

Aeries[®] SIS

Gradebook

Add Assignment

Tutorial 4

Add Assignment

From your Dashboard find the option for “Add Assignment.”

Add Gradebook	Add/Drop Students	Link Gradebooks	Copy Gradebook		
▼ Current Terms	Edit Scores By...			Functions	
ELD - Trimester 3	Class	Assignment	Student	Manage Gradebook	Add Categories
Math - Trimester 3	Class	Assignment	Student	Manage Gradebook	Add Categories
Reading - Trimester 3	Class	Assignment	Student	Manage Gradebook	Add Assignment
Science - Trimester 3	Class	Assignment	Student	Manage Gradebook	Add Categories
Social Studies - Trimester 3	Class	Assignment	Student	Manage Gradebook	Add Categories
Spelling - Trimester 3	Class	Assignment	Student	Manage Gradebook	Add Categories
Writing - Trimester 3	Class	Assignment	Student	Manage Gradebook	Add Categories

You can also add an assignment by selection “Manage Gradebook” and selecting the “Assignments” tab.

The screenshot shows the Aeries SIS Gradebook interface for the 2013-2014 school year at Screaming Eagle High School. The top navigation bar includes 'Dashboard', 'Scores by Class', 'Assignments', 'Students', 'Reports', and 'Manage'. The main content area is titled 'CONFIGURATION: 0 - Simple Gradebook - Year' and features a tabbed interface with 'Assignments' selected. Below the tabs, there are buttons for 'Add Assignment', 'Push Assignment To Other Gradebooks', and 'Import Assignment Into This Gradebook'.

Create Assignment - Pt 1

You must fill out this form to create your assignment.

Name assignment so that you, students, & parents will be able to identify.

Remember that assignments will be visible in the portal, so it may be helpful to viewers to add a description of the assignment, but not required.

General Info

Name

Description

Type

Formative

Formative Assignments are those that form knowledge (ex: homework or projects). Summative Assignments are those that measure a student's progress (ex: quizzes and tests).

Category

Homework

Extra Credit



Indicate if extra credit (will auto change max score to 0).

Select corresponding category (created in last tutorial).

The new Gradebook allows you to keep track of the type of assignments given. Read the description below and identify as best as possible.

Add Assignment

General Info

Name

Description

Type **Formative**

Category **Homework**

Extra Credit

Narrative Grading

Assigned On Due On

Number Correct Possible Points Possible

Grading Completed Visible to Portal Score Visible to Portal

Drop Box

Analytics Exam

Add Exam

Save Save and Add New Save and Close Cancel

Create Assignment - Pt 2

Be sure to add assignment dates. Note: Best practice is to create assignments before or as you assign the actual/ physical assignment.

Number Correct Possible will allow you to score an assignment by the number of correct answers.

Points Possible is the total number of points that the assignment is worth.

The screenshot shows the 'Add Assignment' form with the following fields and options:

- General Info:** # 1, Name, Description, Type (Formative), Category (Classwork), Extra Credit (checkbox).
- Assigned On:** 05/05/2015, **Due On:** 05/06/2015
- Number Correct Possible:** 0, **Points Possible:** 0
- Grading Completed:** checkbox, **Visible to Portal:** checked, **Score Visible to Portal:** checked
- Standards:** Add Standard
- Buttons:** Save, Save and Add New, Save and Close, Cancel

Callouts provide additional information:

- Number Correct Possible:** "Number Correct Possible" can be used as the number of questions on an assignment (like a quiz or homework) while "Points Possible" should be the maximum possible value of that assignment. This is normally used to give certain types of assignments equal weight, even when they have different numbers of questions.
- Use cautiously once marked assignment will be auto marked missing if score is not input.** (Points to the 'Number Correct Possible' field)
- These options allow you to control what assignments will be seen in portals.** (Points to the 'Visible to Portal' and 'Score Visible to Portal' checkboxes)
- Don't forget to SAVE.** (Points to the 'Save' button)

Use cautiously once marked assignment will be auto marked missing if score is not input.

These options allow you to control what assignments will be seen in portals.

Don't forget to **SAVE**.

Back to Dashboard



You will automatically be taken back to your Dashboard. If in “Manage” gradebook select Dashboard at top.

Find corresponding gradebook and select “Assignment” from row.

A window will appear with assignment details.

2013-2014 Screaming Eagle High School

Tiles List Table

Add Gradebook Mass Add Gradebooks Add/Drop Students Link Gradebooks Copy Gradebook

Current Gradebooks	Edit Scores By...			Functions	
1 - IB US Hist - Spring	Class	Assignment	Student	Manage Gradebook	Add Assignment
1 - IBHstAm2/HEcCv - Year	Class	Assignment	Student	Manage Gradebook	Add Categories
1 - Simple Gradebook - Year	Class	Assignment	Student	Manage Gradebook	Add Categories
1 - Test Gradbook - Year	Class	Assignment	Student	Manage Gradebook	Add Categories
2 -					
2 -					
3 -					
3 -					

#1 - Great Simple Assignment

This is a sample assignment.

Assigned: Wed Jul 30, 2014 Due: Thu Jul 31, 2014 Category: Homework Is Grading Completed?

Number Correct Possible: 20 Total Points Possible: 20

Only Display Students Missing Scores Sort Students by Custom Sort Field Instead of Name

Mass Assign Values Show Stats Quick Data Entry

Missing Score Score Greater Than max

A Really Really Diffic... (07/31/2014)

Click here to edit assignment details

Enter scores here!

Get to next assignment here.

Click here to edit assignment details

Enter scores here!

Get to next assignment here.

Manage Assignments

To manage all assignments you may also select "Manage Gradebook" from Dashboard view.

1 - Simple Gradebook - Year

Class | Assignment | Student | Manage Gradebook | Add Categories

0 - Simple Gradebook - Year | Dashboard | Scores by Class | Assignments | Students | Reports | Manage

CONFIGURATION: 0 - Simple Gradebook - Year

Add Gradebook | Link Gradebooks

Edit Gradebook | Categories | **Assignments** | Manage Students | Final Marks | Narrative Grades | Options | Rules | Backups | Restore

Add Assignment | Push Assignment To Other Gradebooks | Import Assignment Into This Gradebook

	Name	Due Date	Type	Category	Grd Cmpltd
Edit Enter Marks	Great Sample Assignment	7/31/2014	S	Homework	No
Edit Enter Marks	A Really Really Difficult Assessment	7/31/2014	F	Test / Assessments	No

Back to List

Enter scores here!

Once in the "Manage" section of your gradebook, select the Assignments tab at top.

Edit assignment details here.

Add more Assignments



Gradebook

Completed:
Tutorial 4 - Add Assignments

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Add Students To Gradebook](#)

Tutorial Overview	
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