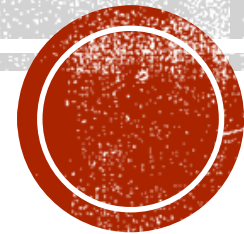




Preparing Semester 1 Gradebook in Aeries.NET

Middle School Gradebooks




Prepared by S. Balice
Frank A. Miller Middle School





Aeries.NET


OPEN THE AERIES GRADEBOOK OPTION

Aeries
Student Information System

Find Students... 

 Pages

 Reports

 Favorites

Filter Pages...

Home

Attendance

Attendance by Photo

Attendance by Photo (New)

Gradebook

Grades

Student Data ^

Teacher Misc ^

View All Reports

View All Forms


Query

Log Out

2017-2018 ▾ Miller Middle School

Home

New Aeries Tour ▾



Aeries has a fresh new look!
Our UX / UI team has been working to bring beauty and enhanced usability to our platform. Take a tour of what's new in the updated Aeries user interface!

Take a Tour of the New Aeries

Tour the New Student Profile Page

Currently accessing from IP 10.67.254.253 | Last accessed from IP 10.67.254.253 at 8/28/2017

Grades Summary


Per	Term	Course	Room	Gradebook
1	Year	English 7	814	
1	Year	English 8	814	
2	Year	Lang Arts Wkshp	814	

My Tasks ▾

Enter task here...

Add

Calendar Events

 No events for the next 60 days

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**

Mass Add Gradebooks

Select sections to create gradebooks

	Pd	Course	Term	Days	Section
					
Remove	1	English 7	Y	MTWTF	1002
Select	1	English 8	Y	MTWTF	1040
					
Remove	2	Lang Arts Wkshp	Y	MTWTF	2002
Select	3	Explore 8	F	A-DAYS	1035
Select	3	Explore 8	F	B-DAYS	3050
					
Remove	3	Explore 8	S	A-DAYS	3049
					
Remove	3	Explore 8	S	B-DAYS	3051

Next » Cancel

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.



Mass Add Gradebooks

☐ **Single Term** (If checked the gradebooks will be given a term of Year)

Or Select Terms

At least one term must be associated with the gradebooks. When multiple terms are selected their date ranges cannot overlap.

	Term	Starting Date	Ending Date
Select	Full Year	8/26/2016	6/15/2017
Remove	Fall	8/26/2016	1/26/2017
Select	Quarter 1	8/26/2016	10/27/2016
Select	Quarter 2	10/31/2016	1/26/2017
Select	Spring	1/30/2017	6/15/2017
Select	Quarter 3	1/30/2017	3/30/2017
Select	Quarter 4	4/10/2017	6/15/2017

« Previous Create Gradebooks Cancel

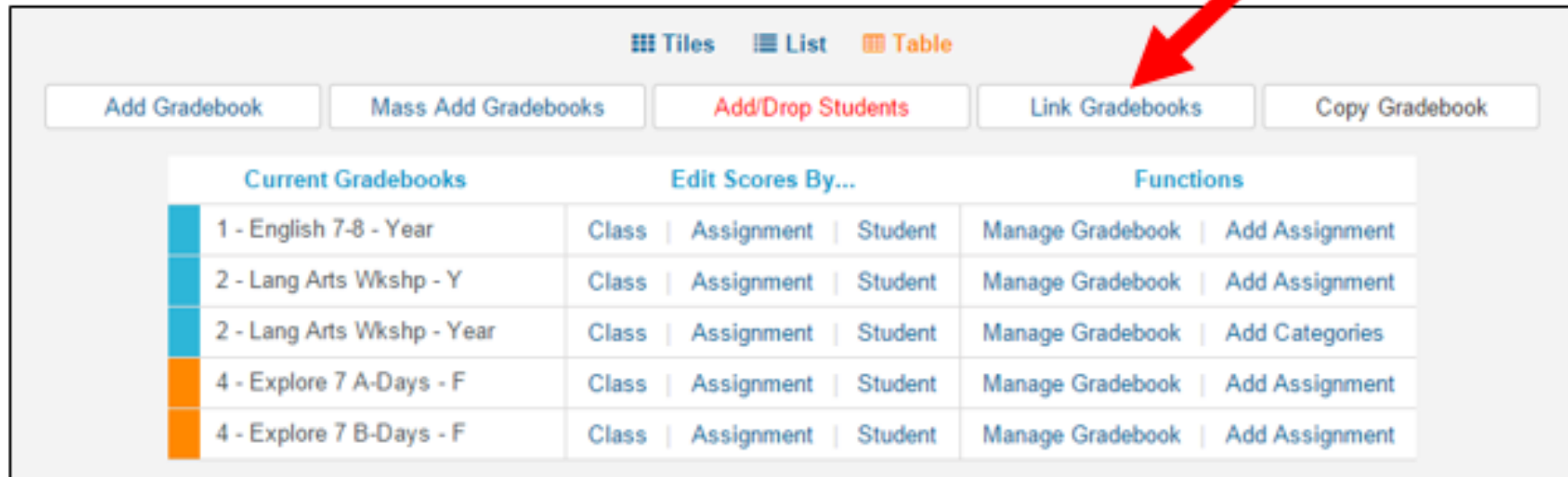


STEP 2: LINKING GRADEBOOKS

- 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).

