



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

The left screenshot shows the 'Sign In with Aeries' window with the following fields and buttons:

- Username: teacher
- School: Screaming Eagle High School (994)
- Buttons: Continue, Cancel

The right screenshot shows the 'Sign In with Aeries' window with the following fields and buttons:

- Username: teacher
- Password: masked
- Database: Eagle (SqlSvr2008)
- Year: 2015-2016
- Button: Sign In

A red arrow points from the Continue button in the left screenshot to the Sign In button in the right screenshot.

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.

The screenshot shows the 'School' dropdown menu with the following options:

- Eagle Flight School (996)
- Screaming Eagle High School (994)

A red arrow points to the 'Screaming Eagle High School (994)' option.

AERIES GENERAL PORTAL SERIES

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**.

The screenshot displays the Aeries Teacher Portal interface. On the left is a navigation tree with sections like STUDENT FLAGS, MY FAVORITES (1), and various data and service learning links. The main content area is divided into several sections: Quick Student Search, Teacher Resource Center (with icons for documentation, community, and voice), Attendance Summary (a table comparing today's attendance with previous days), My Tasks, Resources, and a Briefcase section containing assignments and uploaded files. On the right is a calendar for October 2015. At the bottom, there is an intervention caseload table and a copyright notice for Eagle Software.

	Today 10/07/2015	Prior Day 10/06/2015	2 Days Prior 10/05/2015
Enr - Total	1978	1981	1980
Enr - Male	1009	1010	1010
Enr - Female	969	971	970
Present	1885 95.30%	1900 95.91%	1895 95.71%
Absent	93 4.70%	81 4.09%	85 4.29%
Tardy	0	0	0

Student	Date	Intervention
Abbott, Allan J.	11/03/2015	After School Tutoring

File Name	Files	Size	Date Uploaded
Doc1.docx		879 KB	10/2/2015 2:27:17 PM
IMG_9450.JPG		962 KB	10/2/2015 2:25:51 PM

UTILIZING THE NAVIGATION TREE

This close-up shows the navigation tree on the left side of the portal. It includes sections for STUDENT FLAGS, MY FAVORITES (1), and a list of links for Attendance, Attendance by Photo, Gradebook, Grades, Supplemental Attend, STUDENT DATA, TEACHER MISC, AERIES ANALYTICS, SERVICE LEARNING, View All Reports, View All Forms, Change School, Log Out, and EADMS.

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.

This close-up shows the expanded 'STUDENT DATA' section in the navigation tree. It lists various data points including Profile, Demographics, Supplemental, Contacts, Attendance, Attendance Enrollment, Enrollment History, Grades, Guidance, Interventions, Test Scores, Medical, Scheduling, Programs, Other, Reports, and TEACHER MISC.

AERIES GENERAL PORTAL SERIES

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 screenshot displays the Aeries General Portal Home Page. On the left, there is a 'Quick Student Search' bar with a 'Go' button. Below it is the 'Teacher Resource Center' (TRC) with icons for 'Quick Documentation', 'Teacher Community', 'UserVoice', 'Recent Developments', 'Aeries Videos', and 'Tips and Tricks'. To the right of the TRC is an 'Attendance Summary' table. On the far right is a 'Calendar' for October 2015, showing a month view with days of the week and dates.

Attendance Summary			
	Today 10/07/2015	Prior Day 10/06/2015	2 Days Prior 10/05/2015
Enr - Total	1978	1981	1980
Enr - Male	1009	1010	1010
Enr - Female	969	971	970
Present	1885 95.30%	1900 95.91%	1895 95.71%
Absent	93 4.70%	81 4.09%	85 4.29%
Tardy	0	0	0

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.

