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## **Aeries.net Teacher Portal – User Documentation**

### **September 30, 2013**

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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** 2012-2013 Screaming Eagle High School Welcome teacher My Options

Quick Student Search

Attendance Summary

	Today 09/30/2013	Prior Day 09/26/2013	2 Days Prior 09/25/2013
Enr - Total	1971	1971	1971
Enr - Male	991	991	991
Enr - Female	980	980	980
Present	1971   100.00%	1971   100.00%	1971   100.00%
Absent	0   0.00%	0   0.00%	0   0.00%
Tardy	0	0	0

My Tasks

- ☒ Birthday Club
- ☒ CPR Training

Calendar 09/30/2013 Display: Day

You have no events for this date

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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: teacher

Password: .....

Database: Eagle (sqlsrv2008dev)

Year: 2012-2013

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.

**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**.

**Attendance Summary**

	Today 09/25/2013	Prior Day 09/24/2013	2 Days Prior 09/23/2013
Enr - Total	1971	1971	1971
Enr - Male	991	991	991
Enr - Female	980	980	980
Present	1971   100.00%	1971   100.00%	1971   100.00%
Absent	0   0.00%	0   0.00%	0   0.00%
Tardy	0	0	0

**My Tasks**

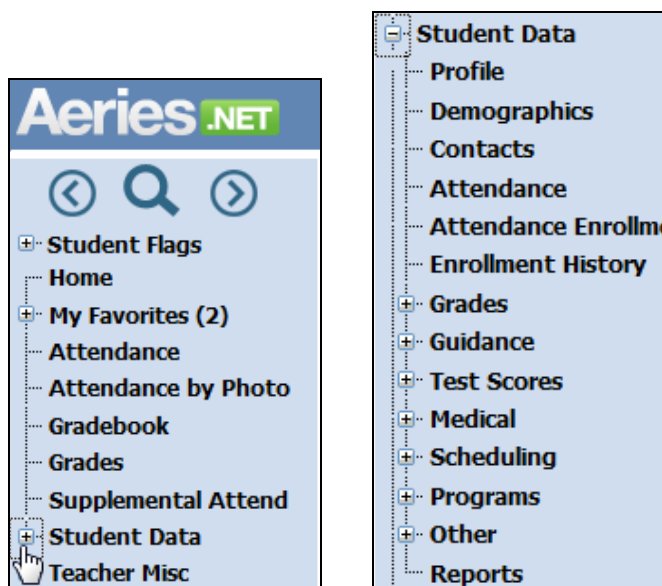
- ☒ Birthday Club
- ☒ CPR Training

**Calendar**  
September 2013

Mon	Tue	Wed	Thu	Fri	Sat/Sun
26	27	28	29	30	1
2	3	4	5	6 Minimum Day	7
					8
9	10	11	12	13	14
					15
16	17	18	19	20	21

## 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.**

The screenshot shows the Aeries.NET Teacher Portal interface for the 2012-2013 school year at Screaming Eagle High School. The left sidebar contains the navigation tree. The main content area is divided into three sections: a Quick Student Search bar, an Attendance Summary table, and a My Tasks section. The right section displays the Event Calendar for September 2013, showing days of the month and a grid for adding events.

	Today 09/25/2013	Prior Day 09/24/2013	2 Days Prior 09/23/2013
Enr - Total	1971	1971	1971
Enr - Male	991	991	991
Enr - Female	980	980	980
Present	1971   100.00%	1971   100.00%	1971   100.00%
Absent	0   0.00%	0   0.00%	0   0.00%
Tardy	0	0	0

<input checked="" type="checkbox"/> Birthday Club
<input checked="" type="checkbox"/> CPR Training

Mon	Tue	Wed	Thu	Fri	Sat/Sun
26	27	28	29	30	31
2	3	4	5	6 Minimum Day	7
					8
9	10	11	12	13	14
					15
16	17	18	19	20	21

## 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.**

2012-2013 Screaming Eagle High School

Welcome teacher

My Options

9/27/2013

Period 1 (8:00 - 8:50)

Attendance submitted at 09/27/2013 8:35 AM

IBHstAm2/HECv																	Acosta										Absence Totals				
	Stu#	Name	Grd	Prgm	Lang	Flu	A	T	9/27	9/26	9/25	9/24	9/23	9/20	9/19	9/18	9/17	9/16	Tardies	Unverified	Excused	Unexcused	= Absences								
1	1	Abbott, Allan J. (AJ) <span>NEW</span>	12		E	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A										0	0	0	0	0								
2	318	Brown, Gloria A.	12		E	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				A					A		0	2	0	0	2								
3	371	Calucag, Thais J.	12		E	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>									T		1	0	0	0	0								
4	723	Elhadary, Brian M.	12		F	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>											0	0	0	0	0								
5	839	Flores, Desiree R.	12		E	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>											0	0	0	0	0								
6	959	Godina, Jennifer	12		F	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>											0	0	0	0	0								
7	1002	Gonzalez, Steve <span>SSA</span>	12		F	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>											0	0	0	0	0								
8	1009	Gotto, James R.	12		E	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>											0	0	0	0	0								
9	1036	Gruettner, Jesse	12		L	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>											0	0	0	0	0								
10	1062	Guzman, Leticia M.	12		E	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>											0	0	0	0	0								
11	1313	Kalil, Stacey I.	12		E	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>											0	0	0	0	0								
12	1436	Lewis, Ernest A.	12		E	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>											0	0	0	0	0								
13	1727	Miranda, Ruben A.	12		E	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>											0	0	0	0	0								
14	1828	Negrete, Justin J.	12		E	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>											0	0	0	0	0								
15	1956	Parslow, Jonathan	12		E	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>											0	0	0	0	0								
16	1992	Perez, Sarah I.	12		F	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>											0	0	0	0	0								
17	2373	Shields, Cristine	12		E	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>											0	0	0	0	0								
Tchr Aide																	Acosta										Absence Totals				
	Stu#	Name	Grd	Prgm	Lang	Flu	A	T	9/27	9/26	9/25	9/24	9/23	9/20	9/19	9/18	9/17	9/16	Tardies	Unverified	Excused	Unexcused	= Absences								
18	1318	Kassiss, Corrie	12		L	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>											0	0	0	0	0								

The Absence Totals are refreshed only at page load or refresh. Last refreshed 9/27/2013 8:34:38 AM

Refresh Now

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.

