



## Aeries.net Student Information System Classroom Attendance – User Manual July 25, 2010

The **Classroom Attendance** form is used to update each student's daily attendance. An attendance roster is created that the teacher utilizes to keep track of the absences in their class. A clerk uses the roster to update the class attendance using the **Classroom Attendance** form.

Clicking a student's name will mark a A - Unverified on 7/23/2010.

Save Cancel

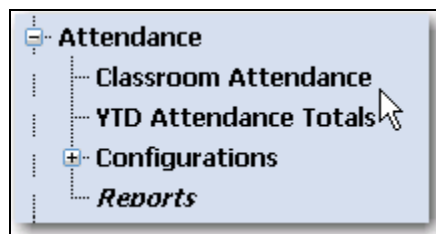
Classroom Attendance														
Teacher: Berry (4)				Course: Homeroom ()				Period:						
StuNum	Name	Grd	Trk	Prgm	7/23	7/22	7/21	7/20	7/19	7/16	7/15	7/14	7/13	7/12
41	Armenta, Rayssa V.	0												A
95	Bujanda, Louisa M.	0												
108	Calloway, Alberto E.	0												
134	Cena, Brandon A.	0										T		
154	Crisp, Graciela S.	0												
182	Diehl, Cristina A.	0									I			
238	Gaton, Juan D.	0												
279	Harris, Taylor T.	0												
309	Huntley, Christopher J.	0									T			
357	Lara, Anthony J.	0											I	
433	Mejinez, Tynsiah R.	0												
444	Mesa, Justin Z.	0												A
465	Moya, Brandi K.	0								L				
620	Silva, Jack J.	0												
624	Simmons, Alexis A.	0												
690	Vargas, Shannel A.	0												

Save Cancel

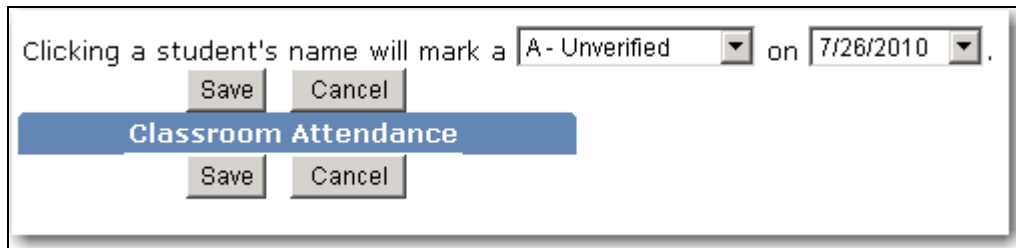
The absence for the student selected can be typed or an **Update** function can be selected and absences can be marked with the click of the mouse.

### CLASSROOM ATTENDANCE

From the **Navigation Tree** click the mouse on the **Classroom Attendance** node located below **Attendance**.



When **Classroom Attendance** is selected a **Date** drop down list will display. The default **date** displayed will be today's date.

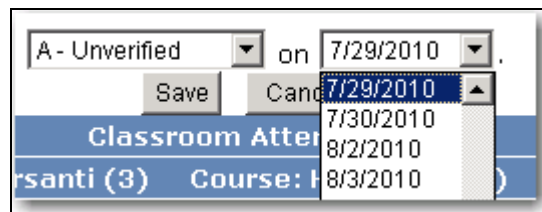


Clicking a student's name will mark a **A - Unverified** on **7/26/2010**.

**Classroom Attendance**

The form includes two sets of 'Save' and 'Cancel' buttons. The title 'Classroom Attendance' is centered in a blue bar.

To change the date, click the mouse on the drop down and select a date. The date entered is used with the **Update** function to flag absences for a particular date.



The date dropdown menu is open, showing the following dates: 7/29/2010, 7/30/2010, 8/2/2010, and 8/3/2010. The current selection is 7/29/2010. The form also shows 'A - Unverified' for the absence code and 'rsanti (3) Course: H' for the student and course.

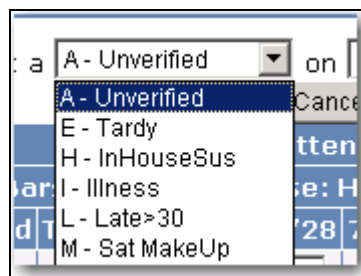


**NOTE:**

The **Classroom Attendance** form will display the last ten attendance dates from the date entered.

**UPDATE  
FUNCTION**

The **Update** function utilizes absence codes from the **Absence Code** drop down list. After selecting the absence code the **Class Attendance** can be **Updated** by clicking the mouse on the student's name.



The dropdown menu shows the following options: A - Unverified, E - Tardy, H - InHouseSus, I - Illness, L - Late>30, and M - Sat MakeUp. The current selection is A - Unverified.

