



# Entering Student Scores: By Student/Class/Assignment

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.**

## 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.

Aeries<sup>®</sup> SIS Gradebook 2014-2015 Screaming Eagle High School

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

**B-**  
81.79%

Ali, Mario Z 31  
(Mark)  
Only Show Assignments Missing Scores

show more

| #  | 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             |         |

ACTIVE

- Ali, Mario Z
- Aviles, Jillian
- Booker, Esteban C
- Breceda, Anna Marie
- Chacon, Jonathon
- Clark, Andrea M
- Escamilla, Katie M

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.

Aeries<sup>®</sup> SIS Gradebook 2014-2015 Screaming Eagle High School teacher

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

**B-**  
81.79%

Ali, Mario Z 31  
(Mark)  
Only Show Assignments Missing Scores

show more

| #  | 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               |         |                |        |                      |         |
| 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 | <a href="#">July 3rd Assignment</a> | 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.

Ali, Mario Z   31  
(Mark)

Clicking on the [Profile](#) icon next to a student will navigate to the [Student Profile](#) for that student.

Ali, Mario Z   31  
(Mark)

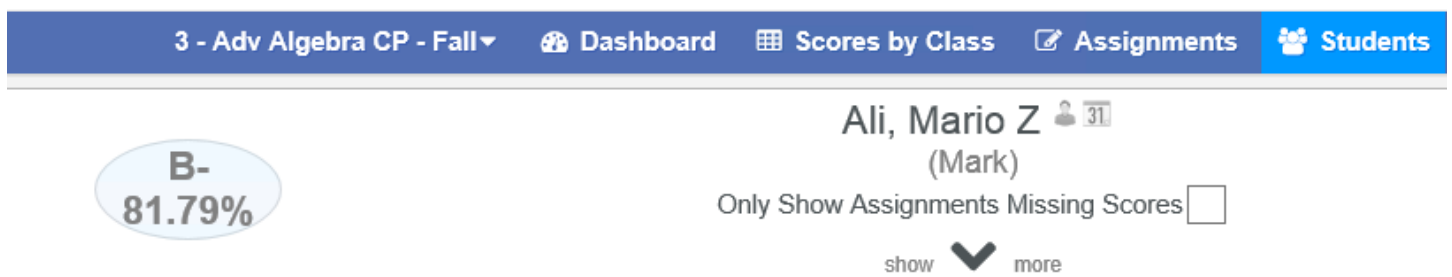
Clicking on the [Calendar](#) icon next to a student will navigate to the [Attendance](#) page for that student.

Ali, Mario Z   31  
(Mark)

If the student has an [Alias](#) name populated, the alias will display below the student name in parentheses.

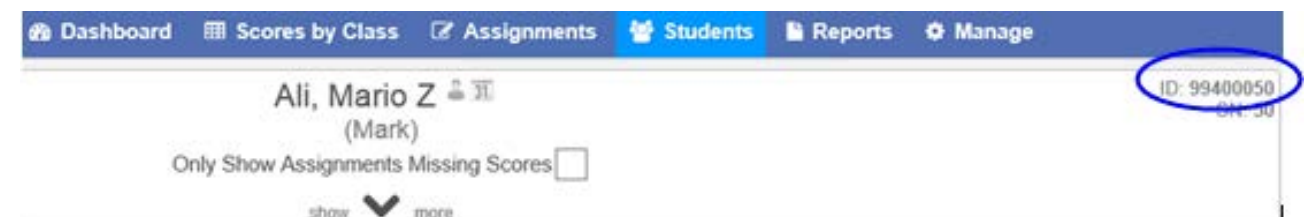
Ali, Mario Z   31  
(Mark)

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.



The screenshot shows the top navigation bar with the following items: "3 - Adv Algebra CP - Fall", "Dashboard", "Scores by Class", "Assignments", and "Students". Below the navigation bar, on the left, is a circular badge containing "B-" and "81.79%". On the right, the student's name "Ali, Mario Z" is displayed with a profile icon and a calendar icon showing "31". Below the name is "(Mark)" and a checkbox labeled "Only Show Assignments Missing Scores". At the bottom of this section are the words "show" and "more" with a downward-pointing chevron icon.

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



This screenshot is similar to the previous one but includes the student's ID and Student Number (SN) on the right side. The ID "99400050" and SN "30" are circled in blue. The rest of the page layout, including the navigation bar and student information, is identical to the previous screenshot.

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.

Aviles, Jillian 31

**i** Only assignments between 10/27/2014 and 1/30/2015 can receive scores. [Change this.](#)

Only Show Assignments Missing Scores

show more

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**.

