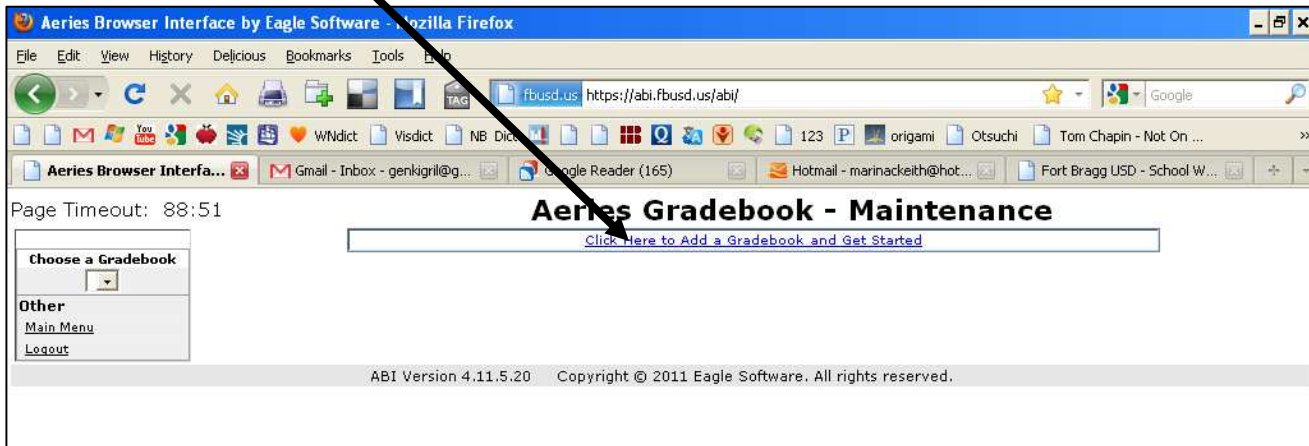


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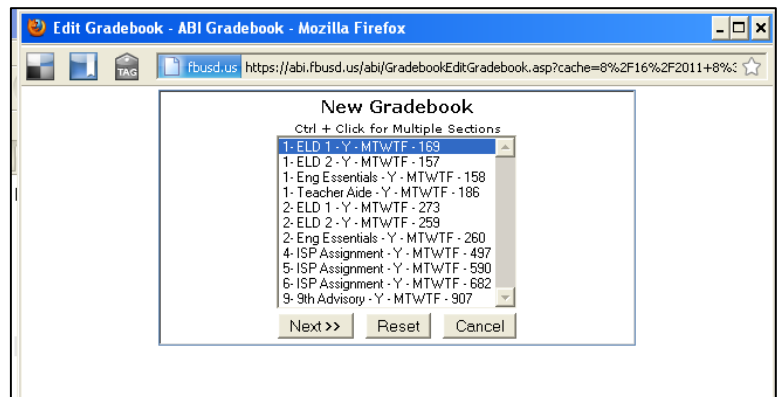
AERIES Gradebook How-To

I. Setting Up Gradebooks:

- 1) Log on to AERIES: <https://abi1.fbusd.us/abi/>
- 2) Click to begin.

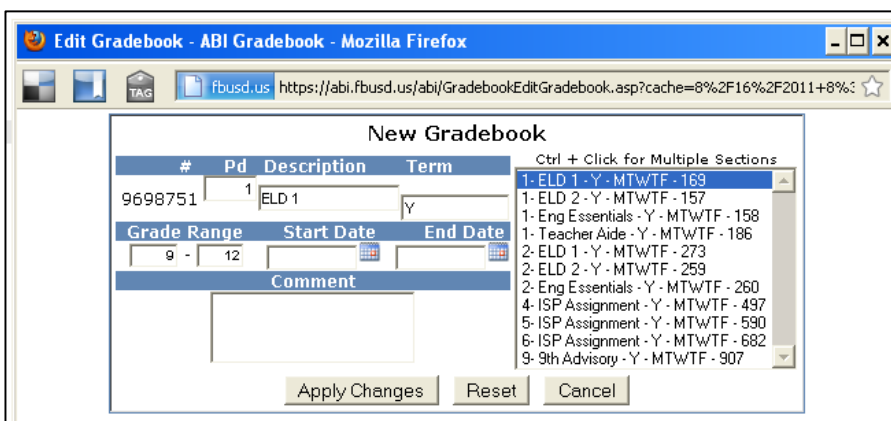


- 3) Chose a period and click "next".



