



Aeries Browser Interface – Gradebook Secondary March 4, 2011

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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Aeries Gradebook - Student Scores

Aparicio, Katharine F. 1/19/2011 10:29:29 AM

Display Only Missing Assignments

Katharine Fanny Aparicio (32) 0 - Reading - Y Tchr: Bartlett Grd: 1

#	Description	Type	Score	Max	Completed	Date	Due Date	Grading
1	Chapter 1	homework	49	50		11/17/2010	11/17/2010	Yes
2	Quiz Chapter 1	Test	15	20		11/17/2010	11/17/2010	Yes
3	Chapter 1 Project	Projects	45	50		1/20/2011	1/20/2011	Yes

Type	Perc of Grade	Points	Max	Perc
homework	25 %	49.00	50	98.00
Projects	10 %	45.00	50	90.00
Quiz	30 %	0.00	0	0.00
Test	35 %	15.00	20	75.00
Total**				85.35

* 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.

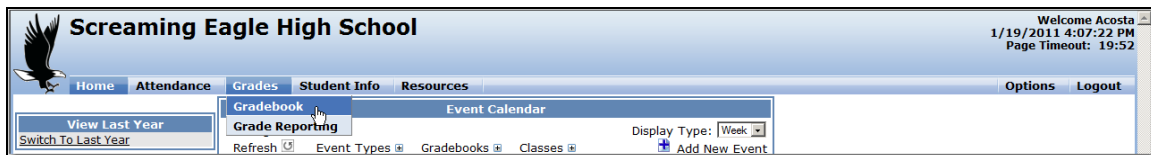
ABI SECURITY

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

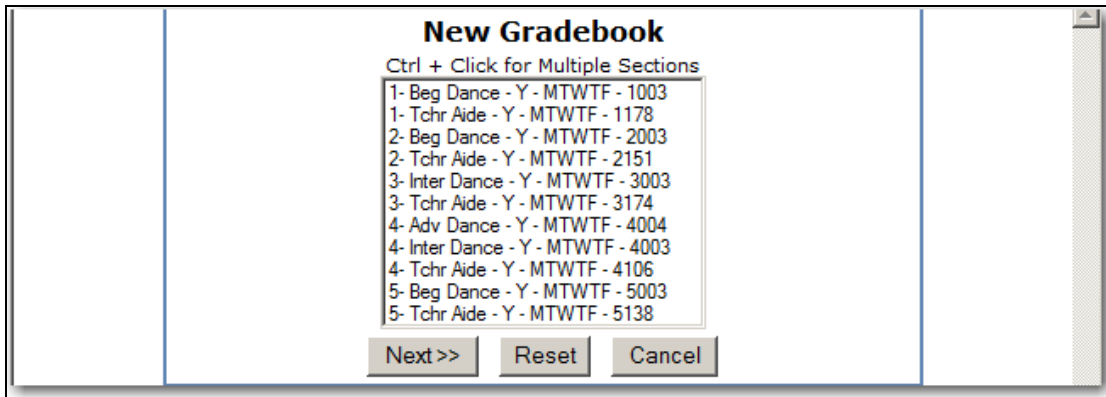
To access **Gradebooks**, place the **cursor** directly on the **Grades** tab and dropdowns will display. Click the mouse on the **Gradebook** dropdown.



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.

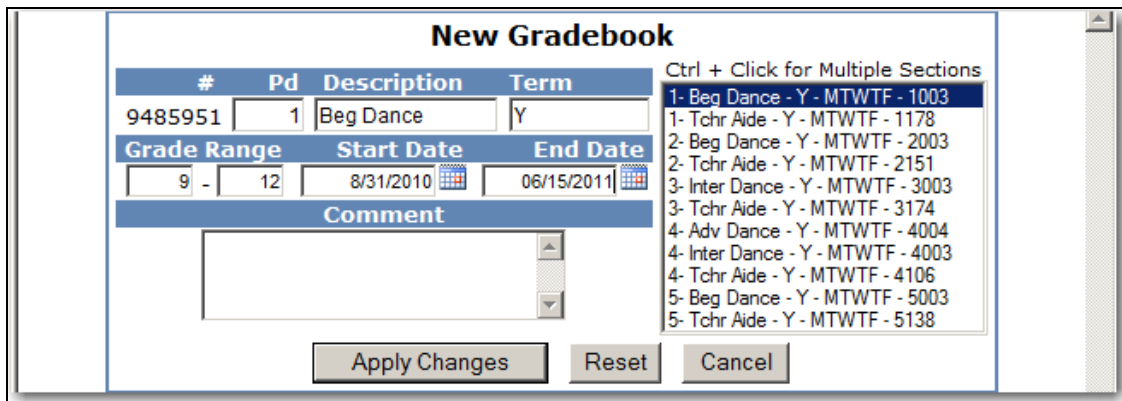


The following screen will display. Click the mouse on the **Section** selected which will be hi-lited. To select additional sections, hold down the **Ctrl key**. Click the mouse on the additional **Sections**. After the sections are selected click the mouse on the **Next** button. When complete, click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

Choose a Gradebook: 1-Beg Dance - Y

Change Gradebook

Print Preview

Forms

Gradebooks for Dye

Pd	Name	Term	Grade Range	Start Date	End Date	Edit
1	Beg Dance	Y	9 - 12	8/31/2010	6/15/2011	

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.

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

Choose a Gradebook: 1-English 9 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

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
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

Apply Changes Reset

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.

Page Timeout: 19:22

Aeries Gradebook - Maintenance

Choose a Gradebook: 1-English 9 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

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

Apply Changes Reset

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



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

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.

Action	Stu#	Name	Sex	Grade	Start Date	End Date	Low Assgn	High Assgn
Add	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.

Action	Stu#	Name	Sex	Grade	Start Date	End Date	Low Assgn	High Assgn
Add	8	Abesamis, Tatiana J	F	11	9/9/2009		5	0
	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.

The screenshot shows the 'Aeries Gradebook - Maintenance' interface. On the left is a sidebar with 'Choose a Gradebook' set to '1 - Biology Cp - Y'. The main area has tabs for 'Edit Gradebooks', 'Link Gradebooks', 'Enters/Leaves', 'Manage Students', 'Final Marks', 'Scales', and 'Backups'. Below these are two summary boxes: 'Students have left from these Gradebooks' and 'Students need to be added to these Gradebooks'. The central table is titled 'Students Pending Entry into 1 - Biology Cp - Y' and contains the following data:

Action	Stu#	Name	Sex	Grade	Start Date	End Date	Low Assgn	High Assgn
Add	8	Abesamis, Tatiana J	F	11	9/9/2009		5	0
	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.

The screenshot shows the 'Aeries Gradebook - Maintenance' interface with the 'Manage Students' tab selected. The 'Choose a Gradebook' dropdown is set to '0 - Language Arts - Y'. A warning message states: 'To prevent accidental deletions, this box must be checked before any records can be deleted'. The table is titled 'Students in 0 - Language Arts - Y' and contains the following data:

Action	Status	Transfer	Sort	Stu#	Name	Sex	Grade	Start Date	End Date	Low Assgn	High Assgn
	Active	Transfer		1	32 Aparicio, Katharine Fanny	F	1	8/31/2010		0	0
	Active	Transfer		2	70 Barwig, Jesse Jacob	M	1	8/31/2010		0	0
Drop	Active	Transfer		3	87 Botello, Trentorian Obed	M	1	8/31/2010		0	0
Delete	Active	Transfer		4	99 Burry, Carla Hailee	F	1	8/31/2010		0	0
	Active	Transfer		5	142 Cohen, Kelly Alexandra	F	1	8/31/2010		0	0

The **Action** dropdown will allow you to **Drop** or **Delete** a student from the selected gradebook. 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.

This close-up screenshot shows a portion of the student list. The student '32 Aparicio, Katharine Fanny' is highlighted in yellow, indicating they have been dropped. The 'Action' dropdown for this student is set to 'Dropped'.

	Active	Transfer		18	715 Weber, Janine Lisa	F	1	10/6/2010		0	0
	Active	Transfer		19	724 Wilkins, Marco Jared	M	1	11/2/2010		0	0
	Dropped			1	32 Aparicio, Katharine Fanny	F	1	8/31/2010		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.

This screenshot shows the 'Aeries Gradebook - Maintenance' interface with the 'Delete' checkbox checked. The table is titled 'Students in 0 - Language Arts - Y' and contains the following data:

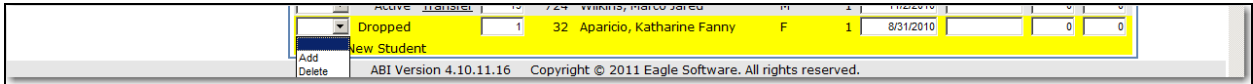
Action	Status	Transfer	Sort	Stu#	Name	Sex	Grade	Start Date	End Date	Low Assgn	High Assgn
Delete	Active	Transfer		2	70 Barwig, Jesse Jacob	M	1	8/31/2010		0	0
	Active	Transfer		3	87 Botello, Trentorian Obed	M	1	8/31/2010		0	0

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.



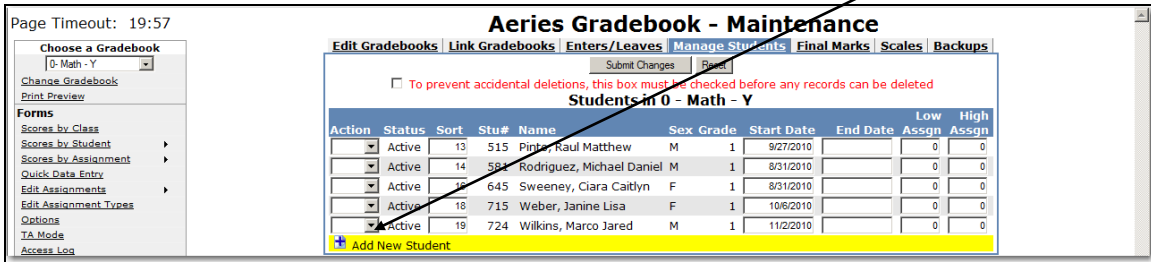
NOTE: Deleting a student will delete a student's scores and must be done with caution.

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



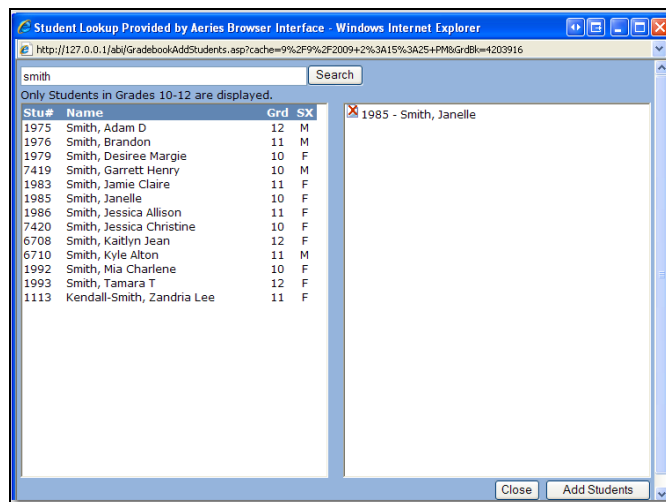
ADD NEW STUDENT

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.



