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Using the Teacher Gradebook in the Staff View

Use the Gradebook tab in the Staff view\(^1\) to enter and track the following for students in your course sections:

- assignment grades
- term grades

**Before you begin to use the gradebook\(^2\)**

Before using the gradebook, you need to set up some information. This includes defining the types of assignments you give and creating your own grade scales (if you cannot use the district grade scales for all of your assignments).

You can also set a preference to have studies appear in your gradebook.

**Using the gradebook**

After you have set up your assignments, grade scales, etc., you can begin to use the gradebook for your daily assignment and end-of-term grading. The gradebook updates student term grades based on the assignment grades you enter, and any weight you apply to them.

You can use your gradebook to enter traditional scores, or standards-based scores.

**Note:** The Gradebook tab in the Staff view displays a list of your scheduled classes. If you are a substitute teacher covering another teacher’s classes and you were granted gradebook access, select **Covering Classes** from the Filter menu to see your list of classes.

**Note:** You can also use the gradebook to enter your term grades at the end of a grading term only.

**At the end of each grading term**

At the end of the term, you post your grades to transcripts. This involves saving and sending your final grades and comments in the post columns the district provides in your gradebook.

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\(^1\) categories of data that the Aspen system is divided into, such as District, School, and Health

\(^2\) online version of a paper gradebook where teachers enter and track assignments, assignment grades, and term grades
Setting Up the Gradebook

Before you begin to use the gradebook\(^1\), complete the following steps:

Create grade scales. (optional)
- Create your own grades to enter for your assignments.
- Example: Enter a 1, 2, or 3 for a homework assignment. Your district’s standard grade scale might not contain those values.

Calculate averages.
- Understand how to calculate an average.

Define assignment categories.
- Define the categories of assignments you assign in your classes.
- Examples: Projects, homework, tests, and quizzes

Create assignments.
- Create assignments for ones you planned for and will be grading.

Set gradebook preferences.
- Set gradebook preferences to determine how the Scores page appears, how you calculate averages, how many decimals you want to calculate for calculated averages, and if you want to show studies.

Create special codes. (optional)
- Create special codes to determine if an assignment is either exempt from a student's score or counted as zero.
- Example: Code CH = cheating and counted as zero.

Create footnotes. (optional)
- Create footnotes\(^2\) to add to assignment grades to make notes regarding a grade.

---

\(^1\)online version of a paper gradebook where teachers enter and track assignments, assignment grades, and term grades
\(^2\)special notes that teachers can add to scores on the Scores page
Calculate Averages in the Gradebook

There are four ways teachers can calculate averages in the gradebook:

- weighted categories
- weighted categories and assignments
- total points only
- category total points

Determine which system you use, and then to indicate your grading system to Aspen.

Aspen needs this information to help you create your categories and assignments, and calculate averages. The value you select when you set your gradebook preferences becomes your default averaging mode. Then, .

Calculating Averages Using Weighted Categories

- Each assignment is converted to a percentage.
- Assignments averaged... Assignments are averaged within each category.
- Categories weighted... Averages from each category are then multiplied by their given weight and added to find the term average.

Example for a single student:

<table>
<thead>
<tr>
<th>Homework Category: (Weight: 25)</th>
<th>Quizzes Category: (Weight: 25)</th>
<th>Tests Category: (Weight: 50)</th>
</tr>
</thead>
<tbody>
<tr>
<td>HW 1: 10 of 10 = 100%</td>
<td>Quiz 1: 50 of 50 = 100%</td>
<td>Test 1: 80 of 100 = 80%</td>
</tr>
<tr>
<td>HW 2: 9 of 10 = 90%</td>
<td>Quiz 2: 42 of 50 = 84%</td>
<td>Test 2: 94 of 100 = 94%</td>
</tr>
<tr>
<td>HW 3: 15 of 20 = 75%</td>
<td>Quiz 3: 48 of 50 = 96%</td>
<td>Test 3: 180 of 200 = 90%</td>
</tr>
<tr>
<td>HW 4: 4 of 5 = 80%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HW average: (100+90+75+80) /4 = 86.25%</td>
<td>Quiz avg: (100+84+96)/3 = 93.33%</td>
<td>Test avg: (80+94+90)/3 = 88%</td>
</tr>
</tbody>
</table>

Aspen uses the following formula to calculate the term average using weights:

\[
(86.25 \times 25/100) + (93.33 \times 25/100) + (88 \times 50/100) = 88.89 (B+) 
\]

---

1 online version of a paper gradebook where teachers enter and track assignments, assignment grades, and term grades.
Calculating Averages Using Weighted Categories and Assignments

- Each assignment is converted to a percentage.
- **Assignments weighted first**... Assignments are multiplied by their given weight and then added to calculate the category average.
- **Categories weighted second**... Category averages are then multiplied by their given weight and added to get the term average.

Example for a single student:

<table>
<thead>
<tr>
<th>Homework Category (Weight: 25)</th>
<th>Quizzes Category (Weight: 25)</th>
<th>Tests Category (Weight: 50)</th>
</tr>
</thead>
<tbody>
<tr>
<td>HW 1 (wt=2): 10 of 10 = 100%</td>
<td>Quiz 1 (wt=1): 50 of 50 = 100%</td>
<td>Test 1 (wt=1): 80 of 100 = 80%</td>
</tr>
<tr>
<td>HW 2 (wt=1): 9 of 10 = 90%</td>
<td>Quiz 2 (wt=1): 42 of 50 = 84%</td>
<td>Test 2 (wt=2): 94 of 100 = 94%</td>
</tr>
<tr>
<td>HW 3 (wt=1): 15 of 20 = 75%</td>
<td>Quiz 3 (wt=1): 48 of 50 = 96%</td>
<td>Test 3 (wt=2): 180 of 200 = 90%</td>
</tr>
<tr>
<td>HW 4 (wt=1): 4 of 5 = 80%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HW average: 89.00%</td>
<td>Quiz average: 93.33%</td>
<td>Test average: 89.60%</td>
</tr>
</tbody>
</table>

Aspen uses the following formula to calculate the average:

The system weights assignments first:

**HW**: \((100 \times \frac{2}{5}) + (90 \times \frac{1}{5}) + (75 \times \frac{1}{5}) + (80 \times \frac{1}{5}) = 89%\)

**Quiz**: \((100 \times \frac{1}{3}) + (84 \times \frac{1}{3}) + (96 \times \frac{1}{3}) = 93.33%\)

**Test**: \((80 \times \frac{1}{5}) + (94 \times \frac{2}{5}) + (90 \times \frac{2}{5}) = 89.6%\)

The system then weights category averages just like the Categories Only option:

\((89 \times \frac{1}{4}) + (93.33 \times \frac{1}{4}) + (89.60 \times \frac{1}{2}) = 90.38\% \, (A-)\)

Calculating Averages Using Total Points Only

- Assignments are NOT converted to percentages.
- **Points earned**... All points a student receives for each assignment are added together.
- **Points possible**... Total points possible for each assignment are added together.
- The term average for a student is the sum of the points earned divided by the sum of the points possible.

