

Aeries Browser Interface – Gradebook Elementary March 9, 2010

Aeries Gradebook will allow teachers to setup all class assignments for their classes. The teacher can then enter scores received by the student for these assignments.

The program will calculate the percentage of the maximum score that the student received. This will help determine the grade the student should receive in the class.

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Aeries Gradebook - Student Scores

Anacostes, Lorena E 9/14/2009 12:12:43 PM

Display Only Missing Assignments

Lorena Ellen Anacostes (26) **0 - Language Arts 1 - Y** Tchr: Aldrich Grd: 0

#	Description	Type	Drop	Box	Score	Max	Completed	Date	Grading
1	Chapter 1	Homework			20	20		9/11/2009	Yes
2	Vocab Chapter 1	Test			48	50	9/11/2009	9/11/2009	Yes
3	Chapter 1 Quiz	Test			45	50	9/15/2009	9/15/2009	Yes

Type	Perc of Grade	Points	Max	Perc
Test	35 %	93.00	100	93.00
Homework	25 %	20.00	20	100.00
Quiz	30 %	0.00	0	0.00
Projects	10 %	0.00	0	0.00
Total**				95.91

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

It is important that the following steps are performed in the order below for the gradebook to function properly:

- Setup Standards Based Grades within Aeries
- Create Gradebooks
- Add students to Gradebook
- Link Gradebooks
- Add Assignment Types
- Add Assignments
- Enter scores for students using one of the four different Methods – by Class, Student, Assignment or by the Quick Data Entry form

ABI ACCESS

The **Aeries™ Browser Interface** or **ABI** can be setup and accessed from any PC that has access to the Internet. The user **must** be setup by the **System Administrator** at the school district in order to have access to the files.

To access **ABI**, type the name of the user into the **User Name** field and press **Tab**. Type the password that has been assigned in the **Password** field.



Click the mouse on the **drop down** arrow to the right of the **School** field and click the mouse on the school selected. Click the mouse on the **Log In** button.

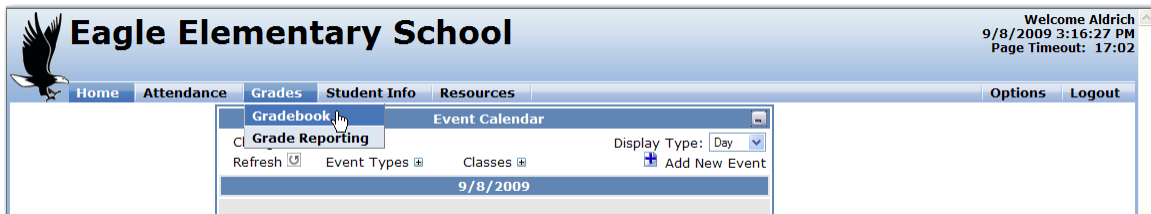
ABI SECURITY

To prevent invalid access to **ABI** the program has a security system that will verify the user entry. If the user name or password has been entered incorrectly for the school selected the following **error message** will display in **RED**.

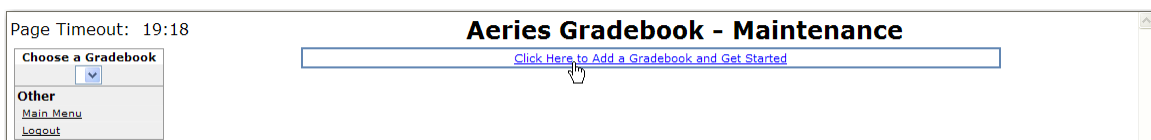
Re-enter the **User Name** and **Password** for the school selected. Click the mouse on **Log In**. If the message is redisplayed and access is not available the **System Administrator** will need to be contacted.

NEW GRADEBOOK

To access **Gradebooks**, place the **cursor** directly on the **Grades** tab and dropdowns will display. Click the mouse on the **Gradebook** dropdown.



If there are no existing gradebooks the following form will display with no gradebooks listed. To start click the mouse on **Click Here to Add a Gradebook and Get Started**.



The following will display **Add a New Gradebook**. Type the gradebook information. **It is vital that the Grade Range is entered correctly.** Select a **Standard Category** from the dropdown if creating single subject gradebooks. Enter the **Start** and **End Date**. Select a **Standard Category** from the dropdown.

New Gradebook

#	Pd	Description	Term	
5615924	0	Language Arts	Y	
Grade Range		Start Date	End Date	
1	-	1	09/02/2009	06/23/2010
Standard Category				
Grd 1 LANGUAGE ARTS (1009)				
Comment				

When a **Standard Category** is selected when creating the gradebook, the standards will be limited to that category when creating assignments. Enter a comment. Click the mouse on the **Apply Changes** button.

Language Arts

#	Pd	Description	Term	
5615924	0	Language Arts	Y	
Grade Range		Start Date	End Date	
1	-	1	9/2/2009	6/23/2010
Standard Category				
Grd 2 LANGUAGE ARTS (1009)				
Grd 0 LANGUAGE ARTS (1009)				
Grd 0 MATHEMATICS (1029)				
Grd 0 RESPONSIBILITY FOR LEARNING (1049)				
Grd 0 RESPONSIBILITY FOR BEHAVIOR (1056)				
Grd 0 SOCIAL STUDIES (1062)				

The following form will now display with the **New Gradebook** listed.

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Aeries Gradebook - Maintenance

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

Gradebooks for Aldrich

Pd	Name	Term	Grade Range	Start Date	End Date	Edit
0	Language Arts	Y	1	9/2/2009	6/23/2010	
0	Math	Y	1	9/2/2009	6/23/2010	
0	Social Studies	Y	1	9/2/2009	6/23/2010	

Add New

To add additional **Gradebooks** click the mouse on **Add New** icon and add all gradebooks that will be utilized. When complete the form will display ALL **Gradebooks** added.

EDIT GRADEBOOK

To edit an existing **Gradebook**, click the mouse on the **Edit** icon above the **Add New** button. The following form will display with the gradebook selected. Make any changes to the Gradebook and click the mouse on the **Apply Changes** button.

#	Pd	Description	Term
5615924	0	Language Arts	Y

Grade Range	Start Date	End Date
1 - 1	09/02/2009	06/23/2010

Standard Category: Grd 1 | LANGUAGE ARTS (1009)

Comment:

Buttons: Apply Changes, Reset, Cancel



NOTE: After the gradebook is created a different grade level may display next to the Standard Category. Because the standard ID number is the same for all grade levels, the grade level is not relevant.

LINK GRADEBOOKS

The **Link Gradebooks** option will allow users to create a group of gradebooks. This will allow changes to be made to **Assignments** and **Assignment Types**, which will update all gradebooks in the group. **Linking gradebooks is usually only used in the Secondary school level and not Elementary but is available.**

After all gradebooks have been added click the mouse on **Link Gradebooks**. The following form will display with all gradebooks entered. On the left side of the form the field **Grp Ungrouped** will display with zeros in the field.

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Aeries Gradebook - Maintenance

Choose a Gradebook: 0 - Language Arts - 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

Gradebooks for Aldrich

* 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
Ungrouped						
0	0	Language Arts	Y	1	9/2/2009	6/23/2010
0	0	Language Arts	Y	2	9/2/2009	6/23/2010
0	0	Math	Y	1	9/2/2009	6/23/2010
0	0	Social Studies	Y	1	9/2/2009	6/23/2010

Buttons: Apply Changes, Reset

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

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Aeries Gradebook - Maintenance

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

Gradebooks for Aldrich

*** 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
Ungrouped						
0	0	Math	Y	1	9/2/2009	6/23/2010
0	0	Social Studies	Y	1	9/2/2009	6/23/2010
Group 1						
1	0	Language Arts	Y	2	9/2/2009	6/23/2010
1	0	Language Arts	Y	1	9/2/2009	6/23/2010



REMEMBER: By linking gradebooks any change made to assignments or assignment types will update ALL gradebooks linked together.

ADD STUDENTS TO GRADEBOOKS

From **Gradebook Maintenance** the **Enters/Leaves** option will display gradebooks that have students pending addition into the gradebook. It will also display the gradebooks that had students that need to be dropped.

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Aeries Gradebook - Maintenance

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

Students need to be added to these Gradebooks

#	Gradebook
14	0 - Language Arts - Y
14	0 - Language Arts - Y
14	0 - Math - Y
14	0 - Social Studies - Y

All students to be utilized in gradebook must be added but can be added at anytime. Click the mouse on the **Enters/Leaves** option. Click the mouse on the gradebook to **Add** students to that gradebook.

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Aeries Gradebook - Maintenance

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

Students have left from these Gradebooks		Students need to be added to these Gradebooks	
#	Gradebook	#	Gradebook
1	0 - Social Studies - Y	7	0 - Language Arts - Y
		7	0 - Math - Y

NOTE: Students cannot be imported into Gradebook until school starts due to schedule changes.

Students **Pending Entry** will display for the gradebook selected. On the left hand side of the form an **Action** field will display. Below the **Action** heading the **Add All Students** button displays.

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Aeries Gradebook - Maintenance

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

Students need to be added to these Gradebooks

#	Gradebook
14	0 - Language Arts - Y
14	0 - Language Arts - Y
14	0 - Math - Y
14	0 - Social Studies - Y

Students Pending Entry into 0 - Language Arts - Y

Action	Stu#	Name	Sex	Grade	Start Date	End Date	Low Assgn	High Assgn
Add All Students								
▼	8	Albarran, Shane Isela	F	1	9/8/2009		0	0
▼	9	Albarran jr, David Ferros	F	1	9/8/2009		0	0
▼	23	Amaya, Timothy Hayden	M	1	9/8/2009		0	0

To add ALL students click the mouse on the **Add All Students** button. To select individual students click the mouse on the **Drop Down** to the left of the **Stu#**.

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Aeries Gradebook - Maintenance

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

Students need to be added to these Gradebooks

#	Gradebook
14	0 - Language Arts - Y
14	0 - Language Arts - Y
14	0 - Math - Y
14	0 - Social Studies - Y

Students Pending Entry into 0 - Language Arts - Y

Action	Stu#	Name	Sex	Grade	Start Date	End Date	Low Assgn	High Assgn
Add All Students								
▼	8	Albarran, Shane Isela	F	1	9/8/2009		0	0
▼	9	Albarran jr, David Ferros	F	1	9/8/2009		0	0
Add	23	Amaya, Timothy Hayden	M	1	9/8/2009		0	0
Do Not Add								
▼	33	Aquino, Joshua Forrest	M	1	9/8/2009		0	0

To **Add** a student either type **A** in the **Action** field or click the mouse on **Add** from the drop down. The students start date will automatically display and should not be updated.

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 **Submit Changes** button.

For example, Lorena Anacostes started the class on 09/30/2008 and will not be responsible for the first 5 assignments. So Low Assgn = 6 and High Assgn = 0.

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Aeries Gradebook - Maintenance

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

Students need to be added to these Gradebooks

#	Gradebook
1	0 - Language Arts - Y
1	0 - Language Arts - Y
1	0 - Math - Y
1	0 - Social Studies - Y

Students Pending Entry into 0 - Language Arts - Y

Action	Stu#	Name	Sex	Grade	Start Date	End Date	Low Assgn	High Assgn
Add All Students								
Add	26	Anacostes, Lorena Ellen	F	2	09/30/2008		6	0

When complete click the mouse on the **Submit Changes** button. This procedure must be performed for all gradebooks.

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 **Choose a Gradebook** drop down on the left side of the form.

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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 0 - Language Arts - Y

Action	Status	Transfer	Sort	Stu#	Name	Sex	Grade	Start Date	End Date	Low Assgn	High Assgn
▼	Active	Transfer	2	9	Albarran jr, David Ferros	F	1	9/8/2009		0	0
▼	Active	Transfer	3	23	Amaya, Timothy Hayden	M	1	9/8/2009		0	0
▼	Active	Transfer	15	26	Anacostes, Lorena Ellen	F	2	9/30/2008		6	0
▼	Active	Transfer	4	33	Aquino, Joshua Forrest	M	1	9/8/2009		0	0
▼	Active	Transfer	5	46	Arroyo, Tanya Tyshawn	M	1	9/8/2009		0	0

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

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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 0 - Language Arts - Y

Action	Status	Transfer	Sort	Stu#	Name	Sex	Grade	Start Date	End Date	Low Assgn	High Assgn
▼	Active	Transfer	2	9	Albarran jr, David Ferros	F	1	9/8/2009		0	0
Drop	Active	Transfer	3	23	Amaya, Timothy Hayden	M	1	9/8/2009		0	0
Delete	Active	Transfer	15	26	Anacostes, Lorena Ellen	F	2	9/30/2008		6	0
▼	Active	Transfer	4	33	Aquino, Joshua Forrest	M	1	9/8/2009		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.

Action	Status	Transfer	Sort	Stu#	Name	Sex	Grade	Start Date	End Date	Low Assgn	High Assgn
▼	Active	Transfer	12	98	Burke, Anthony August	M	1	9/8/2009		0	0
▼	Active	Transfer	13	115	Carias, Vamari Elizabeth	F	1	9/8/2009		0	0
▼	Active	Transfer	14	123	Carter, Rex Dowlat Horton	M	1	9/8/2009		0	0
▼	Dropped		1	8	Albarran, Shane Isela	F	1	9/30/2009	9/8/2009	6	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.

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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 0 - Language Arts - Y

Action	Status	Transfer	Sort	Stu#	Name	Sex	Grade	Start Date	End Date	Low Assgn	High Assgn
▼	Active	Transfer	2	9	Albarran jr, David Ferros	F	1	9/8/2009		0	0
▼	Active	Transfer	3	23	Amaya, Timothy Hayden	M	1	9/8/2009		0	0
Delete	Active	Transfer	15	26	Anacostes, Lorena Ellen	F	2	9/30/2008		6	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.



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.

Assignment Analysis		Active	Transfer	13	115	Carias, Vamari Elizabeth	F	1	9/8/2009		0	0
Final Mark Analysis		Active	Transfer	14	123	Carter, Rex Dowlat Horton	M	1	9/8/2009		0	0
Other		Dropped		1	8	Albarran, Shane Isela	F	1	9/30/2009	9/8/2009	6	0
Main Menu												
Logout												

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ADD NEW STUDENTS

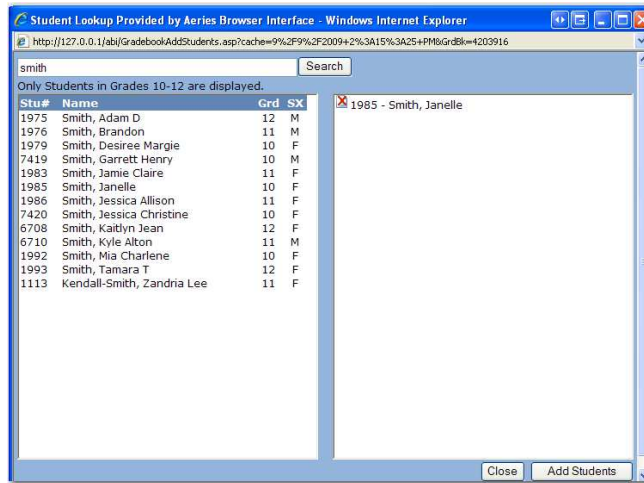
Teachers can import any student into their gradebook if the **ABI Administrator** has selected the option in **ABI options**. If the option is selected, teachers will see an **Add New Student** icon on the bottom left of the **Manage Students** form.

	Active	28	2144	Tweet, Vivian	F	10	9/7/2009		0	0
	Active	29	2200	Verdugo, Andrea	F	10	9/7/2009		0	0
	Active	30	2278	Wise, Anthony S	M	10	9/7/2009		0	0
Add New Student										

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To add new students into a gradebook, click the mouse on the **Choose a Gradebook** drop down on the left side of the form to select a gradebook. Click the mouse on the **+ Add New Student** icon. The following form will display. Only students within the defined grade range of the teacher will be displayed. To set the grade range for the teacher, in **Aeries** enter a **Low Grade** and **Hi Grade** value on the **Teachers** form.

Enter a name or partial name in the search box. Click the mouse on the **Search** button.



A list of students will display. Click on the student or students name to highlight and 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. To remove students from the list, click the mouse on the red X.



NOTE: To set the grade range for the teacher, in Aeries enter a **Low Grade** and **Hi Grade** value on the **Teachers** form.

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. **Transferring Scores is usually only used in the Secondary school level and not Elementary but is available.**

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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 0 - Language Arts 1 - Y

Action	Status	Transfer	Sort	Stu#	Name	Sex	Grade	Start Date	End Date	Low Assgn	High Assgn
▼	Active	Transfer	2	9	Albarran jr, David Ferros	F	1	9/8/2009		0	0
▼	Active	Transfer	3	23	Amaya, Timothy Hayden	M	1	9/8/2009		0	0
▼	Active	Transfer	4	33	Aquino, Joshua Forrest	M	1	9/8/2009		0	0
▼	Active	Transfer	5	46	Arroyo, Tanya Tyshawyn	M	1	9/8/2009		0	0

On the left side of the screenshot, there is a sidebar menu with the following items: "Choose a Gradebook" (set to "0 - Language Arts 1 - Y"), "Change Gradebook", "Print Preview", "Forms" (with sub-items: "Scores by Class", "Scores by Student", "Scores by Assignment", "Quick Data Entry", "Edit Assignments", "Edit Assignment Types").

