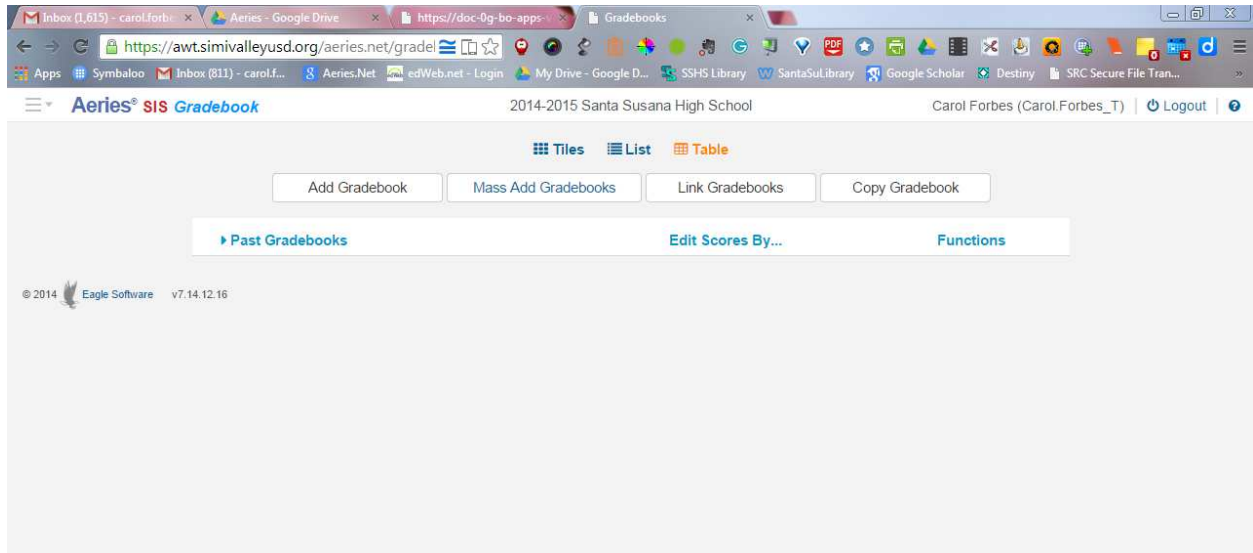
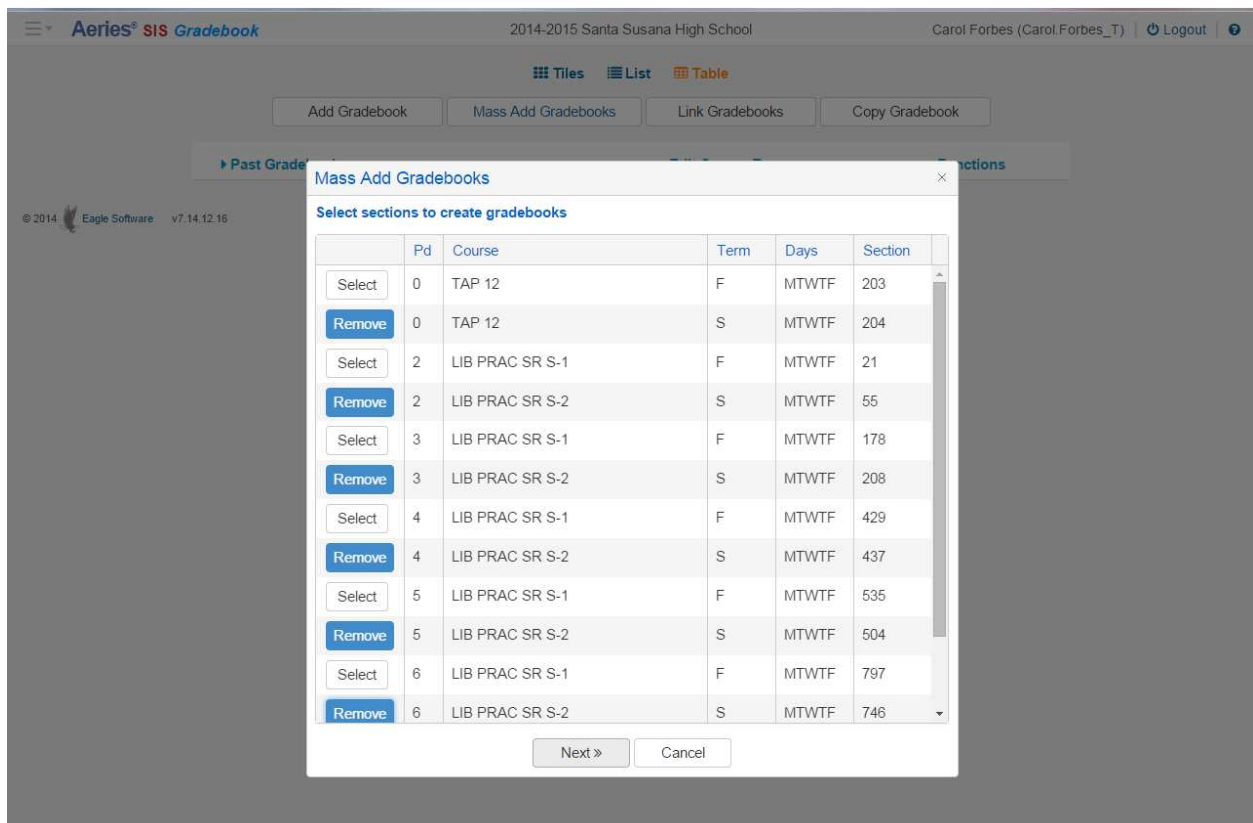


