

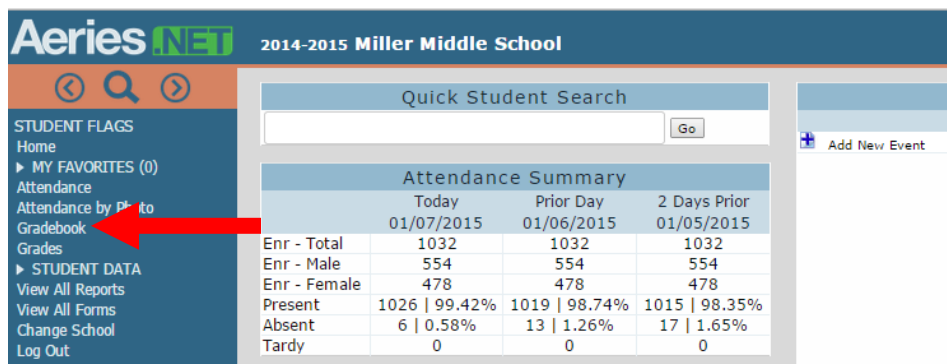
## How to Create a Gradebook – Aeries Web

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

Open [Aeries.NET](#) and type your username and password (same username and password to log into a **district** computer) and clicking on the **Login** button



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



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

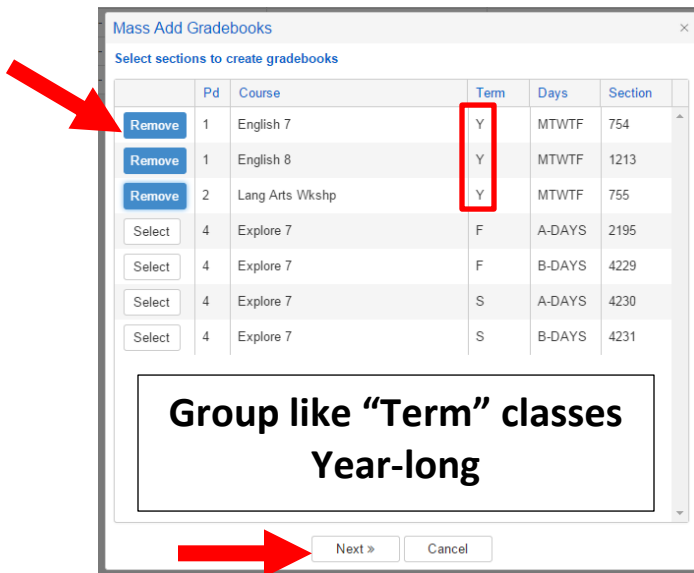
2. Select **Mass Add Gradebook** (this will create gradebooks for ALL of your class sections at once)

2014-2015 Miller Middle School Susannah Balice

☰ Tiles ☰ List ☰ Table

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

- a. 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.
- b. If you have classes that are Year-long and others that are Semester long, you will need to **Mass Add** the gradebooks separately.

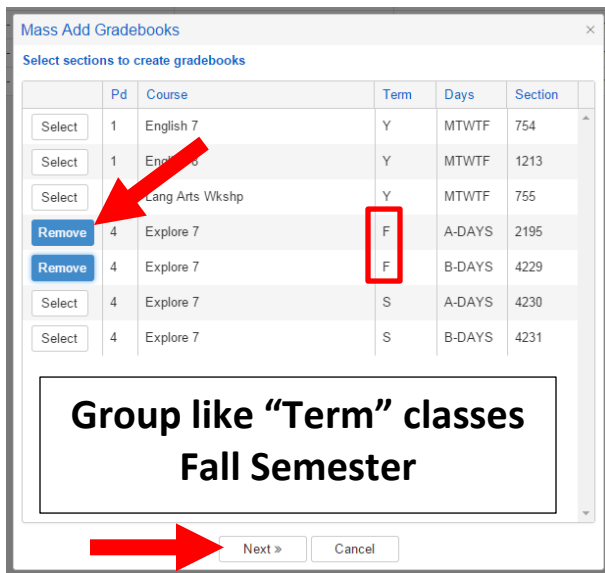


**Mass Add Gradebooks**

Select sections to create gradebooks

	Pd	Course	Term	Days	Section
<input type="button" value="Remove"/>	1	English 7	Y	MTWTF	754
<input type="button" value="Remove"/>	1	English 8	Y	MTWTF	1213
<input type="button" value="Remove"/>	2	Lang Arts Wkshp	Y	MTWTF	755
<input type="button" value="Select"/>	4	Explore 7	F	A-DAYS	2195
<input type="button" value="Select"/>	4	Explore 7	F	B-DAYS	4229
<input type="button" value="Select"/>	4	Explore 7	S	A-DAYS	4230
<input type="button" value="Select"/>	4	Explore 7	S	B-DAYS	4231

