TECHNOLOGY SERVICES
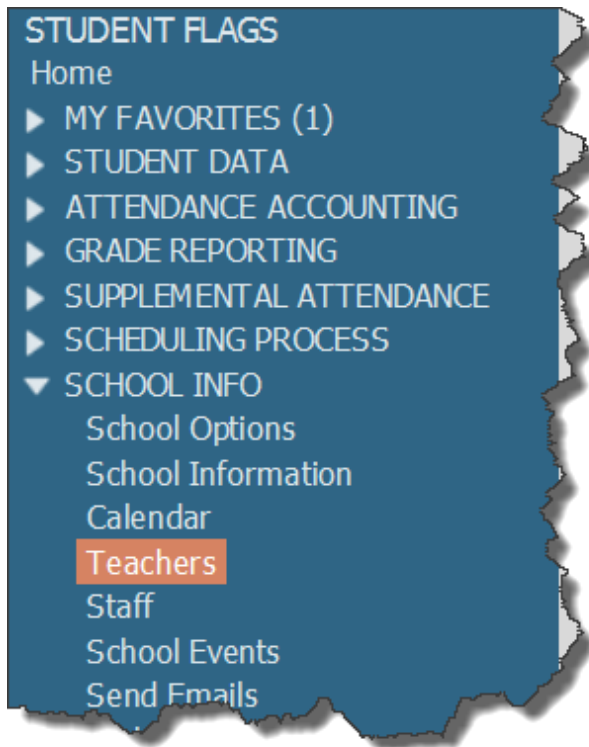
Summer Bridge Handbook – Aeries Web

Set-up Checklist for Summer Bridge Schools

- ✓ **Enroll Students**

- ✓ **Create Sessions – Supplemental Attendance**

- ✓ **Assign Staff – Supplemental Attendance**

- ✓ **Enroll Students into Sessions – Supplemental Attendance**

- ✓ **Print Class/Teacher Rosters**

- ✓ **Attendance will be done through Aeries.Net – Supplemental Attendance**

- ✓ **Print Attendance Report**

TECHNOLOGY SERVICES

ADDING TEACHERS

All teachers that will be teaching the Summer Bridge program **MUST** be setup in the **TCH** table at the appropriate school in order to take attendance through Aeries.Net. **No** teachers will be automatically entered by Technology Services.
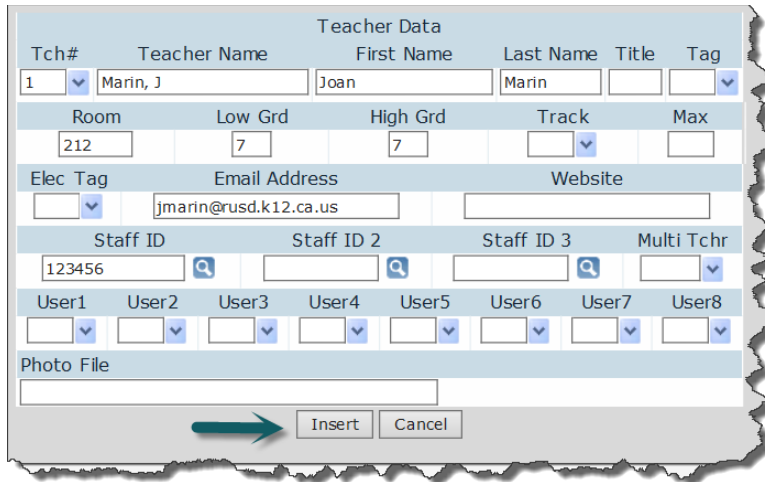
1. From the **Navigation** tree, select **School Info** then click on the **Teachers** link.

STUDENT FLAGS
Home
▶ MY FAVORITES (1)
▶ STUDENT DATA
▶ ATTENDANCE ACCOUNTING
▶ GRADE REPORTING
▶ SUPPLEMENTAL ATTENDANCE
▶ SCHEDULING PROCESS
▼ SCHOOL INFO
    School Options
    School Information
    Calendar
    Teachers
    Staff
    School Events
    Send Emails

2. Click the mouse on the **Add** button to add a new teacher. Enter all necessary information (name, first name, last name, and **Staff ID**) then press **Enter** to save the teacher in the **TCH** table.