9/27/2013 ▾ Period 1 (8:00 - 8:50) ▾ Attendance for today was submitted at 9/27/2013 8:35 AM.

IBHstAm2/HEcCv																	Acosta
	Stu#	Name	Grd	Prgm	Lang Flu	A	T	9/27	9/26	9/25	9/24	9/23	9/20	9/19	9/18	9/17	9/16
1	1	31 Abbott, Allan J. (AJ) <span>NEW</span>	12		E	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A									
2	318	31 Brown, Gloria A.	12		E	<input type="checkbox"/>	<input type="checkbox"/>			A						A	
3	371	31 Calucag, Thais J.	12		E	<input type="checkbox"/>	<input type="checkbox"/>									T	
4	723	31 Elhadary, Brian M.	12		F	<input type="checkbox"/>	<input type="checkbox"/>										

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.

2012-2013 Screaming Eagle High School

9/27/2013 Period 4 (11:00 - 11:50) Attendance for today was submitted at 9/27/2013 6:27 AM.

Hon World Hst 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.

2012-2013 Screaming Eagle High School

9/27/2013 Period 2 (8:55 - 9:45) **Mark All Students as Present**

IBHstAm2/HEcVv

	Stu#	Name	Grd	Prgm	Lang Flu	A	T	9/27	9/26	9/25	9/24
1	1	Abbott, Allan J. (AJ)	12		E	<input type="checkbox"/>	<input type="checkbox"/>		A	A	
2	215	Beatty, David W. SSA	12	S	E	<input type="checkbox"/>	<input type="checkbox"/>			P	

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

2012-2013 Screaming Eagle High School

9/27/2013 Period 1 (8:00 - 8:50) Attendance for today was submitted at 9/27/2013 8:35 AM.

IBHstAm2/HEcVv

	Stu#	Name	Grd	Prgm	Lang Flu	A	T	9/27	9/26	9/25	9/24	9/23	9/20	9/19
1	1	Abbott, Allan J. (AJ) NEW	12		E	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A						
2	318	Brown, Gloria A.	12		E	<input type="checkbox"/>	<input type="checkbox"/>		A					

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.

2012-2013 Screaming Eagle High School

Attendance is missing for yesterday (9/26/2013) for periods: 1, 2, 3, 6  
Attendance is missing for today (9/27/2013) for period: 1

9/27/2013 Period 1 (8:00 - 8:50) **Mark All Students as Present**

IBHstAm2/HEcVv

	Stu#	Name	Grd	Prgm	Lang Flu	A	T	9/27	9/26
1	1	Abbott, Allan J. (AJ) NEW	12		E	<input type="checkbox"/>	<input type="checkbox"/>		
2	318	Brown, Gloria A.	12		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.

2012-2013 Screaming Eagle High School

Welcome teacher

My Options

9/27/2013

Period 2 (8:55 - 9:45)

Attendance for today was submitted at 9/27/2013 9:36 AM.

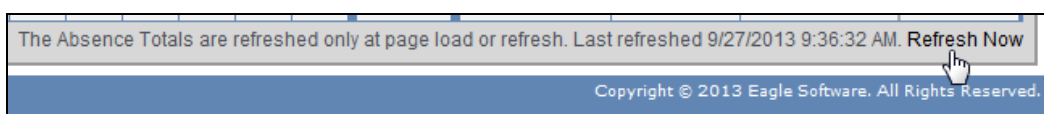
IBHstAm2/HEcCv

Acosta

Absence Totals

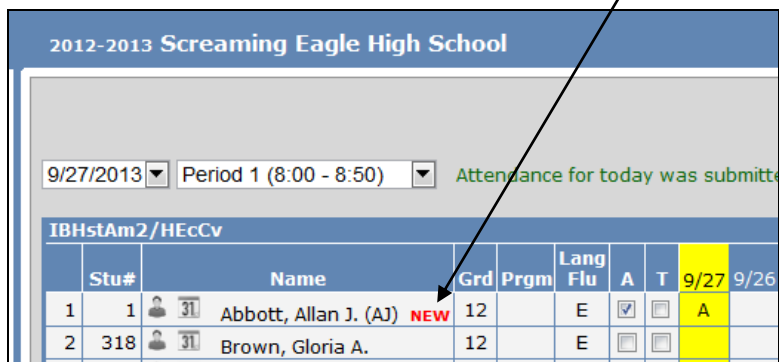
Stu#	Name	Grd	Prgm	Lang	Flu	A	T	9/27	9/26	9/25	9/24	9/23	9/20	9/19	9/18	9/17	9/16	Tardies	Unverified	+ Excused	+ Unexcused	= Absences
1	Abbott, Allan J. (AJ)	12		E				A	A					A	A			0	4	0	0	4

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 on, it will update the date and time that the page was last refreshed.



