Los Angeles County High School for the Arts How to Create Gradebooks in Aeries.net

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Step 1

STUDENT FLAGS Home

Attendance

Gradebook

▶ MY FAVORITES (0)

STUDENT DATA
 TEACHER MISC
 AERIES ANALYTICS
 SERVICE LEARNING
 View All Reports
 View All Forms
 Change School
 Log Out
 EADMS

1) Log onto Aeries.net and click on the node Gradebook

About Gradebooks in .net

You will be taken to the Gradebook Dashboard view.

2013-2014 Screaming Eagle High School								
🔢 Tiles 🛛 🗃 List 📾 Table								
A	dd Gradebook Mass A	Add Gradebooks	Add/Drop Students Link Gradebooks Copy Gradebook					
Per. 1	Per. 2	Per. 3	Per. 4	Per. 5	Per. 6			
AP Calculus AB	2nd Sem Geometry Cp	2nd Sem A Algebra C		2nd Sem Ge Cp		2nd Sem Adv Algebra CP		
SPRING	SPRING	SPRING	SPRING	SPRIN	IG S	PRING		
DETAILS A	DETAILS A	DETAILS	△ DETAILS △	DETAIL	S A DE	TAILS A		
^D er. 1	Per. 2	Per. 3	Per. 4	Per. 5	Per. 6			
AP Calculus AB	Geometry Cp	Adv Algebra	CP Adv Algebra CF	P Geometry	y Cp Adv A	Ngebra CP		
FALL	FALL	FALL	FALL	FALI	- 1 a - 1	FALL		
DETAILS A	DETAILS 🛆	DETAILS	△ DETAILS △	DETAIL	.S 🛆 DE	TAILS 4		

The Aeries.net Gradebook has 3 views, **Tiles List** and **Table** – and **color coding** identifies the of

2014-2015 Screaming Eagle High School	Color	Term
	Blue Orange	Year/2 nd Quarter Fall/1 st Quarter
🧱 Tiles 🛛 🗮 List 🖽 Table	Green	Spring/3 rd Quarter
	Red	Summer/4 th Quarter

A row of buttons at the top of the Dashboard view help you manage your Gradebooks.



- Add Gradebook Opens the New Gradebook page to add individual Gradebooks [SEP]
- Mass Add Gradebooks Allows teachers to mass add Gradebooks for all their classes
- Add/Drop Students Opens the Enter/Leave window to add and drop students
- Link Gradebooks Opens the Link Gradebook page

LACOE/TS/ITO

• Copy Gradebooks – Allows teachers to copy Gradebooks from other teachers and years.

Access to the Aeries Navigation tree is hidden in the upper left corner. Cli k on the 3 horizontal lines to access the rest of the Aeries resources. A logout button is also available on the top right.

E → Aeries° sis G	radebook	2014-2	14-2015 Screaming Eagle High School			
Home		=	Tiles 🗮 List 🎟 Table			
Attendance Attendance by Phote	Add Gradebook	Mass Add Gradebooks	Add/Drop Students	Link Gradebooks		
Gradebook Grades	Per. 1	Per. 2	Per. 3	Per. 3		
Student DataTeacher Misc	BH: tAm2/HEcCv	IBHstAm2/HEcCv	Adv Algebra CP	Hon World Hst		
 Aeries Analytics Service Learning 	FALL	FALL	FALL	FALL		
View All Reports	DETAILS A	DETAILS Δ	DETAILS Δ	DETAILS A		
View All Forms						

Adding Gradebooks

2) Click on "Add Gradebook" to add a single section Gradebook E



- 3) In the new window, you need to select the:
 - a) Name the Gradebook: **Period Course Name** Term (Selecting a Section below the terms the section information will automatically populate this field in the correct format)
 - b) Select the Gradebook Term: Fall Start Date 8/xx/2015 End Date 12/xx/2015
 - c) Select the Course Section to be associated with the new Gradebook. Make sure that only ONE Course Section in the bottom is selected and make sure it is your FALL Course Section. All students have been loaded into classes by semester. For example, 9th grade English is English A for Fall and English B for Spring

