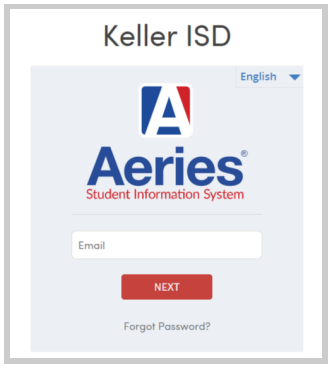
Aeries NEW Parent/Student Portal Handbook

*This handbook highlights the Aeries **NEW PARENT/STUDENT PORTAL**, which must be turned on by the user. If you would like to continue in the Classic (current) portal view, click HERE for that handbook.*



LOGIN to Aeries Parent/Student Portal **here**.

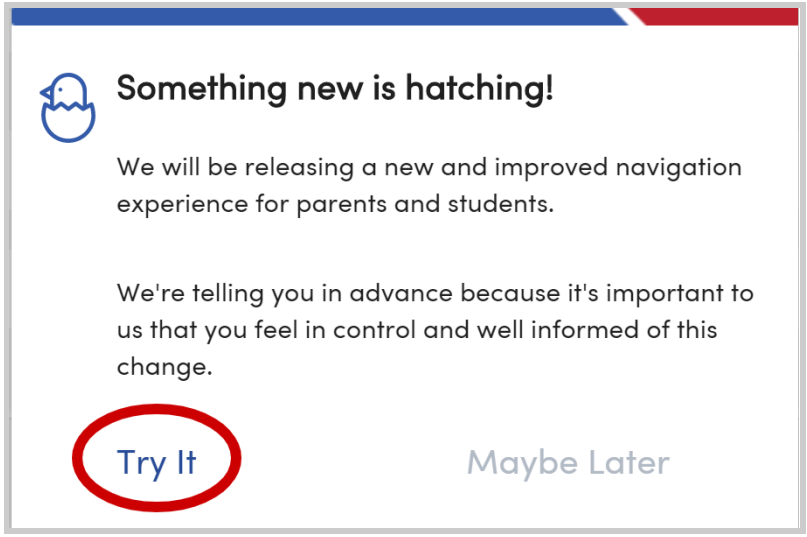
- **Parents** will log in with the account provided by the district.
- **Students** will login with their district email and password.

The Aeries Web Version **PARENT/STUDENT PORTAL** introduces multi-lingual support. When a language is selected, the text in the navigation structure is translated into the selected language.

NEW PARENT/STUDENT PORTAL

You have the ability to view Aeries Parent/Student Portal two ways, **CLASSIC** (current) and **NEW**. Choose **TRY IT** in the bottom-right to continue to the **NEW** portal.

*To return to Classic, click on your email or student's name in the top-right and choose **TURN OFF PREVIEW MODE**.*



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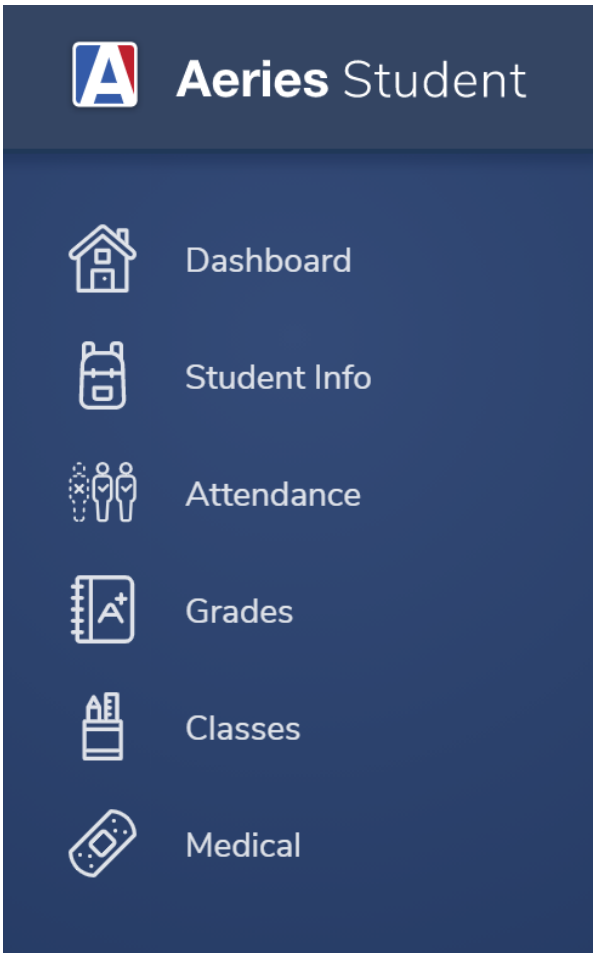
Navigating the Aeries Portal



Dashboard – Provides important items at a glance, such as Class Summary and Attendance Information

Student Info – Allows you to view basic profile, demographics and contact information that is on file for your child. At this time, any changes to this information must be made by the front office at your child's campus.

Attendance – Provides a calendar of information that allows you to see absences for your child as well as days that are designated as holidays or teacher ONLY days for the district.

