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GRADEBOOKS

To access Gradebooks, click the mouse on the Gradebook node on the Navigation tree. The Gradebook page will display in the Scores by Class view.

The selected gradebook name will display on the top right of the page.

On the top left of the Gradebook page are 3 options, Gradebook, View and Edit.

Click the mouse on Gradebook at the top left of the page and a dropdown of the existing gradebooks will display. The current gradebook will display in the list with a check mark to the left of it. Inactive gradebooks will display at the bottom of the list with brackets around them.
Use the tabs on the left of the gradebook page to change between **Assignments** and **Students** for the selected gradebook.

<table>
<thead>
<tr>
<th>Student</th>
<th>Gr</th>
<th>Perc</th>
<th>Mark</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abdelnour, Alice</td>
<td>10</td>
<td>100.00%</td>
<td>A+</td>
</tr>
<tr>
<td>Acherya, Josiah</td>
<td>12</td>
<td>0.00%</td>
<td>F</td>
</tr>
<tr>
<td>Acuna, Darlene Christine</td>
<td>11</td>
<td>100.00%</td>
<td>A+</td>
</tr>
<tr>
<td>Adams, Nambia A</td>
<td>12</td>
<td>75.00%</td>
<td>C</td>
</tr>
</tbody>
</table>
The View option will allow the user to change the gradebook page. Available pages are the default Scores By Class, Scores By Student, Scores By Assignment, Scores By Standard and Quick Data Entry.
Many gradebook functions can be performed with the Edit option. Click the mouse on Edit and the following options display Add/Edit and Link Gradebooks.
ADD NEW GRADEBOOK

To add a new gradebook, click the mouse on the Gradebook node on the Navigation tree from the Home Page.

If there are no existing gradebooks the following blank page will display. To create a new Gradebook click the mouse on Edit on the top left of the page.

A dropdown will display. Click the mouse on the Add/Edit option.
A blank Add/Edit Window will display with various function icons on the bottom of the window. Click the mouse on the Add Gradebook icon on the lower left of the Add/Edit Window.

The following page will display.

The new gradebook will be auto assigned a gradebook number. Select the Type of gradebook. The Type field can be left blank.
If the System Administrator has selected the Portal Option of Support Standards-Based Grade Reporting, the Gradebook Type will have the following options in the dropdown.

The types available in the dropdown will be used in the future during the Load from Gradebook process for calculating scores. At this time the gradebook type will not be used.

- **Average – No Standards.** Default option.
- **Average – Standards Separate (Hybrid).** Will allow assignments to standards linked as well as assignments with no standards linked.
- **Standards Based.** All assignments must have standards linked to them.

On the right side of the form there are two tabs: Gradebook Sections and My Sections. The Gradebook Sections tab will display all sections connected to the selected gradebook. The My Section tab will display all sections available for the teacher.

Select a section from the My Sections tab. To select a section, RIGHT CLICK the mouse on the section. Click the mouse on the message that displays - Add Section to Gradebook.
The Gradebook fields will now default with the selected sections information (period, Name, Term, Grade Range and Dates). The gradebook name can be edited if necessary. Enter the gradebook Start and End Date. The Start and End Dates should match the terms. Enter a Comment if applicable. Click the mouse on the Save icon.

The Add/Edit Window will now display with the New Gradebook listed on the left hand side.

To add additional Gradebooks click the mouse on the Add New Gradebook icon and add all gradebooks that will be utilized. When complete the form will display ALL Gradebooks added on the left hand side.
COPY GRADEBOOK CONFIGURATIONS

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.

Click the mouse on the **Add New Gradebook** icon then click the mouse on the **Copy Configurations** icon.

