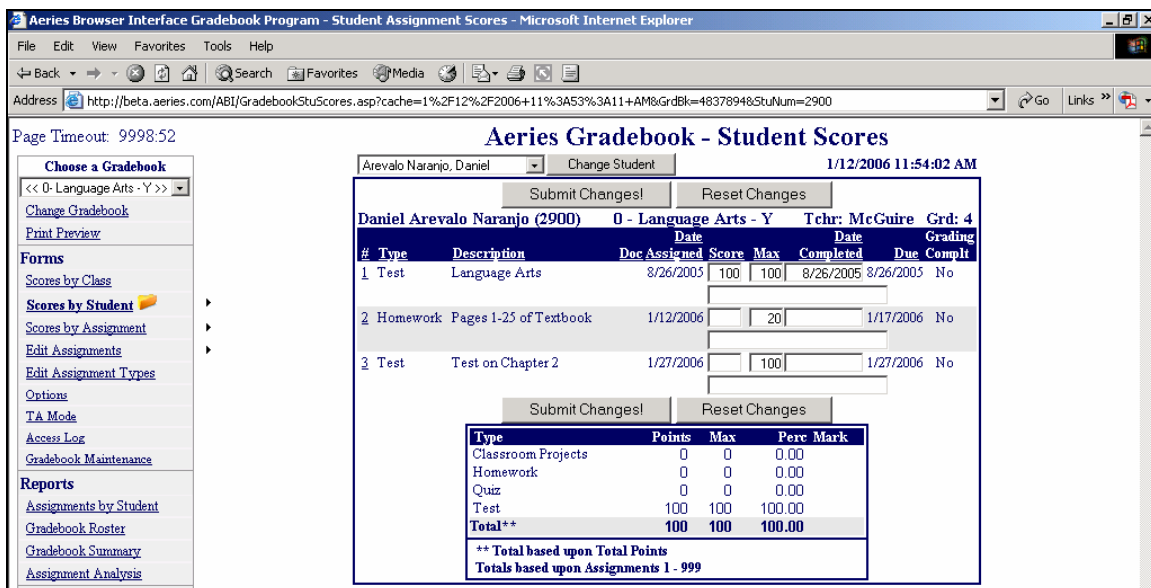# eagle SOFTWARE

aeries Student Information System

Aeries Browser Interface – Gradebook Elementary
2/27/2006

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.

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
- Add students to Gradebook
- Link Gradebooks
- Add Assignment Types
- Add Assignments
- Enter scores for students using one of the three different Methods – by assignment, student or class

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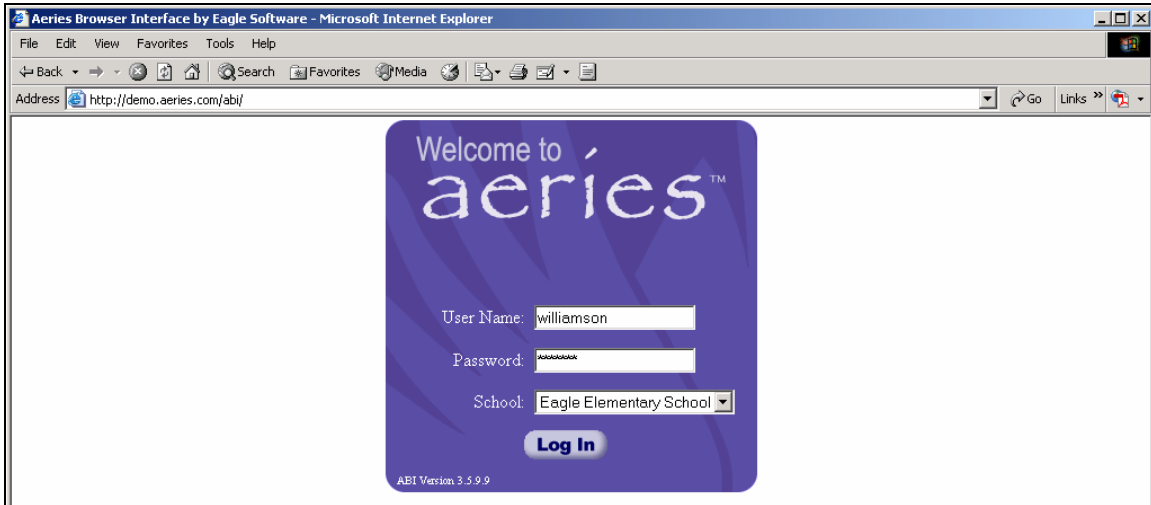
To access **ABI**, type the name of the user into the **User Name** field and press **Tab**. Type the password that has been assigned in the **Password** field.

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.

The following selection screen will display with the name of the school displayed at the top. Only the options that are available to the user will display and these options are setup by the **System Administrator**.
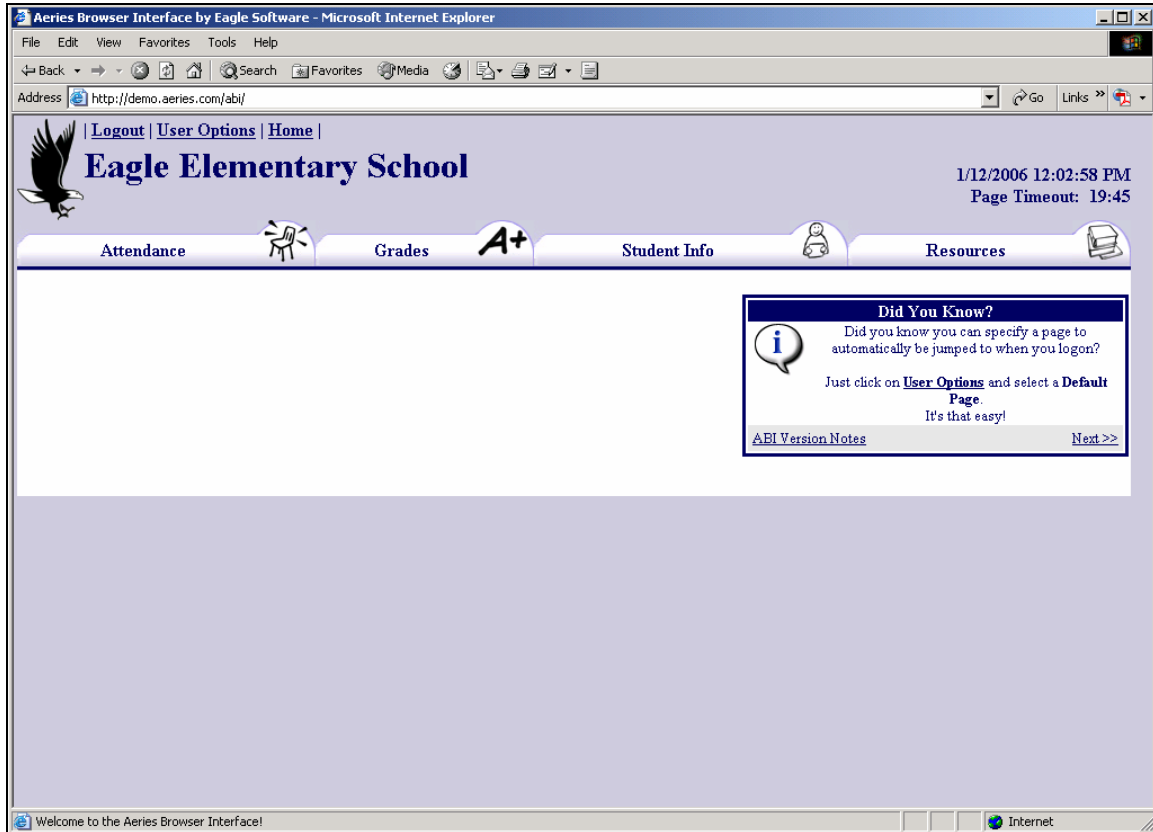

| **ABI SECURITY** | To prevent invalid access to **ABI** the program has a security system that will verify the user entry. If the user name or password has been entered incorrectly for the school selected the following **error message** will display in **red**.

