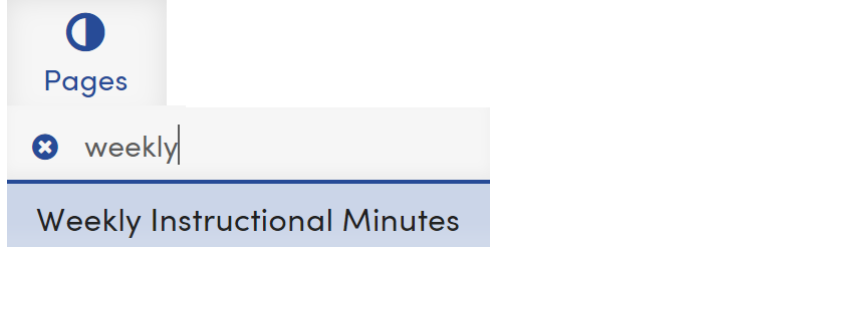
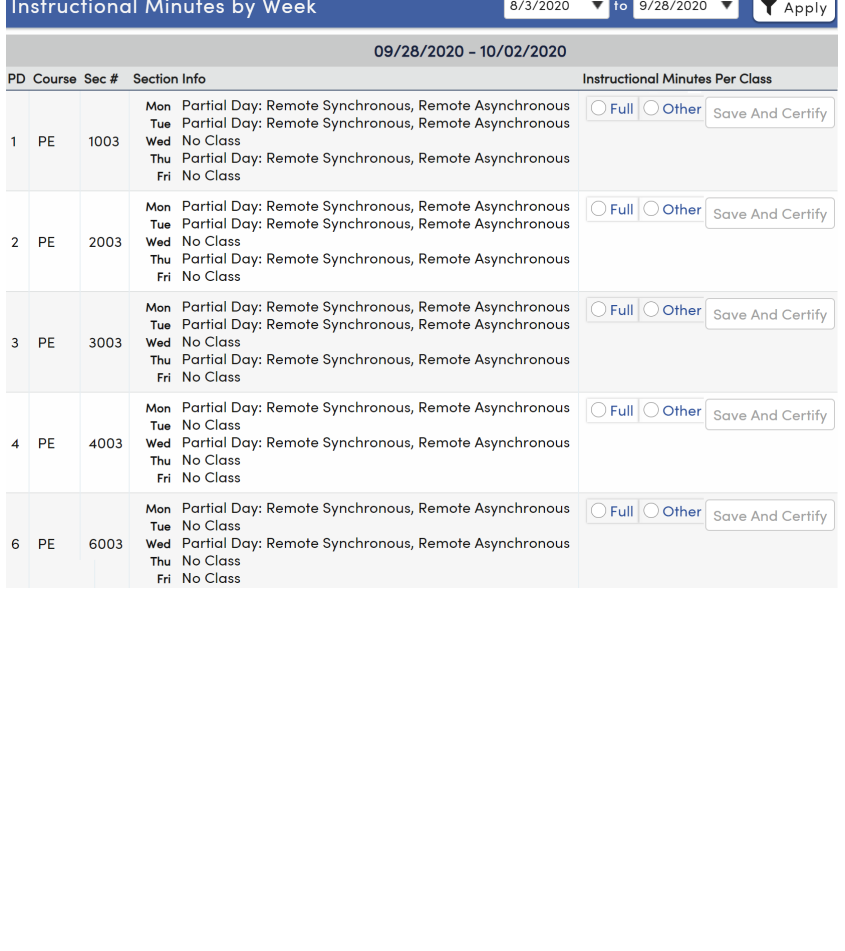


# Aeries Gradebook for Secondary Schools - Using the Weekly Instructional Minutes Screen

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](mailto:techtraining@sbcusd.k12.ca.us) for assistance.