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



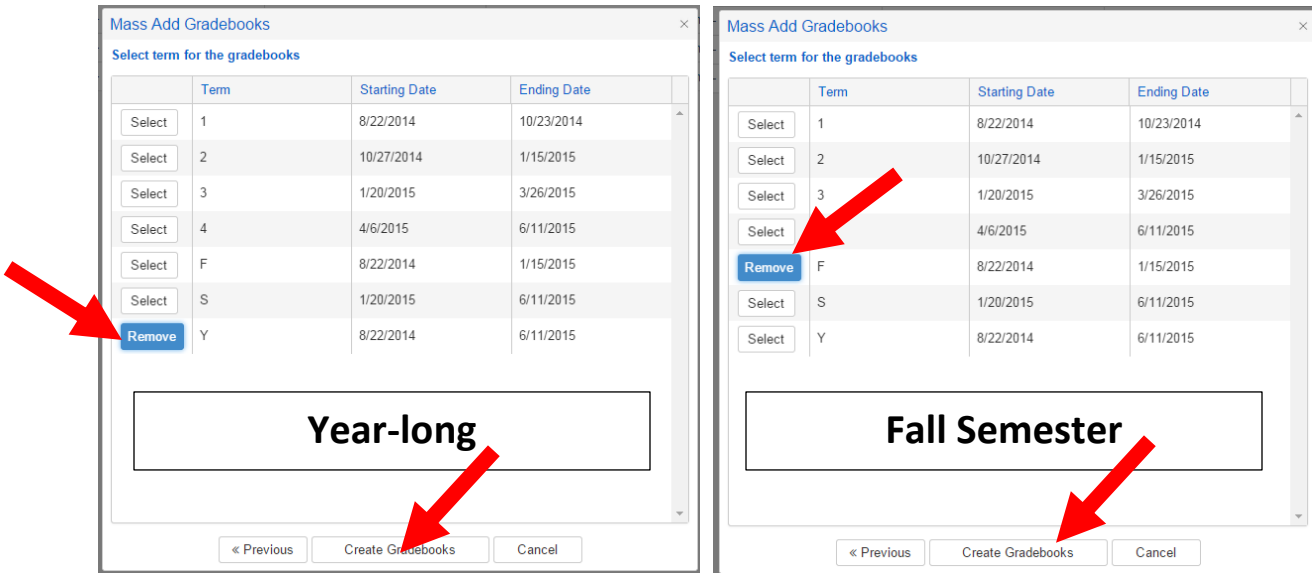
**Mass Add Gradebooks**

Select sections to create gradebooks

	Pd	Course	Term	Days	Section
<input type="button" value="Select"/>	1	English 7	Y	MTWTF	754
<input type="button" value="Select"/>	1	English 8	Y	MTWTF	1213
<input type="button" value="Select"/>	2	Lang Arts Wkshp	Y	MTWTF	755
<input type="button" value="Remove"/>	4	Explore 7	F	A-DAYS	2195
<input type="button" value="Remove"/>	4	Explore 7	F	B-DAYS	4229
<input type="button" value="Select"/>	4	Explore 7	S	A-DAYS	4230
<input type="button" value="Select"/>	4	Explore 7	S	B-DAYS	4231

