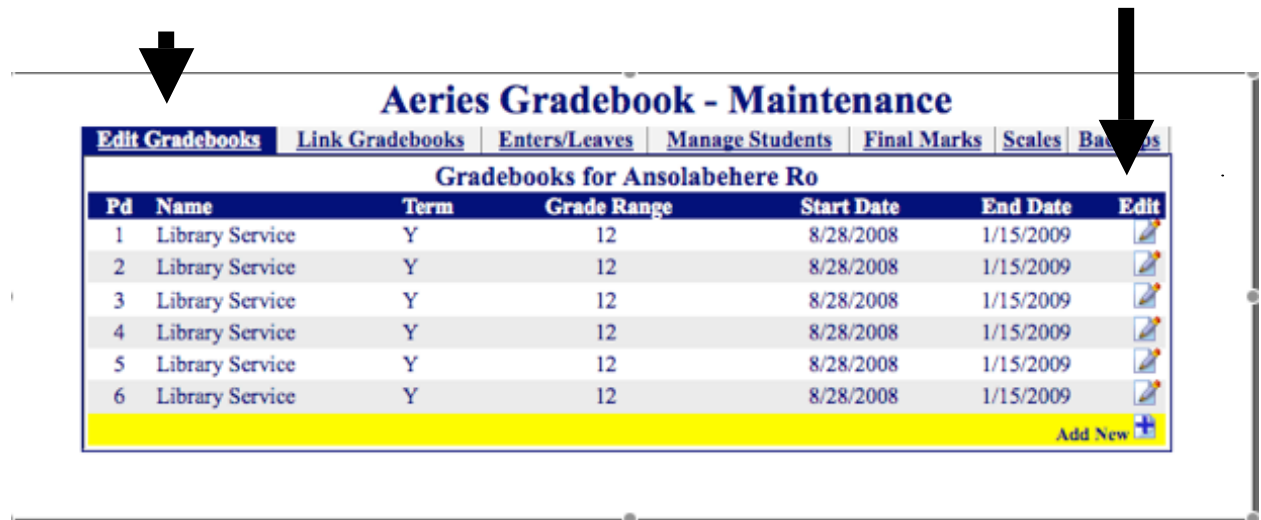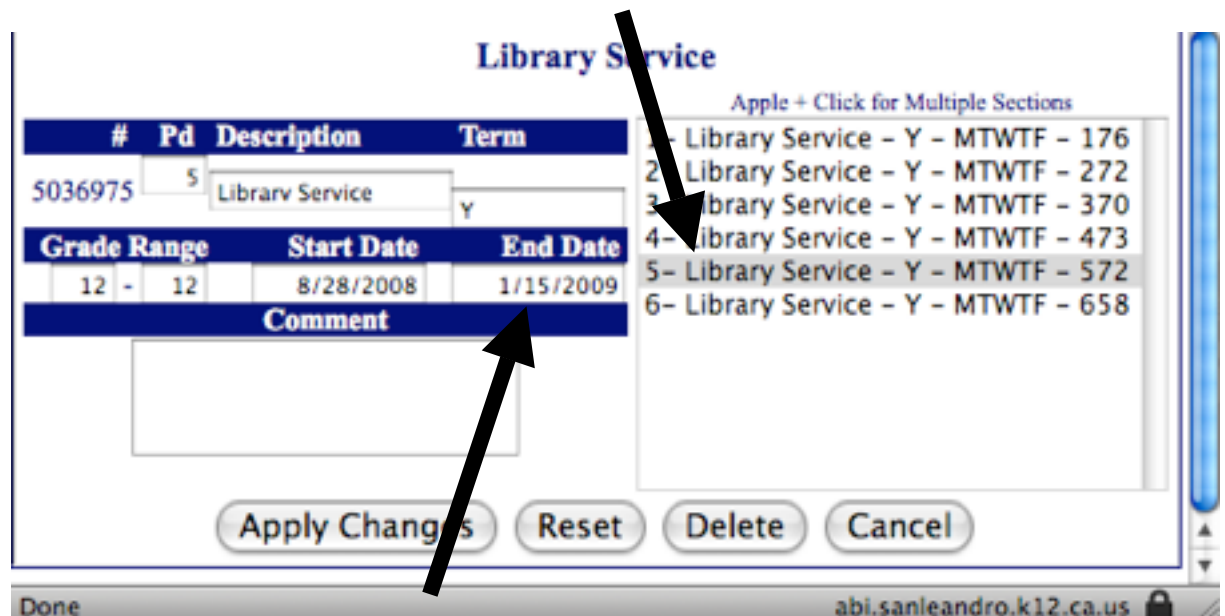# How To Prepare Your Grade Book for Second Semester
A Step-by-Step Guide

