
HTML Gradebook

May 11, 2015

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**** = New or updated information**

The new **Aeries.net Gradebook** replaces the Silverlight Aeries.net gradebook. The new HTML gradebook is compatible with iPads, Chromebooks, Android Tablets, Windows 8 RT Browsers and Smart Phones.

The **Aeries.net 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.

Aeries [®] SIS Gradebook														
2014-2015 Screaming Eagle High School														
teacher Logout														
3 - Adv Algebra CP - Fall														
Dashboard Scores by Class Assignments Students Reports Manage														
Override Not Applicable Scores														
Show Filters														
Sorting by: Student Name														
Name	Grd	%	Mark	Chapt3 EC	hwk 10/23	hwk 10/27	hwk 10/28	hwk 10/30	Quiz 5.1/5.2/5.3	hwk 11/3	hwk 11/4	Benchmark		
1	Ali, Mario Z.	11	82.3	B-	12	7	15	6	22	9	10	15	64	
2	Aviles, Jillian	11	95.1	A	12	Not Applicable	Not Applicable	10	10	15	10	21	NA	
3	Booker, Esteban C.	12	80.8	B-	12	7	12	15	9	9	10	20	68	
4	Breceda, Anna M.	11	78.1	C+	9	0	11	6	0	5	17	68		
5	Chacon, Jonathon	11	102.3	A+	12	9	18	12	14	16	10	22	96	
6	Clark, Andrea M.	11	65.3	D	12	7	8	14	13	0	5	18	48	
7	Escamilla, Katie M.	12	63.0	D	12	9	20	14	10	3	5	22	44	

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
- Verify and set Gradebook Options
- Link Gradebooks if applicable
- 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.



Welcome to Aeries.net

User Name:

Password:

Database:

Year:

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.



Welcome to Aeries.net

User Name:

Password:

Database:

Year:

School:



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 - New** node on the Navigation tree. The **Gradebook** node on the Navigation tree is the existing Silverlight gradebook.



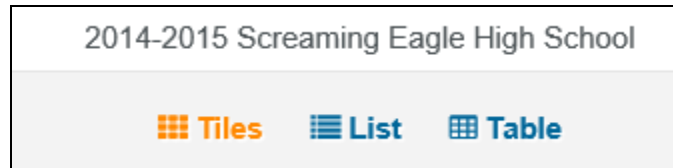
A new **Portal Option** is available to System Administrators - **Hide Silverlight Gradebook From Teachers**. This new option will let sites determine whether they want to show or hide the "Gradebook" menu navigation.

NOTE: If the option is turned ON, only **Gradebook** will display in the navigation but it will navigate to the new gradebook.

If the option is not set, then two menu options will display: **Gradebook - New** and **Gradebook**, as shown above. The **Gradebook** option will navigate to the Silverlight version.

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.

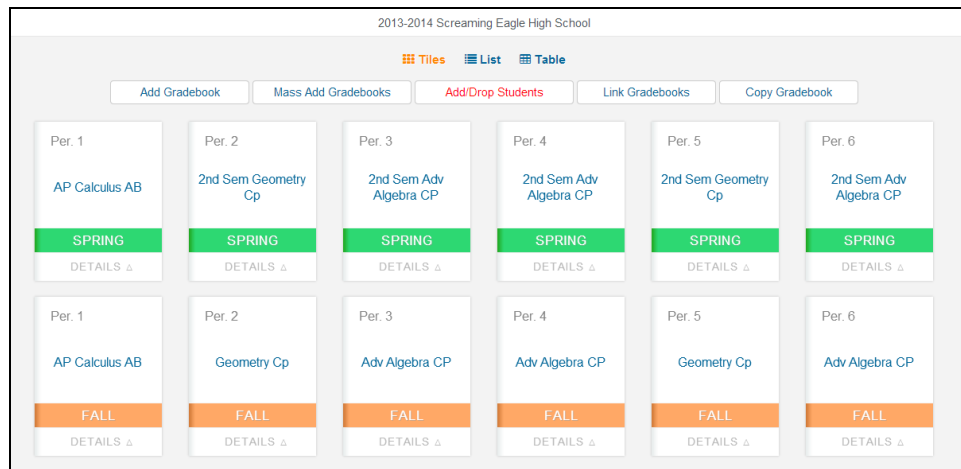


All three of the dashboard views display the most current gradebooks at the top of the page and the past gradebooks at the bottom.

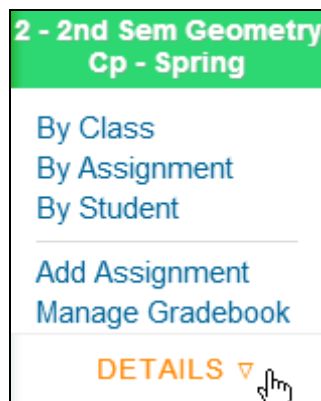
The following information details the three views available.

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.



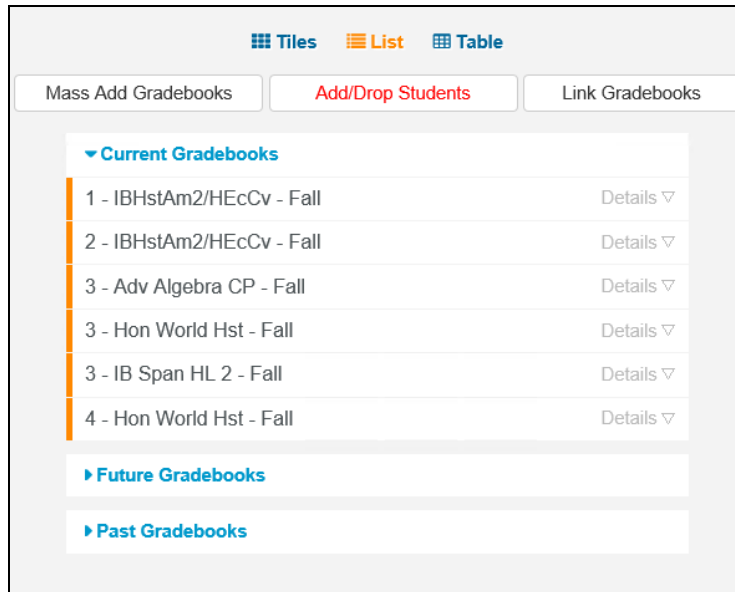
Click the mouse on the **Details** button to display more information. The **Details** view will allow the teacher to access the different pages available for the selected gradebook.



List Dashboard View

The **List** dashboard 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.

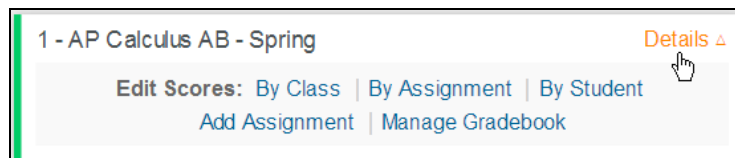
Note: The Tiles display will not have expand or collapse functionality.



The screenshot shows the List Dashboard interface. At the top, there are three view options: Tiles, List (selected), and Table. Below the view options are three buttons: Mass Add Gradebooks, Add/Drop Students (in red), and Link Gradebooks. The main content area is divided into three sections: Current Gradebooks (expanded), Future Gradebooks (collapsed), and Past Gradebooks (collapsed). The Current Gradebooks section contains a list of six items, each with a details link:

Gradebook	Details
1 - IBHstAm2/HEcCv - Fall	Details ▾
2 - IBHstAm2/HEcCv - Fall	Details ▾
3 - Adv Algebra CP - Fall	Details ▾
3 - Hon World Hst - Fall	Details ▾
3 - IB Span HL 2 - Fall	Details ▾
4 - Hon World Hst - Fall	Details ▾

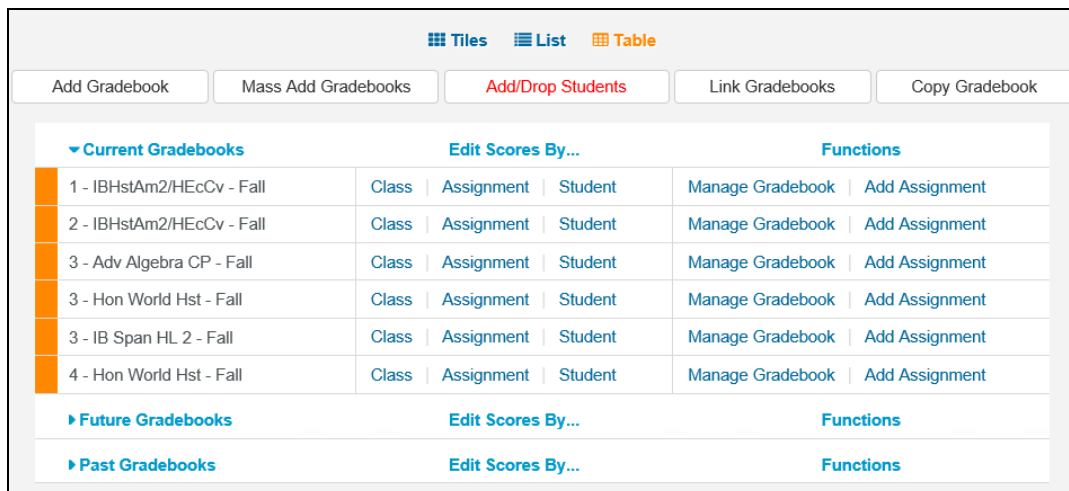
The **List** dashboard also has a **Details** button that will display more information.



The screenshot shows the Details view for a gradebook. The title is "1 - AP Calculus AB - Spring". To the right of the title is a "Details" button with a dropdown arrow. Below the title are four links: "Edit Scores: By Class | By Assignment | By Student" and "Add Assignment | Manage Gradebook". A mouse cursor is pointing at the "Details" button.

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.



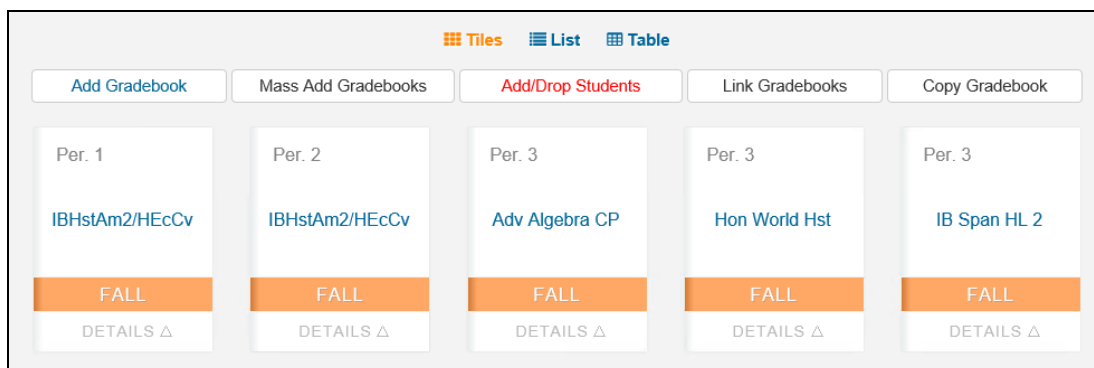
The screenshot shows the Table Dashboard interface. At the top, there are four view options: Tiles, List, Table (selected), and another Tiles. Below the view options are five buttons: Add Gradebook, Mass Add Gradebooks, Add/Drop Students (in red), Link Gradebooks, and Copy Gradebook. The main content area is divided into three sections: Current Gradebooks (expanded), Future Gradebooks (collapsed), and Past Gradebooks (collapsed). The Current Gradebooks section contains a table with columns for Gradebook, Edit Scores By..., and Functions.

Gradebook	Edit Scores By...	Functions
1 - IBHstAm2/HEcCv - Fall	Class Assignment Student	Manage Gradebook Add Assignment
2 - IBHstAm2/HEcCv - Fall	Class Assignment Student	Manage Gradebook Add Assignment
3 - Adv Algebra CP - Fall	Class Assignment Student	Manage Gradebook Add Assignment
3 - Hon World Hst - Fall	Class Assignment Student	Manage Gradebook Add Assignment
3 - IB Span HL 2 - Fall	Class Assignment Student	Manage Gradebook Add Assignment
4 - Hon World Hst - Fall	Class Assignment Student	Manage Gradebook Add Assignment

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

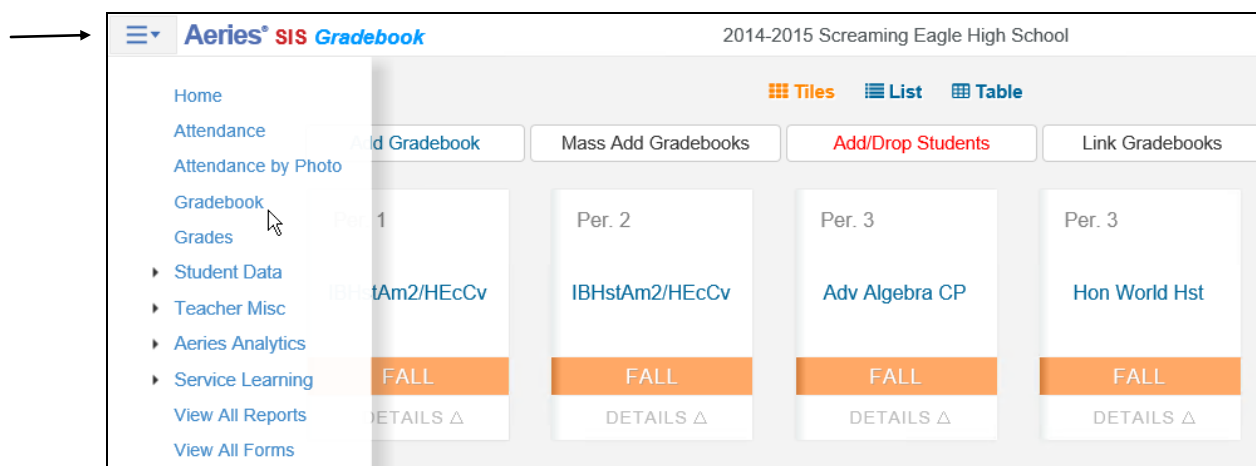
Color	Term
Blue	Year/2 nd Quarter
Orange	Fall/1 st Quarter
Green	Spring/3 rd Quarter
Red	Summer/4 th Quarter

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

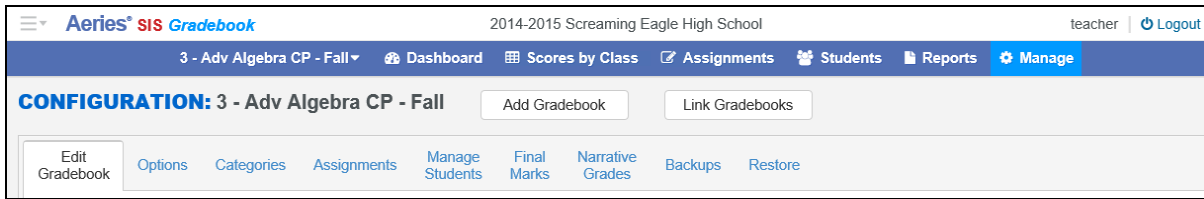


- **Add Gradebook** – Opens the **New Gradebook** page to add individual gradebooks
- **Mass Add Gradebooks** – Allows teachers to mass add gradebooks for all their classes
- **Add/Drop Students** – Opens the **Enter/Leave** window to add and drop pending students
- **Link Gradebooks** – Opens the **Link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

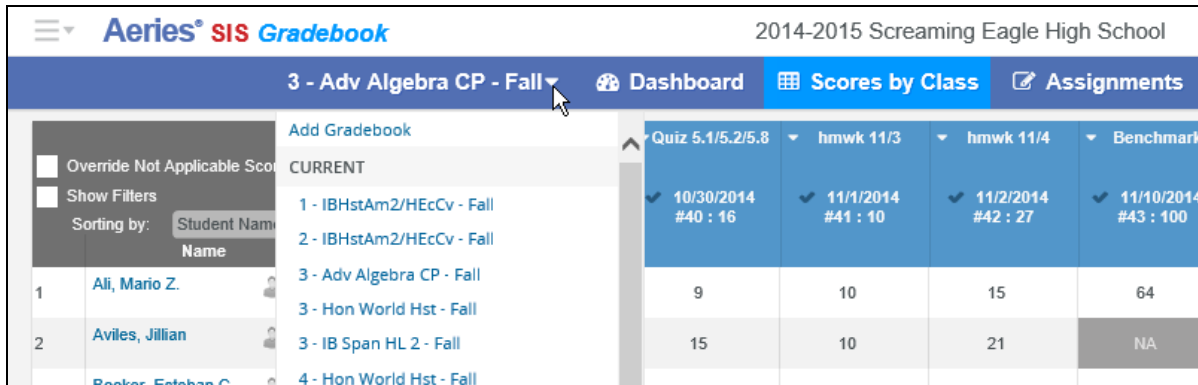
A header will display on all pages within the new gradebook. The headers will display the school name in the center and the user name on the top right. The Aeries.net navigation tree is now hidden and a dropdown on the top left of the header is available for the teacher to navigate to other Aeries.net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

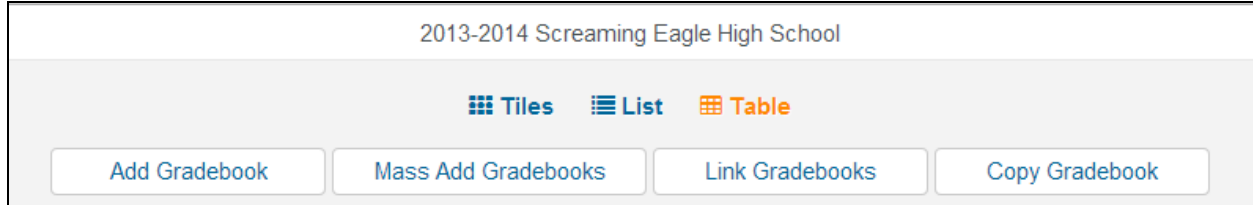


The current gradebook will display on the left. A dropdown is available for teachers to select and move to another gradebook. An option to **Add Gradebook** is also available.



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.

Mass Add Gradebooks ×

Select sections to create gradebooks

	Pd	Course	Term	Days	Section	
Select	2	Geometry Cp	Y	MTWTF	2146	▲
Remove	2	Tchr Aide	Y	MTWTF	2110	
Select	3	Adv Algebra CP	Y	MTWTF	3107	
Select	3	Tchr Aide	Y	MTWTF	3086	

Next » Cancel

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 show below.

Mass Add Gradebooks ×

Select terms

At least one term must be associated with the gradebooks. When multiple terms are selected their date ranges cannot overlap.

	Term	Starting Date	Ending Date	
Select	Year	8/4/2014	8/28/2015	▲
Remove	Fall	8/4/2014	1/30/2015	
Select	Quarter 1	8/4/2014	10/31/2014	
Select	Quarter 2	11/3/2014	1/30/2015	
Remove	Spring	2/2/2015	8/28/2015	
Select	Quarter 3	2/2/2015	4/3/2015	
Select	Quarter 4	4/6/2015	8/28/2015	

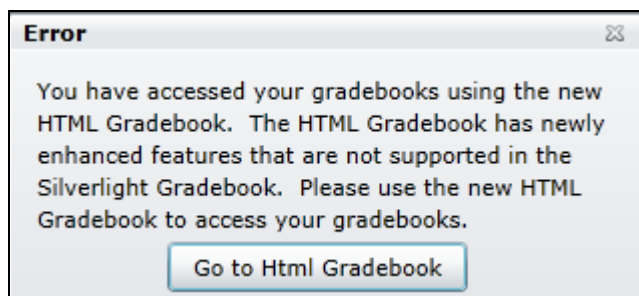
The terms displayed are from the Term (TRM) table for the school. At least one term must be associated with the gradebook. When multiple terms are selected their date ranges cannot overlap.

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.

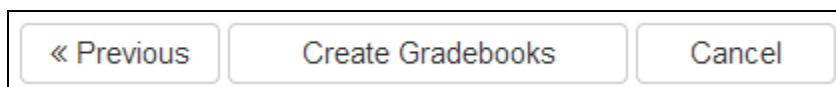
NOTE: Gradebook terms affect the display of the gradebooks. This will allow teachers to create one gradebook and select multiple terms. The assignments will display based on the assignment due date and gradebook term dates.