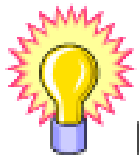
STEP 2: LINKING GRADEBOOKS

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



The screenshot shows the Gradebook interface. At the top, there are three view options: 'Tiles' (selected), 'List', and 'Table'. Below these are five buttons: 'Add Gradebook', 'Mass Add Gradebooks', 'Add/Drop Students', 'Link Gradebooks' (highlighted with a red arrow), and 'Copy Gradebook'. The main area contains a table with the following structure:

Current Gradebooks	Edit Scores By...	Functions
1 - English 7-8 - Year	Class Assignment Student	Manage Gradebook Add Assignment
2 - Lang Arts Wkshp - Y	Class Assignment Student	Manage Gradebook Add Assignment
2 - Lang Arts Wkshp - Year	Class Assignment Student	Manage Gradebook Add Categories
4 - Explore 7 A-Days - F	Class Assignment Student	Manage Gradebook Add Assignment
4 - Explore 7 B-Days - F	Class Assignment Student	Manage Gradebook Add Assignment



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.

Link Gradebooks

* Linking gradebooks together will cause all Assignment and Category changes to apply to all gradebooks in a group. This means that if you change or add an assignment or category, that change or add will apply to ALL gradebooks that are linked together!

Save Cancel

Group	Name	Grade Range	Start Date	End Date
Ungrouped				
0	1 - English 7-8 - Year	7 - 8	8/22/2014	6/11/2015
Group 1				
1	4 - Explore 7 A-Days - Fall	7 - 8	8/22/2014	1/15/2015
1	4 - Explore 7 B-Days - Fall	7 - 8	8/22/2014	1/15/2015
Group 2				
2	2 - Lang Arts Wkshp - Year	7 - 8	8/22/2014	6/11/2015
2	2 - Lang Arts Wkshp - Year	7 - 8	8/22/2014	6/11/2015

Save Cancel

Unlinked Gradebook

Linked Gradebooks

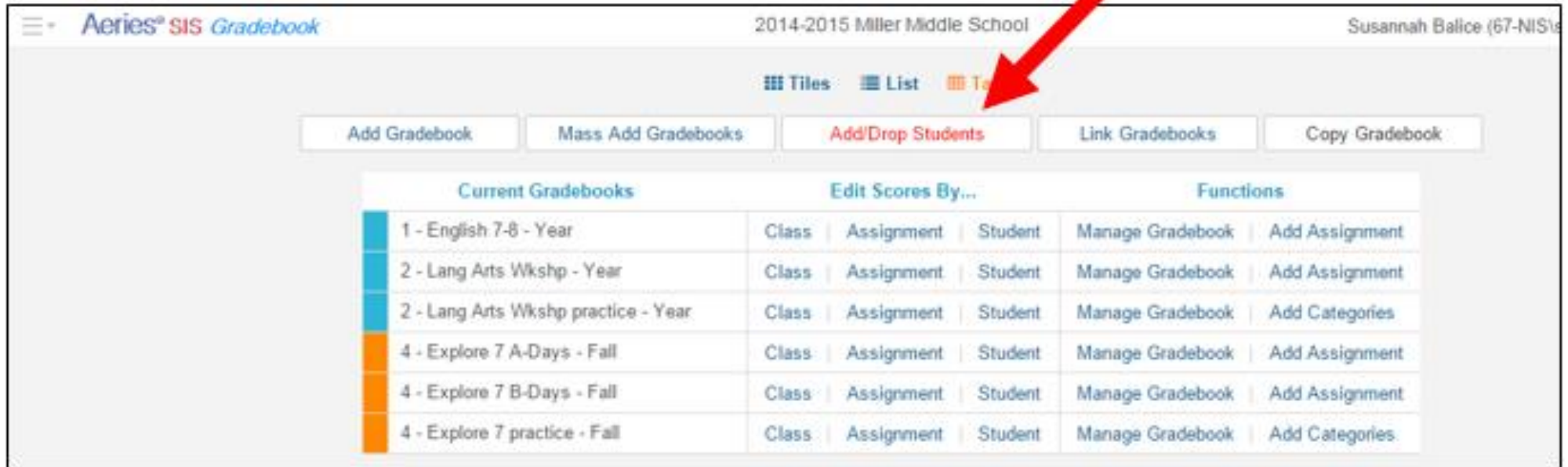
Linked Gradebooks



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.

