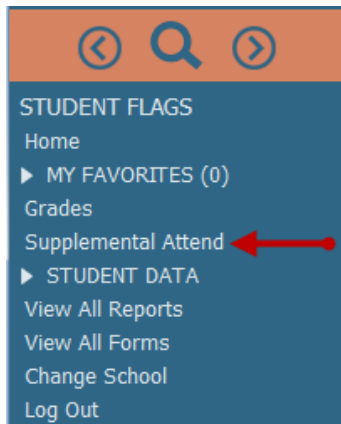
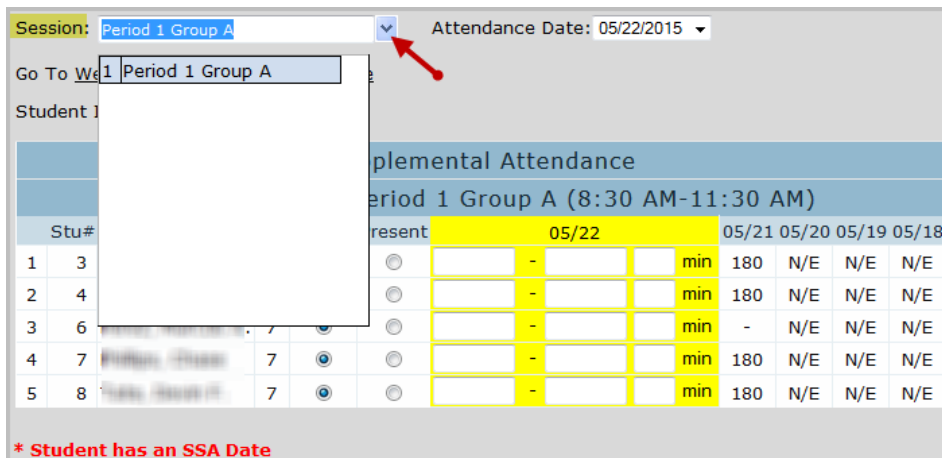


Supplemental Attendance For Summer Bridge – Aeries Web

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.



The screenshot shows the Supplemental Attendance interface. The 'Session' dropdown is open, showing 'Period 1 Group A'. The 'Attendance Date' is set to '05/22/2015'. A table displays attendance data for students, with the 'Present' column highlighted in yellow.

Stu#	Present	05/22	05/21	05/20	05/19	05/18
1 3	<input type="radio"/>	-				
2 4	<input type="radio"/>	-				
3 6	<input type="radio"/>	-				
4 7	<input type="radio"/>	-				
5 8	<input type="radio"/>	-				

* 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: Attendance Date:

Go To [Weekly Supplemental Attendance](#)

Student ID:

Supplemental Attendance												
Summer Bridge, Period 1 Group A (8:30 AM-11:30 AM)												
Stu#	Name	Grd	Absent	Present	05/22			05/21	05/20	05/19	05/18	
1	3	7	<input type="radio"/>	<input checked="" type="radio"/>		-		min	180	N/E	N/E	N/E
2	4	7	<input checked="" type="radio"/>	<input type="radio"/>	08:30 AM	-	09:15 AM	45 min	180	N/E	N/E	N/E
3	6	7	<input type="radio"/>	<input checked="" type="radio"/>	08:30 AM	-	09:15 AM	45 min	-	N/E	N/E	N/E
4	7	7	<input type="radio"/>	<input checked="" type="radio"/>	08:30 AM	-	11:30 AM	180 min	180	N/E	N/E	N/E
5	8	7	<input checked="" type="radio"/>	<input type="radio"/>		-		min	180	N/E	N/E	N/E

*** Student has an SSA Date**

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.

Session: Attendance Date:

Go To [Weekly Supplemental Attendance](#)

Student ID:

Supplemental Attendance												
Summer Bridge, Period 1 Group A (8:30 AM-11:30 AM)												
Stu#	Name	Grd	Absent	Present	05/22			05/21	05/20	05/19	05/18	
1	3	7	<input checked="" type="radio"/>	<input type="radio"/>		-		min	180	N/E	N/E	N/E
2	4	7	<input type="radio"/>	<input checked="" type="radio"/>	08:30 AM	-	09:15 AM	45 min	180	N/E	N/E	N/E
3	6	7	<input type="radio"/>	<input checked="" type="radio"/>	08:30 AM	-	09:15 AM	45 min	-	N/E	N/E	N/E
4	7	7	<input type="radio"/>	<input checked="" type="radio"/>	08:30 AM	-	11:30 AM	180 min	180	N/E	N/E	N/E
5	8	7	<input checked="" type="radio"/>	<input type="radio"/>		-		min	180	N/E	N/E	N/E

*** 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.

Session: Attendance Date:

Go To [Weekly Supplemental Attendance](#)

Student ID:

Supplemental Attendance												
Summer Bridge, Period 1 Group A (8:30 AM-11:30 AM)												
Stu#	Name	Grd	Absent	Present	05/22			05/21	05/20	05/19	05/18	
1	3	7	<input checked="" type="radio"/>	<input type="radio"/>		-		min	180	N/E	N/E	N/E
2	4	7	<input type="radio"/>	<input checked="" type="radio"/>	08:30 AM	-	09:15 AM	45 min	180	N/E	N/E	N/E
3	6	7	<input type="radio"/>	<input checked="" type="radio"/>	08:30 AM	-	09:15 AM	45 min	-	N/E	N/E	N/E
4	7	7	<input type="radio"/>	<input checked="" type="radio"/>	08:30 AM	-	11:30 AM	180 min	180	N/E	N/E	N/E
5	8	7	<input checked="" type="radio"/>	<input type="radio"/>		-		min	180	N/E	N/E	N/E

*** 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.