

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.

Page Timeout: 19:39	ŀ	Aeries Gra	deboo	ok - S	tude	ent	Scores	
Choose a Gradebook	Aparicio, Katharine F 🔽 Ch	ange Student				1	/19/2011 10	:29:29 AM
0- Reading - Y 💌		Submit Cha	anges!	Reset C	hanges			
Change Gradebook Print Preview	🗏 Display Only Missing	g Assignments				-		
Forms	Katharine Fanny Ap	aricio (32)	0 - R	eading -	Y	Tch	r: Bartlett	Grd: 1
Scores by Class						Date		Grading
Scores by Student 🟓 🔹 🕨	# <u>Description</u> 1 Chapter 1	<u>Type</u> homework	<u>Score</u>	<u>Max</u>	<u>Comp</u> l		Due Date 11/17/2010	
Scores by Assignment	1 Chapter 1	nomework	49	50	11/13	7/2010	11/1//2010	res
Quick Data Entry						ate.	-]
Edit Assignments	2 Quiz Chapter 1	Test	15	20	11/17	/2010	11/17/2010	Yes
Edit Assignment Types					<u> </u>			1
Options	3 🗉 Chapter 1 Project	Projects	45	50	100	/2011	1/20/2011	Yes
FA Mode	<u>o</u> a chapter i hojete	Trojecto	40	50	1/20	//2011	1/20/2011	-
cess Log							-	
iradebook Maintenance		Submit Cha	anges!	Reset C	hanges			
Frends			Perc of					
eports		Туре	Grade	Points	Max	Perc		
ssignments by Student		homework	25 %	49.00	50	98.00		
radebook Roster radebook Summary		Projects	10 %	45.00		90.00		
signment Analysis		Quiz	30 %	0.00		0.00		
inal Mark Analysis		Test Total**	35 %	15.00		75.00		
Progress By Student			+ +			03.33		
Progress By Class		*Assignments an ** Total based u	e not count non Weight	ea until gr ed Assian	aded. ment Typ	es		
Other		Totals based upo	n Assignme	nts 1 - 99	9			

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.

Welcome to acrics™
User Name: Teacher
Password: •••••
School: Screaming Eagle High School -
ABI Version 4.10.11.16

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 redisplays 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.

Screaming E	agle High School	Welcome Acosta A 1/19/2011 4:07:22 PM Page Timeout: 19:52
Home Attendance	Grades Student Info Resources	Options Logout
	Gradebook Event Calendar	
View Last Year Switch To Last Year	Grade Reporting Display Type: Week I Refresh I Event Types II Gradebooks II Classes II Idadebooks III Classes III Add New Event	

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.

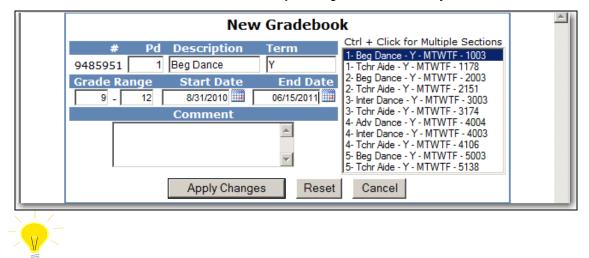
Page Timeout: 19:46	Aeries Gradebook - Maintenance	
Choose a Gradebook	<u>Click Here to Add a Gradebook and Get Started</u> ကို	
Other Main Menu		

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**.

New Gradebook	
Ctrl + Click for Multiple Sections	
1- Beg Dance - Y - MTWTF - 1003	
1- Tchr Aide - Y - MTWTF - 1178	
2- Beg Dance - Y - MTWTF - 2003	
2- Tchr Aide - Y - MTWTF - 2151	
3- Inter Dance - Y - MTWTF - 3003	
3- Tchr Aide - Y - MTWTF - 3174	
4- Adv Dance - Y - MTWTF - 4004	
4- Inter Dance - Y - MTWTF - 4003	
4- Tchr Aide - Y - MTWTF - 4106	
5- Beg Dance - Y - MTWTF - 5003	
5- Tchr Aide - Y - MTWTF - 5138	
Next>> Reset Cancel	

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.

ge Timeout: 19:56			Aerie	s Gradebook	- Maintena	nce	
Choose a Gradebook	Edit	radebooks Li	nk Gradebook	s Enters/Leaves Mana	ge Students Final M	arks <u>Scales</u> B	ackups
1-Beg Dance - Y 💌				Gradebooks for	Dye		
Change Gradebook	Pd	Name	Term	Grade Range	Start Date	End Date	Edit
Print Preview	1	Beg Dance	Y	9 - 12	8/31/2010	6/15/2011	2
Forms						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.

age Timeout: 19							ook - Maint					
Choose a Gradebo	ok	E	dit Grad	ebook	<u> Link Gradebooks</u>	Enters/Leav	es Manage Students	<u>i Final Marks</u> <u>Sca</u>	les Backups			
1- English 9 CP - Y	¥		Gradebooks for Acosta									
Change Gradebook							gnment and Assignm					
Print Preview		g	radeboo	oks in a			ange or add an assig		ent type, that			
Forms							gradebooks that are I					
Scores by Class			irp		Name	Term	Grade Range	Start Date	End Date			
Scores by Student	•		Ingroup	ed								
Scores by Assignment	•		0 🗸	1	English 9 CP	Ŷ	9 - 12	9/3/2009	6/23/2010			
			0 🗸	2	English 9 CP	Y	9 - 12	9/3/2009	6/23/2010			
Quick Data Entry			0 🗸	3	HonEcon/GovtGS	Y	9 - 12	9/3/2009	6/23/2010			
	•											
Quick Data Entry	•	L				Apply Cha	anges 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	Gradeb	ook - Maint	enance					
Choose a Gradebook	Edit Grad	debook	<u>s</u> Link Gradebooks	Enters/Leav	es Manage Students	<u>Final Marks</u> Sca	les <u>Backups</u>				
1- English 9 CP - Y		Gradebooks for Acosta									
Change Gradebook					gnment and Assignm						
Print Preview	gradebo	oks in a			ange or add an assig		ent type, that				
Forms					gradebooks that are l						
Scores by Class	Grp	. Pd	Name	Term	Grade Range	Start Date	End Date				
Scores by Student	Ungroup	ped									
Scores by Assignment	1 💙	1	English 9 CP	Y	9 - 12	9/3/2009	6/23/2010				
Quick Data Entry	0 🕶	2	English 9 CP	Y	9 - 12	9/3/2009	6/23/2010				
Edit Assignments	0 🔨	3	HonEcon/GovtGS	Y	9 - 12	9/3/2009	6/23/2010				
Edit Assignment Types	2			Apply Ch	anges 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 <u>any change</u> 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.

Page Timeout: 19:49	Aeries Gradebook - Maintenance
Choose a Gradebook	Edit Gradebooks Link Gradebooks Enters/Leaves Manage Students Final Marks Scales Backups
1- Biology Cp - Y 💌	Students need to be added to these Gradebooks
Change Gradebook	# Gradebook
Print Preview	1 <u>3 - Biology Cp - Y</u>
Forms	32 <u>4 - Biology Cp - Y</u> 35 5 - Physics Co - Y
Scores by Class	33 3 - P(tysic () - 1
Scores by Student	∇

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.

Choose a Gradebook	Edit Gradeboo	ks Lin	k Gradebooks Enters/I	eaves	Manage	Students Fi	nal Marks	Scales I	Backups
4- Biology Cp - Y V Change Gradebook Print Preview				book logy Cp	- <u>Y</u>	se Gradebook	<u>(5</u>		
Forms				logy Cp - /sics Cp -					
Scores by Class Scores by Student					Reset Char	2000			
Scores by Assignment	Students Pending Entry into 4 - Biology Cp - Y								
Quick Data Entry			Statents Fenang	Linery	into 1	biology ep	· •	Low	High
Edit Assignments	Action	Stu#	Name	Sex	Grade	Start Date	End Date	Assgn	Assgn
Edit Assignment Types	Add All Students								
Options	N	8	Abesamis, Tatiana J	F	11	9/7/2009		0	0
TA Mode Access Log	14	97	Artechi, Chima A	м	10	9/7/2009		0	0
Gradebook Maintenance 🤛	Add Do Not Add	163	Bauer, Richard S	м	10	9/7/2009		0	0
Trends	~	204	Bhatty, Jason Hameed	м	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.

age Timeout: 19	:14				Aeries Grad	jepo	ок - г	Mainter	ance		
Choose a Gradebo	ok]	Edit Gradeboo	<u>ks</u> <u>Link</u>	Gradebooks Enters	<u>/Leave</u>	<u>s Manage</u>	Students F	inal Marks	Scales I	<u>Backups</u>
1-Biology Cp - Y 🔽			Students have left from these Gradebooks					s need to be a	added to the	ese Grade	ebooks
Change Gradebook			# Gra	idebook			#	Gradebook			
Print Preview			1 <u>1 - Biology Cp - Y</u>					1 - Biology C	<u>p - Y</u>		
Forms			2 4 -	Biology C	<u>p - Y</u>						
Scores by Class					Submit	Changes	Reset Cha	anges			
Scores by Student					Students Pendin	a Entr			n - Y		
Scores by Assignment	•				o tou onto r onton	5	,	Diele gy e		Low	Hiah
Quick Data Entry			Action	Stu#	Name	Sex	Grade	Start Date	End Date	Assgn	Assgn
Edit Assignments	•		Add All Students								
Edit Assignment Types			Add	8	Abesamis, Tatiana J	F	11	9/9/2009		5	0
Options				-							
			*	97	Artechi, Chima A	M	10	9/9/2009		0	0
TA Mode											

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.

Page Timeout: 19:14	Aeries Gradebook - Maintenance Edit Gradebooks Link Gradebooks Enters/Leaves Manage Students Final Marks Scales Backups								
Choose a Gradebook	Edit Gradebooks Link	<u>Gradebooks Enters</u>	Leaves	<u>Manage</u>	<u>Students</u> Fi	nal Marks	Scales	<u>Backups</u>	
1- Biology Cp - Y 🐱	Students have left	from these Gradebool	s	Studente	s need to be a	dded to the	ese Grad	ebooks	
Change Gradebook	# Gradebook			#	Gradebook				
Print Preview	1 <u>1 - Biology C</u>		2	1 - Biology C	<u> - Y</u>				
Forms	2 <u>4 - Biology C</u>	<u>p - Y</u>		-					
Scores by Class		Submit C	hanges	Reset Cha	anges				
Scores by Student		Students Pendin	a Entr	v into 1 ·	- Biology Cr) - Y			
Scores by Assignment			9	,	57 1		Low	High	
Quick Data Entry	Action Stu#	Name	Sex	Grade	Start Date	End Date	Assgn	Assgn	
Edit Assignments	Add All Students								
Edit Assignment Types	Add ¥ 8	Abesamis, Tatiana J	F	11	9/9/2009		5	0	
Options									
TA Mode	✓ 97	Artechi, Chima A	м	10	9/9/2009		0	0	
Access Log		Submit C	hanges	Reset Cha	anges				

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.

Page Timeout: 19:42	Aeries Gradebo	ook - Maintenance								
Choose a Gradebook	Edit Gradebooks Link Gradebooks Enters/Leaves Manage Students Final Marks Scales Backups									
0- Language Arts - Y 💌	Submit Changes Reset									
Change Gradebook	To prevent accidental deletions, this box must	be checked before any records can be deleted								
Print Preview	Students in 0 - La	nguage Arts - Y								
Forms		Low High								
Scores by Class	Action Status Transfer Sort Stu# Name	Sex Grade Start Date End Date Assgn Assgn								
Scores by Student	Active Transfer 1 32 Aparicio, Katharine Fann	y F 1 8/31/2010 0 0								
Scores by Assignment	Active Transfer 2 70 Barwig, Jesse Jacob	M 1 8/31/2010 0 0								
Quick Data Entry Edit Assignments	Drop Delete Active Transfer 3 87 Botello, Trentorian Obec	I M 1 8/31/2010 0 0								
Edit Assignment Types	Active Transfer 4 99 Burry, Carla Hailee	F 1 8/31/2010 0 0								
Options TA Mode	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.

