



File Process

Uploading Documents, Teacher Briefcase, Student Backpack

Content Updated: May 1, 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.

FILE UPLOAD PROCESS, UPLOADING DOCUMENTS, TEACHER BRIEFCASE, STUDENT BACKPACK

FILE UPLOAD PROCESS

The **File Upload** process will allow teachers and students to upload and download files for assignments. These files can be an MS Word document, Text file, MS EXCEL or PDF file and numerous other types of documents. A list of invalid files types can be created to exclude certain file from uploading, such as executable programs ending in .exe. The teacher and student files can also have separate file size limits.

NOTE: The ability for teachers and students to upload files into the system can be granted on a school-by-school basis by your System Administrator. Directions on how to activate these options are in the [AeriesNet_Portal_Options.pdf](#) document located on our website.

There are two ways for teachers to upload files. Teachers can log into the Teacher Portal and from the **Home** page use **Briefcase** or they can upload documents directly to an assignment in the **Add/Edit Assignment** screen.

Teacher Briefcase

The screenshot displays the AeriesNet Teacher Portal for the 2014-2015 school year at Screaming Eagle High School. The interface includes a sidebar with navigation links, a top navigation bar, and a main content area. The main content area is divided into several sections: Quick Student Search, Attendance Summary, My Tasks, Calendar, Briefcase, and My Uploaded Files. The Briefcase section is highlighted with a red circle, indicating it is the focus of the document. The Briefcase section contains a table of assignments and a section for uploaded files.

Assignment Name	Due	Assignment Files	Received
Coolidge	8/29/2014		0
PERSIA chart	8/31/2014 11:00 PM	[w]	1
Calderon	9/3/2014		0
Africa PDA	9/5/2014		0

File Name	Files	Size	Date Uploaded
Persia Chart Fill_In.docx	[w]	10 KB	8/31/2014 10:43:03 PM

Once the **Enable Briefcase** Portal Option has been turned on, the teachers will see their **Briefcase** on the **Home** page when they log into the Teacher Portal. The **Briefcase** consists of an Assignment Section and an Upload Files section.

FILE UPLOAD PROCESS, UPLOADING DOCUMENTS, TEACHER BRIEFCASE, STUDENT BACKPACK

FILE UPLOAD PROCESS VIA TEACHER BRIEFCASE CONTINUED

The three line icon to the right of the Gradebook name is a filter that can be used to select the gradebook and assignments that the teacher wishes to view. The **Gradebook Name** dropdown lists all of the gradebooks that the teacher has created. The **Default** lists the assignments that have **Due Dates** from seven days prior to the current day to seven days after the current day. Teachers can also choose to view assignments that were due in the **Last 30 Days** or assignments due in the **Next 30 Days**. Select the gradebook and range of assignments to view and then select **Go**. The Gradebook Period and Name will appear in the sub-header. Hovering over the gradebook name will display the Gradebook Number.

Briefcase		
1:IBHstAm2/HE		
Assignment Name	Due	
Coolidge	8/29/2014	
PERSIA chart	8/31/2014 11:	
Calderon	9/3/2014	
Africa PDA	9/5/2014	

Filter Options ×
1:IBHstAm2/HECv ▼ Default ▼ Go
Last 30 Days
Default
Next 30 Days

Assignment Name: Lists the names of the Assignments with due dates within the selected filter date range. Each Assignment Name is also a link to the **Scores by Assignment** page for that assignment.

Due: lists the **Due Date** for the assignment. If the **Dropbox** option has been turned on for an assignment, then it will also list the **Due Time** for the assignment. In the above example students have until 11:00 pm of the 31st to turn in the Persia Chart assignment. After this date and time students will not be able to turn in the assignment through their Student Portal Backpack.

Assignment Files: displays all of the files a teacher has uploaded to the assignment. Hovering the mouse over the file icon will bring up the file name and size. Clicking on the icon will download the file.

Received: lists how many students have uploaded a file for this assignment. At this time students are limited to uploading one file per assignment. In the above example one student has turned in a Persia Chart document.

Upload icon: can be used to select a previously uploaded document to attach to the assignment, or **Select Files** can be used to search for a new file to attach to the assignment.

File Upload ×

Attach file(s) to assignment

☐ Persia Chart Fill_In.docx

Save Changes

Or upload new file(s)

Select files...

Close

FILE UPLOAD PROCESS, UPLOADING DOCUMENTS, TEACHER BRIEFCASE, STUDENT BACKPACK

FILE UPLOAD PROCESS VIA TEACHER BRIEFCASE CONTINUED

The **My Uploaded Files** section lists the files that the teacher has uploaded into the system. The three line icon to the right of the **My Uploaded Files** header is a filter. By default teachers will be able to see files that have been uploaded in the past 2 weeks. Teachers can temporarily adjust the date range by either using the Date Picker or typing the new dates into the date boxes.