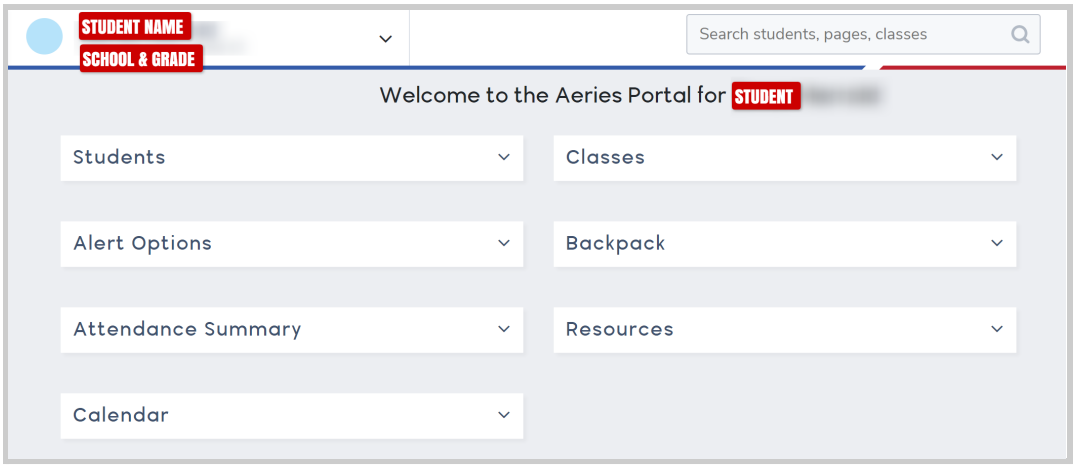
Grades – Shows detailed assignment grades, along with official progress report and report card grades

Classes – Displays the student's class schedule

Medical – Shows any medical alert information that the district has on file that is marked as visible to all campus administrators

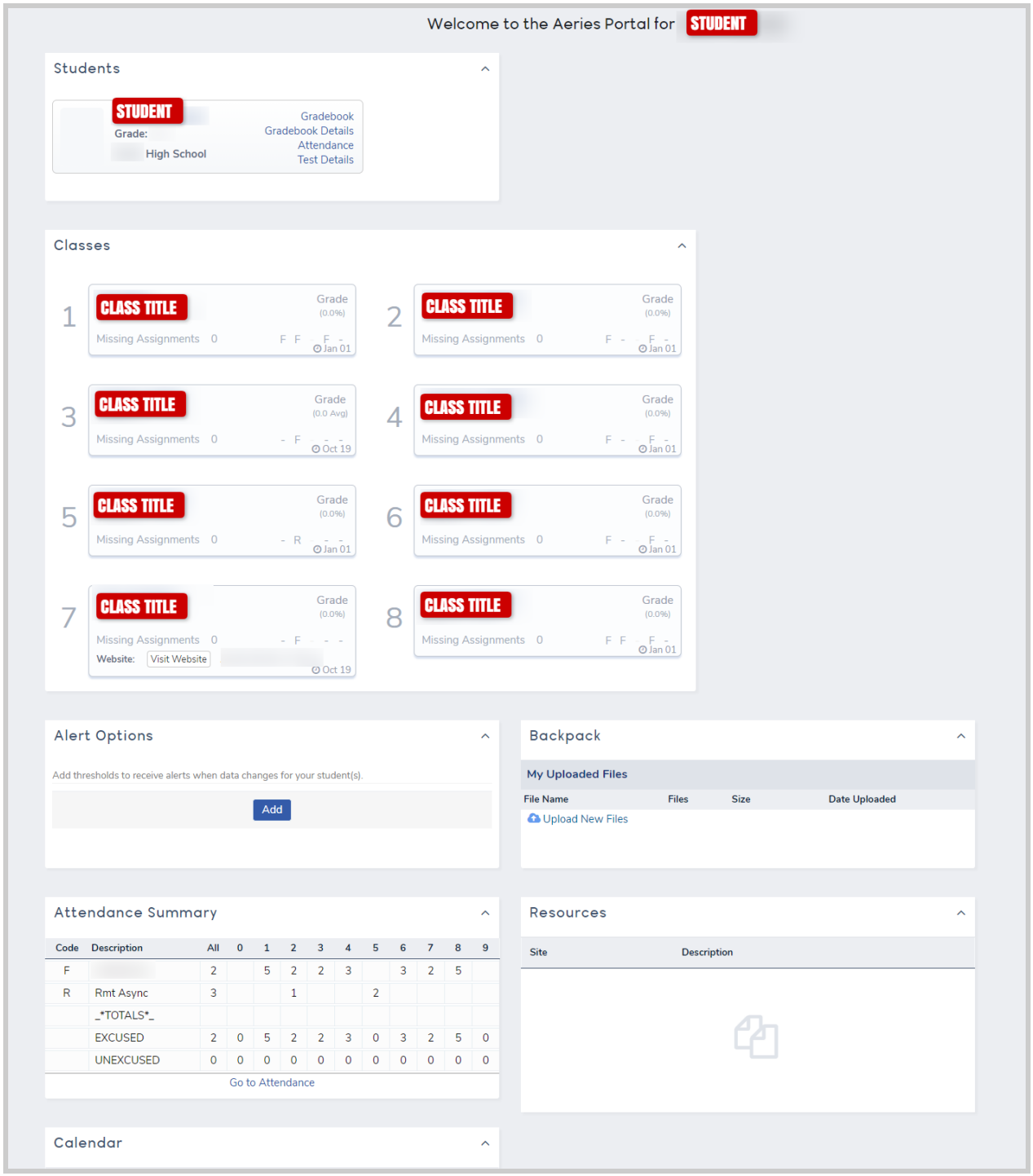
Grade Notifications – Create Alerts and Notifications for grades and missing assignments.

