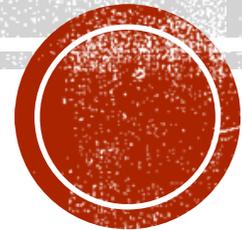




Preparing Quarter 1 Report Card Grades Series Gradebook *Secondary Schools*

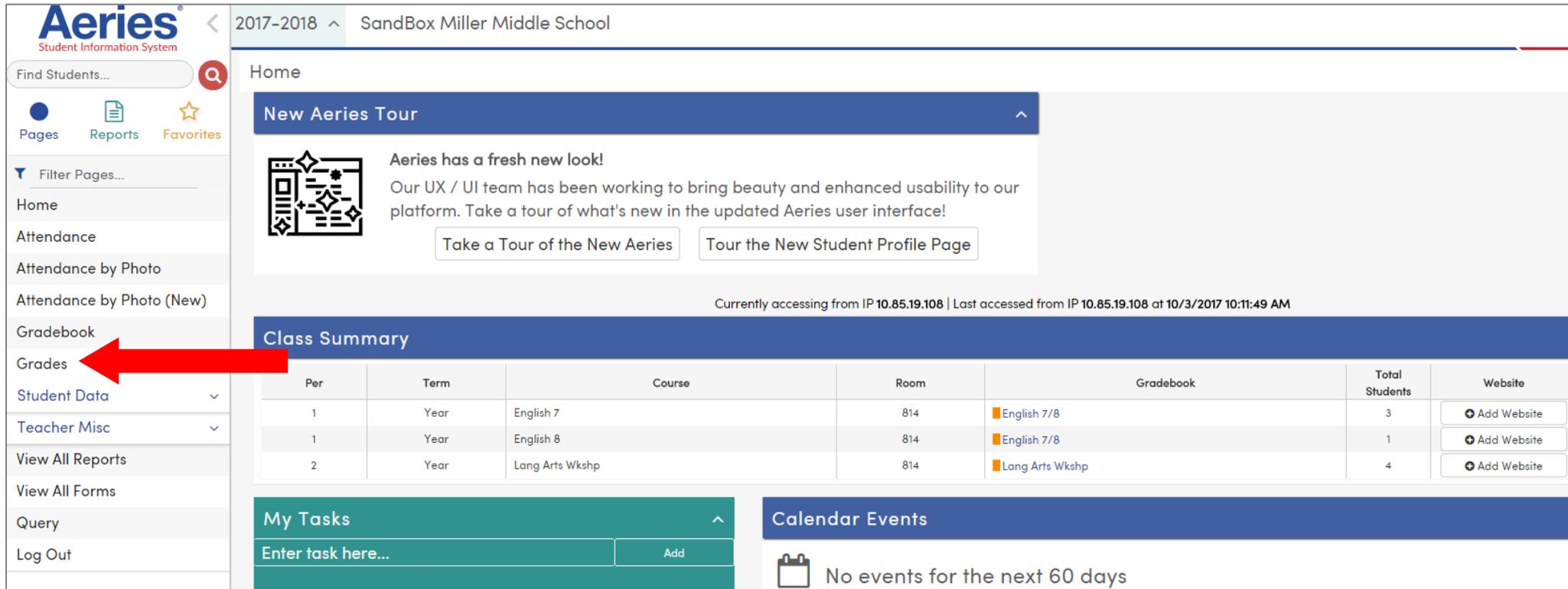
Preparing the grade book for grade reporting, selecting comments and submitting Qtr. 1 Report Card Grades



*All data has been scrambled to protect the identity/privacy of students.

STEP 1: LOADING GRADES FROM GRADEBOOK

LOG INTO .NET AND FROM THE **NAVIGATION TREE** SELECT **GRADES**.



