



VISTA UNIFIED SCHOOL DISTRICT  
EXCELLENCE ★ INNOVATION

# **WELCOME!**

## **To facilitate our work today:**

- Please sit next to someone with a different color paper (red, yellow, green mixed).
- Please open a Chromebook and login to Google Chrome
- If you are a new teacher to VUSD or a student teacher, please partner with a permanent teacher.



VISTA UNIFIED SCHOOL DISTRICT  
EXCELLENCE ★ INNOVATION

# **AeriesTeacher Portal Training**

VUSD Professional Development Day  
“Engaging the Core”  
August 13, 2014

This presentation is a shared document found on Google Drive

# Session Disclaimer!

- The information you are about to receive will support your transition to Aeries Teacher Portal.
- Please submit questions not specific to this presentation or that can't be addressed by your presenter to the following '[Virtual Parking Lot](#)' - also found at the end of this presentation.
- Our presenters have had limited exposure to Teacher Portal, and have graciously volunteered to share their knowledge with all of you.

# ABI to Aeries.net...

- Vista USD no longer has access to ABI (AERIES Browser Interface), as Teacher Portal is the next generation upgrade.
- This upgrade has many of the same features we have been using with ABI, which includes enhancements to the gradebook and utilizes a new display.

# Purpose & Agenda

The purpose of this training is to introduce the new enhancements to the Aeries/Teacher Portal, formerly known as ABI.

By the end of this session, you will be able to:

1. Login and change password
2. Navigate the Home Page, Tree, and Dashboard
3. Review attendance steps
4. Identify and explore the Student Profile and Data page(s)
5. Use the basic features of the Gradebook (assignments, etc.)

# Website, Login, & Password

for Staff Development Training ONLY - 8-13-14

Website Link:

<http://dotnet1/teachers/Login.aspx>

Login: **Username:** firstnamelastname

**Password:** buyback

**Year:** buyback training only

Except for users with admin accounts: they will have *tch* at the end of their username: example: scottsmithtch

**Please take a few minutes and login.**

# Website, Login, & Password

Problems logging in ?????

Just login as another teacher in the room.

**Please take a few minutes and login.**

# Login Screen

Vista Unified School District  
Welcome to Aeries.net

User Name:

Password:

Year:

Eagle Software  
Aeries.NET

**Username:**  
firstnamelastname

**Password:** buyback

**Year:** buyback training only

**Please take a few minutes and login.**

# VERY IMPORTANT - PLEASE NOTE

While the **aeries attendance and gradebook you are signing into** might *LOOK* real - **it is NOT.**

This is a 'fake' site, that may or may not have students that you may or may not have in your classes this fall.

All data you see has been jumbled.

This site is for **practice only**. The class lists **MIGHT** look like your schedule for this fall, but this is **ONLY** for today's training and all edits, saves, gradebooks, etc.

that you create today **WILL** be erased and cleared by Thursday or Friday of **THIS WEEK.**

# When the Aeries site goes live on Thursday or Friday

To login to aeries:

VUSD Homepage > Employees > Teacher Portal

Login: firstnamelastname

Password will be: welcome

*you will be required to change your password*

**OFF CAMPUS** login after Thursday/Friday:

<https://teachers.vistausd.org/Login.aspx?page=default.aspx>

# Change Password after Thursday or Friday of this week.

Change password from the given: **welcome**



Change Your Aeries Password

Old Password:

New Password:

New Password Again:

OFF CAMPUS login after Thursday/Friday:

<https://teachers.vistausd.org/Login.aspx?page=default.aspx>

# Navigate - Home Page

Once logged-in to Aeries, the following options are on the **Home Page**:

- Quick Student Search
- Resources Page
- My Task
- Attendance
- Calendar (Calendar can be viewed by month/day)

**Aeries.NET** 2013-2014 Screaming Eagle High School

Welcome teach  
My Options

Navigation tools →

back →

search by student →

forward →

**STUDENT FLAGS**

- Home
- MY FAVORITES (0)
- Attendance
- Attendance by Photo
- Gradebook - New
- Gradebook
- Grades
- STUDENT DATA
- AERIES ANALYTICS
- View All Reports
- View All Forms
- Change School
- Log Out
- EADMS

**Quick Student Search**

Go

**Attendance Summary**

	Today 08/08/2014	Prior Day 08/07/2014	2 Days Prior 08/06/2014
Enr - Total	1919	1919	1919
Enr - Male	961	961	961
Enr - Female	958	958	958
Present	1919   100.00%	1919   100.00%	1919   100.00%
Absent	0   0.00%	0   0.00%	0   0.00%
Tardy	0	0	0

**My Tasks**

task test 01

**Calendar**  
08/08/2014

Add New Event    Display: Day

My Test Event 01

# The Home Page

Please take 5 minutes to click through the  
**Home Page.**

As you investigate the Home Page contents, you will notice many familiar elements.

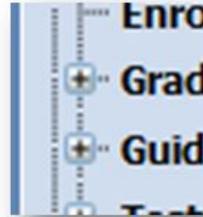
# The Navigation Tree

The Navigation Tree is located on the left-hand side of the HOME page



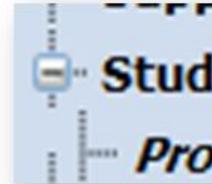
## Student Data

on

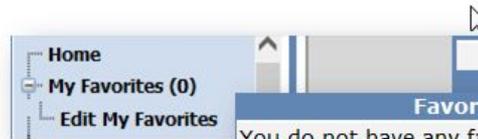


Click the item on the tree that you want to view.

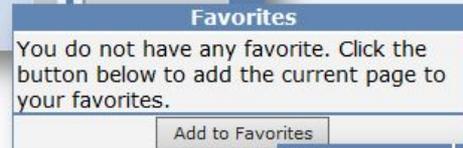
To expand a PLUS sign. To the MINUS



section, click on the close a section, click sign.

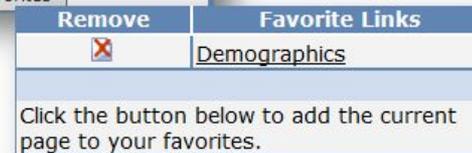


Favorites window, Edit My Favorites



You can add a favorite window, by having the page, report or form open and then click on My

The first time you add a favorite, it will give you this message



# The Navigation Tree

Please take 5 minutes to click through the  
**Navigation Tree.**

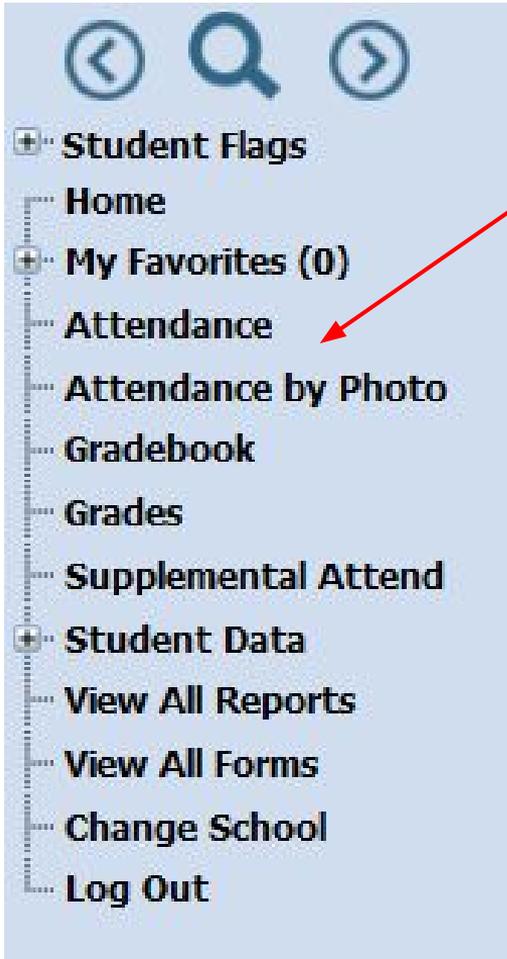
As you investigate the Navigation Tree, you will notice many familiar elements.

