Preparing Semester 1 Gradebook in Aeries.NET

Middle School Gradebooks

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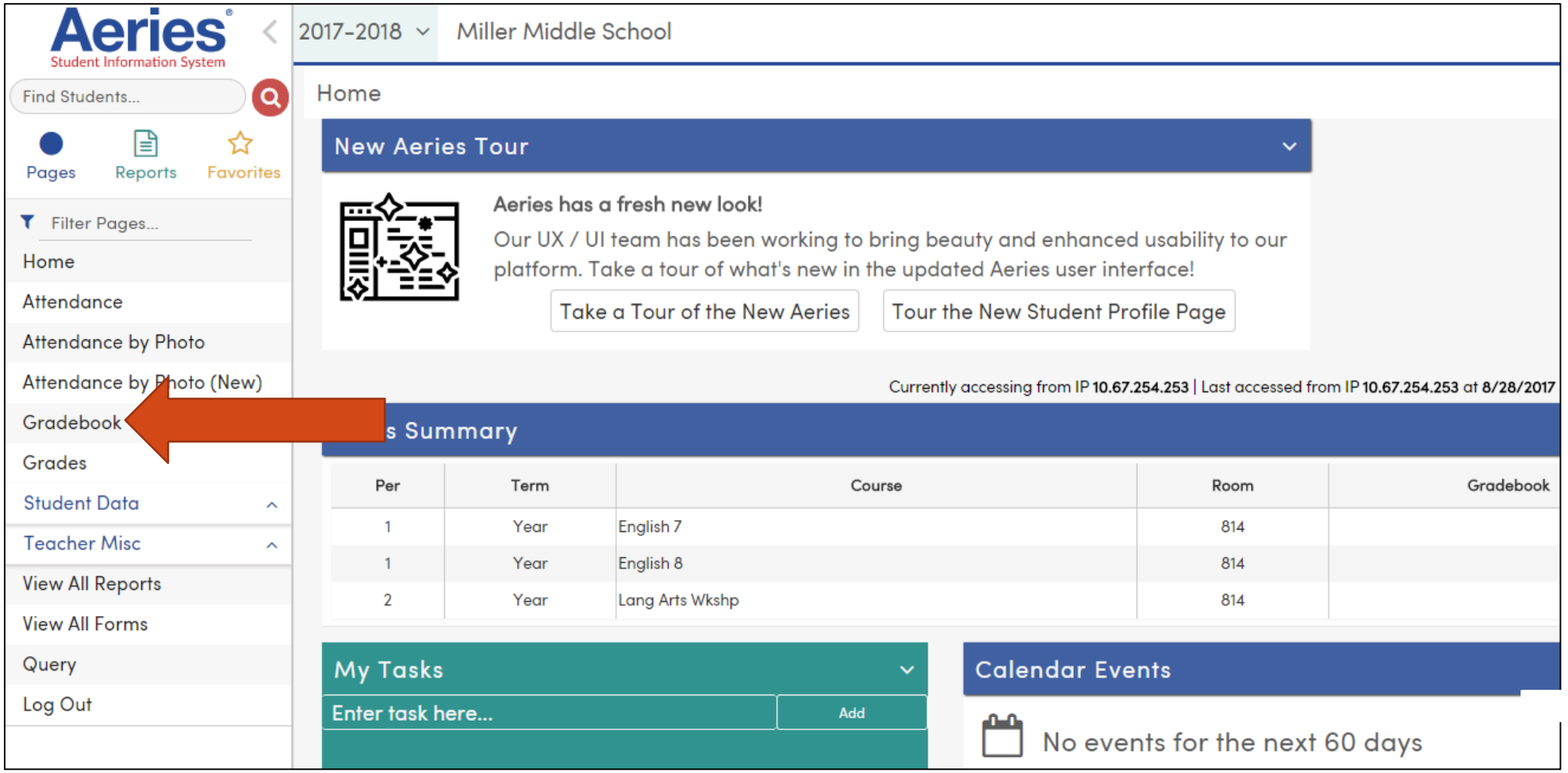
Frank A. Miller Middle School

* Please note that all data shown in these directions is scrambled to protect the confidentiality of our students.

