



Gradebook – Transfer Grades and Scores Custom Sort

March 10, 2017

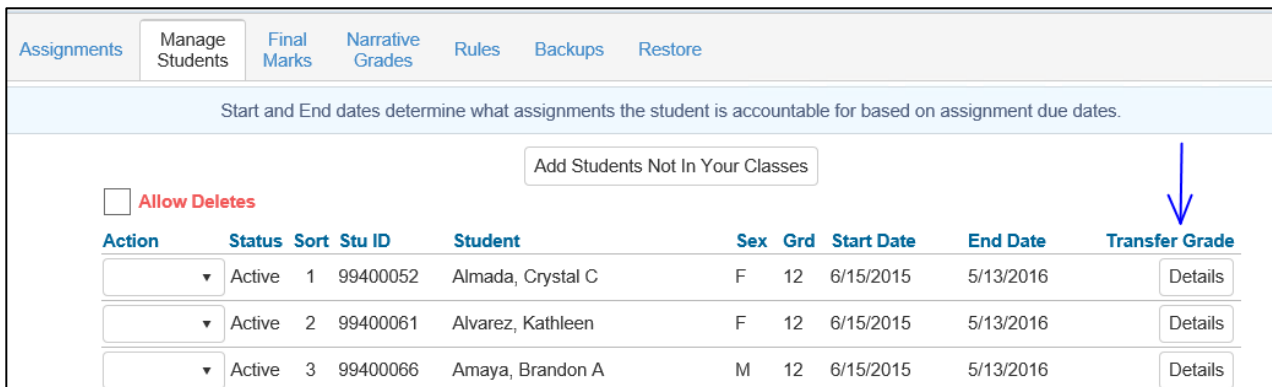
1. **Transfer Grades**
2. **Add New Students**
3. **Transfer Scores**
4. **Custom Sort**

TRANSFER GRADES

The Aeries gradebook has a Transfer Grade option. Transfer grades allows a teacher to define a default percentage to use as a grade for a student that has transferred to their current gradebook. By defining a default percentage for a transfer student, any assignments assigned before the student's gradebook start date will be included in the calculation of the student's overall grade. The Transfer Grade option only applies to non- Rubric gradebooks.

NOTE: In Gradebook Options the Filter by Assignment number option is not compatible with Transfer Grades.

The Transfer Grade option can be found under the Manage Student area of the Gradebook and the Transfer Grade column. Transfer Grades are stored in the Gradebook Transfer Scores (GTS) table.



The screenshot shows the 'Manage Students' tab in the Aeries Gradebook. At the top, there are navigation tabs: Assignments, Manage Students (selected), Final Marks, Narrative Grades, Rules, Backups, and Restore. Below the tabs is a light blue banner with the text: 'Start and End dates determine what assignments the student is accountable for based on assignment due dates.' Below the banner is a button labeled 'Add Students Not In Your Classes'. To the left of the table is a checkbox labeled 'Allow Deletes'. The table has the following columns: Action, Status, Sort, Stu ID, Student, Sex, Grd, Start Date, End Date, and Transfer Grade. A blue arrow points to the 'Transfer Grade' column header. The table contains three rows of student data, each with a 'Details' button in the 'Transfer Grade' column.

Action	Status	Sort	Stu ID	Student	Sex	Grd	Start Date	End Date	Transfer Grade
▼	Active	1	99400052	Almada, Crystal C	F	12	6/15/2015	5/13/2016	Details
▼	Active	2	99400061	Alvarez, Kathleen	F	12	6/15/2015	5/13/2016	Details
▼	Active	3	99400066	Amaya, Brandon A	M	12	6/15/2015	5/13/2016	Details

The Transfer Grade column has a Details button next to each student. Clicking on the Details button will display a Transfer Grade window. The Transfer Grade window options will apply to the student that the Details button was selected for. The Transfer Grade Details button only displays for Active students. It only applies to assignments that were assigned before the student's gradebook start date.

