



CTEP - Work-Based Learning Internship Sites/Work Permit Instructions

TEACHER INSTRUCTIONS FOR AERIES

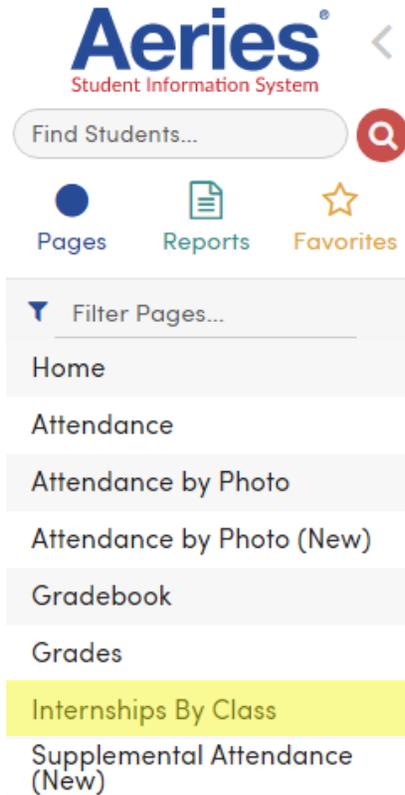
❖ ASSIGNING STUDENT TO INTERNSHIP SITE

AND

❖ RECORDING AN INTERNSHIP SITE VISIT

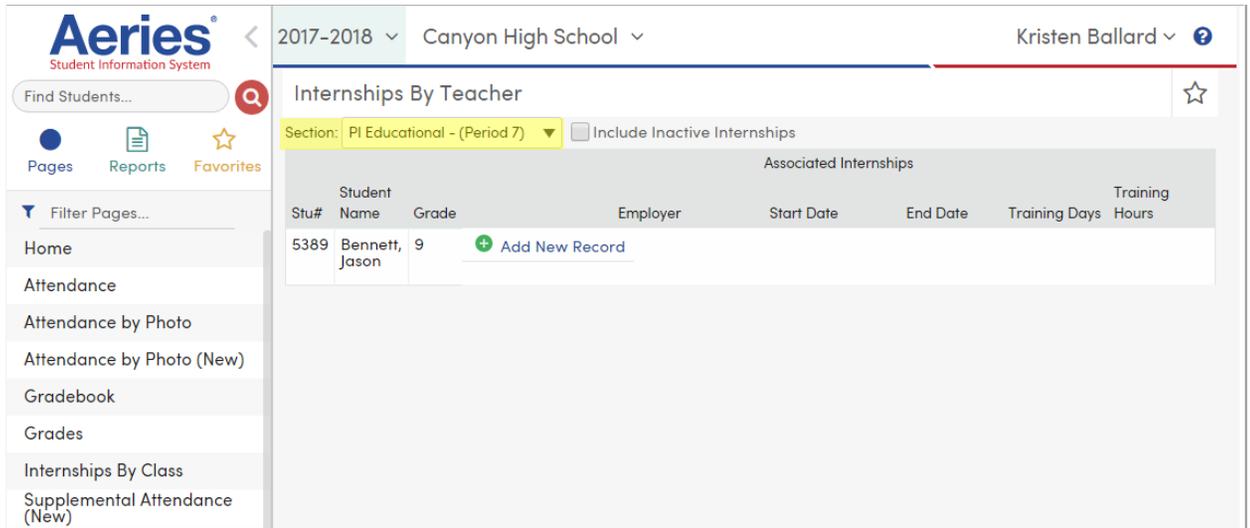
ASSIGNING STUDENT(S) TO INTERNSHIP SITE

1. Log in to your Aeries.net account



2. Click on:

3. Section: Click on the ▼ dropdown and choose the class you'd like to assign to sites.



ASSIGNING STUDENT(S) TO INTERNSHIP SITE, CONTINUED

4. Add New Record:

2017-2018 Canyon High School Kristen Ballard

Internships By Teacher

Section: PI Business 182 - (Period 9) Include Inactive Internships

Stu#	Student Name	Grade	Employer	Start Date	End Date	Training Days	Training Hours
5124	Choe, Tyler	9	+ Add New Record				
5263	Fisher, Derek	9	+ Add New Record				
5594	Gorman, Grace	9	+ Add New Record				

5. Employer: Click on the , scroll and find the employer you're assigning the student to, click on the employer name and then click "Close"

