



AERIESCON
S p r i n g 2 0 2 4

Grade Reporting for Secondary Schools – Setup, Configuration & Initialization Session 410-1

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Conference Sessions related to Grade Reporting

Today's Session

Info for this Session

- Staying in Aeries Demo
- Links to Documentation
- PDF of this PowerPoint
- Support.aeries.com
- Questions?
- During the session
 - We will pause for questions
- After the session
- Open Forum

Session 400 – SBG Reporting for Elementary Schools

Session 401-1 – Standards Based Report Cards: Managing Options and Standards

Session 401-2 – Standards Based Report Cards: Building an SBG Report Card

Session 410-2 – Grade Reporting for Secondary Schools: Grade Submissions and Reports

Session 415 – Secondary Standards Based Grade Reporting

Session 420 – Intro to Transcripts – Creating/Maintaining Student Transcripts

Session 411 – Grading Snapshots



Expected Outcomes

This session will cover an explanation of timelines and procedures of the grade reporting cycle, available grade reporting options including setup, configuration, and initialization of report cards.

- Using the Grade Reporting Dashboard as a guide
- Forms and tables in Aeries that impact Grade Reporting
- Configuring report card options including valid marks, multiple mark headings, comment codes
- Populating language translations of comment codes, course titles, and other report card elements
- Configuring the Teacher Portal to allow for grade reporting and portal options
- Initializing a report card cycle



Documentation and Security

[Grade Reporting Overview and Setup](#)

[Grade Reporting - Supporting Tables](#)

[Grade Reporting Security](#)

[Grade Reporting - Codes and Descriptions](#)

[Grade Reporting - Valid Marks](#)

[Grade Reporting - Multiple Mark Headings and Descriptions](#)

[Grade Reporting - Address Options](#)

[Grade Reporting Options](#)

[Grade Reporting - Report Card Messages](#)

[Portal Options - Grades](#)

[Grade Reporting - Initialize New Grade Reporting Cycle](#)

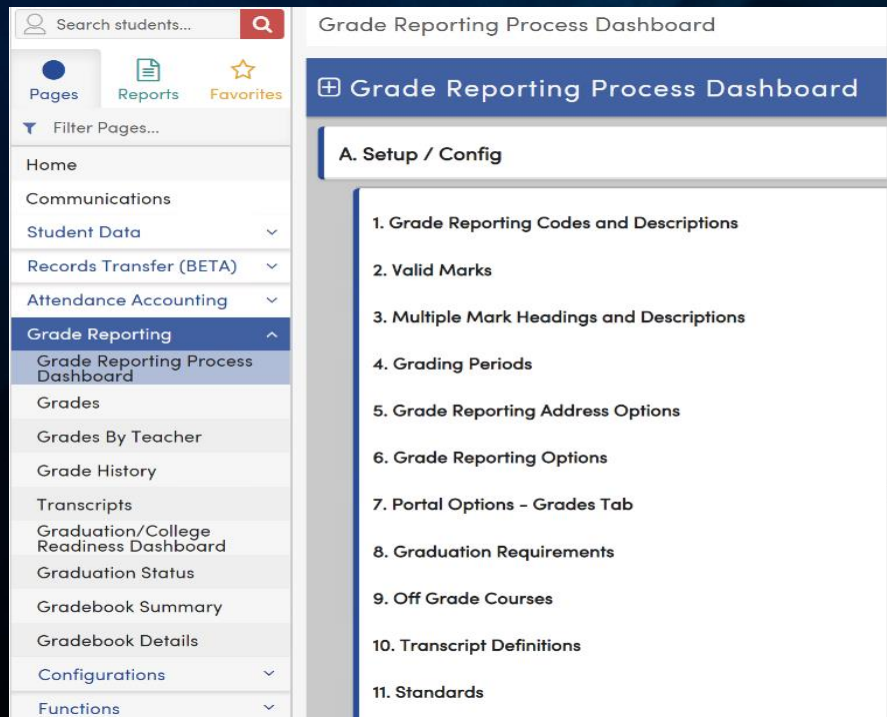
Table/Program Area	Query Tbl	Read	Insert	Update	Delete	Mass Update	Administer	Expiration Date (Read will not expire)
		<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	
Grade Reporting								
Grades	GRD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Grade History	GRH	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="text"/>
Grade Reporting Options	GRO	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="text"/>
Grade Reporting Address Options		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="text"/>
Update Multiple Mark Headings and Descriptions	GRP	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="text"/>



Grade Reporting Overview and Setup

The Grade Reporting forms and reports can be accessed through the Grade Reporting node in the navigation tree in Aeries.

The Grade Reporting Process Dashboard can guide users through the grading process for secondary schools.



The Grade Reporting process relies on the proper configuration of several areas/pages. Here are the Forms and configurations that impact Grade Reporting. These areas need to setup properly and will either determine or affect what is printed on your report cards or the process when you are running the report cards.

- Terms
- Master Schedule
- Valid Marks
- Multiple Mark Headings and Descriptions
- Grading Periods/Grading Snapshots
- Grade Reporting Address Options
- Grade Reporting Options
- Portal Options – Grades Tab
- Graduation Requirements
- Off Grade Courses
- Transcripts Definitions – Grade Reporting Options



Grade Reporting - Supporting Tables

Terms must be set up for the current school year with the **Starting** and **Ending** dates being valid school days as reflected in the **School Calendar**. All new schools default to **Multiple Mark Grade Reporting**. Multiple marks indicate that student's grades for a course will be stored in the Grade (**GRD**) table for more than one reporting period, utilizing the M1 - M12 fields. The report cards can be configured to print several marking periods on a single report card.

