
Aeries.net Teacher Portal – User Documentation

February 27, 2015

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**** = 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.

Aeries.NET 2014-2015 Screaming Eagle High School Welcome teach My Options

STUDENT FLAGS
 Home
 MY FAVORITES (0)
 Attendance
 Attendance by Photo
 Gradebook
 Grades
 STUDENT DATA
 TEACHER MISC
 AERIES ANALYTICS
 SERVICE LEARNING
 View All Reports
 View All Forms
 Change School
 Log Out
 EADMS

Quick Student Search

Attendance Summary

	Today 11/07/2014	Prior Day 11/06/2014	2 Days Prior 11/05/2014
Enr - Total	1975	1977	1978
Enr - Male	1006	1007	1009
Enr - Female	969	970	969
Present	1909 96.66%	1905 96.36%	1885 95.30%
Absent	66 3.34%	72 3.64%	93 4.70%
Tardy	0	0	0

My Tasks

Calendar
 11/07/2014
 Display: Day

Briefcase
4:Hon World Hst Assignments

Assignment Name	Due	Assignment Files	Received
Chapter 21 IHOS	10/31/2014		0
22-5	11/2/2014		0
FR Journals	11/13/2014		0
Ch22 Test MC	11/13/2014		0
Nappy Practice Paragraph	11/13/2014		0
CN 23-1	11/13/2014		0
CN 23-2	11/13/2014		0
Ch22 Paragraph	11/13/2014		0
Napoleon Poster	11/14/2014		0

My Uploaded Files

File Name	Files	Size	Date Uploaded
<input type="button" value="Upload New File"/>			

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.

Eagle Unified School District
Welcome to Aeries.net

User Name:

Password:

Year:

LOGIN

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.

Eagle Unified School District
Welcome to Aeries.net

User Name:

Password:

Database:

Year:

School:

CONTINUE **CANCEL**

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**.

Aeries.NET 2014-2015 Screaming Eagle High School

Quick Student Search: **Go**

Attendance Summary	
	Today 11/07/2014
Enr - Total	1975
Enr - Male	1006
Enr - Female	969
Present	1909 96.66%
Absent	66 3.34%
Tardy	0

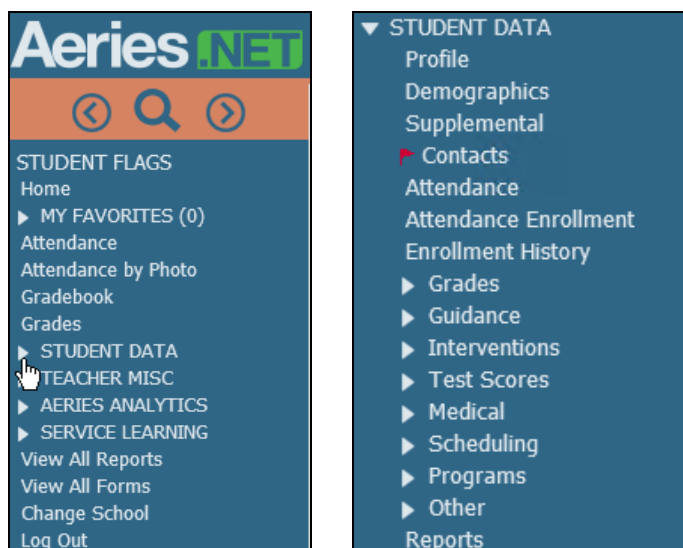
My Tasks: **Add**

Calendar: November 2014

Mon	Tue	Wed	Thu	Fri	Sat/Sun
27	28	29	30	31	1
3	4	5	6	7	8
10	11	12	13	14	15
17	18	19	20	21	22

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.**

Quick Student Search				Calendar						
<input type="text"/>				November 2014						
				Add New Event						
				Display: Month						
				Mon	Tue	Wed	Thu	Fri	Sat/Sun	
				27	28	29	30	31	1	2
				3	4	5	6	7	8	9
								Minimum Day		

Attendance Summary			
	Today	Prior Day	2 Days Prior
	11/07/2014	11/06/2014	11/05/2014
Enr - Total	1975	1977	1978
Enr - Male	1006	1007	1009
Enr - Female	969	970	969
Present	1909 96.66%	1905 96.36%	1885 95.30%
Absent	66 3.34%	72 3.64%	93 4.70%
Tardy	0	0	0

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.**

2014-2015 Screaming Eagle High School

Welcome teacher

My Options

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

Attendance is missing for today (11/7/2014) for periods: 3, 6

11/7/2014

Period 2 (8:55 - 9:45)













Attendance submitted at 11/07/2014 3:19 PM

IBHstAm2/HEcCv															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	Abbott, Allan J. (AJ)	12			L	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A										0	1	0	1	0							
2	Beatty, David W.	12		S	E	<input type="checkbox"/>	<input type="checkbox"/>											0	0	0	0	0							
3	Braggins, Joseph A.	12			E	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A										0	4	4	0	0							
4	De Leon, Christopher D.	12			E	<input type="checkbox"/>	<input type="checkbox"/>											0	6	4	0	2							
5	Gelfuso, Marlinna M.	12			E	<input type="checkbox"/>	<input type="checkbox"/>											1	4	0	4	0							
6	Gil, Jeremy C.	12			E	<input type="checkbox"/>	<input type="checkbox"/>											0	2	0	2	0							
7	Huerta, Iman	12			F	<input type="checkbox"/>	<input type="checkbox"/>											0	2	1	0	1							
8	Lansford, Kimberly	12			E	<input type="checkbox"/>	<input type="checkbox"/>											0	0	0	0	0							
9	Lee, Michelle	12			F	<input type="checkbox"/>	<input type="checkbox"/>											0	1	1	0	0							
10	Leos, Christine M.	12			E	<input type="checkbox"/>	<input type="checkbox"/>											0	7	7	0	0							
11	Marin, Kent B.	12			E	<input type="checkbox"/>	<input type="checkbox"/>											0	1	0	1	0							
12	Martinez, Oscar J.	12			E	<input type="checkbox"/>	<input type="checkbox"/>											0	3	2	1	0							
13	Mata, Shanbie	12			L	<input type="checkbox"/>	<input type="checkbox"/>											0	3	0	1	2							
14	Millan, Lorena	12			E	<input type="checkbox"/>	<input type="checkbox"/>											0	5	0	2	3							

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.

