ADD STUDENTS TO GRADEBOOKS

The **Enters/Leaves** option will display gradebooks that have students pending addition into the gradebook. It will also display the number of students that need to be dropped. All students to be utilized in gradebook **must** be added and can be added at anytime. From the **Enters/Leaves** option click the mouse on the gradebook to **Add** students to that gradebook.

Page Timeout: 19:46	Aeries Gradebook - Maintenance
Choose a Gradebook	Edit Gradebooks Link Gradebooks Enters/Leaves Manage Students Final Marks Scales Backups
1- English 9 CP - Y	Students need to be added to these Gradebooks
Change Gradebook	# Gradebook
Print Preview	20 <u>1 - English 9 CP - Y</u>
Forms	18 <u>2 - English 9 CP - Y</u> 27 2 - English 9 CP - Y
Scores by Class	37 3- Honeconicovics - Y
Course by Chudant	

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. Press the **Down Arrow** key.

Page Timeout: 19:51	Edit Cradob	ooka II	Aeries Gra	deboo	ok - M	aintenanc	e Iarka Saalaa	Packupa
Choose a Gradebook 1: English 9 CP - Y Change Gradebook Print Preview Forms Form Form		<u>00KS [</u>	Students need t Gradebooks 20 <u>1-Endisi</u> 18 <u>2-Endisi</u> 37 <u>3-HonEc</u>	o be added ok 19CP - Y 19CP - Y on/GovtGS - Y	to these (Gradebooks	<u>iarks Scales </u>	Васкира
Scores by Student			Students Pending	anges	Reset Chang	es rlich 0 CP V		
Quick Data Entry Edit Assignments	Action	Stu#	Name	Sex	Grade	Start Date End	Low Date Assgn	High Assgn
Edit Assignment Types	Add All Stud	lents						
Options		190	Bennett, Carissa L	F	9	9/2/2008	0	0
TA Mode	12 manual and a second	\$ 264	Brown, Heather Lee	F	9	9/2/2008	0	0
77	Add	405	Cruz Torroo Maolio	E	0	0.00000	-	

NOTE: Due to schedule changes students CANNOT be imported into Gradebook until school starts.

Click the mouse on **Add** or Enter **A** in the Action field next to each student to be added and **Add** will display. 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.



Students added to a class after the class started or leaving a class they 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, Juan Escovedo will start the class on 10/15/2008 and will not be responsible for the first 4 assignments. So Low Assgn = 5 and High Assgn = 0.

Page Timeout: 19:09	Aeries Gradebook - Maintenance
2- English 9 CP - Y Change Gradebook Print Preview Former	Students have left from these Gradebooks Students need to be added to these Gradebooks # Gradebook # Gradebook 1 2 - Endish 9 CP - Y 1 2 - Endish 9 OP - Y 1 3 - Hont ConfGwGS - Y 1 2 - Endish 9 OP - Y
Scores by Class	Submit Changes Reset Changes Students Pending Entry into 2 - English 9 CP - Y
Scores by Assignment	Low High Action Stu# Name Sex Grade Start Date End Date Assgn
Edit Assignments	Add at students 628 Escovedo, Juan JC A M 9 10/15/2008 5 0
TA Mode	Submit Changes Reset Changes

MANAGE STUDENTS

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

Page Timeout: 19:34				Aeries Gradeb	ook	- Ma	aintenar	nce		
Choose a Gradebook	Edit Grad	debooks	Link G	adebooks Enters/Leave	s <u>Ma</u>	nage St	tudents Fina	al Marks Sca	ales Ba	ckups
1- English 9 CP - Y		Submit Changes Reset								
Change Gradebook		To prevent accidental deletions, this hox must be checked before any records can be deleted								
Print Preview		Students in 1 - English 9 CP - Y								
Forms					-		-		Low	High
Scores by Class	Action St	tatus Sort	Stu#	Name	Sex	Grade	Start Date	End Date	Assgn	Assgn
Scores by Student	✓ A	ctive	1 190	Bennett, Carissa L	F	9	9/2/2008		0	0
Scores by Assignment	✓ A	kctive .	2 264	Brown, Heather Lee	F	9	9/2/2008		0	0
Quick Data Entry	🗸 🗸	ctive	3 495	Cruz-Torres, Noelia	F	9	9/2/2008		0	0
Edit Assignments	× A	ctive	4 543	Deligio, Tyler J	М	9	9/2/2008		0	0
Options	× A	ctive	5 577	Downing, Michele C	F	9	9/2/2008		0	0
TA Mode	× A	vctive	6 661	Falls, Dustin L	М	9	9/2/2008		0	0
Access Log	- A	vctive	7 728	Freeman, Destanie Chantel	F	9	9/2/2008		0	0
Gradebook Maintenance	× A	ctive	8 877	Gutierrez, Christopher	М	9	9/2/2008		0	0
Reports		1997	007	United Marian I	F	0	000000			

