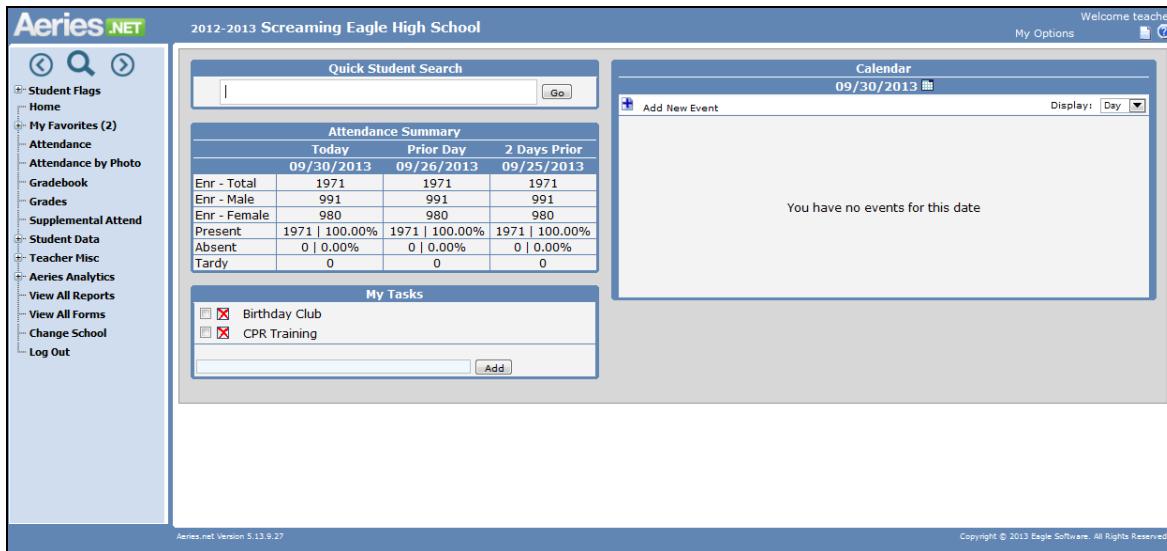


Aeries.net Teacher Portal – User Documentation**September 30, 2013**

- 1. Access Teacher Portal**
- 2. Utilizing the Navigation Tree**
- 3. Attendance**
Attendance by Photo
Elementary School Lunch Count
- 4. Gradebook**
- 5. Grades**
- 6. Student Data**

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.



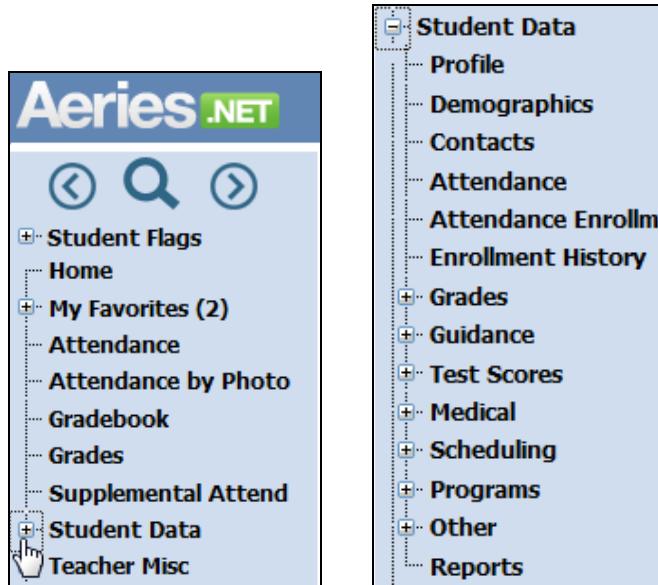
NOTE: The log in page may look different than the above depending on your system configuration and school access.

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**.

	Today	Prior Day	2 Days Prior
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

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.

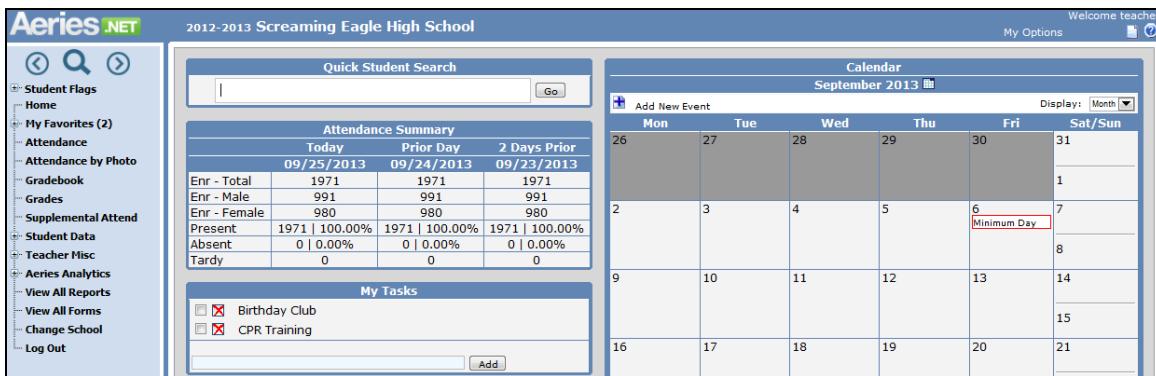


The screenshot shows the Aeries.NET Teacher Portal interface. On the left is a navigation tree with the following structure:

- Student Flags
- Home
- My Favorites (2)
- Attendance
- Attendance by Photo
- Gradebook
- Grades
- Supplemental Attend
- Student Data** (expanded, showing:
 - Profile
 - Demographics
 - Contacts
 - Attendance
 - Attendance Enrollment
 - Enrollment History
 - Grades
 - Guidance
 - Test Scores
 - Medical
 - Scheduling
 - Programs
 - Other
 - Reports
- Teacher Misc

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 Home page. The main content area includes:

- Quick Student Search** (input field and Go button)
- Attendance Summary** (table showing data for 09/25/2013, 09/24/2013, 09/23/2013)

	Today	Prior Day	2 Days Prior
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** (list of tasks: Birthday Club, CPR Training)
- Calendar** (September 2013 view, showing days 26-31. Wednesday, September 4th is highlighted with a red border and labeled 'Minimum Day').

