

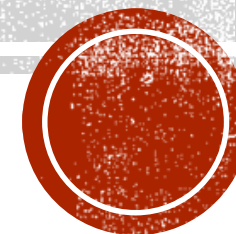


# AERIES.NET GRADEBOOK

## RUSD PROGRESS REPORTS QTR. 2

Frank Augustus Miller Middle School

\*All data is scrambled to protect confidentiality of students.



Prepared by S. Balice  
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**.

**Aeries**  
Student Information System

Find Students...

Pages Reports Favorites

Filter Pages...

- Home
- Attendance
- Attendance by Photo
- Attendance by Photo (New)
- Gradebook
- Grades**
- Student Data
- Teacher Misc
- View All Reports

2017-2018 Miller Middle School Susannah Balice

Home

**New Aeries Tour**

Aeries has a fresh new look!  
Our UX / UI team has been working to bring beauty and enhanced usability to our platform. Take a tour of what's new in the updated Aeries user interface!

Take a Tour of the New Aeries Tour the New Student Profile Page

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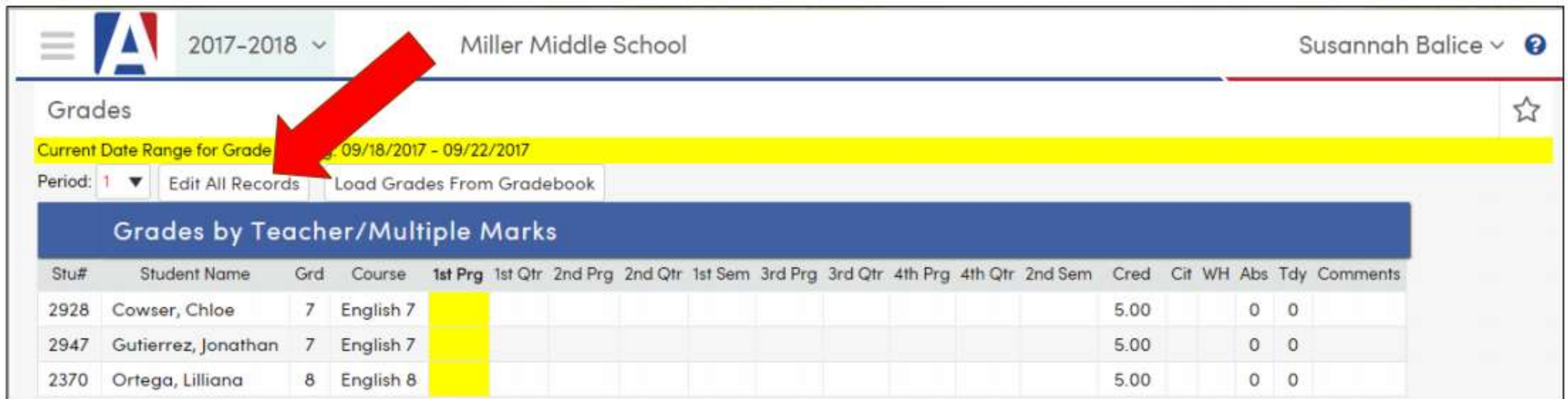
**Class Summary** Options

Per	Term	Course	Room	Gradebook	Total Students	Website	Access Code
1	Year	English 7	814	English 7/8	3	<a href="#">Add Website</a>	
1	Year	English 8	814	English 7/8	1	<a href="#">Add Website</a>	
2	Year	Lang Arts Wkshp	814	Lang Arts Wkshp	4	<a href="#">Add Website</a>	



# ADDING GRADES & COMMENTS

- Click the Edit All Records button.



The screenshot shows a web-based gradebook interface. At the top, there is a navigation bar with a menu icon, a logo, the school year '2017-2018', the school name 'Miller Middle School', and the user name 'Susannah Balice'. Below this, the 'Grades' section is highlighted. A yellow banner displays the 'Current Date Range for Grade' as '09/18/2017 - 09/22/2017'. Below the banner, there is a 'Period: 1' dropdown and two buttons: 'Edit All Records' and 'Load Grades From Gradebook'. A red arrow points to the 'Edit All Records' button. Below the buttons is a blue header for the table 'Grades by Teacher/Multiple Marks'. The table has columns for student information and various grading periods. The first three rows of data are visible, with the '1st Prg' column highlighted in yellow.

