This two-hour training will provide an overview of the setup, navigation, and function of the Aeries Teacher Portal. Session will include such topics as navigating the Navigation Tree, Searching for Students, Attendance, access to Student Data, Reports, and Resources.

**A – Logging into Aeries**

* Login Window – Two fields required:
	+ **User Name**
	+ **Password**
* Academic Year and School Selection Window

**B – Home Page**

* **Top Bar**
	+ Change Year (Prior years displayed in Red)
	+ Change School-dependent on permissions
	+ Name Dropdown
		- Account Settings
		- Change Password
		- Log Out
	+ Help Icon
* Will take to support.aeries.com
	+ Tables and Fields Icon
* **Class Summary** – list of your classes so elementary may only have one but secondary will have multiple.
* If you have gradebook will show here also.
* Add Website
* Add Meeting
	+ **Customize Home Page**
		- Hide/Minimize Gadgets
		- Turn off Gadgets
		- **My Tasks**
		- **Calendar Events**
		- **Teacher Resource Center**
* Aeries Teacher Academy - free
* Gradebook Requests – place to suggest enhancements for the gradebook
* Aeries Videos
* Quick Documentation
	+ - **Resources**
* Global to district
* Quick links to such websites (i.e. District, School Site, State Testing)
	+ - **Attendance Summary**
		- **Academic Plan Status Summary** (Secondary)
		- **Briefcase**
		- **Intervention Caseload**

**C – Using the Navigation Tree**

* Toggle Tabs
	+ **Pages** (Blue)
	+ **Reports** (Green)
	+ **Favorites** (Yellow)
* Organization of **Pages** on Navigation Tree
	+ Nodes – Subnodes – Branches
* Expanding/Collapsing Nodes
	+ Click to open Node
	+ Filtering **Pages** and **Reports** Tabs
	+ Responsive search with each character entered
	+ Leaves Node headers visible to identify location of the **Page** in the **Navigation Bar**
	+ **Favorites** Tab
		- Customizable for easy access to often used **Pages** or **Reports**
		- Add a **Favorite** by clicking the gold star on top right of each Page/Report

**D – Student Search**

* + Use the Search Student field or click the

Magnifying Glass Icon to open form

* Search for student records by
	+ Name
	+ *Partial* Name
	+ Student Number (STU.SN)
	+ Student ID (STU.ID)
	+ State ID (STU.CID)
* Results display by alpha by Last Name match then alpha by First Name match
* Include Inactive Option
* Search by Linked (Section) or Group
* All search result columns sortable
* Results total displayed
* No Result Found displays search screen with search tips
* **Recently Viewed** button
* **Reverse Lookup** – remind to remove filter
* Telephone
* Address
* Email
* Contact
* Date of Birth
* ***Reminder to Clear Filters***

**E – Student Data and Related Tables**

 **Node: Student Data | Profile**

* Title of each widget is hyperlink to related data page
* Shrink widgets using arrow
* **Class Summary**
* **Attendance Summary**
* **Financial Information** (if used)
* **Graduation Status** (High School only)
* **Guidance Summary**
* **Most Recent Test Scores**
* **Linked Portal Accounts**
* **College Entrance Requirements** (High School)
* **Career Pathways** (Secondary)
* **Student Information Bar**

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* Can be expanded/minimized
* Tab Links
	+ **General**
	+ **Contact**
	+ **Addt’l Info**
	+ **Flags**
	+ **Programs**
	+ **Usercodes**
	+ Print Icon

**Node: Student Data | Demographics**

* Demographics-Basic Student Info
* Used more for data entry

**Node: Student Data | Contacts**

* + - Contact data for students
		- Lives With?
		- Primary Contact
		- Ed Rights Holder?

**Node: Student Data | Attendance**

* + - **Legend** Button
		- Attendance Notes
		- Attendance Summary

**Node: Student Data | Guidance**

* + - **Assertive Discipline**
		- **Discipline**
		- **Counseling**

**Node: Student Data | Test Scores | Test Scores**

* Test data for students
* Options
	+ Limit ID dropdown
	+ Show Test by Test ID and Part
	+ Show Colors
	+ Multi-record format – *often* imported results

**Node: Student Data | Medical**

* **Medical Log** – log of student medical visits
* **Medical History** – log of medical conditions
* **Medications**

**Node: Student Data | Programs**

* **Free and Reduced**
* **Gate**
* **Language Assessment**
* **Special Education**
* **Special Programs**

**F – Class Attendance**

**Node: Attendance**

* + Date or Periods (Elementary vs Secondary)
	+ Lunch Count (Elementary)
	+ Absent/Tardy
	+ Previous Dates/Totals
	+ Attendance Notes
	+ All Remaining Students Present
* If no one absent – how reports affected
* Unable to change after submitted and attendance window time frame closed (district permissions)

**Node: Attendance by Photo**



* Auto Assign Seats
* Save – Saved Seating Charts
* Mark Absent/Tardy
* Lunch Count (Elementary)
* Hide Gridlines
	+ Can display shape other than grid
* Enable Animation
* Print Seating Charts
* Attendance Notes – probably not permission
* All Remaining Students Present
* Explain if no absent – how affects report

**G – Student Related Reports**

**Node: View All Reports**

* **Avery 5160 Labels**
* **Student Emergency Card**
* **Birthday Listing**
* **Student Directory**
* **Summary of Students**
* **Class Roster**
* Add Fields
* Categories and Filter fields
* Report Format and Delivery Options
* Report History
* Custom Reports

**G – Teacher Misc | Emails**

**Node: Teacher Misc | Send Emails**

* Ability to send Parents or Students emails through Aeries
* Unable to demonstrate in demo database
* Choose by Student, Section, Teacher, Grade

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