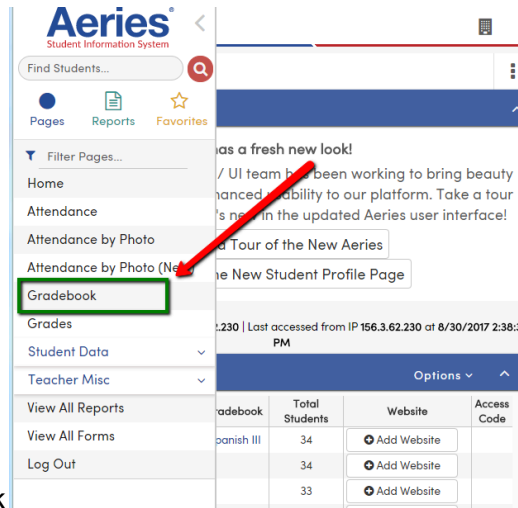
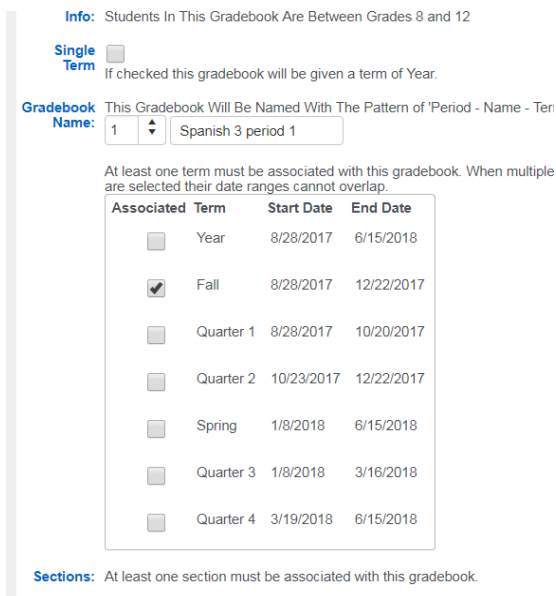
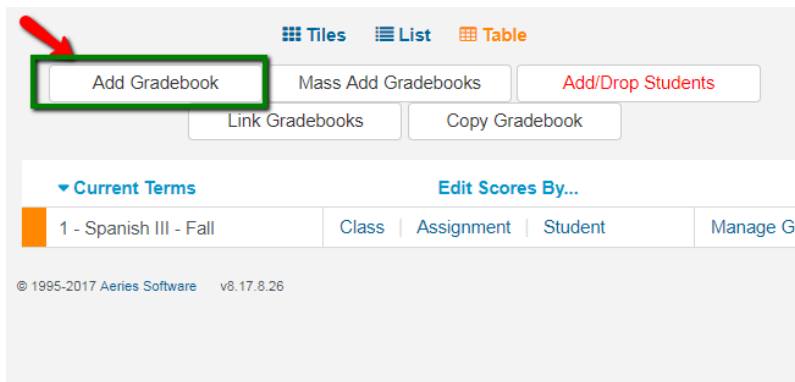


First Login to Aeries!

Creating Gradebooks



- 1) On the left hand side click Gradebook
- 2) Click Add Gradebook



- 3) Next to Gradebook name
 - a) click on the period that you teach your first class (0-7)
 - b) Type in the name that you want for your gradebook (i.e. "English 9 Honors", "AP Calculus" etc.

- 4) For Associated Term click on Fall for the 1st semester Spring for 2nd semester

Sections: At least one section must be associated with this gradebook.

You can also associate multiple sections with this gradebook. This will allow you to see all students in those associated sections in this single gradebook. If you would rather keep your gradebooks separate BUT have all the assignments the same in each gradebook, then you want to **link gradebooks** and should not associate multiple sections with this gradebook.