# Attendance

Attendance is found in the ***Tree*** to the left.

## Attendance options:

1. Take attendance by class list or photo.
2. Click 'mark all students as present' if none are absent.
3. Once you mark one student late or absent, all other students are automatically marked present. If someone arrives late, changes are instant and easy.







# Attendance

Lab Bio 1							
	Stu#	Name	Grd	Prgm	Lep/Fep	Spec Ed	Health Prob
1	26422	  Albarran, Gabriel A.	9		R		
2	25512	  Alfaro, Jose L. <b>SSA</b>	10		R		
3	25257	  Arcos, Karla M.	10		R		
4	26768	  Aviu, Voasumamao S.	9		E		
5	26799	  Baguiao, Jerico <b>SSA</b>	9		L		
6	26960	  Banuelos, Senidi	9		R		
7	26553	  Boyd, Brock	9		E		
8	27078	  Curiel, Brian	9		R		food alrgy

## Once in Attendance:

1. click on the **person icon** to navigate to that individual student's Profile Page
2. click on the **calendar icon** to navigate to the student's attendance
3. an SSA date will be visible in **red**
4. LEP/FEP information AND Health lists are available, if inputted.
5. DNR - Do Not Release information is also available (next slide)

\*\*\*\*\*Disclaimer: if you are not able to load 'fake' students into your gradebook you will not have the option to see this screen.

	DNR Tag
1	No release of info
2	no computer/internet
3	both 1 & 2

# Attendance - DNR

## Do Not Release

Do Not Release provides more details regarding VUSD Release Forms received or *not* received for photo, video, student information, computer and internet usage for *each* student.

The **yellow** background is for student information and any media (using photo/video for any reason)

The **green** background indicates computer and internet use.

# Attendance

Lab Bio 1							
	Stu#	Name	Grd	Prgm	Lep/Fep	Spec Ed	Health Prob
1	26422	 Albarran, Gabriel A.	9		R		
2	25512	 Alfaro, Jose L. <b>SSA</b>	10		R		
3	25257	 Arcos, Karla M.	10		R		
4	26768	 Aviu, Voasumamao S.	9		E		
5	26799	 Baguiao, Jerico <b>SSA</b>	9		L		
6	26960	 Banuelos, Senidi	9		R		
7	26553	 Boyd, Brock	9		E		
8	27078	 Curiel, Brian	9		R		food alrgy

If available to you, please take 5 minutes to click through the student icon, calendar, health, DNR, etc..

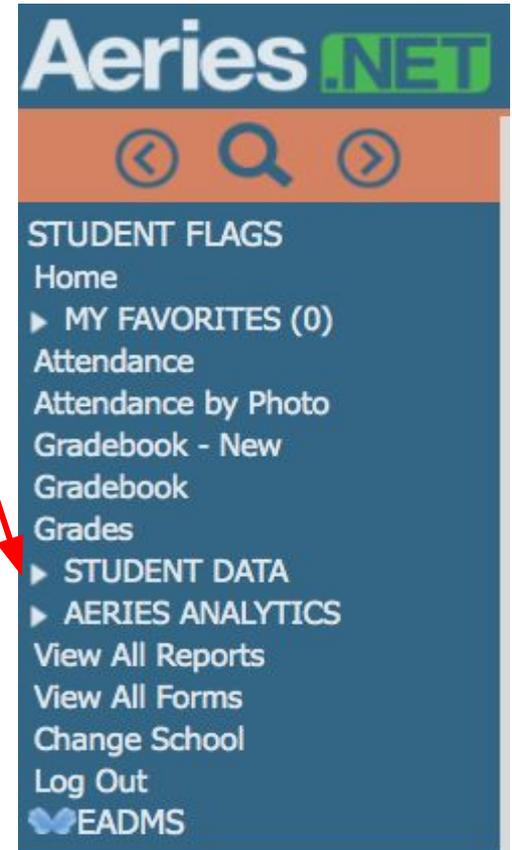
# Student Profile Page

from the **Tree** - click on **Student Data > Profile**

**Student Data** will show:

- Student Demographics
- Attendance Summary - number of absences by period/type.

**\*\* Please note that the Student Profile Page is the page that parents will see.**



# Student Profile Page looks like this:

- STUDENT FLAGS
- Home
- MY FAVORITES (0)
- Attendance
- Attendance by Photo
- Gradebook - New
- Gradebook
- Grades
- STUDENT DATA
- Profile
- Demographics
- Supplemental
- Contacts
- Attendance
- Attendance Enrollment
- Enrollment History
- Grades
- Grades
- Grade History
- Transcripts
- Graduation Status
- Gradebook Summary
- Gradebook Details
- Guidance
- Interventions
- Test Scores
- Medical
- Scheduling
- Programs
- Other
- Reports
- ARIES ANALYTICS
- View All Reports
- View All Forms
- Change School
- Log Out
- @EADMS



StuNum	Last Name	First Name	Middle Name	Perm ID Num	State Stu ID	Sex	Grd	Age	Birthdate	Prog	Track	Status	CorrLng	HmLng	LangFlu		
1	Abbott	Allan (AJ)	James	99400001	1234567890	M	12	18	11/11/1995			Active	English	Spanish	English Learner		
	Ethnicity	Race	User1	User2	User3	User4	Band	GATE	User7	User8	User9	User10	User11	User12	User13		
	N	White			N			G	C								
Parent/Guardian			Primary Phone			Father Work - Adam			Stepmom Mbl - Sara			Parent Email			Residence		
M/M A Abbott			(777) 555-9448			(777) 555-7537			(777) 569-1498			Parent.Abbott@example.com			17741 Aberdeen Ln Villa Park, CA 92861-		

Attendance Summary												
Code	Description	All	0	1	2	3	4	5	6	7	8	9
D	Dr Note	0	0	1	1							
I	ILLNESS	6	6	7	8	9						
O	OTHER	4	4	5	6	5						
T	TARDY	0	13	6	1							
U	UNEXCUSED	6	22	13	10	10						
*_TOTALS*		10	10	12	15	15	0	0	0	0	0	0
	EXCUSED	6	22	13	10	10	0	0	0	0	0	0
	UNEXCUSED											

