Preparing Quarter 1 Report Card Grades Aeries.NET Gradebook

Secondary Schools

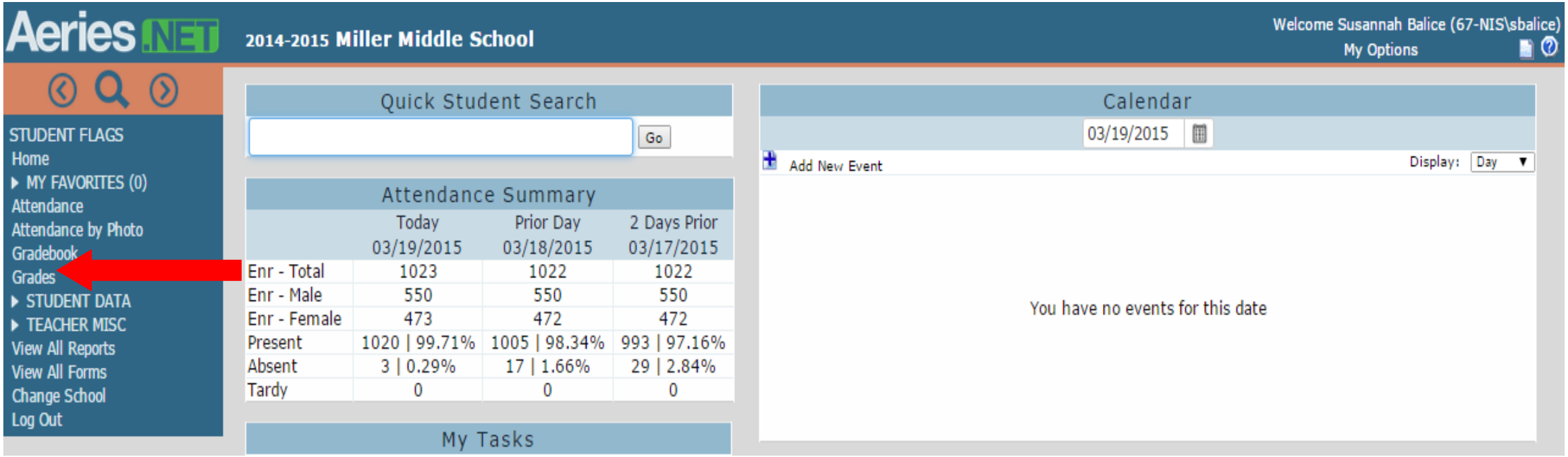
Preparing the grade book for grade reporting, selecting comments and submitting Qtr. 1 Report Card Grades

