

Preparing Semester 2 Gradebook in Aeries.NET

Middle School Gradebooks

Prepared by S. Balice Frank A. Miller Middle School



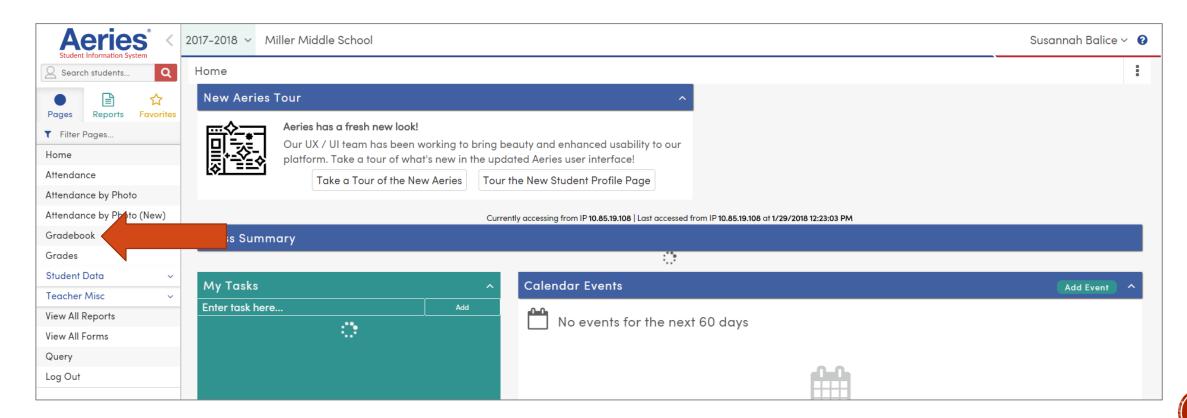


COPY SEMESTER 1 GRADEBOOK

- There is no need to "Create New" gradebooks for Semester 2.
- Instead you can "copy" the Semester 1 gradebook. This process WILL NOT copy the assignments, it will copy all of the settings into a NEW gradebook for you.
- This process will save teachers time as there is no need to reenter the grade weighting and grading scales etc.☺

COPY GRADEBOOK

Open the Gradebook Dashboard



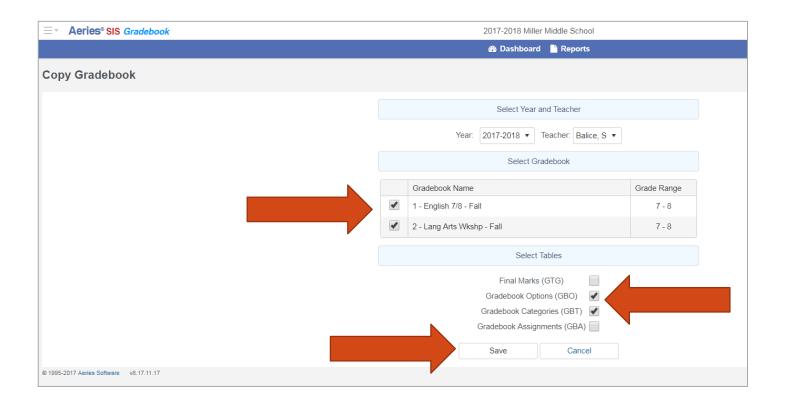
COPY GRADEBOOK

Click on Copy Gradebook



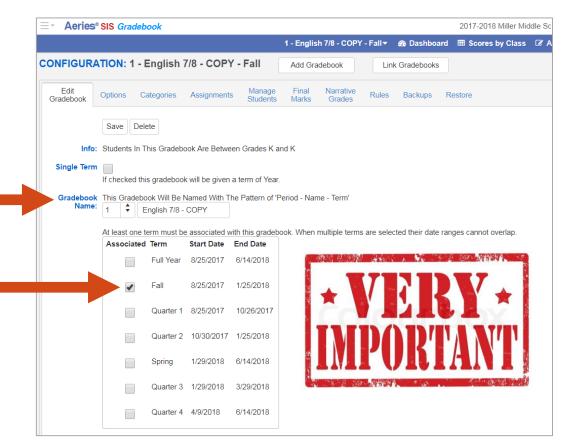
COPY GRADEBOOK

- Make the following selections:
 - Select all of your gradebooks
 - Select Gradebook Options
 - Select Gradebook Categories
 - Click on the Save button

