

# *Transitioning from Gradequick to ABI Gradebook*



April 16, 2009

# Why ABI Gradebook?

(ABI stands for **A**eries **B**rowser **I**nterface)



- **Saves money (budget crunch)**
- **Saves time and easy to use**
- **Contains basic features of Gradequick plus MORE BENEFITS with ABI Gradebook**
- **Manages student information systems effectively and efficiently**
- **Provides online resource manual as quick reference and self training**
- **Quick email communication to parents and students**

# Discover today's workshop

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Present system -

**Gradequick**

## Basic features

- Creating gradebooks
- Adding Students
- Adding Assignment types
- Entering scores for students
- Generating Reports
- School and Home Access/Online

Future system -

**ABI Gradebook**

**+ Basic Features of Gradequick**

**++ Plus more...**



# Plus More...BENEFITS



- ❑ *Web-based program and available online resources for reference and training*
- ❑ *Linking student attendance and information systems all in one web portal/site*
- ❑ *Linking Gradebooks*
- ❑ *Monitors and documents student transfers and leaves*
- ❑ *Blocking of data visibility to students and parents*
- ❑ *File upload process for both teachers and students*
- ❑ *More methods of student score entry*
- ❑ *Monitor access by students and parents – Parent Access Management System*
- ❑ *Report Generation options*
- ❑ *Gradebook Analysis such as Assignment and Final Marks Analysis*
- ❑ *Easy Data Backup and Restore of Gradebook*

# **You can start now and continue at your own individual pacing by...**

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**Participating in the ABI Introductory Training. Check your computer lab room number by department.**

**TO ACCESS ABI:**

**Login @ <http://abi.murrieta.k12.ca.us/abi/>**

**Use same User Name, Password and School  
(VMHS)**

# ABI Information at your fingertips

**CLICK THE ABI Gradebook Manual (under the Attendance Tab) OR  
CLICK Resources Tab THEN Download the TRAINING MANUAL. Add in your Favorites List.  
OPEN THIS WINDOW SIMULTANEOUSLY WITH THE ABI HOME PAGE.**

The screenshot shows the VMHS website interface. At the top left is the VMHS logo (an eagle) and navigation links: [Logout](#) | [Change Password](#) | [User Options](#) | [Home](#). At the top right, it says "Welcome Blaske G" and "4/16/2009 3:58:54 PM Page Timeout: 65:37". Below the header are navigation tabs: Attendance (with a chair icon), Grades (with an "A+" icon), Student Info (with a person icon), and Resources (with a book icon). A red arrow points to the Resources tab. On the left side, there is a sidebar menu with a "Resources" section containing links: [ABI User Manual](#), [ABI Gradebook Manual](#), [GradeQuickWeb - Teacher Guide](#), and a "View Last Year Switch To Last Year" button. Another red arrow points to the "ABI Gradebook Manual" link. In the center, there is an "Event Calendar" section with options for "Change Date", "Refresh", "Event Types", "Classes", and "Add New Event". The display type is set to "Day" and the date shown is "4/16/2009".

# Follow the steps in order...

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**It is important that the following steps are performed in the order below for the gradebook to function properly:**

- **Create Gradebooks for each class**
- **Add students**
- **Link Gradebooks**
- **Set up Final Marks and Grade Scales**
- **Add Assignment Types**
- **Add Assignments**
- **Enter scores for students using one of the four different Methods – by Class, Student, Assignment, or by the Quick Data Entry form**

# Topic Outline

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# Additional Features +++



Page No.