The sidebar on the left contains the following navigation links:

- Student Flags
- Home
- My Favorites (2)
- Attendance
- Attendance by Photo
- Gradebook
- Grades
- Supplemental Attend
- Student Data** (selected, expanded)
- Teacher Misc
- Aeries Analytics
- View All Reports
- View All Forms
- Change School
- Log Out

ATTENDANCE

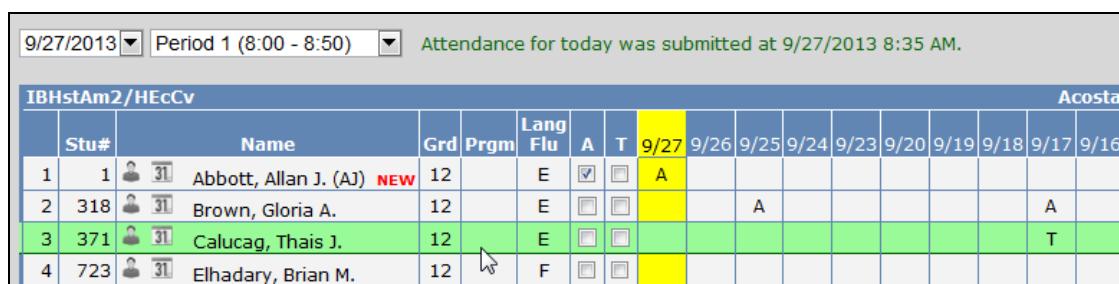
The **Attendance** page can be accessed for attendance update or display. Click the mouse on the **Attendance** node on the Navigation tree. The **Current Period** for the teacher signed into Teacher Portal and all students currently enrolled for that period will display. The **Current Period** is determined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



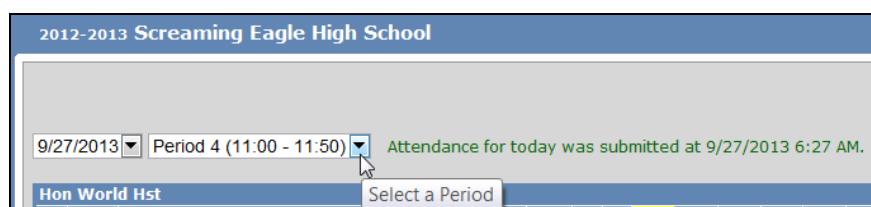
IBHstAm2/HEcCv												Acosta												Absence Totals											
Stu#	Name	Grd	Prgm	Lang	Flu	A	T	9/27	9/26	9/25	9/24	9/23	9/20	9/19	9/18	9/17	9/16	Tardies	Unverified	Excused	Unexcused	= Absences													
1	Abbott, Allan J. (AJ) NEW	12		E	<input checked="" type="checkbox"/>	<input type="checkbox"/>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

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.



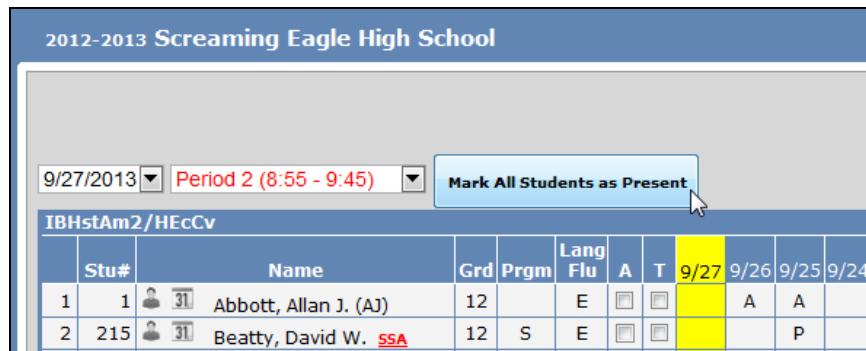
Stu#	Name	Grd	Prgm	Lang	Flu	A	T	9/27	9/26	9/25	9/24	9/23	9/20	9/19	9/18	9/17	9/16
1	Abbott, Allan J. (AJ) NEW	12		E	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A										
2	318 Brown, Gloria A.	12		E	<input type="checkbox"/>	<input type="checkbox"/>											A
3	371 Calucag, Thais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



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

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.



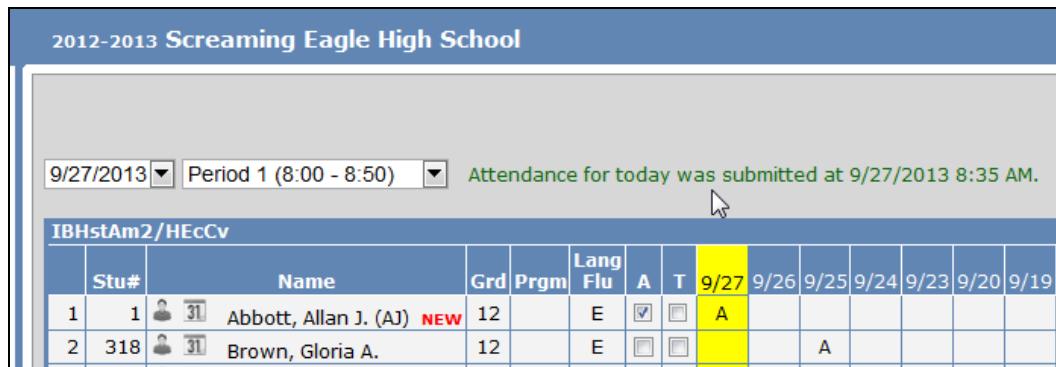
2012-2013 Screaming Eagle High School

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

IBHstAm2/HEcCv

	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/HEcCv

	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

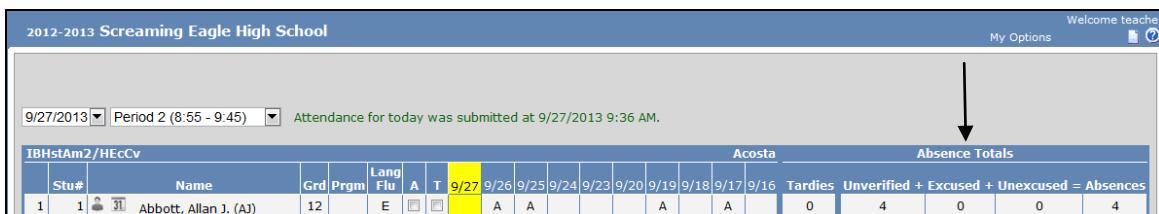
Attendance is missing for yesterday (9/26/2013) for periods: 1, 2, 3, 6
Attendance is missing for today (9/27/2013) for period: 1

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

IBHstAm2/HEcCv

	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"/>		

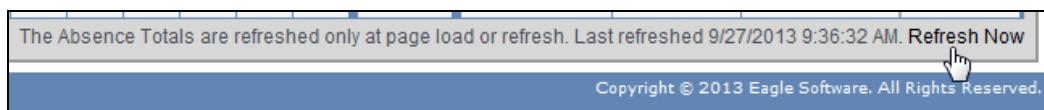
The attendance page has an **Absence Totals** area on the right side of the page that shows a total of absences that have been given to a student by type of absence.