Adding a New Gradebook (10 Easy Steps)

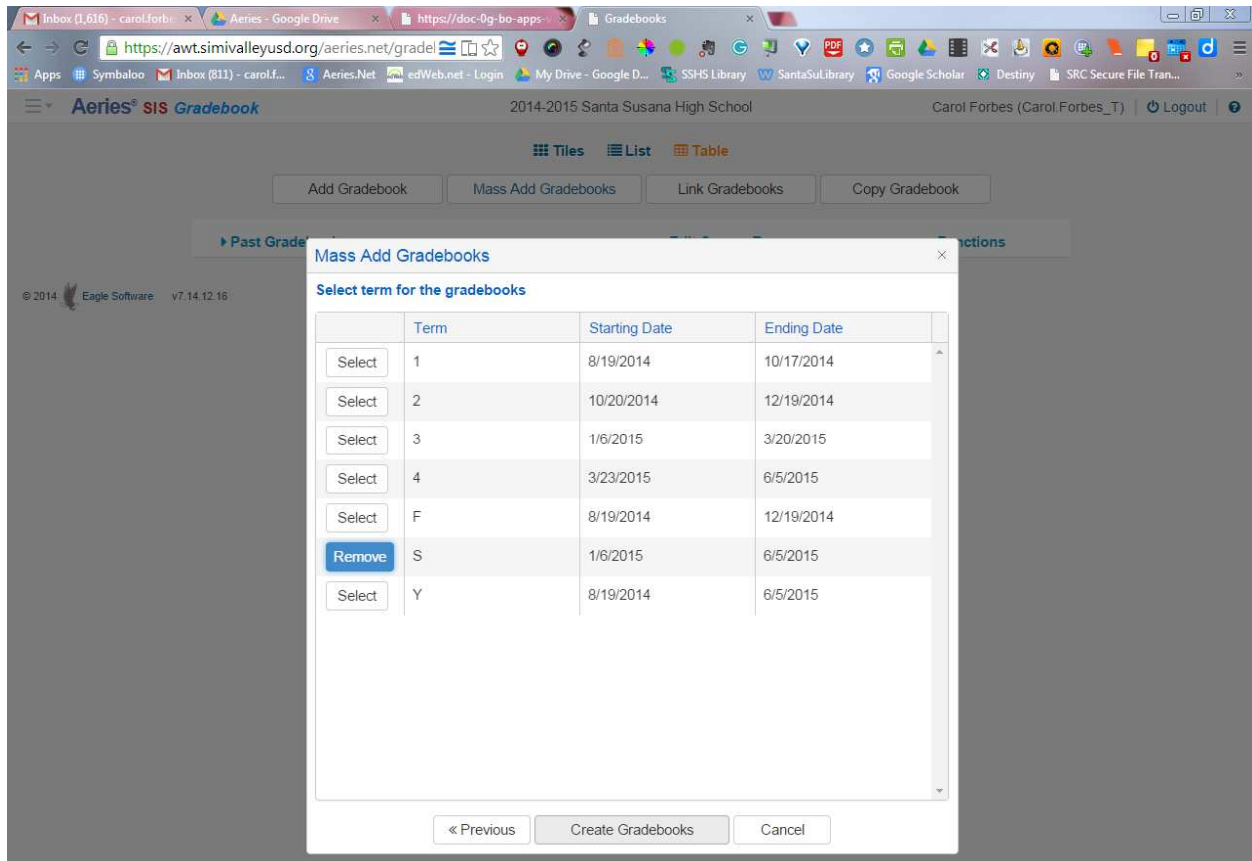
Step 1: Click on “Mass Add Gradebooks”