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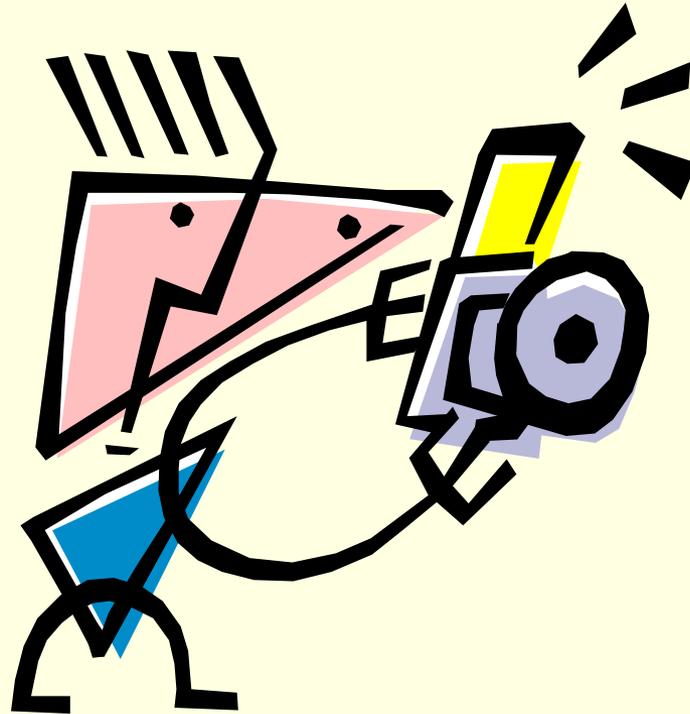
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# APPENDIX:

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Quick tour and snapshots of important sections follow this slide. CHECK THEM OUT!!!



# First – Make New Gradebooks

- Under the “Edit Gradebooks” tab, click “Add New”
- Choose 1<sup>st</sup> period only! Click “Next”
- Make sure the **Start Date** is 8/13/2009
- **Change the end date to 12/19/2009**
- **Change the Term to S1.**
- Hit “Apply Changes”
- **Repeat with all classes**

Ctrl + Click for Multiple Sections

#	Pd	Description	Term
5051913	1	Science 8	S1

Grade	Start Date	End Date
	8/13/2007	12/19/2008

Comment

- 1- Science 8 - Y -xxxxx- - 8461
- 1- T.A. - Y -xxxxx- - 9217
- 2- Science 8 - Y -xxxxx- - 8462
- 2- T.A. - Y -xxxxx- - 9218
- 3- Science 8 - Y -xxxxx- - 8463
- 3- T.A. - Y -xxxxx- - 9219
- 4- Science 8 - Y -xxxxx- - 8464
- 4- T.A. - Y -xxxxx- - 9220
- 5- Science 8 - Y -xxxxx- - 8465
- 5- T.A. - Y -xxxxx- - 9221
- 6- Science 8 - Y -xxxxx- - 8466

Apply Changes    Reset    Cancel

**IMPORTANT!!!**

# Next, go to “Enters/Leaves”

- Select your 1<sup>st</sup> period
- Click “Add All Students” and “OK”
- It will now let you add for all of your other classes

Page Load Time: 599:56

### Aeries Gradebook - Maintenance

[Edit Gradebooks](#) | [Link Gradebooks](#) | [Enters/Leaves](#) | [Manage Students](#) | [Final Marks](#) | [Scales](#) | [Backups](#)

**Students need to be added to these Gradebooks**

#	Gradebook
32	1 - Science 8 - S2
32	2 - Science 8 - S2
30	3 - Science 8 - S2
30	4 - Science 8 - S2
31	5 - Science 8 - S2
26	6 - Science 8 - S2

#### Students Pending Entry into 1 - Science 8 - S2

Action	Stu#	Name	Sex	Grade	Start Date	End Date	Low Assgn	High Assgn
<input type="button" value="Add All Students"/>								
<input type="button" value="Add"/>	10706	Abdullah, Deema Farouk	F	8	8/13/2007		0	0
<input type="button" value="Add"/>	10309	Abdullah, Essam Gazi	M	8	8/13/2007		0	0
<input type="button" value="Add"/>	10317	Barron, Christian Daniel	M	8	8/13/2007		0	0
<input type="button" value="Add"/>	10041	Bryson, Christina Leigh	F	8	8/13/2007		0	0
<input type="button" value="Add"/>	7556	Chidester, Shawn Milton	M	8	8/13/2007		0	0
<input type="button" value="Add"/>	10058	Connock, Caleb John	M	8	8/13/2007		0	0

