## Los Angeles County High School for the Arts

## 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.

Edit Gradebook Options (	ategories Assignments	Manage Students	Final Marks	Narrative Grades	Rules	Backups	Restore
Weight scores or assignment This allows you to give more prec 'Homework.'	ents by Category? edence to one category over another.	Examples would	be 'Tests' and				
Apply Assignment Scores If checked - Scores will be averag If unchecked - Scores will wait to	Immediately? ed into the student's Total Grade as yo be averaged until you've marked the a	ou enter scores fo ssignment as 'So	or each student coring Complet	. ✔ ed.'			
Filter Assignments by If Assignment Due Date is selecte included in the calculation of the T Number will be used to filter.	ed, Assignment Due Date will be used otal Grade or displayed on the Scores	to filter which ass By views. Other	signments are wise, Assignm	lent Assign	ment Num	ber 🔻	
Calculate the Total Grade Assignment Numbers Only the assignments that fall bet student.	based on Assignments that ween these two numbers will be count	t fall within t	his range c tal grade for ea	of ch 1 ♥	to 999 븆		
Display Assignments that Only the assignments that fall bet	fall within this range of Ass ween these two numbers will be displa	signment Nu	mbers	1	to 999 🜲		
Include the Overall Mark w	vith the Overall Score?						
Apply weighting to Forma	tive & Summative assignment	ents?					
This allows you to weight formativ summative assignments (those th so that one group takes more prec	re assignments (those that form know) hat measure a student's progress - ex. cedence in the final grade.	edge - ex. homev tests and quizzes	vork or projects s)	s) and	_		
Use a Rubric Grading Sca The total grade will be calculated	le to Compute Total Grade by doing a simple average of all assig	nment scores.			Applies	s to all linke	d gradebooks
Scale Min/Max Assignmen When calculating the total grade, ( range.	It Values in Total Grade each assignment's score will be restrie	cted to be within t	he defined min	/max			
Hide this gradebook from If checked, this gradebook will be	Parents and Students hidden from the parent and student vie	ew.					
			Co	opy Options t	o Gradebo	oks	

• 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 LACSHA online resource, "**How to Create Gradebooks in Aeries.net – 2015-2016**" for more details on the other Gradebook options.