The right side of the Transfer Grade window displays gradebooks the student has records in. The arrows can be used to expand the gradebook information and display the associated categories. The gradebooks listed are informational and are displayed to assist in determining what an appropriate default percentage should be for the student.

Define Transfer Grade

The grade that a student earned from the previous teacher can be transferred to the current gradebook. By defining the Default Percentage, any assignments assigned before the student's Start Date will be included in the calculation of the student's Overall Grade.

Enter a Default Percentage (Required)

The category percentages are optional. If defined, the system will use the category percentages first, then the Default Percentage.

Classwork

Homework

Tests

* If defined, values must be greater than 0.

Student Gradebooks - Only Non-Rubric Gradebooks

The student has records in the below gradebooks. Use this information to determine the default percentages.

Name	Term	Per	Teacher	Overall
Current Terms				
English 10 CP	Year	2	Acosta	80.00
Classwork				80.00
Homework				80.00
Tests				80.00
Past Terms				
English 10 CP	Fall	2	Acosta	75.00
Quiz				100.00
Tests				50.00

Save

The left side of the form is used to define the student transfer grade percentage. A default percentage is required. The Default percentage entered must be greater than zero. When a default percentage is defined for a student any assignment given before the student's start date will be included in the calculation of the student's overall grade by using the default percentage.

Define Transfer Grade

The grade that a student earned from the previous teacher can be transferred to the current gradebook. By defining the Default Percentage, any assignments assigned before the student's Start Date will be included in the calculation of the student's Overall Grade.

Enter a Default Percentage (Required)

Student Gradebooks - Only Non-Rubric Gradebooks

The student has records in the below gradebooks. Use this information to determine the default percentages.

Name	Term	Per	Teacher	Overall
Current Terms				
English 10 CP	Year	2	Acosta	80.00
Classwork				100.00

There is also an option to define percentages for the gradebook categories. **This is optional.** If the category percentages are defined these percentages will be used before the default percentage.

Define Transfer Grade

The grade that a student earned from the previous teacher can be transferred to the current gradebook. By defining the Default Percentage, any assignments assigned before the student's Start Date will be included in the calculation of the student's Overall Grade.

Enter a Default Percentage (Required)

The category percentages are optional. If defined, the system will use the category percentages first, then the Default Percentage.

Classwork
 Homework
 Tests

After a Transfer Grade has been assigned to a student the default percentage entered will display to the left of the Details button on the Manage Students page under the Transfer Grade column.

Action	Status	Sort	Stu ID	Student	Sex	Grd	Start Date	End Date	Transfer Grade	
▼	Active	1	99400052	Almada, Crystal C	F	12	4/27/2016	5/13/2016	80	Details
▼	Active	2	99400061	Alvarez, Kathleen	F	12	6/15/2015	5/13/2016		Details

The Transfer Grade will also display on the Scores by Class, Scores by Assignment, and Scores by Student pages with () around it.

<input type="checkbox"/> Override Not Applicable / Transfer Grades <input checked="" type="checkbox"/> Show Filters Sorting by: Student Name						Classwork Assignment 1	Homework Assignment 1	Chapter 1 Exam	Chapter 2 Exam
Name	Grd	%	Mark	4/7/2016 #1 : 5	4/25/2016 #2 : 10	4/25/2016 #3 : 10	4/25/2016 #4 : 5		
1 Almada, Crystal C.	12	80.0	B-	(80%)	(80%)	(80%)	(80%)		
2 Alvarez, Kathleen	12	65	D	10	5	4	5		

Transfer Grades can be edited. An override checkbox will display if there are Not Applicable or Transfer Grades for a student on Scores By Class, Scores by Assignment and Scores by Student pages. If a Transfer Grade displays for a student to replace it with a different score, check the override option and then type in the new score.

The override function is applied at the assignment level. If an assignment has the option Input by Standard selected, the override option will affect all standards related to the assignment.

