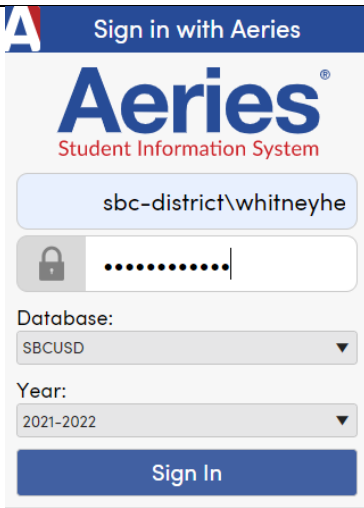
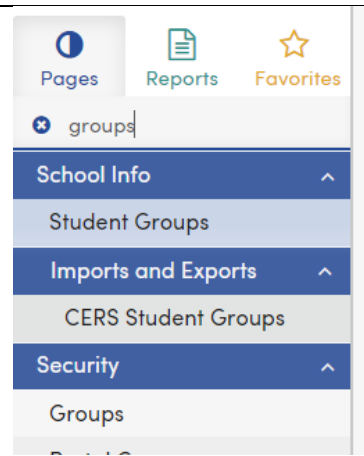
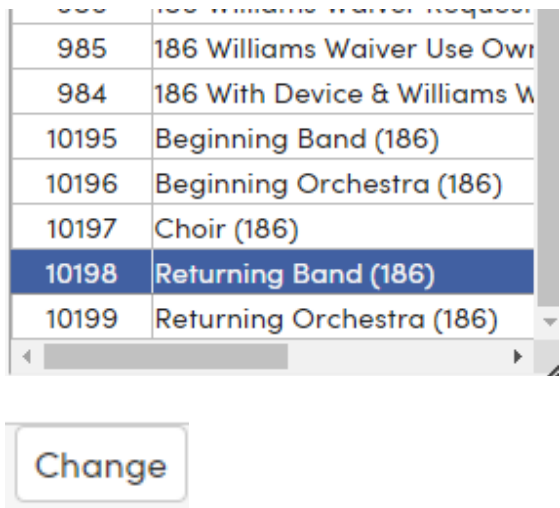


Adding Students to a Student Group

<p>1. Login to the ADMIN Aeries (not teacher).</p> <p>https://sbcusd.asp.aeries.net/admin/Login.aspx</p> <p>Username: sbc-district\firstnamelastname Password: District email password</p> <p>2. Select the SBCUSD Database and click Sign In</p> <p>3. Select your school and click Continue</p>															
<p>4. Type the word “groups” into the Filter Pages field</p> <p>5. In the Pages menu click on Student Groups</p>															
<p>6. In the Group Name list select the group you wish to add students to.</p> <p>7. Click on the Change button</p>	 <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <tr> <td style="width: 15%;">985</td> <td>186 Williams Waiver Use Owr</td> </tr> <tr> <td>984</td> <td>186 With Device & Williams W</td> </tr> <tr> <td>10195</td> <td>Beginning Band (186)</td> </tr> <tr> <td>10196</td> <td>Beginning Orchestra (186)</td> </tr> <tr> <td>10197</td> <td>Choir (186)</td> </tr> <tr style="background-color: #4a7ebb; color: white;"> <td>10198</td> <td>Returning Band (186)</td> </tr> <tr> <td>10199</td> <td>Returning Orchestra (186)</td> </tr> </table> <div style="border: 1px solid #ccc; padding: 5px; display: inline-block; margin-left: auto;">Change</div>	985	186 Williams Waiver Use Owr	984	186 With Device & Williams W	10195	Beginning Band (186)	10196	Beginning Orchestra (186)	10197	Choir (186)	10198	Returning Band (186)	10199	Returning Orchestra (186)
985	186 Williams Waiver Use Owr														
984	186 With Device & Williams W														
10195	Beginning Band (186)														
10196	Beginning Orchestra (186)														
10197	Choir (186)														
10198	Returning Band (186)														
10199	Returning Orchestra (186)														

- 8. Select **Search by Student**
- 9. Enter a **student name** or partial name
- 10. **Click on Load Students**

Search and Add Students Associated Staff Members

Search by Student Search by Teacher Search by Counselor

Grade Limit: Not Selected

Student Search:

Include Inactive Students

- 11. Below the search results **select a student** or multiple students
- 12. **Click on the Add Students Blue Arrow** to place the selected students in the group
- 13. **Click on Save**

Search Results Record Count: 6

All None

Select	Student Name	Gender	Grd	Stu ID
<input checked="" type="checkbox"/>	James, Hailey M	F	3	502270
<input type="checkbox"/>	Arceo, James A	M	0	519125
<input type="checkbox"/>	Ruiz, James	M	1	516761
<input type="checkbox"/>	Lopez, Christopher J	M	2	498657
<input type="checkbox"/>	Lucas, Tyler J	M	6	470845
<input type="checkbox"/>	Paige, Isaiah J	M	1	506994

NOTE - If you are unable to access these functions in Aeries, please send an email to securityspecialist@sbcusd.k12.ca.us with approval from your administrator.