



# Entering Student Scores Exclude & Missing Assignments, Scores by Class, Assignment & Student, % of Grade, Quick Entry

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.**

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## ENTERING STUDENT SCORES: EXCLUDE & MISSING ASSIGNMENTS, SCORES BY CLASS, ASSIGNMENT & STUDENT, %OF GRADE, QUICK ENTRY

### ENTERING STUDENT SCORES

There are 3 different methods to enter scores – **Scores by Class**, **Scores by Student**, and **Scores by Assignment**. **Quick Data Entry** is available on **Scores by Assignment**.

**NOTE:** All scores entered are saved immediately.

The following options for entering scores apply to the all of the pages.

- **Excludes Student from Assignments** – mark of NA and TX
- **Missing Assignments**

#### Exclude Student from Assignment

If a score is not to be included in a student's final grade, Enter **NA** (Not Applicable) or **TX** (Temporarily Excused) in the **Score** field for the assignment selected. This will make the **Max Score** zero for this assignment for the student selected. For example, a student is dropped from the class and does not complete the assignment. The score field will display in **GRAY** if **NA** or **Orange** if **TX** was entered for an assignment and is not included in a student's final grade.

<div>Show Filters</div> <div>Sorting by: Student Name </div> <div>NameGrd%Mark</div>						Ch21 IHOS	CN 22-3
						✓ 10/30/2014 #37 : 100	✓ 10/30/2014 #38 : 3
1	Alyunan, Tracy	31	10	93.4	A	NA	TX

#### Missing Assignment

Assignments that have been checked as **Grading Completed** but with no scores entered are Missing Assignments. The score field will display in **Orange**.

<div>Show Filters</div> <div>Sorting by: Student Name </div> <div>NameGrd%Mark</div>						Ch21 IHOS	CN 22-3
						✓ 10/30/2014 #37 : 10	✓ 10/30/2014 #38 : 3
1	Balboa, Michelle P.	31	10	84.7	B		3
2	Barr, James J.	31	9	96.4	A	10.00	3

## ENTERING STUDENT SCORES: EXCLUDE & MISSING ASSIGNMENTS, SCORES BY CLASS, ASSIGNMENT & STUDENT, %OF GRADE, QUICK ENTRY

### ENTERING STUDENT SCORES CONTINUED

#### Scores By Class

To enter scores for assignments for the entire class, select **Scores By Class** from any of the dashboard views.

The class assignment description will display along the top of the form with all students enrolled listed to the left of the page. The **Scores By Class** page will open to the current assignment. Vertical and horizontal scroll bars are available.

Aeries® SIS Gradebook

2014-2015 Screaming Eagle High School

teacher

3 - Adv Algebra CP - Fall

Dashboard

Scores by Class

Assignments

Students

Reports

Manage

<div> <input type="checkbox"/> Override Not Applicable Scores                 <input type="checkbox"/> Show Filters                 <div>                     Sorting by:                     <div>Student Name ↑</div> </div> </div>					hwk 10/23	hwk 10/27	hwk 10/28	hwk 10/30	Quiz 5.1/5.2/5.8	hwk 11/3	hwk 11/4	Benchmark	Chapt5 P		
					10/23/2014 #36 : 9	10/25/2014 #37 : 15	10/26/2014 #38 : 16	10/30/2014 #39 : 15	10/30/2014 #40 : 16	11/1/2014 #41 : 10	11/2/2014 #42 : 27	11/10/2014 #43 : 100	11/15/2014 #44 : 100		
	Name	Grd	%	Mark											
1	Ali, Mario Z.		31	11	82.3	B-	7	15	6	22	9	10	15	64	68
2	Aviles, Jillian		31	11	95.1	A	Applicable	Not Applicable	10	10	15	10	21	NA	86
3	Booker, Esteban C.		31	12	80.8	B-	7	12	15	9	9	10	20	68	64

A link is available on the student name list on the left side of the **Scores by Class** page. Clicking on the student name will navigate to the **Scores by Student** page.

	Name	Grade	%	Mark
1	Atkins, Tracy M	10	86.5	B
2	<a href="#">Barillas, Alice Frances</a>	10	94.1	A
3	Baxter, Daniel Scott	10	65.9	D

To the right of the student name on the **Scores By Class** page is a **Profile** and **Calendar** icon for each student.

1	Ali, Mario Z.	31	11	82.3	B-
2	Aviles, Jillian	31	11	95.1	A

1	Ali, Mario Z.	31
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Clicking on the **Profile** icon next to a student will navigate to the **Student Profile** for that student.

## ENTERING STUDENT SCORES: EXCLUDE & MISSING ASSIGNMENTS, SCORES BY CLASS, ASSIGNMENT & STUDENT, %OF GRADE, QUICK ENTRY

### ENTERING STUDENT SCORES CONTINUED

#### Scores By Class Continued

Clicking on the **Calendar** icon next to a student will navigate to the **Attendance** page for that student.



If the student has an **Alias** name populated, the alias will display below the student name in parentheses.




When clicking in a **Score** field for a student on the **Scores By Class** page, the row will highlight in blue. The blue highlighting will remain on the selected student until the user moves to the score field of another student or until the page is refreshed.


					111/112 Presentations	110 Questions	Marshall Plan Questions
Show Filters					2/27/2015 #1 : 10	2/27/2015 #2 : 3	2/27/2015 #3 : 5
Sorting by: Student Name							
	Name	Grd	%	Mark			
1	Abbott, Allan J. (AJ)	14	93.4	A	10	3	5
2	Abea, Ayrianna J.	12	79.9	C+	10	3	5
3	Beatty, David W.	12	80.0	B-	10	3	5


A checkmark will display to the left of the assignment date indicating that the assignment is marked as **Grading Complete** and also display in blue. When Grading Complete is not set the assignment box will display in dark blue.

▼ Chapt9 Vocab	▼ Chapt9 Test	▼ Bnchmk Rev
✓ 5/17/2014 #46 : 15	5/17/2014 #47 : 100	✓ 5/27/2014 #48 : 20

More assignment information can be displayed by clicking the down arrow to the left of the assignment description. The following Assignment window will display with more information. The **Edit** link will open the **Edit Assignment** page. The **Enter Scores** link will open the **Scores By Assignment** page.