Data Snapshot				
Area	Rcd	Count	Recent Date	Most Recent Info
<u>Assertive Discipline</u>	3		02/28/2014	Behavior, Disruptive
<u>Counseling</u>	1		09/11/2013	Personal Counseling
<u>Interventions</u>	2		11/12/2013	High School Exit Exam Math
<u>Medical History</u>	2		10/02/2013	wears glasses all the time
<u>Medical Log</u>	3		02/19/2014	Asthma

Current Programs	
Program	Entered
GATE	03/15/1999
Gifted and Talented Education (GATE)	03/13/2003
Language Assessment	09/05/2008
NCLB Title I Part A Basic Targeted	09/07/2013
Special Ed	11/22/2006

Gradebook Summary									
Name	Per	Teacher	% Avg	Current Mark	Trend	Missing Assign	Past 5 Day's Att	Last Updated	
<u>English 12 CP</u>	0	Peer	65	D	Details	18	- - - - -	Sep 27	
<u>Economics Co</u>	1	Wells	63	D	Details	0	- - - - -	Sep 27	
<u>Choir</u>	2	Acosta	0			0	- - - - -		
<u>Health</u>	2	Acosta	0			0	- - - - -		
<u>health</u>	2	Acosta	0			0	- - - - -		
<u>IB US Hist</u>	2	Acosta	83	B	Details	2	- - - - -	Aug 08	
<u>IBHstAm2/HecCv</u>	2	Acosta	0			0	- - - - -		
<u>Weight Trn.</u>	2	Sanders	76	C	Details	0	- - - - -	Sep 27	
<u>Algebraic Apps</u>	3	Sneed	60	D-	Details	0	- - - - -	Sep 27	

- Nominal change 
  - Predicted increase of 1% or more 
  - Predicted decrease of 1% or more 
 [Help Me Understand the Trend](#)

Show credit details on screen

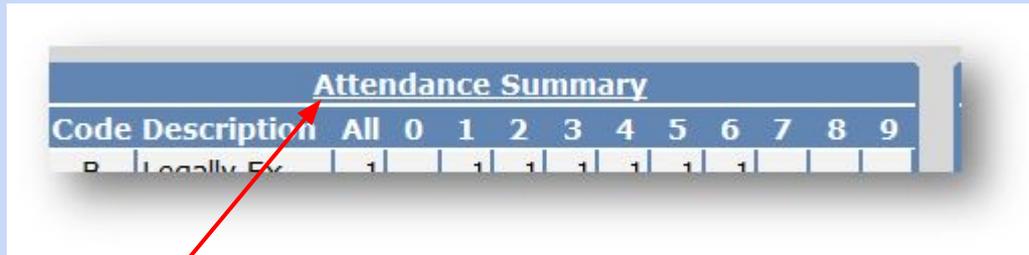
Graduation Status				
Subject Area	Credit Required	Credit Completed	Credit Enrolled In	Credit Needed
English	40.00	35.00	5.00	0.00
Physical Education	30.00	30.00	0.00	0.00
Social Science	30.00	30.00	0.00	0.00
Mathematics	20.00	20.00	0.00	0.00
Fine Arts	10.00	10.00	0.00	0.00
Practical Arts	10.00	10.00	0.00	0.00
Science/Life	10.00	10.00	0.00	0.00
Science/Physical	10.00	10.00	0.00	0.00
Health & Career Ed	5.00	5.00	0.00	0.00
Computer Science	0.00	0.00	0.00	0.00
Electives	55.00	82.50	20.00	0.00
* TOTALS *	220.00	242.50	25.00	0.00

College Entrance Requirements

Most Recent Test Results		
Test	Taken	Result
CAHSEE		
Math	10/2013	Pending Approval
English Language Arts	03/2012	Passed
CST		
Eng/Lang Arts Total	05/2012	Below Basic
Life Science	05/2012	Below Basic
CELDT		
CA Eng.Lang.Dev. Test	10/2012	Early Advanced
List & Speaking	10/2012	N/A
Reading	10/2012	Intermediate
Writing	10/2012	Early Advanced
Listening	10/2012	Intermediate
Speaking	10/2012	Advanced
Comprehension	10/2012	N/A
CELDT Criterion	10/2012	N/A

Linked Portal Accounts		
Email	Type	Last Accessed
parent@aeries.com	P	08/08/2014
student@aeries.com	S	07/12/2014

# Screen Links in Student Profile Page



Attendance Summary												
Code	Description	All	0	1	2	3	4	5	6	7	8	9
B	Legally Ex	1	1	1	1	1	1	1	1			

Any area that is underlined will take you to that screen so you can see the details. Example: Attendance Summary. It will take you to the student's attendance screen.

\*\* Please note that **this page - the Student Profile Page** is what parents will see.

**please take 5 minutes to click through the  
Student Profile Page**

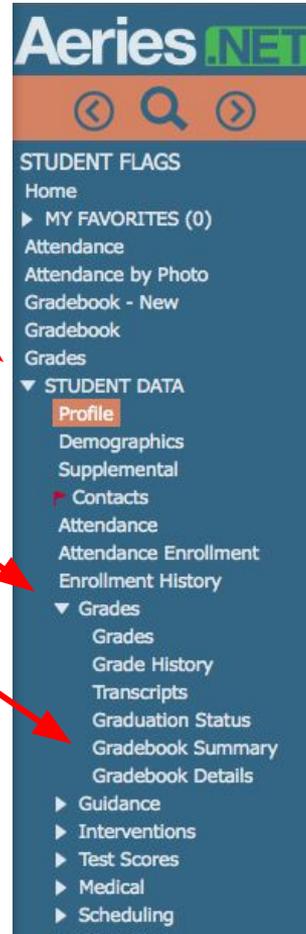
# Student Gradebook Summary

from the **Tree** - click on

> 1. Student Data

> 2. Grades

> 3. Gradebook  
Summary



**Gradebook Summary** will show:

- Course
- Teacher
- Average
- Trend
- Missing assignments
- 5 days of attendance
- Last updated
- Graduation Status
- Recent Test Results
- Linked Parent Portal Accounts
- Interventions
- Period
- Percent
- Current Mark

# Adding and Setting Up Gradebooks from the Home Page

Go to **Tree > Gradebook**

Here is a link if you are going to navigate for more information at your own speed:

[Teacher Portal Gradebook Wiki Page](#)

VUSD Help Documents and Resources:

[VUSD Help documents](#)

# Explore help documents

Please take 5 minutes to click through the  
**help documents**

**Feel free to bookmark the help pages  
for future use.**

# VERY IMPORTANT - PLEASE NOTE

While the **aeries attendance and gradebook you are signing into** might *LOOK* real - **it is NOT.**

This is a 'fake' site, that may or may not have students that you may or may not have in your classes this fall.