<p>The <b>Weekly Instructional Minutes</b> 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 'Instructional Minutes by Week' interface. At the top, there are date filters for '8/3/2020' to '9/28/2020' and an 'Apply' button. Below this, a table displays data for the week of '09/28/2020 - 10/02/2020'. The table has columns for 'PD', 'Course', 'Sec #', 'Section Info', and 'Instructional Minutes Per Class'. There are six rows of data, each representing a different section. Each row includes a 'Save And Certify' button.</p> <table border="1"> <thead> <tr> <th>PD</th> <th>Course</th> <th>Sec #</th> <th>Section Info</th> <th>Instructional Minutes Per Class</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>PE</td> <td>1003</td> <td>                     Mon Partial Day: Remote Synchronous, Remote Asynchronous                      Tue Partial Day: Remote Synchronous, Remote Asynchronous                      Wed No Class                      Thu Partial Day: Remote Synchronous, Remote Asynchronous                      Fri No Class                 </td> <td> <input type="radio"/> Full <input type="radio"/> Other <input type="button" value="Save And Certify"/> </td> </tr> <tr> <td>2</td> <td>PE</td> <td>2003</td> <td>                     Mon Partial Day: Remote Synchronous, Remote Asynchronous                      Tue Partial Day: Remote Synchronous, Remote Asynchronous                      Wed No Class                      Thu Partial Day: Remote Synchronous, Remote Asynchronous                      Fri No Class                 </td> <td> <input type="radio"/> Full <input type="radio"/> Other <input type="button" value="Save And Certify"/> </td> </tr> <tr> <td>3</td> <td>PE</td> <td>3003</td> <td>                     Mon Partial Day: Remote Synchronous, Remote Asynchronous                      Tue Partial Day: Remote Synchronous, Remote Asynchronous                      Wed No Class                      Thu Partial Day: Remote Synchronous, Remote Asynchronous                      Fri No Class                 </td> <td> <input type="radio"/> Full <input type="radio"/> Other <input type="button" value="Save And Certify"/> </td> </tr> <tr> <td>4</td> <td>PE</td> <td>4003</td> <td>                     Mon Partial Day: Remote Synchronous, Remote Asynchronous                      Tue No Class                      Wed Partial Day: Remote Synchronous, Remote Asynchronous                      Thu No Class                      Fri No Class                 </td> <td> <input type="radio"/> Full <input type="radio"/> Other <input type="button" value="Save And Certify"/> </td> </tr> <tr> <td>6</td> <td>PE</td> <td>6003</td> <td>                     Mon Partial Day: Remote Synchronous, Remote Asynchronous                      Tue No Class                      Wed Partial Day: Remote Synchronous, Remote Asynchronous                      Thu No Class                      Fri No Class                 </td> <td> <input type="radio"/> Full <input type="radio"/> Other <input type="button" value="Save And Certify"/> </td> </tr> </tbody> </table>	PD	Course	Sec #	Section Info	Instructional Minutes Per Class	1	PE	1003	Mon Partial Day: Remote Synchronous, Remote Asynchronous Tue Partial Day: Remote Synchronous, Remote Asynchronous Wed No Class Thu Partial Day: Remote Synchronous, Remote Asynchronous Fri No Class	<input type="radio"/> Full <input type="radio"/> Other <input type="button" value="Save And Certify"/>	2	PE	2003	Mon Partial Day: Remote Synchronous, Remote Asynchronous Tue Partial Day: Remote Synchronous, Remote Asynchronous Wed No Class Thu Partial Day: Remote Synchronous, Remote Asynchronous Fri No Class	<input type="radio"/> Full <input type="radio"/> Other <input type="button" value="Save And Certify"/>	3	PE	3003	Mon Partial Day: Remote Synchronous, Remote Asynchronous Tue Partial Day: Remote Synchronous, Remote Asynchronous Wed No Class Thu Partial Day: Remote Synchronous, Remote Asynchronous Fri No Class	<input type="radio"/> Full <input type="radio"/> Other <input type="button" value="Save And Certify"/>	4	PE	4003	Mon Partial Day: Remote Synchronous, Remote Asynchronous Tue No Class Wed Partial Day: Remote Synchronous, Remote Asynchronous Thu No Class Fri No Class	<input type="radio"/> Full <input type="radio"/> Other <input type="button" value="Save And Certify"/>	6	PE	6003	Mon Partial Day: Remote Synchronous, Remote Asynchronous Tue No Class Wed Partial Day: Remote Synchronous, Remote Asynchronous Thu No Class Fri No Class	<input type="radio"/> Full <input type="radio"/> Other <input type="button" value="Save And Certify"/>
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<p>In the <b>Instructional Minutes Per Class</b> area, teachers can select either <b>Full</b> or <b>Other</b>.</p> <p><b>Full Option</b> indicates that the full or entire instructional minutes were met for that section for that week.</p> <p><b>Other Option</b> 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>	<div style="border: 1px solid #ccc; padding: 5px;"> <p style="text-align: center; margin: 0;"><b>Instructional Minutes Per Class</b></p> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <span><input checked="" type="radio"/> Full</span> <span><input type="radio"/> Other</span> </div> </div>
<p>Click the <b>Save and Certify</b> button.</p>	<div style="border: 1px solid #ccc; padding: 5px; text-align: center;"> <p style="margin: 0;"><b>Save And Certify</b></p> </div>
<p>A <b>Saved and Certified</b> message will display.</p>	<div style="border: 1px solid #ccc; padding: 5px; text-align: center;"> <p style="margin: 0;"> <b>Saved and Certified</b></p> </div>
<p>If changes need to be made to a week has already been marked Certified, clicking on the <b>Edit</b> button to de-certify the week.</p>	<div style="border: 1px solid #ccc; padding: 5px; text-align: center;"> <p style="margin: 0;"><b>Edit</b></p> </div>
<p>Once changes are made, click the <b>Save and Certify</b> button and the log will be updated with the new date and time.</p>	<div style="border: 1px solid #ccc; padding: 5px; text-align: center;"> <p style="margin: 0;"> <span style="margin-right: 10px;"><b>Save And Certify</b></span> <span style="margin-right: 10px;">UnCertify</span> <span>Cancel</span> </p> </div>