 Dashboard

 Scores by Class

 Assign

9.1-9.3	▼ Hmwrk 5/10	▼ Hmwrk 5/11	▼ Quiz9.4-9.6
5/8/2014 : 15	✓ 5/8/2014 #41 : 10	✓ 5/9/2014 #42 : 10	✓ 5/14/2014 #44 : 30

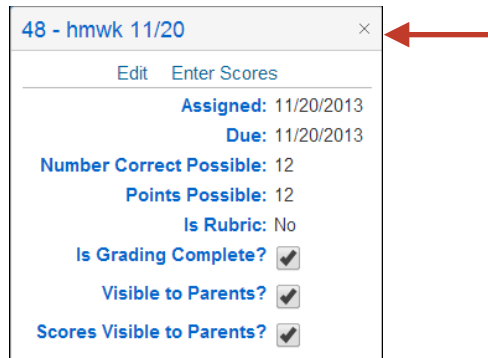
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## ENTERING STUDENT SCORES: EXCLUDE & MISSING ASSIGNMENTS, SCORES BY CLASS, ASSIGNMENT & STUDENT, %OF GRADE, QUICK ENTRY

### ENTERING STUDENT SCORES CONTINUED

#### Scores By Class Continued

The Assignment window can be moved by clicking the mouse on the header and dragging to the desired location. Multiple Assignment windows can be opened at the same time.



48 - hmwk 11/20

Edit Enter Scores

Assigned: 11/20/2013  
Due: 11/20/2013

Number Correct Possible: 12  
Points Possible: 12  
Is Rubric: No

Is Grading Complete? ☒  
Visible to Parents? ☒  
Scores Visible to Parents? ☒

Click the mouse on the **X** in the upper right corner to close the Assignment window.

Click the mouse in the **Assignment Score** field for the student selected and enter a score. All changes to the page will be updated immediately.

	Name	Grd	%	Mark	
1	Abbott, Allan J. (AJ)	31	14	93.4	A
2	Abea, Ayrianna J.	31	12	79.9	C+

If using **Narrative Grades**, a dropdown will be available in the score field. The dropdown will include the **Narrative Marks**, NA, TX values and also a blank.

Grd	%	Mark
10	96.1	A
10	82.0	B-
15	92.1	A-
40	88.2	B+

The cursor will move down the assignment selected for each student displayed. There are additional navigation options below:

- **UP and DOWN Arrow Keys** - moves up and down the page
- **ENTER** - moves down the page
- **TAB Key** - moves across assignments for student selected
- **SHIFT and TAB** - moves backward across assignments

**NOTE:** Scores are not factored into the overall grade until the Assignment has been marked as Grading Complete or the Gradebook Option of “Apply Assignments scores Immediately?” is on.

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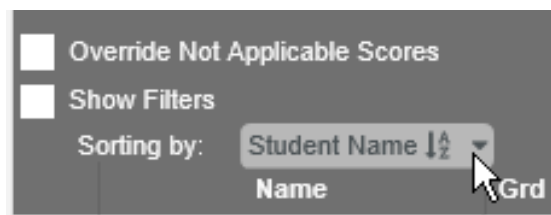
## ENTERING STUDENT SCORES: EXCLUDE & MISSING ASSIGNMENTS, SCORES BY CLASS, ASSIGNMENT & STUDENT, %OF GRADE, QUICK ENTRY

### ENTERING STUDENT SCORES CONTINUED

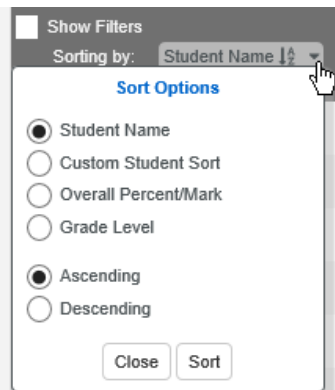
#### Sorting

The **Scores By Class** page has different sort options. These **Sort Options** include by **Student Name**, **Custom Student Sort**, **Overall Percent/Mark**, and **Grade Level**. There are also options to sort by **Ascending** or **Descending** order.

To select a sort option, click the mouse on **Sorting by** drop down menu at the top left of the **Scores By Class** page.



A **Sort Options** menu will display. Select the appropriate Sort Options and then click the mouse on the **Sort** button to apply the Sort. Clicking on the Close button will close the Sort Options menu.



The **Scores By Class** page will now display with the applied sort. The Sort will stay applied to the gradebook until changed by the user.

Show Filters

Sorting by:

Overall Percent/Mark

	Name	Grd	%	Mark	
1	Godina, Jennifer	31	12	85.3	B
2	Lewis, Ernest A.	31	12	82.1	B-
3	Guzman, Leticia M.	31	12	80.9	B-

## ENTERING STUDENT SCORES: EXCLUDE & MISSING ASSIGNMENTS, SCORES BY CLASS, ASSIGNMENT & STUDENT, %OF GRADE, QUICK ENTRY

### ENTERING STUDENT SCORES CONTINUED

#### Show Filters

The **Show Filters** option on the top left of the **Scores by Class** page can be used to filter assignments by **Categories** or by **Standards** if applicable. Both the **Categories** and **Standards** filters can be used at the same time if desired. Click the mouse on the **Show Filters** option to display the following.

	Name	Grd	%	Mark	Unit 3, Lesson 1 Me...	Unit 3, Lesson 2 Se...	Unit 3, Lesson 2Sewe...
1	Alavez, Abel B. (DB)	4	35.6	BB	12/7/2014 #42 : 5	12/14/2014 #36 : 10	12/26/2014 #43 : 5

The **Categories** options will display the categories for existing assignments. Selecting a **Category** will filter the **Scores by Class** page to only assignments with the selected category. Below the Quiz/Test category is selected. Click the mouse on the **Apply Filters** button to continue.

Select Categories To Filter

☐ Classwork

☐ Project

☒ Quiz/Test

☐ District Assessment

Apply Filters Clear Selected Cancel

The **Scores by Class** page will now only display assignments with the selected filtered categories. In the example below, only assignments with the category of Quiz/Test will display. The **%** and **Mark** will total only the filtered assignments.