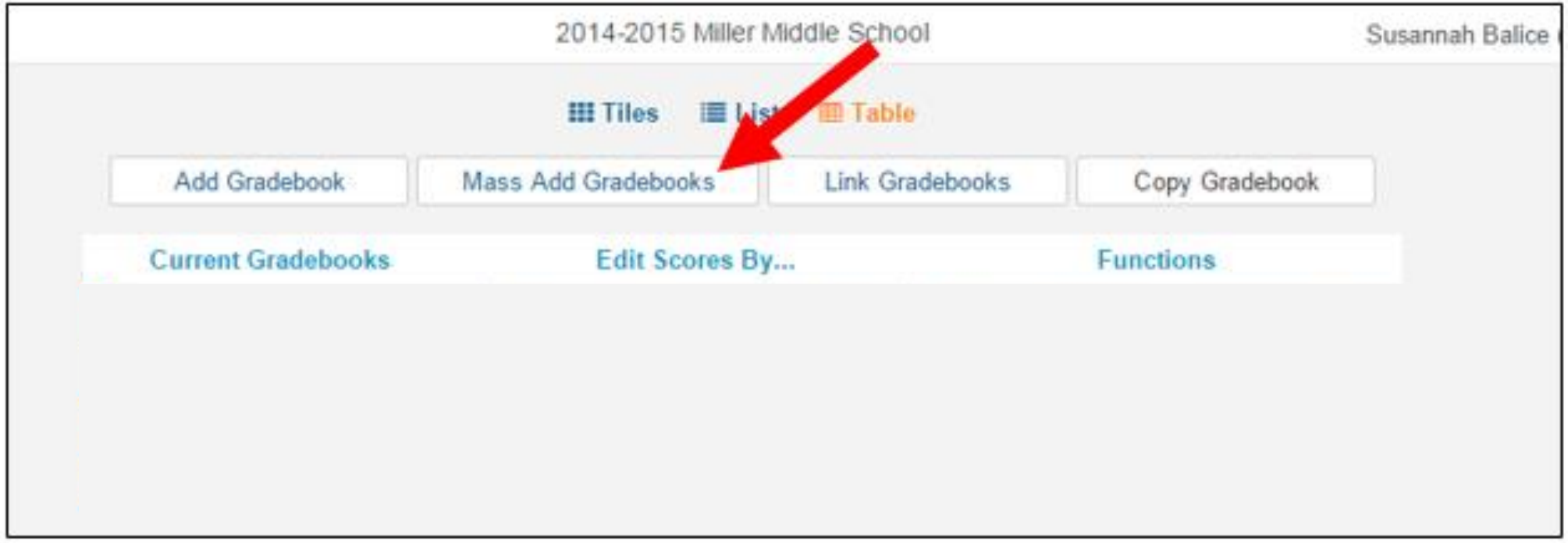
Revised 8/29/17

OPEN THE AERIES GRADEBOOK OPTION



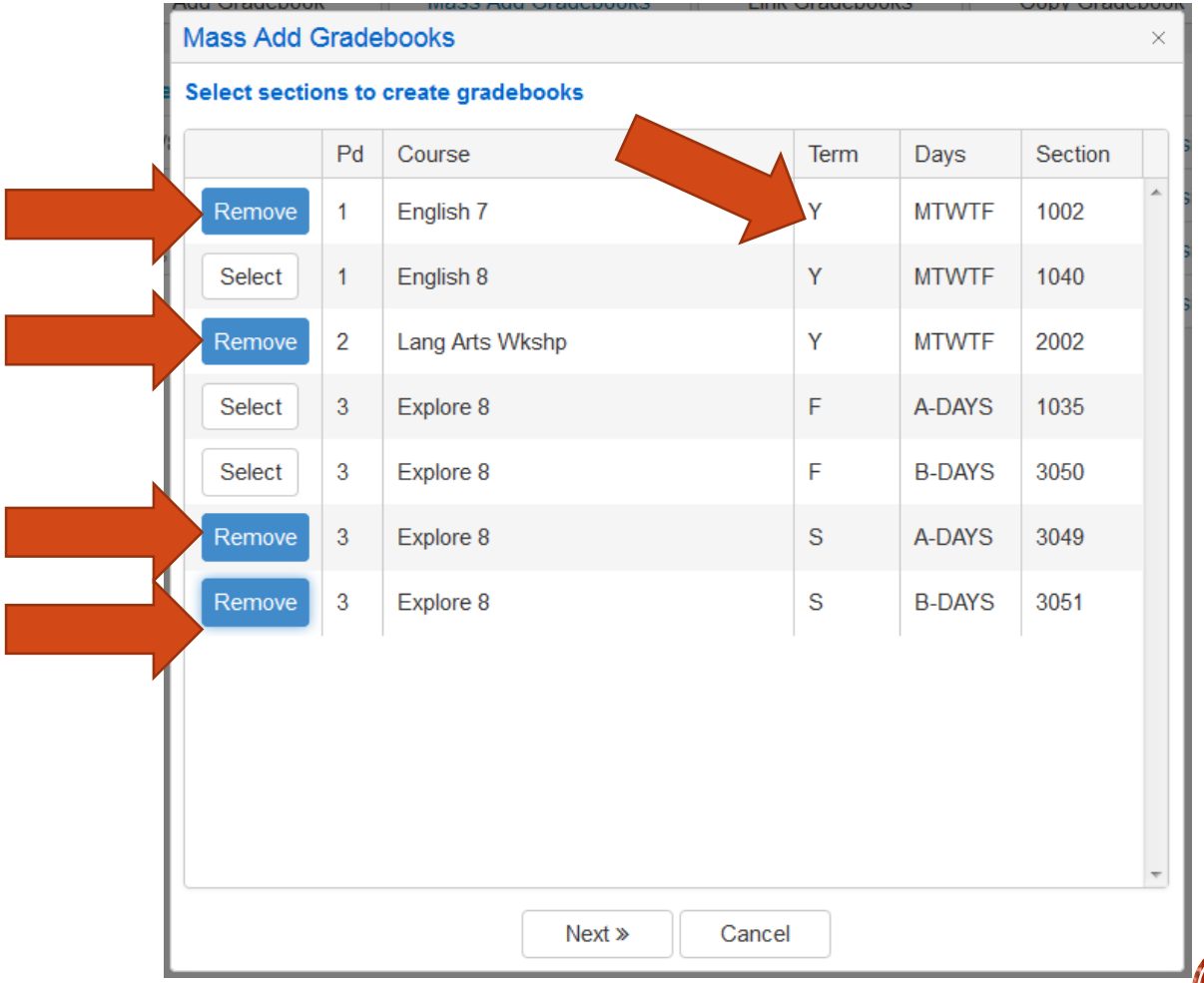
STEP 1: MASS ADD GRADEBOOKS

- Select **Mass Add Gradebook** option at the top of the screen (this will create gradebooks for ALL of your class sections at once).



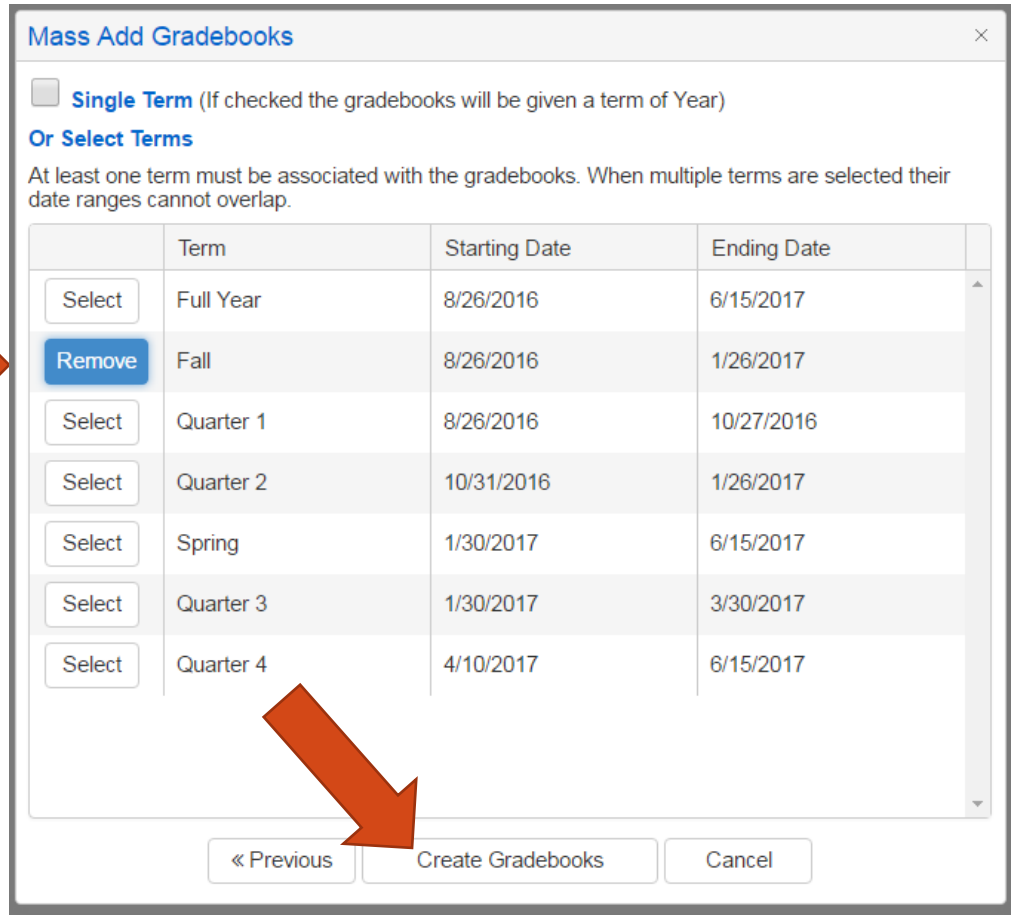
STEP 1: MASS ADD GRADEBOOKS

- Click the **Select** button next to all of the class sections you want to create an S1 gradebook for (they should all show a Term of **Y** <Year> or **F** <Fall>)
- **DO NOT select any classes that have a Term set as S or Quarter 3 (these classes are in the future).**
- Click **Next**



STEP 1: MASS ADD GRADEBOOKS

- Click Select next to the **Fall** option (this will create an S1 gradebook only, which is what you want to do).
- Click on **Create Gradebooks**.
- An S1 (Fall) gradebook for each of your classes should have been created.
- S1 Gradebooks will appear in the Dashboard with an **orange** square to the left of the gradebook name.

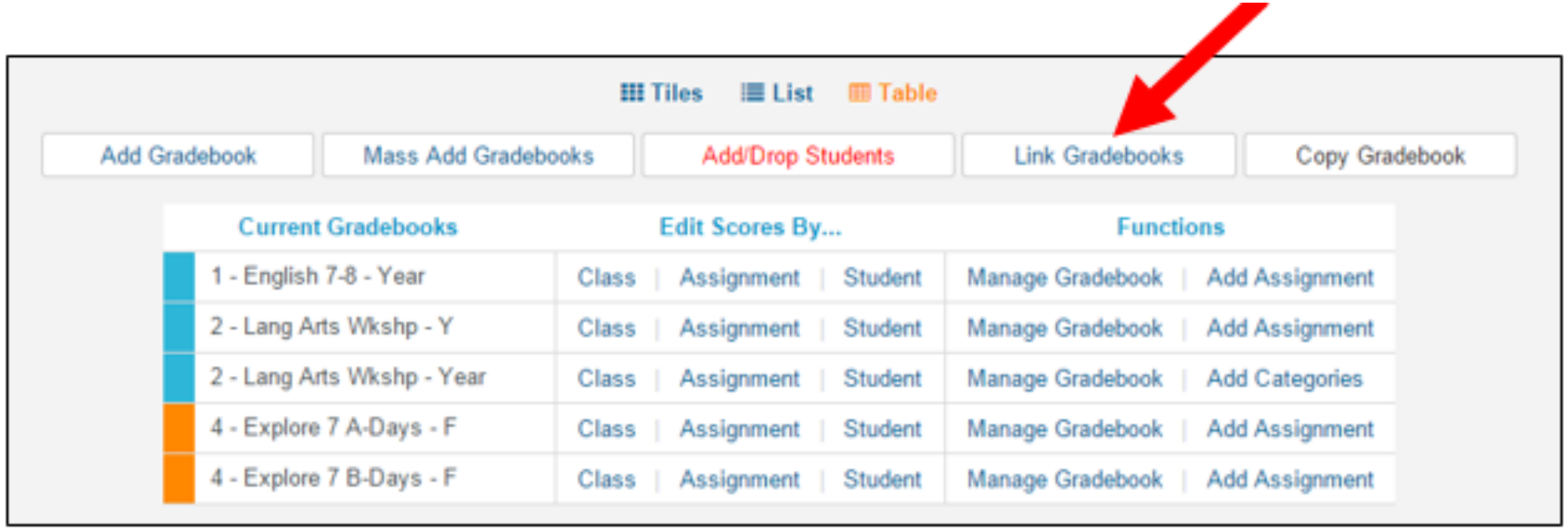


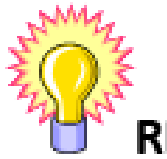
STEP 2: LINKING GRADEBOOKS

- Linking gradebooks is used in secondary schools for teachers who teach multiple periods of the same subject. The **Link Gradebooks** option will allow teachers to create a group of gradebooks. Using this option, any changes made to **Category Types**, **Assignments, Final Marks** and **Rules** in one gradebook in the group will also update all of the other gradebooks in the group with the same changes. This means that you **WANT** to link all gradebooks for identical class sections (if you teach 3 sections of Math 7 you would want to link those 3 gradebooks together).