Example for a single student:
Calculate Averages in the Gradebook

<table>
<thead>
<tr>
<th>Homework Category</th>
<th>Quizzes Category</th>
<th>Tests Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>HW 1: 10 of 10</td>
<td>Quiz 1: 50 of 50</td>
<td>Test 1: 80 of 100</td>
</tr>
<tr>
<td>HW 2: 9 of 10</td>
<td>Quiz 2: 42 of 50</td>
<td>Test 2: 94 of 100</td>
</tr>
<tr>
<td>HW 3: 15 of 20</td>
<td>Quiz 3: 48 of 50</td>
<td>Test 3: 180 of 200</td>
</tr>
<tr>
<td>HW 4: 4 of 5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HW total points earned:</td>
<td>Quiz total points earned:</td>
<td>Test total points earned:</td>
</tr>
<tr>
<td>38</td>
<td>140</td>
<td>354</td>
</tr>
<tr>
<td>HW total points possible:</td>
<td>Quiz total points possible:</td>
<td>Test total points possible:</td>
</tr>
<tr>
<td>45</td>
<td>150</td>
<td>400</td>
</tr>
</tbody>
</table>

Aspen uses the following formula to calculate the term average using Total Points Only:

\[
\frac{38 + 140 + 354}{45 + 150 + 400} = \frac{532}{595} = 89.41 \text{ (B+)}
\]

Calculating Averages Using Category Total Points

- Assignments are NOT converted to percentages.
- **Points earned**... Within each category, the points a student receives are added together.
- **Points possible**... Within each category, the total points possible are added together.
- Each category average is the sum of the points earned divided by the sum of points possible.
- **Categories weighted**... Category averages are then multiplied by their given weight and added to find the term average.

Example for a single student:

<table>
<thead>
<tr>
<th>Homework Category (Weight: 25)</th>
<th>Quizzes Category (Weight: 25)</th>
<th>Tests Category (Weight: 50)</th>
</tr>
</thead>
<tbody>
<tr>
<td>HW 1: 10 of 10</td>
<td>Quiz 1: 50 of 50</td>
<td>Test 1: 80 of 100</td>
</tr>
<tr>
<td>HW 2: 9 of 10</td>
<td>Quiz 2: 42 of 50</td>
<td>Test 2: 94 of 100</td>
</tr>
<tr>
<td>HW 3: 15 of 20</td>
<td>Quiz 3: 48 of 50</td>
<td>Test 3: 180 of 200</td>
</tr>
<tr>
<td>HW 4: 4 of 5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HW total points earned:</td>
<td>Quiz total points earned:</td>
<td>Test total points earned:</td>
</tr>
<tr>
<td>38</td>
<td>140</td>
<td>354</td>
</tr>
<tr>
<td>HW total points</td>
<td>Quiz total points possible:</td>
<td>Test total points possible:</td>
</tr>
<tr>
<td></td>
<td>150</td>
<td>400</td>
</tr>
<tr>
<td>Homework Category (Weight: 25)</td>
<td>Quizzes Category (Weight: 25)</td>
<td>Tests Category (Weight: 50)</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>-------------------------------</td>
<td>----------------------------</td>
</tr>
<tr>
<td>possible: 45</td>
<td>150</td>
<td>400</td>
</tr>
<tr>
<td>HW average: 38/45 = 84.44%</td>
<td>Quiz average: 140/150 = 93.33%</td>
<td>Test average: 354/400 = 88.5%</td>
</tr>
</tbody>
</table>

Aspen uses the following formula to calculate the term average using Category Total Points:

\[(84.44 \times \frac{25}{100}) + (93.33 \times \frac{25}{100}) + (88.5 \times \frac{50}{100}) = 88.69 \text{ (B+)}\]
Set Your User Preferences

You can configure a number of user preferences to make using Aspen faster and easier. For example, you can set your primary email address and number of records to see per list page.

From any view, click **Set Preferences** under your user name.

It contains the following **tabs**:  
- General  
- Home  
- Security  
- Gradebook (only appears if you are in the Staff view)  
- Receipts (if your school uses receipts)  
- Communication

---

1 row of buttons across the top of the Aspen user interface
Creating Assignments in the Gradebook

You can create two types of assignments:

- **Graded assignments**: Appear on the Scores page for you to enter information. They also appear in the Student and Family portals. Graded assignments might be tests, quizzes, homework, papers, etc.

- **Ungraded assignments**: Do not appear on the Scores page. They do have due dates, and appear in the Student and Family portals. Ungraded assignments might include reading or other activities you want students to be aware of on their ‘to do’ lists, but they will not earn a grade or score for.

**Tip**: You can quickly make duplicates, and import assignments from another class, or from a previous year. You can also create assignments for different assignment categories at the same time.

While working with assignments, use the filters available to view and work with only the assignments you want.

You can also receive completed assignments from students online.

After you receive online or hard copy assignments for students, you can enter scores.

You can create assignments on the Gradebook tab, or from the Planner tab.
Create Assignments

Create assignments in the Gradebook to track student scores for particular tasks. When you enter scores for assignments on the Scores page, Aspen updates students’ term averages.

You can do any or all of the following with assignments:

- (if your school uses the Student and Family portals).
- Let students using the Student portal. These completed assignments are then available in your gradebook.
- Set a –daily, weekly, or monthly– when you create an assignment. For example, you might create the assignment Spelling Quiz and have it recur every Friday for a term (Aspen names it Quiz – 1, Quiz – 2, Quiz – 3, etc.).
- Add an assignment to one or more of your . For example, you might want to create an assignment for three of your five linked sections of General Psychology. You can also delete assignments from one or more linked class sections.
- Copy assignments to quickly create duplicates.
- Import assignments from another of your class sections or from previous years.
- Create assignments for different assignment categories at the same time.
- Delete an assignment, when needed.

**Note:** You must define categories and set your Gradebook preferences before you can create actual assignments.

**To create assignments:**

1. Log on to the Staff view.
2. Do one of the following:
   - Click the **Gradebook** tab. Select the class you want to create an assignment for, and then click the **Assignments** side-tab. Click **Add Assignment** on the **Options** menu; or select an existing assignment, and then click **Save and New**.
   - Click the **Gradebook** tab, and select a class. Click the **Scores** side-tab, and then click **Add Assignment**.
   - Click the **Planner** tab, **Events** view, and then select a class. Click in the date you want the assignment to be due.

No matter where you like to create assignments, the New Assignment page, **General** sub-tab appears:
3. Use the following table to enter information in the fields:
### Field Description

This field displays one of the following:

- **No data.** In the Gradebook, the section(s) this assignment is created for appear after you click **Save**.
- **The name of the section** this assignment is created for (in the Planner).
- **No data and 📅 (in the Planner, if you did not already select a class).** To select a class:
  - **Click 📅, and the Select Sections pop-up displays your linked and unlinked class sections.**
  - **Select:**
    - One or more class sections that are linked together in the same group, or
    - An unlinked section.
  - **Click **OK**. The selected section(s) appear.**

**Important:** In the Select Sections pop-up, you cannot select:

- Both linked and unlinked sections.
- From more than one linked section group.

