



# Final Marks, Narrative Grading and Grading Rules

Content Updated: August 3, 2016

## **NOTE TO TEACHERS:**

**In some instances there are features outlined that your district may not adopt. For any questions or clarification on what your district is currently using please speak with your district Aeries administrator.**

## **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.

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

Restore School Recommended Defaults  Include the Overall Mark with the Overall Score

Add percentage ranges for low and high %. For example, an A+ would be between 98.00 and 100.00 and an A would be between 93.00 and 97.99.

Save Changes

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.

The screenshot shows the 'Narrative Grade Sets' configuration page in the Aeries SIS Gradebook. The page title is 'CONFIGURATION: 1 - IB US Hist - Spring'. The navigation bar includes 'Dashboard', 'Scores by Class', 'Assignments', 'Students', 'Reports', and 'Manage'. The 'Narrative Grades' tab is selected. The page content includes a section for 'Narrative Grade Sets' with a description: 'The set name is how you will choose which narrative grades an assignment will be scored by'. There is a dropdown menu showing 'Default' with a 'remove' link. Below this is an 'Add a New Set' button. The 'Set Name' field contains 'Default'. The 'Description' field is empty. There are 'Add Mark' and 'Save Changes' buttons. Below this is a table for 'Mark % of Max Score' with two rows: 'A+' with '100.00' and 'Delete' button, and 'A' with '97.99' and 'Delete' button.

**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 'Add a New Set' dialog box. The navigation bar includes 'Assignments', 'Manage Students', 'Final Marks', 'Narrative Grades', and 'Rules'. The 'Narrative Grade Sets' section is active. The description is: 'The set name is how you will choose which narrative grades an assignment will be scored by'. There is a dropdown menu showing 'Default'. Below this is an 'Add a New Set' button. The 'Set Name' field is empty. The 'Description' field is empty. 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.

Assignments Manage Students Final Marks Narrative Grades Rules

### Narrative Grade Sets

The set name is how you will choose which narrative grades an assignment will be scored by

Default

Add a New Set

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**Set Name:** Pass/Fail

**Description:** This is a pass/fail narrative grade scale

Save Cancel

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.

**Set Name:** Pass/Fail

**Description:** This is a pass/fail narrative grade scale

Add Mark Save Changes

**Mark % of Max Score**

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.

Add Mark Save Changes

**Mark % of Max Score**

F	50	Delete
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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.

**Set Name:**

**Description:**

**Mark % of Max Score**

P	<input type="text" value="100.00"/>	<input type="button" value="Delete"/>
F	<input type="text" value="50.00"/>	<input type="button" value="Delete"/>

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

The screenshot shows a 'General Info' form for an assignment named 'Hmwk 5/25'. The 'Narrative Grading' dropdown menu is open, showing options: 'Default', 'Pass/Fail', and 'NA'. The 'Pass/Fail' option is selected. Other fields include 'Type' (Summative), 'Category' (Homework/Notebook/Quizzes), 'Assigned On' (05/27/2014), and '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**.

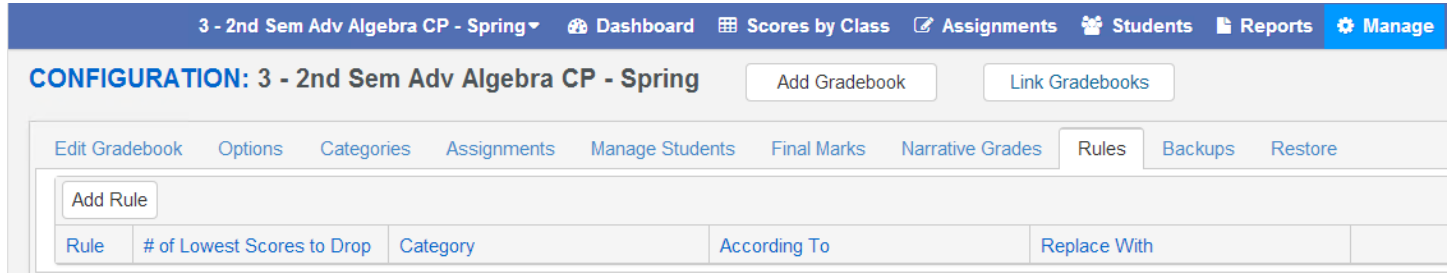
Stu ID	Name	# Correct (Score)
1 99400271	Boissiere, Natthakarn A	P
2 99400296	Bradley, Minda B	P : 100%
3 99400408	Carroll, Michael M	F : 51%
4 99400426	Castillo, Lizet Lizzette	NA
		TX

