

# Gradebook - Scores by Class

Modified on: Fri, Oct 13, 2017 at 12:52 PM




To enter scores for assignments for the entire class, select **Scores By Class** from any of the dashboard views.

The class assignment description will display along the top of the form with all students enrolled listed to the left of the page. The **Scores By Class** page will open to the current assignment. Vertical and horizontal scroll bars are available.

A link is available on the student name list on the left side of the **Scores by Class** page. Clicking on the student name will navigate to the **Scores by Student** page.

	Name	Grade	%	Mark
1	Atkins, Tracy M	10	86.5	B
2	<a href="#">Barillas, Alice Frances</a>	10	94.1	A
3	Baxter, Daniel Scott	10	65.9	D

To the right of the student name on the **Scores By Class** page is a **Profile** and **Calendar** icon for each student.

1	<a href="#">Ali, Mario Z.</a>	 	11	82.3	B-
2	<a href="#">Aviles, Jillian</a>	 	11	95.1	A

Clicking on the **Profile** icon next to a student will navigate to the **Student Profile** for that student.

1	<a href="#">Ali, Mario Z.</a>	 
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Clicking on the **Calendar** icon next to a student will navigate to the **Attendance** page for that student.

1	Ali, Mario Z.	 3/1
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If the student has an **Alias** name populated, the alias will display below the student name in parentheses.

1	Ali, Mario Z. (Mark)	 3/1
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When clicking in a **Score** field for a student on the **Scores By Class** page, the row will highlight in blue. The blue highlighting will remain on the selected student until the user moves to the score field of another student or until the page is refreshed.

Show Filters				111/112 Presentations	110 Questions	Marshall Plan Questions		
Sorting by: Student Name ↑				2/27/2015 #1 : 10	2/27/2015 #2 : 3	2/27/2015 #3 : 5		
	Name	Grd	%	Mark				
1	Abbott, Allan J. (AJ)	 3/1	14	93.4	A	10	3	5
2	Abea, Ayrianna J.	 3/1	12	79.9	C+	10	3	5
3	Beatty, David W.	 3/1	12	80.0	B-	10	3	5

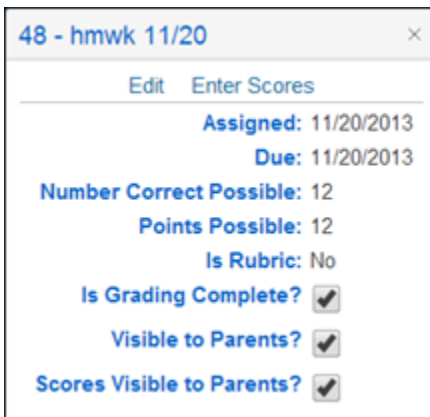
A checkmark will display to the left of the assignment date indicating that the assignment is marked as **Grading Complete** and also display in blue. When Grading Complete is not set the assignment box will display in dark blue.

Chapt9 Vocab	Chapt9 Test	Bnchmk Rev
✓ 5/17/2014 #46 : 15	5/17/2014 #47 : 100	✓ 5/27/2014 #48 : 20

More assignment information can be displayed by clicking the down arrow to the left of the assignment description. The following Assignment window will display with more information. The **Edit** link will open the **Edit Assignment** page. The **Enter Scores** link will open the **Scores By Assignment** page.



The Assignment window can be moved by clicking the mouse on the header and dragging to the desired location. Multiple Assignment windows can be opened at the same time.

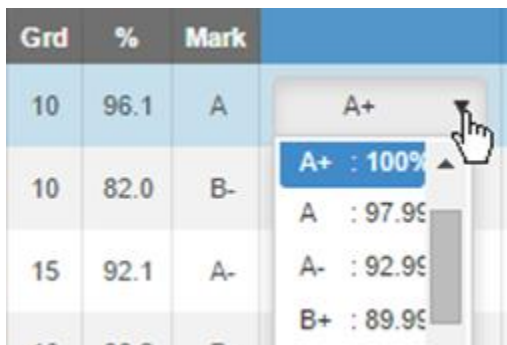


Click the mouse on the **X** in the upper right corner to close the Assignment window.

Click the mouse in the **Assignment Score** field for the student selected and enter a score. All changes to the page will be updated immediately.

