



# Gradebook Access and Dashboard Features

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 ACCESS AND DASHBOARD FEATURES

### Gradebook Use

The **Aeries.net Gradebook** allows teachers to setup all class assignments for their classes. The teacher can then enter scores received by the student for these assignments.

The program will calculate the percentage of the maximum score that the student received. This will help determine the grade the student should receive in the class. Various options are available for teachers including a **Rubric Grading** option.

**It is important that the following steps are performed in the order below for the gradebook to function properly:**

1. Setup Standards Based Grades within Aeries (if applicable)
2. Create Gradebook(s)
  - Mass Add Gradebook(s)
  - Copy Gradebook(s)
  - Add Gradebook(s) Individually
3. Verify and Set Gradebook Options
4. Link Gradebook(s) if applicable
5. Add Category Types
6. Add Students to Gradebook
7. Add Assignments
8. Enter scores for students using one of the three different methods
  - Scores by Class
  - Scores by Student
  - Scores by Assignment
  - Quick Data Entry

Aeries<sup>®</sup> SIS Gradebook

2014-2015 Screaming Eagle High School

teacher | [Logout](#)

3 - Adv Algebra CP - Fall ▼					Dashboard	Scores by Class	Assignments	Students	Reports	Manage				
<input type="checkbox"/> Override Not Applicable Scores					▼ Chap3 EC	▼ 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	
<input type="checkbox"/> Show Filters					▼ 10/23/2014 #35 : 0	▼ 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	
Sorting by: <div>Student Name ▾</div>					Name	Grd	%	Mark						
1	Ali, Mario Z.		11	82.3	B-	12	7	15	6	22	9	10	15	64
2	Aviles, Jillian		11	95.1	A	12	Not Applicable	Not Applicable	10	10	15	10	21	NA
3	Booker, Esteban C.		12	80.8	B-	12	7	12	15	9	9	10	20	68
4	Breceda, Anna M.		11	78.1	C+	9	0	11	6	0		5	17	68
5	Chacon, Jonathon		11	102.3	A+	12	9	18	12	14	16	10	22	96
6	Clark, Andrea M.		11	65.3	D	12	7	8	14	13	0	5	18	48
7	Escamilla, Katie M.		12	63.0	D	12	9	20	14	10	3	5	22	44

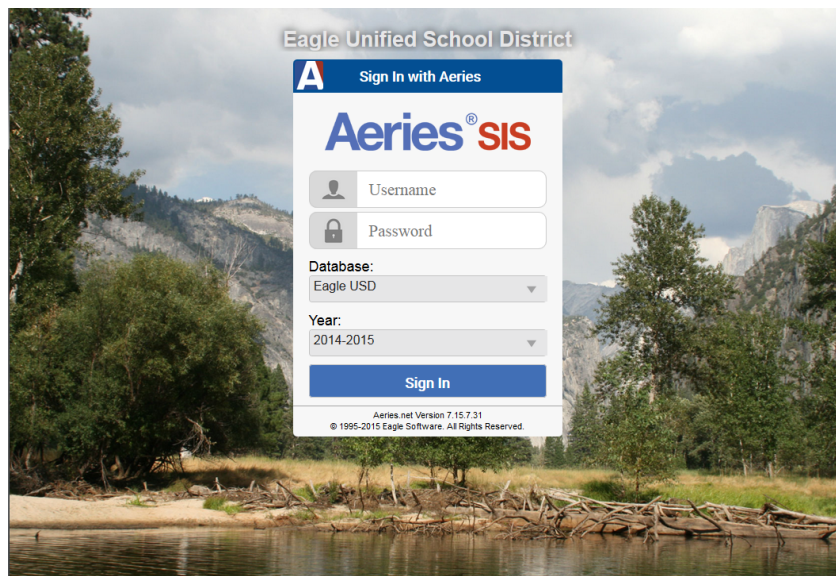
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## GRADEBOOK ACCESS AND DASHBOARD FEATURES

### To Access Teacher Portal

The **Teacher Portal** can be setup and accessed from any PC or tablet that has access to the Internet. The user **must** be setup by the **System Administrator** at the school district in order to have access to the files.

To access Teacher Portal, type the name of the user into the User Name field and press Tab. Type the password that has been assigned in the Password field. When the User Name and Password have been entered the Database and Year fields will be accessible. Select the Database and Year and click the mouse on To access the



**Gradebook**, click the mouse on the Gradebook. In some cases the word- New appears next to **Gradebook** on the **Navigation** tree. The Gradebook node on the Navigation tree is the existing Silverlight gradebook.



