

## Beginning of the Year Gradebook Checklist



At the beginning of each school year, once your classes are appearing in your gradebook, complete the following steps to set up your gradebook for this year:

1. \_\_\_\_\_ [Define the details for each class section](#), such as class nicknames, average mode, default grade scale, and if you want to drop lowest scores.
2. \_\_\_\_\_ [Link class sections on the Details page](#). For example, if you teach three CP English classes, link them so you only have to create assignments once, and they apply to each class.
3. \_\_\_\_\_ Import assignment categories from last year, and create any new categories you might want to use. If you import categories for a class you linked to other classes in Step 2, Aspen imports the categories for all of the linked classes too.
4. \_\_\_\_\_ [Import assignments from classes from last year](#). If you import assignments for a class you linked to other classes in Step 2, Aspen imports the assignments for all of the linked classes too. Or, create new assignments.
5. \_\_\_\_\_ Check your gradebook preferences to make sure they are set correctly. Be sure your default average mode is set correctly.
6. \_\_\_\_\_ Make sure any [special codes](#), such as **Missing**, and any [footnotes](#) you like to use for scores are ready to go on your **Tools** tab.

## View and Enter Class Details in the Gradebook

In the gradebook, you can view details such as room, day schedule, and term for each of your current classes.

You can also:

- Enter a comment about the class to appear in the Family and Student portals.
- Link a section to other linked sections. Linking sections lets you create categories and assignments for one section, and automatically add them to other sections linked to it.

- Set up your assignment categories (such as Tests, Homework, Projects) for the traditional gradebook and the standards-based gradebook.
- Determine how to drop the lowest scores for a class.

**To view class details:**

1. Log on to the Staff view.
2. Click the **Gradebook** tab, and then select the checkbox next to the class.
3. Click the **Details** side-tab. The details for that class appear.

**Note:** On the **Options** menu, click **Change History** to view a list of changes made to the section.

4. Use the following table for information about the fields:

Field	Description
<b>Course Nickname</b>	<p>The default class section number from your school’s schedule appears. You can replace this course and section number with a nickname so this class is easily identifiable throughout your gradebook.</p> <div style="background-color: #c8e6c9; padding: 5px; margin: 5px 0;"> <p><b>Example:</b> If you teach two sections of Calculus, and one section is more crowded than the other, you might name the smaller section <i>Ca/SM</i> and the larger section <i>Ca/LG</i>. Or, if sections always meet during the same block or period, you might name them after that.</p> </div> <div style="background-color: #4a7ebb; color: white; padding: 5px; margin: 5px 0;"> <p><b>Note:</b> If you do not type a nickname, Aspen identifies the class with the default class section number from your school's schedule.</p> </div>
<b>Description</b>	The read-only description for this section appears.
<b>Classroom</b>	The read-only classroom for this section appears.
<b>Schedule</b>	The read-only schedule for this section appears.
<b>Schedule term</b>	The read-only schedule term for this section appears.
<b>Team</b>	If this section is assigned to a team, it appears here.
<b>House</b>	If this section is assigned to a house, it appears here.
<b>Average Mode</b>	To apply a different averaging mode than the default you defined in your user preferences, use the <b>Average mode</b> drop-down to select the mode for this

Field	Description																
	<p>course section.</p> <p><b>Note:</b> If you co-teach this section, you cannot select <b>Gradebook default</b> from the <b>Average mode</b> drop-down. The average mode you select appears for the other teachers who share the class.</p>																
<p><b>Averages grade scale</b></p>	<p>The grade scale specified in your gradebook preferences appears here.</p> <p>Click to select a different grade scale to calculate term averages. If you use a grade scale different than the district grade scale, when you update post columns, the system translates the grades to the district grade scale.</p>																
<p><b>Portal Notes Show Notes on Portals</b></p>	<p>If you want a comment about this class to appear in the Family and Student portals, select the <b>Family Portal Notes Show Notes on Portal?</b> checkbox. Then, enter your comment in the text box below.</p> <p><b>Example:</b> Some teachers enter their grading policy for the class here.</p> <p>The comment appears in the <b>Teacher Notes</b> section on the details page for the class in the Family and Student portals.</p> <p><b>Note:</b> If you do not select this checkbox, or select it but do not enter any text in the text box, the <b>Teacher Notes</b> section will not appear in the Student and Family portals.</p>																
<p><b>Classes linked for assignments and categories</b></p>	<p>Click <b>Classes linked for assignments and categories</b> to view classes linked to this section or to link this section to another section.</p> <table border="1" data-bbox="435 1178 1105 1251"> <thead> <tr> <th>Course</th> <th>Description</th> <th>Term</th> <th>Schedule</th> </tr> </thead> <tbody> <tr> <td>043-001</td> <td>English 43H</td> <td>FY</td> <td>14(3/1-2)42(6/5)</td> </tr> <tr> <td>035-003</td> <td>AP Language and Composition</td> <td>FY</td> <td>2(4)3(3)4(3)7(5)</td> </tr> <tr> <td>035-004</td> <td>AP Language and Composition</td> <td>FY</td> <td>5(1-5)</td> </tr> </tbody> </table> <p>To add a linked section, click <b>Select...</b> In the pick list, select the sections you want to link, and then click <b>OK</b>. The sections appear on the page.</p> <p><b>Note:</b> To unlink a course, click <b>Select...</b> and deselect the checkbox next to the course. Click <b>OK</b>.</p>	Course	Description	Term	Schedule	043-001	English 43H	FY	14(3/1-2)42(6/5)	035-003	AP Language and Composition	FY	2(4)3(3)4(3)7(5)	035-004	AP Language and Composition	FY	5(1-5)
Course	Description	Term	Schedule														
043-001	English 43H	FY	14(3/1-2)42(6/5)														
035-003	AP Language and Composition	FY	2(4)3(3)4(3)7(5)														
035-004	AP Language and Composition	FY	5(1-5)														
<p><b>Enter a name for your linked sections</b></p>	<p>This field only appears after you add a linked class section. Enter a name for this linked section.</p>																

