Aeries Gradebook

March 10, 2017

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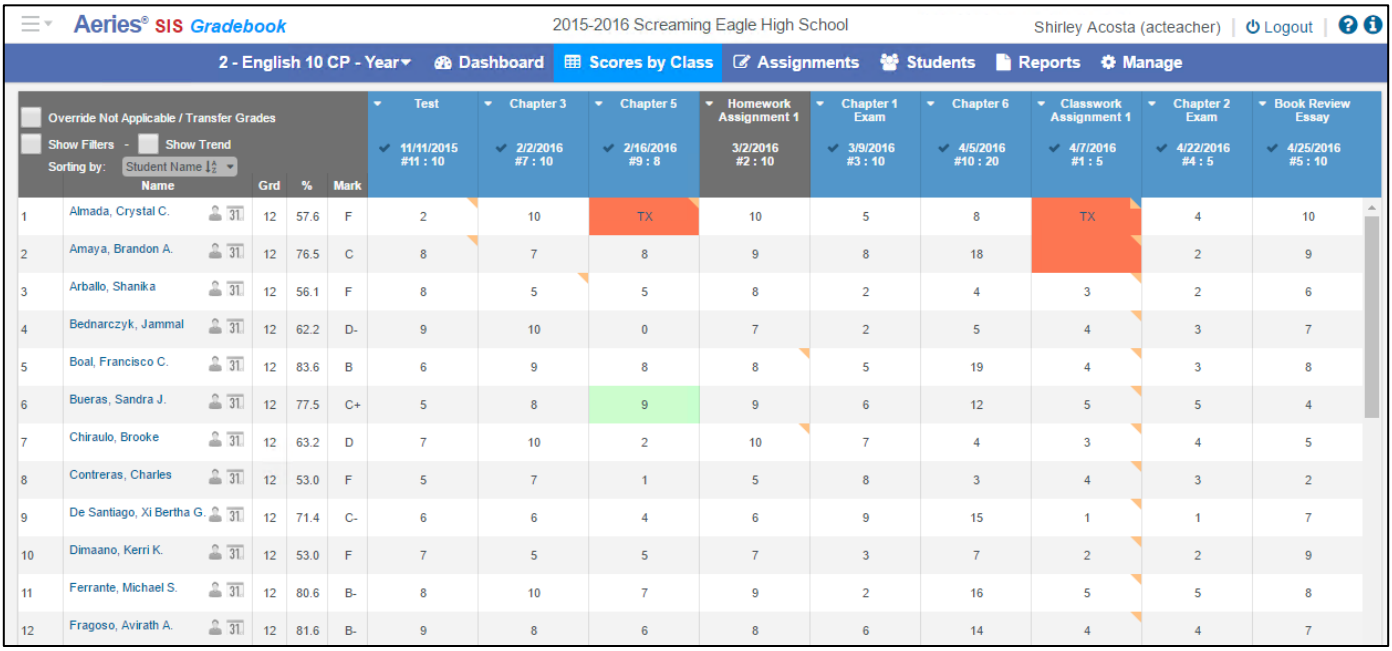
**** = New or updated information**

The **Aeries Gradebook** is compatible with iPads, Chromebooks, Android Tablets, Windows 8 RT Browsers and Smart Phones.

The **Aeries Gradebook** allows teachers to setup all class assignments for their classes. The teacher can then enter scores received by the student for these assignments.

The program will calculate the percentage of the maximum score that the student received. This will help determine the grade the student should receive in the class. Various options are available for teachers including a **Rubric Grading** option.



It is important that the following steps are performed in the order below for the gradebook to function properly:

- Setup Standards Based Grades within Aeries (if applicable)
- Create Gradebooks
    - Mass Add Gradebooks
    - Copy Gradebooks
    - Add Gradebooks Individually
- Link Gradebooks if applicable
- Verify and set Gradebook Options
- Add Category Types
- Add students to Gradebook
- Add Assignments
- Enter scores for students using one of the three different methods
    - **Scores by Class**
    - **Scores by Student**
    - **Scores by Assignment**
    - **Quick Data Entry**

To Access Teacher Portal

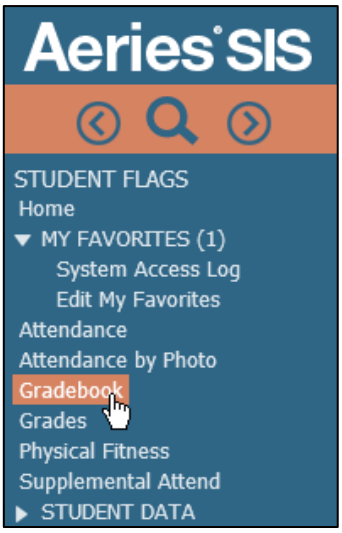
The **Teacher Portal** can be setup and accessed from any PC or tablet that has access to the Internet. The user **must** be setup by the **System Administrator** at the school district in order to have access to the files.

To access **Teacher Portal**, type the name of the user into the **User Name** field and press **Tab**. Type the password that has been assigned in the **Password** field. When the **User Name** and **Password** have been entered the **Database** and **Year** fields will be accessible. Select the **Database** and **Year** and click the mouse on the **Login** button.

The **School** field will now be accessible and the drop down will display the schools that the **User Name** has permissions to access. Click the mouse on the **drop down** arrow to the right of the **School** field and to select a school. Click the mouse on the **Continue** button.

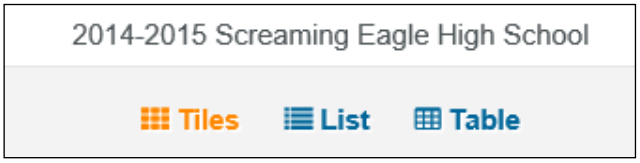
NOTE: The log in page may look different than the above depending on your system configuration and school access.

To access the new Gradebook, click the mouse on the **Gradebook** node on the Navigation tree.



DASHBOARDS

The Gradebook **Dashboard** page will display. There are three dashboard views available, **Tiles, List** and **Table**. The system will remember the last dashboard displayed and open to the same dashboard between sessions.

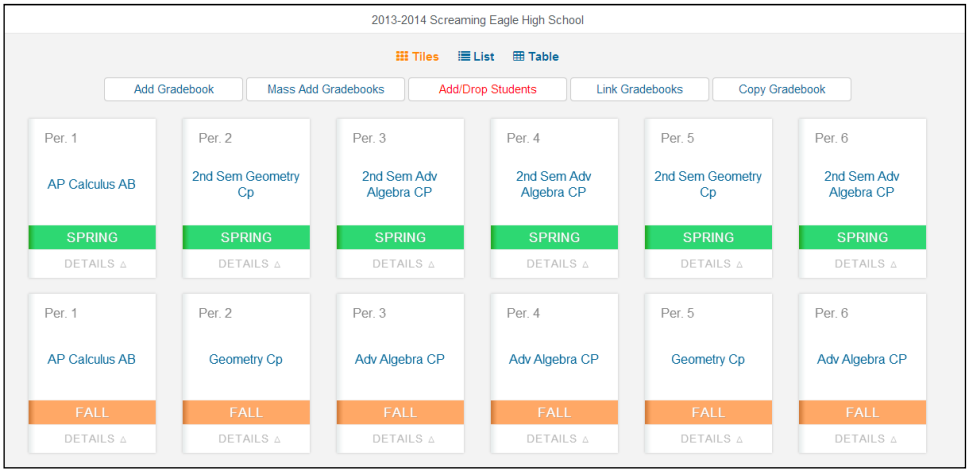


All three of the dashboard views display the most current gradebooks at the top of the page and the past gradebooks at the bottom.

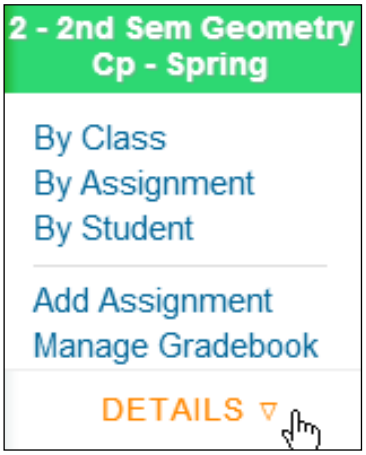
The following information details the three views available.

Tiles Dashboard View

Below is an example of the **Tiles** dashboard. Tiles will display for all of the teachers gradebooks. The tiles are grouped and color coded based on the gradebook terms.



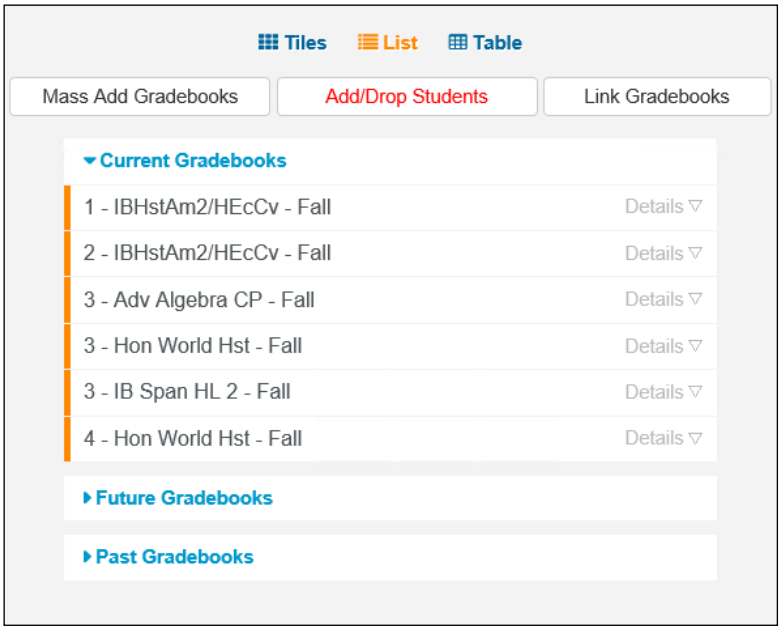
Click the mouse on the **Details** button to display more information. The **Details** view will allow the teacher to access the different pages available for the selected gradebook.



List Dashboard View

The **List** dashboard view will display the teachers gradebooks in list format and order them by **Current**, **Future** and **Past** Gradebooks. The List dashboard also groups and color codes based on the gradebook terms. The Current Gradebooks area will display all current gradebooks and will be expanded by default. Future and Past gradebooks will display but will be collapsed by default.

Note: The Tiles display will not have expand or collapse functionality.



The **List** dashboard also has a **Details** button that will display more information.

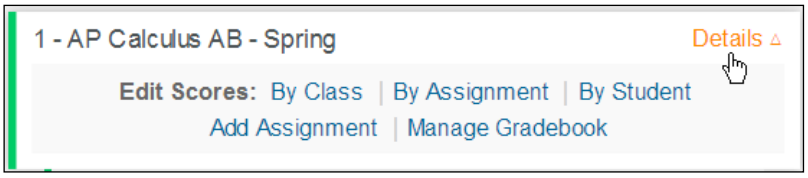
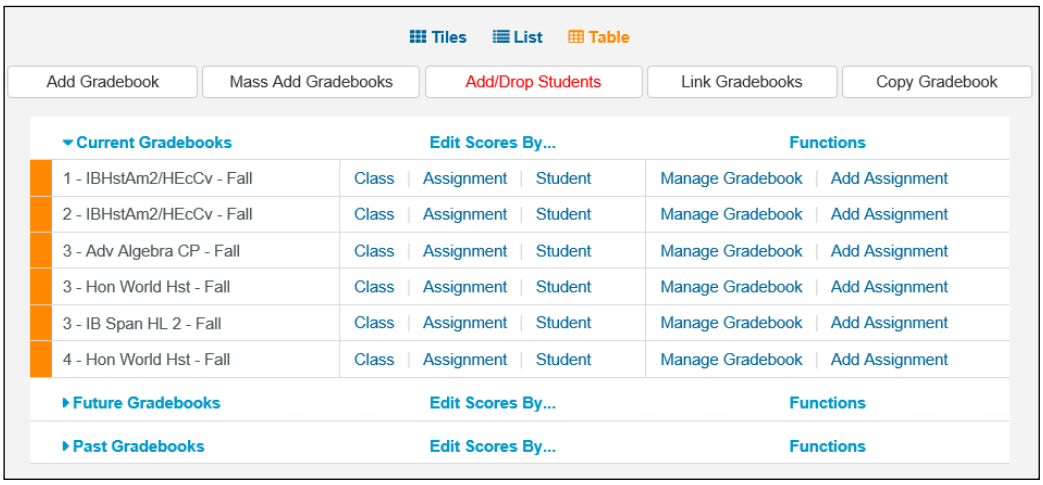


Table Dashboard View

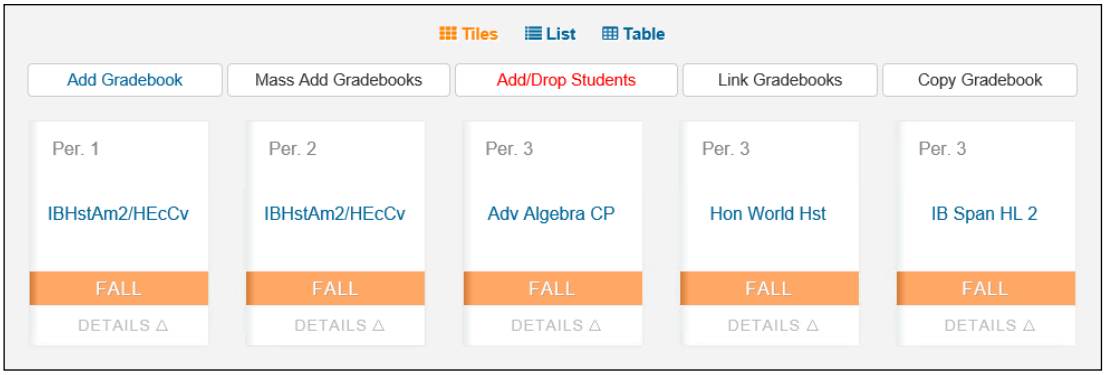
The **Table** dashboard will display all the information for the teachers gradebooks on one page. The gradebooks are grouped by order of **Current, Future** and **Past Gradebooks**. The Current Gradebooks area will display all current gradebooks and will be expanded by default. Future and Past gradebooks will display but will be collapsed by default.



The gradebooks are grouped and color coded by gradebook terms on the dashboard views.

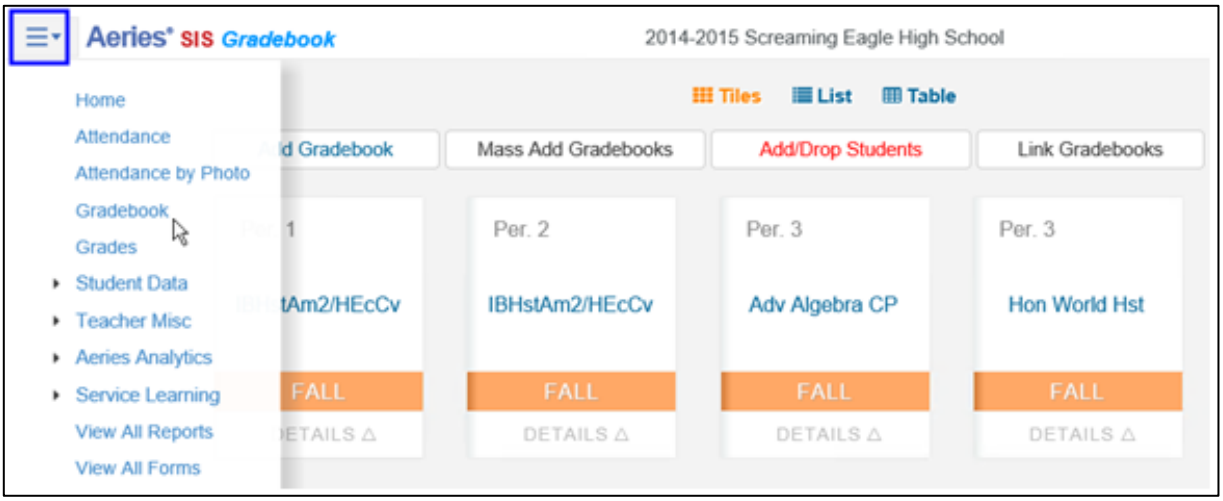
Color	Term
Blue	Year/2nd Quarter
Orange	Fall/1st Quarter
Green	Spring/3rd Quarter
Red	Summer/4th Quarter

Several buttons are available at the top of the dashboard pages.

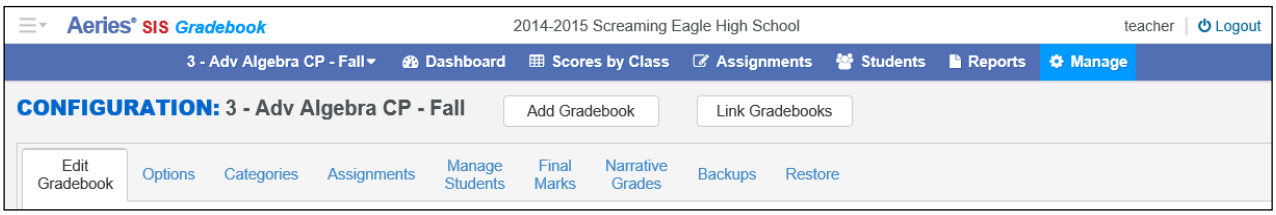


- **Add Gradebook** – Opens the **New Gradebook** page to add individual gradebooks
- **Mass Add Gradebooks** – Allows teachers to mass add gradebooks for all their classes
- **Add/Drop Students** – Opens the **Enter/Leave** window to add and drop pending students
- **Link Gradebooks** – Opens the **Link Gradebook** page
- **Copy Gradebooks** – Allows teachers to copy gradebooks from other teachers and years.

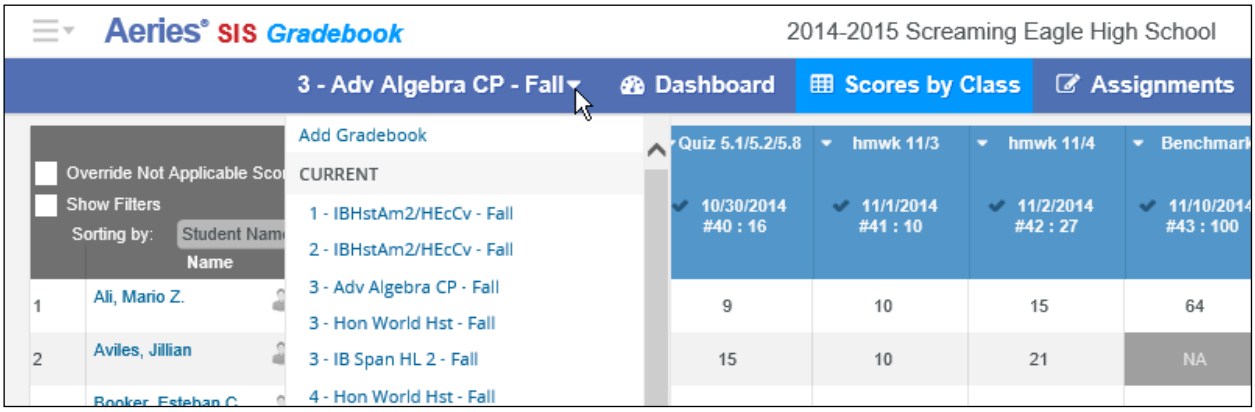
A header will display on all pages within the new gradebook. The headers will display the school name in the center and the user name on the top right. The Aeries Web navigation tree is now hidden and a dropdown on the top left of the header is available for the teacher to navigate to other Aeries Web pages. A logout button is also available on the top right.



A sub header will display for easy navigation for the teacher within the gradebook.

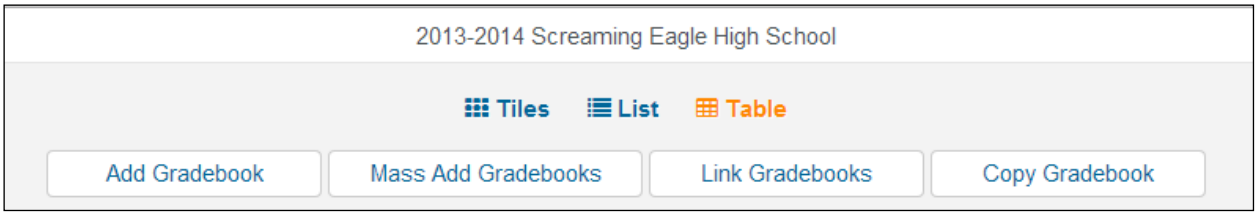


The current gradebook will display on the left. A dropdown is available for teachers to select and move to another gradebook. An option to **Add Gradebook** is also available.



ADD NEW GRADEBOOK

There are several ways for a teacher to add new gradebooks. The following buttons are available on the dashboard page to add gradebooks.

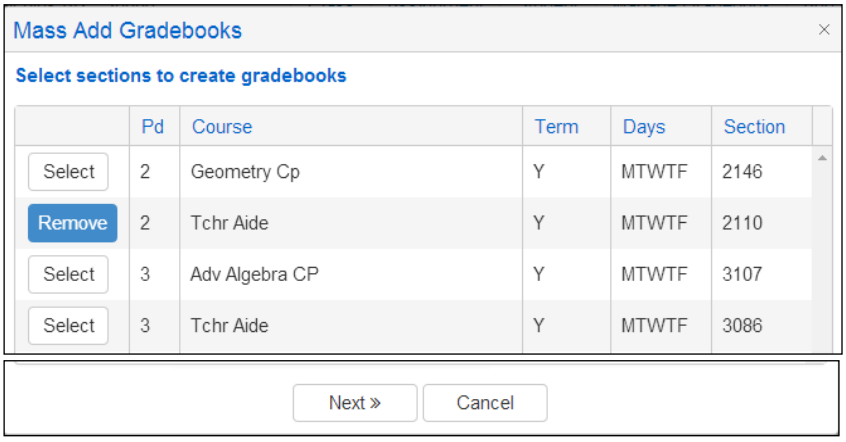


- **Add Gradebook** – allows adding gradebooks individually
- **Mass Add Gradebooks** – ability to mass add gradebooks for all of the sections for the logged in teachers.
  NOTE: Button will only display for Secondary or Elementary with MST schedule schools
- **Copy Gradebooks** function – will allow you to copy gradebooks from another teacher or year.

MASS ADD GRADEBOOKS

To mass add gradebooks for all or selected sections of the teacher, click the mouse on the **Mass Add Gradebooks** button. Gradebooks will be created for each section with the **Course Title** as the **Gradebook Name**. Gradebooks can be added for multiple terms. The **Gradebook Name** can be edited after using the Mass Add Gradebooks function.

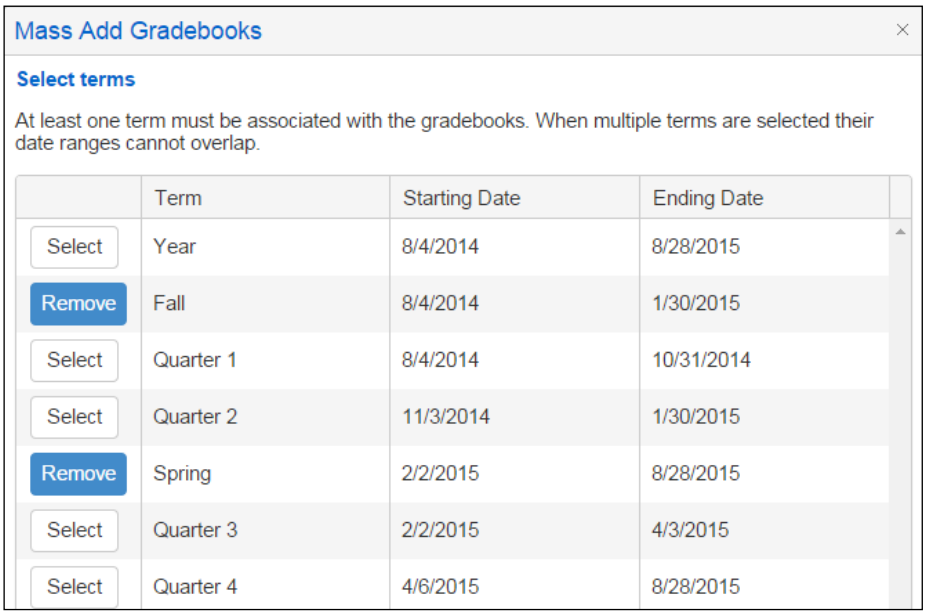
The following page will display with the teachers assigned sections listed. Select or deselect the sections individually by clicking on the **Select** button. Click the mouse on the **Remove** button to deselect a section. Click the mouse on the **Next** button to continue.



Gradebook Terms

Gradebook Terms allows teachers to associate multiple terms with a single gradebook. Teachers can now create one gradebook for the entire semester or school year and the terms selected will control the view of assignments to parents and students. Gradebook Terms affects not only the view of assignments but also the calculation of the overall score and mark based on the assignment due dates. If an assignment due date falls within the Gradebook Term Starting and Ending date that assignment will be calculated towards the overall score.

The following **Select Terms** window will display next. Select the applicable terms for the gradebook. The terms from the **Schools Term** table will display. Multiple terms can be selected. Ex: Fall and Spring terms can be selected as shown below.

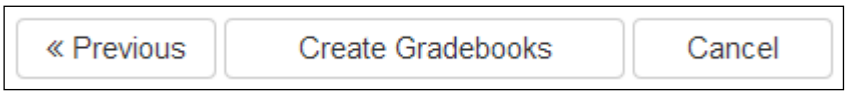


The terms displayed are from the Term (TRM) table for the school. At least one term must be associated with the gradebook. When multiple terms are selected their date ranges cannot overlap.

Existing gradebooks can have their terms adjusted also. A gradebook with a term of Year can be changed to a Quarterly gradebook. The existing assignments will display and also the calculation of the overall score and mark based on the assignment due dates within the new term dates of Quarter 1, Quarter 2, Quarter 3 and Quarter 4.

NOTE: Gradebook terms affect the display of the gradebooks. This will allow teachers to create one gradebook and select multiple terms. The assignments will display based on the assignment due date and gradebook term dates.

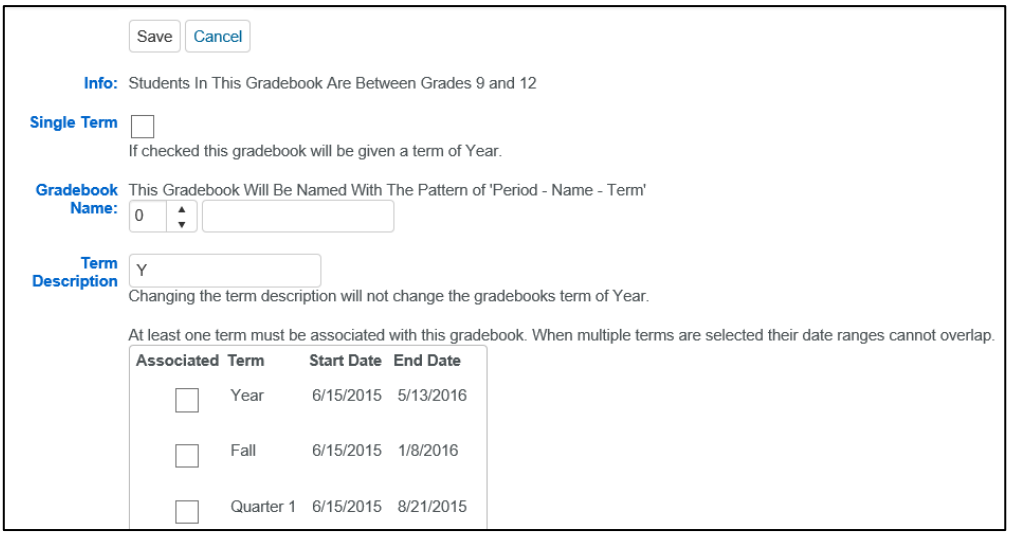
Click the mouse on **Create Gradebooks** button to mass add Gradebooks. One gradebook for each section selected will be created.



The gradebooks can be edited after they are created in the **Manage Gradebooks** page.

ADD GRADEBOOKS INDIVIDUALLY

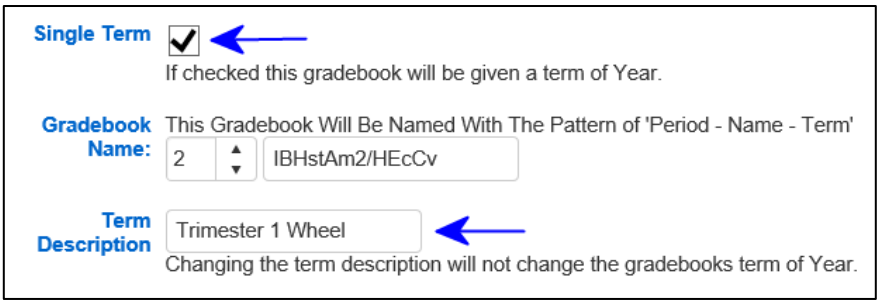
To create a new Gradebook individually, click the mouse on **Add Gradebook** button on the top of the dashboard page. The following page will display for a secondary and Elementary with MST schedule school.



The following displays on the **New Gradebook** page:

Info - The info message will display the teacher's Low and High grade range from the **Teachers** form.

Single Term – If selected, the gradebook will be given a term of Year and the Associated Terms selection box will no longer apply. The **Term Description** box can be used to add a user defined term name for the gradebook. This option should be used when grading terms do not match the terms defined for the school. This scenario could include Trimester Elective Wheels being used in a Semester School, Hexamester Schools or year-long sections that reset instruction and students at the semester.



When this option is selected an additional option to "**Close Gradebook**" will become available at the bottom of the edit gradebook page.

Note: Changing the name of the term description will not change the gradebook's term of Year.

Gradebook Name - This Gradebook Will Be Named With The Pattern of 'Period - Name - Term'. Select a period, or select a section from the Sections area below and the course name, period and term will be populated for you.

Term Selection - The terms from the **Schools Term** table will display. Multiple terms can be selected. Ex: a Fall and Spring term can be selected as show below. One gradebook will be created for each section but if selecting multiple terms, they will display separately.

NOTE: Gradebook terms affect the display of the gradebooks. This will allow teachers to create one gradebook and select multiple terms. The assignments will display based on the assignment due date and gradebook term dates.

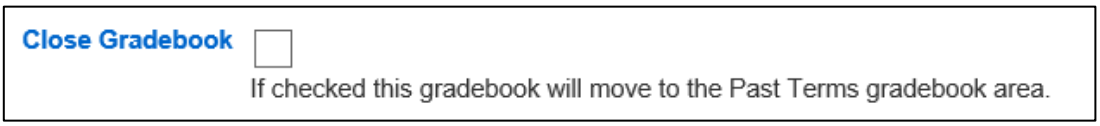
Sections - At least one section must be associated with this gradebook.
You can also associate multiple sections with this gradebook. This will allow you to see all students in those associated sections in this single gradebook. If you would rather keep your gradebooks separate BUT have all the assignments the same in each gradebook, then you want to link gradebooks and should not associate multiple sections with this gradebook.

Comments – comments can be entered for the gradebook.

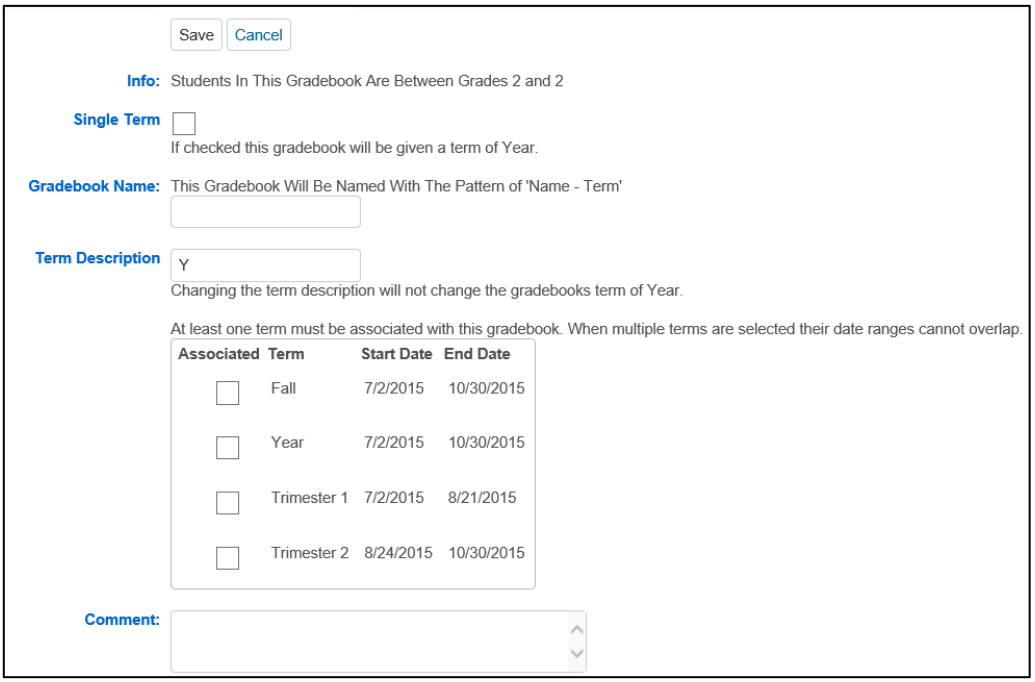
Click the mouse on the **Save** button when complete.

After saving the new Gradebook information, if the Gradebook was set up as a Single Term Gradebook, an additional option will display at the bottom of the edit gradebook page.

Close Gradebook – When using the Single Term Gradebook option, If the Close Gradebook option is selected the gradebook will be closed and will move to the Past Terms gradebook area. This option allows teachers using a single term gradebook to be able to manually close a gradebook when a term they designed for is complete.



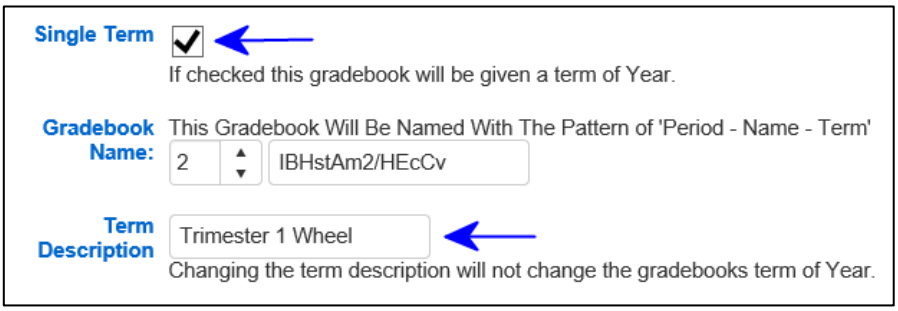
The following page will display in an Elementary school with no Master Schedule.



The following displays on the **Edit Gradebook** page:

Info: The info message will display the teacher's Low and High grade range from the **Teachers** form.

Single Term – If selected, the gradebook will be given a term of Year and the Associated Terms selection box will no longer apply. The **Term Description** box can be used to add a user defined term name for the gradebook. This option should be used when grading terms do not match the terms defined for the school. This scenario could include Trimester Elective Wheels being used in a Semester School, Hexamester Schools or year-long sections that reset instruction and students at the semester.



When this option is selected an additional option to "**Close Gradebook**" will become available at the bottom of the edit gradebook page.

Note: Changing the name of the term description will not change the gradebook's term of Year.

Gradebook Name – Enter the Gradebook name

Term Selection - The terms from the **Schools Term** table will display. Multiple terms can be selected. Ex: a Fall and Spring term can be selected as show below. One gradebook will be created for each section but if selecting multiple terms, they will display separately.

NOTE: Gradebook terms affect the display of the gradebooks. This will allow teachers to create one gradebook and select multiple terms. The assignments will display based on the assignment due date and gradebook term dates.

Comments – comments can be entered for the gradebook.

Click the mouse on the **Save** button when complete.

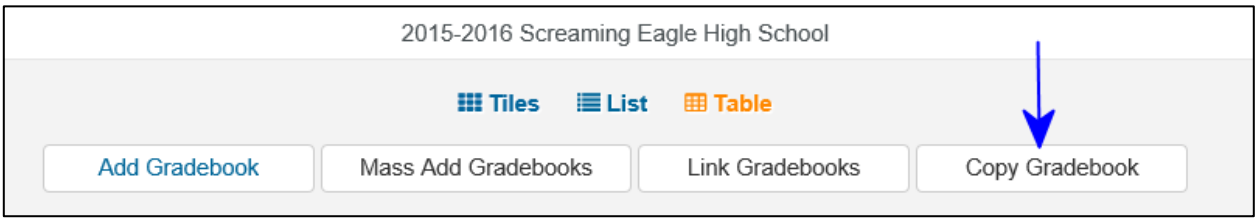
After saving the new Gradebook information, if the Gradebook was set up as a Single Term Gradebook, an additional option will display at the bottom of the edit gradebook page.

Close Gradebook – When using the Single Term Gradebook option, If the Close Gradebook option is selected the gradebook will be closed and will move to the Past Terms gradebook area. This option allows teachers using a single term gradebook to be able to manually close a gradebook when a term they designed for is complete.

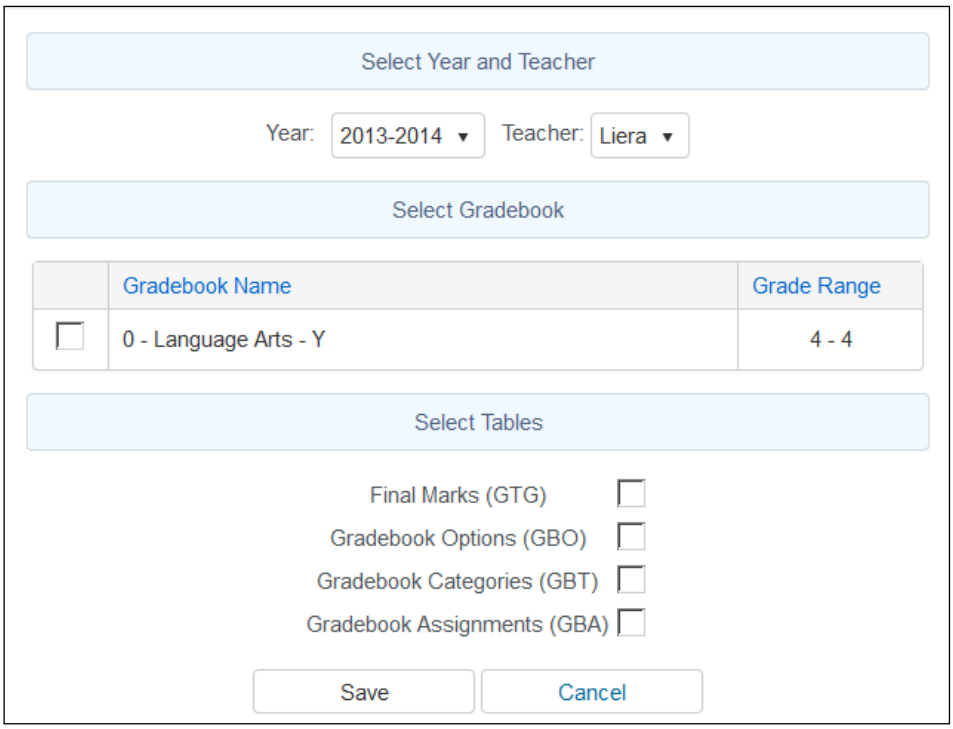
COPY GRADEBOOK

When adding a new gradebook, the ability to copy any other gradebook in the current year or last year is available. **Final Marks**, **Category Types** and **Assignments** can also be copied.

From the **Dashboard** page, click the mouse on the **Copy Gradebook** button.



The following page will display.



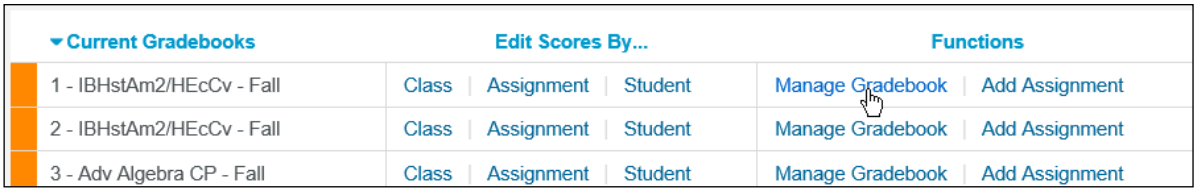
Select the **Year** and **Teacher**. Use the **Year** dropdown to select the Year. To select a Teacher, click the mouse on the **Teacher**. The teachers existing gradebooks will display below. Select the Gradebook to copy. Select the gradebook tables to copy and click on the **Save** button.

The **Edit Gradebook** page will display with the new Gradebook information defaulting from the copied gradebook. Change any of the applicable information for the new gradebook. For a secondary or Elementary with MST schedule school select the section to be associated with this gradebook.

Click on the **Save** button when complete.

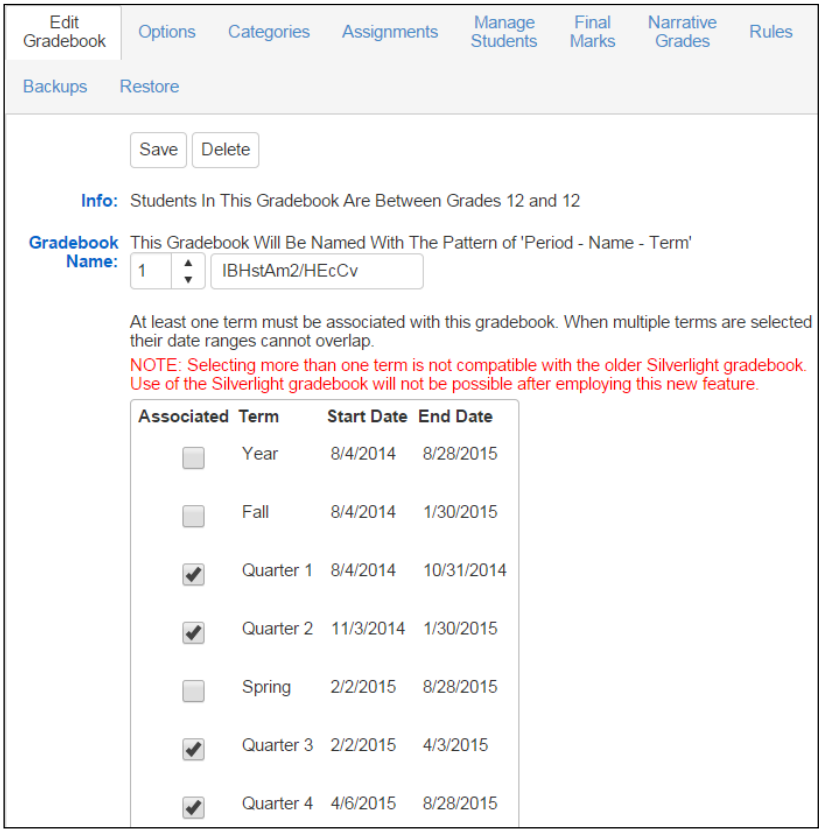
EDIT GRADEBOOK

To edit an existing **Gradebook**, click the mouse on the **Manage Gradebook** button on the dashboard page. Below is an example from the **Table** dashboard.

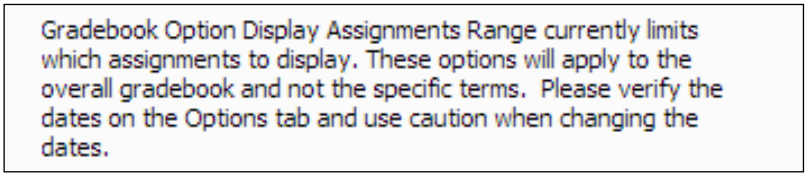


The **Manage Gradebook** button window will display for the selected gradebook.

Existing gradebooks can have their terms adjusted also. A gradebook with a term of Year can be changed to a Quarterly gradebook. The existing assignments will display and also the calculation of the overall score and mark based on the assignment due dates within the new term dates of Quarter 1, Quarter 2, Quarter 3 and Quarter 4.



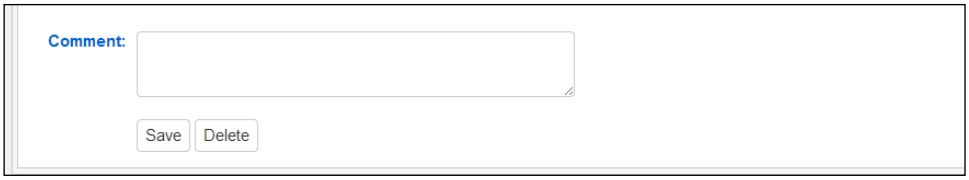
The following warning message will display if multiple terms are selected and their date ranges are outside of Gradebook Option Display Assignments Range dates.



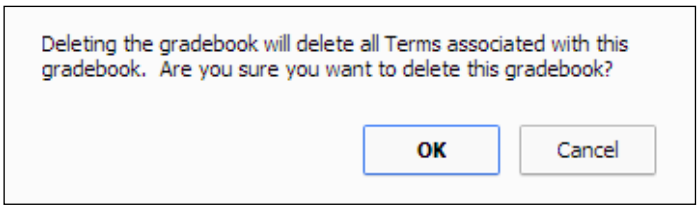
Make any changes to the gradebook and click the mouse on the **Save** button.

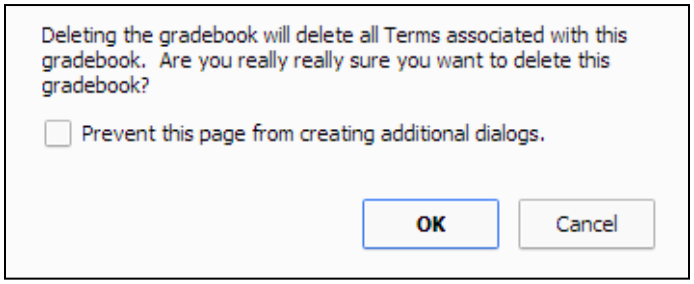
DELETE A GRADEBOOK

To delete a gradebook, click the mouse on the **Delete** button at the top or at the bottom on the **Edit Gradebook** page.



Two confirmation messges will display. Click **OK** to both of the message to delete the gradebook. Click Cancel to cancel the gradebook delete.





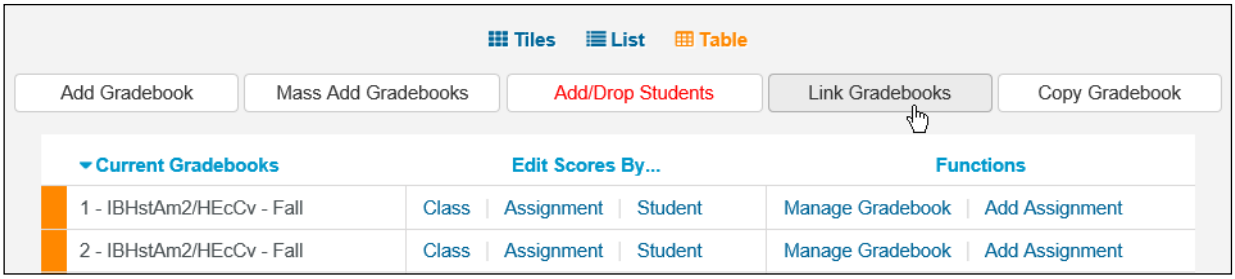
NOTE: All assignments and student scores will also be deleted when deleting a gradebook. All Terms associated with the gradebooks will also be deleted. Use extreme caution when deleting a gradebook.

LINK GRADEBOOKS

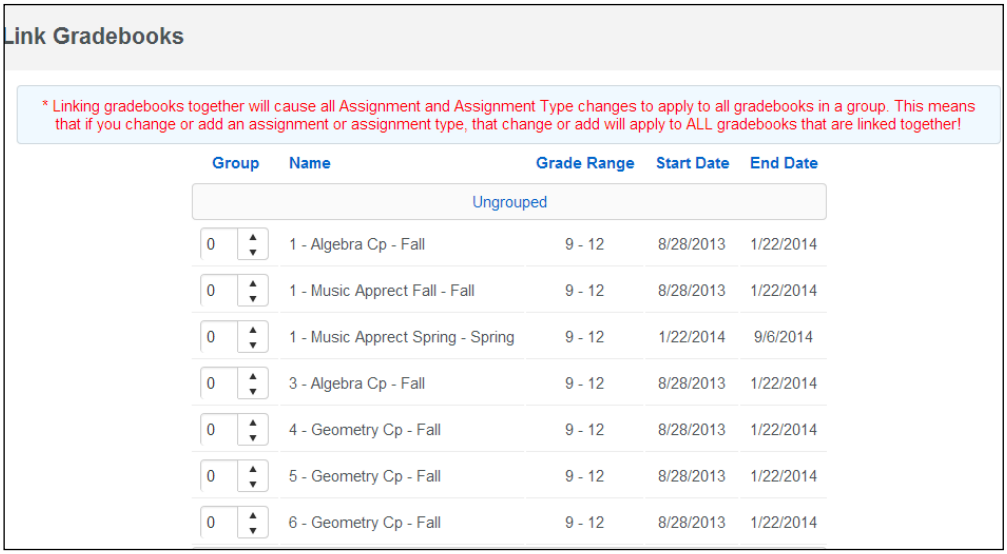
Linking gradebooks is used in secondary or Elementary with MST schedule schools for teachers who teach multiple periods of the same subject.