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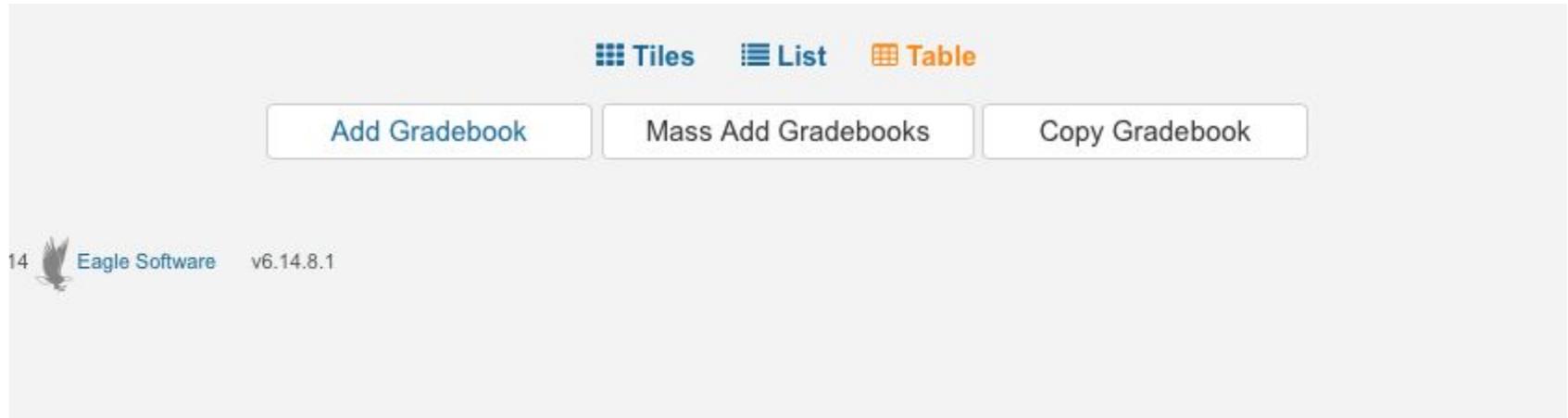
that you create today **WILL** be erased and cleared by Thursday or Friday of **THIS WEEK.**

# Setting Up and Adding Gradebooks

From the **Tree** - click on: **Gradebook**

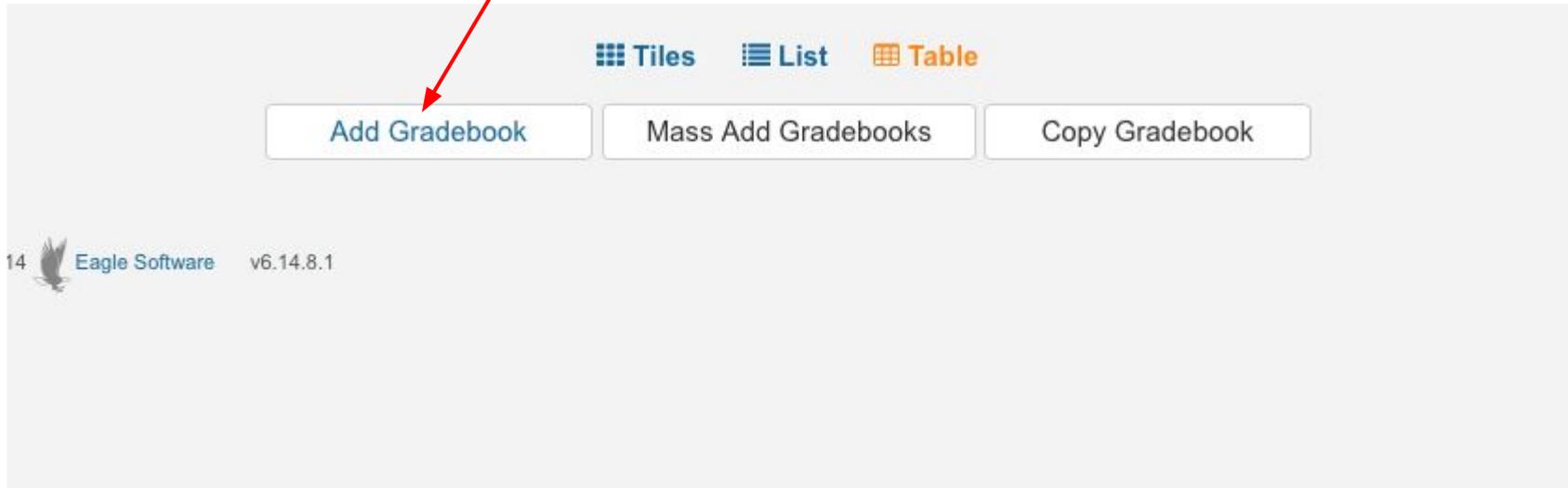
Notice the headers. **Gradebook** can be viewed in  
Tiles, Lists, or Tables

This is called the **DASHBOARD (without any classes added)**



# Setting Up Gradebooks

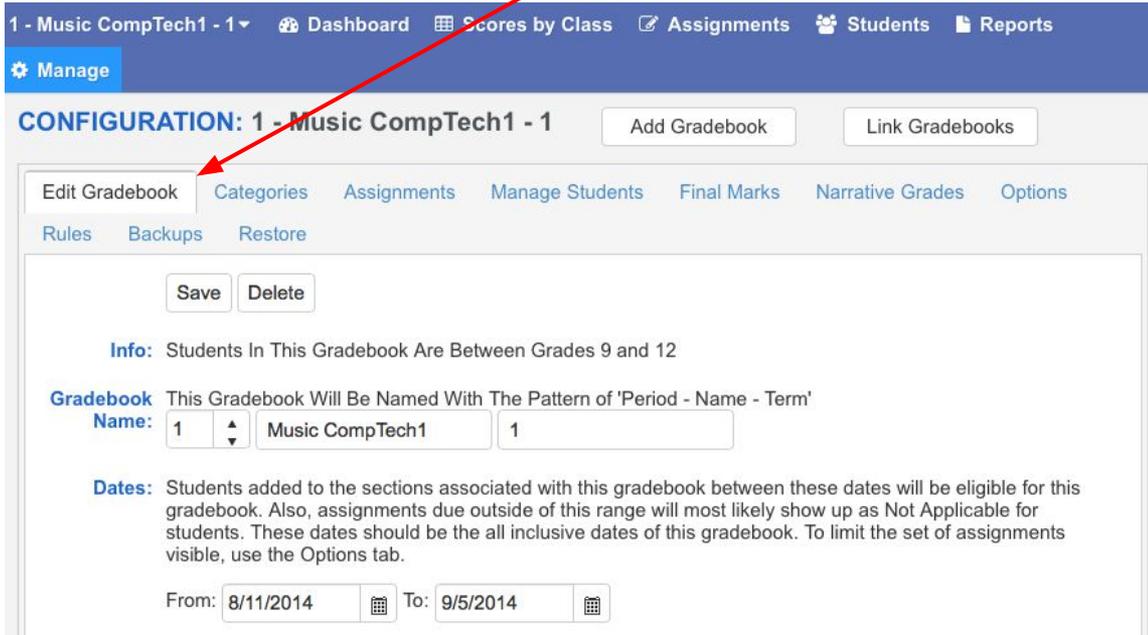
Click on **ADD GRADEBOOKS**



# Setting Up Gradebooks

Once you click on **Add Gradebook** - choose your class to add.

