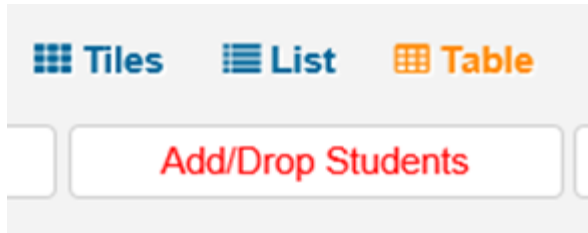



# Gradebook - Add Students

Modified on: Tue, Feb 13, 2018 at 2:23 PM

From the **dashboard** page an **Add/Drop Students** message will display in red if there are students pending addition or removal from into the gradebook.



Click the mouse on the **Add/Drop Students** button and the following **Enter/Leaves Window** will display.



Enters/Leaves Window							
All Entering Students	Action	Stu ID	Name	Sex	Grd	Start Date	End Date
1 - IBHstAm2/HEcCv - Year			1 - IBHstAm2/HEcCv (3265209) - Year				
2 - IBHstAm2/HEcCv - Year	▼	99400156	Baca, Jason	M	12	8/26/2013	9/19/2014
3 - Hon World Hst - Year	▼	99400318	Brown, Gloria	F	12	8/26/2013	9/19/2014
3 - Honors World History - Year	▼	99400371	Calucag, Thais	F	12	8/26/2013	9/19/2014

Click the mouse on **All Entering Students** to display gradebooks. Click the mouse on a gradebook. Use the scroll bar on the right side of the form to view all gradebooks and students pending.

Enters/Leaves Window

▼ All Entering Students

- 1 - 1Lab Asst Cer - Spring
- 1 - Adv Algebra CP - Spring
- 1 - Lab Asst Cer - Year Long

▼ All Leaving Students

- 2 - Adv Algebra CP - Spring

Action	Stu ID	Name	Sex	Grd	Start Date	End Date
1 - Adv Algebra CP (7205519) - Spring						
	99400116	Armitage, Shane	M	9	1/14/2014	8/22/2014
	99400154	Ayala, Arabelle	F	9	1/14/2014	8/22/2014
	99400184	Barbour, Asmahjan	F	11	1/14/2014	8/22/2014
	99400187	Barlow, JoseManny	M	11	1/24/2014	8/22/2014
	99400202	Barrios, Cristian	M	12	1/14/2014	8/22/2014
	99400282	Booker, Esteban	M	12	1/14/2014	8/22/2014
	99400487	Chin, Paul	M	11	1/14/2014	8/22/2014
	99400491	Chongtua, Zachary	M	10	1/14/2014	8/22/2014
	99400525	Coles, Michael	M	10	1/14/2014	8/22/2014
	99400587	Cortez-Rubio, Julie	F	12	1/14/2014	8/22/2014

**NOTE:** Teachers must click on the **Add/Drop Students** button when the button is RED. Students are not automatically added or dropped from the gradebooks like they are for the attendance page unless the Gradebook option to automatically add/drop students has been enabled. The teacher must manage the students in their gradebooks.

**NOTE:** If using multiple **Gradebook Terms**, students added will display in all terms of the gradebook.

Click the mouse on the **Add All Students** button on the top of the page to add all students. This will add all pending students to all gradebooks displayed.



The **Enters/Leaves Window** will be blank to indicate no other students are pending into the gradebook. Click on the **Close** button.

To enter students individually into the gradebook, click the mouse on the dropdown under the **Action** column. The options of **Add** or **Do Not Add** will display. Select the appropriate action. Click the mouse on the **Save Changes** button.

