



Sorting/Filtering Student Scores

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.

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

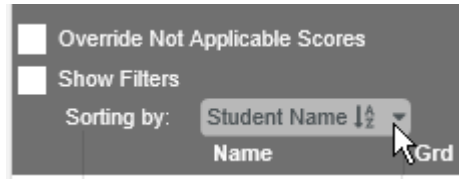
Assignments that have been checked as **Grading Completed** but with no scores entered are Missing Assignments. The score field will display in **Orange**.

					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

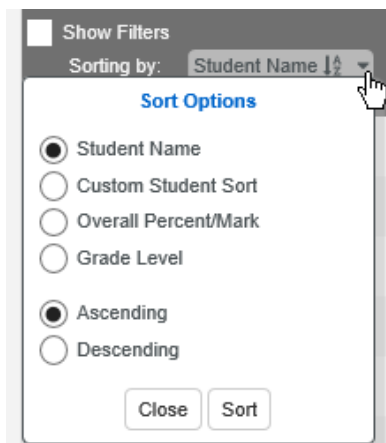
Sorting

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.



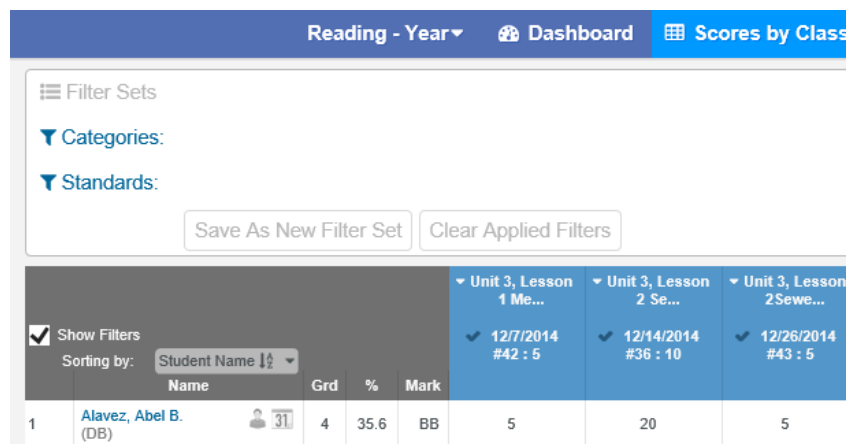
A **Sort Options** menu will display. Select the appropriate Sort Options and then click the mouse on the **Sort** button to apply the Sort. Clicking on the Close button will close the Sort Options menu.



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.

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.



						Unit 3, Lesson 1 Me...	Unit 3, Lesson 2 Se...	Unit 3, Lesson 2Sewe...
						12/7/2014 #42 : 5	12/14/2014 #36 : 10	12/26/2014 #43 : 5
	Name	Grd	%	Mark				
1	Alavez, Abel B. (DB)	4	35.6	BB	5	20	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.

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.

						ABC WWI
<input checked="" type="checkbox"/> Show Filters <input type="button" value="Clear Applied Filters"/>						<input checked="" type="checkbox"/> 10/12/2014 #19 : 3
Sorting by: Overall Percent/Mark						
	Name	Grd	%	Mark		
1	Miranda, Ruben A. 31	12	100.0	A+		3
2	Gonzalez, Steve 31	12	98.6	A+		3

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.

The screenshot shows the 'Scores by Class' page with the following filter settings:

- Filter Sets:
 - Categories: (empty)
 - Standards: CEL.1.W.5 - With guidance and supp..., CEL.1.W.6 - With guidance and supp...
 - Buttons: Save As New Filter Set, Clear Applied Filters

The table below shows the results for 'Writing WS #2.14' on 8/17/2014 (#4 : 15):

	Name	Grade	%	Mark	CEL.1.W.5	CEL.1.W.6
1	Connole, Marco Patrick	0	80.0	B-	4	4
2	Foley, Jacqueline LeAntane	0	80.0	B-	3	5

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.

The 'Create Filter Set' dialog box is shown with the following details:

- Filter Sets:
 - Categories: Classwork
 - Standards: CEL.1.W - Writing
 - Buttons: Save As New Filter Set, Clear Applied Filters
- Dialog Title: Create Filter Set
- Filter Set Name: Classwork for Writing Standard
- Buttons: OK, Cancel

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 'Saved Filter Sets' dialog box is shown with the following details:

- Dialog Title: Saved Filter Sets
- Buttons: Apply, Delete, Cancel
- Filter Set Name: Classwork for Writing Standard

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.

