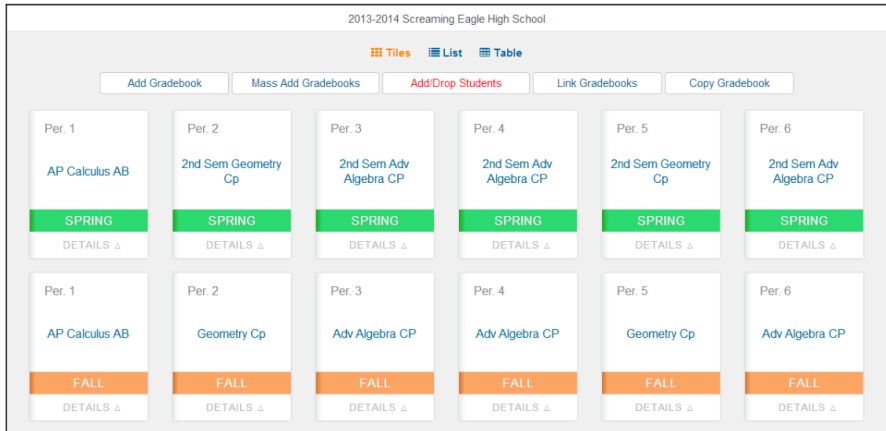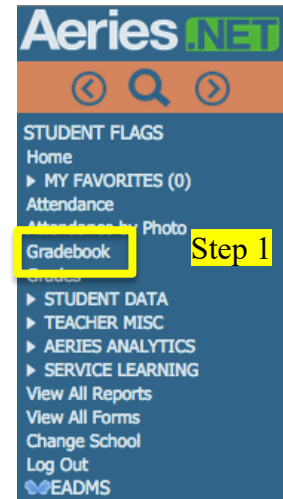# Los Angeles County High School for the Arts
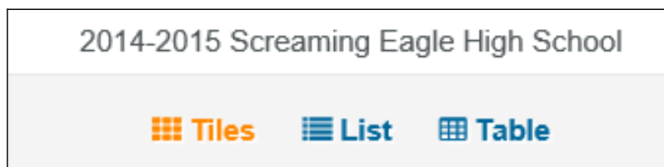
How to Create Gradebooks in Aeries.net

1) Log onto Aeries.net and click on the node **Gradebook**

About Gradebooks in .net
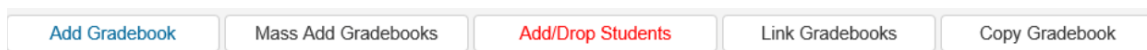
You will be taken to the Gradebook Dashboard view.

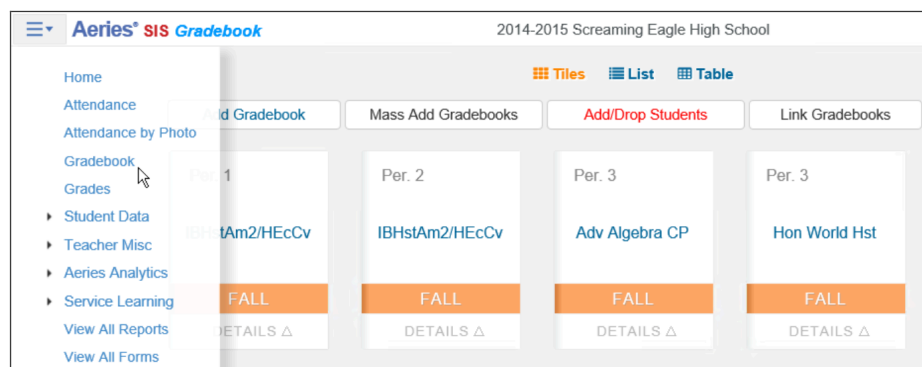The Aeries.net Gradebook has 3 views, **Tiles List** and **Table** – and **color coding** identifies the of

Color	Term
Blue	Year/2nd Quarter
Orange	Fall/1st Quarter
Green	Spring/3rd Quarter
Red	Summer/4th Quarter

A row of buttons at the top of the Dashboard view help you manage your Gradebooks.

