

## Aeries Browser Interface – Gradebook Secondary September 15, 2009

**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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**Choose a Gradebook**  
3 - Biology Cp - Y

Change Gradebook  
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**Aeries Gradebook - Student Scores**

Ascha, Monica S 9/3/2009 4:08:44 PM

Submit Changes!    Reset Changes

Display Only Missing Assignments

**Monica S Ascha (102)      3 - Biology Cp - Y      Tchr: Alvarado      Grd: 10**

#	Description	Type	Score	Max	Completed	Date	Due Date	Grading	Complt
1	Worksheet chapter 1	Homework	20	20	9/3/2009	9/3/2009	9/3/2009	Yes	
2	Collage	Projects	25	50	9/3/2009	9/3/2009	9/3/2009	Yes	
3	Chapter 1 Quiz	Quiz	18	20	9/4/2009	9/4/2009	9/4/2009	Yes	
4	Chaper 1 Test	Test	48	50	9/8/2009	9/8/2009	9/8/2009	Yes	

Submit Changes!    Reset Changes

Type	Perc of Grade	Points	Max	Perc
Homework	20 %	20.00	20	100.00
Projects	10 %	25.00	50	50.00
Quiz	30 %	18.00	20	90.00
Test	40 %	48.00	50	96.00
<b>Total**</b>				<b>90.40</b>

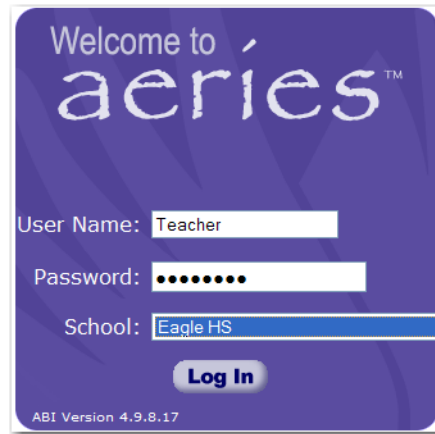
\*Assignments are not counted until graded.  
\*\* Total based upon Weighted Assignment Types  
Totals based upon Assignments 1 - 999

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

- Create Gradebooks for each class
- Add students
- 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

## TO ACCESS ABI

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**, Enter the name of the user into the **User Name** field and press **Tab**. Enter 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.

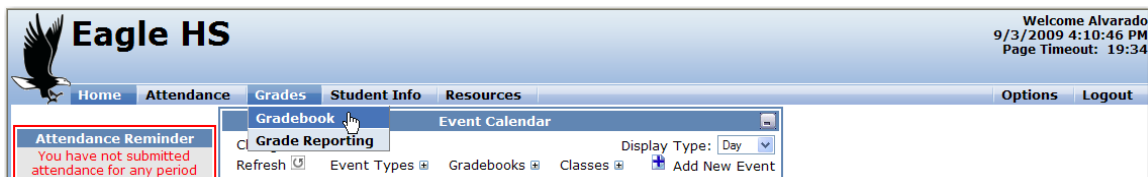
## ABI SECURITY

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 redisplay and access is not available contact the **System Administrator**.

## 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 is no existing gradebook the following form will display. To create a new gradebook click the mouse on **Click Here to Add a Gradebook and Get Started**. Create a gradebook for each period.

The following screen will display. Click the mouse on the **Section** selected which will be hi-lited. To select additional sections, hold down the **Ctrl** key. Click the mouse on the additional **Sections**. After the sections are selected click the mouse on the **Next** button. When complete, click the mouse on **Apply Changes**.

The information for the section will display. Enter any necessary changes. Enter the appropriate **Grade Range**. Enter the **Start Date**, **End Date** and any **Comments**.

**It is crucial that the grade range, start date and end date are entered properly!!** Additional **Sections** can also be selected from this form by holding down the **Ctrl** key.



**NOTE:** When creating a new gradebook the **Description** and **Term** fields do not have to match the **Course ID** or **Term** in Aeries. **Descriptions** and **terms** can be used that may be easily understood by parents. For example, a gradebook for the **Course ID** of Eng H can be created with the description of **Honors English** and the **Term** of Y can be entered as **Year**.

The screen will display the **New Gradebook** listed. To add additional **Gradebooks** make sure the **Edit Gradebooks** tab is hi-lited, click the mouse on the **Add New** icon on the yellow hi-lited line. Add all gradebooks that will be utilized in the **Aeries Gradebook**. When complete **ALL** gradebooks will now display on the screen.

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**Aeries Gradebook - Maintenance**

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

**Gradebooks for Acosta**

Pd	Name	Term	Grade Range	Start Date	End Date	Edit
1	English 9 CP	Y	9 - 12	9/3/2009	6/23/2010	
2	English 9 CP	Y	9 - 12	9/3/2009	6/23/2010	
3	HonEcon/GovtGS	Y	9 - 12	9/3/2009	6/23/2010	

**Add New**

To **Edit a Gradebook** click the mouse on the **Edit** icon to the right of the Gradebook selected. Make any necessary changes and click the mouse on the **Apply Changes** button.

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**Aeries Gradebook - Maintenance**

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

**Gradebooks for Acosta**

Pd	Name	Term	Grade Range	Start Date	End Date	Edit
1	English 9 CP	Y	9 - 12	9/3/2009	6/23/2010	
2	English 9 CP	Y	9 - 12	9/3/2009	6/23/2010	
3	HonEcon/GovtGS	Y	9 - 12	9/3/2009	6/23/2010	

**Add New**

## LINK GRADEBOOKS

The **Link Gradebooks** option will allow you to create a group of gradebooks. This will allow changes to be made to **Assignments Types** and **Assignments**, which will update a group of gradebooks.

From **Gradebook Maintenance** click the mouse on the **Link Gradebooks** tab. The following screen will display with all gradebooks. The **Grp Ungrouped** will display on the left side of the screen with zeros in the field.

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**Aeries Gradebook - Maintenance**

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

**Gradebooks for Acosta**

**\* 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
0	1	English 9 CP	Y	9 - 12	9/3/2009	6/23/2010
0	2	English 9 CP	Y	9 - 12	9/3/2009	6/23/2010
0	3	HonEcon/GovtGS	Y	9 - 12	9/3/2009	6/23/2010



**REMEMBER:** Gradebooks must be linked when the gradebooks are created.  
Gradebooks cannot be linked after Assignments have been added.

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.

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### Aeries Gradebook - Maintenance

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

**Gradebooks for Acosta**

\* 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 Ungrouped	Pd	Name	Term	Grade Range	Start Date	End Date
1	1	English 9 CP	Y	9 - 12	9/3/2009	6/23/2010
0	2	English 9 CP	Y	9 - 12	9/3/2009	6/23/2010
0	3	HonEcon/GovtGS	Y	9 - 12	9/3/2009	6/23/2010

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



**REMEMBER:** When Linking gradebooks any change made to assignment types or assignments will update ALL gradebooks that are linked.

### ADD STUDENTS TO GRADEBOOKS

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

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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	3 - Biology Cp - Y
32	4 - Biology Cp - Y
35	5 - Physics Cp - Y

Students will display for the gradebook selected. A message will display at the top if students are pending. The **Action** field displays on the left side of the screen. Press the **Down Arrow** key.

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### Aeries Gradebook - Maintenance

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**Students need to be added to these Gradebooks**

#	Gradebook
1	3 - Biology Cp - Y
32	4 - Biology Cp - Y
35	5 - Physics Cp - Y

**Students Pending Entry into 4 - Biology Cp - Y**

Action	Stu#	Name	Sex	Grade	Start Date	End Date	Low Assgn	High Assgn
Add All Students								
Options	8	Abesamis, Tatiana J	F	11	9/7/2009		0	0
Add	97	Artechi, Chima A	M	10	9/7/2009		0	0
Do Not Add	163	Bauer, Richard S	M	10	9/7/2009		0	0
	204	Bhatty, Jason Hameed	M	10	9/7/2009		0	0

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

Click the mouse on **Add** or Enter **A** in the Action field next to each student to be added and **Add** will display. To add **ALL** students click the mouse on the **Add All Students** button. The right side of the screen displays **Low Assgn** and **High Assgn**. They are used to determine assignments a student will be accountable for. If they are responsible for all assignments leave the values at zero.

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### Aeries Gradebook - Maintenance

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

**Choose a Gradebook**

1 - Biology Cp - Y

[Change Gradebook](#)

[Print Preview](#)

**Forms**

- [Scores by Class](#)
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- [Scores by Assignment](#)
- [Quick Data Entry](#)
- [Edit Assignments](#)
- [Edit Assignment Types](#)
- [Options](#)
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Students have left from these Gradebooks		Students need to be added to these Gradebooks	
#	Gradebook	#	Gradebook
1	1 - Biology Cp - Y	2	1 - Biology Cp - Y
2	4 - Biology Cp - Y		

#### Students Pending Entry into 1 - Biology Cp - Y

Action	Stu#	Name	Sex	Grade	Start Date	End Date	Low Assgn	High Assgn
<input type="button" value="Add All Students"/>								
<input type="button" value="Add"/>	8	Abesamis, Tatiana J	F	11	9/9/2009		5	0
<input type="button" value="Add"/>	97	Artechi, Chima A	M	10	9/9/2009		0	0

Students added to a class after the class started or leaving a class they may not be responsible for certain assignments. Enter the starting assignment they are responsible for in the **Low Assgn** field when adding this student.

Enter the last assignment this student is responsible for in the **High Assgn** field or leave the default of 0 if the student will remain in the class for the rest of the year. When complete click the mouse on the **Submit Changes** button.

**For example, Tatiana Abesamis will start the class on 9/9/2009 and will not be responsible for the first 4 assignments. So Low Assgn = 5 and High Assgn = 0.**

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### Aeries Gradebook - Maintenance

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

**Choose a Gradebook**

1 - Biology 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](#)
- [TA Mode](#)
- [Access Log](#)

Students have left from these Gradebooks		Students need to be added to these Gradebooks	
#	Gradebook	#	Gradebook
1	1 - Biology Cp - Y	2	1 - Biology Cp - Y
2	4 - Biology Cp - Y		

#### Students Pending Entry into 1 - Biology Cp - Y

Action	Stu#	Name	Sex	Grade	Start Date	End Date	Low Assgn	High Assgn
<input type="button" value="Add All Students"/>								
<input type="button" value="Add"/>	8	Abesamis, Tatiana J	F	11	9/9/2009		5	0
<input type="button" value="Add"/>	97	Artechi, Chima A	M	10	9/9/2009		0	0

## MANAGE STUDENTS

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

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**Aeries Gradebook - Maintenance**

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

**Students in 1 - Biology Cp - Y**

Action	Status	Sort	Stu#	Name	Sex	Grade	Start Date	End Date	Low Assgn	High Assgn
▼	Active	1	90	Armitage, Shane A	M	10	9/7/2009		0	0
▼	Active	2	156	Barrett, Jacqueline L	F	10	9/7/2009		0	0
▼	Active	3	192	Berdeguez-Leger, Malcolm	M	10	9/7/2009		0	0
▼	Active	4	288	Bustillos, Sarah F	F	10	9/7/2009		0	0
▼	Active	5	331	Carosa, Zachary J	M	10	9/7/2009		0	0
▼	Active	6	454	Cook, Lizabeth E	F	10	9/7/2009		0	0
▼	Active	7	490	Cruz, Julie N	F	10	9/7/2009		0	0
▼	Active	8	521	De La Garza, Kevin	M	10	9/7/2009		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 1 - Biology Cp - Y**

Action	Status	Sort	Stu#	Name	Sex	Grade	Start Date	End Date	Low Assgn	High Assgn
▼	Active	1	90	Armitage, Shane A	M	10	9/7/2009		0	0
Drop	Active	2	156	Barrett, Jacqueline L	F	10	9/7/2009		0	0
Delete	Active	3	192	Berdeguez-Leger, Malcolm	M	10	9/7/2009		0	0
▼	Active	4	288	Bustillos, Sarah F	F	10	9/7/2009		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.