Prepared by Susannah Balice
Frank Augustus Miller Middle School

Revised 10/24/16

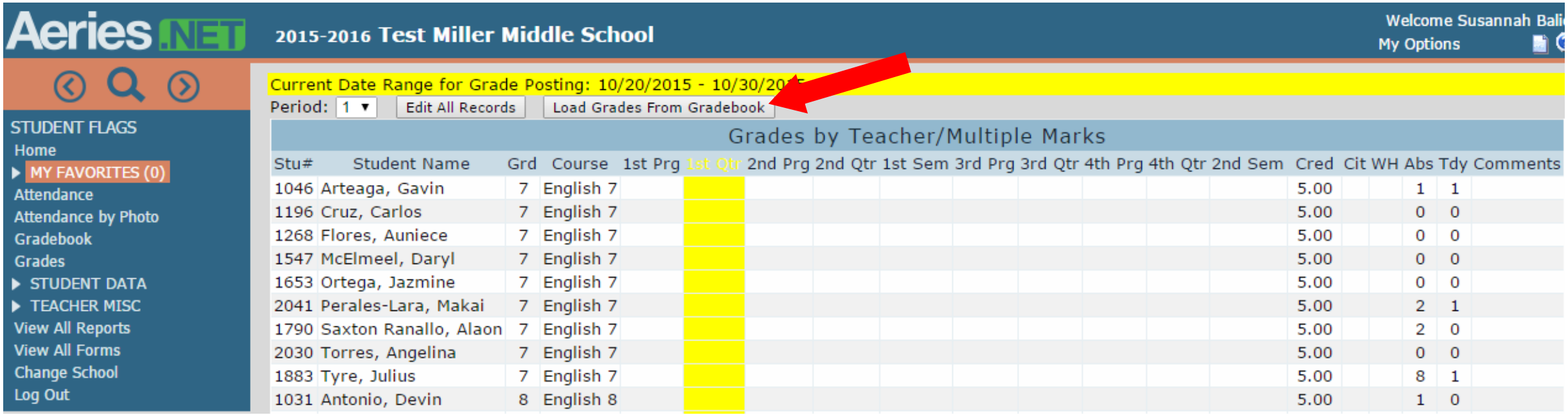
STEP 1: LOADING GRADES FROM GRADEBOOK

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



STEP 1: LOADING GRADES FROM GRADEBOOK

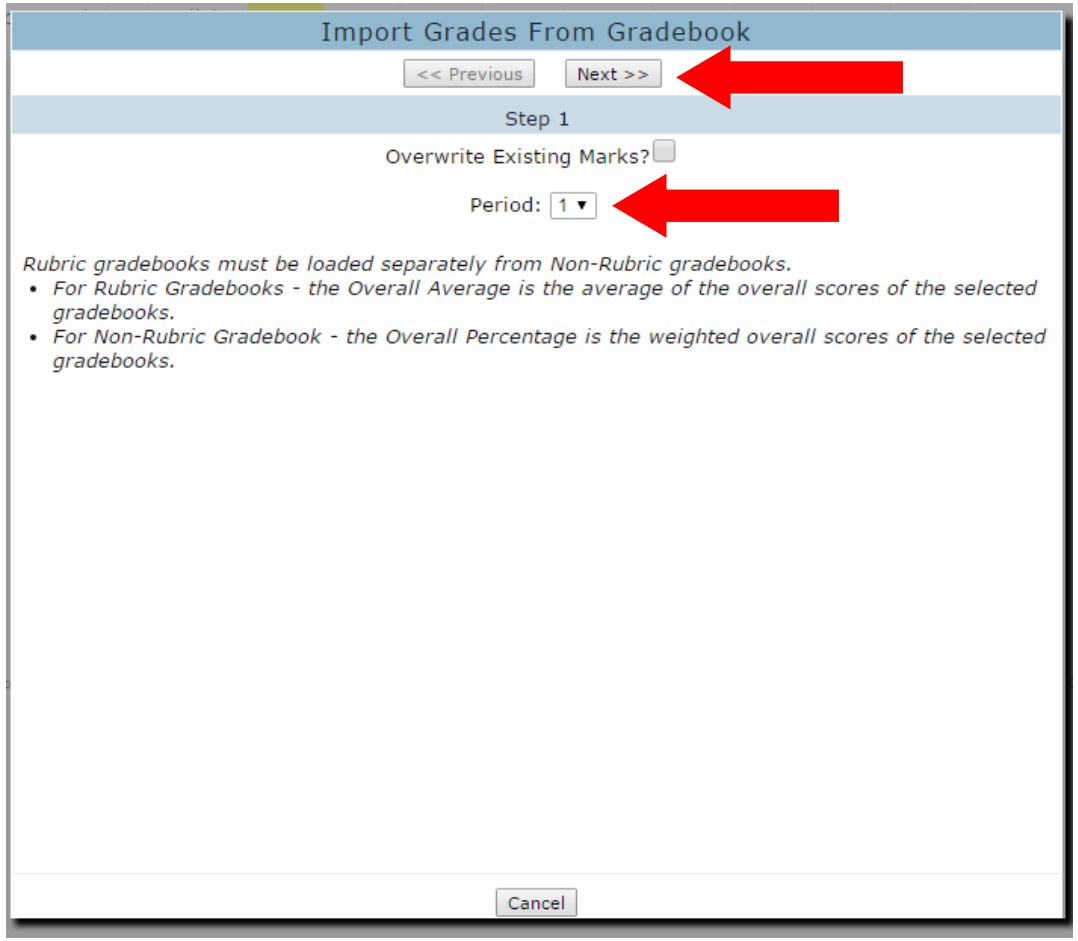
THE CURRENT GRADING PERIOD SHOULD BE HIGHLIGHTED IN YELLOW.
CLICK ON THE **LOAD GRADES FROM GRADEBOOK** BUTTON JUST BELOW THE YELLOW BAR.