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

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

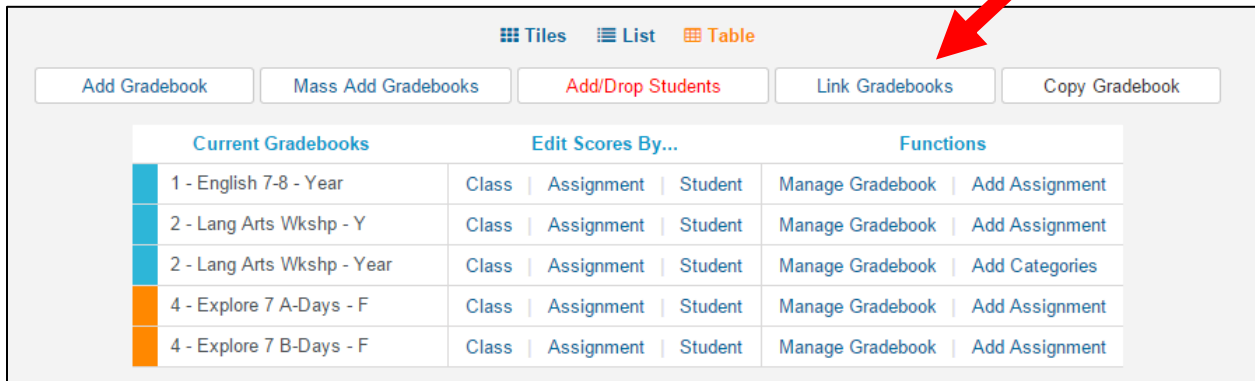


- d. You just created gradebooks for all of your “like-term” classes 😊
- e. Repeat this process if you have “unlike-term” classes.
- f. You should now have created a separate gradebook for each class section that you teach. 😊

## 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.



Files List Table

Add Gradebook Mass Add Gradebooks Add/Drop Students **Link Gradebooks** Copy Gradebook

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 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.

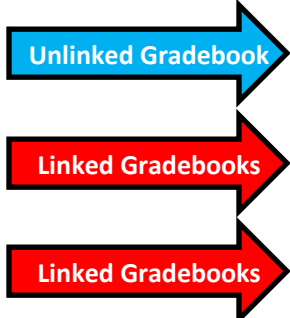

Link Gradebooks

\* 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

**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.

Aeries® SIS Gradebook 2014-2015 Miller Middle School Susannah Balice (67-NIS)

☰ Tiles ☰ List ☰ T

Add Gradebook Mass Add Gradebooks Add/Drop Students Link Gradebooks Copy Gradebook

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

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

Enters/Leaves Window

▼ All Entering Students  
2 - Lang Arts Wkshp practice - Year  
4 - Explore 7 practice - Fall