STEP 2: LINKING GRADEBOOKS

- If necessary, click on the **Dashboard** link at the top of your screen. Click on the **Link Gradebooks** button.





REMEMBER: Gradebooks must be linked when the gradebooks are created. Gradebooks should not be linked after Assignments have been added.

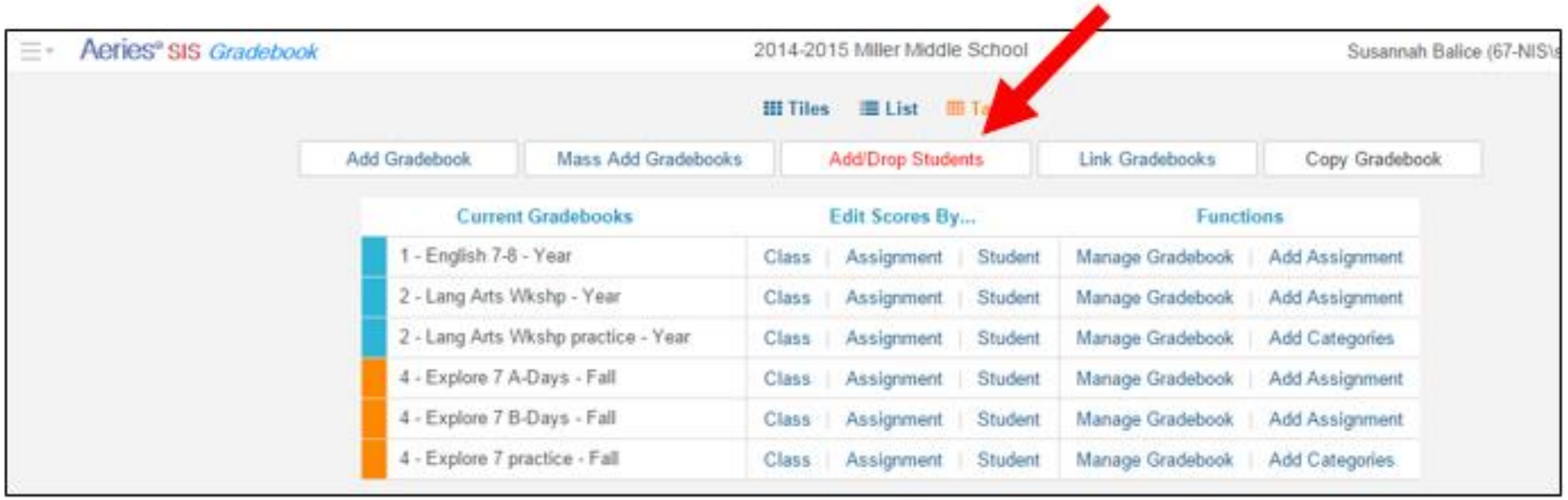
STEP 2: LINKING GRADEBOOKS

- To **Link Gradebooks** enter the same number in the **Group** field. For example, all gradebooks listed below with **1** entered in the **Group** field will be linked together. A 0 means it is an unlinked gradebook.
  - Once you have set up the Groups for your gradebooks, click the Save button.

REMEMBER: When linking gradebooks, any change made to assignment types or assignments will update ALL gradebooks that are linked.

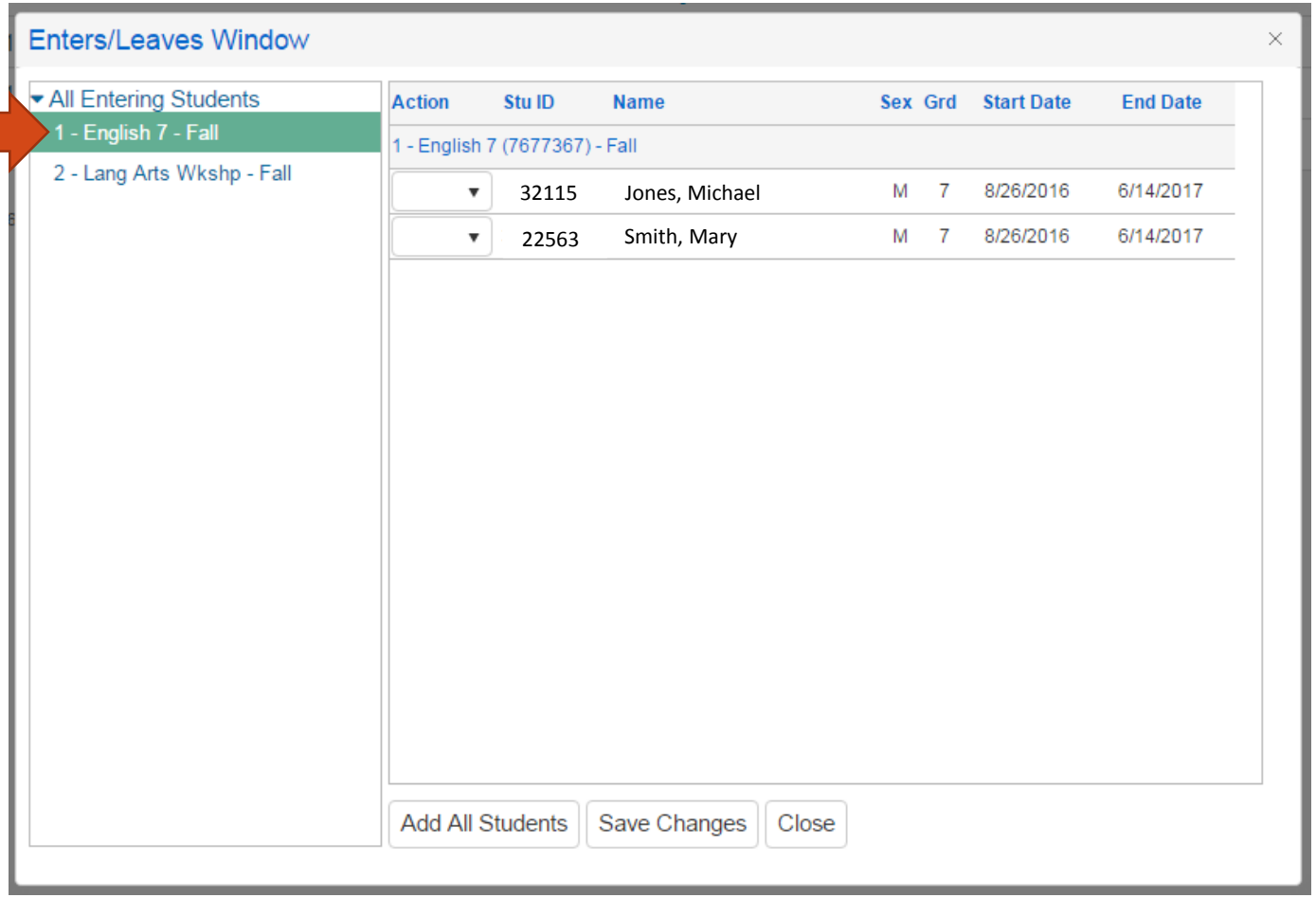
STEP 3: ADDING STUDENTS

- From the Dashboard click on the **Add/Drop Students** button.



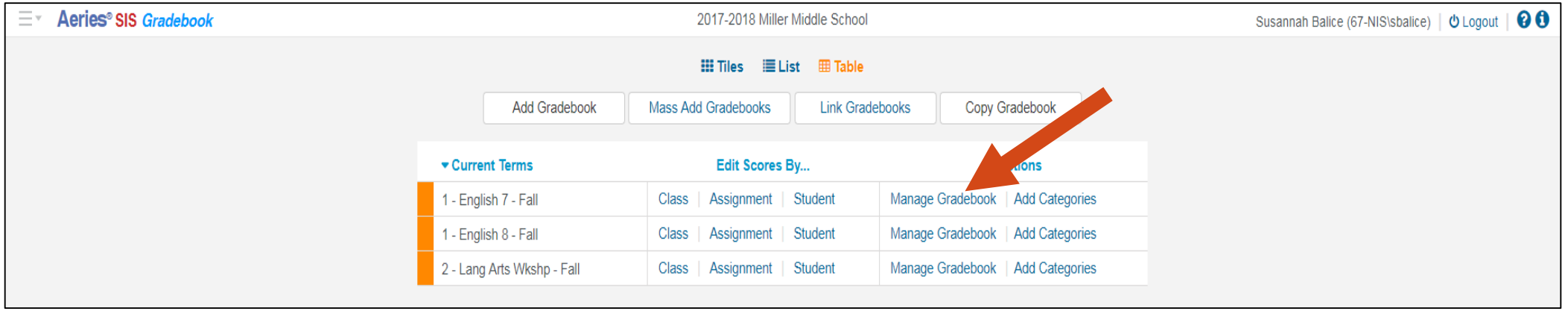
STEP 3: ADDING STUDENTS

- You will see a list of all of your newly created gradebooks on the left → Click on the first gradebook listed.
- Click on the **Add All Students** button.
- Repeat all steps above for each of your gradebooks.