Step 1: Loading grades from Gradebook

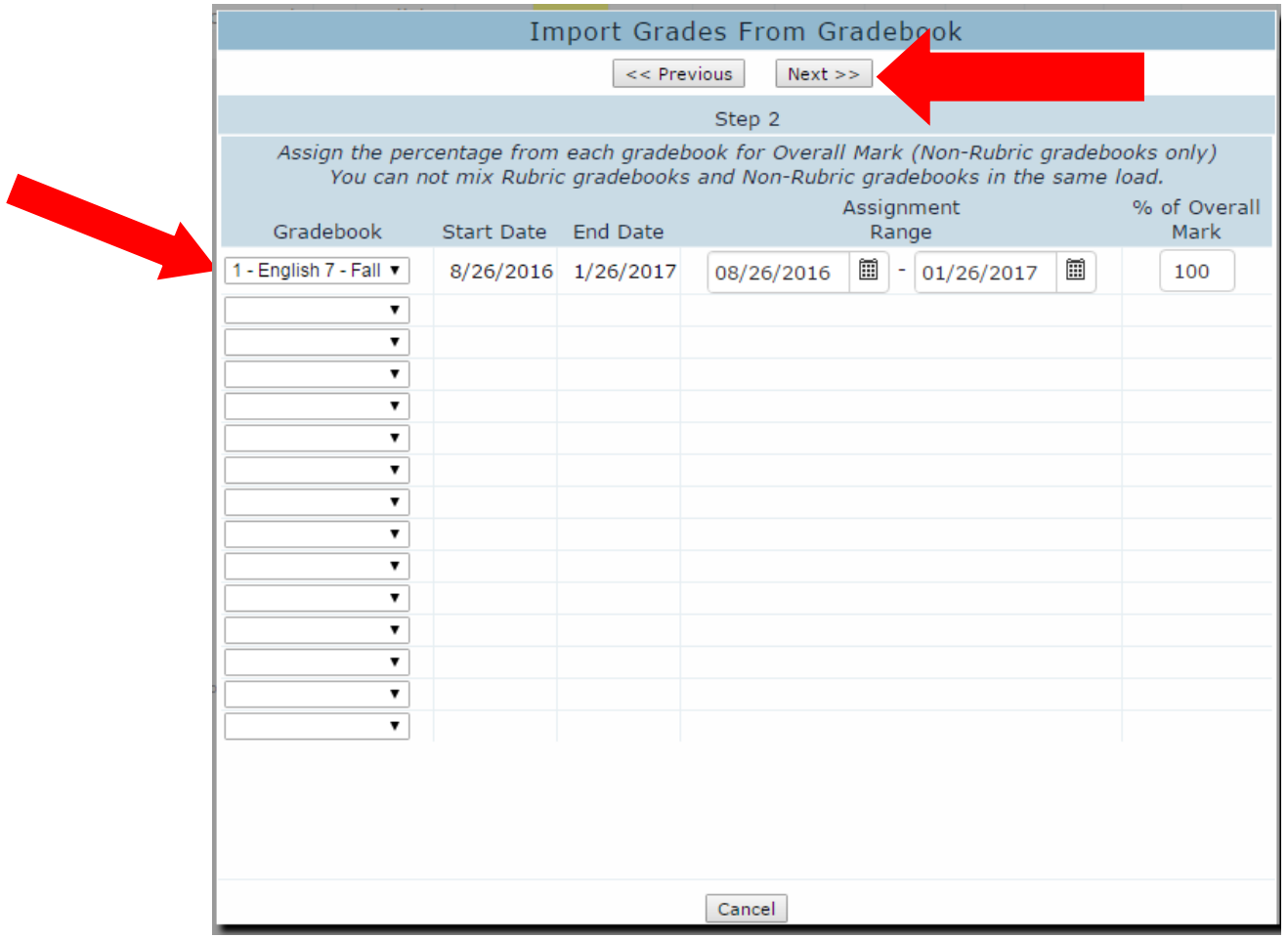
Select the **Period** → **Next** in this window.