<table>
<thead>
<tr>
<th>Classes</th>
<th>Click 📅 to select the category for this assignment. If you defined default values for assignments in this category, those values appear in the appropriate fields.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category</td>
<td><strong>Note:</strong> Type a short code with no spaces.</td>
</tr>
<tr>
<td>GB Column Name</td>
<td>Type the name that you will use to identify this assignment on your Scores page.</td>
</tr>
<tr>
<td>Assignment Name</td>
<td>Type a detailed name for the assignment.</td>
</tr>
<tr>
<td>Date assigned</td>
<td>This field defaults to today’s date. To change the date, click 📅.</td>
</tr>
<tr>
<td>Field</td>
<td>Description</td>
</tr>
<tr>
<td>---------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Note:</strong> You can move assignment dates forward or backward for a course section. This is helpful if a day of school is canceled because of weather, or a last-minute assembly is scheduled for an upcoming school day. If you change an assignment’s ‘date assigned’ so that it is ahead of the date due, the date due automatically updates to match the new date assigned.</td>
<td></td>
</tr>
<tr>
<td>Date due</td>
<td>This field defaults to today’s date. To change the date, click <img src="icon.png" alt="Date icon" />.</td>
</tr>
<tr>
<td>Total points</td>
<td>This field appears only if you calculate averages by total points. Type the number of possible points a student can earn. You determine how you calculate averages when you set your Gradebook preferences.</td>
</tr>
<tr>
<td>Weight</td>
<td>This field appears only if you calculate averages and adjust the weights by term. This read-only field displays the weight, as defined on the class details page, for the selected Category and Grade Term for the assignment. You determine how you calculate averages when you set your Gradebook preferences.</td>
</tr>
<tr>
<td>Online submission</td>
<td>If you want students to be able to submit files for this assignment online using the Student portal, enable Allow online submission below.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> You must set up your Gradebook and class Pages to receive assignments from students online.</td>
</tr>
<tr>
<td></td>
<td>You receive these files on the Scores page.</td>
</tr>
<tr>
<td>Allow online submission</td>
<td>Select this checkbox for students to submit this assignment using the Student portal. Once you enable this field, you can enter an Open date and a Close date for the assignment. You can also specify a Start time for the Open date, and an End time for the Close date. Students can only access the assignment in the portal and submit it to you during the specified date and time range.</td>
</tr>
<tr>
<td>Open date</td>
<td>Appears if Allow online submission is enabled. Defaults to the Date assigned. Enter the date when students can access and submit the assignment in the Student portal.</td>
</tr>
<tr>
<td>Start time</td>
<td>Defaults to 12:00 a.m., but you can edit it. This is the earliest time that students can access and submit the assignment on the Open date specified.</td>
</tr>
<tr>
<td>Field</td>
<td>Description</td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Close date</td>
<td>Defaults to the <strong>Date due</strong>. Enter the last date that students can submit the assignment in the Student portal. <strong>Note:</strong> Students can submit online assignments when the <strong>Close date</strong> is after the <strong>Date due</strong>. When a student submits an assignment after the <strong>Date due</strong>, a warning symbol appears on your Scores page to indicate a late submission. Click the symbol in the Single Assignment or Single Student view to see the submission’s timestamp.</td>
</tr>
<tr>
<td>End time</td>
<td>Defaults to <strong>11:59 p.m.</strong>, but you can edit it. After this time, students can no longer access the assignment in the Student portal. If an assignment is not submitted by this time on the <strong>Close date</strong>, it is marked as &quot;Missing&quot; in the Student portal.</td>
</tr>
</tbody>
</table>
| Extra credit-whole assignment             | Select this checkbox to treat this entire assignment as extra credit. **Note:** If you select this checkbox, do not enter a value in the **Extra credit points** field. Do only one of the following: 
  - Select the Extra Credit - whole assignment checkbox to treat the entire assignment as extra credit; or
  - Enter a value in the Extra credit points field to allow students to earn extra points, in addition to their earned points, for this assignment.                                                                                                                                                                        |
| Extra credit points                       | Enter the number of extra credit points a student can earn for this assignment. A student can earn these points only; students are not penalized for extra credit points. **Note:** If you enter a value in this field, do not select the Extra credit checkbox. Do only one of the following:  
  - Select the Extra Credit checkbox to treat the entire assignment as extra credit; or
  - Enter a value in the Extra credit points field to allow students to earn extra points, in addition to their earned points, for this assignment.                                                                                                                                 |
<p>| Sequence number                           | If you select to order your Gradebook column headers on the Scores page by sequence number in your user preferences, type the number that determines the order in which this gradebook column appears.                                                                                                                                               |
| Score not                                 | Select this checkbox if you drop scores for this course section, and                                                                                                                                                                                                                                                                                 |</p>
<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>droppable</td>
<td>you do not want the system to drop this score if it meets the requirements you set.</td>
</tr>
</tbody>
</table>
| Visibility type        | This value comes from the **Visibility type** you defined for the assignment category. Change the value, if needed.  
If your students and their families use the Student and Family portals, the value you select determines what they can see for assignments in this category.  
Select one of the following:  
- **Private**: Assignments do not appear in the Student or Family portals.  
- **Public**: Assignments and grades appear in the portals.  
- **Public– no grades**: Assignments appear in the portals, but grades do not. |
| Entry mode             | Click this drop-down to select **Both**, **Numeric Only**, or **Letter Only** to determine the grade values you can enter for this assignment.        |
| Grade Scale            | The grade scale you associate with the category you select at the **Category Code** field appears. If you want to use a different grade scale for this assignment, begin typing the value and select the one you want, or click ![search icon] to select from a pick list. |
| Grade Term             | The system enters the grade term based on the date you enter at the **Date due** field. You can change this value.                               |
| Exclude from averages  | Select this checkbox to exclude grades for this assignment from the averages shown on your gradebook scores grid, and in the Student and Family portals.  
On your Scores page, the column header for this assignment appears gray, with a line through the assignment name, indicating that the score is not included in the **Average score** at the bottom. In the Student and Family portals, a message indicates that this assignment is excluded from the student's average. |
| Recurring options      | If you want to create a recurring schedule for this assignment, select one of the following options:  
- Click **Daily** to define a daily schedule. A pop-up appears. Define the start and end dates of the recurring schedule.  
In the **Frequency** field, type the number that determines how often the assignment recurs on schedule days. For example, if the assignment recurs every other day the class meets, type 2 in the **Frequency** field. Click **OK**.  
- Click **Weekly** to define a weekly schedule. A pop-up appears. Define the start and end dates of the recurring schedule. |

- 17 -
### Field | Description
--- | ---
schedule. Type a value in the **Recur every {how many} weeks** field. Then, click the day of the week the assignment recurs on.
- Click **Monthly** to define a monthly schedule. A pop-up appears. Define the start and end dates of the recurring schedule. In the **Frequency** fields, type the number day of the every {number} of months to recur the assignment. Click **OK**.

**Note:** If this section is linked to other classes, you can also recur this assignment for the linked classes. To recur this assignment, you must define the schedule before you click **Save** for a new assignment.

<table>
<thead>
<tr>
<th>Also add this assignment to linked classes</th>
<th>Add Assignment?</th>
</tr>
</thead>
<tbody>
<tr>
<td>This section appears in the Gradebook if the class section is linked to other class sections.</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** This section does not appear in the Planner. In the Planner, use the **Classes** field to select linked class section(s).

If this class section is linked to more than one section, **Add Assignment** appears. **Add Assignment** is selected by default to add the assignment to all of the linked sections. If you do not want this assignment to apply to a linked section, deselect the checkbox next to its name. If you do not want to add the assignment to any of the linked sections, deselect **Add Assignment**.

If this section is only linked to one other section, **Add Assignment** does not appear. A check appears in the checkbox next to the linked section to add this assignment to it. Deselect the checkbox if you do not want to add this assignment to the linked section.

**Note:** A **Gradebook preference** determines whether the checkboxes are automatically selected next to the linked class sections.

**Note:** When you create an assignment for linked sections and then open the assignment’s details page, the field **Update changes to linked assignments** is enabled. When this field is enabled, any edits you make to the assignment are copied to the other linked sections.

<table>
<thead>
<tr>
<th>Resources Provided by the</th>
<th>Click <strong>Add File</strong> or <strong>Add Weblink</strong> to attach a file or weblink to this assignment. Aspen automatically adds the file or weblink to your</th>
</tr>
</thead>
</table>
### Field | Description
--- | ---
Teacher | Uploads folder in My Resources.

To add a resource from your personal course materials to the assignment, click **Drag and Drop from My Resources**. The pop-up appears. Find the resource you want to add, drag it to the drop area in the **Resources Provided by the Teacher** section, and drop it.

**Note:** If your district uses Aspen IMS, you can also click **Select Google Doc** or **Google Drive**.

4. If the assignment is available in the Student and Family portals, click the **Portal Description** sub-tab to enter that information. The description can contain weblinks, tables, and all of the Aspen text editor features.