The following page will display.

```
Copy Gradebook Configurations Window

Step 1: Select Year and Teacher

Year: 2012-2013

Teacher Name:
- Addict
- Lines

Step 2: Select Gradebook

<table>
<thead>
<tr>
<th>Gradebook</th>
<th>Type</th>
<th>Term</th>
<th>Grade Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Language Arts</td>
<td>Y</td>
<td>4 - 4</td>
<td></td>
</tr>
<tr>
<td>Math</td>
<td>Y</td>
<td>4 - 4</td>
<td></td>
</tr>
</tbody>
</table>

Step 3: Select Tables

- GTG (Gradebook To Grades)
- GBO (Gradebook Options)
- GBT (Gradebook Categories)
- GBA (Gradebook Assignments)

Copy Gradebook Configurations
```

Follow all 3 Steps on the form. Select the **Year** and **Teacher** in **Step 1**. Use the **Year** dropdown to select the Year. To select a Teacher, click the mouse on the **Teacher Name**. The teachers existing gradebooks will display in **Step 2**. Click the mouse on the gradebook to select the Gradebook to copy in **Step 2**. Select the gradebook tables to copy in **Step 3** and click on the **Copy Gradebook Configurations** button.
The following **Add/Edit Window** will display with the new Gradebook information defaulting from the copied gradebook. Change any of the applicable information and click on the **Save** icon.
To edit an existing Gradebook, click the mouse on the Edit button on the top left of the Gradebook page and click on Add/Edit.

The following page will display for the selected gradebook. To edit a gradebook click the mouse on the gradebook from the list on the left side. Make any changes to the gradebook and click the mouse on the Save icon.
DELETE A GRADEBOOK

To delete a gradebook, click the mouse on the delete icon.

Two confirmation messages will display.

![Confirmation messages]

NOTE: All assignments and student scores will also be deleted when deleting a gradebook. Use extreme caution when deleting a gradebook.
The Link Gradebooks option will allow you to create a group of gradebooks. This will allow changes to be made to Category Types and Assignments, which will update a group of gradebooks.

To link gradebooks, click the mouse on the Edit button on the top left of the page. Click the mouse on the Link Gradebooks option from the dropdown.

The following screen will display with all gradebooks. The Group: Ungrouped will display on the left side of the screen with zeros in the field.

REMEMBER: Gradebooks must be linked when the gradebooks are created AND before Assignments are added. Gradebooks cannot 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.

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.
ADD CATEGORY TYPES

Prior to entering Gradebook Assignments, the **Category Types** or assignment types **must** be setup. A **Category** contains a description and percent of grade that this Category will receive.

To add **Category Types**, click the mouse on the **Edit** button on the top left of the Gradebook page and click the mouse on the **Add/Edit** option.

The **Add/Edit Window** will display for the **Gradebook** selected. To add a **Category** click the mouse on the **Category** icon on the bottom left of the **Add/Edit Window**.

Enter the description of **Category** and the percent of grade that this **Category** will receive. An example of a **Category** type is **Homework**. Use the tab key to add additional Categories. Click the mouse on the **Save** icon when completed.

A message will display below the **Categories** indicating the **Category types total has NOT reached 100%** for the assignment types that have been setup. Add all assignment types.
After ALL Category types have been entered and the % of Grade totals 100% the message will no longer display.

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

The Doing Weighted Scoring option will default to base a student’s final grades by percentage. To change this option click the mouse on the box and no check mark will display and % percent column will not display.

**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 would no longer display.
ADD STUDENTS TO GRADEBOOKS

From the Gradebook page a message will display in red if there are students pending addition into the gradebook.

You have students to be Added To or Dropped From your Gradebooks

Click the mouse on the message and the following Enter/Leaves Window will display.

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

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. A Confirmation message will display. Click the mouse on Yes to continue.
The **Enters/Leaves Window** will be blank to indicate no other students are pending into the gradebook. Click on the Exit icon.

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 icon.

To the far right of the form two fields display, **Low Assgn** and **High Assgn**. 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 the starting assignment they are responsible for in the **Low Assgn** field when adding this student. Enter the last assignment this student is responsible for in the **High Assgn** field or leave the default of 0 if the student will remain in the class for the rest of the year. When complete click the mouse on the Save icon.