▼	Active	30	2146	Tweten, Kevin R	M	10	9/7/2009		0	0
▼	Active	31	2208	Villa, Andrew	M	10	9/7/2009		0	0
▼	Dropped	1	90	Armitage, Shane A	M	10	9/7/2009		0	0

To **Delete** a student, click the mouse on the **check box** at the top of the form. The check box at the top of the form **MUST** be checked.

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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 1 - Biology Cp - Y**

Action	Status	Sort	Stu#	Name	Sex	Grade	Start Date	End Date	Low Assgn	High Assgn
Delete	Active	2	156	Barrett, Jacqueline L	F	10	9/7/2009		0	0
Drop	Active	3	192	Berdeguez-Leger, Malcolm	M	10	9/7/2009		0	0
Delete	Active	4	288	Bustillos, Sarah F	F	10	9/7/2009		0	0

Select the **Delete** option from the **Action** dropdown to the left of the Student's name and click the mouse on **Submit Changes**. The student and their scores will be deleted from the gradebook.

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### Aeries Gradebook - Maintenance

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

**Students in 1 - Biology Cp - Y**

Action	Status	Sort	Stu#	Name	Sex	Grade	Start Date	End Date	Low Assgn	High Assgn
Delete	Active	2	156	Barrett, Jacqueline L	F	10	9/7/2009		0	0



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

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

Active	31	2208	Villa, Andrew	M	10	9/7/2009		0	0
Dropped	1	90	Armitage, Shane A	M	10	9/7/2009		0	0

New Student

Add  
Delete

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## ADD NEW STUDENT

Teachers can import any student into their gradebooks 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.

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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

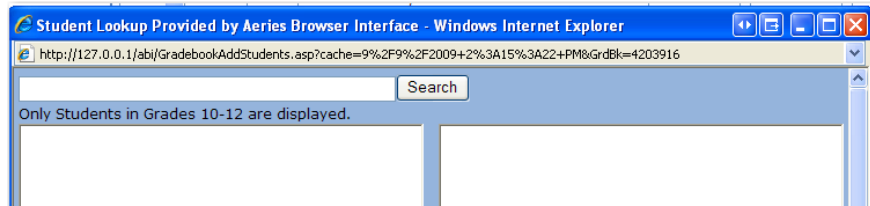
**Students in 1 - Biology Cp - Y**

Action	Status	Transfer	Sort	Stu#	Name	Sex	Grade	Start Date	End Date	Low Assgn	High Assgn
Active	Transfer	33	8	Abecasis, Tabiana J	F	11	9/6/2009		0	0	
Active	Transfer	32	90	Armitage, Shane A	M	10	9/7/2009		0	0	
Active	Transfer	34	97	Artech, Chima A	M	10	9/6/2009		0	0	
Active	Transfer	2	156	Barrett, Jacqueline L	F	10	9/7/2009		0	0	
Active	Transfer	3	192	Berdquez-Leger, Malcolm	M	10	9/7/2009		0	0	
Active	Transfer	4	288	Bustillos, Sarah F	F	10	9/7/2009		0	0	
Active	Transfer	6	454	Cook, Lizabeth E	F	10	9/7/2009		0	0	
Active	Transfer	7	490	Cruz, Julie N	F	10	9/7/2009		0	0	
Active	Transfer	8	521	De La Garza, Kevin	M	10	9/7/2009		0	0	
Active	Transfer	9	624	Erickson, Gilbert A	M	10	9/7/2009		0	0	
Active	Transfer	10	661	Falls, Dustin L	M	10	9/7/2009		0	0	
Active	Transfer	11	713	Forsness, Eileen M	F	10	9/7/2009		0	0	
Active	Transfer	12	808	Gomez, Joshua Hector	M	10	9/7/2009		0	0	
Active	Transfer	13	868	Guevara, Amber D	F	10	9/7/2009		0	0	
Active	Transfer	14	930	Hennings, Marco D	M	10	9/7/2009		0	0	
Active	Transfer	15	996	Houston, Robert Ian	M	10	9/7/2009		0	0	
Active	Transfer	16	1068	Jimenez, Joshua M	M	10	9/7/2009		0	0	
Active	Transfer	17	1153	La Boy, Elizabeth	F	10	9/7/2009		0	0	
Active	Transfer	18	1221	Lino, Rebecca Rose	F	10	9/7/2009		0	0	

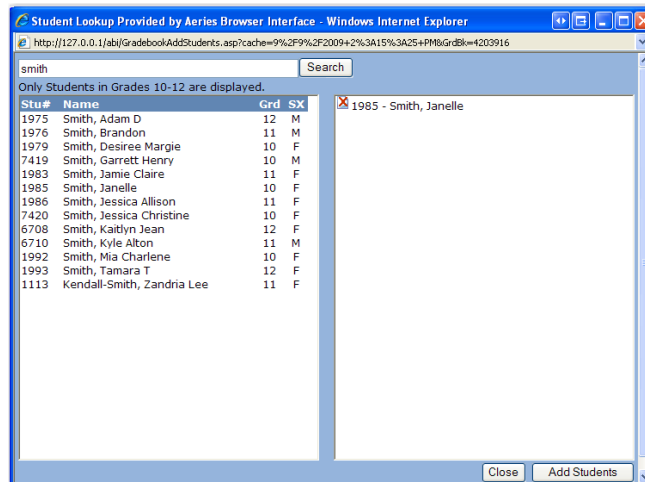
+ Add New Student



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.

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### Aeries Gradebook - Maintenance

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

#### Students in 1 - Biology Cp - Y

Action	Status	Transfer	Sort	Stu#	Name	Sex	Grade	Start Date	End Date	Low Assgn	High Assgn
▼	Active	Transfer	2	156	Barrett, Jacqueline L	F	10	9/7/2009		0	0
▼	Active	Transfer	3	192	Berdeguez-Leger, Malcolm	M	10	9/7/2009		0	0
▼	Active	Transfer	4	288	Bustillos, Sarah F	F	10	9/7/2009		0	0

In the example below, the 1<sup>st</sup>, 3<sup>rd</sup> and 4<sup>th</sup> period Biology Cp gradebooks are linked. If a student transfers from one period to the other, their existing gradebook scores can be transferred to the new gradebook.

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### Aeries Gradebook - Maintenance

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#### Gradebooks for Alvarado

\* 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
0	5	Physics Cp	Y	6 - 12	9/1/2009	6/23/2010
<b>Group 1</b>						
1	1	Biology Cp	Y	6 - 12	9/1/2009	6/23/2010
1	3	Biology Cp	Y	6 - 12	9/1/2009	6/23/2010
1	4	Biology Cp	Y	6 - 12	9/1/2009	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

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Students have left from these Gradebooks		Students need to be added to these Gradebooks	
#	Gradebook	#	Gradebook
2	4 - Biology Cp - Y	2	1 - Biology Cp - Y

In this example, a student is transferring from the teachers 4<sup>th</sup> period class to the same teachers 1<sup>st</sup> period class. Click the mouse on 4<sup>th</sup> period Biology gradebook to **Drop** the student and then click the mouse on the 1<sup>st</sup> period Biology 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 1 - Biology Cp - Y

Action	Status	Transfer	Sort	Stu#	Name	Sex	Grade	Start Date	End Date	Low Assgn	High Assgn
▼	Active	Transfer	33	8	Abesamis, Tatiana J	F	11	9/9/2009		0	0
▼	Active	Transfer	32	90	Armitage, Shane A	M	10	9/7/2009		0	0
▼	Active	Transfer	34	97	Artechi, Chima A	M	10	9/9/2009		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.

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.

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.

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.

Page Timeout: 19:54

**Aeries Gradebook - Assignment Scores**

1 - Worksheet chapter 1 | Change Assignment | 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 Completed	Comment	Status
			Score	Max			
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.

Page Timeout: 19:54

**Aeries Gradebook - Class Scores**

Page: 1 | 9/9/2009 3:44:49 PM

Display: Points | Submit Changes! | Reset Changes

Sort By: Student | 3 - Biology Cp - Y | Alvarado

Student Name	Grd	1	2	3	4	Perc	Mrk
		Max Points: 20 50 20 50					
		**Grading Completed: <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>				4 Assmnts	
1. Barron, Kristy M	10	20	50	20	50	100.00	A+
2. Ascha, Monica S	10	20	25	18	48	90.40	A
3. Apodaca, Joshua P	10	15	12	5	55	68.90	D+

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 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.

Page Timeout: 19:53

**Aeries Gradebook - Maintenance**

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

Apply Changes | Reset

Use percentages for High and Low values (100, 95, 87, 62.5, etc...)

Restore School Recommended Defaults

Show Overall Mark w/ Score

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.

From **Gradebook Maintenance** click the mouse on the **Scales** tab. The **Final Marks** will display as the **Default Scale**.

Page Timeout: 16:00

**Aeries Gradebook - Maintenance**

Choose a Gradebook: 3 Biology Cp - Y

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, Assignments by Student

Current Scale: Default

Scale Name: Default

Scale Description: The Default mark scale for all Assignments not specifically given another Scale.

Mark	Max Score	Low%	High%	
A+	110	98	110	X
A	97	92	97	X
A-	91	89.5	91	X
B+	89	88	89	X
B	87	82	87	X
B-	81	80	81	X
C+	79	78	79	X

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.

Explorer User Prompt

Script Prompt:  
What is the name of the new Scale you wish to add?

Pass/Fail

OK Cancel

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.

Page Timeout: 44:36

**Aeries Gradebook - Maintenance**

Choose a Gradebook: 1 English 11 College Prep - Year long

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, Assignments by Student, Gradebook Roster, Gradebook Summary, Assignment Analysis, Final Mark Analysis

Current Scale: Pass/Fail

Scale Name: Pass/Fail

Scale Description:

Mark	Max Score	Low%	High%	
A	100	90	100	←
B	89	80	89	←
C	79	70	79	←
D	69	60	69	←
F	59	0	59	X
CR	0	0	0	←
I	0	0	0	←
P	0	0	0	X

In the **Pass/Fail** example only the **P** and **F** mark will be used. A **RED** bar will display across the marks 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.

Page Timeout: 19:51

### Aeries Gradebook - Maintenance

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

Apply Changes    Reset

Current Scale: Pass/Fail

Scale Name: Pass/Fail

Scale Description:

Mark	% of Max Score	Low%	High%	<input type="button" value="X"/>
P	100	0	0	<input type="button" value="X"/>
F	50	0	59	<input type="button" value="X"/>

Add New Mark

Apply Changes    Reset

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

#### New Assignment

#	Type	Description		
5	Homework	Chapter 2		
Max Score	Max # Possible	Date Assigned	Due Date	Due Time
100	0	9/9/2009	9/10/2009	
Scale	Grading Cmpltd	Visible To Portal	Score Visible To Portal	
Default	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Comment		Document Links		

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**.

