



AERIESCON
S p r i n g 2 0 2 4

**Grade Reporting for Secondary Schools –
Grade Submission & Reports
Session 410-2**

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Today's Session

Info for this Session

- Staying in Aeries Demo
- Links to Documentation
- PDF of this PowerPoint
- [Support.aeries.com](http://support.aeries.com)

- Questions?

- During the session
 - We will pause for questions

- After the session
- Open Forum

Conference Sessions related to grade reporting

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 grade input, and generating report cards and other reports.

- **Methods for entering grades onto report cards**
- **Steps for finalizing report cards, including updating GPA and attendance data**
- **Printing report cards and other various reports related to the grade reporting cycle**
- **Generating Report Card History**
- **Rolling grades to transcripts and updating overall GPA and class ranks**



Documentation and Security

[Quick Start Guide for Grade Reporting](#)

[Grade Reporting in the Teacher Portal](#)

[Grade Reporting - Display and Update Student Grades](#)

[Grade Reporting - Load Grades from Gradebook](#)

[Print Grade Report Mark Verification or Missing Mark Listing](#)

[Grade Reporting - Print Grade Report Mark Listing](#)

[Grade Reporting - Print Grade Report Exception or Ineligibility Report](#)

[Grade Reporting - Update Grade Reporting Absence Totals](#)

[Flex Scheduling - Grade Reporting](#)

[Print Grade Report Cards](#)

[Report Card History](#)

[Grade Reporting - Copy Grades to Grade History and Transcripts](#)

[Grade Reporting - Print Transcripts](#)

[Grade Reporting Listing](#)

Non-admin users that will only be printing Secondary Report Cards will need Read and Update to Grades. If the school is reporting Grading Snapshots then the user will also need Update permission to Grading Periods.

Table/Program Area	Query Tbl	Read	Insert	Update	Delete	Mass Update	Administer	Expiration Date (Read will not expire)
Grade Reporting								
Grades	GRD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Gradebook								
Grading Periods	GPD	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

In order for secondary teachers to update grades, they will need Read and Update permission to Grades.

Table/Program Area	Query Tbl	Read	Insert	Update	Delete	Mass Update	Administer	Fields	Expiration Date (Read will not expire)
Grade Reporting									
Grades	GRD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

The Parent and Student groups will also need Read permission to Grades in order to see the page in the Parent/Student Portal

Table/Program Area	Query Tbl	Read	Insert	Update	Delete	Mass Update	Administer	Fields	Expiration Date (Read will not expire)
Grade Reporting									
Grades	GRD	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>					

Grade Reporting in the Teacher Portal

Teachers Entering Grades (Using Teacher Portal)

- Teachers use the Grades page in the Teacher Portal to view or update their students' grade reporting grades. They can access this page by clicking on the Grades node in the navigation. All students for whom the teacher is currently able to enter grade reporting grades will display. This includes students in classes where the teacher is "co-teaching" or sharing the class (i.e., the teacher's number is populated in the Master Schedule Tch#2 or Tch#3 field).
- A message will display in yellow indicating the period of time that a teacher can post to grades. Click on the Period drop-down to select a different period. The yellow highlighted column is the marking period for which the teacher can enter grades.
- The page will change from View only to Edit mode by clicking on the Edit All Records button. A dropdown listing will display to the right of the Valid Marks, Citizenship, Work Habits and Comment fields. Select the applicable values from the dropdowns.

Grades

Current Date Range for Grade Posting: 10/04/2020 - 10/12/2020

Period: 1 ▼ Edit All Records Load Grades From Gradebook

Grades by Teacher/Multiple Marks

Stu#	Student Name	Grd	Course	1st Qtr	1st Sem	3rd Qtr	2nd Sem	Cred	Cit	WH	Abs	Tdy	Comments
1	Abbott, Allan	12	IBHstAm2/HEcCv					5.00			7	1	
156	Baca, Jason	12	IBHstAm2/HEcCv	A	A-	B	A-	5.00			0	0	
318	Brown, Gloria	12	IBHstAm2/HEcCv	B+	A	A-	B-	5.00			0	1	
371	Calucag, Thais	12	IBHstAm2/HEcCv	C+	C	C-	B-	5.00			1	0	
723	Elhadary, Brian	12	IBHstAm2/HEcCv	A	B+	A-	A	5.00			5	0	

Grades

Current Date Range for Grade Posting: 10/04/2020 - 10/12/2020

Period: 1 ▼ Data Changes Are Effective Immediately! Done Editing Mass Add Values

Grades by Teacher/Multiple Marks

Stu#	Student Name	Grd	Course	1st Qtr	1st Sem	3rd Qtr	2nd Sem	Cred	Cit	WH	Abs	Tdy	Comments
1	Abbott, Allan	12	IBHstAm2/HEcCv					5.00			7	1	
156	Baca, Jason	12	IBHstAm2/HEcCv		A-	B	A-	5.00			0	0	
318	Brown, Gloria	12	IBHstAm2/HEcCv		A	A-	B-	5.00			0	1	



Grade Reporting in the Teacher Portal cont.

Mass Add Values

The Mass Add Values button will allow a teacher to quickly enter the same Citizenship, Work Habits or Comment for all students that do not already have a value in those fields. The option to Override Existing Values will overwrite any existing values in these fields with the selected values

An optional feature found in the Portal Options -> Grades tab is the Allow Teacher to Mass Fill GRD Marks. With this option enabled, the Teacher Grades page will allow updating of the Grade Mark during the Mass Add Values process.

The Override Existing Values check box will override existing values with the exception of the Comment codes.

In cases where there are multiple reporting periods open at the same time, which is rare, a dropdown for which mark to update will also display, defaulting to the current marking period.

