**\*\* = New or updated information**

The **Aeries.net Teacher Portal** is an application accessed through a web browser that can be used by teachers within the classroom to update attendance, gradebook and grades in the *Aeries™* database.



The **Portal** application can also be made accessible to **parents** and **students**.

**Remember:** **The Aeries.net Teacher Portal is a Web application and uses a single click when accessing programs.**

**TO ACCESS** *Teacher Portal*

The **Teacher Portal** can be setup and accessed from any PC that has access to the Internet. The user login account **must** be setup by the **System Administrator** at the school district in order to have access to the system.

**Teacher Portal can be viewed by any modern browser. It is recommended that Mac OS users not use Safari due to known issues that prevent the stable use of the Aeries Teacher Portal. Some features may not be available in some web browsers. Google Chrome and Mozilla Firefox are compatible.**

To access **Teacher Portal**, type the name of the user into the **User Name** field and press **Tab**. Type the password that has been assigned in the **Password** field.  When the **User Name** and **Password** have been entered the **Year** fields will now be accessible. Select the **Database** and **Year** and click the mouse on the **Login** button.



The **School** field will now be accessible and the drop down will display the schools that the **User Name** has permissions to access. Click the mouse on the **drop down** arrow to the right of the **School** field and to select a school. Click the mouse on the **Continue** button.



**NOTE:  The log in page may look different than the above depending on your system configuration and school access.**

Click the mouse on the **Log In** button and the **Home** page will display.  The left side of the page will display a Navigation tree.  The middle section will display **Attendance Summaries** for today as well as previous days.  The right side of the page will display an **Events Calendar**.

## Utilizing the Navigation Tree

On the left side of the page a **Navigation** tree will display that allows easy access to the data. To expand the different nodes drag the mouse over to the **+** plus sign and click the mouse. The node will expand and all available data nodes will display. For example below, the **Student Data** list has expanded and all additional student data nodes now display. To collapse the **Student Data** node drag the mouse over to the **–** minus sign and click the mouse.
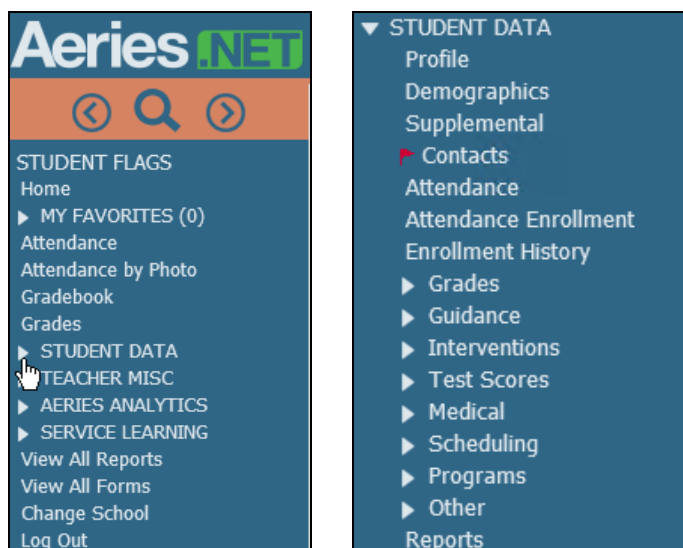


**NOTE:  Student Data available for the teacher to view is determined by the System Administrator.**

On the right of the **Home** page is an **Event Calendar.** Teachers can post events that their students and parents will see. Gradebook assignments will automatically show up for students and parents. The School or District also has the ability to post events that EVERYONE will see in Teacher Portal. Examples of events include Back-To-School-Night, Parent-Teacher Conferences, or when Report Cards are scheduled to be sent home. **The** Event Calendar **can be displayed by Day or Month. The following is the** Month **view.**

## ATTENDANCE

The **Attendance** page can be accessed for attendance update or display.  Click the mouse on the **Attendance** node on the Navigation tree.  The **Current Period** for the teacher signed into Teacher Portal and all students currently enrolled for that period will display. The **Current Period** is determined according to the bell schedule.

Take attendance by clicking in the applicable boxes of **A** for Absent or **T** for Tardy to the right of the student's name.  **Changes are effective immediately**.



The attendance page uses a visual indicator to highlight student rows. When users hover their mouse over a student row, that row will be highlighted in green.



To change the date or period to post attendance for, click the mouse on the **Attendance Date** or **Period** dropdown at the top of the page.