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

[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	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 1st, 3rd and 4th 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

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

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
Ungrouped						
0	5	Physics Cp	Y	6 - 12	9/1/2009	6/23/2010
Group 1						
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

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

#	Gradebook	#	Gradebook
2	4 - Biology Cp - Y	2	1 - Biology Cp - Y

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

Choose a Gradebook: 1 - Biology Cp - Y

Forms: Scores by Class, Scores by Student, Scores by Assignment, Quick Data Entry, Edit Assignments

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 Artech, 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.

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Aeries Gradebook - Maintenance

Choose a Gradebook: 1 - Biology Cp - Y

Select Gradebook to Pull From: 4 - Biology Cp - Y

Begin Transfer...

The following message will display.

Windows Internet Explorer

Are you sure you want to pull this students scores FROM the chosen gradebook and replace the scores in the CURRENT gradebook?

OK Cancel

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.

Page Timeout: 19:43

Aeries Gradebook - Maintenance

Choose a Gradebook: 0 - Language Arts - Y

Forms: Scores by Class, Scores by Student, Scores by Assignment, Quick Data Entry, Edit Assignments

Students in 0 - Language Arts - Y

Action	Status	Transfer	Sort	Stu#	Name	Sex	Grade	Start Date	End Date	Low Assgn	High Assgn
▼	Active	Transfer	1	87	Botello, Trentorian Obed	M	1	8/31/2010		0	0
▼	Active	Transfer	2	99	Burry, Carla Hailee	F	1	8/31/2010		0	0
▼	Active	Transfer	3	142	Cohen, Kelly Alexandra	F	1	8/31/2010		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	High
▼	Active	Transfer	3	87	Botello, Trentorian Obed	M	1	8/31/2010		0	0
▼	Active	Transfer	2	99	Burry, Carla Hailee	F	1	8/31/2010		0	0
▼	Active	Transfer	1	142	Cohen, Kelly Alexandra	F	1	8/31/2010		0	0

The **Scores by Assignment** screen has a **Sort By Custom Sort Field** instead of **Name** option.

#	Stu #	Name	Score	Max	Completed	Date	Comment	Status	Attend On:
1.	142	Cohen, Kelly A		20					
2.	99	Burry, Carla H		20					
3.	87	Botello, Trentorian O		20					

If the option is selected the students will display by the **Custom Sort Order** on the **Scores by Class** and **Scores by Assignment** screens.

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.

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**.

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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 "Pass/Fail" scale for all Assignments not specifically given another Scale.

Mark	% of 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.

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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:

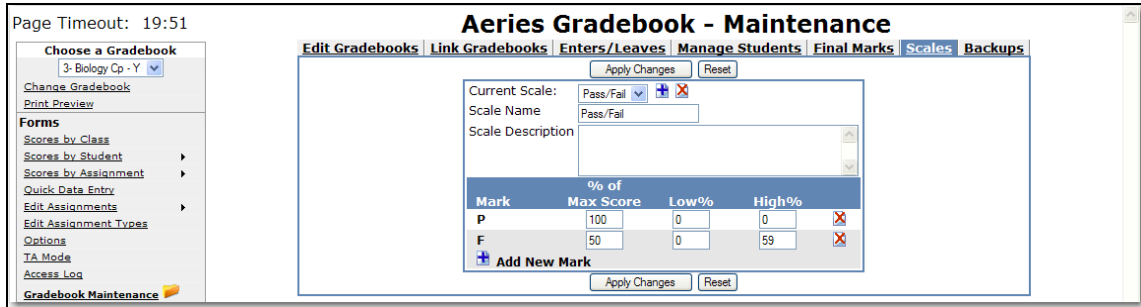
Mark	% of Max Score	Low%	High%	
A	100	90	100	X
B	89	80	89	X
C	79	70	79	X
D	69	60	69	X
F	59	0	59	X
CR	0	0	0	X
I	0	0	0	X
P	0	0	0	X

Add New Mark

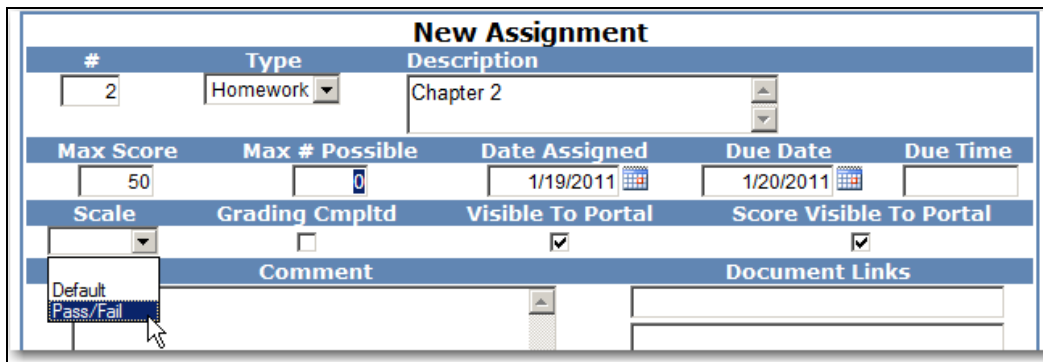
In the **Pass/Fail** example only the **P** and **F** mark will be used. A **RED** bar will display across the marks you are deleting. Click the mouse on **Apply Changes**.

NOTE: Only Valid Alpha Marks can be used for Scales, not Numeric.

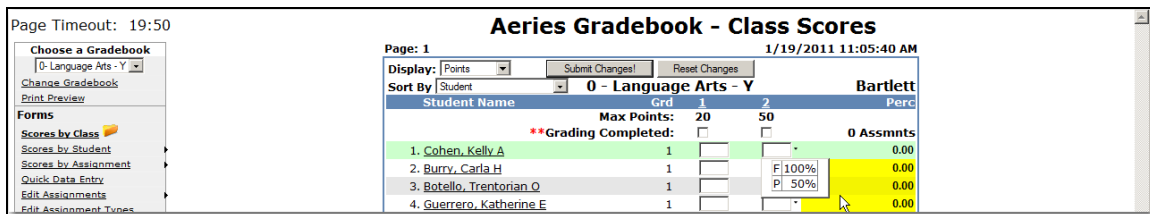
Only the marks of **F** and **P** will display. Enter the **Percentage** assigned to the marks in the **% of Max Score** field. For the **Pass/Fail** example 50% can be entered for an F and 100% for a P. The **Low %** and **High %** are not used at this time. They can be used as reference. Click the mouse on **Apply Changes** when completed.



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



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**.



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**.

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.



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.

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.



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**



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**.

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.



NOTE: If using the **Max # Possible** field for an assignment, all students' scores must be entered using the **# Correct** option **ONLY**.

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**.

Select a **Scale** from the dropdown if applicable. Select **Grading Cmpltd** to factor the scores into the overall grade when they are submitted.

#	Type	Description	Max Score	Max # Possible	Date Assigned	Due Date	Due Time	Scale	Grading Cmpltd	Visible To Portal	Score Visible To Portal	Comment	Document Links
1	Homework	Chapter 1 Worksheet	10	20	1/24/2011	01/29/2011	09:00 am	Default	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		

The **Visible to Portal** option will allow or deny the assignment to be visible to students and parents through the ABI Student/Parent Portal. The **Score Visible to Portal** can be used to allow or deny the assignment score to be visible to students or parents. Enter a **Comment** for the assignment.

The **Document Link** field can be used to enter a valid URL path. If using the **File Upload** process an icon is available to upload files for the assignment. See below for more information on the **File Upload** process.

Click the mouse on **Add** when all assignment information is completed. Add all class assignments for the gradebook selected. The class assignments are now assigned to each student currently enrolled in the class selected.

IMPORT ASSIGNMENTS FROM ANOTHER GRADEBOOK

Teachers have the option to import assignments from any other teacher's gradebook to their current gradebook. Under **Choose a Gradebook** from the left side of the form select a gradebook. Click the mouse on **Edit Assignments**. Click the mouse on the **Import Assignments From Another Gradebook** option on the lower right of the Assignments page.

Page Timeout: 15:40

Aeries Gradebook - Assignments

Pinto, Raul M View Student 1/19/2011 11:12:28 AM

Class Assignments for 0 - Math - Y (Bartlett)

#	Type	Description	Doc	Assigned	Due Date	Score	Max	Max #	Visible	Score Visible	Grading
1	Homework	Chapter 1		1/19/2011	1/20/2011	20	0		Yes	Yes	No

Import Assignments From Another Gradebook
Push Assignments To Other Gradebooks

The following page will display. Click the mouse on the **Teacher** dropdown to select a teacher. After the teacher is selected, select the gradebook from the **Gradebook** dropdown. The assignments for that teacher and gradebook will display on the page. Use the mouse to select an assignment. Click the mouse on the assignment.

Import Assignments - ABI Gradebook - Windows Internet Explorer

http://127.0.0.1:abixp/GradebookImportAssignments.asp?cache=1%2F19%2F2011+11%3A15%3A58+AM&GrdBk=5587418

Select the Assignment to Import

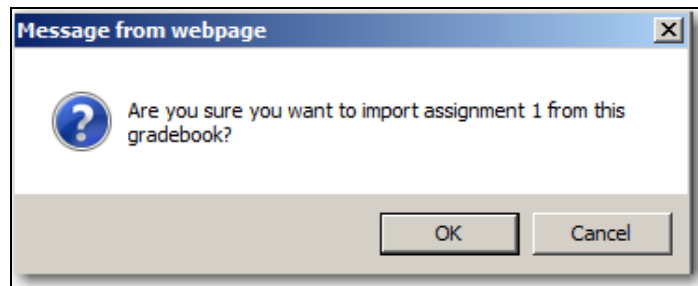
Teacher: Enos (421)

Gradebook: 0 - Math - Y

Click on a record to import it into the current gradebook.

#	Type	Description	Assigned	Due Date
1	MR 3.1, Chapter One, Mid-Chapter Test, Place 3.2, 3.3 Value and Number Sense		8/17/2010	8/21/2010
2	NS 1.1, Chapter One Test Place Value and 1.2, 1.8 Number Sense		8/17/2010	8/21/2010

The following message will display.



Click on the **OK** button to import the selected assignment into the current gradebook. Continue selecting and clicking on the assignments. Assignments have to be selected individually. Click the **Close** button at the bottom of the page to close.

