



Add Category Types

Add and Manage Students

Content Updated: August 3, 2016

NOTE TO TEACHERS:

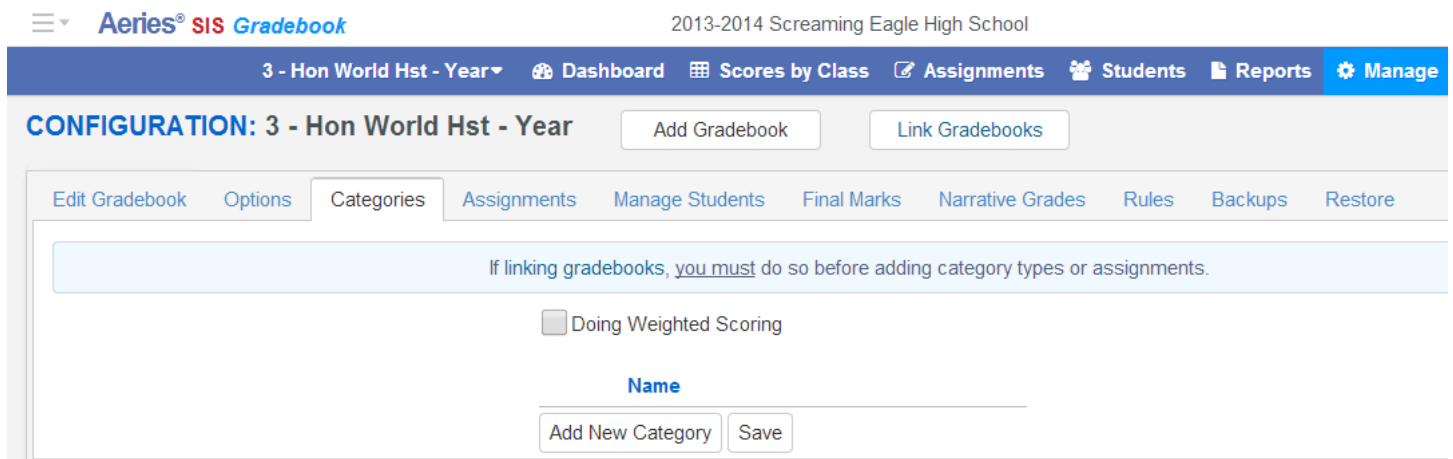
In some instances there are features outlined that your district may not adopt. For any questions or clarification on what your district is currently using please speak with your district Aeries administrator.

ADD CATEGORIES

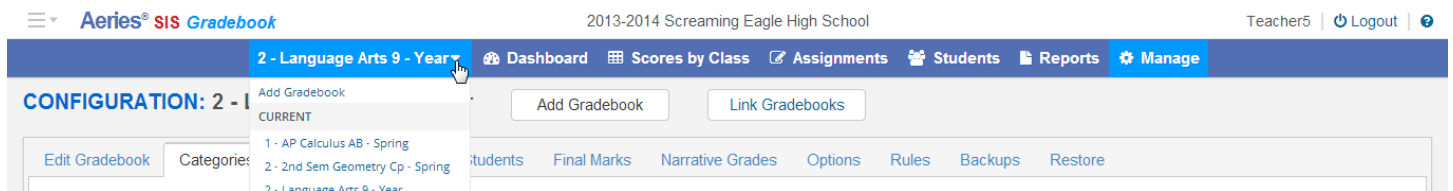
Prior to entering Gradebook Assignments, the **Categories** or assignment types **must** be setup. A **Category** contains a description and a percent of grade that this Category will receive, if using the **Use Weighted Scoring** option.

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



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.

Your total percentage for this class is not 100! Please correct this immediately!

Doing Weighted Scoring

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

Add New Category

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

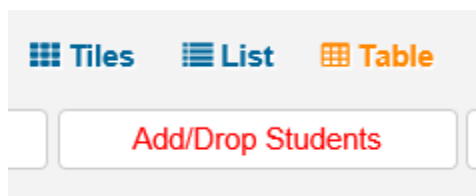
Delete Project

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.

The screenshot shows the 'Enters/Leaves Window' with a sidebar on the left containing a list of gradebooks under 'All Entering Students'. The main area displays a table of students for the selected gradebook.

Action	Stu ID	Name	Sex	Grd	Start Date	End Date
1 - IBHstAm2/HEcCv (3265209) - Year						
<input type="checkbox"/>	99400156	Baca, Jason	M	12	8/26/2013	9/19/2014
<input type="checkbox"/>	99400318	Brown, Gloria	F	12	8/26/2013	9/19/2014
<input type="checkbox"/>	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.

This screenshot shows the 'Enters/Leaves Window' with a different gradebook selected. A scroll bar on the right side of the table is visible, indicating that there are more students listed than can be seen in the current view.

