

Aeries Independent Study Agreement Guide

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Support

IT Department Trainer Support	(909) 386-2550 techtraining@sbcusd.k12.ca.us
Pedagogical Support – Courtney Weber	courtney.weber@sbcusd.k12.ca.us

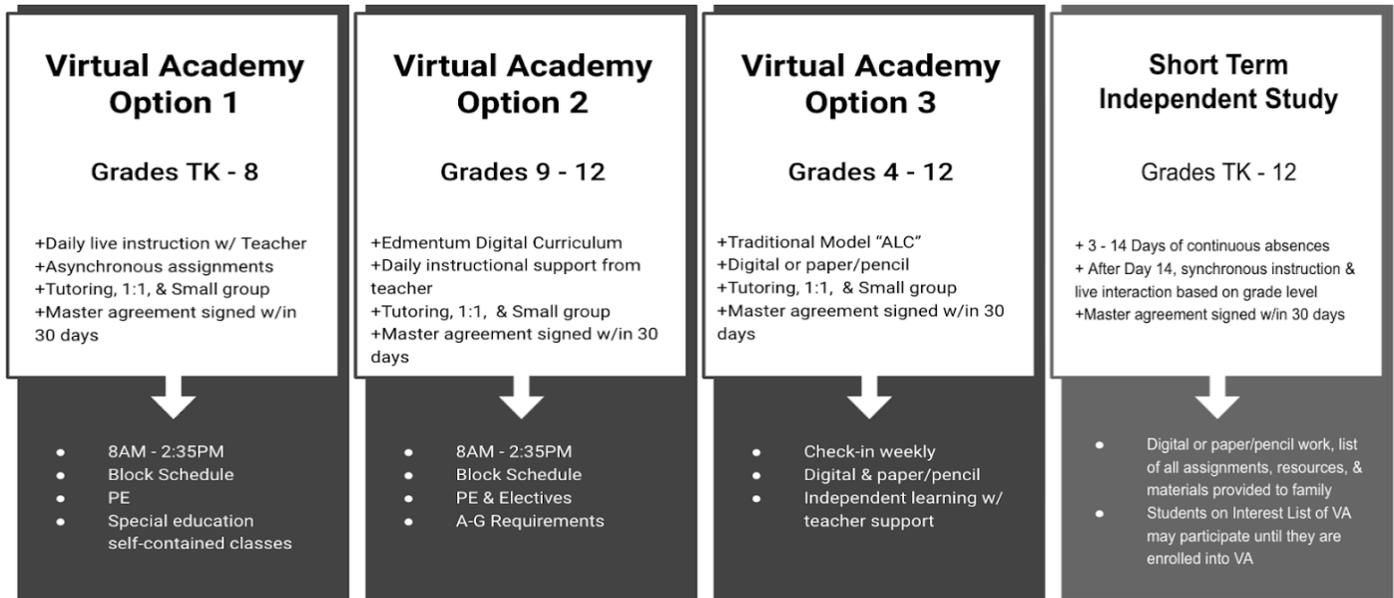
Aeries Login

Login to Aeries and go to your School Site .	https://sbcusd.asp.aeries.net/teacher/Login.aspx
Login Info	Username: sbc-district\firstnamelastname Password: District password

Overview

The Independent Study Agreement can be uploaded into Aeries and digitally signed by parents, students, teachers and staff.

Explanation of Independent Study at SBCUSD



Independent Study Agreement Workflow Chart

Independent Study Agreements

Upload Agreement

- Starts out as Draft
- Once signatories added, moves to Pending

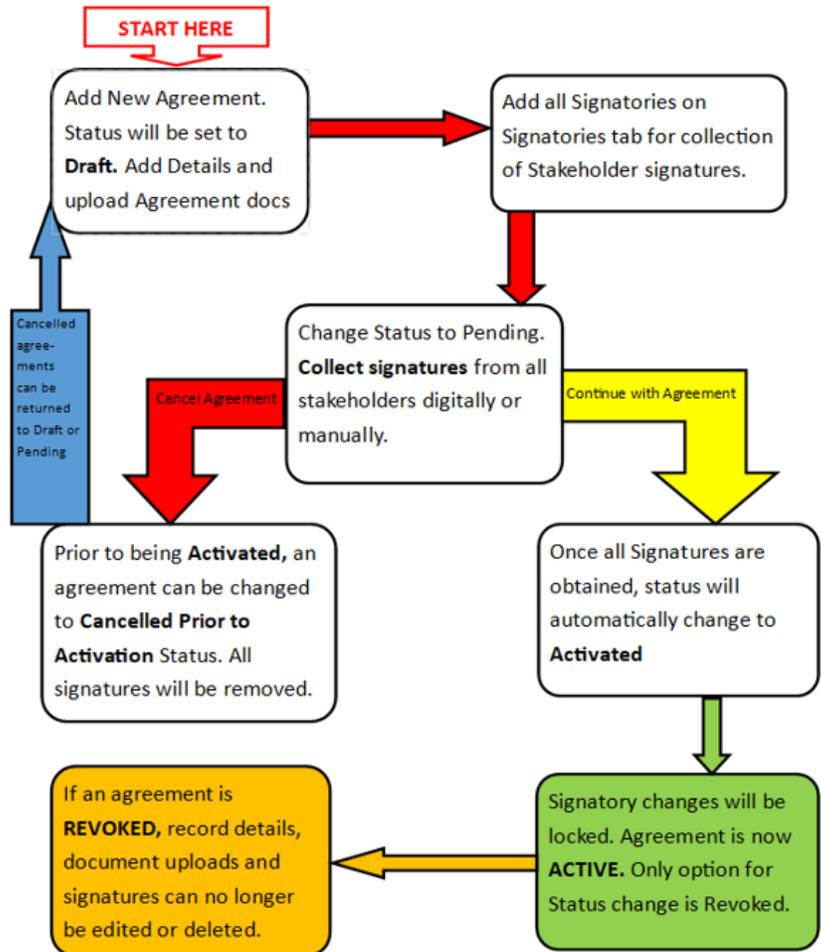
Digital Signatures

- Upload physical signature –OR–
- Digitally sign agreement inside teacher, parent or student portal
- Can still be canceled at this point

Activated

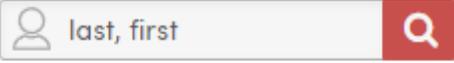
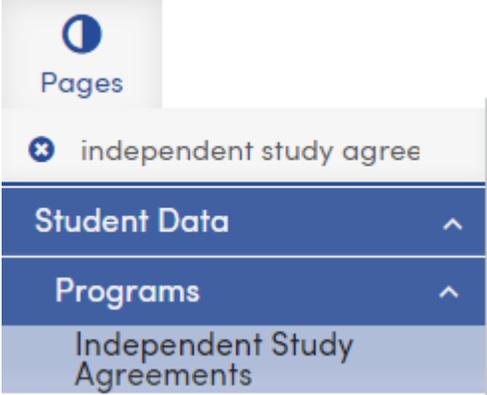
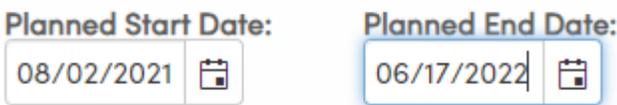
- Once all signatures collected, status moves to Activated and locked out from editing
- Only option from here is Revoked