	Name	CRN	%	Mark	Assignment Score	
1	Abbott, Allan J. (AJ)	31	14	93.4	A	10
2	Abea, Ayrianna J.	31	12	79.9	C+	10

If using **Narrative Grades**, a dropdown will be available in the score field. The dropdown will include the **Narrative Marks**, NA, TX values and also a blank.



Grd	%	Mark
10	96.1	A
10	82.0	B-
15	92.1	A-
10	88.0	B-

The dropdown menu is open over the 'Mark' column, showing the following options:

- A+ (selected)
- A+ : 100%
- A : 97.9%
- A- : 92.9%
- B+ : 89.9%

The cursor will move down the assignment selected for each student displayed. There are additional navigation options below:

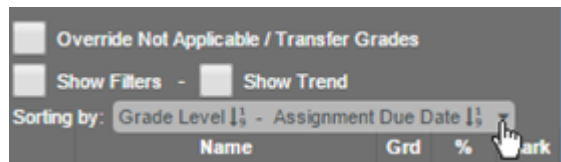
- **UP and DOWN Arrow Keys** - moves up and down the page
- **ENTER** - moves down the page
- **TAB Key** - moves across assignments for student selected
- **SHIFT and TAB** - moves backward across assignments

**NOTE: Scores are not factored into the overall grade until the Assignment has been marked as Grading Complete or the Gradebook Option of “Apply Assignment Scores Immediately?” is on.**

### Sorting

The **Scores By Class** page has different sort options. These **Sort Options** include by **Student** and **Assignment** options. To select a sort option, click the mouse on the **Sorting by** drop down menu

at the top left of the **Scores By Class** page.



A **Sort Options** menu will display. Select the appropriate Sort Options and then click the mouse on the **Sort** button to apply the selected sort order. Clicking on the **Close** button will close the Sort Options menu.

Sort Students by

Student Name

Custom Student Sort

Overall Percent/Mark

Grade Level

Ascending

Descending

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Sort Assignments by

Assignment Due Date

Assignment Number

Ascending

Descending

The Scores By Class page will now display with the applied sort. The Sort will stay applied to the gradebook until changed by the user.

## Show Filters

The **Show Filters** option on the top left of the **Scores by Class** page can be used to filter assignments by **Categories** or by **Standards** if applicable. Both the **Categories** and **Standards** filters can be used at the same time if desired. Click the mouse on the **Show Filters** option to display the following.

Reading - Year ▾ Dashboard Scores by Class

Filter Sets

Categories:

Standards:

Save As New Filter Set Clear Applied Filters

Show Filters

Sorting by: Student Name ▾

Name	Grid	%	Mark	Unit 3, Lesson 1 Me...	Unit 3, Lesson 2 Se...	Unit 3, Lesson 25ew...
1 Alvarez, Abel B. (DB)	4	35.6	88	12/7/2014 842 / 9	12/14/2014 738 / 10	12/26/2014 843 / 9

The **Categories** options will display the categories for existing assignments. Selecting a **Category** will filter the **Scores by Class** page to only assignments with the selected category. Below the Quiz/Test category is selected. Click the mouse on the **Apply Filters** button to continue.

Select Categories To Filter ×

Classwork

Project

Quiz/Test

District Assessment

Apply Filters Clear Selected Cancel



The **Scores by Class** page will now only display assignments with the selected filtered categories. In the example below, only assignments with the category of Quiz/Test will display. The % and **Mark** will total only the filtered assignments.

ABC WWI

10/12/2014 #19 : 3

Show Filters Clear Applied Filters

Sorting by: Overall Percent/Mark ↓

	Name	Grd	%	Mark
1	Miranda, Ruben A.  31	12	100.0	A+
2	Gonzalez, Steve  31	12	98.6	A+

If using Standards, the **Standards** filter option will display the standards linked to existing assignments. Selecting a standard or standards will filter the **Scores by Class** page to only assignments with the selected standards. Select the standards to filter and click the mouse on the **Apply Filters** button to continue.

Select Standards To Filter ×

CEL.1.S.4a - Memorize and recite poems, rhymes, and songs with expression.

