



# Gradebook Options, Add Category Types, Add/Drop Students, Manage Students

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.**

## 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 the mouse 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

Edit Gradebook	Options	Categories	Assignments	Manage Students	Final Marks	Narrative Grades	Rules	Backups	Restore
<b>Weight scores of assignments by Category?</b> This allows you to give more precedence to one category over another. Examples would be 'Tests' and 'Homework.' <input type="checkbox"/>									
<b>Apply Assignment Scores Immediately?</b> If checked - Scores will be averaged into the student's Total Grade as you enter scores for each student. If unchecked - Scores will wait to be averaged until you've marked the assignment as 'Scoring Completed.' <input checked="" type="checkbox"/>									
<b>Filter Assignments by</b> 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. <input type="text" value="Assignment Number"/>									
<b>Calculate the Total Grade based on Assignments that fall within this range of Assignment Numbers</b> Only the assignments that fall between these two numbers will be counted towards the total grade for each student. <input type="text" value="1"/> to <input type="text" value="999"/>									
<b>Display Assignments that fall within this range of Assignment Numbers</b> Only the assignments that fall between these two numbers will be displayed. <input type="text" value="1"/> to <input type="text" value="999"/>									
<b>Include the Overall Mark with the Overall Score?</b> <input checked="" type="checkbox"/>									
<b>Apply weighting to Formative &amp; Summative assignments?</b> This allows you to weight formative assignments (those that form knowledge - ex. homework or projects) and summative assignments (those that measure a student's progress - ex. tests and quizzes) so that one group takes more precedence in the final grade. <input type="checkbox"/>									
<b>Use a Rubric Grading Scale to Compute Total Grade</b> The total grade will be calculated by doing a simple average of all assignment scores. <input type="checkbox"/> <b>Applies to all linked gradebooks</b>									
<b>Scale Min/Max Assignment Values in Total Grade</b> When calculating the total grade, each assignment's score will be restricted to be within the defined min/max range. <input type="checkbox"/>									
<b>Hide this gradebook from Parents and Students</b> If checked, this gradebook will be hidden from the parent and student view. <input checked="" type="checkbox"/>									
<input type="button" value="Copy Options to Gradebooks"/>									

- **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.
- **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
  - Assignment Due Date
  - Assignment Number

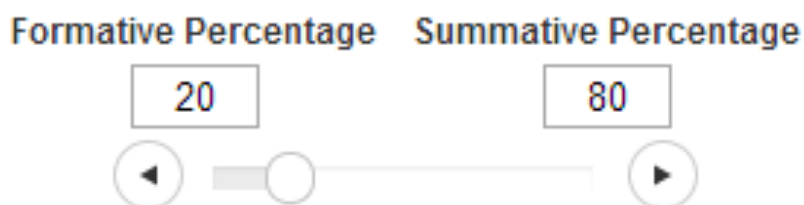
### Gradebook Options Continued

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 Total Grade based on Assignments that fall within this date range** - Only the assignments that fall between these two dates will be counted towards the total grades 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.
- **Calculate 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.
- **Display Assignments that fall within this date range** - Only the assignments that fall between these two dates will be displayed.
- **Display Assignments that fall within this range of Assignment Numbers** - Only the assignments that fall between these two numbers will be displayed.
- **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.
- **Apply weighting to Formative & Summative Assignments** - this option allows teachers to weight Formative and Summative Assignments separately in calculating the overall grade for the class or for a standard.

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.



## Gradebook Options Continued

- **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.

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 TOTALING 10 DIVIDED BY 3 = 3.3

#3 ARIZA, JAYDEN      3 ASSIGNMENTS TOTALING 5 DIVIDED BY 3 = 1.6

				▼ 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
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

## Gradebook Options Continued

- **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    to Max Assignment Value

*In the example below, 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 4<sup>th</sup> 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.*

			Math...
Student	Gr	Perc	#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%	

### Gradebook Options Continued

- **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 **Aeries District System Administrator**.
- 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.

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

Copy Options to Gradebooks

#### The following form will display:

The current gradebooks options. Adjustments can be made by selecting or deselecting options. Once the appropriate selections are made click the mouse on the A form will display to select the gradebooks to copy the current gradebooks options to. Select the gradebooks and then click the mouse on the **Copy Options** button.

Copy Options to Gradebooks

This will override existing options in the destination gradebooks.

Select Options to Copy

Select All Clear All

☒ Weight scores of assignments by Category?  
No

☒ Apply Assignment Scores Immediately?  
Yes

☒ Filter Assignments by  
Number

☒ Calculate the Total Grade based on Assignments that fall within this range of Assignment Numbers  
1 - 999

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

Copy Options to Gradebooks

This will override existing options in the destination gradebooks.

