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**Standard Based Grade Reporting for Secondary Schools**  
**March 7, 2014**

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**\*\* = New or updated information**

The **Standards Based Grade Reporting for Secondary Schools** allow schools to define which standards are linked to a course and then identify which of those standards should display on the report card. During the grade reporting period teachers can enter grades for each standard as well as an overall grade for the course. A **Load Grades from Gradebook** process is available to teachers .

2012-2013 Screaming Eagle High School											Welcome Teacher B					
											My Options					
Period: 1											Edit All Records		Load Grades From Gradebook		Current Date Range for Grade Posting: 09/19/2013 - 10/04/2013	
Grades by Teacher/Multiple Marks																
Stu#	Student Name	Grd	Course	1st Qtr	2nd Qtr	3rd Qtr	1st Sem	3rd Qtr	4th Qtr	2nd Sem	Cred	Cit	WH	Abs	Tdy	C
16	Acharya, Josiah	11	English 11 CP	D	D	D	B				5.00			0	0	
Edit Standard				1st Qtr	2nd Qtr	3rd Qtr	1st Sem	3rd Qtr	4th Qtr	2nd Sem						
CEH.112.W.4 Produce clear and coherent writing in which the de...																
CEH.112.W.5 Develop and strengthen writing as needed by planni...																
CEH.112.W.P Production and Distribution of Writing																
189	Barnette, Amanda	11	English 11 CP	D	D	C	C				5.00			0	0	
Edit Standard				1st Qtr	2nd Qtr	3rd Qtr	1st Sem	3rd Qtr	4th Qtr	2nd Sem						
CEH.112.W.4 Produce clear and coherent writing in which the de...																
CEH.112.W.5 Develop and strengthen writing as needed by planni...																
CEH.112.W.P Production and Distribution of Writing																

The **Standards Based Grade Reporting for Secondary Schools** **MUST** be set up prior to use. Standards must be assigned to courses and schools must select the grade range that will utilize Standards Based Grade Reporting for their secondary grades. Only **Aeries.net** supports the **Standards Based Grades for Secondary Schools**.

Once the Secondary **Grade Reporting Cycle** has been initialized and marks have been submitted, changes **should not** be made to the **Standards, Grade Reporting Codes, or Secondary Standards Based Grade Reporting Options**.

Translations can be entered for the **Standards, Marks**, and other secondary report card codes with up to **6 Correspondence Languages**. The printing of the translated standards, marks and codes is determined by the students' **Correspondence Language**.

After the **Grade Setup** is complete and the **Grade Reporting Cycle** has been initialized, student grades can be entered manually or imported using the **Load From Gradebook** feature in the **Teacher Portal**. Report cards can then be generated for the term and grade selected.

### INITIAL SET-UP

Only **Aeries.net** supports the **Standards Based Grades for Secondary Schools**.

**Secondary Standards Based Grades** uses the following tables in **Aeries®**:

- GRD – Grade Reporting**
- GRO – Grade Reporting Options**
- GRS – Secondary Standards Based Grades**
- SBR – Standards Based Courses**
- SBV – Standards Based Marks**
- STN – Standards**

Users that are setting up both the **Standards Based Grades for Secondary Schools** and the secondary report card will need permissions to the following **Aeries.net** areas:

To set up **Standards Based Grades for Secondary Schools**:

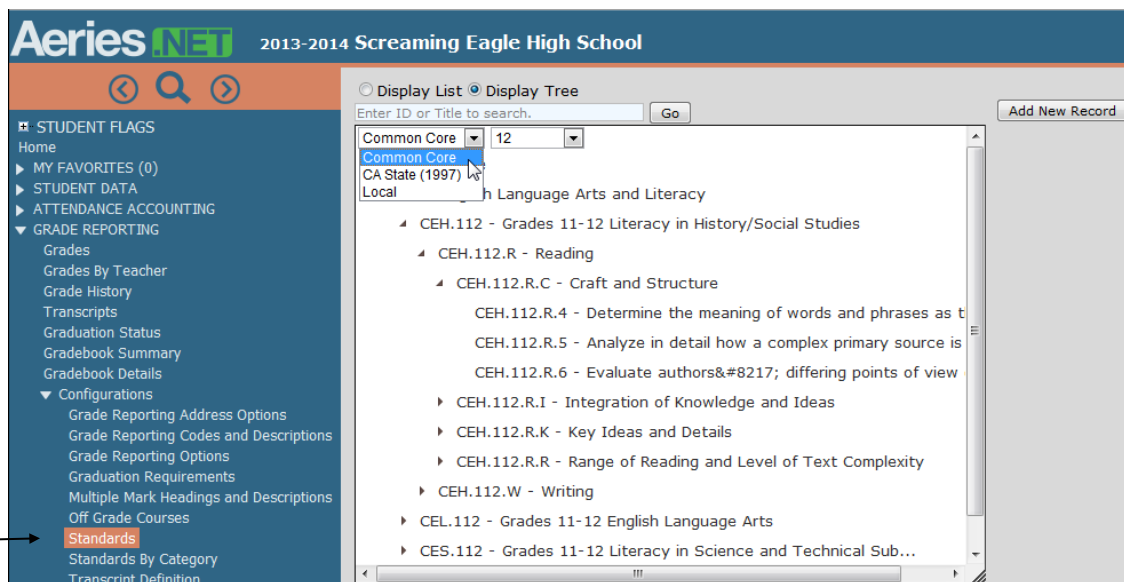
- Course Data** – under the **Scheduling** Table/Program Area
- Grade Reporting Options** – under the **Grade Reporting** Table/Program Area
- Standards Based Valid Marks** – under the **Standards Based Grading** Table/Program Area

To set up **Secondary Report Cards/** initialize report cards for each grading term:

- Grades** – under the **Grade Reporting** Table/Program Area
- Grade History** – under the **Grade Reporting** Table/Program Area
- Grade Reporting Options** – under the **Grade Reporting** Table/Program Area
- Grade Reporting Address Options** – under the **Grade Reporting** Table/Program Area
- Update Multiple Mark Headings and Descriptions** – Under the **Grade Reporting** Table/Program Area

## SETTING UP STANDARDS

The **Standards** screen is found in **Grade Reporting/Configurations**. Standards can be displayed in a list of all standards, or in a tree format which shows the hierarchy of the standards. A **Search** box is available to limit the standards displayed, as well as filters for type of standard and grade level.



Click the mouse on the **Add New Record** button to enter a new standard into the table. In the screenshot below a 12<sup>th</sup> grade Writing standard is being added to the **Standards** table. Enter the **Standard ID**, **Title**, **Type of Standard**, and if it is a substandard, then select the higher level standard that it is under in the **Category** field. If the standard will be receiving a grade on the report card, then **Mark Type1** must be set to **Progress Toward Standard**. Select the **terms** when this standard is assessed and the **grade level(s)** that it applies to. Up to six translations can be entered for each standard. Select the **Correspondence Language** code and enter the translation into the field next to it. Click on the **Save** button when complete.

Standard ID	Title	Type of Standard
Eng12W	Writing	Cluster/Strand
Category		
English Language Arts 12		
Long Description		
Mark Type1:	Progress Toward Standard	<input type="checkbox"/> Include in Transcript?
Mark Type2:		<input type="checkbox"/> Include in Transcript?
Applies to terms:	<input checked="" type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input checked="" type="checkbox"/> 4	
Applies to grades:	<input type="checkbox"/> K <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input checked="" type="checkbox"/> 12	<input type="button" value="Apply To All"/>
Count on Missing Mark Report?	Not Applicable	Status
		Last School Year Active
		0
Correspondence Languages:		

To edit a standard select the standard in the **Display List**. The standard definition will display on the right. Select the **Change** button. Once all changes have been made, select **Save**.

**NOTE: Standards should not be modified once the Grade Reporting Cycle has been initialized.**

## Load Standards

Standards can also be added to **Aeries** by using the **Load CA State Standards** form. The **Load CA State Standards** form is available in **Admin CS** in **View all Forms**. The following form has 2 tabs to load California or Common Core standards into **Aeries**.