Active Iranstei	18	/15 Weber, Janine Lisa	F	1	10/6/2010	0	U	
Active Transfer	19	724 Wilkins, Marco Jared	м	1	11/2/2010	0	0	
Dropped	1	32 Aparicio, Katharine Fanny	F	1	8/31/2010	0	0	
🗄 Add New Student								

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.

Page Timeout: 19:24	Aeries Gradebook - Maintenance
Choose a Gradebook	Edit Gradebooks Link Gradebooks Enters/Leaves Manage Students Final Marks Scales Backups
0- Language Arts - Y 💌	Submit Changes Reset
Change Gradebook	To prevent accidental deletions, this box must be checked before any records can be deleted
Print Preview	Students in 0 - Language Arts - Y
Forms	Low High
Scores by Class	Action Status Transfer Sort Stu# Name Sex Grade Start Date End Date Assgn Assgn
Scores by Student	Detect Active Transfer 2 70 Barwig, Jesse Jacob M 1 8/31/2010 0 0
Scores by Assignment	

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.

	Active <u>Indifate</u>		/24 Wilkins, Marcu Jareu	14	1	111212010		·
•	Dropped	1	32 Aparicio, Katharine Fanny	F	1	8/31/2010	0	0
Add	New Student							
 Delete	ABI Version 4.10	.11.16 (Copyright © 2011 Eagle Software. A	II rights rese	erved.			

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.

age Timeout: 19:	57				Ae	eries Gradebo	ook	- M	ainten	ance		
Choose a Gradeboo	k	Edi	Edit Gradebooks Link Gradebooks Enters/Leaves Manage Stytems Final Marks Scales Backups									
0- Math - Y]		Submit Changes Baret									
Change Gradebook			🗆 То	prevent	acciden	tal deletions, this box mus	t be ch	ecked b	efore any reco	ords can be de	leted	
Print Preview						Students in (0 - Ma	ath - Y	Y			
Forms											Low	High
Scores by Class		Acti	on <u>Status</u>	Sort	Stu#	Name	Sex (Grade	Start Date	End Date	Assgn	Assgn
Scores by Student	•		 Active 	13	515	Pinte, Raul Matthew	м	1	9/27/2010		0	0
Scores by Assignment Quick Data Entry	+		 Active 	14	581	Rodriguez, Michael Daniel	М	1	8/31/2010		0	0
Edit Assignments			 Active 	10	645	Sweeney, Ciara Caitlyn	F	1	8/31/2010		0	0
Edit Assignment Types			 Active 	18	715	Weber, Janine Lisa	F	1	10/6/2010		0	0
Options			Active	19	724	Wilkins, Marco Jared	М	1 [11/2/2010		0	0
TA Mode Access Log			dd New Stu	dent								

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.

smith			Se	arc	h	
Stu#	udents in Grades 10-12 are disp Name	Grd			X 1985 - Smith, Janelle	
1975 1976 1979 7419 1983 1985 1986 7420	Smith, Desiree Margie Smith, Garrett Henry Smith, Jamie Claire Smith, Janelle Smith, Jessica Allison Smith, Jessica Christine	12 11 10 10 11 10 11 10	MFFFFF			
5708 5710 1992 1993 1113	Smith, Kaitlyn Jean Smith, Kyle Alton Smith, Mia Charlene Smith, Tamara T Kendall-Smith, Zandria Lee	12 11 10 12 11	F F F			

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.

Page Timeout: 19:56	Aeries Gradebook - Maintenance								
Choose a Gradebook	Edit Gradebooks Link Gradebooks Enters/Leaves Manage Students Final Marks Scales Backups								
1- Biology Cp - Y 💌	Submit Changes Reset								
Change Gradebook	To prevent accidental deletions, this box must be checked before any records can be deleted								
Print Preview	Students in 1 - Biology Cp - Y								
Forms	Low High								
Scores by Class	Action Status Transfer Sort Stu# Name Sex Grade Start Date End Date Assgn Assgn								
Scores by Student	Active Transfer 2 156 Barrett, Jacqueline L F 10 9/7/2009 0 0								
Scores by Assignment Quick Data Entry	Active Transfer 3 192 Berdeguez- M 10 9772009 0 0								
Edit Assignments	Y Active Transfer 4 288 Bustillos, Sarah F F 10 9/7/2009 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.

age Timeout: 18	:58			Aerie	es Grad	ebook - Main	tenance	
Choose a Gradebo	ok	Edit Grade	books 1	ink Gradebo	oks Enters/I	eaves Manage Studer	nts Final Marks Sca	ales Backups
1- Biology Cp - Y 💌					Gradeb	ooks for Alvarado		
Change Gradebook						Assignment and Assign		
Print Preview		gradebool				u change or add an ass		ent type, that
orms						ALL gradebooks that ar		
cores by Class		Grp		Name	Term	Grade Range	Start Date	End Date
Scores by Student		Ungroupe	d					
cores by Assignment		0 🔽	5 I	Physics Cp	Y	6 - 12	9/1/2009	6/23/2010
uick Data Entry		Group 1						
dit Assignments		1 💌	1 1	Biology Cp	Y	6 - 12	9/1/2009	6/23/2010
dit Assignment Types		1 🔽	3 1	Biology Cp	Y	6 - 12	9/1/2009	6/23/2010
ptions		1 💌	4 1	Biology Cp	Y	6 - 12	9/1/2009	6/23/2010
A Mode					Ap	oly Changes Reset		
cess Log						ny onangoo (nodot)		

The student must first be added to the new gradebook. Click the mouse on the **Enter/Leave** tab from **Gradebook Maintenance**.

Page Timeout: 19:18	Aeries Gradebook - Maintenance	
Choose a Gradebook	Edit Gradebooks Link Gradebooks Enters/Leaves Manage Students Final Marks Scales Backups	
4- Biology Cp - Y 💌	Students have left from these Gradebooks Students need to be added to these Gradebooks	
Change Gradebook	# Gradebook # Gradebook	
Print Preview	2 <u>4 - Biology Cp - Y</u> 2 <u>1 - Biology Cp - Y</u>	

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.

Page Timeout: 18:35			Aeri	ies	Gradebook	- M	lain	tenanc	e		
Choose a Gradebook	Edit Gradebooks Link Gradebooks Enters/Leaves Manage Students Final Marks Scales Backups										
1- Biology Cp - Y 😒					Submit Changes	Reset					
Change Gradebook		To prevent	accident	al delet	tions, this box must be	checke	d before	e anv records (an be delete	d	
Print Preview	To prevent accidental deletions, this box must be checked before any records can be deleted Students in 1 - Biology Cp - Y										
Print Preview				S	tudents in 1 - Bio	loav (Cp - Y	,			
Forms				S	tudents in 1 - Bio	logy (Ср - Ұ	,		Low	High
	Action Stat	tus Transfer	Sort				÷		End Date		
Forms		tus Transfer Active <u>Transfer</u>	Sort 33	Stu#		Sex (÷		End Date		
Scores by Class Scores by Student Scores by Assignment	✓ A	Active <u>Transfer</u>		Stu# 8	Name Abesamis, Tatiana J	Sex (Grade	Start Date	End Date		
Scores by Class Scores by Student	✓ A✓ A		33 32	Stu# 8 90	Name	Sex (F	Grade	Start Date 9/9/2009	End Date		

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.

Page Timeout: 19:43	Aeries Gradebook - Maintenance	
Choose a Gradebook	Edit Gradebooks Link Gradebooks Enters/Leaves Manage Students Final Marks Scales Backups	
1- Biology Cp - Y 🐱	Select Gradebook to Pull From	
Change Gradebook	4- Biology Cp - Y マ Begin Transfer	
Print Preview		
Forms	· • •	

The following message will display.

Í	Window	rs 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 **Transfe**r 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	Edit Gradebooks Link Gradebooks Enters/Leaves	Manage Students Final Marks Scales Backups					
0- Language Arts - Y 💌	Submit Changes	Submit Changes Reset					
Change Gradebook	To prevent accidental deletions, this box must be To prevent accidental deletions.	be checked before any records can be deleted					
Print Preview	Students in 0 - Lan						
Forms		Low High					
Scores by Class	Action Status Transfer Sort Stu# Name	Sex Grade Start Date End Date Assgn Assgn					
Scores by Student	Active Transfer 1 87 Botello, Trentorian Obed	M 1 8/31/2010 0 0					
Scores by Assignment	Active Transfer 2 99 Burry, Carla Hailee	F 1 8/31/2010 0 0					
Edit Assignments	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.

Page Timeout: 19:5	7	Aeries Gradebook - Maintenance										
Choose a Gradebook		1	Edit Grad	debooks	Link (Gradeb	ooks Enters/Leaves	Manage Stude	nts Final Mar	rks <u>Scales</u> F	3ackups	
0- Language Arts - Y 💌							Submit Change	es Reset				
Change Gradebook				To pro	event a	ccidenta	al deletions, this box must	be checked befor	re any records o	an be deleted		
Print Preview							Students in 0 - La	nguage Arts	- Y			
Forms						1		J			Low	High
Scores by Class		Action	Status T	Transfer	Sort	Stu#	Name	Sex Gra	de Start Dat	e End Date	Assgn /	Assgn
Scores by Student	•	-	Active	Transfer	3	87	Botello, Trentorian Obed	і м	1 8/31/201	0	0	0
Scores by Assignment	•		Active	Transfer	2	99	Burry, Carla Hailee	F	1 8/31/201	0		0
Quick Data Entry Edit Assignments				Transfer	1		Cohen, Kelly Alexandra	F	1 8/31/201	0		0

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

Page Timeout: 19:50	Aeries Gradebook - Assignn	nent Scores
Choose a Gradebook	1- Chapter 1 Vocab 💌 Change Assignment	1/19/2011 10:57:21 AM
0- Language Arts - Y 💌	Submit Changes Reset Changes	
Change Gradebook Print Preview	Display Only Missing Assignments Sort By Custom Sort Field instead of National Sort By Custom Sort Field instead of National Society (Section 2014) (Section	me
Forms	1: Chapter 1 Vocab	0 - Language Arts - Y
Scores by Class	Type: Homework Assigned: 1/19/2011 Due: 1/20/2011 Max Score: 20	Grading Complete: 🗖
Scores by Student	Points <u>Date</u>	Attend On:
Scores by Assignment 🏓 🕨	# Stu # <u>Name <u>Score</u> <u>Max</u> <u>Completed</u> Comment</u>	<u>Status</u> Assgnd Due
Quick Data Entry	1. 142 Cohen, Kelly A 20	•
Edit Assignments	2. 99 Burry, Carla H 20	· ·
Edit Assignment Types	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.

Page Timeout: 19:53	Aerie	s Gradeboo	k - Maintenance	2
Choose a Gradebook	Edit Gradebooks Link Gradeboo	ks Enters/Leaves	Manage Students Final Mark	s Scales Backups
3- Biology Cp - Y 💌		Apply Changes	Reset	
Change Gradebook	Use perce	entages for High and Lo	w values (100, 95, 87, 62.5,	
Print Preview		etc)	
Forms		Restore School Recom		
Scores by Class			ow Overall Mark w/ Score 🗹	
Scores by Student	Mark	Low%	High%	
Scores by Assignment	A+	98	110	
Quick Data Entry	А	92	97	
Edit Assignments	A-	89.5	91	
Edit Assignment Types	B+	88	89	
Options				
TA Mode	В	82	87	
Access Log	B-	80	81	
Gradebook Maintenance 🟓	C+	78	79	
Trends	С	72	77	
Reports	C-	70	71	
Assignments by Student	-		71	
Email Assignments	D+	68	69	
Gradebook Roster	D	62	67	
Gradebook Summary	D-	60	61	
Assignment Analysis	F	0	59	
Final Mark Analysis	· · ·			

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.