The screenshot shows the Aeries Teacher Portal Attendance page for the 2012-2013 school year at Screaming Eagle High School. The page displays attendance data for Period 2 (8:55 - 9:45) on 9/27/2013. The 'Absence Totals' section on the right shows the following data for student 1, Allan J. (AJ):

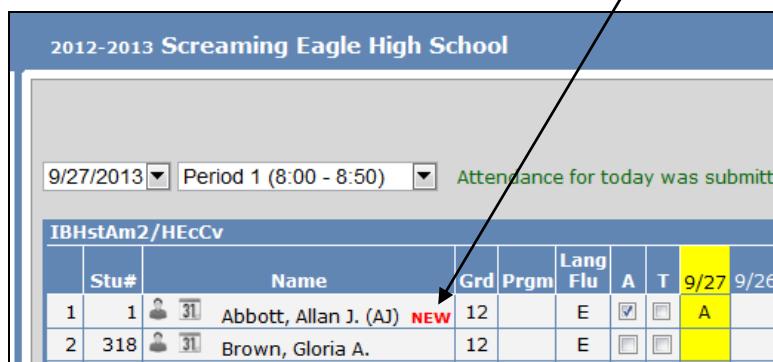
IBHstAm2/HEcCv												Acosta			Absence Totals							
Stu#	Name	Grd	Prgm	Lang	Flu	A	T	9/27	9/26	9/25	9/24	9/23	9/20	9/19	9/18	9/17	9/16	Tardies	Unverified + Excused + Unexcused = Absences			
1	Abbott, Allan J. (AJ)	12	E	<input type="checkbox"/>	<input type="checkbox"/>	A	A						A	A				0	4	0	0	4

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.



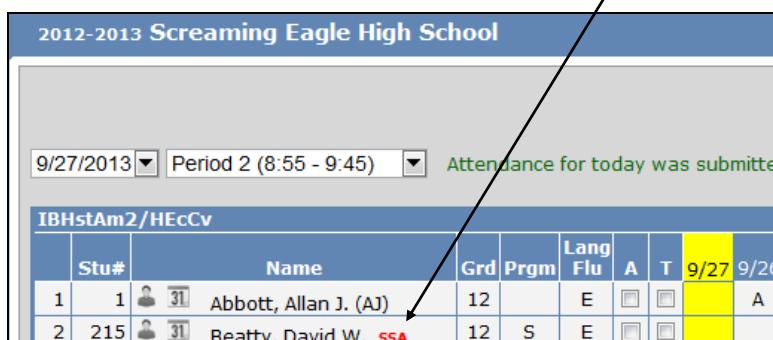
NOTE: Attendance MUST be submitted regardless if there are no absences or tardies.

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



The screenshot shows the Attendance page for Period 1 (8:00 - 8:50) on 9/27/2013. The 'IBHstAm2/HEcCv' table shows two students: Allan J. (AJ) with a red 'NEW' label next to his name, and Gloria A. Brown. The 'Absence Totals' section on the right shows 0 absences for student 1.

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.



The screenshot shows the Attendance page for Period 2 (8:55 - 9:45) on 9/27/2013. The 'IBHstAm2/HEcCv' table shows two students: Allan J. (AJ) and David W. Beatty. The 'SSA' field for David W. Beatty is highlighted in red. The 'Absence Totals' section on the right shows 0 absences for student 1.

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.

9/27/2013		Period 2 (8:55 - 9:45)			
IBHstAm2/HEcCv					
Stu#	Name				
1	1	 31 Abbott, Allan J. (AJ)			
2	215	 31 Braggins, Joseph A. (SSA)			
3	299	 View Student Profile	Braggins, Joseph A.		

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	User7		
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.

9/27/2013		Period 2 (8:55 - 9:45)			
IBHstAm2/HEcCv					
Stu#	Name				
1	1	 31 Abbott, Allan J. (AJ)			
2	215	 31 Braggins, Joseph A. (SSA)			
3	299	 View Attendance Detail	Braggins, Joseph A.		

2012-2013 Screaming Eagle High School										
Attendance										
Flag	StuNum	Last Name	First Name	Middle Name	Perm ID Num	Sex	Grd	Age		
1	Abbott	Allan (AJ)	James		99400001	M	12	18		
07/01					07/04				HOLIDAY	
07/08	-----		07/09	-----	07/10	-----	07/11	-----		
07/15	-----		07/16	-----	07/17	-----	07/18	-----		
07/22	-----		07/23	-----	07/24	-----	07/25	-----		
07/29	-----		07/30	-----	07/31	-----	08/01	-----		
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

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	1
2 193	Barr, James J.	9	E													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

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			
A T 31 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

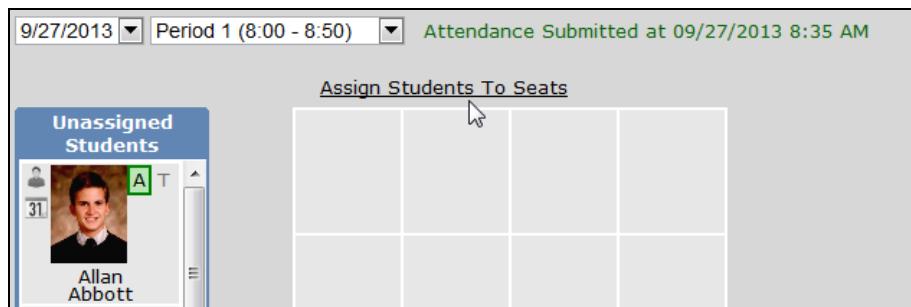
Attendance is missing for today (9/27/2013) for period: 3

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

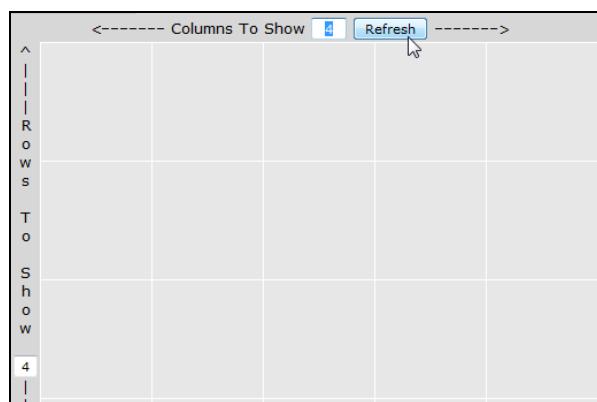
Assign Students To Seats

Unassigned Students			
A T 31 Allan Abbott			

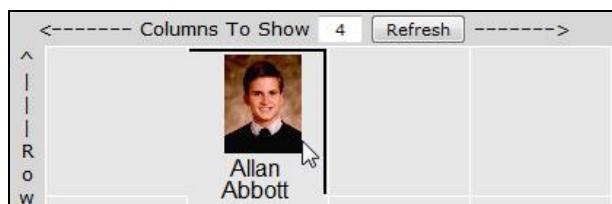
The page will display available student photographs in the **Unassigned Students** column. To assign students to the photo chart, click the mouse on the **Assign Students To Seats** link.



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.



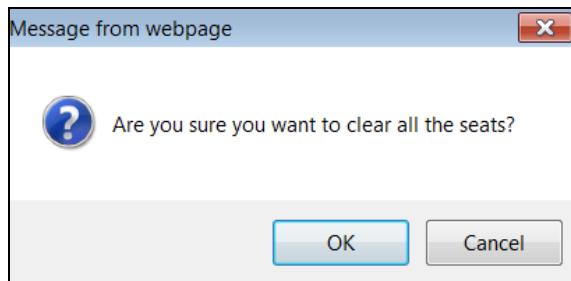
Once all photos are placed on the photo chart, they will show with a **red x** on the top right corner of each photo. Clicking on the **red x** will remove the photo from the chart and place it back in the **Unassigned Students** column.



