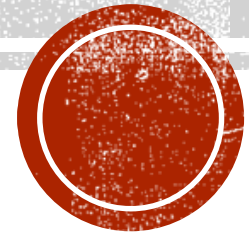




# TAKING ATTENDANCE AERIES.NET

Secondary Schools



# LOG-IN TO AERIES.NET

- Click here to log-in to [Aeries.net](https://aries.net) for teachers
- From the navigation tree located on the left of the screen, select **Attendance OR Attendance by Photo** (for this tutorial we will select Attendance).

**Aeries.NET** 2015-2016 Miller Middle School

Welcome Susannah Balice  
My Options

STUDENT FLAGS  
Home  
▶ MY FAVORITES (0)  
Attendance  
Attendance by Photo  
Gradebook  
Grades  
▶ STUDENT DATA  
▶ TEACHER MISC  
View All Reports  
View All Forms  
Change School  
Log Out

Quick Student Search

Go

Attendance Summary

	Today 09/09/2015	Prior Day 09/08/2015	2 Days Prior 09/04/2015
Enr - Total	980	978	978
Enr - Male	515	515	514
Enr - Female	465	463	464
Present	977   99.69%	955   97.65%	954   97.55%
Absent	3   0.31%	23   2.35%	24   2.45%
Tardy	0	0	0

My Tasks

Calendar

09/09/2015

Add New Event

Display: Day

You have no events for this date

# PERIOD ATTENDANCE — ALL PRESENT

1. If ALL students are PRESENT click on the **All Remaining Students Are Present** button. This MUST be done, if not, attendance HAS NOT been recorded for the period.
2. If the attendance office has pre-coded a student as absent, it will show here. Click on the **All Remaining Students are Present** button to record attendance for the remaining students.

**Aeries.NET** 2015-2016 Test Miller Middle School

Welcome My Options

Attendance is missing for today (9/9/2015) for periods: 1, 2, 3

9/9/2015 Period 3 (8:52 - 9:29) **All Remaining Students Are Present** **All Present**

Explore 8															Balice, S				Absence Totals since 8/21/2015			
Stu#	Name	Grd	Trk	Prgm	V	U	9/9	9/8	9/7	9/4	9/3	9/2	9/1	8/31	8/28	8/27	Tardies	Absences = ( Unverified + Excused )				
1 1058		8	B					#									0	0	0	0		
2 1067		8	B					#									0	0	0	0		
3 1074		8	B					#									0	0	0	0		
4 1097		8	B					#									0	0	0	0		
5 1108		8	B					#									0	0	0	0		
6 1199		8	B					#									0	0	0	0		
7 1208		8	B					#									0	0	0	0		
8 2035		8	B					#									0	0	0	0		
9 1228		8	B					#				I	I				0	2	0	2		
10 1275		8	B					#									0	0	0	0		
11 1279		8	B					#									0	0	0	0		

# PERIOD ATTENDANCE — RECORDING ABSENCES

- **If a student is absent:** Click in the box in the V column of the corresponding student (a V will appear in the yellow column).
- **If a student enters the class with an Excused Tardy:** Untick the box in the V column (the V in the yellow column will disappear).

**Aeries** **NET** 2015-2016 Test Miller Middle School Welcome My Options

Attendance is missing for today (9/9/2015) for periods: 1, 2

9/9/2015 ▾ Period 3 (8:52 - 9:29) ▾ Attendance submitted at 09/09/2015 12:07 PM

**STUDENT FLAGS**  
Home  
▶ MY FAVORITES (0)  
Attendance  
Attendance by Photo  
Gradebook  
Grades  
▶ STUDENT DATA  
▶ TEACHER MISC  
View All Reports  
View All Forms  
Change School  
Log Out