Student Information System

Search students...

Pages Reports Favorites

Filter Pages...

Student Data

Records Transfer (BETA)

Attendance Accounting

Grade Reporting

Standards Based Grades

Supplemental Attendance

Scheduling Process

School Info

School Options

School Information

Calendar

Terms

District Student Lookup

Teachers

Staff

Staff - Old

School Events

Send Emails

Colleges

Electronic Score Report Manager

School of Choice Management

Student Groups

View Logged In Users

Street Address Management

Portal Management

Configurations

Functions

Data Validation (BETA)

Imports and Exports

Code	Name
0	Eagle Unified School District
99	Transfer School
700	Test GRD Comments
884	Flex Scheduling High School no AT
894	Flex Scheduling High School with A
990	Golden Eagle Elementary School
991	Tawny Eagle YR Elementary School
992	Hawk Elementary for ATT
993	Bald Eagle Intermediate School
994	Screaming Eagle High School
995	Aeries Continuation School
996	Eagle Flight School
997	Eagle Alternative Education School
998	Eagle Summer School
999	ZZZ Inactive Students

School Options

Code	School Name	Area	Telephone	Fax	Open Date	Close Date	Tag							
994	Screaming Eagle High School	999	5559994		7/11/2005									
Street Address		City	State	Zip	Extn	Country	DNR							
6336 Eagle Crag Lane		Eagle Rock	CA	95994		US	<input type="checkbox"/>							
Principal's Name	Signature	Email Address	ID Type	County	District	School	Charter	Next Student ID						
Mr. John Smith	<input type="checkbox"/>		1	65	99999	0000001		99402317						
Low Grade	High Grade	Attendance Period	All Day Attendance Management	ADA Attendance Time	Tracks									
9	12	0			0									
School Website				Short Name										
User1	User2	User3	User4	User5	User6	User7	User8							
Scheduling Type		Use Staff in Sections	School Category	Utilize A/B Days	Session Type									
Secondary (0)		No		Don't use A/B Days (0)	Regular (0)									
Att Type		Att Reporting	Schedule Basis	Education Type										
Period (1)		Negative (0)	Semester (0)	Not Alternative Ed (0)										
Portal Confirmation Email Address		Next Year Start Date	Auto Assign Teacher No.	College Board School Code										
DoNotReply@aeries.com			No	123994										
Intervention Referral Settings														
Referral Submission Notification Email Address(s):														
Referral Approval Notification Email Address(s):														
Allow Issue Credit on Classes / Course Attendance pages														
No														
Use Grading Periods Instead of Terms in Gradebook														
No														

School Contacts

Code	Office	Staff	Email	Telephone	Ext	Fax
1	Principal					
2	Registrar					
3	Attendance					
4	Health					
5	Counseling					

Add

Change

Signature

Period	Start Time	End Time	Because Course Attendance has been initialized, TRM changes may cascade to CAR immediately!			
			Term	Starting Date	Ending Date	
<input type="checkbox"/>	0	7:05 AM - 7:55 AM	<input type="checkbox"/>	1	7/6/2020	10/16/2020
<input type="checkbox"/>	1	8:00 AM - 8:50 AM	<input type="checkbox"/>	2	10/19/2020	12/23/2020
<input type="checkbox"/>	2	8:55 AM - 9:45 AM	<input type="checkbox"/>			

Grade Reporting - Supporting Tables - Cont.

- The Courses must also be verified to ensure the correct information prints on the Report Cards, such as, the Course Title, tagging the Academic Courses for GPA calculation, include T/A etc. Course titles can be translated into another language in the Correspondence Language tab. The Courses page is under the Scheduling Process on the navigation tree.
- The Master Schedule contains credit information utilized in the Grading and History programs. Verify that the Credit field contains the correct credit for the course. The Exclude field can be utilized so that the course does not show on any of the Grade Reports.

General														Other	NCLB Specific Fields		California Specific Fields		Correspondence Language	
Course Data																				
CrsID#		Title		Long Title		N/H	Coll Prep	AcaWt	Low Grd	High Grd	Default Credit		Max Credit		Status					
0255		Intro Cmptr Lit		Intro to Computer Literacy				0	9	12	5.00		5.00		- Active					
Subject Area Codes		Dept	Term	Content Group		NCES Code	Next Course	Trm Seq	Yr Seq	Exc	(Core/Prof)		PE	T/A	Next Yr Status					
F		J		T	S			0	0				<input type="checkbox"/>	<input type="checkbox"/>	- Active					
User1		User2		User3		User4		User5		User6		User7		User8						
Course Description										Course Notes										

Master Schedule

43 Go

Section: 43 CrsID: 0304 Crs Title: English

Master Schedule

Section: 43 Period: 0 Blk: 1 Sem: Y Class Calendar: None View Calendar Course: English 12 CP Teacher: Turner Role: Select Role... Highly Qlfd Tchr: H Room: CD3 Tag:

Credit: 5.00 School: 0 Prgm: Hrly Prg: Exclude: ☐ ADA: Supp Att: Tch#2: Acosta Role: Teacher HQT: Unassign Tch#3: Select Role... HQT: MultiTchr:

Grd Range: 11-12 SchGrp: Tr: No tag = default
F Fill class without balancing
X Do not show on Grade/Progress
Y Do not show on Attendance
Z Do not show on either GRD or AT

Class ID: 0

Ed Svc: 4 Long Instr: 00 Instr: 500 TE Prvdr: CTE Hours: 0 Ind Study: Dist Lrng: Itinerant Teacher: Not Applicable Exempt from Time Restrictions:

Crs Content Subcategory: Charter Non-Core: AP/IB Crs. Code Cross Ref:

Online Crs Instr. Type: Local Assign Option: High Quality CTE Crs: Not

User 1: User 2: User 3: User 4: User 5: User 6: User 7: User 8:

Save Cancel

Grade Reporting - Codes and Descriptions

The **Grade Reporting Codes and Descriptions** page allows codes and descriptions to be added to the Code (COD) table that will be used in **Grade Reporting**.