Aeries Student Information System

2017-2018 Canyon High School Kristen Ballard

Internships By Teacher

Section: PI Business 182 - (Period 9) Include Inactive Internships

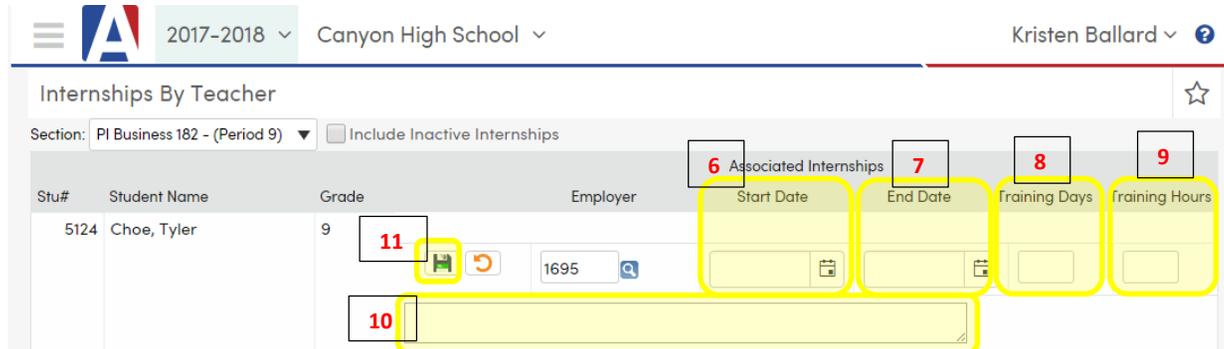
Student Stu#	Name	Grade	Employer	Start Date	End Date	Training Days	Training Hours
5124	Choe, Tyler	9	1695 				
5263	Fisher, Derek	9	+ Add New Record				
5594	Gorman, Grace	9	+ Add New Record				
5596	Hamilton, Vincent	9	+ Add New Record				
4698	Hise,	10	+ Add New Record				

Search Close

1817	PI - CVS	Orange
570	PI - CVS Pharmacy	Orange
1660	PI - CVS Pharmacy	Orange
1695	PI - CVS Pharmacy	Orange
2068	PI - Devina, Inc.	Anaheim
2104	PI - Digital Doc	Orange
2105	PI - Digital Doc	Orange
1949	PI - Dollar Rows, LLC	Orange
2114	PI - Dr. Eduardo Correa	Orange

ASSIGNING STUDENT(S) TO INTERNSHIP SITE, CONTINUED

6. **Start Date:** The first day the student will begin internship AT site.
7. **End Date:** The last day the student will be at site OR last day of semester.
8. **Training Days:** The days of the week the students will be at the site (ex. M,T,W)
9. **Training Hours:** The hours of the day the student will be at the site (ex. 3 – 4:30 PM)
10. **Comments:** This is a space for the instructor to keep any needed notes and is **not required**. (i.e. Park in “employee parking” behind store.)
11. **SAVE:** Click the  icon to save your record. You will then be brought back to your class roster to assign the next student.



2017-2018 Canyon High School Kristen Ballard

Internships By Teacher

Section: PI Business 182 - (Period 9) Include Inactive Internships

Stu#	Student Name	Grade	Employer	6 Associated Internships Start Date	7 End Date	8 Training Days	9 Training Hours
5124	Choe, Tyler	9	1695				