•**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.**



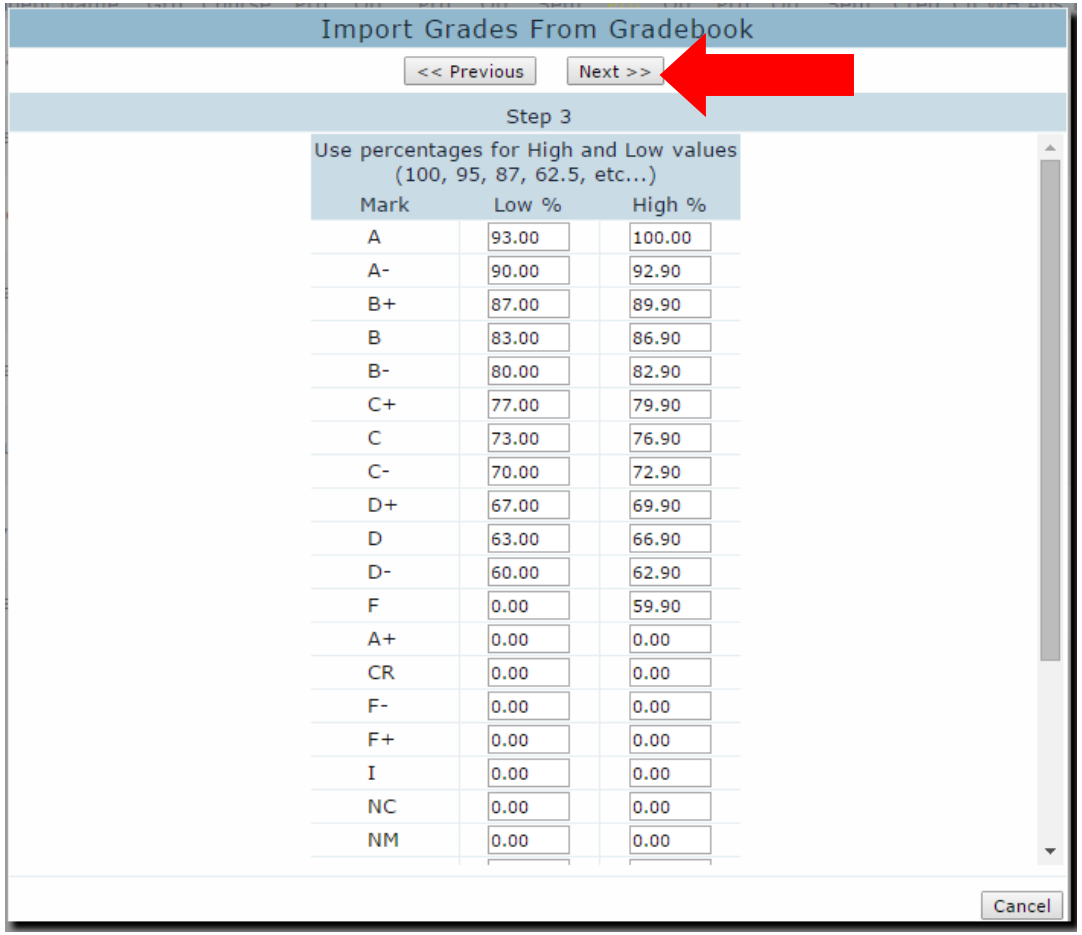
STEP 1: LOADING GRADES FROM GRADEBOOK

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



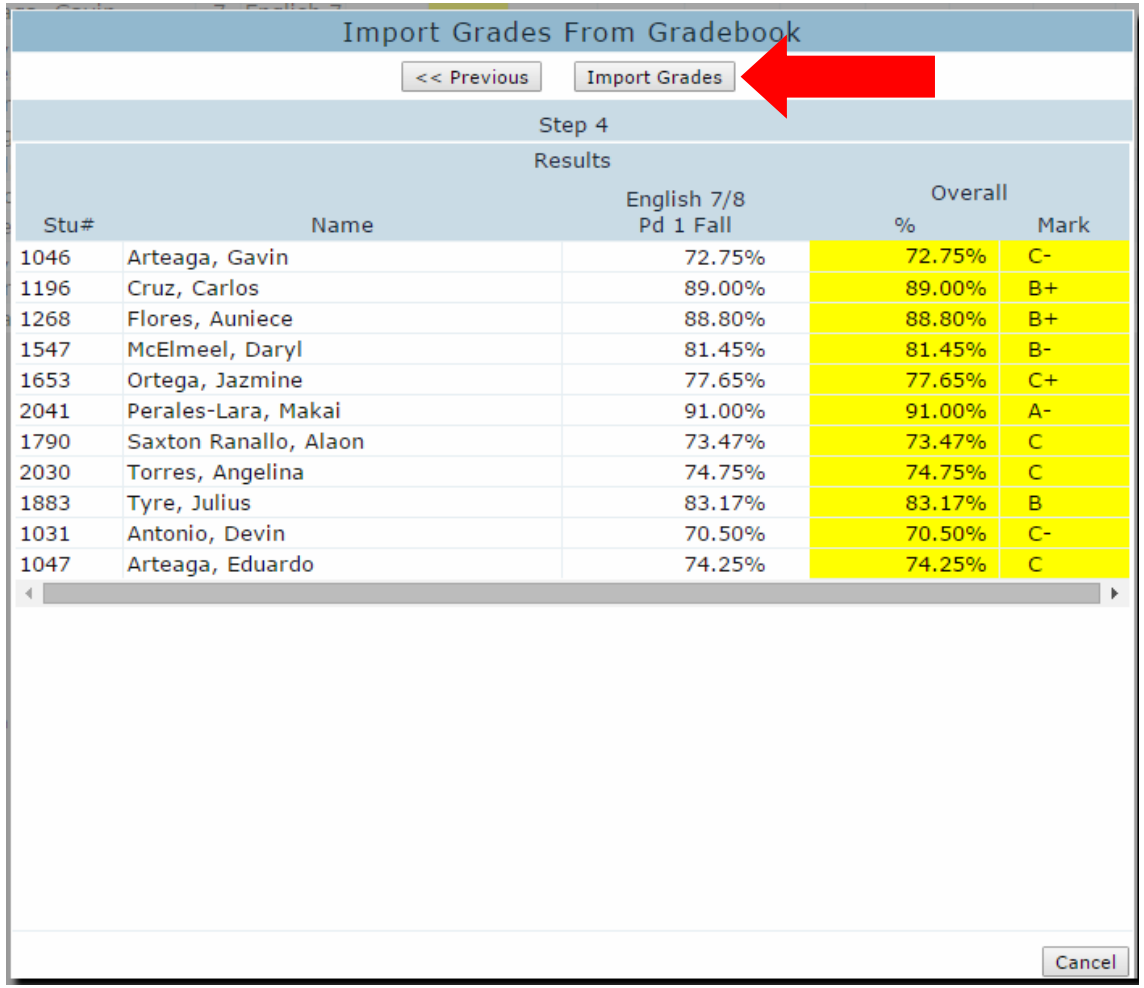