	Name	Grd	%	Mark	ABC WWI
1	Miranda, Ruben A.	12	100.0	A+	10/12/2014 #19 : 3
2	Gonzalez, Steve	12	98.6	A+	

## ENTERING STUDENT SCORES: EXCLUDE & MISSING ASSIGNMENTS, SCORES BY CLASS, ASSIGNMENT & STUDENT, %OF GRADE, QUICK ENTRY

### ENTERING STUDENT SCORES CONTINUED

#### Show Filters Continued

If using Standards, the **Standards** filter option will display the standards linked to existing assignments. Selecting a standard or standards will filter the **Scores by Class** page to only assignments with the selected standards. Select the standards to filter and click the mouse on the **Apply Filters** button to continue.

Select Standards To Filter

☐ CEL.1.S.4a - Memorize and recite poems, rhymes, and songs with expression.

☐ CEL.1.S.C - Comprehension and Collaboration

☐ CE - English Language Arts and Literacy

☐ CEL.1.W - Writing

☒ CEL.1.W.5 - With guidance and support from adults, focus on a topic, respond to questions a

☒ CEL.1.W.6 - With guidance and support from adults, use a variety of digital tools to produce i

☐ CEL.1.W.O - Range of Writing

☐ CEL.1 - Grade 1 English Language Arts & Literacy in History/Social Studies, Science, & Tec

Apply Filters

Clear Selected

Cancel

The **Scores by Class** page will now only display assignments with the selected filtered standards. In the example below, only assignments with the selected standards will display. The **%** and **Mark** will total only the filtered assignments.

Reading - Year

Dashboard

Scores by Class

Assignments

Students

Filter Sets

Categories:

Standards: CEL.1.W.5 - With guidance and supp... CEL.1.W.6 - With guidance and supp...

Save As New Filter Set Clear Applied Filters

Show Filters Clear Applied Filters

Sort by Student Custom Sort

	Name	Grade	%	Mark	CEL.1.W.5	CEL.1.W.6
1	Connole, Marco Patrick	0	80.0	B-	4	4
2	Foley, Jacqueline LeAntane	0	80.0	B-	3	5

Writing WS #2.14

8/17/2014 #4 : 15



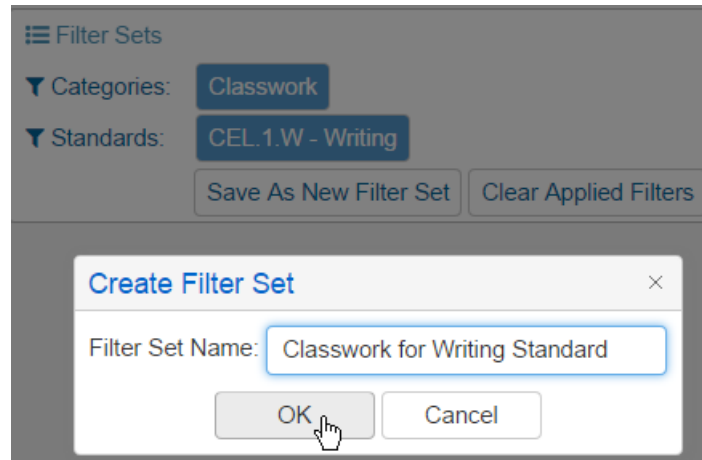
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## ENTERING STUDENT SCORES: EXCLUDE & MISSING ASSIGNMENTS, SCORES BY CLASS, ASSIGNMENT & STUDENT, %OF GRADE, QUICK ENTRY

### ENTERING STUDENT SCORES CONTINUED

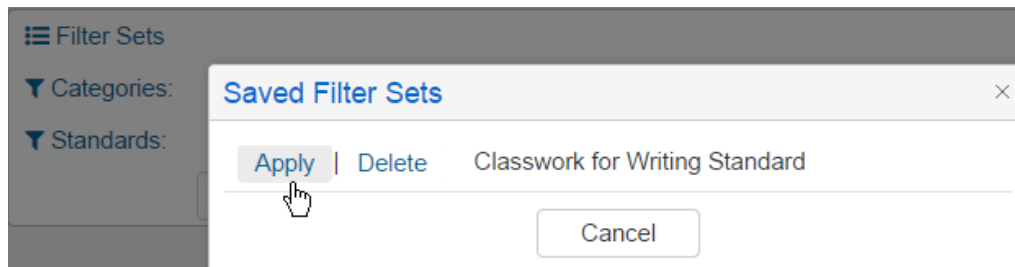
#### Show Filters Continued

**Filters Sets** can be saved and will be available to select on the **Filter Sets** option. To save a filter, once the filter is selected, click the mouse on the **Save As New Filter Set** button and the following will display.



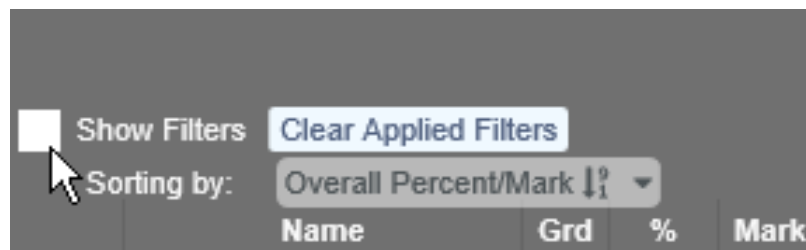
The screenshot shows the 'Filter Sets' panel on the left with 'Categories' set to 'Classwork' and 'Standards' set to 'CEL.1.W - Writing'. Below these are buttons for 'Save As New Filter Set' and 'Clear Applied Filters'. A 'Create Filter Set' dialog box is open in the center, containing a text field for 'Filter Set Name' with the value 'Classwork for Writing Standard' and 'OK' and 'Cancel' buttons. A mouse cursor is pointing at the 'OK' button.

Enter the **Filter Set Name** and click the mouse on the **OK** button. The filter will now be available on the **Filter Sets** option dropdown. Click the mouse on the **Apply** button to limit the assignments to the selected saved filters. Click the mouse on **Delete** to delete the saved filter set.