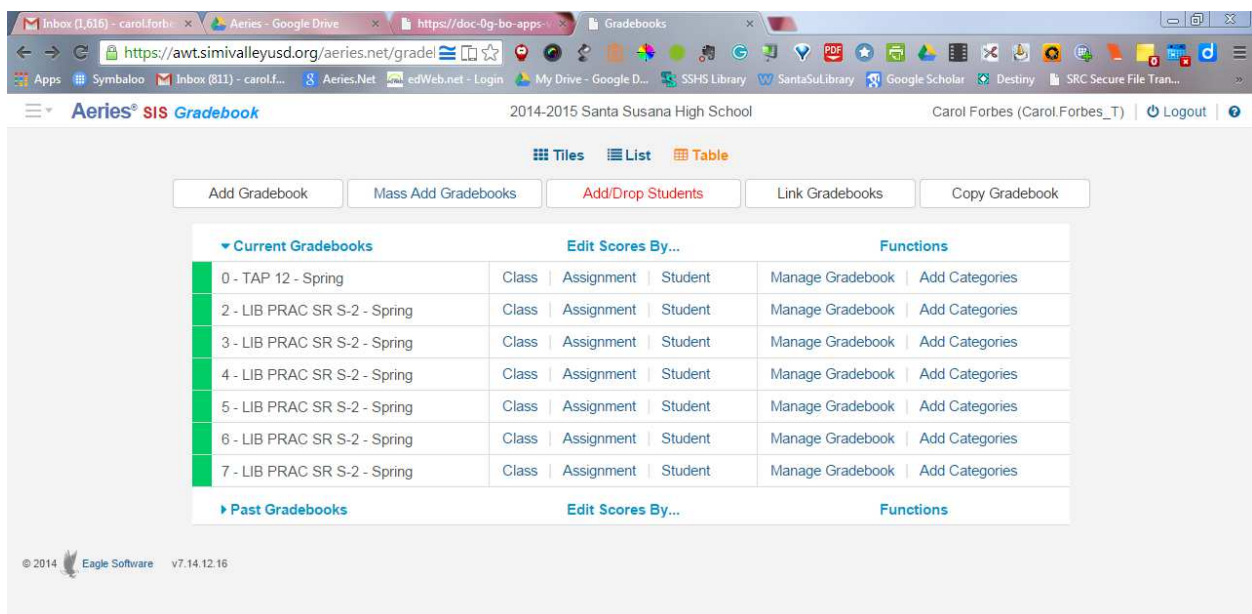
Step 2: Select all of the classes you want to add, making sure to select the correct semester and click on “Next”



