

Pasadena Unified School District AERIES.NET PARENT PORTAL USER MANUAL



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KEY POINTS

✓ Top Navigation Menu

> All student info can be accessed from the main **Top Navigation Menu** as seen below:



✓ <u>Changing & Adding New Students</u>

If multiple students are linked to your account, you can change which student's info to view from the "Change Student" menu at the top right of your screen:

Change StudentOptionsLogoutSimpson, Bart - Grd 12 - Marshall Fundamental Secondary SchSimpson, Lisa - Grd 9 - Marshall Fundamental Secondary SchAdd New Student To Your Account

To "Add a New Student To Your Account", contact the school admin staff to obtain the 3 items required to enter on the Student Verification screen below:

	Ste Student V	p 1 /erification	
Please Enter The	Following In	formation Abou	t Your Student
Student Pe	ermanent ID N	umber:	
Student Hom	e Telephone N	umber:	
	Verification	Code:	
	Previous	Next	

- 1. Student Perm ID
- 2. Student Home Telephone #
- 3. Verification Code (VPC)

✓ Updating Student/Parent Info & Missing/Incorrect Data

NOTE: the accuracy of information displayed through the Parent Portal is based on the data managed by the school admin staff (e.g. demographics, medical, etc.) in conjunction with data inputted by the teachers (e.g. attendance, grades, gradebook details, etc.).

> CONTACT THE SCHOOL ADMIN STAFF:

- TO UPDATE student/parent data (e.g. demographics, contacts, medical, etc.)
- **TO** <u>VERIFY</u> missing/incorrect data (e.g. classes, attendance, grades, gradebook details, etc.)



1. STUDENT INFO: Profile, Demographics, Contacts, Classes

A. STUDENT INFO > **PROFILE**

Student Info	Attendance	Gra
Profile		
Demographics	;	
Supplemental		
Contacts		
Classes		
Activities and	Awards	
Authorizations	5	
Fees and Fine	5	
Secondary Stu	ı Data	
Service Learn	ing	
Service Learn	ing Organizati	ons
Siblings		
Work Permit		

Global view for:

- 1. Class Summary
- 2. College Entrance Reqs
- 3. Attendance Summary
- 4. Graduation Status
- 5. Recent Test Results

									St	udent	t Profi	ile							
	Ch	La	ist I	irst	Middle		Perm I	D State	e Stu	av Crid	A no Dirti	ada ta Dura a Ta	a de Ci		Correl	naData		LangElu	
		10 Si	mpson	isa	Name		901234	12345	67891	F 9	14 5/1/	2002	ACKS	ctive	Engli	sh Spar	nish R-FEP	Reclassifi Proficier	ed to Eng nt
2	Ε.	Ethnici	ty F	ace	ColSup	Bus	s AUP	Acad	GATE	SpEd	l Use	er7 Poly	Us	er9	Us	ser10	SchUse	SchUs	se A-G
	Pa	r ent/Gu	v ardian	Primar	v Phone		N Father's	A Work I	G Mother's	s Work	Par	ent Email				P	F	esidence	
	Ma	rge Sin	npson	(123) 456-78	391					sim	pson.marg	e@en	nail.c	<u>om</u>	3 P	51 S. Huds asadena, C	on A 91104-4	438
	Show Al	Term	s					<u>c</u>	lass s	Sumn	nary							🔳 Sho	w Legend
Per	Cou	rse	Te	acher	Room		Gradel	ook	м	ark	Trend	Missing Assignme	j <u>P</u> ent W	ast !	<u>5 Day</u> F M	/ <u>5</u> T	Website	Access Code	s Last Updated
Per 1	Cou Math 1 I	rse nt HP A	Te Watson	acher , Lewis	Room B222	<u>1 - M</u>	Gradel	Fall	M A+ (1	ark 00.0%	Trend	Missing Assignme 0	j <u>P</u> ent W	ast ! T	<u>5 Day</u> F M	/ <u>s</u> T	Website	Access Code	Last Updated Aug 21
Per 1 2	Cou Math 1 I World Hi	rse nt HP A st HP A	Te Watson Tornek,	acher , Lewis Joshua	Room B222 A101	<u>1 - M</u> Pre <i>A</i>	Gradel 1ath 1H - AP World	oook Fall Hist - Fa	M A+ (1 <u>II</u> A+ (1	ark 00.0% 00.0%	Trend	Missing Assignme 0 0	j <u>P</u> ent W -	<u>ast (</u> T	5 Day F M 	/5 T -	Website	Access Code	Last Updated Aug 21 Aug 23
Per 1 2 3	Cou Math 1 I World Hi Spanish	rse nt HP A st HP A 2P A	Te Watson Tornek, Payes,	acher , Lewis Joshua Sara	Room B222 A101 A130	<u>1 - M</u> Pre <i>A</i>	Gradel Iath 1H - AP World	Fall Hist - Fa	M A+ (1 II A+ (1	ark 00.0% 00.0%	Trend	Missing Assignme 0 0	j <u>P</u> ent W - -	<u>ast !</u> T -	5 Day F M 	<u>/5</u> T - -	Website	Access Code	Last Updated Aug 21 Aug 23
Per 1 2 3 4	Cou Math 1 I World Hi Spanish Dance B	rse nt HP A st HP A 2P A eg A	Te Watson Tornek, Payes, Lavin, F	acher , Lewis Joshua Sara Breanne	Room B222 A101 A130 D237	<u>1 - M</u> Pre 4	Gradet lath 1H - AP World	oook <u>Fall</u> Hist - Fa	M A+ (1 II A+ (1	ark 00.0% 00.0%	Trend	Missing Assignme 0 0	j <u>P</u> ent W - - -	ast ! T -	5 Day F M 	/ <u>5</u> T - -	Website	Access Code	Last Updated Aug 21 Aug 23
Per 1 2 3 4 5	Cou Math 1 I World Hi Spanish Dance B English	rse nt HP A st HP A 2P A eg A .HP A	Te Watson Tornek, Payes, Lavin, I Gansch	acher , Lewis Joshua Sara Breanne ow, Cletu	Room B222 A101 A130 D237 LIB	<u>1 - M</u> Pre 4 Engli	Gradel <u>lath 1H -</u> <u>AP World</u> sh 1HP A	pook Fall Hist - Fal	M A+ (1 II A+ (1 (73	ark 00.0% 00.0% .5%)	Trend	Missing Assignme 0 0	μ ent W - - - - -	ast <u>s</u> T - -	5 Day F M 	25 T - - -	Website	Access	Last Updated Aug 21 Aug 23

