



## Summer Bridge Handbook – Aeries Web

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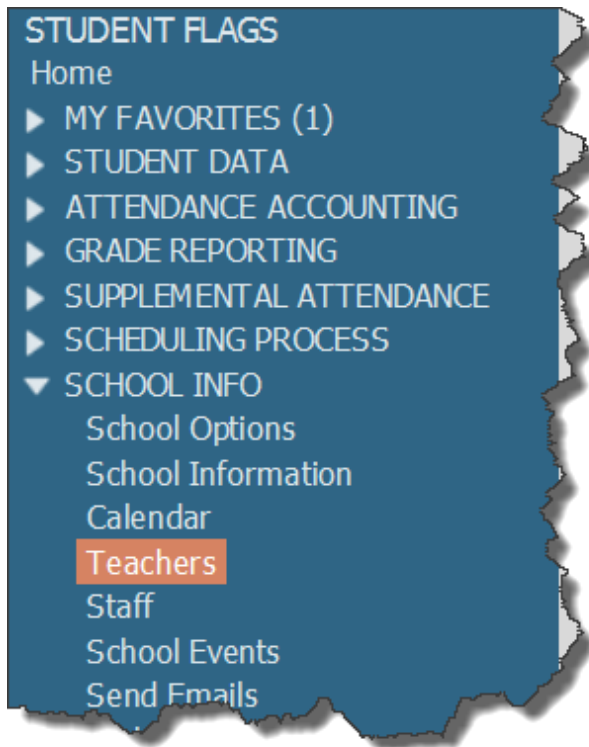
### Set-up Checklist for Summer Bridge Schools

- ✓ **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**

## **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.

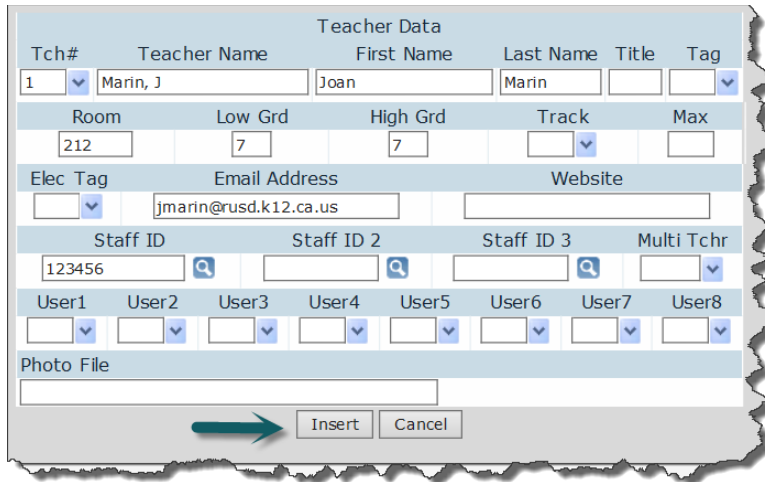
1. From the **Navigation** tree, select **School Info** then click on the **Teachers** link.



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 Tchp
0	0	0	
User1	User2	User3	User4
User5	User6	User7	User8
<input type="button" value="Add"/> <input type="button" value="Change"/> <input type="button" value="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.

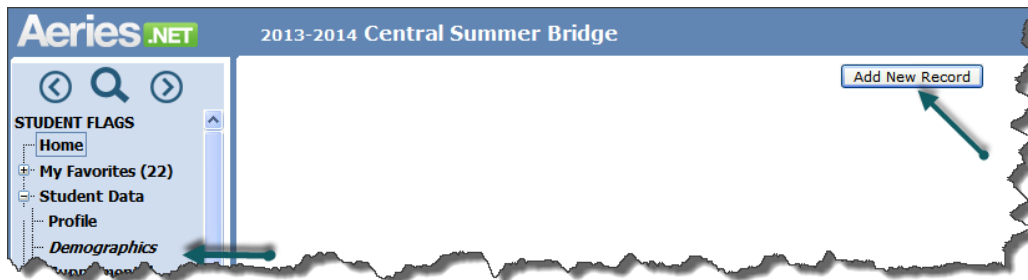


Teacher Data							
Tch#	Teacher Name	First Name	Last Name	Title	Tag		
1	Marin, J	Joan	Marin				
Room	Low Grd	High Grd	Track	Max			
212	7	7					
Elec Tag	Email Address		Website				
	jmarin@rusd.k12.ca.us						
Staff ID	Staff ID 2	Staff ID 3	Multi Tchr				
123456							
User1	User2	User3	User4	User5	User6	User7	User8
Photo File							
<input type="button" value="Insert"/> <input type="button" value="Cancel"/>							