Any data changes made on the page are effective immediately. When done editing or adding data, click on the Done Editing button to change back to the view-only display.

NOTE: Any data changes made on the Grades page in the Edit all Records mode will be effective immediately regardless of clicking on the Done Editing button. The Done Editing button merely changes the page back to view-only display.

Mass Add Values

Citizenship: S

Work Habits: O

Comments: Pleasure To Have In Class

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

OK Cancel

Mass Add Values

Grade Mark: B+ ▼

Citizenship: S

Work Habits: O

Comments: Pleasure To Have In Class

Override Existing Values: (Does not apply to Comments)

OK Cancel

Done Editing Mass Add Values

Grades by Teacher/Multiple Marks

	1st Qtr	1st Sem	3rd Qtr	2nd Sem	Cred	Cit	WH	Abs	Tdy	
Cv	A	A-	B ▼	A- ▼	5.00	O ▼	▼	1	0	E
Cv	B+	A	A- ▼	B- ▼	5.00	O ▼	▼	4	0	A
Cv	C+	C	C- ▼	B- ▼	5.00	O ▼	▼	0	0	C
Cv	A	B+	A- ▼	A ▼	5.00	O ▼	▼	4	0	A
Cv	A-	B-	A- ▼	A ▼	5.00	O ▼	▼	4	0	A
Cv	A	A	A ▼	A ▼	5.00	O ▼	▼	4	0	A
Cv	A	B	B+ ▼	A ▼	5.00	O ▼	▼	4	0	A
Cv	B+	A	B ▼	A ▼	5.00	O ▼	▼	4	0	A
Cv	A	A	A ▼	A ▼	5.00	O ▼	▼	4	0	A
Cv	A	A	A ▼	A ▼	5.00	O ▼	▼	4	0	A
Cv	A	A	A ▼	A ▼	5.00	O ▼	▼	6	0	A

Mass Add Values

Grade Mark: ▼

Sem 2nd (M4) ▼

Qtr 3rd (M3)

Sem 2nd (M4)

Citizenship: S

Work Habits: O

Comments: Pleasure To Have In Class

Override Existing Values: (Does not apply to Comments)

OK Cancel

Grade Reporting - Display and Update Student Grades

This page allows grade reporting records to be edited or added. Click the Edit icon to change an existing grade record. Make any necessary changes and when completed click the Save icon.

Click the Add New Record button to add a new Grade record. A notification will display with an option to link the grade record to an existing section. It is very important to select the section when the feature Copy To Transcripts has been enabled on the Grades page (typically this feature is used in Alternative Education schools). If the new grade record is not associated with a section the Copy to Transcript button will not function.

If the section is selected the Period, Course ID, Course Title and Teacher Number will be populated in the new grade record based on the information from the section. If the section is not selected the cursor will display in the Per field of the new record and the Period, Course ID, and Teacher Number will need to be entered. Next enter the mark, credit, citizenship, work habits, absences/tardies and comment codes. When completed, click Save.

A notification will display asking to update the Grade History (GRH) table with the new grade information.

To recalculate the grade reporting GPA, class rank and size for the student after grades are changed, click Recompute button.

Grades Eagle Unified School District - Screaming Ea... Print

Per	Crs-ID	Course	Teacher(s)	1st Qtr	1st Sem	3rd Qtr	2nd Sem	Cred	Cit	WH	Abs	Tdy	Comments	
	1	0317	IB Eng HL2	804 Stockton	A	A	A	A	5.00			0	0	
	2	0726	IBHstAm2/HEcCv	605 Acosta	A-	A-	A-	A-	5.00	O		0	0	A - Excellent Student C - Conscientious And Cooperative E - Pleasure To Have In Class
	3	0425	Span IV IB SL	610 Alvarado	D+				5.00			1	0	
	3	0427	IB Span HL 2	610 Alvarado		A	A-	A	5.00	S		1	0	E - Pleasure To Have In Class
	4	0714	Economics Cp	960 Bryan, R				A-	5.00			0	0	
	4	0704	Civics Cp	693 Hauser	A-	A-	A		5.00	O		1	0	A - Excellent Student E - Pleasure To Have In Class
	5	0698	IB Biology SL	712 Smith	B-	B-	B-	B	5.00	S		1	0	
	7	0775	IB TheoryKnow	636 Goode	B+	A-	A-		10.00			0	0	

[Add New Record](#)

Grades Eagle Unified School District - Screaming Ea... Print

Per	Crs-ID	Course	Teacher(s)	1st Qtr	1st Sem	3rd Qtr	2nd Sem	Cred	Cit	WH	Abs	Tdy	Comments	
	1	0317	IB Eng HL2	804 Stockton	A	A	A	A	5.00			0	0	
	2	0726	IBHstAm2/HEcCv	605 Acosta	A-	A-	A-	A-	5.00	O		0	0	A - Excellent Student C - Conscientious And Cooperative E - Pleasure To Have In Class
	3	0425	Span IV IB SL	610 Alvarado	D+				5.00			1	0	
	3	0427	IB Span HL 2	610 Alvarado		A	A-	A	5.00	S		1	0	E - Pleasure To Have In Class
	4	0714	Economics Cp	960 Bryan, R				A-	5.00			0	0	
	4	0704	Civics Cp	693 Hauser	A-	A-	A		5.00	O		1	0	A - Excellent Student E - Pleasure To Have In Class
	5	0698	IB Biology SL	712 Smith	B-	B-	B-	B	5.00	S		1	0	
	7	0775	IB TheoryKnow	636 Goode	B+	A-	A-	A+	10.00			0	0	

[Add New Record](#)

Academic Weighted	Academic Non-Weighted	Total Weighted	Total Non-Weighted	Credit Attmp	Credit Comp	Class Rank	Class Size
4.5000	3.8750	4.5000	3.8750	40.0000	40.0000	9	463

[Recompute](#)

Print Grade Report Mark Verification or Missing Mark Listing

The **Grade Report Mark Verification Listing** is used to verify that the marks were submitted properly. This report should be printed immediately after grades are submitted then given to teachers for verification. Any corrections are made on the list by the teacher. Corrections can be updated prior to printing report cards.

