AERIES.NET Gradebook Training

1. Click on 'Gradebook-New'

2. Click on 'Mass Add Gradbooks'

3. Select sections to create then click 'Next'

4. Select term for the gradebook then click 'Create Gradebooks'

5. Your Gradebooks are now created and need
   1) linking, 2) categories, 3) assignments, & 4) students
   
   Always link first!
6. Click on 'Link Gradebooks' and assign a common number to each

7. Click 'Add Categories' (select Weighted Scoring and click 'Add New Category')

8. Click 'Add Assignment and complete required fields'

9. Click 'Dashboard' then 'Manage Gradebook' then 'Manage Students' to add students