The **Mark All Students As Present** button at the top of the page can be used to mark all students present for the selected period.

| 11/7/2014 ▾ | Period 3 (10:05 - 10:55) ▾ | Mark All Students as Present |

**Hon World Hst**

|   | Stu# |   |   | Name | Grd | Trk | Prgm | Language Fluency | A | T |
|---|------|---|---|------|-----|-----|------|---------|---|---|
| 1 | 170 | 👤 | 31 | Balboa, Michelle P. | 10 | | | E | ☐ | ☐ |
| 2 | 193 | 👤 | 31 | Barr, James J. | 9 | | | E | ☐ | ☐ |

After attendance has been submitted for a period, a **green message** will display the date and time the attendance was submitted.

| 11/7/2014 ▾ | Period 3 (10:05 - 10:55) ▾ | Attendance submitted at 11/07/2014 3:28 PM |

**Hon World Hst**

|   | Stu# |   |   | Name | Grd | Trk | Prgm | Language Fluency | A | T | 11/7 | 11/6 | 11/5 |
|---|------|---|---|------|-----|-----|------|---------|---|---|------|------|------|
| 1 | 170 | 👤 | 31 | Balboa, Michelle P. | 10 | | | E | ☐ | ☐ | | | |
| 2 | 193 | 👤 | 31 | Barr, James J. | 9 | | | E | ☐ | ☐ | | | |

If attendance was not submitted, a red message will display on the top of the page indicating which period attendance was not submitted for. The period will also show in red in the period drop down list. If the school allows back posting of attendance, a red message will display when applicable for the previous day only.

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Attendance is missing for yesterday (11/6/2014) for periods: 1, 2, 3, 4, 6
Attendance is missing for today (11/7/2014) for period: 6

| 11/7/2014 ▾ | Period 6 (1:20 - 2:10) ▾ | Mark All Students as Present |

**Hon World Hst**

|   | Stu# |   |   | Name | Grd | Trk | Prgm | Language Fluency | A | T | 11/7 |
|---|------|---|---|------|-----|-----|------|---------|---|---|------|
| 1 | 87 | 👤 | 31 | Aquino, Kenneth J. | 9 | | | E | ☐ | ☐ | |
| 2 | 188 | 👤 | 31 | Barnett, Michael J. | 9 | | | E | ☐ | ☐ | |
| 3 | 226 | 👤 | 31 | Beintema, Alice J. | 9 | | | E | ☐ | ☐ | |

The attendance page has an **Absence Totals** area on the right side of the page that shows a total of absences that have been given to a student by type of absence.

| 11/7/2014 ▾ | Period 6 (1:20 - 2:10) ▾ | Mark All Students as Present |

| **Hon World Hst** | | | | | | | | | | | | | | | | | | | | | Acosta | Absence Totals since 8/4/2014 | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
|   | Stu# |   | Name | Grd | Trk | Prgm | Language Fluency | A | T | 11/7 | 11/6 | 11/5 | 11/4 | 11/3 | 10/31 | 10/30 | 10/29 | 10/28 | 10/27 | Tardies | Absences = ( Unverified + Excused + Unexcused ) | | | |
| 1 | 87 👤 31 | Aquino, Kenneth J. | 9 | | | E | ☐ | ☐ | | | | | U | | | V | | | 0 | 2 | 0 | 1 | 1 |
| 2 | 188 👤 31 | Barnett, Michael J. | 9 | | | E | ☐ | ☐ | | | | | I | | | | | | 0 | 7 | 2 | 4 | 1 |
| 3 | 226 👤 31 | Beintema, Alice J. | 9 | | | E | ☐ | ☐ | | | D | | | | | | | | 0 | 7 | 0 | 4 | 3 |
| 4 | 277 👤 31 | Bonomo, Sandra | 9 | | | E | ☐ | ☐ | | | | | | | | | | | 0 | 2 | 2 | 0 | 0 |
| 5 | 303 👤 31 | Brandt, Rosalia R. | 9 | | | E | ☐ | ☐ | | | | I | | | | | | | 0 | 4 | 0 | 4 | 0 |

The Absence totals do not automatically update when an attedance code is clicked on for a student. After attendance has been taken for a student or period, click the mouse on the **Refresh Now** button at the bottom of the page which will refresh the absence totals and update the area with the latest totals. Each time **Refresh Now** is clicked, it will update the date and time that the page was last refreshed.

| | | | | | 0 | 4 | 2 | 2 | 0 |
|---|---|---|---|---|---|---|---|---|---|

The Absence Totals are refreshed only at page load or refresh. Last refreshed 11/7/2014 3:31:47 PM. Refresh Now

**NOTE:  Attendance MUST be submitted regardless if there are no absences or tardies.**

New students scheduled into the class will display with the word **NEW** in red next to their name.

**IBHstAm2/HEcCv**

| | Stu # | | | Name | Grd Trk |
|---|---|---|---|---|---|
| 1 | 156 | 👤 | 31 | Baca, Jason S. **NEW** | 12 |
| 2 | 318 | 👤 | 31 | Brown, Gloria A. | 12 |
| 3 | 371 | 👤 | 31 | Calucag, Thais J. | 12 |

Students who have a date in the **SSA Date (Safe School Act)** field on the **Assertive Discipline** form will display with a **red SSA** to the right of their name.  If the teacher portal group has at least Read permisisons to the Assertive Discipline page, teachers will be able to click on SSA and be taken to the Assertive Discipline page for the student. If the teacher portal group does not have permission to the Assertive Discipline page, **SSA** will still display in red but will not do anything when clicked on.