PUSH ASSIGNMENTS TO OTHER GRADEBOOKS

Teachers have the ability to push assignments from the current gradebook to any of the same teacher's other gradebooks. Under **Choose a Gradebook** from the left side of the form select a gradebook. Click the mouse on the **Push Assignments to Other Gradebooks** option on the lower right of the Assignments page.

Page Timeout: 15:40

Aeries Gradebook - Assignments

Pinto, Raul M View Student 1/19/2011 11:12:28 AM

Class Assignments for 0 - Math - Y (Bartlett)

#	Type	Description	Doc	Assigned	Due Date	Score	Possible	Scale	Visible to Portal	Score Visible to Portal	Grading
1	Homework	Chapter 1		1/19/2011	1/20/2011	20	0		Yes	Yes	No

Import Assignments From Another Gradebook
Push Assignments To Other Gradebooks

The following page will display. The dropdown will display the assignments for the current gradebook. The other gradebooks for the same teacher are displayed below. Select the assignment from the dropdown and click the mouse on the **Push** button.

Push Assignments to Another ABI Gradebook - Windows Internet Explorer

http://127.0.0.1/abixp/GradebookPushAssignments.asp?cache=1%2F19%2F2011+11%3A12%3A27+AM&GrdBk=5587418

Select the Assignment to Push

Chapter 1

	Pd	Name	Term	Grade Range	Start Date	End Date
Push	0	Math	Y	1	9/5/2010	6/15/2011
Push	Group 1					
	0	Language Arts	Y	1	9/5/2010	6/15/2011

Close

The following message will display.

Message from webpage

Are you sure you want to copy/push this assignment to this gradebook?

OK Cancel

Click on the **OK** button to push the selected assignment into the other gradebook. Continue selecting and clicking on the assignments. Assignments have to be selected individually. Click the **Close** button at the bottom of the page to close.

FILE UPLOAD PROCESS

The **File Upload** Process in ABI will enable teachers and students to upload and download files for assignments. **The File Upload feature is available to Client Server districts only.**

There are two ways for teachers to upload files. Teachers can upload from the **Gradebook** tab when creating a **New Assignment** or from the **ABI Home** page using **My Briefcase**.



NOTE: In order to implement the ABI File Upload feature, the district ABI administrator can access documentation from the following link.

<http://www.aeries.com/Downloads/ABI/Docs/2007-10-19.0845/ABI File Upload Install.pdf>

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**.

#	Type	Description
1	Class Journal	Summer Journey

Max Score	Max # Possible	Date Assigned	Due Date	Due Time	Allow Drop Box
30	0	9/3/2008	1/23/2009		<input checked="" type="checkbox"/>

Scale	Grading Cmpltd	Visible To Portal	Score Visible To Portal
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Comment: Describe you Summer Journey through life!

Document Links: [Upload Icon] [Upload Icon] [Upload Icon]

Buttons: Apply Changes, Reset, Delete, Cancel

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

Aeries File Upload - Windows Internet Explorer

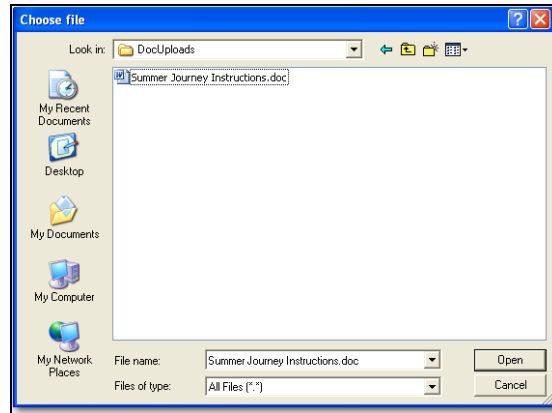
http://192.168.10.16/abi/FileUpload/Default.aspx?cache=1%2F23%2F2009+2%3A45%3A00+PM&Lo

Upload a File

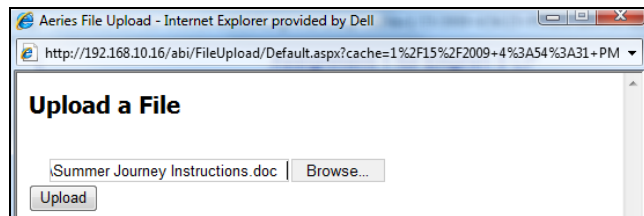
Browse...

Upload

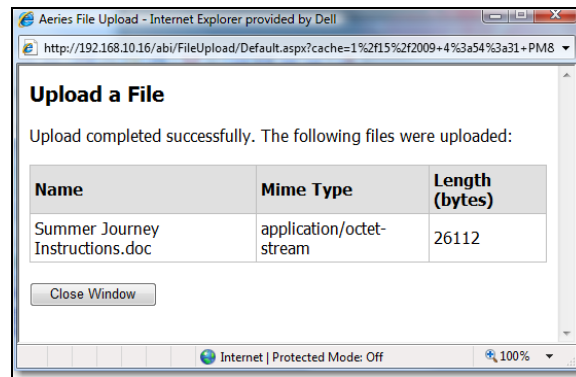
Click the mouse on the file then click the mouse on the **OPEN** button.



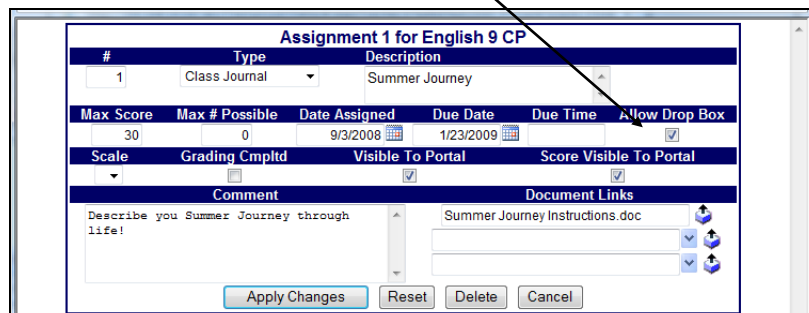
Click the mouse on the **UPLOAD** button to send it to your SQL Server.



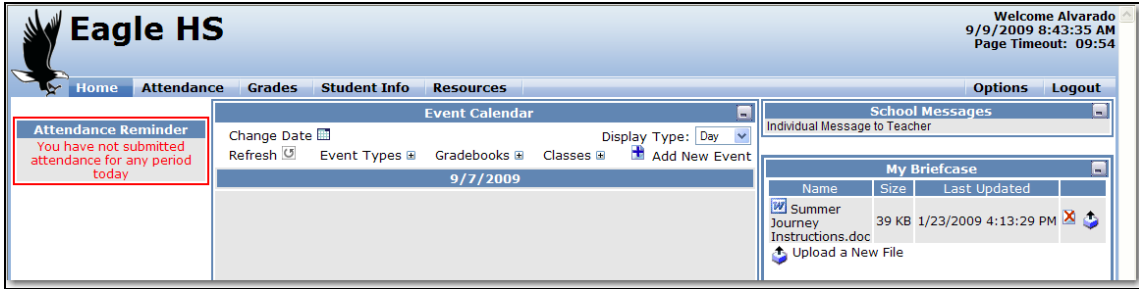
Once the file has been uploaded the following dialog box will display. Click the mouse on the **Close Window** button.



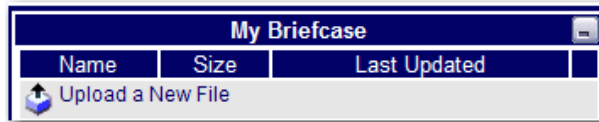
The document is now listed for the Assignment in the **Document Links** field. The teacher can also turn on the option to allow students to **Upload** their assignment back to the teacher's drop box by entering a check mark in the box under **Allow Drop Box**.



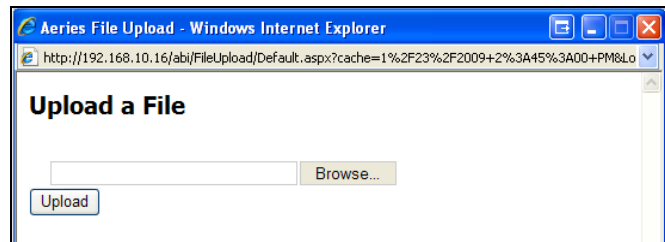
Teachers also have the option of uploading their files to **My Briefcase** on the **ABI Home** page. Later these files can be added to a new or existing assignment.



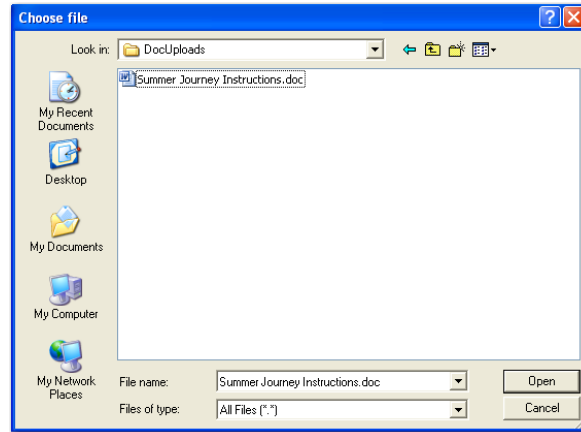
To Upload a file, click the mouse on the **Upload Icon** next to **Upload a New File**.



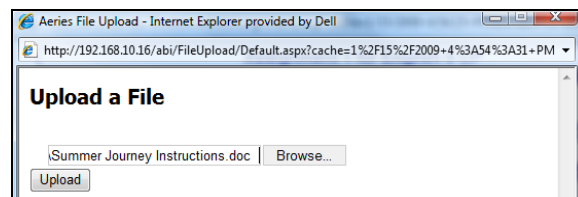
The following dialog box will display. Click the mouse on the **Browse** button to find the file to Upload.



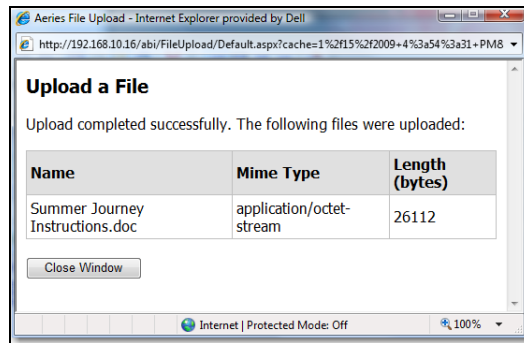
Click the mouse on the file then click the mouse on the **OPEN** button.



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.