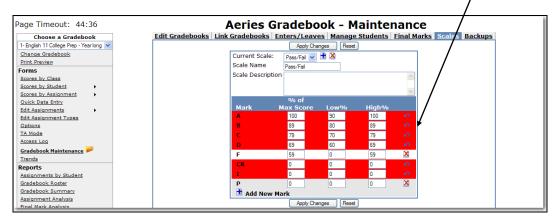
From Gradebook Maintenance click the mouse on the Scales tab. The Final Marks will display as the Default Scale.

Page Timeout: 16:00		Aeries @	Gradebo	ok - N	1ainte	nan	ce	
Choose a Gradebook	Edit Gradebooks Link	Gradebooks I	Inters/Leave	<u>s Manage</u>	Students	Final M	arks Scales Back	tups
3- Biology Cp - Y 🐱			Apply Chan	ges Reset]			
Change Gradebook		Current Scale:	Default 🗸 🕽	×				
Print Preview		Scale Name	Default					
Forms		Scale Descriptio	D mu n n	dd New Scale				
Scores by Class		Searc Sescriptic	" The Defaul Assignment			<u>ا</u>		
Scores by Student			given anot			-		
Scores by Assignment			% of	her Scare	•			
Ouick Data Entry		Mark	% or Max Score	Low%	Hiah%			
Edit Assignments		A+	110	98	110	×		
Edit Assignment Types								
Options		Α	97	92	97	×		
TA Mode		A-	91	89.5	91	×		
Access Log		B+	89	88	89	×		
Gradebook Maintenance 📂		в	87	82	87	×		
Trends		B-	81	80	81	×		
Reports		-						
Assignments by Student		C+	79	78	79	×		

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?	OK Cancel
Pass/Fail	

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.



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.

Page Timeout: 19:51	Aeries Gradebook - Maintenance
Choose a Gradebook	Edit Gradebooks Link Gradebooks Enters/Leaves Manage Students Final Marks Scales Backups
3- Biology Cp - Y 💌	Apply Changes Reset
Change Gradebook	Current Scale: Pass/Fail 🗸 🗄 🗴
Print Preview	Scale Name Pass/Fail
Forms	Scale Description
Scores by Class	
Scores by Student Scores by Assignment	×
Quick Data Entry	% of
Edit Assignments	Mark Max Score Low% High%
Edit Assignment Types	P 100 0 0 🔀
Options	F 50 0 59 🔀
TA Mode	dd New Mark
Access Log	Apply Changes Reset
Gradebook Maintenance 🟓	

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

	N	lew Assignment		
#	ТуреО	escription		
2	Homework 💌 Cl	hapter 2	*	
Max Score	Max # Possible	Date Assigned	Due Date	Due Time
50	0	1/19/2011	1/20/2011	
Scale	Grading Cmpltd	Visible To Portal	Score Visible	To Portal
•				
Defende	Comment		Document Lin	iks
Default Pass/Fail				

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**.

Page Timeout: 19:50	Ae	ries Gradebo	ok - (Class Sco	ores
Choose a Gradebook	Page: 1			1/19/201	L 11:05:40 AM
0- Language Arts - Y 💌	Display: Points 💌	Submit Changes!	Reset Change	es	
Change Gradebook	Sort By Student	🔹 0 - Languag	ge Arts	- Y	Bartlett
Print Preview	Student Name	Grd	1	2	Perc
Forms		Max Points:	20	50	
Scores by Class 🚧		**Grading Completed:			0 Assmnts
Scores by Student	1. Cohen, Kelly A	1		· ·	0.00
Scores by Assignment	2. Burry, Carla H	1		F 100%	0.00
Ouick Data Entry	3. Botello, Trentorian	0 1		P 50%	0.00
Edit Assignments Edit Assignment Types	4. <u>Guerrero, Katherir</u>	e <u>E</u> 1		•	0.00

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**.

Page Timeout: 19:52	Aeries Gradebook - Assignment Types
Choose a Gradebook	Apply Changes Reset Doing Weighted Scoring 1/19/2011 11:07:15 AM
Change Gradebook Print Preview	Assignment Types for (Bartlett) Code Description (Blank to Delete record) % of Grade
Forms Scores by Class	
Scores by Student Scores by Assignment	Y Aplal percentage for this class is not 100! It is 0. Please c 0 this immediately! Apply Changes Reset
Quick Data Entry	

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.

Page Timeout: 19:57	Aeries Gradebook - Assignment Types
Choose a Gradebook O Mah - Y Chanae Gradebook Pint Preview Forms Scores by Student Scores Scores Score	Apply Changes Reset Image: Provided Scoring 1/19/2011 11:07:53 AM Assignment Types for (Bartlett) Of Grade Image: Provided Scoring % of Grade H Homework Vour total percentage for this class is not 100! It is 25. Please correct this immediately! Apply Changes Reset
-	

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.

Page Timeout: 19:55	Aeries Gradebook - Assignment Types
Choose a Gradebook	Apply Changes Reset
0- Math - Y	Doing Weighted Scoring 1/19/2011 11:08:41 AM
Print Preview	Assignment Types for (Bartlett) Code Description (Blank to Delete record) % of Grade
Forms	H Homework 25
Scores by Class Scores by Student	P Projects 10
Scores by Assignment	Q Quiz 30
Quick Data Entry	T Test 35
Edit Assignments	
Edit Assignment Types	Apply Changes Reset

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.

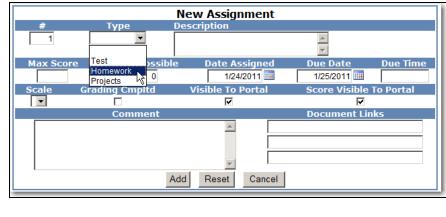
ADD ASSIGNMENTS

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.

age Timeout: 19:15	Aeries Gradebook - Assignments					
Choose a Gradebook	Bennett, Carissa T 💽 View Stud	Bennett, Carissa T 💌 View Student 1/24/2011 1:24:38 PM				
1- English 9 CP - Y 💌	Class	s Assignments	for 1 - English 9 CP - Y (Acosta)			
Change Gradebook		Date Due	Max Max # Visible Score Visible	Grading		
Print Preview	# Type Description Doc Ase	<u>signed Date</u>	Score Possible Scale to Portal to Portal	Cmpltd Edit		
orms				Add New 🛨		
Scores by Class			Import Assignments Fr	om Another Gillebook To Other Gradebooks		
Scores by Student			Push Assignment	To Other Gradebooks		
Scores by Assignment						

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**.

	New Assignment							
#	Туре	Description						
1	Homework 💌	Chapter 1 Worksheet						
Max Score	Max # Possib	le Date Assigned	Due Date	Due Time				
10	20	1/24/2011	01/29/2011	09:00 am				
Scale	Grading Cmpltd	Visible To Portal	Score Visible	To Portal				

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.

		New Assignment	
#	Туре	Description	
1	Homework 💌	Chapter 1 Worksheet	×
Max Score	Max # Possibl	e Date Assigned	Due Date Due Time
10	20	1/24/2011	01/29/2011 🛄 09:00 am
Scale	Grading Cmpltd	Visible To Portal	Score Visible To Portal
•			
	Comment		Document Links
Default Pass/Fail			
	4	Add Reset Cancel	

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.

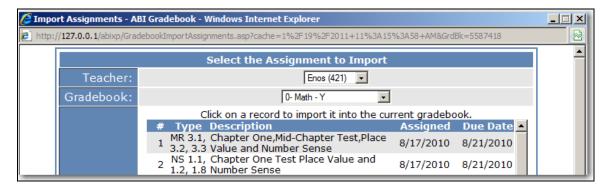
Click the mouse on **Add** when all assignment information is completed. Add all class assignments for the gradebook selected. The class assignments are now assigned to each student currently enrolled in the class selected.

IMPORT ASSIGNMENTS FROM ANOTHER GRADEBOOK

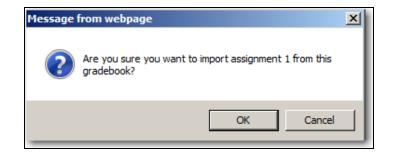
Teachers have the option to import assignments from any other teacher's gradebook to their current gradebook. Under **Choose a Gradebook** from the left side of the form select a gradebook. Click the mouse on **Edit Assignments.** Click the mouse on the **Import Assignments From Another Gradebook** option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

Page Timeout: 15:40	Aerie	Aeries Gradebook - Assignments				
Choose a Gradebook	Pinto, Raul M 💽 View Student	1/19/2011 11:12:28 A				
0- Math - Y	Class Ass	gnments for 0 - Math - Y (Bartlett)				
Change Gradebook	Da					
Print Preview	# Type Description Doc Assigned	d <u>Due Date Score Possible</u> Scale to Portal to Portal Cmpltd Ed				
orms	1 Homework <u>Chapter 1</u> 1/19/201	1 1/20/2011 20 0 Yes Yes No 🎴				
cores by Class		Add New 🛨				
Scores by Student		Import Assignments From Another Gradeboo Push Assignments To Other Gradebool				
Scores by Assignment		Push Assignments To Other Gradebool				

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.



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	Aerie	Aeries Gradebook - Assignments				
Choose a Gradebook	Pinto, Raul M 💽 View Student		1/19/2011 11:12:28 AM			
0- Math - Y	Class Assi	gnments for 0 - Math - Y (Bartlett)				
Change Gradebook	Dat		Score Visible Grading			
rint Preview	<u># Type Description Doc Assigne</u>	d Due Date Score Possible Scale to Portal	to Portal Cmpltd Edit			
rms	1 Homework <u>Chapter 1</u> 1/19/201	1/20/2011 20 0 Yes	Yes No 🌌			
Scores by Class			Add New 🛨			
Scores by Student			signments From Another Gradebook Assignments To Other Gradebooks			
Scores by Assignment		P03:	Assignments to other Gladebooks			

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	Push Assignments to Another ABI Gradebook - Windows Internet Explorer									
🦲 http:	http://127.0.0.1/abixp/GradebookPushAssignments.asp?cache=1%2F19%2F2011+11%3A12%3A27+AM&GrdBk=5587418									
	Select the Assignment to Push									
				1	- 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.



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.

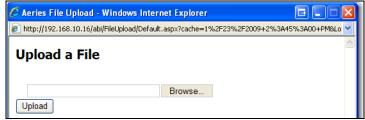
http://www.aeries.com/Downloads/ABI/Docs/2007-10-19.0845/ABI_File_Upload_Install.pdf

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**.

#	Туре		Descript	tion		
1	Class Journal	-		Journey	۸ ۳	
Max Score	Max # Possible	Date Ass	igned	Due Date	Due Time	Allow Drop Box
30	0	9/3/2	2008 🛄	1/23/2009 🛄		V
Scale	Grading Cmpltd	1	/isible To	Portal	Score Visi	ble To Portal
-			1			V
	Comment				Document Li	inks
Describe y life!	ou Summer Journey	through	*			 ✓ (*) ✓ (*) ✓ (*) ✓ (*) ✓ (*)

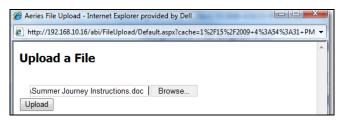
The following dialog box will display. Click the mouse on the **Browse** button to locate the file to Upload.



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

Choose file					? 🛛
Look in:	DocUploads		•	🗢 🗈 💣 📰 •	
My Recent Documents Desktop	Summer Journe	y Instructions.doc			
My Documents					
My Computer					
My Network Places	File name: Files of type:	Summer Journey Instru All Files (*.*)	ictions.doc	•	Open Cancel

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.

Ø Aeries File Upload - Internet Explorer p http://192.168.10.16/abi/FileUpload/De		19+4%3a54%3a31+PM	X 8 •			
Upload a File						
Upload completed successfully. The following files were uploaded: Name Mime Type Length (bytes)						
Summer Journey Instructions.doc	application/octet- stream	26112				
Close Window			*			
Sealer Intern	et Protected Mode: Off	a 100%	•			

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**.

#	Туре		Descript	English 9 CF		
1	Class Journal	•	Summer			
lax Score I	Max # Possible	Date Assi	gned	Due Date	Due Time	Allow Drop Box
30	0	9/3/20	008 🛄	1/23/2009 🛄		
Scale	Grading Cmpltd	V	isible To	Portal	Score Visi	ble To Portal
-			V			V
	Comment				Document L	inks
	Summer Journey	through	*	Summer Jour	ney Instruction	s.doc 🇳
life!						Sector

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.