The screenshot shows the 'Filter Sets' panel on the left. A 'Saved Filter Sets' dialog box is open, displaying a list of saved filter sets. The first entry is 'Classwork for Writing Standard' with 'Apply' and 'Delete' buttons next to it. A 'Cancel' button is at the bottom right. A mouse cursor is pointing at the 'Apply' button.

The **Show Filters** option can be selected or deselected. When selected, the page will expand and in the upper left, the filter options will display. When de-selected, the upper left filter section will be hidden but the filters are still applied. Click the mouse on **Clear Applied Filters** to remove all filters.



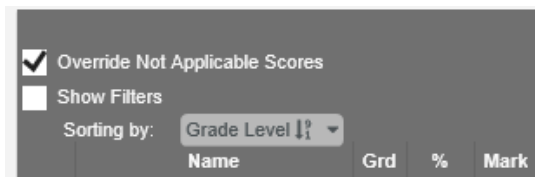
The screenshot shows the 'Show Filters' checkbox, which is currently checked, and the 'Clear Applied Filters' button. Below these is the 'Sorting by:' dropdown menu, which is set to 'Overall Percent/Mark' with a downward arrow. At the bottom, there are columns for 'Name', 'Grd', '%', and 'Mark'.

## ENTERING STUDENT SCORES: EXCLUDE & MISSING ASSIGNMENTS, SCORES BY CLASS, ASSIGNMENT & STUDENT, %OF GRADE, QUICK ENTRY

### ENTERING STUDENT SCORES CONTINUED

#### Override Not Applicable Scores

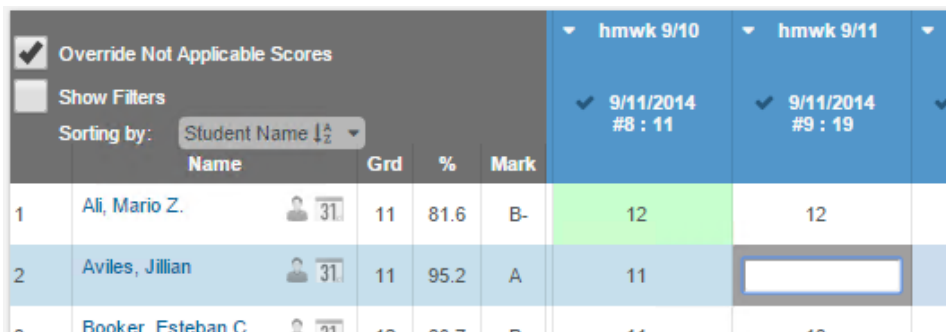
The **Scores By Class** page has an **Override Not Applicable Scores** option. This option displays on Scores By Class for a gradebook that has the Filter Assignments by option set to **Assignment Due Date** under the Manage | Options area.



When selected, the override option will allow a score field that has a **Not Applicable** to be overwritten with a valid score for the student.

3 - Adv Algebra CP - Fall									
<input checked="" type="checkbox"/> Override Not Applicable Scores <input type="checkbox"/> Show Filters Sorting by: Student Name					hmkw 9/10 9/11/2014 #8 : 11	hmkw 9/11 9/11/2014 #9 : 19	review sheet 9/12/2014 #10 : 25	hmkw 9/15 9/13/2014 #11 : 5	
Name	Grd	%	Mark						
1 Ali, Mario Z.	11	81.6	B-	12	12	21	5		
2 Aviles, Jillian	11	95.2	A	11	Not Applicable				
3 Booker, Esteban C.	12	80.7	B-	11	13	17	5		

To override a Not Applicable score on the Scores By Class page, select the **Override Not Applicable Scores** option on the top left of the page and then click the mouse in the score field that has Not Applicable.



<input checked="" type="checkbox"/> Override Not Applicable Scores <input type="checkbox"/> Show Filters Sorting by: Student Name					hmkw 9/10 9/11/2014 #8 : 11	hmkw 9/11 9/11/2014 #9 : 19			
Name	Grd	%	Mark						
1 Ali, Mario Z.	11	81.6	B-	12	12				
2 Aviles, Jillian	11	95.2	A	11					
3 Booker, Esteban C.	12	80.7	B-	11	13	17	5		

The score field will become editable. Enter a valid score for the student.

Aviles, Jillian	11	95.2	A	11	5
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The new score will be updated and will display on Scores By Class, Scores By Assignment and Score By Student pages.

Aviles, Jillian	11	94.5	A	11	5
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## ENTERING STUDENT SCORES: EXCLUDE & MISSING ASSIGNMENTS, SCORES BY CLASS, ASSIGNMENT & STUDENT, %OF GRADE, QUICK ENTRY

### ENTERING STUDENT SCORES CONTINUED

#### Attendance Flags

Attendance flags also display on the **Scores by Class** page. Blue squares will display in the upper right corner of the score field if the student had an attendance code on either the **Assigned Date** or **Due Date** of the assignment. Moving the mouse over the blue square will display the absent code and date.

					▼ Chapt10 Rev Wrksht	▼ Conics Project	▼ Hmwk 5/21
					✓ 5/13/2014 #45 : 25	✓ 5/14/2014 #46 : 50	✓ 5/21/2014 #49 : 10
	Name	Grade	%	Mark			
22	Iriarte, Joey	12	63.0	D	13	30	10
23	Linder, Sean L	11	87.7	B+	25	50	0
					ACTIVITY on date due 5/13/2014.		

#### Rubric Scoring

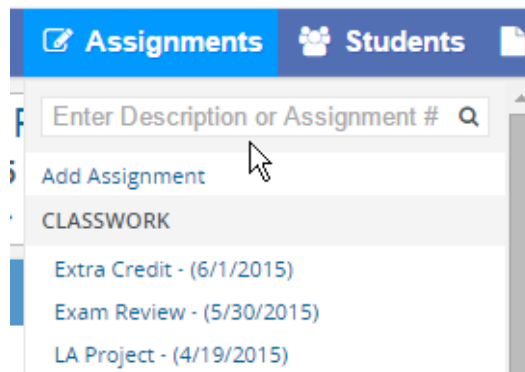
When scores are entered for Rubric assignments, all the points are totaled then averaged by the number of assignments. An **Average (Avg)** column will display in place of a percentage column.