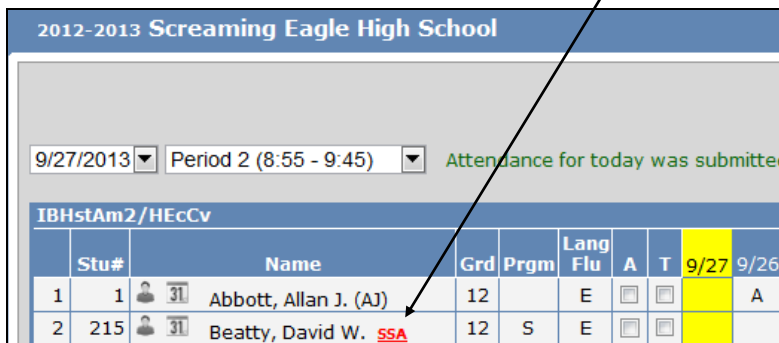
**NOTE: Attendance MUST be submitted regardless if there are no absences or tardies.**

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



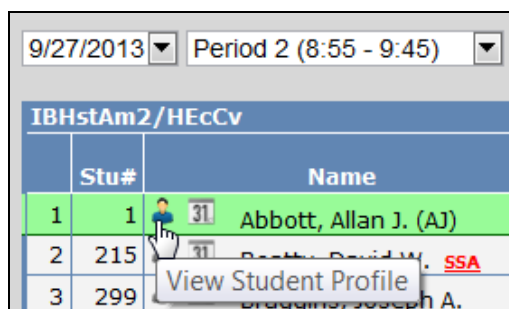
2012-2013 Screaming Eagle High School														
9/27/2013 Period 1 (8:00 - 8:50) Attendance for today was submitted														
IBHstAm2/HEcCv														
Stu#	Name	Grd	Prgm	Lang	Flu	A	T	9/27	9/26					
1	Abbott, Allan J. (AJ) <b>NEW</b>	12		E				A						
2	Brown, Gloria A.	12		E										


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.



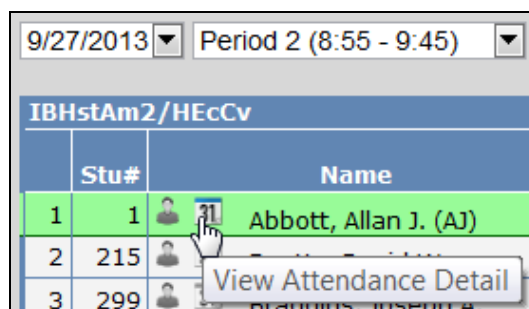
2012-2013 Screaming Eagle High School														
9/27/2013 Period 2 (8:55 - 9:45) Attendance for today was submitted														
IBHstAm2/HEcCv														
Stu#	Name	Grd	Prgm	Lang	Flu	A	T	9/27	9/26					
1	Abbott, Allan J. (AJ)	12		E					A					
2	Beatty, David W. <b>SSA</b>	12	S	E										

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.



2012-2013 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	18
	Ethnicity		Race	User1	User2	User3	User4	Band	GATE
	N		White Other Asian	R	1		N		G C
Parent/Guardian		Home Phone		Mother Work - Sara A		Mother Phone - Sara			
M/M A Abbott		(777) 555-9448		(555) 555-5555 ext 1234		(777) 555-9448			

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



2012-2013 Screaming Eagle High School									
Attendance									
Flag	StuNum	Last Name	First Name	Middle Name	Perm ID Num	Sex	Grd	Age	
1	1	Abbott	Allan (AJ)	James	99400001	M	12	18	
07/01									07/02
07/08	-----								07/09
07/15	-----								07/16
07/22	-----								07/23
07/29	-----								07/30
08/05	-----								08/06
									08/07
									08/08



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.

2012-2013 Screaming Eagle High School

Welcome teacher

My Options

9/27/2013 Period 3 (10:05 - 10:55)

Attendance for this period is closed. You may only post attendance for this period between 10:05 AM and 10:55 AM.

Hon World Hst		Acosta										Absence Totals								
Stu#	Name	Grd	Prgm	Lang	Flu	9/27	9/26	9/25	9/24	9/23	9/20	9/19	9/18	9/17	9/16	Tardies	Unverified + Excused + Unexcused	Absences		
1	170 Balboa, Michelle P.	10		E		A										0	1	0	0	1
2	193 Barr, James J.	9		E												0	0	0	0	0

## 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

2012-2013 Screaming Eagle High School

Welcome teacher

My Options

Attendance is missing for today (9/27/2013) for period: 3

9/27/2013 Period 1 (8:00 - 8:50) Attendance Submitted at 09/27/2013 8:35 AM

Assign Students To Seats

Unassigned Students

Allan Abbott

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.