Independent Study Agreement Workflow Chart

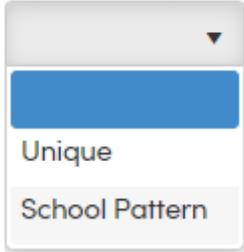


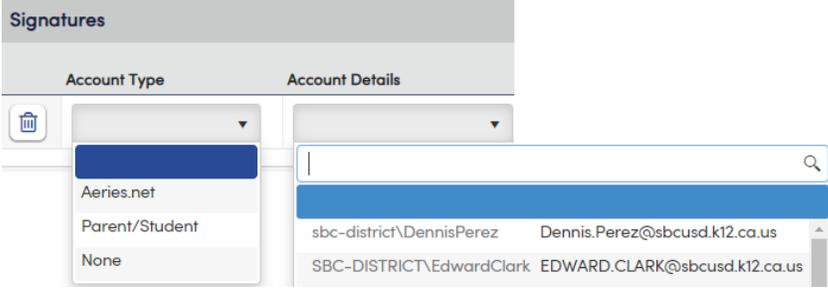
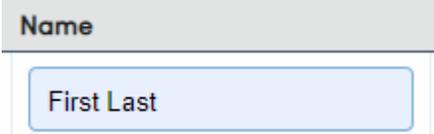
Add an Independent Study Agreement Record

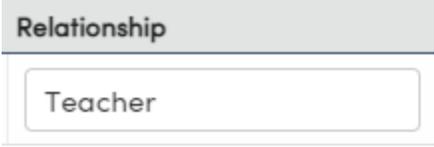
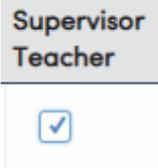
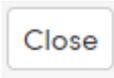
The Independent Study Agreements page allows school site staff to enter an Independent Study Agreements into Aeries and have staff sign it electronically.

<p>Search for the student.</p>	
<p>Go to the Independent Study Agreements page.</p>	
<p>Click the Add Agreement button.</p>	
<ul style="list-style-type: none"> • The Agreement Status begins in Draft mode by default. • The Agreement stays in Draft Status until you have added all of the Signatories and uploaded the Independent Study Report. 	
<p>Enter the agreement Planned Start Date and Planned End Date.</p>	

<p>The Actual Start Date and Actual End Date will auto populate, but can be edited if the agreement starts later or ends early.</p>	<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <p>Actual Start Date:</p> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">08/02/2021</div> </div> <div style="text-align: center;"> <p>Actual End Date:</p> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">06/17/2022</div> </div> </div>
<p>Choose Traditional from the drop-down menu.</p>	<p>Type:</p> <div style="border: 1px solid #ccc; padding: 5px; width: fit-content;"> <div style="background-color: #f0f0f0; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> ▼ </div> <div style="padding: 2px;"> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">Traditional IS</div> <div style="padding: 2px;">Course Based IS</div> </div> </div>
<p>Choose the appropriate Length Type from the drop-down menu.</p> <ul style="list-style-type: none"> ● Virtual Academy and ALC select Long Term ● Short Term is considered to be 3-14 days cumulative across the school year. ● Long Term is considered to be 15 or more days across the school year. ● Virtual Academy is intended to be the District’s Long Term Independent Study educational platform. However, due to the length and time of the interest list, students may be temporarily doing Long Term at their school site. 	<p>Length Type:</p> <div style="border: 1px solid #ccc; padding: 5px; width: fit-content;"> <div style="background-color: #f0f0f0; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> ▼ </div> <div style="padding: 2px;"> <div style="background-color: #4f81bd; color: white; padding: 2px; margin-bottom: 2px;">Long Term</div> <div style="padding: 2px;">Short Term</div> </div> </div>

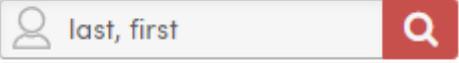
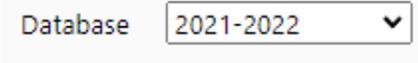
<p>Choose the appropriate Evaluation Period from the drop-down menu.</p> <ul style="list-style-type: none"> Virtual Academy (95 and 514) chooses School Pattern (means the Independent Study Evaluation periods follow the standard school policies) Alternative Learning Center (506) chooses Unique (means that the student has an evaluation pattern different from the Standard School Evaluation periods) 	<p>Evaluation Period:</p> 
<p>Input Notes if needed. (Parents/guardians will see the notes. Please do not include any confidential information in this area.)</p>	<p>Notes: NOT INTERNAL - Signatories will be able to see these notes. Please do not include any confidential information in this note...</p>
<p>Click the Save button.</p> <p>Do NOT click the Close button.</p>	
<p>The agreement will be saved.</p>	

<p>Click on the Signatories tab.</p> <ul style="list-style-type: none"> The Signatories section is used to add all parties who are required to sign the Independent Study Master Agreement. 	
<p>Click on the Add Signatory button.</p>	
<p>Select the Account Type and Account Details.</p> <ul style="list-style-type: none"> Aeries.net allows you to choose a District staff member. Parent/Student allows you to choose a parent or student who has an Aeries Parent or Student Portal account. None allows you to input a person who does not have an Aeries Staff, Teacher, Parent, or Student account. 	
<p>In the Name field, enter the First and Last name of the person signing the agreement. (Teacher, Parent, Administrator, Counselor, Principal etc.)</p>	

<p>In the Relationship field, enter the affiliation to the student of the person signing the agreement. (Teacher, Father, Mother, Guardian, Principal, Administrator etc.)</p>	
<p>Checkmark if this is the Supervisory Teacher</p> <p>NOTE: One of the Signatories must be checkmarked as the Supervisor Teacher.</p>	
<p>To add more signatories, click on the Add Signatory button and repeat the above process until all the people who need to sign the Agreement have been added.</p>	
<p>Click the Save button.</p>	
<p>Click the Close button.</p>	
<p>Run the Independent Study Master Agreement Report (instructions below).</p>	

Run the Independent Study Master Agreement Report

The instructions below show you how to generate the Independent Study Agreement Report. It can be signed electronically by teachers, staff, parents, and students who have an Aeries Portal account. It can be signed (wet signature) and uploaded to Aeries if a parent/student does not have an Aeries Portal account.

<p>If generating the report for only one student, go to the student's page in Aeries before running the report.</p>	
<p>Click on the Reports tab and use the filter to go to the Independent Study Master Agreement Report.</p>	
<p>Report Login</p>	<p>Username: sbc-district\firstnamelastname Password: District password</p>
<p>Select the school year Database.</p>	
<p>Select the School.</p>	
<ul style="list-style-type: none"> • If you are running the report for only one student, the student's ID number will populate the field. • If not, remove the ID number and the report will run by teacher and section. 	

