Managing Grades

User Guide

Version 6.7

Follett Aspen® SIS

Table of Contents

Managing Grades

Use Aspen to enter student grades, and print report cards and transcripts.

Before you can enter student grades, you must set up grade information in your system.

Then, teachers can enter and post grades for their classes in the Staff view, or administrative staff members can enter student grades in the office. After teachers post their grades, office staff can view and edit the grades, as well as print report cards and transcripts.

You can also use rubrics to assess student progress and align them with learning standards. Then, you can assign rubrics to courses so that teachers can create and score assignments aligned to rubrics to assess proficiency in a subject area.

Setting Up Grades

Entering grades in the Staff view in Aspen IMS provides your teachers with a one-stop application for managing their classroom content and tracking their students' progress.

Before teachers can enter grades for students, you need to set up grade information that is specific to your district, and each school in your district.

Do the following:

1. Create the school year.
2. Create grade term definitions.
3. Define grade scales.
4. Create transcript definitions.
5. Create qualification lists (optional).

Then, you can enter grades, and set up report cards and transcripts.

Or, your entire district, or specific schools within your district might use standards-based grades in Aspen.

> **Note**: Follett advises against modifying grade terms, grade scales, and transcript definition columns once your school year begins. Making changes after teachers have entered assignment data in their Gradebooks, or schools have generated grading reports (progress reports, report cards) can cause unexpected issues. If you must make any changes to grade terms, grade scales, or transcript definitions, increased testing of all reports and views that use transcript data is strongly recommended.

Define and set the district school year

Define the dates of your school year. Aspen references these dates when you create school calendars, grading terms, and school schedules.

To define the school year for your district:

1. Log on to the District view.
2. Select **District > School Years**. The School Years page appears.

3. Select **Options > Add.**

4. On the New School Year Context page, enter the appropriate information.

> **Notes:**
> - The school year is always the ending year, such as *2021* for the 2020-2021 school year.
> - The start date and end date do not have to be accurate at this point in time. The dates just need to encompass all possible school dates for next year (be careful not to overlap dates from the previous school year. And do not forget to update the dates prior to the end-of-year rollover).

5. Click **Save.**

To set the school year for your district:

1. From the School Years page, select **Options > Set School Year...**.
2. In the Set Current School Year pop-up, select the current school year.
3. Click **OK.**

> **Note**: Your Aspen system administrator sets the school year during the summer break, usually around the time you commit your schedule.

Create district grade term definitions

Create grade term definitions for each grade term scheme your district uses. Within each grade term definition, you define the names of the grade terms.

For example, you might create a grade term definition called *Quarters* for all high schools in your district. Within that grade term definition, you might create grade terms Q1, Q2, Q3, and Q4. Then, you might create a grade term definition called *Trimesters* for all middle schools in your district. Within that grade term definition, you might create grade terms T1, T2, and T3.

To create grade term definitions for the district:

1. Log on to the District view.
2. Select **Grades > Grade Term Definitions**.
3. Select **Options > Add.** The New Grade Term Definition page appears.
4. Type a name, such as **High School Grade Quarters,** and the number of terms, such as **4.**
5. Click **Save.** The grade term definition you created appears on the list.
6. On the **Grade Term Definitions** side-tab, click **Grade Terms.** The Grade Terms page for the grade term definition you created appears.
7. To define the names of the grade terms in this grade term definition, on the **Options** menu, click **Add.** The New Grade Term page appears.
8. Type the **Term ID,** such as **Q1,** and the **Term Number,** such as **1.**
9. Select a **Start date** and **End date** for the term.

10. Click **Save.**
11. Repeat steps 7-10 to define the name of each grade term.

    After you create a grade term definition and the grade terms within it, connect them to the appropriate school when you create the transcript definition for that school and when you define the dates for the grade terms within a school.

Define grade term dates for a school

Define the dates for each of your school's grade terms before you enter grades.

> **Note**: Before you can define the dates for your school's grade terms, you or your Aspen system administrator must create grade term definitions and their grade terms in the District view.

> **Example**: If you operate with four grading quarters (Q1, Q2, Q3, Q4), you might define the dates for Q1 as September 4 through November 23.

> **Important**: Follett advises against modifying grade terms, grade scales, and transcript definition columns once your school year begins. Making changes after teachers have entered assignment data in their Gradebooks, or schools have generated grading reports (progress reports, report cards) can cause unexpected issues. If you must make any changes to grade terms, grade scales, or transcript definitions, increased testing of all reports and views that use transcript data is strongly recommended.

To define grade term dates for a school:

1. Log on to the School view.
2. Select **Grades > Grade Terms**.
3. Select **Options > Add.** The New Grade Term date page appears.
4. At the **Term ID** field, select the appropriate grade term definition, such as **Q1.**
5. Type or select the start and end date of the grade term at your school.
6. To lock teachers' Gradebooks for this term, select **Lock gradebook**. Assignments that are associated with this grade term, along with their scores, become read-only in the Staff view. Post columns associated with this grade term also become read-only.

   > **Example**: If a school chooses to use the **Lock gradebook** option, school administrators might want to select this checkbox a few days after the grade term ends (so that teachers have time to record any last-minute changes).

   > **Note**: School administrators can edit Gradebook scores and post columns in the School view (School view, **Grades > Grade Input > Input Grid**). If a class uses standards-based grades, school administrators can edit locked assignments by using the Standards option in the input grid in the School view.

   > **Note**: When term grades are posted, the calculated averages associated with the grade term

are stored. These averages include the grade term average, grade term average for each category or reporting standard, semester cumulative average (stored only when posting for the last grade term of that semester) and cumulative averages (stored only when posting for the last grade term). Once the grade term is locked, the averages are not recalculated. Instead, the stored calculated averages associated with the grade term appear in the following places:

- Staff view, **Gradebook > Scores**
- School view, **Grades > Grade Input > Input Grid** (Standards view)
- District (Root Organization), School, Staff and portal views, **Student > Academics > Details**

7. Click **Save.**
8. Repeat steps 3-7 for each grade term.

To edit term start and end dates using Modify List:

Note: To complete this procedure, you need the necessary permissions. Contact your Aspen administrator if you have questions.

1. Log on to the School view.
2. Select **GradesMarks > Grade Terms**.
3. Select **Options > Modify List.**
4. Click the **Edit** icon ✏️ in the **Start** column to make the values editable.

5. Change the dates in the column as desired.
6. Click the green checkmark icon ☑️ to save the changes.
7. Repeat steps 3-6 for the **End** column.

Define grade scales in the District view

Define the grade scales and the grades that students can earn in your district. These are the grades that appear on report cards. When you define a grade scale, you also define the letter grades and numeric grade ranges that users can enter.

Note: Districts can align each grade in a grade scale to an alignment code. This way, if teachers

create their own grade scales to use in their sections, they can align each grade they create to a grade on a district grade scale. Aspen can use these alignment codes to determine the district grade that appears on student report cards.

This way, if a teacher creates a 1-4 grade scale, he can determine that a score of 3 in his grade scale is equal to a B on the district grade scale. If the district does not create codes for teachers to align to, Aspen calculates a score of 3 as a 75 (C) out of 100.

Note: Follett advises against modifying grade terms, grade scales, and transcript definition columns once your school year begins. Making changes after teachers have entered assignment data in their Gradebooks, or schools have generated grading reports (progress reports, report cards) can cause unexpected issues. If you must make any changes to grade terms, grade scales, or transcript definitions, increased testing of all reports and views that use transcript data is strongly recommended.

To define grade scales and grades:

1. Log on to the District view.
2. Select **Grades > Grade Scales**.
3. Select **Options > Add.** The New Grade Scale page appears.
4. Type a name for the grade scale, and the maximum and minimum points that you can assign to a grade within this scale. Also, type the maximum and minimum values that can be entered for a grade in this scale; maximum and minimum values give teachers the ability to enter values for extra credit.
5. Click **Save.** The grade scale appears on the Grade Scales page.
6. Select the grade scale you created.
7. On the **Grade Scales** side-tab, click **Grades.** The Grade Scales page for that grade scale appears.
8. Select **Options > Add.** The New Grade Definition page appears.
9. Use this table to enter information in the fields:

Field	Description
Code	Type a code to identify the grade. For example, you might type A, B, C, or D.
Value	Enter a value for the grade. The value is often the maximum percentage a student can earn to receive this grade. The system uses the value you enter to calculate GPAs and other averages from letter grades.
Cutoff Value	Enter a cutoff value for the grade. The cutoff value is often the lowest percentage grade a student can earn to receive this grade.
Earns credit	If a student earns the credits associated with a course for receiving this grade as a course's final grade, select this checkbox.

Field	Description
No numeric equivalent	If this grade does not have a numeric equivalent, select this checkbox. For example, **INC** for incomplete. This allows users to enter letters in numeric only columns.

10. Click **Save.** Repeat steps 8 -10 to define all the grades within a grade scale.

Define Grade preferences

You can define district, intermediate organization (optional), and school preferences for grade reports, such as the message to appear on report cards, and which qualification list is used to determine honor roll.

To define grade preferences:

1. Do one of the following:
   - For the district: Log on to the District view. Click the **District** tab, and click **Preferences** on the **Setup** side-tab.
   - For an intermediate organization: Log on to the Intermediate Organization view. Click the associated tab, and click **Preferences** on the **Setup** side-tab**.**
   - For a school: Log on to the School view. Click the **School** tab, and click **Preferences** on the **Setup** side-tab.

2. Click the **Category** drop-down to select **Grade.** The grade preferences page appears.

3. Use the table to fill in the fields:

Field	Description
Gradebook	
Add/drop ignore window (days)	Type the number of days you want the system to refrain from displaying drop/adds in the Gradebook at the beginning of a school year.
Add/drop align gradebook scores behavior	Select one of the following to determine what happens to a student's assignment scores when the student transfers from one course section to another: • **Department:** The assignment scores are copied to the student's new course if the course's previous and new department match. • **Course number:** The assignment scores are copied if the previous and new course numbers match. • **Do not copy:** The assignment scores are not copied. If you select **Department** or **Course number**, the following must be true: • The assignment categories are the same in both sections. • The total points for both assignments are the same.
Allow multiple posts by staff	Select this checkbox if you want teachers to be able to post their grades several times during the grade post window. This lets teachers enter their grades, post their grades, go back into their Gradebook to make any necessary edits, and post again. After the end of the post period, teachers can no longer post grades.
Allow editing of term weights by staff	Select this checkbox to allow teachers to customize the grade weights used in the district grade calculation for transcript average columns. This preference is deselected by default. For more information, see Enable Teachers to Customize Grade Weights in District Average Calculations. **Note**: This field appears in the District (Root Organization), Intermediate Organization and school preferences.
Current classes day offset	Type the number of days you want staff members to be able to view classes from the previous term in their Gradebooks when they use the **Current Classes** filter in the Staff view, **Gradebook** or **Attendance > Class**.

Field	Description
Active date enabled by	This field is for schools that offer continuing courses. These courses do not start or end during the established grade terms. They might continue from one term to the next (or one year to the next) before the teacher posts a final grade. This field determines how the active date – the start of the course for each student in the section – is set. -**By first assignment mark only** is the default. Aspen sets the student's active date when the teacher enters the first score for an assignment. -Select **By multiple assignments** for the teacher to indicate the active date using the **Active Assignment** field on an assignment's details page. **Notes**: • If the teacher does not select the **Active Assignment** checkbox for any assignment, Aspen sets the active date once any score is entered. • If the teacher enables the **Active Assignment** field for one assignment, the active date is set when the teacher enters a score for that assignment. • If the teacher enables the **Active Assignment** field for more than one assignment, the active date is set when a score is entered for all of the flagged assignments. • Select **Disabled** for teachers to manually enter the active date. The **Active Date** column appears on the Gradebook Scores page and on student transcripts, if associated with the transcript definition.