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## GRADEBOOK ACCESS AND DASHBOARD FEATURES

### Dashboard

The Gradebook **Dashboard** page will display. There are three dashboard views available, **Tiles**, **List** and **Table**. The system will remember the last dashboard displayed and open to the same dashboard between sessions. All three of the dashboard views display the most current **gradebook** at the top of the page and the past gradebook at the bottom.

#### 2014-2015 Screaming Eagle High School




 **Tiles**  **List**  **Table**

The following information details the three views available.

### Tiles Dashboard View

Below is an example of the **Tiles** dashboard. Tiles will display for all of the teachers gradebooks. The tiles are grouped and color coded based on the gradebook terms.

2013-2014 Screaming Eagle High School

 **Tiles**  **List**  **Table**

Add Gradebook

Mass Add Gradebooks

Add/Drop Students

Link Gradebooks

Copy Gradebook

Per. 1 AP Calculus AB SPRING DETAILS ▴	Per. 2 2nd Sem Geometry Cp SPRING DETAILS ▴	Per. 3 2nd Sem Adv Algebra CP SPRING DETAILS ▴	Per. 4 2nd Sem Adv Algebra CP SPRING DETAILS ▴	Per. 5 2nd Sem Geometry Cp SPRING DETAILS ▴	Per. 6 2nd Sem Adv Algebra CP SPRING DETAILS ▴
Per. 1 AP Calculus AB FALL DETAILS ▴	Per. 2 Geometry Cp FALL DETAILS ▴	Per. 3 Adv Algebra CP FALL DETAILS ▴	Per. 4 Adv Algebra CP FALL DETAILS ▴	Per. 5 Geometry Cp FALL DETAILS ▴	Per. 6 Adv Algebra CP FALL DETAILS ▴

Click the mouse on the **Details** button to display more information. The **Details** view will allow the teacher to access the different pages available for the selected gradebook.

**2 - 2nd Sem Geometry Cp - Spring**

By Class  
By Assignment  
By Student

Add Assignment  
Manage Gradebook

**DETAILS ▾** 

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## GRADEBOOK ACCESS AND DASHBOARD FEATURES

### List Dashboard View

The **List** dashboard will display the teachers gradebooks in list format and order them by **Current**, **Future** and **Past** Gradebooks. The List dashboard also groups and color codes based on the gradebook terms. The Current Gradebooks area will display all current gradebooks and will be expanded by default. Future and Past gradebooks will display but will be collapsed by default.

**Note:** The Tiles display will not have expand or collapse functionality.

The screenshot shows the 'List' dashboard interface. At the top, there are three view tabs: 'Tiles' (selected), 'List', and 'Table'. Below these are three action buttons: 'Mass Add Gradebooks', 'Add/Drop Students' (highlighted in red), and 'Link Gradebooks'. The main content area is divided into three sections: 'Current Gradebooks' (expanded), 'Future Gradebooks' (collapsed), and 'Past Gradebooks' (collapsed). The 'Current Gradebooks' section contains a list of six items, each with a colored vertical bar on the left and a 'Details' link with a dropdown arrow on the right.

▼ Current Gradebooks	
1 - IBHstAm2/HEcCv - Fall	Details ▾
2 - IBHstAm2/HEcCv - Fall	Details ▾
3 - Adv Algebra CP - Fall	Details ▾
3 - Hon World Hst - Fall	Details ▾
3 - IB Span HL 2 - Fall	Details ▾
4 - Hon World Hst - Fall	Details ▾

► Future Gradebooks

► Past Gradebooks

The **List** dashboard also has a **Details** button that will display more information.

The screenshot shows the 'Details' view for a gradebook. It features a title bar with the gradebook name and a 'Details' button. Below the title bar is a menu for editing scores, and at the bottom are links for adding assignments and managing the gradebook.

1 - AP Calculus AB - Spring Details ▴

Edit Scores: [By Class](#) | [By Assignment](#) | [By Student](#)

[Add Assignment](#) | [Manage Gradebook](#)

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## GRADEBOOK ACCESS AND DASHBOARD FEATURES

### Table Dashboard View

The **Table** dashboard will display all the information for the teachers gradebooks on one page. The gradebooks are grouped by order of **Current, Future, and Past Gradebooks**. The Current Gradebooks area will display all current gradebooks and will be expanded by default. Future and Past gradebooks will display but will be collapsed by default.