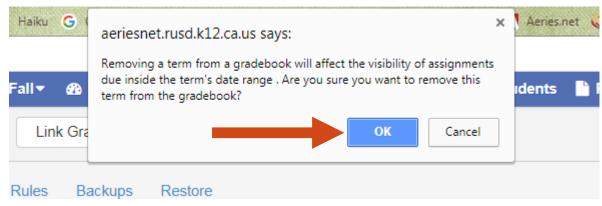


CONFIGURATION

- ENTION
- The Configuration window will open.
 - Change the Gradebook Name: Delete the word "Copy" showing at the end of the gradebook name.
 - UNTICK the Fall box



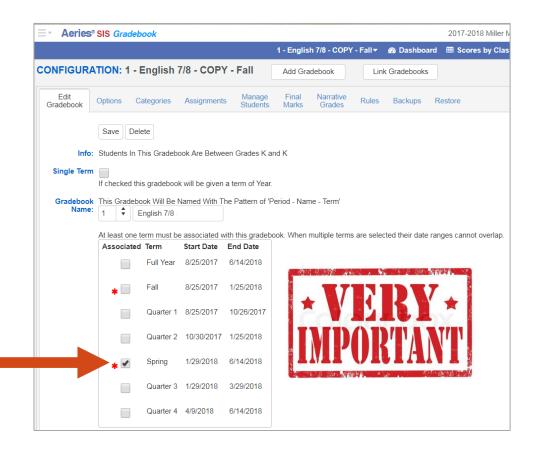
Click the blue OK button.



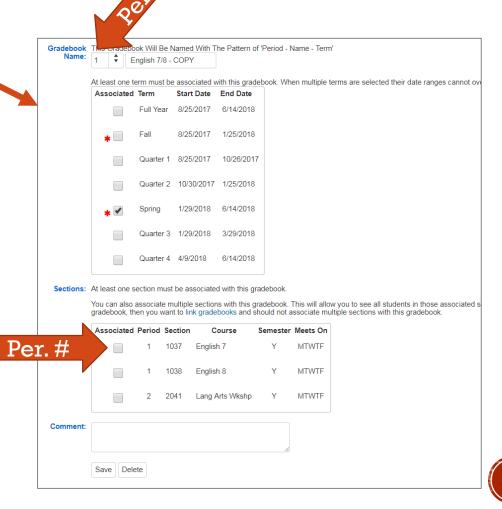


CONFIGURATION

- The Configuration window
 - **TICK** in the Spring box
 - Scroll down the Configuration window

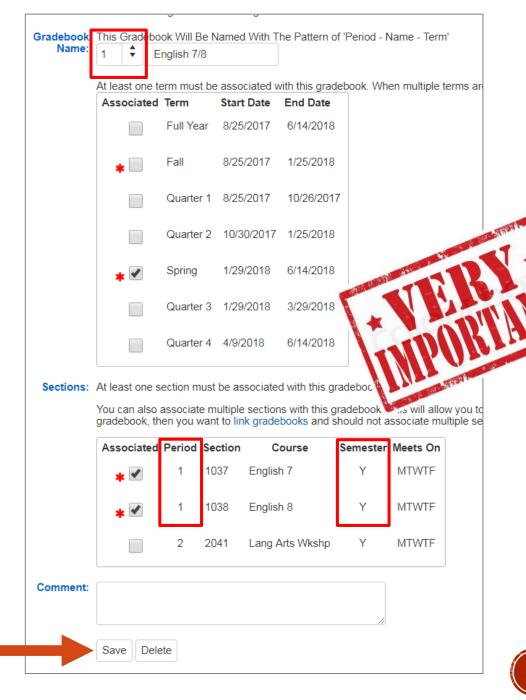


 Select the corresponding class gradebook.



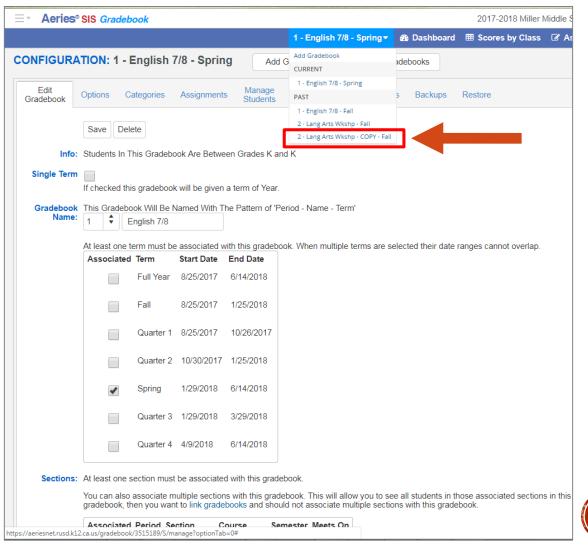
CONFIGURATION

- Tick in the corresponding course box. In the illustration this is a Period 1 Gradebook with Period 1 sections.
- *Note: BE CAREFUL when selecting corresponding sections. It MUST show a Y (Year) or S (Spring) in the Semester column. DO NOT select F (Fall sections).
- If you have multiple Sections in the same class period select all of them. This will be the case for English Learner sections and READ 180 sections.
- Click the <u>Save</u> button.



