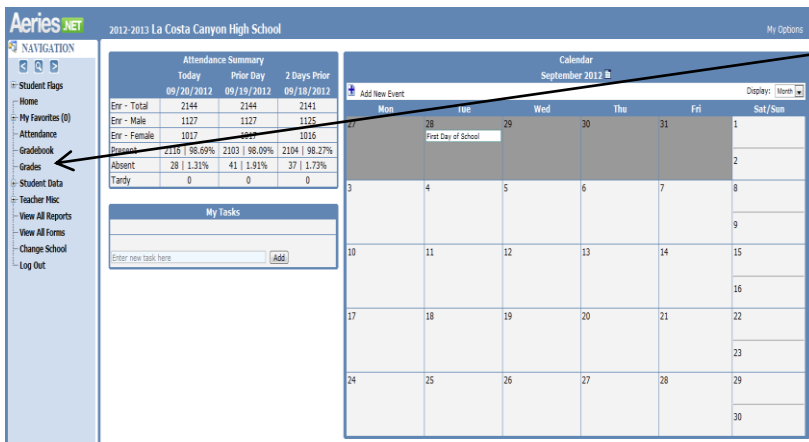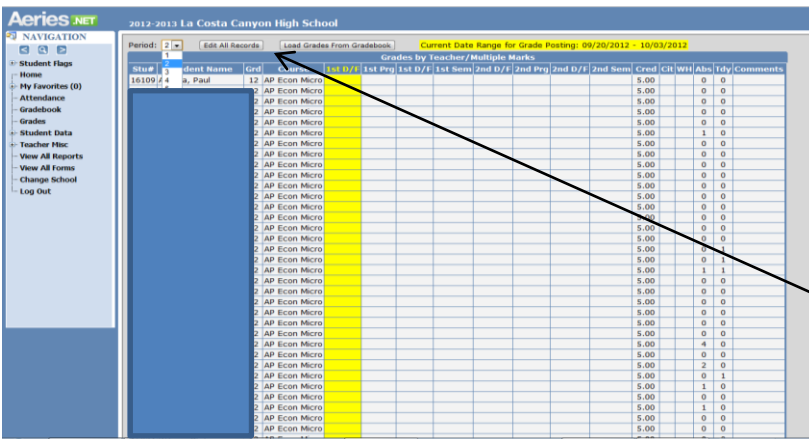# GRADE REPORTING IN AERIES.NET

Grades can be reported manually or loaded directly from the Gradebook in Aeries.net.

There are two methods of grade reporting in Aeries. Reporting grades for a D/F cycle requires that the grades are posted manually for each student directly on the Grades page because not every student will get a grade for that grade reporting period. When we report grades for a progress report or semester every student gets a grade so loading grades directly from the Gradebook is the best option. Each option is described below.
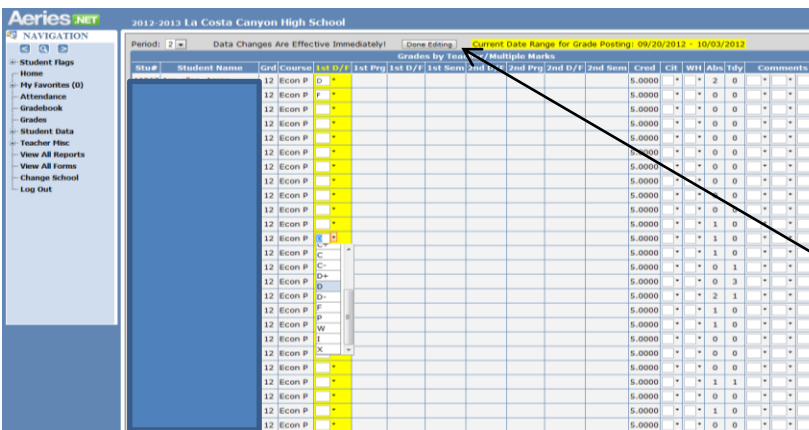
TO POST GRADES MANUALLY:

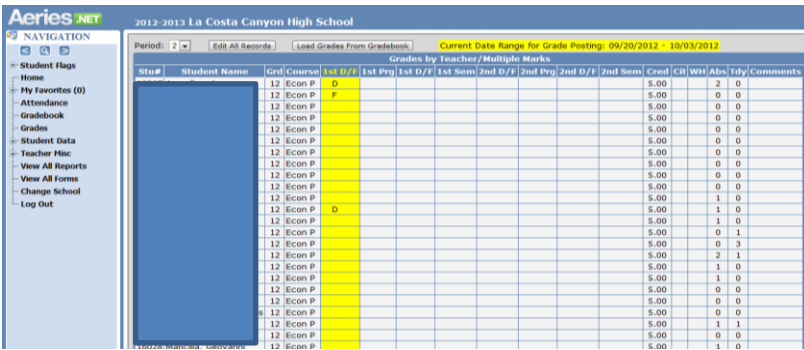Select "Grades" from the Navigation bar on the Home Screen

Choose the period from the pull down menu. The grade window opens in "Read Only" mode.

If you are reporting grades for a D/F report the grades are entered manually.