2013-2014 Eagle Unified School District 9/13/2013

Load Selected Standards (STN) Load Common Core (STN)

CST ELA	CST Math	CST History-Social Sciences	CST Science
<input checked="" type="checkbox"/> K <input checked="" type="checkbox"/> 6	<input checked="" type="checkbox"/> K <input checked="" type="checkbox"/> Linear Algebra	<input checked="" type="checkbox"/> K <input checked="" type="checkbox"/> 9	<input checked="" type="checkbox"/> K <input checked="" type="checkbox"/> Biology / Life
<input checked="" type="checkbox"/> 1 <input checked="" type="checkbox"/> 7	<input checked="" type="checkbox"/> 1 <input checked="" type="checkbox"/> Alg I	<input checked="" type="checkbox"/> 1 <input checked="" type="checkbox"/> 10	<input checked="" type="checkbox"/> 1 <input checked="" type="checkbox"/> Earth
<input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 8	<input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> Alg II	<input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 11	<input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> Chemistry
<input checked="" type="checkbox"/> 3 <input checked="" type="checkbox"/> 9-10	<input checked="" type="checkbox"/> 3 <input checked="" type="checkbox"/> Math Analysis	<input checked="" type="checkbox"/> 3 <input checked="" type="checkbox"/> K-5 Analysis Skills	<input checked="" type="checkbox"/> 3 <input checked="" type="checkbox"/> Physics
<input checked="" type="checkbox"/> 4 <input checked="" type="checkbox"/> 11-12	<input checked="" type="checkbox"/> 4 <input checked="" type="checkbox"/> Geometry	<input checked="" type="checkbox"/> 4 <input checked="" type="checkbox"/> 6-8 Analysis Skills	<input checked="" type="checkbox"/> 4 <input checked="" type="checkbox"/> Inv & Exp
<input checked="" type="checkbox"/> 5	<input checked="" type="checkbox"/> 5 <input checked="" type="checkbox"/> Prob & Stat	<input checked="" type="checkbox"/> 5 <input checked="" type="checkbox"/> 9-12 Analysis Skills	<input checked="" type="checkbox"/> 5
	<input checked="" type="checkbox"/> 6 <input checked="" type="checkbox"/> AP Prob & Stat	<input checked="" type="checkbox"/> 6 <input checked="" type="checkbox"/> Government	<input checked="" type="checkbox"/> 6
	<input checked="" type="checkbox"/> 7 <input checked="" type="checkbox"/> Trigonometry	<input checked="" type="checkbox"/> 7 <input checked="" type="checkbox"/> Economics	<input checked="" type="checkbox"/> 7
	<input checked="" type="checkbox"/> Calculus	<input checked="" type="checkbox"/> 8	<input checked="" type="checkbox"/> 8

Update Previously Loaded Standards With New IDs Load Selected Standards EXIT

## Defining Standards for a Course

The **Standards** tab in the **Courses** screen is used to define which standards apply to each course and if they display on the report card. Standards assigned to courses at one school or at the District level will apply for all schools.

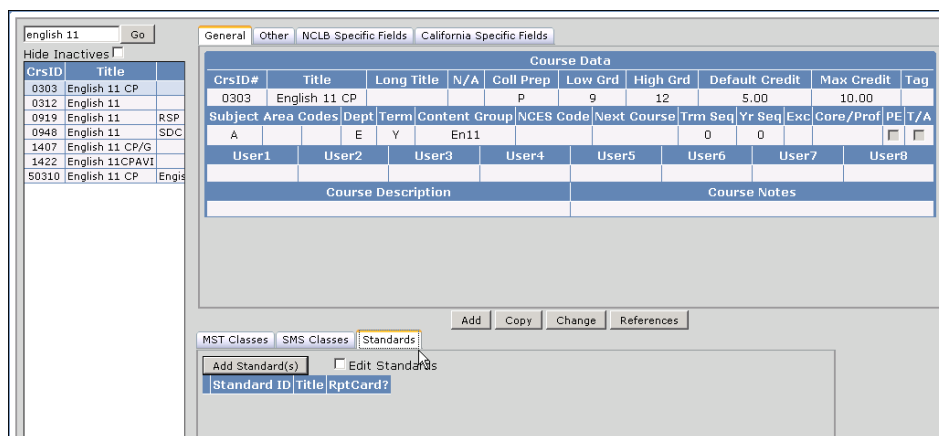
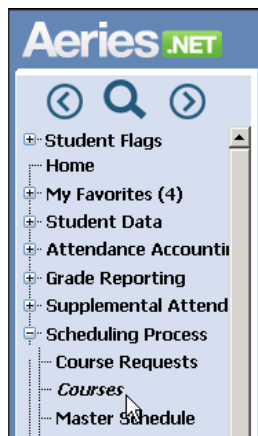
The permissions needed in **Aeries.net** to associate a standard to a course or edit or delete the association are **Read, Insert, Update** and **Delete** to **Course Data**.

Permissions	Members	Groups to Inherit From
Scheduling		
Course Data	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

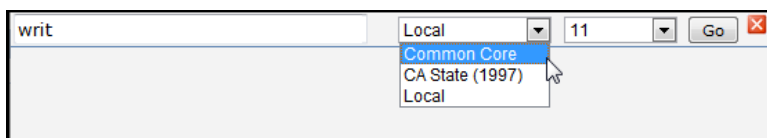
To view or update the standards for the courses click on the **Scheduling Process** node to expand it and then click on **Courses**.

The **Courses** screen will appear in the center of the screen. Click on the **Standards** tab to view any standards associated with a course, or add, edit or delete that association.

To define a standard for a course enter the **Course Name** or **Course ID** into the **Search** box and click on **Go**. Select the course to view it. Click on the **Standards** tab. Click on **Add Standard(s)**.

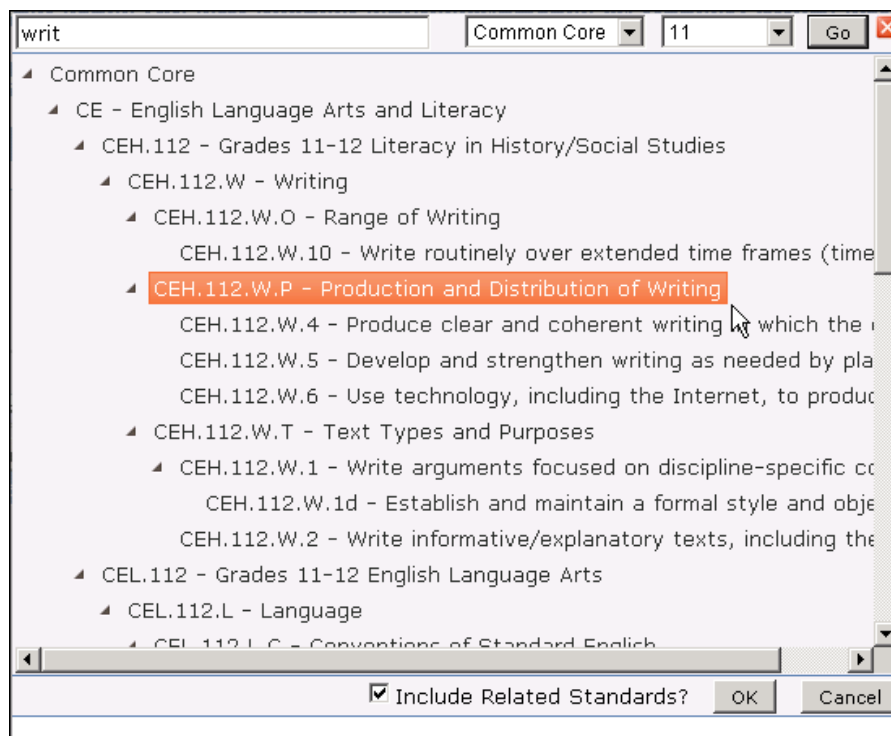


The following screen will display. To search for a standard enter a key word or the first few letter to filter for in the **Search** box.



Select the type of Standard to choose. The options are **Local**, **Common Core** or **CA State Standards**. These standards must already be defined in the **Standards** table in order to choose them. Please see the section on how to load Common Core and State Standards into **Aeries** earlier in this document to learn how to add these standards to your database.