In the example below, Language Arts 1 and 2 gradebooks are linked. If a student transfers from one period to the other, their existing gradebook scores can be transferred to the New gradebook.

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Aeries Gradebook - Maintenance

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

Gradebooks for Aldrich

* 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
Ungrouped						
0	0	Math	Y	1	9/2/2009	6/23/2010
0	0	Social Studies	Y	1	9/2/2009	6/23/2010
Group 1						
1	0	Language Arts 1	Y	1	9/2/2009	6/23/2010
1	0	Language Arts 2	Y	2	9/2/2009	6/23/2010

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

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Aeries Gradebook - Maintenance

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

Students have left from these Gradebooks

#	Gradebook
0	0 - Language Arts 1 - Y
1	0 - Language Arts 2 - Y

Students need to be added to these Gradebooks

#	Gradebook
1	0 - Language Arts 1 - Y

In this example, a student is transferring from a Language Arts 2 class to the same teachers Language Arts 1 class. Click the mouse Language Arts 2 gradebook to **Drop** the student and then click the mouse on the Language Arts 1 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.

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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 0 - Language Arts 1 - Y

Action	Status	Transfer	Sort	Stu#	Name	Sex	Grade	Start Date	End Date	Low Assgn	High Assgn
▼	Active	Transfer	1	50	Avalos, Ashlee Sofia	F	0	9/2/2008		0	0
▼	Active	Transfer	2	56	Bachman, Angel Zachary	M	0	10/21/2008		0	0
▼	Active	Transfer	3	75	Beveridge, Ashlie Taylor	F	0	9/2/2008		0	0
▼	Active	Transfer	4	148	Connole, Marco Patrick	M	0	9/2/2008		0	0

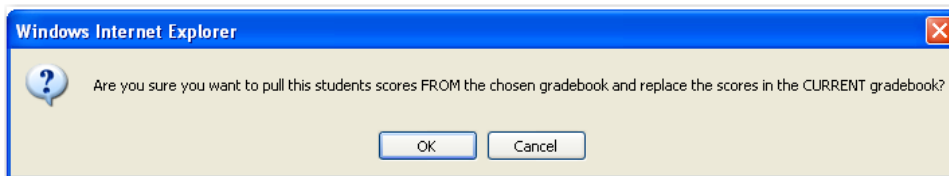
The linked gradebooks will display in the dropdown. Choose the **OLD** gradebook under the **Select Gradebook to Pull From** dropdown and click the mouse on the **Begin Transfer** button.

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Aeries Gradebook - Maintenance

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

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.

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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 3 - Biology Cp - Y

Action	Status	Transfer	Sort	Stu#	Name	Sex	Grade	Start Date	End Date	Low Assgn	High Assgn
▼	Active	Transfer	1	60	Apodaca, Joshua P	M	10	9/7/2009		0	0
▼	Active	Transfer	2	102	Ascha, Monica S	F	10	9/7/2009		0	0
▼	Active	Transfer	3	160	Barron, Kristy M	F	10	9/7/2009		0	0

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.

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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 3 - Biology Cp - Y

Action	Status	Transfer	Sort	Stu#	Name	Sex	Grade	Start Date	End Date	Low Assgn	High Assgn
▼	Active	Transfer	3	60	Apodaca, Joshua P	M	10	9/7/2009		0	0
▼	Active	Transfer	2	102	Ascha, Monica S	F	10	9/7/2009		0	0
▼	Active	Transfer	1	160	Barron, Kristy M	F	10	9/7/2009		0	0

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

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Aeries Gradebook - Assignment Scores

1- Worksheet chapter 1 | | 9/9/2009 3:41:44 PM

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

1: Worksheet chapter 1 3 - Biology Cp - Y

Type: Homework Assigned: 9/2/2009 Due: 9/3/2009 Max Score: 20 Grading

Complete:

#	Stu #	Name	Points		Date		Comment	Status
			Score	Max	Completed			
1.	160	Barron, Kristy M	20	20	9/3/2009			▼
2.	102	Ascha, Monica S	20	20	9/3/2009			▼
3.	60	Apodaca, Joshua P	15	20	9/3/2009			▼

If the option is selected the students will display by the **Custom Sort Order** on the **Scores by Class** and **Scores by Assignment** screens.

The gradebook reports **Assignments by Student** and **Gradebook Roster** also have an option to sort by **Custom Sort Field**.

FINAL MARKS

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** option will pull the low and high %s from Aeries if they are defined on the **Grade Reporting Options, Update Valid Marks** form.

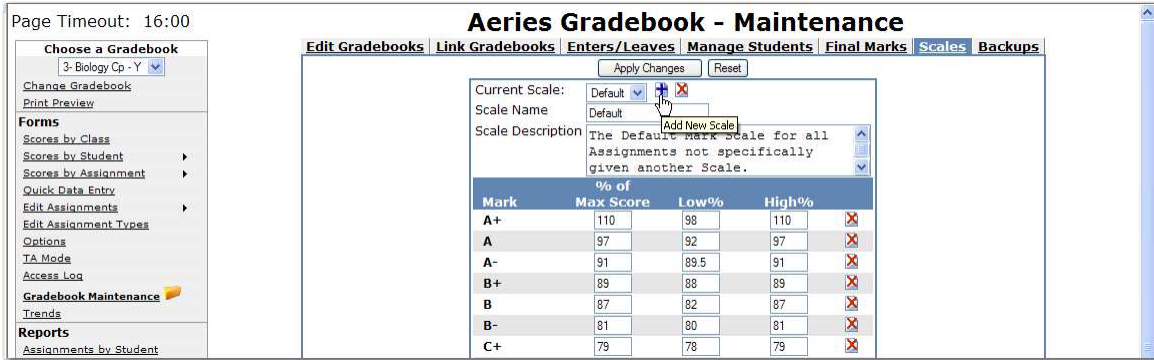
The option **Show Overall Mark w/ Score** is also available from the **Options** form on the left side of the Gradebook form.

Mark	Low%	High%
A+	98	110
A	92	97
A-	89.5	91
B+	88	89
B	82	87
B-	80	81
C+	78	79
C	72	77
C-	70	71
D+	68	69
D	62	67
D-	60	61
F	0	59

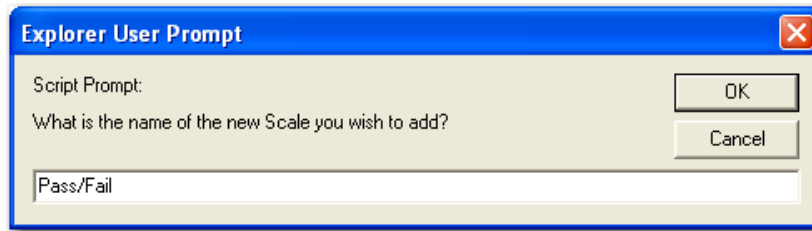
SCALES

Teachers can create **Grading Scales** with Valid Alpha Marks and can assign the **Scales** to their assignments. When a **Scale** is defined, a **Percentage** of the **Max Score** is entered for each valid alpha mark. A **Scale** can then be assigned to a particular assignment. The **Score** input fields for that assignment will have a dropdown with the available valid alpha marks. When the **Scale Mark** is selected the **Percentage** assigned to the mark will be factored into the **Max Score** for the assignment. The student will receive that **Percentage** of the **Max Score** for that Assignment.

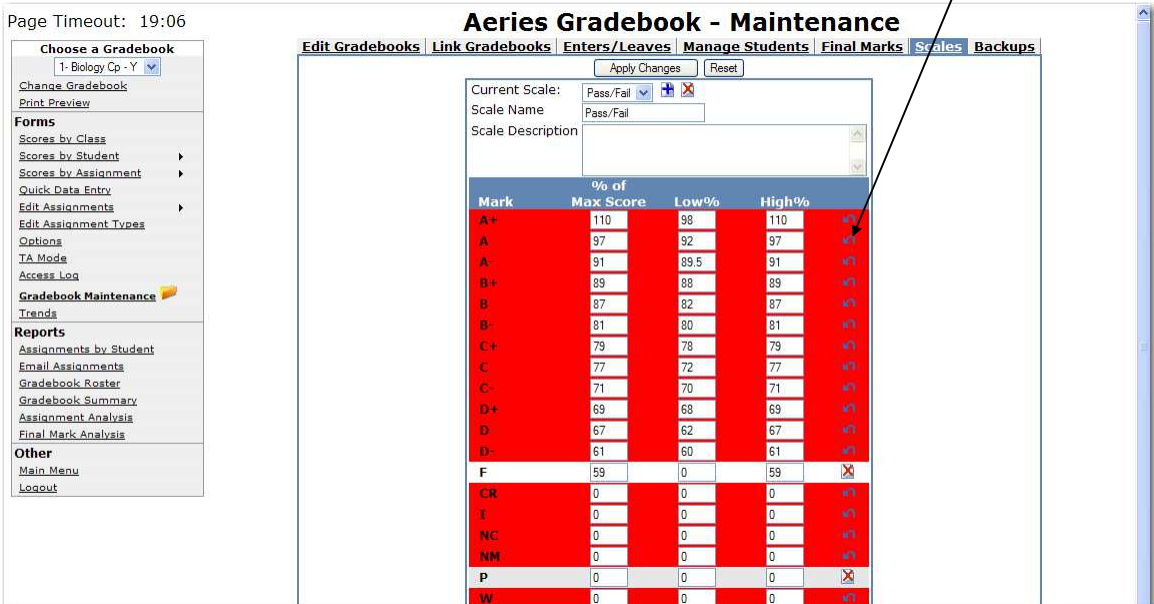
On the **Gradebook Maintenance** page click on the tab called **Scales**. The **Final Marks** will display as the **Default Scale**.



To add a new **Scale** click the mouse on the **+** button. The following message will display. Enter the name of the new **Scale**. An Example is a **Scale** called **Pass/Fail**. Click the mouse on the **OK** button.



To remove any marks that will not be used for this **Scale** click the mouse on the **Delete** selection box to the right of the **High %** field. The box will change to a back arrow.



In the **Pass/Fail** example only the **P** and **F** mark will be used. A **RED** bar will display across the mark you are deleting. Click the mouse on **Apply Changes**.



NOTE: Only Valid Alpha Marks can be used for Scales, not Numeric.

Only the marks of **F** and **P** will display. Enter the **Percentage** assigned to the marks in the **% of Max Score** field. For the **Pass/Fail** example 50% can be entered for an F and 100% for a P. The **Low %** and **High %** are not used at this time. They can be used as reference. Click the mouse on **Apply Changes** when completed.

Mark	% of Max Score	Low%	High%
P	100	0	0
F	50	0	59

When adding a new assignment, the **Scales** will be available from the dropdown 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**.

Student Name	Grd	1	2	Perc
1. Albarran Jr, David F	1			0.00
2. Amava, Timothy H	1			0.00
3. Anacostes, Lorena E	2			0.00
4. Aquino, Joshua F	1	P 100%		0.00
5. Arroyo, Tanya T	1	F 50%		0.00
6. Arteta, Kaila	1			0.00
7. Ayala, Devien	1			0.00

When one of those marks is chosen instead of entering a numeric score, the **Percentage** assigned to the mark will be factored into the **Max Score** for the assignment. The student will receive that percentage of the **Max Score** as their Score for that assignment.

SETUP ASSIGNMENT TYPES

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.

Under **Choose a Gradebook** on the left hand side of the form select a gradebook. Click the mouse on **Edit Assignment Types**.

The following screen will display for the **Gradebook** selected. To add an assignment type click the mouse on the **Drop Down** arrow for the assignment **Codes**.

Page Timeout: 19:40

Aeries Gradebook - Assignment Types

Doing Weighted Scoring 9/9/2009 9:53:54 AM

Assignment Types for (Aldrich)

Code	Description (Blank to Delete record)	% of Grade
Y6		0
7		
8		
9		
A		
B		
C		
D		

Your total percentage for this class is not 100! It is 0. Please correct this immediately!

The assignment codes available are 0-9 and A-Z. Click the mouse on a code that has not already been utilized.



NOTE: Assignment code is the teachers choice and irrelevant to the assignment.

Enter the description of the class assignment and the percent of grade that this assignment will receive. An example of a class assignment type is **Test**. Click the mouse on **Apply Changes** or press **Enter**.

A message will display below the assignment types entered indicating **the assignment types total has NOT reached 100%** for the assignment types that have been setup. Add all assignment types.

Page Timeout: 19:57

Aeries Gradebook - Assignment Types

Doing Weighted Scoring 9/9/2009 9:54:48 AM

Assignment Types for (Aldrich)

Code	Description (Blank to Delete record)	% of Grade
T	Test	30
		0

Your total percentage for this class is not 100! It is 30. Please correct this immediately!

After **ALL** assignment types have been entered and the **% of Grade** totals 100% the message will no longer display.

Page Timeout: 19:57

Choose a Gradebook

0- Math - 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](#)

Aeries Gradebook - Assignment Types

Doing Weighted Scoring 9/9/2009 9:56:51 AM

Assignment Types for (Aldrich)

Code	Description (Blank to Delete record)	% of Grade
C	Classroom	25
H	Homework	25
P	Projects	5
Q	Quiz	15
T	Test	30
		0

Changes can also be made to **Assignment types** after they are setup. Select the **Assignment Type** and re-enter the information to be changed. Click the mouse on the **Apply Changes** button.



NOTE: Prior to clicking the mouse on **Apply Changes** the **RESET** button can be used to change the class assignment types back to their original value.

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.

The message will no longer display after all assignment types have been entered and the **% of Grade** field total is equal to **100%** for the class assignment types setup.

Page Timeout: 19:57

Choose a Gradebook

0- Math - 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](#)

Aeries Gradebook - Assignment Types

Doing Weighted Scoring 9/9/2009 9:57:48 AM

Assignment Types for (Aldrich)

Code	Description (Blank to Delete record)	% of Grade
C	Classroom	
H	Homework	
P	Projects	
Q	Quiz	
T	Test	



NOTE: If the 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 GRADEBOOK ASSIGNMENTS

Under **Choose a Gradebook** from the left side of the form select a gradebook. Click the mouse on **Edit Assignments**. If there are currently no assignments for this gradebook **No Current Assignments** will display. Click the mouse on the **No Current Assignments** message. The following form will display. Click the mouse on **Add New** button on the right side of the form.



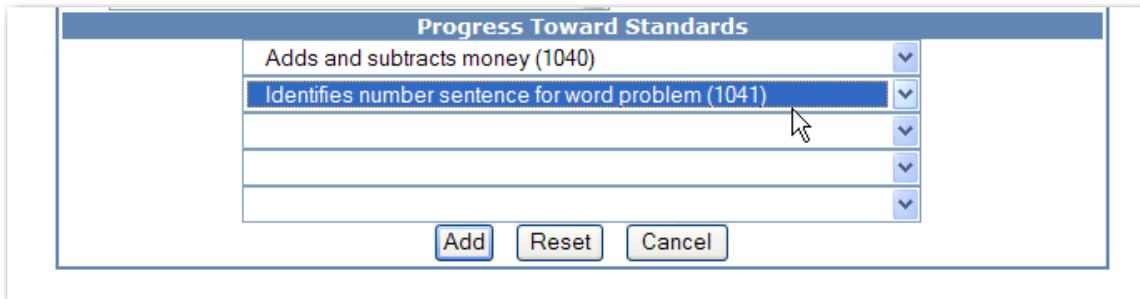
NOTE: This program **WILL NOT** allow you to select **Edit Assignments** unless the **Assignment Types** have been setup.

The following form will display. Click the mouse on the **Drop Down** arrow for the **Type** field. The types of assignments that were previously setup in **Assignment Types** will display. Click the mouse on the **Type** of assignment selected.

After the type of assignment displays press **Tab**. It is essential that type is entered for an assignment. If **TYPE** 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 **Tab**.

Type the number of the maximum score that can be received in the **Max Score** field. Enter the number of the maximum possible in the **Max # Possible** field. The **Max # Possible** is not a required field. When entering the student's scores, there is an option to enter by **# Correct**. If entering using the **# Correct** option the **Point Value** will be calculated based on the **Max # Possible** and the **Max Score**.