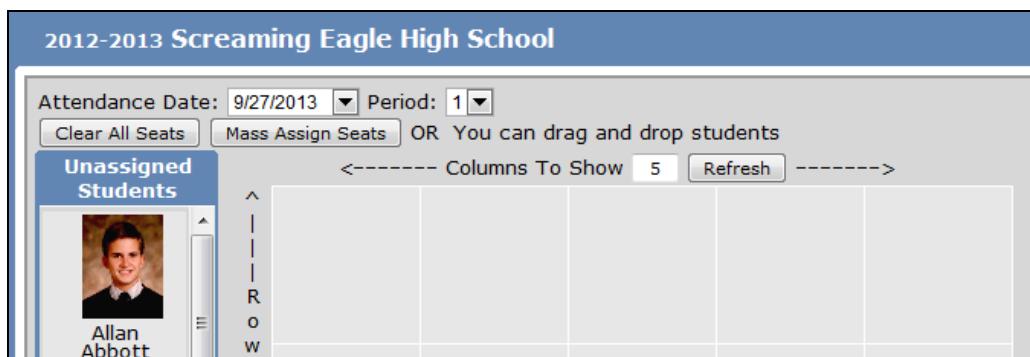
After the photographs have been assigned to the photo chart, attendance can be taken on the Attendance by Photo page by clicking on an absence code letter that displays to the right of the student photo. When a code is selected for a student, it will turn green which indicates the absence code has been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



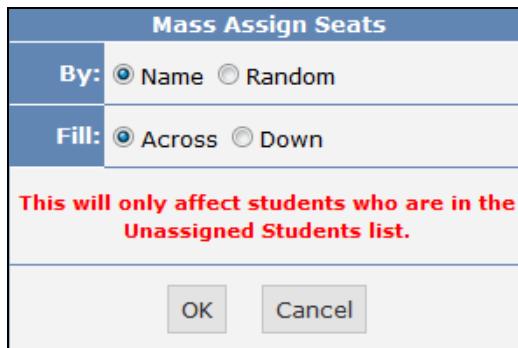
To clear the attendance by photo chart for a period, click the mouse on the Assign Students To Seats link and then select the correct class period from the period drop down list. The photo chart will be back in edit mode. At the top of the page click the mouse on the **Clear All Seats** button. The following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



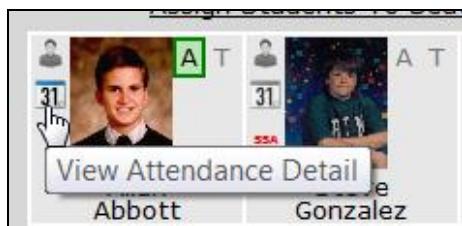
The Attendance by Photo page has a **Mass Assign Seats** option when assigning seats to students. This option will allow a teacher to mass assign by student name or randomly. It will also fill the photos on the chart across or down. This option will only affect students who are still listed in the **Unassigned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



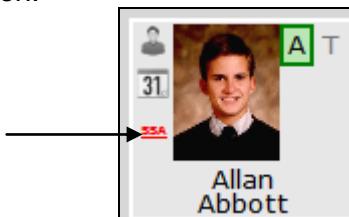
The Attendance by Photo page also displays a Profile and Calendar icon to the left of each student name. Clicking the mouse on the **Profile** icon will take the user to the Profile page for that student.



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.

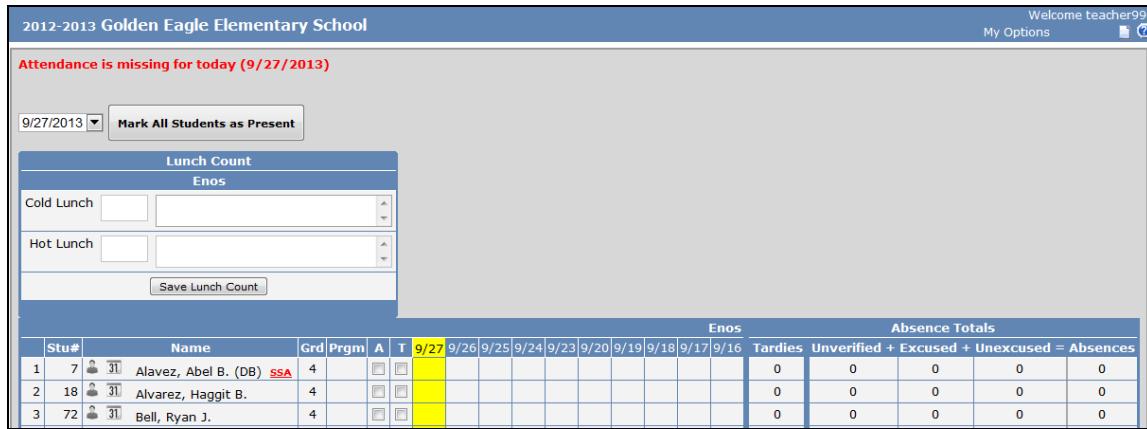


Students who have a date in the **SSA Date (Safe School Act)** field on the **Assertive Discipline** form will display with a **red SSA** to the left of their name. If the teacher portal group has at least Read permissions to the Assertive Discipline page, teachers will be able to click on SSA and be 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.



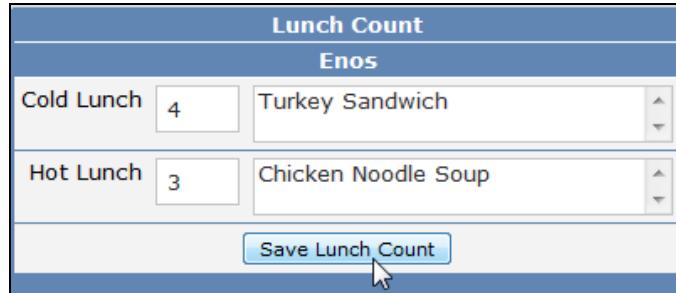
Elementary School Lunch Count

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**.



Stu#	Name	Grd	Prgm	A	T	Enos										Absence Totals		
						9/27	9/26	9/25	9/24	9/23	9/20	9/19	9/18	9/17	9/16	Tardies	Unverified	+ Excused
1	7 Alavez, Abel B. (DB) SSA	4									0	0	0	0				
2	18 Alvarez, Haggit B.	4									0	0	0	0				
3	72 Bell, Ryan J.	4									0	0	0	0				

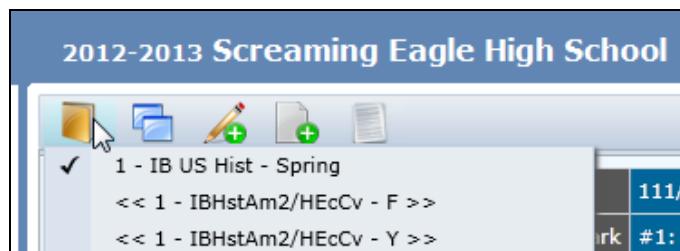
Enter the lunch count information and then click the mouse on the **Save Lunch Count** button to save the data.