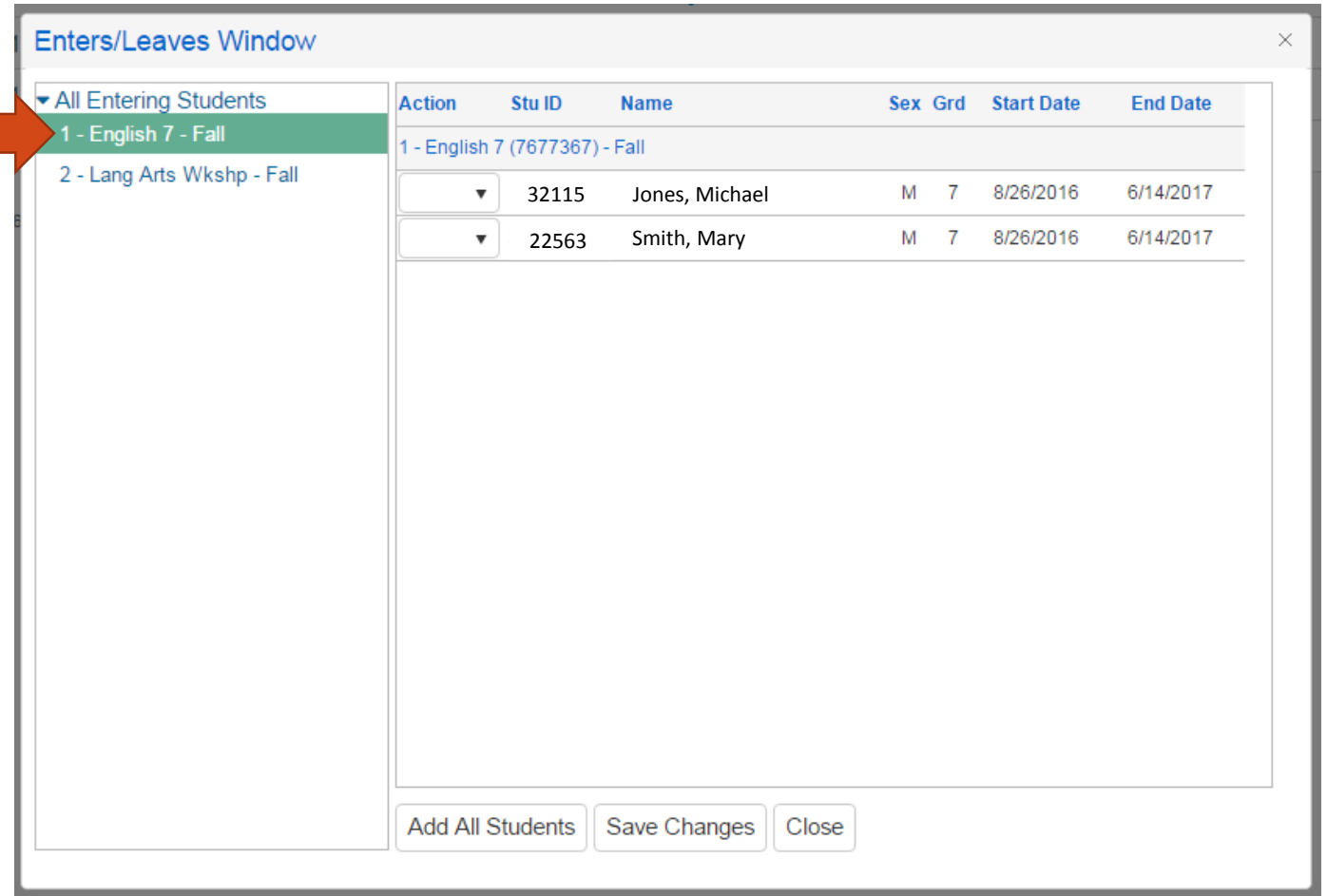


The screenshot shows the Aeries SIS Gradebook interface for the 2014-2015 Miller Middle School. The user is Susannah Balice (67-NIS). The interface includes a navigation bar with 'Tiles', 'List', and 'Tiles' tabs. Below the navigation bar, there are five buttons: 'Add Gradebook', 'Mass Add Gradebooks', 'Add/Drop Students' (highlighted with a red arrow), 'Link Gradebooks', and 'Copy Gradebook'. Below the buttons, there is a table with three columns: 'Current Gradebooks', 'Edit Scores By...', and 'Functions'.

Current Gradebooks	Edit Scores By...			Functions	
1 - English 7-8 - Year	Class	Assignment	Student	Manage Gradebook	Add Assignment
2 - Lang Arts Wkshp - Year	Class	Assignment	Student	Manage Gradebook	Add Assignment
2 - Lang Arts Wkshp practice - Year	Class	Assignment	Student	Manage Gradebook	Add Categories
4 - Explore 7 A-Days - Fall	Class	Assignment	Student	Manage Gradebook	Add Assignment
4 - Explore 7 B-Days - Fall	Class	Assignment	Student	Manage Gradebook	Add Assignment
4 - Explore 7 practice - Fall	Class	Assignment	Student	Manage Gradebook	Add Categories

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.



The screenshot shows a window titled "Enters/Leaves Window". On the left, there is a list of gradebooks under the heading "All Entering Students". The first gradebook, "1 - English 7 - Fall", is highlighted in green. An orange arrow points from this gradebook to the right-hand table. The table has columns for "Action", "Stu ID", "Name", "Sex", "Grd", "Start Date", and "End Date". It contains two rows of student data. At the bottom of the window, there are three buttons: "Add All Students", "Save Changes", and "Close".

Action	Stu ID	Name	Sex	Grd	Start Date	End Date
▼	32115	Jones, Michael	M	7	8/26/2016	6/14/2017
▼	22563	Smith, Mary	M	7	8/26/2016	6/14/2017

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.