STEP 1: LOADING GRADES FROM GRADEBOOK

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



STEP 1: LOADING GRADES FROM GRADEBOOK

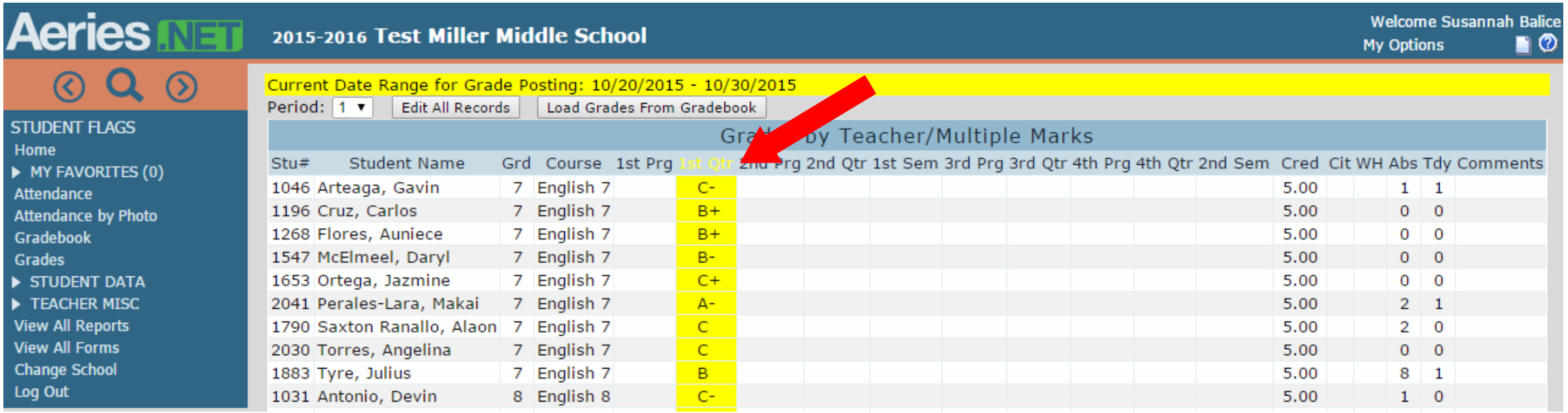
A CLASS LIST WITH THE PERCENTAGE AND GRADE WILL SHOW, CLICK **IMPORT GRADES**.



