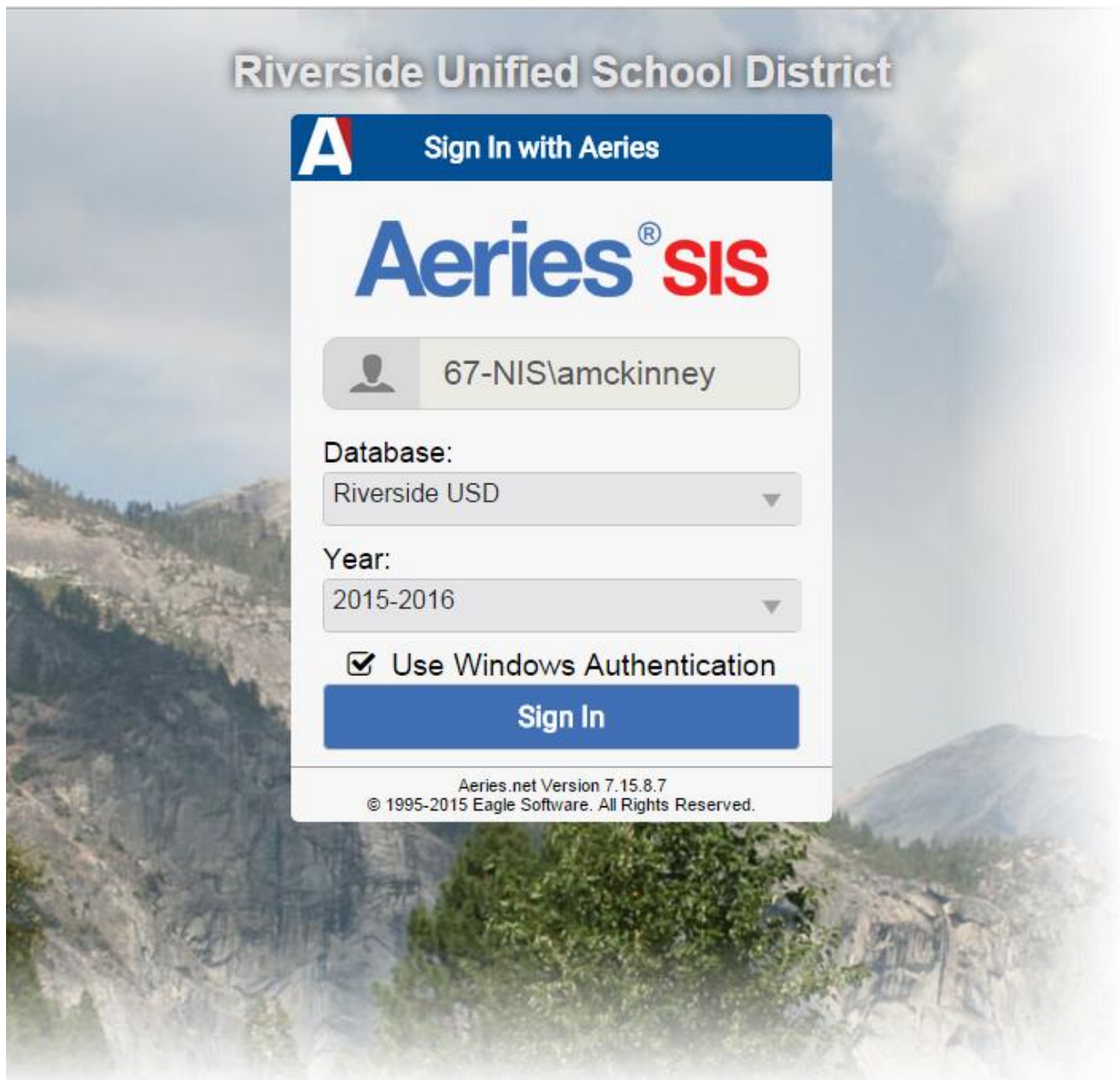


Guide to Creating an Aeries.net Gradebook for First-time Use

Open Aeries.NET by clicking on the **Sign In** button (as long as you are logged on to the RUSD.net network as yourself, you will be automatically logged into Aeries.Net, no user name or password is necessary)



