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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.

TO ACCESS Teacher Portal

Teacher Portal:  [https://aeriesnet.smjuhsd.k12.ca.us/aeries.net/Login.aspx?page=default.aspx](https://aeriesnet.smjuhsd.k12.ca.us/aeries.net/Login.aspx?page=default.aspx)

Also available on the district website: [http://www.smjuhsd.k12.ca.us/](http://www.smjuhsd.k12.ca.us/)

Click on the Staff Resources icon as shown below:
And then click on Aeries.NET for Staff:

Please contact x4605 or x4607 if you do not know your username or password.

_Aeries.Net 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 **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.
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. **Changes are effective immediately.** No need to hit a save or submit button.

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.

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.
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.

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

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.
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.

![Image](image1.png)

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.

![Image](image2.png)

**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.

![Image](image3.png)

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. This means that the student committed an offense that is considered to violate the Safe Schools Act. Teachers should contact site administration for more details regarding this incident.

![Image](image4.png)
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.

![Profile Icon]

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.

![Calendar Icon]
**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.

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.

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.

![Attendence Codes](image)

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.

![Clear All Seats Prompt](image)

The chart will be cleared and the student photographs will be displayed in the Unassigned Students column again.

![Unassigned Students](image)
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.

![Mass Assign Seats](image)

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.

![Profile Icon](image)

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

![Calendar Icon](image)

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. This means that the student committed an offense that is considered to violate the Safe Schools Act. Teachers should contact site administration for more details regarding this incident.

![SSA Icon](image)
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.

**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.

**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 select the Valid Marks, Citizenship, Work Habits and Comment fields. Select the applicable values.

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

To view the student information, click the mouse on the Student Data node on the Navigation tree, then click on Demographics.

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/Profile

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.

To display a student profile click the mouse on **Profile** under the **Student Data** node. The following page will display with a summary of attendance, gradebook, graduation status, and testing information for the student selected.