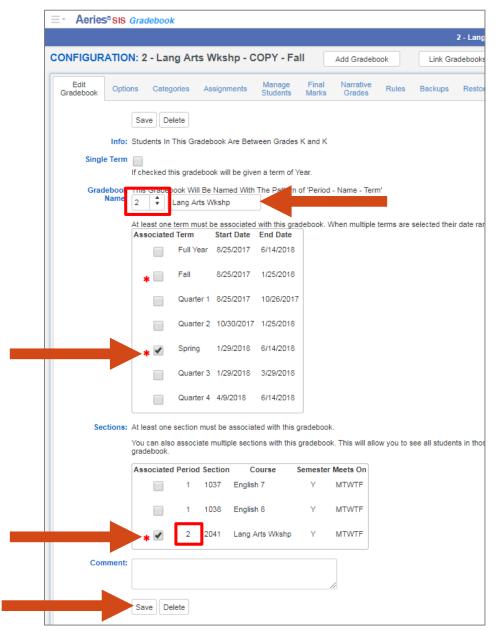
REPEAT FOR EACH CLASS GRADEBOOK

- Scroll up to the top of the window.
- In the blue menu bar select your next period class.
 - It will sown in the PAST section and will have the word "Copy" in the name.

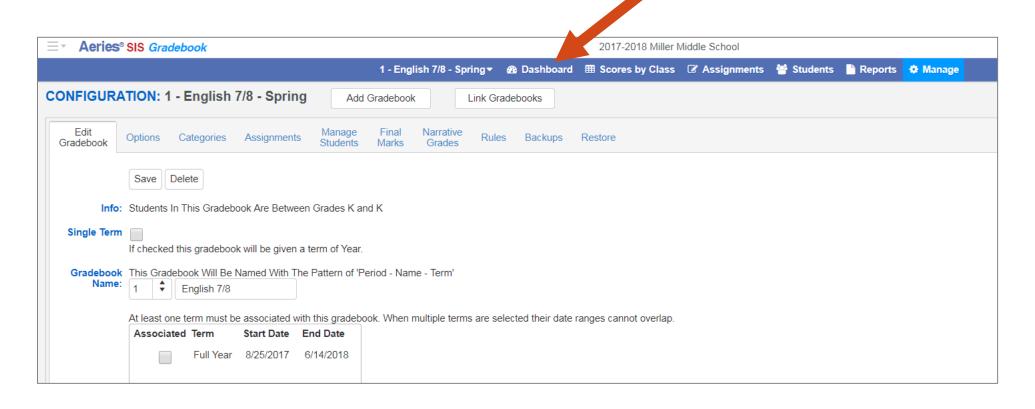


REPEAT FOR EACH CLASS GRADEBOOK

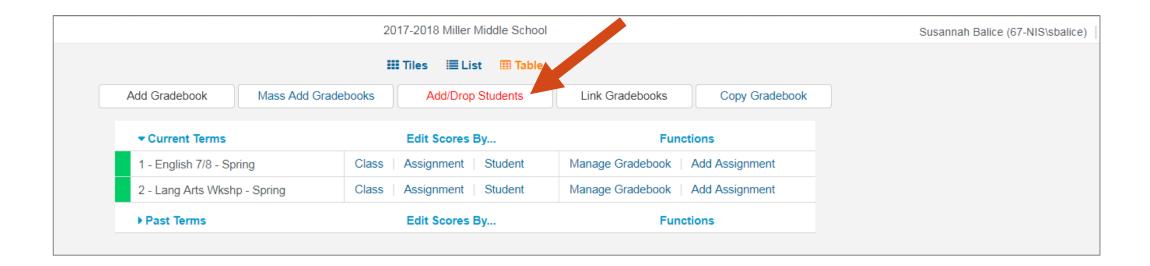
- Gradebook Name: Delete "Copy" from the end.
- Untick Fall
- Tick Spring
- Tick corresponding section #
- Click the Save button.



