

Aeries[®] SIS

Gradebook

Starting A New Term

Overview

When starting a new term, you will need to create new gradebooks for your classes. This tutorial demonstrates a quick way to do that.

1. Mass Add Gradebooks
2. Link Gradebooks
3. Create Categories and Weights
4. Unlink Gradebooks

Add Gradebook - Mass Add

Add Gradebook

Mass Add Gradebooks

Add/Drop

1. Click Here to get started

Mass Add Gradebooks

Select sections to create gradebooks

	Pd	Course	Term	Days	Section
<input type="button" value="Remove"/>	1	IBHstAm2/HFcCy	Y	MTWTF	1038
<input type="button" value="Select"/>	1	Tchr Aide	Y	MTWTF	1043
<input type="button" value="Remove"/>	2	IBHstAm2/HFcCy	Y	MTWTF	2166
<input type="button" value="Select"/>	2	Tchr Aide	Y	MTWTF	2043
<input type="button" value="Select"/>	3	Hon World Hst	Y	MTWTF	3036
<input type="button" value="Select"/>	4	Hon World Hst	Y	MTWTF	4142
<input type="button" value="Select"/>	4	Tchr Aide	Y	MTWTF	4037
<input type="button" value="Select"/>	6	Hon World Hst	Y	MTWTF	6079

2. Click "Select" next to the period you would like to create a gradebook for. ("REMOVE" = 's unselect)

3. Click "Next"

Next » Cancel

Mass Add Gradebooks

Select term for the gradebooks

	Term	Starting Date	Ending Date
<input type="button" value="Select"/>	1	8/4/2014	10/31/2014
<input type="button" value="Remove"/>	2	11/3/2014	1/30/2015
<input type="button" value="Select"/>	3	4/6/2015	4/3/2015
<input type="button" value="Select"/>	4	4/6/2015	8/28/2015
<input type="button" value="Select"/>	F	8/4/2014	1/30/2015
<input type="button" value="Select"/>	S	2/2/2015	8/28/2015
<input type="button" value="Select"/>	Y	8/4/2014	8/28/2015

4. "Select" the correct gradebook term.

5. Click "Create Gradebooks"

« Previous Create Gradebooks Cancel

Linking Gradebooks

NOTE: Linking Gradebooks could be a very powerful & helpful tool for you. If you teach the same class over several periods, or assign the same assignments for different classes, you will want to use this feature. Once linked, Categories & Assignments are copied to all linked gradebooks.

The screenshot shows the 'Link Gradebooks' interface. At the top, there is a navigation bar with 'CONFIGURATION: 1 - Test Gradbook - Year' and buttons for 'Add Gradebook' and 'Link Gradebooks'. A red callout box points to the 'Link Gradebooks' button with the text '1. Click Here to get started'. Below the navigation bar, there are tabs for 'Edit Gradebook', 'Categories', 'Assignments', 'Manage Students', 'Final Marks', 'Narrative Grades', 'Options', 'Rules', 'Backups', and 'Restore'. A light blue box contains the text: 'If linking gradebooks, you must link gradebooks before adding category types or assignments.' The main area is titled 'Link Gradebooks' and contains a warning: '* Linking gradebooks together will cause all Assignment and Category changes to apply to all gradebooks in a group. This means that if you change or add an assignment or category, that change or add will apply to ALL gradebooks that are linked together!'. There are 'Save' and 'Cancel' buttons. Below is a table with columns: 'Group', 'Name', 'Grade Range', 'Start Date', and 'End Date'. A 'Ungrouped' label is centered above the table. The table lists two gradebooks:

Group	Name	Grade Range	Start Date	End Date
0	1 - English 9A - Fall	0 - 0	1/1/0001	1/24/2014
0	1 - IBHstAm2/HEcCv - Year	12 - 12	8/26/2013	9/19/2014

A blue callout box points to the '0' in the 'Group' column of the first row with the text '2. You will see all your gradebooks listed.'

Linking Gradebooks- Continued

3. Find the gradebooks you want to link and change the group#s to be the same. Don't forget to **SAVE!**

Group	Name	Grade Range	Start Date	End Date
Ungrouped				
1	1 - English 9A - Fall	0 - 0	1/1/0001	1/24/2014
1	1 - IBHstAm2/HEcCv - Year	12 - 12	8/26/2013	9/19/2014

0	6 - Hon World Hst - Fall	9 - 12	8/28/2013	1/22/2014
Group 1				
1	1 - English 9A - Fall	0 - 0	1/1/0001	1/24/2014
1	1 - IBHstAm2/HEcCv - Year	12 - 12	8/26/2013	9/19/2014

* To "UNLINK" change group #s back to 0, and SAVE

4. You will see the linked "Group" at the bottom of the list.

Add Categories

The screenshot shows the top navigation bar with buttons for 'Add Gradebook' and 'Link Gradebooks'. Below this is a menu with options: 'Students', 'Final Marks', 'Narrative Grades', 'Options', 'Rules', 'Backups', and 'Restore'. A light blue banner contains the text: 'If linking gradebooks, you must link gradebooks before adding category types or assignments.' Below the banner is a checkbox labeled 'Doing Weighted Scoring' which is unchecked. Underneath is a text input field with the label 'Name'. At the bottom of this section are two buttons: 'Add New Category' and 'Save'.

Select "Add New Category" to Get Started

The first screenshot shows the 'Add New Category' dialog box. It has a 'Doing Weighted Scoring' checkbox (unchecked), a 'Name' label, and a text input field containing 'Homework'. There are 'Delete', 'Add New Category', and 'Save' buttons. The second screenshot shows the same dialog box after saving. The 'Name' field now contains a list of categories: 'Homework', 'Test / Assessments', and 'Class Work'. Each category has a 'Delete' button to its left. At the bottom, there are 'Add New Category' and 'Save' buttons.

Type Category Name and Select **SAVE**.

New line will appear, add categories.

These are the 3 categories that you will need to set up. These are mandated categories for all of your gradebooks.

Weighted Scoring

Notice that %'s must total 100%. Click on the 0 at the end of the row to enter %.

Click Here to turn on weighted scoring.

Doing Weighted Scoring

Name

Delete Homework

Delete Test / Assessments

Delete Class Work

Add New Category

Save

Your total percentage for this class is not 100! Please correct this immediately!

Doing Weighted Scoring

Name

% of Grade

Delete Homework 0

Delete Test / Assessments 0

Delete Class Work 0

Total: 0

Add New Category

Save

Doing Weighted Scoring

Name

% of Grade

Delete Homework 10

Delete Test / Assessments 45

Delete Class Work 45

Total: 100

Add New Category

Save

SAVE

Weighted Scoring is Mandatory for Middle & HS. The following percentages are to be used for your categories

UN-Link Gradebooks

Click Here to get started

Link Gradebooks

You will see the linked "Group" at the bottom of the list.

* To "UNLINK" change group #s back to 0, and SAVE

Group	Name	Grade Range	Start Date	End Date
Ungrouped				
1	1 - English 9A - Fall	0 - 0	1/1/0001	1/24/2014
1	1 - IBHstAm2/HEcCv - Year	12 - 12	8/26/2013	9/19/2014
0	6 - Hon World Hst - Fall	9 - 12	8/28/2013	1/22/2014
Group 1				
1	1 - English 9A - Fall	0 - 0	1/1/0001	1/24/2014
1	1 - IBHstAm2/HEcCv - Year	12 - 12	8/26/2013	9/19/2014

Save Cancel

Save Cancel