For example, Christopher Blue started the class on 09/30/2012 and will not be responsible for the first 5 assignments. So Low Assgn = 6 and High Assgn = 0.

When complete click the mouse on the Save icon.
The **Manage Students** tab will display all students in a selected gradebook. Click the mouse on the **Edit** button on the top left of the Gradebook page and click the mouse on **Add/Edit**.

Select the gradebook on the left side of the page and select 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. Click the mouse on the **Save** icon.

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

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

Select the **Delete** option from the **Action** dropdown to the left of the Student’s name and click the mouse on the **Save** icon. 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 icon on the bottom of the Manage Students form on the Add/Edit Window.

To add new students into a gradebook, click the mouse on the Add Student icon. The following form will display. To Search by Student, enter a name or partial name in the search box and hit Enter.

A list of students will display. Only students within the defined grade range of the teacher will be displayed.

Click on the student or students name to highlight the student name in blue to select. Click the mouse on the Add Students button 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.
The Manage Students form displays a Sort field. The default sort number is alphabetical by the student’s last name. A Custom Sort Order can be assigned to students.

To change the sort order, click the mouse in the Sort field and type over the sort number. Click the mouse on the Save icon.

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.
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.
ADD GRADEBOOK ASSIGNMENTS

To add Gradebook Assignments click the mouse on **Edit** on the top left of the page. Click the mouse on **Add/Edit** from the dropdown.

The following **Add/Edit Window** will display. Select a gradebook on the left hand side and click the mouse on the **Add Gradebook Assignments** icon on the lower left of the **Add/Edit Window**.

The following page will display.
To add a new gradebook assignment, click the mouse on the drop down arrow for the **Category** field. The Categories that were previously setup in **Add Category** will display. Click the mouse on the **Category** from the dropdown.

After the Category is selected press the tab key. It is essential that category is entered for an assignment. If **Category** is left blank this assignment **WILL NOT** be counted in any students **FINAL GRADE**. Enter the description of the assignment in the **Description** field and press the tab key.

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 forms knowledge. Examples: Worksheets and Projects.
- **Summative Assignments** – assignments that gauge a students learning. Assignments that summarizes knowledge. Examples: Quizzes and Tests.

This field will integrate with **Aeries Analytics** and the **View by Standard** page.

The **Assigned Date** will default to today. Change the date if not today. The **Due Date** will default to the next school day. Change the **Due Date** if applicable. 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 **Exam ID** and **Exam Scan Date Range** fields are used with **Aeries Analytics**.

Type the number of the maximum score that can be received in the **Max Score** field. Enter the number of the maximum number 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.

Select a **Scale** from the dropdown if applicable. Select **Grading Completed** to factor the scores into the overall grade when they are entered.
The **Visible to Portal** option will allow or deny the assignment to be visible to students and parents through the Parent Portal. The **Score Visible to Portal** can be used to allow or deny the assignment score to be visible to students or parents.

**NOTE:** If Grading Completed is not selected assignments are not factored into a student's overall grade unless Grading Completed is selected when entering Score.

The **Input By Standard** option and list of **Standards** will only display if the System Administrator has enabled the **Portal Option** of **Support Standard-Based Grade Reporting**.

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**, **Scores by Assignment** and **Quick Data Entry** pages will allow data entry of scores by standard when the **Input by Standard** option is selected.

To link a standard to the assignment use the scroll bar on the right side of the standard list to scroll up and down the standard list.

Utilize the filter box to limit the displayed standards. Enter a word to limit by and click the mouse on the **Search** icon. The **Limit to Gradebook Grade Range** will further limit the standard list to the standards for the gradebook grade range.
RIGHT CLICK the mouse to select a standard. Click the mouse on the **Add Standard to Assignment** message.

There are two tabs on the right side of the Standard section, **Available Standards** and **Assignment Standards**. The standards linked to an assignment will display on the **Assignment Standards** tab and all the standards will display on the **Available Standard** tab.