The **Link Gradebooks** option will allow you to create a group of gradebooks. Using this option, any changes made to **Category Types**, **Assignments, Final Marks** and **Rules** in one gradebook in the group will also update all of the other gradebooks in the group with the same changes.

To link gradebooks, click the mouse on the **Link Gradebook button** on the top of the dashboard page.



The following screen will display with all gradebooks. The **Group** field will display on the left side of the screen with zeroes in the field. The zeroes indicate unlinked gradebooks.



Link Gradebooks

* Linking gradebooks together will cause all Assignment and Assignment Type changes to apply to all gradebooks in a group. This means that if you change or add an assignment or assignment type, that change or add will apply to ALL gradebooks that are linked together!

Group	Name	Grade Range	Start Date	End Date
	Ungrouped			
0	1 - Algebra Cp - Fall	9 - 12	8/28/2013	1/22/2014
0	1 - Music Apprect Fall - Fall	9 - 12	8/28/2013	1/22/2014
0	1 - Music Apprect Spring - Spring	9 - 12	1/22/2014	9/6/2014
0	3 - Algebra Cp - Fall	9 - 12	8/28/2013	1/22/2014
0	4 - Geometry Cp - Fall	9 - 12	8/28/2013	1/22/2014
0	5 - Geometry Cp - Fall	9 - 12	8/28/2013	1/22/2014
0	6 - Geometry Cp - Fall	9 - 12	8/28/2013	1/22/2014

IMPORTANT: Gradebooks must be linked when the gradebooks are created AND <u>before</u> Categories and Assignments are added. Gradebooks should not be linked after Assignments have been added.

To **Link Gradebooks** enter the same number in the **Group** field. For example, all gradebooks listed below with **1** entered in the **Group** field will be linked. The gradebook will move from the **Ungrouped** section to the **Grouped** section.

Group	Name	Grade Range	Start Date	End Date
	Ungrouped			
0	1 - Music Apprect Fall - Fall	9 - 12	8/28/2013	1/22/2014
0	1 - Music Apprect Spring - Spring	9 - 12	1/22/2014	9/6/2014
	Group 1			
1	1 - Algebra Cp - Fall	9 - 12	8/28/2013	1/22/2014
1	3 - Algebra Cp - Fall	9 - 12	8/28/2013	1/22/2014
	Group 2			
2	4 - Geometry Cp - Fall	9 - 12	8/28/2013	1/22/2014
2	5 - Geometry Cp - Fall	9 - 12	8/28/2013	1/22/2014
2	6 - Geometry Cp - Fall	9 - 12	8/28/2013	1/22/2014

Linking gradebooks together will cause all **Category Types** and **Assignments** changes to apply to all gradebooks in a group.

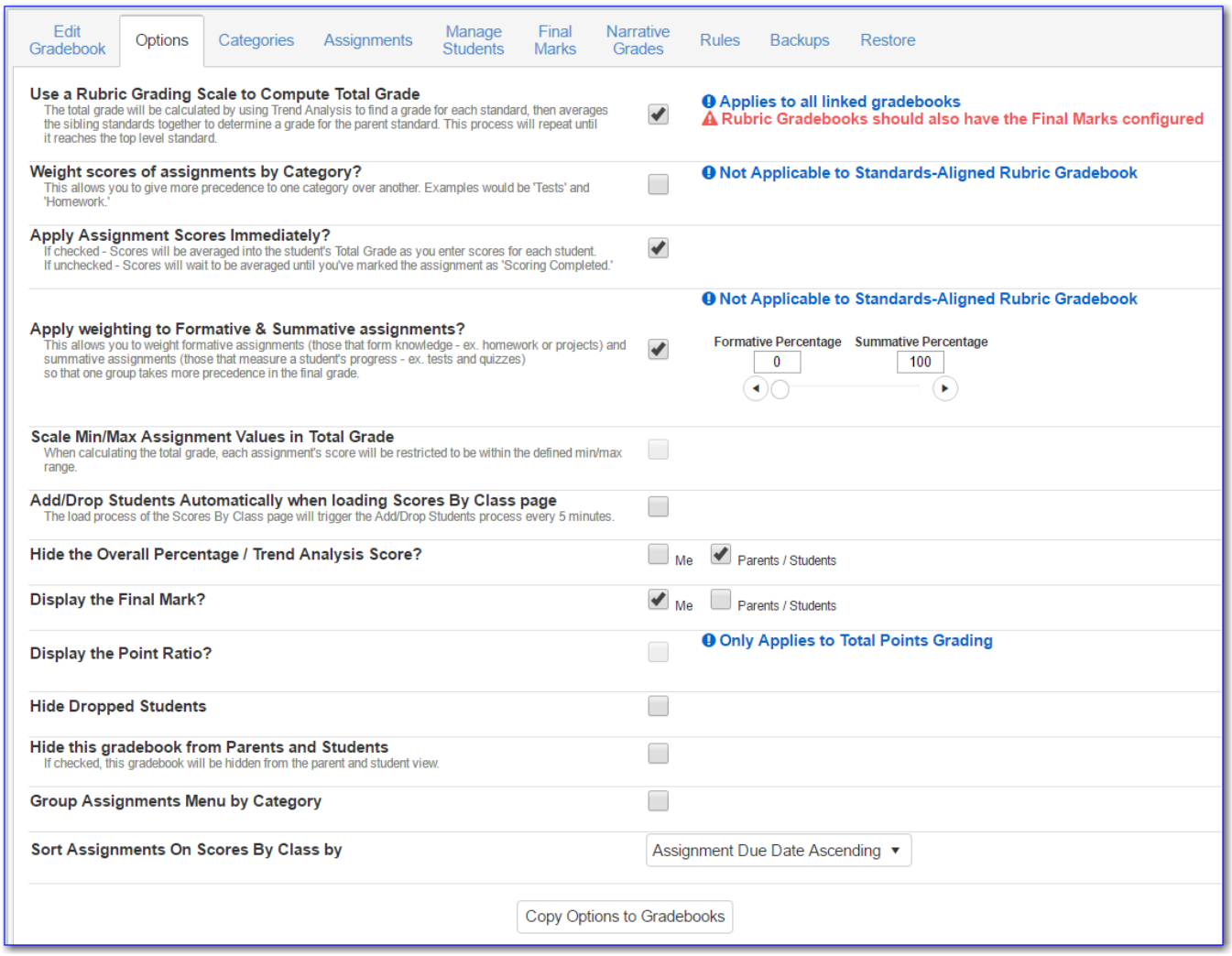
REMEMBER: When Linking gradebooks <u>any change</u> made to Category types or assignments will update ALL gradebooks that are linked.

GRADEBOOK OPTIONS

The **Options** form allows you to select various options for each gradebook.

NOTE: If using multiple **Gradebook Terms** the following options all apply to all terms of the gradebook.

Click the mouse on **Manage Gradebooks** from the dashboard page. Click the mouse on the **Options** tab. The following page will display with the selected gradebook name on the top of the form.



- **Use a Rubric Grading Scale to Compute Total Grade -** This option will accommodate rubric scoring. When this gradebook option is selected, all assignments will default to Rubric scoring. Values entered will be averaged and percentages will not display. The calculations for rubric grading changes from a system where every assignment's score and max score is added up and divided to get a percentage to a system where only the rubric values are added up and then divided by the number of items totaled.

Below is an example of a rubric gradebook with 3 assignments and the calculations for the average:

#1	Aceves, Alexi	3 assignments totaling	12 divided by	3 =	**4.0**
#2	Aguiar, Allison	3 assignments totaling	10 divided by	3 =	**3.3**
#3	Ariza, Jayden	2 assignments totaling	5 divided by	3 =	**1.6**

				Class Project 6/17/2014 #1	Assessment 6/17/2014 #2	Class Work 1.1 6/17/2014 #3
	Name	Grade	Avg			
1	Aceves, Alexia Camille	1	4.0	4	4	4
2	Aguiar, Allison Rose	1	3.3	3	4	3
3	Ariza, Jayden Michael Joseph	1	1.6		2	3

NOTE: The **Rubric** option should only be used on new gradebooks and not on existing gradebooks with scores already submitted. **This option applies to all linked gradebooks.**

Even with the Rubric option selected, assignments can be added and the Rubric option can be deselected at the assignment level. These non-rubric assignments will not calculate into the student's total average.

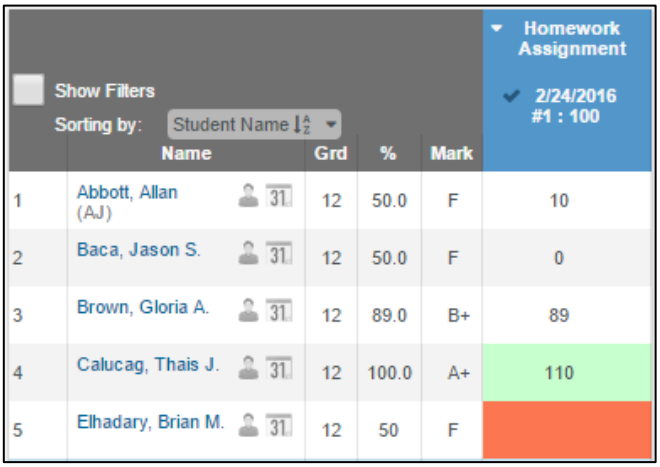
- **Weight Scores of Assignments by Category** – this option indicates whether total points grading or weighted type grading is used to determine students' overall grades. This allows you to give more precedence to one category over another. Examples would be 'Tests' and 'Homework'. This option is also available on the **Categories** tab. **This option is not applicable to Standards-Aligned Rubric Gradebooks.**
- **Apply Assignment Scores Immediately -** normally a score will not count toward a student's overall grade until the Grading Completed checkbox for an assignment is checked. This option will make any assignment with a score count in the overall mark no matter what the Grading Completed. This option will default On for new gradebooks.
- **Apply weighting to Formative & Summative Assignments -** this option allows teachers to weight Formative and Summative Assignments separately in calculating the overall grade for the class or for a standard. **This option is Not Applicable to Standards-Aligned Rubric Gradebooks.**

The system will first use total points and weighted categories (if enabled) to determine a percentage for "Formative" and "Summative" assignments and then will use the defined weight factors to produce a final score. Click on the arrows or drag the slider to the desired percentages.

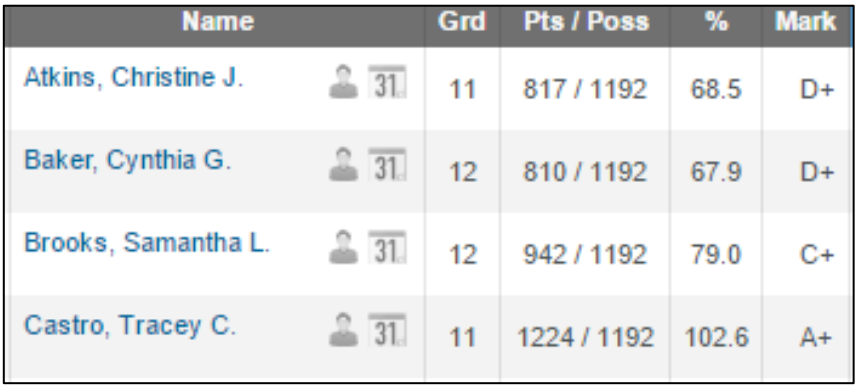
- **Scale Min/Max Assignment Values in Total Grade -** This option allows teachers to implement what is commonly known as a Scale. When defined, assignments that would normally count above or below the assigned range are brought into the range when the system calculates the "value" of the assignment. This allows teachers to leave an assignment missing or give a low grade, but have that assignment still count as 50%. This can be a tool used to lessen the impact of the "Double 0 Problem" with missing or poorly completed assignments. This option cannot be used with the "**Rubric**" option.

If using the **Min/Max Assignment Values** option, all scores will display as they were entered in the scores field but the Total Percent column will calculate on the Min or Max value if the score goes below or above the set values.

In the example below, the first 2 students have scores below the min value of 50%. The total Percent calculates based on the minimum value instead of the actual score. The 4th student has a score above the maximum value of 100%. Her total percent calculates based on the maximum value of 100% instead of the actual score of 110.



- **Add/Drop Students Automatically when loading Scores by Class page** – Browsing to the Scores by Class page will automatically trigger the Add/Drop students process based on course attendance information.
- **Hide the Overall Percentage / Trend Analysis Score -** If "Me" is selected, overall student scores/percentages will NOT be displayed in the Admin and Teacher Portals. If "Parents / Students" is selected, overall student scores/percentages will NOT be displayed in the Student and Parent Portal. The two checkboxes here work independently of one another.
- **Display the Final Mark** – If "Me" is selected, overall student marks (i.e., letter grades) will be displayed in the Admin and Teacher Portals. If "Parents / Students" is selected, overall student marks will be displayed in the Student and Parent Portal. The two checkboxes here work independently of one another. This option is also available on the **Final Marks** tab.
- **Display the Point Ratio** – displays the point ratio (total points/points possible) on the scores by class page. This option is only available for points based gradebooks.

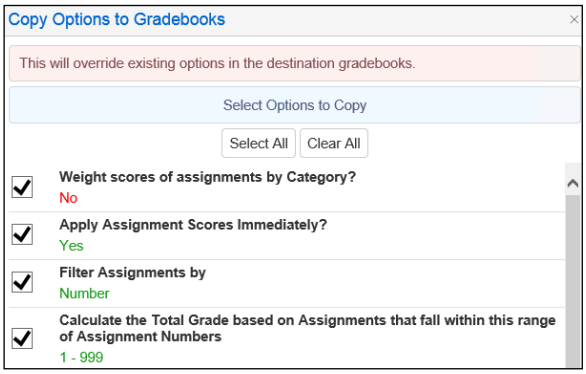


- **Hide Dropped Students** – When this option is selected, dropped students will no longer display on the Scores by Class or Scores by Assignment pages.
- **Hide this gradebook from Parents and Students** – If selected, this option will hide the gradebook from the Parent and Student portals. **This option is only available if enabled by the System Administrator.**
- **Group Assignments Menu by Category –** If selected the assignments drop down list will display by Category.
- **Sort Assignments on Scores By Class by –** There are four choices for this option. Sort by Assignment Due Date Ascending, Assignment Due Date Descending, Assignment Number Ascending and Assignment Number Descending. The Scores By Class page will honor whichever choice is selected.

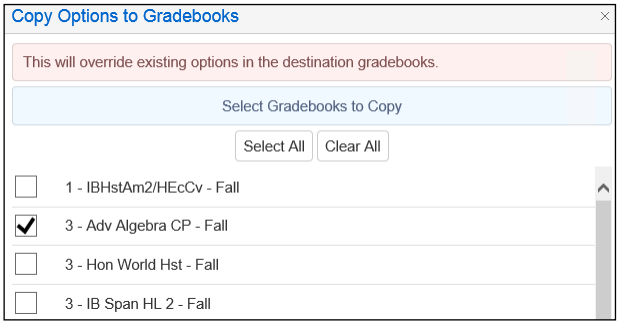
The Gradebook Options area has a **Copy Options to Gradebooks** button. This option allows a teacher to copy the current gradebook's options to other gradebooks. To copy options, click the mouse on the Copy Options to Gradebooks button.

Note: Copying options to other Gradebooks will override the existing options in the destination gradebooks.

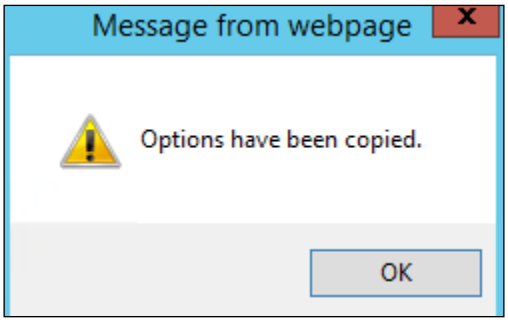
The following form will display. The form will show the current gradebook's options. Adjustments can be made by selecting or deselecting options. Once the appropriate selections are made click the mouse on the **Next** button.



A form will display to select the gradebooks to copy the current gradebook's options to. Select the appropriate gradebooks and then click the mouse on the **Copy Options** button.
Note: Copying options to other Gradebooks will override the existing options in the destination gradebooks.



The options will be copied and a message will display indicating that the copy has completed.

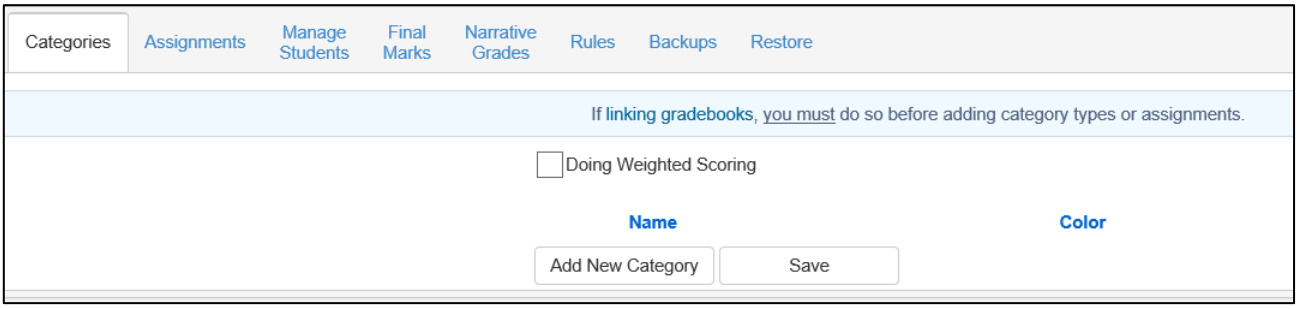


ADD CATEGORIES

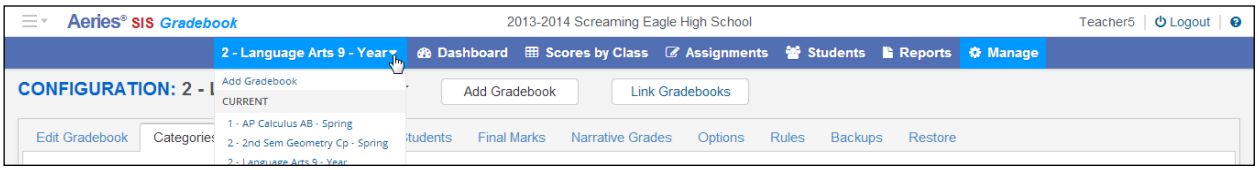
Prior to entering Gradebook Assignments, the **Categories** or assignment types **must** be setup. A **Category** contains a description and a percent of grade that this Category will receive, if using the **Use Weighted Scoring** option.

NOTE: If using multiple **Gradebook Terms** the following options all apply to all terms of the gradebook.

If linking gradebooks, you must link gradebooks before adding category types or assignments. Linking before adding categories will result in only having to add the categories one time and they will apply to all the gradebooks in the linked group. To enter Categories to a new gradebook, an **Add Categories** option will be available on each dashboard view. Categories can also be added from the **Manage** page and the **Categories** tab. **Colors** can be added to Categories which will then display on the **Scores by Class** page.

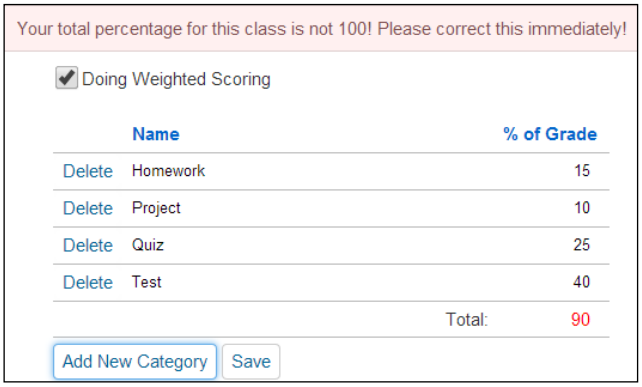


The teachers existing gradebooks will display in the gradebook dropdown on the top left of the page.



To add a **Category** click the mouse on the **Add New Category** button. Enter the description of **Category** and the percent of grade that this **Category** will receive if using the **Doing Weighted Scoring** option. An example of a **Category** type is **Homework**. Use the tab key and click on the **Add New Category** button to add additional Categories. Click the mouse on the **Save** button when completed.

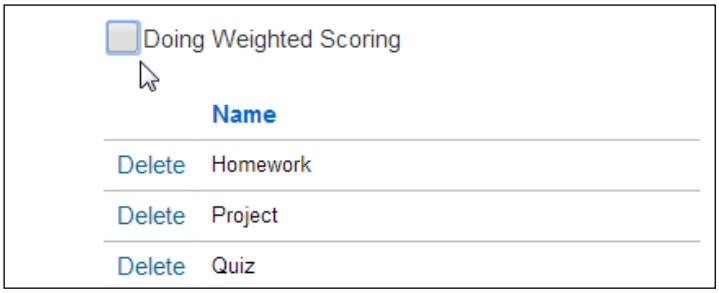
A message will display below the **Categories** indicating **the Category types total has NOT reached 100%** for the assignment types that have been setup. Add all assignment types.



After **ALL** Category types have been entered and the **% of Grade** totals 100% the message will no longer display.

Changes can also be made to **Category Types** after they are setup. Select the **Category** and re-enter the information to be changed. Click the mouse on the **Save** button.

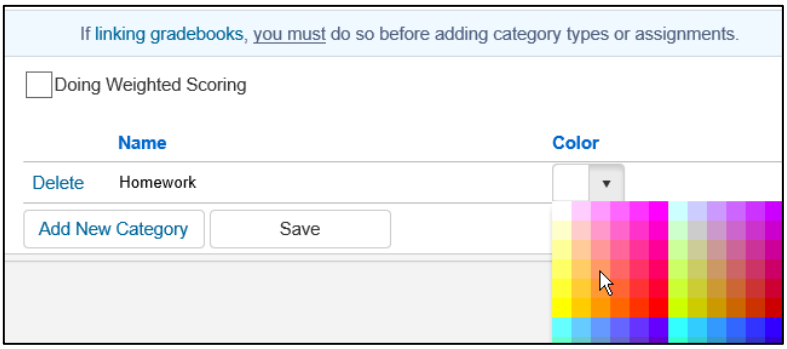
The **Doing Weighted Scoring** option will default to base a student's final grades by percentage instead of total points. To change this option, click the mouse on the box to remove the check mark. The % percent column will not display and the student's final grade will be based on total points.



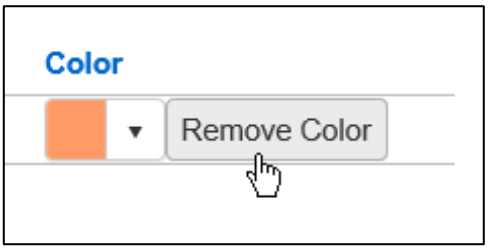
NOTE: If the Doing Weighted Scoring is turned off the student's final grades will be based on total points. Also, the % of Grade column will no longer display.

Colors can be assigned to categories. If a category is assigned a color that color will display on the **Scores by Class** page at the top of the assignment column.

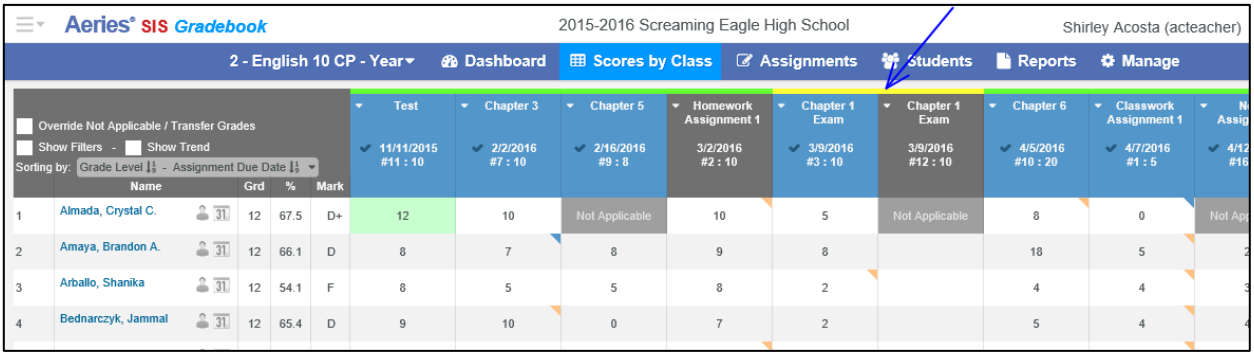
To add a color to a category, Click the mouse on the Color dropdown to the right of the Category name. Select a color and then click on Save.



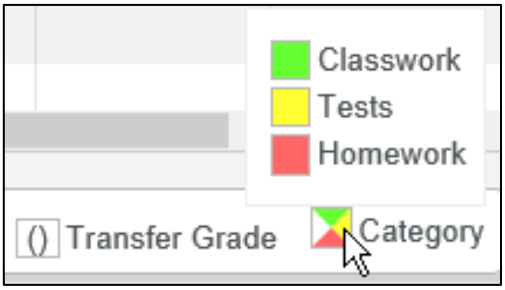
After a color is selected it will display on the Categories page. To remove a color from a category click the **Remove** Color button.



After colors have been added to Categories, they will display on the Scores by Class page as a color strip at the top of the assignment column.

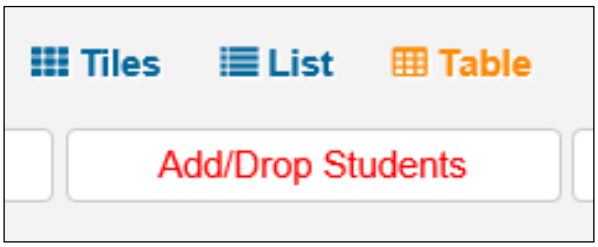


The **Scores by Class** page will also display a legend at the bottom of the page for the Category colors being used. Hovering the mouse over the **Category icon** will display a menu of what colors are associated with what category.

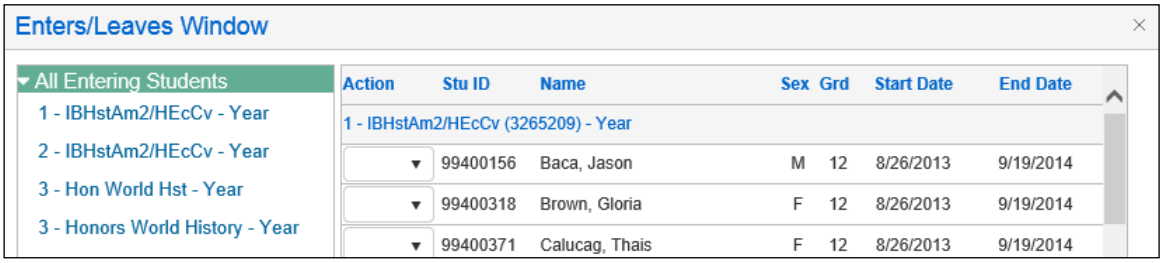


ADD STUDENTS TO GRADEBOOKS

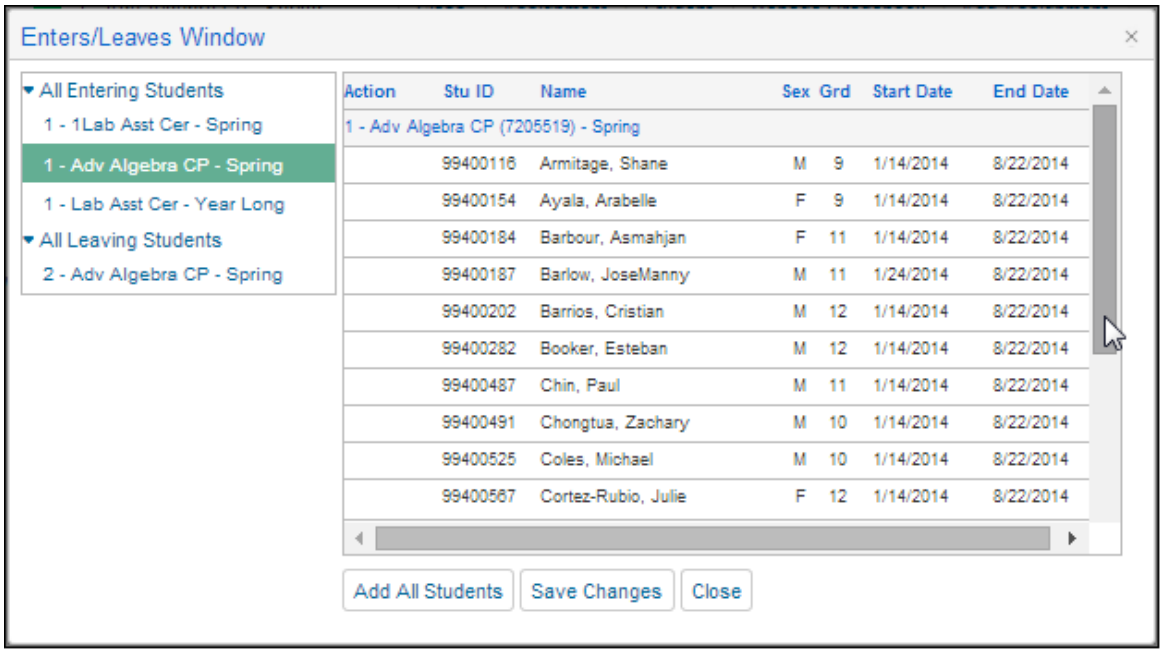
From the **dashboard** page an **Add/Drop Students** message will display in red if there are students pending addition or removal from into the gradebook.



Click the mouse on the **Add/Drop Students** button and the following **Enter/Leaves Window** will display.



Click the mouse on **All Entering Students** to display gradebooks. Click the mouse on a gradebook. Use the scroll bar on the right side of the form to view all gradebooks and students pending.



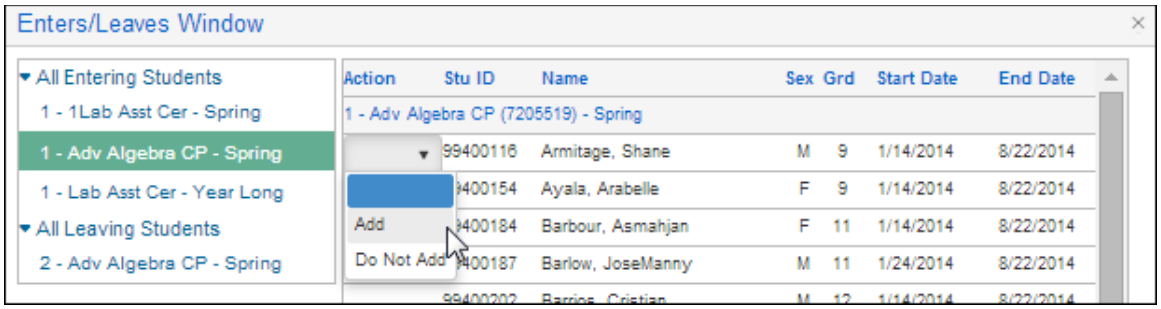
NOTE: Teachers must click on the **Add/Drop Students** button when the button is RED. Students are not automatically added or dropped from the gradebooks like they are for the attendance page unless the Gradebook option to automatically add/drop students has been enabled. The teacher must manage the students in their gradebooks.

NOTE: If using multiple **Gradebook Terms,** students added will display in all terms of the gradebook.

Click the mouse on the **Add All Students** button on the top of the page to add all students. This will add all pending students to all gradebooks displayed.

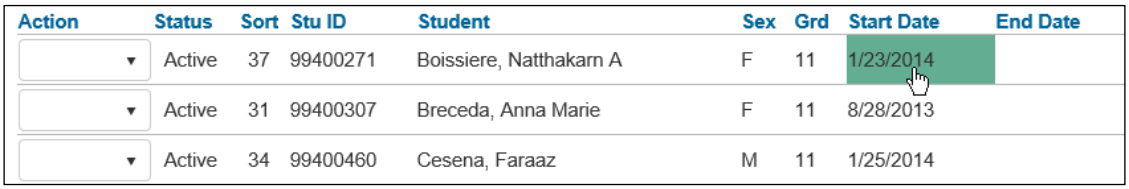
The **Enters/Leaves Window** will be blank to indicate no other students are pending into the gradebook. Click on the **Close** button.

To enter students individually into the gradebook, click the mouse on the dropdown under the **Action** column. The options of **Add** or **Do Not Add** will display. Select the appropriate action. Click the mouse on the **Save Changes** button.



To the far right of the form two fields display, **Start Date** and **End Date**. These fields are used to determine the assignments a student is accountable for if they are added to a class or leaving a class. Students added to a class after the class started or leaving a class may not be responsible for certain assignments. Enter in the **Start Date** they are responsible for when adding this student. Enter the due date of the last assignment this student is responsible for in the **End Date** field.

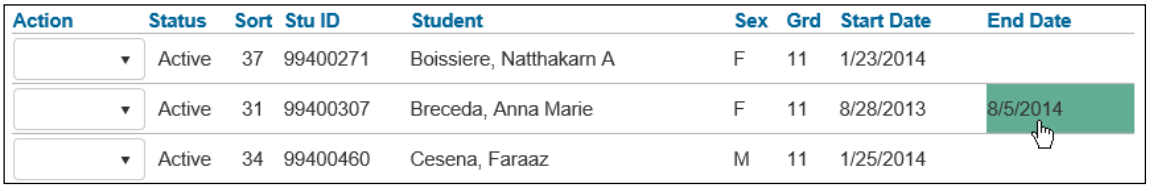
For example, Natthakarn Boissiere started the class on 1/23/2014 and will not be responsible for assignments with due dates before 1/23/2014.



Action	Status	Sort	Stu ID	Student	Sex	Grd	Start Date	End Date
	Active	37	99400271	Boissiere, Natthakarn A	F	11	1/23/2014	
	Active	31	99400307	Breceda, Anna Marie	F	11	8/28/2013	
	Active	34	99400460	Cesena, Faraaz	M	11	1/25/2014	

The **End Date** is used for students who have left the class. Enter an **End Date** and the student will not be responsible for assignments with due dates after the students gradebook **End Date**.

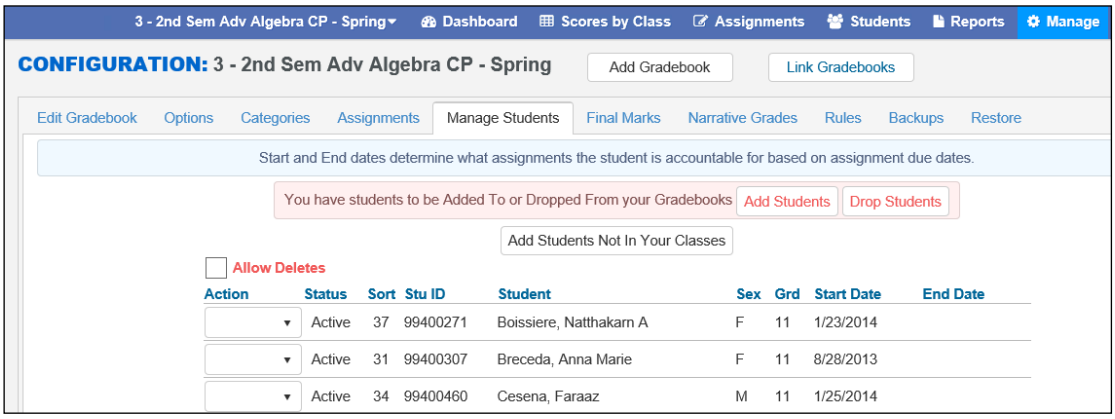
For example, Anne Marie Breceda left the class on 8/5/2014 and will not be responsible for assignments with due dates after 8/5/2014.



Action	Status	Sort	Stu ID	Student	Sex	Grd	Start Date	End Date
	Active	37	99400271	Boissiere, Natthakarn A	F	11	1/23/2014	
	Active	31	99400307	Breceda, Anna Marie	F	11	8/28/2013	8/5/2014
	Active	34	99400460	Cesena, Faraaz	M	11	1/25/2014	

MANAGE STUDENTS

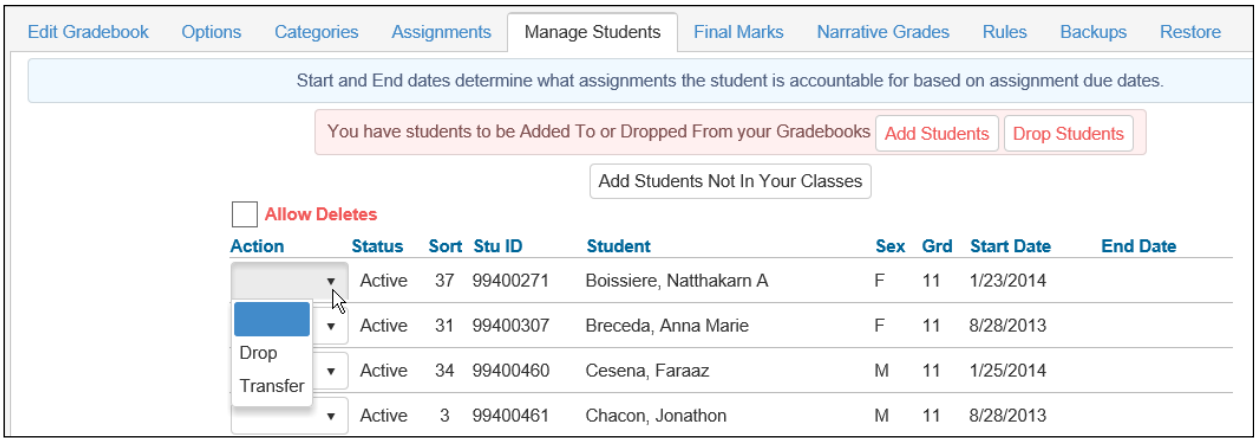
The **Manage Students** tab will display all students in a selected gradebook. Click the mouse on **Manage Gradebooks** from the **Details** button on the dashboard page. Click the mouse on the **Manage Students** tab. The following page will display with the selected gradebook name on the top of the form.



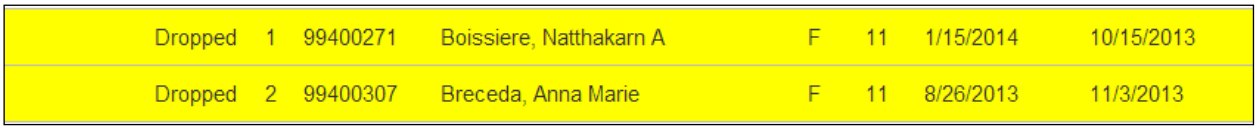
The **Manage Students** tab will display all students in a selected gradebook. The **Custom Sort** and **Transfer** options (if applicable) are available on the **Manage Students** tab.

The **Action** dropdown will allow you to **Drop** or **Delete** a student from the selected gradebook. To **Drop** a student, click the mouse into the **Action** field and select the **Drop** option from the dropdown to the left of the Student's name. The **End Date** will be auto populated based on the student's class leave date.

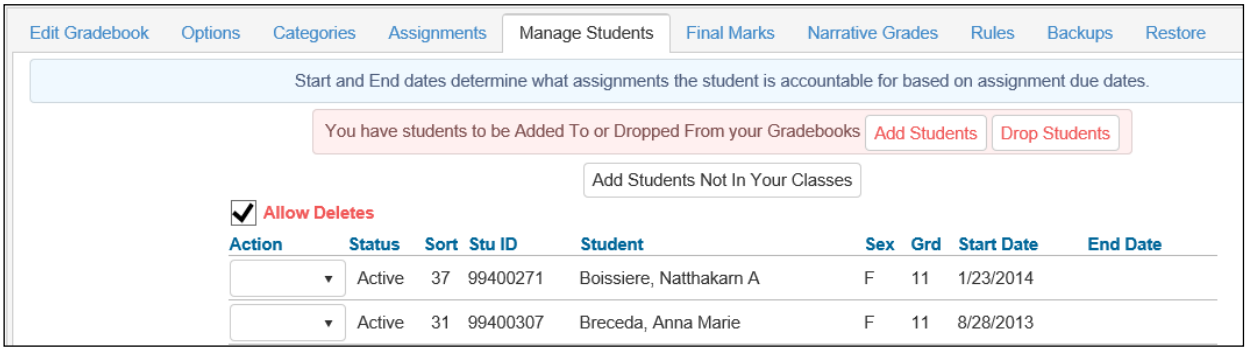
The students **End Date** will ensure that the student is not responsible for assignments with due dates after the students **End Date.**



Dropped students will display hi-lited in yellow at the bottom of the student list.



To **Delete** a student, click the mouse on the **check box** at the top of the form. The check box at the top of the form **MUST** be checked.



Select the **Delete** option from the **Action** dropdown to the left of the Student's name. The student and their scores will be deleted from the gradebook.

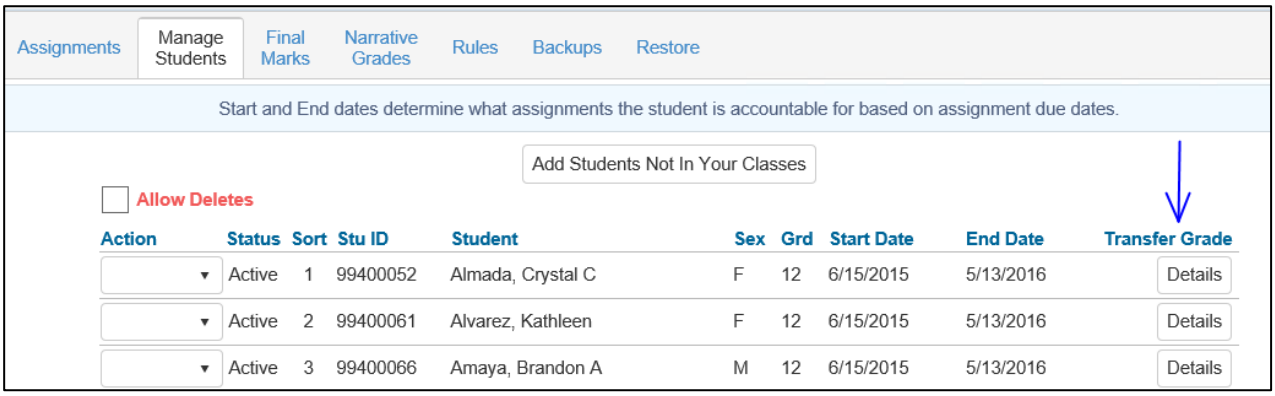
NOTE: Deleting a student will delete a student's scores and must be done with caution.

TRANSFER GRADES

The **Aeries gradebook** has a Transfer Grade option**.** Transfer grades allows a teacher to define a default percentage to use as a grade for a student that has transferred to their current gradebook. By defining a default percentage for a transfer student, any assignments assigned before the student's gradebook start date will be included in the calculation of the student's overall grade. The Transfer Grade option only applies to non- Rubric gradebooks.

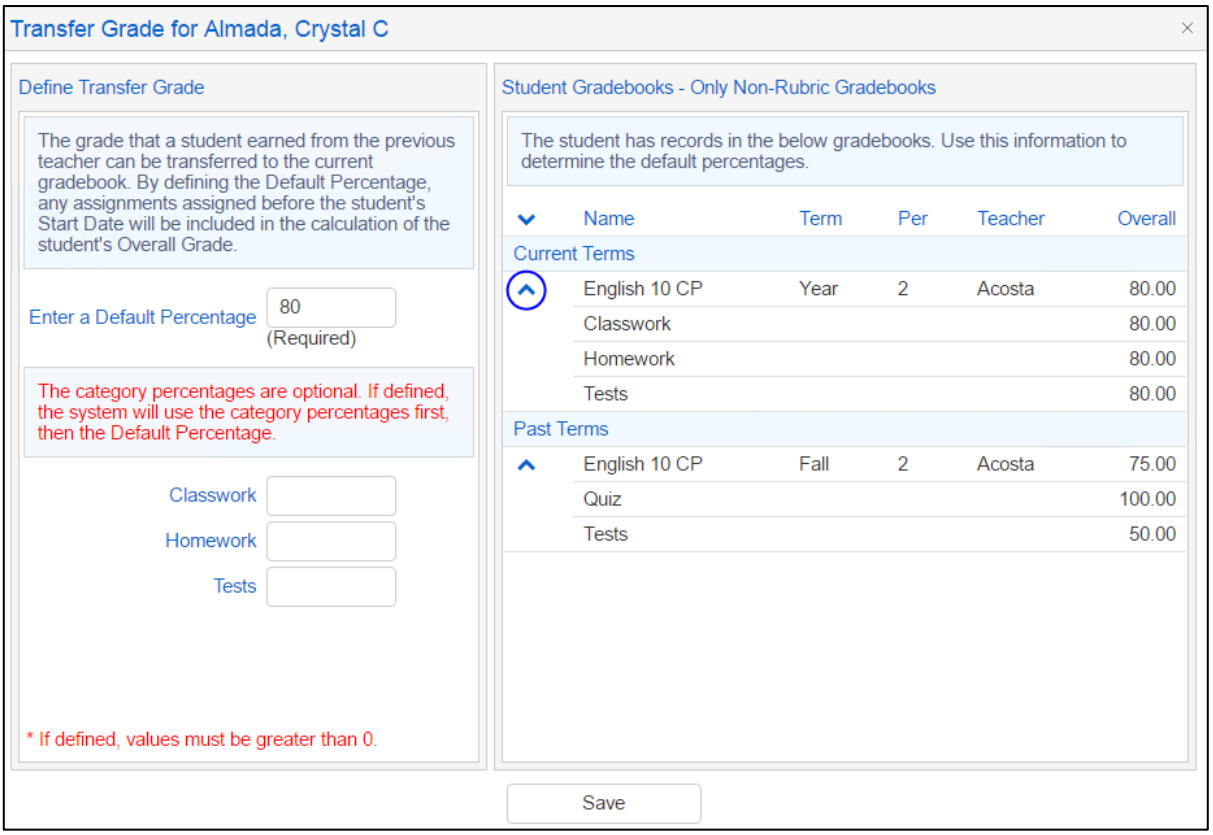
NOTE: In Gradebook Options the Filter by Assignment number option is not compatible with Transfer Grades.

The **Transfer Grade** option can be found under the **Manage Student** area of the Gradebook and the Transfer Grade column. Transfer Grades are stored in the Gradebook Transfer Scores (**GTS**) table.

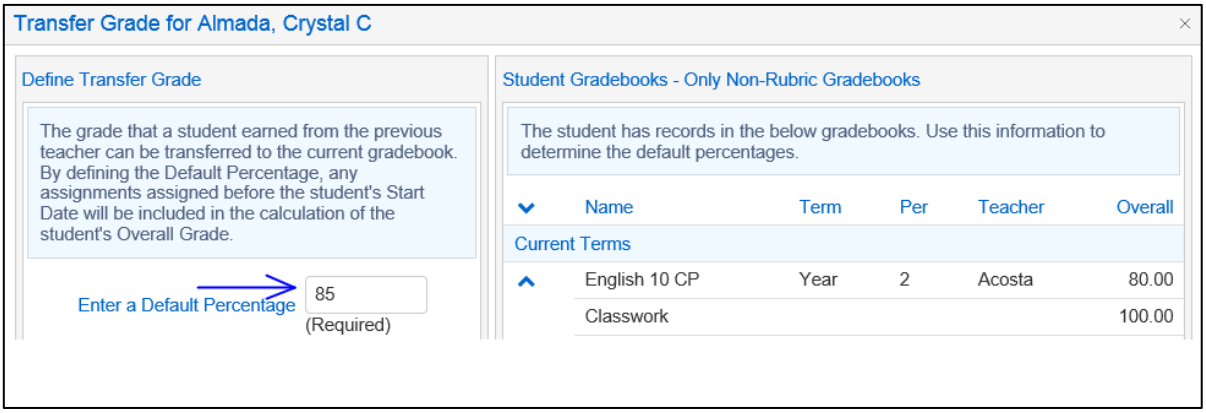


The Transfer Grade column has a **Details** button next to each student. Clicking on the Details button will display a **Transfer Grade window**. The Transfer Grade window options will apply to the student that the Details button was selected for. The Transfer Grade Details button only displays for Active students. It only applies to assignments that were assigned before the student's gradebook start date.

