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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	Chapter 1 Quiz 2	Chapter 1 CW	Chapter 1 HW	Chapter 1 Test	Chapter 2 Quiz 1	Chapter 2 Quiz 2	Chapter 2 CW	Chapter 2 HW	
				1/15/2014 #1 : 10	1/24/2014 #2 : 10	1/29/2014 #3 : 40	1/29/2014 #4 : 70	1/29/2014 #5 : 100	2/11/2014 #6 : 10	2/12/2014 #7 : 10	2/14/2014 #8 : 50	2/14/2014 #9 : 90	
1 Ackermann, Kathrin Ann	10	83.3	B	11	9	35	NA	85	9	10	50	90	
2 Agular, 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.



Welcome to Aeries.net

User Name:

Password:

Database:

Year:

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.



Welcome to Aeries.net

User Name:

Password:

Database:

Year:

School:



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.



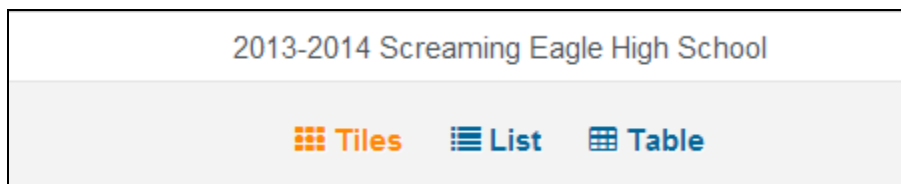
A new **Portal Option** is available to System Administrators - **Hide Silverlight Gradebook From Teachers**. This new option will let sites determine whether they want to show or hide the "Gradebook" menu navigation.

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.

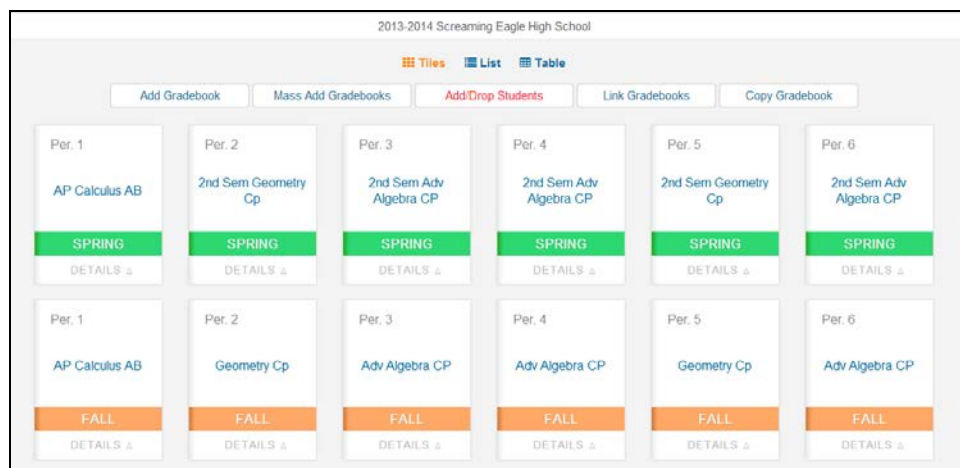


All three of the dashboard views display the most current gradebooks at the top of the page and the past gradebooks at the bottom.

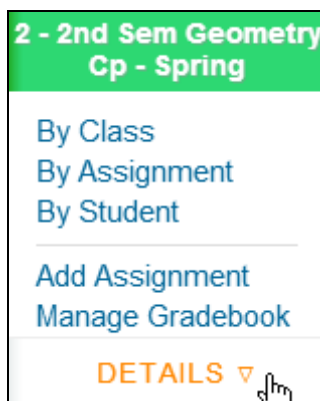
The following information details the three views available.

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 screenshot shows the List Dashboard interface. At the top, there are three view options: Tiles, List (selected), and Table. Below this are three buttons: Mass Add Gradebooks, Add/Drop Students, and Link Gradebooks. The main content is divided into two sections: Current Gradebooks and Past Gradebooks. Each section contains a list of gradebooks with a 'Details' link next to each entry.

Current Gradebooks	
1 - AP Calculus AB - Spring	Details ▾
2 - 2nd Sem Geometry Cp - Spring	Details ▾
3 - 2nd Sem Adv Algebra CP - Spring	Details ▾
4 - 2nd Sem Adv Algebra CP - Spring	Details ▾
5 - 2nd Sem Geometry Cp - Spring	Details ▾
6 - 2nd Sem Adv Algebra CP - Spring	Details ▾
Past Gradebooks	
1 - AP Calculus AB - Fall	Details ▾
2 - Geometry Cp - Fall	Details ▾
3 - Adv Algebra CP - Fall	Details ▾
4 - Adv Algebra CP - Fall	Details ▾

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

The screenshot shows the Details view for the gradebook '1 - AP Calculus AB - Spring'. It features a 'Details' button with a dropdown arrow. Below this, there are two rows of links: 'Edit Scores: By Class | By Assignment | By Student' and 'Add Assignment | Manage Gradebook'.

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**.

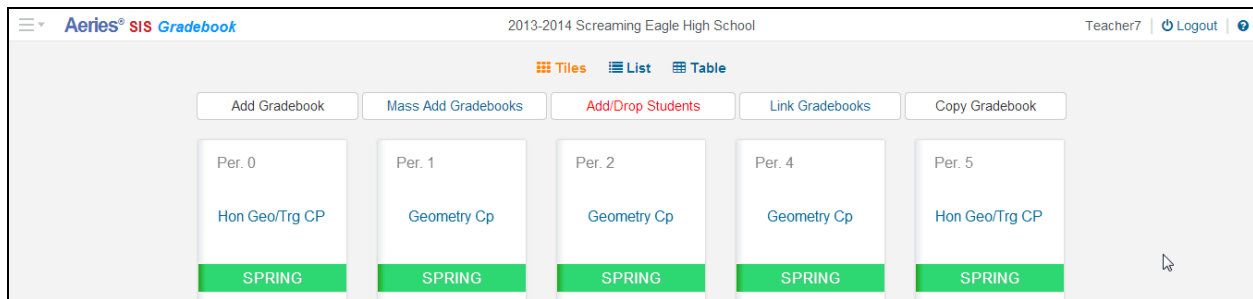
The screenshot shows the Table Dashboard interface. At the top, there are three view options: Tiles, List, and Table (selected). Below this are five buttons: Add Gradebook, Mass Add Gradebooks, Add/Drop Students, Link Gradebooks, and Copy Gradebook. The main content is a table with three columns: Current Gradebooks, Edit Scores By..., and Functions. The table is divided into two sections: Current Gradebooks and Past Gradebooks.

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
3 - 2nd Sem Adv Algebra CP - Spring	Class	Assignment	Student	Manage Gradebook	Add Assignment
4 - 2nd Sem Adv Algebra CP - Spring	Class	Assignment	Student	Manage Gradebook	Add Assignment
5 - 2nd Sem Geometry Cp - Spring	Class	Assignment	Student	Manage Gradebook	Add Assignment
6 - 2nd Sem Adv Algebra CP - Spring	Class	Assignment	Student	Manage Gradebook	Add Assignment
Past Gradebooks	Edit Scores By...			Functions	
1 - AP Calculus AB - Fall	Class	Assignment	Student	Manage Gradebook	Add Assignment
2 - Geometry Cp - Fall	Class	Assignment	Student	Manage Gradebook	Add Assignment
3 - Adv Algebra CP - Fall	Class	Assignment	Student	Manage Gradebook	Add Assignment
4 - Adv Algebra CP - Fall	Class	Assignment	Student	Manage Gradebook	Add Assignment
5 - Geometry Cp - Fall	Class	Assignment	Student	Manage Gradebook	Add Assignment
6 - Adv Algebra CP - Fall	Class	Assignment	Student	Manage Gradebook	Add Assignment

The gradebooks are grouped and color coded by gradebook terms on the dashboard views.

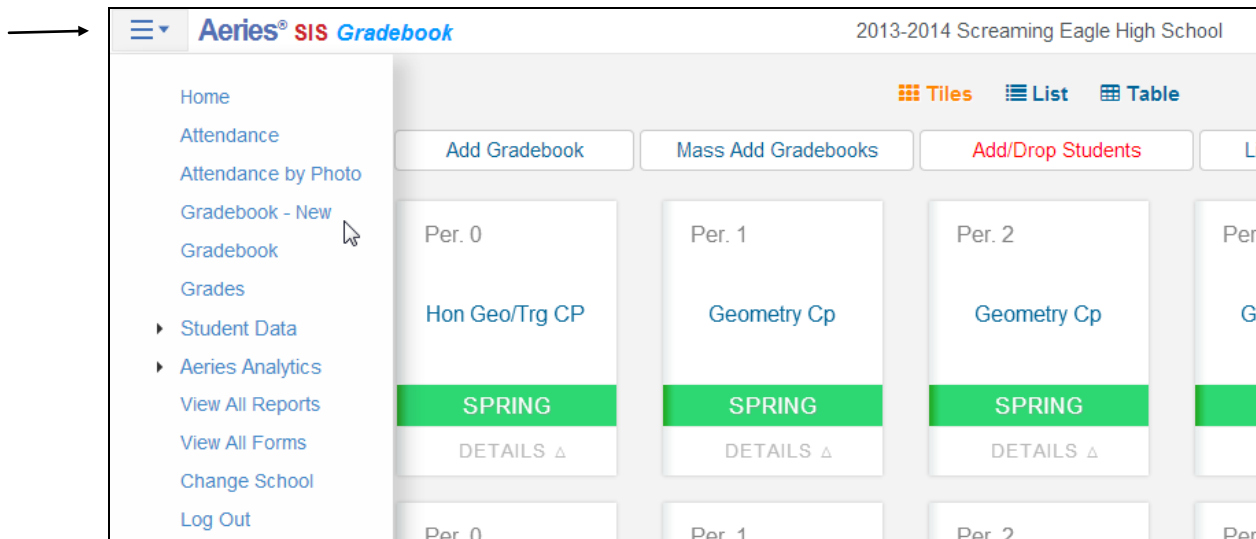
Color	Term
Blue	Year/2 nd Quarter
Orange	Fall/1 st Quarter
Green	Spring/3 rd Quarter
Red	Summer/4 th Quarter

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

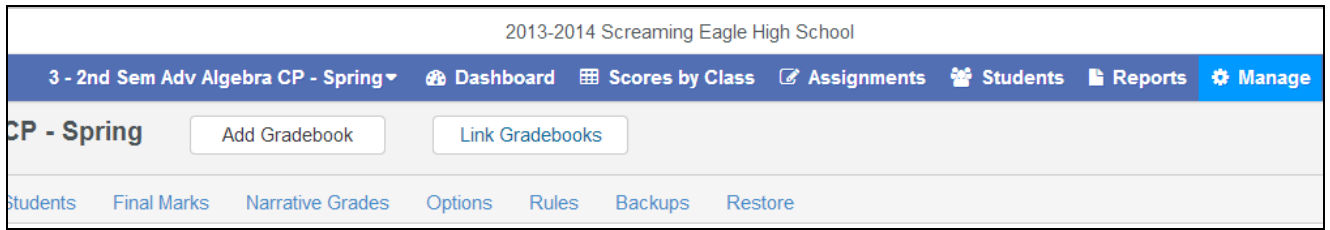


- **Add Gradebook** – Opens the **New Gradebook** page to add individual gradebooks
- **Mass Add Gradebooks** – Allows teachers to mass add gradebooks for all their classes
- **Add/Drop Students** – Opens the **Enter/Leave** window to add and drop pending students
- **Link Gradebooks** – Opens the **Link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

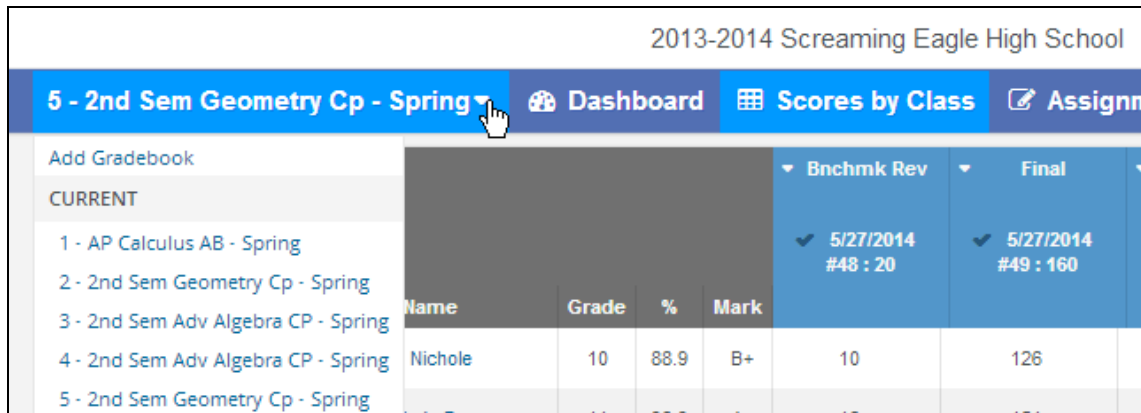
A header will display on all pages with in the new gradebook. The headers will display the school name in the center and the user name on the top right. The Aeries.net navigation tree is now hidden and a dropdown on the top left of the header is available for the teacher to navigate to other Aeries.net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

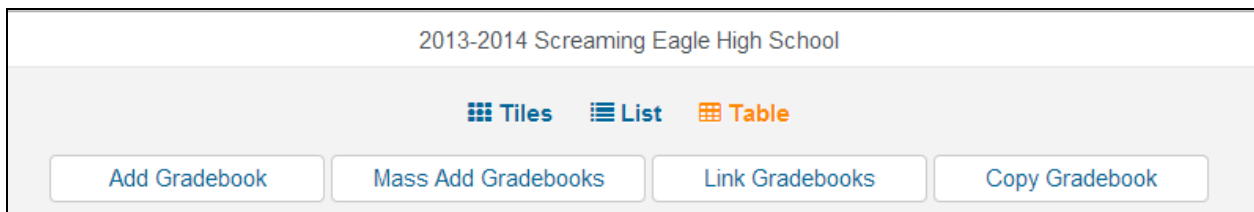


The current gradebook will display on the left. A dropdown is available for teachers to select and move to another gradebook. An option to **Add Gradebook** is also available.



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.