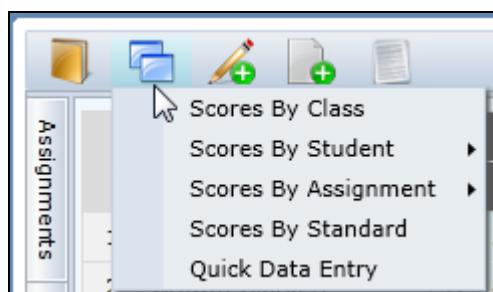
GRADEBOOK

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.

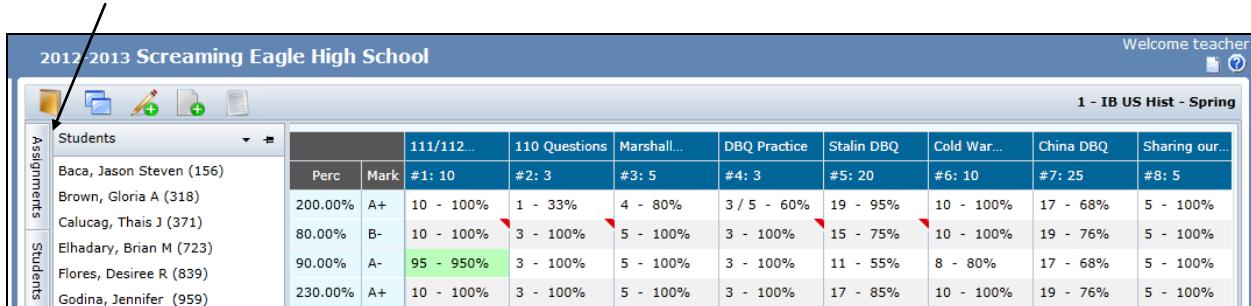
Click the mouse on the **Gradebook** icon at the top left of the page and a dropdown of the existing gradebooks will display. The current gradebook will display in the list with a check mark to the left of it. Inactive gradebooks will display at the bottom of the list with brackets around them.



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**.



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



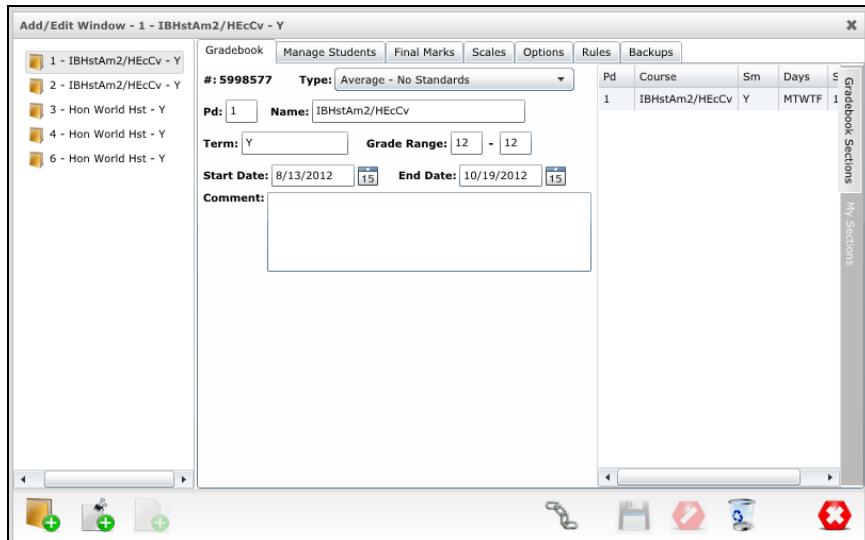
Students		111/112...	110 Questions	Marshall...	DBQ Practice	Stalin DBQ	Cold War...	China DBQ	Sharing our...
Perc	Mark	#1: 10	#2: 3	#3: 5	#4: 3	#5: 20	#6: 10	#7: 25	#8: 5
200.00%	A+	10 - 100%	1 - 33%	4 - 80%	3 / 5 - 60%	19 - 95%	10 - 100%	17 - 68%	5 - 100%
80.00%	B-	10 - 100%	3 - 100%	5 - 100%	3 - 100%	15 - 75%	10 - 100%	19 - 76%	5 - 100%
90.00%	A-	95 - 950%	3 - 100%	5 - 100%	3 - 100%	11 - 55%	8 - 80%	17 - 68%	5 - 100%
230.00%	A+	10 - 100%	3 - 100%	5 - 100%	3 - 100%	17 - 85%	10 - 100%	19 - 76%	5 - 100%

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.



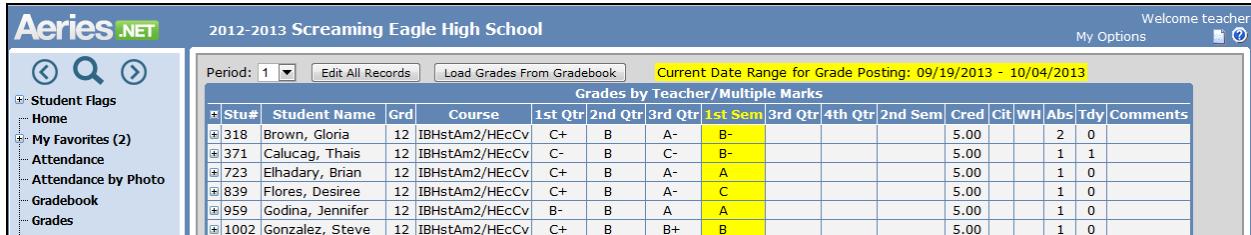
The following page will display when clicking on the **Edit** icon.



NOTE: More 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.

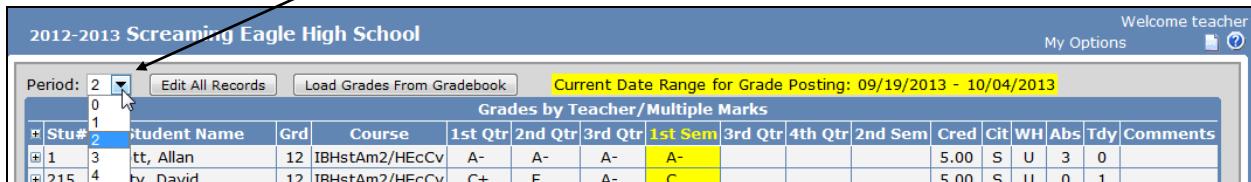
GRADES

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.