			conege	e Entrance	Requirem	ents			
			University of Ca	lifornia			California State U	niversity	
		Required	Completed	Current	Needed	Required	Completed	Current	Needed
	A - History/Social Science	20	0	5	15	20	0	5	15
2	B - English	40	2	5	33	40	2	5	33
	C - Mathematics	30	1.5	5	23.5	30	1.5	5	23.5
	D - Laboratory Science	20	0	5	15	20	0	5	15
	E - Foreign Language	20	0	5	15	20	0	5	15
	F - Visual/Performing Arts	10	0	0	10	10	0	0	10
	G - College Prep Electives	10	0	0	10	10	0	0	10
	Preliminary GPAs:		0.00				0.00		
	Course Completions:	Does NOT M	eet UC Course Con	npletion Requ	irements	Does NOT M	eet CSU Course Cor	mpletion Requ	irements
	Entrance Requirements:	Does N	T Meet IIC Entrar	ce Requireme	ents	Does N	OT Meet CSU Entrar	nce Requirem	ante

3		A	ttendance Summ	ary											
-	Code Des	cription			All	0	1	2	3	4	5	6	7	8	9
	*T	OTALS*													
	EXC	USED			0	0	0	0 (0	0	0	0	0	0	0
	UNE	XCUSED			0	0	0	0 (0	0	0	0	0	0	0
	Show credit details on screen	l.													
A		Gradu	ation Status												
-	Subject Area	Credit Required	Credit Completed	Credit Enrolled In	Cr	edi	tΝ	eed	led						
	C - Science	20.00	-	5.00				15.	00						
	F - Visual/ Perform Arts	10.00	-	-				10.	00						
	M - Mathematics	30.00	1.50	5.00				23.	50						
	N - English	40.00	2.00	5.00				33.	00						
	O - Social Science	30.00	-	5.00				25.	00						
	P - Physical Educ	20.00	-	5.00				15.	00						
	S - Life Science	10.00	-	-				10.	00						
	W - World Lang	10.00	-	5.00				5.	00						
	Z - Elective	50.00	1.50	-				48.	50						
	the property of the								00						

TUTALS	220.00	5.00	30.00	165.00
	Most Re	cent Test Results		
Test		Taken		Result
CAHSEE				
Math		N	lot Taken	
English Language Arts		N	lot Taken	
SBAC				
Mathematics		05/2016	Star	dard Exceeded
English Lang Arts /Liter		05/2016	Star	idard Exceeded
<u>CST</u>				
Science		06/2016		Advanced
CELDT				
CELDT - Overall		10/2009		Advanced
List. & Speaking		10/2009		N/A
CELDT - READING		10/2009	Ea	rly Advanced
CELDT - Writing		10/2009	Ea	rly Advanced
CELDT - LISTENING		10/2009		Advanced
CELDT - Speaking		10/2009		Advanced
Comprehension		10/2009		N/A
CELDT Criterion		10/2009		N/A

Pasadena Unified School District 351 S. Hudson Ave • Pasadena • CA • 91104

0 0



B. STUDENT INFO > DEMOGRAPHICS

St	udent Info Attendance Grad															
Pr	ofile		St	u#	Last Nar	ne l	First Name	e P	1iddle Nar	ne	Suffix	Sex	Grd	Age	Bi	rthdate
D	emographics		10)	Simpsor	1	Lisa					F	9	14	5/	1/2002
S	upplemental	25	Pe	rm ID#	Last Alia	is	First Alias	М	1iddle Alia	IS	Ricth	Birth V	erit cato (1	۱ ۱	5	Status
	ontacts		50	1234							bird	cerun	cate (1)		Active
		Student Dat	a 1 Stud	ent Data 2	2											
					<u> </u>		Stu	dent Dem	nographic	s						
A	ctivities and Awards	Residen	ce and I	Mailing Addr	ess 🕺				5					Addr.	Verif	
A	Ithorizations	351 S.	Hudson	-												
Fe	es and Fines	Pasader Crid Code	1a, CA 9	1104-4438 Rosse	hl			IntDie	+		TrancDict	IntD	ict Evn	Dt I	Jamo	Addr Vor
Se	econdary Stu Data	Gild Cour	Joh	n Muir High	School (82	2) II	ntra Dist A	pproved(Ir	n Dist Peri	mit) (1)	Transpiso	Inco	ISC EXP		8/18	/2005
Se	ervice Learning			Parent/Guard	lian			Telepho	ne	Extn		Stude	nt Cont	act Inf	fo	
Se	ervice Learning Organizations	Name:M	large Si	mpson			Primar	y:(123) 4	56-7891		Student's	s Emai	1: <u>Si123</u>	4Li050)1@pu	sd.us
Si	blings	Ed LvI:S	ome Co	llege (12)		Fat	<u>her's Wor</u>	<u>k</u> :			Student's	Mobile	e:			
w	ork Permit	Email:s	mpson.	marge@ema	<u>iil.com</u>	Mot	her's Wor	<u>'k</u> :								
		Prog	Att	: Prg 1	Att Pi	rg 2	Dis	t Enter Dt		Sch	l Enter Dt			Schl L	.eave D)t
1	Full detailed						9	/6/2007		8/	14/2013					
т.	i un actanea		764 - 0	Counselor	Frances		Locker		Re	ecords Re	lease Military (M)		SI	M DM	1 Fa	amily#
	demographic	Ethnicity	Race	(Ethni	city)	CorrLng	RotaLna		Do not i	LangFlu	military (m)		Birth	City	State	Country
		Y	White	Hispanic o	or Latino	English	Spanish	R-FEF	P-Reclassi	fied to En	g Proficient	(4)	Pasa	dena	CA	USÍ
	information for			Hispanic o	or Latino											
	student on " Student															
	student on student															
	Data 1" tab	ColSup	Bus	AUP Aca	d GATE	SpEd	User7	Poly	User9	User10	SchUse	Sc	hUse	A-G	M	essage
				N A	G	0		R		Р						
				Next Schl		Ne	xt Grd N	lext Tchr	Sched G	Grp	Algebra 1		High S	chool	Physic	al Fitness
2.	Additional info on	Marshall Nex	Fundam t Grid C	ental Secono ode	lary Schoo Next Pro	ol (64) N	10 Una ext Prg 1	issigned (0 Ne	D) (A) ext Prg 2	Req	uirement No	ot Met	Not T	ested,	/Undet	ermined