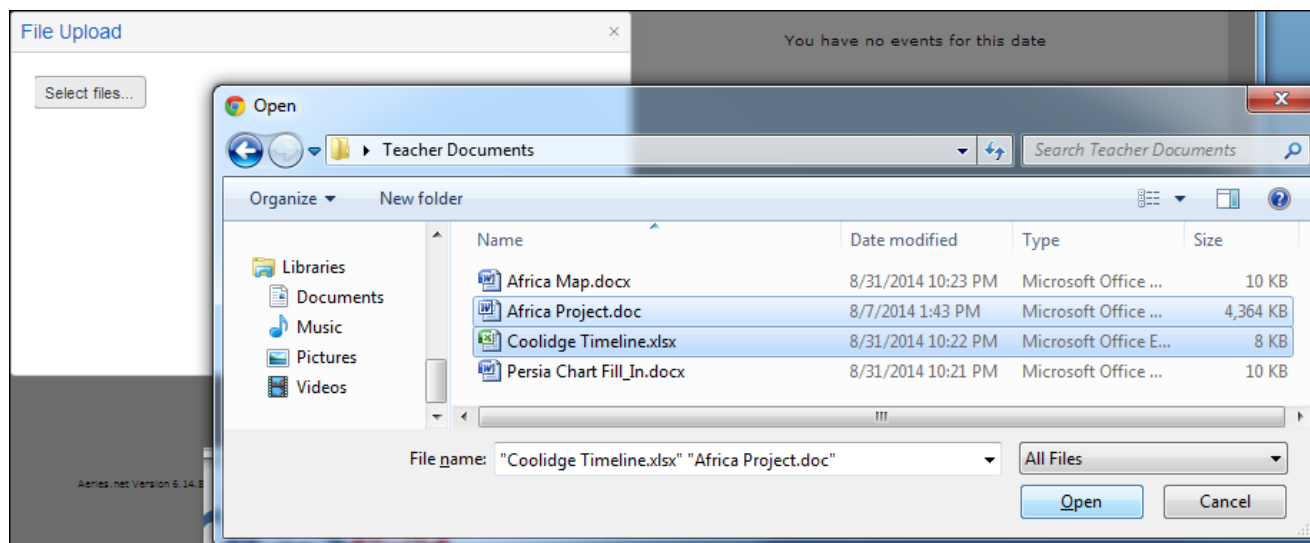
File Name: lists the names of the files that the teacher has uploaded into the system within the selected date range. Hovering over the file name brings up a 4-direction arrow indicating that the file can be attached to an assignment by clicking on the file name and dragging it to the appropriate assignment.

Files: clicking on the icon will download the file.

Size: lists the size of the file.

Date Uploaded: lists the date and time that the file was uploaded into the system.

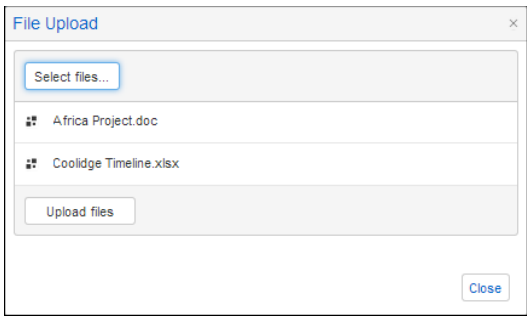
Upload New File icon: teachers can upload one or many files into the system without associating them to assignments immediately. Click on the **Upload New File** icon in the **My Uploaded Files** section. Click on **Select Files**. Navigate to the file(s) that you wish to upload, select the file(s) and click on **Open**.



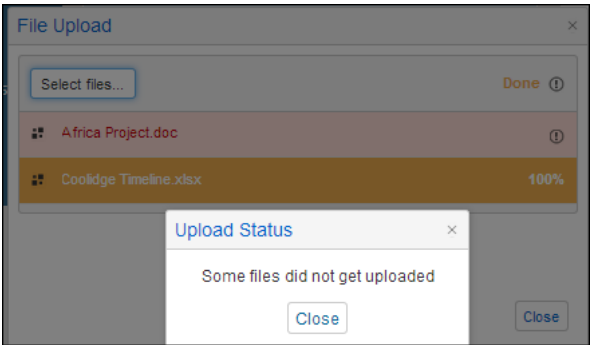
FILE UPLOAD PROCESS, UPLOADING DOCUMENTS, TEACHER BRIEFCASE, STUDENT BACKPACK

FILE UPLOAD PROCESS VIA TEACHER BRIEFCASE CONTINUED

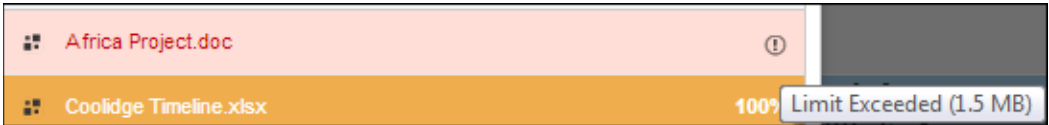
The file(s) will be listed in the **File Upload** pop-up screen. More files can be selected by clicking on **Select Files** again, or the files can be uploaded into the system by clicking on **Upload Files**.



In this example, the Africa Project file could not be uploaded into the system. Click on **Close** to clear the message.