- **Add Gradebook** – Opens the New Gradebook page to add individual Gradebooks
- **Mass Add Gradebooks** – Allows teachers to mass add Gradebooks for all their classes
- **Add/Drop Students** – Opens the Enter/Leave window to add and drop students
- **Link Gradebooks** – Opens the Link Gradebook page
- **Copy Gradebooks** – Allows teachers to copy Gradebooks from other teachers and years.
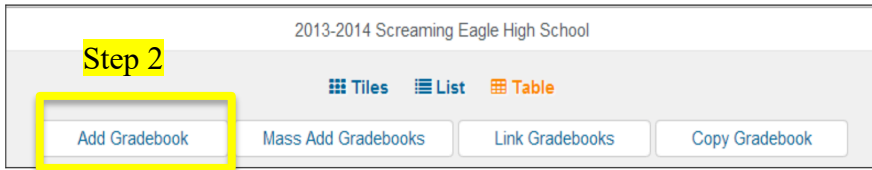
Access to the Aeries Navigation tree is hidden in the upper left corner. Cli k on the 3 horizontal lines to access the rest of the Aeries resources. A logout button is also available on the top right.

LACOE/TS/ITO

Adding Gradebooks

2) Click on "Add Gradebook" to add a single section Gradebook ⌜SEP⌟

3) In the new window, you need to select the:
- **a)** Name the Gradebook: **Period – Course Name** – Term (Selecting a Section below the terms the section information will automatically populate this field in the correct format)
- **b)** Select the Gradebook **Term**: **Fall Start Date** 8/xx/2015 **End Date** 12/xx/2015
- **c)** Select the Course **Section** to be associated with the new Gradebook. Make sure that only ONE Course **Section** in the bottom is selected – and make sure it is your **FALL Course Section**. All students have been loaded into classes by semester. For example, 9th grade English is English A for Fall and English B for Spring

4) Repeat the Process until you have created all of your **Fall** and **Spring Term** Gradebooks.

Linking Gradebooks

5) To link your Gradebooks, click on the **Link Gradebook**s button on the top of the dashboard page.
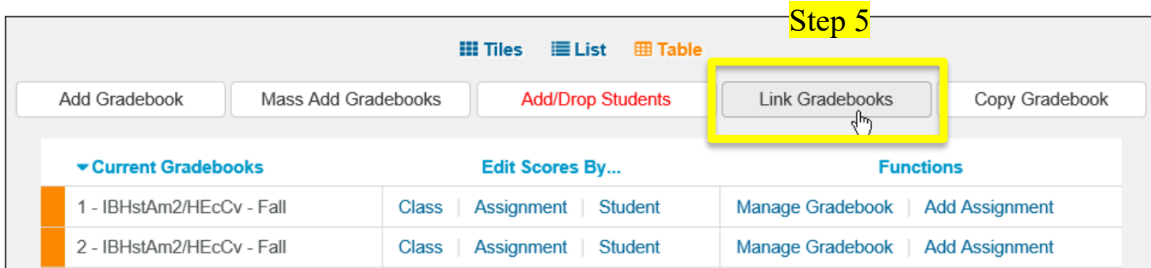
VERY IMPORTANT --- Gradebooks must be linked when the Gradebooks are created AND before Categories and Assignments are added. Gradebooks should not be linked after Assignments have been added.

6) To **Link** Gradebooks click on the **drop down** menu next to each Gradebook and select the same number to Link Gradebooks in the same **Group** field.

For example, all Gradebooks listed below with **1** entered in the **Group** field will be linked. The Gradebook will move from the Ungrouped section to the Grouped section.

