

## Aeries Online Report Cards - Elementary Schools October, 2009

Target Schools 2008-09: Bay Laurel, Chaparral, Sumac, White Oak, Yerba Buena  
Target Schools 2009-2010: Lupin Hill, Willow, Round Meadow

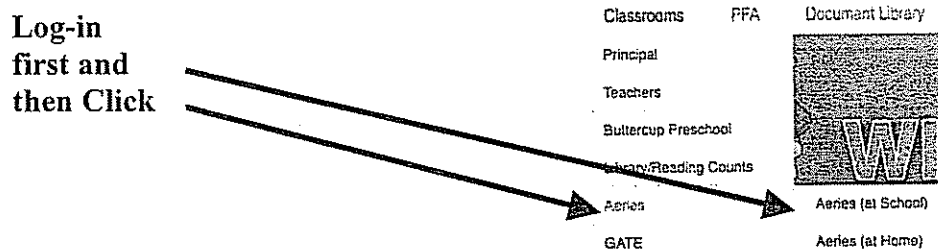
### Aeries Browser Interface (ABI)

Internet access to Aeries WITHIN the district: <http://192.168.254.10/abi/>

Internet access to Aeries from HOME: <http://www.lvusd.org/abiwles>

(abi = aeries browser interface lhes = lupin hill elementary school)

There is a link from the Lupin Hill Website to this address:

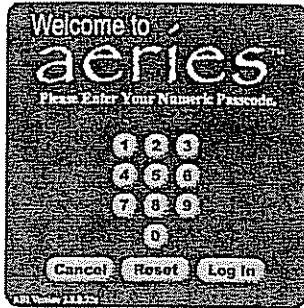


This will take you to the Aeries Home Website. You will need to use the drop-down menu to find **Lupin Hill Elementary School**.

Log-in using your last name: ex. Church (case sensitive)

The screenshot shows the Aeries login page. At the top, it says 'Welcome to aeries™'. Below this are three input fields: 'User Name:' with the text 'Church' entered, 'Password:' with seven dots, and 'School:' with a drop-down menu showing 'Willow ES 2009-10'. A 'Log In' button is at the bottom. On the left, three arrows point from the text 'Your name', 'Pswd: aeries', and 'Willow ES' to the respective input fields. At the bottom left of the screenshot, it says 'ABI Version 3.1.1.2.4'.

They will then ask you for a numeric password.



Click:  
1234

Then:  
Log In



**(NOTE: We will change your password during our training)**

For our session today, we will now click on **Grades A +**. You will then see two tabs - one for Gradebook, and one for Grade Reporting (aka **Report Cards**). You should be able to see the names of all the children in your class.

Other information - before proceeding.

- 1) You can access student information by clicking on **Student Info**.
- 2) If you notice something is wrong with the information, contact the Aeries person at your site to make the changes.
- 3) If you notice something that needs to be fixed (student name, typo, whatever), please notify Linda Gall ([gall@lvusd.org](mailto:gall@lvusd.org), or 878-5252 so that she can make any necessary change!)
- 4) **CHECK YOUR TIME-OUT TIME OFTEN**. The last thing you want to have happen is for the program to time out on you! (Just like on the teacher web pages, except in Aeries, it gives you a running time as to how much longer you have. (FYI - almost all online operations, be it banking, web applications, or Aeries has a time out feature. Just a fact of modern life)

**Now, on to the report cards.**

### **Online Report Cards Tips:**

They are actually very easy.

Click on the student name, use drop-down menu to enter the grade, check (+) or (-) where applicable, **Submit Changes**.

Check Mark indicates area of concern.

## **Comments**

You should type your comments in Word and copy and paste them into your report card comment box. There is no spell check in Aeries. You can use some of the pre-set comments.

## **Opening the Grading Table**

At the district level, Mike Carmody will need to “open the grading table” for your school before you actually have access to the report cards of your students. Middle School/High School teachers must wait until the weekend before report cards go home before entering their grades. Last year, for elementary school, the grading table was opened one week before report cards go home. There are many reasons why the district will not open the grading period for a longer time - the top two concerns/reasons are the loss of report card data and security. It is anticipated this will be the protocol for this year as well. Please plan accordingly. Collect all your data for the report cards and plan to enter it within one week before the report cards are to go home.

## **Printing Online Report Cards.**

The printing part must be done on the back-end on a PC. Linda Gall will train the office staff to access your report cards and print them for you. Pretty neat. It will be done for you! All you have to do is to let Sherrill and Kristy know when your report cards are ready to print.

What happens if you want to make a change? Just let the person in your office know and they will re-print the card for you with the change made (by you).

Every school will receive a new, spiffy printer to help with this task.

## **How will parents access Grade Reports Online?**

Parents will receive a hard copy of their child’s report card in each reporting period but will also be able to see their child’s report card online (after the grading table is closed).

The parents will receive a letter from Mike Carmody explaining how to access their child’s grades/attendance online. (FYI - the URL for Parents Access to Aeries will be: [www.lvusd.org/parentinfo](http://www.lvusd.org/parentinfo) and parents will need to log in with their child’s name, phone #, Permanent ID/Username and a Verification code/password sent to them by the district MIS/IT)

## **Once the Report Cards are open.**

**Enter by Student/ Enter by Standard** - links toggle one to the other

Enter by Student - if you want to enter your grade by student.

Enter by Standard - if you want to do sections of the report cards. All students are listed.

**List Options/ Dropdown** - menus that toggle one to the other

List Options - radio buttons, you just click on the grade

Dropdown menu - all options are in the dropdown menu. You have to click on the one you want.

**Submit Changes** - program times out at 15-20 minutes. Set a time to Submit Changes at least every 15 minutes. Note: After you submit changes, the program defaults back to the first child (when you are on Enter by Student)

**Missing Grade** - When you are finished with each student, click on Missing Grade. You will see if you accidentally skipped a grade. This is important to do for each child before submitting to your Office Manager for printing.

**Printing:**

When you are finished inputting the grades for all your students, let the Office/Aeries Manager know you are ready and she will print a set (or two, if you like) of your report cards.

**What if you need to change a grade?**

If the grading table is open - you can make any changes online yourself. Submit changes. Have Office Manager reprint the one report card you need to have reprinted.

If the grading table is closed - you have to fill out a Change Grade form (available from your Office Manager). It needs to be in triplicate - one copy for the cum (so there is proof the teacher requested a change), notifies the parent a change has been made, and one for you (so there is proof you are the one who requested the change). Why the paper trail? This is a legal document and following this process will keep you safe legally.

**Recommendation:** Because the grading table is open only for a limited amount of time - have all your assessments and comments ready to go when the grading table opens.

Jeanne's plan - run off one blank report card for each student. Record your grades on the report card and have it in front of you when the online report card is available to you. Type your comments in Word and copy and paste them into Aeries. Will take less than 5 minutes for each student to enter grades online.

Keep the report card until the next grading period and then you will have all the info in front of you (even while you are assessing). Then you will be ready for M2 and M3.