The **Missing Mark Listing** report is used for identifying any missing marks for the current grading cycle.

Grade Report Mark Verification Listing

The report will automatically print sorted by teacher, period then student. There is an option to add a signature line for each class period. This allows the teacher to sign the mark verification listing when verifying accuracy. When the "Add Signature Line" option is enabled, the report will print sorted by teacher, period, then student with a page break between periods. Without the signature line, the report will print by teacher, period, then student without any page breaks. This will narrow down the pages if the report is only printed for office staff

Missing Mark Listing Report

The **Missing Mark Listing** is used to list any missing grade marks for a student. It is most effective when printed after most teachers have submitted their grades before their window to enter grades has closed. This sheet is given to the teacher to alert them of missing marks. This report can be sorted by student or by teacher.

The **Missing Mark Listing** will work in conjunction with the **Require Comment, Work Habits, Citizenship, and the Can Mark Page as Complete** options set in **Portal Options**. When the **Require** options are selected, a **Grade record** is not considered "complete" until the requirements are met. A **Grade record** considered "complete" will contain an "X" in the **GRD.TG** field. Running this report with the **Ignore Records Marked as Complete** option unchecked will skip any records that have been marked as complete.

Running the **Missing Mark Listing** with the **Ignore Records Marked as Complete** option selected will display **ALL** records, even if they are marked as complete.

NOTE: In order for the **GRD.TG** field to be tagged with an "X", the mark column being populated must be the current mark last initialized. For example, **M4** was initialized and is the current grading period, only grades entered into the **M4** column will have a **TG=X** populated during the grade submission process. If a mark is being entered into **M3** while **M4** is the current mark, that record will not get tagged in **GRD.TG** with an **X**.

Screaming Eagle High School											8/7/2019
2019-2020 Mark Verification Listing											Page 1
Teacher name: Acosta		Period: 1									
Student ID	Student Name	Course Title	Grade	Gender	1st Qtr	Cred	CI	WH	Abs	Tdy	Comments
99400156	Baca, Jason	IBHstAm2/HEcCv	12	Male	A	5.0	O		1	0	Pleasure To Have In Class
99400318	Brown, Gloria	IBHstAm2/HEcCv	12	Female	B+	5.0	O		4	0	Excellent Student, Conscientious And Cooperative, Pleasure To Have In Class
99400371	Calucag, Thais	IBHstAm2/HEcCv	12	Female	C+	5.0	O		0	0	Conscientious And Cooperative, Pleasure To Have In Class
99400723	Elhadary, Brian	IBHstAm2/HEcCv	12	Male	A	5.0	O		4	0	Excellent Student, Conscientious And Cooperative, Pleasure To Have In Class
99400839	Flores, Desiree	IBHstAm2/HEcCv	12	Female	A-	5.0	O		4	0	Excellent Student, Conscientious And

Screaming Eagle High School											03/01/2021		
2020-2021 MISSING MARK LISTING BY STUDENT (M4)											Page 1		
Student ID	Student Name	Grade	Period	Course Title	Teacher	Cit	W/H	Abs	Tdy	Comments	Credit Attmpt	Acad GPA	Total GPA
99400021	Acuna, Darlene C.	10	5	PE	Acosta			0	0		5.00		
99400032	Aguilar-Lopez, Kristi	11	7	Creativ Cooking	Sturgeon	S	S	2	0		5.00	3.20	3.29
99400036	Ainsworth, Lydia L.	12	4	ROP Sm Pts A	ROP-36-Lee			0	0		30.00	3.67	3.67
99400050	Ali, Mario Z.	11	0	Creativ Cooking	Sturgeon	S	S	1	0		5.00	3.00	3.00
											30.00	3.50	3.50

Grade Reporting - Update Grade Reporting Absence Totals

If attendance is printed on the report cards you will need to update the attendance totals in the Grades (GRD) table prior to printing them. The Update Grade Reporting Absence Totals is a function that will update all attendance totals in the Grades (GRD) table for the reporting period. Click on the Update Grade Reporting Absence Totals button to update all attendance totals for the date range prior to printing the report cards. The Update Grade Reporting Absence Totals page is under Grade Reporting | Functions on the navigation tree. The function can also be found on the Grade Reporting Process Dashboard under D) Finalize: 1) Update Grade Reporting Absence Totals.

Once this function has been run, a confirmation email will be sent to the user.

NOTE: If the District Setting Total Attendance Across Campuses is checked then the total attendance for all sections of the same course, either at the same or different school, for this grade reporting period will be included.

Update Grade Reporting Absence Totals

Update Period Absences from 01/04/2021 through 03/03/2021 in the GRD table?

Update Grade Reporting Absence Totals

Are you sure you want to Update Grade Reporting Absence Totals?

OK Cancel

Update Grade Reporting Absence Totals

Update Period Absences from 03/03/2021 through 03/03/2021 in the GRD table?

Update Grade Reporting Absence Totals

* This process may take some time to complete. You will receive an email when it has completed.

If this option is on, you will see the following reminder

Update Grade Reporting Absence Totals

Update Period Absences from 01/04/2022 through 01/24/2022 in the GRD table?

* Attendance is totaled across the district for students taking different sections of the same course, either at the same or different school. This does not apply to Supplemental Attendance.