The screenshot shows the 'Show Filters' and 'Clear Applied Filters' options. The 'Show Filters' checkbox is checked. Below it, the 'Sorting by' dropdown is set to 'Overall Percent/Mark'. The table header is visible:

Name	Grd	%	Mark
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Show Trend

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

2 - English 10 CP - Year										Dashboard	Scores by Class
<input type="checkbox"/> Override Not Applicable / Transfer Grades <input type="checkbox"/> Show Filters - <input type="checkbox"/> Show Trend Sorting by: Student Name					Test	Chapter 3	Chapter 5	Homework Assignment 1			
Name	Grd	%	Mark		11/11/2015 #11 : 10	2/2/2016 #7 : 10	2/16/2016 #9 : 8	3/2/2016 #2 : 10			
1	Almada, Crystal C.	31	12	70.8	C-	1	10	7	10		
2	Alvarez, Kathleen	31	12	59.2	F	5	8	5	5		

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

2 - English 10 CP - Year										Dashboard	Scores by Class	Assignments	Students	Re
<input type="checkbox"/> Override Not Applicable / Transfer Grades <input checked="" type="checkbox"/> Show Filters - <input checked="" type="checkbox"/> Show Trend Sorting by: Student Name					Test	Chapter 3	Chapter 5	Homework Assignment 1	Chapter 1 Exam	Chapter 6				
Name	Grd	%	Mark	Trend	11/11/2015 #11 : 10	2/2/2016 #7 : 10	2/16/2016 #9 : 8	3/2/2016 #2 : 10	3/9/2016 #3 : 10	4/5/2016 #10 : 20				
1	Almada, Crystal C.	31	12	70.8	C-		1	10	7	10	5	8		
2	Alvarez, Kathleen	31	12	59.2	F		5	8	5	5	5	5		
3	Amaya, Brandon A.	31	12	80.5	B-		8	7	8	9	8	18		
4	Arballo, Shanika	31	12	58.2	F		8	10	5	8	2	4		
5	Bednarczyk, Jammal	31	12	66.0	D		9	10	7	7	2	5		

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

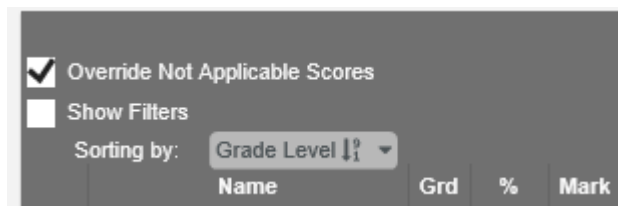
<input type="checkbox"/> Override Not Applicable / Transfer Grades <input type="checkbox"/> Show Filters - <input checked="" type="checkbox"/> Show Trend Sorting by: Student Name ↓↑						
	Name	Grd	%	Mark	Trend	
1	Almada, Crystal C.	12	70.8	C-		
2	Alvarez, Kathleen	12	59.2	F		

The following is an example of a Trend graph.



Override Not Applicable Scores

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



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

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	
Name	Grd	%	Mark		9/11/2014 #8 : 11	9/11/2014 #9 : 19	9/12/2014 #10 : 25	9/13/2014 #11 : 5	
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	review sheet
Name	Grd	%	Mark		9/11/2014 #8 : 11	9/11/2014 #9 : 19	9/12/2014 #10 : 25
1 Ali, Mario Z.	11	81.6	B-		12	12	
2 Aviles, Jillian	11	95.2	A		11	<input type="text"/>	
3 Booker, Esteban C.	12	80.7	B-		11	13	17

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

Aviles, Jillian	11	95.2	A		11	<input type="text" value="5"/>
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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
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Attendance Flags

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

Test	Chapter 3
✓ 11/11/2015 #11 : 10	✓ 2/2/2016 #7 : 10
2	10
8	7

Add/Edit Comment Status

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

Chapter 1 Exam	Chapter 6
✓ 3/9/2016 #3 : 10	✓ 4/5/2016 #10 : 20
5	8

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

Almada, Crystal C. ×

Assignment: 10 - Chapter 6

Status: ▾

Comment:

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

Chapter 1 Exam	Chapter 6
✓ 3/9/2016 #3 : 10	✓ 4/5/2016 #10 : 20
5	8

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

Chapter 6	Classwork Assignment 1	Chapter 2 Exam
✓ 4/5/2016 #10 : 20	✓ 4/7/2016 #4 : 5	✓ 4/22/2016 #A : 5
8	(Click to Edit Status/Comment) Status: Late Comment: Student turned in assignment 4 days late!	