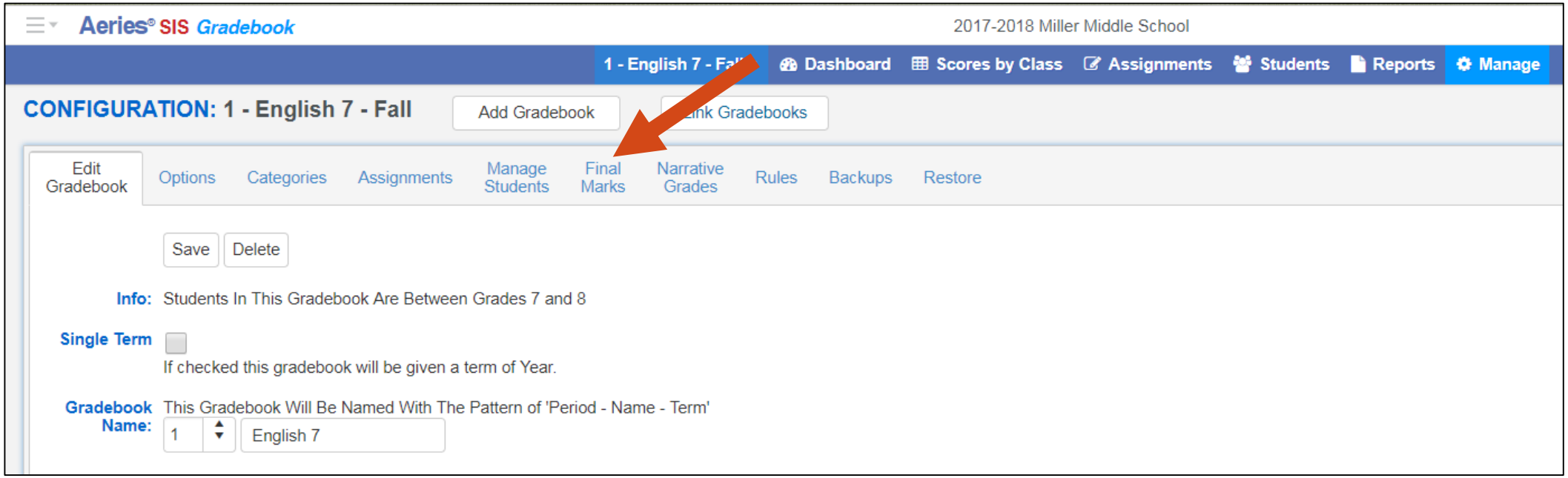
STEP 4: ADDING FINAL MARKS

- You will need to complete this process for each gradebook that you created (one for each class section, if you have Linked Gradebooks you will only enter the Final Marks once).
- From the Dashboard click on the **Manage Gradebook** link to the right of your gradebook.



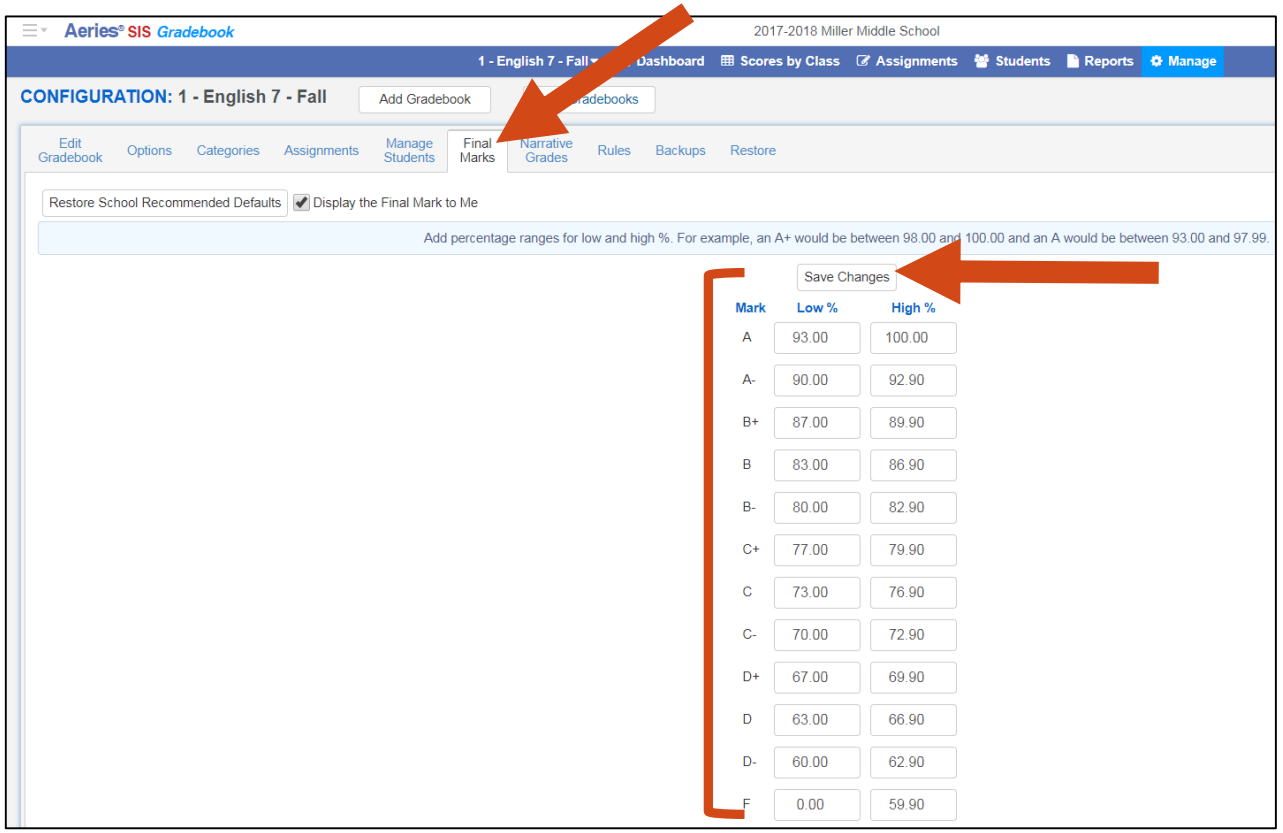
STEP 4: ADDING FINAL MARKS

- Click on the **Final Marks** tab.



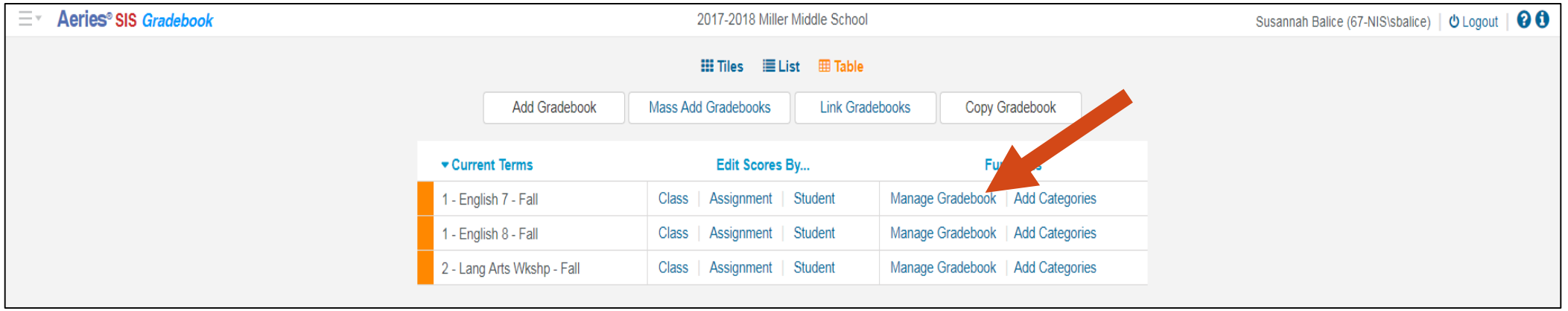
STEP 4: ADDING FINAL MARKS

- Type in your grading scale and be sure the box that says "Include the Overall Mark with the Score" is ticked → Save Changes



