



## Making Changes in Master Schedule (MST) – Aeries.NET

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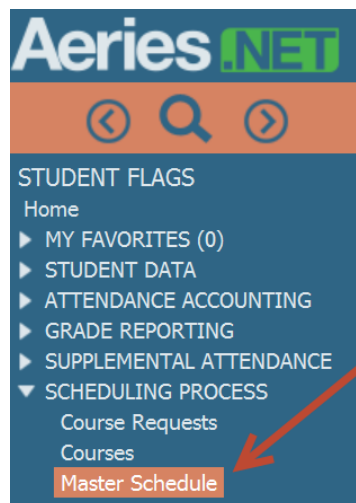


**\*\*Making changes in MST is an alternate way to make scheduling changes, without having to activate scheduling tables (SMS and SSS), and can be used for making minimal changes in scheduling.**



**\*\*The scenario used in this example is referred to as the “Copy / Move” Method - ‘moving a section to a new teacher (keeping the same students).’ However the overall steps gone over in this document can be used when making other Master Schedule changes as well. See Terminology matrix/table at the end of this document regarding the different methods.**

1. From the Aeries.NET Navigation tree, expand ‘**SCHEDULING PROCESS**’, then ‘**Master Schedule**’



2. Locate the section that you want to change by typing in the Section# and pressing the 'GO' button.

- a. **Important** - notice the '**Crs Att Effective Date**' in the lower right hand portion of the section. This is the effective date that the changes you are making will take effect. By default, it automatically displays the next valid school day. If you are making changes that will be effective immediately, you will want to change this date to today's date.

Move students to another class

New Section

10/10/2014 **Crs Att Effective Date**

Move all students in class.

Move tagged students only.

Copy all students in class.

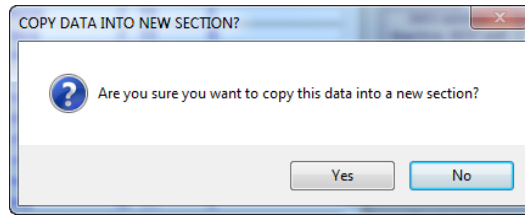
Copy tagged students only.

**Note: Click on students to tag and untag them.**

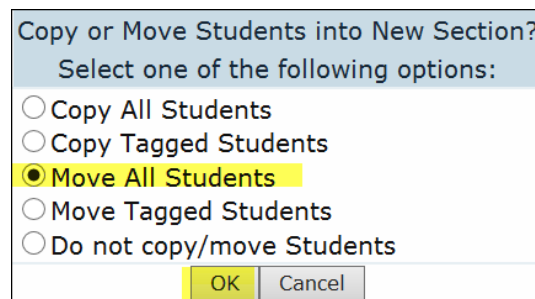
- b. With the proper '**Crs Att Effective Date**' populated, click on the **Copy** button at the bottom of the form.

Master Schedule															
Section	Period	Blk	Sem	Course	Teacher	Highly	Qlfd	Tchr	Room	Tag					
14	0	1	F	191411 - AVID SeniorSeminar	185 - Lockman, S					11					
Credit School (if other than the current) Prgm Hrly Prg Exclude ADA Tch#2 HQT Tch#3 HQT MultiTchr															
5.00															
Grd	Range	SchGrp	TmCrsgp	Team#	SemGp	Track	Sex	SplitTerm	Mon	Tue	Wed	Thu	Fri		
	9-12		C	13				MTWTF	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Class ID		Max		Total		Boys		Girls		Left					
0		12		12		4		8		0					
Ed Svc	Lang	Instr	Strategy	Fund	Src	CTE	Prvdr	Ind	Study	Dist	Lrng				
User1	User2	User3	User4	User5	User6	User7	User8								
Traditional Class Setting															
Add		Copy		Change		Delete		Print Class Rosters		Print Master Schedule Details					
Stu#	Last Name	First Name	Sex	Grade	Track	LngFlu	Status	Locked						Move students to another class	
														<input type="text"/> New Section 10/09/2014 <b>Crs Att Effective Date</b>	

- When prompted with “Are you sure you want to copy this data into a new section?” Choose “Yes”



- The next prompt is asking “Do you want to Copy or Move students into the new section?”. Make sure that “Move all Students” is selected, then click on the “OK” button.



- The new section will appear and will allow you to make any changes that are needed for the **NEW** section. You will not see students populate the section, or new section #, until all changes have been made, and the ‘Insert’ button is selected.
  - In this scenario, the **TchNum** pull-down menu would be used to choose a **NEW** teacher. Select the proper teacher, and verify that the **Period, Blk, Semester, and Course ID** information is the desired data, then press the ‘Insert’ button.

