



Gradebook – Add Category Types and Add Manage Students

March 10, 2017

1. Add Categories
2. Add Students to Gradebooks
3. Manage Students

ADD CATEGORIES

Prior to entering Gradebook Assignments, the **Categories** or assignment types **must** be setup. A **Category** contains a description and a percent of grade that this Category will receive, if using the **Use Weighted Scoring** option.

NOTE: If using multiple **Gradebook Terms** the following options all apply to all terms of the gradebook.

If linking gradebooks, you must link gradebooks before adding category types or assignments. Linking before adding categories will result in only having to add the categories one time and they will apply to all the gradebooks in the linked group. To enter Categories to a new gradebook, an **Add Categories** option will be available on each dashboard view. Categories can also be added from the **Manage** page and the **Categories** tab. **Colors** can be added to Categories which will then display on the **Scores by Class** page.

The screenshot shows the 'Add Categories' form. At the top, there is a navigation bar with tabs: Categories, Assignments, Manage Students, Final Marks, Narrative Grades, Rules, Backups, and Restore. Below the navigation bar, a light blue banner contains the text: 'If linking gradebooks, you must do so before adding category types or assignments.' Below this banner, there is a checkbox labeled 'Doing Weighted Scoring'. Underneath the checkbox, there are two input fields: 'Name' and 'Color'. At the bottom of the form, there are two buttons: 'Add New Category' and 'Save'.

The teachers existing gradebooks will display in the gradebook dropdown on the top left of the page.

The screenshot shows the Aeries Gradebook dashboard. The top navigation bar includes the Aeries logo, the school name '2013-2014 Screaming Eagle High School', and the user name 'Teacher5' with a 'Logout' button. The main navigation bar has tabs: Dashboard, Scores by Class, Assignments, Students, Reports, and Manage. The 'Manage' tab is active. On the left side, there is a dropdown menu for '2 - Language Arts 9 - Year' with a hand cursor over it. Below the dropdown, there is a 'CONFIGURATION: 2 - 1' section with an 'Add Gradebook' button and a 'Link Gradebooks' button. Below this, there is a 'Categories' section with a list of categories: '1 - AP Calculus AB - Spring', '2 - 2nd Sem Geometry Cp - Spring', and '2 - Language Arts 9 - Year'. Below the categories list, there are buttons for 'Add Gradebook' and 'Link Gradebooks'. At the bottom, there is a navigation bar with tabs: Students, Final Marks, Narrative Grades, Options, Rules, Backups, and Restore.

To add a **Category** click the mouse on the **Add New Category** button. Enter the description of **Category** and the percent of grade that this **Category** will receive if using the **Doing Weighted Scoring** option. An example of a **Category** type is **Homework**. Use the tab key and click on the **Add New Category** button to add additional Categories. Click the mouse on the **Save** button when completed.

A message will display below the **Categories** indicating **the Category types total has NOT reached 100%** for the assignment types that have been setup. Add all assignment types.

Your total percentage for this class is not 100! Please correct this immediately!

Doing Weighted Scoring

	Name	% of Grade
Delete	Homework	15
Delete	Project	10
Delete	Quiz	25
Delete	Test	40
		Total: 90

After **ALL** Category types have been entered and the **% of Grade** totals 100% the message will no longer display.

Changes can also be made to **Category Types** after they are setup. Select the **Category** and re-enter the information to be changed. Click the mouse on the **Save** button.

The **Doing Weighted Scoring** option will default to base a student's final grades by percentage instead of total points. To change this option, click the mouse on the box to remove the check mark. The % percent column will not display and the student's final grade will be based on total points.

