

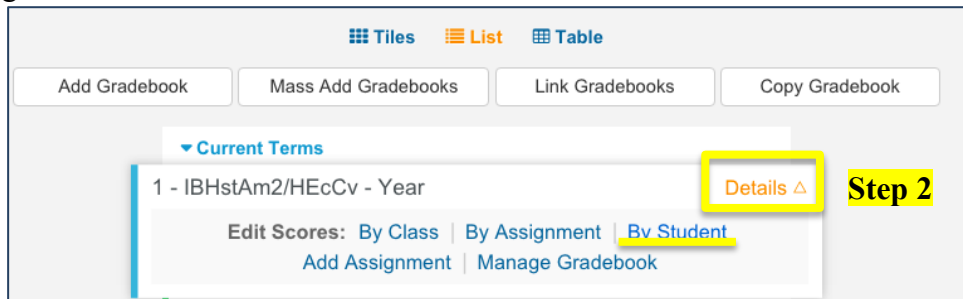
Deleting Students from Your Gradebook in Aeries.net

NOTE: Students officially dropped from your classes will no longer appear on your Aeries.net **Attendance** Table.

Backup Gradebooks

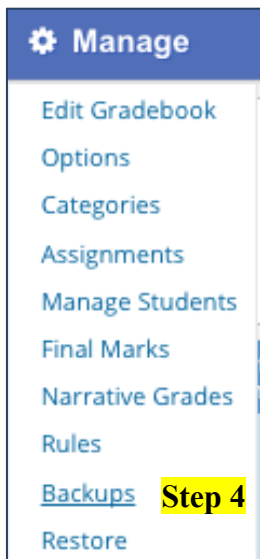
1) Log into Aeries.net (<https://lachs.aeries.net/teacher>) and go to the Gradebook for the class the student was enrolled in.

2) In the Dashboard, select the Gradebook and click on Details. Next, click on By Student to see the student's grades.



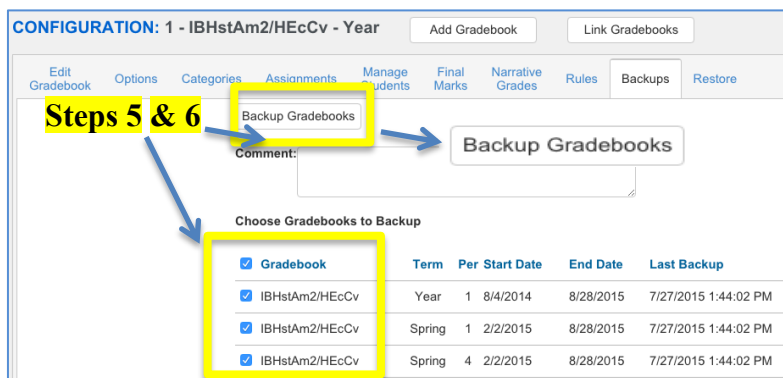
3) Verify that ALL OF YOUR GRADES are accurate for any student that has permanently dropped your class (as you do not want to remove them if you have not transferred their scores to the other period or teacher they changed into).

4) You may want to print a copy of your current Gradebook or back up your Gradebook before you begin. To back up your Gradebook, click on the **Manage** menu in the upper right of the dark blue navigation bar.



5) Select the Gradebook(s) to be included in the Backup

6) Click the **Backup Gradebooks** button



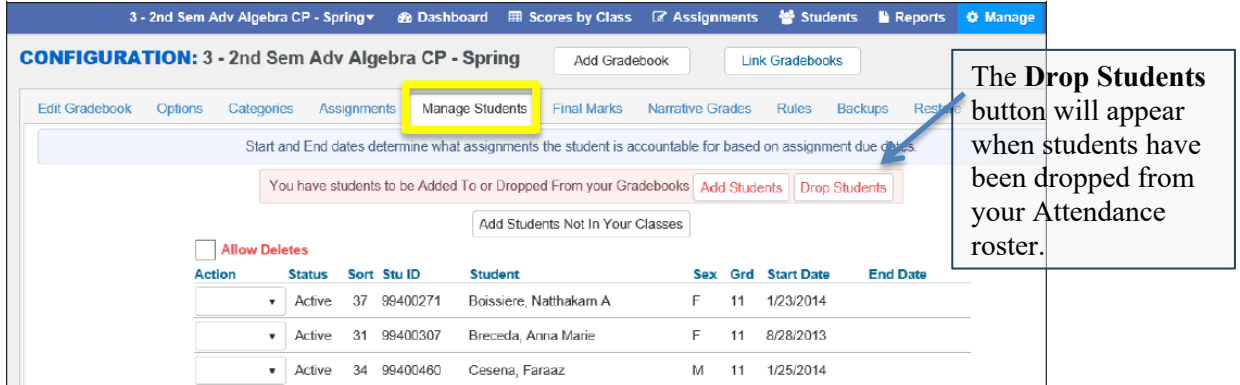
The following message will appear when you have successfully completed the Backup

Gradebooks Backup Completed!