Aeries[®] SIS Gradebook

2017-2018 Miller Middle School

Susannah Balice (67-NIS\sbalice) | Logout | ? i

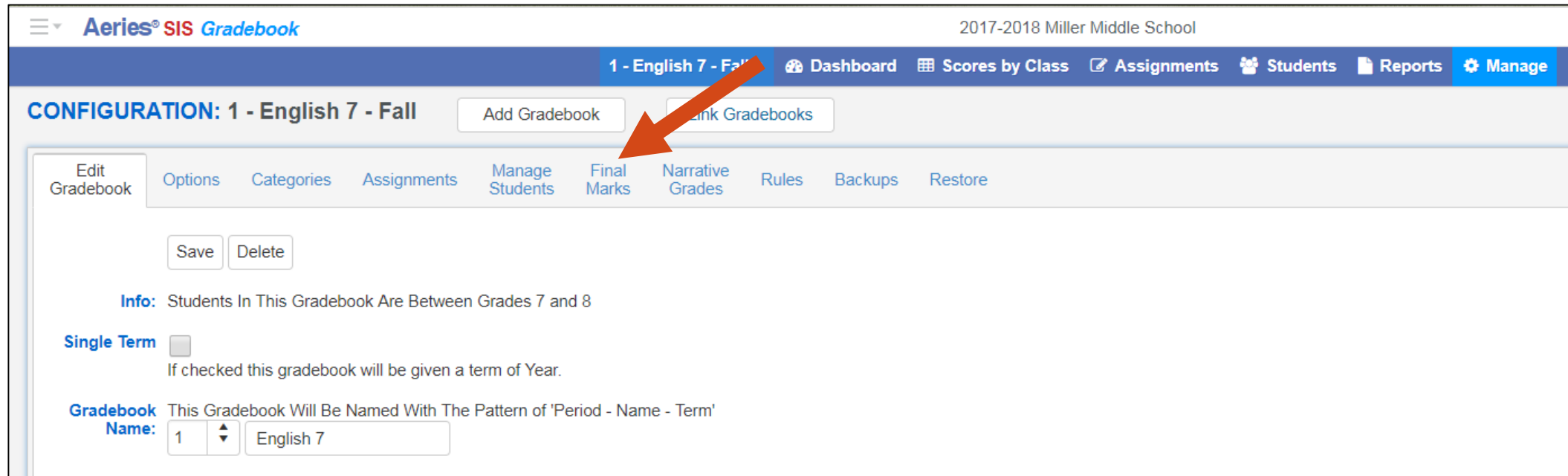
Tiles List Table

Add Gradebook Mass Add Gradebooks Link Gradebooks Copy Gradebook

▼ Current Terms	Edit Scores By...	Actions
1 - English 7 - Fall	Class Assignment Student	Manage Gradebook Add Categories
1 - English 8 - Fall	Class Assignment Student	Manage Gradebook Add Categories
2 - Lang Arts Wkshp - Fall	Class Assignment Student	Manage Gradebook Add Categories

STEP 4: ADDING FINAL MARKS

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



The screenshot displays the Aeries SIS Gradebook interface for the 2017-2018 Miller Middle School. The top navigation bar includes a hamburger menu, the Aeries SIS Gradebook logo, and the school name. Below this, a secondary navigation bar shows the current selection '1 - English 7 - Fall' and links to Dashboard, Scores by Class, Assignments, Students, Reports, and Manage. The main content area is titled 'CONFIGURATION: 1 - English 7 - Fall' and features buttons for 'Add Gradebook' and 'Link Gradebooks'. A sub-navigation bar contains tabs for 'Edit Gradebook', 'Options', 'Categories', 'Assignments', 'Manage Students', 'Final Marks' (which is highlighted with a red arrow), 'Narrative Grades', 'Rules', 'Backups', and 'Restore'. Below the tabs, there are 'Save' and 'Delete' buttons, an 'Info' section stating 'Students In This Gradebook Are Between Grades 7 and 8', a 'Single Term' checkbox with a note 'If checked this gradebook will be given a term of Year.', and a 'Gradebook Name' section with a dropdown menu showing '1' and a text input field containing 'English 7'.

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

2017-2018 Miller Middle School

1 - English 7 - Fall

CONFIGURATION: 1 - English 7 - Fall

Restore School Recommended Defaults ☒ Display the Final Mark to Me

Add percentage ranges for low and high %. For example, an A+ would be between 98.00 and 100.00 and an A would be between 93.00 and 97.99.

Mark	Low %	High %
A	93.00	100.00
A-	90.00	92.90
B+	87.00	89.90
B	83.00	86.90
B-	80.00	82.90
C+	77.00	79.90
C	73.00	76.90
C-	70.00	72.90
D+	67.00	69.90
D	63.00	66.90
D-	60.00	62.90
F	0.00	59.90

Save Changes

STEP 5: GRADEBOOK OPTIONS

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

The screenshot shows the Aeries SIS Gradebook interface. At the top, the header includes the Aeries SIS Gradebook logo, the school name '2017-2018 Miller Middle School', and the user 'Susannah Balice (67-NIS\sbalice)' with a Logout button and help icons. Below the header, there are view options: Tiles, List, and Table. A row of buttons includes 'Add Gradebook', 'Mass Add Gradebooks', 'Link Gradebooks', and 'Copy Gradebook'. The main content area features a table with columns for 'Current Terms', 'Edit Scores By...', and 'Functions'. The table lists three gradebooks: '1 - English 7 - Fall', '1 - English 8 - Fall', and '2 - Lang Arts Wkshp - Fall'. Each row has a 'Manage Gradebook' link and an 'Add Categories' link. A large red arrow points to the 'Manage Gradebook' link for the first gradebook.

▼ Current Terms	Edit Scores By...	Functions
1 - English 7 - Fall	Class Assignment Student	Manage Gradebook Add Categories
1 - English 8 - Fall	Class Assignment Student	Manage Gradebook Add Categories
2 - Lang Arts Wkshp - Fall	Class Assignment Student	Manage Gradebook Add Categories

STEP 5: GRADEBOOK OPTIONS

- Click on the **Options** tab.



The screenshot displays the Aeries SIS Gradebook interface for the 2017-2018 Miller Middle School. The top navigation bar includes a menu icon, the Aeries SIS Gradebook logo, and the school name. Below this, a secondary navigation bar shows the current selection '1 - English 7 - Fall' and links to Dashboard, Scores by Class, Assignments, Students, Reports, and Manage. The main content area is titled 'CONFIGURATION: 1 - English 7 - Fall' and features buttons for 'Add Gradebook' and 'Link Gradebooks'. A sub-navigation bar contains tabs for 'Edit Gradebook', 'Options', 'Categories', 'Assignments', 'Manage Students', 'Final Marks', 'Narrative Grades', 'Rules', 'Backups', and 'Restore'. The 'Options' tab is highlighted with a red arrow. Below the tabs, there are 'Save' and 'Delete' buttons, an 'Info' section stating 'Students In This Gradebook Are Between Grades 7 and 8', a 'Single Term' checkbox, and a 'Gradebook Name' section with a dropdown menu showing '1' and a text input field containing 'English 7'.

Aeries® SIS Gradebook

2017-2018 Miller Middle School

1 - English 7 - Fall ▾ Dashboard Scores by Class Assignments Students Reports Manage

CONFIGURATION: 1 - English 7 - Fall Add Gradebook Link Gradebooks

Edit Gradebook Options Categories Assignments Manage Students Final Marks Narrative Grades Rules Backups Restore

Save Delete

Info: Students In This Gradebook Are Between Grades 7 and 8

Single Term ☐
If checked this gradebook will be given a term of Year.

