

The **2014-15 Aeries.net Gradebook** replaces Silverlight and is built around HTML 5. The 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	

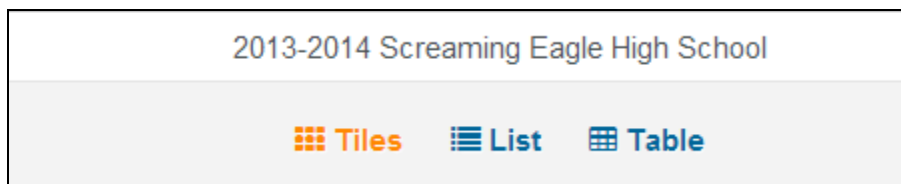
Attendance Info Missing # Correct > Max Max = 0 Inactive Student Grading Complete

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***

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.

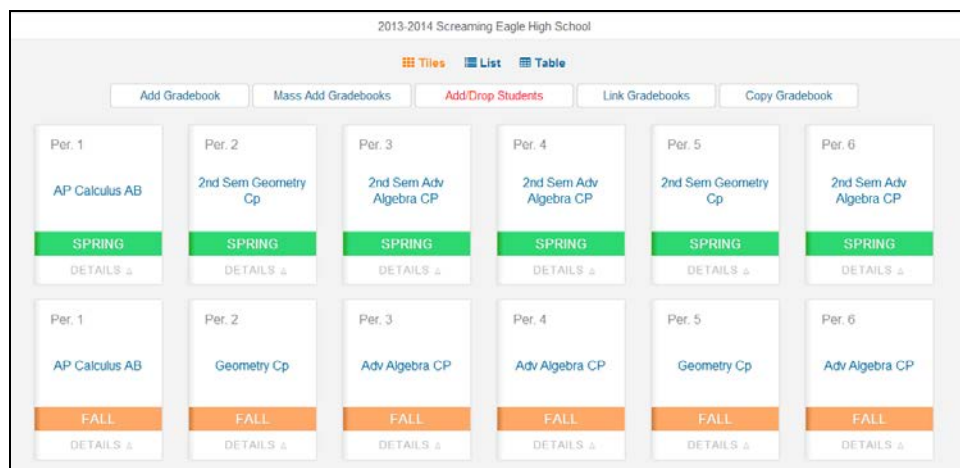


All three of the dashboard views display the most current gradebooks at the top of the page and the past gradebooks at the bottom.

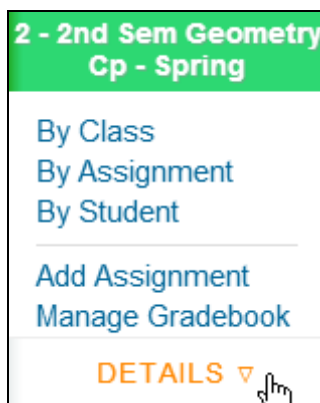
The following information details the three views available.

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'.

1 - AP Calculus AB - Spring	Details ▾
Edit Scores: By Class By Assignment By Student	
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**.

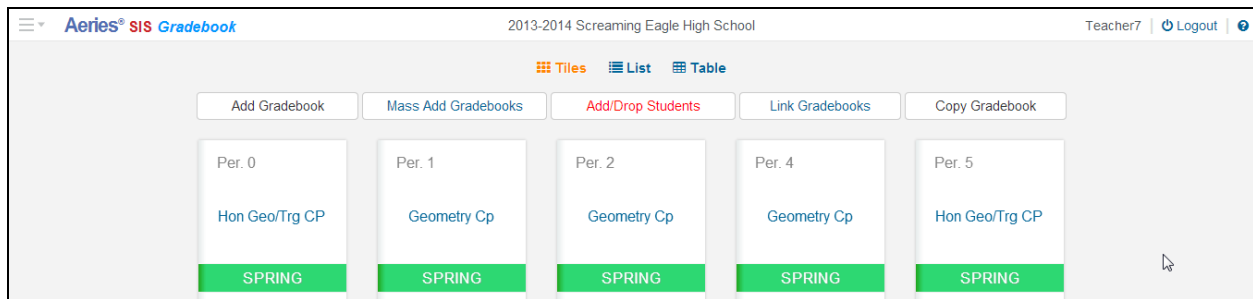
The screenshot shows the 'Table' dashboard interface. At the top, there are three view options: 'Tiles', 'List', and 'Table' (selected). Below this are five buttons: 'Add Gradebook', 'Mass Add Gradebooks', 'Add/Drop Students', 'Link Gradebooks', and 'Copy Gradebook'. The main content is a table with columns for '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.