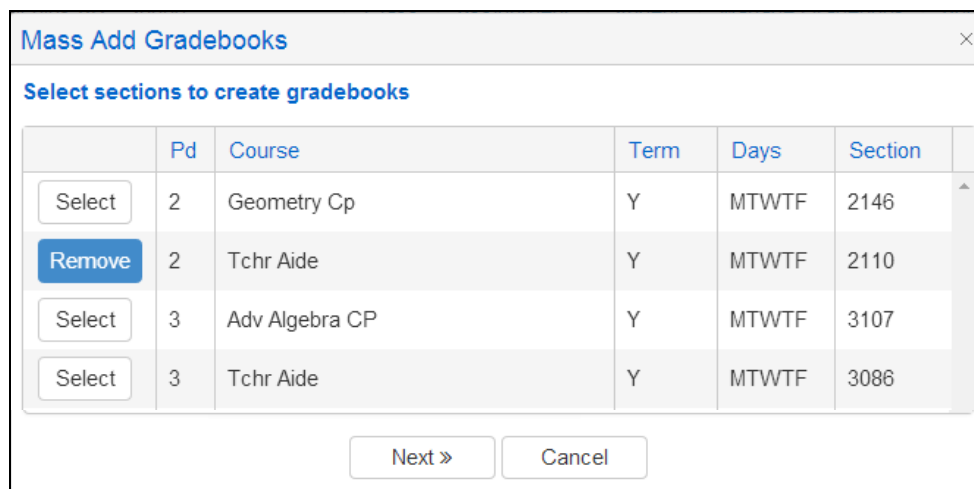


- **Add Gradebook** – allows adding gradebooks individually
- **Mass Add Gradebooks** – ability to mass add gradebooks for all of the sections for the logged in teachers.
NOTE: Button will only display for Secondary or Elementary with MST schedule schools
- **Copy Gradebooks** function – will allow you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

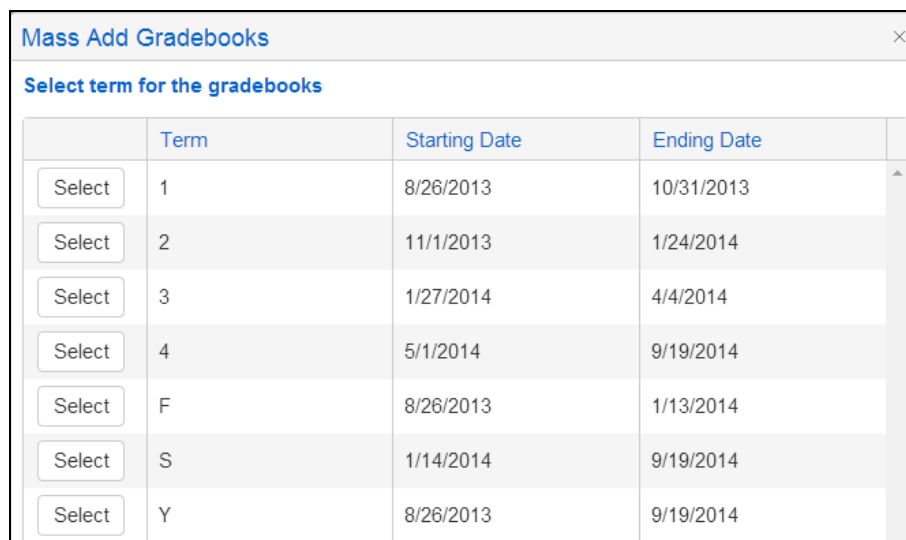
The following page will display with the teachers assigned sections listed. Select or deselect the sections individually by clicking on the **Select** button. Click the mouse on the **Remove** button to deselect a section. Click the mouse on the **Next** button to continue.



The screenshot shows a window titled "Mass Add Gradebooks" with a close button (X) in the top right corner. Below the title bar is the instruction "Select sections to create gradebooks". A table lists sections with columns for "Pd", "Course", "Term", "Days", and "Section". Each row has a "Select" button, and the second row has a "Remove" button. At the bottom are "Next »" and "Cancel" buttons.

	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

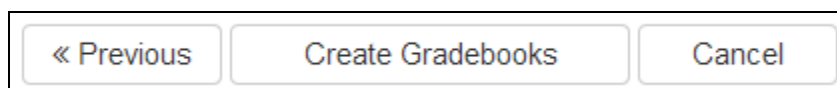
The following **Select Term Window** will display with the gradebooks listed on the left of the page. Select only 1 term for the gradebook. The terms from the Schools Term table will display.



The screenshot shows a window titled "Mass Add Gradebooks" with a close button (X) in the top right corner. Below the title bar is the instruction "Select term for the gradebooks". A table lists terms with columns for "Term", "Starting Date", and "Ending Date". Each row has a "Select" button.

	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 screenshot shows three buttons: "« Previous", "Create Gradebooks", and "Cancel".

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.

Info: Students In This Gradebook Are Between Grades 10 and 11

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

0 Year ▼

Dates: Students Added To The Sections Associated To This Gradebook Between These Dates Will Be Eligible For This Gradebook

From: 8/26/2013 To: 9/19/2014

Sections:

Associated	Period	Course	Semester	Meets On
<input type="checkbox"/>	2	Geometry Cp	Y	MTWTF
<input type="checkbox"/>	2	Tchr Aide	Y	MTWTF

Comment:

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.

Save Cancel

Info: Students In This Gradebook Are Between Grades 1 And 1

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

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.

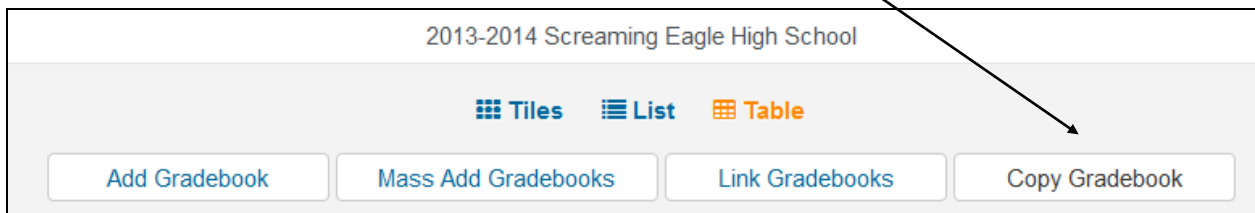
Comments – comments can be entered for the gradebook.

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: Teacher:

Select Gradebook

	Gradebook Name	Grade Range
<input type="checkbox"/>	0 - Language Arts - Y	4 - 4

Select Tables

Final Marks (GTG)

Gradebook Options (GBO)

Gradebook Categories (GBT)

Gradebook Assignments (GBA)

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

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

Restore

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

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

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: To:

Comment:

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.

The screenshot shows the dashboard for 2013-2014 Screaming Eagle High School. At the top, there are navigation tabs for 'Tiles', 'List', and 'Table' (which is selected). Below the tabs are four buttons: 'Add Gradebook', 'Mass Add Gradebooks', 'Link Gradebooks', and 'Copy Gradebook'. The main content area is a table with three columns: 'Current Gradebooks', 'Edit Scores By...', and 'Functions'. The table lists two gradebooks: '1 - AP Calculus AB - Spring' and '2 - 2nd Sem Geometry Cp - Spring'. For each gradebook, the 'Edit Scores By...' column has links for 'Class', 'Assignment', and 'Student'. The 'Functions' column has links for 'Manage Gradebook' and 'Add Assignment'. A mouse cursor is hovering over the 'Manage Gradebook' link for the second gradebook.

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.

The screenshot shows the 'Edit Gradebook' window. At the top, there are tabs for 'Edit Gradebook', 'Categories', 'Assignments', 'Manage Students', 'Final Marks', 'Narrative Grades', 'Options', 'Rules', and 'Backups'. Below the tabs is a 'Restore' link. The main content area has a 'Save' button and a 'Delete' button. Below these buttons is an 'Info' section: 'Students In This Gradebook Are Between Grades 4 And 4'. The 'Gradebook Name' section has a text input field with 'Language Arts' and a dropdown menu with 'Y'. The 'Dates' section has a text input field with 'From: 8/17/2013' and a calendar icon, and another text input field with 'To: 9/6/2014' and a calendar icon. Below the dates is a 'Comment' section with a text area. At the bottom, there are 'Save' and 'Delete' buttons.

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

A confirmation dialog box with the text 'Are you sure you want to delete this gradebook?'. At the bottom, there are two buttons: 'OK' and 'Cancel'.

A confirmation dialog box with the text 'Are you really really sure you want to delete this gradebook?'. Below the text is a checkbox with the label 'Prevent this page from creating additional dialogs'. At the bottom, there are two buttons: 'OK' and 'Cancel'.

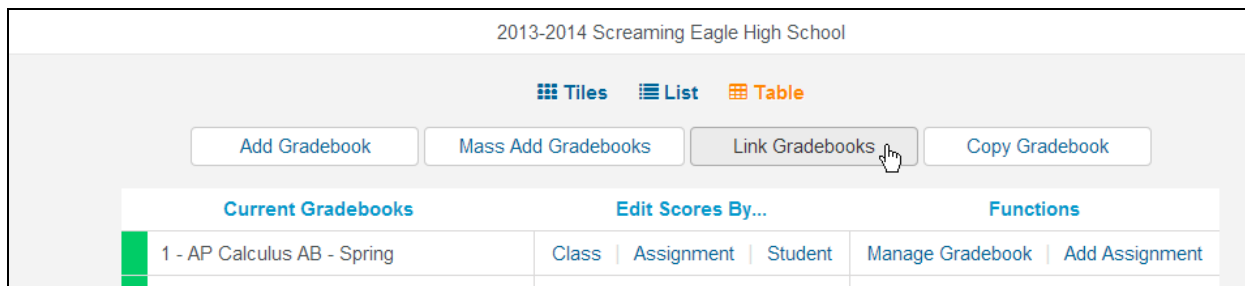
NOTE: All assignments and student scores will also be deleted when deleting a gradebook. Use extreme caution when deleting a gradebook.

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.



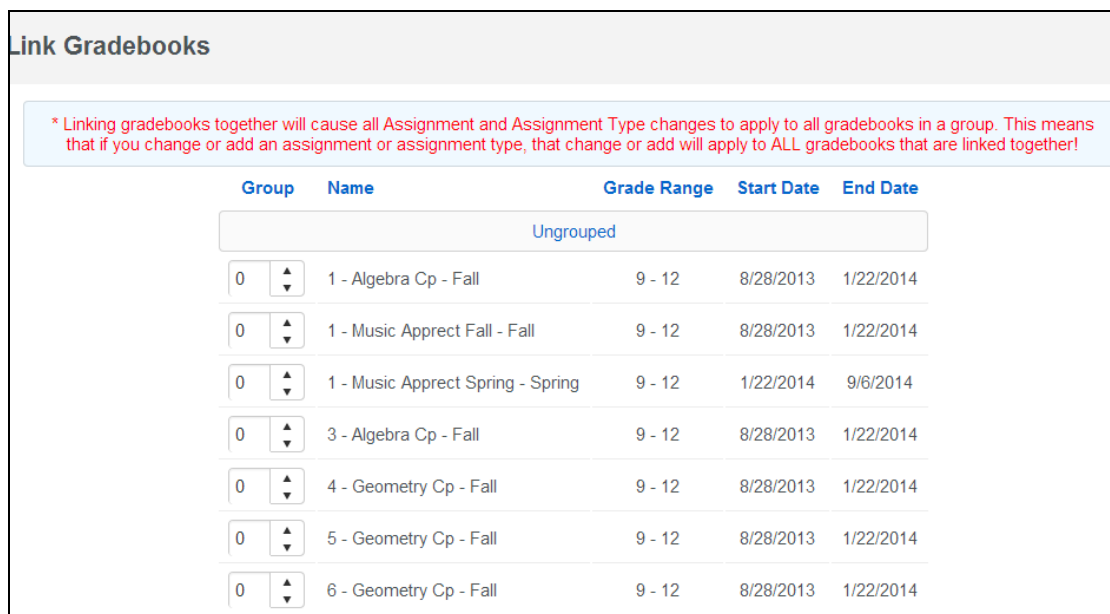
2013-2014 Screaming Eagle High School

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

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.



Link Gradebooks

* Linking gradebooks together will cause all Assignment and Assignment Type changes to apply to all gradebooks in a group. This means that if you change or add an assignment or assignment type, that change or add will apply to ALL gradebooks that are linked together!

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



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 any change 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.

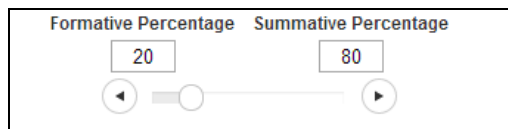
Click the mouse on **Manage Gradebooks** from the dashboard page. Click the mouse on the **Options** tab. The following page will display with the selected gradebook name on the top of the form.

Categories	Assignments	Manage Students	Final Marks	Narrative Grades	Options	Rules	Backups	Restore
Weight scores of assignments by Category? This allows you to give more precedence to one category over another. Examples would be 'Tests' and 'Homework.'								
Apply Assignment Scores Immediately? If checked - Scores will be averaged into the student's Total Grade as you enter scores for each student. If Unchecked - Scores will wait to be averaged until you've marked the assignment as 'Scoring Completed.'								
Filter Assignments by 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.								
Display Assignments that fall between this date range Only the assignments that fall between these two dates will be displayed.								
Include the Overall Mark with the Overall Score?								
Apply weighting to Formative & Summative assignments? This allows you to weight formative assignments (those that form knowledge - ex. homework or projects) and summative assignments (those that measure a student's progress - ex. tests and quizzes) so that one group takes more precedence in the final grade.								
Use a Rubric Grading Scale to Compute Total Grade The total grade will be calculated by doing a simple average of all assignment scores.								
Scale Min/Max Assignment Values in Total Grade When calculating the total grade, each assignment's score will be restricted to be within the defined min/max range.								

- **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** -
 - **Assignment Due Date**
 - **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.



- **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	▼ Assessment	▼ Class Work 1.1
				✓ 6/17/2014 #1	✓ 6/17/2014 #2	✓ 6/17/2014 #3
1	Aceves, Alexia Camille	1	4.0	4	4	4
2	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 to Max Assignment Value

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.

			Math...
Student	Gr	Perc	#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.

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

Doing Weighted Scoring

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

After **ALL** Category types have been entered and the **% of Grade** totals 100% the message will no longer display.

Changes can also be made to **Category Types** after they are setup. Select the **Category** and re-enter the information to be changed. Click the mouse on the **Save** button.