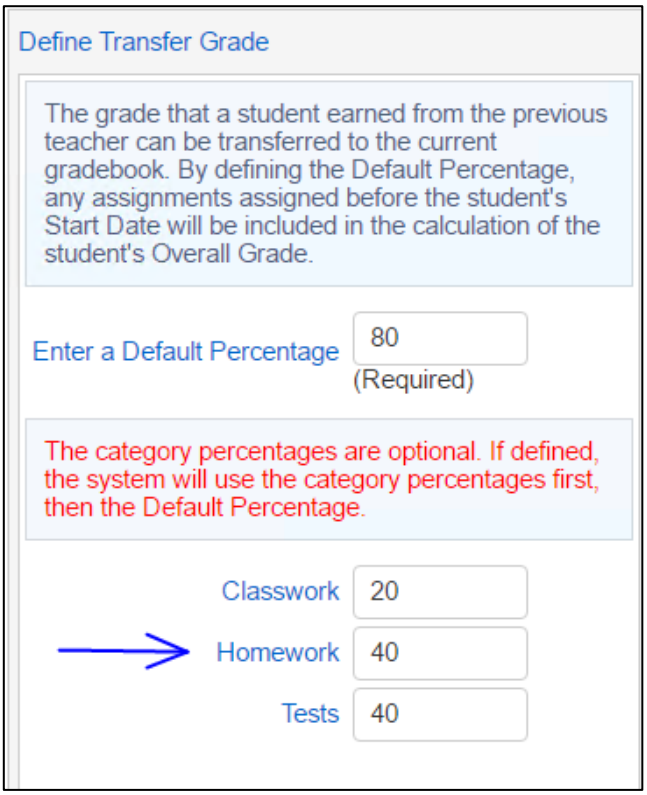
The right side of the Transfer Grade window displays gradebooks the student has records in. The arrows can be used to expand the gradebook information and display the associated categories. The gradebooks listed are informational and are displayed to assist in determining what an appropriate default percentage should be for the student.



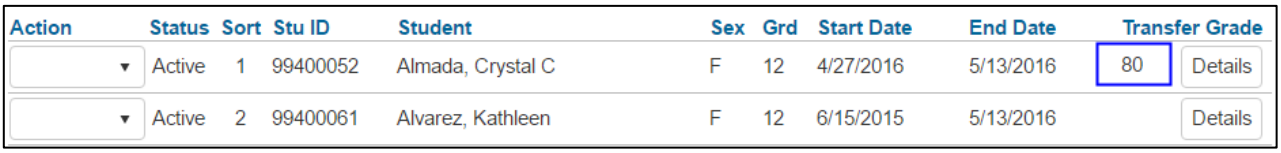
The left side of the form is used to define the student transfer grade percentage. A default percentage is required. The Default percentage entered must be greater than zero. When a default percentage is defined for a student any assignment given before the student's start date will be included in the calculation of the student's overall grade by using the default percentage.



There is also an option to define percentages for the gradebook categories. **This is optional**. If the category percentages are defined these percentages will be used before the default percentage.

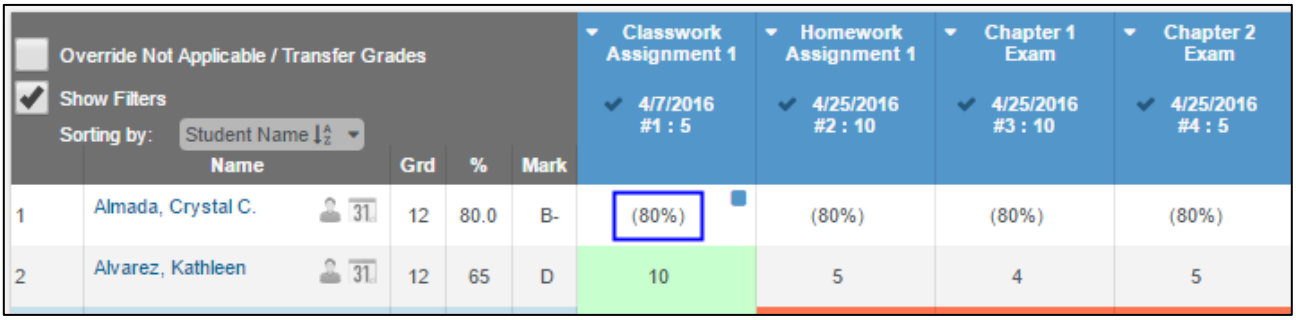


After a Transfer Grade has been assigned to a student the default percentage entered will display to the left of the Details button on the Manage Students page under the Transfer Grade column.



Action	Status	Sort	Stu ID	Student	Sex	Grd	Start Date	End Date	Transfer Grade	
	Active	1	99400052	Almada, Crystal C	F	12	4/27/2016	5/13/2016	80	Details
	Active	2	99400061	Alvarez, Kathleen	F	12	6/15/2015	5/13/2016		Details

The Transfer Grade will also display on the Scores by Class, Scores by Assignment, and Scores by Student pages with ( ) around it.

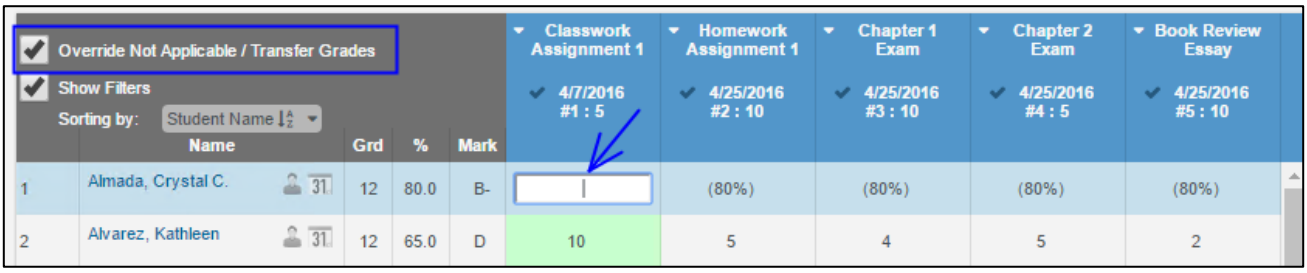


	Name	Grd	%	Mark	Classwork Assignment 1 4/7/2016 #1 : 5	Homework Assignment 1 4/25/2016 #2 : 10	Chapter 1 Exam 4/25/2016 #3 : 10	Chapter 2 Exam 4/25/2016 #4 : 5
1	Almada, Crystal C.	12	80.0	B-	(80%)	(80%)	(80%)	(80%)
2	Alvarez, Kathleen	12	65	D	10	5	4	5

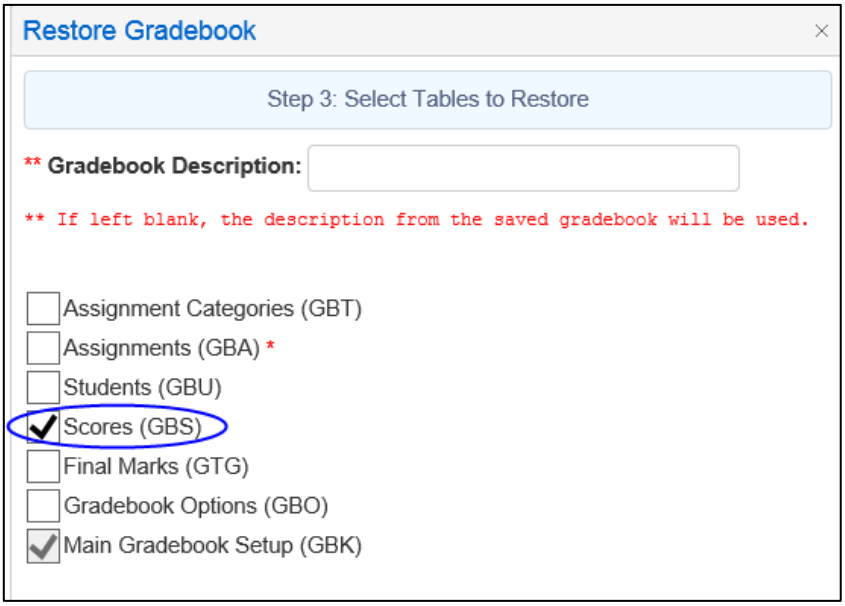
Override Not Applicable / Transfer Grades
Show Filters
Sorting by: Student Name

Transfer Grades can be edited. An override checkbox will display if there are Not Applicable or Transfer Grades for a student on Scores By Class, Scores by Assignment and Scores by Student pages. If a Transfer Grade displays for a student to replace it with a different score, check the override option and then type in the new score.

The override function is applied at the assignment level. If an assignment has the option Input by Standard selected, the override option will affect all standards related to the assignment.

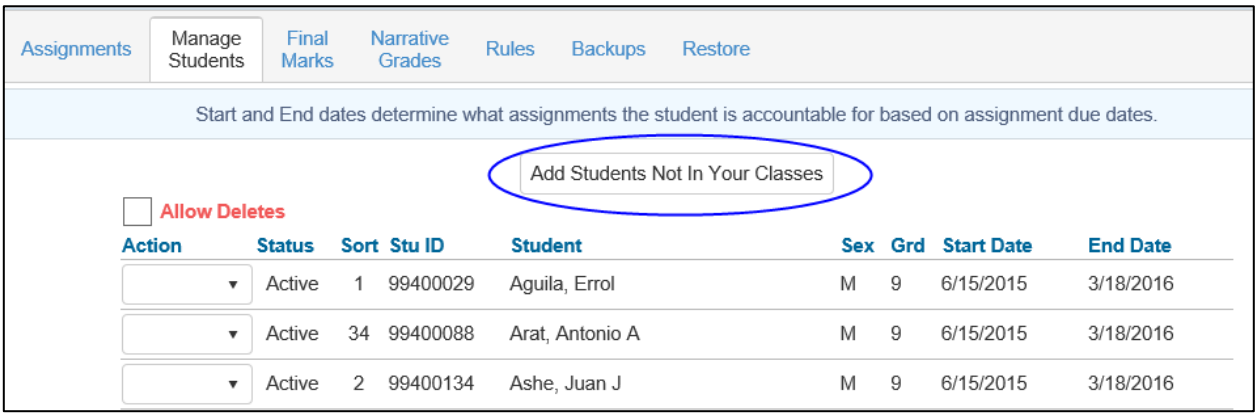


The Gradebook **Restore** function will restore the Gradebook Transfer Grades (**GTS**) table information if Gradebook Scores (**GBS**) is also selected.

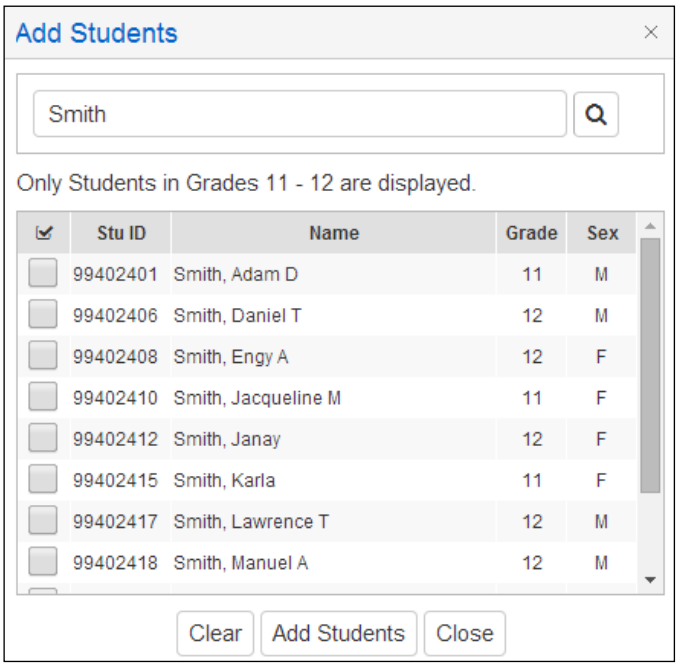


ADD NEW STUDENTS

Teachers can import any student into their gradebook if the **System Administrator** has selected the option in **Portal Options**. If the option is selected, teachers will see an **Add Students Not in Your Classes** button on the **Manage Students** tab.



To add new students into a gradebook, click the mouse on the **Add Student** button. The following form will display. To **Search by Student**, enter a name or partial name in the search box and hit **Enter**.

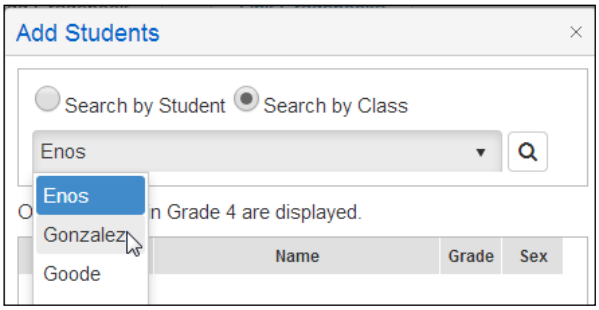


A list of students will display. Only students within the defined grade range of the teacher will be displayed.

Click on the box to the left of the student's name to select. Click the mouse on the **Add Students** button at the bottom of the page to add them to the gradebook. The student will now be included in the list of students on the **Manage Students** form for the selected gradebook.

NOTE: To set the grade range for the teacher, in Aeries enter a Low Grade and Hi Grade value on the Teachers form.

A **Search by Class** option is available for teachers in elementary schools without a Master Schedule. A dropdown list of teachers with the same low and high grade ranges will display. When a teacher is selected, a student list will display.

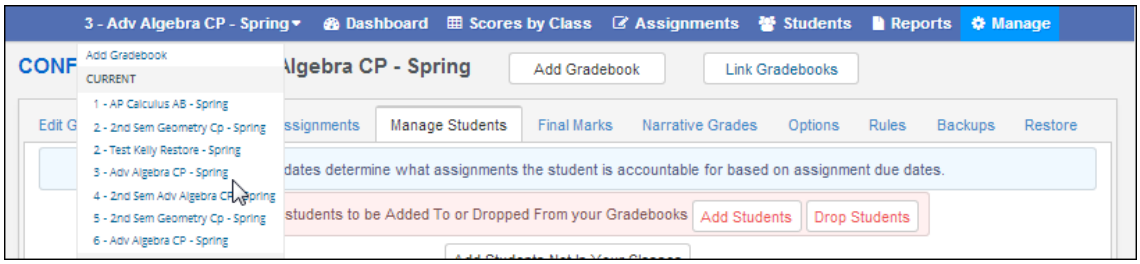


TRANSFER SCORES

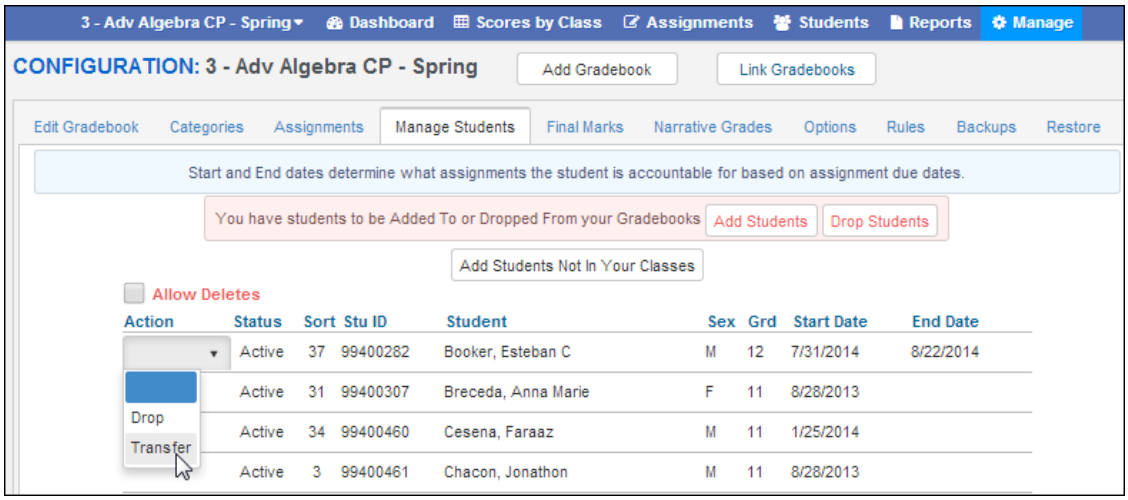
The **Manage Students** tab has a **Transfer** option. The option will only display for **Linked Gradebooks** for the same teacher**.** This option is for students who have moved between classes with the same teacher and course.

In the example below, Adv Algebra CP - Spring period 3 and 6 gradebooks are linked as displayed on the **Link Gradebook** page. If a student transfers from one period to the other, their existing gradebook scores can be transferred to the New gradebook. The student must first be added to the new gradebook (refer to page 21 for procedures on adding students to a gradebook).

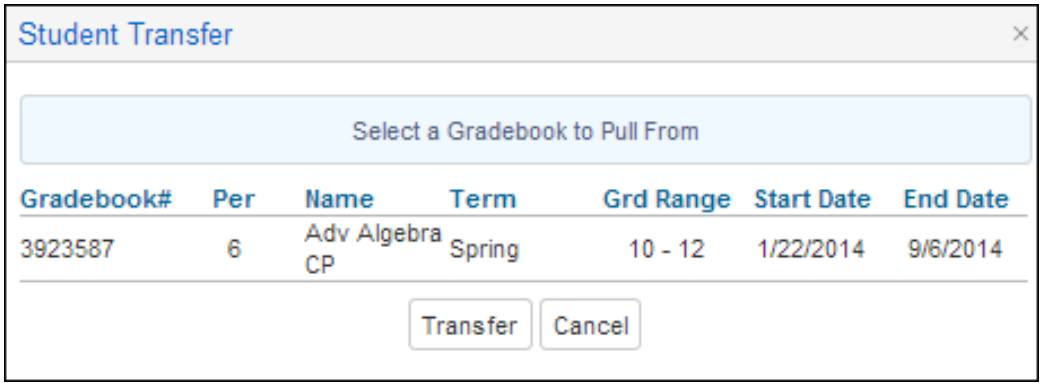
In the examples below, student Esteban Booker transferred from the Adv Algebra CP period 6 class to the same teacher's Adv Algebra CP period 3 class. On the **Manage Students** tab, click the mouse on the Adv Algebra CP period 3 class gradebook on the dropdown list of gradebooks on the top left.



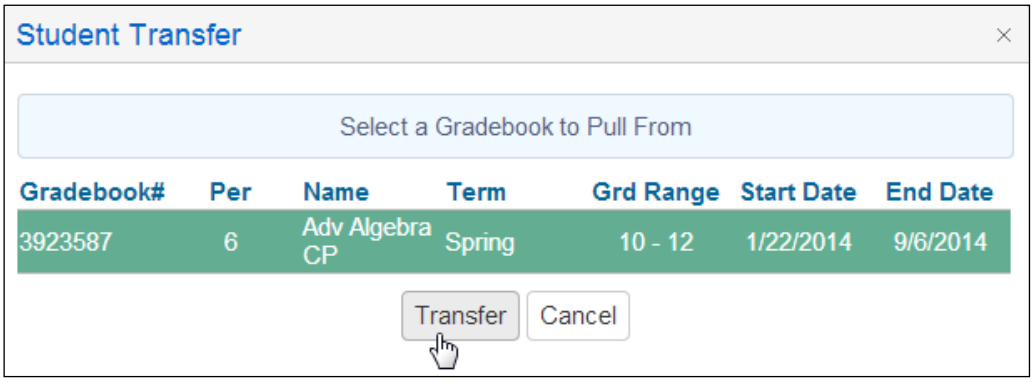
Click the mouse on the **Manage Students** tab. It is imperative that the **NEW** Gradebook is selected from the gradebook list on gradebook drop down. Click the mouse on the **Transfer** option to the left of the student's name.



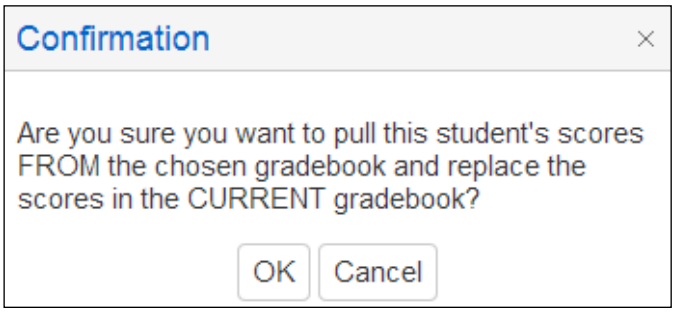
The linked gradebooks will display in the dropdown. Choose the **OLD** gradebook under the **Select Gradebook to Pull From** list**.**



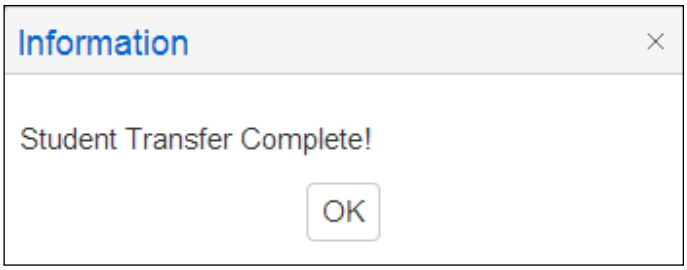
When selected, the gradebook will be highlighted in green. Click the mouse on the **Transfer** button.



The following message will display.



Click the mouse on the **OK** button to begin the **Transfe**r process. The following message will display.



The student's scores will now be viewable under the New Gradebook.

NOTE: It is imperative that the NEW gradebook is chosen from Manage Students tab and the OLD gradebook is selected when clicking on the Transfer option. Scores can be lost if the incorrect gradebooks are selected.

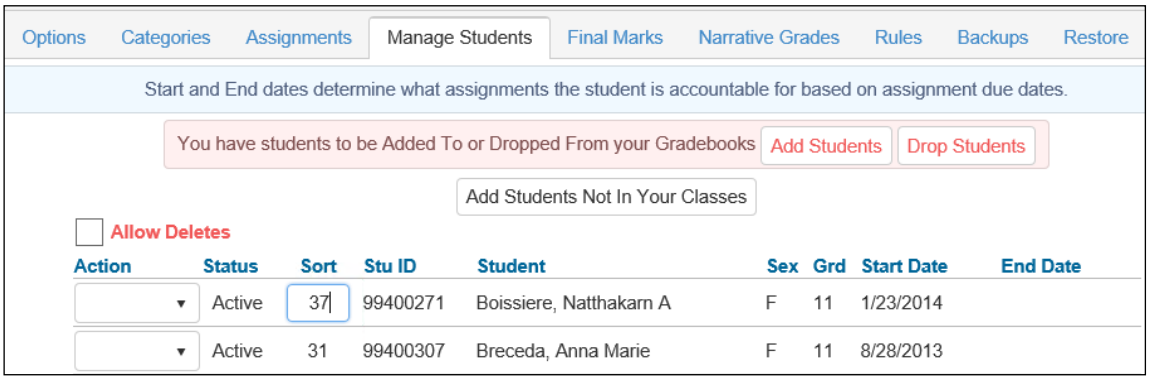
It is recommended that for transfer students the **Start Date** and **End Date** under the **Manage Students** tab should be populated accordingly for the previous and current gradebook. Enter the **End Date** value in the dropped gradebook to ensure that the student is not responsible for assignments with due dates after the students gradebook **End Date**.

When the student is added to the new gradebook the **Start Date** value in the new gradebook will be populated based on the Course Attendance (CAR) date. Verify the students date to ensure that the student is responsible for assignments with due dates after the student's gradebook **Start Date** in the new gradebook.

Action	Status	Sort	Stu ID	Student	Sex	Grd	Start Date	End Date
	Active	33	99400271	Boissiere, Natthakarn A	F	11	1/23/2014	
	Active	37	99400282	Booker, Esteban C	M	12	7/1/2014	

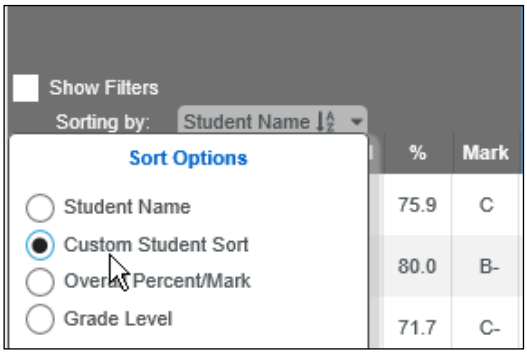
CUSTOM SORT

The **Manage Students** form display's a **Sort** field. The default sort number is alphabetical by the student's last name. A **Custom Sort Order** can be assigned to students.

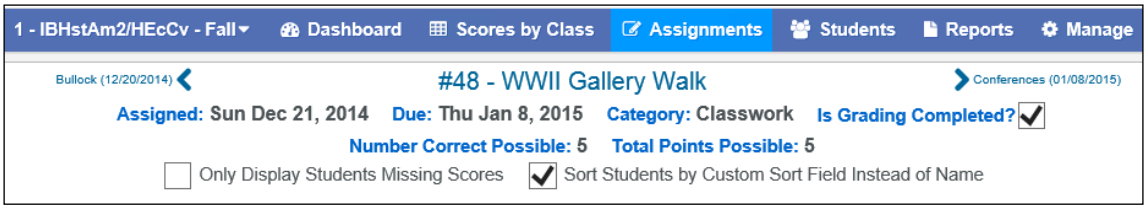


To change the sort order, click the mouse in the **Sort** field and type over the sort number or use the up and down arrows.

The **Scores by Class** page has a **Sort By Custom Student Sort** option. If the option is selected the students will display by the **Custom Sort Order** on the **Scores by Class**.



The **Scores by Assignment** page has an option to Sort Students by Custom Sort Field Instead of Name option. If the option is selected the students will display by the **Custom Sort Order** on the **Scores by Assignment** page.

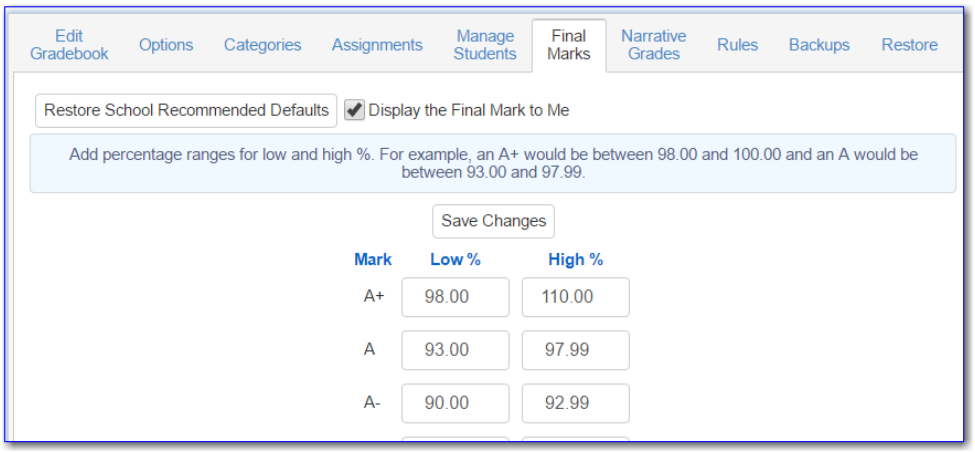


FINAL MARKS

The **Final Marks** option will display the Alpha Marks. The teacher can assign Low and High percentages to the marks. The alpha mark will display in addition to the total percentage for the student.

The **Restore School Recommended Defaults** button will pull the low and high %s from Aeries if they are defined on the **Grade Reporting Options**, **Update Valid Marks** form **(GRC table)**.

The option **Display the Final Mark to Me** is also available from the **Options** form.



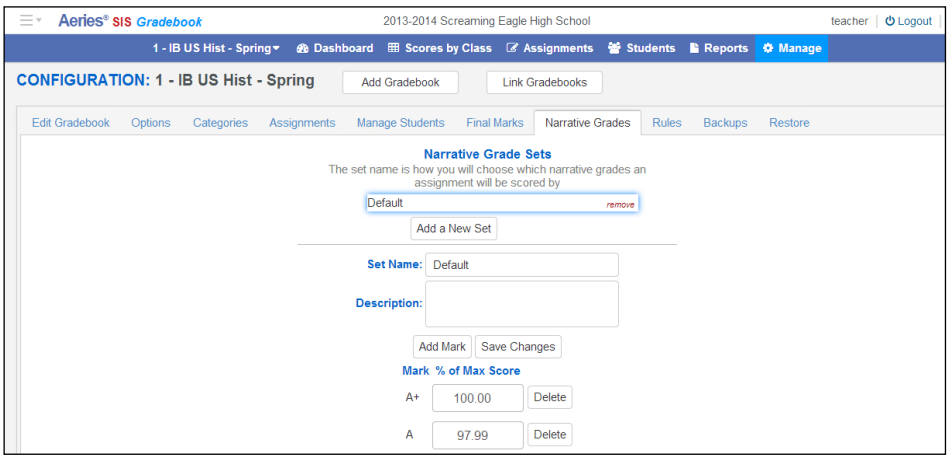
If using the Doing Rubric gradebook option, it is important to set the Final Marks appropriately. Or deselect the Display the Final Mark option to not display the Final Marks.

NARRATIVE GRADING

Teachers can create **Narrative Grades** with valid alpha or numeric narrative marks and can assign the **Narrative Marks** to their assignments.

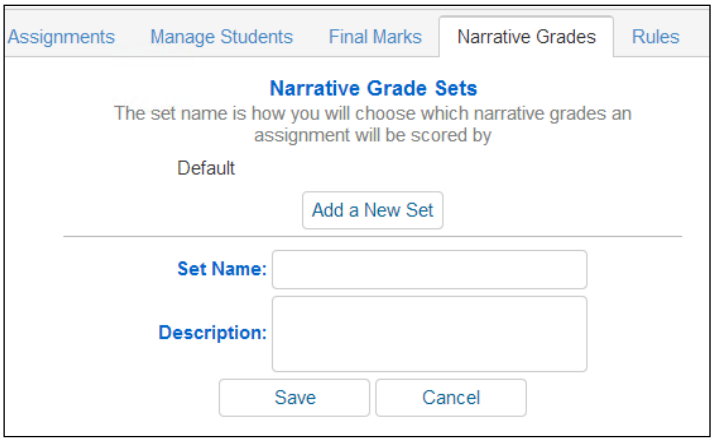
When a **Narrative Mark** is defined, a **Percentage** of the **Max Score** is entered for each valid mark. A **Narrative Mark** can then be assigned to a particular assignment. The **Score** input fields for that assignment will have a dropdown with the available valid marks. When the **Narrative Marks** is selected the **Percentage** assigned to the mark will be factored into the **Max Score** for the assignment. The student will receive that **Percentage** of the **Max Score** for that Assignment.

On the **Manage** page click on the **Narrative Grades** tab. The following page will display.

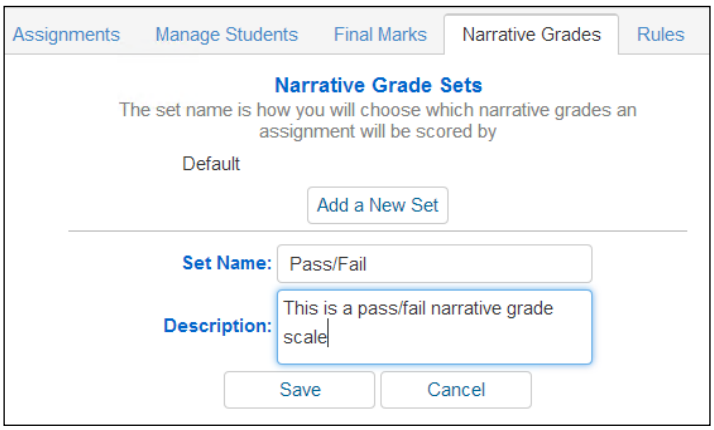


NOTE: At this time, only alpha **Narrative Marks** are supported. Numeric marks will be supported in the future.

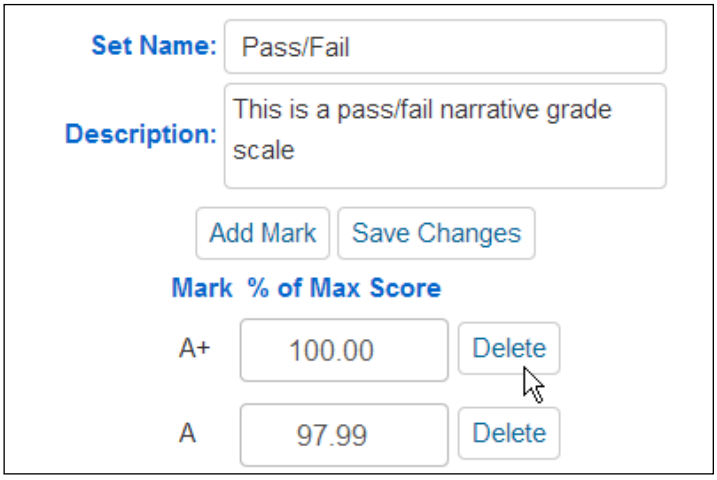
To add a new **Narrative Grade Set** click the mouse on the **Add a New Set** button and the following page will display.



Enter the name of the new **Set Name**. An example is **Pass/Fail**. A **Description** can also be entered. Click the mouse on the **Save** button.

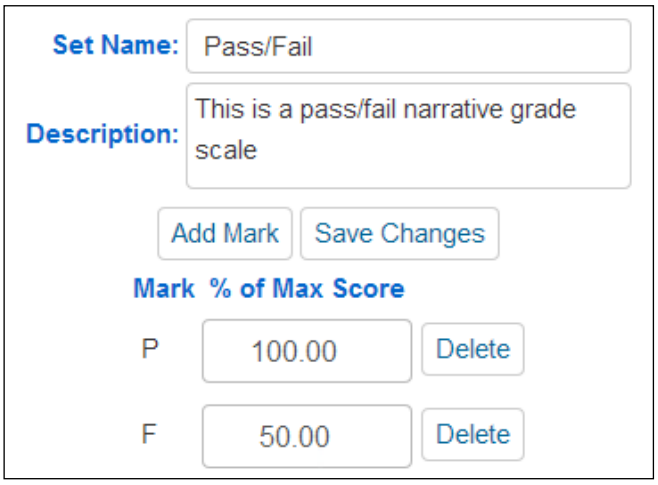


If there are default values, remove any marks that will not be used for the new **Narrative Grade**, click the mouse on the **Delete** button to the right of the **Mark % of Max Score** field.

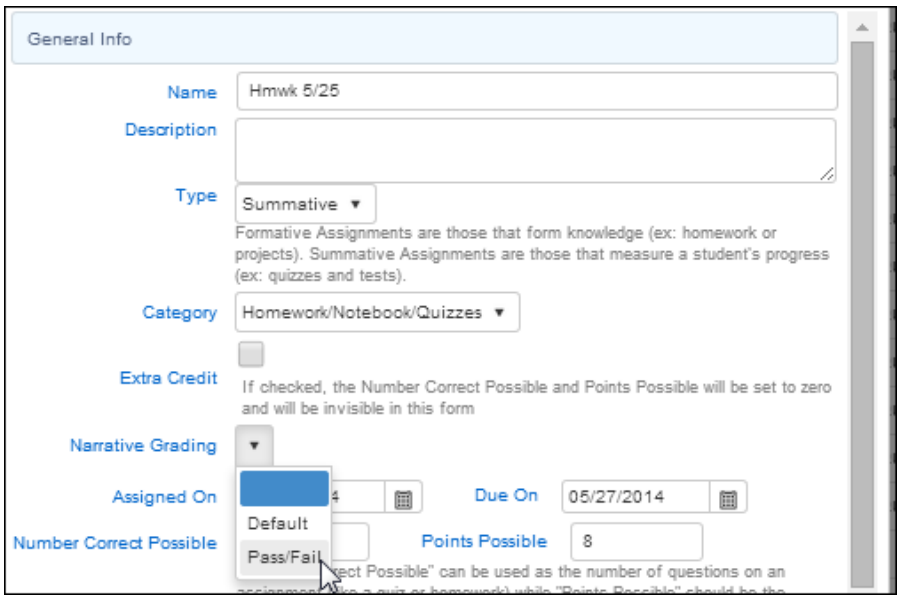


In the **Pass/Fail** example only the **P** and **F** mark will be used. Delete all other marks and leave **P** and **F**. Only the marks of **F** and **P** will display. Enter new marks by using the **Add Mark** button below.

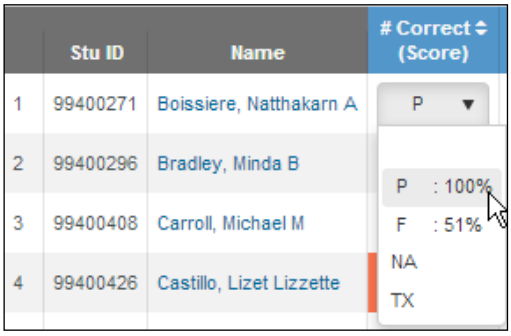
Enter the **Percentage** assigned to the marks in the Mark **% of Max Score** field. For the **Pass/Fail** example 50% can be entered for an F and 100% for a P. Click the mouse **Save Changes** button when completed.



When adding a new assignment, the **Narrative Grade Set** will be available from the dropdown of the **Narrative Grading** field.



Once a **Narrative Grade** is attached to an assignment, the score input fields for that assignment will display a drop-down with the available **Narrative Marks**.

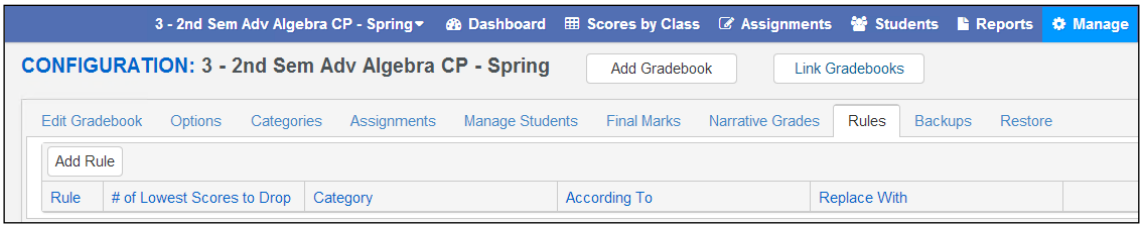


When one of those marks is chosen instead of entering a numeric score, the **Percentage** assigned to the mark will be factored into the **Max Score** for the assignment. The student will receive that percentage of the **Max Score** as their Score for that assignment.

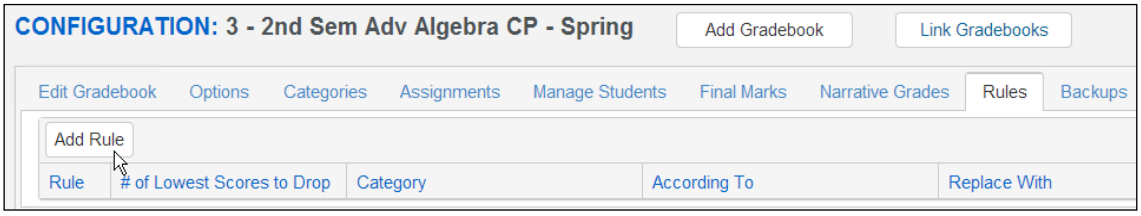
GRADING RULES

These options apply to the current gradebook being viewed. Grading Rules are meant to Drop the Lowest N Assignments and optionally replace those assignment scores with either the average score or the top score in the area defined by the rule.

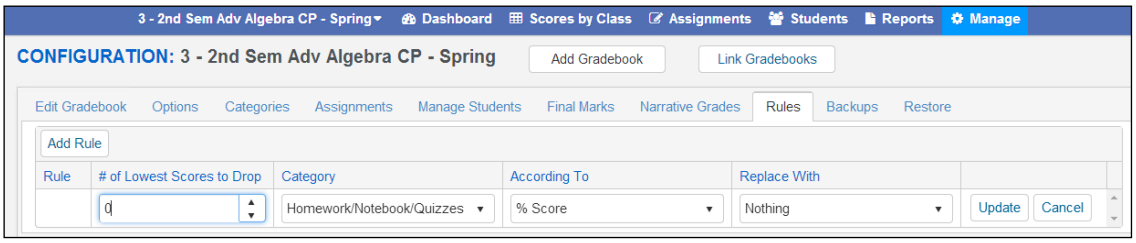
On the **Manage** page click on the **Rules** tab. The following page will display.



Multiple rules can be applied to the same gradebook. To add a Rule to a gradebook, click the mouse on the **Add Rule** button.



The following will display. Add in the appropriate information and then click the mouse on the **Update** button.



The lowest N scores are usually determined by looking at a single category. But if the current gradebook is doing total points grading and not weighted types, the option to drop the lowest N scores across "All Categories" will be available.

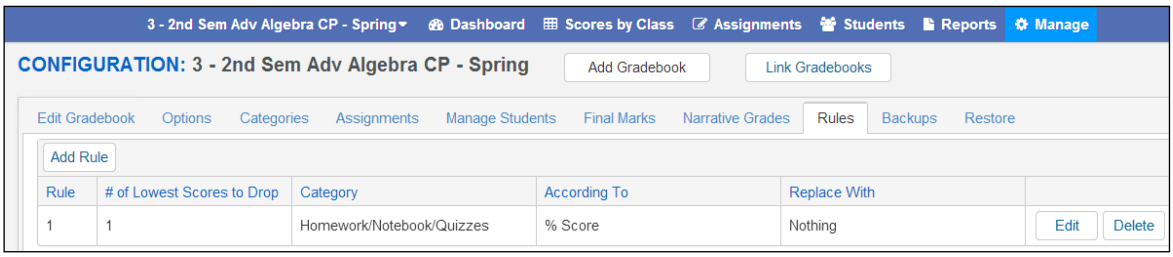
According To - how to consider a particular score as being the lowest is answered by this setting. The options of "Negative Weight" and "% Score" are available.

- "Negative Weight" is calculated by determining the difference between the Max Score and the actual Score (Max – Score).
- "% Score" is determined by dividing the actual Score by the Max Score (Score / Max).

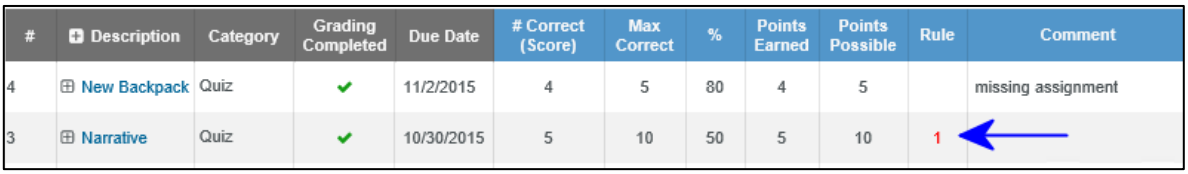
And Replace With - a teacher may not want to simply discount the lowest scores and remove them from the overall score calculation. A teacher may want to replace the identified low scores with another value. This setting allows for 1 of 3 options: "Nothing", "Average Score", and "Best Score".

- "Nothing" will simply drop the identified assignment from the overall score calculation for the student.
- "Average Score" will calculate the average percentage of the score value of all assignments in the identified Assignment Category/Type and will use that percentage against the Max score for that assignment to calculate the virtual score value to use in place of the actual score.
- "Best Score" will find the best percentage score value across all assignment in the identified Assignment Category/Type and will use that percentage against the Max score for that assignment to calculate the virtual score value to use in place of the actual score.

After clicking on Update, the new saved Rule will display with an assigned Rule number.



The **Scores by Student** page will display a Rule column with the Rule number that applies to the student and assignment.



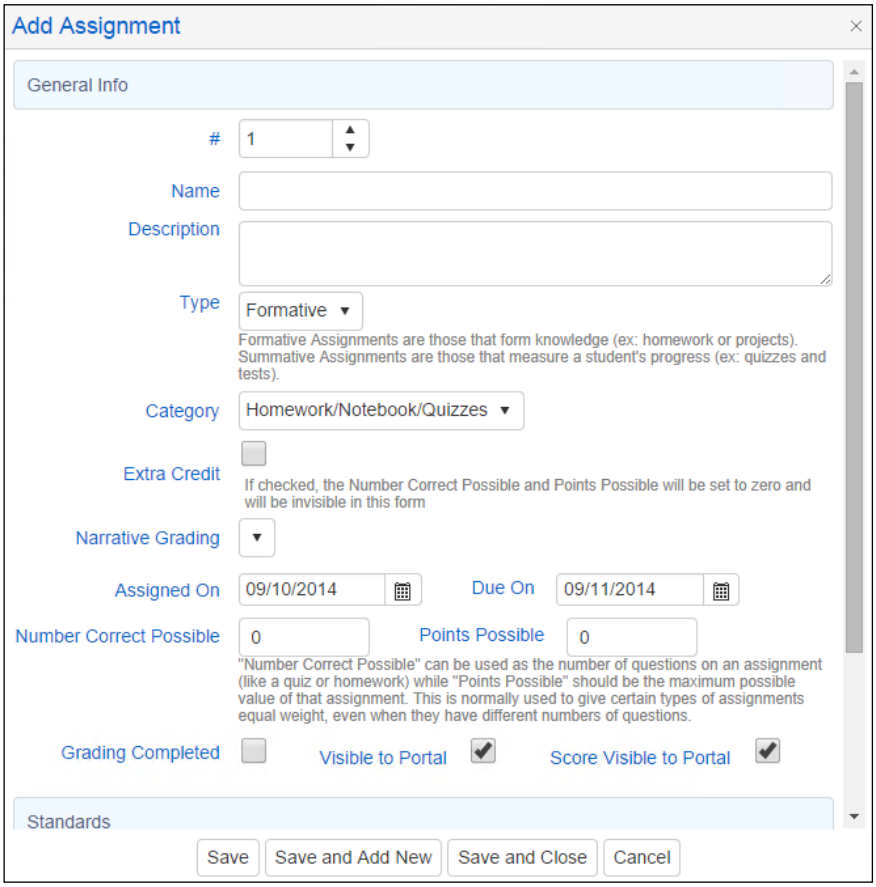
#	Description	Category	Grading Completed	Due Date	# Correct (Score)	Max Correct	%	Points Earned	Points Possible	Rule	Comment
4	New Backpack	Quiz	✔	11/2/2015	4	5	80	4	5		missing assignment
3	Narrative	Quiz	✔	10/30/2015	5	10	50	5	10	1	

ADD GRADEBOOK ASSIGNMENTS

There are several ways for teacher to add assignments to their gradebooks. Below are the different ways to add assignments and will be detailed further in the document:

- **Dashboard** views – Add Assignment option
- **Manage** page – Assignments tab
- **Scores by Assignments** page – New Assignment option on the assignment dropdown
- **Push Assignments** – Allows teachers to push assignments between their own gradebooks.
- **Import Assignments** – allows teachers to import assignments from any other teacher's gradebook to their own gradebook.

To add Gradebook Assignments click the mouse on **Add Assignment** button and the following page will display.



The following fileds display on the **Add Assignment** page:

#: This is the assignment number. This number can be edited on the Add Assignment page and should not use an existing assignment number.
Name: enter an Assignment name
Description: a longer description of the assignment can be entered but is not required
Type: Select the **Type** of assignment from the dropdown. Brief descriptions of the types are below.

- **Formative Assignments** – assignments that are part of the instructional process. Assignments that form knowledge. Examples: Worksheets and Projects.
- **Summative Assignments** – assignments that gauge a student's learning. Assignments that summarize knowledge. Examples: Quizzes and Tests.

Note: When adding an assignment and selecting a Type, that Type will be remembered and used as the default upon adding another new assignment. The Type can be changed at any time by making a selection from the Type drop down menu.

Category: select a Category from the dropdown. The category is required.
Rubric Assignment: If the Gradebook option **Doing Rubric** is selected, a **Rubric** option will display and default ON when adding new assignments. Assignments can be added to a **Rubric** gradebook that are not tagged as **Rubric**. Scores can be given to the non-rubric assignments and they will not be calculated into the Average.

Extra Credit: Select the **Extra Credit** option if applicable. The **Extra Credit** option will change the Number Correct Possible and Points Possible fields to 0 and will make these fields invisible on this form.

Narrative Grading: Select the Narrative Grading Set if desired. Narrative Grading is optional

Assigned On: The **Assigned Date** will default to today. Change the date if not today. The calendar icon can be used to change the date.

Due On: The **Due Date** will default to the next school day. Change the **Due Date** if applicable. The calendar icon can be used to change the date. The **Due Time** will tie in with student drop boxes and require that the student turn in the assignments online before the **Due Date** and **Due Time**. The **Due Date** also ties in with the **Gradebook Options** to Filter and Calculate Assignments.

A term color indicator will display when the **Due On** date is entered.