<p>If applicable, select the Teacher.</p>	<p>Teacher <input type="text" value="Alba,Luis"/></p>
<p>If applicable, select the Section.</p>	<p>Section <input type="text" value="<Select a Value>"/></p> <ul style="list-style-type: none"> <Select a Value> 121 - ELA Core 7 208 - ELA Core 8 301 - ELA Core 8 312 - ELA Core 7 600 - ELA Core 7 700 - ELA Core 8
<p>If applicable, select the Students.</p> <ul style="list-style-type: none"> • If you are only running the report for one student, you will not have this option. • Students with an Independent Study Agreement in Draft Status can be selected. 	<p>Students <input type="text" value="Anthony Gomez (516548),Cynija H"/></p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> (Select All) <input checked="" type="checkbox"/> Anthony Gomez (516548) <input checked="" type="checkbox"/> Cynija Howard (460512) <input checked="" type="checkbox"/> Emily Duran (449257) <input checked="" type="checkbox"/> Genesis Agundez (457191) <input checked="" type="checkbox"/> Gianni Anguiano (455909) <input checked="" type="checkbox"/> Jayden Hernandez (457283) <input checked="" type="checkbox"/> Julian Martin (502106)
<ul style="list-style-type: none"> • If the student has an IEP, select whether or not an IEP Meeting was held. • If the student does not have an IEP, select N/A. 	<p>IEP Meeting Held? <input type="text" value="<Select a Value>"/></p> <ul style="list-style-type: none"> <Select a Value> Yes No N/A

<p>Select the Frequency of Submitted Assignments.</p>	<p>Frequency of Submitted Assignments <input type="text" value="<Select a Value>"/></p> <ul style="list-style-type: none"> <Select a Value> Weekly Bi-Weekly Monthly End of the Agreement
<p>Elementary Schools: Select individual subjects or select them all.</p> <p>Secondary Schools: Do not use this drop-down menu as the schedule automatically populates.</p>	<p>Subjects (Elementary only) <input type="text" value="<Select a Value>"/></p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> (Select All) <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> English Language Arts (ELA) <input checked="" type="checkbox"/> Mathematics <input checked="" type="checkbox"/> Social Studies <input checked="" type="checkbox"/> Science <input checked="" type="checkbox"/> Physical Education
<p>Input the Meeting Place (location where the student/parent will turn in completed work).</p> <ul style="list-style-type: none"> • Virtual Academy (95) • Virtual Academy Option 1 (514) • Alternative Learning Center (506) • Short Term Independent Study 	<p>Meeting Place <input type="text" value="Virtual and Edmentum"/></p> <p>Meeting Place <input type="text" value="Virtual and Google Classroom"/></p> <p>Meeting Place <input type="text" value="Classroom F1, F2, F3, F4"/></p> <p>Meeting Place <input type="text" value="School Name"/></p>

<p>Input the Meeting Date (when the parent/student will meet to submit completed work and connect with the supervising teacher).</p> <ul style="list-style-type: none"> • Virtual Academy (95) • Virtual Academy Option 1 (514) • Alternative Learning Center (506) • Short Term Independent Study 	<p>Meeting Date <input type="text" value="See Bell Schedule"/></p> <p>Meeting Date <input type="text" value="See Bell Schedule"/></p> <p>Meeting Date <input type="text" value="Weekly"/></p> <p>ALC: The principal will check the teacher’s calendar and give parents a meeting date and time.</p> <p>Meeting Date <input type="text" value="10/20/2021"/></p>
<p>Input the Meeting Time (when the parent/student will meet to submit completed work and connect with the supervising teacher).</p> <ul style="list-style-type: none"> • Virtual Academy (95) • Virtual Academy Option 1 (514) • Alternative Learning Center (506) • Short Term Independent Study 	<p>Meeting Time <input type="text" value="See Bell Schedule"/></p> <p>Meeting Time <input type="text" value="See Bell Schedule"/></p> <p>Meeting Time <input type="text" value="Weekly"/></p> <p>ALC: The principal will check the teacher’s calendar and give parents a meeting date and time.</p> <p>Meeting Time <input type="text" value="8:00 AM"/></p>

Click the **View Report** button.



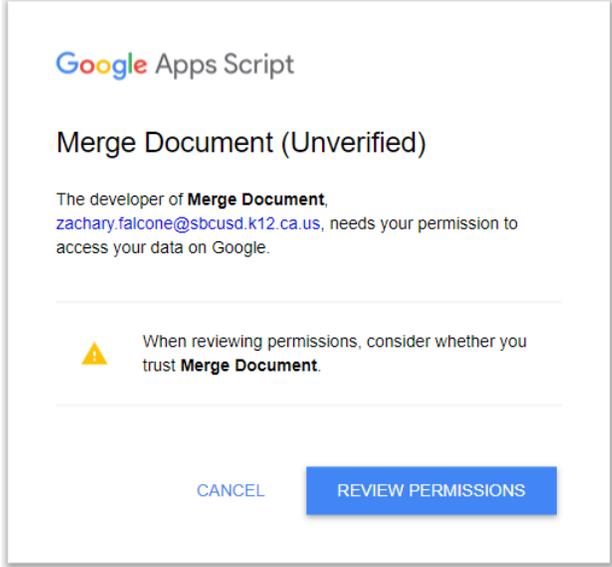
Click on the **English** and/or **Spanish** link to generate the report(s).

Independent Study Agreement Drafts
 IEP Meeting Held?: **N/A**
 Frequency of Submitted Assignments: **Weekly**
 Subjects: **(Default)**
 Meeting Place: **Place**
 Meeting Date: **Date**
 Meeting Time: **Time**

STUDENT NAME	STUDENT ID	START DATE	END DATE	CORRESPONDENCE LANGUAGE	AGREEMENT
Anthony Gomez	123456	8/10/2021	6/2/2022	English	English Spanish
Dija Duran	123456	8/2/2021	6/2/2022	English	English Spanish
Emily Howard	123456	8/2/2021	6/2/2022	English	English Spanish

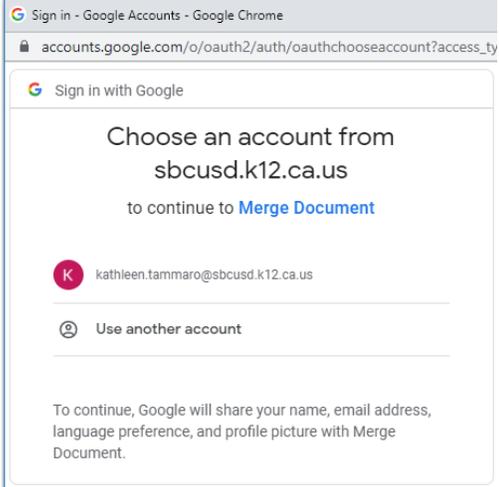
Click on **Review Permissions**.

NOTE: You will only need to do these steps the first time you run this report.



