

# **AERIES GRADEBOOK INSTRUCTIONS**

**Martinez Unified School District**

**Last Revised 9/22/2010**

# Aeries Gradebook Instructions

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# Aeries Gradebook Instructions

## INTRODUCTION

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### **About Aeries Gradebook**

Aeries Gradebook is a versatile tool to replace the traditional handwritten gradebook. There are many advantages to using Aeries Gradebook:

- All your students in all your classes will be automatically entered into the gradebook system; you don't have to copy lists of names or import/export files.
- The student's current grade is automatically computed based on the assignment weightings you define; you never have to compute the grade yourself.
- Parents and students can view the student's current grade from the web anytime.
- You can access the gradebook from anywhere that you have Internet access.
- At report card time, you don't have to re-enter the student's grades onto a bubble sheet; you can submit them directly from your computer based on the calculated grade in Gradebook!
- All your data is automatically backed up multiple times a day, every day. You don't have to manually backup any data.

### **How to Use this Manual**

This manual will walk you through the necessary steps for setting up Aeries Gradebook for your classes. The "Quick Start" section lists all the steps needed to get up and running with Aeries Gradebook in the new school year. Each task on the "Quick Start" section will list the page(s) in this manual that have more detailed explanations on how to complete the task. Just follow the steps on the Quick Start page in order and you'll be up and running in no time!

### **Playing Around**

With technology, it's often easier to learn by doing. For that reason, Aeries has created a demo database that allows you to practice all of the tasks you will need to do in Aeries Gradebook. At the end of certain sections in this document you'll find a practice exercise. You can do these practice exercises in the demo database without having to worry about "breaking" anything. Don't be afraid to play around in the demo database: you can't do anything wrong, and every night all the changes that you make get reset so you start with a clean slate the next day!

*Note:* The practice exercises are cumulative, and the nightly reset means you can't always "pick up where you left off." Therefore, you may end up completing certain exercises multiple times in the demo database. For example, Exercise 9 assumes that Exercises 1 – 8 have been completed on the same day. Just remember that practice makes perfect!

# Aeries Gradebook Instructions

## QUICK START

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When you start a new term, there are certain tasks that you'll always need to perform to get up and running with your new students and classes. Just follow the steps below in the order listed. Go to the page number listed after each step in order to get more detailed instructions on performing that step:

1. Login to Aeries Gradebook (*page 5*)
2. Create a Gradebook for Each Class (*pages 6-7*)
3. Link Gradebooks (Optional) (*page 8*)
4. Add Your Students (*pages 9-10*)
5. Add Assignment Types (*pages 15-16*)
6. Add Assignments (*pages 17-18*)
7. Enter Scores for Your Students (*pages 19-23*)

# Aeries Gradebook Instructions

## LOGIN TO AERIES GRADEBOOK

In the live environment, you will begin by logging in to the Aeries Browser Interface (ABI) as usual. That is, you'll go to [www.martinez.k12.ca.us](http://www.martinez.k12.ca.us) and click on the "Staff Resources" link, login and click the "AERIES Browser Interface" link. To access **Gradebook** from the ABI **Home** screen, place the cursor directly on the **Grades** tab and a drop-down menu will display. Click **Gradebook**.



### Exercise 1: Log in to the Demo Database and Access the Gradebook

1. Go to <http://demo.aeries.com/abi>.
2. Type **teacher** into the *User Name* field.
3. Type **teacher** into the *Password* field.
4. Choose **Eagle High School** for the *School* field.
5. Click **Log In**.
6. Place the cursor over the **Grades** tab.
7. Click **Gradebook**.

# Aeries Gradebook Instructions

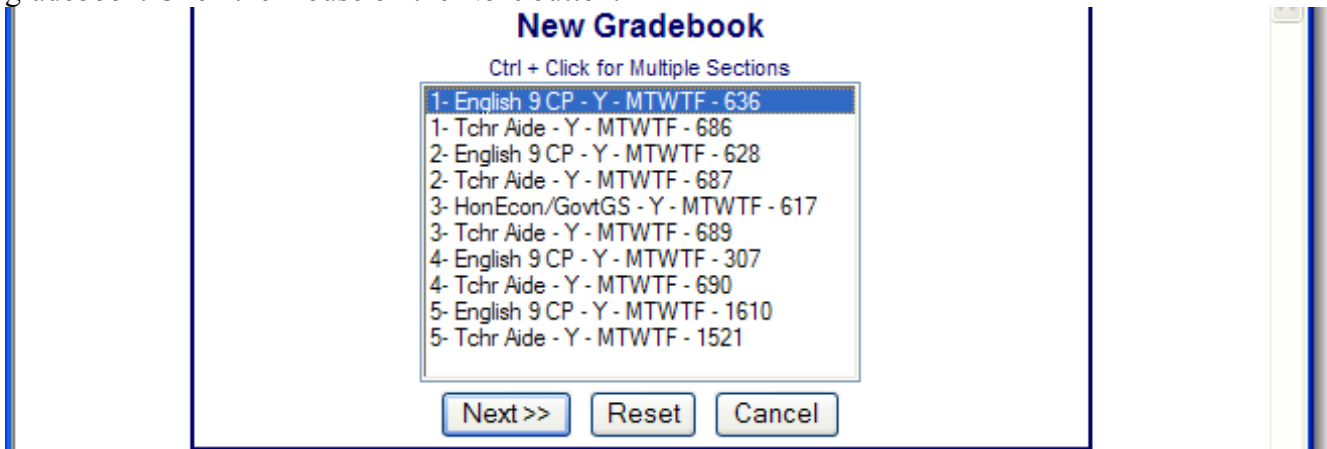
## CREATE GRADEBOOKS

Each gradebook is tied to a specific course section. Each term, you will have to create a new gradebook for each of your classes. Aeries Gradebook will already know about all the classes assigned to you, and which students are assigned to that class; you will simply have to select each class and create a gradebook for it.

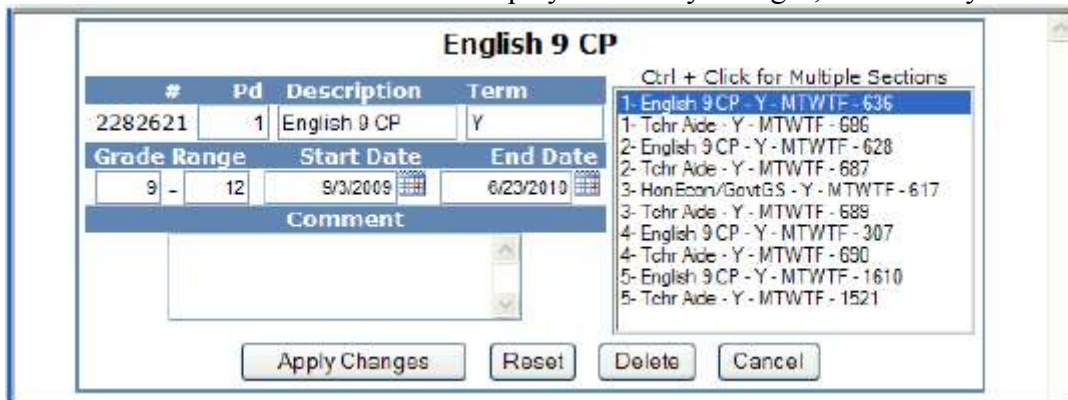
The first time you launch the Gradebooks module, the following form will display. To create your first gradebook click the mouse on **Click Here to Add a Gradebook and Get Started**.



The following screen will display. Click the mouse on the section for which you want to create a gradebook. Click the mouse on the **Next** button.



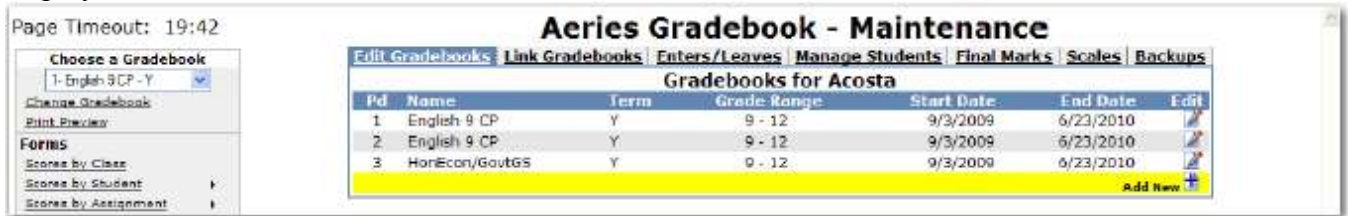
The information for the section will display. Enter any changes, if necessary.



