Gradebook – File Upload Process
March 10, 2017

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FILE UPLOAD PROCESS

The **File Upload** process will allow teachers and students to upload and download files for assignments. These files can be an MS Word document, Text file, MS EXCEL or PDF file and numerous other types of documents. A list of invalid files types can be created to exclude certain file from uploading, such as executable programs ending in .exe. The teacher and student files can also have separate file size limits.

NOTE: The ability for teachers and students to upload files into the system can be granted on a school-by-school basis by your System Administrator. Directions on how to activate these options is in the AeriesNet_Portal_Options.pdf document located on our website.

There are two ways for teachers to upload files. Teachers can log into the Teacher Portal and from the **Home** page use **Briefcase** or they can upload documents directly to an assignment in the **Add/Edit Assignment** screen.

Teacher Briefcase
Once the **Enable Briefcase** Portal Option has been turned on, the teachers will see their **Briefcase** on the **Home** page when they log into the Teacher Portal. The **Briefcase** consists of an Assignment Section and an Upload Files section.

The three line icon to the right of the Gradebook name is a filter that can be used to select the gradebook and assignments that the teacher wishes to view. The **Gradebook Name** dropdown lists all of the gradebooks that the teacher has created. The **Default** lists the assignments that have **Due Dates** from seven days prior to the current day to seven days after the current day. Teachers can also choose to view assignments that were due in the **Last 30 Days** or assignments due in the **Next 30 Days**. Select the gradebook and range of assignments to view and then select **Go**. The Gradebook Period and Name will appear in the sub-header. Hovering over the gradebook name will display the Gradebook Number.

Assignment Name: lists the names of the Assignments with due dates within the selected filter date range. Each Assignment Name is also a link to the **Scores by Assignment** page for that assignment.

Due: lists the **Due Date** for the assignment. If the **Dropbox** option has been turned on for an assignment, then it will also list the **Due Time** for the assignment. In the above example students have until 11:00 pm of the 31st to turn in the Persia Chart assignment. After this date and time students will not be able to turn in the assignment through their Student Portal Backpack.

Assignment Files: displays all of the files a teacher has uploaded to the assignment. Hovering the mouse over the file icon will bring up the file name and size. Clicking on the icon will download the file.

Received: lists how many students have uploaded a file for this assignment. At this time students are limited to uploading one file per assignment. In the above example one student has turned in a Persia Chart document.

Upload icon: can be used to select a previously uploaded document to attach to the assignment, or **Select Files** can be used to search for a new file to attach to the assignment.

The **My Uploaded Files** section lists the files that the teacher has uploaded into the system. The three line icon to the right of the **My Uploaded Files** header is a filter. By default, teachers will be able to see files that have been uploaded in the past 2 weeks. Teachers can temporarily adjust the date range by either using the Date Picker or typing the new dates into the date boxes.

File Name: lists the names of the files that the teacher has uploaded into the system within the selected date range. Hovering over the file name brings up a 4-direction arrow indicating that the file can be attached to an assignment by clicking on the file name and dragging it to the appropriate assignment.
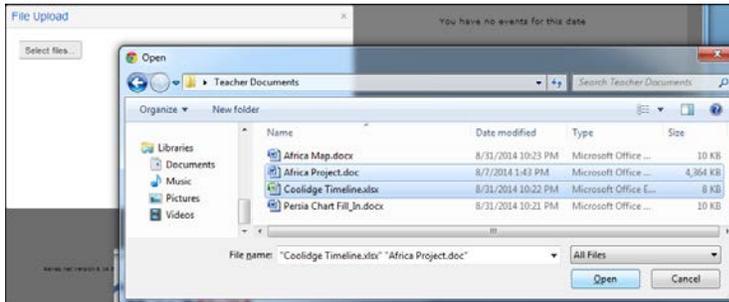
Files: clicking on the icon will download the file.
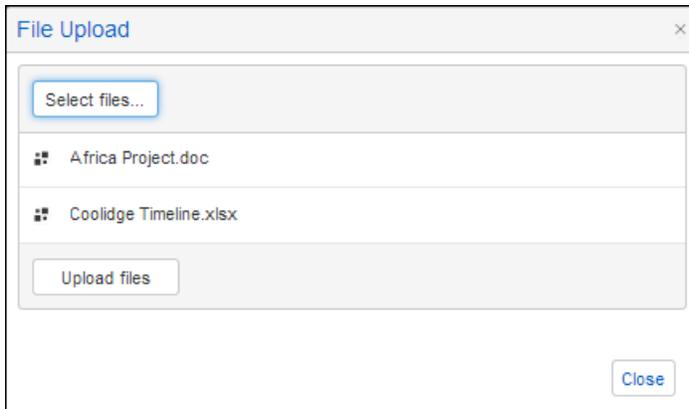
Size: lists the size of the file.