<input checked="" type="checkbox"/> Override Not Applicable / Transfer Grades <input checked="" type="checkbox"/> Show Filters Sorting by: Student Name ↓						Classwork Assignment 1	Homework Assignment 1	Chapter 1 Exam	Chapter 2 Exam	Book Review Essay
Name	Grd	%	Mark			4/7/2016 #1 : 5	4/25/2016 #2 : 10	4/25/2016 #3 : 10	4/25/2016 #4 : 5	4/25/2016 #5 : 10
1 Almada, Crystal C.	12	80.0	B-	<input type="checkbox"/>		(80%)	(80%)	(80%)	(80%)	(80%)
2 Alvarez, Kathleen	12	65.0	D	<input checked="" type="checkbox"/>	10	5	4	5	2	

The Gradebook **Restore** function will restore the Gradebook Transfer Grades (**GTS**) table information if Gradebook Scores (**GBS**) is also selected.

Restore Gradebook ×

Step 3: Select Tables to Restore

**** Gradebook Description:**

**** If left blank, the description from the saved gradebook will be used.**

- Assignment Categories (GBT)
- Assignments (GBA) *
- Students (GBU)
- Scores (GBS)
- Final Marks (GTG)
- Gradebook Options (GBO)
- Main Gradebook Setup (GBK)

ADD NEW STUDENTS

Teachers can import any student into their gradebook if the **System Administrator** has selected the option in **Portal Options**. If the option is selected, teachers will see an **Add Students Not in Your Classes** button on the **Manage Students** tab.

The screenshot shows the 'Manage Students' tab in a software interface. At the top, there are navigation tabs: 'Assignments', 'Manage Students', 'Final Marks', 'Narrative Grades', 'Rules', 'Backups', and 'Restore'. Below these tabs is a light blue banner with the text: 'Start and End dates determine what assignments the student is accountable for based on assignment due dates.' Below the banner, there is a checkbox labeled 'Allow Deletes' which is unchecked. To the right of this checkbox is a button labeled 'Add Students Not In Your Classes', which is circled in blue. Below the button is a table with the following columns: 'Action', 'Status', 'Sort', 'Stu ID', 'Student', 'Sex', 'Grd', 'Start Date', and 'End Date'. The table contains three rows of student data:

Action	Status	Sort	Stu ID	Student	Sex	Grd	Start Date	End Date
<input type="button" value="▼"/>	Active	1	99400029	Aguila, Errol	M	9	6/15/2015	3/18/2016
<input type="button" value="▼"/>	Active	34	99400088	Arat, Antonio A	M	9	6/15/2015	3/18/2016
<input type="button" value="▼"/>	Active	2	99400134	Ashe, Juan J	M	9	6/15/2015	3/18/2016

To add new students into a gradebook, click the mouse on the **Add Student** button. The following form will display. To **Search by Student**, enter a name or partial name in the search box and hit **Enter**.

The screenshot shows a window titled 'Add Students' with a search box containing the text 'Smith' and a magnifying glass icon. Below the search box, it says 'Only Students in Grades 11 - 12 are displayed.' Below this text is a table with the following columns: a checkbox, 'Stu ID', 'Name', 'Grade', and 'Sex'. The table contains eight rows of student data:

<input type="checkbox"/>	Stu ID	Name	Grade	Sex
<input type="checkbox"/>	99402401	Smith, Adam D	11	M
<input type="checkbox"/>	99402406	Smith, Daniel T	12	M
<input type="checkbox"/>	99402408	Smith, Engy A	12	F
<input type="checkbox"/>	99402410	Smith, Jacqueline M	11	F
<input type="checkbox"/>	99402412	Smith, Janay	12	F
<input type="checkbox"/>	99402415	Smith, Karla	11	F
<input type="checkbox"/>	99402417	Smith, Lawrence T	12	M
<input type="checkbox"/>	99402418	Smith, Manuel A	12	M

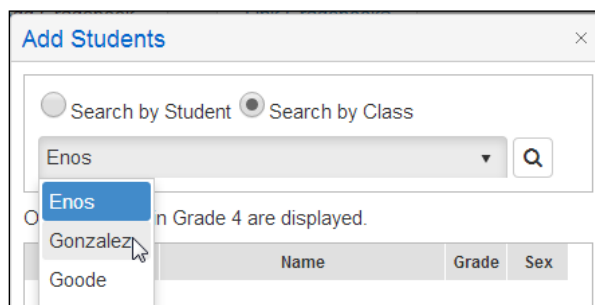
At the bottom of the window are three buttons: 'Clear', 'Add Students', and 'Close'.

