



Add New Students, Transfer Scores,  
Custom Sort, Final Marks, Narrative  
Grading & Grading Rules

Content Updated: May 1, 2015

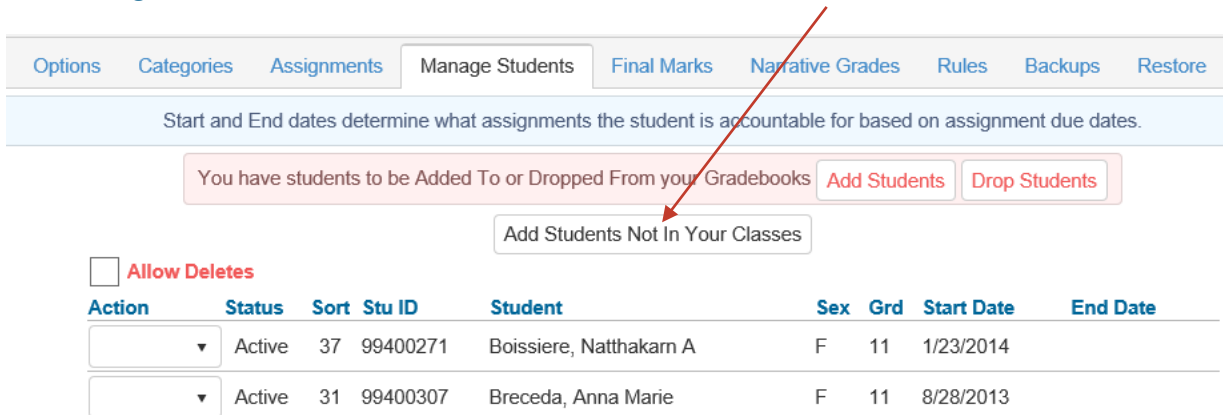
**NOTE TO TEACHERS:**

**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.**

## ADD NEW STUDENTS, TRANSFER SCORES, CUSTOM SORT, FINAL MARKS, NARRATIVE GRADING & GRADING RULES

### ADD NEW STUDENTS

Teachers can import any student into their gradebook if the **System Administrator** has selected the option in **Portal Options**. If the option is selected, teachers will see an **Add Students Not in Your Classes** button on the **Manage Students** tab.



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	

To add new students into a gradebook, click the mouse on the **Add Student** button. The following form will display. To **Search by Student**, enter a name or partial name in the search box and hit **Enter**.

**Add Students** ×

Smith

Only Students in Grades 11 - 12 are displayed.

✓	Stu ID	Name	Grade	Sex
<input type="checkbox"/>	99402401	Smith, Adam D	11	M
<input type="checkbox"/>	99402406	Smith, Daniel T	12	M
<input type="checkbox"/>	99402408	Smith, Engy A	12	F
<input type="checkbox"/>	99402410	Smith, Jacqueline M	11	F
<input type="checkbox"/>	99402412	Smith, Janay	12	F
<input type="checkbox"/>	99402415	Smith, Karla	11	F
<input type="checkbox"/>	99402417	Smith, Lawrence T	12	M
<input type="checkbox"/>	99402418	Smith, Manuel A	12	M

A list of students will display. Only students within the defined grade range of the teacher will be displayed. Click on the box to the left of the students name to select. Click the mouse on the **Add Students** button at the bottom of the page to add them to the gradebook. The student will now be included in the list of students on the **Manage Students** form for the selected gradebook.

**NOTE:** To set the grade range for the teacher, in Aeries enter a **Low Grade** and **Hi Grade** value on the **Teachers form**.

## ADD NEW STUDENTS, TRANSFER SCORES, CUSTOM SORT, FINAL MARKS, NARRATIVE GRADING & GRADING RULES

### ADD NEW STUDENTS CONTINUED

A **Search by Class** option is available for teachers in elementary schools without a Master Schedule. A dropdown list of teachers with the same low and high grade ranges will display. When a teacher is selected, a student list will display.

**Add Students**

☐ Search by Student ☒ Search by Class

Enos

Enos  
Gonzalez  
Goode

n Grade 4 are displayed.

Name	Grade	Sex
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### TRANSFER SCORES

The **Manage Students** tab has a **Transfer** option. The option will only display for **Linked Gradebooks** for the same teacher. This option is for students who have moved between classes with the same teacher and course. In the example below, Adv Algebra CP - Spring period 3 and 6 gradebooks are linked as displayed on the **Link Gradebook** page. If a student transfers from one period to the other, their existing gradebook scores can be transferred to the **New gradebook**.

