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/

Aeries Browser Interface by Eagle Software - Windows Internet Explorer provided by IUSD

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



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.

Change Date

- e) Choose the date you wish to take attendance on...
- f) To choose a date click on =

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		Mon	Tue	Wed	Thu	Fri						
		2 9	<u>3</u> 10	4 11	<u>5</u> <u>12</u>	<u>6</u> <u>13</u>						
		<u>16</u> 23	<u>17</u> 24	<u>18</u> 25	<u>19</u> 26	<u>20</u> 27						
		30										
	Date 1	Date Today										
	Date (Centric Contension of the second seco										
	Date	Holida attend	ys - N lance	IO po	sting							
	Date (Other	days	- Viev	v Only	/						
r.								1	1			

- 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.

				A	tte	nda	inc	e for	11/2	24/20)09	🛄 Ch	ange D)ate						
	Submit Attendance - Even if all students are present																			
Period 1 - Reading EL (0057) - Honeycutt																				
Stu#	Name	Grd		Α	Р	Ι	Т	11/24	11/23	11/20	11/19	11/18	11/17	11/16	11/13	11/12	11/11	Abs	Tdy E	xc UnExc
1 <u>19</u>	Kusunoki, Yusuke	4	Ο	0	۲	\bigcirc	0		Р	Ρ	Р		Р	Р	Р	Р				
2 <u>3</u>	Ono, Masamiki	5	\bigcirc	\bigcirc	۲	\circ	\bigcirc		Р	Ρ	Ρ		Ρ	Р	Р	Р				
3 <u>74</u>	Ozeki, Emi	6	\bigcirc	0	۲	\bigcirc	0		Р	Ρ	Р		Р	Р	Р	Р				
4 <u>20</u>	Ozeki, Ryo	4	\bigcirc	\bigcirc	۲	\bigcirc	\bigcirc		Р	Ρ	Ρ		Р	Ρ	Ρ	Ρ				
5 <u>75</u>	Park, Elizabeth Haejin	6	\bigcirc	\bigcirc	۲	0	0		Р	Ρ	Р		Р	Р	Р	Ρ				
6 <u>21</u>	Park, Shane Chan Woo	4	\bigcirc	\bigcirc	۲	\bigcirc	\bigcirc		Р	Ρ	Р		Р	Р	Р	Ρ				
Stu#	Name	Grd		Α	Р	Ι	Т	11/24	11/23	11/20	11/19	11/18	11/17	11/16	11/13	11/12	11/11	Abs	Tdy E	xc UnExc
	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 "

Submit Attendance - Even if all students are present

NOTHING IS RECORDED UNTIL YOU CLICK ON = "Submit Attendance..."

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

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	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	Тdу	Exc	UnExc
1	19	Kusunoki, Yusuke	4	P		P	P	P	P		P	P	Р				
2	3	Ono, Masamiki	5	Р		P	P	P	P		P	P	P				
3	74	Ozeki, Emi	6	Р		P	P	P	P		P	P	Ρ				
4	20	Ozeki, Ryo	4	Р		Ρ	P	Ρ	P		P	P	P				
5	75	Park, Elizabeth Haejin	6	Р		P	P	P	P		P	P	Ρ				
6	21	Park, Shane Chan Woo	4	Р		P	Ρ	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

Attendance for 11/19/2009 Change Date

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.

<u>Weekly Attendance Report</u> <u>Attendance Log</u> <u>Daily Attendance Summary Report</u> <u>Class Address Labels</u> <u>Class Rosters</u>

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

< <u>Reports</u> > < <u>Main Menu</u> > < <u>Logout</u> > Submit Reset									
Report Options									
Choose a Period									
Choose a Week 11/16/2009-11/20/2009 ▲ 11/23/2009-11/27/2009 11/30/2009-12/4/2009 12/7/2009-12/11/2009 12/14/2010-1/8/2010 1/11/2010-1/15/2010 1/18/2010-1/22/2010 ▼									
Submit Reset									
< <u>Reports</u> > < <u>Main Menu</u> > < <u>Logout</u> >									

- f) Click Submit to run the report for Week starting 11/16/2009-11/20/2009.
- g) The Weekly Attendance report appears as below.

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File Edit View Image Colors	Help											
Undo Ctrl+Z Repeat Ctrl+Y Cut Ctrl+Y Copy Ctrl+C Paste Ctrl+Y	_											
Clear Selection Del	y Eagle Software - Windows Internet E	xplorer provided by IUSD										
Copy To File Paste From	rg[sols Help											¥ +9 >
Google 💽 -	Cogle 🕞 🖉 Go in 😥 Go in 😥 Boleantis - 🔊 1 blocked 🔯 Check - 🥒 💿 Setting - 🐑											
🚖 🔅 🏀 Aeries Browser Ini	terface by Eagle Software										🚹 • 🖬 🗉 🖶	• 🔂 Page • 🔞 • 🛍
	21.2 - Colgee Park Extended Learning Weekly Attendance Report - 2000-2010											
Teacher	Pd	Course Title	Crs ID	Term	Sec#	Days	Room				Pr	inted 11/24/2009
Honeycutt	1	Reading EL	0057	Ŷ	102	MI-IF						, ,
State	Kusunaki Musuka					Trk	Gra		1/16/2009	11/17/200911	18/200911/19/	200911/20/2009
3	Ono, Masamiki					A	5		P	P	P	P
74	Ozeki, Emi					A	6		Р	P	P	P
20	Ozeki, Ryo					Α	4		Р	P	Р	Р
75	Park, Elizabeth H.					A	6		Р	P	P	Р
21	Park, Shane C.					A	4		Р	Р	Р	Р
Teacher Signature	Date	To the best of my kn	nowledge, the information	contained on this a	attendance shee	t is accurate a	nd complete.					

- h) Print this report.
- i) Review that all marks look correct.
- j) Each week the teacher sign, in ink, full name and last date of week.
- k) Teacher gives this report the school attendance clerk.
- *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.

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