If schools are not hiding the Silverlight gradebook with the Portal Option, the message below will display in red below on the Add or Edit Gradebook page: **NOTE: Selecting more than one term is not compatible with the older Silverlight gradebook. Use of the Silverlight gradebook will not be possible after employing this new feature.**

Once a teacher selects multiple gradebook terms, the Silverlight gradebook cannot be accessed and the following error message will display.



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.

Info: Students In This Gradebook Are Between Grades 12 and 12

Gradebook Name: This Gradebook Will Be Named With The Pattern of 'Period - Name - Term'
1

At least one term must be associated with this gradebook. When multiple terms are selected their date ranges cannot overlap.

Associated	Term	Start Date	End Date
<input type="checkbox"/>	Year	8/4/2014	8/28/2015
<input checked="" type="checkbox"/>	Fall	8/4/2014	1/30/2015
<input type="checkbox"/>	Quarter 1	8/4/2014	10/31/2014
<input type="checkbox"/>	Quarter 2	11/3/2014	1/30/2015
<input checked="" type="checkbox"/>	Spring	2/2/2015	8/28/2015
<input type="checkbox"/>	Quarter 3	2/2/2015	4/3/2015
<input type="checkbox"/>	Quarter 4	4/6/2015	8/28/2015

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.

Associated	Period	Section	Course	Semester	Meets On
<input checked="" type="checkbox"/>	1	1038	IBHstAm2/HEcCv	Y	MTWTF

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.

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. Once a teacher selects multiple gradebook terms, the Silverlight gradebook cannot be accessed and an error message will display.

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.

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

Associated Term	Start Date	End Date
<input type="checkbox"/> Year	8/4/2014	8/28/2015
<input type="checkbox"/> Fall	8/4/2014	1/30/2015
<input type="checkbox"/> Quarter 1	8/4/2014	10/31/2014
<input type="checkbox"/> Quarter 2	11/3/2014	1/30/2015
<input type="checkbox"/> Spring	2/2/2015	8/28/2015
<input type="checkbox"/> Quarter 3	2/2/2015	4/3/2015
<input type="checkbox"/> Quarter 4	4/6/2015	8/28/2015

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.

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. Once a teacher selects multiple gradebook terms, the Silverlight gradebook cannot be accessed and an error message will display.

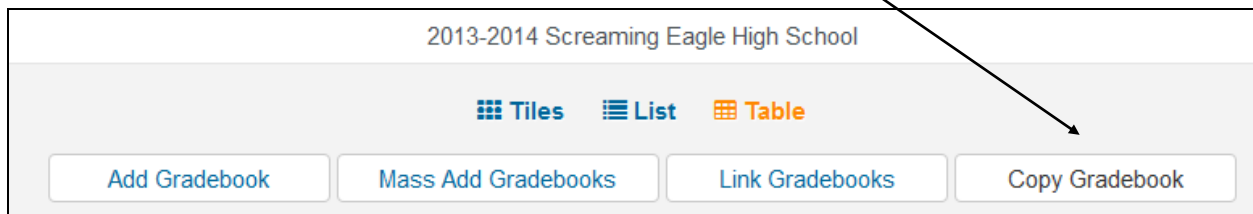
Comments – comments can be entered for the gradebook.

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

The screenshot shows a form with three main sections. The first section is titled "Select Year and Teacher" and contains two dropdown menus: "Year:" with "2013-2014" selected and "Teacher:" with "Liera" selected. The second section is titled "Select Gradebook" and contains a table with the following data:

	Gradebook Name	Grade Range
<input type="checkbox"/>	0 - Language Arts - Y	4 - 4

The third section is titled "Select Tables" and contains four checkboxes with labels: "Final Marks (GTG)", "Gradebook Options (GBO)", "Gradebook Categories (GBT)", and "Gradebook Assignments (GBA)". At the bottom of the form are two buttons: "Save" and "Cancel".

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.

▼ Current Gradebooks	Edit Scores By...			Functions	
1 - IBHstAm2/HEcCv - Fall	Class	Assignment	Student	Manage Gradebook	Add Assignment
2 - IBHstAm2/HEcCv - Fall	Class	Assignment	Student	Manage Gradebook	Add Assignment
3 - Adv Algebra CP - Fall	Class	Assignment	Student	Manage Gradebook	Add Assignment

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.

Edit Gradebook
[Options](#)
[Categories](#)
[Assignments](#)
[Manage Students](#)
[Final Marks](#)
[Narrative Grades](#)
[Rules](#)

[Backups](#)
[Restore](#)

Info: Students In This Gradebook Are Between Grades 12 and 12

Gradebook Name: This Gradebook Will Be Named With The Pattern of 'Period - Name - Term'

▲
▼

At least one term must be associated with this gradebook. When multiple terms are selected their date ranges cannot overlap.

NOTE: Selecting more than one term is not compatible with the older Silverlight gradebook. Use of the Silverlight gradebook will not be possible after employing this new feature.

Associated	Term	Start Date	End Date
<input type="checkbox"/>	Year	8/4/2014	8/28/2015
<input type="checkbox"/>	Fall	8/4/2014	1/30/2015
<input checked="" type="checkbox"/>	Quarter 1	8/4/2014	10/31/2014
<input checked="" type="checkbox"/>	Quarter 2	11/3/2014	1/30/2015
<input type="checkbox"/>	Spring	2/2/2015	8/28/2015
<input checked="" type="checkbox"/>	Quarter 3	2/2/2015	4/3/2015
<input checked="" type="checkbox"/>	Quarter 4	4/6/2015	8/28/2015

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

Gradebook Option Display Assignments Range currently limits which assignments to display. These options will apply to the overall gradebook and not the specific terms. Please verify the dates on the Options tab and use caution when changing the dates.

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

DELETE A GRADEBOOK

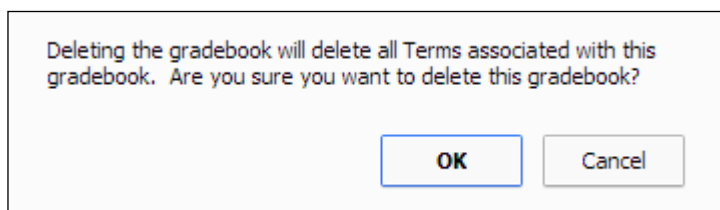
To delete a gradebook, click the mouse on the **Delete** button at the top or at the bottom on the **Edit Gradebook** page.



Comment:

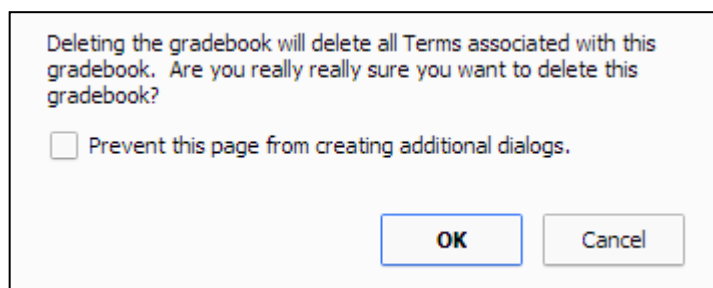
Save Delete

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



Deleting the gradebook will delete all Terms associated with this gradebook. Are you sure you want to delete this gradebook?

OK Cancel



Deleting the gradebook will delete all Terms associated with this gradebook. Are you really really sure you want to delete this gradebook?

Prevent this page from creating additional dialogs.

OK Cancel

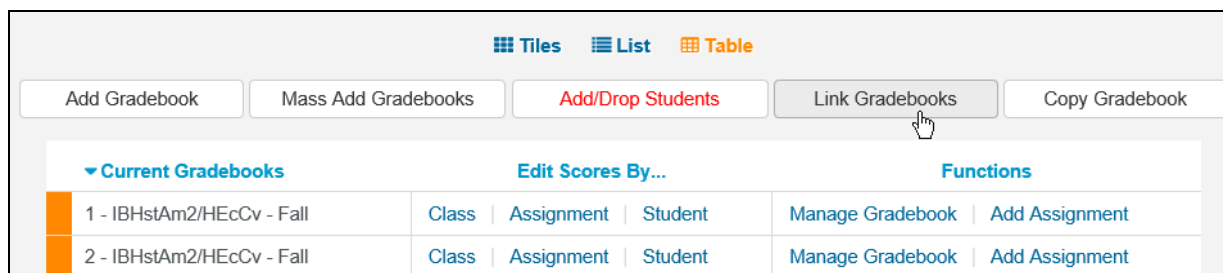
NOTE: All assignments and student scores will also be deleted when deleting a gradebook. All Terms associated with the gradebooks will also be deleted. Use extreme caution when deleting a gradebook.

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.



Tiles List Table

Add Gradebook Mass Add Gradebooks Add/Drop Students Link Gradebooks Copy Gradebook

Current Gradebooks Edit Scores By... Functions

	Class	Assignment	Student	Functions
1 - IBHstAm2/HEcCv - Fall	Class	Assignment	Student	Manage Gradebook Add Assignment
2 - IBHstAm2/HEcCv - Fall	Class	Assignment	Student	Manage Gradebook Add Assignment

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 before** 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 any change 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.

Edit Gradebook	Options	Categories	Assignments	Manage Students	Final Marks	Narrative Grades	Rules	Backups	Restore
Weight scores of assignments by Category? This allows you to give more precedence to one category over another. Examples would be 'Tests' and 'Homework'. <input type="checkbox"/>									
Apply Assignment Scores Immediately? If checked - Scores will be averaged into the student's Total Grade as you enter scores for each student. If unchecked - Scores will wait to be averaged until you've marked the assignment as 'Scoring Completed.' <input checked="" type="checkbox"/>									
Filter Assignments by If Assignment Due Date is selected, Assignment Due Date will be used to filter which assignments are included in the calculation of the Total Grade or displayed on the Scores By views. Otherwise, Assignment Number will be used to filter. <input type="text" value="Assignment Number"/>									
Calculate the Total Grade based on Assignments that fall within this range of Assignment Numbers Only the assignments that fall between these two numbers will be counted towards the total grade for each student. <input type="text" value="1"/> to <input type="text" value="999"/>									
Display Assignments that fall within this range of Assignment Numbers Only the assignments that fall between these two numbers will be displayed. <input type="text" value="1"/> to <input type="text" value="999"/>									
Include the Overall Mark with the Overall Score? <input checked="" type="checkbox"/>									
Apply weighting to Formative & Summative assignments? This allows you to weight formative assignments (those that form knowledge - ex. homework or projects) and summative assignments (those that measure a student's progress - ex. tests and quizzes) so that one group takes more precedence in the final grade. <input type="checkbox"/>									
Use a Rubric Grading Scale to Compute Total Grade The total grade will be calculated by doing a simple average of all assignment scores. <input type="checkbox"/> Applies to all linked gradebooks									
Scale Min/Max Assignment Values in Total Grade When calculating the total grade, each assignment's score will be restricted to be within the defined min/max range. <input type="checkbox"/>									
Hide this gradebook from Parents and Students If checked, this gradebook will be hidden from the parent and student view. <input checked="" type="checkbox"/>									
<input type="button" value="Copy Options to Gradebooks"/>									

- **Weight Scores of Assignments by Category** – this option indicates whether or not 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.
- **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.

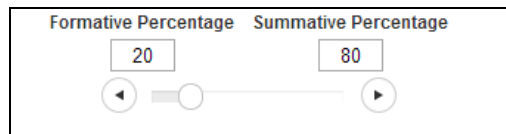
- **Filter Assignments by -**
 - **Assignment Due Date**
 - **Assignment Number**

If Assignment Due Date is selected, Assignment Due Date will be used to filter which assignments are included in the calculation of the Total Grade or displayed on the Scores By views. Otherwise, Assignment Number will be used to filter.

Note: The following dates will apply to the overall gradebook and not the specific terms. Please use caution when changing the dates or assignment numbers and also using multiple gradebook terms.

- **Calculate the Total Grade based on Assignments that fall within this date range -** Only the assignments that fall between these two dates will be counted towards the total grade for each student. Used if a gradebook spans multiple grading periods and only a subset of the assignments should be used to calculate the current total grade.
- **Calculate the Total Grade based on Assignments that fall within this range of Assignment Numbers -** low and high assignment numbers to count in students' total/overall grade. Used if a gradebook spans multiple grading periods and only a subset of the assignments should be used to calculate the current total grade.
- **Display Assignments that fall within this date range –** Only the assignments that fall between these two dates will be displayed.
- **Display Assignments that fall within this range of Assignment Numbers -** Only the assignments that fall between these two numbers will be displayed.
- **Include the Overall Mark with the Overall Score –** displays the letter grade along with the students overall percentage. This option is also available on the **Final Marks** tab.
- **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.

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.



- **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

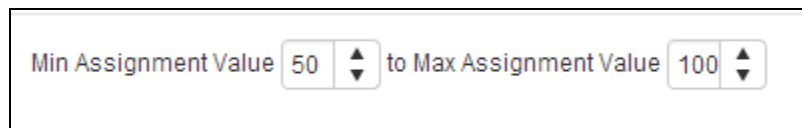
	Name	Grade	Avg	▼ Class Project	▼ Assessment	▼ Class Work 1.1
				✓ 6/17/2014 #1	✓ 6/17/2014 #2	✓ 6/17/2014 #3
1	Aceves, Alexia Camille	1	4.0	4	4	4
2	Aguiar, Allison Rose	1	3.3	3	4	3
3	Ariza, Jayden Michael Joseph	1	1.6		2	3

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

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.

- **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 "Doing 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.

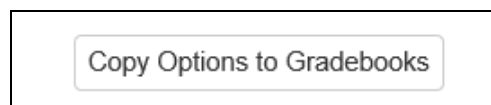


In the example below, the first 2 students have scores below the min value of 50%. The total Percent calculates based on the minimum value instead of the actual score. The 4th student has a score above the maximum value of 100%. Her total percent calculates based on the maximum value of 100% instead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

Student	Gr	Perc	Math... #1: 100
Alavez, Abel Benny	4	50.00%	10 - 10%
Alvarez, Haggit Briana	4	50.00%	0 - 0%
Bell, Ryan Justin	4	89.00%	89 - 89%
Byl, Ashley Brandy	4	100.00%	110 - 110%
Carr, Danielle Kristen	4	50.00%	

- **Hide this gradebook from Parents and Students** – If selected, this option will allow a gradebook to be hidden from the Parent and Student portals. **This option is only available if enabled by the System Administrator.**

The Gradebook Options area has a **Copy Options to Gradebooks** button. This option allows a teacher to copy the current gradebooks 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 gradebooks options. Adjustments can be made by selecting or deselecting options. Once the appropriate selections are made click the mouse on the **Next** button.

Copy Options to Gradebooks [X]

This will override existing options in the destination gradebooks.

Select Options to Copy

Select All Clear All

- Weight scores of assignments by Category?**
No
- Apply Assignment Scores Immediately?**
Yes
- Filter Assignments by**
Number
- Calculate the Total Grade based on Assignments that fall within this range of Assignment Numbers**
1 - 999

A form will display to select the gradebooks to copy the current gradebooks 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.

Copy Options to Gradebooks [X]

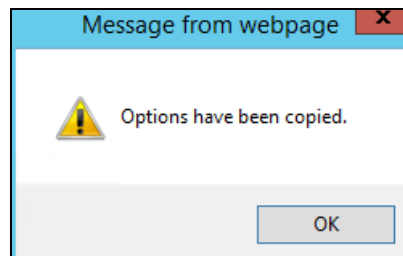
This will override existing options in the destination gradebooks.

Select Gradebooks to Copy

Select All Clear All

- 1 - IBHstAm2/HEcCv - Fall
- 3 - Adv Algebra CP - Fall
- 3 - Hon World Hst - Fall
- 3 - IB Span HL 2 - Fall

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.

The screenshot shows the 'Manage' page for a gradebook. At the top, it says 'Aeries SIS Gradebook' and '2013-2014 Screaming Eagle High School'. Below that, there's a navigation bar with 'Dashboard', 'Scores by Class', 'Assignments', 'Students', 'Reports', and 'Manage'. The main content area is titled 'CONFIGURATION: 3 - Hon World Hst - Year'. It has buttons for 'Add Gradebook' and 'Link Gradebooks'. Below that, there are tabs for 'Edit Gradebook', 'Options', 'Categories', 'Assignments', 'Manage Students', 'Final Marks', 'Narrative Grades', 'Rules', 'Backups', and 'Restore'. A message says 'If linking gradebooks, you must do so before adding category types or assignments.' There is a checkbox for 'Doing Weighted Scoring'. Below that is a 'Name' input field and buttons for 'Add New Category' and 'Save'.

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

The screenshot shows the 'Manage' page with a dropdown menu open for the gradebook selection. The dropdown menu lists '2 - Language Arts 9 - Year' as the current selection, and other options include '1 - AP Calculus AB - Spring', '2 - 2nd Sem Geometry Cp - Spring', and '2 - Language Arts 9 - Year'. An arrow points to the dropdown menu.

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.

The screenshot shows a warning message: 'Your total percentage for this class is not 100! Please correct this immediately!'. Below the message is a checkbox for 'Doing Weighted Scoring' which is checked. There is a table with the following data:

	Name	% of Grade
Delete	Homework	15
Delete	Project	10
Delete	Quiz	25
Delete	Test	40
	Total:	90

At the bottom of the form are buttons for 'Add New Category' and 'Save'.

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.

Doing Weighted Scoring

Name

Delete Homework

Delete Project

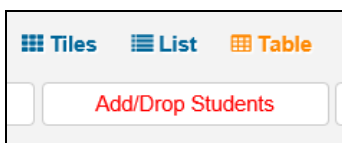
Delete Quiz



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.

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.

Enters/Leaves Window							
▼ All Entering Students							
Action	Stu ID	Name	Sex	Grd	Start Date	End Date	
1 - IBHstAm2/HEcCv (3265209) - Year							
▼	99400156	Baca, Jason	M	12	8/26/2013	9/19/2014	
▼	99400318	Brown, Gloria	F	12	8/26/2013	9/19/2014	
▼	99400371	Calucag, Thais	F	12	8/26/2013	9/19/2014	

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.

The screenshot shows the 'Enters/Leaves Window' with a sidebar on the left containing a tree view of 'All Entering Students' and 'All Leaving Students'. The main area displays a table of students for the selected gradebook '1 - Adv Algebra CP (7205519) - Spring'. The table has columns for Action, Stu ID, Name, Sex, Grd, Start Date, and End Date. A scroll bar is visible on the right side of the table.

Action	Stu ID	Name	Sex	Grd	Start Date	End Date
	99400116	Armitage, Shane	M	9	1/14/2014	8/22/2014
	99400154	Ayala, Arabelle	F	9	1/14/2014	8/22/2014
	99400184	Barbour, Asmahjan	F	11	1/14/2014	8/22/2014
	99400187	Barlow, JoseManny	M	11	1/24/2014	8/22/2014
	99400202	Barrios, Cristian	M	12	1/14/2014	8/22/2014
	99400282	Booker, Esteban	M	12	1/14/2014	8/22/2014
	99400487	Chin, Paul	M	11	1/14/2014	8/22/2014
	99400491	Chongtua, Zachary	M	10	1/14/2014	8/22/2014
	99400525	Coles, Michael	M	10	1/14/2014	8/22/2014
	99400567	Cortez-Rubio, Julie	F	12	1/14/2014	8/22/2014

At the bottom of the window are three buttons: 'Add All Students', 'Save Changes', and 'Close'.

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. 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.

This image shows a close-up of the three buttons at the bottom of the window: 'Add All Students', 'Save Changes', and 'Close'. A mouse cursor is positioned over the 'Add All Students' button.

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.

This screenshot shows the 'Enters/Leaves Window' with the 'Action' dropdown menu open for the first student, Shane Armitage. The dropdown menu displays two options: 'Add' and 'Do Not Add'. The 'Add' option is highlighted. The rest of the student list is visible below.

Action	Stu ID	Name	Sex	Grd	Start Date	End Date
	99400116	Armitage, Shane	M	9	1/14/2014	8/22/2014
	99400154	Ayala, Arabelle	F	9	1/14/2014	8/22/2014
Add	99400184	Barbour, Asmahjan	F	11	1/14/2014	8/22/2014
Do Not Add	99400187	Barlow, JoseManny	M	11	1/24/2014	8/22/2014
	99400202	Barrios, Cristian	M	12	1/14/2014	8/22/2014

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
<input type="checkbox"/>	Active	37	99400271	Boissiere, Natthakarn A	F	11	1/23/2014	
<input type="checkbox"/>	Active	31	99400307	Breceda, Anna Marie	F	11	8/28/2013	
<input type="checkbox"/>	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
<input type="checkbox"/>	Active	37	99400271	Boissiere, Natthakarn A	F	11	1/23/2014	
<input type="checkbox"/>	Active	31	99400307	Breceda, Anna Marie	F	11	8/28/2013	8/5/2014
<input type="checkbox"/>	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.