### 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

Search Criteria				
Last Name	First Name	Birth Date	Student ID	
brown				Search

Schl	StuNum	Perm ID	Last Name	First Name	Middle	Grd	Sex	BirthDate	Status
6	1036	1036	Brown	Michael		6	F	2/18/2002	N
04	2175	2175	Brown	Michael					I
			Brown	Michael					N

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.

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

6	1036	1036	Brown	Michael		6	F	2/18/2002	N
04	2175	2175	Brown	Michael					I
			Brown	Michael					N

Student Not Found    Cancel Lookup    **Transfer Student** ←

- 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.
- Change other pertinent demographic information on this form, *if applicable*.
- Click the **Update** button at the bottom of the form.

Stu#	Legal Last Name	Legal First Name	Legal Middle Name	Legal Suffix	Sex	Grd	Age
1036	Brown	Michael			M	6	11
Perm ID#	Last Name Alias	First Name Alias	Middle Name Alias	Birth Verif			
1036				Birth Certificate			

Student Data 1    Student Data 2

**Student Demographics**

Address	City	State	Zip	Extn
Residence: 1000 Main St	Riverside	CA	92501	

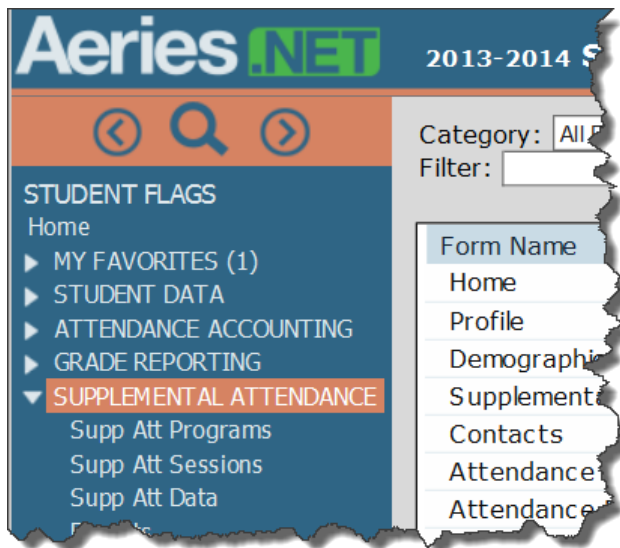
Mailing (same? | Grid Code | ResSchl | IntDist | TransDist | IntDist Exp Dt |
| --- | --- | --- | --- | --- |
|  | Test Pachappa Elementary School |  | 0 |  |

Parent/Guardian	Telephone	Extn	Prog	Att Prg
Name: 1000 Main St	Primary: (951) 500-0000			
Ed Lvl: High School Grad	Student's Mobile:		Enter Date	
RcdRel:	Primary Contact 1:		Schl: 06/16/2014	
	Primary Contact 2:		Dist: 08/28/06	

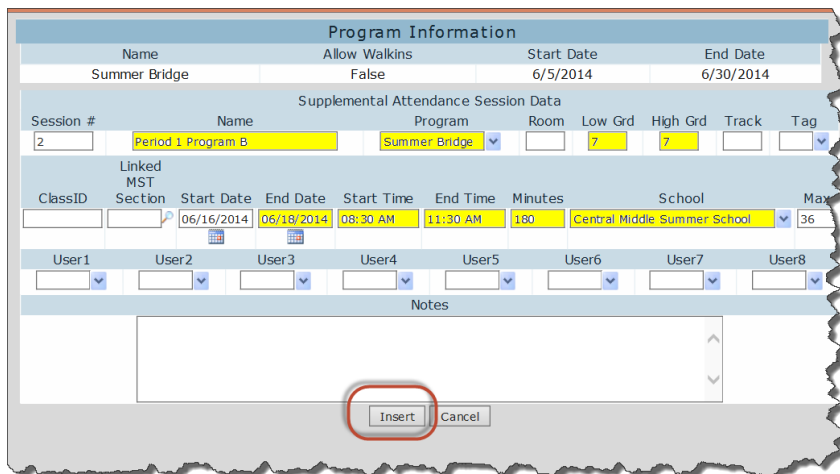
- To add/transfer the next student, click on the **Add** button at the bottom of the **Student Demographic** form and repeat steps 3-7.