<table>
<thead>
<tr>
<th>Standard</th>
<th>Title</th>
<th>Max</th>
</tr>
</thead>
<tbody>
<tr>
<td>1004</td>
<td>Understands that as letters of words change, so do the sounds</td>
<td>0</td>
</tr>
<tr>
<td>1005</td>
<td>Blends sounds to make words</td>
<td>0</td>
</tr>
<tr>
<td>1024</td>
<td>Identifies and uses correct grammar</td>
<td>0</td>
</tr>
</tbody>
</table>

Add all class assignments for the gradebook selected. Click the mouse on the **Save** icon when all assignment information is completed. The class assignments are now assigned to each student currently enrolled in the class selected.
EDIT ASSIGNMENTS

After an assignment has been created, it can be edited or a new assignment can be added by RIGHT clicking on the assignment list on the Assignment tab.

Assignments can also be edited or added from the Scores by Assignment view. Click the mouse on the Add/Edit option under Edit and the edit form will default to the assignment currently being viewed.
ENTERING STUDENT SCORES

There are 4 different methods to enter scores – **Scores by Class**, **Scores by Student**, **Scores by Assignment** or **Quick Data Entry**. The following 3 options for entering scores apply to the **Scores by Class**, **Scores by Student** and **Scores by Assignment** forms.

- Excluding Students from Assignments by using the mark of NA or TX
- Extra Credit
- Missing Assignments
EXCLUDE STUDENT FROM ASSIGNMENT

If a score is not to be included in a student’s final grade, Enter **NA** 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 **PINK** if **NA** or **TX** was entered for an assignment and is not included in a student’s final grade.

Below is an overview of Codes entered in assignments and how they impact gradebooks:

<table>
<thead>
<tr>
<th>Code</th>
<th>Factored into Cumulative Score?</th>
<th>Counted as Missing Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>TX</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>“0” entering a zero</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Leaving the score blank</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>
Create an assignment called Extra Credit and enter a Max Score of 0 points. Enter a score for the students who receive extra credit. Leave the points 0 if the student does not receive the extra credit. For gradebooks that are using Weighted scoring, the Extra Credit points will be weighted based on the Category Type for the Extra Credit assignment.
Assignments that have been checked as **Grading Completed** but with no scores entered are Missing Assignments. The score field will display in **RED**.

<table>
<thead>
<tr>
<th>Student</th>
<th>Grade</th>
<th>Perc</th>
<th>Mark</th>
<th>#1: 10</th>
<th>#2: 3</th>
<th>#3: 5</th>
<th>111/112...</th>
<th>110 Questions</th>
<th>Marshall...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bass, Jason Steven</td>
<td>12</td>
<td>0.00%</td>
<td></td>
<td>10 / 10 - 100</td>
<td>3 / 3 - 100%</td>
<td>5 / 5 - 100%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Brown, Gloria A</td>
<td>12</td>
<td>0.00%</td>
<td></td>
<td>10 / 10 - 100</td>
<td>3 / 3 - 100%</td>
<td>5 / 5 - 100%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Calugag, Thais J</td>
<td>12</td>
<td>0.00%</td>
<td></td>
<td>10 / 10 - 100</td>
<td>3 / 3 - 100%</td>
<td>5 / 5 - 100%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dawson, Mike M</td>
<td>12</td>
<td>0.00%</td>
<td></td>
<td>10 / 10 - 100</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Many columns on the **Scores by Class** page can be sorted and expanded. The **Student**, **Grade Percent** and **Mark** columns can all be sorted descending and ascending. Click the mouse on the column heading to sort. Below, the **Percent** column is sorting descending, click the mouse again and the column will sort ascending.

The class assignment description will display along the top of the form with all students enrolled listed to the right of the page. The assignment description field can be expanded by using the horizontal arrows.
To enter scores for assignments for the entire class, select a Gradebook from the Gradebook dropdown. Click the mouse on the Scores by Class option. The following screen will display.

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.

