



Aeries Gradebook Training

Course Outline

This three-hour training will provide an overview of the setup, navigation, and function of the Aeries Teacher Gradebook. Session will include such topics as creating Gradebooks, setting Options, Categories, managing Student Roster, adding Assignments, and entering Scores. A quick review of Gradebook Reports will also be covered. Needs of individual districts may vary. Attendees will have the opportunity to follow along with trainer and practice the steps outlined. This training is targeted for teachers or TOSAs at school sites who will be responsible for training site staff.

A – Gradebook Dashboard

- Views (Tiles, List, Table)
- Function Buttons
 - Copy Gradebooks
 - Add Gradebook
 - Mass Add Gradebooks
 - Link Gradebooks

B – Create/Manage Gradebook

- **Copy Gradebooks**
 - Select Year & Teacher
 - Select Gradebook
 - Select Tables
- **Mass Add Gradebook**
 - Select Sections
 - Select Terms
 - Create Gradebooks
 - Only creates shell must still Manage Gradebook
- **Add Gradebook**
 - Name Gradebook
 - Select Terms
 - Select Section
 - Comment – not required
 - Must Save
- **Options**
 - Use Rubric Grading Scale
 - All assignments default to Rubric scoring
 - Values entered averaged & percentages will not display
 - Non-rubric assignments will not calculate into student's total average
 - Weight Scores by Categories
 - Apply Assignment Scores Immediately
 - Apply Weighting to Formative/Summative
 - Scale Min/Max Assignment Values
 - When defined, assignments that would normally count above or below the range are brought into the range
- Add/Drop Students Automatically
 - When loading scores by class
- Hide Overall Percentage/Trend Analysis
- Display Final Mark
- Display Points Ratio
- Hide Dropped Students
- Group Assignments Menu by Category
- Sort Assignments
 - Both group and sort can be done on Scores by Class
- **Categories**
 - Option to weight
 - Option to color code
 - Dropdown reflects order entered, recommend listing most common first, for less clicks
 - Must have **AT LEAST** one category
- **Manage Students**
 - Pulls from sections
 - Adjust dates
 - Active/Inactive
 - Actions
 - Allow Deletes
 - Drop
 - Custom Sort
 - Transfer Grades/Details
- **Final Marks**
 - Could be school defined
 - Make sure ALL percentage values covered
 - Does not automatically round
 - Ability to also adjust during Import Grades
- **Narrative Grades**
 - Only alpha marks supported
 - Add new set
 - Can delete unnecessary marks
- **Rules**
 - Meant to drop lowest specified number of assignments and optionally replace with average or top score in subject area



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- **Backup/Restore**
 - Backups
 - Recommend teacher do regularly
 - Restore

C - Create Assignments

- Can be added from Dashboard, Assignment Menu, or Manage | Assignments
- Name Assignment
- Description
- Type – Formative/Summative
- Category – Must choose
- Extra Credit
 - Can still issue extra points if entire assignment is not extra credit
- Narrative Grading
- Assigned/Due On
- Number Correct Possible
 - Used as the # of questions
- Number Points Possible
 - Should be the maximum possible value of that assignment
- Grading Complete
 - **Don't mark on any new assignment**
- Visible to Portal
- Scores Visible to Portal
- Drop Box – can set time restraints
- Add Exam – tied to Aeries Analytics
- Push Assignment to other Gradebooks
- Add Standards – if using SBG
- Save/Save and Add New/Save & Close

D - Entering Scores

- **Scores by Class**
 - Student Profile
 - Student Attendance
 - Enter Scores
 - No change in final mark unless Options set to Show Grades Immediately Upon Entry
 - Grading Completed carat dropdown in assignment header
 - Final marks update
 - Missing assignments identified when Grading Completed

- Single click on student name in blue– goes to Scores by Student - allows for additional info – Comments, Status
- Sort by clicking on column header
- Blue triangle in corner shows student's attendance on date assigned/date due
- Orange triangle denotes a comment has been made on specific assignment
- Gray triangle appears if hovered over to add a comment
- Sort by Custom Field – as defined under Manage Students
- All scores are editable at any time
- Color visual clues at top for assignments
 - Blue – Grading Complete
 - Gray – Grading Not Complete
 - Colors by Category – if defined
- **Types of Scores**
 - NA - Exclude student from assignment, changes to gray fill, will not show as missing assignment and will not be calculated in grade
 - TX - Temporarily Excuse an Assignment, changes to orange fill, shows as missing assignment but not be calculated in grade
 - Extra Credit – giving more points than possible, changes to a green fill
 - Extra Credit Assignment
 - Assumes max score of 0
 - Missing Assignments should be left blank, changes to orange fill – **no zeros unless earned**
 - All grades calculate after Grading Completed is checked
- **Scores by Assignment**
 - Click into cell and enter scores
 - Can change # Correct Possible – for students on modification
 - Note ability to Mass Add Default Score, Comment, etc. – use carat to expand or collapse this window
 - Overwrite Existing Values checkbox
 - Enter Status as needed
 - Change Assignments Link at the top of the form
 - Checkbox for Grading Completed