Once logged in, the Parent or Student will be able to view the **DASHBOARD.** *The Student Dashboard will display with expandable and collapsible sections that can be moved around. Each section can be expanded/collapsed by clicking on the ^.*

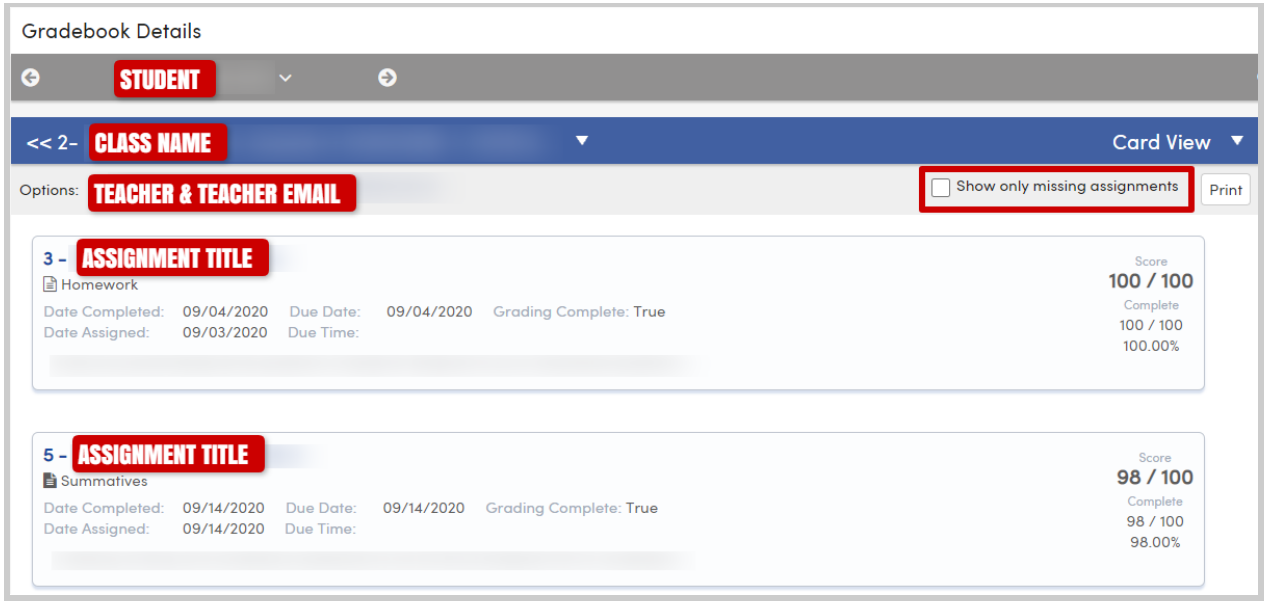


Dashboard

The dashboard view provides important items at a glance, such as Class Summary and Attendance Summary.

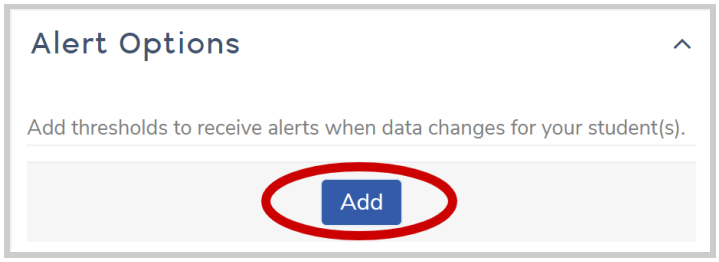


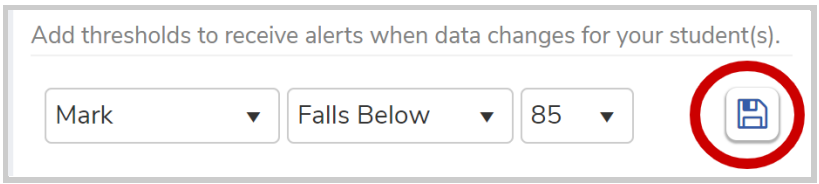
From the **CLASS SUMMARY** widget, you can click on the link for the Gradebook, which will take you to the assignments and their grades for that class period.



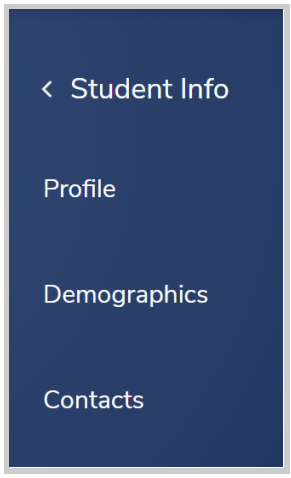
In the **ALERT OPTIONS** widget from the dashboard, you can set thresholds for your **INTERMEDIATE**, **MIDDLE** or **HIGH** school student(s) to receive alerts based on gradebook averages. *Be sure to click the floppy disk save icon when you have made your selections.*

When the threshold is met, you will receive an email from kellerisd@aeries.net. Set up the options for each of your students individually. *At this time, this option is not available for elementary schools.*