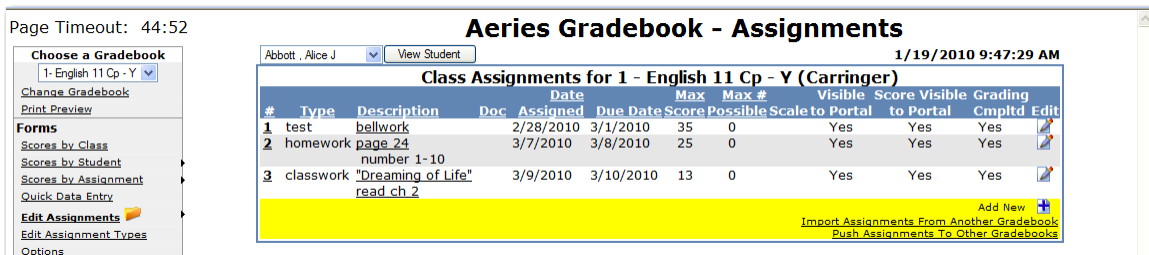
Click the mouse on the **Progress Towards Standards** and select which standards this will count towards. All standards are selected through the **drop down** arrows. The following is an example of an **Assignment** setup for **Elementary** school that has **Standards Based Grades** setup within Aeries.



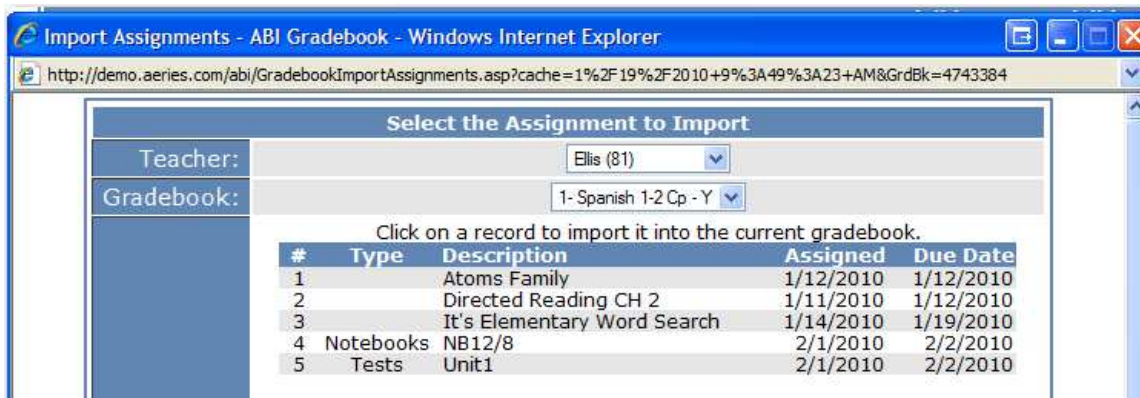
Add all class assignments for the gradebook selected. Click the mouse on **Add** when all assignment information is completed. The class assignments are now assigned to each student currently enrolled in the class selected.

IMPORT ASSIGNMENTS FROM ANOTHER GRADEBOOK

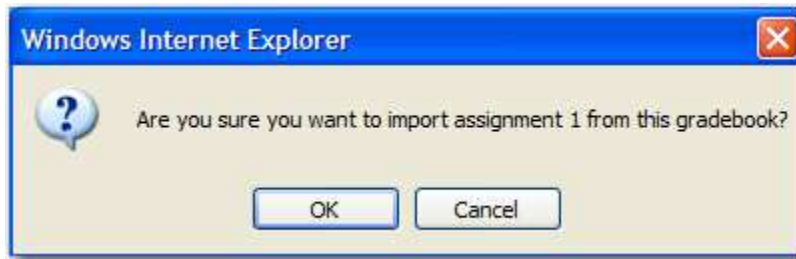
Teachers have the option to import assignments from any other teacher's gradebook to their current gradebook. Under **Choose a Gradebook** from the left side of the form select a gradebook. Click the mouse on **Edit Assignments**. Click the mouse on the **Import Assignments From Another Gradebook** option on the lower right of the Assignments page.



The following page will display. Click the mouse on the **Teacher** dropdown to select a teacher. After the teacher is selected, select the gradebook from the **Gradebook** dropdown. The assignments for that teacher and gradebook will display on the page. Use the mouse to select an assignment. Click the mouse on the assignment.



The following message will display.



Click on the **OK** button to import the selected assignment into the current gradebook. Continue selecting and clicking on the assignments. Assignments have to be selected individually. Click the **Close** button at the bottom of the page to close.

PUSH ASSIGNMENTS TO OTHER GRADEBOOKS

Teachers have the ability to push assignments from the current gradebook to any of the same teacher's other gradebooks. Under **Choose a Gradebook** from the left side of the form select a gradebook. Click the mouse on the **Push Assignments to Other Gradebooks** option on the lower right of the Assignments page.

Page Timeout: 44:52

Aeries Gradebook - Assignments

1/19/2010 9:47:29 AM

Choose a Gradebook

1- English 11 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

Abbott, Alice J View Student

Class Assignments for 1 - English 11 Cp - Y (Carringer)

#	Type	Description	Doc	Assigned Date	Due Date	Score	Max #	Possible	Scale to Portal	Visible to Portal	Score Visible	Grading Cmpltd	Edit
1	test	bellwork		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	

[Add New](#)
[Import Assignments From Another Gradebook](#)
[Push Assignments To Other Gradebooks](#)

The following page will display. The dropdown will display the assignments for the current gradebook. The other gradebooks for the same teacher are displayed below. Select the assignment from the dropdown and click the mouse on the **Push** button.

Push Assignments to Another ABI Gradebook - Windows Internet Explorer

http://demo.aeries.com/abi/GradebookPushAssignments.asp?cache=1%2F19%2F2010+9%3A47%3A29+AM&GrdBk=4743384

Select the Assignment to Push

1 - bellwork

	Pd	Name	Term	Grade Range	Start Date	End Date
<input type="button" value="Push"/>	1	English 11 Cp	Y	9 - 12	9/5/2009	10/24/2010
<input type="button" value="Push"/>	2	English 9	2	9 - 12	1/1/2010	10/24/2010
<input type="button" value="Push"/>	3	English 9	Y	9 - 12	10/6/2009	10/24/2010

The following message will display.



Click on the **OK** button to push the selected assignment into the other gradebook. Continue selecting and clicking on the assignments. Assignments have to be selected individually. Click the **Close** button at the bottom of the page to close.

FILE UPLOAD PROCESS

The **File Upload** Process in ABI will enable teachers and students to upload and download files for assignments. **The File Upload feature is available to Client Server districts only.**

There are two ways for teachers to upload files. Teachers can upload from the **Gradebook** tab when creating a **New Assignment** or from the **ABI Home** page using **My Briefcase**.



NOTE: In order to implement the ABI File Upload feature, the district ABI administrator can access documentation from the following link.

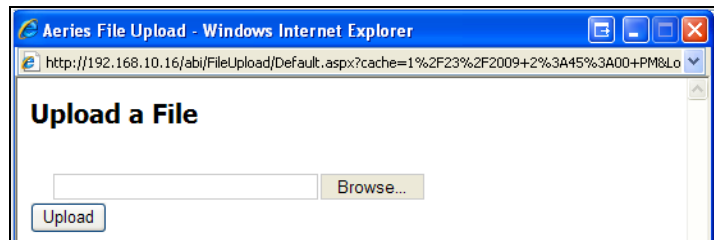
<http://www.aeries.com/Downloads/ABI/Docs/2007-10-19.0845/ABI File Upload Install.pdf>

From **Gradebook** a Teacher can add files to an existing assignment or to a new assignment under **Edit Assignments**. On the bottom right side of **Edit Assignments** the teacher has the option to load three different files for a particular assignment under **Document Links**.

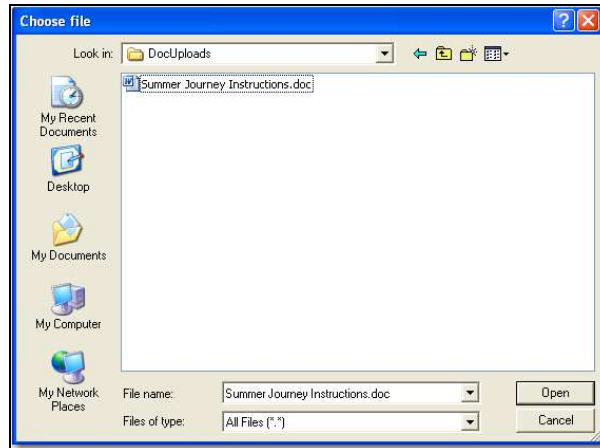
These files can be an MS Word document, Text file, MS Powerpoint presentation, MS EXCEL or MS ACCESS file and numerous other types of documents. Certain file types cannot be loaded such as an executable program ending in .exe. Click the mouse on the **Upload** icon under **Document Links**.

Assignment 1 for English 9 CP						
#	Type	Description				
1	Class Journal	Summer Journey				
Max Score	Max # Possible	Date Assigned	Due Date	Due Time	Allow Drop Box	
30	0	9/3/2008	1/23/2009		<input checked="" type="checkbox"/>	
Scale	Grading Cmpltd	Visible To Portal		Score Visible To Portal		
	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		
Comment				Document Links		
Describe you Summer Journey through life!						
Apply Changes Reset Delete Cancel						

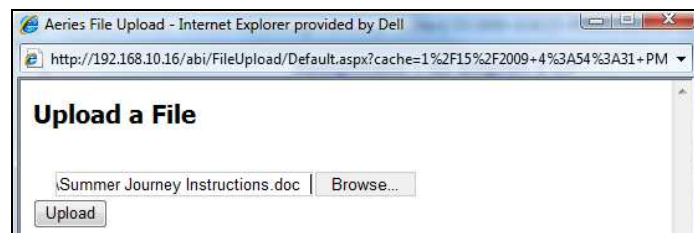
The following dialog box will display. Click the mouse on the **Browse** button to find the file you wish to Upload.



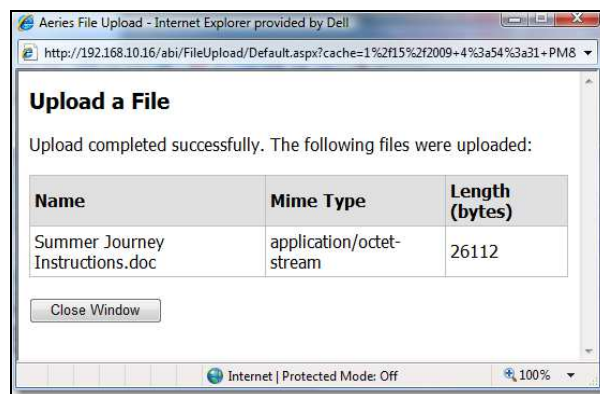
Click the mouse on the file then click the mouse on the **OPEN** button.



Click the mouse on the **UPLOAD** button to send it to your SQL Server.



Once the file has been uploaded the following dialog box will display. Click the mouse on the **Close Window** button.



The document is now listed for the Assignment in the **Document Links** field. The teacher can also turn on the option to allow students to **Upload** their assignment back to the teacher's drop box by entering a check mark in the box under **Allow Drop Box**.

#	Type	Description	Max Score	Max # Possible	Date Assigned	Due Date	Due Time	Allow Drop Box
1	Class Journal	Summer Journey	30	0	9/3/2008	1/23/2009		<input checked="" type="checkbox"/>

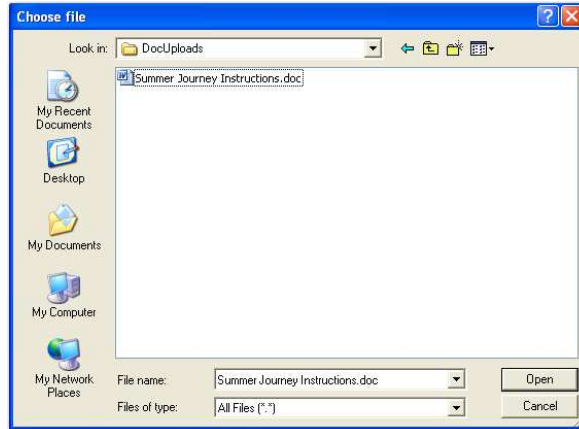
Teachers also have the option of uploading their files to **My Briefcase** on the **ABI Home** page. Later these files can be added to a new or existing assignment.

Name	Size	Last Updated
<input checked="" type="checkbox"/> Summer Journey Instructions.doc	39 KB	1/23/2009 4:13:29 PM

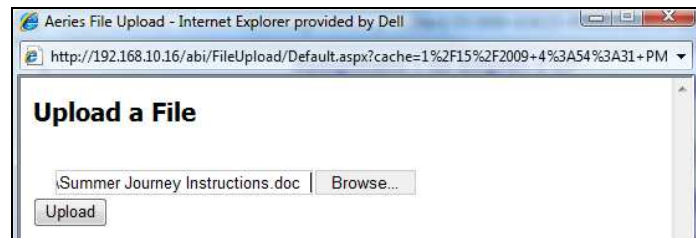
To Upload a file, click the mouse on the **Upload Icon** next to **Upload a New File**.

The following dialog box will display. Click the mouse on the **Browse** button to find the file to Upload.

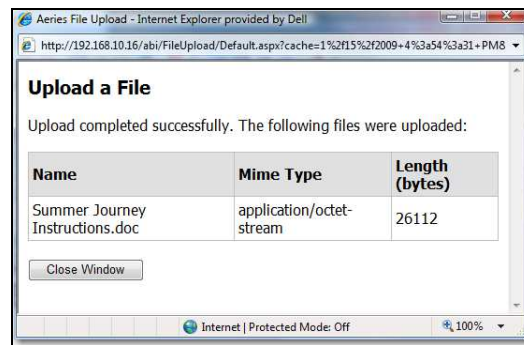
Click the mouse on the file then click the mouse on the **OPEN** button.



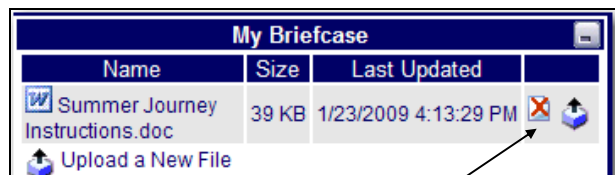
Click the mouse on the **UPLOAD** button to send it to your SQL Server.



Once the file has been uploaded the following dialog box will display.

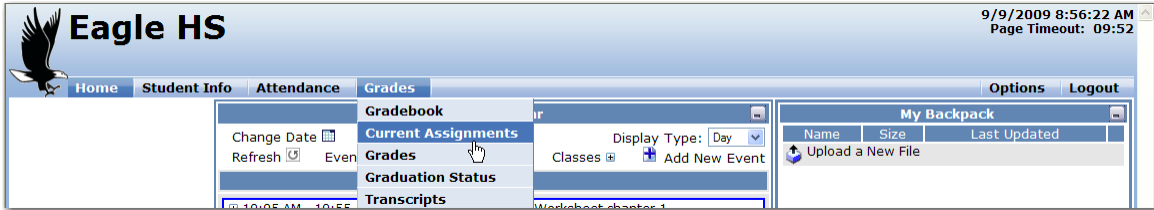


Click the mouse on the **Close Window** button and the document will display under **My Briefcase**.

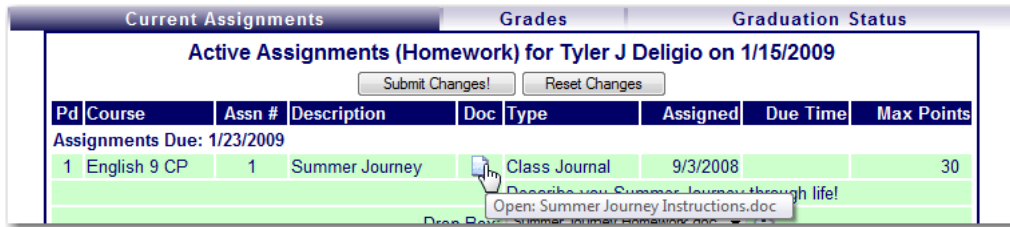


The teacher can also **Delete** the file by clicking on the **Delete** icon. However, a file cannot be deleted from **My Briefcase** if it is attached to an assignment.

Students can **Download** files for their assignments. A Student can log into **ABI** and from **Grades** click the mouse on **Current Assignments**.

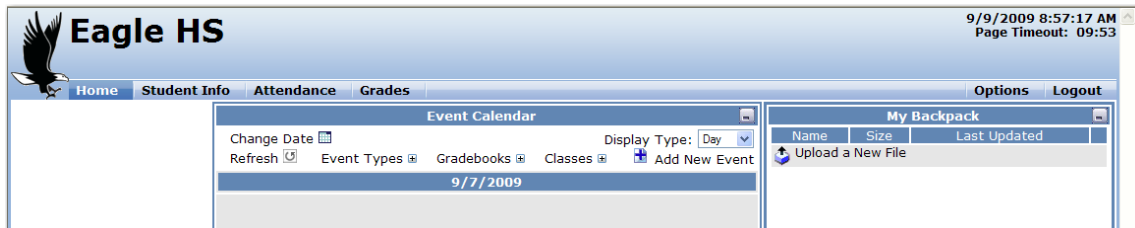


From **Current Assignments** a student can download the document by clicking the mouse on the **Document** icon located in the **Doc** column. The file can be **OPENED** or **SAVED**.