				▼ Class Project	▼ Assessment	▼ Class Work 1.1
				✓ 6/17/2014 #1	✓ 6/17/2014 #2	✓ 6/17/2014 #3
	Name	Grade	Avg			
1	Aceves, Alexia Camille	1	4.0	4	4	4
2	Aguiar, Allison Rose	1	3.3	3	4	3

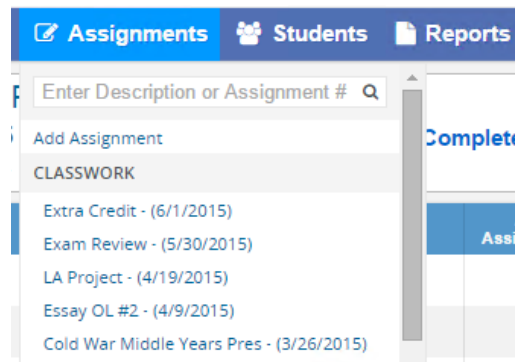
## ENTERING STUDENT SCORES: EXCLUDE & MISSING ASSIGNMENTS, SCORES BY CLASS, ASSIGNMENT & STUDENT, %OF GRADE, QUICK ENTRY

### SCORES BY ASSIGNMENT

To enter scores for assignments for the entire class, select **Scores By Assignment** from any of the dashboard views. An Assignment dropdown will display when you click the mouse on Assignments in the header bar. At the top of the Assignment dropdown is a **Search** feature. The Search feature can be used to search for an assignment in the list. The **Assignment Description** or **Assignment Number** can be used in the Search box to search for existing assignments in the Gradebook assignment list.



An option to **Add Assignment** displays below the Assignment search feature. The existing assignments will display with the most current assignment at the top of the list grouped by **Category**. Select the assignment from the dropdown.



The following page will display. The assignment description and information will display at the top of the page with all students enrolled listed to the left of the page.

2 - IB US Hist - Spring ▾

Dashboard

Scores by Class

Assignments

Students

Reports

Manage

Cold War Essay #2 (03/28/2015) <

#17 - Essay OL #2

> Cold War Persia (04/09/2015)

Assigned: Wed Apr 1, 2015

Due: Thu Apr 9, 2015

Category: Classwork

Is Grading Completed? ☒





show ▾ more

	Stu ID	Name	# Correct (Score)	# Correct Possible	%	Points Earned	Points Possible	Comment	Date Completed	Status	Att on Assigned Date	Att on Due Date	Submitted File
1	99400001	Abbott, Allan J. (AJ)	2	3	67	2	3		4/9/2015		ILL		
2	99400005	Abea, Ayrianna J.	3	3	100	3	3		4/9/2015				
3	99400215	Beatty, David W.	3	3	100	3	3		4/9/2015		ILL		
4	99400299	Braggins, Joseph A.	3	3	100	3	3		4/9/2015				
5	99400628	De Leon, Christopher D.	3	3	100	3	3		4/9/2015				



ENTERING STUDENT SCORES: EXCLUDE & MISSING ASSIGNMENTS, SCORES BY CLASS, ASSIGNMENT & STUDENT, %OF GRADE, QUICK ENTRY

SCORES BY ASSIGNMENT CONTINUED

A link is available on the student name list on the left side of the **Scores by Assignment** page. Clicking on the student name will navigate to the **Scores by Student** page.

	Stu ID	Name	
1	99400050	<a href="#">Ali, Mario Z.</a> (Mark)	 
2	99400152	<a href="#">Aviles, Jillian</a>	 



To the right of the student name on the **Scores By Assignments** page is a **Profile** and **Calendar** icon for each student.

	Stu ID	Name	
1	99400050	<a href="#">Ali, Mario Z.</a> (Mark)	 

Clicking on the **Profile** icon next to a student will navigate to the **Student Profile** for that student.

1	99400050	<a href="#">Ali, Mario Z.</a> (Mark)	 
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Clicking on the **Calendar** icon next to a student will navigate to the **Attendance** page for that student.

1	99400050	<a href="#">Ali, Mario Z.</a> (Mark)	 
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If the student has an **Alias** name populated, the alias will display below the student name in parentheses.

1	99400050	<a href="#">Ali, Mario Z.</a> (Mark)	 
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## ENTERING STUDENT SCORES: EXCLUDE & MISSING ASSIGNMENTS, SCORES BY CLASS, ASSIGNMENT & STUDENT, %OF GRADE, QUICK ENTRY

### SCORES BY ASSIGNMENT CONTINUED

When clicking in a **Score** field for a student on the **Scores By Assignment** page, the row associated with the student will **highlight in blue**. The highlighting will remain on the selected student until the user moves to the score field of another student or until the page is refreshed.

	Stu ID	Name	# Correct (Score)	# Correct Possible	%	Points Earned	Points Possible	Comment
1	99400001	Abbott, Allan J. (AJ)	2	3	67	2	3	
2	99400005	Abea, Ayrianna J.	3	3	100	3	3	
3	99400215	Beatty, David W.	3	3	100	3	3	

An assignment link is available by clicking on the assignment name at the top of the page.

[Scores by Class](#) [Assignments](#)

[#24 - Chapt2 Ntbk](#)

Oct 3, 2014 [Category: hmwk/noteboo](#)

The **Edit Assignment** page will display for the selected assignment. Assignment data can be changed by using the **Edit Assignment** page.

Edit Assignment - #24 - Chapt2 Ntbk

General Info

# 24

Name Chapt2 Ntbk

Description

Type Summative

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).

Clicking on the arrows to the far left and far right of the assignment at the top of the page will move you to the previous or next assignment.


## ENTERING STUDENT SCORES: EXCLUDE & MISSING ASSIGNMENTS, SCORES BY CLASS, ASSIGNMENT & STUDENT, %OF GRADE, QUICK ENTRY


### SCORES BY ASSIGNMENT CONTINUED

Clicking on the down arrow at the top of the **Scores By Assignments** page will show more assignment options.


