

MASS ADD STUDENT RELATED DATA

Aeries Tables:		Access Permissions	USERS / GROUPS	Pages in Aeries	Detailed Instructions	Frequency
CCP	Career Pathway Courses	RUIDM	CTE	Scheduling Process / Configurations / Career Pathways Management	A.	As necessary: Career Pathway Courses Maintenance
CPW	Career Pathways	RUIDM	CTE	School Info / Functions / Mass Add Student Related Data	B.	<i>(For District process see "B_a1")</i>
CPE	Career Pathway Experiences	RUIDM	CTE / Teachers	Student Data / Programs / Career Pathways Mass Add Events	C & C_(1).	
CPO	Career Pathway Outcomes	RUIDM	CTE / Teachers	Student Data / Programs / Career Pathways Mass Add Events	C & C_(2).	
CPH	Career Pathway History	RUIDM	CTE	Scheduling Process / Configurations / Career Pathways Management	D_(1).	After Each Term: After Final Grades are posted, Mark CTE Pathway Concentrators .
					D_(2).	Once a year: After Final Grades are posted, Mark CTE Pathway Completers .
MASSADD	Mass Add Student Related Data	RUIDM	CTE	<i>(See Instructions "B" or "B_a1")</i>		

A. Career Pathways Management: This must be performed, on a regular basis, at each school. Everytime there's a new course for this Pathway, it should be added here. **Do not delete any Inactive course.**

2019-2020 ▾ Villa Park High School ▾ Ping Romero ▾ ? ☰

Career Pathways Management ★

Select a Career Pathway: Performing Arts (112) ▾ Show All Available Pathways

Courses In This Pathway Require Introductory Course ^

	Course	Level	Year	Comment
	O707 - Prof Dance	1 - Introductory	1 ▾	<input type="text"/>
	O709 - Prof Dance II	2 - Concentrator	2	
	O715 - Art Dance Comp	3 - Completer	3	
	O595 - Inter Dig Aud	3 - Completer	3	
	O706 - Prof Dance III	3 - Completer	3	

Select a School

Select a Career Pathway: (If a Pathway is missing, check the box -- Show All Available Pathways.)

Check all the CTE Courses that are listed under each Pathway.

Add / Update / Insert: **DO NOT DELETE INACTIVE COURSES!**

Save

B. Add Student Career Pathways Record - by School :

Select a High School

Go to Mass Add Student Related Data

Click "Create New"

Select (or type) "CPW" for Target Table:

MUST Enter the Pathway Code [CD] Value

Click "Search by Class"

Filter by Teacher, Type a Part of a teacher's name, then Click the Filter Icon.

Select all courses for Teacher, for Pathway.

2019-2020 Villa Park High School

Mass Add Student Related Data

Mass Add Student Related Data

Create New Load Import

Table: CPW

Field	Description	Value
CD	PathwayCode	012
CM	Completer?	<input type="checkbox"/>
CO	Comment	
DTS	Date Timestamp	

Reset Save Layout Delete Layout

Students to Update

Search by Student Search by Counselor Search by Class

Grade Limit: Not Selected

Howerton

Howerton Jennif (486)

Filter By: Teacher Section Period Course Subject Area Department Room

- Howerton Jennif (486) Pd 0 Y - Prof Dance (0707) - Section 441
- Howerton Jennif (486) Pd 0 Y - Tch Asst (X670) - Section 488
- Howerton Jennif (486) Pd 1 Y - Prof Dance II (0709) - Section 1515
- Howerton Jennif (486) Pd 2 Y - Prof Dance (0707) - Section 2604
- Howerton Jennif (486) Pd 3 Y - Prof Dance III (0706) - Section 3600
- Howerton Jennif (486) Pd 4 Y - Prof Dance (0707) - Section 4604
- Howerton Jennif (486) Pd 4 Y - Prof Dance II (0709) - Section 4605
- Howerton Jennif (486) Pd 4 Y - Tch Asst (X670) - Section 4753
- Howerton Jennif (486) Pd 5 Y - Art Dance Camp (0716) - Section 5565
- Howerton Jennif (486) Pd 5 Y - Tch Asst (X670) - Section 5705

Include Inactive Students Load Students

Click "Load Students"

Click "All" to select All Students

Click "▶" Right Arrow to include them

Click "◀" Left Arrow to remove them

Click "Mass Add Records" to add Career Pathways Records to CPW table.

Will receive email message after process.

Verify student Career Pathway Record.

Ignore errors in email message.

Repeat process for next Pathway students.

Select students and click the right arrow to include them.

Select students and click the left arrow to remove them.