Date Uploaded: lists the date and time that the file was uploaded into the system.
Upload New File icon: teachers can upload one or many files into the system without associating them to assignments immediately. Click on the **Upload New File** icon in the **My Uploaded Files** section.
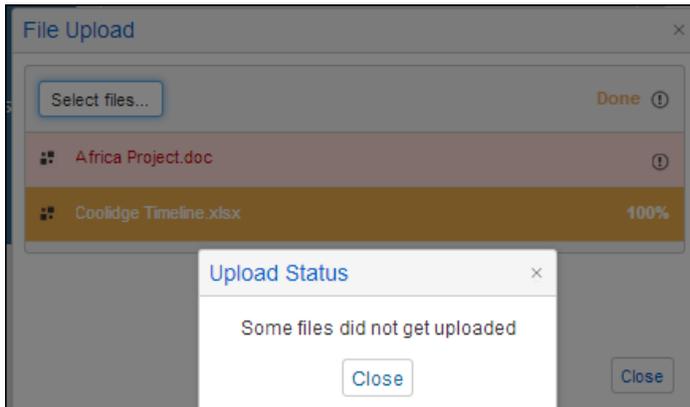
Click on **Select Files**. Navigate to the file(s) that you wish to upload, select the file(s) and click on **Open**.


The file(s) will be listed in the **File Upload** pop-up screen. More files can be selected by clicking on **Select Files** again, or the files can be uploaded into the system by clicking on **Upload Files**.

In this example, the Africa Project file could not be uploaded into the system. Click on **Close** to clear the message.

Hovering over the **Exclamation Mark** displays the reason why the file was not uploaded. In this example teachers are limited to uploading files 1.5 MB or smaller as defined in the **Portal Options** setting. The Africa Project document was larger than the file limit. Invalid files as defined in the **Portal Options** setting is another reason why a file may not be uploaded into the system.
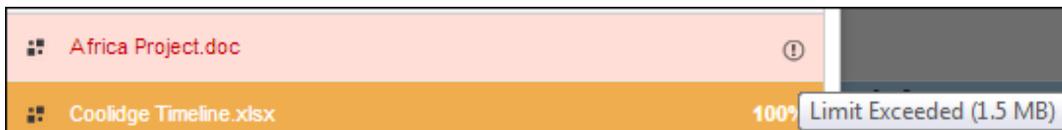

The Coolidge Timeline file did upload into the system since it was not an invalid file type or larger than the maximum file size. The **red X** indicates that the uploaded file can be deleted by the teacher. Once a document is associated with an assignment it cannot be deleted from the **Briefcase** screen. Note that the Persia Chart Fill-in document cannot be deleted since it is already associated with the Persia Chart assignment.

Files can be associated to an assignment in one of three ways:

First, after a file is uploaded into the **My Uploaded Files**, it can be dragged to the assignment that it will be associated with. In the below example the Coolidge Timeline spreadsheet is being dragged to the Coolidge assignment. The **Assignment Files** area highlights in green to indicate where the file will be dropped.
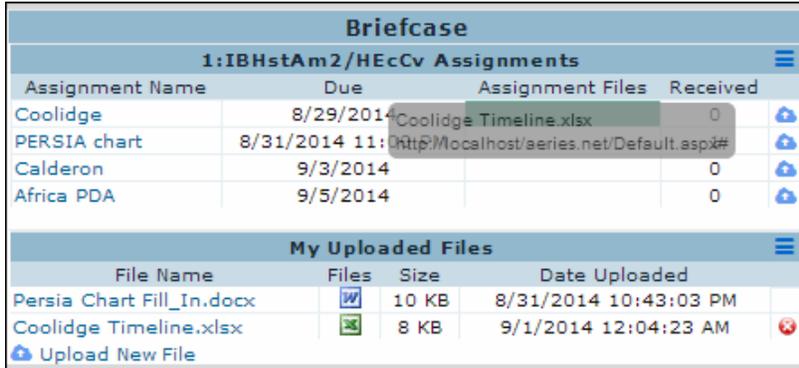