The **Doing Weighted Scoring** option will default to base a student's final grades by percentage instead of total points. To change this option, click the mouse on the box to remove the check mark. The % percent column will not display and the student's final grade will be based on total points.

Doing Weighted Scoring

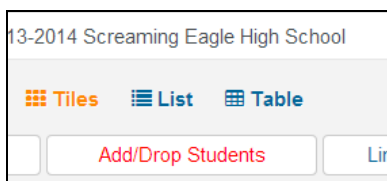
	Name	
Delete	Homework	
Delete	Project	
Delete	Quiz	



NOTE: If the **Doing Weighted Scoring** is turned off the student's final grades will be based on total points. Also, the **% of Grade** column will no longer display.

ADD STUDENTS TO GRADEBOOKS

From the **dashboard** page an **Add/Drop Students** message will display in red if there are students pending addition or removal from into the gradebook.



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

Enters/Leaves Window							
Enters	Action	Stu ID	Name	Sex	Grd	Start Date	End Date
5 - Hon Geo/Trg CP - Spring	5 - Hon Geo/Trg CP (51426) - Spring						
Leaves		99400028	Aguiar, Jennifer	F	10	9/5/2013	8/22/2014
5 - Hon Geo/Trg CP - Spring		99400048	Alexander, Mario	M	10	9/5/2013	8/22/2014

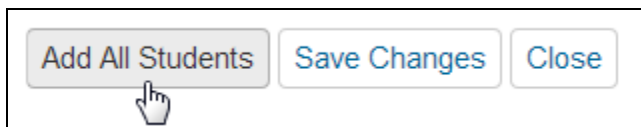
Click the mouse on **Enters** to display gradebooks. Click the mouse on a gradebook. Use the scroll bar on the right side of the form to view all gradebooks and students pending.

Enters/Leaves Window							
Enters	Action	Stu ID	Name	Sex	Grd	Start Date	End Date
4 - Geometry Cp - Spring	4 - Geometry Cp (8577437) - Spring						
5 - Hon Geo/Trg CP - Spring		99400092	Arce, Crystal	F	10	8/26/2013	8/22/2014
Leaves		99400109	Arias, Jean-Jacques	M	10	8/26/2013	8/22/2014
4 - Geometry Cp - Spring		99400113	Arizmendiz, Alice	F	10	1/14/2014	8/22/2014
5 - Hon Geo/Trg CP - Spring		99400141	Atkinson, Allan	M	10	8/26/2013	8/22/2014
<< 5 - Hon Geo/Trg CP - Fall >>		99400214	Baylor, Jennifer	F	10	8/26/2013	8/22/2014
		99400362	Caldera, Allison	F	10	8/26/2013	8/22/2014
		99400375	Camacho, Konnie	F	10	8/26/2013	8/22/2014
		99400468	Chang, Lynette	F	10	8/26/2013	8/22/2014
		99400611	David, Tiffany	F	10	8/26/2013	8/22/2014
		99400658	Diaz, Kathryn	F	10	1/14/2014	8/22/2014
		99400801	Faulkner, Robert	M	10	8/26/2013	8/22/2014
		99400892	Galvan, Rebecca	F	10	8/26/2013	8/22/2014
		99400923	Garibay, Michael	M	10	8/26/2013	8/22/2014
		99401006	Goodman, Regina	F	10	8/26/2013	8/22/2014

Add All Students Save Changes Close

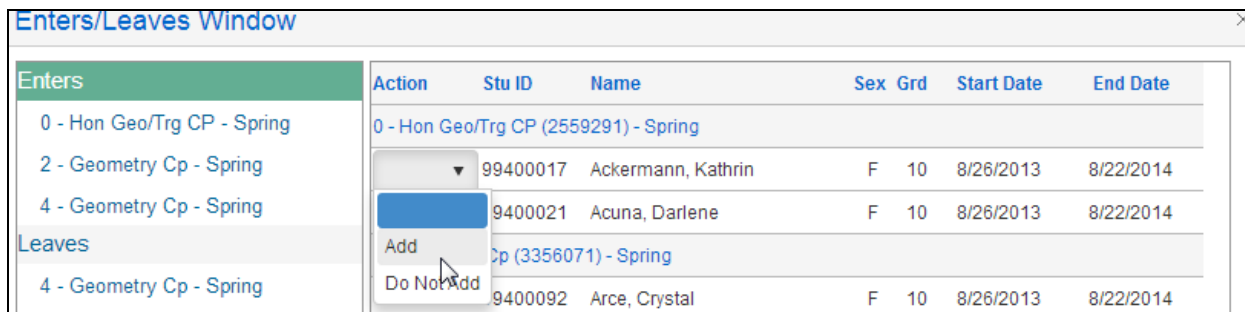
NOTE: Teachers must click on the **Add/Drop Students** button when the button is RED. Students are not automatically added or dropped from the gradebooks like they are for the attendance page. The teacher must manage the students in their gradebooks.

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.

0 - Hon Geo/Trg CP - Spring | Dashboard | Scores by Class | Assignments | Students | Reports | Manage

CONFIGURATION: 0 - Hon Geo/Trg CP - Spring | Add Gradebook | Link Gradebooks

Edit Gradebook | Categories | 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 | You have students to be Added To or Dropped From your Gradebooks

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	35	99400017	Ackermann, Kathrin Ann	F	10	10/1/2013	
	Active	9	99400028	Aguiar, Jennifer M	F	10	8/28/2013	11/15/2014
	Active	8	99400048	Alexander, Mario J	M	10	8/28/2013	
	Active	29	99400272	Bojorquez, Alice	F	9	8/28/2013	

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**.

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
Drop	Active	2	99400307	Breceda, Anna Marie	F	11	8/26/2013	8/22/2014
	Active	3	99400460	Cesena, Faraaz	M	11	1/14/2014	8/22/2014

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

Dropped	1	99400271	Boissiere, Natthakarn A	F	11	1/15/2014	10/15/2013
Dropped	2	99400307	Breceda, Anna Marie	F	11	8/26/2013	11/3/2013

To **Delete** a student, click the mouse on the **check box** at the top of the form. The check box at the top of the form **MUST** be checked.

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.

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
Drop	Active	2	99400307	Breceda, Anna Marie	F	11	8/26/2013	8/22/2014
	Active	3	99400460	Cesena, Faraaz	M	11	1/14/2014	8/22/2014

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**.

The screenshot shows a window titled "Add Students" with a search box containing "Smith" and a magnifying glass icon. Below the search box, it says "Only Students in Grades 11 - 12 are displayed." A table lists the following students:

<input type="checkbox"/>	Stu ID	Name	Grade	Sex
<input type="checkbox"/>	99402401	Smith, Adam D	11	M
<input type="checkbox"/>	99402406	Smith, Daniel T	12	M
<input type="checkbox"/>	99402408	Smith, Engy A	12	F
<input type="checkbox"/>	99402410	Smith, Jacqueline M	11	F
<input type="checkbox"/>	99402412	Smith, Janay	12	F
<input type="checkbox"/>	99402415	Smith, Karla	11	F
<input type="checkbox"/>	99402417	Smith, Lawrence T	12	M
<input type="checkbox"/>	99402418	Smith, Manuel A	12	M

At the bottom of the form are three buttons: "Clear", "Add Students", and "Close".

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.

The screenshot shows the "Add Students" form with the "Search by Class" radio button selected. A dropdown menu is open, showing a list of teachers: "Enos", "Gonzalez", and "Goode". The "Enos" option is highlighted. Below the dropdown, it says "n Grade 4 are displayed." A table with columns "Name", "Grade", and "Sex" is partially visible.

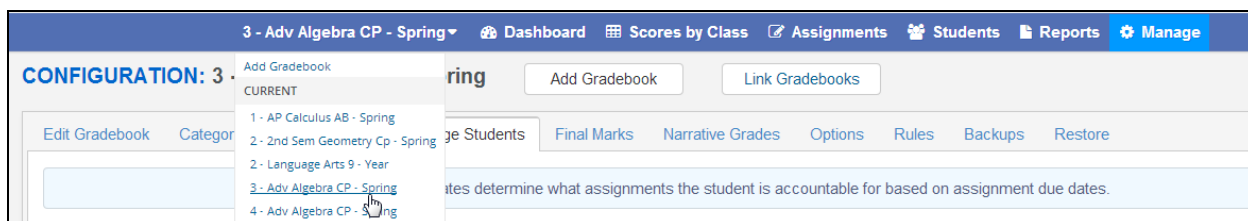
TRANSFER SCORES

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.

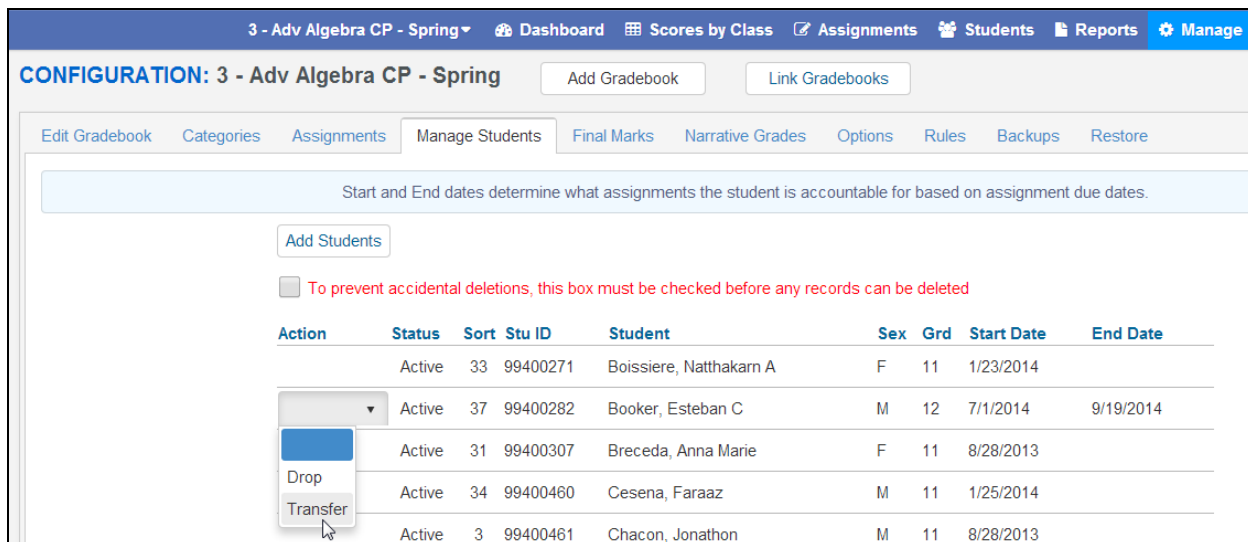
In the example below, IB History Am period 1 and 2 gradebooks are linked as displayed on the **Link Gradebook** page. If a student transfers from one period to the other, their existing gradebook scores can be transferred to the New gradebook.

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.

Gradebook#	Per	Name	Term	Grd Range	Start Date	End Date
3923587	6	Adv Algebra CP	Spring	10 - 12	1/22/2014	9/6/2014

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

Gradebook#	Per	Name	Term	Grd Range	Start Date	End Date
3923587	6	Adv Algebra CP	Spring	10 - 12	1/22/2014	9/6/2014

The following message will display.

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

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

Student Transfer Complete!

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.

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.

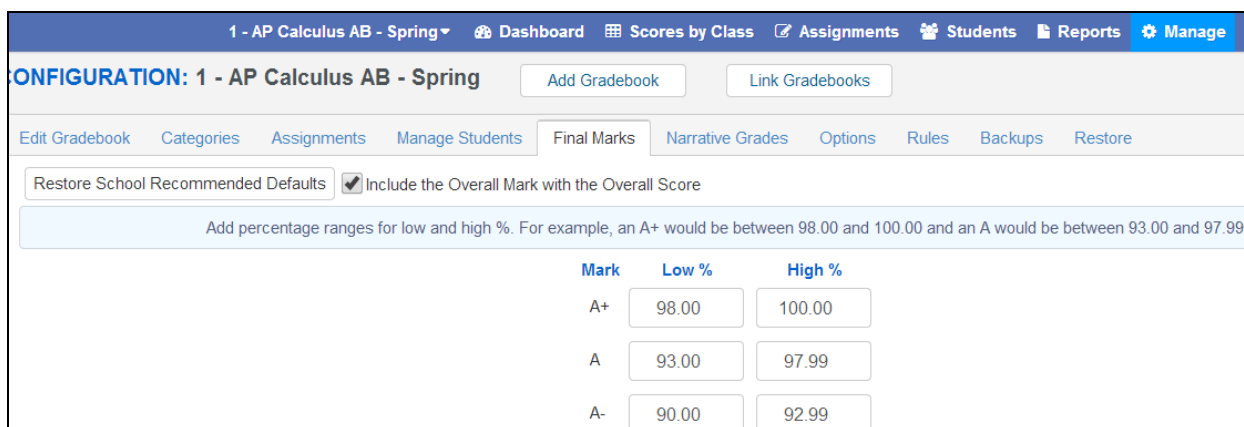
If the option is selected the students will display by the **Custom Sort Order** on the **Scores by Class** and **Scores by Assignment** pages.

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.



Mark	Low %	High %
A+	98.00	100.00
A	93.00	97.99
A-	90.00	92.99

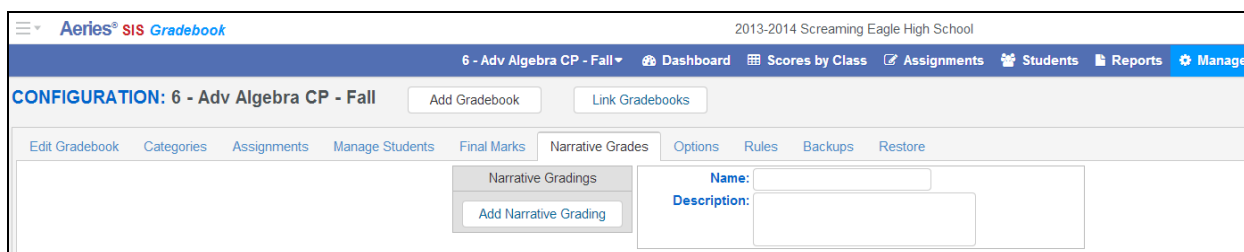
If using the **Doing Rubric gradebook** option, it is important to set the **Final Marks** appropriately. Or deselect the **Show Overall Mark w/ Score** option to not display the **Final Marks**.

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.