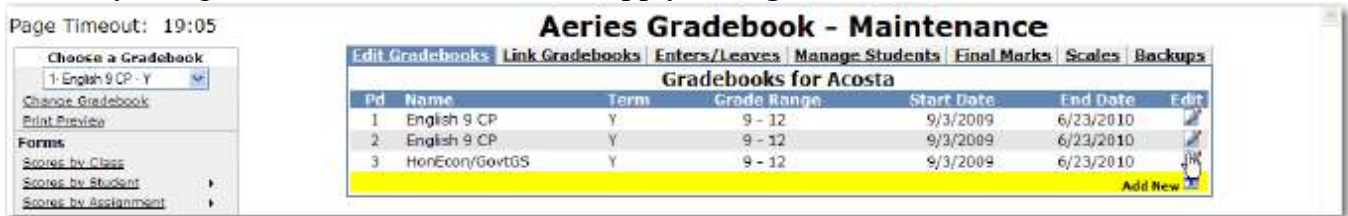
**NOTE: When creating a new gradebook the Description and Term fields do not have to match the Course ID or Term in Aeries. Descriptions and terms can be used that may be easily understood by parents. For example, a gradebook for the Course ID of Eng H can be created with the description of Honors English and the Term of Y can be entered as Year.**

# Aeries Gradebook Instructions

The screen will display the new gradebook listed. To add additional gradebooks make sure the **Edit Gradebooks** tab is highlighted, then click the mouse on the **Add New** icon on the yellow highlighted line. Create a gradebook for each section that needs one. When complete ALL gradebooks will now display on the screen.



To edit a gradebook click the mouse on the **Edit** icon to the right of the gradebook selected. Make any necessary changes and click the mouse on the **Apply Changes** button.



## Exercise 2: Create a New Gradebook

1. Log in to the demo database and access Gradebook.
2. Click **Gradebook Maintenance** in the left-hand menu.
3. Click the **Edit Gradebooks** tab.
4. Click **Add New** in the highlighted row.
5. Select the “5-English 11 Cp” section, then click **Next**.
6. Click **Apply Changes**.

The new gradebook now appears in the list under the **Edit Gradebooks** tab.

# Aeries Gradebook Instructions

## LINK GRADEBOOKS

Most likely, you teach multiple sections of the same course. If your assignments will be the same for multiple gradebooks, there is a time-saving feature in Aeries Gradebook called **Link Gradebooks**.

The **Link Gradebooks** option will allow you to create a group of gradebooks. This will allow changes to be made to **Assignments Types** and **Assignments**, which will update a group of gradebooks.

From **Gradebook Maintenance** click the mouse on the **Link Gradebooks** tab. The following screen will display with all gradebooks. The **Grp Ungrouped** will display on the left side of the screen with zeros in the field.

Page Timeout: 19:51

**Aeries Gradebook - Maintenance**

Edit Gradebooks | **Link Gradebooks** | Enters/Leaves | Manage Students | Final Marks | Scales | Backups

**Gradebooks for Acosta**

\* 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!

Grp	Pd	Name	Term	Grade Range	Start Date	End Date
0	1	English 9 CP	Y	9 - 12	9/3/2009	6/23/2010
0	2	English 9 CP	Y	9 - 12	9/3/2009	6/23/2010
0	3	HonEcon/GovtGS	Y	9 - 12	9/3/2009	6/23/2010

Apply Changes | Reset

**REMEMBER: Gradebooks must be linked when the gradebooks are created. Gradebooks cannot be linked after Assignments have been added.**

To link gradebooks enter the same number in the **Grp Ungrouped** field. For example, all gradebooks listed below with **1** entered in the **Grp Ungrouped** field will be linked.

Page Timeout: 19:22

**Aeries Gradebook - Maintenance**

Edit Gradebooks | **Link Gradebooks** | Enters/Leaves | Manage Students | Final Marks | Scales | Backups

**Gradebooks for Acosta**

\* 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!

Grp	Pd	Name	Term	Grade Range	Start Date	End Date
1	1	English 9 CP	Y	9 - 12	9/3/2009	6/23/2010
1	2	English 9 CP	Y	9 - 12	9/3/2009	6/23/2010
0	3	HonEcon/GovtGS	Y	9 - 12	9/3/2009	6/23/2010

Apply Changes | Reset

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

### Exercise 3: Link Gradebooks

1. Log in to the demo database and access Gradebook.
2. Click **Gradebook Maintenance**, then click the **Link Gradebooks** tab.
3. For both of the English 11 gradebooks, select **1** from the **Grp Ungrouped** drop-down menu.
4. Click **Apply Changes**.

Now both of the English 11 gradebooks will display together under the heading "Group 1."

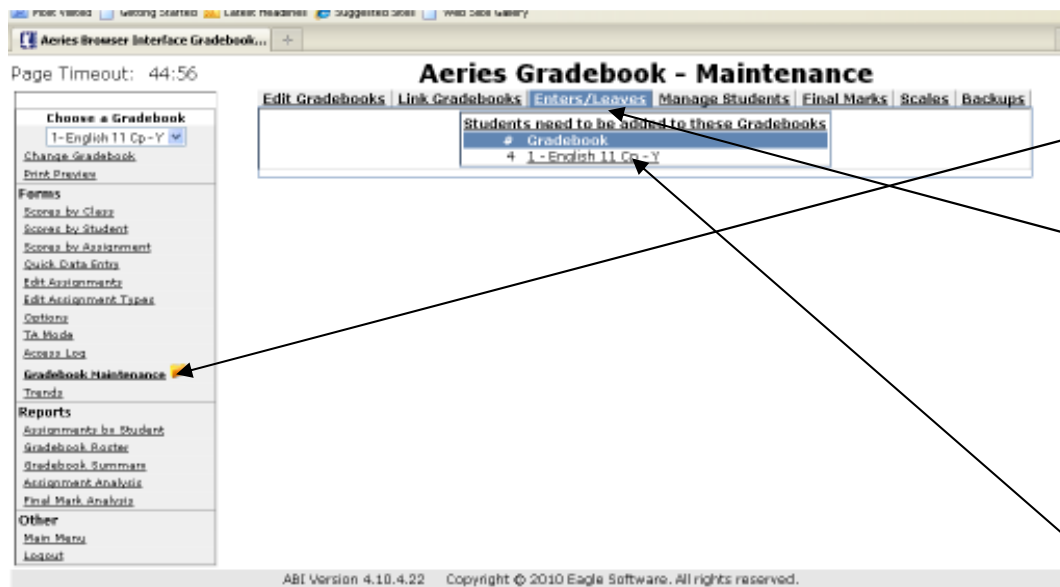


# Aeries Gradebook Instructions

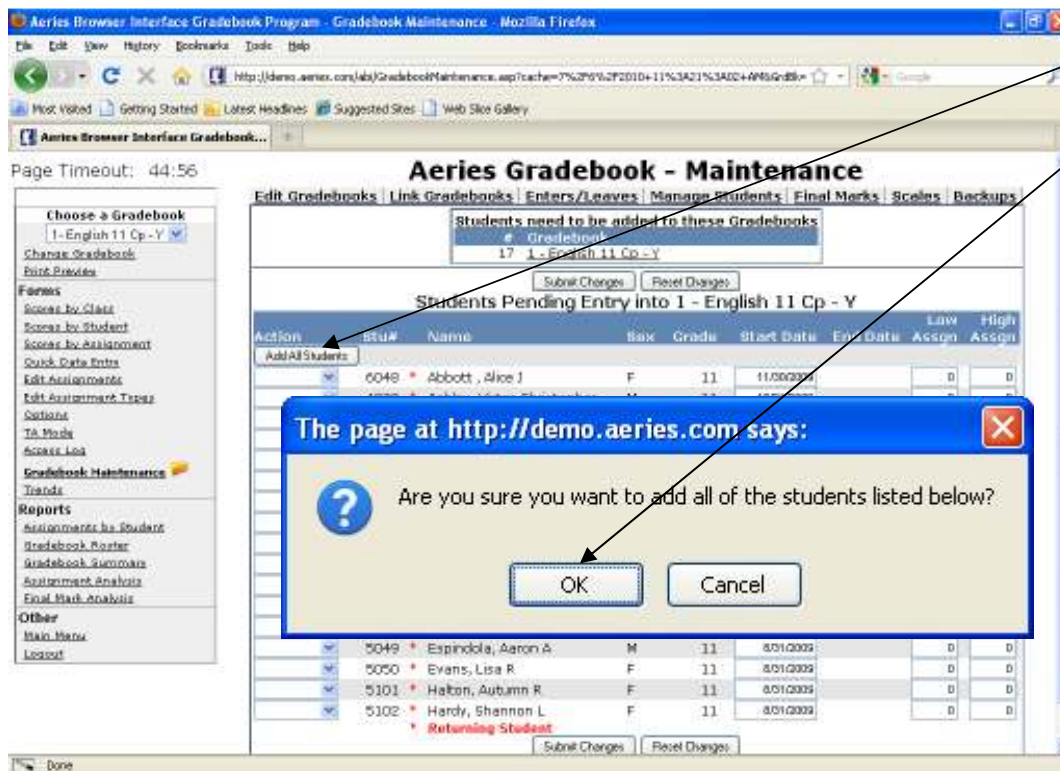
## ADD STUDENTS - INITIALLY

In a paper gradebook, adding new students and crossing off dropped students can be messy. The Aeries Gradebook makes this process much simpler by pulling your class rosters directly from Aeries. The **Enters/Leaves** tab lets you know when students need to be added or dropped.

Follow the steps in this section once per gradebook at the beginning of the term.



- Step 1. Select **Gradebook Maintenance** from the left-hand menu.
- Step 2. Click the **Enters/Leaves** tab.
- Step 3. A list will display showing all gradebooks that need students to be added.
- Step 4. Click on the gradebook to which you want to add students.