Page Timeout: 19:54

### Aeries Gradebook - Class Scores

Page: 1      9/9/2009 4:07:51 PM

Display: Points    Submit Changes!    Reset Changes

Sort By: Student    3 - Biology Cp - Y    Alvarado

Student Name	Grd	1	2	3	4	5	Perc	Mrk	
		Max Points: 20    50    20    50    100							
		**Grading Completed: <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>					4 Assmnts		
1. Barron, Kristy M	10	20	50	20	50		100.00	A+	
2. Ascha, Monica S	10	20	25	18	48		P 100%	A	
3. Apodaca, Joshua P	10	15	12	5	55		F 50%	D+	
4. Bolik, Shane	10	15	45					F	

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.

**Choose a Gradebook** on the left side of the form. Click the mouse on **Edit Assignment Types**. The following screen will display the **Gradebook** selected. To add an assignment type click the mouse on the **Drop Down** arrow for the assignment **Codes**.

Page Timeout: 19:12

Choose a Gradebook  
5-Physics Cp - Y

Change Gradebook  
Print Preview

Forms  
Scores by Class  
Scores by Student  
Scores by Assignment  
Quick Data Entry  
Edit Assignment Types  
Options

Aeries Gradebook - Assignment Types

Doing Weighted Scoring 9/9/2009 4:10:01 PM

Assignment Types for (Alvarado)

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

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

Apply Changes Reset

The assignment codes available are 0-9 and A-Z. Click the mouse on a code not utilized. **The assignment code utilized is irrelevant to the assignment and is the users choice.**

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 **Homework**. Click the mouse on **Apply Changes** or press **Enter**. Once **Apply Changes** or **Enter** has been selected these changes are locked in and cannot be changed.

Page Timeout: 17:19

Choose a Gradebook  
5-Physics Cp - Y

Change Gradebook  
Print Preview

Forms  
Scores by Class  
Scores by Student  
Scores by Assignment  
Quick Data Entry

Aeries Gradebook - Assignment Types

Doing Weighted Scoring 9/9/2009 4:10:01 PM

Assignment Types for (Alvarado)

Code	Description (Blank to Delete record)	% of Grade
H	Homework	10

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

Apply Changes Reset



**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.

After the changes have been submitted a message will display if **the total grade percent did not reach 100%** for the class assignment types that have already been setup. 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 that were setup.

Page Timeout: 19:56

### Aeries Gradebook - Assignment Types

**Choose a Gradebook**  
5 - Physics 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](#)

Doing Weighted Scoring 9/9/2009 4:14:52 PM

**Assignment Types for (Alvarado)**

Code	Description (Blank to Delete record)	% of Grade
H	Homework	10
P	Projects	20
Q	Quiz	20
T	Test	50
		0

**NOTE:** If the option **Doing Weighted Scoring** is turned off a student's final grades will be based on total points and the **% of Grade** column will not display.

### ADD 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 **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.

Page Timeout: 19:51

### Aeries Gradebook - Assignments

**Choose a Gradebook**  
5 - Physics Cp - Y

[Change Gradebook](#)  
[Print Preview](#)

**Forms**

- [Scores by Class](#)
- [Scores by Student](#)
- [Scores by Assignment](#)
- [Quick Data Entry](#)

Baylon, Richard  9/9/2009 4:22:22 PM

**Class Assignments for 5 - Physics Cp - Y (Alvarado)**

#	Type	Description	Doc	Date Assigned	Due Date	Max Score	Max # Possible	Visible to Portal	Score Visible to Portal	Grading Cmpltd	Edit
<input type="button" value="Add New"/>											



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



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

New Assignment						
#	Type	Description	Max Score	Max # Possible	Date Assigned	Due Date
1				0	9/9/2009	9/10/2009
Scale		Grading Cmpltd	Visible To Portal		Score Visible To Portal	
Comment				Document Links		



**NOTE:** It is essential that **TYPE** is entered for an assignment. If **TYPE** is blank this assignment **WILL NOT** be counted in any student's **FINAL GRADE**.

The type of assignment selected will display. Press **Tab**. Enter the description of the assignment in the **Description** field and press **Tab**.

New Assignment						
#	Type	Description	Max Score	Max # Possible	Date Assigned	Due Date
1	Homework	Chapter 1 Worksheet	10	20	9/9/2009	9/10/2009
Scale		Grading Cmpltd	Visible To Portal		Score Visible To Portal	
Comment				Document Links		

Enter 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**.

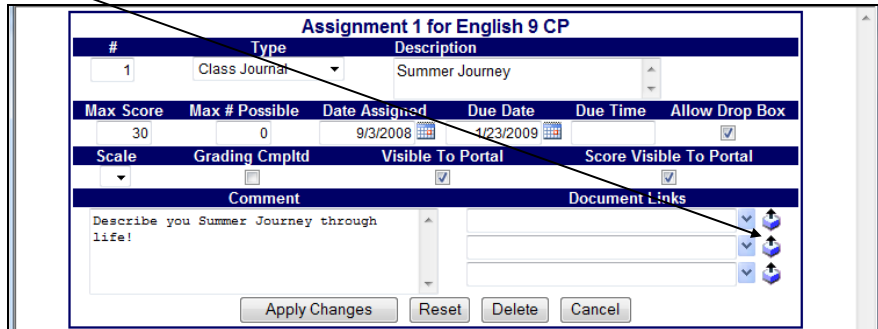
For example, an assignment consists of a worksheet with 20 questions but the assignment is worth 10 points. Enter a **Max Score** of 10 and a **Max # Possible** of 20. When the scores are entered using the **# Correct** option, the **Point Value** will be calculated automatically. If the student's **# Correct** is 10, a **Score** of 5 will automatically be calculated.

Enter the assignment date in the **Date Assigned** field and enter a **Due Date**. Enter a **Due Time** for each assignment. The **Due Time** will tie in with student drop boxes and require that the student turn in the assignments online before the **Due Date** and **Due Time**.

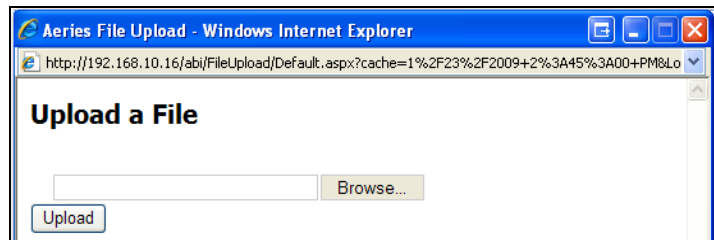


From **Gradebook** a Teacher can add files to an existing assignment or to a new assignment under **Edit Assignments**. On the bottom right side of **Edit Assignments** the teacher has the option to load three different files for a particular assignment under **Document Links**.

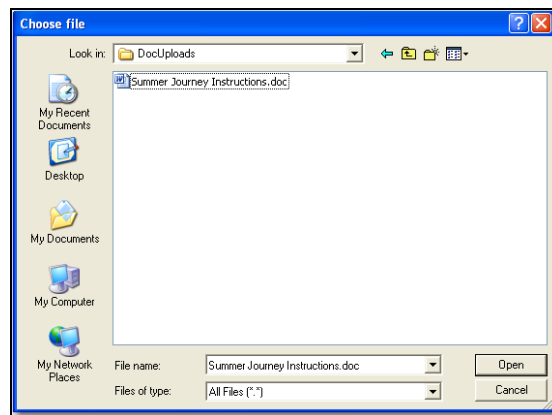
These files can be an MS Word document, Text file, MS Powerpoint presentation, MS EXCEL or MS ACCESS file and numerous other types of documents. Certain file types cannot be loaded such as an executable program ending in .exe. Click the mouse on the **Upload** icon under **Document Links**.



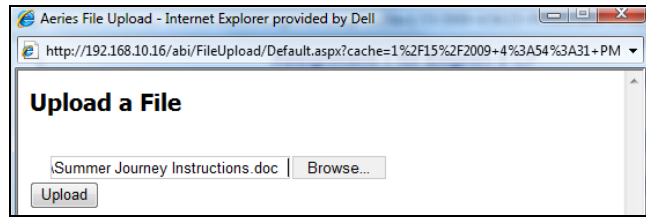
The following dialog box will display. Click the mouse on the **Browse** button to locate the file to Upload.



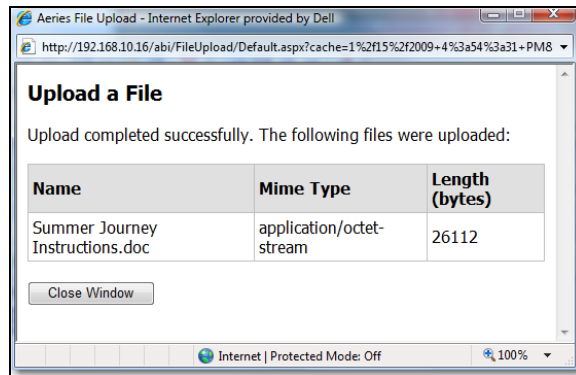
Click the mouse on the file then click the mouse on the **OPEN** button.



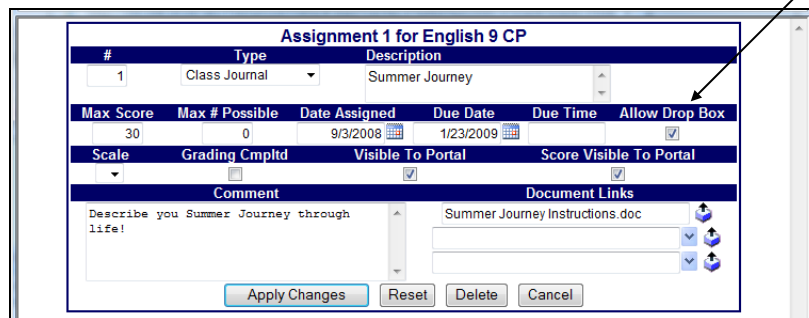
Click the mouse on the **UPLOAD** button to send it to your SQL Server.



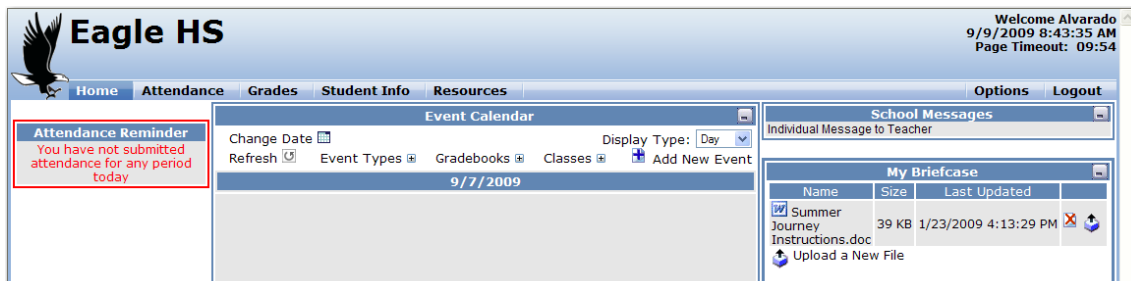
Once the file has been uploaded the following dialog box will display. Click the mouse on the **Close Window** button.



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**.