Staff ID	Staff ID 2	Staff ID 3	Multi Tchr
0	0	0	

User1	User2	User3	User4	User5	User6	User7	Use

Add   Change   Delete

3. Enter all necessary information (name, first name, last name, and **Staff ID**) then press **Insert** to save the teacher in the **TCH** table.

TRANSFER STUDENTS INTO SUMMER BRIDGE
1. From the **Navigation Tree** click on the **Demographics option** under **Student Data**.
2. Click on the **Add New Record** button

*The **Add New Record** button will only display once. **Only** when adding the very first student.*
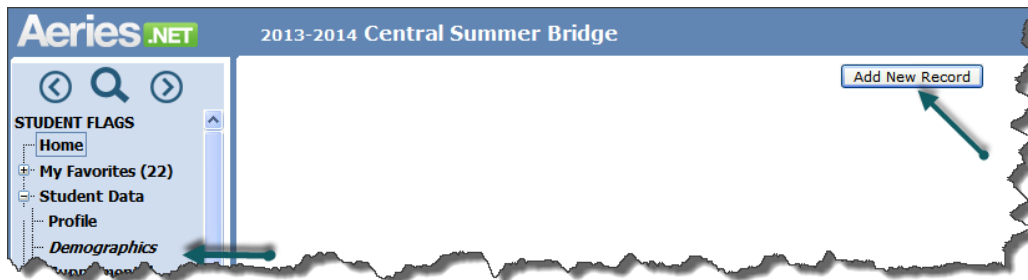
3. When the **Search Criteria** window appears; users can locate a student using several options:

   a. Enter 6-digit student perm ID number
   b. Student name (starting with last name)
   c. Student number

2013-2014 Central Summer Bridge

When selecting the student, be sure to check the **Schl**, **Grd** and **Status (N)** fields to ensure you're transferring the correct student into the Summer Bridge Program.

4. Click on the **Transfer Student** button at the bottom of the form.

5. When the **Student Demographics** form appears, promote the students **Grd** level to 7 and change the **Schl: Enter Date** to the first day of Summer Bridge.
6. Change other pertinent demographic information on this form, *if applicable*.
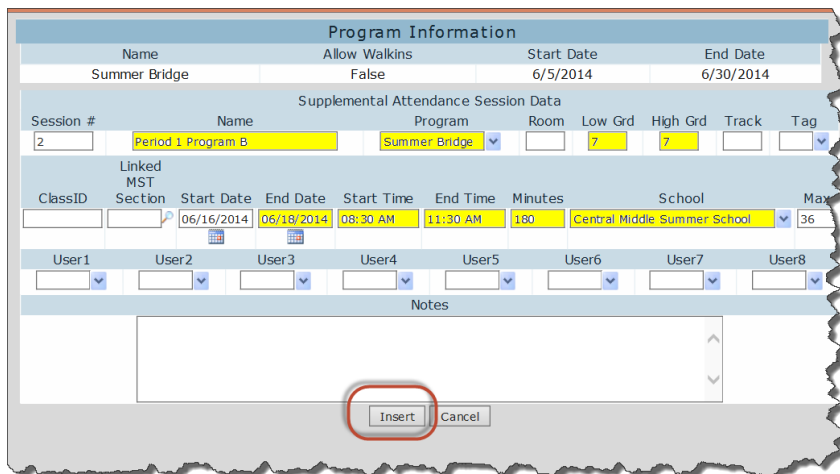7. Click the **Update** button at the bottom of the form.

8. To add/transfer the next student, click on the **Add** button at the bottom of the **Student Demographic** form and repeat steps 3-7.