Master Schedule														
Section	Period	Blk	Sem	Course	Teacher	Highly Qlfd Tchr	Room	Tag						
	01	1	F	191411	185		11							
Credit School (if other than the current)	Prgm	Hrly Prg	Exclude	ADA	Tch#2	HQT	Tch#3	HQT	MultiTchr					
5.00C					0		0							
Grd Range	SchGrp	TmCrsgp	Team#	SemGp	Track	Sex	SplitTerm	Mon	Tue	Wed	Thu	Fri		
9-12		C	13				MTWTF	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Class ID	Max	Total	Boys	Girls	Left									
0	12				0									
Ed Svc	Lang Instr	Instr Strategy	Fund Src	CTE Prvdr	Ind Study	Dist Lrng								
User1	User2	User3	User4	User5	User6	User7	User8							
													Insert	Cancel

**Students being copied into this new section will appear after all data is entered, and Insert button is clicked.**



- Upon clicking the **'Insert'** button in the previous step, the Section#, the New Teacher and students will display as of the effective the date shown in the **'Crs Att Effective Date'** field:

Master Schedule														
Section	Period	Blk	Sem	Course	Teacher	Highly	Qlfd	Tchr	Room	Tag				
91	0	1	F	191411 - AVID SeniorSeminar	185 - Lockman, S					11				
Credit School (if other than the current) Prgm Hrly Prg Exclude ADA Tch#2 HQT Tch#3 HQT MultiTchr														
5.00														
Grd Range	SchGrp	TmCrsGp	Team#	SemGp	Track	Sex	SplitTerm	Mon	Tue	Wed	Thu	Fri		
9-12		C	13				MTWTF	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Class ID		Max	Total	Boys	Girls	Left								
0		12	12	4	8	0								
Ed Svc	Lang Instr	Instr Strategy	Fund Src	CTE Prvdr	Ind Study	Dist Lrng								
User1	User2	User3	User4	User5	User6	User7	User8							
Traditional Class Setting														
Add		Copy		Change		Delete		Print Class Rosters			Print Master Schedule Details			
Stu#	Last Name	First Name	Sex	Grade	Track	LngFlu	Status	Locked						
[Blurred student list]														

Move students to a class

New Section

10/09/2014

Crs Att Effective Date

Move all students in class

Move tagged students

Copy all students in class

Copy tagged students

Note: Click on student tag and untag them

Below is a table that outlines different methods for copying/creating sections, and the results when students are moved or copied into those new sections.

In most **MST** situations, the “**Copy / Move**” method will yield the best results as section data can be altered, and students can be moved ‘on the fly’ during the “**copy / move**” process.

<b>Terminology</b>	<b>Action</b>	<b>Detail</b>	<b>Results</b>
“ <b>Copy / Move</b> ” method	in MST, <b><u>COPY</u></b> the section data and when prompted <b><u>MOVE</u></b> students into new section.	Existing <b>section data is copied</b> into new section(s) and <b>students are moved</b> into the section(s)	Students are <b>moved</b> from original section to the new section, based on ‘ <b>Crs Att Effective Date</b> ’. Best used if all section data and Students need to stay together.
“ <b>Copy / Copy</b> ” method	in MST, <b><u>COPY</u></b> the section data and when prompted <b><u>COPY</u></b> students into new section.	Existing <b>section data is copied</b> into new section(s) and <b>students are copied</b> into the section(s)	Students are <b>copied</b> from one section to another, based on ‘ <b>Crs Att Effective Date</b> ’. <i>In MST, this will result in students having multiple classes per period!</i>
“ <b>Create / Move</b> ” method	in MST, <b><u>CREATE</u></b> a new section and when prompted <b><u>MOVE</u></b> students into new section.	<b>A new section is created</b> , section data manually entered, and then <b>students are MOVED</b> into the new section.	Students are <b>moved</b> from original section to the new section, based on ‘ <b>Crs Att Effective Date</b> ’. Best used if all section data and Students need to stay together.
“ <b>Create / Copy</b> ” method	in MST, <b><u>CREATE</u></b> a new section and when prompted <b><u>COPY</u></b> students into new section.	<b>A new section is created</b> , section data manually entered, and then <b>students are COPIED</b> into the new section.	Students are <b>copied</b> from one section to another, based on ‘ <b>Crs Att Effective Date</b> ’. <i>In MST, this will result in students having multiple classes per period!</i>