Navigate to **Grade Reporting > Configurations > Codes and Descriptions**. There is a specific tab for each section of codes that can be printed which includes the **Academic Marks, Citizenship/Work Habit Marks, Comment Codes and Message Codes**

The following are the codes or descriptions that will print on report cards:

- **Academic/Scholarship Marks** - Descriptions print below the grade area on report cards (plus or minus marks do not get entered. Marks only). Up to 9 Marks will display.
- **Citizenship/Work Habit Marks** - Descriptions will print below the grade area on report cards. Up to 6 Marks will Display.
- **Comment Codes** - Descriptions print on report cards if selected.
- **Message Codes** - Will print specific comments on a student's report card. Codes are entered and stored from the Student Data form.

The screenshot shows the 'Grade Reporting Codes and Descriptions' page with the 'Academic Marks' tab selected. The left sidebar contains a navigation menu with options like Pages, Reports, Favorites, Filter Pages..., Grade History, Transcripts, Graduation/College Readiness Dashboard, Graduation Status, Gradebook Summary, Gradebook Details, Configurations (expanded), Grade Reporting Address Options, Grade Reporting Codes and Descriptions (selected), Grade Reporting Options, Graduation Requirements, Add-On Graduation Reqs Setup, Multiple Mark Headings and Descriptions, Off Grade Courses, Standards, and Standards By Category. The main content area displays a table for 'Academic Marks (A, B, C,...)' with columns for Code and Description. The table lists codes A through P with their corresponding descriptions: Outstanding, Above Average, Average, Credit, Below Average, Failing, Incomplete, No Credit, No Mark, and Passing. There is an 'Add New Record' button at the bottom of the table. A checkbox for 'Show Correspondence Language' is also visible.

Academic Marks (A, B, C,...)	
Code	Description
A	Outstanding
B	Above Average
C	Average
CR	Credit
D	Below Average
F	Failing
I	Incomplete
NC	No Credit
NM	No Mark
P	Passing

The screenshot shows the 'Grade Reporting Codes and Descriptions' page with the 'Citizenship/Work Habit Marks' tab selected. The left sidebar is the same as the previous screenshot. The main content area displays two tables. The first table is for 'Citizenship Marks (O, S, U,...)' and the second is for 'Work Habit Marks (O, S, U,...)'. Both tables have columns for Code, Description, and Actual Count. The Citizenship Marks table shows counts for Needs Improvement (126), Outstanding (1648), Satisfactory (6296), and Unsatisfactory (89). The Work Habit Marks table shows counts for Needs Improvement (15904), Outstanding (15), Satisfactory (84), and Unsatisfactory (12). Both tables have an 'Add New Record' button at the bottom. A checkbox for 'Show Correspondence Language' is also visible.

Citizenship Marks (O, S, U,...)		Actual
Code	Description	Count
N	Needs Improvement	7890
O	Outstanding	1648
S	Satisfactory	6296
U	Unsatisfactory	89












Work Habit Marks (O, S, U,...)		Actual
Code	Description	Count
N	Needs Improvement	15904
O	Outstanding	15
S	Satisfactory	84
U	Unsatisfactory	12

Grade Reporting - Codes and Descriptions cont..

- All marks and codes can have up to six Correspondence Language codes and descriptions that will print on a report card according to the student's Correspondence Language (STU.CL).
- To display the Correspondence Language fields, click in the Show Correspondence Language option on the lower left of the page. to the left of the Code.
- The page will now display in edit mode. Select the CL code from the drop down.
- Type the translation in the Description field for the Academic Mark selected.
- Enter all translated descriptions for each code.
- Click on the Save icon when completed.
- When the report card prints with the All Language selection, all Academic Marks will display in the translated language depending on the students' correspondence language.

If the Correspondence Language codes for Spanish (01), Vietnamese (02), Cantonese (03) or Korean (04) are selected, then the headings on the report card will also be translated.

A Print button is available at the bottom of the Grade Reporting Codes and Descriptions page. The Print button will open the Report Viewer window which can generate a report that contains all of the grade reporting codes and descriptions entered on the page.

