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.

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**.

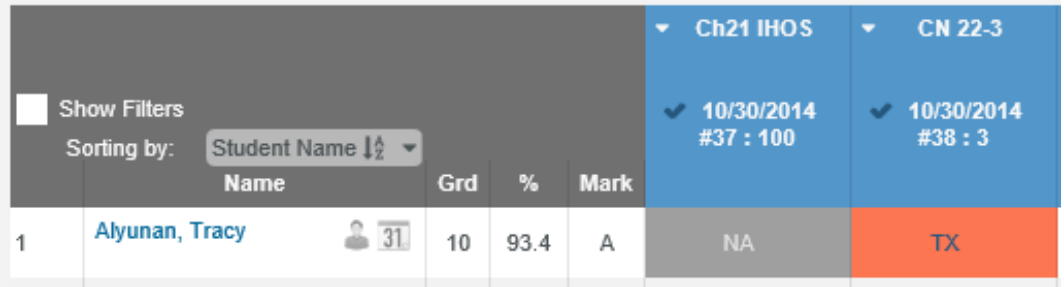
NOTE: **All scores entered are saved immediately.**

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

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

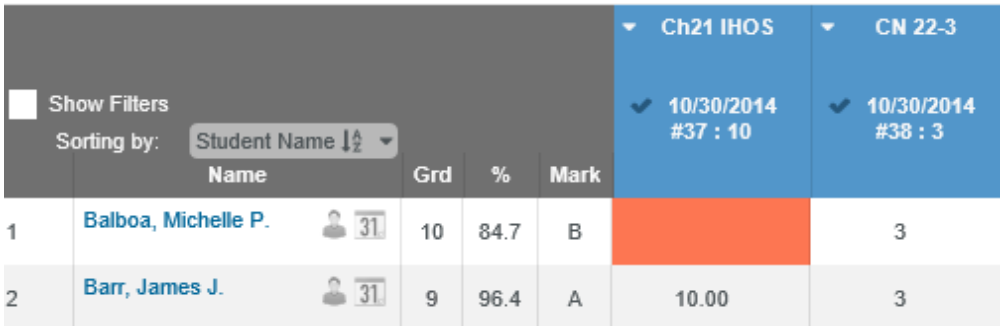
Exclude Student from Assignment

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.



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**.

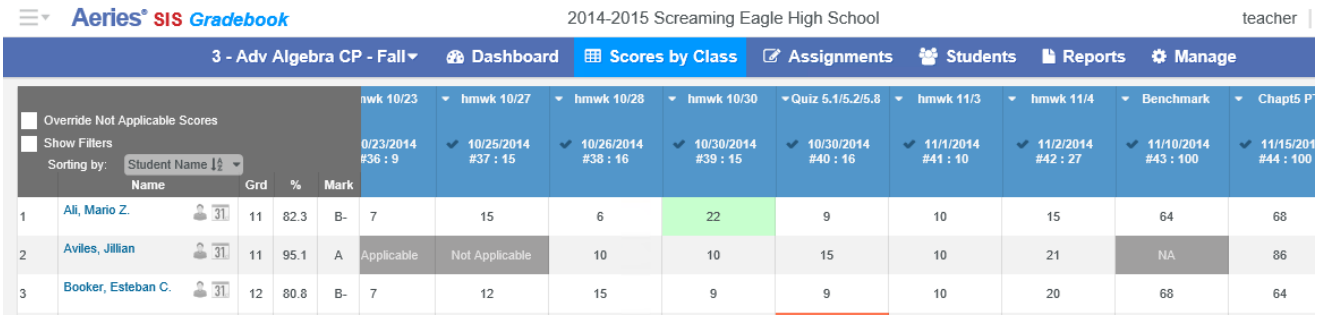


ENTERING STUDENT SCORES CONTINUED

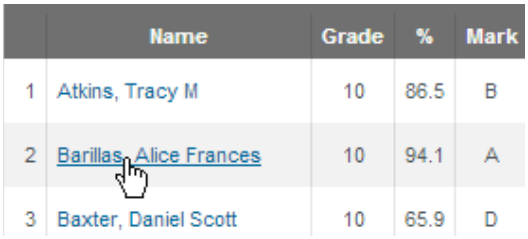
Scores By Class

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.



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.



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

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

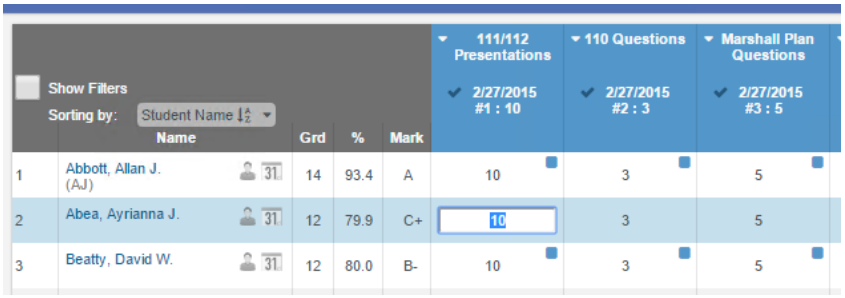
ENTERING STUDENT SCORES CONTINUED

Scores By Class Continued

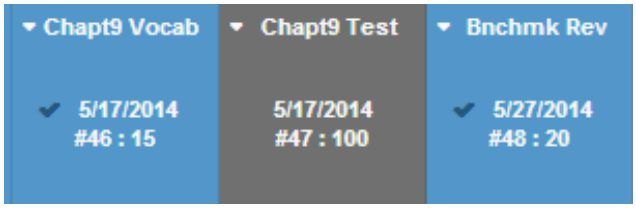
Clicking on the **Calendar** icon next to a student will navigate to the **Attendance** page for that student.

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

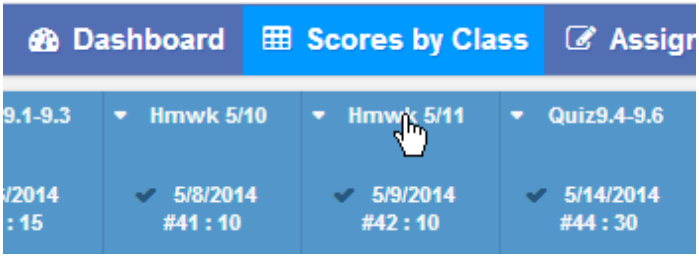
When clicking in a **Score** field for a student on the **Scores By Class** page, the row will highlight in blue. The blue highlighting will remain on the selected student until the user moves to the score field of another student or until the page is refreshed.



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.



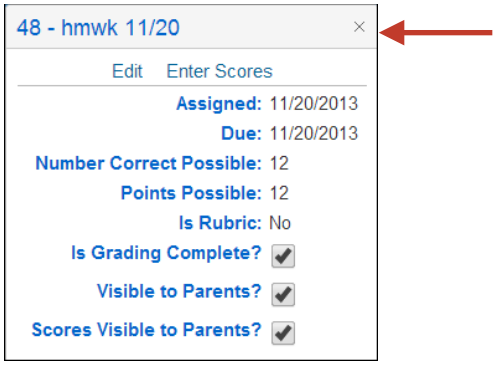
More assignment information can be displayed by clicking the down arrow to the left of the assignment description. The following Assignment window will display with more information. The **Edit** link will open the **Edit Assignment** page. The **Enter Scores** link will open the **Scores By Assignment**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



ENTERING STUDENT SCORES CONTINUED

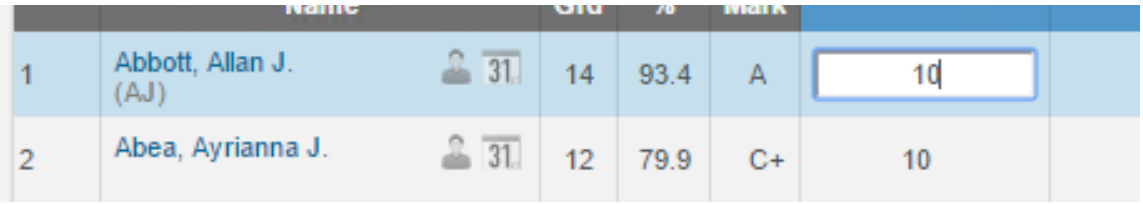
Scores By Class Continued

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.

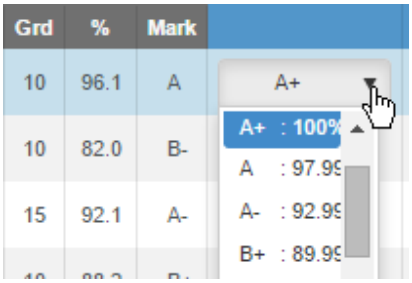


Click the mouse on the **X** in the upper right corner to close the Assignment window.

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.



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.



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

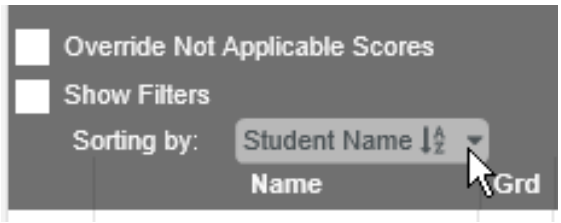
NOTE: Scores are not factored into the overall grade until the Assignment has been marked as Grading Complete or the Gradebook Option of "Apply Assignments scores Immediately?" is on.

ENTERING STUDENT SCORES CONTINUED

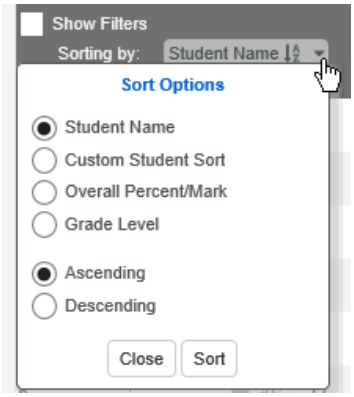
Sorting

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.

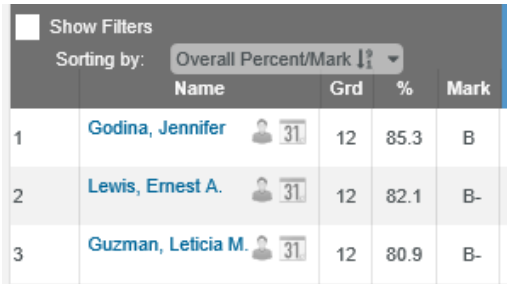
To select a sort option, click the mouse on **Sorting by** drop down menu at the top left of the **Scores By Class** page.



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.



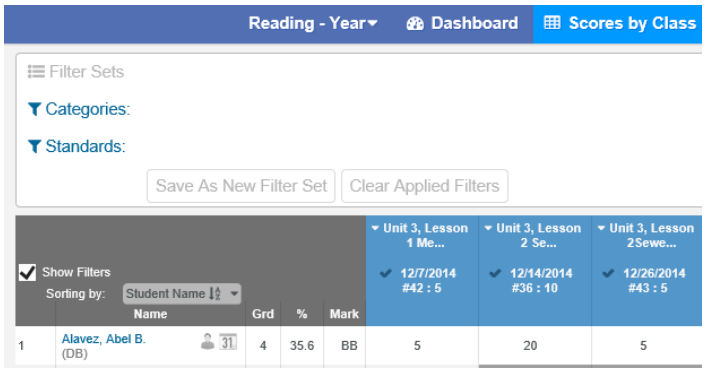
The **Scores By Class** page will now display with the applied sort. The Sort will stay applied to the gradebook until changed by the user.



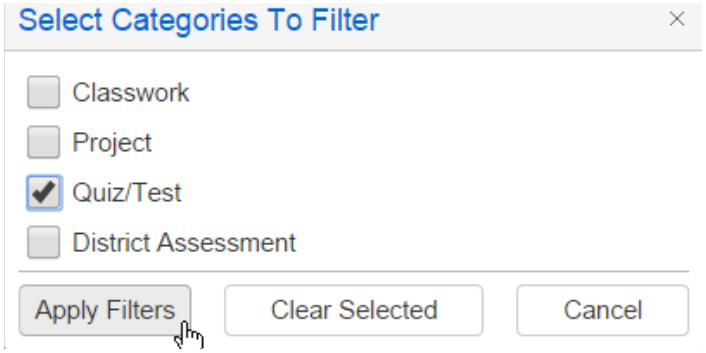
ENTERING STUDENT SCORES CONTINUED

Show Filters

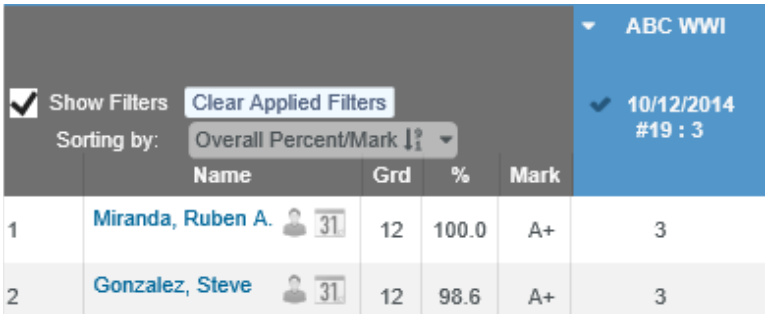
The **Show Filters** option on the top left of the **Scores by Class** page can be used to filter assignments by **Categories** or by **Standards** if applicable. Both the **Categories** and **Standards** filters can be used at the same time if desired. Click the mouse on the **Show Filters** option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



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.



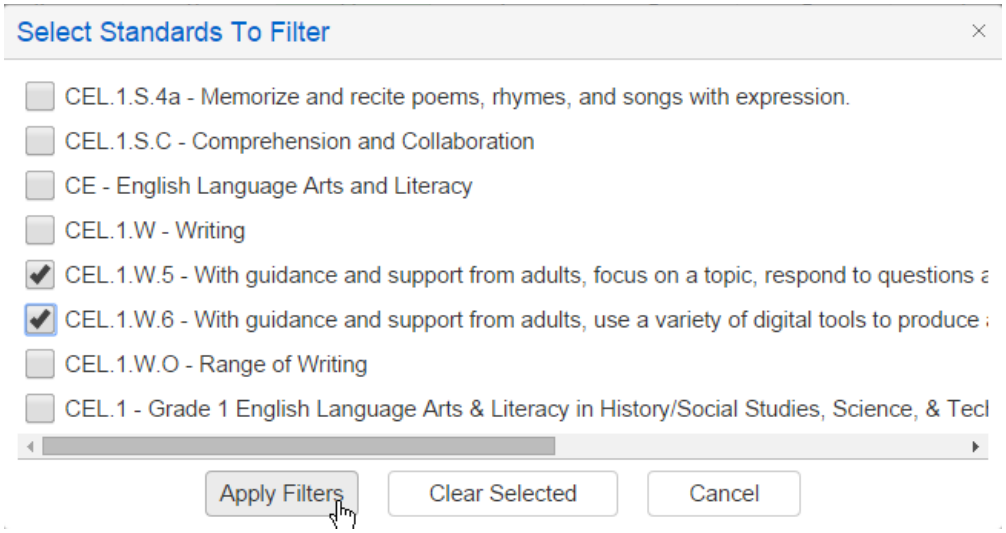
The **Scores by Class** page will now only display assignments with the selected filtered categories. In the example below, only assignments with the category of Quiz/Test will display. The **%** and **Mark** will total only the filtered assignments.



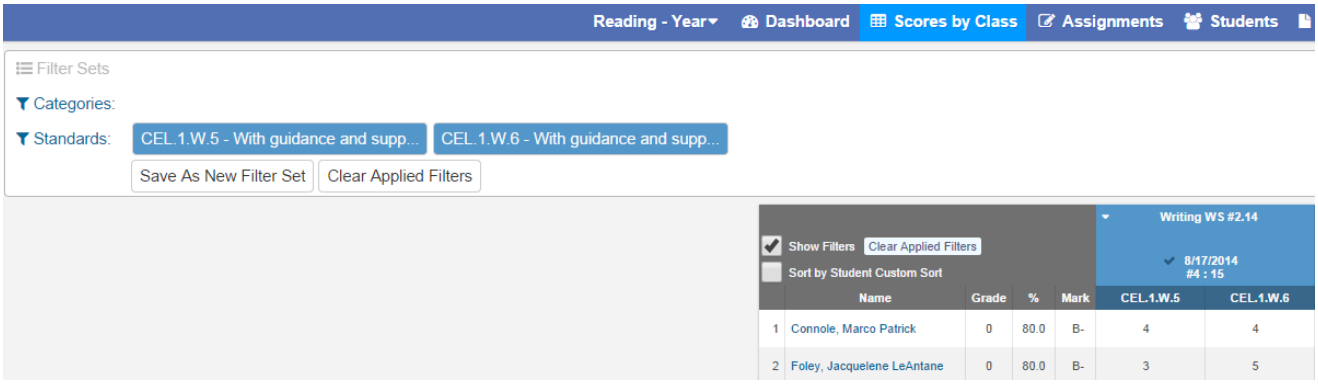
ENTERING STUDENT SCORES CONTINUED

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.



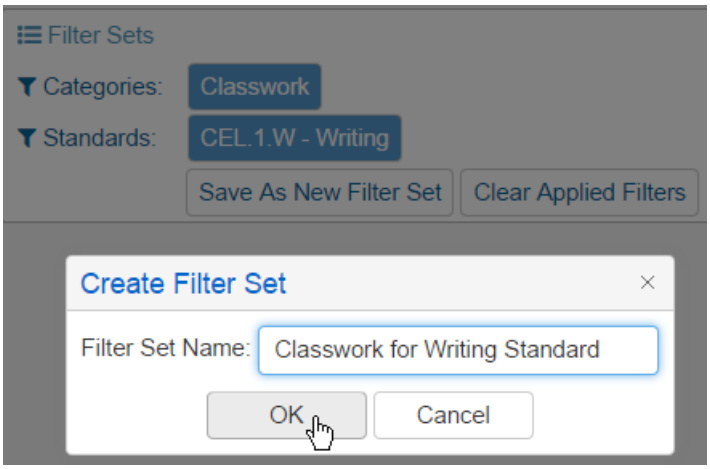
The **Scores by Class** page will now only display assignments with the selected filtered standards. In the example below, only assignments with the selected standards will display. The **%** and **Mark** will total only the filtered assignments.



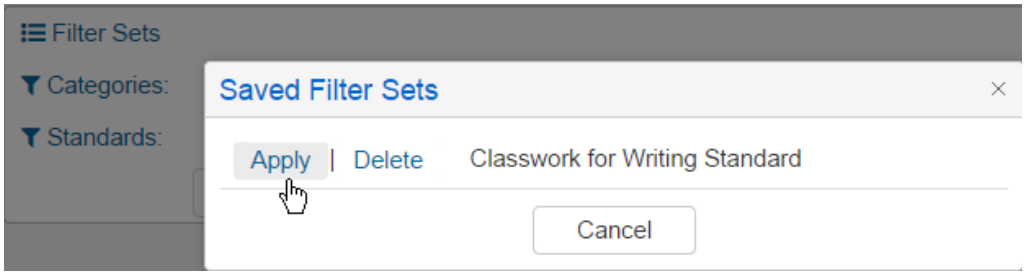
ENTERING STUDENT SCORES CONTINUED

Show Filters Continued

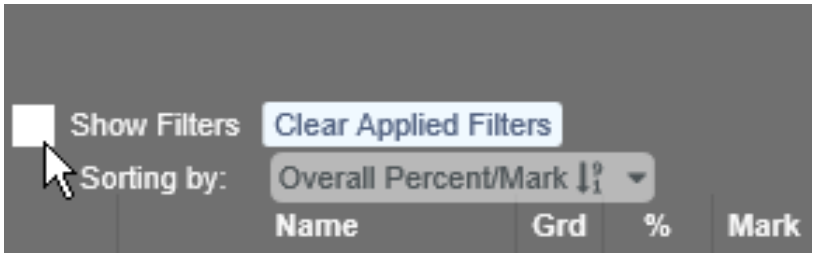
Filters Sets can be saved and will be available to select on the **Filter Sets** option. To save a filter, once the filter is selected, click the mouse on the **Save As New Filter Set** button and the following will display.



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.



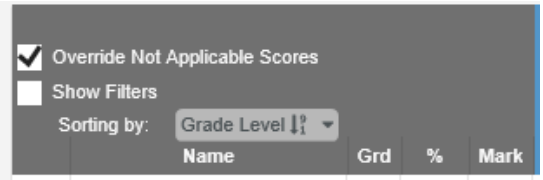
The **Show Filters** option can be selected or deselected. When selected, the page will expand and in the upper left, the filter options will display. When de-selected, the upper left filter section will be hidden but the filters are still applied. Click the mouse on **Clear Applied Filters** to remove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



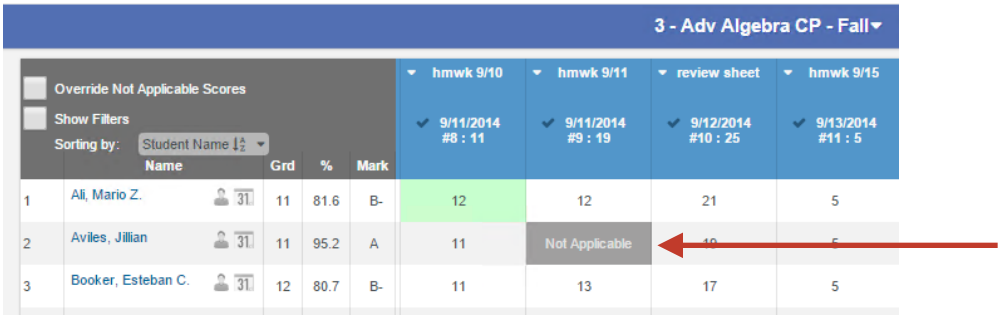
ENTERING STUDENT SCORES CONTINUED

Override Not Applicable Scores

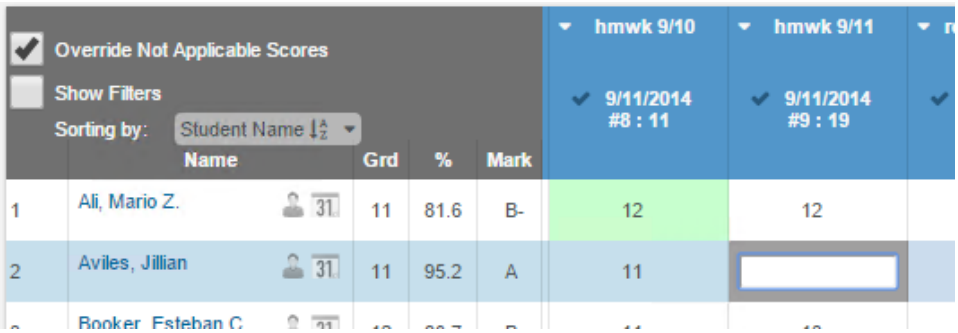
The **Scores By Class** page has an **Override Not Applicable Scores** option. This option displays on Scores By Class for a gradebook that has the Filter Assignments by option set to **Assignment Due Date** under the Manage | Options area.



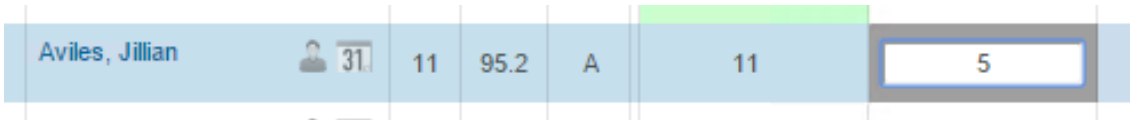
When selected, the override option will allow a score field that has a **Not Applicable** to be overwritten with a valid score for the student.



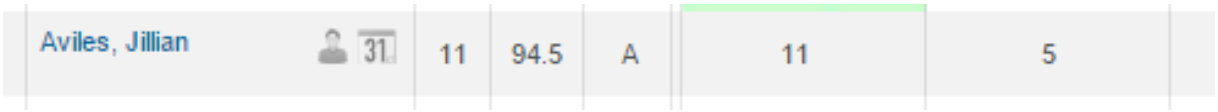
To override a Not Applicable score on the Scores By Class page, select the **Override Not Applicable Scores** option on the top left of the page and then click the mouse in the score field that has Not Applicable.



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



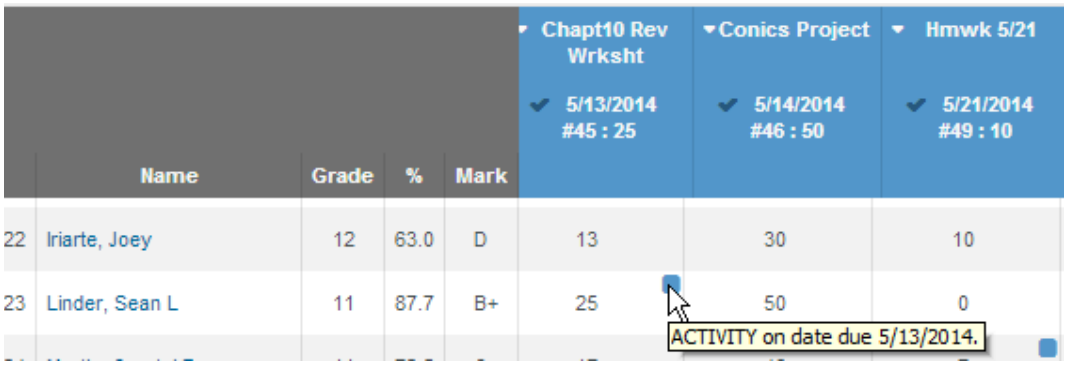
The new score will be updated and will display on Scores By Class, Scores By Assignment and Score By Student pages.



ENTERING STUDENT SCORES CONTINUED

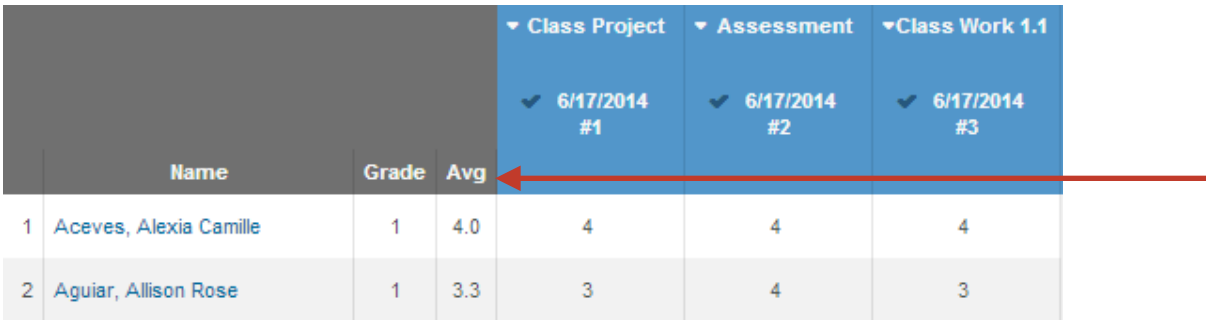
Attendance Flags

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.



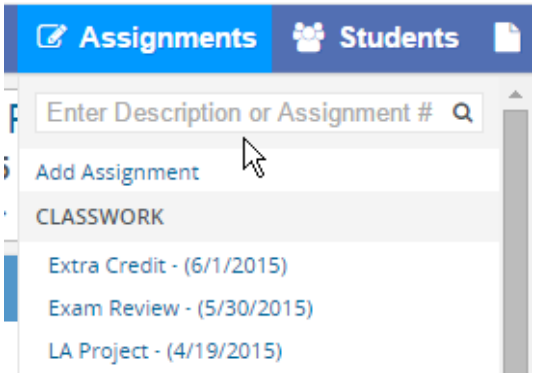
Rubric Scoring

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.

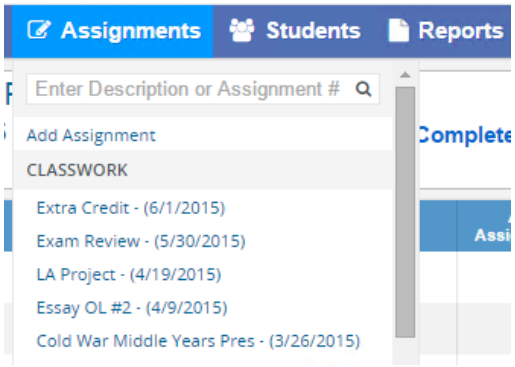


SCORES BY ASSIGNMENT

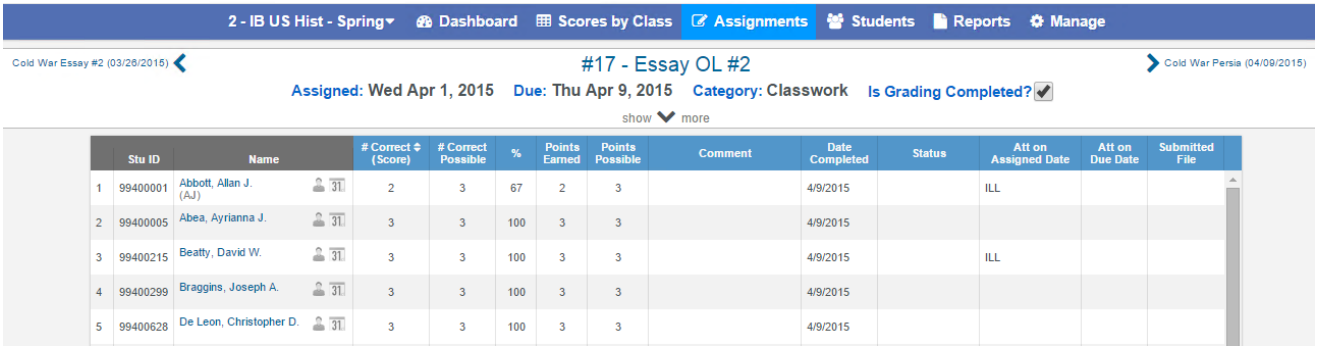
To enter scores for assignments for the entire class, select **Scores By Assignment** from any of the dashboard views. An Assignment dropdown will display when you click the mouse on Assignments in the header bar. At the top of the Assignment dropdown is a **Search** feature. The Search feature can be 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.

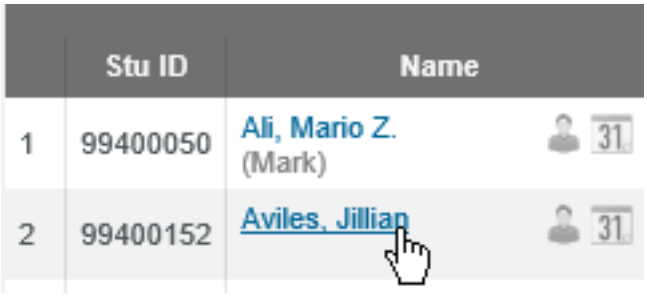


The following page will display. The assignment description and information will display at the top of the page with all students enrolled listed to the left of the page.



SCORES BY ASSIGNMENT CONTINUED

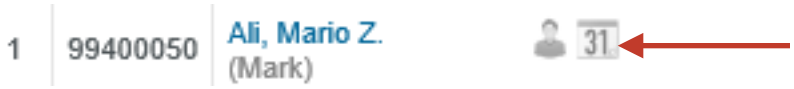
A link is available on the student name list on the left side of the **Scores by Assignment** page. Clicking on the student name will navigate to the **Scores by Student** page.



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

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

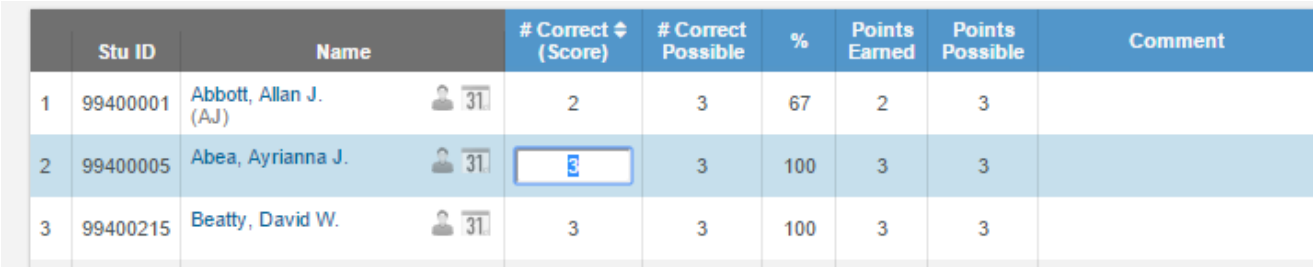
Clicking on the **Calendar** icon next to a student will navigate to the **Attendance** page for that student.



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

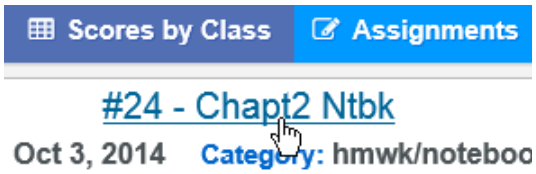
SCORES BY ASSIGNMENT CONTINUED

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.

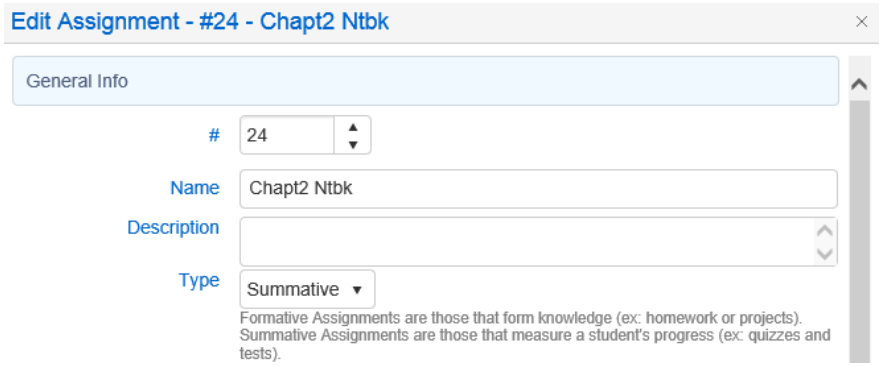


	Stu ID	Name	# Correct (Score)	# Correct Possible	%	Points Earned	Points Possible	Comment
1	99400001	Abbott, Allan J. (AJ)	2	3	67	2	3	
2	99400005	Abea, Ayrianna J.	3	3	100	3	3	
3	99400215	Beatty, David W.	3	3	100	3	3	

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



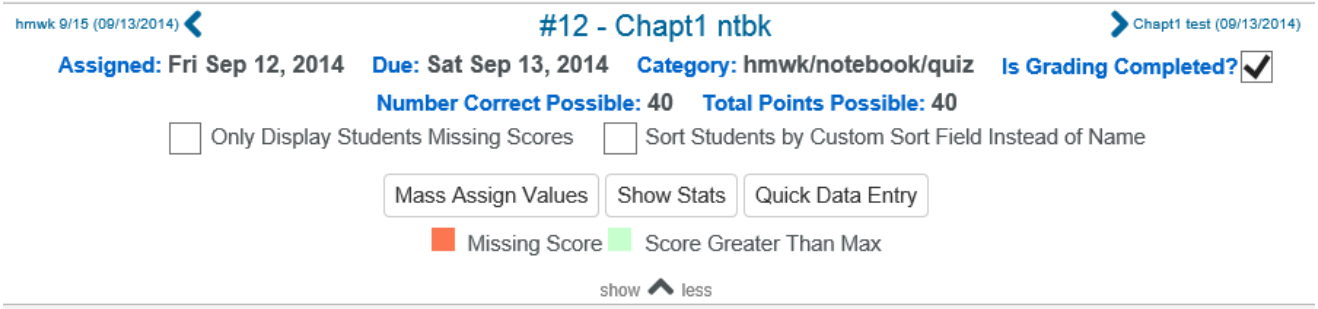
The **Edit Assignment** page will display for the selected assignment. Assignment data can be changed by using the **Edit Assignment** page.



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.

SCORES BY ASSIGNMENT CONTINUED

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



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.

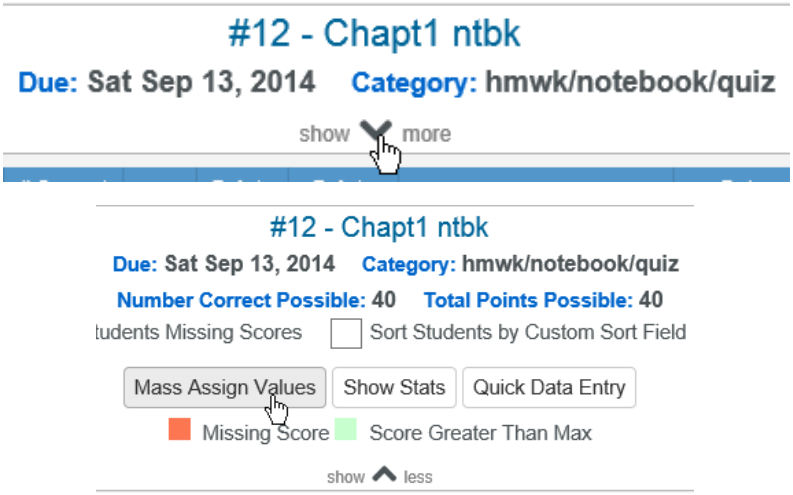
Enter the **Date Completed**. Enter any text in the **Comment** field or select a pre-defined **Status** from the dropdown if needed.

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

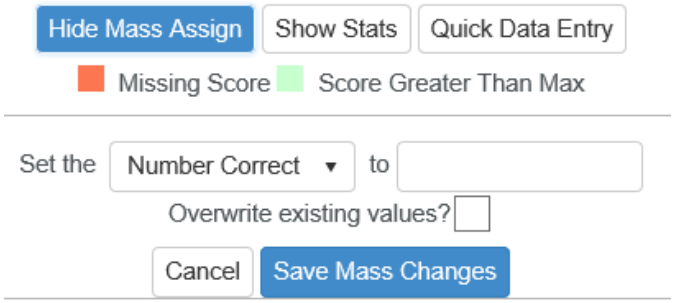
ENTERING STUDENT SCORES: EXCLUDE & MISSING ASSIGNMENTS, SCORES BY CLASS, ASSIGNMENT & STUDENT, %OF GRADE, QUICK ENTRY

MASS ASSIGN VALUES

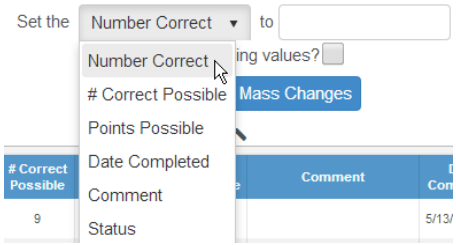
Click the mouse on the down arrow on the **Assignments** page on the assignment to display the **Mass Assign Values** button. This function can be used to mass add or change data. For example, if all students turned in the assignment on time a default date can be entered and all assignments will be updated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



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.**



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



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.**

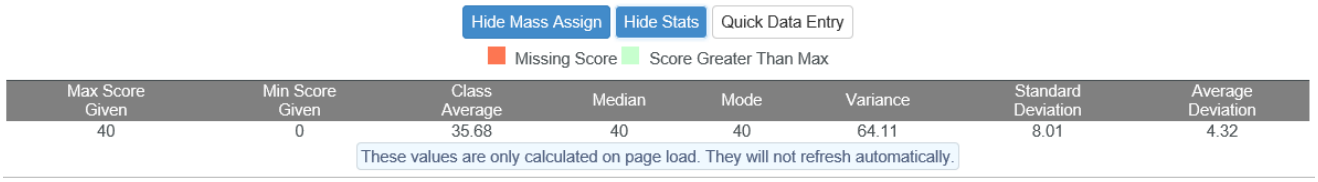
MASS ASSIGN VALUES CONTINUED

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

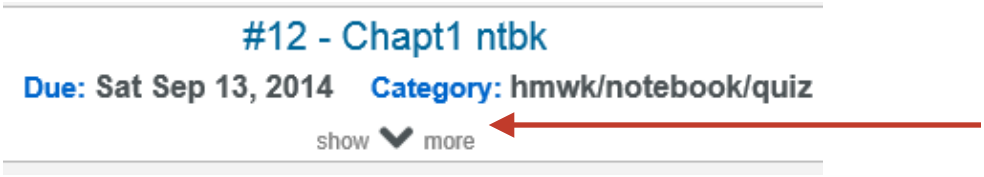
Click the mouse on the down arrow on the **Assignments** page on the assignment to display the **Show Stats** button. After all class scores are entered clicking on the **Show Stats** button will display statistical calculations for the assignment.



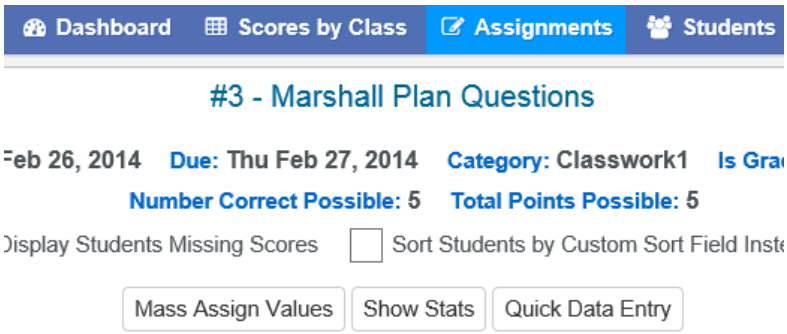
ENTERING STUDENT SCORES: EXCLUDE & MISSING ASSIGNMENTS, SCORES BY CLASS, ASSIGNMENT & STUDENT, %OF GRADE, QUICK ENTRY

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.



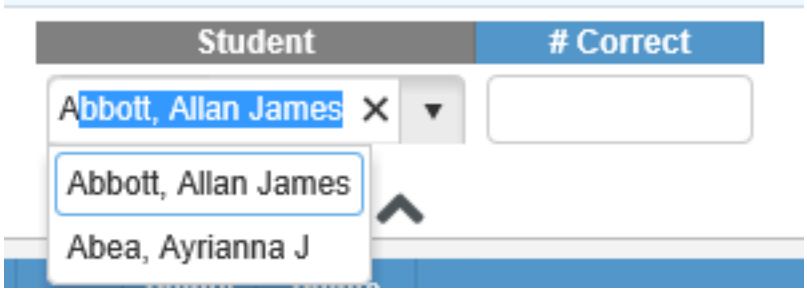
To enter scores using the Quick Data Entry method click on the **Quick Data Entry** button.



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

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.



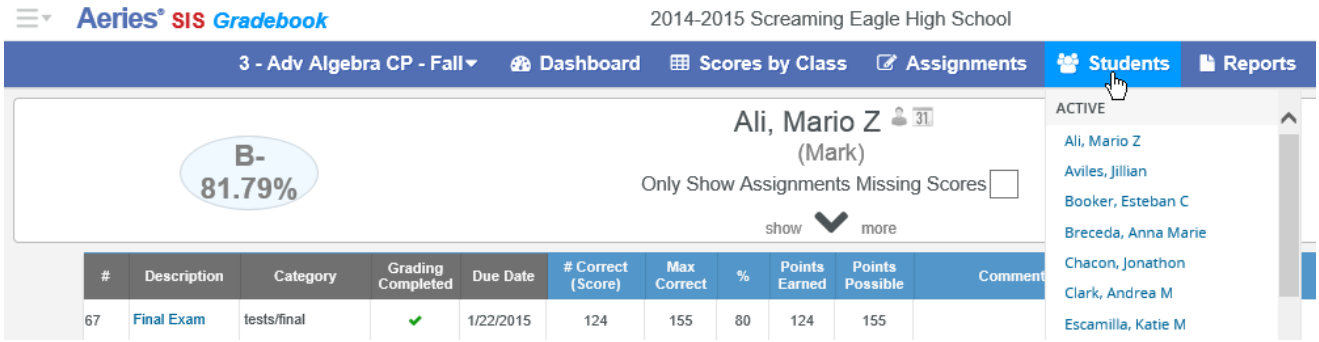
Press **Tab** to move to the score field and type in the score. Press **Tab** again for the score to be saved and to return to the Student field to select the next student.

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

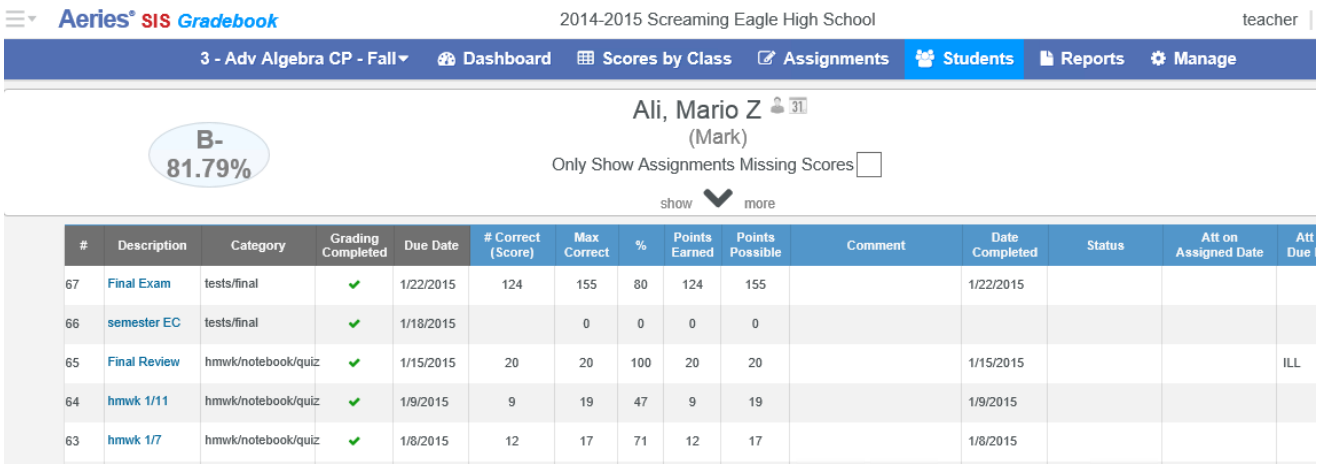
	Stu ID	Name	# Correct (Score)	# Correct Possible	%	Points Earned	Points Possible
1	99400001	Abbott, Allan James	5	5	100	5	5

SCORES BY STUDENT

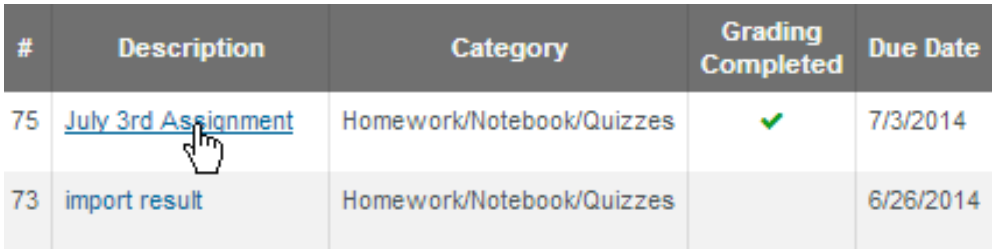
To enter scores by student, select **Scores by Student** from any of the dashboard views. The gradebook students will display in a dropdown list. **Active** students will display at the top of list followed by **Inactive** students. Select the student from the dropdown.



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.



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.

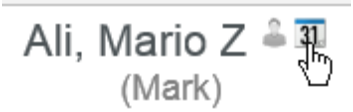


SCORES BY STUDENT CONTINUED

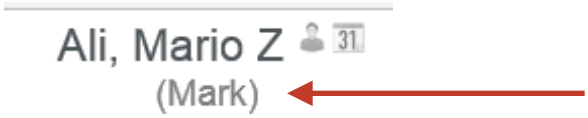
To the right of the student name on the **Scores By Student** page is a **Profile** and **Calendar** icon.

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

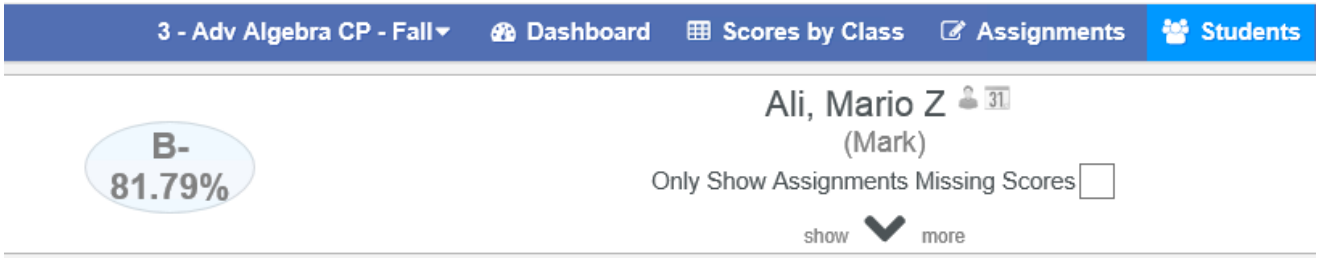
Clicking on the **Calendar** icon next to a student will navigate to the **Attendance** page for that student.



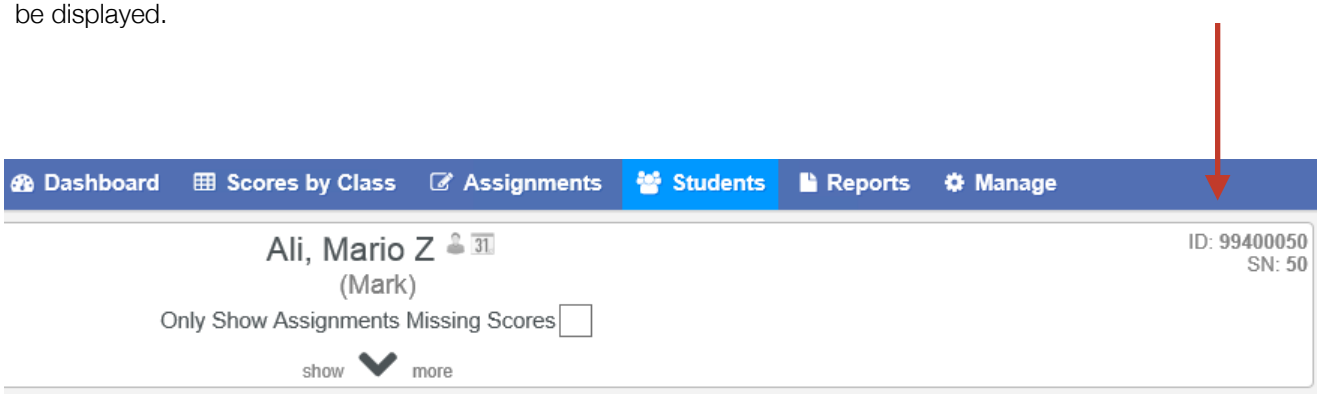
If the student has an **Alias** name populated, the alias will display below the student name in parentheses.



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.



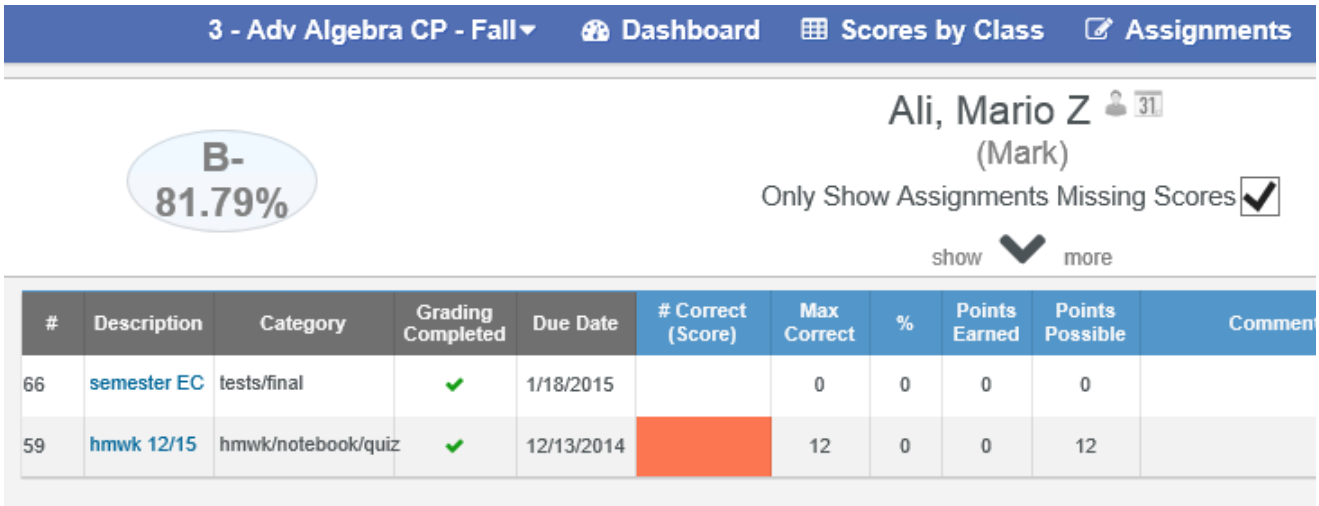
SCORES BY STUDENT CONTINUED

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		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.

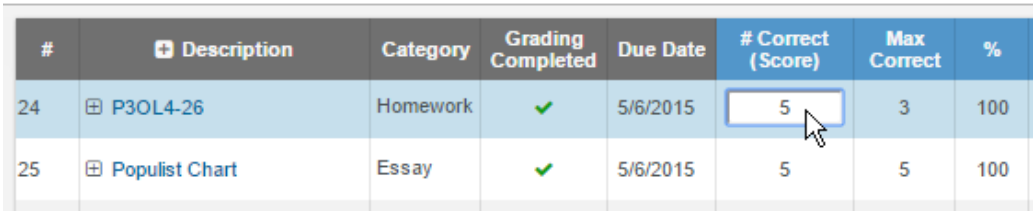
The **Only Show Missing Scores** option when checked will only display assignments that have been checked as **Grading Completed** with no scores entered. The score field will display in **Orange**.



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

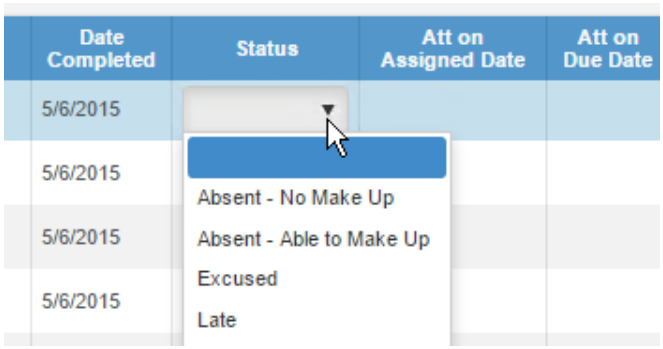
ENTER SCORES BY STUDENT

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.



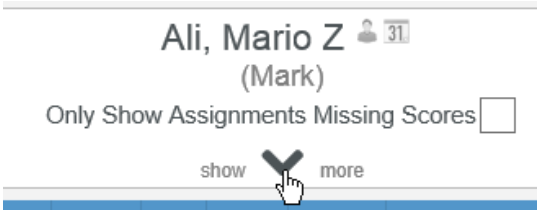
#	Description	Category	Grading Completed	Due Date	# Correct (Score)	Max Correct	%
24	⊞ P3OL4-26	Homework	✔	5/6/2015	5	3	100
25	⊞ Populist Chart	Essay	✔	5/6/2015	5	5	100

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.



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.



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
hmwk/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.