Grade Reporting - Recompute Grade Reporting GPAs and Class Rank

The **Recompute Grade Reporting GPAs and Class Rank** page will recalculate all students' GPA, class rank and class size. It is under **Grade Reporting | Functions** in the navigation. This function must be run prior to printing the Report Cards to ensure GPA's are correct when printed. Select the method which should be used to calculate the class rank and GPA. A message also indicates which mark will be used to calculate GPAs if multiple marks are being stored. Click the **Recompute GPA's and Class Rank** button after making your selection.

Recompute Grade Reporting GPAs and Class Rank

Select GPA to Rank on

- Weighted Academic GPA
- Weighted Total GPA
- Non-Weighted Academic GPA
- Non-Weighted Total GPA
- Total Grade Points



Grade Reporting GPA's will be calculated using mark M4

Recompute GPAs and Class Rank

Grade Reporting - Copy Grades to Grade History and Transcripts

After all the grades have been submitted by teachers, there are two final steps to be taken, depending on the term that the grades fall into. One step is to Copy Grades to Grade History. The other is to copy grades to the Transcripts.

Copy Grades to Grade History (GRH)

- After grades are complete, the Copy Grades to Grade History (GRH) will copy grades from the GRD table to the Grade History (GRH) table and will store all grade history such as citizenship, comments, absences, tardies, etc.
- It is important that this process be run at the end of each grading cycle prior to initializing a new Grade cycle.
- This function can also be done from the Initialize New Grade Reporting Cycle form as part of the creation process.
- Click on the Select Which Mark to Move to GRH drop down and a menu will display the available marks to move. Click on the Copy Grades to Grade History (GRH) button and the grades will be copied to the GRH table

Copy Grades to Grades History (GRH)

Select Which Mark to Move to GRH: 4: 2nd Sem ▼

Copy Grades to Grades History (GRH)

Copy Grades to Grades History (GRH)

Select Which Mark to Move to GRH: 4: 2nd Sem ▼

Copy Grades to Grades History (GRH)

This process may take some time to complete.
You will receive an email when it has completed.

Grade History

Allan (AJ) Abbott ▼

	Student ID	99400001	Grade	12
	State Student ID	1234567890	Age	18
	Status Tag	Active	Gender	Male
	Student Number	1	Birthdate	11/11/2002

General Contact Add'l

Grade History

Print

Mk#	Heading	Per	Section	Crs-ID	Course Title	Teacher(s)	Mark	Crd	Cit	WH	Abs	Tdy	Enr	Pre	Exc	Unx	Sus	Comment
1	1st Qtr	1	1118	0317	IB Eng HL2	804 Stockton	A	5.00			0	0	29	29	0	0	0	
1	1st Qtr	2	2166	0726	IBHstAm2/HEcCv	605 Acosta	A-	5.00			0	0	29	29	0	0	0	
1	1st Qtr	3	3093	0425	Span IV IB SL	610 Alvarado	D+	5.00	S		0	0	29	29	0	0	0	
1	1st Qtr	4	4004	0704	Civics Cp	693 Hauser	A-	5.00	O		0	0	29	29	0	0	0	A E
1	1st Qtr	5	5133	0698	IB Biology SL	712 Smith	B-	5.00			0	0	29	29	0	0	0	
1	1st Qtr	7	7003	0775	IB TheoryKnow	636 Goode	B+	10.00			1	0	29	28	0	1	0	
2	1st Sem	1	1118	0317	IB Eng HL2	804 Stockton	A	5.00			0	0	28	28	0	0	0	

Print Grade Report Cards

- The Print Grade Report Cards options page gathers all Grade (GRD) or Gradebook Snapshots (GSS) data necessary to produce any of the available Report Cards listed below
- The Print Grade Report Cards process uses Grade Reporting Data (GRD) data to determine the Class and Teacher information that is printed on the Report Cards, therefore, the Grade Reporting (GRD) table needs to be initialized.
- If the Gradebook Snapshot marks are being printed prior to the first Grade Reporting period of the school year, then the Grade Reporting (GRD) table must be initialized before attempting to print the Report Cards.
- If the Gradebook Snapshot marks are being printed in between Grade Reporting periods, then the Grade Reporting (GRD) table needs to be initialized before printing the Report Cards in order to print the Student's current Class and Teacher information.

Print Grade Report Cards Report Options

Report Format: PDF Report Delivery: None

Print mail info at top of page

Select Report Card to Print

1 mark letter 1 mark Trifold
 3 mark letter 3 mark Trifold
 6 mark letter 6 mark Trifold
 8 mark letter 9 mark Trifold
 12 mark letter 12 mark Trifold
 Grade History Letter Grade History Trifold

Print Report Cards For

Active students Only
 Both Active and Inactive Students

Address Report Cards To

Parents
 Contacts - Only students who have contacts

Print Report Cards In

All Languages English Only Only CL Of:

Select Track to be printed if not all:

M3	Snapshot Quarter 4	M4
Qtr	SNP	Sem
3	Q4	S

Select Students to Print

Show all Students (includes inactive students)
Filter by Student ID, Name, or Number...

StuID	Name	Gender	Gr
99400001	Abbott, Allan	M	
99400002	Abdelnour, Alice	F	
99400003	Abdo, Alice	F	
99400004	Abdo, Arnold	M	
99400005	Abea, Ayrianna	F	
99400006	Abejon, Tanya	F	
99400007	Abeşamis, ...	F	

Total: 0



Print Grade Report Cards cont.

Select Report Card to Print options to choose which Report Card to generate.

