

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: 1 - English 9 CP - Y

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

Students need to be added to these Gradebooks

#	Gradebook
20	1 - English 9 CP - Y
18	2 - English 9 CP - Y
37	3 - HonEcon/GovtGS - Y

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

Aeries Gradebook - Maintenance

Choose a Gradebook: 1 - English 9 CP - Y

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

Students need to be added to these Gradebooks

#	Gradebook
20	1 - English 9 CP - Y
18	2 - English 9 CP - Y
37	3 - HonEcon/GovtGS - Y

Submit Changes | Reset Changes

Students Pending Entry into 1 - English 9 CP - Y

Action	Stu#	Name	Sex	Grade	Start Date	End Date	Low Assgn	High Assgn
Add All Students								
▼	190	Bennett, Carissa L.	F	9	9/2/2008		0	0
▼	264	Brown, Heather Lee	F	9	9/2/2008		0	0
Add	495	Cruz-Torres, Noelia	F	9	9/2/2008		0	0
Do Not Add								



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.

Page Timeout: 19:09

Aeries Gradebook - Maintenance

Choose a Gradebook: 2 - English 9 CP - Y

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

Students have left from these Gradebooks

#	Gradebook
1	2 - English 9 CP - Y
1	3 - HonEcon/GovtGS - Y

Students need to be added to these Gradebooks

#	Gradebook
1	2 - English 9 CP - Y

Submit Changes | Reset Changes

Students Pending Entry into 2 - English 9 CP - Y

Action	Stu#	Name	Sex	Grade	Start Date	End Date	Low Assgn	High Assgn
Add All Students								
Add	628	Escovedo, Juan J C A	M	9	10/15/2008		5	0

Submit Changes | Reset Changes

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.

The screenshot shows the 'Aeries Gradebook - Maintenance' interface. On the left, there is a sidebar with 'Choose a Gradebook' set to '2 - English 9 CP - Y'. The main area has two summary boxes: 'Students have left from these Gradebooks' and 'Students need to be added to these Gradebooks'. Below these is a table for 'Students Pending Entry into 2 - English 9 CP - Y'. The table has columns for Action, Stu#, Name, Sex, Grade, Start Date, End Date, Low Assgn, and High Assgn. A single row is visible for student 628, Juan Escovedo, with a start date of 10/15/2008, Low Assgn of 5, and High Assgn of 0. Buttons for 'Submit Changes' and 'Reset Changes' are present.

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.

The screenshot shows the 'Aeries Gradebook - Maintenance' interface with 'Manage Students' selected. The 'Choose a Gradebook' dropdown is set to '1 - English 9 CP - Y'. A table lists students with columns: Action, Status, Sort, Stu#, Name, Sex, Grade, Start Date, End Date, Low Assgn, and High Assgn. The table contains 8 rows of student data, all with 'Active' status and a start date of 9/2/2008. A warning message at the top states: 'To prevent accidental deletions, this box must be checked before any records can be deleted'.

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

The screenshot shows the 'Aeries Gradebook - Maintenance' interface. The 'Action' dropdown for the second student (Stu# 264, Heather Lee) is set to 'Drop'. The 'Drop' option is highlighted in blue. The 'Delete' option is also visible below it. The rest of the student list remains the same as in the previous screenshot.

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.

The screenshot shows the 'Aeries Gradebook - Maintenance' interface. The student list now includes a third student (Stu# 190, Carissa L) who is 'Dropped' and highlighted in yellow. The 'Action' dropdown for this student is set to 'Dropped'. The other students remain 'Active'. The 'Submit Changes' and 'Reset Changes' buttons are at the bottom.

