

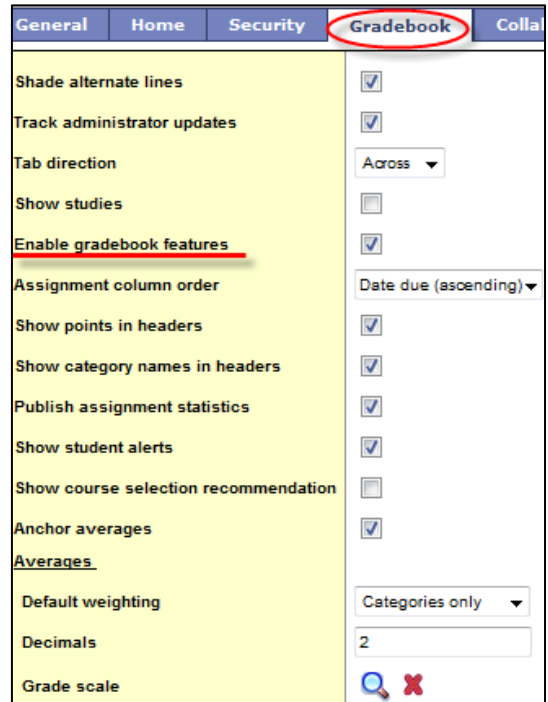
# Aspen Gradebook - Teacher

## Gradebook Setup

You can use the teacher Gradebook in Staff View to enter and track assignments, and grades in your course sections. To begin using the gradebook you'll need to setup your gradebook preferences.

### To Set Preferences

1. Log on to the **Staff** view.
2. Click the **Gradebook** top tab, and on the settings bar click **Set Preferences**.
3. Once the popup appears click the **Gradebook** tab and select the appropriate checkboxes:
  - a) **Shade alternate lines** – Select to shade every other row of your Grade Input page. (Recommend to check)
  - b) **Track administrator updates** - Select to have an Exclamation point appear next to any grades a staff member in the office changes in the School view. (Recommend to check)
  - c) **Tab direction** - Select if you want the Tab key to move you across a row or down a column when you are entering grades on the Grade Input page.(Teacher choice)
  - d) **Show studies** - We do not use, leave unchecked.
  - e) **Enable gradebook features** – Must be checked.
  - f) **Assignment column order** - Select if you want assignments to appear in Date due (ascending), Date due (descending), or Sequence number order on the Scores page. (Teacher choice)
  - g) **Show points in headers** - At the Default weighting field, if you select Total Points, you can select the Show points in headers checkbox if you want to view the number of total points in the column header of an assignment. (Recommend to check)
  - h) **Show category names in headers** - Select this checkbox to display the names of assignment categories in the assignment headers. (Recommend to check)
  - i) **Publish assignment statistics** - Select this checkbox if you want low, median, and high assignment scores to appear for parents and students when they view grades using the Family and Student portals.(Teacher choice)
  - j) **Show student alerts** - Select this checkbox to display alert icons next to student names. (Recommend to check)
  - k) **Show course selection recommendation** - Select this checkbox to display the **Recommendation** column on the Scores page. Staff can only make recommendations during the date range defined by the school. (Recommend to be Unchecked)
  - l) **Anchor averages** - Select this checkbox to left-align average columns on the Scores page. This way, the averages always appear next to the student information, and the assignments appear to the right. (Teacher choice)