The screenshot shows the Aeries Student Information System interface. The top navigation bar includes the Aeries logo, the school name "SandBox Miller Middle School", and the school year "2017-2018". The left navigation tree contains the following items: Home, Attendance, Attendance by Photo, Attendance by Photo (New), Gradebook, Grades (highlighted with a red arrow), Student Data, Teacher Misc, View All Reports, View All Forms, Query, and Log Out. The main content area displays a "Home" section with a "New Aeries Tour" banner and a "Class Summary" table. The "Class Summary" table has the following data:

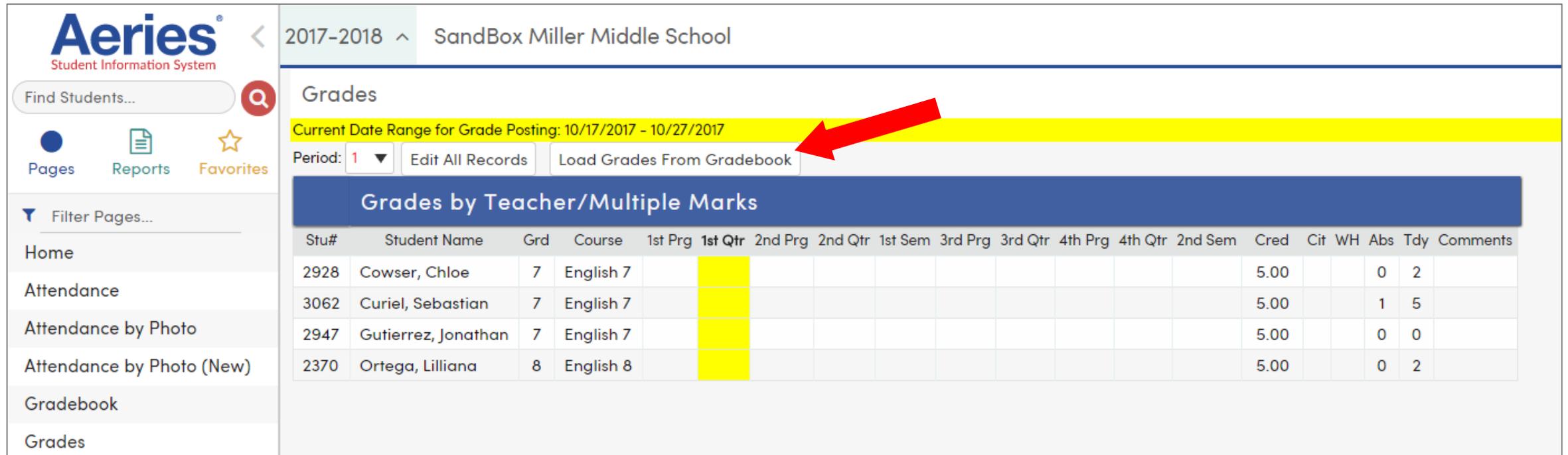
Per	Term	Course	Room	Gradebook	Total Students	Website
1	Year	English 7	814	English 7/8	3	Add Website
1	Year	English 8	814	English 7/8	1	Add Website
2	Year	Lang Arts Wkshp	814	Lang Arts Wkshp	4	Add Website

Below the table, there are sections for "My Tasks" and "Calendar Events". The "My Tasks" section has an input field "Enter task here..." and an "Add" button. The "Calendar Events" section shows "No events for the next 60 days".



STEP 1: LOADING GRADES FROM GRADEBOOK

THE CURRENT GRADING PERIOD SHOULD BE HIGHLIGHTED IN YELLOW.
CLICK ON THE **LOAD GRADES FROM GRADEBOOK** BUTTON JUST BELOW THE YELLOW BAR.



The screenshot shows the Aeries Student Information System interface. The top navigation bar includes the Aeries logo, the school name 'SandBox Miller Middle School', and the school year '2017-2018'. The main content area is titled 'Grades' and features a yellow highlight for the 'Current Date Range for Grade Posting: 10/17/2017 - 10/27/2017'. Below this, there are buttons for 'Period: 1', 'Edit All Records', and 'Load Grades From Gradebook'. A red arrow points to the 'Load Grades From Gradebook' button. The main data area is a table titled 'Grades by Teacher/Multiple Marks' with columns for student information and grades across multiple periods and semesters.