**IBHstAm2/HEcCv**

| | Stu # | | | Name | Grd |
|---|---|---|---|---|---|
| 1 | 1 | 👤 | 31 | Abbott, Allan J. (AJ) | 12 |
| 2 | 215 | 👤 | 31 | Beatty, David W. **SSA** | 12 |
| 3 | 299 | 👤 | 31 | Braggins, Joseph A. | 12 |

The attendance page displays a profile and calendar icon to the left of each student name. Clicking the mouse on the **Profile** icon will take the user to the Profile page for that student.

| | Stu # | | | Name |
|---|---|---|---|---|
| 1 | 1 | 👤 | 31 | Abbott, Allan J. (AJ) |
| 2 | 215 | | 31 | Beatty, David W. **SSA** |
| 3 | 299 | | View Student Profile | eph A. |

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Student Profile

| StuNum | Last Name | First Name | Middle Name | Perm ID Num | State Stu ID | Sex | Grd | Age |
|---|---|---|---|---|---|---|---|---|
| 1 | Abbott | Allan (AJ) | James | 99400001 | 1234567890 | M | 12 | 17 |

| Ethnicity | Race | User1 | User2 | User3 | User4 | Band | GATE | User7 |
|---|---|---|---|---|---|---|---|---|
| N | White | | | | N | | G | C |

| Attendance Summary | | | | | | | | | | | | | Gradebook Summary | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Code Description | All | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | | | |
| A  UNVERIFIED | 0 | | 1 | | | | | | | | | | Current | N |

Clicking the mouse on the **Calendar** icon to the left of the student name will take the user to that students attendance detail page.





Certain attendance rules can be applied by the district. They can include restricting the times that teachers are able to post attendance. If the district has restricted attendance to only be taken during the period class time and that time has passed, the ability to take attendance will be disabled. The following is an example of a message that will display to the teacher.



### Attendance By Photo

The **Attendance by Photo** page allows teachers to be able to assign students to seats and take attendance by seating chart and photograph. Click the mouse on the **Attendance by Photo** node on the Navigation tree and the following page will display.

To assign student photographs to the photo chart, first select the correct class period from the drop down list at the top of the page.
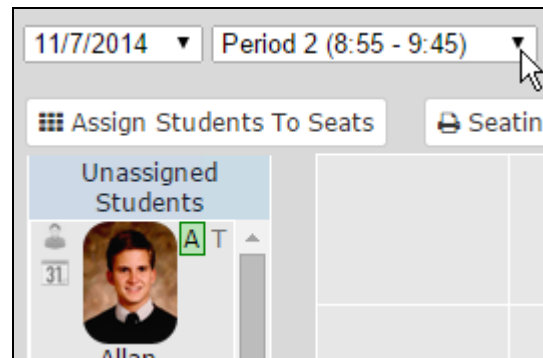


The page will display available student photographs in the **Unassigned Students** column. To assign students to the photo chart, click the mouse on the **Assign Students To Seats** button.
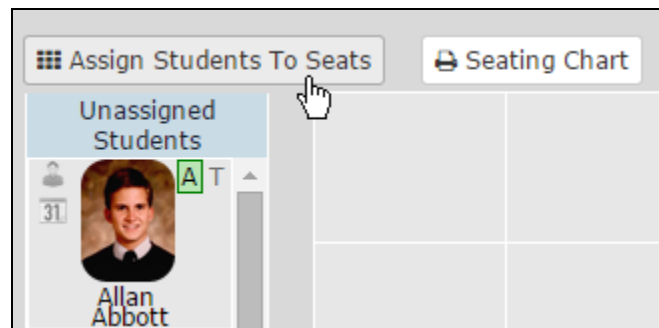


The page will display in edit mode. The **Columns To Show** and the **Rows To Show** values determine how many photographs display horizontally and vertically. These numbers can be adjusted from the default by typing in a new **numeric** value and then clicking on the **Refresh** button.
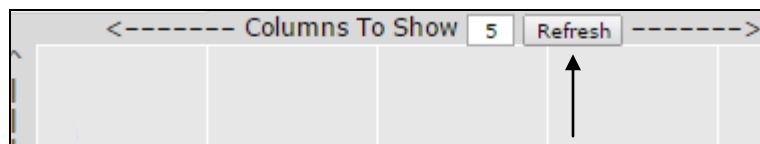