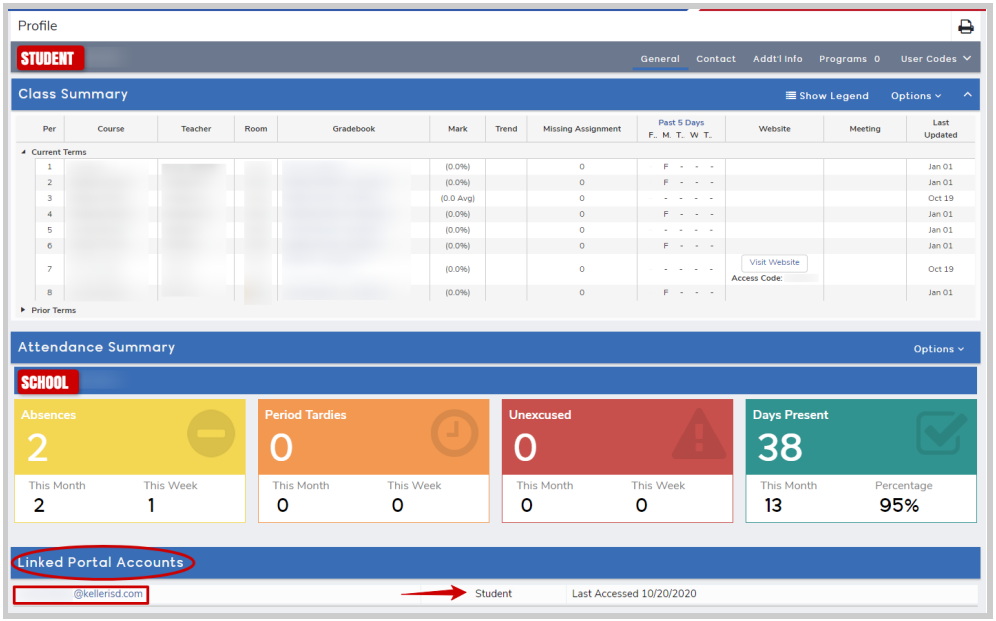




Student Info

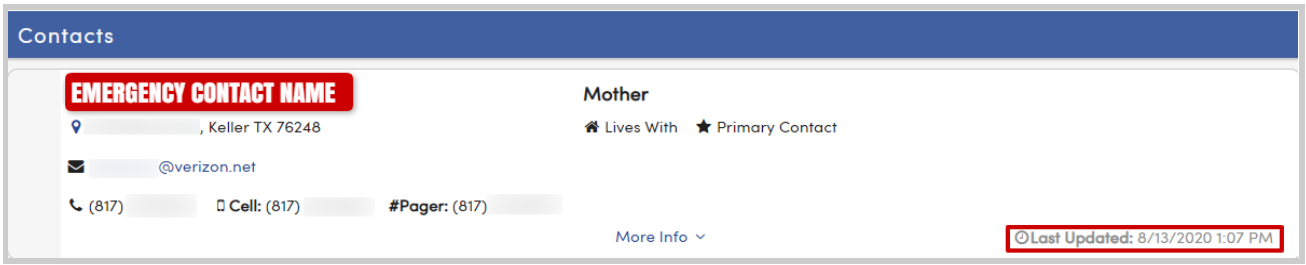


Profile – From the profile page, you can see the **CLASS SUMMARY** again, a dashboard of absence counts, as well as a section that shows the parent/student accounts that have access to view your student's information.



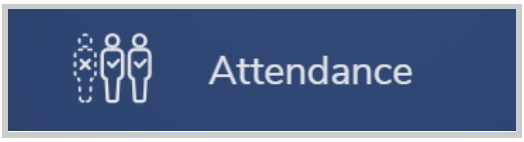
Demographics – Allows you to confirm basic information about your student, such as ID, name grade and birthdate.

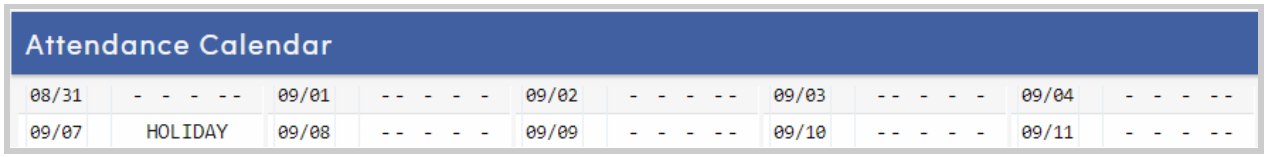
Contacts – Displays all of the contacts that are currently associated to your student, along with the relationships. Please note the **LAST UPDATED** date/timestamp. That was the last time the contact information was updated. Also, please note that the #Pager is the phone number provided as the text messaging phone for the student. Parent/Guardian contact records tend to show address information; whereas emergency contacts do not. If you need to request an update to any of this information, please contact the registrar at your student's campus directly.



Attendance

Click on the Attendance button for a summary or your student's attendance by day, semester, or year.



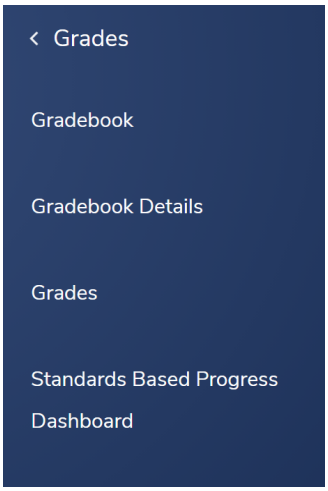


Click on the

button for a list of the attendance codes and descriptions to help read the attendance coding in the chart.

- **TCHR ONLY** – denotes the days that teachers will be working but students will be out.
- **HOLIDAY** – denotes district holidays for teachers and students.

