

# Updating Teacher Records

This is a step-by-step guide to updating teacher records. This guide shows what fields are mandatory and should be filled in.

- [Updating Mandatory fields in Teacher Records](#)

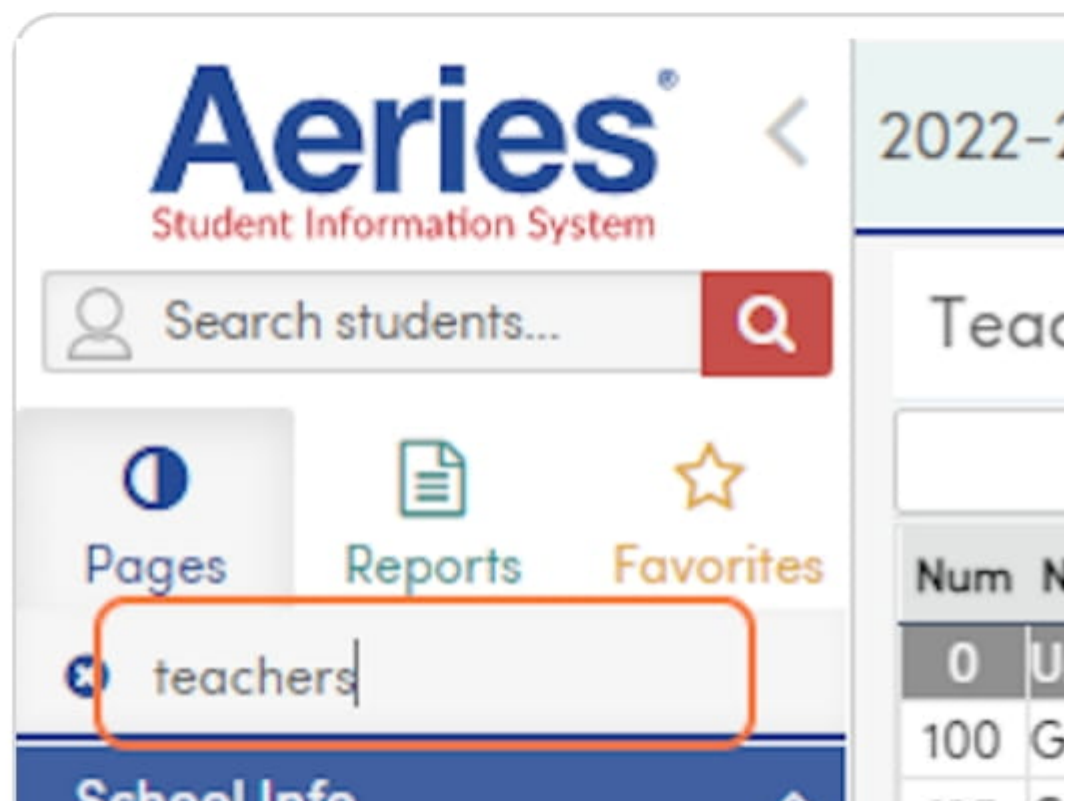
# Updating Mandatory fields in Teacher Records