Eagle HS						9/9/20	lcome Alvarado 🖉 09 8:43:35 AM limeout: 09:54
Home Attendance	ce Grades Student Info	Resources				Option	ns Logout
Attendance Reminder You have not submitted	Change Date III Refresh 🗵 Event Types 🖲	Event Calendar	Di	splay Type: Day V Add New Event	S Individual Message t	chool Messages o Teacher	_
attendance for any period today	Event Types	9/7/2009	Classes 🗉	Add New Event	Name	My Briefcase Size Last Updat	ed
					WSummer	39 KB 1/23/2009 4:13	

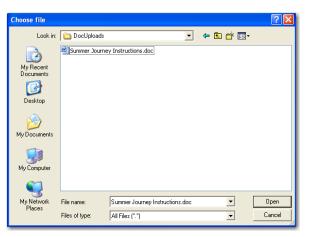
To Upload a file, click the mouse on the Upload Icon next to Upload a New File.

My Briefcase							
Name	Size	Last Updated					
Upload a New File							

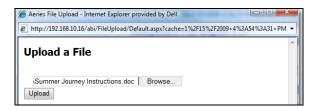
The following dialog box will display. Click the mouse on the **Browse** button to find the file to Upload.

🖉 Aeries File Upload - Windows Internet Explorer 📃 🗖 🛛									
🕖 http://192.168.10.16/abi/FileUpload/Default	.aspx?cache=1%	62F23%2F2009+2%3A4	15%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.

Aeries File Upload - Internet Explorer provided by Dell http://19216810.16/abi/FileUpload/Default.aspx?cache=1%2f15%2f2009+4%3a54%3a31+PMu										
Upload a File Upload completed successfully. The following files were uploaded:										
Name	Length									
Summer Journey Instructions.doc	application/octet- stream	26112	2							
Close Window										
😜 Int	ernet Protected Mode: Off		۹ 100%	•						

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

My Briefcase							
Name	Size	Last Updated					
Summer Journey Instructions.doc	39 KB	1/23/2009 4:13:29 PM	X 🗳				
🕹 Upload a New File							

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**.

Eagle HS				9/9/2009 8 Page Time	3:56:22 AM 🖄 out: 09:52
Home Student Info Attendance	Grades			Options	Logout
	Gradebook	ur 🗖	My I	Backpack	
Change Date 🛄	Current Assignments	Display Type: Day 💙	Name Size	Last Updated	
	n Grades 🖑	Classes 🗉 📑 Add New Event	🕹 Upload a New File		
	Graduation Status				
TO 10:05 AM 10:55	Transcripts	Workshoot shaptor 1			

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**.

Eagle HS	5							9/9/2009 Page Time	8:55:48 AM 🛆 eout: 09:51		
Home Student In	fo Attendanc	e Gr	ades					Options	Logout		
	Active Assignments (Homework) for Kristy M Barron on 9/9/2009 Submt Changes Reset Changes										
	Pd Course	Assn #	# Description	Doc Type	Assigne	d Due Time	Max Points				
	Assignments I	Due: 9/	10/2009								
	3 Biology Cp	5	Chapter 2		9/9/200	9	100				
	3 Biology Cp	8	Project	Class Par	ticipation 9/9/200	9	50				
			Dro	D BO	Journey Instructions.doc	۵					

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.

Eagle HS	5						:57:17 AM 🛆 out: 09:53
Home Student In	nfo Attendance Grades				(Options	Logout
	Change Date 🛄 Refresh 🕖 Event Types 🛛	Event Calendar Gradebooks II 9/7/2009	D	isplay Type: Day 💙		t Updated	

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.

My Backpack 📃								
Name	Size	Last Updated						
🖕 Upload a N	lew File							

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.

Aeries File Upload - Internet Explorer provided by Dell	x									
http://192.168.10.16/abi/FileUpload/Default.aspx?cache=1%2F15%2F2009+3%3A49%3A19+PM										
Upload a File	*									
Summer Journey Homework.doc Browse Upload										

Once the document is uploaded the student will be able to **Delete** the file by clicking on the **Delete** icon.

My Backpack 📃									
Name	Size	Last Updated							
Summer Journey Homework.doc	26 KB	1/15/2009 3:52:38 PM	🞽 🤹						
👌 Upload a New File									

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.

My Backpack 📃										
Name	Size	Last Updated								
Summer Journey Homework.doc	26 KB	1/15/2009 3:52:38 PM	🞽 🤹							
👌 Upload a New File										

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.

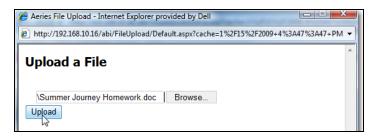
	le HS										Page 1	9 11:30:48 AM dimeout: 09:43
🛛 🦫 Home	Student Inf	0	Attendanc	:e Gra	ides						Option	is Logout
			Active	e Assig	nments (Ho	omev	vork) for Kristy	M Barron	on 9/9/2	009		
					S	ubmit Ch	anges! Reset Change	es				
		Pd	l Course	Assn #	Description	Doc	Туре	Assigned	Due Time	Max Points		
		As	signments I	Due: 9/1	0/2009							
		3	Biology Cp	5	Chapter 2			9/9/2009		100		
		3	Biology Cp	8	Project		Class Participation	9/9/2009		50		
					Dro	p Box:	test.doc	💌 🤹				
							Summer Journey Homework Summer project.doc .test.doc	doc 💦			1	

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.

Eagle HS	5					9/9/2009 11 Page Timeo					
Home Student In	fo Attendance	Grades				Options	Logout				
	Active Assignments (Homework) for Kristy M Barron on 9/9/2009 Submt Changes Reset Changes Pd Course Assn # Description Doc Type Assigned Due Time Max Point										
	Assignments Due 3 Biology Cp 3 Biology Cp	5 Chapter 2 8 Project	Class Participation	9/9/2009 9/9/2009	100 50						
			Box: Summer Journey Homework								

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**.

Eagle HS	5								9/9/2009 1 Page Time	1:31:57 AM 🗠 eout: 09:58			
Home Student In	fo Attendanc	e Gra	ades						Options	Logout			
	Active Assignments (Homework) for Kristy M Barron on 9/9/2009 Submt Orlanges Reset Orlanges Your Changes Have Been Saved, Pd Course Assn # Description DocTrype Assigned Due Time Max Points												
	Assignments I	Due: 9/1	10/2009										
	3 Biology Cp	5	Chapter 2			9/9/2009		100					
	3 Biology Cp	8	Project		Class Participation	9/9/2009		50					
			Droj	Box:	Summer Journey Homework	.doc 💌 🤹							

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.

Page Timeout: 09:37	Aeries Gradebook - Assignment Scores
Choose a Gradebook	8- Project V Change Assignment 9/9/2009 11:27:07 AM
3- Biology Cp - Y 💌	Submit Changes! Reset Changes
Change Gradebook Print Preview	Display Only Missing Assignments Sort By Custom Sort Field instead of Name
Forms	8: Project 3 - Biology Cp - Y
Scores by Class	Type: Class Participation Assigned: 9/9/2009 Due: 9/10/2009 Max Score: 50 Grading Complete:
Scores by Student	Drop Points Date
Scores by Assignment 📂 🕨 Quick Data Entry	# Stu # <u>Name Box Score Max Completed Comment Status</u>
Edit Assignments	1. 160 Barron, Kristy M 🐙 50
Edit Assignment Types	2. 102 Ascha, Monica S
Options	3. 60 Apodaca, Joshua P [Open: test.doc 50 V

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.

31. <u>Wise, Anthony S</u>	10	* NA	50	15	48		88.62 B+	Ì
Student Name	Grd	1	2	<u>3</u>	4	5	Perc Mrk	1
Use Score of <u>NA</u> for Max Scor * Indicates Max Values of		ore of O					1 - 999 nents	
** Assignments are not count	ed until (graded.	*** 5	Student	s no lor	iger in th	e class.	
	Submit Cha	nges!	Reset	Changes				

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.

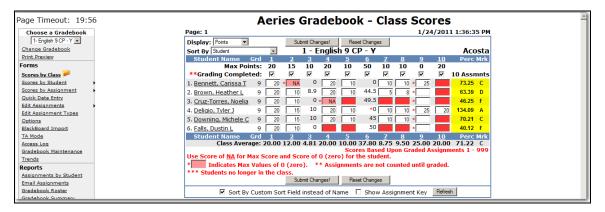
MISSING ASSIGNMENTS

Assignments that have been checked as **Grading Completed** but with no scores submitted the score field will display in **RED**.

Page Timeout: 19:58	Aerie	es Gradebook - :	Student Scores	;
Choose a Gradebook	Pinto, Raul M Change Stude	nt	1/19/2011 1	1:23:46 AM
0- Math - Y <u>Change Gradebook</u> Print Preview	Display Only Missing Assig		Changes	
Forms	Raul Matthew Pinto (515)	0 - Math - Y	Tchr: Bartlett	Grd: 1
Scores by Class Scores by Student		<u>ype Score Max</u> omework 20	1/00/001	Grading Complt 1 Yes
Scores by Assignment Quick Data Entry				•
Edit Assignments		Submit Changes! Reset	Changes	

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.



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:

- <u>UP and DOWN Arrow Keys</u> moves up and down the assignment selected
- ENTER moves down the assignment selected
- TAB Key moves across assignments for student selected
- <u>SHIFT and TAB</u> 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:** <u>1</u> <u>2</u>. Click the mouse on page 2 and the next set of assignments will display.

Page Timeout: 19:41		Aeries Gradebook - Class Scores							
Choose a Gradebook	Page:	<u>1</u> 2						1/24/20	11 1:40:01 PM
1- English 9 CP - Y 💌	Displa	ay: joints 💌	Subm	it Changes	F	Reset Chang	ges		
Change Gradebook	Sort B	Student	•	1 - E	nglish	9 CP -	Y		Acosta
Print Preview	Stu	udent Name	Grd	<u>6</u>	Z	<u>8</u>	9	<u>10</u>	Perc Mrk
Forms		Max Po	oints:	50	10	10	20	20	
Scores by Class		**Grading Comple	eted:	V	-	V	-	\checkmark	10 Assmnts
Scores by Student	1. <u>Ber</u>	nnett, Carissa T	9	0	10	10	25	20	69.84 D
Scores by Assignment	2. <u>Bro</u>	own, 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	Α	erie	s Gra	adel	boo	k - C	lass	Sco	res	
Choose a Gradebook	Page: 1							1/2	4/201	1 1:44:13 PM
1- English 9 CP - Y	Display: Points		Submit Ch	anges!	Res	et Changes				
Change Gradebook	Sort By Student	•	1 -	Englis	h 9 C	P - Y				Acosta
Print Preview	Student Name Grd	1 3	23	4	5	<u>6</u>	<u>7 8</u>	9	<u>10</u>	Perc Mrk
Forms	Hux I blitter	20 1	5 10	20	10	50 1	0 10	20	20	
Scores by Class	**Grading Completed:		~ ~	~	~		<u>v</u> v	\checkmark	~	10 Assmnts
Scores by Student	1. <u>Bennett, Carissa T</u> 9	20 *	NA 0	20	10	0	10 1	25	20	69.84 D
Scores by Assignment	2. Brown, Heather L 9	20	10 8.9	20	10	44.5	5	3 18	20	89.30 B
Quick Data Entry	3. Cruz-Torres, Noelia 9	20	10 0	* NA		49.5	10 1	20	20	85.16 B
Edit Assignments	4. Deligio, Tyler J 9	20	15 10	20	10	*0	10 1	25	20	103.40 A
Edit Assignment Types Options	5. Downing, Michele C 9	20	15 10	20	10	45	10 1	18	20	96.12 A
BlackBoard Import	6. Falls, Dustin L 9	20	10 0			50	0 1		20	77.42 C
TA Mode	Student Name Grd	1 1	2 3	4	5	6	7 8	0	10	Perc Mrk
Access Log	Class Average: 2	0.00 12	.00 4.81	20.00	10.00	37.80 8.	83 10.0	21.00	20.00	
Gradebook Maintenance	_				Sco	res Basec	l Upon G			nents 1 - 999
Trends	Use Score of <u>NA</u> for Max So									
Reports	* Indicates Max Value			🕆 Assig	jnment	s are not	counted	until gr	aded.	
Assignments by Student	*** Students no longer in t	the class					-			
Email Assignments			Submit Ch	anges!	Res	et Changes				
Gradebook Roster	Sort By Custo	om Sort F	ield inste	ad of N	ame [Show A	ssignme	nt Key	Refres	h

