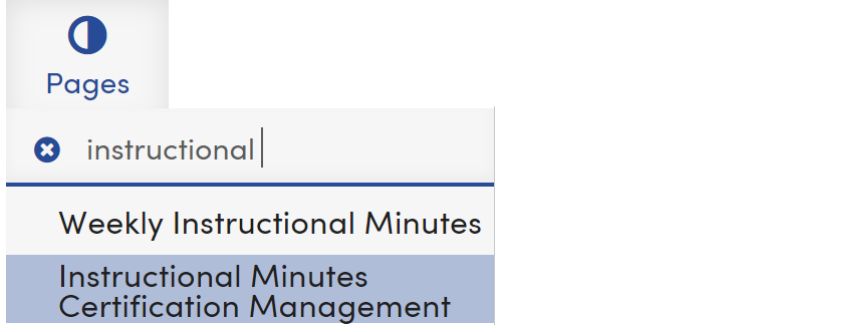
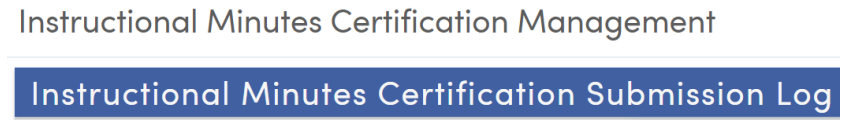
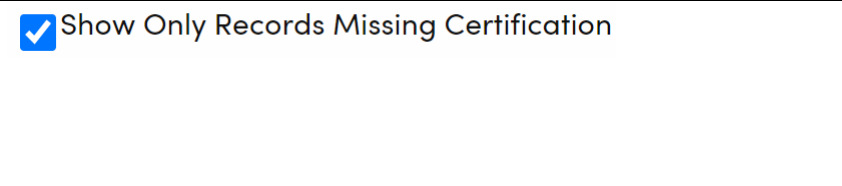
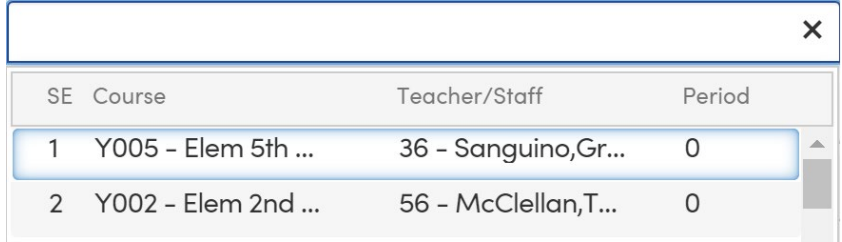
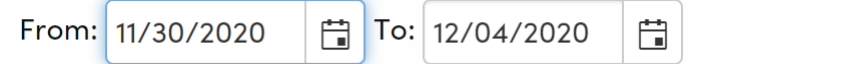

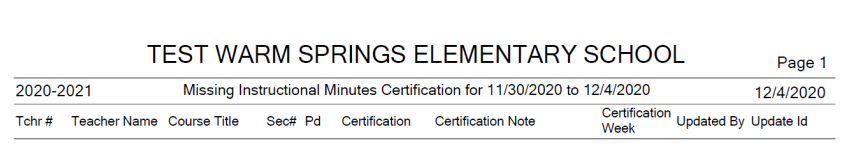


Aeries Staff Portal - Running the Instructional Minutes Certification Report

This report allows school site staff to see what teachers have input into the Weekly Instructional Minutes screen in the Aeries Teacher Portal and to view any records that are missing certification. Please follow the instructions below and email techtraining@sbcusd.k12.ca.us for training or securityspecialist@sbcusd.k12.ca.us for security access.

<p>The Instructional Minutes Certification Management page can be found in the Navigation menu by filtering for the word 'instructional'.</p>	 <p>The screenshot shows a search bar with 'instructional' entered. Below the search bar, two options are listed: 'Weekly Instructional Minutes' and 'Instructional Minutes Certification Management', with the latter being highlighted in blue.</p>															
<p>The Instructional Minutes Certification Submission Log page will display.</p>	 <p>The screenshot shows the title 'Instructional Minutes Certification Management' at the top, and a blue button labeled 'Instructional Minutes Certification Submission Log' below it.</p>															
<p>Show Only Records Missing Certification is displayed by default. Uncheck it if you want to see all records.</p>	 <p>The screenshot shows a checked checkbox with the label 'Show Only Records Missing Certification'.</p>															
<p>To choose only one section use the drop-down menu to select it.</p>	 <p>The screenshot shows a table with columns: SE, Course, Teacher/Staff, and Period. Two rows are visible:</p> <table border="1"> <thead> <tr> <th>SE</th> <th>Course</th> <th>Teacher/Staff</th> <th>Period</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Y005 - Elem 5th ...</td> <td>36 - Sanguino,Gr...</td> <td>0</td> </tr> <tr> <td>2</td> <td>Y002 - Elem 2nd ...</td> <td>56 - McClellan,T...</td> <td>0</td> </tr> </tbody> </table>	SE	Course	Teacher/Staff	Period	1	Y005 - Elem 5th ...	36 - Sanguino,Gr...	0	2	Y002 - Elem 2nd ...	56 - McClellan,T...	0			
SE	Course	Teacher/Staff	Period													
1	Y005 - Elem 5th ...	36 - Sanguino,Gr...	0													
2	Y002 - Elem 2nd ...	56 - McClellan,T...	0													
<p>Select a date range to view.</p>	 <p>The screenshot shows 'From: 11/30/2020' and 'To: 12/04/2020' with calendar icons next to each date.</p>															
<p>Click the refresh button to display the selected date range.</p>	 <p>The screenshot shows a circular refresh icon.</p>															
<p>Click on the printer icon to generate the report.</p>	 <p>The screenshot shows the report header: 'TEST WARM SPRINGS ELEMENTARY SCHOOL' and 'Page 1'. Below the header is a table with the following information:</p> <table border="1"> <tr> <td>2020-2021</td> <td colspan="4">Missing Instructional Minutes Certification for 11/30/2020 to 12/4/2020</td> <td>12/4/2020</td> </tr> <tr> <th>Tchr #</th> <th>Teacher Name</th> <th>Course Title</th> <th>Sec# Pd</th> <th>Certification</th> <th>Certification Note</th> <th>Certification Week</th> <th>Updated By</th> <th>Update Id</th> </tr> </table>	2020-2021	Missing Instructional Minutes Certification for 11/30/2020 to 12/4/2020				12/4/2020	Tchr #	Teacher Name	Course Title	Sec# Pd	Certification	Certification Note	Certification Week	Updated By	Update Id
2020-2021	Missing Instructional Minutes Certification for 11/30/2020 to 12/4/2020				12/4/2020											
Tchr #	Teacher Name	Course Title	Sec# Pd	Certification	Certification Note	Certification Week	Updated By	Update Id								