### 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.



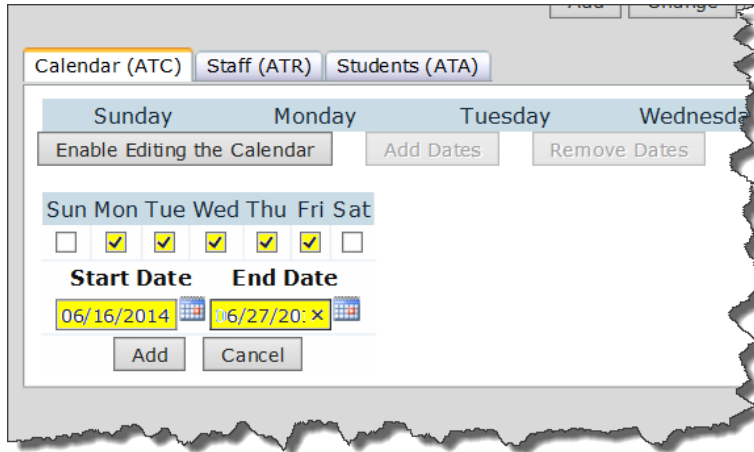
The screenshot shows the 'Supplemental Attendance Session Data' form. At the top is 'Program Information' with fields for Name (Summer Bridge), Allow Walkins (False), Start Date (6/5/2014), and End Date (6/30/2014). Below is a table for session data:

Session #	Name	Program	Room	Low Grd	High Grd	Track	Tag
2	Period 1 Program B	Summer Bridge		7	7		

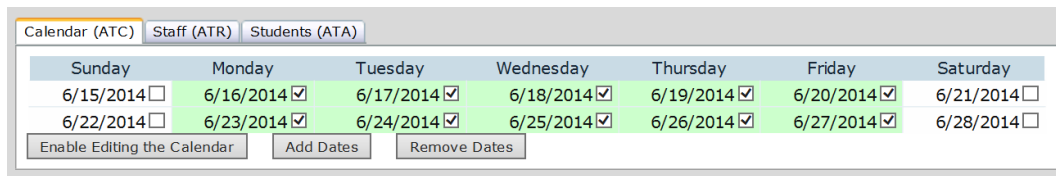
Below the table is a 'Linked MST' section with fields for ClassID, Section, Start Date (06/16/2014), End Date (06/18/2014), Start Time (08:30 AM), End Time (11:30 AM), Minutes (180), and School (Central Middle Summer School). At the bottom are eight 'User' dropdown menus (User1 to User8) and a 'Notes' text area. The 'Insert' button at the bottom center is circled in red.

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.

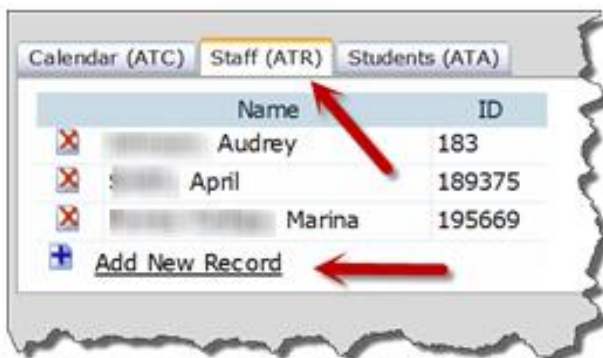


The Calendar (ATC) will be updated.



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6/15/2014 <input type="checkbox"/>	6/16/2014 <input checked="" type="checkbox"/>	6/17/2014 <input checked="" type="checkbox"/>	6/18/2014 <input checked="" type="checkbox"/>	6/19/2014 <input checked="" type="checkbox"/>	6/20/2014 <input checked="" type="checkbox"/>	6/21/2014 <input type="checkbox"/>
6/22/2014 <input type="checkbox"/>	6/23/2014 <input checked="" type="checkbox"/>	6/24/2014 <input checked="" type="checkbox"/>	6/25/2014 <input checked="" type="checkbox"/>	6/26/2014 <input checked="" type="checkbox"/>	6/27/2014 <input checked="" type="checkbox"/>	6/28/2014 <input type="checkbox"/>

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.

