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*Re-Engineering the department*

We've been **working hard** is time to work **smarter**  
supporting our students.



# Quick **Teacher** Toolkit

Aeries is an online platform that can be accessed from any computer.

Go to [www.texanscanstaff.org](http://www.texanscanstaff.org) and click Aeries Icon

Click on Aeries Teacher Portal.

Click on Teacher Portal. This will take you to the login screen. I recommend dragging this to your tool bar in your browser for quick access.

Use your google email account to sign in

## Texans Can Staff Landing Page

Brought to you by your Technology Department

Home Training **Education Applications** S  
Board Members Hotline Compliance Unit

## Education Applications



Aeries

Student Information System

Find Students...

Pages

Reports

Favorites

Filter Pages...

Home

Communications

Attendance

Attendance by Photo

Attendance by Photo (New)

Gradebook

Grades

Supplemental Attendance (New)

Student Data

Teacher Misc

Aeries Analytics

District Assets

View All Reports

View All Forms

Query

Log Out

SCHOOLCITY STARS

RECORDED WITH

SCREENCAST MATIC

2017-2018

Screaming Eagle High School

Simmons

Home

New Aeries Tour

Aeries has a fresh new look!  
Our UX / UI team has been working to bring beauty and enhanced usability to our platform. Take a tour of what's new in the updated Aeries user interface!

Take a Tour of the New Aeries

Tour the New Student Profile Page

Currently accessing from IP 169.199.67.3 | Last accessed from IP 169.199.67.3 at 8/3/2017 12:58:16 PM

Class Summary

Per	Term	Course	Room	Gradebook	Total Students	Website	Access Code
0	Year	English 9 Cp	C7		33	<div>Add Website</div>	
0	Year	Tchr Aide	C7		1	<div>Add Website</div>	
1	Year	English 9 Cp	C7		31	<div>Add Website</div>	
1	Year	Tchr Aide	C7		1	<div>Add Website</div>	
2	Year	Hon Eng 10 CP	C7		23	<div>Add Website</div>	
3	Year	Hon Eng 10 CP	C7		15	<div>Add Website</div>	
3	Year	Tchr Aide	C7	<div>IB Vis Arts SL</div>	1	<div>Add Website</div>	
5	Year	Hon Eng 10 CP	C7	<div>IB Vis Arts SL</div>	32	<div>Add Website</div>	

My Tasks

Enter task here...

Add

Calendar Events

Add Event


No events for the next 60 days

FINDING CONTACT INFORMATION FOR STUDENTS

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# BEHAVIOR




Aeries has a place for you to keep track of behaviors. This is a great tool to use instead of a journal and has easily printed reports that you can show to administrators and parents.

- In your toolbar Select Student Data
- Under Student Data select Guidance
- Then select Discipline.
- Your first student alphabetically will show up in your home screen.
- To search for a different student, go to the top of your toolbar and enter the student's name in the search field. Select your student from the popup and they will now appear in the home screen.
- Next to where it says Discipline Records, click the ADD button  Under this section you will see any previous discipline entries that were made for them.

## BEHAVIOR CONTINUED...

- Fill in all of the fields shown here.
- The only one that doesn't have anything to fill out is the Status dropdown.
- These are for all of the minor things that a student may do.
- Make sure in the comment field to fill out exactly what happened.
- This does not have to be done right at the time of the incident. Just make a quick note to remind yourself.
- When finished click Save.
- If you would like to change, add, or delete this entry: click the pencil next to incident and make any changes or deletions you feel necessary.

### Edit Discipline Record

Date	08/09/2020	
Code	<input type="text"/>	
Staff ID	4803727	
School	Mission Elementary School	
Status	<input type="text"/>	
Exact Time	<input type="text"/>	
Location	<input type="text"/>	
Possible Motivation	<input type="text"/>	
Consequence	<input type="text"/>	
Comment	<input type="text"/>	

Save

Cancel



# SENDING EMAILS TOPARENTS

- In your Tool Bar select Teacher Misc.
- Select Send Emails.
- A blank email will appear in your home screen.
- Select Add Recipients
- In the next Window select Search “my students”

# GRADEBOOKS

**Aeries**  
Student Information System

Find Students...

