



Preparing Semester 1 Report Card Grades .NET Gradebook

Middle School Gradebooks



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Frank A. Miller Middle School

Revised 1/23/18

* Please note that all data shown in these directions is scrambled to protect the confidentiality of our 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 for SandBox Miller Middle School in the 2017-2018 school year. The navigation tree on the left includes options like Home, Attendance, Gradebook, and Grades. A red arrow points to the 'Grades' option. The main content area displays a 'Class Summary' table with 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 'Calendar Events' section shows 'No events for the next 60 days'.



STEP 1: LOADING GRADES FROM GRADEBOOK

THE CURRENT GRADING PERIODS SHOULD BE HIGHLIGHTED IN YELLOW, **2ND QTR** & **1ST SEM**.
CLICK ON THE **LOAD GRADES FROM GRADEBOOK** BUTTON JUST BELOW THE YELLOW BAR.

!!WARNING!! Be sure to load grades into 1st Sem column NOT 2nd Qtr.
Middle schools DO NOT use the 2nd Qtr. grading mark (see next page).
The 2nd Qtr column should be EMPTY!

2017-2018 ▾ SandBox Miller Middle School

Grades

Current Date Range for Grade Posting: 01/22/2018 - 01/31/2018

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	3	
3062	Curiel, Sebastian	7	English 7		D									5.00			10	16	
2947	Gutierrez, Jonathan	7	English 7		B									5.00			0	0	



Step 1: Loading grades from Gradebook

- **VERY IMPORTANT:** In the **Import To Which Mark** drop-down select **Sem 1st (M5)**
- If grades have already been loaded, and are now being re-loaded due to making corrections, **CLICK** in the box that says: **Overwrite Existing Marks?**
- Click **Next**.

Import Grades From Gradebook

<< Previous Next >>

Step 1

Overwrite Existing Marks?

Period: 1

Import To Which Mark: Qtr 2nd (M4)

Qtr 2nd (M4)
Sem 1st (M5)

Rubric gradebooks must be loaded separately from selected gradebooks.

- For Rubric Gradebooks - the Overall Average is calculated from the selected gradebooks.
- For Non-Rubric Gradebook - the Overall Percentage is the weighted overall score of the selected gradebooks.

Cancel

VERY IMPORTANT!



STEP 1: LOADING GRADES FROM GRADEBOOK

BE SURE THAT THE CORRECT GRADEBOOK IS SELECTED AND CHECK THAT THE ASSIGNMENT DATE RANGE IS CORRECT AND CLICK **NEXT**.

Import Grades From Gradebook



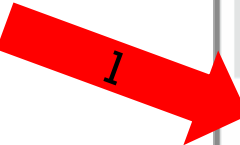
<< Previous Next >>

Step 2

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

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	87.01%	87.01%	B+
3062	Curiel, Sebastian	60.57%	60.57%	D-
2947	Gutierrez, Jonathan	87.74%	87.74%	B+

Cancel



STEP 1: LOADING GRADES FROM GRADEBOOK

GRADES ARE NOW LOADED FROM THE CLASS GRADEBOOK. **BE SURE GRADES ARE IN THE 1ST SEM COLUMN** (2ND QTR COLUMN SHOULD BE BLANK).

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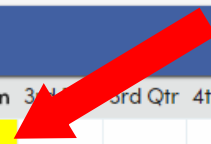
Grades

Current Date Range for Grade Posting: 01/22/2018 - 01/31/2018

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+			B+						5.00			0	3	
3062	Curiel, Sebastian	7	English 7		D			D-						5.00			10	16	
2947	Gutierrez, Jonathan	7	English 7		B			B+						5.00			0	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.

2017-2018 ▾ SandBox Miller Middle School

Grades

Current Date Range for Grade Posting: 07/22/2018 - 01/31/2018

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
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3062	Curiel, Sebastian	7	English 7		D			D-						5.00			10	16	
2947	Gutierrez, Jonathan	7	English 7		B			B+						5.00			0	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 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.

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Grades

Current Date Range for Grade Posting: 01/22/2018 - 01/31/2018

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
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STEP 2: MASS ADDING COMMENTS

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

- Click on the **Mass Add Values** button.
- Click on the **Done Editing** button.

2017-2018 ▾ SandBox Miller Middle School

Grades

Current Date Range for Grade Posting: 01/22/2018 - 01/31/2018

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
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2947	Gutierrez, Jonathan	7	English 7		B		▾	B+ ▾						5.0000	▾	▾	0	0	▾ ▾ ▾

Click in the Comments box.

Mass Add Values

Citizenship:

Work Habits:

Comments:

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

Select the Comment to assign to all students

→OK

Mass Add Values

Citizenship:

Work Habits:

Comments:

Override Existing Values:

- 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.

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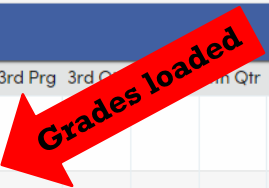
Grades

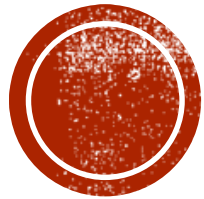
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MISSION:
ACCOMPLISHED

