<input type="checkbox"/> Hide Un-Tagged Courses	
Create a New Sheet Table	
Tag None	Tag All
Add a Course to Sheets	
Get Total from Last Year	
Untag and Tag Based on Totals	

Courses display in order of **Subject Area Code** in the course table and then by **Course Title** for the grade selected. The **Actual Total Last Year** will display the number of students scheduled into the class in the prior year. Different grade levels can be displayed by selecting the **Grade Level Shown**.

Create a New Sheet Table

To create a new sheet table, click the mouse on the **Create A New Sheet Table** button.

Print on Sheet	Sort Code	Course ID	Course Title	Actual Total Last Year
N		0969	Academic Comptn (0969)	0
N		0993	Admin F Dance (0993)	0
N		0989	Admin F Drama (0989)	0
N		0994	Admin F Fam Lvg (0994)	0
N		0992	Admin F Peer Tc (0992)	0
Y		2114	Algebra A Inv (2114)	0
N		2115	Algebra B Inv (2115)	0
N		1206	Careers (1206)	0
N		1205	Child Devlpmnt (1205)	0
N		0370	Eng Sec Lang (0370)	0
N		0960	Eng Sec Lang (0960)	0

Table Options

Grade Level Shown:

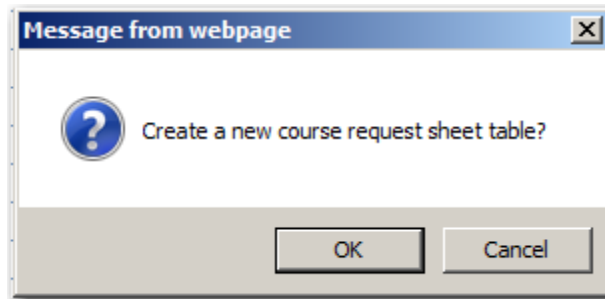
Total Course to Print (156 = 1pg):

Total Sheets per Student:

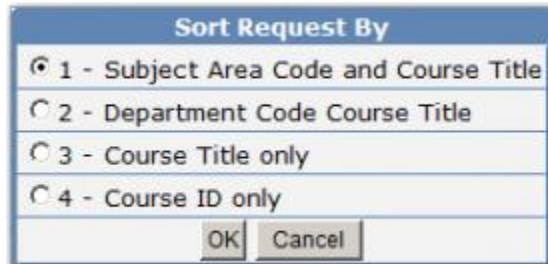
Hide Un-Tagged Courses



A message will display indicating a new sheet table will be created. To proceed click the mouse on the **OK** button.

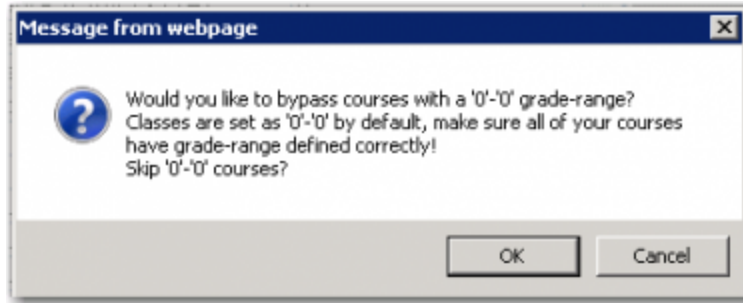


Select which order the course requests will be sorted and click the mouse on the **OK** button.

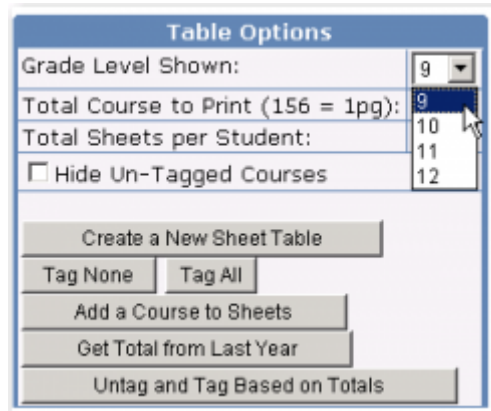




The following message will display indicating that courses set up with 0-0 grade range can be bypassed. Click the mouse on the **OK** button.



To select which grade level you will be working with select the **Grade Level Shown** from the top right corner. The new **Course Request Sheet** will take 1-4mins to create, **be patient until the sheet appears.**



Various options are available to tag courses to be added to the sheet table. It is recommended to click on the **'Tag None'** button to set all courses to **'N'**. Then, to manually select a course use the scroll bar to locate the course to be added to the Sheet table. Click the mouse on the Course and a **"Y"** will then display next to the course under **Print on Sheet**

N		0662	Lab Asst Sci (0662)	0
Y		0970	Leadership-ASB (0970)	16
N		9007	Lep (9007)	0
N		1209	Mass Media (1209)	0
N		9005	No Fifth Period (9005)	0
N		9002	No First Period (9002)	0
N		9006	No Sixth Period (9006)	0



The **Total Course to Print** will increase with each course selected.

Table Options

Grade Level Shown: 9 ▼

Total Course to Print (156 = 1pg): 1

Total Sheets per Student: 0

Hide Un-Tagged Courses

Create a New Sheet Table

Tag None Tag All

Add a Course to Sheets

Get Total from Last Year

Untag and Tag Based on Totals



After you have completed the setup for one grade level, you will need to manually change the **'Grade Level Shown:'** to the appropriate grade level, and then repeat the process of selecting which course you want to make available to that particular grade level.

Table Options

Grade Level Shown: 9 ▼

Total Course to Print (156 = 1pg): 9

Total Sheets per Student: 10

Hide Un-Tagged Courses

Create a New Sheet Table

Tag None Tag All

Add a Course to Sheets

Get Total from Last Year

Untag and Tag Based on Totals



TAG NONE

Will change the **Print on Sheet** column to "N" for all courses.

TAG ALL

Will change the **Print on Sheet** column to "Y" for all courses.

ADD A COURSE TO SHEETS

If a course has been added after the sheet table was created it can be added to the grade displayed. Click the mouse on the **Add A course to Sheets** button. Enter the course number in the text box and click the mouse on the **Add Course** button and the course will be added.

GET TOTALS FROM LAST YEAR

The **Get Total From Last Year** option will calculate totals to determine how many students were enrolled in each course. The total will display under the **Actual Total Last Year Column**. This can help determine whether or not a course should be offered.

UNTAG AND TAG BASED ON TOTALS

When **Untag and Tag Based on Totals** is selected the **Print on Sheet** column will change to "N" for any course displaying zero. This course will not print on the course request scanner sheets. The courses with totals will change to "Y" and will print.

3. Enabling Portal Access for Aeries Portal.

The final step to allow students and/or parents to be able to make the Course Request selections thru the Aeries Portal is set the time-frame for each grade level that the course window will be available. You have flexibility with how the windows are set; the date ranges for each grade level can be set independently from each other, or you may have them all on at the same time. In order to set the 'Course Request Window' for the portal access, please submit a work order with supplying the following information:

For Each Grade Level:

Start Date – the date that the Course Request window will open, allowing selections.

End Date – the date that the Course Request window(s) will close, no selections allowed.

Parent Access – Parent ability to see the Course Request option thru the Parent Portal. (Y/N)