

## Supplemental Attendance For Summer Bridge – Aeries Web

When the teachers log into **Aeries Web, Supplemental Attendance** will be listed in the Navigation Tree.



Click the mouse on **Supplemental Attendance** link and the following screen will display. All the sessions the teacher is assigned to, will display in the **Session** dropdown. Click the mouse on the session to take attendance.

Session: Period 1 Group A						Attendance	e C	Date: 05/2	2/201	5 🕶					
Go To We Period 1 Group A						•									
Student I															
					plem	plemental Attendance									
			eriod	eriod 1 Group A (8:30 AM-11:30 AM)											
Stu#					resent	t 05/22					05/21 05/20 05/19 05/18				
1	3			$\odot$		-			min	180	N/E	N/E	N/E		
2	4			$\odot$		-			min	180	N/E	N/E	N/E		
3	6	and the particular of the local data	,	•	0		-			min	-	N/E	N/E	N/E	
4	7	Plimas Tissa	7	۲	$\odot$		-			min	180	N/E	N/E	N/E	
5	8	TABLE / HALVE / T	7	۲	$\odot$		-			min	180	N/E	N/E	N/E	
* St	* Student has an SSA Date														

There are two ways to enter attendance in **Aeries Web**. To enter attendance by a class list, click the mouse on **Present** radio button if the student is present. When the mouse is clicked on the **Present** radio button, the start and end times will default based on the times defined for the session.



Session: Period 1 Group A Attendance Date: 05/22/2015 V														
Go T	Go To <u>Weekly Supplemental Attendance</u>													
Student ID:														
	Supplemental Attendance													
	Summer Bridge, Period 1 Group A (8:30 AM-11:30 AM)													
	Stu# Name Grd Absent Presen						05/22		05/21 05/20 05/19 05/18					
1	3	mon sun	7	۲	0		-			min	180	N/E	N/E	N/E
2	4	Branne (Bonne) H.	7	•	•	08:30 AM	-	09:15 AM	45	min	180	N/E	N/E	N/E
3	6	Reas, Mercur V.	7	0	۲	08:30 AM	-	09:15 AM	45	min	-	N/E	N/E	N/E
4	7	Pliffun: (Fissue	7	0	۲	08:30 AM	-	11:30 AM	180	min	180	N/E	N/E	N/E
5	8	Fields, /Basids (Fi	7	۲	0		-			min	180	N/E	N/E	N/E
* St	uder	nt has an <mark>SSA</mark> Da	te											

The start and end times can be manually adjusted and the minutes will automatically be recalculated. For student # 2 in the example below, the end time has been changed from 11:30 AM to 9:15 AM, the minutes now display as 45 instead of 180.

Ses	sion:	Period 1 Group A			~	Attendance Date: 05/22/2015 👻								
Go	Go To Weekly Supplemental Attendance													
Stu	Student ID:													
	Supplemental Attendance													
	Summer Bridge, Period 1 Group A (8:30 AM-11:30 AM)													
	Stu# Name Grd Absent Presen				t Present		05/22		05/21 05/20 05/19 05/18					
1	3	Well, Stoll	7	۲	$\odot$		-			min	180	N/E	N/E	N/E
2	4	Brannie (Bennie H.	7	$\odot$	۲	08:30 AM	-	09:15 AM	45	<b>d</b> im	100	N/E	N/E	N/E
3	6	Parent / Marcus: W.	7	$\bigcirc$	۲	08:30 AM	-	09:15 AM	45	min	-	N/E	N/E	N/E
4	7	Pillins (Pisson	7	$\odot$	۲	08:30 AM	-	11:30 AM	180	min	180	N/E	N/E	N/E
5	8	TABLE / BALLET (T	7	۲	0		-			min	180	N/E	N/E	N/E
* S	* Student has an SSA Date													



## **Note:** Once you have click the **Present** radio button the student's attendance has been submitted.

To enter attendance by student number or perm ID, click the mouse on the **Student ID** option on the top left of the form. Type the student number or perm ID and the student will be marked present.



Se	Session: Period 1 Group A   Attendance Date: 05/22/2015														
Go	Go To Weekly Supplemental Attendance														
Sti	Student ID:														
Г	Supplemental Attendance														
	Summer Bridge, Period 1 Group A (8:30 AM-11:30 AM)														
	Stu# Name			Absent	t Present	05/22					05/21	05/21 05/20 05/19 05/18			
1	3	WHAT SHARE	7	۲	$\bigcirc$		-			min	180	N/E	N/E	N/E	
2	4	Brooms, Bernardi	7	$\odot$	۲	08:30 AM	-	09:15 AM	45	min	180	N/E	N/E	N/E	
3	6	ments /Mercus %	7	$\odot$	۲	08:30 AM	-	09:15 AM	45	min	-	N/E	N/E	N/E	
4	7	Politics / Plants	7	$\odot$	۲	08:30 AM	-	11:30 AM	180	min	180	N/E	N/E	N/E	
5	8	FLARE, /Record (FL	7	۲	0		-			min	180	N/E	N/E	N/E	
* s	* Student has an SSA Date														

The **Start Time** and **End Time** will automatically be entered for the student based on the times defined on the session. To adjust the **Start Time** or **End Time** for the student, click the mouse on the **Start Time or End Time** field on the student you want to adjust the time. Change the **Start** or **End** time and the system will automatically adjust the total minutes the student was in the session.