Los Angeles County High School for the Arts

Managing Students: Dropping and Deleting Students

7) Click on the **Details** button, then the **Manage Gradebooks** button on the Dashboard page. Click the mouse on the **Manage Students** tab. The following page will display with the selected Gradebook name on the top of the form.



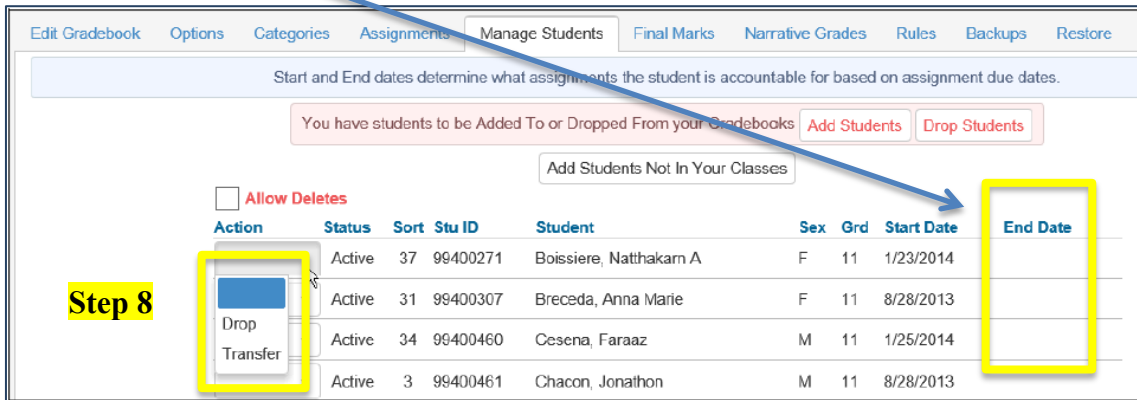
The Manage Students tab will display all students in a selected Gradebook. The Custom Sort and Transfer options (if applicable) are available on the Manage Students tab.

The Action dropdown will allow you to Drop or Delete a student from the selected Gradebook.

Dropping Students from the Gradebook

8) To **Drop** a student, click the mouse into the Action field and select the **Drop** option from the dropdown to the left of the Student's name. The **End Date** will be auto populated based on the student's class leave date. (**NOTE:** you may need to refresh the page)

The students **End Date** will ensure that the student is not responsible for assignments with due dates after the students **End Date**.



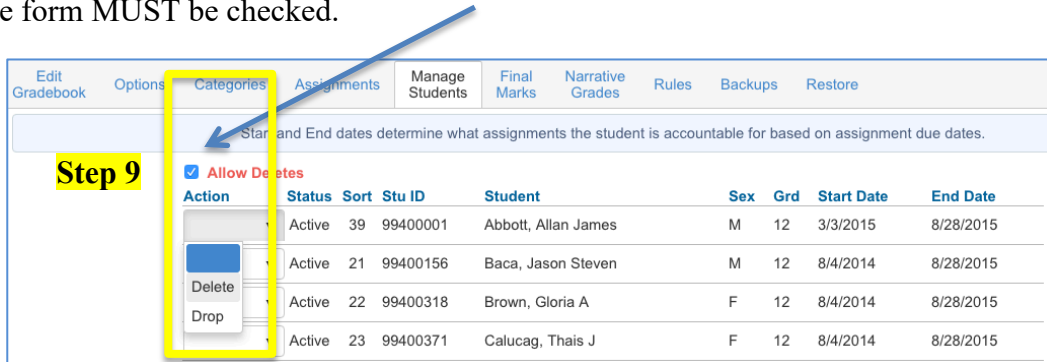
Dropped students will display highlighted in yellow at the bottom of the student list.

Dropped	1	99400271	Boissiere, Natthakarn A	F	11	1/15/2014	10/15/2013
Dropped	2	99400307	Breceda, Anna Marie	F	11	8/26/2013	11/3/2013

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Dropping Students from the Gradebook

9) To **Delete** a student, click the mouse on the **check box** at the top of the form. The check box at the top of the form **MUST** be checked.



The screenshot shows the 'Manage Students' tab in the Gradebook interface. A yellow box highlights the 'Categories' section, which contains a checked checkbox labeled 'Allow Deletes'. Below this, a table lists students with columns for Action, Status, Sort, Stu ID, Student, Sex, Grd, Start Date, and End Date. The 'Delete' option is selected in the Action dropdown menu for the first student, Abbott, Allan James.

Action	Status	Sort	Stu ID	Student	Sex	Grd	Start Date	End Date
Active	39	99400001	Abbott, Allan James	M	12	3/3/2015	8/28/2015	
Active	21	99400156	Baca, Jason Steven	M	12	8/4/2014	8/28/2015	
Active	22	99400318	Brown, Gloria A	F	12	8/4/2014	8/28/2015	
Active	23	99400371	Calucag, Thais J	F	12	8/4/2014	8/28/2015	

Select the **Delete** option from the Action dropdown to the left of the Student's name. The student and their scores will be deleted from the Gradebook.

NOTE: Deleting a student will delete a student's scores and must be done with caution.