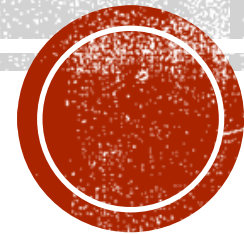




Preparing Quarter 1 Report Card Grades Aeries.NET Gradebook *Secondary Schools*

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



STEP 1: LOADING GRADES FROM GRADEBOOK

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

Aeries.NET 2014-2015 Miller Middle School Welcome Susannah Balice (67-NIS\sbalice)
My Options

Navigation Tree (Left):

- STUDENT FLAGS
- Home
- ▶ MY FAVORITES (0)
- Attendance
- Attendance by Photo
- Gradebook
- Grades** ←
- ▶ STUDENT DATA
- ▶ TEACHER MISC
- View All Reports
- View All Forms
- Change School
- Log Out

Quick Student Search:

Attendance Summary

	Today 03/19/2015	Prior Day 03/18/2015	2 Days Prior 03/17/2015
Enr - Total	1023	1022	1022
Enr - Male	550	550	550
Enr - Female	473	472	472
Present	1020 99.71%	1005 98.34%	993 97.16%
Absent	3 0.29%	17 1.66%	29 2.84%
Tardy	0	0	0

My Tasks

Calendar: 03/19/2015 Display: Day ▼

You have no events for this date



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.

Aeries.NET 2015-2016 Test Miller Middle School Welcome Susannah Bali
My Options

Current Date Range for Grade Posting: 10/20/2015 - 10/30/2015

Period: 1

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
1046	Arteaga, Gavin	7	English 7											5.00			1	1	
1196	Cruz, Carlos	7	English 7											5.00			0	0	
1268	Flores, Auniece	7	English 7											5.00			0	0	
1547	McElmeel, Daryl	7	English 7											5.00			0	0	
1653	Ortega, Jazmine	7	English 7											5.00			0	0	
2041	Perales-Lara, Makai	7	English 7											5.00			2	1	
1790	Saxton Ranallo, Alaon	7	English 7											5.00			2	0	
2030	Torres, Angelina	7	English 7											5.00			0	0	
1883	Tyre, Julius	7	English 7											5.00			8	1	
1031	Antonio, Devin	8	English 8											5.00			1	0	



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 - Fall	8/26/2016	1/26/2017	08/26/2016 - 01/26/2017	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
D-	60.00	62.90
F	0.00	59.90
A+	0.00	0.00
CR	0.00	0.00
F-	0.00	0.00
F+	0.00	0.00
I	0.00	0.00
NC	0.00	0.00
NM	0.00	0.00

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
1046	Arteaga, Gavin	72.75%	72.75%	C-
1196	Cruz, Carlos	89.00%	89.00%	B+
1268	Flores, Auniece	88.80%	88.80%	B+
1547	McElmeel, Daryl	81.45%	81.45%	B-
1653	Ortega, Jazmine	77.65%	77.65%	C+
2041	Perales-Lara, Makai	91.00%	91.00%	A-
1790	Saxton Ranallo, Alaon	73.47%	73.47%	C
2030	Torres, Angelina	74.75%	74.75%	C
1883	Tyre, Julius	83.17%	83.17%	B
1031	Antonio, Devin	70.50%	70.50%	C-
1047	Arteaga, Eduardo	74.25%	74.25%	C

Cancel



STEP 1: LOADING GRADES FROM GRADEBOOK

GRADES ARE NOW LOADED FROM THE CLASS GRADEBOOK.

Aeries.NET 2015-2016 Test Miller Middle School Welcome Susannah Balice
My Options

Current Date Range for Grade Posting: 10/20/2015 - 10/30/2015

Period:

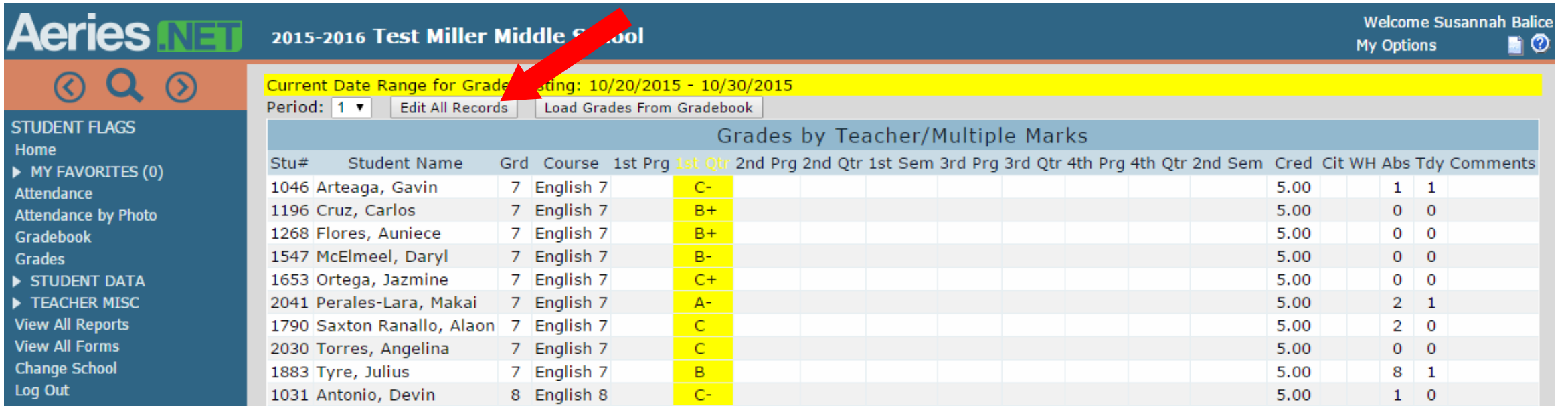
Grade by Teacher/Multiple Marks

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
1046	Arteaga, Gavin	7	English 7		C-									5.00			1	1	
1196	Cruz, Carlos	7	English 7		B+									5.00			0	0	
1268	Flores, Auniece	7	English 7		B+									5.00			0	0	
1547	McElmeel, Daryl	7	English 7		B-									5.00			0	0	
1653	Ortega, Jazmine	7	English 7		C+									5.00			0	0	
2041	Perales-Lara, Makai	7	English 7		A-									5.00			2	1	
1790	Saxton Ranallo, Alaon	7	English 7		C									5.00			2	0	
2030	Torres, Angelina	7	English 7		C									5.00			0	0	
1883	Tyre, Julius	7	English 7		B									5.00			8	1	
1031	Antonio, Devin	8	English 8		C-									5.00			1	0	



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.



Aeries.NET 2015-2016 Test Miller Middle School

Welcome Susannah Balice
My Options

Current Date Range for Grades Reporting: 10/20/2015 - 10/30/2015

Period: 1

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
1046	Arteaga, Gavin	7	English 7		C-									5.00			1	1	
1196	Cruz, Carlos	7	English 7		B+									5.00			0	0	
1268	Flores, Auniece	7	English 7		B+									5.00			0	0	
1547	McElmeel, Daryl	7	English 7		B-									5.00			0	0	
1653	Ortega, Jazmine	7	English 7		C+									5.00			0	0	
2041	Perales-Lara, Makai	7	English 7		A-									5.00			2	1	
1790	Saxton Ranallo, Alaon	7	English 7		C									5.00			2	0	
2030	Torres, Angelina	7	English 7		C									5.00			0	0	
1883	Tyre, Julius	7	English 7		B									5.00			8	1	
1031	Antonio, Devin	8	English 8		C-									5.00			1	0	



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.
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.

Aeries.NET 2015-2016 Test Miller Middle School Welcome Susannah Balice My Options

Current Date Range for Grade Posting: 10/20/2015 - 10/30/2015

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	Comments		
1046	Arteaga, Gavin	7	English 7		C-									5.0000			1	1	85	86	
1196	Cruz, Carlos	7	English 7		B+									5.0000			0	0	93	86	
1268	Flores, Auniece	7	English 7		B+									5.0000			0	0	92	86	
1547	McElmeel, Daryl	7	English 7		B-									5.0000			0	0	88	86	
1653	Ortega, Jazmine	7	English 7		C+									5.0000			0	0	03	86	
2041	Perales-Lara, Makai	7	English 7		A-									5.0000			2	1	09	86	
1790	Saxton Ranallo, Alaon	7	English 7		C									5.0000			2	0	05	86	
2030	Torres, Angelina	7	English 7		C									5.0000			0	0	09	86	



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.

The screenshot shows the Aeries.NET interface for Test Miller Middle School. The top navigation bar includes the school name and a user profile for Susannah Balice. Below this, a yellow banner displays the current date range for grade posting (10/20/2015 - 10/30/2015) and a 'Mass Add Values' button, which is highlighted with a red arrow. The main content area is a table titled 'Grades by Teacher/Multiple Marks' with columns for student ID, name, grade, course, and various assessment periods (1st Prg, 1st Qtr, 2nd Prg, 2nd Qtr, 1st Sem, 3rd Prg, 3rd Qtr, 4th Prg, 4th Qtr, 2nd Sem). The table lists several students with their respective grades and scores. A 'Comments' column is visible at the end of each row.

Click in the Comments box.

This is a close-up of the 'Mass Add Values' dialog box. It contains several input fields: 'Citizenship' with a checkbox, 'Work Habits' with a checkbox, and 'Comments' with a text input field. A red arrow points to the 'Comments' input field. Below these fields is an 'Override Existing Values' checkbox with the text '(Only applies to CI and WH)'. At the bottom of the dialog are 'OK' and 'Cancel' buttons.

Select the Comment to assign to all students → OK

This is another close-up of the 'Mass Add Values' dialog box, showing the 'Override Existing Values' section. A red arrow points to the 'OK' button. Below the 'Override Existing Values' section is a list of comment options, each with a radio button and a text description. The option '03 Shows sincere effort in class' is highlighted in green.

Comment ID	Comment Text
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



PROCESS COMPLETE

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

Aeries.NET 2015-2016 Test Miller Middle School Welcome Susannah Balice
My Options

Current Date Range for Grade Posting: 10/20/2015 - 10/30/2015
 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	Comments		
1046	Arteaga, Gavin	7	English 7		C-									5.0000			1	1	85	86	
1196	Cruz, Carlos	7	English 7		B+									5.0000			0	0	93	86	
1268	Flores, Auniece	7	English 7		B+									5.0000			0	0	92	86	
1547	McElmeel, Daryl	7	English 7		B-									5.0000			0	0	88	86	
1653	Ortega, Jazmine	7	English 7		C+									5.0000			0	0	03	86	
2041	Perales-Lara, Makai	7	English 7		A-									5.0000			2	1	09	86	
1790	Saxton Ranallo, Alaon	7	English 7		C									5.0000			2	0	05	86	
2030	Torres, Angelina	7	English 7		C									5.0000			0	0	09	86	

Grades loaded (arrow pointing to the 1st Qtr column)

Comments added (arrow pointing to the Comments column)

