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SBCUSD – Information Technology Department

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Training and Support

You may contact the following offices for assistance with the Aeries system:

**Student Wellness and Support Services**
Counselors
(909) 473-2080

**Information Technology Department**
Training Specialist
Training related
(909) 386-2550 or aeries@sbcusd.com

**Information Technology Help Desk**
Computer related issues
(909) 888-4357

**Attendance Accounting**
Attendance reporting
(909) 381-1147

**Student Records**
Enrollment
(909) 880-6615

**Security Department**
Access
(909) 386-2550

**Reports Department**
Reports
(909) 386-2550 or reports@sbcusd.com

Revisions:


Introduction

Additional manuals and Quick Reference Guides are also available for attendance, enrollment, and other important district procedures on the Information Technology’s website.

Conventions used in the manual

💡 You will see this symbol when additional information is provided about the current topic. It will also appear when a tip, trick, or shortcut is available.

⚠️ You will see this symbol when you need to be aware of a potential problem.

Please check with your supervisor regarding any SBCUSD guidelines and procedures that may relate to information in this manual.

The information in this manual is subject to change. That is due to Aeries updates and SBCUSD customization of the program. Go to the SBCUSD Information Technology’s website for the most current Aeries documentation. Look for the revision date on the document to see when the information was last updated.
Lesson 1 – Login, Changing the Site or Year and Log Out

To request an Aeries.net account, have your site administrator send an email to securityspecialist@sbcusd.com. In the email state what kind of access is needed (e.g., attendance, enrollment or the group you belong to-Counselor, Admin, etc.). If you have students also rostered to you, you will need a separate login in order to have access to their attendance, grades, etc.

Login to Aeries

1. Launch a web browser, e.g. Google Chrome. Not all Aeries Links are available when not on the District’s Network.

2. On the browser’s address bar, type https://sbcusd.asp.aeries.net/admin and then press [Enter].

3. In the Username and Password field, type the same login you use for your District login.

4. In the Database field, verify that SBCUSD appears. If not, select it from the drop-down list.

5. In the Year field, select the current year from the drop-down list. If you want to login to a previous year, select the desired year from the drop-down list. You must request access to any previous year’s database after the start of a new school year.

6. Click the Sign In button. The second sign in screen appears.

7. In the School field, select the desired school from the drop-down menu.

8. Click the Continue button. The Aeries home screen appears.

Fun tip: The background image on the login page changes to a new image approximately every week. At the bottom of the login page, there is a link to view Background Image Info. This provides more information about the background image featured.
Change to another Site or Year

You will only see sites and past years if you have permissions to do so. Our Security Team can assist you with this. Email securityspecialist@sbcusd.com.

1. From any location within Aeries, click on the Change School or Year drop-down list and make your selection. Most Counselor’s will only see their site and the District’s.

Log out of Aeries

1. From any location within Aeries, click on the arrow to the right of your name in the upper right corner.
2. Select Log Out.
3. Close your web browser window.
Lesson 2 – User Options, Settings, Customize Home Page and Help

You can edit your Aeries profile, highlight State Reporting Fields, customize the Home Page and get online help in Aeries.

Home Page – The right side

User’s Options
Click on the carrot (arrow) to the right of your name.

- Highlight State Reporting Fields, when selected, will show these fields in green.

- Use the Account Settings to change your email address.
  - This should be your District email.

Use the Log Out in here or go to the bottom of the Navigation Tree.

Aeries Help

Next to your name, you will see a question mark. Click this when on a page you need help with.

Customize Home

Directly under your name, you will see the hot dog symbol. Use this to customize your home screen with available Gadgets.

- Attendance Summary
- My Tasks
- Resources
- Events Calendar
- Intervention Caseload (if assigned)
- Aeries Tour (close any new messages)

To open and close the Navigation Tree

- To close, click on the carrot (arrow) to the right of the Aeries icon.
- To re-open it, click on the hamburger symbol in the left corner.

See more about the Home Page in Aeries

Or type this in your browser:
https://support.aeries.com/support/solutions/articles/14000069464-overview-of-the-home-page-video
Lesson 3 – Navigation Tree and Favorites

The Aeries home page displays the **Navigation Tree** on the left and useful tools in the window on the right. It is the first screen you see when you complete a successful login.

Your security access determines which of the categories you will see on the Navigation Tree. If you need assistance with your login name, password or access, please email our Security Team at [securityspecialist@sbcusd.com](mailto:securityspecialist@sbcusd.com).

### Navigation and Favorites

On the left side of the screen, a **Navigation Tree** displays that allows easy access to all Pages, Reports and Favorites.

- **Nodes** – open and close
- **Navigation Tree** - hide or open
- **Searching for Pages or Reports** using the Filter Pages or Reports field

**Favorites** – Quick Links to Pages and Reports. Use the gold star in the upper right corner.

Read more about Navigating and Favorites

Or type this address in your browser: [https://support.aeries.com/support/solutions/articles/14000069469-navigation-and-favorites](https://support.aeries.com/support/solutions/articles/14000069469-navigation-and-favorites)
Lesson 4 – Searching for Students and Finding Information

The Student Search tool is accessible at the top of the Navigation Tree. Once you find the student, the Nodes (categories) available to you will show in the Navigation Tree. Search using:

- complete student name
- student’s last name
- first couple letters of the student’s last name
- or first letter to locate all students starting with that letter
- Student Number
- Permanent ID
- State Student ID
- By Groups

Users can also click the magnifying glass icon to bring up the Student Search window. This window allows for a new search to be started, and lists search tips to assist the user in accessing the desired search results.

