

Transferring Gradebook Scores to the Report Card

Aeries Elementary Gradebook

Review – A couple of reminders

- For assignments to transfer into the gradebook they must be attached to standards. Below is an example of standards attached to the overall math standard and sub standard.

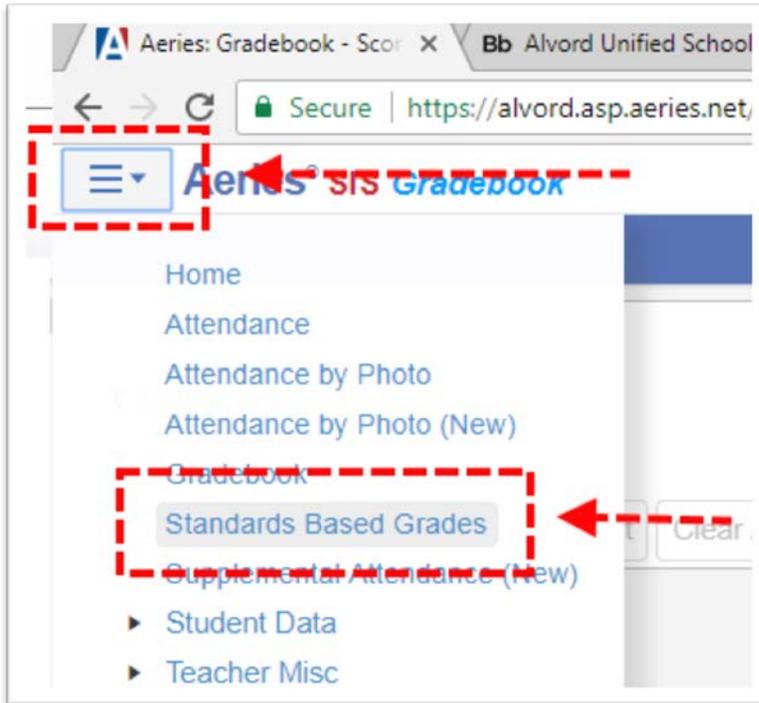
#	Name
1	operations and algebraic thinking CM CME.4.OA
2	Number and Operations in Base Ten CM CME.4.NBT
3	Number and Operations - Fractions CM CME.4.NF
4	Measurement and Data CM CME.4.MD
5	Geometry CM CME.4.G

Scores by Class

- If you click scores by class you can get an idea of what the over all score will be for a student. You will see their mark under the 5th column. Warning – This will only be their score in the report card if all the standards have been setup correctly.

	Name	Grd	%	Mark	
1	  31	4	82.0	3	9

1. Click the drop down arrow and then Standards Based Grades.



2. Click Load Grades From Gradebook.



3. On Step 1 you can Overwrite Existing Marks if you want. You only have to click this if you are submitting grades for a second time. It is not uncommon to submit grades a second. For example, if you forgot to add a standard to an assignment. You would go fix the assignment by adding the standard and then reload grades. (hint: you would know the grades aren't quite right if you were expecting to see a student with a high or low grade but they got something different.) When you are ready click next.

Import Standards-Based Grades From Gradebook

<< Previous Next >>

Step 1

Overwrite Existing Marks

Import Which Grade Level: 4 ▼

The load process will process any gradebook your students were enrolled in on this date:

01/18/2018

Cancel

4. Select your gradebooks to submit and then click next. For this example I'm submitting English Language Arts and math. Then click next.