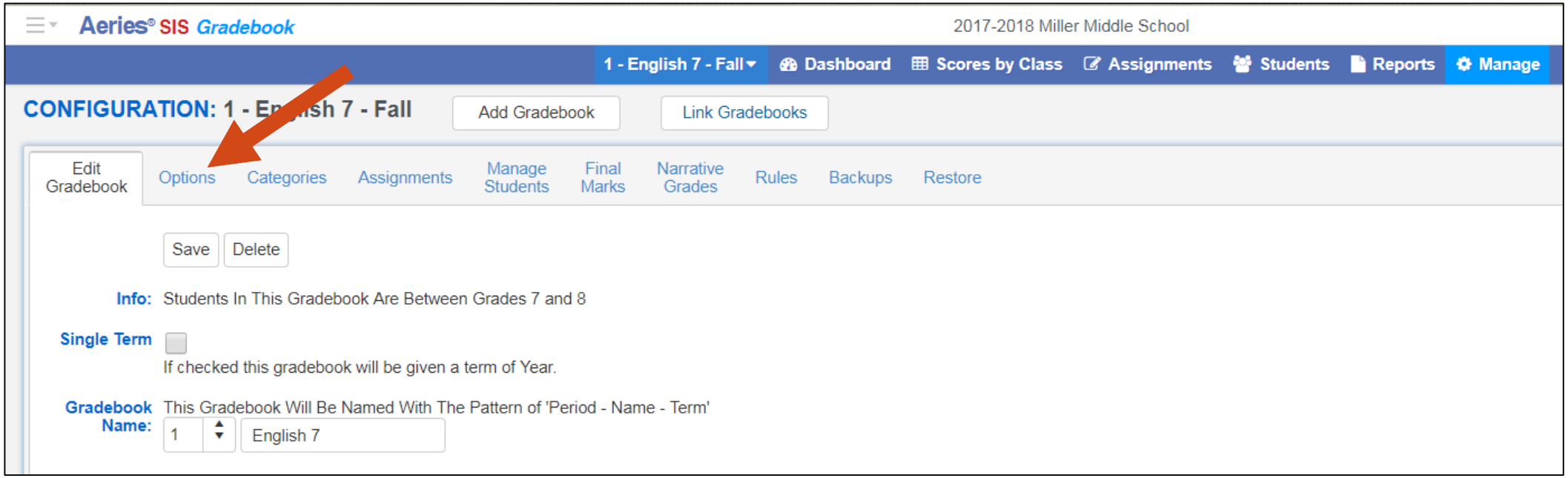
STEP 5: GRADEBOOK OPTIONS

- From the Dashboard click on the **Manage Gradebook** link to the right of the desired gradebook.



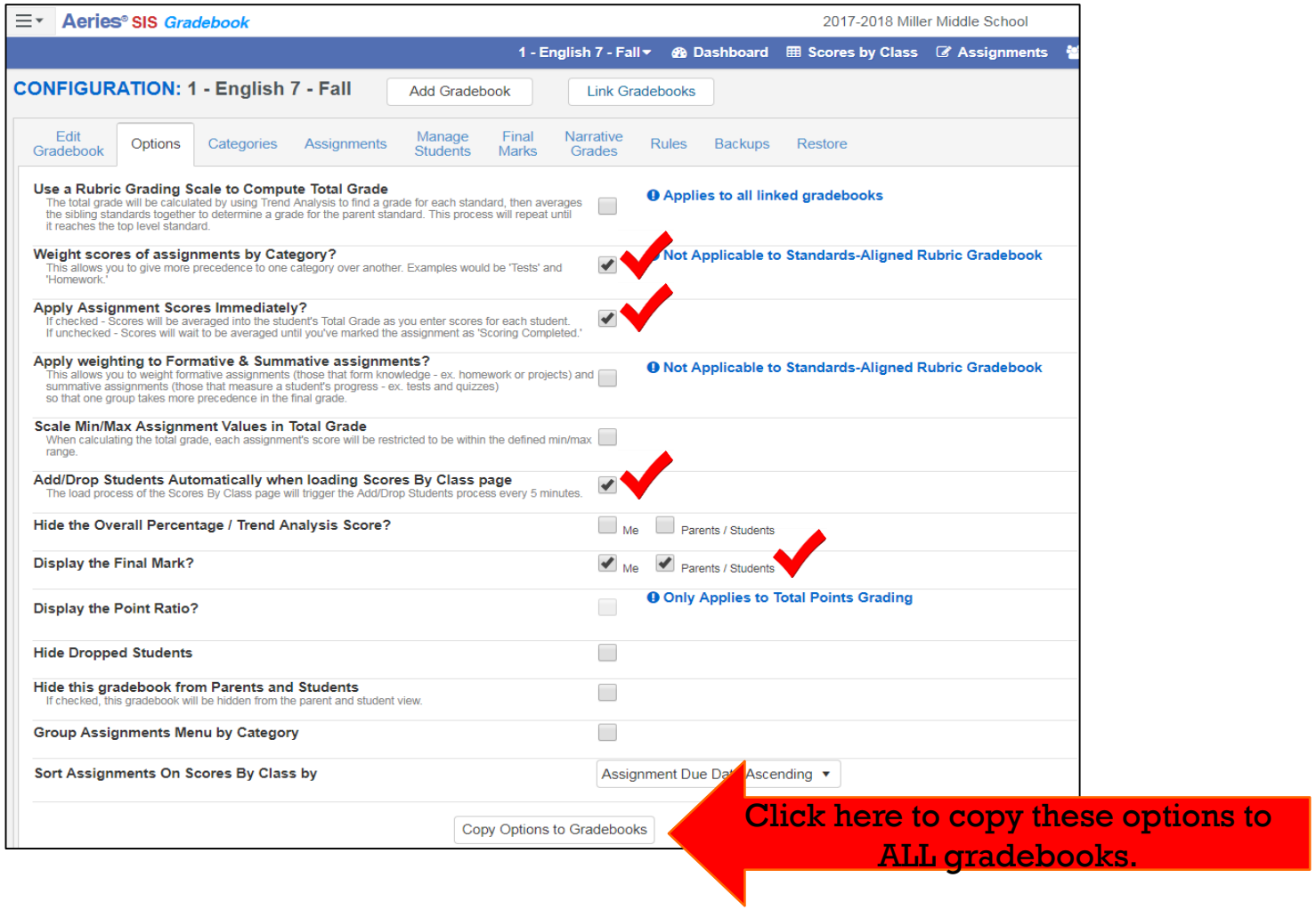
STEP 5: GRADEBOOK OPTIONS

- Click on the **Options** tab.



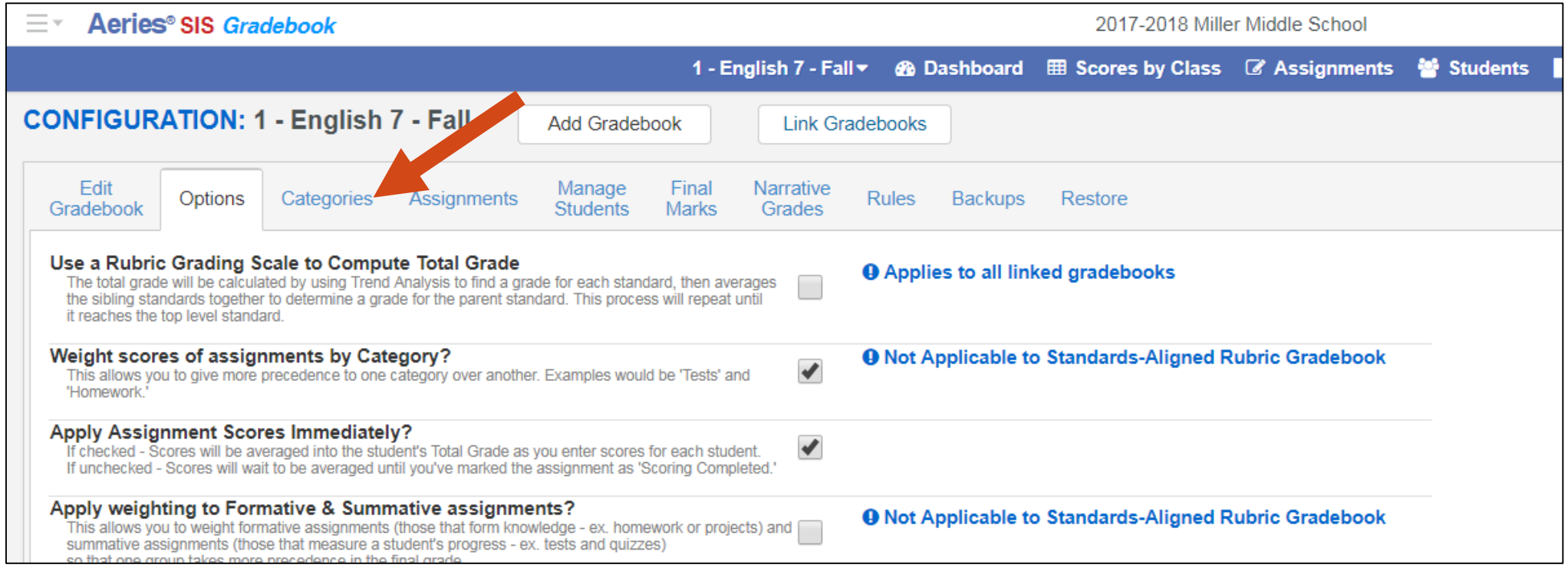
STEP 5: GRADEBOOK OPTIONS

- Check to be sure the following options are configured. You may experiment with the others☺