		Save	Can	cel						
	Info:	Studer	nts In Th	nis Grade	book Are	Betw	een Grades 1	2 and 12		
	Gradebook This Gradebook Will Be Named With The Pattern of 'Period - Name - Term' Name: 1									
	At least one term must be associated with this gradebook. When multiple terms are selected their date ranges cannot overlap.									
(I	_	-	Giateu	Ieiiii	ətart	Date	Enu Date			
				Year	8/4/2	014	8/28/2015			
			1	Fall	8/4/2	014	1/30/2015	C.	tep 3	
				Quarter	1 8/4/20	014	10/31/2014	5	icp 5	
				Quarter	2 11/3/2	2014	1/30/2015			
			1	Spring	2/2/2	015	8/28/2015			
				Quarter	3 2/2/2	015	4/3/2015			
				Quarter	4 4/6/20	015	8/28/2015			
Secti	Sections: At least one section must be associated with this gradebook.									
	You can also associate multiple sections with this gradebook. This will allow you to see all students in those associated sections in this single gradebook. If you would rather keep your gradebooks separate BUT have all the assignments the same in each gradebook, then you want to link gradebooks and should not associate multiple sections with this gradebook.									
		Asso	ciated	Period \$	Section		Course	Semester	Meets On	
		6		1	1038	IBHst	Am2/HEcCv	Y	MTWTF	

4) Repeat the Process until you have created all of your Fall and Spring Term Gradebooks.

Linking Gradebooks

5) To link your Gradebooks, click on the Link Gradebooks button on the top of the dashboard page.

		🏭 Tiles 🗮 List 🖽 Tab	Step 5	
Add Gradebook	Mass Add Grad	debooks Add/Drop Students	Link Gradebooks	Copy Gradebook
▼ Current Gradebo	▼ Current Gradebooks		Functio	ons
1 - IBHstAm2/HEc0	Cv - Fall	Class Assignment Student	Manage Gradebook Add Assignment	
2 - IBHstAm2/HEcCv - Fall		Class Assignment Student	Manage Gradebook A	dd Assignment

VERY IMPORTANT --- Gradebooks must be linked when the Gradebooks are created AND before Categories and Assignments are added. Gradebooks should not be linked after Assignments have been added.

6) To Link Gradebooks click on the **drop down** menu next to each Gradebook and select the same number to Link Gradebooks in the same **Group** field.

For example, all Gradebooks listed below with **1** entered in the **Group** field will be linked. The Gradebook will move from the Ungrouped section to the Grouped section.

Unlinked Gradebooks will be part of the Ungrouped section: **Group 0** (zero)

Group	Name		Grade Range	Start Date	End Date				
Ungrouped									
0	1 - Music Apprect Fall -	Fall	9 - 12	8/28/2013	1/22/2014				
0	1 - Music Apprect Spring	g - Spring	9 - 12	1/22/2014	9/6/2014				
	Group 1								
1	1 - Algebra Cp - Fall		9 - 12	8/28/2013	1/22/2014				
1	3 - Algebra Cp - Fall	Step 6	9 - 12	8/28/2013	1/22/2014				
		Group	2						
2	4 - Geometry Cp - Fall	4 - Geometry Cp - Fall			1/22/2014				
2	5 - Geometry Cp - Fall	9 - 12	8/28/2013	1/22/2014					
2	6 - Geometry Cp - Fall		9 - 12	8/28/2013	1/22/2014				

Add Students

7) In the Gradebook Dashboard view, click on the Add/Drop Students button. This action will open the Enter/Leave window where you manage the adding and deleting students from your Gradebook.