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											
Choose a Gradebook	Page: 1									1/24	/201	1 1:44:13 PM
1- English 9 CP - Y	Display: Points		Sul	omit Cha	nges!	Res	et Chang	es				
Change Gradebook	Sort By Points	-		1 - E	nglisl	h 9 C	P - Y					Acosta
	Percentage 2	1	2	<u>3</u>	4	<u>5</u>	<u>6</u>	<u>Z</u>	<u>8</u>	<u>9</u>	<u>10</u>	Perc Mrk
Forms	Max Points:	20	15	10	20	10	50	10	10	20	20	
Scores by Class	**Grading Completed:	V	-	✓	V	-	V	~	-	V	-	10 Assmnts
Scores by Student	1. Bennett, Carissa T 9	20	* NA	0	20	10	0	10	10	25	20	69.84 D
Scores by Assignment	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		Aer	ies	Gra	ade	boo	k -	Cla	SS	Sco	res	;
Choose a Gradebook	Page: 1									1/24	/201	1 1:44:13 PM
1- English 9 CP - Y 💌	Display	Points 💌		Submit Ch	anges!	Res	set Chang	ges				
Change Gradebook	Sort By	Student -		1 -	Englis	h 9 C	P - Y	· · · · ·				Acosta
Print Preview		Student	2	<u>3</u>	4	<u>5</u>	<u>6</u>	2	<u>8</u>	9	<u>10</u>	Perc Mrk
Forms		Student Descending Grade	15	10	20	10	50	10	10	20	20	
Scores by Class 🖊	**Gra	Grade Descending	~	~	~	~	\checkmark	~	~	~	\checkmark	10 Assmnts
Scores by Student	1. Benne	Overall Score	0 • N	IA 0	20	10	0	10	10	25	20	69.84 D
Scores by Assignment	2. Brow	Overall Score Descending	δ 🗖	0 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.

e Timeout: 19:40	Aeries G	radebook - Student Scores	
Choose a Gradebook	Bennett, Carissa T 💌 Change Student	1/24/2011 1:54:5	52 PM
1- English 9 CP - Y 💌	Submi	it Changes! Reset Changes	
ange Gradebook		5	
t Preview	Display Only Missing Assignments		
rms	Carissa T Bennett (190)	1 - English 9 CP - Y Tchr: Acosta Grd	
ores by Class		Points 💽 Date Gradi	
ores by Student 🟓 🔹 🕨	# Description Type The Chapter 1 Worksheet Homework	<u>Score Max Completed Due Date</u> Comp	plt
ores by Assignment	<u>I</u> I Chapter I Worksheet Homework	20 20 11/1/2010 Yes	
uick Data Entry			
lit Assignments	2	(13 15 11/1/2010 11/1/2010 Yes	
lit Assignment Types			
tions	3 Chapter 1 Ouiz Ouiz	10 10 11/16/2010 11/16/2010 Yes	
ackBoard Import	⊂ mapteri Quiz Quiz	10 10 11/16/2010 11/16/2010 Yes	
Mode			
ess Log	4 Spelling Wksheet Homework	20 20 11/17/2010 11/17/2010 Yes	
adebook Maintenance			
nds	5 Chpater 1 Test test		
orts	5	10 10 11/17/2010 11/17/2010 Yes	
anments by Student		•	
il Assignments	<u>6</u> ■ "Franklin" Quiz Quiz	50 50 11/17/2010 11/17/2010 Yes	
idebook Roster			
debook Summary			
signment Analysis	Submi	it Changes! Reset Changes	
al Mark Analysis		Perc of	
eress By Student	Туре	Grade Points Max Perc Mark	
	Projects	10 % 0.00 0 0.00	
Menu	Homework	15% 53.00 55 96.36 A	
lout	Participation Ouiz	15 % 0.00 0 0.00 20 % 60.00 60 100.00 A	
	test	40 % 10.00 10 100.00 A	
	Total**	99.27 A	
	** Total bas	ts are not counted until graded. ed upon Weighted Assignment Types I 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 - Stude	nt Scores
Choose a Gradebook	Bennett, Carissa T 💌 Change Student	1	1/24/2011 1:55:47 PM
1- English 9 CP - Y 💌 Change Gradebook Print Preview	Su ✓ Display Only Missing Assignme	ubmit Changes! Reset Changes ents	
Forms	Calissa T Bennett (190)	1 - English 9 CP - Y	Tchr: Acosta Grd: 9
Scores by Class			Date Grading
Scores by Assignment	Description Type Type Description Type Description Type		eted Due Date Complt 11/1/2010 Yes
Quick Data Entry			
Edit Assignments	Su	ubmit 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	Ae	ries Gra	adebook - S	Student S	Scores
Choose a Gradebook	Bennett, Carissa T 💽 Change :	Student		1	/24/2011 1:56:26 PM
1- English 9 CP - Y <u>Change Gradebook</u> <u>Print Preview</u>	🗆 Display Only Missing As		3	Changes	
Forms	Carissa T Bennett (190)) 1	- English 9 CP - Y		: Acosta Grd: 9
Scores by Class			Points 💽	Date	Grading
Scores by Student	# Description <u>1</u> Chapter 1 Worksheet	Type Hon ^h work	Score Max 20	<u>Completed</u>	Due Date Complt 11/1/2010 Yes
Quick Data Entry					
Edit Assignments	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.

Page Timeout: 19:05	Aeries Gradebook - Student Scores
Choose a Gradebook	Bennett, Carissa T Change Student 1/24/2011 1:56:26 PM
1- English 9 CP - Y Change Gradebook Print Preview	Bernett, Cartasa T Brown, Heather L Cruz-Torres, Neela Debio: Ndr J
Forms	Downing, Michele C ¹ Ett (190) 1 - English 9 CP - Y Tchr: Acosta Grd: 9
Scores by Class Scores by Student	Pails Points Date Grading # = Description Type Score Max Completed Due Date Completed

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.

Page Timeout: 19:37	Ae	ries Gra	adeboo	k - S	tudent s	Scores	;
Choose a Gradebook	Bennett, Carissa T 💽 Change S	tudent			1	l/24/2011	1:58:06 PM
1- English 9 CP - Y 💌		Submit Cl	hangest	Reset Ch	anges		
Change Gradebook	Display Only Missing As						
Print Preview	Carissa T Bennett (190		- English 9	CD - V	Tch	: Acosta	Grd: 9
Forms	Calissa i bennett (190	, 1	Points			. Acosta	
Scores by Class					Date		Grading
Scores by Student 🛹 🕨	# <u>Description</u> 1 H Chapter 1 Worksheet	Type Homework	Score	Max	Completed 11/1/2010	11/1/201	2 Complt
Scores by Assignment		nomenon	20	20	11/1/2010	11/1/201	
Quick Data Entry							-
Edit Assignments	2 Vocab 1A	Homework	13	15	11		Yes
Edit Assignment Types					Absent - No	Make Up le to Make Up	
Options					Excused	e to make up	
BlackBoard Import	<u>4</u> ■ Spelling Wksheet	Homework	20	20	11/ Late		Yes
TA Mode					Not Yet Gra		
Access Log	3 🗉 Chapter 1 Ouiz	Ouiz	10	10	Not Yet Pro		Yes
Gradebook Maintenance						Not Yet Graded	

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.

		*Assignme ** Total ba Totals base	sed upon W	/eighted	Assig	nment Typ	oes				
		test Total**	40 %	10.00	10	90.55					
		Quiz	30 % 40 %	52.50 10.00	60	87.50 100.00					
		Homework	10 % 20 %	13.00 43.00	15 55	86.66 78.18					
gout		Type Projects		Points							
ain Menu			Perc of								
ogress By Student her	-	Subr	nit Changes!	F	Reset	Changes			_		

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				Α	erie	s Gi	radebo	ok -	Assi	gnme	ent Scores	
Choose a Gradebook]		1-Chapter 1 W	orksheet 💌	Chang	e Assignr	nent			_	1/24/2011 2:0	1:58 PM
1- English 9 CP - Y 💌					· · · · · · · · · · · · · · · · · · ·	S	ubmit Changes	a l	Reset Cha	nges		
Change Gradebook			splay Only Mi	ccina Acc	Innmont					•		
Print Preview	-		hapter 1 W				ort by Custo	II SOIL F	ieiu ilistea			ılish 9 CP - Y
Forms Scores by Class			Homework			0/2010) Due: 11/	1/2010	Max Sc	ore: 20	Grading Complete	·
Scores by Student		Type.	. Homework	Assign	Poin		Date	1/2010	Mux oc		druging complete	Attend On:
Scores by Assignment P		# Stu	# <u>Name</u>		Score	Max	Completed	Comme	ent		<u>Status</u>	Assgnd Due
Ouick Data Entry		1. 19	0 Bennett, Ca	arissa T	20	20	11/1/2010					- UNV
Edit Assignments	Add New Assign	ment	Brown, Hea	ther L	20	20					[•
Edit Assignment Types	1 - Chapter 1 W	orksheet	Cruz-Torres	, Noelia	20	20						-
Options	2 - Vocab 1A	վեղ	Deligio, Tyle	er J	20	20		<u> </u>				• отн
BlackBoard Import	3 - Chapter 1 Qu	uiz	Downing, M	ichele C	20	20	<u> </u>	<u> </u>				TDY
TA Mode Access Log	4 - Spelling Wks	_	Falls, Dustin		20	20		<u> </u>				-
Gradebook Maintenance	5 - Chpater 1 Te				20		1 1 01					TDY
Trends	6 - 'Franklin' Qui	_				S	ubmit Changes	s!	Reset Cha	nges		
Reports	7 - Group Project	-		4in	Avg		Median		Mode	Var	StDev	AvgDev
Assignments by Student			20	20	20.00		20		20	0.00	0.00	0.00
Email Assignments				Default	Score	• to		Overwr	ite existing	values?	Change Defaults	
Gradebook Roster							Import Sc	ores from T	ST / CST			
Gradebook Summary							inport 30	orea nom n	017001	_		

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 - Assign	ment Scores
Choose a Gradebook	1- Chapter 1 Worksheet Change Assignment	1/24/2011 2:02:57 PM
1- English 9 CP - Y 💌	Submit Changes! Reset Changes	
Change Gradebook Print Preview	Display Only Missing Assignments Sort By Custom Sort Field instead of N	ame
Forms	1: Chapter 1 Worksheet	1 - English 9 CP - Y
Scores by Class	Type: Homework Assigned: 10/29/2010 Due: 11/1/2010 Max Score:	
Scores by Student	Points <u>Date</u>	Attend On:
Scores by Assignment 🯓 🕨	# Stu # <u>Name Score Max</u> <u>Completed</u> Comment	<u>Status</u> Assgnd Due
Ouick Data Entry	1. 190 Bennett, Carissa T 20 11/1/2010	▼ UNV
Edit Assignments	Submit Changes! Reset Changes	
Edit Assignment Types	Max Min Avg Median Mode \	ar StDev AvgDev
Options	20 20 20.00 20 20 0	00 0.00 0.00
BlackBoard Import	Default Score 🔽 to 🗌 Overwrite existing valu	es? Change Defaults
TA Mode	Derault joure 10 Overwrite existing valu	es: criange boraute
Access Log Gradebook Maintenance	Import Scores from TST / CST	

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**.