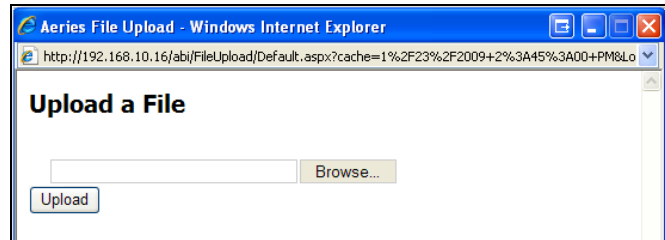
Teachers also have the option of uploading their files to **My Briefcase** on the **ABI Home** page. Later these files can be added to a new or existing assignment.



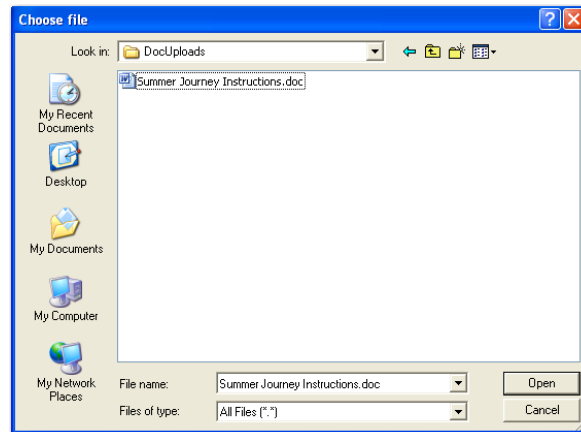
To Upload a file, click the mouse on the **Upload Icon** next to **Upload a New File**.



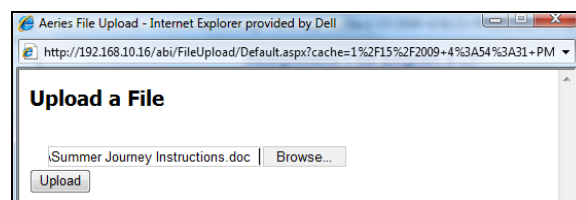
The following dialog box will display. Click the mouse on the **Browse** button to find the file to Upload.



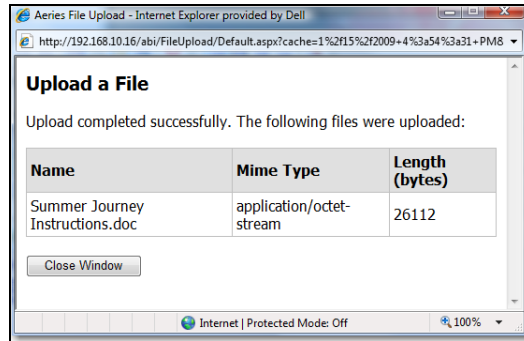
Click the mouse on the file then click the mouse on the **OPEN** button.



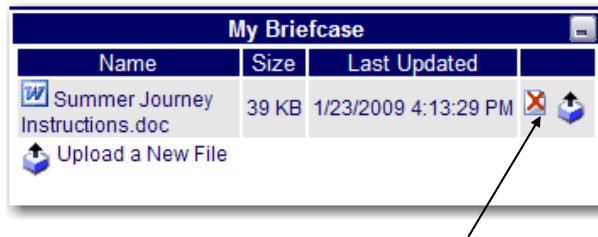
Click the mouse on the **UPLOAD** button to send it to your SQL Server.



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

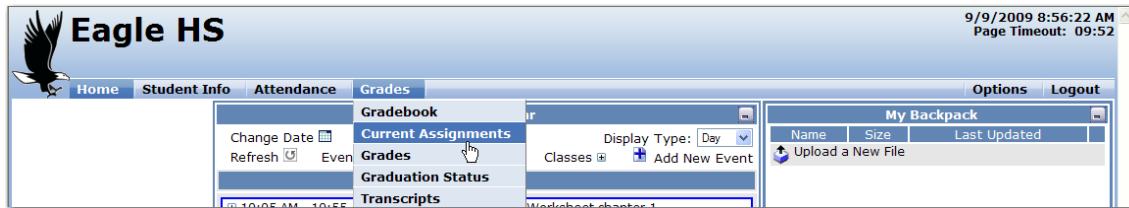


Click the mouse on the **Close Window** button and the document will display under **My Briefcase**.

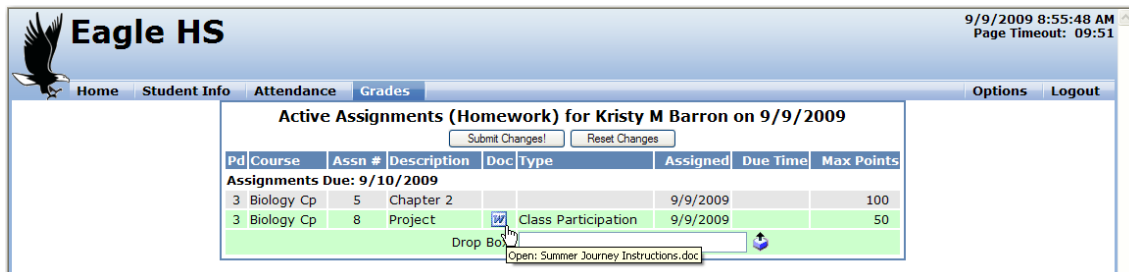


The teacher can also **Delete** the file by clicking on the **Delete** icon. However, a file cannot be deleted from **My Briefcase** if it is attached to an assignment.

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

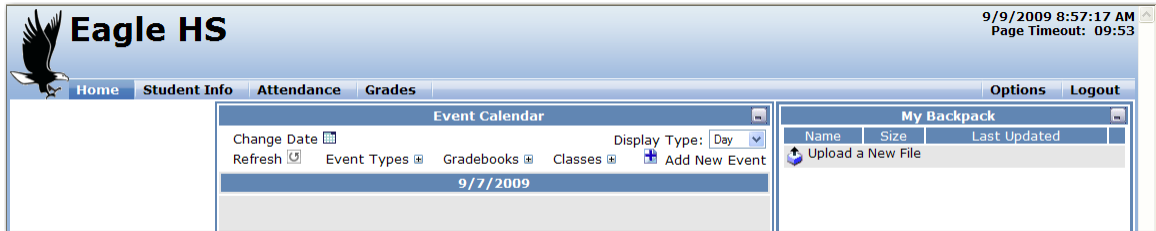


From **Current Assignments** a student can download the document by clicking the mouse on the **Document** icon located in the **Doc** column. The file can be **OPENED** or **SAVED**.



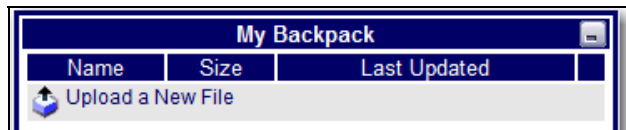
If a teacher has checked the **Allow Drop Box** field a student can upload their assignment back to the teacher. There are two ways for students to submit a file to the teachers **Drop Box**. Students can use **My Backpack** from the **ABI Home** page or from the **Grades** tab they can use the **Current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

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

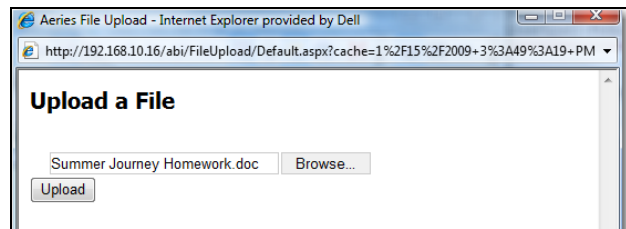


**NOTE:** School Districts may want to establish a district policy on the size and type of files students can upload into My Backpack.

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.

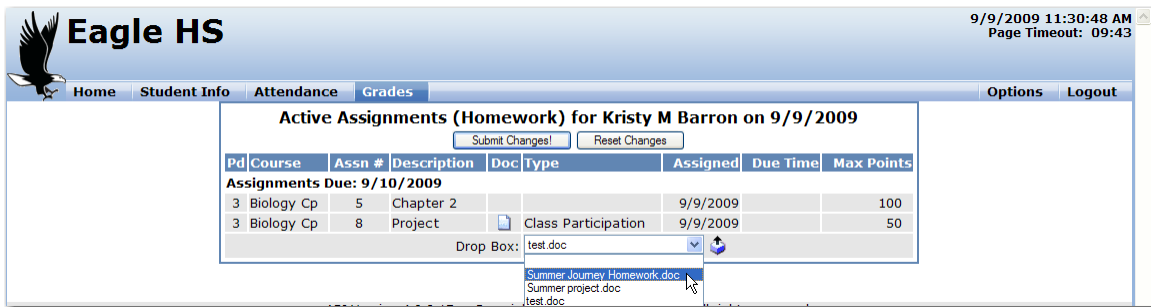


**NOTE:** A file cannot be deleted from My Backpack if it is associated to an assignment.

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

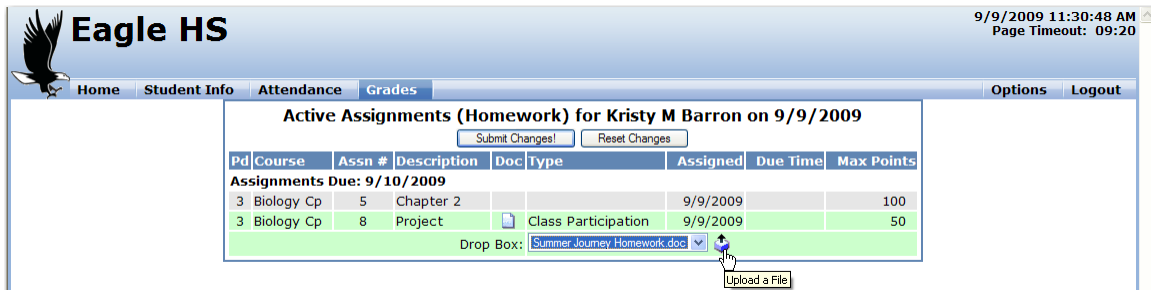


If a teacher has checked the **Allow Drop Box** field a student can upload their assignment back to the teacher. Students can upload their assignments under the **Grades** tab by clicking the mouse on the **Current Assignments** tab. The **Drop Box** is located at the bottom of the form. All files previously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

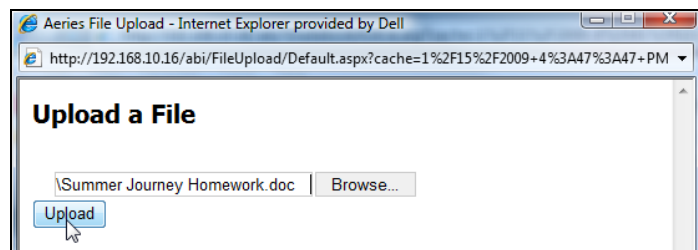


Click the mouse on the down arrow and select the desired file. Click the mouse on the **Submit Changes** button to upload.

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



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





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
<b>Assignments Due: 9/10/2009</b>								
3	Biology Cp	5	Chapter 2			9/9/2009		100
3	Biology Cp	8	Project		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.

Page Timeout: 09:37

**Aeries Gradebook - Assignment Scores** 9/9/2009 11:27:07 AM

8 - Project Change Assignment

Submit Changes! Reset Changes

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

**8: Project** 3 - Biology Cp - Y

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

Complete:

#	Stu #	Name	Drop Box	Points Score	Max	Date Completed	Comment	Status
1.	160	Barron, Kristy M		50				
2.	102	Ascha, Monica S		50				
3.	60	Apodaca, Joshua P	Open: test.doc	50				

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.