3 - 2nd Sem Adv Algebra CP - Spring
Dashboard Scores by Class Assignments Students Reports Manage

CONFIGURATION: 3 - 2nd Sem Adv Algebra CP - Spring Add Gradebook Link Gradebooks

[Edit Gradebook](#)
[Options](#)
[Categories](#)
[Assignments](#)
[Manage Students](#)
[Final Marks](#)
[Narrative Grades](#)
[Rules](#)
[Backups](#)
[Restore](#)

Start and End dates determine what assignments the student is accountable for based on assignment due dates.

You have students to be Added To or Dropped From your Gradebooks

[Add Students](#)
[Drop Students](#)

[Add Students Not In Your Classes](#)

Allow Deletes

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

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**.

Edit Gradebook Options Categories Assignments **Manage Students** Final Marks Narrative Grades Rules Backups Restore

Start and End dates determine what assignments the student is accountable for based on assignment due dates.

You have students to be Added To or Dropped From your Gradebooks [Add Students](#) [Drop Students](#)

Allow Deletes

Add Students Not In Your Classes

Action	Status	Sort	Stu ID	Student	Sex	Grd	Start Date	End Date
<input type="checkbox"/>	Active	37	99400271	Boissiere, Natthakarn A	F	11	1/23/2014	
<input type="checkbox"/>	Active	31	99400307	Breceda, Anna Marie	F	11	8/28/2013	
<input type="checkbox"/>	Active	34	99400460	Cesena, Faraaz	M	11	1/25/2014	
<input type="checkbox"/>	Active	3	99400461	Chacon, Jonathon	M	11	8/28/2013	

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

Dropped	1	99400271	Boissiere, Natthakarn A	F	11	1/15/2014	10/15/2013
Dropped	2	99400307	Breceda, Anna Marie	F	11	8/26/2013	11/3/2013

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.

Edit Gradebook Options Categories Assignments **Manage Students** Final Marks Narrative Grades Rules Backups Restore

Start and End dates determine what assignments the student is accountable for based on assignment due dates.

You have students to be Added To or Dropped From your Gradebooks [Add Students](#) [Drop Students](#)

Allow Deletes

Add Students Not In Your Classes

Action	Status	Sort	Stu ID	Student	Sex	Grd	Start Date	End Date
<input type="checkbox"/>	Active	37	99400271	Boissiere, Natthakarn A	F	11	1/23/2014	
<input type="checkbox"/>	Active	31	99400307	Breceda, Anna Marie	F	11	8/28/2013	

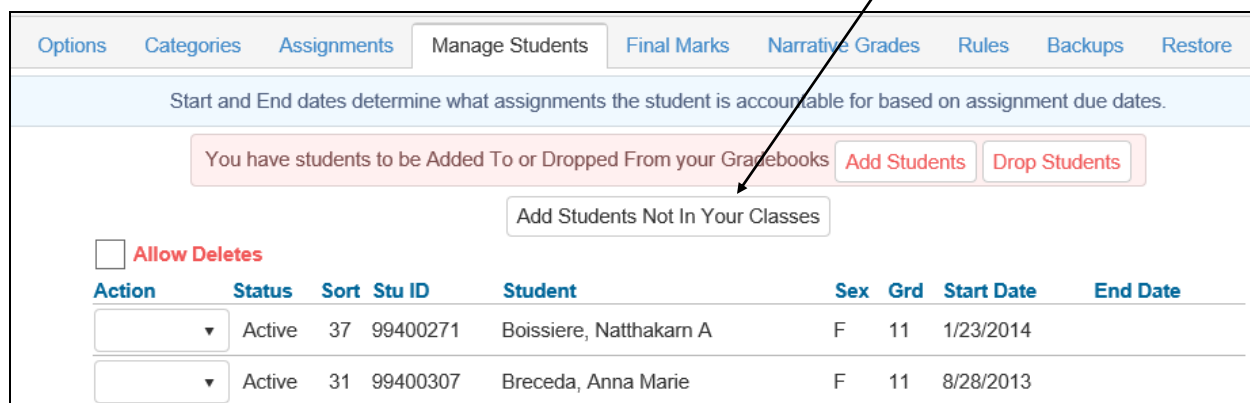
Select the **Delete** option from the **Action** dropdown to the left of the Student's name. The student and their scores will be deleted from the gradebook.



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

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.



Options Categories Assignments Manage Students Final Marks Narrative Grades Rules Backups Restore

Start and End dates determine what assignments the student is accountable for based on assignment due dates.

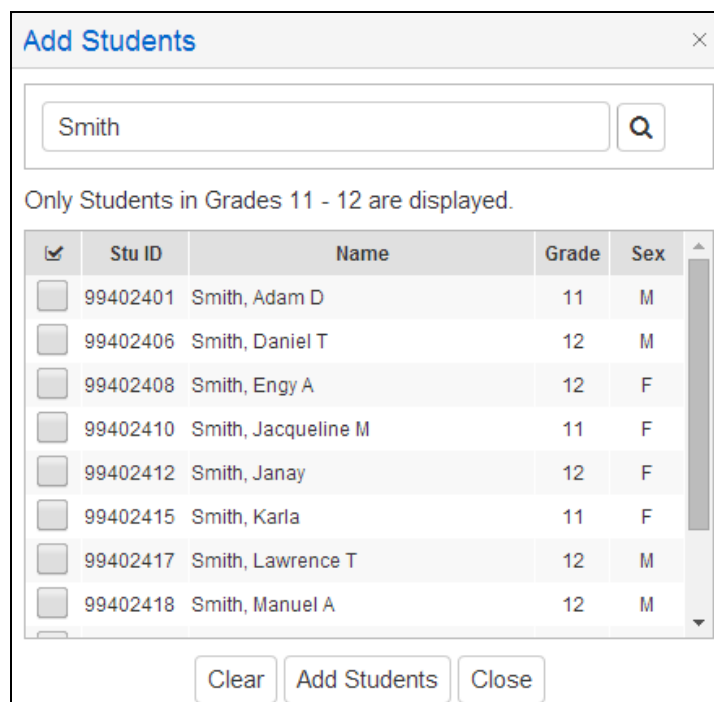
You have students to be Added To or Dropped From your Gradebooks **Add Students** **Drop Students**

Add Students Not In Your Classes

Allow Deletes

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	

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**.



Add Students ×

Smith 🔍

Only Students in Grades 11 - 12 are displayed.

<input checked="" type="checkbox"/>	Stu ID	Name	Grade	Sex
<input type="checkbox"/>	99402401	Smith, Adam D	11	M
<input type="checkbox"/>	99402406	Smith, Daniel T	12	M
<input type="checkbox"/>	99402408	Smith, Engy A	12	F
<input type="checkbox"/>	99402410	Smith, Jacqueline M	11	F
<input type="checkbox"/>	99402412	Smith, Janay	12	F
<input type="checkbox"/>	99402415	Smith, Karla	11	F
<input type="checkbox"/>	99402417	Smith, Lawrence T	12	M
<input type="checkbox"/>	99402418	Smith, Manuel A	12	M

Clear Add Students Close

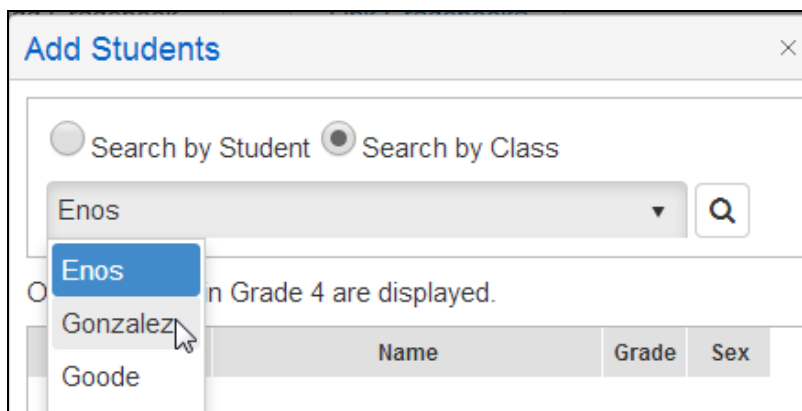
A list of students will display. Only students within the defined grade range of the teacher will be displayed.

Click on the box to the left of the students 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.



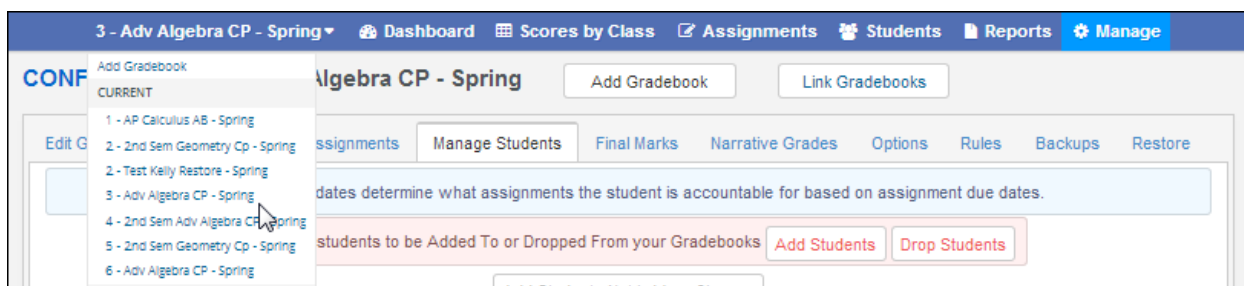
TRANSFER SCORES

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.

Start and End dates determine what assignments the student is accountable for based on assignment due dates.

You have students to be Added To or Dropped From your Gradebooks [Add Students](#) [Drop Students](#)

[Add Students Not In Your Classes](#)

Allow Deletes

Action	Status	Sort	Stu ID	Student	Sex	Grd	Start Date	End Date
▼	Active	37	99400282	Booker, Esteban C	M	12	7/31/2014	8/22/2014
Drop	Active	31	99400307	Breceda, Anna Marie	F	11	8/28/2013	
Transfer	Active	34	99400460	Cesena, Faraaz	M	11	1/25/2014	
	Active	3	99400461	Chacon, Jonathon	M	11	8/28/2013	

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

Select a Gradebook to Pull From

Gradebook#	Per	Name	Term	Grd Range	Start Date	End Date
3923587	6	Adv Algebra CP	Spring	10 - 12	1/22/2014	9/6/2014

[Transfer](#) [Cancel](#)

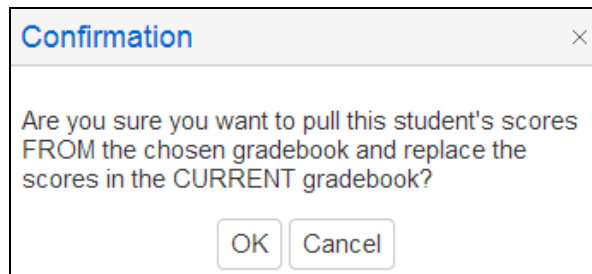
When selected, the gradebook will be highlighted in green. Click the mouse on the **Transfer** button.

Select a Gradebook to Pull From

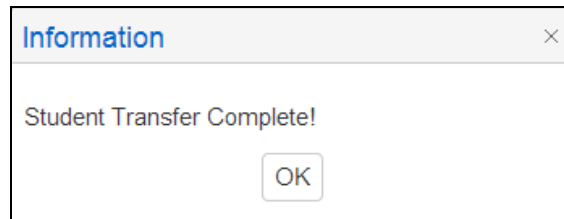
Gradebook#	Per	Name	Term	Grd Range	Start Date	End Date
3923587	6	Adv Algebra CP	Spring	10 - 12	1/22/2014	9/6/2014

[Transfer](#) [Cancel](#)

The following message will display.



Click the mouse on the **OK** button to begin the **Transfer** 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**.

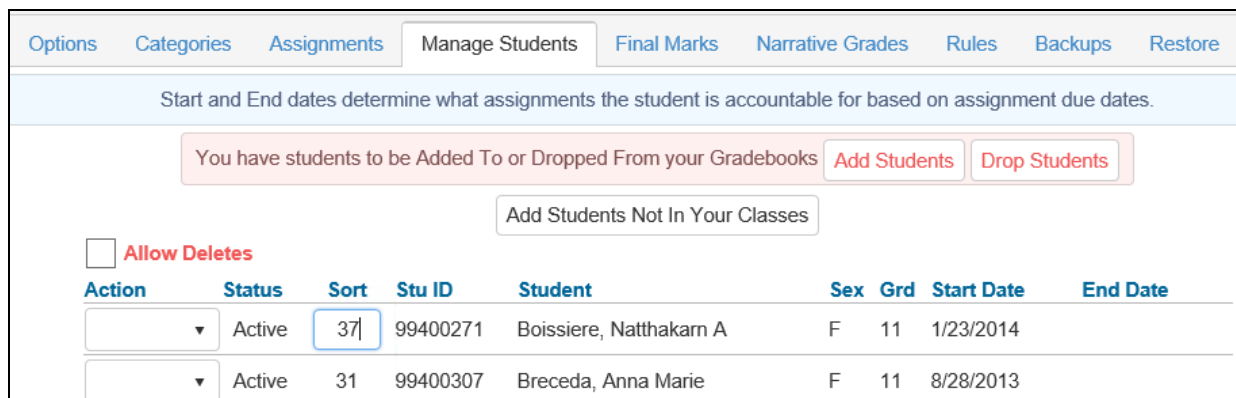
Action	Status	Sort	Stu ID	Student	Sex	Grd	Start Date	End Date
	Active	5	99400282	Booker, Esteban C	M	12	1/22/2014	6/30/2014

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 students 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.



Options Categories Assignments Manage Students Final Marks Narrative Grades Rules Backups Restore

Start and End dates determine what assignments the student is accountable for based on assignment due dates.

You have students to be Added To or Dropped From your Gradebooks [Add Students](#) [Drop Students](#)

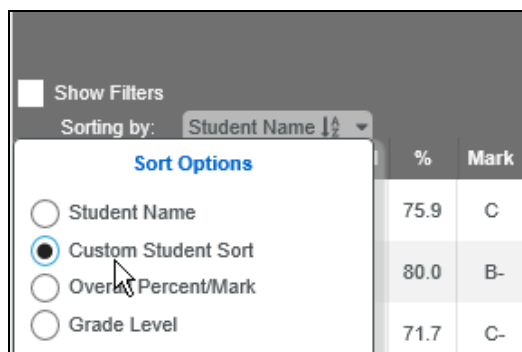
[Add Students Not In Your Classes](#)

Allow Deletes

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	

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**.



Show Filters

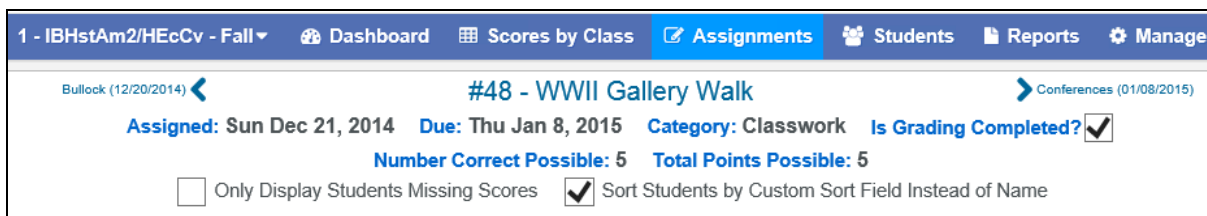
Sorting by: Student Name ↓

Sort Options

- Student Name
- Custom Student Sort
- Overall Percent/Mark
- Grade Level

	%	Mark
Student Name	75.9	C
Custom Student Sort	80.0	B-
Overall Percent/Mark	71.7	C-

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.



1 - IBHstAm2/HEcV - Fall Dashboard Scores by Class Assignments Students Reports Manage

Bullock (12/20/2014) #48 - WWII Gallery Walk Conferences (01/08/2015)

Assigned: Sun Dec 21, 2014 Due: Thu Jan 8, 2015 Category: Classwork Is Grading Completed?

Number Correct Possible: 5 Total Points Possible: 5

Only Display Students Missing Scores Sort Students by Custom Sort Field Instead of Name

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 (GRC table), Update Valid Marks** form.

The option **Show Overall Mark w/ Score** is also available from the **Options** form.

Mark	Low %	High %
A+	98.00	99.00
A	93.00	97.99
A-	90.00	92.99

If using the **Doing Rubric gradebook** option, it is important to set the **Final Marks** appropriately. Or deselect the **Show Overall Mark w/ Score** 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. This feature is equivalent to the **Scales** feature in ABI.

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.

Mark	% of Max Score	Action
A+	100.00	Delete
A	97.99	Delete

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.

The screenshot shows the 'Narrative Grade Sets' form. At the top, there are navigation tabs: 'Assignments', 'Manage Students', 'Final Marks', 'Narrative Grades', and 'Rules'. Below the tabs, the title 'Narrative Grade Sets' is displayed, followed by the instruction: 'The set name is how you will choose which narrative grades an assignment will be scored by'. Underneath, the word 'Default' is shown, and an 'Add a New Set' button is centered. Below a horizontal line, there are two input fields: 'Set Name:' and 'Description:'. At the bottom, there are 'Save' and 'Cancel' buttons.

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.

This screenshot shows the 'Narrative Grade Sets' form after some data has been entered. The 'Set Name' field now contains 'Pass/Fail' and the 'Description' field contains 'This is a pass/fail narrative grade scale'. The 'Add a New Set' button is still present above the input fields. The 'Save' and 'Cancel' buttons remain at the bottom.

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.

This screenshot shows the 'Mark % of Max Score' section of the form. It features two buttons: 'Add Mark' and 'Save Changes'. Below these is a table with two rows. The first row has 'A+' in the first column, '100.00' in the second, and a 'Delete' button in the third. The second row has 'A' in the first column, '97.99' in the second, and a 'Delete' button in the third. A mouse cursor is pointing at the 'Delete' button for the 'A+' mark.

Mark	% of Max Score	Action
A+	100.00	Delete
A	97.99	Delete

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.

	Mark % of Max Score	
F	50	Delete

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.

	Mark % of Max Score	
P	100.00	Delete
F	50.00	Delete

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

General Info

Name: Hmwk 5/25

Description:

Type: Summative
Formative Assignments are those that form knowledge (ex: homework or projects). Summative Assignments are those that measure a student's progress (ex: quizzes and tests).

Category: Homework/Notebook/Quizzes

Extra Credit:

Narrative Grading: **Pass/Fail**

Assigned On: 4 Due On: 05/27/2014

Number Correct Possible: Default Points Possible: 8

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**.

	Stu ID	Name	# Correct (Score)
1	99400271	Boissiere, Natthakarn A	P
2	99400296	Bradley, Minda B	P : 100%
3	99400408	Carroll, Michael M	F : 51%
4	99400426	Castillo, Lizet Lizzette	NA
			TX

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.

The screenshot shows the 'Manage' page for '3 - 2nd Sem Adv Algebra CP - Spring'. The 'Rules' tab is selected. The page displays a table with columns: Rule, # of Lowest Scores to Drop, Category, According To, and Replace With. An 'Add Rule' button is visible above the table.

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 screenshot shows the 'Add Rule' dialog box. It contains the same table structure as the previous screenshot, with the 'Add Rule' button highlighted by a mouse cursor.

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

The screenshot shows the 'Add Rule' dialog box with data entered: '# of Lowest Scores to Drop' is 1, 'Category' is Homework/Notebook/Quizzes, and 'According To' is % Score. The 'Update' button is highlighted.

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.

Rule	# of Lowest Scores to Drop	Category	According To	Replace With	
1	1	Homework/Notebook/Quizzes	% Score	Nothing	Edit Delete

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 fields 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 students learning. Assignments that summarize knowledge. Examples: Quizzes and Tests.

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.