1. Select **Gradebook** from the Navigation tree on the left.

Aeries.NET 2014-2015 Miller Middle School

Quick Student Search

STUDENT FLAGS

- Home
- MY FAVORITES (0)
- Attendance
- Attendance by Photo
- Gradebook**
- Grades
- STUDENT DATA
- View All Reports
- View All Forms
- Change School
- Log Out

Attendance Summary

	Today 01/07/2015	Prior Day 01/06/2015	2 Days Prior 01/05/2015
Enr - Total	1032	1032	1032
Enr - Male	554	554	554
Enr - Female	478	478	478
Present	1026 99.42%	1019 98.74%	1015 98.35%
Absent	6 0.58%	13 1.26%	17 1.65%
Tardy	0	0	0

2. Select **Mass Add Gradebook** (this will create gradebooks for ALL of your class sections at once)

2014-2015 Miller Middle School Susannah Balice

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
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

- Click the **Select** button next to ALL of the classes with the same **Term** that you want a gradebook for and click the **Next** button.
- If you have classes that are Year-long and others that are Semester long, you will need to Mass Add the gradebooks separately.

Mass Add Gradebooks

Select sections to create gradebooks

	Pd	Course	Term	Days	Section
Remove	1	English 7	Y	MTWTF	754
Remove	1	English 8	Y	MTWTF	1213
Remove	2	Lang Arts Wkshp	Y	MTWTF	755
Select	4	Explore 7	F	A-DAYS	2195
Select	4	Explore 7	F	B-DAYS	4229
Select	4	Explore 7	S	A-DAYS	4230
Select	4	Explore 7	S	B-DAYS	4231

**Group like "Term" classes
Year-long**

Next >> Cancel

Mass Add Gradebooks

Select sections to create gradebooks

	Pd	Course	Term	Days	Section
Select	1	English 7	Y	MTWTF	754
Select	1	English 8	Y	MTWTF	1213
Select	2	Lang Arts Wkshp	Y	MTWTF	755
Remove	4	Explore 7	F	A-DAYS	2195
Remove	4	Explore 7	F	B-DAYS	4229
Select	4	Explore 7	S	A-DAYS	4230
Select	4	Explore 7	S	B-DAYS	4231

**Group like "Term" classes
Fall Semester**

Next >> Cancel

- Select the appropriate **Term** for your gradebooks.

Mass Add Gradebooks

Select term for the gradebooks

	Term	Starting Date	Ending Date
Select	1	8/22/2014	10/23/2014
Select	2	10/27/2014	1/15/2015
Select	3	1/20/2015	3/26/2015
Select	4	4/6/2015	6/11/2015
Select	F	8/22/2014	1/15/2015
Select	S	1/20/2015	6/11/2015
Remove	Y	8/22/2014	6/11/2015

Year-long

<< Previous Create Gradebooks Cancel

Mass Add Gradebooks

Select term for the gradebooks

	Term	Starting Date	Ending Date
Select	1	8/22/2014	10/23/2014
Select	2	10/27/2014	1/15/2015
Select	3	1/20/2015	3/26/2015
Select	4	4/6/2015	6/11/2015
Remove	F	8/22/2014	1/15/2015
Select	S	1/20/2015	6/11/2015
Select	Y	8/22/2014	6/11/2015

Fall Semester

<< Previous Create Gradebooks Cancel

- You just created gradebooks for all of your "like-term" classes 😊
- Repeat this process if you have "unlike-term" classes.
- You should now have created a separate gradebook for each class section that you teach. 😊

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 you 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).

1. 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 cannot be linked after Assignments have been added.

2. 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.
 - a. Once you have set up the Groups for your gradebooks, click the Save button.

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



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

Adding Students to the Gradebook

1. 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 'Tables' views. Below the navigation bar are buttons for 'Add Gradebook', 'Mass Add Gradebooks', 'Add/Drop Students', 'Link Gradebooks', and 'Copy Gradebook'. The 'Add/Drop Students' button is highlighted with a red arrow. Below these buttons is a table of current gradebooks.