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

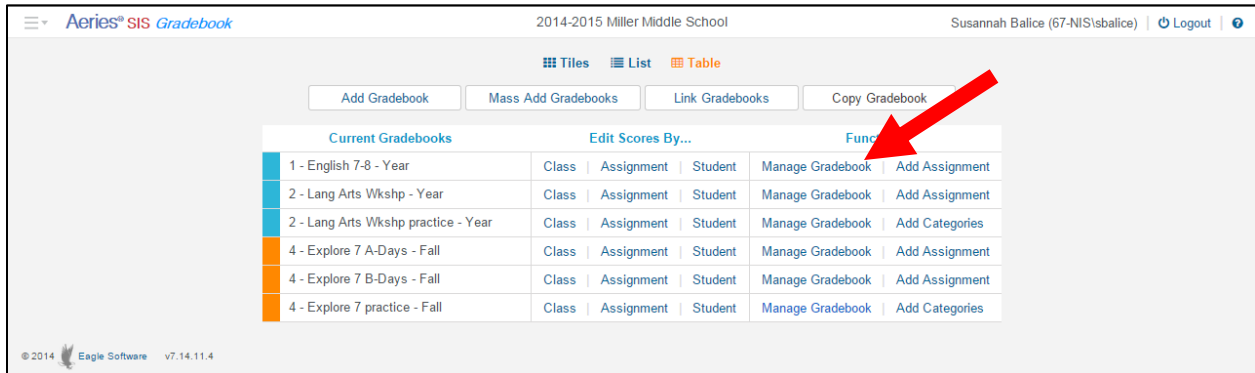
Add All Students Save Changes Close

## 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).

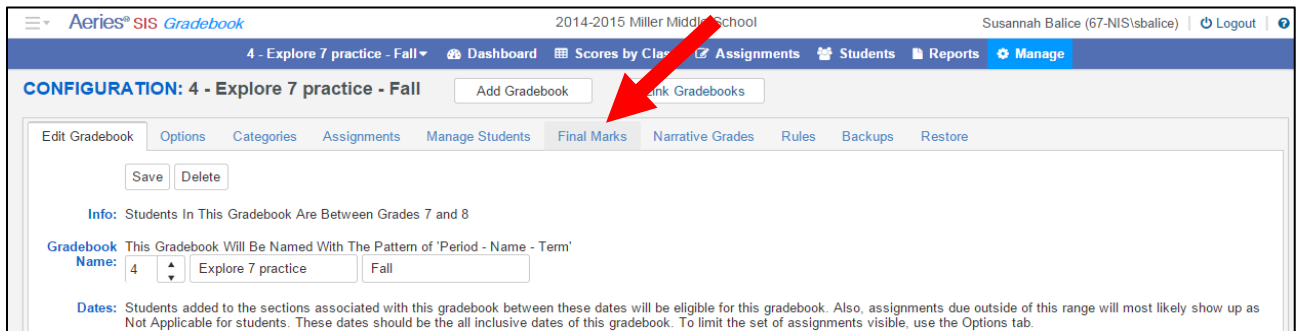
1. From the Dashboard click on the **Manage Gradebook** link to the right of your gradebook.



The screenshot shows the Aeries SIS Gradebook interface for the 2014-2015 Miller Middle School. At the top, there are navigation tabs for 'Titles', 'List', and 'Table'. Below these are buttons for 'Add Gradebook', 'Mass Add Gradebooks', 'Link Gradebooks', and 'Copy Gradebook'. A table lists 'Current Gradebooks' with columns for 'Class', 'Edit Scores By...', and 'Functions'. The first row is '1 - English 7-8 - Year', and a red arrow points to the 'Final Marks' link in its 'Functions' column.

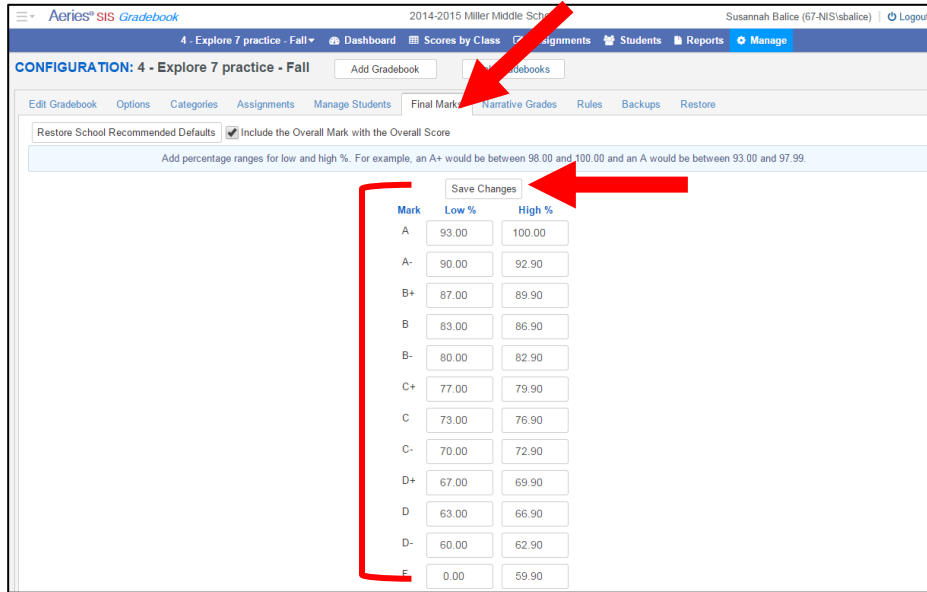
Current Gradebooks	Edit Scores By...	Functions
1 - English 7-8 - Year	Class   Assignment   Student	Manage Gradebook   Add Assignment
2 - Lang Arts Wkshp - Year	Class   Assignment   Student	Manage Gradebook   Add Assignment
2 - Lang Arts Wkshp practice - Year	Class   Assignment   Student	Manage Gradebook   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 on the **Final Marks** tab.