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 assignments
- **ENTER** - moves up and down the assignments
- **TAB Key** - moves across assignments for student selected
- **SHIFT and TAB** - moves backward across assignments
RIGHT CLICK the mouse in the score field to display the following form. The following data can be updated.

NOTE: Scores are not factored into the overall grade until grading has been completed.

RIGHT CLICK on the Assignment description to mark the assignment Grading Complete. When the Grading Complete option is checked any scores not yet entered will display in red as Missing Assignments.
SCORES BY STUDENT

To enter scores by student, select a Gradebook from the Gradebook dropdown. Click the mouse on the Scores by Student option. The following screen will display with students. Select the student from the dropdown.

The following page will display for the selected student.
Students can be changed by clicking the mouse on the **Students tab** to the left of the page. Select another student from the drop down and the student selected will display.

The **Display Only Missing Assignments** option when checked will only display assignments that have been checked as **Grading Completed** with no scores entered. The score field will display in **RED**.
The following columns can be sorted ascending and descending. Assignment #, Description, Category, Due Date and Grading Complete. For example, click the mouse on Category, the class assignments will now display in alphabetical order by Category. To sort in descending order, click on the column heading again.

All the columns can be expanding by using the horizontal arrows.
All class assignments will display for the student selected. Click the mouse in the **Score** field. Enter the score received and press **Enter**. If the **Max Score** needs adjusting enter the score.

Enter the date the assignment was completed in the **Date Completed** field. Enter **Comments** in the field below and select a **Status Reason** from the dropdown if needed.

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 it will be calculated.
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 at the bottom of the form.

<table>
<thead>
<tr>
<th>Category</th>
<th>% Of Grade</th>
<th>Pts</th>
<th>Max</th>
<th>Perc</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project</td>
<td>10.00%</td>
<td>20</td>
<td>20</td>
<td>100.00%</td>
</tr>
<tr>
<td>Work</td>
<td>10.00%</td>
<td>43</td>
<td>45</td>
<td>95.56%</td>
</tr>
<tr>
<td>Quiz</td>
<td>30.00%</td>
<td>20</td>
<td>20</td>
<td>100.00%</td>
</tr>
<tr>
<td>Test</td>
<td>50.00%</td>
<td>6</td>
<td>10</td>
<td>60.00%</td>
</tr>
<tr>
<td>Total</td>
<td>0.00%</td>
<td>0</td>
<td>0</td>
<td>79.56%</td>
</tr>
</tbody>
</table>
To enter scores by assignment, select a gradebook from the Gradebook dropdown. Click the mouse on the Scores By Assignment option. The following screen will display with the assignments listed. Select the assignment from the dropdown.

Assignments can be changed by clicking the mouse on the Assignment tab to the left of the page. Select another assignment from the drop down and the assignment selected will display.
The **Display Only Missing Assignments** option when checked will display only assignments that have been flagged as **Grading Completed** with no scores entered. The score field will display in **RED**.

The **Sort By Custom Sort Field instead of Name** option will sort the students in the custom sort order as defined on the **Manage Students**.

All students and scores will display for the assignment selected. To select a different assignment click the mouse on the assignments from the list on the left of the form.

Enter the **Date Completed**. Enter any **Comment** or **Status** if needed and press **Tab**.

The student's attendance for the **Date Assigned** and **Date Due** is also displayed to the far left.
At the bottom of the form a Default field will display. This function can be used to mass 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.

To select a Default click the mouse on the drop down arrow. Select the Default field, such as Score. To the right of the Default 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 Change Defaults.

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 10 for the assignment.

After all class scores are entered statistical calculations will be performed at the bottom of the form.
QUICK DATA ENTRY

To enter scores using the Quick Data Entry form, click the mouse on Gradebook to select a gradebook then select the View option. Select Quick Data Entry from the dropdown.

The following screen will display.