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

2. You will see a list of all of your newly created gradebooks on the left → Click on the first gradebook listed.
3. The students enrolled in that class will appear on the right → Click on the **Add All Students** button.
4. Repeat steps 2 & 3 for each of your gradebooks.

The screenshot shows the 'Enters/Leaves Window' in the Aeries SIS. The left sidebar shows a list of gradebooks, with '2 - Lang Arts Wkshp practice - Year' selected. The main area displays a table of students enrolled in that class. The 'Add All Students' button is highlighted with a red arrow.

Action	Stu ID	Name	Sex	Grd	Start Date	End Date
		2 - Lang Arts Wkshp practice (4573445) - Year				
			M	8	8/25/2014	6/11/2015
			M	8	8/25/2014	6/11/2015
			M	7	8/22/2014	6/10/2015
			M	7	8/22/2014	6/10/2015
			M	7	8/22/2014	6/10/2015
			M	7	9/12/2014	6/10/2015
			M	8	9/5/2014	6/11/2015
			M	8	8/25/2014	6/11/2015
			F	8	8/25/2014	6/11/2015
			M	8	8/25/2014	6/11/2015
			M	8	8/25/2014	6/11/2015
			F	8	8/25/2014	6/11/2015
			M	7	8/22/2014	6/10/2015
			F	7	8/22/2014	6/10/2015

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).

1. From the Dashboard click on the **Manage Gradebook** link to the right of your gradebook.

2014-2015 Miller Middle School | Susannah Balice (67-NIS\sbalice) | Logout

Buttons: Add Gradebook, Mass Add Gradebooks, Link Gradebooks, Copy Gradebook

Current Gradebooks	Edit Scores By...	Final Marks
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

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

2014-2015 Miller Middle School | Susannah Balice (67-NIS\sbalice) | Logout

4 - Explore 7 practice - Fall | Dashboard | Scores by Class | Assignments | Students | Reports | Manage

CONFIGURATION: 4 - Explore 7 practice - Fall | Add Gradebook | Link Gradebooks

Options: 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

Gradebook Name: This Gradebook Will Be Named With The Pattern of 'Period - Name - Term'
4 | Explore 7 practice | Fall

Dates: Students added to the sections associated with this gradebook between these dates will be eligible for this gradebook. Also, assignments due outside of this range will most likely show up as Not Applicable for students. These dates should be the all inclusive dates of this gradebook. To limit the set of assignments visible, use the Options tab.

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

2014-2015 Miller Middle School | Susannah Balice (67-NIS\sbalice) | Logout

4 - Explore 7 practice - Fall | Dashboard | Scores by Class | Assignments | Students | Reports | Manage

CONFIGURATION: 4 - Explore 7 practice - Fall | Add Gradebook | Link Gradebooks

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

Restore School Recommended Defaults Include the Overall Mark with the Overall Score

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

Gradebook Options

1. 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, it displays '2014-2015 Miller Middle School' and 'Susannah Balice (67-NIS\sbalice) | Logout'. Below the navigation bar, there are buttons for 'Add Gradebook', 'Mass Add Gradebooks', 'Link Gradebooks', and 'Copy Gradebook'. A table lists 'Current Gradebooks' with columns for 'Class', 'Assignment', 'Student', 'Manage Gradebook', and 'Add Assignment'. A red arrow points to the 'Manage Gradebook' link for the first row: '1 - English 7-8 - Year'.

2. Click on the **Options** tab.

The screenshot shows the 'Options' tab for the 'English 7-8 - Year' gradebook. It includes a 'Save' and 'Delete' button, an 'Info' section stating 'Students In This Gradebook Are Between Grades 7 and 8', a 'Gradebook Name' section with a dropdown for '1', a text input for 'English 7-8', and a dropdown for 'Year', and a 'Dates' section with 'From' and 'To' date pickers set to '8/22/2014' and '6/11/2015' respectively. A 'Sections' note at the bottom states 'At least one section must be associated with this gradebook.'