2012-2013 Screaming Eagle High School

Attendance is missing for today (9/27/2013) for period: 3

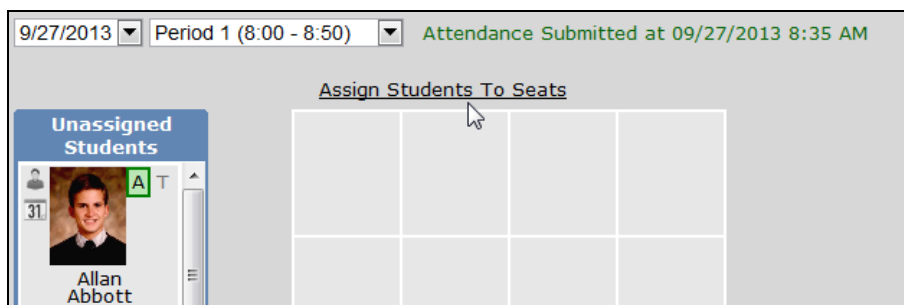
9/27/2013 Period 1 (8:00 - 8:50) Attendance Submitted at 09/27/2013 8:35 AM

Assign Students To Seats

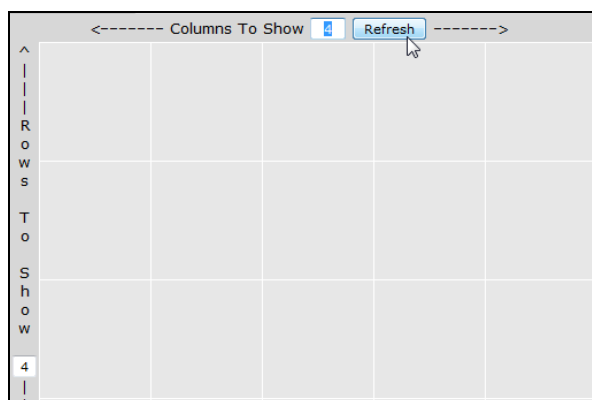
Unassigned Students

Allan Abbott

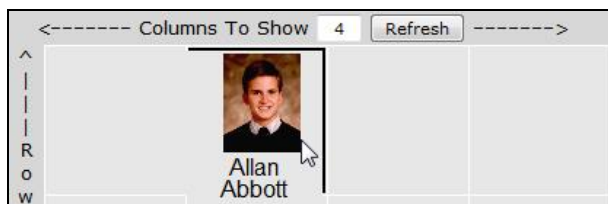
The page will display available student photographs in the **Unassigned Students** column. To assign students to the photo chart, click the mouse on the **Assign Students To Seats** link.



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.



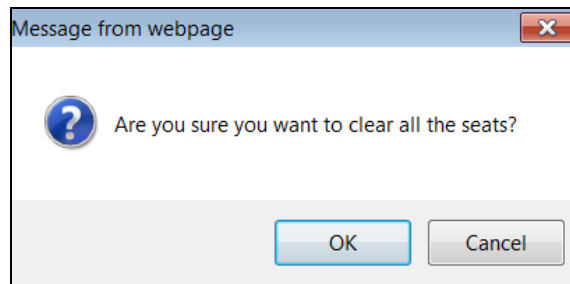
Once all photos are placed on the photo chart, they will show with a **red x** on the top right corner of each photo. Clicking on the **red x** will remove the photo from the chart and place it back in the **Unassigned Students** column.



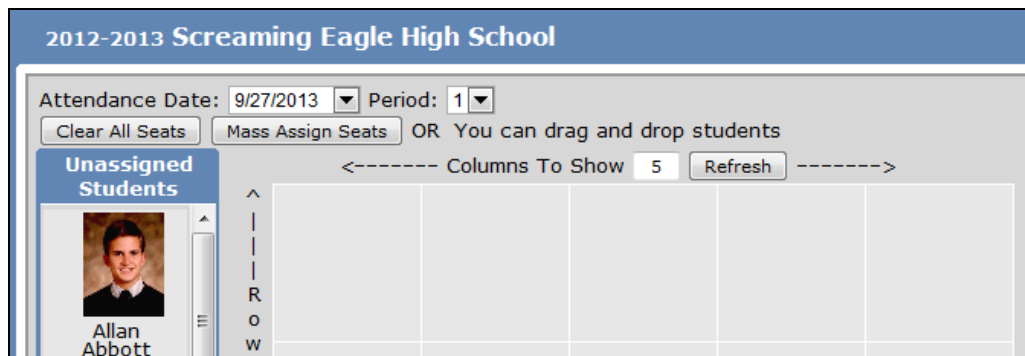
After the photographs have been assigned to the photo chart, attendance can be taken on the Attendance by Photo page by clicking on an absence code letter that displays to the right of the student photo. When a code is selected for a student, it will turn green which indicates the absence code has been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



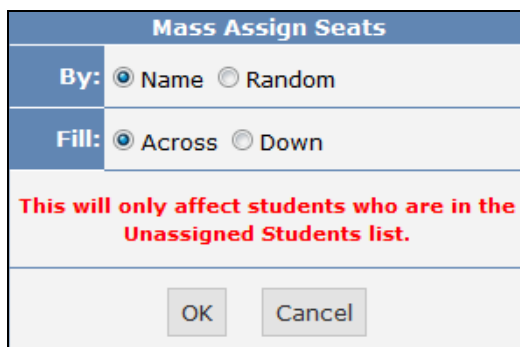
To clear the attendance by photo chart for a period, click the mouse on the Assign Students To Seats link and then select the correct class period from the period drop down list. The photo chart will be back in edit mode. At the top of the page click the mouse on the **Clear All Seats** button. The following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

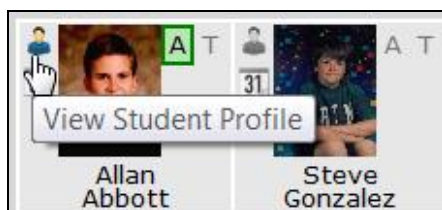


The Attendance by Photo page has a **Mass Assign Seats** option when assigning seats to students. This option will allow a teacher to mass assign by student name or randomly. It will also fill the photos on the chart across or down. This option will only affect students who are still listed in the **Unassigned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