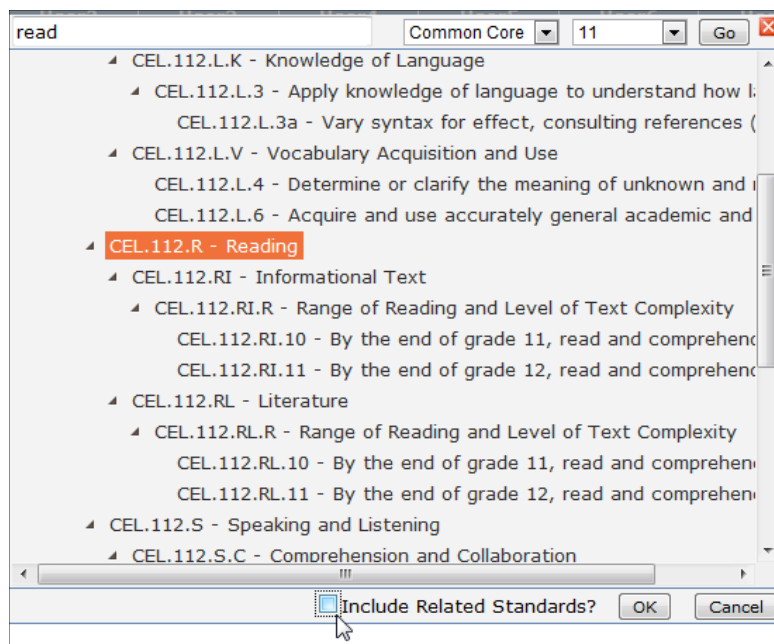
Enter the **Grade** level of the standard to limit the number of standards that appear in the list. Click on **Go**. A list of all of the standards that meet the selection criteria will come up. Click on the standard that will be associated with the course to select it. If the standard has sub-standards and you wish to also associate those standards to the course leave the **Include Related Standards** option selected. Click on **OK** to complete this process.



The **Standards** tab now lists the **CEH.112.W.P – Production and Distribution of Writing** that was selected along with all of its' sub-standards.

MST Classes   SMS Classes   <b>Standards</b>		
Add Standard(s)		<input type="checkbox"/> Edit Standards
Standard ID	Title	RptCard?
CEH.112.W.P	Production and Distribution of Writing	<input checked="" type="checkbox"/>
CEH.112.W.6	Use technology, including the Internet, to produce, publish, and update individual or shared writing products in response to ongoing feedback, including new arguments or information.	<input checked="" type="checkbox"/>
CEH.112.W.5	Develop and strengthen writing as needed by planning, revising, editing, rewriting, or trying a new approach, focusing on addressing what is most significant for a specific purpose and audience.	<input checked="" type="checkbox"/>
CEH.112.W.4	Produce clear and coherent writing in which the development, organization, and style are appropriate to task, purpose, and audience.	<input checked="" type="checkbox"/>

To add only the higher level standard to a course without its' substandards, de-select the **Include Related Standards** option before clicking on **OK** to add the standard.



In this example only the higher level standard **CEL.112.R – Reading** was added to the course.

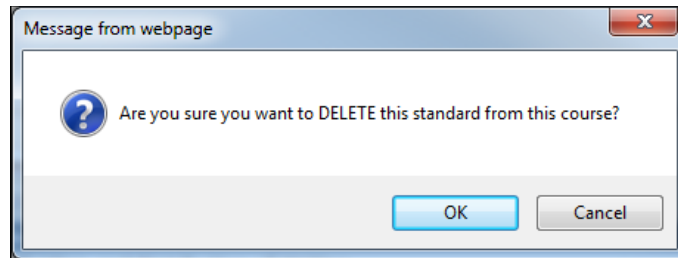
MST Classes   SMS Classes   <b>Standards</b>		
Add Standard(s)		<input type="checkbox"/> Edit Standards
Standard ID	Title	RptCard?
CEH.112.W.P	Production and Distribution of Writing	<input checked="" type="checkbox"/>
CEL.112.R	Reading	<input checked="" type="checkbox"/>
CEH.112.W.6	Use technology, including the Internet, to produce, publish, and update individual or shared writing products in response to ongoing feedback, including new arguments or information.	<input checked="" type="checkbox"/>
CEH.112.W.5	Develop and strengthen writing as needed by planning, revising, editing, rewriting, or trying a new approach, focusing on addressing what is most significant for a specific purpose and audience.	<input checked="" type="checkbox"/>
CEH.112.W.4	Produce clear and coherent writing in which the development, organization, and style are appropriate to task, purpose, and audience.	<input checked="" type="checkbox"/>

To prevent a standard from displaying on the report card or to delete the association of a standard to a course click on **Edit Standards**. De-select any standards that should not be printed on the report card.

MST Classes SMS Classes Standards			
Add Standard(s)		<input checked="" type="checkbox"/> Edit Standards	
Standard ID	Title	RptCard?	
<input checked="" type="checkbox"/> CEH.112.W.P	Production and Distribution of Writing	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/> CEL.112.R	Reading	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/> CEH.112.W.6	Use technology, including the Internet, to produce, publish, and update individual or shared writing products in response to ongoing feedback, including new arguments or information.	<input type="checkbox"/>	
<input checked="" type="checkbox"/> CEH.112.W.5	Develop and strengthen writing as needed by planning, revising, editing, rewriting, or trying a new approach, focusing on addressing what is most significant for a specific purpose and audience.	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/> CEH.112.W.4	Produce clear and coherent writing in which the development, organization, and style are appropriate to task, purpose, and audience.	<input checked="" type="checkbox"/>	

To delete an association to a standard click on the **Red X** and click on **OK** to the prompt confirming that you wish to delete the standard from the course.

MST Classes SMS Classes Standards			
Add Standard(s)		<input checked="" type="checkbox"/> Edit Standards	
Standard ID	Title	RptCard?	
<input checked="" type="checkbox"/> CEH.112.W.P	Production and Distribution of Writing	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/> CEL.112.R	Reading	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/> CEH.112.W.6	Use technology, including the Internet, to produce, publish, and update individual or shared writing products in response to ongoing feedback,	<input type="checkbox"/>	



The standard will be lined out. Once the screen is refreshed the standard will no longer display on the screen.

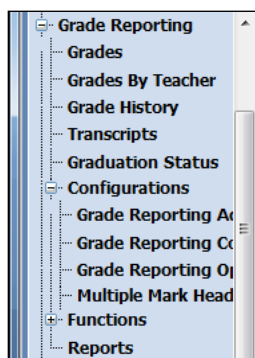
MST Classes SMS Classes Standards			
Add Standard(s)		<input checked="" type="checkbox"/> Edit Standards	
Standard ID	Title	RptCard?	
<input checked="" type="checkbox"/> CEH.112.W.P	Production and Distribution of Writing	<input checked="" type="checkbox"/>	
<del>CEL.112.R</del>	<del>Reading</del>	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/> CEH.112.W.6	Use technology, including the Internet, to produce, publish, and update individual or shared writing products in response to ongoing feedback,	<input type="checkbox"/>	

## SETTING UP SECONDARY GRADE REPORTING OPTIONS

There are several screens that are used to set up the **Secondary Report Cards** and **Secondary Standards Based Report Cards**. Users that will be updating the secondary report card options will need **Read, Insert, Update** and **Delete** permissions to **Grade Reporting Options, Grade Reporting Address Options, Update Multiple Mark Headings and Descriptions, and Standards Based Valid Marks**.

Permissions	Members	Groups to Inherit From						
Grade Reporting								
Grade Reporting Options	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
Grade Reporting Address Options	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
Update Multiple Mark Headings and Descriptions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
Standards Based Grade Reporting								
Standards Based Valid Marks	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				

Log into a **school** in Aeries.net to update the **Secondary Grade Reporting** options for that school. Click on the **Grade Reporting** node and then the **Configuration** node to view the additional Grade Reporting set up screens.