Rubric Scoring

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

	Name	Grade	Avg	Class Project	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	Aguilar, Allison Rose	1	3.3	3	4	3

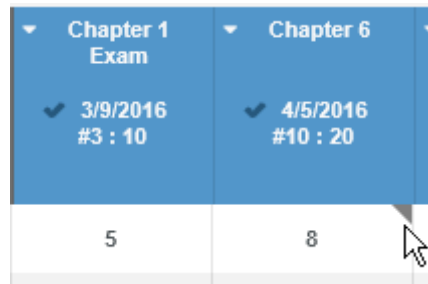
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Test	Chapter 3
✓ 11/11/2015 #11 : 10	✓ 2/2/2016 #7 : 10
2	10
8	7

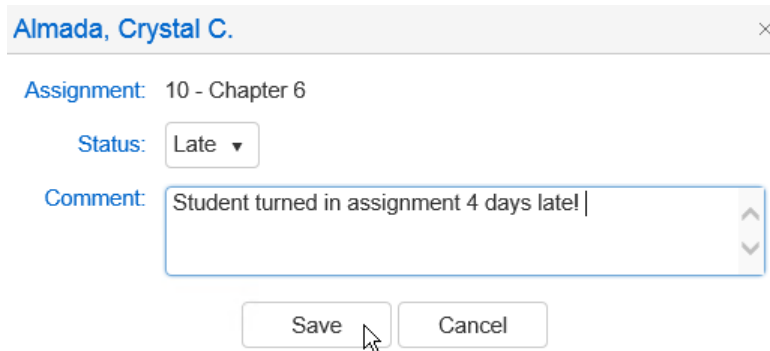
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Chapter 1 Exam	Chapter 6
✓ 3/9/2016 #3 : 10	✓ 4/5/2016 #10 : 20
5	8

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



Almada, Crystal C. [X]

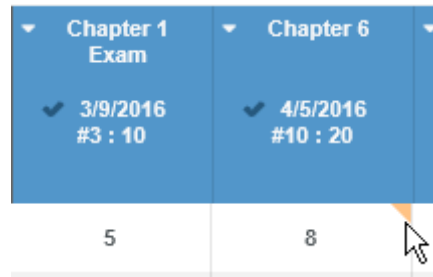
Assignment: 10 - Chapter 6

Status: Late ▾

Comment: Student turned in assignment 4 days late!

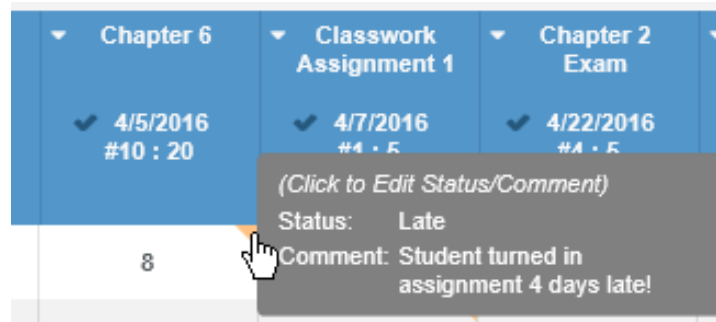
Save Cancel

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



Chapter 1 Exam	Chapter 6
✓ 3/9/2016 #3 : 10	✓ 4/5/2016 #10 : 20
5	8

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



Chapter 6	Classwork Assignment 1	Chapter 2 Exam
✓ 4/5/2016 #10 : 20	✓ 4/7/2016 #4 : 5	✓ 4/22/2016 #4 : 5
8		

(Click to Edit Status/Comment)

Status: Late

Comment: Student turned in assignment 4 days late!