

## HOW TO CREATE LACHSA GRADE BOOK

1. Log into <https://lachsa.asp.aeries.net/teachers>
2. Click Gradebook on left (after you are done in gradebook, to get back to the aeries page and out of gradebook you can click the arrow on the top left and select "home")

Add Gradebook

3. Click

4. Click either Fall or Spring for the Term (**ONLY CLICK ONE**)

At least one term must be associated with this gradebook

Associated Term	Start Date	End Date
<input type="checkbox"/> Year	8/17/2016	6/8/2017
<input checked="" type="checkbox"/> Fall	8/17/2016	12/21/2016
<input type="checkbox"/> Quarter 1	8/17/2016	10/14/2016
<input type="checkbox"/> Quarter 2	10/17/2016	12/21/2016
<input type="checkbox"/> Spring	1/9/2017	6/8/2017
<input type="checkbox"/> Quarter 3	1/9/2017	3/10/2017
<input type="checkbox"/> Quarter 4	3/13/2017	6/8/2017

5. Click Section (**ONLY CLICK ONE**)

**Sections:** At least one section must be associated with this gradebook.

You can also associate multiple sections with this gradebook. This will allow assignments the same in each gradebook, then you want to **link gradebook**

Associated	Period	Section	Course	Semester	Meets On
<input checked="" type="checkbox"/>	2	2026	Learning Comm	F	M-WTF
<input type="checkbox"/>	3	3100	Learning Comm	F	M-WTF

6. Go back to the top to make sure the correct name and period showed up

**Gradebook Name:** This Gradebook Will Be Named With The Pattern of 'Period - Name - Term'

Name:

2



Learning Comm

7. Click Save



8. Click Categories Tab

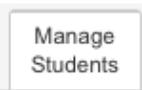


9. Create Categories for your assignments. If you are doing weighted scoring you will also have to indicate category weights. To add a new category click "Add New Category" and once you are done click "save."

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

Doing Weighted Scoring

Name	
Delete	Test
Delete	Quiz
Delete	Homework
Delete	Performance Evaluation



10. Click

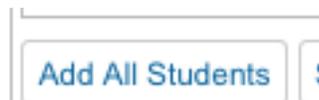
11. Click "Add Students" in Red

Start and End dates determine what assignments the student is accountable for based on assignment due dates.

You have students to be Added To or Dropped From your Gradebooks

Allow Deletes

Action	Status	Sort	Stu ID	Student	Sex	Grd	Start Date	End Date	Transfer Grade
<input type="button" value="Save"/>									



12. Click

at bottom of each page for each class

13. Once you see **Process Completed** click on Close at the bottom of the window

14. To drop a student if they leave your class, click on the student name, select "DROP," and then click save.

Action	Status	Sort
<input type="button" value="▼"/>	Active	13
<input type="button" value="▼"/>	Active	2
<input type="button" value="Drop"/>	Active	3

15. If you have additional students ENROLL in your class after you create your grade book, you should see a message like the message in #11 so you can add additional students.

16. To add your first assignment click

Assignments

and then

Add Assignment

17. Fill in information:

- #: will populate automatically
- Name: should match the same name you post on the homework website
- Description: (optional) can provide additional information about assignment
- Type: Formative or Summative – see description
- Category: You created the categories so select what category it falls under. This helps students/parents see what areas students are doing well in and what areas they can improve.
- Extra credit: be very careful with this button and check your math if you use it!
- Assigned on and Due on: These dates are important as you are able to see if a student is absent as you are inputting grades in the “Grades by Assignment” page
- Number correct: put the number of questions/points possible on the assignment
- Points possible: only need to input a value in this column if it is different from number correct. For example, you give a 10 question quiz but you want it to count for 20 points in the grade book. You would input 10 in number correct and 20 in points possible. The system will then do the math for you when you input the grades out of 10 points.
- Grading complete: only check if you have finished grading
- Visible to portal: unless you want to hide this while you are grading (and then remember to show it later) keep this checked
- Score visible to portal: Always show score visible to portal (unless you want to hide this while you are inputting grades)
- SAVE THE ASSIGNMENT!

### Add Assignment ✕

#

Name

Description

Type  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

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

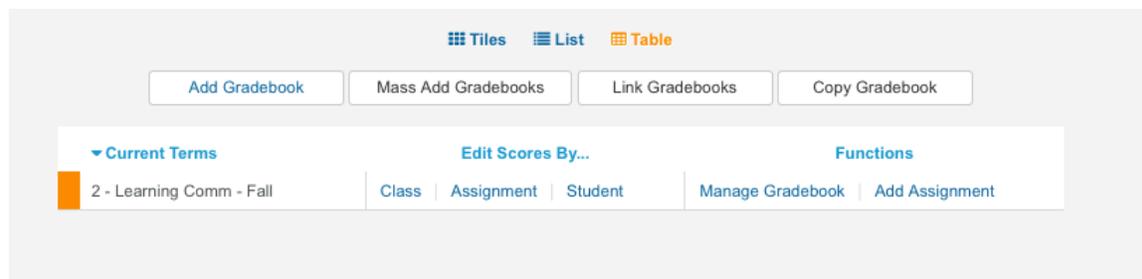
Assigned On   Due On

Number Correct Possible  Points Possible  "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

## 18. Repeat for each gradebook

When you log in to the gradebook after you have created your gradebooks it will look like this and all of your gradebooks will be listed under “Current Terms”. Your items to click on should be the same as those below but may be in a different order or format depending on the browser you are using.



**Edit scores by class** – lets you input grades for students in the form of an excel sheet. The only item you can input is the points possible in this format.

**Edit scores by assignment** – this lets you input points possible, a comment and also see students attendance when the assignment was due and when it was assigned. This helps you to give more feedback to students as needed.

**Edit scores by students** – this lets you input numerous grades for a single student and can be helpful if you have a student that was absent and is making up a number of assignments.

**Manage gradebooks** – takes you back to the start of these instructions so you can create new gradebooks, update options, add or drop students, etc.

**Add assignment** – allows you to create a new assignment to input grades for