Field	Description																																																																														
<b>Categories</b>	To create your assignment categories, see "Create Assignment Categories for a Traditional Gradebook" or "Create Assignment Categories for a Standards-Based Gradebook".																																																																														
<b>Drop mode</b>	<p>Click <b>Drop Mode</b> if you want to drop the lowest scores for this class:            Select <b>Do not drop scores</b> if you do not want the system to drop any scores for this class.            Select <b>Drop lowest overall score</b> if you want Aspen to drop the lowest score(s) for a term. The following options appear:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center;"><input type="radio"/> Do not drop scores</td> <td colspan="2" style="text-align: center;"><input checked="" type="radio"/> Drop lowest overall score</td> <td colspan="2" style="text-align: center;"><input type="radio"/> Drop lowest score by category</td> </tr> <tr> <td></td> <td style="text-align: center;">Term 1</td> <td style="text-align: center;">Term 2</td> <td style="text-align: center;">Term 3</td> <td style="text-align: center;">Term 4</td> <td></td> </tr> <tr> <td style="text-align: left;">Category</td> <td style="text-align: center;">Available</td> <td style="text-align: center;"># to drop</td> <td style="text-align: center;">Available</td> <td style="text-align: center;"># to drop</td> <td style="text-align: center;">Available</td> </tr> <tr> <td>All</td> <td style="text-align: center;">32</td> <td style="text-align: center;">0</td> <td style="text-align: center;">6</td> <td style="text-align: center;">0</td> <td style="text-align: center;">10</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: center;">0</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: center;">24</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: center;">0</td> </tr> </table> <p>For each term, the number of scores appears in the <b>Available</b> column. Type the number of scores you want to drop for that term in the <b># to drop</b> column.            Select <b>Drop lowest score by category</b> to determine how many scores to drop each term by assignment category.</p> <div style="background-color: #d9ead3; padding: 10px; border: 1px solid #ccc;"> <p><b>Example:</b> You might drop the two lowest homework scores for each term. To do so, type the number in the <b># to drop</b> column for each category, for each term:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center;"><input type="radio"/> Do not drop scores</td> <td colspan="2" style="text-align: center;"><input type="radio"/> Drop lowest overall score</td> <td colspan="2" style="text-align: center;"><input checked="" type="radio"/> Drop lowest score by category</td> </tr> <tr> <td></td> <td style="text-align: center;">Term 1</td> <td style="text-align: center;">Term 2</td> <td style="text-align: center;">Term 3</td> <td style="text-align: center;">Term 4</td> <td></td> </tr> <tr> <td style="text-align: left;">Category</td> <td style="text-align: center;">Available</td> <td style="text-align: center;"># to drop</td> <td style="text-align: center;">Available</td> <td style="text-align: center;"># to drop</td> <td style="text-align: center;">Available</td> </tr> <tr> <td>HW</td> <td style="text-align: center;">13</td> <td style="text-align: center;">2</td> <td style="text-align: center;">0</td> <td style="text-align: center;">2</td> <td style="text-align: center;">0</td> </tr> <tr> <td>Q</td> <td style="text-align: center;">10</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> </tr> <tr> <td>T</td> <td style="text-align: center;">4</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> </tr> </table> </div> <div style="background-color: #d9d9d9; padding: 10px; border: 1px solid #ccc; margin-top: 10px;"> <p><b>Note:</b> On the Scores page, the system indicates dropped scores with  because they fit the criteria you specify here.</p> </div>	<input type="radio"/> Do not drop scores		<input checked="" type="radio"/> Drop lowest overall score		<input type="radio"/> Drop lowest score by category			Term 1	Term 2	Term 3	Term 4		Category	Available	# to drop	Available	# to drop	Available	All	32	0	6	0	10						0						24						0	<input type="radio"/> Do not drop scores		<input type="radio"/> Drop lowest overall score		<input checked="" type="radio"/> Drop lowest score by category			Term 1	Term 2	Term 3	Term 4		Category	Available	# to drop	Available	# to drop	Available	HW	13	2	0	2	0	Q	10	0	0	0	0	T	4	0	0	0	0
<input type="radio"/> Do not drop scores		<input checked="" type="radio"/> Drop lowest overall score		<input type="radio"/> Drop lowest score by category																																																																											
	Term 1	Term 2	Term 3	Term 4																																																																											
Category	Available	# to drop	Available	# to drop	Available																																																																										
All	32	0	6	0	10																																																																										
					0																																																																										
					24																																																																										
					0																																																																										
<input type="radio"/> Do not drop scores		<input type="radio"/> Drop lowest overall score		<input checked="" type="radio"/> Drop lowest score by category																																																																											
	Term 1	Term 2	Term 3	Term 4																																																																											
Category	Available	# to drop	Available	# to drop	Available																																																																										
HW	13	2	0	2	0																																																																										
Q	10	0	0	0	0																																																																										
T	4	0	0	0	0																																																																										
<b>Grade calculation weights</b>	To customize the default grade calculation weights for post columns that are averages, type your custom weights into the table:																																																																														