5. If you or your district have defined reporting standards for this class, you can align this assignment to reporting standards by clicking the **Standards** sub-tab.

6. Do one of the following:
   - Click **Save** to save the information you entered without closing the assignment.
   - If creating the assignment on the **Gradebook** tab, **Assignments** side-tab or your **Scores** page, click **Save and New** to create another assignment.
   - If editing an existing assignment on the class **Page > Submit Assignments** widget, click the assignment name, and then click **Save and New** to create another assignment.

You can now enter grades or scores for the assignment on the **Scores** side-tab.
Create Ungraded Assignments

Create ungraded assignments to alert students of assignments they are responsible for but will not earn a score or grade for.

For example, you might assign reading for homework. You want this assignment to appear in students’ To Do widget in the Student portal, but you will not enter a score for the assignment.

Note that you can copy assignments to quickly create duplicates, and you can import assignments from another of your class sections or from previous years.

To create an ungraded assignment:

1. Log on to the Staff view.
2. Do one of the following:
   - Click the Gradebook tab. Select the class you want to create an assignment for, and then click the Assignments side-tab. Click Add Ungraded Assignment on the Options menu; or select an existing assignment, and then click Save and New.
   - Click the Planner tab, and select a class. Click in the date the assignment is due, and then select Add Ungraded Assignment:

3. Enter information in the following fields:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classes</td>
<td>The classes this assignment is created for appear here after you click Save.</td>
</tr>
<tr>
<td>Assignment Name</td>
<td>Type a name for the assignment. This name appears in the To Do widget.</td>
</tr>
<tr>
<td>GB column name</td>
<td>This field is optional. Type the name that you will use to identify this</td>
</tr>
<tr>
<td>Field</td>
<td>Description</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Field</td>
<td>Description</td>
</tr>
<tr>
<td>Category</td>
<td>Select the.</td>
</tr>
<tr>
<td>Date assigned</td>
<td>This field defaults to today’s date. To change the date, click 🔄. Note: You can move assignment dates forward or backward for a course section. This is helpful if a day of school is canceled because of weather, or a last-minute assembly is scheduled for an upcoming school day. If you change an assignment’s ‘date assigned’ so that it is ahead of the date due, the date due automatically updates to match the new date assigned.</td>
</tr>
<tr>
<td>Date due</td>
<td>This field defaults to today’s date. To change the date, click 🔄.</td>
</tr>
<tr>
<td>Grade Term</td>
<td>The system enters the grade term based on the date you enter at the Date due field. You can change this value.</td>
</tr>
<tr>
<td>Visibility Type</td>
<td>This value comes from the Visibility type you defined for the assignment category. Change the value, if needed. If your students and their families use the Student and Family portals, the value you select determines what they can see for assignments in this category. Select one of the following:</td>
</tr>
<tr>
<td></td>
<td>• Private: Assignments do not appear in the Student or Family portals.</td>
</tr>
<tr>
<td></td>
<td>• Public: Assignments and grades appear in the portals.</td>
</tr>
<tr>
<td></td>
<td>• Public–no grades: Assignments appear in portals, but grades do not.</td>
</tr>
<tr>
<td>Description</td>
<td>Use the text editor to type a description of the assignment. The description can include links to the web, and any other feature available in the text editor.</td>
</tr>
<tr>
<td>Resources Provided by the Teacher</td>
<td>Click Add File or Add Weblink to attach a file or weblink to this assignment. Aspen automatically adds the file or weblink to your Uploads folder in My Resources. Note: If your district uses Aspen IMS, you can also click Create Online Quiz or .</td>
</tr>
<tr>
<td></td>
<td>To add a resource from your personal course materials to the assignment, click Drag and Drop from My Resources. The My Resources pop-up appears. Find the resource you want to add, drag it to the drop area in the Resources Provided by the Teacher section, and drop it.</td>
</tr>
</tbody>
</table>
Create Ungraded Assignments

4. Do one of the following:
   - If creating the assignment in the Planner, click **Save**.
   - If creating the assignment on the **Gradebook** tab, **Assignments** side-tab, click **Save** to save the information you enter without closing the assignment. Or, click **Save and New** to create another assignment.
Make a Specific Number of Copies of an Assignment

After you create an assignment for a class in your gradebook, you can copy that assignment to quickly make a duplicate for that class.

For example, assume you are assigning five identical homework assignments for the week (Worksheets 1-5). You can create the homework assignment for Worksheet 1, and simply copy it four times to save yourself the time it takes to define the assignment and its point information.

To copy assignments for a class:

1. Log on to the Staff view.
2. Click the Gradebook tab.
3. Click the Assignments side-tab.
4. Select the checkbox(es) next to the assignment(s) you want to copy.
5. On the Options menu, click Copy Assignments. The system asks you to confirm the number of assignments you want to copy. Click OK. The system copies the assignments, and puts ‘Copy:’ in front of each name.
6. Select the checkbox next to an assignment you want to modify, and click Details on the Assignments side-tab.
7. Edit information specific for this assignment. For example, you might want to change the name from Worksheet 1 to Worksheet 2.
8. Click Save.
9. Continue to make any changes you need for each copied assignment.

---

1online version of a paper gradebook where teachers enter and track assignments, assignment grades, and term grades
2categories of data that the Aspen system is divided into, such as District, School, and Health
Create Reporting Standards for Your Classes

Reporting standards are rubric criteria that you can align to your assignments. Then, you can enter scores for each standard to indicate a student’s progress in meeting each standard.

**Note:** If you are an elementary teacher, your district probably creates your reporting standards for you, and they do. You can view the reporting standards to familiarize yourself with which you should apply to which assignments.

There are two ways for reporting standards to appear on your Reporting Standards side-tab on the Gradebook tab:

- If your district creates specific reporting standards for the classes you teach, those reporting standards automatically appear.
  
  They might also be aligned with learning standards, such as Common Core standards. Reporting standards are course-specific. You must select the course on the Gradebook tab, Class List page, then click the Reporting Standards side-tab to view the reporting standards assigned to a class.

- Or, you can create your own reporting standards to track student progress in very specific skills within your assignments. For example, you might be a secondary teacher who uses a rubric to score all of your students' essays:
Create a reporting standard for each rubric criteria. For example, 1. Thesis is clearly worded, 2. Topic sentences address the thesis, 3. Body paragraphs have two quotes and analysis to support topic sentence, 4. Address all questions in topic selected and make outside connections, 5. Strong conclusion, and 6. Grammar.

Optionally, you can also align each of these reporting standards to the appropriate learning standard(s). For example, you might align essay reporting standard **#5 Strong Conclusion** with Common Core standard CCSS.ELA-Literacy.W.9-10.2f Provide a concluding statement or section that follows from and supports the information or explanation presented (e.g., articulating implications or the significance of the topic).

**Note:** If you create your own reporting standards, the scores you enter are for your information only; Aspen does not use these scores when calculating progress or end-of-term averages.
To create or view reporting standards for a class:

1. Log on to the Staff view.
2. Click the Gradebook tab.
3. Select a class, and click the Reporting Standards side-tab.

   If your district created reporting standards for your class, they appear. If your district aligns learning standards to each reporting standard, they appear in the Standards column.

4. To create a reporting standard for your classes only, on the Options menu, click Add. The New Section Reporting Standard page appears:

5. In the Name field, type a name for the reporting standard.
6. In the Column header field, type the text that appears at the top of this grade column on the Scores page.
7. Under Rubric Rating Scale, at the Name field, click 🔍 to select the rubric rating scale you want to use to enter scores for this standard. For example, you might select a 1-4 rating scale.
8. Below Learning Standards, click Multi-Add to align this reporting standard with any learning standards in your district’s system. These are the learning standards represented by the score a student receives for this reporting standard.
9. Click Save. Now, you can select this reporting standard when creating new assignments.