Change the ending date on your existing classes

Click Grades tab

Click grade book

Go to Gradebook Maintenance

Click on Edit Gradebooks

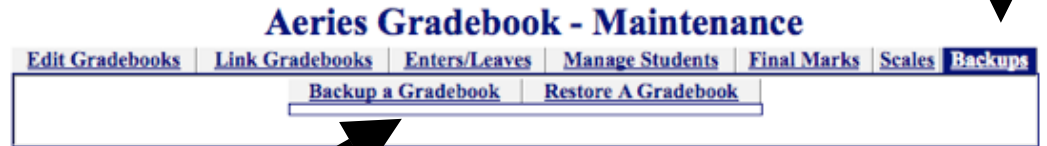Click on the Edit picture to the far right of the listed class

Make sure the class you want to edit is shaded
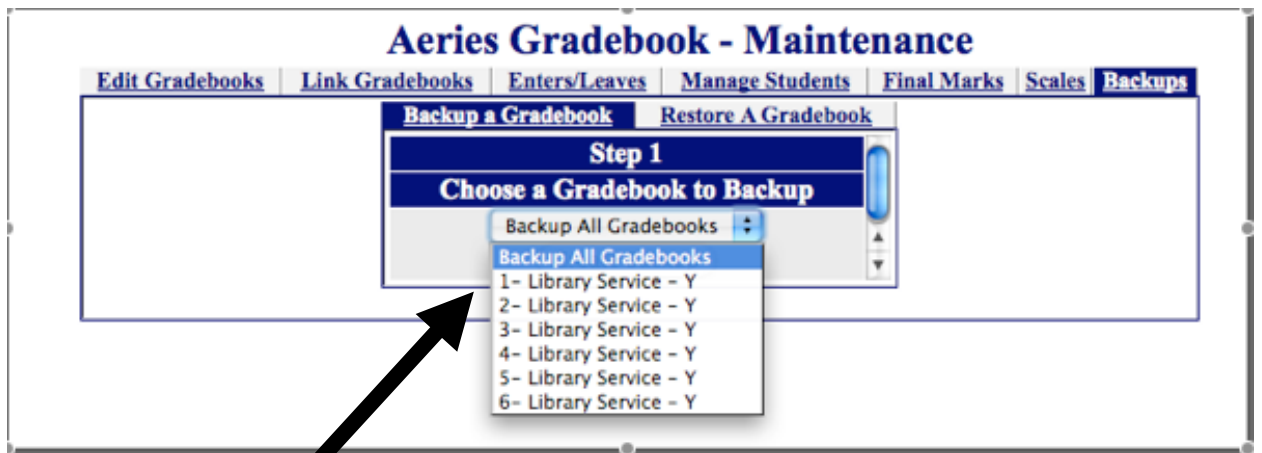

Change the end date to END OF FIRST SEMESTER
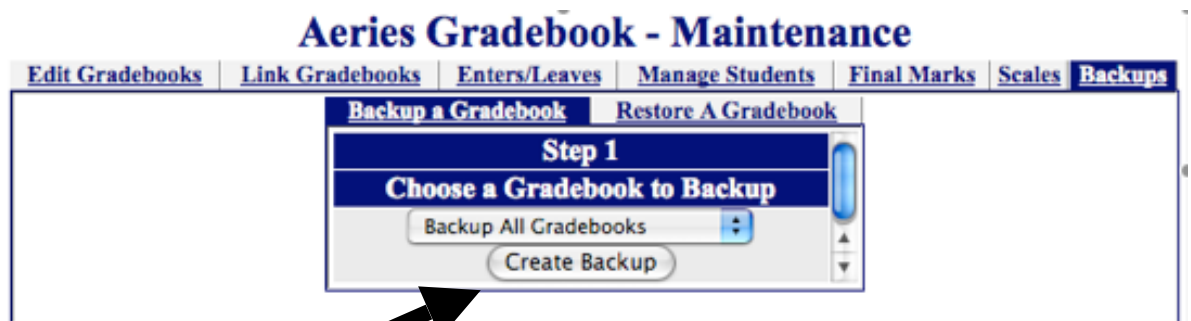
Back up your grade book

