



Aeries Gradebook Setup

Overview

The Grade Book is designed as a classroom tool to help the teacher keep accurate and complete records of students' progress and report that progress in a clear and analytical fashion. Parents, students, administrators, and other non-teaching staff may view teacher grade books to monitor student progress.

Contents

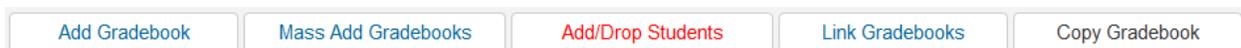
1. Add all classes to the Gradebook
2. Add students (**only to be done after the first day of school**)
3. Link Gradebooks (if desired)
4. Add Categories
5. Add Assignments
6. Enter scores for students

1. Adding Classes to the Gradebook

- Log in to Aeries.net and select **Gradebook – new**
- Choose **Add Gradebook** or **Mass Add Gradebooks**
(**Note: Mass Add Gradebooks will create multiples**)
- On the Configuration: New Gradebook screen, choose the section you want included in this grade book. Click SAVE. Verify or change the following:
 1. Gradebook Name, including term (e.g., Fall, Spring)
 2. Dates
 3. Sections (typically, only one section should appear in each grade book)
- Click **Save**

2. Adding Students to the Gradebook

- You will be prompted to Add/Drop Students on the Dashboard screen:



- Click **Add/Drop Students**.
- A new window will appear. Choose the grade book you would like to add students to. It should be highlighted.
- Scroll to the bottom left of the window and click **Add All Students**
- Click **Close** when done

3. Linking Gradebooks

The **Link Gradebooks** option will allow you to create a group of gradebooks. Using this option, any changes made to **Category Types, Assignments, Final Marks** and **Rules** in one gradebook in the group will also update all of the other gradebooks in the group with the same changes.

1. On the Dashboard screen, click **Link Gradebooks**
2. Under the Group column, assign a number to each grade book you plan to link. (e.g., Spanish grade books are group 3)
3. Click **Save**.

(Note: you may unlink grade books at any time, but it's best not to go back and forth linking and unlinking them during the year).

4. Setting up Categories for Assignments

Prior to entering Gradebook Assignments, the **Categories** or assignment types **must** be setup. A **Category** contains a description and a percent of grade that this Category will receive, if using the **Use Weighted Scoring** option.

- On the Dashboard, click a gradebook for your edit options.
- Click Add Categories.
- Click the **Add New Category** button.
- Type the category of assignments you plan to include in your grading (e.g., exams, homework, etc.)
- Click the Add New Category button for each new category you would like to add.
- Check the box for **Doing Weighted Scoring** if you wish to define a percentage weight for each assignment category.

(Note: You will receive a red text warning prompting you weight categories until you have reached 100% weighting).

- If you do NOT want to do weighted scoring, clear the checkmark from the Doing Weighted Scoring checkbox.
- Click **Save** when done.

5. Adding Assignments

There are several ways for teacher to add assignments to their gradebooks. Below are the different ways to add assignments and will be detailed further in the document:

- **Dashboard** views – Add Assignment option
- **Manage** page – Assignments tab

- **Scores by Assignments** page – New Assignment option on the assignment dropdown
- **Push Assignments** – Allows teachers to push assignments between their own gradebooks.
- **Import Assignments** – Allows teachers to import assignments from any other teacher’s gradebook to their own gradebook.

Note: The **Grading Completed** box must be checked to include this assignment into the final grade – you can create assignments here way before you need to use them without checking the box.

6. Entering Scores – 4 Methods

- **Scores by Class:** Input scores using an alphabetized class roster of students.
- **Scores by Assignment:** Choose the assignment first, then input scores by roster.
(This has the added benefit of letting you apply one default score for the entire class without clicking each student’s name individually, and the ability to add written comments for the student).
- **Scores by Student:** Input several assignment scores for one student at a time.
- **Quick Data Entry:** Quickly search students by typing names, then inputting scores.

Miscellaneous Items

- Excuse a student from an assignment by using “NA” where the score would go.
- Please see the recommended “Options” settings on the next page.

Weight scores of assignments by Category?

This allows you to give more precedence to one category over another. Examples would be 'Tests' and 'Homework.'

Apply Assignment Scores Immediately?

If checked - Scores will be averaged into the student's Total Grade as you enter scores for each student.
If unchecked - Scores will wait to be averaged until you've marked the assignment as 'Scoring Completed.'

Filter Assignments by

If Assignment Due Date is selected, Assignment Due Date will be used to filter which assignments are included in the calculation of the Total Grade or displayed on the Scores By views. Otherwise, Assignment Number will be used to filter.

Assignment Due Date ▾

Calculate the Total Grade based on Assignments that fall within this date range

Only the assignments that fall between these two dates will be counted towards the total grade for each student.

9/2/2014 to 1/29/2015

Display Assignments that fall within this date range

Only the assignments that fall between these two dates will be displayed.

9/2/2014 to 1/29/2015

Include the Overall Mark with the Overall Score?

Apply weighting to Formative & Summative assignments?

This allows you to weight formative assignments (those that form knowledge - ex. homework or projects) and summative assignments (those that measure a student's progress - ex. tests and quizzes) so that one group takes more precedence in the final grade.

Use a Rubric Grading Scale to Compute Total Grade

The total grade will be calculated by doing a simple average of all assignment scores.

Applies to all linked gradebooks

Scale Min/Max Assignment Values in Total Grade

When calculating the total grade, each assignment's score will be restricted to be within the defined min/max