

Aeries Web Training

Attendance Screens



Attendance Screens

Aeries Legacy vs. Aeries Web

2016-2017 Alderwood Elementary 10/10/2016

Student Data 1 (STU) Student Data 2 (STU) Student Data 3 (STU) Secondary Student Data (SSD) Links Legal Info

| Stu# | Last Name | First Name | Middle Name | Suffix | Student ID | Sex | Grade | Birthdate | Age |
|------|-----------|------------|-------------|--------|------------|-----|-------|------------|-----|
| | | | | | | F | 5 | 10/30/2006 | 9 |

Parent/Guardian Area/Telephone Fathers Work Extn Mothers Work Extn Name/Addr Ver Verified Status

Residence and Mailing Address GridCd Interdist xfer / District Leave Date

Schl Enter Dt Dist Enter Dt

09/10/2013 09/05/2013

Change or Validate Address Address History

| Teacher Number | Name | Locker | Res Sch | NxtSch | NxtGrd | NxtTch | NxtTrk | Rcd | Rel | ParEd |
|----------------|--------|--------|---------|--------|--------|--------|--------|-----|-----|-------|
| 185 | Taylor | | 118 | 102 | 6 | 0 | | | | 6 |

CorrLng RptgLng LangFlu Track Prog Att Prg 1 Att Prg 2 Ethnicity Race

User1 User2 User3 Gate User5 User6 PS User8 MG Sarb User11 User12 RepCrd

Red Flag Show

Status Inactives

| | | | | | | | | |
|--------------|----------------|--------------|--------------|-------------|------------|-----------------|-------------|---------------|
| 1 Attendance | 2 Supplemental | 3 Medical | 4 Discipline | 5 Siblings | 6 Contacts | V Quick Con | W Acad Plan | Y Enroll Hist |
| 7 Tests | 8 Fees | 9 Assessmnt | 0 Counseling | E SpecEd | H Language | I Interventions | S Programs | Z Crs Req |
| J Classes | K Grades | L Transcript | M Misc | N CrsAttend | Q College | T GATE | Q DST Info | Extra Actv |

LOCATE UPDATE Print Preview OTHER

Backward Get Forward Add Change Delete UpdATT Print eXit Reports

Aeries 2016-2017 Alderwood Elementary Welcome Robbi Edmonds

| Flags | Stu# | Last Name | First Name | Middle Name | Suffix | Sex | Grd | Age | Birthdate |
|-------|------|-----------|------------|-------------|--------|-----|-----|-----|-----------|
| | | | | | | M | 4 | 9 | 7/9/2007 |

Perm ID# Last Alias First Alias Middle Alias Birth Verif Status

Birth Certificate (1) Active

Student Data 1 Student Data 2

Student Demographics

Residence and Mailing Address Addr. Verif

Change

| Grid Code | ResSchl | IntDist | TransDist | IntDist Exp Dt | Name Addr Ver |
|-----------|---------------------------------|------------|-----------|----------------|---------------|
| F0601 | Santiago Hills Elementary (148) | Blank = No | | | 5/20/2016 |

Parent/Guardian Telephone Extn Student Contact Info

Name: Iyad Afalqa Primary: (949) 354-3245 Student's Email:

Ed Lvl: Declined to state/Unknown (6) Father's Work: Student's Mobile: (702) 575-0123

Email: Mother's Work:

| Track | Prog | Att Prg 1 | Att Prg 2 | Dist Enter Dt | Schl Enter Dt | Schl Leave Dt |
|-------|------|-----------|-----------|---------------|---------------|---------------|
| A | | | | 10/1/2012 | 10/1/2012 | |

Teacher Locker Records Release SM DM Family#

171 - Stephenson 1 0 12770

| Ethnicity | Race | CorrLng | RptgLng | LangFlu | Birth City | State | Country |
|-----------|---------------|---------|---------|---------|------------|-------|---------|
| N | Laotian White | | Lao | LEP (L) | LAS VEGAS | NV | US |

| User1 | User2 | User3 | Gate | User5 | User6 | PS | User8 | MG | Sarb | User11 | User12 | RepCrd | Message |
|-------|-------|-------|------|-------|-------|----|-------|----|------|--------|--------|--------|---------|
| | B | | | | | | | | | | | | |

Next Schl Next Grd Next Tchr Next Trk Sched Grp

Alderwood Basics Plus School (102) 5 Unassigned (0)

Next Schd Code Next Prg Next Prg 1 Next Prg 2

F0601

Next ResSchl Next IntDist Next TransDist

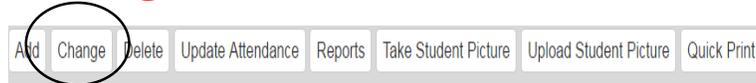
Santiago Hills Elementary (148) Blank = No

Add Change Delete Update Attendance Reports Take Student Picture Upload Student Picture Quick Print

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Student Data 1 screen is located Student Data -> 'Demographics'

How to make **changes to the student record** using Aeries Web?



Click on Change - Drop down arrows will appear by fields, so you can make changes.