A list of students will display. Only students within the defined grade range of the teacher will be displayed.

Click on the box to the left of the student's name to select. Click the mouse on the **Add Students** button at the bottom of the page to add them to the gradebook. The student will now be included in the list of students on the **Manage Students** form for the selected gradebook.

NOTE: To set the grade range for the teacher, in Aeries enter a Low Grade and Hi Grade on the Teachers form.

A **Search by Class** option is available for teachers in elementary schools without a Master Schedule. A dropdown list of teachers with the same low and high grade ranges will display. When a teacher is selected, a student list will display.

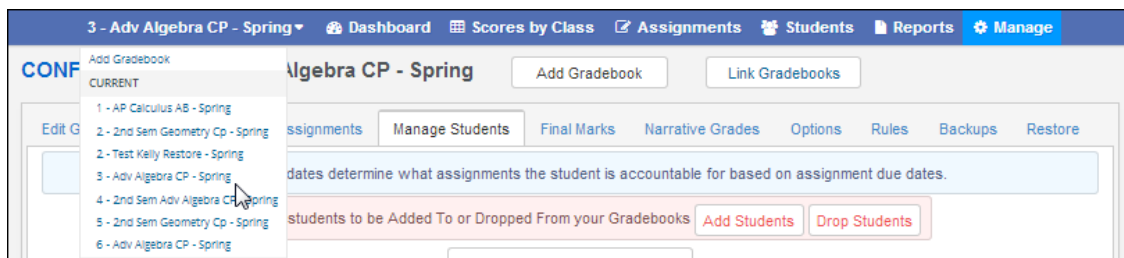


TRANSFER SCORES

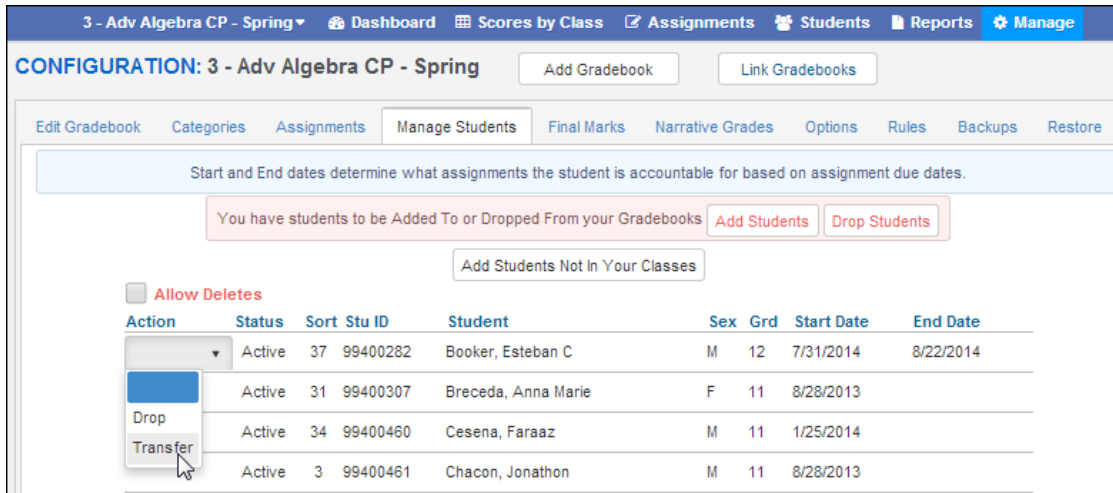
The **Manage Students** tab has a **Transfer** option. The option will only display for **Linked Gradebooks** for the same teacher. This option is for students who have moved between classes with the same teacher and course.

