# Table of Contents

**Training and Support** .......................................................................................................................... 5  
**Course Objectives** ............................................................................................................................... 7  
**Introduction** ..................................................................................................................................... 8  
  Conventions used in the manual ........................................................................................................... 8  
  **Lesson 1 – Login, Changing the Site or Year and Log Out** ................................................................. 9  
  Login to Aeries .................................................................................................................................... 9  
  Change to another Site or Year ............................................................................................................ 10  
  Log out of Aeries ............................................................................................................................... 10  
  **Lesson 2 – User Options, Settings, Customize Home Page and HELP in Aeries** ......................... 11  
  Home Page – The right side ............................................................................................................... 11  
  Aeries Help ...................................................................................................................................... 11  
  Customize Home ............................................................................................................................... 11  
  **Lesson 3 – Navigation Tree and Favorites** ....................................................................................... 12  
  Navigation and Favorites ................................................................................................................ 12  
  **Lesson 4 – Searching for Students and Finding Information** ....................................................... 13  
  **Lesson 5 – Student Profile Page** .................................................................................................... 14  
  **Lesson 6 – Form Techniques used in Aeries** .................................................................................. 15  
  **Lesson 7 – Reports in Aeries** ......................................................................................................... 16  
  **Lesson 8 – Red Flags in Aeries** ..................................................................................................... 16

**Changes to manual since last update:**

- 8-30-18 Took out Aeries Link reference to Red Flags  
- 11-1-2017 Created the manual as an outline with links to Aeries Documentation
## Training and Support

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

<table>
<thead>
<tr>
<th>Office</th>
<th>Contact Information</th>
<th>Questions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information Technology Department</td>
<td>Training Specialist&lt;br&gt;(909) 386-2550&lt;br&gt;Email: <a href="mailto:aeries@sbcusd.com">aeries@sbcusd.com</a></td>
<td>Training related questions</td>
</tr>
<tr>
<td>Information Technology Help Desk</td>
<td>Help Desk&lt;br&gt;(909) 888-4357</td>
<td>Computer and Hardware</td>
</tr>
<tr>
<td>Attendance Accounting</td>
<td>Attendance Accounting&lt;br&gt;(909) 381-1147</td>
<td>Attendance reporting questions</td>
</tr>
<tr>
<td>Student Records</td>
<td>Student Records&lt;br&gt;District Registrar&lt;br&gt;(909) 880-6615</td>
<td>Enrollment questions</td>
</tr>
<tr>
<td>Security Specialist</td>
<td>Security Specialist&lt;br&gt;(909) 386-2550&lt;br&gt;Email: <a href="mailto:securityspecialist@sbcusd.com">securityspecialist@sbcusd.com</a></td>
<td>Access to Aeries</td>
</tr>
<tr>
<td>Reports</td>
<td>Reports&lt;br&gt;(909) 386-2550&lt;br&gt;Email: <a href="mailto:reports@sbcusd.com">reports@sbcusd.com</a></td>
<td>Aeries Reports</td>
</tr>
</tbody>
</table>

Aeries online Documents and Videos
Follow the links at the bottom of the webpage to continue through the documentation.
Course Objectives

Upon completion of this course, you will be able to:

- Login and out of the Aeries program
- Login and out of different school sites
- Identify parts of the Aeries home page
- Search for a student
- Navigate around the Aeries environment
- Locate specific student information
- Print standard reports (e.g. student directories, birthday lists, and perfect attendance)
Introduction

This manual is based on the Aeries.net Student Information System.

This user guide is intended to teach you how to navigate within the Aeries system.

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.

 dévelopément de la sécurité. Vous pourrez voir cette icône lorsqu'une information supplémentaire est fournie sur le sujet actuel. Elle apparaîtra également lorsqu'un astuce, une astuce ou un raccourci est disponible.

 назначенного для обучения вас основам навигации в системе Aeries.

Дополнительные руководства и Краткие справочные руководства также доступны для учёта, обучения, и других важных процедур района на сайте Информационной технологии.

Символы, используемые в данном руководстве

💡 Вы увидите этот символ, когда предоставляется дополнительная информация о текущем теме. Он также появится, когда будет доступна подсказка, трюк или краткий справочник.

ınız vermek ve 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.).

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 field type: sbc-district\firstnamelastname

4. In the Password field type: the same password you use for Outlook and your district computer.

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

6. 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.

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

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

9. 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.

   ![Change School or Year drop-down list]

Read more about switching schools or years

Or type this address in your browser: [https://support.aeries.com/support/solutions/articles/14000069555-switching-databases-and-years](https://support.aeries.com/support/solutions/articles/14000069555-switching-databases-and-years)

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.

   ![Log Out button]

3. Close your web browser window.
Lesson 2 – User Options, Settings, Customize Home Page and HELP in Aeries

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. There are videos too.

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  - Events Calendar
- My Tasks          - Intervention Caseload (if assigned)
- Resources         - 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.

Navigation and Favorites

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

Pages can be identified by the blue coloring of the Nodes (categories) and their Pages on the Navigation Tree.

Reports can be identified by the green coloring of the Nodes (categories) and their Reports on the Navigation Tree.

- 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

Read more about Navigating and Favorites

Or type this address in your browser: 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**

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.

At the **District Level** you can use the **Search Icon** and go to search students by **Groups**.

- 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](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](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.

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

- Class Schedules
- Teacher Gradebooks
- Attendance
- Test data
- Discipline
- Medical
- Special Programs
- Graduation Status
- College Entrance Requirements

Additional tabs feature:

- 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 – Form Techniques used in Aeries

Aeries Web utilizes a variety of techniques for navigating, opening, editing, saving, and further working with pages/forms, and reports.

You must have the proper security access to make changes to data in a field. Your job description will determine what security level you will be given to make changes to a student record. For assistance, contact the Security Team at securityspecialist@sbcusd.com.

Review of:

- Change and Edit
- Update and Save
- Selecting Options
- Date Fields
- Time Fields
- Copy and Paste Records

Read more about Form Techniques

Or type this address in your browser: https://support.aeries.com/support/solutions/articles/14000071051-form-techniques-used-in-aeries
Lesson 7 – Reports in Aeries

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

Review of:
- Accessing Reports
- View All Reports
- Groups of Students

Read more about the Reports in Aeries
Or type this address in your browser:
https://support.aeries.com/support/solutions/articles/14000071053-using-reports-in-aeries

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

Lesson 8 – 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.