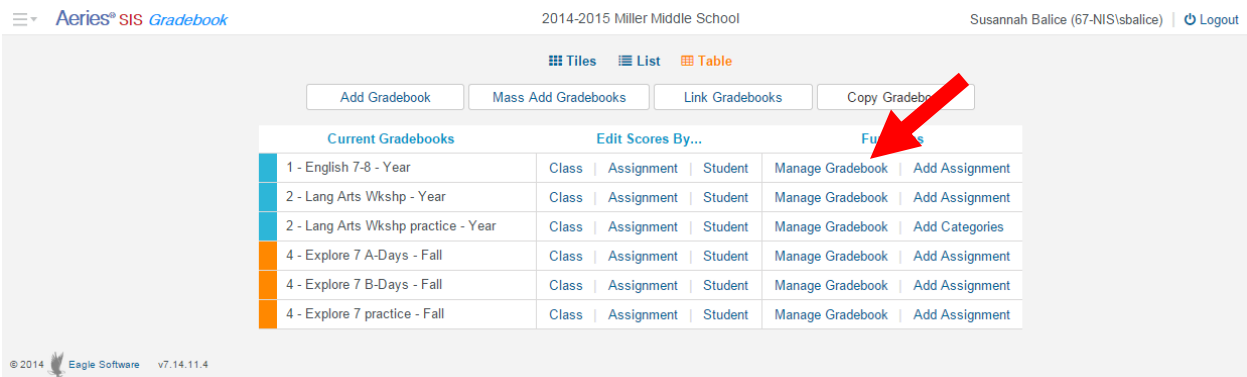
The screenshot shows the 'CONFIGURATION: 4 - Explore 7 practice - Fall' page. At the top, there are navigation tabs for 'Dashboard', 'Scores by Class', 'Assignments', 'Students', 'Reports', and 'Manage'. Below these are buttons for 'Add Gradebook' and 'Link Gradebooks'. A red arrow points to the 'Final Marks' tab in the navigation menu. Below the tabs are 'Save' and 'Delete' buttons, an 'Info' section, a 'Gradebook Name' section with a dropdown menu and text input, and a 'Dates' section.

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



## Gradebook Options

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



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

Aeries<sup>®</sup> SIS Gradebook 2014-2015 Miller Middle School Susannah Balice (67-NISsbalice) Logout

English 7-8 - Year Dashboard Scores by Class Assignments Students Reports Manage

**CONFIGURATION: 1 - English 7-8 - Year** 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

**Gradebook Name:** This Gradebook Will Be Named With The Pattern of 'Period - Name - Term'  
1 English 7-8 Year

**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.  
From: 8/22/2014 To: 6/11/2015

**Sections:** 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 😊

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1 - English 7-8 - Year Dashboard Scores by Class Assignments Students Reports Manage

**CONFIGURATION: 1 - English 7-8 - Year** Add Gradebook Link Gradebooks

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

**Weight scores of assignments by Category?**  
This allows you to give more precedence to one category over another. Examples would be 'Tests' and 'Homework'.  ✓

**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'.  ✓

**Filter Assignments by**  
If Assignment Due Date is selected, Assignment Due Date will be used to filter which assignments are included in the calculation of the Total Grade or displayed on the Scores By views. Otherwise, Assignment Number will be used to filter. Assignment Number ✓

**Calculate the Total Grade based on Assignments that fall within this range of Assignment Numbers**  
Only the assignments that fall between these two numbers will be counted towards the total grade for each student. 1 to 999 ✓

**Display Assignments that fall within this range of Assignment Numbers**  
Only the assignments that fall between these two numbers will be displayed. 1 to 999 ✓