11/7/2014 ▾ Period 2 (8:55 - 9:45) ▾ Attendance submitted at 11/07/2014 3:19 PM

IBHstAm2/HEcCv

Stu#	Name	Grd	Trk	Prgm	Language Fluency	A	T	11/7	11/6
1	1   Abbott, Allan J. (AJ)	12			L	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A	
2	215   Beatty, David W.	12		S	E	<input type="checkbox"/>	<input type="checkbox"/>		
3	299   Braggins, Joseph A.	12			E	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A	
4	628   De Leon, Christopher D.	12			E	<input type="checkbox"/>	<input type="checkbox"/>		
5	940   Gelfuso, Marlinna M.	12			E	<input type="checkbox"/>	<input type="checkbox"/>		
6	948   Gil, Jeremy C.	12			E	<input type="checkbox"/>	<input type="checkbox"/>		I

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.

11/7/2014 ▾

Period 2 (8:55 - 9:45) ▾

Attendance

Select a Period

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.

The screenshot shows the top of the attendance page. At the top, there are two dropdown menus: the first is set to '11/7/2014' and the second is set to 'Period 3 (10:05 - 10:55)'. To the right of these is a button labeled 'Mark All Students As Present'. Below this is a section titled 'Hon World Hst' containing a table with student information.

Stu#	Name	Grd	Trk	Prgm	Language Fluency	A	T
1 170	Balboa, Michelle P.	10			E	<input type="checkbox"/>	<input type="checkbox"/>
2 193	Barr, James J.	9			E	<input type="checkbox"/>	<input type="checkbox"/>

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

The screenshot shows the attendance page after submission. A green message 'Attendance submitted at 11/07/2014 3:28 PM' is displayed at the top right. The 'Mark All Students As Present' button is still present. The table below shows the same student information as the previous screenshot.

Stu#	Name	Grd	Trk	Prgm	Language Fluency	A	T	11/7	11/6	11/5
1 170	Balboa, Michelle P.	10			E	<input type="checkbox"/>	<input type="checkbox"/>			
2 193	Barr, James J.	9			E	<input type="checkbox"/>	<input type="checkbox"/>			

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.

The screenshot shows the attendance page with a red message at the top: 'Attendance is missing for yesterday (11/6/2014) for periods: 1, 2, 3, 4, 6' and 'Attendance is missing for today (11/7/2014) for period: 6'. The dropdown menus show '11/7/2014' and 'Period 6 (1:20 - 2:10)'. The 'Mark All Students As Present' button is present. The table below shows student information for 'Hon World Hst'.

Stu#	Name	Grd	Trk	Prgm	Language Fluency	A	T	11/7
1 87	Aquino, Kenneth J.	9			E	<input type="checkbox"/>	<input type="checkbox"/>	
2 188	Barnett, Michael J.	9			E	<input type="checkbox"/>	<input type="checkbox"/>	
3 226	Beintema, Alice J.	9			E	<input type="checkbox"/>	<input type="checkbox"/>	

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.

The screenshot shows the attendance page with the 'Absence Totals' area on the right. The top section shows the date '11/7/2014' and the period 'Period 6 (1:20 - 2:10)'. The 'Mark All Students As Present' button is present. The table below shows student information for 'Hon World Hst'.

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	Aquino, Kenneth J.	9			E	<input type="checkbox"/>	<input type="checkbox"/>											0	2	0	1	1
2 188	Barnett, Michael J.	9			E	<input type="checkbox"/>	<input type="checkbox"/>											0	7	2	4	1
3 226	Beintema, Alice J.	9			E	<input type="checkbox"/>	<input type="checkbox"/>											0	7	0	4	3
4 277	Bonomo, Sandra	9			E	<input type="checkbox"/>	<input type="checkbox"/>											0	2	2	0	0
5 303	Brandt, Rosalia R.	9			E	<input type="checkbox"/>	<input type="checkbox"/>											0	4	0	4	0

The Absence totals do not automatically update when an attendance 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			Baca, Jason S. NEW			12		
2	318			Brown, Gloria A.			12		
3	371			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 permissions 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			Abbott, Allan J. (AJ)			12		
2	215			Beatty, David W. SSA			12		
3	299			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			Abbott, Allan J. (AJ)		
2	215			Beatty, David W. SSA		
3	299			Braggins, Joseph A.		

2014-2015 Screaming Eagle High School											
	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		
<u>Attendance Summary</u>						<u>Gradebook Summary</u>					
Code Description	All	0	1	2	3	4	5	6	7	8	9
A UNVERIFIED	0		1								
Current											

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

Stu#	Name
1 1	Abbott, Allan J. (AJ)
2 215	Beatty, David W. SSA
3 299	View Attendance Detail
4 628	De Leon, Christopher D.

2014-2015 Screaming Eagle High School									
Attendance									
Flag	StuNum	Last Name	First Name	Middle Name	Perm ID Num	Sex	Grd	Age	Prog
1	1	Abbott	Allan (AJ)	James	99400001	M	12	17	
09/08			09/09		09/10		09/11		
09/15			09/16		09/17		09/18		
09/22			09/23		09/24		09/25		
09/29			09/30		10/01		10/02		
10/06			10/07		10/08		10/09		
10/13			10/14		10/15		10/16		

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.

11/7/2014	Period 1 (8:00 - 8:50)	Attendance for today was submitted at 11/7/2014 3:04 PM.															
Attendance for this period is closed. You may only post attendance for this period between 8:00 AM and 8:50 AM.																	
IBHstAm2/HEcCv											Acosta			Absence Totals s			
Stu#	Name	Grd	Trk	Prgm	Language Fluency	11/7	11/6	11/5	11/4	11/3	10/31	10/30	10/29	10/28	10/27	Tardies	Absences = (Unverifie
1 156	Baca, Jason S. NEW	12			E	A										0	1 1

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.