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

Aeries Gradebook - Maintenance

Choose a Gradebook: 1 - English 9 CP - Y

Change Gradebook | Print Preview

Forms: Scores by Class, Scores by Student, Scores by Assignment, Quick Data Entry, Edit Assignments

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

To prevent accidental deletions, this box must be checked before any records can be deleted

Submit Changes | Reset

Students in 1 - English 9 CP - Y

Action	Status	Sort	Stu#	Name	Sex	Grade	Start Date	End Date	Low Assgn	High Assgn
Delete	Active	0	295	Cabrera, Camia L	F	9	12/15/2008		0	0
Drop	Active	0	495	Cruz-Torres, Noelia	F	9	9/2/2008		0	0
Delete	Active	0	543	Deligio, Tyler J	M	9	9/2/2008		0	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.

Page Timeout: 09:52

Aeries Gradebook - Maintenance

Choose a Gradebook: 1 - English 9 CP - Y

Change Gradebook | Print Preview

Forms: Scores by Class, Scores by Student

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

To prevent accidental deletions, this box must be checked before any records can be deleted

Submit Changes | Reset

Students in 1 - English 9 CP - Y

Action	Status	Sort	Stu#	Name	Sex	Grade	Start Date	End Date	Low Assgn	High Assgn
Delete	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	Transfer	20	2011	Spencer, Jody E	F	9	9/2/2008		0	0
Dropped		1	190	Bennett, Carissa L	F	9	9/2/2008	12/12/2008	0	0

Add | Delete

Submit Changes | Reset Changes

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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: 19:32

Aeries Gradebook - Maintenance

Choose a Gradebook: 1 - English 9 CP - Y

Change Gradebook | Print Preview

Forms: Scores by Class, Scores by Student, Scores by Assignment, Quick Data Entry, Edit Assignments

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

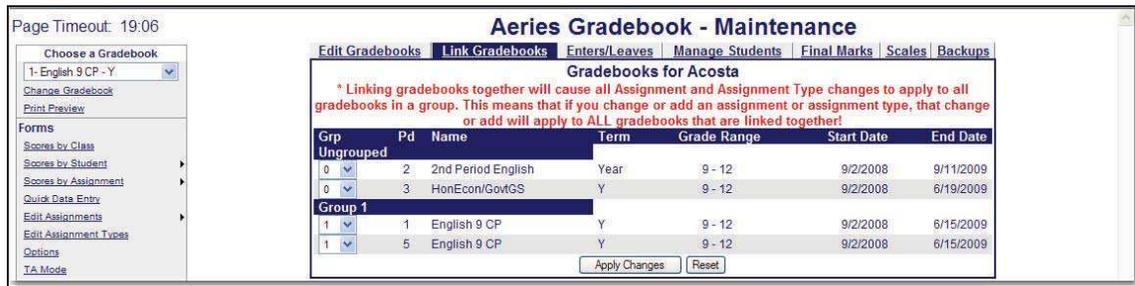
To prevent accidental deletions, this box must be checked before any records can be deleted

Submit Changes | Reset

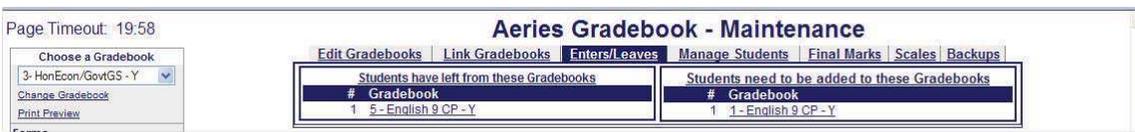
Students in 1 - English 9 CP - Y

Action	Status	Transfer	Sort	Stu#	Name	Sex	Grade	Start Date	End Date	Low Assgn	High Assgn
	Active	Transfer	2	264	Brown, Heather Lee	F	9	9/2/2008		0	0
	Active	Transfer	3	495	Cruz-Torres, Noelia	F	9	9/2/2008		0	0
	Active	Transfer	4	543	Deligio, Tyler J	M	9	9/2/2008		0	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.