In the example below, Adv Algebra CP - Spring period 3 and 6 gradebooks are linked as displayed on the **Link Gradebook** page. If a student transfers from one period to the other, their existing gradebook scores can be transferred to the New gradebook. The student must first be added to the new gradebook (refer to page 21 for procedures on adding students to a gradebook).

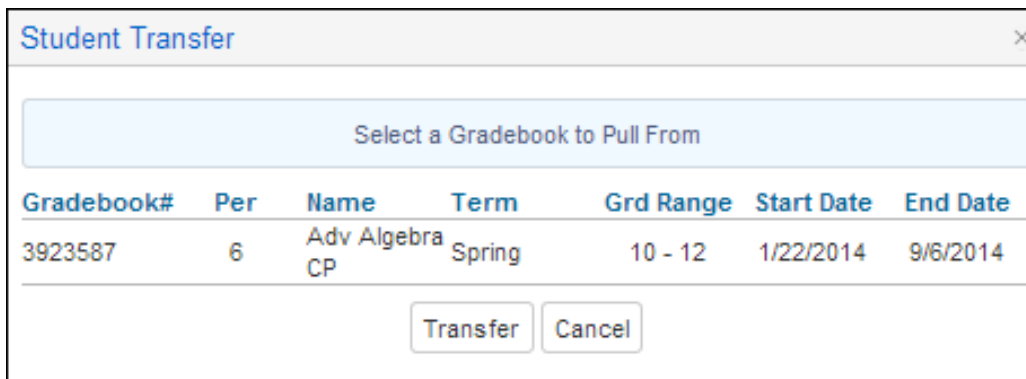
In the examples below, student Esteban Booker transferred from the Adv Algebra CP period 6 class to the same teacher's Adv Algebra CP period 3 class. On the **Manage Students** tab, click the mouse on the Adv Algebra CP period 3 class gradebook on the dropdown list of gradebooks on the top left.



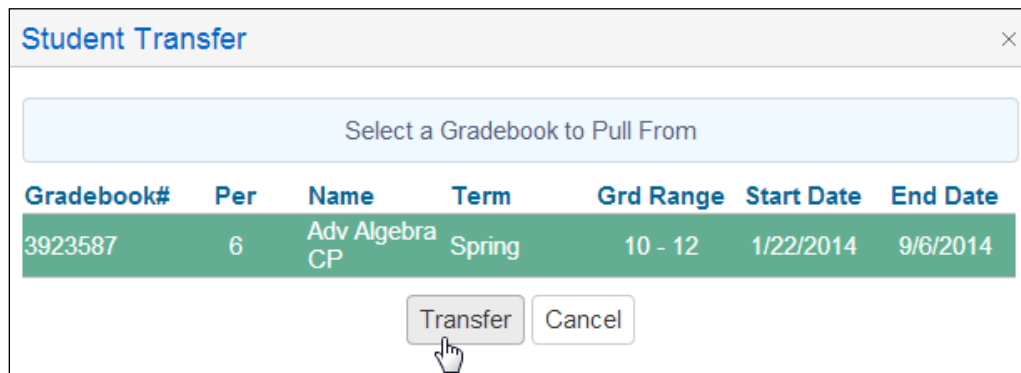
Click the mouse on the **Manage Students** tab. It is imperative that the **NEW** Gradebook is selected from the gradebook list on gradebook drop down. Click the mouse on the **Transfer** option to the left of the student's name.



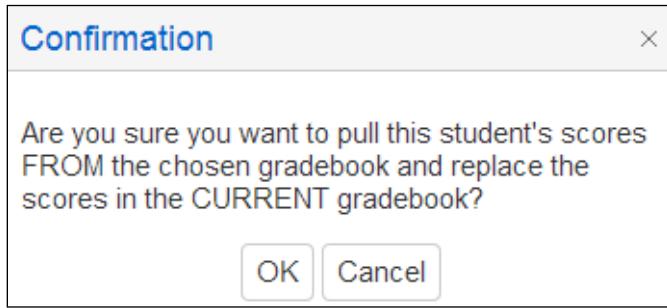
The linked gradebooks will display in the dropdown. Choose the **OLD** gradebook under the **Select Gradebook to Pull From** list.