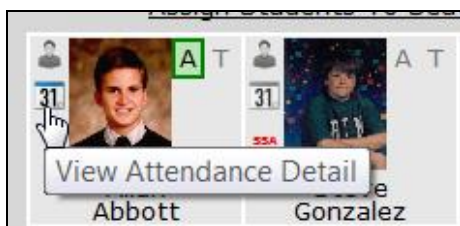


The dialog box is titled "Mass Assign Seats". It contains two sections: "By:" with radio buttons for "Name" (selected) and "Random"; and "Fill:" with radio buttons for "Across" (selected) and "Down". Below these is a red warning message: "This will only affect students who are in the Unassigned Students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

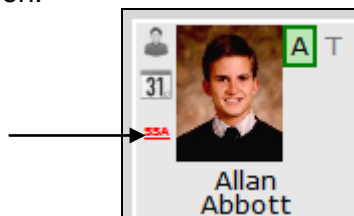
The Attendance by Photo page also displays a Profile and Calendar icon to the left of each student name. Clicking the mouse on the **Profile** icon will take the user to the Profile page for that student.



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**.

2012-2013 Golden Eagle Elementary School

Welcome teacher990  
My Options

Attendance is missing for today (9/27/2013)

9/27/2013 Mark All Students as Present

**Lunch Count**  
**Enos**

Cold Lunch

Hot Lunch

Save Lunch Count

Stu#	Name	Grd	Prgm	A	T	9/27	9/26	9/25	9/24	9/23	9/20	9/19	9/18	9/17	9/16	Enos	Tardies	Unverified + Excused + Unexcused	= Absences	
1	Alavez, Abel B. (DB) SSA	4															0	0	0	0
2	Alvarez, Haggit B.	4															0	0	0	0
3	Bell, Ryan J.	4															0	0	0	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 4 Turkey Sandwich

Hot Lunch 3 Chicken Noodle Soup

Save Lunch Count

## GRADEBOOK

To access Gradebooks, click the mouse on the **Gradebook** node on the Navigation tree. The Gradebook page will display in the **Scores by Class** view. The selected gradebook name will display on the top right of the page.

**Aeries.NET** 2012-2013 Screaming Eagle High School Welcome teacher

Acosta - 1 - IB US Hist - Spring

Student	Gr	Perc	Mark	#1: 10	#2: 3	#3: 5	#4: 3	#5: 20	#6: 10	#7: 25	#8: 5
1 Baca, Jason Steven	12	200.00%	A+	10 - 100%	1 - 33%	4 - 80%	3 / 5 - 60%	19 - 95%	10 - 100%	17 - 68%	5 - 100%
2 Brown, Gloria A	12	80.00%	B-	10 - 100%	3 - 100%	5 - 100%	3 - 100%	15 - 75%	10 - 100%	19 - 76%	5 - 100%
3 Calucag, Thais J	12	90.00%	A-	95 - 950%	3 - 100%	5 - 100%	3 - 100%	11 - 55%	8 - 80%	17 - 68%	5 - 100%
4 Elhadary, Brian M	12	230.00%	A+	10 - 100%	3 - 100%	5 - 100%	3 - 100%	17 - 85%	10 - 100%	19 - 76%	5 - 100%
5 Flores, Desiree R	12	220.00%	A+	10 - 100%	3 - 100%	5 - 100%	3 - 100%	17 - 85%	0 - 0%	15 - 60%	5 - 100%
6 Godina, Jennifer	12	240.00%	A+	10 - 100%	3 - 100%	5 - 100%		14 - 70%	10 - 100%	19 - 76%	5 - 100%
7 Gonzalez, Steve	12	220.00%	A+	10 - 100%	3 - 100%	5 - 100%	3 - 100%	13 - 65%	7 - 70%	19 - 76%	5 - 100%
8 Gotto, James Roy	12	220.00%	A+	10 - 100%	3 - 100%	5 - 100%		16 - 80%	8 - 80%	19 - 76%	5 - 100%
9 Gruettner, Jesse	12	220.00%	A+	10 - 100%	3 - 100%	5 - 100%	3 - 100%	18 - 90%	10 - 100%	15 - 60%	5 - 100%
10 Guzman, Leticia M	12	220.00%	A+	10 - 100%	3 - 100%	5 - 100%	3 - 100%	17 - 85%	10 - 100%	19 - 76%	5 - 100%
11 Kalil, Stacey I	12	220.00%	A+	10 - 100%	3 - 100%	5 - 100%	3 - 100%	15 - 75%	10 - 100%	17 - 68%	5 - 100%
12 Lewis, Ernest Alexander	12	220.00%	A+	10 - 100%	3 - 100%	5 - 100%	3 - 100%	15 - 75%	10 - 100%	19 - 76%	5 - 100%
13 Miranda, Ruben Angel	12	220.00%	A+	10 - 100%	3 - 100%	5 - 100%	3 - 100%	16 - 80%	10 - 100%	18 - 72%	5 - 100%
14 Negrete, Justin J	12	220.00%	A+	10 - 100%	3 - 100%	5 - 100%	3 - 100%	14 - 70%	10 - 100%	16 - 64%	5 - 100%
15 Parslow, Jonathan	12	220.00%	A+	10 - 100%	3 - 100%	5 - 100%	3 - 100%	12 - 60%	8 - 80%	15 - 60%	5 - 100%
16 Perez, Sarah Ivette	12	220.00%	A+	10 - 100%	3 - 100%	5 - 100%	3 - 100%	9 - 45%	10 - 100%	10 - 40%	5 - 100%
17 Shields, Cristine	12	220.00%	A+	10 - 100%	3 - 100%	5 - 100%	3 - 100%	16 - 80%	10 - 100%	19 - 76%	5 - 100%

Final Mark Based On Graded Assgmnmts 30 - 32 Assignmts not counted until graded Inactive Stus Max Value 0 Score > Max

☐ Sort By Custom Sort Field instead of Name

Click the mouse on the **Gradebook** icon at the top left of the page and a dropdown of the existing gradebooks will display. The current gradebook will display in the list with a check mark to the left of it. Inactive gradebooks will display at the bottom of the list with brackets around them.