Step	<mark>o 7</mark>
17	Tiles III Lies III Table
	Add/Drop Students

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

8) In the top of the left hand section of the Enter/Leave Window, click on the words All Entering Students. This will expand the view to display all of the Gradebooks you created in Steps 2, 3 & 4.

9) In the right side view of the Enter/Leave Window, the list of students ready to be added to the selected Gradebook swill be displayed. Click the Add All Students button. Remember to click the Save Changes button.

Step 9	Add All Students	Save Changes	Close
	4		

Once all of your students have ben added, the student list will blank.

GRADEBOOK OPTIONS

The Options form allows you to select various options for each Gradebook.

NOTE: If using multiple Gradebook Terms the following options all apply to all terms of the Gradebook.

Click on **Manage Gradebooks** from the **Dashboard** page. Click the mouse on the **Options** tab. The following page will display with the selected Gradebook name on the top of the form.

Edit Gradebo	k Options	ategories	Assignments	Manage Students	Final Marks	Narrative Grades	Rules	Backups	Restore
	cores or assigning vs you to give more pre rk.'			Examples would	be 'Tests' and				
If checke	d - Scores will be avera ked - Scores will wait to	ged into the stud	ent's Total Grade as y						
If Assign included	signments by ment Due Date is select in the calculation of the vill be used to filter.					Assignn	nent Num	ber 🔻	
Assignm	e the Total Grade ent Numbers assignments that fall be		•		•	1 🔺 t	to 999 🜲		
	Assignments that assignments that fall be				umbers	1 🗘 t	to 999 🛓		
Include t	he Overall Mark v	with the Ove	rall Score?						
This allow summativ	eighting to Forma vs you to weight formati ve assignments (those t le group takes more pre	ve assignments that measure a st	(those that form know tudent's progress - ex.	ledge - ex. home		s) and			
Use a Ru The total	Ibric Grading Sca grade will be calculated	ale to Comp I by doing a simp	ute Total Grade le average of all assig	nment scores.			Applies	s to all linke	d gradebooks
	n/Max Assignmen culating the total grade,			icted to be within	the defined min	/max			
	gradebook from d, this gradebook will be			ew.					
					Co	opy Options to	Gradebo	ooks	

- Weight Scores of Assignments by Category this option indicates whether or not total points grading or weighted type grading is used to determine students' overall grades.
- Apply Assignment Scores Immediately 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. This option will default On for new Gradebooks.
- Filter Assignments by -
 - Assignment Due Date
 - Assignment Number

If Assignment Due Date is selected, Assignment Due Date will be used to filter which assignments are included in the calculation of the Total Grade or displayed on the Scores By views. Otherwise, Assignment Number will be used to filter.

Note: The following dates will apply to the overall Gradebook and not the specific terms. Please use caution when changing the dates or assignment numbers and also using multiple Gradebook terms.

- Calculate the Total Grade based on Assignments that fall within this date range E Only the assignments that fall between these two dates will be counted towards the total grade for each student. Used if a Gradebook spans multiple grading periods and only a subset of the assignments should be used to calculate the current total grade.
- Calculate the Total Grade based on Assignments that fall within this range of Assignment Numbers 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.
- **Display Assignments that fall within this date range** Only the assignments that fall between
- Display Assignments that fall within this range of Assignment Numbers Only the assignments that fall between these two numbers will be displayed.
- Include the Overall Mark with the Overall Score displays the letter grade along with the students overall percentage. This option is also available on the Final Marks tab.
- Apply weighting to Formative & Summative Assignments this option allows teachers to weight Formative and Summative Assignments separately in calculating the overall grade for the class or for a standard.

The system will first use total points and weighted categories (if enabled) to determine a percentage for "Formative" and "Summative" assignments and then will use the defined weight factors to produce a final score. Click on the arrows or drag the slider to the desired percentages.



