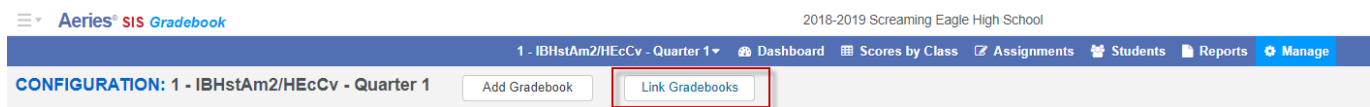


Gradebook Quick Start Guide Building Gradebooks

Modified on: Fri, Aug 17, 2018 at 4:40 PM

First Steps

- Select gradebook display style for viewing in the dashboard: Tiles, List or Table view.
- Always create the gradebooks and then link them. The **Link** button on the top of the page by the gradebook name.
- When linking Gradebooks, all linked gradebooks will have the same number. Random gradebooks will be numbered as 0. Standards Based gradebooks are typically not linked.
- Add categories *after* you have **Linked** the gradebooks.



The screenshot shows the Aeries SIS Gradebook interface. At the top, there is a navigation bar with the school name '2018-2019 Screaming Eagle High School' and a menu with options: Dashboard, Scores by Class, Assignments, Students, Reports, and Manage. Below the navigation bar, there is a configuration header for '1 - IBHstAm2/HEcCv - Quarter 1' with two buttons: 'Add Gradebook' and 'Link Gradebooks'. The 'Link Gradebooks' button is highlighted with a red box. Below the header is a table with the following columns: Group, Name, Teacher, Grade Range, Start Date, and End Date. The table is divided into two groups: Group 1 and Group 2. Group 1 contains two rows with gradebook numbers 1 and 2, both for 'Acosta (605)' in '12 - 12' grade range, with start and end dates of 8/4/2016 and 8/28/2017. Group 2 contains three rows with gradebook numbers 2, 2, and 2, all for 'Acosta (605)' in '9 - 12' grade range, with start and end dates of 8/4/2016 and 8/28/2017. At the bottom of the table, there are 'Save' and 'Cancel' buttons.

Group	Name	Teacher	Grade Range	Start Date	End Date
Group 1					
1	1 - IBHstAm2/HEcCv - Fall, Spring	Acosta (605)	12 - 12	8/4/2016	8/28/2017
1	2 - IBHstAm2/HEcCv - Fall, Spring	Acosta (605)	12 - 12	8/4/2016	8/28/2017
Group 2					
2	3 - Hon World Hst - Fall, Spring	Acosta (605)	9 - 12	8/4/2016	8/28/2017
2	4 - Hon World Hst - Fall, Spring	Acosta (605)	9 - 12	8/4/2016	8/28/2017
2	6 - Hon World Hst - Fall, Spring	Acosta (605)	9 - 12	8/4/2016	8/28/2017

Terms

- Gradebooks can be created easily for the entire school year by selecting the school terms applicable to the class/course. The start and end dates of the gradebook are determined by the date ranges in the school's term dates.
- Gradebooks can be created as separate gradebooks for each term. (Not recommended for Standards Based Grades.)
- Gradebooks can be created as year-long gradebooks.
- Gradebooks can be created for a single term.

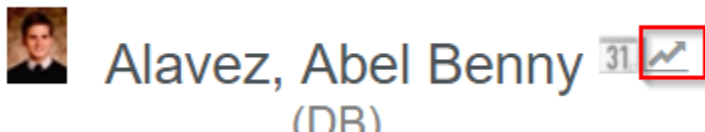
Copying/Templates

- Any gradebook can be copied using the **Copy Gradebook** functionality on the dashboard.
- Using the **Restore** functionality, any gradebook can be copied/restored from a backup.
- All backups are date and time-stamped.