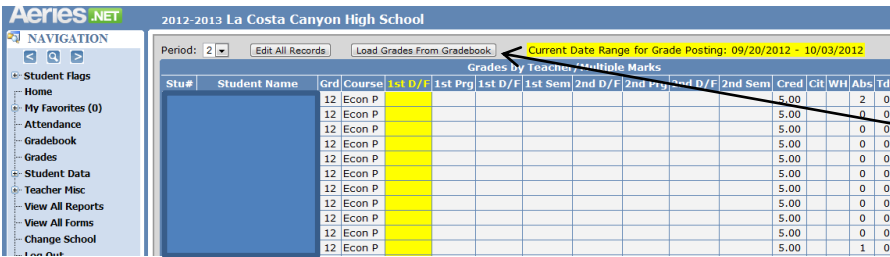Click on "Edit All Records" to open the grade entry windows

Edit mode activates the pull down menu for the grades in the highlighted column. Click on the down arrow and select the grade. The grades are saved to the server as soon as you make a selection. There is no Submit or Save button.

After you have entered all of the grades for the period click "Done Editing" at the top of the screen.
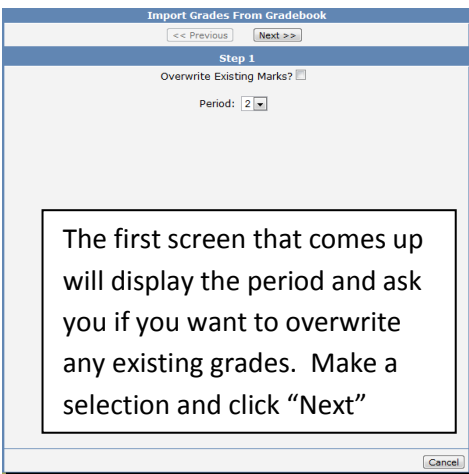
GRADE REPORTING IN AERIES.NET

You can review the grades issued in the Read Only mode when you have finished.
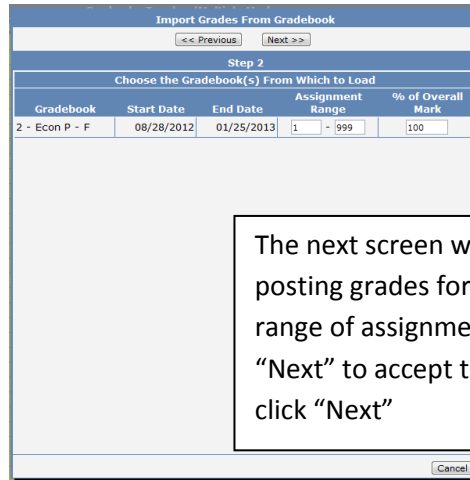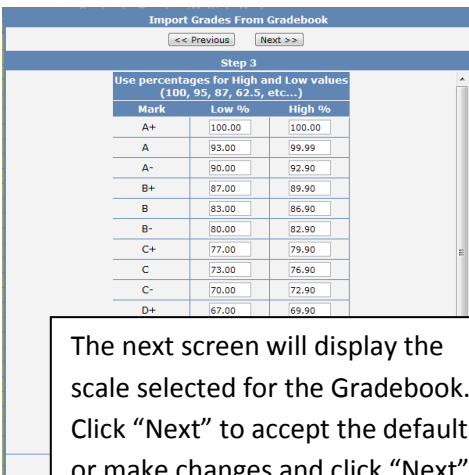
TO LOAD GRADES DIRECTLY FROM THE GRADEBOOK:

To load grades directly from your Gradebook select the period and then click on "Load Grades From Gradebook". This works exactly the same way as it did in ABI.
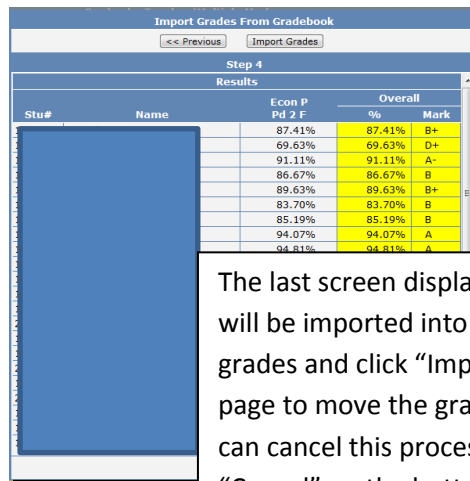

The first screen that comes up will display the period and ask you if you want to overwrite any existing grades. Make a selection and click "Next"

The next screen will confirm the period you are posting grades for and allow you to select the range of assignments to include in the grade. Click "Next" to accept the default or make changes and click "Next"

The next screen will display the scale selected for the Gradebook. Click "Next" to accept the default or make changes and click "Next"

The last screen displays a preview of the grades that will be imported into the Grades page. Review the grades and click "Import Grades" at the top of the page to move the grades to Grade Reporting. You can cancel this process on any page by clicking "Cancel" on the bottom of the page.

GRADE REPORTING IN AERIES.NET

Once the grades are transferred you will be back on the Grade Reporting screen and the grades will be displayed in "Read Only" mode in the highlighted column.

After the grades are moved over to the Grade Reporting screen you can click on "Edit All Records" and enter Comments in the three columns on the right side of the page and make changes to individual students grades if you need to. When you have finished editing your grades select "Done Editing" from the top of the page and the grades are saved to the server.

You can continue to edit grades and comments as long as the current date range for grade posting is open. Grades on the Grade Reporting screen are not visible to parents and students until the grade window closes.