Gradebook Name: This Gradebook Will Be Named With The Pattern of 'Period - Name - Term'
1 English 7

STEP 5: GRADEBOOK OPTIONS

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

CONFIGURATION: 1 - English 7 - Fall Add Gradebook Link Gradebooks

Edit Gradebook Options Categories Assignments Manage Students Final Marks Narrative Grades Rules Backups Restore

Use a Rubric Grading Scale to Compute Total Grade
The total grade will be calculated by using Trend Analysis to find a grade for each standard, then averages the sibling standards together to determine a grade for the parent standard. This process will repeat until it reaches the top level standard. ☐ **Applies to all linked gradebooks**

Weight scores of assignments by Category?
This allows you to give more precedence to one category over another. Examples would be 'Tests' and 'Homework.' ☒ **Not Applicable to Standards-Aligned Rubric Gradebook**

Apply Assignment Scores Immediately?
If checked - Scores will be averaged into the student's Total Grade as you enter scores for each student.
If unchecked - Scores will wait to be averaged until you've marked the assignment as 'Scoring Completed.' ☒

Apply weighting to Formative & Summative assignments?
This allows you to weight formative assignments (those that form knowledge - ex. homework or projects) and summative assignments (those that measure a student's progress - ex. tests and quizzes) so that one group takes more precedence in the final grade. ☐ **Not Applicable to Standards-Aligned Rubric Gradebook**

Scale Min/Max Assignment Values in Total Grade
When calculating the total grade, each assignment's score will be restricted to be within the defined min/max range. ☐

Add/Drop Students Automatically when loading Scores By Class page
The load process of the Scores By Class page will trigger the Add/Drop Students process every 5 minutes. ☒

Hide the Overall Percentage / Trend Analysis Score?
☐ Me ☐ Parents / Students

Display the Final Mark?
☒ Me ☒ Parents / Students

Display the Point Ratio? ☐ **Only Applies to Total Points Grading**

Hide Dropped Students ☐

Hide this gradebook from Parents and Students
If checked, this gradebook will be hidden from the parent and student view. ☐

Group Assignments Menu by Category ☐

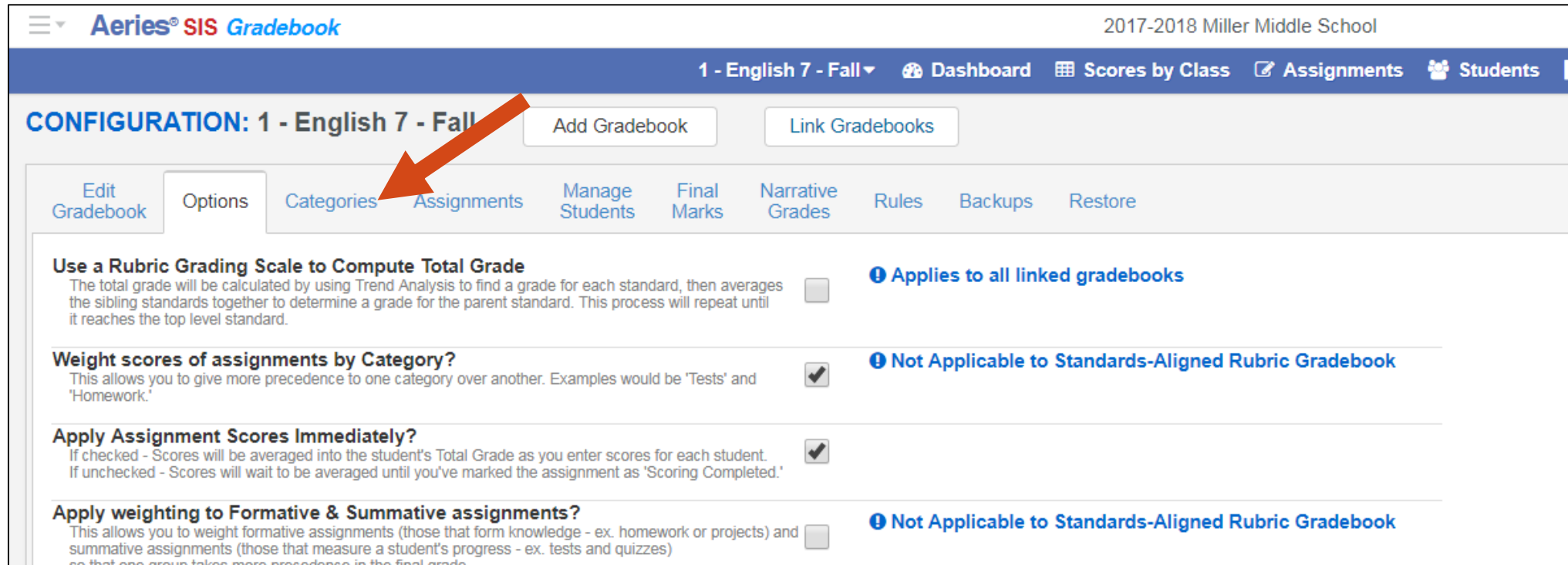
Sort Assignments On Scores By Class by Assignment Due Date Ascending

Copy Options to Gradebooks

Click here to copy these options to ALL gradebooks.

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).