After clicking on the **Refresh** button, the chart will display the new number of photo chart boxes. To assign a student photograph to the chart, click the mouse on the student photo in the **Unassigned Seats** column and **drag and drop** it to the desired location on the chart. To secure the photo in place click the mouse on the photo.
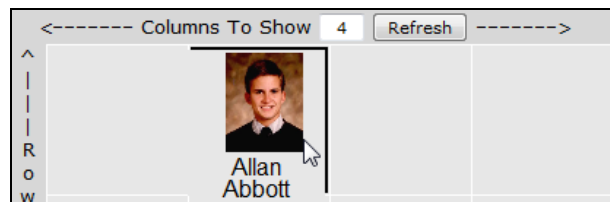
Once all photos are placed on the photo chart, they will show with a **red x** on the top right corner of each photo. Clicking on the **red x** will remove the photo from the chart and place it back in the **Unassigned Students** column.
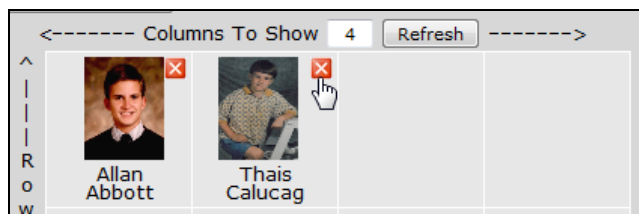
After the photographs have been assigned to the photo chart, attendance can be taken on the Attendance by Photo page by clicking on an absence code letter that displays to the right of the student photo. When a code is selected for a student, it will turn green which indicates the absence code has been recorded for the student.
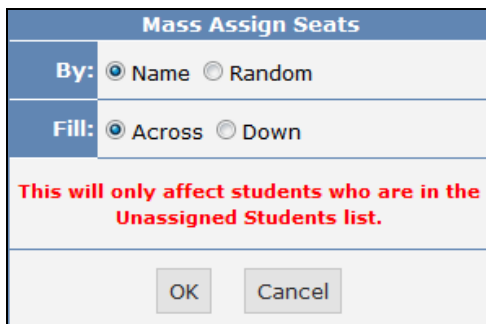
To clear the attendance by photo chart for a period, click the mouse on the Assign Students To Seats link and then select the correct class period from the period drop down list. The photo chart will be back in edit mode. At the top of the page click the mouse on the **Clear All Seats** button. The following message will display. To clear all of the photos from the chart click the mouse on the **OK** button.
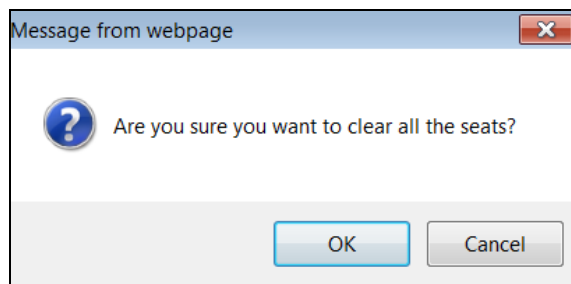
The chart will be cleared and the student photographs will be displayed in the **Unassigned Students** column again.
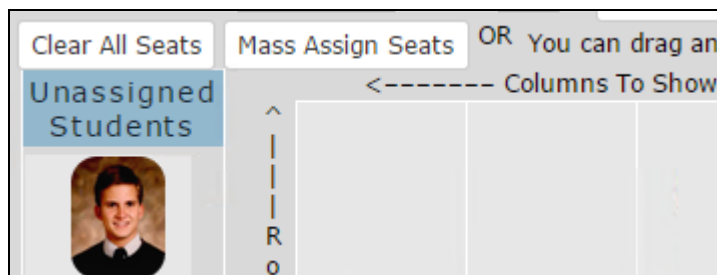
The Attendance by Photo page has a **Mass Assign Seats** option when assigning seats to students. This option will allow a teacher to mass assign by student name or randomly. It will also fill the photos on the chart across or down. This option will only affect students who are still listed in the **Unassigned Students** column. After selecting a **By** and **Fill** option, click the mouse on the **OK** button. The student photos will then be mass assigned.



The Attendance by Photo page also displays a Profile and Calendar icon to the left of each student name. Clicking the mouse on the **Profile** icon will take the user to the Profile page for that student.
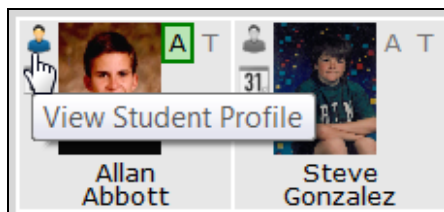


Clicking the mouse on the **Calendar** icon to the left of the student name will take the user to that students attendance detail page.
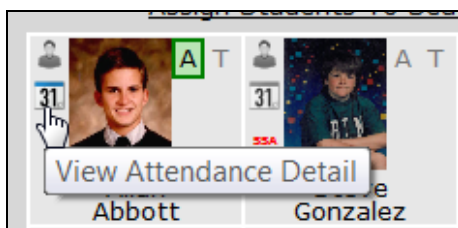


