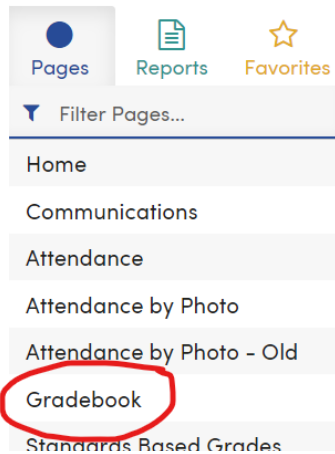
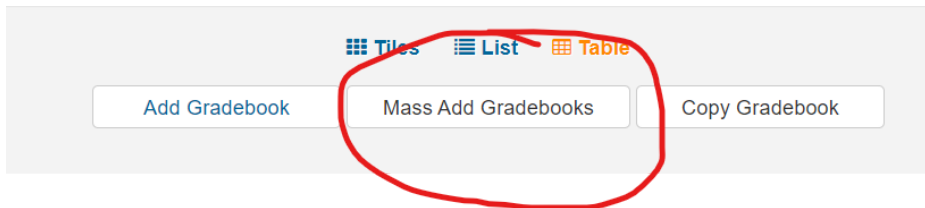


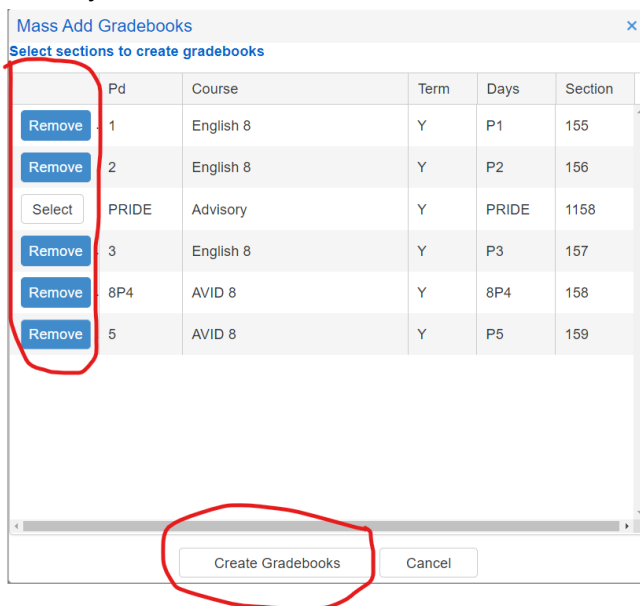
1. Log into Aeries and click on **Gradebook**



2. Once in Gradebook, click on **Mass Add Gradebooks**



3. Select your classes and click on **Create Gradebooks**



4. Gradebooks will be created for each Grading Period and Class. **Only Gradebooks for sections in the current Grading Period will appear.** All others will be hidden under the "Future Terms" tab, which will be moved to the "Current Terms" tab once the current Grading Period Ends.

- Click on a Gradebook Name to make any updates or edits you'd like

The screenshot shows the 'Current Terms' section of a gradebook interface. At the top, there are navigation options: 'Tiles', 'List', and 'Table'. Below that are buttons for 'Add Gradebook', 'Mass Add Gradebooks', 'Add/Drop Students', 'Link Gradebooks', and 'Copy Gradebook'. The main area is a table with columns for 'Current Terms', 'Edit Scores By...', and 'Functions'. The 'Current Terms' column lists five progress reports for English 8 and AVID 8. The 'Edit Scores By...' column has three options: 'Class', 'Assignment', and 'Student'. The 'Functions' column has two options: 'Manage Gradebook' and 'Add Categories'. Below the table is a section for 'Future Terms' with similar options.

- Go through the Options, Categories, Assignments, etc tabs to make the changes you'd like to your Gradebook. (Categories need to be added first before any Assignments can be created)

The screenshot shows the 'Options' tab in the gradebook interface. It contains several settings with checkboxes and explanatory text:

- Use a Rubric Grading Scale to Compute Total Grade:** The total grade will be calculated by using Trend Analysis to find a grade for each standard, then averages the sibling standards together to determine a grade for the parent standard. This process will repeat until it reaches the top level standard. Applies to all linked gradebooks.
- Weight scores of assignments by Category?** This allows you to give more precedence to one category over another. Examples would be 'Tests' and 'Homework.' Not Applicable to Standards-Aligned Rubric Gradebook.
- 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.'
- Set Grading Completed Automatically?** If checked, an assignment will be set Grading Completed automatically once every student either has a score or has been marked as missing.
- 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. Not Applicable to Standards-Aligned Rubric Gradebook.
- 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.

- Once you make the needed changes to a Gradebook, click on the **Manage Students** tab to **Add Students** to the gradebook.

The screenshot shows the 'Manage Students' tab in the gradebook interface. It features a navigation bar with tabs: 'Edit Gradebook', 'Options', 'Categories', 'Assignments', 'Manage Students', 'Final Marks', 'Narrative Grades', 'Rules', 'Backups', and 'Restore'. The 'Manage Students' tab is active and highlighted with a red circle. Below the navigation bar, there is a message: 'Start and End dates determine what assignments the student is accountable for based on assignment due dates.' Below this message, there is a red banner that says 'You have students to be Added To or Dropped From your Gradebooks' with two buttons: 'Add Students' and 'Drop Students', both highlighted with red circles. There is also an 'Allow Deletes' checkbox. Below the banner is a table with columns: 'Action', 'Status', 'Sort', 'Stu ID', 'Student', 'Gender', 'Grd', 'Start Date', 'End Date', and 'Transfer Grade'. A 'Save' button is located at the bottom of the table.

- You may now begin using your Gradebooks to enter Assignments, Tests, Grades, etc.
- As a reminder, after making any changes, we recommend using the **Backups** option to back up any and all data in your Gradebooks