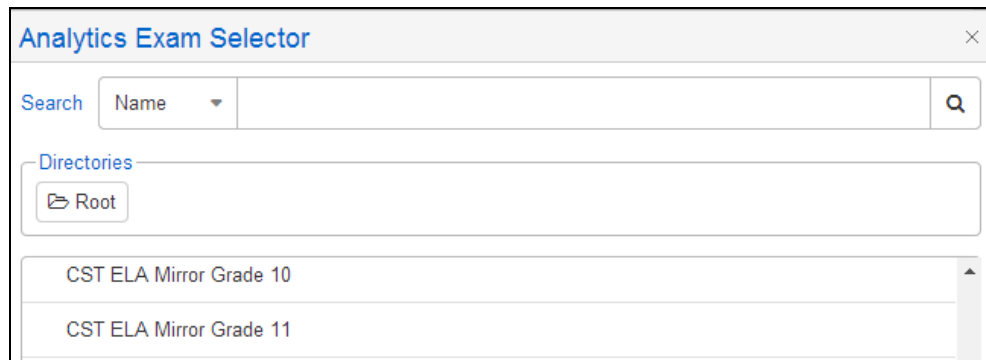
Grading Completed: select to have the students assignment scores be factored into a student's overall grade. If no score is entered, the assignment will be considered as a Missing Assignment if the assignment has the **Grading Completed** option selected.

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.

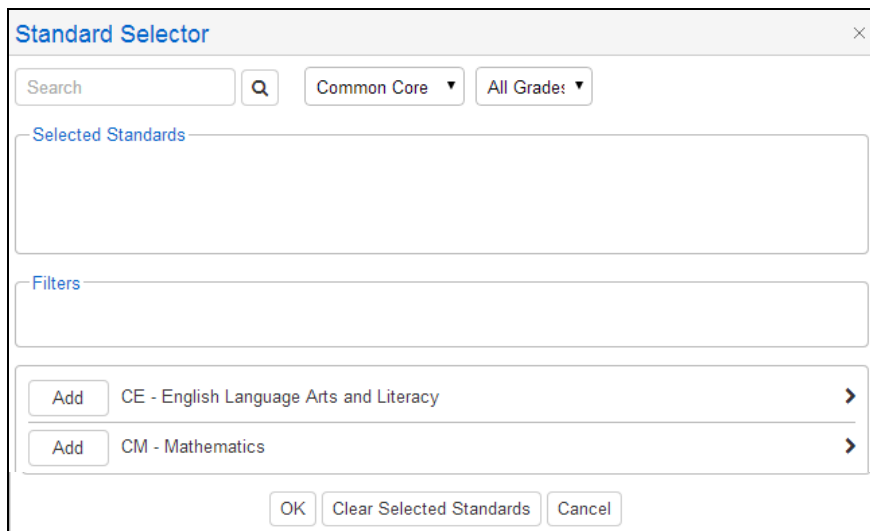


Use the **Search** dropdown and field to locate the exam to associate to the assignment. Select the exam and the exam will now display on the **Add Assignment** page.



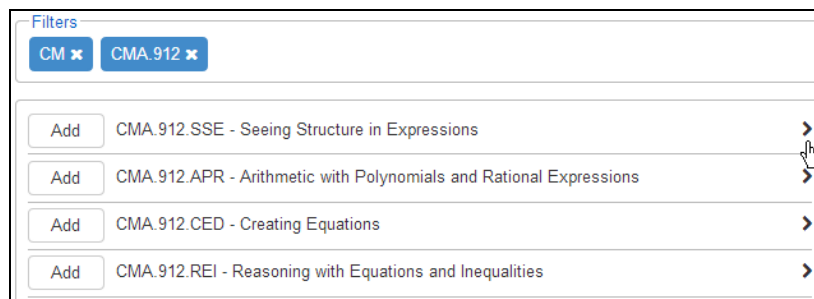
Add Standard: The **Add Standard** button will only display if the System Administrator has enabled the **Portal Option of Support Standard-Based Grade Reporting** for the school.

To link a standard to the assignment, click the mouse on the **Add Standard** button. A Standard Selector page will display.



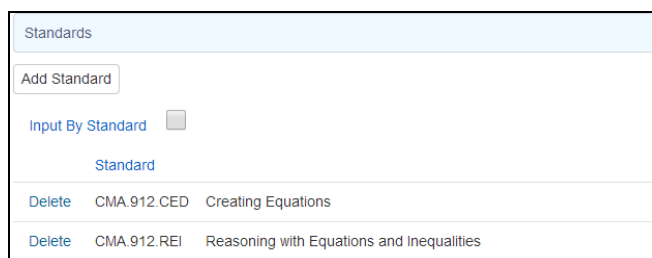
The Standard Selector dialog box features a search bar at the top left, a magnifying glass icon, and two dropdown menus labeled "Common Core" and "All Grade". Below these are two empty text boxes labeled "Selected Standards" and "Filters". At the bottom, there are three buttons: "OK", "Clear Selected Standards", and "Cancel".

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.



This view shows the "Filters" section of the Standard Selector. It includes two active filter tags: "CM" and "CMA.912". Below the filters is a list of standards, each with an "Add" button and a right-pointing arrow. A mouse cursor is hovering over the arrow for "CMA.912.SSE - Seeing Structure in Expressions".

Click the mouse on the Add button to select standards. 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.

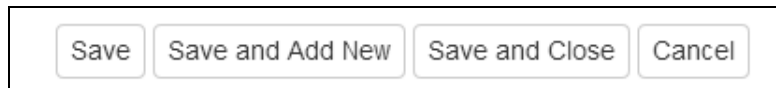


The "Standards" section on the Add Assignment page shows an "Add Standard" button and an "Input By Standard" checkbox. Below this is a table of selected standards:

	Standard
Delete	CMA.912.CED Creating Equations
Delete	CMA.912.REI Reasoning with Equations and Inequalities

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.

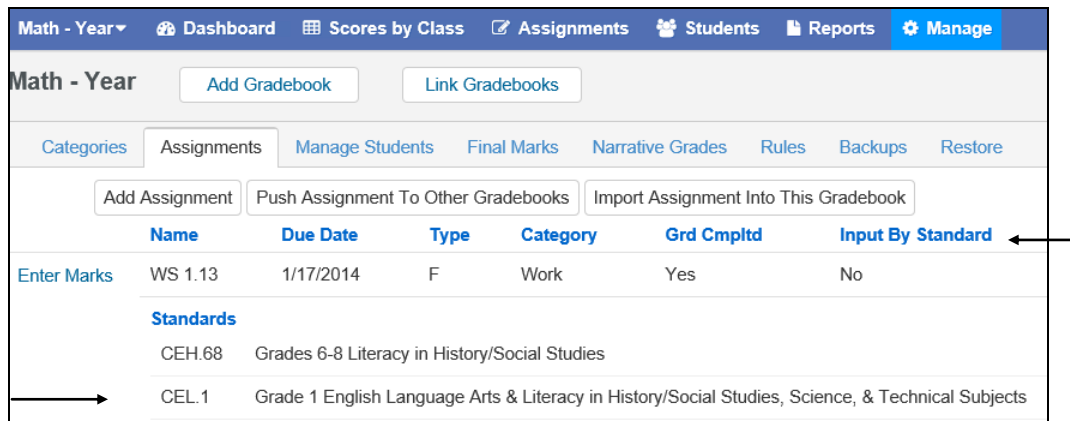
When the assignment information is completed, there are several buttons available at the bottom of the page.



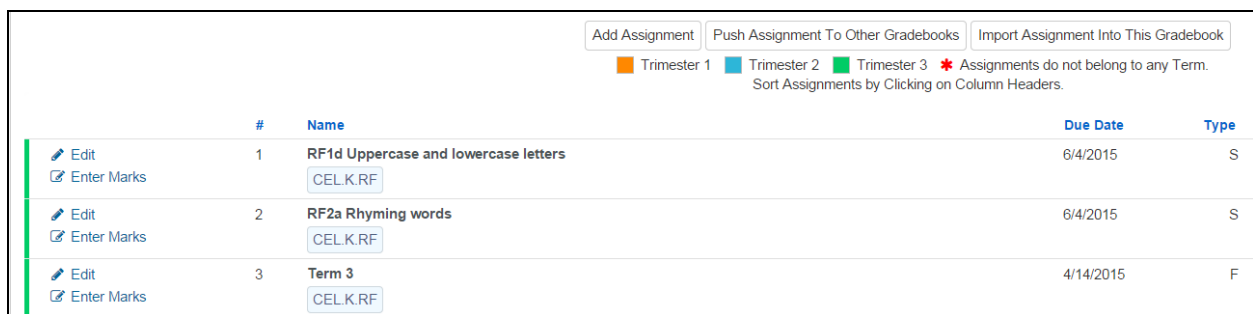
- The **Save** button will save the information entered but stay open to continue completing the page.
- The **Save and Add New** button will save the assignment and will display a blank **Add Assignment** page to enter another assignment.
- The **Save and Close** button will save the information added 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.

	Name	Due Date	Type	Category	Grd Cmpitd
Edit	Apartheid Essay	5/30/2014	S	Classwork	Yes
Edit	Ch37 Historical Ball	5/30/2014	S	Projects	Yes

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

Add Assignment Push Assignment To Other Gradebooks Import Assignment Into This Gradebook

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

PUSH ASSIGNMENT TO OTHER GRADEBOOKS

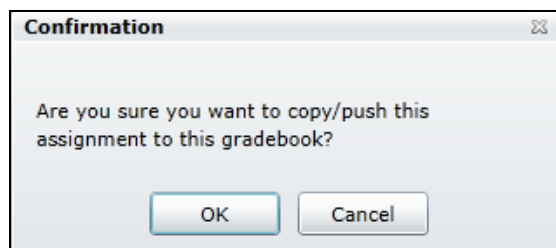
Teachers have the ability to push (or copy) assignments from the current gradebook to any of their other gradebooks. Click the mouse on gradebook dropdown from the header and select the gradebook from the dropdown where the assignment exists.

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 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.

	Gradebook Name	Grade Range	Start Date	End Date
	Ungrouped			
Push	0 - PreCalculus - Spring	10 - 12	1/22/2014	9/6/2014
Push	0 - PreCalculus - Fall	10 - 12	8/28/2013	1/22/2014
Push	1 - Adv Algebra CP - Spring	10 - 12	1/22/2014	9/6/2014

Linked gradebooks will 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.

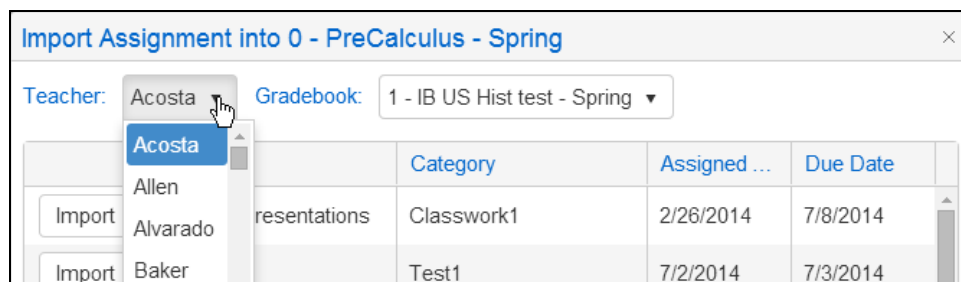
NOTE: The assignment's category needs to be checked/updated in the gradebooks it has been pushed into. After pushing the assignment to the other gradebook(s), use the Edit Assignment screen in the other gradebooks to check/update the Category that the assignment is linked to.

IMPORT ASSIGNMENTS FROM ANOTHER GRADEBOOK

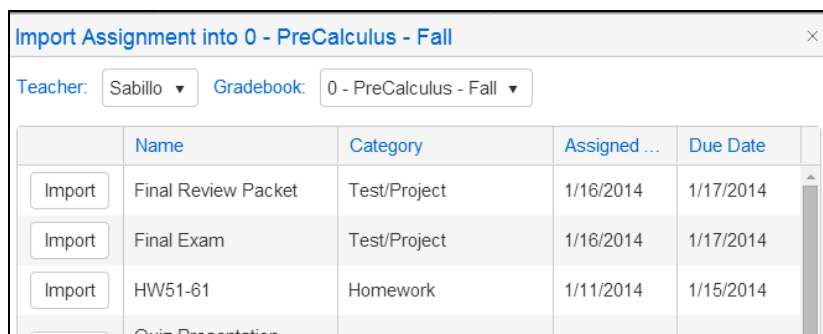
Teachers have the option to import assignments from any other teacher's gradebook to their gradebooks. Click the mouse on **Add/Edit Window** and select the gradebook from the list on the left hand side. Select the gradebook to import assignments into.

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.

CONFIGURATION: 4 - Hon World Hst - Spring Add Gradebook Link Gradebooks

Edit Gradebook Options Categories **Assignments** Manage Students Final Marks Narrative Grades Rules Backups

Add Assignment Push Assignment To Other Gradebooks Import Assignment Into This Gradebook

	Name	Due Date	Type	Category	Grd Cmpltd
Edit	Apartheid Essay	5/30/2014	S	Classwork	Yes
Edit	Ch37 Historical Ball	5/30/2014	S	Projects	Yes

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.

3 - Adv Algebra CP - Fall Dashboard Scores by Class Assignments Students Reports Manage

Chapt5 PT	Chapt5 Ntbk	Chapt5 CT	Chapt5 EC	hwmk 11/20	hwmk 11/24	hwmk 11/30	hwmk 12/1	Chapt6A PT
11/15/2013 #44 : 100	11/20/2013 #45 : 40	11/20/2013 #46 : 100	11/20/2013 #47 : 0	11/20/2013 #48 : 48	11/22/2013 #49 : 10	11/28/2013 #50 : 20	11/29/2013 #51 : 11	12/4/2013 #52 : 100
68	40	76	15	48	10	20	7	53
86	40	103	15	48	10	20	11	80
64	15	65	15	48	10	20	10	68

48 - hwmk 11/20

Edit Enter Scores

Assigned: 11/20/2013

Due: 11/20/2013

Number Correct Possible: 12

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

3 - Adv Algebra CP - Spring Dashboard Scores by Class Assignments Students Reports Manage

Hwmk 2/25 (02/25/2014) < #7 - China DBQ > Chapt6 PT (02/27/2014)

Assigned: Wed Feb 26, 2014 Due: Thu Feb 27, 2014 Category: D Is Grading Completed?

The **Edit Assignment** page will display.

projects). Summative Assignments are those that measure a student's progress (ex: quizzes and tests).

Category Homework/Notebook/Quizzes

Extra Credit

If checked, the Number Correct Possible and Points Possible will be set to zero and will be invisible in this form

Narrative Grading

Assigned On 02/26/2014 Due On 02/27/2014

Number Correct Possible 25 Points Possible 25

"Number Correct Possible" can be used as the number of questions on an assignment (like a quiz or homework) while "Points Possible" should be the maximum possible value of that assignment. This is normally used to give certain types of assignments equal weight, even when they have different numbers of questions.

Grading Completed Visible to Portal Score Visible to Portal

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 screenshot shows the AeriesNet Teacher Portal for the 2014-2015 school year at Screaming Eagle High School. The interface includes a navigation menu on the left, a Quick Student Search bar, an Attendance Summary table, My Tasks, a Calendar, and the Briefcase section. The Briefcase section shows a table of assignments for gradebook 1:IBHstAm2/HEcCv. The table has columns for Assignment Name, Due, Assignment Files, and Received. An arrow points to a three-line filter icon on the right side of the table header.

Assignment Name	Due	Assignment Files	Received
Coolidge	8/29/2014		0
PERSIA chart	8/31/2014 11:00 PM	<input checked="" type="checkbox"/>	1
Calderon	9/3/2014		0
Africa PDA	9/5/2014		0

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.

The screenshot shows the Briefcase section with the Filter Options dropdown menu open. The dropdown menu shows the selected gradebook 1:IBHstAm2/HEcCv and the selected filter range Default. Other options include Last 30 Days and Next 30 Days.

Assignment Name	Due
Coolidge	8/29/2014
PERSIA chart	8/31/2014 11:00 PM
Calderon	9/3/2014
Africa PDA	9/5/2014

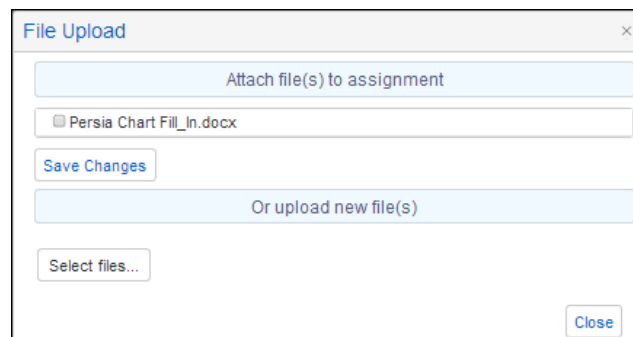
Assignment Name: lists the names of the Assignments with due dates within the selected filter date range. Each Assignment Name is also a link to the **Scores by Assignment** page for that assignment.

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.

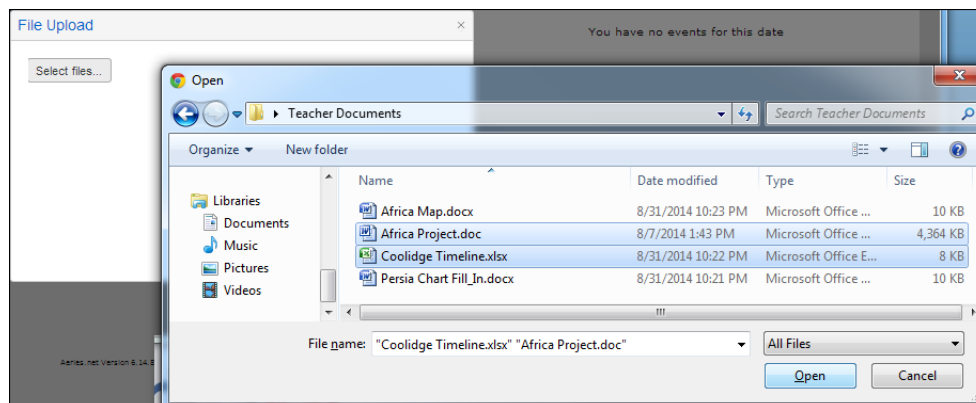
File Name: lists the names of the files that the teacher has uploaded into the system within the selected date range. Hovering over the file name brings up a 4-direction arrow indicating that the file can be attached to an assignment by clicking on the file name and dragging it to the appropriate assignment.

Files: clicking on the icon will download the file.

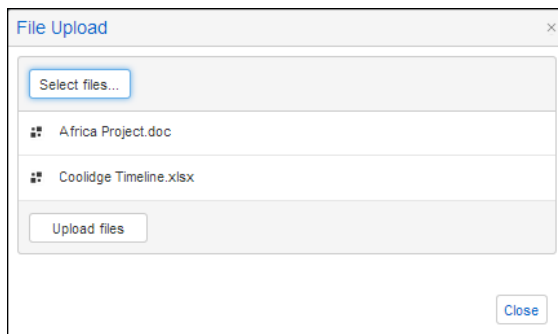
Size: lists the size of the file.

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

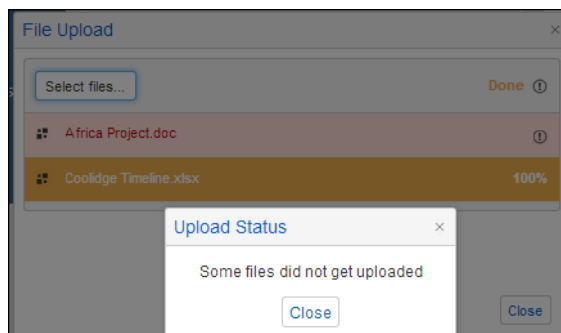
Upload New File icon: teachers can upload one or many files into the system without associating them to assignments immediately. Click on the **Upload New File** icon in the **My Uploaded Files** section. Click on **Select Files**. Navigate to the file(s) that you wish to upload, select the file(s) and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

My Uploaded Files				
File Name	Files	Size	Date Uploaded	
Coolidge Timeline.xlsx		8 KB	9/1/2014 12:04:23 AM	
Persia Chart Fill_In.docx		10 KB	8/31/2014 10:43:03 PM	
Upload New File				

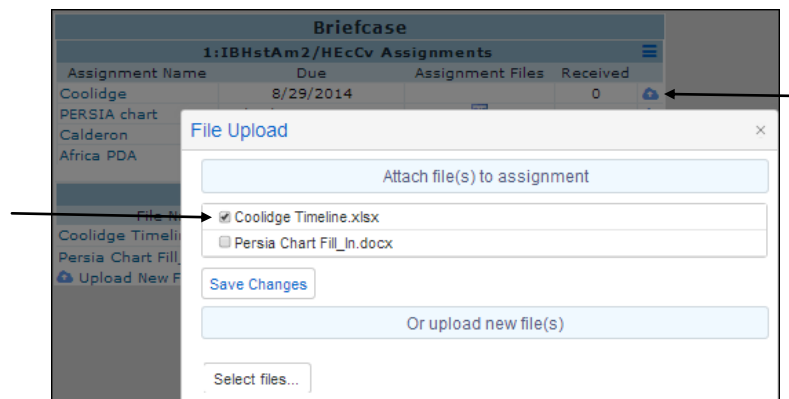
Files can be associated to an assignment in one of three ways:

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.