- Step 5. Click **Add All Students**.
- Step 6. Click **OK**.

# Aeries Gradebook Instructions

## Exercise 4: Add Students to New Gradebook

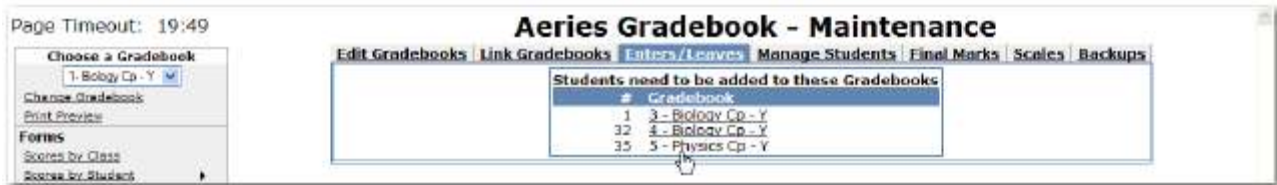
1. Log in to the demo database and access Gradebook.
2. Click **Gradebook Maintenance**, then click the **Enters/Leaves** tab.
3. Click the link for the Period 5 English 11 gradebook with 32 students to be added.
4. Click **Add All Students**.
5. Click **OK**.

# Aeries Gradebook Instructions

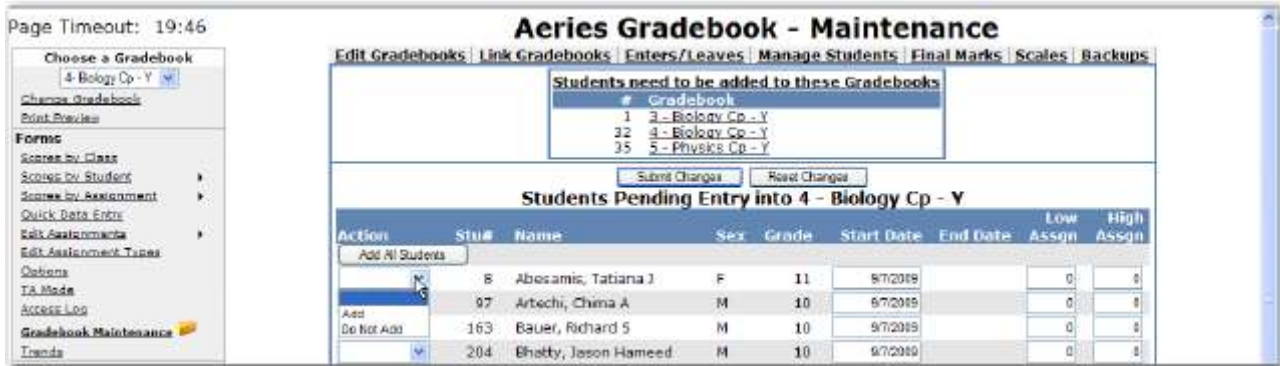
## ADD STUDENTS – ONGOING

Follow the steps in this section on an ongoing basis to keep your gradebooks up-to-date as students come into your classes.

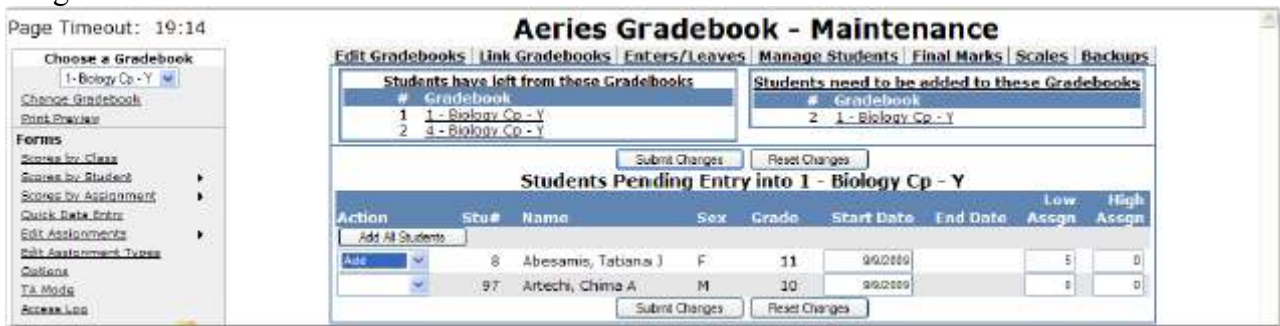
The **Enters/Leaves** option will display gradebooks that have students pending addition into the gradebook. From the **Enters/Leaves** option click the mouse on the gradebook to add students to that gradebook.



Students will display for the gradebook selected. A message will display at the top if students are pending. The **Action** field displays on the left side of the screen. Click the drop-down menu.



Click the mouse on **Add** next to each student to be added. To add **ALL** students click the mouse on the **Add All Students** button. The right side of the screen displays **Low Assgn** and **High Assgn**. They are used to determine assignments a student will be accountable for. If they are responsible for all assignments leave the values at zero.



# Aeries Gradebook Instructions

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 **Submit Changes** button.

*For example, Tatiana Abesamis will start the class on 9/9/2009 and will not be responsible for the first 4 assignments. So Low Assgn = 5 and High Assgn = 0.*

Page Timeout: 19:14

## Aeries Gradebook - Maintenance

[Edit Gradebooks](#) | [Link Gradebooks](#) | [Enters/Leaves](#) | [Manage Students](#) | [Final Marks](#) | [Scales](#) | [Backups](#)

Choose a Gradebook  
1 - Biology Cp - Y

[Change Gradebook](#)  
[Print Preview](#)

**Forms**

- [Scores by Class](#)
- [Scores by Student](#)
- [Scores by Assignment](#)
- [Quick Data Entry](#)
- [Edit Assignments](#)
- [Edit Assignment Types](#)
- [Options](#)
- [TA Marks](#)
- [Access Log](#)

Students have left from these Gradebooks		Students need to be added to these Gradebooks	
#	Gradebook	#	Gradebook
1	1 - Biology Cp - Y	2	1 - Biology Cp - Y
2	4 - Biology Cp - Y		

### Students Pending Entry into 1 - Biology Cp - Y

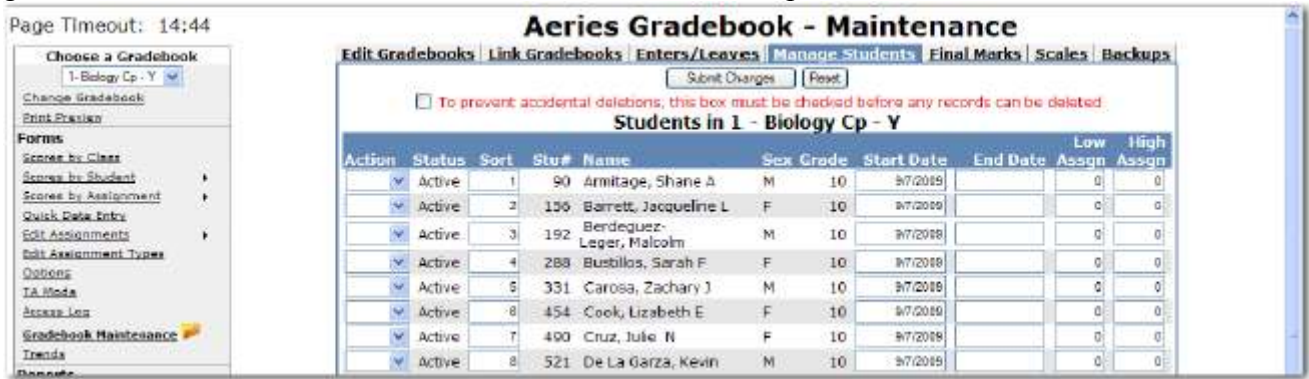
Action	Stu#	Name	Sex	Grade	Start Date	End Date	Low Assgn	High Assgn
<input type="button" value="Add All Students"/>								
ADD	8	Abesamis, Tatiana J	F	11	9/9/2009		5	0
	97	Artech, Chima A	M	10	9/9/2009		0	0

# Aeries Gradebook Instructions

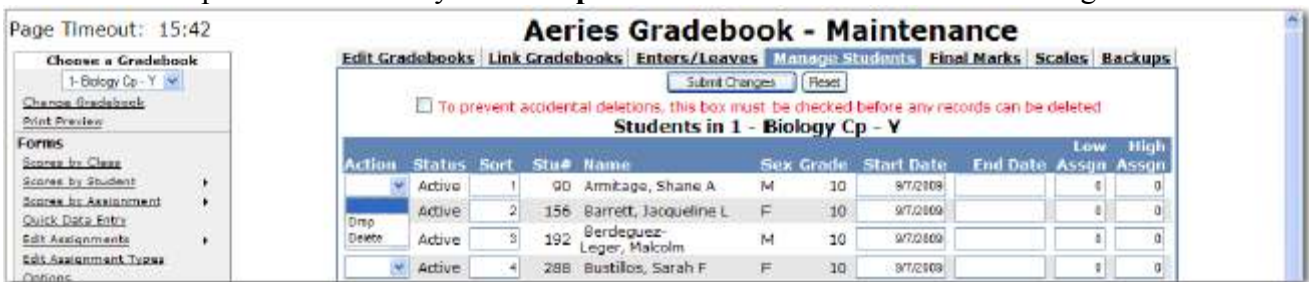
## DROP/DELETE STUDENTS

Follow the steps in this section on an ongoing basis to keep your gradebooks up-to-date as students leave your classes.