Hovering over the **Exclamation Mark** displays the reason why the file was not uploaded. In this example teachers are limited to uploading files 1.5 MB or smaller as defined in the **Portal Options** setting. The Africa Project document was larger than the file limit. Invalid files as defined in the **Portal Options** setting is another reason why a file may not be uploaded into the system.



The Coolidge Timeline file did upload into the system since it was not an invalid file type or larger than the maximum file size. The **red X** indicates that the uploaded file can be deleted by the teacher. Once a document is associated with an assignment it cannot be deleted from the **Briefcase** screen. Note that the Persia Chart Fill_In document cannot be deleted since it is already associated with the Persia Chart assignment.

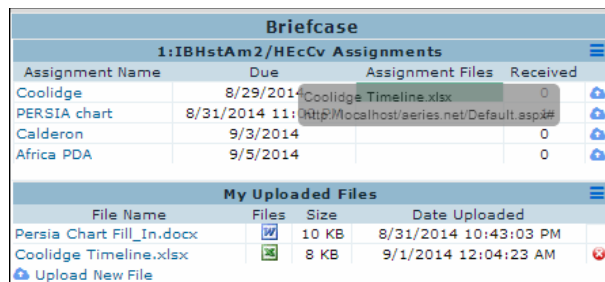
My Uploaded Files				
File Name	Files	Size	Date Uploaded	
Coolidge Timeline.xlsx		8 KB	9/1/2014 12:04:23 AM	
Persia Chart Fill_In.docx		10 KB	8/31/2014 10:43:03 PM	
Upload New File				

FILE UPLOAD PROCESS, UPLOADING DOCUMENTS, TEACHER BRIEFCASE, STUDENT BACKPACK

FILE UPLOAD PROCESS VIA TEACHER BRIEFCASE CONTINUED

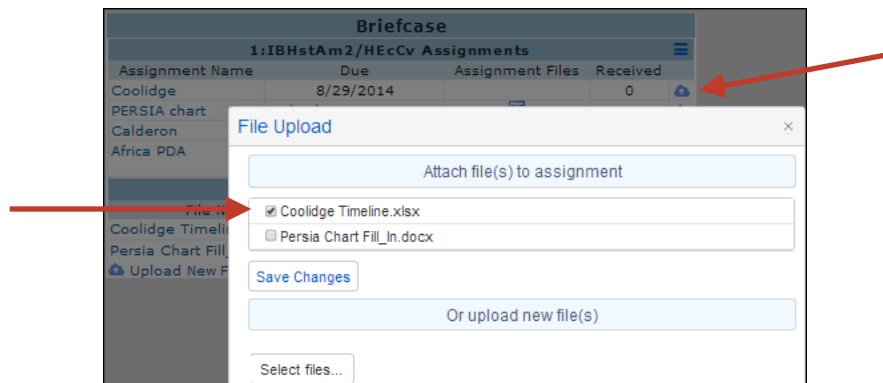
Files can be associated to an assignment in one of three ways:

First, after a file is uploaded into the **My Uploaded Files**, it can be dragged to the assignment that it will be associated with. In the below example the Coolidge Timeline spreadsheet is being dragged to the Coolidge assignment. The **Assignment Files** area highlights in green to indicate where the file will be dropped.



The screenshot shows the 'Briefcase' interface. At the top, it says '1:IBHstAm2/HEcCv Assignments'. Below this is a table with columns: Assignment Name, Due, Assignment Files, and Received. The rows are: Coolidge (Due: 8/29/2014, Assignment Files: Coolidge Timeline.xlsx, Received: 0), PERSIA chart (Due: 8/31/2014 11:00 AM, Assignment Files: http://localhost/aeries.net/Default.aspx#, Received: 0), Calderon (Due: 9/3/2014, Assignment Files: , Received: 0), and Africa PDA (Due: 9/5/2014, Assignment Files: , Received: 0). Below this table is another table titled 'My Uploaded Files' with columns: File Name, Files, Size, and Date Uploaded. The rows are: Persia Chart Fill_In.docx (Size: 10 KB, Date: 8/31/2014 10:43:03 PM) and Coolidge Timeline.xlsx (Size: 8 KB, Date: 9/1/2014 12:04:23 AM). There is an 'Upload New File' link at the bottom left.

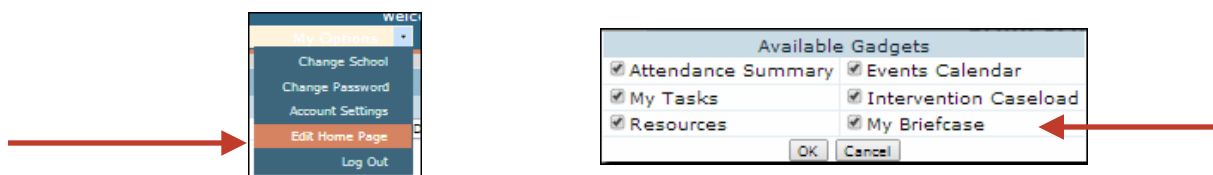
Another way to associate a file with an assignment is to select the **Upload Icon** for that assignment in the **Briefcase** area and then either select from the list of available files (more than one file can be selected), or click on the **Select Files** button to search for files to upload and associate with an assignment. Click on **Close** when all selections have been made.