CREATE SESSIONS IN SUPPLEMENTAL ATTENDANCE

Select **Supp Att Sessions** from **SUPPLEMENTAL ATTENDANCE** on the **Navigation** tree.
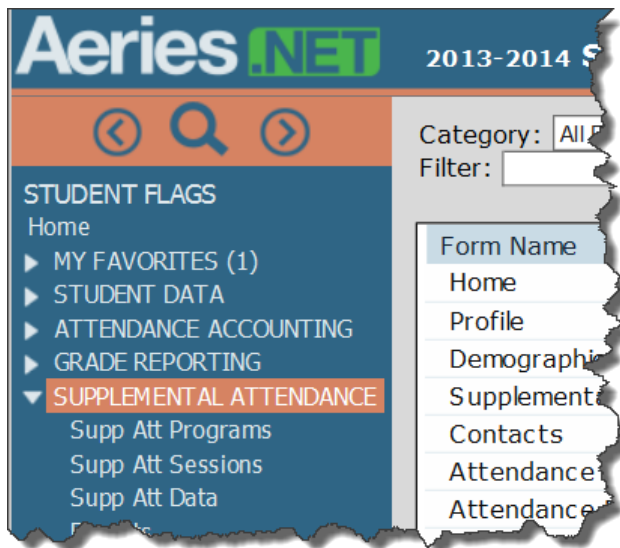
To add a new session, click on the link **Supp Att Sessions**. Click on the **Add** button to create a new session. Enter the needed information and then select the **Insert** button.
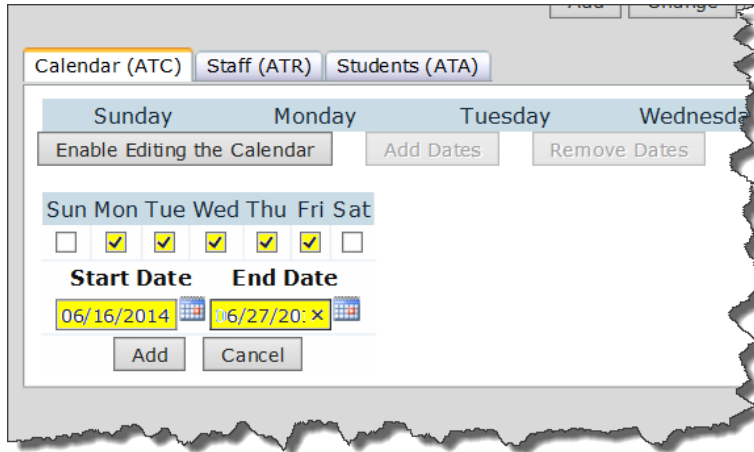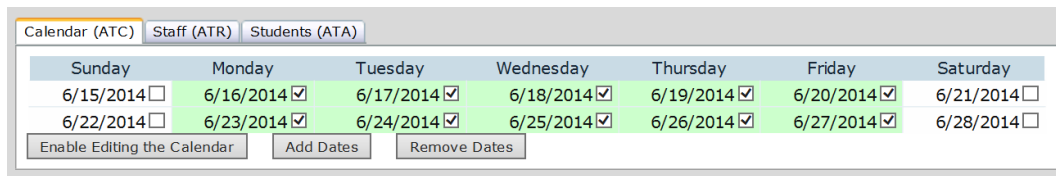
Click **Enable**
Editing the Calendar add dates to the calendar. Select the days of the week the session meets and enter the date range. Click on the **Add** button.
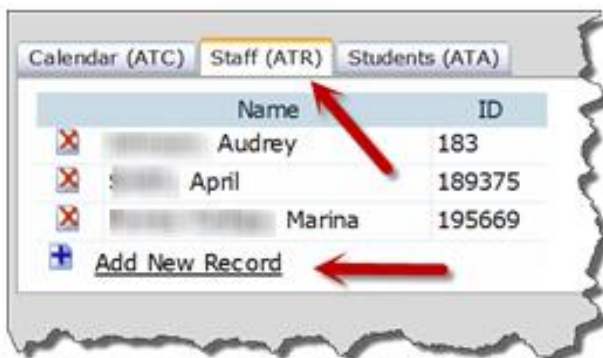
The Calendar (ATC) will be updated.

To add staff, click on the **Staff (ATR)** tab, click on **Add New Record** link. Continue adding all teachers that will be taking attendance for this session.

Adding multiple teachers will allow all or any of those teachers to take attendance for this session through Aeries.Net

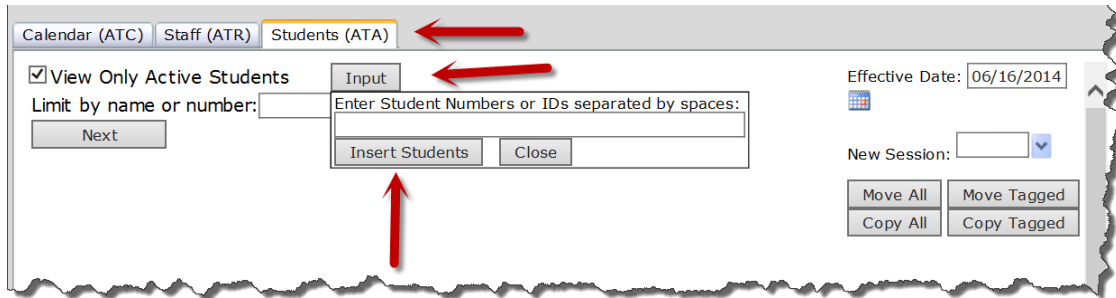To assign students to the session, click on the **Students (ATA)** tab. Verify the **Effective Date**, click on the **Input** button and enter student **ID** numbers separated by spaces.