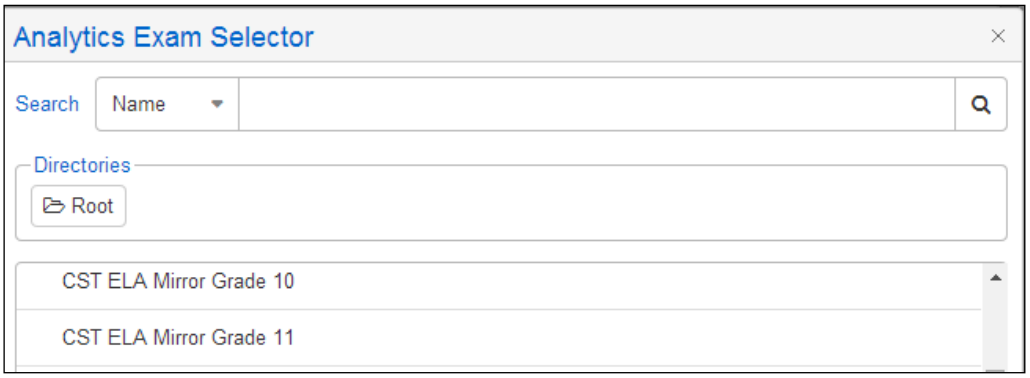
Number Correct Possible: Enter the maximum points possible in the **Number Correct Possible** field. The next field, Points Possible, will default to the same value.
Points Possible: Enter the maximum number of points that can be earned in the **Points Possible** field. The **Points Possible** is not a required field.

For example, an assignment consists of a worksheet with 20 questions but the assignment is worth 10 points. Enter a **Number Correct Possible** of 20 and a **Points Possible** of 10. When entering scores, the **%** and **Points Earned** will be calculated automatically. If the student's **# Correct (Score)** is 18, a % of 90 and a **Points Earned** of 9 will display on the Scores By Assignment page.

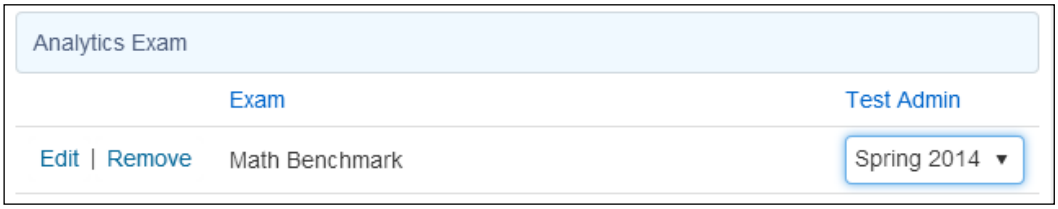
Grading Completed: select to have the students assignment scores be factored into a student's overall grade. If no score is entered, the assignment will be considered as a Missing Assignment if the assignment has the **Grading Completed** option selected.
Visible to Portal: this option will allow or deny the assignment to be visible to students and parents through the Parent Portal.

Score Visible to Portal: this option can be used to allow or deny the assignment score to be visible to students or parents.

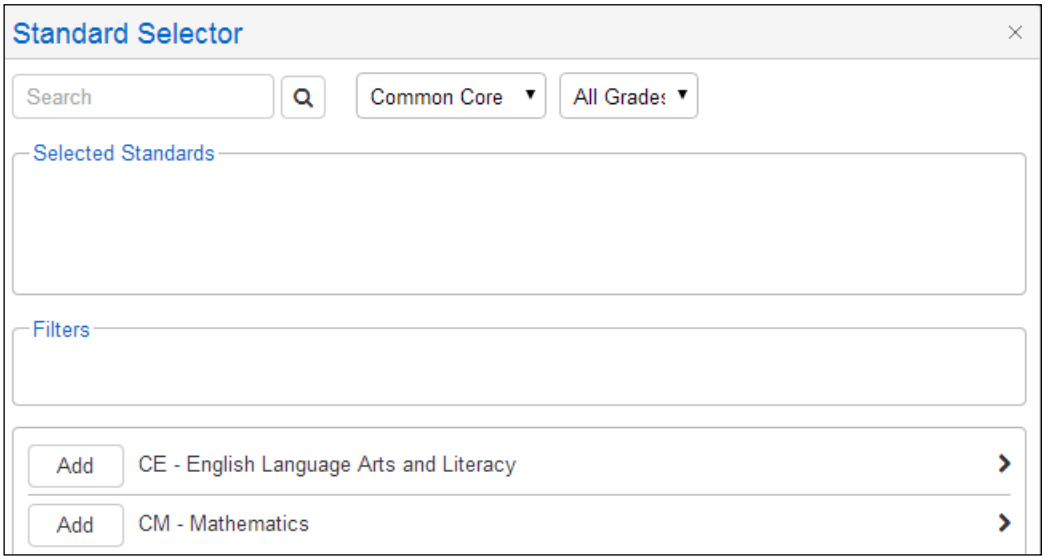
Drop Box: The **Drop Box** and **Due Time** will tie in with student drop boxes and require that the student turn in the assignments online before the **Due Date** and **Due Time**. *This feature is not supported at this time.*
Add Exam: The **Exam** and **Test Admin** fields are used with ***Aeries Analytics***. Click on the **Add Exam** button to associate an exam to the assignment if applicable. The following **Analytics Exam Selector** page will display.



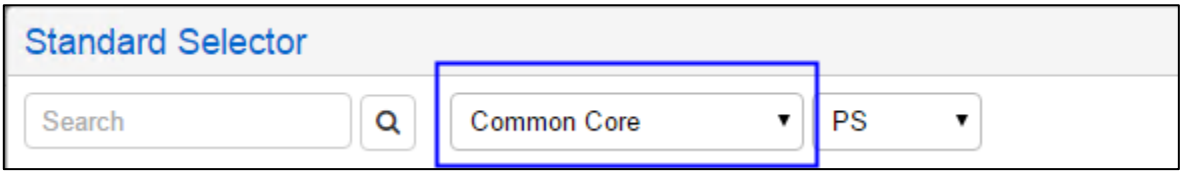
Use the **Search** dropdown and field to locate the exam to associate to the assignment. Select the exam and the exam will now display on the **Add Assignment** page.



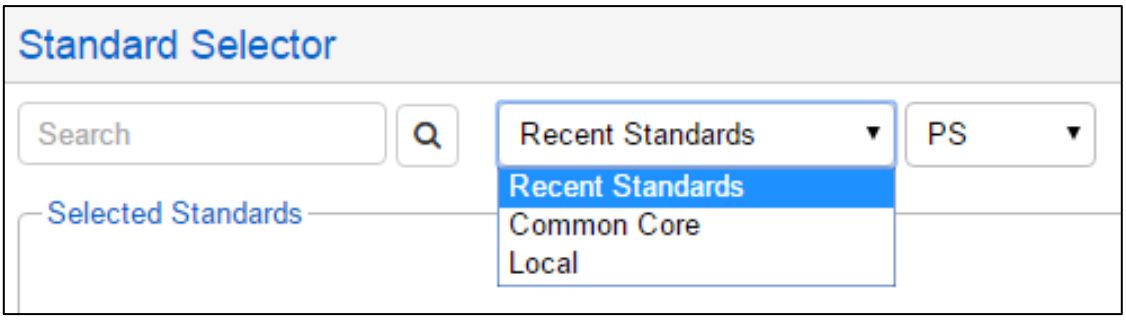
<u>Add Standard</u>: The **Add Standard** button will only display if the System Administrator has enabled the **Portal Option** of **Support Standard-Based Grade Reporting** for the school.
To link a standard to the assignment, click the mouse on the **Add Standard** button. A Standard Selector page will display.



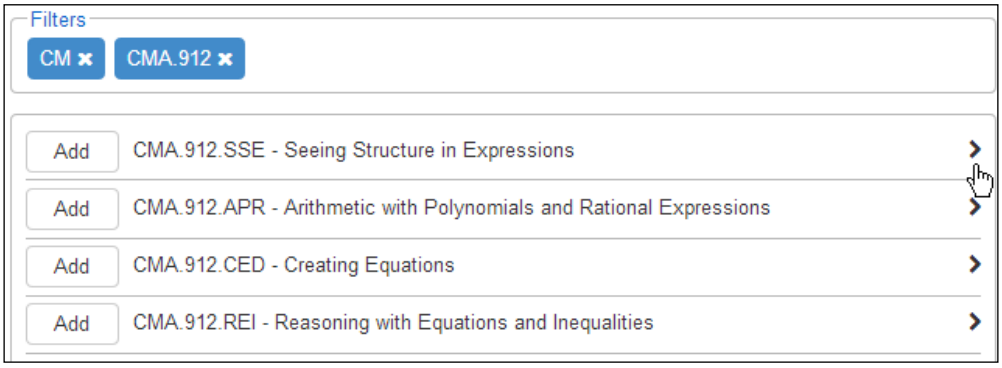
The **Standard Selector** form will remember the **type** of Standard chosen and will use this as the default each time a new assignment is added.



The **Standard Type** drop down will also display a **Recent Standards** choice. This option will store the last 15 Standards used.

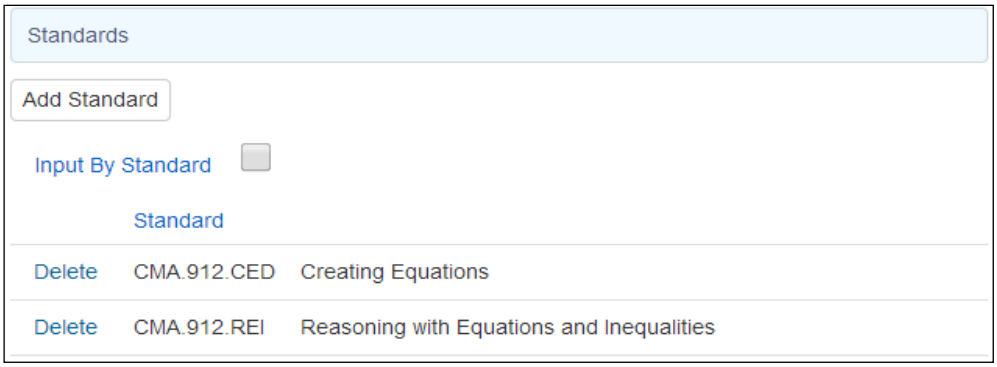


Use the Search box and filters available to locate the standards to link to the assignment. The Standard Selector page has drilldowns available to locate standards. Click on the arrows to display sub standards.



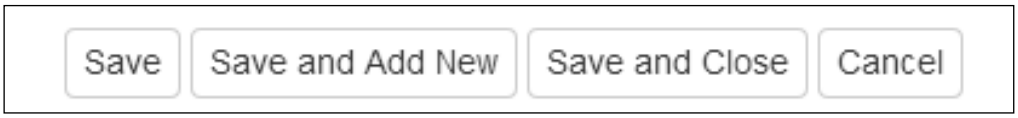
Click the mouse on the Add button to select standards. If an Add button is not displayed next to a standard, that standard was flagged by the District to not be linkable to an assignment.

Click the mouse on the OK button to save the standards for the assignment. The standards will now display on the Add Assignment page. It might be necessary to scroll down using the vertical scroll bar on the right of the page to see the standards selected.



The **Input By Standard** button will now display. The **Input by Standard** option will allow scores to be entered by the standard that is connected to an assignment. The **Scores by Class**, **Scores by Student** and **Scores by Assignment** pages will allow data entry of scores by standard when the **Input by Standard** option is selected.

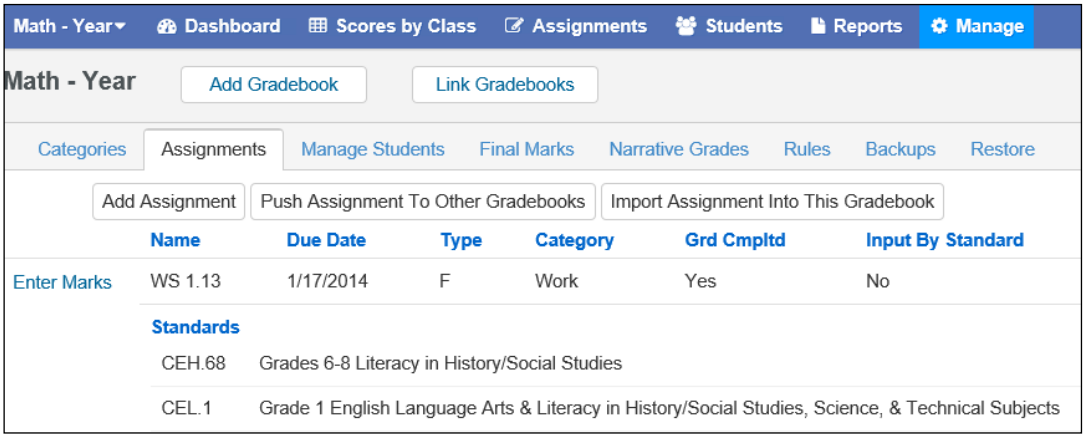
When the assignment information is completed, there are several buttons available at the bottom of the page.



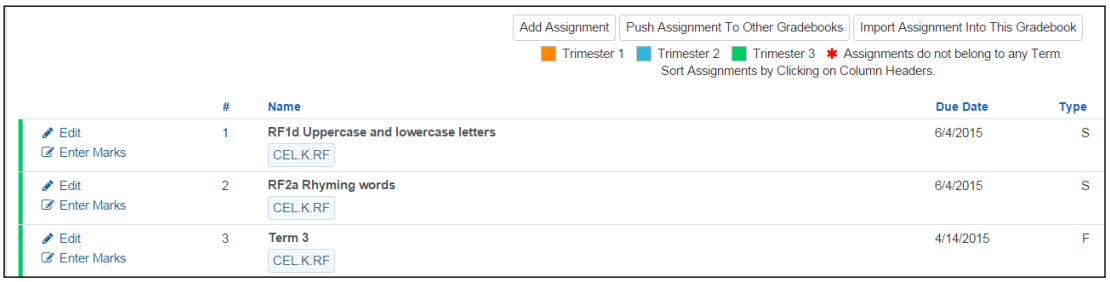
- The **Save** button will save the information entered but stay open to continue completing the page.
- The **Save and Add New** button will save the assignment and will display a blank **Add Assignment** page to enter another assignment.
- The **Save and Close** button will save the information added and will return to the **Assignments** tab under **Manage**.
- The **Cancel** button will close the page and not save any information entered.

NOTE: if gradebooks are linked, the new assignment will display in all linked gradebooks.

When the school is using Standards, under the **Manage Assignments** area, the page will display the **Input By Standard** information as well as any Standards that are attached to the assignment.

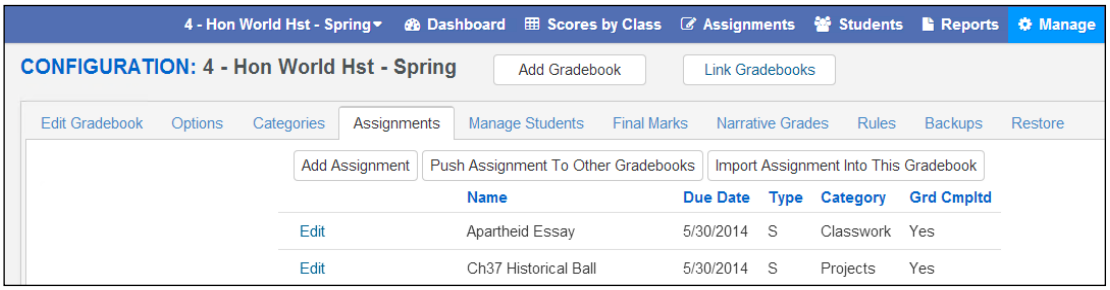


The **Assignments** tab will display all assignments entered with color coding for the terms. Below is an example of a trimester gradebook. If using multiple terms for a gradebook, all assignments will display on the **Assignments** tab with color coding on the left and a legend at the top.

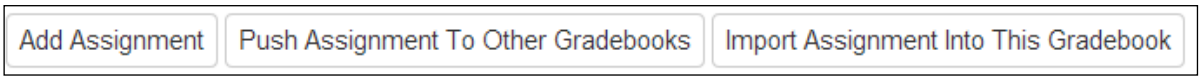


IMPORT/PUSH ASSIGNMENTS FROM/TO ANOTHER GRADEBOOK

Teachers have the ability to **Push** assignments between their own gradebooks or **Import** assignments from other teacher's gradebooks. Click the mouse on the **Manage** Gradebook from the dashboard or the **Manage** button in the header. From the **Manage** page, click the mouse on the **Assignments** tab.



The following buttons will display on the top of the **Assignments** tab: **Push Assignment to Other Gradebooks** and **Import Assignment Into This Gradebook.**

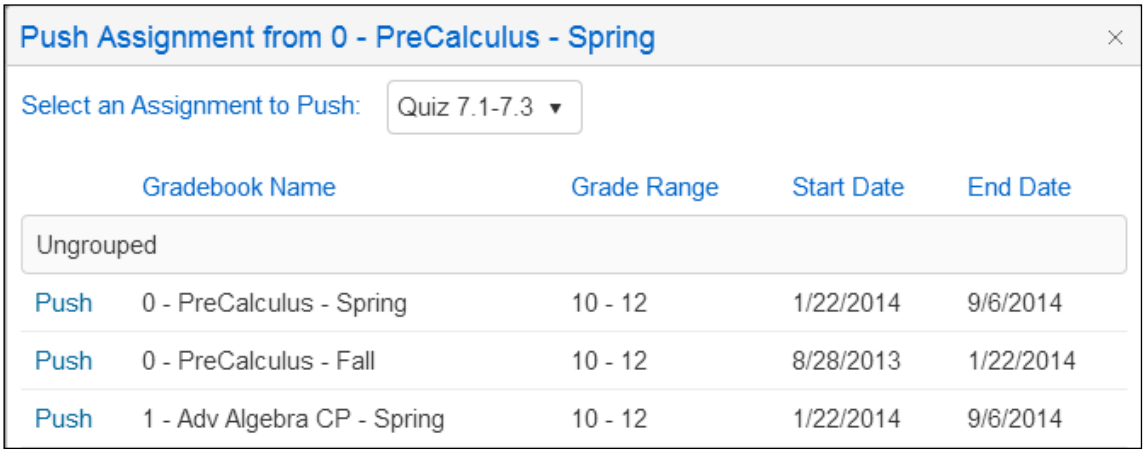


NOTE: Categories must be set up to import or push assignments.

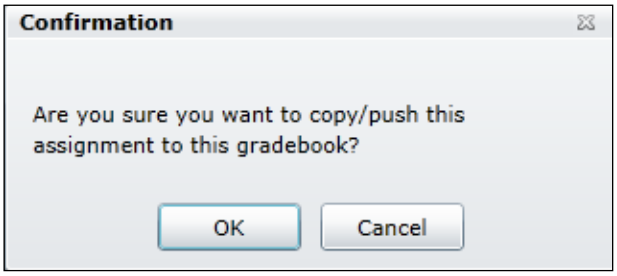
PUSH ASSIGNMENT TO OTHER GRADEBOOKS

Teachers have the ability to push (or copy) assignments from the current gradebook to any of their other gradebooks. Click the mouse on gradebook dropdown from the header and select the gradebook from the dropdown where the assignment exists.

Click the mouse on the **Push Assignment to Other Gradebooks** button on the **Assignments** tab. The following **Push Assignments Window** will display. The current gradebook name will display in the Push Assignment header. The dropdown will display the assignments for the current gradebook. The assignments shown in the dropdown are sorted by most recent assignments. The other gradebooks for the same teacher are displayed below. Select the assignment from the dropdown and click the mouse on the **Push** button next to the gradebook name. This will push or copy the selected assignment from the current gradebook to the selected gradebook.



Linked gradebooks will have grouped together. The following message will display.



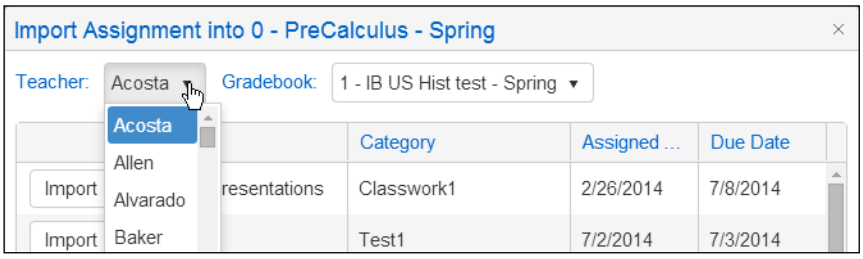
Click on the **OK** button to push the selected assignment into the other gradebook. Continue selecting and clicking on the assignments. Assignments have to be selected individually. Click the **Close** button at the bottom of the page to close.

NOTE: The assignment's category needs to be checked/updated in the gradebooks it has been pushed into. After pushing the assignment to the other gradebook(s), use the Edit Assignment screen in the other gradebooks to check/update the Category that the assignment is linked to.

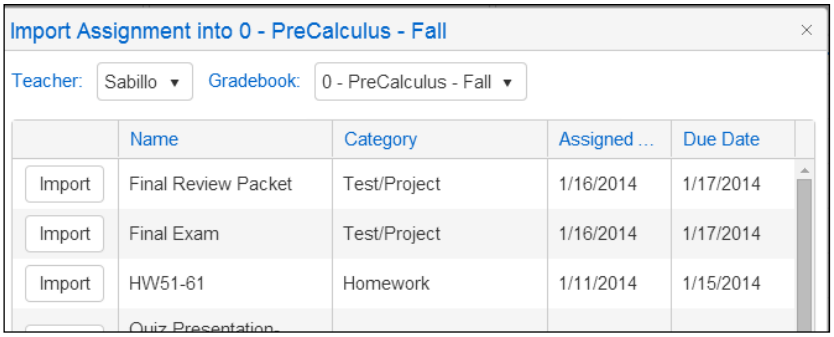
IMPORT ASSIGNMENTS FROM ANOTHER GRADEBOOK

Teachers have the option to import assignments from any other teacher's gradebook to their gradebooks. Click the mouse on **Add/Edit Window** and select the gradebook from the list on the left hand side. Select the gradebook to import assignments into.

Click the mouse on the **Import Assignment Into This Gradebook** button on the **Assignments** tab. The following **Import Assignments** page will display. Click the mouse on the **Teacher** dropdown to select a teacher. After the teacher is selected, select the gradebook from the **Gradebook** dropdown.



The assignments for that teacher and gradebook will display on the page. Click the mouse on the **Import** button to the left of the assignments to select the assignments to be imported. Continue selecting and clicking on the assignments. Assignments have to be selected individually. The selected assignments will be imported into the selected gradebook.

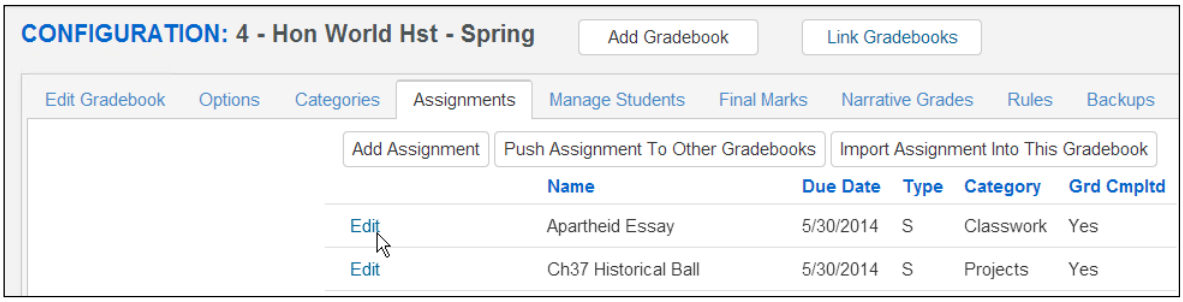


Click the mouse on the **Close** button when finished.

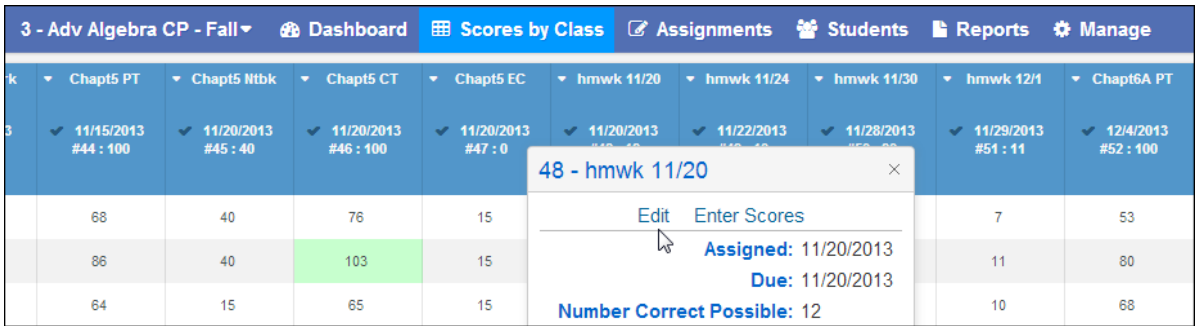
EDIT ASSIGNMENTS

After an assignment has been created, it can be edited on the **Edit Assignment** page.

The **Edit Assignment** page can be accessed from several different areas of the gradebook. On the **Manage** page, click the mouse on the **Assignments** tab. To the left of the assignments on the **Assignments** tab is an **Edit** button.

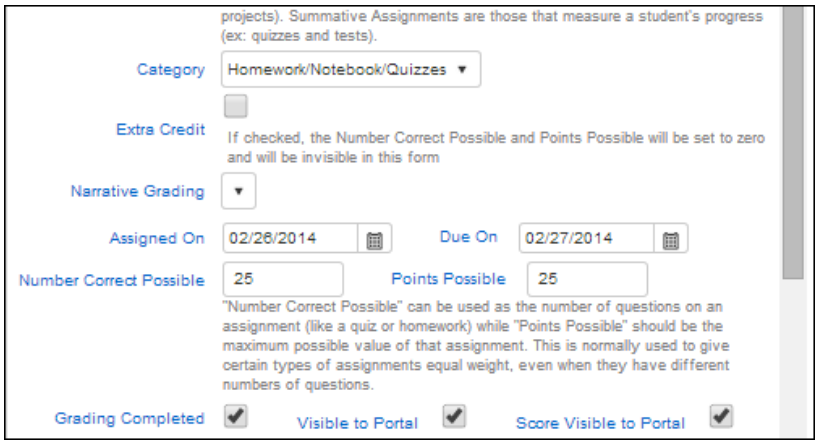


On the **Scores by Class** page, the **Edit Assignment** page can be accessed by clicking on the Assignment description. A popup will display assignment information with an **Edit** button.



On the **Scores by Assignment** page, the **Edit Assignment** page can be accessed by clicking on the underlined Assignment description.

The **Edit Assignment** page will display.



FILE UPLOAD PROCESS

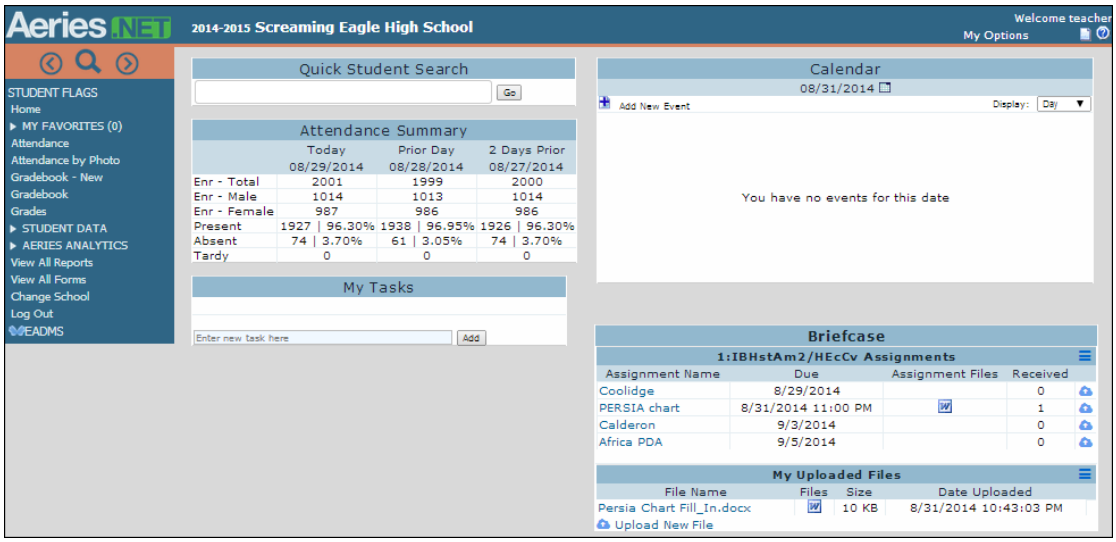
The **File Upload** process will allow teachers and students to upload and download files for assignments. These files can be an MS Word document, Text file, MS EXCEL or PDF file and numerous other types of documents. A list of invalid files types can be created to exclude certain file from uploading, such as executable programs ending in .exe. The teacher and student files can also have separate file size limits.

NOTE: The ability for teachers and students to upload files into the system can be granted on a school-by-school basis by your System Administrator. Directions on how to activate these options is in the AeriesNet_Portal_Options.pdf document located on our website.

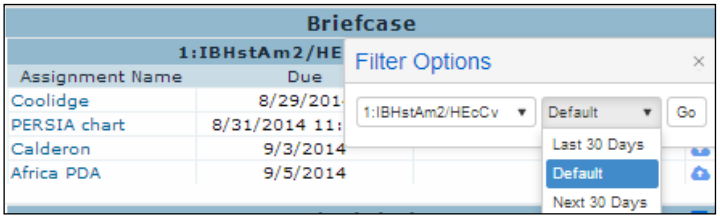
There are two ways for teachers to upload files. Teachers can log into the Teacher Portal and from the **Home** page use **Briefcase** or they can upload documents directly to an assignment in the **Add/Edit Assignment** screen.

Teacher Briefcase

Once the **Enable Briefcase** Portal Option has been turned on, the teachers will see their **Briefcase** on the **Home** page when they log into the Teacher Portal. The **Briefcase** consists of an Assignment Section and an Upload Files section.



The three line icon to the right of the Gradebook name is a filter that can be used to select the gradebook and assignments that the teacher wishes to view. The **Gradebook Name** dropdown lists all of the gradebooks that the teacher has created. The **Default** lists the assignments that have **Due Dates** from seven days prior to the current day to seven days after the current day. Teachers can also choose to view assignments that were due in the **Last 30 Days** or assignments due in the **Next 30 Days**. Select the gradebook and range of assignments to view and then select **Go**. The Gradebook Period and Name will appear in the sub-header. Hovering over the gradebook name will display the Gradebook Number.



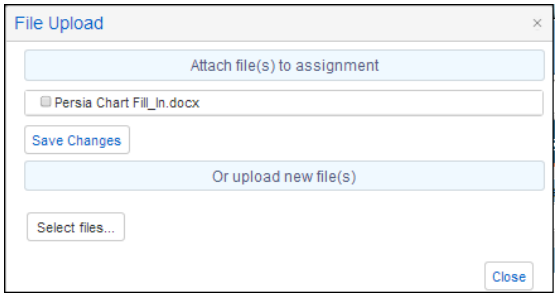
Assignment Name: lists the names of the Assignments with due dates within the selected filter date range. Each Assignment Name is also a link to the **Scores by Assignment** page for that assignment.

Due: lists the **Due Date** for the assignment. If the **Dropbox** option has been turned on for an assignment, then it will also list the **Due Time** for the assignment. In the above example students have until 11:00 pm of the 31st to turn in the Persia Chart assignment. After this date and time students will not be able to turn in the assignment through their Student Portal Backpack.

Assignment Files: displays all of the files a teacher has uploaded to the assignment. Hovering the mouse over the file icon will bring up the file name and size. Clicking on the icon will download the file.

Received: lists how many students have uploaded a file for this assignment. At this time students are limited to uploading one file per assignment. In the above example one student has turned in a Persia Chart document.

Upload icon: can be used to select a previously uploaded document to attach to the assignment, or **Select Files** can be used to search for a new file to attach to the assignment.



The **My Uploaded Files** section lists the files that the teacher has uploaded into the system. The three line icon to the right of the **My Uploaded Files** header is a filter. By default, teachers will be able to see files that have been uploaded in the past 2 weeks. Teachers can temporarily adjust the date range by either using the Date Picker or typing the new dates into the date boxes.

File Name: lists the names of the files that the teacher has uploaded into the system within the selected date range. Hovering over the file name brings up a 4-direction arrow indicating that the file can be attached to an assignment by clicking on the file name and dragging it to the appropriate assignment.

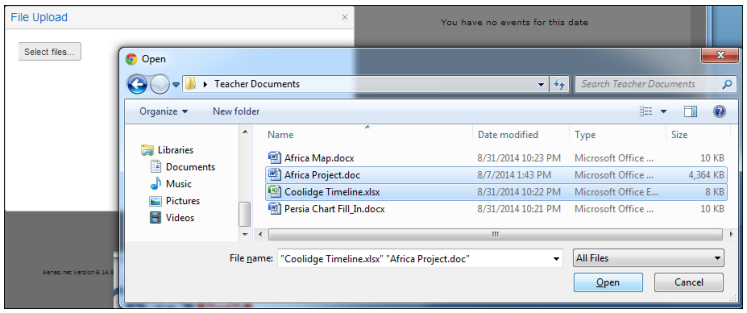
Files: clicking on the icon will download the file.

Size: lists the size of the file.

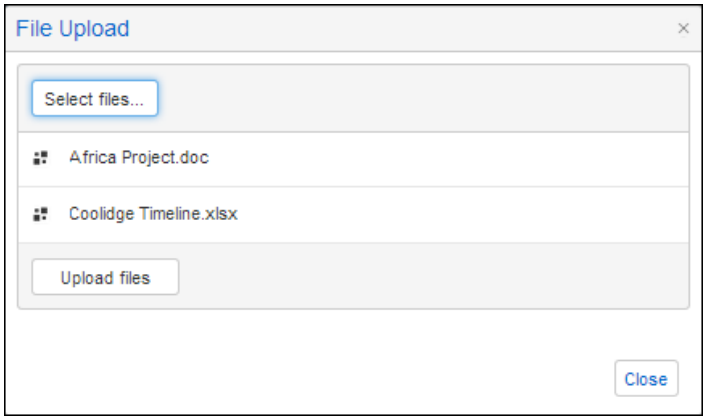
Date Uploaded: lists the date and time that the file was uploaded into the system.

Upload New File icon: teachers can upload one or many files into the system without associating them to assignments immediately. Click on the **Upload New File** icon in the **My Uploaded Files** section.

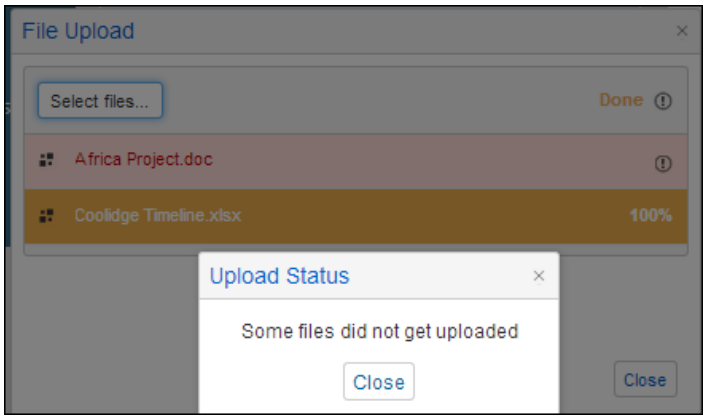
Click on **Select Files**. Navigate to the file(s) that you wish to upload, select the file(s) and click on **Open**.



The file(s) will be listed in the **File Upload** pop-up screen. More files can be selected by clicking on **Select Files** again, or the files can be uploaded into the system by clicking on **Upload Files**.

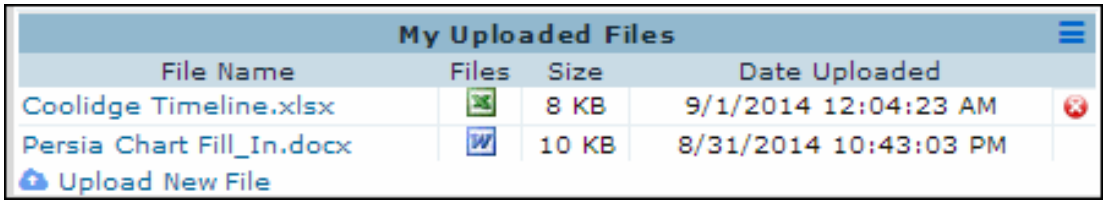


In this example, the Africa Project file could not be uploaded into the system. Click on **Close** to clear the message.



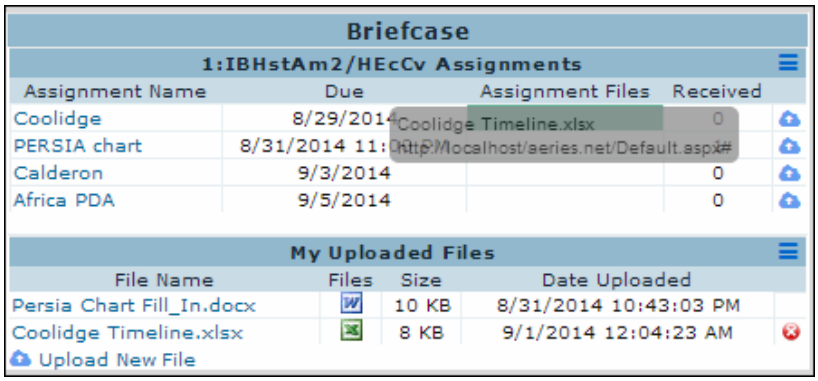
Hovering over the **Exclamation Mark** displays the reason why the file was not uploaded. In this example teachers are limited to uploading files 1.5 MB or smaller as defined in the **Portal Options** setting. The Africa Project document was larger than the file limit. Invalid files as defined in the **Portal Options** setting is another reason why a file may not be uploaded into the system.

The Coolidge Timeline file did upload into the system since it was not an invalid file type or larger than the maximum file size. The **red X** indicates that the uploaded file can be deleted by the teacher. Once a document is associated with an assignment it cannot be deleted from the **Briefcase** screen. Note that the Persia Chart Fill-in document cannot be deleted since it is already associated with the Persia Chart assignment.

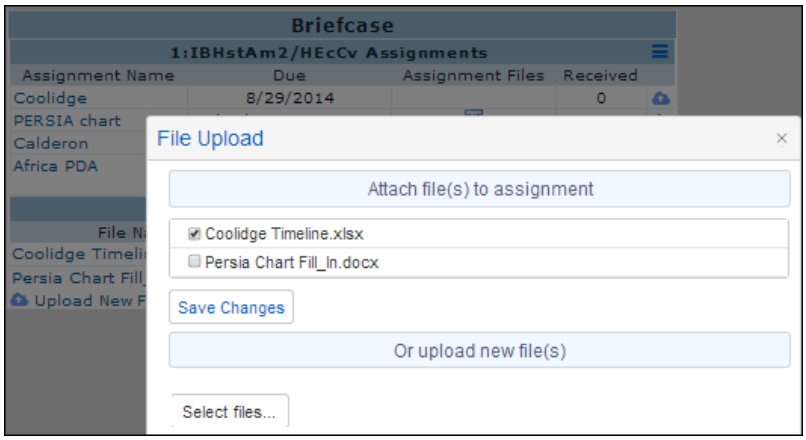


Files can be associated to an assignment in one of three ways:

First, after a file is uploaded into the **My Uploaded Files**, it can be dragged to the assignment that it will be associated with. In the below example the Coolidge Timeline spreadsheet is being dragged to the Coolidge assignment. The **Assignment Files** area highlights in green to indicate where the file will be dropped.

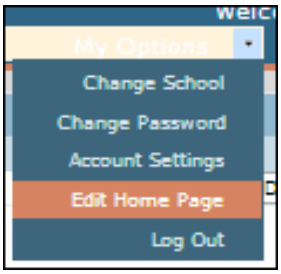


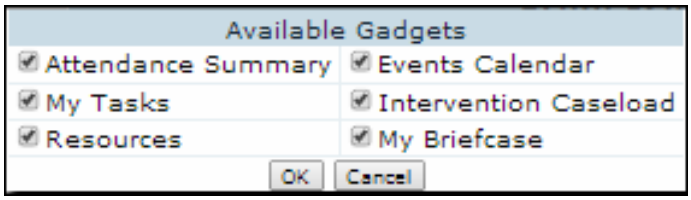
Another way to associate a file with and assignment is to select the **Upload Icon** for that assignment in the **Briefcase** area and then either select from the list of available files (more than one file can be selected), or click on the **Select Files** button to search for files to upload and associate with an assignment. Click on **Close** when all selections have been made.



The third way is discussed in the **Add/Edit Assignment – Upload Assignment Documents** section below.

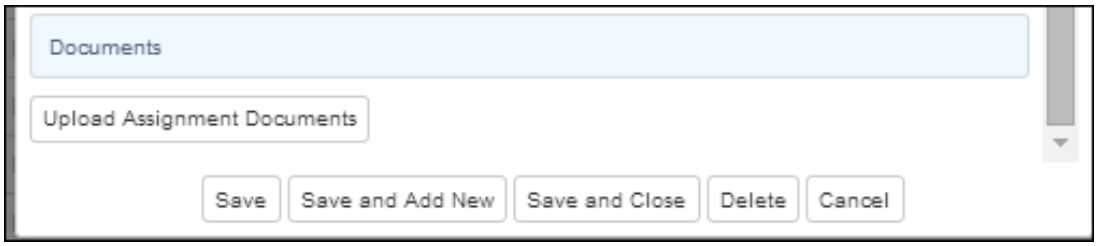
NOTE: if a file is associated with an assignment in a gradebook that is linked, then that file will be associated with the same assignment in every linked gradebook.
If the teacher does not want to see the Briefcase on their Home Page they can use the **Edit Home Page** option under **My Options** at the top of the screen to de-select the **My Briefcase** option.



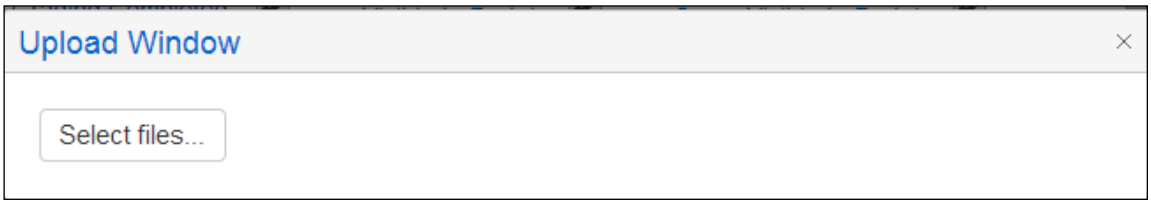


Add/Edit Assignment – Upload Assignment Documents

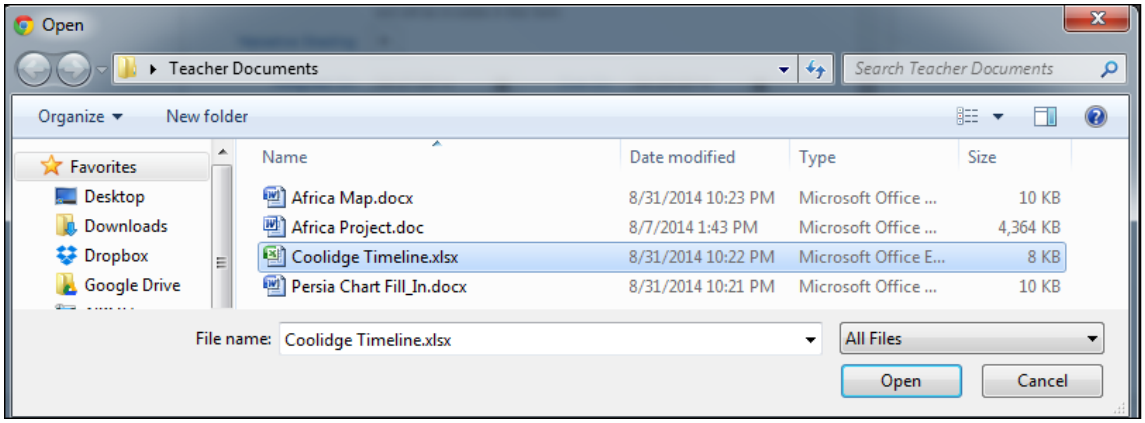
After creating and saving an assignment, an **Upload Assignment Documents** button will display on the **Edit Assignment** page at the bottom. It might be necessary to scroll down using the vertical scroll bar on the right of the page to see the **Upload Assignment Documents** button.



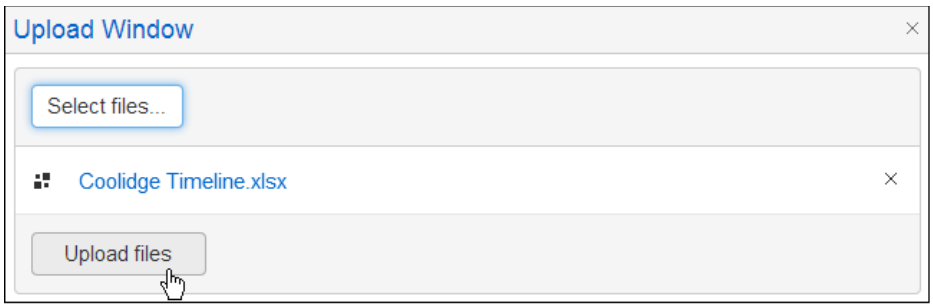
When you click the mouse on the **Upload Assignment Documents** button, the following box will display. Click the mouse on the **Select files** button to find the file you wish to upload.



Click the mouse on the file then click the mouse on the **OPEN** button.

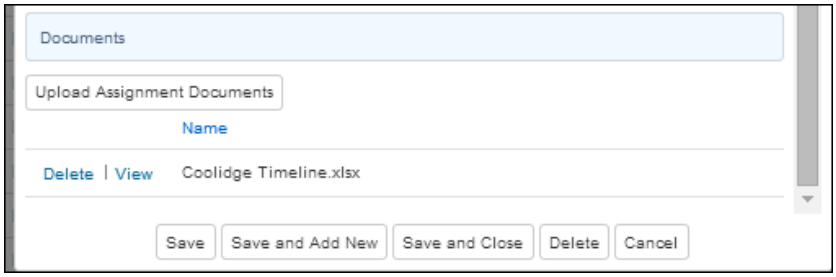


Click the mouse on the **UPLOAD files** button.



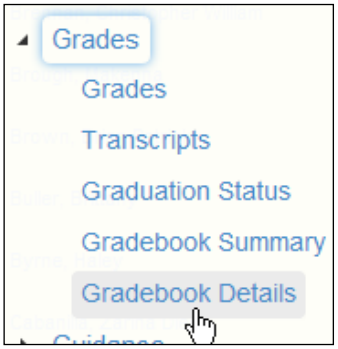
Once the file has been uploaded it will show a **status of 100%** to the right of the Document name.

The document will now display for the Assignment in the **Documents** area. It might be necessary to scroll down the **Edit Assignment** page using the vertical scroll bar on the right to see the documents uploaded.



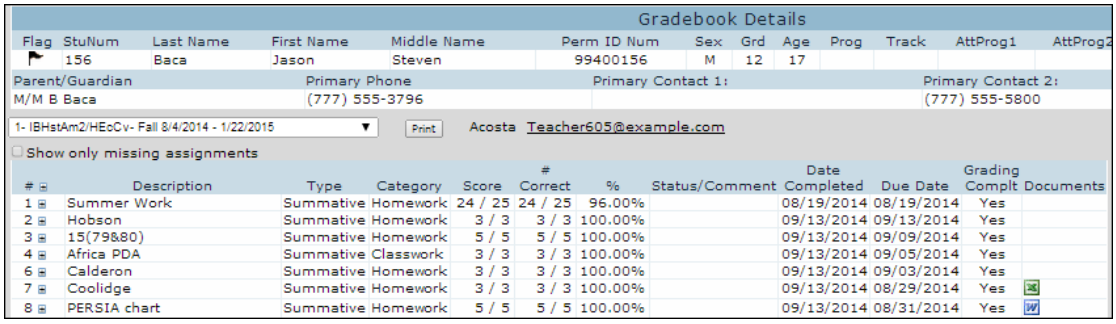
Once the document has been uploaded, a teacher can **Delete** or **View** the Document by clicking on buttons to the left of the document name.

After the document is uploaded, both the teacher and the students can view the document attached to the assignment on the **Gradebook Details.** The teachers can find this page by clicking the mouse on the **Gradebook Details** node on the **Navigation Tree.**



Students can find this page by clicking on the Gradebook in the **Gradebook Summary** on their **Home** page, or by selecting the **Grades** tab and then the **Gradebook Details** link.