The third way is discussed in the **Add/Edit Assignment – Upload Assignment Documents** section below.

NOTE: if a file is associated with an assignment in a gradebook that is linked, then that file will be associated with the same assignment in every linked gradebook.

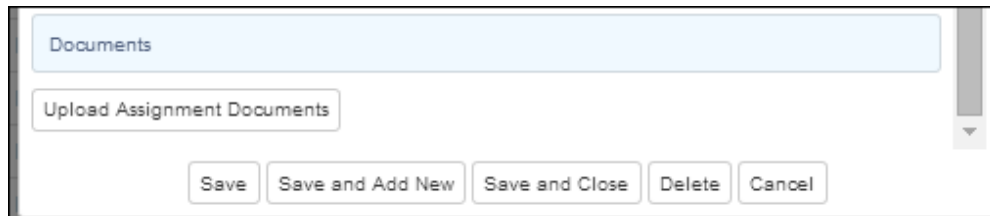
If the teacher does not want to see the Briefcase on their Home Page they can use the **Edit Home Page** option under **My Options** at the top of the screen to de-select the **My Briefcase** option.



FILE UPLOAD PROCESS, UPLOADING DOCUMENTS, TEACHER BRIEFCASE, STUDENT BACKPACK

FILE UPLOAD PROCESS VIA TEACHER BRIEFCASE CONTINUED

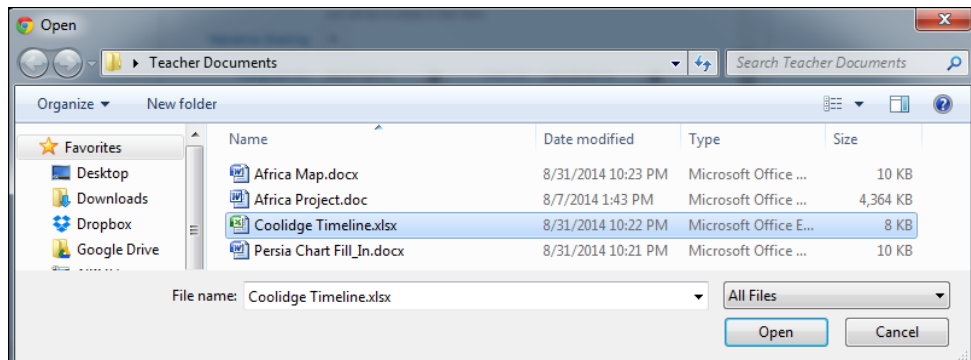
After creating and saving an assignment, an **Upload Assignment Documents** button will display on the **Edit Assignment** page at the bottom. It might be necessary to scroll down using the vertical scroll bar on the right of the page to see the **Upload Assignment Documents** button.



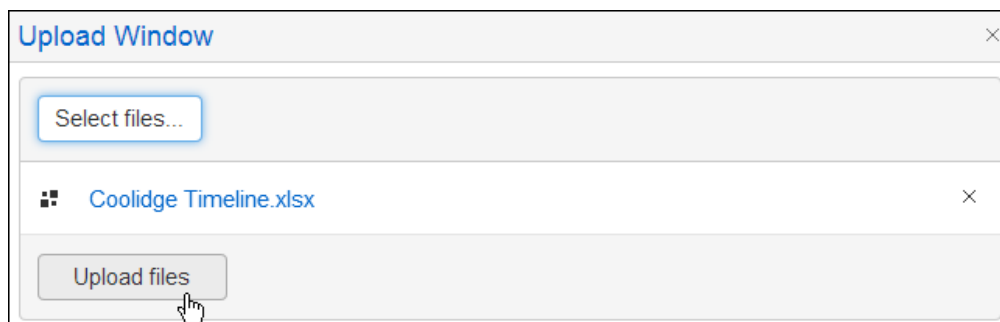
When you click the mouse on the **Upload Assignment Documents** button, the following box will display. Click the mouse on the **Select files** button to find the file you wish to upload.



Click the mouse on the file then click the mouse on the **OPEN** button



Click the mouse on the **UPLOAD files** button.

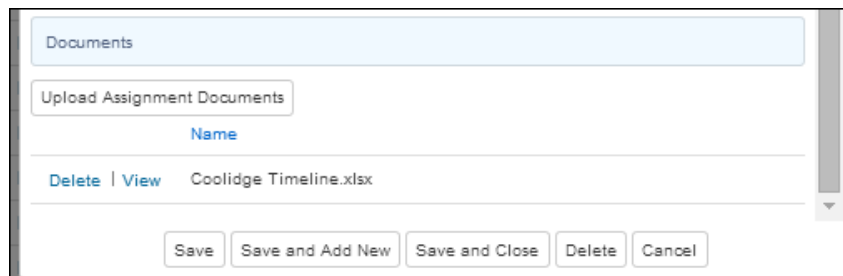


Once the file has been uploaded it will show a **status of 100%** to the right of the Document name.