- The Print Report Cards For defaults to print Report Cards for Active students Only.
- To include Inactive Students select Both Active and Inactive Students
- **Note:** If printing Report Cards for Inactive Students, confirm that the Sort Report Cards option in Grade Reporting Options is set to print by Name
- The Address Report Cards To section has two options, Parents and Contacts - Only students who have contacts.
- Selecting Parents prints Report Cards using the Parent/Guardian name and address from the Demographics page.
- Selecting Contacts prints a Report Card only for those Contacts that have a Mail Tag code on a Contact record. If no contacts exist with a Mail Tag code, then no Report Cards are printed.
- Report cards generated for Parents and Contacts are two separate operations and **MUST** be run separately.
- If the Grade Reporting Codes and Descriptions have specific Correspondence Languages set up, then Report Cards can be selected to print for these Correspondence Languages. The Report Card prints for all Students with that Correspondence Language (STU.CL).
- All Languages – The Report Cards print in the Correspondence Language (STU.CL) of the Student, if not English.
- English Only – Print all Report Cards in English regardless of a Student's Correspondence Language
- Only CL Of - Print Report Cards for *only* the Students that have the Correspondence Language selected.
- **NOTE:** The translations must be set up in Update Grade Reporting Codes and Descriptions, otherwise the default is English.
- If the Correspondence Language codes for Spanish, Vietnamese, Cantonese or Korean are selected, the Headings on the Report Card are translated.

Print Grade Report Cards Report Options

Report Format: PDF

Print mail info at top of page

Select Report Card to Print

1 mark letter

1 mark Trifold

3 mark letter

3 mark Trifold

6 mark letter

6 mark Trifold

8 mark letter

9 mark Trifold

Print Report Cards For

Active students Only

Both Active and Inactive Students

Address Report Cards To

Parents

Contacts - Only students who have contacts

Print Report Cards In

All Languages English Only Only CL Of: Spanish

SCREAMING EAGLE HIGH SCHOOL									
Semester Report Card									
Nombre				ID Estudiante	Grado		Consejero		
Allan A. Acuna				99400020	10		Wilson		
Per	Curso	Maestro	2nd Sem	Crédito	Ciu	H/T	Aus	Tard	Comentarios
1	GeomApplication	Hall, J	F	0.00	S		0	0	
2	English 10 CP	Nuno	F	0.00	S		0	0	
3	World Hist. Cp	Trimillos	D	5.00	S		0	0	Participación pobre Descuida el trabajo del escuela/casero Trabajo incompleto/mal calidad
4	Biology	Dunne	F	0.00	N		0	0	Descuida el trabajo del escuela/casero Hábitos/bajo del estudio puntuaciones del test Comportamiento quebrantador
5	ROP E-Commerce	ROP-52-Chan	B+	5.00	S		0	0	

Grade Reporting - Print Grade Report Mark Listing

The Grade Report Mark Listing report displays all grade information printed on report cards. This report has an option to view only populated marking periods and can show the comment descriptions instead of the comment codes. The options also includes printing for a selected mark or for ALL marks as well as including inactive students.

Print Grade Report Mark Listing Report Options

Report Format: PDF ▼

Report Delivery: None ▼

View Only Populated Marking Periods

Show Comment Descriptions instead of Codes

Include Inactive Students

Print Which Mark: All ▼

Run Report

Screaming Eagle High School											9/27/2021		
2021-2022											Page 1		
MARK LISTING BY STUDENT											Credit	Credit	
Student Name	Grd	STU ID	Pd	Course Title	Teacher	1st Qtr	1st Sem	3rd Qtr	2nd Sem	CI WH Abs Tdy	Comments	Attmpt	Compl
Abbott, Allan J.	12	99400001	1	IB Eng HL2	Stockton	B	A	A	A	1 1	Works At Apparent Ability	5.00	5.00
			1	IBHstAm2/HEcCv	Acosta					1 1		5.00	0.0
			2	IB Eng HL2	Stockton					1 0		5.00	0.0
			2	IBHstAm2/HEcCv	Acosta	A-	A-	A-	A-	1 0	Excellent Student	5.00	5.00
			3	Span IV IB SL	Alvarado/	D+				1 0		5.00	0.0
			3	IB Span HL 2	Alvarado/		A	A-	A	1 0	Pleasure To Have In Class, Excellent Student	5.00	5.00
			4	Civics Cp	Hauser	A-	A-	A			0 0		5.00
4	Economics Cp	Bryan, R					A-	0 0	Showing Improvement	5.00	5.00		
5	IB Biology SL	Smith	B-	B-	B-	B		0 0	Pleasure To Have In Class	5.00	5.00		
7	IB TheoryKnow	Goode	B+	A-	A-			0 0		10.00	0.0		
			Acad GPA: 4.40		Non-Weighted: 3.80		Tota GPA: 4.40		Non-Weighted: 3.80		25.00	25.00	

Grade Reporting - Print Grade Report Exception or Ineligibility Report

Grade Report Exception Listing Report

The Grade Report Exception Listing is similar to the mark listing, except it only prints for students meeting the exception conditions selected. All grade codes defined in the COD table will display on the option form.

Enter the number of grade marks a student will have in order to be included on the report. For example, if "1" is entered in the "A" mark all students with one or more "A" marks for the marking period selected will print. If more than one selection is entered students who have either mark will print. In the above example any student with either a "D" grade, "F" grade, "U" Citizenship or "U" Work Habits mark in marking period M4 will display on the report

To print only the courses in which the students have the specified marks click on Print Only Exception Marks on the form. If multiple mark grade reporting is being utilized select the current mark in the list labeled Using This Mark. There is an option to print for each defined mark or ALL Marks. Click on Print to generate the report.