## DISPLAY CLASS ATTENDANCE RECORDS

To display **Class Attendance** records for a particular teacher, click the mouse on the teacher's name. The attendance will display for all students in this class.

Num	Name	First
908		
1	Aldrich	
2	Alvarado	
3	Barsanti	
108	Bartlett	
4	Berry	
5	Bray	
106	Brookey	
107	Brown	
109	Came	
110	Castaneda	
212	Collins	
213	Cook	
214	Coons	
215	Cozad	
316	Crews1	
217	Crosshatch	

Search Sort Options  
☐ Number ☒ Name

At the beginning of the school year the **Calendar** is created and all dates are flagged when school is not in session.

Clicking a student's name will mark a  on .

Classroom Attendance														
Teacher: Barsanti (3)					Course: Homeroom ()					Period:				
StuNum	Name	Grd	Trk	Prgm	7/28	7/27	7/26	7/23	7/22	7/21	7/20	7/19	7/16	7/15
26	Anacostes, Lorena E.	0			<input type="checkbox"/>	#	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
59	Baker, Tina K.	0			<input type="checkbox"/>	#	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
64	Barbosa, James C.	0			<input type="checkbox"/>	#	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
101	Burry, Sarah M.	0			<input type="checkbox"/>	#	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
171	Dedmon, Daniel D.	0			<input type="checkbox"/>	#	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
282	Haynes, Nicole T.	0			<input type="checkbox"/>	#	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
372	Longo, Natalie A.	0			<input type="checkbox"/>	#	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

These dates display on the **Classroom Attendance** form **flagged** and prevent entries into these fields.

## VIEW ALL STUDENTS

All students may not display on one page depending on the class size. To view the remaining students, use the **SCROLL** bar to display the remaining students.

Clicking a student's name will mark a  on .

Classroom Attendance														
Teacher: Barsanti (3)					Course: Homeroom ()				Period:					
StuNum	Name	Grd	Trk	Prgm	7/29	7/28	7/27	7/26	7/23	7/22	7/21	7/20	7/19	7/16
26	Anacostes, Lorena E.	0			<input type="checkbox"/>	<input type="checkbox"/>	#	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
59	Baker, Tina K.	0			<input type="checkbox"/>	<input type="checkbox"/>	#	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
64	Barbosa, James C.	0			<input type="checkbox"/>	<input type="checkbox"/>	#	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
101	Burphy, Sarah M.	0			<input type="checkbox"/>	<input type="checkbox"/>	#	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
171	Dedmon, Daniel D.	0			<input type="checkbox"/>	<input type="checkbox"/>	#	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
282	Haynes, Nicole T.	0			<input type="checkbox"/>	<input type="checkbox"/>	#	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
372	Longo, Natalie A.	0			<input type="checkbox"/>	<input type="checkbox"/>	#	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
376	Lopez, Michella V.	0			<input type="checkbox"/>	<input type="checkbox"/>	#	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
390	Maddox, Casey A.	0			<input type="checkbox"/>	<input type="checkbox"/>	#	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
405	Martinez, Charles A.	0			<input type="checkbox"/>	<input type="checkbox"/>	#	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
473	Nieto, Joshua C.	0			<input type="checkbox"/>	<input type="checkbox"/>	#	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
610	Sather, Marla C.	0			<input type="checkbox"/>	<input type="checkbox"/>	#	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
627	Simon, Samuel R.	0			<input type="checkbox"/>	<input type="checkbox"/>	#	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
672	Turner, Christina C.	0			<input type="checkbox"/>	<input type="checkbox"/>	#	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
683	Uribe, Cameron C.	0			<input type="checkbox"/>	<input type="checkbox"/>	#	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
692	Velazquez, Christy J.	0			<input type="checkbox"/>	<input type="checkbox"/>	#	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**MARK A  
STUDENT  
ABSENT**

A student can be marked absent after the **Absence Code** and **Date** are selected. In the example below the date selected is 7/29/2010 and the Absence Code is A.

Click the mouse on the **student's** name, for example **Anacostes, Lorena** below. An **A** will display for the date selected.

Clicking a student's name will mark a  on .

