

Daily Attendance for Elementary Teachers

Aeries Browser Interface (ABI) is the online system teachers must use to submit daily attendance & lunch count on their computers.

IMPORTANT

- All teachers **must** submit attendance in ABI **daily** (even if all students are present)
- Attendance must be submitted by 9:00 AM

How to Take Attendance & Lunch Count

1. Open your Internet browser and log in to ABI using the **ABI** link on the EWCSO Staff webpage at <http://ewcsd.org/staff> (Subs must use the "ABI for substitute teachers" link)
2. Enter your network **Username** and **Password** (Subs must use the temporary username and password provided by the office)
3. Click the **Attendance** tab and click **Take Attendance**
4. **Click the A or T button** for each student that is **Absent** or **Tardy** for the day
(You do not need to click P as the system assumes that all students are present unless marked otherwise)
5. **Enter the number of students buying lunch for the day in the Lunch Count field** at the top of the form
6. **Click Submit Attendance** (Even if all students are present)

Tips

- After submitting attendance the system will update the highlighted column with today's date.
- ABI is set to automatically log users out after 20 minutes of inactivity. Pay special attention to the "Page Timeout" timer on the top right of the web page to ensure that attendance is recorded properly. **You must submit attendance within 20 minutes of opening the attendance page.**