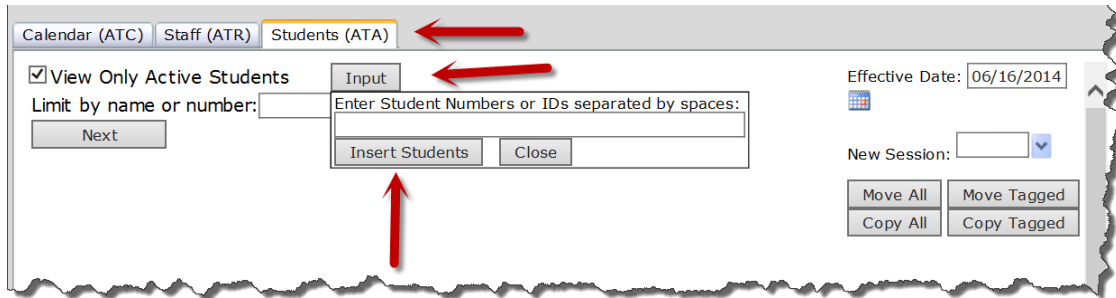


Name	ID
<input checked="" type="checkbox"/> Audrey	183
<input checked="" type="checkbox"/> April	189375
<input checked="" type="checkbox"/> Marina	195669
<input checked="" type="checkbox"/> <a href="#">Add New Record</a>	



***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.



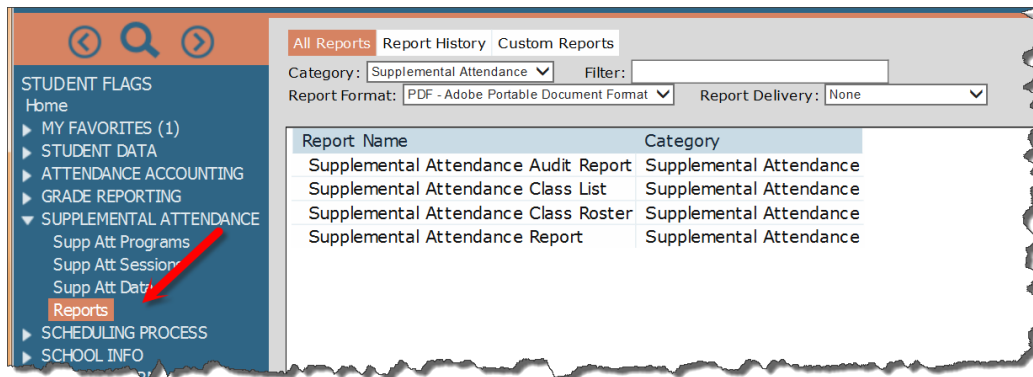
Students can be moved or copied to other sessions by using the **Move or Copy Students** button. As an example, this will allow all students in period 1 to be copied to period 2.



**NOTE: The Effective Date defaults to today and will be the Start Date for the students. Change the Effective Date before 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.

Print Supplemental Attendance Class List  
Report Options

**Report Format:** PDF ▾

**Report Delivery:** None ▾

Limit Report by:


**Session Name**     **Section Number**  
 **Session Number**     **Class ID**

Enter Sessions to be used if not all.