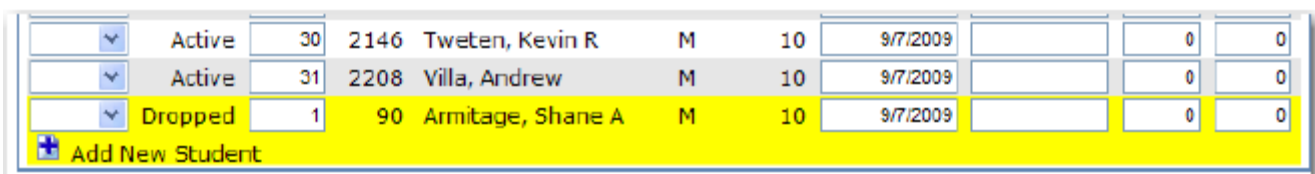
The **Manage Students** option will display all students in a selected gradebook. To select a different gradebook, click the mouse on the **Choose a Gradebook** drop down on the left side of the form.



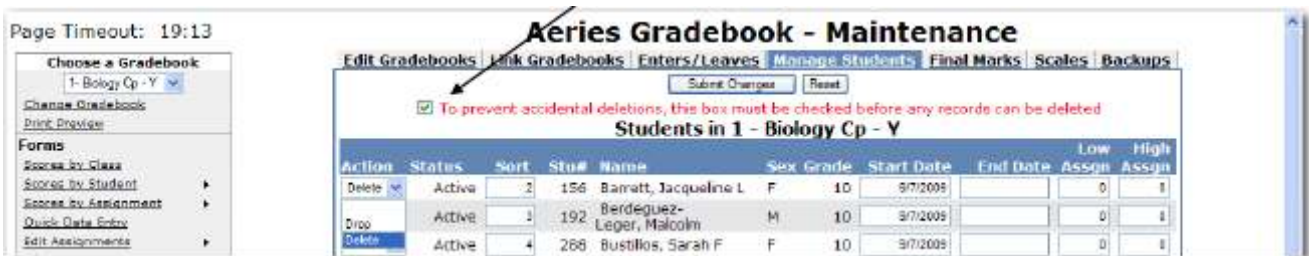
The **Action** dropdown will allow you to **Drop** or **Delete** a student from the selected gradebook.



To **Drop** a student, select the **Drop** option from the **Action** dropdown to the left of the Student's name and click the mouse on **Submit Changes**. Dropped students will display highlighted in yellow at the bottom of the student list.

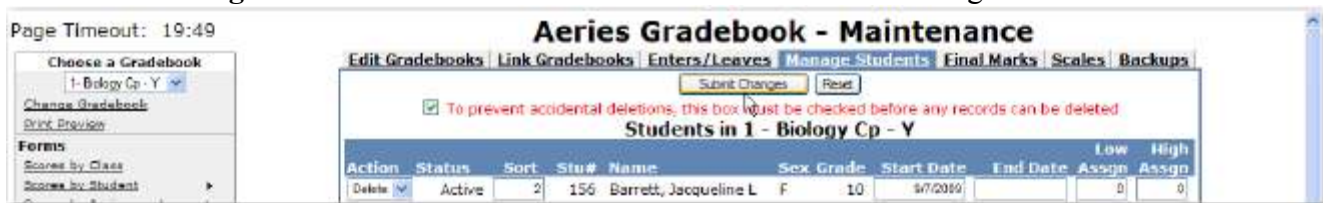


To **Delete** a student, click the mouse on the **check box** at the top of the form. The check box at the top of the form **MUST** be checked.



# Aeries Gradebook Instructions

Select the **Delete** option from the **Action** dropdown to the left of the Student's name and click the mouse on **Submit Changes**. The student and their scores will be deleted from the gradebook.



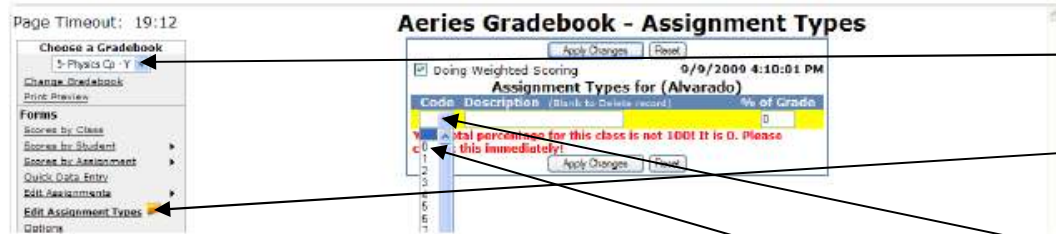
**NOTE: Deleting a student will delete a student's scores and must be done with caution.**

# Aeries Gradebook Instructions

## ASSIGNMENT TYPES

The Aeries Gradebook makes it easy to organize your assignments into different categories. Even better, you can weight each assignment type to control how much it contributes to the final grade.

Prior to entering **Gradebook Assignments**, the assignment types **must** be setup. An assignment type contains a code, description and percent of grade that this assignment type/group will receive.



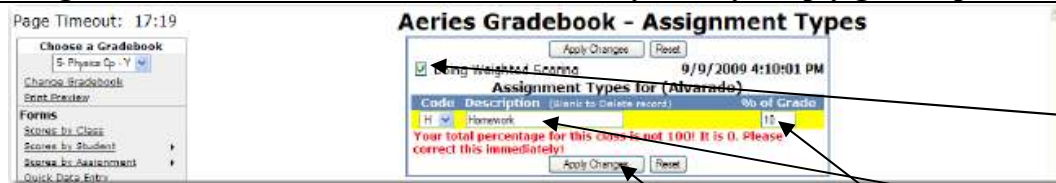
Step 1. Choose a gradebook.

Step 2. Click **Edit Assignment Types**.

Step 3. Click the **Code** drop-down menu.

Step 4. Click on any code **A-Z** not already in use. Please do not use the digits.

**NOTE: The code you select does not actually matter, as long as it is a letter. You may choose to assign codes such as 'H' for "Homework," or you may simply go in alphabetical order.**



Step 5. (Optional) Check **Doing Weighted Scoring**.

Step 6. Type the description (eg. "Homework").

Step 7. If you are doing weighted scoring, enter the % of the grade for this assignment type.

Step 8. Click **Apply Changes**.

After the changes have been submitted a message will display if the total grade percent does not reach 100%. The message will no longer display after all assignment types have been entered and the **% of Grade** field total is equal to **100%**.

## Aeries Gradebook Instructions

### Exercise 5: Create Assignment Types

2. Log in to the demo database and access Gradebook.
3. In the left-hand menu, under **Choose a Gradebook**, select the Period 5 English 11 gradebook that you set up earlier.
4. Click **Edit Assignment Types**.
5. Check **Doing Weighted Scoring**.
6. On the first highlighted line, select **A** from the *Code* drop-down.
7. Type **Homework** in the *Description* field.
8. Type **20** in the *% of Grade* field, and click **Apply Changes**.
9. On the next line – *Code: B, Description: Classwork*, and *% of Grade: 20*. Click **Apply Changes**.
10. On the next line – *Code: C, Description: Exams*, and *% of Grade: 60*. Click **Apply Changes**.

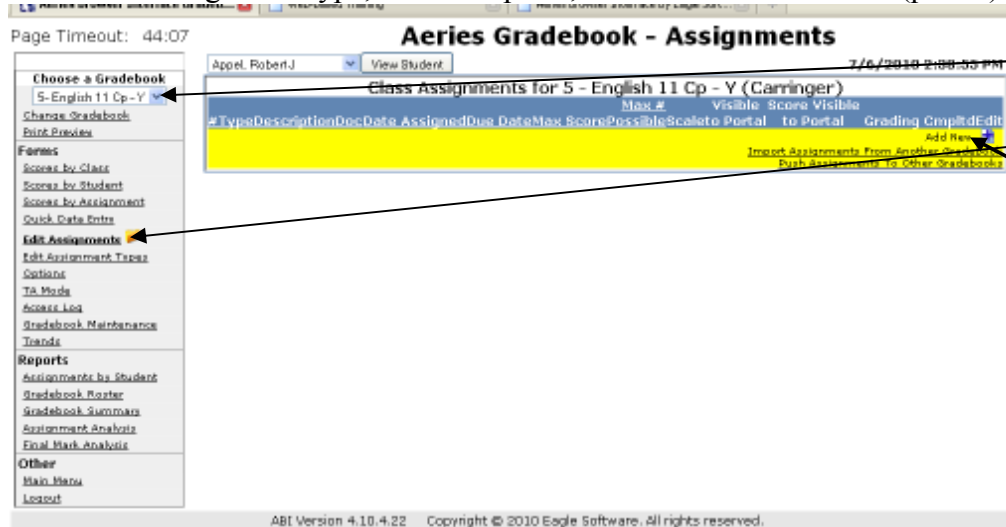
Now the total **% of Grade** is 100, and you are finished.