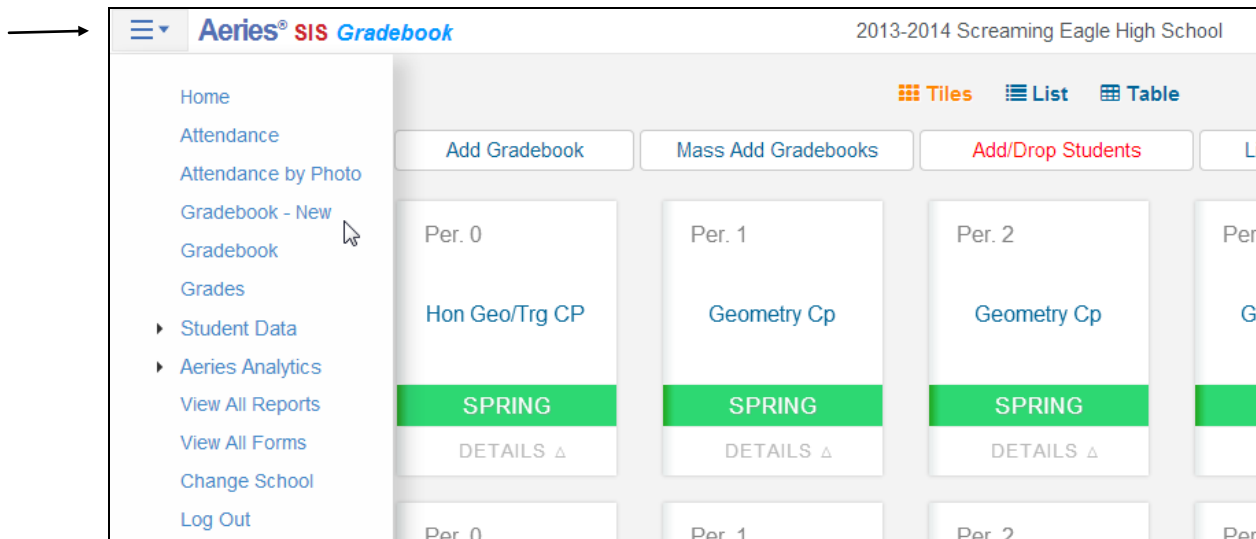
Color	Term
Blue	Year/2 nd Quarter
Orange	Fall/1 st Quarter
Green	Spring/3 rd Quarter
Red	Summer/4 th Quarter

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

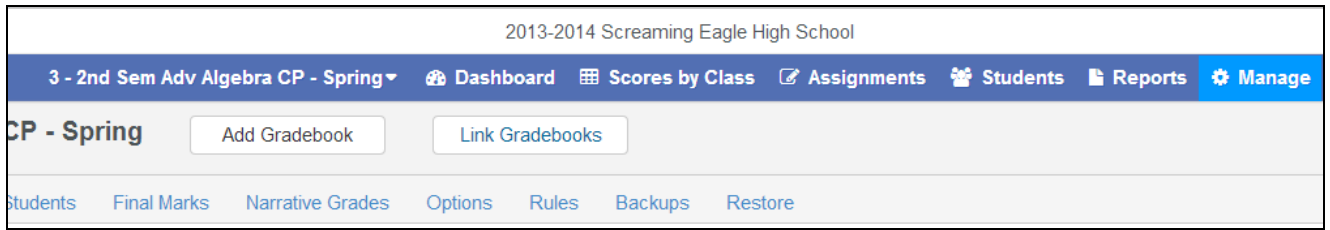


- **Add Gradebook** – Opens the **Gradebook** page to add individual gradebooks
- **Mass Add Gradebooks** – Allows teachers to mass add gradebooks for all their classes
- **Add/Drop Students** – Opens the **Enter/Leave** window to add and drop pending students
- **Link Gradebooks** – Opens the **Link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