FILE UPLOAD PROCESS, UPLOADING DOCUMENTS, TEACHER BRIEFCASE, STUDENT BACKPACK

FILE UPLOAD PROCESS VIA TEACHER BRIEFCASE CONTINUED

The document will now display for the Assignment in the **Documents** area. It might be necessary to scroll down the **Edit Assignment** page using the vertical scroll bar on the right to see the documents uploaded.



Documents

Upload Assignment Documents

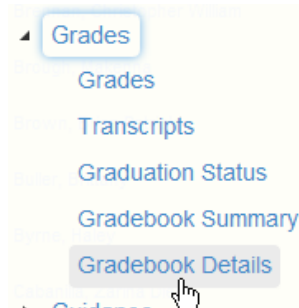
Name

Delete | View Coolidge Timeline.xlsx

Save Save and Add New Save and Close Delete Cancel

Once the document has been uploaded, a teacher can **Delete** or **View** the Document by clicking on buttons to the left of the document name.

After the document is uploaded, both the teacher and the students can view the document attached to the assignment on the **Gradebook Details**. The teachers can find this page by clicking the mouse on the **Gradebook Details** node on the **Navigation Tree**.



Students can find this page by clicking on the Gradebook in the **Gradebook Summary** on their **Home** page, or by selecting the **Grades** tab and then the **Gradebook Details** link.

The document will display in the **Documents** column.

Gradebook Details													
Flag	StuNum	Last Name	First Name	Middle Name	Perm ID Num	Sex	Grd	Age	Prog	Track	AttProg1	AttProg2	
	156	Baca	Jason	Steven	99400156	M	12	17					
Parent/Guardian			Primary Phone			Primary Contact 1:			Primary Contact 2:				
M/M B Baca			(777) 555-3796						(777) 555-5800				
1- IBHstAm2/HEoCv- Fall 8/4/2014 - 1/22/2015							Acosta Teacher605@example.com						
<input type="checkbox"/> Show only missing assignments													
#	Description	Type	Category	Score	Correct	%	Status/Comment	Date Completed	Due Date	Grading Complt	Documents		
1	Summer Work	Summative	Homework	24 / 25	24 / 25	96.00%		08/19/2014	08/19/2014	Yes			
2	Hobson	Summative	Homework	3 / 3	3 / 3	100.00%		09/13/2014	09/13/2014	Yes			
3	15(79&80)	Summative	Homework	5 / 5	5 / 5	100.00%		09/13/2014	09/09/2014	Yes			
4	Africa PDA	Summative	Classwork	3 / 3	3 / 3	100.00%		09/13/2014	09/05/2014	Yes			
6	Calderon	Summative	Homework	3 / 3	3 / 3	100.00%		09/13/2014	09/03/2014	Yes			
7	Coolidge	Summative	Homework	3 / 3	3 / 3	100.00%		09/13/2014	08/29/2014	Yes			
8	PERSIA chart	Summative	Homework	5 / 5	5 / 5	100.00%		09/13/2014	08/31/2014	Yes			

FILE UPLOAD PROCESS, UPLOADING DOCUMENTS, TEACHER BRIEFCASE, STUDENT BACKPACK

FILE UPLOAD PROCESS

Student Backpack

Once the **Enable Backpack** Portal Option has been turned on, the students will see their **Backpack** on the **Home** page when they log into the **Student Portal**. The **Backpack** is the companion piece to the Teacher **Briefcase**. It displays all of the student's current assignments, allows them to download documents that the teacher posted to an assignment, and it allows the student to upload documents and attach them to assignments that the teachers turned on the **Dropbox** for. Files that students upload are limited by the file size limit and file types set up in the Portal Options.

The **Backpack** also consists of an Assignment Section and an Upload Files section. The **Default** drop down is a filter that the student can use to view the assignments. By default the students can see the assignments that fall within the next seven calendar days. They can also temporarily filter assignments that fall within the **Last 7 Days** or the **Next 30 Days**.

2014-2015 Screaming Eagle High School

Home Student Info Attendance Grades Medical Guidance Test Scores Programs Change Student Options Logout

Welcome to the Student Portal for Jason

Calendar
09/01/2014
Add New Event Display: Day
You have no events for this date

Attendance Summary

Code Description	All	0	1	2	3	4	5	6	7	8	9
A UNVERIFIED	0									1	
D Dr Note	0								1		
I ILLNESS	3	3	3	3	3	3				1	
U UNEXCUSED	0					2	1		1		
V ACTIVITY	0	4	4	2		2					
TOTALS											
EXCUSED	3	0	3	3	3	4	3	0	1	0	0
UNEXCUSED	0	0	0	0	0	2	2	0	1	0	0