Briefcase				
1:IBHstAm2/HEcCv Assignments				
Assignment Name	Due	Assignment Files	Received	
Coolidge	8/29/2014	Coolidge Timeline.xlsx	0	
PERSIA chart	8/31/2014 11:00 AM	http://localhost/series.net/Default.aspx#	0	
Calderon	9/3/2014		0	
Africa PDA	9/5/2014		0	

My Uploaded Files			
File Name	Files	Size	Date Uploaded
Persia Chart Fill_In.docx		10 KB	8/31/2014 10:43:03 PM
Coolidge Timeline.xlsx		8 KB	9/1/2014 12:04:23 AM

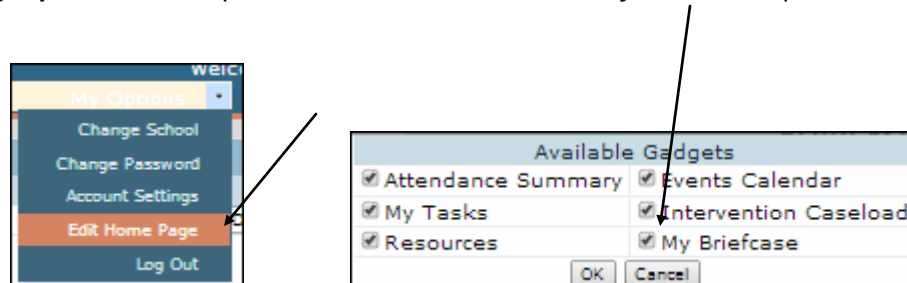
Another way to associate a file with an assignment is to select the **Upload Icon** for that assignment in the **Briefcase** area and then either select from the list of available files (more than one file can be selected), or click on the **Select Files** button to search for files to upload and associate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

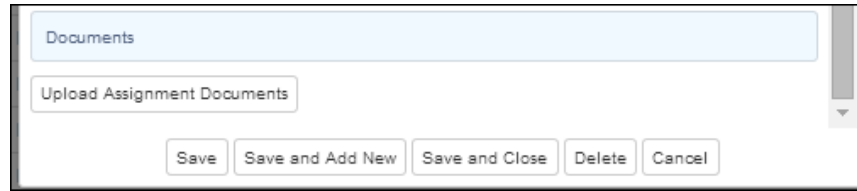
NOTE: if a file is associated with an assignment in a gradebook that is linked, then that file will be associated with the same assignment in every linked gradebook.

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.

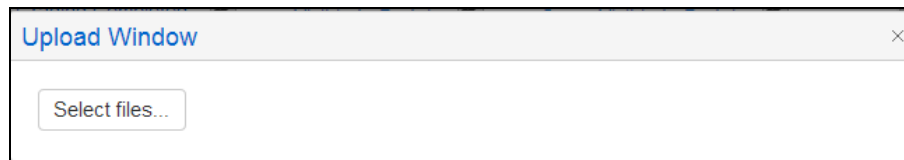


Add/Edit Assignment – Upload Assignment Documents

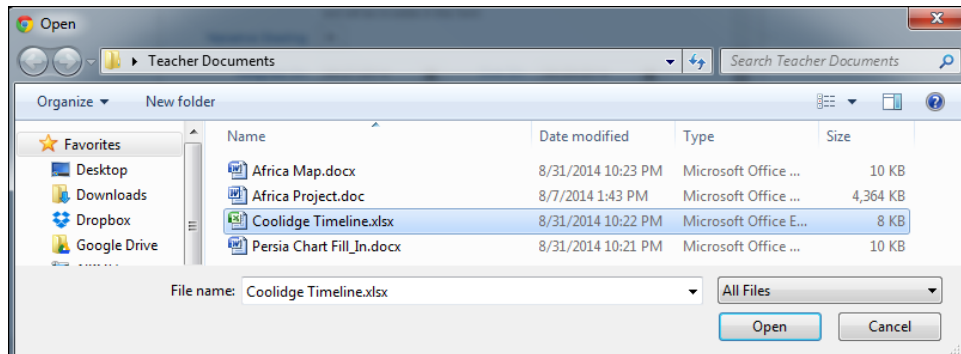
After creating and saving an assignment, an **Upload Assignment Documents** button will display on the **Edit Assignment** page at the bottom. It might be necessary to scroll down using the vertical scroll bar on the right of the page to see the **Upload Assignment Documents** button.



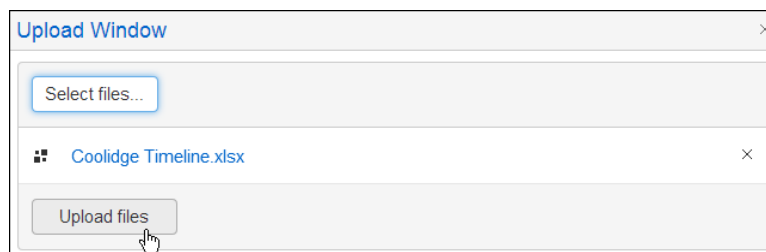
When you click the mouse on the **Upload Assignment Documents** button, the following box will display. Click the mouse on the **Select files** button to find the file you wish to upload.



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

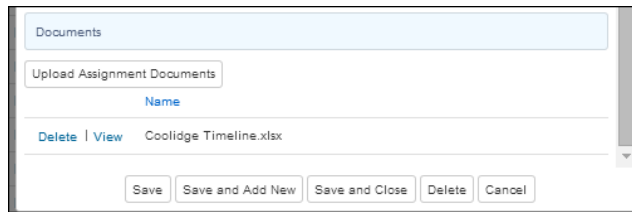


Click the mouse on the **UPLOAD files** button.



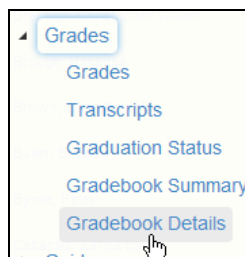
Once the file has been uploaded it will show a **status of 100%** to the right of the Document name.

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.

Gradebook Details												
Flag	StuNum	Last Name	First Name	Middle Name	Perm ID Num	Sex	Grd	Age	Prog	Track	AttProg1	AttProg2
	156	Baca	Jason	Steven	99400156	M	12	17				
Parent/Guardian		Primary Phone			Primary Contact 1:			Primary Contact 2:				
M/M B Baca		(777) 555-3796						(777) 555-5800				
1-IBHstAm2/HEcCv- Fall 8/4/2014 - 1/22/2015 Print Acosta Teacher605@example.com												
<input type="checkbox"/> 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		

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**.

2014-2015 Screaming Eagle High School

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

Welcome to the Student Portal for Jason

Calendar: 09/01/2014

Gradebook Summary

Name	Per	Teacher	% Avg	Current Mark	Trend	Missing Assign	Past 5 Day's ATT	Last Updated
IB_HetAm2/HEcCy	1	Acosta	75	C		0	- - - -	Jul 29
IB_Eng_HLR -2-	2	Stockton	0			0	- - - -	
IB_Math Studies	3	Vanni	84	B		0	- - - -	Jul 29
Ceramics I	4	Sherman	86	B		2	- - - -	Jul 29
Chemistry_Cp	5	Turner	91	A-		0	- - - -	Jul 29
IB_TheoryKnow	7	Goode	0			0	- - - -	Jul 29

Attendance Summary

Code Description	All	0	1	2	3	4	5	6	7	8	9
A UNVERIFIED	0										1
D Dr Note	0									1	
I ILLNESS	0		3	3	3	3	2				1
U UNEXCUSED	0						2				1
V ACTIVITY	0		4	4	2		2				
TOTALS	0		3	3	3	4	3	0		1	0
EXCUSED	0	0	0	0	0	2	2	0		1	0
UNEXCUSED	0	0	0	0	0	2	2	0		1	0

Most Recent Test Results

Test	Taken	Result
CAHSEE		
Math	03/2013	Passed
English Language Arts	03/2013	Passed
CSJ		
Eng/Lang Arts Total	04/2014	Advanced
US History	04/2014	Advanced
High School Math	04/2014	Advanced
Biology	04/2014	Advanced

Backpack

My Assignments

PD	Assignment Name	Files	Due	Submitted Files
1	Africa PDA		9/5/2014 11:00 PM	
1	Calderon		9/3/2014	
2	What I did this summer po...		9/3/2014 10:30 PM	

My Uploaded Files

File Name	Files	Size	Date Uploaded
Africa Map_JasonBaca.docx		10 KB	9/1/2014 10:07:13 AM

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.

File Upload

Select an existing file ...

Africa Map_JasonBaca.docx

Or upload a new file ...

Select files...

Backpack

My Assignments

PD	Assignment Name	Files	Due	Submitted Files
1	Africa PDA		9/5/2014 11:00 PM	
1	Calderon		9/3/2014	
2	What I did this summer po...		9/3/2014 10:30 PM	

My Uploaded Files

File Name	Files	Size	Date Uploaded
Africa Map_JasonBaca.docx		10 KB	9/1/2014 10:07:13 AM

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.

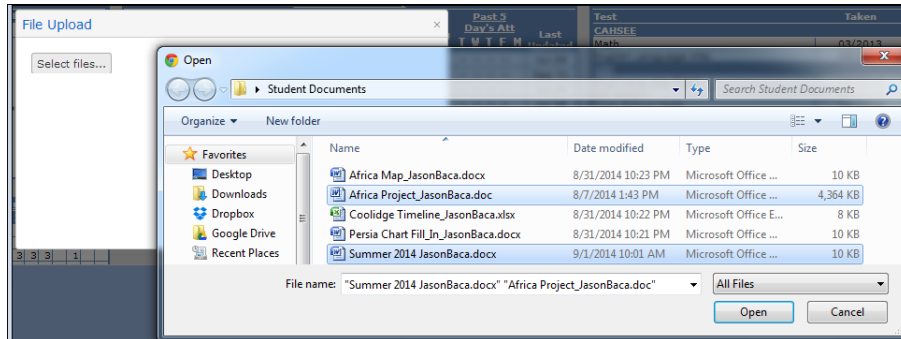
File Name: lists the names of the files that the student has uploaded into the system within the selected date range. Hovering over the file name brings up a 4-direction arrow indicating that the file can be attached to an assignment by clicking on the file name and dragging it to the appropriate assignment.

Files: clicking on the icon will download the file.

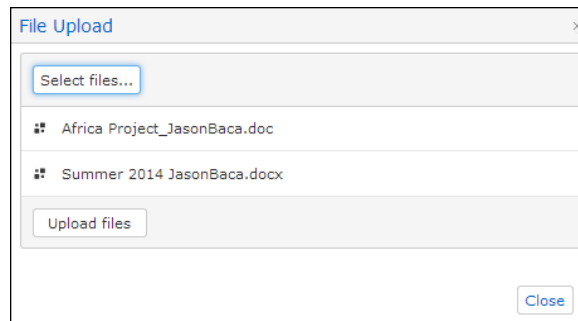
Size: lists the size of the file.

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

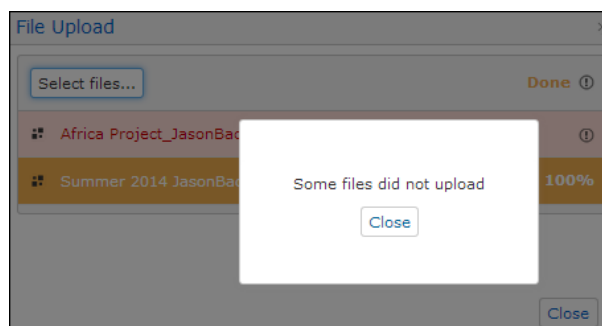
Upload New File icon: students can upload one or many files into the system without associating them to assignments immediately. Click on the **Upload New File** icon in the **My Uploaded Files** section. Click on **Select Files**. Navigate to the file(s) that you wish to upload, select the file(s) and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

My Uploaded Files				
File Name	Files	Size	Date Uploaded	
Africa Map_JasonBaca.docx		10 KB	9/1/2014 10:07:13 AM	
Summer 2014 JasonBaca.doc...		10 KB	9/1/2014 10:25:52 AM	
Upload New Files				

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.

Backpack				
My Assignments				
PD	Assignment Name	Files	Due	Submitted Files
1	Africa PDA		9/5/2014	Africa Map_JasonBaca.docx
1	Calderon		9/3/2014	
2	What I did this summer po...		9/3/2014 10:30 PM	

My Uploaded Files				
File Name	Files	Size	Date Uploaded	
Africa Map_JasonBaca.docx		10 KB	9/1/2014 10:07:13 AM	
Summer 2014 JasonBaca.doc...		10 KB	9/1/2014 10:25:52 AM	
Upload New Files				

Another way to associate a file with an 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.

Backpack				
My Assignments				
PD	Assignment Name	Files	Due	Submitted Files
1	Africa PDA		9/5/2014 11:00 PM	Africa Map_JasonBaca.docx
1	Calderon		9/3/2014	
2	What I did this summer po...		9/3/2014 10:30 PM	

File Upload

Select an existing file ...

Summer 2014 JasonBaca.docx

Or upload a new file ...

Select files...

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

Backpack				
My Assignments				
PD	Assignment Name	Files	Due	Submitted Files
1	Africa PDA		9/5/2014 11:00 PM	Africa Map_JasonBaca.docx
1	Calderon		9/3/2014	
2	What I did this summer po...		9/3/2014 10:30 PM	Summer 2014 JasonBaca.doc...

My Uploaded Files				
File Name	Files	Size	Date Uploaded	
Upload New Files				

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	Missing Trend	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

Attendance	Grades	Medical	Guidance	Test Scores
	Gradebook			
	Gradebook Details			
	Grades			abook

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 will 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:			Quick CON			
M/M B Baca		(777) 555-3796						(777) 555-5800						
1- IBHstAm2/HEcCv- Fall 8/4/2014 - 1/22/2015 Print Acosta Teacher605@example.com														
<input type="checkbox"/> 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	13(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.

						Ch21 IHOS	CN 22-3
Show Filters						10/30/2014 #37 : 100	10/30/2014 #38 : 3
Sorting by: Student Name							
	Name	Grd	%	Mark			
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**.

					Ch21 IHOS	CN 22-3
Show Filters					✓ 10/30/2014 #37 : 10	✓ 10/30/2014 #38 : 3
Sorting by: Student Name ↓						
	Name	Grd	%	Mark		
1	Balboa, Michelle P.	10	84.7	B		3
2	Barr, James J.	9	96.4	A	10.00	3

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.

Aeries [®] SIS Gradebook		2014-2015 Screaming Eagle High School										teacher	
3 - Adv Algebra CP - Fall		Dashboard	Scores by Class	Assignments	Students	Reports	Manage						
Override Not Applicable Scores		hwk 10/23	hwk 10/27	hwk 10/28	hwk 10/30	Quiz 5.1/5.2/5.8	hwk 11/3	hwk 11/4	Benchmark	Chapt15 P			
Show Filters		0/23/2014 #36 : 9	✓ 10/25/2014 #37 : 15	✓ 10/26/2014 #38 : 16	✓ 10/30/2014 #39 : 15	✓ 10/30/2014 #40 : 16	✓ 11/1/2014 #41 : 10	✓ 11/2/2014 #42 : 27	✓ 11/10/2014 #43 : 100	✓ 11/15/2014 #44 : 100			
Sorting by: Student Name ↓		Name	Grd	%	Mark								
1	Ali, Mario Z.	11	82.3	B-	7	15	6	22	9	10	15	64	68
2	Aviles, Jillian	11	95.1	A	Applicable	Not Applicable	10	10	15	10	21	NA	86
3	Booker, Esteban C.	12	80.8	B-	7	12	15	9	9	10	20	68	64



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.

	Name	Grade	%	Mark
1	Atkins, Tracy M	10	86.5	B
2	Barillas, Alice Frances	10	94.1	A
3	Baxter, Daniel Scott	10	65.9	D

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

1	Ali, Mario Z.	 	11	82.3	B-
2	Aviles, Jillian	 	11	95.1	A

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

1	Ali, Mario Z.	→  
---	---------------	---

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.

Show Filters						111/112 Presentations	110 Questions	Marshall Plan Questions
Sorting by: Student Name						2/27/2015 #1 : 10	2/27/2015 #2 : 3	2/27/2015 #3 : 5
	Name	Grd	%	Mark				
1	Abbott, Allan J. (AJ)	14	93.4	A	10	3	5	
2	Abea, Ayrianna J.	12	79.9	C+	10	3	5	
3	Beatty, David W.	12	80.0	B-	10	3	5	

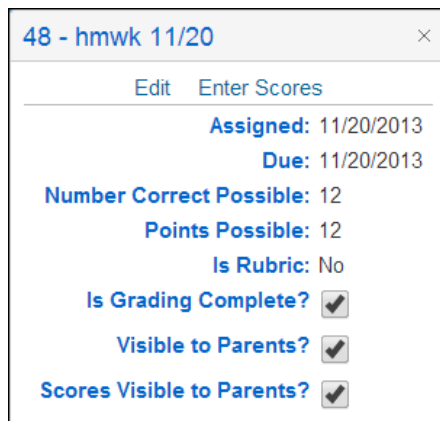
A checkmark will display to the left of the assignment date indicating that the assignment is marked as **Grading Complete** and also display in blue. When Grading Complete is not set the assignment box will display in dark blue.

Chapt9 Vocab	Chapt9 Test	Bnchmk Rev
5/17/2014 #46 : 15	5/17/2014 #47 : 100	5/27/2014 #48 : 20

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.

Dashboard	Scores by Class	Assign
9.1-9.3	Hmwk 5/10	Hmwk 5/11
2014 : 15	5/8/2014 #41 : 10	5/9/2014 #42 : 10
		5/14/2014 #44 : 30

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.

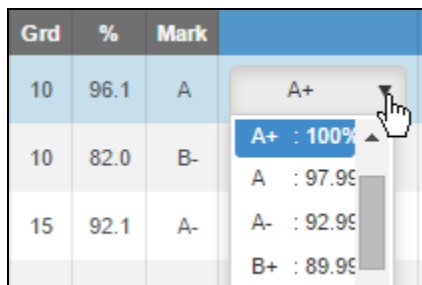


Click the mouse on the **X** in the upper right corner to close the Assignment window.

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.

	Name	Grd	%	Mark		
1	Abbott, Allan J. (AJ)	31	14	93.4	A	10
2	Abea, Ayrianna J.	31	12	79.9	C+	10

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:

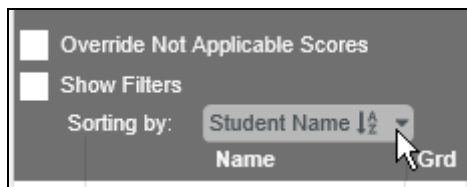
- **UP and DOWN Arrow Keys** - moves up and down the page
- **ENTER** - moves down the page
- **TAB Key** - moves across assignments for student selected
- **SHIFT and TAB** - moves backward across assignments

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.

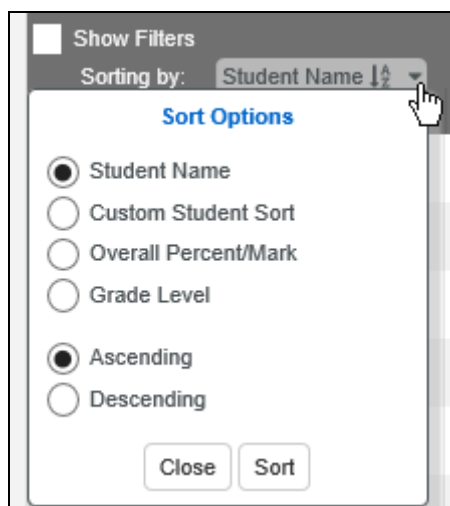
Sorting

The **Scores By Class** page has different sort options. These **Sort Options** include by **Student Name**, **Custom Student Sort**, **Overall Percent/Mark**, and **Grade Level**. There are also options to sort by **Ascending** or **Descending** order.