• Use a Rubric Grading Scale to Compute Total Grade: This option will accommodate rubric scoring. When this Gradebook option is selected, all assignments will default to Rubric scoring. Values entered will be averaged and percentages will not display. The calculations for rubric grading changes from a system where every assignment's score and max score is added up and divided to get a percentage to a system where only the rubric values are added up and then divided by the number of items totaled.

Below is an example of a rubric Gradebook with 3 assignments and the calculations for the average:

#1 Aceves, Alexi #2 Aguiar, Allison #3 Ariza, Jayden 3 assignments totaling 12 divided by 3 = 4.03 assignments totaling 10 divided by 3 = 3.3[SEP] 2 assignments totaling 5 divided by 2 = 1.6

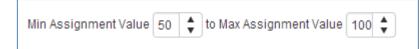
				 ✓ Class Project ✓ 6/17/2014 #1 		 ▼Class Work 1.1 6/17/2014 #3
	Name	Grade	Avg			
1	Aceves, Alexia Camille	1	4.0	4	4	4
2	Aguiar, Allison Rose	1	3.3	3	4	3
3	Ariza, Jayden Michael Joseph	1	1.6		2	3

NOTE: The **Rubric** option should only be used on new Gradebooks and not on existing Gradebooks with scores already submitted.

Even with the Rubric option selected, assignments can be added and the Rubric option can be deselected at the assignment level. These non-rubric assignments will not calculate into the student's total average.

• Scale Min/Max Assignment Values in Total Grade: This option allows teachers to implement what is commonly known as a Scale. When defined, assignments that would normally count above or below the assigned range are brought into the range when the system calculates the "value" of the assignment. This allows teachers to leave an assignment missing or give a low grade, but have that assignment still count as 50%. This can be a tool used to lessen the impact of the "Double 0 Problem" with missing or poorly completed assignments. This option cannot be used with the "Doing Rubric" option.

If using the Min/Max Assignment Values option, all scores will display as they were entered in the scores field but the Total Percent column will calculate on the Min or Max value if the score goes below or above the set values.



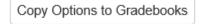
In the example to the right, the first 2 students have scores below the min value of 50%. The total Percent calculates based on the minimum value instead of the actual score. The 4th student has a score above the maximum value of 100%. Her total percent calculates based on the maximum value of 100% instead of the actual score of 110.

	Math		
Student	Gr	Perc	#1: 100
Alavez, Abel Benny	4	50.00%	10 - 10%
Alvarez, Haggit Briana	4	50.00%	0 - 0%
Bell, Ryan Justin	4	89.00%	89 - 89%
Byl, Ashley Brandy	4	100.00%	110 - 110%
Carr, Danielle Kristen	4	50.00%	

• Hide this Gradebook from Parents and Students – If selected, this option will allow a

Gradebook to be hidden from the Parent and Student portals. This option is only available if enabled by the System Administrator.

The Gradebook Options area has a **Copy Options to Gradebooks** button. This option allows a teacher to copy the current Gradebooks options to other Gradebooks. To copy options, click the mouse on the **Copy Options to Gradebooks** button.



Note: Copying options to other Gradebooks will override the existing options in the destination Gradebooks.

The following form will display. The form will show the current Gradebooks options. Adjustments can be made by selecting or deselecting options. Once the appropriate selections are made, click on the **Next** button. (scroll down)

Copy Options to Gradebooks ×				
This	will override existing options in the destination gradebooks.			
	Select Options to Copy			
	Select All Clear All			
✓	Weight scores of assignments by Category? No	^		
✓	Apply Assignment Scores Immediately? Yes			
✓	Filter Assignments by Number			
✓	Calculate the Total Grade based on Assignments that fall within this range of Assignment Numbers 1 - 999			

A form will display to select the Gradebooks to copy the current Gradebooks options to. Select the appropriate Gradebooks and then click the mouse on the **Copy Options** button.

Note: Copying options to other Gradebooks will override the existing options in the destination Gradebooks.