Enters/Leaves Window		Action	Stu ID	Name	Sex	Grd	Start Date	End Date
▼ All Entering Students								
1 - 1Lab Asst Cer - Spring								
1 - Adv Algebra CP - Spring								
1 - Lab Asst Cer - Year Long								
▼ All Leaving Students								
2 - Adv Algebra CP - Spring								

To the far right of the form two fields display, **Start Date** and **End Date**. These fields are used to determine the assignments a student is accountable for if they are added to a class or leaving a class. Students added to a class after the class started or leaving a class may not be responsible for certain assignments. Enter in the **Start Date** they are responsible for when adding this student. Enter the due date of the last assignment this student is responsible for in the **End Date** field.

**For example, Natthakarn Boissiere started the class on 1/23/2014 and will not be responsible for assignments with due dates before 1/23/2014.**

Action	Status	Sort	Stu ID	Student	Sex	Grd	Start Date	End Date
▼	Active	37	99400271	Boissiere, Natthakarn A	F	11	1/23/2014	
▼	Active	31	99400307	Breceda, Anna Marie	F	11	8/28/2013	
▼	Active	34	99400460	Cesena, Faraaz	M	11	1/25/2014	

The **End Date** is used for students who have left the class. Enter an **End Date** and the student will not be responsible for assignments with due dates after the students gradebook **End Date**.

**For example, Anne Marie Breceda left the class on 8/5/2014 and will not be responsible for assignments with due dates after 8/5/2014.**

Action	Status	Sort	Stu ID	Student	Sex	Grd	Start Date	End Date
▼	Active	37	99400271	Boissiere, Natthakarn A	F	11	1/23/2014	
▼	Active	31	99400307	Breceda, Anna Marie	F	11	8/28/2013	8/5/2014
▼	Active	34	99400460	Cesena, Faraaz	M	11	1/25/2014	

## ADD NEW STUDENTS

Teachers can import any student into their gradebook if the **System Administrator** has selected the option in **Portal Options**. If the option is selected, teachers will see an **Add Students Not in Your Classes** button on the **Manage Students** tab.

Assignments
Manage Students
Final Marks
Narrative Grades
Rules
Backups
Restore

Start and End dates determine what assignments the student is accountable for based on assignment due dates.

Allow Deletes

Add Students Not In Your Classes

Action	Status	Sort	Stu ID	Student	Sex	Grd	Start Date	End Date
▼	Active	1	99400029	Aguila, Errol	M	9	6/15/2015	3/18/2016
▼	Active	34	99400088	Arat, Antonio A	M	9	6/15/2015	3/18/2016
▼	Active	2	99400134	Ashe, Juan J	M	9	6/15/2015	3/18/2016

To add new students into a gradebook, click the mouse on the **Add Student** button. The following form will display. To **Search by Student**, enter a name or partial name in the search box and hit **Enter**.

**Add Students** ×

Smith

Only Students in Grades 11 - 12 are displayed.

<input checked="" type="checkbox"/>	Stu ID	Name	Grade	Sex
<input type="checkbox"/>	99402401	Smith, Adam D	11	M
<input type="checkbox"/>	99402406	Smith, Daniel T	12	M
<input type="checkbox"/>	99402408	Smith, Engy A	12	F
<input type="checkbox"/>	99402410	Smith, Jacqueline M	11	F
<input type="checkbox"/>	99402412	Smith, Janay	12	F
<input type="checkbox"/>	99402415	Smith, Karla	11	F
<input type="checkbox"/>	99402417	Smith, Lawrence T	12	M
<input type="checkbox"/>	99402418	Smith, Manuel A	12	M

A list of students will display. Only students within the defined grade range of the teacher will be displayed.

Click on the box to the left of the student's name to select. Click the mouse on the **Add Students** button at the bottom of the page 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.

**NOTE: To set the grade range for the teacher, in Aeries enter a Low Grade and Hi Grade value on the Teachers form.**

A **Search by Class** option is available for teachers in elementary schools without a Master Schedule. A dropdown list of teachers with the same low and high grade ranges will display. When a teacher is selected, a student list will display.

**Add Students** ×

Search by Student  Search by Class

Enos

Enos  Gonzalez  Goode

Only Students in Grade 4 are displayed.

	Name	Grade	Sex
--	------	-------	-----