

Readying Your Gradebooks for Report Cards

I have attached the correct standards to all of my assignments.

- Attaching Standards to Assignments

Do all of your assignments have standards attached?

How to check:

- Open your Gradebook in Aeries
- Select “Manage Gradebook”
- Select the “Assignments” tab...

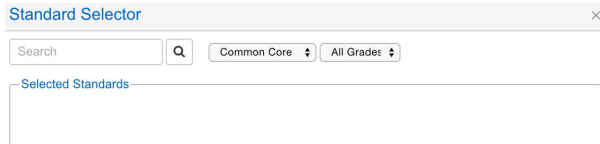
Expand Info	#	Name	Due Date	Type	Category	Grading Completed	Input By Standard	Number Correct
Edit Enter Marks More Info	1	Reading Level	9/4/2015	F	Assessments	Yes	No	100



If each assignment listed shows buttons for your grade level’s appropriate standards (see below), you are set. Check **each** gradebook for accuracy.

Expand Info	#	Name	Due Date	Type	Category	Grading Completed	Input By Standard	Number Correct	Points Possible
Edit Enter Marks More Info	2	All about me Adjectives Thinking Map	9/11/2015	F	Classwork	Yes	No	20	20
Edit Enter Marks More Info	1	Verb Practice Worksheets	9/9/2015	F	Classwork	Yes	No	30	30
Edit Enter Marks More Info	3	Nouns, Verbs, Adjectives Sort	8/26/2015	F	Classwork	Yes	No	10	10

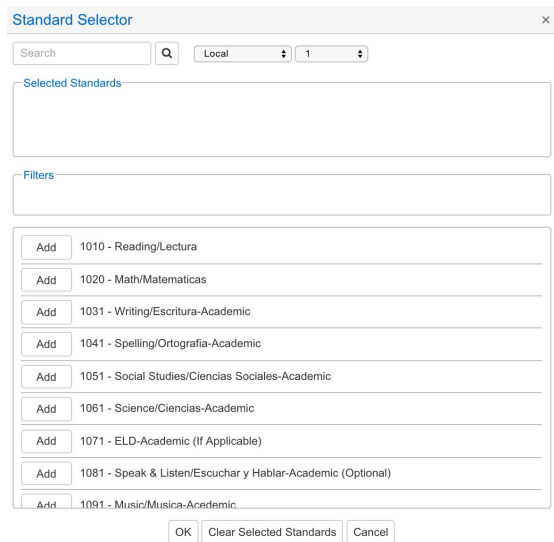
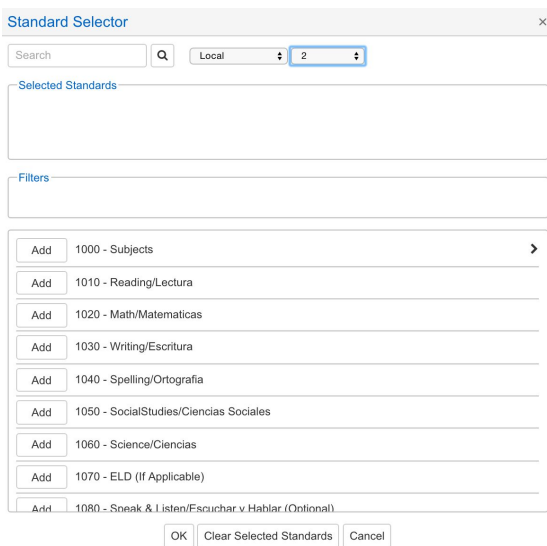
If your standards are missing, select “edit”. When the Edit Assignment window pops up, select, “Add Standard”.



In the Standard Selector window, change the drop down menu from Common Core to **“Local”**.

Also, choose your respective **grade level** from the drop down menu to the right. 1st grade teachers have different standards numbers than 2nd-6th.

From the list of local standards (subjects) presented for your grade level, choose which subject the assignment should be associated with, then click “OK”. This takes you back to the Edit Assignment Window. Be sure to click “Save and Close”.



Repeat this process for all assignments (in all gradebooks) that do not have standards attached.