### Grade Reporting Address Options

The **Grade Reporting Address Options** allows the user to update which return address will appear on the secondary report cards. The user can also select if the **Mailing Permit** or a **PO Endorsement** will be printed on the report card and set up those options. The **Address Options** are unique to each school site.

Click on the **Change** button to open up the screen to editing. Once all changes are complete click on the **Update** button to save the changes or the **Cancel** button to leave the screen without saving the changes.

**Aeries.NET** 2012-2013 Screaming Eagle High School

**Grade Reporting Address Options**

Print which return address:  District  School  None

District Name on Return Address  
 Use Uppercase on Address

The options below apply only to the Generic and Trifold versions of the reports cards.

Print Mailing Permit  Presorted First Class Mail Permit#: 123456  
 Non-profit Organization City: Eagle Rock, CA  
 User Defined

Print PO Endorsement  Address Service Requested  
 Return Service Requested  
 Forwarding Service Requested  
 Change Service Requested



## Grade Reporting Codes and Descriptions

The **Grade Reporting Codes and Descriptions** screen allows the user to add or update grade reporting **Academic**, **Citizenship**, and **Work and Study Habits** marks. The user can also add **Comments** and **Message** codes. Use the **Edit** icon next to the record to update the code. The **Add New Record** icon towards the bottom of the list is used to add a new code.

2012-2013 Screaming Eagle High School

Academic Marks | Citizenship/WorkHabit Marks | Comment Codes | Message Codes

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

Show Correspondence Language

Translations into another language can be done by selecting the **Show Correspondence Language** option, clicking on the **Edit** icon next to the code, and entering the **Correspondence Language Code** and the **Correspondence Language Description** (translation). Click on the **Save** icon to save the changes or the **Undo** icon to leave edit mode without saving changes. Up to six language translations can be entered.

Academic Marks | Citizenship/WorkHabit Marks | Comment Codes | Message Codes

Academic Marks (A, B, C...)

Code	Description	CL1	Description1	CL2	Description2	CL3	Description3	CL4	Description4
A	Outstanding	01	Excepcional						
B	Above Average	01	Sobre promedio						
C	Average	01	Promedio						
CR	Credit	01	Crédito						
D	Below Average	01	Debajo de promedio						
F	Failing	01	El fallar						
I	Incomplete	01	Incompleto						
NC	No Credit	01	No crédito						
NM	No Mark	01	Ninguna marca						
P	Passing	01	Paso						

Show Correspondence Language

**NOTE: Changes made to the Grade Reporting Codes and Descriptions screen in one school will affect all secondary schools. These values are district-wide.**

## Grade Reporting Options

The **Grade Reporting Options** form is used to select the **Grade Reporting Options** and the **Secondary Standards Based Grade Reporting Options**.

**Aeries.NET** 2012-2013 Screaming Eagle High School

**Grade Reporting Options**

Title on Report Cards: Spring Semester Report Card

School Message:

Reporting Period: Start Date: 08/30/2013 End Date: 10/04/2013 Default Citizenship Mark:

Print Credit Earned?:  Yes  No

Print Absent?:  Yes  No

Print Tardy?:  Yes  No

Sort Report Cards:  by Name  by Grade  by Zip Code  by Teacher

Print Zip Code Extension?:  Yes  No

**GPA Warning**

Print Which GPA?	GRD		Cumulative	
	Aca	Tot	Aca	Tot
Weighted	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-Weighted	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 - 12

Change

## Secondary SBG Options

In order to use secondary standards based grades, the **Secondary SBG Options** screen needs to have the grade range entered that will be using the secondary standards. Leaving this value blank will disable secondary standards based grades for this school. To enter a grade range click on the **Change** button.

**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 - 12

Change

Enter the grade range that will be using secondary standards based grades and click on **Update** to save the changes or **Cancel** to leave the screen without saving.

**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 - 12

Update Cancel

**NOTE:** Each school can define their own grade range that will use secondary standards based grades.

## Mark Types

The **Mark Types** codes are automatically setup with default descriptions.

- **Mark Type 1 (default is Achievement)** is used to define a student's level of accomplishment for the subject being graded.
- **Mark Type 2 (default is Effort)** is used to define a student's effort towards the grade level standards.
- **Mark Type 3 (default is Progress Towards Standards)** is used to define a student's progress towards each standard that is setup.
- **Mark Type 4 Check Mark** is a check mark and cannot be changed. Any value entered will display and print as a checkmark.
- **Mark Type 5 Other Comment Graded 1-5** cannot be changed.

To change the **Description**, click on the **Edit** icon next to the **Mark Type Code**. Enter the new description. Click on the **Save** icon to save the changes or the **Undo** icon to leave the screen without changing.

Mark Types	
Code	Description
1	Achievement
2	Effort
3	Progress Toward Standard
4	Check Mark
5	Other Comment Graded 1-5

You can adjust the headings for the different types of marks.  
However, only the first 3 will display on the report card under the "explanation of marks"

Correspondence Languages

Translations into another language can be done by selecting the **Correspondence Languages** option, clicking on the **Edit** icon next to the code, and entering the **Correspondence Language Code** and the **Correspondence Language Description** (translation). Click on the **Save** icon to save the changes or the **Undo** icon to leave edit mode without saving changes. Up to six language translations can be entered.

Mark Types	
Code	Description
1	Achievement
01	Logro
2	Effort
3	Progress Toward Standard
4	Check Mark
5	Other Comment Graded 1-5

You can adjust the headings for the different types of marks.  
However, only the first 3 will display on the report card under the "explanation of marks"

Correspondence Languages

**NOTE: Changes made to the Mark Types screen in one school will affect all secondary schools. These values are district-wide.**

## Valid Marks

The **Valid Marks** screen is used to identify the marks that will be used for the secondary standards grade reporting.

Marks can be entered for three **Mark Types**, define the values for each **Mark Type** used. The **Add New Record** icon towards the bottom of the list is used to add a new mark. The **Achievement** and **Effort** mark types can have a maximum of six defined marks and the **Progress Toward Standard** mark type can have a maximum of 5 defined marks.

Secondary Standards Based Grade Reporting Options

Secondary SBG Options | Mark Types | Valid Marks

Valid Marks Options

Choose a Mark Type: Achievement | Marks apply to all grade levels in Secondary Standards Based Grade Reporting.

1 Achievement  
2 Effort  
3 Progress Toward Standard

Mark	Title	Sort Order
A	Advanced	1
P	Proficient	2
B	Basic	3
BB	Below Basic	4
FB	Far Below Basic	5

Add New Record

Note: Max of 6 different marks for type 1 and 2, a max of 5 for mark type 3.  
 Correspondence Languages

**NOTE: The Valid Marks apply to all Grade Ranges in the Secondary Standards Based Report Grades.**

To edit the Mark record click on the **Edit** icon next to the **Mark** value. The **Mark Title** and **Sort Order** can be changed.

Mark	Title	Sort Order
A	Advanced	1
P	Proficient	2

Click on the **Save** icon to save the changes, the **Undo** icon to leave the screen without saving changes, or the **Delete** icon to delete the entire Mark record.

Translations into another language can be done by selecting the **Correspondence Languages** option, clicking on the **Edit** icon next to the mark code, and entering the **Correspondence Language Code** and the **Correspondence Language Title**. Click on the **Save** icon to save the changes, the **Undo** icon to leave edit mode without saving changes, or the **Delete** icon to delete the entire record. Up to six language translations per mark can be entered.

Secondary Standards Based Grade Reporting Options

Secondary SBG Options | Mark Types | Valid Marks

Valid Marks Options

Choose a Mark Type: Achievement | Marks apply to all grade levels in Secondary Standards Based Grade Reporting.

Mark	Title	Sort Order
A	Advanced	1
01	Logro	
P	Proficient	2
B	Basic	3
BB	Below Basic	4
FB	Far Below Basic	5
Spanish Sp	Far Below Basic	
Vietnamese	Viet Far Below Basic	

Note: Max of 6 different marks for type 1 and 2, a max of 5 for mark type 3.  
 Correspondence Languages

**NOTE: Changes made to the Valid Marks screen in one school will affect all secondary schools. These values are district-wide.**

## Multiple Mark Headings and Descriptions

The **Update Multiple Mark Headings and Descriptions** screen is used to update headings that print over each mark on the secondary report cards. The sample below displays mark **M1** in the grade record titled "**1st QTR**" on the report card.