Field	Description																												
	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th></th> <th colspan="2">Term 1 Grade</th> <th colspan="2">Term 2 Grade</th> <th colspan="2">Mid-Year Exam Grade</th> </tr> <tr> <th></th> <th colspan="2">(Term 1)</th> <th colspan="2">(Term 2)</th> <th colspan="2">(Term 2)</th> </tr> <tr> <th></th> <th>Default</th> <th>Actual</th> <th>Default</th> <th>Actual</th> <th>Default</th> <th>Actual</th> </tr> </thead> <tbody> <tr> <td>Midterm Average</td> <td>2.0</td> <td>2.0</td> <td>2.0</td> <td>2.0</td> <td>1.0</td> <td>1.0</td> </tr> </tbody> </table> <p>Apply weights to other selected classes <input type="checkbox"/></p> <div style="background-color: #e6f2ff; padding: 5px; margin-top: 10px;"> <p><b>Note:</b> Your Aspen system administrator must select the appropriate preference for the "Grade calculation weights" section to appear.</p> </div> <p>Within the table, each post column that is an average appears as a row. The component grades that make up each average appear as columns, and are separated into <b>Default</b> and <b>Actual</b> sub-columns.</p> <p>The <b>Default</b> sub-columns are read-only and display the default weight set by your administrator for each grade. If you want to adjust the weight of a particular grade, type the custom weight in that grade's <b>Actual</b> sub-column. Until you customize the weight of a grade, its <b>Actual</b> sub-column contains the default weight.</p> <div style="background-color: #e6f2ff; padding: 5px; margin-top: 10px;"> <p><b>Note:</b> The <b>Actual</b> weights for each row do not have to add up to 100. The weight of a component grade only needs to be correct relative to the weights of the other component grades. For example, for the Semester 1 Average, you might want to weigh the Term 1 Grade as 40%, Term 2 Grade as 40%, and Midterm Exam as 20%. You could also weigh those same grades as follows: Term 1 Grade = 2, Term 2 Grade = 2, Midterm Exam = 1.</p> </div> <div style="background-color: #e6f2ff; padding: 5px; margin-top: 10px;"> <p><b>Note:</b> If the final date to post grades for a grade column has passed, you are able to view that column's grade calculation weights in this section, but not edit them.</p> </div>		Term 1 Grade		Term 2 Grade		Mid-Year Exam Grade			(Term 1)		(Term 2)		(Term 2)			Default	Actual	Default	Actual	Default	Actual	Midterm Average	2.0	2.0	2.0	2.0	1.0	1.0
	Term 1 Grade		Term 2 Grade		Mid-Year Exam Grade																								
	(Term 1)		(Term 2)		(Term 2)																								
	Default	Actual	Default	Actual	Default	Actual																							
Midterm Average	2.0	2.0	2.0	2.0	1.0	1.0																							
<b>Apply weights to other selected classes</b>	If you want to apply the same set of custom grade calculation weights to other classes, select the <b>Apply weights to other selected classes</b> checkbox. A list of your classes appears:																												

Field	Description																				
	<p>Apply weights to other selected classes <input checked="" type="checkbox"/></p> <table border="1"> <thead> <tr> <th><input type="checkbox"/></th> <th>Course</th> <th>Description</th> <th>Term</th> <th>Schedule</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>035-003</td> <td>AP Language and Composition</td> <td>FY</td> <td>2(4) 3(3) 4(1,3) 7(5)</td> </tr> <tr> <td><input type="checkbox"/></td> <td>035-004</td> <td>AP Language and Composition</td> <td>FY</td> <td>5(1-5)</td> </tr> <tr> <td><input type="checkbox"/></td> <td>043-001</td> <td>English 43H</td> <td>FY</td> <td>1(4) 3(1-2) 4(2) 6(5)</td> </tr> </tbody> </table> <p>Select the checkboxes next to the classes you want to apply the grade calculation weights to.</p> <div style="background-color: #e1eef6; padding: 5px;"> <p><b>Note:</b> You can view a list of your classes that have calculation weight override records on the Calculation Overrides page. You can also delete override records on this page, causing those classes to revert to the default grade calculation. See “View and Delete Calculation Override Records” for details.</p> </div>	<input type="checkbox"/>	Course	Description	Term	Schedule	<input type="checkbox"/>	035-003	AP Language and Composition	FY	2(4) 3(3) 4(1,3) 7(5)	<input type="checkbox"/>	035-004	AP Language and Composition	FY	5(1-5)	<input type="checkbox"/>	043-001	English 43H	FY	1(4) 3(1-2) 4(2) 6(5)
<input type="checkbox"/>	Course	Description	Term	Schedule																	
<input type="checkbox"/>	035-003	AP Language and Composition	FY	2(4) 3(3) 4(1,3) 7(5)																	
<input type="checkbox"/>	035-004	AP Language and Composition	FY	5(1-5)																	
<input type="checkbox"/>	043-001	English 43H	FY	1(4) 3(1-2) 4(2) 6(5)																	

5. Click **Save**.

**Note:** If the final date to post grades for a grade column has passed, you are able to view that column's grade calculation weights in this section, but not edit them.

