



Taking Virtual Attendance

This document is to explain the new virtual attendance codes and procedures in Aeries

Phase I

Certificated personnel will be required to make a mark for each student, each school day.

- Log into Aeries and go to Attendance.
- Select Today's Date and the list will be populated with your student names.

The screenshot shows the Aeries Student Information System interface. The top navigation bar includes the Aeries logo, a search bar, and links to Pages, Reports, and Favorites. The main content area is titled 'Class Attendance' and shows the date 8/10/2020. Below this, a table lists students. The first student is Acevedo, Facundo, with a score of 8/10. The table has columns for Stu#, Name, Grd, Prgm, LangCode, GATE, SpEd, Internet, Photo, ELPAC Overall Score, and attendance boxes for Q (Virtually Absent) and W (Virtually Present). Red arrows point to the Q and W boxes for the first student.

- You will need to mark inside the following two boxes:
 - **Q** = Virtually Absent
 - **W** = Virtually Present

Note: The “ – ” box cannot be removed within the Aeries system. Please leave it unmarked.

Phase II

Attendance will be maintained in a negative database (students are presumed present, unless marked otherwise). For the purpose of Distance Learning, each student must have a “Q” or “W” attendance mark for each day.

The following are the options for daily attendance submissions.

The image shows a row of five buttons labeled P, A, T, Q, and W. Below each button is a checkbox. The Q and W buttons are highlighted in yellow.

- P** = Present (Seat-based) *no mark is required*
- A** = Absent (Seat-based)
- T** = Tardy
- Q** = Virtually Absent
- W** = Virtually Present