Session	Session Name
1	Period 1 Group A
2	Period 1 Group B

Reset

Supplemental Attendance Class List Date

06/20/2014 

Run Report

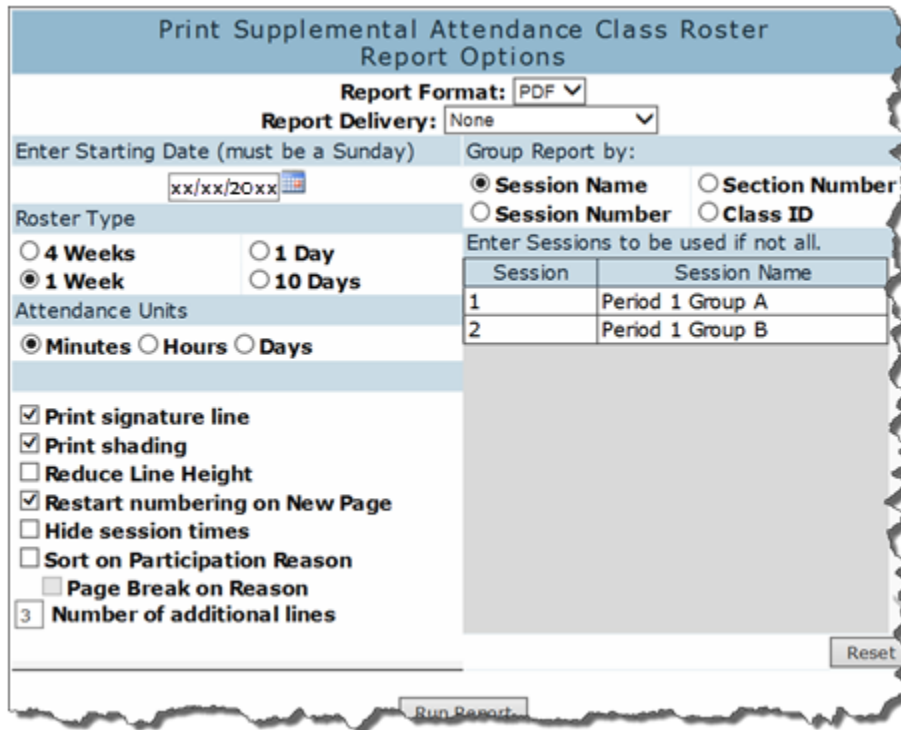
Select the **Run Report** button and the following report will display.

Supplemental Attendance Class List										Page
<b>Session#</b>	<b>Session Name</b>	<b>Program ID</b>	<b>Program Name</b>		<b>Teacher(s):</b>					
1	Period 1 Group A	SumBdg	Summer Bridge		74898 -					
	<b>Start Time</b>	<b>End Time</b>	<b>Minutes</b>	<b>Room#</b>	130077 -					
	8:30 AM	11:30 AM	180	103						
<b>STU#</b>	<b>Student Name</b>	<b>Part Rsn</b>	<b>Grade</b>	<b>Sex</b>	<b>STU#</b>	<b>Student Name</b>	<b>Part Rsn</b>	<b>Grade</b>	<b>Sex</b>	
1	Acosta, Jacob		7	M						
2	Agustin, Katie		7	F						
3	Agustin, Jocelyn		7	F						
4	Ahmadlo, Giovanni		7	M						
5	Amador, Andrew		7	M						
6	Anderson, Adam		7	M						
7	Anta-Oli, Jeannine		7	F						
8	Bergan, Esthervana		7	F						
9	Bustamante, Harley		7	M						
10	Campos, Montserrat		7	F						
11	Casper, Joshua		7	M						
12	Catano, Anthony		7	M						
13	Casero, Brianne		7	F						
14	Chan, Elgin		7	M						
15	Chan, Isaac		7	M						
16	Chia, Ryan		7	M						

**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): xx/xx/20xx

Group Report by:

Session Name  Section Number  
 Session Number  Class ID

Roster Type

4 Weeks  1 Day  
 1 Week  10 Days

Attendance Units

Minutes  Hours  Days

Enter Sessions to be used if not all.

Session	Session Name
1	Period 1 Group A
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  
 Number of additional lines

Run Report. Reset

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	Mon	Tue	Wed	Thu	Fri	Sat
					15	16	17	18	19	20	21
01 1	Arcata, Jacob	7	7	319551	⊕	180	180	180	180	-	⊕
02 2	Agustin, Kalle	7	7	314006	⊕	180	180	180	180	-	⊕
03 3	Agustin, Joseph	7	7	318871	⊕	180	180	180	180	-	⊕
04 4	Amaral, Steven	7	7	413113	⊕	180	180	180	180	-	⊕
05 5	Ambrose, Andrew	7	7	314047	⊕	-	180	180	180	-	⊕
06 6	Anderson, Adam	7	7	435563	⊕	180	180	180	180	-	⊕
07 7	Araujo, Joana	7	7	321046	⊕	180	180	180	180	-	⊕
08 8	Berger, Echeverria, V	7	7	319462	⊕	180	180	180	180	-	⊕
09 9	Bustamante, Nancy	7	7	324301	⊕	180	180	180	180	-	⊕
10 10	Camora, Montserrat	7	7	306800	⊕	180	180	180	180	-	⊕
11 11	Carpenter, Joshua	7	7	314463	⊕	180	180	180	180	-	⊕
12 12	Casero, Anthony	7	7	319513	⊕	180	180	180	180	-	⊕
13 13	Casero, Brianne	7	7	321126	⊕	180	180	180	180	-	⊕
14 14	Coen, Ethan	7	7	332180	⊕	180	180	180	180	-	⊕
15 15	Coen, Isaac	7	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.