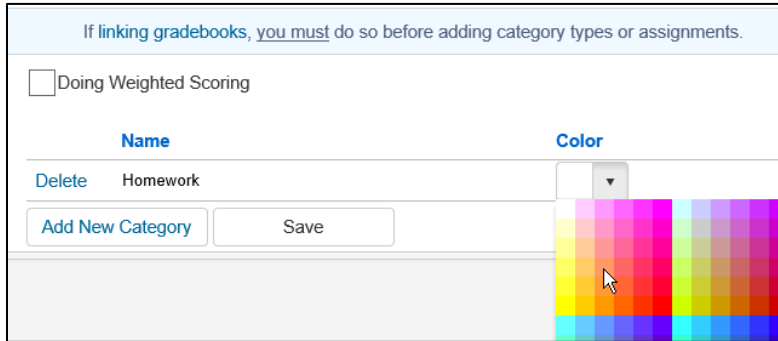
Doing Weighted Scoring

	Name
Delete	Homework
Delete	Project
Delete	Quiz

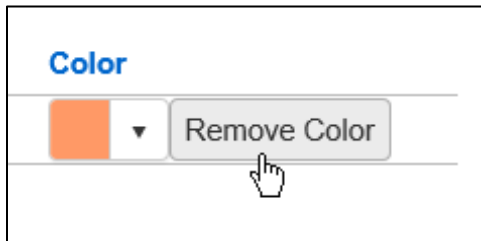
NOTE: If the **Doing Weighted Scoring** is turned off the student's final grades will be based on total points. Also, the **% of Grade** column will no longer display.

Colors can be assigned to categories. If a category is assigned a color that color will display on the **Scores by Class** page at the top of the assignment column.

To add a color to a category, Click the mouse on the Color dropdown to the right of the Category name. Select a color and then click on Save.



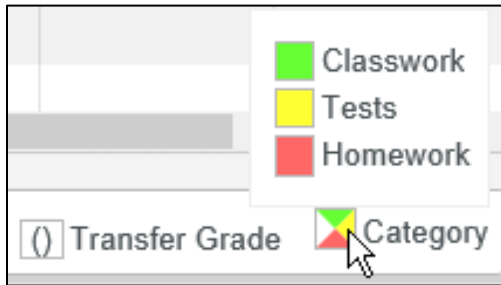
After a color is selected it will display on the Categories page. To remove a color from a category click the **Remove Color** button.



After colors have been added to Categories, they will display on the Scores by Class page as a color strip at the top of the assignment column.

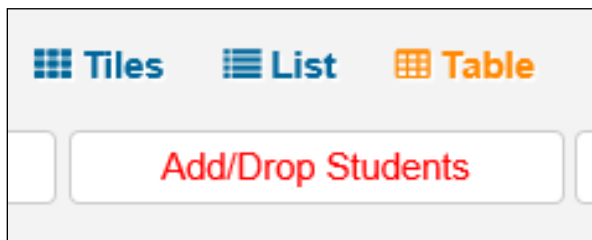
	Name	Grd	%	Mark	Test 11/11/2015 #11 : 10	Chapter 3 2/2/2016 #7 : 10	Chapter 5 2/16/2016 #9 : 8	Homework Assignment 1 3/2/2016 #2 : 10	Chapter 1 Exam 3/9/2016 #3 : 10	Chapter 1 Exam 3/9/2016 #12 : 10	Chapter 6 4/5/2016 #10 : 20	Classwork Assignment 1 4/7/2016 #1 : 5	N Assig 4/12 #16
1	Almada, Crystal C.	12	67.5	D+	12	10	Not Applicable	10	5	Not Applicable	8	0	Not App
2	Amaya, Brandon A.	12	66.1	D	8	7	8	9	8		18	5	2
3	Arballo, Shanika	12	54.1	F	8	5	5	8	2		4	4	3
4	Bednarczyk, Jammal	12	65.4	D	9	10	0	7	2		5	4	4

The **Scores by Class** page will also display a legend at the bottom of the page for the Category colors being used. Hovering the mouse over the **Category icon** will display a menu of what colors are associated with what category.



