Manhattan Beach Unified School District
Aeries and Aeries Academy Guide

Aeries is the Student Information System (SIS) used by Manhattan Beach USD. Employees requiring access to Aeries will receive a login and password to their mbusd.org email.

Teachers login here:

https://mbusd.asp.aeries.net/teacher/Login.aspx

All Other Employees login here:

https://mbusd.asp.aeries.net/admin/Login.aspx

Aeries Academy

Aeries Academy is a self-paced online program that uses the Canvas LMS to deliver lesson content and assess user proficiency on a wide variety of Aeries Student Information System functions. There are two different types of courses included in the platform: **Teacher Courses** and **General Courses**.

These courses are a great training tool for users new to Aeries; for those that are changing job roles that will require new Aeries' skill sets; or to certify user skill level in certain areas of Aeries functionality.

Courses are strands of Modules that have been combined based on common school or district job roles. Academy participations who enroll in a course will be certified as an Expert, Proficient or Novice Aeries user on the course content.

Aeries Academy FAQ

Is Aeries Academy required for my job?
No. However, if you have never used Aeries or if you are new to your job role it is highly recommended to optimize your experience and familiarity with the SIS.

What's in a course?
Each course includes lessons, videos, practice activities that are completed in a training version of Aeries Web, as well as an Assessment.

Which courses should I take?
If you are a teacher, view the **Teacher Courses** tab in Aeries Academy**.** All other users can view the courses available in **General Courses.** You can take any course you think will be applicable for your job role, but a list of recommendations can be found on the **Course Recommendation For…** page (below).

How long does each course last?
The Modules and Courses in the Academy are self-paced. It is estimated that it will take 1-8 hours to complete each Module, and the Courses range from 5-40 hours based on how many Modules each Course contains. Specific estimates for each course are listed in the Aeries Academy Course Catalog. You can begin your course enrollment at any time. Once you are enrolled, you will have 3-6 months to complete your course depending on which course you enrolled in and your start date.

When can I start my course?
Upon enrollment, an invitation email is sent with more information on how to access the course. The email may take a few minutes or more to arrive.

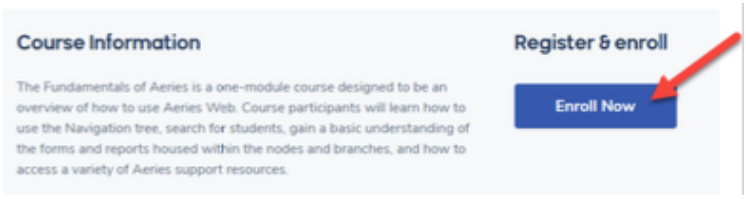
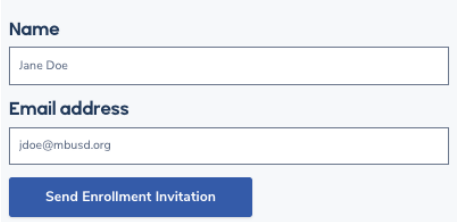
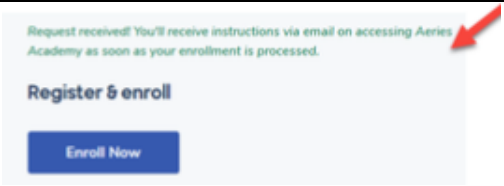
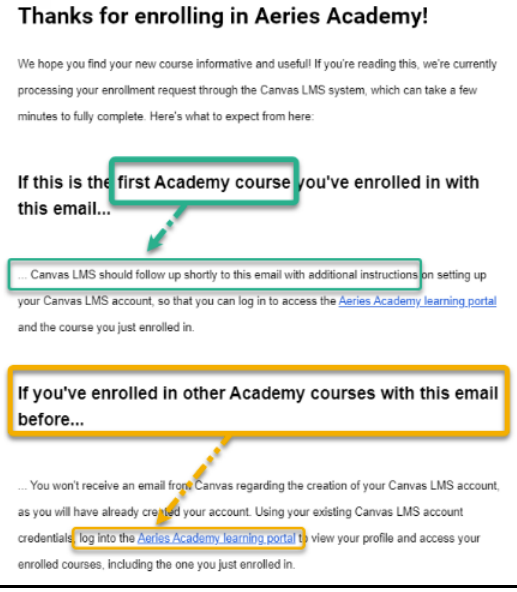
How will the courses be graded?
Each course is graded based on the score earned on the assessment at the end. The following Mastery scale is used when determining the level of certification: 90-100% - Expert, 75-89% - Proficient, < 75% - Novice.