Import Standards-Based Grades From Gradebook

<< Previous Next >>

Step 2

Choose the Gradebook(s) From Which to Load
(Rubric Gradebooks must be loaded separately from Non-Rubric Gradebooks)

Include?	Gradebook	Is Rubric?	Teacher
<input type="checkbox"/>	Citizenship - Year	No	Elementary Teacher
<input type="checkbox"/>	ELD Gradebook - Year	No	Elementary Teacher
<input checked="" type="checkbox"/>	English Language Arts - Year	No	Elementary Teacher
<input checked="" type="checkbox"/>	Math - Year	No	Elementary Teacher
<input type="checkbox"/>	Study Habits - Year	No	Elementary Teacher

All None

Cancel

5. We are using Traditional Grading so go ahead and click Next.

Import Standards-Based Grades From Gradebook

<< Previous Next >>

Step 3

Load Grades Using Traditional Grading
(Includes Summative AND Formative Assignments)

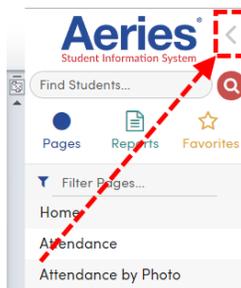
Load Grades Using Trend Analysis and/or Average
(Includes ONLY Summative Assignments)

Cancel

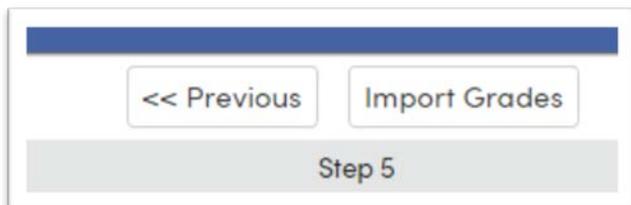
6. On the next screen you have to **scroll down** to the Type 3 scores. You have to input the scores you want to use. The teacher decides what these scores are. It is important that you put in the scale scores to the hundredths place. Then click next.

Type 3 - PROGRESS TOWARD STANDARDS		
Mark	Low %	High %
4	<input type="text" value="85.00"/>	<input type="text" value="100.00"/>
3	<input type="text" value="70.00"/>	<input type="text" value="84.99"/>
2	<input type="text" value="55.00"/>	<input type="text" value="69.99"/>
1	<input type="text" value="10.00"/>	<input type="text" value="54.99"/>
X	<input type="text" value="0.00"/>	<input type="text" value="9.99"/>

7. Now is when it is nice to get rid of the menu bar on the left. Click the left pointer to get rid of the left column menu.



8. Click Import Grades. You will still be able to change scores for students.



9. Review each student's scores to make sure they are correct. Most likely you will find 1 or 2 mistakes because the student was given a score or some other small mistake. You can make adjustments by resubmitting grades or by changing the score on this screen.

A screenshot of a table titled 'Standards-Based Grades - Fourth Grade'. The table has four columns: 'Standard', 'Grade', 'M1', and 'M2'. The rows list various standards and their descriptions, along with a dropdown menu for each row indicating a score or understanding level. The standards listed include ENGLISH LANGUAGE ARTS AND LITERACY, LITERATURE, INFORMATIONAL TEXT, and WRITING.

Standard	Grade	M1	M2
CE	ENGLISH LANGUAGE ARTS AND LITERACY		4 - Student demonstrates thorough understanding
CEL 4.RL	LITERATURE		4 - Student demonstrates thorough understanding
4CC1501	Use details and examples in the text when explaining what the text says explicitly and when drawing inferences from the text		
4CC1502	Determine the theme of a story, drama, or poem from details in the text; summarize the text		
4CC1503	Describe in depth a character, setting or event in a story or drama, drawing on specific details in the text (e.g., a character's thoughts, words or actions)		
CEL 4.RI	INFORMATIONAL TEXT		4 - Student demonstrates thorough understanding
4CC1504	Use details and examples in a text when drawing inferences and summarizing		
4CC1505	Explain events, procedures, ideas or concepts in a historical, scientific or technical text		
CEL 4.RF	FOUNDATIONAL SKILLS		3 - Student demonstrates adequate understanding
4CC1506	Use grade-level phonics and word analysis skills (roots, prefixes and suffixes)		
4CC1507	Read words with multiple syllables		
4CC1508	Read words with accuracy and understanding		
CEL 4.W	WRITING		4 - Student demonstrates thorough understanding

If you need any help please contact Student Information Systems

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