New Teacher Portal Gradebook
July 14, 2014

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The new **Aeries.net Gradebook** replaces the Silverlight Aeries.net gradebook. The new HTML gradebook is compatible with iPads, Chromebooks, Android Tablets, Windows 8 RT Browsers and Smart Phones.

The **Aeries.net Gradebook** allows teachers to setup all class assignments for their classes. The teacher can then enter scores received by the student for these assignments.

The program will calculate the percentage of the maximum score that the student received. This will help determine the grade the student should receive in the class. Various options are available for teachers including a **Rubric Grading** option.

| | 0 - Hon Geo/Trg CP - Spring ▾ | 🐎 Dashboard | ⊞ Scores by Class | ✎ Assignments | 👥 Students | 📄 Reports | ⚙ Manage |

	Name	Grade	%	Mark	▾Chapter 1 Quiz 1 ✓ 1/15/2014 #1 : 10	▾Chapter 1 Quiz 2 ✓ 1/24/2014 #2 : 10	▾Chapter 1 CW ✓ 1/29/2014 #3 : 40	▾Chapter 1 HW ✓ 1/29/2014 #4 : 70	▾Chapter 1 Test ✓ 1/29/2014 #5 : 100	▾Chapter 2 Quiz 1 ✓ 2/1/2014 #6 : 10	▾Chapter 2 Quiz 2 ✓ 2/12/2014 #7 : 10	▾Chapter 2 CW ✓ 2/14/2014 #8 : 50	▾Chapter 2 HW ✓ 2/14/2014 #9 : 90
1	Ackermann, Kathrin Ann	10	83.3	B	11	9	35	NA	85	9	10	50	90
2	Aguiar, Jennifer M	10	41.2	F	9		35	62	77	9	7	40	65
3	Alexander, Mario J	10	90.3	A-	8	10	39	66	85	10	10	50	80
4	Bojorquez, Alice	9	71.1	C-	7.5	10	40	76	79	7.5	8	49	88
5	Bryant, Kevin E	10	75.1	C	0	6.5	36	60	78	8	10	50	84
6	Burciaga, Daniel	9	94.1	A	5.5	10	60	70	98	10	10	50	100
7	Correa, Marc Carlos	10	87.9	B+	8.5	8	40	60	91	10	9	50	100
8	Do, Devon Hai-Bang	10	93.6	A	9	8.5	38	70	95	9	10	50	100
9	Dove, Kevin	10	85.8	B	9.5	10	38	70	88	8	10	49	90
10	Esparza, Teresa Nicole	9	90.5	A-	7.5	10	40	70	86	10	10	50	90
11	Forney, Antonette Marie	9	83.5	B	5.5	10	40	82	93	8	8	49	100
12	Garcia, Alexis	9	91.9	A-	8.5	9.5	40	90	88	8	10	50	100

■ Attendance Info   ■ Missing   ■ # Correct > Max   ■ Max = 0   ■ Inactive Student   ✓ Grading Complete

It is important that the following steps are 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** *Coming Soon*

To Access Teacher Portal

The **Teacher Portal** can be setup and accessed from any PC or tablet that has access to the Internet. The user **must** be setup by the **System Administrator** at the school district in order to have access to the files.

To access **Teacher Portal**, type the name of the user into the **User Name** field and press **Tab**. Type the password that has been assigned in the **Password** field. When the **User Name** and **Password** have been entered the **Database** and **Year** fields will be accessible. Select the **Database** and **Year** and click the mouse on the **Login** button.

The **School** field will now be accessible and the drop down will display the schools that the **User Name** has permissions to access. Click the mouse on the **drop down** arrow to the right of the **School** field and to select a school. Click the mouse on the **Continue** button.

NOTE: The log in page may look different than the above depending on your system configuration and school access.

To access the new Gradebook, click the mouse on the **Gradebook - New** node on the Navigation tree. The **Gradebook** node on the Navigation tree is the existing Silverlight gradebook.

A new **Portal Option** is available to System Administrators - **Hide Silverlight Gradebook From Teachers.** This new option will let sites determine whether they want to show or hide the "Gradebook" menu navigation.

NOTE: If the option is turned ON, only **Gradebook** will display in the navigation but it will navigate to the new gradebook.

If the option is not set, then two menu options will display: **Gradebook - New** and **Gradebook,** as shown above**.** The **Gradebook** option will navigate to the Silverlight version.

DASHBOARDS

The Gradebook **Dashboard** page will display. There are three dashboard views available, **Tiles, List** and **Table**. The system will remember the last dashboard displayed and open to the same dashboard between sessions.
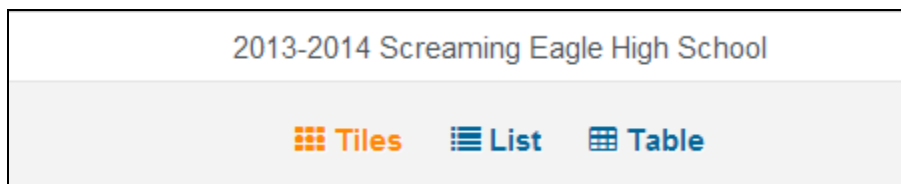
All three of the dashboard views display the most current gradebooks at the top of the page and the past gradebooks at the bottom.

The following information details the three views available.

Tiles Dashboard View

Below is an example of the **Tiles** dashboard. Tiles will display for all of the teachers gradebooks. The tiles are grouped and color coded based on the gradebook terms. The **Tiles** view
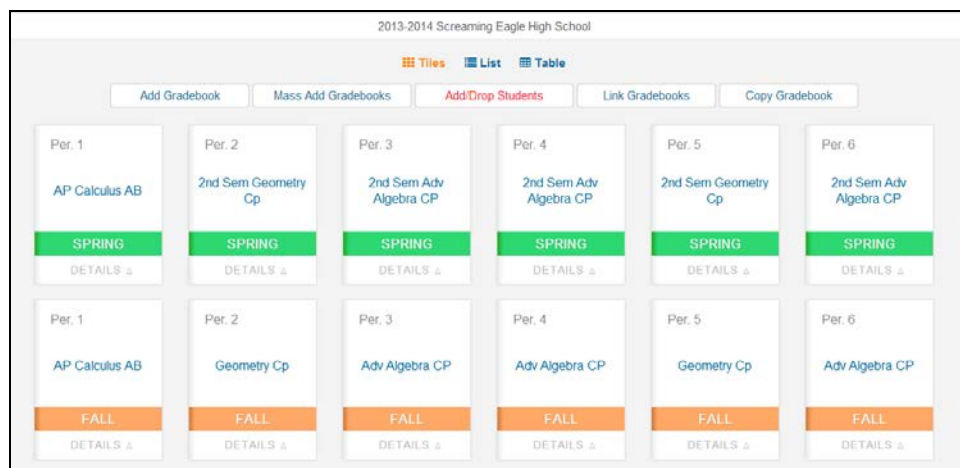
Click the mouse on the **Details** button to display more information. The **Details** view will allow the teacher to access the different pages available for the selected gradebook.
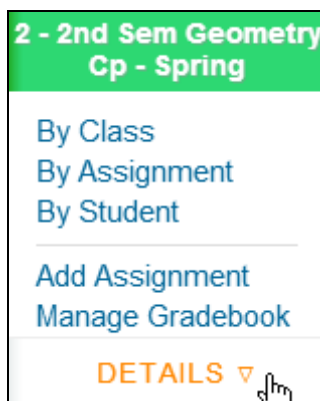
List Dashboard View

The **List** dashboard will display the teachers gradebooks in list format. The List dashboard also groups and color codes based on the gradebook terms.

The **List** dashboard also has a **Details** button that will display more information.

Table Dashboard View

The **Table** dashboard will display all the information for the teachers gradebooks on one page. The gradebooks are grouped by **Current Gradebooks** and **Past Gradebooks**.
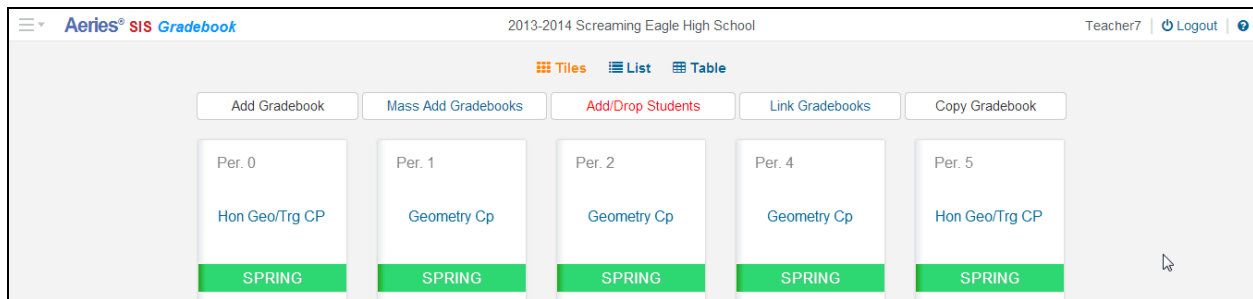
The gradebooks are grouped and color coded by gradebook terms on the dashboard views.

Color	Term
Blue	Year/2nd Quarter
Orange	Fall/1st Quarter
Green	Spring/3rd Quarter
Red	Summer/4th Quarter

Several buttons are available at the top of the dashboard pages.

- **Add Gradebook** – Opens the **New Gradebook** page to add individual gradebooks
- **Mass Add Gradebooks** – Allows teachers to mass add gradebooks for all their classes
- **Add/Drop Students** – Opens the **Enter/Leave** window to add and drop pending students
- **Link Gradebooks** – Opens the **Link Gradebook** page
- **Copy Gradebooks** – Allows teachers to copy gradebooks from other teachers and years.

A header will display on all pages with in the new gradebook. The headers will display the school name in the center and the user name on the top right. The Aeries.net navigation tree is now hidden and a dropdown on the top left of the header is available for the teacher to navigate to other Aeries.net pages. A logout button is also available on the top right.
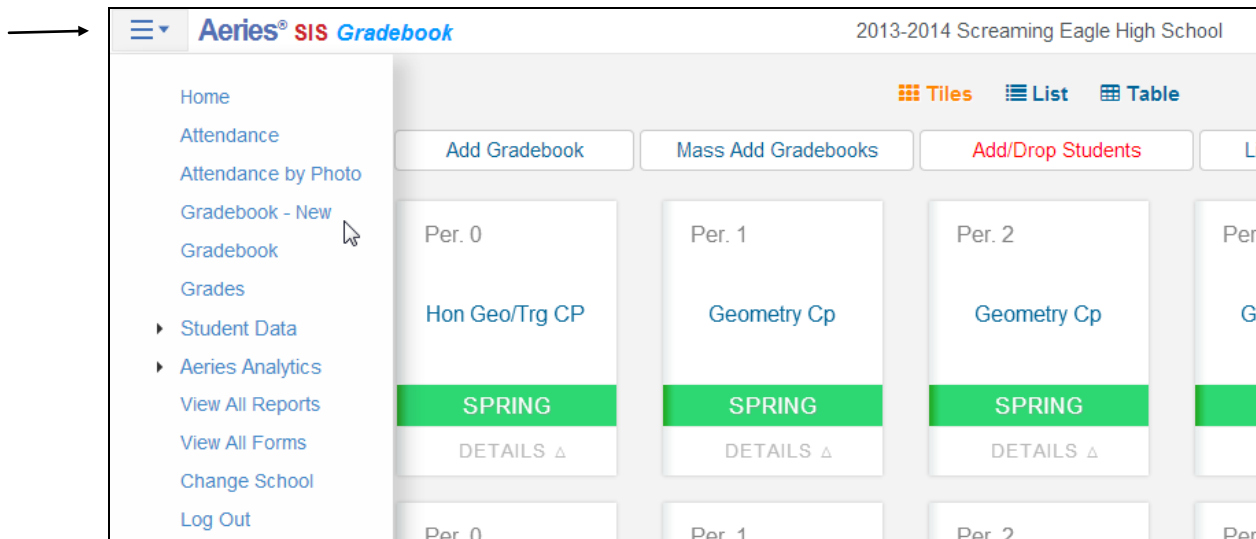
A sub header will display for easy navigation for the teacher within the gradebook.
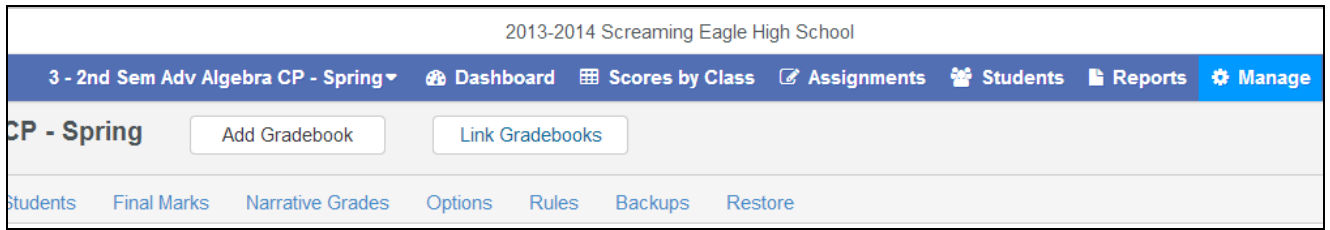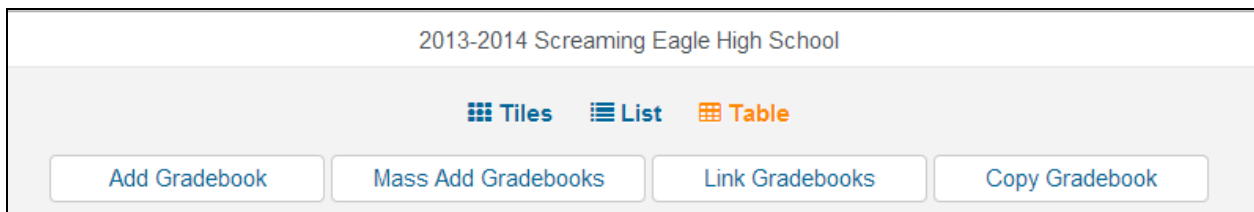