Use the carrots (arrows) to the right or left of the current student’s name to scroll to other students. Clicking on the current student name will show a listing of recently viewed students.

You can use the Search Icon and go to search students by Groups.

1. Click on the icon to bring up the search box.
2. Click in the Group: Field and Select one of the groups listed.
3. Click on the button.
4. Note the list of students and the count, and then close the screen.
5. Click on the Keep Students link under the Search button.

This creates a KEEP statement. Anything you run in Aeries will now be limited to these students. You can create a KEEP or SKIP statement before using this feature to limit the list by site, ethnic group, gender, grade, etc.

You can also search using the Reverse Lookup in this screen. E.g., address, phone, contact name, and more.

Read more about Searching for Students
Or type this address in your browser:
https://support.aeries.com/support/solutions/articles/14000069556-searching-for-students

And, more about Looking Up Students
Or type this address in your browser:
https://support.aeries.com/support/solutions/articles/14000070881-looking-up-student-information-video
Lesson 5 – Student Profile Page

The Student Profile page is not used for data entry. Instead, it is available to give a quick view of key information related to a student.

Click on the Pages icon and then type Profile into the Filter pages field.

The data on the page pulls from several different areas within Aeries:

a. Class Schedules
b. Teacher Gradebooks
c. Attendance
d. Test data
e. Discipline
f. Medical
g. Special Programs
h. Graduation Status
i. College Entrance Requirements

Additional tabs feature (along the top to the right of the student’s name):

- General – ID numbers, Grade, Age, Teacher, Language Status
- Contact – Contact Information
- Additional Info – Race/Ethnicity, Birth Date, Attendance programs, Health Alerts
- Flags – all Flagged areas

Read more about the Student Profile page

Or type this address in your browser:
https://support.aeries.com/support/solutions/articles/14000070995-student-profile-page-overview
Lesson 6 – Red Flags in Aeries

Red Flags are a tool available in Aeries for communicating key alerts about individual students. Red Flags can be set on all Student Data pages in Aeries.

It is very important that you find out specific instructions for inputting notes in the Red Flag area from the department responsible for the screen you are in. Due to confidentiality issues, there are many restrictions.

1. Click on the flag in the upper right corner of the screen that you wish to post an alert for.
2. Type See Cum in the blank field or ask the related department for assistance.
3. Click the OK button.
4. Delete a Flag by clicking directly on the red flag.
5. Edit a Flag by clicking directly on the little pencil to the right of your alert.

Lesson 7 – Student Demographic and Supplemental Pages

The Demographics page has two tabs, Student Data 1 and Student Data 2 (see pictures for information).

Click on the Pages icon and then type Demographics into the Filter Pages field.

Click on Student Data 1 to see Name, Grade, Perm ID#, Age, Address, Contact, Correspondence Language, and more.

Click on Student Data 2 to see Stu Email, Network Login, State Stu ID, and more.

Click on the Pages icon and then type Supplemental into the Filter Pages field.

This screen shows Enrollment Info, Transportation, Four Year Plan, and more.

Lesson 8 – Students Attendance, Grades, Tests, Classes, and Discipline

All of these screens are found using the same process in Aeries.

1. Click on the Pages icon.
2. In the Filter Pages field, type Attendance, Grades, Test, Class or Discipline.
3. Select from the listing that appears.
Lesson 9 – Adding a Counseling Note

This will guide you on how to add a counseling note for a student’s record.

1. Select the Pages icon and then type Counseling in the Filter Pages field.
2. From the student’s counseling screen, click the Add New Record button.

3. In the Date field, enter the date you met with the student. Use the calendar button to select from the Date Picker screen.
4. In the Code field, select the reason for the meeting from the drop-down menu.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>L1</td>
<td>2246</td>
</tr>
<tr>
<td>L2</td>
<td>2246 Re-Entry</td>
</tr>
<tr>
<td>1</td>
<td>AB1802 Conference: Student</td>
</tr>
<tr>
<td>10</td>
<td>AB1802: Student/Parent</td>
</tr>
<tr>
<td>12</td>
<td>Academic</td>
</tr>
<tr>
<td>14</td>
<td>Alternative Education</td>
</tr>
<tr>
<td>16</td>
<td>Attendance</td>
</tr>
<tr>
<td>18</td>
<td>Behavior</td>
</tr>
<tr>
<td>19</td>
<td>Bullying</td>
</tr>
<tr>
<td>2</td>
<td>CAHSEE</td>
</tr>
<tr>
<td>20</td>
<td>Career/College</td>
</tr>
<tr>
<td>21</td>
<td>Classroom Guidance</td>
</tr>
<tr>
<td>22</td>
<td>Conflict Resolution/Mediator</td>
</tr>
<tr>
<td>24</td>
<td>Credit recovery</td>
</tr>
<tr>
<td>26</td>
<td>Enrollment</td>
</tr>
<tr>
<td>3</td>
<td>Graduation Map (Sierra)</td>
</tr>
<tr>
<td>6C</td>
<td>Group Counseling</td>
</tr>
<tr>
<td>6</td>
<td>HEART</td>
</tr>
<tr>
<td>11</td>
<td>Outside Services</td>
</tr>
<tr>
<td>37</td>
<td>Parent Contact</td>
</tr>
<tr>
<td>4</td>
<td>Personal/Social</td>
</tr>
<tr>
<td>42</td>
<td>Progress Review</td>
</tr>
</tbody>
</table>

