This Aeries twp-hour training is designed to be an overview of the pages and reports that are used in Aeries. Attendees will gain an overall understanding of Aeries Navigation Tree setup and the pages and reports housed within the nodes and branches. During the session, the following will be reviewed and demonstrated: search for students, accessing pages and reports, and using Freshdesk resources. It is designed to teach basic navigational skills of the Aeries system so that attendees have a basic understanding of the possibilities, functions and uses that will be pertinent to their areas of work.

**A – Logging into Aeries**

* Login Window – Two fields required:
* **User Name**
* **Password**
* Academic Year and School Selection Window

**B – Home Page**

* **Top Bar**
* Change Year (Prior years displayed in Red)
* Change School
* Admin dropdown
* Highlight State Reporting Fields
* Account Settings
* Change Password
* Log Out
* Help Icon
* Tables and Fields Icon 
* Customize Home Page
* Hide/Minimize Gadgets
* Turn off Gadgets
* **My Tasks**
* **Calendar**
* **Resources**
* **Attendance Summary**
* **Academic Plan Status Summary**
* **Intervention Caseload**

**C – Navigation Tree**

* Toggle Tabs
* **Pages** (Blue)
* **Reports** (Green)
* **Favorites** (Yellow)
* Organization of **Pages** on Navigation Tree
* Nodes
* Subnodes
* Branches
* Expanding/Collapsing Nodes
* Click to open Node
* Filtering Pages and Reports Tabs
* Responsive search with each character entered
* Leaves Node headers visible to identify location of the Page in the Navigation Bar
* Search for *View All Forms*
* Search for *View All Reports*
* Favorites Tab
* Customizable for easy access to often used Pages or Reports
* Add a Favorite by clicking the gold star on top right of each Page

**D – Search Students**

* Use the Search Student field or click the magnifying Glass Icon to open form
* Search for student records by
* Name
* *Partial* Name
* Student Number (STU.SN)
* Permanent ID (STU.ID)
* SSID (STU.CID)
* Results display by alpha by Last Name match then alpha by First Name match
* Include Inactive Students Option
* Fuzzy Search Results Option
* Student Group Option
* Keep and List Group Option
* All search results Columns sortable
* Results total displayed
* No Result Found displays search screen with search tips
* Recently Viewed Option
* Multi-Student Search Option
* Spreadsheet list
* Multi-Year District Search Option

**E – Student Data**

**Node: Student Data | Profile**

* Title of each widget is hyperlink to related page
* Shrink widgets using arrow
* **Class Summary**
* **Attendance Summary**
* **Financial Information**
* **Graduation Status** (High School)
* Credit Summary
* Print Graduation Status Report button
* View Transcripts button
* **Data Snapshot**
* Assertive Discipline
* Counseling
* Discipline
* Intervention
* Medical Log
* Medical History
* **Test Results**
* Most recent test results
* SBAC PDF link
* Test titles link to **Test Details**
* **Linked Portal Accounts**
* **College Entrance Requirements (Secondary)**
* Quick Print button
* **Career Pathways**
* Student Information Bar



* Can be expaned/minimized
* Tab Links
* General – key student data
* Contact – quick view of Contact data
* Addt’l Info – alias, birth, Attendance, and Medical information
* Flags
* Set Flags top right of each page
* Activated Flags display in a red
* banner
* Programs
* Usercodes – Demographics User Codes
* Print Icon – top right corner of most pages

**F – Student Data and Related Tables**

**Node: Student Data | Demographics**

* Basic student information
* Highlight State Reporting Fields option
* Adding a Student Record
* **Add** button
* Editing Student Data
* **Change** Button – edit data
* Calculated Fields
* Age
* Algebra 1 – High School
* Physical Fitness – High School
* Cohort – High School
* Field Types
* Formatted Fields
* Date – Calendar Icon or type
* Telephone – auto-formatted
* Dropdowns - district-defined hard coded
* Click **Save** button to update data

**Node: Student Data | Contacts**

* Contact data for students
* Lives With?
* Primary Contact
* Ed Rights Holder?

**Node: Student Data | Attendance**

* Legend button
* Attendance Notes
* Click Add button
* Edit Record – use
* In Edit mode
* Save record
* Cancel/Undo
* Delete
* Attendance Summary

**Node: Student Data | Guidance**

* **Assertive Discipline**
* **Discipline**
* **Counseling**

**Node: Student Data | Test Scores | Test Scores**

* Test data for students
* Options
* Limit ID dropdown
* Show Test by Test ID and Part
* Show Colors
* Multi-record format – *often* imported results

**Node: Student Data | Medical**

* **Daily Medical Log**
* **Medical Log** – log of student medical visits
* **Medical History** – log of medical conditions
* **Immunizations**
* **Medical Profile Report** – all-encompassing medical information for a student

**Node: Student Data | Scheduling**

* **Classes**
* **Crs Attendance**

**Node: Student Data | Programs**

* **Free and Reduced**
* **GATE**
* **Language Assessment**
* **Special Education**
* **Special Programs**
* **504**

**Node: Attendance Accounting**

* **Attendance Process Dashboard**
* Configurations
* Functions

**Node: Standards Based Grades**

* **Standards Based Grades Dashboard**
* Configurations
* Functions

**Node: Grade Reporting**

* **Grade Reporting Dashboard**
* Configurations
* Functions

**Node: Scheduling Process**

* **Scheduling Process Dashboard**
* **Courses**
* **Scheduling Master Schedule**
* **Master Schedule**
* Configurations
* Functions
* Summer School

**Node: View All Reports**

* Categories and Filter fields
* Report Format and Delivery Options
* **Report History**
* **Custom Reports**

**G – Student Related Reports**

* Avery 5160 Labels
* Student Emergency Card
* Birthday Listing
* Student Directory
* Summary of Students
* Class Roster