2012-2013 Screaming Eagle High School

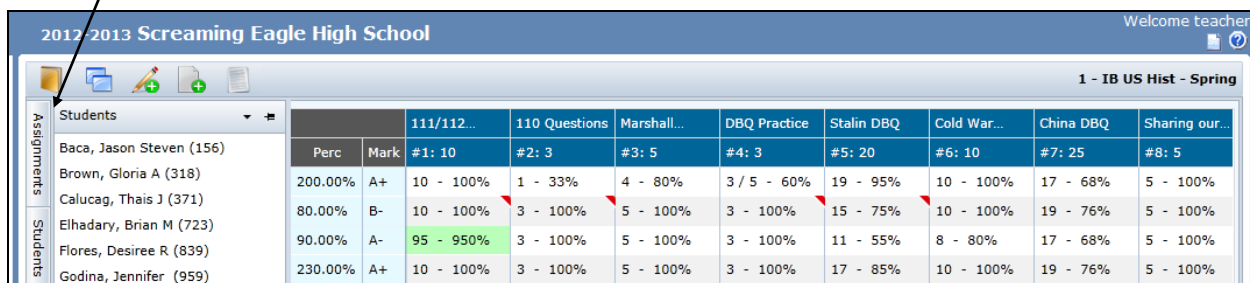
- ✓ 1 - IB US Hist - Spring
- << 1 - IBHstAm2/HEcCv - F >>
- << 1 - IBHstAm2/HEcCv - Y >>

Click on the **View** icon to change from **Scores by Class** view to **Scores by Student**, **Scores by Assignment**, **Scores By Standard** or **Quick Data Entry**.

Assignments

- Scores By Class
- Scores By Student
- Scores By Assignment
- Scores By Standard
- Quick Data Entry

Use the tabs on the left of the gradebook page to change between **Assignments** and **Students** for the selected gradebook.



2012-2013 Screaming Eagle High School

Welcome teacher

1 - IB US Hist - Spring

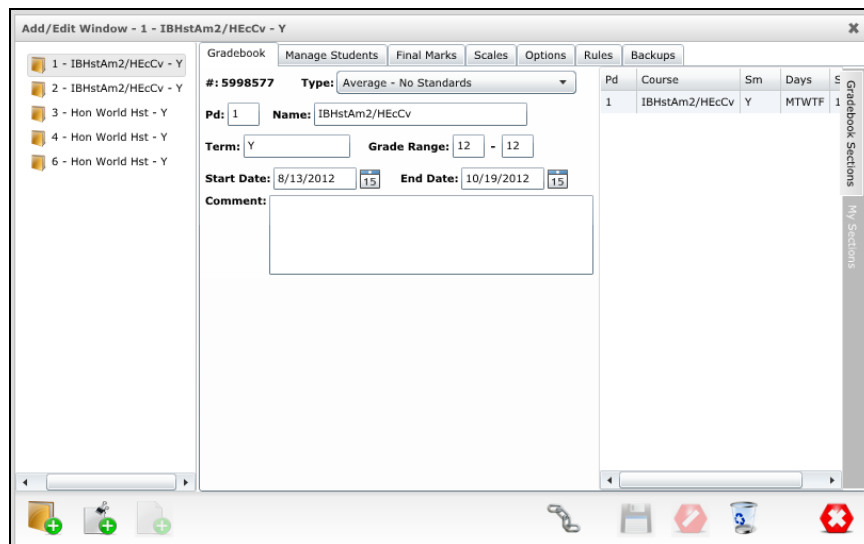
			111/112...	110 Questions	Marshall...	DBQ Practice	Stalin DBQ	Cold War...	China DBQ	Sharing our...
	Perc	Mark	#1: 10	#2: 3	#3: 5	#4: 3	#5: 20	#6: 10	#7: 25	#8: 5
Baca, Jason Steven (156)	200.00%	A+	10 - 100%	1 - 33%	4 - 80%	3 / 5 - 60%	19 - 95%	10 - 100%	17 - 68%	5 - 100%
Brown, Gloria A (318)	80.00%	B-	10 - 100%	3 - 100%	5 - 100%	3 - 100%	15 - 75%	10 - 100%	19 - 76%	5 - 100%
Calucag, Thais J (371)	90.00%	A-	95 - 950%	3 - 100%	5 - 100%	3 - 100%	11 - 55%	8 - 80%	17 - 68%	5 - 100%
Elhadary, Brian M (723)	230.00%	A+	10 - 100%	3 - 100%	5 - 100%	3 - 100%	17 - 85%	10 - 100%	19 - 76%	5 - 100%
Flores, Desiree R (839)										
Godina, Jennifer (959)										

## EDIT GRADEBOOK

Click on the **Edit** icon to add or edit gradebooks, assignment types and assignments. The **Edit** button will also allow you to link gradebooks together.



The following page will display when clicking on the **Edit** icon.



