



New Gradebook, Mass Add Gradebook, Copy Gradebook, and Link Gradebook

Content Updated: May 1, 2015

NOTE TO TEACHERS:




In some instances there are features outlined that your district may not adopt. For any questions or clarification on what your district is currently using please speak with your district Aeries administrator.

NEW GRADEBOOK, MASS ADD GRADEBOOK, COPY GRADEBOOK & LINK GRADEBOOK

Add New Gradebook(s)

There are several ways for a teacher to add new gradebooks. The following buttons are available on the dashboard page to add gradebooks.

2013-2014 Screaming Eagle High School

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

- **Add Gradebook** - Allows adding gradebooks individually
- **Mass Add Gradebook(s) function** - Ability to mass add gradebooks for all of the sections for the teacher logged in. **NOTE: Button will only display for Secondary or Elementary with MST schedule schools**
- **Copy Gradebook(s) function** - Allows teacher to copy gradebook(s) from another teacher or year

Mass Add Gradebook(s)

To mass add gradebooks for all or selected sections of the teacher, click the mouse on the **Mass Add Gradebooks** button. Gradebooks will be created for each section with the **Course Title** as the **Gradebook Name**. Gradebooks can be added for multiple terms. The **Gradebook Name** can be edited after using the Mass Add Gradebooks function.

The following page will display with the teachers assigned sections listed. **Select** or deselect the sections individually by clicking on the **Select** button. Click the mouse on the **Remove** button to deselect a section. Click the mouse on the **Next** button to continue.

Mass Add Gradebooks ×

Select sections to create gradebooks

	Pd	Course	Term	Days	Section
Select	2	Geometry Cp	Y	MTWTF	2146
Remove	2	Tchr Aide	Y	MTWTF	2110
Select	3	Adv Algebra CP	Y	MTWTF	3107
Select	3	Tchr Aide	Y	MTWTF	3086

[Next »](#) [Cancel](#)

Gradebook Terms

Gradebook Terms allows teachers to associate multiple terms with a single gradebook. Teachers can now create one gradebook for the entire semester or school year and the terms selected will control the view of assignments to parents and students. **Gradebook Terms** affects not only the view of assignments but also the calculation of the overall score and mark based on the assignment due dates. If an assignment due date falls within the **Gradebook Term Starting** and **Ending** date that assignment will be calculated towards the overall score.

The following **Select Terms** window will display next. Select the applicable terms for the gradebook. The terms from the **Schools Term** table will display. Multiple terms can be selected. Ex: Fall and Spring terms can be selected as show below.

Mass Add Gradebooks ×

Select terms

At least one term must be associated with the gradebooks. When multiple terms are selected their date ranges cannot overlap.

	Term	Starting Date	Ending Date	
Select	Year	8/4/2014	8/28/2015	▲
Remove	Fall	8/4/2014	1/30/2015	
Select	Quarter 1	8/4/2014	10/31/2014	
Select	Quarter 2	11/3/2014	1/30/2015	
Remove	Spring	2/2/2015	8/28/2015	
Select	Quarter 3	2/2/2015	4/3/2015	
Select	Quarter 4	4/6/2015	8/28/2015	

Add Gradebook(s) Individually

To create a new Gradebook individually, click the mouse on **Add Gradebook** button on the top of the dashboard page. The following page will display for a secondary and Elementary with MST schedule school. gradebook at the bottom.

The following displays on the **New Gradebook** page:

Info: Students In This Gradebook Are Between Grades 12 and 12

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

1

At least one term must be associated with this gradebook. When multiple terms are selected their date ranges cannot overlap.

Associated	Term	Start Date	End Date
<input type="checkbox"/>	Year	8/4/2014	8/28/2015
<input checked="" type="checkbox"/>	Fall	8/4/2014	1/30/2015
<input type="checkbox"/>	Quarter 1	8/4/2014	10/31/2014
<input type="checkbox"/>	Quarter 2	11/3/2014	1/30/2015
<input checked="" type="checkbox"/>	Spring	2/2/2015	8/28/2015
<input type="checkbox"/>	Quarter 3	2/2/2015	4/3/2015
<input type="checkbox"/>	Quarter 4	4/6/2015	8/28/2015

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

You can also associate multiple sections with this gradebook. This will allow you to see all students in those associated sections in this single gradebook. If you would rather keep your gradebooks separate BUT have all the assignments the same in each gradebook, then you want to **link gradebooks** and should not associate multiple sections with this gradebook.

