

Aeries Teacher Supplemental Attendance Setup

Supplemental Attendance can be entered by students via scanning the QR code for the session with their own electronic device.

These are the instructions for teachers to manually use Supplemental Attendance and to setup the QR code for each session.

Print the QR code sheet

1. **Login** to your teacher portal account.
2. Click on the **Supplemental Attendance** Link in the left Navigation Pane.
3. Click on the **Print Supplemental Attendance Room Student-Self-Sign-In Sheet** button.

Printing this will provide a sheet of paper for the selected section with a QR code that students can use to scan and check themselves into a session. The QR code is based on the Room number of the session. Students cannot sign in if the session is not in session.

Session: Saturday School Daily View/Edit Weekly View/Edit

You can modify the start and end times for each student for days between 8/5/2017 and 6/30/2018.

Default Time to Use: Current Session << Week of Feb 5 02/17/2018 Week of Feb 19 >>

Check in Check out Student ID or Stu#: 99400001 Go

Check in ALL Students for the Selected Date Refresh Page

Print Supplemental Attendance Room Student-Self-Sign-In Sheet

👉 Students will need to download the Aeries Mobile Portal APP to their device and have a [Student Portal Account](https://sbcusd.asp.aeries.net/student/) (OR type <https://sbcusd.asp.aeries.net/student/>) already setup.

Manually sign-in a student

1. Make sure the Check in toggle switch is on (green) like in the picture above.
2. Enter the **Student ID** and click the **Go** button.

A list of students that have checked in will appear.

Save is automated.

Check out is automated based on the class end time. If you need to check a student out early, use the Check out button.