CEL.1.S.C - Comprehension and Collaboration

CE - English Language Arts and Literacy

CEL.1.W - Writing

CEL.1.W.5 - With guidance and support from adults, focus on a topic, respond to questions &

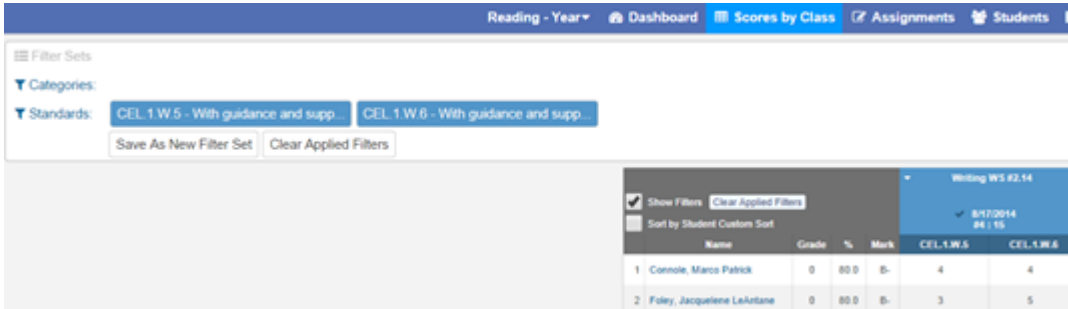
CEL.1.W.6 - With guidance and support from adults, use a variety of digital tools to produce &

CEL.1.W.O - Range of Writing

CEL.1 - Grade 1 English Language Arts & Literacy in History/Social Studies, Science, & Technol

Apply Filters Clear Selected Cancel

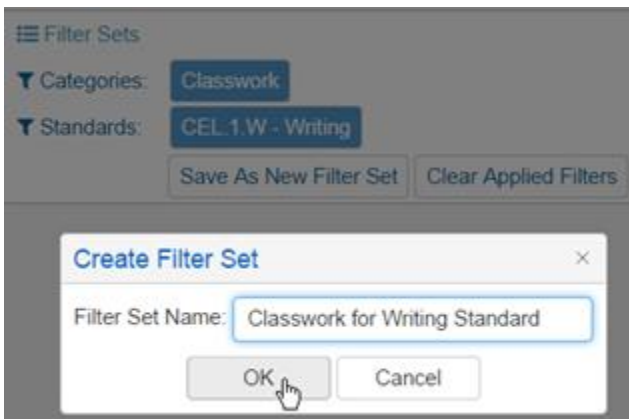
The **Scores by Class** page will now only display assignments with the selected filtered standards. In the example below, only assignments with the selected standards will display. The **%** and **Mark** will total only the filtered assignments.



The screenshot shows the 'Scores by Class' page with the following table:

Name	Grade	%	Mark	CEL-1.W.5	CEL-1.W.6
1 Connole, Marco Patrick	0	80.0	D-	4	4
2 Foley, Jacqueline LeFortane	0	80.0	D-	3	5

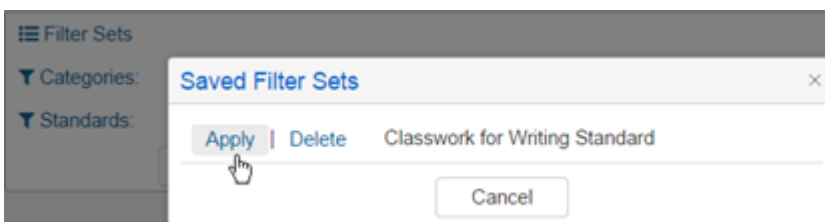
**Filters Sets** can be saved and will be available to select on the **Filter Sets** option. To save a filter, once the filter is selected, click the mouse on the **Save As New Filter Set** button and the following will display.



The 'Create Filter Set' dialog box shows the following fields and buttons:

- Filter Set Name: Classwork for Writing Standard
- Buttons: OK, Cancel

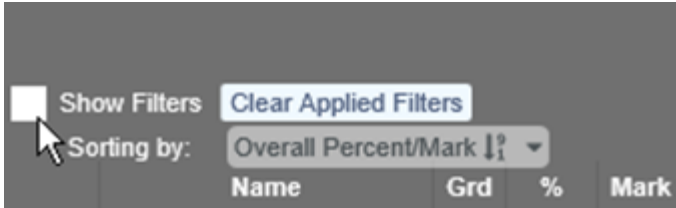
Enter the **Filter Set Name** and click the mouse on the **OK** button. The filter will now be available on the **Filter Sets** option dropdown. Click the mouse on the **Apply** button to limit the assignments to the selected saved filters. Click the mouse on **Delete** to delete the saved filter set.