Unlinked Gradebooks will be part of the Ungrouped section: **Group 0** (zero)

Add Students

Step 7

7) In the Gradebook Dashboard view, click on the **Add/Drop Students** button. This action will open the Enter/Leave window where you manage the adding and deleting students from your Gradebook.
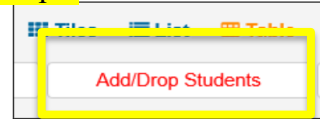
Enters/Leaves Window							
▼ All Entering Students	Action	Stu ID	Name	Sex	Grd	Start Date	End Date
1 - IBHstAm2/HEcCv - Year	l - IBHstAm2/HEcCv (3265209) - Year						
2 - IBHstAm2/HEcCv - Year	▼	99400156	Baca, Jason	M	12	8/26/2013	9/19/2014
3 - Hon World Hst - Year	▼	99400318	Brown, Gloria	F	12	8/26/2013	9/19/2014
3 - Honors World History - Year	▼	99400371	Calucag, Thais	F	12	8/26/2013	9/19/2014

Step 8

8) In the top of the left hand section of the **Enter/Leave Window**, click on the words **All Entering Students**. This will expand the view to display all of the Gradebooks you created in **Steps 2, 3 & 4**.

9) In the right side view of the **Enter/Leave Window**, the list of students ready to be added to the selected Gradebook swill be displayed. Click the **Add All Students** button. Remember to click the **Save Changes** button.

Step 9

Add All Students	Save Changes	Close
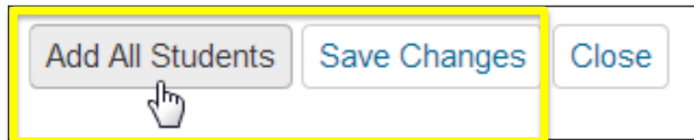
Once all of your students have ben added, the student list will blank.

GRADEBOOK OPTIONS

The Options form allows you to select various options for each Gradebook.

NOTE: If using multiple Gradebook Terms the following options all apply to all terms of the Gradebook.

Click on **Manage Gradebooks** from the **Dashboard** page. Click the mouse on the **Options** tab. The following page will display with the selected Gradebook name on the top of the form.

- **Weight Scores of Assignments by Category** – this option indicates whether or not total points grading or weighted type grading is used to determine students' overall grades. ⌞SEP⌟ This allows you to give more precedence to one category over another. Examples would be 'Tests' and 'Homework'. This option is also available on the Categories tab

- **Apply Assignment Scores Immediately** - normally a score will not count toward a student's overall grade until the Grading Completed checkbox for an assignment is checked. This option will make any assignment with a score count in the overall mark no matter what the Grading Completed. This option will default On for new Gradebooks.

- Filter Assignments by – ⌞SEP⌟
  - Assignment Due Date
  - Assignment Number
  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.

Note: The following dates will apply to the overall Gradebook and not the specific terms. Please use caution when changing the dates or assignment numbers and also using multiple Gradebook terms.

- **Calculate the Total Grade based on Assignments that fall within this date range** - ⌞SEP⌟ Only the assignments that fall between these two dates will be counted towards the total grade for each student. Used if a Gradebook spans multiple grading periods and only a subset of the assignments should be used to calculate the current total grade. ⌞SEP⌟
- **Calculate the Total Grade based on Assignments that fall within this range of Assignment Numbers** - low and high assignment numbers to count in students' total/overall grade. Used if a Gradebook spans multiple grading periods and only a subset of the assignments should be used to calculate the current total grade. ⌞SEP⌟
- **Display Assignments that fall within this date range** – Only the assignments that fall between
- **Display Assignments that fall within this range of Assignment Numbers** - Only the assignments that fall between these two numbers will be displayed. ⌞SEP⌟
- **Include the Overall Mark with the Overall Score** – displays the letter grade along with the students overall percentage. This option is also available on the Final Marks tab. ⌞SEP⌟
- **Apply weighting to Formative & Summative Assignme**nts - this option allows teachers to weight Formative and Summative Assignments separately in calculating the overall grade for the class or for a standard. ⌞SEP⌟

The system will first use total points and weighted categories (if enabled) to determine a percentage for "Formative" and "Summative" assignments and then will use the defined weight factors to produce a final score. Click on the arrows or drag the slider to the desired percentages. ⌞SEP⌟