Select Gradebooks to Copy

Select All Clear All

☐ 1 - IBHstAm2/HEcCv - Fall

☒ 3 - Adv Algebra CP - Fall

☐ 3 - Hon World Hst - Fall

☐ 3 - IB Span HL 2 - Fall

The options will be copied and a message will display indicating that the copy has completed.

Message from webpage

Options have been copied.

OK

## GRADEBOOK OPTIONS, ADD CAT TYPES, ADD/DROP STUDENTS, MANAGE STUDENTS

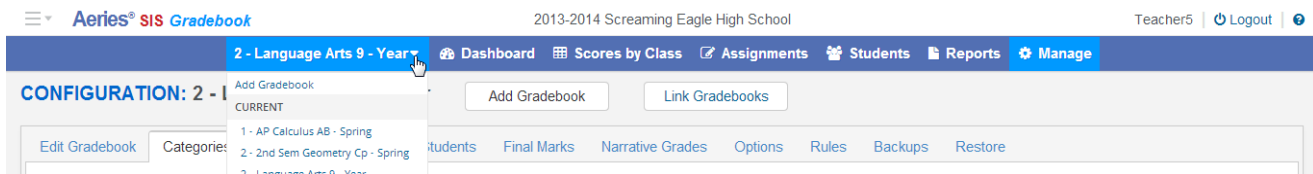
### Add Categories

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. 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 **Categories** tab.



The teachers existing gradebooks will display in the gradebook dropdown on the top left of the page.



To add a **Category** click the mouse on the **Add New Category** button.

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. 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**

## GRADEBOOK OPTIONS, ADD CAT TYPES, ADD/DROP STUDENTS, MANAGE STUDENTS

### Add Categories Continued

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.

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.

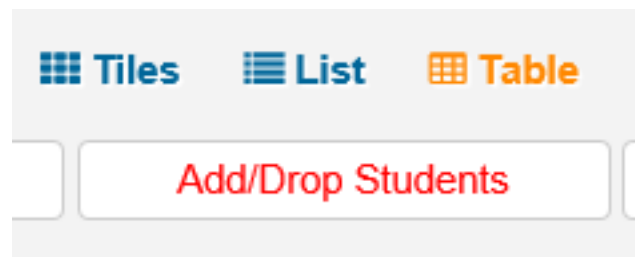
☐ Doing Weighted Scoring

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.

### Add Students to Gradebooks

From the **dashboard** page an **Add/Drop Students** message will display in red if there are students pending addition or removal from into the gradebook.



Click the mouse on the Add/Drop Students button and the following Enter/Leaves Window will display.

Enters/Leaves Window							
▼ All Entering Students							
Action	Stu ID	Name	Sex	Grd	Start Date	End Date	
1 - IBHstAm2/HEcCv (3265209) - Year							
▼	99400156	Baca, Jason	M	12	8/26/2013	9/19/2014	
▼	99400318	Brown, Gloria	F	12	8/26/2013	9/19/2014	
▼	99400371	Calucag, Thais	F	12	8/26/2013	9/19/2014	