The 'Saved Filter Sets' dialog box shows the following fields and buttons:

- Buttons: Apply, Delete, Cancel
- Text: Classwork for Writing Standard

The **Show Filters** option can be selected or deselected. When selected, the page will expand and in the upper left, the filter options will display. When de-selected, the upper left filter section will be hidden but the filters are still applied. Click the mouse on **Clear Applied Filters** to remove all filters.



### Show Trend

The **Scores By Class** page has a **Show Trend** option. This option displays if the gradebook is a non-rubric gradebook and if the gradebook option Hide the Overall Percentage / Trend Analysis Score is not selected.

2 - English 10 CP - Year						Dashboard	Scores by Class		
<input type="checkbox"/> Override Not Applicable / Transfer Grades <input type="checkbox"/> Show Filters - <input type="checkbox"/> Show Trend Sorting by: Student Name						Test	Chapter 3	Chapter 5	Homework Assignment 1
Name	Grd	%	Mark	11/11/2015 #11 : 10	2/2/2016 #7 : 10	2/16/2016 #9 : 8	3/2/2016 #2 : 10		
1 Almada, Crystal C.	12	70.8	C-	1	10	7	10		
2 Alvarez, Kathleen	12	59.2	F	5	8	5	5		

If the **Show Trend** option is selected, a **Trend** column will display on the **Scores by Class** page. The trend icon will display in the Trend column for student if there are more than 10 applicable scores for assignments that are marked as Grading Complete.



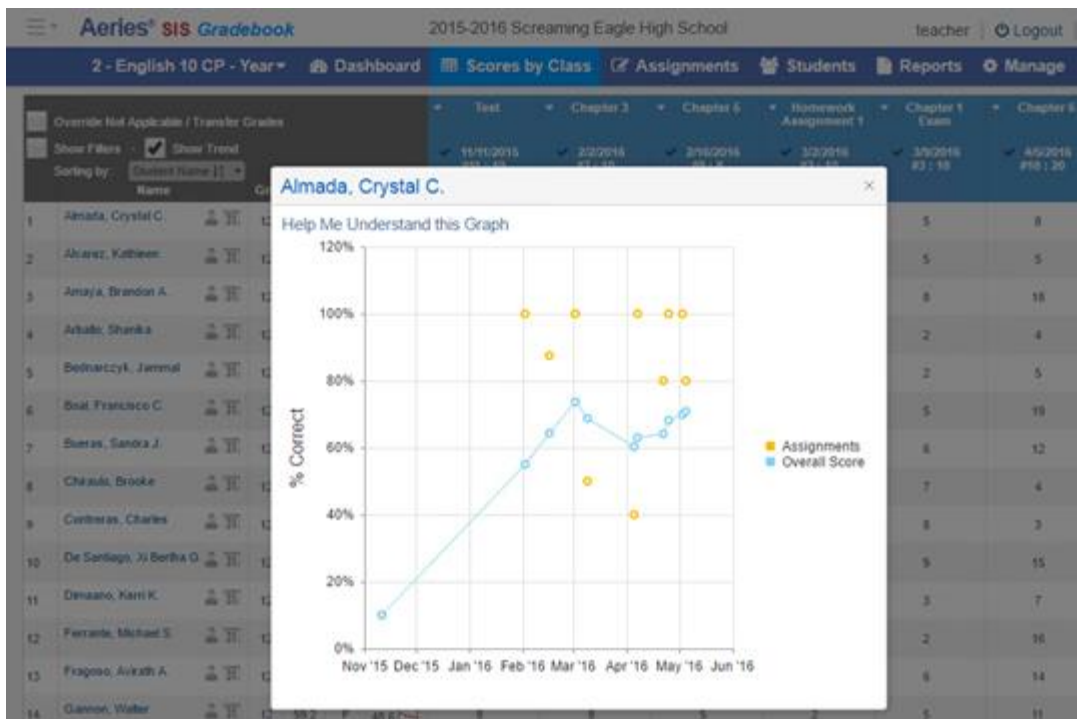
2 - English 10 CP - Year ▾ Dashboard Scores by Class Assignments Students Re