Click on **Edit Gradebook** to configure your class.



1 - Music CompTech1 - 1 | Dashboard | Scores by Class | Assignments | Students | Reports

Manage

**CONFIGURATION: 1 - Music CompTech1 - 1** | Add Gradebook | Link Gradebooks

Edit Gradebook | Categories | Assignments | Manage Students | Final Marks | Narrative Grades | Options

Rules | Backups | Restore

Save | Delete

**Info:** Students In This Gradebook Are Between Grades 9 and 12

**Gradebook Name:** This Gradebook Will Be Named With The Pattern of 'Period - Name - Term'

1 | Music CompTech1 | 1

**Dates:** Students added to the sections associated with this gradebook between these dates will be eligible for this gradebook. Also, assignments due outside of this range will most likely show up as Not Applicable for students. These dates should be the all inclusive dates of this gradebook. To limit the set of assignments visible, use the Options tab.

From: 8/11/2014 | To: 9/5/2014

Click on your  
 choices  
 and at the  
 bottom  
 of the page,  
 click **SAVE**.

# Setting Up Gradebooks

Please take 5 minutes to click through the  
**Setting Up Gradebooks.**

**NEXT - If you are LINKING GRADEBOOKS  
this *must* take place  
BEFORE  
category types or assignments are created.**

CONFIGURATION: 1 - Music CompTech1 - 1

Add Gradebook

Link Gradebooks

Edit Gradebook

Categories

Assignments

Manage Students

Final Marks

Narrative Grades

Options

Rules

Backups

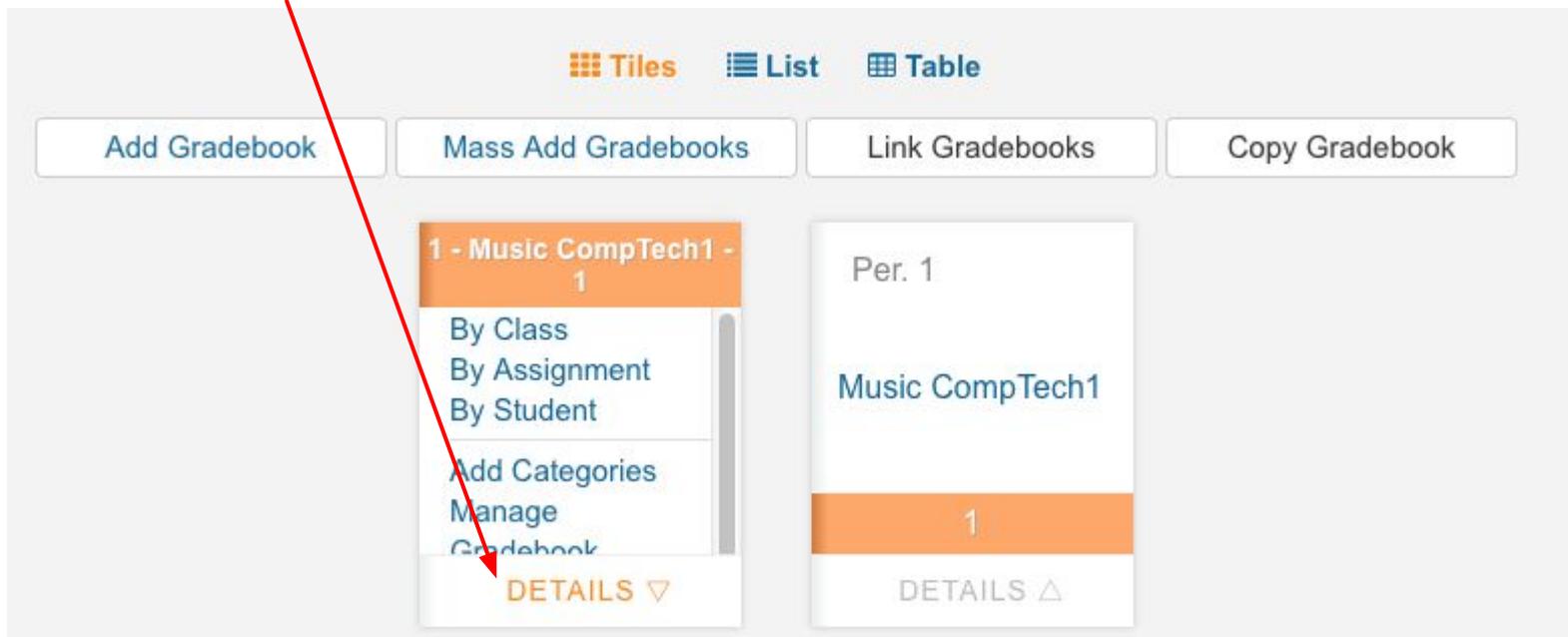
Restore

If linking gradebooks, you must link gradebooks before adding category types or assignments.