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 **Gradebook**, click the mouse on the **Grades** tab and then click the mouse on the **Gradebook** option.
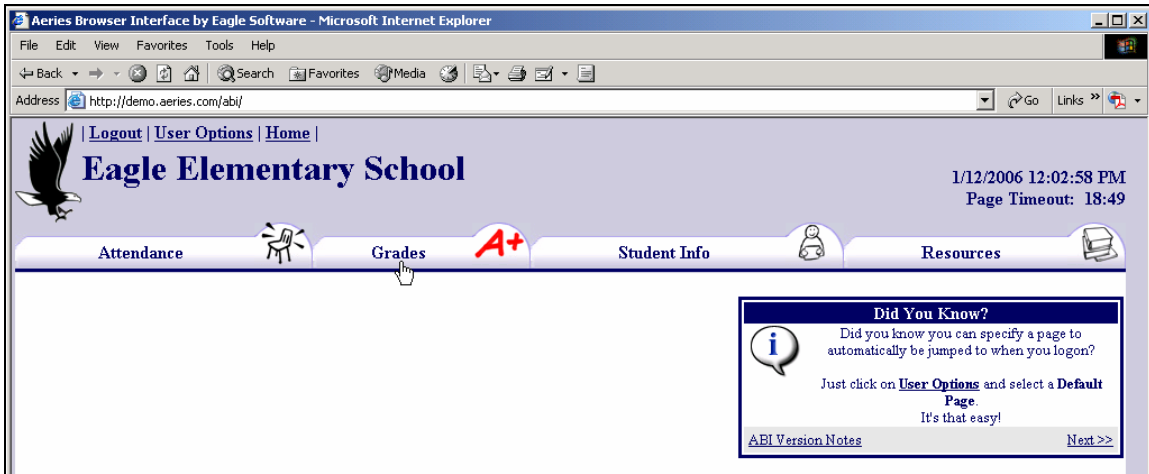
If there are no existing gradebooks the following form will display without any gradebook listed. To create your first new gradebook, click the mouse on **Click Here to Add a Gradebook and Get Started**.
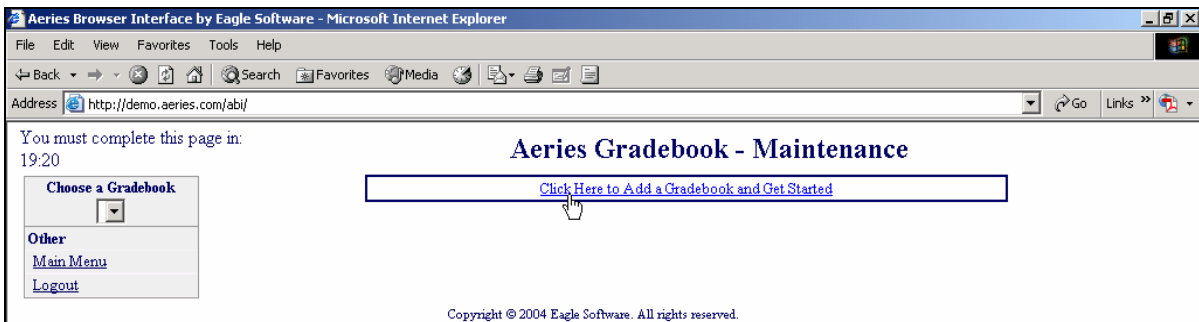
The following form will display to **Add a New Gradebook**. Type the gradebook information and click the mouse on the **Apply Changes** button.

NOTE: **It is vital that the Grade Range is entered correctly.**

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

To add additional **Gradebooks** click the mouse on **Add New** button 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 to the right of the Gradebook.

The following form will display with the gradebook selected. Make any changes to the Gradebook and click the mouse on the **Apply Changes** button.

ADD STUDENTS TO GRADEBOOKS

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

All students to be utilized in the gradebook must be added but can be added at any time. Click the mouse on **Gradebook Maintenance** on the left hand side of the form.

Click the mouse on the **Enters/Leaves** option.   Click the mouse on the gradebook to **Add** students to that gradebook.


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.
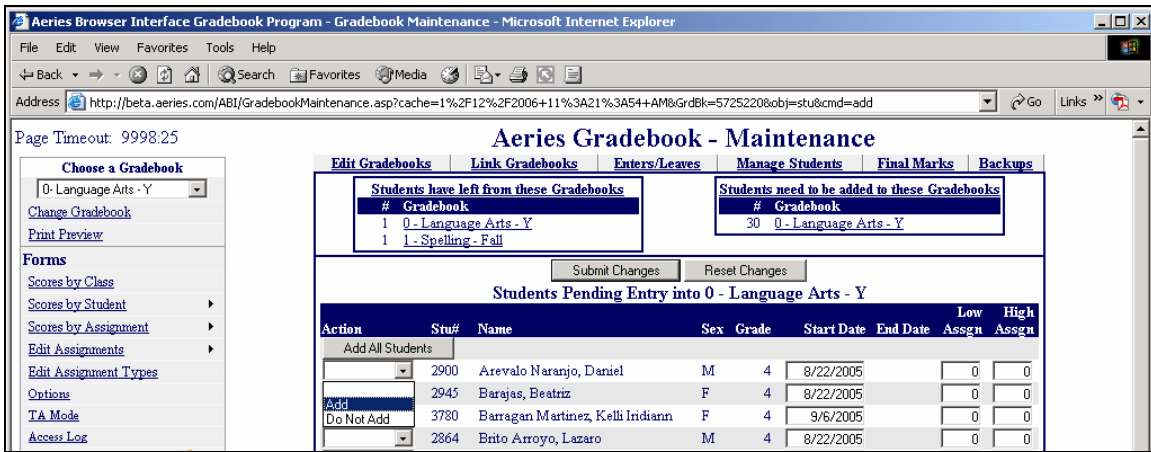
Below the **Action** heading the **Add All Students** button displays. To add ALL students listed to the gradebook click the mouse on the **Add All Students** button.

To select individual students click the mouse on the **Drop Down** to the left of the **Stu#** and two options display, which are **Add** or **Do Not Add**.
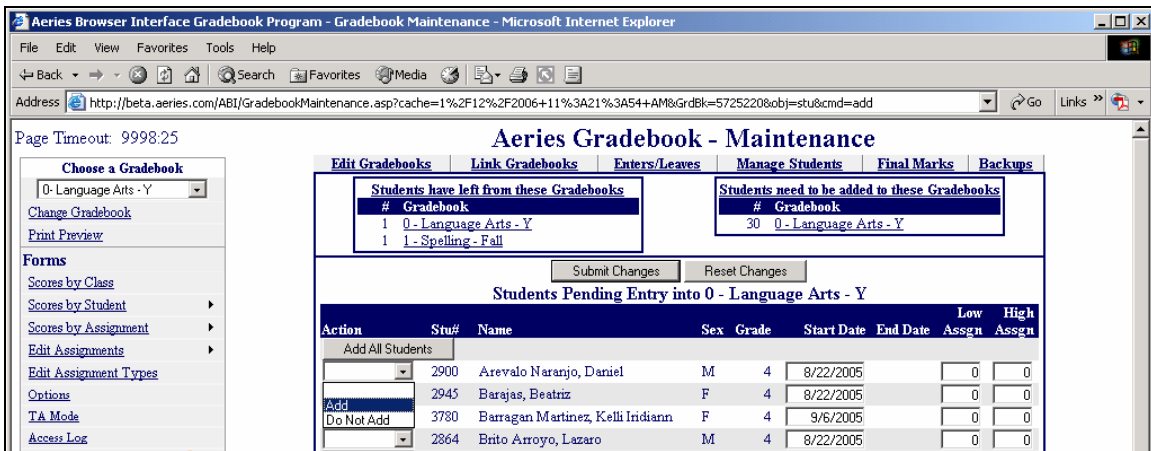

To **Add** a student either type **A** in the Action field next to the student or click the mouse on **Add** from the drop down. The students start date will automatically display and should not be updated.

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. If a student is responsible for all assignments leave these two fields at zero.

If a student is added to the class on a later date they should not be responsible for previous assignments. So the **Low Assgn** and **High Assgn** fields would be adjusted to display the range of assignments this student will be responsible for.

A 0 (zero) in the **High Assgn** field indicates that the student is responsible for every assignment higher than the **Low Assgn**. It is not necessary to enter a very high value in the **High Assgn** field to make sure a student is held responsible for all assignments given in a class.
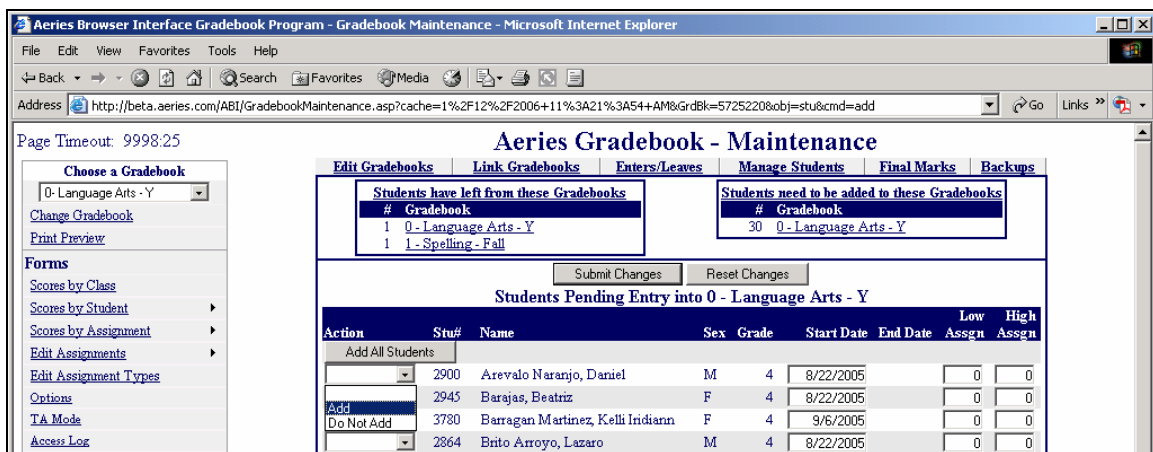
When complete click the mouse on the **Submit Changes** button. This procedure must be performed for all gradebooks.

LINK GRADEBOOKS

The **Link Gradebooks** option will allow users to create a group of gradebooks. This will allow changes to be made to **Assignments, Assignment Types, and Gradebook Options**, which will update all gradebooks in the group.

From **Gradebook Maintenance** click the mouse on the **Link Gradebooks** button. The following form will display with all gradebooks entered. On the left side of the form the field **Grp** (Group) will display with zeros in the field. The **Ungrouped** heading indicates the gradebooks that are not grouped with any other gradebook.

To **Link Gradebooks** enter the same number in the **Grp** field. For example, all gradebooks listed below with **1** entered in the **Grp** field will be linked. Linking gradebooks together will cause all **Assignment, Assignment Type, and Gradebook Option** changes to apply to all gradebooks in a group.

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

SETUP ASSIGNMENT TYPES

Prior to entering **Gradebook Assignments**, the assignment types **must** be configured. An assignment type contains a Code, Description and Percent of Grade that this assignment type/category will receive.

Choose a Gradebook on the left hand side of the form. 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**.

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

NOTE: **The assignment code utilized is irrelevant to the assignment and is the teacher's choice.**

Type the description of the assignment type and the percent of the overall grade for this gradebook that this assignment type will receive. An example of a class assignment type is **Test**. Click the mouse on **Apply Changes**.

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.
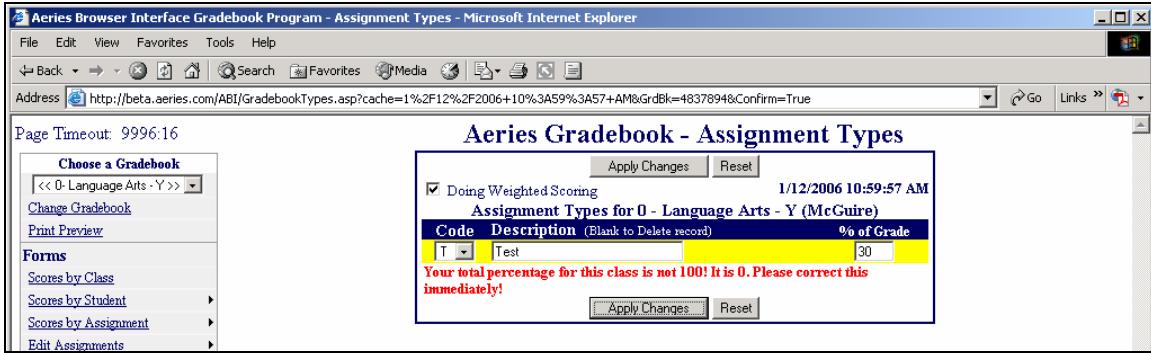
After ALL assignment types have been entered and the **% of Grade** totals 100% the message will no longer display.
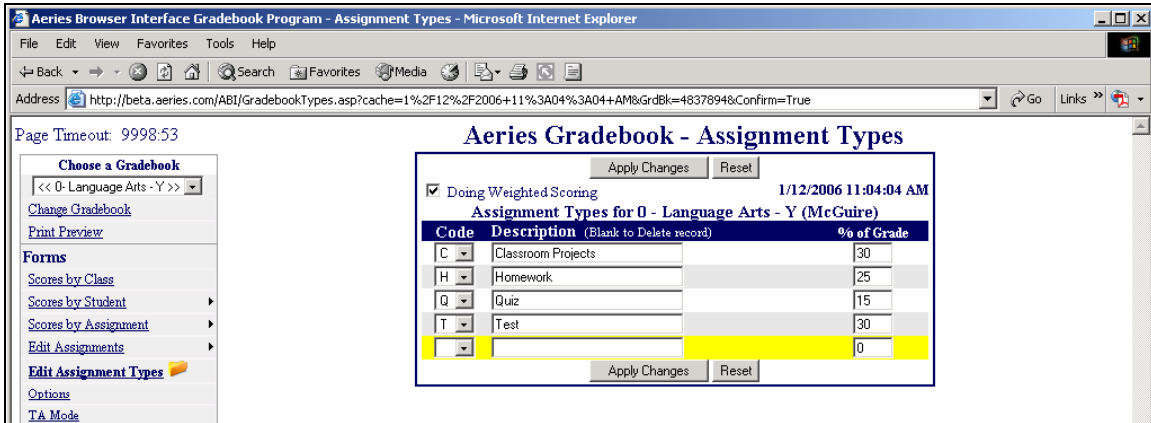
Changes can also be made to **Assignment types** after they are setup. Select the **Assignment Type** and re-enter the information to be changed. Click the mouse on the **Apply Changes** button.

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 ON to calculate students' final grades by Weighted Assignment Type. To change this option click the mouse on the box and click the **Apply Changes** button.

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.

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

Choose a Gradebook from the left side of the form. Click the mouse on **Edit Assignments**. If there are currently no assignments for this gradebook click the mouse on **Add New Assignments.**

NOTE: The system 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 being added.

Aeries Browser Interface – Gradebook

Next, enter the description of the assignment in the **Description** field.

Type the number of the maximum score that can be received in the **Max Score** field. Type the assignment date in the **Date Assigned** field and the date it will be due in the **Due Date** field.

To have the assignment count towards students' grades click the mouse on the **Grading Completed** field and a check mark will display.

Enter detail information of what is to be included in the assignment in the **Comments** field for parents or students to view.

NOTE:

If Grading Completed is not selected, assignments are not factored into a student's overall grade unless the Gradebook option of "Count Assignments Towards Final Grade Immediately After a Score is Entered" is turned ON. The Grading Completed checkbox can be selected later.

If the grade range for the current gradebook was properly populated, a list of valid standards for the current grade level will display in the **Progress Towards Standards** section. Teachers must add every standard and substandard that this assignment applies to. Populating this information is very important and will directly affect a student's Standards-based Report Card.

The following is an example of an **Assignment** setup for **Elementary** school that has **Standards Based Grades** setup within Aeries.

NOTE: **Parent Standards must also be populated if you wish an assignment to apply to that parent standard. Putting in the substandard will not automatically apply the assignment to the parent standard of that substandard.**

SCORES BY CLASS

To enter or view scores for all assignments for the entire class, use the **Scores by Class** page.

**ENTER
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.

The last ten class assignment numbers will display with all students
enrolled. All inactive students will display at the bottom of the form. If
there are more than ten assignments additional page numbers will
display in the upper left hand corner.

For example, the screen will display **Page: 1 2**. If you click the mouse
on page 2 the next set of assignments will display.

To enter scores click the mouse on the **Assignment Score** field for the student selected. Type 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 a score is not to be included in a student's final grade, type **NA** in the assignment **Score** field. The **Score** and **Max Score** will now be zero for this student. For example, a student may be dropped from the class and does not complete the assignment.

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.

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

NOTE: **Assignments are not factored into a students overall grade until the due date is reached AND grading has been completed.**

SCORES BY STUDENT

To display a particular student and gradebook assignments, **Choose a Gradebook** from the top left side of the screen. Click the mouse on **Scores by Student** on the left hand side of the screen and select a student. The following screen will display for the student selected with all assignments for this gradebook.

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

The class assignments will now display in alphabetical order by description. To sort in descending order, click on the column heading again and the order will now change to descending order.

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.
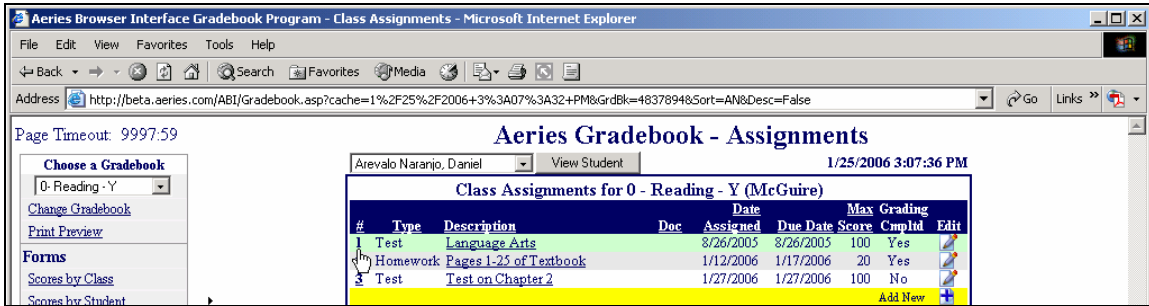
ENTER SCORES BY STUDENT

To enter scores for an individual student **Choose a Gradebook** at the left hand side of the screen. Select **Scores by Student** and the screen will list all students. Click the mouse on the student selected.
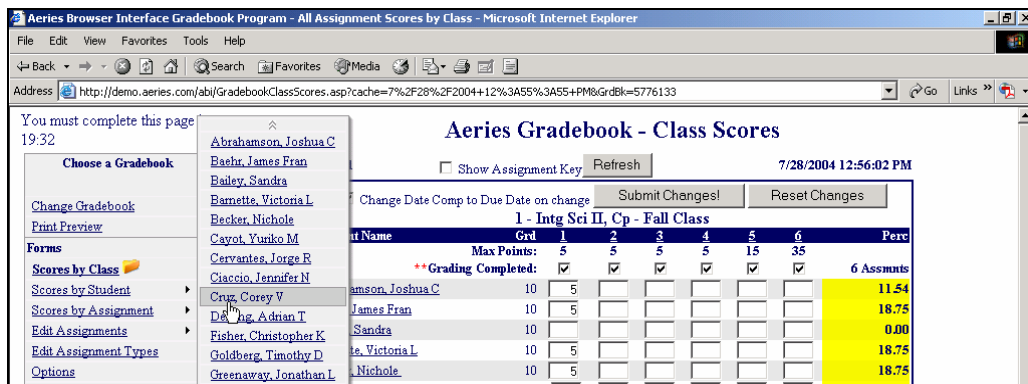
The screen will display all class assignments for the student selected. Click the mouse in the **Score** field. Type the score received and press **Tab**. If the **Max Score** needs adjusted enter the score.
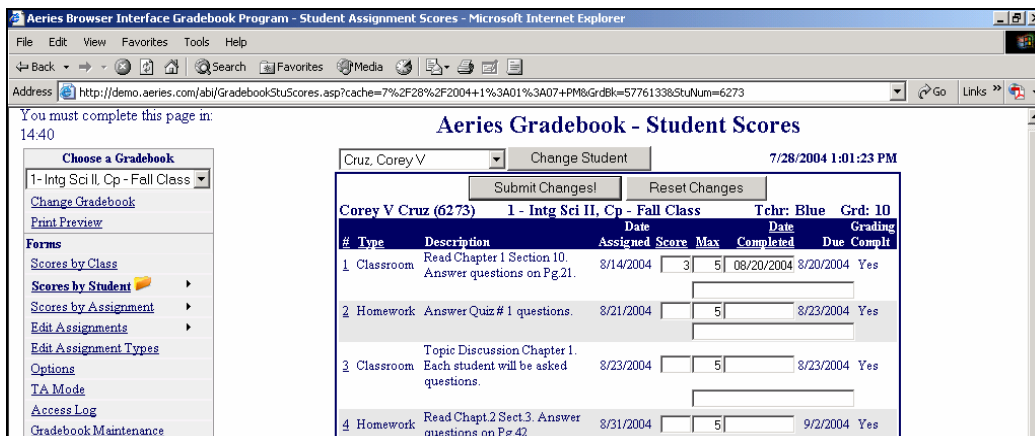
If an assignment is not to be included in the calculation of grades for a student type zero in the **Score** and **Max Score** field. Type the date the assignment was completed in the **Date Completed** field and any comments in the **Comment** field.

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 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 is very important that the Assignments are submitted as soon as entry is complete.** *The scores entered can be lost due to delay in clicking on Submit Changes.*

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.

Type	Perc of Grade	Points	Max	Perc	Mark
Classroom Projects	30 %	8	10	80.00	
Homework	25 %	15	20	75.00	
Quiz	15 %	0	0	0.00	
Test	30 %	100	100	100.00	
Total**					85.58

** Total based upon Weighted Assignment Types
Totals based upon Assignments 1 - 999

Welcome to the Aeries Gradebook!

SCORES BY ASSIGNMENT

To display the students and scores by assignment click the mouse on **Scores by Assignment** on the left hand side of the screen. The following form will display all students for the **assignment** selected.

Assignments can be changed by clicking the mouse on the **Change Assignment** drop down.

Click the mouse on the **Change Assignment** button and the assignment selected will display.

ENTER SCORES BY ASSIGNMENT

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

To select a different assignment click the mouse on the **Drop Down** arrow to the left of the **Change Assignment** button. Select a different assignment and click the mouse on the **Change Assignment** button.

To enter scores for the class assignment selected click the mouse in the **Score** field for the student selected. Type the **score** and press **Tab**. If the **Maximum** score has changed enter the new score and press **Tab** and enter the **Date Completed**. Type any comment if required and press **Tab**.

NOTE:

If information will not need to be added into a specific column, for example, Max Score field, click on the heading of the column. When Tab is pressed it will bypass the column selected.

At the bottom of the form a **Default** field will display. This function can be used to mass change data displayed above. 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.
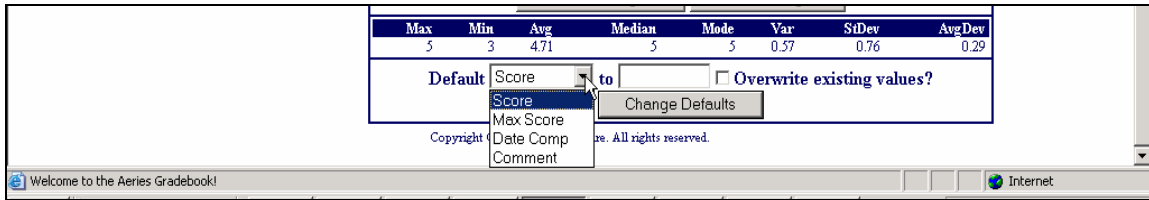
To select a default field click the mouse on the **drop down** arrow. Click the mouse on the default field selected. To the right of the **Default** field, type a value to be added to all students class assignments.

To overwrite an existing value in the field selected, for example, the date completed, click the mouse on the check box and a **black check mark** will display. Click the mouse on **Change Defaults**.
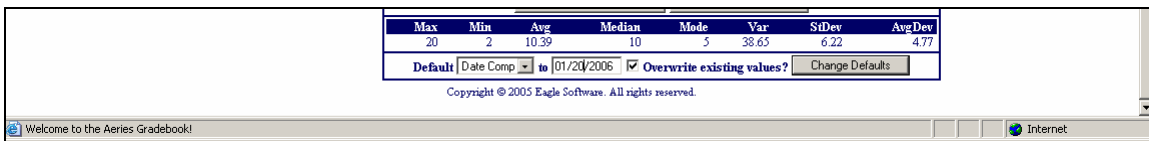
NOTE: **If Overwrite Existing is not selected only blanks or zeros will be changed in the field selected.**

The form will now display **ALL** changes made to all student's class assignments. All scores will be submitted and statistical calculations will be performed at the bottom.
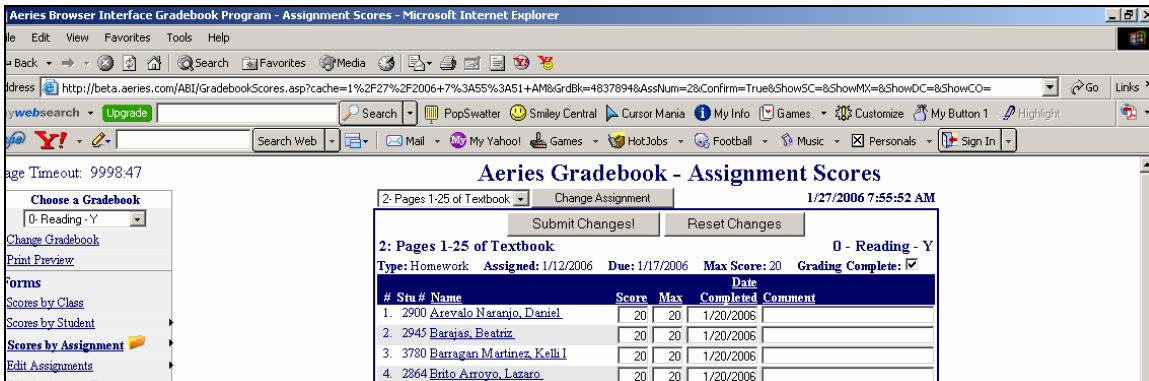
OPTIONS   The **Options** form allows you to select various options for the gradebook system and for individual gradebooks.
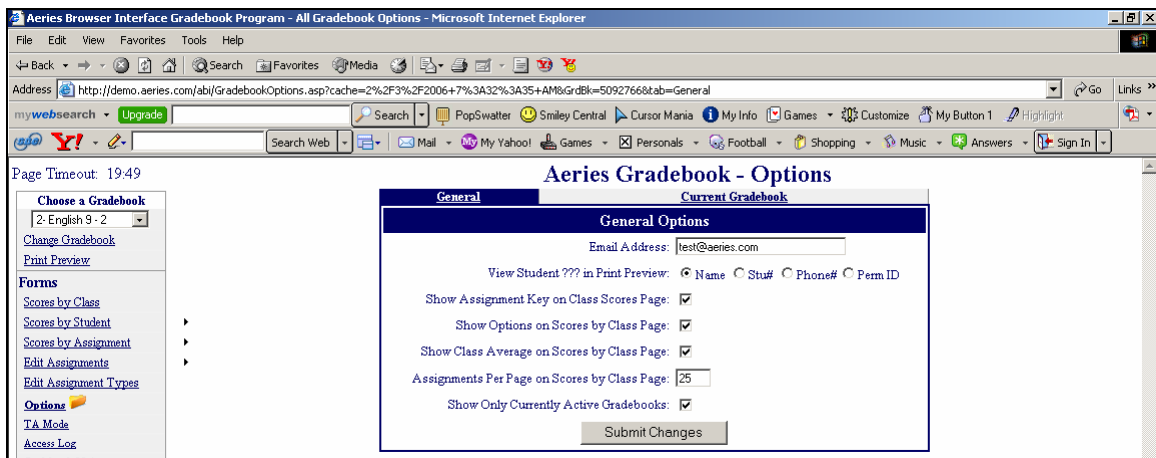
GENERAL OPTIONS

These options apply to all gradebooks for an individual teacher.

- **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** refers to what student information is displayed when the Scores by Class page is viewed in Print Preview mode. This allows teachers to post the gradebook assignments in a public area on the classroom without revealing individual student information.
- **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 that can be selected or de-selected. 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.

The Scores by Class page with the Assignment Key and Class Averages being shown:

The Scores by Class page with the Assignment Key and Class Averages NOT being shown:

The **Assignments Per Page on Scores by Class** page will only display the number of assignments selected. For example, below the option was set to 10 assignments. The remaining assignments display on page 2.

Aeries Gradebook - Options

General	Current Gradebook	Grading Rules

Gradebook Tchr Aide Options

Weight Scores of Assignments by Type: ☑

Range of Assignments to Display: 1 - 999

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

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

Show Overall Mark w/ Score: ☐ (View Marks)

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

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

[Submit Changes]

CURRENT GRADEBOOK OPTIONS

These options apply to the current gradebook being viewed.

- **Weight Scores of Assignments by Type** – this is the same option that is provided on the Edit Assignment Types page and indicates whether or not total points grading of weighted type grading is used to determine students' overall grades.
- **Range of Assignments to Display** – the low and high assignment numbers to display in the current gradebook. Sometimes a gradebook gets so large that a teacher wants to just hide a group of assignments.
- **Range of Assignments to Count in Total Grade** – the low and high assignment numbers to count in students' total/overall grade. Sometimes 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 will display the total points and total max points for each student. This option 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 has been checked. This option will make any assignment with a score count in the overall mark no matter what the Grading Completed checkbox indicates.

Aeries Gradebook - Options

General	Current Gradebook	Grading Rules

Grading Rules for English 11 Cp	Edit
Drop the Lowest 3 Scores (in the Homework Category) According to Negative Weight And Replace with Average Score	●
Drop the Lowest 1 Scores (in the Participation Category) According to % Score	●

Add

GRADING RULES OPTIONS

These options apply to the current gradebook being viewed.

Grading Rules are meant to all a teacher 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 **Add** button and the following screen will appear.
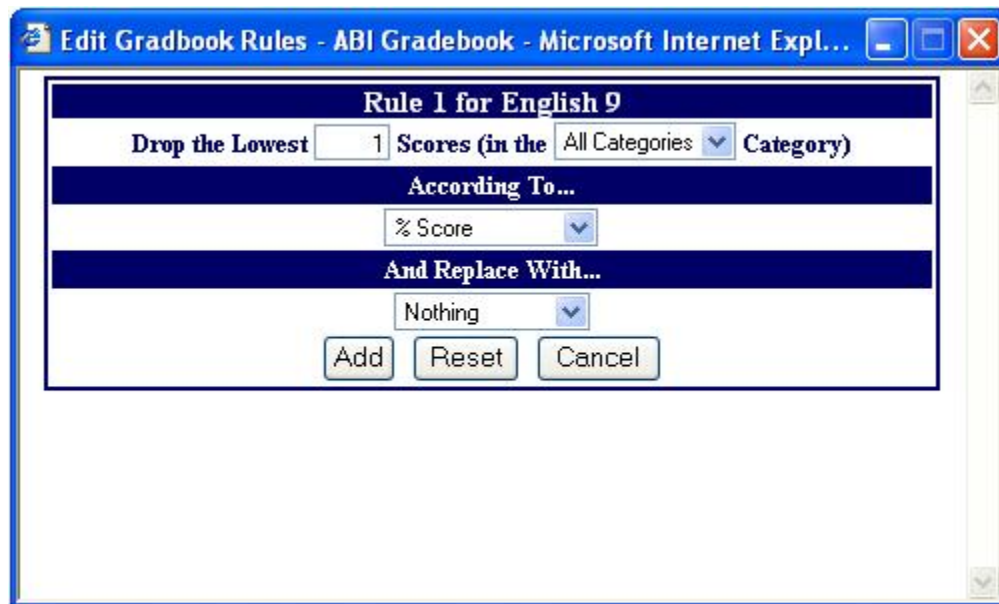
The lowest N scores are usually determined by looking at a single assignment type/category. But if the current gradebook is doing total points grading and not weighted types, the option to drop the lowest N scores across "All Categories" will be available.

According To…
The question of 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…
Sometimes a teacher may not want to simply discount the lowest scores and remove them from the overall score calculation. Sometimes 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.

**REPORTS:
ASSIGNMENTS
BY STUDENT**

To print information on assignments for the students click the mouse on **Assignments by Student** under the **Reports** heading. This report is normally used as a progress report for students in a class.
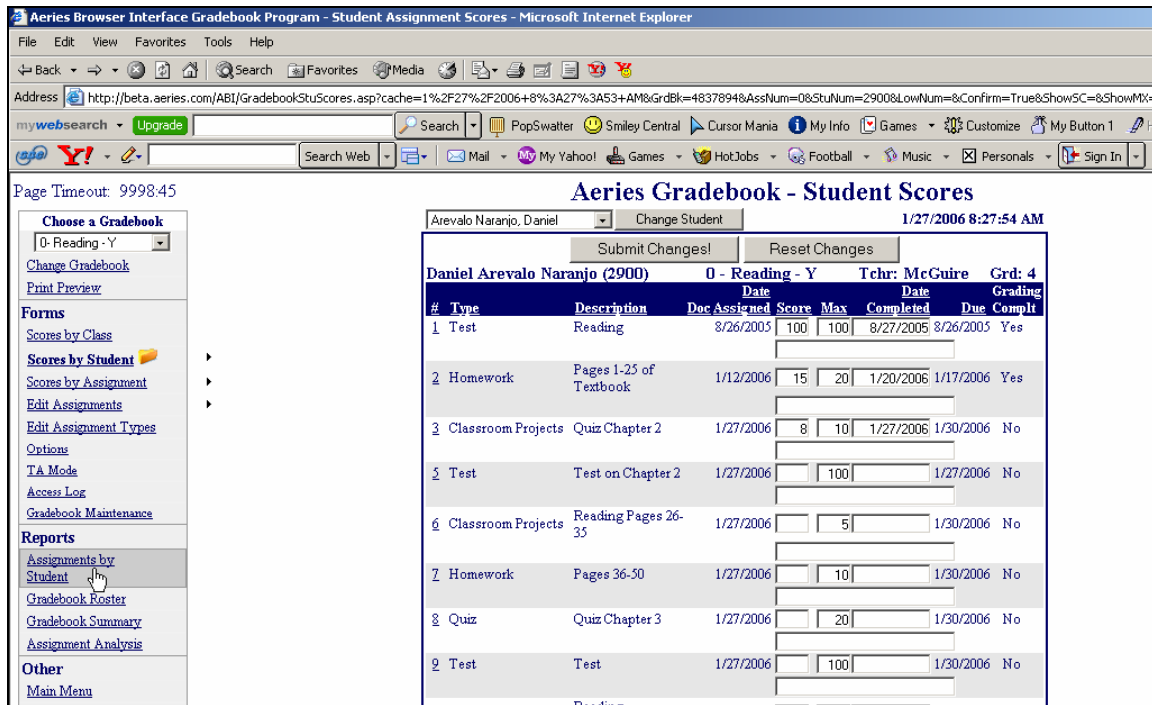
The following screen will display. Click the mouse on the **Gradebook Dropdown** and select the gradebook.
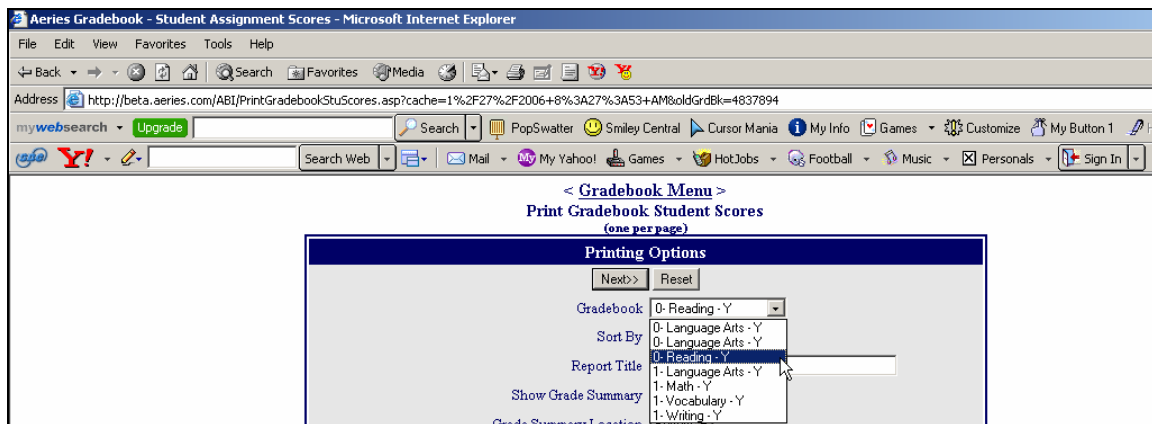
There are various options to choose from in creating this report. Select from the following:

- **Sort by** – how to sort the assignments for each student
- **Show Grade Summary** – print the summary of scores by assignment type and the overall score/grade.
- **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 type of report to be created click the mouse on the Next button.
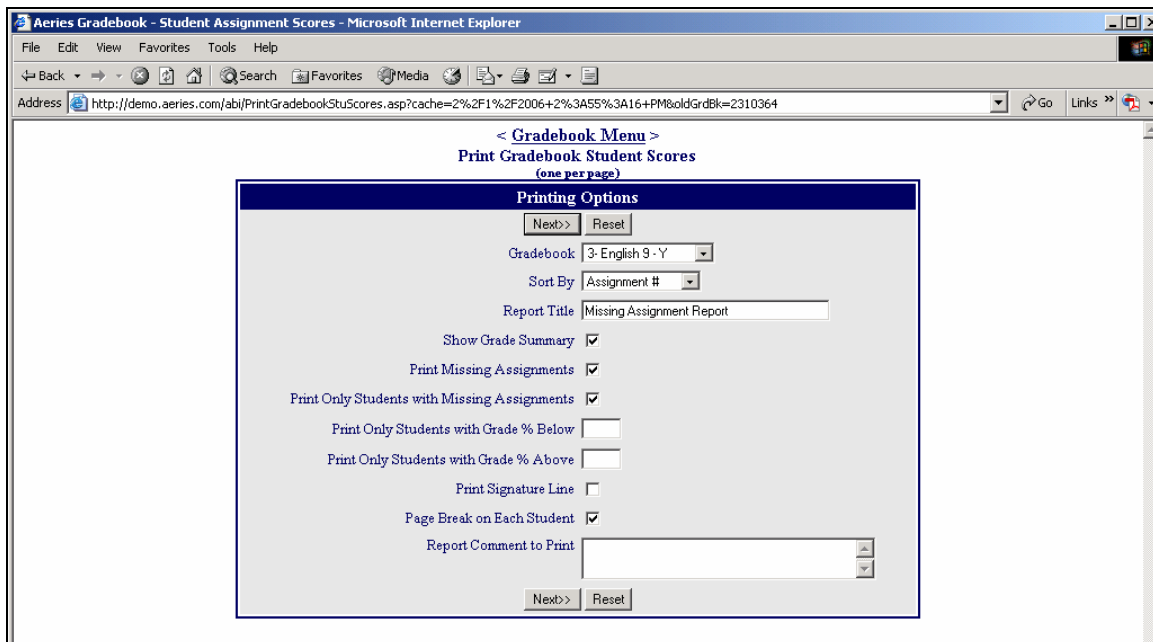
The default will select all Assignments and all currently active Students. Clicking the mouse on the assignment or student can select individual assignments and/or students.

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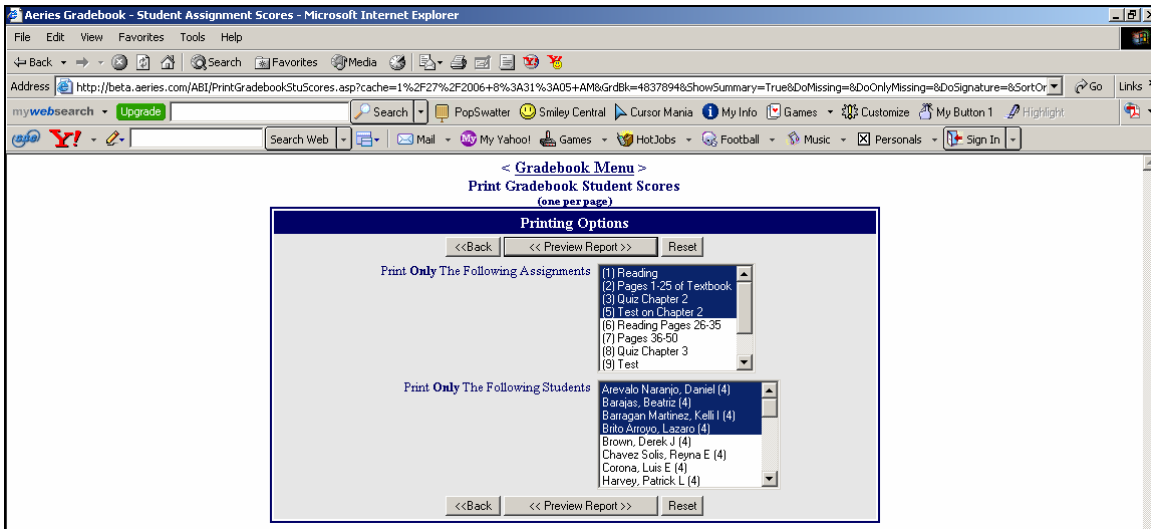
The report to be printed will display on the screen. The following is an example of **Print Missing Assignments**.

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

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.

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

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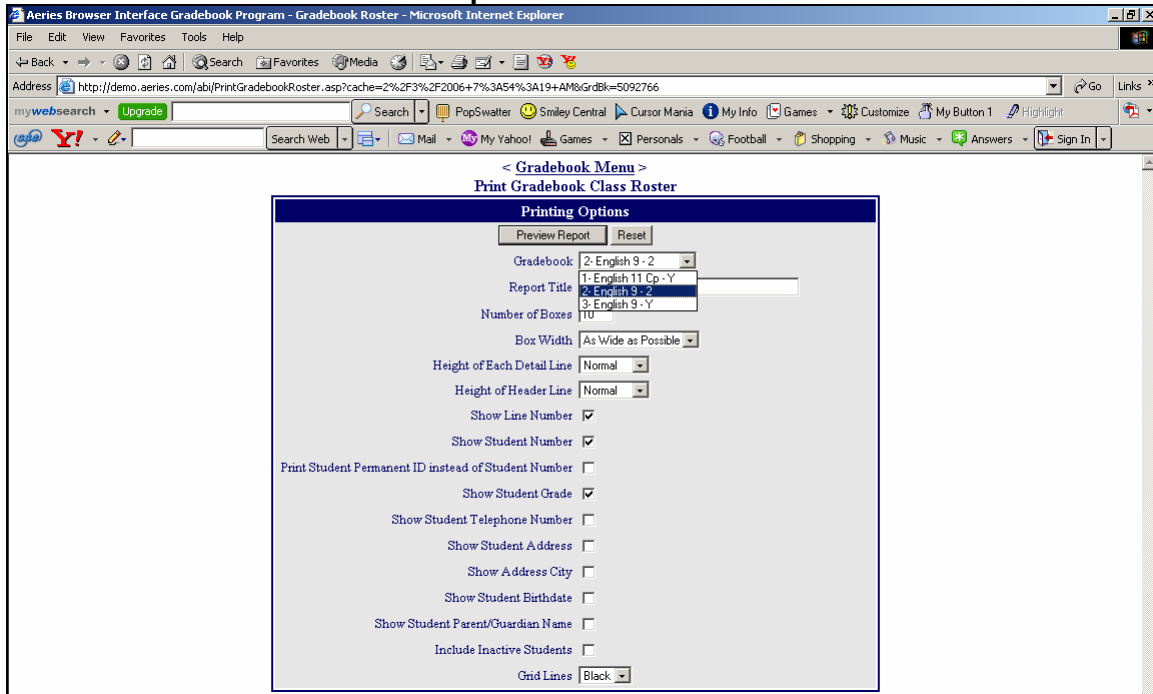
There are various options to choose from in creating this report:

- **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 additional 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**.

File   Edit   View   Favorites   Tools   Help

Back | Search   Favorites   Media | |

Address http://demo.aeries.com/abi/PrintGradebookRoster.asp?cache=2%2F1%2F2006+3%3A14%3A53+PM&GrdBk=2310364&NumBoxes=10&BoxWidth=100%25&LineHe   Go   Links

Gradebook Roster

	Stu#	Name	Grd										
1	6908	Alcala, Christina M	9										
2	7432	Arenas, Daniel	9										
3	6924	Ballesteros, Edgar	9										
4	7466	Esquer, Jennifer	9										
5	7550	Flennory, Valerie D	9										
6	7026	Fritsch, Shara Denise	9										
7	7511	Gonzales, Elizabeth	9										
8	7512	Gonzales, Nadine Marie	9										
9	7566	Gullison, Tony Whitman	9										
10	7074	Holland, Gabriel Michael	9										
11	7135	Macias, Darlene	9										
12	7164	Morales, Faylynn	9										
13	7229	Rivera, Marco	9										
14	7252	Seward, Margie	9										
15	7253	Sharma, Calvin	9										
16	7286	Tiffany, Justin	9										
17	7289	Tovar, Jasmine N	9										
18	7349	Villalobos, Jessica Renee	9										
19	7311	Wheat, Christopher Richard	9										

**REPORTS:
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**.
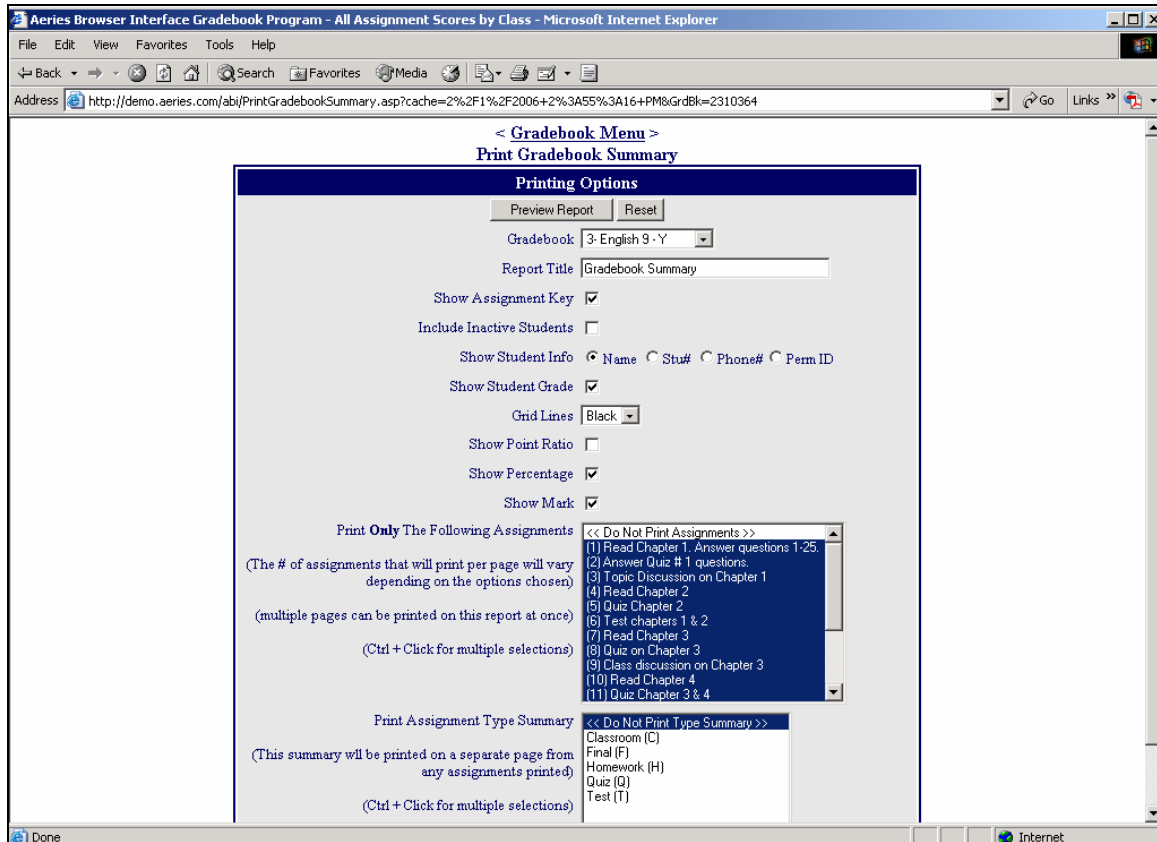
The following is an example of the **Gradebook Summary** selected.

File　Edit　View　Favorites　Tools　Help

Back　Search　Favorites　Media

Address　http://demo.aeries.com/abi/PrintGradebookSummary.asp?cache=2%2F1%2F2006+3%3A15%3A48+PM&GrdBk=2310364&NumBoxes=&ShowKey=True&IncludeInac

| Page: 1 | | | | | | | | | | < **Back** > | | | | | | | | | 2/1/2006 3:16:17 PM |

Gradebook Summary
3 - English 9 - Y

Student Name	Grd	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	Perc	Mrk
Max Points:		10	15	10	15	10	20	10	10	10	10	15	15	15	15	10		
Grading Completed:		☑	☑	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	3 Assmnts	
Alcala, Christina M	9	10	*NA														50.00	F
Arenas, Daniel	9	10	11	8													78.89	C+
Ballesteros, Edgar	9	10															16.67	F
Esquer, Jennifer	9	10															16.67	F
Flennory, Valerie D	9	10															16.67	F
Fritsch, Shara D	9	*NA															0.00	
Gonzales, Elizabeth	9	9															15.00	F
Gonzales, Nadine M	9	9															15.00	F
Gullison, Tony W	9	9															15.00	F
Holland, Gabriel M	9	9															15.00	F
Macias, Darlene	9	9															15.00	F
Morales, Faylynn	9	8															13.33	F
Rivera, Marco	9	8															13.33	F
Seward, Margie	9	8															13.33	F
Sharma, Calvin	9	8															13.33	F
Tiffany, Justin	9	8															13.33	F
Tovar, Jasmine N	9																0.00	
Villalobos, Jessica R	9																0.00	
Wheat, Christopher R	9																0.00	
Student Name	Grd	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	Perc	Mrk

Scores Based Upon Graded Assignments 1 - 999
* Indicates Max Values of 0 (zero).　** Assignments are not counted until graded.

#	Type	Description	Assigned	Due Date
1	Classroom	Read Chapter 1. Answer questions 1-25.	2/1/2006	2/2/2006
2	Homework	Answer Quiz # 1 questions.	2/3/2006	2/4/2006
3	Classroom	Topic Discussion on Chapter 1	2/5/2006	2/5/2006
4	Homework	Read Chapter 2	2/5/2006	2/6/2006
5	Quiz	Quiz Chapter 2	2/7/2006	2/8/2006
6	Test	Test chapters 1 & 2	2/9/2006	2/9/2006
7	Classroom	Read Chapter 3	2/10/2006	2/11/2006

Done　Internet

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.

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.

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

This report is used to calculate and display various statistical analyses of the scores for assignments.

GRADE REPORTING

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.
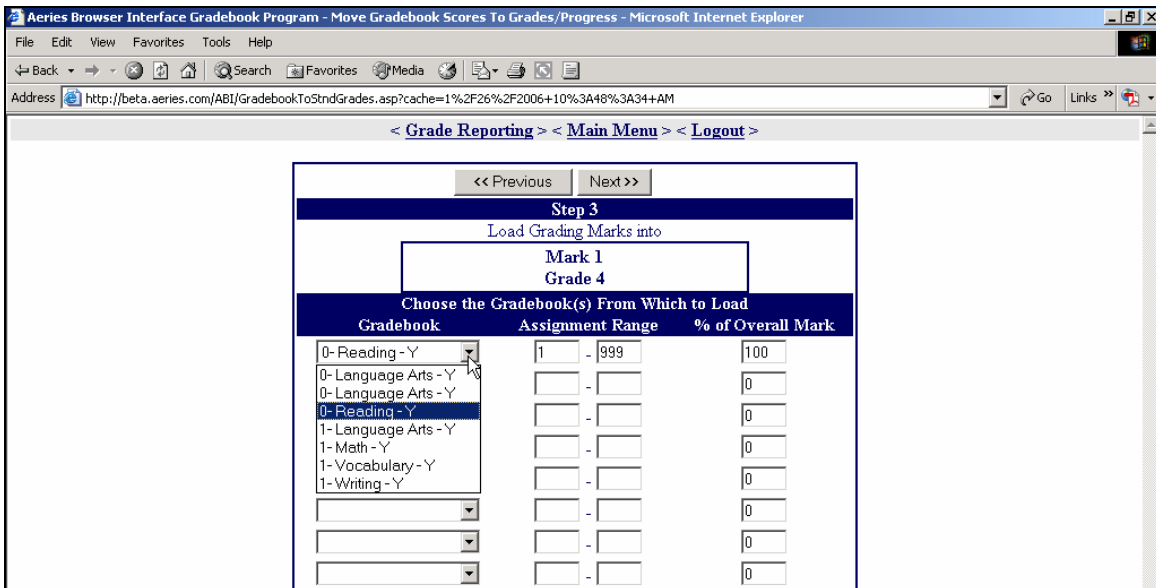
Select which Mark the grades will be loaded into and click the mouse on the Next button.
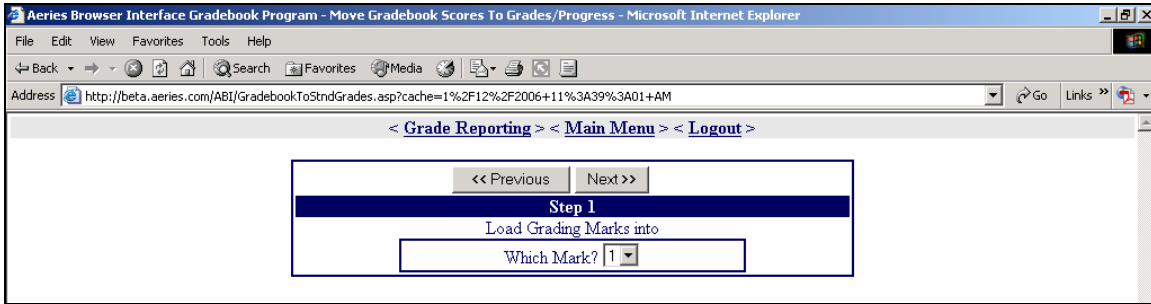
Select which Grade Level the grades will be loaded into and click the mouse on the Next button.
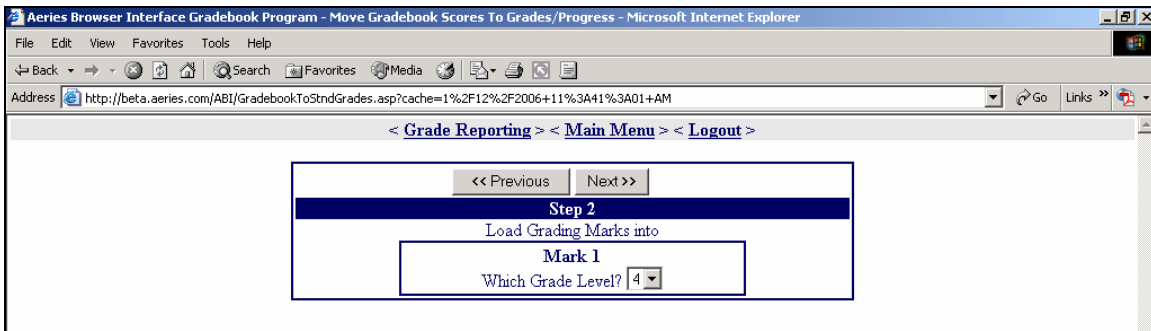
Select the Gradebook to load the grades from and click the mouse on the Next button.