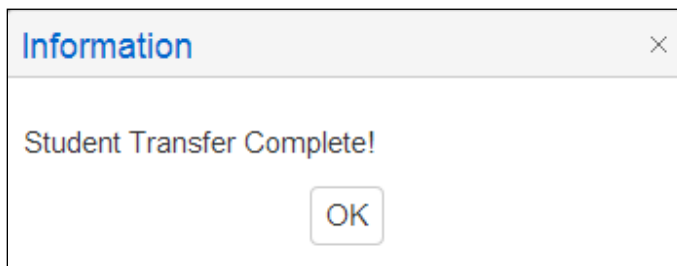
When selected, the gradebook will be highlighted in green. Click the mouse on the **Transfer** button.



The following message will display.



Click the mouse on the **OK** button to begin the **Transfer** process. The following message will display.



The student's scores will now be viewable under the New Gradebook.

NOTE: It is imperative that the NEW gradebook is chosen from Manage Students tab and the OLD gradebook is selected when clicking on the Transfer option. Scores can be lost if the incorrect gradebooks are selected.

It is recommended that for transfer students the **Start Date** and **End Date** under the **Manage Students** tab should be populated accordingly for the previous and current gradebook. Enter the **End Date** value in the dropped gradebook to ensure that the student is not responsible for assignments with due dates after the students gradebook **End Date**.

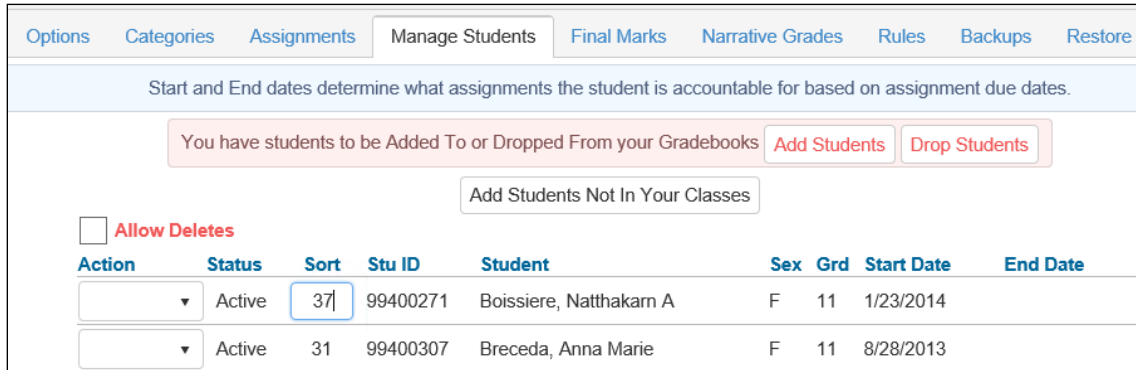
Action	Status	Sort	Stu ID	Student	Sex	Grd	Start Date	End Date
	Active	5	99400282	Booker, Esteban C	M	12	1/22/2014	6/30/2014

When the student is added to the new gradebook the **Start Date** value in the new gradebook will be populated based on the Course Attendance (CAR) date. Verify the students date to ensure that the student is responsible for assignments with due dates after the student's gradebook **Start Date** in the new gradebook.

Action	Status	Sort	Stu ID	Student	Sex	Grd	Start Date	End Date
	Active	33	99400271	Boissiere, Natthakarn A	F	11	1/23/2014	
	Active	37	99400282	Booker, Esteban C	M	12	7/1/2014	

CUSTOM SORT

The **Manage Students** form display's a **Sort** field. The default sort number is alphabetical by the student's last name. A **Custom Sort Order** can be assigned to students.

