AERIES.NET GRADEBOOK

RUSD PROGRESS REPORTS QTR. 2

Frank Augustus Miller Middle School

*All data is scrambled to protect confidentially of students.

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Frank A. Miller Middle School

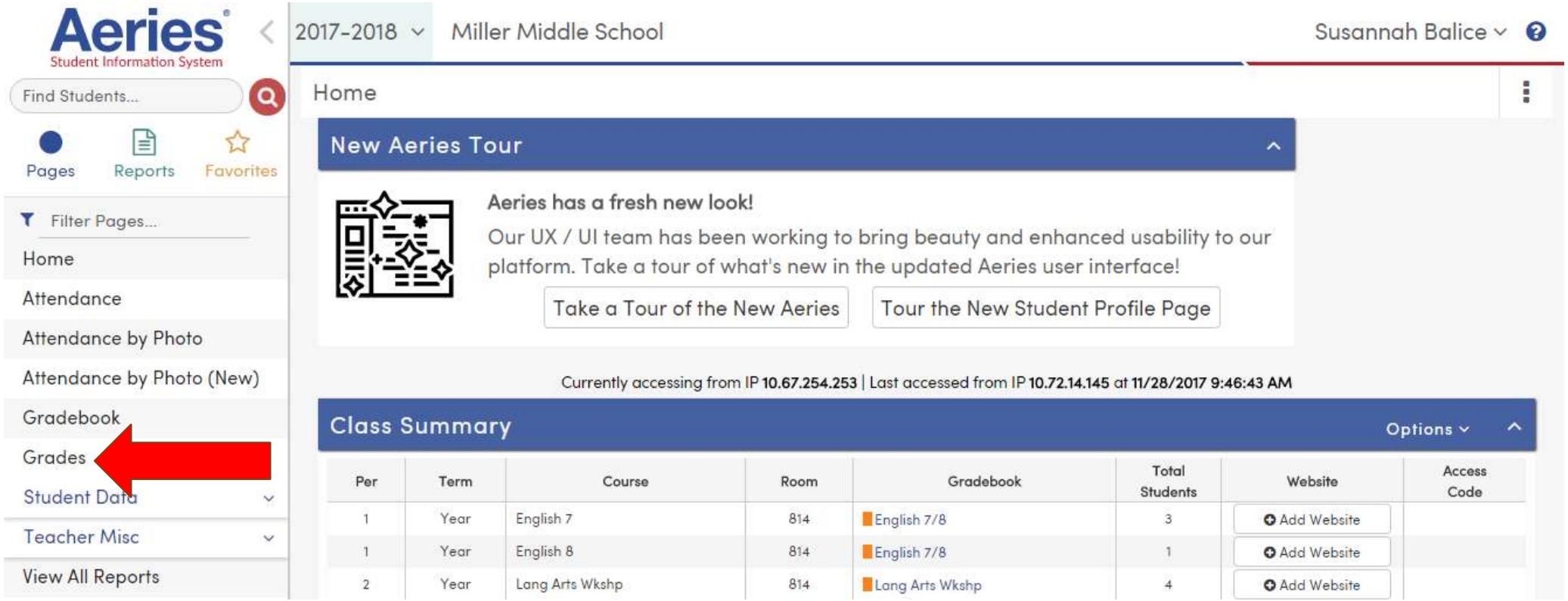
Revised 11/28/17

RUSD PROGRESS REPORTS, QTR. 2

- The purpose of the RUSD Qtr. 2 Progress Report is to inform parents that their child is "**IN DANGER OF FAILING**" a classes(s) at the Semester 1 Report Card grading period.
- RUSD Progress Reports are mailed home to parents/guardians.
- Teachers **WILL ASSIGN D and F letter grades and assign comment #06 to these students** on RUSD Quarter Progress Reports this year.
- **DO NOT** assign letter grades of **A, B, and C** on the Progress Report.
- Teachers must notify parents of **possible Failing** grades.

ADDING GRADES & COMMENTS

- From the Navigation Tree on the left, select Grades.