The screenshot shows the Aeries SIS Gradebook interface for the 2017-2018 Miller Middle School. The top navigation bar includes a menu icon, the school name, and the school year. Below this, a blue bar shows the current selection: '1 - English 7 - Fall'. To the right of this bar are links for 'Dashboard', 'Scores by Class', 'Assignments', and 'Students'. The main content area is titled 'CONFIGURATION: 1 - English 7 - Fall' and contains two buttons: 'Add Gradebook' and 'Link Gradebooks'. Below these buttons is a row of tabs: 'Edit Gradebook', 'Options', 'Categories', 'Assignments', 'Manage Students', 'Final Marks', 'Narrative Grades', 'Rules', 'Backups', and 'Restore'. An orange arrow points to the 'Categories' tab. The 'Categories' tab is active, showing several configuration options with checkboxes and informational icons.

Configuration Option	Checkbox Status	Informational Note
Use a Rubric Grading Scale to Compute Total Grade The total grade will be calculated by using Trend Analysis to find a grade for each standard, then averages the sibling standards together to determine a grade for the parent standard. This process will repeat until it reaches the top level standard.	<input type="checkbox"/>	! Applies to all linked gradebooks
Weight scores of assignments by Category? This allows you to give more precedence to one category over another. Examples would be 'Tests' and 'Homework.'	<input checked="" type="checkbox"/>	! Not Applicable to Standards-Aligned Rubric Gradebook
Apply Assignment Scores Immediately? If checked - Scores will be averaged into the student's Total Grade as you enter scores for each student. If unchecked - Scores will wait to be averaged until you've marked the assignment as 'Scoring Completed.'	<input checked="" type="checkbox"/>	
Apply weighting to Formative & Summative assignments? This allows you to weight formative assignments (those that form knowledge - ex. homework or projects) and summative assignments (those that measure a student's progress - ex. tests and quizzes) so that one group takes more precedence in the final grade.	<input type="checkbox"/>	! Not Applicable to Standards-Aligned Rubric Gradebook

STEP 6: GRADE WEIGHTING

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

The screenshot shows the Aeries SIS Gradebook interface for the 2017-2018 Miller Middle School. The top navigation bar includes links for Dashboard, Scores by Class, Assignments, Students, Reports, and Manage. The main content area is titled 'CONFIGURATION: 1 - English 7 - Fall' and contains tabs for Edit Gradebook, Options, Categories, Assignments, Manage Students, Final Marks, Narrative Grades, Rules, Backups, and Restore. The 'Categories' tab is active, displaying a message: 'If linking gradebooks, you must do so before adding category types or assignments.' Below this message, the 'Doing Weighted Scoring' checkbox is checked. A table with columns 'Name', 'Color', and '% of Grade' is shown, with a 'Total: 0' at the bottom right. Two red arrows point to the 'Doing Weighted Scoring' checkbox and the 'Add New Category' button.

2017-2018 Miller Middle School

1 - English 7 - Fall ▾ Dashboard Scores by Class Assignments Students Reports Manage

CONFIGURATION: 1 - English 7 - Fall Add Gradebook Link Gradebooks

Edit Gradebook Options Categories Assignments Manage Students Final Marks Narrative Grades Rules Backups Restore

If linking gradebooks, you must do so before adding category types or assignments.

☒ Doing Weighted Scoring

Name	Color	% of Grade
		Total: 0

Add New Category Save

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.

2017-2018 Miller Middle School

1 - English 7 - Fall ▾ Dashboard Scores by Class Assignments Students Reports Manage

CONFIGURATION: 1 - English 7 - Fall Add Gradebook Link Gradebooks

Edit Gradebook Options Categories Assignments Manage Students Final Marks Narrative Grades Rules Backups Restore

If linking gradebooks, you must do so before adding category types or assignments.

☒ Doing Weighted Scoring

	Name	Color	% of Grade
Delete	Assessments/Writing		60
Delete	Classwork		20
Delete	Independent Reading		20
			Total: 100

Add New Category Save

STEP 7: ADDING ASSIGNMENTS

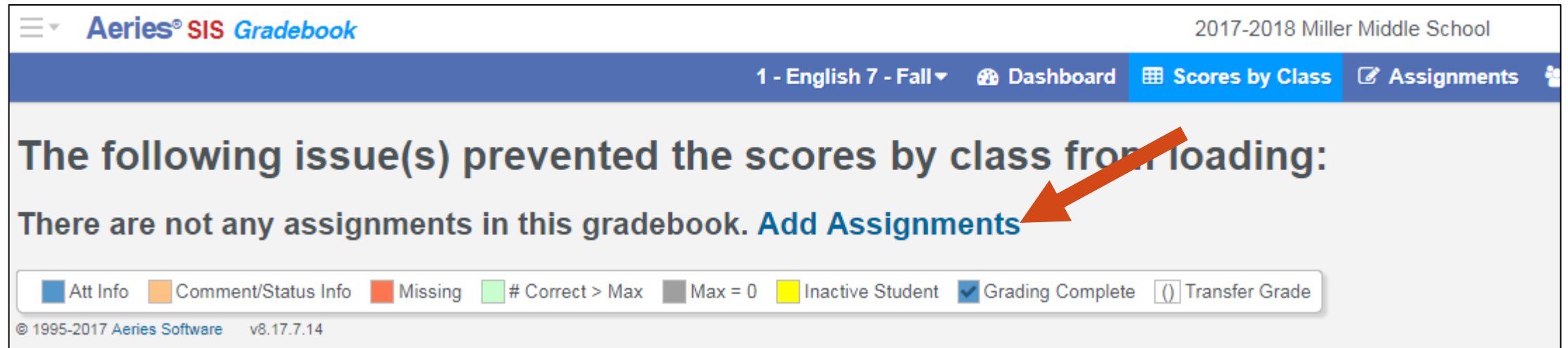
- From the Dashboard click on the **Class** link next to right of the desired gradebook.