**Note:** Remember that reporting standards you create and the scores you enter for them are for your information only; Aspen does not use these scores when calculating progress or end-of-term averages.
Entering and Managing Grades for Your Classes

In the Staff view, on the Gradebook tab, use the Scores page to enter and manage assignment and term grades for each of your classes.

When you click the Gradebook tab, the Class List appears. Access the Scores page by selecting a class and clicking the Scores side-tab, or by clicking the Gradebook icon next to the class you want:

The Scores page appears:

You can use the Scores page for the following:

- **Classes with assignments that are graded traditionally** (one score per assignment), such as most secondary core classes
- **Classes graded with reporting standards or rubrics** (one score per standard, several scores per assignment)
- Classes that you grade both traditionally and with standards

Using your Scores page

You can do the following from your Scores page:
• **Customize the Scores page:** Use the drop-downs and selections at the top of the page to determine the information that appears on your page. See "Determine What Appears on Your Scores Page" for details.

• **Use column headers:** In each column header, access information about the assignment, score, or grade that appears for each student. See "Use Columns Headers on the Scores Page" for details.

• **Enter scores:** You can enter scores for each assignment (traditional) or standard (standards). See "Enter Assignment Scores on Your Scores Page" for details.

• **View term averages and view average statistics** for each column. See "View Term Averages on Your Scores Page" and "View Average Statistics in the Gradebook" for details.

• Update post columns: Prepare to send grades to the office for progress reports or report cards. See "Update Post Columns with Gradebook Averages" for details.

• Post your progress report or end-of-term grades. See "Post Grades to Transcripts" for details.

• Quickly enter or view class attendance for a section by clicking the **Attendance** icon that appears in the Class List breadcrumbs.
Determine What Appears on Your Scores Page

You will see the following at the top of the Scores page:

Use the following table to determine the information that appears for each class:
### Field/Drop-down

<table>
<thead>
<tr>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>You can select the student fields you want to view on the page. Student fields appear to the left of the gridlines, next to the student names. For example, you might want to see each student’s year of graduation and homeroom teacher’s name next to his or her name:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>YOG</th>
<th>HR Teacher</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barth, Michael</td>
<td>2020</td>
<td>Mannaro, William</td>
</tr>
<tr>
<td>Binney, Heidi</td>
<td>2020</td>
<td>Finkley, Adam</td>
</tr>
</tbody>
</table>

If the default field set does not contain the fields you want to see, click to create your own field set.

Student field sets you create are available for all classes in your gradebook.

### View

If the current class you are working on has any reporting standards (rubrics) on the Reporting Standards side-tab, you can select Traditional or Standards view.

**Note:** If this class does not have any reporting standards, the Scores page defaults to the Traditional view.

Select Traditional to view traditional grade columns; one column appears for each assignment, in which you enter an assignment score:

After you select Traditional, the Grade Columns drop-down appears, and you can select to view columns for the following:

- All assignments within the term you select
<table>
<thead>
<tr>
<th>Field/Drop-down</th>
<th>Description</th>
</tr>
</thead>
</table>
| -               | - All assignments within a specific assignment category you created for this class (such as all homework assignments or all tests)  
| -               | - End-of-term post columns only  
| -               | - Progress post columns only  
| -               | - All grade columns; including assignments, progress, and end-of-term averages |

**Note:** The Grade Columns setting will default to your most recent selection from the Class List’s Scores page. For example, if you selected **Category: Hmwk** the last time you were on the Scores page, the Grade Columns would still be set to the **Category: Hmwk** grade column set.

If the grade columns in the menu do not contain what you want to see, click to create a new grade column set. Grade column sets are only available for the classes in which you create them.

Select **Standards** to view standards columns. This way, you can view columns and enter scores for each reporting standard (rubric) aligned with your assignments. You can also view averages and trends for each standard you score in this class.

After you select **Standards**, use the **Standard** drop-down to select to see columns for the following:

- A specific standard to see scores for any assignment aligned to that standard  
- Standards traditional term averages  
- Standards trend term averages, using the Power Law calculation  
- End-of-term post columns or Progress post columns

Select the term you want to view grade or standards columns for.

**Note:** If you select **All**, Aspen will not save that selection when you log off. When you log back in, the **Term** reverts to your last selection before **All**.
<table>
<thead>
<tr>
<th>Field/Drop-down</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Display</strong></td>
<td>Defaults to <strong>Grade</strong>. Click <strong>Color</strong> if you have associated colors with or rubric rating scale ratings, and would like to see them in the grading cells. When <strong>Color</strong> is selected, a <strong>Color Filter</strong> appears, which you can click to show or hide some or all of the colors. No colors appear in <strong>Grade</strong> view.</td>
</tr>
<tr>
<td><strong>Status</strong></td>
<td>Select <strong>Enrolled</strong> to view scores for students currently enrolled in the class, or <strong>Withdrawn</strong> to view scores for students who have withdrawn from the class.</td>
</tr>
<tr>
<td><strong>Class</strong></td>
<td>Use the drop-down to ‘turn the page’ of your gradebook, or view another class’ scores.</td>
</tr>
<tr>
<td><strong>Update Post Columns</strong></td>
<td>Appears if <strong>Grade Columns</strong> is set to <strong>Averages, Post Columns - Term</strong> or <strong>Post Columns - Progress</strong>. Click to copy your term averages to the district and school office-defined and -owned post columns.</td>
</tr>
<tr>
<td><strong>Post Grades</strong></td>
<td>If your post columns are complete, click <strong>Post Grades</strong> to post the term or progress grades for this class to the office.</td>
</tr>
<tr>
<td><strong>Add Assignment</strong></td>
<td>Appears if the <strong>Grade Columns</strong> field is set to <strong>All</strong> or an assignment category (such as <strong>Category: Quiz</strong>). Click <strong>Add Assignment</strong> and the appears.</td>
</tr>
<tr>
<td><strong>Color Filter</strong></td>
<td>Appears when <strong>Color</strong> is selected at <strong>Display</strong>. Click <strong>Color Filter</strong>, and a pop-up with the colors that you associated with grade scales (Traditional view) and rubric rating scale ratings (Standards view) appear. Defaults to <strong>Select All</strong>, so all colors will appear. Click <strong>Clear All</strong> to hide all the colors. To only display some of the colors, select <strong>Clear All</strong>, then select the checkboxes next to the colors that you want to see.</td>
</tr>
</tbody>
</table>

**Note**: Next to each student’s name, the medical, legal, “other” alert, or IEP symbol might appear, if allowed by your. Click the symbol to view details. For example, click 🏥 to view details of the student’s medical alert.
Use Column Headers on Your Scores Page

On your Scores page in the gradebook, each column header contains icons and information you need to be familiar with to quickly view and enter scores.