Students can be moved or copied to other sessions by using the **Move or Copy Students** button. As an example, this will allow all students in period 1 to be copied to period 2.

NOTE: The Effective Date defaults to today and will be the Start Date for the students. Change the Effective Date <u>before</u> adding students if the session Start Date is not today

SUPPLEMENTAL ATTENDANCE REPORTS

From the **Navigation** tree select the **Reports** link.
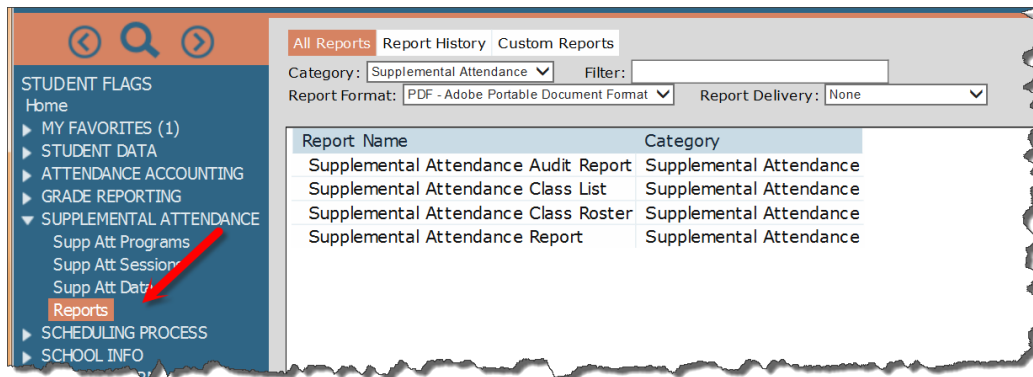
SUPPLEMENTAL ATTENDANCE CLASS LIST

The **Supplemental Attendance Class List** will print a class list. The following option form will display when running the class list. The Class List can be run for specific sessions or all sessions.

Select the **Run Report** button and the following report will display.

SUPPLEMENTAL ATTENDANCE CLASS ROSTER

The **Supplemental Attendance Class Roster** is used to print the teacher's attendance roster.

```
Print Supplemental Attendance Class Roster
              Report Options

        Report Format: PDF ▼
        Report Delivery: None            ▼
Enter Starting Date (must be a Sunday)   Group Report by:
      xx/xx/20xx▦                        ● Session Name    ○ Section Number
Roster Type                              ○ Session Number  ○ Class ID
○ 4 Weeks        ○ 1 Day                 Enter Sessions to be used if not all.
● 1 Week         ○ 10 Days               Session     Session Name
Attendance Units                         1           Period 1 Group A
● Minutes ○ Hours ○ Days                 2           Period 1 Group B

☑ Print signature line
☑ Print shading
☐ Reduce Line Height
☑ Restart numbering on New Page
☐ Hide session times
☐ Sort on Participation Reason
   ☐ Page Break on Reason
3  Number of additional lines
                                                              Reset

                    Run Report
```

The following options are available for a **Supplemental Class Roster**.

➢ **Roster Type**
  - **4 Weeks** will print 4 calendar weeks. Students with attendance will have an X on the date
  - **1 Week** will print 1 calendar week with actual attendance for each day
  - **1 Day** can be used as a Sign In/Sign Out sheet
  - **10 Days** will print 10 consecutive session days, not calendar days

➢ **Attendance Units**
  - **Minutes** report will print minutes per day
  - **Hours** report will print hours
  - **Days** if student attended a session, a 1 will print

➢ **Group Report By:**
  - **Session Name**
  - **Session Number**

➢ **Print Signature Line** will print a Teacher (and/or) Substitute Signature line on the bottom of the roster

➢ **Print Shading** will shade every other student on the roster

➢ **Number of additional lines** can have additional lines to write in students

➢ **Reduce Line Height** will reduce the height of the students lines so that more students can print

➢ **Restart numbering on New Page** will start the 2nd page of the session with new numbers

➢ **Hide Sessions times** the Start and End Times of the session will not print on the roster

➢ **Sort on Participation Reason/Page Break on Reason**

The following is an example of a **1 Week Roster**.