# Aeries Gradebook Instructions

## ASSIGNMENTS

Now that you have set up your assignment types, you're ready to create the actual assignments. The Aeries Gradebook allows you to enter lots of information about an assignment, but the basic details include the assignment type, the description, and the maximum score (points).



- Step 1. Choose a gradebook.
- Step 2. Click **Edit Assignments**.
- Step 3. Click **Add New**.

- Step 4. Select an Assignment Type
- Step 5. Type the description
- Step 6. Enter the maximum score (points) for the assignment.
- Step 7. Enter the date assigned and the due date.

- Step 8. (Optional) Check **Visible to Portal** to allow parents/students to view the assignment online.
- Step 9. (Optional) Check **Score Visible to Portal** to allow parents/students to view the score online.
- Step 10. Click **Add**.

## Exercise 6: Create an Assignment

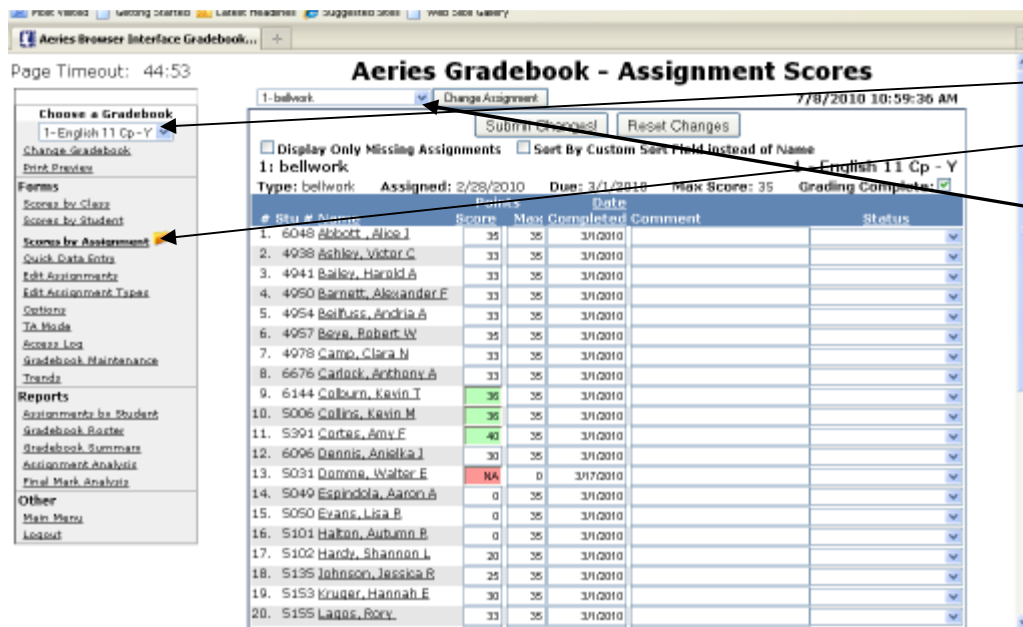
1. Log in to the demo database and access Gradebook.
2. In the left-hand menu, under **Choose a Gradebook**, select the Period 5 English 11 gradebook that you set up earlier.
3. Click **Edit Assignments**.
4. In the highlighted area, click **Add New**.
5. Choose **Homework** from the *Type* drop-down.
6. Type **Chapter 1 Vocabulary** in the *Description* field.
7. Type **20** in the *Max Score* field.
8. Click **Add**.

Now the new assignment shows up in the Class Assignments table.

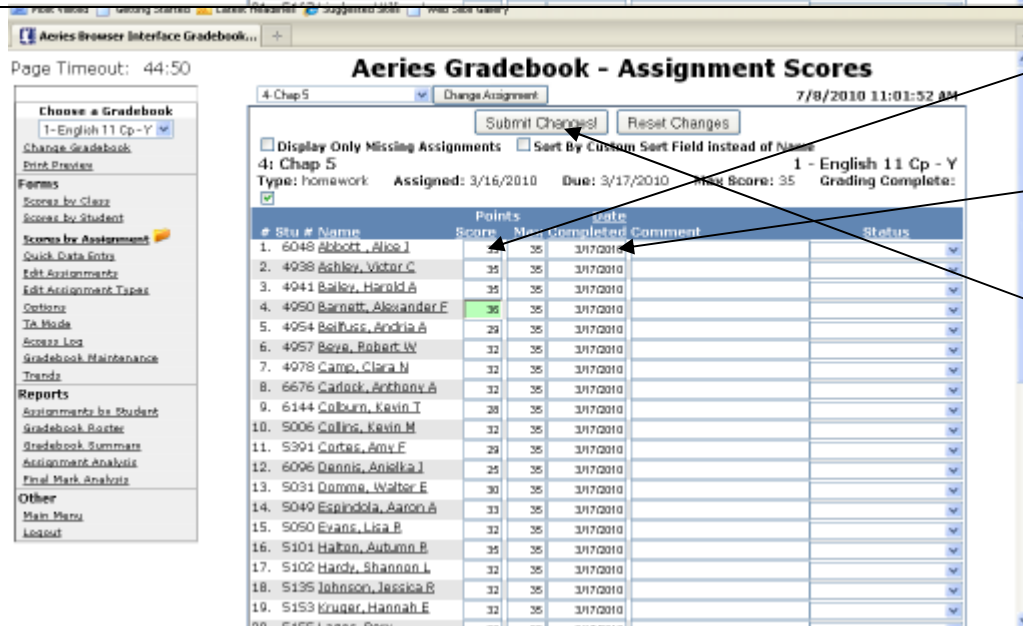
# Aeries Gradebook Instructions

## SCORES – BY ASSIGNMENT

The Aeries Gradebook offers several ways to view, enter, and edit student scores. The primary method is **Scores by Assignment**. This view gives you a detailed table of information for one assignment at a time. You can also see how the class did as a whole by examining the statistics at the bottom of the page. *Note: You will most likely find it easiest to enter scores initially using this method, while the other methods are best suited for viewing or changing information.*



- Step 1. Choose a gradebook.
- Step 2. Click **Scores by Assignment**.
- Step 3. Choose an assignment.



- Step 4. Enter / Update scores
- Step 5. (Optional) Enter Date Completed. The default is the due date.
- Step 6. Click **Submit Changes** when you are finished.

# Aeries Gradebook Instructions

## Exercise 7: Enter Scores for an Assignment

1. Log in to the demo database and access Gradebook.
2. In the left-hand menu, under **Choose a Gradebook**, select the Period 5 English 11 gradebook that you set up earlier.
3. Click **Scores by Assignment**.
4. Use the drop-down next to **Change Assignment** to select the **Chapter 1 Vocabulary** assignment you created earlier.
5. Go down the **Score** column and enter a score (0 – 20 ) for each student.
6. Click **Submit Changes**. Notice that the statistics for this assignment (max,min,average,etc.) are calculated and display at the bottom.
7. Check the box next to **Grading Completed**. (Note: the checkbox may appear on the next line.)
8. Click **Submit Changes**.

# Aeries Gradebook Instructions

## SCORES – BY STUDENT

The next option for scoring is **Scores by Student**. This allows you to select a student and view all assignment scores for that one student. The page also shows a current grade calculation based on all graded assignments.

To enter scores by student, **Choose a Gradebook** from the far left side of the form. Click the mouse on the **Scores by Student** option. The following screen will display.

Page Timeout: 19:53

**Aeries Gradebook - Student Scores**

Ascha, Monica S | Change Student | 9/8/2009 8:45:00 AM

Submit Changes! | Reset Changes

Display Only Missing Assignments

Monica S Ascha (102) | 3 - Biology Cp - Y | Tchr: Alvarado | Grd: 10

#	Description	Type	Score	Max	Completed	Date	Due Date	Grading
1	Worksheet chapter 1	Homework	20	20	9/3/2009	9/3/2009	Yes	
2	Collage	Projects	25	50	9/3/2009	9/3/2009	Yes	
3	Chapter 1 Quiz	Quiz	18	20	9/4/2009	9/4/2009	Yes	
4	Chapter 1 Test	Test	48	50	9/8/2009	9/8/2009	Yes	
5	Chapter 2	Homework	-	100		9/10/2009	Yes	

Submit Changes! | Reset Changes

Type	Perc of Grade	Points	Max	Perc Mark
Homework	20 %	20.00	120	16.66 F
Projects	10 %	25.00	50	50.00 F
Quiz	30 %	18.00	20	90.00 A-
Test	40 %	48.00	50	96.00 A
<b>Total**</b>				<b>73.75 C</b>

\*Assignments are not counted until graded.  
\*\* Total based upon Weighted Assignment Types  
Totals based upon Assignments 1 - 999

The **Display Only Missing Assignments** option will display only assignments that have been checked as **Grading Completed** with no scores submitted. The score field will display in **RED**.

