

# Aeries Class Calendars

- During the COVID-19 School Year, the Class Calendars are used to populate the Weekly Instructional Minutes Certification page in the Aeries Teacher's Portal.
- Class Calendars allows schools to have multiple calendars that designate instructional delivery methods (Synchronous, Asynchronous, In Person) for specific days and specific classes.
- This guide will instruct staff on how to attach a specific Class Calendar to new or existing sections.
- Attendance Accounting will create and modify Class Calendars for all sites based on learning delivery method, days, and period information provided by the Site Admin.

Class Calendars

Title	Academic Year
MTR	2020-2021
MWF	2020-2021

Class Calendar Details

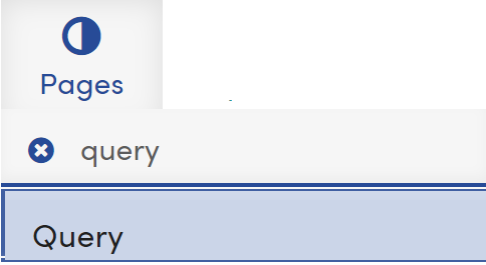
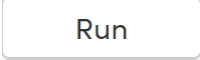
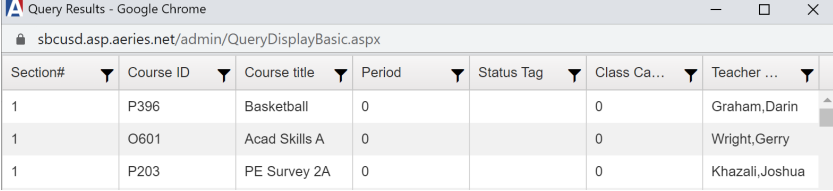

ID	Academic Year	Short Title	Description
2	2020-2021	MTR	Mon, Tue, Thu, Periods 1, 2, 3

⚠ At this time, Class Calendars are only used for Distance Learning accountability purposes. They will not impact attendance accounting at this time.

Monday	Tuesday	Wednesday	Thursday	Friday
<input checked="" type="checkbox"/> 9/14/2020 <input type="checkbox"/> In Person <input checked="" type="checkbox"/> Remote Synchronous Partial Day ▼ <input checked="" type="checkbox"/> Remote Asynchron... Partial Day ▼	<input checked="" type="checkbox"/> 9/15/2020 <input type="checkbox"/> In Person <input checked="" type="checkbox"/> Remote Synchronous Partial Day ▼ <input checked="" type="checkbox"/> Remote Asynchron... Partial Day ▼	<input type="checkbox"/> 9/16/2020	<input checked="" type="checkbox"/> 9/17/2020 <input type="checkbox"/> In Person <input checked="" type="checkbox"/> Remote Synchronous Partial Day ▼ <input checked="" type="checkbox"/> Remote Asynchron... Partial Day ▼	<input type="checkbox"/> 9/18/2020

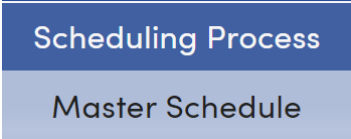
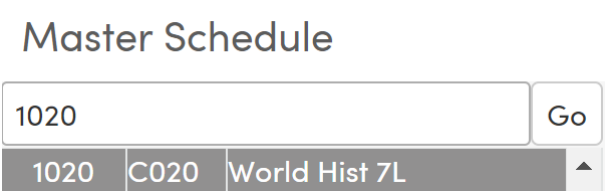
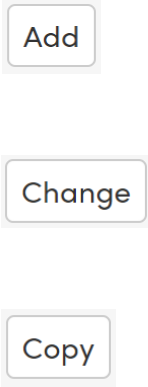
## How to Find Sections Without a Class Calendar Attached

Please follow the instructions below and email [techtraining@sbcusd.k12.ca.us](mailto:techtraining@sbcusd.k12.ca.us) for assistance.