5. In the Status field, select the appropriate code from the drop-down list.
6. In the Location field, select the appropriate code from the drop-down list.
7. Leave the Contact date blank.
8. In the Counselor field, enter your first name and last name. Make sure to use the same name for yourself every time.
9. In the Comments field, keep it simple. Remember confidentiality.
10. In the Time field, enter a start and end time.
11. Click the Save Record button to save your note.

To Edit a record, click on the icon.

You can Sort the records by Date, Code or Grade.
Lesson 10 – Enter 2246 Data in the TTFS Screen

*These instructions are specific to recording specific information regarding 2246 Intervention.*

- Log 2246 intervention notes in both the Counseling Notes screen **AND** in the TTFS screen.
- Remember that less is more; do not add narrative comments to aeries that can breach confidentiality.

1. Select the Pages icon, and then type **TTFS** in the Filter Pages field.
2. Click on **Add** (right corner).
3. In the **Date** field, select the intervention date.
4. In the **Grade** field, select the students grade.
5. In the **Code** field, select **L1** (2246) or **L2** (2246) Re-Entry.
6. In the **Provider 1** field, select the Counselor, Nurse or Psychologist name.
7. In the **Placement** field, select the highest action level from the drop down list.
8. In the **School of Incident** field, select the school. This is usually the school of attendance.
9. In the **Comment** field, type your comments.
10. In the **Created By** field, type the evaluators name.

---

![Add TTFS Record](image-url)
Lesson 11 – Mass Add Student Related Data

This allows you to add records to multiple students at one time into Interventions, Counselor Notes, Activities, Fees and Fines, Medical Tests, and more. This requires special Aeries Permissions. If needed, email securityspecialist@sbcusd.com.

1. Once logged into Aeries, click on the Pages icon and type Mass Add in the Filter Pages field.
2. Select the Mass Add you wish to use. Counselors will most likely use Mass Add Student Related Data.
3. Select the Load Import button. DO NOT use Create New.
4. From the Import Name: field, select the appropriate name from the drop down. E.g., CG Classroom Guidance.
5. DATE – you must fill in the date you meet with the student(s).
6. Fill in your Comments.
7. If applicable, you can use the STU.GR check box in order to show the student’s grade.
8. Select the appropriate CL code from the drop-down listing.
   If possible, it is advised that you use a KEEP or SKIP statement when using the next steps.
9. Select what type of filtering you will use from the first set of options (if no KEEP or SKIP used).
   a. For a select set of students, copy and paste OR type in their Perm ID’s into the Student Search field (separate with spaces, commas or line breaks).
10. If applicable, check the box for Include Inactive Students (not if using ID numbers).
11. Click the Load Students button.
12. Check the names that appear on the left of the screen.
13. If all are ok, click on the All button and then use the right arrow to move them to the right of the screen.
14. You can remove specific students by selecting the check box next to their name(s) on the right side, then move them to the left using the left arrow (they cannot be removed from the Search Results list).
15. You can keep searching until all students are in your Selected Students list on the right side.
16. Click the Mass Add Records button at the bottom of the screen.

Important: When completed, you will receive an email notification. If any errors occurred during the process, the email will indicate the number of errors and will also have a .csv file attached detailing each error. It is HIGHLY recommended that you verify the expected results of the mass add process by spot-checking student records.
Lesson 12 – Counselor Dashboard – Custom Reports

This is a custom report for counselors with student information that includes:
Top 20 Attendance at Risk Per All Day Code (Elem includes SARB and Grade)
Top 20 Tardies at Risk Per All Day Code
Top 20 Low Grade Rank (GPA)
Foster, Expelled, and Intervention data.

This information is separated into three reports with different links to each. You will be given access to the Homeless and Elementary or Secondary, the one that applies to you.

1. Open your browser and login to Aeries.
2. Click on the Reports icon, type counselor in the Filter Reports field.
3. Select a report from the listing that appears and click on Run Report.

⚠️ If you do not see the report, your admin needs to email securityspecialist@sbcusd.com.

4. Select the options for the School Year, School, Grade, Start and End dates.
5. Click on View Report

6. To Print: select the Excel or PDF format from the drop-down, then use the Export Link.

⚠️ When changing from one report option to another, you must go back to the main page for the reports.

You can use the back browser arrow ⇩ or click the favorite link you created.
Lesson 13 – Report Generating

There are many Reports available in Aeries that pull commonly accessed data into a pre-designed report format for users. Reports are available for most categories of Aeries functions, including Student Data, Attendance, Grades, Scheduling, and more.

