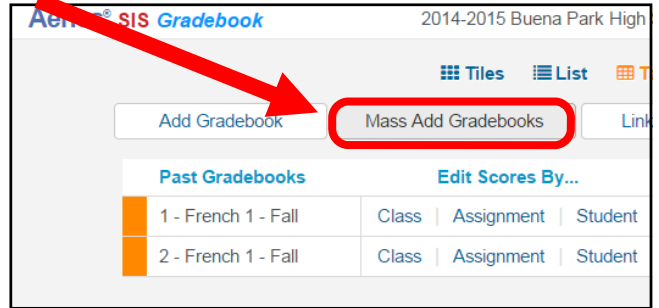
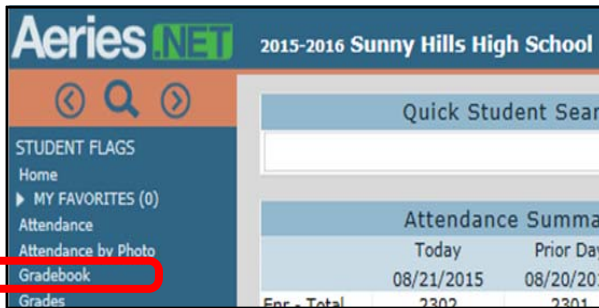


# AERIES.NET Gradebook Training

1. Click on 'Gradebook-New'
2. Click on 'Mass Add Gradbooks'



3. Select sections to create then click 'Next'

A screenshot of a table for selecting sections. The table has columns for 'Pd', 'Course', 'Term', 'Days', and 'Section'. Two rows for 'French 1' are highlighted with red circles. Red arrows point to the 'Remove' buttons for these rows.

	Pd	Course	Term	Days	Section
Select	1	French 1	F	MTWTF	140
Remove	1	French 1	S	MTWTF	1140
Select	2	French 1	F	MTWTF	240
Remove	2	French 1	S	MTWTF	1240

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

A screenshot of a table for selecting a term. The table has columns for 'Term', 'Start Date', and 'End Date'. The 'S' term is highlighted with a red circle. A red arrow points to the 'Remove' button for this row.

	Term	Start Date	End Date
Select	4	3/30/2015	5/28/2015
Select	F	8/11/2014	12/18/2014
Remove	S	1/5/2015	5/28/2015
Select	Y	8/11/2014	5/28/2015

5. Your Gradebooks are now created and need  
1) linking, 2) categories, 3) assignments, & 4) students

A screenshot of the gradebook management interface. It shows buttons for 'Add Gradebook', 'Mass Add Gradebooks', 'Link Gradebooks', and 'Copy Gradebook'. Below, there are sections for 'Future Gradebooks' and 'Past Gradebooks'. The 'Future Gradebooks' section has two rows for 'French 1 - Spring', which are highlighted with a red circle. A red arrow points to the 'Link Gradebooks' button. The text 'Always link first!' is written in red above the highlighted rows.

**Always link first!**

Future Gradebooks	Edit Scores By...	Functions
1 - French 1 - Spring	Class   Assignment   Student	Manage Gradebook   Add Categories
2 - French 1 - Spring	Class   Assignment   Student	Manage Gradebook   Add Categories
Past Gradebooks	Edit Scores By...	Functions
1 - French 1 - Fall	Class   Assignment   Student	Manage Gradebook   Add Assignment
2 - French 1 - Fall	Class   Assignment   Student	Manage Gradebook   Add Assignment

## 6. Click on 'Link Gradebooks' and assign a common number to each

Ungrouped					
2	1 - French 1 - Spring	9 - 12	1/5/2015	5/28/2015	
2	2 - French 1 - Spring	9 - 12	1/5/2015	5/28/2015	

Group 1					
1	1 - French 1 - Fall	9 - 12	8/11/2014	12/18/2014	
1	2 - French 1 - Fall	9 - 12	8/11/2014	12/18/2014	

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

Doing Weighted Scoring

	Name	% of Grade
Delete	Homework	10
Delete	Tests & Quizzes	40
Delete	Participation	25
Delete	Projects	25
Total:		100

## 8. Click 'Add Assignment and complete required fields

Name: HW 1

Description: [Empty]

Type: Formative

Category: Homework

Extra Credit:

Assigned On: 12/19/2014 Due On: 01/05/2015

Number Correct Possible: 10 Points Possible: 10

Functions: Manage Gradebook | Add Assignment

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

Future Gradebooks

	Edit Scores By...	Functions
1 - French 1 - Spring	Class   Assignment   Student	Manage Gradebook   Add Assignment
2 - French 1 - Spring	Class   Assignment   Student	Manage Gradebook   Add Assignment

Past Gradebooks

	Edit Scores By...	Functions
1 - French 1 - Fall	Class   Assignment   Student	Manage Gradebook   Add Assignment
2 - French 1 - Fall	Class   Assignment   Student	Manage Gradebook   Add Assignment

FIGURATION: 1 - French 1 - Spring

Gradebook Options Categories Assignments **Manage Students** Add Gradebook

Allow Deletes

Action	Status	Sort	Stu ID	Student	Sex	Grd	Start Date	End Date
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