Next IntDist

Next ResSchl

Marshall Fundamental Secondary School (64) Not applicable

2. Additional info on "Student Data 2" tab (e.g Student Email)

c. STUDENT INFO > CONTACTS



- 1. Select record from list on right side
- 2. Record details will display on left side

									E and a			Cant							
	Last		-last	AND ALL M		Dame I			Eme	erge	псу	Cont	acts						
StuNun	Last Nam	ne l	-irst Name	Name	e	Num	Se:	xGrd	AgeP	rogTra	ackRp	ptgLng		LangFlu	u	Status	Student	Email	
10	Sim	pson	Lisa			90969	5 F	9	14		s	panish	R-FE E	P-Reclass Eng Profic	ified to ient		Si1234Li	0501@pusd.u	IS
Parent/ Marge	'Guar Simp	dian son	Pr (1	imary 23) 45	Phone 56-789	9 1	Fathe	r's W	ork	М	lothe	r's Woi	k	Student	's Mobile		Parent E simpson	mail .marge@ema	il.com
			×-			-		_	_		_							5-0-	
Mailing	Nam	ie Pr	Last efixNan	ne l	First Name	Mic Na	idle me	S	\ uffix۵	Verif Date		Name	9		Addre	ess		Relation	Red Flag
Homer	m		Sim	pson	Homer	r						Marge	e Simp	oson	351 9	6. Hud	son	Mother	
, in poe			cit			Zip	-	A	ddr	Rec	d	Home	r Sim	pson	742 E Terra	ivergre ce	een	Father	
Addres 742 Ev	s ergre	en	City	/ adena	State	01104		τι	/pe 2	FIa	g	Selm: Terwi	a Bouv Illiger	/ier-				Aunt	
Ferrace	•		Fas	auena	CA.	51104	447.		2			Abrah	iam Si	mpson				Grandfather	
Relatio	nship		Lives \	Nith?	Code	e Mail	Tag	Cor	ntact	Order	r i	Dr Ju	ius Hi	bbert				Doctor	
Father			No	0					2										
Felepho	one	Work	Phone	Extr	Mobi (741	le Phon) 852-9	ne 9630	Pag	ler C	orrLn	g								1
Email A	Addre	SS	Portal?	Empl	oyer N	lame	Emp	loyer	Loca	ation									
Additio	nal C	ontac	:t 1		Add	ditional	Conta	nct 2											
Additio	nal C	ontac	:t 3		Ado An:	ditional swering	Conta g Serv	act 4 ice											
Comme	ent											2							

Next TransDist



D. STUDENT INFO > EMAIL LIST

Profile Demographics Supplemental Contacts Classes Activities and Awards Authorizations Email List
Demographics Supplemental Contacts Classes Activities and Awards Authorizations Email List
Supplemental Contacts Classes Activities and Awards Authorizations Email List
Contacts Classes Activities and Awards Authorizations Email List
Classes Activities and Awards Authorizations Email List
Activities and Awards Authorizations Email List
Authorizations Email List
Email List
Fees and Fines
Secondary Stu Data
Siblings
Work Permit

- 1. Teacher, Counselor, Student, and Primary Parent/Guardian email addresses can be obtained from this screen for the purposes of emailing through your personal email account.
 - Click on any email address link to launch your computer or device's default email application or manually copy/paste into a personal email account of your choice.
- 2. "Email All Selected People" Create a custom list of email addresses by checking or unchecking the check box next to their name. Helpful when composing one email to send to multiple recipients.