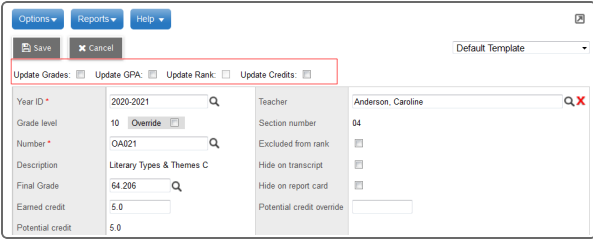| Field	Description
Gradebook Restore enabled	Select this checkbox if you want the ability to view, and choose to restore, a class's Gradebook data as it was on an earlier date. When this field is enabled, the list of system tables that Aspen will audit appears at **Gradebook Restore tables** (below). **Note**: This feature generates many data audits. It is recommended that your organization implement a way to clear and archive audits older than a specific date for the tables defined at the **Gradebook Restore tables** preference. Otherwise, you could roll data back to the date when this feature was enabled, and significantly impact Aspen's performance of queries on the data_audit table. **Example**: You could create a custom procedure to run at the end of each term to delete and archive audits. Or, schedule a procedure to run each night that deletes audits more than X days old; then this feature only allows the restore to go back X days. **Note**: When this field is enabled, the Change History pop-up automatically becomes available to teachers when they press **CTRL+H** in a grading cell on the Scores page.
Gradebook Restore tables	This field appears when **Gradebook Restore enabled** is selected. Aspen can audit the data from these system tables for a specified date (if your district has kept the audit records). **Note**: Your district can customize this list. Contact Aspen Technical support for assistance.
<u>**Grade Scales**</u>	
Enable grade scale grade overrides (District [Root Organization] preference)	Enable this preference if your district wants the ability to override an individual grade in a grade scale. An override lets you remove the grade or modify its code or value. You associate the override to selected school(s) and/or course (s).

Field	Description
Show only the default grade scale for staff (District [Root Organization] preference)	Select this checkbox so Staff-view users can only see and select the default grade scale for their school. This is specified at the **Default grade scale** field (School view, Grade preference).
Default grade scale (School preference)	Click 🔍 to see the Grade Scale pick list. Users in the Staff view will only be able to see and select the grade scale selected here. **Note**: The **Show only the default grade scale for staff** preference must be enabled in the District (Root Organization) view. If it is not, then this preference is not available. **Example**: You select the high school grade scale here. In the Staff view, high school teachers can only select this grade scale in their Gradebook user preferences, when they click **Options > Lookup** on their Scores page, and when they create an assignment or an assignment category.
Calculations	
Decimals	Type the number of decimal places you want the system to calculate.
Credit update procedures	Click 🔍 to select the credit update procedure your district uses, if it is different than the Aspen standard credit update procedure.
Hide assignment score percentage bar	When enabled, this preference hides the percentage bar from the Score column on the assignments page in the Family and Student portals (**Academics > Assignments**). Schools that use standards-based grading might want to select this checkbox to prevent the bar from appearing.
Note: The fields below only appear in district (root organization) preferences.	
Transcript	

Field	Description
Enable Transcript Column Attributes	Select this checkbox to allow Intermediate Organizations and schools to modify the following transcript attributes, depending on the column type: • Text column length and "Bank name" (if the column type is "Text comment"). • Grade calculation and "Auto recalculate" (if the column type is "Other average").
Post course columns for enrolled students only	This preference is for use with Post columns-Course only. It has no interaction with Post columns-Term or Post columns-Progress. Select this checkbox to prevent the option to post grades for all students in the School view, **Grades > Grade Input** or Staff view, **Gradebook > Scores**. If deselected, two options appear when the teacher posts grades: • Course dates for enrolled students • Course dates for all students
Update transcript's related staff OID after post	Select this preference to post the name of the teacher currently associated with a class section to a term's transcripts. If you do not enable this field, the primary teacher's name can appear on transcripts if they had posted grades for a prior term, even if they subsequently leave and are replaced. **Note**: Enabling this preference updates the **Related staff object identifier** field on the Student Transcript system table. The database field name is TRN_STF_ OID (District [Root Organization] view, **Admin > Data Dictionary > Tables >** *select Student Transcript system table* **> Fields > Related staff object identifier** field). **Example**: Mr. Pires taught Honors Physics and posted grades for term 1, then took a medical leave of absence. Ms. Abrams took over the class, so you want her name to appear on the term 2 transcripts.
Graduation Summary and History	

Field	Description
Grade levels included	Click 🔍 to see the **Reference Code - Common** pick list. Select the checkboxes next to the grades to be included in the Graduation History calculation. These grade levels appear when school administrators view [graduation requirements for a group of students](#) (School view, **Schedule > Graduation History**). **Note**: This field only appears in the District (Root Organization) preferences.
Graduation Summary Columns	If you want additional transcript columns to appear in the Course Breakdown section of the Graduation Summary and Graduation Progress pages, type their column headers here, separated by commas. Column headers are displayed in the default field set of the transcript definition columns page, under the short name (heading) **ColHdr**. **Example**: Suppose you wanted the Semester 1 course average to appear in the Course Breakdown section of all students' Graduation Summary or Graduation Progress pages. You would navigate to the transcript definition used for your district, note the column header for the column you want to include – in this case, **S1Avg** – and type that header in the text box for this preference. **Note**: This field only appears in the District (Root Organization) preferences.
Graduation Summary Procedure	If you want to customize the columns specified in the Graduation Summary Columns preference via a procedure, click 🔍 and select that procedure from the pick list. **Example**: If you enabled the **Final Grade** column to appear and wanted the column to also display a message based on the final grade value, you would select a procedure created for that purpose. **Note**: This field only appears in the District (Root Organization) preferences.

Field	Description
Note: The fields below only appear in school preferences.	
Averages to show in gradebook	
Category average display mode	**Display category average by term** is the default. When set to the default, a teacher's Gradebook displays an average for each category (such as homework or tests) by term. Select **Display category cumulative average** for the Gradebook to display the average for each category since the beginning of the class, instead of by term.
Term average	This field is enabled by default, so that the term average column appears on the Gradebook Scores page when **Grade Columns** are set to **Averages** or **All**. Schools that use standards-based grading can deselect this checkbox to hide the term average column in the Gradebook.
Semester cumulative average	Select this checkbox to display the semester running average for students in the Staff view. Semester running averages calculate based on the assignment grades within each of the terms inside of it, not on the average for each term. **Note**: Only school years with an even number of grading terms can use semester running averages. If you select this checkbox, and a teacher selects the "Show semester averages" checkbox in their user preferences, the column appears on the Scores page in the Gradebook. Otherwise, the teacher cannot view semester running averages. **Note**: Aspen uses the column header **Semester #** for semester running averages. For example, **Semester 1** is the column header for running average for S1.

Field	Description
Overall cumulative average	Select this checkbox to display an overall cumulative average for students in the Staff view. 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 the teacher's Gradebook.
	The **Cumulative** column can appear on the Scores page in the Gradebook if this preference is selected, and the teacher sets their user preferences on the Gradebook tab to show the overall cumulative average. Otherwise, the teacher cannot view overall cumulative averages.
	Note: Aspen uses the column header **Cumulative** for the overall cumulative average.
Report Cards	
Report card message	Type a message to appear on report cards.
Honor roll qualification list	Select the qualification list you want the system to use to generate the honor roll when you run report cards.
Transcript auto-calculation options	

Field	Description
Credit mode **GPA mode** **Rank mode** **Grade mode**	Define how Aspen will auto-calculate a student's credits, GPA, rank and/or grades when you manually change a grade on his or her transcript. **Note**: If you manually change the value in the **Credit** field for a transcript record, the **Adjusted** icon 🚫 appears next to the value. When this icon appears, the system does not auto-calculate the credits. To allow auto-calculation of an adjusted value, delete any value in the **Credit** field and save the record. You can select a different mode for how the system updates each field. Select one of the following modes for each: • **Disable:** to have the system not auto-calculate a student's credits, GPA, grades or rank when you manually change a grade on his or her transcript. The Update checkbox does not appear on the student's transcript page. • **Force:** to force the system to auto-calculate a student's credits, GPA, grades or rank when you manually change a grade on his or her transcript. The Update checkbox appears on the student's transcript page, but the user cannot deselect it. • **Enable - Checked:** to enable auto-calculation of a student's credits, GPA, grades or rank when you manually change a grade on his or her transcript, and to have the Update checkboxes automatically selected on the student's transcript page: Users can decide to deselect any of the checkboxes before making a grade change. • **Enable - Unchecked:** to enable auto-calculation of a student's credits, GPA, grades or rank when you manually change a grade on his or her transcript, and to have the Update checkboxes deselected on the student's transcript page:

Field	Description
	Note: If you select **Enable - Checked** or **Enable - Unchecked**, you must also select the **Update earned credits on change** checkbox for each transcript definition column you want users to be able to update credits for upon changing a transcript grade.
	Users can decide to select any of the checkboxes before making a grade change.
	Note: If you force both student GPA and rank to be auto-calculated whenever a student's transcript grade is updated, the system recalculates the student's GPA and updates the rank of all students in his or her year of graduation. This can cause moderate wait times for users, depending on how many students are in that year of graduation.
	If your school or schools have large graduating classes, you can avoid this issue by selecting **Enable - Unchecked** for the **GPA mode** and **Rank mode** preferences. Users can then select just the **Update GPA** checkbox when altering a student's transcript grade, allowing them to update student ranks at a later time. This can be useful when users have to update transcript grades for multiple students in the same year of graduation.
	Note: Aspen cannot recalculate a student's rank if his or her GPA is not also recalculated. Depending on your selection for the **GPA mode** preference, certain options are disallowed in the **Rank mode** preference, as follows:
	If you select **Disable** for the **GPA mode** preference, the following options are disallowed for **Rank mode**:
	• **Enable-Checked**
	• **Enable-Unchecked**
	• **Force**
	If you select **Enable - Unchecked** for **GPA mode**, the following options are disallowed for **Rank mode**:
	• **Enable-Checked**
	• **Force**

Field	Description
	An error message appears if you select any of the above disallowed options.
Rank options	
Rank type	Select if your school calculates rank using **Total Points** or **Grade Point Average.**
Rank Calculation mode	Select if your school calculates rank using **Cumulative points** or **Current year points only.**

4. Click **Save.**

Review and Edit Average Calculations' Details

Aspen includes procedures for six average calculations:

- Cumulative average
- Overall average
- Semester running average
- Standard overall average (for standards-based grades)
- Standard trend (for standards-based grades)
- Average of standards (for standards-based grades)

Depending on your school's Grade and Family/Student portal preferences, and a teacher's gradebook preferences, these averages appear in the:

- Staff view on a teacher's Scores page (when **Grade Columns** are set to **Averages** or **All**)
- School, Staff, and Special Education views (**Student > Academics > Details**)
- Family and Student portals (**Academics > Details**)

You can edit the column header name and the descriptions that appear in the teacher's gradebook and in the Family and Student portals. Also, you can select a different procedure used to calculate the average.

Note: Your district can provide customized procedures to modify the way Aspen calculates these averages (District view, **Tools > Procedures**, **Average Calculator** category). Any customization should handle teachers' gradebook preferences for calculating averages (by weight or total points). Contact technical support for assistance.

To review or edit average calculations' details:

1. Log on to the School view.
2. Select **Grades > Average Calculations**. The Average Calculations page appears.

3. Select an average calculation, and then click **Details**. Use the following table to edit the fields:

Field	Description
Name	The procedure name for this average calculation appears and cannot be edited.
Column header	The default column header name that is associated with this average calculation appears, and can be edited. The column header name appears in the: • Staff view on a teacher's Scores page (when Grade Columns are set to **Averages** or **All**) • School, Staff, and Special Education views (**Student > Academics > Details**) • Family and Student portals (**Academics > Details**)
Procedure ID	If Aspen is using the default procedure to calculate this average, this field is blank. If your district has provided a procedure to customize this average calculation, click 🔍 , and then select the procedure ID from the Procedure Definition pick list.
Description	A default description for how this average is calculated appears. This description can be edited. This description appears on a teacher's Scores page when hovering over the calculator icon 🖩 * in the column header for this average, and in the Single Student view.
Portal Description	If you want students and families to know how this average is calculated, enter a description here. In the portals, the information icon 🛈 appears next to the average on the class details page. Users can hover over the icon to see your description.