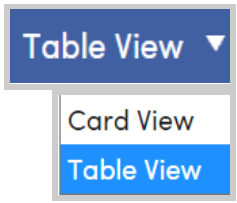
Grades

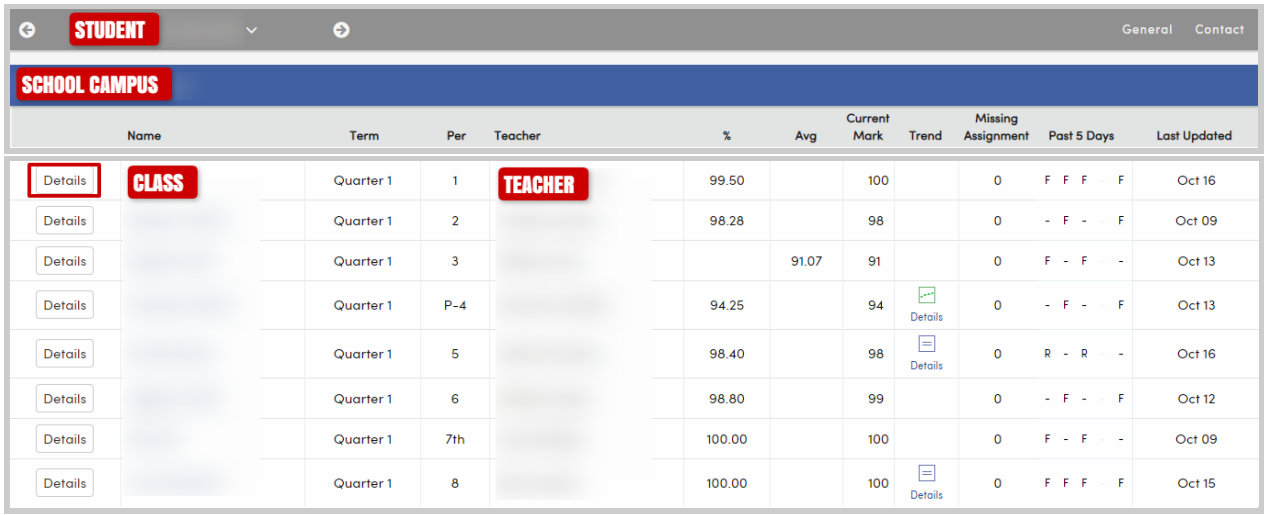


Gradebook – Displays a high-level course average for each of the student's courses.

By clicking on the down-arrow in the top-right, you can toggle between **CARD VIEW** and **TABLE VIEW.**

The table view has more details, such as the number of missing assignments. In table view, clicking **DETAILS** next to a course name will take you to the **GRADEBOOK DETAILS** page for that course.

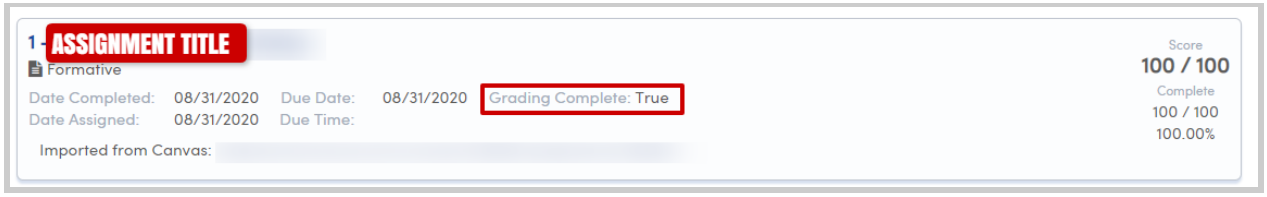




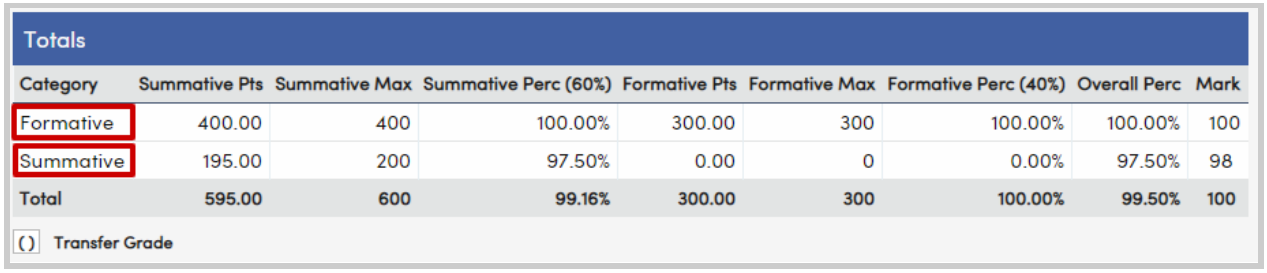
Gradebook Details - Displays individual assignments that the teacher has given in the class. Each assignment entry provides details such as date assigned, date due, date of completion and score. Additionally, each assignment is followed by a **GRADING COMPLETE** Label of either **TRUE** or **FALSE**.

Grading Complete Label:
FALSE means the teacher has not yet completed the grading of that assignment for the entire class and there is a possibility that the score for the student could change.

TRUE means the teacher has completed the grading of that assignment for the entire class, and unless you hear further from the teacher, you can consider that assignment grade complete.



At the bottom of the Gradebook Details page, there is a **TOTALS** view that shows the breakdown of **FORMATIVE** and **SUMMATIVE** points that make up the student's overall percentage in the course. Formative assignments are typically your skills building assignments whereas summative assignments are typically tests to check for mastery of the material.

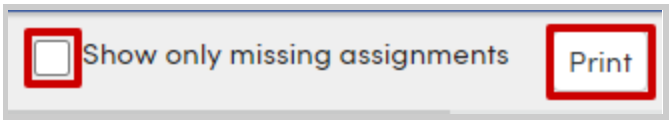


Totals

Category	Summative Pts	Summative Max	Summative Perc (60%)	Formative Pts	Formative Max	Formative Perc (40%)	Overall Perc	Mark
Formative	400.00	400	100.00%	300.00	300	100.00%	100.00%	100
Summative	195.00	200	97.50%	0.00	0	0.00%	97.50%	98
Total	**595.00**	**600**	**99.16%**	**300.00**	**300**	**100.00%**	**99.50%**	**100**

Transfer Grade

Other options available in Gradebook Details:

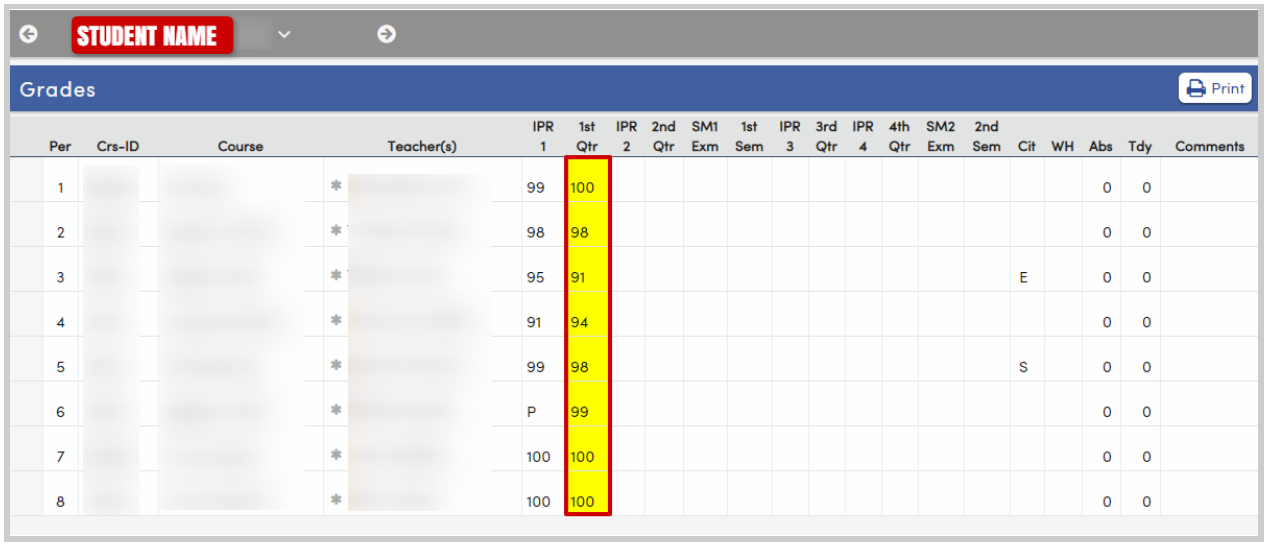


SHOW ONLY MISSING ASSIGNMENTS:
Missing assignments are assignments not turned in to the teacher as of the due date. When checked, only the missing assignments will appear, if any.

PRINT: Print Assignments list and/or Missing Assignments list.

Grades (Report Cards)

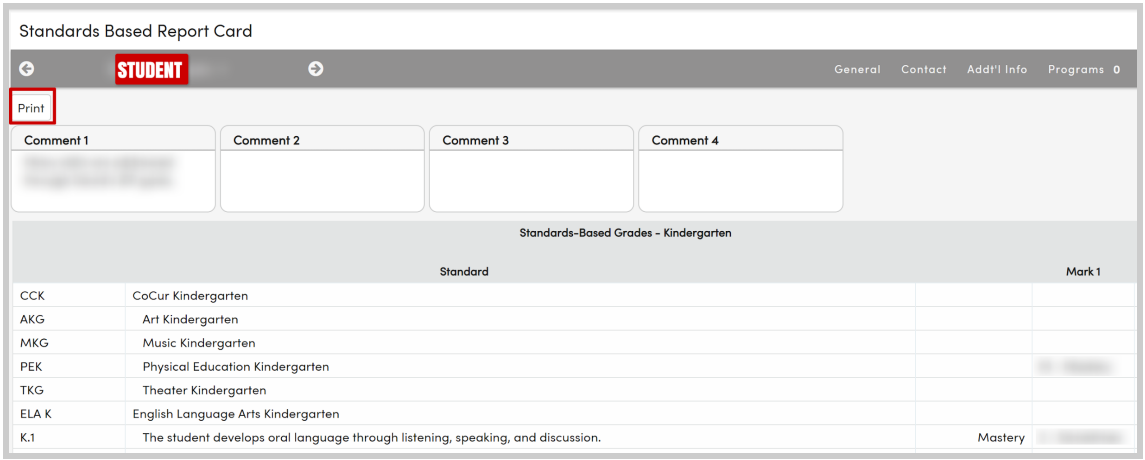
GRADES displays the official progress report or report card grades for each course. *Prior to the current grading window being complete, you may see a red message that says: Current grades are being hidden because teachers are entering scores.* Once the teachers are finished entering scores and the school is ready to publish grades for your viewing, the message will go away and the latest grades will appear. Note: IPR = Interim Progress Report



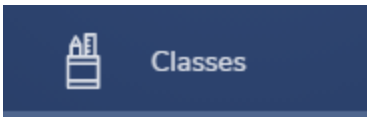
Per	Crs-ID	Course	Teacher(s)	IPR 1	1st Qtr	IPR 2	2nd Qtr	SM1 Exm	1st Sem	IPR 3	3rd Qtr	IPR 4	4th Qtr	SM2 Exm	2nd Sem	Cit	WH	Abs	Tdy	Comments
1				99	100													0	0	
2				98	98													0	0	
3				95	91											E		0	0	
4				91	94													0	0	
5				99	98											S		0	0	
6				P	99													0	0	
7				100	100													0	0	
8				100	100													0	0	

Standards Based Grades Report Card

For Pre-Kindergarten, Kindergarten, and 1st grade report cards, select the **STANDARDS BASED REPORT CARD** option from the menu. Standards Based Report Cards will be visible at the completion of the 1st 9 weeks when standards are posted.