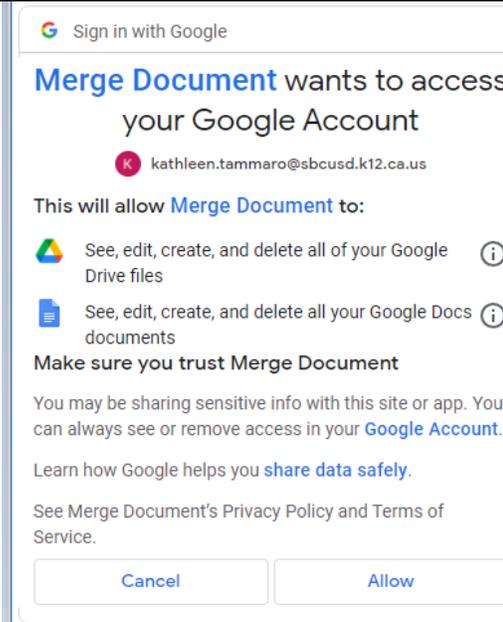
Click on your SBCUSD email account username.

NOTE: You will only need to do these steps the first time you run this report.



Click the **Allow** button.

NOTE: You will only need to do these steps the first time you run this report.



Sign in with Google

Merge Document wants to access your Google Account

kathleen.tammaro@sbcusd.k12.ca.us

This will allow **Merge Document** to:

- See, edit, create, and delete all of your Google Drive files
- See, edit, create, and delete all your Google Docs documents

Make sure you trust Merge Document

You may be sharing sensitive info with this site or app. You can always see or remove access in your [Google Account](#).

Learn how Google helps you [share data safely](#).

See Merge Document's [Privacy Policy](#) and [Terms of Service](#).

Cancel Allow

The Independent Study Agreement will generate as a PDF file.



SAN BERNARDINO CITY
UNIFIED SCHOOL DISTRICT
Making Hope Happen

Doc Ervin
Superintendent

Independent Study Master Agreement

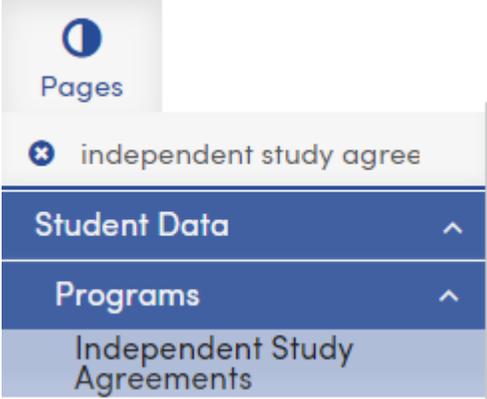
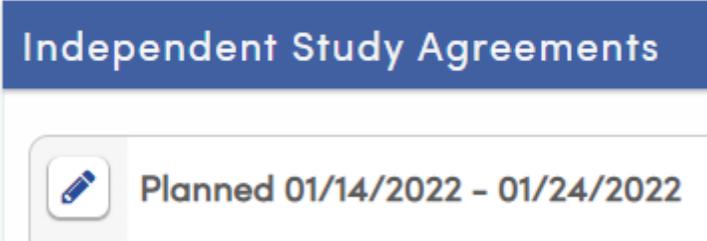
STUDENT INFORMATION		
Student Name: Anthony Gomez	Birthdate: 1/1/2008	Age: 12
School of Enrollment: Virtual Academy Option1	Student ID: 123456	Grade: 7
Address: 793 N E St	City: San Bernardino	Zip Code: 92405

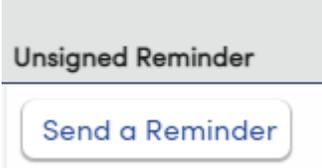
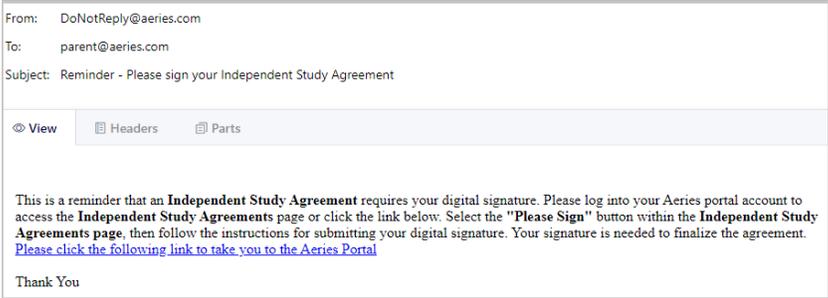
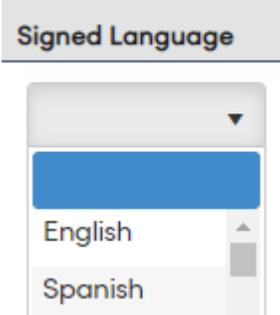
Save the PDF file(s), so that you can upload it to Aeries.

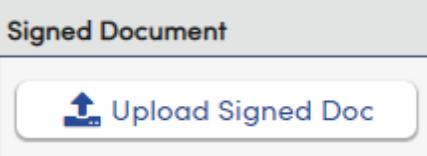
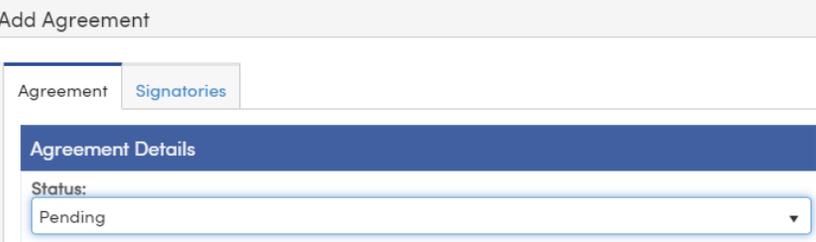


Mark Garcia
ISA - English
Version.pdf

Mark Garcia
ISA - Spani...