Grade Reporting Codes and Descriptions				
Academic Marks		Citizenship/WorkHabit Marks		Comment Codes
Comment Codes (A-Z, 0-9)		Actual		
Code	Description	C1	Count	
 A	Excellent Student	A	12302	
 B	Works At Apparent Ability	B	622	
 C	Conscientious And Cooperative	C	65	
 D	Showing Improvement	D	380	
 E	Pleasure To Have In Class	E	171	
 F	Failing, In Danger Of	F	1188	
 G	Grading Scale, Alternative	G	5	
 H	Works Below Ability	H	9	
 I	Incomplete Work/Poor Quality	I	106	
 J	Disruptive Behavior	J	175	
 K	Lab Fees Not Paid	K	19	
		L	21	
		M	7	
		N	264	
		O	2	
		P	42	
		Q	255	

Grade Reporting Codes and Descriptions				
Academic Marks		Citizenship/WorkHabit Marks		Message Codes
Message Codes(A-Z)			Actual	
Code	Description	MC	Count	
 A	Owes for lost textbook/library book		2785	
 B	Intra-District transfer will expire in June			
 C	Inter-District transfer will expire in June			
 D	Congratulations! You made the Honor Roll			
 E	Principal's Honor Roll - Congratulations!			
 Add New Record				

Grade Reporting - Valid Marks

The Valid Marks page is used to update or display all marks that can be used for grade reporting. Every possible mark, including those with a plus and minus, must be set up for grade reporting, (e.g., "A", "A-" and "A+").

A mark can be selected to be included in the GPA computation. If a student receives this mark, the credit for the course is counted as completed and/or attempted. Some schools give a higher weighted GPA for honors courses. The point value is maintained in this table. For example, more weight can be given to an "A+" than to an "A-".

Checking the Weight Advanced Placement / IB Courses box will also identify those courses on the transcript.

Valid Marks

Marks

A+

A

A-

B+

B

B-

C+

C

C-

D+

D

D-

F

P

I

NM

W

X

NC

CR

WF

WP

Valid Marks and GPA Computation Rules

Every possible valid mark, including those with + and - (eg: A+, D-) must be defined.

Mark: A+

Point value in GPA computation:

Non-honors courses: 4.00

Non-academic courses: 4.00

Honor courses: 5.00

☐ Weight Advanced Placement / IB Courses

Count in GPA Computation	<input checked="" type="radio"/> Yes <input type="radio"/> No
Count as Attempted	<input checked="" type="radio"/> Yes <input type="radio"/> No
Count as Completed	<input checked="" type="radio"/> Yes <input type="radio"/> No
Default Gradebook % Range	Low: 98.00 High: 100.00

Please note you will have to recompute GPAs after changing these values

Add

Change

Delete

Print

Note 1:

Grade points are multiplied by credit value, and divided by the total credits attempted to compute GPA.

Note 2:

Honors courses are coded as "H" in the Course table, in the NA (non-academic/honors) field.

Note 3:

"Academic GPA" excludes courses coded as "N" in the Course table, NA field.

Note 4:

Advanced Placement / IB Courses are coded as "30", "37" or "38" in the Courses table, in the CL (Course level) field.

Table	Permission	Description
Valid Marks (GRC)	Read Insert Update Delete	View Page Add new record Update records Delete Records
District Settings (DPT)	Read Update	View District Settings page Modify District Settings page

AERIESCON

Grade Reporting - Valid Marks - cont.

Enabling Transition Grade Reporting Mark Points Setting

The Valid Marks page has an option to set Transition Grade Reporting Mark Points. This feature allows a district to modify their set grade mark point values to transition in or out of certain mark weights. With this option enabled, the Valid Marks page will display new fields to set a transition grade as well as mark points. These new fields are stored in the GRC table and are:

- GR – Transitional Grade. The grade and above that should use the transition mark points.
- GT – Transitional Grade non-Honors Mark Points
- GH – Transitional Grade Honors Mark Points
- GN – Transitional Grade Non-Academic Mark Points
- GA – Transitional Grade Advanced Placement Mark Points.

Students in the specified transition grade and above will be weighted based on those transition mark points. The students below the specified transition grade will use the existing grade point values stored in the Grade Codes/Update Valid Marks (GRC) table in fields PT, PH, PN and PA.

The District Setting “Allow Transition Grade Reporting Mark Points” must be enabled on the District Settings page to set these mark points. Navigate to School Info > Configurations > District Settings at the District or School level.

District Settings

☐

Do NOT Optimize Graduation Status.

☐

Process Courses for Graduation Status Calculation Chronologically.

☒

Use New Career Pathways (CPW) tables instead of old "CTE Pathways (Perkins)" (CTE) table.

Convert CTE to CPW

☐

Automatically Generate Staff IDs.

☒

Allow Transition Grade Reporting Mark Points.

Set Grade-Level Point Defaults

User accounts will need Update permission to the **District Settings** security area to enable the district rule and Update to the **Update Valid Marks** security area to use the “**Set Grade-Level Point Defaults**” option.

☒

Allow Transition Grade Reporting Mark Points.

Set Grade-Level Point Defaults

☒

GRC Table Updated from Existing Values

After the District Setting is enabled, the transitional grade mark fields can be viewed and edited at the school level. Navigate to Grade Reporting | Configurations | Valid Marks page.

Select a Valid Mark from the list, then click on Change button. Enter the grade level the transitional marks apply to, then populate mark point values. The Transitional Grade mark point values will apply to any student in the listed transitional grade and above. In the example below, the mark points will apply to anyone in 11th grade and above. Any student below 11th grade will be weighted on the existing non-transitional grade point values.

