Deleting Students from Your Gradebook in Aereis.net

NOTE: Students officially dropped from your classes will no longer appear on your Aeries.net **Attendance** Table.

Backup Gradebooks

1) Log into Aeries.net (<u>https://lachsa.asp.aeries.net/teacher</u>) and go to the Gradebook for the class the student was enrolled in.

2) In the Dashboard, select the Gradebook and click on Details. Next, click on By Student to see the student's grades.



3) Verify that ALL OF YOUR GRADES are accurate for any student that has permanently dropped your class (as you do not want to remove them if you have not transferred their scores to the other period or teacher they changed into).

4) You may want to print a copy of your current Gradebook or back up your Gradebook before you begin. To back up your Gradebook, click on the **Manage** menu in the upper right of the dark blue navigation bar.



The following message will appear when you have successfully completed the Backup

```
Gradebooks Backup Completed!
```

Managing Students: Dropping and Deleting Students

7) Click on the **Details button**, then **the Manage Gradebooks** button on the Dashboard page. Click the mouse on the **Manage Students** tab. The following page will display with the selected Gradebook name on the top of the form.

3 - 2nd Sem Adv Alg	gebra CP - Sp	oring∙ a	Dashboard	Scores by Class	🕼 Assign	ments	😁 Students	Reports	Manage	
CONFIGURATION: 3 - 2nd	d Sem Ad	v Algebr	ra CP - Spr	Add Grade	book	Lin	k Gradebooks		The D	rop Students
Edit Gradebook Options Cate	egories As	signments	Manage Stu	Idents Final Marks	Narrative G	rades	Rules Bac	kups Rest	button	will appear
S	tart and End of	dates deterr	nine what assig	gnments the student is ad	countable for	based	on assignment of	lue dates.	when s	students have
	You have s	tudents to b	e Added To or	Dropped From your Gra	debooks Ad	d Stude	ents Drop Stud	lents	been d	ropped from
			A	dd Students Not In Your (Classes				your A	ttendance
Allow	Deletes								roster.	
Action	Status	Sort Stu	ID Stu	dent	Sex	Grd	Start Date	End Date		
	 Active 	37 994	00271 Bois	ssiere, Natthakarn A	F	11	1/23/2014			
	 Active 	31 994	00307 Bre	ceda, Anna Marie	F	11	8/28/2013			
	 Active 	34 994	00460 Ces	ena, Faraaz	М	11	1/25/2014			

The Manage Students tab will display all students in a selected Gradebook. The Custom Sort and Transfer options (if applicable) are available on the Manage Students tab.

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

Dropping Students from the Gradebook

8) To **Drop** a student, click the mouse into the Action field and select the **Drop** option from the dropdown to the left of the Student's name. The **End Date** will be auto populated based on the student's class leave date. (**NOTE:** you may need to refresh the page)

The students **End Date** will ensure that the student is not responsible for assignments with due dates after the students **End Date**.

Edit Gradebook	Options Catego	ries As:	signments	Manage	e Students	Final Marks	Narrative G	rades	Rules	Backups Re	store
Start and End dates determine what assignments the student is accountable for based on assignment due dates.											
	١	You have s	tudents to b	e Added 7	To or Droppe	d From your Cro	deboaks Ad	d Stud	ents Drop S	Students	
					Add Stude	nts Not In Your	Classes				
	Allow De	eletes									1
	Action	Status	Sort Stu	ID	Student		Sex	Grd	Start Date	End Date	_
		Active	37 994	00271	Boissiere, N	atthakarn A	F	11	1/23/2014		
Step 8		Active	31 994	00307	Breceda, Ar	na Marie	F	11	8/28/2013		
	Drop	Active	34 994	00460	Cesena, Fa	raaz	М	11	1/25/2014		
		Active	3 994	00461	Chacon, Jor	nathon	М	11	8/28/2013		-

Dropped students will display highlighted in yellow at the bottom of the student list.

Dropped	1	99400271	Boissiere, Natthakarn A	F	11	1/15/2014	10/15/2013
Dropped	2	99400307	Breceda, Anna Marie	F	11	8/26/2013	11/3/2013

Dropping Students from the Gradebook

9) 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.

Edit Gradebook Options	Categories	Assignment	s Manage Students	Final Narrative Marks Grades	Rules	Backups		Restore	
	Star	and End dates	determine what	t assignments the studer	nt is account	able for	r base	d on assignment	due dates.
Step 9	Allow De	etes							
	Action	Status Sort	Stu ID	Student		Sex	Grd	Start Date	End Date
		Active 39	99400001	Abbott, Allan James		М	12	3/3/2015	8/28/2015
		Active 21	99400156	Baca, Jason Steven		М	12	8/4/2014	8/28/2015
	Drop	Active 22	99400318	Brown, Gloria A		F	12	8/4/2014	8/28/2015
		Active 23	99400371	Calucag, Thais J		F	12	8/4/2014	8/28/2015

Select the **Delete** option from the Action dropdown to the left of the Student's name. 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.