The current gradebook will display on the left. A dropdown is available for teachers to select and move to another gradebook. An option to **Add Gradebook** is also available.
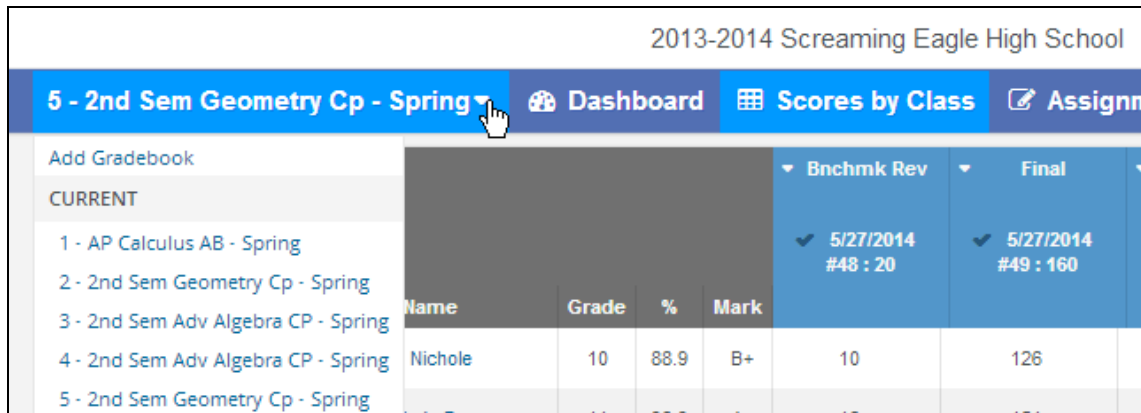
ADD NEW GRADEBOOK

There are several ways for a teacher to add new gradebooks. The following buttons are available on the dashboard page to add gradebooks.
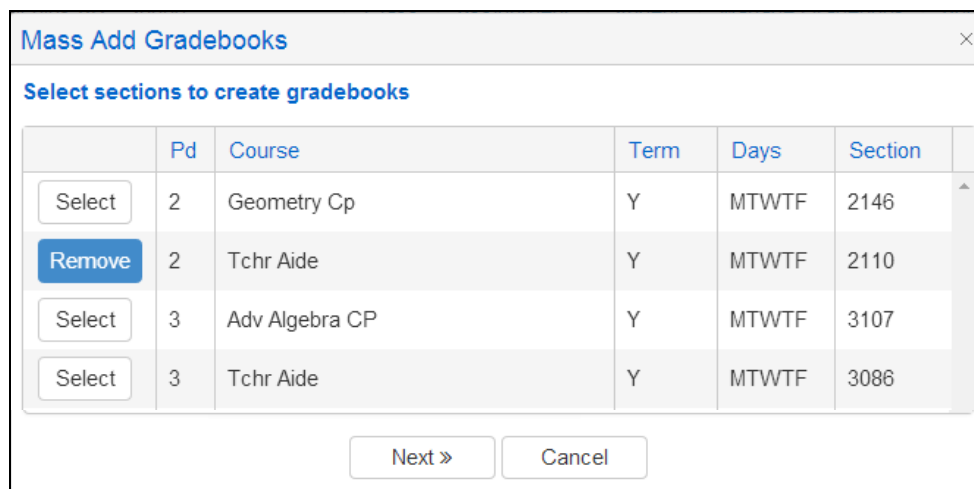

- **Add Gradebook** – allows adding gradebooks individually

- **Mass Add Gradebooks** – ability to mass add gradebooks for all of the sections for the logged in teachers.
  NOTE: Button will only display for Secondary or Elementary with MST schedule schools

- **Copy Gradebooks** function – will allow you to copy gradebooks from another teacher or year.

MASS ADD GRADEBOOKS

To mass add gradebooks for all or selected sections of the teacher, click the mouse on the **Mass Add Gradebooks** button. Gradebooks will be created for each section with the **Course Title** as the **Gradebook Name**. The **Gradebook Name** can be edited after using the Mass Add Gradebooks function.
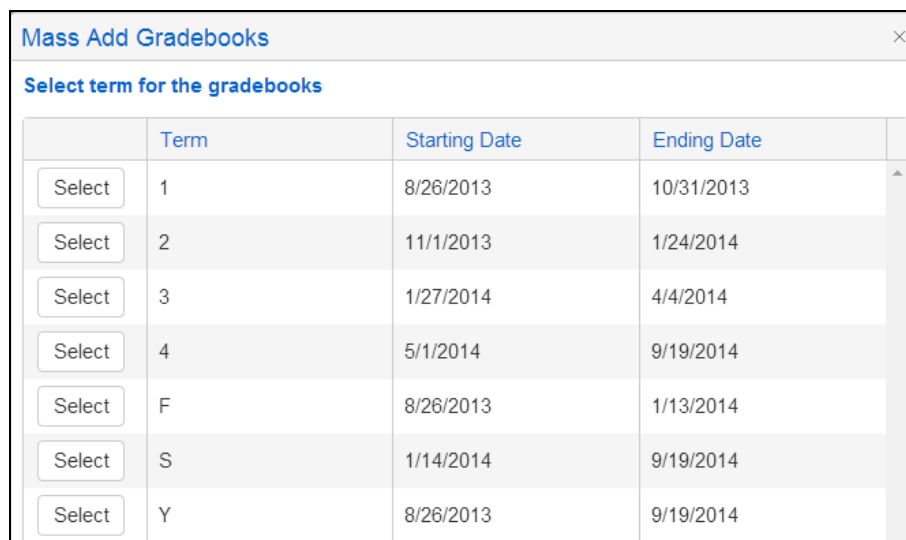
The following page will display with the teachers assigned sections listed. Select or deselect the sections individually by clicking on the **Select** button. Click the mouse on the **Remove** button to deselect a section. Click the mouse on the **Next** button to continue.

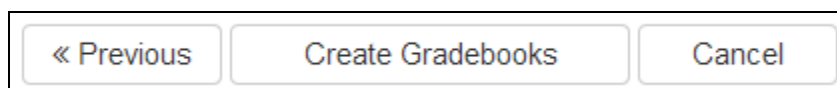|	Pd	Course	Term	Days	Section
Select	2	Geometry Cp	Y	MTWTF	2146
Remove	2	Tchr Aide	Y	MTWTF	2110
Select	3	Adv Algebra CP	Y	MTWTF	3107
Select	3	Tchr Aide	Y	MTWTF	3086

The following **Select Term Window** will display with the gradebooks listed on the left of the page. Select only 1 term for the gradebook. The terms from the Schools Term table will display.

	Term	Starting Date	Ending Date
Select	1	8/26/2013	10/31/2013
Select	2	11/1/2013	1/24/2014
Select	3	1/27/2014	4/4/2014
Select	4	5/1/2014	9/19/2014
Select	F	8/26/2013	1/13/2014
Select	S	1/14/2014	9/19/2014
Select	Y	8/26/2013	9/19/2014

Click the mouse on **Create Gradebooks** button to mass add Gradebooks. One gradebook for each section selected will be created.

The gradebooks can be edited after they are created in the **Manage Gradebooks** page.

ADD GRADEBOOKS INDIVIDUALLY

To create a new Gradebook individually, click the mouse on **Add Gradebook** button on the top of the dashboard page. The following page will display for a secondary school.

The following displays on the **New Gradebook** page:

Info: The info message will display the teacher's Low and High grade range from the **Teachers** form.

Gradebook Name - This Gradebook Will Be Named With The Pattern of 'Period - Name - Term'. Select a period, or select a section from the Sections area below and the course name, period and term will be populated for you.

Dates - Students added to the sections associated with this gradebook between these dates will be eligible for this gradebook. Also, assignments due outside of this range will display as **Not Applicable** for students. These dates should be the all-inclusive dates of this gradebook. To limit the set of assignments visible, use the **Options** tab.

Sections - At least one section must be associated with this gradebook.
You can also associate multiple sections with this gradebook. This will allow you to see all students in those associated sections in this single gradebook. If you would rather keep your gradebooks separate BUT have all the assignments the same in each gradebook, then you want to link gradebooks and should not associate multiple sections with this gradebook.

Comments – comments can be entered for the gradebook.

Click the mouse on the **Save** button when complete.

The following page will display in an Elementary school with no Master Schedule.

Info:	Students In This Gradebook Are Between Grades 1 And 1
Gradebook Name:	This Gradebook Will Be Named With The Pattern of 'Name - Term'
Dates:	Students Added To The Teacher Associated To This Gradebook Between These Dates Will Be Eligible For This Gradebook
	From: 8/12/2013 To: 7/11/2014
Comment:	

Save   Cancel

The following displays on the **Edit Gradebook** page:

Info: The info message will display the teacher's Low and High grade range from the **Teachers** form.

Gradebook Name – Enter the Gradebook name

Term – Select a gradebook term.

Dates - Students added to the sections associated with this gradebook between these dates will be eligible for this gradebook. Also, assignments due outside of this range will display as Not Applicable for students. These dates should be the all-inclusive dates of this gradebook. To limit the set of assignments visible, use the Options tab.
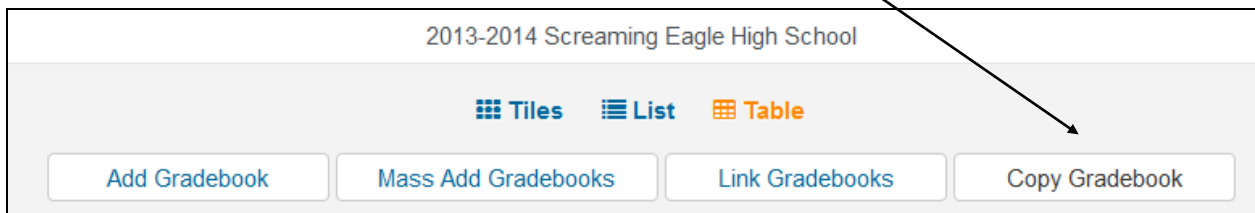
Comments – comments can be entered for the gradebook.

Click the mouse on the **Save** button when complete.

COPY GRADEBOOK

When adding a new gradebook, the ability to copy any other gradebook in the current year or last year is available. **Final Marks**, **Category Types** and **Assignments** can also be copied.

From the **Dashboard** page, click the mouse on the **Copy Gradebook** button.

The following page will display.

Select Year and Teacher

Year: 2013-2014 ▾   Teacher: Liera ▾

Select Gradebook

Gradebook Name	Grade Range
☐ 0 - Language Arts - Y	4 - 4

Select Tables

Final Marks (GTG) ☐
Gradebook Options (GBO) ☐
Gradebook Categories (GBT) ☐
Gradebook Assignments (GBA) ☐

Save   Cancel

Select the **Year** and **Teacher**. Use the **Year** dropdown to select the Year. To select a Teacher, click the mouse on the **Teacher**. The teachers existing gradebooks will display below. Select the Gradebook to copy. Select the gradebook tables to copy and click on the **Save** button.

The following **Add Gradebook** page will display with the new Gradebook information defaulting from the copied gradebook. Change any of the applicable information for the new gradebook. For a secondary school select the section to be associated with this gradebook.

Click on the **Save** button when complete.

CONFIGURATION: Language Arts - Y   Add Gradebook   Link Gradebooks

Edit Gradebook   Categories   Assignments   Manage Students   Final Marks   Narrative Grades   Options   Rules   Backups
Restore

Save   Delete

Info: Students In This Gradebook Are Between Grades 4 And 4

Gradebook Name: This Gradebook Will Be Named With The Pattern of 'Name - Term'
Language Arts   Y

Dates: Students added to the teacher associated with this gradebook between these dates will be eligible for this gradebook. Also, assignments due outside of this range will most likely show up as Not Applicable for students. These dates should be the all inclusive dates of this gradebook. To limit the set of assignments visible, use the Options tab.

From: 8/17/2013 📅 To: 9/6/2014 📅

Comment:

Save   Delete

EDIT GRADEBOOK

To edit an existing **Gradebook**, click the mouse on the **Manage Gradebook** button on the dashboard page. Below is an example from the **Table** dashboard.

2013-2014 Screaming Eagle High School					

⊞ Tiles   ≡ List   ⊞ Table

Add Gradebook	Mass Add Gradebooks	Link Gradebooks	Copy Gradebook

Current Gradebooks	Edit Scores By...			Functions	
1 - AP Calculus AB - Spring	Class	Assignment	Student	Manage Gradebook	Add Assignment
2 - 2nd Sem Geometry Cp - Spring	Class	Assignment	Student	Manage Gradebook	Add Assignment

The **Manage Gradebook** button window will display for the selected gradebook.   Make any changes to the gradebook and click the mouse on the **Save** button.

DELETE A GRADEBOOK

To delete a gradebook, click the mouse on the **Delete** button at the top of the page or at the bottom on the **Edit Gradebook** page.

Edit Gradebook	Categories	Assignments	Manage Students	Final Marks	Narrative Grades	Options	Rules	Backups

Restore

Save   Delete

Info: Students In This Gradebook Are Between Grades 4 And 4

Gradebook Name: This Gradebook Will Be Named With The Pattern of 'Name - Term'

Language Arts   Y

Dates: Students added to the teacher associated with this gradebook between these dates will be eligible for this gradebook. Also, assignments due outside of this range will most likely show up as Not Applicable for students. These dates should be the all inclusive dates of this gradebook. To limit the set of assignments visible, use the Options tab.

From: 8/17/2013   To: 9/6/2014

Comment:

Save   Delete

Two confirmation messges will display. Click **OK** to both of the message to delete the gradebook.

Are you sure you want to delete this gradebook?

OK   Cancel

Are you really really sure you want to delete this gradebook?
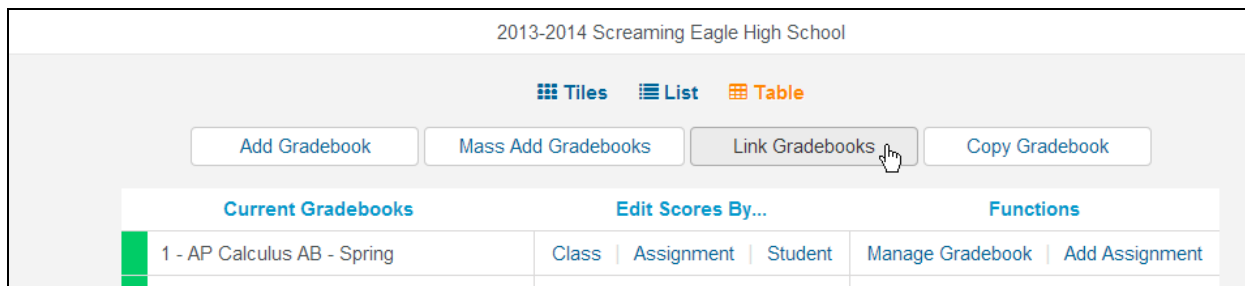☐ Prevent this page from creating additional dialogs

OK   Cancel

NOTE: All assignments and student scores will also be deleted when deleting a gradebook. Use extreme caution when deleting a gradebook.