10

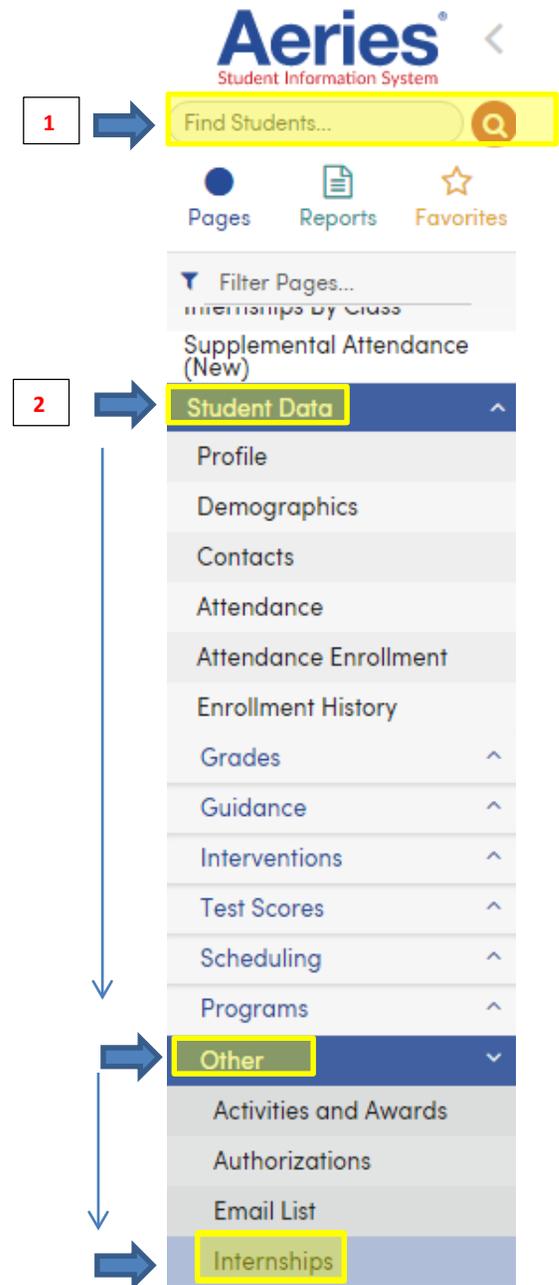
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RECORDING AN INTERNSHIP SITE VISIT

RECORDING AN INTERNSHIP SITE VISIT

1. **Find Students...:** Search for your student by their ID # or name and click the magnifying glass icon.
2. **Click:**
 - **Student Data**
 - **Other**
 - **Internships**



RECORDING AN INTERNSHIP SITE VISIT, CONTINUED

3. Click Show Visits

The screenshot displays the Aeries Student Information System interface. At the top, it shows the school year '2017-2018' and the school 'Canyon High School'. The user 'Kristen Ballard' is logged in. The main content area is titled 'Internships' for student 'Disha Zambani'. A student profile card shows details such as Permanent ID (342709), State Student ID (3139012877), Status Tag (Active), Student Number (3434), Grade (12), Age (16), Sex (F), Birthdate (11/9/2000), and Reporting Language (Hindi). Below this, there is a table of internships. One record is visible for 'Aeropostale' with a 'Show Visits' button highlighted in yellow.

Employer	Start Date	End Date	Training Days	Training Hours	Section	Career Pathway
Aeropostale	08/15/2017	12/15/2017	M,W	4 - 5 PM	PI Business 182 (Period 9)	Business Management

Arrive 15 minutes early to shift.

[Show Visits](#)

RECORDING AN INTERNSHIP SITE VISIT, CONTINUED

4. Click Add New Record

Aeries
Student Information System

2017-2018 Canyon High School Kristen Ballard

Find Students... Internships

Pages Reports Favorites

Filter Pages... Home Attendance Attendance by Photo Attendance by Photo (New) Gradebook Grades Internships By Class Supplemental Attendance (New) Student Data Profile Demographics Contacts Attendance

Disha Zambani

Permanent ID	342709	Grade	12	Counselor	
State Student ID	3139012877	Age	16	Language Fluency	FEP
Status Tag	Active	Sex	F	Reporting Language	Hindi
Student Number	3434	Birthdate	11/9/2000	Correspondence Language	English

Include Inactive Internships

Internships							
Employer	Start Date	End Date	Training Days	Training Hours	Section	Career Pathway	
Aeropostale	08/15/2017	12/15/2017	M,W	4 - 5 PM	PI Business 182 (Period 9)	Business Management	Show Visits
Arrive 15 minutes early to shift.							
+ Add New Record							