To select an assignment click the mouse on the Drop Down. Click the mouse in the Student field to select a student. Enter the first characters of the student’s first or last name. The student will be highlighted in blue. Click the mouse on the Student selected. Press Tab or Enter to the Score field and type the Score. Press Tab or Enter again to return to the Student field to select the next student.
The scores will display across from the students name on the lower section of the form. All scores are saved immediately.
GRADEBOOK OPTIONS

The Options form allows you to select various information to either display or not display on the Scores by Class form.

Click the mouse on Edit on the top left of the gradebook form. Click the mouse on Add/Edit then the Options tab. The following page will display with the selected gradebook name on the top of the form.

- **Weight Scores of Assignments by Type** – this option indicates whether or not total points grading of weighted type grading is used to determine students’ overall grades.

- **Range of Assignments to Display** – low and high assignment numbers to display in the current gradebook. Used if gradebook is too large and a teacher wants to hide a group of assignments.

- **Range of Assignments to Count in Total Grade** – 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.

- **Apply Display Range to Entire Gradebook** – normally the display range only applies to the Scores by Class page. This option applies the display range to the rest of the gradebook.

- **Show Overall Mark with Score** – this option turns on the showing of the alpha mark that the overall percentage translates to. The percentage ranges for each mark can be edited from the Final Marks tab.

- **Count Assignments toward Final Grade Immediately after a Score is Entered** – 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 checkbox indicates.

- **Weight 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.

The screen called "View By Standard" will display all the assignment scores for a single standard.

<table>
<thead>
<tr>
<th>Weight Formative\Summative Assignments:</th>
<th>Formative %:</th>
<th>Summative %:</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔</td>
<td>20</td>
<td>80</td>
</tr>
</tbody>
</table>
GRADING RULES

These options apply to the current gradebook being viewed. Grading Rules are meant to **Drop the Lowest N Assignments** and optionally replace those assignment scores with either the average score or the top score in the area defined by the rule.

To access the Rules form click the mouse on **Edit** on the top left of the gradebook form. Click the mouse on **Add/Edit** then the **Rules** tab. The following page will display with the selected gradebook name on the top of the form.
Multiple rules can be applied to the same gradebook. Click the mouse on the **Rules** icon on the bottom of the **Add/Edit Window**.

![Rules icon](image)

The following screen will display.

![Gradebook Rule 1](image)

The lowest N scores are usually determined by looking at a single category. But if the current gradebook is doing total points grading and not weighted types, the option to drop the lowest N scores across “All Categories” will be available.

**According To** - how to consider a particular score as being the lowest is answered by this setting. The options of “Negative Weight” and “% Score” are available.

- “Negative Weight” is calculated by determining the difference between the Max Score and the actual Score (Max – Score).
- “% Score” is determined by dividing the actual Score by the Max Score (Score / Max).

**And Replace With** - a teacher may not want to simply discount the lowest scores and remove them from the overall score calculation. A teacher may want to replace the identified low scores with another value. This setting allows for 1 of 3 options: “Nothing”, “Average Score”, and “Best Score”.

- “Nothing” will simply drop the identified assignment from the overall score calculation for the student.
- “Average Score” will calculate the average percentage of the score value of all assignments in the identified Assignment Category/Type and will use that percentage against the Max score for that assignment to calculate the virtual score value to use in place of the actual score.
- “Best Score” will find the best percentage score value across all assignment in the identified Assignment Category/Type and will use that percentage against the Max score for that assignment to calculate the virtual score value to use in place of the actual score.
1. On the Left Navigation Menu, go to Teacher Misc > Send Emails  
   (Note From/Sender is YOUR email address)

2. Select “Add Recipients” and a search window will appear

3. Start with the “Show Email Addresses” box (is the message for students & parents or parents only?)  
   To send to EVERYONE leave all boxes checked

4. Select an option in “Search for Email Addresses By” (after selecting it will take a while to process)
   
   **PERIOD**: Select all students in a specific PERIOD.  
   **CLASS**: Select a specific CLASS.  
   **MY STUDENTS**: All students assigned to you.  
   **STUDENT**: Select one student at a time.