Enter the different scores into the Low and High fields for Achievement.

Scroll down and enter the scores into the **Low%** and **High%** fields for the remaining Marks.

When done entering all marks click the mouse on the **Next** button. All scores entered will display for the Marks.

When complete **Scroll Down** and the student's who have marks will display.
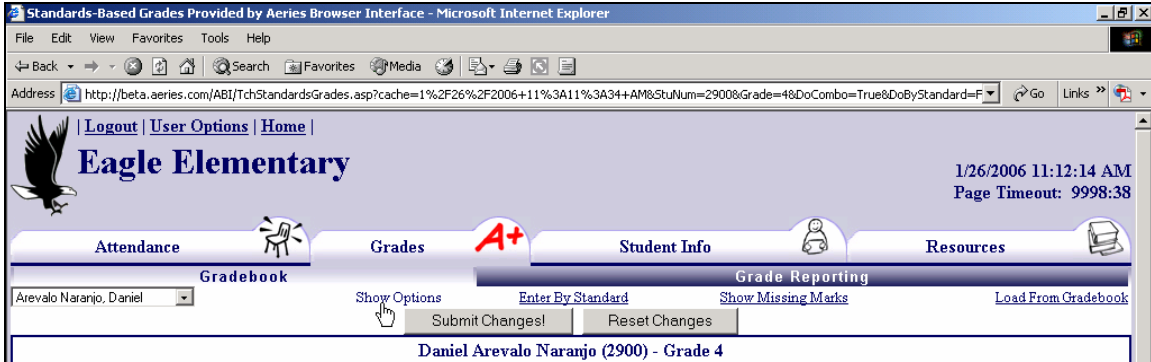
To update the marks from the gradebook into grade reporting click the mouse on the **Update Grade Reporting** button.
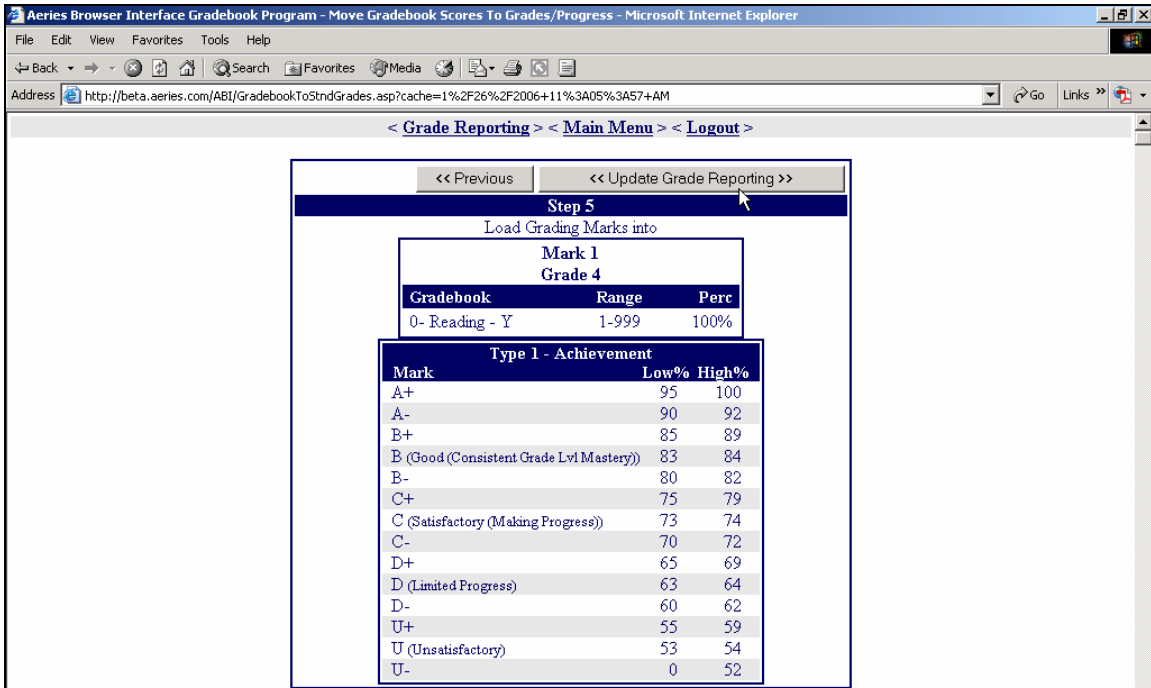
The **Grade Reporting** screen will now display marks entered into each standard for the Grade selected.
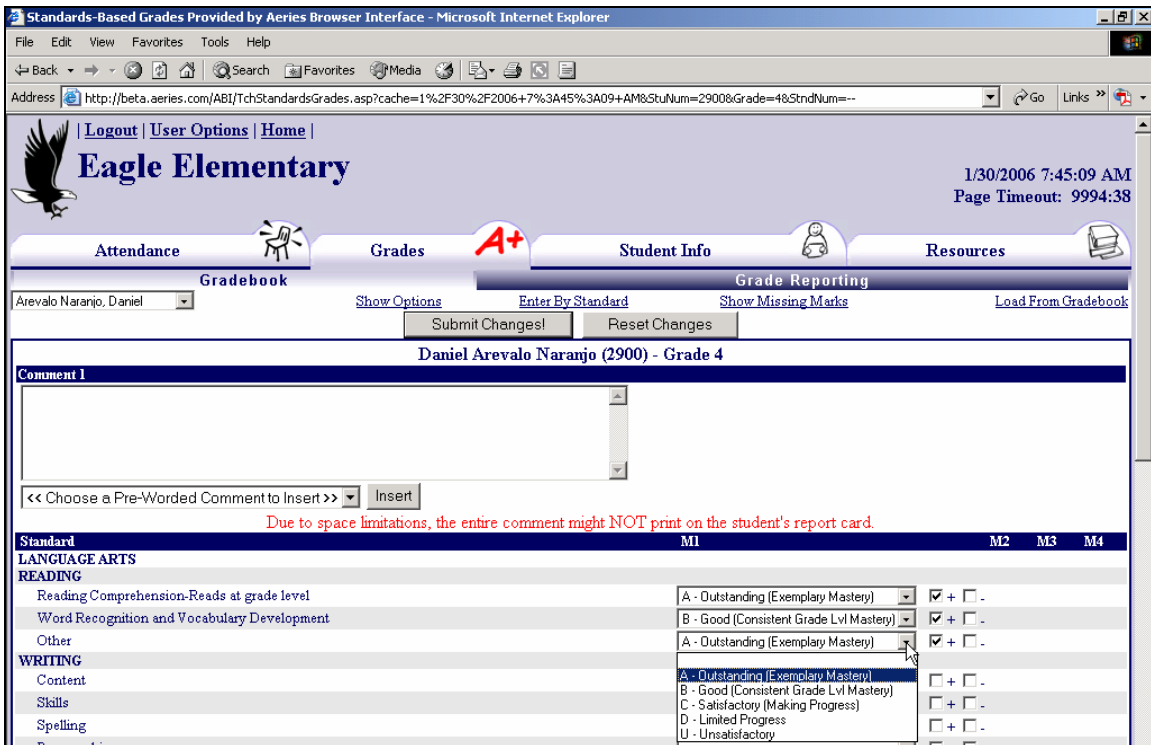
Selecting **Show Options** will change the screen layout from drop down selection to radio button selection.

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.