

2009-2010 Aeries/ABI Grade Reporting Cycle

Task ↘ Timeframe :	1st Trimester EOT = 11/06/2009	2nd Trimester EOQ = 02/26/2010	3rd Trimester EOQ = 05/28/2010
First day of new trimester	Gradebook Maintenance: <i>Create, edit gradebooks in ABI.</i> Final Marks: <i>edit cut points (5,4,3,2,1) for each gradebook</i> Scales: <i>edit cut points for assignments</i> Edit Assignments: <i>enter types and weights.</i> Options: <i>set “General”, “Current Gradebook”, and “Grading Rules” (8/17/09)</i>	Gradebook Maintenance: <i>Create, edit gradebooks in ABI.</i> Final Marks: <i>edit cut points (5,4,3,2,1) for each gradebook</i> Scales: <i>edit cut points for assignments</i> Edit Assignments: <i>enter types and weights.</i> Options: <i>set “General”, “Current Gradebook”, and “Grading Rules” (11/09/09)</i>	Gradebook Maintenance: <i>Create, edit gradebooks in ABI.</i> Final Marks: <i>edit cut points (5,4,3,2,1) for each gradebook</i> Scales: <i>edit cut points for assignments</i> Edit Assignments: <i>enter types and weights.</i> Options: <i>set “General”, “Current Gradebook”, and “Grading Rules” (03/01/10)</i>
Throughout trimester	Enters/Leaves: <i>Add/Drop students in <u>each</u> applicable grade book as they enroll or drop.</i> MANAGE STUDENTS: <i>Verify Start/End Date and Valid Assignments range.</i>	Enters/Leaves: <i>Add/Drop students in <u>each</u> applicable grade book as they enroll or drop.</i> MANAGE STUDENTS: <i>Verify Start/End Date and Valid Assignments range.</i>	Enters/Leaves: <i>Add/Drop students in <u>each</u> applicable grade book as they enroll or drop.</i> MANAGE STUDENTS: <i>Verify Start/End Date and Valid Assignments range.</i>
Throughout trimester	Edit Assignments: <i>Add assignments to grade book. <u>Align assignment to standards.</u> Assign “scale” if not default. Do “Weighted Scoring” and make benchmarks 40% of the grade.</i>	Edit Assignments: <i>Add assignments to grade book. <u>Align assignment to standards.</u> Assign “scale” if not default. Do “Weighted Scoring” and make benchmarks 40% of the grade.</i>	Edit Assignments: <i>Add assignments to grade book. <u>Align assignment to standards.</u> Assign “scale” if not default. Do “Weighted Scoring” and make benchmarks 40% of the grade.</i>
Throughout trimester	Scores: <i>Record scores by Class, Student or Assignment. Be sure to click “Grading Completed” when done.</i>	Scores: <i>Record scores by Class, Student or Assignment. Be sure to click “Grading Completed” when done..</i>	Scores: <i>Record scores by Class, Student or Assignment. Be sure to click “Grading Completed” when done.</i>
Mid Trimester	Reports: <i>Assignments by Student. (Progress report) goes home.</i>	Reports: <i>Assignments by Student. (Progress report) goes home.</i>	Reports: <i>Assignments by Student. (Progress report) goes home.</i>
End of Trimester	Grade Reporting: <i>“Load from Gradebook” <u>for each gradebook.</u> Select “Mark 1”, grade level, and choose grade book. “Mark Types” 1,2,4 and 5 can all be 0%. Mark Type 3 should reflect the “Final Marks” you set in Grade Book Maintenance. Make sure 5 is highest and 1 is lowest mark. ✓CLICK “UPDATE GRADE REPORTING” (11/06/09)</i>	Grade Reporting: <i>“Load from Gradebook” <u>for each gradebook.</u> Select “Mark 2”, grade level, and choose grade book. “Mark Types” 1,2,4 and 5 can all be 0%. Mark Type 3 should reflect the “Final Marks” you set in Grade Book Maintenance. Make sure 5 is highest and 1 is lowest mark. ✓CLICK “UPDATE GRADE REPORTING” (02/26/10)</i>	Grade Reporting: <i>“Load from Gradebook” <u>for each gradebook.</u> Select “Mark 3”, grade level, and choose grade book. “Mark Types” 1,2,4 and 5 can all be 0%. Mark Type 3 should reflect the “Final Marks” you set in Grade Book Maintenance. Make sure 5 is highest and 1 is lowest mark. ✓CLICK “UPDATE GRADE REPORTING” (05/25/10)</i>