LINK GRADEBOOKS

Linking gradebooks is used in secondary schools for teachers who teach multiple periods of the same subject.

The **Link Gradebooks** option will allow you to create a group of gradebooks. Using this option, any changes made to **Category Types**, **Assignments, Final Marks** and **Rules** in one gradebook in the group will also update all of the other gradebooks in the group with the same changes.

To link gradebooks, click the mouse on the **Link Gradebook button** on the top of the dashboard page.

The following screen will display with all gradebooks. The **Group** field will display on the left side of the screen with zeroes in the field. The zeroes indicate unlinked gradebooks.

IMPORTANT: Gradebooks must be linked when the gradebooks are created AND before Categories and Assignments are added. Gradebooks should not be linked after Assignments have been added.

To **Link Gradebooks** enter the same number in the **Group** field. For example, all gradebooks listed below with **1** entered in the **Group** field will be linked. The gradebook will move from the **Ungrouped** section to the **Grouped** section.

Group		Name	Grade Range	Start Date	End Date
		Ungrouped			
0	▲▼	1 - Music Apprect Fall - Fall	9 - 12	8/28/2013	1/22/2014
0	▲▼	1 - Music Apprect Spring - Spring	9 - 12	1/22/2014	9/6/2014
		Group 1			
1	▲▼	1 - Algebra Cp - Fall	9 - 12	8/28/2013	1/22/2014
1	▲▼	3 - Algebra Cp - Fall	9 - 12	8/28/2013	1/22/2014
		Group 2			
2	▲▼	4 - Geometry Cp - Fall	9 - 12	8/28/2013	1/22/2014
2	▲▼	5 - Geometry Cp - Fall	9 - 12	8/28/2013	1/22/2014
2	▲▼	6 - Geometry Cp - Fall	9 - 12	8/28/2013	1/22/2014

Linking gradebooks together will cause all **Category Types** and **Assignments** changes to apply to all gradebooks in a group.

**REMEMBER: When Linking gradebooks <u>any change</u> made to Category types or
          assignments will update ALL gradebooks that are linked.**

GRADEBOOK OPTIONS

The **Options** form allows you to select various options for each gradebook.

Click the mouse on **Manage Gradebooks** from the dashboard page. Click the mouse on the **Options** tab. The following page will display with the selected gradebook name on the top of the form.

- **Weight Scores of Assignments by Category** – this option indicates whether or not total points grading or weighted type grading is used to determine students' overall grades. This allows you to give more precedence to one category over another. Examples would be 'Tests' and 'Homework'. This option is also available on the **Categories** tab.
- **Apply Assignment Scores Immediately -** normally a score will not count toward a student's overall grade until the Grading Completed checkbox for an assignment is checked. This option will make any assignment with a score count in the overall mark no matter what the Grading Completed. This option will default On for new gradebooks.
- **Filter Assignments by -**
  - o **Assignment Due Date**
  - o **Assignment Number**
  If Assignment Due Date is selected, Assignment Due Date will be used to filter which assignments are included in the calculation of the Total Grade or displayed on the Scores By views. Otherwise, Assignment Number will be used to filter.
- **Calculate the Total Grade based on Assignments that fall between this date range -** Only the assignments that fall between these two dates will be counted towards the total grade for each student. Used if a gradebook spans multiple grading periods and only a subset of the assignments should be used to calculate the current total grade.
- **Calculate the Total Grade based on Assignments that fall between this range of Assignment Numbers -** low and high assignment numbers to count in students' total/overall grade. Used if a gradebook spans multiple grading periods and only a subset of the assignments should be used to calculate the current total grade.

- **Display Assignments that fall between this date range** – Only the assignments that fall between these two dates will be displayed.
- **Display Assignments that fall between this range of Assignment Numbers -** Only the assignments that fall between these two numbers will be displayed.
- **Include the Overall Mark with the Overall Score** – displays the letter grade along with the students overall percentage. This option is also available on the **Final Marks** tab.
- **Apply weighting to Formative & Summative Assignments -** this option allows teachers to weight Formative and Summative Assignments separately in calculating the overall grade for the class or for a standard.

  The system will first use total points and weighted categories (if enabled) to determine a percentage for "Formative" and "Summative" assignments and then will use the defined weight factors to produce a final score. Click on the arrows or drag the slider to the desired percentages.

Formative Percentage	Summative Percentage
20	80
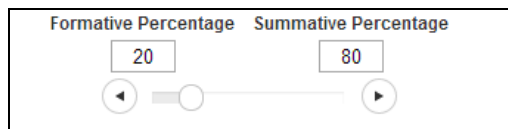
- **Use a Rubric Grading Scale to Compute Total Grade:** This option will accommodate rubric scoring. When this gradebook option is selected, all assignments will default to Rubric scoring. Values entered will be averaged and percentages will not display. The calculations for rubric grading changes from a system where every assignment's score and max score is added up and divided to get a percentage to a system where only the rubric values are added up and then divided by the number of items totaled.

  Below is an example of a rubric gradebook with 3 assignments and the calculations for the average:

#1	Aceves, Alexi	3 assignments totaling	12 divided by	3 =	**4.0**
#2	Aguiar, Allison	3 assignments totaling	10 divided by	3 =	**3.3**
#3	Ariza, Jayden	2 assignments totaling	5 divided by	3 =	**1.6**

	Name	Grade	Avg	▼ Class Project ✔ 6/17/2014 #1	▼ Assessment ✔ 6/17/2014 #2	▼ Class Work 1.1 ✔ 6/17/2014 #3
1	Aceves, Alexia Camille	1	4.0	4	4	4
2	Aguiar, Allison Rose	1	3.3	3	4	3
3	Ariza, Jayden Michael Joseph	1	1.6		2	3

  NOTE: The **Rubric** option should only be used on new gradebooks and not on existing gradebooks with scores already submitted.

  Even with the Rubric option selected, assignments can be added and the Rubric option can be deselected at the assignment level. These non-rubric assignments will not calculate into the student's total average.

- **Scale Min/Max Assignment Values in Total Grade:** This option allows teachers to implement what is commonly known as a "50%-100% Scale." When defined, assignments that would normally count above or below the assigned range are brought into the range when the system calculates the "value" of the assignment. This allows teachers to leave an assignment missing or give a low grade, but have that assignment still count as 50%. This can be a tool used to lessen the impact of the "Double 0 Problem" with missing or poorly completed assignments. This option cannot be used with the "**Doing Rubric**" option.

If using the **Min/Max Assignment Values** option, all scores will display as they were entered in the scores field but the Total Percent column will calculate on the Min or Max value if the score goes below or above the set values.

Min Assignment Value 50 ▲▼ to Max Assignment Value 100 ▲▼

In the example below, the first 2 students have scores below the min value of 50%. The total Percent calculates based on the minimum value instead of the actual score. The 4th student has a score above the maximum value of 100%. Her total percent calculates based on the maximum value of 100% instead of the actual score of 110.

Student	Gr	Perc	Math... #1: 100
Alavez, Abel Benny	4	50.00%	10 - 10%
Alvarez, Haggit Briana	4	50.00%	0 - 0%
Bell, Ryan Justin	4	89.00%	89 - 89%
Byl, Ashley Brandy	4	100.00%	110 - 110%
Carr, Danielle Kristen	4	50.00%	

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 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.

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.

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.
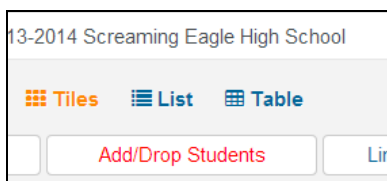
Click the mouse on the **Add/Drop Students** button and the following **Enter/Leaves Window** will display.

Click the mouse on **Enters** 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.

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. The teacher must manage the students in their gradebooks.

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.
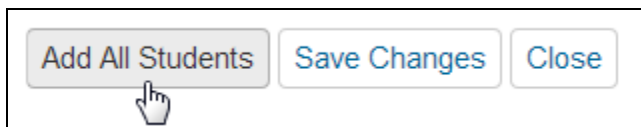
The **Enters/Leaves Window** will be blank to indicate no other students are pending into the gradebook. Click on the **Close** button.

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.
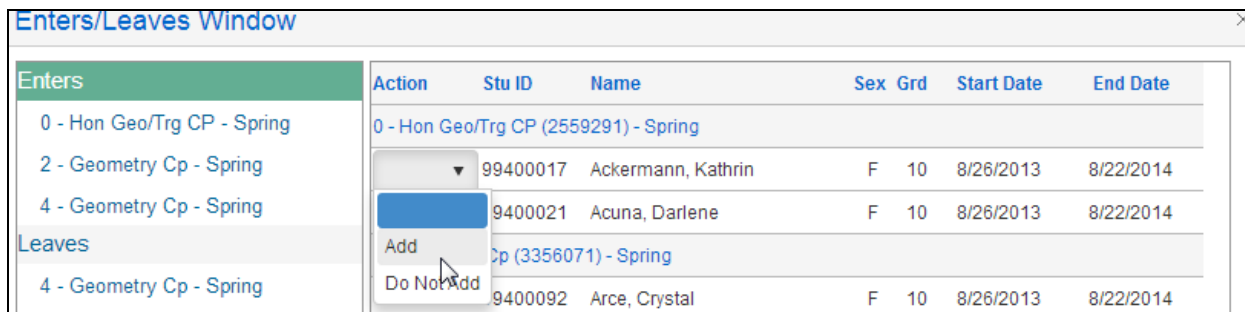
To the far right of the form two fields display, **Start Date** and **End Date**. These fields are used to determine the assignments a student is accountable for if they are added to a class or leaving a class. Students added to a class after the class started or leaving a class may not be responsible 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, Kathrin Ackermann started the class on 10/1/2013 and will not be responsible for assignments with due dates before 10/1/2013.

Action	Status	Sort	Stu ID	Student	Sex	Grd	Start Date	End Date
	Active	35	99400017	Ackermann, Kathrin Ann	F	10	10/1/2013	
	Active	9	99400028	Aguiar, Jennifer M	F	10	8/28/2013	
	Active	8	99400048	Alexander, Mario J	M	10	8/28/2013	

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, Jennifer Aguiar left the class on 11/15/2013 and will not be responsible for assignments with due dates after 11/15/2013.

Action	Status	Sort	Stu ID	Student	Sex	Grd	Start Date	End Date
	Active	35	99400017	Ackermann, Kathrin Ann	F	10	10/1/2013	
	Active	9	99400028	Aguiar, Jennifer M	F	10	8/28/2013	11/15/2014

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.

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.**

 Dropped students will display hi-lited in yellow at the bottom of the student list.

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.

| Assignments | Manage Students | Final Marks | Narrative Grades | Options | Rules | Backups | Restore |

Start and End dates determine what assignments the student is accountable for based on assignment due dates.

Add Students

☑ To prevent accidental deletions, this box must be checked before any records can be deleted

Action	Status	Sort	Stu ID	Student	Sex	Grd	Start Date	End Date
	Active	3	99400460	Cesena, Faraaz	M	11	1/14/2014	8/22/2014

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.

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 Student** button on the **Manage Students** tab.

| s | Assignments | Manage Students | Final Marks | Narrative Grades | Options | Rules | Backups | Restore |

Start and End dates determine what assignments the student is accountable for based on assignment due dates.

Add Students

☐ To prevent accidental deletions, this box must be checked before any records can be deleted

Action	Status	Sort	Stu ID	Student	Sex	Grd	Start Date	End Date
▼	Active	1	99400271	Boissiere, Natthakarn A	F	11	1/15/2014	8/22/2014
	Active	2	99400307	Breceda, Anna Marie	F	11	8/26/2013	8/22/2014
Drop	Active	3	99400460	Cesena, Faraaz	M	11	1/14/2014	8/22/2014

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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**.

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 students 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.

TRANSFER SCORES

The **Manage Students** tab has a **Transfer** option. The option will only display for **Linked Gradebooks** for the same teacher**.** This option is for students who have moved between classes with the same teacher and course.

In the example below, IB History Am period 1 and 2 gradebooks are linked as displayed on the **Link Gradebook** page. If a student transfers from one period to the other, their existing gradebook scores can be transferred to the New gradebook.

The student must first be added to the new gradebook (refer to page 21 for procedures on adding students to a gradebook).