Tiles

List

Table

Add Gradebook

Mass Add Gradebooks

Add/Drop Students

Link Gradebooks

Copy 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
3 - Adv Algebra CP - Fall	Class	Assignment	Student	Manage Gradebook	Add Assignment
3 - Hon World Hst - Fall	Class	Assignment	Student	Manage Gradebook	Add Assignment
3 - IB Span HL 2 - Fall	Class	Assignment	Student	Manage Gradebook	Add Assignment
4 - Hon World Hst - Fall	Class	Assignment	Student	Manage Gradebook	Add Assignment
► Future Gradebooks	Edit Scores By...			Functions	
► Past Gradebooks	Edit Scores By...			Functions	

### Colors

The gradebooks are grouped and color coded by gradebook terms on the dashboard views.

## Color by Term

Blue Year/2<sup>nd</sup> Quarter

Orange Fall/1<sup>st</sup> Quarter

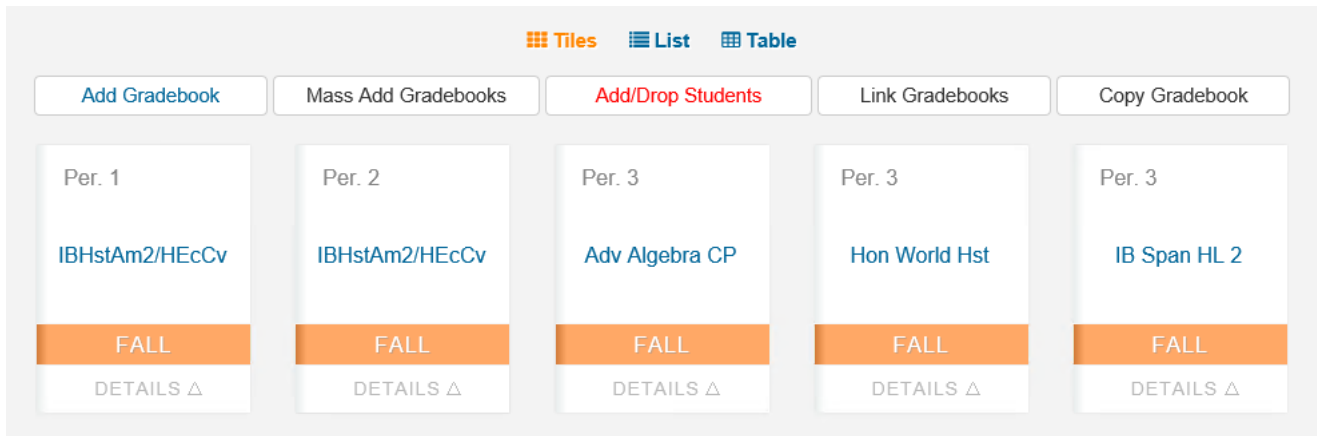
Green Spring/3<sup>rd</sup> Quarter

Red Summer/4<sup>th</sup> Quarter

## GRADEBOOK ACCESS AND DASHBOARD FEATURES

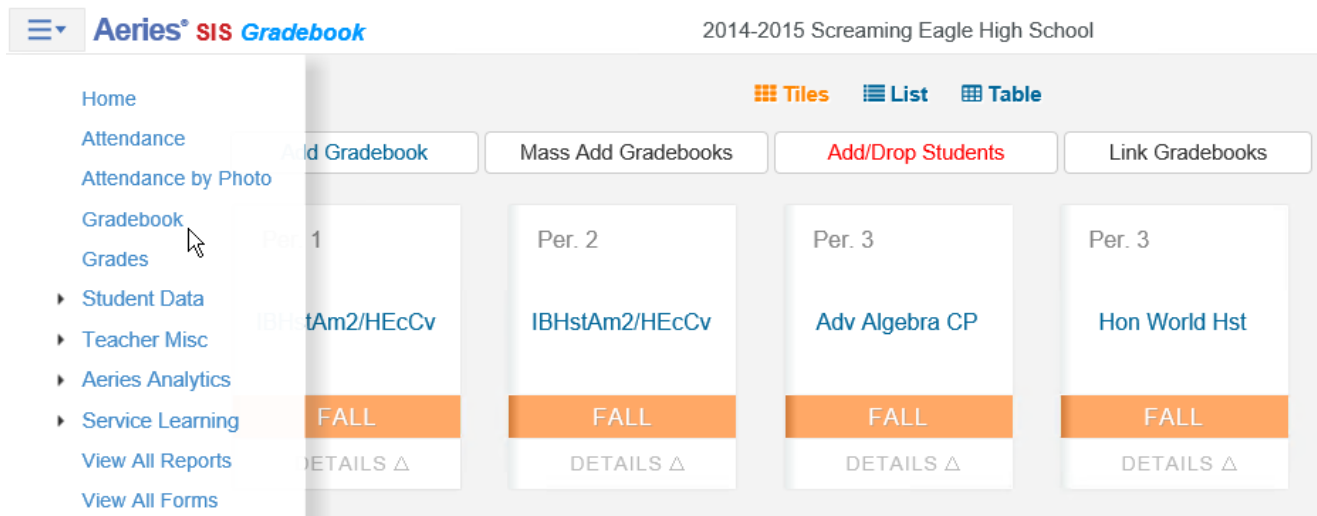
### Dashboard Menu Buttons

Several buttons are available at the top of the dashboard pages.



- **Add Gradebook** – Opens the [New Gradebook](#) page to add individual gradebooks
- **Mass Add Gradebooks** – Allows teachers to mass add gradebooks for all their classes
- **Add/Drop Students** – Opens the [Enter/Leave](#) window to add and drop pending students
- **Link Gradebooks** – Opens the [Link Gradebook](#) page
- **Copy Gradebooks** – Allows teachers to copy gradebooks from other teachers and years.

A header will display on all pages within the new gradebook. The headers will display the school name in the center and the user name on the top right. The Aeries.net navigation tree is now hidden and a dropdown on the top left of the header is available for the teacher to navigate to other Aeries pages from the portal. A logout button is also available on the top right.