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

STEP 1: LOADING GRADES FROM GRADEBOOK

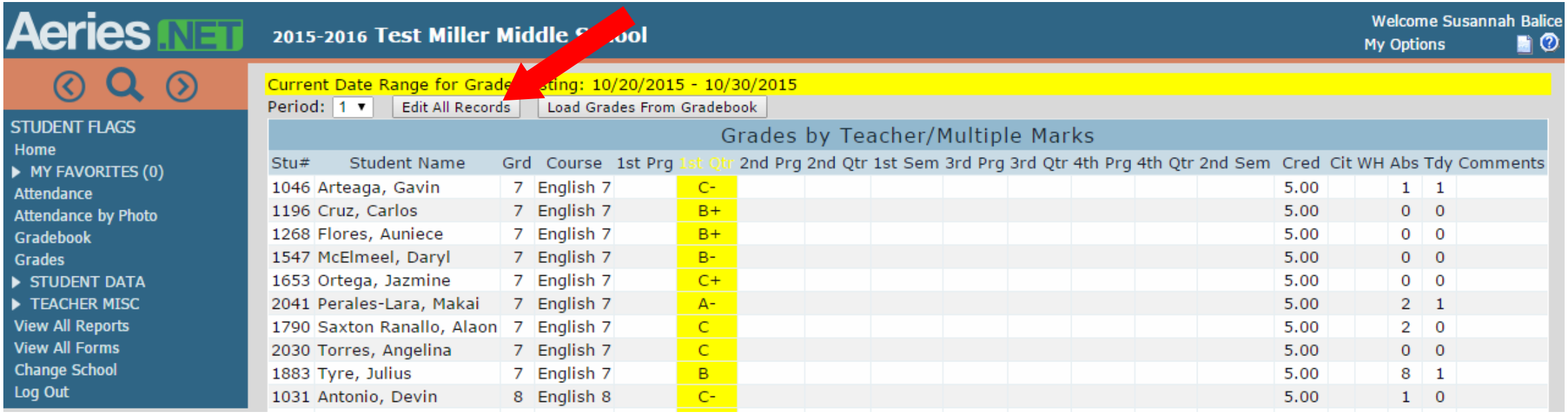
GRADES ARE NOW LOADED FROM THE CLASS GRADEBOOK.



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.