ADD STUDENTS TO GRADEBOOKS

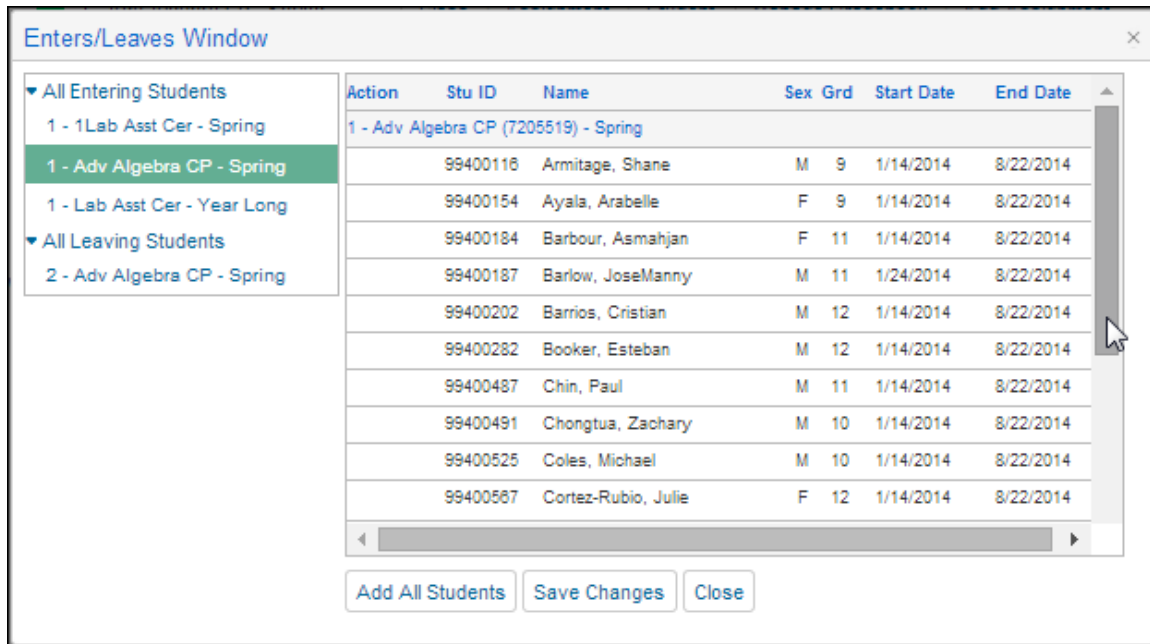
From the **dashboard** page an **Add/Drop Students** message will display in red if there are students pending addition or removal from into the gradebook.



Click the mouse on the **Add/Drop Students** button and the following **Enter/Leaves Window** will display.

Enters/Leaves Window							
All Entering Students							
Action	Stu ID	Name	Sex	Grd	Start Date	End Date	
1 - IBHstAm2/HEcCv (3265209) - Year							
▼	99400156	Baca, Jason	M	12	8/26/2013	9/19/2014	
▼	99400318	Brown, Gloria	F	12	8/26/2013	9/19/2014	
▼	99400371	Calucag, Thais	F	12	8/26/2013	9/19/2014	

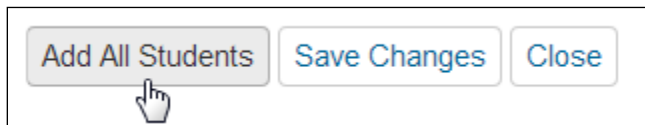
Click the mouse on **All Entering Students** to display gradebooks. Click the mouse on a gradebook. Use the scroll bar on the right side of the form to view all gradebooks and students pending.



NOTE: Teachers must click on the **Add/Drop Students** button when the button is RED. Students are not automatically added or dropped from the gradebooks like they are for the attendance page unless the Gradebook option to automatically add/drop students has been enabled. The teacher must manage the students in their gradebooks.

