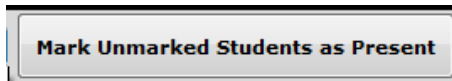| ATTENDANCE -- **A**eries Web	GRADE REPORTING -- **A**eries Web

1. Start Google Chrome and open http://aeriesnet.rusd.k12.ca.us, log in.
 	
2. Click on the **Attendance** link in the Navigation tree.
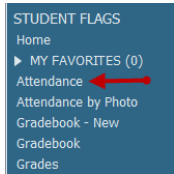 	
3. Select the correct period. (Each class will be 6 periods duration)
 	
4. Click on the radio button for the proper attendance code.
 	
       V = Truant   H = Present
 	
**Attendance <u>MUST</u> be taken for each period.
 	
5. Click on the **Mark Unmarked Student as Present** button.
 	
6. At the end 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. **<u>Log out of Aeries Web</u>**
 	
   Do not leave your computer unattended.
	1. Start Internet Explorer and open http://aeriesnet.rusd.k12.ca.us and log in.
	
	2. Click on the **Grades** link in the Navigation tree.
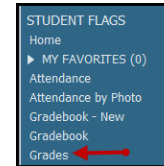	
	3. Select the correct period for grading.
	
	4. Click **Edit All Records** and assign a grade to each student.
	
	5. Select up to 3 grading comments per student. (To view the grading comment bank, click on the down arrow.)
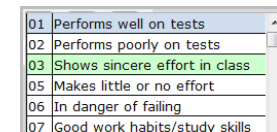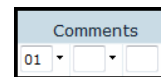	
	6. All grading comments will be shown in English but will be printed on the student's report card in the student's designated correspondence language.
	
	7. Click on the **Done Editing** button.
	
	8. **<u>Log out of Aeries Web</u>**
	
	   Do not leave your computer unattended.