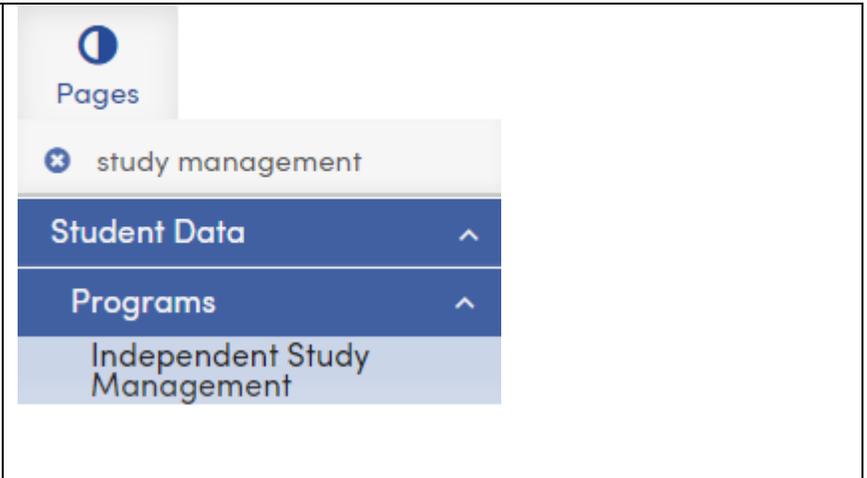
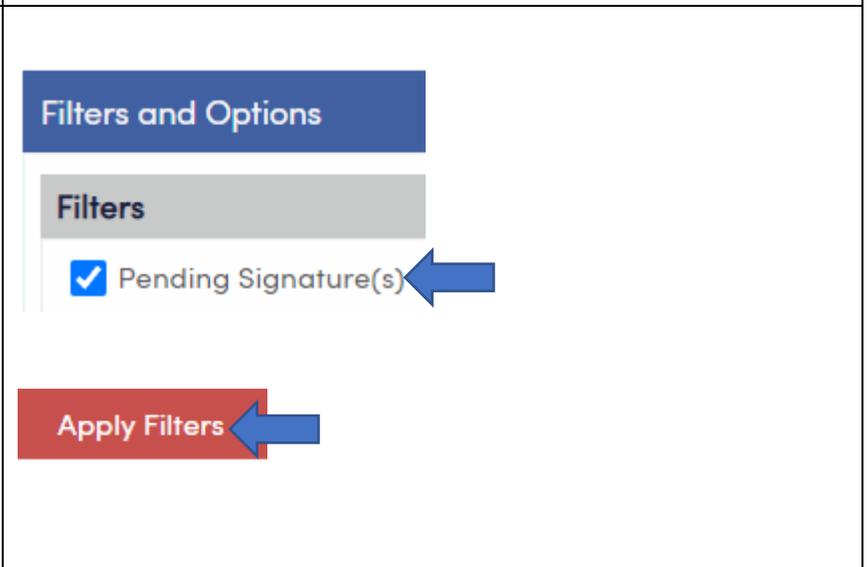
<p>Go back to the Independent Study Agreements page.</p>	 <p>The screenshot shows a 'Pages' menu with a search bar containing 'independent study agree'. Below the search bar are four menu items: 'Student Data', 'Programs', 'Independent Study Agreements' (which is highlighted in blue), and another item partially visible below.</p>
<p>Be sure that you are on the student's page that you are creating the agreement for.</p>	 <p>The screenshot shows a search bar with the text 'last, first' and a red magnifying glass icon on the right side.</p>
<p>Click on the pencil icon to edit the Agreement.</p>	 <p>The screenshot shows the 'Independent Study Agreements' page header. Below the header is a card with a pencil icon and the text 'Planned 01/14/2022 - 01/24/2022'.</p>
<p>Upload an English Language agreement document as a PDF file.</p>	 <p>The screenshot shows the 'Agreement Document' section. It includes the text 'English PDF File:' followed by an 'Upload English PDF' button. Below that is a file card for 'Mark Garcia ISA - E' with a trash icon.</p>
<p>If applicable, upload the Spanish Language agreement document as a PDF file.</p>	 <p>The screenshot shows the 'Language' dropdown menu set to 'Spanish'. Below it is an 'Upload PDF' button and a file card for 'Mark Garcia ISA - S' with a trash icon.</p>

<p>Click the Save button.</p> <p>Do NOT click the Close button.</p>	
<p>Click on the Signatories tab.</p>	
<p>Optional: Send an email reminder to Teachers, Staff, Parent, or Student to sign the agreement.</p> <ul style="list-style-type: none"> This option is only available to parents/students if they have an Aeries Parent/Student Portal account. <p>The email content is as follows:</p>	 
<p>If you are uploading an already signed agreement, enter the Signed Language.</p> <p>Disregard the Signed Language area if the person will be signing in the Aeries Teacher, Parent, or Student Portal.</p>	

<p>If you are uploading an already signed agreement, enter the Date Signed.</p> <p>Disregard the Date Signed area if the person will be signing in the Aeries Teacher, Parent, or Student Portal.</p>	
<p>Upload Signed Doc: This is where you upload an already signed agreement.</p> <p>Disregard the Signed Document area if the person will be signing in the Aeries Teacher, Parent, or Student Portal.</p>	
<p>Click the Save button.</p> <p>Do NOT click the Close button.</p>	
<p>Click on the Agreement tab.</p>	
<ul style="list-style-type: none"> Change the Status from Draft to Pending (must happen before people can sign the Agreement electronically). When all Signatories have signed the Agreement, the Agreement is automatically Activated and no changes can be made. From this Status the Agreement can only be Revoked. 	

Using the Independent Study Management Page

The page allows administrators, teachers, and staff to quickly sign all Independent Study Agreements with a Pending status. The Independent Study Management page allows users the ability to manage Agreement information such as upload Signatures, digitally sign Agreements, and add or edit Work Product Evaluation records. A Supervising Teacher, as well as the Teacher of Record for Independent Study courses, can add Work Product Evaluation records and document a student's progress from within the page.

<p>Go to the Independent Study Management page.</p>	
<p>Instructions:</p> <ul style="list-style-type: none">• Checkmark Filter or Option(s)• Click on Apply Filters	
<p>Filters and Options are available for the following:</p> <ul style="list-style-type: none">• Pending Signature(s) This option will display Agreements that still have Signatures pending.	

- **Where I am a Signatory**

This option will display Agreements where the currently logged in user is a Signatory for the agreement.

- **Status**

Filter for any agreement status: Draft, Pending, Cancelled Prior to Activation, Activated or Revoked.

- **Sections**

Filter Agreements by Section.

Dates

- **Planned Start Date**

Display agreements who have a Planned Start Date on or after this date.

- **Planned End Date**

Display agreements who have a Planned End Date on or before this date.

- **Actual Start Date**

Where I am a Signatory

Status

Draft Pending Cancelled Prior to Activation
 Activated Revoked

Sections

SE	Course	Teacher/Staff
2	Y000 - Elem Kin...	48 - Martinez-G...

