Accessing and Entering Grades for Report Cards

1. Go to: http://aeries.musd.local
2. Log in to your account.
3. Report Cards are located on the left menu on under **STANDARDS BASED GRADES**

From this Menu you can:
*Print report cards (upper corner)
*View/Enter grades by standard
*View/Enter grades by student
*Enter Comments
*View missing marks (any areas you have not graded for a student)

How to enter grades:
To enter grades you can either enter **BY STANDARD** , **BY STUDENT**, or BY GRADEBOOK*.

If you want to **MASS ADD MARKS**, you must be in **BY STANDARD** view.

*We have not set up GRADEBOOKS yet, but you may want to consider this in the future!

One way to enter grades:
1. Go TO BY STANDARD
2. Select a Standard from the pull down menu
3. Click MASS ADD MARKS
4. A window pops up for you to select the mark
   Hints: You can type 3 to avoid having to scroll
   Hint: If you check the box override existing mark then the mark you are giving would replace any mark you had done before.
5. AFTER you have done this for all of you STANDARDS, you can then go into each STUDENT and make any changes you see fit.