The screenshot shows the Aeries SIS Gradebook interface for the 2017-2018 Miller Middle School. The interface includes a header with the school name and a navigation bar with 'Tiles', 'List', and 'Table' views. Below the navigation bar are four buttons: 'Add Gradebook', 'Mass Add Gradebooks', 'Link Gradebooks', and 'Copy Gradebook'. The main content area displays a table of gradebooks. The first column is 'Current Terms', and the second column is 'Functions'. The 'Functions' column contains links for 'Class', 'Assignment', and 'Student'. A red arrow points to the 'Class' link for the first gradebook, '1 - English 7 - Fall'.

Current Terms	Functions
1 - English 7 - Fall	Class Assignment Student Manage Gradebook Add Categories
1 - English 8 - Fall	Class Assignment Student Manage Gradebook Add Categories
2 - Lang Arts Wkshp - Fall	Class Assignment Student Manage Gradebook Add Categories

STEP 7: ADDING ASSIGNMENTS

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



The screenshot shows the Aeries SIS Gradebook interface for the 2017-2018 Miller Middle School. The top navigation bar includes a menu icon, the Aeries SIS Gradebook logo, and the school name. Below this, a secondary navigation bar shows the current class (1 - English 7 - Fall) and tabs for Dashboard, Scores by Class, and Assignments. The main content area displays a message: "The following issue(s) prevented the scores by class from loading: There are not any assignments in this gradebook. [Add Assignments](#)". A red arrow points to the "Add Assignments" link. At the bottom, there is a legend for gradebook statuses: Att Info (blue square), Comment/Status Info (orange square), Missing (red square), # Correct > Max (green square), Max = 0 (gray square), Inactive Student (yellow square), Grading Complete (blue checkmark), and Transfer Grade (white square with a slash). The footer shows the copyright information: © 1995-2017 Aeries Software v8.17.7.14.

2017-2018 Miller Middle School

1 - English 7 - Fall ▾ Dashboard Scores by Class Assignments

The following issue(s) prevented the scores by class from loading:
There are not any assignments in this gradebook. [Add Assignments](#)

Att Info Comment/Status Info Missing # Correct > Max Max = 0 Inactive Student Grading Complete Transfer Grade

© 1995-2017 Aeries Software v8.17.7.14

STEP 7: ADDING ASSIGNMENTS

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

The screenshot shows the Aeries SIS Gradebook interface for the 2017-2018 Miller Middle School. The user is logged in as Susannah Balice (67-NISbalice). The interface is configured for '1 - English 7 - Fall'. The 'Manage' tab is selected in the top navigation bar. Below the configuration, the 'Assignments' sub-tab is active. A red arrow points to the 'Add Assignment' button, which is located next to 'Push Assignment To Other Gradebooks' and 'Import Assignment Into This Gradebook'. Below these buttons, there is a legend indicating 'Fall' with an orange square and a note that assignments not belonging to any term are marked with a red asterisk. A sorting instruction 'Sort Assignments by Clicking on Column Headers.' is also present. At the bottom, a table header is visible with columns: #, Name, Due Date, Type, Category, Grading Completed, Number Correct, and Points Possible.

Aeries[®] SIS Gradebook

2017-2018 Miller Middle School

Susannah Balice (67-NISbalice)

1 - English 7 - Fall ▾ Dashboard Scores by Class Assignments Students Reports Manage

CONFIGURATION: 1 - English 7 - Fall

Add Gradebook Link Gradebooks

Edit Gradebook Options Categories Assignments Manage Students Final Marks Narrative Grades Rules Backups Restores

Add Assignment Push Assignment To Other Gradebooks Import Assignment Into This Gradebook

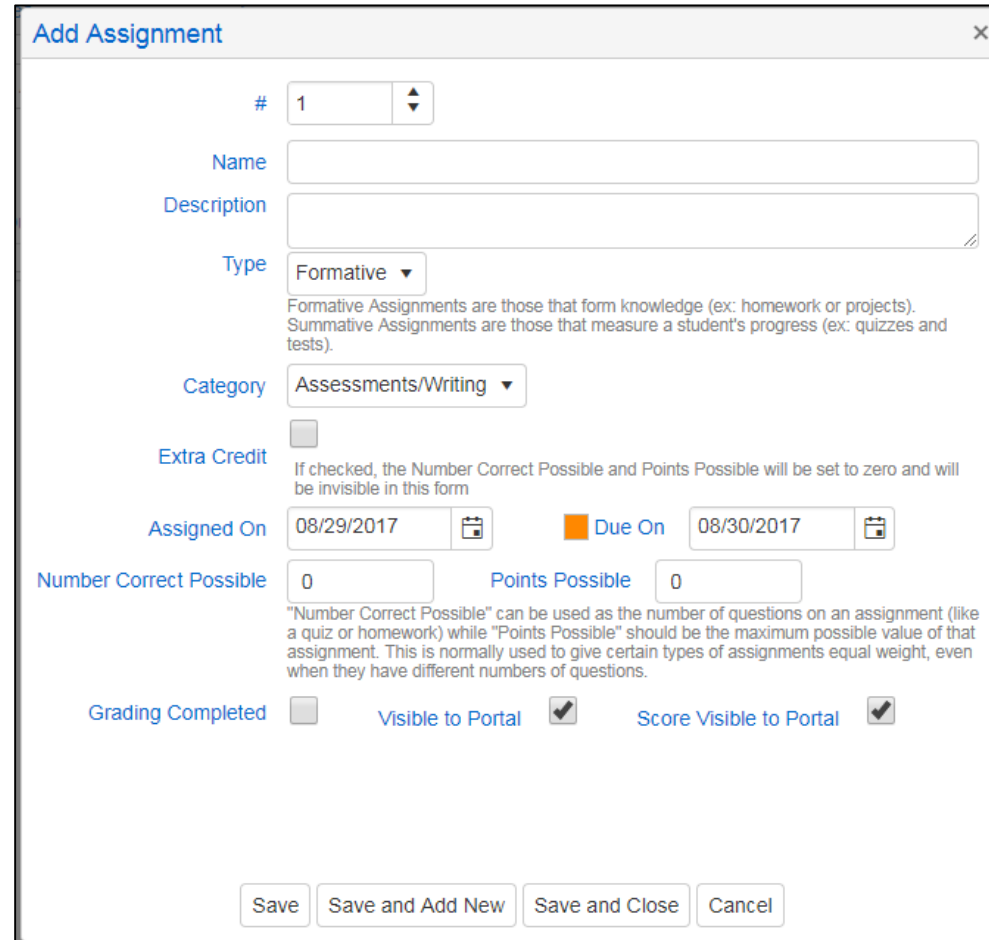
■ Fall * Assignments do not belong to any Term.
Sort Assignments by Clicking on Column Headers.