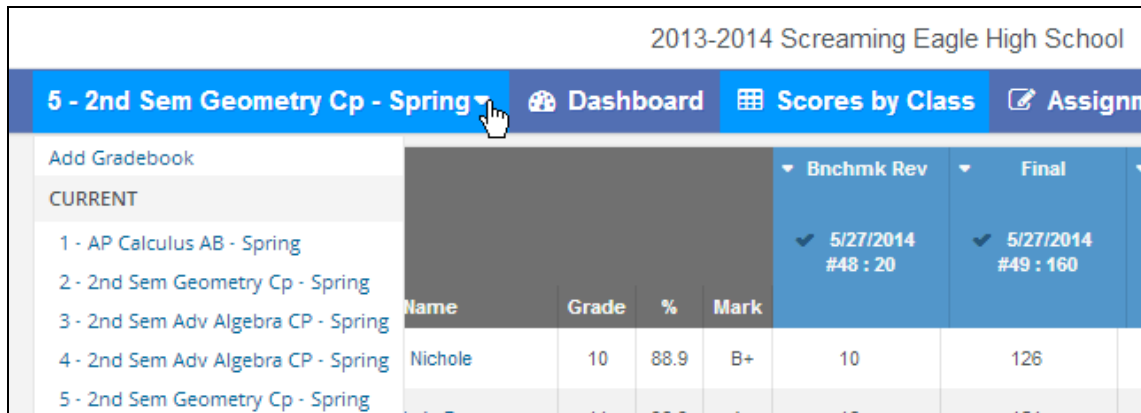
A header will display on all pages within the gradebook. The headers will display the school name in the center and the user name on the top right. The Aeries.net navigation tree is now hidden and a dropdown on the top left of the header is available for the teacher to navigate to other Aeries.net pages.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



A sub header will display for easy navigation for the teacher within the gradebook.

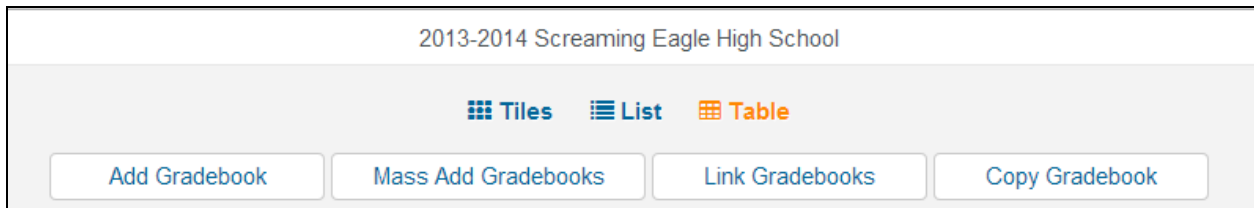


The current gradebook will display on the left. A dropdown is available for teachers to select and move to another gradebook. An option to **Add Gradebook** is also available.



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.

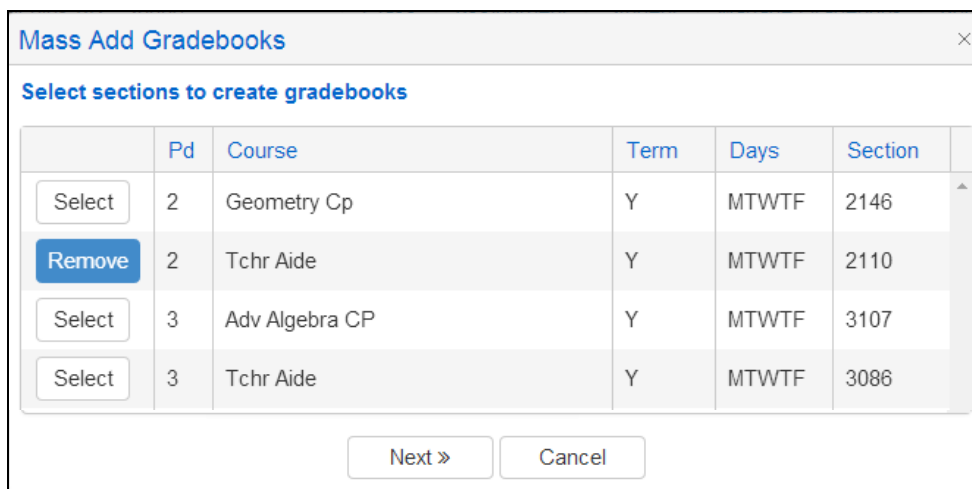


- **Add Gradebook** – allows adding gradebooks individually
- **Mass Add Gradebooks** – ability to mass add gradebooks for all of the sections for the logged in teachers.
NOTE: Button will only display for Secondary or Elementary with MST schedule schools
- **Copy Gradebooks** function – will allow you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