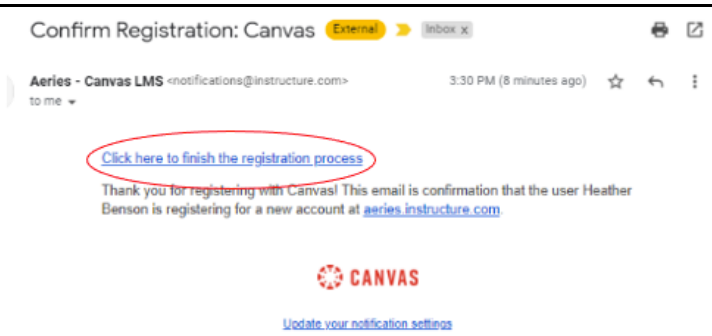
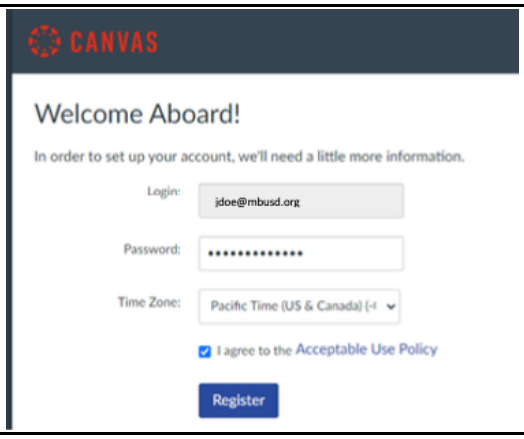
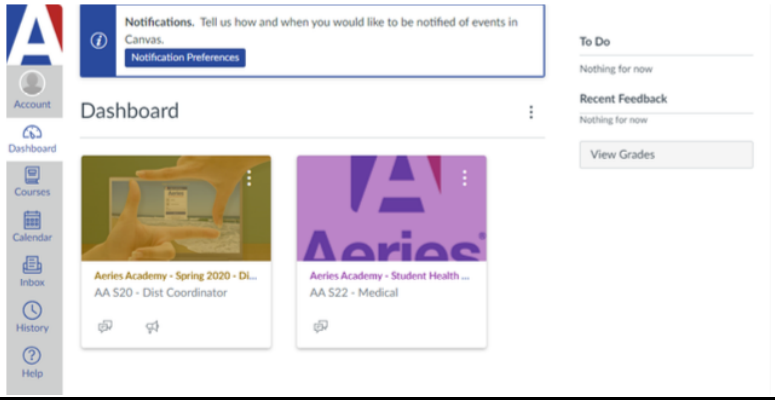
How can I practice what I learn in Aeries Academy?
You will have access to an Aeries training database during your course that will allow you to practice many of the concepts that are covered in each course.

Can I retake the tests?
The assessment can be repeated one time. The highest grade will be your final score. Certification participants are encouraged to take each Assessment initially upon beginning as a "pre-test", then complete the lessons and activities and retake the Assessment upon completion.

For further assistance and documentation, please visit https://www.aeries.com/support/

How to access Aeries Academy Courses

1. Open google chrome and navigate to the Aeries Academy website.	https://www.aeries.com/academy
2. Click the **General Courses** section at the top menu. **For Teachers:* Click the **Teacher Courses** section at the top menu.	
3. View all course modules available (descriptions and recommendations based on job roles found below). Click the **Enroll Now** button to select a course to complete.	
4. Enter your Name and Email address and then click the **Send Enrollment Invitation** button	
5. You should see a green **Request Received** notification.	
6. Navigate to your email and look for an Aeries Academy email sent from: Aeries Software (training@aeries.com) Follow the guidance in the email based on whether this is your **first time** taking an Aeries Academy course **or** you have **previously enrolled** in an Academy course.	

7. If this is your first Academy course you will receive a second email from Canvas LMS, please click the registration link in the Canvas email.	
8. You will then be navigated to a **Welcome Aboard** page. Please enter your email, a unique Password, agree to the policy and then click Register.	
9. You will then be navigated to your **Aeries Academy Dashboard** where you will see the course(s) you registered for.	
10. If you have previously enrolled in an Academy course, please navigate to the login page and use the **Email** and **Password** that you set up your Canvas account with.	https://aeries.instructure.com/login/canvas

Course Recommendations For…

Elementary Teachers

- ✓ **Teacher Academy – Elementary Attendance:** This course will provide all the ins and outs of submitting elementary school attendance and managing seating charts in the Aeries Teacher Portal.
- ✓ **Teacher Academy – Elementary Gradebook:** This course will take you through the basics of creating a gradebook, configuring options, building student rosters, adding assignments, and entering and managing student scores for elementary teachers.

Middle and High School Teachers

- ✓ **Teacher Academy – Secondary Attendance:** This course will provide all the ins and outs of submitting secondary (middle and high) school attendance and managing seating charts in the Aeries Teacher Portal.
- ✓ **Teacher Academy – Secondary Gradebook:** This course will take you through the basics of creating a gradebook, configuring options, building student rosters, adding assignments, and entering and managing student scores for elementary teachers.

New Users to Aeries

- ✓ **Fundamentals of Aeries:** a one-module course designed to be an overview of how to use and navigate Aeries web.

Office Staff and Principals (Elementary)

- ✓ **Elementary School Management:** Seven modules that cover a wide range of topics which include Student Data, Daily Attendance, Discipline, Standards Based Grade Reporting, Scheduling, and Query.

Office Staff and Principals (Secondary)

- ✓ **Secondary School Management**: Eight modules that cover a wide range of topics which include Student Data, Period Attendance, Discipline, Secondary Grade Reporting, Scheduling, Student Success Tools and Query.

Attendance Clerks

- ✓ **Attendance:** This course is intended for district staff who oversee Attendance Accounting procedures, as well as school level staff who typically use Aeries on a daily or weekly basis for accessing student information and managing Attendance data.

Health Clerks

- ✓ **Student Health & Wellness:** The course covers managing student medical data, daily health needs, health history, immunizations, screenings, and monitoring student wellness.

Counselors/Program Specialists (Secondary)

- ✓ **Secondary Counseling Applications:** Six modules that include student data, discipline, and scheduling.