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

The screenshot shows the 'Options' tab with several configuration options checked with red checkmarks:

- Weight scores of assignments by Category?** ✓
- Apply Assignment Scores Immediately?** ✓
- Filter Assignments by** (Assignment Number) ✓
- Calculate the Total Grade based on Assignments that fall within this range of Assignment Numbers** (1 to 999) ✓
- Display Assignments that fall within this range of Assignment Numbers** (1 to 999) ✓
- Include the Overall Mark with the Overall Score?** ✓
- Apply weighting to Formative & Summative assignments?** (unchecked)
- Use a Rubric Grading Scale to Compute Total Grade** (unchecked) **Applies to all linked gradebooks**
- Scale Min/Max Assignment Values in Total Grade** (unchecked)

Grade Weighting

1. From the Dashboard look in the last column, click on the **Add Categories** link (this must be done for each gradebook OR once for each set of linked gradebooks).

The screenshot shows the Aeries SIS Gradebook dashboard for the 2014-2015 Miller Middle School. The user is Susannah Balice. The dashboard has tabs for 'Tiles', 'List', and 'Table'. Below the tabs are buttons for 'Add Gradebook', 'Mass Add Gradebooks', 'Link Gradebooks', and 'Copy Gradebook'. A table lists 'Current Gradebooks' with columns for 'Edit Scores By...' and 'Functions'. The 'Functions' column contains 'Manage Gradebook' and 'Add Assignment' for most rows, but the row for '2 - Lang Arts Wkshp practice - Year' has 'Add Categories' instead of 'Add Assignment'. Red arrows point to the 'Add Categories' link in the 'Functions' column and the 'Add Categories' link in the 'Functions' column of the table.

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

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

The screenshot shows the configuration page for '2 - Lang Arts Wkshp practice - Year'. The page has tabs for 'Edit Gradebook', 'Options', 'Categories', 'Assignments', 'Manage Students', 'Final Marks', 'Narrative Grades', 'Rules', 'Backups', and 'Restore'. The 'Categories' tab is selected. A message says 'If linking gradebooks, you must do so before adding category types or assignments.' Below this is a checkbox for 'Doing Weighted Scoring' which is currently unchecked. A red arrow points to this checkbox. Below the checkbox is a 'Name' input field and two buttons: 'Add New Category' and 'Save'. A red arrow points to the 'Add New Category' button.

3. 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.

The screenshot shows the configuration page for '2 - Lang Arts Wkshp practice - Year' with the 'Doing Weighted Scoring' checkbox checked. Below the checkbox is a table with columns 'Name' and '% of Grade'. The table contains three rows: 'Assessments' (60%), 'Classwork' (20%), and 'Independent Reading' (20%). A 'Total: 100' row is at the bottom. Red arrows point to the 'Assessments' row, the 'Total: 100' row, and the 'Save' button. The 'Add New Category' button is also visible.

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

Adding Assignments

1. From the Dashboard click on the **Add Assignments** link next to right of the desired gradebook.

The screenshot shows the Aeries SIS Gradebook interface. At the top, there are navigation options: 'Aeries SIS Gradebook', '2014-2015 Miller Middle School', and 'Susannah Balice (67-NIS/balice) | Logout'. Below this, there are buttons for 'Add Gradebook', 'Mass Add Gradebooks', 'Link Gradebooks', and 'Copy Gradebook'. The main area contains a table with columns for 'Current Gradebooks', 'Edit Scores By...', and 'Functions'. The table lists several gradebooks, including '1 - English 7-8 - Year', '2 - Lang Arts Wkshp - Year', '2 - Lang Arts Wkshp practice - Year', '4 - Explore 7 A-Days - Fall', '4 - Explore 7 B-Days - Fall', and '4 - Explore 7 practice - Fall'. Each row has 'Class', 'Assignment', and 'Student' options under 'Edit Scores By...', and 'Manage Gradebook' and 'Add Assignment' links under 'Functions'. A red arrow points to the 'Add Assignment' link for the '4 - Explore 7 practice - Fall' gradebook.