Under Grade Book Maintenance click Back ups

Aeries Gradebook - Maintenance

Edit Gradebooks | Link Gradebooks | Enters/Leaves | Manage Students | Final Marks | Scales | **Backups**

Backup a Gradebook   Restore A Gradebook

Click Back Up a Gradebook

Aeries Gradebook - Maintenance

Edit Gradebooks | Link Gradebooks | Enters/Leaves | Manage Students | Final Marks | Scales | **Backups**

Backup a Gradebook   Restore A Gradebook

Step 1

Choose a Gradebook to Backup

Backup All Gradebooks

Backup All Gradebooks
1– Library Service – Y
2– Library Service – Y
3– Library Service – Y
4– Library Service – Y
5– Library Service – Y
6– Library Service – Y

Back up all gradebooks or choose one from the drop down menu

Aeries Gradebook - Maintenance

Edit Gradebooks | Link Gradebooks | Enters/Leaves | Manage Students | Final Marks | Scales | **Backups**

Backup a Gradebook   Restore A Gradebook

Step 1

Choose a Gradebook to Backup

Backup All Gradebooks

Create Backup

Click create Back up

Create a new gradebook

       Stay in Gradebook Maintenance

       Click on Edit Gradebooks

       Click on the Add New symbol at the bottom of the list of classes. It is shaded

yellow and at the bottom

       When the next box appears click on the period for which you wish to create a new

Gradebook

Click next

In the next box make sure <u>the beginning date</u> of the class is BEGINNING
OF SECOND SEMESTER and the end date is END OF YEAR

Rotate Image Right | **New Gradebook**

Apple + Click for Multiple Sections

#	Pd	Description	Term
4668538	5	Library Service	Y

1- Library Service – Y – MTWTF – 176
2- Library Service – Y – MTWTF – 272
3- Library Service – Y – MTWTF – 370
4- Library Service – Y – MTWTF – 473
5- Library Service – Y – MTWTF – 572
6- Library Service – Y – MTWTF – 658

Grade Range	Start Date	End Date
12 - 12	1/20/2009	6/11/2009

Comment

Apply Changes · **Reset** · **Cancel**

Hit Apply Changes
The new class will appear in your list

Aeries Gradebook - Maintenance

Edit Gradebooks | **Link Gradebooks** | **Enters/Leaves** | **Manage Students** | **Final Marks** | **Scales** | **Backups**

Gradebooks for Ansolabehere Ro

Pd	Name	Term	Grade Range	Start Date	End Date	Edit
1	Library Service	Y	12	8/28/2008	1/15/2009	
2	Library Service	Y	12	8/28/2008	1/15/2009	
3	Library Service	Y	12	8/28/2008	1/15/2009	
4	Library Service	Y	12	8/28/2008	1/15/2009	
5	Library Service	Y	12	8/28/2008	1/15/2009	
6	Library Service	Y	12	8/28/2008	1/15/2009	
5	Library Service	Y	12	1/20/2009	6/11/2009	
					Add New	

You must now return to the Maintenance page and **add the students to the new class you've created**
Click Enters/Leaves and load the students to the new grade book

Aeries Gradebook - Maintenance

| Edit Gradebooks | Link Gradebooks | Enters/Leaves | Manage Students | Final Marks | Scales | Backups |

Students need to be added to these Gradebooks

#	Gradebook
1	5 - Library Service - Y

Setting up the new gradebook
Stay on Gradebook Maintenance page
Click on Backups
Click Restore a Gradebook

Aeries Gradebook - Maintenance

| Edit Gradebooks | Link Gradebooks | Enters/Leaves | Manage Students | Final Marks | Scales | Backups |

| Backup a Gradebook | Restore A Gradebook |

The next box asks you to select a gradebook to load into. **Choose your new gradebook**- you know which is new by looking at the dates