Grade Reporting - Multiple Mark Headings and Descriptions

- The Multiple Mark Headings is used to update headings that print above each mark on the multiple mark report cards. To Add a Mark Heading, click Change, select a Current Mark and enter the heading titles. Enter the title for Descriptions of Mark. When complete, click Update. Up to 12 marks can be set up.
- Note:** The Begin Date, End Date and State Code fields are required for Ed-Fi transfers from Secondary schools using Multiple Marks. The values for these fields can be populated through the COD table for table GRP. Beginning Date fields are stored in B1-B12, Ending Date fields are stored in E1-E12 and State Code fields are stored in C1-C12. Standards based grade transfers are not currently supported for Ed-Fi data transfers from Aeries
- To Add a School Message, click Change and enter the School Message. Up to two messages can be added. These fields will hold 60 characters each and the data is stored in the GRP.M1 and GRP.M2 fields. Once all School Message data is entered, click Update.

Multiple Mark Headings and Descriptions

Update Multiple Mark Headings and Descriptions

Current Mark	Heading		Descriptions of Mark	Begin Date	End Date	State Code
<input type="radio"/> M1	1st	Qtr	First Quarter	7/1/2020	10/2/2020	Fall Final Mark
<input type="radio"/> M2	1st	Sem	First Semester	7/1/2020	12/18/2020	
<input type="radio"/> M3	3rd	Qtr	Third Quarter	1/4/2021	4/16/2021	
<input checked="" type="radio"/> M4	2nd	Sem	Second Semester	1/4/2021	6/30/2021	

Table	Permission	Description
Multiple Mark Headings and Descriptions (GRP)	Read Insert Update Delete Administer	View page Add new record Update records Delete Records Allows user to PUSH GRP table. Must also have Administer to PushPullSetupTables for GRP.
PushPullSetupTables (GRP)	Administer	Allows user to PUSH GRP table. Must also have Administer to GRP.

School Message

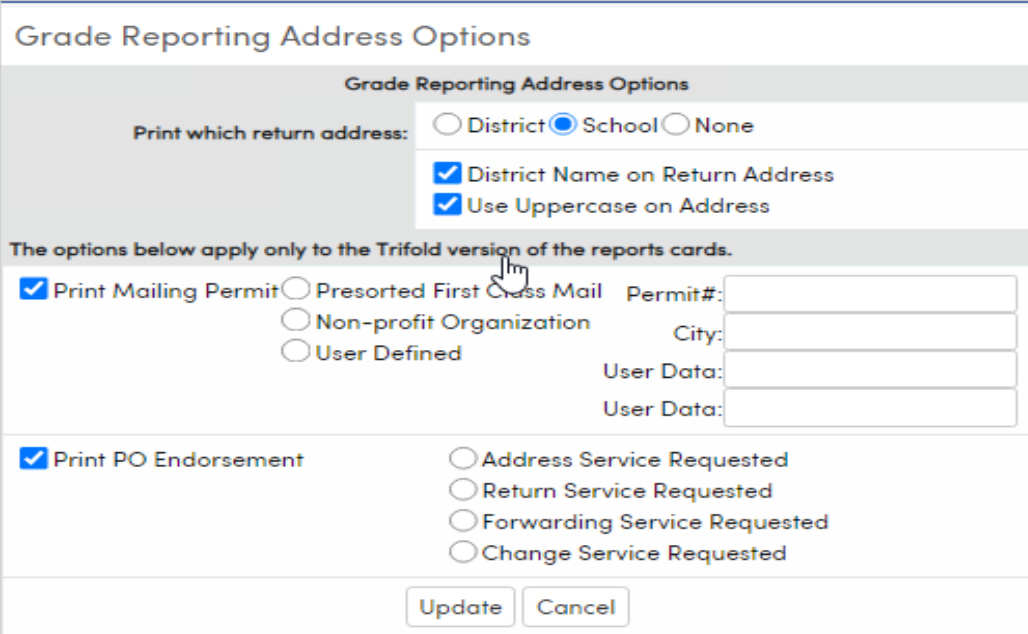
Line 1: Have a Great Summer! School Starts August 7th

Line 2: Open House will be September 10th

Change

Grade Reporting - Address Options

- The Grade Reporting Address Options form is used to format the mailing information for secondary report cards generated by
- The following options can be set for each school. To set any of these options, click Change. When finished editing, click Update to save the changes or Cancel to leave the screen without saving.
- Print which return address:
 - Select the address to be used on the return address (District, School, or None),
- The other options are for Trifold versions only, which do not require an envelope. Selecting either the Print Mailing Permit or Print PO Endorsement options will display additional setup fields:
 - Print Mailing Permit: Allows schools to specify what type of mailing permit will be used (if any)
 - Print PO Endorsement: Allows schools to specify what USPS mailing options are requested.



The screenshot shows a web form titled "Grade Reporting Address Options". The form has a header bar with the title. Below the header, there is a section titled "Grade Reporting Address Options" containing the following fields:

- Print which return address:** Radio buttons for ☐ District, ☒ School, and ☐ None.
- ☒ District Name on Return Address
- ☒ Use Uppercase on Address

Below these fields is a grey bar with the text: "The options below apply only to the Trifold version of the reports cards."

The form then displays two main sections:

- Print Mailing Permit:** ☒ Print Mailing Permit. This section includes radio buttons for ☐ Presorted First Class Mail, ☐ Non-profit Organization, and ☐ User Defined. To the right of these are input fields for Permit#, City, User Data, and another User Data field.
- Print PO Endorsement:** ☒ Print PO Endorsement. This section includes radio buttons for ☐ Address Service Requested, ☐ Return Service Requested, ☐ Forwarding Service Requested, and ☐ Change Service Requested.

At the bottom of the form are two buttons: "Update" and "Cancel".