4. Click **Save**.

Creating District Transcript Definitions for Schools

Define the columns you want to capture for transcripts for each school within your district. These columns of information are similar to user-defined fields and are how Aspen organizes the student grades you collect and report during the school year.

Usually, Aspen system administrators create a transcript definition for each school level (for example, one for all high schools, and another for all middle schools). Each school's transcripts would contain different grade columns due to the different grading terms they use and the different columns they define to include on their transcripts.

To create transcript definitions:

1. Define the details of a transcript definition.
2. Define the columns for the transcript definition.

Note: Follett advises against modifying grade terms, grade scales, and transcript definition columns once your school year begins. Making changes after teachers have entered assignment data in their Gradebooks, or schools have generated grading reports (progress reports, report cards) can cause unexpected issues. If you must make any changes to grade terms, grade scales, or transcript definitions, increased testing of all reports and views that use transcript data is strongly recommended.

Define the details of a transcript definition

Define the details of a transcript definition. This includes which grade term definition Aspen references for this transcript.

To define the details of a transcript definition:

1. Log on to the District view.
2. Select **Grades > Transcript Definitions**.
3. Select **Options > Add.** The New Transcript Definition page appears.

4. Use the table to enter information in the fields:

Field	Description
Name	Enter a name for the transcript definition, such as **High School Transcript.**
Description	Enter a short, detailed description.
Grade Term Definition Name	To select a grade term definition to associate with this transcript definition, begin typing the value and select the one you want, or click 🔍 to select a value from a pick list. The grade term definition you select determines the grade term under which courses associated with this transcript definition operate.
Transcript audit type	At the **Transcript audit type** drop-down, select one of the following: • **None:** Aspen will not track changes to information in this table or its fields. • **Partial:** Aspen will track changes only to the individual fields you select. If you select **Partial** here, you must define which fields in the table you want to audit in the field's details page. See Defining specific fields to include in the audit. • **All:** Aspen will track changes to information in all the fields in this table.

5. Click **Save.** Now you can define the columns within this transcript definition.

Define the columns of a transcript definition

Define the columns you want to appear on a transcript. The columns can be used in field sets, queries, and sort orders.

> **Example**: You might include the Term 1 and Term 2 grades on the high school transcript. You might include the Trimester 1, 2 and 3 grades on the middle school transcript.

> **Note**: The columns you define are also the columns that appear on the Grade Input page in the School and Staff views.

To define the columns of a transcript definition:

1. Log on to the District view.
2. Select **Grades > Transcript Definitions**. The Transcript Definitions page appears.
3. Select the checkbox next to the transcript definition you want to define columns for.

4. On the **Transcript Definitions** side-tab, click **Columns.** Any columns you already defined for the transcript appear.

5. Do one of the following:
   - To edit an existing column, click its **Name.**
   - To add a column, on the **Options** menu, click **Add.**

   The page to define columns appears.

6. Use this table to enter information in the fields:

Field	Description
Grade name	Type a name for the column. The name should contain the term and the information this column contains.
Column header	Type a column header that is an abbreviation of the value you typed at the **Grade name** field. This appears on the transcript and grade entry pages.
District Data Field Long Name	To select the field on the transcript table that contains the values for this column, begin typing the value and select the one you want. Or, click 🔍 to select a value from a pick list. **Example**: **FieldA001** might contain the Term 1 grade for both the middle school and high school transcript definitions. **Note**: If the **Column type** is a text comment, you can select a field that begins with **FieldA**, **FieldB**, **FieldC** or **FieldD**. Each of these fields allows a specific number of characters.
Sequence number	Enter a number to determine where this column appears in the system in such areas as field sets, lists, and queries.
Column audit type	Select **On** to include changes made to this column in the audit trail. **Note**: You must select **Partial** or **All** at the **Transcript audit type** field for this transcript definition. Otherwise, select **Off**, and this column is not included in the audit trail.
Report type	Do one of the following: • Select **Progress** if this column stores progress report information. • Select **Term** if this column stores end-of-term information. • Select **Course** if this column stores information about the course (not associated with any particular term).

Field	Description

Collection Type	Do one of the following to determine when a column appears on a grade input page:
	
	• Select **End of grade term** if you want the column to appear during the grade term you select at the **Grade Term: Term ID** field.
	
	   Example: You might select this for a Term 1 Grade or Term 2 Grade column.
	
	• Select **End of course** if you want the column to appear during the course's last grade term.
	
	   Example: You might select this for a Final Grade or Final Exam column. (Aspen determines the end of course according to the grade term cover map definition for the schedule term on the master schedule.)
	
	• Select **During course only** if you want the column to appear during the grade term you select at the **Grade Term: Term ID** field only if it is not the course's last grade term.
	
	   Example: You might select this for a Semester 1 Average column that you only want to appear for full-year courses and not Semester 1 courses.
	
	• Select **Not collected** if you never want the column to appear.
	
	   Example: You might select this for a Semester 1 Average column that the administrator calculates only for GPA.
	
	• Select **Middle of the Course** if you want the column to appear during the mid-point of the course.
	
	   Example: You might select this for a **Midterm Exam** column.
	
	Note: Aspen determines the middle of the course based on the grade term cover map definition for the schedule term on the master schedule. This selection can only be used if the transcript definition has a grade term definition with an even number of grading terms per year.
	
	Note: Your school can determine to display a semester running average in the school's grade preferences. A

Field	Description
	semester running average calculates based on the assignment grades within each of the terms inside of it, not on the average for each term. Semester running averages appear in the School, Student and Family views, and in the Staff view on the Scores page if a teacher selects to see them in their user preferences. Aspen uses the column header **Semester #** (for example, **Semester 1**) for semester running average columns.
Grade Term: Term ID	If you select **End of grade term** or **During course only** at the **Collection Type** field, click 🔍 , and then select the grade term this column stores information for.
Grade Scale: Name	Click 🔍 , and then select the grade scale to link to this transcript column. The system confirms that any grade a teacher or office staff member enters for this column is a grade in this grade scale. Select a grade scale for any column that meets one of the following criteria: • Participates in calculated averages • Participates in numeric or letter grade conversion • Participates in a GPA calculation • Is used in a qualification list
Update earned credits on change?	Select this checkbox if you want users to be able to update credits when making changes to this column on a student's transcript. **Note**: For users to be able to update credits for this column, you must select **Enable - Checked** or **Enable - Unchecked** at the **Credit mode** field in the school's grade preferences.

Field	Description
Column type	The column type you select tells the system how to validate what is entered in this column for a student. Select one of the following to determine the column type:

- **Final average:** Select this option if the column contains the final grade in a course.
- **Grade:** Select this option if the column contains a grade, such as Term 1 grade, that is not calculated.

> **Note**: If you select this option, the override symbol will not appear in a teacher's gradebook when they manually adjust a student's grade in the district post column. Otherwise,**Grade** works in a similar way as **Term average**.

- **Other average:** Select this option if you want to define a custom formula to calculate the grade that this column contains. Then, import that formula at the **Grade calculation** field.
- **Reference:** Select this option if the column contains a reference code from the reference table you will define at the **Reference Table: User name** field.

> **Example**: You would select **Reference** for columns containing pre-defined comment values.

- **Rubric:** Select this option if you use a rubric to enter grades in this column. The rubric must be attached to individual courses.
- **Term average:** Select this option if this column contains the term grade that the gradebook in the Staff view automatically calculates.
- **Text comment:** Select this option if this column contains free text, such as a free text comment a teacher enters.
- **Date:** Select this option if this column contains a date that the teacher enters.
- **Class Absences**: Select this option if the column contains the number of class absences, which Aspen collects from period attendance.
- **Class Tardies**: Select this option if the column contains the number of class tardies, which Aspen collects from period attendance.

Field	Description
Date Type	If the **Column type** is set to **Date**, select the date type. **Any Date** lets you select **Term** or **Progress** as the **Report Type**, and allows the user to manually enter the date. If you select any of the other options from the drop-down, the **Report Type** must be set to **Course**.
Reference Table: User name	If you selected **Reference** at the **Column type** field, click 🔍 and select the reference table the system should reference for this column. **Example**: If the column is a conduct comment code, you might select **Report Card Conduct.**
Bank name	Click 🔍 to associate a comment bank to this column. **Note**: You must select **Text comment** at the **Column type** field.
Text comment length	If you want to limit the number of characters users can type in a **Text comment** type column, type the number of characters. If you enter a value here, a character count and limit appear in the text comment box on the Scores page of the teacher's Gradebook. Aspen will not allow a teacher's comment to exceed this value. If you do not want to limit the number of characters, leave **0** in the field. **Note**: A school can override this value for specified courses. **Example**: The district sets a length of 250 characters for teachers' report card comments. However, they want to give English teachers an additional 50 characters. To allow a school to override the limit set here, add the **Text comment length** field to the schedule.csk.csk.detail template (District [Root Organization] view, **Tools > Templates)**. Then, the school administrator can enter the character limit in the **Text comment length** field for the applicable courses (School view, **Schedule > Courses > Details**). Aspen observes the school's text comment length, if one is set. If not, then Aspen observes the district's comment length setting. If class sections with different **Text comment length** values are merged, Aspen uses the value set for the primary section.

Field	Description
Entry mode	Select one of the following to determine the types of grades users can enter in this grade column: • **Both** to allow users to enter both numeric and letter grades in this column. • **Numeric Only** to allow numbers only. • **Letter Only** to allow letter grades only. **Note**: Some letter grades, such as **INC** for incomplete, do not have an equivalent numeric value. These grades can be identified in grade scales with the **No numeric equivalent** checkbox. The system will permit letter grades with no numeric equivalent to be entered in **Numeric Only** columns.
Grade calculation	If you selected **Other average** at the **Column type** field, click **Upload** to enter the formula used to calculate the grade in this column. **Example**: Your administrator might create the Semester 1 Average column to only calculate averages to run a mid-year GPA. If you selected **Not Collected** at the **Collection Type** field, teachers never see the column; the administrator uses the averages to determine GPAs. Otherwise, teachers use **Update Post Columns** on the **Options** menu to calculate the grades in the column. **Note**: If you calculate your final average using a calculation, select **Final average** at the **Collection type** field and import or edit the formula here. Formulas can include exceptions, you can assign different weights to specific terms or courses of the same schedule term, and you can define the number of decimal places displayed for the average column.

7. Click **Save.**

Edit transcript column attributes

Transcript definition columns are specified by the district. However, users at intermediate organizations and schools can edit some transcript column attributes, such as comment length, if allowed by their root organization's grade preferences.

Note: A transcript column attribute modified at the intermediate organization level will override its corresponding district attribute. Similarly, an attribute modified by a school will override its corresponding district and intermediate organization attribute.

Edit a transcript column attribute:

1. In the Intermediate Organization or School view, select the **Grades** tab, **Transcript Column Attributes** side-tab.

2. At **Transcript Definition**, click and select a transcript definition from the Transcript Definition Pick List. Click **OK**.

3. To edit the attributes of a transcript column that does not appear on the list (because the attributes of that transcript column have not been edited before), select **Options > Add**. The transcript columns associated with that transcript definition appear.

   The Transcript Column Attributes details page appears. The attribute fields are set to the existing active attribute values.