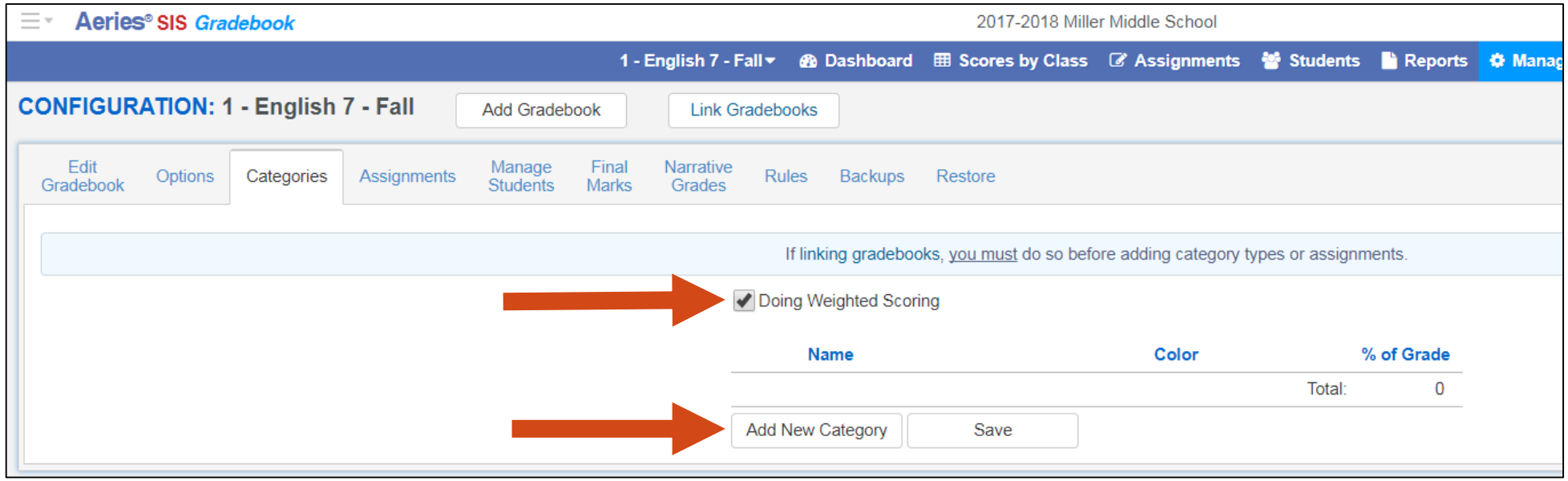
STEP 6: GRADE WEIGHTING

- From the Options page click on the **Categories** tab (this must be done for each gradebook OR once for each set of linked gradebooks).



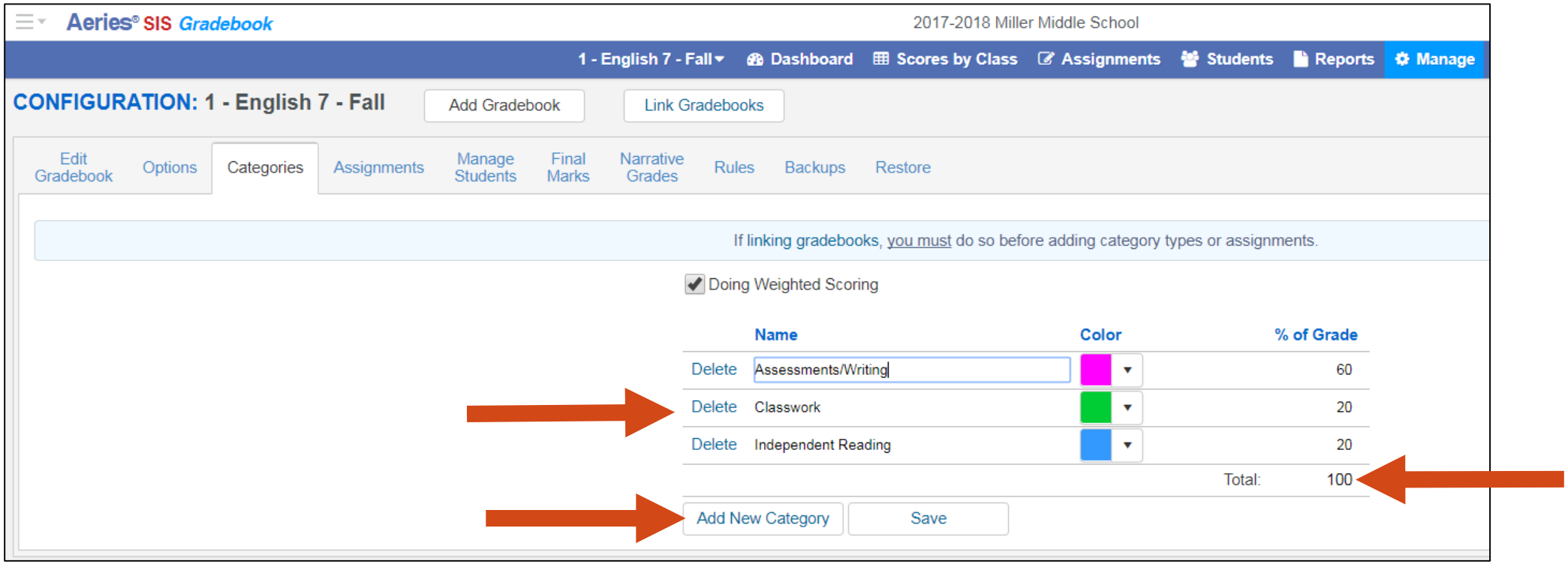
STEP 6: GRADE WEIGHTING

- Click in the **Doing Weighted Scoring** box → **Add New Category** button



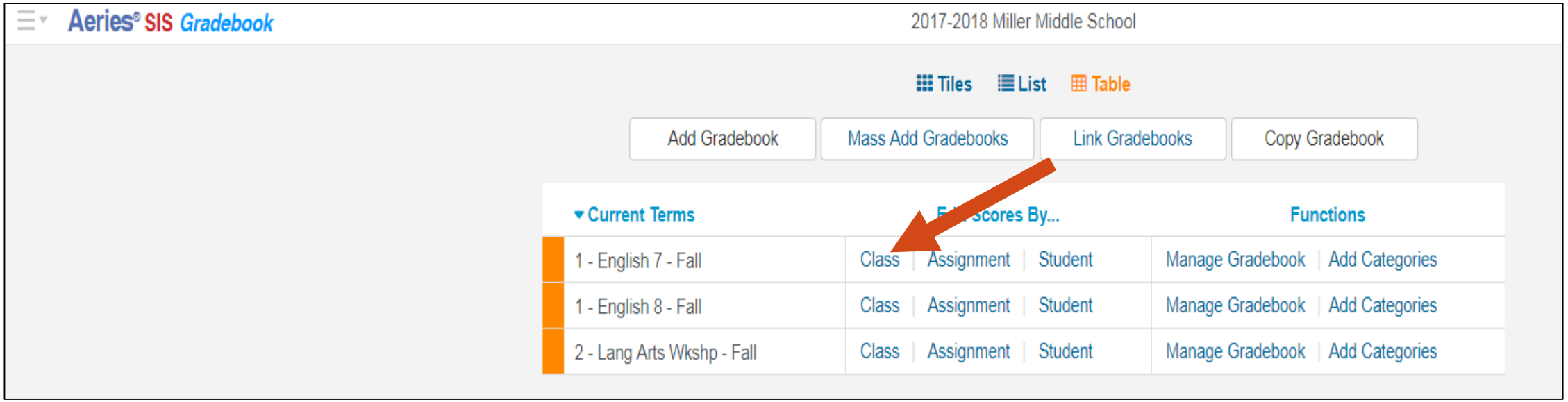
STEP 6: GRADE WEIGHTING

- Type in the Name of your first category and use the Tab key to enter % of Grade. Continue to add your Categories. Be sure the % of Grade equals 100 → **Save** button.