Associated	Period	Section	Course	Semester	Meets On
<input checked="" type="checkbox"/>	1	1038	IBHstAm2/HEcCv	Y	MTWTF

Info: The info message will display the teacher's Low and High grade range from the **Teachers** form.

Gradebook Name - This Gradebook Will Be Named With The Pattern of 'Period - Name - Term'. Select a period, or select a section from the Sections area below and the course name, period and term will be populated for you.

Term Selection - The terms from the **Schools Term** table will display. Multiple terms can be selected. Ex: a Fall and Spring term can be selected as show below. One gradebook will be created for each section but if selecting multiple terms, they will display separately.

NOTE: Gradebook terms affect the display of the gradebooks. This will allow teachers to create one gradebook and select multiple terms. The assignments will display based on the assignment due date and gradebook term dates.

Sections - At least one section must be associated with this gradebook. You can also associate multiple sections with this gradebook. This will allow you to see all students in those associated sections in this single gradebook. If you would rather keep your gradebooks separate BUT have all the assignments the same in each gradebook, then you want to link gradebooks and should not associate multiple sections with this gradebook.

Gradebook Comments

Comments – comments can be entered for the gradebook. Click the mouse on the **Save** button when complete. The following page will display in an Elementary school with no Master Schedule.

The following displays on the **Edit Gradebook** page:

SaveCancel

Info: Students In This Gradebook Are Between Grades 4 and 4

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

At least one term must be associated with this gradebook. When multiple terms are selected their date ranges cannot overlap.

Associated	Term	Start Date	End Date
<input type="checkbox"/>	Year	8/4/2014	8/28/2015
<input type="checkbox"/>	Fall	8/4/2014	1/30/2015
<input type="checkbox"/>	Quarter 1	8/4/2014	10/31/2014
<input type="checkbox"/>	Quarter 2	11/3/2014	1/30/2015
<input type="checkbox"/>	Spring	2/2/2015	8/28/2015
<input type="checkbox"/>	Quarter 3	2/2/2015	4/3/2015
<input type="checkbox"/>	Quarter 4	4/6/2015	8/28/2015

Comment:

SaveCancel

Info: The info message will display the teacher's Low and High grade range from the Teachers form. **Gradebook Name** – Enter the Gradebook name

Term Selection - The terms from the Schools Term table will display. Multiple terms can be selected. Ex: a Fall and Spring term can be selected as show below. One gradebook will be created for each section but if selecting multiple terms, they will display separately.

NOTE: Gradebook terms affect the display of the gradebooks. This will allow teachers to create one gradebook and select multiple terms. The assignments will display based on the assignment due date and gradebook term dates. **Comments** – comments can be entered for the gradebook. Click the mouse on the Save button when complete.

NEW GRADEBOOK, MASS ADD GRADEBOOK, COPY GRADEBOOK & LINK GRADEBOOK

Copy Gradebook

When adding a new gradebook, the ability to copy any other gradebook in the current year or last year is available. **Final Marks**, **Category Types** and **Assignments** can also be copied.

From the **Dashboard** page, click the mouse on the **Copy Gradebook** button.

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Tiles

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Add Gradebook

Mass Add Gradebooks

Link Gradebooks

Copy Gradebook

The following page will display

Select Year and Teacher

Year: 2013-2014 ▼ Teacher: Liera ▼

Select Gradebook

	Gradebook Name	Grade Range
<input type="checkbox"/>	0 - Language Arts - Y	4 - 4

Select Tables

Final Marks (GTG)

Gradebook Options (GBO)

Gradebook Categories (GBT)

Gradebook Assignments (GBA)

Save

Cancel

Select the **Year** and **Teacher**. Use the **Year** dropdown to select the Year. To select a **Teacher**, click the mouse on the **Teacher**. The teachers existing gradebooks will display below. Select the Gradebook to copy. Select the gradebook tables to copy and click on the **Save** button.

The **Edit Gradebook** page will display with the new Gradebook information defaulting from the copied gradebook. Change any of the applicable information for the new gradebook. For a secondary or Elementary with MST schedule school select the section to be associated with this gradebook.

Click on the **Save** button when complete.