Add/Edit Window - 1 - IBHstAm2/HEcCv - Y

Gradebook: Manage Students Final Marks Scales Options Rules Backups

#: 5998577 Type: Average - No Standards

Pd: 1 Name: IBHstAm2/HEcCv

Term: Y Grade Range: 12 - 12

Start Date: 8/13/2012 End Date: 10/19/2012

Comment:

Pd	Course	Sm	Days	S
1	IBHstAm2/HEcCv	Y	MTWTF	1

**NOTE:** More detailed Gradebook documentation for Elementary and Secondary schools can be found in the documents section of [www.aeries.com](http://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	2nd Qtr	3rd Qtr	1st Sem	3rd Qtr	4th Qtr	2nd Sem	Cred	Cit	WH	Abs	Tdy	Comments
318	Brown, Gloria	12	IBHstAm2/HEcCv	C+	B	A-	B-				5.00			2	0	
371	Calucag, Thais	12	IBHstAm2/HEcCv	C-	B	C-	B-				5.00			1	1	
723	Elhadary, Brian	12	IBHstAm2/HEcCv	C+	B	A-	A				5.00			1	0	
839	Flores, Desiree	12	IBHstAm2/HEcCv	C+	B	A-	C				5.00			1	0	
959	Godina, Jennifer	12	IBHstAm2/HEcCv	B-	B	A	A				5.00			1	0	
1002	Gonzalez, Steve	12	IBHstAm2/HEcCv	C+	B	B+	B				5.00			1	0	

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

Stu#	Student Name	Grd	Course	1st Qtr	2nd Qtr	3rd Qtr	1st Sem	3rd Qtr	4th Qtr	2nd Sem	Cred	Cit	WH	Abs	Tdy	Comments
1	tt, Allan	12	IBHstAm2/HEcCv	A-	A-	A-	A-				5.00	S	U	3	0	
215	ty, David	12	IBHstAm2/HEcCv	C+	F	A-	C				5.00	S	U	0	1	

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	2nd Qtr	3rd Qtr	1st Sem	3rd Qtr	4th Qtr	2nd Sem	Cred	Cit	WH	Abs	Tdy	Comments
1	Abbott, Allan	12	IBHstAm2/HEcCv	A-												

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

Stu#	Student Name	Grd	Course	1st Qtr	2nd Qtr	3rd Qtr	1st Sem	3rd Qtr	4th Qtr	2nd Sem	Cred	Cit	WH	Abs	Tdy	Comments
1	Abbott, Allan	12	IBHstAm2/HEcCv	A-	A-	A-	A-				5.00			12	2	
215	Beatty, David	12	IBHstAm2/HEcCv	C+	F	A-	C				5.00			3	0	
299	Braggins, Joseph	12	IBHstAm2/HEcCv	A-	F	B	A-				5.00			1	0	

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**.

The screenshot shows the Aeries.NET interface for the 2012-2013 Screaming Eagle High School. The left navigation tree has 'Student Data' selected, with 'Demographics' highlighted. The main area displays a table of student flags and a detailed demographics form for student Abdo, Alice (Stu# 3, Perm ID# 99400003). The demographics form includes fields for Address (4475 N Castleview, Eagle Point, CA 99998), Mailing (checked), Grid Code (X), ResSchl (Screaming Eagle High School), IntDist, TransDist, IntDist Exp Dt (9/4/2012), Name Addr Ver, Parent/Guardian (M/M A Abdo, Some College (3)), Telephone (777) 555-6823, Student's Mobile (777) 458-3652, Prog, Att Prg 1 (8/23/2011), Att Prg 2 (04/26/2013), and Dist (8/24/2010).

**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 screenshot shows the Aeries.NET interface for the 2012-2013 Screaming Eagle High School. The left navigation tree has 'Student Search' selected, with the looking glass icon highlighted. The main area displays a table of student flags and a search form.

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.

The screenshot shows the Aeries.NET Student Search results. A search form at the top includes a dropdown menu for 'All Linked Students', a 'Go' button, and a checkbox for 'Include Inactive Students'. Below the form is a table of search results with columns for StuNum, Last Name, First Name, Birthdate, and Status. The table lists 18 students, including Abbott, Allan, Alyunan, Tracy, Aquino, Kenneth, Araujo, My, Arguelles, Jennifer, Baca, Jason, Balboa, Michelle, Barnett, Michael, Barr, James, Beatty, David, Beintema, Alice, and others.

## 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.

The screenshot shows the Aeries.NET interface for the 2012-2013 school year at Screaming Eagle High School. The left navigation pane has 'Demographics' selected under 'Student Data'. The main content area displays the following information:

Flags	Stu#	Last Name	First Name	Middle Name	Suffix	Sex	Grd	Age	Birthdate
	3	Abdo	Alice	A		F	9	15	7/21/1998
Perm ID#	Last Alias	First Alias	Middle Alias	Birth Verif	Status				
99400003				(X)	Active				

Below this is a tabbed interface with 'Student Data 1' and 'Student Data 2'. The 'Student Demographics' section includes:

Address	City	State	Zip	Extn	Map	Addr. Verif
Residence: 4475 N Castlevlew	Eagle Point	CA	99998			<input type="checkbox"/>

Mailing (same? [7]):

Grid Code	ResSchl	IntDist	TransDist	IntDist Exp Dt	Name	Addr	Ver
X	Screaming Eagle High School						9/4/2012

Parent/Guardian information:

Name	Primary	Telephone	Extn	Prog	Att Prg 1	Att Prg 2
M/M A Abdo	(777) 555-6823					

Other contact information:

Ed Lvl	Student's Mobile	Schl	Enter Dt	Leave Dt
Some College (3)				
RcdRel	Paul Cell	Dist		
	(777) 458-3652	8/23/2011		04/26/2013
Email	Primary Contact 2			
Parent.Abdo@example.com				

Additional demographic data:

Counselor	Locker	CorrLng	HmlLng	LangFlu	SM	DM	Family#
623 - Monarch		English	English	English Only (E)	9	9	0
Ethnicity	Race	(Ethnicity)	Birth City	State	Country		
N	White	White (not Hispanic)			US		

User information table:

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

Next school and exam information:

Next Schi	Next Grd	Next Tchr	Sched Grp	California High School Exit Exam	Algebra 1	High School Physical Fitness
	10	Unassigned (0)	(X)	ELA: Not Taken	Requirement Not Met	Passed
Next ResSchl	Next IntDist	Next TransDist				
	(X)					

Buttons at the bottom: Add, Delete, Update Attendance.