Сору	Copy Options to Gradebooks		
This	will override existing options in the destination gradebooks.		
	Select Gradebooks to Copy		
	Select All Clear All		
	1 - IBHstAm2/HEcCv - Fall	^	
✓	3 - Adv Algebra CP - Fall		
	3 - Hon World Hst - Fall		
	3 - IB Span HL 2 - Fall		

The options will be copied and a message will display indicating that the copy has completed.



Create Assignment Categories

Prior to entering Gradebook Assignments, the **Categories** or assignment types must be setup. A **Category** contains a description and a percent of grade that this Category will receive, if using the **Use Weighted Scoring** option.

NOTE: If using multiple **Gradebook Terms** the following options all apply to all terms of the Gradebook. If linking Gradebooks, you must link Gradebooks before adding category types or assignments. Linking before adding categories will result in only having to add the categories one time and they will apply to all the Gradebooks in the linked group.

10) To enter Categories to a new Gradebook, an **Add Categories** option will be available on each dashboard view. Categories can also be added from the **Manage** page and the **Categories** tab.

∃ ▼ Aeries [®] sis <i>Gradebook</i>		2013-2014 Screaming	Eagle High School			
3 - Hon World Hst - Year -	<table-of-contents> Dashboard</table-of-contents>	I Scores by Clas	s 🕜 Assignments	😁 Students	🖺 Reports	🌣 Manage
CONFIGURATION: 3 - Hon World Hst	Year A	dd Gradebook	Link Gradebooks			
Step 10 Edit Gradebuok Opti ns Categories A si	gnments Manag	e Students Final M	larks Narrative Grad	des Rules	Backups	Restore
l li	linking gradebooks,	<u>you must</u> do so befor	e adding category types	s or assignment	S.	
Doing Weighted Scoring						
Steps 11 & 12	Add New Cate	egory Save				

The teachers existing Gradebooks will display in the Gradebook dropdown on the top left of the page.

11) To add a Category click the mouse on the Add New Category button.

∃ Aeries [®] sis Gradeb	ook	2013-2014 Screaming Eagle High School	Teacher5 😃 Logout 🥹
	2 - Language Arts 9 - Year	🅸 Dashboard 🌐 Scores by Class 🕜 Assignments 😁 Students 🖺 Reports 🕏 Manage	
CONFIGURATION: 2 - I	Add Gradebook	Add Gradebook Link Gradebooks	
Edit Gradebook Categories	1 - AP Calculus AB - Spring 2 - 2nd Sem Geometry Cp - Spring 2 - Language Arts 9 - Year	tudents Final Marks Narrative Grades Options Rules Backups Restore	

12) Enter the description of Category and the percent of grade that this Category will receive if using the Doing Weighted Scoring option. An example of a Category type is Homework. Use the tab key and click on the Add New Category button to add additional Categories. Click the mouse on the Save button when completed.

13) A message will display below the **Categories** indicating the **Category types total** has NOT reached 100% for the assignment types that have been setup. Add all assignment types.

Doing	g Weighted Scoring	
	Name	% of Grade
Delete	Homework	15
Delete	Project	10
Delete	Quiz	25
Delete	Test	40
	Total	: 90

After ALL Category types have been entered and the % of Grade totals 100% the message will no longer display.

Changes can also be made to **Category Types** after they are setup. Select the **Category** and re-enter the information to be changed. Click the mouse on the **Save** button.

14) The Doing Weighted Scoring option will default to base a student's final grades by percentage instead of total points. To change this option, click the mouse on the box to remove the check mark. The % percent column will not display and the student's final grade will be based on total points.

Doing Weighted Scoring Step 14		
	Name	
Delete	Homework	
Delete	Project	
Delete	Quiz	

NOTE: If the Doing Weighted Scoring is turned off the student's final grades will be based on total points. Also, the % of Grade column will no longer display.

Once you finish all of these steps you can start adding assignments and entering grades!