2012-2013 2012-2013 Screaming Eagle			
Update Multiple Mark Headings and Descriptions			
Current Mark	Heading		Descriptions of Mark
<input type="radio"/> M1	1st	Qtr	
<input type="radio"/> M2	2nd	Qtr	
<input type="radio"/> M3			
<input checked="" type="radio"/> M4	1st	Sem	
<input type="radio"/> M5	3rd	Qtr	
<input type="radio"/> M6	4th	Qtr	
<input type="radio"/> M7			
<input type="radio"/> M8	2nd	Sem	
<input type="radio"/> M9			
<input type="radio"/> M10			
<input type="radio"/> M11			
<input type="radio"/> M12			
School Message			
Line 1:			
Line 2:			
<input type="button" value="Change"/>			

To **Add a Mark Heading**, click the **Change** button to open up the screen to editing. Enter the heading field and the heading title in the appropriate fields for each mark that will be used. Enter the **Descriptions of Mark**.

To **Add a School Message**, type a message in the text area to the right of **School Message**. This message will print on all report cards. When complete click the mouse on the **Update** button to save the changes or **Cancel** to leave the screen without changes.

2012-2013 2012-2013 Screaming Eagle			
Update Multiple Mark Headings and Descriptions			
Current Mark	Heading		Descriptions of Mark
<input type="radio"/> M1	1st	Qtr	
<input type="radio"/> M2	2nd	Qtr	
<input type="radio"/> M3			
<input checked="" type="radio"/> M4	1st	Sem	1st Semester
<input type="radio"/> M5	3rd	Qtr	
<input type="radio"/> M6	4th	Qtr	
<input type="radio"/> M7			
<input type="radio"/> M8	2nd	Sem	
<input type="radio"/> M9			
<input type="radio"/> M10			
<input type="radio"/> M11			
<input type="radio"/> M12			
School Message			
Line 1:	Congratulations on a successful 1st semester!		
Line 2:			
<input type="button" value="Update"/> <input type="button" value="Cancel"/>			

**NOTE:** Each school can define their own Multiple Mark Headings and Descriptions.

## INITIALIZE NEW GRADE REPORTING CYCLE

Users that will be initializing the **Grade Reporting** table for each grade reporting period will need **Read, Insert, Update** and **Delete** permissions to the **Grades** table. Users may also need permission to the **Grade History** table if they will be copying the prior term **Grades** to **Grade History** before initializing the **Grade** table for the new marking period.

Permissions	Members	Groups to Inherit From						
Grade Reporting								
Grades	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
Grade History	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				

Before teachers enter grades for the new grade reporting period, the **Grade Table** needs to be initialized for that period. Click on the **Grade Reporting** and then the **Functions** nodes to open them up. Click on **Initialize New Grade Reporting Cycle**.

**Aeries.NET** 2012-2013 Screaming Eagle High School

**Initialize New Grade Reporting Cycle**

**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**

Update Grade History (GRH)?

**Select Scanner Forms (or Students Per Sheet)**

29 students per page - continuous form  
 22 students per page - laser form  
 15 students per page - laser form  
 14 students per page - continuous form

Show Absences?  
 Show Tardies?  
 Update for One Section?

Initialize Which Mark: 4: 1st Sem

**Secondary SBG Will Also Be Initialized for Grades 9 - 12**  
Grade History has already be populated for Marks: 1, 2, 3, 4, 5  
Grade Table Created for Mark 8 on 9/17/2013

Initialize GRD Table

- The **Initialize New Grade Reporting Cycle** screen will display. Verify that all secondary grade reporting configuration screens have been completed and the multiple marks display under the **Initialize Which Mark** dropdown.
- Select the mark that you wish to initialize the **Grade** table for in the **Select Reporting Period** section of the screen. The starting and ending dates will display for the term selected as setup in **School Options**.
- Click the mouse on the type of **Scanner Forms** used.
- Select **Yes** for **Show Absences** or **Show Tardies** to have the total number of absences or tardies for that period print on the report cards.
- Click the mouse on the dropdown under **Initialize Which Mark** and select the mark that you wish to initialize. This will update the field selected with the grade mark entered during this reporting cycle.
- If multiple tracks are setup they will display at the bottom of the form. Select the tracks to be included in the grade reporting cycle. This area will be blank if the school is not setup as multi-track.
- The **Update Grade History (GRH)** is an option that will copy the last grade marks into the **GRH** table prior to creating the new **GRD** table.
- If **Secondary Standards Based Grades** have been defined for the report card, a message will appear in red stating that the Secondary SBG will also be initialized for the grade range defined in the **Secondary SBG Options** screen.

After all options have been selected click the mouse on the **Initialize GRD Table** button.

Initialize New Grade Reporting Cycle	
<b>Select Reporting Period</b> <input type="radio"/> 1st Quarter/Trimester <input type="radio"/> 2nd Quarter/Trimester <input type="radio"/> First/Fall Semester <input type="radio"/> 3rd Quarter/Trimester <input type="radio"/> 4th Quarter/Trimester <input checked="" type="radio"/> <b>Second/Spring Semester</b>	<b>Select Scanner Forms (or Students Per Sheet)</b> <input type="radio"/> 29 students per page - continuous form <input checked="" type="radio"/> <b>22 students per page - laser form</b> <input type="radio"/> 15 students per page - laser form <input type="radio"/> 14 students per page - continuous form <input checked="" type="checkbox"/> <b>Show Absences?</b> <input checked="" type="checkbox"/> <b>Show Tardies?</b> <input type="checkbox"/> Update for One Section?
<b>Select Starting and Ending Dates</b> 08/30/2013 - 10/04/2013 <input type="checkbox"/> Update Grade History (GRH)?	
<b>Initialize Which Mark:</b> 8: 2nd Sem	
<b>Secondary SBG Will Also Be Initialized for Grades 9 - 12</b> Grade History has already be populated for Marks: 1, 2, 3, 4, 5 Grade Table Created for Mark 8 on 9/17/2013 Initialize GRD Table	

A message will display at the bottom of the screen indicating that an email will be sent when the new marking period has been initialized in the **Grade** table.

Grade History has already be populated for Marks: 1, 2, 3, 4, 5 Grade Table Created for Mark 8 on 9/17/2013 Initialize GRD Table <b>This process may take some time to complete.</b> <b>You will receive an email when it has completed.</b>
--

**REMEMBER: Never create a new GRD table in the middle of a grading cycle.**

## Portal Options:

Prior to the teacher entering the secondary report card grades, the Portal Options need to be set up by the Aeres.net system administrator.

Click on **School Info**, then **Configurations** and then **Portal Options** to display the **Portal Options** screen. Click on the **Grades** tab to review/update this screen.

The **Grades** tab will display the various options and date windows for **GRD** and **SBG**.

The screenshot shows the Aeries.NET interface for 2012-2013 Screaming Eagle High School. The 'Portal Options' screen is active, with the 'Grades' tab selected. A red warning message at the top states: "Security changes may not take effect for up to 5 minutes due to caching." The main content area is divided into two sections: 'Options' and 'Open GRD Grading Windows for Teachers'.

**Options**

- Support Standards-Based Grade Reporting
- Allow Teachers to Print SBG Report Cards
- Allow Teachers to Change Credit in GRD
- Allow Teachers to Change Absences in GRD
- Hide Current Info from Students and Parents when Teachers are Updating Grades.

**Open GRD Grading Windows for Teachers**

Mark	Start Date	End Date
M1	09/15/2012	11/30/2012
M2	10/15/2012	12/21/2012
M3	01/15/2013	04/08/2013
M4	02/15/2013	04/19/2013
M5	05/23/2013	09/10/2013
M6		
M7		
M8	09/19/2013	10/04/2013
M9		
M10		
M11		
M12		

**Open SBG Grading Windows for Teachers**

Mark	Start Date	End Date
M1		
M2		
M3		
M4		

A 'Save' button is located at the bottom right of the main content area.