Explore 8														Balice, S				Absence Totals since 8/21/2			
Stu#	Name	Grd	Trk	Prgm	V	U	9/9	9/8	9/7	9/4	9/3	9/2	9/1	8/31	8/28	8/27	Tardies	Absences = ( Unverified + Excused +			
1 1058		8	B		<input type="checkbox"/>	<input type="checkbox"/>		#									0	0	0	0	
2 1067		8	B		<input type="checkbox"/>	<input type="checkbox"/>		#									0	0	0	0	
3 1074		8	B		<input type="checkbox"/>	<input type="checkbox"/>		#									0	0	0	0	
4 1097		8	B		<input checked="" type="checkbox"/>	<input type="checkbox"/>	V										0	0	0	0	
5 1108		8	B		<input type="checkbox"/>	<input type="checkbox"/>		#									0	0	0	0	
6 1199		8	B		<input type="checkbox"/>	<input type="checkbox"/>		#									0	0	0	0	
7 1208		8	B		<input type="checkbox"/>	<input type="checkbox"/>		#									0	0	0	0	



# PERIOD ATTENDANCE — UNEXCUSED TARDY

- **If a student enters the class with an Unexcused Tardy:** Click in the box in the U column of the corresponding student (a U will appear in the yellow column).

**Aeries** **NET** 2015-2016 Test Miller Middle School Welcome S  
My Options

⏪ 🔍 ⏩

STUDENT FLAGS  
Home  
▶ MY FAVORITES (0)  
Attendance  
Attendance by Photo  
Gradebook  
Grades  
▶ STUDENT DATA  
▶ TEACHER MISC  
View All Reports  
View All Forms  
Change School  
Log Out

Attendance is missing for today (9/9/2015) for period: 2

9/9/2015 ▾ Period 1 (7:30 - 8:07) ▾ Attendance submitted at 09/09/2015 3:24 PM

English 7										Balice, S				Absence Totals since 8/21/20						
Stu#	Name	Grd	Trk	Prgm	V	U	9/9	9/8	9/7	9/4	9/3	9/2	9/1	8/31	8/28	8/27	Tardies	Absences = ( Unverified + Excused + U		
1 1046		7	A		<input type="checkbox"/>	<input type="checkbox"/>											0	1	1	0
2 1196		7	A		<input type="checkbox"/>	<input type="checkbox"/>											0	0	0	0
3 1268		7	A		<input type="checkbox"/>	<input checked="" type="checkbox"/>	U										0	0	0	0
4 1547		7	A		<input type="checkbox"/>	<input type="checkbox"/>											0	0	0	0
5 1653		7	A		<input type="checkbox"/>	<input type="checkbox"/>											0	0	0	0
6 2041		7	A		<input type="checkbox"/>	<input type="checkbox"/>		V	#		K						0	1	1	0



# WEEKLY ATTENDANCE REPORTS

- Many (if not all) schools require teachers to print & sign Weekly Attendance Reports every Friday.
- From the navigation tree located on the left of the screen, select **View All Reports**.

**Aeries.NET** 2015-2016 Test Miller Middle School Welcome Susannah Balice  
My Options

STUDENT FLAGS  
Home  
▶ MY FAVORITES (0)  
Attendance  
Attendance by Photo  
Gradebook  
Grades  
▶ STUDENT DATA  
▶ TEACHER MISC  
View All Reports  
View All Forms  
Change School  
Log Out

Quick Student Search  
 Go

Attendance Summary

	Today 09/10/2015	Prior Day 09/09/2015	2 Days Prior 09/08/2015
Enr - Total	979	979	979
Enr - Male	515	515	515
Enr - Female	464	464	464
Enr - %	978   99.90%	978   99.90%	977   99.80%
Absent	1   0.10%	1   0.10%	2   0.20%
Tardy	0	0	0