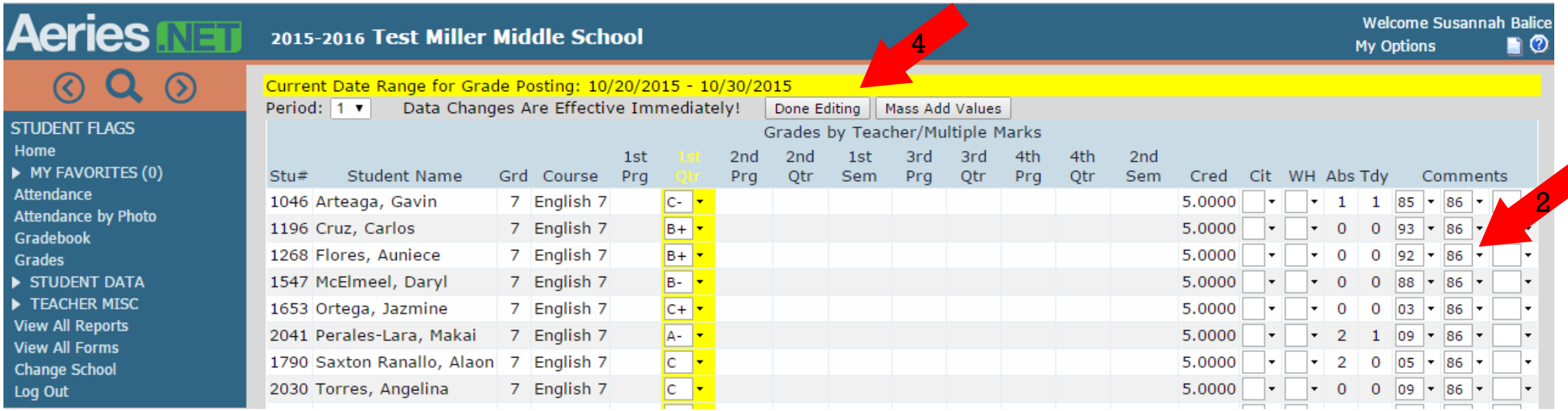


Stu#	Student Name	Grd	Course	1st Prg	1st Qtr	2nd Prg	2nd Qtr	1st Sem	3rd Prg	3rd Qtr	4th Prg	4th Qtr	2nd Sem	Cred	Cit	WH	Abs	Tdy	Comments
1046	Arteaga, Gavin	7	English 7		C-									5.00			1	1	
1196	Cruz, Carlos	7	English 7		B+									5.00			0	0	
1268	Flores, Auniece	7	English 7		B+									5.00			0	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).

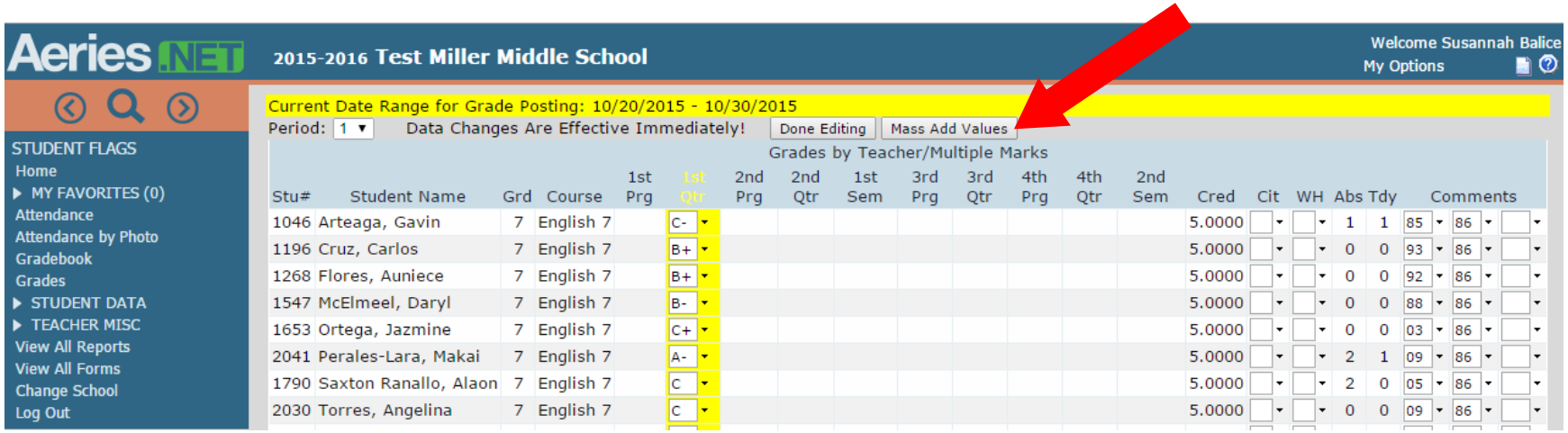
1. Please use the RUSD Comment Bank for available comments.
2. Comment numbers may either be typed in or selected from the pull-down menu.
3. Teachers will only assign comments in English. If students are marked with Spanish as their Home Language in Aeries, then the Spanish comments will print on the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