		1
Name	Relation	Email Address
Marge Simpson	Mother	simpson.marge@gmail.com
🖉 Simpson, Lisa	The Student	Si1234Li0501@pusd.us
🕑 Watson, Lewis	Teacher - Math 1 IntgrH A (F)	watson.lewis@pusd.us
🗌 Tornek, Joshua	Teacher - World Hist HP A (F)	
🖉 Payes, Sara	Teacher - Spanish 2P A (F)	payes.sara@pusd.us
🕑 Lavin, Breanne	Teacher - Dance Beg A (F)	lavin.breanne@pusd.us
Ganschow, Cletus	Teacher - English 1HP A (F)	ganschow.cletus@pusd.us
🕑 Seo, Sueng Mee	Teacher - Chemistry HP A (F)	seo.sueng@pusd.us
🗌 Watson, Lewis	Teacher - Math 1 IntgrH B (S)	watson.lewis@pusd.us
🗌 Tornek, Joshua	Teacher - World Hist HP B (S)	
🗌 Payes, Sara	Teacher - Spanish 2P B (S)	payes.sara@pusd.us
🗌 Lavin, Breanne	Teacher - Dance Beg B (S)	lavin.breanne@pusd.us
Ganschow, Cletus	Teacher - English 1HP B (S)	ganschow.cletus@pusd.us
Seo, Sueng Mee	Teacher - Chemistry HP B (S)	seo.sueng@pusd.us
CollinsMoore, Frances	Counselor	collinsmoore.frances@pusd.us
	2	
	Email All Selected People	
simpson.marge@gmail.co	om; Si1234Li0501@pusd.us; w	atson.lewis@pusd.us;
payes.sara@pusd.us; lav	in.breanne@pusd.us; ganschov	w.cietus@pusa.us;

seo.sueng@pusd.us; collinsmoore.frances@pusd.us



E. STUDENT INFO > CLASSES (TEACHER EMAIL INFO)

Student Info	Attendance	Grad
Profile		
Demographics	;	
Supplemental		
Contacts		
Classes		
Activities and	Awards	
Authorizations	5	
Fees and Fine	5	
Secondary Stu	Data	
Service Learni	ing	
Service Learni	ing Organizati	ons
Siblings		
Work Permit		

- 1. Verify the "View Only Current Term" and "Today" checkboxes are <u>CHECKED</u> to ensure you are viewing the current day's class schedule for current term
 - ✓ <u>UNCHECK</u> both boxes to show *all classes* scheduled for every day of the week, for both Fall and Spring semesters
- 2. <u>**TEACHER EMAIL ADDRESSES**</u> can be copied from this screen to send an email through your personal email account to the respective teacher
- 3. "Print Changes" button print course attendance with start & end dates
- 4. "Quick Print" button print class schedule directly through your internet browser

							Cla	SS S	Sch	nedules				
Student number			Last Name	First Name	Middle Name	Perr	m Sex	Grd/	Age	BirthdateProgT	rackRptgLng	L	angFlu	Status
10			Simpson	Lisa		9012	34 F	9	14	5/1/2002	Spanish	R-FEP-Rec Pr	lassified to En oficient	9
Current C	lass	es												
Section	<u>Pd</u>	Trm	Days	CrsID	Crs Title		Tead	cher		RoomToday	y Em	ail	Website	
117	1	F	MTWTF	311935	Math 1 Int HP	A 36 -	Watson	, Lev	wis	B222	watson.lewi	s@pusd.us	2	
220	2	F	MTWTF	111523 510913	Spanish 2P A	A 72 - 527 ·	- Paves	, Jos , Sai	hua ra	A101	paves.sara	@pusd.us		
354	4	F	MTWTF	810925	Dance Beg A	79 -	Lavin, I	Brea	nne	D237	lavin.breann	e@pusd.us		
566	5	F	MTWTF	211435	English 1HP A	518	- Ganso	how	, Cl	etus LIB	ganschow.clet	tus@pusd.us		
543	6	F	MTWTF	411905	Chemistry HP	A 494 ·	- Seo, 9	Suen	g M	lee G161 HERI	seo.sueng	@pusd.us		
Pri 3	Prin	t C	hanges	Quick P	rint 4									
View	Only	y Ci	urrent Ter	m 🖌 To	day Sort by	Term								
			Alg	ebra 1						High School P	hysical Fitness	5		
			Requirem	ent Not	Met					Not Tested/U	Indetermined			



2. ATTENDANCE

Attendance	Grades
Attendance	
Enrollment H	istory
Attendance H	listory

- 1. Daily Attendance Data Dashboard
- 2. "Quick Print" button prints copy of daily attendance
- 3. Attendance Totals
- 4. Current Attendance Enrollment

								Atte	ndan	ce										
	L Chullum I	Last	First	Midd	lle	Perm	ID		Tue el	A++D	-1.440								Cha	
	Stuivumi	vame o'	Name	Nam	ie	NUI	n se		giraci	AttPro	g1AttProg2Rptg	JEng	R-F	EP-R	eclas	j⊢iu sifie	d to	o En	Sta	itus
	10 9	Simpson	Lisa			9012	234 1	- 9 14			Spa	nısn			Profi	cien	t			_
	Counselo	or ooro Fra		I	Parent/G	uardian		Primary Pho	one	Fa	ther's Work	Mot	her's	s Woi	'k		A	bsLti	r TdyL	tr.
	Commismo	oore, Fra	nces		marge 5	mpson		(123) 450-7	891				_	_	_	_		0	0	
1	Data A	Monday		Data	Tuesday		Data	Wednesday		-	Thursday	Data	Fr	iday						Ê
	08/08	NO SCI		08/09	NO SC	HOOL	08/10	STAFE DE	789 =V (Date A 08/11	STAFE DEV	08/1	2 A U	1 2 3 4 STAF	F DF	89				
	08/15			08/16		-	08/17		- •	08/18		08/1	9			Ĩ				
	08/22			08/231	TTTT	т	08/24	- T		8/25		08/2	5							
	08/29			08/30			08/31			9/01		09/0	2							
	09/05	ногт	ΠΑΥ	09/06		-	09/07			9/08		09/0	9							
	09/12			09/13		-	09/14		_	9/15		09/1	5							
	09/19			09/20		-	09/21			0/22		09/2	2			-				
	09/26			09/27		-	09/28			9/29		09/3	n			-				
	10/03			10/04			10/05			0/06		10/0	7							
	10/10			10/11			10/12			0/12		10/0	4	STVE		N N				
	10/17		-	10/19		-	10/12			0/20		10/1	т 1	JIAI		. v				
	10/17			10/15			10/19			0/27		10/2				_				
	10/24			11/01			11/02			1/02		11/0	4			_				
	10/31			11/01		-	11/02		-	1/03		11/0	+							*
			2	< 1 7						Co	deDescription		12	3	45	6	7	8 0	1	
	Quice	< Print		erresn I	otais					4	A Absent	0	1	1				-		
		Days En	rolled:	13 D	ays Pres	ent: 12	(92.39	%) 3		1	I Illness	1	1 1	1	1 1	. 1				
		Days Ex	cused:	1 D	ays Une	cused:	0				T Tardy	0	1	L						
		Days Ta	rdy: 0	D	ays With	Truanc	ies: 0				_*TOTALS*_	1.0		-		-	0	~		
		Days Su	spende	d: U							EXCUSED	1 0	0 1	. 1	1 1	1	0	0	0	
											UNEXCOSED	00	0 1	. 1	0 0	0	0	0	0	
				Curre	ent Atten	dance E	nrollme	nt		Distri	ct of 4									
	Date	e Ent/L	vGrdPro	TrkReas	onNextS	chlAttPo	m 1AttP	gm2RptgSch	lIntDis	tReside	ence									
	8/15/2	016 E	9		0				1											
													-		-		-	-		_