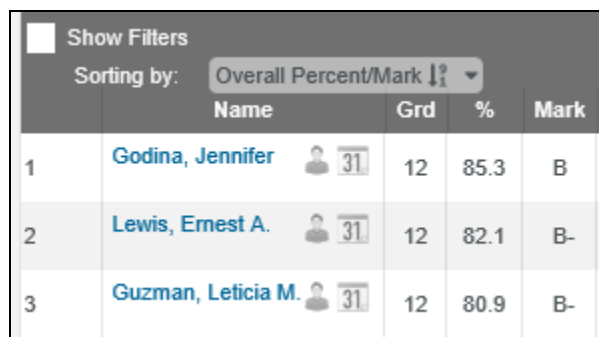
To select a sort option, click the mouse on the **Sorting by** drop down menu at the top left of the **Scores By Class** page.



A **Sort Options** menu will display. Select the appropriate Sort Options and then click the mouse on the **Sort** button to apply the Sort. 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.

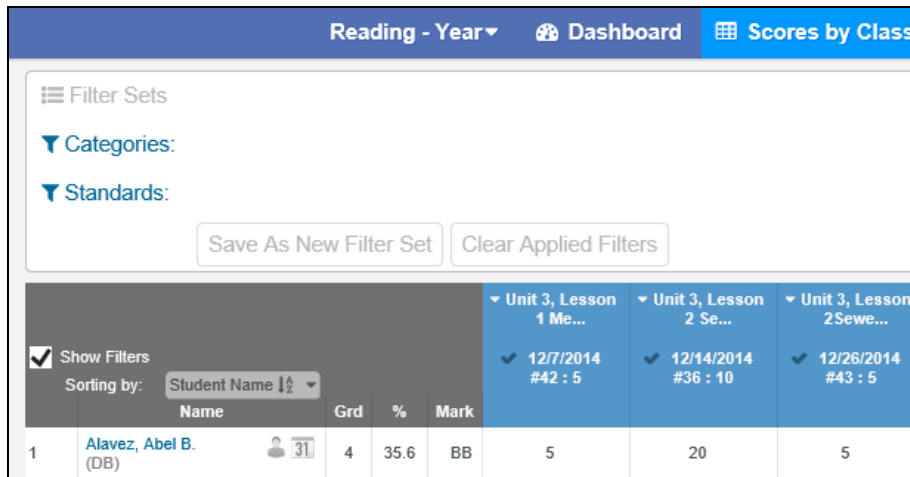


A screenshot of the 'Scores By Class' page showing a table sorted by 'Overall Percent/Mark'. The 'Sorting by:' dropdown menu is set to 'Overall Percent/Mark'. The table has five columns: 'Name', 'Grd', '%', and 'Mark'. The rows are sorted by the percentage column in descending order.

	Name	Grd	%	Mark
1	Godina, Jennifer	12	85.3	B
2	Lewis, Ernest A.	12	82.1	B-
3	Guzman, Leticia M.	12	80.9	B-

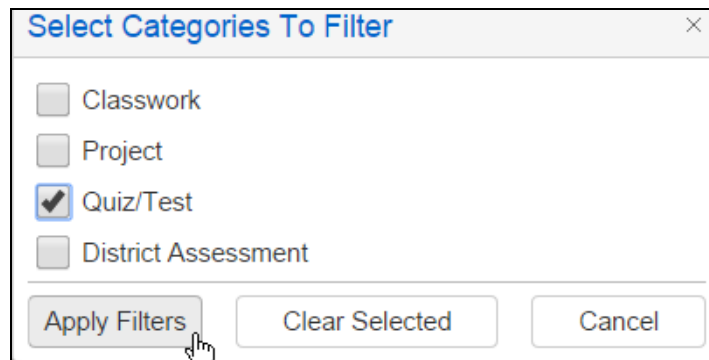
Show Filters

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.



Filter Sets						
Categories:						
Standards:						
Save As New Filter Set Clear Applied Filters						
Show Filters						
Sorting by: Student Name						
Name	Grd	%	Mark	Unit 3, Lesson 1 Me...	Unit 3, Lesson 2 Se...	Unit 3, Lesson 2Sewe...
1 Alavez, Abel B. (DB)	4	35.6	BB	12/7/2014 #42 : 5	12/14/2014 #36 : 10	12/26/2014 #43 : 5

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.

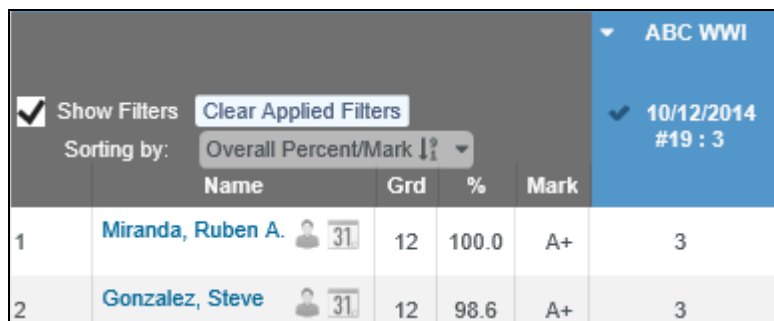


Select Categories To Filter

- Classwork
- Project
- Quiz/Test
- District Assessment

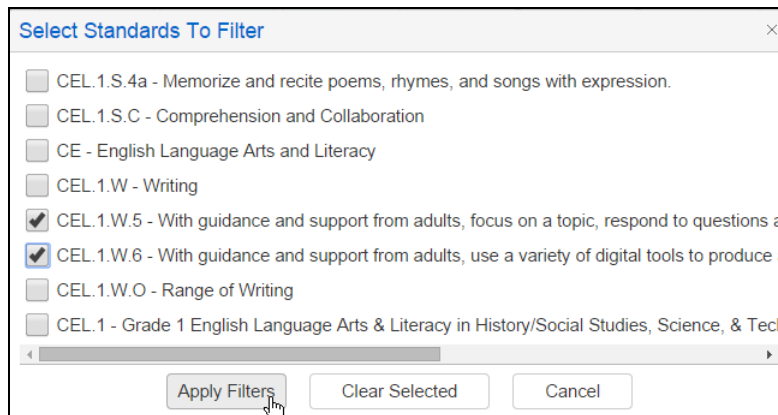
Apply Filters Clear Selected Cancel

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.

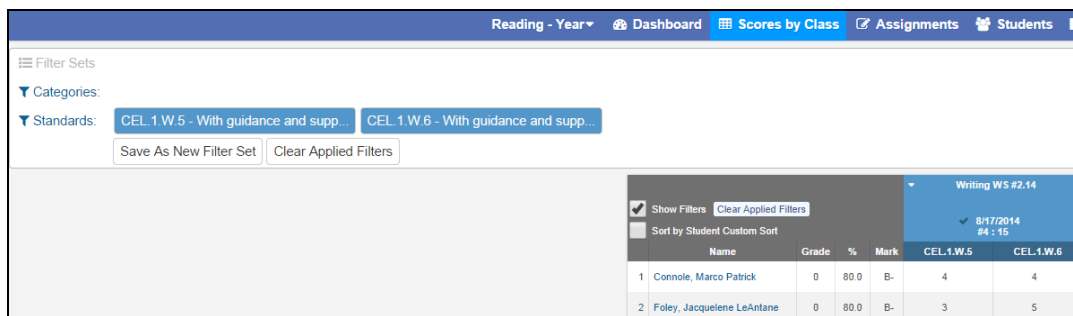


Filter Sets				
Categories:				
Standards:				
Save As New Filter Set Clear Applied Filters				
Show Filters				
Sorting by: Overall Percent/Mark				
Name	Grd	%	Mark	ABC WWI
1 Miranda, Ruben A.	12	100.0	A+	10/12/2014 #19 : 3
2 Gonzalez, Steve	12	98.6	A+	

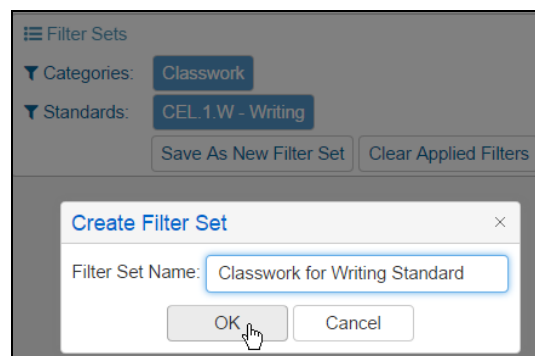
If using Standards, the **Standards** filter option will display the standards linked to existing assignments. Selecting a standard or standards will filter the **Scores by Class** page to only assignments with the selected standards. Select the standards to filter and click the mouse on the **Apply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



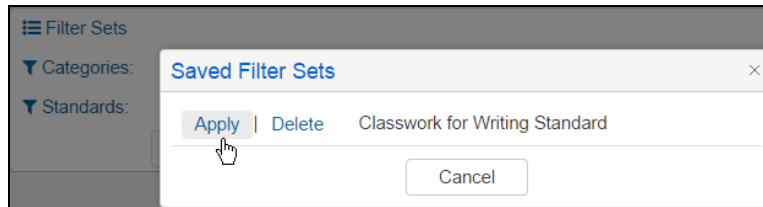
The **Scores by Class** page will now only display assignments with the selected filtered standards. In the example below, only assignments with the selected standards will display. The % and **Mark** will total only the filtered assignments.



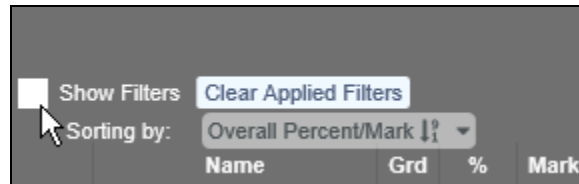
Filters Sets can be saved and will be available to select on the **Filter Sets** option. To save a filter, once the filter is selected, click the mouse on the **Save As New Filter Set** button and the following will display.



Enter the **Filter 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.

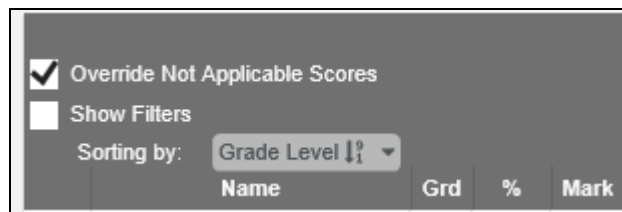


The **Show Filters** option can be selected or deselected. When selected, the page will expand and in the upper left, the filter options will display. When de-selected, the upper left filter section will be hidden but the filters are still applied. Click the mouse on **Clear Applied Filters** to remove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



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.

3 - Adv Algebra CP - Fall									
<input type="checkbox"/> Override Not Applicable Scores <input type="checkbox"/> Show Filters Sorting by: Student Name						hmwk 9/10	hmwk 9/11	review sheet	hmwk 9/15
						9/11/2014 #8 : 11	9/11/2014 #9 : 19	9/12/2014 #10 : 25	9/13/2014 #11 : 5
	Name	Grd	%	Mark					
1	Ali, Mario Z.	11	81.6	B-		12	12	21	5
2	Aviles, Jillian	11	95.2	A		11	Not Applicable	19	5
3	Booker, Esteban C.	12	80.7	B-		11	13	17	5

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.

<input checked="" type="checkbox"/> Override Not Applicable Scores <input type="checkbox"/> Show Filters Sorting by: Student Name ↓						hmwk 9/10	hmwk 9/11	
Name	Grd	%	Mark	9/11/2014 #8 : 11	9/11/2014 #9 : 19			
1 Ali, Mario Z.	11	81.6	B-	12	12			
2 Aviles, Jillian	11	95.2	A	11				
Booker, Esteban C.								

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

Aviles, Jillian	11	95.2	A	11	5	
-----------------	----	------	---	----	---	--

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

Aviles, Jillian	11	94.5	A	11	5	
-----------------	----	------	---	----	---	--

Attendance Flags

Attendance flags also display on the **Scores by Class** page. Blue squares 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 absent code and date.

Name	Grade	%	Mark	Chapt10 Rev Wrksht	Conics Project	Hmwk 5/21
				5/13/2014 #45 : 25	5/14/2014 #46 : 50	5/21/2014 #49 : 10
22 Iriarte, Joey	12	63.0	D	13	30	10
23 Linder, Sean L	11	87.7	B+	25	50	0

ACTIVITY on date due 5/13/2014.

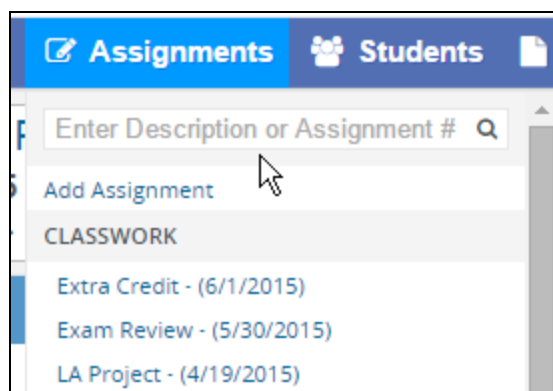
Rubric Scoring

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.

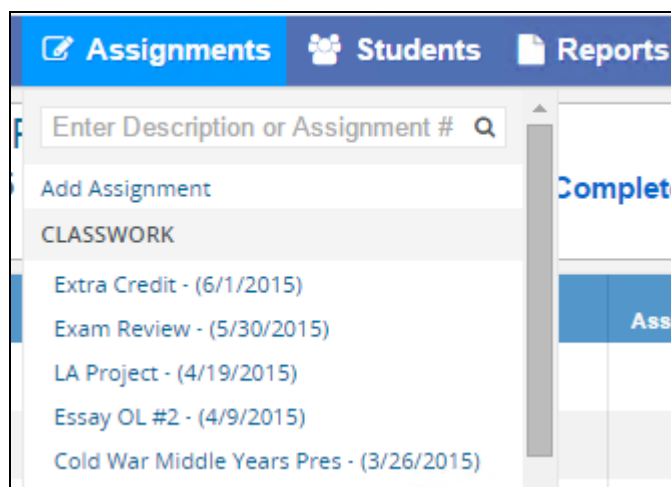
				▼ Class Project	▼ Assessment	▼ Class Work 1.1
				✓ 6/17/2014 #1	✓ 6/17/2014 #2	✓ 6/17/2014 #3
	Name	Grade	Avg			
1	Aceves, Alexia Camille	1	4.0	4	4	4
2	Aguiar, Allison Rose	1	3.3	3	4	3

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.

2 - IB US Hist - Spring												
Dashboard Scores by Class Assignments Students Reports Manage												
Cold War Essay #2 (03/26/2015) #17 - Essay OL #2 Cold War Persia (04/09/2015)												
Assigned: Wed Apr 1, 2015 Due: Thu Apr 9, 2015 Category: Classwork Is Grading Completed? <input checked="" type="checkbox"/>												
show more												
Stu ID	Name	# Correct (Score)	# Correct Possible	%	Points Earned	Points Possible	Comment	Date Completed	Status	Att on Assigned Date	Att on Due Date	Submitted File
1	99400001 Abbott, Allan J. (AJ)	2	3	67	2	3		4/9/2015		ILL		
2	99400005 Abea, Ayrianna J.	3	3	100	3	3		4/9/2015				
3	99400215 Beatty, David W.	3	3	100	3	3		4/9/2015		ILL		
4	99400299 Braggins, Joseph A.	3	3	100	3	3		4/9/2015				
5	99400628 De Leon, Christopher D.	3	3	100	3	3		4/9/2015				

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.

Stu ID	Name
1	99400050 Ali, Mario Z. (Mark)
2	99400152 Aviles, Jillian

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

Stu ID	Name
1	99400050 Ali, Mario Z. (Mark)  

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

1	99400050 Ali, Mario Z. (Mark)  
---	--







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

1	99400050 Ali, Mario Z. (Mark)  
---	--

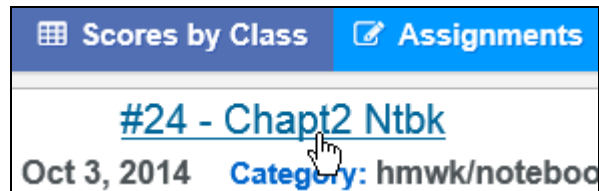
If the student has an **Alias** name populated, the alias will display below the student name in parentheses.

1	99400050 Ali, Mario Z. (Mark)  
---	--

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.

	Stu ID	Name		# Correct (Score)	# Correct Possible	%	Points Earned	Points Possible	Comment
1	99400001	Abbott, Allan J. (AJ)	 	2	3	67	2	3	
2	99400005	Abea, Ayrianna J.	 	<input type="text" value="3"/>	3	100	3	3	
3	99400215	Beatty, David W.	 	3	3	100	3	3	



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.

Edit Assignment - #24 - Chapt2 Ntbk ×

General Info

Name

Description

Type ▼

Formative Assignments are those that form knowledge (ex: homework or projects).
Summative Assignments are those that measure a student's progress (ex: quizzes and tests).

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.

#12 - Chapt1 ntbk

Due: Sat Sep 13, 2014
Category: hmwk/notebook/quiz

show more

hmkw 9/15 (09/13/2014) <
#12 - Chapt1 ntbk
> Chapt1 test (09/13/2014)

Assigned: Fri Sep 12, 2014
Due: Sat Sep 13, 2014
Category: hmwk/notebook/quiz
Is Grading Completed?

Number Correct Possible: 40
Total Points Possible: 40

Only Display Students Missing Scores
 Sort Students by Custom Sort Field Instead of Name

Mass Assign Values
Show Stats
Quick Data Entry

■ Missing Score
 ■ Score Greater Than Max

show less

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

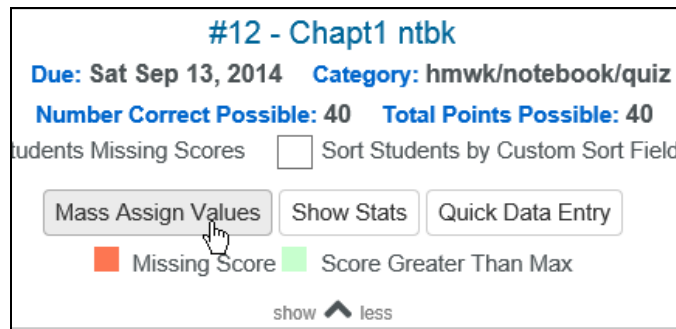
The **Sort Students by Custom Sort Field instead of Name** option will sort the students in the custom sort order as defined on the **Manage Students** page.

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.

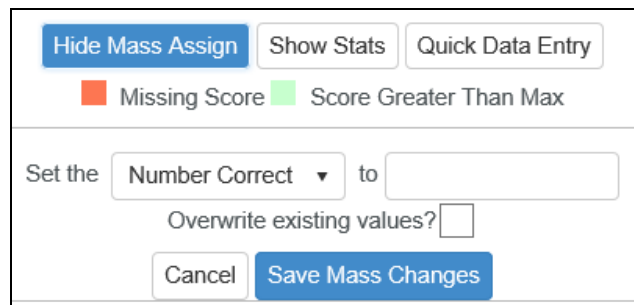
Enter the **Date Completed**. Enter any text in the **Comment** field or select a pre-defined **Status** from the dropdown if needed. **NOTE: All scores entered are saved immediately.**

Mass Assign Values

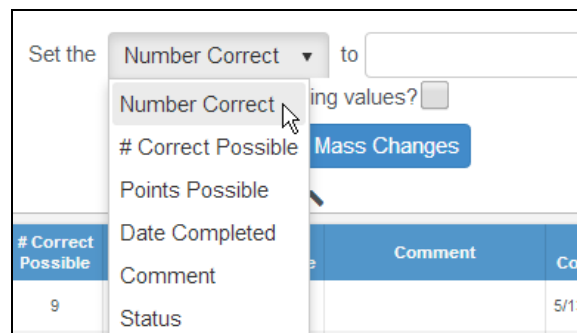
Click the mouse on the down arrow on the **Assignments** page on the assignment to display the **Mass Assign Values** button. This function can be used to mass add or change data. For example, if all students turned in the assignment on time a default date can be entered and all assignments will be updated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

Max Score Given	Min Score Given	Class Average	Median	Mode	Variance	Standard Deviation	Average Deviation
40	0	35.68	40	40	64.11	8.01	4.32

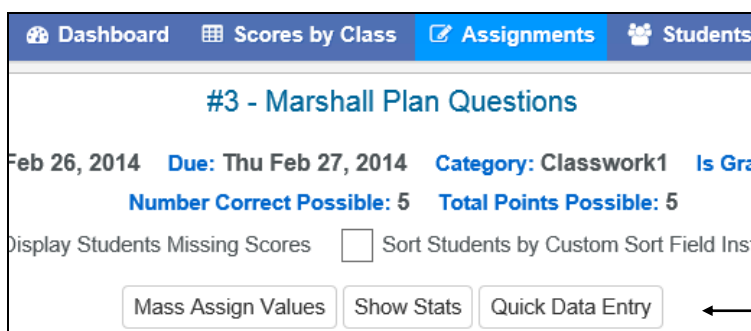
These values are only calculated on page load. They will not refresh automatically.