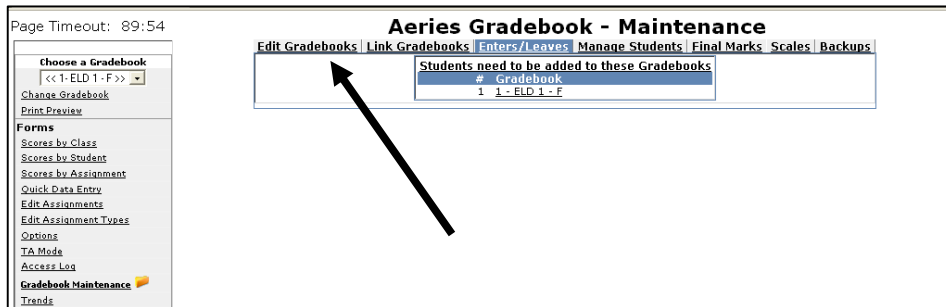
- 4) Fill in the fields appropriately:

- a. **Term:** 'F' for fall or 'S' for spring. **Don't leave this as 'Y'!!** When it becomes spring semester, you will be thankful for being able to quickly tell the difference. I promise.
- b. **Grade Range:** Doesn't really matter, but do it if you want.
- c. **Start Date & End Date:** Does matter—check the calendar!
- d. **Comment:** I have never filled this in and no one has arrested me yet.



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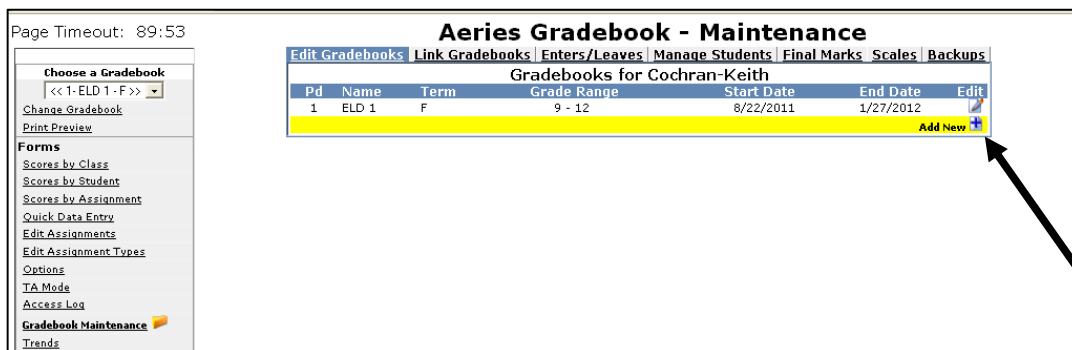
5) Click "Apply Changes" and you should see something like this:



The screenshot shows the 'Aeries Gradebook - Maintenance' interface. At the top, there are navigation tabs: 'Edit Gradebooks', 'Link Gradebooks', 'Enters/Leaves', 'Manage Students', 'Final Marks', 'Scales', and 'Backups'. Below these tabs is a message box that says 'Students need to be added to these Gradebooks' with a table containing one row: '# Gradebook' and '1 1 - ELD 1 - F'. An arrow points to the 'Edit Gradebooks' tab. On the left side, there is a sidebar with a 'Choose a Gradebook' dropdown menu set to '<< 1 - ELD 1 - F >>', and a 'Forms' section with various options like 'Scores by Class', 'Scores by Student', etc. The 'Gradebook Maintenance' option is highlighted in the sidebar.

6) Great job! You did the first one. Let's do the rest. Click on the tab "Edit Gradebooks".

7) Click on "Add New".



The screenshot shows the 'Aeries Gradebook - Maintenance' interface. The 'Edit Gradebooks' tab is selected. Below the tabs is a table titled 'Gradebooks for Cochran-Keith'. The table has columns: 'Pd', 'Name', 'Term', 'Grade Range', 'Start Date', 'End Date', and 'Edit'. There is one row in the table: '1', 'ELD 1', 'F', '9 - 12', '8/22/2011', '1/27/2012'. An 'Add New' button with a plus sign is located at the end of the row. An arrow points to the 'Add New' button. The sidebar on the left is the same as in the previous screenshot.

Pd	Name	Term	Grade Range	Start Date	End Date	Edit
1	ELD 1	F	9 - 12	8/22/2011	1/27/2012	Add New +

8) Now you're back at step #3. Click on your next class on the list and then click "Next". Repeat what you did for the first class, and keep going until you've added all your classes. It's fun, really.

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II. Linking Gradebooks

If you teach more than one section of the same class and know that they will have the EXACT same assignments, it's a good idea to link the gradebooks because then you only have to enter each assignment once!