4. Use the table below to edit the fields:

Field	Description
Grade name	Click 🔍 to select the transcript column that you want to edit, or type in its name.
Column type	This is a read-only field. Its value determines which attributes you can edit. • If the **Column type** is **Text Comment**, you can edit **Text comment length** and **Bank name** in the fields below. • If the **Column type** is **Other Average**, you can edit **Grade calculation** and **Auto recalculate** in the fields below.
Text comment length	If you want to change the limit for the number of characters users can type in a text comment type column, type the number of characters. Otherwise, do not change the value for this field.
Bank name	If you want to associate a comment bank with this transcript column, or change the comment bank that is already associated with this transcript column, click 🔍 to select a comment bank from the Comment Bank Table Pick List.
Calculation	
Grade Calculation	If the **Column type field** is **Other Average**, click ✏️ , 📄 , or 📄 to specify or change the custom formula used to run weighted average calculations .
Auto recalculate	Select this checkbox for Aspen to change whether the system will auto-recalculate the student's grade in this column.

5. Click **Save**.

Define exceptions, weights, and decimal places displayed for District grade calculations

When you create transcript definition columns for grades such as final averages, your district might use XML to create a formula that is used to calculate such values. Within the formula, you can include the following:

• Define how many times an exception should occur, and/or in which terms the exception should occur for the exception result to apply.

For example, you might define that students who either receive three F grades in any of the terms, or receive two failing grades in Term 3 and Term 4 receive an F for the final average:

```
<column id="FinalExm" weight="2" />
<exception grade="F" result="F" count="3" colum-
nIds=T1Grd,T2Grd,T3Grd,T4Grd/
<exception grade="F" result="F" count="2" columnIds=T3Grd,T4Grd/
<exception grade="P" result="" count="2" columnIds=Ex1,Ex2/
<exception grade="" result="" count ="2"/>
</grade-average>
```

Note: If the number of times an exception should occur is not defined, the system assumes "1".

- Assign different weights to specific grades. These weights can be applied to all courses or only to courses with the same schedule term:

```
<group termCode="FY">
<column id="Q1Grd" weight="10"/>
<column id="Q2Grd" weight="15"/>
<column id="Q3Grd" weight="20"/>
<column id="Q4Grd" weight="20"/>
<column id="FinalExm" weight="30" />
</group>
```

- Define the number of decimal places that display for average columns. For example, use this formula to display two decimal places:

```
<grade-average use-trends="false" ignore-
e="I,P,Fail,SP,WA,"scale="2">
  <column id="Q1GRD" weight="2"/>
  <column id="Q2GRD" weight="2"/>
  <column id="Sem1Ex" weight="1"/>
</grade-average>
```

Note: If the scale attribute is missing, then no decimal places will be used.

Note: If the appropriate preference is selected, teachers can override and customize the weights specified in the grade calculation for transcript average columns. However, grade calculations that are grouped to specific grade terms cannot be overridden and customized by teachers.

Creating District or Intermediate Organization Assessment Definitions for Schools

Create assessment definitions for records for any assessments you track for your students, such as PSATs and SATs.

Once the assessment definition is created, define the columns you want to use for the assessment so they can be customized for each school or level within your district or intermediate organization. These columns of information are similar to user-defined fields and are how Aspen organizes the student assessments you give to students and report on during the school year.

Usually, Aspen system administrators create an assessment definition for each assessment students are given (for example, one for all high school students who take the PSAT, and another for all middle schools who take the state-mandated test). Each assessment might contain different columns due to the different types of assessments students are given.

To create assessment definitions:

1. Define the details of a assessment definition.
2. Define the columns for the assessment definition.

Define assessment details

Define the details of an assessment definition. In Aspen, the view you are logged on to determines the types of privileges you have in defining or viewing assessment definitions, as shown in the following table:

View	Assessment Definition Privileges
District view	• Create new assessment definitions. • Modify and delete existing assessment definitions that have been created at the district level or at any intermediate organizations within the district.
Intermediate Organization view	• Create new assessment definitions. Definitions will be saved to this specific intermediate organization. • Modify and delete existing assessment definitions that have been saved to this specific organization. • View existing assessment definitions that have been created at the district level as read-only. **Note**: To see definitions created at the district level on the Intermediate Organization Assessment Definitions list page, you must click the **Filter menu** icon ▽ and select **All Records**. The default filter setting for this page is to show only definitions owned by **This Organization**.

To define the details of an assessment definition:

1. Log on to the District or Intermediate Organization view.
2. Select **Assessment > Assessment Definition**.
3. Do one of the following:
   • To view an existing assessment's details, select the assessment and click **Details** on the **Assessment Definition** side-tab.

- To create a new assessment, on the **Options** menu, click **Add.** Enter the information, and click **Save.**

4. Select **Options > Add.** The New Assessment Definition page appears.

5. Use this table to enter information in the fields:

Field	Description
Name	Type a name for the assessment definition, such as **SAT.**
ID	Type a unique term or number that the system can use to identify and reference the assessment.
Subject	Type the subject the assessment is measuring, such as **Math**.
Level	Type the level of the assessment, such as a grade level.
Hide in portal?	Select this checkbox to not display this assessment in the Family and Student portals.
Assessment audit type	Use this drop-down to determine the extent to which Aspen will track changes made to information in the assessment definition: • **None**: Aspen will not track changes to information in the assessment or its columns (fields). • **Partial**: Aspen will track changes made only to the individual columns you select. If you select **Partial** here, you must define which columns in the table you want to audit by selecting either **On** or **Off** in their **Column audit type** field. See Define Assessment Columns. • **All**: Aspen will track changes made to information in all of the columns in this table.

6. Click **Save.** Now you can define the columns for this assessment definition.

Define assessment columns

Define the columns you want to appear on an assessment. These columns of information are similar to user-defined fields and are how Aspen organizes the student assessments you track and report during the

school year. The columns allow you to customize the assessment definition and can be used in field sets, queries, and sort orders.

For example, you might include Critical Reasoning Score on the SAT assessment, and the AP Test Code on the AP Test assessment.

Note: The columns you define are also the columns that appear on the Assessment Input page in the School and Staff views.

To define the columns of an assessment definition:

1. Log on to the District or Intermediate Organization view.
2. Select **Assessment > Assessment Definition**. The Assessment Definitions page appears.
3. Select the checkbox next to the transcript definition you want to define columns for.
4. On the **Assessment Definitions** side-tab, click **Columns.** Any columns you already defined for the assessment appear.
5. Do one of the following:
   - To edit an existing column, click the number listed in the **Field index** field next to the column's **Name**.
   - To add a column, on the **Options** menu, click **Add.**

   The page to define columns appears.

6. Use this table to enter information in the fields:

Field	Description
Field index	Type a number to determine where this column appears in Aspen in such areas as field sets, lists, and queries.
Long name	Type the name of the column (field) that appears on detail pages.
Short name	Type the name of the column that appears as a column header on list pages.
Alias name	Type the name that your state report uses for this column. See your *State Reporting Guide* for more details.
User data type	Click this drop-down to select the data type that determines the type of value users enter in this column. The default value is **Character.** The most frequently used types are: • Character • Date • Number • Binary • Logical • Text • Text Long **Note**: You can select **Text** for type D user-defined fields (columns), and **Binary, Image, Text,** and **Text Long** for type E user-defined fields (columns).
User field length	Type the maximum number of characters a user can enter in this column. The value you type must be less than or equal to the number of characters allowed for this type of user-defined column. For example, if you are creating an A-type user-defined column, you cannot type 15. You must type a number less than or equal to 10. **Note**: If you define a D-type user-defined column with **Text** at the **User data type** field, you can either leave this field blank to allow for unlimited characters, or type the maximum number. If the user reaches the maximum number of characters you define, a message appears.
User decimal	If you selected **Number** at the **User data type** field, type the number of decimal places users can enter in this column.

Field	Description
Column audit type	Select one of the following from the drop-down to determine whether Aspen will track changes made to information in this assessment column: • **Off**: Aspen will not track changes made to information in this assessment column. • **On**: Aspen will track changes made to information in this assessment column. **Note**: The setting for the **Assessment audit type** field, which you can find by clicking **Details** on the **Assessment Definitions** side-tab, overrides the setting for the **Column audit type** field. For the system to apply any **Column audit type** settings, you must select **Partial** in the **Assessment audit type** field.
Long name	Click and select a field in which the data will be stored. This lets you choose a different field from the one Aspen automatically assigns.
Object identifier	These fields are automatically populated based on your selection for the **Long name** field.
Java bean name	
Database field name	
Database field type	
Database field length	
Database field decimals	
Enabled	Select this checkbox to enable this column. **Note**: If you do not select this checkbox, the column cannot be used.
Required	Select this checkbox if users must enter a value in this column before they click **Save.** If they do not, Aspen warns them that they have not entered a value in a required column. Required columns display a red asterisk next to the column name.

Field	Description
Read only	Select this checkbox if this column is read-only.
Mass update	Select this checkbox if users can mass update this column.
List edit	Select this checkbox if users can edit the values in this column when they use the **Modify List** option on a list page.
Reference Table > User name	If you want users to select a value from a reference table at this column, begin typing the reference table name and select the one you want, or click 🔍 to make a selection from a pick list.
Detail control	If you selected a reference table at the **Reference Table > User name** field, do one of the following to determine how users select a value:
	• Select **Checkboxes** to determine that users must select one or more predetermined values from the reference table via checkboxes. This option is useful in situations where administrators want users to select from a small number of values, as opposed to the entire table.
	• Select **Dropdown** to determine that users must click the drop-down arrow to view and select a value from the reference table. This option is the default selection for type A, B, and C user-defined fields.
	• Select **Pick list** to determine that users can either click 🔍 and select a value from the reference table on a pop-up, or type a value. This option is the default selection for type D user-defined fields.
	• Select **Picklist/Checkboxes** to determine that users can either select from all reference table values via a pick list or select from a set of predetermined values via checkboxes. This option is useful in situations where administrators want to highlight common choices for easy selection, but also want to grant users the freedom to choose from the entire reference table if necessary.
Valid reference code required	If you selected a reference table at the **Reference Table > User name** field, do one of the following:
	• Select this checkbox if a user must select a value from the reference table.
	• Leave this checkbox blank so users can either select a value from the reference table or type a free-text value.

7. Click **Save.**

View assessment history

You can view all assessment scores for all students. Or, filter the list to view assessment scores for a single assessment definition.

1. Do one of the following:
   - For the District: Log on to the District view. Select **Assessment > Assessment History**.
   - For the Intermediate Organization: Log on to the Intermediate Organization view. Select the associated tab **> Assessment > Student Assessments > Assessment History**.
   - For the School: Log on to the School view. Select **Assessment > Student Assessments > Assessment History**.

2. At **Assessment Definition,** click 🔍 to select the assessment definition you want to view.

   > **Note**: To view all types of assessments, click ❌ .

3. Click a student's name to view the details of an assessment.

   > **Notes**:
   > - Aspen displays scores for assessment definitions that are defined as owned by your district, intermediate organization, or school, as well as the organization level above. Only scores for students associated with your school (if you are in the School view), or schools within your organization (if you are in the District or Intermediate Organization views) will appear.
   > - To limit this display in the School view, use the **Current Primary Students** filter. Or, select the **Current Members** filter to see scores for active primary students, and secondary students who have active or active-no primary statuses, and current start and end dates for their secondary school associations.

Creating Qualification Lists

Qualification lists are a way to search for and list students who meet one or more grade criteria. For example, you can create qualification lists to list the students for honor roll or sport ineligibility.

To create qualification lists:

1. Define qualification list categories in the District or Intermediate Organization view.
2. Define the criteria for a qualification list in the District or Intermediate Organization view.
3. Run qualification lists in the School view.

You can also display whether or not a student qualifies for honor roll on a report card.

> **Note**: Intermediate organization-level users can add, edit and delete qualification lists for their organizations. They can review qualification lists owned by the root organization, but they cannot edit or delete them. Users at the root organization can review an intermediate organization's qualification lists by using an intermediate organization view.