If you do not see the report you need, send an email to reports@sbcusd.com and request assistance.

Review of:

• Accessing Reports
• View All Reports
• Groups of Students

Accessing Reports

This is how you find reports you know the name or partial name of.

1. Click on the Reports icon in the Navigation Tree.
   Type part of the name of the report you want in the Filter Reports… Field.
   E.g., Perfect Attendance, Grades, Birthday, Student, Counseling, Schedule, Double Periods, Incomplete, Less than, Exception, UC or CSU (for A – G).

2. Select the report from the list that appears.

View All Reports

The View All Reports area has all the reports created for users so that they can access them whenever needed.

1. Click on the Reports icon in the Navigation Tree.
2. Click on View All Reports.
3. Search using the Category or Filter fields.

Most reports have options, make sure to read the screen.
**Reports Using Groups of Students (504, A-G, AVID, and more)**

When you use the Student Group selection, it is as if you did a `KEEP` query statement.

1. Click on the **Reports** icon in the Navigation Tree.
2. Click on **View All Reports**.
3. Click on the **Student Group:** drop down list.
4. Select from the listing. Now, any of the reports you run will only include students from this listing, e.g., English Learners, Absent Rate, GATE.

**Run a Cal Grant GPA Report and Export to CSAC**

*Cal Grant is a financial aid program administered by the California Student Aid Commission providing aid to California undergraduates, vocation training students, and those in teacher certification programs. Cal Grants are the largest source of California state funded student financial aid.*

You can run this report for the current or past year in Aeries.

Query for specific Students (Only 12th graders)

A **KEEP** statement **must** be run prior to creating a Cal Grant GPA report.

1. From the Aeries **Pages** Menu, click on **Query**.
2. Enter this command into the query field:
   
   `KEEP STU IF GR = 12`

   **OR**

3. If you wish to run the report for 12th graders and or inactive students, and or early graduates, enter the following query in the Enter Command text box at the top of the page.

   `KEEP STU IF GR = 12 AND ( TG = " " OR ( TG # " " AND DG # NULL ) )`

   After the **KEEP** query is run, a window will display the resulting students which have been kept for running of the Cal Grant report.

   Skim this list to make sure it appears accurate and note the total count of students.

4. **Close** the query **results window**.
5. In the **Pages Menu**, type **Cal Grant** in the Filter Pages.... Field.
6. Click on **Cal Grant CPA Export**.

**Cal Grant Grade Export Report Options**

Prior to creating the Cal Grant GPA extract, review the High School GPA Calculation requirements posted by the California Student Aid Commission at: [High School GPA Calculation](https://www.csac.ca.gov/post/high-school-gpa-calculation)

Below is an example of option settings for the report.
NOTE: When running the Cal Grant Report from the district level, the Schools to be included in the Cal Grant report need to be selected before the Create Cal Grant Extract and Print Cal Grant GPA Listing buttons become available.

Note the KEEP/SKIP Students Selected count in the upper left corner. It should match the total count from your Aeries KEEP listing.

Read the options. The most common options are selected as default.

1. Click on the Create Cal Grant Extract button.

This creates the data file you will upload to CSAC. This can take a few minutes.

2. Click on the download icon next to the report name to download the Extract file. If you do not see this download, you can get it from your email.

A completion email along with a copy of the extract file will be sent to the user that generated the extract.

Generating the Cal Grant GPA Extract will also update the Cal Grant GPA field in the Student Data table (STU.CGG).

Once the extract has been created, a message will display under the Graduation Date indicating the date and time the extract was last run.

Upload to CSAC

Once you’ve generated the Cal Grant GPA Export you’ll want to read upload the report to CSAC (OR type - https://webgrants.csac.ca.gov/Help/NON-SSN%20GPA%20Upload%20User%20Guide.pdf).

If you know how to upload, click login (OR Type - https://webgrants.csac.ca.gov/common/logon.aspx).

NOTE: CSAC may return your report with errors. You will need to fix the errors and re-upload the report.
VIEWER FRIENDLY REPORT

1. After generating the Cal Grant Export, click on the **Print Cal Grant Listing** button

   This will produce a “viewer friendly” report which will include a viewable GPA. You can download it and/or print it.

   **Read more about the Reports in Aeries**

   Or type this address in your browser:

   **Read more about the View All Reports**

   Or type this address in your browser:
   [https://support.aeries.com/support/solutions/articles/14000070882-view-all-reports-video](https://support.aeries.com/support/solutions/articles/14000070882-view-all-reports-video)
Lesson 14 – Scheduling

The Scheduling area contains a record of a student’s classes, Course Request/Class Scheduling, Course Attendance and Individualized Academic Plan.

The Z code for Sections is used to Exclude the Section as Do Not show on either GRD or ATT. This is shown in the Master Schedule. The section will have the Z in the Exclude field if it applies.

Course Requests Scheduling Exclusions

When you assign Scheduling Exclusions to Students - Students, Teachers, and Period exclusions may be specified. When the student is scheduled, either individually with the Reschedule button or in mass by using Schedule All Students, they will not be scheduled into classes with the specified teachers, students, or in the specified periods.