## GRADEBOOK ACCESS AND DASHBOARD FEATURES

### Gradebook Sub Header

Once a choice is made by the teacher to enter a gradebook, a sub header will display for easy navigation within the gradebook. The current gradebook will display on the left.

The screenshot shows the Aeries SIS Gradebook sub-header. At the top, there is a navigation bar with the school name '2014-2015 Screaming Eagle High School' and a user profile 'teacher' with a 'Logout' link. Below this is a secondary navigation bar with tabs: '3 - Adv Algebra CP - Fall', 'Dashboard', 'Scores by Class', 'Assignments', 'Students', 'Reports', and 'Manage'. The 'Manage' tab is active. Below the navigation bar, there is a section titled 'CONFIGURATION: 3 - Adv Algebra CP - Fall' with two buttons: 'Add Gradebook' and 'Link Gradebooks'. Below this, there is a row of links: 'Edit Gradebook', 'Options', 'Categories', 'Assignments', 'Manage Students', 'Final Marks', 'Narrative Grades', 'Backups', and 'Restore'.

A dropdown is available for teachers to select and move to another gradebook from within this sub header. Additional information is provided on functions of the sub header in our documents library.

The screenshot shows the Aeries SIS Gradebook sub-header with a dropdown menu open for the '3 - Adv Algebra CP - Fall' tab. The dropdown menu lists several options: 'Add Gradebook', 'CURRENT', '1 - IBHstAm2/HEcCv - Fall', '2 - IBHstAm2/HEcCv - Fall', '3 - Adv Algebra CP - Fall', '3 - Hon World Hst - Fall', '3 - IB Span HL 2 - Fall', and '4 - Hon World Hst - Fall'. The 'CURRENT' option is highlighted. To the right of the dropdown, there is a table with columns for 'Quiz 5.1/5.2/5.8', 'hwk 11/3', 'hwk 11/4', and 'Benchmark'. The table contains data for two students: 'Ali, Mario Z.' and 'Aviles, Jillian'. The 'Ali, Mario Z.' row shows scores of 9, 10, 15, and 64. The 'Aviles, Jillian' row shows scores of 15, 10, 21, and NA.

	Quiz 5.1/5.2/5.8	hwk 11/3	hwk 11/4	Benchmark
✓ 10/30/2014 #40 : 16	✓ 11/1/2014 #41 : 10	✓ 11/2/2014 #42 : 27	✓ 11/10/2014 #43 : 100	
9	10	15	64	
15	10	21	NA	