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 (Permission Based)
	+ User Login Name Dropdown
		- Account Settings, Change Password, Logout
	+ Help Icon
	+ ****Tables and Fields Icon
* **Class Summary**
	+ Add Website, Add Meeting
	+ Gradebooks will display here
* **Customize Home Page**
	+ Hide/Minimize Gadgets
	+ Turn Off Gadgets
* **My Tasks**
* **Calendar Events**
* **Teacher Resource Center**
	+ Aeries Teacher Academy – Free
	+ Aeries Videos
	+ Quick Documentation
* **Resources**
	+ Global to district
	+ Quick links to websites (i.e. District, School Site, State Testing)
* **Attendance Summary**
* **Academic Plan Status Summary** (Secondary)
* **Briefcase**
* **Intervention Caseload**

**C – Using 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 as each character entered
* Leaves headers visible to expand or collapse Page in Navigation Bar
* Favorites Tab
* Customizable for easy access to **Pages** or **Reports**
* Add a **Favorite** by clicking the gold star on top right of each Page/Report

**D – Student Search**

* Use the **Student Search** 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 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**
* Telephone
* Address
* Email
* Contact Name
* Date of Birth
* ***Reminder to Clear Filters***
* Fuzzy Search

**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**

****

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

**Node: Student Data | Demographics**

**Node: Student Data | Contacts**

**Node: Student Data | Attendance**

**Node: Student Data | Guidance**

**Node: Student Data | Test Scores**

**Node: Student Data | Medical**

**Node: Student Data | 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 timeframe 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

**G – Gradebook Dashboard**

* Views (Tiles, List, Table)
* Function Buttons
* Copy Gradebooks
* Add Gradebook
* Mass Add Gradebooks
* Link Gradebooks

**H – Create/Manage Gradebook**

* **Copy Gradebooks**
* Select Year & Teacher
* Select Gradebook
* Select Tables
* **Mass Add Gradebook**
* Select Sections
* Select Terms
* Create Gradebooks
* Only creates shell must still Manage Gradebook
* **Add Gradebook**
* Name Gradebook
* Select Terms
* Select Section
* Comment – not required
* Must Save
* **Options**
* Use Rubric Grading Scale
* All assignments default to Rubric scoring
* Values entered averaged & percentages will not display
* Non-rubric assignments will not calculate into student’s total average
* Weight Scores by Categories
* Apply Assignment Scores Immediately
* Apply Weighting to Formative/Summative
* Scale Min/Max Assignment Values
* When defined, assignments that would normally count above or below the range are brought into the range
* Add/Drop Students Automatically
* When loading scores by class
* Hide Overall Percentage/Trend Analysis
* Display Final Mark
* Display Points Ratio
* Hide Dropped Students
* Group Assignments Menu by Category
* Sort Assignments
* Both group and sort can be done on Scores by Class
* **Categories**
* Option to weight
* Option to color code
* Dropdown reflects how entered here, recommend listing most common first, for less clicks
* Must have **AT LEAST** one category
* **Manage Students**
* Pulls from sections or teacher
* Adjust dates
* Active/Inactive
* Actions
* Allow Deletes
* Drop
* Custom Sort
* Transfer Grades/Details
* **Final Marks**
* Could be school defined
* Make sure ALL percentage values covered
* Does not automatically round
* Ability to also adjust during Import Grades
* **Narrative Grades**
* Only alpha marks supported
* Add new set
* Can delete unnecessary marks
* **Rules**
* Meant to drop lowest specified number of assignments and optionally replace with average or top score in subject area
* **Backup/Restore**
* Backups
* Recommend teachers do regularly
* Restore

**I - Create Assignments**

* Can be added from Dashboard, Assignment Menu, or Manage | Assignments
* Name Assignment
* Description
* Type – Formative/Summative
* Category – Must choose
* Extra Credit
* Can still issue extra points if entire assignment is not extra credit
* Narrative Grading
* Assigned/Due On
* Number Correct Possible
* Used as the # of questions
* Number Points Possible
* Should be the maximum possible value of that assignment
* Grading Complete
* **Don’t mark on any new assignment**
* Visible to Portal
* Scores Visible to Portal
* Drop Box – can set time restraints
* Add Exam – tied to Aeries Analytics
* Push Assignment to other Gradebooks
* Add Standards – if using SBG
* Save/Save and Add New/Save & Close