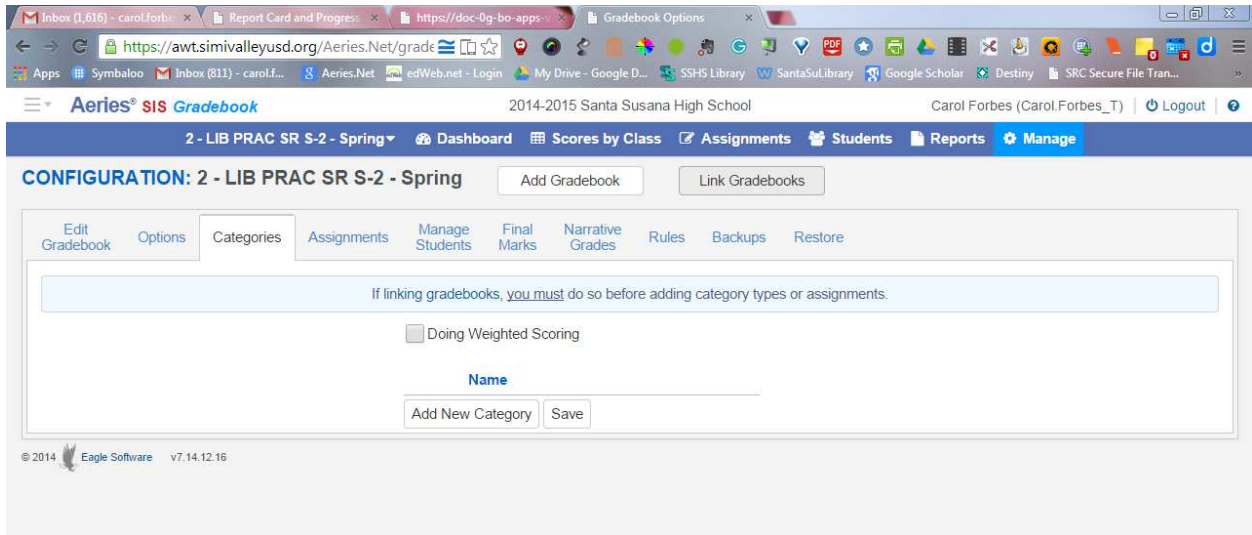
Step 3: Select the term you want to have for all of these classes and then click on “Add Gradebooks”



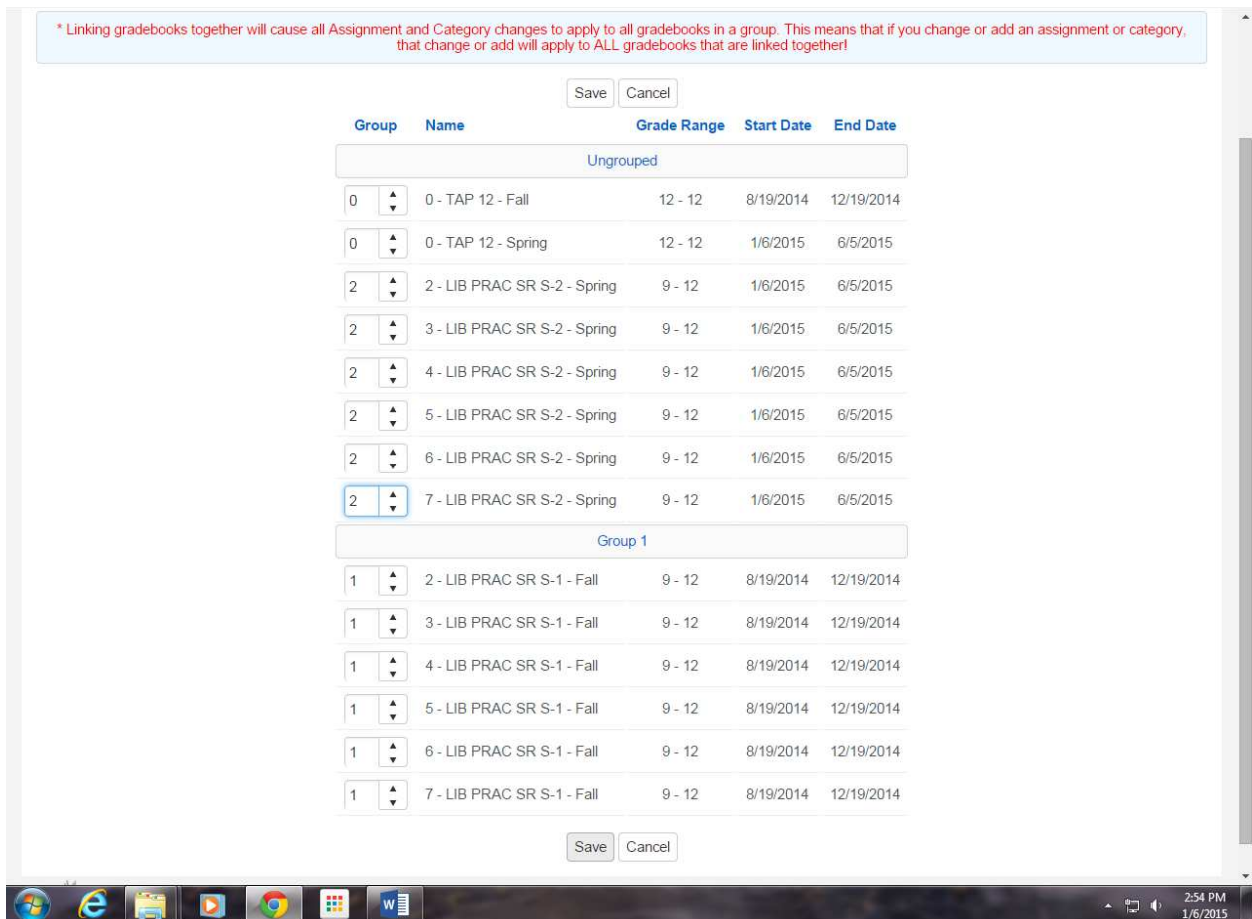
Step 4: Now you can add the categories you want to use



