Aeries Quick Start Guide

Your username is your firstname.lastname.   Please use your legal name as it appears on your employment records. If you had an account last year, your user name is the same as it was last year.

All passwords have been reset.   When you log in for the first time use the initial password sent to you by email in the password field.   That password will force a password change.

You will be re-directed to a change password page to choose your permanent password.   Your old password is the password you just used to log in. Remember that passwords must be at least 8 characters and contain letters and numbers.

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You will notice some changes to the home page in Aeries.net. Notice the navigation bar is to the left instead of along the top. To take attendance, click on 'Attendance'.

The following screen will appear. Choose the period you wish to take attendance for in the middle of the top of the screen.

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To take attendance simply click on the appropriate box next to the student name.   You do not need to mark students if they are present. Click on the 'A' for students who are absent and 'T' if the student is tardy. The information is entered into the database immediately**. There is no 'Submit' button. All entries are entered into the database on the fly. As soon as you make the check it is saved. If you make a mistake simply go back and check the box and the mark will disappear.**

For information about students in your classes click on 'Student Data' on the left side of the page. Several options will expand with the menu. Choose 'Demographics'. The student shown will be the first one alphabetically from your classes.

You can point to the next student by clicking the right arrow.   Or you can click on the magnifying glass to search for a student in any one of your classes.

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When you click on the magnifying glass a search box will pop up. You can search by typing the name of the student in the search box or you can see a list of students by selecting one of the options in the pull down menu.

To print class rosters click on 'View All Reports'
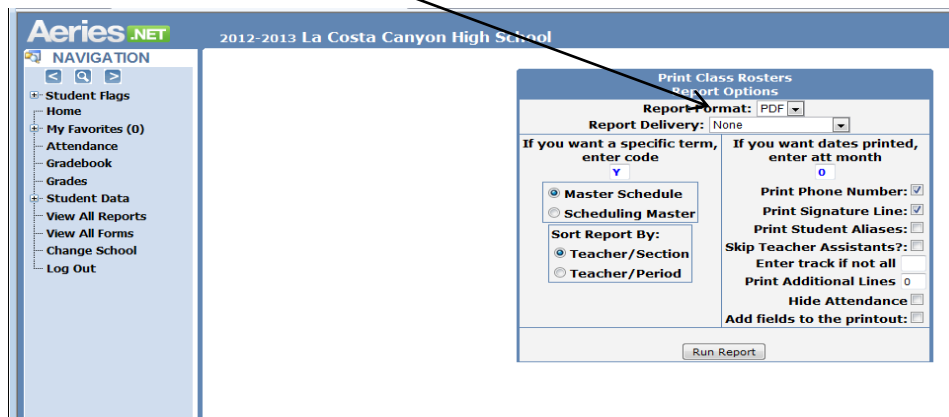
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Click on 'Class Rosters'
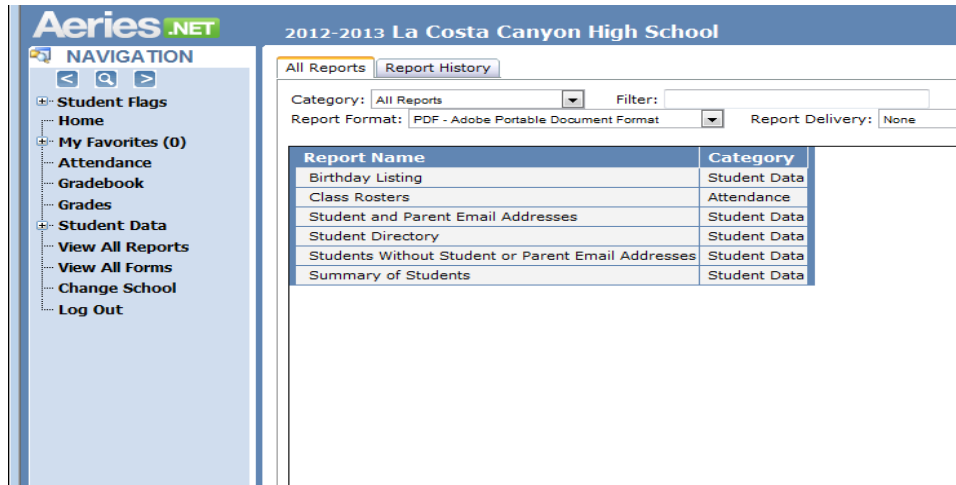
On the next screen click on 'None' in the Report Delivery box. If you want the rosters delivered to your email select 'Email w/Attachment'   Then click on 'Run Report'

When the pdf download screen appears click on 'Open' and the rosters will print to your screen. Select 'File' and then 'Print' to print a copy for your files.