<p>Login to <b>Aeries</b> and go to your <b>School Site</b>.</p>	<p><a href="https://sbcusd.asp.aeries.net/admin/Login.aspx">https://sbcusd.asp.aeries.net/admin/Login.aspx</a></p> <p>Username: sbc-district\firstnamelastname</p> <p>Password: District password</p>																												
<p>Go to the <b>Query</b> screen.</p>																													
<p>Paste the query into the Query field: LIST MST CRS TCH MST.SE CRS.CN CRS.CO MST.PD MST.STG MST.CSQ TCH.TE BY MST.SE MST.STG IF MST.CSQ = 0 AND MST.STG # I</p>	<p>Query</p> <pre>LIST MST CRS TCH MST.SE CRS.CN CRS.CO MST.PD MST.STG MST.CSQ TCH.TE BY MST.SE MST.STG IF MST.CSQ = 0 AND MST.STG # I</pre>																												
<p>Click the <b>Run</b> button.</p>																													
<p>A report will generate that displays the Sections #, Course ID, Course Title, Period, and Teacher of any sections without class calendars.</p>	 <table border="1"> <thead> <tr> <th>Section#</th> <th>Course ID</th> <th>Course title</th> <th>Period</th> <th>Status Tag</th> <th>Class Ca...</th> <th>Teacher ...</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>P396</td> <td>Basketball</td> <td>0</td> <td></td> <td>0</td> <td>Graham,Darin</td> </tr> <tr> <td>1</td> <td>O601</td> <td>Acad Skills A</td> <td>0</td> <td></td> <td>0</td> <td>Wright,Gerry</td> </tr> <tr> <td>1</td> <td>P203</td> <td>PE Survey 2A</td> <td>0</td> <td></td> <td>0</td> <td>Khazali,Joshua</td> </tr> </tbody> </table>	Section#	Course ID	Course title	Period	Status Tag	Class Ca...	Teacher ...	1	P396	Basketball	0		0	Graham,Darin	1	O601	Acad Skills A	0		0	Wright,Gerry	1	P203	PE Survey 2A	0		0	Khazali,Joshua
Section#	Course ID	Course title	Period	Status Tag	Class Ca...	Teacher ...																							
1	P396	Basketball	0		0	Graham,Darin																							
1	O601	Acad Skills A	0		0	Wright,Gerry																							
1	P203	PE Survey 2A	0		0	Khazali,Joshua																							
<p>To generate the report in Excel format, click the <b>Excel</b> button.</p>																													

## Attaching a Class Calendar to a New or Existing Section

Please follow the instructions below and email [techtraining@sbcusd.k12.ca.us](mailto:techtraining@sbcusd.k12.ca.us) for assistance.

<p>Login to <b>Aeries</b> and go to your <b>School Site</b>.</p>	<p><a href="https://sbcusd.asp.aeries.net/admin/Login.aspx">https://sbcusd.asp.aeries.net/admin/Login.aspx</a></p> <p>Username: sbc-district\firstnamelastname          Password: District password</p>
<p>Go to the <b>Master Schedule</b> screen.</p>	 <p>The screenshot shows a menu with 'Scheduling Process' highlighted in blue and 'Master Schedule' highlighted in light blue below it.</p>
<p>Go to the correct section.</p>	 <p>The screenshot shows the 'Master Schedule' page with a search box containing '1020' and a 'Go' button. Below the search box is a list of results: '1020', 'C020', and 'World Hist 7L'.</p>
<p>Click <b>Add</b> to create a new section.</p> <p>-or-</p> <p>Click <b>Change</b> to update an existing section.</p> <p>-or-</p> <p>Click <b>Copy</b> to closely replicate an existing section.</p>	 <p>The screenshot shows three buttons: 'Add', 'Change', and 'Copy', each in a separate rounded rectangular box.</p>

Attach **Class Calendar** to new or existing section by clicking the drop down and choosing the appropriate calendar.

Follow all other section creation or update or block change procedures as normal.

Class Calendar

None ▼

🔍

None		
Title	Start Date	End Date
MTR	9/1/2020	12/17/2020
MWF	9/2/2020	12/16/2020

Once the class calendar is added, staff can click on the **View Calendar** link on the Master Schedule screen.

Class Calendar

MTR-9/1/2020 to 12/17/2020 ( 43 days ) [View Calendar](#)