- **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 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.
- **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.



## TEACHERS ENTERING GRADES (USING TEACHER PORTAL)

Teachers use the **Grade** page in the Teacher Portal to view or update their students' grade reporting grades. They can access this screen by clicking on the **Grades** node on the Navigation tree. All students currently enrolled will display. A message will display in yellow indicating the period of time that a teacher can post to a student's grades. Click the mouse on the **Period** dropdown to select a different period. The yellow highlighted column is the marking period that the teacher can enter grades for.

2012-2013 Screaming Eagle High School																
Period: 2		Edit All Records		Load Grades From Gradebook		Current Date Range for Grade Posting: 09/19/2013 - 10/04/2013										
Grades by Teacher/Multiple Marks																
Stu#	Student Name	Grd	Course	1st Qtr	2nd Qtr	3rd Qtr	1st Sem	3rd Qtr	4th Qtr	2nd Sem	Cred	Cit	WH	Abs	Tdy	Comments
25	Aggeler, Gilbert	12	English 12 CP	B	B	B	B				5.00			1	0	
364	Calderon, Kamal	12	English 12 CP								5.00			0	1	
463	Chacon, Priscilla	12	English 12 CP	B	C	C	D				5.00			1	0	
480	Chavez, Rachele	12	English 12 CP				C				5.00			0	0	
541	Contreras, Jennifer	12	English 12 CP	B	A	A	A				5.00			0	0	
577	Couzens, Richard	12	English 12 CP	B	C	B	C				5.00			0	0	
708	Duran, Noemi	12	English 12 CP	C	C	C	B				5.00			0	0	

Teachers can enter Grades by manual entry using the **Edit All Records** button or mass entry using the **Load Grades From Gradebook** button on the **Grades** page.

### Entering Secondary Standards Based Grades using Edit Records

If Secondary Standards Based Grades have been created, then they can be viewed by clicking on the expand (+) sign to the left of the **Student #**.

2012-2013 Screaming Eagle High School																
Period: 2		Edit All Records		Load Grades From Gradebook		Current Date Range for Grade Posting: 09/19/2013 - 10/04/2013										
Grades by Teacher/Multiple Marks																
Stu#	Student Name	Grd	Course	1st Qtr	2nd Qtr	3rd Qtr	1st Sem	3rd Qtr	4th Qtr	2nd Sem	Cred					
25	Aggeler, Gilbert	12	English 12 CP	B	B	B	B				5.00					
			<b>Edit</b>	<b>Standard</b>	1st Qtr	2nd Qtr	3rd Qtr	1st Sem	3rd Qtr	4th Qtr	2nd Sem					
			CEL.112.L	Language								P				
			CEL.112.L.1	Demonstrate command of the conventions of standard...								A				
			CEL.112.L.1a	Apply the understanding that usage is a matter of ...												
			CEL.112.L.1b	Resolve issues of complex or contested usage, cons...												
			CEL.112.L.2	Demonstrate command of the conventions of standard...												
			CEL.112.L.2a	Observe hyphenation conventions.												
			CEL.112.L.2b	Spell correctly.												
			CEL.112.L.3	Apply knowledge of language to understand how lang...												
			CEL.112.L.3a	Vary syntax for effect, consulting references (e.g...												
			CEL.112.L.4	Determine or clarify the meaning of unknown and mu...												
			CEL.112.L.4a	Use context (e.g., the overall meaning of a senten...												
			CEL.112.L.4b	Identify and correctly use patterns of word change...												
			CEL.112.L.4c	Consult general and specialized reference material...												
			CEL.112.L.4d	Verify the preliminary determination of the meanin...												
			CEL.112.L.5	Demonstrate understanding of figurative language, ...												
			CEL.112.L.5a	Interpret figures of speech (e.g., hyperbole, para...												
			CEL.112.L.5b	Analyze nuances in the meaning of words with simil...												
			CEL.112.L.C	Conventions of Standard English												
364	Calderon, Kamal	12	English 12 CP								5.00					
463	Chacon, Priscilla	12	English 12 CP	B	C	C	D				5.00					
480	Chavez, Rachele	12	English 12 CP				C				5.00					

To add or edit **Secondary Standard Based Grades** click on the **Edit** link below the course title for the student.

Stu#	Student Name	Grd	Course	1st Prg	1st Tri
1680	Anthony, James	7	English	A	A+
			<a href="#">Edit</a>	Standard	1st Prg 1st Tri
			3000	LANGUAGE ARTS AND READING	E+
			3027	Language Arts Achievement	S+
			3028	Language Arts Effort	G
			3047	Concepts of Print	U

The secondary standards for this student's course will open up in an **Edit** screen. Click in the **Mark** field to display a dropdown of the defined marks. The teacher can either select the correct mark from the dropdown or type it in. As the mark is entered it is saved immediately. Click on the **Close** button at the bottom of the **Edit** screen to close the screen and go back to the **Grades** screen.

Anthony, James - English						
Standard	1st Prg	1st Tri	2nd Prg	2nd Tri	3rd Prg	3rd Tri
3000	LANGUAGE ARTS AND READING	E+				
3027	Language Arts Achievement	S+				
3028	Language Arts Effort	G				
3047	Concepts of Print					

G  
N  
U

### Entering Grade Reporting (Course) Grades

Use the **Edit All Records** button to add or update a current mark for the grading period displayed.

Period: 2	<input type="button" value="Edit All Records"/>	<input type="button" value="Load Grades From Gradebook"/>	Current Date Range for Grade Posting: 09/19/2013 - 10/04/2013													
Grades by Teacher/Multiple Marks																
Stu#	Student Name	Grd	Course	1st Qtr	2nd Qtr	3rd Qtr	1st Sem	3rd Qtr	4th Qtr	2nd Sem	Cred	Cit	WH	Abs	Tdy	Comments
25	Aggeler, Gilbert	12	English 12 CP	B	B	B	B				5.00			1	0	
			<a href="#">Edit</a>	Standard	1st Qtr	2nd Qtr	3rd Qtr	1st Sem	3rd Qtr	4th Qtr	2nd Sem					

The page will change from **View** only to **Edit** mode. A **drop down** listing will display to the right of the **Valid Marks, Citizenship, Work Habits** and **Comment** fields. Select the applicable values.

2012-2013 Screaming Eagle High School

Period: 2 Data Changes Are Effective Immediately! Done Editing Mass Add Values Current Date Range for Grade Posting: 09/19/2013 - 10/04/2013

Stu#	Student Name	Grd	Course	1st Qtr	2nd Qtr	3rd Qtr	1st Sem	3rd Qtr	4th Qtr	2nd Sem	Cred	Cit	WH	Abs	Tdy	Comments
25	Aggeler, Gilbert	12	English 12 CP	B	B	B	B				5.00			1	0	
<b>Edit</b> Standard				1st Qtr	2nd Qtr	3rd Qtr	1st Sem	3rd Qtr	4th Qtr	A+						
CEL.112.L Language										A-						
CEL.112.L.1 Demonstrate command of the conventions of standard...										B+						
CEL.112.L.1a Apply the understanding that usage is a matter of ...										B						
CEL.112.L.1b Resolve issues of complex or contested usage, cons...										B-						
CEL.112.L.2 Demonstrate command of the conventions of standard...										C+						
CEL.112.L.2a Observe hyphenation conventions.										C						
CEL.112.L.2b Spell correctly.										C-						
CEL.112.L.3 Apply knowledge of language to understand how lang...										D+						
CEL.112.L.3a Vary syntax for effect, consulting references (e.g...																
CEL.112.L.4 Determine or clarify the meaning of unknown and mu...																
CEL.112.L.4a Use context (e.g., the overall meaning of a senten...																
CEL.112.L.4b Identify and correctly use patterns of word change...																
CEL.112.L.4c Consult general and specialized reference material...																
CEL.112.L.4d Verify the preliminary determination of the meanin...																
CEL.112.L.5 Demonstrate understanding of figurative language, ...																
CEL.112.L.5a Interpret figures of speech (e.g., hyperbole, para...																
CEL.112.L.5b Analyze nuances in the meaning of words with simil...																
CEL.112.L.5c Conventions of Standard English																
364	Calderon, Kamal	12	English 12 CP								5.00			0	1	
463	Chacon, Priscilla	12	English 12 CP	B	C	C	D				5.00			1	0	
480	Chavez, Rachele	12	English 12 CP				C				5.00			0	0	
541	Contreras, Jennifer	12	English 12 CP	B	A	A	A				5.00			0	0	