Step 5: Linking gradebooks - If you are linking gradebooks, you need to do this before you do anything else.



Make all of the linked classes the same group number and then click “Save”.



Step 6: Now click on “Add Categories”

Click on “Doing Weighted Categories” if you are weighting the grades; then click on “Add New Category”

2 - LIB PRAC SR S-2 - Spring

CONFIGURATION: 2 - LIB PRAC SR S-2 - Spring

If linking gradebooks, you must do so before adding category types or assignments.

Doing Weighted Scoring

Name	% of Grade
Total:	0

Add New Category Save

Keep adding categories and selecting the percentages until you have all of your categories and they add up to 100 percent. Then click “Save”.

2 - LIB PRAC SR S-2 - Spring

CONFIGURATION: 2 - LIB PRAC SR S-2 - Spring

If linking gradebooks, you must do so before adding category types or assignments.

Doing Weighted Scoring

Name	% of Grade
Delete Weekly Grade	60
Delete Shelf Grade	35
Delete Written Assignment	10
Total:	100

Add New Category Save

Step 7: Now you need to add your students. Click on “Manage Students,” then click on “Add Students”

0 - TAP 12 - Spring

CONFIGURATION: 0 - TAP 12 - Spring

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

Allow Deletes

Action	Status	Sort	Stu ID	Student	Sex	Grd	Start Date	End Date
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Select the students you want to add or click on “Add All Students”

The screenshot shows the Aeries SIS Gradebook interface for the 2014-2015 Santa Susana High School. The main window is titled 'CONFIGURATION: 0 - TAP 12 - Spring'. A modal window titled 'Enters/Leaves Window' is open, displaying a list of students. The list includes columns for 'Add', 'ID', 'Name', 'Gender', 'Grade', 'Start Date', and 'End Date'. The 'Add All Students' button is highlighted in blue.

Add	ID	Name	Gender	Grade	Start Date	End Date
▼	192976	Henderson, Eron	M	12	1/6/2015	6/5/2015
▼	165564	Huambachano, Samuel	M	12	1/6/2015	6/5/2015
▼	166373	Mccarty, Sophia	F	12	1/6/2015	6/5/2015
▼	187060	Milianni, Anthony	M	12	1/6/2015	6/5/2015
▼	167377	Mitchell, Michael	M	12	1/6/2015	6/5/2015
▼	163718	Poppen, Hope	F	12	1/6/2015	6/5/2015
▼	170840	Radzinski, Emily	F	12	1/6/2015	6/5/2015
▼	170243	Ramierz, Bailey	F	12	1/6/2015	6/5/2015
▼	190375	Reyno, Christopher	M	12	1/6/2015	6/5/2015
▼	181908	Rivas, Jennifer	F	12	1/6/2015	6/5/2015
▼	167578	Sanchez, Shawn	M	12	1/6/2015	6/5/2015
▼	173779	Stewart, Jason	M	12	1/6/2015	6/5/2015
▼	176998	Thomas, Madison	F	12	1/6/2015	6/5/2015
▼	177313	Triplett, Dakota	M	12	1/6/2015	6/5/2015
▼	166699	Weir, Sierra	F	12	1/6/2015	6/5/2015

Repeat for all classes. This will populate all of your students to all of the gradebooks you established.