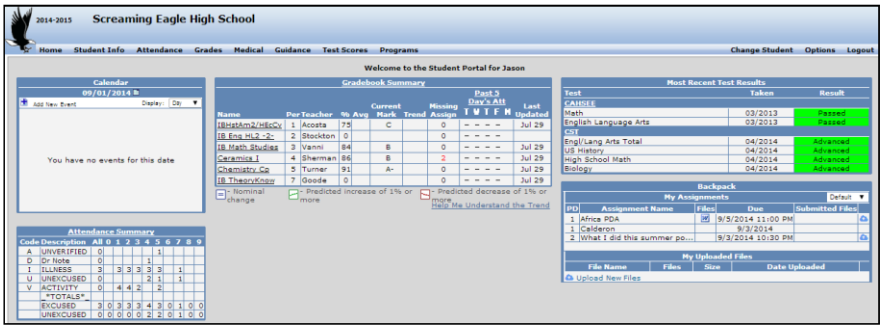
The document will display in the **Documents** column.



Student Backpack

Once the **Enable Backpack** Portal Option has been turned on, the students will see their **Backpack** on the **Home** page when they log into the **Student Portal**. The **Backpack** is the companion piece to the Teacher **Briefcase**. It displays all of the student's current assignments, allows them to download documents that the teacher posted to an assignment, and it allows the student to upload documents and attach them to assignments that the teachers turned on the **Dropbox** for. Files that students upload are limited by the file size limit and file types set up in the Portal Options.

The **Backpack** also consists of an Assignment Section and an Upload Files section. The **Default** drop down is a filter that the student can use to view the assignments. By default, the students can see the assignments that fall within the next seven calendar days. They can also temporarily filter assignments that fall within the **Last 7 Days** or the **Next 30 Days**.



PD: The period lists the gradebook period that the assignment is from.

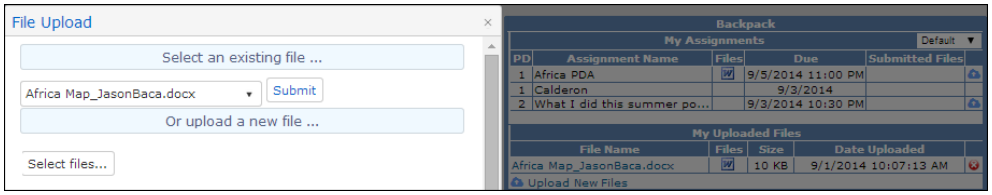
Assignment Name: lists the name of the assignment. Hovering over the assignment with the mouse will display the Gradebook Name and Assignment Name.

Files: displays the files that the teacher has uploaded to the assignment. Hovering over the file icon will display the file name. Clicking on the icon will download the file.

Due: lists the assignment **Due Date**. If the teacher turned on the **Dropbox** option for the assignment a **Due Time** and an upload icon will also display. The student will be able to upload a file to the assignment up until the **Due Date and Time**. In the above example the student has until 11:00 PM on the 5th to upload a file for the 1st period Africa PDA assignment.

Submitted Files: lists the file that the student has uploaded to the assignment. At this time students are limited to one file per assignment. Hovering over the file name will bring up an information box with the file name and the date and time that it was associated with the assignment. Clicking on the file name will download the file.

Upload Icon: can be used to select a previously uploaded document to attach to the assignment, or **Select Files** can be used to search for a new file to attach to the assignment. Once a file has been attached to an assignment, it will no longer appear in the **My Uploaded Files** section.



The **My Uploaded Files** section lists the files that the student has uploaded into the system. Students will be able to see all files that have been uploaded but not attached to an assignment. Since the students are limited to one file per assignment, once they associate a file to an assignment it will no longer be listed in the My Uploaded Files area.

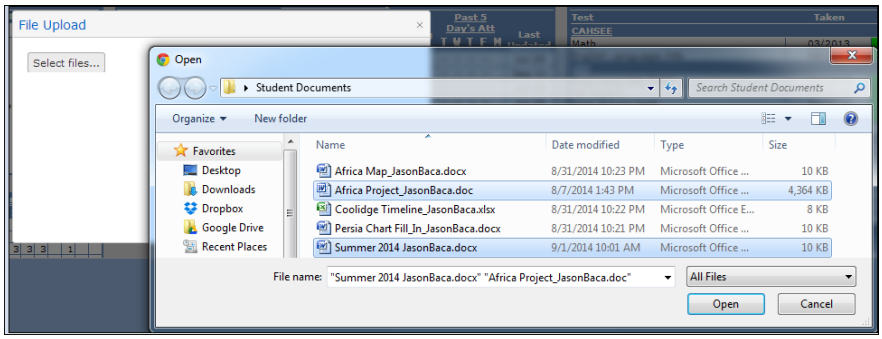
File Name: lists the names of the files that the student has uploaded into the system within the selected date range. Hovering over the file name brings up a 4-direction arrow indicating that the file can be attached to an assignment by clicking on the file name and dragging it to the appropriate assignment.

Files: clicking on the icon will download the file.

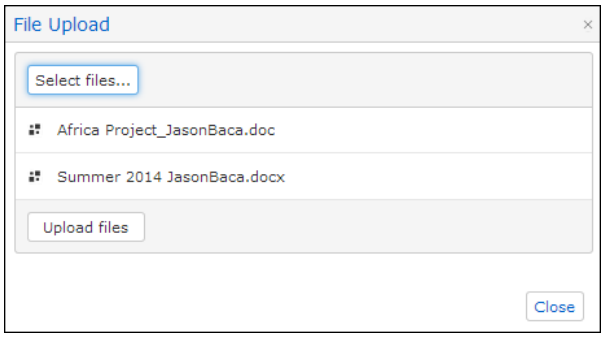
Size: lists the size of the file.

Date Uploaded: lists the date and time that the file was uploaded into the system.

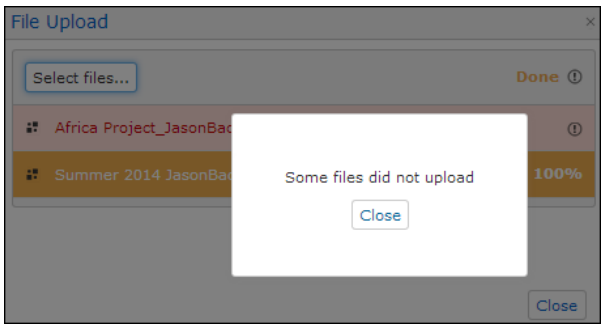
Upload New File icon: students can upload one or many files into the system without associating them to assignments immediately. Click on the **Upload New File** icon in the **My Uploaded Files** section.
Click on **Select Files**. Navigate to the file(s) that you wish to upload, select the file(s) and click on **Open**.



The file(s) will be listed in the **File Upload** pop-up screen. More files can be selected by clicking on **Select Files** again, or the files can be uploaded into the system by clicking on **Upload Files**.

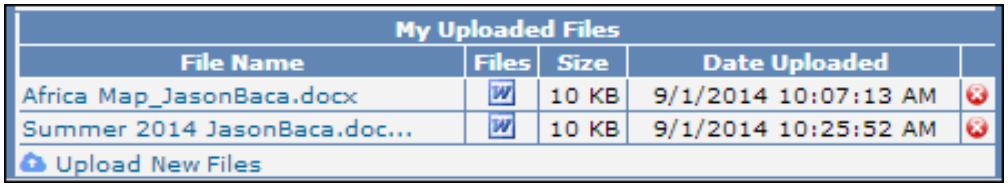


In this example, the Africa Project file could not be uploaded into the system. Click on **Close** to clear the message.



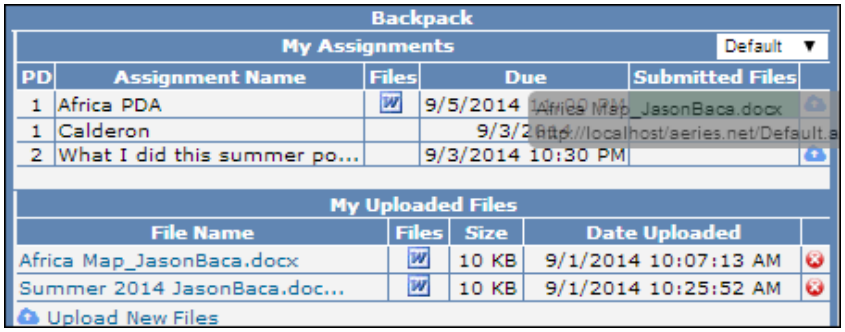
Hovering over the **Exclamation Mark** displays the reason why the file was not uploaded. In this example students are limited to uploading files 1.0 MB or smaller as defined in the **Portal Options** setting. The Africa Project document was larger than the file limit. Invalid files as defined in the **Portal Options** setting is another reason why a file may not be uploaded into the system.

The Summer 2014 file did upload into the system since it was not an invalid file type or larger than the maximum file size. The **red X** indicates that the uploaded file can be deleted by the student. Once a document is associated with an assignment it disappears from the My Uploaded Files screen.

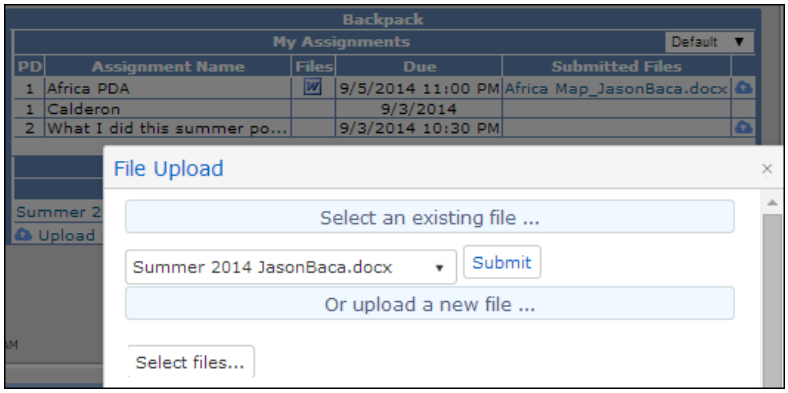


Files can be associated to an assignment in one of two ways:

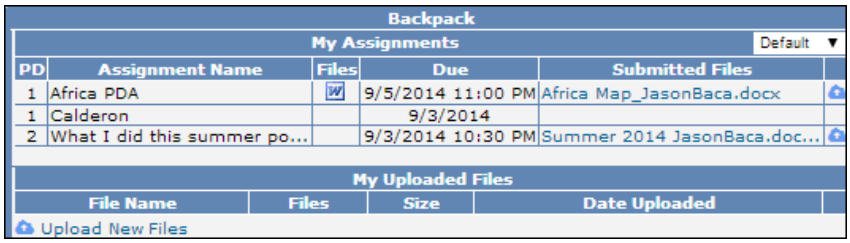
First, after a file is uploaded into the **My Uploaded Files**, it can be dragged to the assignment that it will be associated with. In the below example the Africa Map document is being dragged to the Africa PDA assignment. The **Submitted Files** area highlights in green to indicate where the file will be dropped.



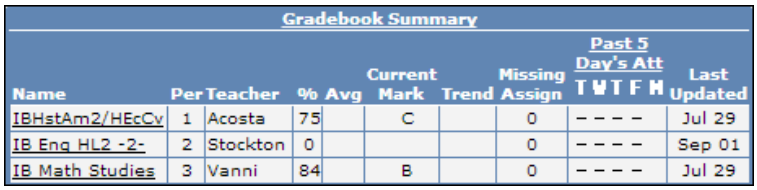
Another way to associate a file with and assignment is to select the **Upload Icon** for that assignment in the **Backpack** area and then either select from the dropdown of available files or click on the **Select Files** button to search for files to upload and associate with an assignment. Click on **Close** when all selections have been made.



Notice that once a file has been associated with an assignment it is no longer listed in the **My Uploaded Files** area.



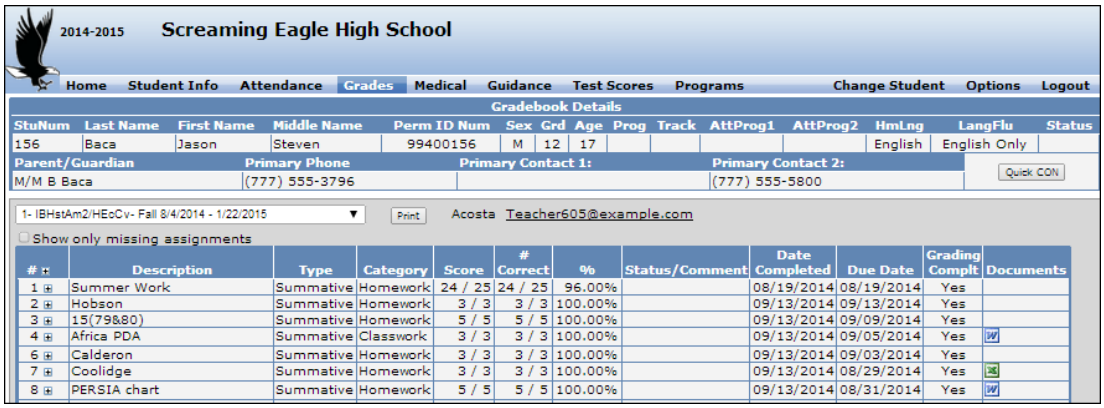
Even if students are not given access to the **Backpack** through the **Portal Options**, they can still download the documents that the teachers post to assignments by going to the **Gradebook Details** page. The **Gradebook Details** page can be found by clicking on the Gradebook Name in the **Gradebook Summary** section of the **Home** page, or by clicking on the **Grades** tab and then selecting **Gradebook Details.**



Gradebook Summary

Name	Per	Teacher	% Avg	Current Mark	Trend	Missing Assign	Past 5 Day's Att T W T F M	Last Updated
IBHstAm2/HEcCv	1	Acosta	75	C		0	- - - -	Jul 29
IB Eng HL2 -2-	2	Stockton	0			0	- - - -	Sep 01
IB Math Studies	3	Vanni	84	B		0	- - - -	Jul 29

The teacher-uploaded documents will be listed under the **Documents** column. Hovering on the icon will display the document name and clicking on the icon with download the document.



2014-2015 Screaming Eagle High School

Home | Student Info | Attendance | Grades | Medical | Guidance | Test Scores | Programs | Change Student | Options | Logout

Gradebook Details

StuNum	Last Name	First Name	Middle Name	Perm ID Num	Sex	Grd	Age	Prog	Track	AttProg1	AttProg2	HmLng	LangFlu	Status
156	Baca	Jason	Steven	99400156	M	12	17					English	English Only	

Parent/Guardian	Primary Phone	Primary Contact 1:	Primary Contact 2:
M/M B Baca	(777) 555-3796		(777) 555-5800

Quick CON

1- IBHstAm2/HEcCv- Fall 8/4/2014 - 1/22/2015 Print Acosta Teacher605@example.com

Show only missing assignments

#	Description	Type	Category	Score	# Correct	%	Status/Comment	Date Completed	Due Date	Grading Complt	Documents
1	Summer Work	Summative	Homework	24 / 25	24 / 25	96.00%		08/19/2014	08/19/2014	Yes	
2	Hobson	Summative	Homework	3 / 3	3 / 3	100.00%		09/13/2014	09/13/2014	Yes	
3	15(79&80)	Summative	Homework	5 / 5	5 / 5	100.00%		09/13/2014	09/09/2014	Yes	
4	Africa PDA	Summative	Classwork	3 / 3	3 / 3	100.00%		09/13/2014	09/05/2014	Yes	
6	Calderon	Summative	Homework	3 / 3	3 / 3	100.00%		09/13/2014	09/03/2014	Yes	
7	Coolidge	Summative	Homework	3 / 3	3 / 3	100.00%		09/13/2014	08/29/2014	Yes	
8	PERSIA chart	Summative	Homework	5 / 5	5 / 5	100.00%		09/13/2014	08/31/2014	Yes	

Entering Student Scores

There are 3 different methods to enter scores – **Scores by Class**, **Scores by Student**, and **Scores by Assignment**. **Quick Data Entry** is available on Scores by Assignment.

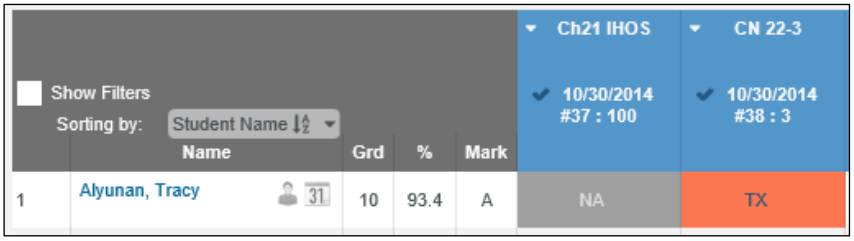
NOTE: All scores entered are saved immediately.

The following options for entering scores apply to the all of the pages.

- **Excludes Student from Assignments – mark of NA and TX**
- **Missing Assignments**

Exclude Student from Assignment

If a score is not to be included in a student's final grade, Enter **NA** (Not Applicable) or **TX** (Temporarily Excused) in the **Score** field for the assignment selected. This will make the **Max Score** zero for this assignment for the student selected. For example, a student is dropped from the class and does not complete the assignment. The score field will display in **GRAY** if **NA** or **Orange** if **TX** was entered for an assignment and is not included in a student's final grade.



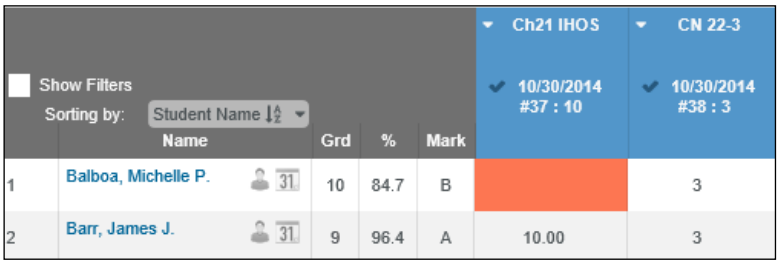
Show Filters

Sorting by: Student Name

	Name	Grd	%	Mark	Ch21 IHOS 10/30/2014 #37 : 100	CN 22-3 10/30/2014 #38 : 3
1	Alyunan, Tracy	10	93.4	A	NA	TX

Missing Assignments

Assignments that have been checked as **Grading Completed** but with no scores entered are Missing Assignments. The score field will display in **Orange**.

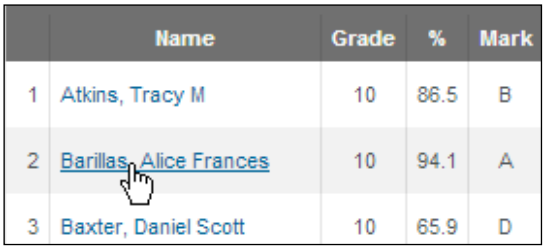


SCORES BY CLASS

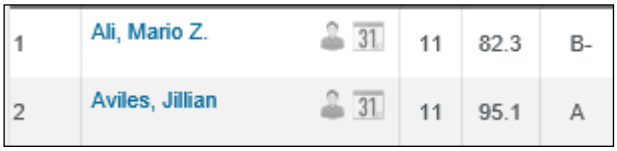
To enter scores for assignments for the entire class, select **Scores By Class** from any of the dashboard views.

The class assignment description will display along the top of the form with all students enrolled listed to the left of the page. The **Scores By Class** page will open to the current assignment. Vertical and horizontal scroll bars are available.

A link is available on the student name list on the left side of the **Scores by Class** page. Clicking on the student name will navigate to the **Scores by Student** page.



To the right of the student name on the **Scores By Class** page is a **Profile** and **Calendar** icon for each student.

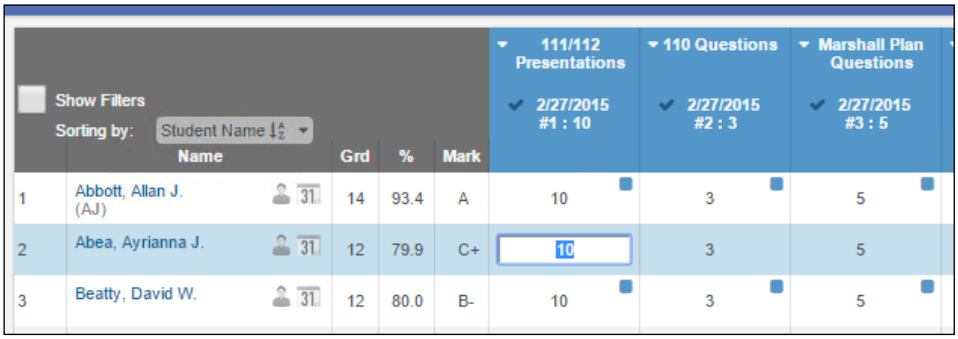


Clicking on the **Profile** icon next to a student will navigate to the **Student Profile** for that student.

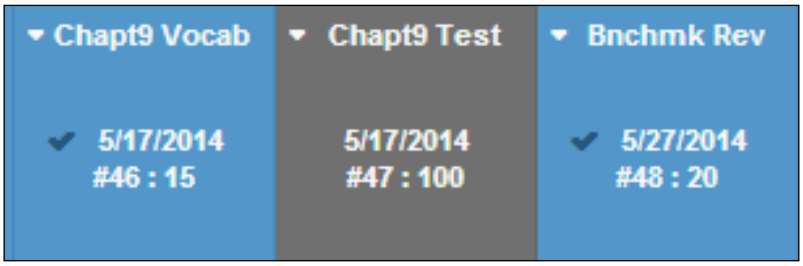
Clicking on the **Calendar** icon next to a student will navigate to the **Attendance** page for that student.

If the student has an **Alias** name populated, the alias will display below the student name in parentheses.

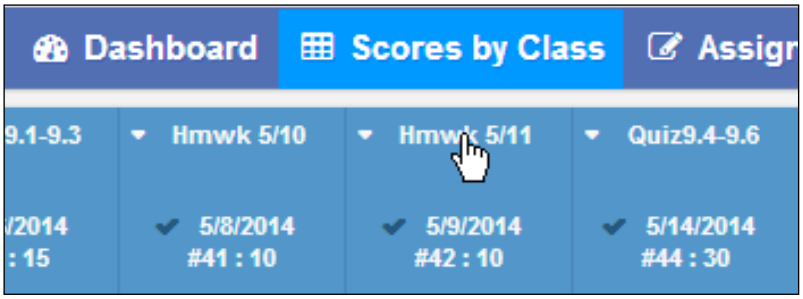
When clicking in a **Score** field for a student on the **Scores By Class** page, the row will highlight in blue. The blue highlighting will remain on the selected student until the user moves to the score field of another student or until the page is refreshed.



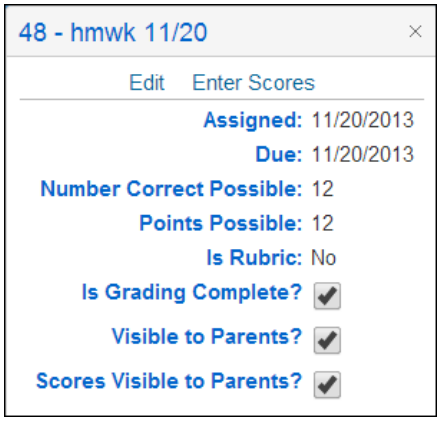
A checkmark will display to the left of the assignment date indicating that the assignment is marked as **Grading Complete** and also display in blue. When Grading Complete is not set the assignment box will display in dark blue.



More assignment information can be displayed by clicking the down arrow to the left of the assignment description. The following Assignment window will display with more information. The **Edit** link will open the **Edit Assignment** page. The **Enter Scores** link will open the **Scores By Assignment** page.

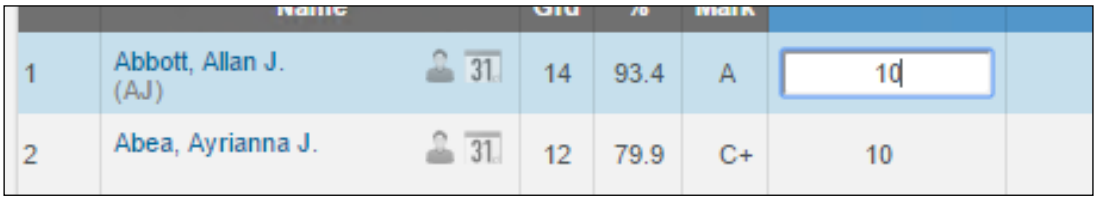


The Assignment window can be moved by clicking the mouse on the header and dragging to the desired location. Multiple Assignment windows can be opened at the same time.

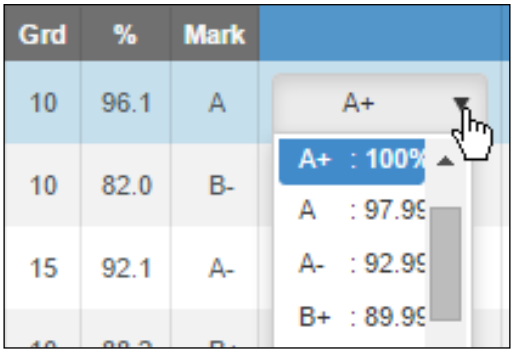


Click the mouse on the **X** in the upper right corner to close the Assignment window.

Click the mouse in the **Assignment Score** field for the student selected and enter a score. All changes to the page will be updated immediately.



If using **Narrative Grades**, a dropdown will be available in the score field. The dropdown will include the **Narrative Marks,** NA, TX values and also a blank.



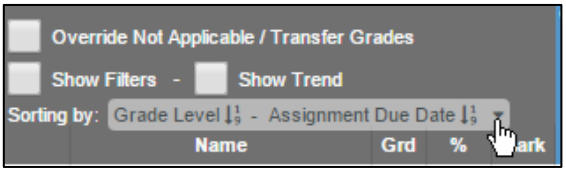
The cursor will move down the assignment selected for each student displayed. There are additional navigation options below:

- **UP and DOWN Arrow Keys -** moves up and down the page
- **ENTER -** moves down the page
- **TAB Key -** moves across assignments for student selected
- **SHIFT and TAB -** moves backward across assignments

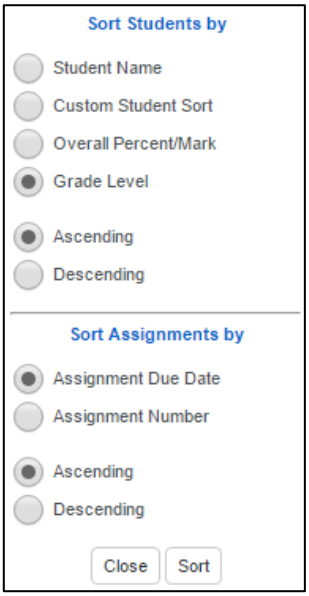
NOTE: Scores are not factored into the overall grade until the Assignment has been marked as Grading Complete or the Gradebook Option of "Apply Assignment Scores Immediately?" is on.

Sorting

The **Scores By Class** page has different sort options. These **Sort Options** include by **Student** and **Assignment** options. To select a sort option, click the mouse on the **Sorting by** drop down menu at the top left of the **Scores By Class** page.



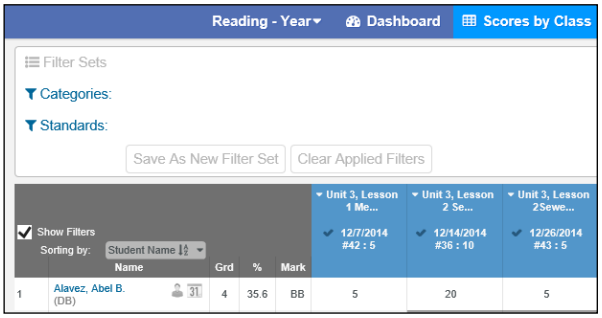
A **Sort Options** menu will display. Select the appropriate Sort Options and then click the mouse on the **Sort** button to apply the selected sort order. Clicking on the **Close** button will close the Sort Options menu.



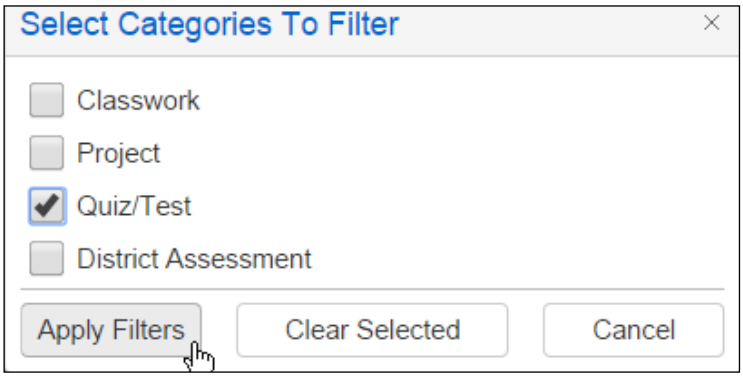
The Scores By Class page will now display with the applied sort. The Sort will stay applied to the gradebook until changed by the user.

Show Filters

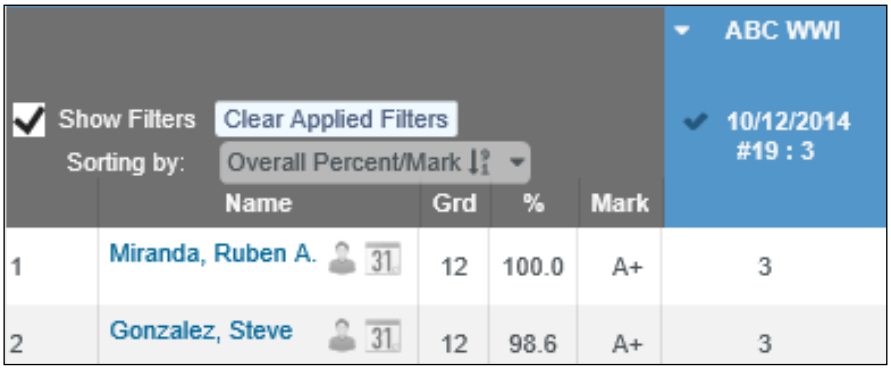
The **Show Filters** option on the top left of the **Scores by Class** page can be used to filter assignments by **Categories** or by **Standards** if applicable. Both the **Categories** and **Standards** filters can be used at the same time if desired. Click the mouse on the **Show Filters** option to display the following.



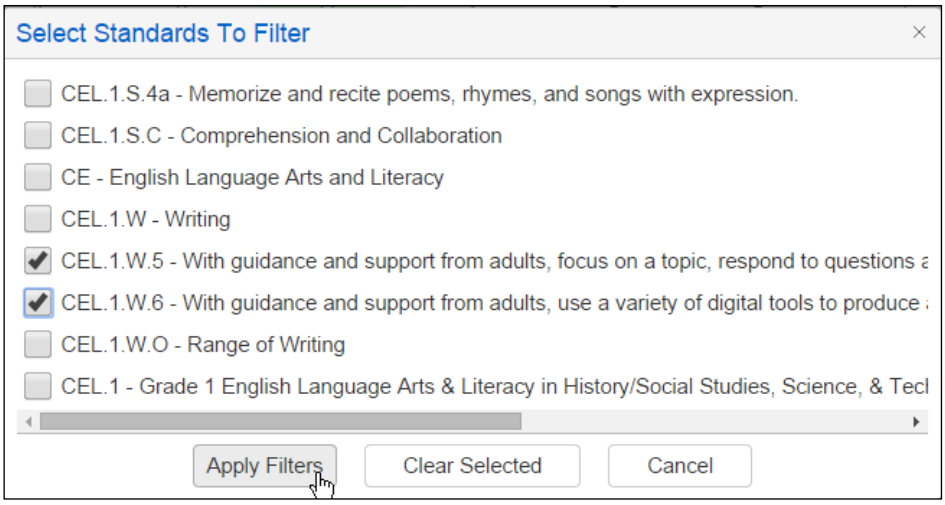
The **Categories** options will display the categories for existing assignments. Selecting a **Category** will filter the **Scores by Class** page to only assignments with the selected category. Below the Quiz/Test category is selected. Click the mouse on the **Apply Filters** button to continue.



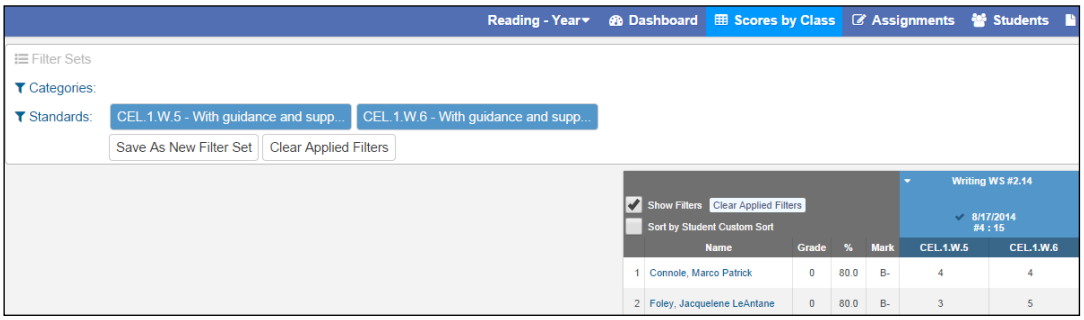
The **Scores by Class** page will now only display assignments with the selected filtered categories. In the example below, only assignments with the category of Quiz/Test will display. The **%** and **Mark** will total only the filtered assignments.



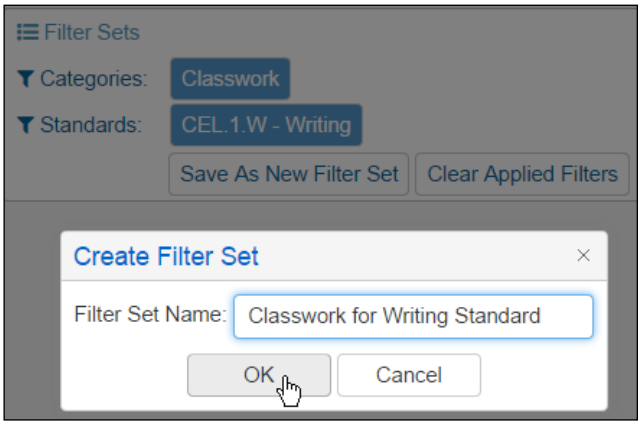
If using Standards, the **Standards** filter option will display the standards linked to existing assignments. Selecting a standard or standards will filter the **Scores by Class** page to only assignments with the selected standards. Select the standards to filter and click the mouse on the **Apply Filters** button to continue.



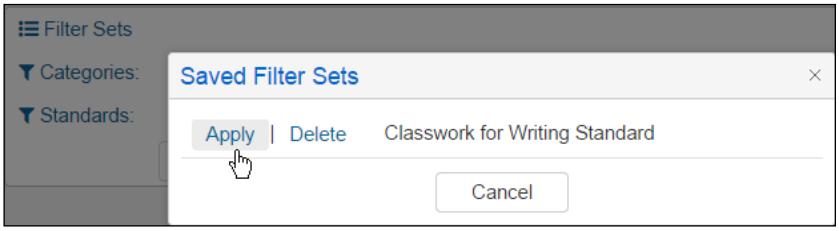
The **Scores by Class** page will now only display assignments with the selected filtered standards. In the example below, only assignments with the selected standards will display. The **%** and **Mark** will total only the filtered assignments.



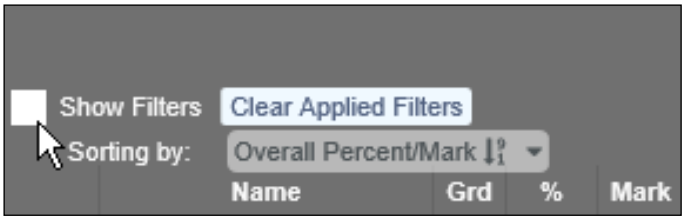
Filters Sets can be saved and will be available to select on the **Filter Sets** option. To save a filter, once the filter is selected, click the mouse on the **Save As New Filter Set** button and the following will display.



Enter the F**ilter Set Name** and click the mouse on the **OK** button. The filter will now be available on the **Filter Sets** option dropdown. Click the mouse on the **Apply** button to limit the assignments to the selected saved filters. Click the mouse on **Delete** to delete the saved filter set.

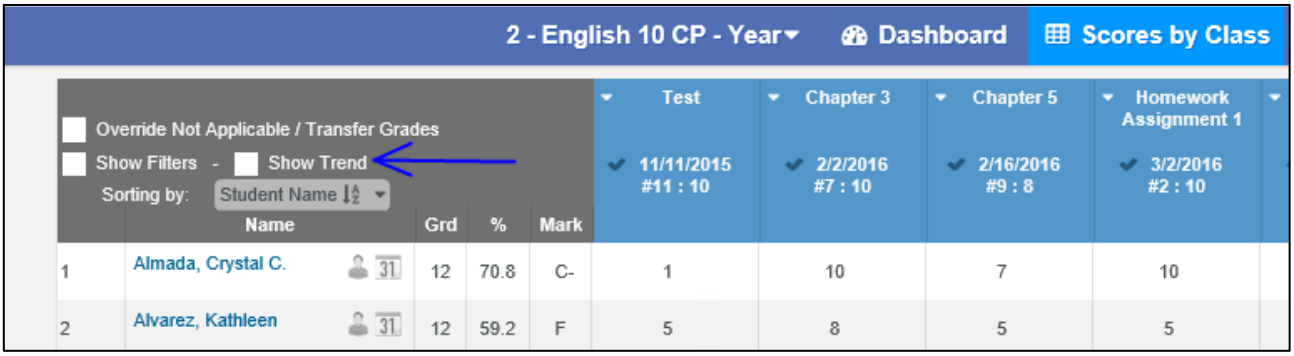


The **Show Filters** option can be selected or deselected. When selected, the page will expand and in the upper left, the filter options will display. When de-selected, the upper left filter section will be hidden but the filters are still applied. Click the mouse on **Clear Applied Filters** to remove all filters.

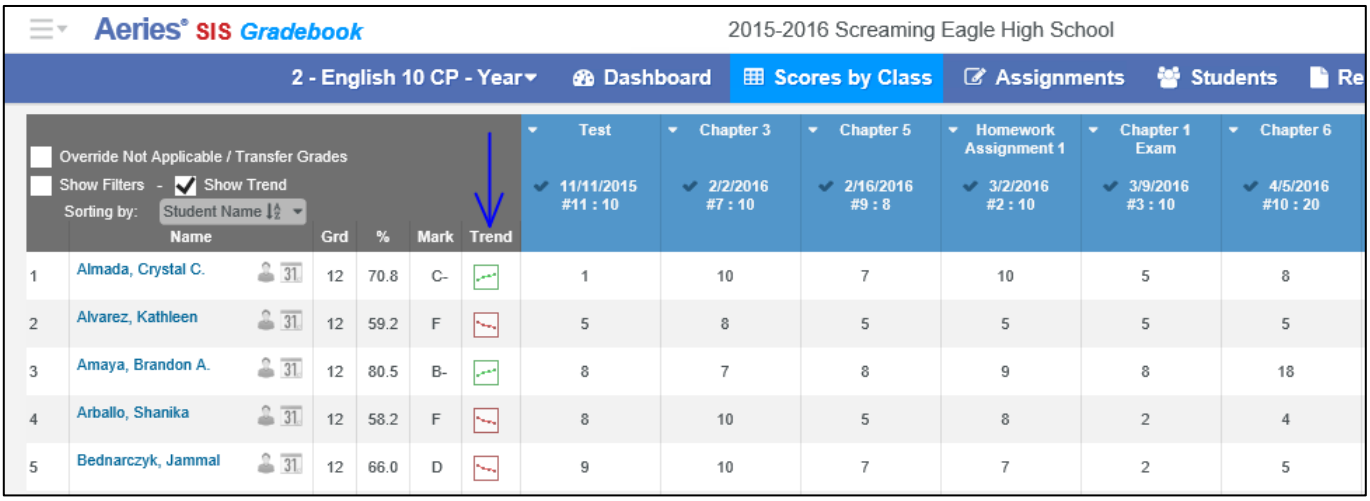


Show Trend

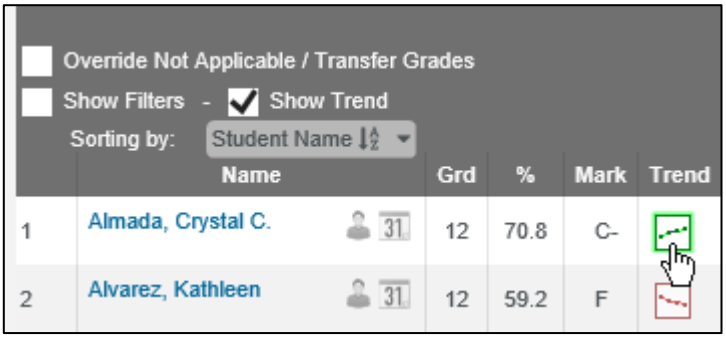
The **Scores By Class** page has a **Show Trend** option. This option displays if the gradebook is a non-rubric gradebook and if the gradebook option Hide the Overall Percentage / Trend Analysis Score is not selected.



If the **Show Trend** option is selected, a **Trend** column will display on the **Scores by Class** page. The trend icon will display in the Trend column for student if there are more than 10 applicable scores for assignments that are marked as Grading Complete.



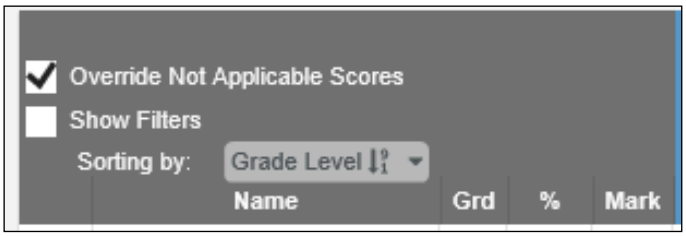
Clicking on the Trend icon in the Trend column will bring up the Trend graph for the student.



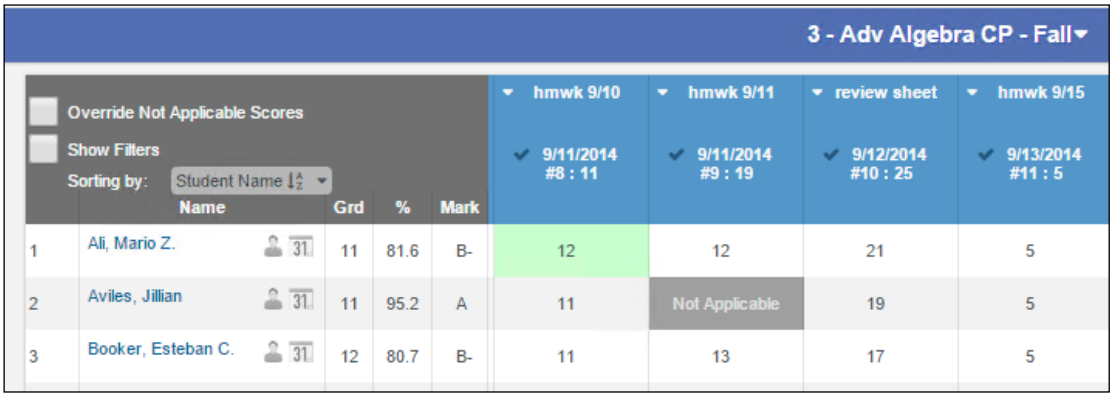
The following is an example of a Trend graph.

Override Not Applicable Scores

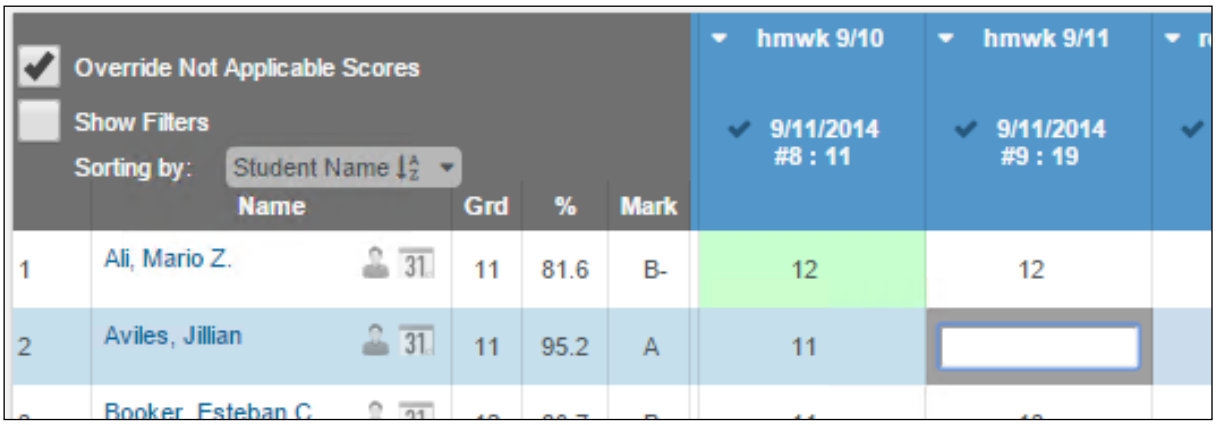
The **Scores By Class** page has an **Override Not Applicable Scores** option. This option displays on Scores By Class for a gradebook that has the Filter Assignments by option set to **Assignment Due Date** under the Manage | Options area.



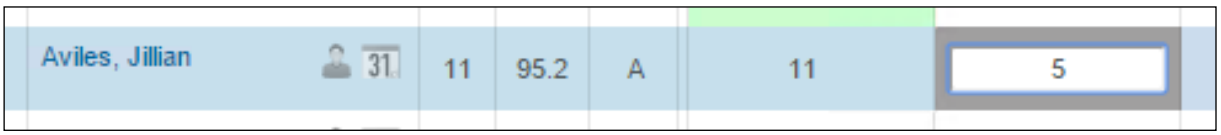
When selected, the override option will allow a score field that has a **Not Applicable** to be overwritten with a valid score for the student.



To override a Not Applicable score on the Scores By Class page, select the **Override Not Applicable Scores** option on the top left of the page and then click the mouse in the score field that has Not Applicable.



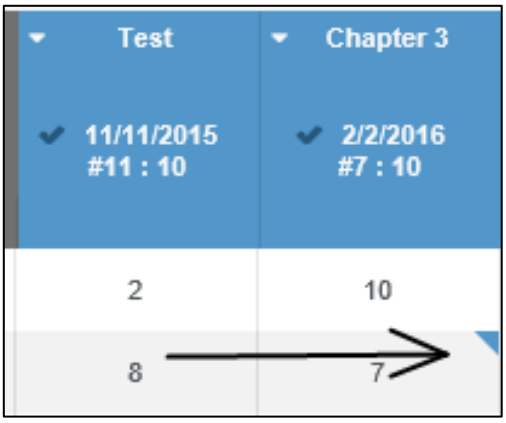
The score field will become editable. Enter a valid score for the student.



The new score will be updated and will display on Scores By Class, Scores By Assignment and Score By Student pages.

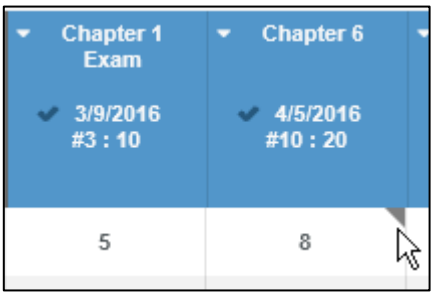
Attendance Flags

Attendance flags also display on the **Scores by Class** page. Blue triangles will display in the upper right corner of the score field if the student had an attendance code on either the **Assigned Date** or **Due Date** of the assignment. Moving the mouse over the blue square will display the absence information for the student.

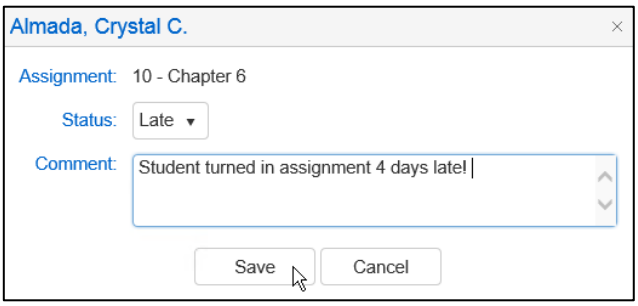


Add/Edit Comment Status

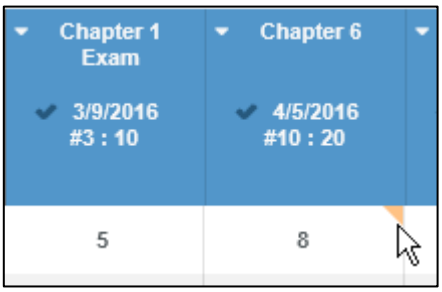
The **Scores by Class** page has the ability to add a **Status/Comment** for a student. If no Status/Comment exists, the score cell will show with no indicator. To add a Status/Comment to a score cell for a student, hover the mouse over the top right of the score cell and a dark grey triangle will display.