Another way to associate a file with and assignment is to select the **Upload Icon** for that assignment in the **Briefcase** area and then either select from the list of available files (more than one file can be selected), or click on the **Select Files** button to search for files to upload and associate with an assignment. Click on **Close** when all selections have been made.
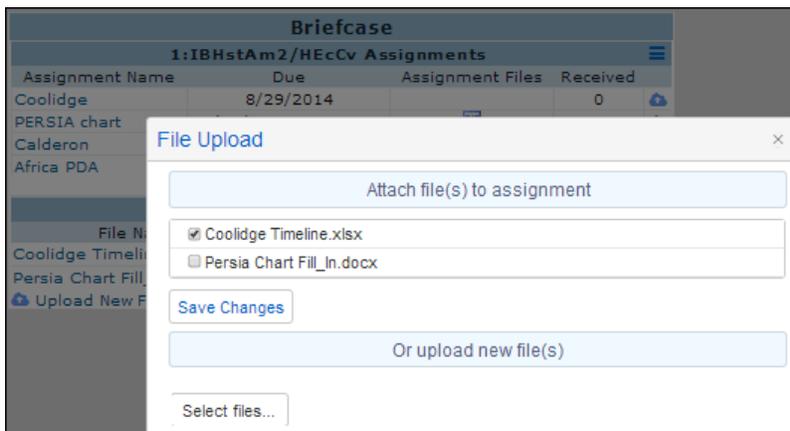
The third way is discussed in the **Add/Edit Assignment – Upload Assignment Documents** section below.

NOTE: if a file is associated with an assignment in a gradebook that is linked, then that file will be associated with the same assignment in every linked gradebook.
If the teacher does not want to see the Briefcase on their Home Page they can use the **Edit Home Page** option under **My Options** at the top of the screen to de-select the **My Briefcase** option.
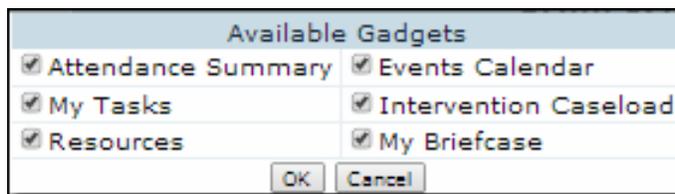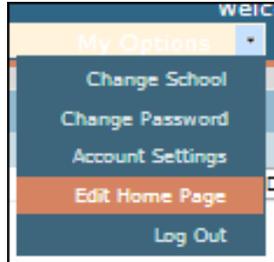
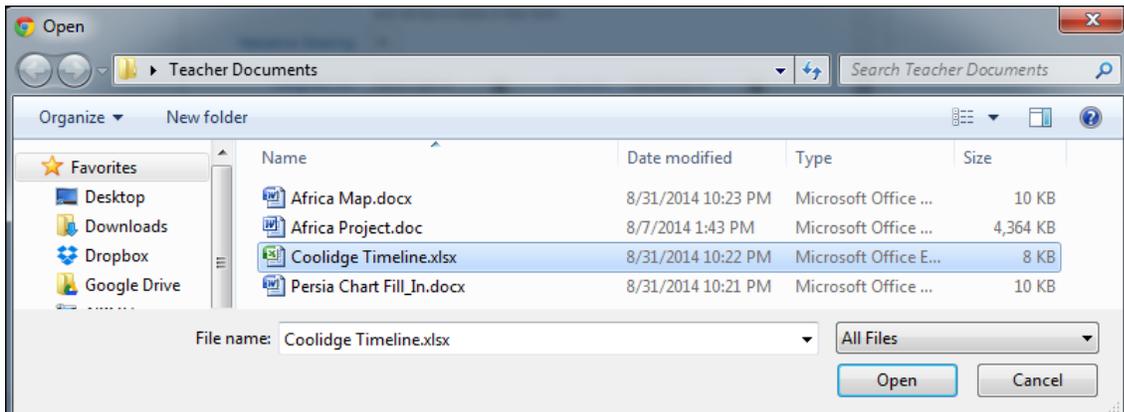## Add/Edit Assignment – Upload Assignment Documents

