

Teacher ABI Extended Learning How To Document...

If you have any questions, please check with your attendance clerk or principal.

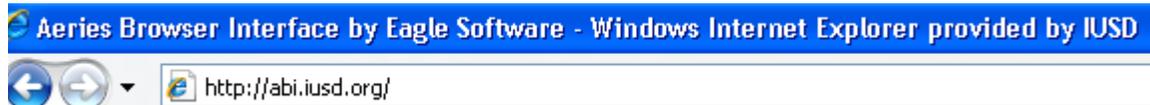
Daily - The teachers must take attendance **every hour** using ABI. Only mark those students that are absent. And then hit **submit**. If no students are absent you must still hit **submit**, so that the information is transferred to Aeries.

Every Friday the teacher must print a 'Weekly Attendance' report out of ABI. The teacher must review it for accuracy and then sign & date it and give it to the attendance clerk at your site, no later than the following Monday. **Sites with Electronic signature do not have to print.** *If ABI is down then you must submit a manual roster to the clerk to input.*

*If any attendance is missing on the report , **hand write it in and initial.** When you turn it in please make a note to let the attendance clerk know if you have made any handwritten correction on the weekly report.

A) LOGIN

- a) From Internet explorer...connect to <http://abi.iusd.org/>



- b) Choose the Extended Learning School. See down Arrow at the end of the "School:" field.

A screenshot of the Aeries login interface. The background is purple with the text "Welcome to aeries™". There are three input fields: "User Name:" with the text "kjohanson", "Password:" which is empty, and "School:" with a dropdown menu showing "212 - College Park Extended Learning". Below the fields is a "Log In" button. At the bottom left, it says "ABI Version 4.9.9.29".

c) Log in

Enter User Name: _____ (Usually the prefix of your email.)

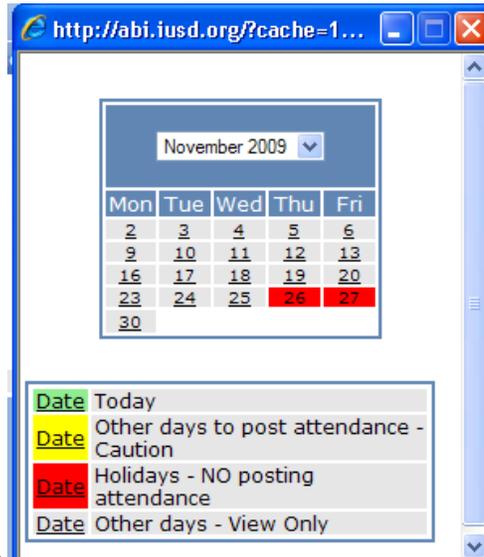
Enter Password: welcome _____ (Usually. Change to what you want it to be.)

B) MARK ATTENDANCE

- d) Know what the first day/date of school is for your students. Different for each school. Get this date from your school data clerk.
- e) Choose the date you wish to take attendance on...

 [Change Date](#)

- f) To choose a date click on =



- g) Locate the date you wish to enter.
- h) The ABI attendance form will appear as below on the date you chose “Highlighted in yellow”.
- i) Take attendance.

Attendance for 11/24/2009  [Change Date](#)

Submit Attendance - Even if all students are present

Period 1 - Reading EL (0057) - Honeycutt																				
Stu#	Name	Grd	A	P	I	T	11/24	11/23	11/20	11/19	11/18	11/17	11/16	11/13	11/12	11/11	Abs	Tdy	Exc	UnExc
1	<u>19</u> Kusunoki, Yusuke	4	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>		P	P	P		P	P	P	P					
2	<u>3</u> Ono, Masamiki	5	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>		P	P	P		P	P	P	P					
3	<u>74</u> Ozeki, Emi	6	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>		P	P	P		P	P	P	P					
4	<u>20</u> Ozeki, Ryo	4	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>		P	P	P		P	P	P	P					
5	<u>75</u> Park, Elizabeth Haejin	6	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>		P	P	P		P	P	P	P					
6	<u>21</u> Park, Shane Chan Woo	4	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>		P	P	P		P	P	P	P					

Submit Attendance - Even if all students are present

Note “P” is bubbled for each student.

Bubble “A” for any absent student.

Bubble “T” for any tardy student

- j) Then Click on “  NOTHING IS RECORDED UNTIL YOU CLICK ON = “Submit Attendance...”

k) Submitted complete ABI attendance looks like below for 11/19/2009.

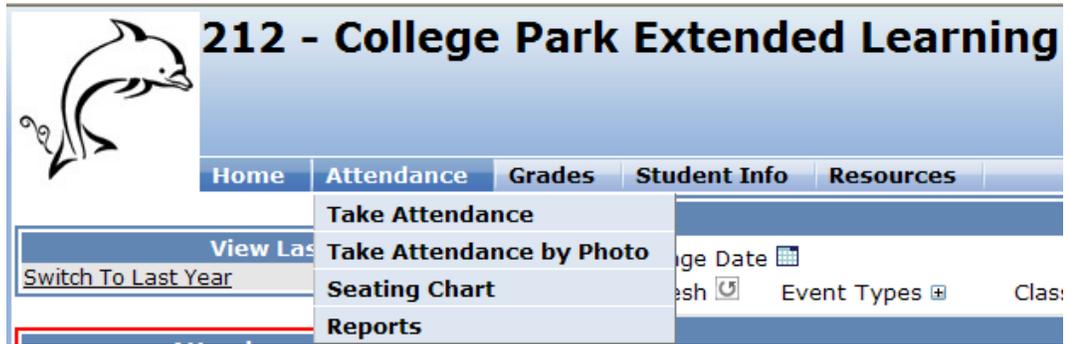
Attendance for 11/19/2009 [Change Date](#)

Period 1 - Reading EL (0057) - Honeycutt																
Stu#	Name	Grd	11/19	11/18	11/17	11/16	11/13	11/12	11/11	11/10	11/9	11/6	Abs	Tdy	Exc	UnExc
1	<u>19</u> Kusunoki, Yusuke	4	P		P	P	P	P		P	P	P				
2	<u>3</u> Ono, Masamiki	5	P		P	P	P	P		P	P	P				
3	<u>74</u> Ozeki, Emi	6	P		P	P	P	P		P	P	P				
4	<u>20</u> Ozeki, Ryo	4	P		P	P	P	P		P	P	P				
5	<u>75</u> Park, Elizabeth Haejin	6	P		P	P	P	P		P	P	P				
6	<u>21</u> Park, Shane Chan Woo	4	P		P	P	P	P		P	P	P				
Stu#	Name	Grd	11/19	11/18	11/17	11/16	11/13	11/12	11/11	11/10	11/9	11/6	Abs	Tdy	Exc	UnExc

c) TEACHERS PRINT AND REVIEW REPORTS

At the end of the attendance week.

- a) Teacher chooses = "Attendance" tab.
- b) Teacher chooses = "Reports".



c) The below list of reports will appear.

- [Weekly Attendance Report](#)
- [Attendance Log](#)
- [Daily Attendance Summary Report](#)
- [Class Address Labels](#)
- [Class Rosters](#)

- d) Click on "Weekly Attendance Report"
- e) Choose the week start date.