				Supplemental Attendance Class Roster						
Session	Session Name		Program ID	Program Name		Att Type	Teacher(s)			
1	Period 1 Group A		SumBdg	Summer Bridge		ADV	74698 - 130077 -			
	Start Time	End Time	Minutes		Start Date	Room#				
	8:30 AM	11:30 AM	180		xx/xx/20xx	103				

Stu#	Student Name	Part Rsn	Grade Perm ID#	Sun 15	Mon 16	Tue 17	Wed 18	Thu 19	Fri 20	Sat 21
01 1	Acosta, Jacob		7 319551	©	180	180	180	180	-	©
02 2	Aguayo, Karla		7 314006	©	180	180	180	180	-	©
03 3	Aguirre, Jocelyn		7 318871	©	180	180	180	180	-	©
04 4	Alvarado, Geovani		7 413113	©	180	180	180	180	-	©
05 5	Amezcua, Andrew		7 314047	©	-	180	180	180	-	©
06 6	Anderson, Adam		7 435563	©	180	180	180	180	-	©
07 7	Avina-Gil, Jasmine		7 321046	©	180	180	180	180	-	©
08 8	Barajas Echeverria, V		7 319462	©	180	180	180	180	-	©
09 9	Bustamante, Harley		7 324301	©	180	180	180	180	-	©
10 10	Carmona, Montserrat		7 306800	©	180	180	180	180	-	©
11 11	Carpenter, Joshua		7 314463	©	180	180	180	180	-	©
12 12	Catano, Anthony		7 319513	©	180	180	180	180	-	©
13 13	Cazares, Brianna		7 321126	©	180	180	180	180	-	©
14 14	Coen, Elijah		7 332180	©	180	180	180	180	-	©
15 15	Coen, Isaiah		7 332186	©	180	180	180	180	-	©

The following is an example of a **1 Day Roster.** It can be used as a Sign In/Sign Out sheet.

The following is an example of a **4-week roster**.

SUPPLEMENTAL ATTENDANCE AUDIT REPORT

The **Supplemental Attendance Audit Report** will print students with Supplemental Attendance data errors.

SUPPLEMENTAL ATTENDANCE REPORT & SUMMARY REPORT

The **Supplemental Attendance Reports** will list all students and their attendance within selected sessions for a date range. There are various options available.

The following is an example of the **Supplemental Attendance Summary**.

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2013-2014	**Central Summer Bridge**	6/23/2014

Supplemental Attendance Minute Report

Session 1 | 06/01/2014 - 06/30/2014 | Program ID: SumBdg

Period 1 Group A | Summer Bridge

Stu#	Student Name	Grade	Sex		Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Total Minutes
1		7	M	06/01/2014	@	@	@	@	@	@	@	0.00
				06/08/2014	@	@	@	@	@	@	@	0.00
				06/15/2014	@	180	180	180	180	0	@	720.00
				06/22/2014	@	0	0	0	0	0	@	0.00
				06/29/2014	@	@	#	#	#	#	#	0.00
												720.00
2		7	F	06/01/2014	@	@	@	@	@	@	@	0.00
				06/08/2014	@	@	@	@	@	@	@	0.00
				06/15/2014	@	180	180	180	180	0	@	720.00
				06/22/2014	@	0	0	0	0	0	@	0.00
				06/29/2014	@	@	#	#	#	#	#	0.00
												720.00
3		7	F	06/01/2014	@	@	@	@	@	@	@	0.00
				06/08/2014	@	@	@	@	@	@	@	0.00
				06/15/2014	@	180	180	180	180	0	@	720.00
				06/22/2014	@	0	0	0	0	0	@	0.00
				06/29/2014	@	@	#	#	#	#	#	0.00
												720.00
4		7	M	06/01/2014	@	@	@	@	@	@	@	0.00
				06/08/2014	@	@	@	@	@	@	@	0.00
				06/15/2014	@	180	180	180	180	0	@	720.00
				06/22/2014	@	0	0	0	0	0	@	0.00