



Add/Edit/Import/Push Assignments in Gradebook

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/EDIT/IMPORT/PUSH ASSIGNMENTS

ADD GRADEBOOK ASSIGNMENTS

There are several ways for teacher to add assignments to their gradebooks. Below are the different ways to add assignments and will be detailed further in the document:

- **Dashboard** views – Add Assignment option
- **Manage** page – Assignments tab
- **Scores by Assignments** page – New Assignment option on the assignment dropdown
- **Push Assignments** – Allows teachers to push assignments between their own gradebooks.
- **Import Assignments** – allows teachers to import assignments from any other teacher's gradebook to their own gradebook.

To add Gradebook Assignments click the mouse on **Add Assignment** button and the following page will display.

Add Assignment

General Info

#1

Name

Description

TypeFormative

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).

CategoryHomework/Notebook/Quizzes

Extra Credit

If checked, the Number Correct Possible and Points Possible will be set to zero and will be invisible in this form

Narrative Grading

Assigned On09/10/2014

Due On09/11/2014

Number Correct Possible0

Points Possible0

"Number Correct Possible" can be used as the number of questions on an assignment (like a quiz or homework) while "Points Possible" should be the maximum possible value of that assignment. This is normally used to give certain types of assignments equal weight, even when they have different numbers of questions.

Grading Completed

Visible to Portal

Score Visible to Portal

Standards

SaveSave and Add NewSave and CloseCancel

ADD GRADEBOOK ASSIGNMENTS CONTINUED

The following fields display on the **Add Assignment** page:

- **#:** This is the assignment number. This number can be edited on the Add Assignment page and should not use an existing assignment number.
- **Name:** enter an Assignment name
- **Description:** a longer description of the assignment can be entered but is not required
- **Type:** Select the **Type** of assignment from the dropdown. Brief descriptions of the types are below.
 - **Formative Assignments** – assignments that are part of the instructional process.
Assignments that form knowledge. Examples: Worksheets and Projects.
 - **Summative Assignments** – assignments that gauge a students learning. Assignments that summarize knowledge. Examples: Quizzes and Tests.
- **Category:** select a Category from the dropdown. The category is required.
- **Rubric Assignment:** If the Gradebook option **Doing Rubric** is selected, a **Rubric** option will display and default ON when adding new assignments. Assignments can be added to a **Rubric** gradebook that are not tagged as **Rubric**. Scores can be given to the non-rubric assignments and they will not be calculated into the Average.
- **Extra Credit:** Select the **Extra Credit** option if applicable. The **Extra Credit** option will change the Number Correct Possible and Points Possible fields to 0 and will make these fields invisible on this form.
- **Narrative Grading:** Select the Narrative Grading Set if desired. Narrative Grading is optional
- **Assigned On:** The **Assigned Date** will default to today. Change the date if not today. The calendar icon can be used to change the date.
- **Due On:** The **Due Date** will default to the next school day. Change the **Due Date** if applicable. The calendar icon can be used to change the date. The **Due Time** will tie in with student drop boxes and require that the student turn in the assignments online before the **Due Date** and **Due Time**. The **Due Date** also ties in with the **Gradebook Options** to Filter and Calculate Assignments.

A term color indicator will display when the **Due On** date is entered.

Assigned On

02/27/2015



 Due On

03/02/2015



ADD GRADEBOOK ASSIGNMENTS CONTINUED

- **Number Correct Possible:** Enter the maximum points possible in the **Number Correct Possible** field. The next field, Points Possible, will default to the same value.
- **Points Possible:** Enter the maximum number of points that can be earned in the **Points Possible** field. The **Points Possible** is not a required field.

For example, an assignment consists of a worksheet with 20 questions but the assignment is worth 10 points. Enter a **Number Correct Possible** of 20 and a **Points Possible** of 10. When entering scores, the % and **Points Earned** will be calculated automatically. If the student's **# Correct (Score)** is 18, a % of 90 and a **Points Earned** of 9 will display on the Scores By Assignment page.

- **Grading Completed:** select to have the students assignment scores be factored into a student's overall grade. If no score is entered, the assignment will be considered as a Missing Assignment if the assignment has the **Grading Completed** option selected.
- **Visible to Portal:** this option will allow or deny the assignment to be visible to students and parents through the Parent Portal.
- **Score Visible to Portal:** this option can be used to allow or deny the assignment score to be visible to students or parents.
- **Drop Box:** The **Drop Box** and **Due Time** will tie in with student drop boxes and require that the student turn in the assignments online before the **Due Date** and **Due Time**. ***This feature is not supported at this time.***
- **Add Exam:** The **Exam** and **Test Admin** fields are used with **Aeries Analytics**. Click on the **Add Exam** button to associate an exam to the assignment if applicable. The following **Analytics Exam Selector** page will display.

Analytics Exam Selector ×

Search

Name ▼

Q

Directories

Root

CST ELA Mirror Grade 10

CST ELA Mirror Grade 11

ADD/EDIT/IMPORT/PUSH ASSIGNMENTS

ADD GRADEBOOK ASSIGNMENTS CONTINUED

Use the **Search** dropdown and field to locate the exam to associate to the assignment. Select the exam and the exam will now display on the **Add Assignment** page.

Analytics Exam	
Exam	Test Admin
Edit Remove	Math Benchmark
	Spring 2014 ▼

- **Add Standard:** The **Add Standard** button will only display if the System Administrator has enabled the **Portal Option** of **Support Standard-Based Grade Reporting** for the school.

To link a standard to the assignment, click the mouse on the **Add Standard** button. A Standard Selector page will display.

Standard Selector ×

Search Common Core ▼ All Grade: ▼

Selected Standards

Filters

Add

CE - English Language Arts and Literacy >

Add

CM - Mathematics >

Use the Search box and filters available to locate the standards to link to the assignment. The Standard Selector page has drill-downs available to locate standards. Click on the arrows to display sub standards.

Filters

CM x

CMA.912 x

Add

CMA.912.SSE - Seeing Structure in Expressions >

Add

CMA.912.APR - Arithmetic with Polynomials and Rational Expressions >

Add

CMA.912.CED - Creating Equations >

Add

CMA.912.REI - Reasoning with Equations and Inequalities >

ADD/EDIT/IMPORT/PUSH ASSIGNMENTS

ADD GRADEBOOK ASSIGNMENTS CONTINUED

Click the mouse on the Add button to select standards. Click the mouse on the OK button to save the standards for the assignment. The standards will now display on the Add Assignment page. It might be necessary to scroll down using the vertical scroll bar on the right of the page to see the standards selected.

Standards

Add Standard

Input By Standard

☐

Standard

Delete	CMA.912.CED	Creating Equations
Delete	CMA.912.REI	Reasoning with Equations and Inequalities

The **Input By Standard** button will now display. The **Input by Standard** option will allow scores to be entered by the standard that is connected to an assignment. The **Scores by Class**, **Scores by Student** and **Scores by Assignment** pages will allow data entry of scores by standard when the **Input by Standard** option is selected.

When the assignment information is completed, there are several buttons available at the bottom of the page.

- The **Save** button will save the information entered but stay open to continue completing the page.

Save

Save and Add New

Save and Close

Cancel

- The **Save and Add New** button will save the assignment and will display a blank **Add Assignment** page to enter another assignment.
- The **Save and Close** button will save the information added and will return to the **Assignments** tab under **Manage**.
- The **Cancel** button will close the page and not save any information entered.

NOTE: if gradebooks are linked, the new assignment will display in all linked gradebooks.

ADD/EDIT/IMPORT/PUSH ASSIGNMENTS

ADD GRADEBOOK ASSIGNMENTS CONTINUED

When the school is using Standards, under the **Manage Assignments** area, the page will display the **Input By Standard** information as well as any Standards that are attached to the assignment.

Math - Year [Dashboard](#) [Scores by Class](#) [Assignments](#) [Students](#) [Reports](#) [Manage](#)

Math - Year [Add Gradebook](#) [Link Gradebooks](#)

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

[Add Assignment](#) [Push Assignment To Other Gradebooks](#) [Import Assignment Into This Gradebook](#)

	Name	Due Date	Type	Category	Grd Cmpltd	Input By Standard
Enter Marks	WS 1.13	1/17/2014	F	Work	Yes	No
Standards						
	CEH.68	Grades 6-8 Literacy in History/Social Studies				
	CEL.1	Grade 1 English Language Arts & Literacy in History/Social Studies, Science, & Technical Subjects				

The **Assignments** tab will display all assignments entered with color coding for the terms. Below is an example of a trimester gradebook. If using multiple terms for a gradebook, all assignments will display on the **Assignments** tab with color coding on the left and a legend at the top.

[Add Assignment](#) [Push Assignment To Other Gradebooks](#) [Import Assignment Into This Gradebook](#)

Trimester 1

Trimester 2

Trimester 3

Assignments do not belong to any Term.

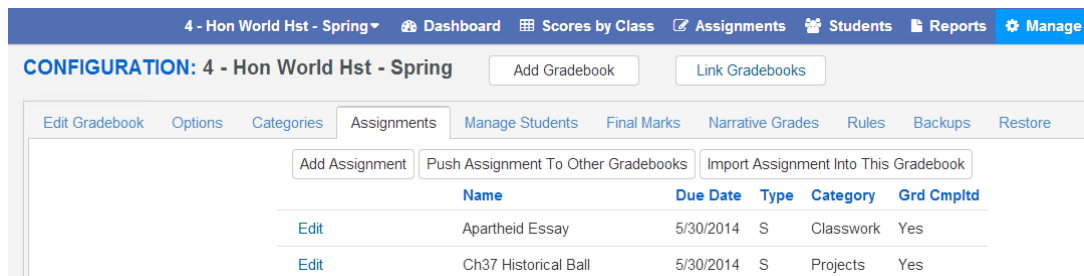
Sort Assignments by Clicking on Column Headers.

	#	Name	Due Date	Type
Edit Enter Marks	1	RF1d Uppercase and lowercase letters CEL.K.RF	6/4/2015	S
Edit Enter Marks	2	RF2a Rhyming words CEL.K.RF	6/4/2015	S
Edit Enter Marks	3	Term 3 CEL.K.RF	4/14/2015	F

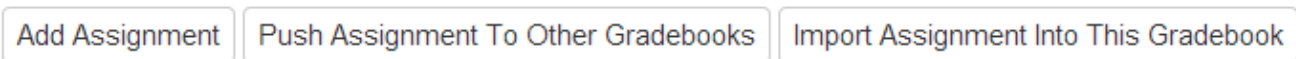
ADD/EDIT/IMPORT/PUSH ASSIGNMENTS

IMPORT/PUSH ASSIGNMENTS FROM/TO ANOTHER GRADEBOOK

Teachers have the ability to **Push** assignments between their own gradebooks or **Import** assignments from other teacher's gradebooks. Click the mouse on the **Manage** Gradebook from the dashboard or the **Manage** button in the header. From the **Manage** page, click the mouse on the **Assignments** tab.



The following buttons will display on the top of the **Assignments** tab: **Push Assignment to Other Gradebooks** and **Import Assignment Into This Gradebook**.

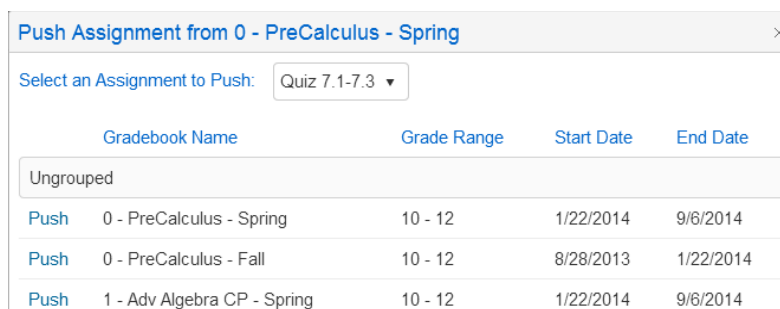


PUSH ASSIGNMENT TO OTHER GRADEBOOKS

Teachers have the ability to push (or copy) assignments from the current gradebook to any of their other gradebooks. Click the mouse on gradebook dropdown from the header and select the gradebook from the dropdown where the assignment exists.

Click the mouse on the **Push Assignment to Other Gradebooks** button on the **Assignments** tab.

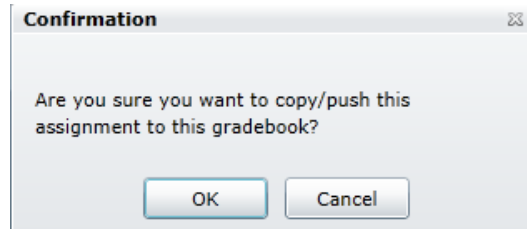
The following **Push Assignments Window** will display. The current gradebook name will display in the Push Assignment header. The dropdown will display the assignments for the current gradebook. The other gradebooks for the same teacher are displayed below. Select the assignment from the dropdown and click the mouse on the **Push** button next to the gradebook name. This will push or copy the selected assignment from the current gradebook to the selected gradebook.



ADD/EDIT/IMPORT/PUSH ASSIGNMENTS

IMPORT/PUSH ASSIGNMENTS FROM/TO ANOTHER GRADEBOOK CONTINUED

Linked gradebooks will be grouped together. The following message will display.



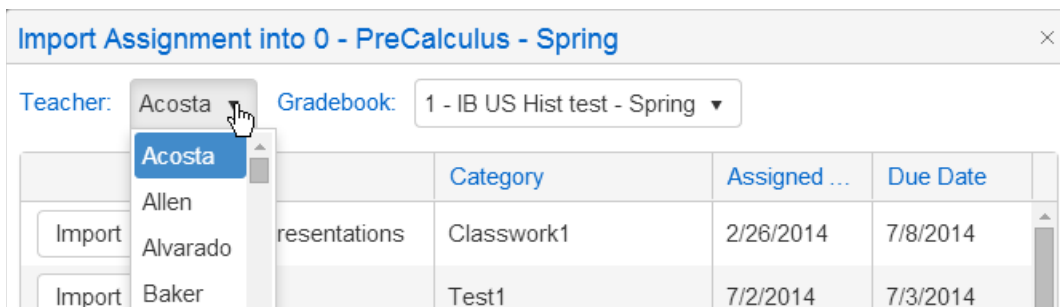
Click on the **OK** button to push the selected assignment into the other gradebook. Continue selecting and clicking on the assignments. Assignments have to be selected individually. Click the **Close** button at the bottom of the page to close.

NOTE: The assignment's category needs to be checked/updated in the gradebooks it has been pushed into. After pushing the assignment to the other gradebook(s), use the **Edit Assignment** screen in the other gradebooks to check/update the **Category** that the assignment is linked to.

IMPORT ASSIGNMENTS FROM ANOTHER GRADEBOOK

Teachers have the option to import assignments from any other teacher's gradebook to their gradebooks. Click the mouse on **Add/Edit Window** and select the gradebook from the list on the left hand side. Select the gradebook to import assignments into.

Click the mouse on the **Import Assignment Into This Gradebook** button on the **Assignments** tab. The following **Import Assignments** page will display. Click the mouse on the **Teacher** dropdown to select a teacher. After the teacher is selected, select the gradebook from the **Gradebook** dropdown.

A screenshot of the "Import Assignment into 0 - PreCalculus - Spring" window. It features a "Teacher:" dropdown menu with a list of names (Acosta, Allen, Alvarado, Baker) and a "Gradebook:" dropdown menu showing "1 - IB US Hist test - Spring". Below these are two "Import" buttons. To the right is a table with columns: "Category", "Assigned ...", and "Due Date".

Category	Assigned ...	Due Date
Classwork1	2/26/2014	7/8/2014
Test1	7/2/2014	7/3/2014

ADD/EDIT/IMPORT/PUSH ASSIGNMENTS

IMPORT/PUSH ASSIGNMENTS FROM/TO ANOTHER GRADEBOOK CONTINUED

The assignments for that teacher and gradebook will display on the page. Click the mouse on the **Import** button to the left of the assignments to select the assignments to be imported. Continue selecting and clicking on the assignments. Assignments have to be selected individually. The selected assignments will be imported into the selected gradebook.

Import Assignment into 0 - PreCalculus - Fall ×

Teacher: Sabillo ▼ Gradebook: 0 - PreCalculus - Fall ▼

	Name	Category	Assigned ...	Due Date
<input type="checkbox"/>	Final Review Packet	Test/Project	1/16/2014	1/17/2014
<input type="checkbox"/>	Final Exam	Test/Project	1/16/2014	1/17/2014
<input type="checkbox"/>	HW51-61	Homework	1/11/2014	1/15/2014
<input type="checkbox"/>	Quiz Presentation			

Click the mouse on the **Close** button when finished.

EDIT ASSIGNMENTS

After an assignment has been created, it can be edited on the **Edit Assignment** page.

The **Edit Assignment** page can be accessed from several different areas of the gradebook. On the **Manage** page, click the mouse on the **Assignments** tab. To the left of the assignments on the **Assignments** tab is an **Edit** button.

CONFIGURATION: 4 - Hon World Hst - Spring Add Gradebook Link Gradebooks

Edit Gradebook Options Categories Assignments Manage Students Final Marks Narrative Grades Rules Backups

Add Assignment Push Assignment To Other Gradebooks Import Assignment Into This Gradebook

	Name	Due Date	Type	Category	Grd Cmpltd
Edit	Apartheid Essay	5/30/2014	S	Classwork	Yes
Edit	Ch37 Historical Ball	5/30/2014	S	Projects	Yes

ADD/EDIT/IMPORT/PUSH ASSIGNMENTS

EDIT ASSIGNMENTS CONTINUED

On the **Scores by Class** page, the **Edit Assignment** page can be accessed by clicking on the Assignment description. A popup will display assignment information with an **Edit** button.

3 - Adv Algebra CP - Fall										
Dashboard Scores by Class Assignments Students Reports Manage										
Item	Chapt5 PT	Chapt5 Ntbk	Chapt5 CT	Chapt5 EC	hmwk 11/20	hmwk 11/24	hmwk 11/30	hmwk 12/1	Chapt6A PT	
3	✓ 11/15/2013 #44 : 100	✓ 11/20/2013 #45 : 40	✓ 11/20/2013 #46 : 100	✓ 11/20/2013 #47 : 0	✓ 11/20/2013 #48 : 12	✓ 11/22/2013 #49 : 12	✓ 11/28/2013 #50 : 12	✓ 11/29/2013 #51 : 11	✓ 12/4/2013 #52 : 100	
	68	40	76	15	48 - hmwk 11/20				7	53
	86	40	103	15	Edit Enter Scores Assigned: 11/20/2013 Due: 11/20/2013 Number Correct Possible: 12				11	80
	64	15	65	15					10	68

On the **Scores by Assignment** page, the **Edit Assignment** page can be accessed by clicking on the underlined Assignment description.

3 - Adv Algebra CP - Spring ▾										Dashboard										Scores by Class										Assignments										Students										Reports										Manage																													
Hmwk 2/25 (02/26/2014) ◀																				#7 - China DBQ																				▶ Chapt8 PT (02/27/2014)																																																	
Assigned: Wed Feb 26, 2014																				Due: Thu Feb 27, 2014																				Category: D																				Is Grading Completed? <input checked="" type="checkbox"/>																													
																																								▼																																																	

The **Edit Assignment** page will display.

projects). Summative Assignments are those that measure a student's progress (ex: quizzes and tests).

Category

☐ Extra Credit
If checked, the Number Correct Possible and Points Possible will be set to zero and will be invisible in this form

Narrative Grading

Assigned On

Due On

Number Correct Possible Points Possible

"Number Correct Possible" can be used as the number of questions on an assignment (like a quiz or homework) while "Points Possible" should be the maximum possible value of that assignment. This is normally used to give certain types of assignments equal weight, even when they have different numbers of questions.

Grading Completed ☒ Visible to Portal ☒ Score Visible to Portal ☒