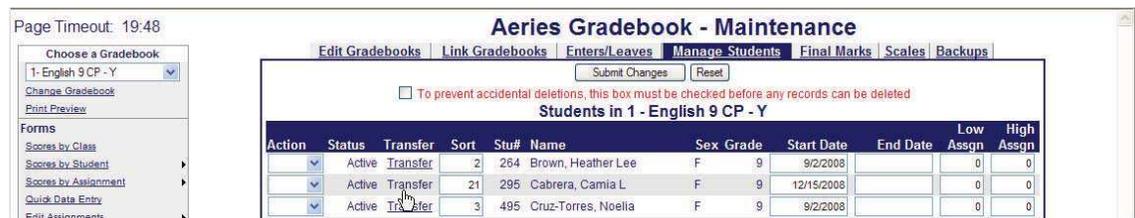


The student must first be added to the new gradebook. Click the mouse on the **Enter/Leave** tab from **Gradebook Maintenance**.

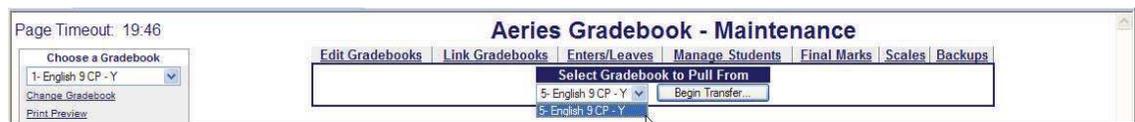


In this example, a student is transferring from the teachers 5th period class to the same teachers 1st period class. Click the mouse on 5th period English gradebook to **Drop** the student and then click the mouse on the 1st period English gradebook to **Add** the student.

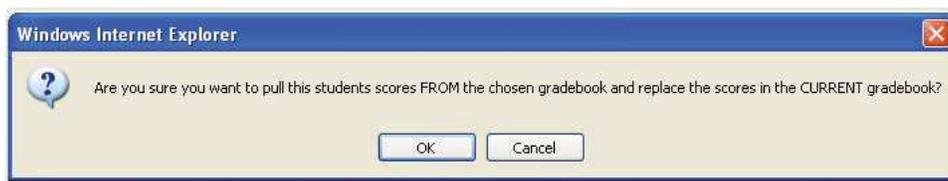
Click the mouse on the **Manage Students** tab in **Gradebook Maintenance**. It is imperative that the **NEW** Gradebook is selected in the **Choose a Gradebook** dropdown. Click the mouse on the **Transfer** option to the left of the student's name.



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.



The following message will display.



Click the mouse on the **OK** button to begin the **Transfer** 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 Gradebook - Maintenance

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

To prevent accidental deletions, this box must be checked before any records can be deleted

Students in 1 - English 9 CP - Y

Action	Status	Sort	Stu#	Name	Sex	Grade	Start Date	End Date	Low Assgn	High Assgn
	Active	1	190	Bennett, Carissa L	F	9	9/2/2008		0	0
	Active	2	264	Brown, Heather Lee	F	9	9/2/2008		0	0
Drop	Active	3	495	Cruz-Torres, Noelia	F	9	9/2/2008		0	0
Delete										

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

Aeries Gradebook - Maintenance

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

To prevent accidental deletions, this box must be checked before any records can be deleted

Students in 1 - English 9 CP - Y

Action	Status	Transfer	Sort	Stu#	Name	Sex	Grade	Start Date	End Date	Low Assgn	High Assgn
	Active	Transfer	2	190	Bennett, Carissa L	F	9	9/2/2008	12/12/2008	0	0
	Active	Transfer	3	264	Brown, Heather Lee	F	9	9/2/2008		0	0
	Active	Transfer	1	495	Cruz-Torres, Noelia	F	9	9/2/2008		0	0

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

Page Timeout: 19:57

Aeries Gradebook - Assignment Scores

[1-Chapter 1, Questions 1-25](#) | | 1/26/2009 2:00:04 PM

Display Only Missing Assignments Sort By Custom Sort Field instead of Name

1: Chapter 1, Questions 1-25 **1 - English 9 CP - Y**

Type: Classroom Assigned: 1/22/2009 Due: 1/23/2009 9:00 AM Max Score: 10 Grading Complete:

#	Stu #	Name	Points	Date	Score	Max	Completed	Comment	Status
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