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.

The **Instructional Minutes Certification Management** page can be found in the Navigation menu by filtering for the word ‘instructional’.

The **Instructional Minutes Certification Submission Log** page will display.

**Show Only Records Missing Certification** is displayed by default. Uncheck it if you want to see all records.

To choose only one section use the drop-down menu to select it.

Select a date range to view.

Click the refresh button to display the selected date range.

Click on the printer icon to generate the report.