Classes

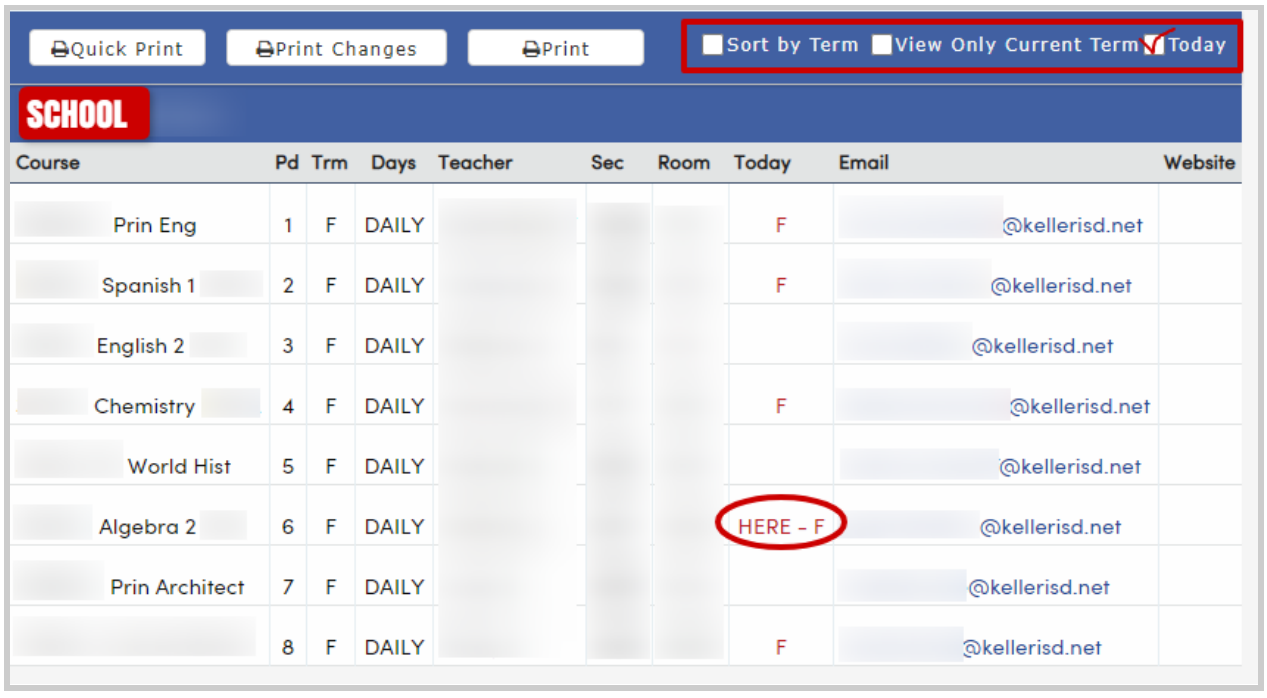


Displays the student's course schedule.

- **PD-** Class Period
- **TRM-** Semester. F = 1st Semester, S = 2nd Semester, Y = Year-long course
- **DAYS-** Specific which days the course meets.
- **TEACHER-** Teacher of record for that class
- **TODAY-** The course that says **HERE** is the class that the student is physically attending at the moment, if not absent.
- **EMAIL–** You may click on the teacher's email address, which will open the default email client on your computer/device, to allow you to communicate with the teacher.

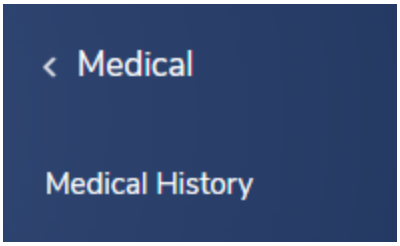
If multiple terms **(TRM)** are visible on the page, you may choose to **SORT BY TERM**, **VIEW ONLY CURRENT TERM**, or just see **TODAY**'s classes by clicking the checkboxes as shown below.

*If you'd like to print a copy of the schedule, click the **QUICK PRINT** button.*



Medical

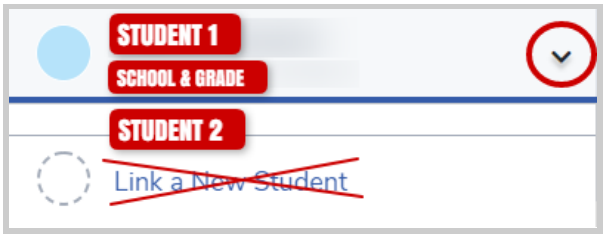
Medical History – Displays the medical alerts that are on file for your child and visible to all campus administrators, including but not limited to nurses, principals and other campus front office staff. The Last Updated timestamp reflects the last time this information was updated in our system.



If you have provided additional medical information that you don't see, it's likely that only the district Nurse has access to that information based on preferences specified by the parent via online registration. If you need to request changes to this information, please contact the front office at your child's campus or contact the school nurse directly.

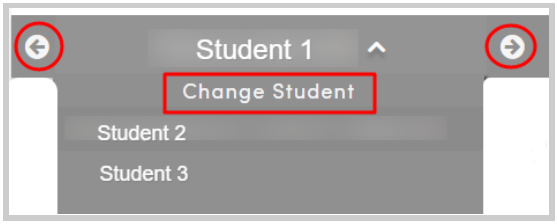
Switch Between Your Students

(Applies to Parent/Guardian Accounts ONLY)



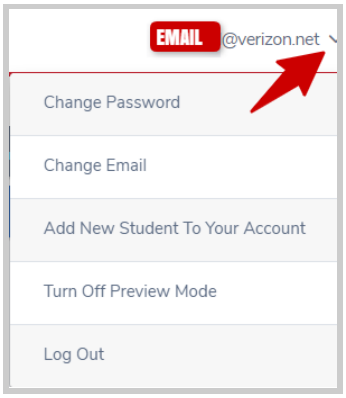
If you have multiple students connected to your account, you may toggle between them by clicking on the down arrow next to your initial Student's name at the top and selecting the student from the list. *If one of your students is missing from the list, please contact the front office at your student's campus to request the missing student to be added or submit a Parent TECH Help Ticket.*

Although there's an **LINK TO A NEW STUDENT** option in the menu, the district **will not be issuing verification codes at this time.** The student can be added by the district.