If a teacher has checked the **Allow Drop Box** field a student can upload their assignment back to the teacher. There are two ways for students to submit a file to the teachers **Drop Box**. Students can use **My Backpack** from the **ABI Home** page or from the **Grades** tab they can use the **Current Assignments** tab.

If Uploading using **My Backpack**, these documents can be added to the **Drop Box** under **Current Assignments** at a later time.

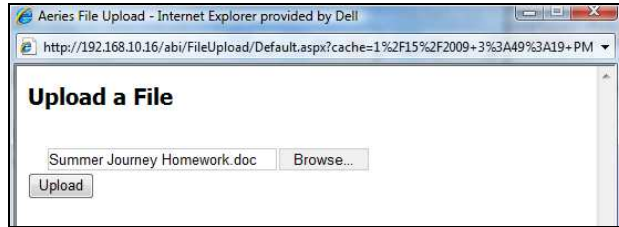


NOTE: School Districts may want to establish a district policy on the size and type of files students can upload into My Backpack.

For a Student to Upload a file, click the mouse on the **Upload** icon next to the **Upload a New File** message.



Browse to your document, chose the file, click the mouse on **OPEN** and click the mouse on the **UPLOAD** button to the send it to the SQL Server.



Once the document is uploaded the student will be able to **Delete** the file by clicking on the **Delete** icon.

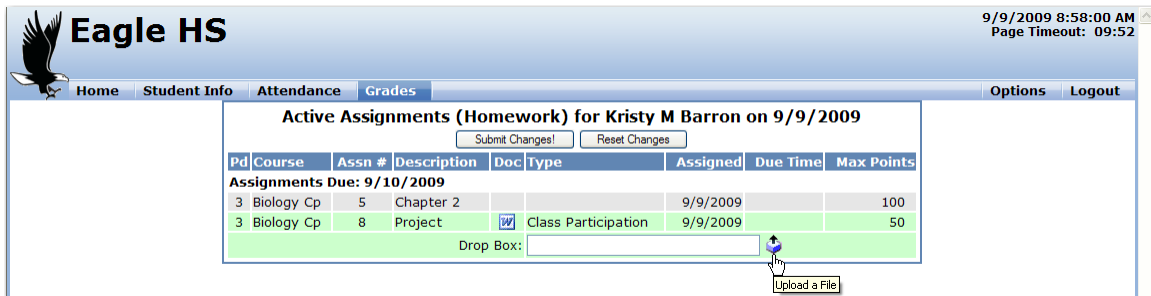


NOTE: A file cannot be deleted from My Backpack if it is associated to an assignment.

The student can also Upload a New Version of this File by clicking the mouse on the **Upload** icon next to the **Delete** icon.



If a teacher has checked the **Allow Drop Box** field a student can upload their assignment back to the teacher. Students can upload their assignments under the **Grades** tab by clicking the mouse on the **Current Assignments** tab. The **Drop Box** is located at the bottom of the form. All files previously uploaded to the student's **My Backpack** will show on the **Drop Box** drop down list.



Click the mouse on the down arrow and select the desired file. Click the mouse on the **Submit Changes** button to upload.

Eagle HS 9/9/2009 8:58:00 AM
Page Timeout: 09:52

Home Student Info Attendance Grades Options Logout

Active Assignments (Homework) for Kristy M Barron on 9/9/2009

Submit Changes! Reset Changes

Pd	Course	Assn #	Description	Doc	Type	Assigned	Due Time	Max Points
Assignments Due: 9/10/2009								
3	Biology Cp	5	Chapter 2			9/9/2009		100
3	Biology Cp	8	Project	<input checked="" type="checkbox"/>	Class Participation	9/9/2009		50

Drop Box:

Students can upload documents not in their **My Backpack** by clicking the mouse on the **Upload** icon.

Eagle HS 1/15/2009 3:57:28 PM
Page Timeout: 14:31

Logout | Change Password | Home

Student Info Attendance Grades A+ Transcripts

Active Assignments (Homework) for Tyler J Deligio on 1/15/2009

Submit Changes! Reset Changes

Pd	Course	Assn #	Description	Doc	Type	Assigned	Due Time	Max Points
Assignments Due: 1/23/2009								
1	English 9 CP	1	Summer Journey		Class Journal	9/3/2008		30
Describe you Summer Journey through life!								

Drop Box:

Browse to their document, select **Open** and **Upload**.

Aeries File Upload - Internet Explorer provided by Dell

http://192.168.10.16/abi/FileUpload/Default.aspx?cache=1%2F15%2F2009+4%3A47%3A47+PM

Upload a File

Summer Journey Homework.doc | Browse...

Click the mouse on the **Submit Changes** button. Notice you will receive a message in **RED** stating **Your Changes Have Been Saved**.

Eagle HS 9/9/2009 11:31:57 AM
Page Timeout: 09:58

Home Student Info Attendance Grades Options Logout

Active Assignments (Homework) for Kristy M Barron on 9/9/2009

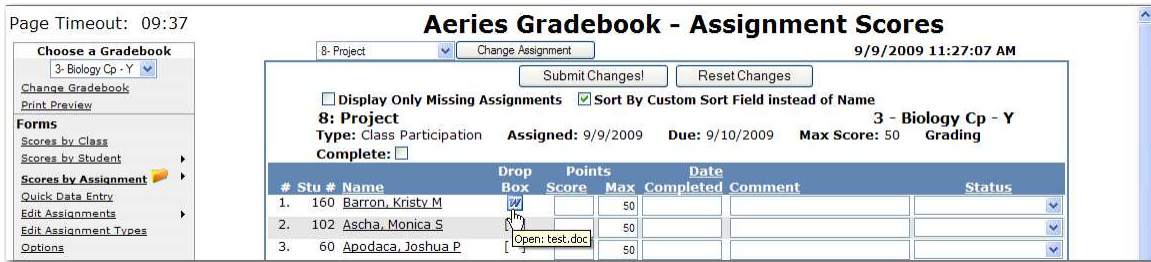
Submit Changes! Reset Changes

Your Changes Have Been Saved.

Pd	Course	Assn #	Description	Doc	Type	Assigned	Due Time	Max Points
Assignments Due: 9/10/2009								
3	Biology Cp	5	Chapter 2			9/9/2009		100
3	Biology Cp	8	Project	<input checked="" type="checkbox"/>	Class Participation	9/9/2009		50

Drop Box: Summer Journey Homework.doc

Teachers can download their students assignments on the **Scores by Assignment** form. Click on the **Scores By Assignment** option on the left of the form. Click on the assignment. Click the mouse on the **Document** icon.



Teachers have the option to **OPEN** or **SAVE** the file. Teachers can now grade their assignments and hand them back to their students.

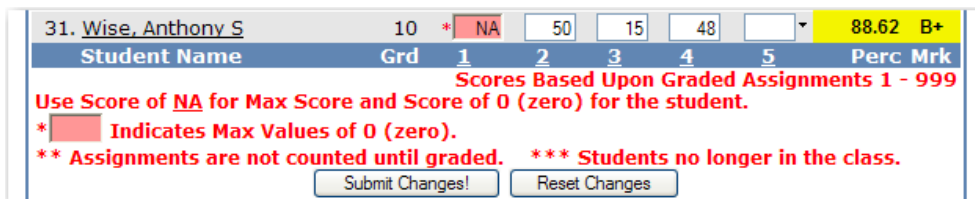
ENTERING STUDENT SCORES

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**
- **Extra Credit**
- **Missing Assignments**

EXCLUDE STUDENT FROM ASSIGNMENT

If a score is not to be included in a student's final grade, Enter **NA** 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. An asterisk (*) will display in **RED** to the left of a score if **NA** was entered for an assignment and is not included in a student's final grade.



EXTRA CREDIT

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 **Assignment Type** for the **Extra Credit** assignment.

MISSING ASSIGNMENTS

Assignments that have been checked as **Grading Completed** but with no scores submitted the score field will display in **RED**.

Page Timeout: 19:51

Aeries Gradebook - Student Scores

Barron, Kristy M 9/8/2009 8:26:48 AM

Submit Changes! Reset Changes

Display Only Missing Assignments

Kristy M Barron (160) 3 - Biology Cp - Y Tchr: Alvarado Grd: 10

#	Description	Type	Score	Max	Completed	Date	Due Date	Grading Compl
2	Collage	Projects		50	<input checked="" type="checkbox"/>	9/3/2009	9/3/2009	Yes

Submit Changes! Reset Changes

SCORES BY CLASS

To enter scores for assignments for the entire class, **Choose a Gradebook** from the far left side of the form. Click the mouse on the **Scores by Class** option. The following screen will display.

Page Timeout: 19:56

Aeries Gradebook - Class Scores

Page: 1 9/9/2009 10:14:30 AM

Display: Points Submit Changes! Reset Changes

Sort By: Student 0 - Language Arts 1 - Y Aldrich

Student Name	Grd	1	2	Perc	
**Grading Completed:					
		50	20	2 Assmnts	
1. Albarran Jr, David F	1	50	18	96.00	
2. Amaya, Timothy H	1	45	15	84.00	
3. Aquino, Joshua F	1		20	40.00	
4. Arrovo, Tanva T	1	55	20	106.00	
5. Arteta, Kaila	1	48	15	87.60	
6. Ayala, Devien	1	49	13	84.80	
7. Baber, Ashlev R	1	48	20	97.60	
8. Barcnas, Casey M	1	45	15	84.00	
9. Blassingame, Neffertasha J	1	46	18	91.20	
10. Brown, Desairae J	1	49	20	98.80	
11. Burke, Anthony A	1	48	13	83.60	
12. Carias, Vamari E	1	35	7	56.00	
13. Carter, Rex D	1	50	18	96.00	
14. Albarran, Shane J***	1			0.00	
Student Name		Grd	1	2	Perc
		Class Average:	47.33	16.30	85.04
Scores Based Upon Graded Assignments 1 - 999					
Use Score of NA for Max Score and Score of 0 (zero) for the student.					
* Indicates Max Values of 0 (zero).					
** Assignments are not counted until graded. *** Students no longer in the class.					
Submit Changes! Reset Changes					
<input type="checkbox"/> Sort By Custom Sort Field instead of Name <input type="checkbox"/> Show Assignment Key Refresh					

The class assignment numbers will display along the top of the form with all students enrolled listed below. All inactive students will display at the bottom of the form in yellow. Click the mouse on the **Assignment Score** field for the student selected. Enter the **score** and press the **Down Arrow** key.

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

If there are additional assignments to be displayed the number of pages available will display in the upper left corner. For example, if the screen displays **Page: 1 2**. Click the mouse on page 2 and the next set of assignments will display.

Page Timeout: 19:55

Aeries Gradebook - Class Scores

Page: 1 2 9/9/2009 10:16:45 AM

Display: Points Submit Changes! Reset Changes

Sort By: Student 0 - Language Arts 1 - Y Aldrich

Student Name	Grd	1	2	3	4	5	Perc
Max Points:		50	20	20	50	20	
**Grading Completed:		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2 Assmnts
1. Albarra, David F	1	50	18				96.00
2. Amava, Timothy H	1	45	15				84.00

After all scores have been entered click the mouse on **Submit Changes**. The **Perc** column to the far right will calculate the percentage completed for this assignment.

Page Timeout: 19:04

Aeries Gradebook - Class Scores

Page: 1 2 9/9/2009 10:16:45 AM

Display: Points Submit Changes! Reset Changes

Sort By: Student 0 - Language Arts 1 - Y Aldrich

Student Name	Grd	1	2	3	4	5	Perc
Max Points:		50	20	20	50	20	
**Grading Completed:		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2 Assmnts
1. Albarra, David F	1	50	18				96.00
2. Amava, Timothy H	1	45	15				84.00
3. Aquino, Joshua F	1		20				40.00
4. Arrovo, Tanva T	1	55					106.00
5. Arteta, Kaila	1	48	15				87.60
6. Ayala, Devien	1	49	13				84.80
7. Baber, Ashley R	1	48	20				97.60
8. Barcenas, Casey M	1	45	15				84.00
9. Blassingame, Neffertasha J	1	46	18				91.20

There are several options on the **Class Scores** screen that will change how the screen displays. On the top left of the screen is a **Display** dropdown.

Page Timeout: 18:34

Aeries Gradebook - Class Scores

Page: 1 2 9/9/2009 10:16:45 AM

Display: Points Submit Changes! Reset Changes

Sort By: Student 0 - Language Arts 1 - Y Aldrich

Student Name	Grd	1	2	3	4	5	Perc
Max Points:		50	20	20	50	20	
**Grading Completed:		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2 Assmnts
1. Albarra, David F	1	50	18				96.00
2. Amava, Timothy H	1	45	15				84.00
3. Aquino, Joshua F	1		20				40.00

The screen can be displayed with **Points**, **# Correct** or **Percentage**. The **# Correct** option will only display if a **Max # Possible** was entered when the assignment was created. The **Percentage** option is available as display only after the scores have been entered. The **Sort By** dropdown will change how the screen is sorted.

Page Timeout: 19:55

Aeries Gradebook - Class Scores

Page: 1 2 9/9/2009 10:18:36 AM

Display: Points Submit Changes! Reset Changes

Sort By: Student 0 - Language Arts 1 - Y Aldrich

Stu	Student	Grd	1	2	3	4	5	Perc
Overall Score			50	20	20	50	20	
Grade			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2 Assmnts
1. Albarra	Overall Score Descending		50	18				96.00
2. Amava	Assmt 1- Chapter 2		45	15				84.00
3. Aquino	Assmt 1- Chapter 2 Descending			20				40.00
4. Arrovo	Assmt 2- Chapter 2 project		55	20				106.00
5. Arteta	Assmt 2- Chapter 2 project Descending		48	15				87.60
6. Ayala	Assmt 3- Spelling #2		49	13				84.80
7. Baber	Assmt 4- Chapter 1 quiz		48	20				97.60
8. Barcenas	Assmt 5- Class project		45	15				84.00
8. Barcenas	Assmt 5- Class project Descending		45	15				84.00



NOTE: Assignments are not factored into a students overall grade until grading has been completed.

SCORES BY STUDENT

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: 19:45

Aeries Gradebook - Student Scores

Albaran jr, David F 9/9/2009 10:19:05 AM

Display Only Missing Assignments

David Ferros Albaran jr (9) 0 - Language Arts 1 - Y Tchr: Aldrich Grd: 1

#	Description	Type	Score	Max	Completed	Date	Due Date	Grading Compl
1	Chapter 2	Homework	50	50	9/10/2009	9/10/2009	Yes	
2	Chapter 2 project	Projects	18	20	9/10/2009	9/10/2009	Yes	
3	Spelling #2	Homework		20		9/10/2009	No*	
4	Chapter 1 quiz	Projects		50		9/10/2009	No*	
5	Class project	Projects		20		9/10/2009	No*	
6	Chapter 1 Quiz	Quiz		20		9/10/2009	No*	

Type	Perc of Grade	Points	Max	Perc
Classroom Work	20 %	0.00	0	0.00
Homework	15 %	50.00	50	100.00
Projects	10 %	18.00	20	90.00
Quiz	20 %	0.00	0	0.00
Tests	35 %	0.00	0	0.00
Total**				96.00

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

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

Page Timeout: 19:55

Aeries Gradebook - Student Scores

Aquino, Joshua F 9/9/2009 10:20:22 AM

Display Only Missing Assignments

Joshua Forrest Aquino (33) 0 - Language Arts 1 - Y Tchr: Aldrich Grd: 1

#	Description	Type	Score	Max	Completed	Date	Due Date	Grading Compl
1	Chapter 2	Homework		50			9/10/2009	Yes

The class assignments can be sorted by each heading name at the top of the columns. For example, click the mouse on **Description**.

Page Timeout: 19:50

Aeries Gradebook - Student Scores

Albaran jr, David F 9/9/2009 10:21:16 AM

Display Only Missing Assignments

David Ferros Albaran jr (9) 0 - Language Arts 1 - Y Tchr: Aldrich Grd: 1

#	Description	Type	Score	Max	Completed	Date	Due Date	Grading Compl
1	Chapter 2	Homework	50	50	9/10/2009	9/10/2009	Yes	

The class assignments can be sorted by heading name at the top of the columns that display a line. For example, click the mouse on **Type**. The class assignments will now display in alphabetical order by **Type**. To sort in descending order, click on the column heading again.

