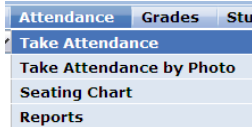


## ATTENDANCE -- Aeries Web

1. Start Google Chrome and open <http://aeriesnet.rusd.k12.ca.us>
2. Click on the Attendance menu and select Take Attendance.



3. Add the lunch count for Hot Lunches and Salad Bar.

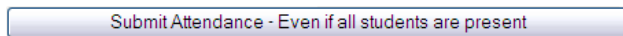
Lunch Count for 5/7/2014		
Type	#	Comment
Hot Lunch	23	
Salad Bar	0	

4. Click on the radio button for the proper attendance code.

**V = Truant    P = Present    U = Tardy**

		Hammond														
Stu#	Name	Grd	V	P	I	U	5/7	5/6	5/5	5/2	5/1	4/30	4/29	4/28	4/25	
1	2052	1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>									
2	2080	1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>									
3	2038	1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>									
4	1161	1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>									N
5	1898	1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>									
6	1220	1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>									V
7	1266	1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>									
8	1305	1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>									
9	1307	1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>									

5. Click on the Submit Attendance – Even if all students are present button.



**\*\*\*NOTE: If a student is accidently marked "Truant" or arrives late to class after attendance has been submitted. You can mark the student "P" present and then resubmit attendance.\*\*\***

6. At the end of the week, click on the Attendance menu and select Reports.
7. Choose Weekly Attendance Report.
8. Choose the week, submit, print and sign the report.
9. Log out of Aeries.

**Do not leave your computer unattended.**