# Next - Linking Gradebooks

Click on “Link Gradebooks” at the top of the screen

Grouping is by number

- 0 is ungrouped
- All 1's are grouped together
- All 2's are grouped together, etc
- Make all of one class linked if you want – all science is 1, all math is 2, etc.
- Hit “Apply Changes”

Page Timeout: 599.58

**Aeries Gradebook - Maintenance**

[Edit Gradebooks](#) | [Link Gradebooks](#) | [Enters/Leaves](#) | [Manage Students](#) | [Final Marks](#) | [Scales](#) | [Backups](#)

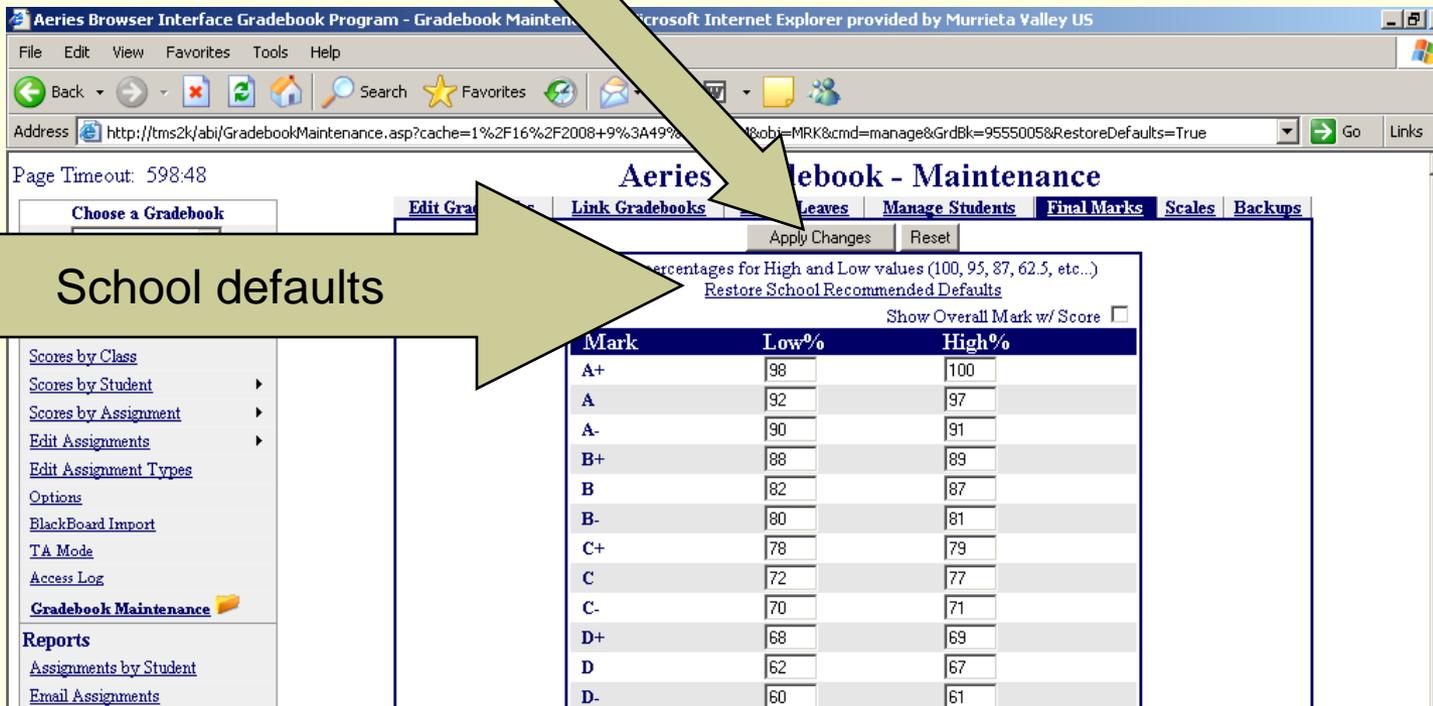
**Gradebooks for Doolittle**

**\* Linking gradebooks together will cause all Assignment and Assignment Type changes to apply to all gradebooks in a group. This means that if you change or add an assignment or assignment type, that change or add will apply to ALL gradebooks that are linked together!**