NEW GRADEBOOK, MASS ADD GRADEBOOK, COPY GRADEBOOK & LINK GRADEBOOK

Edit Gradebook

To edit an existing **Gradebook**, click the mouse on the **Manage Gradebook** button on the dashboard page. Below is an example from the **Table** dashboard.

▼ Current Gradebooks	Edit Scores By...			Functions	
1 - IBHstAm2/HEcCv - Fall	Class	Assignment	Student	Manage Gradebook	Add Assignment
2 - IBHstAm2/HEcCv - Fall	Class	Assignment	Student	Manage Gradebook	Add Assignment
3 - Adv Algebra CP - Fall	Class	Assignment	Student	Manage Gradebook	Add Assignment

The **Manage Gradebook** button window will display for the selected gradebook.

Existing gradebooks can have their terms adjusted also. A gradebook with a term of Year can be changed to a Quarterly gradebook. The existing assignments will display and also the calculation of the overall score and mark based on the assignment due dates within the new term dates of Quarter 1, Quarter 2, Quarter 3 and Quarter 4.

Edit Gradebook

[Options](#) [Categories](#) [Assignments](#) [Manage Students](#) [Final Marks](#) [Narrative Grades](#) [Rules](#)

[Backups](#) [Restore](#)

SaveDelete

Info:

Students In This Gradebook Are Between Grades 12 and 12

Gradebook Name:

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

1

▲▼

IBHstAm2/HEcCv

At least one term must be associated with this gradebook. When multiple terms are selected their date ranges cannot overlap.

NOTE: Selecting more than one term is not compatible with the older Silverlight gradebook. Use of the Silverlight gradebook will not be possible after employing this new feature.

Associated	Term	Start Date	End Date
<input type="checkbox"/>	Year	8/4/2014	8/28/2015
<input type="checkbox"/>	Fall	8/4/2014	1/30/2015
<input checked="" type="checkbox"/>	Quarter 1	8/4/2014	10/31/2014
<input checked="" type="checkbox"/>	Quarter 2	11/3/2014	1/30/2015
<input type="checkbox"/>	Spring	2/2/2015	8/28/2015
<input checked="" type="checkbox"/>	Quarter 3	2/2/2015	4/3/2015
<input checked="" type="checkbox"/>	Quarter 4	4/6/2015	8/28/2015

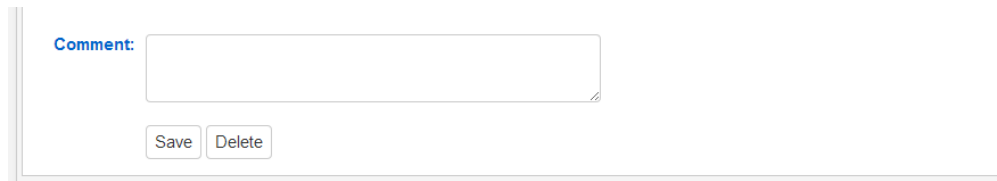
The following warning message will display if multiple terms are selected and their date ranges are outside of Gradebook Option Display Assignments Range dates.

Gradebook Option Display Assignments Range currently limits which assignments to display. These options will apply to the overall gradebook and not the specific terms. Please verify the dates on the Options tab and use caution when changing the dates.

NEW GRADEBOOK, MASS ADD GRADEBOOK, COPY GRADEBOOK & LINK GRADEBOOK

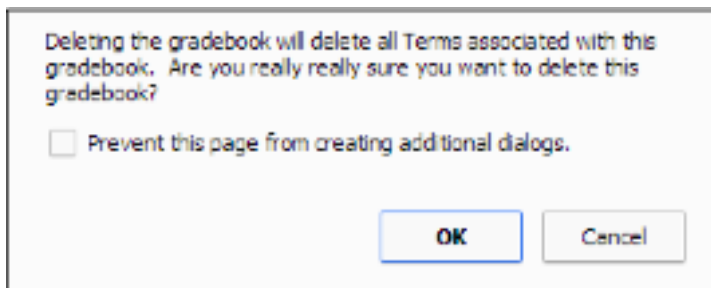
Delete Gradebook

To delete a gradebook, click the mouse on the **Delete** button at the top or at the bottom on the **Edit Gradebook** page.