Students who have a date in the **SSA Date (Safe School Act)** field on the **Assertive Discipline** form will display with a **red SSA** to the left of their name. If the teacher portal group has at least Read permisisons to the Assertive Discipline page, teachers will be able to click on SSA and be taken to the Assertive Discipline page for the student. If the teacher portal group does not have permission to the Assertive Discipline page, SSA will still display in red but will not do anything when clicked on.
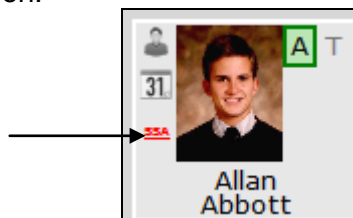
**Elementary School Lunch Count**

Elementary schools can enter a lunch count for the current day on the attendance page. At the top of the attendance page a lunch count area will display. The lunch count types that display are from the **COD** table for table **LNC** and field **TY**.



Enter the lunch count information and then click the mouse on the **Save Lunch Count** button to save the data.

## GRADEBOOK

To access Gradebooks, click the mouse on the **Gradebook** node on the Navigation tree.
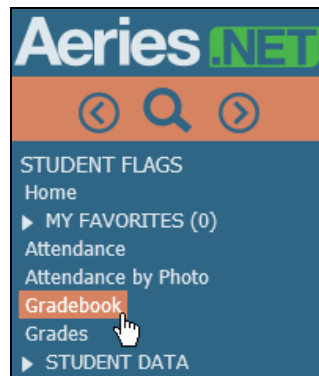


The Gradebook **Dashboard** page will display with existing gradebooks as well as the option to add a new Gradebook.
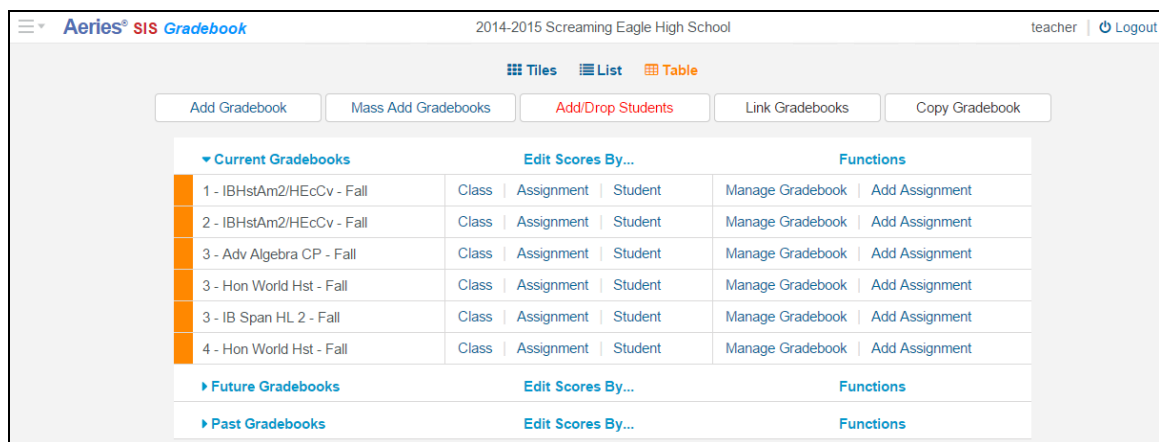


The following is an example of the **Scores By Class** page in the gradebook which can be used to enter scores for students in gradebooks.



**NOTE:  Full detailed Gradebook documentation for Elementary and Secondary schools can be found in the documents section of www.aeries.com under the Aeries.net user docs category.**

## GRADES

The **Grade** page can be accessed for update or display from the **Grades** node on the Navigation tree. The **Grade** page will display for the teacher signed into **Teacher Portal**. All students currently enrolled will display. A message will display in yellow indicating the period of time that a teacher can post to a student's grades.



Click the mouse on the **Period** dropdown to select a different period.



Use the **Edit All Records** button to add or update a current mark for the grading period displayed. The page will change from **View** only to **Edit** mode.

A **drop down** listing will display to select the **Valid Marks**, **Citizenship**, **Work Habits** and **Comment** fields. Select the applicable values.



To load grades click the mouse on the **Load Grades From Gradebook** button on the top of the page.



Any data changes made on the page are **effective immediately**. When done editing or adding data, click the mouse on the **Done Editing** button to change back to the view only display.

**NOTE: Any data changes made on the Grades page in the "Edit all Records" mode will be effective immediately regardless of clicking on the "Done Editing" button. The "Done Editing" button merely changes the page back to view only display.**

## STUDENT  DATA

The **System Administrator** can select certain student information that can be viewed or edited by teachers.  To view the student information available, click the mouse on the **Student Data** node on the Navigation tree, then click on **Demographics**.