Gip	Pd	Name	Term	Grade Range	Start Date	End Date
<b>Group 1</b>						
1	1	Science 8	S1	8	8/13/2007	12/14/2007
1	2	Science 8	S1	8	8/13/2007	12/14/2007
1	3	Science 8	S1	8	8/13/2007	12/14/2007
1	4	Science 8	S1	8	8/13/2007	12/14/2007
1	5	Science 8	S1	8	8/13/2007	12/14/2007
1	6	Science 8	S1	8	8/13/2007	12/14/2007
<b>Group 2</b>						
2	1	Science 8	S2	8	1/15/2008	6/13/2008
2	2	Science 8	S2	8	1/15/2008	6/13/2008
2	3	Science 8	S2	8	1/14/2008	6/13/2008
2	4	Science 8	S2	8	1/14/2008	6/13/2008
2	5	Science 8	S2	8	1/14/2008	6/13/2008
2	6	Science 8	S2	8	1/14/2008	6/13/2008

# Next... Assigning Values to Grades

- Click on “Final Marks”
- You can click the School Default scores (easy) or enter your own percentages (harder)
  - If you make your own:
    - Enter values for each grade: High and low
    - Leave it blank if you don't use it!
- Click “Apply Changes”



Page Timeout: 598:48

**Aeries Gradebook - Maintenance**

Choose a Gradebook [ ] Edit Gradebook [ ] Link Gradebooks [ ] Leaves [ ] Manage Students [ ] **Final Marks** [ ] Scales [ ] Backups [ ]

Apply Changes [ ] Reset [ ]

percentages for High and Low values (100, 95, 87, 62.5, etc...)  
[Restore School Recommended Defaults](#)

Show Overall Mark w/ Score

Mark	Low%	High%
A+	98	100
A	92	97
A-	90	91
B+	88	89
B	82	87
B-	80	81
C+	78	79
C	72	77
C-	70	71
D+	68	69
D	62	67
D-	60	61

School defaults

# Here is a simple scale if you want to enter your own...

Aeries Browser Interface Gradebook Program - Gradebook Maintenance - Microsoft Internet Explorer provided by Murrieta Valley US

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites

Address <http://tms2k/abi/GradebookMaintenance.asp?cache=1%2F16%2F2008+9%3A55%3A20+AM&obj=MRK&cmd=manage> Go Links >>

Page Timeout: 599:53

## Aeries Gradebook - Maintenance

[Edit Gradebooks](#) | [Link Gradebooks](#) | [Enters/Leaves](#) | [Manage Students](#) | **[Final Marks](#)** | [Scales](#) | [Backups](#)

Apply Changes Reset

Use percentages for High and Low values (100, 95, 87, 62.5, etc...)  
Restore School Recommended Defaults

Show Overall Mark w/ Score

Mark	Low%	High%
A+	97.5	100
A	91.5	97
A-	89.5	91
B+	87.5	89
B	81.5	87
B-	79.5	81
C+	77.5	79
C	71.5	77
C-	69.5	71
D+	67.5	69
D	61.5	67
D-	59.5	61
F	0	59
F+	0	0
F-	0	0
P	0	0
I	0	0
NM	0	0
W	0	0
X	0	0

**Choose a Gradebook**  
1 - Science 8 - S2

[Change Gradebook](#)  
[Print Preview](#)

**Forms**  
[Scores by Class](#)  
[Scores by Student](#) ▶  
[Scores by Assignment](#) ▶  
[Edit Assignments](#) ▶  
[Edit Assignment Types](#)  
[Options](#)  
[BlackBoard Import](#)  
[TA Mode](#)  
[Access Log](#)  
[Gradebook Maintenance](#) 📁

**Reports**  
[Assignments by Student](#)  
[Email Assignments](#)  
[Gradebook Roster](#)  
[Gradebook Summary](#)  
[Assignment Analysis](#)  
[Final Mark Analysis](#)