Page Timeout: 19:57

**Aeries Gradebook - Student Scores**

Ascha, Monica S | Change Student | 9/8/2009 8:45:31 AM

Submit Changes! | Reset Changes

Display Only Missing Assignments

Monica S Ascha (102) | 3 - Biology Cp - Y | Tchr: Alvarado | Grd: 10

#	Description	Type	Score	Max	Completed	Date	Due Date	Grading
2	Chapter 2	Homework	-	100			9/10/2009	Yes

Submit Changes! | Reset Changes

Assignments can be sorted by heading name. For example, click **Type**. The class assignments will now display in order by **Type**. To sort in descending order, click on the column heading again.

Page Timeout: 19:55

**Aeries Gradebook - Student Scores**

Apodaca, Joshua P | Change Student | 9/8/2009 8:46:15 AM

Submit Changes! | Reset Changes

Display Only Missing Assignments

Joshua P Apodaca (60) | 3 - Biology Cp - Y | Tchr: Alvarado | Grd: 10

#	Description	Type	Score	Max	Completed	Date	Due Date	Grading
1	Worksheet chapter 1	Homework	15	20	9/3/2009	9/3/2009	Yes	
2	Chapter 2	Homework	-	100			9/10/2009	Yes

To select a student, click on the drop down arrow to the left of the **Change Student** button. Click the mouse on the student selected. Click **Change Student**, and the student selected will display with all assignments for that student.

# Aeries Gradebook Instructions

Page Timeout: 19:28

**Aeries Gradebook - Student Scores**

9/8/2009 8:46:15 AM

Choose a Gradebook: 3 - Biology Cp - Y

Change Gradebook

Print Preview

Forms

Scores by Class

Scores by Student

Scores by Assignment

Quick Data Entry

Edit Assignments

Edit Assignment Types

Options

TA Mode

Access Log

Gradebook Maintenance

Apodaca, Joshua P

Change Student

Submit Changes! Reset Changes

Display Only Missing Assignments

Assignments

3 - Biology Cp - Y Tchr: Alvarado Grd: 10

#	Description	Type	Points	Score	Max	Completed	Date	Date Date	Grading
1	Chapter 1	Homework	15	15	20	9/3/2009	9/3/2009	Yes	

Click in the **Score** field. Enter the score received and press **Tab**.

Page Timeout: 19:31

**Aeries Gradebook - Student Scores**

9/8/2009 8:48:41 AM

Choose a Gradebook: 1 - Biology Cp - Y

Change Gradebook

Print Preview

Forms

Scores by Class

Scores by Student

Scores by Assignment

Quick Data Entry

Edit Assignments

Edit Assignment Types

Options

TA Mode

Abesamis, Tatiana J

Change Student

Submit Changes! Reset Changes

Display Only Missing Assignments

Tatiana J Abesamis (8) 1 - Biology Cp - Y Tchr: Alvarado Grd: 11

#	Description	Type	Points	Score	Max	Completed	Date	Date Date	Grading
1	Chapter 2	Homework	100	100	100	9/10/2009	9/10/2009	Yes	
2	Safety Test	Homework	NA	0	0	9/9/2009	9/9/2009	Yes	
3	Chapter 3	Homework	20	20	20	9/9/2009	9/9/2009	Yes	

Enter the date the assignment was completed in the **Date Completed** field. If you leave the date blank, the Date Completed will be set to the Due Date. Optionally, enter **Comments** in the field below and select a **Status Reason** from the dropdown if needed.

Page Timeout: 17:56

**Aeries Gradebook - Student Scores**

9/8/2009 8:48:41 AM

Choose a Gradebook: 1 - Biology Cp - Y

Change Gradebook

Print Preview

Forms

Scores by Class

Scores by Student

Scores by Assignment

Quick Data Entry

Edit Assignments

Edit Assignment Types

Options

TA Mode

Access Log

Gradebook Maintenance

Abesamis, Tatiana J

Change Student

Submit Changes! Reset Changes

Display Only Missing Assignments

Tatiana J Abesamis (8) 1 - Biology Cp - Y Tchr: Alvarado Grd: 11

#	Description	Type	Points	Score	Max	Completed	Date	Date Date	Grading
1	Chapter 2	Homework	100	100	100	9/10/2009	9/10/2009	Yes	
2	Safety Test	Homework	NA	0	0	9/9/2009	9/9/2009	Yes	
3	Chapter 3	Homework	20	20	20	9/9/2009	9/9/2009	Yes	

Worked with Cindy Allen

Absent - No Make Up  
 Absent - Able to Make Up  
 Late  
 Not Yet Graded  
 Not Yet Processed  
 Incomplete

After all assignments have been entered for this student, click **Submit Changes**.

**NOTE: It is very important that the Assignments are submitted as soon as entry is complete. The scores entered can be lost due to delay.**

## Exercise 8: Edit Scores for a Student

1. Log in to the demo database and access Gradebook.
2. In the left-hand menu, under **Choose a Gradebook**, select the Period 5 English 11 gradebook that you set up earlier.
3. Click **Scores by Student**.
4. Use the drop-down next to **Change Student** to select any student in the list.
5. Notice that the student's current grade is calculated at the bottom based on graded assignments (in this case, it should be based entirely on **Chapter 1 Vocabulary** that you created earlier).
6. Change the student's score for **Chapter 1 Vocabulary**, and click **Submit Changes**.
7. Notice that the student's grade calculation is updated.

# Aeries Gradebook Instructions

## SCORES – BY CLASS

The next option for scoring is **Scores by Class**. This gives you a table of multiple assignments per page with the scores for all students in the class.

**Aeries Gradebook - Class Scores**

Page: 1      7/8/2010 11:09:02 AM

Display: Points      Submit Changes      Reset Changes

Sort By: Student      1 - English I I Cp - Y      Carringer

Student Name	1	2	3	4	5	Percentage
1 Abbott, Alice J	11	25	21	12	25	106.82 A+
2 Ashley, Victor C	11	20	22	11	25	92.59 A
3 Bailey, Harold A	11	20	25	12	25	97.22 A
4 Barnett, Alexander E	11	20	25	12	25	99.07 A+
5 Belfuss, Andria A	11	20	24	12	20	91.66 A
6 Beyer, Robert W	11	25	15	4	20	79.62 C+
7 Camp, Clara N	11	20	24	10	20	91.66 A
8 Carlock, Anthony A	11	20	24	10	20	91.66 A
9 Colburn, Kevin T	11	26	0	12	20	76.37 C-
10 Collins, Kevin M	11	26	24	12	20	96.29 A
11 Cortes, Amy F	11	26	NA	11	20	96.30 A
12 Dennis, Anika J	11	28	24	11	25	83.33 B
13 Donnie, Walter E	11	NA	24	11	20	89.84 B+
14 Espindola, Aaron A	11	8	19	11	20	58.33 F
15 Evans, Lisa B	11	8	19	11	20	56.48 F
16 Helton, Autumn B	11	8	17	11	25	58.33 F
17 Herdy, Shannon L	11	28	22	11	20	79.62 C+
18 Johnson, Jessica B	11	25	24	12	20	96.11 B
19 Kruger, Hannah E	11	26	25	12	20	92.59 A
20 Lopez, Rory	11	20	26	14	20	97.22 A
21 Lindsey, William L	11	20	24	15	20	95.37 A
22 Manning, Todd C	11	20	24	10	20	91.66 A
23 Mc Donald, Derek	11	21	24	10	20	88.55 B-
24 Orosco, Jonathan B	11	20	24	9	20	89.81 A
25 Portillo, Marcel	11	24	22	9	20	89.81 A
26 Sandoval, Kenneth	11	20	24	9	20	96.74 A
27 Shields, Ashley	11	25	24	9	20	92.59 A
28 Ulom, Esthina N	11	20	24	9	20	96.74 A
29 Villacosa, Randy R	11	25	24	9	20	92.59 A
30 Walker, Brian	11	20	24	9	20	96.74 A
31 Walker, Michael J	11	20	24	9	20	96.74 A
32 Wessel, Erica	11	20	24	12	20	93.51 A

Max Points: 25    25    18    25    20

Grading Completed:         4 Assmnts

Class Average: 29.51    22.45    19.77    31.93    17.50    87.44 B

Scores Based Upon Graded Assignments 1 - 999

Use Score of NA for Max Score and Score of 0 (zero) for the student.  
 \* [Red Box] Indicates Max Values of 0 (zero).  
 \*\* Assignments are not counted until graded.    \*\*\* Students no longer in the class.

Submit Changes    Reset Changes

#	Type	Description	Assigned	Due Date
1	bellwork	bellwork	2/28/2010	3/1/2010
2	seatwork	page 24 number 1-10	3/7/2010	3/8/2010
3	seatwork	"Transcending of Life" read ch 2	3/9/2010	3/10/2010
4	homework	Chan 5	3/16/2010	3/17/2010
5	homework	Vocabulary Exercise	7/8/2010	7/13/2010

Sort By Custom Sort Field instead of Name    Show Assignment Key    Refresh

ABI Version 4.10.4.22    Copyright © 2010 Eagle Software. All rights reserved.

- Step 1. Choose a gradebook.
- Step 2. Click **Scores by Class**.
- Step 3. Enter / Update scores.
- Step 4. Click **Submit Changes**.

The Assignment Key is at the bottom of the page. This matches the assignment numbers to the descriptions.