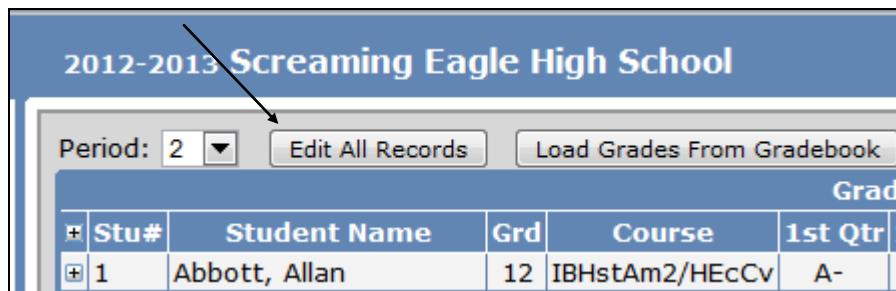
Stu#	Student Name	Grd	Course	1st Qtr	2nd Qtr	3rd Qtr	1st Sem	3rd Qtr	4th Qtr	2nd Sem	Cred	Cit	WH	Abs	Tdy	Comments
318	Brown, Gloria	12	IBHstAm2/HEcCv	C+	B	A-	B-				5.00	2	0			
371	Calucag, Thais	12	IBHstAm2/HEcCv	C-	B	C-	B-				5.00	1	1			
723	Elhady, Brian	12	IBHstAm2/HEcCv	C+	B	A-	A				5.00	1	0			
839	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.,



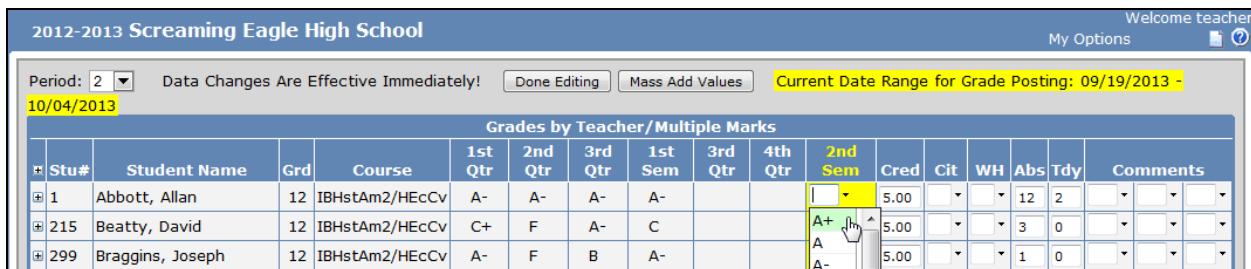
Stu#	Student Name	Grd	Course	1st Qtr	2nd Qtr	3rd Qtr	1st Sem	3rd Qtr	4th Qtr	2nd Sem	Cred	Cit	WH	Abs	Tdy	Comments
1	Abbott, Allan	12	IBHstAm2/HEcCv	A-	A-	A-	A-				5.00	S	U	3	0	
215	Beatty, David	12	IBHstAm2/HEcCv	C+	F	A-	C				5.00	S	U	0	1	

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-	A-	A-				5.00	S	U	3	0	

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



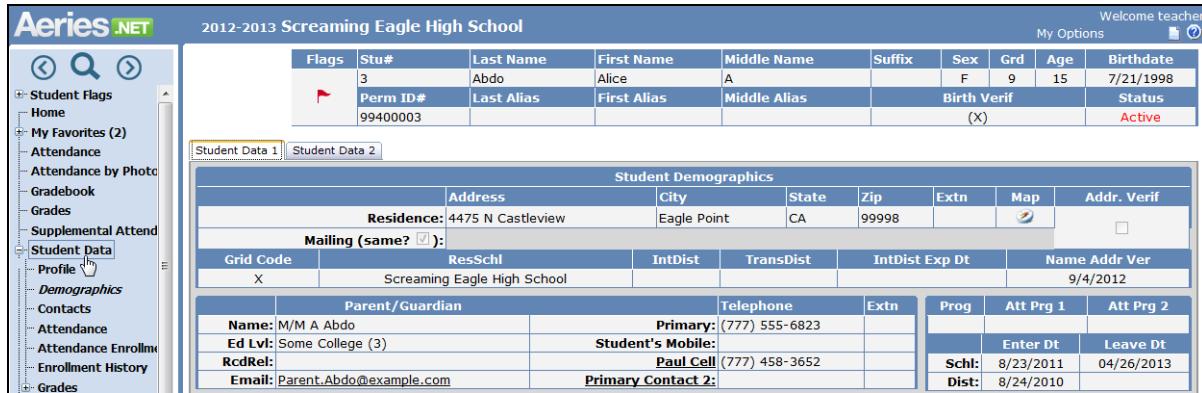
Stu#	Student Name	Grd	Course	1st Qtr	2nd Qtr	3rd Qtr	1st Sem	3rd Qtr	4th Qtr	2nd Sem	Cred	Cit	WH	Abs	Tdy	Comments
1	Abbott, Allan	12	IBHstAm2/HEcCv	A-	A-	A-	A-			A-	5.00			12	2	
215	Beatty, David	12	IBHstAm2/HEcCv	C+	F	A-	C			A+	5.00			3	0	
299	Braggins, Joseph	12	IBHstAm2/HEcCv	A-	F	B	A-			A-	5.00	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

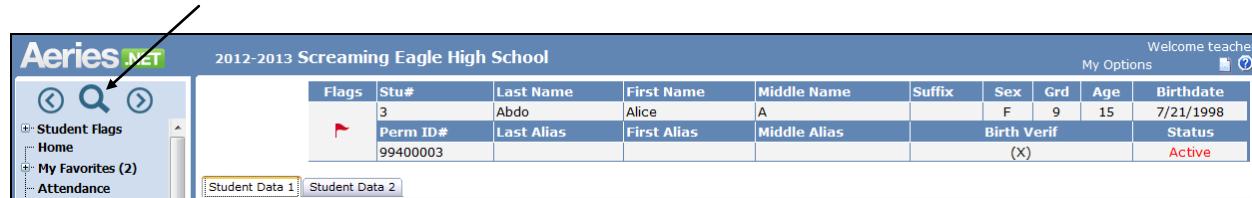


The screenshot shows the Aeries.NET Teacher Portal interface. The left sidebar has a 'Student Data' node expanded, with 'Demographics' selected. The main content area is titled '2012-2013 Screaming Eagle High School'. It displays a table of student information and a 'Student Demographics' form. The student information table includes columns for Flags, Stu#, Last Name, First Name, Middle Name, Suffix, Sex, Grd, Age, and Birthdate. The 'Demographics' form contains sections for Address, City, State, Zip, Extn, Map, and Addr. Verif. It also includes a 'Mailing (same?)' section and a 'Parent/Guardian' section with fields for Name, Primary phone, Student's Mobile, RcdRel, Email, and Primary Contact 2.

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

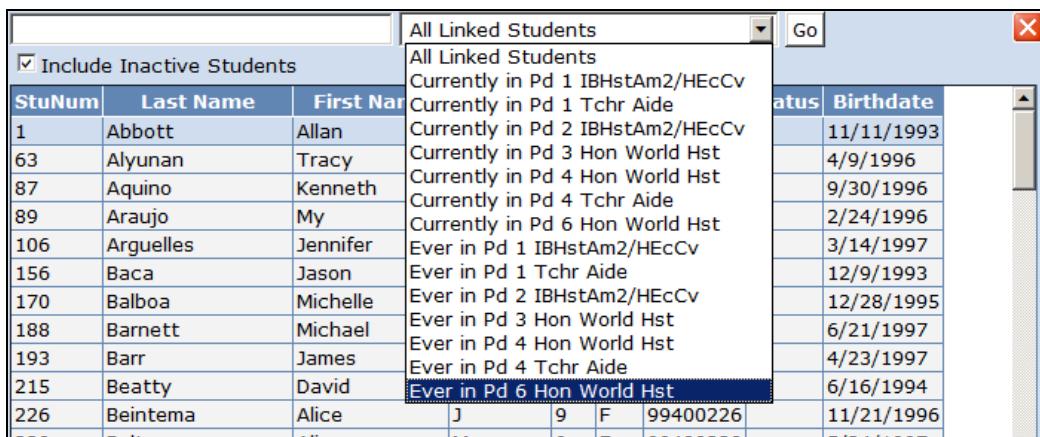
STUDENT SEARCH

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 Teacher Portal interface. The left sidebar has a 'Student Search' node selected, indicated by a blue arrow pointing to the search icon. The main content area is titled '2012-2013 Screaming Eagle High School'. It displays a table of student information and a search dropdown. The search dropdown is open, showing a list of 'All Linked Students' with their last names and first names. The search table includes columns for StuNum, Last Name, First Name, Status, and Birthdate.