Student Fields		Grade Columns				Term
Default Fields		All				All
Name	YOG	1	2	3	4	Part 10/01 Part 100 pts.
One, Student	2010	83.0	83.0			78
Two, Student	2010	74.0	75.0			80
Three, Student	2010	87.0	93.0			92
Four, Student	2010	77.0	89.0			88

m) **Default weighting** -

- Select **Categories only** if you want to weight categories only in your gradebook. For example, assume you create three categories: Homework, Tests, and Quizzes. All homework assignments are worth the same amount, as are all tests and quizzes. To determine student term averages, Homework is worth 25% of the grade, Tests are worth 50% of the final grade, and Quizzes are worth 25% of the final grade.
- Select **Category and assignments** if you want to weight both categories and assignments within those categories. For example, a student's homework average is worth 25% of the term grade, but each homework within the category is weighted differently. For example, you weight reading homework assignments 1, and intensive writing homework assignments 3.
- Select **Total points** if you calculate averages by dividing the total points a student earns by the total number of points possible. For example, a student receives a 100, 90, and 80 for grades. The student's average is  $270/300=90$ .
- Select **Category total points** if you want to use total points for individual assignments within categories that you weight. For example, assume you have a Homework category. The homework average counts as 25% of the student's final grade. Within the Homework category, you grade each individual assignment using points (HW 1 is worth 10 points, HW 2 is worth 20 points).

n) **Decimals** – 2 is recommended.

o) **Scale** – **Do Not Touch!**

p) Click **OK**.

# Setting Course Details

## To Link Courses

On the Details side tab you can link sections to share assignments and categories.

1. Log on to the **Staff** view.
2. Click the **Gradebook** top tab, and select the appropriate course.
3. Click the **Details** side tab.
4. Click the **Select...** button.
5. A popup window of courses should appear.
6. Select the **Course(s)** that you would like to link.
7. Enter a **Name** for your linked section.
8. Click **Save**.

**Classes linked for assignments and categories:**

Course	Description	Term	Schedule
PT1303-002	WordProcess Sfwr App	S2	Blue(1)

**Enter a name for your linked sections.\***

## To Set a Drop Mode

On the Details side tab you can create a drop mode for your courses. It's best to setup your categories and assignments before creating your drop mode.

1. Log on to the **Staff** view.
2. Click the **Gradebook** top tab, and select the appropriate course.
3. Click the **Details** side tab.
4. In the **Drop mode** box, select one of the following to determine if you want to drop the lowest scores for the class:
  - a) Select **Do not drop scores** if you do not want the system to drop any scores for the class.
  - b) Select **Drop lowest overall score** if you want the system to drop the lowest score(s) for a term. The following options appear:

**Drop mode**  Do not drop scores  Drop lowest overall score  Drop lowest score by category

	Term - 1		Term - 2		Term - 3		Term - 4	
Category	Available	# to drop	Available	# to drop	Available	# to drop	Available	# to drop
All	10	<input type="text" value="1"/>	7	<input type="text" value="1"/>	0	<input type="text" value="1"/>	0	<input type="text" value="1"/>

- c) Select **Drop lowest score by category** if you want to determine how many scores to drop each term by assignment category. For example, you might drop the two lowest homework scores each term. To do so, type the number in the # to drop column for each category, for each term:

**Drop mode**  Do not drop scores  Drop lowest overall score  Drop lowest score by category

	Term - 1		Term - 2		Term - 3		Term - 4	
Category	Available	# to drop	Available	# to drop	Available	# to drop	Available	# to drop
Project	0	<input type="text" value="0"/>	1	<input type="text" value="0"/>	0	<input type="text" value="0"/>	0	<input type="text" value="0"/>
Quiz	6	<input type="text" value="1"/>	3	<input type="text" value="1"/>	0	<input type="text" value="0"/>	0	<input type="text" value="0"/>
Essay	1	<input type="text" value="0"/>	1	<input type="text" value="0"/>	0	<input type="text" value="0"/>	0	<input type="text" value="0"/>
Part	1	<input type="text" value="0"/>	1	<input type="text" value="0"/>	0	<input type="text" value="0"/>	0	<input type="text" value="0"/>
HWK	2	<input type="text" value="1"/>	1	<input type="text" value="0"/>	0	<input type="text" value="0"/>	0	<input type="text" value="0"/>

**Note:**



On the Scores tab, the system indicates dropped scores with ↓

Scores	Student	Year	Score	Status
Three	Student	2009	91.0	85 ↓
Four	Student	2009	96.0	105
Five	Student	2009	84.0	85 ↓

## To View a Class Roster

In the Staff View, on the Gradebook top tab, and Roster side tab you can view and/or group a roster of students for a particular course.

1. Log on to the **Staff** view.
2. Click the **Gradebook** top tab, and select the appropriate course.
3. Click the **Roster** side tab.
4. A list of students currently enrolled in the class appears.

Details		0 of 7 selected 					Enrolled
<input type="checkbox"/>	Student Number	Name	YOG	Homeroom	Roster Status	Group 	
<input type="checkbox"/>	111111	One, Student	2018	207	Enrolled on 8/28/2011		
<input type="checkbox"/>	222222	Two, Student	2014	118	Enrolled		
<input type="checkbox"/>	333333	Three, Student	2015	214	Transferred on 8/29/2011 from CP Photography 1 (803-003)		
<input type="checkbox"/>	444444	Four, Student	2018	404	Enrolled		
<input type="checkbox"/>	555555	Five, Student	2014	300	Enrolled on 9/7/2011		
<input type="checkbox"/>	666666	Six, Student	2018	404	Enrolled		
<input type="checkbox"/>	777777	Seven, Student	2013	217	Enrolled		

Add to group:



### Note:

To alert the teacher of any newly enrolled or withdrawn students in a class, the system displays a student's enrollment and enrollment date in this particular course in **Green** and withdrawal and withdrawal date in **Red** for the first time you view the information. Dates only appear if available. Afterwards, the student's name disappears from the roster if he or she has withdrawn.

## To Group Students in the Roster

In the Staff View, on the Gradebook top tab, and Roster side tab you can group a roster of students.

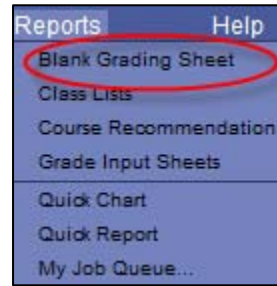
1. From the **Staff View**, click the **Gradebook** top tab.
2. Select the appropriate course.
3. Click the **Roster** side tab.
4. Select the appropriate students that you want to group by clicking the checkbox.
5. Under the **Add to Group** box enter a name for your group.
6. Click **Add**.

Details		0 of 7 selected 					Enrolled
<input type="checkbox"/>	Student Number	Name	YOG	Homeroom	Roster Status	Group 	
<input type="checkbox"/>	111111	One, Student	2018	207	Enrolled on 8/28/2011		
<input type="checkbox"/>	222222	Two, Student	2014	118	Enrolled	Volleyball	
<input type="checkbox"/>	333333	Three, Student	2015	214	Transferred on 8/29/2011 from CP Photography 1 (803-003)		
<input type="checkbox"/>	444444	Four, Student	2018	404	Enrolled		
<input type="checkbox"/>	555555	Five, Student	2014	300	Enrolled on 9/7/2011		
<input type="checkbox"/>	666666	Six, Student	2018	404	Enrolled	Volleyball	
<input type="checkbox"/>	777777	Seven, Student	2013	217	Enrolled	Volleyball	

Add to group:  
 Volleyball

## To Print a Class Roster

1. Click the **Gradebook** top tab.
2. On the Reports menu, select Blank Grading Sheet.
3. A pop-up will appear:



### Blank Grading Sheet

School year	2013
Number of columns	10 (portrait) ▼
Display blank row after each student?	<input type="checkbox"/>
Sections to include	Course number ▼
Search value	PTE309
Include study sections	<input type="checkbox"/>
Sort results by	Schedule expression ▼
Format	Adobe Acrobat (PDF) ▼

Run
Cancel

1. Enter the appropriate **School year**.
2. Select the **Number of Columns** you want displayed.
3. Click the checkbox if you want to **Display a blank row after each student**.
4. Select the **Sections to include**
5. Enter the appropriate **Search value**
6. Uncheck **Include study sections**
7. Select the appropriate way to sort the results.
8. Select the output **Format**
9. Click **Run**.

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## Grading Sheet

July 20, 2012

Schedule: A(3)

**PTE309-001: Digital Electron I**

Term: S1

Student Name					
Eight, Student					
Eleven, Student					
Nine, Student					
Seven, Student					
Six, Student					

## To Create a Seating Chart

1. Click the **Gradebook** top tab.
2. Select the appropriate course.
3. Click the **Seating Chart** side tab.
4. To begin to design a seating chart, click **Design Mode>>**.
5. Select the appropriate **Grid width** and **Grid height** and click **Resize**.
6. Drag and drop the student names from the list of **Unseated Students** over to the appropriate spot on the grid.
7. Once complete click **<<Exit Design Mode**.

### Note:

You can click the **Trim** button if you made your grid too big and want to trim the additional portions of the grid off.

## To Take Attendance from the Seating Chart

1. From the **Staff** View, click the **Gradebook** top tab.
2. Select the appropriate course.
3. Click the **Seating Chart** side tab.
4. Your students will appear.
5. Select the appropriate Attendance for each student:
  - a) Select **A** if the student is Absent.
  - b) Select **T** if the student is Tardy.
  - c) Select **P** if the student is Present.
6. Once complete click the **Post Attendance** button.

### Note:

You must click the **Post Attendance** button.

# Setting Up Categories

## To Add a Category

1. From the **Staff View**, Click the **Gradebook** top tab.
2. Select the appropriate course.
3. Click the **Categories** side tab.
4. From the **Options** menu select **Add**.

The screenshot shows the 'Add Category' form with the following details:

- Details Section:**
  - Code \*: HW
  - Description \*: Homework
  - Weight: 10
- Assignment Defaults Section:**
  - Grade Scale > Name: Secondary
  - Entry mode: Both
  - Total points \*: 0
  - Extra credit points: 0
  - Score cannot be dropped:
  - Private:
- Additional Options:**
  - Also add this category to linked classes
- Buttons:** Save (circled in red), Cancel

5. For **Code**, enter in an abbreviated version of the category name.
6. For **Description**, enter in the full category name.
7. Enter the **Weight** of the category, if you are calculating term averages by category weight.
8. The appropriate **Grading Scale** should automatically populate.
9. For **Entry Mode**, choose the grade value you can enter for assignments in this category.
10. The **Total Points** field is required only if you are using total points logic.  
(Do not enter anything in the **Total Points** field for category weight.)
11. You can type any **Extra credit** points a student can earn for an assignment in this category.
12. Click **Scores cannot be dropped**, if you do not want the system to drop the lowest scores for this category.
13. Click **Private** if you do not want the assignments in this category to be calculated in the average, or to appear in the Student and Family portals.
14. If you linked this section to another section on the Details page, select the **Also add this category to linked classes** checkbox.
15. Click **Save**.

### Note:

1. The Weight field will only appear if you set preferences to **Category weight**. It's highly recommended that all **Category Weight adds up to 100%**.
2. It's highly recommended that the **Private** checkbox is not selected. Clicking the Private checkbox prevents the category from being calculated in the average.



## To Edit Categories

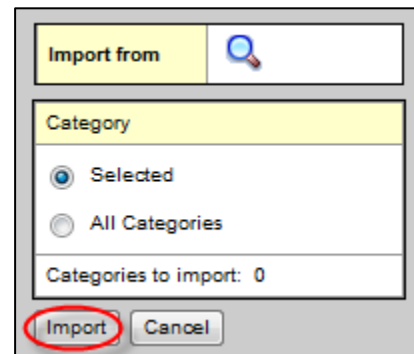
1. From the **Staff** View, Click the **Gradebook** top tab.
2. Select the appropriate course.
3. Click the **Categories** side tab.
4. A list of Categories should appear.
5. Click the **Code** of the category you want to edit.
6. Edit the information.
7. Click **Save**.

## To Delete Categories

1. From the **Staff** View, Click the **Gradebook** top tab.
2. Select the appropriate course.
3. Click the **Categories** side tab.
4. A list of Categories should appear.
5. Select the category you want to delete.
6. From the **Options** menu select **Delete**.

## To Import Categories

1. From the **Staff** View, Click the **Gradebook** top tab.
2. Select the appropriate course.
3. Click the **Categories** side tab.
4. From the **Options** menu select **Import Categories**.
5. Select the **Categories** you'd like to import.
6. Click **Import**.





# Setting up Assignments

## To Add Assignments from the Assignment side tab

1. From the **Staff** View, Click the **Gradebook** top tab.
2. Select the appropriate course.
3. Click the **Assignments** side tab.
4. From the **Options** menu select **Add**.

The screenshot displays the 'General' tab of an assignment setup form. The 'Category' is set to 'Exams'. The 'GB Column Name' is 'Vob Exam'. The 'Assignment Name' is 'Digital Electron Vocabulary Exam'. The 'Date assigned' and 'Date due' are both set to 7/11/2012. The 'Total points' is 100.0. The 'Online submission' section has 'Open date' and 'Close date' both set to 7/11/2012. The 'Options' section includes 'Extra credit' (checkbox), 'Extra credit points' (0.0), 'Sequence number' (0), 'Score not droppable' (checkbox), 'Private' (checkbox), 'Entry mode' (Both), 'Grade Scale' (Secondary), and 'Grade Term' (Q1). A red callout box points to the 'Extra credit' checkbox with the text '\*Cannot use Extra Credit and Extra Credit Points together at the same time.' The 'Portal Description' tab is also visible, showing a text editor with the content 'Raisin in the Sun Quiz 1 Act 1 Scene 1' and 'Read and be prepared'.

5. Select the **Category**.
6. For **GB Column Name**, enter the abbreviated version of the Assignment name.
7. For **Assignment Name**, enter the assignment name in full description.
8. Enter the **Date assigned**.
9. Enter the **Date due**.
10. Enter the **Total Points**.
11. The **Online Submission** Open and Close dates are only used if your class has been setup for online submission.
12. Select the **Extra Credit** checkbox if you want to treat the entire assignment as extra credit. This way points are added directly to the average. (If you select the checkbox, **Do Not** enter a value in the **Extra credit points** field below.)
13. 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.
14. Select the **Scores cannot be dropped** checkbox if even though you setup a drop mode, you do not want the system to drop the score for this particular assignment.
15. Select the **Private** if you do not want this assignment or any grades for this assignment to appear in the Student and Family portals.
16. Enter the **Entry mode**.
17. The appropriate **Grade Scale** should populate.
18. Enter the **Grade Term**.
19. If you linked this section to another section on the Details page, select the **Also add this assignment to linked classes** checkbox.
20. Click on the **Portal Description** tab, to add information to be seen on the Student and Family portals.
21. If it's a recurring assignment, click on the **Recurring** tab and enter the type of recurrence. (Periodic, Daily, Weekly, Monthly)
22. Click **Save**.

## To Enter Recurring Assignments

1. From the **Staff View**, Click the **Gradebook** top tab.
2. Select the appropriate course.
3. Click the **Assignments** side tab.
4. A list of assignments should appear.
5. Click to open the assignment you want to make Recurring.
6. Click the **Recurring** tab.
7. Select the type of Recurrence.  
(Periodic, Daily, Weekly, Monthly)
8. Click **Save**.

## To Edit Assignments

1. From the **Staff View**, Click the **Gradebook** top tab.
2. Select the appropriate course.
3. Click the **Assignments** side tab.
4. A list of assignments should appear.
5. Click the **Assignment Name** of the assignment you want to edit.
6. Edit the information.
7. Click **Save**.

## To Delete Assignments

1. From the **Staff View**, Click the **Gradebook** top tab.
2. Select the appropriate course.
3. Click the **Assignments** side tab.
4. A list of assignments should appear.
5. Select the appropriate assignment you want to copy.
6. From the **Options** menu select **Delete**.

## To Copy Assignments

1. From the **Staff View**, Click the **Gradebook** top tab.
2. Select the appropriate course.
3. Click the **Assignments** side tab.
4. A list of assignments should appear.
5. Select the appropriate assignment you want to copy.
6. From the **Options** menu select **Copy Assignments**.
7. Rename the copied assignment.

# Entering Grades

## To Enter Scores (Assignment Grades)

1. From the **Staff** View, Click the **Gradebook** top tab.
2. Select the appropriate course.
3. Click the **Scores** side tab.
4. Select the appropriate choice from the **Grade Columns** drop down.
5. Click to enter a **Score** (Value) for each assignment per student.

Student Fields		Grade Columns		Term	Status				
Default Fields		All		Q1	<input checked="" type="radio"/> Enrolled <input type="radio"/> Withdrawn				
Name	YOG	Q1 07/17 Exams 100 pts.	Vcb Exam 07/12 HW 100 pts.	DE Journal 07/12 Journals 100 pts.	DE Paper 07/13 Papers 100 pts.	Q1 Proj 07/16 Projects 100 pts.	HW #4 07/20 HW 10 pts.	HW #3 07/19 HW 10 pts.	
Eight, Student	2014	87.38 B+	80	95	97	78	9	10	
Eleven, Student	2015	85.37 B	75	92	89	84	10		
Nine, Student	2015	77.07 C+	77	74	78	77	10		
Seven, Student	2014	86.59 B+	86	88	83	89	9		
Six, Student	2016	73.17 C	62	69	74	85	10		
Student-Parent, One	2016	94.88 A	88	99	97	95		10	
Ten, Student	2016	90.4 A-	90	92	91	89	90		
Twelve, Student	2016	77.4 C+	78	76	87	69			
<b>Average score</b>		<b>84.65 B</b>	<b>81.56 B</b>	<b>82.33 B</b>	<b>86.78 B</b>	<b>87.0 B</b>	<b>9.6 A</b>	<b>10.0 A</b>	

### Note:

Each time you enter a new score, the system saves it and updates the average that appears. There is no Save button. The average column that appears depends on the Grade Columns you select to display. For example, if you are viewing all HW (homework) grade columns, the average column displays the average of all homework scores you enter. To view a student's term average, select to view the Averages grade column set, or create your own grade column set.

6. To enter a text comment, click the **Paper and Pencil** icon next to the score.
  - a. **Assignment Feedback** is visible in the student/parent portal.
  - b. **Teacher's Notes** are only visible to the teacher.

Student: Eleven, Student

**Assignment feedback** (visible to students and parents)

Major Impovement!

**Teacher's Notes**

Student has really improved. He spoke very loud, clear, more confident, and had great eye contact.

OK Cancel

### Gradebook Icon Legend:



- The Medical icon will post if a student has a Medical Alert
- The exclamation icon will post if the record has been updated by a member of the Office Staff.
- The down arrow icon will post if the assignment has been dropped.
- The note paper icon means you can enter a text comment to a student's score.
- The envelope icon will post when a student successfully uploads an assignment.

## Scores Tab Option Menu

There are several grading options that one can use from the options menu on the scores tab.

1. Click **Add Assignment** to add and assignment within the scores tab.
2. Click **Lookup** to get a menu of scores that are available for selection.
3. Click **Lookup Footnote** to get a menu of footnote options that are available for selection.
4. Click **Edit Remarks** to edit the text comments.
5. Click **Remove Footnote** to remove a footnote from a score.
6. Click **Fill-Down Values**, to enter the same value for all students.
7. Click **Exempt Current Cell** to mark an assignment score exempt.
8. Click **Revert Current Cell** to revert a score to the last saved value.
9. Click **Update Post Columns** to update the post columns with the gradebook averages.
10. Click **Post Grades** to post grades to the transcript.

Options	Reports
Add Assignment... (Ctrl+A)	
Lookup (Ctrl+L)	
Lookup Footnote (Ctrl+N)	
Edit Remarks (Ctrl+M)	
Remove Footnote (Ctrl+Shift+N)	
Fill-Down Values (Ctrl+D)	
Exempt Current Cell (Ctrl+E)	
Revert Current Cell (Ctrl+K)	
Update Post Columns...	
Post Grades...	

## To Enter Special Scores

1. Within the **Scores** side tab.
2. Click the appropriate cell to enter a score.
3. Type **ABS** for an absent that is exempt from calculation of the average.
4. Type **EXC** for an excused absent that is exempt from calculation of the average.

## To Enter Footnotes

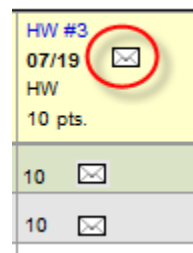
You can enter footnotes to add special notes to scores on the scores tab.

1. Within the **Scores** side tab, click the cell you want to enter the score.
2. Click **Ctrl N**.
3. The Footnote options should appear.
4. Select the appropriate footnote:
  - a. LT, is for Late
  - b. MC, is for Modified Curriculum
  - c. RT, is for Retake

## To Zip all Uploaded Assignments

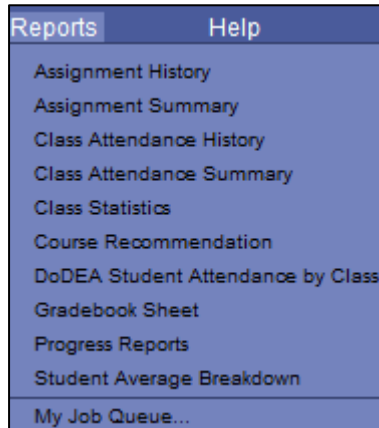
Within the online submission dates, students can upload assignments from the Student Portal. Once the assignment is successfully uploaded an envelope icon appears within the teachers Gradebook. The teacher can individually open each uploaded assignment, or download them all to a zip file.

1. Click on the **Scores** side tab.
2. Click the **envelop icon** within the Assignment Header.
3. A pop-up window will appear.
4. Click **Save**.
5. Give the file the appropriate name.
6. Select the destination, and click **Save**.



## Gradebook Reports

Within the Gradebook, on the Scores tab, there are several useful reports within the **Reports** menu.



1. **Assignment History** - Run the Assignment History report to view one or all of a student's list of assignments and scores.
2. **Assignment Summary** - Run the Assignment Summary report to view each student's score and rank for a selected assignment, as well as class-wide statistics.
3. **Class Attendance History** - Run the Class Attendance History report to view class attendance records by class, for the date range you specify. You can also view an attendance summary for each class.
4. **Class Attendance Summary** - Run the Class Attendance Summary report to view class attendance counts for each student for a date range. You can also view the number of days students were enrolled in the class, and the number of days they were present.
5. **Class Statistics** - Run the Class Statistics report to view statistics for assignments, averages, and post columns for a class.
6. **Course Recommendation** –
7. **DoDEA Student Attendance by Class** – Run the DoDEA Student Attendance by Class report to view student attendance for each class.
8. **Gradebook Sheet** – Run the Gradebook sheet to get a printed copy of the grades you entered.
9. **Progress Report** - Run progress reports to create a report for each student that contains assignments, averages, class attendance data, and a message from the teacher.
10. **Student Average Breakdown** - Run the Student Average Breakdown report to view scores and averages broken down by term and category for the student you select.