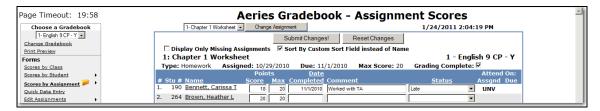
All students and scores will display for the assignment selected. To select a different assignment click the mouse on the **Drop Down** arrow to the left of the **Change Assignment** button. Select a new assignment and click the mouse on the **Change Assignment** button.

Page Timeout: 19:54	A	Aeries Gradebook -	- Assignme	ent Scores
Choose a Gradebook	1- Chapter 1 Worksheet 💌	Change Assignment		1/24/2011 2:03:27 PM
1- English 9 CP - Y <u>Change Gradebook</u> Print Preview	1- Chapter 1 Worksheet 2- Vocab 1A 3- Chapter 1 Quiz 4- Spelling Wicsheet	Submit Changes!	Reset Changes ield instead of Name	3
Forms	1: Chd5-Chpater 1 Test	. .		1 - English 9 CP - Y
Scores by Class	Type: H 6- "Franklin" Quiz 7- Group Project	ed: 10/29/2010 Due: 11/1/2010	Max Score: 20	Grading Complete: 🗹
Scores by Student	7*Group Project	Points <u>Date</u>		Attend On:
Scores by Assignment P	# Stu # <u>Name</u> 1. 190 <u>Bennett, Carissa T</u>	Score Max Completed Comme	ent	Status Assgnd Due
Edit Assignments	2. 264 Brown, Heather L	20 20		

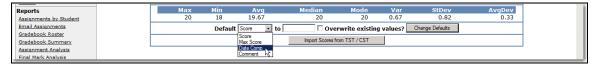
Gradebook scores can be entered as **Points** or **# Correct**. The **# Correct** option will only be an option if a **Max # Possible** was entered when the assignment was created. The **Percentage** option is available as display only after the scores have been entered. Enter the score received and 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.



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.



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.

Reports Assignments by Student	lax Min 20 18	Avg 19.67	Median 20	Mode 20	Var 0.67	StDev 0.82	AvgDev 0.33			
Email Assignments Gradebook Roster	Default Date Comp - to 01/24/2011 Overwrite existing values? Change Defaults									
Gradebook Summary			Import Scores fr	rom TST / CST						

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.

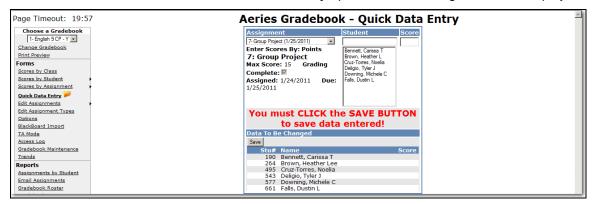
age Timeout: 19:54	Aeries Gradebook - Assignme	ent Scores
Choose a Gradebook	1- Chapter 1 Worksheet Change Assignment	1/24/2011 2:09:19 PM
1- English 9 CP - Y - Change Gradebook	Submit Changes! Reset Changes	
Print Preview	Display Only Missing Assignments Sort By Custom Sort Field instead of Name 1: Chapter 1 Worksheet	e 1 - English 9 CP - Y
Forms Scores by Class	Type: Homework Assigned: 10/29/2010 Due: 11/1/2010 Max Score: 20	Grading Complete:
Scores by Student	Points <u>Date</u>	Attend On:
Scores by Assignment P	# Stu # Name Score Max Completed Comment 1. 190 Bennett, Carissa T 18 20 1/24/2011 Worked with TA	Late VINV
Edit Assignments	2. 264 Brown, Heather L 20 20 1/24/2011	
Edit Assignment Types	3. 495 Cruz-Torres, Noelia 20 20 1/24/2011	

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.

Trends							-		
Reports		Max	Min	Avg	Median	Mode	Var	StDev	AvgDev
Assignments by Student		20	18	19.67	20	20	0.67	0.82	0.33
Email Assignments	Default Score v to Overwrite existing values? Change Defaults								
Gradebook Roster						-			
Gradebook Summary					Import Scores fr	om TST / CST			

QUICK DATA ENTRY

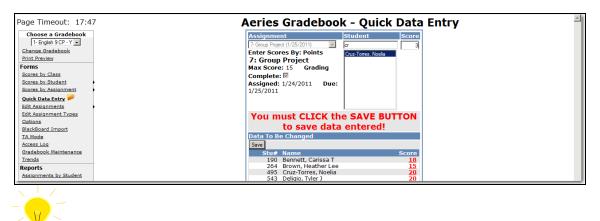
To enter scores using the **Quick Data Entry** form, **Choose a Gradebook** from the left hand side of the form. Click the mouse on the **Quick Data Entry** option. The following screen will display.



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.

Page Timeout: 19:33	Aeries Gradebook - Quick Data
Choose a Gradebook 1- English 9 CP - Y Change Gradebook Print Preview Forms	Assignment Student Score [7-Grap Project (1/25/2011)] ▼ ▼ 20 Enter Scores By: Points Delgo. Tyler J Z 7: Group Project □ D
Scores by Class Scores by Student Scores by Assignment	Max Score: 15 Grading Complete: ₩ Assigned: 1/24/2011 Due: 1/25/2011

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.



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.

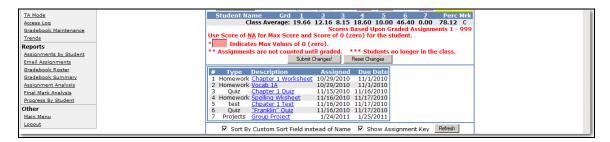
Page Timeout: 19:25	Aeries Gradebook - Options
Choose a Gradebook	General Current Gradebook Grading Rules
3- Biology Cp - Y 🐱	General Options
Change Gradebook Print Preview	Email Address: test@aeries.com
Forms	View Student ??? in Print Preview: ③ Name Stu# O Phone# O Perm
Scores by Class	10
Scores by Student	Show Assignment Key on Class Scores
Scores by Assignment	Page:
Quick Data Entry	Show Options on Scores by Class Page: 🔽
Edit Assignments Edit Assignment Types	Show Class Average on Scores by Class Page:
Options 🗭 TA Mode	Assignments Per Page on Scores by Class 20 Page:
Access Log Gradebook Maintenance	Show Only Currently Active Gradebooks:
Trends	Sort By Custom Sort Field instead of Name: 💌
Reports Assignments by Student	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 bottomof the Scores byClass page. The first 15 characters of the Assignment Description will rotate sideways.

Examples:

Show Class Average and Show Assignment Key option selected.



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

Uptions		ing, menere e			1 20	10		01.00 5
BlackBoard Import	6. Falls, I		20	0 0		50		35.90 F
TA Mode	Stude	nt Name Grd	<u>1</u> <u>2</u>	3	<u>4</u>	<u>5</u> 6	2	Perc Mrk
Access Log								1ents 1 - 999
Gradebook Maintenance		e of <u>NA</u> for Max Score a		of U (ze	ro) for	the studen		
Trends		dicates Max Values of						
Reports	** Assig	nments are not counted					ger in th	e class.
Assignments by Student		Su	bmit Changes!	R	eset Chang	ges		

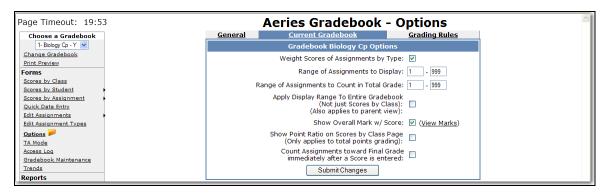
Assignments Per Page on Score by Class option set to 5 assignments. The remaining assignments will roll over and display on page 2.

Page Timeout: 19:58	Aeries	s Grade	boo	k -	Clas	ss Sc	ores	
Choose a Gradebook	Page: 1 <u>2</u>					1/24/20	011 2:18:06 PM	
1- English 9 CP - Y 💌	Display: Points	Submit Changes!	Rese	et Chang	es			
Change Gradebook	Sort By Student	1 - En	glish 9	CP -	γ		Acosta	
Print Preview	Student Name	Grd <u>1</u>	2	3	4	5	Perc Mrk	
Forms	Max F	Points: 20	15	10	20	10		
Scores by Class 🥬	**Grading Comp	oleted: 🗹	~	V	~	~	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.

age Timeout: 19:50	Aeries Gradebook - Maintenance						
Choose a Gradebook	Edit Gradebooks Link	Gradebooks	Enters/Leaves Manag	e Students Final M	arks Scales Ba	ackups	
2- English 9 CP - Y 💌		Gradebooks for Acosta					
Chan 1- English 9 CP - Y	Pd Name	Term	Grade Range	Start Date	End Date	Edit	
int 2- English 9 CP - Y	1 English 9 CP	Y	9 - 12	8/31/2010	6/15/2011	2	
ms 🖤	2 English 9 CP	Y	9 - 12	8/31/2010	6/15/2011	2	
ores by Class	4 English 9 CP	Fall	9 - 12	8/31/2010	1/20/2011	2	
Scores by Student					Add	New 📩	

The **Current Gradebook Options** form allows you to select various options that will display for the Gradebook selected.



- 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				
Choose a Gradebook	General Current Gradebook Grading Rules				
1- Biology Cp - Y 💉	Grading Rules for Biology Cp Edit				
Change Gradebook Print Preview	1 Drop the Lowest 1 Scores (in the Homework Category) According to % Score				
Forms Scores by Class	Add				
Scores by Student					

ADDING NEW GRADING RULES

Multiple rules can be applied to the same gradebook. Click the **Add** button and the following screen will display.

🖉 Edit Gradebook Rules - ABI Gradebook - Windows Internet Ex 🖃 🔳 🔲	×
http://127.0.0.1/abi/GradebookEditRules.asp?cache=9%2F8%2F2009+10%3A08%3A29+4	<
Rule 2 for Biology Cp	^
Drop the Lowest 1 Scores (in the Homework V Category)	
According To	
% Score 🗸	
And Replace With	
Nothing 🔽	
Add Reset Cancel	
	~
Done Section 100% -	

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 (Max Score).
- "% Score" is determined by dividing the actual Score by the Max Score (Score / 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 ASSIGMENT 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	Aeries Gradebook - TA Mode
Choose a Gradebook	Turn ON Teacher Assistant Assignment Entry Mode (TA Mode)? 🗹
2- English 9 CP - Y	Assignment Update Range
Print Preview Forms	Period (Low-High)
Scores by Class	0 0 - 0
Scores by Student	1 0 - 0
Scores by Assignment	2 7 - 7
Edit Assignments	3 0 - 0
Edit Assignment Types Options	4 0 - 0
BlackBoard Import	5 0 - 0
TA Mode 🟓	6 0 - 0
Access Log Gradebook Maintenance	7 0 - 0
Trends	8 0 - 0
Reports Assignments by Student	9 0 -0
Email Assignments	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: 19:4	48	Aeries Gradebook - Class Scores				
Choose a Gradebook		Page: 1 1/24/2011 2:23:47 PM				
2- English 9 CP - Y -		Display: Points	Submit Changes! Reset Changes			
Change Gradebook		Sort By Student	2 - English 9 CP - Y	Acosta		
Forms		Student Name	Grd	2		
Scores by Class 🯓			Max Points:	15		
Scores by Student	•		**Grading Completed:	-		
Scores by Assignment	•	1. Bennett, Carissa T	9			
Quick Data Entry		2. Brown, Heather L	9			
Other		3. Cruz-Torres, Noelia	9			
Logout		4. Deligio, Tyler J	9			
		5. Downing, Michele C	9			
		6. Falls, Dustin L	9			
		Student Name	Grd	2		

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		Aeries Gradebook - Access Log					
Choose a Gradebook	View Previous	View Previous 1 Day 🔽 😡			9/8/2009 11:47:10 AM		
3- Biology Cp - Y 💙		Access Log for Biology Cp					
Change Gradebook	Date/Time	Туре	Username	Student	Parent Name	Home Phone	
Print Preview	9/8/2009 11 AM	Р	kellyp	Barron, Kristy M.	M/M B Barron	777-555-1181	
Forms							
Scores by Class							
Scores by Student							

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.

age Timeout: 19:55	Aeries	Grac	lebook - Grade	book 1	rends
Choose a Gradebook	Analyze Assignments: 1	- 10	Go	1/24/201	L 2:25:03 PM
2- English 9 CP - Y	Sort By Student	•	2 - English 9 CP - Y		Acosta
Print Preview	Student Name	Grd	Trend <u>1 2 3 4 5</u>	<u>67</u>	Perc Mrk
	Max	Points:	20 15 10 20 10) 50 15	
orms	**Grading Com	pleted:	<pre></pre>	~ ~	7 Assmnts
ores by Class	1. Bennett, Carissa T	. 9	0.65 18 13 10 20 10	50	88.54 B
ores by Student	2. Brown, Heather L	9	-0.77 4 20 10 8.9 20 10	44.5	84.88 B
Scores by Assignment	3. Cruz-Torres, Noelia	9	-1.53 4 20 10 10 13 10	42.5	81.88 B
Quick Data Entry	 Deligio, Tyler J 	9	0.00 20 15 10 20 10	•0 15	100.00 A
dit Assignments	5. Downing, Michele C	9	-0.11 4 20 15 10 20 10	45 20	100.83 A
Edit Assignment Types	6. Falls, Dustin L	9	-10.93 🕹 20 10 0	50	35.90 F
Options	Student Name	Grd	<u> </u>	<u>67</u>	Perc Mrk
BlackBoard Import	A To Post of March 1991		Scores Based Upon Gra ** Assignments are not co		
TA Mode	* Indicates Max Values of *** Students no longer in			unted until g	raded.

