

# Aeries Quick Attendance Reference

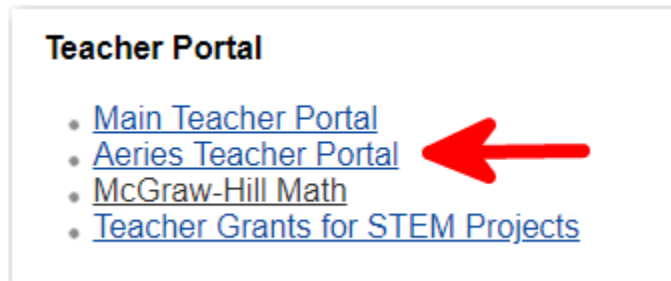
## Logging into the Aeries Teacher Portal

Before you access the Aeries Teacher Portal, be sure you are using a browser other than Internet Explorer. The portal does not work well with Internet Explorer. Please use Chrome, Firefox or Edge. All of these browsers will work well.

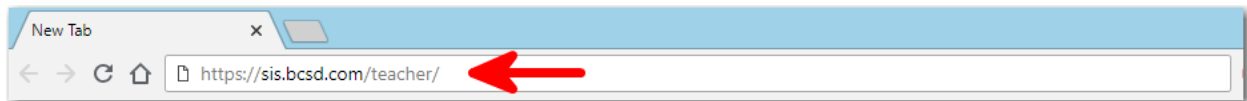
The Aeries Teacher Portal is reached by going to the BCSD home page (<https://bcsd.com>) and clicking on the Employees tab.



This will take you to the Employee page. Click on Aeries Teacher portal under the Teacher Portal Heading.



This will take you to the Aeries Teacher Portal. You can also access the teacher portal directly by typing <https://sis.bcsd.com/teacher> in your browser's Web address box.



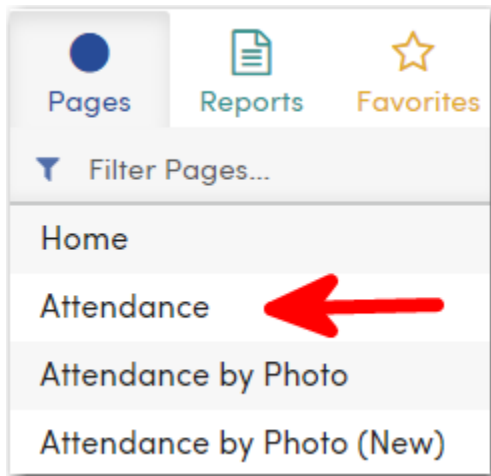
- Your username is your email address without @bcsd.com. For example [user1@bcsd.com](mailto:user1@bcsd.com) would be user1.
- Your password is your normal email password.
- Be sure your database is set to BCSD. This is our real database. You may see a different database. (SandboxBCSD) This is our database for testing the software and should not be used.
- Be sure the school year is set to the correct school year.

Once you have assured the selections are correct, and you've entered your username and password, click Sign In.

If you have access to multiple schools, you may see a school selection page next. Choose the school you want and click Continue. If you do not have access to multiple schools, you will not see this page and will be taken directly into the portal.

## Taking Attendance

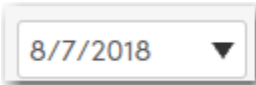
To update attendance, navigate to the Attendance page by clicking on Attendance in the Pages menu.



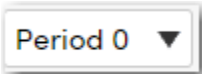
There are Attendance by Photo and Attendance by Photo (New) options. However, Aeries does not currently have photos loaded into it. It is quicker and easier to use the Attendance page. Because of this, this document will concentrate on the simpler page.

When you click on Attendance, you will be taken to the Class Attendance page. This page will automatically be set to today's date and will show all students active in your class for that date. Note: If you go to the page before or after school, there will be no student in the list because there is no school.

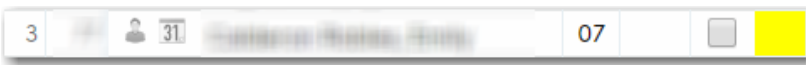
Class Attendance																			
8/7/2018		Period 0		All Remaining Students Are Present															
Advisory 7										Hollman					Absence Totals since 8/1/2018				
Stu#	Name	Grd	Prgm	A	8/7	8/6	8/3	8/2	8/1	7/31	7/30	Tardies	Absences = (Unverified + Excused + Unexcused)						
1	...	07		<input type="checkbox"/>					#	#	#	0	0	0	0	0			
2	...	07		<input type="checkbox"/>					#	#	#	0	0	0	0	0			
3	...	07		<input type="checkbox"/>					#	#	#	0	0	0	0	0			
4	...	07	S	<input type="checkbox"/>					#	#	#	0	0	0	0	0			
5	...	07		<input type="checkbox"/>					#	#	#	0	0	0	0	0			
6	...	07		<input type="checkbox"/>					#	#	#	0	0	0	0	0			
7	...	07		<input type="checkbox"/>					#	#	#	0	0	0	0	0			
8	...	07		<input type="checkbox"/>					#	#	#	0	0	0	0	0			
9	...	07		<input type="checkbox"/>					#	#	#	0	0	0	0	0			
10	...	07		<input type="checkbox"/>					#	#	#	0	0	0	0	0			
11	...	07		<input type="checkbox"/>					#	#	#	0	0	0	0	0			
12	...	07		<input type="checkbox"/>					#	#	#	0	0	0	0	0			
13	...	07		<input type="checkbox"/>					#	#	#	0	0	0	0	0			
14	...	07		<input type="checkbox"/>					#	#	#	0	0	0	0	0			
15	...	07		<input type="checkbox"/>					#	#	#	0	0	0	0	0			
16	...	07		<input type="checkbox"/>					#	#	#	0	0	0	0	0			
17	...	07		<input type="checkbox"/>					#	#	#	0	0	0	0	0			
18	...	07		<input type="checkbox"/>					#	#	#	0	0	0	0	0			
19	...	07		<input type="checkbox"/>					#	#	#	0	0	0	0	0			
20	...	07		<input type="checkbox"/>					#	#	#	0	0	0	0	0			
21	...	07		<input type="checkbox"/>					#	#	#	0	0	0	0	0			
22	...	07		<input type="checkbox"/>					#	#	#	0	0	0	0	0			
23	...	07		<input type="checkbox"/>					#	#	#	0	0	0	0	0			



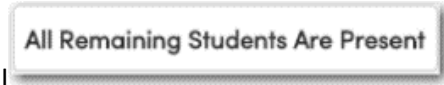
You can change the date by clicking on down arrow. The students below and the attendance you see will reflect that date. However, you can only update attendance for today's date.



If you are a secondary teacher, there will be an additional period selection at the top of the page as seen in the example. You can click on the down arrow and select a different period. The students below will reflect the students in that class. If you are an elementary teacher, the period choice will not be there.



To mark a student absent, simply click on the box next to the student. The attendance will be updated to an "A". You do not need to click submit, the change will be saved automatically. If you clicked the wrong student by mistake, simply click the box again and the absence code will be removed.



If all students are present, click the All Remaining Students Are Present button. This is needed to acknowledge attendance has been taken. If this button is not visible, it is because some attendance had already been entered for the student(s) on the page.

That's it, you've taken attendance.