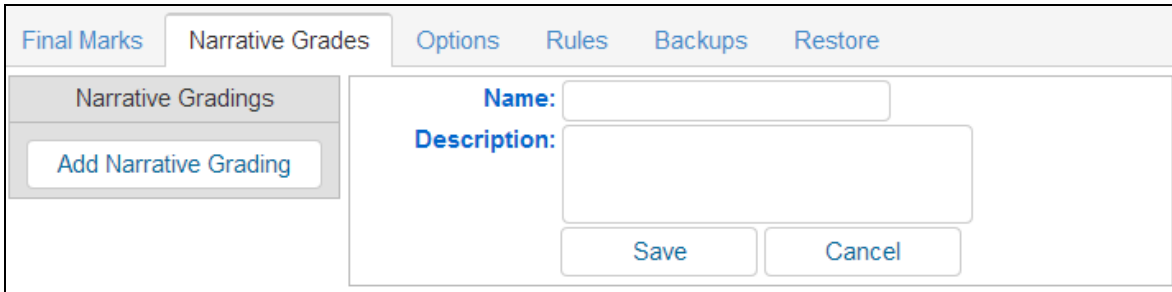
When a **Narrative Mark** is defined, a **Percentage** of the **Max Score** is entered for each valid mark. A **Narrative Mark** can then be assigned to a particular assignment. The **Score** input fields for that assignment will have a dropdown with the available valid marks. When the **Narrative Marks** 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.



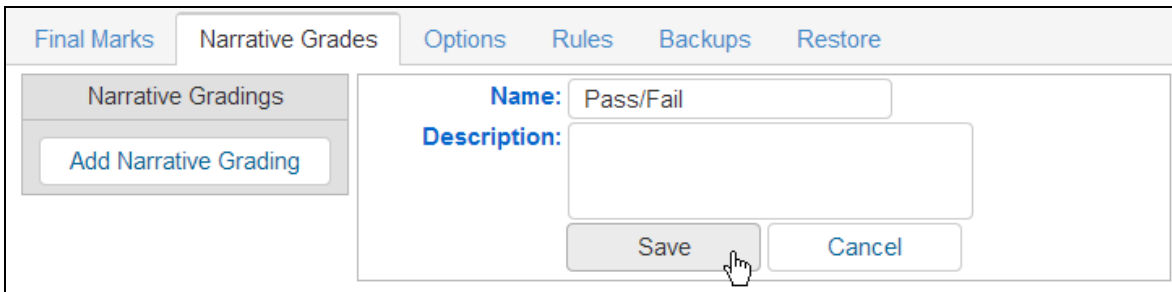
NOTE: At this time, only alpha **Narrative Marks** are supported. Numeric marks will be supported in the future.

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



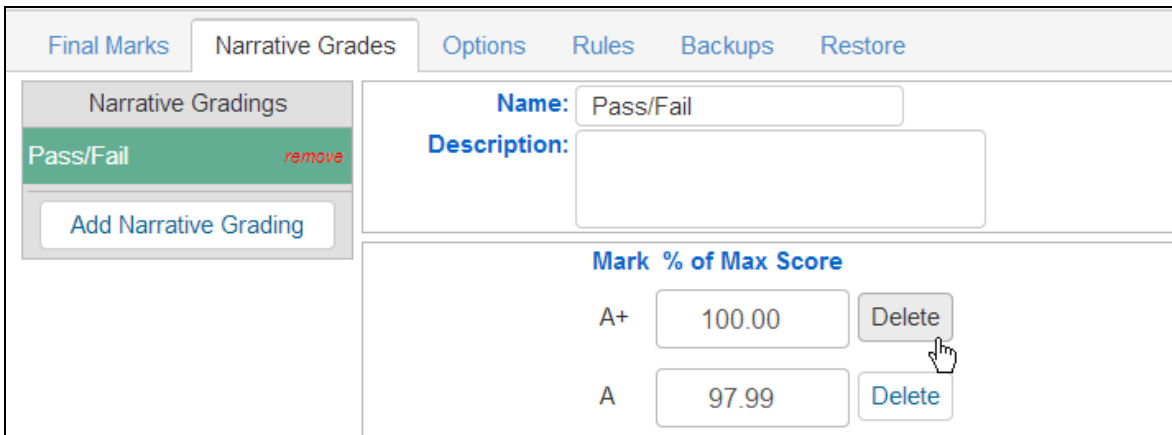
The screenshot shows a web interface with a top navigation bar containing 'Final Marks', 'Narrative Grades', 'Options', 'Rules', 'Backups', and 'Restore'. Below this, there is a sidebar with 'Narrative Gradings' and an 'Add Narrative Grading' button. The main content area has a 'Name:' label with an empty text input field, a 'Description:' label with a larger empty text area, and 'Save' and 'Cancel' buttons at the bottom.

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.



This screenshot is similar to the previous one, but the 'Name' field now contains the text 'Pass/Fail'. The 'Description' field remains empty. A mouse cursor is positioned over the 'Save' button.

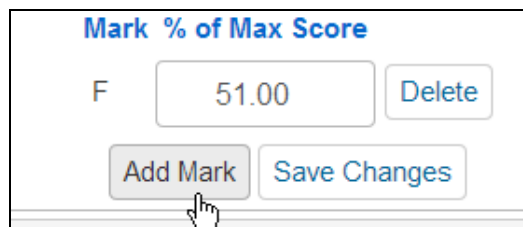
If there are default values, remove any marks that will not be used for the new **Narrative Grade**, click the mouse on the **Delete** button to the right of the **Mark % of Max Score** field.



The screenshot shows the 'Mark % of Max Score' section. The sidebar now highlights 'Pass/Fail' in green with a 'remove' link. The 'Mark % of Max Score' section has two rows: 'A+' with '100.00' and a 'Delete' button, and 'A' with '97.99' and a 'Delete' button. A mouse cursor is pointing at the 'Delete' button for 'A+'.

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.



This screenshot shows a close-up of the 'Add Mark' button and the 'Mark % of Max Score' section. The 'Add Mark' button is highlighted with a mouse cursor. The 'Mark % of Max Score' section shows 'F' with '51.00' and a 'Delete' button.

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**.

	Stu ID	Name	# Correct (Score)
1	99400271	Boissiere, Natthakarn A	P
2	99400296	Bradley, Minda B	P : 100%
3	99400408	Carroll, Michael M	F : 51%
4	99400426	Castillo, Lizet Lizzette	NA
			TX

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:

- **Dashboard** views – Add Assignment option
- **Manage** page – Assignments tab
- **Scores by Assignments** page – New Assignment option on the assignment dropdown
- **Push Assignments** – Allows teachers to push assignments between their own gradebooks.
- **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.

Add Assignment

General Info

Name

Description

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

Category

Extra Credit

Narrative Grading

Assigned On Due On

Points Possible Number Correct Possible

Grading Completed Visible to Portal Score Visible to Portal

Drop Box

Analytics Exam

Add Exam

Save Save and Add New Save and Close Cancel

The following fields 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 student's 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.

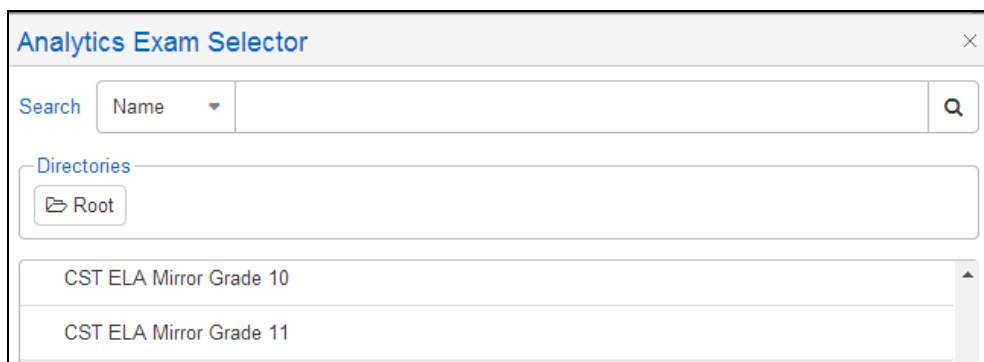
Grading Completed: select to have the students assignment scores be factored into a student's overall grade. If no score is entered, the assignment will be considered as a Missing Assignment if the assignment has the **Grading Completed** option selected.

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.



The screenshot shows a window titled "Analytics Exam Selector". At the top, there is a search bar with a dropdown menu set to "Name" and a search icon. Below the search bar is a "Directories" section with a "Root" button. A list of exams is displayed, including "CST ELA Mirror Grade 10" and "CST ELA Mirror Grade 11".

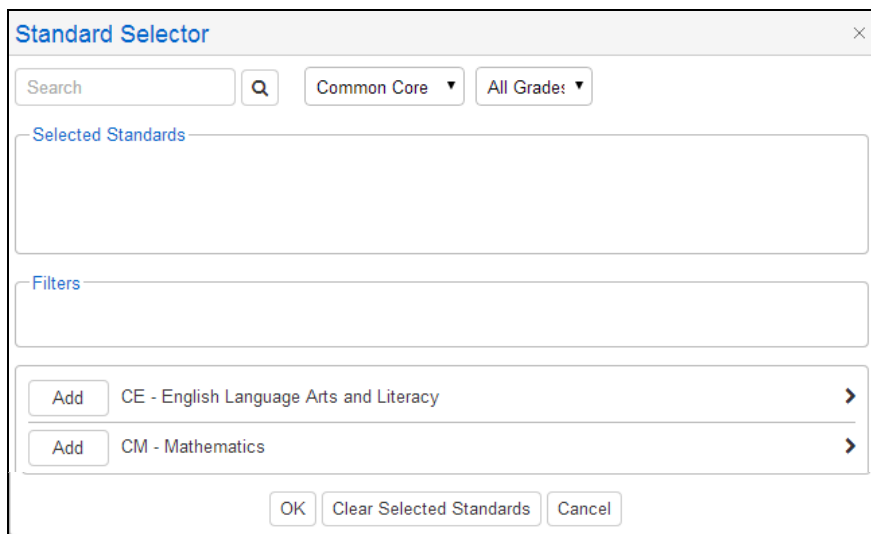
Use the **Search** dropdown and field to locate the exam to associate to the assignment. Select the exam and the exam will now display on the **Add Assignment** page.



The screenshot shows a section titled "Analytics Exam". It contains two buttons: "Exam" and "Test Admin". Below these are "Edit | Remove" and "Math Benchmark" options. A dropdown menu is set to "Spring 2014".

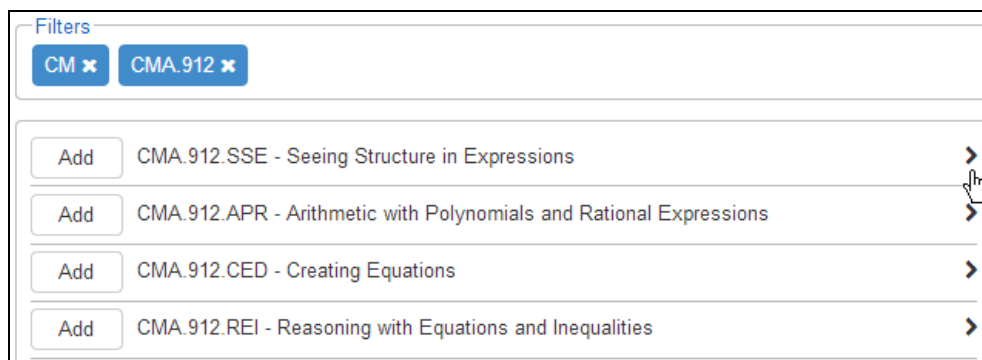
Add Standard: The **Add Standard** button will only display if the System Administrator has enabled the **Portal Option of Support Standard-Based Grade Reporting** for the school.

To link a standard to the assignment, click the mouse on the **Add Standard** button. A Standard Selector page will display.



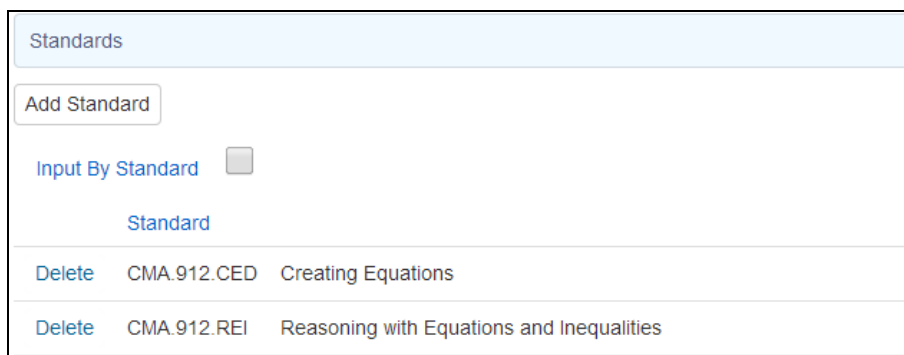
The Standard Selector dialog box features a search bar at the top with a magnifying glass icon. To its right are two dropdown menus: 'Common Core' and 'All Grade:'. Below these is a large empty text area labeled 'Selected Standards'. Underneath is a 'Filters' section, also empty. At the bottom, there are two rows of items, each with an 'Add' button and a right-pointing arrow. The first row is 'CE - English Language Arts and Literacy' and the second is 'CM - Mathematics'. At the very bottom are three buttons: 'OK', 'Clear Selected Standards', and 'Cancel'.

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.



This screenshot shows the 'Filters' section of the Standard Selector dialog box. It contains two active filters: 'CM' and 'CMA.912'. Below the filters is a list of four standards, each with an 'Add' button and a right-pointing arrow. A mouse cursor is hovering over the arrow for 'CMA.912.SSE - Seeing Structure in Expressions'. The standards listed are: 'CMA.912.SSE - Seeing Structure in Expressions', 'CMA.912.APR - Arithmetic with Polynomials and Rational Expressions', 'CMA.912.CED - Creating Equations', and 'CMA.912.REI - Reasoning with Equations and Inequalities'.

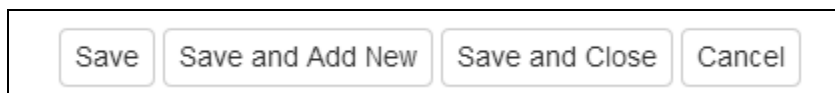
Click the mouse on the Add button to select standards. Click the mouse on the OK button to save the standards for the assignment. The standards will now display on the Add Assignment page. It might be necessary to scroll down using the vertical scroll bar on the right of the page to see the standards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



The Standards section on the Add Assignment page includes an 'Add Standard' button. Below it is the 'Input By Standard' option, which is currently unchecked. Underneath is a 'Standard' label. At the bottom, there are two rows of selected standards, each with a 'Delete' button and the standard name: 'CMA.912.CED - Creating Equations' and 'CMA.912.REI - Reasoning with Equations and Inequalities'.