## STEP 1

### Start off in Aeries Home

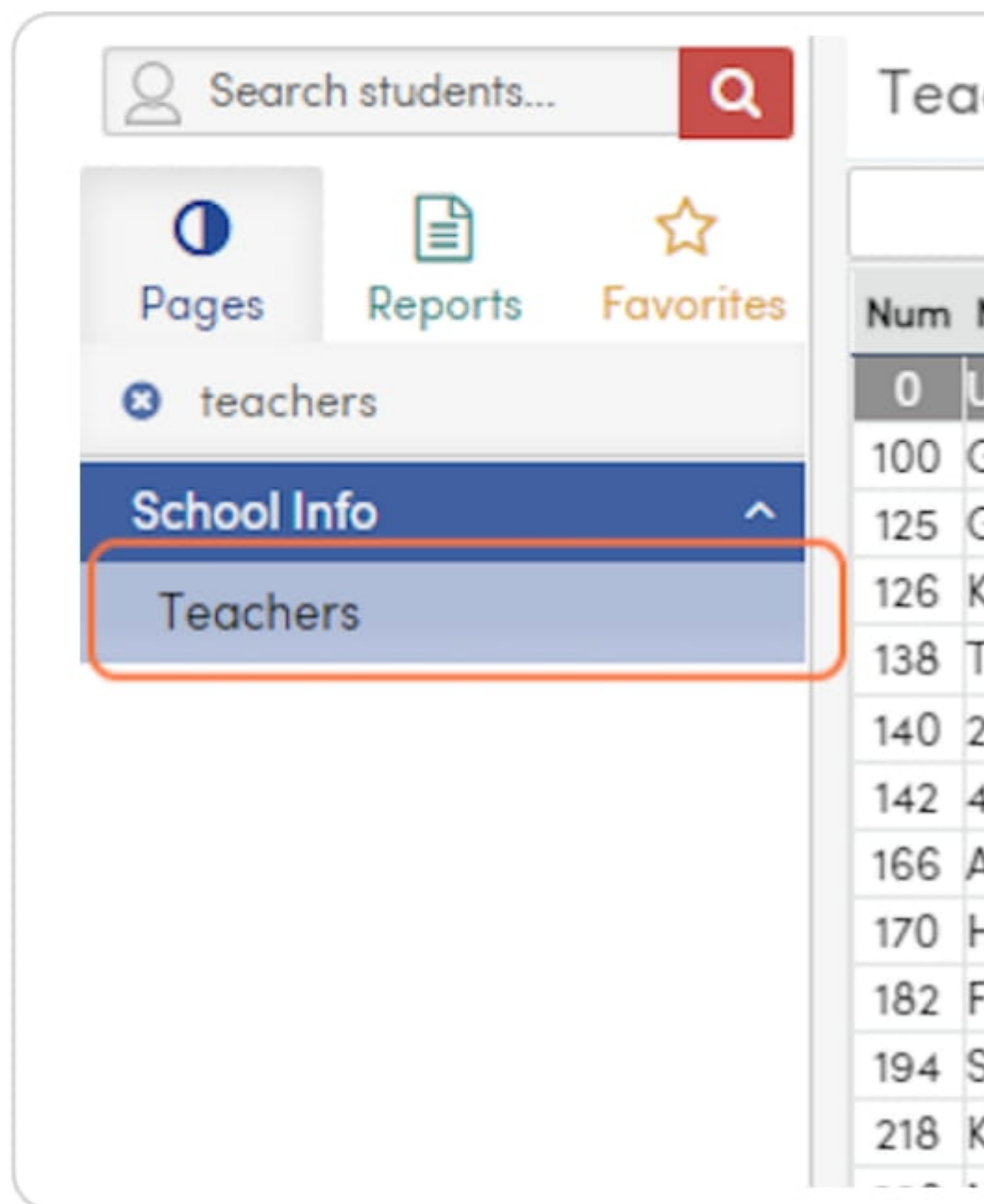
## STEP 2

### Type "teachers" under Pages



### STEP 3

## Click on Teachers



### STEP 4

## Select the teacher you are looking for

## Your page should look something like this

{

2022-2023

Adelanto Elementary School

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## STEP 7

### Make sure to Insert the follow

Most of these records should already exist. If any are missing some fields, insert the following

## STEP 8

### Enter the Teacher's Name

23 ▾ Adelanto Elementary School

ers

Go

ne	First	La
assigned		
ORGE (R)	LISA	GE
SLEE (S)	PHYLICIA	GO
SEL	KEVIN	KA
IEY 4/5	BEVERLY	TC