Formative Percentage   Summative Percentage

Formative Percentage	Summative Percentage
20	80
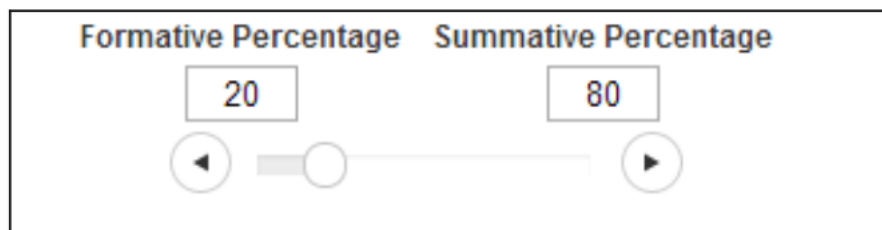
- **Use a Rubric Grading Scale to Compute Total Grade**: This option will accommodate rubric scoring. When this Gradebook option is selected, all assignments will default to Rubric scoring. Values entered will be averaged and percentages will not display. The calculations for rubric grading changes from a system where every assignment's score and max score is added up and divided to get a percentage to a system where only the rubric values are added up and then divided by the number of items totaled. ⌞SEP⌟

Below is an example of a rubric Gradebook with 3 assignments and the calculations for the average:

#1 Aceves, Alexi   *3 assignments totaling 12 divided by 3 = 4.0*
#2 Aguiar, Allison   *3 assignments totaling10 divided by 3=   3.3*
#3 Ariza, Jayden   *2 assignments totaling 5 divided by 2 = 1.6*

	Name	Grade	Avg	▼ Class Project ✔ 6/17/2014 #1	▼ Assessment ✔ 6/17/2014 #2	▼Class Work 1.1 ✔ 6/17/2014 #3
1	Aceves, Alexia Camille	1	4.0	4	4	4
2	Aguiar, Allison Rose	1	3.3	3	4	3
3	Ariza, Jayden Michael Joseph	1	1.6		2	3

.

> NOTE: The **Rubric** option should only be used on new Gradebooks and not on existing Gradebooks with scores already submitted.

Even with the Rubric option selected, assignments can be added and the Rubric option can be deselected at the assignment level. These non-rubric assignments will not calculate into the student's total average.

- **Scale Min/Max Assignment Values in Total Grade**: This option allows teachers to implement what is commonly known as a Scale. When defined, assignments that would normally count above or below the assigned range are brought into the range when the system calculates the "value" of the assignment. This allows teachers to leave an assignment missing or give a low grade, but have that assignment still count as 50%. This can be a tool used to lessen the impact of the "Double 0 Problem" with missing or poorly completed assignments. This option cannot be used with the "Doing Rubric" option.

  If using the Min/Max Assignment Values option, all scores will display as they were entered in the scores field but the Total Percent column will calculate on the Min or Max value if the score goes below or above the set values.

  Min Assignment Value 50 ⬍ to Max Assignment Value 100 ⬍

In the example to the right, the first 2 students have scores below the min value of 50%. The total Percent calculates based on the minimum value instead of the actual score. The 4th student has a score above the maximum value of 100%. Her total percent calculates based on the maximum value of 100% instead of the actual score of 110.

Student	Gr	Perc	Math... #1: 100
Alavez, Abel Benny	4	50.00%	10 - 10%
Alvarez, Haggit Briana	4	50.00%	0 - 0%
Bell, Ryan Justin	4	89.00%	89 - 89%
Byl, Ashley Brandy	4	100.00%	110 - 110%
Carr, Danielle Kristen	4	50.00%	

- **Hide this Gradebook from Parents and Students** – If selected, this option will allow a

Gradebook to be hidden from the Parent and Student portals. This option is only available if enabled by the System Administrator. ⌷SEP⌷

The Gradebook Options area has a **Copy Options to Gradebooks** button. This option allows a teacher to copy the current Gradebooks options to other Gradebooks. To copy options, click the mouse on the **Copy Options to Gradebooks** button. ⌷SEP⌷ ⌷SEP⌷
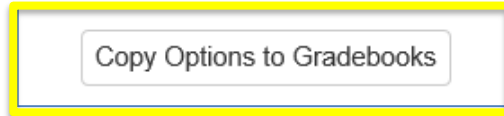

Note: Copying options to other Gradebooks will override the existing options in the destination Gradebooks.

