



Gradebook – Quick Start Guide

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Resources

- Teacher Resource Center on Teacher Portal Home Page
- Aeries Gradebook Documentation: <http://www.aeries.com/training-support/downloads>
Use Ctrl-F to search document for information.
- Demo Informational Page on Website: <http://www.aeries.com/products/online-demos>



Overview

It is important for the following steps to be 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**

Building Gradebooks

First Steps

- Select gradebook display style: Tiles, List or Table view.
- Always create the gradebooks and then link. The link button on the top by the gradebook name.
- Linking Gradebooks – All linked gradebooks will have the same number. Random gradebooks will be 0.
- Add categories *after* you have linked.

Group	Name	Teacher	Grade Range	Start Date	End Date
Group 1					
1	1 - IBHstAm2/HEcCv - Fall, Spring	Acosta (605)	12 - 12	8/4/2016	8/28/2017
1	2 - IBHstAm2/HEcCv - Fall, Spring	Acosta (605)	12 - 12	8/4/2016	8/28/2017
Group 2					
2	3 - Hon World Hst - Fall, Spring	Acosta (605)	9 - 12	8/4/2016	8/28/2017
2	4 - Hon World Hst - Fall, Spring	Acosta (605)	9 - 12	8/4/2016	8/28/2017
2	6 - Hon World Hst - Fall, Spring	Acosta (605)	9 - 12	8/4/2016	8/28/2017

Save Cancel

Terms

- Gradebook terms can be created as a year-long gradebook and select the terms which are based on the school set terms. The dates and grades are based by the term dates.
- Gradebooks can be created as separate gradebooks for each term. Not recommended for Standards Based Grades.
- Gradebooks can be created as a year-long gradebook.
- Gradebooks can be created for a single term.

Copying/Templates

- Any gradebook can be copied using the *Copy Gradebook* tool on the dashboard.
- Using *Restore*, any gradebook can be copied/restored from a backup.
- All backups are date and time-stamped.

Options

Final grade calculations are based on how the gradebook is built and which options are selected. Working in *Scores by Class* offers many options for quick navigation. **ALWAYS** backup before attempting to do anything "big".

- *Apply Assignments Immediately* – the percentage and final mark in the gradebook view is always calculated based on assignment score entry.
- *Hide Gradebook from Parent* will only work if the setting has been enabled by the system administrator in Portal Options.
- *Scale Minimum/Maximum* – **cannot** be used with rubric grading.
 - Assign a minimum grade for an assignment not submitted for example: 50%. If applied, no assignment would ever be calculated for final marks with a value less than 50%.



- Assign a maximum grade value for an assignment submitted, for example: 110%. If applied, no assignment would ever be calculated for final marks with a value more than 110%.
- If grading by points, the final mark is calculated based on the accumulation of points.
- *Manage Students* is where students can be added to or dropped from the gradebook.
 - If *Add/Drop Student Automatically When Loading Scores by Class Page* is selected, the load process of the *Scores by Class* page will trigger the Add/Drop process based on course attendance information. The new students will first appear in the *Scores by Class* view.
 - Students can be added by assigned teacher.
 - Students not in a teacher's class can be added by selecting the *Add Students Not In Your Class* button. At the prompt, select to locate student by name or by assigned teacher. In portal groups, teachers must have rights to view all students.
 - When adding a student after the term has started, the *Transfer Grade* can be used to give the student a starting grade.
 - If the gradebooks are linked and a student is switching classes, the student's grades can be transferred if the student is being taught by the same teacher and remains enrolled in the same course.
- *Narrative Grades* – Using Pass/Fail. The value that is placed for Pass/Fail will be the value used to calculate the final mark calculations.
- Rules are assigned by one or more categories.
 - If using *Negative Weight*, it will calculate based on points.