Aeries.NET
2014-2015 Screaming Eagle High School

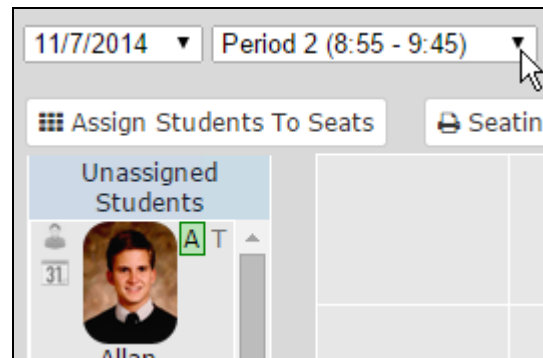
Attendance Date: 11/7/2014 Period: 2 Seating Chart

Clear All Seats Mass Assign Seats OR You can drag and drop students

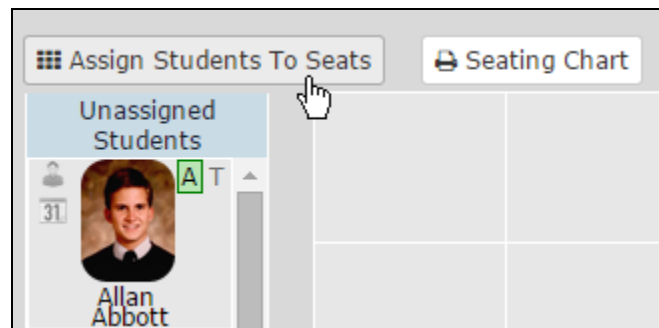
Unassigned Students

Columns To Show 5 Refresh

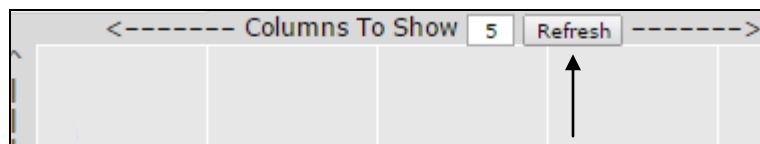
To assign student photographs to the photo chart, first select the correct class period from the drop down list at the top of the page.



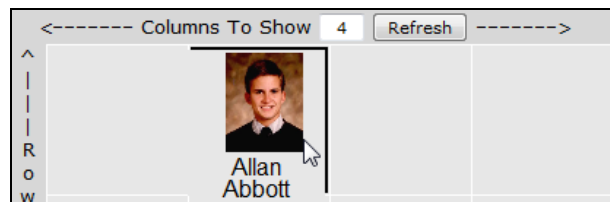
The page will display available student photographs in the **Unassigned Students** column. To assign students to the photo chart, click the mouse on the **Assign Students To Seats** button.



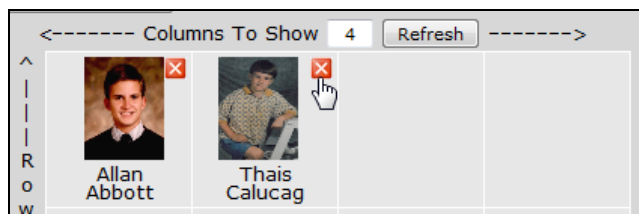
The page will display in edit mode. The **Columns To Show** and the **Rows To Show** values determine how many photographs display horizontally and vertically. These numbers can be adjusted from the default by typing in a new numeric value and then clicking on the **Refresh** button.



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.



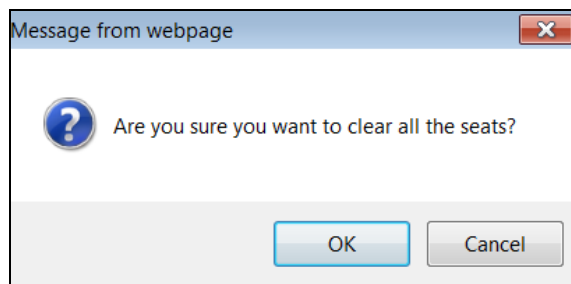
Once all photos are placed on the photo chart, they will show with a **red x** on the top right corner of each photo. Clicking on the **red x** will remove the photo from the chart and place it back in the **Unassigned Students** column.



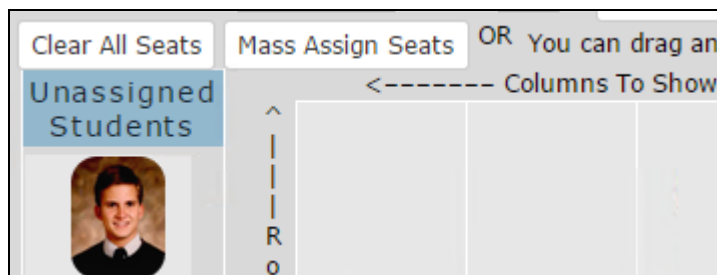
After the photographs have been assigned to the photo chart, attendance can be taken on the Attendance by Photo page by clicking on an absence code letter that displays to the right of the student photo. When a code is selected for a student, it will turn green which indicates the absence code has been recorded for the student.



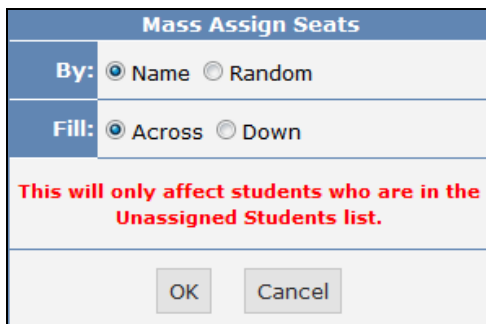
To clear the attendance by photo chart for a period, click the mouse on the Assign Students To Seats link and then select the correct class period from the period drop down list. The photo chart will be back in edit mode. At the top of the page click the mouse on the **Clear All Seats** button. The following 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.

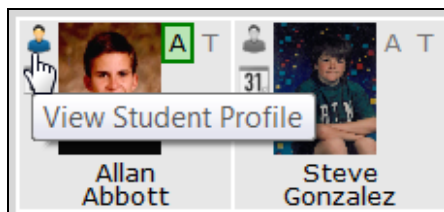


The Attendance by Photo page has a **Mass Assign Seats** option when assigning seats to students. This option will allow a teacher to mass assign by student name or randomly. It will also fill the photos on the chart across or down. This option will only affect students who are still listed in the **Unassigned Students** column. After selecting a **By** and **Fill** option, click the mouse on the **OK** button. The student photos will then be mass assigned.

