




ABI ATTENDANCE and GRADES

Logon to Aeries ABI

- User Name and Password are Not case sensitive. Enter User Name and then tab to the password field. Enter password.
- Select proper school – you must have permission to school data click **Log In**
- Home page uses Tabs and Links. Displays an Event calendar (which can display a lot) and tips for the users. Also displays school messages and user messages
- May be required to change password periodically
- User options – can set default page for logon

Attendance

- View dropdown will display period (blue means attendance has been taken, red means attendance has not yet been taken)
- Only mark students absent (A) or tardy (T). Submit a “P” to erase a submitted mistake.
- Positive attendance schools will have to mark students present (P).
- Underlined titles link to a legend
- Clicking the underlined student# will display attendance summary and enrollment history
- Click on  [Change Date](#) Current date green, other past dates yellow, holidays red. If you click on a different date, you must click the back button to return to your original page
- Click on take attendance by photo. Submit A or T. Submit P to correct a submitted mistake. Photo position is tied to the seating chart.

- Click on seating chart – you can mass assign but it assumes students seated in desks not around tables or in a 4 x 4 configuration. Start with mass assign and then adjust for individuals. Two people can occupy the same seat.

Submitting Attendance

- SUBMIT ATTENDANCE (from top bar or bottom bar on form) even if all students are present.
- School policy – usually submit attendance in the first 10 minutes of class
- Submit attendance every period. Note the red messages at the top of the display
- Date, time, and timeout appear top right. Web pages are set to time out in 20 minutes (default) from last submission or refreshing of the page. If page times out it is no longer active (submitting does nothing) and you must login again.
- Displayed data is not stored in the database unless it is submitted

Attendance Reports

- Weekly Attendance Report – printed and signed by the teacher weekly for each class to provide an official audit list. Choose class or ALL and week to print then submit. Print with browser print button. Click back, Reports, or Main Menu
- Class Address Labels – choose class and options, submit, then print. Click back
- Class Rosters – can print with no attendance or dates. Click back button and then Main Menu