Page Timeout: 19:47

Aeries Gradebook - Student Scores

Albarran jr, David F Change Student 9/9/2009 10:21:54 AM

Display Only Missing Assignments

David Ferros Albarran jr (9) 0 - Language Arts 1 - Y Tchr: Aldrich Grd: 1

#	Description	Type	Points Score	Max	Date Completed	Due Date	Grading Complt
1	Chapter 2	Homework	50	50	9/10/2009	9/10/2009	Yes
2	Spelling #2	Homework		20		9/10/2009	No*



NOTE: Headings with an underline allow you to change the sort order for the screen displayed.

To display all students for a particular assignment click the mouse on the **assignment number** listed under the # field.

Page Timeout: 19:56

Aeries Gradebook - Assignment Scores

1-Chapter 2 Change Assignment 9/9/2009 10:23:43 AM

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

1: Chapter 2 0 - Language Arts 1 - Y

Type: Homework Assigned: 9/9/2009 Due: 9/10/2009 Max Score: 50 Grading

Complete:

#	Stu #	Name	Points Score	Max	Date Completed	Comment	Status
1.	9	Albarran jr, David F	50	50	9/10/2009		
2.	23	Amaya, Timothy H	45	50	9/10/2009		
3.	33	Aquino, Joshua F		50			
4.	46	Arroyo, Tanya T	55	50	9/10/2009		

Assignments can be displayed for another student by clicking the mouse on the **drop down** arrow to the left of the **Change Student** button. Click the mouse on the student selected.

Click the mouse on the **Change Student** button and the student selected will display with all assignments for that student.

Page Timeout: 19:54

Aeries Gradebook - Student Scores

Albarran jr, David F Change Student 9/9/2009 10:24:06 AM

Display Only Missing Assignments

Albarran jr (9) 0 - Language Arts 1 - Y Tchr: Aldrich Grd: 1

Type	Points Score	Max	Date Completed	Due Date	Grading Complt
Homework	50	50	9/10/2009	9/10/2009	Yes

ENTER SCORES BY STUDENT

All class assignments will display for the student selected. Click the mouse in the **Score** field. Gradebook scores can be entered as **Points** or **# Correct**. The **# Correct** option will only display if a **Max # Possible** was entered when the assignment was created. The **Percentage** option is available as display only after the scores have been entered. Enter the score received and press **Tab**. If the **Max Score** needs adjusting Enter the score.

Page Timeout: 19:38

Aeries Gradebook - Student Scores

Albarran jr, David F 9/9/2009 10:24:31 AM

Display Only Missing Assignments

David Ferros Albarran jr (9) 0 - Language Arts 1 - Y Tchr: Aldrich Grd: 1

#	Description	Type	Points	Max	Completed	Date	Due Date	Grading	Complt
1	Chapter 2	Homework	50	50	9/10/2009	9/10/2009	Yes		
2	Spelling #2	Homework	20			9/10/2009	No*		

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.

Page Timeout: 18:35

Aeries Gradebook - Student Scores

Albarran jr, David F 9/9/2009 10:24:31 AM

Display Only Missing Assignments

David Ferros Albarran jr (9) 0 - Language Arts 1 - Y Tchr: Aldrich Grd: 1

#	Description	Type	Score	Max	Completed	Date	Due Date	Grading	Complt
1	Chapter 2	Homework	50	50	9/10/2009	9/10/2009	Yes		
2	Spelling #2	Homework	20	20			No*		
3	Chapter 2 project	Projects	18	20			Yes		

If the **Grading Complt** 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 all assignments have been entered for this student, click the mouse on **Submit Changes**.



NOTE: It's very important that Assignments are submitted as soon as entry is complete. *Scores entered can be lost due to delay in clicking on Submit Changes.*

PERCENT OF GRADE

After the class assignments have been setup the student's scores can be entered and tracked. As the scores are entered and submitted the **percentage of the grade** is calculated at the bottom of the form.

Perc of				
Type	Grade	Points	Max	Perc
Classroom Work	20 %	0.00	0	0.00
Homework	15 %	70.00	70	100.00
Projects	10 %	18.00	20	90.00
Quiz	20 %	0.00	0	0.00
Tests	35 %	0.00	0	0.00
Total**				96.00

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

SCORES BY ASSIGNMENT

To enter scores for certain assignments **Choose a Gradebook** from the far left side of the form. Hover the mouse over **Scores by Assignment** and all assignments for the gradebook selected will display. Click the mouse on the assignment selected.

Page Timeout: 17:31

Aeries Gradebook - Assignment Scores

1-Chapter 1 9/9/2009 10:28:47 AM

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

1: Chapter 1 **0 - Language Arts 1 - Y**
 Type: Homework Assigned: 9/9/2009 Due: 9/10/2009 Max Score: 50 Grading
 Complete:

	Name	Points Score	Max	Date Completed	Comment	Status
1 - Chapter 1	Albarran Jr, David F	50	50	9/10/2009		
2 - Chapter 1 project	Amaya, Timothy H	45	50	9/10/2009		
3 - Spelling #2	Aquino, Joshua F	48	50	9/10/2009		
4 - Chapter 2 quiz	Arrovo, Tanya T	55	50	9/10/2009		
5 - Class project						
6 - Chapter 2 Spelling	Arteta, Kaila	48	50	9/10/2009		

Assignments can be changed by clicking the mouse on the **Change Assignment** drop down and the assignment selected will display.

Page Timeout: 19:48

Aeries Gradebook - Assignment Scores

1-Chapter 1 9/9/2009 10:47:42 AM

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

3: Spelling #2 **0 - Language Arts 1 - Y**
 Type: Homework Assigned: 9/9/2009 Due: 9/10/2009 Max Score: 50 Grading
 Complete:

#	Stu #	Name	Points Score	Max	Date Completed	Comment	Status
1.	9	Albarran Jr, David F	50	50	9/10/2009		
2.	23	Amaya, Timothy H	45	50	9/10/2009		
3.	33	Aquino, Joshua F	48	50	9/10/2009		
4.	46	Arrovo, Tanya T	55	50	9/10/2009		
5.	47	Arteta, Kaila	48	50	9/10/2009		

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

Page Timeout: 17:17

Aeries Gradebook - Assignment Scores

1-Chapter 1 | Change Assignment | 9/9/2009 10:48:34 AM

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

1: Chapter 1 | 0 - Language Arts 1 - Y
 Type: Homework | Assigned: 9/9/2009 | Due: 9/10/2009 | Max Score: 50 | Grading
 Complete:

#	Stu #	Name	Points		Date		Comment	Status
			Score	Max	Completed			
1.	47	Arteta, Kaila	50	50	9/10/2009			

Max	Min	Avg	Median	Mode	Var	StDev	AvgDev
55	35	47.33	48	48	22.24	4.72	2.83

Default Score to Overwrite existing values?

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** screen under **Gradebook Maintenance**.

All students and scores will display for the assignment selected. To select a different assignment click the mouse on the **Drop Down** arrow to the left of the **Change Assignment** button. Select a new assignment and click the mouse on the **Change Assignment** button.

Gradebook scores can be entered as **Points** or **# Correct**. The **# Correct** option will only be an option if a **Max # Possible** was entered when the assignment was created. The **Percentage** option is available as display only after the scores have been entered. Enter the score received and press **Tab**. Enter the score if the **Max Score** needs adjusted.

Enter the **Date Completed**. Enter any **Comment** or **Status** if needed and press **Tab**. After all scores have been entered for this assignment, click the mouse on **Submit Changes**.

Page Timeout: 19:51

Aeries Gradebook - Assignment Scores

1-Chapter 1 | Change Assignment | 9/9/2009 10:51:59 AM

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

1: Chapter 1 | 0 - Language Arts 1 - Y
 Type: Homework | Assigned: 9/9/2009 | Due: 9/10/2009 | Max Score: 50 | Grading
 Complete:

#	Stu #	Name	Points		Date		Comment	Status
			Score	Max	Completed			
1.	9	Albarran Jr, David F	50	50	9/10/2009			
2.	23	Amava, Timothy H	45	50	9/10/2009			
3.	33	Aquino, Joshua F	48	50	9/10/2009		Absent - No Make Up Absent - Able to Make Up ETS	
4.	46	Arroyo, Tanva T	55	50	9/10/2009		Not Yet Graded	

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.

Max	Min	Avg	Median	Mode	Var	StDev	AvgDev
55	35	47.33	48	48	22.24	4.72	2.83

Default

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To select a **Default** click the mouse on the **drop down** arrow. Select the **Default** field, such as **Date Comp**. To the right of the **Default** field, enter a value to be added to all student's class assignments. This value will overwrite the existing value in the field selected. Click the mouse on the check box. A **check mark** will display to **Overwrite existing Values**. Click the mouse on **Change Defaults**.

Max	Min	Avg	Median	Mode	Var	StDev	AvgDev
55	35	47.33	48	48	22.24	4.72	2.83
Default		Date Comp	to 09/11/2009	<input type="checkbox"/>	Overwrite existing values?	Change Defaults	



NOTE: If **Overwrite Existing** 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.

Page Timeout: 19:56

Aeries Gradebook - Assignment Scores

9/9/2009 10:55:41 AM

Submit Changes! Reset Changes

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

1: Chapter 1 **0 - Language Arts 1 - Y**

Type: Homework Assigned: 9/9/2009 Due: 9/10/2009 Max Score: 50 Grading

Complete:

#	Stu #	Name	Points		Date		Comment	Status
			Score	Max	Completed			
1.	9	Albarran Jr, David F	50	50	9/11/2009			
2.	23	Amaya, Timothy H	45	50	9/11/2009			
3.	33	Aquino, Joshua F	48	50	9/11/2009			
4.	46	Arrovo, Tanva T	55	50	9/11/2009			

After all class assignments are entered click the mouse on the **Submit Changes** button. All scores will be submitted and statistical calculations will be performed at the bottom of the form.

Max	Min	Avg	Median	Mode	Var	StDev	AvgDev
22	15	19.45	20	20	2.83	1.68	0.69
Default		Score	to	<input type="checkbox"/>	Overwrite existing values?	Change Defaults	

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QUICK DATA ENTRY

To enter scores using the Quick Data Entry form, Choose a Gradebook from the left hand side of the form. Click the mouse on the Quick Data Entry option. The following screen will display.

Page Timeout: 19:45

Aeries Gradebook - Quick Data Entry

Choose a Gradebook: 3- Biology Cp - Y

Assignment: 6: Lab Review (9/9/2009)

6: Lab Review

Max Score: 20 Grading

Complete:

Assigned: 9/8/2009 Due: 9/9/2009

You must CLICK the SAVE BUTTON to save data entered!

Data To Be Changed

Save	Stu#	Name	Score
<input type="checkbox"/>	60	Apodaca, Joshua P	
<input type="checkbox"/>	102	Ascha, Monica S	
<input type="checkbox"/>	160	Barron, Kristy M	
<input type="checkbox"/>	225	Bolk, Shane	
<input type="checkbox"/>	323	Cantu, Cristobal R	
<input type="checkbox"/>	392	Chase, Gayle Joan	

To select an assignment click the mouse on the **Drop Down** arrow under **Assignment**. Click the mouse in the **Student** field to select a student. Enter the first characters of the student's first or last name. 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 in **RED** across from the students name on the lower section of the form. Click the mouse on the **Save** button to submit the scores.

Stu#	Name	Score
60	Apodaca, Joshua P	18
102	Ascha, Monica S	20
160	Barron, Kristy M	19
225	Bolik, Shane	19



NOTE: The Save button must be clicked before exiting the form or the scores will not be submitted.

GRADEBOOK OPTIONS

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

- **Email Address** is the email address stored in Aeries for this teacher. This information is stored in the TCH.EM field.
- **View Student ??? in Print Preview** when using the **Print Preview** option on the **Scores by Class** can display students name, student number, last 4 digits of students phone number or permanent ID number.
- **Show Assignment Keys on Scores by Class Page** will display the Assignments at the bottom of the screen.
- **Show Options on Scores by Class Page** will display a check box with the **Show Assignment Key** option to select or de-select. The **Sort by Custom Sort field Instead of Name** option will also display. It will also display the **View Student ???** option when in Print Preview.
- **Show Class Average on Scores by Class Page** will display the overall class average for each assignment on the last line of the screen.
- **Assignments Per Page on Scores by Class Page** will adjust the number of assignments being displayed on each page. This can be fine tuned to the monitor resolution of the teacher to maximize the number of assignments able to be viewed at once.
- **Show Only Currently Active Gradebooks** when turned ON will hide the gradebooks where today's date does not fall between the Start and End Dates identified for the gradebook. Normally when these gradebook are displayed in the system. They are listed at the bottom of any list of gradebooks and are surrounded with brackets.
- **Sort By Custom Sort Field Instead of Name** will sort the students in the custom sort order as defined on the **Manage Students** screen under **Gradebook Maintenance**.

Examples:

Show Class Average and Show Assignment Key option selected.

The screenshot shows a student record for Anthony S. Wise (ID 31) in grade 10. The class average is 19.44. The interface includes a table of assignments with columns for #, Type, Description, Assigned, and Due Date.

#	Type	Description	Assigned	Due Date
1	Homework	Worksheet chapter 1	9/2/2009	9/3/2009
2	Projects	Collage	9/2/2009	9/3/2009
3	Quiz	Chapter 1 Quiz	9/3/2009	9/4/2009
4	Test	Chapter 1 Test	9/7/2009	9/8/2009
5	Homework	Chapter 2	9/9/2009	9/10/2009
6	Homework	Lab Review	9/8/2009	9/9/2009

Show Class Average and Show Assignment Key option de-selected.

The screenshot shows a student record for Camila L. Cabrera (ID 21) in grade 9. The class average is 100.00. The interface includes a table of assignments with columns for #, Type, Description, Assigned, and Due Date.

#	Type	Description	Assigned	Due Date
1	Homework	Worksheet chapter 1	9/2/2009	9/3/2009
2	Projects	Collage	9/2/2009	9/3/2009
3	Quiz	Chapter 1 Quiz	9/3/2009	9/4/2009
4	Test	Chapter 1 Test	9/7/2009	9/8/2009
5	Homework	Chapter 2	9/9/2009	9/10/2009
6	Homework	Lab Review	9/8/2009	9/9/2009

Assignments Per Page on Score by Class option set to 5 assignments. The remaining assignments will roll over and display on page 2.

The screenshot shows the 'Aeries Gradebook - Class Scores' interface. The 'Assignments Per Page' option is set to 5. The interface includes a table of assignments with columns for #, Type, Description, Assigned, and Due Date.

#	Type	Description	Assigned	Due Date
1	Homework	Worksheet chapter 1	9/2/2009	9/3/2009
2	Projects	Collage	9/2/2009	9/3/2009
3	Quiz	Chapter 1 Quiz	9/3/2009	9/4/2009
4	Test	Chapter 1 Test	9/7/2009	9/8/2009
5	Homework	Chapter 2	9/9/2009	9/10/2009
6	Homework	Lab Review	9/8/2009	9/9/2009

Show Only Currently Active Gradebooks will only display gradebooks that are active in the **Choose a Gradebook** drop down even though they are available from the **Gradebook Maintenance** screen.

Page Timeout: 19:55

Aeries Gradebook - Maintenance

Choose a Gradebook

1- Biology Cp - Y

Change 1- Biology Cp - Y

4- Biology Cp - Y

Print 5- Physics Cp - Y

Forms

Scores by Class

Scores by Student

Scores by Assignment

Pd	Name	Term	Grade Range	Start Date	End Date	Edit
1	Biology Cp	Y	6 - 12	9/1/2009	6/23/2010	
4	Biology Cp	Y	6 - 12	9/1/2009	6/23/2010	
5	Physics Cp	Y	6 - 12	9/1/2009	6/23/2010	
3	Biology Cp	Y	6 - 12	7/15/2009	9/1/2009	

Add New

CURRENT GRADEBOOK OPTIONS

The following options apply to the **Current Gradebook** being viewed.

Page Timeout: 19:49

Aeries Gradebook - Options

Choose a Gradebook

0- Language Arts 1 - 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

Trends

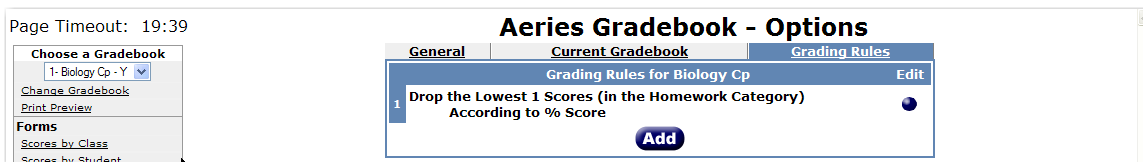
Reports

General	Current Gradebook	Grading Rules
Gradebook Language Arts 1 Options		
Weight Scores of Assignments by Type: <input checked="" type="checkbox"/>		
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): <input type="checkbox"/>		
(Also applies to parent view):		
Show Overall Mark w/ Score: <input type="checkbox"/> (View Marks)		
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"/>		

- **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 w/ 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 Gradebook Maintenance form on the Final Marks tab.
- **Show Point Ratio on Scores by Class Page** – normally only the percentage shows for each student on this page. This option displays total points and total max points for each student. Only applies when doing total points grading (not grading by weighted assignment types).
- **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.