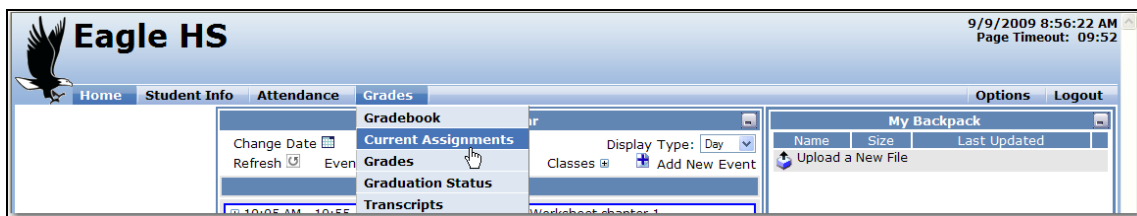


Click the mouse on the **Close Window** button and the document will display under **My Briefcase**.

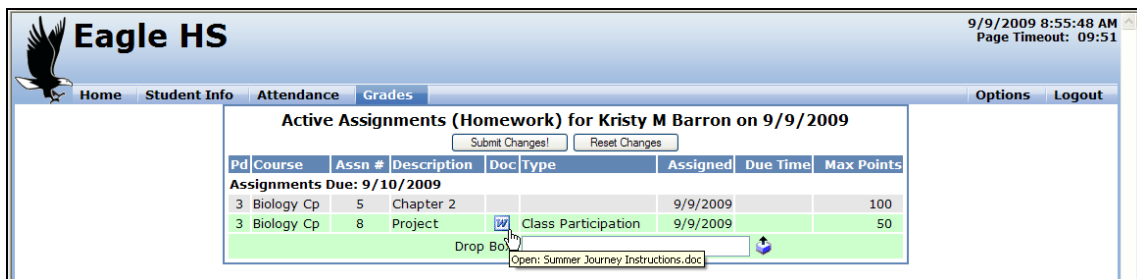


The teacher can also **Delete** the file by clicking on the **Delete** icon. However, a file cannot be deleted from **My Briefcase** if it is attached to an assignment.

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

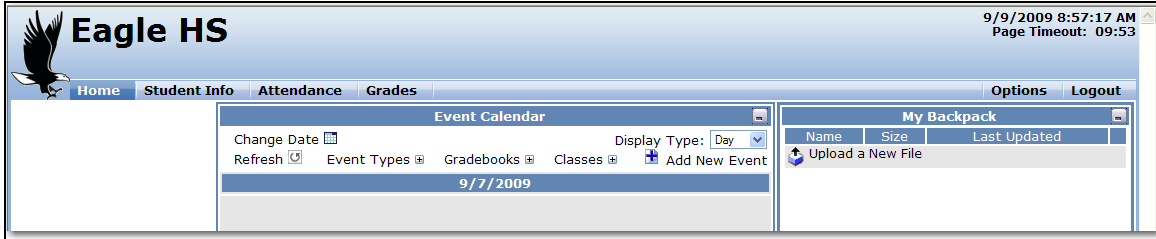


From **Current Assignments** a student can download the document by clicking the mouse on the **Document** icon located in the **Doc** column. The file can be **OPENED** or **SAVED**.



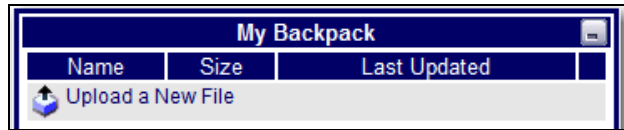
If a teacher has checked the **Allow Drop Box** field a student can upload their assignment back to the teacher. There are two ways for students to submit a file to the teachers **Drop Box**. Students can use **My Backpack** from the **ABI Home** page or from the **Grades** tab they can use the **Current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

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

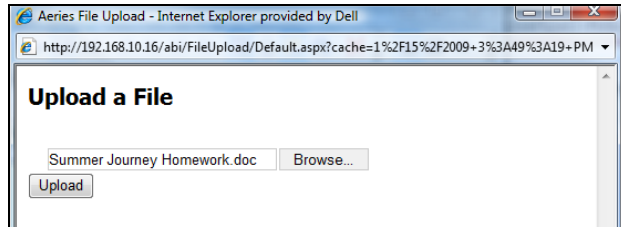


NOTE: School Districts may want to establish a district policy on the size and type of files students can upload into My Backpack.

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.

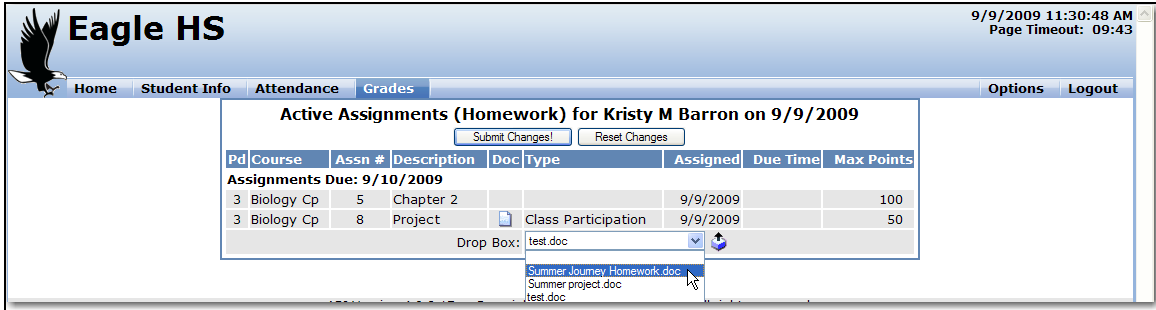


NOTE: A file cannot be deleted from My Backpack if it is associated to an assignment.

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

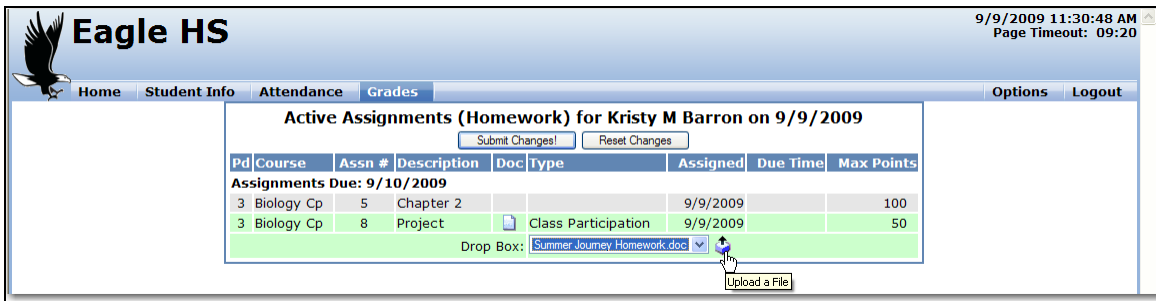


If a teacher has checked the **Allow Drop Box** field a student can upload their assignment back to the teacher. Students can upload their assignments under the **Grades** tab by clicking the mouse on the **Current Assignments** tab. The **Drop Box** is located at the bottom of the form. All files previously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

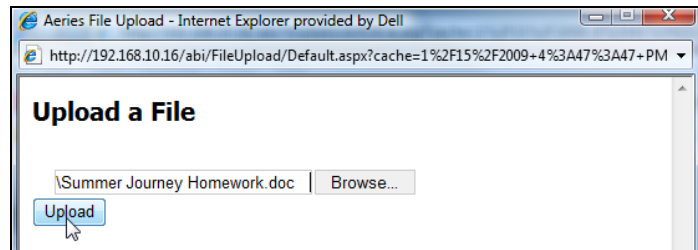


Click the mouse on the down arrow and select the desired file. Click the mouse on the **Submit Changes** button to upload.

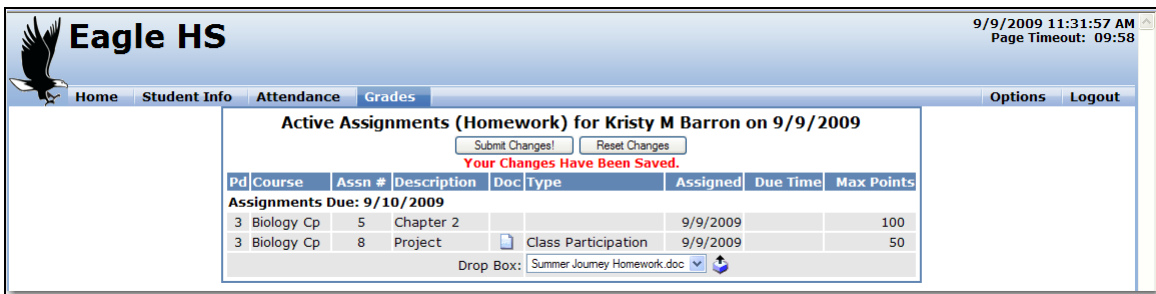
Students can upload documents not in their **My Backpack** by clicking the mouse on the **Upload** icon.



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**.



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.

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.

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**.

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.

Student Name	Grd	1	2	3	4	5	6	7	8	9	10	Perc	Mrk	
Max Points:		20	15	10	20	10	50	10	10	0	20			
**Grading Completed:		<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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10 Assmnts	
1. Bennett, Canissa T	9	20	NA	0	20	10	0	10	10	25		73.25	C	
2. Brown, Heather L	9	20	10	8.9	20	10	44.5	5	8			63.39	D	
3. Cruz-Torres, Noelia	9	20	10	0	NA		49.5					46.25	F	
4. Delgado, Tyler J	9	20	15	10	20	10	*0	10	10	25	20	134.09	A	
5. Downing, Michele C	9	20	15	10	20	10	45	10	10			70.21	C	
6. Falls, Dustin L	9	20	10	0			50					40.12	F	
Student Name		Grd	1	2	3	4	5	6	7	8	9	10	Perc	Mrk
Class Average:			20.00	12.00	4.81	20.00	10.00	37.80	8.75	9.50	25.00	20.00	71.22	C

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.

Page Timeout: 19:41

Aeries Gradebook - Class Scores 1/24/2011 1:40:01 PM

Page: 1 2

Display: Points Submit Changes! Reset Changes

Sort By Student 1 - English 9 CP - Y Acosta

Student Name	Grd	1	2	3	4	5	6	7	8	9	10	Perc	Mrk
Max Points:		50	10	10	20	20	20	20	20	20	20		
** Grading Completed:		<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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		10 Assmnts
1. Bennett, Carissa T	9	0	10	10	10	10	10	10	10	25	20	69.84	D
2. Brown, Heather L	9	44.5	5	8	18	20						89.30	B

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.