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

Page Timeout: 04:41					Aeries Grade	book	- Ma	aintenan	ice		
Choose a Gradebook	Edit	Gradeboo	oks L	ink Gr	adebooks Enters/Lea	wes Ma	nage St	udents Fina	Marks Sca	ales Bac	ckups
1- English 9 CP - Y			ert waste		Submit	Changes	Reset	14 1440			
Change Gradebook			To pre	event ac	cidental deletions, this box	must be ch	ecked be	fore any records	can be delete	d	
Print Preview					Students in	1 - Englis	sh 9 CF	P.Y			
					and a state of the					Low	High
Forms	the first of the second s										
Scores by Class	Action	Status	Sort	Stu#	Name	Sex (Grade	Start Date	End Date	Assgn	Assgn
Scores by Class Scores by Student	Action	Status Active	Sort 1	Stu# 190	Name Bennett, Carissa L	Sex (Grade 9	Start Date 9/2/2008	End Date	Assgn 0	Assgn 0
Forms Scores by Class Scores by Student Scores by Assignment	Action	Active	Sort 1 2	Stu# 190 264	Name Bennett, Carissa L Brown, Heather Lee	Sex (F	Grade 9 9	Start Date 9/2/2008 9/2/2008	End Date	Assgn 0	Assgn 0 0

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 hi-lited in yellow at the bottom of the student list.

- 14		-			C	Submit Changes	Reset	Changes]		<u> </u>
1	Y	Dropped	1	190	Bennett,	Carissa L	F	9	9/2/2008	0	0
	¥	Active	20	2011	Spencer,	Jody E	F	9	9/2/2008	1	3
	*	Active	19	1811	Rodrigue	ez, Jared Paul	M	9	9/2/2008	0	0

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.

Page Timeout: 09:07				1	Aeries Grade	book	- Ma	intenan	ce		
Choose a Gradebook	Edit Gr	adebook	ks Lij	K Gra	adebooks Enters/Lea	aves Ma	nage St	udents Fina	I Marks Sca	ales Bad	ckups
1- English 9 CP - Y			1		Submit	Changes	Reset				
Change Gradebook		4	To prev	ent ac	cidental deletions, this box	must be ch	ecked be	fore any records	can be delete	d	
Print Preview					Students in	1 - Englis	h 9 CF	P-Y			
Print Preview Forms		15.192			Students in	1 - Englis	sh 9 CF	P-Y		Low	High
Print Preview Forms Scores by Class	Action	Status	Sort	Stu#	Students in Name	1 - Englis Sex (<mark>sh 9 CF</mark> Grade	P - Y Start Date	End Date	Low Assgn	High Assgn
Print Preview Forms Scores by Class Scores by Student	Action Delete 😪	Status Active	Sort 0	Stu# 295	Students in Name Cabrera, Camia L	1 - Englis Sex F	sh 9 CF Grade 9	P - Y Start Date 12/15/2008	End Date	Low Assgn 0	High Assgn 0
Print Preview Forms Scores by Class Scores by Student Scores by Assignment	Action Delete 🗸	Status Active	Sort 0	Stu# 295 495	Students in Name Cabrera, Camia L Cruz-Torres, Noelia	1 - Englis Sex F	sh9CF Grade 9 9	P - Y Start Date 12/15/2008 9/2/2008	End Date	Low Assgn 0	High Assgn 0

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.

age mileour 05.02				actice ofaut	JOOUN -	IVIC	interian	uu -		
Choose a Gradebook	Edit Gra	debooks L	ink Gra	debooks Enters/Le	aves Mar	nage St	tudents Fina	I Marks Sca	ales Ba	ckups
1- English 9 CP - Y		Submit Changes Reset								
Change Gradebook										
Print Preview				Students in	1 - Englis	h 9 Cl	P-Y		æ	
Forms	il		11000					In the second second second	Low	High
Scores by Class	Action	Status Sort	Stu#	Name	Sex G	irade	Start Date	End Date	Assgn	Assgn
She were have with a second second	Delete w	Active 0	295	Cabrera, Camia L	F	9	12/15/2008		0	0

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

An Inactive student will have the option to Add or Delete the student from the gradebook.

