



Secondary Attendance

Aeries.net Teacher Portal – 2012-13

The Aeries.net Teacher Portal (formerly known as ABI) is an application accessed through a Web browser to update attendance, student data, and grades in the Aeries database.

*Note for Apple computer users: It is recommended that Mac OS users not use Safari due to known issues that prevent the stable use of the teacher portal. Use another browser, such as Firefox or Chrome. You may download Mozilla Firefox for Mac here:

<http://support.mozilla.org/en-US/kb/install-firefox-mac>

TO ACCESS TEACHER PORTAL

- Go to the district staff portal to access Aeries.net
- Enter User Name and Password (this information has not changed since your last login)
- Click LOGIN

A screenshot of the Aeries.net login interface. The background is blue with a faint eagle logo. The text "Welcome to Aeries.net" is centered at the top. Below it are four input fields: "User Name:" with the value "123456", "Password:" with four dots, "Database:" with a dropdown menu showing "SAUSD", and "Year:" with a dropdown menu showing "2012-2013". A "LOGIN" button is positioned below the year dropdown. In the bottom left corner, there is a logo for "Eagle Software" and the text "Aeries.NET".

Welcome to Aeries.net

User Name: 123456
Password: ●●●●
Database: SAUSD
Year: 2012-2013

LOGIN

Eagle Software
Aeries.NET

TEACHER PORTAL LAYOUT

1. **Navigation Tree** – A menu displays easy access to your data. Click the + signs to expand the options.
2. **Attendance Summaries** – Displays attendance reports for today and previous days.
3. **Events Calendar** – Teachers can post events that their parents and students will see, and grade book assignments will be visible here.

ATTENDANCE

- Click the **Attendance** node on the Navigation tree. The current period for the teacher signed into the portal will display, depending upon the bell schedule.
- Take attendance by clicking the **A** for Absent or **T** for Tardy to the right of the student's name. There is no **P** for Present in this attendance screen. Changes are effective immediately. There is no **submit** button.
- The **All Students Are Present** button at the top right of the page can be used to mark all students present

Note: Attendance must be submitted regardless if there are no absences or tardies. The **Attendance Submitted** message will appear when done.

2012-2013 Screaming Eagle High School

Attendance Date: 8/8/2012 Period: 1 Attendance Submitted at 08/08/2012 3:16 PM

Classroom Attendance

Teacher: Acosta (605) Course: English 9 CP (0301) Period: 1

Stu#	Name	Grd	Prgm	A	T	8/8	8/7	8/6	8/3	8/2	8/1	7/31	7/30	7/27	7/26
1	190 Bennett, Carissa L.	9		<input checked="" type="checkbox"/>	<input type="checkbox"/>	A									
2	264 Brown, Heather L.	9		<input type="checkbox"/>	<input type="checkbox"/>										
3	495 Cruz-Torres, Noelia	9		<input type="checkbox"/>	<input checked="" type="checkbox"/>	T									
4	543 Deligio, Tyler J.	9		<input type="checkbox"/>	<input type="checkbox"/>										
5	577 *Downing, Michele C.	9		<input type="checkbox"/>	<input type="checkbox"/>										
6	661 Falls, Dustin L.	9		<input type="checkbox"/>	<input type="checkbox"/>										
7	728 Freeman, Destanie C.	9		<input type="checkbox"/>	<input type="checkbox"/>										

New Students scheduled into the class will display with the word **NEW** in red next to their name.

2011-2012 Screaming Eagle High School

Attendance Date: 6/29/2012 Period: 1 All Students Are Present

Classroom Attendance

Teacher: Acosta (605) Course: IBHstAm2/HEcV (0726) Period: 1

Stu#	Name	Grd	Prgm	A	T	6/29	6/28	6/27	6/26	6/25	6/22	6/21	6/20	6/19	6/18
1	2799 Abro, Ouoiu NEW	12	S	<input type="checkbox"/>	<input type="checkbox"/>		NE	NE	NE	NE	NE	NE	NE	NE	NE
2	156 Baca, Jason S.	12		<input type="checkbox"/>	<input type="checkbox"/>			T							
3	318 Brown, Gloria A.	12		<input type="checkbox"/>	<input type="checkbox"/>										

STUDENT DATA

- To view student information, click the **Student Data** node on the Navigation tree
- Click **Demographics**

NAVIGATION

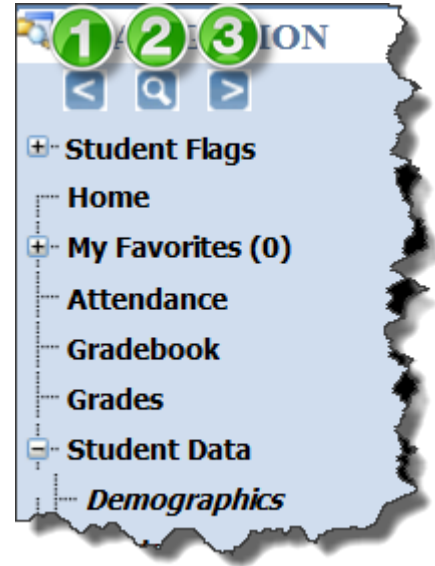
- Student Flags
- Home
- My Favorites (0)
- Attendance
- Gradebook
- Grades
- Student Data**
- View All Reports
- View All Forms
- Change School
- Log Out

- Student Data
- Demographics**
- Contacts
- Attendance
- Attendance Enrollment

STUDENT SEARCH

The student search node can be accessed by clicking the looking glass icon above the Navigation tree.

1. Click back for previous student
2. Search for student by name or view class roster
3. Click forward for next student



- Click the search glass icon
- Enter student full name, last name, or a first couple letters of student's last name
- Hit **ENTER** or click the **GO** button
- Click the student from your list of results

Search by student last name here.

View your entire class roster by clicking the drop down arrow and then selecting the course name. Click Go.

StuNum	Last Name	First Name	Course
190	Bennett	Carissa	Currently in Pd 1 English 9 CP
264	Brown	Heather	Currently in Pd 2 English 9 CP
495	Cruz-Torres	Noelia	Currently in Pd 3 HonEcon/GovtGS
543	Deligio	Tyler	Currently in Pd 4 English 9 CP
577	Downing	Michele	Ever in Pd 1 English 9 CP
661	Falls	Dustin	Ever in Pd 2 English 9 CP
728	Freeman	Destanie	Ever in Pd 3 HonEcon/GovtGS
877	Gutierrez	Christophe	Ever in Pd 4 English 9 CP
897	Halton	Marisa	Ever in Pd 5 English 9 CP
960	Hernandez-Gomez	Sarah	Supp Att Pgm Lunch Detention 11:30 AM-12:30 PM
1058	Jauregui	Catherine	Supp Att Pgm Lunch Tutorial 11:30 AM-12:30 PM
1380	Mc Clure	Darlene	Supp Att Pgm Saturday School 9:00 AM-12:30 PM
1432	Miller	Alan	9 M 99401432 4/21/1996
1457	Moncado	Monica Marie	9 F 99401457 11/6/1995

View class rosters by clicking **All Linked Students** and selecting your class. Click **Go**.