●

Pages

📄

Reports

★

Favorites

Filter Pages...

Home

Communications

Attendance

Attendance by Photo

Attendance by Photo (New)

Gradebook

Standards Based Grades

Physical Fitness

Supplemental Attendance (New)

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2017-2018

Golden Eagle Elementary School

teacher Enos

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Take a Tour of the New Aeries

Tour the New Student Profile Page

Currently accessing from IP 137.164.235.254 | Last accessed from IP 216.64.230.84 at 8/7/2017 11:14:57 AM

Class Summary

Term	Gradebook	Total Students	Website	Access Code
Trimester 1	ELA AY	26	<a href="#">Add Website</a>	
Trimester 1	Math	26	<a href="#">Add Website</a>	
Trimester 1	Math	26	<a href="#">Add Website</a>	
Trimester 1	Math - COPY	26	<a href="#">Add Website</a>	


My Tasks


Enter task here... [Add](#)

☒ Do aeries [x](#)

Calendar Events

[Add Event](#)

 No events for the next 60 days



RECORDED WITH

SCREENCAST MATIC

https://demo.aeries.net/aeries/logout.aspx

# GRADEBOOK TIPS AND TRICKS

- You will need to select all three trimesters, otherwise you will have to create the gradebooks each trimester rather than them just being there at the start of each trimester and select the section.

**Sections:** At least one section must be associated with this gradebook.

You can also associate multiple sections with this gradebook. This will all keep your gradebooks separate BUT have all the assignments the same with this gradebook.

Associated	Period	Section	Course	Semester	Meets On
<input checked="" type="checkbox"/>	1	2	03 Third Grade	Y	MTWTF

- I personally keep the options the way they are.
- You have to have at least one category.
- In the final marks you can change the percentages, but they are already entered for you to match the report card.
- Those are really the only tabs that are used.



# PREP TEACHERS' GRADEBOOKS

- You will need a gradebook for each class that you teach.
- You will need to select the section number that matches that teacher.
- In Manage Students, you will click “Add Students Not in Your Class” and then select the teacher to add the students.
- You will only need to enter in one category “Final Mark”.

# ADDING ASSIGNMENTS

Secure | https://demo.aeries.net/aeries/gradebook

Aeries® SIS Gradebook 2017-2018 Screaming Eagle High School Bray (Teacher64) Logout ? i

Tiles List Table

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

▼ Current Terms	Edit Scores By...			Functions	
1 - Math - Quarter 1	Class	Assignment	Student	Manage Gradebook	Add Assignment
1 - PE - Year	Class	Assignment	Student	Manage Gradebook	Add Assignment
2 - PE 9 - Year	Class	Assignment	Student	Manage Gradebook	Add Assignment
2 - Tchr Aide - Year	Class	Assignment	Student	Manage Gradebook	Add Categories
3 - PE 9 - Year	Class	Assignment	Student	Manage Gradebook	Add Categories
3 - Tchr Aide - Year	Class	Assignment	Student	Manage Gradebook	Add Categories
4 - PE 9 - Year	Class	Assignment	Student	Manage Gradebook	Add Categories
4 - Tchr Aide - Year	Class	Assignment	Student	Manage Gradebook	Add Categories
5 - PE 9 - Year	Class	Assignment	Student	Manage Gradebook	Add Categories
5 - Tchr Aide - Year	Class	Assignment	Student	Manage Gradebook	Add Categories

► Future Terms	Edit Scores By...			Functions	
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© 1995-2017 Aeries Software v8.17.8.2


RECORDED WITH SCREENCAST MATIC

- This is the place that you can send emails to parents without having to search for their emails, as long as they put an email into Aeries when registering their student.
- In your toolbar, select “Teacher Misc”
- Select “Send Emails”
- A new window will show up in the home screen.
- An individual email will be sent to each parent.
- Click add recipients and you can choose which families you want the email to be sent to or all of them.
- Finish filling in the fields and then click “Send Email” at the bottom of the screen.