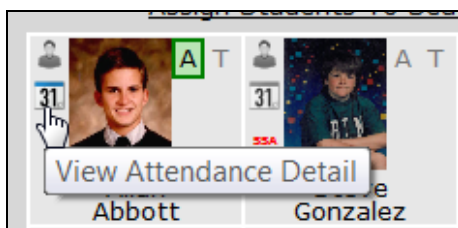


The dialog box is titled "Mass Assign Seats". It contains two sections: "By:" with radio buttons for "Name" (selected) and "Random"; and "Fill:" with radio buttons for "Across" (selected) and "Down". Below these is a red text warning: "This will only affect students who are in the Unassigned Students list." At the bottom are "OK" and "Cancel" buttons.

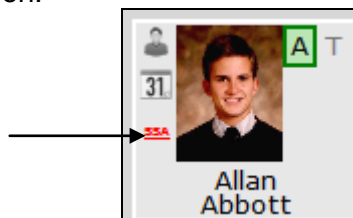
The Attendance by Photo page also displays a Profile and Calendar icon to the left of each student name. Clicking the mouse on the **Profile** icon will take the user to the Profile page for that student.



Clicking the mouse on the **Calendar** icon to the left of the student name will take the user to that student's 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 permissions 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**.

2014-2015 Golden Eagle Elementary School

Attendance is missing for yesterday (11/6/2014)
Attendance is missing for today (11/7/2014)

11/7/2014 ▼ Mark All Students as Present

Lunch Count **Enos**

Cold Lunch

Hot Lunch

Save Lunch Count

Stu#	Name	Grd	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 = (Unverit
1	7	31	Alavez, Abel B. (DB)	SSA	4		E	<input type="checkbox"/>	<input type="checkbox"/>									0	1
2	18	31	Alvarez, Haggit B.		4		E	<input type="checkbox"/>	<input type="checkbox"/>									0	0
3	40	31	Armenta, David M.		4		L	<input type="checkbox"/>	<input type="checkbox"/>									0	0
4	72	31	Bell, Ryan J.		4		E	<input type="checkbox"/>	<input type="checkbox"/>									1	0
5	105	31	Byl, Ashley B.		4		E	<input type="checkbox"/>	<input type="checkbox"/>									1	0

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

Lunch Count **Enos**

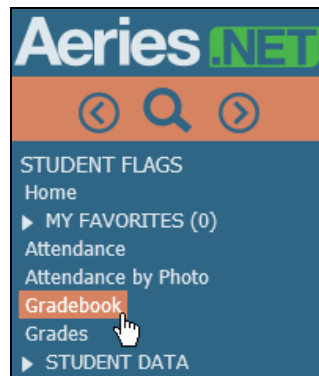
Cold Lunch

Hot Lunch

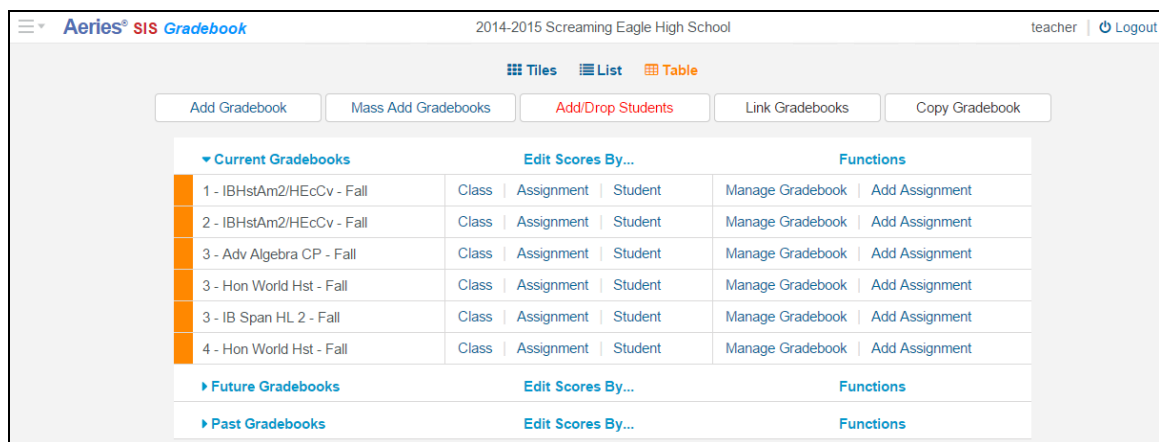
Save Lunch Count

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.

2014-2015 Screaming Eagle High School														
teacher Logout														
1 - IBHstAm2/HEcCv - Fall														
Dashboard Scores by Class Assignments Students Reports Manage														
National Socialism Q... Nazi Party Documents Stalin New Deal 104 Reading Quiz Hitler Wheels SCW Presentation Webquest Qs SCW Timeline Hitt														
11/14/2014 #36 : 8 11/14/2014 #37 : 9 11/14/2014 #38 : 20 11/14/2014 #39 : 20 11/20/2014 #40 : 6 11/20/2014 #41 : 5 12/5/2014 #42 : 15 12/5/2014 #43 : 10 12/5/2014 #44 : 5 12/2 #45														
Show Filters Student Name 12														
Name Grd % Mark														
1	Baca, Jason S.	12	75.9	C	8	5	10	8	6	5	12	10	5	1
2	Brown, Gloria A.	12	80.0	B-	8	5	12	11	5	5	12	10	5	1
3	Calucag, Thais J.	12	71.7	C-	6	5	9	8	5	5	12	10	5	1
4	Dawson, Mike M.	12	71.1	C-	0	5	TX	7	4	5	10	10	5	1
5	Elhadary, Brian M.	12	79.3	C+	8	5	8	9	6	5	15	10	5	1
6	Flores, Desiree R.	12	77.8	C+	6	5	11	9	4	5	15	10	5	1
7	Godina, Jennifer	12	85.3	B	8	5	11	21	5	5	15	10	5	2
8	Gonzalez, Steve	12	77.2	C+	8	5	12	9	6	5	15	10	5	1

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.

Stu#	Student Name	Grd	Course	1st Qtr	1st Sem	3rd Qtr	2nd Sem	Cred	Cit	WH	Abs	Tdy	Comments
156	Baca, Jason	12	IBHstAm2/HEcCv	A	A-	B		5.00	O		1	0	E- Pleasure To Have In Class
318	Brown, Gloria	12	IBHstAm2/HEcCv	B+	A	A-		5.00	O		4	0	A- Excellent Student C- Conscientious And Cooperative E- Pleasure To Have In Class
371	Calucag, Thais	12	IBHstAm2/HEcCv	C+	C	C-		5.00	O		0	0	C- Conscientious And Cooperative E- Pleasure To Have In Class

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

Stu#	Student Name	Grd	Course	1st Qtr	1st Sem	3rd Qtr
156	Baca, Jason	12	IBHstAm2/HEcCv	A	A-	B
318	Brown, Gloria	12	IBHstAm2/HEcCv	B+	A	A-

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.