Teacher

Tch#

0

Room

0

## STEP 9

### Enter First Name

Elementary School ▾

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Go

Lo

Teacher Data	
Tch#	Teacher Name
<u>0</u>	<u>Unassigned</u>
Room	Low Grd
<u>0</u>	TK ▾
State Course Code	
<u>1000</u> ▾	NC
Staff ID	

GE  
GO  
KA  
TC  
OTE  
OTE  
AM  
HE  
FE

E

## STEP 10

## STEP 11

**Make sure Class Calender is set**  
Elementary= Select "None" (as shown)

Last Name	Title	Status	
<input type="text"/>	<input type="text"/>	<input type="text" value="I"/> ▼	<input type="text"/>
Track		Max Student	
<input type="text"/> ▼		<input type="text" value="0"/>	
Elec Tag		Emc	
<input type="text" value="G"/> ▼		<input type="text"/>	
Staff ID 2		HQT 2	

## STEP 12

## STEP 13

### Choose the teacher's highest

If the teacher is 3rd grade only the class then you would select 5. If the grade applicable to your school site

Teacher Data	
Tch#	Teacher Name
<input type="text" value="0"/>	<input type="text" value="Unassigned"/>
Room	Low Grd
<input type="text" value="0"/>	<input type="text" value="TK"/> ▼
State Course Code	
<input type="text" value="1000"/> ▼	<input type="text" value="E"/>
Staff ID	
<input type="text" value="0"/>	<input type="button" value="🔍"/>



## STEP 14

### Select the appropriate State Code

Most teachers will have a 1000- Self-Selected  
teachers will have a 9231-(RSP) coc

0	Unassigned		
100	GEORGE (R)	LISA	GE
125	GOSLEE (S)	PHYLICIA	GO
126	KASSEL	KEVIN	KA
138	TONEY 4/5	BEVERLY	TC
140	2/3 Combo TBD	2/3 COMBO	TE
142	4/5 Combo TBD	4/5 COMBO	TE
166	ANDERSON	AMIE	AM
170	HERNANDEZ TK	MARIA	HE
182	FERNANDEZ 1/2	DEBRA	FE
194	SANDOVAL	MARIA	SA
218	KENT	DEANA	KE
220	N FLORES	NORMA	FL
228	ZILLNER	MICHELLE	ZII
248	BROWN	ROBIN	BR
249	VASQUEZ	MELISSA	VA
250	COMBINATION (RSP)		CC

## STEP 16

### Enter correct Staff ID

This should already be in the staff's for the staff member.

125	GOSLEE (S)	PATRICIA	GO
126	KASSEL	KEVIN	KA
138	TONEY 4/5	BEVERLY	TC
140	2/3 Combo TBD	2/3 COMBO	TE
142	4/5 Combo TBD	4/5 COMBO	TE
166	ANDERSON	AMIE	AM
170	HERNANDEZ TK	MARIA	HE
182	FERNANDEZ 1/2	DEBRA	FE
194	SANDOVAL	MARIA	SA
218	KENT	DEANA	KE
220	N FLORES	NORMA	FL
228	ZILLNER	MICHELLE	ZII
248	BROWN	ROBIN	BR
249	VASQUEZ	MELISSA	VA
250	SCHUMACHER (S)	DARLENE	SC
254	R FLORES 4/5	ROMA	FL

## STEP 17

### Select the appropriate Education

The most common used are "1" and "4" is a class in English.