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.

Student	# Correct
Select Student...	

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.

The screenshot shows a form with two columns: 'Student' and '# Correct'. The 'Student' field has a dropdown menu open with 'Abbott, Allan James' selected and 'Abea, Ayrianna J' listed below it. The '# Correct' field is empty.

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 screenshot shows the same form as above, but now the '# Correct' field contains the number '5'. The dropdown menu is still open, showing 'Abbott, Allan James' selected.

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 screenshot shows the Aeries SIS Gradebook interface for '2014-2015 Screaming Eagle High School'. The 'Students' dropdown menu is open, showing a list of active students including 'Ali, Mario Z', 'Aviles, Jillian', 'Booker, Esteban C', 'Breceda, Anna Marie', 'Chacon, Jonathon', 'Clark, Andrea M', and 'Escamilla, Katie M'. The main view shows 'Ali, Mario Z (Mark)' with a grade of 'B- 81.79%' and a table of assignments.

#	Description	Category	Grading Completed	Due Date	# Correct (Score)	Max Correct	%	Points Earned	Points Possible	Comment
67	Final Exam	tests/final	✓	1/22/2015	124	155	80	124	155	

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.

The screenshot shows the full gradebook for 'Ali, Mario Z (Mark)'. The student's name and grade 'B- 81.79%' are displayed at the top. The table below lists all assignments with their details.

#	Description	Category	Grading Completed	Due Date	# Correct (Score)	Max Correct	%	Points Earned	Points Possible	Comment	Date Completed	Status	Att on Assigned Date	Att Due
67	Final Exam	tests/final	✓	1/22/2015	124	155	80	124	155		1/22/2015			
66	semester EC	tests/final	✓	1/18/2015	0	0	0	0	0					
65	Final Review	hwk/notebook/quiz	✓	1/15/2015	20	20	100	20	20		1/15/2015			ILL
64	hwk 1/11	hwk/notebook/quiz	✓	1/9/2015	9	19	47	9	19		1/9/2015			
63	hwk 1/7	hwk/notebook/quiz	✓	1/8/2015	12	17	71	12	17		1/8/2015			

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.

3 - Adv Algebra CP - Fall ▾ Dashboard Scores by Class Assignments Students


B-

81.79%

Ali, Mario Z  

(Mark)

Only Show Assignments Missing Scores

show  more

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	<input type="text"/>	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**.


#	Description	Category	Grading Completed	Due Date	# Correct (Score)	Max Correct	%	Points Earned	Points Possible	Comment
66	semester EC	tests/final	✓	1/18/2015		0	0	0	0	
59	hmkw 12/15	hmkw/notebook/quiz	✓	12/13/2014		12	0	0	12	

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	<input type="text" value="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.

Date Completed	Status	Att on Assigned Date	Att on Due Date
5/6/2015			
5/6/2015	Absent - No Make Up		
5/6/2015	Absent - Able to Make Up		
5/6/2015	Excused		
5/6/2015	Late		


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.

Ali, Mario Z  31

(Mark)

Only Show Assignments Missing Scores

show  more

The following points summary will display for the selected student.

Category	% of Grade	Points Earned	Points Possible	%	Mark
hwk/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.

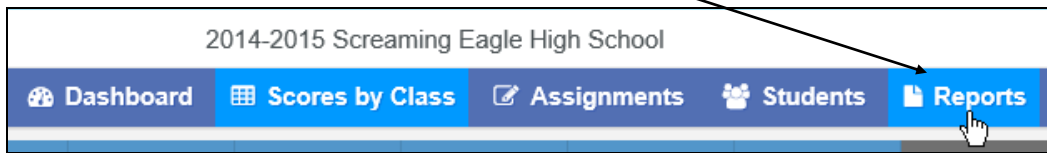
Category	% of Grade	Summative			Formative			%
		Points Earned	Points Possible	%	Points Earned	Points Possible	%	
Homework/Notebook/Quizzes	40	584.00	588.00	99.31	10.00	10.00	100.00	99.45
Tests/Final	60	996.00	1,250.00	79.68	0.00	0.00	0.00	79.68
Total	0	0.00	0.00	87.53	0.00	0.00	100.00	90.02

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.

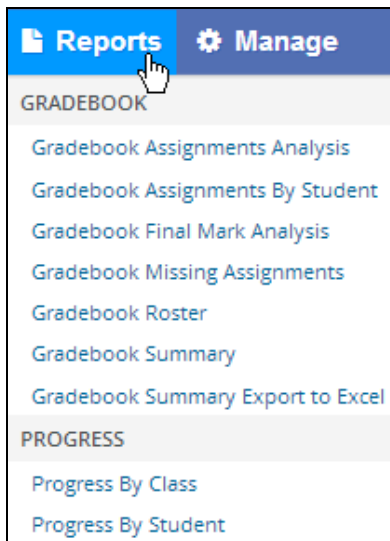
If **Yes** displays, the assignment will be counted as a zero until a score has been entered and after the score has been entered the percentage of the grade will be re-calculated.

GRADEBOOK REPORTS

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



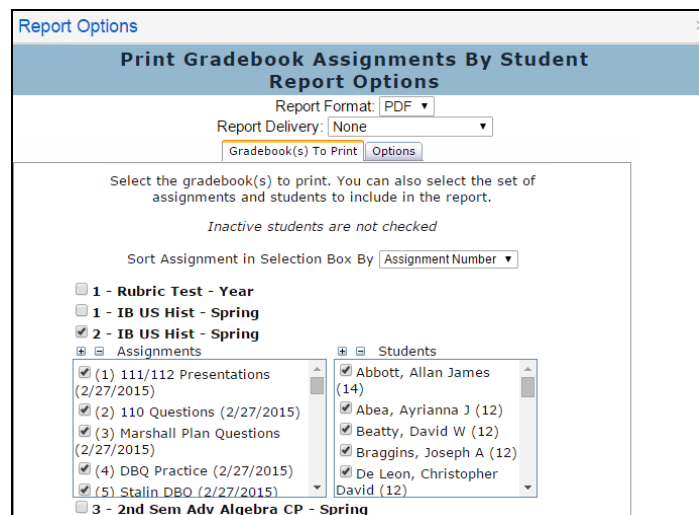
The following **Reports Window** will display. All gradebook reports have various report options available to the teacher.



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.

Print Gradebook Assignments By Student Report Options

Report Format: PDF ▾
 Report Delivery: None ▾

Gradebook(s) To Print: Options

Report Title: Student Assignments

Report Comment:

Sort Assignments By: Assignment Number ▾
 Student Sort: Student Name ▾

Show Gradebook Summary
 Show Signature Line
 Show Completion Checks Instead of Scores

Print Only Student with Grade % Below:
 Print Only Student with Grade % Above:

Run Report Email To Parents

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**

The **Email Assignments** button enables teachers a method to communicate at any time with students, parents/guardians or 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	Assign #	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										Ertele
Ardon, Daniel		Grd: 9										08/30/2013 11:33 AM
#	Category	Description	Assignd	# Correct	Possible	Points	Max	%	Complt'd	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	

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.

Report Options

Print Gradebook Missing Assignments Report Options

Report Format: PDF ▼

Report Delivery: None ▼

Gradebook(s) To Print Options

Select the gradebook(s) to print. You can also select the set of assignments and students to include in the report.

Inactive students are not checked

Sort Assignment in Selection Box By Assignment Number ▼

1 - Rubric Test - Year

1 - IB US Hist - Spring

2 - IB US Hist - Spring

Assignments

- (1) 111/112 Presentations (2/27/2015)
- (2) 110 Questions (2/27/2015)
- (3) Marshall Plan Questions (2/27/2015)
- (4) DBQ Practice (2/27/2015)
- (5) Stalin DBQ (2/27/2015)

3 - 2nd Sem Adv Algebra CP - Spring

3 - Hon World Hst - Spring

Students

- Abbott, Allan James (14)
- Abea, Ayrianna J (12)
- Beatty, David W (12)
- Braggins, Joseph A (12)
- De Leon, Christopher David (12)

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	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 Roster

This is a newly available report for 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.

Report Options

Print Gradebook Roster Report Options

Report Format: PDF ▾

Report Delivery: None ▾

Gradebook(s) To Print

Pd	GBK Name	Term
1	Rubric Test	Year
1	IB US Hist	Spring
2	IB US Hist	Spring
3	2nd Sem Adv Algebra CP	Spring
3	Hon World Hst	Spring
3	IB Span HL 2	Spring
4	Hon World Hst	Spring
6	Hon World Hst	Spring
1	IBHstAm2/HEcCv	Fall
2	IBHstAm2/HEcCv	Fall
3	Adv Algebra CP	Fall
3	Hon World Hst	Fall
3	IB Span HL 2	Fall
4	Hon World Hst	Fall
6	Hon World Hst	Fall

Report Title:

Number of Empty Boxes:

Number of Extra Lines:

Height of Each Detail Line:

Height of Header Line:

Student Sort:

Student ID/Number Viewing:

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.

Print Gradebook Summary Report Options

Report Format: PDF

Report Delivery: None

Gradebook(s) To Print: Options

Sort Assignment in Selection Box By: Assignment Number

Show Category Summary

1 - Rubric Test - Year

1 - IB US Hist - Spring

2 - IB US Hist - Spring

3 - 2nd Sem Adv Algebra CP - Spring

3 - Hon World Hst - Spring

Assignments:

- (1) 111/112 Presentations (2/27/2015)
- (2) 110 Questions (2/27/2015)
- (3) Marshall Plan Questions (2/27/2015)
- (4) DBQ Practice (2/27/2015)
- (5) Stalin DBO (2/27/2015)

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

2 - IB US Hist - Spring		Gradebook Summary																							Acosta	
Assignment Number	Grade	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	30 Assignments	
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	Overall Pct	Mark
**Grading Completed		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
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.

Print Gradebook Progress By Student Report Options

Report Format: PDF |
 Report Delivery: None

Select Gradebook			Select Students		
Pd	GBK Name	Term	Stu#	Name	Sex Gr
1	Rubric Test	Year	1	Abbott, Allan James	M 14
1	IB US Hist	Spring	5	Abea, Ayrianna J	F 12
2	IB US Hist	Spring	215	Beatty, David W	M 12
3	2nd Sem Adv Algebra CP	Spring	299	Braggins, Joseph A	M 12
3	Hon World Hst	Spring	628	De Leon, Christopher David	M 12
3	IB Span HL 2	Spring	940	Gelfuso, Marlinna M	F 12
4	Hon World Hst	Spring	948	Gil, Jeremy C	M 12
6	Hon World Hst	Spring	1212	Huerta, Iman	M 12
1	IBHstAm2/HEcCv	Fall	1392	Lansford, Kimberly	F 12
			1418	Lee, Michelle	F 12
			1430	Leos, Christine Marie	F 12

Select All Students Clear All

Gradebook Information to Display

Show Other Teachers' Gradebooks

Include Gradebooks Active on a Date: 05/06/2015 (blank for all gradebooks)

Teacher	Pd	GN	GBK Name	Term
Acosta	2	1662514	IB US Hist	Spring
Alvarado	3	4233641	IB Span HL 2	Spring
Alvarado	4	6357369	IB Span HL 2	Year
Alvarado	4	2784286	Span IV IB SL	Year
Alvarado	5	5726287	IB Span HL 2	Year
Baker	4	6710867	Physics Cp	Year
Baker	4	5533456	Physics Cp	Spring
Bauer	3	8414941	English 12 CP Spring	Spring
Bauer	6	3676185	Journalism Spring	Spring
Dye	4	2069059	Adv Dance	Spring
Goularte	4	2596943	IB Math HL	Spring

Select All Gradebooks Clear All

Other Options

Show Signature

Page Break on Each Student

Comment:

Run Report

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

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.

Print Gradebook Progress By Class Report Options

Report Format: PDF | Report Delivery: None

Select Gradebook		Select Students				
Pd	GBK Name	Term	Stu#	Name	Sex	Gr
1	Rubric Test	Year	1	Abbott, Allan James	M	14
1	IB US Hist	Spring	5	Abea, Ayrianna J	F	12
2	IB US Hist	Spring	215	Beatty, David W	M	12
3	2nd Sem Adv Algebra CP	Spring	299	Braggins, Joseph A	M	12
3	Hon World Hst	Spring	628	De Leon, Christopher David	M	12
3	IB Span HL 2	Spring	940	Gelfuso, Marlinna M	F	12
4	Hon World Hst	Spring	948	Gil, Jeremy C	M	12
4	Hon World Hst	Spring	1212	Huerta, Iman	M	12
6	Hon World Hst	Spring	1392	Lansford, Kimberly	F	12
1	IBHstAm2/HEcCv	Fall	1418	Lee, Michelle	F	12
			1430	Leos, Christine Marie	F	12

Gradebook Information to Display

Show Other Teachers' Gradebooks

Include Gradebooks Active on a Date: 05/06/2015 (blank for all gradebooks)

Teacher	Pd	GN	GBK Name	Term
Acosta	2	1662514	IB US Hist	Spring
Alvarado	3	4233641	IB Span HL 2	Spring
Alvarado	4	6357369	IB Span HL 2	Year
Alvarado	4	2784286	Span IV IB SL	Year
Alvarado	5	5726287	IB Span HL 2	Year
Baker	4	6710867	Physics Cp	Year
Baker	4	5533456	Physics Cp	Spring
Bauer	3	8414941	English 12 CP Spring	Spring
Bauer	6	3676185	Journalism Spring	Spring
Dye	4	2069059	Adv Dance	Spring
Goularte	4	2596943	IB Math HL	Spring

Other Options

Report Title:

Progress Grade Display: Final Mark (or Percentage if Final Mark not available)

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

		Progress Report By Class									
Acosta, Wednesday, May 6, 2015		1	2	3	4	5	6	7	8	9	10
Student Name	Avg %	IB US Hist Spring	IB Span HL 2 Spring Alvarado	IB Span HL 2 Year Alvarado	Span IV IB SL Year Alvarado	IB Span HL 2 Year Alvarado	Physics Cp Year Baker	Physics Cp Spring Baker	English 12 CP Spring Spring Bauer	Journalism Spring Spring Bauer	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.

Report Options

Print Gradebook Final Mark Analysis Report Options

Report Format: PDF ▾

Report Delivery: None ▾

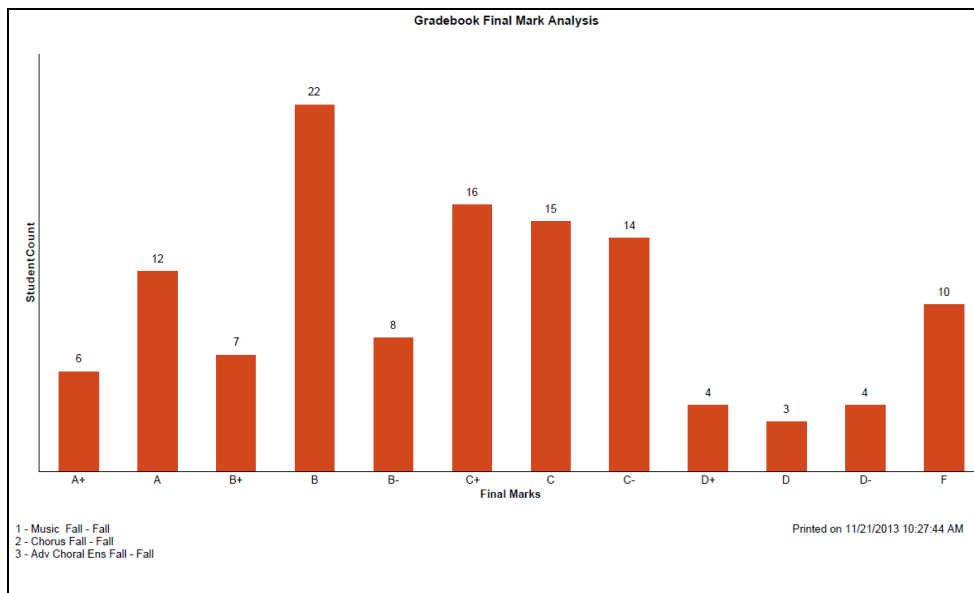
Select the gradebook(s) to print

Pd GBK Name	Term
1 Rubric Test	Year
1 IB US Hist	Spring
2 IB US Hist	Spring
3 2nd Sem Adv Algebra CP	Spring
3 Hon World Hst	Spring
3 IB Span HL 2	Spring
4 Hon World Hst	Spring
6 Hon World Hst	Spring
1 IBHstAm2/HEcCv	Fall
2 IBHstAm2/HEcCv	Fall
3 Adv Algebra CP	Fall
3 Hon World Hst	Fall
3 IB Span HL 2	Fall
4 Hon World Hst	Fall
6 Hon World Hst	Fall

Print +'s and -'s

Include Inactive Students

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 analysis 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.

Report Options

Print Gradebook Assignment Analysis Report Options

Report Format: PDF

Report Delivery: None

Gradebook(s) To Print

Pd	GBK Name	Term
1	Rubric Test	Year
1	IB US Hist	Spring
2	IB US Hist	Spring
3	2nd Sem Adv Algebra CP	Spring
3	Hon World Hst	Spring
3	IB Span HL 2	Spring
4	Hon World Hst	Spring
6	Hon World Hst	Spring
1	IBHstAm2/HEcCv	Fall
2	IBHstAm2/HEcCv	Fall
3	Adv Algebra CP	Fall
3	Hon World Hst	Fall
3	IB Span HL 2	Fall
4	Hon World Hst	Fall
6	Hon World Hst	Fall

Include Scores of 0

Sort Assignments By: Assignment Number

Run Report

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.

2013-2014 Screaming Eagle High School

Dashboard Scores by Class Assignments Students Reports **Manage**

Spring Add Gradebook Link Gradebooks

Assignments Manage Students Final Marks Narrative Grades Rules Backups Restore

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

<input checked="" type="checkbox"/> Gradebook	Term	Per	Start Date	End Date	Last Backup
<input checked="" type="checkbox"/> IB US Hist test	Spring	1	1/22/2014	9/6/2014	6/30/2014 2:57:11 PM
<input checked="" type="checkbox"/> IBHstAm2/HEcCv	Y	1	8/26/2013	9/19/2014	6/13/2014 11:57:08 AM

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.

Comment: After entering final exam scores.

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.

Step 1: Select a Gradebook to Load Into

Load Into a New Gradebook

Gradebook	Teacher	Term	Per	Start Date	End Date
IB US Hist test	Acosta	Spring	1	1/22/2014	9/6/2014
IBHstAm2/HEcCv	Acosta	Y	1	8/26/2013	9/19/2014
IBHstAm2/HEcCv create	Acosta	Y	1	8/26/2013	9/19/2014

To **Restore** a backup into a **New** Gradebook, select the **Load into New Gradebook** option on the **Step 1: Select a Gradebook to Load Into** page and then click the mouse on the **Next** button at bottom of the page.

Gradebook	Teacher	Term	Per	Start Date	End Date

To **Restore** an **existing gradebook** back to a previous gradebook backup, leave the **Load Into New Gradebook** option **unchecked** and choose the existing gradebook from the list by clicking the mouse on it. 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.

Geometry Cp	Berglund	Fall	5	8/28/2013	1/22/2014
Adv Algebra CP	Berglund	Fall	6	8/28/2013	1/22/2014

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.**

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.

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

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.