## Create Assignment Categories for a Traditional Gradebook

Click **Categories** to [add](#), [import](#), [edit](#) or [delete](#) your assignment categories.

If you set your Gradebook preferences to calculate term averages by weight, you can assign weights to the categories. You can even [adjust the category weights for a term](#), without affecting your Gradebook calculations for prior terms.

**Note:** You must create assignment categories here if you assign weights to your categories and want to adjust the category weights by term. You can create categories with fixed weights from the [Categories](#) side-tab.

### To add a category:

1. Log on to the Staff view.
2. Click the **Gradebook** tab.
3. Select the class you want to add categories to.
4. Click the **Details** side-tab.

- On the Class Details page, click **Categories**.
- Click **Add**. A pop-up appears:

- At **Enter Category Code**, type a code, such as **HW**, for homework.
- At **Enter Category Description**, type a description for the code.
- If you set your Gradebook preferences to calculate term averages by weight, type a weight at **Enter Category Weight**. Aspen will weight any grades you enter for an assignment in this category.

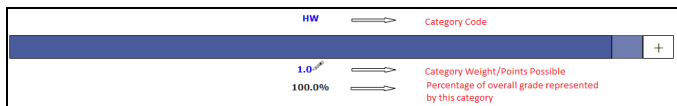
**Example:** If you create the assignment type **Homework**, and homework is 15% of the students' final grade, type **15**. Then when you enter a grade for a homework assignment, the system automatically weights that grade 15% towards the current grade for the term.

**Note:** Weights do not have to add up to 100. A category's weight need only be relative to other category weights.


**Example:** You might weight tests 50%, quizzes 25% and homework 25%. You could also weight those same values as follows: tests 2, quizzes 1, homework 1.

- Click .

When you create a category, a category bar appears:



If the Average Mode is set to **Total Points**, the Category Weight/Points Possible starts out as **(0)**. But as you add assignments in this category, Aspen adds up the points and displays the total points possible for the category.


11. To add another category, click **Add** or .
12. Repeat steps 7–11. Aspen updates the category bar as you add categories:



You can import categories from other course sections instead of manually adding them.

**Note:** Whether you add or import a category, Aspen associates the category with your linked sections (if any).

### To import a category:


1. Click **Import**. The Import Categories pick list appears.
2. At **Import from**, click .
3. Select the course that has the category you want to import.
4. Click **OK**.
5. The codes for the class appear. Select the code(s) you want to import.
6. Click **OK**. The category bar appears with the imported codes.

### To enter or edit a category's details:

1. Click the **Category Code**. A pop-up appears:



**Note:** Whether you add or import a category, Aspen associates the category with your linked sections (if any).

2. Enter or edit a **Code** and **Description** for the category.
3. In the **Assignment Defaults** box, you can determine the default values for any assignment you create for this category. This can save you time when creating assignments.
4. At **Grade Scale > Name**, click  to select the grade scale you want to use when entering grades for assignments in this category.

**Example:** You might enter a 1, 2 or 3 for a homework assignment. Therefore, you would create a grade scale named **Homework** with the grades 1, 2 and 3 and their point values. Then, you would select that grade scale at this field.


**Note:** District grade scales are available for you to use for all assignments. Create grade scales only if you have a personal grading scheme that is not defined by a district grade scale.

5. At the **Entry Mode** drop-down, select **Both**, **Numeric Only** or **Letter Only** to determine the grade values you can enter for any assignments in this category.
6. Type the **Total (maximum) points**.
7. Type any **Extra credit points** a student can earn for an assignment.
8. Select the **Score cannot be dropped** checkbox if you do not want the system to drop any lowest scores from this category.
9. Select a **Visibility Type** for this assignment category:

- **Private:** Assignments do not appear in the Student or Family portals.
- **Public:** Assignments and grades appear in portals.
- **Public-no grades:** Assignments appear in portals, but without grades.

10. Click **Save**.

**Notes:**

- The information you specify on the category details pop-up applies to all terms.
- You can edit the **Category Weight** by clicking . However, doing so may impact scored assignments in your Gradebook.

### Adjusting Category Weights by Term


If you calculate term averages by weight (and not by total points), you can change the weight for your categories by term. This will not affect your Gradebook scores from previous posted terms.

**Example:** During Term 1, you weight the Homework category (**HW**) more heavily than Class Participation (**CP**). However, during Term 2 you assign several class group projects and want Class Participation to have more weight than Homework. You can change the weights for **CP** and **HW** for Term 2, without affecting your Term 1 grade calculations.


