

AERIES ABI GRADE REPORTING

The **Grade Reporting** screen can be accessed for update or display from the **Grades** tab on the **Home** page. The following screen will display. Click the mouse on **'Grade Reporting'**:

Welcome Alvarado
9/2/2009 10:11:16 AM
Page Timeout: 17:47

Home Attendance **Grades** Student Info Resources Options Logout

Gradebook
Grade Reporting

Please Choose a Grades Page

The **Grade Reporting** screen will display the **Current Period** for the teacher signed into **ABI**. All students currently enrolled will display. To select a different period, click the mouse on the period number and page in the **View Period:** field.

Welcome Alvarado
9/2/2009 10:16:30 AM
Page Timeout: 19:32

Home Attendance **Grades** Student Info Resources Options Logout

View Period: [1](#) [3](#) [4](#) [5](#) [6](#) You entered this page at 9/2/2009 10:16:30 AM.

Current Period: 1

The Current Date Range for Grade Posting is from 09/02/2009 - 10/01/2009. Load From Gradebook

Submit Grades - Do this before leaving this page! Reset

LOAD GRADES FROM GRADEBOOK

After the Gradebooks have been completed, the grade marks can be calculated from the Gradebook and transferred over to the student's grades. To load grades click the mouse on **'Load From Gradebook'** in the top right hand corner.

Welcome Alvarado
9/2/2009 10:22:57 AM
Page Timeout: 19:48

Home Attendance **Grades** Student Info Resources Options Logout

View Period: [1](#) [3](#) [4](#) [5](#) [6](#) You entered this page at 9/2/2009 10:22:57 AM.

Current Period: 3

The Current Date Range for Grade Posting is from 09/02/2009 - 10/01/2009. Load From Gradebook

Submit Grades - Do this before leaving this page! Reset

Stu#	Student Name	Grd	Course Title	1st QTR	2nd QTR	SEM EXM	1st SEM	3rd QTR	4th QTR	SEM EXM	2nd SEM	Credit	CI	WH	Abs	C1	C2	C3
60	Apodaca, Joshua P.	10	Biology Cp									5.00			0			
102	Ascha, Monica S.	10	Biology Cp									5.00			0			

Mass Set: CI [v] [Go]

The following screen will display. From **Load Grades into** click the mouse on the **drop down** and select the period. Click the mouse on the **Next** button.

< Grade Reporting > < Main Menu > < Logout >

<< Previous Next >>

Step 1

Overwrite Existing Marks?

Load Grades into Period 3 [v]

Period 1
Period 3
Period 4
Period 5
Period 6

From **Which Mark?** click the mouse on the **drop down** and select the correct marking period.

Click the mouse on the **Next** button.

< Grade Reporting > < Main Menu > < Logout >

Step 2

Overwrite Existing Marks?
 Load Grades into

Period 3

Which Mark? M1 1st QTR ▼

The following screen will display with current gradebook assignments. From **Gradebook** click the mouse on the **drop down** and select which gradebooks will be used to calculate grades. Enter the **Assignment Range** and **% of Overall Mark**. Click the mouse on the **Next** button.

< Grade Reporting > < Main Menu > < Logout >

Step 3

Overwrite Existing Marks?
 Load Grades into

Period 3 - M1 1st QTR

Choose the Gradebook(s) From Which to Load

Gradebook	Assignment Range	% of Overall Mark
<div style="border: 1px solid black; padding: 2px;">3- Biology Cp - Y</div> ▼	<div style="border: 1px solid black; padding: 2px; display: inline-block; width: 30px;">1</div> - <div style="border: 1px solid black; padding: 2px; display: inline-block; width: 30px;">999</div>	<div style="border: 1px solid black; padding: 2px; display: inline-block; width: 40px; text-align: center;">100</div>

The following screen will display with **Gradebooks** and **Marks** to be calculated and loaded. The **High** and **Low Percentages** must be entered to calculate the **Marks**. After all **High** and **Low Percentages** have been entered click the mouse on the **Next** button.

< Grade Reporting > < Main Menu > < Logout >

Step 4

Overwrite Existing Marks?
 Load Grades into

Period 3 - M1 1st QTR

Gradebook	Range	Perc
3- Biology Cp - Y	1-999	100%

Use percentages for High and Low values (100, 95, 87, 62.5, etc...)		
Mark	Low%	High%
A+	<input style="width: 40px;" type="text" value="98"/>	<input style="width: 40px;" type="text" value="110"/>
A	<input style="width: 40px;" type="text" value="90"/>	<input style="width: 40px;" type="text" value="97"/>
A-	<input style="width: 40px;" type="text" value="85"/>	<input style="width: 40px;" type="text" value="89"/>
B	<input style="width: 40px;" type="text" value="80"/>	<input style="width: 40px;" type="text" value="84"/>
B-	<input style="width: 40px;" type="text" value="75"/>	<input style="width: 40px;" type="text" value="79"/>

The following screen will now display the **Gradebooks** and **Marks** to be calculated. Below that will display the

students with their **Overall** percentage and the grade mark that was calculated. To update the marks into grades click the mouse on the **Update Grade Reporting** button.