- **Status Tag:** Blank – Active, I - Inactive or N - No Show, W - Web enrolled, A – Assessment, D – Not qualified for Spec Ed
- **Track:** A - Traditional B - Year round C - 8th Graders
- **Program:** Blank for Regular S SDC, T or R Home & Hospital, I Independent Study
- **School Enter Date:** First day student is enrolled in classroom at your school.
- **District Enter Date:** First day student is enrolled at IUSD – Do not change if it is a transfer record.
New student date would be the same as school enter date.
- **Teacher:** Teacher the student is assigned to or Counselor/Homeroom at Middle and High Schools
- **Next School:** Should reflect current school attending or if matriculating, next year's IUSD school
When exiting a student, it should reflect transfer school or 975 if next school unknown.

J Class located..

Student Data ->Scheduling -> Classes

Scheduling - Classes - To add a teacher or new courses, go here!

- First Click on the **Course Attendance Effective Date**, **enter the date** of the first day the student will be in the classroom.
- To add a new teacher or course, **Click** on **Add New Record** enter new section number
- Delete the old teachers section. Only current classes should be reflected on this screen. **Click** on **Icon** located next to section # and you can delete line



The screenshot shows the Aeries software interface for a student's class schedules. The sidebar on the left contains navigation options, with 'Scheduling' and 'Classes' highlighted. The main content area displays the 'Class Schedules' page for a student named Stephenson. The student's profile information is shown at the top, including their name, sex, grade, age, and birthdate. Below this, there is a table of 'Current Classes' with columns for Section, Pd, Trm, Days, CrsID, Crs Title, and Teacher. Two buttons, 'Add New Record' and 'Add Many New Records', are circled in red. A date field for 'Course Attendance Effective Date' is also circled in red. The interface includes a search bar and a 'Welcome Robbi Edmonds' message in the top right corner.

| Section | Pd | Trm | Days | CrsID | Crs Title | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | Teacher | Room | Left | PermLk | Today |
|---------|----|-----|-------|-------|-----------------|---|---|---|---|---|---|---|---|---|---|------------------|------|------|--------|-------|
| 144 | 1 | Y | MTWTF | 0004 | Grade 4 | | X | | | | | | | | | 171 - Stephenson | 23 | 3 | | |
| 8401 | 2 | Y | MTWTF | 0051 | ScienceElem 4-6 | | | X | | | | | | | | 959 - Seager | 9 | 0 | | |

N.CrsAttend located..

Student Data -> Scheduling -> Crs Attendance

- When adding new information *Verify* the Start and Stop dates are correct.
- If you need to change, **click** on **icon** (pencil) on the left of section, a save and delete icon appears. It also allows you to change the dates. **Click** on calendar icon and select the correct date. When complete **click** on the save icon.

The screenshot shows the Aeries web application interface for the 2016-2017 school year at Alderwood Elementary. The main content area displays the 'Course Attendance' page, which includes a table of course enrollment history. The table has the following columns: Section, Pd, Trm, Days, Crs ID, Course Title, Teacher, Room, Start Date, and Stop Date. Two rows of data are visible, with the Start and Stop dates circled in red. The left sidebar shows the navigation menu with 'Crs Attendance' highlighted. The top right corner displays 'Welcome Robbi Edmonds'.

| Section | Pd | Trm | Days | Crs ID | Course Title | Teacher | Room | Start Date | Stop Date |
|---------|----|-----|-------|--------|-----------------|------------------|------|------------|-----------|
| 444 | 1 | Y | MTWTF | 0004 | Grade 4 | Stephenson (171) | 23 | 8/24/2016 | 6/9/2017 |
| 401 | 2 | Y | MTWTF | 0051 | ScienceElem 4-6 | Seager (959) | 9 | 8/26/2016 | 6/9/2017 |

Legacy Student Data -> 1. Attendance Calendar & School Enrollment

2016-2017 Alderwood Elementary 10/10/2016

| Stu# | Last Name | First Name | Middle Name | Perm ID No. | Sex | Grd | Prg | Trk | Pgm1 | Pgm2 | Abs Ltr Date | Tdy Ltr Date | Status |
|------|-----------|------------|-------------|-------------|-----|-----|-----|-----|------|------|--------------|--------------|--------|
| | | | | | F | 5 | | A | | | 0 | 0 | |

Parent/Guardian Area/Telephone RptgLng Fathers Work/Extension Mothers Work/Extension Tch# Teacher Name
 185 Taylor

Calendar Daily Absences **School Enrollment** District Enrollment Other District Enrollment History Summary History Details

| Date | Ent/LvGrd | PrgTrkTch | Teacher | Reason | NxtSchl | AttPgm1 | AttPgm2 | RptgSchl | IntDst | District of Residence |
|----------------|-----------|-----------|---------|--------|---------|---------|---------|----------|--------|-----------------------|
| Wed 08/24/2016 | E 5 | A 185 | Taylor | | | | | 0 | | |