**Warning:** Adjusting a category's weight will affect scored assignments in your Gradebook for the term(s) you select.

**Note:** Even if enabled in your Gradebook preferences, **Semester Cumulative Average** and/or **Cumulative Average** will not always be available when adjusting weights by term.

### To add or adjust category weights by term:

1. Click **Adjust Weights by Term**. Category bars with your categories appear for each grading term in the school year.
2. Do one of the following:
  - To adjust the category weight for a term, click  next to the Category Weight, and enter a different weight. The category weights for the other terms do not change.

**Important:** Adjusting a category's weight will affect scored assignments in your Gradebook for the term(s) you edit.

- To add a weighted category for one term, click  on the category bar for that term, and enter the [category's details](#).

**Note:** The new category will appear in the category bar for each grading term. However, the weight you assigned only appears in the term you added it to. For the other terms, the weight is set to zero (0). If needed, you can click the category weight for a term to edit it.

- To add a category for all terms, click **Add to all Terms**, and enter the [category's details](#). The category and weight appear in the category bar for all grading terms. You can adjust the weight for a term as needed.
- To import a category for all terms, click **Import to all Terms**. [Enter the fields](#) on the Import Categories pick list.

**Note:** You can [edit a category's details](#) by clicking on the Category Code and editing the fields on the pop-up. The information you edit on the pop-up is applied to all terms.

### To delete a category:

You can delete a category that you have created and saved.

**Warning:** If you delete a category that has graded assignments, you will delete all of the category's assignments and assignment scores from your Gradebook.

- Click the **Category Code**.
- On the pop-up, click **Delete**.
- Do one of the following:
  - If the category is not linked to graded assignments, a pop-up confirms you want to delete this category. Click **OK**.
  - If the category is linked to graded assignments, a warning notifies you of this. If you click **OK**, Aspen checks to see what will be deleted, and displays these details in a pop-up. Click **Continue** or **Cancel**.

**Notes:** Administrators can [lock a grade term](#) after it ends. Assignments that are associated with a locked grade term are locked. Categories that are associated with locked assignments are affected as described below.

*If you adjust your category weights by term, you cannot do the following when a grade term is locked:*

- Edit the category weight
- Edit the category code or description of a category associated with a locked assignment
- Add a category to the locked term
- Delete a category that is associated with a locked assignment.

*If you do not adjust your category weights by term, you cannot:*

- Edit the category code and description for categories associated with locked assignments
- Delete categories associated with locked grade terms
- Edit a field of the category using Modify List.

You will be able to edit the assignment default fields in the category details. If the assignment default fields have Mass Update enabled in the Data Dictionary, you will be able to update these fields using the advanced **Force Save** option in Mass Update.

## Create Assignment Categories for a Standards-Based Gradebook

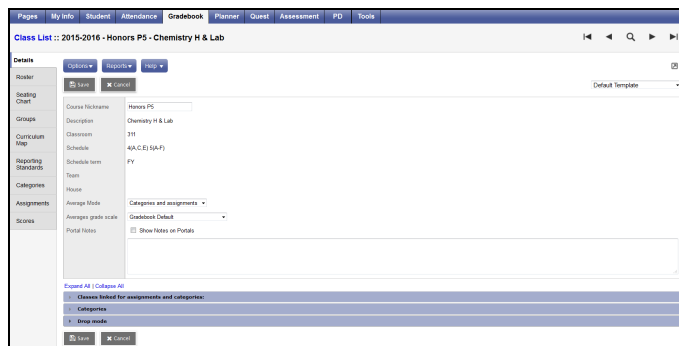
Define the types of assignments you give in all of your classes by creating categories. For example, you might assign *Classwork* and *Assessments*. Define a category for each one.

You can use these categories to sort your list of assignments. Even if you do not want to sort your assignments in this way, you must create at least one category. You have to select the category you want to use each time you create an assignment in Aspen; it is a required field.

**Important:** You need to create at least one category.

### To create a category:

1. Log on to the Staff view.
2. Click the **Gradebook** tab.
3. Select a class to create categories for.
4. Click the **Details** side-tab. The details for that class appear:



5. Click **Categories**.
6. Click **Add**. A pop-up appears:

Enter Category Code

Enter Category Description

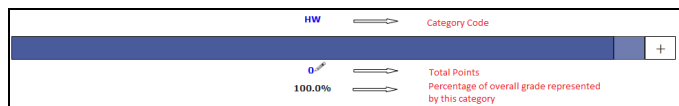
+

Enter Category Weight

✔ ✘

7. Use the following steps to enter information in the fields:
  - a. At **Enter Category Code**, type a code, such as **HW**, for homework. You will type this code each time you create an assignment in this category.
  - b. At **Enter Category Description**, type a description.
  - c. At **Enter Category Weight**, type a category weight.
  - d. Click .

When you create a category, a category bar appears:



8. Click the **Category Code**. The category details pop-up appears:

Code *	Homework-Classwork
Description *	Homework and Classwork
	Note: if you wish to edit the "Weight" associated to the category, please return to the Category details screen and click on the appropriate Weight to edit.
<b>Assignment Defaults</b>	
Grade Scale > Name	Reading standard scale <input type="text"/> <input type="button" value="QX"/>
Entry mode	Both <input type="button" value="v"/>
Total points *	10.0 <input type="text"/>
Weight	1.0 <input type="text"/>
Extra credit points	0.0 <input type="text"/>
Score cannot be dropped	<input type="checkbox"/>
Visibility type	Public <input type="button" value="v"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/> <input type="button" value="Delete"/>	

Because Aspen uses the Power Law to calculate standards-based Trend scores, you only need to define information in the **Total points** and **Visibility type** fields on the pop-up, if you enter all standards scores for assignments in this category.