In the case of Student Exclusions, records are automatically added to both students being excluded from each other. When an exclusion is deleted from one student, it is automatically deleted from both.

Users will need access to the Scheduling Exclusions security area to add this. Registrars should have access.

For security assistance, email securityspecialist@sbcusd.com.

The Scheduling Tables need to be active. This is when you are setting up for the next Year or Semester.

1. Login to Aeries.net.
2. Click on the Pages icon.
3. Type Course into the Filter Pages field.
4. Select Course Requests/Schedule from the listing.
5. Click on Add New under Scheduling Exclusions.
6. Specify the type of exclusion and the student, teacher, or period to be excluded from the student.

* SCHEDULE CHANGES - DO NOT make changes 10 school days prior to the grading window opening. Doing so will prevent the current teacher from assigning a final grade to the student.

DO NOT make schedule changes more than one day in advance. If you do, the current teacher will not be able to take attendance online.
Add, Change, Delete a Student’s Schedule

This will instruct you on how to Add, delete and change a student’s schedule.

1. Login to Aeries.
2. Click on the Pages icon.
3. Type Class into the Filter Pages field.
4. Select Classes New from the listing.
5. Click on the Edit button.
6. The Start Date must be the day the student will attend class.
   The End Date applies if you are dropping classes.
8. The Schedule Group: Select if it applies to the student.
9. There are three ways to enter the Course(s) needed:
   Use the CrsReqPack, View MST buttons or type the Course # into the Course/CurrentClass field.
   To Add a Section/Class instead of a Course, use the New Class button (bottom of screen) and enter the Section #.
   After selecting the Course(s), select the sections/periods that work for their schedule and click SAVE (top of the screen).

Changes and Deletions (trash can=dropped) are made from this same screen. Make sure to use the End Date for drops. Use the Course Attendance screen to see your changes.

See more about adding courses/classes using the Aeries Quick Guide Link.

⚠️ DO NOT GIVE THE STUDENT THEIR SCHEDULE; this is the only way to insure they go to the Attendance Clerk. The “Update Attendance” has to be processed in order for the teacher to see the student on their roster. The middle school’s registrars can give schedules and Update Attendance.
Lesson 15 – Block Changing a Group of Students

When you Block move students from a section to another section, you can also move the Gradebook associated with that section to the new section. This is utilized most often when there is a classroom teacher change.

Before performing these steps, print a class list in case something goes wrong.

There is no undo.

Do this at the end of the day, after attendance is completed by the teacher(s) and office.

DO NOT change a student’s current schedule 10 school days prior to the grading window opening. Doing so will prevent the current teacher from assigning a final grade to the student.

If you transfer the Gradebook from one teacher to another, the gradebook will no longer be available to the old teacher, it will only be available to the new teacher. You may want to ask permission of both teachers involved.

ASK THE TEACHER TO BACKUP THEIR GRADEBOOK BEFORE YOU DO THIS!

You must have permissions in order to proceed with this Teacher Data Screen process. Have your administrator send an email request to securityspecialist@sbcusd.com.

1. Click the Pages icon in the Navigation Tree.
2. Type Teacher in the Filter Pages field.
3. Click on the Teacher link.
4. Select the teacher you are transferring the Period/Section from.
5. In the Transfer Sections to another Teacher box, select the new teacher to transfer to.
6. Select a valid Course Attendance Effective Date for the transfer.
   - **OPTION 1** Transfer All Sections and Gradebooks to New Teacher – This option will transfer ALL of the selected teacher’s sections and gradebooks to the new teacher.
   - **OPTION 2** Transfer Tagged Sections and Gradebooks Only – This option will only transfer the sections and gradebooks that have a checkmark in the Transfer and Inc Grdbk box to the new teacher.
7. Choose Option 1 or 2 (only if you have selected the periods/sections).

The Incl Grdbk column will display a checkbox if a gradebook exists for that section.

A progress bar will display while the transfer is in process. A completed message will appear when done.

The Sections will stay listed with the original Teacher, but the students and Gradebooks transferred into a new section with the new teacher.
Lesson 16 – Appendix

- Queries
Queries for Counselors

Please email reports@sbcusd.com for any special reports you may need and for assistance running queries. Copy and paste the blue typing into your Aeries Query Command field.

Use your keyboards Ctrl + F keys to search for a query in this listing. E.g., 2246, Math, or Ethnicity.

1. List of students by case load (counselor #)
   
   LIST STU ID LN FN MN GR BD SX AD CY ST ZC TL PG IF STU.CU = XXX (replace X’s with counselor number).

2. Keep statement so only your students are listed in reports from View All Reports
   
   KEEP STU IF CU = XXX (counselor number).

3. "C Violations" (change the date and the C code as it applies)
   
   LIST STU ADS DSP STU.SC STU.ID STU.NM STU.SX STU.GR ADS.DT ADS.SCL ADS.CD ADS.CD? DSP.ST DSP.ST? DSP.DS DSP.DS? DSP.DY ADS.RF ADS.CO BY STU.SC STU.NM ADS.DT REV IF ADS.DT > 08/01/2015 AND ADS.CD = C

4. Print student schedules (Locator Cards) for one or more students but not all
   
   KEEP STU IF ID = 386450 OR ID = 986234 OR ID = keep typing the student ID’s you want.
   