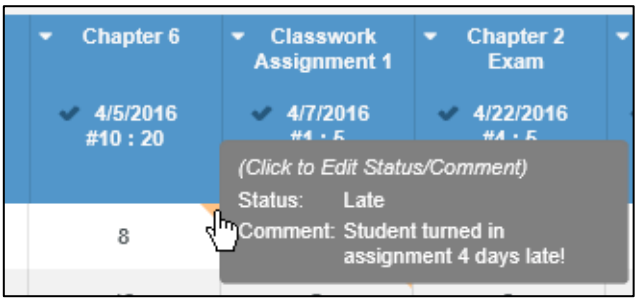
Clicking on the **dark grey triangle** in a cell will display a pop up box for that student. A status can be selected and a comment can be added. When complete click the mouse on the **Save** button.



After a Status/Comment has been added and Saved the Score cell for that student will display a light orange colored triangle.

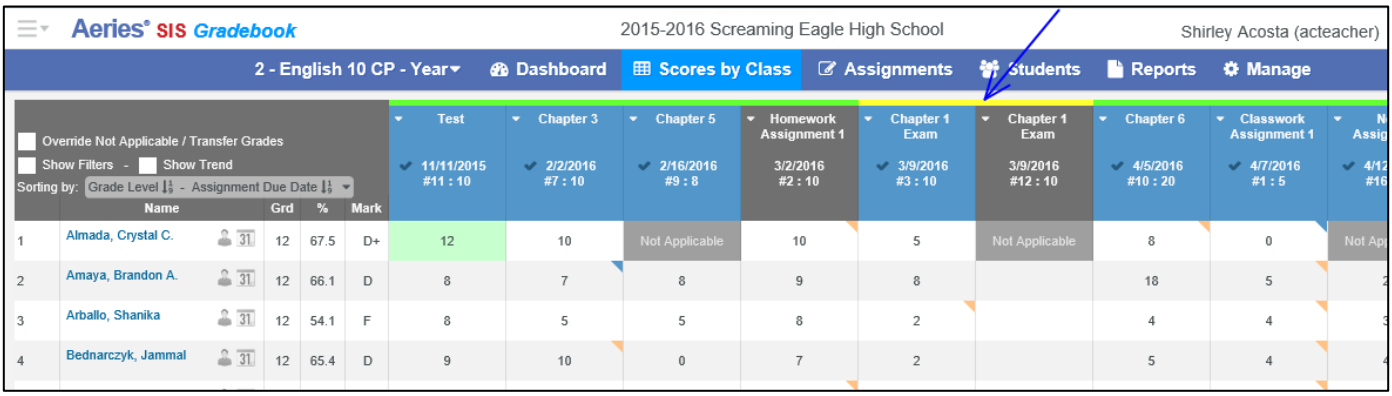


Hovering the mouse over the Status/Comment triangle will provide a pop up with the information for the student.

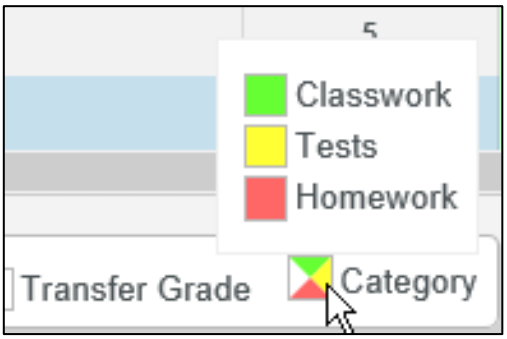


Category Colors

If the gradebook categories have been assigned colors in the Manage Categories area, the colors will display on the Scores by Class page as a color strip at the top of the assignment column.



A Category legend will also display at the bottom of the Scores by Class page. When the legend is hovered over it will display a list of which color is associated with which category.



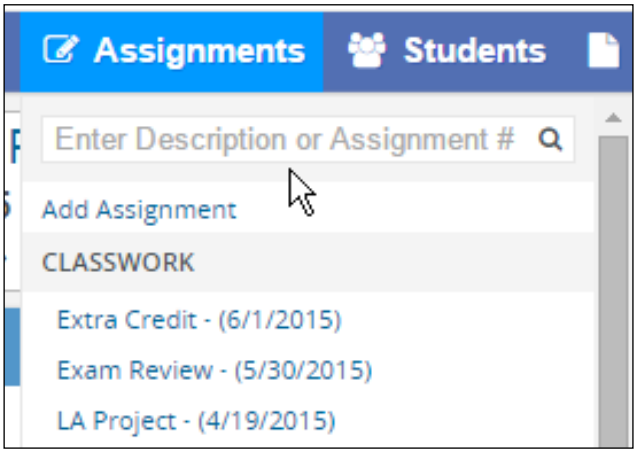
Rubric Scoring

When scores are entered for Rubric assignments, all the points are totaled then averaged by the number of assignments. An **Average (Avg)** column will display in place of a percentage column.

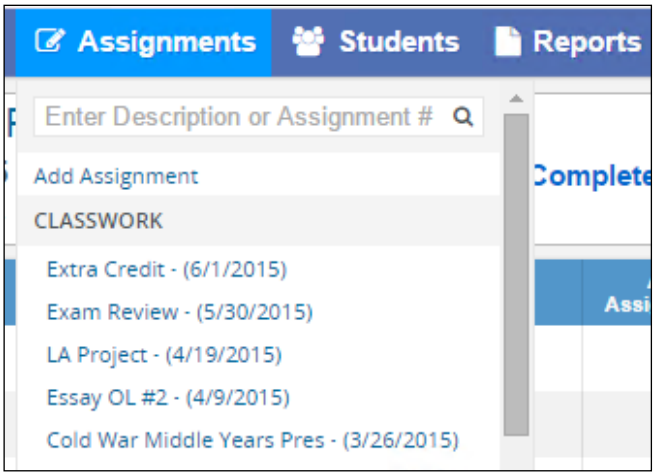
	Name	Grade	Avg	Class Project 6/17/2014 #1	Assessment 6/17/2014 #2	Class Work 1.1 6/17/2014 #3
1	Aceves, Alexia Camille	1	4.0	4	4	4
2	Aguiar, Allison Rose	1	3.3	3	4	3

SCORES BY ASSIGNMENT

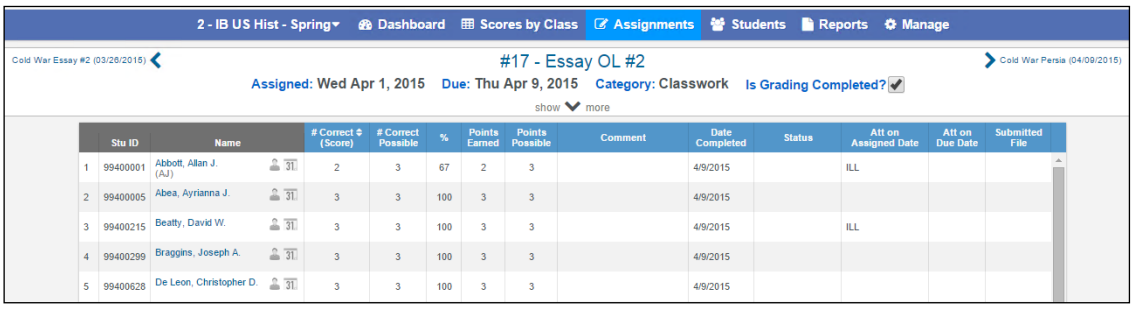
To enter scores for assignments for the entire class, select **Scores By Assignment** from any of the dashboard views. An Assignment dropdown will display when you click the mouse on Assignments in the header bar. At the top of the Assignment dropdown is a **Search** feature. The Search feature can be used to search for an assignment in the list. The **Assignment Description** or **Assignment Number** can be used in the Search box to search for existing assignments in the Gradebook assignment list.



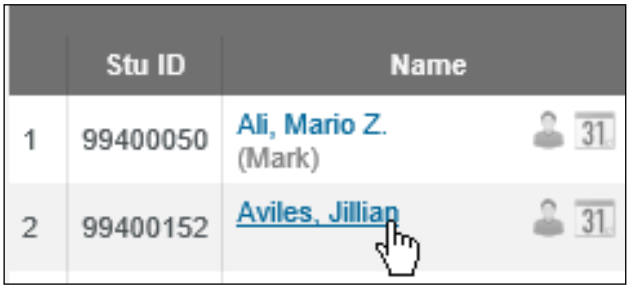
An option to **Add Assignment** displays below the Assignment search feature. The existing assignments will display with the most current assignment at the top of the list grouped by **Category**. Select the assignment from the dropdown.



The following page will display. The assignment description and information will display at the top of the page with all students enrolled listed to the left of the page.



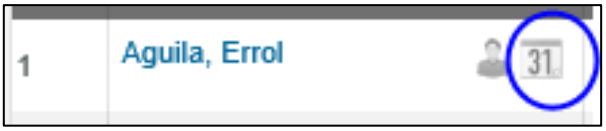
A link is available on the student name list on the left side of the **Scores by Assignment** page. Clicking on the student name will navigate to the **Scores by Student** page.



To the right of the student name on the **Scores By Assignments** page is a **Profile** and **Calendar** icon for each student.

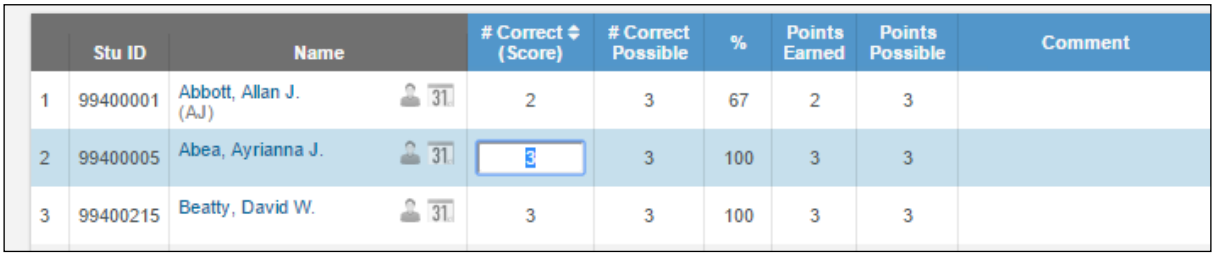
Clicking on the **Profile** icon next to a student will navigate to the **Student Profile** for that student.

Clicking on the **Calendar** icon next to a student will navigate to the **Attendance** page for that student.

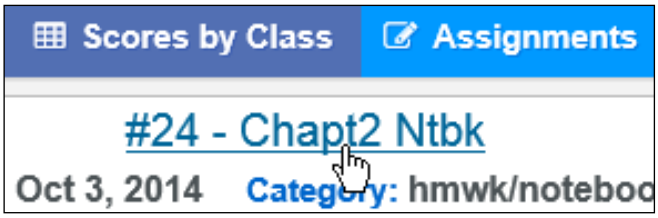


If the student has an **Alias** name populated, the alias will display below the student name in parentheses.

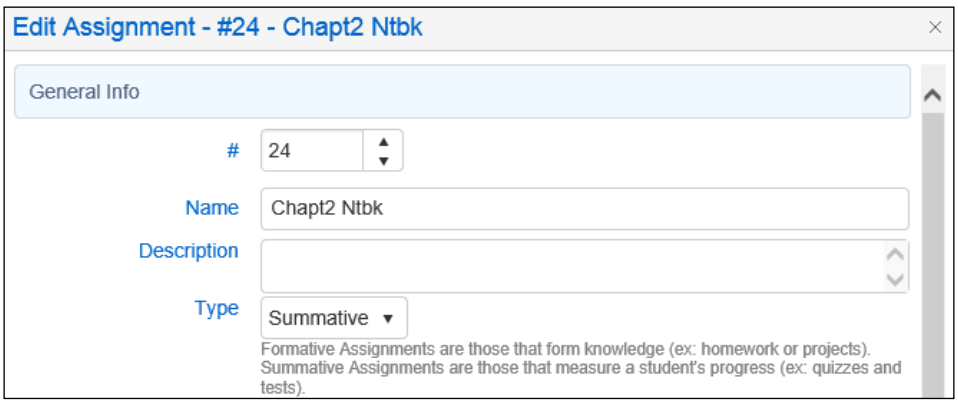
When clicking in a **Score** field for a student on the **Scores By Assignment** page, the row associated with the student will **highlight in blue**. The highlighting will remain on the selected student until the user moves to the score field of another student or until the page is refreshed.



An assignment link is available by clicking on the assignment name at the top of the page.

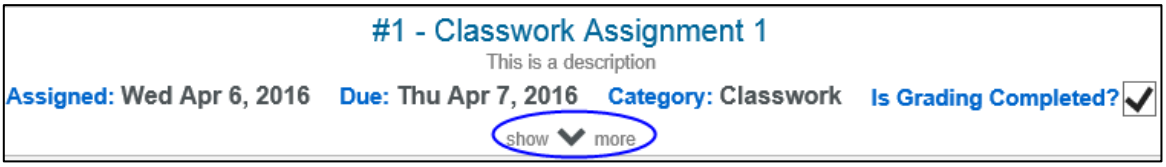


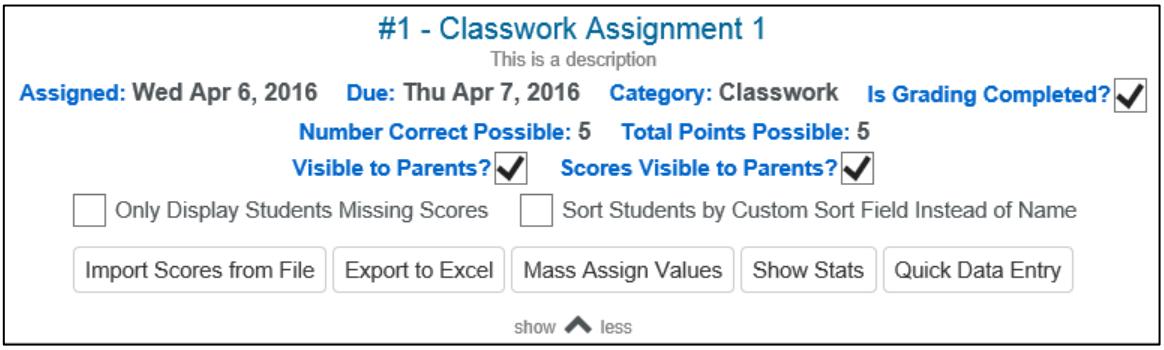
The **Edit Assignment** page will display for the selected assignment. Assignment data can be changed by using the **Edit Assignment** page.



Clicking on the arrows to the far left and far right of the assignment at the top of the page will move you to the previous or next assignment.

Clicking on the down arrow at the top of the **Scores By Assignments** page will show more assignment options.





The **Only Display Students Missing Assignments** option when checked will display only students that have been flagged as **Grading Completed** and who have no scores entered.

The score field will display in **Orange**.

	Stu ID	Name	# Correct (Score)	# Correct Possible	%	Points Earned	Points Possible
1	99400895	Gannon, Walter		9	0	0	9
2	99402398	Slocum, Daniel		9	0	0	9

The **Sort Students by Custom Sort Field instead of Name** option will sort the students in the custom sort order as defined on the **Manage Students** page.

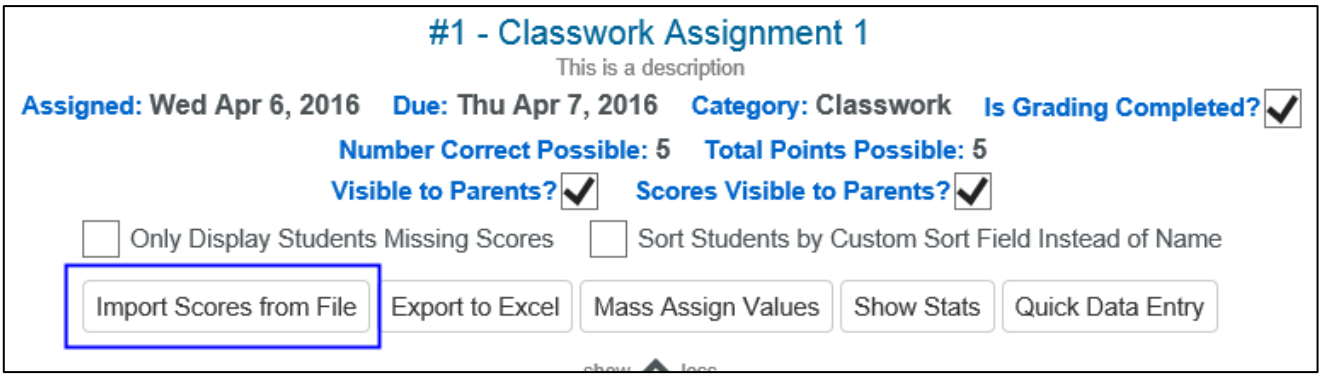
All students and scores will display for the assignment selected. To select a different assignment click the mouse on the assignments dropdown from the list in the header.

Enter the **Date Completed**. Enter any text in the **Comment** field or select a pre-defined **Status** from the dropdown if needed. **NOTE: All scores entered are saved immediately.**

Import Scores from File

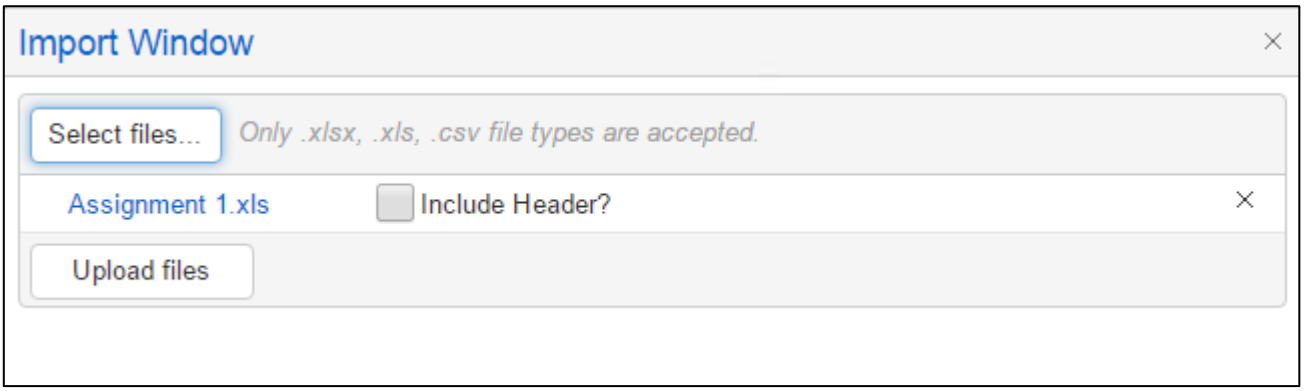
The **Scores by Assignments** page has an option to **Import Scores from File**. The accepted file formats for importing scores are **.xlsx**, **.xls** and **.csv**. The current required fields to import scores are **Student ID** and **# Correct**. If a header row is included on the Import file, the system will try and match the headers with the required fields.

To Import Scores into gradebook from a file click the Import Scores from File button on the Scores by Assignment page.

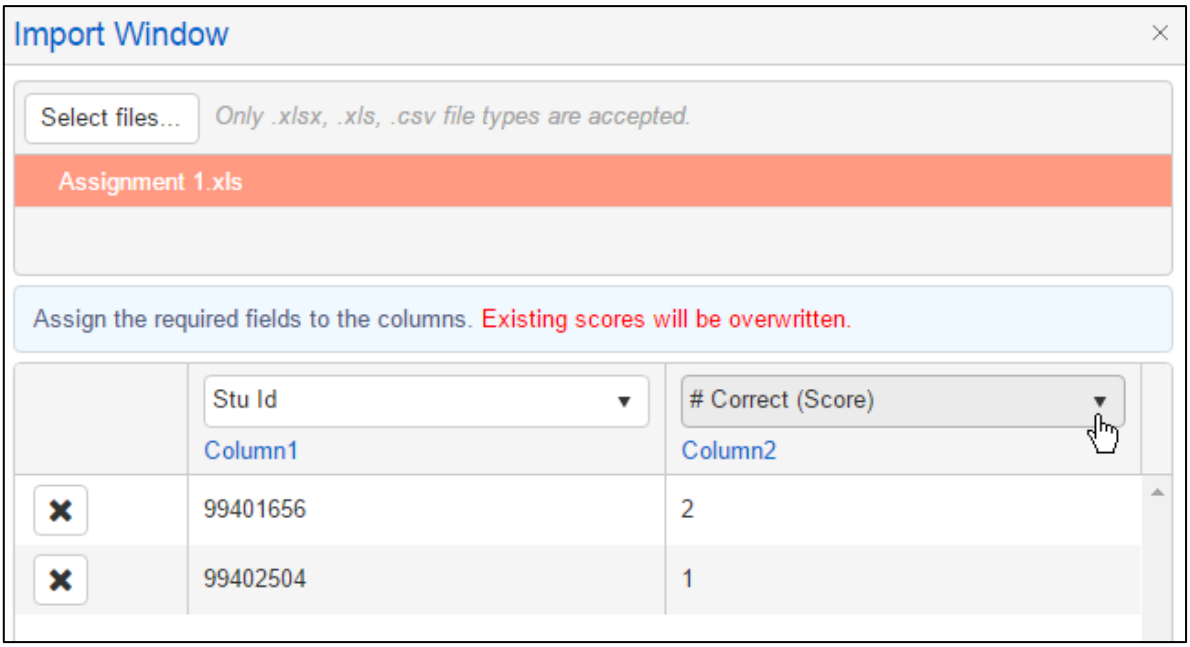


An Import Window will display. Click on the **Select Files** button.

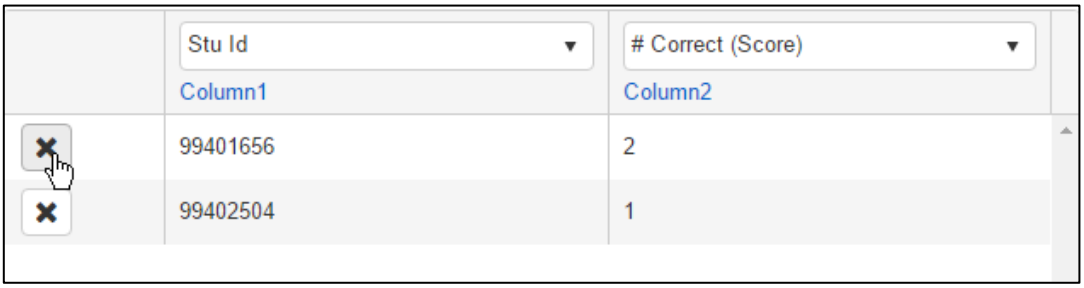
Browse to select the file. If headers will be included, click on the Include Header? Option. To upload the file, click the **Upload Files** button.



The Import Window will display an area to assign the required fields to the columns. Select the correct required field from the dropdown for each column.



To remove a score in the file from being imported click on the x next to the score to not include.

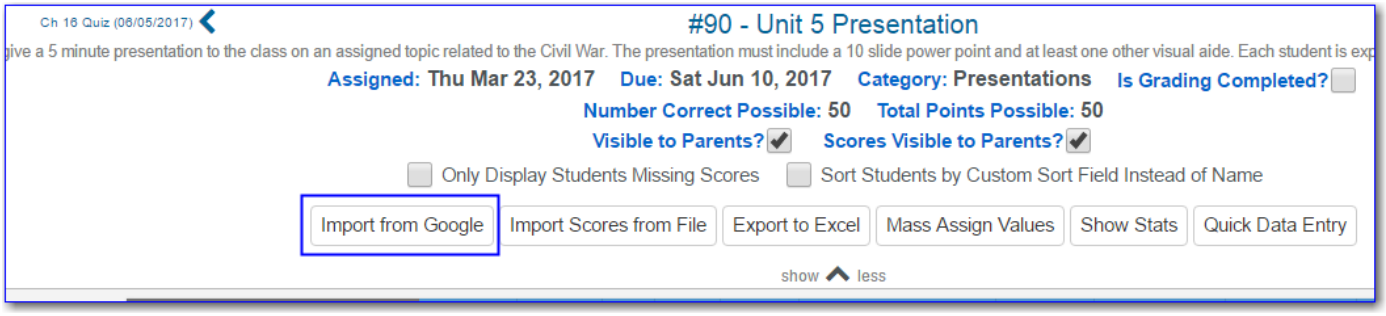


After all selections have been made click on the **Import Scores** button. After import the scores will display in the gradebook.

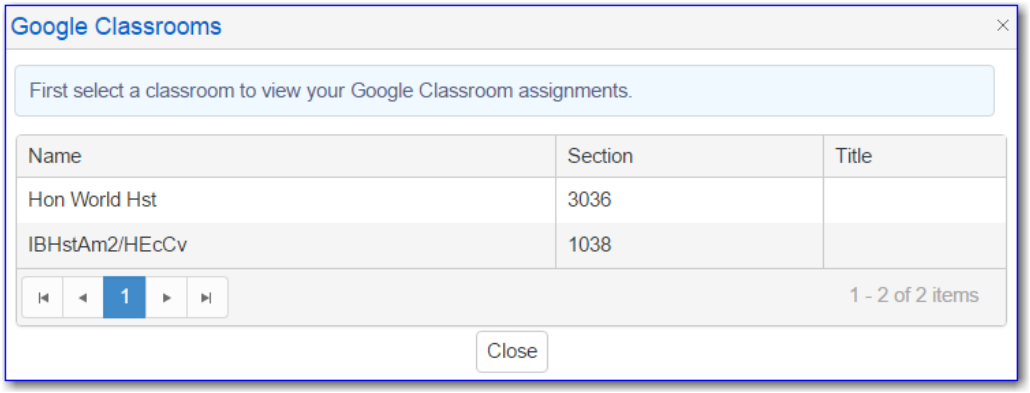
Import Scores from Google Classroom

If the Aeries administrator has properly configured Google Classroom integration with Aeries, then the **Import from Google** button will display on the **Scores by Assignment** page. Click this button to import scores from your Google Classroom into this Aeries Gradebook assignment.

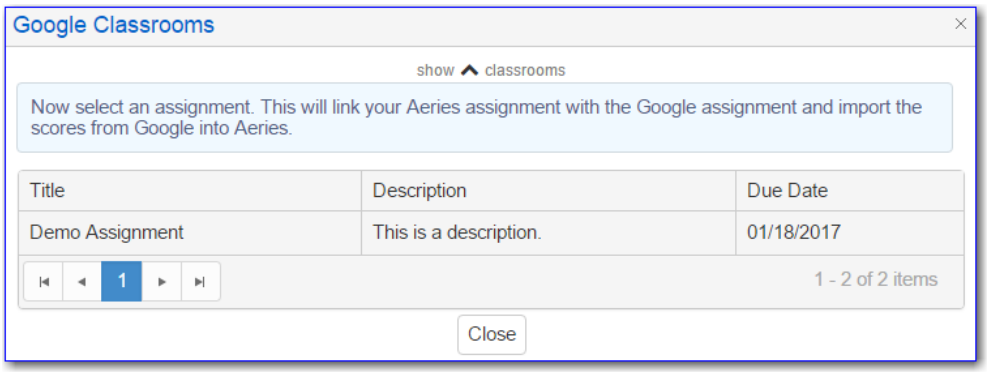
Note: If the assignment in Aeries is using the **Input By Standard** option to enter a separate score for each standard, then the **Import from Google** button will be disabled because there is no way to link the single score in Google Classroom to the separate scores by standard in Aeries. The assignment can still have one or more standards linked to it, as long as **Input By Standard** is not checked.



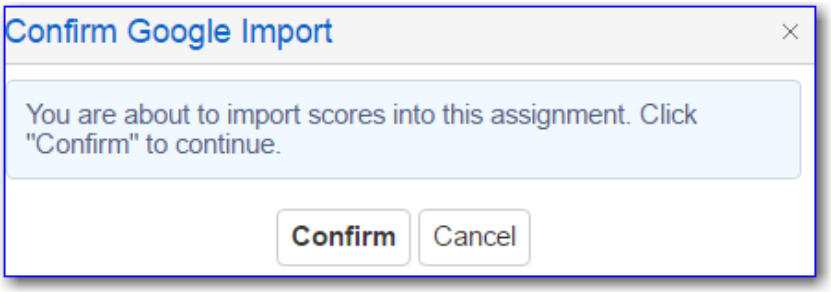
A list of all your Google Classrooms will display. Click on the Classroom that contains the assignment whose scores who wish to import into Aeries.



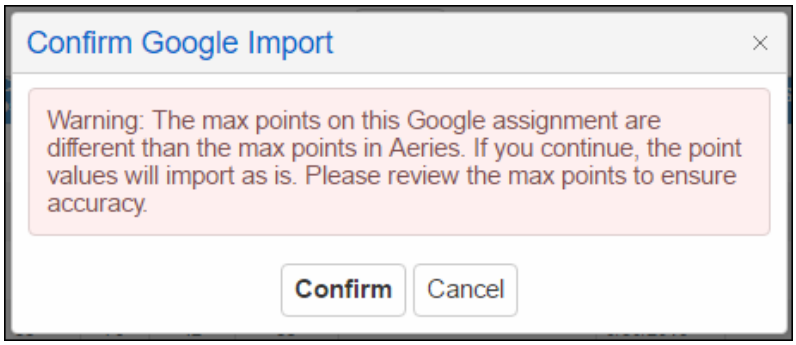
After the Google Classroom is selected, a list of all assignments in that Classroom will display. Click the assignment that you wish to link to this Aeries Gradebook assignment.



The following confirmation message will display.



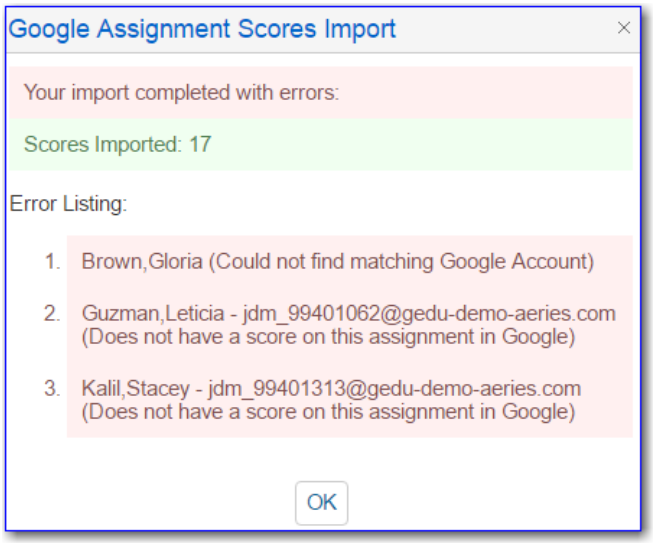
If the maximum points value on the Google assignment is not the same as the total points possible value in Aeries, the following warning will display instead. Click **Confirm** to import the scores anyway, bearing in mind that the percentages in Aeries will be impacted by this discrepancy.



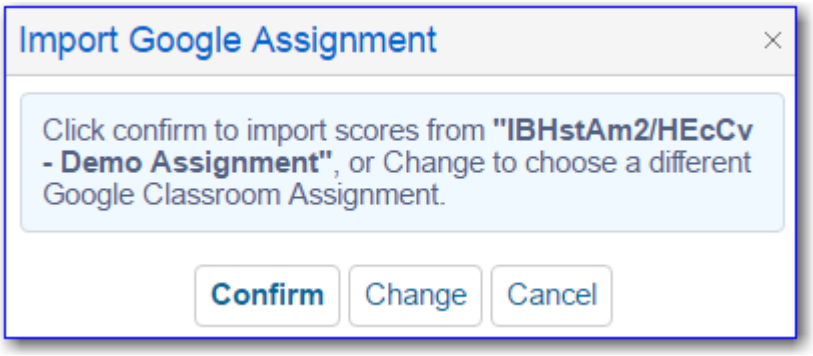
Once you click **Confirm**, the scores from Google will be imported into Aeries for students who have a valid Google account known to Aeries. Only "returned" scores from Google Classroom will be imported. Depending on the size of the class, it can take up to 30 seconds to import scores from Google Classroom.

NOTE: **Scores from Google will overwrite existing scores in Aeries.**

When the import is completed, a summary will display the number of students whose scores were imported, as well as each student in the Aeries Gradebook for whom no score was imported. Click **OK** to return to the Scores by Assignment page, which will be refreshed with the newly imported scores.



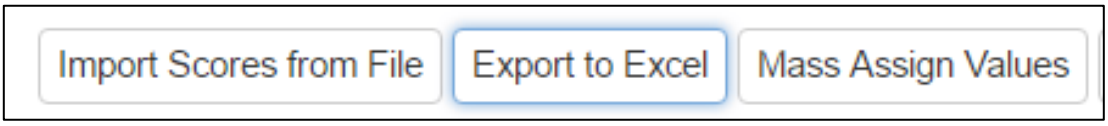
Once a Google assignment has been linked to an Aeries assignment, that link will be remembered. If you click the **Import from Google** button again on the same assignment, the following message will display.



Click **Confirm** to import scores from the same Google assignment again. Click **Change** to display the list of your Google Classrooms and link to a different assignment instead. Each Aeries assignment can be linked to only one Google assignment at a time.

Export to Excel

The **Export to Excel** button will export assignment scores into an Excel file. Click on the Export to Excel button and an Excel file will automatically be created of the **Scores by Assignment** page data.

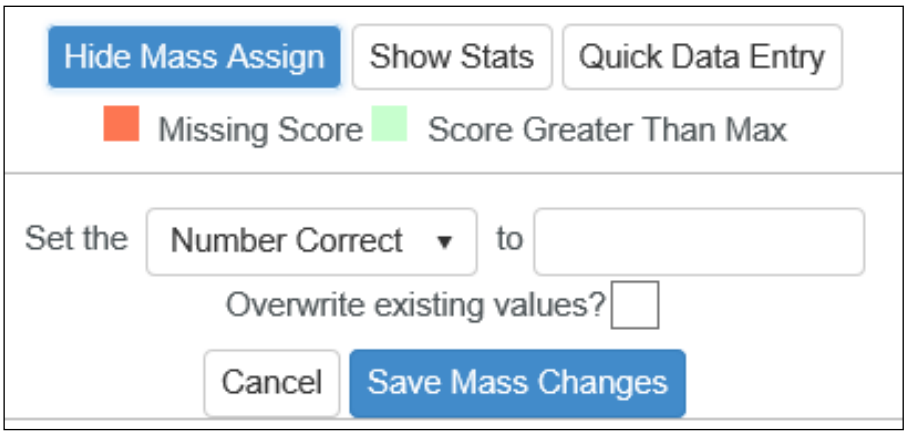


A	B	C	D	E	F	G	H	I	J	K
	Stu ID	Name	# Correct (Scor	# Correct Possib	%	Points Ear	Points Pos	Comment	Date Completed	Status
1	99400052	Almada, Crystal C.	5	10	50	2.5	5		4/7/2016	
2	99400066	Amaya, Brandon A.	5	5	100	5	5		4/7/2016	Absent - No Make Up
3	99400090	Arballo, Shanika	4	5	80	4	5	Scores by	4/25/2016	Absent - No Make Up
4	99400220	Bednarczyk, Jammal	4	5	80	4	5		4/25/2016	Absent - No Make Up

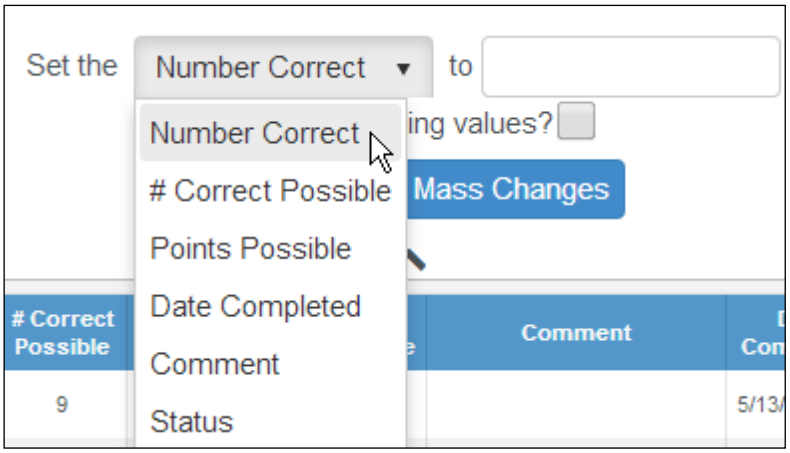
Mass Assign Values

Click the mouse on the down arrow on the **Assignments** page on the assignment to display the **Mass Assign Values** button. This function can be used to mass add or change data. For example, if all students turned in the assignment on time a default date can be entered and all assignments will be updated with the same **Date Completed**.

Clicking on the **Mass Assign Values** button will display a dropdown of fields that can be updated and the **Mass Assign Values** button will change to **Hide Mass Assign**.



Click on the dropdown next to the "**Set the**" field to display the fields that can be updated:



Select the field to update, such as **Number Correct**. To the right of the field, enter a value to be added to all student's class assignments. To overwrite existing values, click the mouse on the **Overwrite existing values?** check box. A **check mark** will display to **Overwrite existing Values**. Click the mouse on the **Save Mass Changes** button.

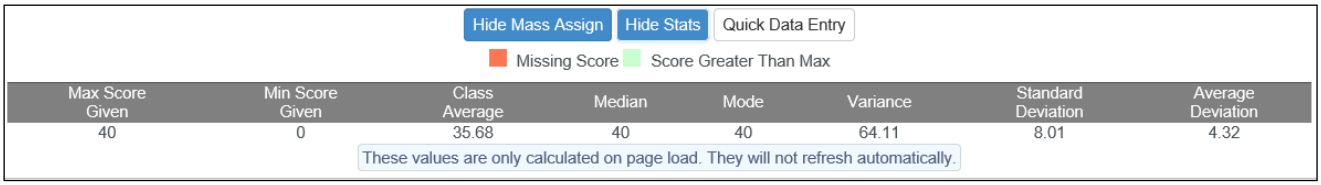
NOTE: If Overwrite Existing Values is not selected only blanks will be changed in the field selected.

The form will now display **default** changes made to all student's class assignments. In the example below, all students now have a score of 9 for the assignment.

	Stu ID	Name	# Correct (Score)	# Correct Possible	%	Points Earned	Points Possible	Comment
1	99400052	Almada, Crystal C	9	9	100	9	9	
2	99400061	Alvarez, Kathleen	9	9	100	9	9	
3	99400066	Amaya, Brandon A	9	9	100	9	9	
4	99400220	Bednarczyk, Jammal	9	9	100	9	9	

Show Stats

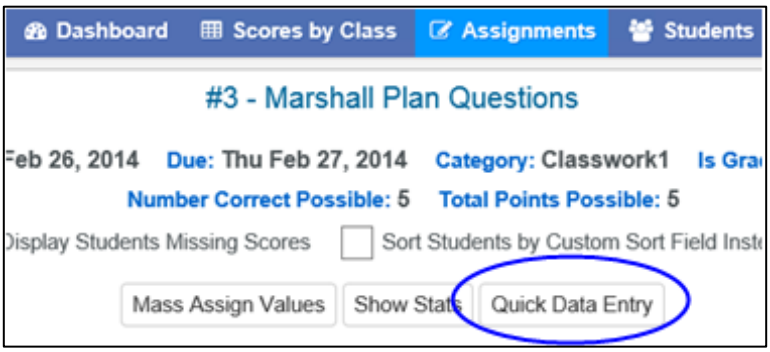
Click the mouse on the down arrow on the **Assignments** page on the assignment to display the **Show Stats** button. After all class scores are entered clicking on the **Show Stats** button will display statistical calculations for the assignment.



Quick Data Entry

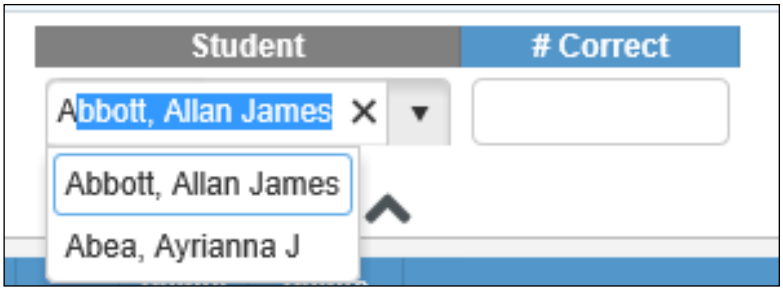
Quick Data Entry can be used to quickly enter scores for a student on the **Scores by Assignment** page. Click the mouse on the down arrow on the **Assignments** page on the assignment to display then click on the **Quick Data Entry** button.

To enter scores using the Quick Data Entry method click on the **Quick Data Entry** button.



The following **Quick Data Entry** box will display.

Select a student from the **Student** dropdown list or enter the first characters of the student's first or last name. Click the mouse on the correct student to select.



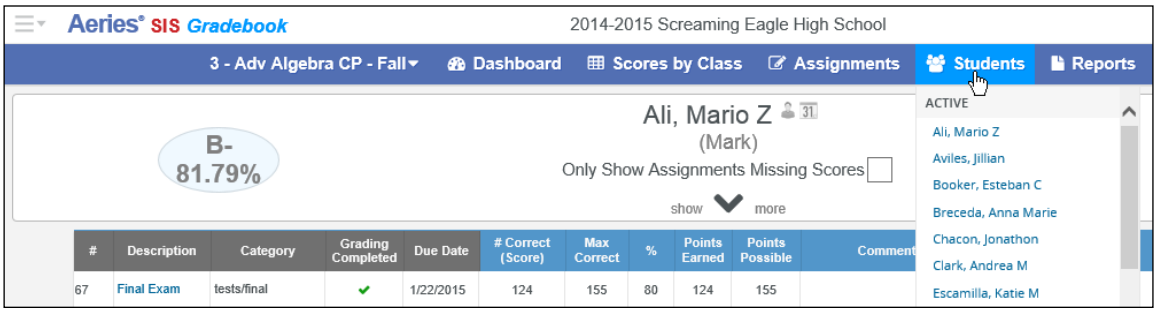
Press **Tab** to move to the score field and type in the score. Press **Tab** again for the score to be saved and to return to the Student field to select the next student.

The updated scores will be saved immediately and will display on the Score pages.

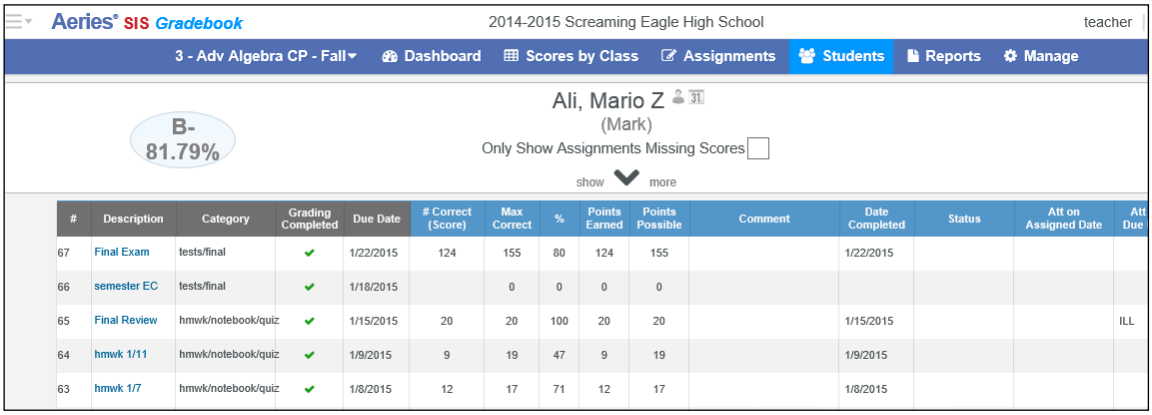
	Stu ID	Name	# Correct (Score)	# Correct Possible	%	Points Earned	Points Possible
1	99400001	Abbott, Allan James	5	5	100	5	5

SCORES BY STUDENT

To enter scores by student, select **Scores by Student** from any of the dashboard views. The gradebook students will display in a dropdown list. **Active** students will display at the top of list followed by **Inactive** students. Select the student from the dropdown.



The following page will display for the selected student. The student's name will display on the top middle of the page and the gradebook assignments will be listed to the left.



A link is available on the assignment list on the left side of the **Scores by Student** page. Clicking on the assignment name will navigate to the **Scores by Assignment** page.

#	Description	Category	Grading Completed	Due Date
75	July 3rd Assignment	Homework/Notebook/Quizzes	✔	7/3/2014
73	import result	Homework/Notebook/Quizzes		6/26/2014

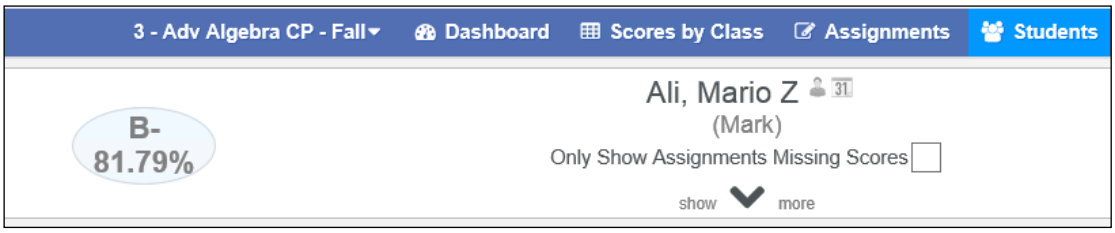
To the right of the student name on the **Scores By Student** page is a **Profile** and **Calendar** icon.

Clicking on the **Profile** icon next to a student will navigate to the **Student Profile** for that student.

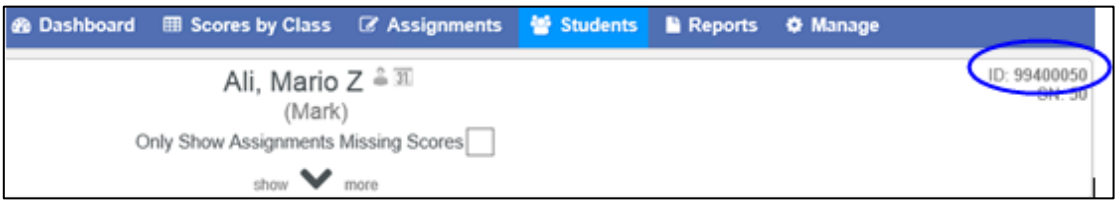
Clicking on the **Calendar** icon next to a student will navigate to the **Attendance** page for that student.

If the student has an **Alias** name populated, the alias will display below the student name in parentheses.

On the top left side of the **Scores By Student** page, the student's current mark and % will display. This will adjust automatically as scores are modified for the student.



On the top right side of the **Scores By Student** page the student's **ID** number and Student Number (SN) will be displayed.

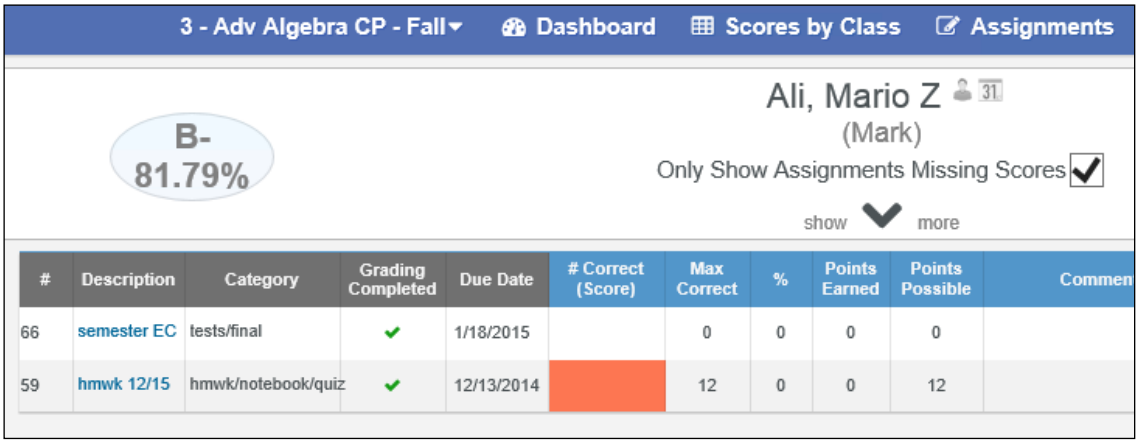


When clicking in a **Score** field on the Scores By Student page, the row associated with the student will highlight in blue. The blue highlighting will remain on the selected student until the user moves to the score field of another student or until the page is refreshed.

#	Description	Category	Grading Completed	Due Date	# Correct (Score)	Max Correct	%	Points Earned	Points Possible	Comment
59	Extra Credit	Classwork	✔	6/1/2015	48	0	0	48	0	
28	Exam Review	Classwork	✔	5/30/2015		20	100	20	20	

The students gradebook start and end date will display under the students name. Clicking on the **Change this** link will navigate to the **Manage Students** page.

The **Only Show Missing Scores** option when checked will only display assignments that have been checked as **Grading Completed** with no scores entered. The score field will display in **Orange**.