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.

Choose a Gradebook		nts
	Printing Options	
2- English 9 CP - Y 💌	Next>> Reset	
Change Gradebook		
Print Preview	Gradebook 2- English 9 CP - Y 💌	
Forms	Sort By Assignment #	
Scores by Class Scores by Student	Sort Students By Name	
Scores by Assignment		
Quick Data Entry	Report Title	
Edit Assignments	Show Grade Summary 🔽	
Edit Assignment Types	Show Completion Checks Instead of Scores	
Options		
BlackBoard Import	Grade Summary Location Bottom 💌	
TA Mode Access Log	Print Missing Assignments	
Gradebook Maintenance	Print Only Students with Missing Assignments	
Trends		
Reports	Print Only Students with Grade % Below	
Assignments by Student	Print Only Students with Grade % Above	
Email Assignments	Print Signature Line	
Gradebook Roster	Page Break on Each Student	
Gradebook Summary Assignment Analysis		
Final Mark Analysis	Report Comment to Print	
Progress By Student		
Other	×	
Main Menu	Next>> Reset	

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.

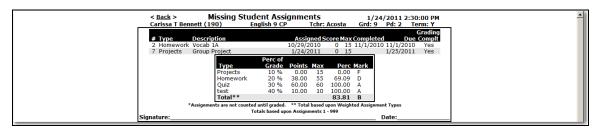
Holding down the **Control (Ctrl)** key and clicking on assignments and/or students can select more than one in that area. When complete click the mouse on the **Preview Report** button. The report will display on the screen and when printed each student displayed will print individually.

	Aeries Gradebook - Print Student Assignments
Choose a Gradebook	Printing Options
2- English 9 CP - Y 💌	< <back <<="" preview="" report="">> Reset</back>
Change Gradebook	
Print Preview	Print Only The Following Gradebooks and Assignments (1) Chapter 1 Worksheet
Forms	(2) Vocab 1A (3) Charter 1 Outz
Scores by Class	(J) Chapter Totaliz (4) Spelling Wissheet
Scores by Student	(5) Chpater 1 Test
Scores by Assignment	(6) "Franklin" Guiz (7) Grup Project
Quick Data Entry	(7) choup Hojea
Edit Assignments	Print Only The Following Students Remett Carissa T (9)
Edit Assignment Types	Print Only The Following Students Bernett, Carssa T (9) Brown, Heather L (9)
Options	*Inactive Students are not Highlighted Courtones, Nola (5)
BlackBoard Import	Deligio, Tyler J (9)
TA Mode	Downing, Michele C (9) Falls, Dustin L (9)
Access Log	Pails, Dustin L (3)
Gradebook Maintenance	
Trends	< <back <<="" preview="" report="">> Reset</back>
Reports	Cuality Chromos Meppel 77 Preset

The following is an example of the Show Grade Summary report.

< <u>Back</u> >		Student /								28:08 PM
Carissa T I	Bennett (19	90) E	nglish 9 C	P	chr:	Acosta	Grd:	9 P	d:2	Term: Y
# Type	Descri						Complet			Grading e Complt
1 Homew	ork Chapte	er 1 Worksheet	1	0/29/201	0 1		1/24/20: ed with T		1/1/201	0 Yes
	ork Vocab			0/29/201			11/1/20			
3 Quiz		er 1 Quiz	1	1/15/201	0 1	0 10 1	1/16/20	10 11/	/16/201	0 Yes
	ork Spellin			1/16/201			1/17/20			
5 test		r 1 Test	1	1/16/201	0 1	0 10 1	1/17/20	10 11/	/17/201	0 Yes
6 Quiz		in" Quiz	1	1/16/201	0 5	0 50 1	1/17/20	10 11/	/17/201	0 Yes
7 Projects	Group	Project		1/24/201	1	15		1/	/25/201	1 Yes
		Туре	Perc of Grade		Max	Per	Mark			
		Projects	10 %		15	0.00				
		Homework	20 %	51.00	55	92.72				
		Quiz	30 %		60	100.00				
		test	40 %	10.00	10	100.00	A			
		Total**				88.54	B			
	*Assignme	nts are not counte	d until gradeo	. ** Total	based u	pon Weig	hted Assigr	ment T	ypes	
		т	otals based u	pon Assignn	ents 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.



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 Assignmen
Choose a Gradebook	E-Mail Options
1- Biology Cp - Y 🔽	Next>> Reset
Change Gradebook	
Print Preview	E-Mail To Students (STU.SEM) 🔽
orms Scores by Class	E-Mail To Parents (STU.PEM) 🔽
Scores by Student	E-Mail To Contacts (CON & PWA) 🔽 Add Contact Filters:
Scores by Assignment	
Quick Data Entry	Gradebook 1- Biology Cp - Y
Edit Assignments	Sort By Assignment #
Edit Assignment Types	Report Title
Options	· · · · · · · · · · · · · · · · · · ·
Mode	Show Grade Summary 🗹
radebook Maintenance	Show Completion Checks Instead of Scores
rends	Grade Summary Location Bottom V
ports	
signments by Student	Print Missing Assignments
nail Assignments 🗭	Print Only Students with Missing Assignments
radebook Roster	Print Only Students with Grade % Below
adebook Summary	
signment Analysis	Print Only Students with Grade % Above
I Mark Analysis	Print Signature Line 🗌
in Menu	Page Break on Each Student 🔽
gout	
	Report Comment to Print
	Next>> Reset

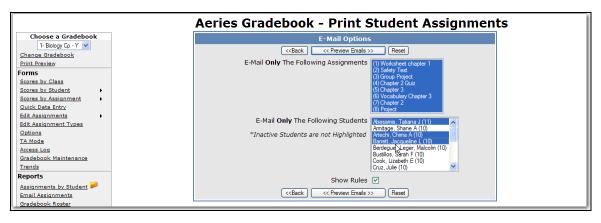
There are various options to choose from in creating this report.

- 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.

	Students That Have No E-Mail Addresses On File	
	Chima A Artechi (97) Jacqueline L Barrett (156)	
	E-Mails That Will Be Sent	
	Send Emails >>	
	/M A Abesamis)^ <parent@aeries.com>;Abesamis, Tatiana^<test@aeries.com></test@aeries.com></parent@aeries.com>	
Subject: Student Assignments		
Student Ass		
Tatiana J Abesamis (8)	Biology Cp Tchr: Alvarado Grd: 11 Pd: 1 Term: Y	
# Type Description	Grading Assigned Score Max Rule Completed Due Complt E	
# Type Description 1 Homework Worksheet ch	hapter 1 9/2/2009 100 20 9/10/2009 9/9/2009 Yes	
	Gradebook Rules	
D	rop Lowest	
#	# Scores Category According To Replace With 1 H % Score Nothing	
1	1 H % Score Nothing	
	Perc of	
Туре		
1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		
	mas Smith)^ <test@yahoo.com></test@yahoo.com>	
dress To: Armitage, Shane (Thor Subject: Student Assignments	mas Smith)^ <test@yahoo.com></test@yahoo.com>	
Subject: Student Assignments		
Subject: Student Assignments Student Assi Shane A Armitage (90)	ignments 9/9/2009 12:23:02 PM Biology Cp Tchr: Alvarado Grd: 10 Pd: 1 Term: Y Gradium	
Subject: Student Assignments Student Assignments Shane A Armitage (90) # Type Description	ignments 9/9/2009 12:23:02 PM Biology Cp Tchr: Alvarado Grd: 10 Pd: 1 Term: Y Grading Assimed Score Max Rule Completed Due Complet	
Subject: Student Assignments Student Assi Shane A Armitage (90)	ignments 9/9/2009 12:23:02 PM Biology Cp Tchr: Alvarado Grd: 10 Pd: 1 Term: Y Grditing Assigned Score Max Rule Completed Due Compil apter 1 9/2/2009 20 9/9/2009 Yes	
Subject: Student Assignments Student Assignments Shane A Armitage (90) Type Description Homework Worksheet ch	ignments 9/9/2009 12:23:02 PM Biology Cp Tchr: Alvarado Grd: 10 Pd: 1 Term: Y Grading hapter 1 9/2/2009 20 Gradebook Rules rop Lowest	
Subject: Student Assignments Student Assignments Shane A Armitage (90) # Type Description 1 Homework Worksheet ch	ignments 9/9/2009 12:23:02 PM Biology Cp Tchr: Alvarado Grd: 10 Pd: 1 Term: Y Crading Assigned Score Max Rule Completed Due Compit 19/2/2009 20 Sylp/2009 Yes 9/9/2009 Yes	
Stadent Assi Shane A Armitage (90)	ignments 9/9/2009 12:23:02 PM Biology Cp Tchr: Alvarado Grd: 10 Pd: 1 Term: Y Grading hapter 1 9/2/2009 20 Gradebook Rules rop Lowest	
Subject: Student Assignments Student Assignments Shane A Armitage (90) # Type Description 1 Homework Worksheet ch	ignments 9/9/2009 12:23:02 PM Biology Cp Tchr: Alvarado Grd: 10 Pd: 1 Term: Y Gradino Assigned Score Max Rule Completed Due Compl 9/9/2009 Yes 9/9/2009 Yes 9/9/2009 Yes 9/9/2009 Yes	
Subject: Student Assignments Student Assignments Shane A Armitage (90) # Type Description 1 Homework Worksheet ch	ignments Biology Cp Tchr: Alvarado Grd: 10 Pd: 1 Term: Y Assigned Score Max Rule Completed Dure Compil papter 1 9/2/2009 20 rop Lowest Cradebook Rules scores Category According To Replace With 1 H % Score Nothing Perc of	

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**.

	Aeries Gradebook - Print Gradebook Ro	ster
Choose a Gradebook	Printing Options	
2- English 9 CP - Y 💌	Preview Report Reset	
Change Gradebook Print Preview	Gradebook 2- English 9 CP - Y	
Forms		- 1
Scores by Class	Report Title Gradebook Roster	
Scores by Student	Number of Boxes 10	
Scores by Assignment Ouick Data Entry	Number of Additional Lines	
Edit Assignments	Box Width As Wide as Possible •	
Edit Assignment Types	·	
Options	Height of Each Detail Line Normal	
BlackBoard Import	Height of Header Line Nomal 💌	
TA Mode	Sort Students By Name	
Access Log Gradebook Maintenance		
Trends	Show Line Number 🔽	
Reports	Show Student Number 🔽	
Assignments by Student	Print Student Permanent ID instead of Student Number	
Email Assignments	Show Student Grade 🔽	
Gradebook Roster 🟓		
Gradebook Summary	Show Student Telephone Number	
Assignment Analysis	Show Student Address	
Final Mark Analysis	Chann Address Cha E	
Progress By Student	Show Address City 🗖	
Other	Show Student Birthdate 🗍	
Main Menu Logout	Show Student Parent/Guardian Name	
	Include Inactive Students	
	Grid Lines Black	

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.