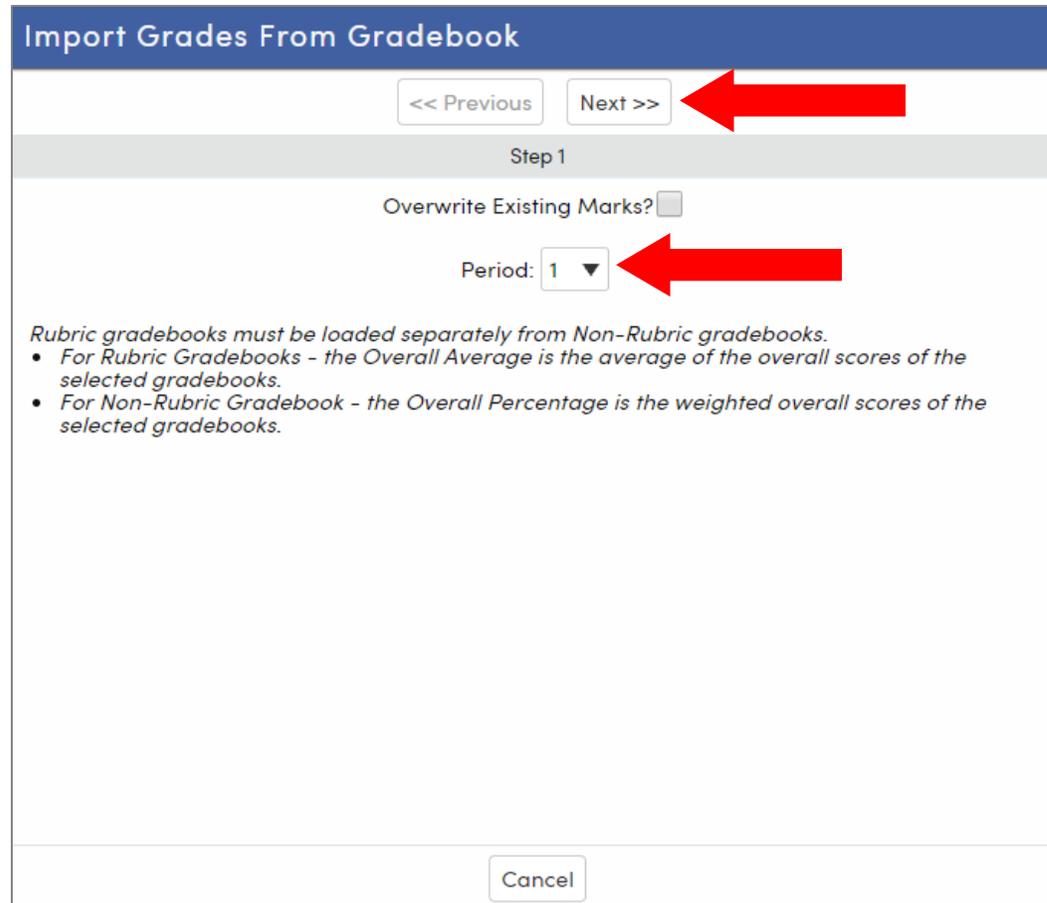
Stu#	Student Name	Grd	Course	1st Prg	1st Qtr	2nd Prg	2nd Qtr	1st Sem	3rd Prg	3rd Qtr	4th Prg	4th Qtr	2nd Sem	Cred	Cit	WH	Abs	Tdy	Comments
2928	Cowser, Chloe	7	English 7											5.00			0	2	
3062	Curiel, Sebastian	7	English 7											5.00			1	5	
2947	Gutierrez, Jonathan	7	English 7											5.00			0	0	
2370	Ortega, Lilliana	8	English 8											5.00			0	2	



Step 1: Loading grades from Gradebook

Select the **Period** → **Next** in this window.

•**Please note:** if you already loaded the grades prior and are now re-loading due to making corrections, you **MUST** click the box that says: **Overwrite Existing Marks?** then click **Next**.



Import Grades From Gradebook

<< Previous Next >>

Step 1

Overwrite Existing Marks?

Period: 1 ▼

Rubric gradebooks must be loaded separately from Non-Rubric gradebooks.

- For Rubric Gradebooks - the Overall Average is the average of the overall scores of the selected gradebooks.
- For Non-Rubric Gradebook - the Overall Percentage is the weighted overall scores of the selected gradebooks.

Cancel



STEP 1: LOADING GRADES FROM GRADEBOOK

- Be sure that the correct Gradebook is selected
- **Gradebook:** Double-check that the correct Gradebook has been selected.
- Click the Next>> button.

Import Grades From Gradebook

<< Previous Next >>

Step 2

Assign the percentage from each gradebook for Overall Mark (Non-Rubric gradebooks only)
You can not mix Rubric gradebooks and Non-Rubric gradebooks in the same load.