Supplemental Attendance Class Roster									
Session	Session Name	Program ID	Program Name	Att Type	Teacher(s)	Date			
1	Period 1 Group A	SumBdg	Summer Bridge	ADV	74698 - 130077 -	xx/xx/20xx			
	Start Time	End Time	Minutes	Room#					
	8:30 AM	11:30 AM	180	103					
Stu#	Student Name	PrtRsn	Grade	Sex	Perm ID	Time-In	Time-Out	Total Minutes	Signature
01 1	Student Name		7	M	319551				
02 2	Student Name		7	F	314006				
03 3	Student Name		7	F	318871				
04 4	Student Name		7	M	413113				
05 5	Student Name		7	M	314047				
06 6	Student Name		7	M	435563				
07 7	Student Name		7	F	321046				
08 8	Student Name		7		319462				

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

Supplemental Attendance Class Roster																														
Session	Session Name	Program ID	Program Name	Att Type	Teacher(s)	Date																								
1	Period 1 Group A	SumBdg	Summer Bridge	ADV	74698 - 130077 -																									
	Start Time	End Time	Minutes	Room#																										
	8:30 AM	11:30 AM	180	103																										
Stu#	Student Name	PrtRsn	06/22/ - 06/28/		06/29/ - 07/05/		07/06/ - 07/12/		07/13/ - 07/19/																					
			S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
01 1	Student Name																													
02 2	Student Name																													
03 3	Student Name																													
04 4	Student Name																													
05 5	Student Name																													
06 6	Student Name																													
07 7	Student Name																													
08 8	Student Name																													
09 9	Student Name																													
10 10	Student Name																													

**SUPPLEMENTAL ATTENDANCE AUDIT REPORT**

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

2013-2014 6/23/2014

**Supplemental Attendance Audit Report** Page 1

Staff	Student Name	Session	Date	Start	End	Error
10	Alfonso, Sergio	1		06/16/2014		Overlapping Dates in Supp Att Assignment (ATA)
4	Alfonso, Sergio	1		06/16/2014		Overlapping Dates in Supp Att Assignment (ATA)
17	Alfonso, Sergio	1		06/16/2014		Overlapping Dates in Supp Att Assignment (ATA)
18	Alfonso, Sergio	1		06/16/2014		Overlapping Dates in Supp Att Assignment (ATA)
19	Alfonso, Sergio	1		06/16/2014		Overlapping Dates in Supp Att Assignment (ATA)
23	Alfonso, Sergio	1		06/16/2014		Overlapping Dates in Supp Att Assignment (ATA)
2	Alfonso, Sergio	1		06/16/2014		Overlapping Dates in Supp Att Assignment (ATA)

**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.

Print Supplemental Attendance Report  
Report Options

Report Format: PDF

Report Delivery: None

Start Date: 06/01/2014    End Date: 06/30/2014

Select Participation Reason(s) to combine with Blank codes

Limit Report by:  
 Session Name     Section Number  
 Session Number     Class ID

Enter Sessions to be used if not all.

Session	Session Name
1	Period 1 Attendance

Select Participation Reason(s) to exclude from the Report

Attendance Units:  
 Minutes  
 Hours  
 Days

Include YTD Totals  
 Include Signature Line  
 Sort on Participation Reason  
 Page Break on Reason

Print Supplemental Attendance Summary Report

Run Report

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



2013-2014		Central Summer Bridge										6/23/2014
Session 1		Supplemental Attendance Minute Report						Page 1				
Period 1 Group A		06/01/2014 - 06/30/2014						Program ID: SumBdg				
								Summer Bridge				
Stu#	Student Name	Grade	Sex	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Total Minutes	
1	Allyson, Jordan B. No Participation Reason	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	
<b>720.00</b>												
2	Allyson, Jordan B. No Participation Reason	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	
<b>720.00</b>												
3	Allyson, Jordan B. No Participation Reason	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	
<b>720.00</b>												
4	Allyson, Jordan B. No Participation Reason	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	
<b>720.00</b>												