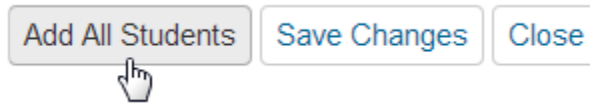
Action	Stu ID	Name	Sex	Grd	Start Date	End Date
1 - Adv Algebra CP (7205519) - Spring						
<input type="checkbox"/>	99400116	Armitage, Shane	M	9	1/14/2014	8/22/2014
<input type="checkbox"/>	99400154	Ayala, Arabelle	F	9	1/14/2014	8/22/2014
<input type="checkbox"/>	99400184	Barbour, Asmahjan	F	11	1/14/2014	8/22/2014
<input type="checkbox"/>	99400187	Barlow, JoseManny	M	11	1/24/2014	8/22/2014
<input type="checkbox"/>	99400202	Barrios, Cristian	M	12	1/14/2014	8/22/2014
<input type="checkbox"/>	99400282	Booker, Esteban	M	12	1/14/2014	8/22/2014
<input type="checkbox"/>	99400487	Chin, Paul	M	11	1/14/2014	8/22/2014
<input type="checkbox"/>	99400491	Chongtua, Zachary	M	10	1/14/2014	8/22/2014
<input type="checkbox"/>	99400525	Coles, Michael	M	10	1/14/2014	8/22/2014
<input type="checkbox"/>	99400567	Cortez-Rubio, Julie	F	12	1/14/2014	8/22/2014

Buttons at the bottom: Add All Students, Save Changes, Close

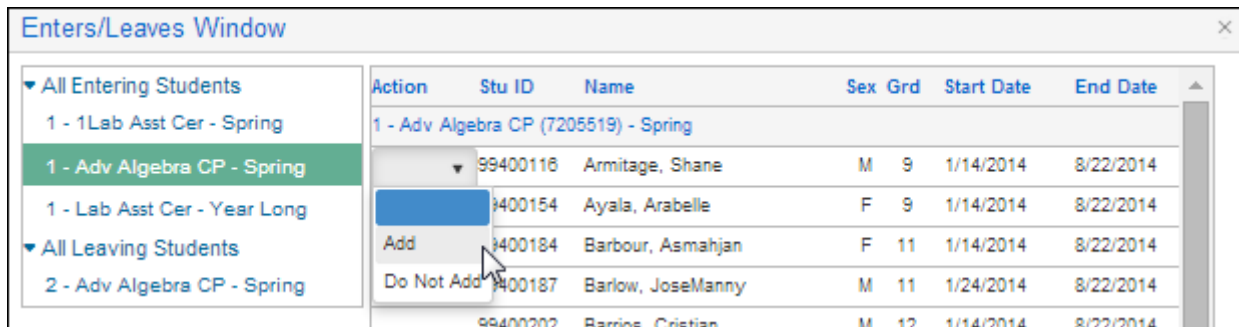
NOTE: Teachers must click on the [Add/Drop Students](#) button when the button is RED. Students are not automatically added or dropped from the gradebooks like they are for the attendance page unless the Gradebook option to automatically add/drop students has been enabled. The teacher must manage the 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.



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.



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="text" value="▼"/>	Active	37	99400271	Boissiere, Natthakarn A	F	11	1/23/2014	
<input type="text" value="▼"/>	Active	31	99400307	Breceda, Anna Marie	F	11	8/28/2013	
<input type="text" value="▼"/>	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="text" value="▼"/>	Active	37	99400271	Boissiere, Natthakarn A	F	11	1/23/2014	
<input type="text" value="▼"/>	Active	31	99400307	Breceda, Anna Marie	F	11	8/28/2013	8/5/2014
<input type="text" value="▼"/>	Active	34	99400460	Cesena, Faraaz	M	11	1/25/2014	

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.

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.

Add Students Not In Your Classes

Allow Deletes

Action	Status	Sort	Stu ID	Student	Sex	Grd	Start Date	End Date
▼	Active	1	99400029	Aguila, Errol	M	9	6/15/2015	3/18/2016
▼	Active	34	99400088	Arat, Antonio A	M	9	6/15/2015	3/18/2016
▼	Active	2	99400134	Ashe, Juan J	M	9	6/15/2015	3/18/2016

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

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 student's 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.

Add Students ×

Search by Student Search by Class

Enos

Enos
Gonzalez
Goode

Only Students in Grade 4 are displayed.

Name	Grade	Sex
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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
▼	Active	37	99400271	Boissiere, Natthakarn A	F	11	1/23/2014	
▼	Active	31	99400307	Breceda, Anna Marie	F	11	8/28/2013	
▼	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

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	
▼	Active	34	99400460	Cesena, Faraaz	M	11	1/25/2014	
▼	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](#)

[Add Students Not In Your Classes](#)

Allow Deletes

Action	Status	Sort	Stu ID	Student	Sex	Grd	Start Date	End Date
<input type="text" value="▼"/>	Active	37	99400271	Boissiere, Natthakarn A	F	11	1/23/2014	
<input type="text" value="▼"/>	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.