Attendance Notes, Attendance By Photo, Attendance By Month, Elementary Lunch Count

Content Updated: July 31, 2015

NOTE TO TEACHERS:

In some instances there are features outlined that your district may not adopt. For any questions or clarification on what your district is currently using please speak with your district Aeries administrator.

ATTENDANCE NOTES

In **Portal Options**, there are two options available for attendance notes. Teachers can view attendance notes by others and/or add or update attendance notes. The appropriate permissions need to be granted to the Portal Group for Teachers under the Security area for Attendance Notes.

An icon will display on the teacher attendance page to view and/or update attendance notes.

	Stu#			Name	Grd	Prgm	LF	A	T	7/31	7/30	7/29	7/28	7/27	7/24	7/23	7/22	7/21	7/20
				IBHstAm2/HEcCv														Acosta	
1	52	👤	31	Almada, Crystal C.	12	0	E	☐	☑	T 💬					💬		💬		
2	61	👤	31	Alvarez, Kathleen	12	0	F	☐	☐	💬									
3	66	👤	31	Amaya, Brandon A.	12	0	F	☐	☐	💬									
4	90	👤	31	Arballo, Shanika	12	0	R	☐	☐	💬									
5	220	👤	31	Bednarczyk, Jammal	12	0	F	☐	☐	💬									

Clicking on the icon will display the note.

	Stu#			Name	Grd	Prgm	LF	A	T	7/31	7/30	7/29	7/28	7/27	7/24	7/23	7/22	7/21	7/20
				IBHstAm2/HEcCv														Acosta	
1	52	👤	31	Almada, Crystal C.	12	0	E	☐	☑	T 💬	Tardy - Car Trouble ▼ ✕								
2	61	👤	31	Alvarez, Kathleen	12	0	F	☐	☐	💬	Mom called in.								
3	66	👤	31	Amaya, Brandon A.	12	0	F	☐	☐	💬									
4	90	👤	31	Arballo, Shanika	12	0	R	☐	☐	💬									
5	220	👤	31	Bednarczyk, Jammal	12	0	F	☐	☐	💬	Save								
6	264	👤	31	Boal, Francisco C.	12	0	E	☐	☐	💬									

ATTENDANCE BY PHOTO

The **Attendance by Photo** page allows teachers to be able to assign students to seats and take attendance by seating chart and photograph. Click the mouse on the **Attendance by Photo** node on the Navigation tree and the following page will display.
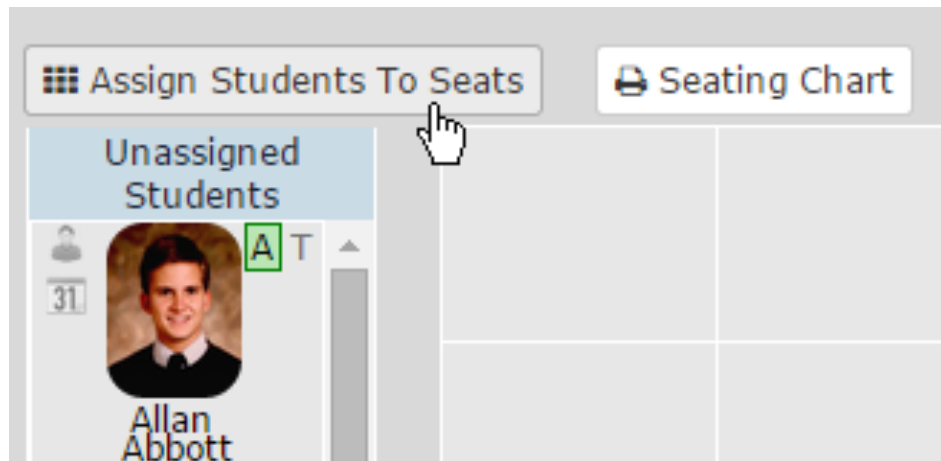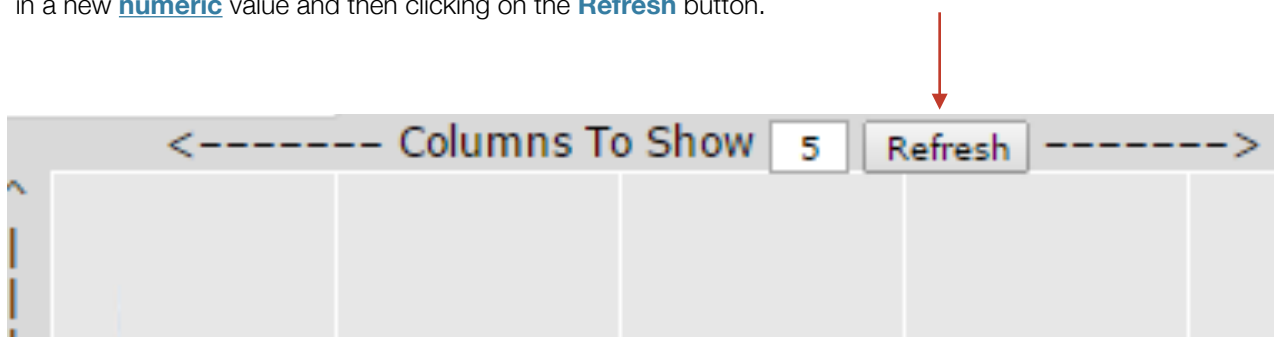
ATTENDANCE BY PHOTO CONTINUED