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

Period: 2 Data Changes Are Effective Immediately! Done Editing Mass Add Values Current Date Range for Grade Posting: 09/19/2013 - 10/04/2013

Stu#	Student Name	Grd	Course	1st Qtr	2nd Qtr	3rd Qtr	1st Sem	3rd Qtr	4th Qtr	2nd Sem	Cred	Cit	WH	Abs	Tdy	Comments
25	Aggeler, Gilbert	12	English 12 CP	B	B	B	B			A+	5.00			1	0	

**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.

### Load Grades From Gradebook

The **Grades** page can be utilized to **Load Grades From Gradebook** for **Traditional Grading** and for loading **Standards**. After the Gradebooks have been completed, the grade marks can be calculated from the Gradebook standards and transferred over to the student’s grades to print in the **Secondary Standards Based Grade Report Card**. From the Navigation tree, click the mouse on **Grades**.

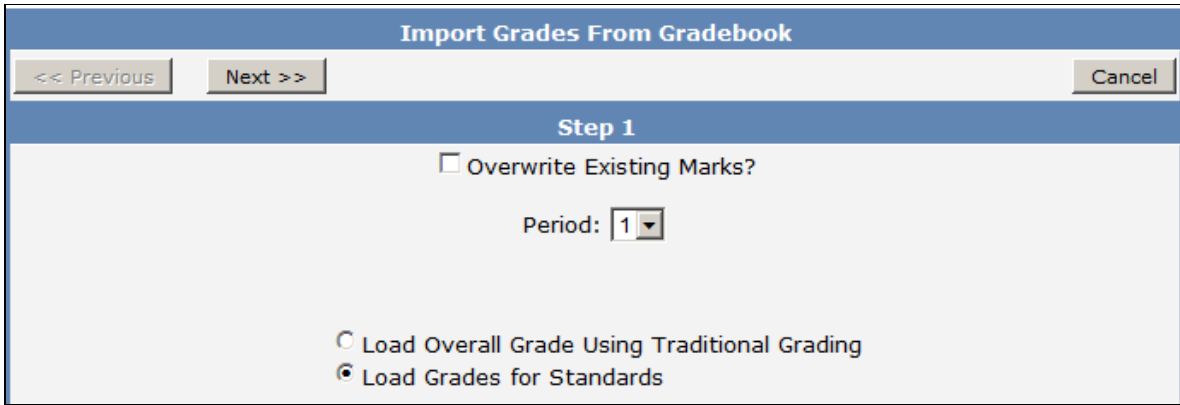
Click the mouse on the **Load Grades from Gradebook** option on the **Grades** page.

Current Date Range for Grade Posting: 02/03/2014 - 03/28/2014

Period: 1 Edit All Records Load Grades From Gradebook

Stu#	Student Name	Grd	Course	1st Prg	1st Tri	2nd Prg	2nd Tri	3rd Prg	3rd Tri	Cred	Cit	WH	Abs	Tdy	Comments
1680	Anthony, James	7	English	A	A+					1.00	B	S	0	0	
1754	Cannali, Austin	7	English	C-						1.00	B	S	0	0	
1768	Cunningham, Allan	7	English	D						1.00	B	S	0	0	
1689	Daniels, Jennifer	7	English	B						1.00	B	S	0	0	
1762	Davis, Amy	7	English	A+						1.00	B	S	0	0	

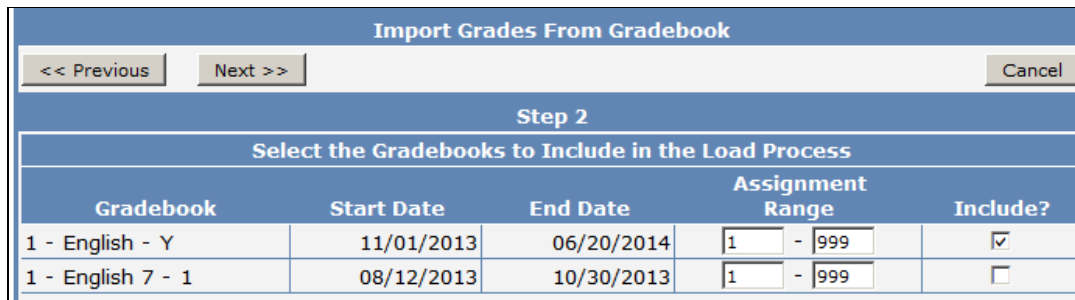
On Step 1, there are several options available.



- **Overwrite Existing Marks?** This option will allow overwriting of existing marks.
- **Period** Select the period to load
- **Load Overall Grade Using Traditional Grading** Will load to the **Grade (GRD)** table
- **Load Grades for Standards** Will load to the **Secondary Standards Based Grades (GRS)** table

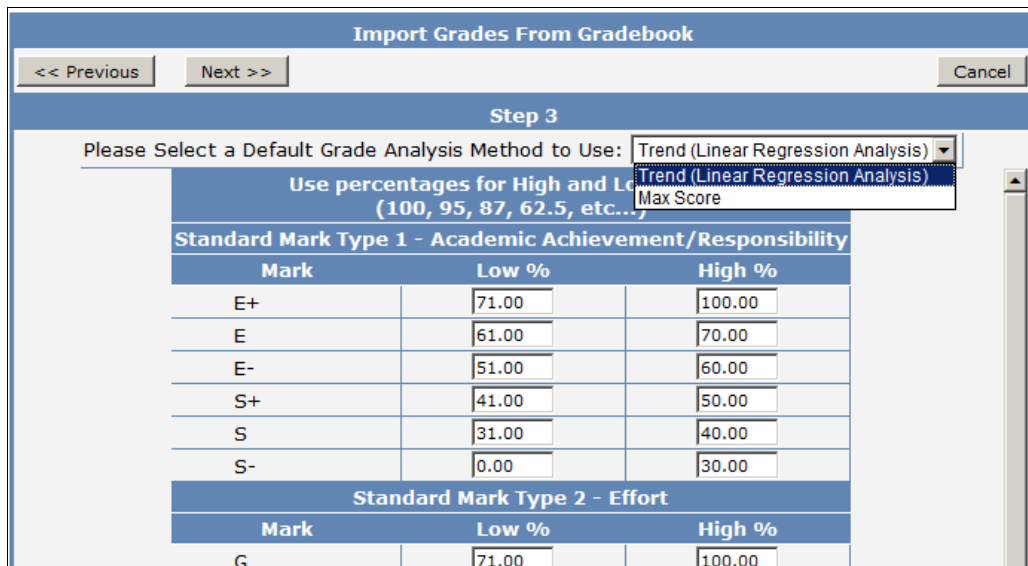
Select the **Load Grades for Standards** options and click on the **Next** button to continue.

A list of gradebooks will display on **Step 2**. Select or deselect the gradebooks to include in the **Load from Gradebook** process. Verify the **Assignment Range** values. Click the mouse on the **Next** button.



Gradebook	Start Date	End Date	Assignment Range	Include?
1 - English - Y	11/01/2013	06/20/2014	1 - 999	<input checked="" type="checkbox"/>
1 - English 7 - 1	08/12/2013	10/30/2013	1 - 999	<input type="checkbox"/>

On **Step 3**, an option is available for Secondary Standard Based Grades to select the **Maximum Score**, or **Trend Score** to default on the **Step 4** page. Enter the Low % and High % values into the **Low** and **High** fields for the Marks. When done entering all marks click the mouse on the **Next** button.