3. <u>GRADES: Gradebook, Gradebook Details, Grades, Grad Status, Transcripts, College Ent Reqs</u>

A. GRADES > GRADEBOOK (SUMMARY LIST)

Grades	Medical	Guidance	Т
Gradeboo	ok		ł
Gradeboo	ok Details		
Grades			
Graduati	on Status		
Transcrip	ots		
College E	Entrance R	equirements	

- 1. Summary information listed for each Gradebook for the current term as created by teachers
 - Reminder: any missing Gradebook from the list means the respective teacher has not yet created one and properly configure for that class
- 2. Click on each Gradebook "Name" link to go directly to the **Gradebook Details** page for that gradebook

							G	rade	bool	k Sum	mary									
StuNun	Last nName	First Name		Middl Name	e 9	Perm ID Num	Sex	GrdA	jePro	gTrack/	AttProg1	.AttProg	2RptgLn	g			La	angF	lu	Statu
10	Simpson	Lisa				901234	F	9 1	4				Spanis	sh	R-F	EP-	Rec Pr	lassi oficie	fied to En ant	g
Counse	lor			Pa	rent/0	Guardian	Pr	imary	Pho	ne	Fathe	r's Work	c N	4oth	er's	W	ork		Quie	K CON
2 inst	Moore, Fra	inces	1	M	arge S	impson	(1	23) 4	56-78	91									Quic	K CON
										Curren	t	M	issing	Pa	ast :	5 D	<u>ays</u>			
Nan	ne		Ter	m Per	Teach	er		%	Avg	Mark	Tren	d Assi	gnment	tΤ	F	M	T W	l La	st Update	d Status
⊞ <u>1</u> -	Math 1H		Fa	ll 1	Watso	on, Lewis	1	100.00)	Α+			0	-	-	-			Aug 21	
	AP World	Hist	Fa	11 2	Torne	k, Joshua	1	100.00)	Α+			0	-	-	-			Aug 23	
🗄 Eng	lish 1HP A		Fa	II 5	Gans	chow, Cletus		73.59					0	-	-	-			Aug 23	
⊞ <u>Che</u>	mistry HP	Α	Fa	ll 6	Seo,	Sueng Mee		97.00		Α			0	-	-	-			Aug 24	
= - N	Iominal ch	ange			- Pred	icted increas	e of	1% 0	r mor	e		- P	redicted	d deo	crea	se He	of 1 elp №	% or 1e Ur	more nderstand	the Trend



B. GRADES > GRADEBOOK DETAILS

Grades	Medical	Guidance	
Gradeboo	ok		
Gradebo	ok Details		
Grades			
Graduati	on Status		
Transcrip	ots		

- College Entrance Requirements
- 1. Change Gradebook Dropdown Menu switch between gradebooks
- 2. "Print" button print details for selected Gradebook
- "Show only missing assignments" button toggles missing assignments (if any)
- 4. Assignment Details
- "+/-" buttons expand or collapse Additional Assignment Details (i.e. Date Assigned, Long Description, Due Time)
- 6. Overall class progress by category