To assign student photographs to the photo chart, first select the correct class period from the drop down list at the top of the page.
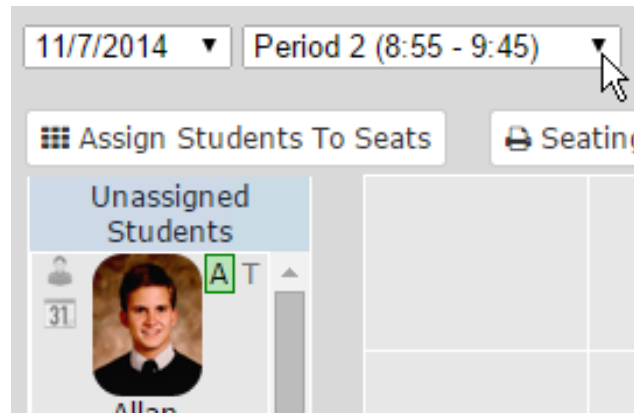
The page will display available student photographs in the **Unassigned Students** column. To assign students to the photo chart, click the mouse on the **Assign Students To Seats** button.

The page will display in edit mode. The **Columns To Show** and the **Rows To Show** values determine how many photographs display horizontally and vertically. These numbers can be adjusted from the default by typing in a new **numeric** value and then clicking on the **Refresh** button.
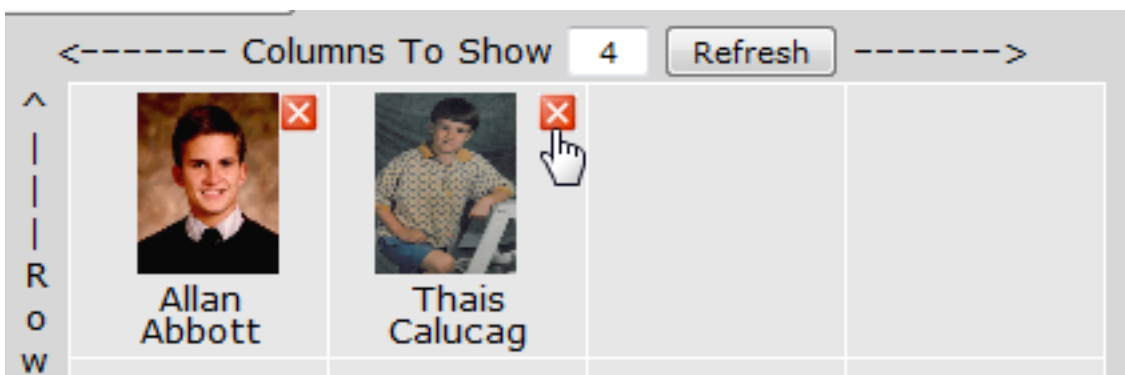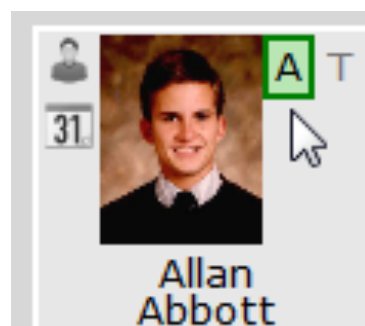
ATTENDANCE BY PHOTO CONTINUED