1) Click on the tab "Link Gradebooks"

Page Timeout: 89:57

Aeries Gradebook - Maintenance

[Edit Gradebooks](#) | [Link Gradebooks](#) | [Enters/Leaves](#) | [Manage Students](#) | [Final Marks](#) | [Scales](#) | [Backups](#)

Gradebooks for Cochran-Keith

*** Linking gradebooks together will cause all Assignment and Assignment Type changes to apply to all gradebooks in a group. This means that if you change or add an assignment or assignment type, that change or add will apply to ALL gradebooks that are linked together!**

Grp	Pd	Name	Term	Grade Range	Start Date	End Date
Ungrouped						
0	1	ELD 1	F	9 - 12	8/22/2011	1/27/2012
0	1	ELD 2	F	9 - 12	8/22/2011	1/27/2012
0	2	ELD 1	F	9 - 12	8/22/2011	1/27/2012
0	2	ELD 2	F	9 - 12	8/22/2011	1/27/2012

2) For the gradebooks you want linked together change the number under "Grp Ungrouped" from 0 to 1. Then click on the button "Apply Changes". These gradebooks will then be listed at the bottom of the screen under Group 1.

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Aeries Gradebook - Maintenance

[Edit Gradebooks](#) | [Link Gradebooks](#) | [Enters/Leaves](#) | [Manage Students](#) | [Final Marks](#) | [Scales](#) | [Backups](#)

Gradebooks for Cochran-Keith

*** Linking gradebooks together will cause all Assignment and Assignment Type changes to apply to all gradebooks in a group. This means that if you change or add an assignment or assignment type, that change or add will apply to ALL gradebooks that are linked together!**

Grp	Pd	Name	Term	Grade Range	Start Date	End Date
Ungrouped						
0	2	ELD 1	F	9 - 12	8/22/2011	1/27/2012
0	2	ELD 2	F	9 - 12	8/22/2011	1/27/2012
Group 1						
1	1	ELD 1	F	9 - 12	8/22/2011	1/27/2012
1	1	ELD 2	F	9 - 12	8/22/2011	1/27/2012

3) If there are other gradebooks you want linked, repeat step #2 but change the number from 0 to 2. These gradebooks will then become Group 2. From here on out, everything you add or delete in one gradebook will ALSO BE ADDED OR DELETED IN ALL THE GRADEBOOKS THAT ARE LINKED TO THE FIRST ONE.

NOTE: If you teach the same course next year/semester and don't want to reenter everything, try this: First backup your gradebook using the backup function. Then make a new, blank gradebook. Use the restore gradebook function to restore all assignments, assignment types, options, etc. from the one you just backed up to the new one you just created. Then just re-add students. (I haven't actually tried this, but in theory it works!)

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III. Assignment Categories and/or Weighted Grades

1) If you don't weight your grades, you don't need to have different categories for your assignments; HOWEVER, when you print a student report—say for a progress check or an IEP—it will show overall grade as well as the breakdown per category, so it's easy to see that someone gets A's on tests but does no homework, for example. Labels (even basic ones) are also helpful to parents (and other people who view this student's Aeries account, such as advisors) because they may not know what "5th Amndt. comp/cont" is, but they know what "Homework" is. I recommend taking the time to do this.

1) Click on "Edit Assignment Types".

Page Timeout: 89:56

Choose a Gradebook
[[1-ELD 1-F >>]]

Change Gradebook
Print Preview

Forms
Scores by Class
Scores by Student
Scores by Assignment
Quick Data Entry
Edit Assignments
Edit Assignment Types
Options
TA Mode
Access Log
Gradebook Maintenance
Trends

Aeries Gradebook - Assignment Types

Apply Changes Reset

Doing Weighted Scoring 8/16/2011 9:28:01 PM

Assignment Types for (Cochran-Keith)

Code	Description (Blank to Delete record)	% of Grade
		0

Your total percentage for this class is not 100! It is 0. Please correct this immediately!

Apply Changes Reset

- 2) Use the pull-down menu to choose a gradebook.
- 3) If your categories are weighted, check the box next to "Doing Weighted Scoring".
- 4) Chose an appropriate code for your first category. (1-5 is simple, but some people like 'T' for tests, 'H' for homework, etc.
- 5) Type in a description of the category.
- 6) Type in the % of the grade this category is. (You can skip this step if your grades are not weighted.)
- 7) Click on the button "Apply Changes" & repeat for the rest of your gradebooks. If your gradebooks are linked, you will only need to do this for one gradebook in each group.