Gradebook	Start Date	End Date	Assignment Range	% of Overall Mark
1 - English 7/8 - Fall	8/25/2017	1/25/2018	08/25/2017 - 01/25/2018	100

Cancel



STEP 1: LOADING GRADES FROM GRADEBOOK

THE CURRENT GRADING SCALE FOR THIS GRADEBOOK SHOULD SHOW, CLICK **NEXT**.

Import Grades From Gradebook

<< Previous Next >> 

Step 3

Use percentages for High and Low values
(100, 95, 87, 62.5, etc...)

Mark	Low %	High %
A	93.00	100.00
A-	90.00	92.90
B+	87.00	89.90
B	83.00	86.90
B-	80.00	82.90
C+	77.00	79.90
C	73.00	76.90
C-	70.00	72.90
D+	67.00	69.90
D	63.00	66.90

Cancel



STEP 1: LOADING GRADES FROM GRADEBOOK

A CLASS LIST WITH THE PERCENTAGE AND GRADE WILL SHOW, CLICK **IMPORT GRADES**.

Import Grades From Gradebook

<< Previous Import Grades

Step 4

Results

Stu#	Name	English 7/8 Pd 1 Fall	Overall %	Mark
2928	Cowser, Chloe	84.48%	84.48%	B
3062	Curiel, Sebastian	0.00%	0.00%	F
2947	Gutierrez, Jonathan	76.45%	76.45%	C
2370	Ortega, Lilliana	74.31%	74.31%	C

Cancel



STEP 1: LOADING GRADES FROM GRADEBOOK

GRADES ARE NOW LOADED FROM THE CLASS GRADEBOOK.

2017-2018 ^ SandBox Miller Middle School

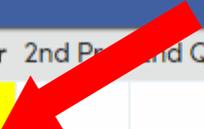
Grades

Current Date Range for Grade Posting: 10/17/2017 - 10/27/2017

Period: 1 ▼ Edit All Records Load Grades From Gradebook

Grades by Teacher/Multiple Marks

Stu#	Student Name	Grd	Course	1st Prg	1st Qtr	2nd Prg	2nd Qtr	1st Sem	3rd Prg	3rd Qtr	4th Prg	4th Qtr	2nd Sem	Cred	Cit	WH	Abs	Tdy	Comments
2928	Cowser, Chloe	7	English 7		B									5.00			0	2	
3062	Curiel, Sebastian	7	English 7		F									5.00			1	5	
2947	Gutierrez, Jonathan	7	English 7		C									5.00			0	0	
2370	Ortega, Lilliana	8	English 8		C									5.00			0	2	



STEP 2: ADDING COMMENTS

YOU ARE NOW READY TO BEGIN ADDING STUDENT COMMENTS. CLICK ON THE **EDIT ALL RECORDS** BUTTON JUST BELOW THE YELLOW BAR.

2017-2018 ^ SandBox Miller Middle School

Grades

Current Date Range for Grade Point Avg. 10/17/2017 - 10/27/2017

Period: 1 ▾ [Edit All Records](#) [Load Grades From Gradebook](#)

Grades by Teacher/Multiple Marks

Stu#	Student Name	Grd	Course	1st Prg	1st Qtr	2nd Prg	2nd Qtr	1st Sem	3rd Prg	3rd Qtr	4th Prg	4th Qtr	2nd Sem	Cred	Cit	WH	Abs	Tdy	Comments
2928	Cowser, Chloe	7	English 7		B									5.00			0	2	
3062	Curiel, Sebastian	7	English 7		F									5.00			1	5	
2947	Gutierrez, Jonathan	7	English 7		C									5.00			0	0	
2370	Ortega, Lilliana	8	English 8		C									5.00			0	2	



STEP 2: ADDING COMMENTS

It's now time to add comments. **Leave the Cit and WH columns blank**, secondary schools do not use these columns. Teachers may assign **3** comments per student in the **Comments columns**. Comments may be manually added for each student or you can Mass Add a single comment to ALL students in the class (see next slide for directions).

1. Please use the RUSD Comment Bank for available comments. [Comment Bank by Category](#) [Comment Bank Numeric](#)
2. Comment numbers may either be typed in or selected from the pull-down menu.
3. Teachers will only assign comments in English. If students are marked with Spanish as their Home Language in Aeries, then the Spanish comments will print on the final grade report.
4. Once all comments have been completed click on the **Done Editing** button.