Page Timeout: 19:55

Aeries Gradebook - Class Scores 1/24/2011 1:44:13 PM

Page: 1

Display: Points Submit Changes! Reset Changes

Sort By Student 1 - English 9 CP - Y Acosta

Student Name	Grd	1	2	3	4	5	6	7	8	9	10	Perc	Mrk
Max Points:		20	15	10	20	10	50	10	10	20	20		
** Grading Completed:		<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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		10 Assmnts
1. Bennett, Carissa T	9	20	NA	0	20	10	0	10	10	25	20	69.84	D
2. Brown, Heather L	9	20	10	8.9	20	10	44.5	5	8	18	20	89.30	B
3. Cruz-Torres, Noelia	9	20	10	0	NA	49.5	10	10	10	20	20	85.16	B
4. Dellagio, Tyler J	9	20	15	10	20	10	0	10	10	25	20	103.40	A
5. Downing, Michele C	9	20	15	10	20	10	45	10	10	18	20	96.12	A
6. Falls, Dustin L	9	20	10	0	NA	50	8	12	20	20	20	77.42	C
Class Average:		20.00	12.00	4.81	20.00	10.00	37.80	8.83	10.00	21.00	20.00	86.88	B

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.

Submit Changes! Reset Changes

Sort By Custom Sort Field Instead of Name Show Assignment Key Refresh

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.

Page Timeout: 19:11

Aeries Gradebook - Class Scores 1/24/2011 1:44:13 PM

Page: 1

Display: Points Submit Changes! Reset Changes

Sort By Student 1 - English 9 CP - Y Acosta

Student Name	Grd	1	2	3	4	5	6	7	8	9	10	Perc	Mrk
Max Points:		20	15	10	20	10	50	10	10	20	20		
** Grading Completed:		<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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		10 Assmnts
1. Bennett, Carissa T	9	20	NA	0	20	10	0	10	10	25	20	69.84	D
2. Brown, Heather L	9	20	10	8.9	20	10	44.5	5	8	18	20	89.30	B

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.

Page Timeout: 18:40

Aeries Gradebook - Class Scores 1/24/2011 1:44:13 PM

Page: 1

Display: Points Submit Changes! Reset Changes

Sort By Student 1 - English 9 CP - Y Acosta

Student Name	Grd	1	2	3	4	5	6	7	8	9	10	Perc	Mrk
Max Points:		20	15	10	20	10	50	10	10	20	20		
** Grading Completed:		<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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		10 Assmnts
1. Bennett, Carissa T	9	20	NA	0	20	10	0	10	10	25	20	69.84	D
2. Brown, Heather L	9	20	10	8.9	20	10	44.5	5	8	18	20	89.30	B

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: 19:40

Aeries Gradebook - Student Scores

Bennett, Carissa T | Change Student | 1/24/2011 1:54:52 PM

Submit Changes! | Reset Changes

Display Only Missing Assignments

Carissa T Bennett (190) | 1 - English 9 CP - Y | Tchr: Acosta | Grd: 9

#	Description	Type	Score	Max	Completed	Date	Due Date	Grading	Complt
1	Chapter 1 Worksheet	Homework		20			11/1/2010	Yes	
2	Vocab 1A	Homework	13	15		11/1/2010	11/1/2010	Yes	
3	Chapter 1 Quiz	Quiz	10	10		11/16/2010	11/16/2010	Yes	
4	Spelling Wksheet	Homework	20	20		11/17/2010	11/17/2010	Yes	
5	Chapter 1 Test	test	10	10		11/17/2010	11/17/2010	Yes	
6	"Franklin" Quiz	Quiz	50	50		11/17/2010	11/17/2010	Yes	

Submit Changes! | Reset Changes

Type	Perc of Grade	Points	Max	Perc Mark
Projects	10 %	0.00	0	0.00
Homework	15 %	53.00	55	96.36 A
Participation	15 %	0.00	0	0.00
Quiz	20 %	60.00	60	100.00 A
test	40 %	10.00	10	100.00 A
Total**				99.27 A

* 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: 19:53

Aeries Gradebook - Student Scores

Bennett, Carissa T | Change Student | 1/24/2011 1:55:47 PM

Submit Changes! | Reset Changes

Display Only Missing Assignments

Carissa T Bennett (190) | 1 - English 9 CP - Y | Tchr: Acosta | Grd: 9

#	Description	Type	Score	Max	Completed	Date	Due Date	Grading	Complt
1	Chapter 1 Worksheet	Homework		20			11/1/2010	Yes	

Submit Changes! | Reset Changes

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: 19:53

Aeries Gradebook - Student Scores

Bennett, Carissa T | Change Student | 1/24/2011 1:56:26 PM

Submit Changes! | Reset Changes

Display Only Missing Assignments

Carissa T Bennett (190) | 1 - English 9 CP - Y | Tchr: Acosta | Grd: 9

#	Description	Type	Score	Max	Completed	Date	Due Date	Grading	Complt
1	Chapter 1 Worksheet	Homework		20			11/1/2010	Yes	
2	Vocab 1A	Homework	13	15		11/1/2010	11/1/2010	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.

#	Description	Type	Score	Max	Completed	Date	Due Date	Grading
1	Chapter 1 Worksheet	Homework	20	20	11/1/2010	11/1/2010	Yes	
2	Vocab 1A	Homework	13	15			Yes	
4	Spelling Wksheet	Homework	20	20	11/1/2010		Yes	
3	Chapter 1 Quiz	Quiz	10	10	11/1/2010		Yes	

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.

Progress By Student	Submit Changes!	Reset Changes																																				
Other	<table border="1"> <thead> <tr> <th>Type</th> <th>Perc of Grade</th> <th>Points</th> <th>Max</th> <th>Perc</th> <th>Mark</th> </tr> </thead> <tbody> <tr> <td>Projects</td> <td>10 %</td> <td>13.00</td> <td>15</td> <td>86.66</td> <td>B</td> </tr> <tr> <td>Homework</td> <td>20 %</td> <td>43.00</td> <td>55</td> <td>78.18</td> <td>C</td> </tr> <tr> <td>Quiz</td> <td>30 %</td> <td>52.50</td> <td>60</td> <td>87.50</td> <td>B</td> </tr> <tr> <td>test</td> <td>40 %</td> <td>10.00</td> <td>10</td> <td>100.00</td> <td>A</td> </tr> <tr> <td>Total**</td> <td></td> <td></td> <td></td> <td>90.55</td> <td>A</td> </tr> </tbody> </table>		Type	Perc of Grade	Points	Max	Perc	Mark	Projects	10 %	13.00	15	86.66	B	Homework	20 %	43.00	55	78.18	C	Quiz	30 %	52.50	60	87.50	B	test	40 %	10.00	10	100.00	A	Total**				90.55	A
Type	Perc of Grade	Points	Max	Perc	Mark																																	
Projects	10 %	13.00	15	86.66	B																																	
Homework	20 %	43.00	55	78.18	C																																	
Quiz	30 %	52.50	60	87.50	B																																	
test	40 %	10.00	10	100.00	A																																	
Total**				90.55	A																																	
Main Menu	*Assignments are not counted until graded.																																					
Logout	** 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.

Page Timeout: 19:45

Aeries Gradebook - Assignment Scores

1 - Chapter 1 Worksheet | Change Assignment | 1/24/2011 2:01:58 PM

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

1: Chapter 1 Worksheet | 1 - English 9 CP - Y

Type: Homework Assigned: 10/29/2010 Due: 11/1/2010 Max Score: 20 Grading Complete:

#	Stu #	Name	Score	Max	Completed	Date	Comment	Status	Attend On:
1.	190	Bennett, Carissa T		20		11/1/2010			UNV
		Brown, Heather L		20					
		Cruz-Torres, Noelia		20					
		Deliqio, Tyler J		20					OTH
		Downing, Michele C		20					TDY
		Falls, Dustin L		20					TDY

Submit Changes! | Reset Changes

Max	Min	Avg	Median	Mode	Var	StdDev	AvgDev
20	20	20.00	20	20	0.00	0.00	0.00

Default Score to Overwrite existing values?

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**.

Page Timeout: 19:57

Aeries Gradebook - Assignment Scores

1 - Chapter 1 Worksheet | Change Assignment | 1/24/2011 2:02:57 PM

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

1: Chapter 1 Worksheet | 1 - English 9 CP - Y

Type: Homework Assigned: 10/29/2010 Due: 11/1/2010 Max Score: 20 Grading Complete:

#	Stu #	Name	Score	Max	Completed	Date	Comment	Status	Attend On:
1.	190	Bennett, Carissa T		20		11/1/2010			UNV

Submit Changes! | Reset Changes

Max	Min	Avg	Median	Mode	Var	StdDev	AvgDev
20	20	20.00	20	20	0.00	0.00	0.00

Default Score to Overwrite existing values?

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.

#	Stu #	Name	Score	Max	Completed	Date	Comment	Status	Attend On:
1.	190	Bennett, Carissa T	20	20		11/1/2010			UNV
2.	264	Brown, Heather L	20	20					

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**.

The student's attendance for the **Date Assigned** and **Date Due** is also displayed to the far left.

#	Stu #	Name	Score	Max	Completed	Date	Comment	Status	Attend On:
1.	190	Bennett, Carissa T	18	20		11/1/2010	Worked with TA	Late	UNV
2.	264	Brown, Heather L	20	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
20	18	19.67	20	20	0.67	0.82	0.33

Default: to Overwrite existing values?

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
20	18	19.67	20	20	0.67	0.82	0.33

Default: to Overwrite existing values?



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.

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.

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.

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.

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: 17:47

Aeries Gradebook - Quick Data Entry

Choose a Gradebook: [1- English 9 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
Blackboard Import
TA Mode
Access Log
Gradebook Maintenance
Trends
Reports
Assignments by Student

Assignment: [7- Group Project (1/25/2011)] Student: [Cruz-Torres, Noelia] Score: [3]

Enter Scores By: Points
7: Group Project
Max Score: 15 Grading
Complete: Assigned: 1/24/2011 Due: 1/25/2011

You must CLICK the SAVE BUTTON to save data entered!

Data To Be Changed

Save

Stu#	Name	Score
190	Bennett, Carissa T	18
264	Brown, Heather Lee	15
495	Cruz-Torres, Noelia	20
543	Deligio, Tyler J	20



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

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

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**.
- **Show Students Alias Names** will display the students Alias Names
- **Show Assignment Description on Scores by Class Page Header/Footer** will display the Assignment Description at the top and bottom of the Scores by Class page. The first 15 characters of the Assignment Description will rotate sideways.

Examples:

Show Class Average and Show Assignment Key option selected.

The screenshot shows the 'Scores by Class' interface. On the left is a navigation menu with options like 'TA Mode', 'Access Log', 'Gradebook Maintenance', 'Trends', 'Reports', and 'Other'. The main content area displays a table with columns for 'Student Name', 'Grd', and 'Perc Mrk'. A 'Class Average' row is visible with values: 19.66, 12.16, 8.15, 18.60, 10.00, 46.40, 0.00, 78.12. Below the table, there are checkboxes for 'Sort By Custom Sort Field instead of Name' (checked) and 'Show Assignment Key' (checked). A 'Refresh' button is also present.