<input type="checkbox"/> Override Not Applicable / Transfer Grades <input type="checkbox"/> Show Filters - <input checked="" type="checkbox"/> Show Trend Sorting by: Student Name ↓							Test	Chapter 3	Chapter 5	Homework Assignment 1	Chapter 1 Exam	Chapter 6
Name	Grd	%	Mark	Trend	11/11/2015 #11 : 10	2/2/2016 #7 : 10	2/16/2016 #9 : 8	3/2/2016 #2 : 10	3/9/2016 #3 : 10	4/5/2016 #10 : 20		
1 Almada, Crystal C.	12	70.8	C-		1	10	7	10	5	8		
2 Alvarez, Kathleen	12	59.2	F		5	8	5	5	5	5		
3 Amaya, Brandon A.	12	80.5	B-		8	7	8	9	8	18		
4 Arballo, Shanika	12	58.2	F		8	10	5	8	2	4		
5 Bednarczyk, Jammal	12	66.0	D		9	10	7	7	2	5		

Clicking on the Trend icon in the Trend column will bring up the Trend graph for the student.

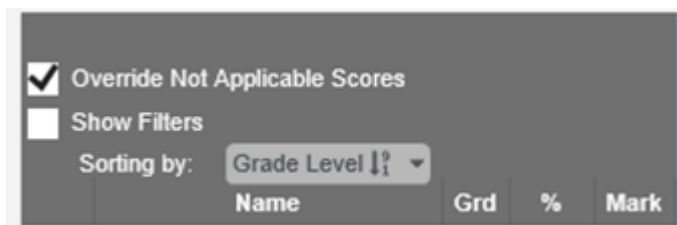
<input type="checkbox"/> Override Not Applicable / Transfer Grades <input type="checkbox"/> Show Filters - <input checked="" type="checkbox"/> Show Trend Sorting by: Student Name ↓							Name	Grd	%	Mark	Trend
1	Almada, Crystal C.	12	70.8	C-							
2	Alvarez, Kathleen	12	59.2	F							

The following is an example of a Trend graph.



### Override Not Applicable Scores

The **Scores By Class** page has an **Override Not Applicable Scores** option. This option displays on Scores By Class for a gradebook that has the Filter Assignments by option set to **Assignment Due Date** under the Manage | Options area.



When selected, the override option will allow a score field that has a **Not Applicable** to be overwritten with a valid score for the student.

3 - Adv Algebra CP - Fall									
<input type="checkbox"/> Override Not Applicable Scores <input type="checkbox"/> Show Filters Sorting by: Student Name						hwk 9/10	hwk 9/11	review sheet	hwk 9/15
Name	Grd	%	Mark			9/11/2014 #8 : 11	9/11/2014 #9 : 19	9/12/2014 #10 : 25	9/13/2014 #11 : 5
1 Ali, Mario Z.	11	81.6	B-			12	12	21	5
2 Aviles, Jillian	11	95.2	A			11	Not Applicable	19	5
3 Booker, Esteban C.	12	80.7	B-			11	13	17	5

To override a Not Applicable score on the Scores By Class page, select the **Override Not Applicable Scores** option on the top left of the page and then click the mouse in the score field that has Not Applicable.

<input checked="" type="checkbox"/> Override Not Applicable Scores <input type="checkbox"/> Show Filters Sorting by: Student Name						hwk 9/10	hwk 9/11	hwk 9/15
Name	Grd	%	Mark			9/11/2014 #8 : 11	9/11/2014 #9 : 19	9/12/2014 #10 : 25
1 Ali, Mario Z.	11	81.6	B-			12	12	
2 Aviles, Jillian	11	95.2	A			11	<input type="text"/>	
3 Booker, Esteban C.	12	80.7	B-			11	13	17

The score field will become editable. Enter a valid score for the student.

Aviles, Jillian	11	95.2	A			11	<input type="text" value="5"/>	
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The new score will be updated and will display on Scores By Class, Scores By Assignment and Score By Student pages.