Gradebook Summary

Name	PerTeacher	% Avg	Current Mark	Trend	Missing Assign	Past 5 Day's Att	Last Updated
						T W T F S	
IBHstAm2/HecCy	1 Acosta	75	C		0	- - - - -	Jul 29
IB Eng HL2 -2-	2 Stockton	0			0	- - - - -	
IB Math Studies	3 Vanni	84	B		0	- - - - -	Jul 29
Ceramics I	4 Sherman	86	B		2	- - - - -	Jul 29
Chemistry Cp	5 Turner	91	A-		0	- - - - -	Jul 29
IB TheoryKnow	7 Goode	0			0	- - - - -	Jul 29

☐ Nominal change ☒ Predicted increase of 1% or more ☐ Predicted decrease of 1% or more [Help Me Understand the Trend](#)

Most Recent Test Results

Test	Taken	Result
CAHSEE		
Math	03/2013	Passed
English Language Arts	03/2013	Passed
CST		
Eng/Lang Arts Total	04/2014	Advanced
US History	04/2014	Advanced
High School Math	04/2014	Advanced
Biology	04/2014	Advanced

Backpack

My Assignments Default

PD	Assignment Name	Files	Due	Submitted Files
1	Africa PDA		9/5/2014 11:00 PM	
1	Calderon		9/3/2014	
2	What I did this summer po...		9/3/2014 10:30 PM	

My Uploaded Files

File Name	Files	Size	Date Uploaded
Upload New Files			

PD: The period lists the gradebook period that the assignment is from.

Assignment Name: lists the name of the assignment. Hovering over the assignment with the mouse will display the Gradebook Name and Assignment Name.

Files: displays the files that the teacher has uploaded to the assignment. Hovering over the file icon will display the file name. Clicking on the icon will download the file.

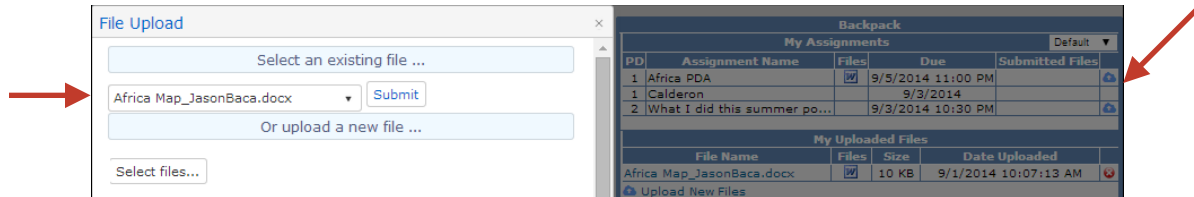
Due: lists the assignment **Due Date**. If the teacher turned on the **Dropbox** option for the assignment a **Due Time** and an upload icon will also display. The student will be able to upload a file to the assignment up until the **Due Date and Time**. In the above example the student has until 11:00 PM on the 5th to upload a file for the 1st period Africa PDA assignment.

Submitted Files: lists the file that the student has uploaded to the assignment. At this time students are limited to one file per assignment. Hovering over the file name will bring up an information box with the file name and the date and time that it was associated with the assignment. Clicking on the file name will download the file.

FILE UPLOAD PROCESS, UPLOADING DOCUMENTS, TEACHER BRIEFCASE, STUDENT BACKPACK

FILE UPLOAD PROCESS VIA STUDENT BRIEFCASE CONTINUED

Upload Icon: can be used to select a previously uploaded document to attach to the assignment, or **Select Files** can be used to search for a new file to attach to the assignment. Once a file has been attached to an assignment, it will no longer appear in the **My Uploaded Files** section.



The **My Uploaded Files** section lists the files that the student has uploaded into the system. Students will be able to see all files that have been uploaded but not attached to an assignment. Since the students are limited to one file per assignment, once they associate a file to an assignment it will no longer be listed in the My Uploaded Files area.

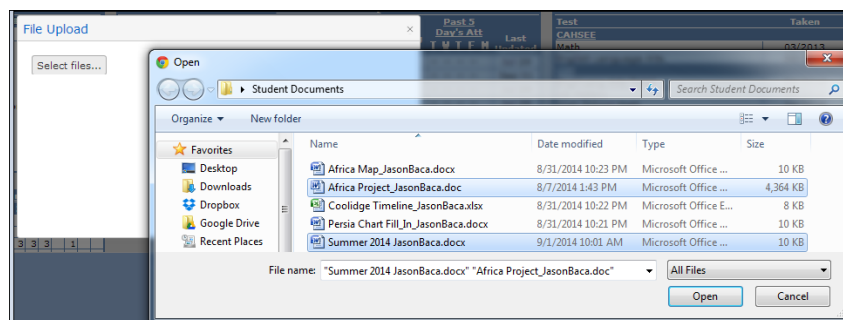
File Name: lists the names of the files that the student has uploaded into the system within the selected date range. Hovering over the file name brings up a 4-direction arrow indicating that the file can be attached to an assignment by clicking on the file name and dragging it to the appropriate assignment.

Files: clicking on the icon will download the file.

Size: lists the size of the file.

Date Uploaded: lists the date and time that the file was uploaded into the system.