Print Grade Report Exception Listing Report Options

Report Format: PDF ▼
 Report Delivery: None ▼

Enter number of marks required to be included on report

Grade Marks:		Citizenship Marks:		Work-Habit Marks:	
A 0	NC 0	N 0	O 0	N 0	O 0
B 0	NM 0	S 0	U 1	S 0	U 1
C 0	P 0				
CR 0	D 1				
F 1	I 0				

Using this mark: M4 ▼

Print Only M4
 Print Only Exception Marks
 Sort by Student
 Sort by Counselor

Note: Citizenship & Work-Habits marks refer to the current mark only (M4)

Run Report

Report Tag Information

Report Name Value: PrintGradeReportExceptionListing
 Query Tag Value: X : All students included in this report
 Query Value: Value Field is left unpopulated
[Report Tag Help](#)

Screaming Eagle High School										
2020-2021 Grade Exception Report										3/4/2021
2020-2021										Page 1
Student Name	Grd	Stu ID	Pd	Course Title	Teacher	2nd Sem	CI	WH	Abs/Tdy	Comments
Abdo, Alice A.	9	99400003	0	Phys Science,CP	Staley	F			0 0	
			2	Algebra Cp	Odsather	F	S		0 0	
Abdo, Arnold A.	10	99400004	5	English 10 CP	Nuno	D	S		0 0	
Abea, Ayrianna J.	12	99400005	1	Economics Cp	Wells	D	U	0 0	0 0	Neglects School/Home Work, Privileges Suspended
			3	Algebraic Apps	Sneed	F	S		0 0	Pleasure To Have In Class
			4	ROP Photo I	ROP-56-HIF				0 0	Incomplete Work/Poor Quality
Abejon, Tanya A.	10	99400006	1	PE	Wilber	D	S		0 0	Privileges Suspended, P.E., Fails To Suit Up, Poor Participation
			3	Algebra Cp	Odsather	D	S		0 0	
			4	Phys Science,CP	Smith, S.	D-	S		0 0	
			6	English 10 CP	Ertle	F	S		0 0	Incomplete Work/Poor Quality, Neglects School/Home Work
Abesamis, Tatiana J.	9	99400008	2	English 9 Cp	Ertle	D-	O		0 0	Showing Improvement
			6	ROP Glazier Occ	ROP-23	D	S		0 0	Privileges Suspended
Abney, Jessica M.	12	99400009	4	Health/Careers	Wilber	A-	U		0 0	Excessive Tardies/Absences
			5	Psychology Cp	Trimillos	D	N		0 1	Time, Not Making Good Use Of
Abrego, Alice A.	9	99400012	4	Phys Science,CP	Staley	F	S		0 0	
			5	English 9 Cp	Bauer	D			0 0	
			6	Algebra Cp	Odsather	D	S		0 0	

Grade Reporting - Print Grade Report Exception or Ineligibility Report

Ineligibility Listing Report

The Ineligibility Listing is a tool used to determine the students who have not met a certain criteria and are now ineligible for certain activities, such as football, etc. One or more sets of criteria can be entered for students to display on the report

For example, a "1" can be entered next to the "F" mark. Additional criteria can be selected, such as a GPA less than a certain value, such as 2.00 or Credits Completed less than 25. The report will list the students who meet all conditions. The report has two sort by options which allow for sorting by Student Name, Student ID, Grade Level or Student Program.

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Ineligibility Listing Report

Page 1

Stu ID	Name	Program	Gender	Grade	Credits Attempted	Credits Completed	Total GPA	Non-Weighted	
								Acad GPA	Total GPA
99400003	Abdo, Alice A		Female	9	30.00	20.00	1.50	1.20	1.50
99400006	Abejon, Tanya A		Female	10	30.00	25.00	1.50	1.60	1.50
99400020	Acuna, Allan A		Male	10	30.00	15.00	0.83	0.83	0.83
99400028	Aguiar, Jennifer M		Female	10	35.00	25.00	1.71	1.50	1.71
99400030	Aguilar, Allan		Male	9	30.00	15.00	0.83	0.60	0.83

Print Ineligibility Listing Report Report Options

Report Format: PDF

Report Delivery: None

Enter number of marks required to be included on report

Grade Marks:

A 0

NC 0

B 0

NM 0

C 0

P 0

CR 0

D 0

F 1

I 0

Citizenship Marks:

N 0

O 0

S 0

U 0

Work-Habit Marks:

N 0

O 0

S 0

U 0

Total GPA

less than 2.00

Using this mark:

M4

Credits Attempted less than:

25.0

Credits Completed less than:

25.0

Sort by: Student Name

And Sort By: Grade Level

Note: Not all criteria must be filled in. Fields left alone will be ignored. Students must meet all criteria defined.

Run Report

Report Tag Information

Report Name Value: PrintIneligibilityListing

Query Tag Value: • X : All students included in this report

Query Value: Value Field is left unpopulated

[Report Tag Help](#)

Grade Reporting - Print Grade Report Mark Analysis by Teacher or Course

The Grade Report Mark Analysis is an analysis of grades given by teachers during the current grade report cycle and has sorting options which include by Course ID, Course Title, Teacher Number or Teacher Name. This report displays the number and percentage of each grade given by each teacher in each of their classes. On the options window, select the desired mark to print for this report from the drop-down list. There is an additional option to include or not include Teacher Aide courses which are identified using CRS.TA field.