In the examples below, student Esteban Booker transferred from the Adv Algebra CP period 6 class to the same teachers Adv Algebra CP period 3 class. On the **Manage Students** tab, click the mouse on the Adv Algebra CP period 3 class gradebook on the dropdown list of gradebooks on the top left.
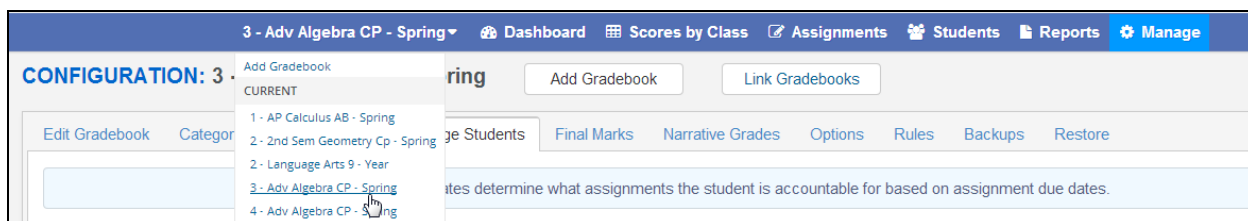
Click the mouse on the **Manage Students** tab. It is imperative that the **NEW** Gradebook is selected from the gradebook list on gradebook drop down. Click the mouse on the **Transfer** option to the left of the student's name.
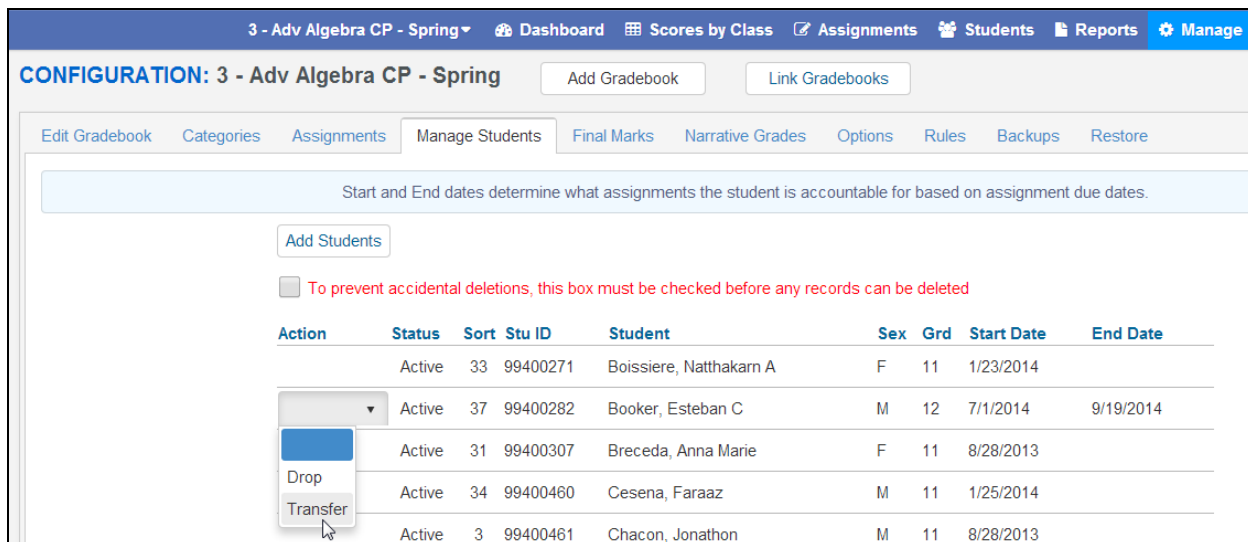
The linked gradebooks will display in the dropdown. Choose the **OLD** gradebook under the **Select Gradebook to Pull From** list**.**

Student Transfer						×
Select a Gradebook to Pull From						
Gradebook#	**Per**	**Name**	**Term**	**Grd Range**	**Start Date**	**End Date**
3923587	6	Adv Algebra CP	Spring	10 - 12	1/22/2014	9/6/2014
Transfer Cancel						

When selected, the gradebook will be highlighted in green. Click the mouse on the **Transfer** button.

Student Transfer						×
Select a Gradebook to Pull From						
Gradebook#	**Per**	**Name**	**Term**	**Grd Range**	**Start Date**	**End Date**
3923587	6	Adv Algebra CP	Spring	10 - 12	1/22/2014	9/6/2014
Transfer Cancel						

The following message will display.

Confirmation	×
Are you sure you want to pull this student's scores FROM the chosen gradebook and replace the scores in the CURRENT gradebook?	
OK Cancel	

Click the mouse on the **OK** button to begin the **Transfe**r process. The following message will display.

Information	×
Student Transfer Complete!	
OK	

The student's scores will now be viewable under the New Gradebook.

NOTE: **It is imperative that the NEW gradebook is chosen from Manage Students tab and the OLD gradebook is selected when clicking on the Transfer option. Scores can be lost if the incorrect gradebooks are selected.**

It is recommended that for transfer students the **Start Date** and **End Date** under the **Manage Students** tab should be populated accordingly for the previous and current gradebook. Enter the **End Date** value in the dropped gradebook to ensure that the student is not responsible for assignments with due dates after the students gradebook **End Date**.

Action	Status	Sort	Stu ID	Student	Sex	Grd	Start Date	End Date
	Active	5	99400282	Booker, Esteban C	M	12	1/22/2014	6/30/2014

When the student is added to the new gradebook the **Start Date** value in the new gradebook will be populated based on the Course Attendance (CAR) date. Verify the students date to ensure that the student is responsible for assignments with due dates after the students gradebook **Start Date** in the new gradebook.

Action	Status	Sort	Stu ID	Student	Sex	Grd	Start Date	End Date
	Active	33	99400271	Boissiere, Natthakarn A	F	11	1/23/2014	
	Active	37	99400282	Booker, Esteban C	M	12	7/1/2014	

CUSTOM SORT

The **Manage Students** form display's a **Sort** field. The default sort number is alphabetical by the student's last name. A **Custom Sort Order** can be assigned to students.

Assignments	Manage Students	Final Marks	Narrative Grades	Options	Rules	Backups	Restore

Start and End dates determine what assignments the student is accountable for based on assignment due dates.

Add Students

☐ To prevent accidental deletions, this box must be checked before any records can be deleted

Action	Status	Sort	Stu ID	Student	Sex	Grd	Start Date	End Date
	Active	1	99400271	Boissiere, Natthakarn A	F	11	1/15/2014	10/15/2013
	Active	2	99400282	Booker, Esteban C	M	12	7/1/2014	9/19/2014
	Active	3	99400307	Breceda, Anna Marie	F	11	8/26/2013	11/3/2013
	Active	4	99400461	Chacon, Jonathon	M	11	8/26/2013	8/22/2014

To change the sort order, click the mouse in the **Sort** field and type over the sort number or use the up and down arrows.

The **Scores by Class** page has a **Sort By Custom Sort Field instead of Name** option on the bottom left of the page.
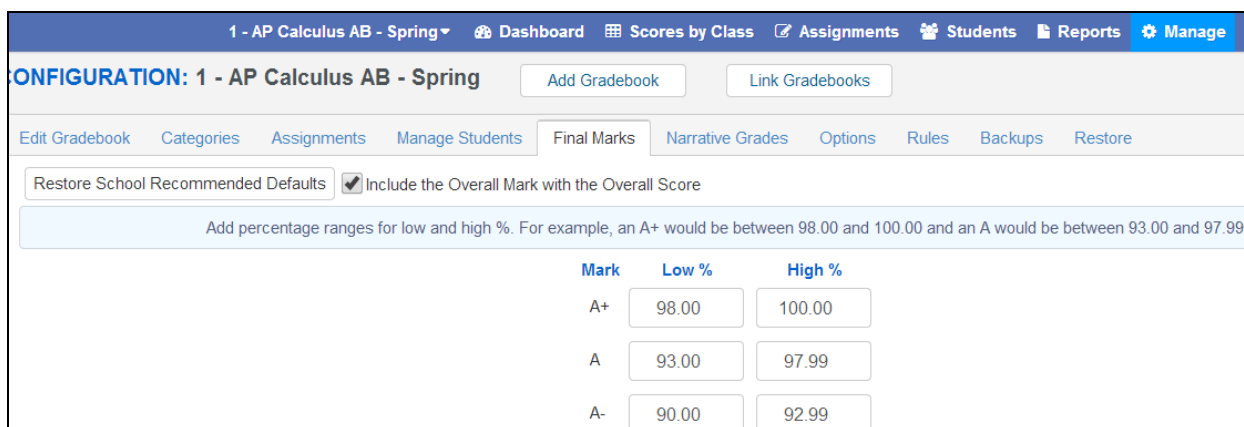
If the option is selected the students will display by the **Custom Sort Order** on the **Scores by Class** and **Scores by Assignment** pages.

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.
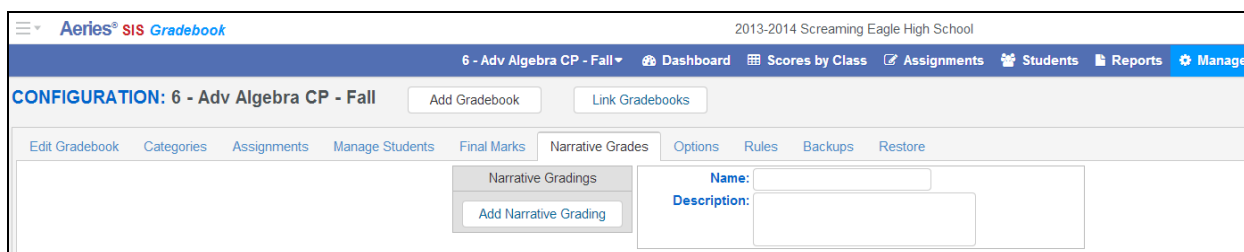
If using the **Doing Rubric** gradebook option, it is important to set the **Final Marks** appropriately. Or deselect the **Show Overall Mark w/ Score** option to not display the **Final Marks**.

NARRATIVE GRADING

Teachers can create **Narrative Grading** 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.
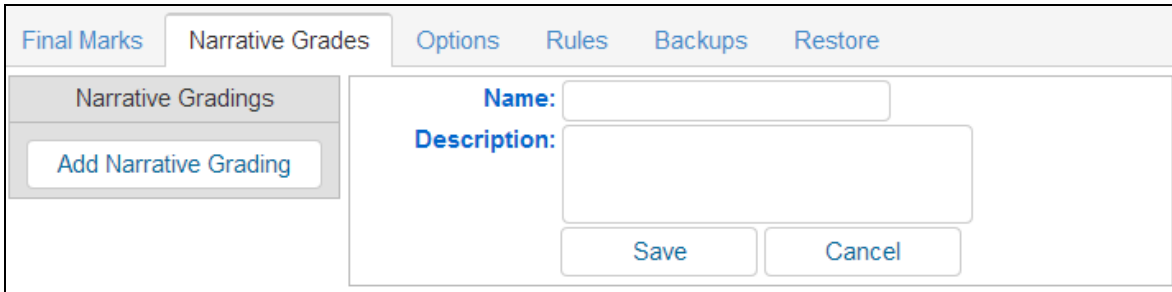
When a **Narrative Mark** is defined, a **Percentage** of the **Max Score** is entered for each valid mark. A **Narrative Mark** can then be assigned to a particular assignment. The **Score** input fields for that assignment will have a dropdown with the available valid marks. When the **Narrative Marks** 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 Gradings** tab. The following page will display.
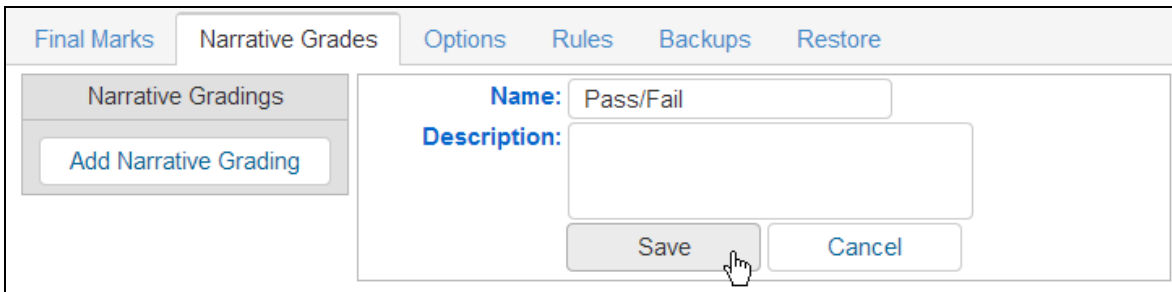
NOTE: At this time, only alpha **Narrative Marks** are supported. Numeric marks will be supported in the future.

To add new **Narrative Gradings** click the mouse on the Add Narrative Grading button and the following page will display.

Enter the name of the new **Narrative Grading** name. An Example is **Pass/Fail**. A **Description** can also be entered. Click the mouse on the **Save** button.
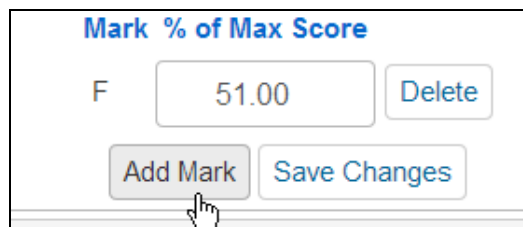
If there are default values, remove any marks that will not be used for the new **Narrative Grade**, click the mouse on the **Delete** button to the right of the **Mark % of Max Score** field.

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.

Enter the **Percentage** assigned to the marks in the Mark **% of Max Score** field. For the **Pass/Fail** example 51% can be entered for an F and 100% for a P. Click the mouse **Save Changes** button when completed.

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

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**.

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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.

ADD GRADEBOOK ASSIGNMENTS

There are several ways for teacher to add assignments to their gradebooks. Below are the different ways to add assignments and will be detailed further in the document:

- o **Dashboard** views – Add Assignment option
- o **Manage** page – Assignments tab
- o **Scores by Assignments** page – New Assignment option on the assignment dropdown
- o **Push Assignments** – Allows teachers to push assignments between their own gradebooks.
- o **Import Assignments** – allows teachers to import assignments from any other teacher's gradebook to their own gradebook.

To add Gradebook Assignments click the mouse on **Add Assignment** button and the following page will display.

The following fileds display on the **Add Assignment** page:

Name: enter an Assignment name
Description: a longer description of the assignment can be entered but is not required
Type: Select the **Type** of assignment from the dropdown.   Brief descriptions of the types are below.

- • **Formative Assignments** – assignments that are part of the instructional process. Assignments that form knowledge. Examples: Worksheets and Projects.
- • **Summative Assignments** – assignments that gauge a students learning. Assignments that summarize knowledge. Examples: Quizzes and Tests.

Category: select a Category from the dropdown. The category is required.

Rubric Assignment: If the Gradebook option **Doing Rubric** is selected, a **Rubric** option will display and default ON when adding new assignments. Assignments can be added to a **Rubric** gradebook that are not tagged as **Rubric**. Scores can be given to the non-rubric assignments and they will not be calculated into the Average.

Extra Credit: Select the **Extra Credit** option if applicable. The **Extra Credit** option will change the Max and Number Possible fields to 0.

Narrative Grading: Select the Narrative Grading if desired. Narrative Grading is optional

Assigned On: The **Assigned Date** will default to today. Change the date if not today. The calendar icon can be used to change the date.

Due On: The **Due Date** will default to the next school day. Change the **Due Date** if applicable. The calendar icon can be used to change the date. The **Due Time** will tie in with student drop boxes and require that the student turn in the assignments online before the **Due Date** and **Due Time**. The **Due Date** also ties in with the **Gradebook Options** to Filter and Calculate Assignments.

Number Correct Possible: Type the number of the maximum score that can be received in the Number Correct Possible field. The next field,Points Possible will default to the same value.