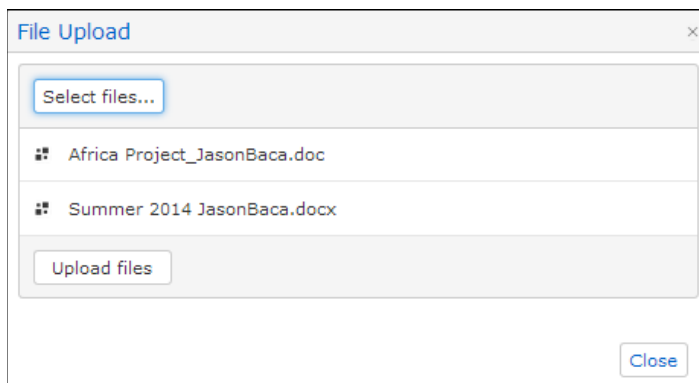
Upload New File icon: students can upload one or many files into the system without associating them to assignments immediately. Click on the **Upload New File** icon in the **My Uploaded Files** section. Click on **Select Files**. Navigate to the file(s) that you wish to upload, select the file(s) and click on **Open**.



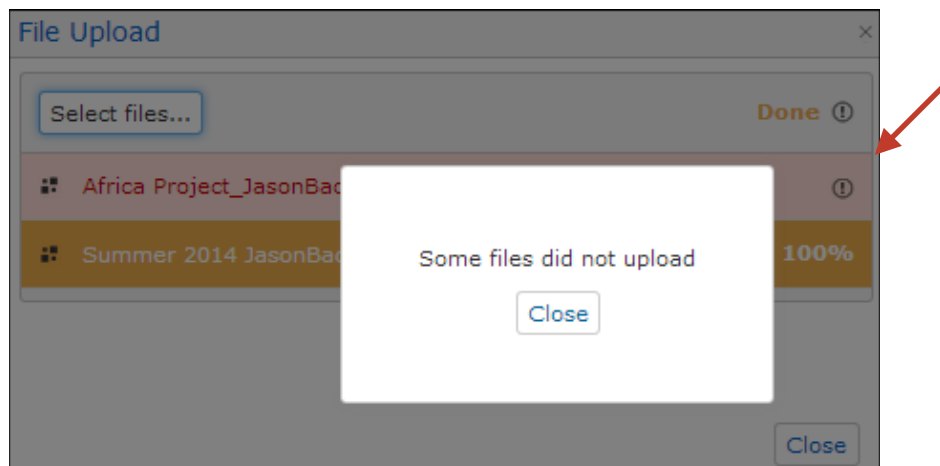
FILE UPLOAD PROCESS, UPLOADING DOCUMENTS, TEACHER BRIEFCASE, STUDENT BACKPACK

FILE UPLOAD PROCESS VIA STUDENT BRIEFCASE CONTINUED

The file(s) will be listed in the **File Upload** pop-up screen. More files can be selected by clicking on **Select Files** again, or the files can be uploaded into the system by clicking on **Upload Files**.



In this example, the Africa Project file could not be uploaded into the system. Click on **Close** to clear the message.



Hovering over the **Exclamation Mark** displays the reason why the file was not uploaded. In this example students are limited to uploading files 1.0 MB or smaller as defined in the **Portal Options** setting. The Africa Project document was larger than the file limit. Invalid files as defined in the **Portal Options** setting is another reason why a file may not be uploaded into the system.



FILE UPLOAD PROCESS, UPLOADING DOCUMENTS, TEACHER BRIEFCASE, STUDENT BACKPACK

FILE UPLOAD PROCESS VIA STUDENT BRIEFCASE CONTINUED

The Summer 2014 file did upload into the system since it was not an invalid file type or larger than the maximum file size. The **red X** indicates that the uploaded file can be deleted by the student. Once a document is associated with an assignment it disappears from the My Uploaded Files screen.

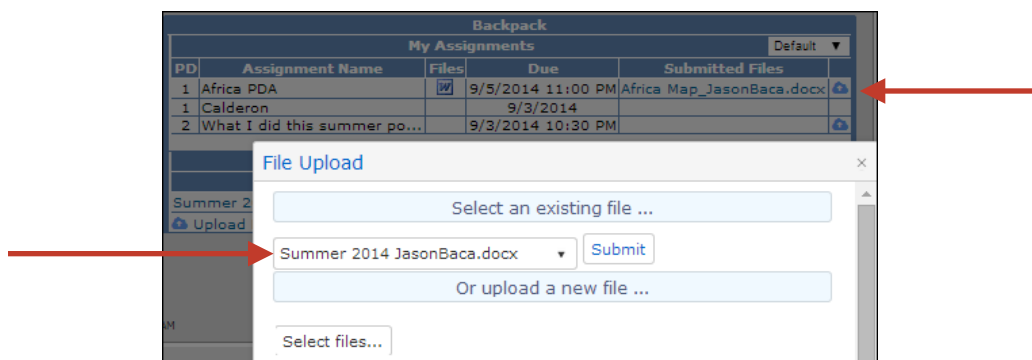
My Uploaded Files				
File Name	Files	Size	Date Uploaded	
Africa Map_JasonBaca.docx		10 KB	9/1/2014 10:07:13 AM	
Summer 2014 JasonBaca.doc...		10 KB	9/1/2014 10:25:52 AM	
Upload New Files				

Files can be associated to an assignment in one of two ways:

First, after a file is uploaded into the **My Uploaded Files**, it can be dragged to the assignment that it will be associated with. In the below example the Africa Map document is being dragged to the Africa PDA assignment. The **Submitted Files** area highlights in green to indicate where the file will be dropped.