Step 8: Next, select options. Select the following:

The screenshot shows the Aeries SIS Gradebook interface for the 2014-2015 Santa Susana High School. The main window is titled 'CONFIGURATION: 2 - LIB PRAC SR S-2 - Spring'. The 'Options' tab is selected, displaying various settings for the gradebook. The 'Copy Options to Gradebooks' button is highlighted in blue.

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 'Scoring Completed.'

Filter Assignments by
If Assignment Due Date is selected, Assignment Due Date will be used to filter which assignments are included in the calculation of the Total Grade or displayed on the Scores By views. Otherwise, Assignment Number will be used to filter.

Calculate the Total Grade based on Assignments that fall within this date range
Only the assignments that fall between these two dates will be counted towards the total grade for each student. to

Display Assignments that fall within this date range
Only the assignments that fall between these two dates will be displayed. to

Include the Overall Mark with the Overall Score?

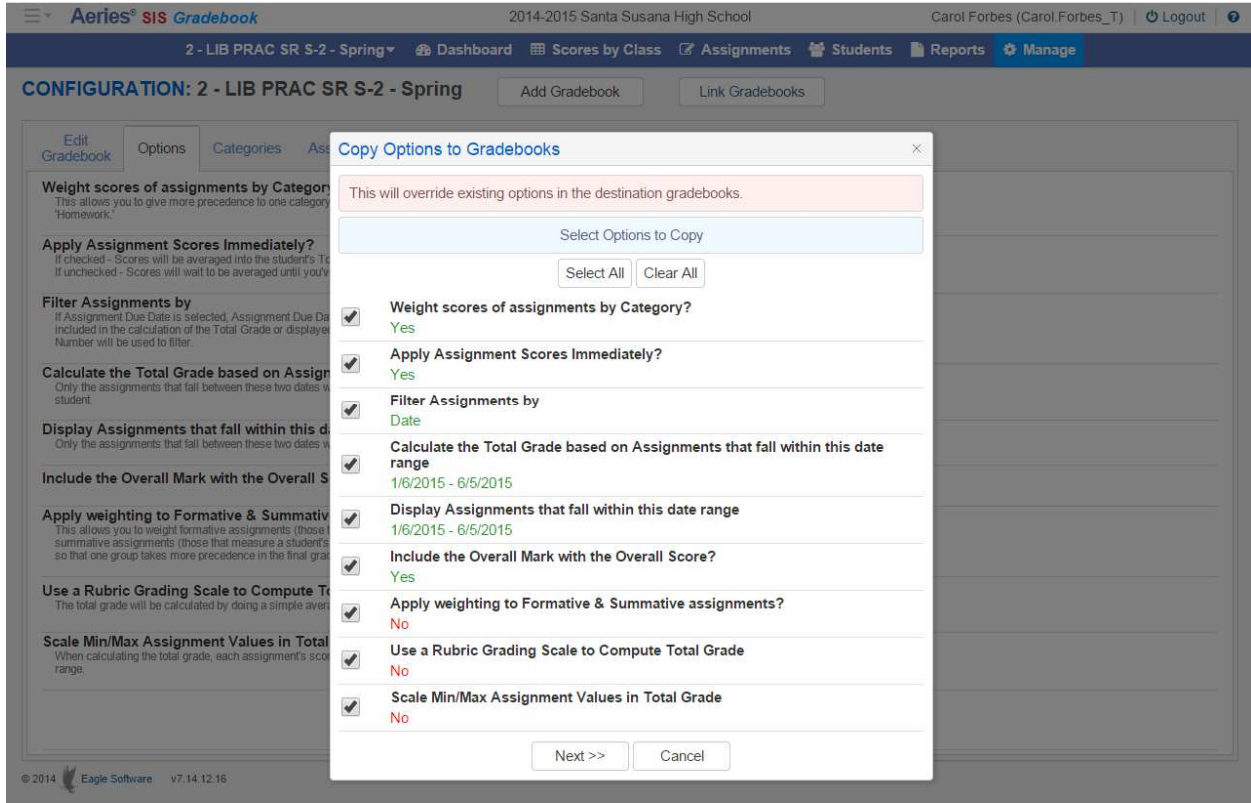
Apply weighting to Formative & Summative assignments?
This allows you to weight formative assignments (those that form knowledge - ex. homework or projects) and summative assignments (those that measure a student's progress - ex. tests and quizzes) so that one group takes more precedence in the final grade.