5. When the “search” process has completed, a list of email addresses will appear in the upper box.
6. To email all the addresses acquired from search select “Add All” to move the emails into the lower box (it will take a while to process)

7. You can repeat the above “search” & add process until all desired recipients are selected (i.e. if you want to send to all sections of a certain course, you can repeat steps 3 – 6 above to keep adding the sections you want to receive the email)

8. Say “OK” to exit the recipient search and go back to email setup. You might receive a security warning message. Say “NO”
9. Create your message

10. Send Email
1. On the Left Navigation Menu, go to “Grades”

**Edit All Records**: Click to update individual student grades, citizenship or .

**Load Grades From Gradebook**: Pull current grades from Aeries.net

---

**Moving Aeries.net Gradebook Scores to Grade Report**

*(if you are not using the Aeries.net gradebook, skip to step 5)*

1. Before “Load Grades From Gradebook” be sure your gradebook is up to date:
   a. All scores to be included in the current score are indicated as “Grading Complete”
   b. “Final Marks” have been defined

2. From “Grades” click Load Grades From Gradebook
3. A series of windows will appear to walk you through this process:
Editing Individual Grades

4. From the “Grades” page, click on the Edit All Records Button to update grades, citizenship, or comments. Dropdown menus will appear for the current grading period, citizenship & comment fields.

5. Click on Done Editing when you have finished updating the records.
Print Gradebook Summary is available through the View All Reports link. There are many different options for teachers to choose (including total points summary). 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.

1. Select View All Reports in the Navigation tree

2. In the Reports Window, select Gradebook Summary (also note the report format is Excel)
3. Select the items report details:

![Gradebook Summary Report Options](image)

4. The report will be generated as an Excel file:

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
<th>I</th>
<th>J</th>
<th>K</th>
<th>L</th>
<th>M</th>
<th>N</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Gradebook Summary</td>
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<td>3 Teacher: Sample</td>
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<td>4 Total Graded Assignments: 9</td>
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<td>5 Student Name</td>
<td>Grd</td>
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<tr>
<td>6 Max Corrects:</td>
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<td>7 <strong>Grading Completed:</strong> Y Y Y Y Y Y Y Y Y Y</td>
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<td>92.00 A+</td>
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<td>16 Student Name</td>
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<td>100.00 A+</td>
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<td>100.00 A+</td>
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</tr>
</tbody>
</table>
5. Once a report has been generated, you will be able to view that report again and see a history of all the reports you have created through the **Report History**. This is located in the View All Reports option:

![Report History Image]

<table>
<thead>
<tr>
<th>Report Name</th>
<th>Status</th>
<th>Date Run</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print Gradebook Summary By Assignments</td>
<td>Completed</td>
<td>9/29/2012 9:49:00 AM</td>
</tr>
<tr>
<td>Print Gradebook Summary By Assignments</td>
<td>Completed</td>
<td>9/29/2012 9:48:47 AM</td>
</tr>
<tr>
<td>Print Gradebook Summary By Assignments</td>
<td>Completed</td>
<td>9/29/2012 9:18:17 AM</td>
</tr>
<tr>
<td>Print Gradebook Summary By Assignments</td>
<td>Completed</td>
<td>9/29/2012 9:18:01 AM</td>
</tr>
</tbody>
</table>
**NAVIGATION TIPS & SHORTCUTS**

**Tabbed Browsing** (having multiple windows open to move around quicker). You can have multiple windows open for various functions within your browser window. This will allow you to switch between functions quicker and with less mouse clicks. Please note tabbed browser is not memorized by the program, it is available per session.

To create multiple windows or tabs:

1. Right Click on any of the Navigation links and select **Open Link in New Tab**
2. You will see the new tab appear at the top of your browser bar:

![Image of browser with new tab]

3. You can create multiple tabs if you would like. Please note, that if you are viewing information on a particular screen (i.e., demographics and you select another Tab of information, you may have to "refresh" to see the information update to that particular student).