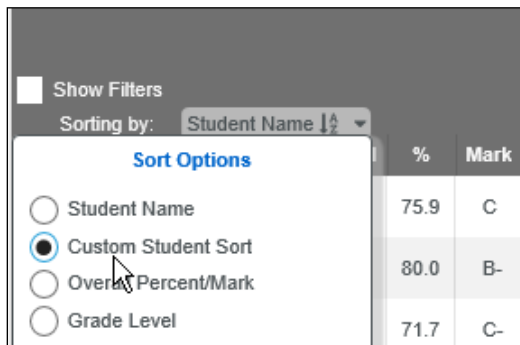


The screenshot shows the 'Manage Students' tab in a software interface. At the top, there are navigation tabs: Options, Categories, Assignments, Manage Students (selected), Final Marks, Narrative Grades, Rules, Backups, and Restore. Below the tabs, a message states: 'Start and End dates determine what assignments the student is accountable for based on assignment due dates.' A red notification box says: 'You have students to be Added To or Dropped From your Gradebooks' with 'Add Students' and 'Drop Students' buttons. Below that is an 'Add Students Not In Your Classes' button. A checkbox labeled 'Allow Deletes' is present. The main table has columns: Action, Status, Sort, Stu ID, Student, Sex, Grd, Start Date, and End Date. Two rows of student data are visible.

Action	Status	Sort	Stu ID	Student	Sex	Grd	Start Date	End Date
<input type="text"/>	Active	37	99400271	Boissiere, Natthakarn A	F	11	1/23/2014	
<input type="text"/>	Active	31	99400307	Breceda, Anna Marie	F	11	8/28/2013	

To change the sort order, click the mouse in the **Sort** field and type over the sort number or use the up and down arrows.

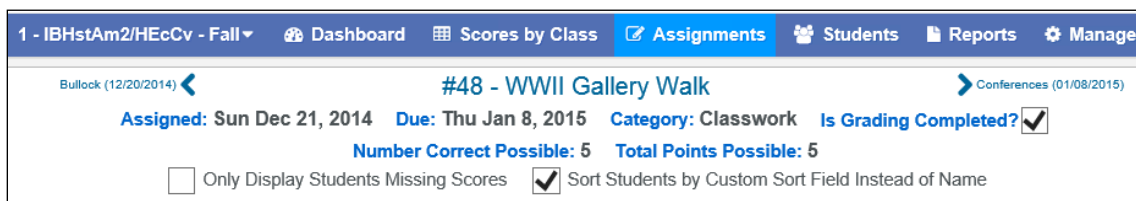
The **Scores by Class** page has a **Sort By Custom Student Sort** option. If the option is selected the students will display by the **Custom Sort Order** on the **Scores by Class**.



The screenshot shows a 'Sort Options' dialog box. At the top, it says 'Show Filters' and 'Sorting by: Student Name'. The dialog lists four options: 'Student Name', 'Custom Student Sort' (selected with a radio button), 'Overall Percent/Mark', and 'Grade Level'. In the background, a table shows student data with columns for Name, %, and Mark.

Sort Options	%	Mark
<input type="radio"/> Student Name	75.9	C
<input checked="" type="radio"/> Custom Student Sort	80.0	B-
<input type="radio"/> Overall Percent/Mark		
<input type="radio"/> Grade Level	71.7	C-

The **Scores by Assignment** page has an option to Sort Students by Custom Sort Field Instead of Name option. If the option is selected the students will display by the **Custom Sort Order** on the **Scores by Assignment** page.



The screenshot shows the 'Assignments' tab in a software interface. The breadcrumb trail is '1 - IBHstAm2/HEcCv - Fall > Dashboard > Scores by Class > Assignments'. The assignment title is '#48 - WWII Gallery Walk'. It shows 'Assigned: Sun Dec 21, 2014' and 'Due: Thu Jan 8, 2015'. The category is 'Classwork' and 'Is Grading Completed?' is checked. Below this, it says 'Number Correct Possible: 5' and 'Total Points Possible: 5'. At the bottom, there are two checkboxes: 'Only Display Students Missing Scores' (unchecked) and 'Sort Students by Custom Sort Field Instead of Name' (checked).