Stu#	Student Name	Grd	Course	1st Qtr	1st Sem	3rd Qtr
156	Baca, Jason	12	IBHstAm2/HEcCv	A	A-	B

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

2014-2015 Screaming Eagle High School

Current Date Range for Grade Posting: 11/01/2014 - 12/22/2014

Period: 1 Data Changes Are Effective Immediately! Done Editing Mass Add Values

Grades by Teacher/Multiple Marks

Stu#	Student Name	Grd	Course	1st Qtr	1st Sem	3rd Qtr	2nd Sem	Cred	Cit	WH	Abs Tdy
156	Baca, Jason	12	IBHstAm2/HEcCv	A	A-	B		5.0000			1 0
318	Brown, Gloria	12	IBHstAm2/HEcCv	B+	A	A-	A+	5.0000			4 0
371	Calucag, Thais	12	IBHstAm2/HEcCv	C+	C	C-	A	5.0000			0 0
723	Elhadary, Brian	12	IBHstAm2/HEcCv	A	B+	A-	A-	5.0000			4 0

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

2014-2015 Screaming Eagle High School

Current Date Range for Grade Posting: 11/01/2014 - 12/22/2014

Period: 1

Edit All Records

Load Grades From Gradebook

Grades by Teacher/

Stu#	Student Name	Grd	Course	1st Qtr	1st Sem	3rd Qtr	2nd
156	Baca, Jason	12	IBHstAm2/HEcCv	A	A-	B	
318	Brown, Gloria	12	IBHstAm2/HEcCv	B+	A	A-	

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**.

Aeries.NET 2014-2015 Screaming Eagle High School

Welcome teacher My Options

STUDENT FLAGS
Home
MY FAVORITES (0)
Attendance
Attendance by Photo
Gradebook
Grades
STUDENT DATA
Profile
Demographics
Supplemental
Contacts
Attendance
Attendance Enrollment
Enrollment History
Grades
Guidance
Interventions
Test Scores
Medical
Scheduling
Programs
Other
Reports

Student Data 1

Flags	Stu#	Last Name	First Name	Middle Name	Suffix	Sex	Grd	Age	Birthdate
1	Abbott	Allan	James			M	12	18	11/11/1996
Perm ID#	Last Alias	First Alias	Middle Alias	Birth Verif		Status			
99400001	AJ			Hospital Certificate (2)		Active			

Student Demographics

Contact Information Not Available

Parent/Guardian

Name: M/M A Abbott
Ed Lvl: Some College (12)
RcdRel: Do Not Release (X)

Track: Prog: Att Prg 1: Att Prg 2:

Enter Dt: Leave Dt:

Schl: 9/5/2009
Dist: 11/11/2002

Counselor	Locker	CorrLng	HmLng	LangFlu	SM	DM	Family#
708 - Durbin, S	-	English	Spanish	English Learner (L)	9	1	1480

Ethnicity: N Race: White Birth City: Hermosillo State: SO Country: MX

User1	User2	User3	User4	Band	GATE	User7	User8	User9	User10	User11	User12	User13	Message
			N		G	C							

Next Grid Code: Next Prog: Next Prg 1: Next Prg 2:

0 Aug

California High School Exit Exam
ELA: Passed
Math: Pending Approval

Algebra 1
Requirement Met

High School Physical Fitness
Passed

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.

Aeries.NET 2014-2015 Screaming Eagle High School

STUDENT FLAGS
Home
MY FAVORITES (0)
Attendance
Attendance by Photo

Student Data 1

Flags	Stu#	Last Name	First Name
1	Abbott	Allan	
Perm ID#	Last Alias	First Alias	
99400001	AJ		

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.

All Linked Students		
<input checked="" type="checkbox"/> Include Inactive Students		
StuNum	Last Name	First Name
1	Abbott	Allan
2	Abdelnour	Alice
3	Abdo	Alice
4	Abdo	Arnold
5	Abea	Ayrianna
6	Abejon	Tanya

Currently in Pd 1 IBHstAm2/HEcCv - Y

Currently in Pd 1 Tchr Aide - Y

Currently in Pd 2 IBHstAm2/HEcCv - Y

Currently in Pd 3 Hon World Hst - Y

Currently in Pd 4 Hon World Hst - Y

Currently in Pd 4 Tchr Aide - Y

Currently in Pd 6 Hon World Hst - Y

Ever in Pd 1 IBHstAm2/HEcCv - Y

Ever in Pd 1 Tchr Aide - Y

Ever in Pd 2 IBHstAm2/HEcCv - Y

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.

Aeries.net 2014-2015 Screaming Eagle High School Welcome teacher My Options

STUDENT FLAGS

- Home
- MY FAVORITES (0)
- Attendance
- Attendance by Photo
- Gradebook
- Grades
- STUDENT DATA
 - Profile
 - Demographics**
 - Supplemental
 - Contacts
 - Attendance
 - Attendance Enrollment
 - Enrollment History
 - Grades
 - Guidance
 - Interventions
 - Test Scores
 - Medical
 - Scheduling
 - Programs
 - Other
 - Reports
- TEACHER MISC
- AERIES ANALYTICS
- SERVICE LEARNING
- View All Reports
- View All Forms
- Change School
- Log Out
- HEADMS

Flags	Stu#	Last Name	First Name	Middle Name	Suffix	Sex	Grd	Age	Birthdate
	2	Abdelnour	Alice			F	9	14	4/13/2000
	Perm ID#	Last Alias	First Alias	Middle Alias		Birth Verif			Status
	99400002								Active

Student Data 1

Student Data 2

Student Demographics

Residence Address	Mailing Address	Addr. Verif
550 E Claraday #9	PO Box 90239	
Eagle Point, CA 99998	Eagle Point, CA 99998	
Grid Code	ResSchl	IntDist
	Screaming Eagle High School (994)	
Parent/Guardian	Telephone	Ext
Name: M/M A Abdelnour	Primary: (777) 555-2865	
Ed Lvl: Not HS Graduate (14)	Student's Mobile:	
RcdRel:	Primary Contact 1: (777) 555-3118	
Email: Parent.Abdelnour@example.com	Primary Contact 2:	
Counselor	Locker	CorrLng
623 - Monarch	-	English
Ethnicity	Race	(Ethnicity)
N		Other or Not Specified
LangFlu	SM	DM
English Learner (L)	9	8
Family#		
497		
Birth City	State	Country
		US

User1	User2	User3	User4	Band	GATE	User7	User8	User9	User10	User11	User12	User13	Message
			Y										

Next SchL	Next Grd	Next Tchr	Sched Grp
	10	Unassigned (0)	
Next Grid Code	Next Prog	Next Prg 1	Next Prg 2
	0	Oct	
Next ResSchl	Next IntDist	Next TransDist	

California High School Exit Exam	Algebra 1	High School Physical Fitness
ELA: Not Taken	Requirement Met	Not Tested/Undetermined
Math: Not Taken		

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.

