

Aeries[®] SIS

Gradebook

Add Students To Gradebook

Tutorial 5

Add/Drop Students

You will need to add your students to your gradebooks. These students are rostered to you from your central office. Whenever you have a student added or dropped from your rosters the “Add/Drop Students” button on your dashboard will become red.

The screenshot shows the Aeries SIS Gradebook interface for the 2013-2014 school year at Screaming Eagle High School. The user is logged in as a teacher. The interface includes a navigation bar with 'Aeries SIS Gradebook', the school name, and a 'Logout' button. Below the navigation bar, there are several buttons: 'Add Gradebook', 'Mass Add Gradebooks', 'Add/Drop Students' (highlighted in red), 'Link Gradebooks', and 'Copy Gradebook'. The main content area is divided into two sections: 'Current Gradebooks' and 'Past Gradebooks'. Each section has a table with columns for 'Edit Scores By...' and 'Functions'. The 'Add/Drop Students' button is highlighted with a red border, and a blue callout box points to it with the text 'Click here to get started..'

2013-2014 Screaming Eagle High School teacher | Logout

Tiles | Lists | 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	
2 - IB US Hist - Spring	Class	Assignment	Student	Manage Gradebook	Add Assignment	
3 - 2nd Sem Adv Algebra CP - Spring	Class	Assignment	Student	Manage Gradebook	Add Assignment	
3 - Hon World Hst - Spring	Class	Assignment	Student	Manage Gradebook	Add Assignment	
3 - IB Span HL 2 - Spring	Class	Assignment	Student	Manage Gradebook	Add Assignment	
4 - Hon World Hst - Spring	Class	Assignment	Student	Manage Gradebook	Add Assignment	
6 - Hon World Hst - Spring	Class	Assignment	Student	Manage Gradebook	Add Assignment	

Past Gradebooks		Edit Scores By...			Functions	
1 - IBHstAm2/HEcCv - Fall	Class	Assignment	Student	Manage Gradebook	Add Assignment	
2 - IBHstAm2/HEcCv - Fall	Class	Assignment	Student	Manage Gradebook	Add Assignment	

Click here to get started..

Enters/Leaves Window

Click here to Select gradebook. Gradebook should become highlighted green & the roster in the window will change accordingly. **NOTE:** Remember your rosters should already be assigned by your central office.

If students are dropped from your roster you will be notified and will see a gradebook under "Leaves"

You can quickly add all students by selecting "Add All Students"

Don't forget to **SAVE!**

The screenshot shows the 'Enters/Leaves Window' interface. On the left, there is a sidebar with 'Enters' and 'Leaves' sections. The 'Enters' section is currently selected, and the '0 - Simple Gradebook - Year' option is highlighted in green. The main area displays a table of students with columns for Action, Stu ID, Name, Sex, Grd, Start Date, and End Date. At the bottom, there are three buttons: 'Add All Students', 'Save Changes', and 'Close'.

Action	Stu ID	Name	Sex	Grd	Start Date	End Date
0 - Simple Gradebook (7964976) - Year						
	99400156	Baca, Jason	M	12	8/26/2013	8/22/2014
	99400318	Brown, Gloria	F	12	8/26/2013	8/22/2014
	99400371	Calucag, Thais	F	12	8/26/2013	8/22/2014
	99400723	Elhadary, Brian	M	12	8/26/2013	8/22/2014
	99400839	Flores, Desiree	F	12	8/26/2013	8/22/2014
	99400959	Godina, Jennifer	F	12	8/26/2013	8/22/2014
	99401002	Gonzalez, Steve	M	12	8/26/2013	8/22/2014
	99401009	Goffo, James	M	12	8/26/2013	8/22/2014
	99401036	Gruettner, Jesse	M	12	8/26/2013	8/22/2014
	99401062	Guzman, Leticia	F	12	8/26/2013	8/22/2014
	99401313	Kalil, Stacey	F	12	8/26/2013	8/22/2014
	99401436	Lewis, Ernest	M	12	8/26/2013	8/22/2014
	99401727	Miranda, Ruben	M	12	8/26/2013	8/22/2014
	99401828	Negrete, Justin	M	12	8/26/2013	8/22/2014
	99401956	Parslow, Jonathan	M	12	8/26/2013	8/22/2014

Manage Assignments

To manage students you may 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

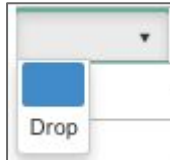
Start and End dates determine what assignments the student is accountable for based on assignment due dates.

You have students to be Added To or Dropped From your Gradebooks

To prevent accidental deletions, this box must be checked before any records can be deleted

Action	Status	Sort	Stu ID	Student	Sex	Grd	Start Date	End Date
	Active	1	99400156	Baca, Jason Steven	M	12	8/26/2013	8/22/2014
	Active	2	99400318	Brown, Gloria A	F		8/22/2014	8/22/2014
	Active	3	99400371	Calucag, Thais J	F	12	8/26/2013	8/26/2014

Once in the “Manage” section of your gradebook, select the “Manage Students” tab at top.



Hover over action, you will see green box and a dropdown arrow. You can drop student from gradebook here

If student arrives or leaves mid year you may change “Start” or “End” Date. This will adjust your gradebook.



Tutorial Overview	
Tutorial 2	Add New Gradebook
Tutorial 3	Add Categories
Tutorial 4	Add Assignments
Tutorial 5	Add Students
Tutorial 6	Scores By Class

Gradebook

Completed:
Tutorial 5 - Add Students To Gradebook

[Click Here to Go to Next Tutorial: Scores By Class](#)