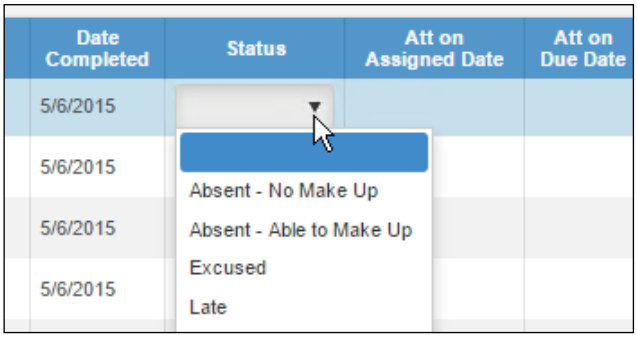


Enter Scores by Student

All class assignments will display for the student selected. Click the mouse in the **# Correct (Score)** field. Enter the score received and press **Enter**. If the **Max Score** needs adjusting enter the new value.

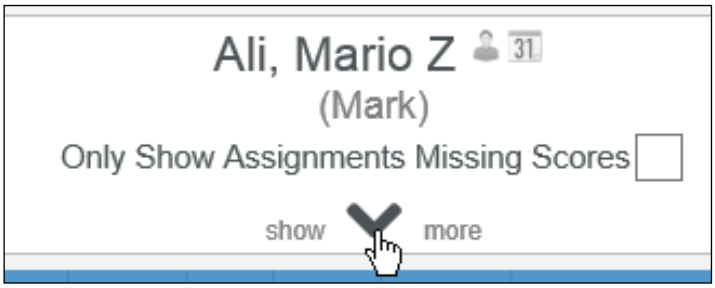
#	Description	Category	Grading Completed	Due Date	# Correct (Score)	Max Correct	%
24	P3OL4-26	Homework	✔	5/6/2015	5	3	100
25	Populist Chart	Essay	✔	5/6/2015	5	5	100

The **Date Completed** field will auto-populate with the assignment due date, adjust if necessary. Enter **Comments** in the field below and select a **Status Reason** from the dropdown if needed.



SCORES BY STUDENT – Percent of Grade

After the class assignments have been setup the student's scores can be entered and tracked. As the scores are entered the **percentage of the grade** is calculated. Click on the down arrow below the students name at the top center of the page.



The following points summary will display for the selected student.

Category	% of Grade	Points Earned	Points Possible	%	Mark
hmwk/notebook/quiz	40	703.00	792.00	88.76	B+
tests/final	60	891.00	1,155.00	77.14	C+
Total	0	0.00	0.00	81.79	B-

If using the Gradebook option for **Weight Formative\Summative Assignments**, the **Scores By Student** page will display the Formative and Summative percents along with the Category percents.

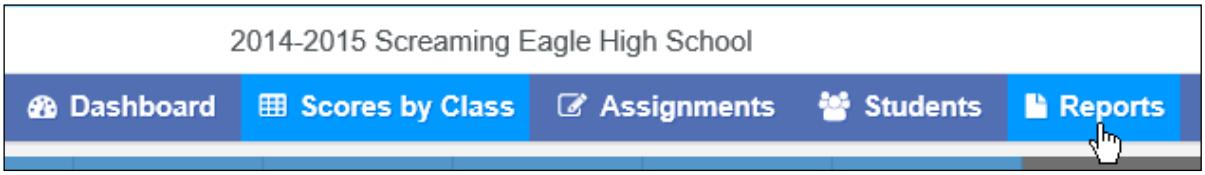
Category	% of Grade	Summative			Formative			
		Points Earned	Points Possible	%	Points Earned	Points Possible	%	%
Homework/Notebook/Quizzes	40	584.00	588.00	99.31	10.00	10.00	100.00	99.45
Tests/Final	60	996.00	1,250.00	79.68	0.00	0.00	0.00	79.68
Total	0	0.00	0.00	87.53	0.00	0.00	100.00	90.02

If the **Grading Complete** field displays **No** the assignment will not count towards the final grade and the percentage of grades at the bottom of the screen will not re-calculate regardless if the due date has been reached.

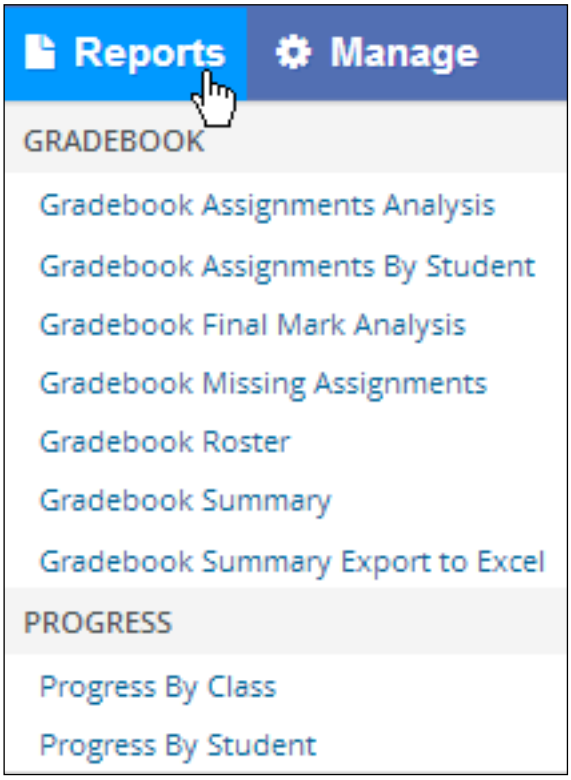
If **Yes** displays, the assignment will be counted as a zero until a score has been entered and after the score has been entered the percentage of the grade will be re-calculated.

GRADEBOOK REPORTS

To access **Gradebook Reports**, click the mouse on the **Reports** button in the header.



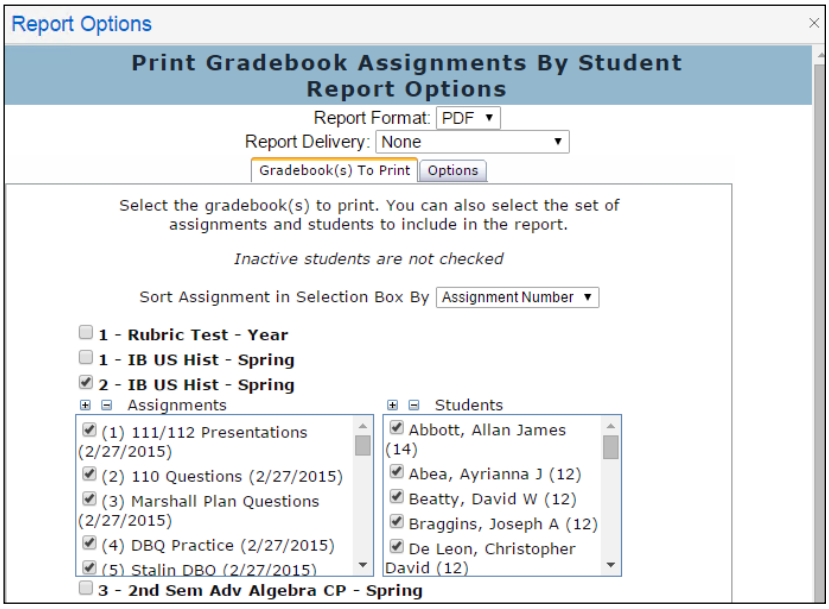
The following **Reports Window** will display. All gradebook reports have various report options available to the teacher.



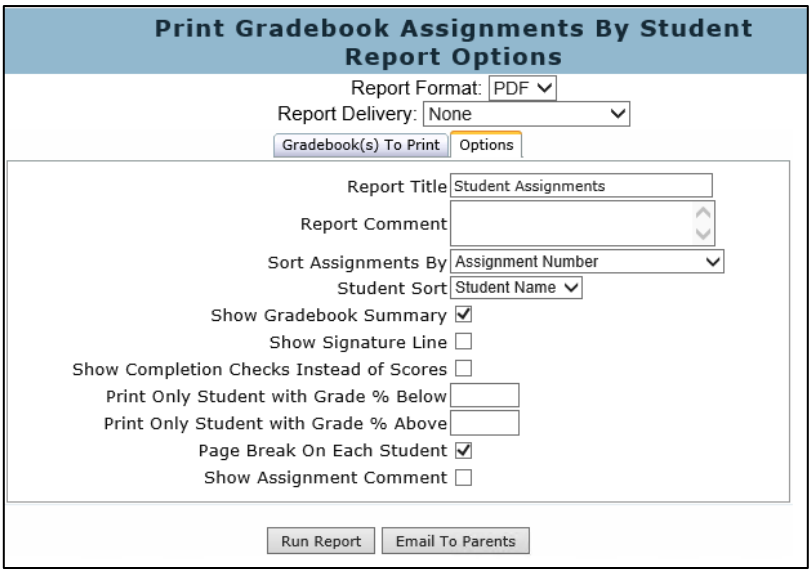
Reports can also be accessed from the navigation tree, under **View All Reports.**

Gradebook Assignments By Student

To print assignment information for the students click the mouse on **Gradebook Assignments by Student** from the list under Reports. The following screen will display. Select the Gradebook to print. Assignments and students can also be selected or deselected to print. The option **Email To Parents** is also included on this report.



Click the mouse on the **Options** tab and the following page will display.



Select which **Gradebook To Print** from the dropdown. There are various options to choose from in creating this report. Select from the following options and then click the mouse on the **Run Report** button.

- **Report Title** – the title of the report when printed
- **Report Comment** – area for comments about the report
- **Sort Assignments By** – sort by assignment number or category
- **Student Sort** – students can be sorted by name, student ID or custom sort order

- **Show Gradebook Summary** – print the summary of scores by assignment type and the overall score/grade
- **Show Signature Line-** for the parent to sign and return to the teacher
- **Show Completion Checks Instead of Scores**
- **Print Only Students with Grade % Below**
- **Print Only Students with Grade % Above**
- **Page Break on Each Student –** if selected will page break by student
- **Show Assignment Comment –** If selected, will print the assignment comment on the report.

The **Email Assignments** button enables teachers a method to communicate at any time with students, parents/guardians and contacts regarding the student's progress on assignments.

The following is an example of the **Gradebook Assignments By Student.**

IB US Hist - Spring - PD 2 **Student Assignments** **Acosta**

Abbott, Allan James **Grd: 14** **05/06/2015 02:20 PM**

#	Category	Description	Assignd	# Correct	# Correct Possible	Points Earned	Points Possible	%	Compltd	Due	Counts
1	Classwork	111/112 Presentations	02/26/15	10	10	10	10	100%	02/27/15	02/27/15	Yes
2	Classwork	110 Questions	02/26/15	3	3	3	3	100%	02/27/15	02/27/15	Yes
3	Classwork	Marshall Plan Questions	02/26/15	5	5	5	5	100%	02/27/15	02/27/15	Yes
4	Homework	DBQ Practice	02/26/15	3	3	3	3	100%	02/27/15	02/27/15	Yes
5	DBQ	Stalin DBQ	02/26/15	20	20	20	20	100%	02/27/15	02/27/15	Yes
6	Homework	Cold War Packet	02/26/15	10	10	10	10	100%	02/27/15	02/27/15	Yes
7	DBQ	China DBQ	02/26/15	25	25	25	25	100%	02/27/15	02/27/15	Yes
8	Homework	Sharing our Humanity	02/26/15	5	5	5	5	100%	02/27/15	02/27/15	Yes

Below is a sample email to parent. The email will include the report information in the body of the email, not as an attachment.

Subject: Daniel Ardon - English 9 Cp Assignments

English 9 Cp - Fall - PD 2 **Student Assignments** **Ertle**

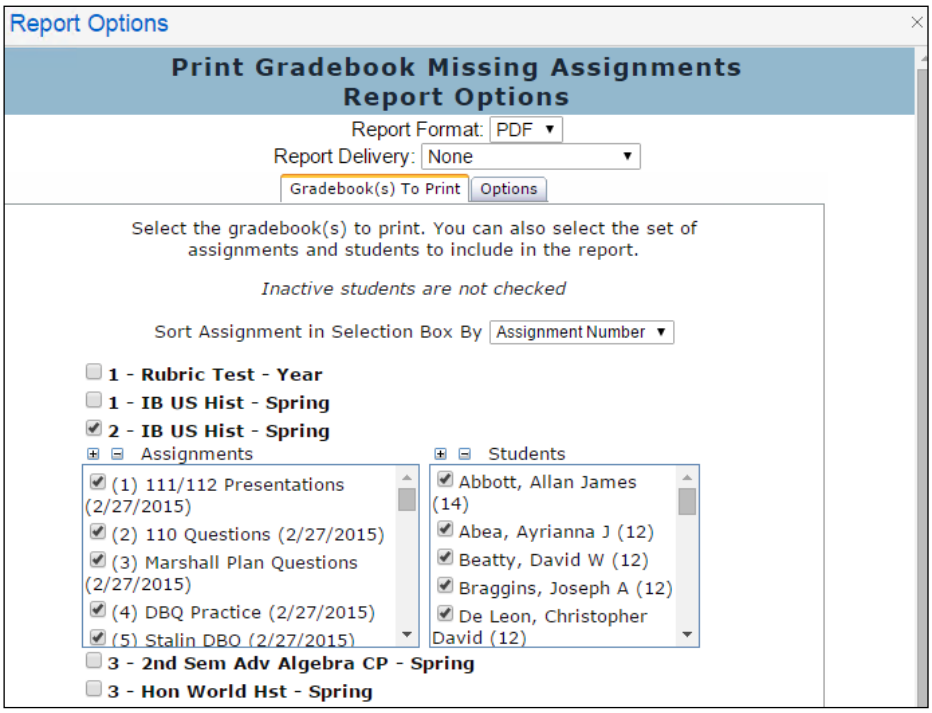
Ardon, Daniel **Grd: 9** **08/30/2013 11:33 AM**

#	Category	Description	Assignd	# Correct	Possible	Points	Max	%	Compltd	Due	Counts
50	Homework/Classwork	Emergency Preparedness packet	12/18/12	58	60	58	60	96.7%	12/19/12	12/19/12	Yes
51	Reading/Writing	Writing Assignment	01/08/13	36	36	36	36	100.0%	01/09/13	01/09/13	Yes
52	Participation	Discussion Turnitin.com	01/10/13	60	60	60	60	100.0%	01/11/13	01/11/13	Yes
53	Test/Quizzes	Quiz #1	01/10/13	35	35	35	35	100.0%	01/11/13	01/11/13	Yes
54	Project/Reports	Final Exam	01/16/13	200	200	200	200	100.0%	01/17/13	01/17/13	Yes
55	Participation	Extra Credit	01/17/13	5	0	5	0		01/18/13	01/18/13	Yes
56	Homework/Classwork	Last Discussion Thread	01/17/13	60	60	60	60	100.0%	01/18/13	01/18/13	Yes
57	Homework/Classwork	Shamrock	04/01/13	20	20	20	20	100.0%	04/09/13	04/09/13	Yes
58	Homework/Classwork	Interactive Notebook	04/01/13	25	35	25	35	71.4%	04/09/13	04/09/13	Yes
59	Reading/Writing	Min. R.L 3/15	04/01/13	15	15	15	15	100.0%	04/09/13	04/09/13	Yes
60	Reading/Writing	Title Reading Log	04/01/13	5	5	5	5	100.0%	04/09/13	04/09/13	Yes
61	Homework/Classwork	Interactive Notebook	04/01/13	30	40	30	40	75.0%	04/09/13	04/09/13	Yes

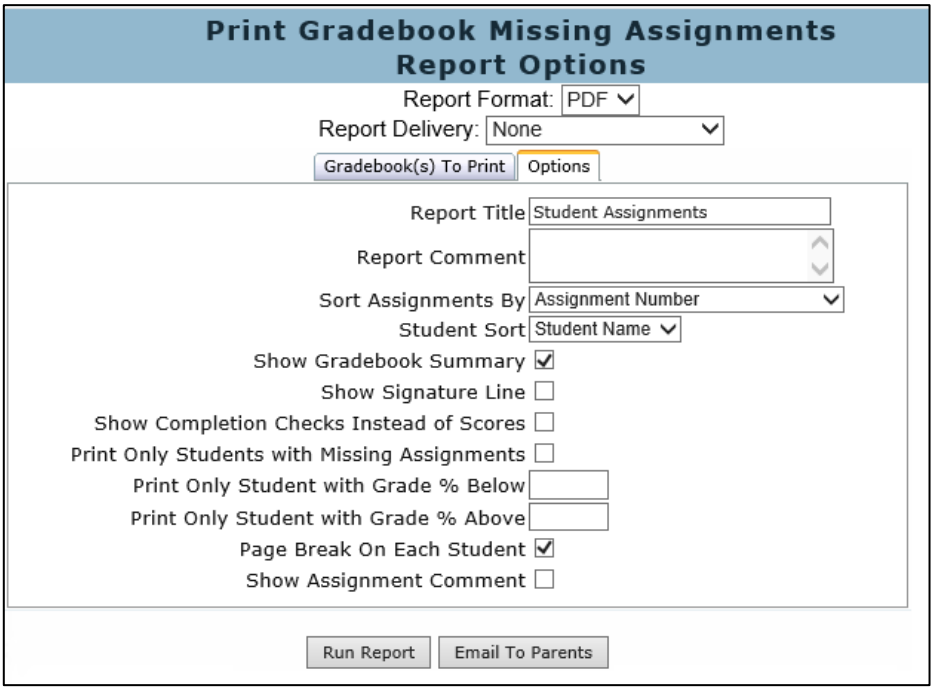
NOTE: When emailing a gradebook report to parents, the **Parents / Students** selection from the **Hide the Overall Percentage / Trend Analysis Score** and **Display the Final Mark** gradebook options will be used to determine whether the Overall Score and/or Final Mark will be included in the email.

Gradebook Missing Assignments

To print missing assignment information for the students click the mouse on **Gradebook Missing Assignments** from the list under Reports. Select the gradebooks and from the following options and then click the mouse on the **Run Report** button.



Click the mouse on the **Options** tab and the following page will display.



The option **Email To Parents** is also included on this report.

The following is an example of the **Gradebook Missing Assignments.**

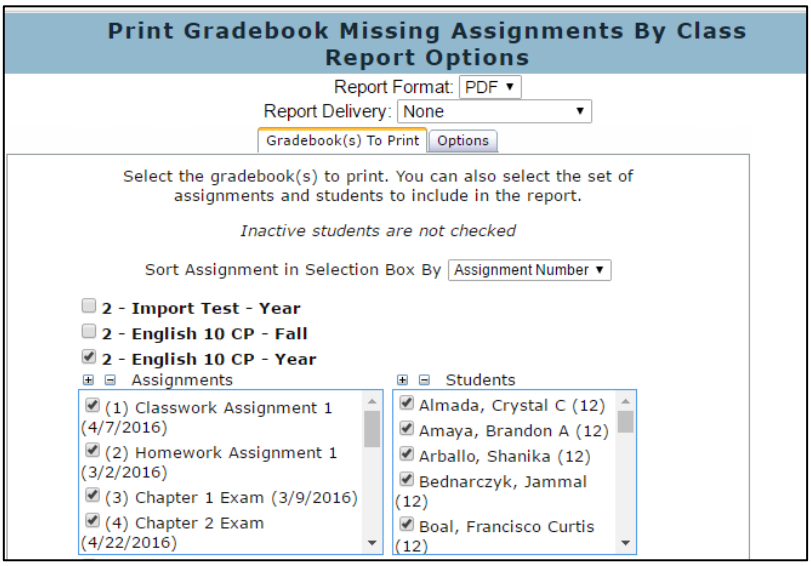
IB US Hist - Spring - PD 2 **Student Assignments** **Acosta**

Abbott, Allan James **Grd: 14** **05/06/2015 02:25 PM**

#	Category	Description	Assignd	# Correct	# Correct Possible	Points Earned	Points Possible	%	Compltd	Due	Counts
27	DBQ	CW DBQ3	05/03/15	[ ]	25	[ ]	25		05/06/15	05/06/15	Yes
28	Classwork	Exam Review	05/29/15	[ ]	20	[ ]	20			05/30/15	Yes

Gradebook Missing Assignments by Class

To print missing assignment information for the class, click on the **Gradebook Missing Assignments By Class** from the list under Reports. Select the gradebooks and options for the report and then click the mouse on the **Run Report** button.



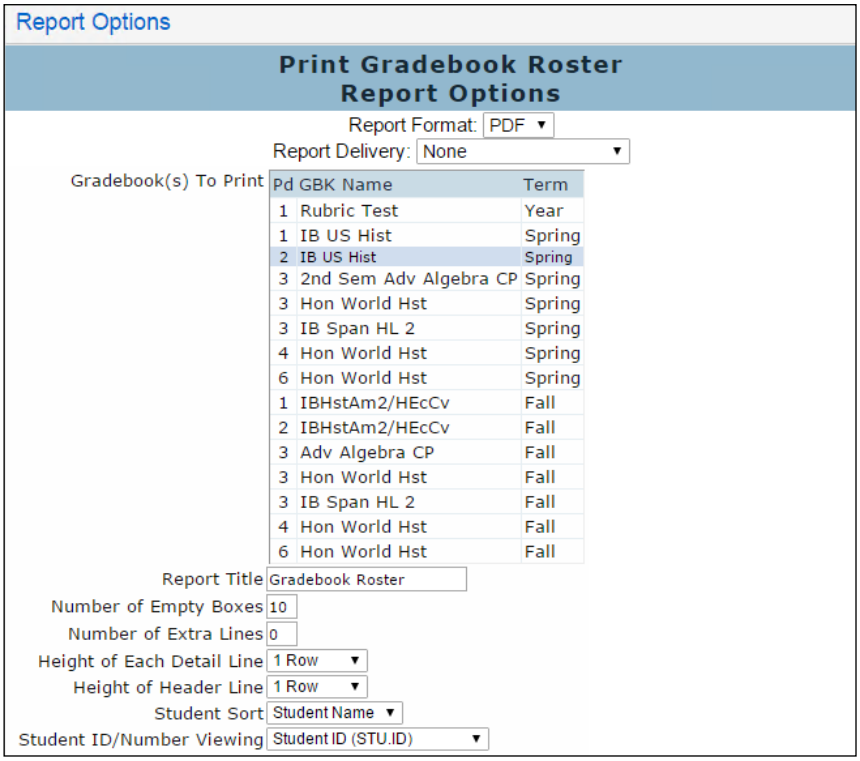
The following is an example of the Gradebook Missing Assignments by Class report.

English 10 CP - Year - PD 2 **Student Missing Assignments By Class** **Acosta**

#	Category	Description	Assignd	# Correct	# Correct Possible	Points Earned	Points Possible	%	Compltd	Due	Counts
Almada, Crystal C			**Grd: 12**								
14	Classwork	Test	05/02/16	[ ]	10	[ ]	10			05/03/16	Yes
Amaya, Brandon A			**Grd: 12**								
14	Classwork	Test	05/02/16	[ ]	10	[ ]	10			05/03/16	Yes
Arballo, Shanika			**Grd: 12**								
14	Classwork	Test	05/02/16	[ ]	10	[ ]	10			05/03/16	Yes
Bednarczyk, Jammal			**Grd: 12**								
14	Classwork	Test	05/02/16	[ ]	10	[ ]	10			05/03/16	Yes

Gradebook Roster

This report allows teachers to print student rosters from gradebook lists with student information and a series of blank columns.
To print this report click the mouse on **Gradebook Roster** from the list under Reports. The following page will display.



Select which **Gradebook To Print** from the dropdown. There are various options to choose from in creating this report. Select from the following options and then click the mouse on the **Run Report** button.

- **Report Title** – the title of the report when printed
- **Number of Empty Boxes** – this number of empty boxes will print on each line.
- **Number of Extra Lines** – this number of empty lines will be printed at the end of the report. These empty lines can be used to write in new students.
- **Height of Each Detail Line** – indicates how high each line of students should be.
- **Student Sort** – students can be sorted by name, student ID or custom sort order
- **Student ID/Number Viewing** – view by Student ID (STU.ID), Student Number (STU.SN) or Neither
- **Show Line Numbers** – next to each student.
- **Show Student Grade Level** - to the right of each student name.
- **Show Phone Number**
- **Show Address**
- **Show City** – in addition to the street address.
- **Show Birth Date**
- **Show Parent/Guardian Name**
- **Include Inactives** – by default, only active students print.
- **Include Student Alias Names** – will display student alias name if applicable

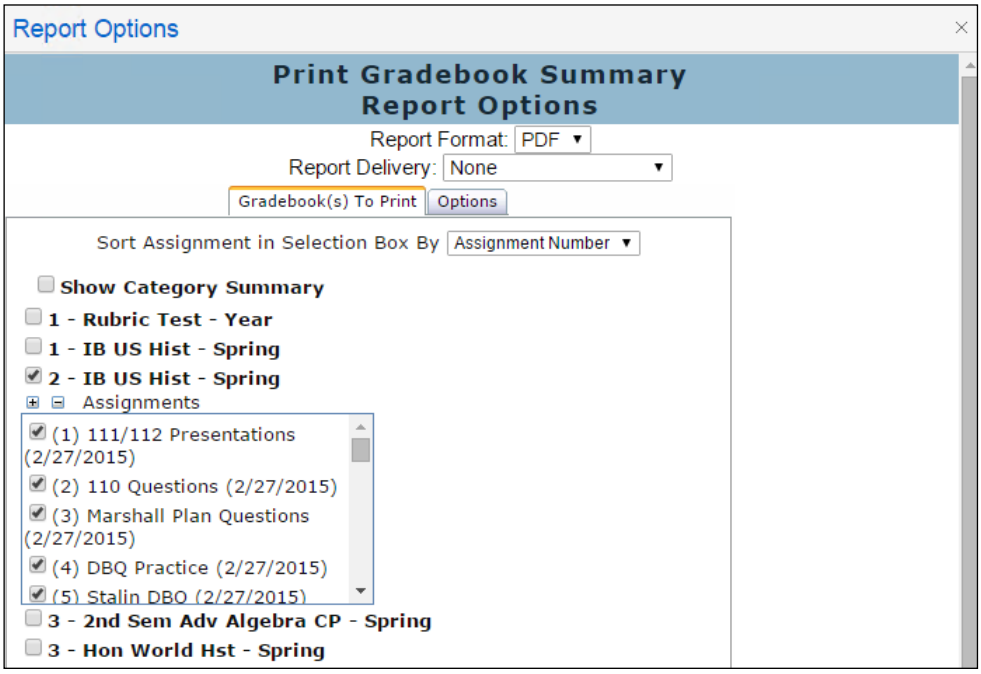
The following is an example of the **Gradebook Roster.**

2 - IB US Hist - Spring **Gradebook Roster** **Acosta**

	Stu#	Student Name	Gr	Phone	Address	Parent/Guardian
1	99400001	Abbott, Allan James	14	777.555.9448	1116 Glenview Lane	M/M A Abbott
2	99400005	Abea, Ayrianna J	12	777.555.7213	1121 E Durfee	M/M A Abea
3	99400215	Beatty, David W	12	777.555.0862	3340 Sumner Ave #101	M/M B Beatty
4	99400299	Braggins, Joseph A	12	777.555.4593	1169 E Level St.	M/M B Braggins
5	99400628	De Leon, Christopher David	12	777.555.2823	1160 N Manzanita Ave	M/M D De Leon

Gradebook Summary

To print a summary for a gradebook click the mouse on **Gradebook Summary** from the list under Reports. Select the gradebook and the various printing options.



The following is an example of the **Gradebook Summary.**

2 - IB US Hist - Spring ***Gradebook Summary*** **Acosta**

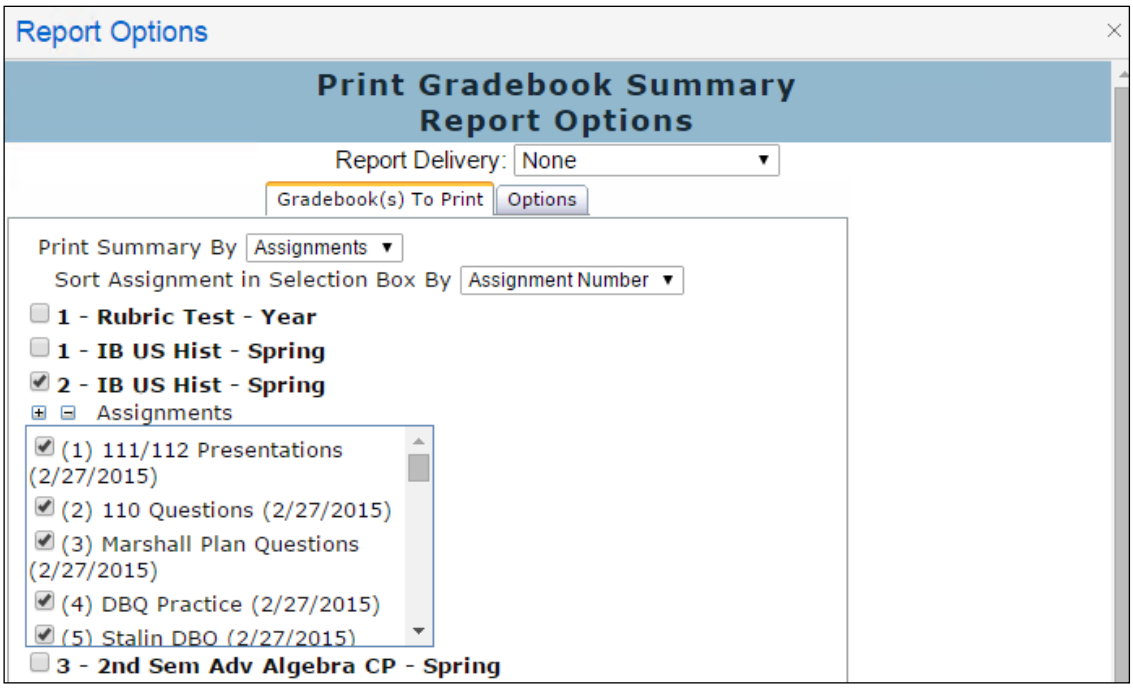
Assignment Number		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23		
Max Points		10	3	5	3	20	10	25	5	3	10	5	3	10	15	20	20	3	5	20	3	5	10	5	30 Assignments	
**Grading Completed		☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑		
Student Name	Grade																								Overall Pct	Mark
Abbott, Allan James	14	10	3	5	3	20	10	25	5	3	10	5	3	10	15	20	20	2	3	15	1	5	10	7	90.62	A-
Abea, Ayrianna J	12	10	3	5	3	14	10	16	5	3	10	5	3	10	14	12	11	3	5	10	3	5	9	3	79.93	C+
Beatty, David W	12	10	3	5	3	13	8	15	0	3	8	5	3	9	15	13	12	3	5	14	3	5	10	0	80.09	B-
Braggins, Joseph A	12	10	3	5	3	12	10	19	5	3	10	0	3	10	15	9	8	3	5	9	3	5	6	3	78.12	C+
De Leon, Christopher	12	10	3	5	3	17	8	16	5	3	10	5	3	10	15	12	15	3	5	14	0	0	10	0	83.38	B
Gelfuso, Marlinna M	12	10	3	5	3	16	10	18	5	3	10	5	3	10	13	13	15	3	5	13	0	0	10	5	84.04	B
Gil, Jeremy C	12	10	0	0	2	16	7	17	0	3	10	5	3	9	15	13	12	0	0	10	3	3	10	2	72.03	C-
Huerta, Iman	12	10	3	5	3	15	8	15	5	3	10	5	3	9	15	10	12	3	5	10	3	0	10	0	76.97	C
Lansford, Kimberly	12	10	3	5	3	15	10	17	5	3	10	5	3	10	14	9	11	3	5	11	3	5	9	5	81.25	B-
Lee, Michelle	12	10	3	5	3	16	10	17	5	3	10	5	3	10	15	12	8	3	5	12	3	5	10	5	85.19	B
Leos, Christine Marie	12	10	3	5	3	19	10	23	5	3	10	5	3	10	15	13	15	3	5	14	3	5	10	5	91.11	A-

Gradebook Summary Export to Excel

There are 2 **Gradebook Summary** reports available. The **Gradebook Summary Export to Excel** report converted from ABI. In order to support a high number of assignments and to allow teachers versatility in printing options, this report will always output to XLS format.

To print a summary for a gradebook click the mouse on **Gradebook Summary Export to Excel** from the list under Reports.

Select a gradebook from the list and select the various printing options.



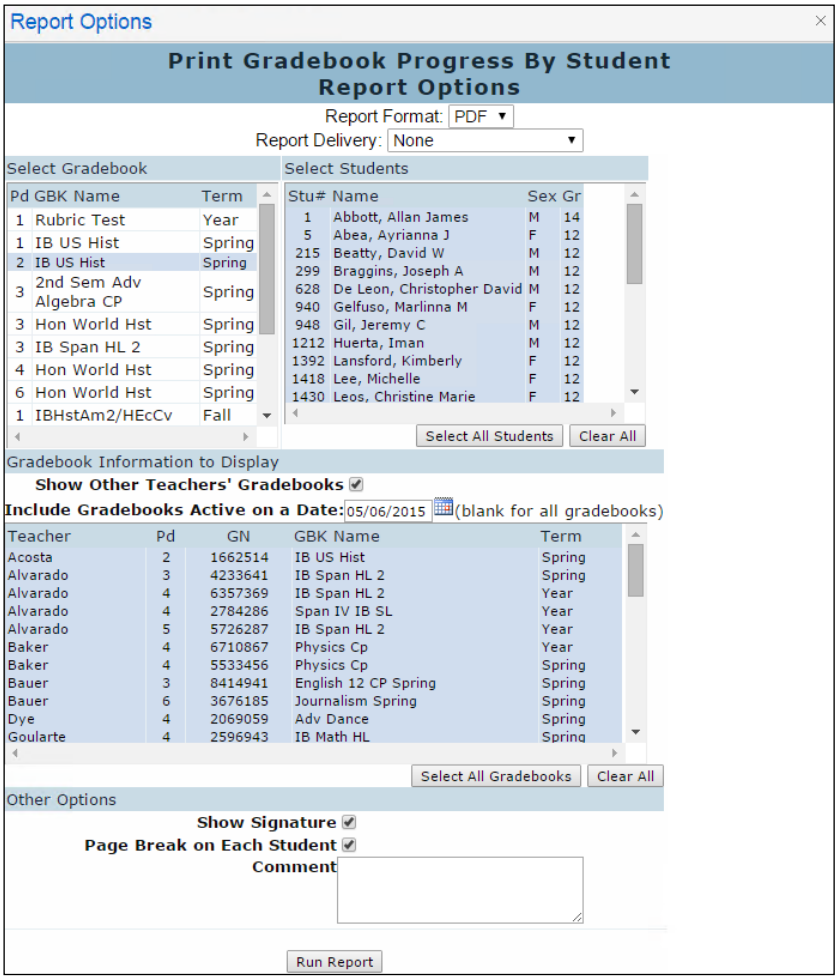
The default will select all Assignments in the Gradebook. Clicking the mouse on one assignment can select individual assignments. Holding down the **Control (Ctrl)** key and clicking on assignments can select more than one in that area. When complete click the mouse on the **Run Report** button.

The following is an example of the **Gradebook Summary in Excel format**.

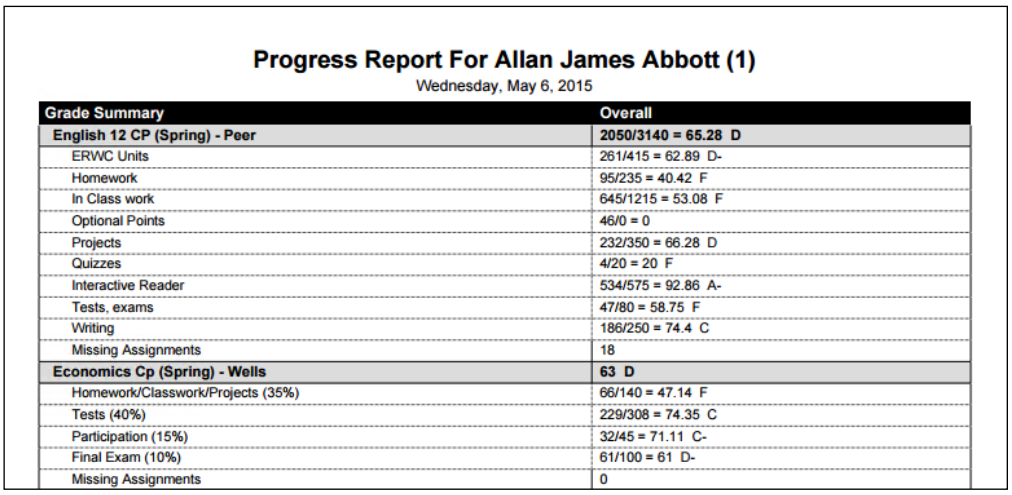
	A	B	C	D	E	F	G	H	I	J	K
1	**Gradebook Summary**										
2	**2 - IB US Hist - Spring**										
3	**Teacher: Acosta**										
4	**Total Graded Assignments: 30**										
5	**Student Name**		**Gr**	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**
6	**Max Corrects:**			**10**	**3**	**5**	**3**	**20**	**10**	**25**	**5**
7	****Grading Completed:**			**Y**	**Y**	**Y**	**Y**	**Y**	**Y**	**Y**	**Y**
8	Abbott, Allan James		14	10	3	5	3	20	10	25	5
9	Abea, Ayrianna J		12	10	3	5	3	14	10	16	5
10	Beatty, David W		12	10	3	5	3	13	8	15	0
11	Braggins, Joseph A		12	10	3	5	3	12	10	19	5
12	De Leon, Christopher David		12	10	3	5	3	17	8	16	5
13	Gelfuso, Marlinna M		12	10	3	5	3	16	10	18	5

Progress By Student

This report optionally allows a teacher to view on a single report how students are doing in all their subjects.



The following is an example of the **Progress By Student** report.



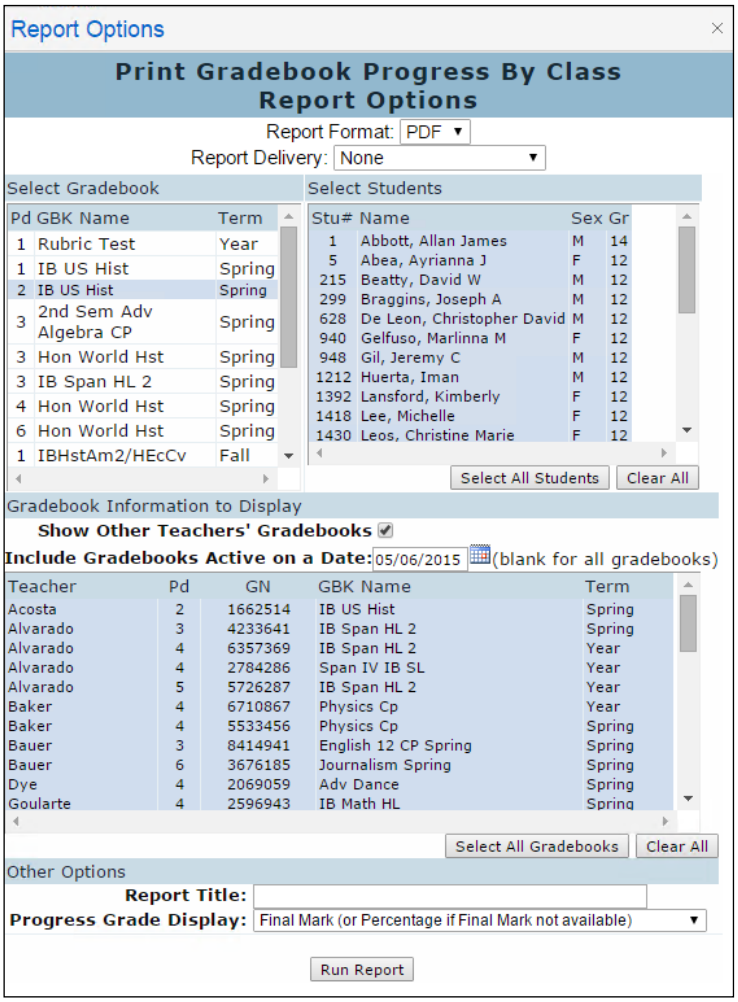
Progress Report For Allan James Abbott (1)

Wednesday, May 6, 2015

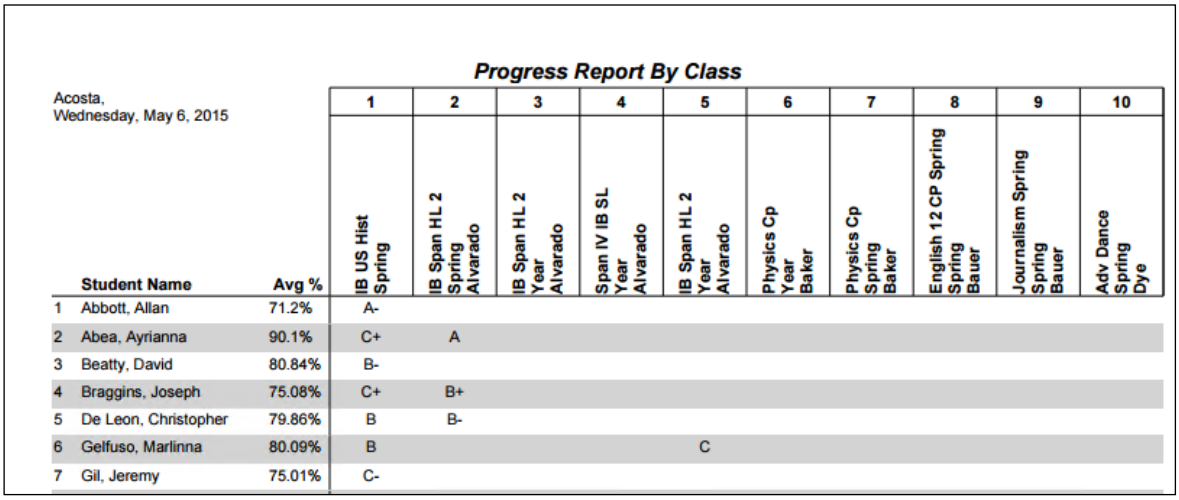
Grade Summary	Overall
English 12 CP (Spring) - Peer	**2050/3140 = 65.28 D**
ERWC Units	261/415 = 62.89 D-
Homework	95/235 = 40.42 F
In Class work	645/1215 = 53.08 F
Optional Points	46/0 = 0
Projects	232/350 = 66.28 D
Quizzes	4/20 = 20 F
Interactive Reader	534/575 = 92.86 A-
Tests, exams	47/80 = 58.75 F
Writing	186/250 = 74.4 C
Missing Assignments	18
Economics Cp (Spring) - Wells	**63 D**
Homework/Classwork/Projects (35%)	66/140 = 47.14 F
Tests (40%)	229/308 = 74.35 C
Participation (15%)	32/45 = 71.11 C-
Final Exam (10%)	61/100 = 61 D-
Missing Assignments	0

Progress By Class

This report optionally allows a teacher to view on a single report how all their students in a gradebook are doing in all their subjects. Use the student and gradebook selections to limit the output of the report.



The following is an example of the **Gradebook Progress By Class** report.



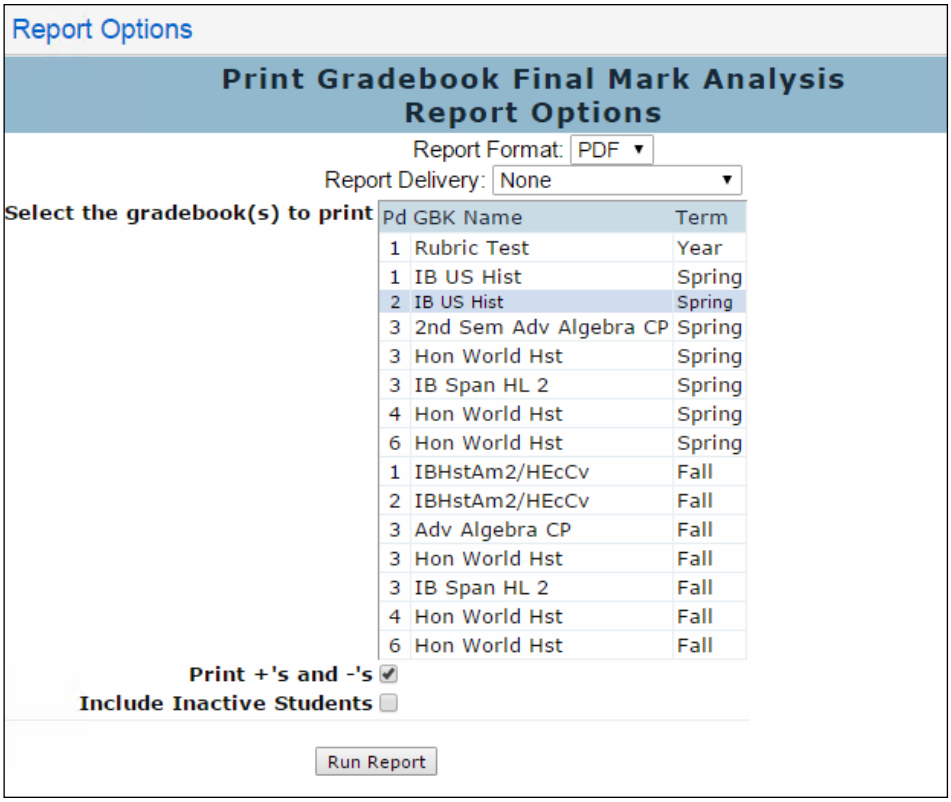
Progress Report By Class

Acosta,
Wednesday, May 6, 2015

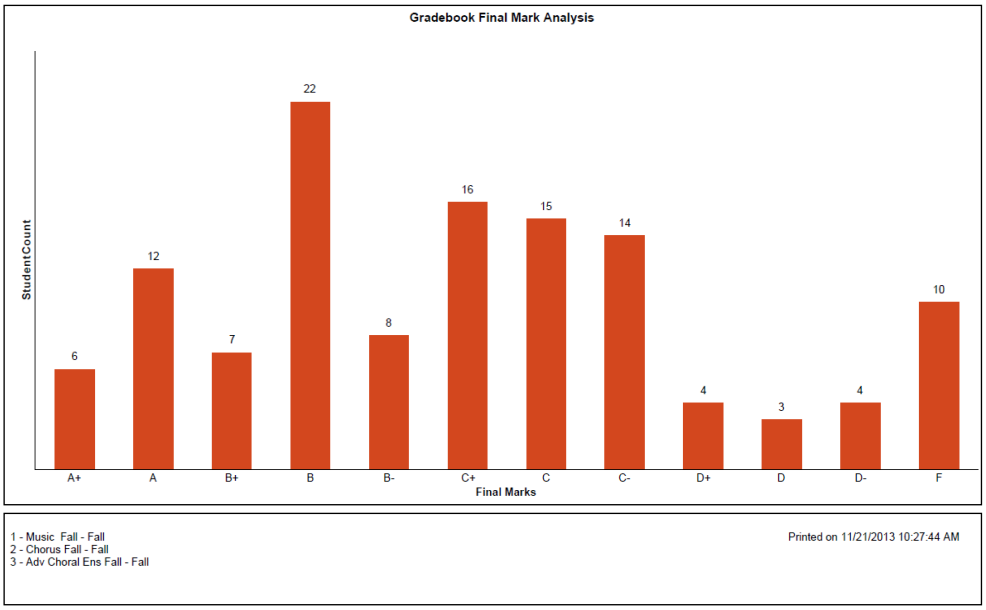
	Student Name	Avg %	1 IB US Hist Spring	2 IB Span HL 2 Spring Alvarado	3 IB Span HL 2 Year Alvarado	4 Span IV IB SL Year Alvarado	5 IB Span HL 2 Year Alvarado	6 Physics Cp Year Baker	7 Physics Cp Spring Baker	8 English 12 CP Spring Spring Bauer	9 Journalism Spring Spring Bauer	10 Adv Dance Spring Dye
1	Abbott, Allan	71.2%	A-									
2	Abea, Ayrianna	90.1%	C+	A								
3	Beatty, David	80.84%	B-									
4	Braggins, Joseph	75.08%	C+	B+								
5	De Leon, Christopher	79.86%	B	B-								
6	Gelfuso, Marlinna	80.09%	B				C					
7	Gil, Jeremy	75.01%	C-									

Gradebook Final Mark Analysis

The **Gradebook Final Mark Analysis** report is a bar graph of final marks for students in a single gradebook or across multiple gradebooks. The **Print +'s and –'s** option will allow final marks with + or – to print. With the option not selected, final marks with + or – will not print.

