

Huntington Beach

City School District



Substitute Elementary School Teacher Technology Support 2018/19

Welcome to HBCSD! The resources below will help you succeed in teaching in our classrooms. Please utilize these images and directions to supplement your guest teacher lesson plans. There are two technology representatives at each site, as well as helpful teachers next door, if you need assistance. For further technical support, you can complete a technology helpdesk request ticket at hbcsd.mojohelpdesk.com.

USING TEACHER COMPUTERS

Most school computers use a login of the school's mascot typed in all lower case (e.g. surfers). In some cases, the teacher may have reset the password. In this instance, there should be a note indicating such in the lesson plans.

TECH SUPPORT

Go to hbcsd.mojohelpdesk.com to request support as needed. Create an account using an email address, and fill out the form as completely as possible. A tech rep will assist you ASAP.



ATTENDANCE/LUNCH COUNT THROUGH AERIES

Substitute teachers are given a sheet from the Office Manager with 'Temporary Aeries.net Account' information.

School

2017-2018 **Your Temporary Aeries.net Account Information** 8/9/2018

**This is extremely confidential information.
Do NOT allow anyone to see the contents of this paper!**

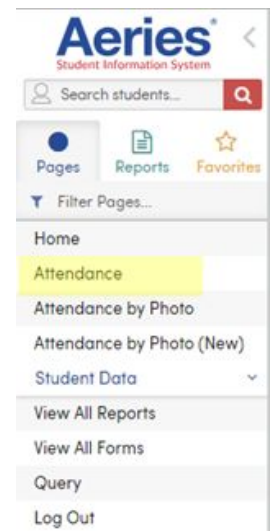
Your User Name: sub280000558.9567
Your Password: [REDACTED]
Your Account Expires after: 06/22/2018
Substitute Teacher Account For [REDACTED]

Every *teacher* computer should have an icon on their desktop which links to the Aeries log in screen. Sometimes the icon can be found on the favorites bar in the web browser. Chrome is the preferred browser. Sometimes, there are issues when teachers use Internet Explorer.

Here's the link: <http://10.1.21.124/aeries.net/>

After logging in, click the 'Attendance' button on the left menu.

After clicking the attendance button, you will be able to take attendance for students by using the **T** column for **Tardy** or the **A** column for **Absence**. **If no students are absent, click the All Remaining Students are Present button.** There is not a save button for attendance. It is saved automatically as you make changes.



Class Attendance

Attendance is missing for yesterday (8/8/2018)

8/9/2018 Attendance submitted at 08/09/2018 9:04 AM

Once any attendance has been taken, then the date timestamp will appear in place of the All Remaining Students are Present button.

Class Attendance

Attendance is missing for yesterday (8/8/2018) Attendance is missing for today (8/9/2018)

8/9/2018 All Remaining Students are Present

Lunch Count Aguirre

Grade 1
Grade 2
Grade 3
Grade 4
Grade 5
Grade 6
Grade PS

Save Lunch Count

Staff	Name	Grd	Prsn	Fluency	L	T	A	S	A/S	A/T	A/S	Tardies	Absences	Unverified	Excused	Unexcused	
1 5405	Barker, Merrin E.	3	E										0	0	0	0	0
2 5158	Birkhauser, Braden C.	3	E										0	0	0	0	0
3 5010	Broussard, Isaac S.	3	E										0	0	0	0	0

Lunch count can be entered in the **Count** field. Notes to the office can be entered in the **Comment** field. **You MUST click the Save Lunch Count button for the lunch number to reach the office.**

School	Technology Reps	Digital Leaders 2018-19				
TOSAs	Michelle Brady Monica Nash	Monica Nash	Michelle Brady	Cindy D'Innocente		
DWYER	Rachelle Carman Don Gray	Danielle Edison Amy French Rachana Bhagat	Emily Joelle Elizabeth Smith Ivette Palmer	Mrs Hart Juliana Mazzera-Radomske Theresa Ward	Carol Hunneyman	
SOWERS	Jenna Sutton Anna Dow					
EADER	Laura Coward Amanda Hart					
HAWES	Tonya Borns Amy Volk	Caryn Chalabian Christine Wilfert Jennifer De Stefano	Kendra Wells Christine Zeutzius	Gail Rocha Michelle Tucker	Kim Ortloff	
HUNTINGTON SEACLIFF	Jennifer Guillan Michelle Twogood	Michelle Twogood				
MOFFETT	Marissa Carlton Cindy Thompson					
PERRY	Tony Zini					
PETERSON	Julie Newton Jennifer Geiger					
SMITH	Carol Mullins Elena Spencer					