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

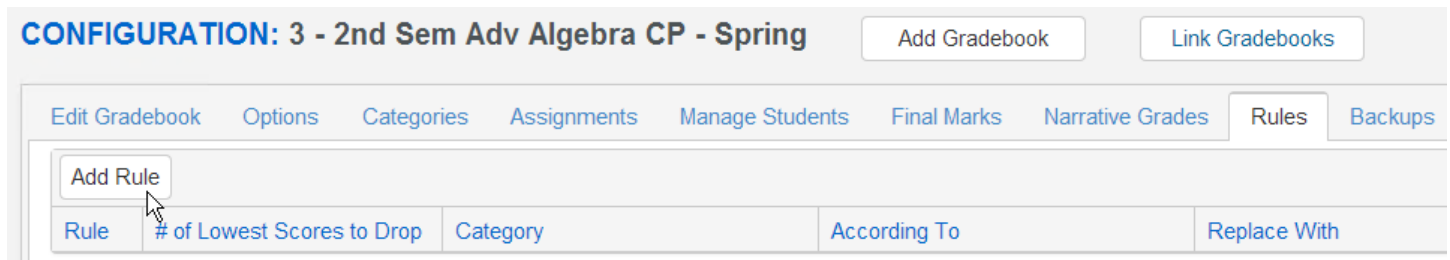
These options apply to the current gradebook being viewed. Grading Rules are meant to Drop the Lowest N Assignments and optionally replace those assignment scores with either the average score or the top score in the area defined by the rule.

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



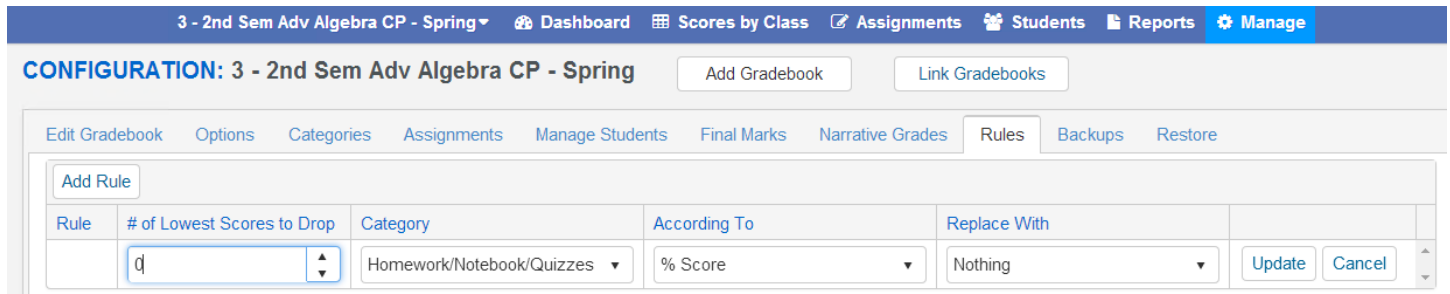
The screenshot shows the 'Manage' page for '3 - 2nd Sem Adv Algebra CP - Spring'. The 'Rules' tab is selected. The configuration area includes an 'Add Rule' button and a table with the following headers: Rule, # of Lowest Scores to Drop, Category, According To, and Replace With.

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 'Manage' page with the 'Add Rule' button highlighted by a mouse cursor. The table headers are the same as in the previous screenshot.

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



The screenshot shows the 'Add Rule' form filled out. The 'Add Rule' button is still present. The table has one row with the following values: Rule (empty), # of Lowest Scores to Drop (1), Category (Homework/Notebook/Quizzes), According To (% Score), and Replace With (Nothing). There are 'Update' and 'Cancel' buttons at the end of the row.

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

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.

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

Add Rule

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

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

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