Use the following tables to understand the icons that appear in the Grade Column headers:

<table>
<thead>
<tr>
<th>Assignment type</th>
<th>Visible in Student and Family portals?</th>
<th>Included in grade calculations?</th>
<th>Icon description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Private</td>
<td>No</td>
<td>No</td>
<td>Students and their families do not see this assignment in the portals.</td>
</tr>
<tr>
<td>Public</td>
<td>Yes</td>
<td>Yes</td>
<td>Students and families can see both the assignment details and the scores received for this assignment.</td>
</tr>
<tr>
<td>Public - no grades</td>
<td>Yes (assignment details only—no grades)</td>
<td>Yes (assignment details only—no grades)</td>
<td>Students and families can see the assignment details in the portals, but cannot see the scores you enter for the assignments.</td>
</tr>
</tbody>
</table>

**Note:** You might want to keep assignments **Public - no grades** until you finish grading an assignment for all students. Then, click the **Public - no grades** icon in the column header for that assignment to make the grades viewable to all in the Student and Family portals. The **Public** icon appears in the column header.
<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
<th>Icon behavior</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Open portal averages icon" /></td>
<td>Displays the portal averages column. You can view and compare your gradebook averages against the averages in this column, which appear in the Student and Family portals.</td>
<td>Click to open the portal averages column.</td>
</tr>
<tr>
<td><img src="image" alt="Close portal averages icon" /></td>
<td>Closes the portal averages column in your gradebook.</td>
<td>Click to close the portal averages column.</td>
</tr>
<tr>
<td><img src="image" alt="Envelope icon" /></td>
<td>Indicates that students have uploaded their assignments from the Submit Assignments widget.</td>
<td>Click <img src="image" alt="Envelope icon" /> to download one zip file containing all submitted files for the assignment.</td>
</tr>
<tr>
<td><img src="image" alt="Red envelope icon" /></td>
<td>Indicates that a student submitted an online assignment after the .</td>
<td>The date and time that an online assignment was submitted appear in the Single Assignment and Single Student views.</td>
</tr>
<tr>
<td><img src="image" alt="Lock icon" /></td>
<td>Indicates that the column is locked; scores are read-only to prevent accidental grade changes.</td>
<td>Click <img src="image" alt="Lock icon" /> to unlock the gradebook column.</td>
</tr>
<tr>
<td><img src="image" alt="Unlock icon" /></td>
<td>Unlocks the column for you to enter scores.</td>
<td>Click <img src="image" alt="Unlock icon" /> to lock the gradebook column.</td>
</tr>
<tr>
<td><img src="image" alt="Single Assignment Entry icon" /></td>
<td>Displays the scoring column for that assignment only.</td>
<td>Click to go to Single Assignment View.</td>
</tr>
<tr>
<td><img src="image" alt="Magnifying glass icon" /></td>
<td>A pop-up displays each quiz question, along with the: -Average time it took students to complete each question -Number of students who responded -Percentage of students who responded with the correct answer</td>
<td>Click to see online quiz pop-up.</td>
</tr>
<tr>
<td>Icon</td>
<td>Icon behavior</td>
<td>Description</td>
</tr>
<tr>
<td>------</td>
<td>---------------</td>
<td>-------------</td>
</tr>
<tr>
<td><img src="112x705" alt="Student Information" /></td>
<td>Click to view demographic and/or academic information.</td>
<td>On the pop-up, click <strong>Allow students to review graded quiz questions</strong> for students to see the results of the graded quiz in the Student and Family portals.</td>
</tr>
<tr>
<td><img src="112x705" alt="Student Information" /></td>
<td></td>
<td>Appears in the <strong>Name</strong> column, if enabled in your . Displays a read-only pop-up with a student’s:</td>
</tr>
<tr>
<td><img src="112x705" alt="Student Information" /></td>
<td></td>
<td>- Demographic information from their details page (<strong>Student &gt; Details</strong>).</td>
</tr>
<tr>
<td><img src="112x705" alt="Student Information" /></td>
<td></td>
<td>- Academic information from the <strong>Academics</strong> side-tab (<strong>Student &gt; Academics</strong>). You can click a course number for course details.</td>
</tr>
<tr>
<td><img src="112x705" alt="Student Information" /></td>
<td></td>
<td>Your gradebook preferences determine whether demographic and/or academic information appears on the pop-up.</td>
</tr>
<tr>
<td><img src="112x705" alt="Student Information" /></td>
<td></td>
<td><strong>Note:</strong> Your system administrator can edit the <strong>gradebook_classList_popup</strong> template for additional demographic information to appear.</td>
</tr>
</tbody>
</table>

**Notes:**

- After you enter scores for a public assignment ![public assignment](112x705), you can lock ![lock](112x705) the column so you do not accidentally change grades that are already visible to students and parents in the portals. You can unlock ![unlock](112x705) the column to make any changes you need to at any time.
- You can enter new assignments directly on the Scores page. Do one of the following:
  - Press **CTRL+A**.
  - Click the **Add** button in the last column header.
  - On the **Options** menu, click **Add Assignment**.
- If **Exclude from averages** is selected in an assignment’s details, the column header for the assignment is gray, with a line through the assignment’s name.
Enter Assignment Scores on the Scores Page

On your Scores page in Aspen, there are several ways you can enter the scores students earn on class assignments.

1. Do one of the following:

   • Enter scores directly on the main Scores page, in the appropriate column:

     ![Scores Page Screenshot]

     - Click the Single Assignment Entry icon in the grade column header, or click Assignment on the Scores side-tab to enter scores for one assignment only at a time. This is helpful if you:
       - Are entering scores for several reporting standards that are aligned to one assignment.
       - Have a very full scores grid, and want to be sure you are entering scores for the correct assignment column.
• Click a student's name, or click **Student** on the **Scores** side-tab to enter scores for one student at a time:

2. Use the following table as a guide when entering scores:

<table>
<thead>
<tr>
<th>Desired action</th>
<th>What to do</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Move around the columns and rows</strong></td>
<td>Press the arrow keys or use your mouse to click directly in a cell.</td>
</tr>
<tr>
<td></td>
<td>To move across rows or down columns, press <strong>TAB</strong> (as specified in your <strong>gradebook preferences</strong>) or <strong>Enter</strong>.</td>
</tr>
<tr>
<td><strong>Select a Special Code, Grade Scale or Footnote</strong></td>
<td>Press <strong>CTRL+L</strong>, or go to <strong>Options &gt; Lookup</strong>.</td>
</tr>
<tr>
<td><strong>Enter the same value for all (or</strong></td>
<td>Enter a grade for the first student, then press <strong>CTRL+D</strong> or go to <strong>Options &gt; Fill-Down Values</strong>. Manually edit the few different</td>
</tr>
<tr>
<td>Desired action</td>
<td>What to do</td>
</tr>
<tr>
<td>---------------------------------------------------------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>most) students</td>
<td>values.</td>
</tr>
<tr>
<td>Revert a score to the last saved value</td>
<td>Press <strong>CTRL+K</strong>, or go to <strong>Options &gt; Revert Current Cell</strong>.</td>
</tr>
<tr>
<td>Enter a text comment for a student</td>
<td>Click <img src="image" alt="text comment icon" /> in a text comment column.</td>
</tr>
<tr>
<td>Mark a score exempt (so it does not count toward a student's average)</td>
<td>Select the score, and then press <strong>CTRL+E</strong> or go to <strong>Options &gt; Exempt Current Cell</strong>.</td>
</tr>
<tr>
<td><strong>Note:</strong> Press <strong>CTRL+E</strong> to remove the exempt status.</td>
<td></td>
</tr>
<tr>
<td>Enter <strong>Assignment feedback</strong> (for review in the Student and Family portals) or <strong>Teacher's Notes</strong> (for you to see in your gradebook)</td>
<td>Click in a cell; then click <img src="image" alt="text comment icon" />, and enter the text. You do not need to enter a score. To edit the text, click <strong>CTRL+M</strong>, or go to <strong>Options &gt; Edit Remarks</strong>.</td>
</tr>
<tr>
<td>Give a student a zero (0), or no credit, for an assignment</td>
<td>Enter 0. Aspen does not count blank grades towards averages.</td>
</tr>
<tr>
<td>Check the history of a changed score; change a score back to a previous value</td>
<td>Click in a cell, then click <strong>CTRL+H</strong> or go to <strong>Options &gt; Current Cell History</strong>. The pop-up shows any previously entered score(s). To change the current score to a previous one, select it and click <strong>OK</strong>.</td>
</tr>
<tr>
<td><strong>Note:</strong> The <strong>Grade Columns</strong> field must be set to assignments, not <strong>Post Columns - Term</strong> or <strong>Averages</strong>.</td>
<td></td>
</tr>
<tr>
<td><strong>Note:</strong> This feature is available when the district enables auditing for the Gradebook Score table (District view, <strong>Admin &gt; Data Dictionary</strong>. Select the <strong>Gradebook Score</strong> table &gt; <strong>Details</strong>. At the <strong>Table audit type</strong> field, select All).</td>
<td></td>
</tr>
</tbody>
</table>
Notes:

- If a grade column is based on a rubric, the **Plus sign** appears in the column header.
- If you are grading an assignment created by another teacher and press `CTRL+L` or `Lookup`, the pick list displays that teacher's special codes, not your own.
- To give the student a zero, or no credit, for an assignment, you must manually enter a zero (0). The system does not count blank grades toward averages.