						G	radel	book	Deta	ils					
		Last	First	Middle	Perm ID										
	StuNum	nName	Name	Name	Num	SexG	rdAge	ProgTra	ackAttl	Prog1A	AttProg2Rp	otgLng	LangFl	lu	Status
	10	Simpson	Lisa		901234	F	9 14				Sp	panish ^{R·}	FEP-Reclassif Proficie	fied to Eng ent	
	Counse	lor		Parent/	Guardian	Prin	nary P	hone		Father	's Work	Mother	's Work	Quick	INO
	Collins	Moore, Fra	nces	Marge S	Simpson	(12	3) 456	5-7891						QUICK	
1	1- 1 - Ma	th 1H- Fall 8	/15/2016 - 12	2/22/2016	Print	2	/atson	, Lewis	s <u>wats</u>	on.lew	/is@pusd.	us			
3	🗆 Show	v only mis	sing assigr	nments											
5	#	4 Descrip	ation	Type	Catagory S	coro	# Corroy	~t 0.	/- C	totuc/	Commont	Date		Grading	umonte
2	- 1 -	Cullabua 8	Lloner F	iype	category 5	/ 10	1 / 1	100	/0 J	latus/	comment	08/10/201		No	uments
	1 🖻	Code	A HOHOL F	ormative H	Iomework 10	7 10	1/1	100.	00%			08/19/201	6 08/19/2010		
		Date Acci	aned: 08/	15/2016	Due Time:										
		Lona	Return	signed (stu	ident &										
		Descriptio	on: parent	/guardian) (portion of syll	labus									
		-	and ho	nor code. A	cknowledges	the									
			accept	ance of the	expectations	and									
			conseq	uences.											
	2 🗉	Compare	& F	ormative C	lasswork 10) / 10	1/1	100.	00%			08/19/201	6 08/19/2016	No	
		contrast a	ddition												
		and subtra	acions				_								
			Perc o	f			6								
	Catego	ry	Grade	e Points M	lax Perc	Mark									
	Test, Q	Quiz, Proje	ct 80.00%	0.00	0 0.00%										
	Classw	OFK	10.00%	10.00	10 100.00%	A+									
	Total	VOLK	10.00%	5 10.00	100.00%	A+									
	Total				100.00%	AT									

 Reminder: contact the school admin staff to coordinate with the teacher for any missing or incorrect data



c. GRADES > GRADES

Grades	Medical	Guidance	T
Gradebo	ok		
Gradebo	ok Details		
Grades			
Graduati	on Status		
Transcri	pts		
College I	Entrance R	equirements	
College I	Entrance R	equirements	

- 1. Display of final marks for each grading period currently entered in the system
 - ✓ Reminder: contact the school admin staff to coordinate with the teacher for any missing or incorrect data
- 2. "**Print**" button prints a copy of the final marks currently entered in the system

						(Grad	des										
StuNu	Last ImName	First Name	Middle Name	Perm ID Num S	SexGr	dAge	Prog	Track	AttPr	rog1	AttPr	og2	RptgLng			LangFlu		Sta
10	Simpso	on Lisa		901234	F 9	14							Spanish	R-F	EP-Re P	classifie	d to Eng	
Couns	selor		Paren	t/Guardian	Prim	ary P	hone	9	Fa	athe	r's W	ork	Mot	her's	Work		Quick	CON
Collin	sMoore, F	rances	Marg	e Simpson	(123) 456	-789	1									QUICK	CON
Prin	t																	
Per	Crs-ID	Course	Tch#	Teacher	1s Pro	2nd Pro	3rd Prg	FNL Sm1	1st Prg	2nd Prg	3rd Prg	FNI Sm:	_ 2 Cred C	t WH	Abs	Commen	its	
1	311935	Math 1 Int HP	A 36	Watson, Lewis	Δ+	•							5.00		0			
2	111523	World Hist HP	A 72	Tornek, Joshua	A+								5.00		0			
3	510913	Spanish 2P A	527	Payes, Sara									5.00		0			
4	810925	Dance Beg A	79	Lavin, Breanne									5.00		0			
5	211435	English 1HP A	518	Ganschow, Cletu	IS								5.00		0			
6	411905	Chemistry HP	A 494	Seo, Sueng Mee	А								5.00		0			
	T	otal		Credit				Cr	edit								_	
	4.	0000		15.0000				15.	0000									



D. GRADES > GRADUATION STATUS

Grades	Medical	Guidance	Т
Gradeboo	ok		
Gradeboo	ok Details		
Grades			-
Graduati	on Status		
Transcrip	ots		
College E	Intrance R	equirements	

- 1. Click "Show credit details on screen" checkbox to show full details on credit status progression
- 2. "Print" button prints copy of Graduation Requirements

			Gi	raduati	on	Red	qui	rements						
Student number	Last Name	First Name	Middle Name	Perm ID	Sex	Grd	Age	Birthdate	Prog Tra	ack RptgLng	LangFlu	Status	Grad T	Frack
1742	Simpson	Bart		905678	Μ	12	17	12/8/1998		English	English Only			

	cr c c n					
		Graduation Sta	<u>itus Det</u>	ails		
Subject Area	Reqd	Courses Completed	Credit	Courses Enrolled	Credit	Neede
C - Science	20.00	AP Biology A	5.00			
		AP BIOlogy B	5.00			
		Chemistry P A	5.00			
		Chemistry P D	5.00			
F - Visual/ Perform Arts	10.00	Band Adv P	5.00			
		Band Int	5.00			
M - Mathematics	30.00	Advanced Math A	5.00			
		Advanced Math B	5.00			
		Algebra 2P A	5.00			
		Algebra 2P B	5.00			
		Geometry P	10.00			
N - English	40.00	AP Eng Lang A	5.00			
		AP Eng Lang B	5.00			
		English 1P	10.00			
		English 2 HP A	5.00			
		English 2 HP B	5.00			
				AP Eng Lit A	5.00	
				NOT COMPLETED		5.00
Z - Elective	50.00	Adv Chorus A	5.00			
		Adv Chorus B	5.00			
		Band Int	5.00			
		Spanish 2P A	5.00			
		Spanish 2P B	5.00			
				Adv Chorus A	5.00	
				AP Phys 1 Alg A	5.00	
				College Alg A	5.00	
				Drama Adv P A	5.00	
				NOT COMPLETED		5.00
* TOTALS *	220.00		175.00		30.00	15.00
Algebra	1		Hic	h School Physical Fitness		
Requirement	Met		N	ot Tested/Undetermined		

Rev. Date: 10/3/2016



E. GRADES > TRANSCRIPTS

Grades	Medical	Guidance	Т			
Gradebo	ok					
Gradebo	ok Details					
Grades						
Graduati	on Status					
Transcri	pts					
College E	Entrance R	equirements	;			

