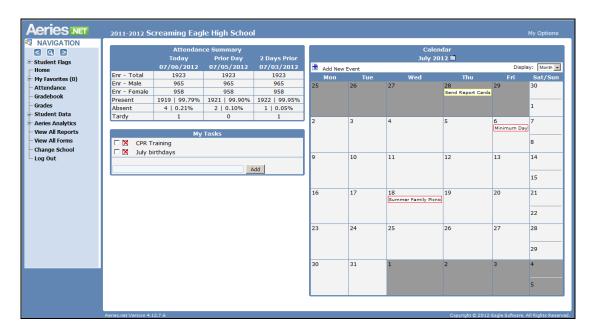# Aeries.net Teacher Portal – User Documentation
July 6, 2012

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 **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 **Database** and **Year** fields will now be accessible. Select the **Database** and **Year** and click the mouse on the **Login** button.

Welcome to Aeries.net

User Name: teacher
Password: ••••••
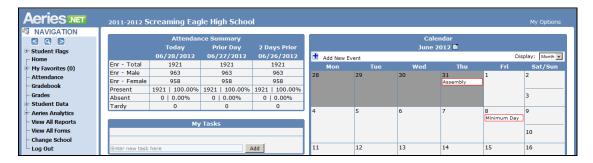Database: Eagle USD (SqlSvr2008)
Year: 2011-2012
LOGIN

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.
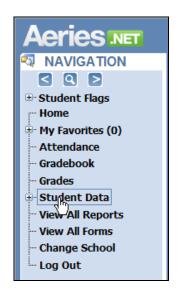
Welcome to Aeries.net

User Name: teacher
Password: ••••••
Database: Eagle USD (SqlSvr2008)
Year: 2011-2012
School: Screaming Eagle High School (994)
CONTINUE   CANCEL

NOTE: **The log in page may look different than the above depending on your system configuration and school access.**
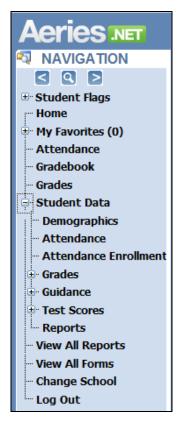
Click the mouse on the **Log In** button and the **Home** page will display. The left side of the page will display a Navigation tree. The middle section will display **Attendance Summaries** for today as well as previous days. The right side of the page will display an **Events Calendar**.

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.
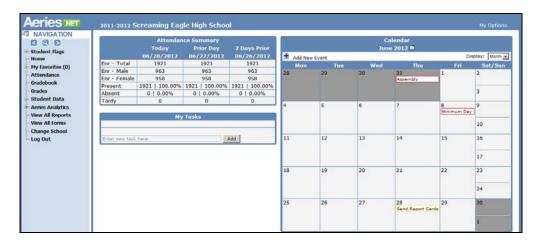

Use the vertical and horizontal scroll bars that can be used to view the Navigation tree.

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

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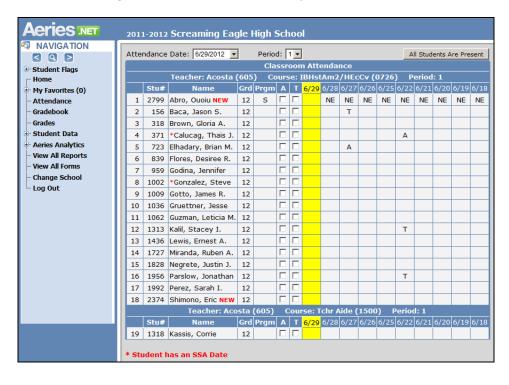
The **Event Calendar** can be displayed by Day or Month. The following is the **Month** view.

ATTENDANCE

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

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

The **All Students Are Present** button at the top right of the page can be used to mark all students present.
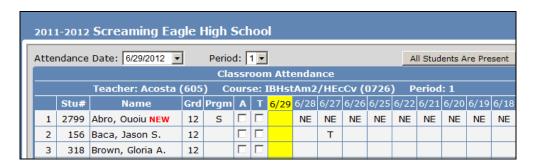

To change the date or period, click the mouse on **Attendance Date** or **Period** dropdown at the top of the page.

NOTE: Attendance MUST be submitted regardless if there are no absences or tardies.
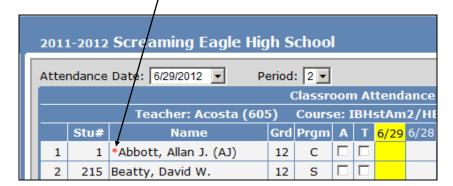
New students scheduled into the class will display with the word **NEW** in red next to their name.