Aeries Gradebook - Maintenance

| Edit Gradebooks | Link Gradebooks | Enters/Leaves | Manage Students | Final Marks | Scales | Backups |

| Backup a Gradebook | Restore A Gradebook |

Step 1

Select A Gradebook To Load Into

Gradebook	Teacher	Term	Period	Year	Start Date	End Date
	Load Into A New Gradebook					
Library Service	Ansolabehere Ro	27	Y	1	2008	8/28/2008 1/15/2009
Library Service	Ansolabehere Ro	27	Y	2	2008	8/28/2008 1/15/2009
Library Service	Ansolabehere Ro	27	Y	3	2008	8/28/2008 1/15/2009
Library Service	Ansolabehere Ro	27	Y	4	2008	8/28/2008 1/15/2009
Library Service	Ansolabehere Ro	27	Y	5	2008	8/28/2008 1/15/2009
Library Service	Ansolabehere Ro	27	Y	5	2008	1/20/2009 6/11/2009
Library Service	Ansolabehere Ro	27	Y	6	2008	8/28/2008 1/15/2009

Select a back up to Restore from – **Choose the old gradebook.**

Aeries Gradebook - Maintenance

| Edit Gradebooks | Link Gradebooks | Enters/Leaves | Manage Students | Final Marks | Scales | Backups |

Backup a Gradebook   **Restore A Gradebook**

Step 2

Select A Backup To Restore From

Ansolabehere Ro | 27

1– Library Service – Y

| 1– Library Service – Y |
| 3– Library Service – Y |
| 4– Library Service – Y |
| 5– Library Service – Y |
| 6– Library Service – Y |
| Other Gradebook Not Listed |

Choose the latest back up from the new box

Aeries Gradebook - Maintenance

| Edit Gradebooks | Link Gradebooks | Enters/Leaves | Manage Students | Final Marks | Scales | Backups |

Backup a Gradebook   **Restore A Gradebook**
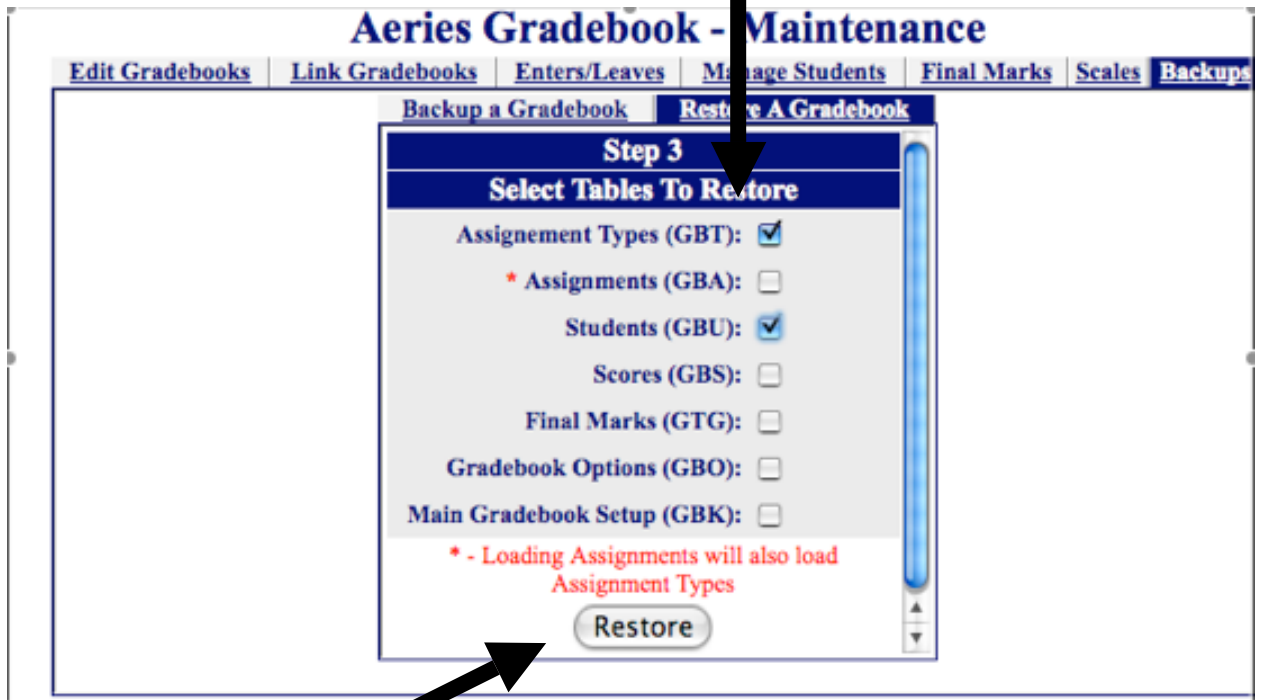
Step 2