2. The Add Assignment window will open.

The 'Add Assignment' window is shown with the following fields and options:

- General Info**: # 1, Name, Description, Type (Formative), Category (Assessments), Extra Credit (checkbox), Narrative Grading (dropdown), Assigned On (01/08/2015), Due On (01/09/2015), Number Correct Possible (0), Points Possible (0).
- Grading**: Grading Completed (checkbox), Visible to Portal (checkbox checked), Score Visible to Portal (checkbox checked).
- Buttons**: Save, Save and Add New, Save and Close, Cancel.

Additional text: "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)."

Additional text: "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.

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

The screenshot shows the 'Add Assignment' form with the following fields and annotations:

- #**: 1
- Name**: [Empty text box]
- Description**: [Empty text box]
- Type**: Formative (dropdown menu)
- Category**: Assessments (dropdown menu) with a red exclamation mark and the text **! VERY IMPORTANT!**
- Extra Credit**: [Unchecked checkbox]
- Narrative Grading**: [Dropdown menu]
- Assigned On**: 01/08/2015 (calendar icon)
- Due On**: 01/09/2015 (calendar icon)
- Number Correct Possible**: 0
- Points Possible**: 0
- Grading Completed**: [Unchecked checkbox]
- Visible to Portal**: [Checked checkbox]
- Score Visible to Portal**: [Checked checkbox]

At the bottom, there are four buttons: **Save**, **Save and Add New**, **Save and Close**, and **Cancel**. A red arrow points to the **Save and Add New** button.



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

Adding Scores

- 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 shows the Aeries SIS Gradebook interface for the 2014-2015 Miller Middle School. The user is logged in as Susannah Balice. The interface includes a navigation bar with 'Add Gradebook', 'Mass Add Gradebooks', 'Link Gradebooks', and 'Copy Gradebook' buttons. Below this is a table with columns for 'Current Gradebooks', 'Edit Scores By...', and 'Functions'. The 'Edit Scores By...' column has a dropdown menu open, showing 'Class', 'Assignment', and 'Student' options. A red arrow points to the 'Assignment' option. The table lists several assignments, including '1 - English 7-8 - Year', '2 - Lang Arts Wkshp - Year', and '4 - Explore 7 A-Days - Fall'.

- 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.

The screenshot shows the 'Enter Scores by Assignments' screen for '#1 - Test 1'. The interface includes a navigation bar with '4 - Explore 7 practice - Fall', 'Dashboard', 'Scores by Class', 'Assignments', 'Students', 'Reports', and 'Manage' buttons. The main content area shows the assignment details: 'Assigned: Thu Jan 8, 2015', 'Due: Fri Jan 9, 2015', 'Category: Assessments', and 'Is Grading Completed?' checkbox. Below this is a table with columns for 'Stu ID', 'Name', '# Correct (Score)', '# Correct Possible', '%', 'Points Earned', 'Points Possible', 'Comment', 'Date Completed', 'Status', 'Att on Assigned Date', and 'Att on Due Date'. A red arrow points to the '# Correct (Score)' column header.

The screenshot shows the 'Enter Scores by Assignments' screen for '#1 - Test 1' with scores entered. The interface includes a navigation bar with '4 - Explore 7 practice - Fall', 'Dashboard', 'Scores by Class', 'Assignments', 'Students', 'Reports', and 'Manage' buttons. The main content area shows the assignment details: 'Assigned: Thu Jan 8, 2015', 'Due: Fri Jan 9, 2015', 'Category: Assessments', and 'Is Grading Completed?' checkbox. Below this is a table with columns for 'Stu ID', 'Name', '# Correct (Score)', '# Correct Possible', '%', 'Points Earned', 'Points Possible', 'Comment', 'Date Completed', 'Status', 'Att on Assigned Date', and 'Att on Due Date'. A red arrow points to the 'Is Grading Completed?' checkbox. The table shows scores for 11 students, with the last student (Stu ID 11) having a score of 0 and a comment 'Absent, need to make up te'.