Standard Mark Type 1 - Academic Achievement/Responsibility		
Mark	Low %	High %
E+	71.00	100.00
E	61.00	70.00
E-	51.00	60.00
S+	41.00	50.00
S	31.00	40.00
S-	0.00	30.00
Standard Mark Type 2 - Effort		
Mark	Low %	High %
G	71.00	100.00

**Step 4** will now display the students with three percentages available: **Min**, **Max** and **Trend** for each standard linked to a gradebook assignment. The highlighted percentage is the default from **Step 4**. The assignment percentage and assignment number and description are displayed below the **Min**, **Max** and **Trend** percentages.

Import Grades From Gradebook													
<< Previous		Import Grades					Cancel						
Step 4													
Results													
Stu#	Name	3000 LANGUAGE ARTS AND RE			3027 Language Arts Achiev			3028 Language Arts Effort			3047 Concepts of Print		
		Min	Max	Trend	Min	Max	Trend	Min	Max	Trend	Min	Max	Trend
1680	Anthony, James	80.0	100.0	83.5	90.0	100.0	100.0	90.0			0.0	100.0	100.0
		90% #1 Duffy's Jacket 100% #2 Fragments/Its/It's 100% #3 9/9/13 Spelling Quiz 80% #5 Flaw Final Draft 86% #7 To,Too,Two			90% #1 Duffy's Jacket 100% #2 Fragments/Its/It's 100% #3 9/9/13 Spelling Quiz			90% #1 Duffy's Jacket			0% #4 Their,There,They're 100% #6 Spelling/Vocab #2		
1754	Cannali, Austin	14.2	100.0	88.1	14.2	100.0	78.0	90.0			60.0	71.4	60.0
		90% #1 Duffy's Jacket 14% #2 Fragments/Its/It's 100% #3 9/9/13 Spelling Quiz 72% #5 Flaw Final Draft 86% #7 To,Too,Two			90% #1 Duffy's Jacket 14% #2 Fragments/Its/It's 100% #3 9/9/13 Spelling Quiz			90% #1 Duffy's Jacket			71% #4 Their,There,They're 60% #6 Spelling/Vocab #2		
1768	Cunningham, Allan	78.2	100.0	82.6	100.0	100.0	100.0	100.0			60.0	89.2	60.0
		100% #1 Duffy's Jacket 100% #2 Fragments/Its/It's 100% #3 9/9/13 Spelling Quiz 100% #5 Flaw Final Draft 78% #7 To,Too,Two			100% #1 Duffy's Jacket 100% #2 Fragments/Its/It's 100% #3 9/9/13 Spelling Quiz			100% #1 Duffy's Jacket			89% #4 Their,There,They're 60% #6 Spelling/Vocab #2		
1689	Daniels, Jennifer	21.7	80.0	60.5	25.0	80.0	80.0	25.0			0.0	80.0	80.0
		25% #1 Duffy's Jacket 28% #2 Fragments/Its/It's 80% #3 9/9/13 Spelling Quiz 80% #5 Flaw Final Draft 21% #7 To,Too,Two			25% #1 Duffy's Jacket 28% #2 Fragments/Its/It's 80% #3 9/9/13 Spelling Quiz			25% #1 Duffy's Jacket			0% #4 Their,There,They're 80% #6 Spelling/Vocab #2		

Teachers can select a different percentage for each student and standard by clicking on the percentages displayed. For James Anthony, the default **Trend** is 83.5. The teacher can select the **Min** or **Max** by clicking on the percentage. It will now highlight and the grade mark will display. The percentages highlighted will load into the report card.

3000 LANGUAGE ARTS AND RE				
Stu#	Name	Min	Max	Trend
1680	Anthony, James	80.0	100.0	83.5
90% #1 Duffy's Jacket 100% #2 Fragments/Its/It's 100% #3 9/9/13 Spelling Quiz 80% #5 Flaw Final Draft 86% #7 To,Too,Two				

To update the marks into the **Secondary Standards Based Grades (GRS)** table click the mouse on the **Import Grades** button.

Import Grades From Gradebook													
<< Previous		Import Grades					Cancel						
Step 4													
Results													
Stu#	Name	3047 Concepts of Print			3028 Language Arts Effort			3027 Language Arts Achiev			3000 LANGUAGE ARTS AND RE		
		Min	Max	Trend	Min	Max	Trend	Min	Max	Trend	Min	Max	Trend
1680	Anthony, James	0.0	100.0	100.0	90.0			90.0	100.0	100.0	80.0	100.0	83.5

The **Grades** page will now display marks entered into each standard.

Current Date Range for Grade Posting: 02/03/2014 - 03/28/2014								
Period:	1	Edit All Records	Load Grades From Gradebook					
Grades by Teacher/Multiple Marks								
Stu#	Student Name	Grd	Course	1st Prg	1st Tri	2nd Prg	2nd Tri	
1680	Anthony, James	7	English	A	A+			
			<a href="#">Edit</a>	Standard	1st Prg	1st Tri	2nd Prg	2nd Tri
		3000	LANGUAGE ARTS AND READING		E+			
		3027	Language Arts Achievement		E+			
		3028	Language Arts Effort		G			
		3047	Concepts of Print		G			

### Secondary Standards Based Grade Report Card

From **View All Reports** the **Secondary Standards Based Grade Report Card (BETA)** is available.

Print Secondary Standards Based Grade Report Cards  
Report Options

Report Format:  Report Delivery:

Options Select Students to Print

Include Inactive Students  Show all Students (includes inactive students)

Include Only Standards With Marks

Address Report Cards To

Parents Only  Parents and Contacts

Print Report Cards In

All Languages  English Only  Only CL Of:

Stu#	Name	Sex	Grade	StuID
1	Abbott, Allan		12	99400001
2814	Abbott, Marcia	F	9	99300002
4	Abdo, Arnold	M	10	99400004
5	Abea, Ayrianna	F	12	99400005
6	Abejon, Tanya	F	10	99400006
7	Abesamis, Siobhan	F	12	99400007
8	Abesamis, Tatiana	F	9	99400008
9	Abney, Jessica	F	12	99400009
12	Abrego, Alice	F	9	99400012
15	Aceves, ...	M	12	99400015

Total: 0

All	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Reg	1st	3rd	2nd	Mrk	Mrk	Mrk	Mrk	Mrk	Mrk	Mrk	Mrk
	Prg	Sem	Qtr	Sem	5	6	7	8	9	10	11	12

The report card will pull the data from the **Secondary Standards Based Grades (GRS)** table. Below is an example of the report card.

<b>Screaming Eagle High School</b> 6336 Eagle Crag Lane Eagle Rock, CA 95994 (999) 555-9994 Mr John Smith, Principal				<b>Eagle Unified School District</b>  1st Quarter Report Card 8/26/2013 - 10/31/2013			
M/M A ABDO RE: ALICE ABDO 4475 N CASTLEVIEW EAGLE POINT, CA 99998							
Proficiency Levels		Scholarship Marks			Citizenship/Work-Habits Marks		
E = Excellent G = Good S = Satisfactory U = Unsatisfactory		A = Outstanding B = Above Average C = Average D = Below Average F = Failing			P = Passing I = Incomplete NM = No Mark NC = No Credit CR = Credit		
					N = Needs Improvement O = Outstanding S = Satisfactory U = Unsatisfactory		
Wtd Total		Wtd Academic	Total	Academic	Class Rank		
Grade Rptg:		3.29	3.33	3.14	3.17	1st	
Cumulative:		383/540				Qtr	
<b>Phys Science,CP</b>		<b>Staley</b>				<b>B-</b>	
Grades 9-10 Literacy in Science and Technical Subjects						<b>E</b>	
By the end of grade 10, read and comprehend science/technical texts in the grades 9-10 text complexity band independently and proficiently.						<b>G</b>	
Comments: Conscientious And Cooperative Showing Improvement		Work Habits: S		Citizenship: S			
<b>Algebra Cp</b>		<b>Odsather</b>				<b>B+</b>	
9-12 Mathematical Practices						<b>G</b>	
Make sense of problems and persevere in solving them.						<b>G</b>	
Mathematically proficient students start by explaining to themselves the meaning of a problem and looking for entry points to its solution.						<b>G</b>	
Comments: Works Below Ability Showing Improvement		Work Habits: O		Citizenship: S			