The student must first be added to the new gradebook (refer to page 21 for procedures on adding students to a gradebook).

In the examples below, student Esteban Booker transferred from the Adv Algebra CP period 6 class to the same teacher's Adv Algebra CP period 3 class. On the **Manage Students** tab, click the mouse on the Adv Algebra CP period 3 class gradebook on the dropdown list of gradebooks on the top left.

3 - Adv Algebra CP - Spring

Dashboard Scores by Class Assignments Students Reports Manage

CONF Add Gradebook

Algebra CP - Spring Add Gradebook Link Gradebooks

Assignments Manage Students Final Marks Narrative Grades Options Rules Backups Restore

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

students to be Added To or Dropped From your Gradebooks Add Students Drop Students

## ADD NEW STUDENTS, TRANSFER SCORES, CUSTOM SORT, FINAL MARKS, NARRATIVE GRADING & GRADING RULES

### TRANSFER SCORES CONTINUED

Click the mouse on the **Manage Students** tab. It is imperative that the **NEW** Gradebook is selected from the gradebook list on gradebook drop down. Click the mouse on the **Transfer** option to the left of the student's name.

3 - Adv Algebra CP - Spring | Dashboard | Scores by Class | Assignments | Students | Reports | Manage

CONFIGURATION: 3 - Adv Algebra CP - Spring | Add Gradebook | Link Gradebooks

Edit Gradebook | Categories | Assignments | Manage Students | Final Marks | Narrative Grades | Options | 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	99400282	Booker, Esteban C	M	12	7/31/2014	8/22/2014
Drop	Active	31	99400307	Breceda, Anna Marie	F	11	8/28/2013	
Transfer	Active	34	99400460	Cesena, Faraaz	M	11	1/25/2014	
	Active	3	99400461	Chacon, Jonathon	M	11	8/28/2013	

The linked gradebooks will display in the dropdown. Choose the gradebook under the **Select Gradebook to Pull From** list.

Student Transfer

Select a Gradebook to Pull From

Gradebook#	Per	Name	Term	Grd Range	Start Date	End Date
3923587	6	Adv Algebra CP	Spring	10 - 12	1/22/2014	9/6/2014

Transfer Cancel

When selected, the gradebook will be highlighted in green. Click the mouse on the **Transfer** button.

Student Transfer

Select a Gradebook to Pull From

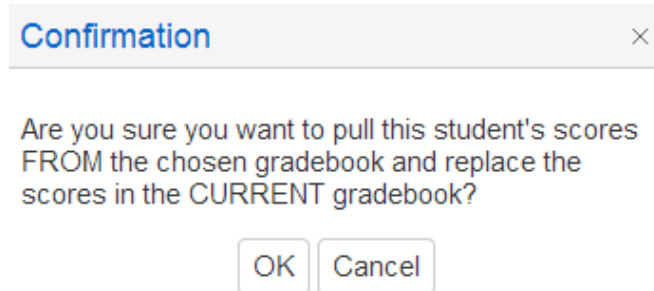
Gradebook#	Per	Name	Term	Grd Range	Start Date	End Date
3923587	6	Adv Algebra CP	Spring	10 - 12	1/22/2014	9/6/2014

Transfer Cancel

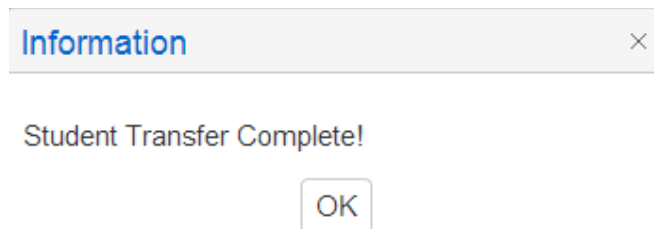
## ADD NEW STUDENTS, TRANSFER SCORES, CUSTOM SORT, FINAL MARKS, NARRATIVE GRADING & GRADING RULES

### TRANSFER SCORES CONTINUED

The following message will display.



Click the mouse on the **OK** button to begin the **Transfer** process. The following message will display.



The student's scores will now be viewable under the Gradebook.

It is recommended that for transfer students the **Start Date** and **End Date** under the **Manage Students** tab should be populated accordingly for the previous and current gradebook. Enter the **End Date** value in the dropped gradebook to ensure that the student is not responsible for assignments with due dates after the students gradebook **End Date**.

Action	Status	Sort	Stu ID	Student	Sex	Grd	Start Date	End Date
	Active	5	99400282	Booker, Esteban C	M	12	1/22/2014	6/30/2014

When the student is added to the new gradebook the **Start Date** value in the new gradebook will be populated based on the Course Attendance (CAR) date. Verify the students date to ensure that the student is responsible for assignments with due dates after the students gradebook **Start Date** in the new gradebook.

Action	Status	Sort	Stu ID	Student	Sex	Grd	Start Date	End Date
	Active	33	99400271	Boissiere, Natthakarn A	F	11	1/23/2014	
	Active	37	99400282	Booker, Esteban C	M	12	7/1/2014	

## ADD NEW STUDENTS, TRANSFER SCORES, CUSTOM SORT, FINAL MARKS, NARRATIVE GRADING & GRADING RULES

### CUSTOM SORT

The **Manage Students** form display's a **Sort** field. The default sort number is alphabetical by the student's last name. A **Custom Sort Order** can be assigned to students.

[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	

To change the sort order, click the mouse in the **Sort** field and type over the sort number or use the up and down arrows.

The **Scores by Class** page has a **Sort By Custom Student Sort** option. If the option is selected the students will display by the **Custom Sort Order** on the **Scores by Class**.

☐ Show Filters

Sorting by: Student Name ↑↓

**Sort Options**

☐ Student Name

☒ Custom Student Sort

☐ Overall Percent/Mark

☐ Grade Level

	%	Mark
	75.9	C
	80.0	B-
	71.7	C-

The **Scores by Assignment** page has an option to Sort Students by Custom Sort Field Instead of Name option. If the option is selected the students will display by the **Custom Sort Order** on the **Scores by Assignment** page.

1 - IBHstAm2/HEcCv - Fall ▾ [Dashboard](#) [Scores by Class](#) [Assignments](#) [Students](#) [Reports](#) [Manage](#)

Bullock (12/20/2014) < **#48 - WWII Gallery Walk** > Conferences (01/08/2015)

Assigned: Sun Dec 21, 2014 Due: Thu Jan 8, 2015 Category: Classwork Is Grading Completed? ☒

Number Correct Possible: 5 Total Points Possible: 5

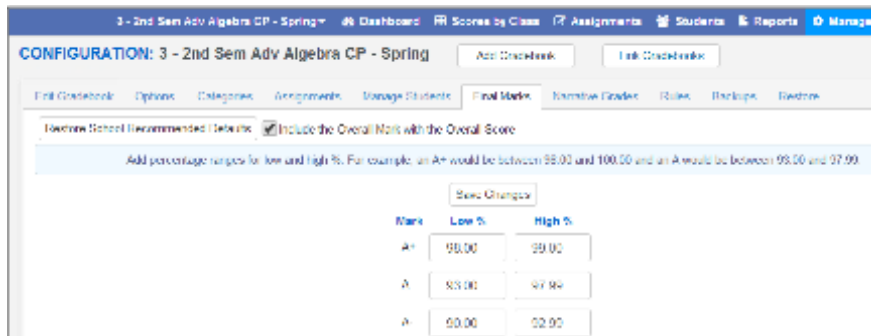
☐ Only Display Students Missing Scores ☒ Sort Students by Custom Sort Field Instead of Name

## ADD NEW STUDENTS, TRANSFER SCORES, CUSTOM SORT, FINAL MARKS, NARRATIVE GRADING & GRADING RULES

### FINAL MARKS

The **Final Marks** option will display the Alpha Marks. The teacher can assign Low and High percentages to the marks. The alpha mark will display in addition to the total percentage for the student.

The **Restore School Recommended Defaults** button will pull the low and high %s from Aeries if they are defined on the **Grade Reporting Options (GRC table)**, **Update Valid Marks form**. The option **Show Overall Mark w/ Score** is also available from the Options form.



Mark	Low %	High %
A+	98.00	99.99
A	95.00	97.99
A-	90.00	92.99

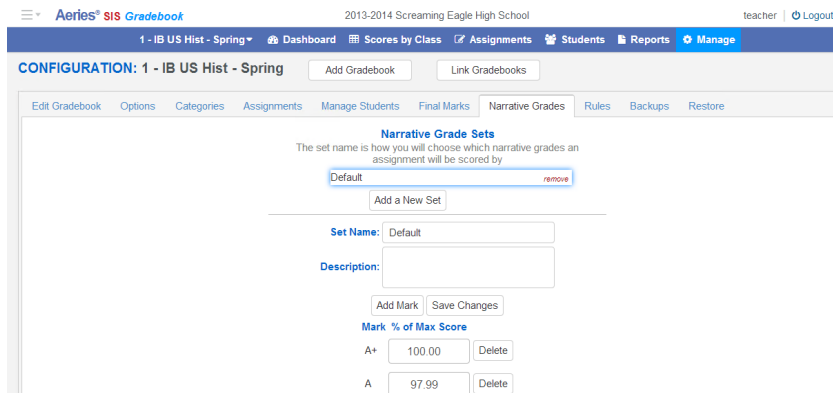
If using the **Doing Rubric gradebook option**, it is important to set the **Final Marks** appropriately. Or deselect the **Show Overall Mark w/ Score** option to not display the **Final Marks**.

### NARRATIVE GRADING

Teachers can create **Narrative Grades** with valid alpha or numeric narrative marks and can assign the **Narrative Marks** to their assignments. This feature is equivalent to the **Scales** feature in ABI.

When a **Narrative Mark** is defined, a **Percentage** of the **Max Score** is entered for each valid mark. A **Narrative Mark** can then be assigned to a particular assignment. The **Score** input fields for that assignment will have a dropdown with the available valid marks. When the **Narrative Marks** is selected the **Percentage** assigned to the mark will be factored into the **Max Score** for the assignment. The student will receive that **Percentage** of the **Max Score** for that Assignment.

On the **Manage** page click on the **Narrative Grades** tab. The following page will display.



Mark	% of Max Score
A+	100.00
A	97.99

**NOTE:** At this time, only alpha **Narrative Marks** are supported. Numeric marks will be supported in the future.

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## ADD NEW STUDENTS, TRANSFER SCORES, CUSTOM SORT, FINAL MARKS, NARRATIVE GRADING & GRADING RULES

### NARRATIVE GRADING CONTINUED

To add a new **Narrative Grade Set** click the mouse on **Add a New Set** button and the following page displays

The screenshot shows the 'Narrative Grade Sets' form. At the top, there are tabs: 'Assignments', 'Manage Students', 'Final Marks', 'Narrative Grades' (which is selected), and 'Rules'. Below the tabs, the title 'Narrative Grade Sets' is followed by the instruction: 'The set name is how you will choose which narrative grades an assignment will be scored by'. There is a 'Default' label and an 'Add a New Set' button. Below a horizontal line, there are two input fields: 'Set Name:' and 'Description:'. At the bottom, there are 'Save' and 'Cancel' buttons.

Enter the name of the new **Set Name**. An example is **Pass/Fail**. A **Description** can also be entered. Click the mouse on the **Save** button.

This screenshot shows the same 'Narrative Grade Sets' form, but now the 'Set Name' field contains 'Pass/Fail' and the 'Description' field contains 'This is a pass/fail narrative grade scale'. The 'Save' and 'Cancel' buttons remain at the bottom.

If there are default values, remove any marks that will not be used for the new **Narrative Grade**, click the mouse on the **Delete** button to the right of the **Mark % of Max Score** field.

This screenshot shows the 'Mark % of Max Score' section. It has two rows. The first row has 'A+' in the first column, '100.00' in the second column, and a 'Delete' button in the third column. The second row has 'A' in the first column, '97.99' in the second column, and a 'Delete' button in the third column. A mouse cursor is pointing at the 'Delete' button for the 'A+' row. Above this section, the 'Set Name' field contains 'Pass/Fail' and the 'Description' field contains 'This is a pass/fail narrative grade scale'. There are 'Add Mark' and 'Save Changes' buttons above the table.

In the **Pass/Fail** example only the **P** and **F** mark will be used. Delete all other marks and leave **P** and **F**. Only the marks of **F** and **P** will display.



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## ADD NEW STUDENTS, TRANSFER SCORES, CUSTOM SORT, FINAL MARKS, NARRATIVE GRADING & GRADING RULES

### NARRATIVE GRADING CONTINUED

Enter new marks by using the **Add Mark** button below.

	<b>Add Mark</b>	<b>Save Changes</b>
	<b>Mark % of Max Score</b>	
F	50	<b>Delete</b>

Enter the **Percentage** assigned to the marks in the Mark **% of Max Score** field. For the **Pass/Fail** example 50% can be entered for an **F** and 100% for a **P**. Click the mouse **Save Changes** button when completed.

<b>Set Name:</b>	Pass/Fail	
<b>Description:</b>	This is a pass/fail narrative grade scale	
	<b>Add Mark</b> <b>Save Changes</b>	
	<b>Mark % of Max Score</b>	
P	100.00	<b>Delete</b>
F	50.00	<b>Delete</b>

When adding a new assignment, the **Narrative Grade Set** will be available from the dropdown of the **Narrative Grading** field.