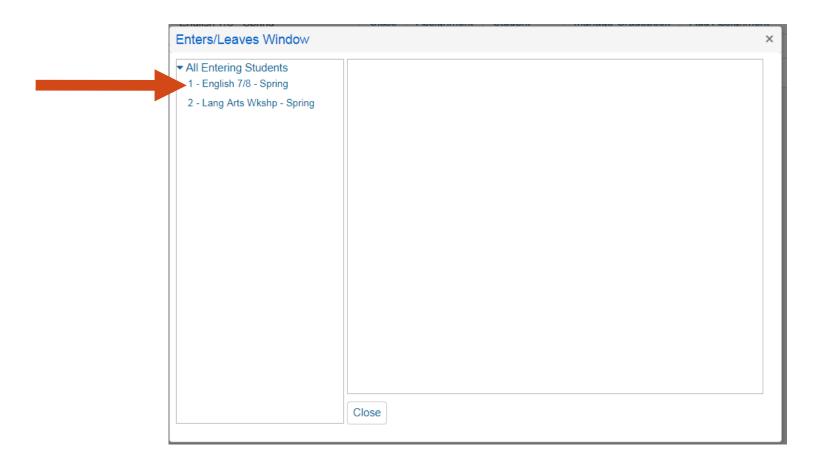
Click the DASHBOARD link in the blue menu bar.



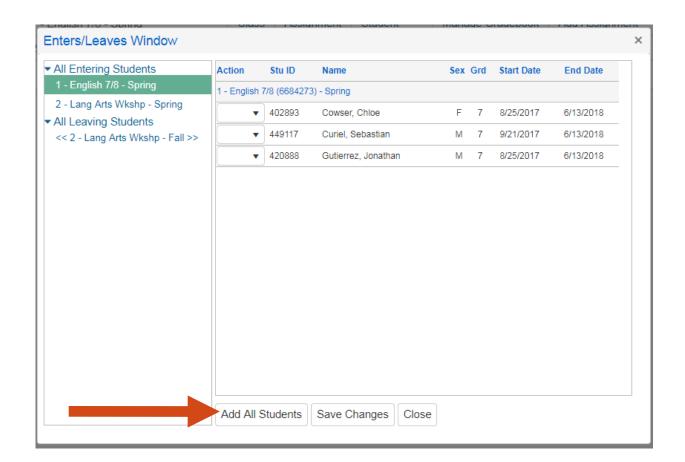
Click the Add/Drop Students box at the top of the screen.



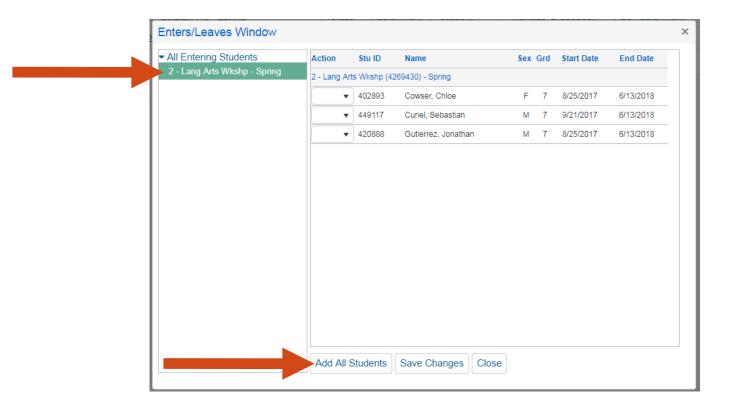
• Click on the first gradebook showing in the list.



Click on the Add All Students button.



- Click on the next gradebook showing in the list on the left.
- Click on the Add All Students button.
- Repeat for all gradebooks remaining in the list.



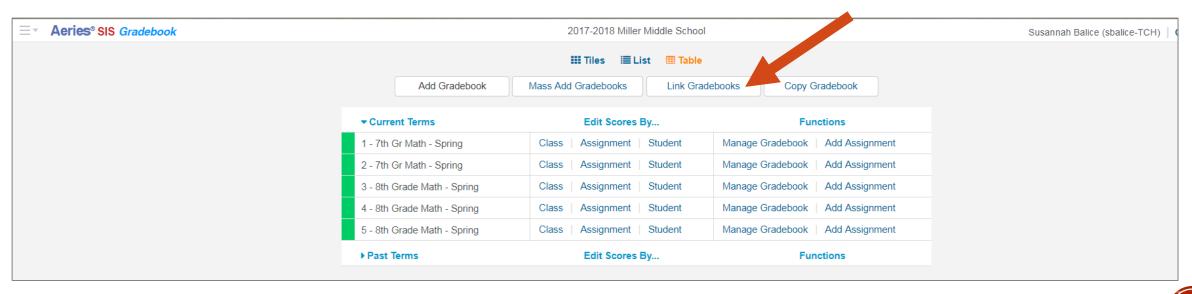
ALMOST THEREO

- The Dashboard should now look something like this.
 - A gradebook for each class section should be showing.
 - All gradebooks should have a green square showing to the left of it. Green stands for Spring Semester.