1. "Limit Rcds" button - filter results by Grade Range:



2. Sort checkboxes available to sort by Subject and/or Date Descending

\checkmark Contact school admin staff regarding requests for a printed transcript

		Transcripts		
Student number Last Name First Name	Middle Name	Perm ID Sex Grd Age	Birthdate Prog Track	RptgLng LangFlu Status
1742 Simpson Bart		905678 M 12 17	12/8/1998	English English Only
(W) Acad GPA (W) Total GPA (W) 10-12 GPA	Credit Att/Compl	Class Rank/Size	
2.65 2.52 2.80 2.69 2	.40 2.20	185.00 175.00	150 01 249	
1 Limit Rcds				
Course	History			
Schl Year TmGrd Crs ID Std Course Title	e RTCP N/H Mari	kAtmpCompSpecial Crs	Title	
2 Sort by Subject Sort by Date	Descending			
64 10-11 1 6 1061HMAPP English 6	нс	5.00 5.00		
64 10-11 1 6 2361HMAPP WId Hist 6H	H D+	5.00 5.00		
64 10-11 1 6 3061HMAPP Math 6	H C-	5.00 5.00		
64 10-11 1 6 4061HMAPP Science	H C-	5.00 5.00		
64 10-11 1 6 5061D Phys Ed 6	N A	5.00 5.00		
64 10-11 1 6 7501D Band Beg	A	5.00 5.00		
64 10-11 2 6 1062HMAPP English 6	Н В-	5.00 5.00		
64 10-11 2 6 2362HMAPP WId Hist 6H	н н с	5.00 5.00		
64 10-11 2 6 3062HMAPP Math 6	H C	5.00 5.00		
64 10-11 2 6 4062HMAPP Science	H C	5.00 5.00		
64 10-11 2 6 5062D Phys Ed 6	N A	5.00 5.00		
64 10-11 2 6 7502D Band Beg	A	5.00 5.00		
64 11-12 1 7 1071HMAPP English 7H	H B-	5.00 5.00		
64 11-12 1 7 2371D World History 7	A-	5.00 5.00		
64 11-12 1 7 3001H Pre Algebra H	н в	5.00 5.00		
64 11-12 1 7 4071D Science 7	A-	5.00 5.00		
64 11-12 1 7 5781D Phys Ed 78	N A	5.00 5.00		
64 11-12 1 7 7503D Band Int	A	5.00 5.00		
64 11-12 2 7 1072HMΔPP English 7H	н с+	5 00 5 00		



F. GRADES > COLLEGE ENTRANCE REQUIREMENTS

Grades	Medical	Guidance	Т			
Gradeboo	ok					
Gradeboo	ok Details					
Grades						
Graduation Status						
Transcrip	ots					
Collogo	Intranco D	oquiromonto				

1. UC and CSU Entrance Requirements dashboard

- 2. "Print UC Eligibility Report" button
- 3. "Print CSU Eligibility Report" button

	College Entrance Requirements									
	Student number L	ast Name	First Name	Middle Name	Perm ID	Sex Grd Age	Birthdate F	Prog Track RptgLn	g LangFlu	Status
	1742 S	impson	Bart		905678	M 12 17	12/8/1998	Englis	n English Or	nly
1			l	Jniversity of Ca	lifornia			California State U	Jniversity	
-			Required	Completed	Current	Needed	Required	Completed	Current	Needed
	A - History/Social S	cience	20	20	0	0	20	20	0	0
	B - English		40	20	5	15	40	20	5	15
	C - Mathematics		30	30	5	0	30	30	5	0
	D - Laboratory Scier	nce	20	20	0	0	20	20	0	0
	E - Foreign Languag	e	20	20	0	0	20	20	0	0
	F - Visual/Performin	ng Arts	10	5	5	0	10	5	5	0
	G - College Prep Ele	ctives	10	0	15	0	10	0	15	0
	Preliminary	GPAs:		2.07				2.07		
	Course Compl	etions: Do	oes NOT Meet	UC Course Cor	npletion Re	quirements	Does NOT Me	eet CSU Course Co	mpletion Rec	quirements
	Entrance Requirer	ments:	Does NOT	Meet UC Entrai	nce Require	ments	Does NO	OT Meet CSU Entra	ince Requirer	nents

These calculations are based upon known rules and available data. It may not express all criteria that a university may use for admissions.

<u>Please refer to the CSU and UC Admissions Guides for d</u>etails on admissions eligibility.





4. MEDICAL (Immunizations)



1. Immunization details

2. "Print Plain Paper" button - prints copy of Student Immunization Card

3. Requirement Status





5. TEST SCORES: Test Details, Test Scores

A. TEST SCORES > TEST DETAILS

ł	Test Details
	CAHSEE Scores
!	Test Scores

Test Scores Pro

- 1. "Test to Display" dropdown menu select which test to display
- 2. "Testing Administration" dropdown menu select which year for the respective test selected



B. TEST SCORES > TEST SCORES

 Test Scores
 Prc

 1.
 "Limit ID" dropdown menu - filters which tests to display (defaults to show all)

Test Details CAHSEE Scores Test Scores

2. "Show test by test id and part" checkbox - alphabetically sorts by Test ID column

