

Gradebook Quick Start Guide Assignments

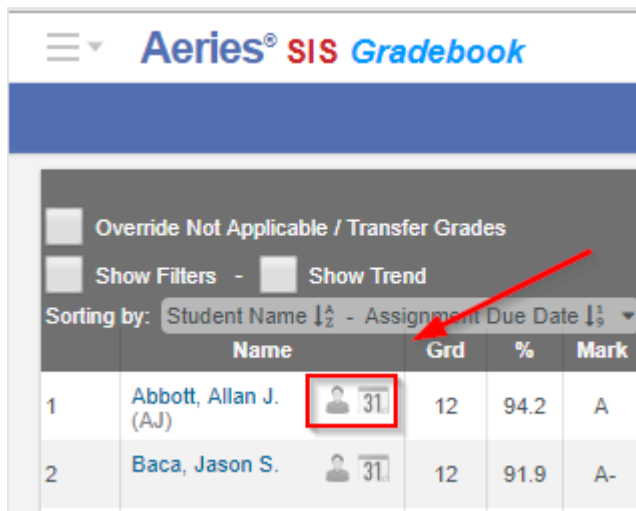
Modified on: Fri, Aug 17, 2018 at 4:42 PM

Adding an Assignment

- An assignment can be created by adding, importing or pushing an assignment.
- To push or import an assignment, use the **Assignments** tab in **Manage Gradebook**.
- In Standards Based grade reporting, the associated standards must be attached to each assignment.

Scoring Assignments

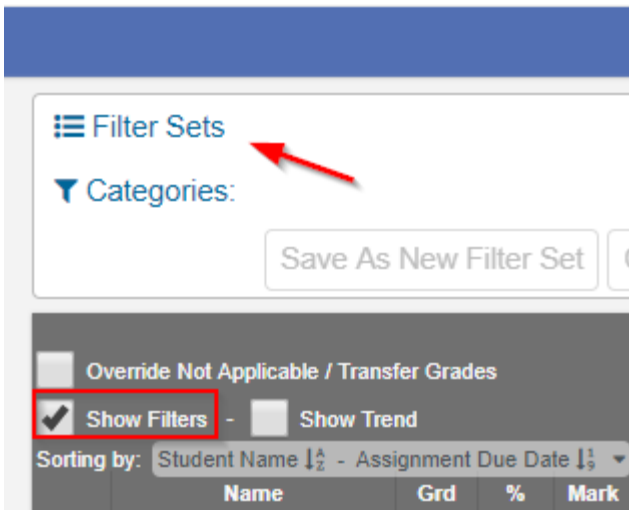
- Person icon opens the student's profile.
- Calendar icon opens the student's attendance.



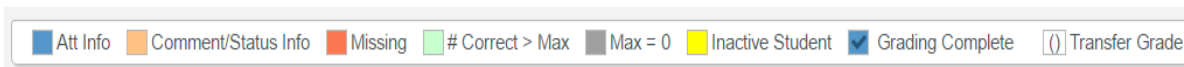
The screenshot shows the Aeries SIS Gradebook interface. At the top, there is a header with the Aeries logo and 'SIS Gradebook'. Below the header, there are several options: 'Override Not Applicable / Transfer Grades', 'Show Filters', and 'Show Trend'. The 'Sorting by' dropdown is set to 'Student Name' and 'Assignment Due Date'. A table displays student scores with columns for Name, Grd, %, and Mark. The first student, Abbott, Allan J. (AJ), has a grade of 31, which is highlighted with a red box. A red arrow points to the 'Assignment Due Date' sorting option.

	Name	Grd	%	Mark
1	Abbott, Allan J. (AJ)	31	94.2	A
2	Baca, Jason S.	31	91.9	A-

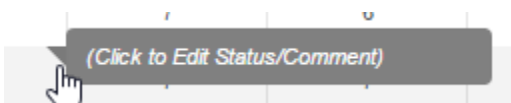
- N/A does not count towards final mark calculations. The student is not responsible for the assignment and **does not appear** on the *Missing Assignment Report*.
- TX does not count. The student is not responsible for the assignment but **will appear** on the *Missing Assignment Report*. The student is *temporarily excused*. (Perhaps the teacher wants to give the student more time to submit the assignment to help bring up a grade.)
- “No entry” will not be excluded from final mark calculations and will be counted as a zero.
- Zero and Blank will be calculated the same way.
- When **Grading Completed** is checked, any missing assignment scores will display with **red** box.
- Sorting and Filter options are available in **Scores by Class**.
- When viewing assignments with the **Scores by Class**, use the filters by clicking the **Show Filters** option.
 - This will allow or enable the use of filters.
 - If filtered by standard, the overall score will appear for that standard.



- See the Legend on the bottom of **Scores by Class** view for color guide.



- **Blue Triangle** signifies that an absence was entered by the office.
- **Orange Triangle** signifies that a comment was entered by the teacher.
- **Status Comment** can be added in **Scores by Class** by *hovering* over the top right-hand corner and clicking the **Grey Triangle**.



- A comment can also be added by clicking and typing in the field of **Student View**.
- Teacher comments are fully visible in the **Student View**.
- When viewing assignments with the **Scores by Standard**, the assignments will be grouped by standard.
 - Only for rubric gradebooks
 - The displayed list of standards are the standards associated with assignments in the current gradebook. Also, assignments from other gradebooks will be pulled into this page if they are associated with any displayed standard.
 - Assignments associated with a standard will display under the standard. The assignments are listed in date order and the gradebook name is listed along with the assignment name
 - Each standard has its own overall grade column. ***The overall grade is calculated using trend grading based on rubric scores and only uses summative assignments.*** The overall grade encompasses all assignments under that standard regardless of which gradebook it is in.
 - Search feature and Filter features are available to select one or more standards. The list of standards in the dropdown are the standards associated with assignments in the current gradebook.



- Assignments can be edited in **Manage Gradebook/Assignments**, **Scores by Assignment** or by using the dropdown arrow in **Scores by Class**.
- If using a rubric gradebook, any assignments based on percentage or points will not be calculated towards the final mark. *The final mark in a rubric gradebook is calculated only with trend grading based on rubric scores and only uses summative assignments.*
- When **Grading Completed** is selected, the scores calculate towards the final marks.
- When **Scores Visible to Parent** is selected, parents and students can see the assignments and grading results in Portal.
- Scores can be entered by **Class**, **Assignment**, **Standard** (rubric gradebooks only), **Scores by Student**, by using **Quick Data Entry** or by using **Mass Assign Values**.
- Scores can also be imported using integrated systems.

[Edit](#) [Enter Scores](#)

Assigned: 8/18/2016

Due: 8/22/2016

Number Correct Possible: 20

Points Possible: 20

Is Grading Complete?

Visible to Parents?

Scores Visible to Parents?