2014-2015 Screaming Eagle High School

Assertive Discipline

Flag	StuNum	Last Name	First Name	Middle Name	Perm ID Num	Sex	Grd	Age	Prog	Track	AttProg1	AttProg2
1		Abbott	Allan (AJ)	James	99400001	M	12	18				

Select: 2/28/2015 | 38 | Behavior, Disruptive | SUS-H

General Additional Info Expulsions Victims Witnesses

Date: 2/28/2015 Time: School of Incident: 994 - Screaming Eagle HS

Incident ID: 16353 Referrer: Taylor Location: Not Applicable

Violations	Pre-Referral Interventions
38 - Behavior, Disruptive	Jul -
48 - Dress, Code Violation	0 -
50 - Dress, Inappropriate	
65 - Language, Profanity	

Possible Motivation	Weapon Type	Demerits	Initials	Tag
	Not Applicable	0.00	-	

Description of Incident

Allan wore an inappropriate and rude cartoon (South Park) T-Shirt to school.

[Print](#)

Administrative Decisions (Dispositions)

Suspension, In House	03/04/2015 - 03/04/2015 (1 Days)
	Eligible to continue or return or both: 03/05/2015
Old ADS Disposition Not Used By Aeries	
Suspension, In House	03/04/2015 - 03/04/2015 (1 Days)
	Eligible to continue or return or both: 03/05/2015

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.

2014-2015 Screaming Eagle High School

Welcome teacher
My Options

Discipline

Flag	StuNum	Last Name	First Name	Middle Name	Perm ID Num	Sex	Grd	Age	Prog	Track	AttProg1	AttProg2	HmLng	LangFlu	Status
1		Abbott	Allan (AJ)	James	99400001	M	12	18					Spanish	English Learner	

Display Options

Sort by Date ▼ Descending Order ▼ Print Add New Record

Date	Code	Staff ID	School	Status	Copy
11/19/2014	A - Attitude Problem	994605 - Acosta 994	Screaming Eagle High School		<input type="checkbox"/>

Conference requested with parents Created By User Last Updated By Last Updated Date

teacher teacher 11/19/2014

Add New Record

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.

2014-2015 Screaming Eagle High School

Discipline

Flag	StuNum	Last Name	First Name	Middle Name	Perm ID Num	Sex	Grd	Age	Prog
1		Abbott	Allan (AJ)	James	99400001	M	12	18	

Display Options

Sort by Date ▼ Ascending Order Descending Order Refresh Print Add New Record

Date	Code	Staff ID	School
11/19/2014	A - Attitude Problem	994605 - Acosta 994	Screaming Eagle High School

Conference requested with parents Created By User Last Updated By

teacher teacher

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.

Flag StuNum Last Name First Name Middle Name Perm ID Num










1		Abbott	Allan (AJ)	James	99400001
---	--	--------	------------	-------	----------

Display Options

Sort by Date ▼ Ascending Order ▼ Refresh Print Add New Record

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.

Discipline															
Flag	StuNum	Last Name	First Name	Middle Name	Perm ID Num	Sex	Grd	Age	Prog	Track	AttProg1	AttProg2	HmLng		
	1	Abbott	Allan (AJ)	James	99400001	M	12	18							
Display Options															
Sort by Date 					Descending Order 							 Print		 Add New Record	
Date		Code		Staff ID		School			Status		Copy				
 11/19/2014		A - Attitude Problem		994605 - Acosta		994 - Screaming Eagle High School					<input type="checkbox"/>				
Conference requested with parents				Created By User		Last Updated By			Last Updated Date						
				teacher		teacher			11/19/2014						
 Add New Record															

TEACHER REPORTS

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

Report Name	Category
Attendance Log	Attendance
Avery 5160 Labels	Student Data
Birthday Listing	Student Data
Class List By Teacher	Attendance
Class Rosters	Attendance
Classroom Photo / Seating Chart	Attendance
Daily Attendance Summary	Attendance
Gradebook Assignments Analysis	Gradebook
Gradebook Assignments By Student	Gradebook

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:	
<input checked="" type="radio"/> Labels Addressed To Parents <input type="radio"/> Labels Addressed To Students <input type="radio"/> Student Name Labels <input type="radio"/> Student Info Labels <input type="radio"/> Return Address Labels	
<input type="checkbox"/> Print Zip Extension <input type="checkbox"/> Do Not Print to Contacts <input type="checkbox"/> 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:	
<input checked="" type="radio"/> Labels Addressed To Parents <input type="radio"/> Labels Addressed To Students <input type="radio"/> Student Info Labels <input type="radio"/> Return Address Labels	
<input type="checkbox"/> Print Zip Extension <input type="checkbox"/> Do Not Print to Contacts <input type="checkbox"/> Only Print Students In Specific Classes <input type="checkbox"/> 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