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.

When the assignment information is completed, there are several buttons available at the bottom of the page.

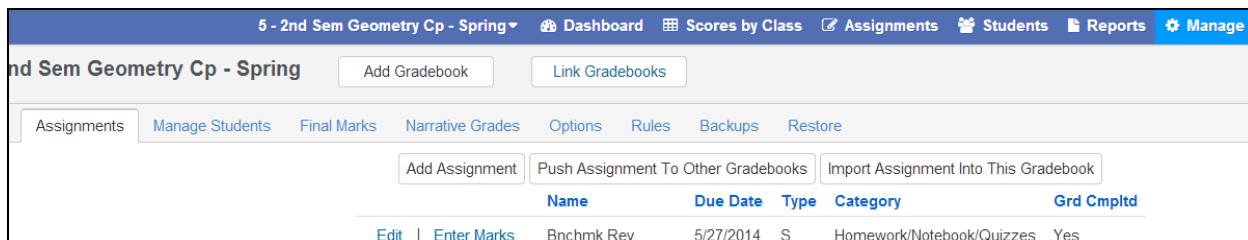


- The **Save** button will save the information entered but stay open to continue completing the page.
- The **Save and Add New** button will save the assignment and will display a blank **Add Assignment** page to enter another assignment.
- The **Save and Close** button will save the information added and will return to the **Assignments** tab under **Manage**.
- The **Cancel** button will close the page and not save any information entered.

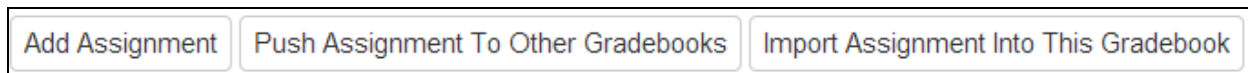
NOTE: if gradebooks are linked, the new assignment will display in all linked gradebooks.

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.

	Gradebook Name	Grade Range	Start Date	End Date
	Ungrouped			
Push	0 - PreCalculus - Spring	10 - 12	1/22/2014	9/6/2014
Push	0 - PreCalculus - Fall	10 - 12	8/28/2013	1/22/2014
Push	1 - Adv Algebra CP - Spring	10 - 12	1/22/2014	9/6/2014

Linked gradebooks will grouped together. The following message will display.

Confirmation

Are you sure you want to copy/push this assignment to this gradebook?

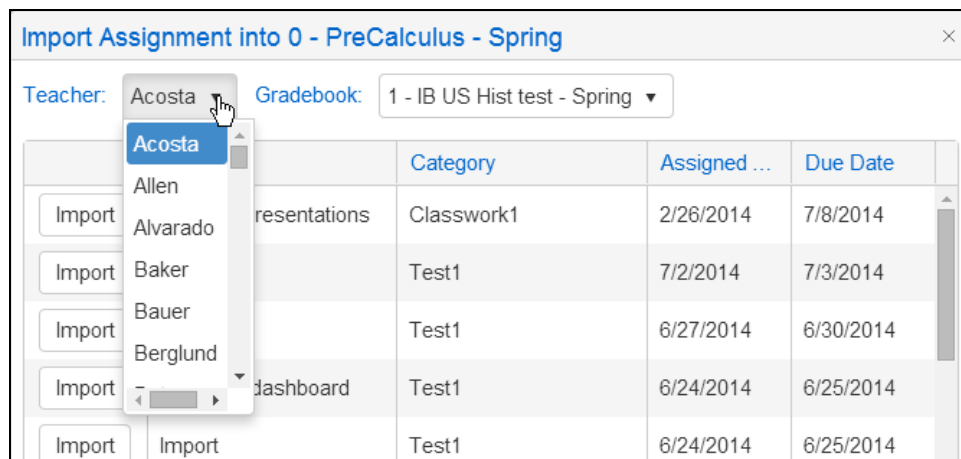
Click on the **OK** button to push the selected assignment into the other gradebook. Continue selecting and clicking on the assignments. Assignments have to be selected individually. Click the **Close** button at the bottom of the page to close.

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.

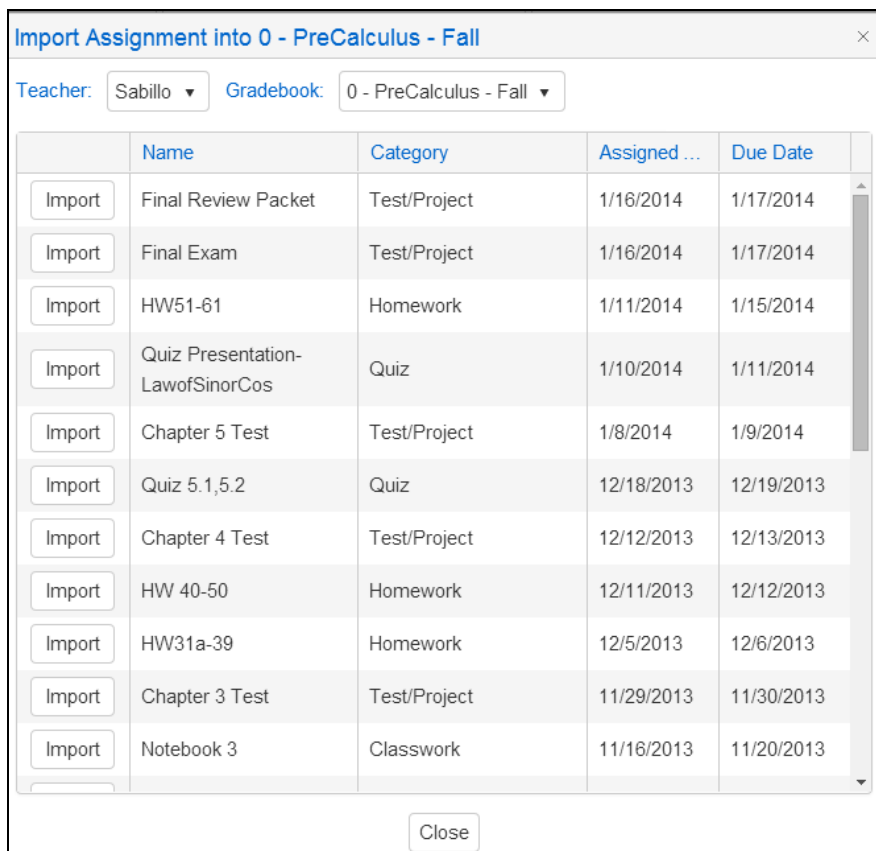
Click the mouse on the **Import Assignment Into This Gradebook** button on the **Assignments** tab.

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.



	Name	Category	Assigned ...	Due Date
Import	presentations	Classwork1	2/26/2014	7/8/2014
Import		Test1	7/2/2014	7/3/2014
Import		Test1	6/27/2014	6/30/2014
Import	dashboard	Test1	6/24/2014	6/25/2014
Import	Import	Test1	6/24/2014	6/25/2014

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.



	Name	Category	Assigned ...	Due Date
Import	Final Review Packet	Test/Project	1/16/2014	1/17/2014
Import	Final Exam	Test/Project	1/16/2014	1/17/2014
Import	HW51-61	Homework	1/11/2014	1/15/2014
Import	Quiz Presentation- LawofSinorCos	Quiz	1/10/2014	1/11/2014
Import	Chapter 5 Test	Test/Project	1/8/2014	1/9/2014
Import	Quiz 5.1,5.2	Quiz	12/18/2013	12/19/2013
Import	Chapter 4 Test	Test/Project	12/12/2013	12/13/2013
Import	HW 40-50	Homework	12/11/2013	12/12/2013
Import	HW31a-39	Homework	12/5/2013	12/6/2013
Import	Chapter 3 Test	Test/Project	11/29/2013	11/30/2013
Import	Notebook 3	Classwork	11/16/2013	11/20/2013

Close

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

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.

0 - PreCalculus - Fall | Dashboard | Scores by Class | **Assignments** | Students | Reports | Manage

PreCalculus - Fall | Add Gradebook | Link Gradebooks

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

Add Assignment | Push Assignment To Other Gradebooks | Import Assignment Into This Gradebook

Name	Due Date	Type	Category	Grd Cmpltd
Edit Enter Marks Final Review Packet	1/17/2014	S	Test/Project	Yes
Edit Enter Marks Final Exam	1/17/2014	S	Test/Project	Yes

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.

0 - PreCalculus - Fall | Dashboard | **Scores by Class** | Assignments | Students | Reports | Manage

Quiz 2.1-2.4	CW 4-7	Chapter 2 Test	Notebook 3	Chapter 3 Test	HW31a-39	HW 40-50	Chapter 4 Test	Quiz 5.1,5.2
1/7/2013 14 : 25	11/7/2013 #15 : 40	11/13/2013 #16 : 100	11/20/2013 #17 : 50	11/30/2013	12/6/2013	12/12/2013	12/13/2013 #21 : 100	12/19/2013 #22 : 20
25	40	77	50	18 - Chapter 3 Test		86	20	
25	40	103	50	Edit Enter Scores Assigned: 11/29/2013 Due: 11/30/2013 Max Number Correct: 100		94	24	
22	40	91	50			100	20	

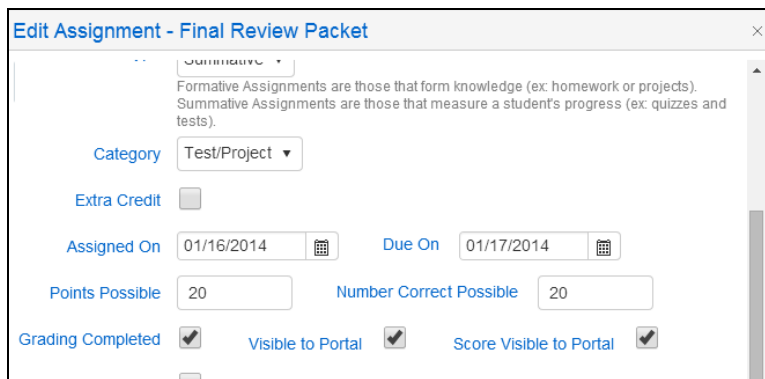
On the **Scores by Assignment** page, the **Edit Assignment** page can be accessed by clicking on the underlined Assignment description.

0 - PreCalculus - Fall | Dashboard | Scores by Class | **Assignments** | Students | Reports | Manage

#12 - Notebook2

Assigned: Thu Oct 24, 2013 | Due: Fri Oct 25, 2013 | Category: Classwork | Is Grading Completed?

The **Edit Assignment** page will display.

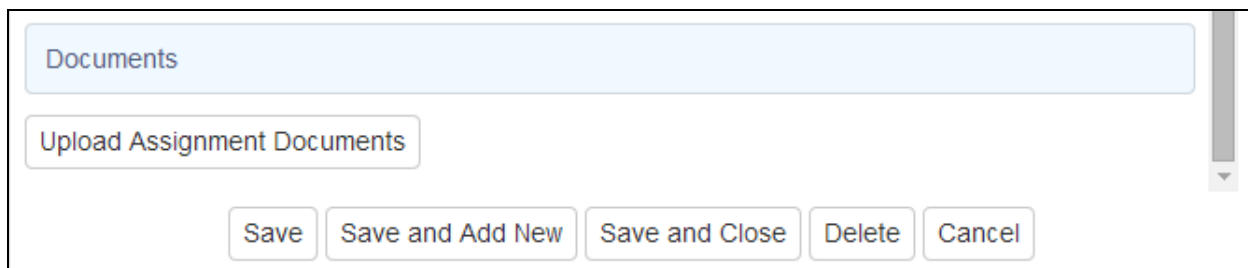


The screenshot shows a web form titled "Edit Assignment - Final Review Packet". At the top, there is a dropdown menu for "Category" set to "Test/Project". Below it is an "Extra Credit" checkbox which is unchecked. The "Assigned On" date is "01/16/2014" and the "Due On" date is "01/17/2014", both with calendar icons. The "Points Possible" is "20" and the "Number Correct Possible" is "20". At the bottom, there are three checkboxes: "Grading Completed" (checked), "Visible to Portal" (checked), and "Score Visible to Portal" (checked). A vertical scrollbar is visible on the right side of the form.

FILE UPLOAD PROCESS

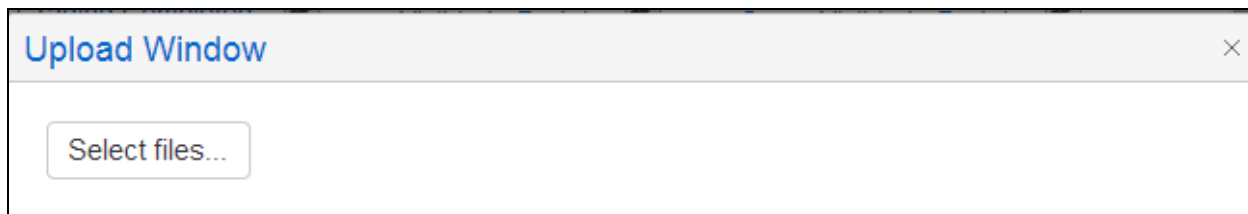
The **File Upload** feature allows teachers to upload and link documents to their **Gradebook Assignments**. These files can be an MS Word document, Text file, MS EXCEL or PDF file and numerous other types of documents. Certain file types cannot be loaded such as an executable program ending in .exe.

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.



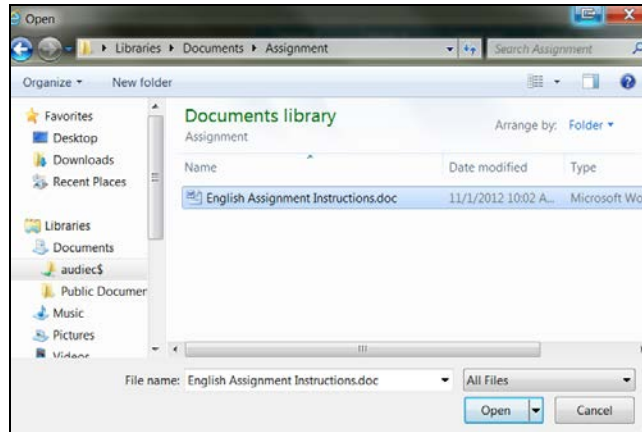
The screenshot shows a light blue button labeled "Documents" at the top. Below it is a button labeled "Upload Assignment Documents". At the bottom of the panel, there are five buttons: "Save", "Save and Add New", "Save and Close", "Delete", and "Cancel". A vertical scrollbar is visible on the right side of the panel.