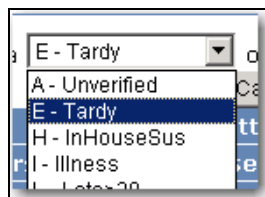
Classroom Attendance														
Teacher: Barsanti (3)					Course: Homeroom ()					Period:				
StuNum	Name	Grd	Trk	Prgm	7/29	7/28	7/27	7/26	7/23	7/22	7/21	7/20	7/19	7/16
26	Anacostes, Lorena E.	0			A		#	A						
59	Baker, Tina K.	0					#							
64	Barbosa, James C.	0					#					A		
101	Burry, Sarah M.	0					#		T			I		
171	Dedmon, Daniel D.	0					#							
282	Haynes, Nicole T.	0					#							
372	Longo, Natalie A.	0					#				I		T	
376	Lopez, Michella V.	0					#							
390	Maddox, Casey A.	0					#							
405	Martinez, Charles A.	0					#	T				T		
473	Nieto, Joshua C.	0					#							
610	Sather, Marla C.	0					#		L			L		
627	Simon, Samuel R.	0					#							
672	Turner, Christina C.	0					#							
683	Uribe, Cameron C.	0					#							
692	Velazquez, Christy J.	0					#							

Continue to click on students who are to be marked with the absence code selected.

**NOTE:**

**The Update function uses the initial date entered when flagging an absence code.**

To update a different code select a code from the **Absence Code** drop down list. Continue to click the mouse on the **student's** name for the new absence code.



When all absences have been updated click the mouse on the **Save** button.



After the Save button has been clicked all absences codes will be updated for the students selected.

Classroom Attendance														
Teacher: Barsanti (3)					Course: Homeroom ()				Period:					
StuNum	Name	Grd	Trk	Prgm	7/29	7/28	7/27	7/26	7/23	7/22	7/21	7/20	7/19	7/16
26	Anacostes, Lorena E.	0			A		#	I						
59	Baker, Tina K.	0					#							
64	Barbosa, James C.	0			A		#					A		
101	Burry, Sarah M.	0					#		T			I		
171	Dedmon, Daniel D.	0					#							
282	Haynes, Nicole T.	0					#							
372	Longo, Natalie A.	0			E		#				I		T	
376	Lopez, Michella V.	0					#							
390	Maddox, Casey A.	0					#							
405	Martinez, Charles A.	0					#	T				T		
473	Nieto, Joshua C.	0					#							
610	Sather, Marla C.	0			E		#		L			L		
627	Simon, Samuel R.	0					#							
672	Turner, Christina C.	0					#							
683	Uribe, Cameron C.	0			A		#							
692	Velazquez, Christy J.	0					#							

### TO CHANGE AN ABSENCE CODE

After marking a student with an absence code the code can be changed. For example, if a student has been marked as Unverified when the absence is verified the **Absence Code** will need to be updated.

Select the absence code to be changed by clicking the mouse on the **Absence Code** for the date selected.

Classroom Attendance														
Teacher: Barsanti (3)				Course: Homeroom ()				Period:						
StuNum	Name	Grd	Trk	Prgm	7/29	7/28	7/27	7/26	7/23	7/22	7/21	7/20	7/19	7/16
26	Anacostes, Lorena E.	0			A		#	A						
59	Baker, Tina K.	0					#							

Type the new absence code over the current code displayed.

When complete updating students absence codes click the mouse on the **Save** button.

### CANCEL ALL ENTRIES

The **Cancel** button can be utilized to clear out all entries **BEFORE** the **Save** button has been clicked. For example, below the **Absence Code E** was entered.

Classroom Attendance							
Teacher: Barsanti (3)				Course: Hom			
StuNum	Name	Grd	Trk	Prgm	7/29	7/28	7/27
26	Anacostes, Lorena E.	0			E		#
59	Baker, Tina K.	0			E		#
64	Barbosa, James C.	0			E		#

If you click the mouse on the **Cancel** button all codes will be cleared and **ANY** prior code that was entered and saved will display.

Classroom Attendance							
Teacher: Barsanti (3)				Course: Hom			
StuNum	Name	Grd	Trk	Prgm	7/29	7/28	7/27
26	Anacostes, Lorena E.	0			A		#
59	Baker, Tina K.	0					#
64	Barbosa, James C.	0					#