**Include the Overall Mark with the Overall Score?**  ✓

**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.

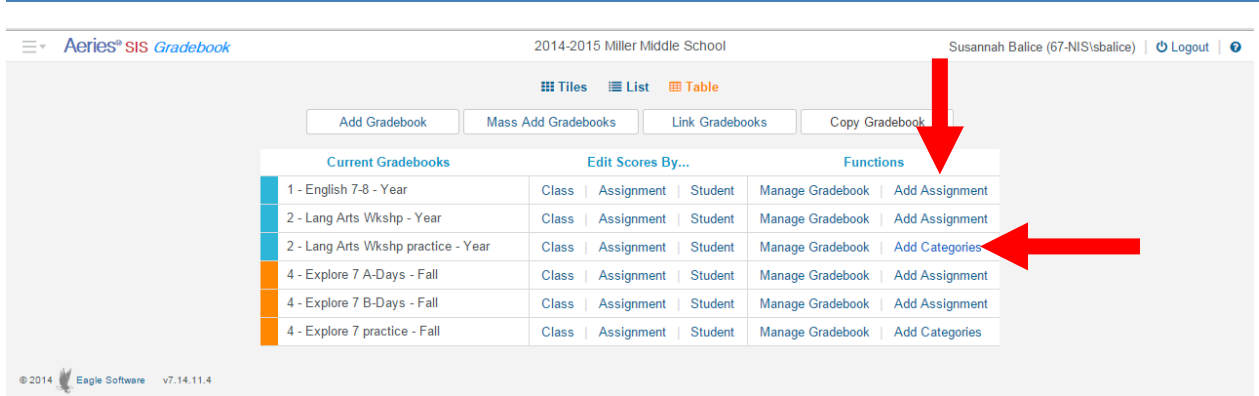
**Use a Rubric Grading Scale to Compute Total Grade**  Applies to all linked gradebooks

**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.

## 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).





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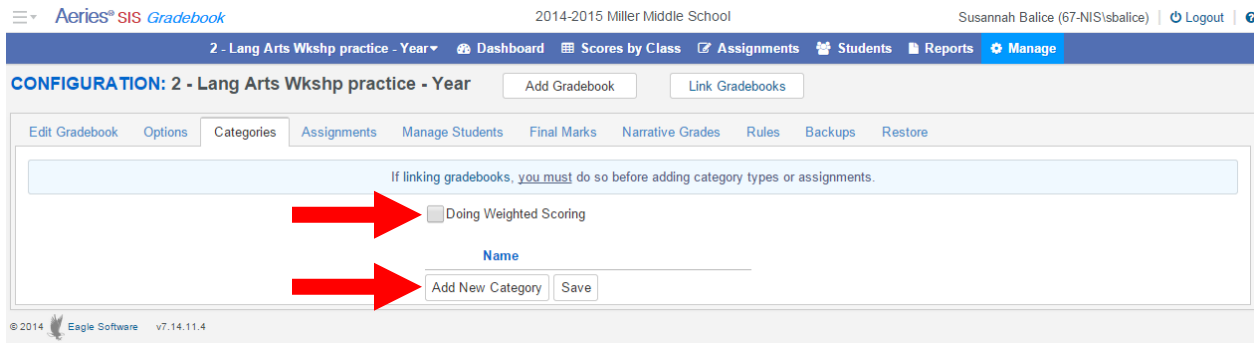
Tiles | List | Table

Add Gradebook | Mass Add Gradebooks | Link Gradebooks | Copy Gradebook

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

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



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2 - Lang Arts Wkshp practice - Year | Dashboard | Scores by Class | Assignments | Students | Reports | Manage

CONFIGURATION: 2 - Lang Arts Wkshp practice - Year | 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.

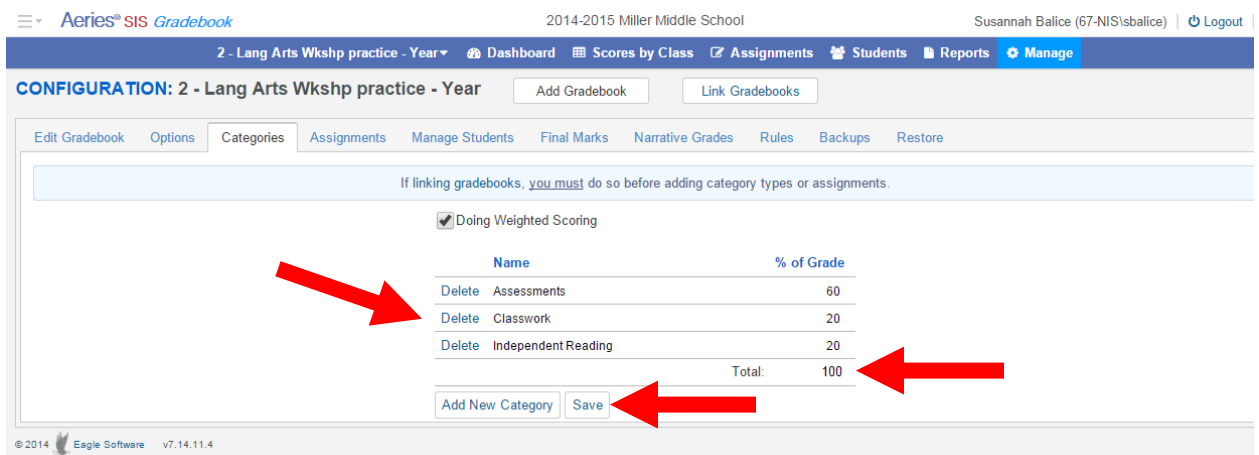
Doing Weighted Scoring

Name

Add New Category | Save

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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.



