Classroom Attendance for Office Staff

(in Aeries.net)

From the Navigation bar (on the left side), select **Attendance Accounting** -> **Classroom Attendance**. A list of your teachers will then be displayed.

STUDENT FLAGS	Find:		Go	Period	Code to Insert	Date to Modify 9/2/2014			
Home	Sort By O Number Name			Clicking on a student's name will insert this code for this date					
MY FAVORITES (1)	Num Name	First							
STUDENT DATA	782 Abe	Peter	Abe		• Select a tead	ner to see a clas			
▼ ATTENDANCE ACCOUNTING	752 Ahnn	Brenda	Ahn						
Classroom Attendance	763 Baldwin	Suzie	Bald						
Mass Change All Day Coue	761 Baron	Bruce	Barc						
Mass Change ATT Codes	778 Barrett	Martha	Barr						
Mass Change Period Absences	775 Belzano	Courtney	Belz						
YTD Attendance Totals	769 Berger	Anna	Berg						
Configurations	740 Bonilla	Brooke	Boni						
Reports	230 Campbell	Gregg	Carr						
GRADE REPORTING	739 Chambers	Nancy	Cha						
SUPPLEMENTAL ATTENDANCE	783 Chang	Michelle	Cha						
SCHEDULING PROCESS	760 Dickson	Lerona	Dick						

Once you select the correct teacher.

- When <u>all students are present</u>: select **Mark Attendance as Complete for this teacher**
- When students are <u>Absent or Tardy</u>: Mark students accordingly and select **SAVE**. Then select **Mark Attendance as Complete for this teacher.**
- **Middle/High Schools:** Select the correct period from the dropdown. Attendance will need to be done for each period.

C Q O	Find: Go Sott By © Number ® Name		Period Code to Insert Date to Modify 1 • 1 - ENT-w/tchr 9/4/2014 •							
MY FAVORITES (11) STUDENT DATA ATTENDANCE ACCOUNTING	Num Name 103 Adorante 102 Anderson	First + Susan Brenda Jacqueli Robin Robin	Mark Atter	ndance As Complet	e For This Teac	her-Period	Cancel			
Classroom Attendance Mass Change All Day Code Mass Change ATT Codes	24 Awbrey 202 Awbrey Smith 226 Awbrey Smith		Adorante		(Classroom A Kinderg	ttendar arten	nce		
Mass Change Period Absences YTD Attendance Totals Configurations	209 Barnes 150 Boyd, M 100 Burrows 182 Caswell	Sarah Maria Jeanett Heather	1 8870 2 8880	Almanza, Sarah Brooks, Cullen S.	Name	Gr	d Trk Prgm B B	9/4	9/3 9/	2 9/1 8/ = =
REPORTS GRADE REPORTING SUPPLEMENTAL ATTENDANCE	218 Causey 205 Connolly 105 Farguhar	Casey Tracy Patricia	3 8866 4 8795	Bullock, Vivian J. (Callero, Finley M.	(Vivi)	0	B	1		
SCHEDULING PROCESS SCHOOL INFO SERVICE LEARNING TEACHER EMILIATION	222 Feliciano 198 Ferons 196 Fritz	Jennifer Jan Jennifer	5 8923 6 8925	Colley, Jordan A. Colley, Ryan L.		0	B			