Print Grade Report Mark Analysis Report Options

Report Format: PDF

Report Delivery: None

Print Which Mark: 4

Sort by Course ID

Sort by Course Title

Sort by Teacher Number

Sort by Teacher Name

Include Teacher Aide Courses

Run Report

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Mark Distribution Analysis by Course (Second Semester - M4)

Page 1

Course ID and Title	Teacher name	Period	----- A -----		----- B -----		----- C -----		----- D -----		----- F -----		----- I -----		--- OTHER---		GPA
			TOTAL	PCT	TOTAL	PCT	TOTAL	PCT	TOTAL	PCT	TOTAL	PCT	TOTAL	PCT	TOTAL	PCT	
0010 PE 9	Acosta	5	4	66.7	2	33.3	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	3.67
			4	66.7	2	33.3	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0
0010 PE 9	Bray	1	42	80.8	9	17.3	1	1.9	0	0.0	0	0.0	0	0.0	0	0.0	3.79
			37	77.1	7	14.6	3	6.3	1	2.1	0	0.0	0	0.0	0	0.0	3.67
			33	75.0	10	22.7	1	2.3	0	0.0	0	0.0	0	0.0	0	0.0	3.73
			34	73.9	8	17.4	4	8.7	0	0.0	0	0.0	0	0.0	0	0.0	3.65
			41	75.9	11	20.4	1	1.9	1	1.9	0	0.0	0	0.0	0	0.0	3.70
			187	76.6	45	18.4	10	4.1	2	0.8	0	0.0	0	0.0	0	0.0	3.71



Grade Reporting - Print Honor Roll and Class Rank Listing

Two reports are available to print the Honor Roll and Class Rank. The Honor Roll and Class Rank Listing from Grade Reporting is based on the Class Rank from the latest grade reporting cycle. The Honor Roll and Class Rank Listing from Transcripts is based on the cumulative Class Rank from the transcript. Prior to printing the report the current grade point averages and class ranks must be recomputed.

Honor Roll and Class Rank Listing from Grade Reporting

The Honor Roll and Class Rank Listing from Grade Reporting report can be sorted by: Grade and Class Rank, Grade and Academic GPA, Grade and Student Name, Student Name or Class Rank.

Honor Roll and Class Rank Listing from Transcripts

The Honor Roll and Class Rank Listing from Transcripts report can be printed by grade or for all grades:

Print Honor Roll And Class Rank Listing From Grade Reporting Report Options

Report Format: PDF

Report Delivery: None

Sort Report By: 1 - Grade and Class Rank

- 1 - Grade and Class Rank
- 2 - Grade and Academic GPA
- 3 - Grade and Student Name
- 4 - Student Name
- 5 - Class Rank

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HONOR ROLL AND CLASS RANK LISTING

Page 1

(Based on Current Grades Only)

Student Name	Gndr	Grade	Grad Track	Total GPA	Non-Weighted	Academic GPA	Non-Weighted	Credit Attempted	Credit Completed	Class Rank	Class Size
Barr, James J.	M	9		4.0000	4.0000	4.0000	4.0000	35.00	35.00	1	540
Barrett, Jacqueline L.	F	9		4.0000	4.0000	4.0000	4.0000	30.00	30.00	1	540
Beltran, Alice M.	F	9		4.0000	4.0000	4.0000	4.0000	30.00	30.00	1	540
Bonomo, Sandra	F	9		4.0000	4.0000	4.0000	4.0000	30.00	30.00	1	540
Brandt, Rosalia R.	F	9		4.0000	4.0000	4.0000	4.0000	35.00	35.00	1	540
Downing, Michele C.	F	9		4.0000	4.0000	4.0000	4.0000	30.00	30.00	1	540
Esquivel, Melissa	F	9		4.0000	4.0000	4.0000	4.0000	30.00	30.00	1	540

Print Honor Roll And Class Rank Listing From Transcripts Report Options

Report Format: PDF

Report Delivery: None

Student Grade: All

Run Report

- All
- 9
- 10
- 11
- 12

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HONOR ROLL AND CLASS RANK LISTING

Page 1

Student Name	Gndr	Grade	Credit Attempted	Credit Completed	Total GPA	Non-Weighted	Academic GPA	Non-Weighted	Grade Points	Class Rank	Class Size
Arguelles, Jennifer	F	9	35.00	35.00	4.0000	4.0000	4.0000	4.0000	24.0	1	540
Arzola, Fahd L	M	9	30.00	30.00	4.0000	4.0000	4.0000	4.0000	20.0	1	540
Barr, James J	M	9	30.00	30.00	4.0000	4.0000	4.0000	4.0000	20.0	1	540
Barrett, Jacqueline L	F	9	30.00	30.00	4.0000	4.0000	4.0000	4.0000	20.0	1	540
Beltran, Alice M	F	9	40.00	40.00	4.0000	4.0000	4.0000	4.0000	28.0	1	540
Bonomo, Sandra	F	9	30.00	30.00	4.0000	4.0000	4.0000	4.0000	20.0	1	540
Brandt, Rosalia Rochelle	F	9	35.00	35.00	4.0000	4.0000	4.0000	4.0000	24.0	1	540
Culbertson, Tara M	F	9	30.00	30.00	4.0000	4.0000	4.0000	4.0000	20.0	1	540

Grade Reporting - Copy Grades to Grade History and Transcripts

After all the grades have been submitted by teachers, there are two final steps to be taken, depending on the term that the grades fall into. One step is to Copy Grades to Grade History. The other is to copy grades to the Transcripts

Copy Grades to Grade History (GRH)

After grades are complete, the Copy Grades to Grade History (GRH) will copy grades from the GRD table to the Grade History (GRH) table and will store all grade history such as citizenship, comments, absences, tardies, etc.

It is important that this process be run at the end of each grading cycle prior to initializing a new Grade cycle.

This function can also be done from the Initialize New Grade Reporting Cycle form as part of the creation process.