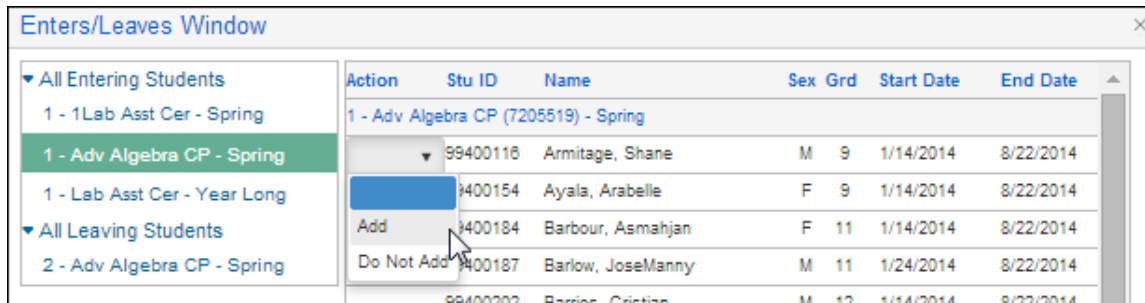
NOTE: If using multiple **Gradebook Terms**, students added will display in all terms of the gradebook.

Click the mouse on the **Add All Students** button on the top of the page to add all students. This will add all pending students to all gradebooks displayed.



The **Enters/Leaves Window** will be blank to indicate no other students are pending into the gradebook. Click on the **Close** button.

To enter students individually into the gradebook, click the mouse on the dropdown under the **Action** column. The options of **Add** or **Do Not Add** will display. Select the appropriate action. Click the mouse on the **Save Changes** button.



To the far right of the form two fields display, **Start Date** and **End Date**. These fields are used to determine the assignments a student is accountable for if they are added to a class or leaving a class. Students added to a class after the class started or leaving a class may not be responsible for certain assignments. Enter in the **Start Date** they are responsible for when adding this student. Enter the due date of the last assignment this student is responsible for in the **End Date** field.

For example, Natthakarn Boissiere started the class on 1/23/2014 and will not be responsible for assignments with due dates before 1/23/2014.

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	
▼	Active	34	99400460	Cesena, Faraaz	M	11	1/25/2014	

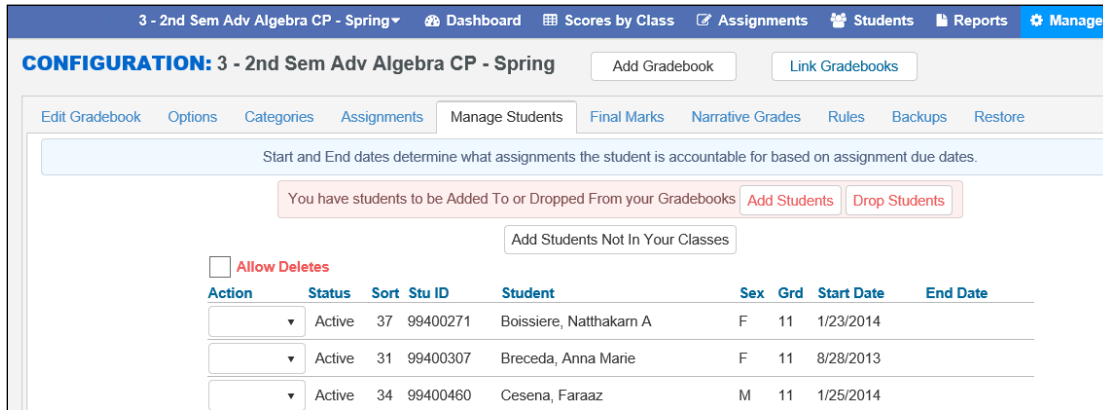
The **End Date** is used for students who have left the class. Enter an **End Date** and the student will not be responsible for assignments with due dates after the students gradebook **End Date**.

For example, Anne Marie Breceda left the class on 8/5/2014 and will not be responsible for assignments with due dates after 8/5/2014.

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	8/5/2014
▼	Active	34	99400460	Cesena, Faraaz	M	11	1/25/2014	

MANAGE STUDENTS

The **Manage Students** tab will display all students in a selected gradebook. Click the mouse on **Manage Gradebooks** from the **Details** button on the dashboard page. Click the mouse on the **Manage Students** tab. The following page will display with the selected gradebook name on the top of the form.