**Other**  
[Main Menu](#)  
[Logout](#)

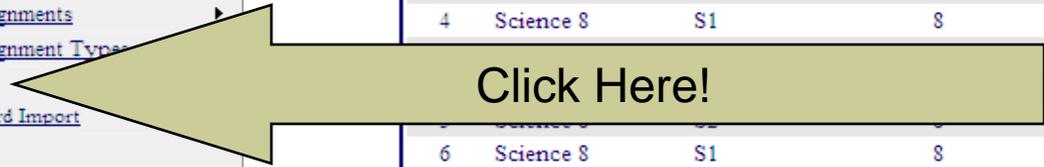
# Now for some Important Options

- Click on “Options” on the left side of the screen

Page Timeout: 52:47

## Aeries Gradebook - Maintenance

Gradebooks for Doolittle						
Pd	Name	Term	Grade Range	Start Date	End Date	Edit
1	Science 8	S1	8	8/13/2007	12/14/2007	
1	Science 8	S2	8	1/15/2008	6/13/2008	
2	Science 8	S1	8	8/13/2007	12/14/2007	
2	Science 8	S2	8	1/15/2008	6/13/2008	
3	Science 8	S1	8	8/13/2007	12/14/2007	
3	Science 8	S2	8	1/14/2008	6/13/2008	
4	Science 8	S1	8	8/13/2007	12/14/2007	
				1/14/2008	6/13/2008	
				8/13/2007	12/14/2007	
				1/14/2008	6/13/2008	
6	Science 8	S1	8	8/13/2007	12/14/2007	
6	Science 8	S2	8	1/14/2008	6/13/2008	
						Add New



Click Here!

Choose a Gradebook  
<< 3- Science 8 - S2 >>

[Change Gradebook](#)  
[Print Preview](#)

**Forms**  
[Scores by Class](#)  
[Scores by Student](#)  
[Scores by Assignment](#)  
[Edit Assignments](#)  
[Edit Assignment Types](#)  
[Options](#)  
[BlackBoard Import](#)  
[TA Mode](#)  
[Access Log](#)  
[Gradebook Maintenance](#)

**Reports**  
[Assignments by Student](#)  
[Email Assignments](#)  
[Gradebook Roster](#)  
[Gradebook Summary](#)  
[Assignment Analysis](#)  
[Final Mark Analysis](#)

**Other**  
[Main Menu](#)  
[Logout](#)

■ Check the box next to “Show Only Currently Active Gradebooks”

■ Click “Submit Changes”

Aeries Browser Interface Gradebook Program - All Gradebook Options - Microsoft Internet Explorer provided by Murrieta Valley US

File Edit View Favorites Tools Help

Address <http://tms2k/abi/GradebookOptions.asp?cache=1%2F16%2F2008+9%3A58%3A15+AM&GrdBk=9555005> Go Links >>

Page Timeout: 598:58

### Aeries Gradebook - Options

**General** Current Gradebook Grading Rules

#### General Options

Email Address:

View Student ??? in Print Preview:  Name  Stu#  Phone#  Perm ID

Show Assignment Key on Class Scores Page:

Show Options on Scores by Class Page:

Show Class Average on Scores by Class Page:

Assignments Per Page on Scores by Class Page:

Show Only Currently Active Gradebooks:

**Check Me!!!**

# More options...

- Check the box next to “Show Overall Mark w/Score”
- This displays letter grades as well as percentages

General   **Current Gradebook**   Grading Rules

**Gradebook Science 8 Options**

Weight Scores of Assignments by Type:

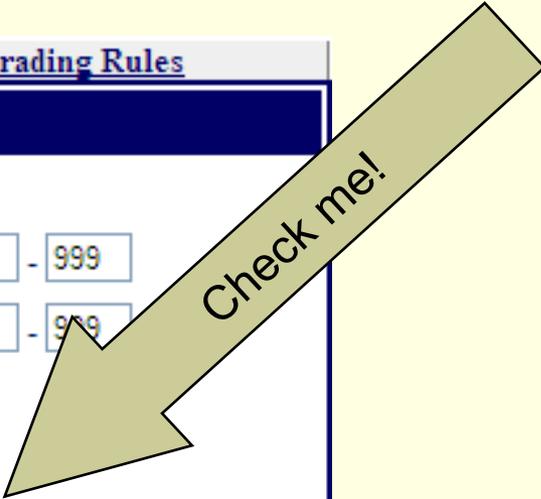
Range of Assignments to Display:  -

Range of Assignments to Count in Total Grade:  -

Apply Display Range To Entire Gradebook  
(Not just Scores by Class):   
(Also applies to parent view):

Show Overall Mark w/ Score:  ([View Marks](#))

Show Point Ratio on Scores by Class Page



Check me!