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

2 - Lang Arts Wkshp practice - Year | Dashboard | Scores by Class | Assignments | Students | Reports | Manage

CONFIGURATION: 2 - Lang Arts Wkshp practice - Year | 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

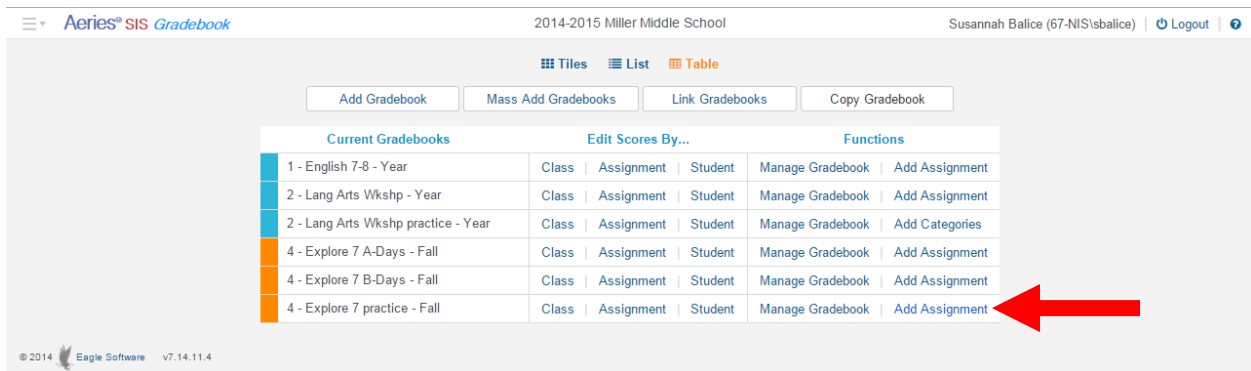
Name	% of Grade
Delete Assessments	60
Delete Classwork	20
Delete Independent Reading	20
Total: 100	

Add New Category | Save

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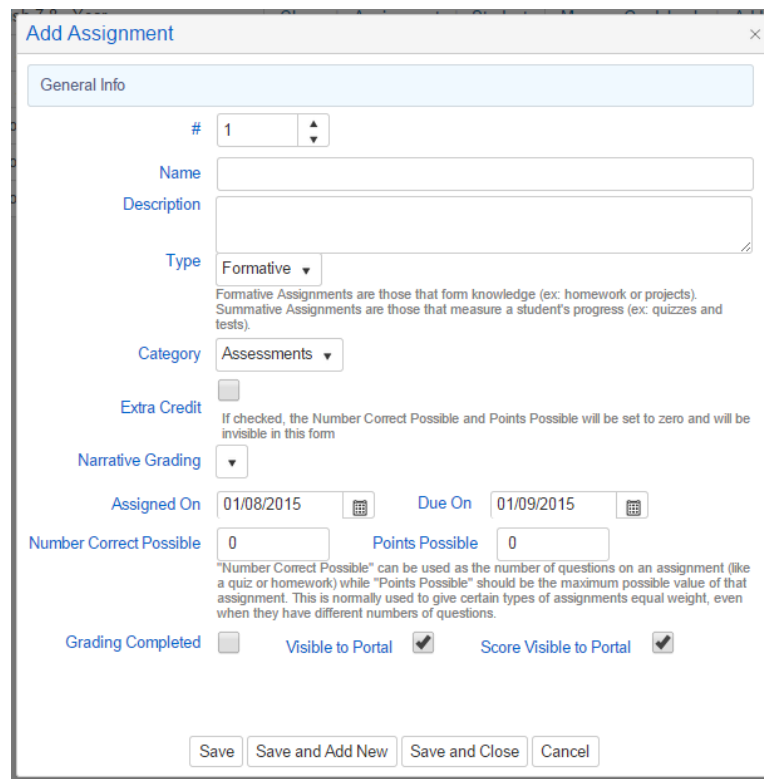
## Adding Assignments