After clicking on the **Refresh** button, the chart will display the new number of photo chart boxes. To assign a student photograph to the chart, click the mouse on the student photo in the **Unassigned Seats** column and **drag and drop** it to the desired location on the chart. To secure the photo in place click the mouse on the photo.
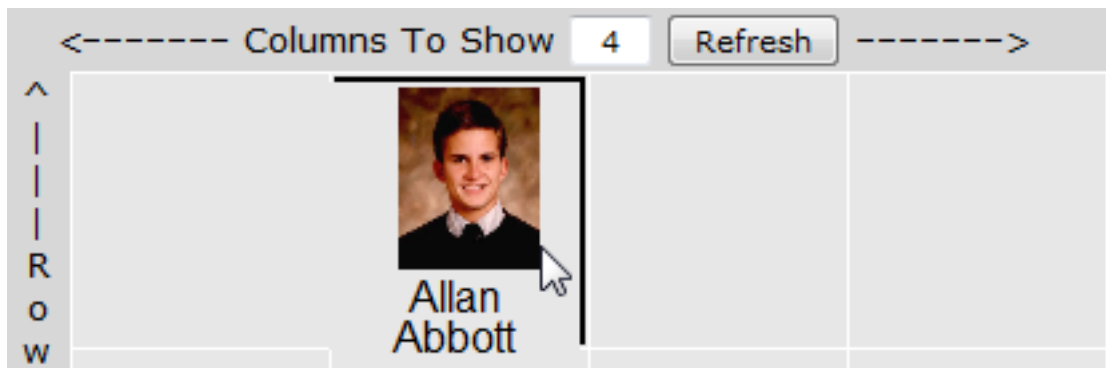
Once all photos are placed on the photo chart, they will show with a **red x** on the top right corner of each photo. Clicking on the **red x** will remove the photo from the chart and place it back in the **Unassigned Students** column.


After the photographs have been assigned to the photo chart, attendance can be taken on the Attendance by Photo page by clicking on an absence code letter that displays to the right of the student photo. When a code is selected for a student, it will turn green which indicates the absence code has been recorded for the student.
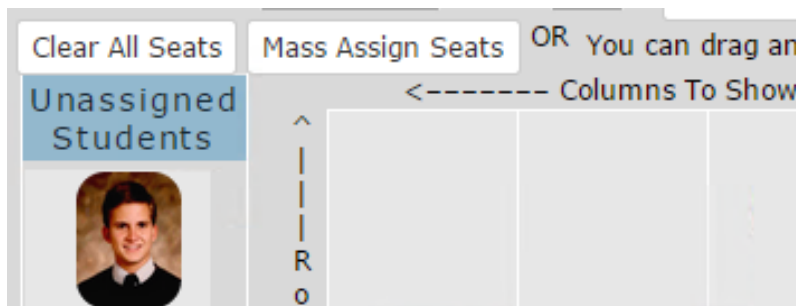
ATTENDANCE BY PHOTO CONTINUED

To clear the attendance by photo chart for a period, click the mouse on the Assign Students To Seats link and then select the correct class period from the period drop down list. The photo chart will be back in edit mode. At the top of the page click the mouse on the **Clear All Seats** button. The following message will display. To clear all of the photos from the chart click the mouse on the **OK** button.
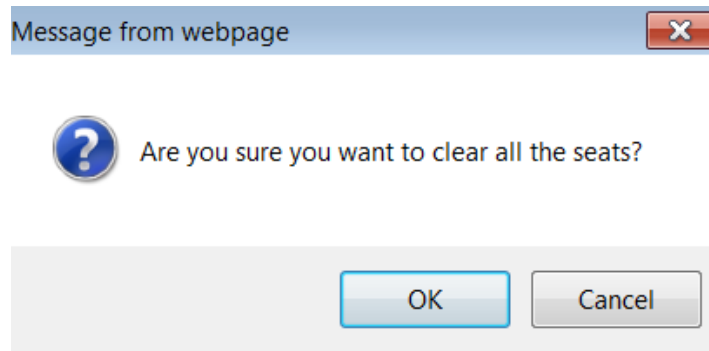
The chart will be cleared and student photographs will be displayed in the **Unassigned Students** column again.