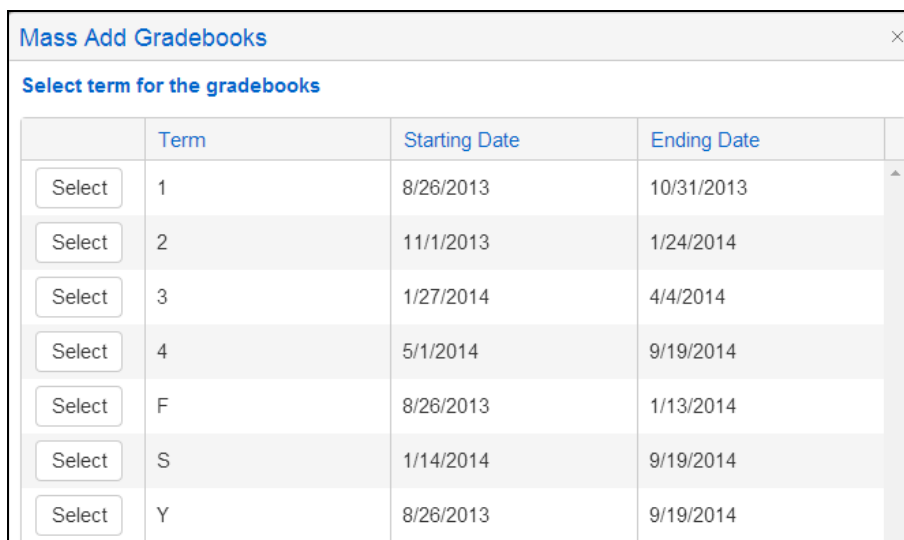
The following page will display with the teachers assigned sections listed. Select or deselect the sections individually by clicking on the **Select** button. Click the mouse on the **Remove** button to deselect a section. Click the mouse on the **Next** button to continue.



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 with the following columns: Pd, Course, Term, Days, and Section. Each row has a "Select" button on the left. The second row has a "Remove" button instead of a "Select" button. Below the table are two buttons: "Next »" and "Cancel".

	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

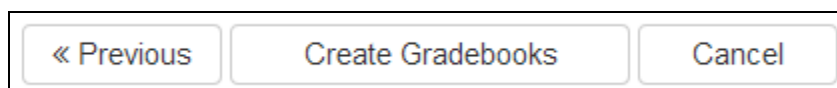
The following **Select Term Window** will display with the gradebooks listed on the left of the page. Select only 1 term for the gradebook. The terms from the Schools Term table will display.



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 with the following columns: Term, Starting Date, and Ending Date. Each row has a "Select" button on the left.

	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: To:

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

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

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.

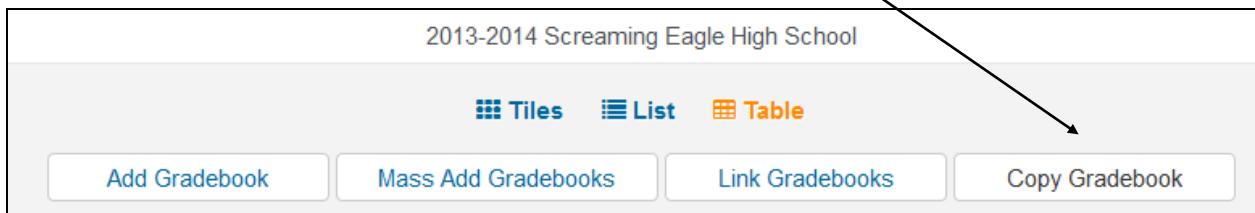
Comments – comments can be entered for the gradebook.

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.