9. Enter a value at **Total Points**. Although this field is required, Aspen does not use this value in standards-based calculations. It is recommended that you enter a value here, since that value will default for each assignment in this category, so you won't have to enter a value in that field each time you create an assignment.
10. If your students and their families use the Aspen Student and Family portals, the value you select at **Visibility Type** determines what they can view for assignments in this category. Select one of the following:
  - **Public:** Assignments and grades appear in the portals.
  - **Private:** Assignments do not appear in the Student or Family portals.
  - **Public-no grades:** Assignments appear in the portals but without grades.


**Note:** This is a default for the category; you can change the value for each individual assignment you create.

11. Click **Save**.

## Import Assignments from Another Class or Year

You can import assignments into your class sections from one of your current sections or from a previous year in your gradebook.

**To import assignments:**


1. Log on to the Staff view.
2. Click the **Gradebook** tab.
3. Click the **Assignment** side-tab.
4. On the **Options** menu, click **Import Assignments**. The Import Assignments dialog box appears.
5. At the **Import from** field, click  to select the section you want to copy assignments from. A list of your course sections sorted by year appears.
6. Select the course section you want to copy assignments from, and click **OK**.
7. Select one of the following to indicate which assignments you want to copy:
  - **Selected:** to select specific assignments from the section. The Assignment pick list appears in descending order. Select the checkbox next to each assignment you want to copy, and click **OK**.
  - **Category:** to select entire categories of assignments to copy from the section. The Category pick list appears in descending order. Select the checkbox next to each category of assignments you want to import, and click **OK**.
  - **All Assignments:** to copy all assignments from the section.

**Note:** The system updates the value for each date of the assignment to the current schedule term and school year. The system uses the student calendar shared by the majority of students in the section to determine the dates.

8. Click **OK**.

**Note:** You cannot import an assignment that is associated with a [locked grade term](#).

**Set Your Preferences on the Gradebook Tab**

**Note:** The Gradebook preferences are only available in the Staff view. Teachers can also set their preferences on the Scores page and on the Class List page by clicking the gear icon .



1. In the Staff view, click your username on the settings bar, and then click **Set preferences**.
2. In the Set Preferences pop-up, click the **Gradebook** tab:


General	Home	Security	Gradebook	Communication
Shade alternate lines	<input checked="" type="checkbox"/>			
Track administrator updates	<input checked="" type="checkbox"/>			
Tab direction	Across ▼			
Show studies	<input type="checkbox"/>			
Enable gradebook features	<input checked="" type="checkbox"/>			
Assignment column order	Date due (ascending) ▼			
Show points in headers	<input type="checkbox"/>			
Show category names in headers	<input checked="" type="checkbox"/>			
Publish assignment statistics	<input checked="" type="checkbox"/>			
Show student alerts	<input checked="" type="checkbox"/>			
Enable student details	<input checked="" type="checkbox"/>			
Enable student academics	<input checked="" type="checkbox"/>			
Enable student data	<input checked="" type="checkbox"/>			
Show course selection recommendation	<input type="checkbox"/>			
Anchor averages	<input type="checkbox"/>			
<u>Add Assignments</u>				
Add to all linked classes by default	<input checked="" type="checkbox"/>			
<u>Missing Assignments</u>				
Show missing column	<input type="checkbox"/>			
Count empty as missing	<input type="checkbox"/>			
Show unscored	<input checked="" type="checkbox"/>			
<u>Averages</u>				
Default weighting	Categories only ▼			
Decimals	0			
Grade scale	High School Grade Scale Q X			
Semester Cumulative average	<input type="checkbox"/> ⓘ			
Cumulative average	<input type="checkbox"/> ⓘ			

3. Use the following table to fill in the fields:




Field	Description
<b>Shade alternate lines</b>	Select this checkbox if you want the system to shade every other row of your Grade Input page. Otherwise, deselect this checkbox.
<b>Track administrator updates</b>	Select this checkbox to have an exclamation point appear next to any grades a staff member in the office changes in the School view.
<b>Tab direction</b>	Select whether 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.
<b>Show studies</b>	Select this checkbox if you want courses with a category of Study to appear in your gradebook.
<b>Enable gradebook features</b>	Select this checkbox if you want to use the Grade Input page to enter scores for assignments. If you do not select this checkbox, the gradebook only displays post columns (Term 1, Term 2, etc.).
<b>Assignment column order</b>	Select if you want assignments to appear in <b>Date due (ascending)</b> , <b>Date due (descending)</b> , or <b>Sequence number</b> order on the Scores page.
<b>Show points in headers</b>	At the <b>Default weighting</b> field, if you select <b>Total Points</b> , you can select the <b>Show points in headers</b> checkbox if you want to view the number of total points in the column header of an assignment.
<b>Show category names in headers</b>	Select this checkbox to display the names of assignment categories in the assignment headers.
<b>Publish assignment statistics</b>	Select this checkbox if you want