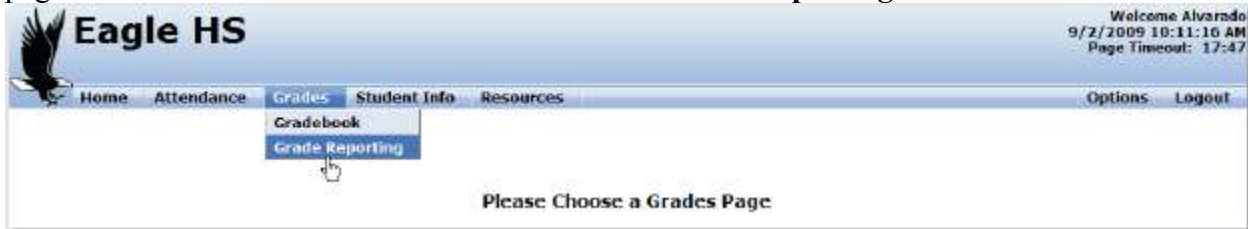
Assignment Number

# Aeries Gradebook Instructions

## GRADE REPORTING

Once you've had your Aeries Gradebook running smoothly for the term, it's time for the big payoff! You can load marks into the Grade Reporting tool based on calculations from your gradebook. That means you won't have to type term grades manually.

The **Grade Reporting** screen can be accessed for update or display from the **Grades** tab on the **Home** page. Place the **cursor** on the Grades tab and click **Grade Reporting**.



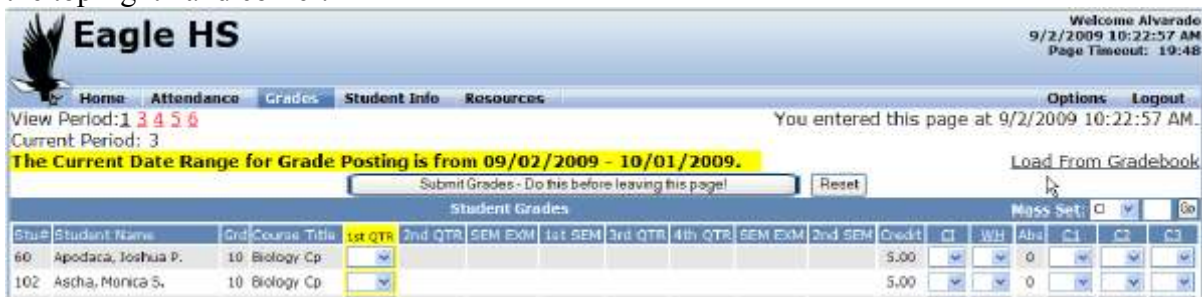
The **Grade Reporting** screen will display the **Current Period** for the teacher signed into **ABI**. All students currently enrolled will display. To select a different period, click the mouse on the period number and page in the **View Period:** field.



The students enrolled in this period and any previous grade marks for this class will display on the screen. The next grading period to be utilized, credits for this class, comments and absences will also display.

A message will also display in yellow below the **Current Period** indicating the period of time that a teacher can post student grades.

After the Gradebooks have been completed, the grade marks can be calculated from the Gradebook and transferred over to the student's grades. To load grades click the mouse on **Load From Gradebook** in the top right hand corner.





# Aeries Gradebook Instructions

The following screen will display. From **Load Grades into** click the **drop down** and select the period. Click the **Next** button.

From **Which Mark?** click the **drop down** and select the correct marking period. Click the **Next** button.

The following screen will display with current gradebook assignments. From **Gradebook** click the **drop down** and select which gradebooks will be used to calculate grades. Enter the **Assignment Range** and **% of Overall Mark**. In most cases, you should leave the default options on this screen. Click the **Next** button.

Gradebook	Assignment Range	% of Overall Mark
3- Biology Cp - Y	1 - 999	100

The following screen will display with **Gradebooks** and **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 **Next** button.

Gradebook	Range	Perc
3- Biology Cp - Y	1-999	100%

Use percentages for High and Low values  
(100, 95, 87, 62.5, etc...)

Mark	Low%	High%
A+	98	110
A	90	97
A-	85	89
B	80	84
B-	75	79

# Aeries Gradebook Instructions

The following screen will now display the **Gradebooks** and **Marks** to be calculated. Below that will display the students with their **Overall** percentage and the grade mark that was calculated. If everything looks correct, click the **Update Grade Reporting** button.

< Grade Reporting > < Main Menu > < Logout >

<< Previous      << Update Grade Reporting >>

**Step 5**

Overwrite Existing Marks?  
Load Grades into

Period 3 - M1 1st QTR

Gradebook	Range	Perc
3- Biology Cp - Y	1-999	100%

Mark	Low%	High%
A+	98	110
A	90	97
A-	85	89
B	80	84
B-	75	79

3- Biology Cp - Y			
Stu#	Student Name	100%	Overall
60	Apodaca, Joshua P.	NA	NA
102	Ascha, Monica S.	83.33 %	83.33 B
160	Barron, Kristy M.	100.00 %	100.00 A+
225	Bolik, Shane	80.00 %	80.00 B
323	Cantu, Cristobal R.	80.00 %	80.00 B
392	Chase, Gayle J.	106.66 %	106.66 A+

The **Grade Reporting** screen will now display with all marks calculated above filled in. To add any marks for **Citizenship**, **Work habits** or **Comments** enter the code into the field. After all marks have been entered click **Submit Grades** – **Do this before leaving this page!** This will automatically update the grades in the Aeries database and a message will display in **red** at the top of the screen.

## Exercise 9: Load Term Grades from Gradebook

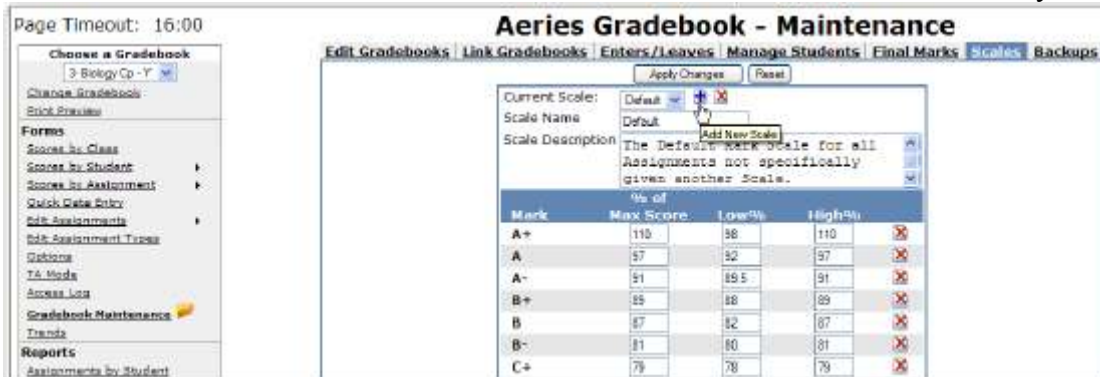
1. Log in to the demo database.
2. Place the cursor over the **Grades** tab, then click **Grade Reporting**.
3. Click **5** next to *View Period*.
4. Click **Load from Gradebook**.
5. Select **Period 5** from the *Load Grades Into* drop-down, then click **Next**.
6. Click **Next** again on the *Step 2* page.
7. Take note of the options on the *Step 3* page. Leave them at the defaults and click **Next**.
8. On the *Step 4* page, enter **Low%** and **High%** for each mark you are using. (Note: these values may already be present. If so, you may leave them as they are).
9. On the *Step 5* page, make sure **Overwrite Existing Marks** is checked. Click **Update Grade Reporting**.
10. You will return to the grade reporting page. Click **Submit Grades**.

# Aeries Gradebook Instructions

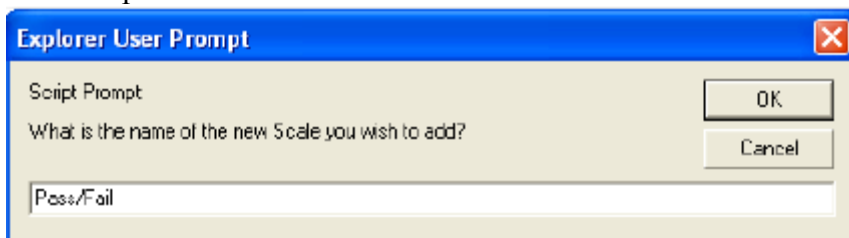
## SCALES

Aeries Gradebook has a feature called Scales which will allow you to use a drop-down list of marks to enter scores instead of only entering points. For example, you may want to give an assignment a mark of “I” for “Incomplete” and have it count for 50% of the total points. This is where Scales can help.