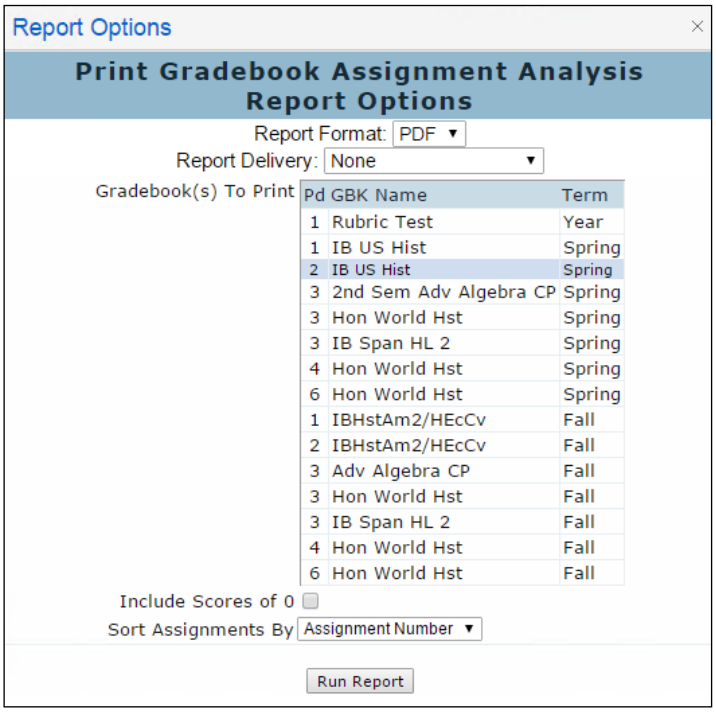


The following is an example of the **Final Mark Analysis** report.



Gradebook Assignment Analysis

The **Gradebook Assignment Analysis** report is used to calculate and display various statistical analyses of the scores of assignments for selected gradebooks. The **Include Scores of 0** option will include or exclude assignments with a score of 0 from the statistical analysis.



The following is an example of the **Print Gradebook Assignment Analysis** report.

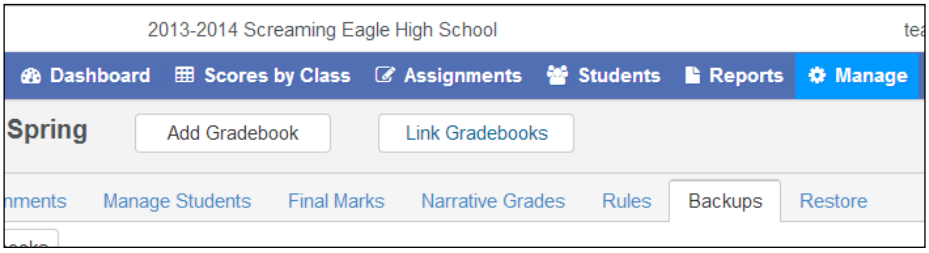
Assignment Analysis for 2 - IB US Hist - Spring (Acosta)

#	Category	Description	Due	Max Correct	Grading Cmpltd	Max	Min	Avg	Median	Mode	Var	StDev	AvgDev
1	Classwork	111/112 Presentations	2/27/2015	10	Yes	10	10	10	10	10	0	0	0
2	Classwork	110 Questions	2/27/2015	3	Yes	3	3	3	3	3	0	0	0
3	Classwork	Marshall Plan Questions	2/27/2015	5	Yes	5	5	5	5	5	0	0	0
4	Homework	DBQ Practice	2/27/2015	3	Yes	3	2	2.95	3	3	0.04	0.2	0.04
5	DBQ	Stalin DBQ	2/27/2015	20	Yes	20	11	15.19	15	16, 15	4.48	2.11	1.57
6	Homework	Cold War Packet	2/27/2015	10	Yes	10	7	9.15	10	10	1.49	1.22	0.84
7	DBQ	China DBQ	2/27/2015	25	Yes	25	15	17.73	17	17	5.48	2.34	1.57
8	Homework	Sharing our Humanity	2/27/2015	5	Yes	5	2	4.86	5	5	0.4	0.63	0.13
9	Classwork	Indo-Pakistan Reading	2/27/2015	3	Yes	3	3	3	3	3	0	0	0

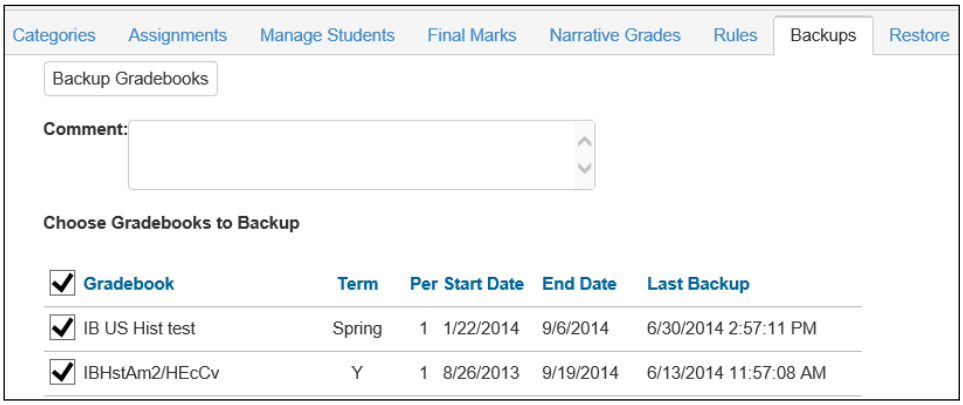
GRADEBOOK BACKUPS

The **Backups** tab on the **Manage page** will allow teachers to **Backup** their gradebooks.

To create a backup of the gradebooks, click the mouse on the **Backups** tab.

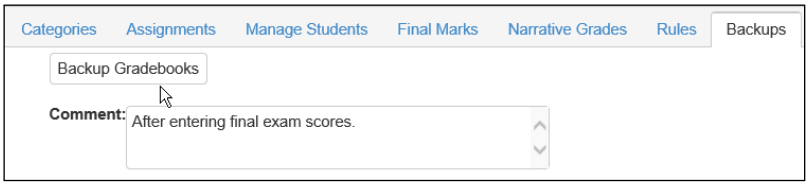


The following page will display and will list all of the teacher's current gradebooks.



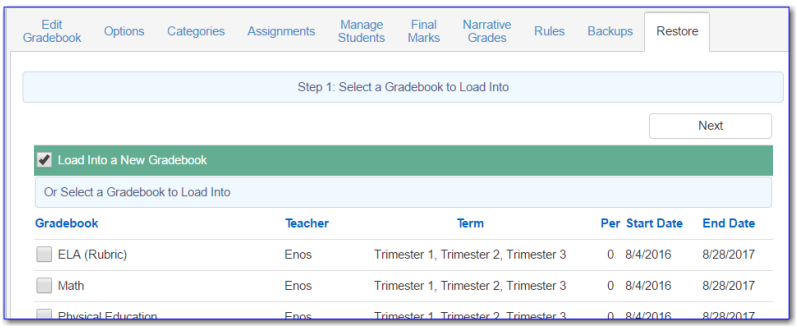
You can choose to backup **ALL** gradebooks by clicking your mouse on the **Gradebook** check box on the top left of the **Backups** page. This will select all of the gradebooks in the backup area.

You can also select a single gradebook to backup by deselecting the **Gradebook** check box and selecting gradebooks individually. After you have selected the gradebooks to backup, a comment can be entered. Click the mouse on the **Backup Gradebooks** button at the top of the page.



Backups will be created for the selected gradebooks with the date and time when created.

To **Restore a Gradebook** click the mouse on the **Restore** tab. The following page will display and will list all of the teacher's gradebooks.



To **Restore** a backup into a **New** Gradebook, leave the **Load into a New Gradebook** option checked and then click the mouse on the **Next** button.

To **Restore** an **existing gradebook** back to a previous gradebook backup, check the box next to the existing gradebook in the list. The selected gradebook will now be highlighted in green. Then click the mouse on the **Next** button at the bottom of the page to continue.

Gradebook	Teacher	Term	Per	Start Date	End Date
☐ ELA (Rubric)	Enos	Trimester 1, Trimester 2, Trimester 3	0	8/4/2016	8/28/2017
☑ Math	Enos	Trimester 1, Trimester 2, Trimester 3	0	8/4/2016	8/28/2017

On **Step 2: Select a Backup to Restore From** of the **Restore** form you will see the list of previously backed up gradebooks**. Note the Date and Time of the backups are displayed**.

Restore Gradebook

Step 2: Select a Backup to Restore From

Berglund ▾ 2 - 2nd Sem Geometry... ▾

Date/Time	School Year	Term	Per
12/4/2013 8:39:21 AM	2013	Spring	2
12/9/2013 8:50:17 AM	2013	Spring	2

Choose the gradebook you wish to **Restore** into a new or existing gradebook by highlighting the backup in the list. The selected backup will now be highlighted in green. Click the mouse on the **Next** button at the bottom of the page.

Restore Gradebook

Step 2: Select a Backup to Restore From

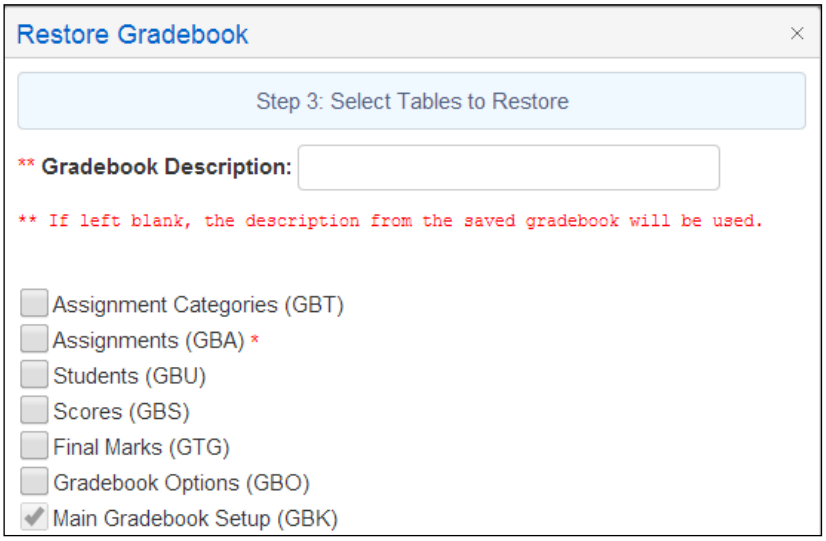
Berglund ▾ 2 - 2nd Sem Geometry... ▾

Date/Time	School Year	Term	Per
12/4/2013 8:39:21 AM	2013	Spring	2
12/9/2013 8:50:17 AM	2013	Spring	2
7/2/2014 3:13:57 PM	2013	Spring	2

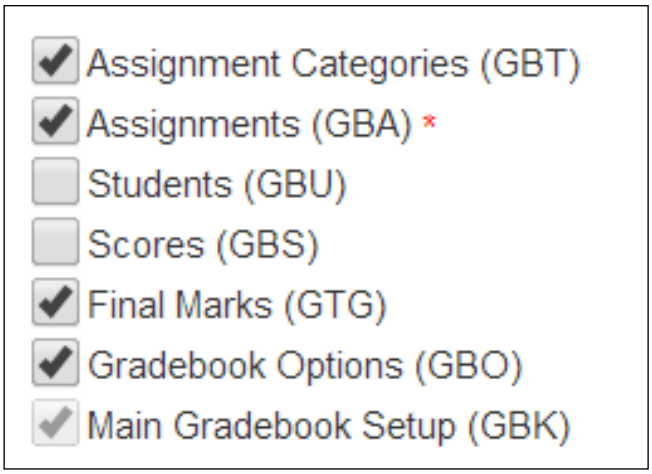
Cancel Next

On **Step 3: Select Tables to Restore** of the **Restore** page you can give your **New** gradebook a name in the **Gradebook Description** box. If you choose to leave the Gradebook description blank on this form, the new gradebook will take on the name of the gradebook you are restoring from.

If you are **restoring a previous version of an existing gradebook** you will not see the Gradebook Description box.



Select the tables to restore into your new or existing gradebook. If restoring a gradebook for a new term and class but the same subject and assignments, select the following options:



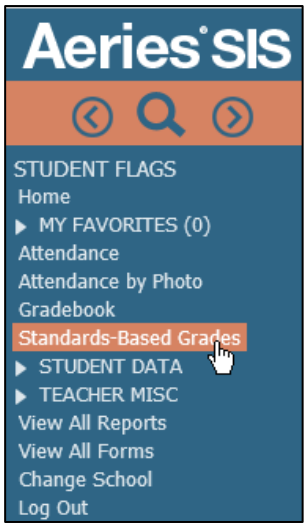
Once your selections are made, click your mouse on the **Restore** button at the bottom of the page.

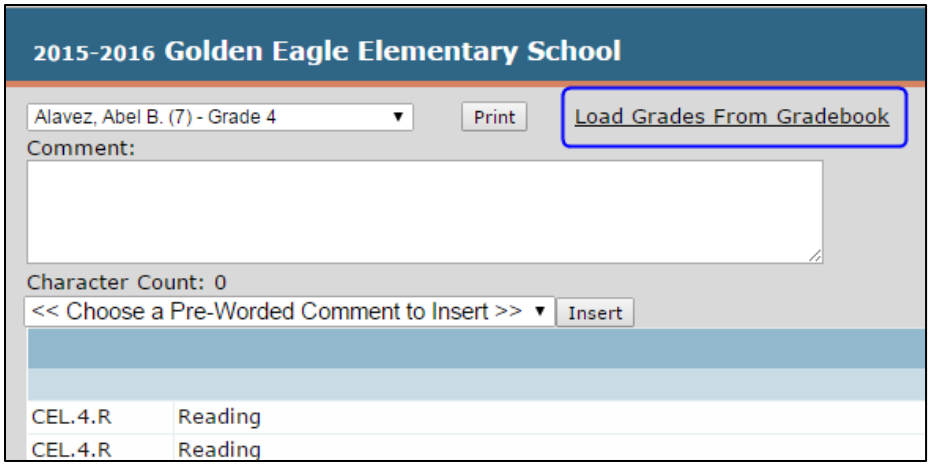
GRADE REPORTING-LOAD FROM GRADEBOOK

During grade reporting periods, the assignment scores can be calculated from the Gradebook and transferred over to the student's grades. Gradebook assignments must be linked to standards.

Elementary Non-Rubric Gradebooks

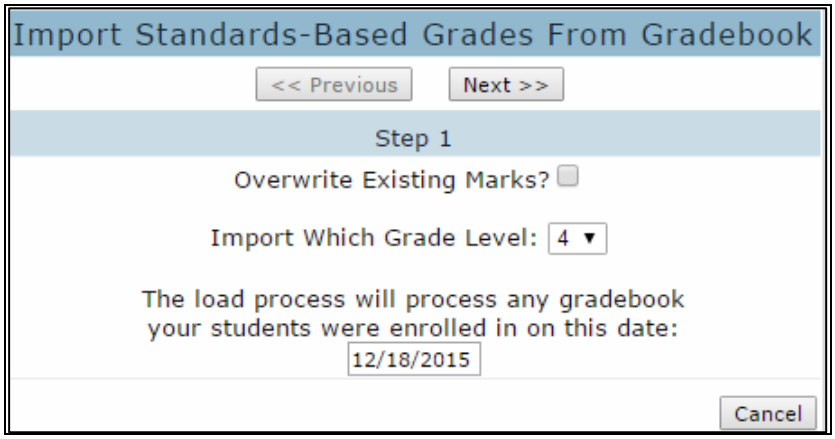
A **Load Grades from Gradebook** link will be available on the **Standards Based Grades** page for elementary schools.





Step 1

The following page will display after clicking on the **Load Grades from Gradebook** link on the Teachers **Standards Based Grades** page.



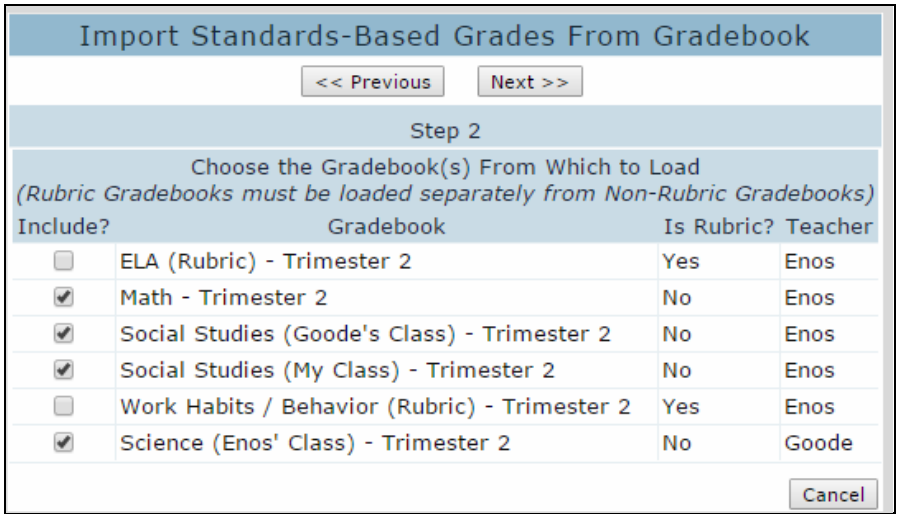
Below are the options for **Step 1.**

- **Overwrite Existing Marks** if not selected, only blanks marks will be updated. If loading after marks have been added to the report card, this option must be selected.
- **Import Which Grade Level:** select the grade from the dropdown
- **The load process will process any gradebook your students were enrolled on this date:** date defaults from the Term table

Step 2

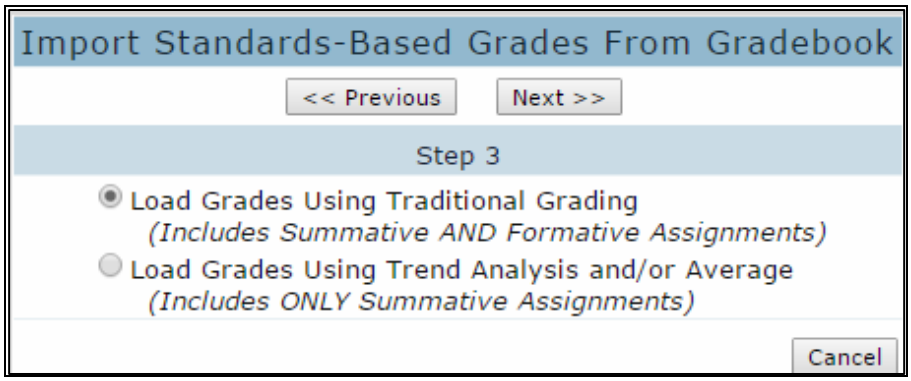
Step 2 will display with current gradebooks and gradebooks of other teachers for the students. Select the gradebooks to load. Click the mouse on the **Next** button.

Choose the Gradebook(s) from Which to Load. Rubric Gradebooks must be loaded separately from Non-Rubric Gradebooks. Click on the **Next** button to continue.



Step 3

Step 3 provides the following options for the Non-Rubric Gradebooks selected on **Step 2**.



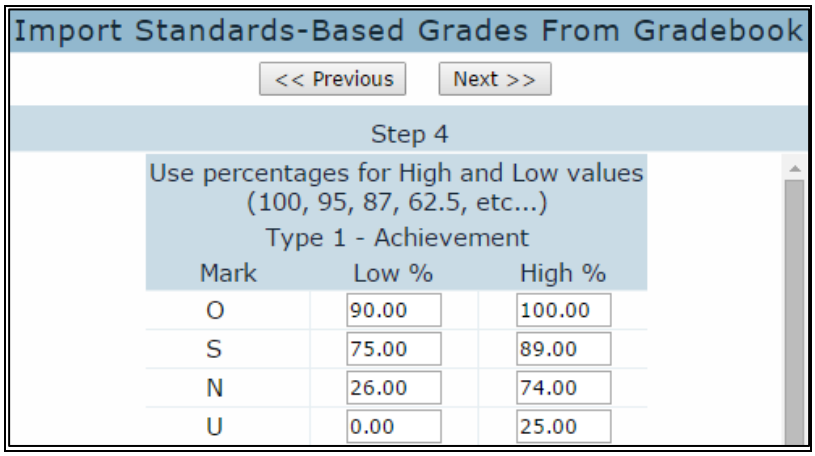
- **Load Grades Using Traditional Grading *(Includes Summative AND Formative Assignments)*** This option loads the averages from the percentage or the average of the score for Rubric gradebooks

- **Load Grades Using Trend Analysis and/or Average *(Includes ONLY Summative Assignments)*** This option loads Summative only assignments and displays the Minimum, Maximum, Trend and Average scores on **Step 5**. Any of the scores can be selected and loaded into the report card.

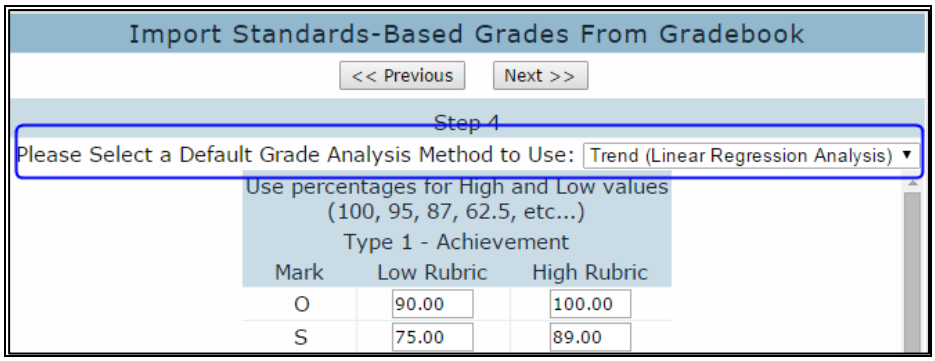
Click on the **Next** button to continue.

Step 4

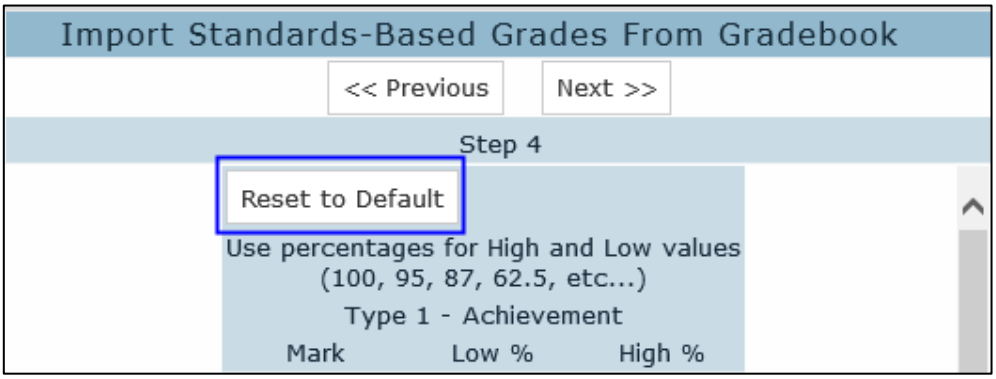
Step 4 will display with **Marks** to be calculated from the Gradebook scores and loaded. The **High** and **Low Percentages** must be entered to calculate the **Marks**. After all **High** and **Low Percentages** have been entered click the mouse on the **Next** button. Each mark used on the report card must be defined.



Gradebooks loaded with the **Trend Analysis** option on **Step 3** will display the following page for **Step 4**. A dropdown is available to select the **Default Grade Analysis Method to Use**. This option will display the selected method as the default grade but can be changed in **Step 5**.



This step has a **Reset to Default** button. Clicking on this button will replace the existing range of values with the District defined values.



Step 5

Step 5 will now display the students with their **Overall** percentage and the grade mark that was calculated. To update the marks into grades click the mouse on the **Import Grades** button. Below is an example of the **Traditional Grading** option selected on **Step 3.**

Import Standards-Based Grades From Gradebook

<< Previous | Import Grades

Step 5

Results

Aadasian, Ruben P. (2) - Grade 2

Standard	Description		Reading - Year	Overall %	Mark
1009	LANGUAGE ARTS	Achievement	75.00%	75.00%	S
1009	LANGUAGE ARTS	Effort	75.00%	75.00%	E
1010	Decodes and recognizes words		100.00%	100.00%	4
1011	Develops vocabulary and concepts				
1012	Reads aloud with fluency, accuracy, intonation and expression		100.00%	100.00%	4

Step 5 with the **Trend Analysis** option selected on **Step 3,** will now display the students with four values available: **Min**, **Max, Trend** and **Avg** for each standard linked to a gradebook assignment. The highlighted score is the default from **Step 4**.

Import Standards-Based Grades From Gradebook

<< Previous | Import Grades

Step 5

Results

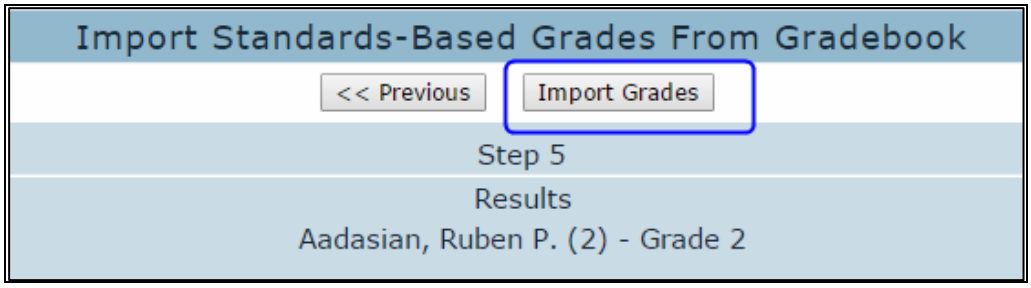
Aadasian, Ruben P. (2) - Grade 2

Standard	Description		Min	Max	Trend	Avg
1009	LANGUAGE ARTS	Achievement	50 (N)	100 (O)	**100 (O)**	75 (S)
1009	LANGUAGE ARTS	Effort	50 (N)	100 (E)	**100 (E)**	75 (E)
1010	Decodes and recognizes words		**100 (4)**			
1011	Develops vocabulary and concepts					
1012	Reads aloud with fluency, accuracy, intonation and expression		**100 (4)**			
1013	Uses prereading strategies					

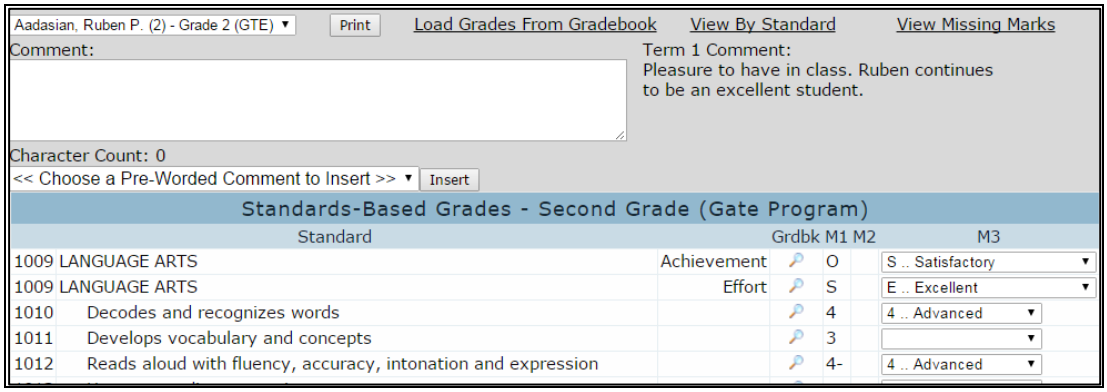
Teachers can select different scores for each student and standard by clicking on the scores displayed. The teacher can select the **Min**, **Max**, **Trend** or **Avg** by clicking on the score. It will now highlight and the grade mark will display. The applicable Mark highlighted will load into the report card.

NOTE: When using the **Trend Analysis** option selected on **Step 1,** ONLY **<u>Summative Assignments</u>** are included in the **Load from Gradebook** process. **<u>Formative Assignments</u>** are excluded.

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

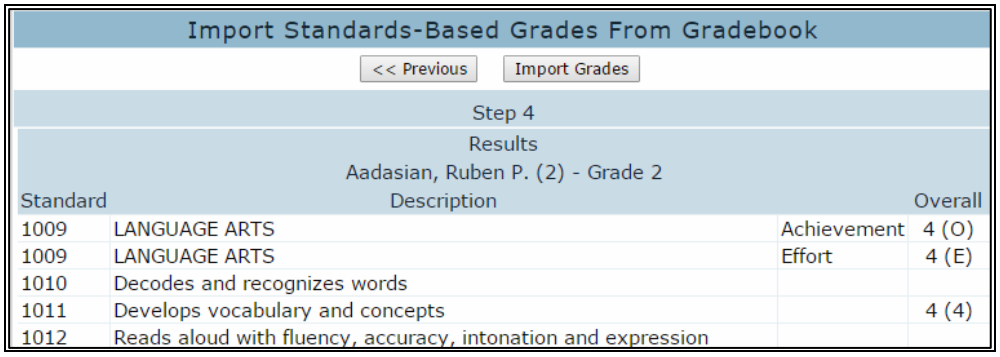


The **Standards Based Grades** screen will now display. All marks calculated above for the students will display on this screen.



Elementary Rubric Gradebooks

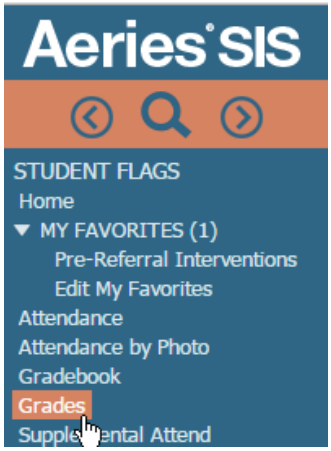
Steps 1 through **Step 3** are the same as above. **Step 4** will now display the Overall Mark. The Standard Grade is now calculated using **Trend Analysis** to find the grade on a standard, then averages the "sibling standards" together to determine the grade for the "parent standard". This process is repeated until it reaches the assessed standard**.**

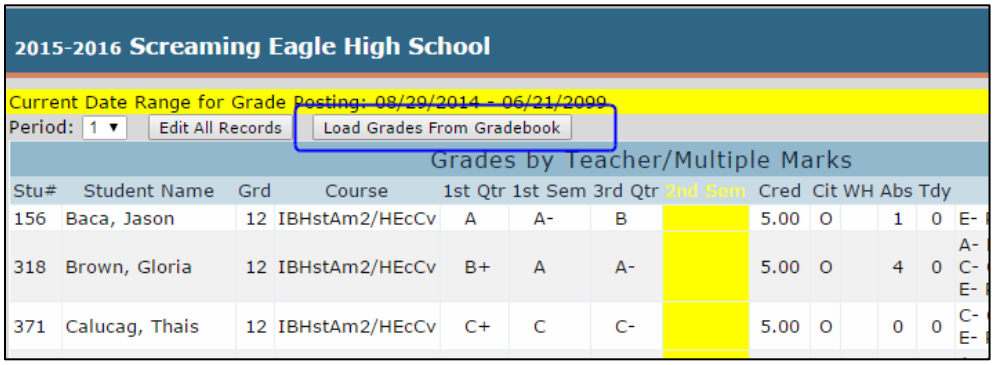


To update the marks into the **Standards Based Grades (SBG)** table click the mouse on the **Import Grades** button.

Secondary Gradebooks (GRD)

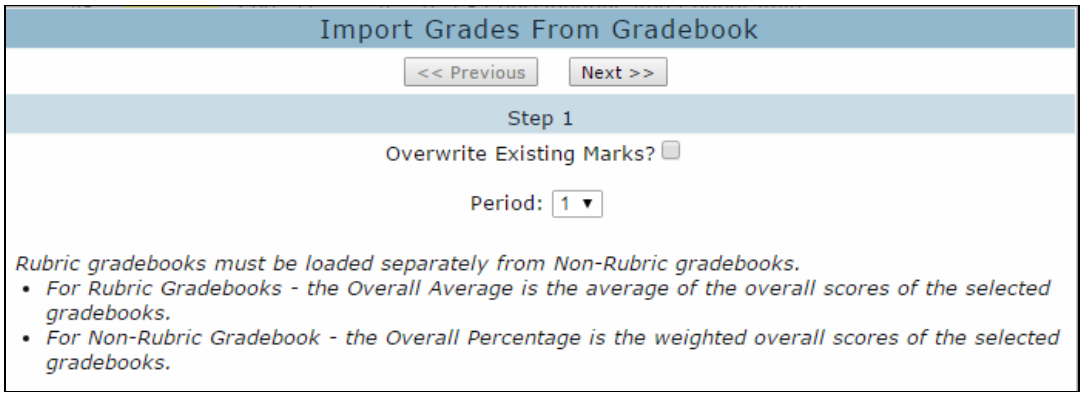
A **Load Grades from Gradebook** link also will be available on the **Grades** page for secondary schools.





Step 1

The following screen will display. On **Step 1** click the mouse on the **drop down** and select the period.



The following notes will display:

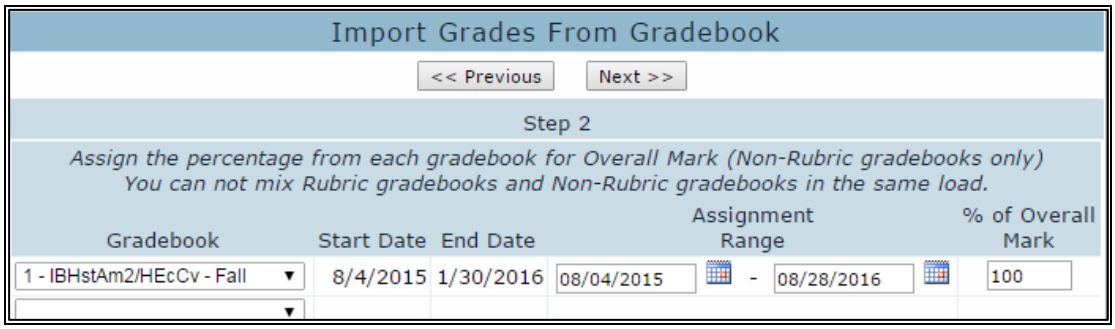
Rubric gradebooks must be loaded separately from Non-Rubric gradebooks.

- *For Rubric Gradebooks - the Overall Average is the average of the overall scores of the selected gradebooks.*
- *For Non-Rubric Gradebook - the Overall Percentage is the weighted overall scores of the selected gradebooks.*

Click the mouse on the **Next** button to continue.

Step 2

Step 2 will display a dropdown of the teacher's gradebooks. Enter the **Assignment Range** and **% of Overall Mark** for each gradebook you wish to calculate. If the gradebook option of "**Filter Assignments by"** Assignment **Due Date** is turned on, the gradebook date ranges will display. Click the mouse on the **Next** button.

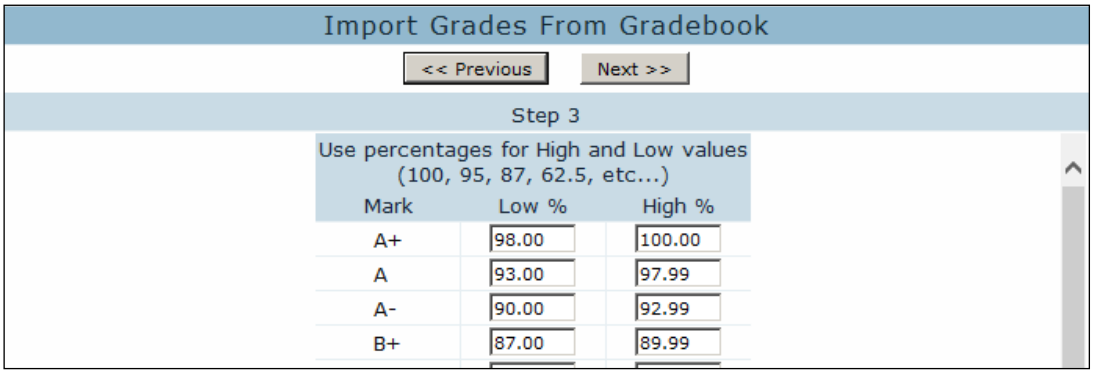


NOTES:

- A single gradebook can be loaded with multiple assignment or date ranges and different **%s of Overall Mark**
  - EX: loading the Final Test assignment with a different **% of Overall Mark** from the rest of the gradebook
- If loading multiple gradebooks for the same period, load with each **% of Overall Mark** totaling 100.
  - EX: to load 2 separate gradebooks enter 50% in the **% of Overall Mark** field so that the total for both gradebooks equals 100%

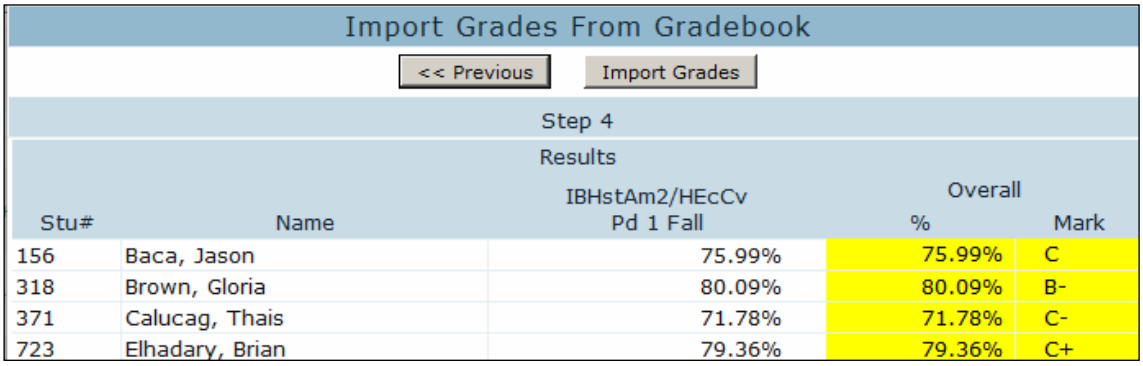
Step 3

Step 3 will display with **Marks** to be calculated and loaded. The **High** and **Low Percentages** must be entered to calculate the **Marks**. After all **High** and **Low Percentages** have been entered click the mouse on the **Next** button.

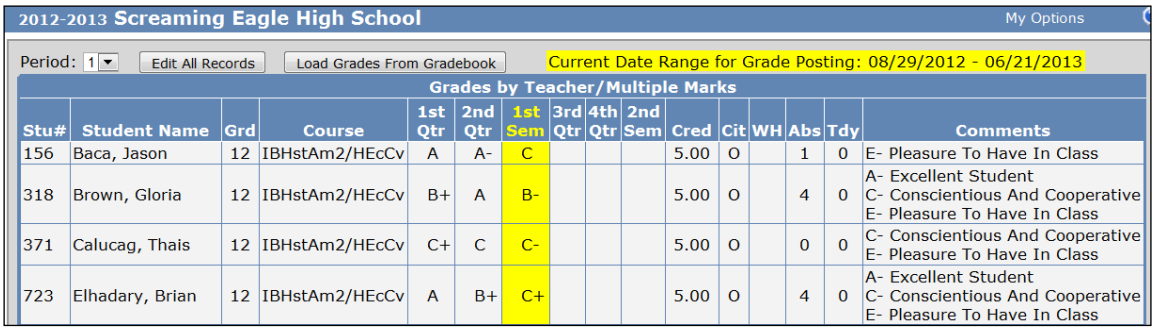


Step 4

Step 4 will now display the students with their **Overall** percentage and the grade mark that was calculated. To update the marks into grades click the mouse on the **Import Grades** button.



The **Grades** screen will now display. All marks calculated above for the students will display on this screen.



Secondary Gradebooks - Standards Aligned (GRS)

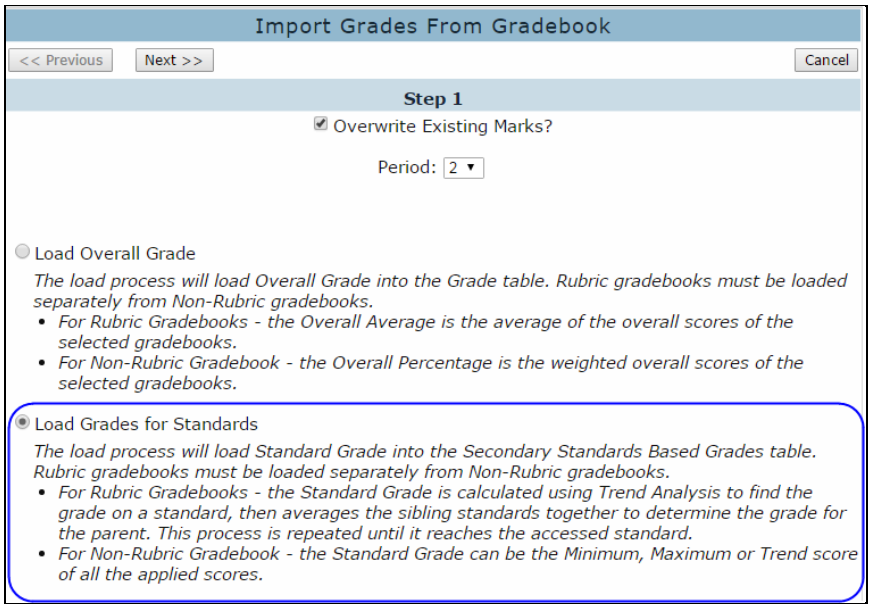
The **Standards Based Grade Reporting for Secondary Schools** allow schools to define which standards are linked to a course and then identify which of those standards should display on the report card. During the grade reporting period teachers can enter grades for each standard as well as an overall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

Detailed documentation including the setup is included in the link below:

Standard_Based_Grade_Reporting_for_Secondary_Schools.pdf

Step 1

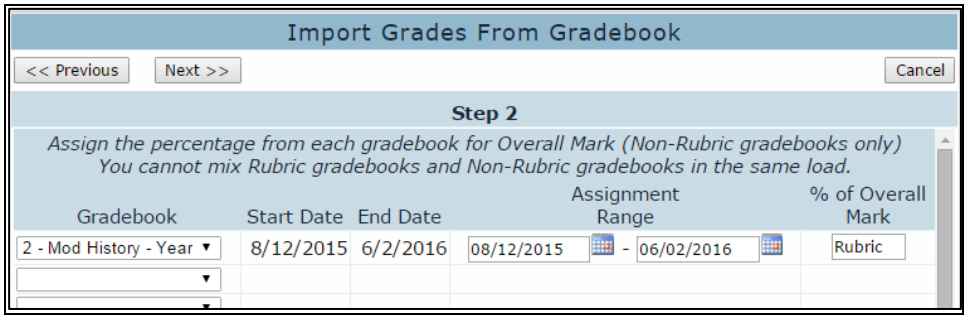
For schools using Standard Based Grading in Secondary schools, **Step 1** will display with an additional option to **Load Grades for Standards**:



Teachers will need to load for the Overall Grade (GRD) and also for the Standards (GRS).

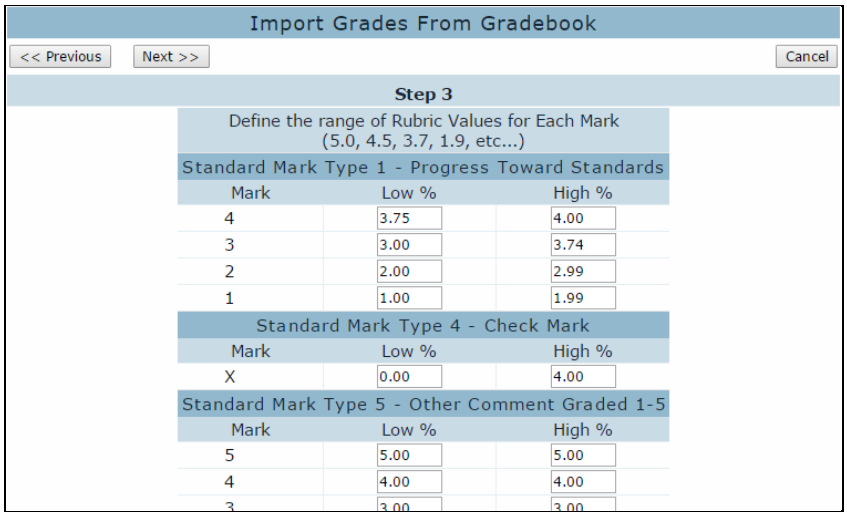
Step 2

Step 2 will display a dropdown of the teachers gradebooks. Enter the **Assignment Range** and **% of Overall Mark** for each gradebook you wish to calculate. If the gradebook option of "**Filter Assignments by"** Assignment **Due Date** is turned on, the gradebook date ranges will display. Click the mouse on the **Next** button.



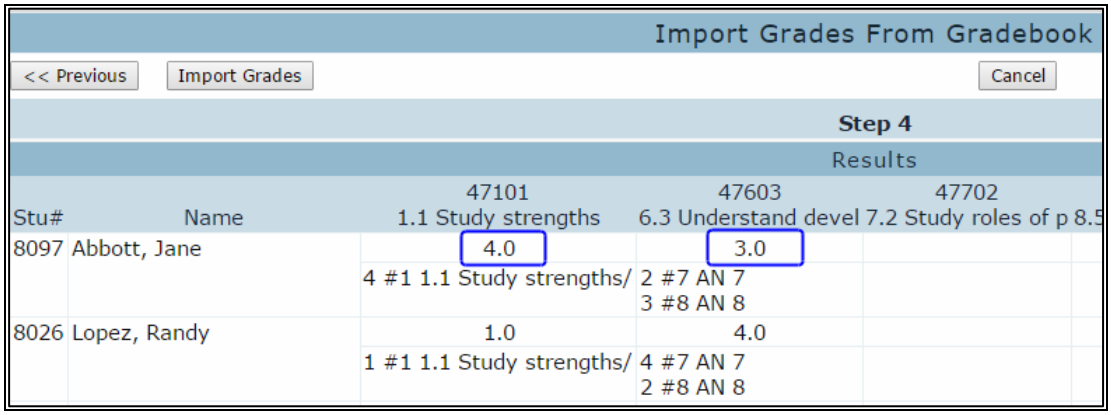
Step 3

Step 3 will display with **Marks** to be calculated and loaded for the Secondary Standard Based Report card. The **High** and **Low Percentages** must be entered to calculate the **Marks**. After all **High** and **Low Percentages** have been entered click the mouse on the **Next** button.

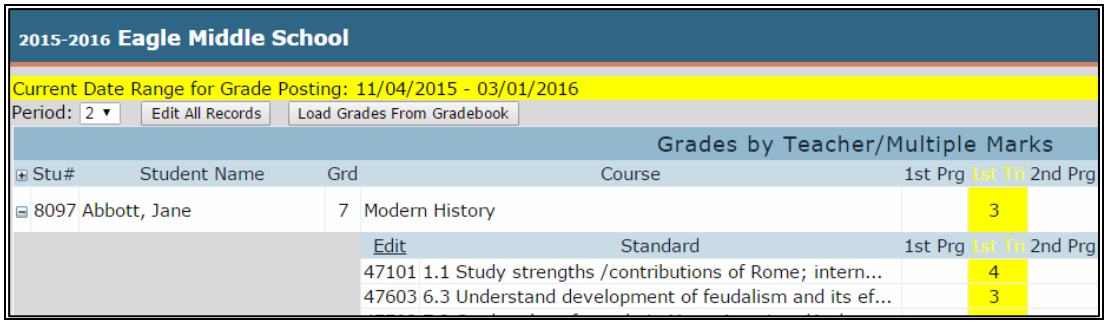


Step 4

Step 4 will now display the Overall Mark. The Standard Grade is now calculated using **Trend Analysis** to find the grade on a standard, then averages the "sibling standards" together to determine the grade for the "parent standard". This process is repeated until it reaches the assessed standard**.** To update the marks into grades click the mouse on the **Import Grades** button.



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



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

Eagle Middle School
1000 Eagle Drive
Eagle Point, CA 92888
(999) 123-4566
Tomas Smith, Principal

Eagle District

1st Trimester Progress Report

M/M JOHN DOE
RE: JANE ABBOTT
123 EAGLE POINT WAY
EAGLE POINT, CA 92888

Proficiency Levels	Scholarship Marks	Citizenship/Work-Habits Marks
4 = Exceeds Standard 3 = Meets Standard 2 = Approaching Standard 1 = Below Standard	4 = Exceeds Standards 3 = Meets Standard 2 = Approaching Standard 1 = Below Standard	N = Needs Improvement O = Outstanding S = Satisfactory U = Unsatisfactory

Student: **Jane Angel Abbott** ID: **57220** Grade: **7**

Mod History	Sanders	1st Tri
1.1 Study strengths /contributions of Rome; internal weaknesses		4
6.3 Understand development of feudalism and its effects		3

Comments: Doing excellent work
Has a good attitude

Work Habits:	O
Citizenship:	S

Mod Science	Maciel	
3a Know atomic structure/composition		1