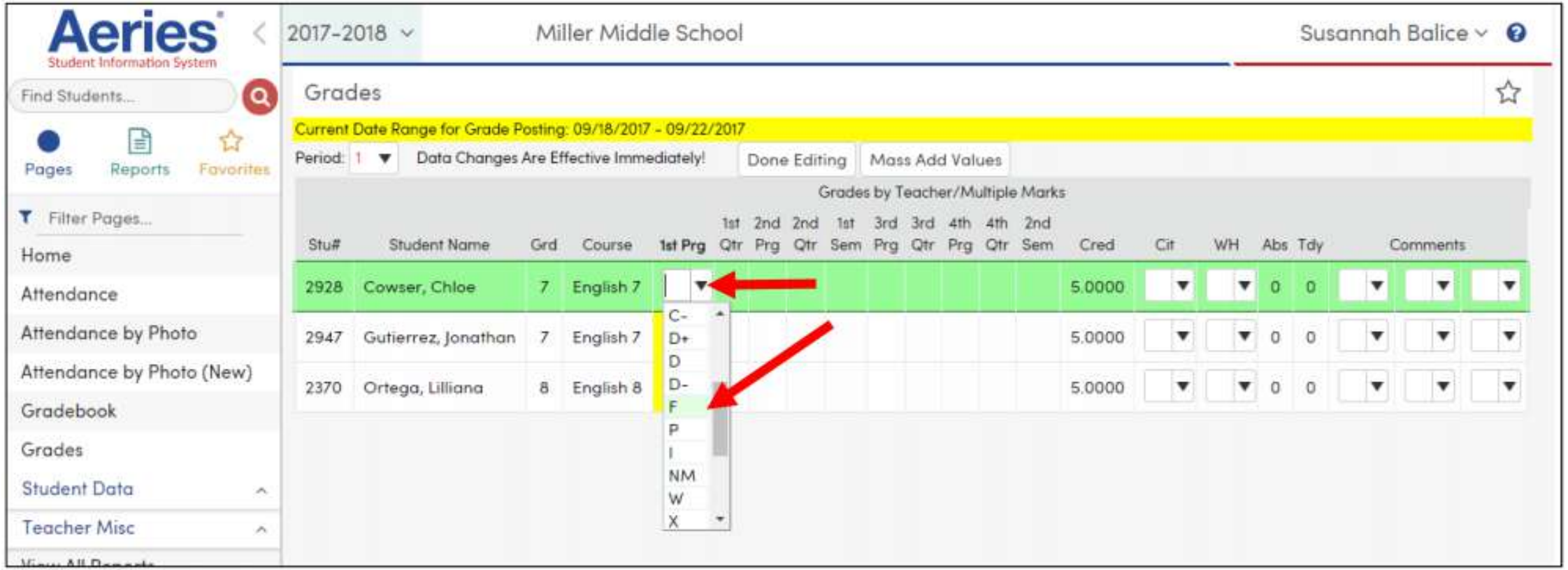


ADDING GRADES & COMMENTS

- Click the Edit All Records button.

ADDING D & F GRADES

- For any student who has a current grade of a D OR F: select the drop-down box to the right of their name and click on the corresponding grade.
- For any student with a current grade of A, B, or C: leave the drop-down box blank.



ADDING COMMENTS

- Teachers may assign up to **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 page 10 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.

ADDING COMMENTS CON'T.

- Assign comment #06 to any student who **MAY** fail at the Semester 1 grading period.
- Teachers **MUST** assign **ONE** of the following comments to **EVERY** student:

STUDENT ACHIEVEMENT (Mid-Quarter Progress Reports)

Grade equivalent to comment #'s.

A	36	Achievement is outstanding
B	13	Achievement is above average
C	27	Achievement is average
D	06	In danger of failing
F	06	In danger of failing

ADDING COMMENTS – D'S & F'S

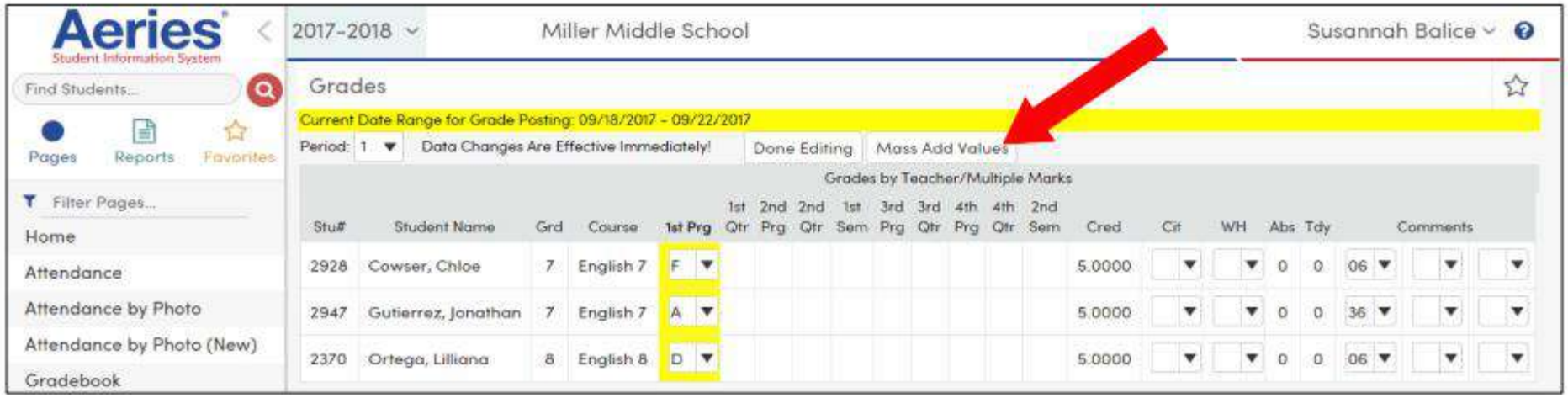
- Any student who has been marked with a grade of D or F **MUST** also be assigned comment # 06 (In danger of failing).
- To add the comment: In the first Comment column on the right of the screen → click in the drop-down box and select 06.