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.

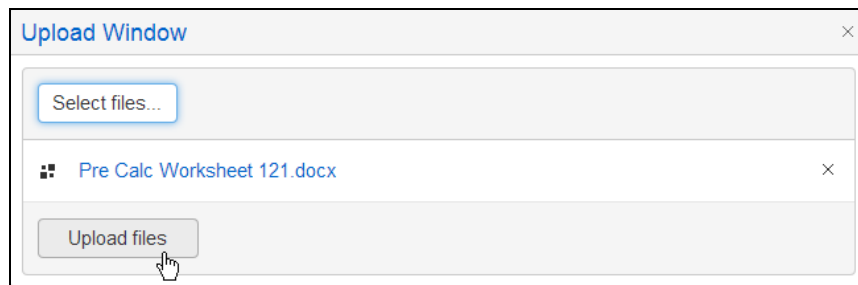


The screenshot shows a dialog box titled "Upload Window" with a close button (X) in the top right corner. Inside the dialog box, there is a button labeled "Select files...".

Click the mouse on the file then click the mouse on the **OPEN** button.

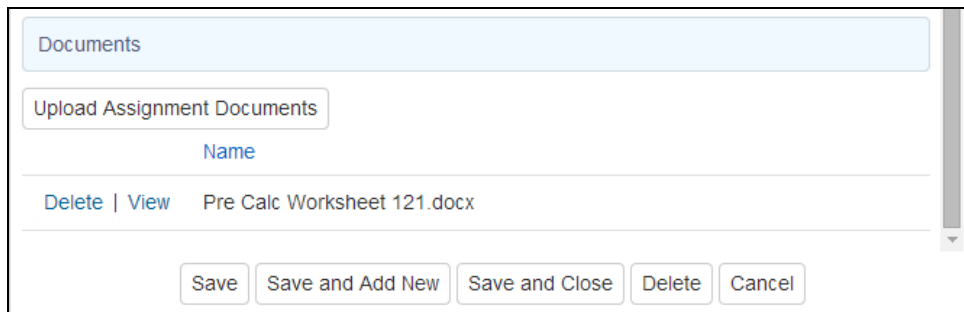


Click the mouse on the **UPLOAD files** button.



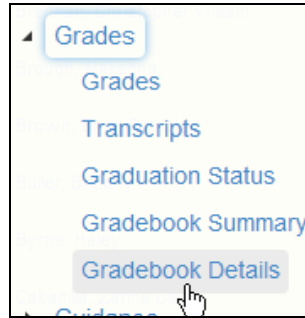
Once the file has been uploaded it will show a **status of 100%** to the right of the Document name.

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.

2012-2013 Screaming Eagle High School											My Options		
Gradebook Details													
Flag	StuNum	Last Name	First Name	Middle Name	Perm ID Num	Sex	Grd	Age	Prog	Track	AttProg1	AttProg2	Status
1		Abbott	Allan (AJ)	James	99400001	M	12	17					
Parent/Guardian			Home Phone			Father Work - Adam			Primary Contact 2:				
M/M A Abbott			(777) 555-9448			(777) 555-7537							
2-IBHstAm2/HEcCV- Fall 8/28/2012 - 1/22/2013											Acosta Teacher605@example.com		
#	Description	Type	Score	Correct	%	Status/Comment	Date Completed	Due Date	Grading Complt	Documents			
1	Summer Work	Homework	25 / 25	25 / 25	100.00%		08/19/2012	08/19/2012	Yes				
2	Hobson	Homework	3 / 3	3 / 3	100.00%		09/13/2012	09/13/2012	Yes				

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.

Name	Grade	%	Mark	Chapt10 Rev Wrksht	Conics Project
1 Booker, Esteban C	12	69.5	D+	5/13/2014 #45 : 25	5/14/2014 #46 : 50
				NA	TX

Missing Assignments

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

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

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.

				Chap 11 Test	hwk 5/3	hwk 5/5	hwk 5/6	Quiz 9.1-9.3	hwk 5/10	hwk 5/11	Quiz9.4-9.6	hwk 5/17
				4/17/2014 #36 : 100	5/1/2014 #37 : 10	5/3/2014 #38 : 10	5/6/2014 #39 : 10	5/6/2014 #40 : 15	5/8/2014 #41 : 10	5/9/2014 #42 : 10	5/14/2014 #44 : 30	5/15/2014 #43 : 10
	Name	Grade	%	Mark								
1	Atkins, Tracy M	10	83.6	B	75		11	8	10	10	18	10
2	Barillas, Alice Frances	10	92.7	A-	75	6	10	14	TX	10	24	10
3	Baxter, Daniel Scott	10	66.5	D	37	0	7	7	8	10	16	4
4	Burton, Kristen N	10	85.5	D	51	10	10	6	0	10	13	10

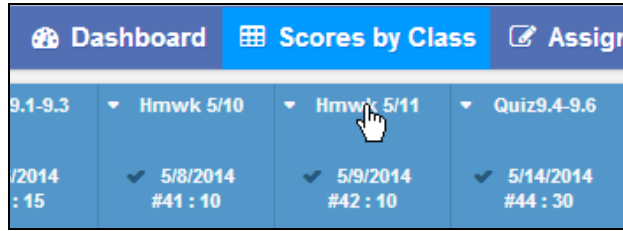
A link is available on the student name list on the left side of the **Scores by Class** page. Clicking on the student name will navigate to the **Scores by Student** page.

	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

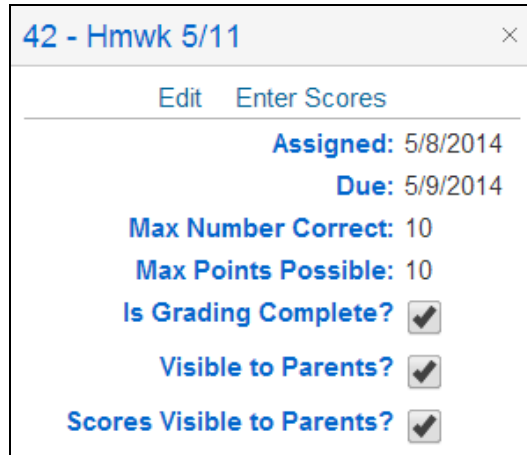
A checkmark will display to the left of the assignment date indicating that the assignment is marked as **Grading Complete** and also display in blue. when Grading Complete is not set the assignment box will display in dark blue.

Chapt9 Vocab	Chapt9 Test	Bnchmk Rev
5/17/2014 #46 : 15	5/17/2014 #47 : 100	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.

					Hmwk 1/25	HMWRK 1/27
					✓ 1/23/2014 #2 : 14	✓ 1/25/2014 #3 : 12
	Name	Grade	%	Mark		
1	Abdo, Arnold A	10	3.8	F	14	11
2	Aquila, Allan A	11	84.8	B	7	6

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.

					Chapt10 Rev Wrksht
					5/13/2014 #45 : 25
	Name	Grade	%	Mark	
1	Abdo, Arnold A	10	6.1	F	P
2	Aquila, Allan A	11	84.3	B	P : 100%
3	Armitage, David A	11	71.2	C-	F : 51%
4	Asher, Victoria K	11	93.7	A	NA
					TX

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.

					Chapt10 Rev Wrksht	Conics Project	Hmwk 5/21
					5/13/2014 #45 : 25	5/14/2014 #46 : 50	5/21/2014 #49 : 10
	Name	Grade	%	Mark			
22	Iriarte, Joey	12	63.0	D	13	30	10
23	Linder, Sean L	11	87.7	B+	25	50	0
24	Martin, Crystal R	11	72.5	C-	17	48	7

ACTIVITY on date due 5/13/2014.

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.

				▼ Class Project	▼ Assessment	▼ Class Work 1.1
				✓ 6/17/2014 #1	✓ 6/17/2014 #2	✓ 6/17/2014 #3
	Name	Grade	Avg			
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

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.

2013-2014 Screaming Eagle High School

4 - 2nd Sem Adv Algebra CP - Spring ▾ Dashboard Scores by Class **Assignments** Students

2014) < #56 - EC (hmkw)

Assigned: Fri May 30, 2014 Due: Sat May 31, 2014 Category: Home

Stu ID	Name	# Correct (Score)	# Correct Possible	%	Points Earned	Points Possible	Co

Add Assignment
HOMEWORK/NOTEBOOK/QUIZZES
July 3rd Assignment - (7/3/2014)
import result - (6/26/2014)
EC (hmkw) - (5/31/2014)
Chapt4 NB - (5/30/2014)
Chapt4 EC - (5/30/2014)

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.

2013-2014 Screaming Eagle High School

4 - 2nd Sem Adv Algebra CP - Spring ▾ Dashboard Scores by Class **Assignments** Students Reports Manage

7/26/2014) < #75 - July 3rd Assignment

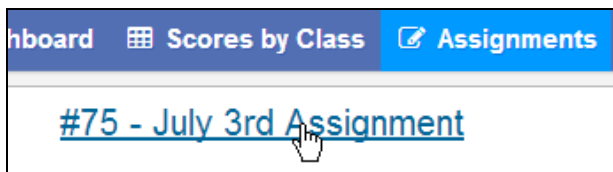
Assigned: Wed Jul 2, 2014 Due: Thu Jul 3, 2014 Category: Homework/Notebook/Quizzes Is Grading Completed?

Stu ID	Name	# Correct (Score)	# Correct Possible	%	Points Earned	Points Possible	Comment	Date Completed	Status	Att on Assigned Date	Att on Due Date
1	99400004 Abdo, Arnold A		10	0	0	10					
2	99400086 Aquila, Allan A		10	0	0	10					
3	99400115 Armitage, David A		10	0	0	10					
4	99400135 Asher, Victoria K		10	0	0	10					

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.



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:

Description:

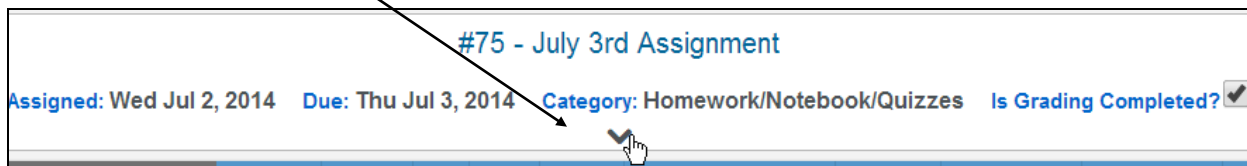
Type: ▼

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

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.



By clicking on the down arrow at 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?

Number Correct Possible: 10 Total Points Possible: 10

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

■ 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**.

The screenshot shows the top navigation bar with 'Dashboard', 'Scores by Class', 'Assignments', and 'Students'. Below is the assignment header for '#35 - week 15' with details: '2014', 'Due: Tue May 13, 2014', 'Category: homework', 'Is Rubric: No', and 'Is C'. A dropdown menu is open over the 'Points Possible' column header, showing a list of options including 'Correct (Score)', '# Correct Possible', '%', 'Points Earned', 'Points Possible', 'Comment', and 'Date Completed'.

The dialog box is titled '#35 - week 15' and contains the following information: 'Due: Tue May 13, 2014', 'Category: homework', 'Is Rubric: No', 'Number Correct Possible: 9', and 'Total Points Possible: 9'. It includes a checkbox for 'Students Missing Scores' and another for 'Sort Students by Custom Sort Field'. At the bottom, there are two buttons: 'Mass Assign Values' and 'Show Stats'. Below the buttons are two color-coded options: an orange square for 'Missing Score' and a green square for 'Score Greater Than Max'.

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.

2013-2014 Screaming Eagle High School

3 - 2nd Sem Adv Algebra CP Long Name - Spring Dashboard Scores by Class Assignments **Students** Reports Manage

Ali, Mario Z (99400050)

Only assignments between 1/22/2014 and 1/29/2014 can receive scores. [Change this.](#)

Only Show Assignments Missing Scores

ACTIVE

- Boissiere, Natthakarn A
- Breceda, Anna Marie
- Cesena, Faraaz
- Chacon, Jonathon
- Clark, Andrea M

The following page will display for the selected student. The student's name will display on the top middle of the page and the gradebook assignments will be listed to the left.

2013-2014 Screaming Eagle High School

3 - 2nd Sem Adv Algebra CP Long Name - Spring Dashboard Scores by Class Assignments **Students** Reports Manage

Boissiere, Natthakarn A (99400271)

Only assignments between 1/23/2014 and 9/6/2014 can receive scores. [Change this.](#)

Only Show Assignments Missing Scores

#	Description	Category	Grading Completed	Due Date	# Correct (Score)	Max Correct	%	Points Earned	Points Possible	Comment	Date Completed	Status	Att on Assigned Date	Att on Due Date
75	July 3rd Assignment	Homework/Notebook/Quizzes	✓	7/3/2014		10	0	0	10					
76	Test	Homework/Notebook/Quizzes		7/3/2014		0	0	0	0					
74	new 1	Homework/Notebook/Quizzes		6/30/2014		10	0	0	10					
73	import result	Homework/Notebook/Quizzes		6/26/2014		10	0	0	10					
71	Add from dashboard	Homework/Notebook/Quizzes		6/25/2014		10	0	0	10					

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

#	Description	Category	Grading Completed	Due Date
75	July 3rd Assignment	Homework/Notebook/Quizzes	✓	7/3/2014
73	import result	Homework/Notebook/Quizzes		6/26/2014

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.

Abdo, Arnold A (99400004)

Only assignments between 7/3/2014 and 9/6/2014 can receive scores. [Change this.](#)

Only Show Assignments Missing Scores

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 <input checked="" type="checkbox"/>										
#	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	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.