   Click on RUN. This creates a keep for these students.

   Now run the Locator Cards in View All Reports as you normally would.
   When done, make sure to go back into the Query screen and RESET to delete this KEEP.

5. Students Who Have received SART (Truancy 2) Letters (change date)
   
   LIST STU LTL STU.ID STU.LN STU.FN STU.GR LTL.ID LTL.DT BY STU.LN STU.FN IF LTL.ID # "ABSENCE VERIFICATION" AND LTL.DT > 07/01/2014

6. Monthly Suspensions (change date)
   
   LIST STU LOC ADS DSP LOC.NM STU.ID STU.NM ADS.DT ADS.CD DSP.DS DSP.DY BY LOC.NM STU.LN STU.FN IF ADS.DT > 08/01/2015 AND ADS.DT < 10/01/2015 AND ( DSP.DS = "SUS" OR DSP.DS = "OCS" OR DSP.DS = "SUS-T")

7. New Students to the District (change date)
   
   LIST STU LOC STU.SC LOC.NM STU.ID STU.LN STU.FN STU.MI STU.SX GR STU.ETH STU.RCI? STU.U9 STU.HL? STU.DD BY STU.SC STU.LN STU.FN IF STU.DD >= 08/08/2017 AND STU.DD <= 08/31/2017

8. 16 years old with x credits or less
   
   LIST STU ID NM GR CA CC TP BY NM IF GR = 10 AND CC < 100

9. X grader with between Y and Z credits
   
   LIST STU ID NM GR CA CC TP BY NM IF GR = 11 AND CC > 139 AND CC < 151
10. GPA Rank Order Alpha
   LIST STU ID NM SX GR TP CPN CA CC CR CS BY GR NM

11. GPA Rank Order by GPA
   LIST STU ID NM SX GR TP CPN CA CC CR CS BY GR CR

12. Cal Grant GPA by student, GPA
   LIST STU SUP STU.ID STU.LN STU.FN STU.MI STU.SX STU.GR STU.CPN SUP.CO BY STU.LN
   STU.FN IF STU.GR = 12

13. "Counseling Services" (Run in School Database, Change Date Range)
   LIST STU CNF STU.SC STU.ID STU.NM STU.GR CNF.DT CNF.CD CNF.CD? CNF.CU BY
   STU.NM CNF.DT IF CNF.DT > 08/01/2014 AND CNF.CD # " "

14. "Counseling Services by Counselor" (Run in School Database, Change Date Range, Change Counselor Name)
   LIST STU CNF STU.SC STU.ID STU.NM STU.GR CNF.DT CNF.CD CNF.CD? CNF.CU BY
   STU.NM CNF.DT IF CNF.DT > 08/01/2014 AND CNF.CD # " " AND CNF.CU : BARAJAS

15. "Counselor Interventions By Month"
   LIST STU ADS DSP INV STU.SC STU.ID STU.NM STU.SX STU.GR ADS.DT ADS.CD ADS.CD?
   DSP.DS DSP.DS? DSP.DY INV.DT INV.CD INV.CD? INV.DS INV.DS? INV.NM INV.CO BY
   STU.SC STU.NM ADS.DT REV IF ADS.DT >= 08/01/2015 AND ADS.DT <= 08/31/2015 AND
   ADS.CD = C AND INV.DS = INAP

16. "Counselor Interventions Year to Date"
   LIST STU ADS DSP INV STU.SC STU.ID STU.NM STU.SX STU.GR ADS.DT ADS.CD ADS.CD?
   DSP.DS DSP.DS? DSP.DY INV.DT INV.CD INV.CD? INV.DS INV.DS? INV.NM INV.CO BY
   STU.SC STU.NM ADS.DT REV IF ADS.DT >= 08/01/2015 AND ADS.CD = C AND INV.DS =
   INAP

17. "Counselor Visits By Month"
   LIST STU CNF TCH STU.SC STU.ID STU.NM STU.GR STU.SX TCH.TE CNF.DT CNF.CD
   CNF.CD? CNF.CO CNF.CU BY CNF.CU STU.NM CNF.DT REV IF CNF.DT >= 08/01/2015 AND
   CNF.DT <= 08/31/2015

18. "Counselor Visits By Month (ELEMENTARY)"
   LIST STU CNF TCH STU.SC STU.ID STU.NM STU.GR STU.SX TCH.TE CNF.DT CNF.CD
   CNF.CD? CNF.CO CNF.CU BY STU.SC CNF.CU STU.NM CNF.DT REV IF CNF.DT >= 08/01/2015
   AND CNF.DT <= 08/31/2015 AND ( ( SC > 100 AND SC < 200 ) OR ( GR < 7 AND SC > 320 AND
   SC < 325 ) OR ( SC > 603 AND SC < 607 ))
19. Counselor Visits By Month (MIDDLE)