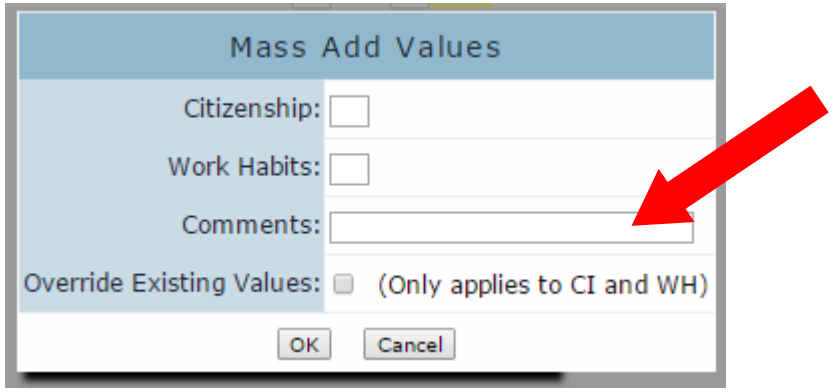
STEP 2: MASS ADDING COMMENTS

.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.

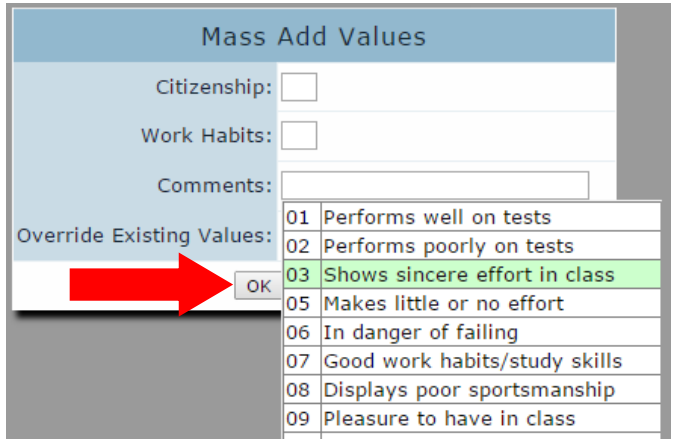
Click on the Mass Add Values Button.



Click in the Comments box.

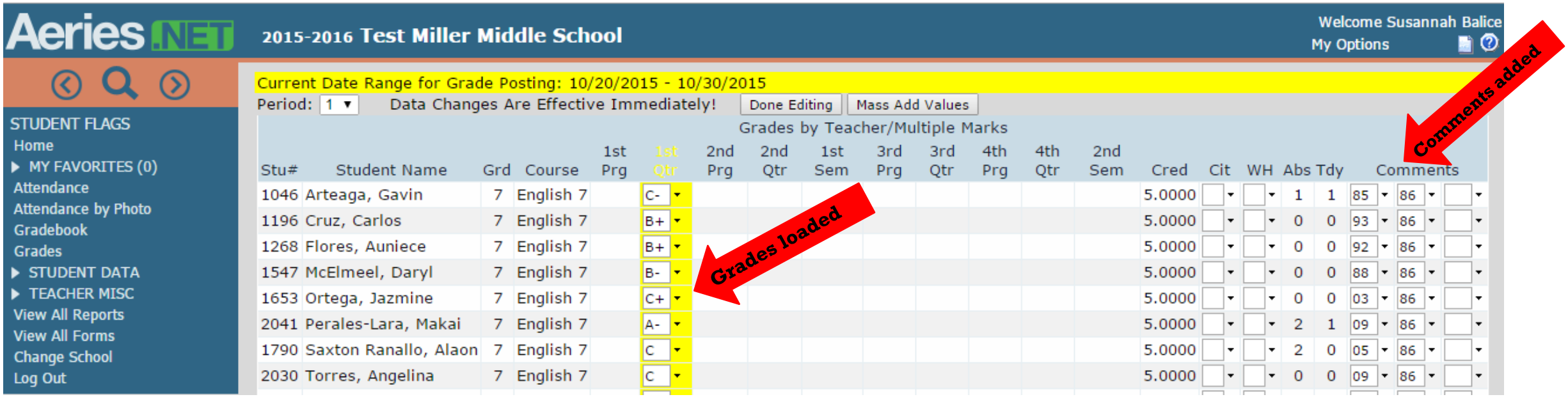


Select the Comment to assign to all students →OK



PROCESS COMPLETE

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



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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	