The following form will display. The form will show the current Gradebooks options. Adjustments can be made by selecting or deselecting options. Once the appropriate selections are made, click on the **Next** button. (scroll down)
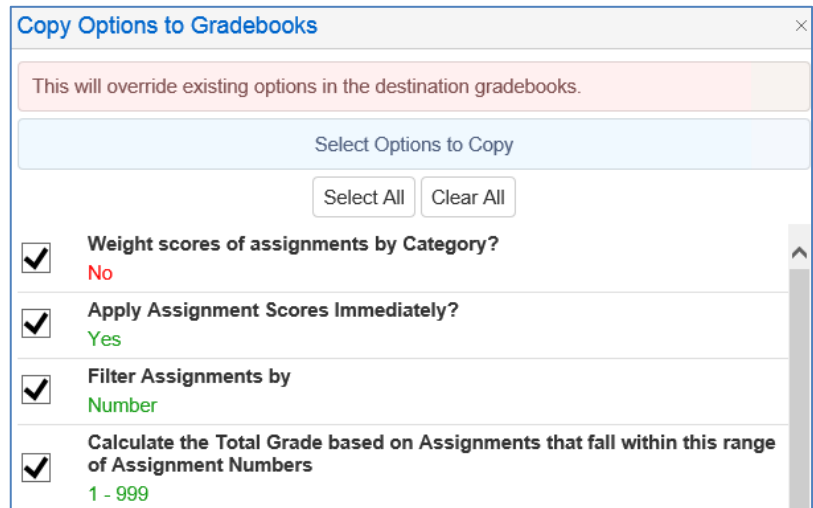

A form will display to select the Gradebooks to copy the current Gradebooks options to. Select the appropriate Gradebooks and then click the mouse on the **Copy Options** button.

Note: Copying options to other Gradebooks will override the existing options in the destination Gradebooks.
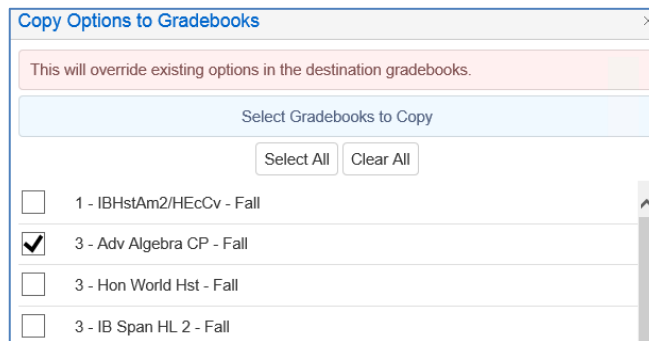
The options will be copied and a message will display indicating that the copy has completed.
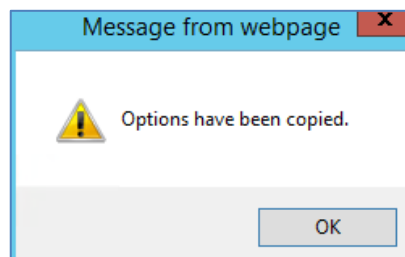
Create Assignment Categories

Prior to entering Gradebook Assignments, the **Categories** or assignment types must be setup. A **Category** contains a description and a percent of grade that this Category will receive, if using the **Use Weighted Scoring** option.

NOTE: If using multiple **Gradebook Terms** the following options all apply to all terms of the Gradebook. If linking Gradebooks, you must link Gradebooks before adding category types or assignments. Linking before adding categories will result in only having to add the categories one time and they will apply to all the Gradebooks in the linked group.