# #12 - Chapt1 ntbk

**Due:** Sat Sep 13, 2014 **Category:** hmwk/notebook/quiz

show  more 

hmwk 9/15 (09/13/2014) 



#12 - Chapt1 ntbk


Chapt1 test (09/13/2014) 

**Assigned:** Fri Sep 12, 2014 **Due:** Sat Sep 13, 2014 **Category:** hmwk/notebook/quiz **Is Grading Completed?** ☒

**Number Correct Possible:** 40 **Total Points Possible:** 40

☐ Only Display Students Missing Scores ☐ Sort Students by Custom Sort Field Instead of Name

 Missing Score  Score Greater Than Max

show  less

The **Only Display Students Missing Assignments** option when checked will display only students that have been flagged as **Grading Completed** and who have no scores entered. The score field will display in **Orange**.

	Stu ID	Name	# Correct (Score)	# Correct Possible	%	Points Earned	Points Possible
1	99400895	Gannon, Walter		9	0	0	9
2	99402398	Slocum, Daniel		9	0	0	9

The **Sort Students by Custom Sort Field instead of Name** option will sort the students in the custom sort order as defined on the **Manage Students** page.

All students and scores will display for the assignment selected. To select a different assignment click the mouse on the assignments dropdown from the list in the header.

Enter the **Date Completed**. Enter any text in the **Comment** field or select a pre-defined **Status** from the dropdown if needed.

**NOTE:** All scores entered are saved immediately.

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## ENTERING STUDENT SCORES: EXCLUDE & MISSING ASSIGNMENTS, SCORES BY CLASS, ASSIGNMENT & STUDENT, %OF GRADE, QUICK ENTRY

### MASS ASSIGN VALUES

Click the mouse on the down arrow on the **Assignments** page on the assignment to display the **Mass Assign Values** button. This function can be used to mass add or change data. For example, if all students turned in the assignment on time a default date can be entered and all assignments will be updated with the same **Date Completed**.

The screenshot shows the 'Mass Assign Values' interface for assignment '#12 - Chapt1 ntbk'. At the top, it displays 'Due: Sat Sep 13, 2014' and 'Category: hmwk/notebook/quiz'. Below this is a 'show more' link with a downward arrow. The main section shows 'Number Correct Possible: 40' and 'Total Points Possible: 40'. There are checkboxes for 'Students Missing Scores' and 'Sort Students by Custom Sort Field'. Below these are three buttons: 'Mass Assign Values' (highlighted with a mouse cursor), 'Show Stats', and 'Quick Data Entry'. At the bottom, there are color-coded indicators: a red square for 'Missing Score' and a green square for 'Score Greater Than Max'. A 'show less' link is at the very bottom.

Clicking on the **Mass Assign Values** button will display a dropdown of fields that can be updated and the **Mass Assign Values** button will change to **Hide Mass Assign**.

This screenshot shows the 'Set the' dropdown menu. The 'Hide Mass Assign' button is now active. The dropdown menu is open, showing a list of fields: 'Number Correct', '# Correct Possible', 'Points Possible', 'Date Completed', 'Comment', and 'Status'. The 'Number Correct' field is selected. To the right of the dropdown is a text input field. Below the dropdown is a checkbox labeled 'Overwrite existing values?'. At the bottom are 'Cancel' and 'Save Mass Changes' buttons.

Click on the dropdown next to the **“Set the”** field to display the fields that can be updated:

A close-up of the dropdown menu. The 'Number Correct' option is highlighted. The dropdown menu is open, showing a list of fields: 'Number Correct', '# Correct Possible', 'Points Possible', 'Date Completed', 'Comment', and 'Status'. The 'Number Correct' field is selected. To the right of the dropdown is a text input field. Below the dropdown is a checkbox labeled 'Overwrite existing values?'. At the bottom are 'Cancel' and 'Save Mass Changes' buttons.

Select the field to update, such as **Number Correct**. To the right of the field, enter a value to be added to all student's class assignments. To overwrite existing values, click the mouse on the **Overwrite existing values?** check box. A **check mark** will display to **Overwrite existing Values**. Click the mouse on the **Save Mass Changes** button.

**NOTE:** If **Overwrite Existing Values** is not selected only blanks will be changed in the field selected.



## ENTERING STUDENT SCORES: EXCLUDE & MISSING ASSIGNMENTS, SCORES BY CLASS, ASSIGNMENT & STUDENT, %OF GRADE, QUICK ENTRY

### MASS ASSIGN VALUES CONTINUED

The form will now display **default** changes made to all student's class assignments. In the example below, all students now have a score of 9 for the assignment.

	Stu ID	Name	# Correct (Score)	# Correct Possible	%	Points Earned	Points Possible	Comment
1	99400052	Almada, Crystal C	9	9	100	9	9	
2	99400061	Alvarez, Kathleen	9	9	100	9	9	
3	99400066	Amaya, Brandon A	9	9	100	9	9	
4	99400220	Bednarczyk, Jammal	9	9	100	9	9	

### SHOW STATS

Click the mouse on the down arrow on the **Assignments** page on the assignment to display the **Show Stats** button. After all class scores are entered clicking on the **Show Stats** button will display statistical calculations for the assignment.

Hide Mass Assign

Hide Stats

Quick Data Entry

Missing Score

Score Greater Than Max

Max Score Given	Min Score Given	Class Average	Median	Mode	Variance	Standard Deviation	Average Deviation
40	0	35.68	40	40	64.11	8.01	4.32
<div>These values are only calculated on page load. They will not refresh automatically.</div>							

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## ENTERING STUDENT SCORES: EXCLUDE & MISSING ASSIGNMENTS, SCORES BY CLASS, ASSIGNMENT & STUDENT, %OF GRADE, QUICK ENTRY

### QUICK DATA ENTRY

Quick Data Entry can be used to quickly enter scores for a student on the [Scores by Assignment](#) page. Click the mouse on the down arrow on the [Assignments](#) page on the assignment to display then click on the [Quick Data Entry](#) button.

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#12 - Chapt1 ntbk

Due: Sat Sep 13, 2014    Category: hmwk/notebook/quiz

show ▼ more

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To enter scores using the Quick Data Entry method click on the **Quick Data Entry** button.