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 Teacher Portal interface. The left sidebar has a 'Student Search' node selected. The main content area displays a table of student records and a search dropdown. The search dropdown is open, showing a list of 'All Linked Students' with their last names and first names. The search table includes columns for StuNum, Last Name, First Name, Status, and Birthdate.

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 sidebar shows the navigation tree with the 'Demographics' node selected. The main content area displays student demographic information in a grid format. The grid includes columns for Flags, Stu#, Last Name, First Name, Middle Name, Suffix, Sex, Grd, Age, Birthdate, Perm ID#, Last Alias, First Alias, Middle Alias, Birth Verif, Status, and Birthdate. Below this grid is a 'Student Demographics' section with tabs for 'Student Data 1' and 'Student Data 2'. The 'Student Data 1' tab is active, showing fields for Address, City, State, Zip, Extn, Map, and Addr. Verif. It also includes sections for Residence (4475 N Castleview, Eagle Point, CA 99998), Mailing (same? checked), Grid Code (X, ResSchl: Screaming Eagle High School), and various contact details for Parent/Guardian, Counselor, Locker, and other users. The 'Student Data 2' tab shows sections for California High School Exit Exam (Algebra 1: ELA: Not Taken, Math: Passed), High School Physical Fitness (Requirement Not Met: Passed), and other student information like Next Schl, Next Grd, Next Tchr, Sched Grp, and Next ResSchl.

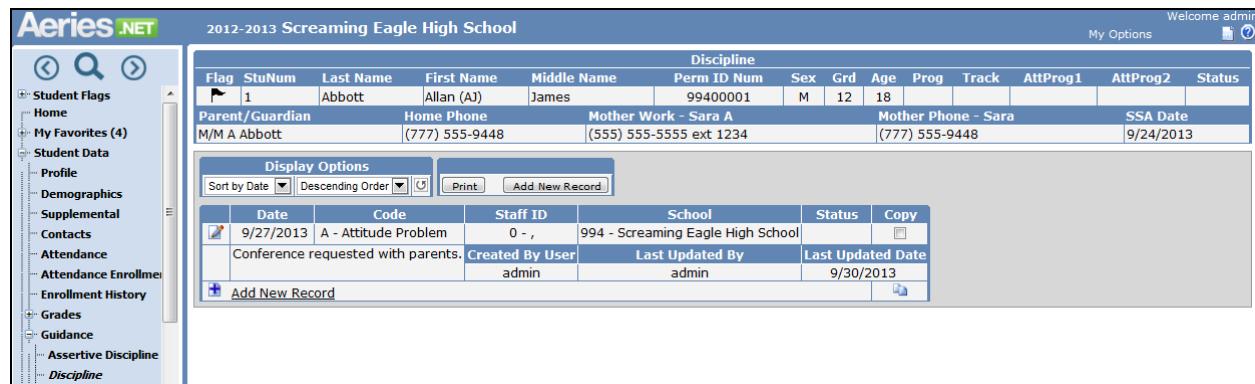
STUDENT DATA – ASSERTIVE DISCIPLINE

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 sidebar shows the navigation tree with the 'Assertive Discipline' node selected. The main content area displays the 'Assertive Discipline' table with columns for Flag, StuNum, Last Name, First Name, Middle Name, Perm ID Num, Sex, Grd, Age, Prog, Track, AttProg1, AttProg2, and Status. The table shows a record for M/M Abbott with details like Home Phone (777) 555-9448, Mother Work - Sara A, and Mother Phone - Sara (777) 555-9448, with a SSA Date of 09/24/2013. Below the table are tabs for 'General', 'Additional Info', and 'Expulsions'. The 'General' tab shows a date of 7/16/2013 and a code/description of 01 - Alcohol, Possession of (E) 48900 (c). The 'Dispositions (DSP)' section shows a table for Suspension (SUS) with columns for Days, Hours, Start Date, End Date, Return Date, Rtn Status, Rtn Loc, Authority, Plcmnt, Result, and SusTg. The 'OLD Disposition(s) Data in ADS Table' section shows a table with columns for Demerits, Referral, Initials, School of Incident, Incident ID, and Tag. The 'Comments' section allows for letter, add, change, delete, copy, and print actions. To the right of the main content area is a list of previous discipline records with columns for Date and Violation, such as 7/16/2013 for 01- Alcohol, Possession of (E) 48900 (c) and 2/28/2013 for 07- Drugs, Paraphernalia (E) 48900 (c).

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.



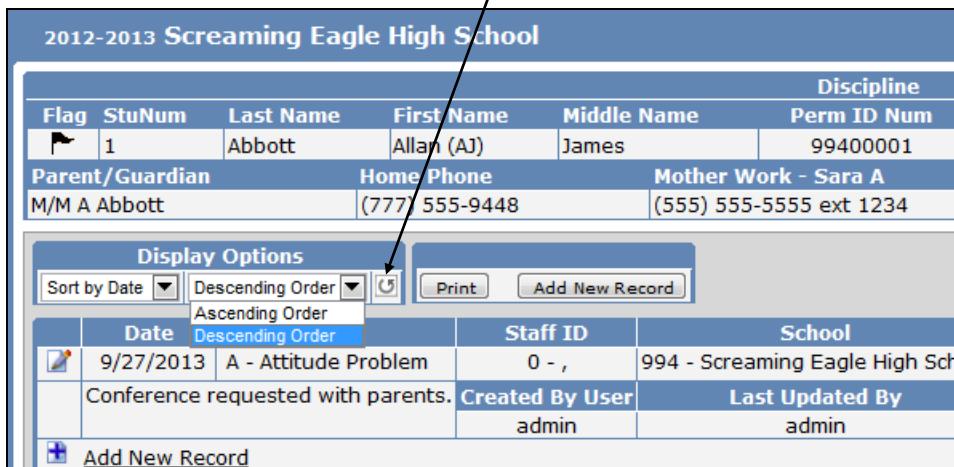
Flag	StuNum	Last Name	First Name	Middle Name	Perm ID Num	Sex	Grd	Age	Prog	Track	AttProg1	AttProg2	Status
1	Abbott	Allan (AJ)	James		99400001	M	12	18					
Parent/Guardian		Home Phone		Mother Work - Sara A		Mother Phone - Sara		SSA Date					
M/M A Abbott		(777) 555-9448		(555) 555-5555 ext 1234		(777) 555-9448		9/24/2013					

Display Options
Sort by Date Descending Order Print Add New Record

Date	Code	Staff ID	School	Status	Copy
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	

[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.



