

Access Teacher Portal

Content Updated: July 31, 2015

NOTE TO TEACHERS:

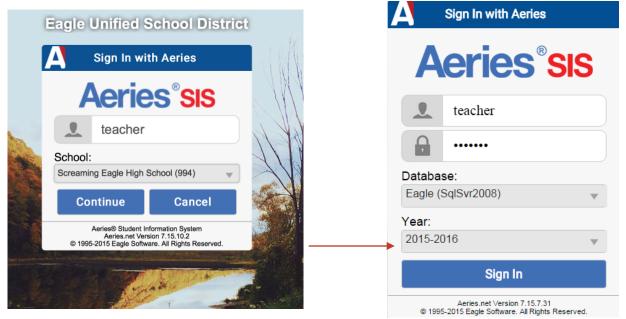
In some instances there are features outlined that your district may not adopt. For any questions or clarification on what your district is currently using please speak with your district Aeries administrator.

ACCESS TEACHER PORTAL

The **Aeries 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

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

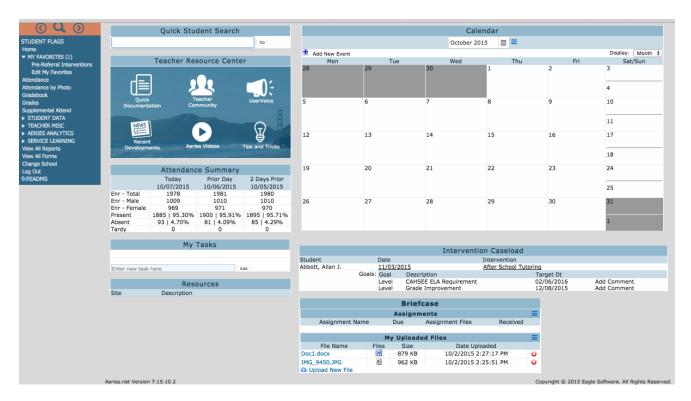


Password have been entered the Year fields will now be accessible. Select the Database and Year and click the mouse on the Login button. If the teacher has access to multiple schools, the School field will now be accessible and the drop down will display the schools that the teacher has permissions to access. Select the school and click the mouse on the Continue button.



ACCESS TEACHER PORTAL CONTINUED

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.

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

Grades Supplemental Attend ▼ STUDENT DATA Profile Demographics Supplemental Contacts Attendance Attendance Enrollment **Enrollment History** ▶ Grades ▶ Guidance ▶ Interventions ▶ Test Scores Medical Scheduling ▶ Programs Reports TEACHER MISC

HOME PAGE FEATURES

To 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 **Teacher Resource Center (TRC)** is just below the Quick Search area. The **TRC** offers quick documentation for fast and easy training, self paced. The Teacher Community Icon is a direct link to our **Aeries Answer base** where teachers can learn and collaborate with other teachers on questions and strategies using Aeries. **UserVoice** is another Icon that can help teachers vote on Aeries future programming needs to make teaching with Aeries easy to do. All our teacher centric development can be found in the **Recent Developments** area. Aeries "Bite-Size" **FAQ Video library** is also accessible from the **TRC**. Quality **Tips and Tricks** from our programming department can be found on the **TRC** home page.