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After you Load from Gradebook:	Grade Reporting: “ <i>Show Missing Marks</i> ”. Fill in <u>missing marks</u> for each student;(blank means not assessed this period). <u>Include marks for effort and subjects not monitored in gradebook as well as citizenship and interventions.</u> You can also choose pre-worded comments from the dropdown box. (Be sure to “ SUBMIT CHANGES ” every 10 minutes and when finished. (11/06/09)	Grade Reporting: “ <i>Show Missing Marks</i> ”. Fill in <u>missing marks</u> for each student;(blank means not assessed this period). <u>Include marks for effort and subjects not monitored in gradebook as well as citizenship and interventions.</u> You can also choose pre-worded comments from the dropdown box. (Be sure to “ SUBMIT CHANGES ” every 10 minutes and when finished. (02/26/10)	Grade Reporting: “ <i>Show Missing Marks</i> ”. Fill in <u>missing marks</u> for each student;(blank means not assessed this period). <u>Include marks for effort and subjects not monitored in gradebook as well as citizenship and interventions.</u> You can also choose pre-worded comments from the dropdown box. (Be sure to “ SUBMIT CHANGES ” every 10 minutes and when finished. (05/25/10)
Monday after end of Trimester	Print SBRC: Vicki prints color face sheets of report card. (11/09/09)	Print SBRC: Vicki prints color face sheets of report card (03/01/2010)	Print SBRC: Vicki prints color face sheets of report card (05/25/10)
Wednesday after EOT 11:59p.m. for T1, T2. Last Tuesday of Trimester for T3	GRADE BOOK WINDOW CLOSES!!! <i>Notify Melissa via email that grades are done. Melissa will advise you of any submission errors or questions she has regarding marks before she prints your B&W draft copy. (11:59pm 11/11)</i>	GRADE BOOK WINDOW CLOSES!!! <i>Notify Melissa via email that grades are done. Melissa will advise you of any submission errors or questions she has regarding marks before she prints your B&W draft copy. (11:59pm 03/03)</i>	GRADE BOOK WINDOW CLOSES!!! <i>Notify Melissa via email that grades are done. Melissa will advise you of any submission errors or questions she has regarding marks before she prints your B&W draft copy. (11:59pm 05/25)</i>
Thursday-Friday after EOT for T1, T2. Last Wednesday of Trimester for T3	Print SBRC: B&W Draft of SBRC available in teacher box by noon Thursday. Melissa works with teachers to fix submission errors and then prints grade card content for the parent COLOR copy and a <u>revised</u> B&W copy for the teacher cum, if needed. (11/12 - 11/13)	Print SBRC: B&W Draft of SBRC available in teacher box by noon Thursday. Melissa works with teachers to fix submission errors and then prints grade card content for the parent COLOR copy and a <u>revised</u> B&W copy for the teacher cum, if /needed. (03/04 - 03/05/10)	Print SBRC: B&W Draft of SBRC available in teacher box by 10am Wednesday. Melissa works with teachers to fix submission errors and then prints grade card content for the parent COLOR copy and a <u>revised</u> B&W copy for the teacher cum, if /needed.
Parent/Teacher Conference Week	Conferences: Teachers: Distribute Report Cards during Parent Teacher Conferences. Retain B&W copy with Parent signature for your own records. Melissa: copies final marks to the Standards Based Grade History in Aeries (11/16/09 - 11/20/09)	Conferences: Teachers: Distribute Report Cards during Parent Teacher Conferences. Retain B&W copy with Parent signature for your own records. Melissa: copies final marks to the Standards Based Grade History in Aeries (03/08/10 - 03/12/10)	Final Report Card: Melissa mails report cards home to parent/guardian and copies final marks to the Standards Based Gade History in Aeries (05/28/10)
After Final Marks are Copied	You will be able to view grades for this year in “Student Info” ‘Grades’ in ABI	You will be able to view grades for this year in “Student Info” ‘Grades’ in ABI	You will be able to view grades for this year in “Student Info” ‘Grades’ in ABI. You can see prior years in the “Elementary Transcript” in Grade Book.