Define qualification list categories

When you define the criteria for a qualification list, you select the category in which the system stores the list, such as Honor Roll, Ineligibility, or DF (these are default qualification list categories in Aspen).

It is important to create qualification list categories for any group of lists you want the system to consider the same group of students for. For example, if you create a High Honor Roll qualification list and an Honor Roll qualification list in the Honor Roll qualification list category, the system considers all students for both lists at the same time. If a student matches the Honor Roll criteria, the student cannot also appear on the High Honor Roll list.

Your Aspen administrator can create additional categories in the Qualification List Categories reference table.

Define criteria for qualification lists

You define the criteria for qualification lists in the District or Intermediate Organization view.

To define the criteria:

1. Log on to the District or Intermediate Organization view.
2. Select **Grades > Qualification Lists**.
3. To view or edit an existing qualification list, select it and click **Details** on the **Qualification Lists** side-tab.
4. To create a new qualification list, click **Add** on the **Options** menu.

   The New Qualification List page appears.

5. Select a qualification list category.
6. Type a priority number. This number represents the order in which the system considers students for this list in relation to other lists in the same qualification list category.
7. Type a name.
8. Do one of the following:

   * Click ✏ to edit an existing XML definition.

   * Click **Upload** 📤 . Then, click **Browse** to find the file and click **Import**.

   * Click **Download** to download the definition to your computer.

9. Click **Save**. Now, you can run this qualification list.

Run qualification lists

Run the following Qualification List reports in the School view:

* Qualification Lists
* Qualification List with Grades
* Qualification Lists by Teacher

> **Note**: You can also run honor roll qualification lists when you run report cards.

Grade Post Controls

The Grade Post Controls side-tab lists when teachers can post grades in the gradebook for a grade term. These dates, known as grade controls, are determined when you [prepare grade input](#).
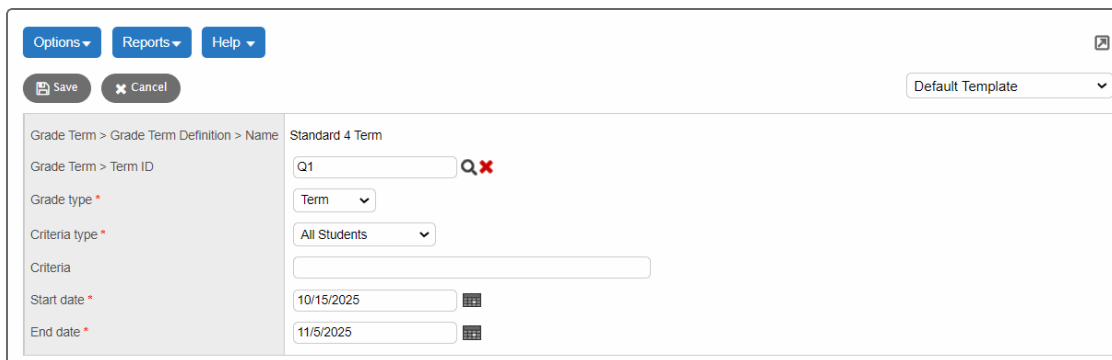
To view grade post controls:

1. Log on to the School view.
2. Select **Grades** > **Grade Post Controls**.
3. Do one of the following:
   - To edit a post control, select the control, and click **Details** on the **Grade Post Controls** side-tab.
   - To view grade posts by course section for a post period, select the control, and click **Posts** on the **Grade Post Controls** side-tab.

Grade Post Control Details

View and edit the details of grade post controls defined when you or another user [prepared grade input](#).

To view grade post control details:

1. Log on to the School view.
2. Select **Grades > Grade Post Controls**
3. Select a grade post control, and click **Details.**

4. You can edit the following:
   - The **Grade Term** for the post control.
   - The **Grade type** (**Progress** or **Term**).
   - The **Criteria type** (all students, or students with a specific year of graduation. Type the year in the **Criteria** field).
   - The **Start** and **End dates** of the post control date range.

5. Click **Save** to save any edits.

View grade posts

View the list of course sections teachers posted grades for during a particular grade post control period.

To view grades posts:

1. Log on to the School view.
2. Select **Grades > Grades Post Controls**.
3. Select a grade post control, then click **Posts** on the **Grades Post Controls** side-tab.

The page lists posts by course number. For each post, the page lists the course and section number, time and date of the post, and staff member's name.

Locked Grade Terms

Administrators can lock a grade term after it ends. You cannot add or modify items in the Gradebook that are associated with a locked grade term. Specific details follow.

When a grade term is locked, all assignments associated with it are read-only, and you cannot:

- Create or edit the assignment.
- Edit or delete the assignment score.
- Delete (**Options > Delete**) or modify (**Options > Modify List**, **Options > Mass Update**) the assignment.
- Edit or delete the assignment's category.
- Add, edit or delete any associated resources or reporting standards.
- Shift the dates of the assignment.
- Import an assignment when the grade term of the imported assignment is locked.

In addition,

- Students cannot submit an assignment associated with a locked grade term.
- You can copy an assignment from a locked grade term, but will need to change it to an unlocked grade term to save it. If you copy several assignments at once, Aspen skips any assignment associated with a locked grade term.
- If you use the "Adjust Weights by Term" category option, you cannot add a category to a locked grade term.
- You cannot edit or delete a post column score for a locked grade term.
- You cannot update post columns for a locked grade term.
- When term grades are posted, the calculated averages associated with the grade term are stored. These averages include the grade term average, grade term average for each category or reporting standard, semester cumulative average (stored only when posting for the last grade term of that semester) and cumulative averages (stored only when posting for the last grade term). Once the grade term is locked, the averages are not recalculated. Instead, the stored calculated averages associated with the grade term appear in the following places:

- Staff view, **Gradebook > Scores**
- School view, **Grades > Grade Input > Input Grid** (Standards view)
- District (Root Organization), School, Staff and portal views, **Student > Academics > Details**

When a grade term is locked, Tools are affected. You cannot:

- Edit a grade scale (Staff view, **Tools > Grade Scales**) if it is used in an assignment for the current school year, the assignment is associated with a locked grade term, and it has at least one locked score.
- Delete a grade scale (Staff view, **Tools > Grade Scales**) if it is used in an assignment that has at least one score.
- Add or edit any grades in a grade scale (Staff view, **Tools > Grade Scales > Grades**) if the grade scale is used for an assignment in the current school year, the assignment is associated with a locked grade term, and it has at least one locked score.
- Delete a grade in a grade scale (Staff view, **Tools > Grade Scales > Grades**) if the grade is used in at least one assignment score.
- Delete grade calculation weight override records (Staff view, **Tools > Calculation Overrides**) if the calculation is associated with a locked grade term.
- Edit a special code (Staff view, **Tools > Special Codes**) if the code is used in an assignment in the current school year, the assignment is associated with a locked grade term, and it has at least one score.
- Delete a special code (Staff view, **Tools > Special Codes**) if the code is used in any score on the Gradebook scores page (Staff view, **Gradebook > Scores**).
- Edit a footnote (Staff view, **Tools > Footnotes**) if the footnote is used in an assignment in the current school year, the assignment is associated with a locked grade term, and it has at least one locked score.
- Delete a footnote (Staff view, **Tools > Footnotes**) if the footnote is used in any score on the Gradebook scores page (Staff view, **Gradebook > Scores**).

Hide courses from grade input

You can flag a course so that grades cannot be viewed, entered, or edited. If you flag a course to hide it from grade input:

- In the Staff view, teachers cannot enter or edit scores for the course in their Gradebook.

- In the Student and Family portals, the Hide From Grade Input icon appears, along with the message "Scores are not collected for this course".

Note: It is recommended that a district enables this feature before the school year begins. If you set the 'hide from grade input' flag after teachers have entered scores for the class, those historic grade records will appear in the Staff view and in the Student and Family portals.

To hide courses from grade input:

1. Set ownership at the **Hide from grade input** drop-down in the District (Root Organization) view. Select **District > Setup > Preferences >** select **Schedule** category **> Course Field Ownership** section.
   - If you set this field to **District tab**, then you select the courses to hide from grade input in the District (Root Organization) course catalog. This setting will filter down to those courses at the school level when **Auto update school course** is enabled. The **Hide from grade input** field cannot be edited in the School view when it is set to District ownership.
   - If you set this field to **School** ownership, then you select the courses to hide from grade input in the intermediate organization or school course catalog.
2. Enable the **Hide from grade input** field for the selected courses in the appropriate view.
   a. Log on the District (Root Organization), Intermediate Organization or School view.
   b. Select **Schedule > Courses**.
   c. Select the course you want to hide from grade input, and then click **Details**.
   d. If you are in the Intermediate Organization or School view, click the **Grading** tab.
   e. Click **Hide from grade input**. If you do not see the **Hide from grade input** field, add it to your default field set.
   f. Click **Save**.

Once the **Hide from grade input** field is enabled, staff members can no longer enter or edit scores for the course sections.

Create an override for a grade scale's grade

If your district has enabled grade scale overrides in its preferences, you can create an override for a grade scale's grade. Use an override to remove a grade, or modify its values, for selected school(s) and/or course (s).

> **Example**: You do not want the Ames Middle School to use the A+ grade. You create an override that removes A+ from the middle school grade scale, and associate it with the Ames Middle School. Or, you want to create an override to prevent an A+ grade for specific classes at that school, such as Phys Ed. If a Phys Ed teacher enters A+ on her Scores page, an error message appears.

To create an override for a grade scale's grade:

1. Log on to the District view.
2. Select **Grades > Grades Scales**.
3. Select the grade scale, and then under **Grades Scales**, click **Grades**.
4. Click the grade you want to create the override for. The grade scale's grade page appears.
5. Select **Options > Add Override**.

6. You modify the values or codes on this page. At the **Override type** drop-down, do one of the following:
   - Select **Remove** to hide this grade at selected school(s) and/or course(s).
   - Select **Replace** to modify this grade's values or code for selected school(s) and/or course(s).

7. At **School(s)**, click **Add**. Select the school(s) associated with this override, and then click **OK**.

   Note: You can skip this step, and select specific courses in step 11.

8. Click **Save**.
9. To associate this override with specific courses, select the override (**Grade Scales side-tab > Grades > Overrides**), and then under **Overrides**, click **Courses**.
10. Select **Options > Add Courses**. The School Course Pick List appears.

11. Use this table to fill in the fields:

Field	Description
School(s)	Click 🔍 to select one or more schools where this override will apply. Click **OK**.
Course Catalog	Select the year associated with the course(s).
School Level	Select the level associated with the course(s).
School course pick list	Find and select the checkbox(es) next to the course(s) associated with this override.

12. Click **OK**.

   Note: When the course catalog is copied to the next build year, Aspen also copies the grade scale overrides.

   Note: **Overrides** and **Courses** only appear below the **Grade Scales** side-tab if the district has enabled the grade scale overrides preference.

Standards-Based Grades

To make sure students are meeting the Common Core, or any set of learning standards your district defines or subscribes to, your district can set up and track student progress using standards-based grades.

You can use rubrics, a set of structured grading criteria, to measure student performance. For example, you might create a rubric for each elementary school subject; elementary schools most often use standards-based report cards:

Madison Elementary School

Quarter 1 Report Card

Student Name:

Grade: 3

Teacher: Mrs. Berksza

Room: 101

Attendance	Q1	Q2	Q3	Q4
Absences	4			
Tardies	2			

Skills Performance Indicators	
Demonstrates with Mastery (exceeds)	4
Demonstrates Independently (meets)	3
Demonstrates with Support (progressing)	2
Not Demonstrating at this Point (area of concern)	1
Not Assessed	NA

Rubric Rating Scale

Reading and Literature

Class Name

	Q1	Q2	Q3	Q4
Answers questions in complete sentences	3			
Comprehends elements of literature	2			
Comprehends main idea	2			
Is proficient in oral presentations	2			
Reads independently for sustained periods	3			
Reads orally with fluency and expression				
Selects appropriate reading material				

Reporting standards aligned to this class

Math

	Q1	Q2	Q3	Q4
Applies computational strategies accurately	2			

Or, you might create rubrics for each skill, such as essay writing for your secondary schools. Then, teachers can enter scores for each rubric criteria (for example, "Writes in complete sentences", "Supports arguments with solid quotes from text").