Click on the Select Which Mark to Move to GRH drop down and a menu will display the available marks to move. Click on the Copy Grades to Grade History (GRH) button and the grades will be copied to the GRH table

Copy Grades to Grades History (GRH)

Select Which Mark to Move to GRH: 4: 2nd Sem ▼

Copy Grades to Grades History (GRH)

Copy Grades to Grades History (GRH)

Select Which Mark to Move to GRH: 4: 2nd Sem ▼

Copy Grades to Grades History (GRH)

This process may take some time to complete. You will receive an email when it has completed.

Grade History

Allan (AJ) Abbott ▼
General Contact Add'l

	Student ID	99400001	Grade	12	Counse
	State Student ID	1234567890	Age	18	Langu
	Status Tag	Active	Gender	Male	CorrLn
	Student Number	1	Birthdate	11/11/2002	Interdi

Grade History

Print

Mk#	Heading	Per	Section	Crs-ID	Course Title	Teacher(s)	Mark	Crd	Cit	WH	Abs	Tdy	Enr	Pre	Exc	Unx	Sus	Comment
	1 1st Qtr	1	1118	0317	IB Eng HL2	804 Stockton	A	5.00			0	0	29	29	0	0	0	
	1 1st Qtr	2	2166	0726	IBHstAm2/HEcCv	605 Acosta	A-	5.00			0	0	29	29	0	0	0	
	1 1st Qtr	3	3093	0425	Span IV IB SL	610 Alvarado	D+	5.00	S		0	0	29	29	0	0	0	
	1 1st Qtr	4	4004	0704	Civics Cp	693 Hauser	A-	5.00	O		0	0	29	29	0	0	0	A E
	1 1st Qtr	5	5133	0698	IB Biology SL	712 Smith	B-	5.00			0	0	29	29	0	0	0	
	1 1st Qtr	7	7003	0775	IB TheoryKnow	636 Goode	B+	10.00			1	0	29	28	0	1	0	
	2 1st Sem	1	1118	0317	IB Eng HL2	804 Stockton	A	5.00			0	0	28	28	0	0	0	

Grade Reporting - Copy Grades to Grade History and Transcripts

Copy Grades to Transcripts

After semester grades are complete, the Copy Grades to Transcripts will copy grades from the Grades (GRD) table to the students' Course History (HIS) table. The process will also update the Credits Attempted/Credits Completed fields for the students. The Course History (HIS) table records will print on a student's transcript.

Click on the Copy Grades to Transcripts link. The following selection will display.

The correct term and year must be entered for the current marks to be stored in course history. Semester is usually denoted as 1 for fall, 2 for spring and 3 for summer. To move quarter classes as well as semester and year classes click on the button to Move all applicable classes to Transcripts. NOTE - This is the typical option.

To move only quarter classes click on Move ONLY quarter classes to Transcripts. NOTE - Do this ONLY at mid-semester. Grades for courses tagged with a 'Q' in the Course table will move to Transcripts. This option should only be done at the end of a quarter. Quarter classes are considered to be course records having a "Q" in the CRS.TM (Term) field.

If the school is set up as a track school, enter a track number in the Enter Track field or leave this blank to indicate all tracks. To move all but one track each track must be moved separately

To move marks to history for one particular grade level, select the grade level from the Student Grade dropdown. If Multiple Marks are maintained, choose the mark to be moved.

To automatically update the Pass/Fail credit status check the Update Pass/Fail Credit Status Automatically box. It is important to check this box when using [Attendance Based Grade Reporting](#). Please see the [Transcript Pass/Fail Credit Status](#) article for more information.

If the School Taken should be populated with the Student's Reporting Home School instead of the LOC school, check the School Taken with Home School box.
If the School Taken should be populated with the Student's Campus of Accountability instead of the LOC school, check the Populate School Taken with Campus of Accountability box.

If the Overwrite if HIS records exist? is checked, the process will replace valid marks and credits from Grades (GRD) to any existing transcript records (HIS) which match on the same student, course, term, and "sequence" number link (see below for more information). This option should be selected if mass changes were made to GRD records and the copying grades to transcripts function needs to be repeated. This option will prevent the creation of duplicate transcript records.

If the Overwrite if HIS records exist? checkbox is not checked, any existing HIS records will be skipped, even if the corresponding GRD record has been changed. This option will only insert grade records which exist in GRD into HIS if there is no existing record in HIS matching on the student, course, term, and "sequence" number link.

The "sequence" number link is used to prevent duplicate HIS records. In the SQL tables, when GRD records are copied to HIS, a sequence value from the HIS record is stored in the corresponding GRD record. The GRD.S1 - S12 field (corresponding to the mark recorded in one of the GRD M1-M12 fields) will contain the sequence number (HIS.SQ) for the HIS record that the GRD record was copied into. If grades are copied to HIS again, a new HIS record for the course/term will not be created if one already exists. Instead, the process will overwrite the record containing the same sequence value. For future terms, this feature should allow users to copy grades and credits from GRD to HIS without creating duplicate HIS records.

Note: The process will not be able to identify a link between HIS and GRD records created prior to the addition of this new feature. Additionally, Transcript records entered for a different district/school or manually entered will not be touched with either option. Also, if GRD and or HIS records are deleted, the GRD-HIS sequence number "link" will also be deleted.



KEY TAKEAWAYS

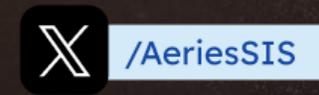
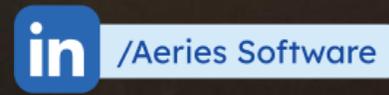
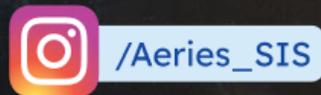
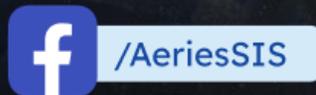
- Remember – any manual changes made to grades must be copied to GRH and HIS
- Grade Reporting Queries



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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