Aeries Gradebook - Assignment Types

Apply Changes Reset

Doing Weighted Scoring 8/16/2011 9:32:47 PM

Assignment Types for (Cochran-Keith)

Code	Description (Blank to Delete record)	% of Grade
A	Attendance	1
W	Writing	99
		0

Apply Changes Reset

Note: At the start of the spring semester, you will need to repeat all of this in order to set-up gradebooks for your new classes.

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IV. Adding & Dropping Students

Now, for the moment you've all been waiting for—who are your blueberries?

1) Click on "Gradebook Maintenance" and then "Enters/Leaves".

Page Timeout: 89:50

Aeries Gradebook - Maintenance

[Edit Gradebooks](#) | [Link Gradebooks](#) | [Enters/Leaves](#) | [Manage Students](#) | [Final Marks](#) | [Scales](#) | [Backups](#)

Students need to be added to these Gradebooks

#	Gradebook
1	1 - ELD 1 - F
2	1 - ELD 2 - F
1	1 - Teacher Aide - F
1	2 - ELD 1 - F
2	2 - ELD 2 - F
19	9 - 9th Advisory - F

Submit Changes | Reset Changes

Students Pending Entry into 9 - 9th Advisory - F

Action	Stu#	Name	Sex	Grade	Start Date	End Date	Low Assgn	High Assgn
Add All Students								
	7340	Alcocer, Isabel Ahumada	F	9			0	0
	7358	Chan Medina, Jennifer	F	9			0	0
	7377	Franco, Travis James	M	9			0	0
	7389	Gonzalez, Mario Alejandro	M	9			0	0

2) Now you should be able to see your class list. If you want to add students now, simply click "Add All Students" and then click okay when the pop-up box asks you if you're really sure you wanted to click that button. If you don't want to bother with adding and dropping students after the inevitable changes from registration night, do it later.

3) To complete any changes, find the heading "Manage Students". Here you should see a list of all students who are in your classes. If a student has dropped a class, you need to drop them here too. Check the box at the top before making any changes! Sometimes students move back and forth between sections—AERIES will save and transfer their assignment information, but I always print it just in case!!

Page Timeout: 89:55

Aeries Gradebook - Maintenance

[Edit Gradebooks](#) | [Link Gradebooks](#) | [Enters/Leaves](#) | [Manage Students](#) | [Final Marks](#) | [Scales](#) | [Backups](#)

Submit Changes | Reset

To prevent accidental deletions, this box must be checked before any records can be deleted

Students in 9 - 9th Advisory - F

Action	Status	Sort	Stu#	Name	Sex	Grade	Start Date	End Date	Low Assgn	High Assgn
	Active	1	7340	Alcocer, Isabel Ahumada	F	9			0	0
	Active	2	7358	Chan Medina, Jennifer	F	9			0	0
	Active	3	7377	Franco, Travis James	M	9			0	0
	Active	4	7389	Gonzalez, Mario Alejandro	M	9			0	0
	Active	5	7215	Hurtado, Ryler S	M	9			0	0
	Active	6	7400	Kao, Meghana Sue Young	F	9			0	0

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V. Adding New Assignments

1) Click on "Edit Assignments" and then "Add New."

Page Timeout: 89:17

Choose a Gradebook
<< 1 - ELD 1 - F >>
[Change Gradebook](#)
[Print Preview](#)

Forms
[Scores by Class](#)
[Scores by Student](#)
[Scores by Assignment](#)
[Quick Data Entry](#)
Edit Assignments
[Edit Assignment Types](#)
[Options](#)
[TA Mode](#)
[Access Log](#)
[Gradebook Maintenance](#)
[Trends](#)

View Student

Class Assignments for 1 - ELD 1 - F (Cochran-Kend)

#	Type	Description	Doc	Date Assigned	Due Date	Max Score	Max # Possible	Scale	Visible To Portal	Score Visible To Portal	Grading Cmpltd	Edit

Import Assignments From Another Gradebook
Push Assignments To Other Gradebooks

Add New

2) Fill in the appropriate information and click "Add". You don't have to fill in everything—the minimum would be "Type" (if you're doing them), "Description," and "Max Score." The rest is fancy stuff.

New Assignment

#	Type	Description		
1				
Max Score	Max # Possible	Date Assigned	Due Date	Due Time
	0	8/22/2011	8/23/2011	
Scale	Grading Cmpltd	Visible To Portal	Score Visible To Portal	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Comment		Document Links		

Add Reset Cancel

- Note: if you select a date in the future, the assignment and its due date will show up on a student's page when a parent logs in. If you don't select a date, it will default to today, even if that is not when the assignment is due.
- Note: Checking "Visible to portal" means that parents and students can see the assignment when they log in to Aeries from home.
- Note: If you want to change any of this information later, you can do so by clicking on the icon of a pencil and paper, from the "Edit Assignments" page.
- Note: The assignment score will not affect a student's grade until you check the box next to "Grading Completed". You can do this here or after you enter scores.