**J - Entering Scores**

* **Scores by Class**
* Student Profile
* Student Attendance
* Enter Scores
* No change in final mark unless Options set to show grades immediately upon entry
* Grading Completed carat dropdown in assignment header
* Final marks update
* Missing assignments identified when Grading Completed
* Single click on student name in blue– goes to Scores by Student - allows for additional info – Comments, Status
* Sort by clicking on column header
* Blue triangle in corner shows student’s attendance on date assigned/date due
* Orange triangle denotes a comment has been made on specific assignment
* Gray triangle appears if hover over to add a comment
* Sort by Custom Field – as defined under Manage Students
* All scores are editable at any time
* Color Visuals
* Blue – Grading Complete
* Gray – Grading Not Complete
* Colors by Category – if defined
* **Types of Scores**
* NA - Exclude student from assignment, changes to gray fill, will not show as missing assignment and will not be calculated in grade
* TX - Temporarily Excuse an Assignment, use “TX”, changes to orange fill, shows as missing assignment but not be calculated in grade
* Extra Credit – giving more points than possible, changes to a green fill
* Extra Credit Assignment
* Assumes max score of 0
* Missing Assignments should be left blank, changes to orange fill – ***no zeros unless earned***
* All grades calculate after Grading Completed is checked
* **Scores by Assignment**
* Click into cell and enter scores
* Can change # Correct Possible – for students on modification
* Note ability to Mass Add Default Score, Comment, etc. – use carat to expand or collapse this window
* Overwrite Existing Values checkbox
* Enter Status as needed
* Change Assignments Link at the top of the form
* Checkbox for Grading Completed
* Only Display Students Missing Assignments
* Attendance columns – show ATT status on date assigned and date due
* Sort by Custom Field – as defined under Manage Students
* Import Scores From File
* Export to Excel
* Show Stats
* Quick Data Entry
* Import from Google-**Two Methods**
* Unable to demonstrate
* Does not work with Rubric Gradebooks
* First method is [Import Scores from Google Classroom](https://support.aeries.com/support/solutions/articles/14000067734-gradebook-scores-by-assignment#Import-Scores-from-Google-Classroom)



* Second Method is from Dashboard – [Auto Import Google Classroom Assignments](https://support.aeries.com/support/solutions/articles/14000067734-gradebook-scores-by-assignment#Import-Scores-from-Google-Classroom)



* Multiple assignments
* Uses default “Assignments” category
* Only assignments & scores import, not documents or media
* If no Due Date, imported with today’s date
* Aeries admin can configure a nightly synchronization
* **Scores by Student**
* Click into a cell and enter scores
* Display Only Assignments Missing Scores checkbox
* To see Percentage Summary by Categories – use carat underneath Display Only Assignments Missing Scores to expand or collapse
* Multiple ways to choose a student
* **Grading complete** – ***multiple ways to finalize***
* Scores by Class
* From within the assignment itself
* Carat at top of the column expand window to show checkbox
* Turns the header blue
* Also shows a checkmark
* Scores by Assignment
* Check box

**K – Gradebook Reports**

* Two ways to access Reports
* Reports Link at top of form
* View All Reports
* Report History available from View All Reports

**Gradebook Reports**

* Gradebook Assignment Analysis – statistical breakdown of scores of each assignment
* Gradebook Assignments by Student –lists all assignments, categories, scores, and summary
	+ Gradebooks Tab
	+ Select Gradebooks, assignments, students to print
	+ Options Tab
	+ Print options; can add title, comments, etc.
* Gradebook Final Mark Analysis
	+ Can select one or more gradebooks
	+ Statistical Chart
* Gradebook Missing Assignments – can be emailed to parents
* Gradebook Roster – list with many options
* Gradebook Summary
* Gradebook Summary – Export to EXCEL
* Progress by Student – summary of grades, showing overall and categories.
* Progress by Class

**L – Gradebook Resources**

**From Within the Teacher Portal**

* Teacher Resource Center – Teacher Home Page
* Click on the “?” icon at the upper right of the Gradebook page
* Link to the Teacher Portal Gradebook help page online
* Under Documentation, the link allows download of a pdf file describing all Gradebook features and instructions
* Scroll up to the top to see this
* Contents are links to information about specific Gradebook topics

**Support Resources**

* www.support.aeries.com
* Aeries Gradebook Documentation
* Gradebook Video Library