~	Active <u>Transfer</u>	20	2011	Spencer, Jody E	F	9	9/2/2008		0	0
~	Dropped	া	190	Bennett, Carissa L	F	9	9/2/2008	12/12/2008	0	0
Add		_		Submit Changes	Reset Chang	jes				
Delete	ABI Version :	3.9.1.12	Copyrig	ht © 2009 Eagle Software.	All rights reserve	ed.				- 19

TRANSFER SCORES

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

Page Timeout: 19:3	2					Ae	ries Gradebo	ok - N	laint	enance			
Choose a Gradeboo	ĸ		Edit Grade	ebooks	Link Gr	adebo	ooks Enters/Leaves	Manage	Student	s Final Mar	ks Scales	Backups	
1- English 9 CP - Y	~						Submit Changes	s Reset]				
Change Gradebook				Тор	revent ac	ccident	al deletions, this box must	be checked	before an	ny records can b	e deleted		
Print Preview		L					Students in 1 - Er	adich 0 (D V				
		200						iquan av	9F - I				
Forms							otadents in 1º El	Ignan a v	9E - 1			Low	High
Forms Scores by Class		Action	Status	Transfer	Sort	Stu#	Name	Sex	Grade	Start Date	End Date	Low Assgn	High Assgn
Forms Scores by Class Scores by Student		Action	Status Active	Transfer Transfer	Sort 2	Stu# 264	Name Brown, Heather Lee	Sex F	Grade	Start Date 9/2/2008	End Date	Low Assgn 0	High Assgn 0
Forms Scores by Class Scores by Student Scores by Assignment		Action	Status Active Active	Transfer Transfer Transfer	Sort 2 3	Stu# 264 495	Name Brown, Heather Lee Cruz-Torres, Noelia	Sex F F	Grade 9	Start Date 9/2/2008 9/2/2008	End Date	Low Assgn 0	High Assgn 0

In the example below, the 1st and 5th period English 9 CP gradebooks are linked. If a student transfers from one period to the other, their existing gradebook scores can be transferred to the New gradebook.

Page Timeout: 19:06		Aerie	s Gradeb	ook - Mainte	nance					
Choose a Gradebook	Edit Gradeb	ooks Link Gradebooks	Enters/Leaves	Manage Students	Final Marks Sca	les Backups				
1- English 9 CP - Y Change Gradebook	Gradebooks for Acosta * Linking gradebooks together will cause all Assignment and Assignment Type changes to apply to all									
Print Preview	gradebooks	in a group. This means the or add will a	hat if you change	or add an assignment books that are linked to	or assignment type	, that change				
Scores by Class	Grp Ungrouped	Pd Name	Term	Grade Range	Start Date	End Date				
Scores by Student	0 🗸	2 2nd Period English	Year	9 - 12	9/2/2008	9/11/2009				
cores by Assignment	0 🗸	3 HonEcon/GovtGS	Y	9 - 12	9/2/2008	6/19/2009				
Edit Assignments	Group 1 1 • 1 •	1 English 9 CP 5 English 9 CP	Y Y	9 - 12 9 - 12	9/2/2008 9/2/2008	6/15/2009 6/15/2009				
TA Mode			Apply Chang	les Reset						

The student must first be added to the new gradebook. Click the mouse on the **Enter/Leave** tab from **Gradebook Maintenance**.

Page Timeout: 19:58	Aeries Gradebook - Maintenance
Choose a Gradebook	Edit Gradebooks Link Gradebooks Enters/Leaves Manage Students Final Marks Scales Backups
3- HonEcon/GovtGS - Y	Students have left from these Gradebooks Students need to be added to these Gradebooks
Change Gradebook	# Gradebook # Gradebook
Print Preview	1 <u>5-English 9 CP - Y</u> 1 <u>1-English 9 CP - Y</u>
Carolina -	

In this example, a student is transferring from the teachers 5th period class to the same teachers 1st period class. Click the mouse on 5th period English gradebook to **Drop** the student and then click the mouse on the 1st period English gradebook to **Add** the student.

Click the mouse on the **Manage Students** tab in **Gradebook Maintenance**. It is imperative that the **NEW** Gradebook is selected in the **Choose a Gradebook** dropdown. Click the mouse on the **Transfer** option to the left of the student's name.

age Timeout: 19:48						Ae	ries Gradebo	ook - N	laint	enance			
Choose a Gradebook		Ec	dit Grad	ebooks	Link Gr	radebo	ooks Enters/Leaves	Manage	Student	s Final Mar	ks Scales	Backups	
1- English 9 CP - Y							Submit Chang	es Reset					
Change Gradebook				Top	revent a	ccident	al deletions, this box mus	t be checked	before a	ny records can b	e deleted		
Print Preview							Students in 1 - E	nglish 9 (CP - Y				
Forms							and the second se					Low	High
Scores by Class	Acti	ion 🚯	Status	Transfer	Sort	Stu#	Name	Sex	Grade	Start Date	End Date	Assgn	Assgn
Scores by Student		*	Active	Transfer	2	264	Brown, Heather Lee	F	9	9/2/2008	_	0	0
Contraction of the second s		~	Active	Transfer	21	295	Cabrera, Camia L	F	9	12/15/2008		0	0
Scores by Assignment													
Quid: Data Entry		~	Active	Transfer	2	495	Cruz-Torres Noelia	F	9	9/2/2008		0	0

The linked gradebooks will display in the dropdown. Choose the **OLD** gradebook under the **Select Gradebook to Pull From** dropdown and click the mouse on the **Begin Transfer** button.