31. Wise, Anthony S	10	*	NA	50	15	48		88.62	B+
Student Name	Grd	1	2	3	4	5		Perc	Mrk

Use Score of **NA** for Max Score and Score of **0** (zero) for the student.  
\* **NA** Indicates Max Values of **0** (zero).  
\*\* Assignments are not counted until graded. \*\*\* Students no longer in the class.

Submit Changes! Reset Changes

## 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

Baron, Kristy M | Change Student | 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	Due Date	Grading
2	Collage	Projects		50	9/3/2009	9/3/2009	Yes

Submit Changes! Reset Changes

## SCORES BY CLASS

To enter scores for all 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: 19:33

**Aeries Gradebook - Class Scores**

Page: 1 9/8/2009 8:30:55 AM

Choose a Gradebook  
1 - Biology Cp - Y

Change Gradebooks  
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**

- Assignments by Student
- Email Assignments
- Gradebook Roster
- Gradebook Summary
- Assignment Analysis
- Final Mark Analysis

**Other**

- Main Menu
- Logout

Display: Points

Sort By: Student **1 - Biology Cp - Y** Alvarado

Student Name	Grd	1	2	Perc	Mrk
Max Points: 100 10					
**Grading Completed: <input type="checkbox"/> <input type="checkbox"/> 0 Assmnts					
1. Barrett, Jacqueline L	10				0.00
2. Berdequez-Leger, Malcolm	10				0.00
3. Bustillos, Sarah F	10				0.00
4. Cook, Lizabeth E	10				0.00
5. Cruz, Julie	10				0.00
6. De La Garza, Kevin	10				0.00
7. Erickson, Gilbert A	10				0.00
8. Falls, Dustin L	10				0.00
9. Forsness, Eileen M	10				0.00
10. Gomez, Joshua H	10				0.00
11. Guevara, Amber D	10				0.00
12. Hennings, Marco D	10				0.00
13. Houston, Robert I	10				0.00
14. Jimenez, Joshua M	10				0.00
15. La Roy, Elizabeth	10				0.00
16. Lino, Rebecca R	10				0.00
17. Armitage, Shane A	10				0.00
18. Abesamis, Tatiana J	11				0.00
19. Artech, Chima A	10				0.00

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.

Sort By Custom Sort Field instead of Name  Show Assignment Key

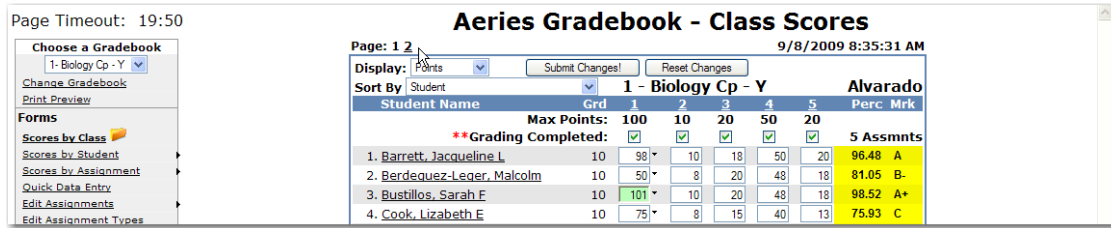
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The class assignment numbers will display along the top of the form with all students enrolled listed below. All inactive students will display at the bottom of the form in yellow. Click the mouse on the **Assignment Score** field for the student selected.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

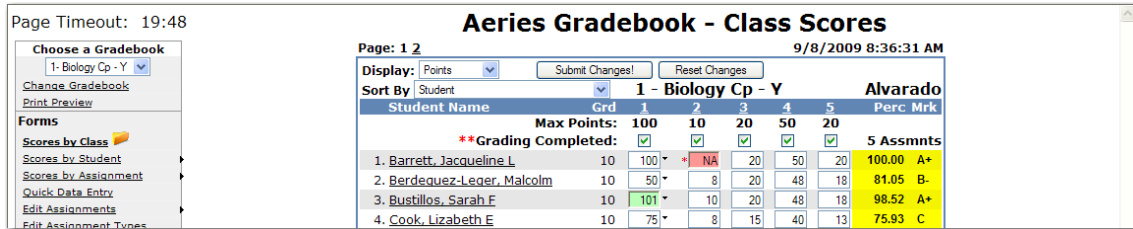
The cursor will move down the assignment selected for each student displayed. Enter all scores and click the mouse on the **Submit Changes** button. **There are many options for navigating throughout this form:**

- **UP and DOWN Arrow Keys** - moves up and down the assignment selected
- **ENTER** - moves down the assignment selected
- **TAB Key** - moves across assignments for student selected
- **SHIFT and TAB** - moves backward across assignments for student selected

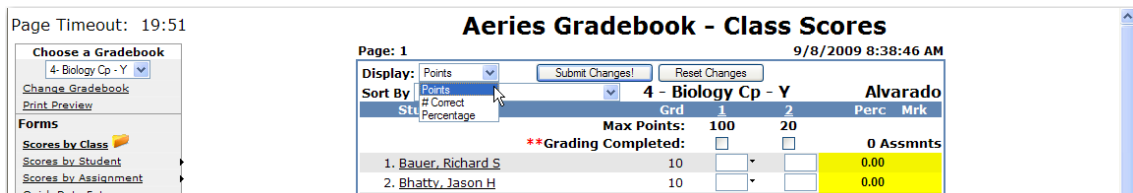
If there are additional assignments to be displayed the number of pages available will display in the upper left corner. For example, if the screen displays **Page: 1 2**. Click the mouse on page 2 and the next set of assignments will display.



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 assignments marked grading completed. The **Mark** will display if the option **Show Overall Mark with Score** is selected on the **Final Marks** tab or the option is selected from **Options** on the left side of the Gradebook form.

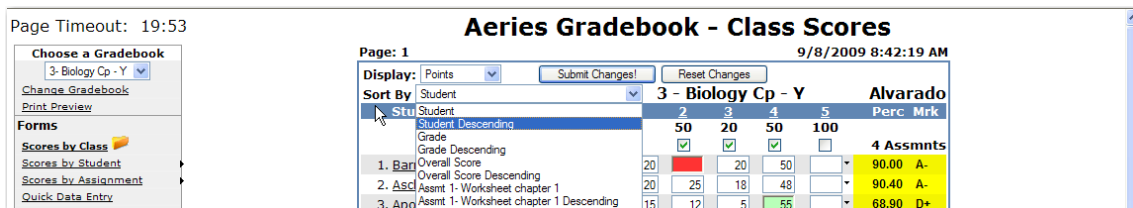


There are several options on the **Class Scores** screen that will change how the screen displays. On the top left of the screen is a **Display** dropdown.



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.



## 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: 19:53

### Aeries Gradebook - Student Scores

Ascha, Monica S Change Student 9/8/2009 8:45:00 AM

Display Only Missing Assignments

**Monica S Ascha (102)** **3 - Biology Cp - Y** **Tchr: Alvarado** **Grd: 10**

#	Description	Type	Score	Max	Completed	Date	Due Date	Grading	Complt
1	Worksheet chapter 1	Homework	20	20		9/3/2009	9/3/2009	Yes	
2	Collage	Projects	25	50		9/3/2009	9/3/2009	Yes	
3	Chapter 1 Quiz	Quiz	18	20		9/4/2009	9/4/2009	Yes	
4	Chaper 1 Test	Test	48	50		9/8/2009	9/8/2009	Yes	
5	Chapter 2	Homework	-	100			9/10/2009	Yes	

Type	Perc of Grade	Points	Max	Perc Mark
Homework	20 %	20.00	120	16.66 F
Projects	10 %	25.00	50	50.00 F
Quiz	30 %	18.00	20	90.00 A-
Test	40 %	48.00	50	96.00 A
<b>Total**</b>				<b>73.73 C</b>

\*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: 19:57

### Aeries Gradebook - Student Scores

Acha, Monica S Change Student 9/8/2009 8:45:31 AM

Display Only Missing Assignments

**Monica S Ascha (102)** **3 - Biology Cp - Y** **Tchr: Alvarado** **Grd: 10**

#	Description	Type	Score	Max	Completed	Date	Due Date	Grading	Complt
5	Chapter 2	Homework	-	100			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: 19:55

### Aeries Gradebook - Student Scores

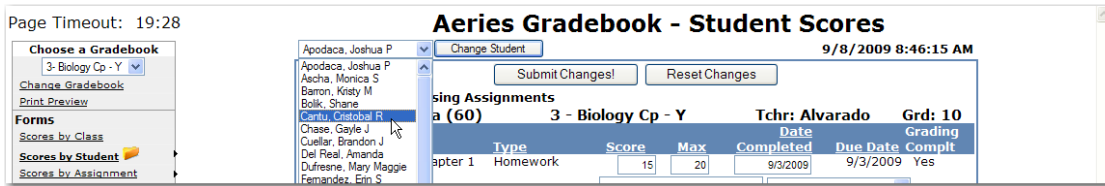
Apodaca, Joshua P Change Student 9/8/2009 8:46:15 AM

Display Only Missing Assignments

**Joshua P Apodaca (60)** **3 - Biology Cp - Y** **Tchr: Alvarado** **Grd: 10**

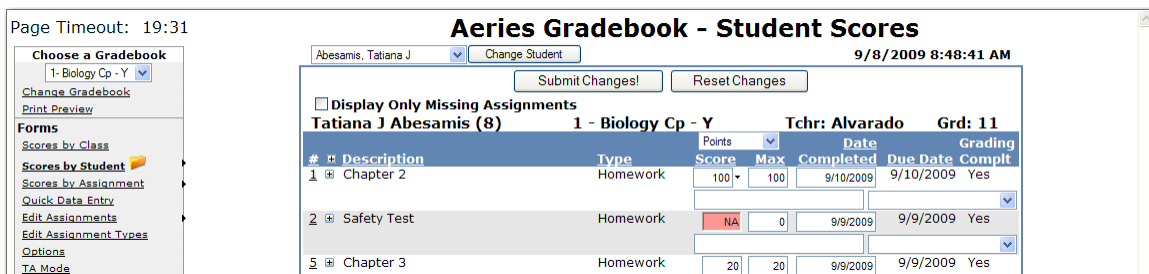
#	Description	Type	Score	Max	Completed	Date	Due Date	Grading	Complt
1	Worksheet chapter 1	Homework	15	20		9/3/2009	9/3/2009	Yes	
5	Chapter 2	Homework	-	100			9/10/2009	Yes	

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.

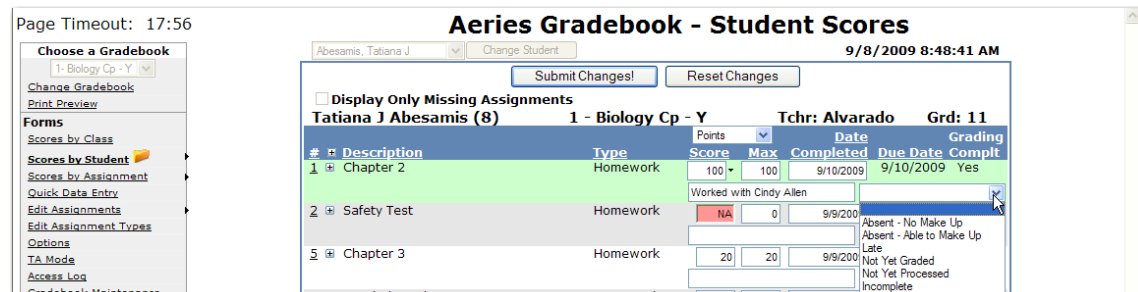


## ENTER SCORES BY STUDENT

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.