Assignments

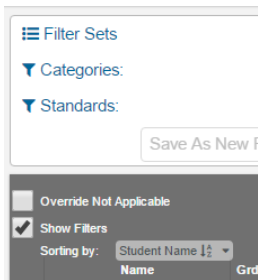
Adding an Assignment

- An assignment can be added by adding, importing or pushing an assignment.
- To push or import an assignment, use the Assignments tab in Manage Gradebook.

Scores by Assignment

-  Person icon opens the student's profile.
-  Calendar icon opens the student's attendance.
- N/A – Does not count towards final mark calculations. Student is not responsible for the assignment and does not show on the *Missing Assignment Report*.
- TX – Does not count. Student is not responsible for the assignment but it will show on the *Missing Assignment Report*. Student is temporarily excused. (Perhaps the teacher wants to give the student more time to submit the assignment to help bring up a grade.)
- "No entry" will not be excluded from final mark calculations. Will be counted as a zero.
- Zero and Blank will be calculated the same way.
- When grading completed is checked, any missing assignment scores will display with **red** box.

- Sorting and Filter options are available in Scores by Class.
- When viewing assignments with the *Scores by Class*, use the filters by clicking the *Show Filters* option.
 - This will allow enable the use of filters.
 - If filtered by standard, the overall score will appear for that standard.



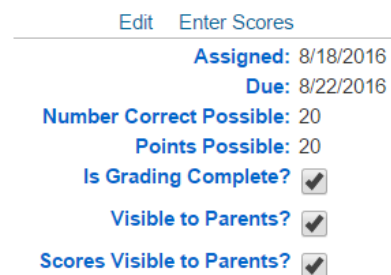
- See legend on the bottom of *Scores by Class* view for color guide.



- A blue triangle = absence was entered by the office.
- An orange triangle = a comment was entered by the teacher.
- A status comment can be added in Scores by Class by hovering over the top right-hand corner and clicking the grey triangle.



- A comment can also be added by clicking and typing in the field of *Student View*.
- Teacher comments are fully visible in the *Student View*
- Assignments can be edited in Manage Gradebook/Assignments, Scores by Assignment or by using the dropdown arrow in Scores by Class.
- If using a rubric gradebook any assignments based on percentage or points will not be calculated towards the final mark. The final mark in a rubric gradebook is calculated only with trend grading based on rubric scores.
- When Grading Complete is selected, the scores calculate towards the final marks.
- When Scores Visible to Parents is selected, parents and students can see the assignments in Portal.
- When Scores Visible to Parent is selected, parents and students can see the assignments and grading results in Portal.
- Scores can be entered by Class, Assignment, Scores by Student, by using Quick Data Entry or by using Mass Assign Values.






Reports

- *Gradebook Assignments by Student* – many options and can be emailed to parents.
- *Gradebook Missing Assignments* – many options and can be emailed to parents.
- *Gradebook Roster* – can also be used for phone numbers, addresses and as a birthday list.
- *Gradebook Summary* – many options with an overview of scores by assignment number and current grade.
- *Gradebook Summary Export to Excel* – displays a view of all assignments in excel for ease of viewing a gradebook with a large number of assignments.
- *Progress by Student* – overall view of student performance and can add a required parent signature.
- *Progress by Class* – an overview of student performance in all gradebooks.

Briefcase/Backpack

- If the Briefcase is turned on in portal, teachers can see assignments and upload document assignments for students.
- If the Backpack is turned on, students and parents can see assignments and attached documents. Students can also upload assignments.
- If the Backpack is not turned on, students, parents and school administrators will still have access to view and download assignments in the Gradebook Detail page of the portal and in Student Profile.

Briefcase				
0 - test sp - Year Assignments				
Assignment Name	Due	Assignment Files	Received	
My Uploaded Files				
File Name	Files	Size	Date Uploaded	
Aeries Data Confirmation ...		630 KB	8/3/2016 10:56:22 PM	
Career_Pathways.pdf		803 KB	8/3/2016 11:00:34 PM	
Contacts Data Entry.docx		2165 KB	8/3/2016 11:04:35 PM	
Upload New File				