

How to make LETTER grades appear in Your Aeries.net Gradebook

Log into LACHSA Aeries.net <https://lachsa.asp.aeries.net/teacher>

GRADEBOOK OPTIONS

Selecting the option below allows you to display grades as an Overall Mark in addition to a Percentage Grade

NOTE: If using multiple Gradebook Terms, using any of the following options will 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.

The screenshot shows the 'Options' tab selected in the Aeries.net interface. The 'Include the Overall Mark with the Overall Score?' checkbox is checked and highlighted with a yellow box. Other options include 'Apply Assignment Scores Immediately?' (checked), 'Filter Assignments by' (Assignment Number), 'Calculate the Total Grade based on Assignments that fall within this range of Assignment Numbers' (1 to 999), 'Display Assignments that fall within this range of Assignment Numbers' (1 to 999), 'Apply weighting to Formative & Summative assignments?' (unchecked), 'Use a Rubric Grading Scale to Compute Total Grade' (unchecked), 'Scale Min/Max Assignment Values in Total Grade' (unchecked), and 'Hide this gradebook from Parents and Students' (checked). A 'Copy Options to Gradebooks' button is located at the bottom of the form.

- **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. 

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 and follow the prompts. Also refer to the LACHSA online resource, “**How to Create Gradebooks in Aeries.net – 2015-2016**” for more details on the other Gradebook options.