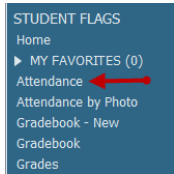


ATTENDANCE -- Aeries Web

1. Start Google Chrome and open <http://aeriesnet.rusd.k12.ca.us>, log in.
2. Click on the **Attendance** link in the Navigation tree.



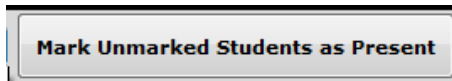
3. Select the correct period. (Each class will be 6 periods duration)
4. Click on the radio button for the proper attendance code.

V = Truant H = Present

****Attendance MUST be taken for each period.**

5/25/2017	Period 3 (10:00 - 10:45)	Mark Unmarked Students as Present				
Math 3						
Stu#	Name	Grd	Trk	Prgm	H	V
1 518	Aguilera, Antonio	12	A		<input type="checkbox"/>	<input type="checkbox"/>
2 1780	Armenta, Daniel E.	12	A		<input type="checkbox"/>	<input type="checkbox"/>
3 564	Baez, Martin G.	12	A		<input type="checkbox"/>	<input type="checkbox"/>

5. Click on the **Mark Unmarked Student as Present** button.

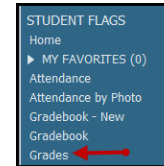


6. At the end of the week, click on the **Attendance** menu and select **Reports**.
7. Choose **Weekly Attendance Report**.
8. Choose the period and the week, submit, print and sign the report.
9. **Log out of Aeries Web**

Do not leave your computer unattended.

GRADE REPORTING -- Aeries Web

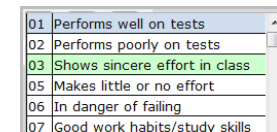
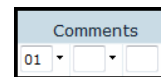
1. Start Internet Explorer and open <http://aeriesnet.rusd.k12.ca.us> and log in.
2. Click on the **Grades** link in the Navigation tree.



3. Select the correct period for grading.
4. Click **Edit All Records** and assign a grade to each student.

Period: 0	Edit All Records	Load Grades From Gradebook									
Grades by Teacher/Multiple Marks											
Stu#	Student Name	Grd	Course	HS1 SUM	HS2 SUM	Cred	Cit	WH	Abs	Tdy	Comments
12	Intro Lit/Comp					5.00			1	0	
10	Intro Lit/Comp					5.00			0	0	
11	Intro Lit/Comp					5.00			0	0	

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. **Log out of Aeries Web**

Do not leave your computer unattended.