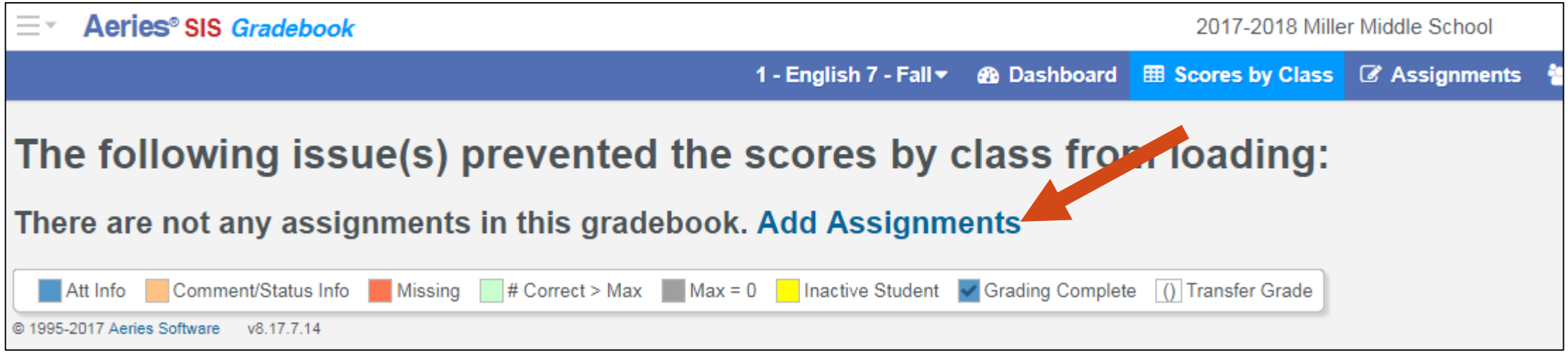
STEP 7: ADDING ASSIGNMENTS

- From the Dashboard click on the **Class** link next to right of the desired gradebook.



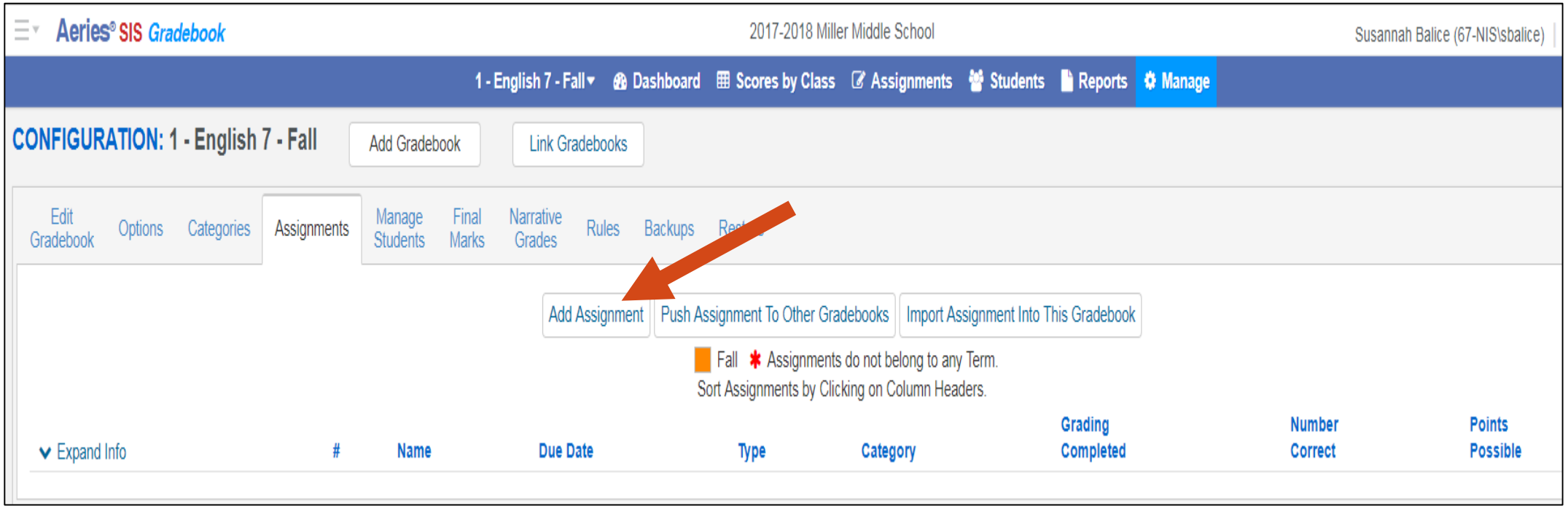
STEP 7: ADDING ASSIGNMENTS

- Click on the **Add Assignments** link.



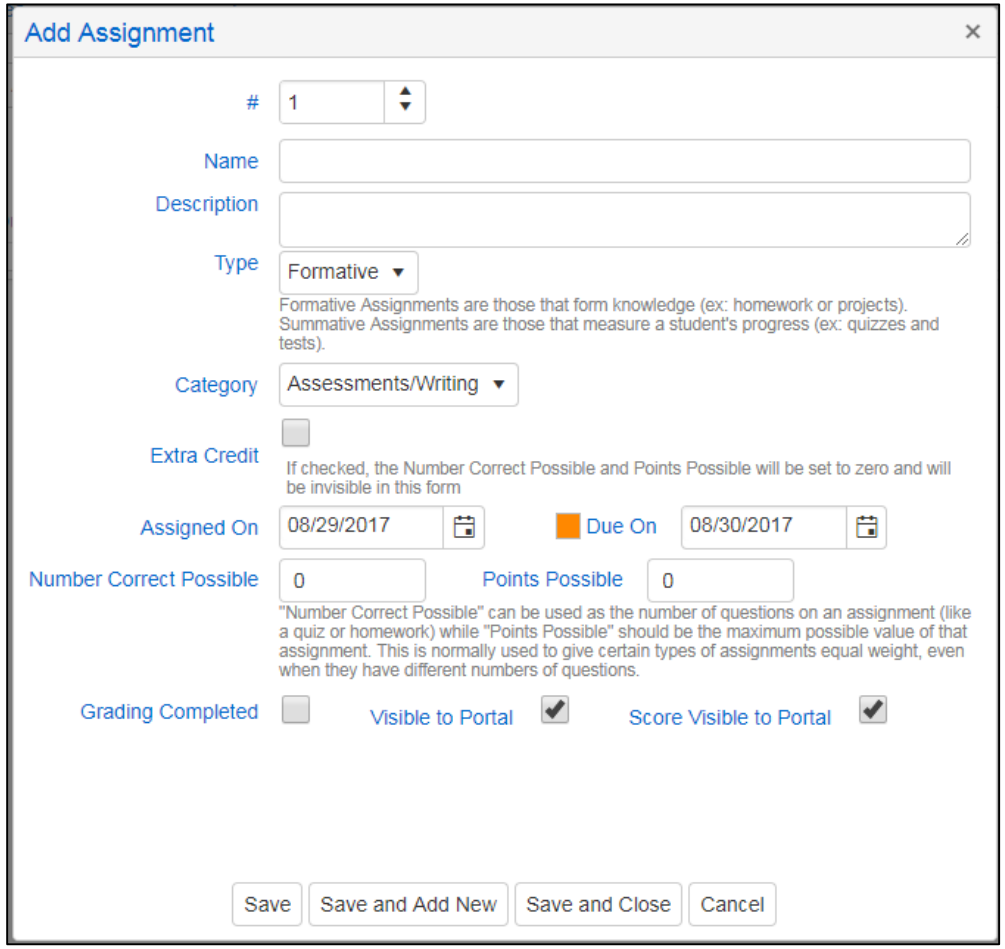
STEP 7: ADDING ASSIGNMENTS

- Click on the **Add Assignment** button.