Select A Backup To Restore From

Ansolabehere Ro | 27

5– Library Service – Y

Date/Time	School Year	Term	Period
1/9/2009 9:17:49 AM	2008	Y	5
1/5/2009 7:02:15 PM	2008	Y	5
1/5/2009 2:07:38 PM	2008	Y	5
11/4/2008 8:04:10 AM	2008	Y	5
10/14/2008 1:58:53 PM	2008	Y	5
9/25/2008 8:21:07 AM	2008	Y	5

In the next box choose the fields you want to import – typically this would be Student and assignment types

Aeries Gradebook - Maintenance

Edit Gradebooks | Link Gradebooks | Enters/Leaves | Manage Students | Final Marks | Scales | Backups

Backup a Gradebook | Restore A Gradebook

Step 3
Select Tables To Restore

Assignement Types (GBT): ☑

* Assignments (GBA): ☐

Students (GBU): ☑

Scores (GBS): ☐

Final Marks (GTG): ☐

Gradebook Options (GBO): ☐

Main Gradebook Setup (GBK): ☐

* - Loading Assignments will also load Assignment Types

(Restore)

Click Restore

Options

You can choose to view only the active gradebooks by going into Options on the left side of the screen
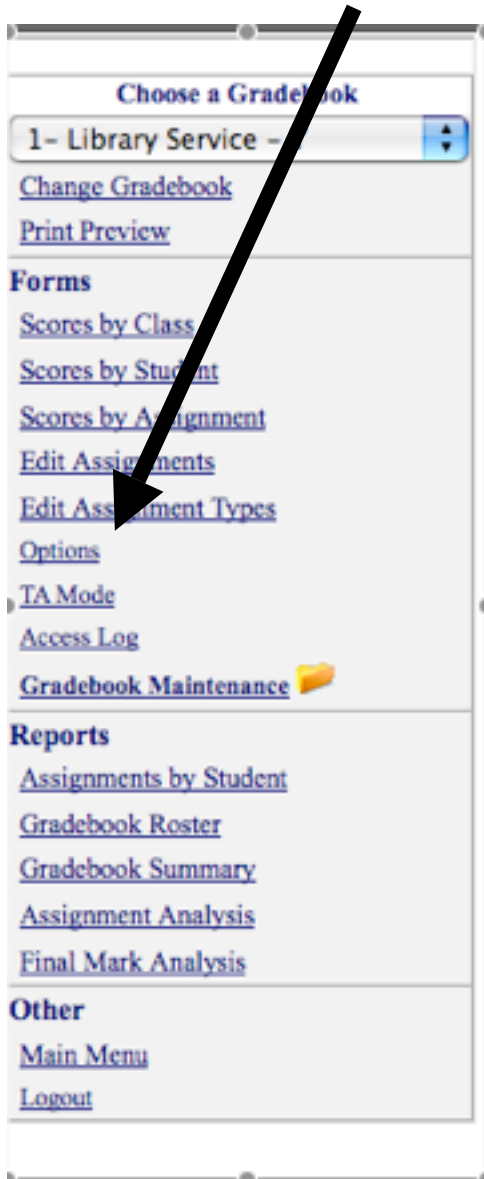
Check the last box that says **Show Only Currently Active Gradebooks**

Aeries Gradebook - Options

General	Current Gradebook	Grading Rules

General Options

Email Address: ransolabehere@sanleandro.k12.ca.us

View Student ??? in Print Preview: ● Name ○ Stu# ○ Phone# ○ Perm ID

Show Assignment Key on Class Scores Page: ☐

Show Options on Scores by Class Page: ☐

Show Class Average on Scores by Class Page: ☐

Assignments Per Page on Scores by Class Page: 10

Show Only Currently Active Gradebooks: ☐ ⬅

(Submit Changes)

Important Note

In the drop down menu on the left, which lists all of your classes, the <<INACTIVE>> class will have those symbols around it. Active and inactive are determined by the date.

Choose a Gradebook

1- Library Service - Y

1- Library Service - Y
2- Library Service - Y
3- Library Service - Y
4- Library Service - Y
5- Library Service - Y
6- Library Service - Y
<< 5- Library Service - Y >>

Scores by Assignment

Edit Assignments

Edit Assignment Types

Options

TA Mode

Access Log

Gradebook Maintenance

Reports

Assignments by Student

Gradebook Roster

Gradebook Summary

Assignment Analysis

Final Mark Analysis

Other

Main Menu

Logout