

TEACHER AERIES – SET UP GRADEBOOKS

Updated 8/2/18

Note: Instructions are given from the “Table” view in Gradebooks.

1. Create Gradebooks - Tracy did this

In Teacher Aeries, go to **Gradebooks**:

6-8 Traditional Grades

1. Click on Mass Add Gradebooks. A list of teacher’s courses by Period appears.
2. Select all courses you will have grades for; i.e. periods 1-8 – Do Not select Period 0 as that is for attendance only and should not have a gradebook. Click Next
3. Select Trimesters 1, 2 and 3 (Do Not select “Single Term” or “Year”), click Create Gradebook.
4. Your list of Gradebooks should now appear in the Dashboard.

3-5 Standard Based Grades (SBG)

1. You cannot Mass Add Gradebooks.
2. Click on Add Gradebook, give it your own name (i.e. Language Arts, Math, Social Studies, Science, PE, etc, following the categories on your SBG report card).
3. Optional: Assign it a period number of your choice – this determines the order the gradebooks will be listed in your Dashboard. (N/A at LES).
4. Always select all three terms – Trimester 1, 2 and 3; Do Not select “Year” or “Single Term.”
5. For MH only, associate it with period 0 for that grade level. Or, if you have multiple grade levels, the period number you select determines the order your gradebooks will be listed in Gradebook Dashboard (i.e. 4 for 4th gradebooks, 5 for 5th gradebooks, 6 for 4th/5th combined gradebooks, etc).
6. Click Save.
7. Repeat for each Gradebook subject.

2. Add Students – Teachers do this, now and throughout the year

1. From your Dashboard view, after gradebooks are created, a red tab will appear called Add/Drop Students. This is your indication now, and throughout the year, that there are students needing to be either added or dropped from your gradebooks.
2. Click on Add/Drop Students
3. You will be in the Enters/Leaves Window with a list of your gradebooks on the left.
4. Click on the top of the list “All Entering Students” (not one gradebooks at a time).
5. Click Add All Students.
6. Wait for it to say “Process Completed.”
7. Go out of Gradebooks, then back in, to make sure the red Add/Drop Students box is now gone. There are no more students to Add/Drop at this time.

3. Edit Gradebook Options – Tracy did this (teachers can change options)

1. Must be done once at the beginning of each year.
2. From within any Gradebook, go to Manage, then choose OPTIONS (be sure you are in Options not Edit Gradebook).
3. Check all that apply for your gradebooks:

GRADEBOOK OPTIONS	3-5	6-8
Use Rubric Grading: <i>Averages rubric scores (1-4) for overall mark.</i>	No	No
Weight scores by Category <i>Each gradebook must have at least one Category; weighting them is teacher choice</i>	Yes	Yes
Apply assignment scores immediately: <i>So you don't have to wait until checking Grading Complete</i>	Yes	Yes
Apply weighting to Formative & Summative assignments: <i>Optional to categorize assignments as Formative/Summative</i>	No	No
Scale Min/Max Assignment Values in Total Grade: <i>This is for grading on a "curve"</i>	No	No
Add/Drop Students Automatically when loading Scores by Class page:	Yes	Yes
Hide Overall Percentage/Trend Analysis	Yes for Parents	No
Display the Final Mark (letter grade)	Yes for Teacher (me)	Yes
Display the Point Ratio: <i>Displays points/points possible; only available if NOT doing weighted categories</i>	No	No
Hide Dropped Students	Yes	Yes
Hide this Gradebooks from Parents and Students:	No	No
Group Assignments Menu by Category: <i>In teacher view of assignment list</i>	No	No
Sort Assignments on Scores By: <i>Choose to display by Due Date or Assignment #</i>	Date Ascending	Date Ascending

4. Scroll down and click on Copy Option to Gradebooks.
5. View a summary page of your selections, click Next.
6. Click Copy Options, and OK. All Gradebooks are now the same.

7. **3-5 SBG only**, configure Final Marks (has to be done once each year in each gradebook, cannot copy):
 - A (4) = 90-100
 - B (3) = 75-89.99
 - C (2) = 60-74.99
 - D (1) = 0-59.99

4. Define Assignment Categories – Teachers do this

1. From the Dashboard view Click on Add Categories (far right column) for any gradebook.
2. Doing Weighted Scoring: It is also optional and teacher choice to use Weighted Categories or not. If you do weight your categories for grading (percentage of total grade for tests, quizzes, etc equals 100), check the box for Doing Weighted Scoring. If you want to use Points Total Only Grading, do not check this box.
3. Click Add New Category:
 - Each gradebook must have at least one category in order to add assignments. It is teacher choice how many categories you want in each of your gradebooks. Name the category within that gradebook.
 - Adding a Color to the category is optional and will display across the top of the Scores By Class page.
 - Entering a percentage of the total grade for that category required only if using Weighted Categories. *Categories and percentages in your gradebooks are at the teacher discretion.* Be sure your categories total 100%.

OPTIONAL EXAMPLE - create your own categories/percentages:

<u>6th Math</u>	
Tests	40%
Classwork	30%
Homework	20%
Participation	<u>10%</u>
	100%

4. Click Save, repeat for each gradebook.

5. Add Assignments - Teachers

1. From the Dashboard view, or from the Assignments Tab in the blue menu bar, click on Add Assignments.
2. Add details for this assignment:
 - Assignment number automatically fills in with the next available number.
 - Name your assignment
 - Add description (optional)
 - Type: **3-5 SBG Select Summative for all assignments** in order to use Trend Scoring at the end of the trimester. 6-8 if not differentiating between Formative and Summative assignments, also leave all assignments as Summative. It will default to the last setting you used so you should only have to select this once.
 - Assignment Dates: be sure the due date falls within the trimester date range or it won't be counted. This is especially important at the end of a trimester if you are entering grades after the last day of the trimester; be sure to change the due date to the last day of the trimester.
3. Number Correct: number of points or questions on the assignment
4. Number Possible: number you want that assignment to be worth. For 6-8 this is probably the same as Number Correct.

For 3-5 SBG, you can make each assignment have 4 Points Possible, regardless of the Number Correct. This will convert your number correct score to a 4-point score. Both scores will be visible to you in the Scores by Student view.

5. Check Visible to Portal and Score Visible to Portal. This is for parents checking their Aeries Parent account.
6. **SBG only:** Add Standard(s). Scroll down to see the entire Standards section. Click on Add Standard. The Standard Selector box appears, **select Local as the type**, and select your grade level. The list of top level standards from your report card appears. Click on the Main Category in Bold (LANGUAGE ARTS, MATH, etc) to see the specific standards in that category. Click Add for the standard(s) that pertain to that assignment, and click OK. OR, enter the Standard ID# from your Report Card into the search box.
7. Click Save.
8. After all scores are entered for this assignment, click Grading Complete.

SBG only: To quickly see what standard(s) have been assigned to each assignment, go to Manage Gradebooks and click on the Assignments tab. The standard number is shown in the assignment. Click on the number to see the name of the standard.

6. Enter Scores – Teachers

- There are three methods to enter scores: **Scores by Class**, **Scores by Student**, and **Scores by Assignment**. Quick Data Entry is available on Scores by Assignment.
- To show a missing assignment that counts against the overall mark, enter zero (displays as Orange)
- To exclude a student from an assignment, use NA (not applicable, displays as Grey)