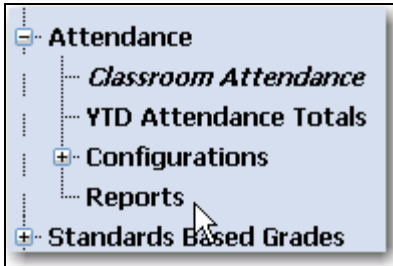


### NOTE:

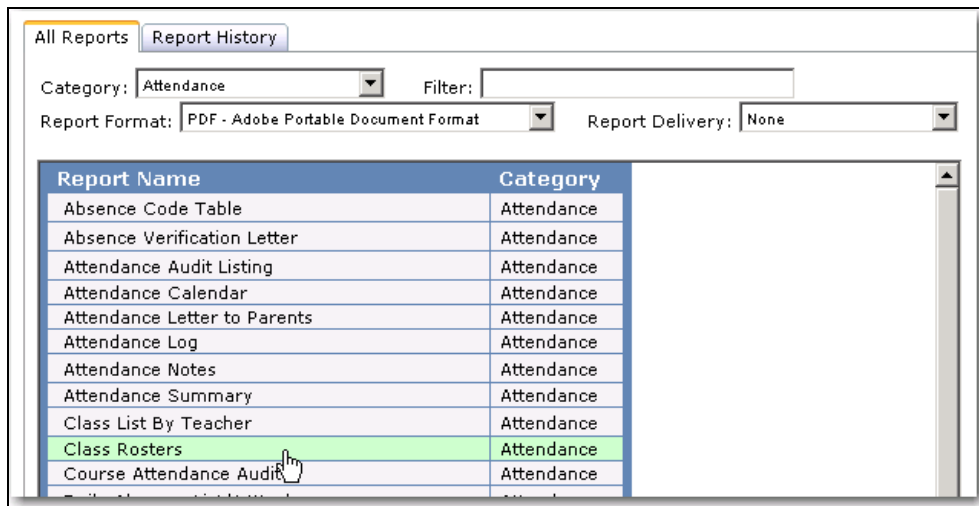
**Caution MUST be taken when utilizing the Cancel button. If the Cancel button is clicked in error all absences MUST be re-entered.**

**TO PRINT A  
CLASS  
ROSTER**

From the **Navigation Tree** click the mouse on the **Reports** node located below **Attendance**.



Click the mouse on the **Class Rosters** report.





The **Class Rosters Report Options** box will display. Select the order that the report will be sorted. If you want dates to be printed enter the **Attendance** month.

**Print Class Rosters Report Options**

Report Format: PDF

Report Delivery: None

If you want a specific term, enter code  
Y

Sort Report By:

- ☒ Teacher Name
- ☐ Teacher Number
- ☐ Room Number

If you want dates printed, enter att month  
12

Print Phone Number: ☒

Print Signature Line: ☒

Print Student Aliases: ☐

Skip Teacher Assistants?: ☐

Enter track if not all ☐

Print Additional Lines 0

Enter Teacher# to print if not all ☐ v

Add fields to the printout: ☐

Hide Attendance ☐

Run Report

Additional information can also be selected that will print on the report. For example below, 3 additional lines have been selected to print along with the **SX** field.

If you want dates printed, enter att month  
12

Print Phone Number: ☒

Print Signature Line: ☒

Print Student Aliases: ☐

Skip Teacher Assistants?: ☐

Enter track if not all ☐

Print Additional Lines 3

Enter Teacher# to print if not all ☐ v

Add fields to the printout: ☒

Hide Attendance ☐

Enter field(s) to print from the STU table  
SX v

After all selections are made click the mouse on the **Run Report** button and the following report will be generated.

If a specific month was selected and attendance has already been taken for specific dates, the absence codes will be printed if the **Hide Attendance** option is not selected.

Golden Eagle Elementary School										Attendance Class Roster															
										Teacher				Room		Month#		Year							
										Barsanti				3		12		09-10							
Stu#	Student Name	SX	GR	07/19-07/23					07/26-07/30				08/02-08/06				08/09-08/13								
				M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F		
01	26	Anacostes, Lorena E (777) 555-0234	F	0						I	#		A												
02	59	Baker, Tina K (777) 555-2619	F	0							#														
03	64	Barbosa, James C (777) 555-3873	F	0		A					#														
04	101	Burry, Sarah M (777) 555-9303	F	0		I			T		#														
05	171	Dedmon, Daniel D (777) 555-1886	M	0							#														
06	282	Haynes, Nicole T (777) 555-0878	F	0							#														
07	372	Longo, Natalie A (777) 555-6568	F	0	T		I				#														
08	376	Lopez, Michella V (777) 555-1353	F	0							#														
09	390	Maddox, Casey A (777) 555-7881	F	0							#														
10	405	Martinez, Charles A (777) 555-3191	M	0		T				T	#														
11	473	Nieto, Joshua C (777) 555-2452	M	0							#														
12	610	Sather, Marla C (777) 555-9802	F	0		L				L	#														
13	627	Simon, Samuel R (777) 555-3930	M	0							#														
14	672	Turner, Christina C (777) 555-9601	F	0							#														
15	683	Uribe, Cameron C (777) 555-3141	M	0							#														
16	692	Velazquez, Christy J (777) 555-8992	F	0							#														

Teacher (and/or Substitute) Signature \_\_\_\_\_  
Date \_\_\_\_\_

To the best of my knowledge, the information contained  
on this attendance sheet is accurate and complete.