Additionally, while on any of the pages, other than the Dashboard, you will see the name of the student that you're currently viewing in a gray bar with forward and backward arrows. Clicking on either of those items will take you to the next student that is tied to your account.

Account Management



By clicking on your email address in the top right-hand corner of the screen, you'll see a dropdown list with some items to help you manage your account.

- **CHANGE PASSWORD** – You may change your password at any time.
- **CHANGE EMAIL** – You may change your email address at any time.
- **ADD ANY NEW STUDENT TO YOUR ACCOUNT –** You will not be able to use this feature, as the district is not issuing verification codes at this time. If you are missing a student from your account, please contact the front office at your student's campus or send a request to *Parent TECH Help.*
- **TURN OFF PREVIEW MODE –** Return to Aeries CLASSIC by clicking on Turn Off Preview Mode.. At some point in the future, the NEW portal design will be the only one available; therefore, we encourage you to explore that view so that you are familiar.
- **LOG OUT –** For security purposes, once you are done with your account for the time-being, please click the **LOG OUT** options to log out of your account.

As a reminder, if you notice any issue with the data that you view, please contact the front office at your campus to discuss.

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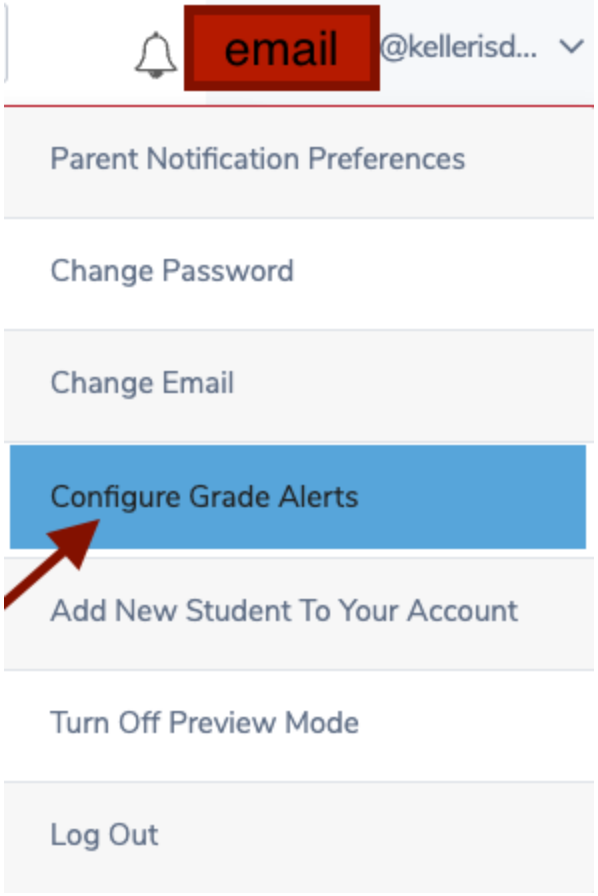
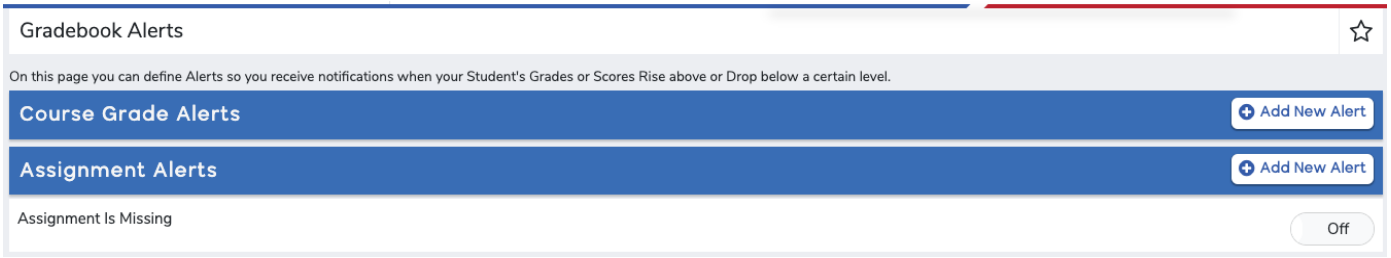
Grade Notifications

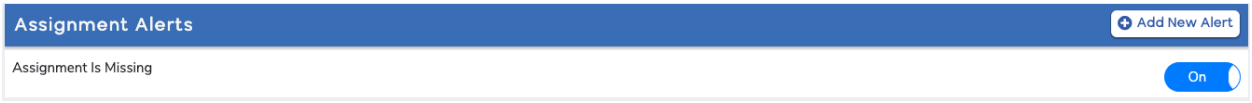
By clicking on your email address in the top right-hand corner of the screen, you'll see a dropdown list with some items to help you manage your account.



- **Configure Grade Alerts** – You can set up alerts to notify you of changes in grades, assignments, etc.



- **Add New Alert** – Click Add New Alert
    - Select if Aeries will notify if grade(s) Rise Above or Fall Below any number chosen



    - Click **OFF** button under Assignment Alerts to turn it **ON** to get notified when assignments are missing.

** Complete this for each student.