# NEXT - Adding *Categories* for your Gradebook

If you are starting from the

**TREE** - click on > **GRADEBOOK** > click on **TILES** > click on **Details**

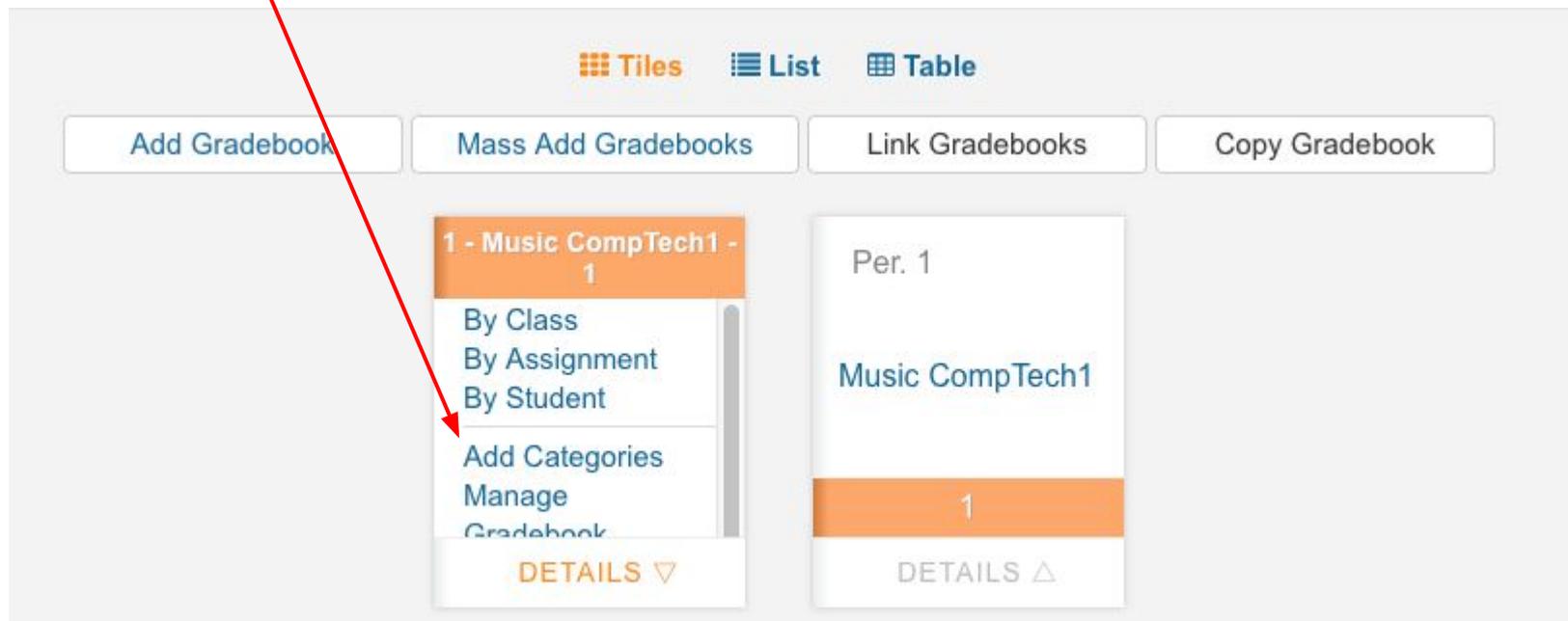


The screenshot shows a software interface for managing a gradebook. At the top, there are three view options: 'Tiles' (selected), 'List', and 'Table'. Below these are four buttons: 'Add Gradebook', 'Mass Add Gradebooks', 'Link Gradebooks', and 'Copy Gradebook'. The main area displays a grid of gradebook entries. The first entry is titled '1 - Music CompTech1 - 1'. A dropdown menu is open for this entry, listing options: 'By Class', 'By Assignment', 'By Student', 'Add Categories', 'Manage', and 'Gradebook'. A red arrow points to the 'DETAILS' button at the bottom of this dropdown menu. To the right of the dropdown is a larger view of the selected entry, showing 'Per. 1' and 'Music CompTech1' with a '1' in an orange bar at the bottom and a 'DETAILS' button.

# NEXT - Add *Categories* for your Gradebook.

*Categories must be created before assignments can be added.*

click on **CATEGORIES**



The screenshot displays a user interface for managing gradebooks. At the top, there are three view options: 'Tiles' (selected), 'List', and 'Table'. Below these are four buttons: 'Add Gradebook', 'Mass Add Gradebooks', 'Link Gradebooks', and 'Copy Gradebook'. The main area shows a list of gradebooks. The first gradebook, '1 - Music CompTech1 - 1', is selected and has a dropdown menu open. The menu items are: 'By Class', 'By Assignment', 'By Student', 'Add Categories', 'Manage', and 'Gradebook'. A red arrow points from the text 'click on CATEGORIES' to the 'Add Categories' option in the dropdown. To the right of the dropdown is a preview of the gradebook, showing 'Per. 1' and 'Music CompTech1' with a '1' in an orange bar at the bottom. At the bottom of the preview is a 'DETAILS' button with an upward-pointing triangle.

# NEXT - Add *Categories* for your Gradebook

The **Categories** screen will look like this:

**Category** example: **Homework**.

Use the **Add New Category** button to add additional Categories. Click on the **Save** button when completed

The screenshot shows a web interface for configuring a gradebook. At the top, the title is "CONFIGURATION: 1 - Music CompTech1 - 1". There are two buttons: "Add Gradebook" and "Link Gradebooks". Below this is a navigation bar with tabs: "Edit Gradebook", "Categories" (selected), "Assignments", "Manage Students", "Final Marks", "Narrative Grades", and "Options". Underneath the navigation bar are "Rules", "Backups", and "Restore". A light blue warning box contains the text: "If linking gradebooks, you must link gradebooks before adding category types or assignments." Below the warning box is a checkbox labeled "Doing Weighted Scoring" which is unchecked. Under the heading "Name", there is a "Delete" button and an empty text input field. At the bottom, there are two buttons: "Add New Category" and "Save".

# Setting Up Categories

Please take 5 minutes to click through the  
**Setting Up Gradebooks.**

# Adding and Setting Up Gradebooks from the Home Page

Go to **Tree > Gradebook**

Here is a link if you are going to navigate for more information at your own speed:

[Teacher Portal Gradebook Wiki Page](#)

VUSD Help Documents and Resources:

[VUSD Help documents](#)

# How do you e mail parents updates or reports - 5 clicks!

from the **DASHBOARD**

1. > **Details**
2. > **Manage**
3. > **reports** (next slide)

The screenshot shows a dashboard interface with a top navigation bar containing three view options: "Tiles" (selected), "List", and "Table". Below the navigation bar are three buttons: "Add Gradebook", "Mass Add Gradebooks", and "Link Gradebooks". The main content area displays a list of gradebooks. The first gradebook is highlighted in orange and labeled "1 - Music CompTech1 - 1". A dropdown menu is open for this gradebook, showing options: "By Class", "By Assignment", "By Student", "Add Assignment", "Manage Gradebook", and "DETAILS ▾". A red arrow points from the "Details" step in the list to the "DETAILS" option in the dropdown menu. To the right of the dropdown menu is another gradebook card labeled "Per. 1" and "Music CompTech1", with a "1" in an orange bar and a "DETAILS ▲" button at the bottom.

# How do you e mail parents updates or reports - 5 clicks!

from the **DASHBOARD**



1. > Details
2. > Manage
3. > reports (next slide)

# How do you e mail parents updates or reports

4. > progress by student
5. > run report to create pdf to e mail

Print Gradebook Progress By Student  
Report Options

Report Format: PDF

Report Delivery: Email w/ Attachment

Select Gradebook		Select Students	
Pd	GBK Name	Term	
1	Music CompTech1	1	
1	Music CompTech1	1	

Select All Students Clear All

Reports

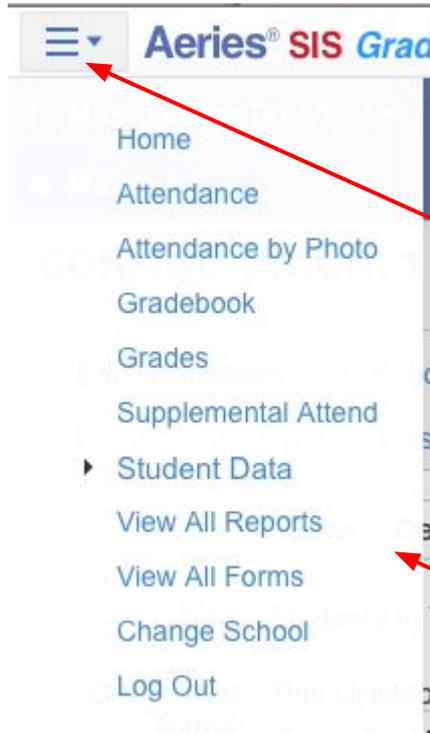
GRADEBOOK

- Gradebook Assignments Analysis
- Gradebook Assignments By Student
- Gradebook Final Mark Analysis
- Gradebook Missing Assignments
- Gradebook Roster
- Gradebook Summary
- Gradebook Summary Export to Excel

PROGRESS

- Progress By Class
- Progress By Student

# The Navigation Tree from Gradebook



**From the  
GRADEBOOK  
view, the upper left  
hand corner will  
have three lines.**

**Click on these lines  
to see the pop-up  
of the  
*Navigation Tree***

# Getting to the *Dashboard* from the **Tree**, click on **Gradebook** **THIS** is called the *Dashboard* in 'list' view.