VI. Entering Scores

- 1) This can be done from five different pages:
 - a. From the "Edit Assignments" page—click on the assignment.
 - b. From the "Scores by Class" page. (Can see many assignments at once.)
 - c. From the "Scores by Student" page. (Good for new students.)
 - d. From the "Scores by Assignment" page. (Easiest, usually.)
 - e. From the "Quick Data Entry" page. (Not so quick...)
 - f. From the "TA Mode" page. (Lets you limit which assignments can be modified.)

Choose a Gradebook

<< 1-ELD 1 - F >>

[Change Gradebook](#)

[Print Preview](#)

Forms

[Scores by Class](#)

[Scores by Student](#)

[Scores by Assignment](#)

[Quick Data Entry](#)

[Edit Assignments](#)

[Edit Assignment Types](#)

[Options](#)

[TA Mode](#)

[Access Log](#)

[Gradebook Maintenance](#)

[Trends](#)

A word about scores: if you enter a zero for a missed assignment, a zero shows up on the page. BUT, if you don't enter anything, the score box turns red, which makes it easy to visually see patterns when you're on the "Scores by Class" page. It's also a strong visual for parents. Nothing counts until you click that little box though!

Page Timeout: 89:56

Aeries Gradebook - Assignment Scores

1- Essay re: the meaning of life 8/16/2011 10:14:23 PM

Display Only Missing Assignments
 Sort By Custom Sort Field instead of Name

9 - 9th Advisory - F

Type: Writing Assigned: 8/22/2011 Due: 8/23/2011 Max Score: 1000 Grading Complete:

#	Stu #	Name	Points		Date	Comment	Status	Attend On:	
			Score	Max				Completed	Assgnd
1.	7340	Alcocer, Isabel A	486	1000	8/23/2011			NE	NE
2.	7358	Chan Medina, Jennifer	854	1000	8/23/2011			NE	NE
3.	7377	Franco, Travis J	265	1000	8/23/2011			NE	NE
4.	7389	Gonzalez, Mario A	247	1000	8/23/2011			NE	NE
5.	7215	Hurtado, Ryler S	137	1000	8/23/2011			NE	NE
6.	7400	Kao, Meghana S	656	1000	8/23/2011			NE	NE
7.	7403	LaMarr, Jordan J	865	1000	8/23/2011			NE	NE
8.	7408	Lotten, Taylor M	354	1000	8/23/2011			NE	NE
9.	7416	McKinster Varela, Antonio J (Tony)	841	1000	8/23/2011			NE	NE
10.	7419	Mex Medina Cano, Cynthia A	863	1000	8/23/2011			NE	NE
11.	7432	Olvera, Lizandra C	987	1000	8/23/2011			NE	NE
12.	7437	Peterson, Robyn M	654	1000	8/23/2011			NE	NE
13.	7443	Reynolds, Katelvn C	321	1000	8/23/2011			NE	NE
14.	7451	Saldana, Samuel	123	1000	8/23/2011			NE	NE
15.	7456	Sarmiento-Ornelas, Leonel	16	1000	8/23/2011			NE	NE
16.	7458	Seago, Sarah A	NA	0	8/23/2011			NE	NE
17.	7461	Smethurst, Sage L	0	1000	8/23/2011			NE	NE
18.	7478	Solano, Merqurey E		1000				NE	NE
19.	7463	Sundstrom, Sabrina S	1,001	1000	8/23/2011			NE	NE

Max	Min	Avg	Median	Mode				Var	StDev	AvgDev												
1001	16	541.88	570	16,	123,	137,	247,	265,	321,	354,	486,	654,	656,	841,	854,	863,	865,	987,	1001,	113,046.52	336.22	298.25

- 2) Excused assignments? Just enter "NA" and it won't affect a student's grade.
- 3) Extra credit? Just enter more than the assignment was worth, or enter a new assignment called "Extra Credit" and give it a Max Value of zero. It will turn green.
- 4) Want to change the weight of an assignment without doing weighted scoring or reentering data? Go to "Edit Assignments" and click the pencil icon. Then change the Max Value to what you want. AERIES will ask you if you want to "Leave alone or adjust proportionately?" Choose adjust proportionately. This will give students the same percentage for the assignment, but change the overall weight in relation to other assignments.