Grade Reporting Options

The **Grade Reporting Options** page is used to select information to print on report cards. This **MUST** be verified every grade-reporting period prior to printing report cards. The **Grade Reporting Options** can be pushed to other school(s) by users with the proper permissions.

- **Title on Report Cards** - Describes the current grading period and prints on the report cards.
- **School Message** - A message that can be printed on every report card.
- **Reporting Period** - Starting and ending dates for the grade-reporting period. The dates are initially set up when Create New Grade Reporting Table is generated and prints on the report cards.
- **Default Citizenship Mark** - If grades are scanned a default citizenship mark, such as "S", will automatically be entered if the teacher does not bubble in a citizenship mark.
- **Print Credit Earned?** - Select **YES** to print the credits earned on the report cards.
- **Print Absent?** - Select **YES** to print the number of absences.
- **Print Tardy?** - Select **YES** to print the number of tardies.
- **Print Which GPA?** - Select which GPA's to be printed on the report cards.
- **Print Cumulative or Grade Report Class Rank** - Select the class rank to print for each student.
- **Print GPA's to 4 Decimals** - Select this option to print 4 decimals instead of the default 2 decimals.
- **Sort Report Cards** - Select the order that the report cards will be sorted in when printed.
 - **by Name** - Report cards will be printed in Alphabetical order by Last Name then First Name.
 - **by Zip Code** - Report cards will be printed in ZIP Code order low to high, in alphabetical order for each ZIP code.
 - **by Grade** - Report cards will be printed from low grade to high grade, in alphabetical order for each grade.
 - **by Teacher** - This option is used when Teachers hand out Report Cards. When this option is selected, two additional options will be available on the **Print Grade Report Cards** form. Options will be available to choose which Period the Report Cards will be distributed and on what date. The Report Cards would then be sorted for that Period:
 - By Teacher Name
 - By Teacher Number
- **Print Zip Code Extension?** - Select whether to print the zip code extension.
- **Enable Hours on Grades/Transcript?** - Select whether to enable **Hours** to display on the **Grades**, **Grade History**, and **Transcript** pages. The **Hours** field is populated from **Supplemental Attendance Sessions** that are linked to grade reporting. Please refer to the [Supplemental Attendance documentation for more information](#).

Grade Reporting Options

Title on Report Cards:

Semester Report Card

School Message:

Reporting Period:

Start Date: 01/04/2021End Date: 07/28/2021

Default Citizenship Mark:

S

Print Credit Earned?:

☒ Yes☐ No

Print Absent?:

☒ Yes☐ No

Print Tardy?:

☐ Yes☒ No

Sort Report Cards:

☒ by Name☐ by Grade☒ by Zip Code/Ext☐ by Teacher

Print Zip Code Extension?:

☒ Yes☐ No

Enable Hours on Grades/Transcript?:

☐ Yes☒ No

Change

Push

GPA Warning

	GRD		Cumulative	
Print Which GPA?	Aca	Tot	Aca	Tot
Weighted	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Non-Weighted	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

☒ Print Cumulative Class Rank☐ Print Grade Report Class Rank☐ Print GPAs to 4 Decimal Places

Secondary Standards Based Grade Reporting Options

Secondary SBG Options

Mark Types

Valid Marks

Options

Grade Range for Secondary SBG:
(leave blank to disable Secondary SBG)

9-9

Change

Push













Portal Options - Grades

The Grades tab will display the various options and date windows for secondary grade reporting (GRD table) and elementary grade reporting (SBG table).

- Support Standards-Based Grade Reporting – Supports standard based grades grade reporting on the Grades page and in the gradebook.
- Allow Teacher to Print SBG Report Cards – Allows the teacher to print the *Elementary Standards Based Report Cards*.
- Allow Teachers to Print HIS Transcripts – Allows the teacher to print the student Transcript.
- Allow Teacher to Change Credit in GRD – Allows the teacher to update the Credits - GRD.CR field.
- Allow Teacher to Change Absences in GRD – Allows the teacher to update the Absence - GRD.AB field.
- Hide Current Info from Students and Parents when Teachers are Updating Grades – This option will hide the current grade reporting mark, citizenship, work habits, absences, credits, and comment fields while the teacher grade posting window is open.
- Disable Loading Grades From Gradebook - This option will hide the Load Grades from Gradebook button for teachers while the grade posting window is open. The option applies to both secondary GRD and elementary SBG grade reporting.
- Allow Teacher to Mass Fill GRD Marks - Allows the teacher to mass add marks when using GRD
- Display Only Marks for Teacher, Parents and Students (Applies to SBG Grades and Gradebooks) - With this option checked, all existing and new Standards Based Grades gradebooks in this school will apply the following:
 - Assignments will only display their mark values.
 - The Gradebook Option Hide the Overall Percentage/Trend Analysis will be enabled and read-only.
 - The Gradebook Option Display the Final Mark will be deselected and read-only.
- Start and End Dates – This is the date range that teachers are allowed to update grades via the Portal. This is NOT the start of the grade reporting period (quarter or semester). This option needs to be maintained and updated each grade reporting cycle.
- Require Comment – With this option checked, a teacher is required to enter a Comment, in addition to a mark. The missing mark listing report will honor this new option and include students where a mark was entered, but no comment.
- Require Work Habits – With this option checked, a teacher is required to enter a Work Habits mark, in addition to a mark. The missing mark listing report will honor this new option and include students where a mark was entered, but is missing a Work Habits mark.
- Require Citizenship – With this option checked, a teacher is required to enter a Citizenship mark, in addition to a mark. The missing mark listing report will honor this new option and include students where a mark was entered, but is missing a Citizenship mark.
- Can Mark Page as Complete? – Allows teachers to click a button to mark the page as complete. This is useful for progress reports where not every student may receive a mark. The Missing Mark Listing can be run to ignore pages marked as complete, even if a mark is missing. A GRD record is considered “complete” if there is an “X” in the GRD.TG field.