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

This screenshot is similar to the previous one but shows the 'Show Class Average' and 'Show Assignment Key' checkboxes as unchecked. The table content and other interface elements remain the same.

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

The screenshot shows the 'Aeries Gradebook - Class Scores' page. The 'Page: 1 2' indicator is visible. The 'Display' dropdown is set to 'Points'. The 'Sort By' dropdown is set to '1 - English 9 CP - Y'. The table shows columns for 'Student Name', 'Grd', and 'Perc Mrk'. A 'Max Points' row is visible with values: 20, 15, 10, 20, 10. The 'Grading Completed' checkboxes are all checked. The total number of assignments is shown as '7 Assmnts'.

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.

The screenshot shows the 'Aeries Gradebook - Maintenance' page. The 'Choose a Gradebook' dropdown menu is open, showing options like '1 - English 9 CP - Y', '2 - English 9 CP - Y', and '3 - English 9 CP - Y'. The main content area displays a table with columns for 'Pd', 'Name', 'Term', 'Grade Range', 'Start Date', 'End Date', and 'Edit'. The table lists gradebooks for 'Acosta' with details like 'English 9 CP', 'Y', '9 - 12', and '8/31/2010'.

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

Gradebook Biology Cp Options

Weight Scores of Assignments by Type:

Range of Assignments to Display: 1 - 999

Range of Assignments to Count in Total Grade: 1 - 999

Apply Display Range To Entire Gradebook (Not just Scores by Class):
(Also applies to parent view):

Show Overall Mark w/ Score: (View Marks)

Show Point Ratio on Scores by Class Page (Only applies to total points grading):

Count Assignments toward Final Grade Immediately after a Score is Entered:

Submit Changes

- **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** – this option 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.

Page Timeout: 19:39

Aeries Gradebook - Options

General | Current Gradebook | **Grading Rules**

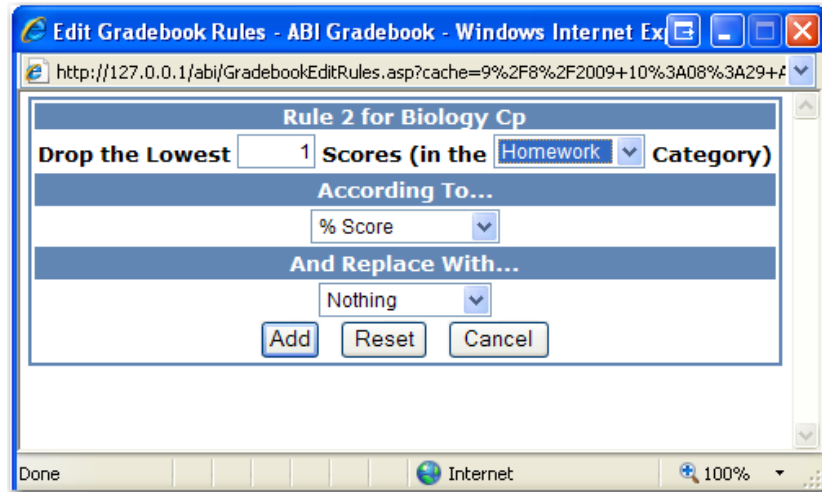
Grading Rules for Biology Cp

	Edit
1 Drop the Lowest 1 Scores (in the Homework Category) According to % Score	

Add

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**.

Page Timeout: 19:33

Choose a Gradebook
[2 - English 9 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
- BlackBoard Import
- TA Mode**
- Access Log
- Gradebook Maintenance
- Trends

Reports

- Assignments by Student
- Email Assignments

Aeries Gradebook - TA Mode

Turn ON Teacher Assistant Assignment Entry Mode (TA Mode)?

Period	Assignment Update Range (Low-High)	
0	[0]	- [0]
1	[0]	- [0]
2	[7]	- [7]
3	[0]	- [0]
4	[0]	- [0]
5	[0]	- [0]
6	[0]	- [0]
7	[0]	- [0]
8	[0]	- [0]
9	[0]	- [0]

Submit Changes

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.

Page Timeout: 19:48

Choose a Gradebook
[2 - English 9 CP - Y]

Change Gradebook
Print Preview

Forms

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

Other

- Logout

Aeries Gradebook - Class Scores

Page: 1 1/24/2011 2:23:47 PM

Display: [Points] Submit Changes! Reset Changes

Sort By: [Student] 2 - English 9 CP - Y Acosta

Student Name	Grd	Z
		Max Points: 15
		**Grading Completed: <input checked="" type="checkbox"/>
1. Bennett, Carissa T	9	
2. Brown, Heather L	9	
3. Cruz-Torres, Noelia	9	
4. Deligio, Tyler J	9	
5. Downing, Michele C	9	
6. Falls, Dustin L	9	
Student Name	Grd	Z

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

Choose a Gradebook
[3 - Biology Cp - Y]

Change Gradebook
Print Preview

Forms

- Scores by Class
- Scores by Student

Aeries Gradebook - Access Log

View Previous [1 Day] Go 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

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.

Student Name	Grd	Trend	1	2	3	4	5	6	7	Perc	Mrk
**Grading Completed:											
1. Bennett, Carissa T	9	0.65 ↑	18	13	10	20	10	50		88.54	B
2. Brown, Heather L	9	-0.77 ↓	20	10	8.9	20	10	44.5		84.88	B
3. Cruz-Torres, Noelia	9	-1.53 ○	20	10	13	10	42.5			81.88	B
4. Delgio, Tyler J	9	0.00 ○	20	15	10	20	10	+0	15	100.00	A
5. Downing, Michele C	9	-0.11 ↓	20	15	10	20	10	45	20	100.83	A
6. Falls, Dustin L	9	-10.93 ↓	20	10	0			50		35.90	F

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 **Show Grade Summary** report.

#	Type	Description	Assigned	Score	Max	Completed	Due	Grading																																				
1	Homework	Chapter 1 Worksheet	10/29/2010	18	20	1/24/2011	11/1/2010	Yes																																				
Worked with TA																																												
2	Homework	Vocab 1A	10/29/2010	13	15	11/1/2010	11/1/2010	Yes																																				
3	Quiz	Chapter 1 Quiz	11/15/2010	10	10	11/16/2010	11/16/2010	Yes																																				
4	Homework	Spelling Wksheet	11/16/2010	20	20	11/17/2010	11/17/2010	Yes																																				
5	test	Chapter 1 Test	11/16/2010	10	10	11/17/2010	11/17/2010	Yes																																				
6	Quiz	"Franklin" Quiz	11/16/2010	50	50	11/17/2010	11/17/2010	Yes																																				
7	Projects	Group Project	1/24/2011	15			1/25/2011	Yes																																				
<table border="1"> <thead> <tr> <th>Type</th> <th>Perc of Grade</th> <th>Points</th> <th>Max</th> <th>Perc</th> <th>Mark</th> </tr> </thead> <tbody> <tr> <td>Projects</td> <td>10 %</td> <td>0.00</td> <td>15</td> <td>0.00</td> <td>F</td> </tr> <tr> <td>Homework</td> <td>20 %</td> <td>51.00</td> <td>55</td> <td>92.72</td> <td>A</td> </tr> <tr> <td>Quiz</td> <td>30 %</td> <td>60.00</td> <td>60</td> <td>100.00</td> <td>A</td> </tr> <tr> <td>test</td> <td>40 %</td> <td>10.00</td> <td>10</td> <td>100.00</td> <td>A</td> </tr> <tr> <td>Total**</td> <td></td> <td></td> <td></td> <td>88.54</td> <td>B</td> </tr> </tbody> </table>									Type	Perc of Grade	Points	Max	Perc	Mark	Projects	10 %	0.00	15	0.00	F	Homework	20 %	51.00	55	92.72	A	Quiz	30 %	60.00	60	100.00	A	test	40 %	10.00	10	100.00	A	Total**				88.54	B
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Total**				88.54	B																																							
*Assignments are not counted until graded. ** Total based upon Weighted Assignment Types Totals based upon Assignments 1 - 999																																												

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.

Type	Description	Assigned	Score	Max	Completed	Due	Grading
2	Homework Vocab 1A	10/29/2010	0	15	11/1/2010	11/1/2010	Yes
7	Projects Group Project	1/24/2011	0	15		1/25/2011	Yes

Type	Perc of Grade	Points	Max	Perc Mark
Projects	10 %	0.00	15	0.00 F
Homework	20 %	38.00	55	69.09 D
Quiz	30 %	60.00	60	100.00 A
test	40 %	10.00	10	100.00 A
Total**				83.81 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

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

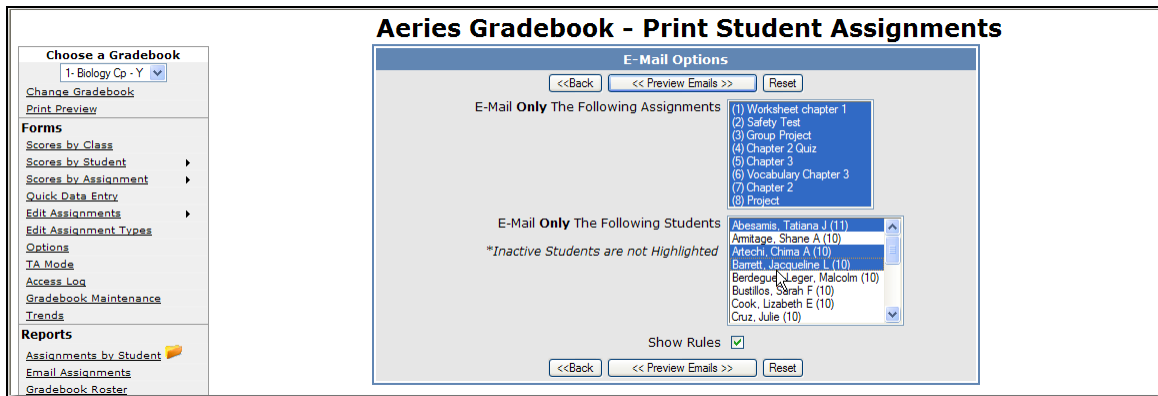
There are various options to choose from in creating this report.

- **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.