My Tasks  
 Add

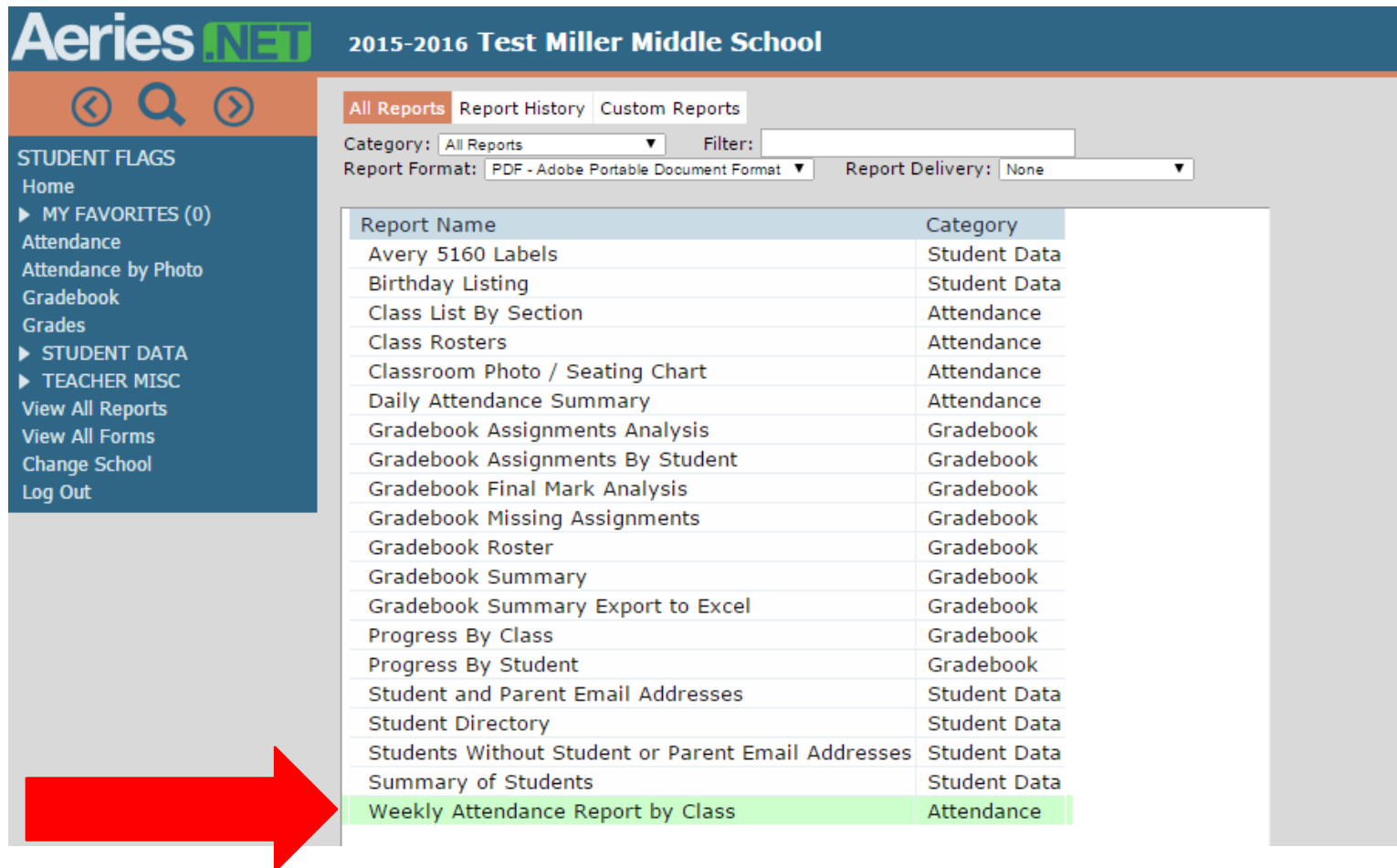
Calendar  
09/10/2015  
Add New Event  
Display: Day  
You have no events for this date





# WEEKLY ATTENDANCE REPORTS

- Select the last report in the list → **Weekly Attendance Report by Class**



The screenshot shows the Aeries.NET interface for Test Miller Middle School. The left sidebar contains navigation links under 'STUDENT FLAGS' and 'STUDENT DATA'. The main content area displays a list of reports under the 'All Reports' tab. A red arrow points to the 'Weekly Attendance Report by Class' at the bottom of the list.