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

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

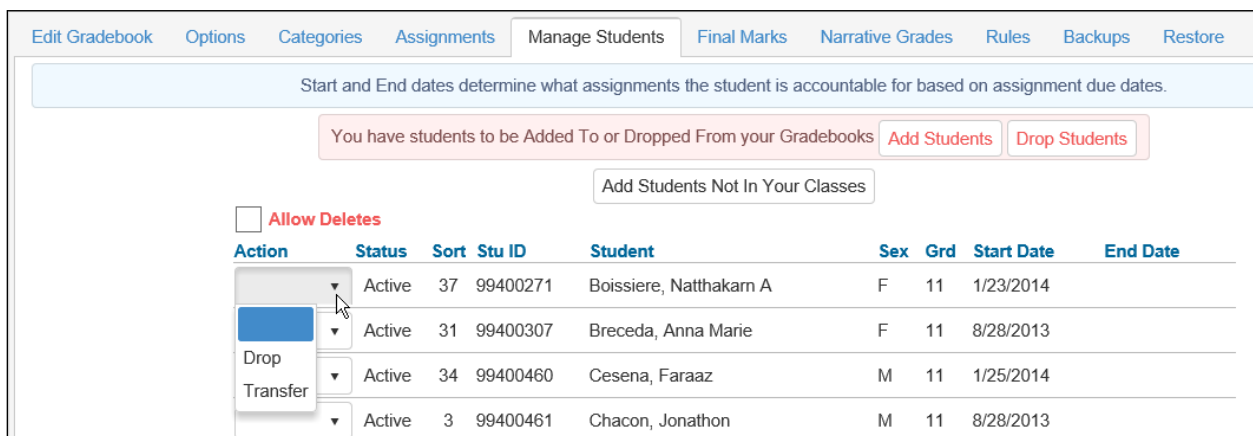
Allow Deletes

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	
▼	Active	34	99400460	Cesena, Faraaz	M	11	1/25/2014	

The **Manage Students** tab will display all students in a selected gradebook. The **Custom Sort** and **Transfer** options (if applicable) are available on the **Manage Students** tab.

The **Action** dropdown will allow you to **Drop** or **Delete** a student from the selected gradebook. To **Drop** a student, click the mouse into the **Action** field and select the **Drop** option from the dropdown to the left of the Student's name. The **End Date** will be auto populated based on the student's class leave date.

The students **End Date** will ensure that the student is not responsible for assignments with due dates after the students **End Date**.



Edit Gradebook 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	
▼	Active	34	99400460	Cesena, Faraaz	M	11	1/25/2014	
▼	Active	3	99400461	Chacon, Jonathon	M	11	8/28/2013	

Dropped students will display highlighted in yellow at the bottom of the student list.

Dropped	1	99400271	Boissiere, Natthakarn A	F	11	1/15/2014	10/15/2013
Dropped	2	99400307	Breceda, Anna Marie	F	11	8/26/2013	11/3/2013

To **Delete** a student, click the mouse on the **check box** at the top of the form. The check box at the top of the form **MUST** be checked.

The screenshot shows the 'Manage Students' tab in a software interface. At the top, there are navigation tabs: Edit Gradebook, Options, Categories, Assignments, Manage Students (selected), Final Marks, Narrative Grades, Rules, Backups, and Restore. Below the tabs, a light blue box contains the text: 'Start and End dates determine what assignments the student is accountable for based on assignment due dates.' Below this, a pink box contains the text: 'You have students to be Added To or Dropped From your Gradebooks' with two buttons: 'Add Students' and 'Drop Students'. Below the pink box is a button labeled 'Add Students Not In Your Classes'. A checkbox labeled 'Allow Deletes' is checked. Below the checkbox is a table with the following columns: Action, Status, Sort, Stu ID, Student, Sex, Grd, Start Date, and End Date. The table contains two rows of student data.

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	

Select the **Delete** option from the **Action** dropdown to the left of the Student's name. The student and their scores will be deleted from the gradebook.

NOTE: Deleting a student will delete a student's scores and must be done with caution.