Dates

Planned Start Date:

08/02/2021 

Planned End Date:

06/17/2022 

Actual Start Date:

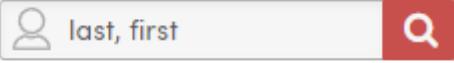
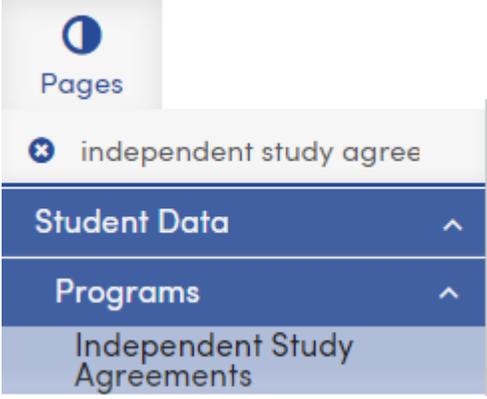
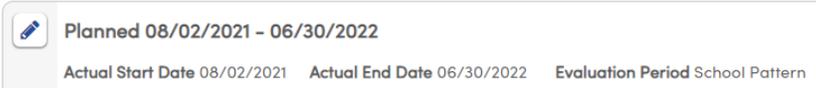
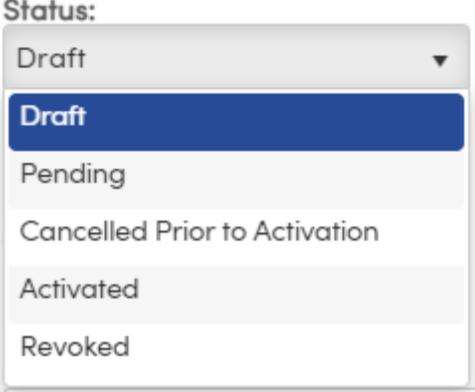


Actual End Date:



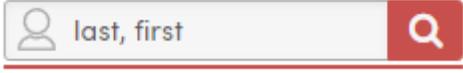
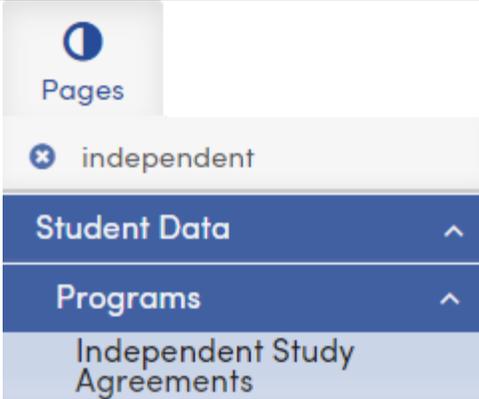
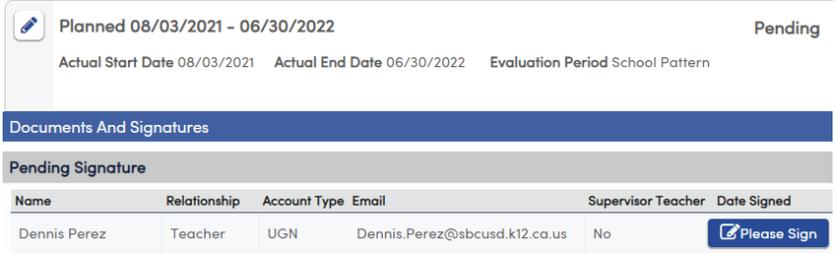
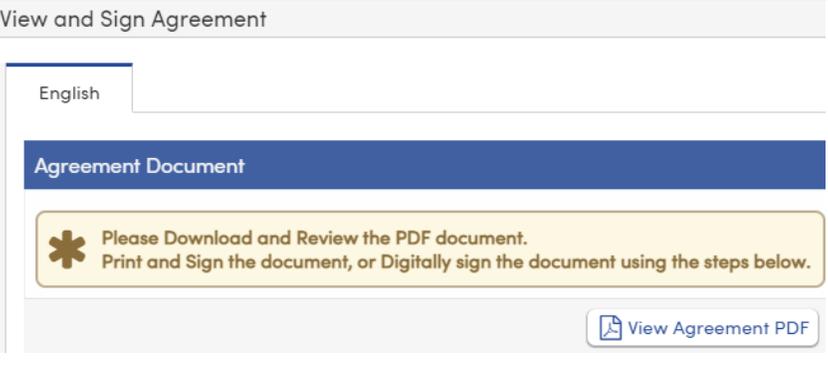
<p>Display agreements who have an Actual Start Date on or after this date.</p> <ul style="list-style-type: none">● Actual End Date Display agreements who have an Actual End Date on or before this date.	
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Cancelling or Revoking the Independent Study Agreement

<p>Search for the student.</p>	
<p>Go to the Independent Study Agreements page.</p>	
<p>Click on the pencil icon to edit the agreement.</p>	
<p>Change the Status to the appropriate one.</p> <ul style="list-style-type: none"> Cancelled Prior to Activation: The Student may have decided not to take Independent Study. Choosing this Status will clear all signatures. Revoked: Perhaps the Student did not fulfill the terms of the Agreement or decided not to continue in the Independent Study program. Once an Agreement is Revoked it is voided and cannot be changed, reactivated or deleted. It is kept for historical purposes. 	

Digitally Sign the Agreement in the Aeries Portal as a Teacher

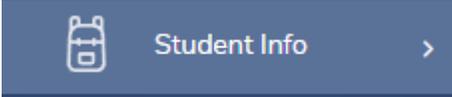
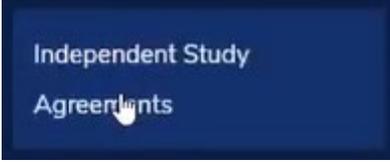
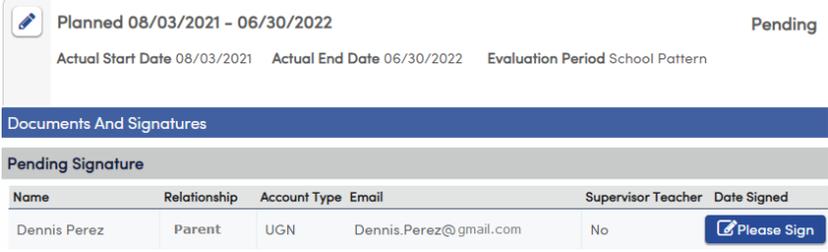
A signatory with an Aeries Portal account can sign within their portal account.