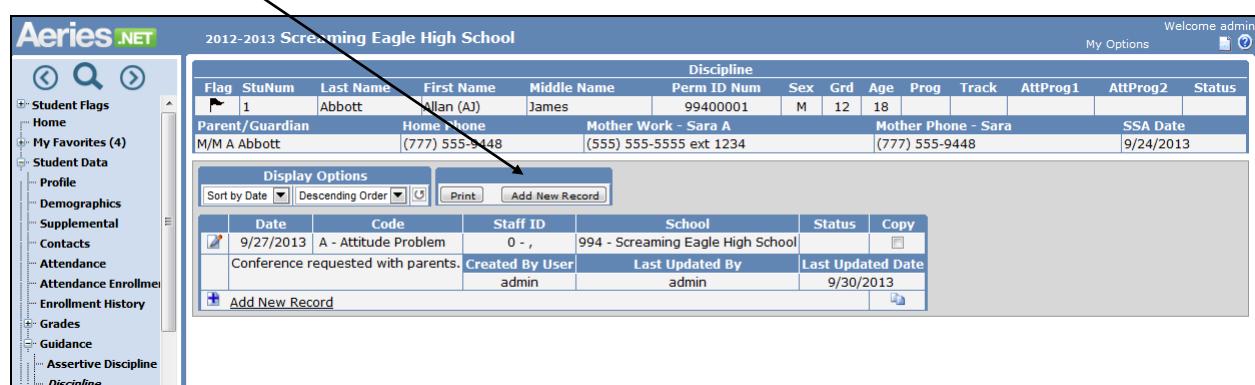
Flag	StuNum	Last Name	First Name	Middle Name	Perm ID Num	Discipline						
1	Abbott	Allan (AJ)	James		99400001							
Parent/Guardian		Home Phone		Mother Work - Sara A		Mother Phone - Sara		SSA Date				
M/M A Abbott		(777) 555-9448		(555) 555-5555 ext 1234		(777) 555-9448		9/24/2013				

Display Options
Sort by Date Descending Order Print Add New Record

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

[Add New Record](#)

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.



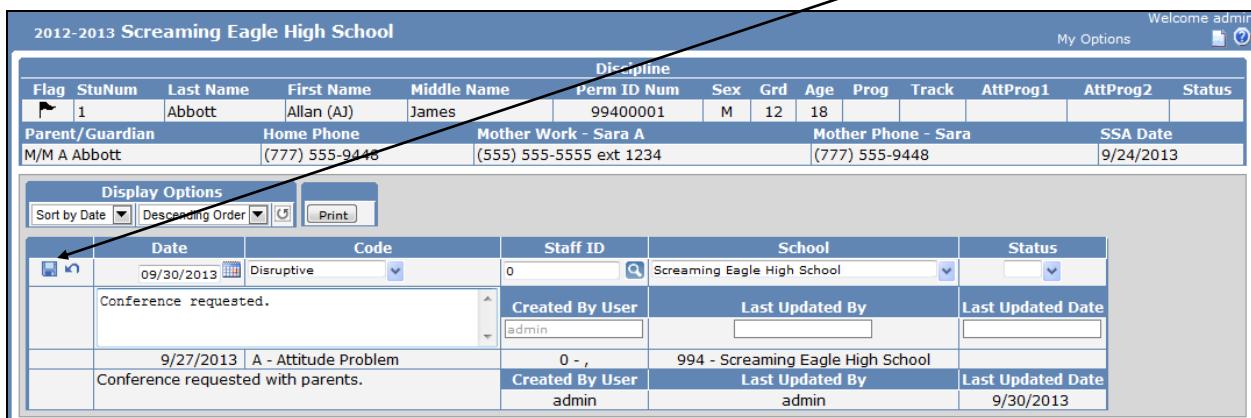
Flag	StuNum	Last Name	First Name	Middle Name	Perm ID Num	Sex	Grd	Age	Prog	Track	AttProg1	AttProg2	Status
1	Abbott	Allan (AJ)	James		99400001	M	12	18					
Parent/Guardian		Home Phone		Mother Work - Sara A		Mother Phone - Sara		SSA Date					
M/M A Abbott		(777) 555-9448		(555) 555-5555 ext 1234		(777) 555-9448		9/24/2013					

Display Options
Sort by Date Descending Order Print Add New Record

Date	Code	Staff ID	School	Status	Copy
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	

[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

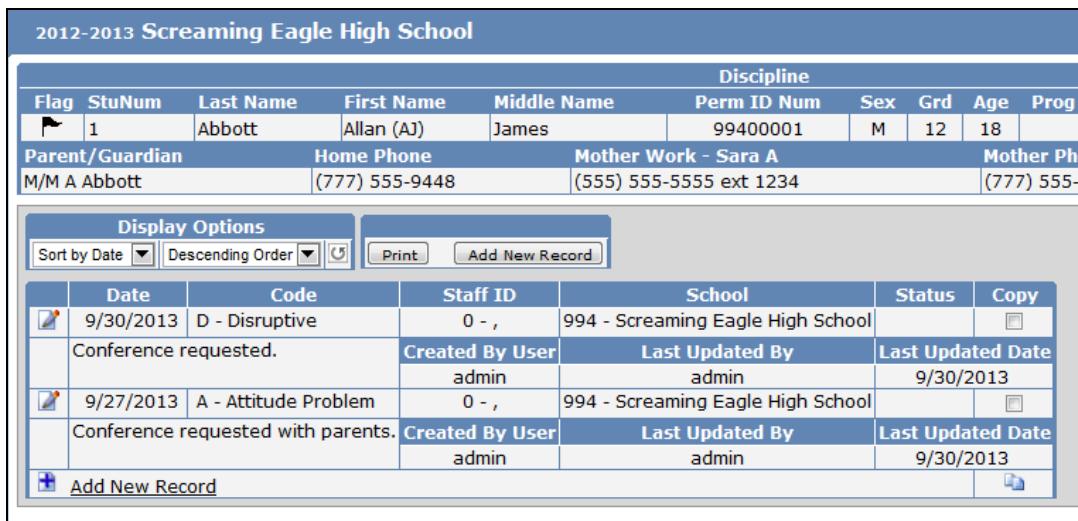
Flag	StuNum	Last Name	First Name	Middle Name	Perm ID Num	Sex	Grd	Age	Prog	Track	AttProg1	AttProg2	Status
1	Abbott	Allan (AJ)	James		99400001	M	12	18					
Parent/Guardian		Home Phone		Mother Work - Sara A			Mother Phone - Sara			SSA Date			
M/M A Abbott		(777) 555-9448		(555) 555-5555 ext 1234			(777) 555-9448			9/24/2013			

Display Options

Sort by Date Descending Order Print

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
9/27/2013 A - Attitude Problem		Created By User	Last Updated By	Last Updated Date
Conference requested with parents.		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) 555-9448		

Display Options

Sort by Date Descending Order Print Add New Record

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