Record: 1 of 1 No Filter Search

Red Flag

ABS Codes LOCATE UPDATE Print Preview Notes OTHER

Backward Get Forward Add Change Delete Mass Add Print Re-Admit eXit Switch

Enrolled 32
 Present 31
 Excused 1
 Unexcused 0
 Tardy 0

1. Attendance -> School Enrollment tab is located ...

Student Data -> Attendance Enrollment

- Verify the students start and/or leave dates are correct
- Select Add New Record to add a enter or leave line.
- To delete or change records Date/Grade /Prg/Track/Teacher select **icon** in front of date (see arrow)

The screenshot shows the Aeries web application interface for the 2016-2017 school year at Alderwood Elementary. The user is logged in as Robbi Edmonds. The main content area is titled "Attendance Enrollment" and displays a table with columns: Flag, StuNum, Last Name, First Name, Middle Name, Perm ID Num, Sex, Grd, Age, Prog, Track, AttProg1, AttProg2, RptgLng, LangFlu, Status, Lao, LEP, AbsLtr, and TdyLtr. A red flag comment is visible: "On 3/1/13, Principal sent an email regarding Attendance Concerns. Tardy letter sent 2-5-14. Tardy letter sent 1/8/16". Below this, a section titled "Current Attendance Enrollment" shows a table with columns: Date, Ent/Lv, Grd, Prg, Trk, Teacher, Reason, NextSchl, AttPgm1, AttPgm2, RptgSchl, IntDist, and District of Residence. A yellow arrow points to the "Add New Record" button, which is circled in red. The left sidebar has "STUDENT DATA" expanded, with "Attendance Enrollment" highlighted.

This close-up screenshot shows the "Current Attendance Enrollment" table. The table has columns: Date, Ent/Lv, Grd, Prg, Trk, Teacher, Reason, NextSchl, AttPgm1, AttPgm2, RptgSchl, IntDist, and District of Residence. The date field is set to "8/24/2016" and has a dropdown arrow. A red circle highlights the save icon (a floppy disk) next to the date field. An arrow points to the dropdown arrow on the date field.

* **Select drop down arrow** on the field you want to add or change, when complete **click** the save icon. To delete line select the **red 'X'** icon.

Legacy 1. Attendance -> Calendar located Student Data -> Attendance

- Enter attendance absence codes and update envelope information
- **Click** on the date and enter the absent code in the all day box or period.

Aeries 2016-2017 Alderwood Elementary

Welcome Robbi Edmonds

Attendance

| Flag | StuNum | Last Name | First Name | Middle Name | Perm ID Num | Sex | Grd | Age | Prog | Track | AttProg1 | AttProg2 | RptgLng | LangFlu | Status |
|---------|-----------------|---------------|---------------|---------------|-------------|--------|-----|-----|------|-------|----------|----------|---------|---------|--------|
| | | | | | | F | 5 | 9 | | A | | | Arabic | LEP | |
| Teacher | Parent/Guardian | Primary Phone | Father's Work | Mother's Work | AbsLtr | TdyLtr | | | | | | | | | |
| | | | | | 0 | 0 | | | | | | | | | |

| Date | Code | Description |
|-------|------|-------------|
| 08/22 | @ | NO SCHOOL |
| 08/23 | @ | NO SCHOOL |
| 08/24 | | |
| 08/25 | | |
| 08/26 | | |
| 08/29 | | |
| 08/30 | | |
| 08/31 | | |
| 09/01 | | |
| 09/02 | | |
| 09/05 | # | HOLIDAY |
| 09/06 | | |
| 09/07 | I | Illness |
| 09/08 | | |
| 09/09 | | |
| 09/12 | | |
| 09/13 | | |
| 09/14 | | |
| 09/15 | | |
| 09/16 | | |
| 09/19 | | |
| 09/20 | | |
| 09/21 | | |
| 09/22 | | |
| 09/23 | | |
| 09/26 | | |
| 09/27 | | |
| 09/28 | | |
| 09/29 | | |
| 09/30 | | |
| 10/03 | | |
| 10/04 | | |
| 10/05 | | |
| 10/06 | | |
| 10/07 | | |
| 10/10 | # | HOLIDAY |
| 10/11 | | |
| 10/12 | | |
| 10/13 | | |
| 10/14 | | |
| 10/17 | | |
| 10/18 | # | HOLIDAY |
| 10/19 | | |
| 10/20 | | |
| 10/21 | | |
| 10/24 | | |
| 10/25 | | |
| 10/26 | | |
| 10/27 | | |
| 10/28 | | |
| 10/31 | | |
| 11/01 | | |
| 11/02 | | |
| 11/03 | | |
| 11/04 | | |
| 11/07 | | |
| 11/08 | | |
| 11/09 | | |
| 11/10 | | |
| 11/11 | # | HOLIDAY |

| Code | Description | All |
|------------|-------------|-----|
| I | Illness | 1 |
| **TOTALS** | | |
| | EXCUSED | 1 |
| | UNEXCUSED | 0 |

Update ATT Data Quick Print Days Enrolled: 32 Days Present: 31 (96.8%) Days Excused: 1 Days Unexcused: 0 Days Tardy: 0 Days With Truancies: 0 Days Suspended: 0

Print Attendance Notes Print Readmit Slip

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