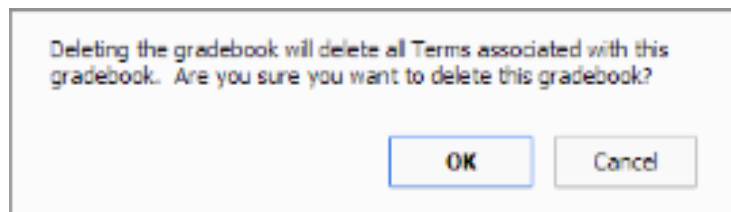


A screenshot of a web interface showing a 'Comment' text box and two buttons, 'Save' and 'Delete', below it. The 'Delete' button is highlighted with a blue border.

Two confirmation messages will display. Click **OK** to both of the message to delete the gradebook. Click Cancel to cancel the gradebook delete.



A confirmation dialog box with the text: "Deleting the gradebook will delete all Terms associated with this gradebook. Are you really really sure you want to delete this gradebook?". Below the text is a checkbox labeled "Prevent this page from creating additional dialogs." and two buttons, "OK" and "Cancel".



A second confirmation dialog box with the text: "Deleting the gradebook will delete all Terms associated with this gradebook. Are you sure you want to delete this gradebook?". Below the text are two buttons, "OK" and "Cancel".

NOTE: All assignments and student scores will also be deleted when deleting a gradebook. All Terms associated with the gradebooks will also be deleted. **Use extreme caution** when deleting a gradebook.

NEW GRADEBOOK, MASS ADD GRADEBOOK, COPY GRADEBOOK & LINK GRADEBOOK

Link Gradebook

Linking gradebooks is used in secondary or Elementary with MST schedule 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.

To link gradebooks, click the mouse on the **Link Gradebook** button on the top of the dashboard page.

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Add GradebookMass Add GradebooksAdd/Drop StudentsLink GradebooksCopy Gradebook

▼ Current Gradebooks

Edit Scores By...Functions

1 - IBHstAm2/HEcCv - Fall	Class	Assignment	Student	Manage Gradebook	Add Assignment
2 - IBHstAm2/HEcCv - Fall	Class	Assignment	Student	Manage Gradebook	Add Assignment

The following screen will display with all gradebooks. The Group field will display on the left side of the screen with zeroes in the field. The zeroes indicate unlinked gradebooks.

Link Gradebooks

* 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!

Group	Name	Grade Range	Start Date	End Date
Ungrouped				
0	1 - Algebra Cp - Fall	9 - 12	8/28/2013	1/22/2014
0	1 - Music Apprect Fall - Fall	9 - 12	8/28/2013	1/22/2014
0	1 - Music Apprect Spring - Spring	9 - 12	1/22/2014	9/6/2014
0	3 - Algebra Cp - Fall	9 - 12	8/28/2013	1/22/2014
0	4 - Geometry Cp - Fall	9 - 12	8/28/2013	1/22/2014
0	5 - Geometry Cp - Fall	9 - 12	8/28/2013	1/22/2014
0	6 - Geometry Cp - Fall	9 - 12	8/28/2013	1/22/2014

NEW GRADEBOOK, MASS ADD GRADEBOOK, COPY GRADEBOOK & LINK GRADEBOOK

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.

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. The gradebook will move from the **Ungrouped** section to the **Grouped** section. Linking gradebooks together will cause all **Category Types** and **Assignments** changes to apply to all gradebooks in a group.

Group	Name	Grade Range	Start Date	End Date
Ungrouped				
0	1 - Music Apprect Fall - Fall	9 - 12	8/28/2013	1/22/2014
0	1 - Music Apprect Spring - Spring	9 - 12	1/22/2014	9/6/2014
Group 1				
1	1 - Algebra Cp - Fall	9 - 12	8/28/2013	1/22/2014
1	3 - Algebra Cp - Fall	9 - 12	8/28/2013	1/22/2014
Group 2				
2	4 - Geometry Cp - Fall	9 - 12	8/28/2013	1/22/2014
2	5 - Geometry Cp - Fall	9 - 12	8/28/2013	1/22/2014
2	6 - Geometry Cp - Fall	9 - 12	8/28/2013	1/22/2014

Linking gradebooks together will cause all **Category Types** and **Assignments** changes to apply to all gradebooks in a group.

REMEMBER: When Linking gradebooks *any change* made to **Category types** or **assignments** will update **ALL** gradebooks that are linked.