Dashboard   Scores by Class   **Assignments**   Students

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#3 - Marshall Plan Questions

Feb 26, 2014   Due: Thu Feb 27, 2014   Category: Classwork1   Is Graded

Number Correct Possible: 5   Total Points Possible: 5

Display Students Missing Scores   ☐ Sort Students by Custom Sort Field Instance

Mass Assign Values   Show Stats   **Quick Data Entry**

The following **Quick Data Entry** box will display.

Student	# Correct
Select Student... ▼	

ENTERING STUDENT SCORES: EXCLUDE & MISSING ASSIGNMENTS, SCORES BY CLASS, ASSIGNMENT & STUDENT, %OF GRADE, QUICK ENTRY

QUICK DATA ENTRY CONTINUED

Select a student from the **Student** dropdown list or enter the first characters of the student's first or last name. Click the mouse on the correct student to select.

Student	# Correct
Abbott, Allan James X	
Abbott, Allan James	
Abea, Ayrianna J	

Press **Tab** to move to the score field and type in the score. Press **Tab** again for the score to be saved and to return to the Student field to select the next student.

Student	# Correct
Abbott, Allan James	5 X

The updated scores will be saved immediately and will display on the Score pages.

	Stu ID	Name	# Correct (Score)	# Correct Possible	%	Points Earned	Points Possible
1	99400001	Abbott, Allan James	5	5	100	5	5

## ENTERING STUDENT SCORES: EXCLUDE & MISSING ASSIGNMENTS, SCORES BY CLASS, ASSIGNMENT & STUDENT, %OF GRADE, QUICK ENTRY

### SCORES BY STUDENT

To enter scores by student, select **Scores by Student** from any of the dashboard views. The gradebook students will display in a dropdown list. **Active** students will display at the top of list followed by **Inactive** students. Select the student from the dropdown.

Aeries<sup>®</sup> SIS Gradebook 2014-2015 Screaming Eagle High School

3 - Adv Algebra CP - Fall ▾ Dashboard Scores by Class Assignments **Students** Reports

**B-**  
81.79%

Ali, Mario Z (Mark)

Only Show Assignments Missing Scores ☐

show more

#	Description	Category	Grading Completed	Due Date	# Correct (Score)	Max Correct	%	Points Earned	Points Possible	Comment
67	Final Exam	tests/final	✓	1/22/2015	124	155	80	124	155	

ACTIVE

- Ali, Mario Z
- Aviles, Jillian
- Booker, Esteban C
- Breceda, Anna Marie
- Chacon, Jonathon
- Clark, Andrea M
- Escamilla, Katie M

The following page will display for the selected student. The student's name will display on the top middle of the page and the gradebook assignments will be listed to the left.

Aeries<sup>®</sup> SIS Gradebook 2014-2015 Screaming Eagle High School teacher

3 - Adv Algebra CP - Fall ▾ Dashboard Scores by Class Assignments **Students** Reports Manage

**B-**  
81.79%

Ali, Mario Z (Mark)

Only Show Assignments Missing Scores ☐

show more

#	Description	Category	Grading Completed	Due Date	# Correct (Score)	Max Correct	%	Points Earned	Points Possible	Comment	Date Completed	Status	Att on Assigned Date	Att Due
67	Final Exam	tests/final	✓	1/22/2015	124	155	80	124	155		1/22/2015			
66	semester EC	tests/final	✓	1/18/2015		0	0	0	0					
65	Final Review	hmkw/notebook/quiz	✓	1/15/2015	20	20	100	20	20		1/15/2015			ILL
64	hmkw 1/11	hmkw/notebook/quiz	✓	1/9/2015	9	19	47	9	19		1/9/2015			
63	hmkw 1/7	hmkw/notebook/quiz	✓	1/8/2015	12	17	71	12	17		1/8/2015			

A link is available on the assignment list on the left side of the **Scores by Student** page. Clicking on the assignment name will navigate to the **Scores by Assignment** page.

#	Description	Category	Grading Completed	Due Date
75	<a href="#">July 3rd Assignment</a>	Homework/Notebook/Quizzes	✓	7/3/2014
73	<a href="#">import result</a>	Homework/Notebook/Quizzes		6/26/2014

ENTERING STUDENT SCORES: EXCLUDE & MISSING ASSIGNMENTS, SCORES BY CLASS, ASSIGNMENT & STUDENT, %OF GRADE, QUICK ENTRY

SCORES BY STUDENT CONTINUED

To the right of the student name on the [Scores By Student](#) page is a [Profile](#) and [Calendar](#) icon.



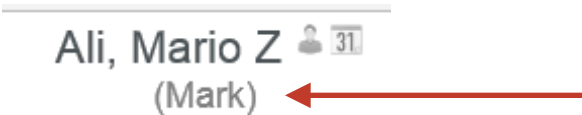
Clicking on the [Profile](#) icon next to a student will navigate to the [Student Profile](#) for that student.



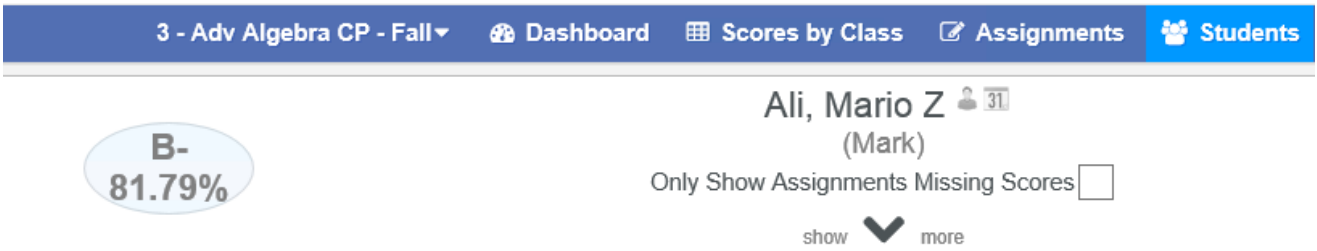
Clicking on the [Calendar](#) icon next to a student will navigate to the [Attendance](#) page for that student.