Backpack				
My Assignments				
PD	Assignment Name	Files	Due	Submitted Files
1	Africa PDA		9/5/2014	Africa Map_JasonBaca.docx
1	Calderon		9/3/2014	
2	What I did this summer po...		9/3/2014 10:30 PM	
My Uploaded Files				
File Name	Files	Size	Date Uploaded	
Africa Map_JasonBaca.docx		10 KB	9/1/2014 10:07:13 AM	
Summer 2014 JasonBaca.doc...		10 KB	9/1/2014 10:25:52 AM	
Upload New Files				

Another way to associate a file with an assignment is to select the **Upload Icon** for that assignment in the **Backpack** area and then either select from the dropdown of available files or click on the **Select Files** button to search for files to upload and associate with an assignment. Click **Close** when all selections have been made.



Notice that once a file has been associated with an assignment it is no longer listed in the **My Uploaded Files** area.

Backpack				
My Assignments				
PD	Assignment Name	Files	Due	Submitted Files
1	Africa PDA		9/5/2014 11:00 PM	Africa Map_JasonBaca.docx
1	Calderon		9/3/2014	
2	What I did this summer po...		9/3/2014 10:30 PM	Summer 2014 JasonBaca.doc...
My Uploaded Files				
File Name	Files	Size	Date Uploaded	
Upload New Files				

FILE UPLOAD PROCESS, UPLOADING DOCUMENTS, TEACHER BRIEFCASE, STUDENT BACKPACK


FILE UPLOAD PROCESS VIA STUDENT BRIEFCASE CONTINUED

Even if students are not given access to the **Backpack** through the **Portal Options**, they can still download the documents that the teachers post to assignments by going to the **Gradebook Details** page. The **Gradebook Details** page can be found by clicking on the Gradebook Name in the **Gradebook Summary** section of the **Home** page, or by clicking on the **Grades** tab and then selecting **Gradebook Details**.

Gradebook Summary												
Name	Per	Teacher	% Avg	Current Mark	Trend	Missing Assign	Past 5 Day's Att					Last Updated
							T	W	T	F	M	
<u>IBHstAm2/HEcCv</u>	1	Acosta	75		C		0	-	-	-	-	Jul 29
<u>IB Eng HL2 -2-</u>	2	Stockton	0				0	-	-	-	-	Sep 01
<u>IB Math Studies</u>	3	Vanni	84		B		0	-	-	-	-	Jul 29

Attendance	Grades	Medical	Guidance	Test Scores
	Gradebook			
	Gradebook Details			
	Grades			

The teacher-uploaded documents will be listed under the **Documents** column. Hovering on the icon will display the document name and clicking on the icon will download the document.

 2014-2015 **Screaming Eagle High School**




Home Student Info Attendance **Grades** Medical Guidance Test Scores Programs Change Student Options Logout

Gradebook Details

StuNum	Last Name	First Name	Middle Name	Perm ID Num	Sex	Grd	Age	Prog	Track	AttProg1	AttProg2	HmLng	LangFlu	Status
156	Baca	Jason	Steven	99400156	M	12	17					English	English Only	
Parent/Guardian		Primary Phone		Primary Contact 1:		Primary Contact 2:		Quick CON						
M/M B Baca		(777) 555-3796				(777) 555-5800								

1- IBHstAm2/HEcCv- Fall 8/4/2014 - 1/22/2015 Acosta Teacher605@example.com

☐ Show only missing assignments

#	Description	Type	Category	Score	Correct	%	Status/Comment	Date Completed	Due Date	Grading Complt	Documents
1	Summer Work	Summative	Homework	24 / 25	24 / 25	96.00%		08/19/2014	08/19/2014	Yes	
2	Hobson	Summative	Homework	3 / 3	3 / 3	100.00%		09/13/2014	09/13/2014	Yes	
3	15(79&80)	Summative	Homework	5 / 5	5 / 5	100.00%		09/13/2014	09/09/2014	Yes	
4	Africa PDA	Summative	Classwork	3 / 3	3 / 3	100.00%		09/13/2014	09/05/2014	Yes	
6	Calderon	Summative	Homework	3 / 3	3 / 3	100.00%		09/13/2014	09/03/2014	Yes	
7	Coolidge	Summative	Homework	3 / 3	3 / 3	100.00%		09/13/2014	08/29/2014	Yes	
8	PERSIA chart	Summative	Homework	5 / 5	5 / 5	100.00%		09/13/2014	08/31/2014	Yes	

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