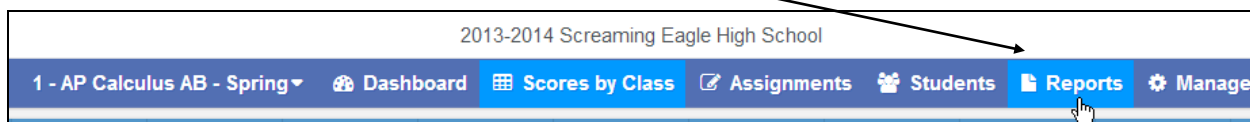
Category	% of Grade	Summative			Formative			% of Grade	% of Total
		Points Earned	Points Possible	%	Points Earned	Points Possible	%		
Homework/Notebook/Quizzes	40	584.00	588.00	99.31	10.00	10.00	100.00	99.45	
Tests/Final	60	996.00	1,250.00	79.68	0.00	0.00	0.00	79.68	
Total	0	0.00	0.00	87.53	0.00	0.00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

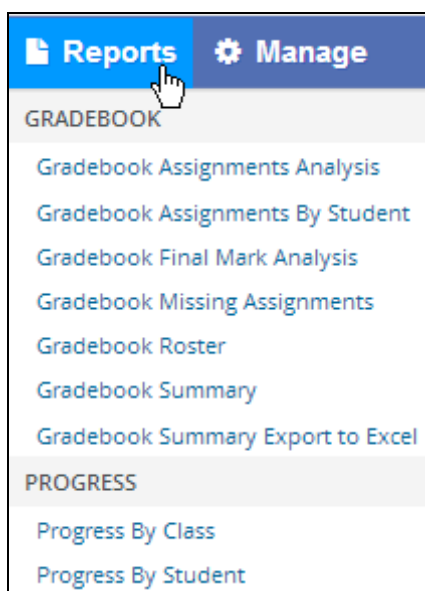
If **Yes** displays, the assignment will be counted as a zero until a score has been entered and after the score has been entered the percentage of the grade will be re-calculated.

GRADEBOOK REPORTS

To access **Gradebook Reports**, click the mouse on the **Reports** button in the header.



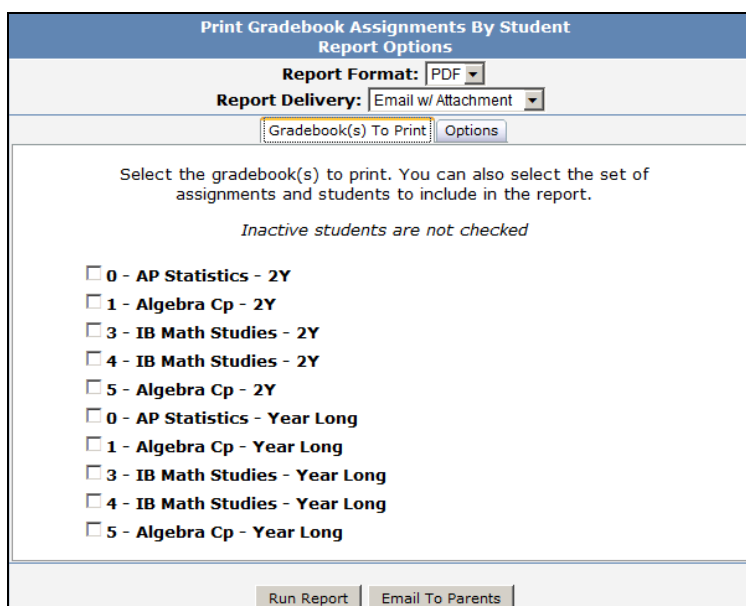
The following **Reports Window** will display. All gradebook reports have various report options available to the teacher.



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.

A screenshot of the "Print Gradebook Assignments By Student" report options screen. The title is "Print Gradebook Assignments By Student" and the subtitle is "Report Options". There are two dropdown menus: "Report Format:" set to "PDF" and "Report Delivery:" set to "Email w/ Attachment". Below these are two buttons: "Gradebook(s) To Print" and "Options". The main content area contains the instruction: "Select the gradebook(s) to print. You can also select the set of assignments and students to include in the report." followed by the note "Inactive students are not checked". Below this is a list of gradebook options, each with a checkbox: "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", and "5 - Algebra Cp - Year Long". At the bottom, there are two buttons: "Run Report" and "Email To Parents".

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 attachment.

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	%	Complt'd	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

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

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

Print Gradebook Missing Assignments Report Options

Report Format: PDF ▾

Report Delivery: Email w/ Attachment ▾

Gradebook(s) To Print **Options**

Report Title: Student Assignments

Report Comment:

Sort Assignments By: Assignment Number ▾

Student Sort: Student Name ▾

Show Gradebook Summary

Show Signature Line

Show Completion Checks Instead of Scores

Print Only Students with Missing Assignments

Print Only Student with Grade % Below:

Print Only Student with Grade % Above:

Run Report Email To Parents

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	Assignd #	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.

Print Gradebook Roster
Report Options

Report Format: PDF ▾

Report Delivery: None ▾

Gradebook To Print: 1 - IBHstAm2/HEcCv - Fall ▾

Report Title: Gradebook Roster

Number of Empty Boxes: 10

Number of Extra Lines: 0

Height of Each Detail Line: 1 Row ▾

Student Sort: Student Name ▾

Student ID/Number Viewing: Student ID (STU.ID) ▾

Show Line Numbers

Show Student Grade Level

Show Phone Number

Show Address

Show City

Show Birth Date

Show Parent/Guardian Name

Include Inactives

Include Student Alias Names

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.

**Print Gradebook Summary
Report Options**

Report Format: PDF

Report Delivery: Email w/ Attachment

Gradebook To Print: 0 - Language Arts - Y

Report Title: Gradebook Summary

Select Assignments to Print: Worksheet

Show Category Summary:

Include Inactive Students:

Show Student Info: Student Name (STU.NM)

Student Sort: Student Name

Show Student Grade:

Show Percentage:

Show Mark:

Show Class Average:

Show Assignment Description:

Run Report

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

3 - Hon World Hst - Fall		Gradebook Summary																							Acosta
Assignment Number		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	
Max Points	3	10	3	45	3	3	3	3	3	15	3	3	3	3	3	25	10	3	3	3	30	5	3	3	83 Assignments
**Grading Completed	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Student Name	Grade																								Overall Pct Mark
Balboa, Michelle P	10	3.00	10.00	3.00	43.00	3.00	3.00	3.00	3.00	15.00	3.00	3.00	3.00	3.00	3.00	20.00	10.00	3.00	3.00	3.00	17.00	3.00	3.00	3.00	86.19 B
Barr, James J	9	3.00	10.00	3.00	44.00	3.00	3.00	3.00	3.00	15.00	3.00	3.00	3.00	3.00	3.00	22.00	8.00	3.00	3.00	3.00	26.00	5.00	3.00	3.00	96.70 A
Beltran, Alice M	9	3.00	10.00	3.00	44.00	3.00	3.00	3.00	3.00	15.00	3.00	3.00	3.00	3.00	3.00	24.00	10.00	3.00	3.00	3.00	29.00	3.00	3.00	3.00	97.33 A
Rhea, Julie M	9	5.00	3.00	3.00	8.00	25.00	26.00	5.00	5.00	3.00	3.00	3.00	3.00	3.00	10.00	10.00	3.00	9.00	8.00	3.00	10.00	3.00	3.00	3.00	91.37 A-
Tapia, Berice Sara	9	5.00	3.00	3.00	9.00	21.00	23.00	5.00	4.00	3.00	3.00	3.00	0.00	10.00	10.00	3.00	9.00	10.00	3.00	10.00	3.00	3.00	3.00	3.00	85.71 B
Class Averages:		4.74	3.00	3.03	9.62	21.44	24.89	4.92	4.92	3.00	3.00	3.00	2.92	9.59	10.00	2.92	8.62	9.78	2.78	9.92	2.76	2.76	2.81	2.84	89.30 B+
Scores based upon graded assignments 1 - 83																									
* Indicates Max Value of 0 (zero)																									
**Assignments are not counted until graded.																									

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:

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.

Print Gradebook Progress By Student
Report Options

Report Format:

Report Delivery:

Select Gradebook			Select Students			
▼	Rubric	▼	Stu#	Name	Sex	Gr
1	IB US Hist	Spring	2	Abdelnour, Alice	F	9
1	Rubric Test	Y	156	Baca, Jason Steven	M	12
2	IB US Hist	Spring	318	Brown, Gloria A	F	12
3	Hon World Hst	Spring	371	Calucag, Thais J	F	12
4	Hon World Hst	Spring	723	Elhadary, Brian M	M	12
6	Hon World Hst	Spring	839	Flores, Desiree R	F	12
6	New Gradebook	Y	959	Godina, Jennifer	F	12
1	IBHstAm2/HEcCv	Fall	1002	Gonzalez, Steve	M	12
2	IBHstAm2/HEcCv	Fall	1009	Gotto, James Roy	M	12
3	Hon World Hst	Fall	1036	Gruettner, Jesse	M	12
4	Hon World Hst	Fall				
6	Hon World Hst	Fall				

Select All Students Clear All

Gradebook Information to Display

Show Other Teachers' Gradebooks

Include Gradebooks Active on a Date: (blank for all gradebooks)

Teacher	Stu#	Gradebook	Term
Bauer	6	3676185 Journalism	Spring
Bray	5	8690239 PE 9 2ND SEMESTER	Spring
Dye	4	2069059 Adv Dance	Spring
Edwards	6	2913246 English 9 Cp	Spring
Goularte	4	2596943 IB Math HL	Spring
Long	3	3148149 IB Vis Arts SL	Spring
Long	4	1889795 IB Vis Arts SL	Spring
Long	4	9642655 IB Vis ArtsHLII	Spring
Long	6	5577663 IB Vis Arts SL	Spring
Nielsen	3	4827681 Trig/Icm Cp	Spring
ROP-30	4	4509701 ROP Ath Train	Spring
Sherman	4	2340242 4Ceramics I	Spring

Select All Gradebooks Clear All

Other Options

Show Signature

Page Break on Each Student

Comment

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.

Print Gradebook Progress By Class
Report Options

Report Format: PDF

Report Delivery: Email w/ Attachment

Select Gradebook			Select Students			
Pd	GBK Name	Term	Stu#	Name	Sex	Gr
0	PreCalculus	Fall	85	Apperson, Ryan Nicholas	M	10
1	Adv Algebra CP	Fall	103	Arenas, Daniel	M	10
1	Lab Asst Cer	Year Long	200	Barrett, Joana Marie	F	10
2	Adv Algebra CP	Fall	494	Christensen, Cesar David	M	10
0	PreCalculus	Spring	525	Coles, Michael	M	10
1	1Lab Asst Cer	Spring	572	Cotton, Sean	M	10
1	Adv Algebra CP	Spring	690	Duarte, Rosemary Leight	F	10
2	Adv Algebra CP	Spring	691	Duckworth, Candice Anne	F	11
			727	Elias, Nichole N	F	11
			809	Fernandez, Christina D	F	10

Select All Students
Clear All

Gradebook Information to Display

Show Other Teachers' Gradebooks

Include Gradebooks Active on a Date: 11/21/2013 (blank for all gradebooks)

Teacher	Pd	GN	GBK Name	Term
Alvarado	4	5281938	Accel Span II	Year Long
Alvarado	4	1463434	Accel Span II	Fall
Alvarado	5	5726287	IB Span HL 2	Year Long
Alvarado	5	8925904	IB Span HL 2	Fall
Alvarado	6	1760530	Accel Span II	Year Long
Alvarado	6	3909106	Accel Span II	Fall
Baker	3	9871765	Hon Phy Pre IB	Year Long
Baker	4	6710867	Physics Cp	Year Long
Berglund	6	8720574	Adv Algebra CP	Fall
Dye	5	8789627	Inter Dance	Fall

Select All Gradebooks
Clear All

Other Options

Report Title:

Progress Grade Display: Final Mark (or Percentage if Final Mark not available)

Run Report

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

		Progress Report By Class					
		1	2	3	4	5	6
		Accel Span II Year Long Alvarado	Accel Span II Fall Alvarado	Hon Phy Pre IB Year Long Baker	Ap Eur Hist Cp-S1 Fall Mc Kinley	PreCalculus Fall	Hon Eng 10 CP Fall Simmons
Student Name	Avg %						
1 Apperson, Ryan	92.16%	A	A	C+	A-	A	A+
2 Arenas, Daniel	96.76%	A+	A	B+		A+	A+
3 Barrett, Joana	92.64%			A		B+	A
4 Christensen, Cesar	94.30%	A	A	A-		A	
5 Coles, Michael	73.78%	C	B			C	F
6 Cotton, Sean	78.11%			C	C+	C+	B-
7 Duarte, Rosemary	88.53%	A-	A-	B	B	B	A-

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.

**Print Gradebook Final Mark Analysis
Report Options**

Report Format: PDF

Report Delivery: Email w/ Attachment

Select the gradebook(s) to print

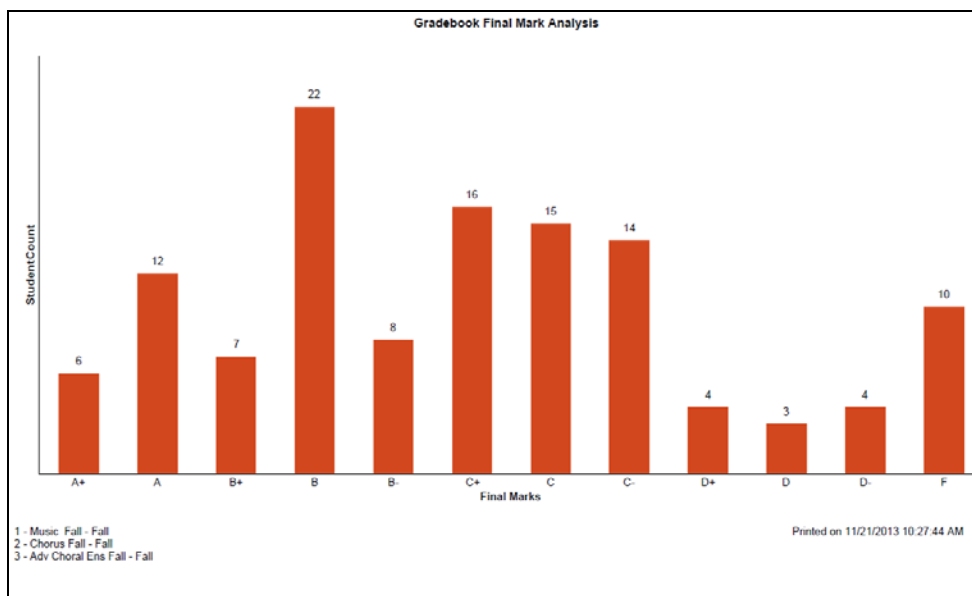
Pd	GBK Name	Term
1	Music Fall	Fall
2	Chorus Fall	Fall
3	Adv Choral Ens Fall	Fall
1	Music Apprect Spring	Spring
2	ChorusSpring	Spring
3	Adv Choral Ens Spring	Spring

Print +'s and -'s

Include Inactive Students

Run Report

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.

