| ATTENDANCE Aeries Web  |    |
|--|----|
|  |    |
| <ol> <li>Start Google Chrome and open <u>http://aeriesnet.rusd.k12.ca.us</u>, log in.</li> </ol> | 1. |
| 2. Click on the <b>Attendance</b> link in the Navigation tree.                                   |    |
| STUDENT FLAGS  | 2. |
| Home   |    |
| ► MY FAVORITES (0)   |    |
| Attendance   |    |
| Attendance by Photo  |    |
| Gradebook - New  |    |
| Gradebook  |    |
| Grades   |    |
|  |    |

- 3. Select the correct period. (Each class will be 6 periods duration)
- 4. Click on the radio button for the proper attendance code.

### V = Truant H = Present

## **\*\***Attendance <u>MUST</u> be taken for each period.

|   | 5/25/2017 V Period 3 (10:00 - 10:45) V Mark Unmarked Students as Present |        |    |                    |     |     |      |   |   |      |
|---|--|--------|----|--------------------|-----|-----|------|---|---|------|
|   | Mat  | th 3   |    |                    |     |     |      |   |   |      |
|   | 5  | Stu#   |    | Name               | Grd | Trk | Prgm | н | V | 5/25 |
|   | 1  | 518 🍰  | 31 | Aguilera, Antonio  | 12  | Α   |      |   |   |      |
|   | 2 :  | 1780 着 | 31 | Armenta, Daniel E. | 12  | Α   |      |   |   |      |
| L | 3  | 564 着  | 31 | Baez, Martin G.    | 12  | А   |      |   |   |      |

5. Click on the Mark Unmarked Student as Present button.

#### Mark Unmarked Students as Present

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

## Do not leave your computer unattended.

# **GRADE REPORTING** -- Aeries Web

- Start Internet Explorer and open <u>http://aeriesnet.rusd.k12.ca.us</u> and log in.
- 2. Click on the Grades link in the Navigation tree.



- 3. Select the correct period for grading.
- 4. Click Edit All Records and assign a grade to each student.

| Period: 0 👻 Edit                 | All Records Loa   | d Grades From Gradeb | ook        |          |            |  |  |  |
|----------------------------------|-------------------|----------------------|------------|----------|------------|--|--|--|
| Grades by Teacher/Multiple Marks |                   |                      |            |          |            |  |  |  |
| Stu# Student Name                | Grd Course        | HS1 SUM HS2 SUM      | Cred Cit W | H Abs Td | y Comments |  |  |  |
| 4631 Bring, 1988                 | 12 Intro Lit/Comp |                      | 5.00       | 1 0      |            |  |  |  |
| riade contra decayar             | 10 Intro Lit/Comp |                      | 5.00       | 0 0      |            |  |  |  |
| and and and a second             | 11 Intro Lit/Comp |                      | 5.00       | 0 0      |            |  |  |  |

5. Select up to 3 grading comments per student. (To view the grading comment bank, click on the down arrow.)



- 01
   Performs well on tests
   •

   02
   Performs poorly on tests
   •

   03
   Shows sincere effort in class
   •

   05
   Makes little or no effort
   •

   06
   In danger of failing
   •

   07
   Good work habits/study skills
- 6. All grading comments will be shown in English but will be printed on the student's report card in the student's designated correspondence language.
- 7. Click on the **Done Editing** button.
- 8. Log out of Aeries Web
  - Do not leave your computer unattended.