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

Ali, Mario Z 31

(Mark)

Only Show Assignments Missing Scores

show more

**B-**  
81.79%

| #  | 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 | hwk 12/15   | hwk/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 | 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 |
|--------------------|------------|---------------|-----------------|-------|------|
| hmwk/notebook/quiz | 40         | 703.00        | 792.00          | 88.76 | B+   |
| tests/final        | 60         | 891.00        | 1,155.00        | 77.14 | C+   |
| Total              | 0          | 0.00          | 0.00            | 81.79 | B-   |

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

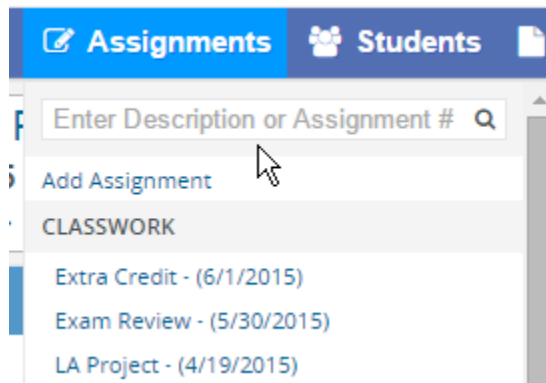
| Category                  | % of Grade | Summative     |                 |       | Formative     |                 |        |       |
|---------------------------|------------|---------------|-----------------|-------|---------------|-----------------|--------|-------|
|                           |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

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

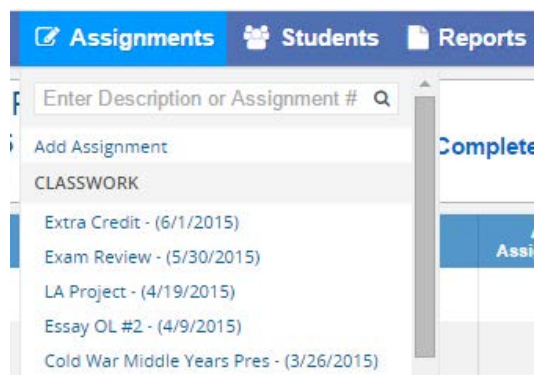
If **Yes** displays, the assignment will be counted as a zero until a score has been entered and after the score has been entered the percentage of the grade will be re-calculated.

### 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 <a href="#">Ali, Mario Z. (Mark)</a> |
| 2      | 99400152 <a href="#">Aviles, Jillian</a>      |


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

|   |               |  |
|---|---------------|--|
| 1 | Aguila, Errol |   |
|---|---------------|--|

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

|   |               |   |
|---|---------------|---|
| 1 | Aguila, Errol |  |
|---|---------------|---|

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

|   |               |  |
|---|---------------|--|
| 1 | Aguila, Errol |  |
|---|---------------|--|

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

|   |   |  |
|---|---|--|
| 1 | 99400050 <a href="#">Ali, Mario Z. (Mark)</a> |  |
|---|---|--|

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.     | 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.

☰ Scores by Class
📄 Assignments

[#24 - Chapt2 Ntbk](#)  
 Oct 3, 2014    Category: hmwk/noteboo

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.

Chapt2 PT (09/28/2014) <
#24 - Chapt2 Ntbk
> Chapt2 CT (10/03/2014)

Assigned: Fri Oct 3, 2014
Due: Fri Oct 3, 2014
Category: hmwk/notebook/quiz
Is Grading Completed?



Clicking on the down arrow at the top of the [Scores By Assignments](#) page will show more assignment options.


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**#12 - Chapt1 ntbk**  
**Due: Sat Sep 13, 2014**   **Category: hmwk/notebook/quiz**

show  more

---

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**.

---

**#12 - Chapt1 ntbk**  
**Due: Sat Sep 13, 2014**   **Category: hmwk/notebook/quiz**

show  more

---

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**.

[Hide Mass Assign](#)   [Show Stats](#)   [Quick Data Entry](#)

■ Missing Score   ■ Score Greater Than Max

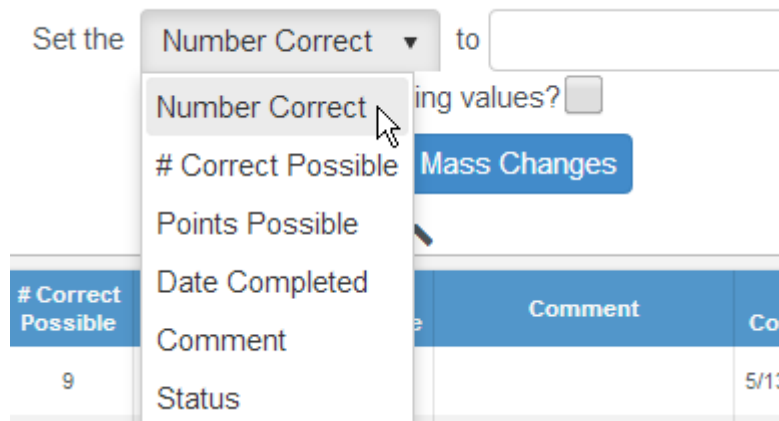
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Set the  to

Overwrite existing values?