Aspen's gradebook provides teachers with Trend averages, which use the Power Law calculation to indicate a student's progress in meeting each standard. Your district and teachers can use these averages to determine which instructional practices are working, and which are not.

To set up standards-based grades, in the District view, do the following:

- Create and/or organize learning standards if you want to align them to reporting standards. (optional)
- Create rubric rating scales.

> **Note**: Aspen automatically contains the ***Common Scale*** (1-4) rating scale that you can use.

- Create rubrics and rubric criteria, and align them to learning standards.
- Create transcript definitions with columns for standards-based grades, if they appear on report cards and transcripts.
- Assign a rubric to each course in the school course catalog.
- Prepare reporting standards to send rubrics to teachers' gradebooks.

To use standards-based grades to track student progress in the Staff view:

- Teachers can create their own and view district reporting standards.
- Teachers align assignments to reporting standards (rubrics).
- Teachers enter scores for each reporting standard aligned to an assignment.
- Use the Trend and traditional averages to determine student progress.
- When it is progress report or report card time, update post columns with the Trend or traditional average to send to the office.

Then, standards-based averages can be included on standards-based report cards.

> **Note**: You must configure schedules for elementary schools in your district. This allows teachers to use the gradebook in the Staff view to both enter standards-based grades for students in their classes, and to enter end-of-term grades for standards-based report cards.

Reporting Standards vs. Learning Standards

In Aspen, reporting standards are the standards teachers enter scores for. Learning standards are the concepts covered within a reporting standard, such as Common Core, or state-specific learning standards.

What is a reporting standard in Aspen?

If your district uses standards-based grades in any of your schools in Aspen, your system administrator creates rubrics. Rubrics are assigned to the appropriate courses in your school's course catalog. Each rubric can contain several criteria, which appear as reporting standards in teacher gradebooks:

In the gradebook, teachers align the appropriate reporting standards to assignments. Then, they enter scores for each reporting standard within an assignment to track student progress in mastering specific skills.

What is a learning standard in Aspen?

You or your district can align learning standards to reporting standards. Learning standards often come from a standards provider (such as Common Core standards or state-specific learning standards):

Learning standards are numerous and very granular. By aligning several learning standards to one reporting standard, teachers can enter a score for one reporting standard that includes several learning standards.

For example, if a Science class is writing an assignment on the effects of global warming, the Science teacher might align the *Defend and resolve views and arguments in documents* and *Read and write to interpret or draw conclusions* reporting standards to the assignment.

In addition, each of those reporting standards might be aligned to many more learning standards.

Using Learning Standards

Aspen gives your school the ability to use learning standards as tools to measure student proficiency in a subject area.

There are two ways to access and enter learning standards in Aspen:

You can manually create a library of standards that can be aligned to reporting standards for the entire , or by individual teachers in their s.

If a course is graded using a rubric and rubric criteria, districts can align each rubric criteria with learning standards. For example, you might align your Composition rubric criteria "Provides support for ideas" with the Common Core learning standard "*CCSS.ELA-Literacy.W.3.1b Provide reasons that support the opinion*".

As Grade 3 teachers align writing assignments with this reporting standard in their gradebooks and enter scores, it becomes apparent how Grade 3 students are progressing in meeting this standard.

Set up learning standards

Before you can use learning standards, you need to create a library of learning standards that is available across your district. The standards are created in the District view, **Assessment** tab, **Learning Standards** side-tab.

Teachers can access these standards when using district-created reporting standards to align to their assignments, or when they create their own reporting standards in the gradebook.

Teachers can align each assignment with reporting standards, and enter scores for each standard.

To set up learning standards:

1. Give staff the appropriate security role privileges.

    Examples:

    - Give an administrator the privilege to create a library of learning standards in the District view. These standards will be available throughout your district.
    - Give all teachers the privilege to align standards with assignments in their gradebook in the Staff view. For example, a teacher aligns a science learning standard to a science assignment in their gradebook.

    The following table lists the user roles security privileges associated with learning standards. Review your user roles to ensure the settings are appropriate for the default user roles used in your district and any customized roles you've created from Aspen's default roles:

These default roles....	Have these privileges...	Description	Where to access
Privilege given to: • **System administrator:** all access to table and privilege • **Global Read-Only (No Health, No Special Ed.):** R access to table • **Instructor:** R access to table	*System table:* **Learning Standard** *Other privilege:* **Set course alignments in Staff view**	Allows user to create, read, update, delete, have global access to, and mass update learning standards. Allows user to set course alignments in Staff view.	District view: **Admin > Security > Roles > Details > Assessment Category > Learning Standard System Table >** *C, R, U, D, G, M* columns Set course alignments in Staff view in Other column.

An administrator creates a library of learning standards in the District view that will be available to all schools in your district. You may also import learning standards from your state's curriculum framework.

After you have imported or created learning standards:

- [Administrators align learning standards with reporting standards](#) (rubrics) in the District view. Then, assign each course a rubric and a transcript definition with standards-based grading columns. Teachers can enter scores for each reporting standard associated with their courses in their gradebooks, and Aspen can provide true standards-based Trend and traditional averages to use on standards-based report cards.
- Staff can create their own reporting standards and align them to the learning standards created in the District view. They can use the Trend and traditional averages that Aspen calculates to determine student progress, and better inform them of which lessons are working, and which are not.

Create new learning standards

Districts can create a library of learning standards in the District view.

You might be able to import the standards from your state curriculum framework. Contact your state department of education for more information.

If your district uses Aspen IMS, you can align curriculum maps and lesson plans to these standards, as well as the Common Core and state standards provided by the *Academic Benchmarks* standards provider.

To create a new learning standard:

1. Log on to the District view.
2. Select **Assessment > Learning Standards**.

3. Select **Options > Add.** The New Learning Standard details page appears.

4. Use this table to enter information in the fields:

Field	Description
Identifier	Type an identifier for the standard.
Document	Type the name of the document for this standard, such as the state name or **Common Core**.
Name	Type the name of the standard.
Department	Select the department the standard is associated with.
Start grade	Select the start grade. This grade is used as a reference when aligning standards to curriculum map topics and lesson plans.
End grade	Select the end grade. This grade is used as a reference when aligning standards to curriculum map topics and lesson plans.
Categorization	Enter the text that creates the categories, or filters, to make it easier for users to find the correct standard.
	This helps users select the standards when they align curriculum map topics and lesson plans to standards if your district has Aspen IMS.
	To create categories, type the text you want for the category names surrounded by quotation marks, such as **"High School"**. Then, to continue to put the standard in a more specific category, use the 'greater than' symbol to indicate the next name is within the first. For example, **"High School">"Math"** means that the standard is found in the High School category, within the Math category, etc.
Standard	Type the text that describes the standard.
Rubric Criteria	
RubricDef > Name	Click **Multi-Add** to select a rubric definition to align to this learning standard. This learning standard is then aligned to any assignments teachers associate with this criterion in the gradebook.

5. Click **Save.**

Using Rubrics to Assess Student Progress

Aspen gives your school the ability to use rubrics as tools to measure student performance. A rubric, or reporting standard, is a structured set of grading criteria. Elementary schools often use rubrics to grade students for term report cards. An elementary school's report cards might contain a rubric for English, Math, Science, Social Studies, Gym, Art, and Music.

Each rubric contains its own set of criteria. For example, an English rubric might contain one criterion for reading comprehension, another for grammar, another for vocabulary, and another for writing.

You can also determine the actual grades teachers can give for each criterion in a rubric. This is called a rubric rating scale. For example, an elementary school might allow teachers to enter:

- M = Meritorious
- A = Average
- N = Needs improvement

To create rubrics to use for report cards:

1. Define the transcript columns that will contain rubric grade values. For example, if teachers enter standards-based report card grades for each quarter, be sure you set the column types for the following grade columns to **Rubric:** Q1 grade, Q2 grade, Q3 grade, and Q4 grade.
2. Create rubric rating scales to determine the actual values teachers can give to students for each criterion of a rubric.
3. Create the rubrics and their criteria.
4. Attach the rubrics to the appropriate courses in your school's schedule. For example, you attach the Science rubric to the Science course.
5. Enter grades for rubric criteria for students.

> **Note**: Your district can still use rubrics to track student progress, even if you do not have standards-based report cards. Districts can create rubrics and attach them to courses for teachers, or teachers can create their own reporting standards in the gradebook. Entering scores for each reporting standard criteria is a great way to track student progress in meeting standards and determining which instructional practices are working for a teacher, and which are not.

Create rubric rating scales

Create rubric rating scales. Similar to a grade scale, these are the ratings teachers can enter for each rubric criterion. For example, you might create a standard rubric rating scale; the scale you use for most rubrics. The standard scale might include:

- 1 = Beginning
- 2 = Developing
- 3 = Meeting
- 4 = Exceeding

You might create another rubric rating scale that you use for elective courses that includes the following ratings:

- E = Excellent
- S = Satisfactory
- U = Unsatisfactory

When you create a rubric rating scale, you define the details of the scale, and then define each rating within the scale.

To define the details for a rubric rating scale:

1. Log on to the District view.
2. Select **Assessment > Rubric Rating Scales**. The Rubric Rating Scales page appears.
3. Select **Options > Add.** The New Rubric Rating Scale page appears.
4. Type a name and description for the scale.

> **Note**: After you define all of the ratings for the scale, the number of ratings appears in the **Number of ratings** field.

5. If you want Aspen to display an error message when users enter a score on their gradebook Scores page that is not on the rubric rating scale, select the **Use explicit values only** checkbox.
6. Type the maximum number of points a student can receive in this scale.
7. Type any comments that help users understand the use of the scale.
8. Click **Save.**

To define each rating within a scale:

1. Click the **Rubric Rating Scales** side-tab.
2. Select the rating scale you want to create ratings for, and click **Ratings** on the **Rubric Rating Scales** side-tab.
3. Select **Options > Add.** The New Rubric Rating Scale Points page appears.
4. In the **Sequence number** field, type a number to indicate where this rating appears in comparison with the other ratings in the scale.

> **Example:** When a teacher enters ratings for a criterion, he or she can press **CTRL+L** to access the pick list of available ratings for the criterion. The value you enter here determines where this rating appears on the pick list.

5. Type the **Identifier**. This is the value teachers enter or select in the grade column.
6. Type a name and description for the rating.
7. In the **Points** field, type the maximum number of points a student can earn and receive this rating.
8. In the **Cutoff** field, type the minimum number of points a student can earn and receive this rating.
9. Select the **Is mastery?** checkbox to designate this rating as a mastery of the subject being assessed.
10. Select **Is hidden from gradebook?** to hide this rating in the Staff view (**Gradebook > Scores** and **Gradebook > Reporting Standards > Rubric Rating Scales**). Hidden ratings will still appear in the School view (**Grades > Grades Input**) for users who need to enter or edit scores.

> **Note**: A hidden rating scale does not appear when a teacher selects a score using **CTRL+L** or **Options > Lookup** on the Gradebook Scores page. However, a teacher's rating scales might have values that overlap with hidden rating scales. When the teacher enters an overlapping value and updates her post columns, Aspen uses the value associated with the hidden rating scale.

> **Example**: A teacher uses a rating scale with values 1 through 10 in her Gradebook. The district creates a hidden rating scale, ES, that uses values 1 through 5. The teacher enters a score of 5 and posts her grades. Aspen uses the ES rating scale (1 through 5) and posts a 2.5 to the transcript.