Tiles
 List
 Table

- Add Gradebook
- Mass Add Gradebooks
- Add/Drop Students
- Link Gradebooks
- Copy Gradebook

Current Gradebooks	Edit Scores By...			Functions	
0 - aaaatest - Year	Class	Assignment	Student	Manage Gradebook	Add Assignment
0 - Ela1 - Year	Class	Assignment	Student	Manage Gradebook	Add Assignment
1 - Bud test - Year	Class	Assignment	Student	Manage Gradebook	Add Assignment
1 - Bud test - Year	Class	Assignment	Student	Manage Gradebook	Add Assignment
1 - health - Year	Class	Assignment	Student	Manage Gradebook	Add Categories
1 - Health - Year	Class	Assignment	Student	Manage Gradebook	Add Categories

# Add/Drop Students

This page is called the *Dashboard* in 'tile' view from the Tree, click on **Gradebook**

Click on Add/Drop Students

The screenshot displays the Gradebook Dashboard in 'tile' view. At the top, there are three view options: **Tiles** (selected), **List**, and **Table**. Below these are five buttons: **Add Gradebook**, **Mass Add Gradebooks**, **Add/Drop Students** (highlighted with a red arrow), **Link Gradebooks**, and **Copy Gradebook**.

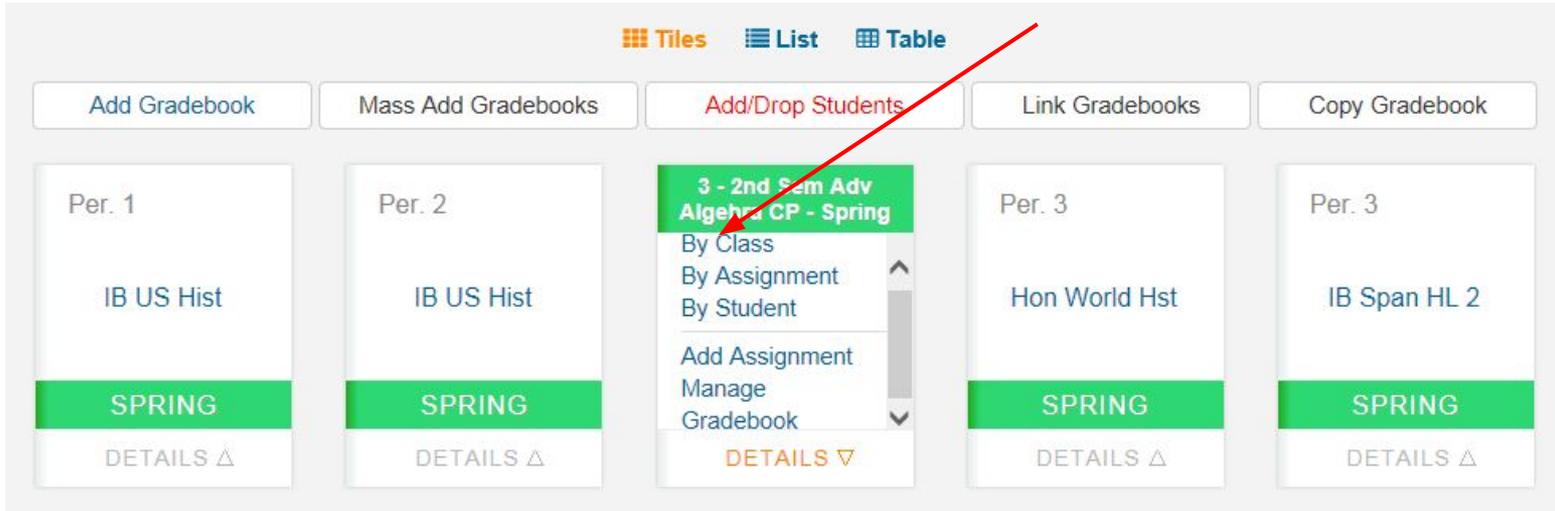
The main area contains five course tiles:

- Per. 1**: IB US Hist, SPRING, DETAILS ▾
- Per. 2**: IB US Hist, SPRING, DETAILS ▾
- 3 - 2nd Sem Adv Algebra CP - Spring**: By Class, By Assignment, By Student, Add Assignment, Manage Gradebook, DETAILS ▾
- Per. 3**: Hon World Hst, SPRING, DETAILS ▾
- Per. 3**: IB Span HL 2, SPRING, DETAILS ▾

# Add/Drop Students

This page is called the *Dashboard* in 'tile' view.

Click on **Add/Drop Students** > click on **By Class** and then aeries knows if the student has added or dropped the class - just click on **Save Changes** - see next slide for picture.



The screenshot shows a dashboard with five main tiles and a top navigation bar. The top bar has three options: 'Tiles' (selected), 'List', and 'Table'. The main tiles are:

- Add Gradebook**
- Mass Add Gradebooks**
- Add/Drop Students** (selected, with a dropdown menu open)
  - 3 - 2nd Sem Adv Algebra CP - Spring
  - By Class (selected)
  - By Assignment
  - By Student
  - Add Assignment
  - Manage Gradebook
- Link Gradebooks**
- Copy Gradebook**

Below these are five gradebook tiles:

- Per. 1**: IB US Hist, SPRING, DETAILS ▾
- Per. 2**: IB US Hist, SPRING, DETAILS ▾
- Per. 3**: Hon World Hst, SPRING, DETAILS ▾
- Per. 3**: IB Span HL 2, SPRING, DETAILS ▾

# Add/Drop Students

Remember to click on: **Save Changes**

Enters/Leaves Window

Leaves	Action	Stu ID	Name	Sex	Grd	Start Date	End Date
1 - IB US Hist - Spring	1 - IB US Hist (9551194) - Spring						
3 - Hon World Hst - Spring		99400617	Dawson, Mike	M	12	8/27/2013	11/29/2013
4 - Hon World Hst - Spring							
6 - Hon World Hst - Spring							
<< 1 - IBHstAm2/HEcCv - Fall >>							
<< 3 - Hon World Hst - Fall >>							
<< 4 - Hon World Hst - Fall >>							
<< 6 - Hon World Hst - Fall >>							

If available to you, please take a minute to click through the **add/drop students.**

# Adding Assignments

This page is called the *Dashboard*

ASSIGNMENTS can ONLY be added if **Categories** have been created.