On the bottom left of the Attendance form is a note: * **Student has an SSA Date**.
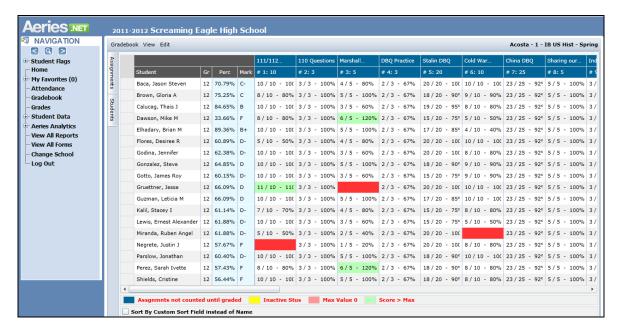

Students who have a date in the **SSA Date (Safe School Act)** field on the **Assertive Discipline** form will display with a red asterisk to the left of their name have.   This complies with CA Ed code 49079.
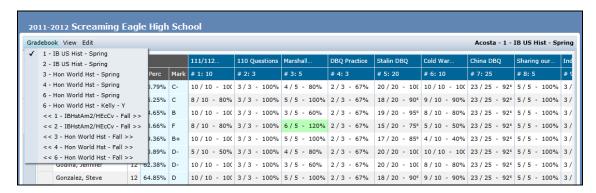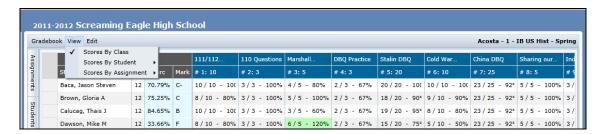
GRADEBOOK

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.
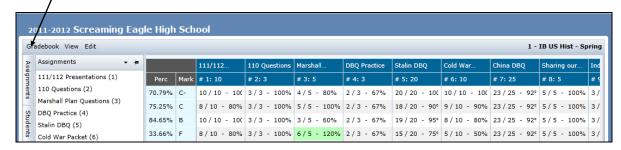

Click the mouse on **Gradebook** at the top left of the page and a dropdown of the existing gradebooks will display. The current gradebook will display in the list with a check mark to the left of it. Inactive gradebooks will display at the bottom of the list with brackets around them.

Click on **View** to change from **Scores by Class** view to **Scores by Student** or **Scores by Assignment**.
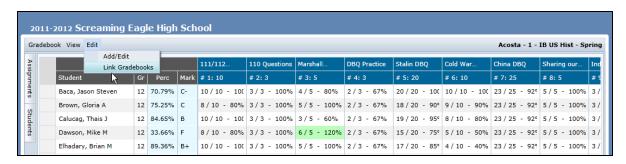
Use the tabs on the left of the gradebook page to change between **Assignments** and **Students** for the selected gradebook.

EDIT GRADEBOOK

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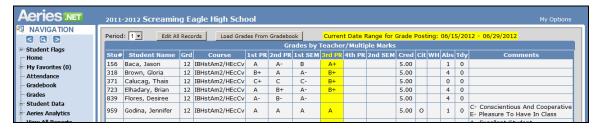

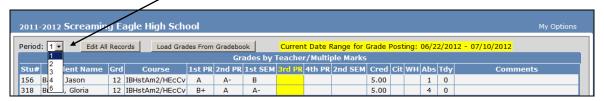The following page will display when clicking on the **Add/Edit** button.

NOTE: More Gradebook information will be available in the Portal Gradebook documentation that will be released soon.

GRADES

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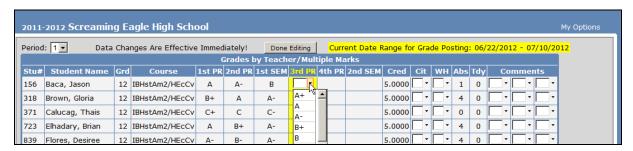

Click the mouse on the **Period** dropdown to select a different period,.

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

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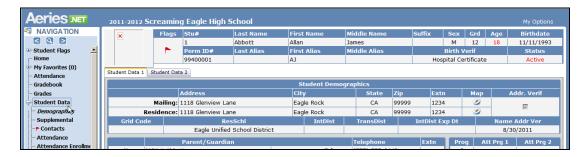

Any data changes made on the page are <u>effective immediately</u>. When done editing or adding data, click the mouse on the **Done Editing** button to change back to the view only display.

