



Gradebook – Accessing Teacher Portal

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To Access Teacher Portal

The **Teacher Portal** can be setup and accessed from any PC or tablet that has access to the Internet. The user **must** be setup by the **System Administrator** at the school district in order to have access to the files.

To access **Teacher Portal**, type the name of the user into the **User Name** field and press **Tab**. Type the password that has been assigned in the **Password** field. When the **User Name** and **Password** have been entered the **Database** and **Year** fields will be accessible. Select the **Database** and **Year** and click the mouse on the **Login** button.

The screenshot shows the login interface for Aeries SIS. At the top left is a blue header with a white 'A' logo and the text 'Sign In with Aeries'. Below this is the 'Aeries® SIS' logo. There are three input fields: 'Username' with a person icon, 'Password' with a lock icon, and 'Year:' with a dropdown menu showing '2014-2015'. At the bottom is a blue 'Sign In' button.

The **School** field will now be accessible and the drop down will display the schools that the **User Name** has permissions to access. Click the mouse on the **drop down** arrow to the right of the **School** field and to select a school. Click the mouse on the **Continue** button.



The image shows a sign-in form for Aeries SIS. At the top, there is a blue header with the Aeries logo and the text "Sign In with Aeries". Below the header is the Aeries SIS logo. The form contains a user selection field with a person icon and the text "teacher". Below this is a "Year:" dropdown menu with "2014-2015" selected. Underneath is a "School:" dropdown menu with "Eagle Flight School (996)" selected. At the bottom of the form are two blue buttons: "Continue" and "Cancel".

NOTE: The log in page may look different than the above depending on your system configuration and school access.

To access the new Gradebook, click the mouse on the **Gradebook** node on the Navigation tree.