2017-2018 ^ SandBox Miller Middle School

Grades

Current Date Range for Grade Posting: 10/17/2017 - 10/27/2017

Period: 1 ▾ Data Changes Are Effective Immediately! Done Editing Mass Add Values

Grades by Teacher/Multiple Marks

Stu#	Student Name	Grd	Course	1st Prg	1st Qtr	2nd Prg	2nd Qtr	1st Sem	3rd Prg	3rd Qtr	4th Prg	4th Qtr	2nd Sem	Cred	Cit	WH	Abs	Tdy	85	86	Comments
2928	Cowser, Chloe	7	English 7		B ▾									5.0000	▾	▾	0	2	85 ▾	86 ▾	03 ▾
3062	Curiel, Sebastian	7	English 7		F ▾									5.0000	▾	▾	1	5	85 ▾	86 ▾	06 ▾
2947	Gutierrez, Jonathan	7	English 7		C ▾									5.0000	▾	▾	0	0	85 ▾	86 ▾	12 ▾
2370	Ortega, Lilliana	8	English 8		C ▾									5.0000	▾	▾	0	2	85 ▾	86 ▾	15 ▾



STEP 2: MASS ADDING COMMENTS

.NET has a new feature you might like 😊 Teachers are now able to Mass Add a comment to all students in the class at once.

Click on the **Mass Add Values** Button.

2017-2018 ^ SandBox Miller Middle School

Grades

Current Date Range for Grade Posting: 10/17/2017 - 10/27/2017

Period: 1 Data Changes Are Effective Immediately! Done Editing **Mass Add Values**

Grades by Teacher/Multiple Marks

Stu#	Student Name	Grd	Course	1st Prq	1st Qtr	2nd Prq	2nd Qtr	1st Sem	3rd Prq	3rd Qtr	4th Prq	4th Qtr	2nd Sem	Cred	Cit	WH	Abs	Tdy	Comments		
2928	Cowser, Chloe	7	English 7		B									5.0000			0	2	85	86	
3062	Curiel, Sebastian	7	English 7		F									5.0000			1	5	85	86	
2947	Gutierrez, Jonathan	7	English 7		C									5.0000			0	0	85	86	
2370	Ortega, Lilliana	8	English 8		C									5.0000			0	2	85	86	

Click in the **Comments** box.

Mass Add Values

Citizenship:

Work Habits:

Comments:

Override Existing Values: (Only applies to CI and WH)

OK Cancel

Select the **Comment** to assign to all students →OK

Mass Add Values

Citizenship:

Work Habits:

Comments:

Override Existing Values: OK

- 01 Performs well on tests
- 02 Performs poorly on tests
- 03 Shows sincere effort in class
- 05 Makes little or no effort
- 06 In danger of failing
- 07 Good work habits/study skills
- 08 Displays poor sportsmanship
- 09 Pleasure to have in class
- 10 Work is consistently good



PROCESS COMPLETE

- The grades and comments are now complete for this gradebook 😊
- Repeat this process for each gradebook.

2017-2018 ^ SandBox Miller Middle School

Grades

Current Date Range for Grade Posting: 10/17/2017 - 10/27/2017

Period: 1 ▾ Edit All Records Load Grades From Gradebook

Grades by Teacher/Multiple Marks

Stu#	Student Name	Grd	Course	1st Prg	1st Qtr	2nd Prg	2nd Qtr	3rd Prg	3rd Qtr	4th Prg	4th Qtr	2nd Sem	Cred	Cit	WH	Abs	Tdy	Comments
2928	Cowser, Chloe	7	English 7		B								5.00			0	2	85- Reading skills below grade level 86- Writing quality below average 09- Pleasure to have in class
3062	Curiel, Sebastian	7	English 7		F								5.00			1	5	85- Reading skills below grade level 86- Writing quality below average 09- Pleasure to have in class
2947	Gutierrez, Jonathan	7	English 7		C								5.00			0	0	85- Reading skills below grade level 86- Writing quality below average 09- Pleasure to have in class
2370	Ortega, Lilliana	8	English 8		C								5.00			0	2	85- Reading skills below grade level 86- Writing quality below average 09- Pleasure to have in class

Grades loaded

Comments added