[Cancel](#)   [Save Mass Changes](#)

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.**

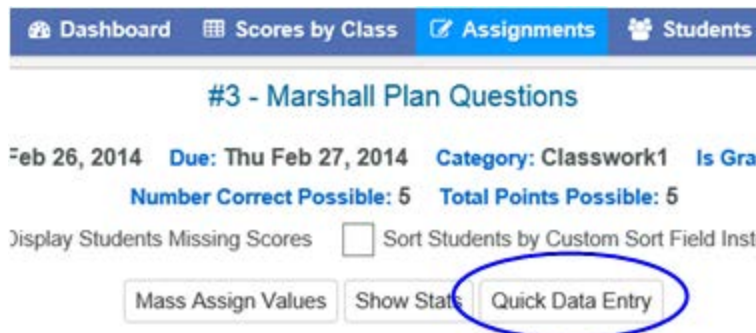
The form will now display **default** changes made to all student's class assignments.

### Quick Data Entry

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



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



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

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

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

The screenshot shows a 'Quick Data Entry' form with a 'Student' dropdown menu containing 'Abbott, Allan James' and a '# Correct' input field with the value '5'. Below the form is a table summarizing the entry:

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

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

## **SCORES BY CLASS**



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

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

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

|   | Name                                    | Grade | %    | Mark |
|---|---|-------|------|------|
| 1 | <a href="#">Atkins, Tracy M</a>         | 10    | 86.5 | B    |
| 2 | <a href="#">Barillas, Alice Frances</a> | 10    | 94.1 | A    |
| 3 | <a href="#">Baxter, Daniel Scott</a>    | 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 | <a href="#">Ali, Mario Z.</a>   |   31 | 11 | 82.3 | B- |
| 2 | <a href="#">Aviles, Jillian</a> |   31 | 11 | 95.1 | A  |

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

|   |                               |  |
|---|-------------------------------|--|
| 1 | <a href="#">Ali, Mario Z.</a> |   31 |
|---|-------------------------------|--|

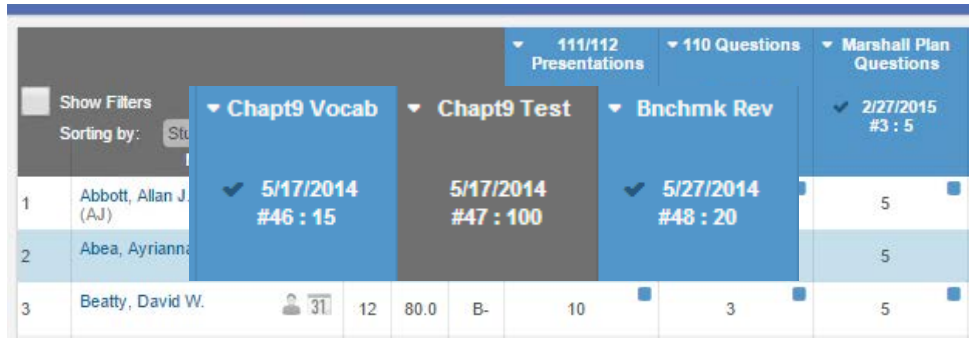
Clicking on the [Calendar](#) icon next to a student will navigate to the [Attendance](#) page for that student.



If the student has an [Alias](#) name populated, the alias will display below the student name in parentheses.



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



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

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



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

48 - hmwk 11/20 ×

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Edit   Enter Scores

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**Assigned:** 11/20/2013

**Due:** 11/20/2013

**Number Correct Possible:** 12

**Points Possible:** 12

**Is Rubric:** No

**Is Grading Complete?**

**Visible to Parents?**

**Scores Visible to Parents?**

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.<br>(A.J) | 31  | 14 | 93.4 | A  | <input type="text" value="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.

| Grd | %    | Mark |            |
|-----|------|------|------------|
| 10  | 96.1 | A    | A+         |
| 10  | 82.0 | B-   | A+ : 100%  |
| 15  | 92.1 | A-   | A : 97.9%  |
| 10  | 88.0 | B    | A- : 92.9% |
| 10  | 88.0 | B    | B+ : 89.9% |

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.**