10) To enter Categories to a new Gradebook, an **Add Categories** option will be available on each dashboard view. Categories can also be added from the **Manage** page and the **Categories** tab.
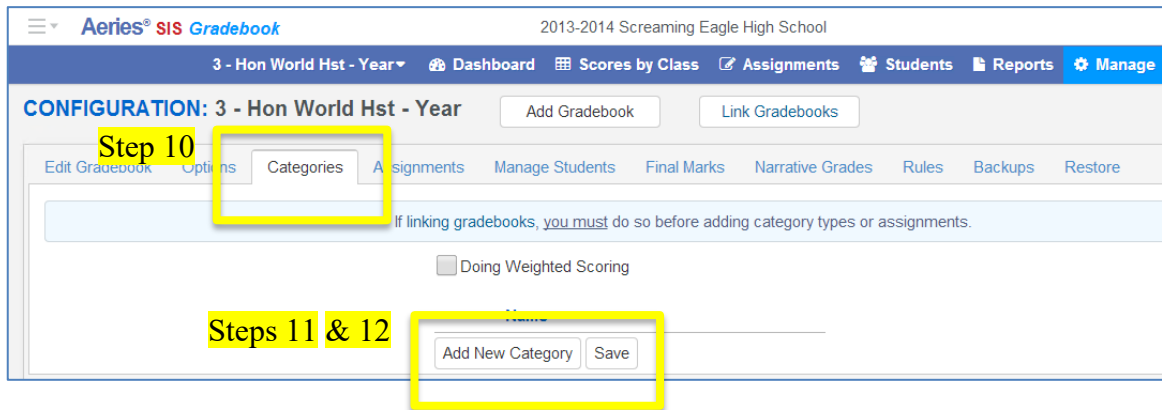
The teachers existing Gradebooks will display in the Gradebook dropdown on the top left of the page.

11) To add a **Category** click the mouse on the **Add New Category** button.
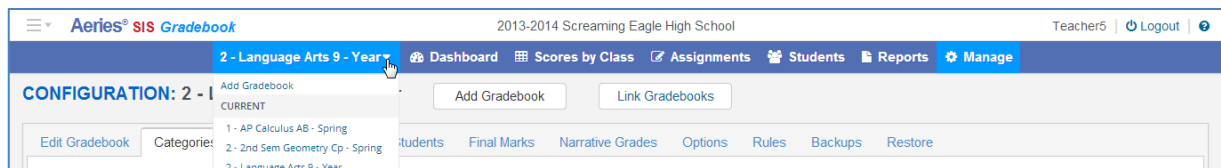
12) Enter the description of **Category** and the percent of grade that this **Category** will receive if using the **Doing Weighted Scoring** option. An example of a Category type is **Homework**. Use the tab key and click on the **Add New Category** button to add additional Categories. Click the mouse on the **Save** button when completed.

13) A message will display below the **Categories** indicating the **Category types total** has NOT reached 100% for the assignment types that have been setup. Add all assignment types.

Your total percentage for this class is not 100! Please correct this immediately!

☑ Doing Weighted Scoring

	Name	% of Grade
Delete	Homework	15
Delete	Project	10
Delete	Quiz	25
Delete	Test	40
	Total:	90

Add New Category   Save

Step 13

After **ALL** Category types have been entered and the **% of Grade** totals 100% the message will no longer display.

Changes can also be made to **Category Types** after they are setup. Select the **Category** and re-enter the information to be changed. Click the mouse on the **Save** button.

14) The Doing Weighted Scoring option will default to base a student's final grades by percentage instead of total points. To change this option, click the mouse on the box to remove the check mark. The % percent column will not display and the student's final grade will be based on total points.

☐ Doing Weighted Scoring   Step 14

	Name
Delete	Homework
Delete	Project
Delete	Quiz

NOTE: If the Doing Weighted Scoring is turned off the student's final grades will be based on total points. Also, the % of Grade column will no longer display.

Once you finish all of these steps you can start adding assignments and entering grades!