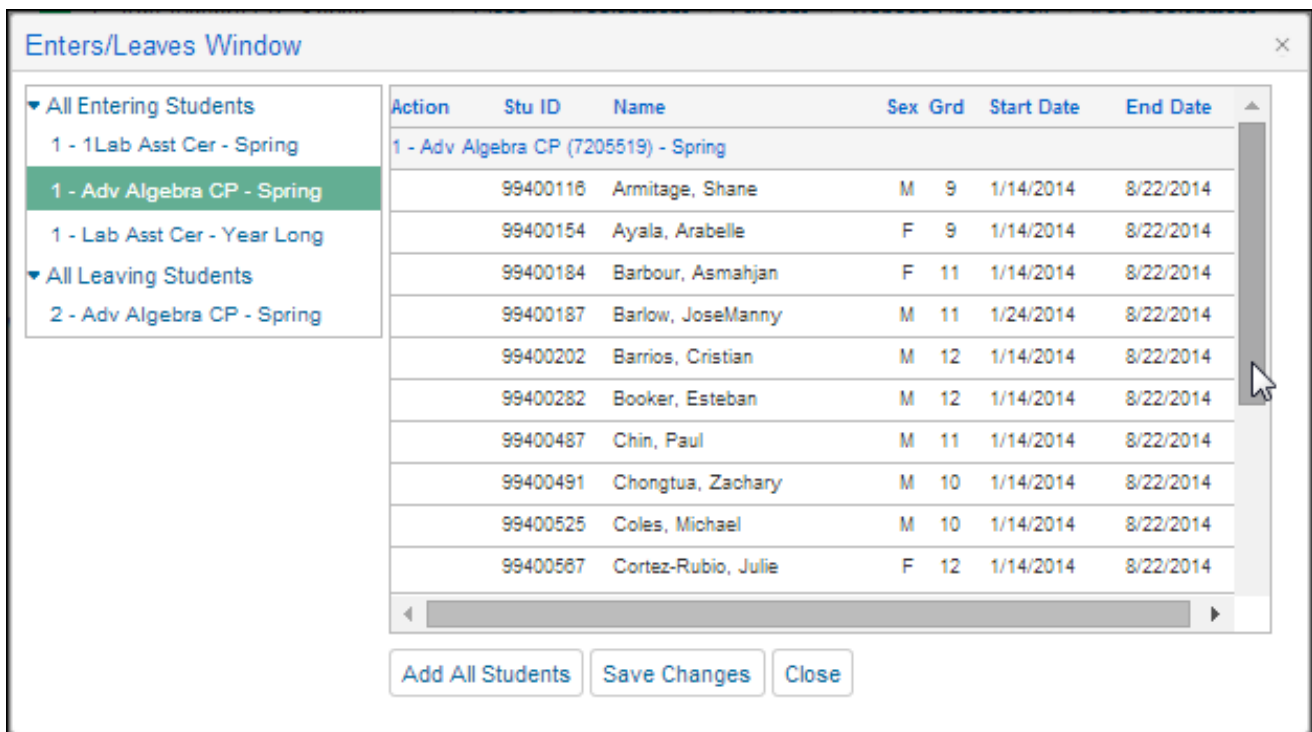


## GRADEBOOK OPTIONS, ADD CAT TYPES, ADD/DROP STUDENTS, MANAGE STUDENTS

### Add Students to Gradebook Continued

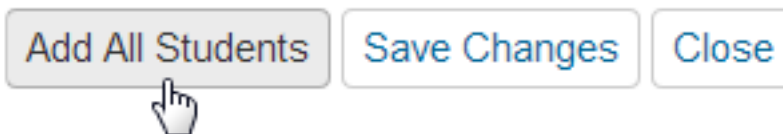
Click the mouse on **All Entering Students** to display gradebooks. Click the mouse on a gradebook. Use the scroll bar on the right side of the form to view all gradebooks and students pending.

**NOTE:** Teachers must click on the **Add/Drop** Students button when the button is **RED**. Students are not automatically added or dropped from the gradebooks like they are for the attendance page. The teacher must manage the students in their gradebooks.



The screenshot shows a window titled "Enters/Leaves Window" with a sidebar on the left and a main table area. The sidebar has a tree view with "All Entering Students" expanded, showing "1 - 1Lab Asst Cer - Spring" and "1 - Adv Algebra CP - Spring" (which is selected and highlighted in green). Below it are "All Leaving Students" and "2 - Adv Algebra CP - Spring". The main table has columns: Action, Stu ID, Name, Sex, Grd, Start Date, and End Date. It lists 10 students for the selected term. At the bottom of the window are three buttons: "Add All Students", "Save Changes", and "Close".

Action	Stu ID	Name	Sex	Grd	Start Date	End Date
1 - Adv Algebra CP (7205519) - Spring						
	99400116	Armitage, Shane	M	9	1/14/2014	8/22/2014
	99400154	Ayala, Arabelle	F	9	1/14/2014	8/22/2014
	99400184	Barbour, Asmahjan	F	11	1/14/2014	8/22/2014
	99400187	Barlow, JoseManny	M	11	1/24/2014	8/22/2014
	99400202	Barrios, Cristian	M	12	1/14/2014	8/22/2014
	99400282	Booker, Esteban	M	12	1/14/2014	8/22/2014
	99400487	Chin, Paul	M	11	1/14/2014	8/22/2014
	99400491	Chongtua, Zachary	M	10	1/14/2014	8/22/2014
	99400525	Coles, Michael	M	10	1/14/2014	8/22/2014
	99400567	Cortez-Rubio, Julie	F	12	1/14/2014	8/22/2014