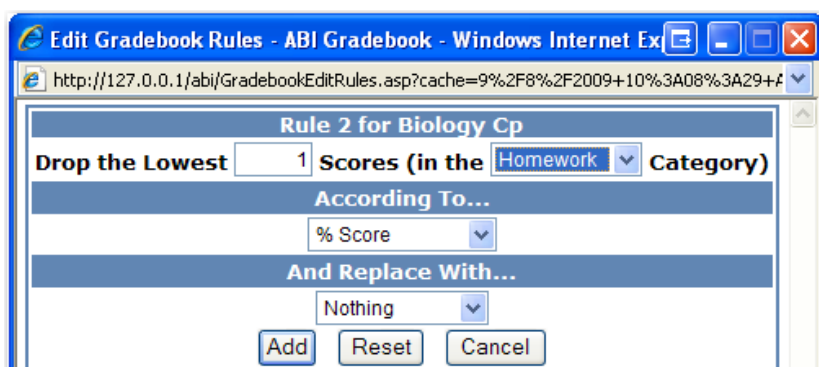
GRADING RULES

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.



ADDING NEW GRADING RULES

Multiple rules can be applied to the same gradebook. Click the mouse on the **Add** button and the following screen will display.



The lowest N scores are usually determined by looking at a single assignment type/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.

TA MODE – TEACHERS ASSISTANT ASSIGNMENT ENTRY MODE

The **TA Mode** form enables a teacher to limit Gradebook access to specific gradebooks and assignments. Click the mouse on the **TA Mode** option on the left of the Gradebook form. The following form will display. Click the mouse in the box to **Turn ON Teacher Assistant Assignment Entry Mode**.

Enter the starting and ending assignment numbers for each period the Teacher Assistant is allowed access. For an Elementary school enter in Period 0. Click the mouse on **Submit Changes**.

Page Timeout: 19:51

Choose a Gradebook

0- Language Arts 1 - Y

[Change Gradebook](#)

[Print Preview](#)

Forms

[Scores by Class](#)

[Scores by Student](#)

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[Quick Data Entry](#)

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Reports

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Aeries Gradebook - TA Mode

Turn ON Teacher Assistant Assignment Entry Mode (TA Mode)?

Period	Assignment Update Range (Low-High)
0	3 - 4
1	0 - 0
2	0 - 0
3	0 - 0
4	0 - 0
5	0 - 0
6	0 - 0
7	0 - 0
8	0 - 0
9	0 - 0

The **Teacher Assistant** will only have access to the gradebooks and assignments for the selected periods and assignment range. To disable the **TA Mode**, the TA can Log out and the teacher can log back in.

Page Timeout: 19:57

Choose a Gradebook

0- Language Arts 1 - Y

[Change Gradebook](#)

Forms

[Scores by Class](#)

[Scores by Student](#)

[Scores by Assignment](#)

[Quick Data Entry](#)

Other

[Logout](#)

Aeries Gradebook - Class Scores

9/9/2009 11:08:26 AM

Page: 1

Display: Points

Sort By: Student 0 - Language Arts 1 - Y Aldrich

Student Name	Grd	3	4
**Grading Completed: <input checked="" type="checkbox"/>			
1. Albarran Jr, David F	1	20	49
2. Amaya, Timothy H	1	20	48
3. Aquino, Joshua F	1	18	35
4. Arrovo, Tanva T	1	18	45

ACCESS LOG

The **Access Log** will display a list of Parents or Students who have accessed the selected gradebooks through the **Parent Access Management System**. The log will display the Date and Time. To select a different gradebook, click the mouse on the **Choose a Gradebook** drop down.

Page Timeout: 19:27

Choose a Gradebook

3- Biology Cp - Y

[Change Gradebook](#)

[Print Preview](#)

Forms

[Scores by Class](#)

[Scores by Student](#)

Aeries Gradebook - Access Log

9/8/2009 11:47:10 AM

View Previous 1 Day

Access Log for Biology Cp

Date/Time	Type	Username	Student	Parent Name	Home Phone
9/8/2009 11 AM	P	kellyp	Barron, Kristy M.	M/M B Barron	777-555-1181

TRENDS

Gradebook Trends will display the Up or Down Trend of the overall score for students during a defined range of assignments. This will help teachers determine if students are improving or declining in their class.

Enter a low and high assignment number in the **Analyze Assignment** fields and click the mouse on the **Go** button.

Page Timeout: 19:52

Aeries Gradebook - Gradebook Trends

Analyze Assignments: 5 - 10 Go 9/8/2009 10:24:57 AM

Sort By Student 3 - Biology Cp - Y Alvarado

Student Name	Grd	Trend	5	6	7	Perc	Mrk
**Grading Completed:			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	7 Assmnts	
1. Barron, Kristy M	10	0.96 ↑	85	18	10	85.06	B
2. Ascha, Monica S	10	-1.04 ↓	99	20	7	89.86	A-
3. Apodaca, Joshua P	10	0.00 ○	100	20	10	87.23	B
4. Bolik, Shane	10	0.00 ○	50	10	5	55.66	F
5. Cantu, Cristobal R	10	0.96 ↑	85	18	10	60.33	D-
6. Chase, Gayle J	10	-0.19 ↓	95	20	8	65.33	D
7. Cuellar, Brandon J	10	2.88 ↑	75	20	10	52.66	F

There are only 3 symbols currently, Green Up Arrow (Up Trend), Red Down Arrow (Down Trend), Blue Circle (Perfectly Flat Trend). These symbols only express the direction of trend, not the severity of it. The number next to the symbol expresses the severity. The further from 0 the number is the greater the trend for change.

ASSIGNMENTS BY STUDENTS REPORT

To print assignment information for the students click the mouse on the **Assignments by Student** under the **Reports** heading. Click the mouse on the **Gradebook Drop Down** and select the gradebook. The following screen will display.

Aeries Gradebook - Print Student Assignments

Printing Options

Next>> Reset

Gradebook: 0- Language Arts 1-Y

Sort By: Assignment #

Sort Students By: Name

Report Title:

Show Grade Summary

Show Completion Checks Instead of Scores

Grade Summary Location: Bottom

Print Missing Assignments

Print Only Students with Missing Assignments

Print Only Students with Grade % Below:

Print Only Students with Grade % Above:

Print Signature Line

Page Break on Each Student

Report Comment to Print:

Next>> Reset

There are various options to choose from in creating this report. Select from the following:

- **Gradebook** – select Multiple or individual gradebooks. If Multiple is selected the next screen will let you select the gradebooks
- **Sort by** – how to sort the assignments for each student
- **Sort Students By** – students can be sorted by name or custom sort order
- **Report Title** – the title of the report when printed
- **Show Grade Summary** – print the summary of scores by assignment type and the overall score/grade
- **Show Completion Checks Instead of Scores** – will print checkmarks instead of scores

- **Grade Summary Location** – Grade summary can print at the top or bottom
- **Print Missing Assignments** – print ONLY assignments where the grading has been completed but the student does not have any value for a score. This does not include students with a score of 0 (zero).
- **Print Only Students with Missing Assignments** – print only students where missing assignments are found. Students without any missing assignments will not display on the report.
- **Print Only Students with Grade % Below**
- **Print Only Students with Grade % Above**
- **Print a Signature Line** for the parent to sign and return to the teacher.
- **Page Break on Each Student**
- **Report Comment to Print** – this can be a message to your students or parents who will read this “progress report”



NOTE: If **Page Break on Each Student** is selected the screen displays all students but will only print each student separately.

After selecting the type of report to be created click the mouse on the **Next** button. The default will select all Assignments and all Students. Clicking the mouse on the assignment or student can select individual assignments and/or students.

Holding down the **Control (Ctrl)** key and clicking on assignments and/or students can select more than one assignment/student. When complete click the mouse on the **Preview Report** button.

The report to be printed will display on the screen. The following is an example of **Print Missing Assignments**.

Missing Student Assignments
 Kristy M Barron (160) Biology Cp Tchr: Alvarado Grd: 10 Pd: 3 Term: Y
 9/8/2009 12:14:11 PM

Type	Perc of Grade	Points	Max	Perc Mark	Grade
Homework	20 %	113.00	150	75.33	C
Projects	10 %	0.00	50	0.00	F
Quiz	30 %	20.00	20	100.00	A+
Test	40 %	50.00	50	100.00	A+
Total**				85.06	B

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

#	Type	Description	Assigned Score	Max Completed	Due	Grading	Complt	
1	Homework	Worksheet chapter 1	9/2/2009	0	20	9/4/2009	9/3/2009	Yes
2	Projects	Collage	9/2/2009	0	50	9/3/2009	9/3/2009	Yes

Missing Student Assignments
 Shane Bolik (225) Biology Cp Tchr: Alvarado Grd: 10 Pd: 3 Term: Y
 9/8/2009 12:14:11 PM

Type	Perc of Grade	Points	Max	Perc Mark	Grade
Homework	20 %	80.00	150	53.33	F
Projects	10 %	45.00	50	90.00	A-
Quiz	30 %	0.00	20	0.00	F
Test	40 %	45.00	50	90.00	A-
Total**				55.66	F

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

#	Type	Description	Assigned Score	Max Completed	Due	Grading	Complt	
3	Quiz	Chapter 1 Quiz	9/2/2009	0	20	9/4/2009		Yes

The following is an example of the **Show Grade Summary** report. Each student displayed will print individually.

Student Assignments								
Kristy M Barron (160)		Biology Cp	Tchr: Alvarado	Grd: 10	Pd: 3	Term: Y		
9/8/2009 12:15:35 PM								
#	Type	Description	Assigned	Score	Max	Completed	Due	Grading
1	Homework	Worksheet chapter 1	9/2/2009		20	9/4/2009	9/3/2009	Yes
2	Projects	Collage	9/2/2009		50	9/3/2009	9/3/2009	Yes
3	Quiz	Chapter 1 Quiz	9/3/2009	20	20	9/4/2009	9/4/2009	Yes
4	Test	Chapter 1 Test	9/7/2009	50	50	9/8/2009	9/8/2009	Yes
5	Homework	Chapter 2	9/9/2009	85	100		9/10/2009	Yes
6	Homework	Lab Review	9/8/2009	18	20	9/9/2009	9/9/2009	Yes
7	Homework	Sylabus	9/8/2009	10	10		9/9/2009	No*

Type	Perc of Grade	Points	Max	Perc	Mark
Homework	20 %	103.00	140	73.57	C
Projects	10 %	0.00	50	0.00	F
Quiz	30 %	20.00	20	100.00	A+
Test	40 %	50.00	50	100.00	A+
Total**				84.71	B

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

The following is an example of the **Print Only Students with Missing Assignments** with a signature line that will print at the bottom. This report will only print students missing an assignment that is due. Each student displayed will print individually.

Student Assignments								
Kristy M Barron (160)		Biology Cp	Tchr: Alvarado	Grd: 10	Pd: 3	Term: Y		
9/8/2009 12:16:31 PM								
#	Type	Description	Assigned	Score	Max	Completed	Due	Grading
1	Homework	Worksheet chapter 1	9/2/2009		20	9/4/2009	9/3/2009	Yes
2	Projects	Collage	9/2/2009		50	9/3/2009	9/3/2009	Yes
3	Quiz	Chapter 1 Quiz	9/3/2009	20	20	9/4/2009	9/4/2009	Yes
4	Test	Chapter 1 Test	9/7/2009	50	50	9/8/2009	9/8/2009	Yes
5	Homework	Chapter 2	9/9/2009	85	100		9/10/2009	Yes
6	Homework	Lab Review	9/8/2009	18	20	9/9/2009	9/9/2009	Yes
7	Homework	Sylabus	9/8/2009	10	10		9/9/2009	No*

Type	Perc of Grade	Points	Max	Perc	Mark
Homework	20 %	103.00	140	73.57	C
Projects	10 %	0.00	50	0.00	F
Quiz	30 %	20.00	20	100.00	A+
Test	40 %	50.00	50	100.00	A+
Total**				84.71	B

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

Signature: _____ Date: _____



NOTE: To print Only Students Missing Assignments both the Print Missing Assignments and Print Only Students with Missing Assignments reports **MUST** be selected.

EMAIL ASSIGNMENTS

The **Email Assignments** form enables teachers a method to communicate at any time with students, parents/guardians or contacts regarding the student's progress on assignments. Teachers are able to email all assignments, missing assignments and grade summaries with many different options.



NOTE: In order to use the Email Assignments form, the district ABI administrator needs to install the Parent Account Management System (PAMS/Parent Portal).

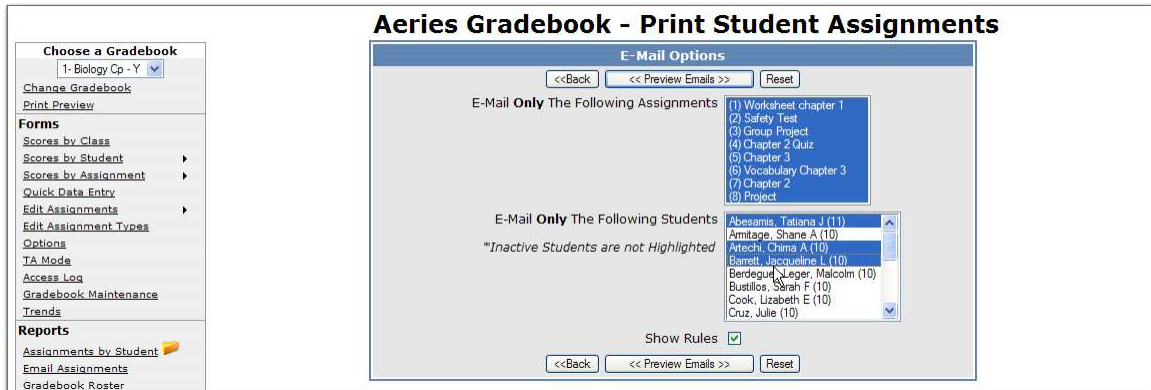
Click the mouse on the **Email Assignments** on the left side of the form. The following screen will display.

There are various options to choose from in creating this report.

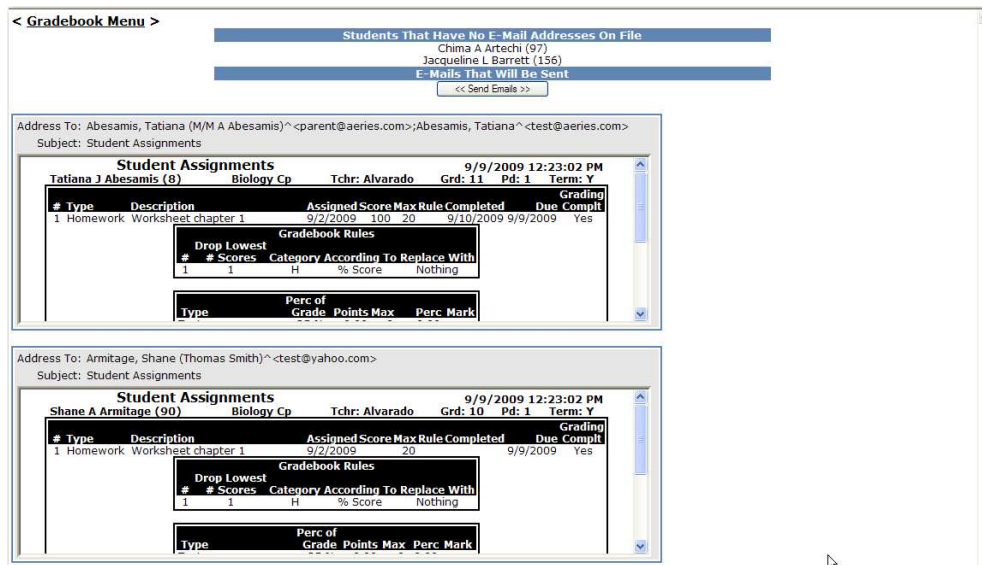
- **E-Mail to Students (STU.SEM)**
- **E-Mail to Parents (STU.PEM)**
- **E-Mail to Contacts (CON & PWA)**
- **Add Contact Filters** – when selected, can filter email address by Contact fields of Code, Mail Tag or Relation.
- **Gradebook** – select Multiple or individual gradebooks. If Multiple is selected the next screen will let you select the gradebooks
- **Sort by** – how to sort the assignments for each student
- **Sort Students By** – students can be sorted by name or custom sort order
- **Report Title** – the title of the report when printed
- **Show Grade Summary** – print the summary of scores by assignment type and the overall score/grade
- **Show Completion Checks Instead of Scores** – will print checkmarks instead of scores
- **Grade Summary Location** – Grade summary can print at the top or bottom
- **Print Missing Assignments** – print ONLY assignments where the grading has been completed but the student does not have any value for a score. This does not include students with a score of 0 (zero).
- **Print Only Students with Missing Assignments** – print only students where missing assignments are found. Students without any missing assignments will not display on the report.
- **Print Only Students with Grade % Below**
- **Print Only Students with Grade % Above**
- **Print a Signature Line** for the parent to sign and return to the teacher.
- **Page Break on Each Student**
- **Report Comment to Print** – this can be a message to your students or parents who will read this “progress report”

After selecting the options click the mouse on the **Next** button. The default will select all Assignments and all Students. Clicking the mouse on the assignment or student can select individual assignments and/or students.