Points Possible: Enter the number of the maximum number of points possible in the **Max Number Correct** field. The **Max Number Correct** is not a required field. If entering using the **Max Number Correct** option the **Point Value** will be calculated based on the **Max Number Correct** and the **Max Score**.

For example, an assignment consists of a worksheet with 20 questions but the assignment is worth 10 points. Enter a **Max Score** of 10 and a **Max Number Correct** of 20. When the scores are entered using the **# Correct** option, the **Point Value** will be calculated automatically. If the student's **# Correct** is 18, a **%** of 90 will display.
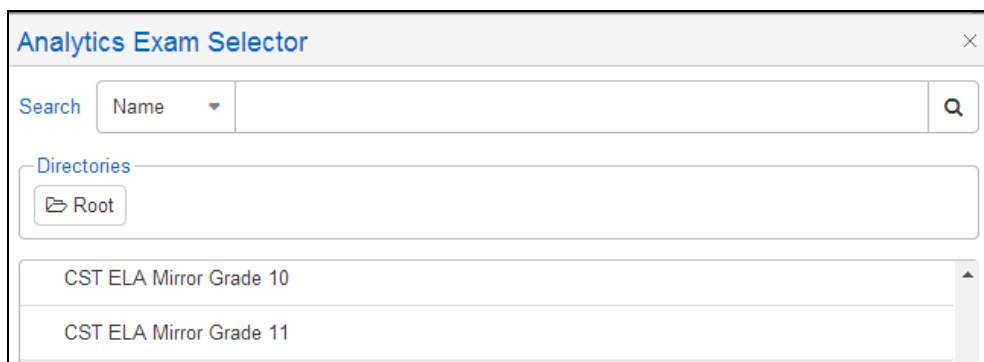
Grading Completed: select to have the students assignment scores be factored into a student's overall grade. If no score is entered, the assignment will be considered as a Missing Assignment if the assignment has the **Grading Completed** option selected.

Visible to Portal: this option will allow or deny the assignment to be visible to students and parents through the Parent Portal.

Score Visible to Portal: this option can be used to allow or deny the assignment score to be visible to students or parents.

Drop Box: The **Drop Box** and **Due Time** will tie in with student drop boxes and require that the student turn in the assignments online before the **Due Date** and **Due Time**. *This feature is not supported at this time.*

Add Exam: The **Exam** and **Test Admin** fields are used with *Aeries Analytics*. Click on the **Add Exam** button to associate an exam to the assignment if applicable. The following **Analytics Exam Selector** page will display.
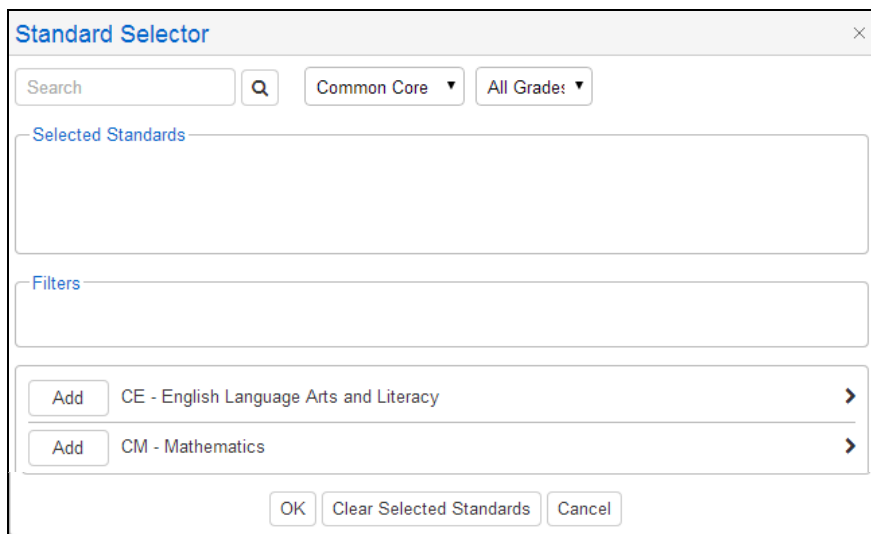
Use the **Search** dropdown and field to locate the exam to associate to the assignment. Select the exam and the exam will now display on the **Add Assignment** page.
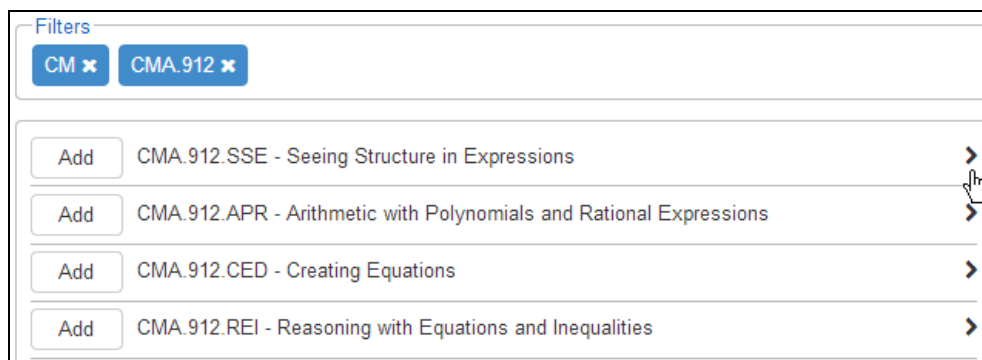
Add Standard: The **Add Standard** button will only display if the System Administrator has enabled the **Portal Option** of **Support Standard-Based Grade Reporting** for the school.

To link a standard to the assignment, click the mouse on the **Add Standard** button. A Standard Selector page will display.
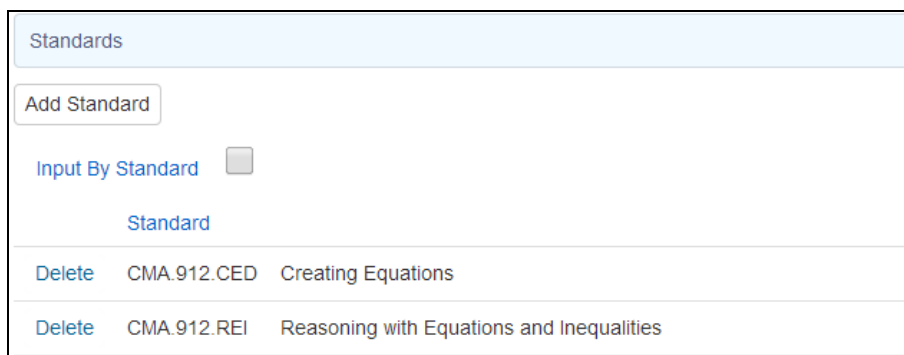
Use the Search box and filters available to locate the standards to link to the assignment. The Standard Selector page has drilldowns available to locate standards. Click on the arrows to display sub standards.

Click the mouse on the Add button to select standards. Click the mouse on the OK button to save the standards for the assignment. The standards will now display on the Add Assignment page. It might be necessary to scroll down using the vertical scroll bar on the right of the page to see the standards selected.

The **Input By Standard** button will now display. The **Input by Standard** option will allow scores to be entered by the standard that is connected to an assignment. The **Scores by Class**, **Scores by Student** and **Scores by Assignment** pages will allow data entry of scores by standard when the **Input by Standard** option is selected.

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When the assignment information is completed, there are several buttons available at the bottom of the page.
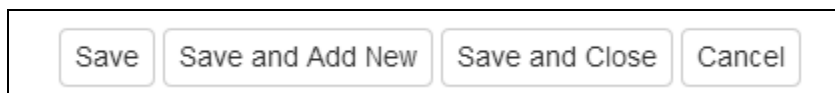
- The **Save** button will save the information entered but stay open to continue completing the page.
- The **Save and Add New** button will save the assignment and will display a blank **Add Assignment** page to enter another assignment.
- The **Save and Close** button will save the information added and will return to the **Assignments** tab under **Manage**.
- The **Cancel** button will close the page and not save any information entered.

NOTE: if gradebooks are linked, the new assignment will display in all linked gradebooks.

IMPORT/PUSH ASSIGNMENTS FROM/TO ANOTHER GRADEBOOK

Teachers have the ability to **Push** assignments between their own gradebooks or **Import** assignments from other teacher's gradebooks. Click the mouse on the **Manage** Gradebook from the dashboard or the **Manage** button in the header. From the **Manage** page, click the mouse on the **Assignments** tab.
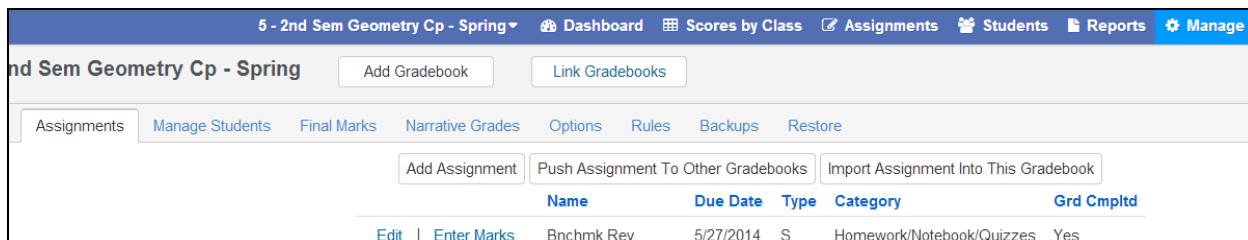
The following buttons will display on the top of the **Assignments** tab: **Push Assignment to Other Gradebooks** and **Import Assignment Into This Gradebook.**
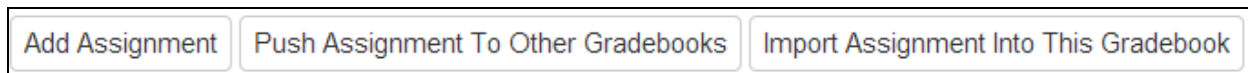
NOTE: Categories must be set up to import or push assignments.

PUSH ASSIGNMENT TO OTHER GRADEBOOKS

Teachers have the ability to push (or copy) assignments from the current gradebook to any of their other gradebooks. Click the mouse on gradebook dropdown from the header and select the gradebook from the dropdown to the gradebook where the assignment exists.

Click the mouse on the **Push Assignment to Other Gradebooks** button on the **Assignments** tab.

The following **Push Assignments Window** will display. The current gradebook name will display in the Push Assignment header. The dropdown will display the assignments for the current gradebook. The other gradebooks for the same teacher are displayed below. Select the assignment from the dropdown and click the mouse on the **Push** button next to the gradebook name. This will push or copy the selected assignment from the current gradebook to the selected gradebook.

Linked gradebooks will grouped together. The following message will display.
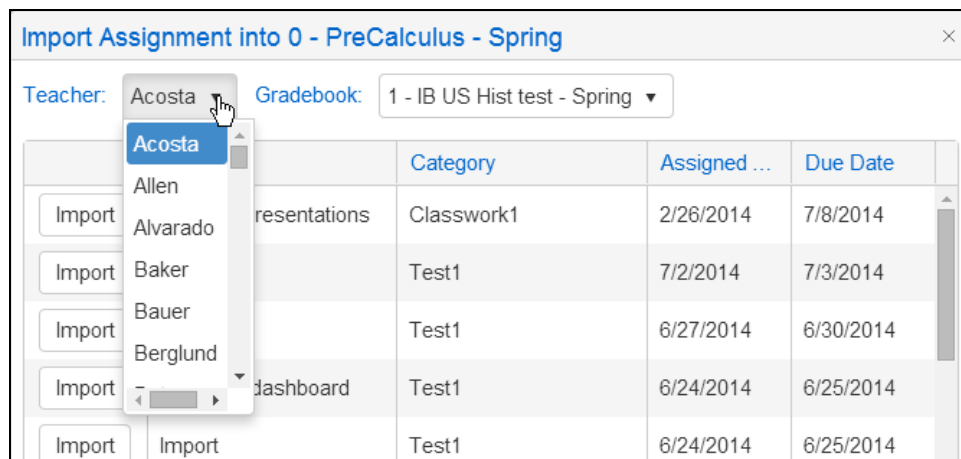
Click on the **OK** button to push the selected assignment into the other gradebook. Continue selecting and clicking on the assignments. Assignments have to be selected individually. Click the **Close** button at the bottom of the page to close.

IMPORT ASSIGNMENTS FROM ANOTHER GRADEBOOK

Teachers have the option to import assignments from any other teacher's gradebook to their gradebooks. Click the mouse on **Add/Edit Window** and select the gradebook from the list on the left hand side. Select the gradebook to import assignments into.
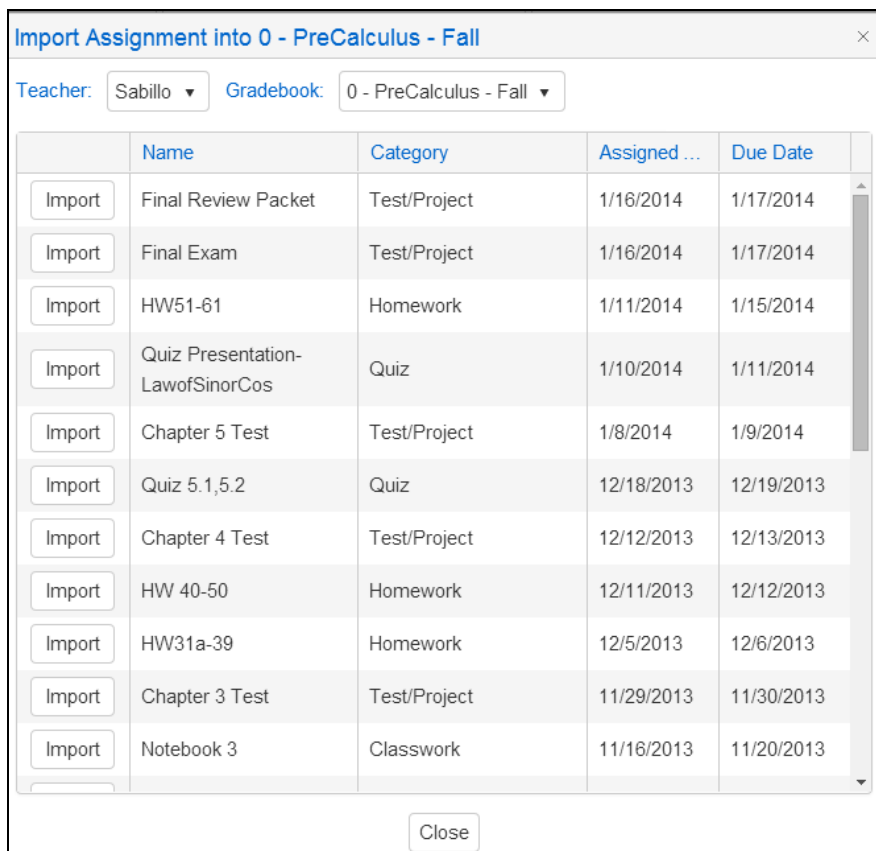
Click the mouse on the **Import Assignment Into This Gradebook** button on the **Assignments** tab.