Search Results Record Count: 233

All None

Select	Student Name	Gender	Grd	Perm ID
<input checked="" type="checkbox"/>	Aguayo, Graciela		9	369849
<input checked="" type="checkbox"/>	Aguilar, Jocelyn		10	362992
<input checked="" type="checkbox"/>	Alcantara, Leslie		9	370557
<input checked="" type="checkbox"/>	Altamira, Jennifer A		9	368152
<input checked="" type="checkbox"/>	Alvarez, Eleni S		11	356281
<input checked="" type="checkbox"/>	Amaro, Rachel S		10	367157
<input checked="" type="checkbox"/>	Anderson, Wren		10	362558
<input checked="" type="checkbox"/>	Arce, Amber R		11	362054
<input checked="" type="checkbox"/>	Arentsen, Nicole		12	349685

Selected Students Record Count: 233

Clear All

Remove	Student Name	Gender	Grd	Perm ID
<input type="checkbox"/>	Aguayo, Graciela		9	369849
<input type="checkbox"/>	Aguilar, Jocelyn		10	362992
<input type="checkbox"/>	Alcantara, Leslie		9	370557
<input type="checkbox"/>	Altamira, Jennifer A		9	368152
<input type="checkbox"/>	Alvarez, Eleni S		11	356281
<input type="checkbox"/>	Amaro, Rachel S		10	367157
<input type="checkbox"/>	Anderson, Wren		10	362558
<input type="checkbox"/>	Arce, Amber R		11	362054
<input type="checkbox"/>	Arentsen, Nicole		12	349685

Add Records

Mass Add Records

B_a1. Add Student Career Pathways Record - by School District

The screenshot shows the Aeries Student Information System interface. At the top, the year is set to 2019-2020 and the pathway code is CTEP. A message box states "Stu Records are being skipped" with a "Reset" button. The query editor contains the following query: `KEEP STU CAR CRS CCP IF CCP.CD = "112" AND STU.GR > 8`. Below the query editor, there are buttons for "New", "Run", "Excel", "Report", "Labels", "Letters", "Letter Editor", and "Envelope". A table of commands and fields is visible, with "KEEP" selected in the commands list. The "FIELDS" table lists various student attributes like STU.SC, STU.SN, STU.LN, etc.

Select District (0)

Go To Query

Reset any KEEP/SKIP Queries

Run a KEEP Query for Pathway of students to be added.

`KEEP STU CAR CRS CCP IF CCP.CD = "112" AND STU.GR > 8`

The screenshot shows the "Keep/Skip History" window with a list of queries. The first entry is highlighted: "1 KEEP STU CAR CRS CCP IF CCP.CD = "112" AND STU.GR > 8". Below the list is a button labeled "UNDO LAST KEEP/SKIP".

<== just keep changing the Pathway Code then re-run for next Pathway

Go to Mass Add Student Related Data:

Click "Create New"

Type "CPW" for Target Table:

The screenshot shows the "Mass Add Student Related Data" form. It has a "Create New" button and a "Load Import" button. The "Target Table" dropdown menu is set to "CPW". Below the form, it says "Table: CPW".

B_a1. (Cont'd.)

MUST enter the Pathway Code [CD] Value
Verify that the Search by Student is marked
Click "Load Students"

Table: CPW

Field	Description	Value
CD	PathwayCode	112
CM	Completer?	<input type="checkbox"/>
CO	Comment	<input type="text"/>
DTS	Date Timestamp	<input type="text"/>

Reset Save Layout Delete Layout

Students to Update

A KEEP/SKIP query is recommended to ease the setup process.

Search by Student Search by Teacher

Grade Limit: Not Selected

Student Search:

Include Inactive Students **Load Students**

Click "All" to select all students
uncheck name of students to exclude

Click "▶" to indicate which students to add/process

Select students and click the right arrow to include them.

Search Results

All None Record Count: 615

Select	Student Name	Gender	Grd	Perm ID
<input checked="" type="checkbox"/>	Abelino, Melany P		10	20041714
<input checked="" type="checkbox"/>	Abusham, Taia A		9	383597
<input checked="" type="checkbox"/>	Adams, Reagan R		9	369991
<input checked="" type="checkbox"/>	Adan, Diana S		10	364263
<input checked="" type="checkbox"/>	Aguayo, Graciela		9	369849
<input checked="" type="checkbox"/>	Aguilar, Jocelyn		10	362992
<input checked="" type="checkbox"/>	Aguilar, Nevaeh M		10	364989
<input checked="" type="checkbox"/>	Alarja, Adriana A		9	388451

Select students and click the left arrow to remove them.

Selected Students

Clear All Record Count: 615

Remove	Student Name	Gender	Grd	Perm ID
<input type="checkbox"/>	Abelino, Melany P		10	20041714
<input type="checkbox"/>	Abusham, Taia A		9	383597
<input type="checkbox"/>	Adams, Reagan R		9	369991
<input type="checkbox"/>	Adan, Diana S		10	364263
<input type="checkbox"/>	Aguayo, Graciela		9	369849
<input type="checkbox"/>	Aguilar, Jocelyn		10	362992
<input type="checkbox"/>	Aguilar, Nevaeh M		10	364989
<input type="checkbox"/>	Alarja, Adriana A		9	388451

Add Records

Mass Add Records

Click "Mass Add Records" to add students' Career Pathway Records.

Go To Query

Reset/Run KEEP query for next Pathway to add.