# Adding Assignments

This page is called the *Dashboard*

Click on on DETAILS and scroll to Add Assignment

The screenshot displays a dashboard interface with a top navigation bar containing three view options: "Tiles" (selected), "List", and "Table". Below the navigation bar are five main action buttons: "Add Gradebook", "Mass Add Gradebooks", "Add/Drop Students", "Link Gradebooks", and "Copy Gradebook". The main content area features five course cards. The third card, titled "3 - 2nd Sem Adv Algebra CP - Spring", has a dropdown menu open, showing options: "By Class", "By Assignment", "By Student", "Add Assignment", "Manage", and "Gradebook". A red arrow points from the text above to the "Add Assignment" option in the dropdown. Each course card includes a semester indicator ("SPRING") and a "DETAILS" link with a triangle icon.

View	Action			
Tiles	List	Table		
Add Gradebook	Mass Add Gradebooks	Add/Drop Students	Link Gradebooks	Copy Gradebook
Per. 1 IB US Hist SPRING DETAILS ▲	Per. 2 IB US Hist SPRING DETAILS ▲	3 - 2nd Sem Adv Algebra CP - Spring By Class By Assignment By Student Add Assignment Manage Gradebook DETAILS ▼	Per. 3 Hon World Hst SPRING DETAILS ▲	Per. 3 IB Span HL 2 SPRING DETAILS ▲

# Adding Assignments

Click on Add Assignments

The screenshot shows a gradebook interface with three columns. The first column is labeled 'Per. 1' and contains 'IB US Hist' and a green bar with 'SPRING'. The second column is labeled 'Per. 2' and contains 'IB US Hist' and a green bar with 'SPRING'. The third column is labeled '3 - 2nd Sem Adv Algebra CP - Spring' and contains a dropdown menu with options: 'By Class', 'By Assignment', 'By Student', 'Add Assignment', 'Manage', and 'Gradebook'. A red arrow points to the 'Add Assignment' option. Below the menu is a 'DETAILS ▾' button.

Please take 5 minutes to click through the **Add Assignments**.

# Adding Assignments

Click on Add assignment - to input information

If using  
Narrative  
Grading or  
rubric based -  
please see next  
slide.

**Add Assignment**

General Info

Name

Description

Type **Formative**

Formative Assignments are those that form knowledge (ex: homework or projects).  
Summative Assignments are those that measure a student's progress (ex: quizzes and tests).

Category **Homework/Notebook/Quizzes**

Extra Credit

Narrative Grading

Assigned On **08/05/2014**  Due On **08/06/2014**

Number Correct Possible **0**  Points Possible **0**

Grading Completed  Visible to Portal  Score Visible to Portal

Drop Box

Analytics Exam

Add Exam

Save Save and Add New Save and Close Cancel

# Narrative Grading

Teachers can create **Narrative Grading** with valid alph OR numeric narrative marks and can assign the **Narrative Marks** to their assignments. This feature is equivalent to the **scales** feature in ABI. When **Narrative Mark** is defined, a **percentage** of the **Max Score** is entered for each valid mark. A **Narrative Mark** can then be assigned to a particular assignment. The **score** input fields for that assignment will have a dropdown menu with the available valid marks.

When the **Narrative Marks** is selected the **percentage** assigned to the mark will be factored into the **Max Score** for the assignment. The student will receive that **percentage** of the **max score** for that assignment. Numeric marks will be supported in the future.

**CONFIGURATION: 1 - Music CompTech1 - 1**

[Edit Gradebook](#) [Categories](#) [Assignments](#) [Manage Students](#) [Final Marks](#) **[Narrative Grades](#)** [Options](#)

[Rules](#) [Backups](#) [Restore](#)

---

**Narrative Grade Collections**

No collections exist  
Want to add one?

---

**Collection Name:**

**Description:**

# Narrative Grading

More on **Narrative Grading**: pages 29 - 31 of New Teacher Portal Gradebook pdf. See link below for in-depth information on Narrative Grading and the complete document:

[New Teacher Portal Gradebook](#)

For **Rubric Assignment**: See page 45 of the link above. If the Gradebook option Doing Rubric is selected, a Rubric option will display and default ON when adding new assignments. Assignments can be added to a Rubric gradebook that are not tagged as Rubric. Scores can be given to the non-rubric assignments and they will not be calculated into the Average.

# Remember

**When the Aeries site goes live  
on Thursday or Friday all of today's work  
will be cleared**

To login to aeries:

VUSD Homepage > Employees > Teacher Portal

Login: firstnamelastname

Password will be: welcome

*you will be require to change your password*

**OFF CAMPUS** login after Thursday/Friday:

<https://teachers.vistausd.org/Login.aspx?page=default.aspx>

# Optional - Extra Credit!: Add Aeries

to your Bookmark Bar once it goes live this week!

1. Make sure you are using Chrome & logged into Aeries.net
2. Click on the three lines at the top right-hand corner **or** use the keyboard shortcuts:

- PC: ctrl D
- Mac:  D

The screenshot shows the Aeries.NET interface for Screaming Eagle High School. The browser address bar shows the URL <https://demo.aeries.net/Aeries.net/Default.aspx>. The page header includes the Aeries.NET logo, the school name, and a welcome message for a teacher. The main content area is divided into several sections:

- STUDENT FLAGS**: A sidebar menu with options like Home, MY FAVORITES (0), Attendance, Attendance by Photo, Gradebook - New, Gradebook, Grades, STUDENT DATA, and AERIES ANALYTICS.
- Quick Student Search**: A search bar with a 'Go' button.
- Attendance Summary**: A table showing attendance data for Today (08/08/2014), Prior Day (08/07/2014), and 2 Days Prior (08/06/2014).
- Calendar**: A section for adding new events, currently showing 'My Test Event 01'.
- My Tasks**: A list of tasks, including 'task-test-01' and 'Finished task 01'.

	Today 08/08/2014	Prior Day 08/07/2014	2 Days Prior 08/06/2014
Enr - Total	1919	1919	1919
Enr - Male	961	961	961
Enr - Female	958	958	958
Present	1919   100.00%	1919   100.00%	1919   100.00%
Absent	0   0.00%	0   0.00%	0   0.00%
Tardy	0	0	0

# Optional - Extra Credit!: Add Aeries.net to your Bookmark Bar

3. Title it Aeries (your choice) and place it in the Bookmark Bar



4. Repeat the process for Aeries.net - *at home access*)

To login from home:



# Session Disclaimer!

- The information you are about to receive will support your transition to Aeries Teacher Portal.
- Please submit questions not specific to this presentation or that can't be addressed by your presenter to the following '[Virtual Parking Lot](#)' - also found at the end of this presentation.
- Our presenters have had limited exposure to Teacher Portal, and have graciously volunteered to share their knowledge with all of you.

QUESTIONS anyone??

Please submit questions not specific to this presentation or that can't be addressed by your presenter to the following  
['Virtual Parking Lot'](#)





VISTA UNIFIED SCHOOL DISTRICT  
EXCELLENCE ★ INNOVATION

**Link to Google Folder with  
videos and more information**

[Videos](#)

[Info Page](#)

**another resource - from aeries.com -  
a video with more information**

<http://www.aeries.com/blog/html-5-gradebook>



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**Thank you!**