The following **Import Assignments** page will display. Click the mouse on the **Teacher** dropdown to select a teacher. After the teacher is selected, select the gradebook from the **Gradebook** dropdown.

The assignments for that teacher and gradebook will display on the page. Click the mouse on the **Import** button to the left of the assignments to select the assignments to be imported. Continue selecting and clicking on the assignments. Assignments have to be selected individually. The selected assignments will be imported into the selected gradebook.

Click the mouse on the **Close** button when finished.

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EDIT ASSIGNMENTS

After an assignment has been created, it can be edited on the **Edit Assignment** page.

The **Edit Assignment** page can be accessed from several different areas of the gradebook.   On the **Manage** page, click the mouse on the **Assignments** tab. To the left of the assignments on the **Assignments** tab is an **Edit** button.

On the **Scores by Class** page, the **Edit Assignment** page can be accessed by clicking on the Assignment description. A popup will display assignment information with an **Edit** button.
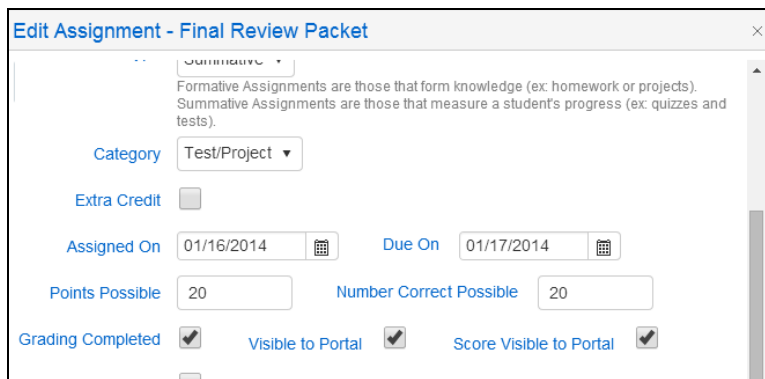
On the **Scores by Assignment** page, the **Edit Assignment** page can be accessed by clicking on the underlined Assignment description.

The **Edit Assignment** page will display.

FILE UPLOAD PROCESS

The **File Upload** feature allows teachers to upload and link documents to their **Gradebook Assignments**. These files can be an MS Word document, Text file, MS EXCEL or PDF file and numerous other types of documents. Certain file types cannot be loaded such as an executable program ending in .exe.

After you create and saved an assignment, an **Upload Assignment Documents** button will display on the **Edit Assignment** page at the bottom. It might be necessary to scroll down using the vertical scroll bar on the right of the page to see the **Upload Assignment Documents** button.

When you click the mouse on the **Upload Assignment Documents** button, the following box will display. Click the mouse on the **Select files** button to find the file you wish to upload.

Click the mouse on the file then click the mouse on the **OPEN** button.
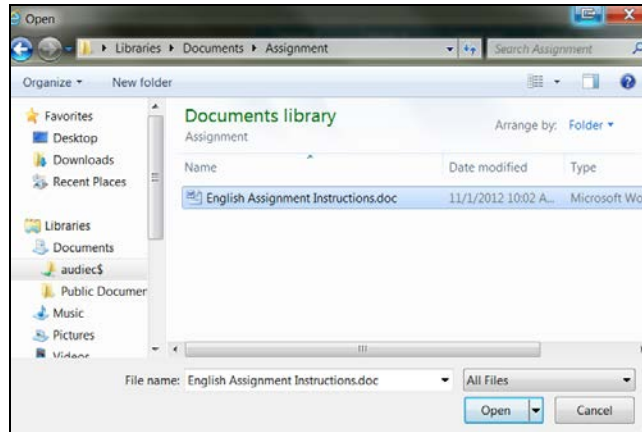
Click the mouse on the **UPLOAD files** button.
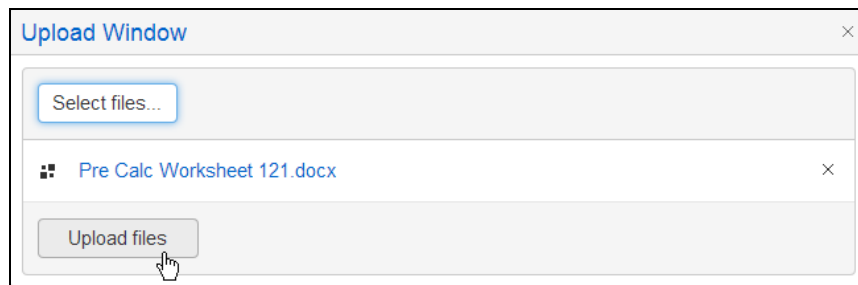
Once the file has been uploaded it will show a **status of 100%** to the right of the Document name.

The document will now display for the Assignment in the **Documents** area.   It might be necessary to scroll down the **Edit Assignment** page using the vertical scroll bar on the right to see the documents uploaded.
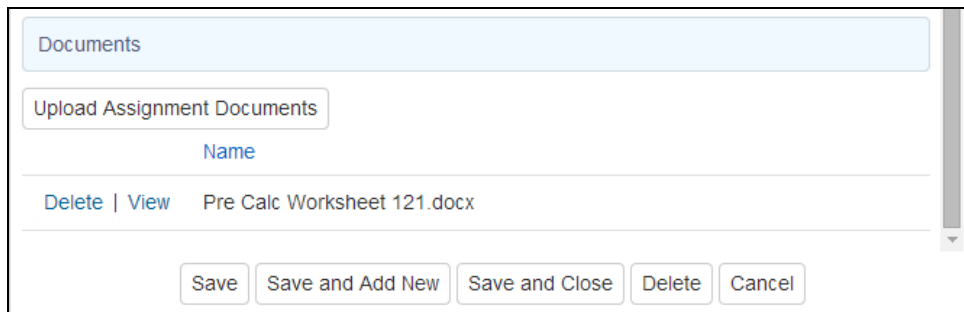
Once the document has been uploaded, a teacher can **Delete** or **View** the Document by clicking on buttons to the left of the document name.

After the document is uploaded, the teacher can also view the document attached to the assignment on the **Gradebook Details** page by clicking the mouse on the **Gradebook Details** node on the **Navigation Tree.**
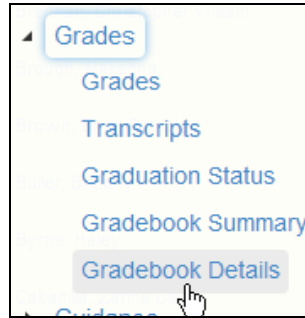
The document will display in the **Documents** column.

Entering Student Scores

There are 3 different methods to enter scores – **Scores by Class**, **Scores by Student**, and **Scores by Assignment**. **Quick Data Entry** will be coming soon.

NOTE: All scores entered are saved immediately.

The following options for entering scores apply to the all of the pages.

- **Excludes Student from Assignments – mark of NA and TX**
- **Missing Assignments**

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 **TX** was entered for an assignment and is not included in a student's final grade.

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**.

	Name	Grade	%	Mark	▼ Chapt10 Rev Wrksht ✔ 5/13/2014 #45 : 25	▼Conics Project ✔ 5/14/2014 #46 : 50
1	Booker, Esteban C	12	69.1	D+		48
2	Bradley, Minda B	11	87.6	B+	21	48

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.

	Name	Grade	%	Mark	Chap 11 Test ✔ 4/17/2014 #36 : 100	hmwk 5/3 ✔ 5/1/2014 #37 : 10	Hmwk 5/5 ✔ 5/3/2014 #38 : 10	Hmwk 5/6 ✔ 5/6/2014 #39 : 10	Quiz 9.1-9.3 ✔ 5/6/2014 #40 : 15	Hmwk 5/10 ✔ 5/8/2014 #41 : 10	Hmwk 5/11 ✔ 5/9/2014 #42 : 10	Quiz9.4-9.6 ✔ 5/14/2014 #44 : 30	hmwk 5/17 ✔ 5/15/2014 #43 : 10
1	Atkins, Tracy M	10	83.6	B	75		10	11	8	10	10	18	10
2	Barillas, Alice Frances	10	92.7	A-	75	6	10	10	14	TX	10	24	10
3	Baxter, Daniel Scott	10	66.5	D	37	0	3	7	7	8	10	16	4
4	Burton, Kristen N	10	65.5	D	51	10	10	10	6	0	10	13	10

Aeries® SIS Gradebook — 2013-2014 Screaming Eagle High School — 2 - 2nd Sem Geometry Cp - Spring▼ Dashboard Scores by Class Assignments

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	Atkins, Tracy M	10	86.5	B
2	Barillas, Alice Frances	10	94.1	A
3	Baxter, Daniel Scott	10	65.9	D

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.

▼ Chapt9 Vocab ✔ 5/17/2014 #46 : 15	▼ Chapt9 Test 5/17/2014 #47 : 100	▼ Bnchmk Rev ✔ 5/27/2014 #48 : 20

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.
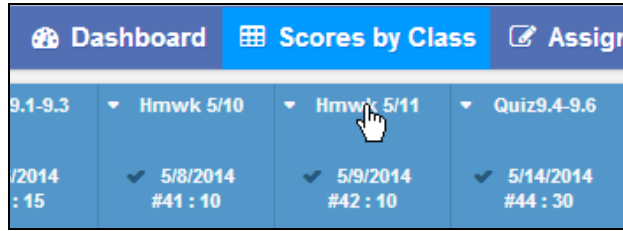
The Assignment window can be moved by clicking the mouse on the header and dragging to the desired location. Multiple Assignment windows can be opened at the same time.
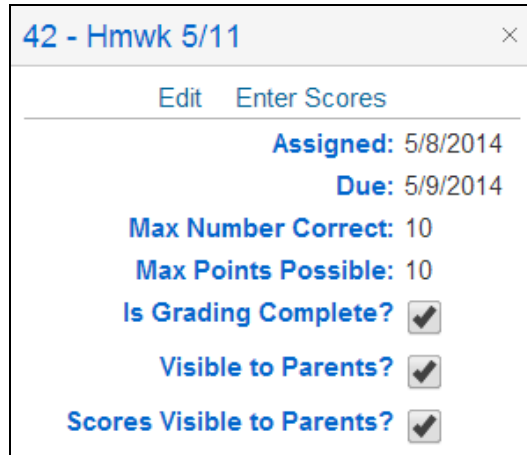
Click the mouse on the **X** in the upper right corner to close the Assignment window.

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.

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.

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.

Attendance Flags

Attendance flags also display on the **Scores by Class** page. Blue squares 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 absent code and date.

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. See page 18 for more information on Rubric scoring.

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. An option to **Add Assignment** displays at the top of the assignment list. 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.

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	# Correct ⬍ (Score)
1	99400004	Abdo, Arnold A	9
2	99400086	Aquila, Allan A	8

An assignment link is available by clicking on the assignment name at the top of the page.

hboard   ⊞ Scores by Class   ✎ Assignments

#75 - July 3rd Assignment
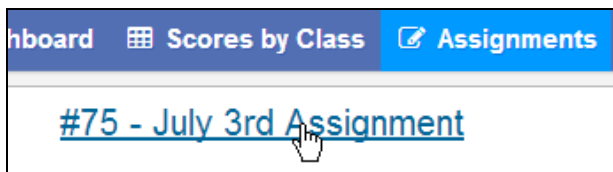
The **Edit Assignment** page will display for the selected assignment. Assignment data can be changed by using the **Edit Assignment** page.

Edit Assignment - #75 - July 3rd Assignment   ✕

General Info

Name   July 3rd Assignment

Description   [   ]

Type   Formative ▾

Formative Assignments are those that form knowledge (ex: homework or projects).
Summative Assignments are those that measure a student's progress (ex: quizzes and

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.

Hmwk 2/25 (02/26/2014) ◀   #7 - China DBQ   ▶ Chapt8 PT (02/27/2014)

Assigned: Wed Feb 26, 2014   Due: Thu Feb 27, 2014   Category: D   Is Grading Completed?✔
⌄

By clicking on the down arrow a the top of the **Scores By Assignments** page, more assignment options will display.
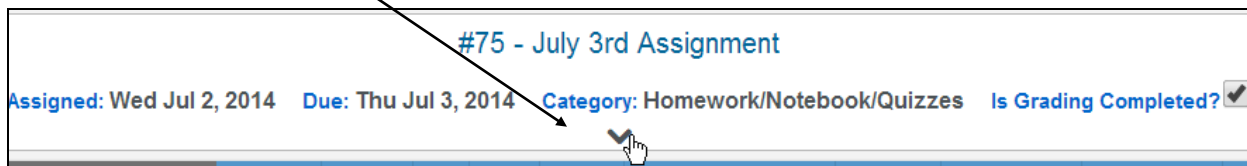
#75 - July 3rd Assignment

Assigned: Wed Jul 2, 2014   Due: Thu Jul 3, 2014   Category: Homework/Notebook/Quizzes   Is Grading Completed?✔
⌄

#75 - July 3rd Assignment

Assigned: Wed Jul 2, 2014   Due: Thu Jul 3, 2014   Category: Homework/Notebook/Quizzes   Is Grading Completed?✔

Number Correct Possible: 10   Total Points Possible: 10

☐ Only Display Students Missing Scores   ☐ Sort Students by Custom Sort Field Instead of Name

Mass Assign Values   Show Stats

🟧 Missing Score   🟩 Score Greater Than Max
⌃

The **Only Display Students Missing Assignments** option when checked will display only students that have been flagged as **Grading Completed** with 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**.

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**.

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. In the example below, all students now have a score of 9 for the assignment.