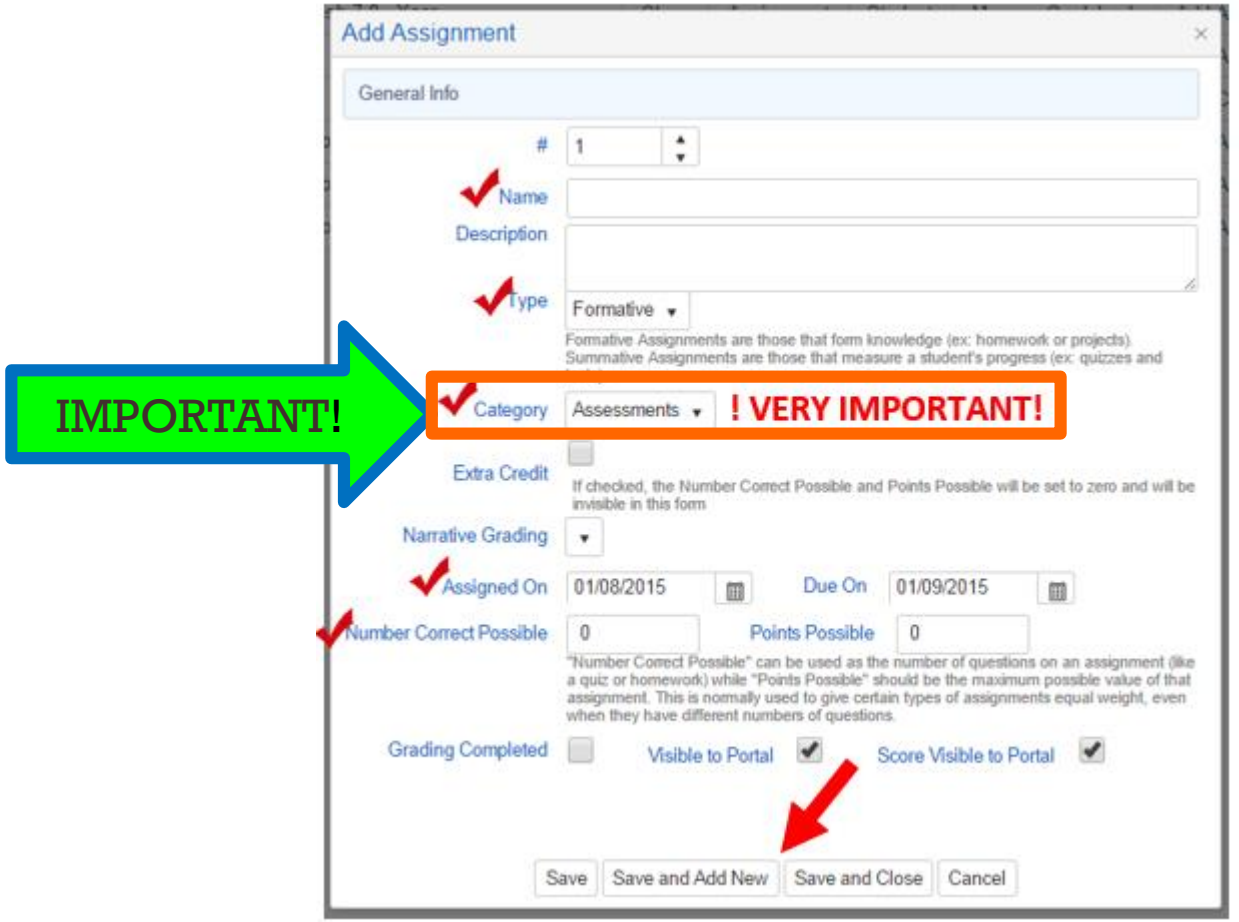
STEP 7: ADDING ASSIGNMENTS

- The Add Assignment window will open.



STEP 7: ADDING ASSIGNMENTS

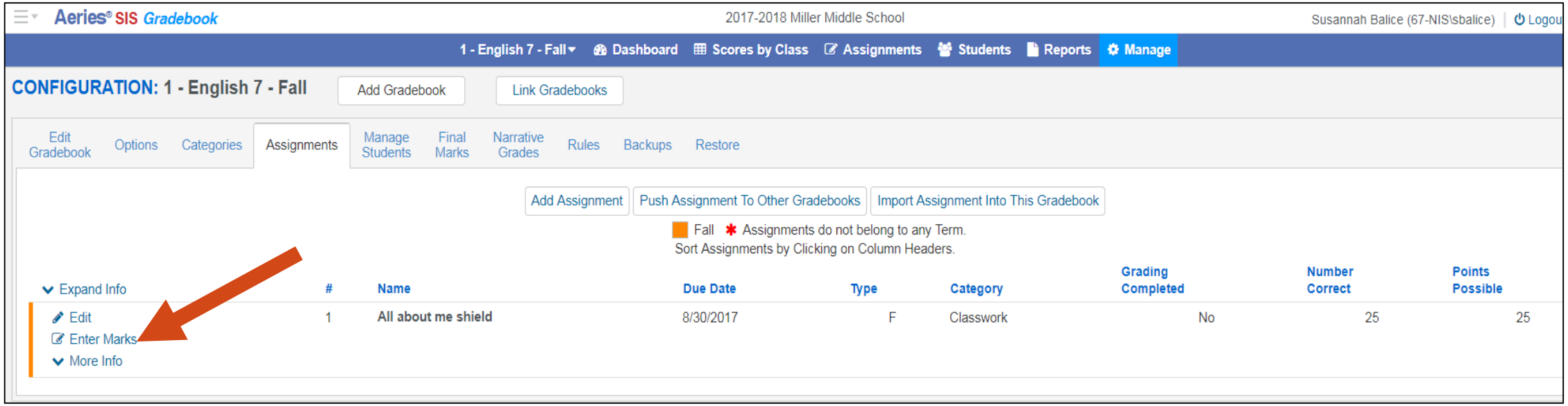
- You may experiment with some of the options here but some options are essential. Fill in the requested information.
  - Click on **Save and Add New** if you want to save the current assignment and add another assignment.
  - Click on **Save a Close** to add current assignment and then enter scores.



NOTE: It is essential that you select a CATEGORY; it will default to the first category that you created.

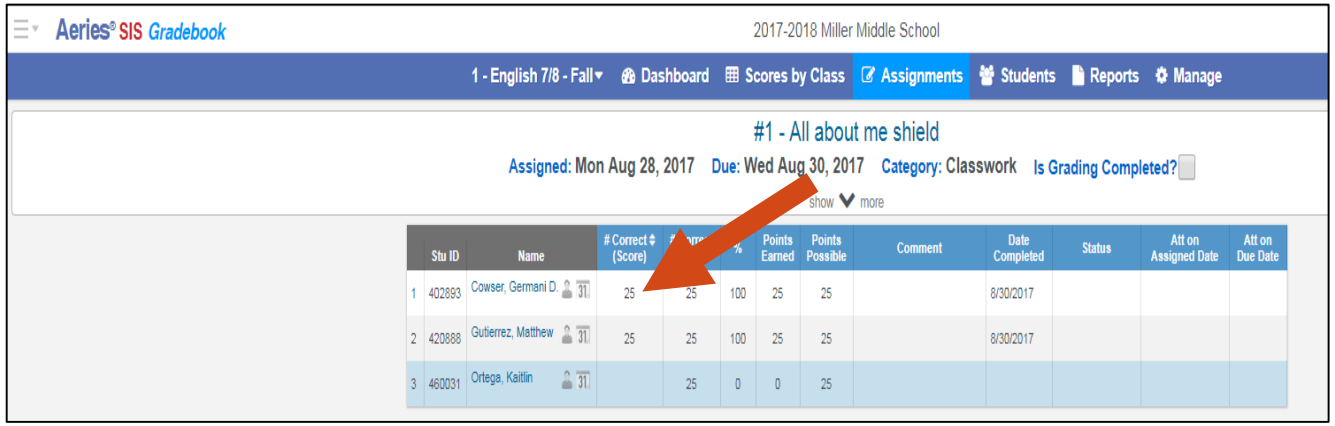
STEP 8: ADDING SCORES

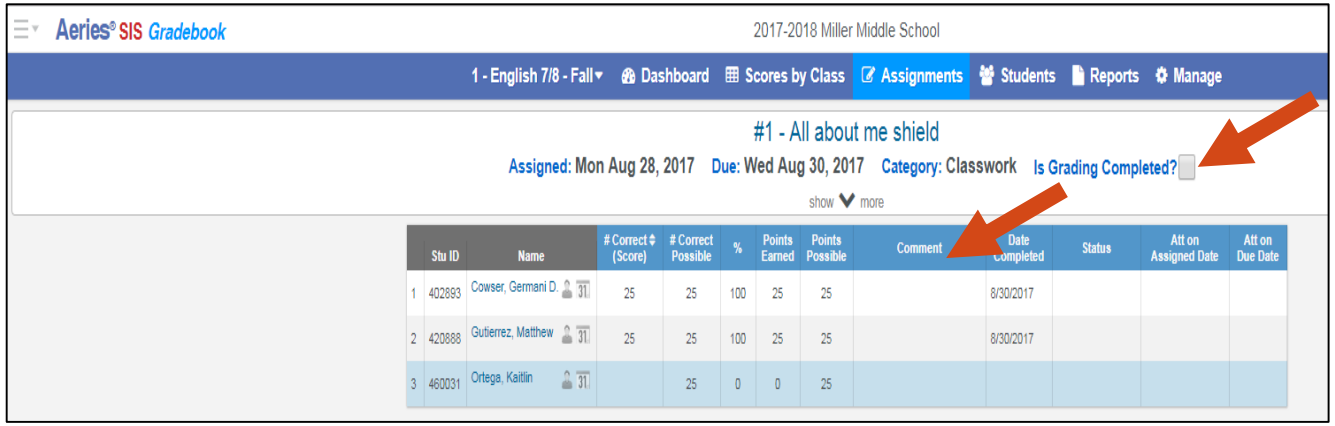
- Click on the **Enter Marks** link.
- This can also be done from the Dashboard look at the middle column, **Edit Scores By …** select an option → Class, Assignment or Student. For this example, I will select **Assignment**.



STEP 8: ADDING SCORES

- The enter scores by Assignments will open. You will enter the student score in the second column, **# Correct (Score)**. When finished, tick in the **Is Grading Completed?** box.
- Any comments that you type in the Comment column WILL appear in the Portal. This is an excellent area to provide further information on this assignment to a parent and/or student.





27

MISSION:

ACCOMPLISHED