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.



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

## PERCENT OF GRADE

After the class assignments have been setup and grading completed marked, the student's scores can be entered and tracked. As the scores are entered the **Percentage of the Grade** is calculated at the bottom of the form.

Type	Perc of Grade	Points	Max	Perc	Mark
Homework	20 %	103.00	120	85.83	B
Projects	10 %	35.00	50	70.00	C
Quiz	30 %	15.00	20	75.00	C
Test	40 %	48.00	50	96.00	A
<b>Total**</b>				<b>85.06</b>	<b>B</b>

\*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.

#	Stu #	Name	Points		Date	Comment	Status
			Score	Max			
		ron, Kristy M	20	20	9/3/2009		
		ha, Monica S	20	20	9/3/2009		
		idaca, Joshua P	15	20	9/3/2009		
		www, Shane	15	20	9/3/2009		

When **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**.

#	Stu #	Name	Score	Max	Completed	Date	Comment	Status
1.	160	Barron, Kristy M		20		9/3/2009		

Max	Min	Avg	Median	Mode	Var	StDev	AvgDev
22	15	19.45	20	20	2.83	1.68	0.69

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.

Page Timeout: 19:56

**Aeries Gradebook - Assignment Scores** 9/8/2009 9:04:53 AM

Choose a Gradebook: 3 - Biology Cp - Y

Change Gradebook | Print Preview

Forms: Scores by Class, Scores by Student, Scores by Assignment (selected), Quick Data Entry, Edit Assignments, Edit Assignment Types, Options

1 - Worksheet chapter 1 | Change Assignment

Submit Changes! | Reset Changes

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

6: Lab Review | Assigned: 9/2/2009 | Due: 9/3/2009 | Max Score: 20 | 3 - Biology Cp - Y Grading

Type: Homework | Complete:

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

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: 19:37

**Aeries Gradebook - Assignment Scores** 9/8/2009 9:17:02 AM

Choose a Gradebook: 3 - Biology Cp - Y

Change Gradebook | Print Preview

Forms: Scores by Class, Scores by Student, Scores by Assignment (selected), Quick Data Entry, Edit Assignments, Edit Assignment Types, Options

6 - Lab Review | Change Assignment

Submit Changes! | Reset Changes

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

6: Lab Review | Assigned: 9/8/2009 | Due: 9/9/2009 | Max Score: 20 | 3 - Biology Cp - Y Grading

Type: Homework | Complete:

#	Stu #	Name	Points Score	Max	Date Completed	Comment	Status
1.	160	Barron, Kristy M	18	20	9/9/2009	Worked with TA	Late
2.	102	Ascha, Monica S		20			

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
101	50	85.20	100	100	507.70	22.53	15.20

Default: Score to [ ]  Overwrite existing values? Change Defaults

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To select a **Default** field 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 the **Change Defaults** button.

Max	Min	Avg	Median	Mode	Var	StDev	AvgDev
22	15	19.45	20	20	2.83	1.68	0.69

Default: Date Comp to 09/04/2009  Overwrite existing values? Change Defaults

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**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: 19:48

### Aeries Gradebook - Assignment Scores

9/8/2009 9:43:16 AM

1- Worksheet chapter 1 Change Assignment

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 Completed	Comment	Status
			Score	Max			
1.	160	Barron, Kristy M	20	20	9/4/2009		v
2.	102	Ascha, Monica S	20	20	9/4/2009		v
3.	60	Apodaca, Joshua P	15	20	9/4/2009		v
4.	225	Bolik, Shane	15	20	9/4/2009		v

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   Overwrite existing values?

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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

3- Biology Cp - Y

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

Stu#	Name	Score
60	Apodaca, Joshua P	
102	Ascha, Monica S	
160	Barron, Kristy M	
225	Bolik, Shane	
323	Cantu, Cristobal R	
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 last or first 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.

Page Timeout: 19:13

### Aeries Gradebook - Quick Data Entry

Choose a Gradebook  
3- Biology 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
- TA Mode
- Access Log
- Gradebook Maintenance

Assignment	Student	Score
6- Lab Review (9/9/2009)	ki	20

**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

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.

Page Timeout: 18:58

### Aeries Gradebook - Quick Data Entry

Choose a Gradebook  
3- Biology 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
- TA Mode
- Access Log
- Gradebook Maintenance
- Trends
- Reports**
- Assignments by Student
- Email Assignments

Assignment	Student	Score
6- Lab Review (9/9/2009)	c	3

**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
60	Apodaca, Joshua P	18
102	Ascha, Monica S	20
160	Barron, Kristy M	19
225	Bolik, Shane	



**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.

Page Timeout: 19:25

**Aeries Gradebook - Options**

General | Current Gradebook | Grading Rules

**General Options**

Email Address: test@aeries.com

View Student ??? in Print Preview:  Name  Stu#  Phone#  Perm ID

Show Assignment Key on Class Scores Page:

Show Options on Scores by Class Page:

Show Class Average on Scores by Class Page:

Assignments Per Page on Scores by Class Page: 20

Show Only Currently Active Gradebooks:

Sort By Custom Sort Field instead of Name:

Submit Changes

- **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.

31. Wise, Anthony S 10 \* NA 50 15 48 70.90 C-

Student Name	Grd	1	2	3	4	5	6	Perc	Mrk
Class Average:		19.44	37.85	16.60	47.80	88.00	20.00	14.99	F

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.

#	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

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

31. Wise, Anthony S 10 \* NA 50 15 48 70.90 C-

Student Name	Grd	1	2	3	4	5	6	Perc	Mrk
Class Average:		19.44	37.85	16.60	47.80	88.00	20.00	14.99	F

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.

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

Page Timeout: 19:50

**Aeries Gradebook - Class Scores**

Page: 1 2 9/8/2009 10:04:20 AM

Display: Points Submit Changes! Reset Changes

Sort By: Student 3 - Biology Cp - Y Alvarado

Student Name	Grd	1	2	3	4	5	Perc	Mrk
Max Points:		20	50	20	50	100		

**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**

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

**Gradebooks for Alvarado**

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

Add New

The **Current Gradebook Options** form allows you to select various options that will display for the Gradebook selected.

Page Timeout: 19:53

### Aeries Gradebook - Options

General	Current Gradebook	Grading Rules
<b>Gradebook Biology Cp Options</b>		
	Weight Scores of Assignments by Type: <input checked="" type="checkbox"/>	
	Range of Assignments to Display: <input type="text" value="1"/> - <input type="text" value="999"/>	
	Range of Assignments to Count in Total Grade: <input type="text" value="1"/> - <input type="text" value="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 checked="" 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"/>		

**Choose a Gradebook**  
1- Biology Cp - Y

[Change Gradebook](#)  
[Print Preview](#)

**Forms**  
[Scores by Class](#)  
[Scores by Student](#)  
[Scores by Assignment](#)  
[Quick Data Entry](#)  
[Edit Assignments](#)  
[Edit Assignment Types](#)

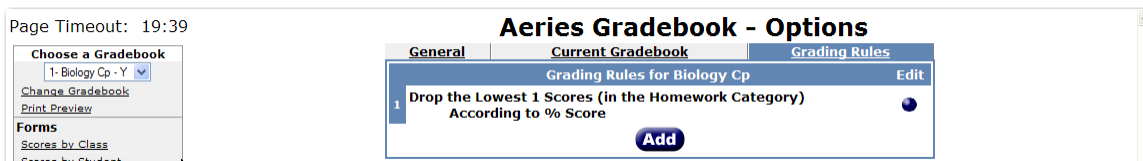
**Options**   
[TA Mode](#)  
[Access Log](#)  
[Gradebook Maintenance](#)  
[Trends](#)

**Reports**

- **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** – 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** –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.

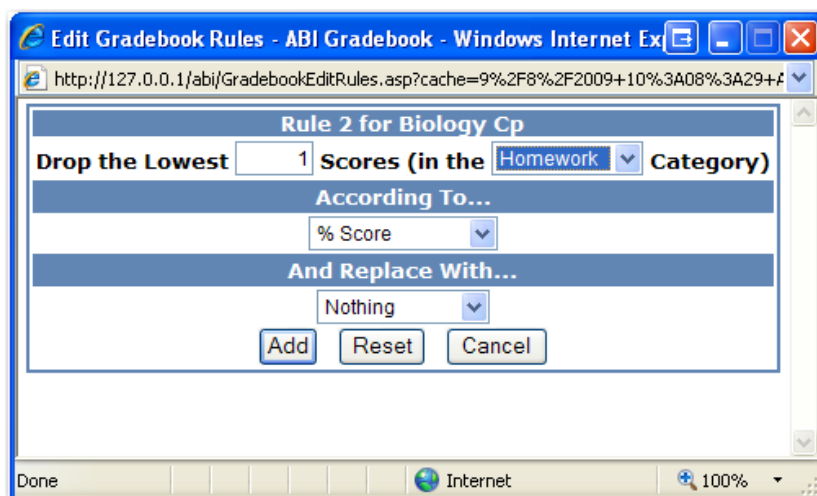
## GRADING RULES

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 **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 ( $\text{Max} - \text{Score}$ ).
- “% Score” is determined by dividing the actual Score by the Max Score ( $\text{Score} / \text{Max}$ ).

**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. Click the mouse on **Submit Changes**.

Period	Low	High
0	0	0
1	0	0
2	0	0
3	4	5
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.

Student Name	Grd	4	5
1. Barron, Kristy M	10	50	
2. Ascha, Monica S	10	48	
3. Apodaca, Joshua P	10	48	88

## 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

**Aeries Gradebook - Access Log**

View Previous 1 Day  9/8/2009 11:47:10 AM

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

Choose a Gradebook  
3 - Biology Cp - Y

Change Gradebook  
Print Preview

Forms  
Scores by Class  
Scores by Student

## 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  9/8/2009 10:24:57 AM

Sort By Student  3 - Biology Cp - Y Alvarado

Student Name	Grd	Trend	5	6	7	Perc	Mrk
<b>Max Points:</b>			100	20	10		
<b>**Grading Completed:</b>			<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

Choose a Gradebook  
3 - Biology 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

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.



## ASSIGNMENT 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.

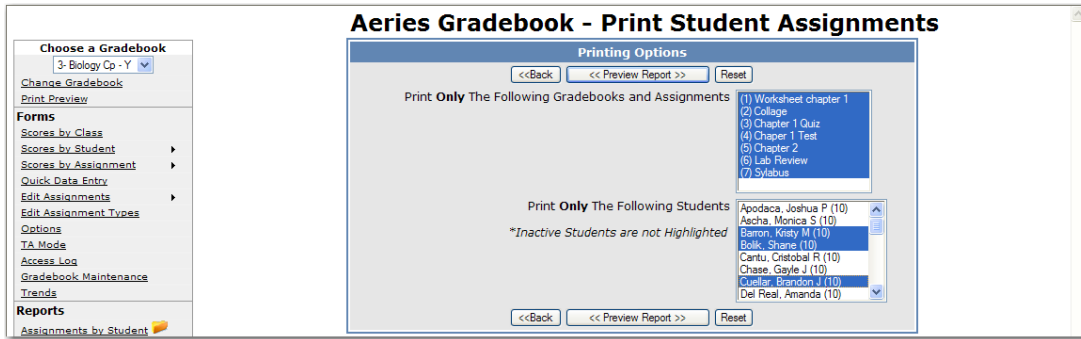
There are various options to choose from in creating this report. Select from the following type of report to be created and click the mouse on the **Next** button.