Use a Rubric Grading Scale to Compute Total Grade
The total grade will be calculated by doing a simple average of all assignment scores. [Applies to all linked gradebooks](#)

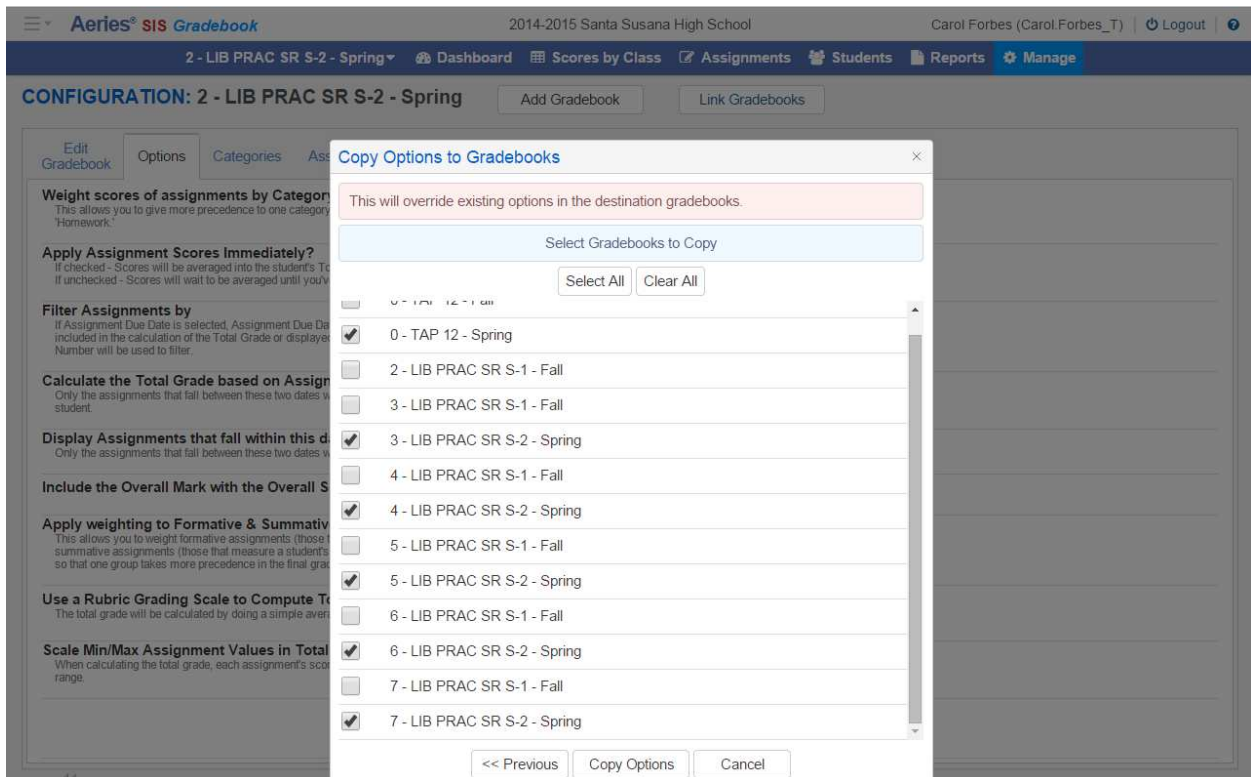
Scale Min/Max Assignment Values in Total Grade
When calculating the total grade, each assignment's score will be restricted to be within the defined min/max range.

[Copy Options to Gradebooks](#)

Click on “Copy Options to Gradebooks.” Then click on “Next”



Step 9: Make sure only the current semester is selected for each class. Then click on “Copy Options”



Step 10: Feel accomplished. You're done! 😊 You can now add assignments when you are ready.