	Stu ID	Name	# Correct ↕ (Score)	# Correct Possible	%	Points Earned	Points Possible	Comment
1	99400052	Almada, Crystal C	9	9	100	9	9	
2	99400061	Alvarez, Kathleen	9	9	100	9	9	
3	99400066	Amaya, Brandon A	9	9	100	9	9	
4	99400220	Bednarczyk, Jammal	9	9	100	9	9	

Show Stats

Click the mouse on the down arrow on the **Assignments** page on the assignment to display the **Show Stats** button. After all class scores are entered clicking on the **Show Stats** button will display statistical calculations for the assignment.

Max Score Given	Min Score Given	Class Average	Median	Mode	Variance
11	5	8.73	9	9	1.16

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.

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.

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.

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.

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**.

Boissiere, Natthakarn A (99400271

ⓘ Only assignments between 1/23/2014 and 9/6/2014 can receive

Only Show Assignments Missing Scores ☑

⌄

#	Description	Category	Grading Completed	Due Date	# Correct (Score)	Max Correct	%	Points Earned	Points Possible
75	July 3rd Assignment	Homework/Notebook/Quizzes	✔	7/3/2014		10	0	0	10

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	%	Points Earned	Points Possible
75	July 3rd Assignment	Homework/Notebook/Quizzes	✔	7/3/2014	10	10	0	0	10
76	Test	Homework/Notebook/Quizzes		7/3/2014		0	0		0

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.

Comment	Date Completed	Status	Att on Assigned Date	Att on Due Date
Turned in late	7/4/2014	Late ▼		
		Absent - No Make Up		
		Absent - Able to Make Up		
		Excused		
		Late		
		Not Yet Graded		
		Not Yet Processed		
		Incomplete		
		Received, Not Yet Graded		

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.

The following points summary will display for the selected student.

Category	Points Earned	Points Possible	%
Homework/Notebook/Quizzes	594.00	598.00	99.33
Tests/Final	996.00	1,250.00	79.68
Total	1,590.00	1,848.00	86.03

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.

GRADEBOOK REPORTS

To access **Gradebook Reports**, click the mouse on the **Reports** button in the header.
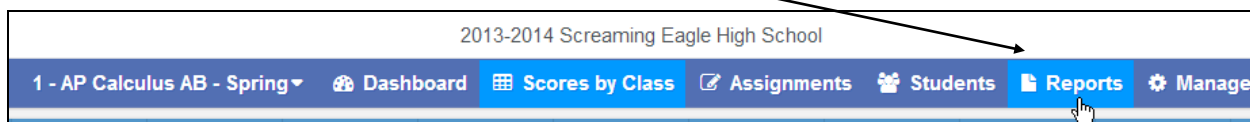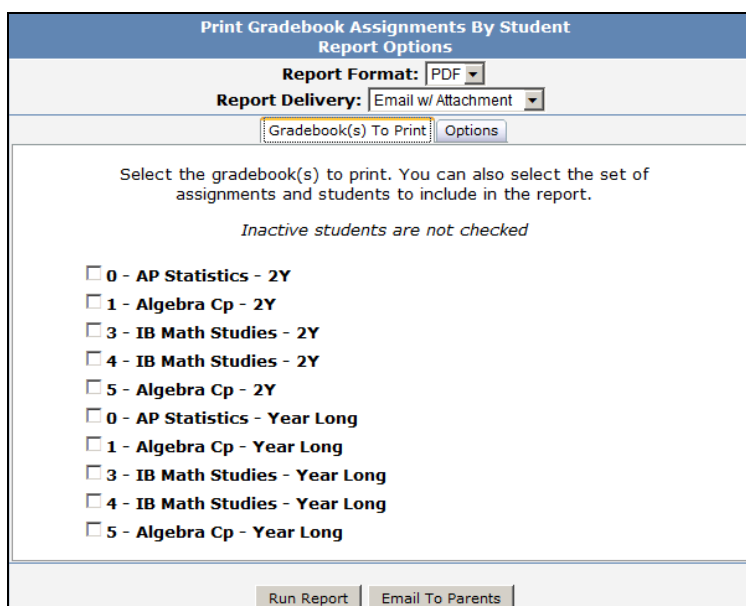
The following **Reports Window** will display. All gradebook reports have various report options available to the teacher.
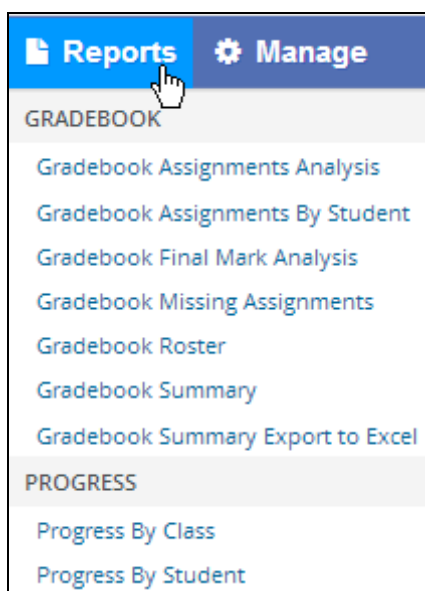
Reports can also be accessed from the navigation tree, under **View All Reports.**

Gradebook Assignments By Student

To print assignment information for the students click the mouse on **Gradebook Assignments by Student** from the list on the **View All Reports** page. The following screen will display. Select the Gradebook to print. Assignments and students can also be selected or deselected to print. The option **Email To Parents** is also included on this report.

Click the mouse on the **Options** tab and the following page will display.

Select which **Gradebook To Print** from the dropdown. There are various options to choose from in creating this report. Select from the following options and then click the mouse on the **Run Report** button.

- **Report Title** – the title of the report when printed
- **Report Comment** – area for comments about the report
- **Sort Assignments By** – sort by assignment number or category
- **Student Sort** – students can be sorted by name, student ID or custom sort order
- **Show Gradebook Summary** – print the summary of scores by assignment type and the overall score/grade
- **Show Signature Line-** for the parent to sign and return to the teacher
- **Show Completion Checks Instead of Scores**
- **Print Only Students with Grade % Below**
- **Print Only Students with Grade % Above**

The **Email Assignments** button enables teachers a method to communicate at any time with students, parents/guardians or contacts regarding the student's progress on assignments.

The following is an example of the **Gradebook Assignments By Student.**

Behavior - Y - PD 0		Student Assignments								Enos	
Alavez, Abel Benny		Grd: 4							11/01/2012 08:21 AM		
#	Category	Description	Assignd #	Correct	Possible	Points	Max	%	Compltd	Due	Counts
1	The Book	Week 1	08/17/12	5	5	5	5	0.0%	08/21/12	08/21/12	Yes
2	The Book	Week 2	08/24/12	5	5	5	5	0.0%	08/28/12	08/28/12	Yes
3	The Book	Week 3	08/28/12	5	5	5	5	0.0%	08/31/12	08/31/12	Yes
4	The Book	Week 4	09/03/12	5	5	5	5	0.0%	09/07/12	09/07/12	Yes
5	The Book	Week 5	09/10/12	5	5	5	5	0.0%	09/14/12	09/14/12	Yes

Below is a sample email to parent. The email will include the report information in the body of the email. Not as an attachement.

Subject:	Daniel Ardon - English 9 Cp Assignments

English 9 Cp - Fall - PD 2   **Student Assignments**   **Ertle**

Ardon, Daniel   **Grd: 9**   08/30/2013 11:33 AM

#	Category	Description	Assignd	# Correct	Possible	Points	Max	%	Compltd	Due	Counts
50	Homework/Classwork	Emergency Preparedness packet	12/18/12	58	60	58	60	96.7%	12/19/12	12/19/12	Yes
51	Reading/Writing	Writing Assignment	01/08/13	36	36	36	36	100.0%	01/09/13	01/09/13	Yes
52	Participation	Discussion Turnitin.com	01/10/13	60	60	60	60	100.0%	01/11/13	01/11/13	Yes
53	Test/Quizzes	Quiz #1	01/10/13	35	35	35	35	100.0%	01/11/13	01/11/13	Yes
54	Project/Reports	Final Exam	01/16/13	200	200	200	200	100.0%	01/17/13	01/17/13	Yes
55	Participation	Extra Credit	01/17/13	5	0	5	0		01/18/13	01/18/13	Yes
56	Homework/Classwork	Last Discussion Thread	01/17/13	60	60	60	60	100.0%	01/18/13	01/18/13	Yes
57	Homework/Classwork	Shamrock	04/01/13	20	20	20	20	100.0%	04/09/13	04/09/13	Yes
58	Homework/Classwork	Interactive Notebook	04/01/13	25	35	25	35	71.4%	04/09/13	04/09/13	Yes
59	Reading/Writing	Min. R.L 3/15	04/01/13	15	15	15	15	100.0%	04/09/13	04/09/13	Yes
60	Reading/Writing	Title Reading Log	04/01/13	5	5	5	5	100.0%	04/09/13	04/09/13	Yes
61	Homework/Classwork	Interactive Notebook	04/01/13	30	40	30	40	75.0%	04/09/13	04/09/13	Yes

Gradebook Missing Assignments

To print missing assignment information for the students click the mouse on **Gradebook Missing Assignments** from the list on the **View All Reports** page. The following pages will display. Select the gradebooks and from the following options and then click the mouse on the **Run Report** button.

Print Gradebook Missing Assignments
Report Options
Report Format: PDF
Report Delivery: Email w/ Attachment

Gradebook(s) To Print | Options

Select the gradebook(s) to print. You can also select the set of assignments and students to include in the report.

Inactive students are not checked

☐ 0 - AP Statistics - 2Y
☐ 1 - Algebra Cp - 2Y
☐ 3 - IB Math Studies - 2Y
☐ 4 - IB Math Studies - 2Y
☐ 5 - Algebra Cp - 2Y
☐ 0 - AP Statistics - Year Long
☐ 1 - Algebra Cp - Year Long
☐ 3 - IB Math Studies - Year Long
☐ 4 - IB Math Studies - Year Long
☐ 5 - Algebra Cp - Year Long

[Run Report] [Email To Parents]

Click the mouse on the **Options** tab and the following page will display.

The option **Email To Parents** is also included on this report.

The following is an example of the **Gradebook Missing Assignments.**

Social Studies - Y - PD 0			Missing Assignments							Enos
Alavez, Abel Benny		Grd: 4							11/01/2012 08:25 AM	

#	Category	Description	Assign #	Correct	Possible	Points	Max	%	Compltd	Due	Counts
11	4.4.7	Card 50, Irrigation	03/08/13	[ ]	10	[ ]	10			03/08/13	Yes
12	4.3.2	Card 58	04/02/12	[ ]	10	[ ]	10			03/29/13	Yes
13	4.2.1	Card 59, Native Americans of	04/05/13	[ ]	10	[ ]	10			04/05/13	Yes
14	4.2.7	Card 66, Mexican War for	04/12/13	[ ]	10	[ ]	10			04/12/13	Yes
15	4.3.2	Card 58, Coming to California	04/19/13	[ ]	10	[ ]	10			04/19/13	Yes
16	4.3.1	Card 68, Sutter's Fort	04/19/13	[ ]	10	[ ]	10			04/19/13	Yes
17	4.3.3	Card 69, Mariano Guadalupe	04/26/13	[ ]	10	[ ]	10			04/26/13	Yes
18	4.3.5	Card 70, California, Here We	05/03/13	[ ]	10	[ ]	10			05/03/13	Yes
19	4.4.8	Card 62, California Schools	05/10/13	[ ]	10	[ ]	10			05/10/13	Yes
20	4.4.4	Card 71, Governing California	05/17/13	[ ]	10	[ ]	10			05/17/13	Yes

Gradebook Roster

This is a newly available report for teachers to print student rosters from gradebook lists with student information and a series of blank columns.
To print this report click the mouse on **Gradebook Roster** from the list on the **View All Reports** page. The following page will display.

Select which **Gradebook To Print** from the dropdown. There are various options to choose from in creating this report. Select from the following options and then click the mouse on the **Run Report** button.

• **Report Title** – the title of the report when printed
• **Number of Empty Boxes** – this number of empty boxes will print on each line.
• **Number of Extra Lines** – this number of empty lines will be printed at the end of the report. These empty lines can be used to write in new students.
• **Height of Each Detail Line** – indicates how high each line of students should be.
• **Student Sort** – students can be sorted by name, student ID or custom sort order
• **Student ID/Number Viewing** – view by Student ID (STU.ID), Student Number (STU.SN) or Neither
• **Show Line Numbers** – next to each student.
• **Show Student Grade Level** - to the right of each student name.
• **Show Phone Number**
• **Show Address**
• **Show City** – in addition to the street address.
• **Show Birth Date**
• **Show Parent/Guardian Name**
• **Include Inactives** – by default, only active students print.
• **Include Student Alias Names** – will display student alias name if applicable

The following is an example of the **Gradebook Roster.**

1 - IBHstAm2/HEcCv - Fall				Gradebook Roster			Acosta				
	Stu#	Student Name	Gr	Phone	Address	Birth	Parent/Guardian				
1	99400156	Baca, Jason Steven	12	777.555.3796	1109 N Lemon St #8-206	12/9/94	M/M B Baca				
2	99400318	Brown, Gloria A	12	777.555.4665	5547 Magnolia	4/27/95	M/M B Brown				
3	99400371	Calucag, Thais J	12	777.555.9264	5533 Rockvale Ave	6/30/95	M/M C Calucag				
4	99400617	Dawson, Mike M	12	777.555.0411	4400 N Alvarado #330	9/24/94	M/M D Dawson				

Gradebook Summary

To print a summary for a gradebook click the mouse on **Gradebook Summary** from the list on the **View All Reports** page.

Click the mouse on the **Gradebook To Print Drop Down** and select the gradebook. Select the various printing options.

The following is an example of the **Gradebook Summary.**

Gradebook Summary Export to Excel

There are 2 **Gradebook Summary** reports available. The **Gradebook Summary Export to Excel** report converted from ABI. In order to support a high number of assignments and to allow teachers versatility in printing options, this report will always output to XLS format.

To print a summary for a gradebook click the mouse on **Gradebook Summary Export to Excel** from the list on the **View All Reports** page.

Click the mouse on the **Gradebook To Print Drop Down** and select the gradebook. Select the various printing options.