ADDING COMMENTS – A, B, OR C GRADES

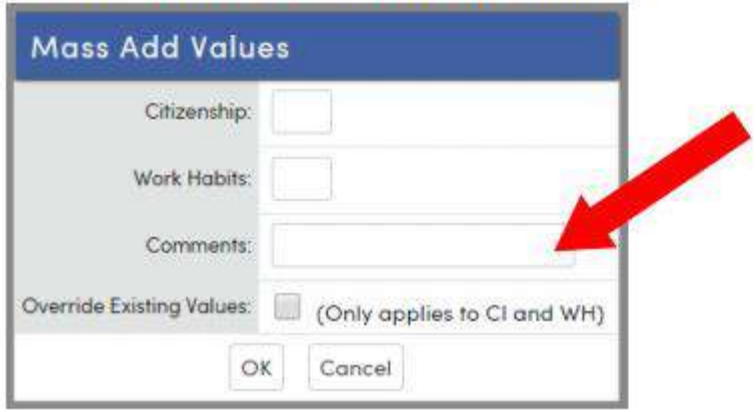
- **Assign each student a comment as noted on page 7.**

MASS ADDING COMMENTS

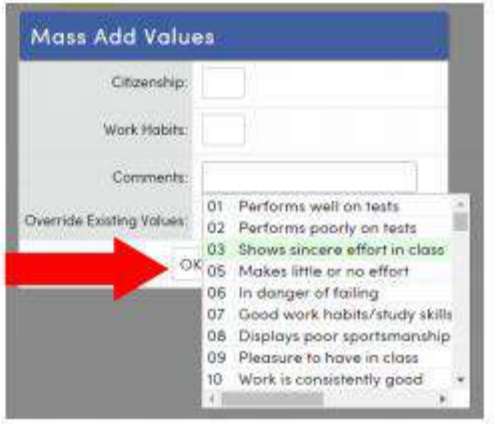
- Teachers are now able to Mass Add a single comment to all students in the class at once.
- Click on the Mass Add Values Button.



Click in the Comments box.



Select the Comment to assign to all students →OK

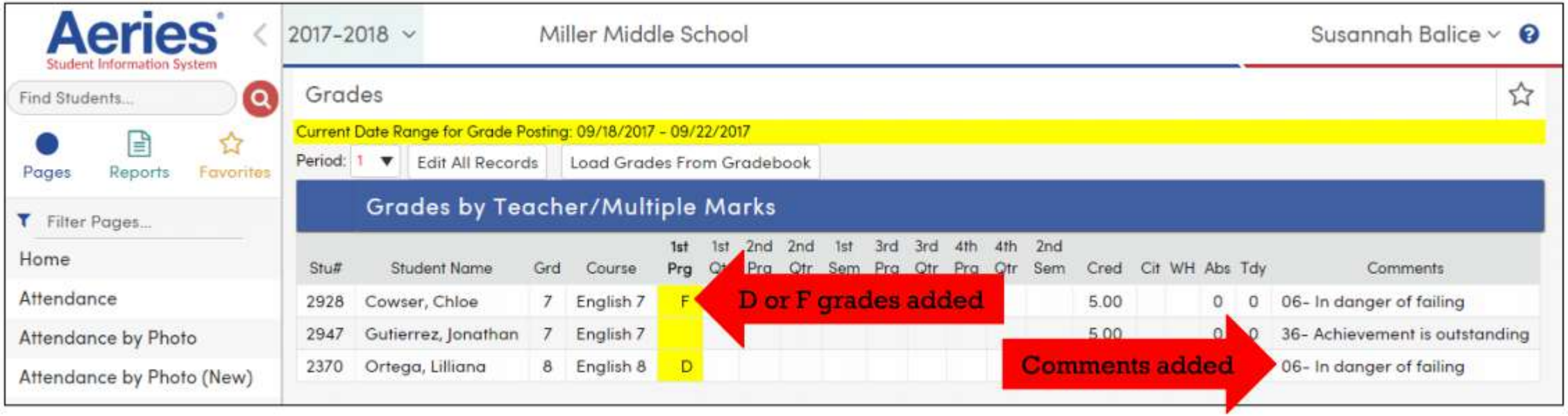


NOTICE OF FAILURE

- Please be aware that in order to assign a student an F grade on the Semester 1 Report Card, the parent **MUST** be notified in writing by **1/9/18** of the failing grade. If a student is not failing on the Qtr. 2 progress report and comment #06 is not assigned, but begins to fail at some point prior to 1/9/18, a Notice of Failure, available in the office, may be completed by the teacher and mailed home. Failure Notices must be post marked by 1/9/18. If the parent is not notified of a failing grade prior to this date, the lowest grade that the student may be issued on the report card is a D-.

PROCESS COMPLETE

- The comments are now complete for this gradebook☺
- There is no "Submit" button, grades/comments automatically record.
- Repeat this process for each gradebook.
- Email Heidi Ricciardi once Progress Reports are complete. She will run verifications sheets and email them to teachers. Verify the grades/comments and sign-off at Heidi's desk.



MISSION:

ACCOMPLISHED