



Aeries Web Training

02/01/2017

- RAL (record access log) location
 - **Student Data -> Other -> Record Access Log**
 - Quick Copy/Paste function
- Classes
 - **Student Data -> Scheduling-> Classes**
- Authorizations
 - **Student Data > Other > Authorizations**
- View All Reports/Forms
 - Filter to easily find reports and forms
- Changing Grades Secondary
 - **Grade Reporting > Grades > Pen/paper to Edit > Click blue disk to save**
- Changing Standards Based Grades
 - **Standards Based Grades > Standards Base Input > Pen/paper to Edit > Click blue disk to save**
- Mass email
 - Permissions were added to Elementary, Middle and High school data clerks/registrars
 - **School Info > Send Emails**
- Grad check / Interventions
 - These two areas have been disabled in Aeries Legacy
 - You will be redirected to use Aeries Web

NOTES

Please call Operations with any additional questions at extension 5150 or, email your questions to Operations@iusd.org.

http://help.aeries.com/help/Aeries_Web_Version - Aeries Online Help



Aeries Web Training (Attendance)

02/01/2017

- Attendance
 - **Student Data > Attendance**
 - Attendance = Calendar tab in Aeries Legacy
 - Attendance Enrollment = School Enrollment tab in Aeries Legacy
 - Enrollment History = District Enrollment tab in Aeries Legacy
- Crs Attendance
 - **Student Data -> Scheduling-> Crs Attendance**
- Attendance Accounting
 - Classroom Attendance
- Save month end attendance reports to your favorites
 - Attendance Accounting > Reports

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