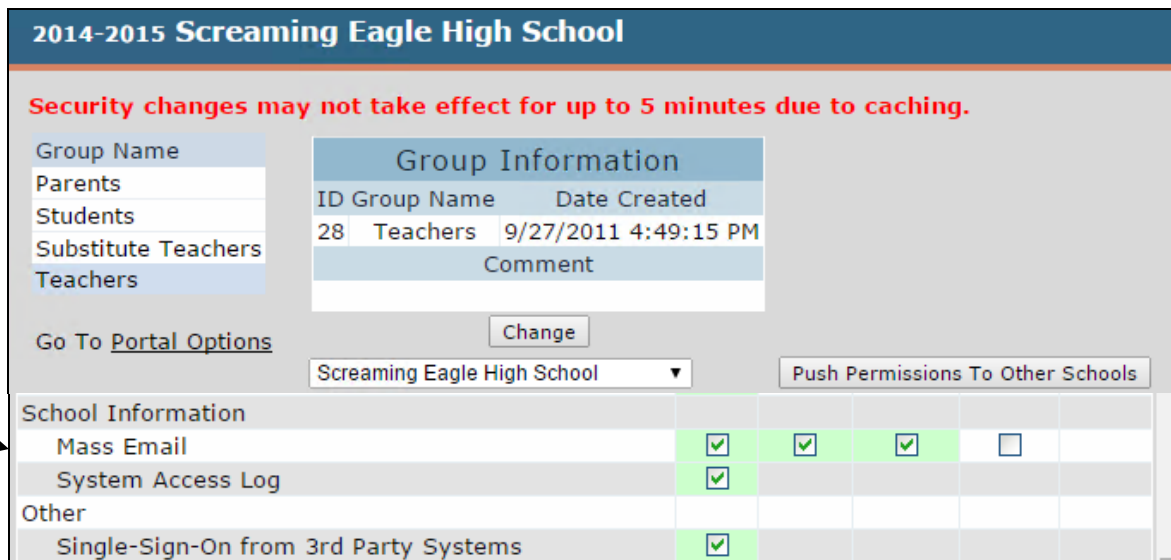
David Alvarez	# 17
Grade 6	Male 1/4/2002
M/M A Alvarez	(777) 555-5463
2200 Farview Ave	
Eagle Rock, CA 99999	

TEACHER MISCELLANEOUS

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

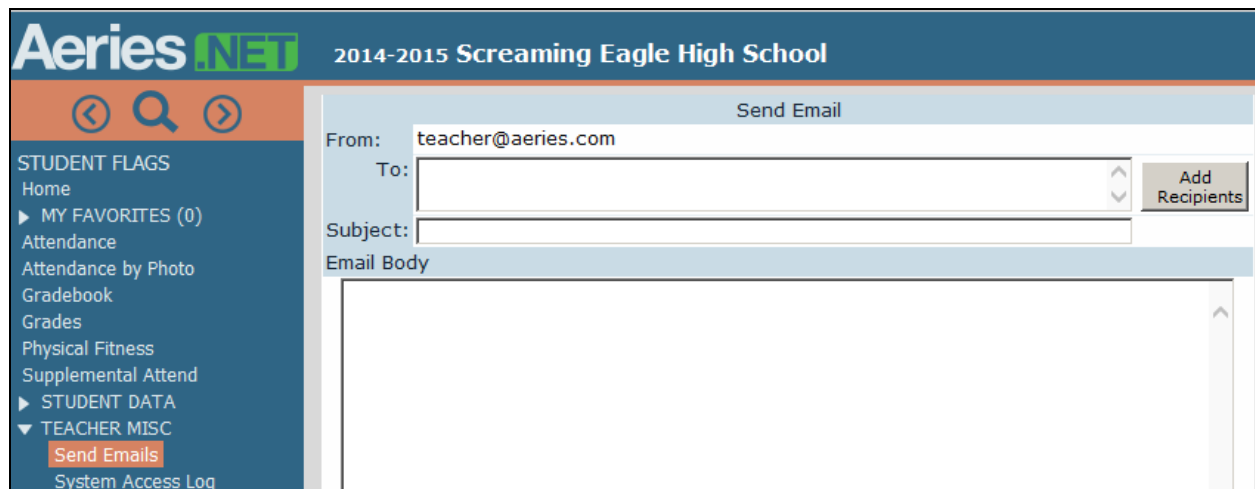
Send Emails

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.



2014-2015 Screaming Eagle High School					
Security changes may not take effect for up to 5 minutes due to caching.					
Group Name		Group Information			
Parents		ID Group Name Date Created			
Students		28 Teachers 9/27/2011 4:49:15 PM			
Substitute Teachers		Comment			
Teachers					
Go To <u>Portal Options</u>		Change			
		Screaming Eagle High School ▼		Push Permissions To Other Schools	
School Information					
Mass Email	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
System Access Log	<input checked="" type="checkbox"/>				
Other					
Single-Sign-On from 3rd Party Systems	<input checked="" type="checkbox"/>				

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



Aeries.NET 2014-2015 Screaming Eagle High School

Send Email

From: teacher@aeries.com

To:

Subject:

Email Body:

Add Recipients

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.

Search for Email Addresses by			
<input type="radio"/> Student <input type="radio"/> Period <input type="radio"/> Class <input type="radio"/> My Students			<input type="button" value="Search Again"/>
Options	Show Email Addresses	CON Filter	
<input checked="" type="radio"/> Sort by Email <input type="radio"/> Sort by Student Number <input type="radio"/> Sort by Student Name	<input checked="" type="checkbox"/> Students (STU.SEM) <input checked="" type="checkbox"/> Parents (STU.PEM) <input checked="" type="checkbox"/> Contacts (CON.EM) <input checked="" type="checkbox"/> Portal Accounts (PWA.EM)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

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

Search for Email Addresses by		
<input type="radio"/> Student <input type="radio"/> My Students		<input type="button" value="Search Again"/>
Options	Show Email Addresses	CON Filter
<input checked="" type="radio"/> Sort by Email <input type="radio"/> Sort by Student Number <input type="radio"/> Sort by Student Name	<input checked="" type="checkbox"/> Students (STU.SEM) <input checked="" type="checkbox"/> Parents (STU.PEM) <input checked="" type="checkbox"/> Contacts (CON.EM) <input checked="" type="checkbox"/> Portal Accounts (PWA.EM)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