Restore Gradebook

Step 3: Select Tables to Restore

** Gradebook Description:

** If left blank, the description from the saved gradebook will be used.

Assignment Categories (GBT)

Assignments (GBA) *

Students (GBU)

Scores (GBS)

Final Marks (GTG)

Gradebook Options (GBO)

Main Gradebook Setup (GBK)

* - Loading Assignments will also load Assignment Categories

Cancel Previous Restore

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:

Assignment Categories (GBT)

Assignments (GBA) *

Students (GBU)

Scores (GBS)

Final Marks (GTG)

Gradebook Options (GBO)

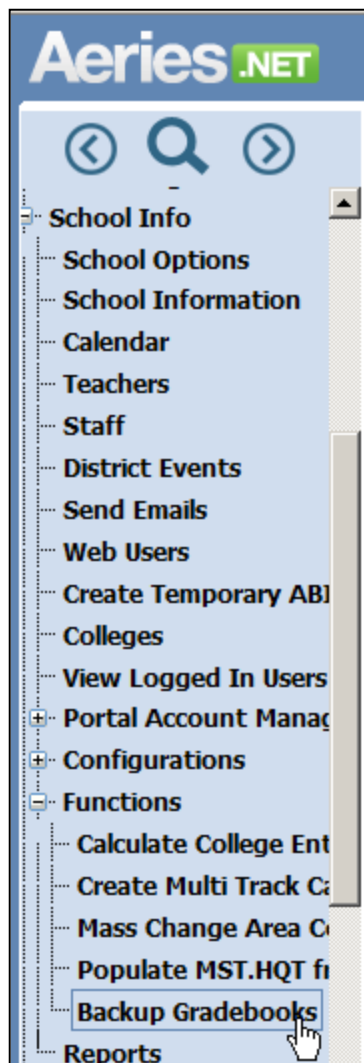
Main Gradebook Setup (GBK)

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

ADMIN GRADEBOOK BACKUPS

System Administrators in Aeries.net can now backup all gradebooks in a school or across the entire district at once. **Backup Gradebooks** is available under **School Info, Functions** on the navigation tree.

When logged into the district, System Administrators can backup all gradebooks backups for all or selected schools. When logged into the school, System Administrators can backup all gradebooks for all teachers or selected teachers



Below is the **Backup Gradebooks** page when logged into the district. All schools in the district will display.

2013-2014 Eagle Unified School District

Select School(s) to Backup:

SC	School Name
995	Aeries Continuation School
993	Bald Eagle Intermediate School
100	Basic Code Tables
200	Basic Data HS ADS SOC Etc
996	Eagle Flight School
990	Golden Eagle Elementary School

Create Backup

Below is the **Backup Gradebooks** page when logged into the school. All teachers in the school will display.

2013-2014 Screaming Eagle High School

Select Teacher(s) to Backup:

Tch#	Teacher Name
605	Acosta
808	Allen
610	Alvarado
957	Baker
612	Bauer
604	Beecher

Create Backup

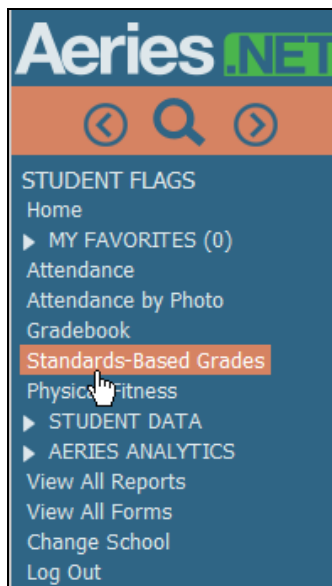
Click the **Create Backup** button after selecting the desired schools or teachers to create gradebook backups.

NOTE: If selecting all schools or all teachers, the backup process could be affected due to a large amount of data being processed.

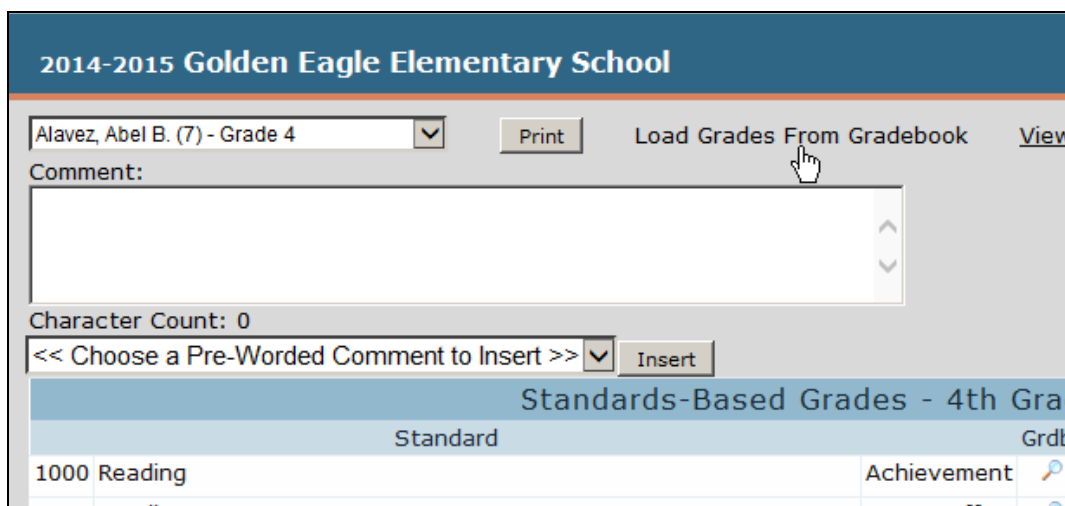
GRADE REPORTING-LOAD FROM GRADEBOOK – ELEMENTARY

After the Gradebooks have been completed, the grade marks can be calculated from the Gradebook and transferred over to the student's grades. To load into the **Standards Based Grades**, assignments must be linked with standards that are on the **Standard Based Grade Report Card**.

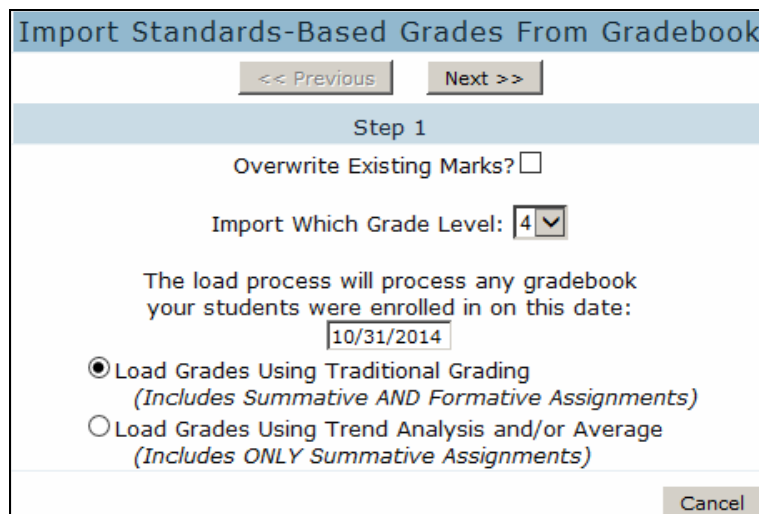
From the Navigation tree, click the mouse on **Standard-Based Grades** for an elementary teacher.



To load grades click the mouse on the **Load Grades From Gradebook** link on the top of the **Standard Based Grades** page.



The following page will display for **Step 1**.



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

- **Overwrite Existing Marks** if not selected, only blanks marks will be updated.
- **The load process will process any gradebook your students were enrolled on this date:** date defaults from the Term table
- **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 4**. Any of the scores can be selected and loaded into the report card.

For more information on Trending, see the link below:

http://help.aeries.com/help/Score_Trend

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.

Import Standards-Based Grades From Gradebook			
<< Previous		Next >>	
Step 2			
Choose the Gradebook(s) From Which to Load			
Include?	Gradebook	Is Rubric?	Teacher
<input checked="" type="checkbox"/>	ELA	Yes	Enos
<input checked="" type="checkbox"/>	Math	Yes	Enos
<input checked="" type="checkbox"/>	Science	Yes	Enos
<input checked="" type="checkbox"/>	Grade 0-1	Yes	Liera
			Cancel

The following page 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.

Import Standards-Based Grades From Gradebook

<< Previous Next >>

Step 3

Use percentages for High and Low values
(100, 95, 87, 62.5, etc...)

Type 1 - Achievement

Mark	Low %	High %
A	<input type="text" value="3.00"/>	<input type="text" value="4.00"/>
B	<input type="text" value="2.00"/>	<input type="text" value="2.99"/>
BB	<input type="text" value="0.00"/>	<input type="text" value="1.99"/>
P	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>

Type 2 - Effort

Mark	Low %	High %
E	<input type="text" value="3.00"/>	<input type="text" value="4.00"/>
G	<input type="text" value="2.00"/>	<input type="text" value="2.99"/>
S	<input type="text" value="1.00"/>	<input type="text" value="1.99"/>
N	<input type="text" value="0.00"/>	<input type="text" value="0.99"/>

Type 3 - Progress Towards Standards

Mark	Low %	High %
4	<input type="text" value="3.00"/>	<input type="text" value="4.00"/>

Gradebooks loaded with the **Trend Analysis** option on **Step 1** will display the following page for **Step 3**. 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 4**.

Import Standards-Based Grades From Gradebook

<< Previous Next >>

Step 3

Please Select a Default Grade Analysis Method to Use:

Define the range of Rubric Values for
(5.0, 4.5, 3.7, 1.9, etc...)

Type 1 - Achievement

Mark	Low Rubric	High Rubric
A	<input type="text" value="3.00"/>	<input type="text" value="4.00"/>
B	<input type="text" value="2.00"/>	<input type="text" value="2.99"/>
BB	<input type="text" value="0.00"/>	<input type="text" value="1.99"/>

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. Below is an example of the **Traditional Grading** option selected on **Step 1**

Import Standards-Based Grades From Gradebook						
		<< Previous		Import Grades		
Step 4						
Results						
Abott, Allan A. (6926) - Grade 1						
Standard	Description		ELA	Math	Grade 0-1	Overall % Mark
CE	English Language Arts and Literacy		2.57%			2.57%
CEL.1	English Language Arts & Literacy	Achievement	2.57%			2.57% B
CEL.1	English Language Arts & Literacy	Effort	2.57%			2.57% G
CEL.1.R	Reading		2.57%			2.57% 3
CEL.1.RL	Literature		3.00%			3.00% 4
CEL.1.RI	Informational Text					
CEL.1.RF	Foundational Skills		2.50%			2.50% 3

Step 4 with the **Trend Analysis** option selected on **Step 1**, 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 3**.

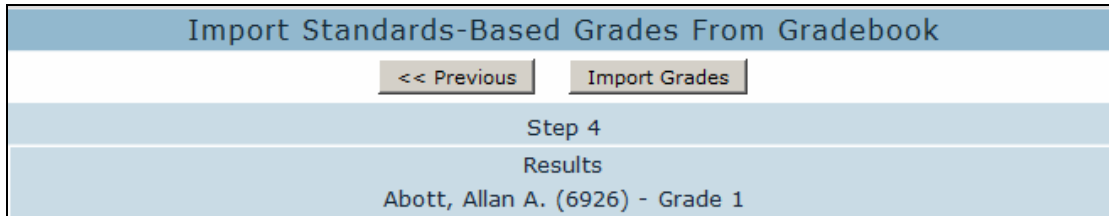
Import Standards-Based Grades From Gradebook						
		<< Previous		Import Grades		
Step 4						
Results						
Abott, Allan A. (6926) - Grade 1						
Standard	Description		Min	Max	Trend	Avg
CE	English Language Arts and Literacy		1 (BB)	4 (A)	3.19 (A)	2.57 (B)
CEL.1	English Language Arts & Literacy	Achievement	1 (BB)	4 (A)	3.19 (A)	2.57 (B)
CEL.1	English Language Arts & Literacy	Effort	1 (S)	4 (E)	3.19 (E)	2.57 (G)
CEL.1.R	Reading		1 (2)	4 (4)	3.19 (4)	2.57 (3)
CEL.1.RL	Literature		3 (4)	3 (4)	3 (4)	3 (4)
CEL.1.RI	Informational Text					
CEL.1.RF	Foundational Skills		1 (2)	4 (4)	3.09 (4)	2.5 (3)

Teachers can select different scores for each student and standard by clicking on the scores displayed. For Allan Abbott, the default **Trend** is 3.19 (A). 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.

Step 4						
Results						
Abott, Allan A. (6926) - Grade 1						
Standard	Description		Min	Max	Trend	Avg
CE	English Language Arts and Literacy		1 (BB)	4 (A)	3.19 (A)	2.57 (B)
CEL.1	English Language Arts & Literacy	Achievement	1 (BB)	4 (A)	3.19 (A)	2.57 (B)
CEL.1	English Language Arts & Literacy	Effort	1 (S)	4 (E)	3.19 (E)	2.57 (G)
CEL.1.R	Reading		1 (2)	4 (4)	3.19 (4)	2.57 (3)
CEL.1.RL	Literature		3 (4)	3 (4)	3 (4)	3 (4)

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

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

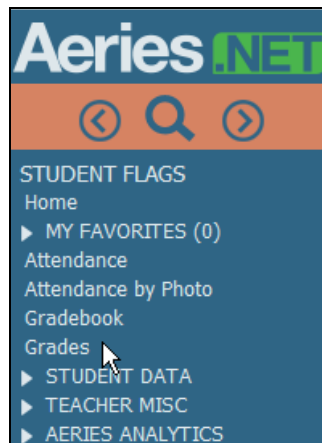


The **Standards Based Grades** screen will now display. All marks calculated above for the students will display on this screen.

Standards-Based Grades - 1st Grade						
Standard	Grdbk	M1	M2	M3	M4	
CE English Language Arts and Literacy						
CEL.1 English Language Arts & Literacy	Achievement	A .. Advanced				
CEL.1 English Language Arts & Literacy	Effort	G .. Good				
CEL.1.R Reading		4 .. Advanced				
CEL.1.RL Literature		4 .. Advanced				

GRADE REPORTING-LOAD FROM GRADEBOOK- SECONDARY

After the Gradebooks have been completed, the grade marks can be calculated from the Gradebook and transferred over to the student's grades. From the Navigation tree, click the mouse on **Grades**.



To load grades click the mouse on the **Load Grades From Gradebook** button on the top of the page.

2014-2015 Screaming Eagle High School											
Current Date Range for Grade Posting: 11/01/2014 - 11/15/2014											
Period: 1	Edit All Records	Load Grades From Gradebook									
Grades by Teacher/Multiple Marks											
Stu#	Student Name	Grd	Course	1st Qtr	1st Sem	3rd Qtr	2nd Sem	Cred	Cit	WH	Abs Tdy
156	Baca, Jason	12	IBHstAm2/HEcCv	A	A-	B		5.00	O		1 0
318	Brown, Gloria	12	IBHstAm2/HEcCv	B+	A	A-		5.00	O		4 0
371	Calucag, Thais	12	IBHstAm2/HEcCv	C+	C	C-		5.00	O		0 0

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

If the **Overwrite Existing Marks?** option is not selected, only blanks marks will be updated.

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.

Gradebook	Start Date	End Date	Assignment Range	% of Overall Mark
1 - IBHstAm2/HEcCv - Fall	8/4/2014	1/30/2015	1 - 999	100

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 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.

Mark	Low %	High %
A+	98.00	100.00
A	93.00	97.99
A-	90.00	92.99
B+	87.00	89.99

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.

Import Grades From Gradebook					
		<< Previous		Import Grades	
Step 4					
Results					
Stu#	Name	IBHstAm2/HEcCv Pd 1 Fall	Overall %	Mark	
156	Baca, Jason	75.99%	75.99%	C	
318	Brown, Gloria	80.09%	80.09%	B-	
371	Calucag, Thais	71.78%	71.78%	C-	
723	Elhadary, Brian	79.36%	79.36%	C+	

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

2012-2013 Screaming Eagle High School															My Options
Period: 1		Edit All Records	Load Grades From Gradebook	Current Date Range for Grade Posting: 08/29/2012 - 06/21/2013											
Grades by Teacher/Multiple Marks															
Stu#	Student Name	Grd	Course	1st Qtr	2nd Qtr	1st Sem	3rd Qtr	4th Qtr	2nd Sem	Cred	Cit	WH	Abs	Tdy	Comments
156	Baca, Jason	12	IBHstAm2/HEcCv	A	A-	C				5.00	O		1	0	E- Pleasure To Have In Class
318	Brown, Gloria	12	IBHstAm2/HEcCv	B+	A	B-				5.00	O		4	0	A- Excellent Student C- Conscientious And Cooperative E- Pleasure To Have In Class
371	Calucag, Thais	12	IBHstAm2/HEcCv	C+	C	C-				5.00	O		0	0	C- Conscientious And Cooperative E- Pleasure To Have In Class
723	Elhadary, Brian	12	IBHstAm2/HEcCv	A	B+	C+				5.00	O		4	0	A- Excellent Student C- Conscientious And Cooperative E- Pleasure To Have In Class

MASS ADD VALUES

To add any marks for **Citizenship**, **Work habits** or **Comments** click the mouse on the **Edit All Records** button and then enter the code into the field.

2012-2013 Screaming Eagle High School															My Options
Period: 1		Edit All Records	Load Grades From Gradebook	Current Date Range for Grade Posting: 08/29/2012 - 06/21/2013											
Grades by Teacher/Multiple Marks															
Stu#	Student Name	Grd	Course	1st Qtr	2nd Qtr	1st Sem	3rd Qtr	4th Qtr	2nd Sem	Cred	Cit	WH	Abs	Tdy	Comments
156	Baca, Jason	12	IBHstAm2/HEcCv	A	A-	C				5.00	O		1	0	E- Pleasure To Have In Class
318	Brown, Gloria	12	IBHstAm2/HEcCv	B+	A	B-				5.00	O		4	0	A- Excellent Student C- Conscientious And Cooperative E- Pleasure To Have In Class
371	Calucag, Thais	12	IBHstAm2/HEcCv	C+	C	C-				5.00	O		0	0	C- Conscientious And Cooperative E- Pleasure To Have In Class

In the **Edit All Records** area, there is also an option to **Mass Add Values** to the **Citizenship**, **Work Habits** and **Comments** fields.

2012-2013 Screaming Eagle High School															My Options
Period: 1		Data Changes Are Effective Immediately!			Done Editing	Mass Add Values	Current Date Range for Grade Posting: 08/29/2012 - 06/21/2013								
Grades by Teacher/Multiple Marks															
Stu#	Student Name	Grd	Course	1st Qtr	2nd Qtr	1st Sem	3rd Qtr	4th Qtr	2nd Sem	Cred	Cit	WH	Abs	Tdy	Comments
156	Baca, Jason	12	IBHstAm2/HEcCv	A	A-	C				5.0000			1	0	
318	Brown, Gloria	12	IBHstAm2/HEcCv	B+	A	B-				5.0000			4	0	
371	Calucag, Thais	12	IBHstAm2/HEcCv	C+	C	C-				5.0000			0	0	

Clicking your mouse on **Mass Add Values** will display the following form. Choose the values for each field you wish to mass add and then click your mouse on **OK**.

Mass Add Values	
Citizenship:	N
Work Habits:	0
Comments:	Excellent Student
Override Existing Values:	<input type="checkbox"/> (Only applies to CI and WH)
<input type="button" value="OK"/> <input type="button" value="Cancel"/>	

After all marks have been entered click the mouse on **Done Editing**. This will automatically change the view to read only.

2012-2013 Screaming Eagle High School													My Options		
Period: 1 Data Changes Are Effective Immediately! <input type="button" value="Done Editing"/> <input type="button" value="Mass Add Values"/> Current Date Range for Grade Posting:													08/29/2012 - 06/21/2013		
Grades by Teacher/Multiple Marks															
Stu#	Student Name	Grd	Course	1st Qtr	2nd Qtr	1st Sem	3rd Qtr	4th Qtr	2nd Sem	Cred	Cit	WH	Abs	Tdy	Comments
156	Baca, Jason	12	IBHstAm2/HEcV	A	A-	C				5.0000	O		1	0	E
318	Brown, Gloria	12	IBHstAm2/HEcV	B+	A	B-				5.0000	O		4	0	A
371	Calucag, Thais	12	IBHstAm2/HEcV	C+	C	C-				5.0000	O		0	0	C
723	Elhadary, Brian	12	IBHstAm2/HEcV	A	B+	C+				5.0000	O		4	0	A