AM  
HE  
FE  
SA  
KE  
FL  
E ZII  
BR  
VA  
SC  
FL

1000 ▼

Staff ID

0 🔍

Ed Svc

4 ▼

Online Crs Instr Type Crs C

▼

InstSt

▼

Photo File

## STEP 18

### Select "Instr Strategy" if Appl

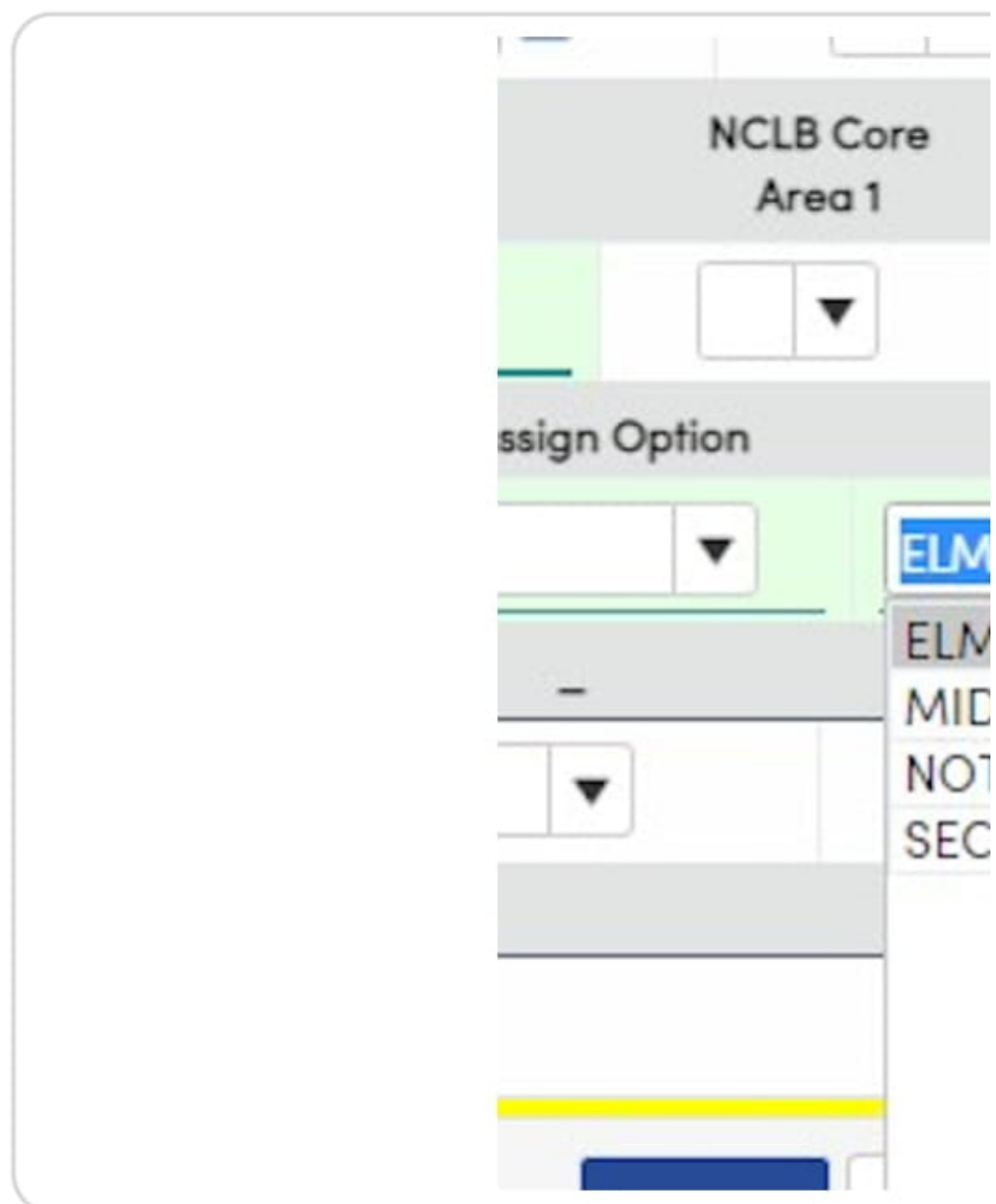
Instruction strategy is applied to H

AM	1000	▼
HE	Staff ID	
FE	0	🔍
SA	Ed Svc	
KE	4	▼
FL	Online Crs Instr Type	
E ZII		▼
BR	InstSt	
VA		▼
SC	Photo File	
FL		

## STEP 20

### Enter the appropriate Standard

This would correspond to the teacher George and teaches 6th grade then



The screenshot shows a portion of a web form. At the top, a grey header bar contains the text "NCLB Core Area 1". Below this, there is a green rectangular area. To the right of the green area is a dropdown menu with a downward arrow. Below the green area, the text "Assign Option" is visible. Further down, there is another dropdown menu with a downward arrow. To the right of these elements, a vertical list of options is visible, including "ELM", "ELM", "MID", "NOT", and "SEC". A yellow horizontal bar is located at the bottom of the form area.