2013-2014 Screaming Eagle High School

Tiles List Table

Add Gradebook Mass Add Gradebooks Link Gradebooks Copy Gradebook

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

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

DELETE A GRADEBOOK

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

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

Restore

Save Delete

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

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

Dates: Students added to the teacher associated with this gradebook between these dates will be eligible for this gradebook. Also, assignments due outside of this range will most likely show up as Not Applicable for students. These dates should be the all inclusive dates of this gradebook. To limit the set of assignments visible, use the Options tab.
From: 8/17/2013 To: 9/6/2014

Comment:

Save Delete

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

Are you sure you want to delete this gradebook?

OK Cancel

Are you really really sure you want to delete this gradebook?

Prevent this page from creating additional dialogs

OK Cancel

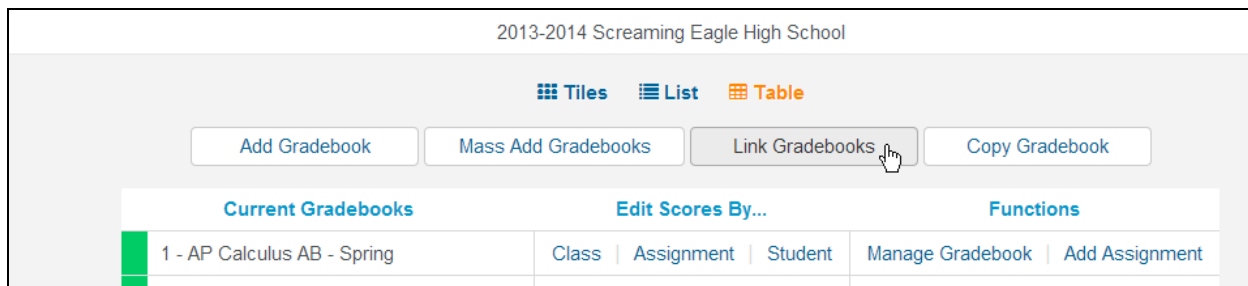
NOTE: All assignments and student scores will also be deleted when deleting a gradebook. Use extreme caution when deleting a gradebook.

LINK GRADEBOOKS

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

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

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



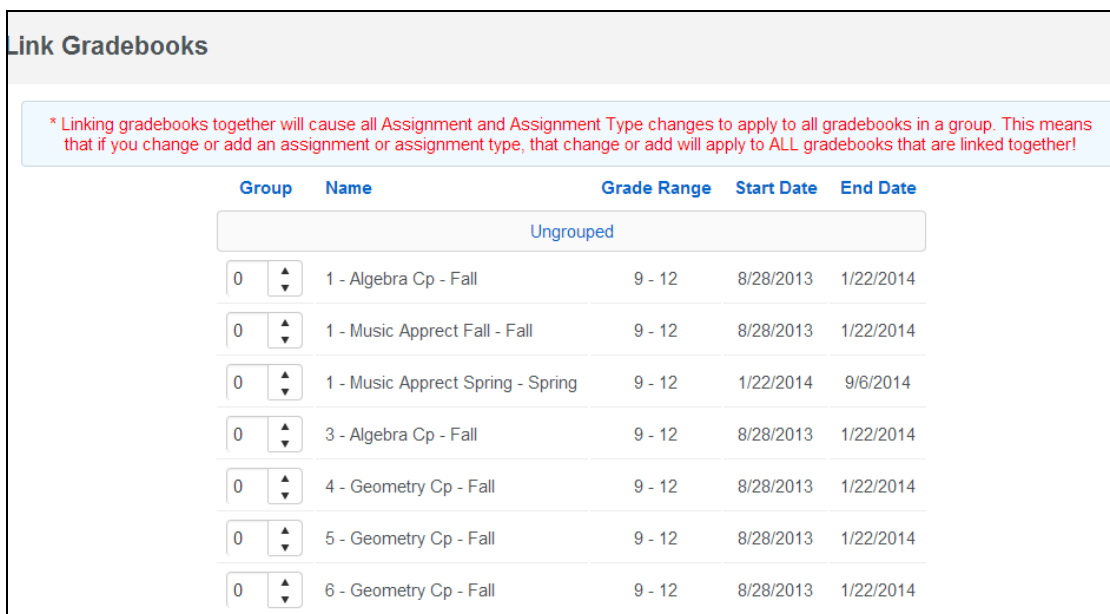
2013-2014 Screaming Eagle High School

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.