3. Enter a value for each student or assignment.

After you enter a grade and leave the cell, the system automatically saves that grade. If you have entered an invalid value, such as a letter for a numeric text comment code field, the system displays an error message in the upper-right corner of the page.

**Note:** You might want to keep assignments **Public - no grades** until you finish grading an assignment for all students. Then, click the **Public - no grades** icon in the column header for that assignment to make the grades viewable to all in the Student and Family portals. The **Public** icon appears in the column header.
View Term Averages on Your Scores Page

On the Scores page, Aspen calculates term averages using your default weighting method and all of the scores you have entered for the term.

You can view traditional averages and standards-based averages, if you enter scores for reporting standards.

To view term averages:

1. Log on to the Staff view.
2. Click the Gradebook tab.
3. Select a class, and then click the Scores side-tab.
4. Do one of the following:
   - To view traditional averages on your Scores page, select the Traditional view at the top of the page. Then, from the Grade Columns drop-down, select:
     - Averages to view average columns only.
     - A specific category to view scores and the average for that category only.
     - Post Columns - Term or Post Columns - Progress to view each student’s current term average.
     - All to view all scores and averages.

   The averages column you specified appears:

   - To view averages for reporting standards you enter scores for, select the Standards view. From the Standard drop-down, select a specific standard to view averages for, Averages to view traditional averages for standards scores, Post Columns - Term or Post Columns - Progress to view each student’s current term average, or Trends to view averages calculated using the Power Law calculation.

   A calculator appears in the column header of each average column.
Note: You can determine that averages appear next to the student’s name, instead of at the end of each row, in your user preferences on the Gradebook sub-tab, by selecting the Anchor Averages checkbox.

Each time you enter a new score, the system saves it and updates the average that appears. You cannot edit the value in average columns. After you complete entering scores for a term, you copy these values to a column you submit to the office for report cards or progress reports. You can edit that value before sending it to the office. The average columns with the Calculator icon remain as values you can reference.

Note: If you select to view semester running averages in your gradebook, they appear in the column named Semester # (for example, Semester 1).

If you select to view cumulative averages in your gradebook, they appear in the column named Cumulative (if enabled by your school's preferences, and if you selected Averages or All in the Grade Columns field). This column is an overall cumulative average that includes all grades and scores you have entered since the beginning of the class, regardless of term. Aspen calculates the overall cumulative average using the average mode specified in your gradebook.

5. At the end of a grade term, finish entering grades for your assignments, and begin the post grades to transcript.
View Average Statistics in the Gradebook

While entering grades on the Scores page, you can view the average score for each column.

To view average statistics:

1. Log on to the Staff view.
2. Click the Gradebook tab.
3. Select a section, and click the Scores side-tab. The Average score row at bottom of the page displays the average for each column:

   ![Gradebook Interface](image)

   4. Click the average score in a column to view the average statistics for the column:

   ![Average Statistics](image)

The assignment statistics include:
- Average - A simple average of your students’ scores, in which the sum of all scores is divided by the total number of scores.
- Median - The middle score in the score distribution for that assignment. In other words, the score that has an equal number of scores higher and lower than it.
- Mode - The most common score for that assignment. If there is only one instance of each score, "No mode" appears in the pop-up. If there are multiple modes, they are separated by commas.
- High score - The highest score for that assignment.
- Low score - The lowest score for that assignment.
- Standard deviation - A measure of how close your students’ scores were, in general, to the average score for that assignment. A low standard deviation means that most scores were close to the average score, while a high standard deviation means that most were far from the average.
Posting End-of-Term Grades and Standards Scores from the Gradebook to Transcripts

At the end of each grade term, teachers must post their gradebook\(^1\) grades and standards scores to transcripts, which means they save and send their term grades and comments to the School and District views. Posting grades is like sending your final term grades to the office.

**Note:** If your district defines the calculation used to compute student semester or final averages, you can update the values in the average columns on the Scores page to include these averages.

To post grades and standards scores to transcripts, do the following:

- Update post columns with gradebook averages.
- .
- Print the grades you posted.

---

\(^1\) online version of a paper gradebook where teachers enter and track assignments, assignment grades, and term grades
Update Post Columns with Gradebook Averages

During a grading term, you use the gradebook\(^1\) to enter all of the grades students earn on assignments in your classes.

With each new grade you enter for a student, the system updates his or her averages columns (for example, their homework average, quiz average, test average, and term average).

The averages appear in columns with the Calculator icon in the grade column header:

As the teacher, you own the averages columns on the Scores side-tab (just as you would in a leather-bound paper gradebook). The office cannot see or edit these values.

Similar to a paper, school-issued grade input sheet, the district and school offices own the post columns. These are the columns containing the information that appears on student transcripts, such as term grades, final grades, and comments.

At the top of each district-defined grading column, a pushpin appears. The pushpin’s color and icon indicate one of the following:

---

\(^1\) online version of a paper gradebook where teachers enter and track assignments, assignment grades, and term grades
Update Post Columns with Gradebook Averages

- If the pushpin is black, you can enter grades for this column, but you cannot post them to transcripts yet.

- If the pushpin is green with a triangle, you can enter and post grades for this column.

- If the pushpin is red with a square, you already posted the information to transcripts. If you need to change a grade, you might be able to repost grades yourself, or you might need to contact the office for assistance, depending on your school’s grade preferences. Ask your Aspen system administrator.

At the end of a grading term, finish entering all assignment grades for the students in your classes. The term average is complete.

**Note:** Once you post grades, the pushpin and icon turn red and do not change color if you post again. If your school lets you repost grades, you could potentially change a student’s score and forget to repost. (There is no visual reminder to repost, since the pushpins stay red.) To ensure that all of your changes get posted to transcripts, you might want to repost grades for all of your classes before you leave school on the last day of the posting window.

To begin to post these grades to student transcripts, use the Update Post Columns option to copy your term averages (in the Calculator columns) to the district and school office-defined and -owned post columns. This is similar to physically copying students’ final averages from your paper, leather-bound gradebook to a school-issued Grade Input sheet.

**Note:** If your district uses a special calculation for averages, Update appears in the column header. Click Update to update all grades in that column without having to complete the Update Post Columns wizard.

**Note:** In certain cases, if a post column is an average column, you can click the post column’s name in your gradebook column header to view the grade calculation weights applied to the average’s component grades via a pop-up. This occurs if the following conditions are met:

- Your administrator has defined that column as an Other Average or Final Average in your district’s transcript definition.
- The column is associated with a grade calculation, and the grade calculation contains non-grouped weights.

**To update post columns with gradebook averages:**

1. Log on to the Staff view.
2. Click the Gradebook tab, and then select the checkbox next to the section you want to update post columns for.
3. Click the Scores side-tab.

1 categories of data that the Aspen system is divided into, such as District, School, and Health
4. Change your Grade Columns to Post Columns - Term.

5. Click Update Post Columns at the top of the Scores page, or select it from the Options menu. The Update Post Columns wizard appears.

6. Select the Grade Term you want to post columns for and the grades to update (progress or report card).

7. Click Next. Step 2 of the Update Post Columns wizard appears.

8. If reporting standards are aligned to this course, the Update All Rubric Columns field appears. Select one of the following to determine which rubric average you want Aspen to copy to the district (office) column:

   - **Do not update**: Does not update the current values in the columns.
   - **Trend**: Aspen copies the Trend averages into the district post column.
   - **Average**: Aspen copies the Traditional standard average into the district post column.

   **Note**: When using standards-based grading, the Trend average for a report card is the one that supports the theory of standards-based grading. Trend averages are calculated using the Power Law calculation to determine the student’s progress in reaching the standard. Each student’s goal is to ‘trend up’; students should perform better on a standard towards the end of a term after more instruction and practice. Trend averages calculate a heavier weight to scores entered later in the grade term.

9. The next field displays the name of the post column for the term and grades you selected in Step 1 (for example, Quarter 3 Grade). This is the column you copy grades into. Select the gradebook averages column you want the system to copy grades from.

10. Click Next. Step 3 of the Update Post Columns wizard displays your selections.

   **Note**: Running this procedure will overwrite manually-adjusted grades in a standards-based gradebook. The message on Step 3 of the wizard, "This operation will not update manually adjusted scores," only applies to the traditional gradebook.

   **Example**: Assume that you have a traditional gradebook and you updated post columns. Later, you manually adjust a student’s grade in the district post column from a B- to a B. That grade appears in the post column with the override symbol (The override symbol might not appear in your gradebook, depending on the . The override symbol does *not* appear in a standards-based gradebook.)

<table>
<thead>
<tr>
<th>Name</th>
<th>Year</th>
<th>Grade</th>
<th>District Post Column</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adams, Melina</td>
<td>2017</td>
<td>89.3</td>
<td>B+</td>
</tr>
<tr>
<td>Adams, Michael W</td>
<td>2017</td>
<td>88.6</td>
<td>B+</td>
</tr>
<tr>
<td>Breton, Camiham</td>
<td>2017</td>
<td>80.0</td>
<td>B-</td>
</tr>
<tr>
<td>Finstein, Ben</td>
<td>2017</td>
<td>88.8</td>
<td>B+</td>
</tr>
<tr>
<td>Foley, Chloe</td>
<td>2017</td>
<td>90.2</td>
<td>A</td>
</tr>
<tr>
<td>Foley, Joseph</td>
<td>2017</td>
<td>90.8</td>
<td>A</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>90.4</td>
</tr>
</tbody>
</table>
Update Post Columns with Gradebook Averages

When you update post columns, the system does not overwrite any grades you manually changed.

11. Click Finish. The values in the term average column you selected appear in the post column you select.

Now, you can change these values, , and .

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Update Final Averages in the Gradebook

If your district defines the calculation used to compute student semester or final averages, you can update the values in the average columns in your gradebook on the Scores page to include these averages.

For the Update button to appear in the column header on the Scores page, the following must be true:

- The column type in the transcript definition must be Final Average or Other Average.
- The transcript definition column must have a Grade calculation.
- The date must be within the post range.

---

1 online version of a paper gradebook where teachers enter and track assignments, assignment grades, and term grades
Enter Report Card Comments in the Gradebook

At the end of a grading term, your school might require that you enter comments to appear on report cards for each of your students.

Comment columns in the gradebook are created as post columns. To view them on the Scores page, do one of the following:

- In the Traditional view: Use the Grade Columns drop-down to select either the Post Columns - Term or Post Columns - Progress field set.
- In the Standards view: Use the Standard drop-down to select either the Post Columns - Term or Post Columns - Progress field set.

Within a comment column, you can do one of the following, depending on how your district set up the column:

- Press CTRL + L to select a comment from a pick list of comments that your district provides. Or, type the code (a number or character) that is tied to a specific comment in the pick list. For example, you might type 1, which is your district’s code for “Pleasure to have in class”.

**Note:** For comment columns associated with a pick list, you can press CTRL + D to enter the comment code you just entered for every other student down the list from the student you are working on. Then, you can edit the code for the few students that code might not apply to.

For example, if you enter 1 (*Pleasure to have in class*) for most students in your class, type 1 for the first student in the class. Then, press CTRL + D, and the system enters 1 for all students in the class. Then you can go to the few students you might want to change that comment for.

- Click the Comments icon within each field for the student. Select comments from the comment bank associated with that column. You can edit and add to the comment you select from a comment bank. After you enter a comment for a student, the Comments icon now appears with lines.

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Note: Comments are not saved until you click OK.

Comment codes or the Comments icon 📝 appear in the comment columns:
Post Grades to Transcripts

At the end of each grade term, teachers post grades to transcripts, which represents physically submitting grade sheets to the office. Depending on your school's grade preferences, you might be able to repeatedly post grades for your classes until the end of the grade post period. Ask your Aspen system administrator.

**Important:** Before you post grades, update the post columns with your gradebook averages.

**To post grades to transcript:**

1. Log on to the Staff view.
2. Click the Gradebook tab, and then select the checkbox next to the section you want to post grades for.
3. Click the Scores side-tab.
4. Verify that you have entered all of the information in the post columns (grades and comments).
5. Do one of the following:
   - At the top of the page, click Post Grades.
   - On the Options menu, click Post Grades.

The Post Grades pop-up appears:

<table>
<thead>
<tr>
<th>Class</th>
<th>OA365-01 Forensic Science</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade Term</td>
<td></td>
</tr>
<tr>
<td>Grades to post</td>
<td></td>
</tr>
</tbody>
</table>

6. Select the Grade Term you want to post grades for.
7. Select the Grades to post, such as progress or term grades.
8. Click OK. The system posts the grades to transcripts. The columns for that class now appear with a red pushpin, indicating that you have already posted these columns.

**Note:** When you post grades to transcripts, the system also awards the appropriate credits if a final grade was entered for a course.

---

1 categories of data that the Aspen system is divided into, such as District, School, and Health.
Print the Grades Entered in the Gradebook

You might want to print a copy of the grades you entered in the online gradebook. You can print Gradebook Sheets to keep a printed record of the grades you enter.

**To print Gradebook Sheets:**

1. Log on to the Staff view.
2. Click the Gradebook tab, and select the checkbox next to the section you want to print grades for.
3. Click the Scores side-tab. Because the report prints the Scores page as you see it, be sure the page displays the columns you want to print.
4. If the page does not display the columns you want to print, select the grade column set you want to use.
6. Enter the report parameters. The report displays in the format you select.

---

1 online version of a paper gradebook where teachers enter and track assignments, assignment grades, and term grades
2 categories of data that the Aspen system is divided into, such as District, School, and Health
Change a Grade or Score After You Post Grades

It is possible that, after you enter and post end-of-term grades, you will realize you made a mistake or want to change a student's grade for a variety of reasons.

Once you post grades, the pushpin on your Scores page changes from **green with a triangle** to **red with a square**. You might be able to post grades again, depending on your school's grade preferences:

- If your district allows you to post grades more than once, you can repeatedly post grades as long as the date of your post is within the grade post date range.
- If your district does not allow you to post grades more than once, alert the office. The office can either change the grade for you or delete the posted grades. Or, office staff can re-enable posting so you can re-enter and re-post the grades yourself. When you alert the office staff, be sure to tell them the course number, section number, and student names.

To determine whether you can repost grades, contact your Aspen system administrator.
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