**Print Gradebook Assignment Analysis
Report Options**

Report Format: PDF

Report Delivery: Email w/ Attachment

Gradebook To Print: 3 - Adv Choral Ens Fall - Fall

Include Scores of 0

Run Report

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

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

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.

2013-2014 Screaming Eagle High School

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[Scores by Class](#)
[Assignments](#)
[Students](#)
[Reports](#)
[Manage](#)

Gradebook [Link Gradebooks](#)

[Options](#)
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[Backups](#)
[Restore](#)

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

<input checked="" type="checkbox"/> Gradebook	Term	Per	Start Date	End Date	Last Backup
<input checked="" type="checkbox"/> AP Calculus AB	Spring	1	1/22/2014	9/6/2014	7/2/2014 3:14:00 PM
<input checked="" type="checkbox"/> 2nd Sem Geometry Cp	Spring	2	1/22/2014	9/6/2014	7/2/2014 3:13:57 PM
<input checked="" type="checkbox"/> 2nd Sem Adv Algebra CP Long Name	Spring	3	1/22/2014	9/6/2014	7/2/2014 3:13:59 PM
<input checked="" type="checkbox"/> 2nd Sem Adv Algebra CP	Spring	4	1/22/2014	9/6/2014	7/2/2014 3:13:57 PM

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.

Comment: After entering final exam scores.

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.

Gradebook	Teacher	Term	Per	Start Date	End Date
AP Calculus AB	Zisk	Spring	1	1/22/2014	9/6/2014
2nd Sem Geometry Cp	Berglund	Spring	2	1/22/2014	9/6/2014
2nd Sem Adv Algebra CP Long Name	Berglund	Spring	3	1/22/2014	9/6/2014
2nd Sem Adv Algebra CP	Berglund	Spring	4	1/22/2014	9/6/2014
2nd Sem Geometry Cp	Berglund	Spring	5	1/22/2014	9/6/2014

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 **existing gradebook** back to a previous gradebook backup, leave the **Load Into New Gradebook** option unchecked 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.

Geometry Cp	Berglund	Fall	5	8/28/2013	1/22/2014
Adv Algebra CP	Berglund	Fall	6	8/28/2013	1/22/2014

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.**

Date/Time	School Year	Term	Per
12/4/2013 8:39:21 AM	2013	Spring	2
12/9/2013 8:50:17 AM	2013	Spring	2
7/2/2014 3:13:57 PM	2013	Spring	2

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.

Date/Time	School Year	Term	Per
12/4/2013 8:39:21 AM	2013	Spring	2
12/9/2013 8:50:17 AM	2013	Spring	2
7/2/2014 3:13:57 PM	2013	Spring	2

Cancel Next

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.

Restore Gradebook

Step 3: Select Tables to Restore

** Gradebook Description:

** If left blank, the description from the saved gradebook will be used.

- Assignment Categories (GBT)
- Assignments (GBA) *
- Students (GBU)
- Scores (GBS)
- Final Marks (GTG)
- Gradebook Options (GBO)
- Main Gradebook Setup (GBK)

* - Loading Assignments will also load Assignment Categories

Cancel Previous Restore

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:

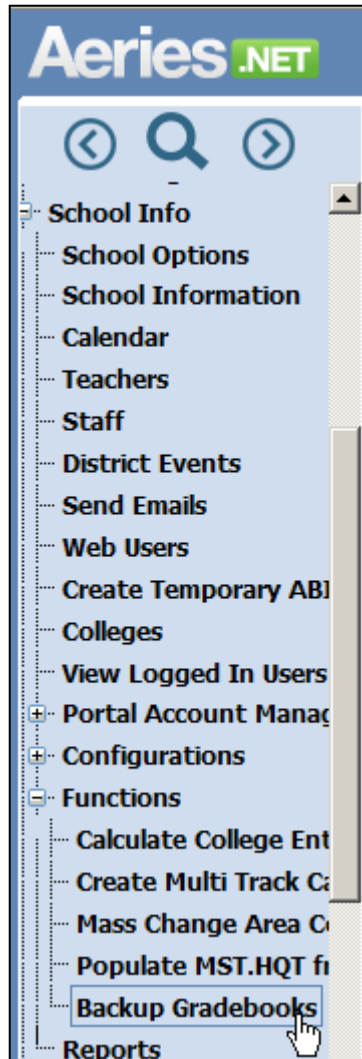
- Assignment Categories (GBT)
- Assignments (GBA) *
- Students (GBU)
- Scores (GBS)
- Final Marks (GTG)
- Gradebook Options (GBO)
- Main Gradebook Setup (GBK)

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.

A screenshot of the '2013-2014 Eagle Unified School District' Backup Gradebooks page. The page title is '2013-2014 Eagle Unified School District'. Below the title, there is a section titled 'Select School(s) to Backup:'. This section contains a table with two columns: 'SC' and 'School Name'. The table lists several schools and their codes. To the right of the table is a 'Create Backup' button.

SC	School Name
995	Aeries Continuation School
993	Bald Eagle Intermediate School
100	Basic Code Tables
200	Basic Data HS ADS SOC Etc
996	Eagle Flight School
990	Golden Eagle Elementary School

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

A screenshot of the '2013-2014 Screaming Eagle High School' Backup Gradebooks page. The page title is '2013-2014 Screaming Eagle High School'. Below the title, there is a section titled 'Select Teacher(s) to Backup:'. This section contains a table with two columns: 'Tch#' and 'Teacher Name'. The table lists several teachers and their IDs. To the right of the table is a 'Create Backup' button.

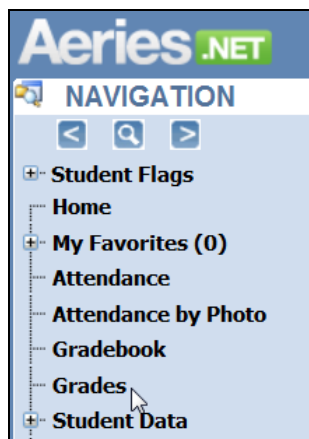
Tch#	Teacher Name
605	Acosta
808	Allen
610	Alvarado
957	Baker
612	Bauer

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

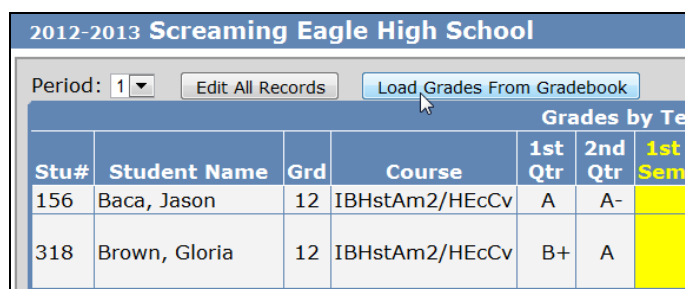
NOTE: If selecting all schools or all teachers, the backup process could be affected due to a large amount of data being processed.

GRADE REPORTING-LOAD FROM GRADEBOOK

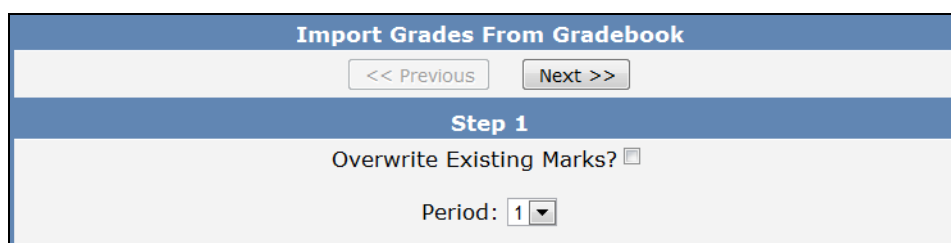
After the Gradebooks have been completed, the grade marks can be calculated from the Gradebook and transferred over to the student's grades. From the Navigation tree, click the mouse on **Grades**.



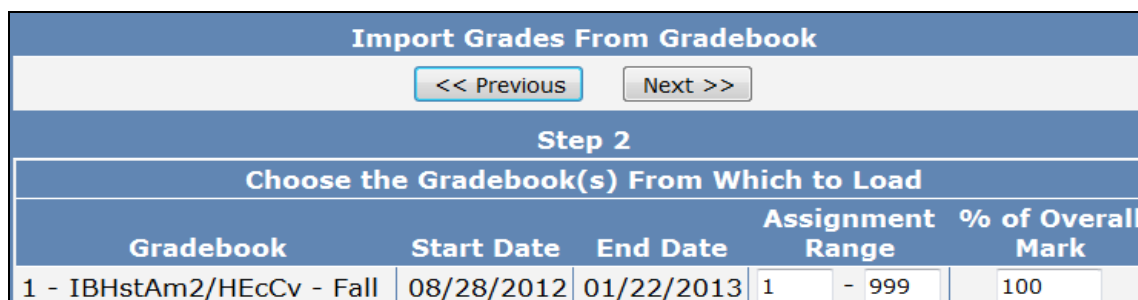
To load grades click the mouse on the **Load Grades From Gradebook** button on the top of the page.



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.

Import Grades From Gradebook		
<input style="margin-right: 20px;" type="button" value=" << Previous "/> <input style="margin-left: 20px;" type="button" value=" Next >> "/>		
Step 3		
Use percentages for High and Low values (100, 95, 87, 62.5, etc...)		
Mark	Low %	High %
A+	98.00	100.00
A	93.00	97.99
A-	90.00	92.99
B+	87.00	89.99
B	83.00	86.99
B-	80.00	82.99
C+	77.00	79.99

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.

Import Grades From Gradebook				
<input style="margin-right: 20px;" type="button" value=" << Previous "/> <input style="margin-left: 20px;" type="button" value=" Import Grades "/>				
Step 4				
Results				
Stu#	Name	IBHstAm2/HEcCv Pd 1 Fall	Overall	
			%	Mark
156	Baca, Jason	73.40%	73.40%	C
318	Brown, Gloria	80.76%	80.76%	B-
371	Calucag, Thais	72.45%	72.45%	C-
723	Elhadary, Brian	77.43%	77.43%	C+
839	Flores, Desiree	78.62%	78.62%	C+
959	Godina, Jennifer	75.53%	75.53%	C
1002	Gonzalez, Steve	76.25%	76.25%	C

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

2012-2013 Screaming Eagle High School														My Options					
Period: 1														Edit All Records		Load Grades From Gradebook		Current Date Range for Grade Posting: 08/29/2012 - 06/21/2013	
Grades by Teacher/Multiple Marks																			
Stu#	Student Name	Grd	Course	1st Qtr	2nd Qtr	1st Sem	3rd Qtr	4th Qtr	2nd Sem	Cred	Cit	WH	Abs	Tdy	Comments				
156	Baca, Jason	12	IBHstAm2/HEcCv	A	A-	C				5.00	O		1	0	E- Pleasure To Have In Class				
318	Brown, Gloria	12	IBHstAm2/HEcCv	B+	A	B-				5.00	O		4	0	A- Excellent Student C- Conscientious And Cooperative E- Pleasure To Have In Class				
371	Calucag, Thais	12	IBHstAm2/HEcCv	C+	C	C-				5.00	O		0	0	C- Conscientious And Cooperative E- Pleasure To Have In Class				
723	Elhadary, Brian	12	IBHstAm2/HEcCv	A	B+	C+				5.00	O		4	0	A- Excellent Student C- Conscientious And Cooperative E- Pleasure To Have In Class				

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.

2012-2013 Screaming Eagle High School															My Options	
Period: 1		Edit All Records		Load Grades From Gradebook		Current Date Range for Grade Posting: 08/29/2012 - 06/21/2013										
Grades by Teacher/Multiple Marks																
Stu#	Student Name	Grd	Course	1st Qtr	2nd Qtr	1st Sem	3rd Qtr	4th Qtr	2nd Sem	Cred	Cit	WH	Abs	Tdy	Comments	
156	Baca, Jason	12	IBHstAm2/HEcCv	A	A-	C				5.00	O		1	0	E- Pleasure To Have In Class	
318	Brown, Gloria	12	IBHstAm2/HEcCv	B+	A	B-				5.00	O		4	0	A- Excellent Student C- Conscientious And Cooperative E- Pleasure To Have In Class	
371	Calucag, Thais	12	IBHstAm2/HEcCv	C+	C	C-				5.00	O		0	0	C- Conscientious And Cooperative E- Pleasure To Have In Class	

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

2012-2013 Screaming Eagle High School															My Options	
Period: 1		Data Changes Are Effective Immediately!		Done Editing		Mass Add Values		Current Date Range for Grade Posting: 08/29/2012 - 06/21/2013								
Grades by Teacher/Multiple Marks																
Stu#	Student Name	Grd	Course	1st Qtr	2nd Qtr	1st Sem	3rd Qtr	4th Qtr	2nd Sem	Cred	Cit	WH	Abs	Tdy	Comments	
156	Baca, Jason	12	IBHstAm2/HEcCv	A	A-	C				5.0000			1	0		
318	Brown, Gloria	12	IBHstAm2/HEcCv	B+	A	B-				5.0000			4	0		
371	Calucag, Thais	12	IBHstAm2/HEcCv	C+	C	C-				5.0000			0	0		

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**.

Mass Add Values	
Citizenship:	N
Work Habits:	O
Comments:	Excellent Student
Override Existing Values:	<input type="checkbox"/> (Only applies to CI and WH)
<input type="button" value="OK"/> <input type="button" value="Cancel"/>	

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

2012-2013 Screaming Eagle High School															My Options	
Period: 1		Data Changes Are Effective Immediately!		Done Editing		Mass Add Values		Current Date Range for Grade Posting: 08/29/2012 - 06/21/2013								
Grades by Teacher/Multiple Marks																
Stu#	Student Name	Grd	Course	1st Qtr	2nd Qtr	1st Sem	3rd Qtr	4th Qtr	2nd Sem	Cred	Cit	WH	Abs	Tdy	Comments	
156	Baca, Jason	12	IBHstAm2/HEcCv	A	A-	C				5.0000	O		1	0	E	
318	Brown, Gloria	12	IBHstAm2/HEcCv	B+	A	B-				5.0000	O		4	0	A	C
371	Calucag, Thais	12	IBHstAm2/HEcCv	C+	C	C-				5.0000	O		0	0	C	E
723	Elhadary, Brian	12	IBHstAm2/HEcCv	A	B+	C+				5.0000	O		4	0	A	C