**Aeries.NET** 2015-2016 Test Miller Middle School

Navigation: Home, MY FAVORITES (0), Attendance, Attendance by Photo, Gradebook, Grades, STUDENT DATA, TEACHER MISC, View All Reports, View All Forms, Change School, Log Out

Report Filters: Category: All Reports, Filter: [ ], Report Format: PDF - Adobe Portable Document Format, Report Delivery: None

Report Name	Category
Avery 5160 Labels	Student Data
Birthday Listing	Student Data
Class List By Section	Attendance
Class Rosters	Attendance
Classroom Photo / Seating Chart	Attendance
Daily Attendance Summary	Attendance
Gradebook Assignments Analysis	Gradebook
Gradebook Assignments By Student	Gradebook
Gradebook Final Mark Analysis	Gradebook
Gradebook Missing Assignments	Gradebook
Gradebook Roster	Gradebook
Gradebook Summary	Gradebook
Gradebook Summary Export to Excel	Gradebook
Progress By Class	Gradebook
Progress By Student	Gradebook
Student and Parent Email Addresses	Student Data
Student Directory	Student Data
Students Without Student or Parent Email Addresses	Student Data
Summary of Students	Student Data
<b>Weekly Attendance Report by Class</b>	<b>Attendance</b>



# WEEKLY ATTENDANCE REPORTS

- Leave the default settings as is.
  - Report Format: PDF
  - Report Delivery: None (this will open the report within the web-browser).
- If necessary, the starting week date may be changed to print reports for a previous week.
- Click on Run Report.

**Aeries.NET** 2015-2016 Test Miller Middle School

[Back to All Reports](#)

**Print Weekly Attendance Report by Class**  
**Report Options**

**Report Format:** PDF ▼

**Report Delivery:** None ▼

**Enter Starting Date for This Week**  
09/07/2015

**Run Report**





# WEEKLY ATTENDANCE REPORTS

- Click on the **View Report** button.

The screenshot displays the Aeries.NET web application interface. The top header shows 'Aeries.NET' and '2015-2016 Test Miller Middle School'. A left sidebar contains navigation links such as 'STUDENT FLAGS', 'Home', 'MY FAVORITES (0)', 'Attendance', 'Attendance by Photo', 'Gradebook', 'Grades', 'STUDENT DATA', 'TEACHER MISC', 'View All Reports', 'View All Forms', 'Change School', and 'Log Out'. The main content area features a 'Back to All Reports' link and a 'Print Weekly Attendance Report by Class Report Options' form. This form includes dropdown menus for 'Report Format' (set to PDF) and 'Report Delivery' (set to None), a date picker for 'Enter Starting Date for This Week' (set to 09/07/2015), and a 'Run Report' button. A 'Report Viewer' dialog box is open in the foreground, displaying a green checkmark and the text 'Your report is ready.'. Below this message are three buttons: 'Download Report', 'View Report', and 'Close'. A large red arrow points directly to the 'View Report' button. The footer of the page indicates 'Aeries.net Version 7.15.8.7'.



# PRINTING WEEKLY ATTENDANCE REPORTS

- The report as shown below will generate in a new tab of the in use web-browser. A separate report page will be generated for each class section taught.
- Use the Ctrl+P command to print the report.
- Sign and date each page of the report and turn-in to the attendance office.

Test Miller Middle School				Weekly Attendance Report				9/10/2015	
Period	Course Title	Term	Sec#	Crs#	Teacher	Days	Room	Year	
1	English 7	Y	1002	611410	Balice, S	MTWTF	814	15-16	
Stu#	Student Name	Trk	Grd	9/7/2015	9/8/2015	9/9/2015	9/10/2015	9/11/2015	
001046		A	7	#					
001196		A	7	#					
001268		A	7	#		U			
001547		A	7	#					
001653		A	7	#					
002041		A	7	#	V				
001790		A	7	#					
002030		A	7	#					
001883		A	7	#					
001931		A	7	#					
001031		B	8	#					
001047		B	8	#					

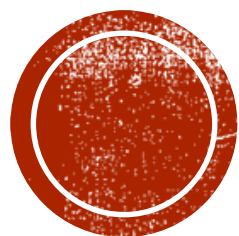
Sign & Date

Teacher Signature

Date

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





**MISSION:**  
**ACCOMPLISHED**