Associated	Period	Section	Course	Semester	Meets On
<input checked="" type="checkbox"/>	1	1188	Spanish III	Y	MTWTF
<input type="checkbox"/>	2	2275	Spanish III	Y	MTWTF
<input type="checkbox"/>	3	1486	Spanish III	Y	MTWTF
<input type="checkbox"/>	4	599	Spanish I	Y	MTWTF
<input type="checkbox"/>	5	30	Spanish I	Y	MTWTF

Comment:

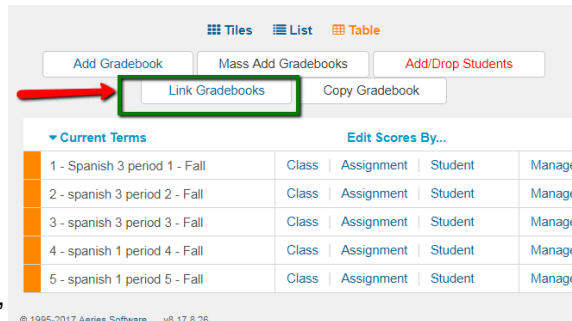
- 5) Under Sections click on the period that matches up with the class you described in step 4 (don't choose more than one!)
- 6) Click Save
- 7) Click on Add Gradebook
- 8) Repeat steps 4-8 until you have all Gradebooks entered for every period that you teach.

7 Aeries Software v8.17.8.26

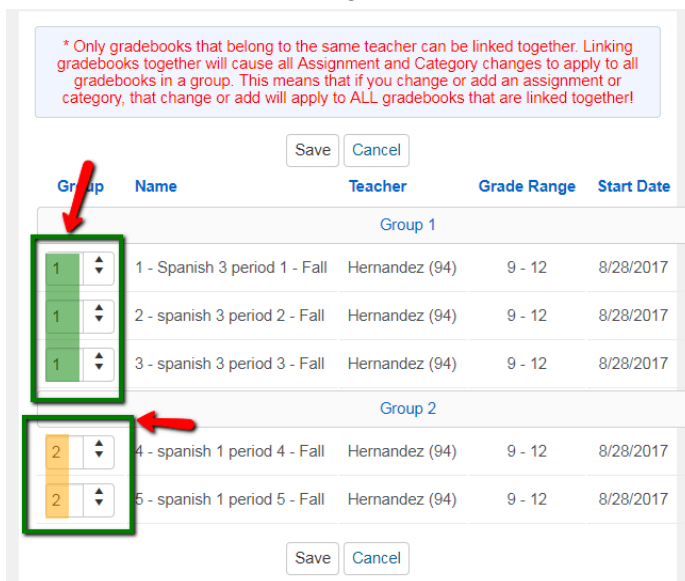
- 9) Click on Dashboard. You should see all the Gradebooks for the year. If not make sure that you have followed all of the above steps.
 - i) If you have accidentally created too many gradebooks or want to delete one;
 - (1) from Dashboard click "Details" on the gradebook you want to delete.
 - (2) Click on Gradebook
 - (3) Scroll to the bottom and select Delete

Linking Gradebooks

- 1) To Link gradebooks and have assignments that you create in one Gradebook appear in other Gradebooks. From Dashboard

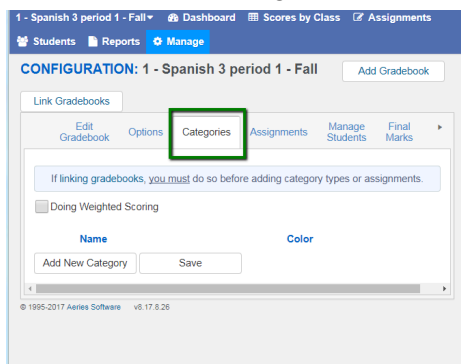


- click on "Link Gradebooks"
- Under the column entitled "Group" make all the courses that you want to be linked the same number i.e. (1-9)
- Click on Save
- To double check that Gradebooks are linked correctly click on "Link Gradebooks." You should see gradebooks in Groups according to the number that you assigned.



Adding Categories/ weighting grades i.e. homework 10%, classwork 15%, quizzes 20%...

- Click on Categories (do this after you have linked the Gradebooks that you want to match up)



- Select the box "Doing weighted grading"
- Click on Add New Category