11. Click **Save.**
12. Repeat Steps 3-11 to define each rating within the scale.

Now, when you create an actual rubric, you define which scale teachers use to enter ratings for each criterion in a rubric.

For example, teachers might use the Standard rating scale for a criterion such as Reading Comprehension, and the Social Development scale for the Class Conduct criterion.

Creating Rubrics

Create rubrics to use as tools to measure student performance by standards. For example, an elementary school might create the Language Arts (LA) rubric. Within the LA rubric, you might create the following criteria:

- Written Expression
- Oral Expression
- Effort
- Vocabulary
- Grammar
- Reading Comprehension

For informational purposes, you can align each rubric criterion with learning standards, such as standards from your district.

Teachers can align assignments with specific criteria, and then enter scores from the rating scale for each criterion. At the end of a grade term, Aspen calculates both a trend and traditional average for each student for each criterion.

> **Note**: For progress and term averages to show the standards-based average on a progress report or report card, you need to define the appropriate transcript definition columns.

To create a rubric:

1. Define the rubric details.
2. Create the rubric criteria.

Define Rubric Details

When you create a rubric, or reporting standard to track student progress, you define its details.

To create a rubric and define its details:

1. Log on to the District view.
2. Select **Assessment > Rubric Library**.
3. Select **Options > Add.** The New Rubric Definition page appears.
4. Use this table to enter information in the fields:

Field	Description
Identifier	Type the identifier, or code, for this rubric. For example, if you are creating the rubric Language Arts, you might enter **LA.**
Name	Type the name of the rubric.
Report display	Type the name you want to appear on reports for this rubric.
Subject code	Type the subject code. You can use this code to filter and sort lists of rubrics.
Source	Type the source of the rubric. For example, you might have obtained the rubric from a Website or book.
Is locked?	Select this checkbox to prevent anyone from changing this rubric and its details and criteria. No one should modify a rubric once grades are entered using it.
Allow term restrictions	Select the **Allow term restrictions** checkbox to have the ability to restrict criteria within this rubric to be graded in specific terms only. The **Number of terms** field appears. Type the number of terms criteria within this rubric can be graded. Then, when defining a criterion for this rubric, use the term map to select which terms you grade that criterion.
Rating Scale Name	To select the default rating scale for the rubric, begin typing the value and select the one you want, or click 🔍 to select a value from a pick list. You can define a different scale for each criterion within the rubric.
Maximum points	Type the maximum number of points a student can earn for this rubric.
Score decimals	Type the number of decimals a score for this rubric can contain.
Number of levels	After you define the criteria for the rubric, the number of criteria levels you define appears here.
Number of criteria	After you define the criteria for the rubric, the number of criteria you define appears here.

Field	Description
Nested Criteria Options	Determine the following for parent columns within this rubric. By default, parent columns do not appear in the gradebook. Select the **Show parent columns in gradebook** checkbox if you want parent columns to appear in the gradebook for teachers to enter scores for. If you select to show parent columns in the gradebook, you can select the **Allow parent score override** checkbox if you want teachers to be able to override the parent score the system calculates.
Description	Type a description of the rubric.
Comment	Type any comments.

5. Click **Save.** Now, you need to define the criteria within the rubric.

Create rubric criteria

Within each rubric you create, you must define specific criteria. Teachers enter ratings for each criterion, such as values between 1 and 4, or E for *exceeds* and M for *meets*. For example, within the Language Arts rubric, you might create the following criteria:

- Written Expression
- Oral Expression
- Effort
- Vocabulary
- Grammar
- Reading Comprehension

For each criterion, you specify the rubric rating scale a teacher uses to enter values.

You can create criteria within a criterion. For example, you might create the Grammatical Skills criterion. Within it, you might create the *Proper Usage in Writing* and *Proper Usage in Speaking* criteria. In this way, criteria can have many levels.

To create rubric criteria:

1. Log on to the District view.
2. Select **Assessment > Rubric Library**.
3. Select the rubric you want to create criteria for, and click **Details** on the **Rubric Library** side-tab.

4. At the top of the page, click the **Criteria** sub-tab. The Criteria page appears.

5. Click **Add Criterion** to add a criterion to the rubric. The Rubric Criterion pop-up appears.

| General | Standards |

Name *	
Report display	
Column header *	
Discontinued?	☐
Weight	0
Required count	0
Description	
Comment	
Rating Scale > Name	ES - Ratings 🔍✖
Display type	Both ⌄
Report type	Both ⌄

SeqNo	Language	Value
	No matching records	

➕ Add   🗑 Delete

☑ OK   ✖ Cancel

6. Use the table to fill in the fields:

Field	Description
Name	Type a name.
Report display	Type the text you want to appear to indicate this criterion on a report, such as a description of the grade on a standards-based report card.
Column header	Type a column header, which appears at the top of the column on grade input pages.
Discontinued?	Select this checkbox to disable this criteria. If you select this checkbox, staff members can no longer enter values for it. The criterion displays on student transcripts and in the Gradebook only if it contains a value.
Weight	Type a value for the weight. The system applies this weight in consideration of other criteria for this rubric when calculating the rubric score.
Required count	Enter the number of nested (child) criteria that a teacher must score within the parent criteria. A warning message appears on the Scores page if the teacher enters more or fewer than the **Required count**. **Example**: The Language rubric has a parent criteria called Pattern recognition, which has three child criteria. If you enter **2** at this field, a teacher must enter scores for two of the three child criteria. **Note**: You must enable the Show parent columns in gradebook field for teachers to view this information on their Scores page.
Description	Type a description.
Comment	Type a comment.
Rating Scale > Name	Click 🔍 to select the rating scale you want to use for this criterion. This determines the set of ratings teachers can choose from for this criterion.

Field	Description
Display type	This field determines whether the rubric (reporting standard) can be linked to assignments, used for end-of-term grading purposes, or both. The field has three options. **Note**: The school must run the Prepare Reporting Standards Grading wizard to send the rubric and its criteria (reporting standards) to the Gradebook, regardless of which **Display type** is selected. • If **Display type** is set to **Assignment Only**: The rubric (reporting standard) and its criteria appear on the **Standards** sub-tab on the Assignment Details page for a teacher to view and align to assignments. The rubric (reporting standard) is not used for end-of-term grading purposes. • If **Display type** is set to **Progress or Term Only**: The rubric (reporting standard) is specifically used for end-of-term grading purposes, such as progress reports or report cards. When the school runs the Grade Input wizard, a grading column for the rubric (reporting standard) appears on the Gradebook Scores page (if there is a rubric column in the transcript definition). The rubric (reporting standard) does not appear on the Assignment Details page, and it cannot be aligned to assignments. • If **Display type** is set to **Both**: The teacher can align the rubric (reporting standard) to assignments, and a grading column for the rubric appears on the Gradebook Scores page (if there is a rubric column in the transcript definition), for end-of-term grading purposes. **Notes**: • The **Display type** setting affects both the parent criterion and any nested (child) criteria. If the parent criterion is set to **Assignment Only**, the child criteria can only be set to **Assignment Only**. If the parent criterion is set to **Progress or Term Only**, the child criteria can only be set to **Progress or Term Only**. If the parent criterion is set to **Both**, the child criteria can be set to **Both**, **Assignment Only**, or **Progress or Term**. • End-of-term grade calculations will include all rubric scores, even when the **Display type** field is set to **Assignment Only**.
Report type	Click this drop-down to select **Both, Progress**, or **Term** to determine when a teacher enters ratings for this criterion. The criterion appears as a column in the Gradebook during the appropriate times.

Field	Description
Term map	If this rubric is defined to appear in the Gradebook for only specific terms, a checkbox appears for the number of terms defined at the **Term map** field. Select the checkbox(es) that determine which terms teachers will grade this criterion.

7. Click the **Standards** sub-tab to align this criterion to learning standards.

8. Click **Multi-Add** to select standards to align to this criterion. These learning standards are then aligned to any assignments teachers associate with this criterion in the Gradebook.

9. Click **OK.** The new criterion appears with the rating scale information.

10. Click **Refresh Ratings** to view any changes you made to the rating scale.

11. Repeat steps 6-10 to create all the criteria for the rubric.

12. Click **Show Hidden Descriptors** to display any rubric rating scales that were hidden (District view, **Assessment > Rubric Rating Scales > Details**). Then, click **Refresh Ratings**. In the Refresh Ratings pop-up, select **Refresh children ratings**, and then click **OK**.

13. Use the following tips to work with the criteria you add to the rubric:

    - At the top of the page, click **Expand All** to view the rating details for each criterion, and all levels of criteria for a criterion.

    - At the top of the page, click **Collapse All** to view only the list of criterion, without rating details.

    - Click **Details** next to any criterion name to view the detailed information you defined for the criterion.

    - Click the **Delete** icon ✖ next to any specific rating to delete it from the criterion, or next to any criterion to delete the entire criterion.

    - Click **Add Descriptor** to add a rating specific to this criterion that the rating scale you select does not contain. For example, assume a criterion is very difficult to master, and you want to add a rating stating that although the student did not meet expectations, he or she demonstrated remarkable effort; you could create a rating just for that. Define the information for the rating.

    - To add another level of criteria for a criterion, click **Add Criterion** next to **Add Descriptor.** For example, you might create the *Grammatical Skills* criterion. Within it, you might create the *Proper Usage in Writing* and *Proper Usage in Speaking* criteria.

    - Click **Sort Criteria** to sort the criteria you create. This sort affects how the criteria appear on grade input pages and report cards.

14. Click **Save** to save all criteria information. Now, you need to attach this rubric to any courses that use it to enter grades.

Attach rubrics to courses

After you create a rubric, you can attach it to a course to use it when entering grades.

To then send those rubrics to the Reporting Standards side-tab on the Gradebook tab for each teacher, use the Prepare Reporting Standards wizard.

Then, if you created and attached a standards-based transcript definition to the course, the teacher can enter standards-based end-of-term and progress grades. Otherwise, teachers can align each assignment they create to the reporting standards to enter standards scores for assignments only.

To attach rubrics to courses:

1. Log on to the School view.
2. Select **Schedule > Courses**.
3. Select the course, and click **Details.**
4. Click the **Grading** sub-tab.
5. At the **Rubric Definition Name** field, begin typing the value and select the one you want, or click

    to select a value from a pick list.
6. Click **Save.**

   Note: Teachers cannot enter end-of-term ratings for this rubric unless the district transcript definition assigned to this course contains a column with the rubric column type.

Prepare reporting standards

After your district creates rubrics and their criteria, and you assign rubrics to the appropriate courses, you need to use the Prepare Reporting Standards Grading wizard to send the reporting standards (rubrics) to teachers' gradebooks.

To prepare reporting standards grading:

1. Log on to the School view.
2. Select **Grades > Grade Input**.
3. If you want to send reporting standards to only some sections, select the checkboxes next to those classes, and then click **Show Selected**.
4. Select **Options > Prepare Reporting Standards Grading**. Step 1: Select Sections appears.

Prepare Reporting Standards: Select Sections	Step 1 of 3
Prepare For:	
○ Current selection: 463	
○ Selected Sections: 0	
○ All Sections	
← Previous Next →	⚑ Finish ✖ Cancel

5. Select the **Current selection**, **Selected Sections**, or **All Sections** to prepare reporting standards for, and click **Next**. Step 2: Replace Existing Columns appears.

Prepare Reporting Standards: Replace Existing Columns	Step 2 of 3
Replace Existing Standards	☐

← Previous   Next →   ⚑ Finish   ✕ Cancel

6. Select the **Replace Existing Standards** checkbox only if in the beginning stages of setting up reporting standards in gradebooks, such as before a school year begins.

> **Warning**: If you select this checkbox, Aspen replaces all existing standards grade columns in the selected sections and any scores entered in them.