						Tes	st So	core	S							
StuNum La	ast Name	First Name	Middle N	ame	Perm ID N	lum S	Sex G	rd Ag	je Prog	Track	AttProg1	AttProg2	RptgLng	La	ngFlu	Sta
1742 Si	impson	Bart			905678		M 1	12 1	7				Spanish	Engli	ish Only	
Counselor	1	Parent/G	uardian		Primary Ph	one		E	ather's	Work	Mo	ther's Wor	k		Quick C	CON
Charles, Ca	ther.	Marge SI	mpson		(123) 456-	/891			_							
Limit ID			~	Sho	w test by te	st id a	nd pa	rt	2 sh	ow Colo	rs Print	:				
All	Rcd	Show All Recor	ds	_		Naw s	cale		Perf							
Test ICA	HSEE (CAHSEE Calif Standards	Test		ion	Scores	core	PercL	evelTyp	eSource	e					
CDAC SB	BAC S	Smarter Balan	ced			0	2505	0	2	VAL						
SBAC						20	2595	0	2	VINE						
CALLER						38	343	0	3	VINL						
CAHSE						1	393	60	3							
CAHSE					du	16	0	04	0							
CAHSE					tunctions	16	0	94	0							
CALIST					nant/Coom	10	0	00	0							
CAUSEE	610.0	0215 2/4/201	5 Mothe A	laohra	Jient/Geom	15	0	67	0							
CAUSEE	2110.0	0215 2/4/201		Epoliel	1	1	414	07	4							
CAUSEE	2210.0	0215 2/3/201	IS ELA Por	ding- V	ord Anal	7	414	100	-							
CAUSEE	2210.0	0215 2/3/201	IS ELA Rea	ading - C	omn	10	0	100	0							
CAUSEE	2410.0	0215 2/3/201		ading - L	it p.s. A	10	0	00	0							
CAUSEE	2510.0	0215 2/3/201		iting- C	ratogios	10	0	90	0							
CAHSEE	2610.0	0215 2/3/201	IS ELA Wri	iting- C	nventions	14	0	03	0							
CAUSEE	2710.0	0215 2/3/201	5 ELA Wri	iting An	ne- Eccav1	14	25	95	0							
CST	1 8 0 50	RC134/26/201	3 Engl/La	na Arte	Total	52	363	0	4							
CST	3 8 0 5	RG134/26/201	13 Science	ing Arics	iotai	45	304	0	4							
CST	4 9 0 5 1	PC124/26/201	2 History			45	202	0	4							
Cor	- 0.05P	-NG13-/20/201	is mistory			50	202	0	-							



6. OPTIONS: Change Password, Change Email, Parent Notification Preferences

A. OPTIONS > CHANGE PASSWORD (MUST ALREADY BE LOGGED IN)

Change Student	Options	Logou				
Change Password						
Change Email						
Parent Notification Preferences						

- 1. Enter Old Password
- 2. Enter New Password twice
- 3. click "Update", if entered correctly you should receive:

HOW TO RESET PASSWORD (IF UNABLE TO LOG IN)

Change Your Aeries Password

Update 3

Old Password: •••••

New Password Again: •••••••

	English 🔻	Step 1 Send Email Verification	1.	Clic
		Please enter your email address into the field below:	2.	Ente
S	Aeries [®]	A verification email will be sent to your email address from: AeriesReports@pasadena.k12.ca.us Before continuing, please add this email address to your contacts or safe senders list, to ensure you receive this email.	3.	Ope click
-		Next	4.	Click
	Email		5.	Ente
	NEXT			
				A ver
1 Forg	ot Password? Create New Account			Click t
				E
Aerie	es - Reset Account Passw	/ord 📄 Inbox x 🖶 🖪		
?	AeriesReports@pasadena.k tome	4:12 PM (3 minutes ago) 🔬 🔺 🔻		
	You have indicated that you have Please click the following link to g a new password for your account.	lost the password for your Aeries account. go to a web page that will allow you to set		Thank y
3	Click Here			F
_	If the link above is not working , o web browser: https://parents.pusd.us/LostPass	copy and paste the following URL into your		
	The page will then ask you for the	a following information:		Your
	- Empil Address: parent			Tour
	 Email Address: parent.c Email Code: 6A6F5497 	5AGW7YADPX4G		

1. Click "Forgot Password?" link from Log in Page

Change Your Aeries Password

1

2

Password Change Successful.

- 2. Enter your Parent Portal Account email address
- Open Verification Email from your inbox and click on "Click Here" to open page in browser
- 4. Click "**Next**" button
- 5. Enter New Password twice, click "Next" to reset





B. OPTIONS > CHANGE EMAIL (MUST ALREADY BE LOGGED IN)

Change Student Options Logou Change Password Change Email Parent Notification Preferences	 Click "Edit" link Enter new email address and your parent portal password Click "Change Email" Open Verification Email from your new email account's inbox and click on "Confirm Current Email Address"
Account Info Email parent.guardian@email.com Edit 1 1. Changing your email address will send a confirmation email to the new address and a warning email to the old address. 2. You will need to confirm the new address by clicking on a link sent to the new address. 3. The current account will remain active with the	 Thank you for telling the school district about your new email address. In order to ensure the account was requested by you, please click on the appropriate link below or copy and paste the URL into the Address bar of your browser. If you can, please click on the following links to confirm or reject this account: <u>Confirm Current Email Address</u> <u>Reject Current Email Address</u>
old email address until the new email address is confirmed. New Email: new.address@email.com 2 Portal Password: ••••••• 3 Change Email Cancel	Final Step Login to Aeries Thank you for confirming your email address. You may now login to Aeries and link your account to a student. <u>Return to Login Page</u>

c. OPTIONS > PARENT NOTIFICATION PREFERENCES (Weekly Progress Reports)

Change Student	Options	Logou				
Change Passwor	rd					
Change Email						
Parent Notificati	on Prefere	nces				

1. "Receive Weekly Progress Email" checkbox -

check to TURN ON notifications; uncheck to TURN OFF

- 2. "Preferred Day" set which day to receive weekly progress reports
- 3. "Preferred Time"- set what time of day to receive reports
- 4. Click "Save" to save your changes