**NOTE:** If using multiple **Gradebook Terms**, students added will display in all terms of the gradebook.

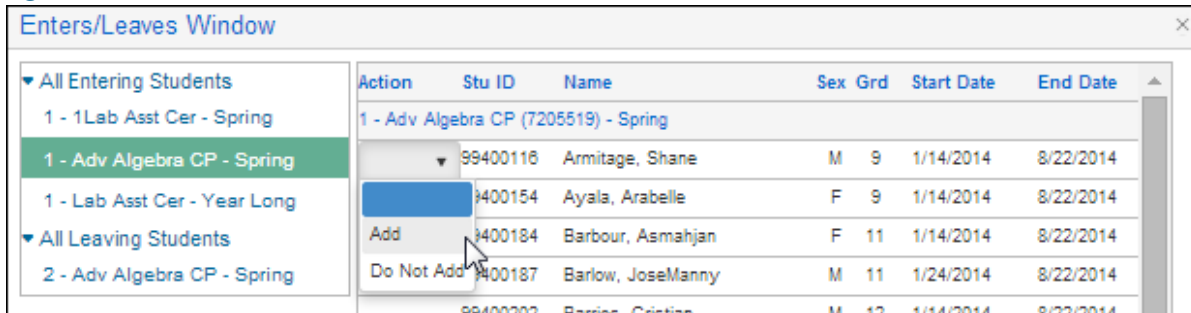
Click the mouse on the **Add All Students** button on the top of the page to add all students. This will add all pending students to all gradebooks displayed.

## GRADEBOOK OPTIONS, ADD CAT TYPES, ADD/DROP STUDENTS, MANAGE STUDENTS

### Add Students to Gradebook Continued

The **Enters/Leaves Window** will be blank to indicate no other students are pending into the gradebook. Click on the **Close** button.

To enter students individually into the gradebook, click the mouse on the dropdown under the **Action** column. The options of **Add or Do Not Add** will display. Select the appropriate action. Click the mouse on the **Save Changes** button.



The screenshot shows the 'Enters/Leaves Window' with a sidebar on the left containing a tree view of course sections. The main area is a table with columns: Action, Stu ID, Name, Sex, Grd, Start Date, and End Date. A dropdown menu is open under the 'Action' column for the first student, showing 'Add' and 'Do Not Add' options. A mouse cursor is pointing at the 'Add' option.

Action	Stu ID	Name	Sex	Grd	Start Date	End Date
▼	99400116	Armitage, Shane	M	9	1/14/2014	8/22/2014
▼	9400154	Ayala, Arabelle	F	9	1/14/2014	8/22/2014
Add	9400184	Barbour, Asmahjan	F	11	1/14/2014	8/22/2014
Do Not Add	9400187	Barlow, JoseManny	M	11	1/24/2014	8/22/2014
▼	99400202	Barrios, Cristian	M	12	1/14/2014	8/22/2014

To the far right of the form two fields display, **Start Date** and **End Date**. These fields are used to determine the assignments a student is accountable for if they are added to a class or leaving a class. Students added to a class after the class started or leaving a class may not be responsible for certain assignments. Enter in the **Start Date** they are responsible for when adding this student. Enter the due date of the last assignment this student is responsible for in the **End Date** field.

**For example, Natthakarn Boissiere started the class on 1/23/2014 and will not be responsible for assignments with due dates before 1/23/2014.**

Action	Status	Sort	Stu ID	Student	Sex	Grd	Start Date	End Date
▼	Active	37	99400271	Boissiere, Natthakarn A	F	11	1/23/2014	
▼	Active	31	99400307	Breceda, Anna Marie	F	11	8/28/2013	
▼	Active	34	99400460	Cesena, Faraaz	M	11	1/25/2014	

The **End Date** is used for students who have left the class. Enter an **End Date** and the student will not be responsible for assignments with due dates after the students gradebook End Date.

**For example, Anne Marie Breceda left the class on 8/5/2014 and will not be responsible for assignments with due dates after 8/5/2014.**

Action	Status	Sort	Stu ID	Student	Sex	Grd	Start Date	End Date
▼	Active	37	99400271	Boissiere, Natthakarn A	F	11	1/23/2014	
▼	Active	31	99400307	Breceda, Anna Marie	F	11	8/28/2013	8/5/2014
▼	Active	34	99400460	Cesena, Faraaz	M	11	1/25/2014	

## GRADEBOOK OPTIONS, ADD CAT TYPES, ADD/DROP STUDENTS, MANAGE STUDENTS

### Add Students to Gradebook Continued

**Dropped** students will display hi-lited in yellow at the bottom of the student list. To

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

[Edit Gradebook](#) [Options](#) [Categories](#) [Assignments](#) [Manage Students](#) [Final Marks](#) [Narrative Grades](#) [Rules](#) [Backups](#) [Restore](#)

Start and End dates determine what assignments the student is accountable for based on assignment due dates.

You have students to be Added To or Dropped From your Gradebooks [Add Students](#) [Drop Students](#)

[Add Students Not In Your Classes](#)

☒ **Allow Deletes**

Action	Status	Sort	Stu ID	Student	Sex	Grd	Start Date	End Date
▼	Active	37	99400271	Boissiere, Natthakarn A	F	11	1/23/2014	
▼	Active	31	99400307	Breceda, Anna Marie	F	11	8/28/2013	

**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.

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.