LIST STU CNF TCH STU.SC STU.ID STU.NM STU.GR STU.SX TCH.TE CNF.DT CNF.CD CNF.CO CNF.CU BY STU.SC CNF.CD? CNF.CO CNF.CU STU.NM CNF.DT REV IF ( CNF.DT >= 08/01/2015 AND CNF.DT <= 08/31/2015 AND SC > 300 AND SC < 322 ) OR ( CNF.DT >= 08/01/2015 AND CNF.DT <= 08/31/2015 AND SC > 320 AND SC < 325 AND GR > 6 )

20. "Counselor Visits By Month (HIGH)

LIST STU CNF TCH STU.SC STU.ID STU.NM STU.GR STU.SX TCH.TE CNF.DT CNF.CD CNF.CO CNF.CU BY STU.SC CNF.CU STU.NM CNF.DT REV IF ( CNF.DT >= 08/01/2015 AND CNF.DT <= 08/31/2015 AND SC > 400 AND SC < 600 ) OR ( CNF.DT >= 08/01/2015 AND CNF.DT <= 08/31/2015 AND SC = 780 )

21. "Elementary Student Population by Grade Level"

TOTAL STU SC GR BY SC GR IF ( SC > 100 AND SC < 200 ) OR ( GR < 7 AND SC > 320 AND SC < 325 ) OR ( SC > 603 AND SC < 607 )

22. Middle School Population by Grade Level"

TOTAL STU SC GR BY SC GR IF ( SC > 300 AND SC < 322 ) OR ( SC > 320 AND SC < 325 AND GR > 6 )

23. "High School Population by Grade Level"

TOTAL STU SC GR BY SC GR IF ( SC > 400 AND SC < 600 ) OR ( SC = 780 )

24. "Counselor Visits by Overall Codes"

LIST STU CNF TCH STU.SC STU.ID STU.NM STU.GR STU.SX TCH.TE CNF.DT CNF.CD CNF.CO CNF.CU BY STU.SC CNF.CD STU.NM CNF.DT REV IF CNF.DT >= 08/01/2015 AND CNF.DT <= 08/31/2015

25. "Counselor Visits by Counselor/Code"

LIST STU CNF TCH STU.SC STU.ID STU.NM STU.GR STU.SX TCH.TE CNF.DT CNF.CD CNF.CO CNF.CU BY CNF.CO CNF.CU CNF.CD STU.NM CNF.DT REV IF CNF.DT >= 08/01/2015 AND CNF.DT <= 08/31/2015

26. "Undercover Anti-Bullying" (change dates and CD code)

LIST STU LOC CNF STU.TG STU.SC LOC.NM STU.ID STU.NM STU.SX STU.GR STU.ETH STU.RC1? CNF.DT CNF.CD CNF.CD? CNF.GR CNF.CU BY STU.SC CNF.CU CNF.CD STU.NM CNF.DT IF CNF.DT >= 08/01/2017 AND CNF.DT <= 09/01/2017 AND CNF.CD = "UT"

27. "2246 Students" (change date as needed)

LIST STU LOC TTFS STU.SC LOC.NM STU.ID STU.NM STU.GR STU.SX TTFS.DT TTFS.CD TTFS.CD? TTFS.P1 TTFS.SCL TTFS.NM BY STU.SC STU.NM TTFS.DT IF TTFS.CD = "L1" AND TTFS.DT >= 08/01/2018
28. "2246 Re-Entry Students" (change date as needed)
   LIST STU LOC TTFS STU.SC LOC.NM STU.ID STU.NM STU.GR STU.SX TTFS.DT TTFS.CD
   TTFS.CD? TTFS.P1 TTFS.SCL TTFS.NM BY STU.SC STU.NM TTFS.DT IF TTFS.CD = "L2" AND
   TTFS.DT >= 08/01/2018

29. "Students Who Met A - G Requirements" (Include Inactive Students)
   LIST STU SC ID NM GR CUC CCS BY SC NM IF GR = 12 AND ( CUC = Y OR CCS = Y )
   ALSO - In View All Reports: run the CSU and/or UC Eligibility List(s).

30. SBAC Test Scores"
   LIST STU TST STU.ID STU.NM STU.GR TST.ID TST.TD TST.PT TST.SS TST.PL BY STU.AP1
   STU.NM TST.TD REV IF TST.ID = SBAC AND ( TST.PT = 1 OR TST.PT = 2 )

31. "Classroom Guidance" (School Database) (change dates and CD code)
   LIST STU CNF STU.SC CNF.DT CNF.CD CNF.CD? CNF.CO CNF.GR CNF.CL CNF.CU BY
   STU.SC CNF.CU CNF.DT IF CNF.DT >= 01/01/2016 AND CNF.DT <= 06/02/2016 AND CNF.CD =
   21 AND CNF.CU : WILLIAMS

32. "Counselor Visits by Counselor/Code" (SCHOOL SITE LEVEL) (change dates)
   LIST STU CNF STU.SC STU.ID STU.NM STU.GR STU.SX CNF.DT CNF.CD CNF.CD? CNF.CO
   CNF.CU BY CNF.CU CNF.CD IF CNF.DT >= 08/01/2015 AND CNF.CU : AGUIRRE