# Assignment categories

- Click on “Edit Assignment Types”
- If you use % weighting, click the little box and “apply changes”  
If not, ignore the little box.
- Choose a number and what category goes here. Ex. Homework is 40%

Apply Changes Reset

Doing Weighted Scoring 8/22/2007 11:35:11 AM

**Assignment Types for 1 - Science 8 - Y (Doolittle)**

Code	Description (Blank to Delete record)	% of Grade
1	Homework	40

**Your total percentage for this class is not 100! It is 0. Please correct this immediately!**

Apply Changes Reset

- Click “apply changes”
- Make sure all of your values add up to 100% - it will tell you.

# Adding assignments

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- Click “Edit Assignments”
- Click the “Add New” icon
- Under “type” choose the category that you want for this assignment
- Fill in a description, max score, date assigned and due.
- Click “Add”
- If you click “Grading Completed”, it will add the score to the student’s average right away and show up on the portal. If not, you can make it show up later.

# Entering Scores

---

- Click “Scores by Class”
  - Traditional gradebook style
  - Enter the numbers
  - When you are ready for it to average into their grade, click “grading completed”
- Click – “Scores by student”
  - You can enter scores here as well
  - Can also make notes on assignments, status of the assignment (late, incomplete, etc.)

- Scores by assignment
    - Looks like traditional gradebook - more in-depth
    - Can comment like “Scores by Student”
  - For all – Make sure you click “Submit Changes” before switching to a new page! This saves your work!
-

# Options

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- Under “General” you can change some viewing options in your printouts –print by ID number, phone number, etc...
- You can also enter your email address so parents can contact you more easily

# Options – Current Gradebook

---

- Count Assignments toward Final Grade immediately after a Score is entered
  - don't need “Grading completed” box

# Options – Grading Rules

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- Lets you decide if you want to drop a low score in one of your categories.

# TA Mode

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- Of course its **not legal** for students to enter grades, but here is a feature that you could choose to consider. Please use this with caution!
- If you turn on TA mode, you can give a TA access to only the scores you choose. (scores #5-9 or whatever).
- They can't look at confidential info.
- The only way to access the rest of your information is to log out and log back in.

# Reports

## Click "Assignments by Student"

- several different options.
- Prints a different report for each student – with or without a page break -

< [Back](#) >

### Student Assignments

8/22/2007 1:44:31 PM

Science 8

Tchr: Doolittle

Grd: 8

Pd: 1

Term: Y

Email: [jdoolittle@murrieta.k12.ca.us](mailto:jdoolittle@murrieta.k12.ca.us)

#	Type	Description	Assigned	Score	Max	Completed	Due	Grading	Compl
1	Homework	Course Outline	8/13/2007	6.25	10	8/25/2007	8/25/2007	Yes	
2	Tests	Course Outline Quiz	8/17/2007	12	12	8/17/2007	8/17/2007	Yes	

Type	Perc of Grade	Points	Max	Perc	Mark
Homework	40 %	6.25	10	62.50	D-
Tests	50 %	12.00	12	100.00	A+
Exam	10 %	0.00	0	0.00	
<b>Total**</b>				<b>83.33</b>	<b>B</b>

\*Assignments are not counted until graded. \*\* Total based upon Weighted Assignment Types

Totals based upon Assignments 1 - 999

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# Analysis pages

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- You can look at an assignment or a final mark using charts.

# Emailing Scores Home

- ~~Create a report under “Assignments by Student”~~
- When you have it looking the way you like, press the “Print Screen” button on your keyboard.
- Open a new email, right click on the screen and select “paste” – resize the image with the little squares in the corners.
- Address the email, add any comments you want and shoot it off to the parent!