Rubric Gradebooks

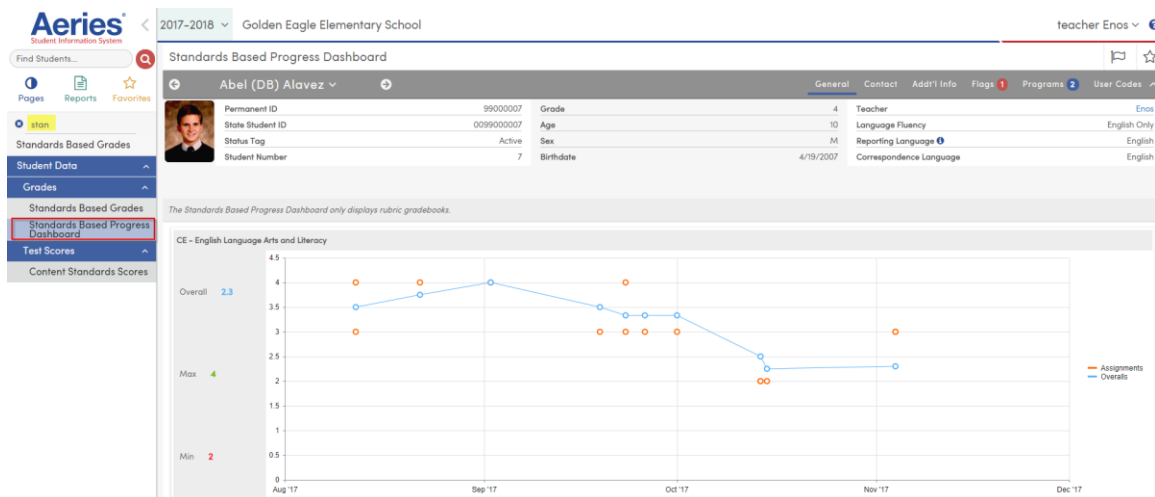
If creating a rubric gradebook, select the **Use a Rubric Grading Scale to Compute Total Grade** from the options menu. All assignments will default to Rubric scoring.

- Rubric gradebooks require assignments to be identified as formative or summative.
- Associated standards must be linked to each assignment.
- Rubric gradebooks will display grading trends.
- Final marks can be calculated using *trend grading* (summative assignments only) or *traditional grading* (formative and summative assignments).
- The **Standards Based Progress Dashboard** is a view of student progress by standards. The dashboard is only populated from rubric gradebooks.
- If given permissions, the dashboard is available to Parents, Students, Administrators, and Teachers through Aeries Web Version. Parents and students can view the dashboard through the Portal.
- The dashboard displays all the student's scores from the gradebook and the average overall grade.
- The dashboard enables the viewer to “drill down” and view progress on the various detail standards and related standards.
- In gradebook, on the Student's Assignment view, click the icon to open the **Standards Based Progress**



Dashboard for the student.

- To access the Standards Based Progress Dashboard in Aeries, navigate to the **Standards Based Progress Dashboard** page.



Options/Tabs

Final grade calculations are determined by how the gradebook is built and which options are selected. Working in **Scores by Class** offers many options for quick navigation. **ALWAYS BACKUP** before attempting to do anything “big”.

- **Apply Assignment Scores Immediately** always calculates the percentage and final mark in the gradebook view based on assignment score entry.
- **Hide Gradebook from Parent** will only work if the setting has been enabled by the system administrator in **Portal Options**.
- **Scale Minimum/Maximum Assignment Values in Total Grade** *cannot* be used with rubric grading.
 - Assign a minimum grade for an assignment not submitted for example: 50%. If applied, no assignment would ever be calculated for final marks with a value less than 50%.
 - Assign a maximum grade value for an assignment submitted, for example: 110%. If applied, no assignment would ever be calculated for final marks with a value more than 110%.
 - If grading by points, the final mark is calculated based on the accumulation of points.
- **Manage Students** is where students can be added to or dropped from the gradebook.
- **Adding/Dropping Students:**
 - If **Add/Drop Student Automatically When Loading Scores by Class Page** is selected, the load process of the **Scores by Class** page will trigger the Add/Drop process based on course attendance information. The new students will first appear in the **Scores by Class** view. Teachers will no longer need to manage the students in their gradebook. This option is not recommended for elementary combo classes using Standards Based grading.
 - Students can be added by assigned teacher.
 - Students not in a teacher's class can be added by selecting the **Add Students Not In Your Class** button. At the prompt, select to locate student by name or by assigned teacher. In **Portal Groups**, teachers must have rights to view all students. In **Portal Options/Gradebook** the **Allow Teachers to Import Any Student in their Defined Grade Range into their Gradebook** option must be selected.
 - When adding a student after the term has started, the **Transfer Grade** can be used to give the student a starting grade.
 - If the gradebooks are linked and a student is switching classes, the student's grades can be transferred if the student is being taught by the same teacher and remains enrolled in the same course.
- **Hide the Overall Percentage/Trend Analysis Score** can be selected to hide the overall percentage/trend analysis score results from the teacher view, or the parent and student view, or both views.
- **Display the Final Mark** can be selected to hide the final mark from the teacher view, or the parent and student view, or both views.
- **Hide Dropped Students** keeps the student in the gradebook, but the dropped students will no longer display on the **Scores by Class** or **Scores by Assignment** pages.
- **Categories** can be color-coded for easier assignment identification in the **Scores by Class** page.
- **Narrative Grades** when used for Pass/Fail, the value that is placed for Pass/Fail will be the value used to calculate the final mark calculations.
- **Rules** are assigned by one or more categories.
 - If using Negative Weight, it will calculate based on points.