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- Only Display Students Missing Assignments
- Attendance columns – show ATT status on date assigned and date due
- Sort by Custom Field – as defined under Manage Students
- Import Scores From File
- Export to Excel
- Show Stats
- Quick Data Entry
- Import from Google-**Two Methods**
 - Unable to demonstrate from demo DB
 - Does not work with Rubric Gradebooks
 - First method is [Import Scores from Google Classroom](#)



- Second method is from Dashboard – [Auto Import Google Classroom Assignments](#)



- Unable to demonstrate
- Multiple assignments
- Uses default Assignments category
- Only assignments & scores import, not documents or media
- If no Due Date imported with today's date
- Aeries admin can configure a nightly synchronization
- **Scores by Student**
 - Click into a cell and enter scores
 - Display Only Assignments Missing Scores checkbox
 - To see Percentage Summary by Categories – use carat underneath Display Only Assignments Missing Scores to expand or collapse
 - Multiple ways to choose a student
- **Grading complete – multiple ways to finalize**
 - Scores by Class
 - From within the assignment itself

- Carat at top of the column expand window to show checkbox
- Turn the header blue
- Also shows a checkmark
- Scores by Assignment
- Check box

E – Gradebook Reports


- Two ways to access Reports
 - Reports Link at top of form
 - View All Reports
 - Report History available from View All Reports

Gradebook Reports

- Gradebook Assignment Analysis – statistical breakdown of scores of each assignment
- Gradebook Assignments by Student –lists all assignments, categories, scores, and summary
 - Gradebooks Tab
 - Select Gradebooks, assignments, students to print
 - Options Tab
 - Print options; can add title, comments, etc.
- Gradebook Final Mark Analysis
 - Can select one or more gradebooks
 - Statistical Chart
- Gradebook Missing Assignments – can be emailed to parents
- Gradebook Roster – list with many options
- Gradebook Summary
- Gradebook Summary – Export to EXCEL
- Progress by Student – summary of grades, showing overall and categories.
- Progress by Class

F – Gradebook Resources

From Within the Teacher Portal

- Teacher Resource Center – Teacher Home Page
- Click on the  icon at the upper right of the Gradebook page
 - Link to the Teacher Portal Gradebook help page online
 - Under Documentation, the link allows download of a pdf file describing all Gradebook features and instructions
 - Scroll up to the top to see this







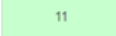
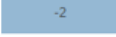


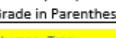
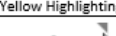
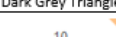

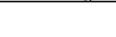
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- Contents are links to information about specific Gradebook topics

Support Resources

- www.support.aeries.com
- Aeries Documentation
- Gradebook Video Library

Name	Hyperlink to take you to the Scores by Student page for this assignment.
 Person Icon	Takes you to the student's Profile page.
 Calendar Icon	Takes you to the student's Attendance page.
 Orange Box	Missing assignment, Grading Completed has been checked.
 Temporarily Excused	Student is temporarily excused from this assignment that <i>needs to be</i> made up. It shows missing but is not figured into the overall grade.
 Green Box	Student received extra credit; number correct is greater than the max.
 Blue Box	Student received a negative score.
 NA-Grey Box	Student is excused from this assignment. It is not figured into the final grade.
 Not Applicable-Grey Box	Student was not enrolled in this class when assignment was due. Assignment is not figured into the final grade.
 Grade in Parentheses	Transfer grade for Linked Gradebooks of the same teacher.
 Yellow Highlighting	Student dropped the class and is now inactive.
 Dark Grey Triangle	Click to add or edit a Status or Comment regarding this assignment for this student.
 Orange Triangle	Hover over the orange triangle see the Status or Comment that has been added on this assignment.
 Blue Triangle	Student has an attendance code on the Assigned Date or Due Date. Hovering over the blue triangle will show the absence information.