Graduation Requirements

Off Grade Courses

Graduation Requirements							
Graduation Requirements Track							
Track:							
<div><div></div><div>Delete Track</div></div>							
Options:							
<div><input type="checkbox"/> Non Credit Based Track</div> <div><input type="checkbox"/> Career Pathway Requirement</div>							
Graduation Requirements							
	Code	Subject Area	No Max Credits	Grade 12	Grade 11	Grade 10	Grade 9
	A	English	<input type="checkbox"/>	40.00	40.00	40.00	40.00
	B	Physical Education	<input type="checkbox"/>	30.00	20.00	20.00	20.00
	C	Social Science	<input type="checkbox"/>	30.00	30.00	30.00	30.00
	D	Mathematics	<input type="checkbox"/>	20.00	30.00	30.00	30.00
	E	Visual/Perform Arts	<input type="checkbox"/>	10.00	10.00	10.00	10.00
	F	Career Tech Arts	<input type="checkbox"/>	0.00	0.00	0.00	0.00
	G	Science: Life	<input type="checkbox"/>	10.00	10.00	10.00	10.00
	H	Science: Physical	<input type="checkbox"/>	10.00	10.00	10.00	10.00
	I	Health & Career Ed	<input type="checkbox"/>	5.00	5.00	5.00	5.00
	J	Computer Science	<input type="checkbox"/>	0.00	0.00	10.00	10.00
	L	World Language	<input type="checkbox"/>	10.00	10.00	10.00	10.00
	Z	Electives	<input type="checkbox"/>	55.00	55.00	45.00	45.00
Total credit required for graduation:				220.00	220.00	220.00	220.00

This table is designed to store particular courses that may be taken outside of the normal grade range

Off Grade Courses											
Off Grade Courses											
Courses	Grade		Minimum	Credit	Override	Count for	Count for	Show on	Count in	Count in	
	Low	High	Mark Value	Override	Credits?	UC/CSU?	Grad Reqs?	Transcript	GPA?	Overall Credits?	
 0607 - Algebra Cp	6	8	1.00	5.00	Yes	Yes	No	Yes	No	No	
 0608 - Geometry Cp	6	8	1.00	5.00	Yes	Yes	No	Yes	No	No	
 100386 - Algebra G	6	8	1.00	5.00	Yes	Yes	No	Yes	No	No	
 100680 - Spanish	6	8	1.00	5.00	Yes	Yes	No	Yes	No	No	
<div> Add New Record</div>											

Grade Reporting - Initialize New Grade Reporting Cycle

- During every grade reporting cycle, on the day before the Grading Window opens, the Grade (GRD) table must be initialized for the appropriate mark.
- Select the appropriate Reporting Period. The Starting and Ending Dates will be displayed automatically based on the Term (TRM) table in School Options and can be modified, if needed.
- If sections in the MST have a Split Term of FIRST or SECOND, Skip Sections flagged for 'FIRST' or 'SECOND' half of the term checkboxes will display. Check one or both to skip initializing the Grade table for those sections.
- The Use Course Attendance instead of current sections option will only display in period, positive attendance schools. When this option is selected, all the students' classes within the date range will be pulled into the Grade table. When un-selected, only the current classes will pulled into the Grade (GRD) table.
- The Update for One Section checkbox, if selected, will provide a field for one section number. If a section number is added, the process will be run for only that section.
- The Update Grade History (GRH) checkbox can be selected to copy the previous marks into the Grade History (GRH) table, prior to initializing the Grade table. If the checkbox is checked, a popup will display. Select the appropriate mark to copy to Grade History and press OK. Normally, the immediately previous mark is copied to GRH. For example, if the Grade table is being initialized for mark 3, mark 2 would be copied into GRH.

Initialize New Grade Reporting Cycle

Initialize New Grade Reporting Cycle - Options

Select Reporting Period

☐ 1st Quarter/Trimester

☐ 2nd Quarter/Trimester

☒ First/Fall Semester

☐ 3rd Quarter/Trimester

☐ 4th Quarter/Trimester

☐ Second/Spring Semester

Select Starting and Ending Dates

07/01/2019  - 12/20/2019 

☐ Skip Sections flagged for 'FIRST' half of the term?

☐ Skip Sections flagged for 'SECOND' half of the term?

☒ Show Absences?

☒ Show Tardies?

☐ Update for One Section?

☐ Update Grade History (GRH)?