Holding down the **Control (Ctrl)** key and clicking on assignments and/or students can select more than one in that area. When complete click the mouse on the **Preview Report** button. The report will display on the screen and when printed, each student displayed will print individually.



Click the mouse on the **Preview Emails** button. The following screen will display the students with no E-mail address on file and display the student's assignments with E-mail addresses. Click the mouse on the **Send Emails** button to send the Students Assignments.



GRADEBOOK ROSTER

To print a roster for the students within a gradebook click the mouse on **Gradebook Roster** under the **Reports** heading. Click the mouse on the **Gradebook Dropdown** and select the gradebook. Select the various printing options and click the mouse on **Preview Report**.

These are the various options to choose from in creating this report:

- **Report Title** – the title of the report when printed
- **Number of Boxes** –this number of empty boxes will print on each line.
- **Number of Additional Lines** – this number of empty lines will be printed at the end of the report. These empty lines can be used to write in new students.
- **Box Width** – indicates how wide you want each empty box.
- **Height of Each Detail Line** – indicates how high each line of students should be.
- **Height of Header Line** – indicates how high the header line should be. A higher header line makes it easier to write in.
- **Show Line Number** – next to each student.
- **Show Student Number** – next to each student name.
- **Print Student Perm-ID instead of Student Number**
- **Show Student Grade** – next to each student name.
- **Show Student Telephone Number**
- **Show Student Address**
- **Show Address City** – in addition to the street address.
- **Show Student Birthdate**
- **Show Student Parent/Guardian Name**
- **Include Inactive Students** – by default, only active students print.
- **Grid Lines** – indicates the color and existence of grid lines on the printout. Printing options on each computer vary and this option allows fine tuning for each environment.

The following is an example of a **Gradebook Roster**.

3 - Biology Cp - Y				Gradebook Roster							Alvarado
	Stu#	Name	Grd								
1	60	Apodaca, Joshua P	10								
2	102	Ascha, Monica S	10								
3	160	Barron, Kristy M	10								
4	225	Bolik, Shane	10								
5	323	Cantu, Cristobal R	10								
6	392	Chase, Gayle Joan	10								
7	498	Cuellar, Brandon John	10								
8	538	Del Real, Amanda S	10								
9	584	Dufresne, Mary Maggie	10								
10	676	Fernandez, Erin S	10								

GRADEBOOK SUMMARY

To print a summary for a gradebook click the mouse on the **Gradebook Summary** under the **Reports** heading.

Click the mouse on the **Gradebook Drop Down** and select the gradebook. Select the various printing options and click the mouse on **Preview Report**.

The default will select all Assignments. Clicking the mouse on the assignment can select individual assignments. Holding down the **Control (Ctrl)** key and clicking on assignments can select more than one in that area. When complete click the mouse on the **Preview Report** button. The report will display on the screen.

The following is an example of the **Gradebook Summary**.

Page: 1 < Back > 9/8/2009 12:24:58 PM

Gradebook Summary										Alvarado	
3 - Biology Cp - Y										Perc	Mrk
Student Name	Grd	1	2	3	4	5	6	7			
Max Points:		20	50	20	50	100	20	10			
** Grading Completed:		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	6 Assmnts		
Apodaca, Joshua P	10	15	35	15	48	100	20	10	87.18	B	
Ascha, Monica S	10	20	25	18	48	99	20	7	90.25	A-	
Barron, Kristy M	10			20	50	85	18	10	84.71	B	
Bolik, Shane	10	15	45		45	50	10	5	55.71	F	
Cantu, Cristobal R	10	17	35		45	85	18	10	60.14	D-	
Chase, Gayle J	10	22	50		45	95	20	8	65.57	D	
Cuellar, Brandon J	10	20			45	75	20	10	52.42	F	
Del Real, Amanda	10	20			45	95	15	12	54.57	F	
Dufresne, Mary Maggie	10	20			45	98	18	10	55.42	F	
Fernandez, Erin S	10	20			45	55	15	10	48.85	F	

REPORTS ASSIGNMENT ANALYSIS

To print an assignment analysis report click the mouse on **Assignment Analysis** under the **Reports** heading. The report will automatically be generated for the first gradebook. To select a different gradebook click the mouse on the drop down and select the gradebook and the report will be generated. This report is used to calculate and display various statistical analysis of the scores for assignments.

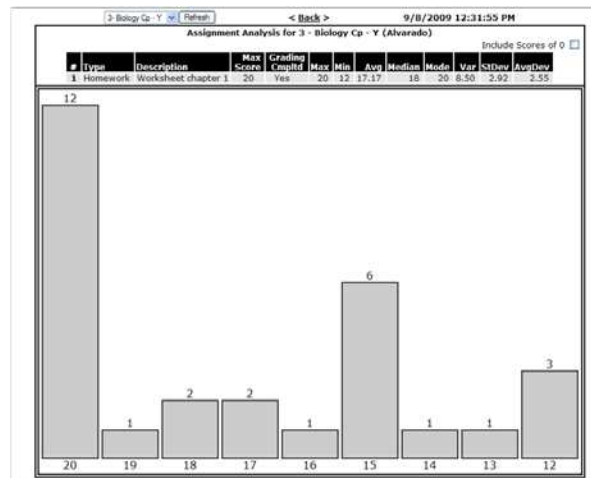
The following is an example of the **Print Assignment Analysis** report.

3 - Biology Cp - Y Refresh < Back > 9/8/2009 12:32:42 PM

Assignment Analysis for 3 - Biology Cp - Y (Alvarado) Include Scores of 0

#	Type	Description	Max Score	Grading Cmpltd	Max	Min	Avg	Median	Mode	Var	StDev	AvgDev	Chart
1	Homework	Worksheet chapter 1	20	Yes	20	12	17.17	18	20	8.50	2.92	2.55	
2	Projects	Collage	50	Yes	50	25	37.86	45	25, 35, 50	115.48	10.75	10.00	
3	Quiz	Chapter 1 Quiz	20	Yes	20	15	16.60	18	15	5.30	2.30	2.20	
4	Test	Chaper 1 Test	50	Yes	50	45	45.45	45	45	1.52	1.23	0.45	
5	Homework	Chapter 2	100	Yes	100	50	84.58	85	85	100.32	10.02	4.42	
6	Homework	Lab Review	20	Yes	20	10	17.87	18	18	3.38	1.84	0.77	
7	Homework	Sylabus	10	No	12	5	9.74	10	10	1.33	1.15	0.39	

Click the mouse on the **Chart** icon to display a bar chart of the actual scores on an assignment.

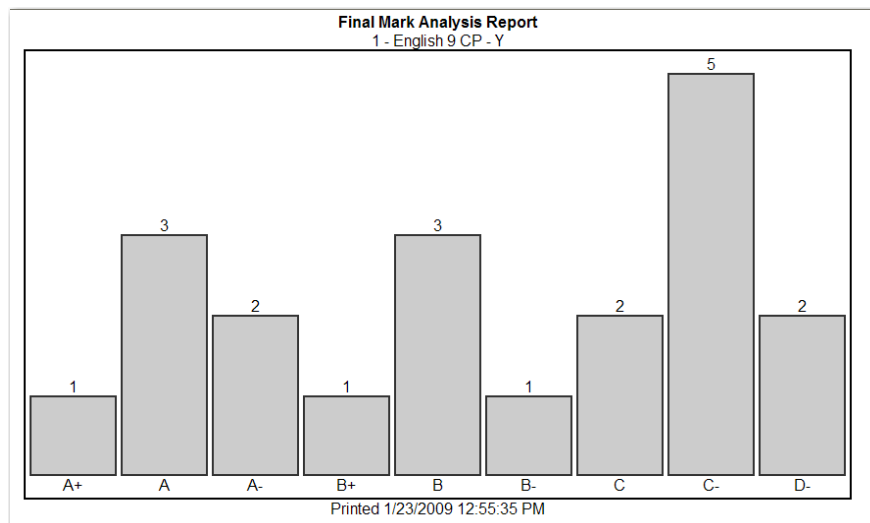


FINAL MARK ANALYSIS

The **Final Mark Analysis** report is a bar graph of final marks for students in a single gradebook or across multiple gradebooks.

The screenshot shows the 'Aeries Gradebook - Print Gradebook Final Mark Analysis' interface. On the left, there is a sidebar with options: 'Choose a Gradebook' (set to '0- Language Arts 1 - Y'), 'Change Gradebook', 'Print Preview', and a 'Forms' section with links for 'Scores by Class', 'Scores by Student', 'Scores by Assignment', 'Quick Data Entry', 'Edit Assignments', 'Edit Assignment Types', 'Options', 'TA Mode', and 'Access Log'. The main area is titled 'Final Mark Analysis Report Options' and contains a 'Preview Report' button, a 'Reset' button, a 'Gradebook' dropdown menu (showing '0- Language Arts 1 - Y', '0- Language Arts 2 - Y', '0- Math - Y', and '0- Social Studies - Y'), a 'Print +\'s and -\'s' checkbox (checked), and an 'Include Inactive Students' checkbox (unchecked).

The following is an example of the **Final Mark Analysis** report.



BACKUPS

The **Backups** tab on the **Gradebook Maintenance** form will allow teachers to backup and restore their gradebooks. The ABI Administrators must have set up the Backup path to enable this option. If the Backup path is not set, the following message will display when the mouse is clicked on the **Backups** tab.

The screenshot shows the 'Aeries Gradebook - Maintenance' form. The 'Backups' tab is selected and highlighted. Below the navigation tabs, there are two buttons: 'Backup a Gradebook' and 'Restore A Gradebook'. The 'Backup a Gradebook' button is disabled, indicating that the backup path is not set.

Below is the form that will display if a Backup path is set.

The screenshot shows the 'Aeries Gradebook - Maintenance' form. The 'Backups' tab is selected and highlighted. Below the navigation tabs, there are two buttons: 'Backup a Gradebook' and 'Restore A Gradebook'. The 'Backup a Gradebook' button is active, indicating that the backup path is set.

To create a **Backup**, click the mouse on the **Backup a Gradebook** option. Click the mouse on the **Choose a Gradebook to Backup** drop down. The drop down will include all the teachers' gradebooks and the option of **Backup All Gradebooks**. Select the gradebooks to backup or the **Backup All Gradebooks** option and click the mouse on the **Create Backup** button.

The following form will display.



NOTE: School Districts may want to establish a district policy on the backup procedure.

To **Restore a Gradebook** click the mouse on the **Restore a Gradebook** option. The following form will display.

Gradebook	Teacher	Term	Period	Year	Start Date	End Date
Load Into A New Gradebook						
Language Arts I	Aldrich 1	Y	0	2008	9/2/2008	6/15/2009
Math	Aldrich 1	Y	0	2008	9/2/2008	6/15/2009
Social Studies	Aldrich 1	Y	0	2008	9/2/2008	6/15/2009

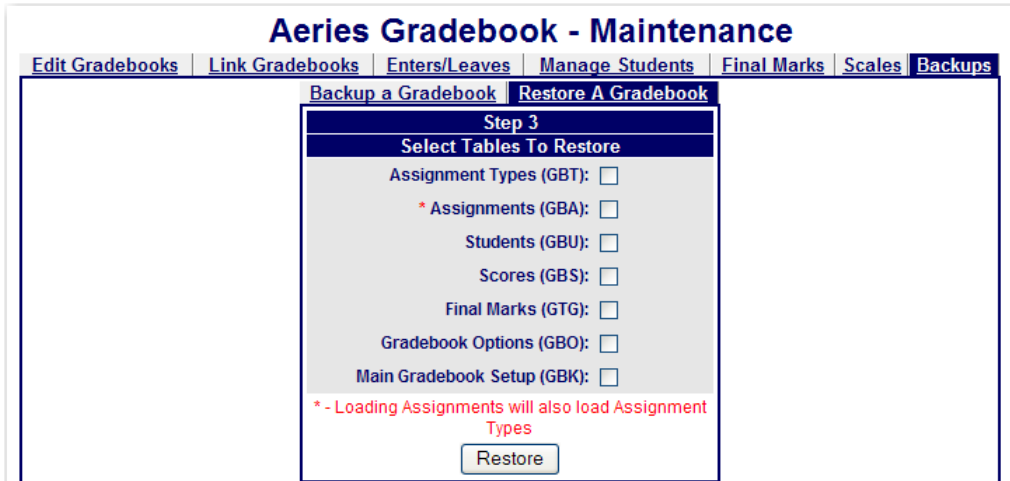
To restore an existing gradebook back to a previous gradebook backup, click the mouse on the appropriate gradebook on the **Step 1** form.

A list of the previous backups for the selected gradebook will display on the **Step 2** form. To select a different gradebook, click the mouse on the dropdown. All the backups of the selected gradebook will display.

Date/Time	School Year	Term	Period
2/9/2009 9:10:19 AM	2008	Y	0
2/9/2009 9:08:05 AM	2008	Y	0

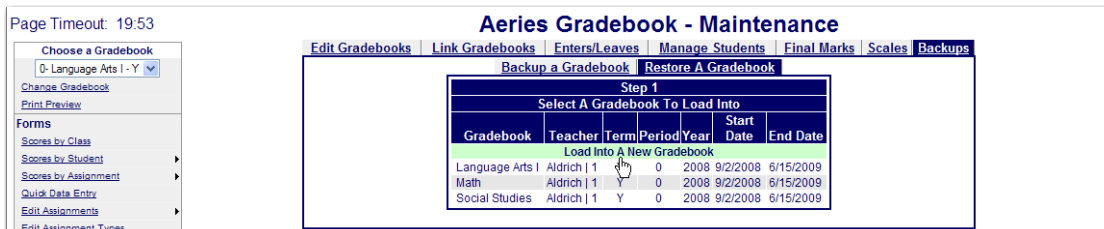
Note the Date and Time of the backups are displayed. Click the mouse on the backup to **Restore From**.

Select the gradebook **Tables** you want to restore. If you are restoring an existing gradebook from a previously backed up gradebook, you would select all the **Tables**.

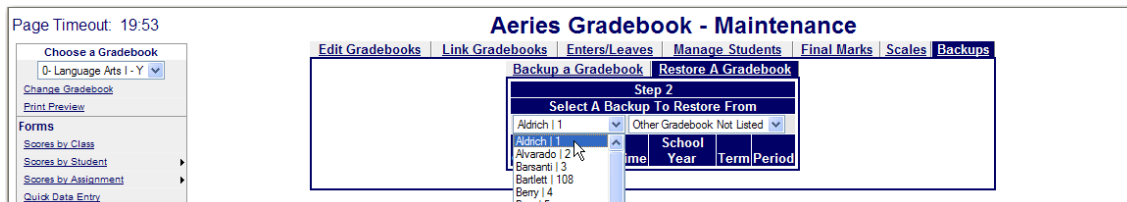


New Gradebooks can be created for a semester class where the first semester assignments will be the same for the second semester. The teacher would back up the first semester gradebook and use the **Load Into a New Gradebook** option to create a second semester gradebook. Gradebooks can also be restored from previous years.

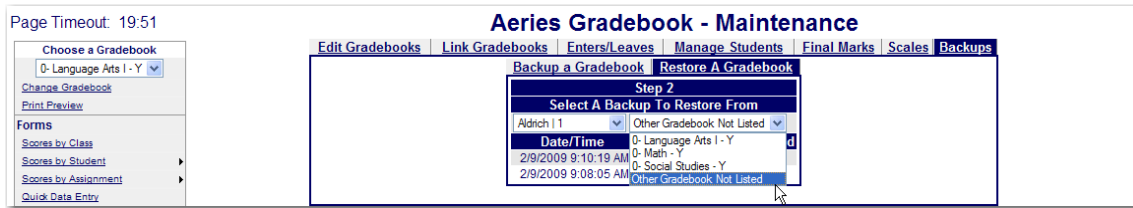
To Create a **New Gradebook** from a backup, click the mouse on **Restore a Gradebook** option. Click the mouse on the **Load Into A New Gradebook** option.