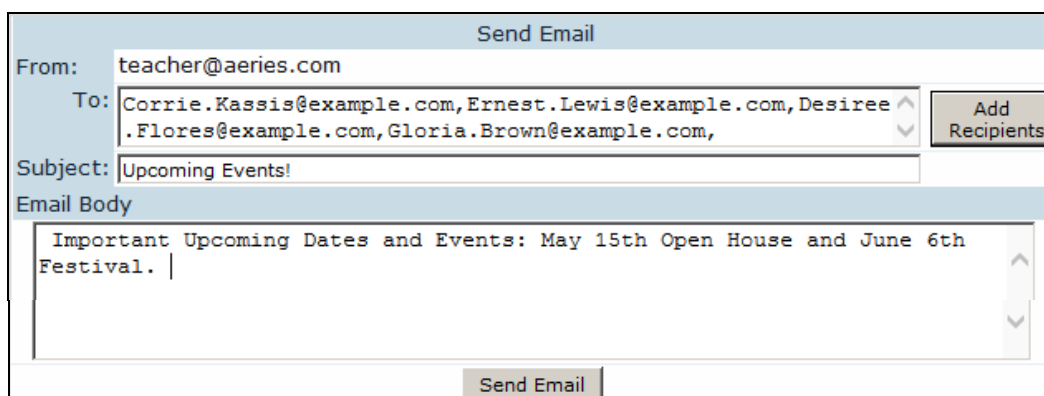
After selecting students, students need to be moved to the lower section of the page by clicking the **Add Selected** or **Add All** buttons in the middle of the page. Students can be highlighted and removed from the list by using the **Remove Selected** or **Remove All** buttons in the middle of the page. Click the **OK** button to continue or **Cancel** when the list on the bottom of the page is complete.

Email Address	Email Owner	Student Name	Student #
Brian.Elhadary@example.com	Elhadary, Brian	Elhadary, Brian	723
Cristine.Shields@example.com	Shields, Cristine	Shields, Cristine	2373
Desiree.Flores@example.com	Flores, Desiree	Flores, Desiree	839
Gloria.Brown@example.com	Brown, Gloria	Brown, Gloria	318
James.Gotto@example.com	Gotto, James	Gotto, James	1009
Jason.Baca@example.com	Baca, Jason	Baca, Jason	156
Jennifer.Godina@example.com	Godina, Jennifer	Godina, Jennifer	959
Jesse.Gruettner@example.com	Gruettner, Jesse	Gruettner, Jesse	1036
Jonathan.Parslow@example.com	Parslow, Jonathan	Parslow, Jonathan	1956

Email Address	Email Owner	Student Name	Student #
Corrie.Kassis@example.com	Kassis, Corrie	Kassis, Corrie	1318
Ernest.Lewis@example.com	Lewis, Ernest	Lewis, Ernest	1436

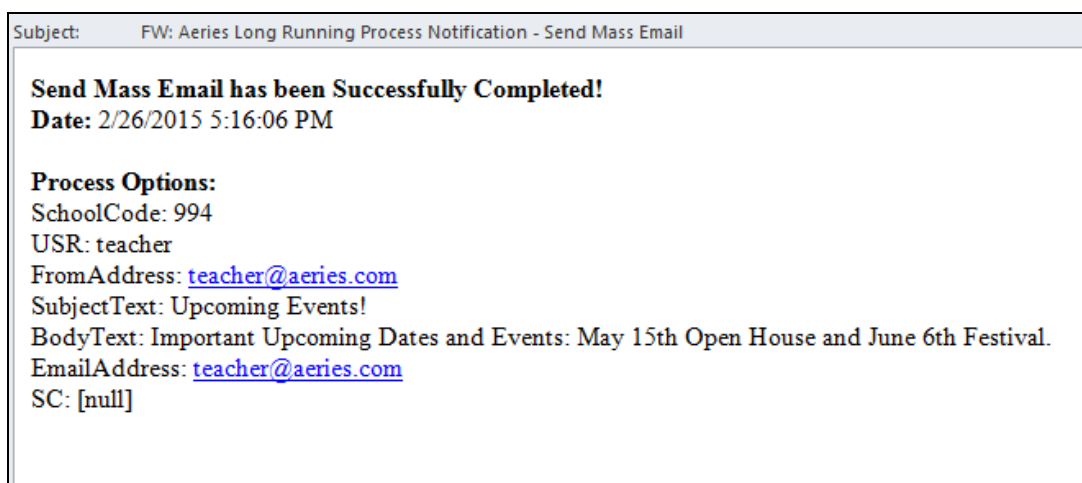


The following page will display to continue with the email. Click on the **Send Email** button when the subject and text have been completed and you are ready to send the email. A confirmation message will display.



The screenshot shows a web form titled "Send Email". It has several input fields: "From:" with the value "teacher@aeries.com", "To:" with a list of email addresses "Corrie.Kassis@example.com, Ernest.Lewis@example.com, Desiree.Flores@example.com, Gloria.Brown@example.com," and a dropdown arrow, "Subject:" with the value "Upcoming Events!", and "Email Body" with the text "Important Upcoming Dates and Events: May 15th Open House and June 6th Festival. |". There is an "Add Recipients" button next to the "To:" field and a "Send Email" button at the bottom right.

A confirmation email will be sent to the teacher.



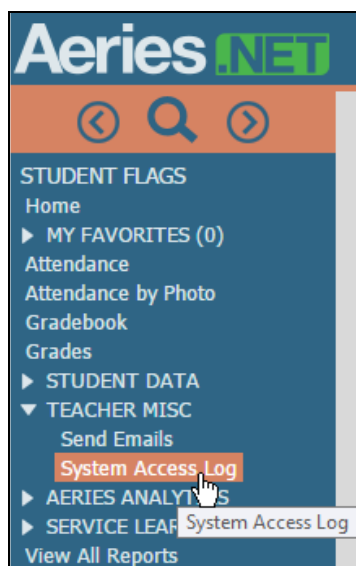
The screenshot shows an email interface with a subject line "FW: Aeries Long Running Process Notification - Send Mass Email". The body of the email contains the following text:

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.

2014-2015 Screaming Eagle High School						Welcome teacher
System Access Log						My Options
Information Area	Classes	Filter Parents/Students	Date Range			
Gradebook	2 - Y - IBHstAm2/HEcCv	View All	From 11/09/2014	To 12/09/2014	GO	
Account	Email Address	Student Name	Perm ID	Type	Date/Time	
Alice Abbott	parent@aeries.com	Abbott Allan	99400001	P	12/9/2014 9:27:57 AM	^
Alice Abbott	parent@aeries.com	Abbott Allan	99400001	P	12/9/2014 9:28:10 AM	
Alice Abbott	parent@aeries.com	Abbott Allan	99400001	P	12/9/2014 9:28:11 AM	
Alice Abbott	parent@aeries.com	Abbott Allan	99400001	P	12/9/2014 9:28:16 AM	

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.