Page Timeout: 19:46	Aeries Gradebook - Maintenance
Choose a Gradebook	Edit Gradebooks Link Gradebooks Enters/Leaves Manage Students Final Marks Scales Backups
1- English 9 CP - Y	Select Gradebook to Pull From
Print Preview	5- English 9 CP - Y

The following message will display.

Windows	iternet Explorer	×
2	e you sure you want to pull this students scores FROM the chosen gradebook and replace the scores in	the CURRENT gradebook?
	OK Cancel	

Click the mouse on the **OK** button to begin the **Transfe**r process. The student's scores will now be viewable under the New Gradebook.



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

CUSTOM SORT

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

Page Timeout: 04:41					Aeries Grade	ebook	- Ma	aintenar	ice		
Choose a Gradebook	Edit	Gradebo	oks L	ink Gr	adebooks Enters/Lea	aves Ma	nage St	udents Fina	Marks Sca	ales Ba	ckups
1- English 9 CP - Y	1214				Submit	Changes	Reset			100	
Change Gradebook		Ē	To pre	vent ac	cidental deletions, this bo	must be ch	ecked be	fore any records	can be delete	d	
Print Preview					Students in	1 - Englis	h 9 CF	P - Y			
Forms	-									Low	High
Scores by Class	Action	Status	Sort	Stu#	Name	Sex (Grade	Start Date	End Date	Assgn	Assgn
Scores by Student		 Active 	1	190	Bennett, Carissa L	F	9	9/2/2008		0	0
and the second and the second s	0	Active	2	264	Brown, Heather Lee	F	9	9/2/2008		0	0
Scores by Assignment											

To change the sort order, click the mouse in the **Sort** field and type over the sort number. Click the mouse on the **Submit Changes** button.

Page Timeout: 19:30					Ae	ries Gradebo	ok - N	laint	enance			
Choose a Gradebook		Edit Grad	ebooks	Link Gr	adebo	ooks Enters/Leaves	Manage	Student	s Final Marl	s Scales	Backups	
1- English 9 CP - Y			10 10			Submit Change	s Reset)`				
Change Gradebook			Тор	revent an	ccident	al deletions, this box must	be checked	before an	ny records can b	e deleted		
Print Preview						Students in 1 - E	nglish 9 C	CP - Y				
Forms					on all of	1.000	40.53		2080 - 10000 X 100		Low	High
Forms Scores by Class	Action	Status	Transfer	Sort	Stu#	Name	Sex (Grade	Start Date	End Date	Low Assgn	High Assgn
Forms Scores by Class Scores by Student	Action	Status Active	Transfer Transfer	Sort 2	Stu# 190	Name Bennett, Carissa L	Sex (Grade 9	Start Date 9/2/2008	End Date 12/12/2008	Low Assgn 0	High Assgn 0
Forms Scores by Class Scores by Student Scores by Assignment	Action	Status Active Active	Transfer Transfer Transfer	Sort 2 3	Stu# 190 264	Name Bennett, Carissa L Brown, Heather Lee	Sex (F F	Grade 9 9	Start Date 9/2/2008 9/2/2008	End Date 12/12/2008	Low Assgn 0	High Assgn 0

The Scores by Assignment screen has a Sort By Custom Sort Field instead of Name option.

Page Timeout: 19:57	F	eries G	radebook	- Assignment	Scores
Choose a Gradebook	1- Chapter 1. Questions 1-25	V Cha	ange Assignment		1/26/2009 2:00:04 PM
1-English 9 CP - Y	·	Su	bmit Changes!	Reset Changes	
Change Gradebook Print Preview Forms Screen by Class	Display Only Missing Ass 1: Chapter 1. Question Type: Classroom Assign	ignments v s 1-25 ed: 1/22/2009	Sort By Custom Sor Due: 1/23/2009	t Field instead of Name 9:00 AM Max Score: 10	1 - English 9 CP - Y Grading Complete: ☑
Scores by Student	# Stu # <u>Name</u>	Points	Max Comple	<u>)ate</u> eted Comment	<u>Status</u>