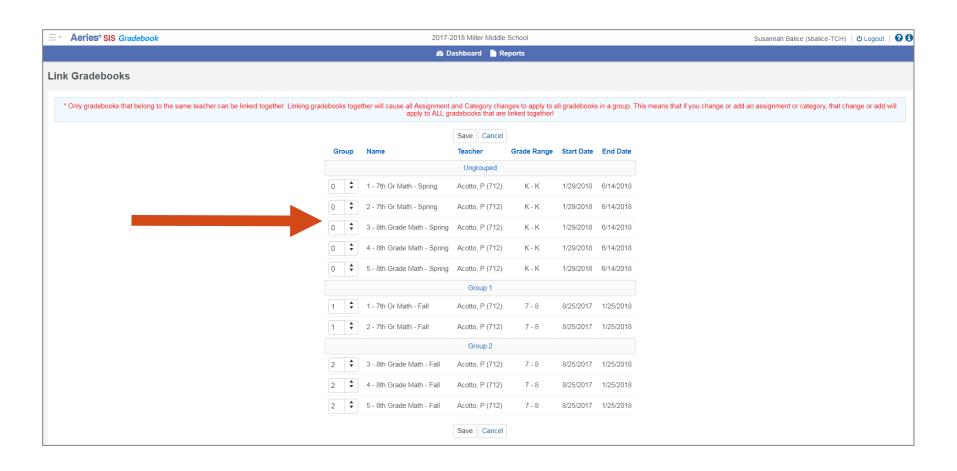
LINKING GRADEBOOKS

Click on the Link Gradebooks button.



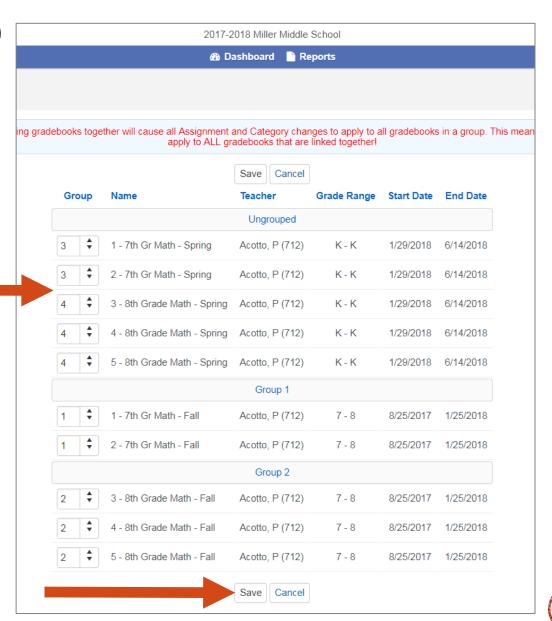
LINKING GRADEBOOKS

• Ungrouped gradebooks show in the top section with a "0".



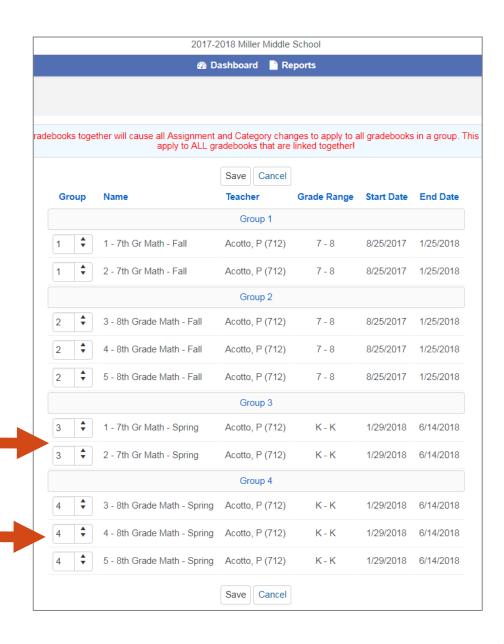
LINKING GRADEBOOKS

- Ungrouped gradebooks show in the top section with a "0".
- Link gradebooks by selecting a common # for each set of linked gradebooks.
- Use different #'s than were used during the Fall semester.
- Click the Save button.



LINKING COMPLETE

 Spring gradebooks should now be linked[©]





MISSION: