



**AERIESCON**  
S p r i n g 2 0 2 4

## Gradebook Elementary - 160



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- A review of the features for the Teacher Portal Gradebook

Yes - Elementary Standards Based Grading (SBG)

- SBG Grade Range: 0 - 5

Yes - Secondary Grade Reporting (GRD)

- GRD Grade Range: 6 - 8

## Gradebook Template



Edit  
Gradebook

Options

Categories

Assignments

Manage  
Students

Final  
Marks

Narrative  
Grades

Rules

Backups

Restore

0 - ELA - Spring ▾

 Dashboard

 Scores by Class

 Assignments

 Students

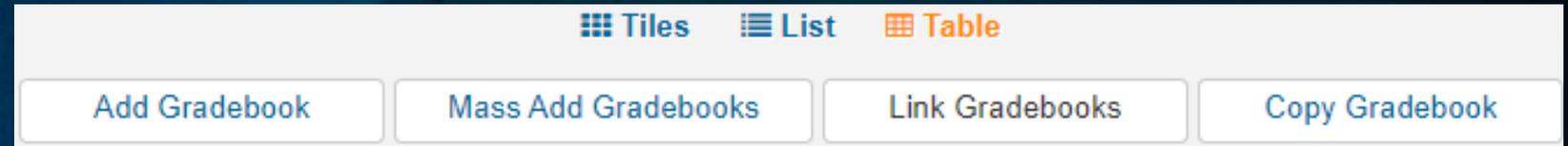
 Standards

 Reports

 Manage 



## Creating New Gradebook(s)



### 1. Add Gradebook

### 2. Mass Add Gradebooks

### 3. Copy Gradebook

### 4. Link Gradebooks

1. Configure your gradebook with Terms, Section(s), & Gradebook Name
2. Mass Add may be used for teachers who teach more than one section each day. Select sections and terms and then it will configure one gradebook shell for each section.
3. Copy allows you to select and/or include:
  - a) Year (past or present)
  - b) teacher
  - c) gradebook
  - d) table(s) : Final Marks, Options, Categories, Assignments
4. Linking gradebooks is used in schools with Master Schedules for teachers who teach multiple periods of the same subject.

**NOTE:** Gradebooks must be linked when the gradebooks are created AND before Categories and Assignments are added. Gradebooks should not be linked after Assignments have been added.

# Templates

- 1) Security permission (GBK) for teacher(s) to create a template
- 2) The teacher with GBK Template permission will see this option when adding a gradebook
- 3) The view other teachers have when templates are available
- 4) If the template is required, go to the portal option/grade book and check the box. Lock options are also available

1)

Permissions - Acosta

Current Year (2019-2020) Last Year (2018-2019)

Display Current Permissions (Uncheck to Show All Permissions)

Table/Program Area	Query Tbl	Read	Insert	Update	Delete	Mass Update	Administer	Expiration Date <small>(Read will not expire)</small>
<b>Grade Reporting</b>								
<b>Gradebook</b>								
Create Gradebook Templates	GBK_TEMPLATES	<input checked="" type="checkbox"/>	<input type="checkbox"/>					

2)

**CONFIGURATION: New Gradebook**

Save Cancel

School Template:  Make gradebook available as a template for all teachers

Multi-School Template:  Make gradebook template available to other schools with overlapping grade ranges

3)

**CONFIGURATION: New Gradebook**

Save Cancel

Use Existing Template:

4)

Attendance Contacts Grades **Gradebook** PFT Scheduling Miscellaneous Parent Data Changing

Require Teachers to use Templates when Creating Gradebooks

# Gradebook Options.....

- This tab has a variety of set up options. Some are for personal preference and others are required to perform assignment score functions

If Rubric, some set up options do not apply

**Use a Rubric Grading Scale to Compute Total Grade**  
 The total grade will be calculated by using Trend Analysis to find a grade for each standard, then averages the sibling standards together to determine a grade for the parent standard. This process will repeat until it reaches the top level standard.

**Weight scores of assignments by Category?**  
 This allows you to give more precedence to one category over another. Examples would be 'Tests' and 'Homework.'

**Apply Assignment Scores Immediately?**  
 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 'Grading Completed.'

**Set Grading Completed Automatically?**  
 If checked, an assignment will be set Grading Completed automatically once every student either has a score or has been marked as missing.

**Apply weighting to Formative & Summative assignments?**  
 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.

**Scale Min/Max Assignment Values in Total Grade**  
 When calculating the total grade, each assignment's score will be restricted to be within the defined min/max range.

**Add/Drop Students Automatically when loading Scores By Class page**  
 The load process of the Scores By Class page will trigger the Add/Drop Students process every 5 minutes.

**Hide the Overall Percentage / Trend Analysis Score?**

**Display the Final Mark?**

**Display the Point Ratio?**

**Display Dropped Students For**

**Display Student ID below the Student Name**  
 If checked, the Student ID will replace the alias output. The alias can still be found in the tooltip.

**Group Assignments Menu by Category**

**Sort Assignments On Scores By Class by**

**Default Assignment Type for Imported Assignments**

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Rubric

# Categories

- + **Must** have at least one category for each gradebook
- + Doing Weighted Scoring does **NOT** apply to Rubric
- + Each category can be color coded

The screenshot shows the 'Categories' tab in a gradebook software interface. The navigation bar includes 'Edit Gradebook', 'Options', 'Categories', 'Assignments', 'Manage Students', 'Final Marks', 'Narrative Grades', 'Rules', 'Backups', and 'Restore'. A light blue banner at the top of the main content area reads: 'If linking gradebooks, you must do so before adding category types or assignments.' Below this banner is a checkbox labeled 'Doing Weighted Scoring' which is currently unchecked. Underneath, there is a table with two columns: 'Name' and 'Color'. The 'Name' column contains a 'Delete' button. The 'Color' column contains a color selection box with a dropdown arrow. At the bottom of the form are two buttons: 'Add New Category' and 'Save'.

# Assignments

1) Add Assignment

2) Push Assignments to Other Gradebooks (once you have assignments created)

*And/Or*

Import Assignments into this Gradebook by teacher and gradebook(s)

3) Add Recurring Assignments

1) Add Assignment

# 1 **Points**

Name

Description

Type Formative

Formative Assignments are those that form knowledge (ex: homework or projects); those that measure a student's progress (ex: quizzes and tests).

Category Homework

Do Not Drop  The Rules calculation process will skip this assignment if enabled.

Extra Credit

If checked, the Number Correct Possible and Points Possible will be set to zero and

Assigned On 10/31/2022 Due On 11/01/2022

**Number Correct Possible** 0 **Points Possible** 0

"Number Correct Possible" can be used as the number of questions on an assignment while "Points Possible" should be the maximum possible value of that assignment. For certain types of assignments equal weight, even when they have different numbers

Grading Completed  Visible to Portal  Score Visible to Portal

Drop Box

Standards

Add Assignment

# 1 **Rubric**

Name

Description

Type Summative

Formative Assignments are those that form knowledge (ex: homework or projects); those that measure a student's progress (ex: quizzes and tests).

Category Test

Do Not Drop  The Rules calculation process will skip this assignment if enabled.

**Rubric Assignment**

Assigned On 10/31/2022 Due On 11/01/2022

Grading Completed  Visible to Portal  Score Visible to Portal

Drop Box

Standards

Add Standard

2) Push Assignment To Other Gradebooks

Import Assignment Into This Gradebook

3)

Add Recurring Assignments

**Recurring Assignments are also added to Linked Gradebooks and Push To Other Gradebooks**

Filters

Date Range 11/01/2022 - 08/04/2023

Days of the Week  Monday  Tuesday  Wednesday  Thursday  Friday

Assignments will be created for the selected dates

The selected dates will be used for  Date Assigned  Date Due

# Assignments – Adding Standards

1. Choice of what list of standards to choose from.

2. If more than one standard is applied to the assignment, teachers have the choice of input by standard or a single score.

1.

2.

**Input By Standard** If selected, scores will be entered for each standard connected to this assignment. The distribution of # correct possible on each standard must add up to the assignment's overall # Correct Possible. If not selected, a single score is entered for the assignment.

Add Standard		
<input type="checkbox"/>	<b>Input By Standard</b>	
If selected, scores will be entered for each standard connected to this assignment. The distribution of # correct possible on each standard must add up to the assignment's overall # Correct Possible. If not selected, a single score is entered for the assignment.		
Standard		
Delete	1065	Visual and Performing Arts
Delete	1277	Social Studies

# Manage Students

- Different locations to add/drop students.

## Gradebook Tab-Manage Students

This screenshot shows the 'Manage Students' tab selected in a navigation menu. The menu includes 'Edit Gradebook', 'Options', 'Categories', 'Assignments', 'Manage Students', 'Final Marks', 'Narrative Grades', 'Rules', 'Backups', and 'Restore'. Below the menu is a light blue box with the text: 'Start and End dates determine what assignments the student is accountable for based on assignment due dates.' At the bottom right, a pink notification box states: 'You have students to be Added To or Dropped From your Gradebooks' with two buttons: 'Add Students' and 'Drop Students'.

This screenshot shows the 'Options' tab selected in a navigation menu. The menu includes 'Edit Gradebook', 'Options', 'Categories', 'Assignments', 'Manage Students', 'Final Marks', 'Narrative Grades', 'Rules', 'Backups', and 'Restore'. Below the menu is a white box with the heading 'Add/Drop Students Automatically when loading Scores By Class page' and a checkbox. The text below the heading reads: 'The load process of the Scores By Class page will trigger the Add/Drop Students process every 5 minutes.'

## Dashboard

This screenshot shows the dashboard with three view options: 'Tiles', 'List', and 'Table'. Below these are five buttons: 'Add Gradebook', 'Mass Add Gradebooks', 'Add/Drop Students' (highlighted in red), 'Link Gradebooks', and 'Copy Gradebook'.

# Final Marks

1. Restore School Recommended - Marks are set up by the school's Aeries Admin for SBG marks or GRD marks
2. The low%/ High% or Low/High Rubric can be modified by the teacher

1.

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

Restore School Recommended Defaults
  Display the Final Mark to Me

2.

Mark	Description	Low %	High %
Achievement			
AD	Advanced	93.00	97.99
PR	Proficient	83.00	86.99
BA	Basic	73.00	76.99
BB	Below Basic	63.00	66.99
FB	Far Below Basic	0.00	59.99

Mark	Description	Low Rubric	High Rubric
Achievement			
AD	Advanced	4.00	4.00
PR	Proficient	3.30	3.69
BA	Basic	2.30	2.69
BB	Below Basic	1.30	1.69
FB	Far Below Basic	0.00	1.00

Mark	Low %	High %
A+	98.00	100.00
A	93.00	97.99
A-	90.00	92.99
B+	87.00	89.99

# Narrative Grades

- A **Percentage of the Max Score** is entered for each valid mark
- Only alpha **Narrative Marks** are supported
- When adding a new assignment, the **Narrative Grade Set** will be available from the dropdown of the **Narrative Grading** field.
- You will also see a dropdown on the scores by class page if the assignment is a narrative grade.

**Set Name:**

**Description:**

**Mark % of Max Score**

P	<input type="text" value="100.00"/>	<input type="button" value="Delete"/>
F	<input type="text" value="50.00"/>	<input type="button" value="Delete"/>

**Set Name:**

**Description:**

Mark	Rubric Score	
P	<input type="text" value="4.00"/>	<input type="button" value="Delete"/>
F	<input type="text" value="2.00"/>	<input type="button" value="Delete"/>

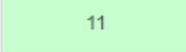
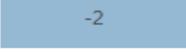
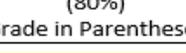
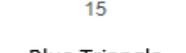
# Adding Scores for the students

 Dashboard  Scores by Class  Assignments  Students  Standards  Reports  Manage

Scores by Class  
Scores by Assignments  
Scores by Student  
Scores by Standards

# LEGEND

## Colors and Flags on Scores by Class Page

	Hyperlink to take you to the Scores by Student page for this assignment.
 Person Icon	Takes you to the student's Profile page.
 Calendar Icon	Takes you to the student's Attendance page.
 Orange Box	Missing assignment, Grading Completed has been checked.
 Temporarily Excused	Student is temporarily excused from this assignment that <i>needs to be</i> made up. It shows missing but is not figured into the overall grade.
 Green Box	Student received extra credit; number correct is greater than the max.
 Blue Box	Student received a negative score.
 NA-Grey Box	Student is excused from this assignment. It is not figured into the final grade.
 Not Applicable-Grey Box	Student was not enrolled in this class when assignment was due. Assignment is not figured into the final grade.
 Grade in Parentheses	Transfer grade for Linked Gradebooks of the same teacher.
 Yellow Highlighting	Student dropped the class and is now inactive.
 Dark Grey Triangle	Click to add or edit a Status or Comment regarding this assignment for this student.
 Orange Triangle	Hover over the orange triangle see the Status or Comment that has been added on this assignment.
 Blue Triangle	Student has an attendance code on the Assigned Date or Due Date. Hovering over the blue triangle will show the absence information.

## Submitting Grades from Gradebook

- Teachers will be notified when the window is open for submitting grades
- Located on the Teacher's Navigation Tree will be the Standards Based Grades (SBG) page or Grades (GRD) page.

Grades

Standards Based Grades

### Standards Based By Teacher

Arellano, Bo E. (2157) - Grade 4

Print

Load Grades From Gradebook

View by Standard

View Missing Marks

You can add/change scores by:

- 1) Individual student
- 2) Load from Gradebook
- 3) Viewing by standards

Once scores are submitted, view missing marks and add those marks that are missing.

### Grades

Current Date Range for Grade Posting: 09/01/2014 - 06/30/2099

Period: 1

Edit All Records

Load Grades From Gradebook

Grades by Teacher/Multiple Marks

You can add/change scores by:

- 1) Each period for each student
- 2) Load from Gradebook

## Backups/Restore

- Allows Teacher to backup their gradebooks.
- Restore allows teachers to restore their own gradebook or other teacher's gradebooks

The screenshot shows the 'Backups' tab selected in the navigation menu. The main content area contains a 'Backup Gradebooks' button, a 'Comment:' label followed by a text input field, and a 'Choose Gradebooks to Backup' section below.

The screenshot shows the 'Restore' tab selected in the navigation menu. The main content area is currently empty, showing only the navigation menu.

Restore has 3 steps:

1. Load INTO a New Gradebook/Existing
- 2: Restore FROM
3. Select Items/Tables to restore

# Gradebook Reports

- Various reports available to choose from

- **GRADEBOOK**

- Gradebook Assignments Analysis
- Gradebook Assignments By Student
- Gradebook Final Mark Analysis
- Gradebook Missing Assignments
- Gradebook Missing Assignments By Class
- Gradebook Roster
- Gradebook Summary
- Gradebook Summary By Standards
- Gradebook Summary Export to Excel

- **PROGRESS**

- Progress By Class
- Progress By Student

## KEY TAKEAWAYS

- **Gradebook Elementary 160**
- *Know how to create a functional and accurate gradebook*
- *Submitting marks in the gradebook from different locations*
- *Submitting grades for report cards*



## Other Sessions:

161-GB for Teachers, by a Teacher

163-Aeries SIStematic Canvas Grade Passback (GPB)

165-GB Secondary

166-GB Advance

167-Grading & GB for Equity Roundtable



# THANK YOU!

Please take a moment to complete our session survey.

<http://surveys.aeries.com/s3/AeriesCon-Session-Feedback-Survey-Spring-2024>