- **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”

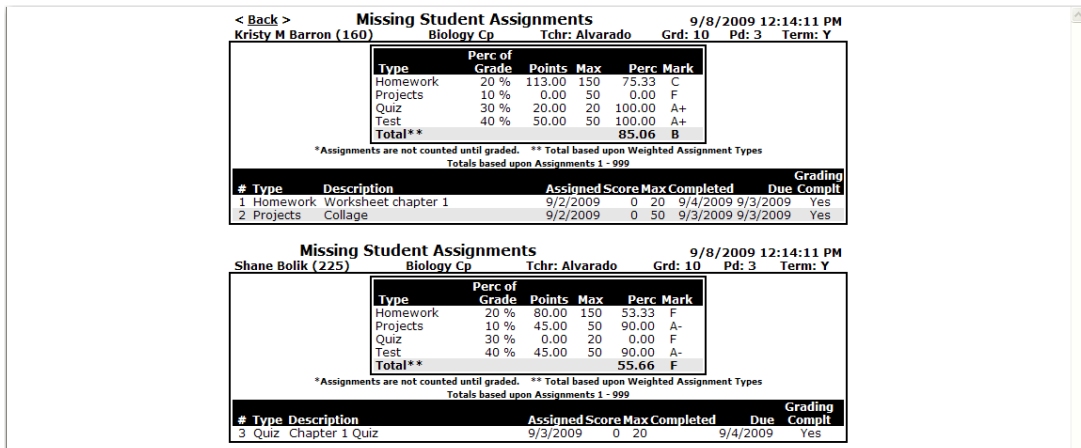
**NOTE:** If **Page Break on Each Student** is selected the screen displays all students but will only print each student separately.

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.

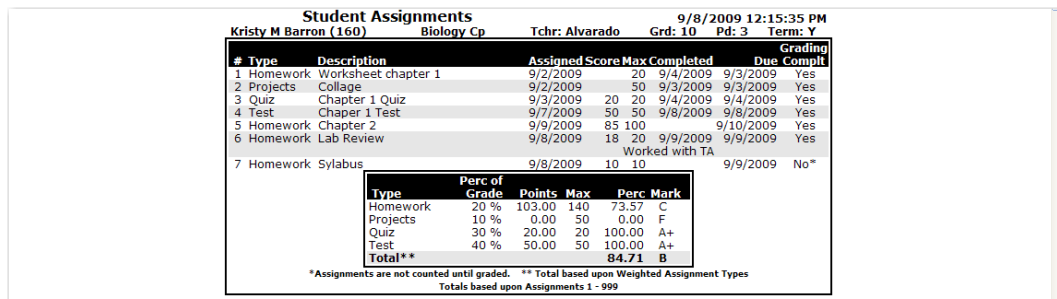
Holding down the **Control (Ctrl)** key and clicking on assignments and/or students can select more than one in that area. When complete click the mouse on the **Preview Report** button. The report will display on the screen and when printed each student displayed will print individually.



The following is an example of the **Print Missing Assignments**.



The following is an example of the **Show Grade Summary** report.



The following is an example of the **Print Only Students with Missing Assignments** with a signature line that will print at the bottom for only students with missing assignments.

**Student Assignments** 9/8/2009 12:16:31 PM

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

#	Type	Description	Assigned	Score	Max	Completed	Due	Grading	Compl
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	Chaper 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+
<b>Total**</b>				<b>84.71</b>	<b>B</b>

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

To print Only Students Missing Assignments both 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.

**Aeries Gradebook - Email Student Assignments**

**Choose a Gradebook**

1 - Biology 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**

[TA Mode](#)

[Access Log](#)

[Gradebook Maintenance](#)

[Trends](#)

**Reports**

[Assignments by Student](#)

[Email Assignments](#)

[Gradebook Roster](#)

[Gradebook Summary](#)

[Assignment Analysis](#)

[Final Mark Analysis](#)

**Other**

[Main Menu](#)

[Logout](#)

**E-Mail Options**

(Next>>) (Reset)

E-Mail To Students (STU.SEM)

E-Mail To Parents (STU.PEM)

E-Mail To Contacts (CON & PWA)  Add Contact Filters:

Gradebook: 1 - Biology Cp - Y

Sort By: Assignment #

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:

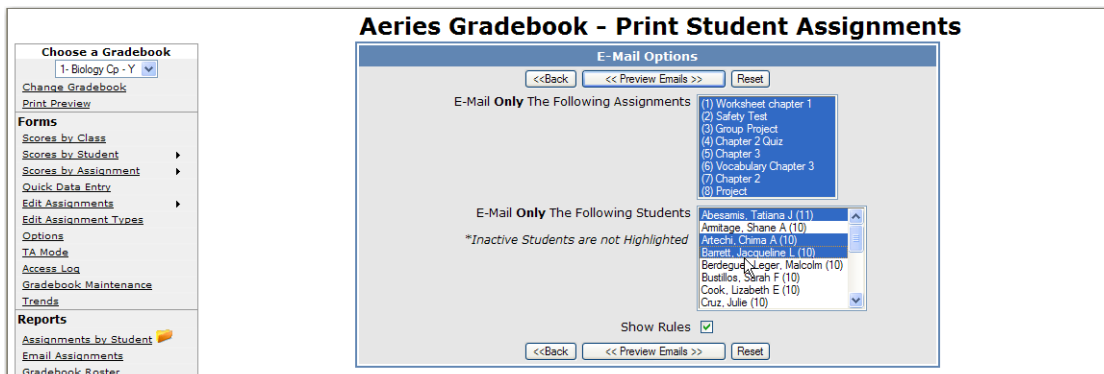
(Next>>) (Reset)

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

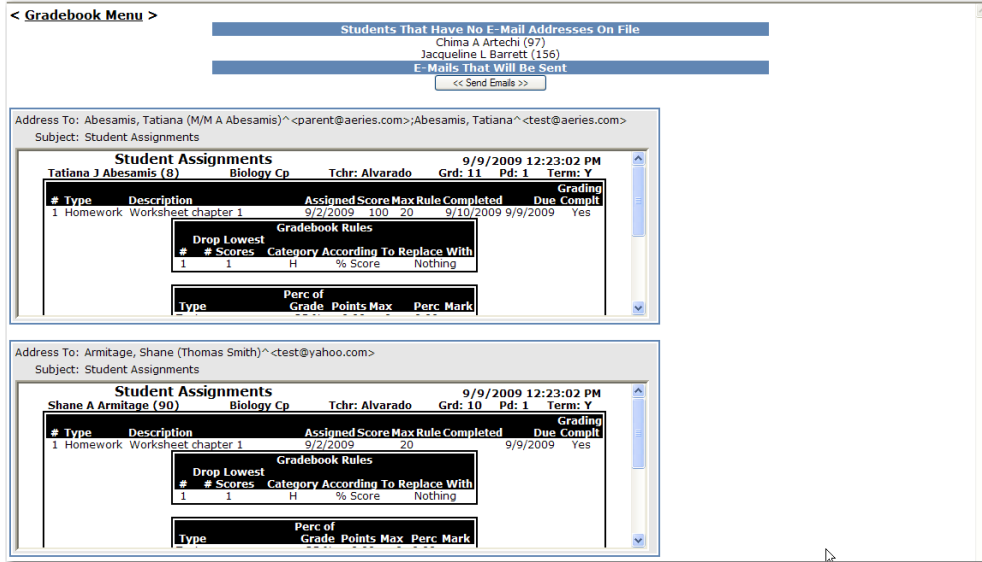
- **E-Mail to Students (STU.SEM)**
- **E-Mail to Parents (STU.PEM)**
- **E-Mail to Contacts (CON & PWA)**
- **Add Contact Filters** – when selected, can filter email address by Contact fields of Code, Mail Tag or Relation.
- **Gradebook** – select Multiple or individual gradebooks. If Multiple is selected 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.

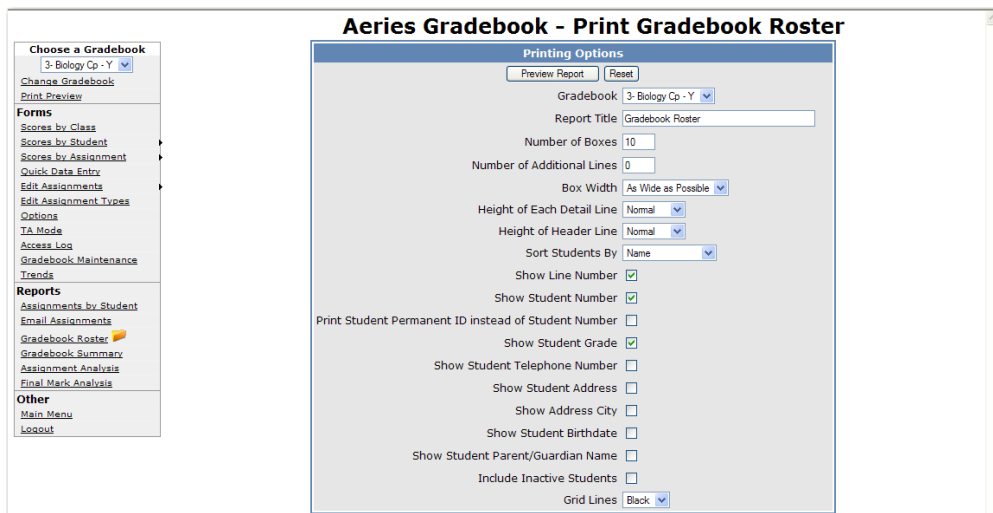


Click the mouse on the **Preview Emails** button. The following screen will display the students with no E-mail address on file and display the student's assignments with E-mail addresses. Click the mouse on the **Send Emails** button to send the Students Assignments.



## GRADEBOOK BY ROSTER

To print a roster for the students within a gradebook click the mouse on the **Gradebook Roster** 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**.



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.
- **Sort Students By** - students can be sorted by name or custom sort order.
- **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 the **Gradebook Roster** selected.

1 - English 11 Cp - Y		Gradebook Roster							Carringer	
	Stu#	Name	Grd							
1	6048	Abbott, Alice J	11							
2	4938	Ashley, Victor Christopher	11							
3	4941	Bailey, Harold A	11							
4	4950	Barnett, Alexander F.	11							
5	4954	Belfuss, Andria A	11							
6	4957	Beye, Robert W	11							
7	4978	Camp, Clara N	11							
8	6676	Carlock, Anthony A	11							
9	6144	Colburn, Kevin T	11							
10	5006	Collins, Kevin Michael	11							
11	5391	Cortes, Amy F	11							
12	6096	Dennis, Anielka J.	11							
13	5031	Domme, Walter E	11							
14	5049	Espindola, Aaron A	11							
15	5050	Evans, Lisa R	11							
16	5101	Halton, Autumn R	11							
17	5102	Hardy, Shannon L	11							
18	5135	Johnson, Jessica R	11							
19	5153	Kruger, Hannah E	11							
20	5155	Lagos, Rory	11							
21	5167	Lindsey, William L	11							

## 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 the **Next** button

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** selected.