▼ Expand Info

#	Name	Due Date	Type	Category	Grading Completed	Number Correct	Points Possible
---	------	----------	------	----------	-------------------	----------------	-----------------

STEP 7: ADDING ASSIGNMENTS

- The Add Assignment window will open.



The screenshot shows the 'Add Assignment' window with the following fields and options:

- #**: A numeric input field with the value 1 and up/down arrows.
- Name**: A text input field.
- Description**: A text input field.
- Type**: A dropdown menu set to 'Formative'. Below it, a note states: 'Formative Assignments are those that form knowledge (ex: homework or projects). Summative Assignments are those that measure a student's progress (ex: quizzes and tests).'
- Category**: A dropdown menu set to 'Assessments/Writing'.
- Extra Credit**: An unchecked checkbox. Below it, a note states: 'If checked, the Number Correct Possible and Points Possible will be set to zero and will be invisible in this form'.
- Assigned On**: A date picker set to 08/29/2017.
- Due On**: An orange square icon followed by a date picker set to 08/30/2017.
- Number Correct Possible**: An input field with the value 0.
- Points Possible**: An input field with the value 0. Below these fields, a note states: '"Number Correct Possible" can be used as the number of questions on an assignment (like a quiz or homework) while "Points Possible" should be the maximum possible value of that assignment. This is normally used to give certain types of assignments equal weight, even when they have different numbers of questions.'
- Grading Completed**: An unchecked checkbox.
- Visible to Portal**: A checked checkbox.
- Score Visible to Portal**: A checked checkbox.

At the bottom of the window are four buttons: 'Save', 'Save and Add New', 'Save and Close', and 'Cancel'.

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.

IMPORTANT!

The screenshot shows the 'Add Assignment' form with several annotations. A green arrow points to the 'Category' dropdown, which is highlighted with an orange box and contains the text '! VERY IMPORTANT!'. A red arrow points to the 'Save and Close' button at the bottom right. Other fields include 'Name', 'Description', 'Type' (set to 'Formative'), 'Assigned On' (01/08/2015), 'Due On' (01/09/2015), 'Number Correct Possible' (0), and 'Points Possible' (0). The 'Visible to Portal' and 'Score Visible to Portal' checkboxes are checked.



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**.

The screenshot displays the Aeries SIS Gradebook interface for the 2017-2018 Miller Middle School. The top navigation bar includes links for Dashboard, Scores by Class, Assignments, Students, Reports, and Manage. The 'Manage' tab is active, showing the 'CONFIGURATION: 1 - English 7 - Fall' section. Below this, there are tabs for Edit Gradebook, Options, Categories, and Assignments. The 'Assignments' tab is selected, showing a table of assignments. A red arrow points to the 'Enter Marks' link in the left sidebar of the assignment table.

2017-2018 Miller Middle School

Susannah Balice (67-NIS\sbalice) | Logout

1 - English 7 - Fall | Dashboard | Scores by Class | Assignments | Students | Reports | Manage

CONFIGURATION: 1 - English 7 - Fall | Add Gradebook | Link Gradebooks

Edit Gradebook | Options | Categories | Assignments | Manage Students | Final Marks | Narrative Grades | Rules | Backups | Restore

Add Assignment | Push Assignment To Other Gradebooks | Import Assignment Into This Gradebook

■ Fall * Assignments do not belong to any Term.
Sort Assignments by Clicking on Column Headers.

	#	Name	Due Date	Type	Category	Grading Completed	Number Correct	Points Possible
▼ Expand Info	1	All about me shield	8/30/2017	F	Classwork	No	25	25

▼ Edit
✓ Enter Marks
▼ More Info

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.

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2017-2018 Miller Middle School

1 - English 7/8 - Fall ▾ Dashboard Scores by Class **Assignments** Students Reports Manage

#1 - All about me shield

Assigned: Mon Aug 28, 2017 Due: Wed Aug 30, 2017 Category: Classwork Is Grading Completed? ☐

show ▾ more

	Stu ID	Name	# Correct # (Score)	%	Points Earned	Points Possible	Comment	Date Completed	Status	Att on Assigned Date	Att on Due Date
1	402893	Cowser, Germani D.	25	100	25	25		8/30/2017			
2	420688	Gutierrez, Matthew	25	100	25	25		8/30/2017			
3	460031	Ortega, Kaitlin	25	0	0	25					

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2017-2018 Miller Middle School

1 - English 7/8 - Fall ▾ Dashboard Scores by Class **Assignments** Students Reports Manage

#1 - All about me shield

Assigned: Mon Aug 28, 2017 Due: Wed Aug 30, 2017 Category: Classwork Is Grading Completed? ☐

show ▾ more

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3	460031	Ortega, Kaitlin	25	25	0	0	25					

27

MISSION:
ACCOUNTABILITY