- 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, it displays '2014-2015 Miller Middle School' and 'Susannah Balice (67-NIS/balice) | Logout'. Below the navigation bar, there are buttons for 'Add Gradebook', 'Mass Add Gradebooks', 'Link Gradebooks', and 'Copy Gradebook'. The main content area is a table with three columns: 'Current Gradebooks', 'Edit Scores By...', and 'Functions'. The 'Current Gradebooks' column 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'. The 'Functions' column for each gradebook contains links for 'Manage Gradebook' and 'Add Assignment'. A red arrow points to the 'Add Assignment' link for the '4 - Explore 7 practice - Fall' gradebook.

- The **Add Assignment** window will open.



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

- General Info** (Section Header)
- #**: 1 (with up/down arrows)
- Name**: Text input field
- Description**: Text area
- Type**: Formative (dropdown menu)
- Category**: Assessments (dropdown menu)
- Extra Credit**:  (checkbox)
- Narrative Grading**: (dropdown menu)
- Assigned On**: 01/08/2015 (calendar icon)
- Due On**: 01/09/2015 (calendar icon)
- Number Correct Possible**: 0 (text input)
- Points Possible**: 0 (text input)
- Grading Completed**:  (checkbox)
- Visible to Portal**:  (checkbox)
- Score Visible to Portal**:  (checkbox)

Buttons at the bottom: Save, Save and Add New, Save and Close, Cancel.

- You may experiment with some of the options here but some options are essential. Fill in the request 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.



**Add Assignment**

General Info

# 1

✓ Name

Description

✓ Type Formative

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 Assessments **! VERY IMPORTANT!**

Extra Credit

If checked, the Number Correct Possible and Points Possible will be set to zero and will be invisible in this form

Narrative Grading

✓ Assigned On 01/08/2015 Due On 01/09/2015

✓ Number Correct Possible 0 Points Possible 0

"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  Visible to Portal  Score Visible to Portal

Save Save and Add New Save and Close Cancel



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

## Adding Scores

1. 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**.

2014-2015 Miller Middle School | Susannah Balice (67-NIS/balice) | Logout

[Add Gradebook](#)
[Mass Add Gradebooks](#)
[Link Gradebooks](#)
[Copy Gradebook](#)

Current Gradebooks	Edit Scores	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 Assignment

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- The enter scores by **Assignments** will open. You will enter the student score in the second column, **# Correct (Score)**. When finished, click 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.

2014-2015 Miller Middle School | Susannah Balice (67-NIS/balice) | Logout

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

#1 - Test 1

Assigned: Thu Jan 8, 2015 | Due: Fri Jan 9, 2015 | Category: Assessments | Is Grading Completed?

Stu ID	Name	# Correct (Score)	# Correct Possible	%	Points Earned	Points Possible	Comment	Date Completed	Status	All on Assignment Date	All on Due Date
1		100	0	0	100						
2		100	0	0	100						
3		100	0	0	100						
4		100	0	0	100						
5		100	0	0	100						
6		100	0	0	100						

2014-2015 Miller Middle School | Susannah Balice (67-NIS/balice) | Logout

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

#1 - Test 1

Assigned: Thu Jan 8, 2015 | Due: Fri Jan 9, 2015 | Category: Assessments | Is Grading Completed?

Stu ID	Name	# Correct (Score)	# Correct Possible	%	Points Earned	Points Possible	Comment	Date Completed	Status	All on Assignment Date	All on Due Date
1		80	100	80	80	100		1/9/2015			
2		95	100	95	95	100		1/9/2015			
3		84	100	84	84	100		1/9/2015			
4		78	100	78	78	100		1/9/2015			
5		80	100	80	80	100		1/9/2015			
6		86	100	86	86	100		1/9/2015			
7		100	100	100	100	100		1/9/2015			
8		82	100	82	82	100		1/9/2015			
9		95	100	95	95	100		1/9/2015			
10		72	100	72	72	100		1/9/2015			
11			100	0	0	100	Absent, need to make up te			1/11/2015	1/11/2015