**Send Email**

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**From:** CrystalVanDyke@antiochschools.net

 **Note:** To ensure privacy, an individual email will be sent to each recipient.

**To:**

**Subject:**

**Email Body:**

B I U a b c

[List Bulleted] [List Numbered] [List Decremental] [List Incremental]

[Link] [Image] [x<sub>2</sub>] [x²] [Table Icon]

Format ▼

(inherited font) ▼

(inherited size) ▼

A ▼

[Color Picker]

</>



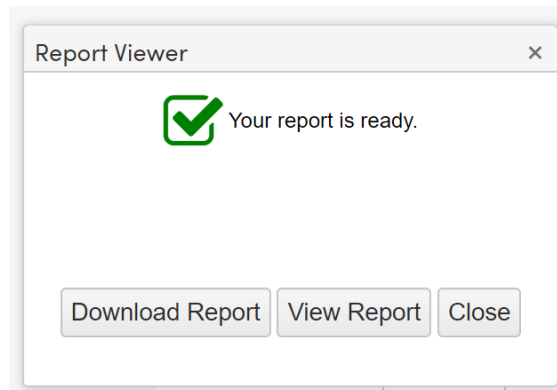
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## REPORTS

- In the Reports Tab, you have many different reports you can print:
  - Missing Assignments
  - Progress Reports
  - Attendance Logs
  - Student Directory
  - And so many more

# ATTENDANCE REPORTS

- The ones I use the most are: Daily Attendance Summary and Weekly Attendance Report by Class
  - In the Toolbar select Report tab
  - Select Attendance dropdown
  - Select which report you would like to pull up.
  - For Daily Attendance you'll select a date range and for Weekly Attendance you'll select a Monday to choose that week.
  - Select Run Report
  - When this pops up, I choose view report and it will open in a new window where you can then save it or print it.



**Print Gradebook Missing Assignments Report Options**

Report Format: PDF ▼

Report Delivery: None ▼

Gradebook(s) To Print Options

Select the gradebook(s) to print. You can also select the set of assignments and students to include in the report.  
*Inactive students are not checked*

Sort Assignment in Selection Box By Assignment Number ▼

☐ 0 - Homework - Trimester 3

☐ 0 - Language - Trimester 3

☐ 0 - Learning Skills/Work Habits - Trimester 3

☐ 0 - Math - Trimester 3

☐ 0 - Reading - Trimester 3

☐ 0 - Science - Trimester 3

☐ 0 - Social Studies - Trimester 3

☐ 0 - Writing - Trimester 3

**Print Gradebook Missing Assignments Report Options**

Report Format: PDF ▼

Report Delivery: None ▼

Gradebook(s) To Print Options

Report Title Student Missing Assignments

Report Comment

Sort Assignments By Assignment Number ▼

Student Sort Student Name ▼

Show Gradebook Summary ☒

Show Signature Line ☐ ←

Show Completion Checks Instead of Scores ☐

Print Only Students with Missing Assignments ☐

Print Only Student with Grade % Below

Print Only Student with Grade % Above

Page Break On Each Student ☒

Show Assignment Comment ☐ ←

# GRADEBOOK MISSING ASSIGNMENTS REPORT

- In the reports tab, choose Gradebook then Gradebook Missing Assignments
- Choose which gradebook(s) you would like to include
- Options tab: select the options that you want for your report to include, I keep the ones that are checked and then add the signature line and show assignment comments
- When done you can Run Report and/or Email to Parents

## Print Gradebook Progress By Student Report Options

Report Format: PDF ▼

Report Delivery: None ▼

### Select Gradebook

Pd	GBK Name	Term
0	Homework	Trir 3
0	Language	Trir 3
0	Learning Skills/Work Habits	Trir 3
0	Math	Trir 3

### Select Students

Select All Students

Clear All

### Gradebook Information to Display

Show Other Teachers' Gradebooks ☒

## PROGRESS BY STUDENT REPORT

- In the Gradebook dropdown, select Progress By Student
- For progress reports, I choose the gradebooks that will be represented on the report card (Reading, Writing, Math, Social Studies, and Science)
- When you choose the gradebooks, the students that are associated with those gradebooks will appear in the students panel.
- Select All Students or if you only want specific ones select clear all and then just the students you want to include.
- Select Run Report at the bottom and choose either View Report and/or Email Parents



**INFORMATION &  
TECHNOLOGY DEPARTMENT**  
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**Questions?**  
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