**NOTE:  Student data available for the teacher to view is determined and setup by the System Administrator.**

## STUDENT  SEARCH

The **Student Search** node is a search engine and can be accessed by the looking glass icon above the Navigation tree.



The teacher can search for all students, current students or previous students.  A student can be located by entering the complete student name, the student's last name, first couple letters of the student's last name or first letter to locate all students starting with that letter.  After the name has been entered click the mouse on the **GO** button or press **Enter** and student's meeting this criteria will display.

## STUDENT DEMOGRAPHICS

To display student demographics click the mouse on **Demographics** under the **Student Data** node.  The following page will display with the demographic information for the student selected.



## STUDENT DATA – ASSERTIVE DISCIPLINE

To display a student's **Assertive Discipline** records, click the mouse on the **Guidance** node on the Navigation tree and click on **Assertive Discipline**.  The following page will display.  The most recent **Assertive Discipline** record will display. To change records select a record from the dropdown list at the top of the page.

## STUDENT  DATA – DISCIPLINE

To display a student's **Discipline** records, click the mouse on the **Guidance** node on the Navigation tree and click on **Discipline**.  The following page will display.



Various **Display Options** are available on the **Discipline** page.  Click the mouse on the dropdowns to display the sort options.  Use the **Refresh** icon to change the display order.



Certain pages in the **Aeries.net Teacher Portal** can be configured by the System Administrator for teachers to Insert, Update or Delete data.  An example is the **Discipline** page. If the System Administrator has enabled teachers to be able to Insert data for the **Discipline** page the **Add New Record** button will display.

To add a new **Discipline** record, click the mouse on the **Add New Record** button and the following page will display.  Enter the information and click on the **Save** icon.



The new **Discipline** record will now display on the **Discipline** page.



## TEACHER  REPORTS

**View All Reports** contains various reports that are available for teachers based upon their security.  One such report is **Avery 5160 Labels.**

**Label** options vary between school types.  An Elementary School teacher would have slightly different label options available to them than a High School Teacher would have**.**

**Elementary Teacher Label Options:**

Print Avery 5160 Labels
Report Options

**Report Format:** PDF ⌄
**Report Delivery:** None ⌄
**Which Report:**
- ⦿ Labels Addressed To Parents
- ○ Labels Addressed To Students
- ○ Student Name Labels
- ○ Student Info Labels
- ○ Return Address Labels

☐ Print Zip Extension
☐ Do Not Print to Contacts
☐ Print Only Students in My Class

**High School Teacher Label Options:**

Print Avery 5160 Labels
Report Options

**Report Format:** PDF ⌄
**Report Delivery:** None ⌄
**Which Report:**
- ⦿ Labels Addressed To Parents
- ○ Labels Addressed To Students
- ○ Student Info Labels
- ○ Return Address Labels

☐ Print Zip Extension
☐ Do Not Print to Contacts
☐ Only Print Students In Specific Classes
☐ Sort By Class

**Mailing Labels** can be addressed to either Parents or to Students.

Examples of **Student Name Labels** and **Student Info Labels** are **below.**

**Student Name Labels**

Derek Albright
Teacher: Goularte
Room# 24
Golden Eagle Elementary School

**Student Info Labels**

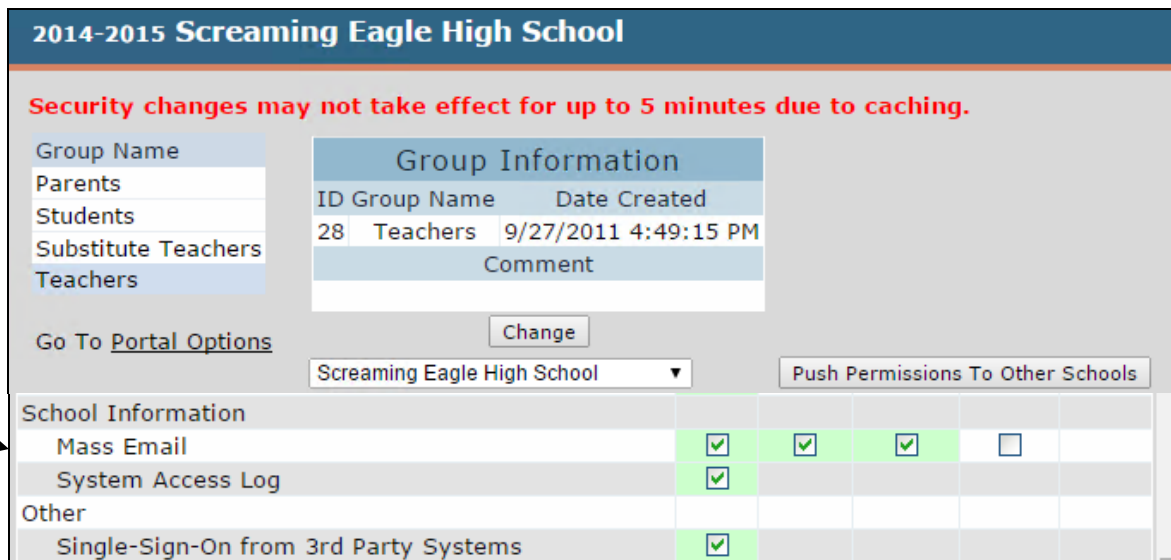David Alvarez                          # 17
Grade 6            Male           1/4/2002
M/M A Alvarez              (777) 555-5463
2200 Farview Ave
Eagle Rock, CA 99999