< Grade Reporting > < Main Menu > < Logout >

Step 5

Overwrite Existing Marks?
 Load Grades into

Period 3 - M1 1st QTR

Gradebook	Range	Perc
3- Biology Cp - Y	1-999	100%

Mark	Low%	High%
A+	98	110
A	90	97
A-	85	89
B	80	84
B-	75	79

3- Biology Cp - Y
1-999
100%

Stu#	Student Name	Overall
60	Apodaca, Joshua P.	NA
102	Ascha, Monica S.	83.33 % 83.33 B
160	Barron, Kristy M.	100.00 % 100.00 A+
225	Bolik, Shane	80.00 % 80.00 B
323	Cantu, Cristobal R.	80.00 % 80.00 B
392	Chase, Gayle J.	106.66 % 106.66 A+

The **Gradebook Reporting** screen will now display. All marks calculated above for the students will display on the **Grade Reporting** screen. To add any marks for **Citizenship**, **Work habits** or **Comments** enter the code into the field.

After all marks have been entered click the mouse on '**Submit Grades**' – **Do this before leaving this page!** This will automatically update the grades in the **Aeries™** database and a **message** will display in **red** at the top of the screen.

Welcome Alvarado
9/2/2009 10:35:59 AM
Page Timeout: 19:22

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View Period: [1](#) [3](#) [4](#) [5](#) [6](#) You entered this page at 9/2/2009 10:35:59 AM.

Current Period: 3

The Current Date Range for Grade Posting is from 09/02/2009 - 10/01/2009.

[Load From Gradebook](#)

Submit Grades - Do this before leaving this page!

Student Grades												Mass Set: CI			Go			
Stu#	Student Name	Grd	Course Title	1st QTR	2nd QTR	SEM EXM	1st SEM	3rd QTR	4th QTR	SEM EXM	2nd SEM	Credit	CI	WH	Abs	C1	C2	C3
60	Apodaca, Joshua P.	10	Biology Cp	B								5.00			0			
102	Ascha, Monica S.	10	Biology Cp	B								5.00			0			
160	Barron, Kristy M.	10	Biology Cp	A+								5.00			0			
225	Bolik, Shane	10	Biology Cp	B								5.00			0			
323	Cantu, Cristobal R.	10	Biology Cp	B								5.00			0			
392	Chase, Gayle J.	10	Biology Cp	A+								5.00			0			

MASS SET CITIZENSHIP AND WORK HABITS

Citizenship and/or Work Habit codes can be entered for all students by using the **Mass Set option**. Choose **CI** for Citizenship or **WH** for Work Habits and enter the code to add to all students. Click on **GO**. The message below will be displayed. Submit Grades to save the Citizenship and Work Habits.

Eagle HS Welcome Alvarado
9/2/2009 10:20:04 AM
Page Timeout: 19:30

Home Attendance **Grades** Student Info Resources Options Logout

View Period: 1 3 4 5 6 You entered this page at 9/2/2009 10:20:04 AM.
Grades for period 1 have been entered into your school's database.

Current Period: 1

The Current Date Range for Grade Posting is from 09/02/2009 - 10/01/2009. Load From Gradebook

Submit Grades - Do this before leaving this page!

Student Grades											Mass Set: CI			S	Go			
Stu#	Student Name	Grd	Course Title	1st QTR	2nd QTR	SEM EXM	1st SEM	3rd QTR	4th QTR	SEM EXM	2nd SEM	Credit	CI	WH	Abs	C1	C2	C3
90	Armitage, Shane A.	10	Biology Cp	A								5.00	O	O	3	A		
156	Barrett, Jacqueline L.	10	Biology Cp	B								5.00	O	O	1	C		
192	Berdeguez-Leger, Malcolm	10	Biology Cp	C								5.00	S		0			
288	Bustillos, Sarah F.	10	Biology Cp									5.00	S		1			
331	Carosa, Zachary J.	10	Biology Cp									5.00	S		0			
454	Cook, Lizabeth E.	10	Biology Cp									5.00	S		0			

DISPLAY CODES AND DESCRIPTIONS

The codes for the **Citizenship**, **Work habits** and **Comments** fields are available for display. The **headings** for these fields are abbreviated and underlined (CI, WH, C1, C2, C3).

Eagle HS Welcome Alvarado
9/2/2009 10:20:04 AM
Page Timeout: 19:42

Home Attendance **Grades** Student Info Resources Options Logout

View Period: 1 3 4 5 6 You entered this page at 9/2/2009 10:20:04 AM.
Grades for period 1 have been entered into your school's database.

Current Period: 1

The Current Date Range for Grade Posting is from 09/02/2009 - 10/01/2009. Load From Gradebook

Submit Grades - Do this before leaving this page!

Student Grades											Mass Set: CI				Go			
Stu#	Student Name	Grd	Course Title	1st QTR	2nd QTR	SEM EXM	1st SEM	3rd QTR	4th QTR	SEM EXM	2nd SEM	Credit	CI	WH	Abs	C1	C2	C3
90	Armitage, Shane A.	10	Biology Cp	A								5.00	O	O	3	A		
156	Barrett, Jacqueline L.	10	Biology Cp	B								5.00	O	O	1	C		

To display the codes and descriptions click the mouse on the abbreviated heading and the **codes** and **descriptions** will display. Click the mouse on the **Back** button to return to **Grade Reporting**.

Use the BACK button to return to Aeries Browser Interface.

Codes for Grade Citizenship

Code	Description
N	Needs Improvement
O	Outstanding
S	Satisfactory
U	Unsatisfactory