

**Aeries<sup>®</sup> 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 rows. The first row has a '0' in the 'Group' column, '1 - English 9A - Fall' in 'Name', '0 - 0' in 'Grade Range', '1/1/0001' in 'Start Date', and '1/24/2014' in 'End Date'. The second row has a '0' in the 'Group' column, '1 - IBHstAm2/HEcCv - Year' in 'Name', '12 - 12' in 'Grade Range', '8/26/2013' in 'Start Date', and '9/19/2014' in 'End Date'. A blue callout box points to the '0' in the first row with the text '2. You will see all your gradebooks listed.'

CONFIGURATION: 1 - Test Gradbook - Year

Add Gradebook

Link Gradebooks

1. Click Here to get started

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

If linking gradebooks, you must link gradebooks before adding category types or assignments.

Link Gradebooks

\* 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!

Save Cancel

Group	Name	Grade Range	Start Date	End Date
Ungrouped				
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

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!**

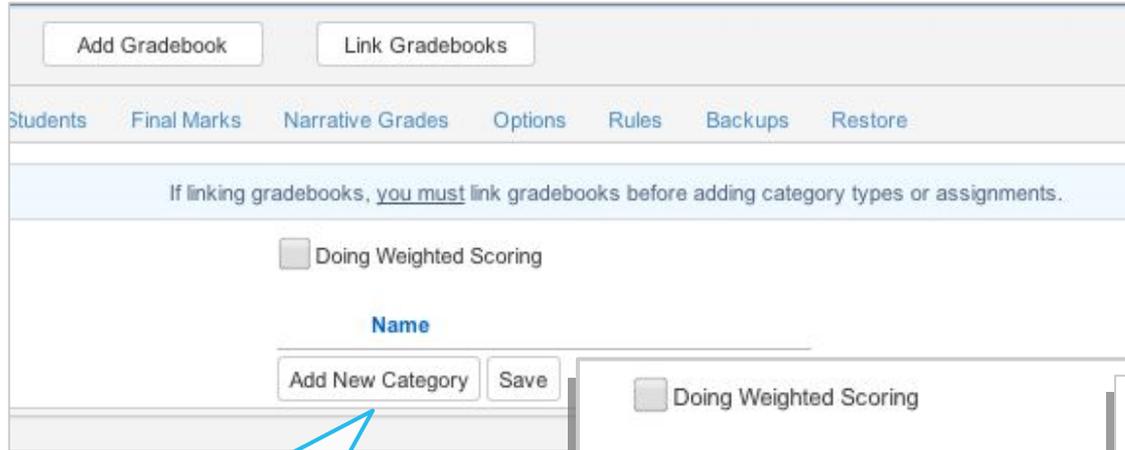
Group	Name	Grade Range	Start Date	End Date
Ungrouped				
1	1 - English 9A - Fall	0 - 0	1/1/0001	1/24/2014
1	1 - IBHstAm2/HEcCv - Year	12 - 12	8/26/2013	9/19/2014

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



Buttons: Add Gradebook, Link Gradebooks

Navigation: Students, Final Marks, Narrative Grades, Options, Rules, Backups, Restore

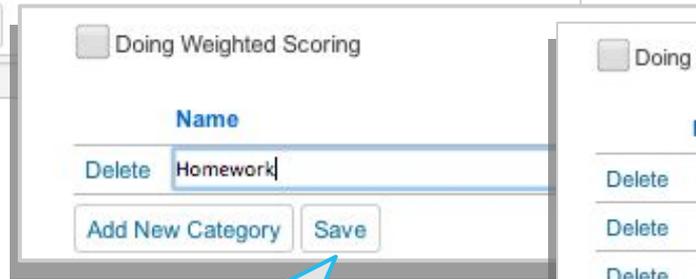
Message: If linking gradebooks, you must link gradebooks before adding category types or assignments.

Doing Weighted Scoring

Name

Buttons: Add New Category, Save

Select "Add New Category" to Get Started



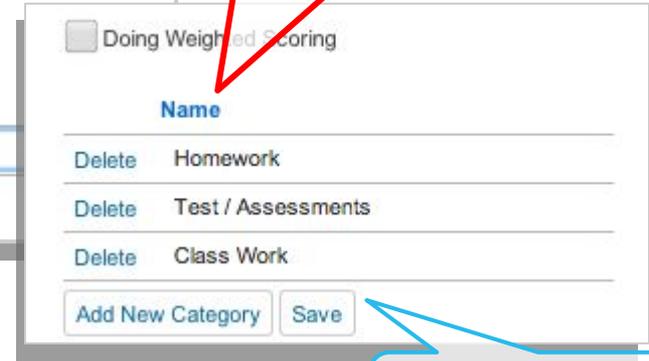
Doing Weighted Scoring

Name

Delete Homework

Buttons: Add New Category, Save

Type Category Name and Select **SAVE**.



Doing Weighted Scoring

Name

Delete Homework

Delete Test / Assessments

Delete Class Work

Buttons: Add New Category, 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		% of Grade
Delete	Homework	10
Delete	Test / Assessments	45
Delete	Class Work	45
Total:		100

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

**SAVE**

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

Doing Weighted Scoring

Name	
Delete	Homework
Delete	Test / Assessments
Delete	Class Work

# 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

Save Cancel

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