## TEACHER MISCELLANEOUS

The **Teacher Miscellaneous** node on the navigation tree contains several functions that are available for teachers based upon their security.
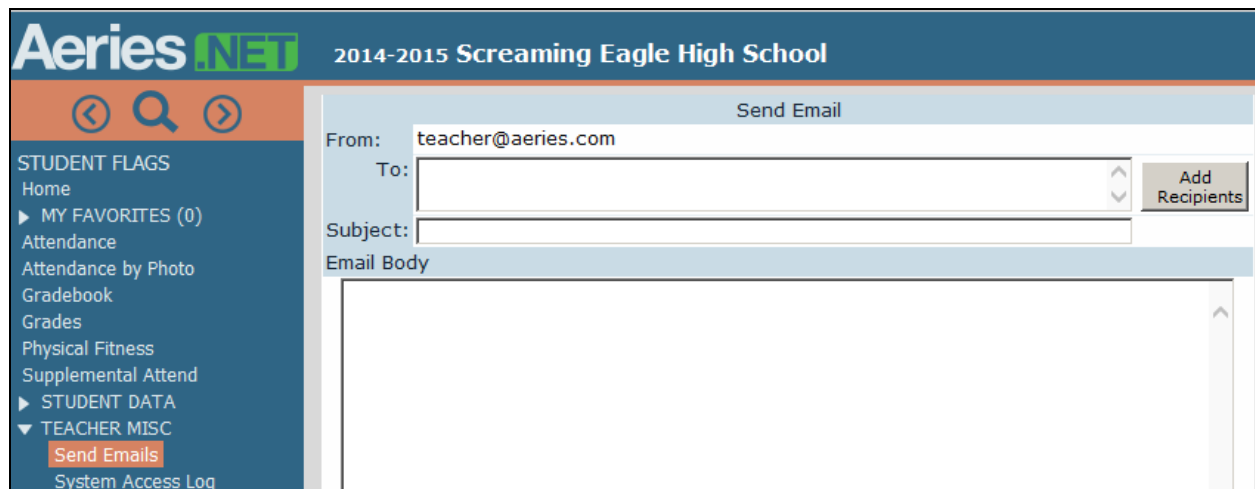
### Send Emails

Permissions need to be granted to the Teacher Portal Group for **Mass Email** under the **School Information** section, for the teachers to see a **Send Emails** option under the **Teacher Misc**. node on the Navigation tree.



The following page will display when **Send Emails** is selected.

The **Add Recipients** button will display various options for the teacher to select email addresses. Below is the page for secondary school teacher. The **Period** and **Class** radio buttons will allow them to send emails to the entire class. Emails can then be selected or removed from the list.



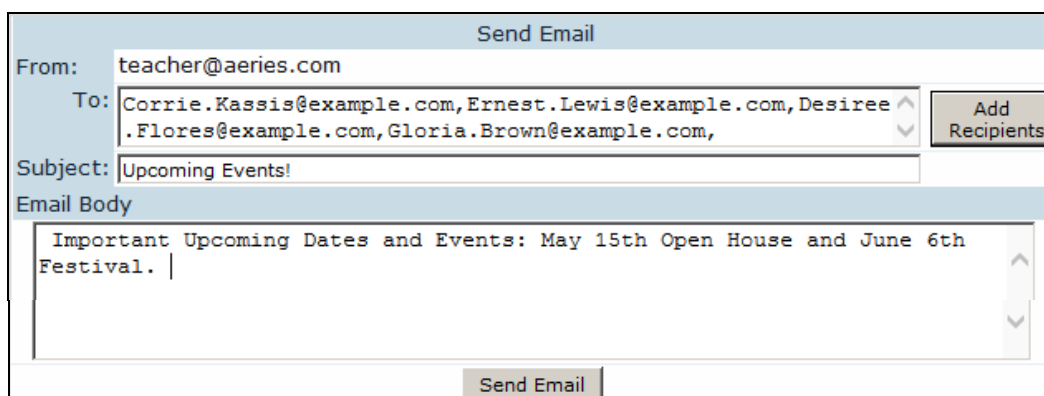The elementary teachers will see the following page when clicking on the **Add Recipient**s button.