## 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 and a list of previous records will display on the right hand side. To change records select a record from the list on the right hand side.

The screenshot shows the Aeries.NET interface for the 2012-2013 school year at Screaming Eagle High School. The left navigation pane has 'Assertive Discipline' selected under 'Guidance'. The main content area displays the following information:

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

Parent/Guardian information:

Parent/Guardian	Home Phone	Mother Work - Sara A	Mother Phone - Sara	SSA Date
M/M A Abbott	(777) 555-9448	(555) 555-5555 ext 1234	(777) 555-9448	09/24/2013

General tab information:

Date: 7/16/2013

Code/Description: 01 - Alcohol, Possession of (E) 48900 (c)

Dispositions (DSP):

SUS	Days	Hours	Start Date	End Date	Return Date	Rtn Status
	5	0	07/16/2013	07/22/2013	07/23/2013	On Suspension or Dismissal (2)
Rtn Loc	Authority	Plcmt	Result	SusTg		
	School or District Personnel (10)					

Buttons: Add DSP, Change DSP, Delete DSP.

OLD Disposition(s) Data in ADS Table:

Demerits	Referral	Initials	School of Incident	Incident ID	Tag
0.00		-	994 - Screaming Eagle High School	16489	

Comments:

Buttons: Letter, Add, Change, Delete, Copy, Print.

Violation list on the right:

Date	Violation
7/16/2013	01- Alcohol, Possession of (E) 48900 (c)
2/28/2013	07- Drugs, Paraphernalia (E) 48900 (c)
2/25/2013	62- Horseplay
10/11/2012	44- Contract, Behavior
8/30/2012	63- Information
5/8/2012	63- Information
2/19/2012	63- Information
1/15/2012	34- Attendance, SARB Referral
11/19/2011	63- Information
12/27/2010	63- Information
11/20/2010	66- Materials, Damage
5/3/2010	34- Attendance, SARB Referral
10/2/2008	91- Peer Counseling

## 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.

The screenshot shows the Aeries.net interface for the 2012-2013 school year at Screaming Eagle High School. The left navigation pane shows the 'Discipline' link under the 'Guidance' section. The main content area displays student information for James Abbott (StuNum 1, Perm ID 99400001). Below this, there are 'Display Options' including a 'Sort by Date' dropdown set to 'Descending Order', a 'Print' button, and an 'Add New Record' button. A table shows a discipline record for 'A - Attitude Problem' dated 9/27/2013, with a status of '0 -'. The record includes fields for 'Date', 'Code', 'Staff ID', 'School', 'Status', and 'Copy'. Below the table, there are fields for 'Created By User' (admin) and 'Last Updated By' (admin), along with a 'Last Updated Date' of 9/30/2013. An 'Add New Record' button is at the bottom of the table.

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.

This close-up view of the 'Display Options' section shows the 'Sort by Date' dropdown menu open, displaying 'Ascending Order' and 'Descending Order' options. The 'Descending Order' option is currently selected. A 'Print' button and an 'Add New Record' button are also visible. The table below shows the same discipline record as in the previous screenshot.

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.

This screenshot shows the same Discipline page as before, but with an arrow pointing to the 'Add New Record' button located at the bottom of the table. The button is a blue plus icon followed by the text '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.

2012-2013 Screaming Eagle High School Welcome admin My Options

Discipline										
Flag	StuNum	Last Name	First Name	Middle Name	Perm ID Num	Sex	Grd	Age	Prog	Status
1		Abbott	Allan (AJ)	James	99400001	M	12	18		
Parent/Guardian		Home Phone		Mother Work - Sara A		Mother Phone - Sara		SSA Date		
M/M A Abbott		(777) 555-9448		(555) 555-5555 ext 1234		(777) 555-9448		9/24/2013		

**Display Options**

Sort by Date

Date	Code	Staff ID	School	Status
09/30/2013	Disruptive	0	Screaming Eagle High School	
Conference requested.		Created By User	Last Updated By	Last Updated Date
		admin		
9/27/2013	A - Attitude Problem	0 - ,	994 - Screaming Eagle High School	
Conference requested with parents.		Created By User	Last Updated By	Last Updated Date
		admin	admin	9/30/2013

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

2012-2013 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		
Parent/Guardian		Home Phone		Mother Work - Sara A		Mother Phone				
M/M A Abbott		(777) 555-9448		(555) 555-5555 ext 1234		(777) 555-9				

**Display Options**

Sort by Date

Date	Code	Staff ID	School	Status	Copy
9/30/2013	D - Disruptive	0 - ,	994 - Screaming Eagle High School		<input type="button" value="Copy"/>
Conference requested.		Created By User	Last Updated By	Last Updated Date	
		admin	admin	9/30/2013	
9/27/2013	A - Attitude Problem	0 - ,	994 - Screaming Eagle High School		<input type="button" value="Copy"/>
Conference requested with parents.		Created By User	Last Updated By	Last Updated Date	
		admin	admin	9/30/2013	