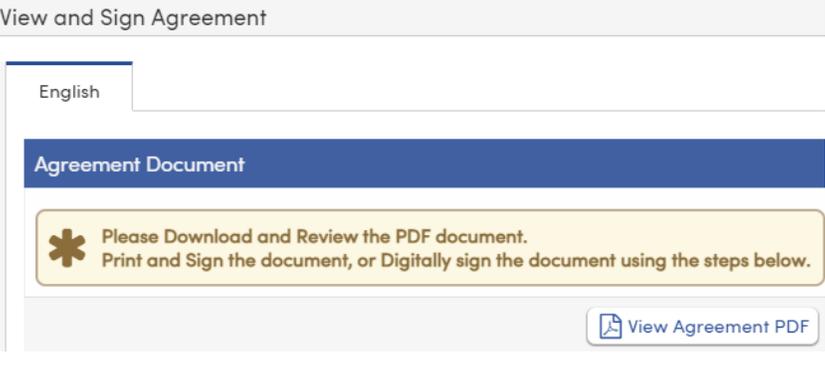
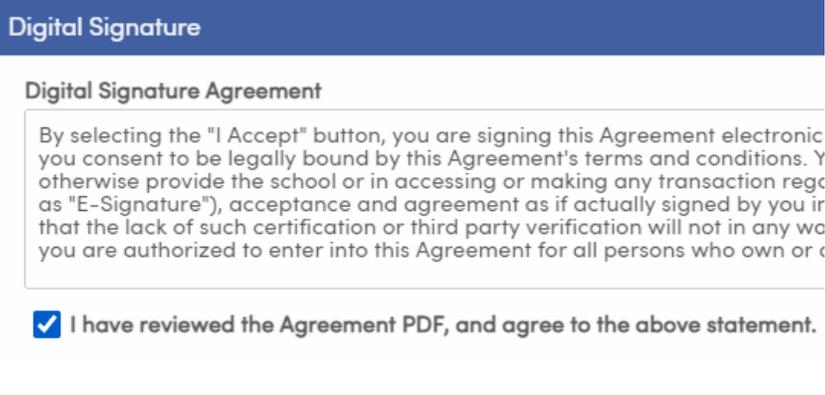
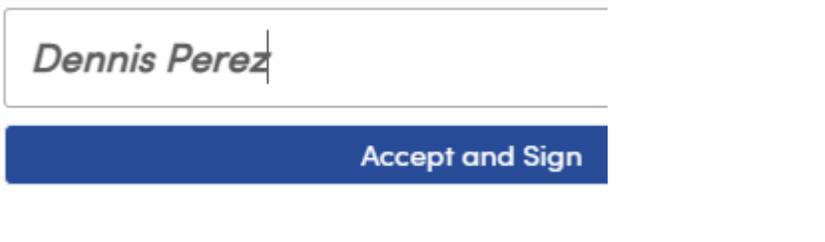
<p>Login to your Aeries Portal Account.</p>	<p>Web Address: https://sbcusd.asp.aeries.net/ Username: sbc-district\firstnamelastname Password: District password</p>												
<p>Search for the student whose agreement you wish to sign using the student's ID number or name.</p>													
<p>Go to the Independent Study Agreements page.</p>													
<p>Click on the Please Sign icon to the right of your name.</p>	 <table border="1"> <thead> <tr> <th>Name</th> <th>Relationship</th> <th>Account Type</th> <th>Email</th> <th>Supervisor Teacher</th> <th>Date Signed</th> </tr> </thead> <tbody> <tr> <td>Dennis Perez</td> <td>Teacher</td> <td>UGN</td> <td>Dennis.Perez@sbcusd.k12.ca.us</td> <td>No</td> <td></td> </tr> </tbody> </table>	Name	Relationship	Account Type	Email	Supervisor Teacher	Date Signed	Dennis Perez	Teacher	UGN	Dennis.Perez@sbcusd.k12.ca.us	No	
Name	Relationship	Account Type	Email	Supervisor Teacher	Date Signed								
Dennis Perez	Teacher	UGN	Dennis.Perez@sbcusd.k12.ca.us	No									
<p>Click on the Agreement to view the document before signing it.</p>													

<p>Checkmark that you have reviewed the Agreement.</p>	<p>Digital Signature</p> <p>Digital Signature Agreement</p> <p>By selecting the "I Accept" button, you are signing this Agreement electronic you consent to be legally bound by this Agreement's terms and conditions. You otherwise provide the school or in accessing or making any transaction registered as "E-Signature"), acceptance and agreement as if actually signed by you in that the lack of such certification or third party verification will not in any way you are authorized to enter into this Agreement for all persons who own or c</p> <p><input checked="" type="checkbox"/> I have reviewed the Agreement PDF, and agree to the above statement.</p>
<p>Type your First and Last Name and click the Accept and Sign button.</p>	<p><i>Dennis Perez</i></p> <p>Accept and Sign</p>

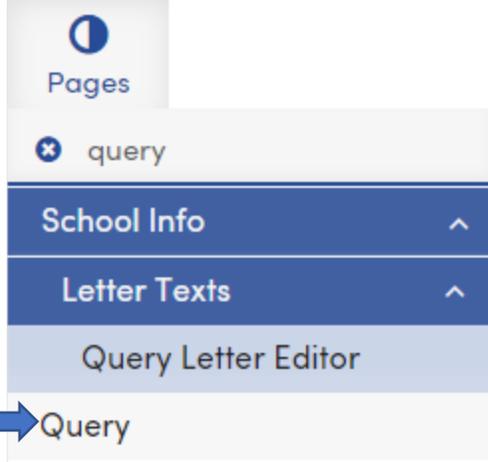
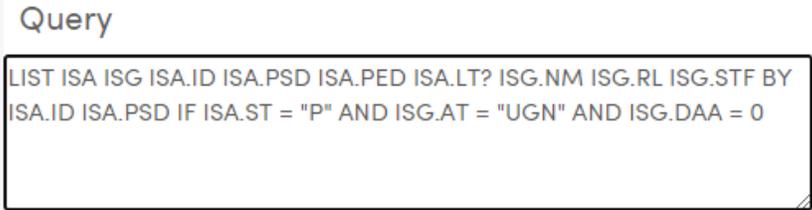
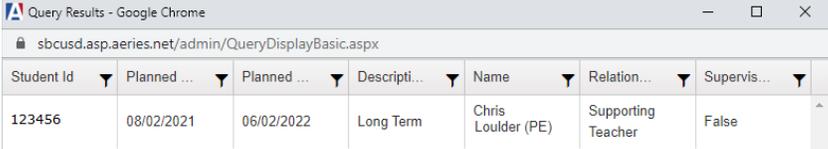
Digitally Sign the Agreement in the Aeries Portal as a Parent or Student

A parent or student can sign and Independent Study Agreement within their portal account.

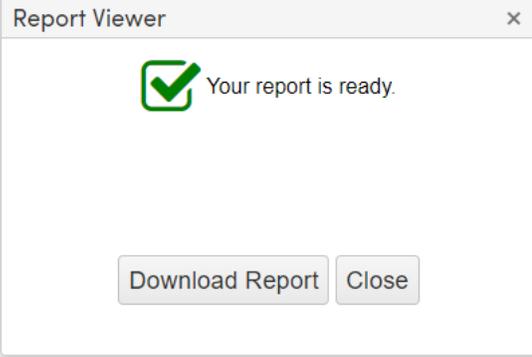
<p>Login to your Aeries Portal Account.</p>	<p>Web Address: https://sbcusd.asp.aeries.net/student/LoginParent.aspx</p> <p>Username: Email address Password: Password</p>
<p>Select the student whose agreement you wish to sign.</p>	 <p>The screenshot shows a list of students with their names and school/grade information:</p> <ul style="list-style-type: none"> Allan Abbott, Screaming Eagle High School - Grade 12 Abel Alavez, Golden Eagle Elementary School - Grade 4 Alice Abdelnour, Screaming Eagle High School - Grade 9 Kristy Milchovich, Screaming Eagle High School - Grade 9
<p>Click on Student Info.</p>	 <p>A blue button with a calendar icon, the text "Student Info", and a right-pointing chevron.</p>
<p>Select Independent Study Agreements.</p>	 <p>A dark blue button with the text "Independent Study Agreements" and a mouse cursor pointing to it.</p>
<p>Click on the Please Sign icon to the right of your name.</p>	 <p>The screenshot shows the "Pending Signatures" section with the following details:</p> <ul style="list-style-type: none"> Planned 08/03/2021 - 06/30/2022 (Pending) Actual Start Date 08/03/2021 Actual End Date 06/30/2022 Evaluation Period School Pattern Section: Documents And Signatures Section: Pending Signature Table with columns: Name, Relationship, Account Type, Email, Supervisor Teacher, Date Signed Row 1: Dennis Perez, Parent, UGN, Dennis.Perez@gmail.com, No, Please Sign