After creating and saving an assignment, an **Upload Assignment Documents** button will display on the **Edit Assignment** page at the bottom. It might be necessary to scroll down using the vertical scroll bar on the right of the page to see the **Upload Assignment Documents** button.
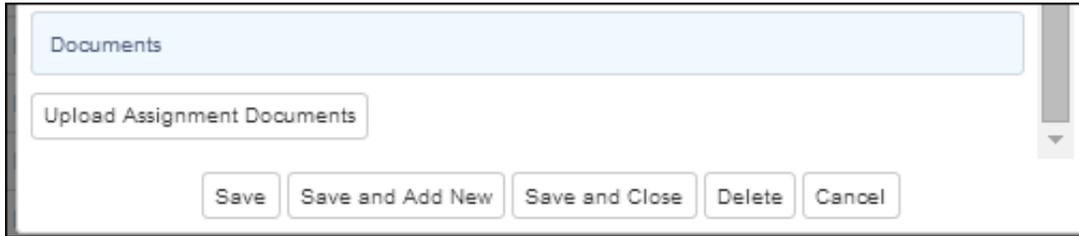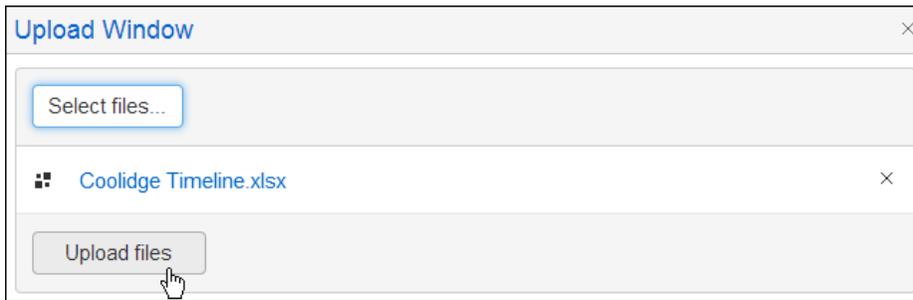

When you click the mouse on the **Upload Assignment Documents** button, the following box will display. Click the mouse on the **Select files** button to find the file you wish to upload.

Click the mouse on the file then click the mouse on the **OPEN** button.

Click the mouse on the **UPLOAD files** button.

Once the file has been uploaded it will show a **status of 100%** to the right of the Document name.

The document will now display for the Assignment in the **Documents** area. It might be necessary to scroll down the **Edit Assignment** page using the vertical scroll bar on the right to see the documents uploaded.
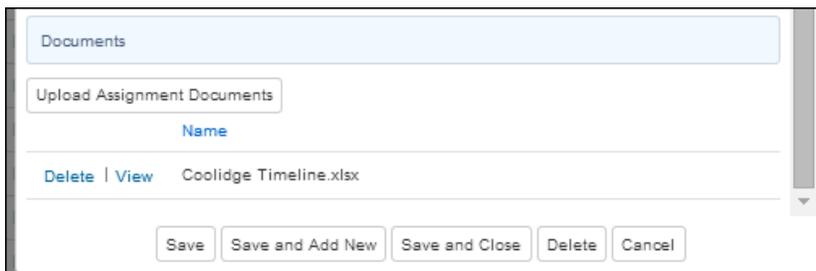
Once the document has been uploaded, a teacher can **Delete** or **View** the Document by clicking on buttons to the left of the document name.

After the document is uploaded, both the teacher and the students can view the document attached to the assignment on the **Gradebook Details.** The teachers can find this page by clicking the mouse on the **Gradebook Details** node on the **Navigation Tree.**
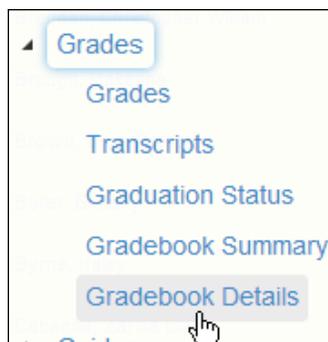
Students can find this page by clicking on the Gradebook in the **Gradebook Summary** on their **Home** page, or by selecting the **Grades** tab and then the **Gradebook Details** link.

The document will display in the **Documents** column.

Gradebook Details											

Flag	StuNum	Last Name	First Name	Middle Name	Perm ID Num	Sex	Grd	Age	Prog	Track	AttProg1	AttProg2
⚑	156	Baca	Jason	Steven	99400156	M	12	17				

Parent/Guardian	Primary Phone	Primary Contact 1:	Primary Contact 2:
M/M B Baca	(777) 555-3796		(777) 555-5800

1- IBHstAm2/HEoCv- Fall 8/4/2014 - 1/22/2015 ▼   Print   Acosta Teacher605@example.com

