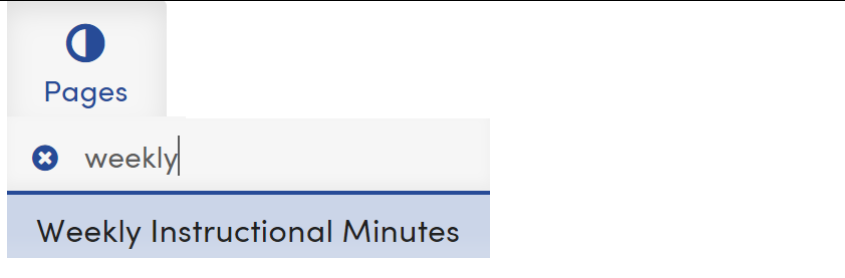
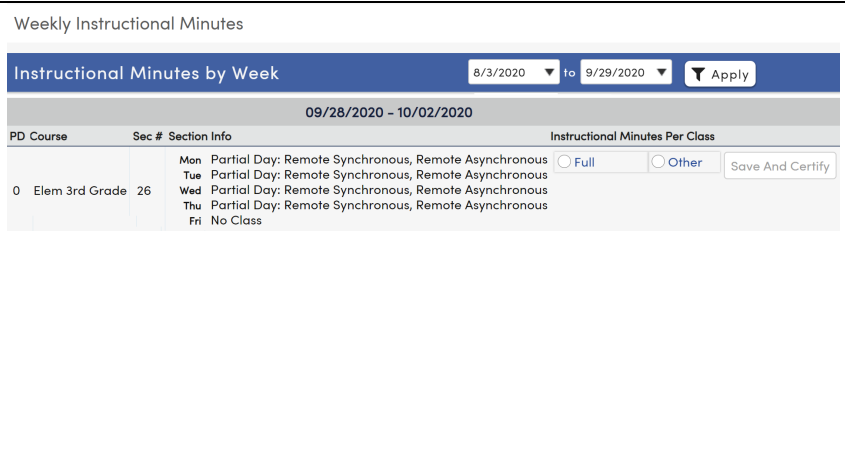
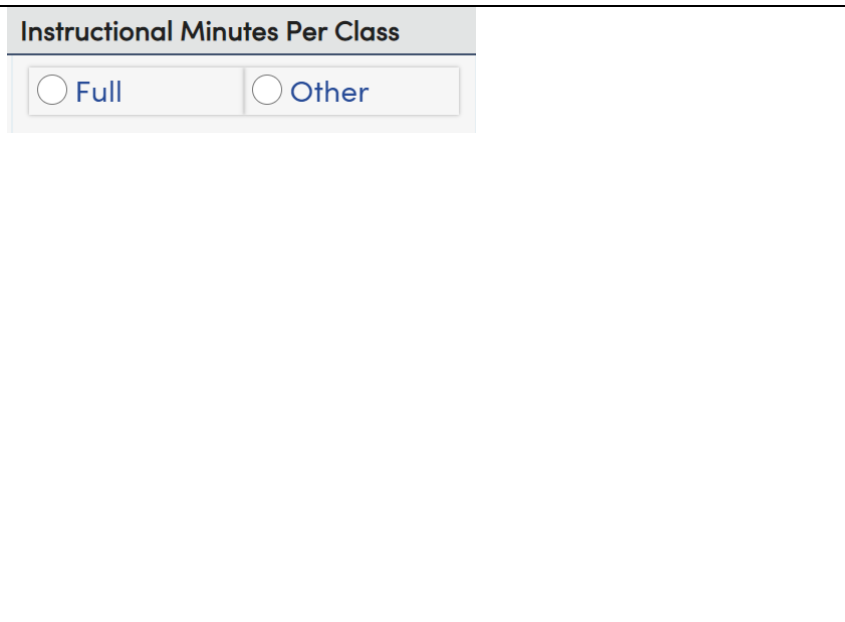
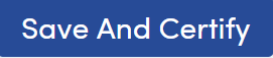




Aeries Gradebook for Elementary Schools - Using the Weekly Instructional Minutes Screen

The Weekly Instructional Minutes process is designed to work in conjunction with Class Calendars to document what learning modes were offered to students each day and to allow teachers to complete a weekly certification of instructional minutes as required by SB-98. Please follow the instructions below and email techtraining@sbcusd.k12.ca.us for assistance.

<p>The Weekly Instructional Minutes page can be found in the Aeries Teacher Portal on the Navigation menu or by filtering for the word 'weekly'.</p>	 <p>The screenshot shows a search bar with the word 'weekly' entered. Below the search bar, a blue button labeled 'Weekly Instructional Minutes' is highlighted.</p>
<p>When the teacher selects this page they will see the Class Calendar information associated with each of their sections. The Weekly dates display in descending order on this page. Use the scroll menu to access past weeks. Future weeks are NOT available, as teachers cannot certify something that hasn't happened yet.</p>	 <p>The screenshot shows the 'Weekly Instructional Minutes' interface. At the top, there is a date range selector set to '09/28/2020 - 10/02/2020'. Below this is a table with columns for 'PD Course', 'Sec #', and 'Section Info'. The table contains one row for '0 Elem 3rd Grade 26'. To the right of the table, there are radio buttons for 'Full' and 'Other', and a 'Save And Certify' button.</p>
<p>In the Instructional Minutes Per Class area, teachers can select either Full or Other.</p> <p>Full Option: indicates that the full or entire instructional minutes were met for that section for that week.</p> <p>Other Option: requires the teacher to enter a note about the instructional minutes for that week. This note will be reviewed in the event this teacher is selected during the audit process.</p>	 <p>The screenshot shows the 'Instructional Minutes Per Class' section with two radio button options: 'Full' and 'Other'.</p>

<p>Click the Save and Certify button.</p>	
<p>A Saved and Certified message will display.</p>	
<p>If changes need to be made to a week has already been marked Certified, clicking on the Edit button to de-certify the week.</p>	
<p>Once changes are made, click the Save and Certify button and the log will be updated with the new date and time.</p>	