## STEP 22

**Is the staff member teaching**

Select the appropriate response based on the following information. If you select "Y", do not change. This may have a

<b>Itinerant</b>	
<input type="text"/> ▼	<input type="text"/>
<b>Content Standard</b>	
<input type="text"/> ▼	<input type="text"/> 1 ▼
<b>CIP</b>	
<input type="text"/> ▼	<input type="text"/> N ▼

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STEP 24

**If 1 was selected for "Ed Svc"**

A screenshot of a web form with a yellow border. The form contains several sections with headers in grey bars: "Ed Svc", "Lang Instr", "Online Crs Instr Type", "Crs Content Subc", "InstSt", and "Photo File". The "Ed Svc" section has a dropdown menu with the value "4" and a downward arrow. The "Lang Instr" section has an empty dropdown menu with a downward arrow. The "Online Crs Instr Type" section has an empty dropdown menu with a downward arrow. The "Crs Content Subc" section has an empty dropdown menu with a downward arrow. The "InstSt" section has an empty dropdown menu with a downward arrow. The "Photo File" section has a text input field. An orange arrow points from the "Ed Svc" dropdown menu to the "Crs Content Subc" dropdown menu. At the top of the form, there is a search bar with the value "0" and a magnifying glass icon.

STEP 25

## STEP 26

### Examples for your Reference

Here are some examples of staff member data like once they're complete.

## STEP 27

### Staff Member teaching a Single

Teacher Data			
Tch#	Teacher Name	First Name	Last Name
126	KASSEL	KEVIN	KA
Room	Low Grd	High Grd	
501	1	1	
State Course Code	NCLB Core	Class ID	
1000	E	0	
Staff ID	Highly Qlfd Tch		
1814	A	0	
Ed Svc	Lang Instr	Instr Strategy	Fur
4			
Online Crs Instr Type	Crs Content Subcategory	Charter Non-Core	



## STEP 28

### Staff Member teaching a Com

Teacher Data			
Tch#	Teacher Name	First Name	La
500	Granado	KIMBERLY	Gl
Room	Low Grd	High Grd	
	2 ▼	3 ▼	
State Course Code	NCLB Core	Class ID	
▼	▼	0	
Staff ID	Highly Qlfd Tch		S
6780 🔍	▼	0	
Ed Svc	Lang Instr	Instr Strategy	Fu
▼	▼	▼	
Online Crs Instr Type	Crs Content Subcategory	Charter Non-Core	
▼	▼	▼	
InstSt	.NET	DualLang	
▼	▼	▼	
Photo File			
<input type="text"/>			

## STEP 29

## STEP 30

### Staff Member teaching Dual L

Teacher Data			
Tch#	Teacher Name	First Name	Last Name
37	DL erez	YASMIN	PEL
Room	Low Grd	High Grd	
908	4 ▼	4 ▼	
State Course Code	NCLB Core	Class ID	
1000 ▼	E ▼	0	
Staff ID	Highly Qlfd Tch	St	
6462 🔍	▼	0	
Ed Svc	Lang Instr	Instr Strategy	Fur
1 ▼	01 ▼	▼	
Online Crs Instr Type	Crs Content Subcategory	Charter Non-Core	
▼	▼	▼	
InstSt	.NET	DualLang	
▼	Y ▼	Y ▼	
Photo File			
<input type="text"/>			