Include Students in these Tracks

☒ A ☒ B ☒ C ☒ D

Initialize Which Mark: 2: 1st Sem ▼

 Grade History has already been populated for Marks: 1, 2, 3, 4

Initialize GRD Table

Grade Reporting - Initialize New Grade Reporting Cycle for Multiple Schools

- During every grade reporting cycle, on the day before the Grading Window opens, the Grade table must be initialized for the appropriate mark. This process can be run at the District level for schools with the same configurations of Scheduling, and Attendance Types on School Options. When ran from the District, the options of Show Absences, Show Tardies, and Update for One Section are not available. Those options are only available at the school level.
- On the Use Setting From School selection menu, choose the school that will be used for the default settings in the options.
- Select the appropriate Reporting Period. When a Reporting Period is selected, the Starting and Ending Dates will be displayed. These dates are for the term selected, as set up in School Options from the Terms (TRM) table of the school chosen in the first step. These dates can be modified.
- If sections in the MST have a Split Term of FIRST or SECOND, Skip Sections flagged for 'FIRST' or 'SECOND' half of the term checkboxes will display. Check one or both to skip initializing the Grade table for those sections. The Use Course Attendance instead of current sections option will only display in period, positive attendance schools. When this option is selected, all the students' classes within the date range will be pulled into the Grade table. When not selected, only the current classes will be pulled into the Grade table.
- The Update Grade History (GRH) checkbox can be selected to copy the previous marks into the Grade History (GRH) table, prior to initializing the Grade table. If the checkbox is selected, a popup will display. Select the appropriate mark to copy to Grade History and press OK. Normally, the previous mark is copied to GRH. For example, if the Grade table is being initialized for mark 3, mark 2 would be copied into GRH
- In the Schools to Initialize section, only schools having the same Schedule and Attendance types as the selected school will display. All schools are selected by default. If School Groups have been previously created, the user can choose to use a school group. More information on setting up school groups can be found in the [School Groups](#) documentation. Select the schools that will be initialized. Verify that the correct schools are chosen by clicking on Show Selected button. An Alert box will open with the School Numbers listed.
- After all options have been selected, click on the Initialize GRD Table button.
- NOTE:** Be very careful when choosing the schools to initialize. Only select schools that have similar Terms, Multiple Mark Headings, and Session Types. Setting up School Groups will assist in assuring proper schools are selected when running this process. For example, Elementary vs Master Schedule vs Flex are not allowed. Different Attendance Types such as Daily vs Period or Negative vs Positive are not allowed.

The screenshot shows the Aeries Student Information System interface for the 2021-2022 school year at Eagle Unified School District. The left sidebar contains a navigation menu with options like Pages, Reports, Favorites, Grade Reporting, Grades, Grade History, Transcripts, Graduation Status, Gradebook Summary, Gradebook Details, Configurations, Functions, Reports, Standards Based Grades, Supplemental Attendance, Scheduling Process, School Info, Aeries Analytics, Financials, Service Learning, District Assets, Teacher Emulation, View All Reports, View All Forms, Database Definitions, Aeries System Check and Utilization, Query, Alert Hub, Security, and Log Out. The main content area is titled 'Initialize New Grade Reporting Cycle' and includes a sub-section 'Initialize New Grade Reporting Cycle - Options'. It features a 'Use Settings from School' dropdown set to 'Screaming Eagle High School', a 'Secondary Scheduling School with Negative Period Attendance' warning, a 'Select Reporting Period' section with radio buttons for 1st through 4th quarters and a 'Second/Spring Semester' option, a 'Select Starting and Ending Dates' section with a date range from 07/05/2021 to 10/15/2021, an 'Update Grade History (GRH)?' checkbox (checked), and an 'Initialize Which Mark' dropdown set to '1: 1st Qtr'. Below this is a 'Schools to Initialize' section with a warning about school configurations and a table listing schools. The table has columns for 'Schl Group' and 'SC# Name', showing 'Bald Eagle Intermediate School' (SC# 993) and 'Screaming Eagle High School' (SC# 994). At the bottom are buttons for 'Select All Schools', 'Clear All', 'Show Selected', and 'Initialize GRD Table'.

Aeries Student Information System

2021-2022 Eagle Unified School District

Initialize New Grade Reporting Cycle

Initialize New Grade Reporting Cycle - Options

Use Settings from School: Screaming Eagle High School

Secondary Scheduling School with Negative Period Attendance

Select Reporting Period

☒ 1st Quarter/Trimester
☐ 2nd Quarter/Trimester
☐ First/Fall Semester
☐ 3rd Quarter/Trimester
☐ 4th Quarter/Trimester
☐ Second/Spring Semester

Select Starting and Ending Dates

07/05/2021 - 10/15/2021

☒ Update Grade History (GRH)?
GRD Mark 4 will be copied to GRH

Initialize Which Mark: 1: 1st Qtr

Schools to Initialize

Only schools having the same configurations on Scheduling and Attendance types with the above selected Settings School will display.
Only select schools using the same marking periods.

☐ Sort Schools By Name

Schl Group: [Dropdown]

SC#	Name
993	Bald Eagle Intermediate School
994	Screaming Eagle High School

Select All Schools Clear All Show Selected

Initialize GRD Table

KEY TAKEAWAYS

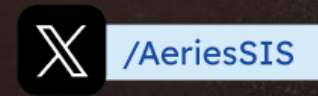
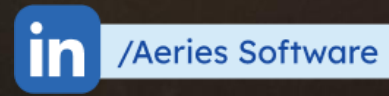
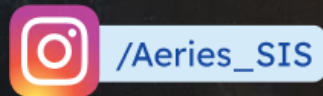
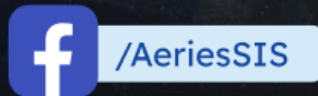
- Grade Reporting Options is a page you will return to each time you are printing report cards
- If Teachers cannot enter grades – check your portal options to ensure you have the correct date ranges entered for the Grading Window



THANK YOU!

Please take a moment to complete our session survey.

<http://surveys.aeries.com/s3/AeriesCon-Session-Feedback-Survey-Spring-2024>



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