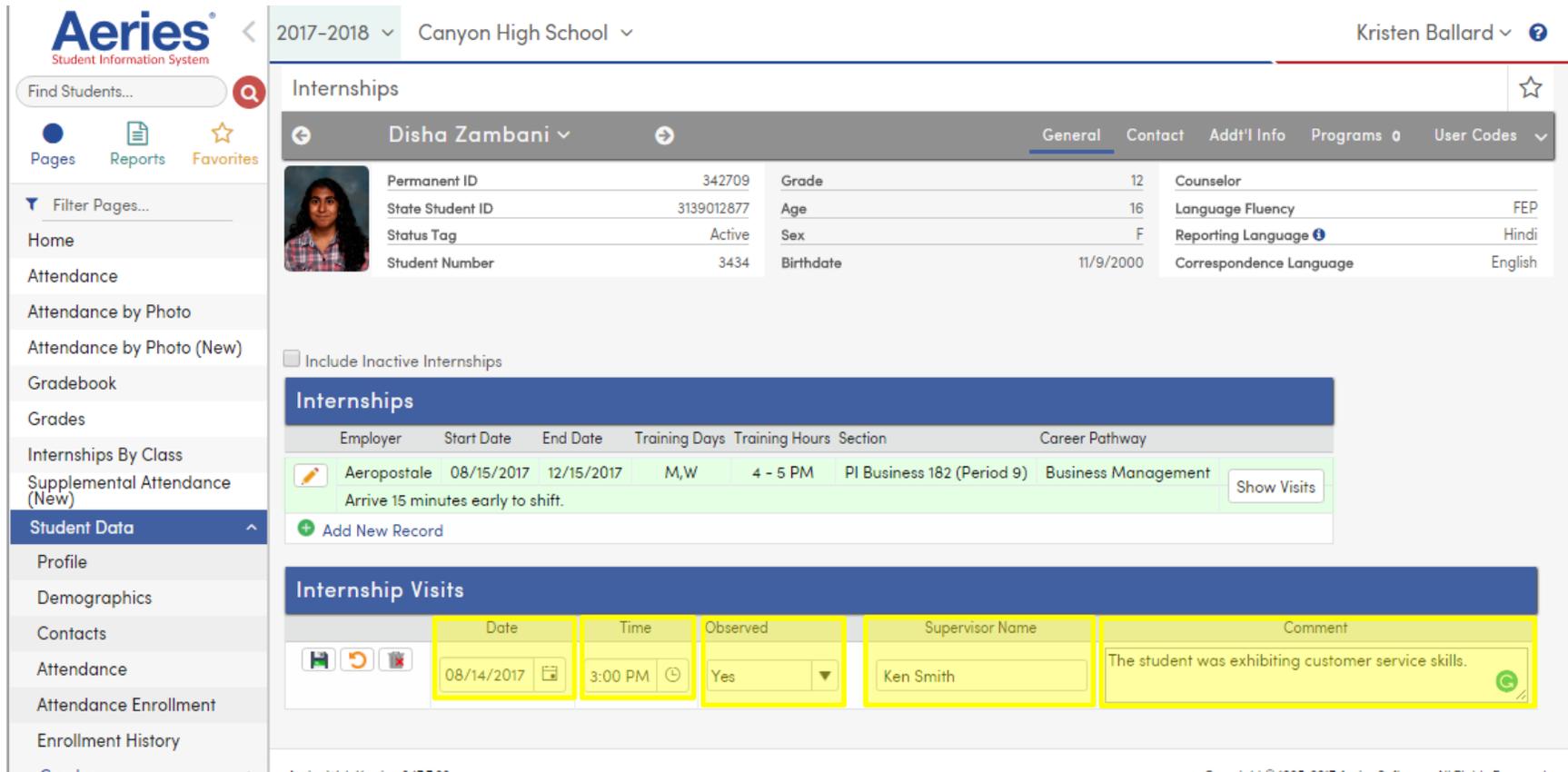
Internship Visits				
Date	Time	Observed	Supervisor Name	Comment
+ Add New Record				

RECORDING AN INTERNSHIP SITE VISIT, CONTINUED

5. Enter:

- **Date** of Visit
- **Time** of Visit
- **Observed** - “Yes” (you must observe the student)
- **Supervisor Name** (update if it is different than what is listed)
- **Comment** based on your observation of the student at the internship site (be specific and meaningful)

6. **SAVE** ()



The screenshot shows the Aeries Student Information System interface. The user is logged in as Kristen Ballard. The main content area displays the profile of student Disha Zambani, including her photo and various identification numbers. Below the profile, there is a table of Internships. One internship is listed for Aeropostale, with a start date of 08/15/2017 and an end date of 12/15/2017. The training days are M,W, and the training hours are 4 - 5 PM. The section is PI Business 182 (Period 9) and the career pathway is Business Management. Below the internship table, there is a section for Internship Visits. A form is shown for recording a visit on 08/14/2017 at 3:00 PM. The 'Observed' field is set to 'Yes', and the 'Supervisor Name' is 'Ken Smith'. The 'Comment' field contains the text 'The student was exhibiting customer service skills.' The form has a 'Show Visits' button and an 'Add New Record' button.