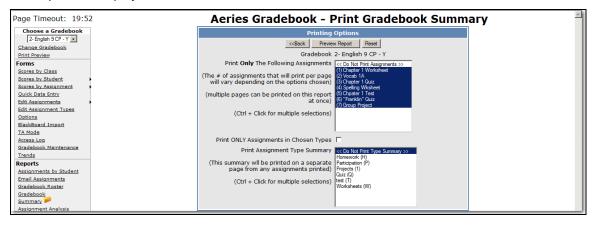
- English 9 CP - Y Gradebook Roster Ac													Acosta	
	<u>Stu#</u>	<u>Name</u>	Grd	<u>Phone</u>										
1	190	Bennett, Carissa T	9	none										
2	264	Brown, Heather Lee	9	(777) 555-7895										
3	495	Cruz-Torres, Noelia	9	(777) 555-5785										
4	543	Deligio, Tyler J	9	(777) 555-3959										
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	Aeries Gradebook - Print Gradebook Summary	-
Choose a Gradebook	Printing Options	
2- English 9 CP - Y Change Gradebook	Next>> Reset	
Print Preview	Gradebook 2- English 9 CP - Y 🗸	
Forms	Report Title Gradebook Summary	
Scores by Class Scores by Student	Show Assignment Key	
Scores by Assignment	Assignment Key Location End of Report (on its own page)	
Quick Data Entry Edit Assignments	Include Inactive Students	
Edit Assignment Types	Show Student Info	
Options BlackBoard Import	Sort Students By 🕝 Student C Overall Score	
TA Mode	Show Student Grade 🔽	
Access Log Gradebook Maintenance	Grid Lines Black 💌	
Trends	Show Percentage	
Reports		
Assignments by Student	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	oints:	20	15	10	20	10	50	15				
**Grading Comp	leted:	۲	د	۲	۲	د	L	۲	7 As	smnts		
Bennett, Carissa T	9	18		10	20	10	50		83.81	В		
Brown, Heather L	9	20	10	8.9	20	10	44.5		84.88	В		
Cruz-Torres, Noelia	9	20	10	10	13	10	42.5		81.88	В		
Deligio, Tyler J	9	20	15	10	20	10	*0	15	100.00	Α		
Downing, Michele C	9	20	15	10	20	10	45	20	100.83	Α		
Falls, Dustin L	9	20	10	0			50		35.90	F		
Student Name	Grd	1	2	3	4	5	6	7	Perc	Mrk		
* Indicates Max Values of	0 (zer	o).							ignments 1 ntil graded.	- 999		

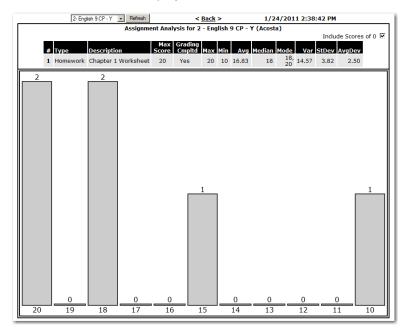
ASSIGNMENT ANALYSIS REPORT

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 Prin	nt Assignment Analysis report.

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

Click the mouse on the Chart icon to display a bar chart of the actual scores on an assignment.

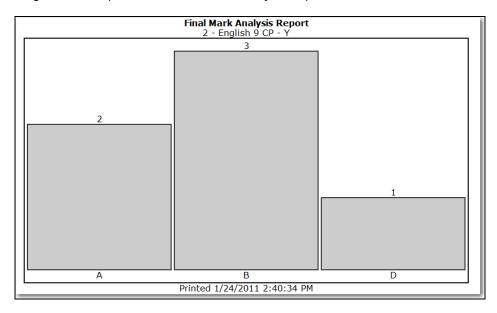


FINAL MARK ANALYSIS

The **Final Mark Analysis** report is a bar graph of final marks for students in a single gradebook or across multiple gradebooks.

Aerie	s Gradebook - Print Gradebook Final Mark Analysis	4
Choose a Gradebook 2- English 9 CP - Y	Final Mark Analysis Report Options	
Change Gradebook Print Preview Forms	Preview Report Reset	
Scores by Class Scores by Student Scores by Assignment	Z-Englab GP-PY Gradebook Gradebook	
Quick Data Entry Edit Assignments Edit Assignment Types	Ctrl + Click for Multiple Sections	
Options BlackBoard Import TA Mode	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.

Timeout: 19:48	Aeries Gradebook - Print Student Progress Report
ose a Gradebook	Printing Options
th - Y Gradebook	Next>> Reset
eview	Print Students in Which Gradebook O-Math - Y
by Class	Include Gradebooks Active on a Date: 01/19/2011 🕮 (blank for all gradebooks)
by Student	Show Signature
v Assignment ta Entry	Page Break on Each Student 🔽
nments	Report Comment to Print
nment Types	
	<u>×</u>

The following is an example.

	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

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.

Page Timeout: 19:58	Aeries Gradebook - Maintenance	
Choose a Gradebook 1 - English 9 CP - Y Change Gradebook Plint Pravlaw Forms	Edit Gradebooks Link Gradebooks Enters/Leaves Manage Students Final Marks Scales Backups The Administrator has not completed the setup of Gradebook Backups Gradebook Backups Please Setup a backup path in ABI Options. Please Setup path	

Below is the form that will display if a Backup path is set.

Page Timeout: 19:41	Aeries Gradebook - Maintenance	~
Choose a Gradebook 1- English 9 CP - Y Change Gradebook	Edit Gradebooks Link Gradebooks Enters/Leaves Manage Students Final Marks Scales Backups Backup a Gradebook Restore A Gradebook	
Print Preview		

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.

Page Timeout: 19:50	Aeries Gradebook - Maintenance
Choose a Gradebook	Edit Gradebooks Link Gradebooks Enters/Leaves Manage Students Final Marks Scales Backups
1- English 9 CP - Y	Backup a Gradebook Restore A Gradebook
Change Gradebook	Step 1
Print Preview	Choose a Gradebook to Backup
Forms	Backup All Gradebooks 💌
Scores by Class	Backup All Gradebooks
Scores by Student	1 - English 9 CP - Y 2- 2nd Pende Tranish - Year
Scores by Assignment	3- HonEcon/GovtGS - Y
Quick Data Entry	5- English 9 CP - Y

The following form will display.

Page Timeout: 19:57	Aeries Gradebook - Maintenance
Choose a Gradebook 1 - English 9 CP - Y Change Gradebook Print Preview	Edit Gradebooks Link Gradebooks Enters/Leaves Manage Students Final Marks Scales Backups Backup a Gradebook Backup Gradebooks Backup Gra
Forms	

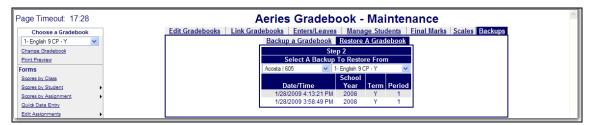
NOTE: School Districts may want to establish a district policy on the backup procedure.

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

age Timeout: 19:18		Aeries (Grade	bod	ok -	Ма	inter	nance		
Choose a Gradebook	Edit Gradebooks Link	Gradebooks E	inters/Leav	es	Mana	ge Stu	dents	Final Mark	s <u>Scales</u> Backups	
1- English 9 CP - Y		Backup a Gradebook Restore A Gradebook								
Change Gradebook			5	itep 1						
Print Preview		Sele	ect A Grad	ebook	To Lo	oad Int	0			
orms		Gradebook 1	Teacher	ermF	eriod	Year	Start Date	End Date		
Scores by Class			Load Into A				Bato	End Sato		
Scores by Student	Eng	lish 9 CP Ac	osta 605	Υ	1	2008	9/2/2008	6/15/2009		
Scores by Assignment	Hon	Econ/GovtGS Ac	osta 605	Y	3	2008	9/2/2008	6/19/2009		
Quick Data Entry	Eng	lish 9 CP Ac	osta 605	Y	5	2008	9/2/2008	6/15/2009		
Edit Assignments	2nd	Period English Ac	osta 605	Year	2	2008	9/2/2008	9/11/2009		
Edit Assignment Types										
Options	L									

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.



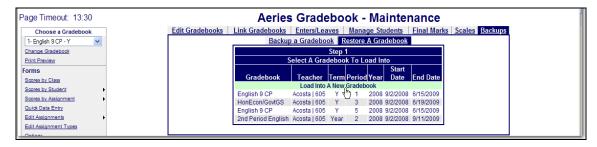
Note the Date and Time of the backups are displayed. Click the mouse on the backup to **Restore From**.

Ae	eries Gr	adebo	ok - Mainter	nance					
Edit Gradebooks Link Grade	ebooks Ent	ers/Leaves	Manage Students	Final Marks	Scales Backups				
	Backup a Gr	adebook	<u>Restore A Gradebook</u>						
		Step							
	Se	elect Tables	To Restore						
	Ass	signment Type	es (GBT): 📃						
		* Assignmen	ts (GBA):						
		Studen	ts (GBU): 📃						
		Score	es (GBS): 📃						
		Final Marl	ks (GTG): 📃						
	Grad	lebook Optior	is (GBO): 📃						
	* Assignments (GBA): Students (GBU): Scores (GBS): Final Marks (GTG): Gradebook Options (GBO): Main Gradebook Setup (GBK): * - Loading Assignments will also load Assignment								
	* - Loading As	ssignments w Type							
		Resto	ore						

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.

Page Timeout: 19:51	Aeries Gradebook - Maintenance
Choose a Gradebook	Edit Gradebooks Link Gradebooks Enters/Leaves Manage Students Final Marks Scales Backups
1- English 9 CP - Y 🔽	Backup a Gradebook Restore A Gradebook
Change Gradebook	Step 2
Print Preview	Select A Backup To Restore From
Forms	Cantata 750 Volter Gradebook Not Listed Volter
Scores by Class	Acosta 605 Aldrich 601
Scores by Student	Addrich 1601 VS <u>te</u> Year Term Period
Scores by Assignment	Barrows 748
Quick Data Entry	Barsanti /753 Resoluti /151

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.

Page Timeout: 15:14	Aeries Gradebook - Maintenance
Choose a Gradebook	Edit Gradebooks Link Gradebooks Enters/Leaves Manage Students Final Marks Scales Backups
1- English 9 CP - Y	Backup a Gradebook Restore A Gradebook
Change Gradebook	Step 2
Print Preview	Select A Backup To Restore From
Forms	Bartlett 611 V 1- Eng 11/12 - Y V
Scores by Class	1- Eng 11/12 - Y
Scores by Student	Date/Time 3- Math 10-12 - Y Other Gradebook Not Listed
Scores by Assignment	1/29/2009 1:36:08 PM 2000 1

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**.

Page Timeout: 19:54			Aeries Gradebook - Maintenance							
Choose a Gradebook		Edit	Gradebooks	Link Gra	adebooks	Enters/Leaves	s Manage Student	Einal Marks	Scales	Backups
1- English 9 CP - Y	~		Gradebooks for Acosta							
Change Gradebook		Pd	Name			Term	Grade Range	Start Date	End Date	e Edit
Print Preview		1	English 9 CP			Y	9 - 12	9/2/2008	6/15/200	9 🎽
Forms		1	English 9 CP 2	nd Semes	ter	Y	9 - 12	9/2/2008	9/11/200	9 🌌
Scores by Class		2	2nd Period Eng	lish	2	Year	9 - 12	9/2/2008	9/11/200	9 🏼 🌌
Scores by Student	•	3	HonEcon/Govt	SS		Y	9 - 12	9/2/2008	6/19/200	9 🌌
Scores by Assignment	•	5	English 9 CP			Y	9 - 12	9/2/2008	6/15/200	9 🌌
Quick Data Entry									A	dd New 🛨