Aviles, Jillian	11	94.5	A			11	5	
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## Attendance Flags

Attendance flags also display on the **Scores by Class** page. Blue triangles will display in the upper right corner of the score field if the student had an attendance code on either the **Assigned Date** or **Due Date** of the assignment. Moving the mouse over the blue square will display the absence information for the student.

Test	Chapter 3
✓ 11/11/2015 #11 : 10	✓ 2/2/2016 #7 : 10
2	10
8	7

## Add/Edit Comment Status

-

The **Scores by Class** page has the ability to add a **Status/Comment** for a student. If no Status/Comment exists, the score cell will show with no indicator. To add a Status/Comment to a score cell for a student, hover the mouse over the top right of the score cell and a dark grey triangle will display.

Chapter 1 Exam	Chapter 6
✓ 3/9/2016 #3 : 10	✓ 4/5/2016 #10 : 20
5	8

Clicking on the **dark grey triangle** in a cell will display a pop up box for that student. A status can be selected and a comment can be added. When complete click the mouse on the **Save** button.

Almada, Crystal C. x

Assignment: 10 - Chapter 6

Status: Late ▾

Comment: Student turned in assignment 4 days late!

Save
Cancel

After a Status/Comment has been added and Saved the Score cell for that student will display a light orange colored triangle.

Chapter 1 Exam	Chapter 6
✓ 3/9/2016 #3 : 10	✓ 4/5/2016 #10 : 20
5	8

Hovering the mouse over the Status/Comment triangle will provide a pop up with the information for the student.

Chapter 6	Classwork Assignment 1	Chapter 2 Exam
✓ 4/5/2016 #10 : 20	✓ 4/7/2016 #4 - 5	✓ 4/22/2016 #A - F
8		

*(Click to Edit Status/Comment)*

Status: Late

Comment: Student turned in assignment 4 days late!

### Category Colors

If the gradebook categories have been assigned colors in the Manage Categories area, the colors will display on the Scores by Class page as a color strip at the top of the assignment column.

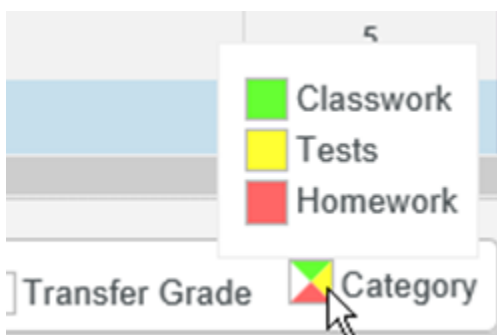
Aeries<sup>+</sup> SIS Gradebook 2015-2016 Screaming Eagle High School Shirley Acosta (acteacher)

2 - English 10 CP - Year Dashboard Scores by Class Assignments Students Reports Manage

Override Not Applicable / Transfer Grades Show Filters Show Trend Sorting by: Grade Level Assignment Due Date

		Test	Chapter 3	Chapter 5	Homework Assignment 1	Chapter 1 Exam	Chapter 1 Exam	Chapter 6	Classwork Assignment 1	Assignment 1			
		11/11/2015 #11 : 10	2/2/2016 #7 : 10	2/16/2016 #9 : 8	3/2/2016 #2 : 10	3/9/2016 #3 : 10	3/9/2016 #12 : 10	4/5/2016 #10 : 20	4/7/2016 #1 : 5	4/12/2016 #16			
	Name	Grd	%	Mark									
1	Alnada, Crystal C.	12	67.5	D+	12	10	Not Applicable	10	5	Not Applicable	8	0	Not App
2	Amaya, Brandon A.	12	66.1	D	8	7	8	9	8		18	5	2
3	Arbello, Shanika	12	54.1	F	8	5	5	8	2		4	4	3
4	Bednarczyk, Jammal	12	65.4	D	9	10	0	7	2		5	4	4

A Category legend will also display at the bottom of the Scores by Class page. When the legend is hovered over it will display a list of which color is associated with which category.



## Rubric Scoring

When scores are entered for Rubric assignments, an **Average (Avg)** column will display in place of a percentage column.

		Grade	Avg	Class Project	Assessment	Class Work 1.1
	Name			6/17/2014 #1	6/17/2014 #2	6/17/2014 #3
1	Aceves, Alexia Camille	1	4.0	4	4	4
2	Aguiar, Allison Rose	1	3.3	3	4	3