☐ Show only missing assignments

# ⊟	Description	Type	Category	Score	# Correct	%	Status/Comment	Date Completed	Due Date	Grading Complt	Documents
1 ⊞	Summer Work	Summative	Homework	24 / 25	24 / 25	96.00%		08/19/2014	08/19/2014	Yes	
2 ⊞	Hobson	Summative	Homework	3 / 3	3 / 3	100.00%		09/13/2014	09/13/2014	Yes	
3 ⊞	15(79&80)	Summative	Homework	5 / 5	5 / 5	100.00%		09/13/2014	09/09/2014	Yes	
4 ⊞	Africa PDA	Summative	Classwork	3 / 3	3 / 3	100.00%		09/13/2014	09/05/2014	Yes	
6 ⊞	Calderon	Summative	Homework	3 / 3	3 / 3	100.00%		09/13/2014	09/03/2014	Yes	
7 ⊞	Coolidge	Summative	Homework	3 / 3	3 / 3	100.00%		09/13/2014	08/29/2014	Yes	🗎
8 ⊞	PERSIA chart	Summative	Homework	5 / 5	5 / 5	100.00%		09/13/2014	08/31/2014	Yes	🗎

Student Backpack

Once the **Enable Backpack** Portal Option has been turned on, the students will see their **Backpack** on the **Home** page when they log into the **Student Portal**. The **Backpack** is the companion piece to the Teacher **Briefcase**. It displays all of the student's current assignments, allows them to download documents that the teacher posted to an assignment, and it allows the student to upload documents and attach them to assignments that the teachers turned on the **Dropbox** for. Files that students upload are limited by the file size limit and file types set up in the Portal Options.

The **Backpack** also consists of an Assignment Section and an Upload Files section. The **Default** drop down is a filter that the student can use to view the assignments. By default, the students can see the assignments that fall within the next seven calendar days. They can also temporarily filter assignments that fall within the **Last 7 Days** or the **Next 30 Days**.

**PD:** The period lists the gradebook period that the assignment is from.

Assignment Name: lists the name of the assignment. Hovering over the assignment with the mouse will display the Gradebook Name and Assignment Name.

Files: displays the files that the teacher has uploaded to the assignment. Hovering over the file icon will display the file name. Clicking on the icon will download the file.

Due: lists the assignment **Due Date**. If the teacher turned on the **Dropbox** option for the assignment a **Due Time** and an upload icon will also display. The student will be able to upload a file to the assignment up until the **Due Date and Time**. In the above example the student has until 11:00 PM on the 5th to upload a file for the 1st period Africa PDA assignment.

Submitted Files: lists the file that the student has uploaded to the assignment. At this time students are limited to one file per assignment. Hovering over the file name will bring up an information box with the file name and the date and time that it was associated with the assignment. Clicking on the file name will download the file.

Upload Icon: can be used to select a previously uploaded document to attach to the assignment, or **Select Files** can be used to search for a new file to attach to the assignment. Once a file has been attached to an assignment, it will no longer appear in the **My Uploaded Files** section.
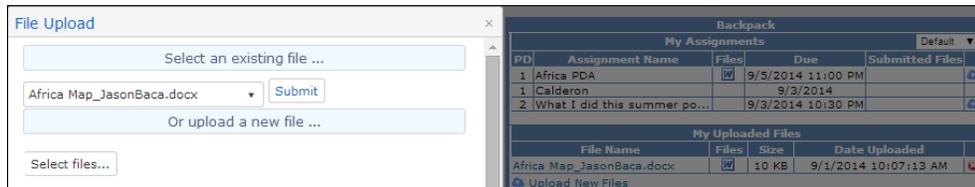
The **My Uploaded Files** section lists the files that the student has uploaded into the system. Students will be able to see all files that have been uploaded but not attached to an assignment. Since the students are limited to one file per assignment, once they associate a file to an assignment it will no longer be listed in the My Uploaded Files area.