The Attendance by Photo page has a **Mass Assign Seats** option when assigning seats to students. This option will allow a teacher to mass assign by student name or randomly. It will also fill the photos on the chart across or down. This option will only affect students who are still listed in the **Unassigned Students** column. After selecting a **By** and **Fill** option, click the mouse on the **OK** button. The student photos will then be mass assigned.
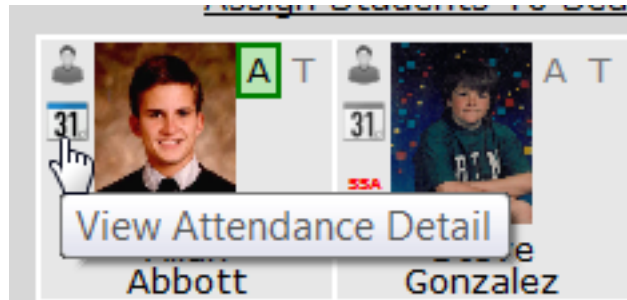
ATTENDANCE BY PHOTO CONTINUED

The Attendance by Photo page also displays a Profile and Calendar icon to the left of each student name. Clicking the mouse on the **Profile** icon will take the user to the Profile page for that student.
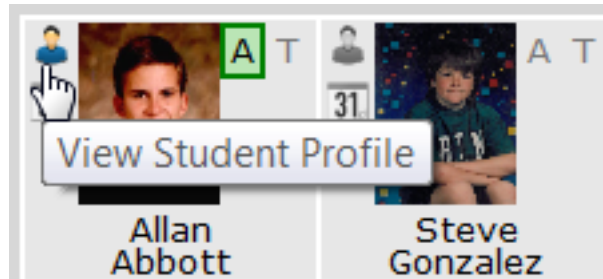
Clicking the mouse on the **Calendar** icon to the left of the student name will take the user to that students attendance detail page.

Students who have a date in the **SSA Date (Safe School Act)** field on the **Assertive Discipline** form will display with a **red SSA** to the left of their name. If the teacher portal group has at least Read permissions to the Assertive Discipline page, teachers will be able to click on SSA and be taken to the Assertive Discipline page for the student. If the teacher portal group does not have permission to the Assertive Discipline page, SSA will still display in red but will not do anything when clicked on.

AERIES ATTENDANCE PORTAL SERIES

ATTENDANCE BY MONTH

Positive attendance schools have the option to take attendance by month. The **System Administrator** can select the **Post Attendance by Month** option in Portal Options. When the option is selected, the navigation tree will include **Teacher Attendance by Month** when logged in as a teacher.

The following page will display to teachers.

ATTENDANCE BY MONTH CONTINUED

Teachers can take attendance by clicking in the boxes to the right of the student's name in the applicable date column. When using Attendance by Month in a Positive Attendance school, a Present code will be submitted. **Changes are effective immediately.**

The **Mark Absent if not Present** option can be used to mark all students absent for the day by selecting the check box at the top right of the date column. The Absent code will be submitted where the Present check box is not selected for all students in the class for that date.

Stu#	Name	Course	7/13	7/14	7/15
3	* Altemera, Allan SSA	Art	✔	✔	✔
17	Berry, Jeffrey	Art	A ☐	✔	✔

mark absent if not present

ELEMENTARY SCHOOL LUNCH COUNT

Elementary schools can enter a lunch count for the current day on the attendance page. At the top of the attendance page a lunch count area will display. The lunch count types that display are from the **COD** table for table **LNC** and field **TY**.

2014-2015 Golden Eagle Elementary School

Attendance is missing for yesterday (11/6/2014)
Attendance is missing for today (11/7/2014)

11/7/2014 ▼   Mark All Students as Present

Lunch Count   Enos
Cold Lunch [   ] [   ]
Hot Lunch [   ] [   ]
           [Save Lunch Count]

						Language			11/7	11/6	11/5	11/4	11/3	10/31	10/30	10/29	10/28	10/27	Tardies	Absences = (Unverif
	Stu#			Name	Grd Prgm	Fluency	A	T													
1	7	31	Alavez, Abel B. (DB) SSA	4		E	☐	☐											0	1	1
2	18	31	Alvarez, Haggit B.	4		E	☐	☐											0	0	0
3	40	31	Armenta, David M.	4		L	☐	☐											0	0	0
4	72	31	Bell, Ryan J.	4		E	☐	☐											1	0	0
5	105	31	Byl, Ashley B.	4		E	☐	☐											1	0	0

Enter the lunch count information and then click the mouse on the **Save Lunch Count** button to save the data.

Lunch Count   Enos
Cold Lunch [2] [Turkey Sandwich   ]
Hot Lunch [3] [Chicken Noodle Soup   ]
           [Save Lunch Count]