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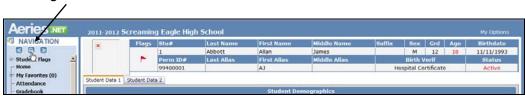
STUDENT DATA

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.
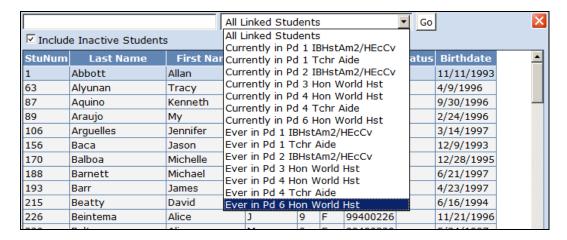

NOTE: Student data available for the teacher to view is determined and setup by the System Administrator.

STUDENT SEARCH

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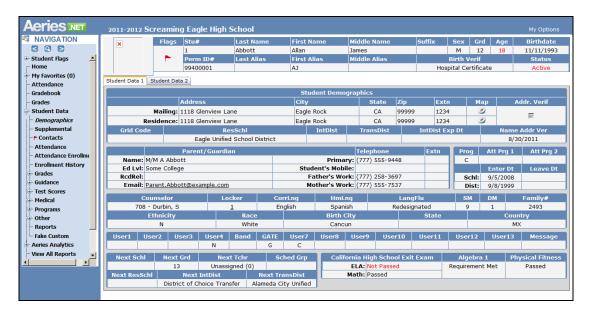

The teacher can search for all students, current students or previous students. A student can be located by entering the complete student name, the student's last name, first couple letters of the student's last name or first letter to locate all students starting with that letter. After the name has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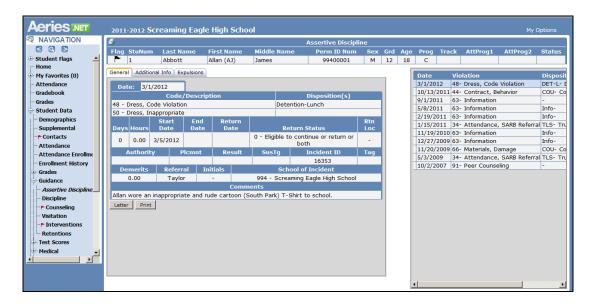
STUDENT DEMOGRAPHICS

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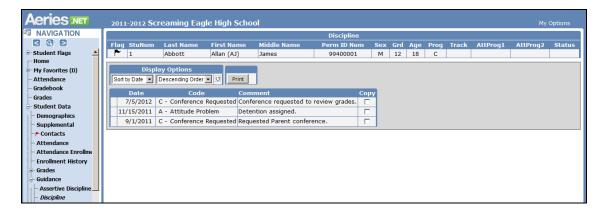

STUDENT DATA – ASSERTIVE DISCIPLINE

To display a student's **Assertive Discipline** records, click the mouse on the **Guidance** node on the Navigation tree and click on **Assertive Discipline**. The following page will display. The most recent **Assertive Discipline** record will display 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.
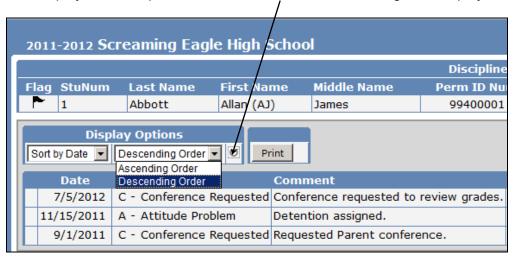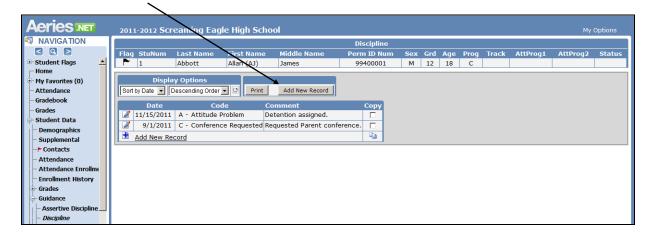
STUDENT DATA – DISCIPLINE

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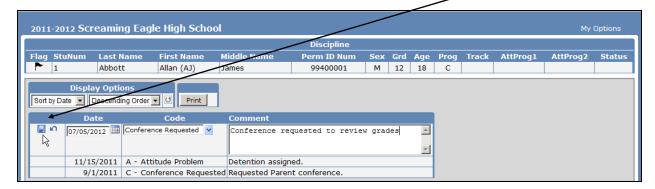

Various **Display Options** are available on the **Discipline** page. Click the mouse on the dropdowns to display the sort options. Use the **Refresh** icon to change the display order.

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

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

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