33. "Personal/Social Counselor Meetings" (change dates and CD code)
   BY STU.NM CNF.DT REV IF CNF.DT >= 08/01/2017 AND CNF.CD = 4

34. "Outside Services Counselor Meetings" (change dates and CD code)
   LIST STU CNF STU.SC STU.ID STU.NM STU.GR STU.SX CNF.DT CNF.CD CNF.CD? CNF.CO
   CNF.CU BY STU.NM CNF.DT REV IF CNF.DT >= 08/01/2017 AND CNF.CD = 37

35. "Counselor Interventions By Month" (change dates)
   LIST STU ADS DSP INV STU.SC STU.ID STU.NM STU.SX STU.GR ADS.DT ADS.CD ADS.CD?
   DSP.DS DSP.DS? DSP.DY INV.DT INV.CD INV.CD? INV.DS INV.DS? INV.NM INV.CO BY
   STU.SC STU.NM ADS.DT REV IF ADS.DT >= 08/01/2017 AND INV.DT <= 08/31/2017 AND
   ADS.CD = C AND INV.DS = INAP

36. "Counselor Interventions Year to Date" (change date)
   LIST STU ADS DSP INV STU.SC STU.ID STU.NM STU.SX STU.GR ADS.DT ADS.CD ADS.CD?
   DSP.DS DSP.DS? DSP.DY INV.DT INV.CD INV.CD? INV.DS INV.DS? INV.NM INV.CO BY
   STU.SC STU.NM ADS.DT REV IF ADS.DT >= 08/01/2017 AND ADS.CD = C AND INV.DS =
   INAP

37. "Counselor Visits By Month" (change date)
38. “Conflict Resolution” (change date)

   LIST STU CNF TCH STU.SC STU.ID STU.NM STU.GR STU.SX TCH.TE CNF.DT CNF.CD CNF.CO CNF.CU BY CNF.CU CNF.NM CNF.DT REV IF CNF.DT > 08/01/2017 AND CNF.DT <= 08/31/2017

39. "Schedule Changes Made by Counselors" (change date)

   LIST STU CNF TCH STU.ID STU.NM STU.GR STU.SX TCH.TE CNF.DT CNF.CD CNF.CO CNF.CU BY STU.NM CNF.DT IF CNF.CD = 22 AND CNF.DT > 08/01/2017

40. Schedule Change Date” (change the date)

   LIST STU CAR CRS TCH STU.ID STU.NM STU.GR CAR.CN CRS.CO CAR.TN TCH.TE CAR.DS CAR.DE BY STU.NM IF CAR.DS > 08/06/2018

41. "Labels for Scholarship Notebooks by English Teacher" (Change Semester)

   LIST STU SEC MST CRS TCH FN STU.NM STU.GR CAR.CN CRS.CO CAR.TN TCH.TE MST.PD BY TCH.TE MST.PD STU.NM IF CRS.DC = E AND MST.SM = F AND IF STU.GR = 12

42. Seniors by class rank

   LIST STU ID NM SX GR TP CPN CA CC CR CS BY GR IF GR = 12

43. "Students Who Took Particular Course" (Change Year and/or Courses)

   LIST STU HIS CRS STU.ID STU.NM STU.GR HIS.YR HIS.TE HIS.CN CRS.CO HIS.CO HIS.MK HIS.CR HIS.CC BY STU.NM HIS.CN HIS.TE IF HIS.YR = 16 AND ( CRS.DC = M OR CRS.DC = S )

44. Determine if students are on track based on number of credits, but off track in subject category

   View All Reports – “Graduation Status List by Student”

45. All students with their Math class, along with their SBAC scores. To change it to English just change the M to an E.

   LIST STU SEC MST CRS TCH TST.STU.ID STU.NM STU.GR STU.SX TST.ID TST.TD TST.PT TST.SS TST.PL MST.PD MST.SE CRS.CN CRS.CO TCH.TE MST.RM BY TCH.TE MST.PD STU.NM STU.ID IF CRS.DC = M AND MST.SM = F AND TST.TD = SBAC AND TST.TD > 01/01/2017 AND ( TST.PT = 1 OR TST.PT = 2 )

46. “Students by Course” (For Counselor)

   Change the CU to your counselor number. Change the DC to E for English (M is for Math). Change the SM to S for Spring.

   LIST STU SEC MST CRS TCH TST.STU.ID STU.NM STU.SX STU.GR STU.CU MST.PD MST.SE CRS.CN CRS.CO TCH.TE MST.RM BY STU.NM STU.ID MST.PD IF STU.CU = 135 AND CRS.DC = M AND MST.SM = F

47. Ethnic groups and then run any report.
KEEP STU IF RC1 = 600 (change code to match group)
Run, then close results screen.
Now run any report you wish and you should only see these students.
Make sure to use the RESET button to clear the KEEP when you are done.

48. Foster Youth listing by grade (change grade as needed)

LIST STU LOC PGM STU.SC LOC.NM STU.ID STU.LN STU.FN STU.GR PGM.CD PGM.CD? BY STU.SC STU.LN STU.FN IF PGM.CD = 190 AND STU.GR = 10