File Name: lists the names of the files that the student has uploaded into the system within the selected date range. Hovering over the file name brings up a 4-direction arrow indicating that the file can be attached to an assignment by clicking on the file name and dragging it to the appropriate assignment.
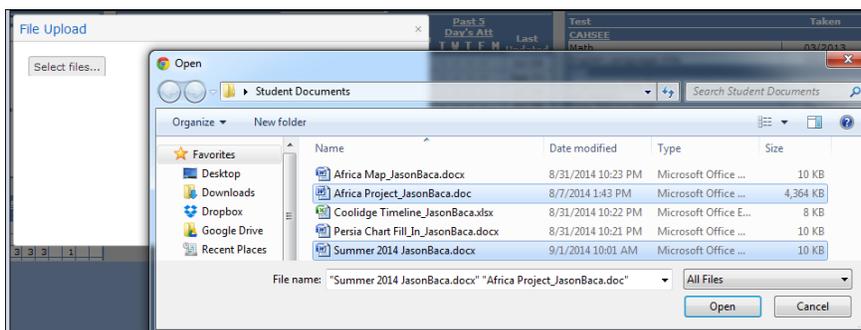
Files: clicking on the icon will download the file.
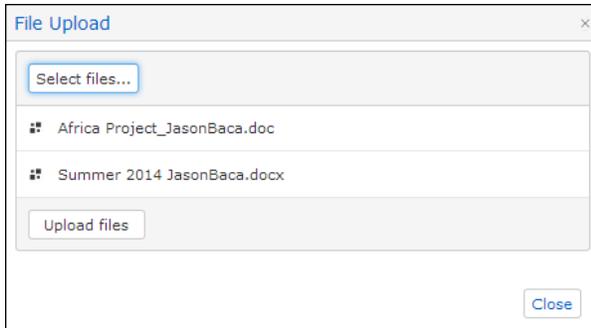**Size:** lists the size of the file.

Date Uploaded: lists the date and time that the file was uploaded into the system.

Upload New File icon: students can upload one or many files into the system without associating them to assignments immediately. Click on the **Upload New File** icon in the **My Uploaded Files** section.
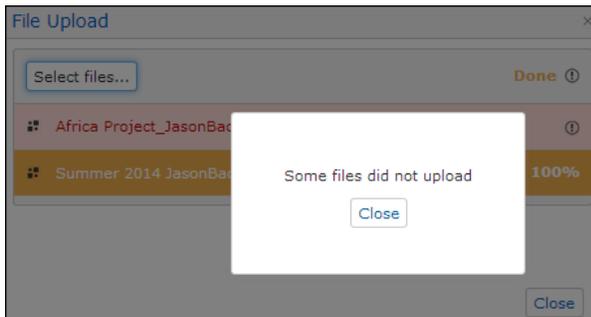Click on **Select Files**. Navigate to the file(s) that you wish to upload, select the file(s) and click on **Open**.


The file(s) will be listed in the **File Upload** pop-up screen. More files can be selected by clicking on **Select Files** again, or the files can be uploaded into the system by clicking on **Upload Files**.

In this example, the Africa Project file could not be uploaded into the system. Click on **Close** to clear the message.

Hovering over the **Exclamation Mark** displays the reason why the file was not uploaded. In this example students are limited to uploading files 1.0 MB or smaller as defined in the **Portal Options** setting. The Africa Project document was larger than the file limit. Invalid files as defined in the **Portal Options** setting is another reason why a file may not be uploaded into the system.
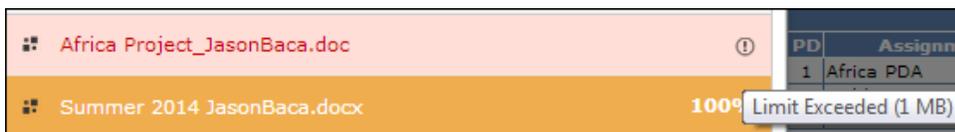
The Summer 2014 file did upload into the system since it was not an invalid file type or larger than the maximum file size. The **red X** indicates that the uploaded file can be deleted by the student. Once a document is associated with an assignment it disappears from the My Uploaded Files screen.

Files can be associated to an assignment in one of two ways:

First, after a file is uploaded into the **My Uploaded Files**, it can be dragged to the assignment that it will be associated with. In the below example the Africa Map document is being dragged to the Africa PDA assignment. The **Submitted Files** area highlights in green to indicate where the file will be dropped.

Another way to associate a file with and assignment is to select the **Upload Icon** for that assignment in the **Backpack** area and then either select from the dropdown of available files or click on the **Select Files** button to search for files to upload and associate with an assignment. Click on **Close** when all selections have been made.

Notice that once a file has been associated with an assignment it is no longer listed in the **My Uploaded Files** area.

Even if students are not given access to the **Backpack** through the **Portal Options**, they can still download the documents that the teachers post to assignments by going to the **Gradebook Details** page. The **Gradebook Details** page can be found by clicking on the Gradebook Name in the **Gradebook Summary** section of the **Home** page, or by clicking on the **Grades** tab and then selecting **Gradebook Details.**

The teacher-uploaded documents will be listed under the **Documents** column. Hovering on the icon will display the document name and clicking on the icon with download the document.

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**