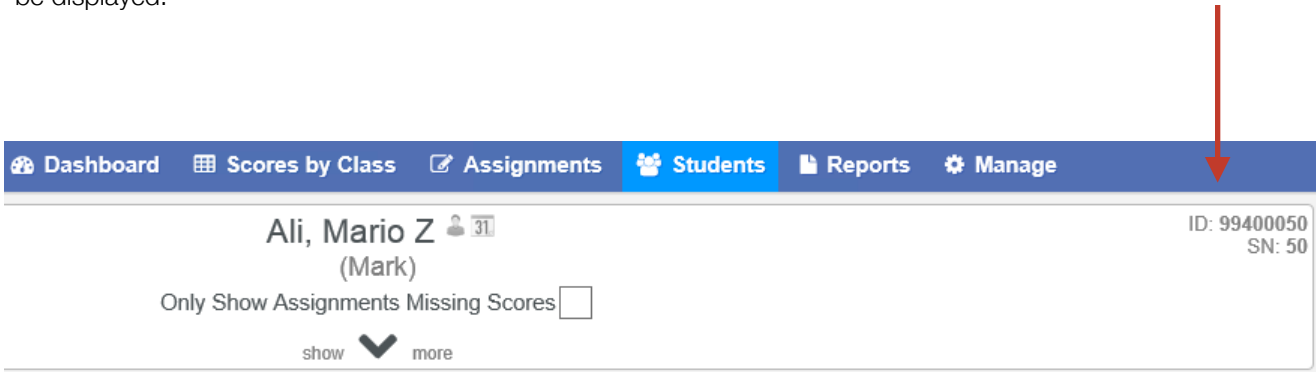
If the student has an [Alias](#) name populated, the alias will display below the student name in parentheses.



On the top left side of the [Scores By Student](#) page, the student's current mark and % will display. This will adjust automatically as scores are modified for the student.



On the top right side of the [Scores By Student](#) page the student's [ID](#) number and Student Number (SN) will be displayed.



## ENTERING STUDENT SCORES: EXCLUDE & MISSING ASSIGNMENTS, SCORES BY CLASS, ASSIGNMENT & STUDENT, %OF GRADE, QUICK ENTRY

### SCORES BY STUDENT CONTINUED

When clicking in a **Score** field on the Scores By Student page, the row associated with the student will highlight in blue. The blue highlighting will remain on the selected student until the user moves to the score field of another student or until the page is refreshed.

#	Description	Category	Grading Completed	Due Date	# Correct (Score)	Max Correct	%	Points Earned	Points Possible	Comment
59	Extra Credit	Classwork	✓	6/1/2015	48	0	0	48	0	
28	Exam Review	Classwork	✓	5/30/2015	<input type="text"/>	20	100	20	20	

The students gradebook start and end date will display under the students name. Clicking on the **Change this** link will navigate to the **Manage Students** page.

Aviles, Jillian  31

**i** Only assignments between 10/27/2014 and 1/30/2015 can receive scores. [Change this.](#)

Only Show Assignments Missing Scores ☐

show  more

The **Only Show Missing Scores** option when checked will only display assignments that have been checked as **Grading Completed** with no scores entered. The score field will display in **Orange**.

3 - Adv Algebra CP - Fall ▼

 Dashboard

 Scores by Class

 Assignments

Ali, Mario Z  31  
(Mark)

B-  
81.79%

Only Show Assignments Missing Scores ☒

show  more

#	Description	Category	Grading Completed	Due Date	# Correct (Score)	Max Correct	%	Points Earned	Points Possible	Comment
66	semester EC	tests/final	✓	1/18/2015		0	0	0	0	
59	hmkw 12/15	hmkw/notebook/quiz	✓	12/13/2014		12	0	0	12	

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## ENTERING STUDENT SCORES: EXCLUDE & MISSING ASSIGNMENTS, SCORES BY CLASS, ASSIGNMENT & STUDENT, %OF GRADE, QUICK ENTRY

### ENTER SCORES BY STUDENT

All class assignments will display for the student selected. Click the mouse in the **# Correct (Score)** field. Enter the score received and press **Enter**. If the **Max Score** needs adjusting enter the new value.


#	Description	Category	Grading Completed	Due Date	# Correct (Score)	Max Correct	%
24	P3OL4-26	Homework	✓	5/6/2015	5	3	100
25	Populist Chart	Essay	✓	5/6/2015	5	5	100

The **Date Completed** field will auto-populate with the assignment due date, adjust if necessary. Enter **Comments** in the field below and select a **Status Reason** from the dropdown if needed.

Date Completed	Status	Att on Assigned Date	Att on Due Date
5/6/2015			
5/6/2015			
5/6/2015			
5/6/2015			


### SCORES BY STUDENT – PERCENT OF GRADE

After the class assignments have been setup the student's scores can be entered and tracked. As the scores are entered the **percentage of the grade** is calculated. Click on the down arrow below the students name at the top center of the page.

Ali, Mario Z  31

(Mark)

Only Show Assignments Missing Scores ☐

show  more

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## ENTERING STUDENT SCORES: EXCLUDE & MISSING ASSIGNMENTS, SCORES BY CLASS, ASSIGNMENT & STUDENT, %OF GRADE, QUICK ENTRY

### SCORES BY STUDENT – PERCENT OF GRADE CONTINUED

The following points summary will display for the selected student.

Category	% of Grade	Points Earned	Points Possible	%	Mark
hmkw/notebook/quiz	40	703.00	792.00	88.76	B+
tests/final	60	891.00	1,155.00	77.14	C+
Total	0	0.00	0.00	81.79	B-

If using the Gradebook option for **Weight Formative\Summative Assignments**, the **Scores By Student** page will display the Formative and Summative percents along with the Category percents.

Category	% of Grade	Summative			Formative			
		Points Earned	Points Possible	%	Points Earned	Points Possible	%	
Homework/Notebook/Quizzes	40	584.00	588.00	99.31	10.00	10.00	100.00	99.45
Tests/Final	60	996.00	1,250.00	79.68	0.00	0.00	0.00	79.68
Total	0	0.00	0.00	87.53	0.00	0.00	100.00	90.02

If the **Grading Complete** field displays **No** the assignment will not count towards the final grade and the percentage of grades at the bottom of the screen will not re-calculate regardless if the due date has been reached.

If **Yes** displays, the assignment will be counted as a zero until a score has been entered and after the score has been entered the percentage of the grade will be re-calculated.