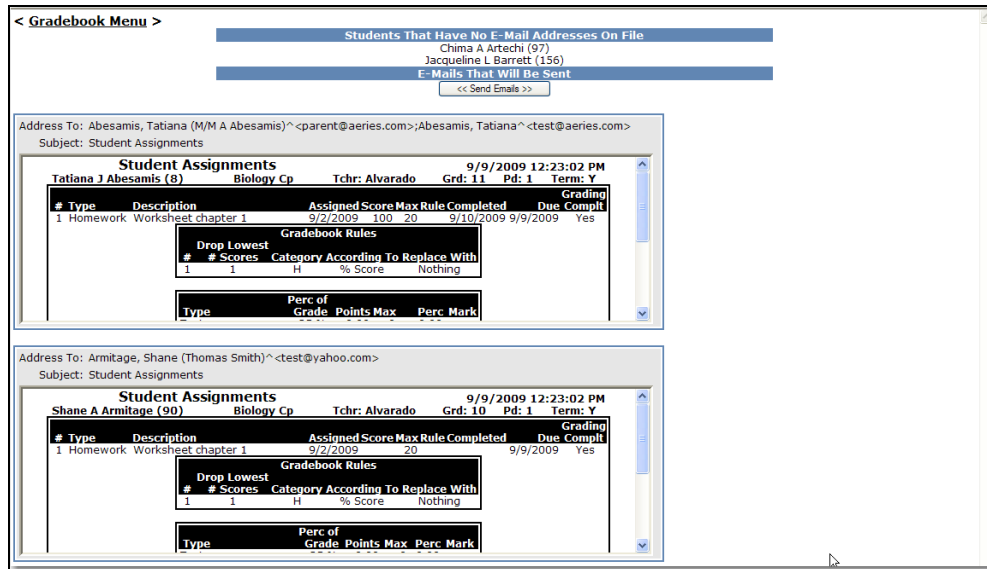
- **Gradebook** – select Multiple or individual gradebooks. If Multiple is selected the next screen will let you select the gradebooks
- **Sort by** – how to sort the assignments for each student
- **Sort Students By** – students can be sorted by name or custom sort order
- **Report Title** – the title 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.

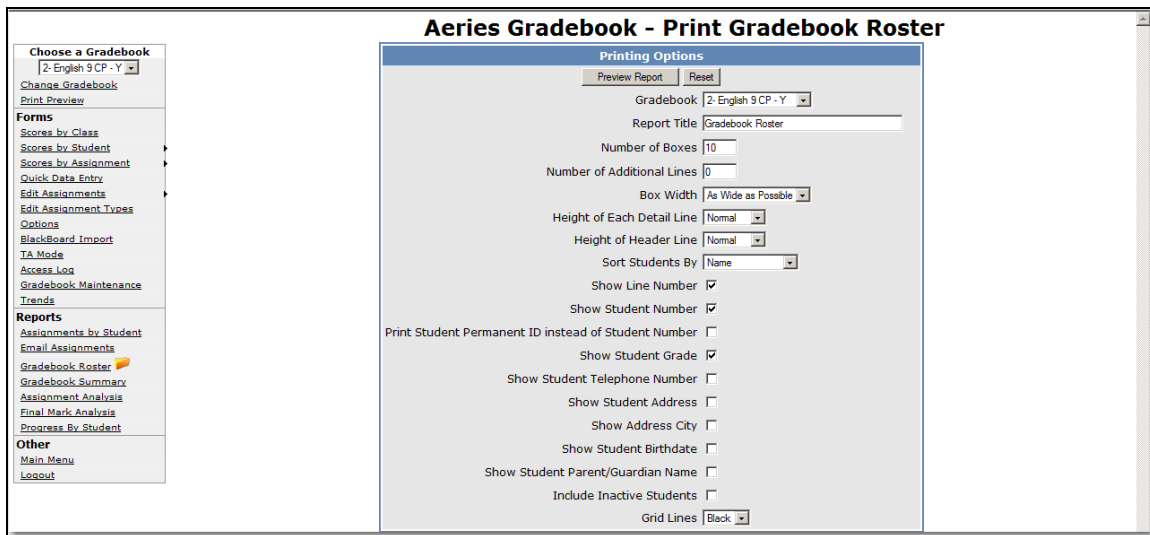


Click the mouse on the **Preview Emails** button. The following screen will display the students with no E-mail address on file and display the student's assignments with E-mail addresses. Click the mouse on the **Send Emails** button to send the Students Assignments.



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** with the **Show Students Telephone Number** option selected.

2 - English 9 CP - Y		Gradebook Roster										Acosta
Stu#	Name	Grd	Phone									
1	190	Bennett, Carissa T	9	none								
2	264	Brown, Heather Lee	9	(777) 555-7895								
3	495	Cruz-Torres, Noelia	9	(777) 555-5785								
4	543	Deligio, Tyler J	9	(777) 555-3959								
5	577	Downing, Michele C	9	(777) 555-3959								
6	661	Falls, Dustin L	9	(777) 555-1304								

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

Page Timeout: 19:58

Choose a Gradebook

2-English 9 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
- BlackBoard Import
- TA Mode
- Access Log
- Gradebook Maintenance
- Trends

Reports

- Assignments by Student

Aeries Gradebook - Print Gradebook Summary

Printing Options

Next>> | Reset

Gradebook: 2-English 9 CP - Y

Report Title: Gradebook Summary

Show Assignment Key:

Assignment Key Location: End of Report (on its own page)

Include Inactive Students:

Show Student Info: Name Stu# Phone# Perm ID

Sort Students By: Student Overall Score

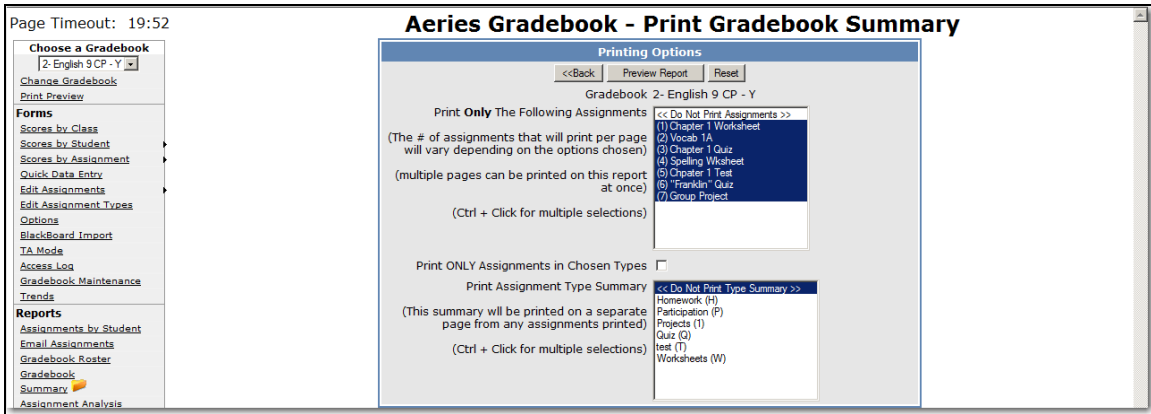
Show Student Grade:

Grid Lines: Back

Show Percentage:

Show Mark:

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 < Back > 1/24/2011 2:34:38 PM

Gradebook Summary										
2 - English 9 CP - Y										
Acosta										
Student Name	Grd	1	2	3	4	5	6	7	Perc	Mrk
Max Points:		20	15	10	20	10	50	15		
** Grading Completed:		<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 checked="" type="checkbox"/>	7 Assmnts	
Bennett, Carissa T	9	18		10	20	10	50		83.81	B
Brown, Heather L	9	20	10	8.9	20	10	44.5		84.88	B
Cruz-Torres, Noelia	9	20	10	10	13	10	42.5		81.88	B
Deligio, Tyler J	9	20	15	10	20	10	*0	15	100.00	A
Downing, Michele C	9	20	15	10	20	10	45	20	100.83	A
Falls, Dustin L	9	20	10	0			50		35.90	F
Student Name	Grd	1	2	3	4	5	6	7	Perc	Mrk

Scores Based Upon Graded Assignments 1 - 999
 * Indicates Max Values of 0 (zero). ** Assignments are not counted until graded.

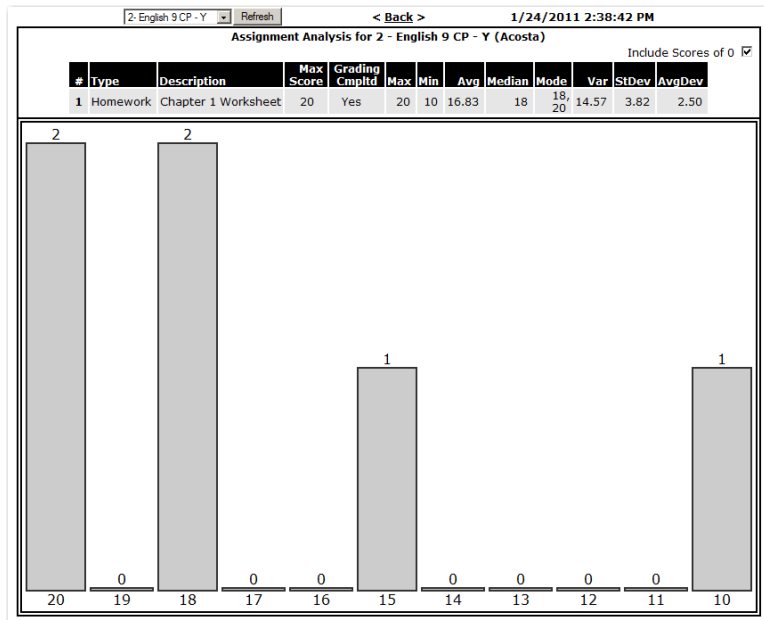
ASSIGNMENT ANALYSIS REPORT

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.