Page: 1		<a href="#">&lt; Back &gt;</a>		9/8/2009 12:24:58 PM						
Gradebook Summary 3 - Biology Cp - Y										
									Alvarado	
Student Name	Grd	1	2	3	4	5	6	7	Perc	Mrk
<b>Max Points:</b>		20	50	20	50	100	20	10		
<b>**Grading Completed:</b>		<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








## ASSIGNMENT ANALYSIS REPORT

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.

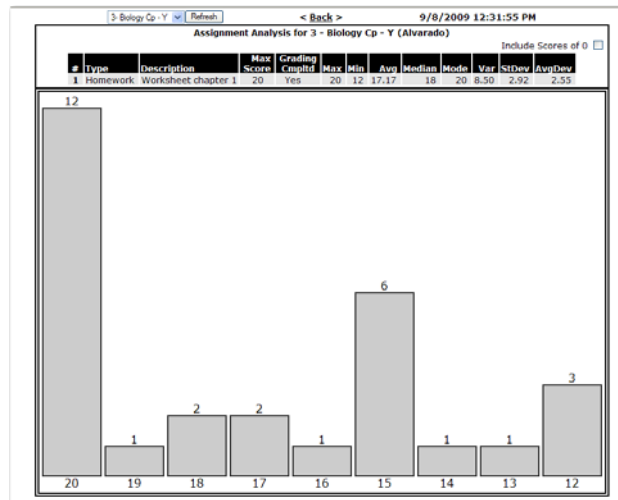
The following is an example of the **Print Assignment Analysis** report.

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.

**Aeries Gradebook - Print Gradebook Final Mark Analysis**

Choose a Gradebook: 3- Biology Cp - Y

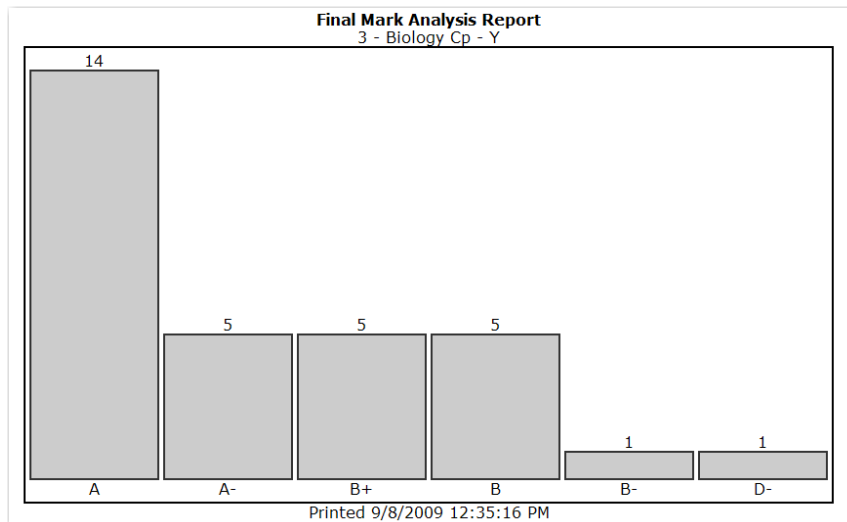
Final Mark Analysis Report Options

Gradebook: 3- English 9 CP - Y

Print +\'s and -\'s:

Include Inactive Students:

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.

Page Timeout: 19:58

**Aeries Gradebook - Maintenance**

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

The Administrator has not completed the setup of Gradebook Backups.  
Please Setup a backup path in ABI Options.

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

The screenshot shows the 'Aeries Gradebook - Maintenance' page. The 'Backups' menu item is highlighted in the top navigation bar. Below it, the 'Backup a Gradebook' and 'Restore A Gradebook' options are visible. On the left, a 'Choose a Gradebook' dropdown menu is set to '1- English 9 CP - Y'.

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 screenshot shows the 'Step 1' backup form. The 'Backup a Gradebook' option is selected, and a dropdown menu is open showing 'Backup All Gradebooks' and a list of gradebooks: '1- English 9 CP - Y', '2- 2nd Period English - Year', '3- HonEcon/Gov/GS - Y', and '5- English 9 CP - Y'.

The following form will display.

The screenshot shows the 'Backup Gradebooks' confirmation form. It displays '4 Gradebooks Backed Up.' The 'Backup a Gradebook' and 'Restore A Gradebook' options are still visible in the background.



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

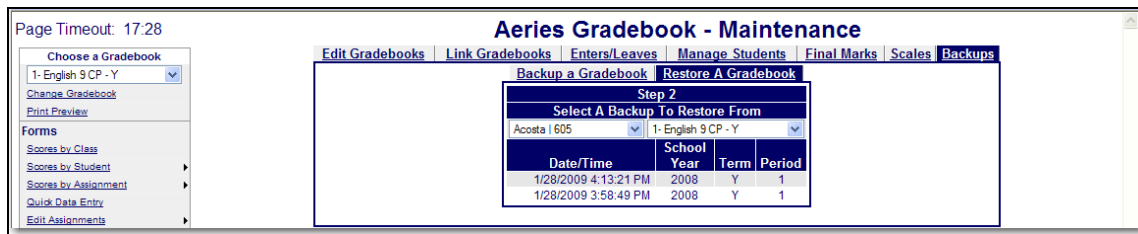
To **Restore a Gradebook** click the mouse on the **Restore a Gradebook** option. The following form will display.

The screenshot shows the 'Step 1' restore form titled 'Select A Gradebook To Load Into'. It contains a table with the following data:

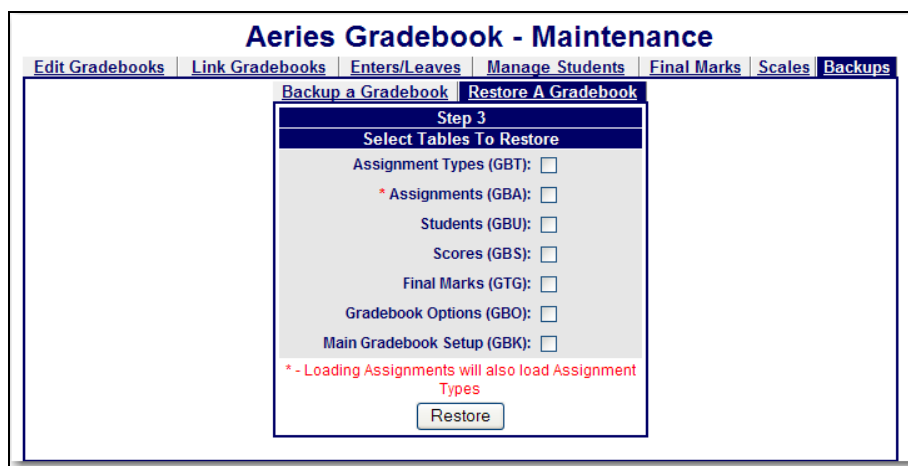
Gradebook	Teacher	Term	Period	Year	Start Date	End Date
Load Into A New Gradebook						
English 9 CP	Acosta   605	Y	1	2008	9/2/2008	6/15/2009
HonEcon/Gov/GS	Acosta   605	Y	3	2008	9/2/2008	6/19/2009
English 9 CP	Acosta   605	Y	5	2008	9/2/2008	6/15/2009
2nd Period English	Acosta   605	Year	2	2008	9/2/2008	9/11/2009

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.



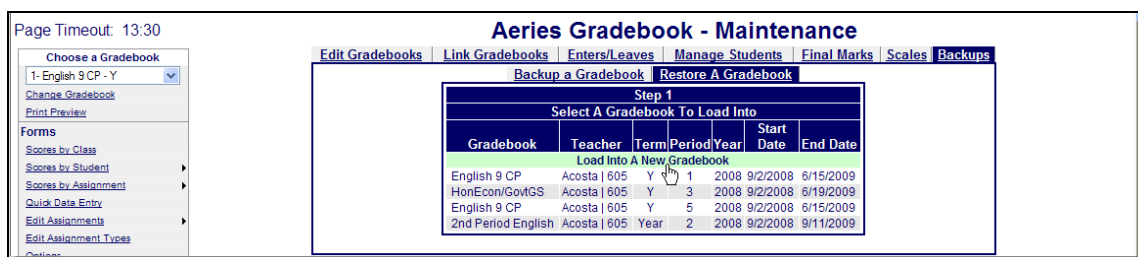
Note the Date and Time of the backups are displayed. Click the mouse on the backup to **Restore From**.



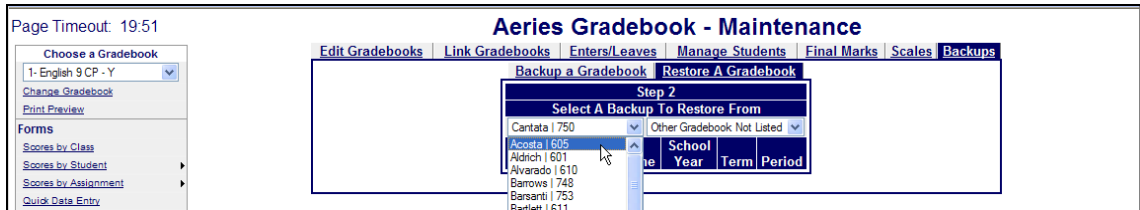
Select the gradebook **Tables** you want to restore. If you are restoring an existing gradebook from a previously backed up gradebook, you would select all the **Tables**.

**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.

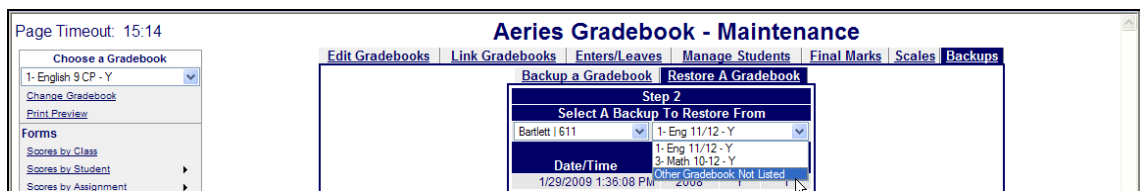
To Create a **New Gradebook** from a backup, click the mouse on **Restore a Gradebook** option. Click the mouse on the **Load Into A New Gradebook** option.



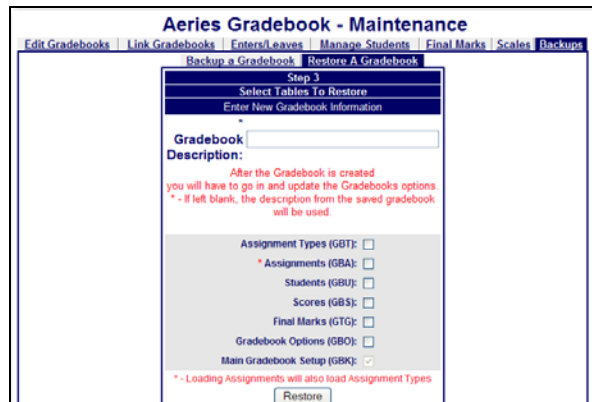
The following form will display. Select a **Teacher** from the Teacher Dropdown. Select the Gradebook from the dropdown in the next field. A list of backups will display.



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 2<sup>nd</sup> 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**.