Field	Description
	low, median, and high assignment scores to appear for parents and students when they view grades using the Family and Student portals.
<b>Show student alerts</b>	Select this checkbox to display alert icons next to student names.
<b>Enable student details</b>	Select this checkbox to view student demographic information from the Scores page. When enabled, a <b>Student Information</b> icon  appears in the <b>Name</b> column. Click it to see demographic information from a student's details page ( <b>Student &gt; Details</b> ).
<b>Enable student academics</b>	Select this checkbox to view additional academic information for a student from the Scores page. If enabled, a <b>Student Information</b> icon  appears in the <b>Name</b> column. Click it to see academic information from the <b>Academics</b> side-tab ( <b>Student &gt; Academics</b> ).
<b>Enable student data</b>	<p>This field appears if your system administrator <a href="#">enables custom fields</a> for your Gradebook. Select this checkbox if you want to <a href="#">create custom fields</a> to collect and view additional information about your students.</p> <div data-bbox="917 1354 1339 1535" style="background-color: #e0f0e0; padding: 5px;"> <p><b>Example:</b> You would like to create a field to enter the ISBN for every textbook assigned to your students.</p> </div> <p>When this field is enabled, a <b>Student</b></p>

Field	Description
	<p><b>Information</b> icon  appears in the <b>Name</b> column on your Scores page. Click it to view your custom fields.</p>
<p><b>Show course selection recommendation</b></p>	<p>Select this checkbox to display the <b>Recommendation</b> column on the Scores page. Staff can only make recommendations during the date range defined by the school.</p>
<p><b>Anchor averages</b></p>	<p>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.</p>
<p><u><b>Add Assignments</b></u> <b>Add to all linked classes by default</b></p>	<p>This checkbox is enabled by default, so a new assignment that you create for a class will apply to all of its linked sections. (All linked classes are automatically selected in the <b>Also add this assignment to linked classes</b> field on the New Assignment page.)</p> <p>If you deselect this checkbox and then create an assignment that you want to apply to one or more linked class sections, you will have to manually select them on the New Assignment page.</p> <div data-bbox="922 1283 1382 1465" style="background-color: #e1eef6; padding: 5px;"> <p><b>Note:</b> This preference does not affect adding assignments in the Planner or the Submit Assignments widget on class Pages.</p> </div>
<p><u><b>Missing Assignments</b></u> <b>Show missing column</b></p>	<p>If you create special codes that you enter for missing assignments, select this checkbox to view the <b>Missing</b> column on the Scores page.</p>

Field	Description
	<p>For each student, the <b>Missing</b> column displays the total number of assignments you have entered those special codes for.</p> <p>The values in this column might help you when determining students' final grades for the term.</p> <div style="border: 1px solid black; background-color: #e6f2ff; padding: 5px; margin-top: 10px;"> <p><b>Note:</b> This column is for your eyes only. Students and family members do not see it in the portals, and office and administrative staff members do not see it in the School or District views.</p> </div>
<p><b>Count empty as missing</b></p>	<p>If you selected the <b>Show missing column</b> checkbox, any assignments that were due before today, and that you have not entered scores for, are counted as missing.</p> <div style="border: 1px solid black; background-color: #e6f2ff; padding: 5px; margin-top: 10px;"> <p><b>Note:</b> You might want to select this checkbox at the end of a term when you have finished entering all assignment scores. Otherwise, the <b>Missing</b> column will include scores for assignments you have not graded yet.</p> </div>
<p><b>Show unscored</b></p>	<p>When this checkbox is selected, you will see all rubrics for the selected term for an individual student, even if no grade is entered. If it is not selected, you will only see the rubrics relevant to the term selected and with a grade entered.</p>

Field	Description
	<p><b>Note:</b> Rubric ratings must be set up in Aspen in order for this preference to take effect.</p>
<p><b>Averages</b> <b>Default weighting</b></p>	<p>To indicate to the system how you calculate averages, do one of the following:</p> <ul style="list-style-type: none"> <li>• Select <b>Categories only</b> 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.</li> <li>• Select <b>Category and assignments</b> 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.</li> <li>• Select <b>Total points</b> 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</li> </ul>

Field	Description
	<p>grades. The student's average is <math>270/300=90</math>.</p> <ul style="list-style-type: none"> <li>• Select <b>Category total points</b> 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).</li> </ul> <div style="border: 1px solid black; background-color: #e1f5fe; padding: 5px; margin-top: 10px;"> <p><b>Note:</b> This value becomes the default average mode for the teacher. Teachers can then assign a different average mode to different course sections in the gradebook.</p> </div>
<b>Decimals</b>	Type the number of decimal places you want the system to use for calculated averages.
<b>Grade scale</b>	Click  to select the grade scale you want to use to calculate term averages. If you use a grade scale different than the district grade scale, when you update post columns, the system translates the grades to the district grade scale.
<b>Semester cumulative average</b>	Select this checkbox to show semester running averages on your Scores page. Aspen calculates semester running averages based on the assignment grades within each of the terms inside of it, not