The screenshot shows a web form for creating an assignment. The 'Narrative Grading' field is open, showing a dropdown menu with 'Default' and 'Pass/Fail' options. The 'Pass/Fail' option is highlighted. The form includes fields for Name, Description, Type, Category, Extra Credit, Assigned On, Due On, Number Correct Possible, and Points Possible. The 'Type' field has a tooltip explaining the difference between Formative and Summative assignments. The 'Category' field is set to 'Homework/Notebook/Quizzes'. The 'Assigned On' field is set to '4' and the 'Due On' field is set to '05/27/2014'. The 'Number Correct Possible' field is set to '4' and the 'Points Possible' field is set to '8'.

## ADD NEW STUDENTS, TRANSFER SCORES, CUSTOM SORT, FINAL MARKS, NARRATIVE GRADING & GRADING RULES

### NARRATIVE GRADING CONTINUED

Once a **Narrative Grade** is attached to an assignment, the score input fields for that assignment will display a drop-down with the available **Narrative Marks**.

	Stu ID	Name	# Correct (Score)
1	99400271	Boissiere, Natthakarn A	P
2	99400296	Bradley, Minda B	P : 100%
3	99400408	Carroll, Michael M	F : 51%
4	99400426	Castillo, Lizet Lizzette	NA
			TX

When one of those marks is chosen instead of entering a numeric score, the **Percentage** assigned to the mark will be factored into the **Max Score** for the assignment. The student will receive that percentage of the **Max Score** as their Score for that assignment.

### GRADING RULES

These options apply to the current gradebook being viewed. **Grading Rules** are meant to Drop the Lowest N Assignments and optionally replace those assignment scores with either the average score or the top score in the area defined by the rule.

On the **Manage** page click on the **Rules** tab. The following page will display.

3 - 2nd Sem Adv Algebra CP - Spring

Dashboard

Scores by Class

Assignments

Students

Reports

Manage

CONFIGURATION: 3 - 2nd Sem Adv Algebra CP - Spring

Add Gradebook

Link Gradebooks

Edit Gradebook

Options

Categories

Assignments

Manage Students

Final Marks

Narrative Grades

Rules

Backups

Restore

Add Rule

Rule	# of Lowest Scores to Drop	Category	According To	Replace With
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Multiple rules can be applied to the same gradebook. To add a Rule to a gradebook, click the mouse on the **Add Rule** button.

CONFIGURATION: 3 - 2nd Sem Adv Algebra CP - Spring

Add Gradebook

Link Gradebooks

Edit Gradebook

Options

Categories

Assignments

Manage Students

Final Marks

Narrative Grades

Rules

Backups

Add Rule

Rule	# of Lowest Scores to Drop	Category	According To	Replace With
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## ADD NEW STUDENTS, TRANSFER SCORES, CUSTOM SORT, FINAL MARKS, NARRATIVE GRADING & GRADING RULES

### GRADING RULES CONTINUED

The following will display. Add in the appropriate information and then click the mouse on the **Update** button.

Rule	# of Lowest Scores to Drop	Category	According To	Replace With
	1	Homework/Notebook/Quizzes	% Score	Nothing

The lowest **N** scores are usually determined by looking at a single category. But if the current gradebook is doing total points grading and not weighted types, the option to drop the lowest **N** scores across **“All Categories”** will be available.

According To - how to consider a particular score as being the lowest is answered by this setting. The options of **“Negative Weight”** and **“% Score”** are available.

- **“Negative Weight”** is calculated by determining the difference between the **Max Score** and the actual Score (Max – Score).
- **“% Score”** is determined by dividing the actual **Score** by the **Max Score** (Score / Max).

And Replace With - a teacher may not want to simply discount the lowest scores and remove them from the overall score calculation. A teacher may want to replace the identified low scores with another value. This setting allows for 1 of 3 options: **“Nothing”**, **“Average Score”**, and **“Best Score”**

- **“Nothing”** will simply drop the identified assignment from the overall score calculation for the student.
- **“Average Score”** will calculate the average percentage of the score value of all assignments in the identified Assignment Category/Type and will use that percentage against the Max score for that assignment to calculate the virtual score value to use in place of the actual score.
- **“Best Score”** will find the best percentage score value across all assignment in the identified Assignment Category/Type and will use that percentage against the **Max** score for that assignment to calculate the virtual score value to use in place of the actual score.

After clicking on Update, the new saved **Rule** will display with an assigned Rule number.

Rule	# of Lowest Scores to Drop	Category	According To	Replace With
1	1	Homework/Notebook/Quizzes	% Score	Nothing