<p>Click on the Agreement to view the document before signing it.</p>	
<p>Checkmark that you have reviewed the Agreement.</p>	
<p>Type your First and Last Name and click the Accept and Sign button.</p>	

Query Listing all Teachers Needing to Sign Independent Study Agreements

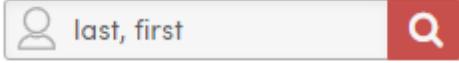
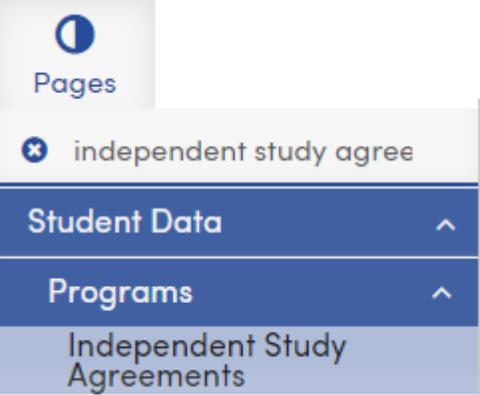
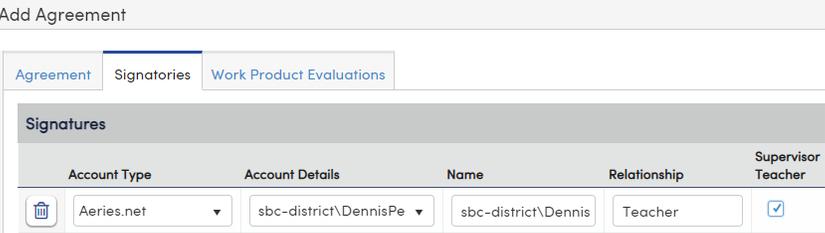
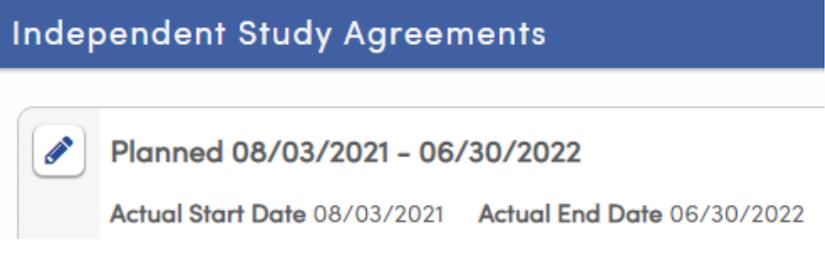
<p>Login to your Aeries Portal Account.</p>	<p>Web Address: https://sbcusd.asp.aeries.net/ Username: sbc-district\firstnamelastname Password: District password</p>														
<p>Go to the Query page.</p>															
<p>Enter the text below into the Query field:</p> <p>LIST ISA ISG ISA.ID ISA.PSD ISA.PED ISA.LT? ISG.NM ISG.RL ISG.STF BY ISA.ID ISA.PSD IF ISA.ST = "P" AND ISG.AT = "UGN" AND ISG.DAA = 0</p>															
<p>Click the Run button.</p>															
<p>The teachers who need to sign agreement(s) in their Aeries Teacher Portal will display with the student's ID#.</p>	 <table border="1"> <thead> <tr> <th>Student Id</th> <th>Planned ...</th> <th>Planned ...</th> <th>Descripti...</th> <th>Name</th> <th>Relation...</th> <th>Supervis...</th> </tr> </thead> <tbody> <tr> <td>123456</td> <td>08/02/2021</td> <td>06/02/2022</td> <td>Long Term</td> <td>Chris Loulder (PE)</td> <td>Supporting Teacher</td> <td>False</td> </tr> </tbody> </table>	Student Id	Planned ...	Planned ...	Descripti...	Name	Relation...	Supervis...	123456	08/02/2021	06/02/2022	Long Term	Chris Loulder (PE)	Supporting Teacher	False
Student Id	Planned ...	Planned ...	Descripti...	Name	Relation...	Supervis...									
123456	08/02/2021	06/02/2022	Long Term	Chris Loulder (PE)	Supporting Teacher	False									
<p>Click on the Excel or report button to generate an Excel or PDF file.</p>															

Download the report.



Add a Work Product Evaluation (Not Currently in Use by the SBCUSD)

The Work Product Evaluation is used to record Independent Study hours/days completed by a student and track the student's progress. (The CDE recommends at least one completed work product for each subject every two weeks.)

Search for the student.	
Go to the Independent Study Agreements page.	
NOTE: In order to input a Work Product Evaluation, a Supervising Teacher must checkmarked on the Signatories tab.	
Click on the pencil icon to edit the agreement.	
Click on the Work Product Evaluations tab.	
Click the Add Work Product Evaluation button.	

Enter the **Start Date** and **End Date** of the evaluation period.

- Enter dates that match the timeframe of the evaluation period as identified by the district. For example, the evaluation period may take place every two weeks or monthly.

Work Product Evaluations

Start Date		End Date	
 	<input type="text" value="11/1/2021"/> 	<input type="text" value="11/30/2021"/> 	

Click the **Save** icon.



The student's teacher(s), course(s), and section number(s) will populate.

Work Product Evaluations							Section 0 indicates Supervis
	Start Date	End Date	Hours	Days	Section	Teacher/ Course Title	
	11/01/2021	11/30/2021	0	0	0		
	11/01/2021	11/30/2021	0	0	185	SUB Rodriguez,Rosemary/World History 7	
	11/01/2021	11/30/2021	0	0	204	SUB Jalteco,Zach/Math 7	
	11/01/2021	11/30/2021	0	0	312	Alba,Luis /ELA Core 7	
	11/01/2021	11/30/2021	0	0	423	SUB Widmann,Matthew/Int. Science 7	
	11/01/2021	11/30/2021	0	0	508	SUB SenaMargason,Sonya/Beginning Art	
	11/01/2021	11/30/2021	0	0	616	Perez,Dennis /Beg Guitar	
	11/01/2021	11/30/2021	0	0	719	Clark,Edward /PE 7	

The teacher clicks on the pencil icon to the left of the course they wish to evaluate.



The teacher inputs the hours and/or days.

Hours	Days
<input type="text"/>	<input type="text"/>
<input type="text" value="4"/>	<input type="text" value="0"/>

The teacher inputs the student's progress and any notes for the evaluation period.

Satisfactory Progress	Notes
<input type="text"/>	<input type="text"/>

Click the **Save** icon.



NOTE: You can continue to add Work Product Evaluations as needed. The dates cannot overlap.