Field	Description
	<p>on the average for each term. Students and family can view this column in the Student and Family views.</p> <div style="border: 1px solid black; background-color: #e1f5fe; padding: 5px; margin-top: 10px;"> <p><b>Note:</b> Your school must enable the School Grade preferences (for Show semester averages in the gradebook) for this user preference to be activated. See your Aspen system administrator for details.</p> </div> <p>Aspen uses the column header <b>Semester #</b> (for example, Semester 1) for semester running average columns.</p>
<p><b>Cumulative average</b></p>	<p>Select this checkbox to show an overall cumulative average on your Scores page. The overall cumulative average includes all grades and scores entered since the beginning of the class, regardless of term. Aspen calculates the overall cumulative average using the average mode specified in your gradebook.</p> <p>Aspen uses the column header <b>Cumulative</b> for the overall cumulative average.</p> <div style="border: 1px solid black; background-color: #e1f5fe; padding: 5px; margin-top: 10px;"> <p><b>Note:</b> Your school must enable its Grade preferences for this user preference to be activated. See your Aspen system administrator for details.</p> </div>

4. Click **OK**.

## Create Special Codes for Assignment Grades

Teachers can create special gradebook codes . For example, you might create the MED (medical) code to explain why a student did not complete an assignment, and then indicate that the score does not affect the student's average.

**Note:** Be careful not to create a code that is already represented in your grade scale. For example, you do not want to create a cheating code *C* if your grade scale contains a *C* grade.

You can manually enter a special code in a grading cell on your Scores page. Or you can press **CTRL+L** or **Lookup** on the **Options** menu to select from a list of your special codes. Special codes are not available in the Standards view on the Scores page.

**Note:** If you are grading an assignment created by another teacher and press **CTRL+L** or **Lookup** on the **Options** menu, the pick list displays that teacher's special codes, not your own.

### To create special codes:

1. Log on to the Staff view.
2. Click the **Tools** tab.
3. Click the **Special Codes** side-tab.
4. On the **Options** menu, click **Add**. The New Gradebook Special Code page appears:

5. Enter the code.

**Note:** Special codes must be unique.

**Example:** You create a special code, **M**, to indicate missing assignments. You also need a special code to indicate medical issues. Since **M** is not available, you type **MED**.

6. Click the **Behavior** drop-down to select one of the following:



- **Exempt from calculations:** Aspen should not count this assignment when calculating the student's average.
  - **Calculate as zero:** Aspen should count this assignment as a zero when calculating the student's average.
  - **Calculate as full point value:** Aspen should include the assignment's total points when calculating the student's average.
7. Select the **Report as missing** checkbox if you want assignments to appear in the Family and Student portals as missing. Grade reports that list missing assignments, such as progress reports, will also display the missing code. Special codes flagged as missing appear in addition to assignments with no score.

**Note:** If you select the **Show missing column** checkbox in your user preferences, Aspen includes any assignments you enter this code for in the calculation for the **Missing** column that appears on the Scores page. The **Missing** column can also include assignments that were due before today that you did not enter a score for, if you also select the **Count as missing** checkbox in your user preferences.

8. Select the **Color** you want the system to display the code in after you click **Save**. For example, you might want the **CH** (cheated) code to appear in red so that you can easily find it on the Scores page.
9. Click **Save**.

**Note:** If a [grade term is locked](#), it could prevent you from editing or deleting a special code. See "Locked Grade Terms" for more information.

## Create Footnotes

Create footnotes to add special notes to scores on the Scores page. The notes do not add or subtract any points, or affect the student's average. They simply offer you a place to record notes regarding an assignment grade.

For example, a student might receive a C for an assignment—two grades lower than he actually earned, because he submitted it two weeks late.

After you enter a footnote for a score, the code you select appears next to the score. To view the footnote, use your cursor to hover over the footnote code:

The screenshot shows the 'Class List' for '2016-2017 - Orange - Forensic Science'. The interface includes a top navigation bar with tabs like 'Pages', 'My info', 'Student', 'Attendance', 'Gradebook', 'Planner', 'Quest', 'Assessment', 'PD', and 'Tools'. Below this, there are 'Options', 'Reports', and 'Help' buttons. The main area is a table with columns for 'Name', 'DOB', 'Missing #', 'HW Q4', and various assignment dates (01/01, 01/05, 01/10, 01/15, 01/20, 01/25, 01/30, 02/05, 02/10, 02/15, 02/20, 02/25, 02/28). The table lists students like Coffey, Blake; Constantino, Peter; Davis, Lourenca; Kemp, Alegha; Mann, Heather; McKean, Jean; Thompson, Ann; and Verheico, Michael. A red circle highlights the 'Add Assignment' button in the 'Options' menu.

**To create footnotes:**

1. Log on to the Staff view.
2. Click the **Tools** tab.
3. Click the **Footnotes** side-tab.
4. On the **Options** menu, click **Add**. The New Gradebook Footnote page appears.
5. Type the code.

**Note:** This is the code you can enter on the Scores page by pressing **CTRL+L** or selecting **Lookup** on the **Options** menu, then selecting **Footnote** at **Filter** in the pop-up.

6. Type the description.
7. Click **Save**.

**Note:** If a [grade term is locked](#), it can prevent you from editing or deleting a footnote. See "Locked Grade Terms" for more information.