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	0	
2947	Gutierrez, Jonathan	7	English 7											5.00			0	0	
2370	Ortega, Lilliana	8	English 8											5.00			0	0	



# 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.

**Aeries**  
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Attendance  
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Attendance by Photo (New)  
Gradebook  
Grades  
Student Data  
Teacher Misc

2017-2018 Miller Middle School Susannah Balice

Grades

Current Date Range for Grade Posting: 09/18/2017 - 09/22/2017

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	Comments
2928	Cowser, Chloe	7	English 7											5.0000			0	0	
2947	Gutierrez, Jonathan	7	English 7											5.0000			0	0	
2370	Ortega, Lilliana	8	English 8											5.0000			0	0	

C-  
D+  
D  
D-  
F  
P  
I  
NM  
W  
X





# 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.

2017-2018 ▾ Miller Middle School Susannah Balice ▾ ?

Grades ☆

Current Date Range for Grade Posting: 11/16/2017 - 12/07/2017

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	Comments	
2928		7	English 7		B+	D ▾								5.0000	▾	▾	0	0	06 ▾	▾
3062		7	English 7		D	F ▾								5.0000	▾	▾	4	4	06 ▾	▾
2947		7	English 7		B	▾								5.0000	▾	▾	0	0	▾	▾
2370		8	English 8		B	▾								5.0000	▾	▾	0	0	▾	▾



# ADDING COMMENTS — A, B, OR C GRADES

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

2017-2018 ▾ Miller Middle School Susannah Balice ▾ ?

Grades ☆

Current Date Range for Grade Posting: 11/16/2017 - 12/07/2017

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	Comments		
2928		7	English 7		B+	D ▾								5.0000	▾	▾	0	0	06 ▾	▾	▾
3062		7	English 7		D	F ▾								5.0000	▾	▾	4	4	06 ▾	▾	▾
2947		7	English 7		B	▾								5.0000	▾	▾	0	0	13 ▾	▾	▾
2370		8	English 8		B	▾								5.0000	▾	▾	0	0	27 ▾	▾	▾

# 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.

The screenshot shows the Aeries Student Information System interface for Miller Middle School, 2017-2018. The 'Grades' section is active, showing a table of student grades. A red arrow points to the 'Mass Add Values' button in the top right corner of the interface.

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	F										5.0000			0	0	06
2947	Gutierrez, Jonathan	7	English 7	A										5.0000			0	0	36
2370	Ortega, Lilliana	8	English 8	D										5.0000			0	0	06

Click in the Comments box.

The 'Mass Add Values' dialog box is shown. It has fields for 'Citizenship', 'Work Habits', and 'Comments'. The 'Comments' field is highlighted with a red arrow. There is also an 'Override Existing Values' checkbox with a note '(Only applies to CI and WH)'. 'OK' and 'Cancel' buttons are at the bottom.

Select the Comment to assign to all students → OK

The 'Mass Add Values' dialog box is shown with the 'Comments' dropdown menu open. The menu lists 10 comment options, with '03 Shows sincere effort in class' highlighted. A red arrow points to the 'OK' button.

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



# 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.

**Aeries**  
Student Information System

Find Students...

Pages

Reports

Favorites

Filter Pages...

Home

Attendance

Attendance by Photo

Attendance by Photo (New)

2017-2018 ▾ Miller Middle School Susannah Balice ▾ ?

Grades ☆

Current Date Range for Grade Posting: 09/18/2017 - 09/22/2017

Period: 1 ▾ Edit All Records Load Grades From Gradebook

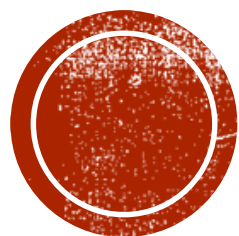
Grades by Teacher/Multiple Marks

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	F										5.00			0	0	06- In danger of failing
2947	Gutierrez, Jonathan	7	English 7											5.00			0	0	36- Achievement is outstanding
2370	Ortega, Lilliana	8	English 8	D															06- In danger of failing

D or F grades added

Comments added





# MISSION:

**ACCOMPLISHED**