2 - English 9 CP - Y		Refresh		< Back >		1/24/2011 2:36:08 PM							
Assignment Analysis for 2 - English 9 CP - Y (Acosta)													Include Scores of 0 <input type="checkbox"/>
#	Type	Description	Max Score	Grading Cmpltd	Max	Min	Avg	Median	Mode	Var	StDev	AvgDev	Chart
1	Homework	Chapter 1 Worksheet	20	Yes	20	18	19.67	20	20	0.67	0.82	0.33	
2	Homework	Vocab 1A	15	Yes	15	10	12.00	15	10	7.50	2.74	3.00	
3	Quiz	Chapter 1 Quiz	10	Yes	10	8.9	9.78	10	10	0.24	0.49	0.22	
4	Homework	Spelling Wksheet	20	Yes	20	13	18.60	20	20	9.80	3.13	1.40	
5	test	Chpater 1 Test	10	Yes	10	10	10.00	10	10	0.00	0.00	0.00	
6	Quiz	"Franklin" Quiz	50	Yes	50	42.5	46.40	50	50	11.68	3.42	3.60	
7	Projects	Group Project	15	Yes	20	15	17.50	20	15, 20	12.50	3.54	2.50	

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
2 - English 9 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
- BlackBoard Import
- TA Mode

Final Mark Analysis Report Options

Preview Report Reset

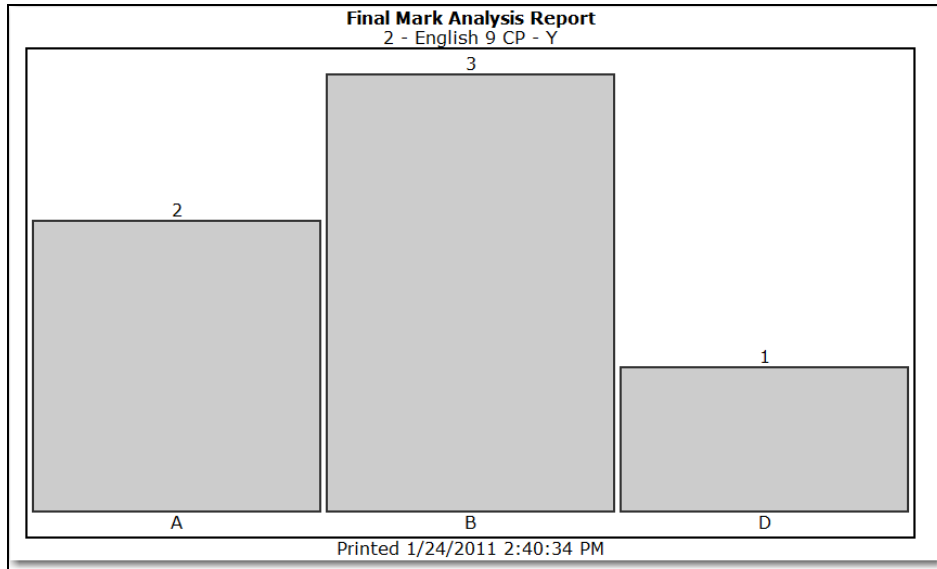
Gradebook: 2 - English 9 CP - Y

Ctrl + Click for Multiple Sections

Print '+'s and '-'s

Include Inactive Students

The following is an example of the **Final Mark Analysis** report.



PROGRESS BY STUDENT

The **Progress by Student** report displays all of a teacher's students and how they are doing in all their subjects.

Page Timeout: 19:48

Aeries Gradebook - Print Student Progress Report

Choose a Gradebook: 0 - Math - 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

Printing Options

Print Students in Which Gradebook: 0 - Math - Y

Include Gradebooks Active on a Date: 01/19/2011 (blank for all gradebooks)

Show Signature

Page Break on Each Student

Report Comment to Print

The following is an example.

Progress Report For Raul Matthew Pinto (515)
Wednesday, January 19, 2011

Grade Summary	Overall
Language Arts (Y)	0.00
Homework (0%)	68/70 = 97.14 A
Quiz (25%)	0/0 = 0.00
Test (35%)	0/0 = 0.00
Missing Assignments	0
Math (Y)	69.00/70 = 98.57 A
Homework	40/40 = 100.00 A
Projects	19/20 = 95.00 A
Quiz	10/10 = 100.00 A
Test	0/0 = 0.00
Missing Assignments	0

Signature: _____ Date: _____

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.

The screenshot shows the 'Aeries Gradebook - Maintenance' page with the 'Backups' tab selected. A message box in the center states: '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 with the 'Backups' tab selected. Two buttons are visible: 'Backup a Gradebook' and 'Restore A Gradebook'. A mouse cursor is pointing at the 'Backup a Gradebook' button.

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 'Aeries Gradebook - Maintenance' page with the 'Backups' tab selected. The 'Backup a Gradebook' button is clicked, and a dropdown menu is open. The menu options are: 'Backup All Gradebooks', '1- English 9 CP - Y', '2- 2nd Period English - Year', '3- HonEcon/GovtGS - Y', and '5- English 9 CP - Y'.

The following form will display.

The screenshot shows the 'Aeries Gradebook - Maintenance' page with the 'Backups' tab selected. The 'Backup a Gradebook' button is clicked, and a message box displays: 'Backup Gradebooks' and '4 Gradebooks Backed Up.'



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

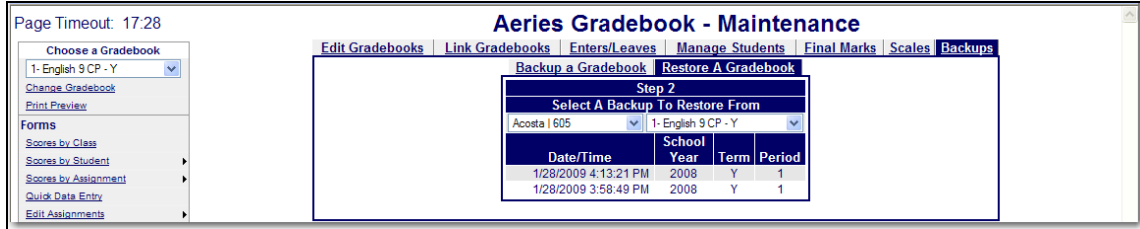
To **Restore a Gradebook** click the mouse on the **Restore a Gradebook** option. The following form will display.

The screenshot shows the 'Aeries Gradebook - Maintenance' page with the 'Backups' tab selected. The 'Restore A Gradebook' button is clicked, and a dialog box titled 'Step 1: Select A Gradebook To Load Into' is displayed. The dialog box contains a table with the following data:

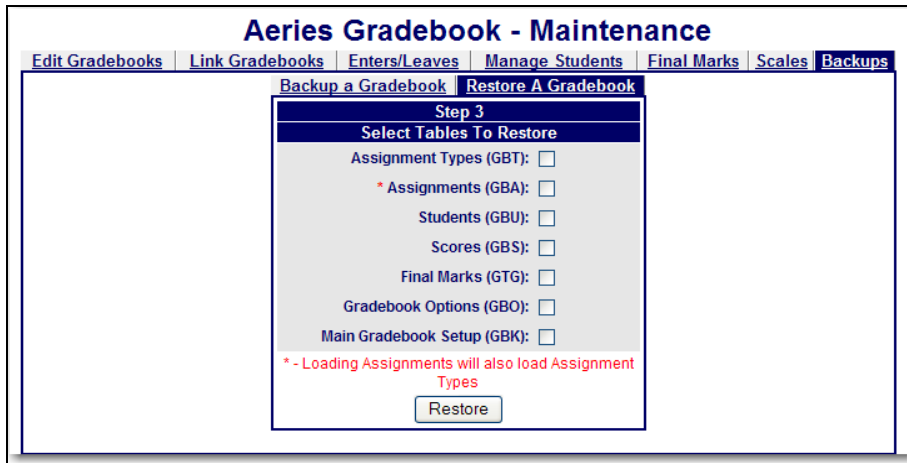
Gradebook	Teacher	Term	Period	Year	Start Date	End Date
Load Into A New Gradebook						
English 9 CP	Acosta 605	Y	1	2008	9/2/2008	6/15/2009
HonEcon/GovtGS	Acosta 605	Y	3	2008	9/2/2008	6/19/2009
English 9 CP	Acosta 605	Y	5	2008	9/2/2008	6/15/2009
2nd Period English	Acosta 605	Year	2	2008	9/2/2008	9/11/2009

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.



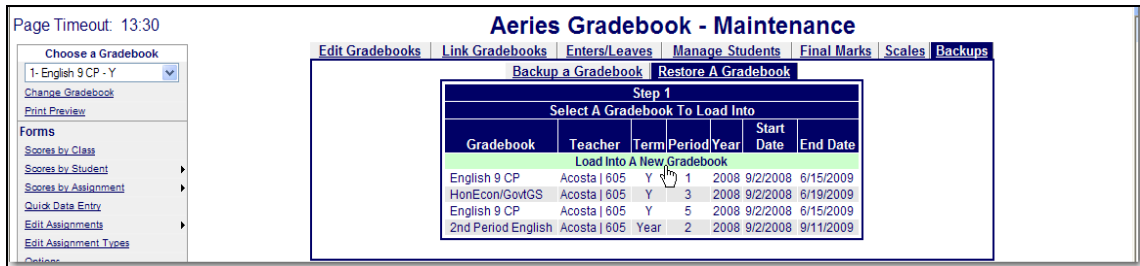
Note the Date and Time of the backups are displayed. Click the mouse on the backup to **Restore From**.



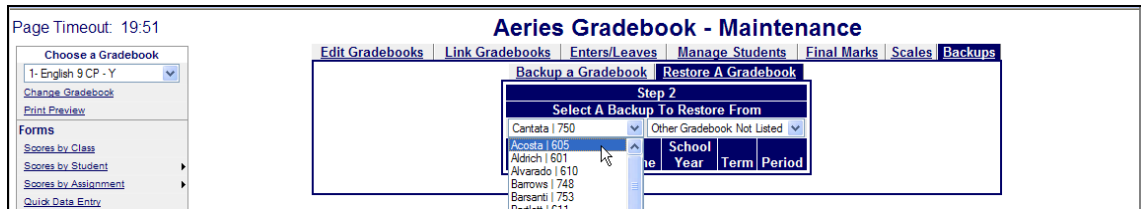
Select the gradebook **Tables** you want to restore. If you are restoring an existing gradebook from a previously backed up gradebook, you would select all the **Tables**.

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.

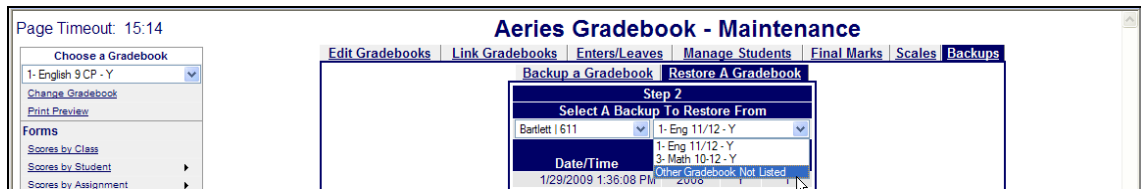
To Create a **New Gradebook** from a backup, click the mouse on **Restore a Gradebook** option. Click the mouse on the **Load Into A New Gradebook** option.



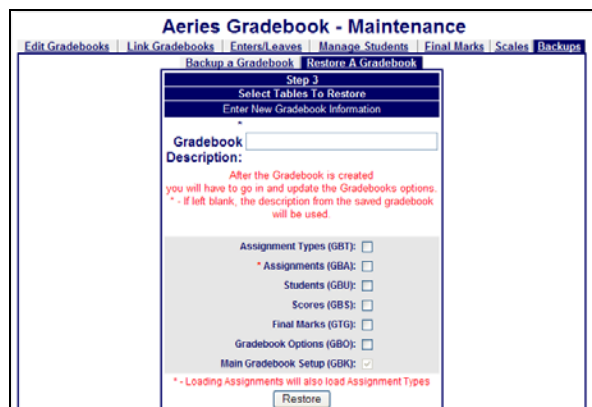
The following form will display. Select a **Teacher** from the Teacher Dropdown. Select the Gradebook from the dropdown in the next field. A list of backups will display.



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 2nd 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**.