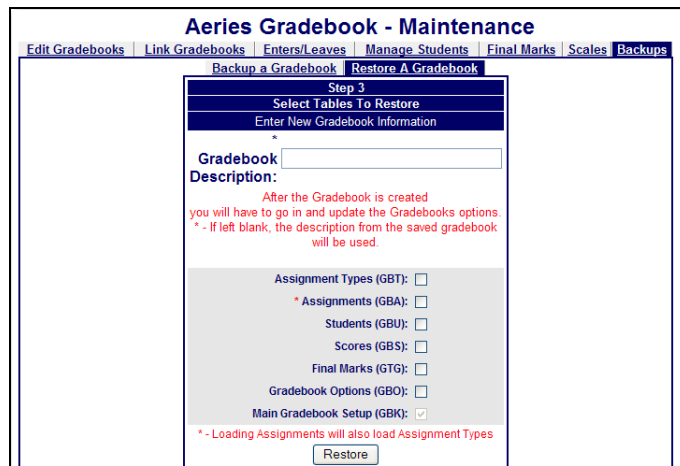
The following form will display. Select a **Teacher** from the Teacher Dropdown. Select the Gradebook from the dropdown in the next field. A list of backups will display.



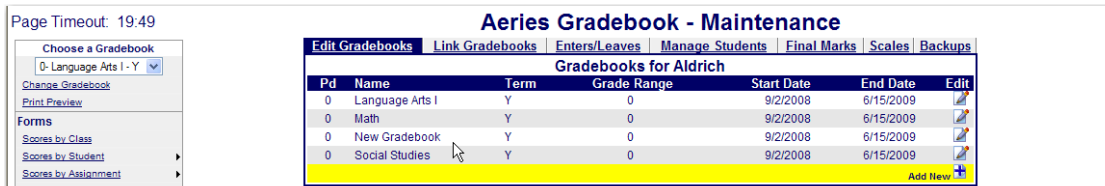
If restoring a gradebook from the previous year before creating any gradebooks, the option **Other Gradebooks Not Listed** can be chosen from the Gradebook dropdown. This will display all the gradebooks for the teacher selected. Click the mouse on the backup.



The following form will display. A new **Gradebook Description** can be entered or the description from the saved gradebook will be used. Select the tables to restore. If a new gradebook or 2nd semester gradebook is being created to copy over the existing assignments, the **Students (GBU)** and **Scores (GBS)** would not be selected. Click the mouse on the **Restore** button.

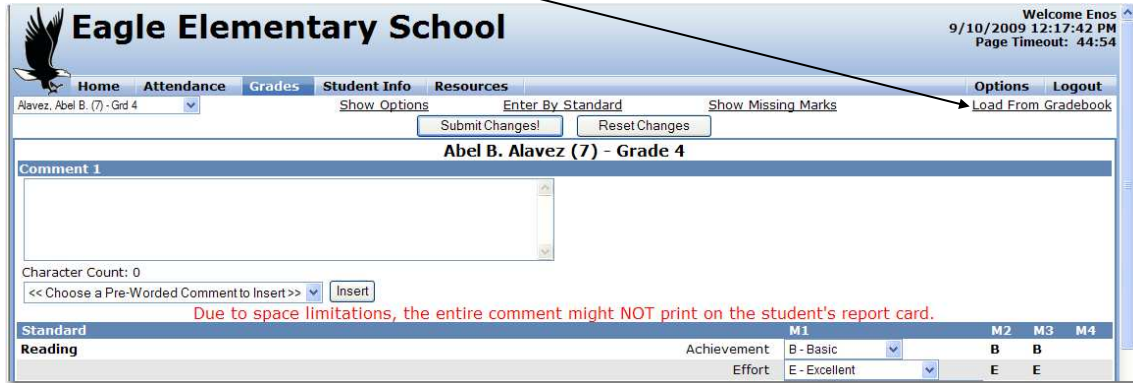


Click the mouse on **Edit Gradebooks**. The new Gradebook will be listed. Click on the **Edit** icon to the right of the Gradebook selected. Make any necessary changes and click the mouse on the **Apply Changes** button. Also check the Gradebook **Options** by clicking on the **Options** on the left hand side of the Gradebook form. Make any necessary changes to the **Options** and click the mouse on **Submit Changes**.



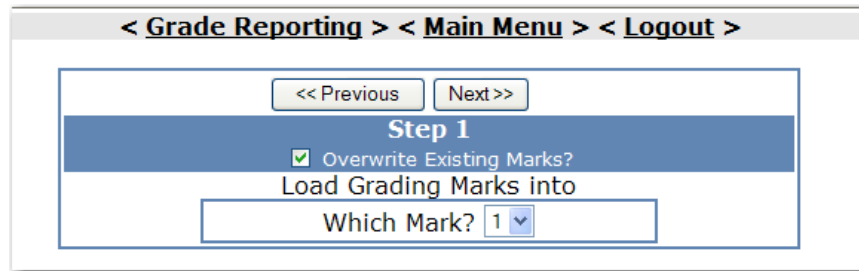
GRADE REPORTING-LOAD FROM GRADEBOOK

The **Grade Reporting** option can be utilized to access the Standards Based Grades that must first be setup within **Aeries**. After Standards Based Grades are setup the Administrator of ABI Options can then flag the option that allows **Aeries** to be updated via ABI Grade Reporting. Click the mouse on the **Load from Gradebook** option on the **Grade Reporting** screen.



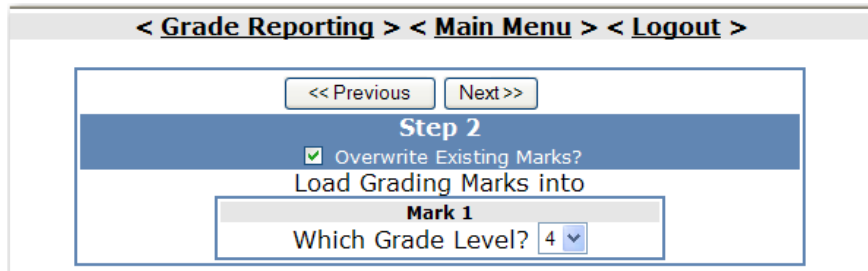
The screenshot shows the Aeries web interface for Eagle Elementary School. The user is logged in as Enos on 9/10/2009 at 12:17:42 PM. The page title is 'Eagle Elementary School'. The navigation menu includes Home, Attendance, Grades, Student Info, Resources, Options, and Logout. The 'Options' menu is expanded, showing 'Load From Gradebook' highlighted. The main content area shows 'Abel B. Alavez (7) - Grade 4' with a 'Comment 1' field and a 'Character Count: 0' indicator. A red warning message states: 'Due to space limitations, the entire comment might NOT print on the student's report card.' Below this is a table with columns for Standard, M1, M2, M3, and M4. The 'Reading' standard is selected, and the 'Achievement' column shows 'B - Basic' and the 'Effort' column shows 'E - Excellent'.

Select which **Mark** the grades will be loaded into and click the mouse on the Next button.



The screenshot shows a dialog box titled '< Grade Reporting > < Main Menu > < Logout >'. It contains a '<< Previous' button and a 'Next >>' button. Below these is a blue bar with the text 'Step 1'. A checkbox labeled 'Overwrite Existing Marks?' is checked. The text 'Load Grading Marks into' is followed by a dropdown menu labeled 'Which Mark?' with the value '1' selected.

Select which **Grade Level** the grades will be loaded into and click the mouse on the **Next** button.



The screenshot shows a dialog box titled '< Grade Reporting > < Main Menu > < Logout >'. It contains a '<< Previous' button and a 'Next >>' button. Below these is a blue bar with the text 'Step 2'. A checkbox labeled 'Overwrite Existing Marks?' is checked. The text 'Load Grading Marks into' is followed by a dropdown menu labeled 'Which Grade Level?' with the value '4' selected.

NOTE: If **Overwrite Existing** is not selected only blanks will be changed in the **Mark** field.

Step 3 will evaluate gradebooks of other teachers to determine a student's progress on a standard. Verify the date and click the mouse on the **Next** button.

A list gradebooks will display on **Step 4**. Select or deselect the gradebooks to include in the **Load from Gradebook** process. Click the mouse on the **Next** button.

Include?	Gradebook	Teacher
<input checked="" type="checkbox"/>	Lang Arts	Aldrich
<input checked="" type="checkbox"/>	PE	Alvarado
<input checked="" type="checkbox"/>	Art	Bray

Enter the different scores into the **Low** and **High** fields for the Marks. This is a one time only process. The **Low** and **High** percentages will be saved for the next reporting period. When done entering all marks click the mouse on the **Next** button.

Gradebooks Being Loaded From:
Language Arts 1 Aldrich
PE Alvarado
Art Bray

Mark	Low%	High%
E (Excellent/Advanced)	90	100
S (Satisfactory/Proficient)	80	89
P (Progressing/Basic)	70	79
N (Needs Improvement/Below Basic)	60	69
U (Unsatisfactory/Far Below Basic)	0	59

Step 6 will display the gradebooks being loaded from, the defined marks and the student's scores. Scroll down to see all the students. To update the marks from the gradebook into grade reporting click the mouse on the **Update Grade Reporting** button.

< Grade Reporting > < Main Menu > < Logout >

Step 6

Overwrite Existing Marks?

Load Grading Marks into

Mark 3
Kindergarten Students
Gradebook Enrollment Date: 4/10/2009
Gradebooks Being Loaded From:
 Language Arts 1 Aldrich
 PE Alvarado
 Art Bray

Type 1 - Achievement		
Mark	Low%	High%
E (Excellent/Advanced)	90	100
S (Satisfactory/Proficient)	80	89
P (Progressing/Basic)	70	79
N (Needs Improvement/Below Basic)	60	69
U (Unsatisfactory/Far Below Basic)	0	59

Avalos, Ashlee S. (50)				
Standard	Language Arts 1 - Y	PE Y	Art - Y	Overall
English Language Arts (1000)	Achievement	-		
	Effort			
Reading (1004)	Achievement	100.00 %	100.00 %	100.00 E
1.1 - 1.5 Concepts ab... (1001)		100.00 %	100.00 %	100.00 4
1.6 Recogniz... (1214)				
1.7 - 1.13 Phonemic awa... (1002)				

The **Grade Reporting** screen will now display marks entered into each standard for the Grade selected.

Golden Eagle Elementary

Welcome Aldrich
9/10/2009 4:41:19 PM
Page Timeout: 19:53

Home Attendance Grades **Student Info** Resources Options Logout

Avalos, Ashlee S. (50) - Grd 0 Show Options Enter By Standard Show Missing Marks Load From Gradebook

Ashlee S. Avalos (50) - Grade 0

Comment 1
Student is reading on Level 20.

Comment 2
Student is currently reading at Level 23!

Comment 3
Student is still reading on Level 23. He should be ready for third grade. Does not use time appropriately. Poor work habits

Character Count: 126

<< Choose a Pre-Worded Comment to Insert >>

Due to space limitations, the entire comment might NOT print on the student's report card.

Standard	M1	M2	M3	M4
English Language Arts	Achievement			
	Effort			
Reading	Achievement		E - Excellent/Advanced	
1.1 - 1.5 Concepts about print			4 - Exceeded	
1.6 Recognizes/names all upper/lower case letters				

Selecting **Show Options** will change the screen layout from the drop down selection to radio button selection.

Golden Eagle Elementary

Welcome Aldrich
9/10/2009 4:41:19 PM
Page Timeout: 19:15

Home Attendance Grades **Student Info** Resources Options Logout

Avalos, Ashlee S. (50) - Grd 0 Show Options Enter By Standard Show Missing Marks Load From Gradebook

Show Options Enter By Standard Show Missing Marks

Ashlee S. Avalos (50) - Grade 0

Comment 1 Comment 3

The screen will now display radio buttons with all **Marks** available allowing you to click the mouse on the radio button to the left of the desired mark.

Golden Eagle Elementary Welcome Aldrich
9/10/2009 4:42:34 PM
Page Timeout: 19:55

Home Attendance Grades Student Info Resources Options Logout

Avalos, Ashlee S. (50) - Grd 0 Show Dropdown Enter By Standard Show Missing Marks Load From Gradebook

Submit Changes! Reset Changes

Ashlee S. Avalos (50) - Grade 0

Comment 1: Student is reading on Level 20.
Comment 2: Student is currently reading at Level 23!
Comment 3: Student is still reading on Level 23. He should be ready for third grade. Does not use time appropriately. Poor work habits

Character Count: 126
<< Choose a Pre-Worded Comment to Insert >> Insert

Due to space limitations, the entire comment might NOT print on the student's report card.

Standard	M1	M2	M3	M4
English Language Arts				
Achievement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Effort	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Reading				
Achievement	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
1.1 - 1.5 Concepts about print	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
1.6 Recognizes/names all upper/lower case letters	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Selecting the **Enter by Standard** and **Show Dropdown** options will enable the teacher to enter marks for all students for the same standard. Select a standard from the drop down.

Golden Eagle Elementary Welcome Aldrich
9/10/2009 4:43:07 PM
Page Timeout: 19:55

Home Attendance Grades Student Info Resources Options Logout

<<Please Choose a Standard>> Show Dropdown Enter By Student Show Missing Marks Load From Gradebook

Submit Changes! Reset Changes

<<Please Choose a Standard>>
Grd 0: English Language Arts <<ALL STANDARDS>>
Grd 0: English Language Arts - Achievement
Grd 0: English Language Arts - Effort
Grd 0: Reading <<ALL STANDARDS>>
Grd 0: Reading - Achievement
Grd 0: 1.1 - 1.5 Concepts about print
Grd 0: 1.6 Recognizes/names all upper/lower case lette...
Grd 0: 1.7 - 1.13 Phonemic awareness
Grd 0: 1.14 Decoding/word recognition
Grd 0: 1.15 Sight words
Grd 0: 2.1 - 2.5 Reading comprehension - retells familiar stori...
Grd 0: 3.1 - 3.3 Literary response/identifies characters, setting...
Grd 0: Writing <<ALL STANDARDS>>

The following form will display. The teacher can enter a mark for each student for the Mathematics standard or use the **Mass Set** option on the right side of the form.

Golden Eagle Elementary Welcome Aldrich
9/10/2009 4:44:36 PM
Page Timeout: 19:57

Home Attendance Grades Student Info Resources Options Logout

Grd 0: Writing - Achievement Show Options Enter By Student Show Missing Marks Load From Gradebook

Submit Changes! Reset Changes

Mass Set: [] [Go]

Student	M1	M2	M3	M4
Avalos, Ashlee S.	Achievement			
Bachman, Angel Z.	Achievement			
Beveridge, Ashlie T.	Achievement			
Connole, Marco P.	Achievement			
Davis, Terrence J.	Achievement			
Foley, Jacqueline L.	Achievement			

MASS SET MARKS

To use the **Mass Set** option, click the mouse on the dropdown. All the marks for the standard will display.

The screenshot shows the Golden Eagle Elementary gradebook interface. The 'Grades' tab is selected, and the 'Mass Set' dropdown menu is open, displaying the following options: E - Excellent/Advanced, S - Satisfactory/Proficient, P - Progressing/Basic, N - Needs Improvement/Below Basic, and U - Unsatisfactory/Far Below Basic. The 'S - Satisfactory/Proficient' option is highlighted.

Student	M1	M2	M3	M4
Avalos, Ashlee S.	Achievement			
Bachman, Angel Z.	Achievement			
Beveridge, Ashlie T.	Achievement			
Connole, Marco P.	Achievement			
Davis, Terrence J.	Achievement			

Select the mark to **Mass Set** to all students and check the + or – box if applicable. Click the mouse on the **Go** button. The following message will display.

The screenshot shows the Golden Eagle Elementary gradebook interface. A warning message box is displayed over the table, stating: "All blank Mark Values have been set to 'S'". The message also includes the instruction: "You have to click the Submit Changes button to save the changes." The 'Mass Set' dropdown is now set to 'S - Satisfactory/Proficient'.

Student	M1	M2	M3	M4
Avalos, Ashlee S.			S - Satisfactory/Proficient	
Bachman, Angel Z.			S - Satisfactory/Proficient	
Beveridge, Ashlie T.			S - Satisfactory/Proficient	
Connole, Marco P.			S - Satisfactory/Proficient	
Davis, Terrence J.			S - Satisfactory/Proficient	
Foley, Jacqueline L.			S - Satisfactory/Proficient	
Gongob, Vennessa M.	Achievement		S - Satisfactory/Proficient	

Click the mouse on the **OK** button. All students will have the selected mark. Make any necessary changes to the students mark then click the mouse on the **Submit Changes** button.

The screenshot shows the Golden Eagle Elementary gradebook interface. The 'Submit Changes' button is highlighted with a yellow border. The 'Mass Set' dropdown is now empty. The table shows that all students now have 'S - Satisfactory/Proficient' marks in the M3 column.

Student	M1	M2	M3	M4
Avalos, Ashlee S.	Achievement		S - Satisfactory/Proficient	
Bachman, Angel Z.	Achievement		S - Satisfactory/Proficient	
Beveridge, Ashlie T.	Achievement		S - Satisfactory/Proficient	
Connole, Marco P.	Achievement		S - Satisfactory/Proficient	
Davis, Terrence J.	Achievement		S - Satisfactory/Proficient	
Foley, Jacqueline L.	Achievement		S - Satisfactory/Proficient	