Print Gradebook Summary
Report Options

Report Delivery:	Email w/ Attachment ▼
Print Summary By	Assignments ▼
Gradebook To Print	0 - Behavior - Y ▼
Print Only The Following Assignments (Ctrl + Click for multiple selections)	Week 1 / Week 2 / Week 3 / Week 4
Report Title	Gradebook Summary
Include Inactives	☐
Show Student Info	Student Name (STU.NM) ▼
Student Sort	Student Name ▼
Show Student Grade	☑
Show Point Ratio	☐
Show Percentage	☑
Show Mark	☑
Show Class Average	☑
Show Assignment Description	☐

Run Report

The default will select all Assignments. Clicking the mouse on one assignment can select individual assignments. Holding down the **Control (Ctrl)** key and clicking on assignments can select more than one in that area. When complete click the mouse on the **Run Report** button.

The following is an example of the **Gradebook Summary**.

	A	B	C	D	E	F	G	H	I
1	Gradebook Summary								
2	1 - IBHstAm2/HEcCv - Fall								
3	Teacher: Acosta								
4	Total Graded Assignments: 51								
5	Student Name	Grd	1	2	3	4	6	7	8
6	Max Corrects:		25	3	5	3	3	3	5
7	**Grading Completed:		Y	Y	Y	Y	Y	Y	Y
8	Baca, Jason Steven	12	24	3	5	3	3	3	5
9	Brown, Gloria A	12	24	3	5	3	3	3	5
10	Calucag, Thais J	12	23	3	5	3	3	3	5
11	Dawson, Mike M	12	23	3	5	3	3	3	5

Progress By Student

This report optionally allows a teacher to view on a single report how students are doing in all their subjects.

The following is an example of the **Progress By Student** report.

Progress Report For Jason Steven Baca (156)
Tuesday, June 18, 2013

Grade Summary	Overall
IB US Hist (Spring) - Acosta	**11/13 = 84.62 B**
Classwork	11/13 = 84.62 B
DBQ	0/0 = 0.00 F
Essay	0/0 = 0.00 F
Homework	0/0 = 0.00 F
Missing Assignments	0
IB Math Studies (2Y) - Vanni	**86.39**
Assignments (15%)	260/250 = 104.00
Tests (85%)	583/700 = 83.29
Missing Assignments	0
4Ceramics I (Spring) - Sherman	**89.44**
project (50%)	85.6/100 = 85.60
writing (20%)	35/40 = 87.50
participation (30%)	68/70 = 97.14
Missing Assignments	0

Progress By Class

This report optionally allows a teacher to view on a single report how all their students in a gradebook are doing in all their subjects. Use the student and gradebook selections to limit the output of the report.

The following is an example of the **Gradebook Progress By Class** report.

Gradebook Final Mark Analysis

The **Gradebook Final Mark Analysis** report is a bar graph of final marks for students in a single gradebook or across multiple gradebooks. The **Print +'s and –'s** option will allow final marks with + or – to print. With the option not selected, final marks with + or – will not print.

The following is an example of the **Final Mark Analysis** report.
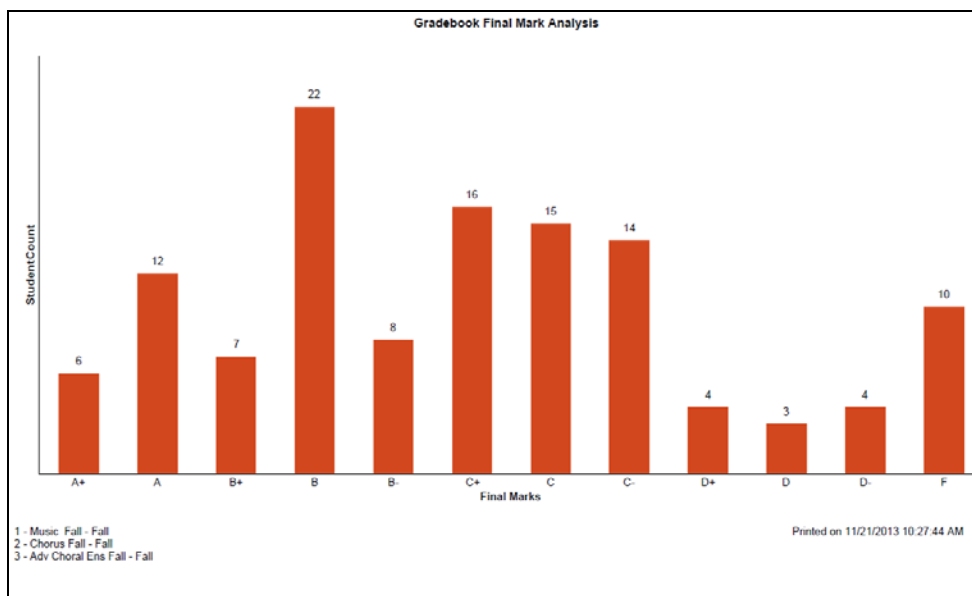
Gradebook Assignment Analysis

The **Gradebook Assignment Analysis** report is used to calculate and display various statistical analysis of the scores of assignments for selected gradebooks. The **Include Scores of 0** option will include or exclude assignments with a score of 0 from the statistical analysis.

The following is an example of the **Print Gradebook Assignment Analysis** report.

#	Category	Description	Max Correct	Grading Cmpltd	Max	Min	Avg	Median	Mode	Var	StDev	AvgDev
1	Homework	Syllabus Parent Signature	10	Yes	10	10	10	10	10	0	0	0
2	Homework	2009-2010 Permission Slip	25	Yes	525	2	39.45	25	25	7613.	87.25	15.84
3	Rehearsal	Fall Showcase	50	Yes	50	50	50	50	50	0	0	0
4	Performance	Fall Showcase	100	Yes	100	100	100	100	100	0	0	0

Assignment Analysis for 3 - Adv Choral Ens Fall - Fall (Stawniczy)

GRADEBOOK BACKUPS

The **Backups** tab on the **Manage page** will allow teachers to **Backup** their gradebooks.

To create a backup of the gradebooks, click the mouse on the **Backups** tab.

The following page will display and will list all of the teacher's current gradebooks.

You can choose to backup **ALL** gradebooks by clicking your mouse on the **Gradebook** check box on the top left of the **Backups** page. This will select all of the gradebooks in the backup area.

You can also select a single gradebook to backup by deselecting the **Gradebook** check box and selecting gradebooks individually.

After you have selected the gradebooks to backup, a comment can be entered. Click the mouse on the **Backup Gradebooks** button at the top of the page.

Backups will be created for the selected gradebooks with the date and time when created.

To **Restore a Gradebook** click the mouse on the **Restore** tab. The following page will display and will list all of the teacher's gradebooks.

To **Restore** a backup into a **New** Gradebook, select the **Load into New Gradebook** option on the **Step 1: Select a Gradebook to Load Into** page and then click the mouse on the **Next** button at bottom of the page.

To **Restore** an <u>**existing gradebook**</u> back to a previous gradebook backup, leave the **Load Into New Gradebook** option <u>unchecked</u> and choose the existing gradebook from the list by clicking the mouse on it. The selected gradebook will now be highlighted in green. Then click the mouse on the **Next** button at the bottom of the page to continue.

On **Step 2: Select a Backup to Restore From** of the **Restore** form you will see the list of previously backed up gradebooks**. Note the Date and Time of the backups are displayed**.

Choose the gradebook you wish to **Restore** into a new or existing gradebook by highlighting the backup in the list. The selected backup will now be highlighted in green. Click the mouse on the **Next** button at the bottom of the page.

On **Step 3: Select Tables to Restore** of the **Restore** page you can give your **New** gradebook a name in the **Gradebook Description** box. If you choose to leave the Gradebook description blank on this form, the new gradebook will take on the name of the gradebook you are restoring from.

If you are **restoring a previous version of an existing gradebook** you will not see the Gradebook Description box.

Select the tables to restore into your new or existing gradebook. If restoring a gradebook for a new term and class but the same subject and assignments, select the following options:

Once your selections are made, click your mouse on the **Restore** button at the bottom of the page.

ADMIN GRADEBOOK BACKUPS

System Administrators in Aeries.net can now backup all gradebooks in a school or across the entire district at once. **Backup Gradebooks** is available under **School Info**, **Functions** on the navigation tree.

When logged into the district, System Administrators can backup all gradebooks backups for all or selected schools. When logged into the school, System Administrators can backup all gradebooks for all teachers or selected teachers
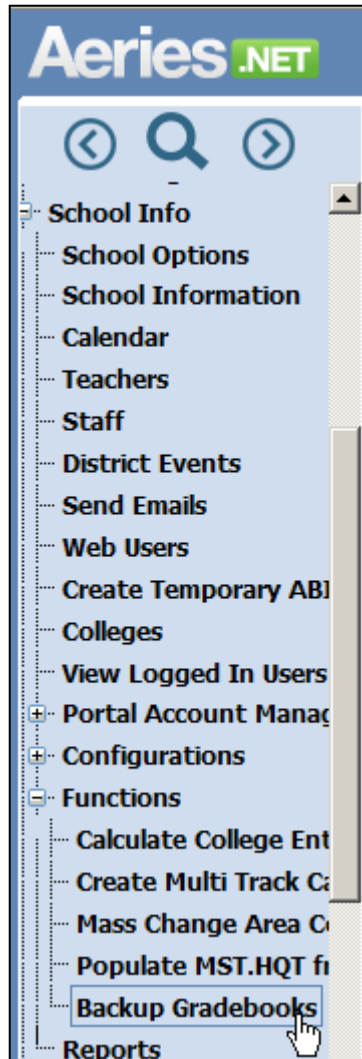
Below is the **Backup Gradebooks** page when logged into the district. All schools in the district will display.

Below is the **Backup Gradebooks** page when logged into the school. All teachers in the school will display.

Click the **Create Backup** button after selecting the desired schools or teachers to create gradebook backups.

NOTE: If selecting all schools or all teachers, the backup process could be affected due to a large amount of data being processed.

GRADE REPORTING-LOAD FROM GRADEBOOK

After the Gradebooks have been completed, the grade marks can be calculated from the Gradebook and transferred over to the student's grades. From the Navigation tree, click the mouse on **Grades**.
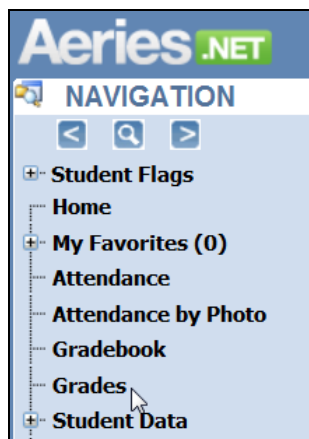
To load grades click the mouse on the **Load Grades From Gradebook** button on the top of the page.
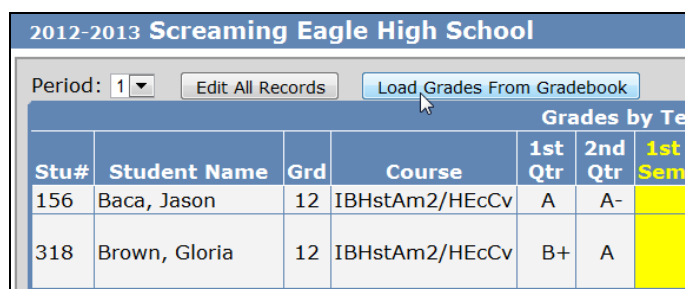
The following screen will display. On **Step 1** click the mouse on the **drop down** and select the period. Click the mouse on the **Next** button.
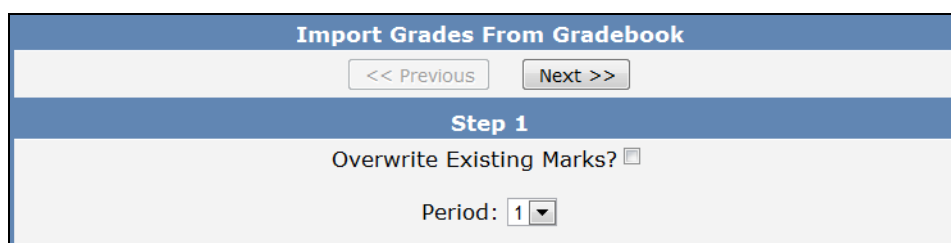
Step 2 will display with current gradebooks. Enter the **Assignment Range** and **% of Overall Mark** for each gradebook you wish to calculate. Click the mouse on the **Next** button.
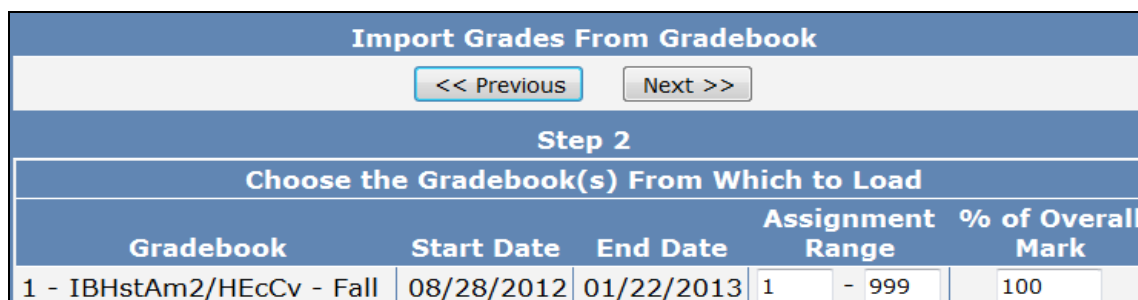
The following screen will display with **Marks** to be calculated and loaded. The **High** and **Low Percentages** must be entered to calculate the **Marks**. After all **High** and **Low Percentages** have been entered click the mouse on the **Next** button.

Step 4 will now display the students with their **Overall** percentage and the grade mark that was calculated. To update the marks into grades click the mouse on the **Import Grades** button.

The **Grades** screen will now display. All marks calculated above for the students will display on this screen.

MASS ADD VALUES

To add any marks for **Citizenship**, **Work habits** or **Comments** click the mouse on the **Edit All Records** button and then enter the code into the field.

In the **Edit All Records** area, there is also an option to **Mass Add Values** to the **Citizenship**, **Work Habits** and **Comments** fields.

Clicking your mouse on **Mass Add Values** will display the following form. Choose the values for each field you wish to mass add and then click your mouse on **OK**.

After all marks have been entered click the mouse on **Done Editing.** This will automatically change the view to read only.