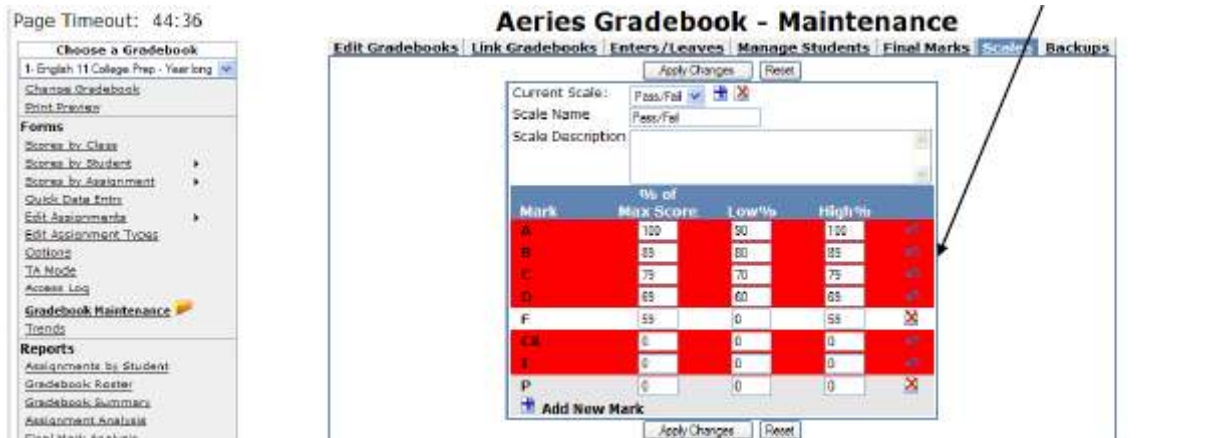
From **Gradebook Maintenance** click the **Scales** tab. The **Default** scale will be your Final Marks.



To add a new Scale, click on the + icon. The following prompt will display. Enter a name for the scale. An example is a Scale called Pass/Fail. Click the “OK” button.



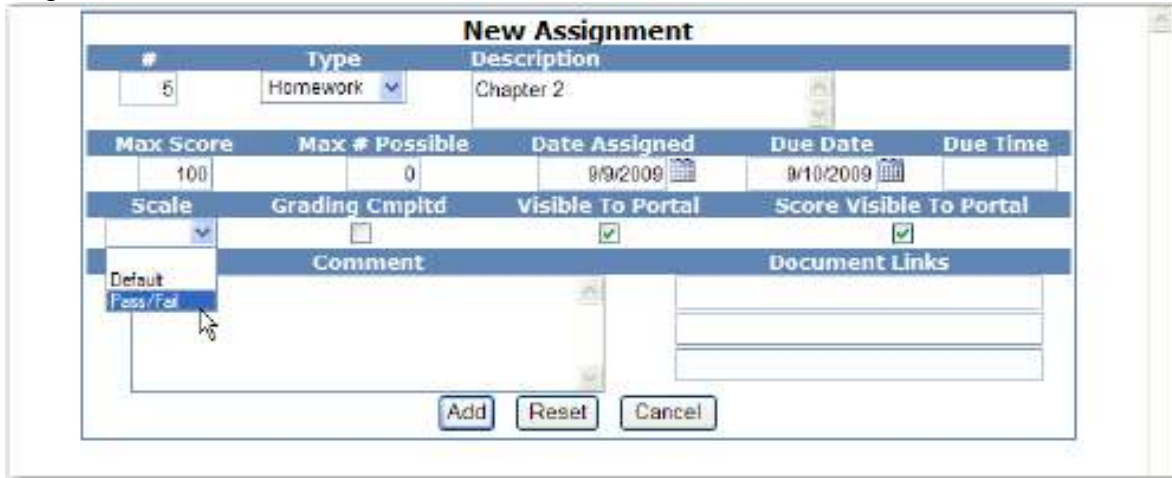
To remove any marks that will not be used for this Scale, click the X icon at the right of each row. A red bar will appear across the marks you are deleting. When you are finished, click the **Apply Changes** button.



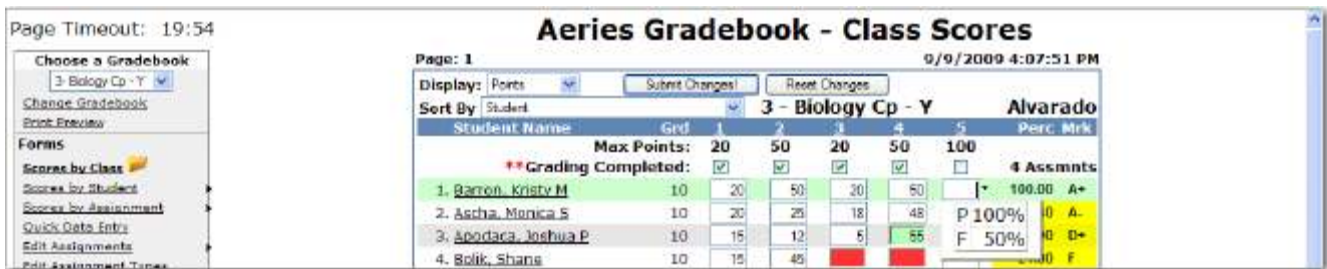
Only the remaining marks will display now. In the **% of Max Score** field, enter the percentage of the total score that each mark will be worth. Note: The **Low %** and **High %** are not used at this time. You can leave them alone. When you are finished, click the **Apply Changes** button.

# Aeries Gradebook Instructions

Now, when you are adding or editing an assignment, the Scale you set up will be available from the drop-down of the **Scale** field.



Once a Scale is attached to an assignment, the score input fields for that assignment will display a drop-down with the available scale marks.



When one of these Scale Marks is chosen instead of entering a numeric score, the student will receive the percentage assigned to the Scale Mark as their score for that assignment.

*Note:* You can still enter numeric scores if you are using Scales. You do not have to use the drop-down for every student. Only use the drop-down when you want to apply one of your Scale Marks to a student's score.

# Aeries Gradebook Instructions

## ASSIGNMENT RANGE

After reporting grades, you may want to put your previous assignments “out of sight and out of mind.” For instance, if your marking periods do not use cumulative grades, you would only want more recent assignments used to calculate the student’s grade. Thankfully, there is an easy way to accomplish this in Aeries Gradebook.

You may have noticed that every assignment you create in each gradebook has a number. When you create a new assignment, it receives the next consecutive assignment number. In the screenshot below, there are assignments numbered 1-3.

#	Type	Description	Date Assigned	Due Date	Max Score	Max # Possible	Visible to Portal	Score Visible to Portal	Grading Completed	Edit
1	test	homework	2/28/2010	3/1/2010	35	0	Yes	Yes	Yes	
2	homework	page 24 number 1-10	3/7/2010	3/8/2010	25	0	Yes	Yes	Yes	
3	classwork	"Dreaming of Life" read ch 2	3/9/2010	3/10/2010	13	0	Yes	Yes	Yes	

You will need to follow these instructions for *each* of your gradebooks (i.e. once per class).

When you are ready to cut off your assignments following a grading period, make a note of the highest assignment number for the previous grading period. For example, the last assignment for the 1<sup>st</sup> quarter might be number 25.

Click **Options** on the left-hand menu in Aeries Gradebook.

Page Timeout: 19:25

**Aeries Gradebook - Options**

General | **Current Gradebook** | Grading Rules

General Options

Email Address: [text@esee.com]

View Student ??? in Print Preview:  Name  Stu#  Phone#  Perm ID

Show Assignment Key on Class Scores Page:

Show Options on Scores by Class Page:

Show Class Average on Scores by Class Page:

Assignments Per Page on Scores by Class Page: [20]

Show Only Currently Active Gradebooks:

Sort By Custom Sort Field instead of Name:

Submit Changes

Click the **Current Gradebook** tab.

Page Timeout: 19:53

**Aeries Gradebook - Options**

General | **Current Gradebook** | Grading Rules

Gradebook Biology Cp Options

Weight Scores of Assignments by Type:

Range of Assignments to Display: [1] - [999]

Range of Assignments to Count in Total Grade: [1] - [999]

Apply Display Range To Entire Gradebook (Not just Scores by Class):   
(Also applies to parent view):

Show Overall Mark w/ Score:  (View Marks)

Show Point Ratio on Scores by Class Page (Only applies to total points grading):

Count Assignments toward Final Grade immediately after a Score is entered:

Submit Changes

# Aeries Gradebook Instructions

First look at the **Range of Assignments to Display**. Change the first number to the first assignment number for the new grading period. In our example, this would be 26 (because the last grading period ended on assignment 25).

Enter the same number in the first box next to **Range of Assignments to Count in Total Grade**.

Check the box next to **Apply Display Range to Entire Gradebook**. If it is already checked, leave it checked. Click **Submit Changes**.

The options should look something like this.

**Aeries Gradebook - Options**

General	Current Gradebook	Grading Rules
<b>Gradebook English 11 Cp Options</b>		
Weight Scores of Assignments by Type: <input checked="" type="checkbox"/>		
Range of Assignments to Display: <input type="text" value="26"/> - <input type="text" value="999"/>		
Range of Assignments to Count in Total Grade: <input type="text" value="26"/> - <input type="text" value="999"/>		
Apply Display Range To Entire Gradebook (Not just Scores by Class): <input checked="" type="checkbox"/> (Also applies to parent view):		
Show Overall Mark w/ Score: <input checked="" type="checkbox"/> ( <a href="#">View Marks</a> )		
Show Point Ratio on Scores by Class Page (Only applies to total points grading): <input type="checkbox"/>		
Count Assignments toward Final Grade immediately after a Score is entered: <input type="checkbox"/>		
<input type="button" value="Submit Changes"/>		

Again, you must complete this process for each of your gradebooks. Make sure to use the assignment number specific to each gradebook.