After selecting students, students need to be moved to the lower section of the page by clicking the **Add Selected** or **Add All buttons** in the middle of the page. Students can be highlighted and removed from the list by using the **Remove Selected** or **Remove All** buttons in the middle of the page. Click the **OK** button to continue or **Cancel** when the list on the bottom of the page is complete.
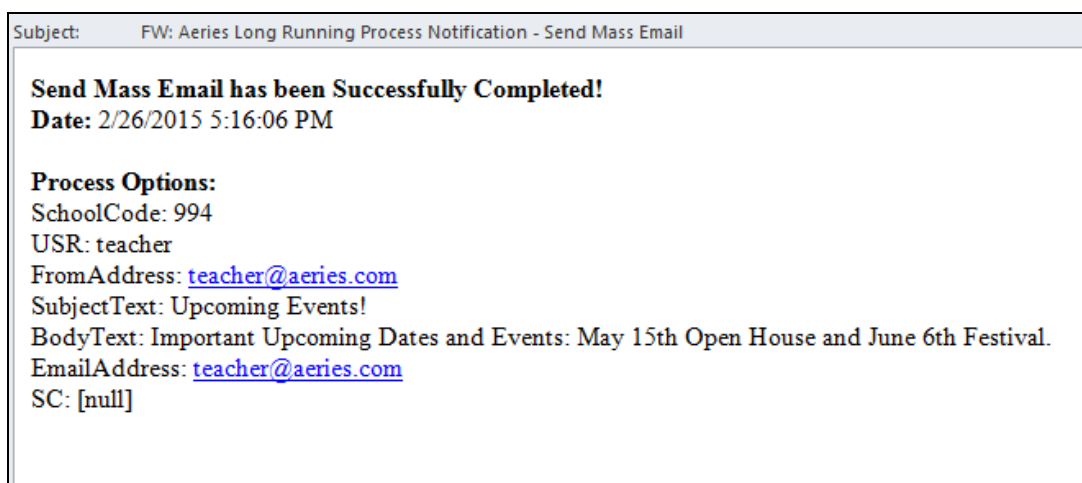
The following page will display to continue with the email. Click on the **Send Email** button when the subject and text have been completed and you are ready to send the email. A confirmation message will display.

| Send Email |
| --- |
| From: teacher@aeries.com |
| To: Corrie.Kassis@example.com,Ernest.Lewis@example.com,Desiree .Flores@example.com,Gloria.Brown@example.com,    [Add Recipients] |
| Subject: Upcoming Events! |
| Email Body |
| Important Upcoming Dates and Events: May 15th Open House and June 6th Festival. |
| Send Email |

A confirmation email will be sent to the teacher.

Subject:        FW: Aeries Long Running Process Notification - Send Mass Email

**Send Mass Email has been Successfully Completed!**
**Date:** 2/26/2015 5:16:06 PM

**Process Options:**
SchoolCode: 994
USR: teacher
FromAddress: teacher@aeries.com
SubjectText: Upcoming Events!
BodyText: Important Upcoming Dates and Events: May 15th Open House and June 6th Festival.
EmailAddress: teacher@aeries.com
SC: [null]

## System Access Log

If permissions are granted to the Teacher Portal Group for **System Access Log** under the **School Information** section, the teachers will then see a **System Access Log** option under the **Teacher Misc**. node on the Navigation tree.
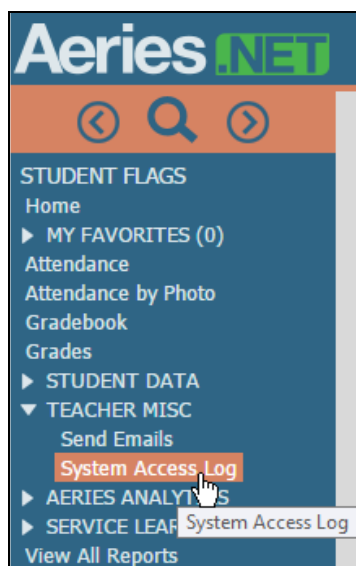


Clicking on the **System Access Log** option will display the following page for the teacher.



Columns displayed on the **System Access Log** include:

- **Account – Name of the Account the record is associated with**
- **Email Address – Email address of the account**
- **Student Name – Name of student viewed**
- **Perm ID – The perm ID number of the student being viewed**
- **Type – The type of portal account. P is for Parent and S is for Student.**
- **Date/Time – Shows when the record was viewed.**

The top portion of the System Access Log page has different filter options a teacher can use to select records to view. The **Information Area** drop down list is used to select which area of the Portal to view records for.