7. Click **Next**. Step 3: Confirmation appears.

Prepare Reporting Standards: Confirmation	Step 3 of 3
Sections to prepare	463

← Previous   Next →   ⚑ Finish   ✕ Cancel

8. Confirm that the **Sections to prepare** value matches the number of sections you want to prepare. If it doesn't, click **Previous** to make changes.
9. Click **Finish**. Aspen sends rubrics attached to courses to the appropriate teachers' Gradebooks. The rubrics are available on the **Gradebook** tab, **Reporting standards** side-tab. Also, teachers can select from them when they create new assignments on the **Standards** sub-tab.

Prepopulate rubric scores

Use this procedure to copy the posted rubric scores of a selected term into the post columns of another term. Teachers can then manually edit any scores that changed from one term to the next.

Administrators can run this procedure in the School view, and teachers can run it from their gradebook. It can be run for one or more sections at a time and does not overwrite any manually-entered scores.

> **Note**: You must [prepare grade input](#) before running this procedure.

To copy rubric scores from one term to another term:

1. Do one of the following:
   - Log on to the School view. Select **Grades > Grade Input**.
   - Log on to the Staff view. Click the **Gradebook** tab.

2. From the **Options** menu, click **Prepopulate Rubric Scores**. The Prepopulate Rubric Scores pop-up appears.

Prepopulate Rubric Scores

Allows for the copying of posted rubric grades from one term into the post columns of another term. If grades are already present in the destination they will not be overwritten.

Source Term	Q2 🔍
Destination Term	Q2 🔍
Grades to Prepopulate	Term ▾

⊘ Run   ✖ Cancel

3. At **Source Term**, the current term appears. Click 🔍 to see the Grade Term pick list.
4. Select the term that you want to copy the rubric scores from, and then click **OK**.

5. At **Destination Term**, the current term appears. Click 🔍 to see the Grade Term pick list.
6. Select the term you want to copy the rubric scores to, and then click **OK**.
7. Click **Run**. The procedure might take some time if you are in the School view and have selected several sections.

When the procedure is done, a pop-up displays the number of sections that were updated and/or skipped.

Note: If you run the procedure from the Staff view, reload your Scores page to see the updates.

Standards-Based Report Cards

Standards-based elementary report cards are significantly more involved than middle and high school report cards. To use standards-based report cards in a school in your district, follow the four phases:

1. Phase I: District Rubric Setup
2. Phase II: District Transcript Definition/Course Setup
3. Phase III: School Setup
4. Phase IV: Final Steps

Note: In Phase IV, if you need Follett to create a Standards-Based Report Card format for you, there is a fee associated with this service.

Phase I – District Rubric Setup

1. Add rubric rating scale.

2. Add rubrics to rubric library.

3. Add rubric criteria to rubric and rubric sub-criteria to rubrics (if necessary).

Phase II – District Transcript Definition/Course Setup

1. Create an elementary transcript definition. (Only required if this is the first time your district has scheduled).

2. Create courses in the district course catalog. (Only required if this is the first time your district has scheduled).

> **Note**: If you have multiple elementary schools within your district you should share courses (i.e., only create one course for each subject).

3. Associate each course with a rubric.
4. Prepare reporting standards to send reporting standards for each course a teacher teaches to his or her gradebook. Then, he or she can attach each assignment in their gradebook to a reporting standard, and enter a score for each criteria.

Phase III – School Setup

1. Complete elementary scheduling steps.
2. Add the elementary transcript definition to school setup. (Only required if this is the first time your district has scheduled).

3. Add grade terms.

4. Create an elementary default field set for courses in the School view on the **Schedule** tab, **Courses** side-tab. The field set should contain the following fields:
    - **Course Number**
    - **Description**
    - **Department**
    - **Transcript Definition Name**
    - **Rubric Definition Name**
    - **Sequence Number**
    - **Disable Text Comment**
    - **Disable Reference Comment**
    - **Disable Non Rubric**

5. Use the Mass Update or Modify List option to populate the following required fields in the School view, on the **Schedule** tab, **Courses** side-tab:
    - **Transcript Definition Name**
    - **Rubric Definition Name**
    - **Sequence Number**
    - **Disable Text Comment**

- **Disable Reference Comment**
- **Disable Non Rubric**

Phase IV – Final Steps

1. Initiate a Service Request with Follett for the creation of a Standards-Based Report Card format.

   > **Note**: You must submit the final report card formats to Aspen for pricing of developing each report. Each grade's report card might have a different fee, based on its complexity.
   >
   > Aspen provides your district with the cost of developing each report and an estimated due date for the completion (note that completion depends on the district configuration).
   >
   > This step requires two weeks.

2. Test generation of the report cards by Preparing Grade Input for a test group of courses and students. Always use a student in each grade when you test to ensure that you test a variety of courses and rubrics.

   > **Note**: Alterations to the finalized report cards must be received within five business days.

3. Train your teachers.

Elementary Scheduling Configuration

In order to use standards-based grades or standards-based report cards in your elementary schools, you need to do some scheduling to populate your teachers' gradebooks with the appropriate students.

Do the following to configure a schedule for an elementary school:

1. Create courses in the district course catalog. (Only required if this is the first time your district has scheduled).

   > **Note**: If you have multiple elementary schools within your district, you should share courses; create only one course for each subject.

2. Create an elementary transcript definition. (Only required if this is the first time your district has scheduled).

3. Add the elementary transcript definition to school setup. (Only required if this is the first time your district has scheduled).

4. Add and activate a schedule for the school. Click the **School** tab, **Schedules** side-tab. On the **Options** menu, click **Add**.
   After you save the schedule, click the **Filter** menu, and select **All Records**. On the **Options** menu, click **Set Active Schedule**.

   > **Note**: In future years, use the **Copy Active Schedule** option in the Build view before the EOY Rollover.

5. Fill your school's course catalog. You can <u>associate courses to the school course catalog from the district course catalog</u>, or <u>copy the course catalog from last year</u>.

    Note: If you copy last year's catalog, and the district also adds any new courses this year, be sure to associate them to the school catalog.

6. In the School view, on the **Schedule** tab, **Courses** side-tab, click **Build**. Do the following for each course:
    - Type a value in the **Sections scheduled** field.
    - Select the **Include in Scheduling** checkbox.
    - Click **Save**.

7. In the School view, click the **Schedule** tab, **Master** side-tab. On the **Options** menu, click **Initialize Sections**. This auto-creates section records for the number of sections you defined for each course in *Step 6*.

8. <u>Define schedule terms</u>.

    Note: In most cases, you can create just one schedule term for the year, such as **FY** for full year.

9. Create an elementary default field set for courses in the School view on the **Schedule** tab, **Master** side-tab. The field set should contain the following fields:
    - **Course Number**
    - **Description**
    - **Department**
    - **Primary Staff**
    - **Schedule Term**
    - **Platoon**

    Then, you can click **Mass Update** on the **Options** menu to define the **Schedule Term** for each class.

    Use the **Modify List** option to define the teacher and a platoon for each class. The **Platoon** code must match the homeroom number for the students in this class.

10. In the **Next Homeroom field** on the **Student** tab, **Details** side-tab, enter a homeroom for next year for each student.

    Note: On Step 3 of the End-of-Year Rollover wizard, your system administrator can select the **Transfer students to their next homeroom** checkbox to update the values in the **Homeroom** fields with the values you enter in the **Next Homeroom** fields for each student.

11. Assign each staff member to their homeroom on the **Staff** tab.

12. To load students into class sections, in the School view, click the **Schedule** tab. On the **Master** side-tab, click **Group Scheduling** on the **Options** menu.

    Note: In future years, remember to use the **Copy Active Schedule** option in the Build view before the End-of-Year Rollover.

Setting Up and Calculating GPAs

Aspen calculates GPAs by dividing a student's total points by the student's total course weights. Schools within your district can simply run the Grade Point Averages report to calculate GPAs for their students.

> **Note**: The total course weight the system uses in the GPA calculation depends on the value you select at the **Course weight type** field when you create a GPA definition. It is either the sum of all weight values or the sum of all credit values.

To set up GPAs:

1. Create user-defined fields for GPA and Rank in the Data Dictionary. See GPA field and Rank field for details.
2. Create a GPA definition in the District or Intermediate Organization view.
3. Define the point values for any academic levels that participate in GPA calculations in your schools in the District or Intermediate Organization view.
4. Define the grade columns to include in the GPA in the District or Intermediate Organization view.
5. Link courses to a GPA for a school in the School view.
6. Define any per-student adjustments you need to consider for a GPA for a school in the School view.
7. Then, you can run GPA results and print the Grade Point Averages report for a school in the School view.

If you are having trouble viewing a student's GPA or rank, you may need to fix missing or incorrect student GPA or rank.

Create a GPA definition

Create a GPA definition to define a type of GPA you want to calculate. For example, you might create a Simple GPA definition and a Weighted GPA definition.

> **Note**: Intermediate Organization-level users can add, delete and modify GPA definitions for their organizations. They can view GPA definitions created at the Root Organization level, and copy and modify them for use at their own organizations.

To create a GPA definition:

1. Log on to the District or Intermediate Organization view.
2. Select **Grades > GPA**.

3. Select **Options > Add.** The New GPA Definition page appears.

Options ▼ Reports ▼ Help ▼	
💾 Save ✖ Cancel	Default Template
Name *	
Course member type	Exclude ▼
Course weight type	Course Weight ▼
Transcript Definition > Name *	🔍
GPA Field > Long name	🔍
Rank Field > Long name	🔍
Rank	Students with include in rank flag only ▼
Update GPA/Rank on grade change?	☐
Grade level start	▼
Grade level end	▼
Procedure > Name	🔍

4. Use this table to enter information in the fields:

Field	Description
Name	Enter a name to identify this GPA calculation.
Course member type	Do one of the following: • Select **Course GPA Indicator** if you want the system to reference the **Include in GPA?** field for a course when determining which values to include in the calculation. This does not reference the internal Member table, and therefore requires less maintenance of courses and their link to a GPA. • Select **Exclude** if this calculation excludes the courses you select when you link this GPA to courses in your course catalog. For example, it might be easier to select the four physical education classes that you want the system to exclude from this GPA calculation than the thousands of other classes to include. • Select **Include** if this calculation includes the courses you select when you link this GPA to courses in your course catalog. For example, it might be easier to select the few classes you want the system to include in this GPA calculation.
Course weight type	Do one of the following: • Select **Course Weight** to indicate that you want the system to weight courses based on their weights in the course catalog. • Select **Credit** to indicate that you want the system to use the number of credits a student earns in a course in the GPA calculation. **Note**: Aspen divides total points by total course weights to determine GPA. This field determines the value the system uses for the total course weights.
Name	To select the transcript definition to associate with this GPA, click 🔍 to select a value from a pick list.

Field	Description
GPA Field > Long name	To select the name of the field in which you want to store this GPA, begin typing the value and select the one you want, or click 🔍 to select a value from a pick list. For example, you might select the **GPA – Unweighted** field to store your simple GPA definition. **Warning**: If you do not select a field, the system does not store student GPAs in the Student table after you run GPAs with this definition, and cannot include GPAs on report cards and transcripts. To save a calculated GPA, you must identify a field the system should save it in. **Note**: A user-defined field for **GPA** must be created in the Data Dictionary's Student table with the **User data type** field set as **Number.**
Rank Field > Long name	To select the name of the field in which you want to store student rank numbers calculated with this GPA, click 🔍 to select a value from a pick list. **Warning**: If you do not select a field, the system does not store student rank numbers in the Student table after you run the Grade Point Averages report with this definition, and the system cannot include GPAs on report cards and transcripts. To save student rank numbers, you must identify a field in which the system should save them. **Note**: A user-defined field for **Rank** must be created in the Data Dictionary's Student table with the **User data type** field set as **Integer.**
Rank	Select **All Students** if you want Aspen to calculate a rank number for all students in the system. Select **Students with include in rank flag only** for Aspen to calculate a rank number for only those students with the **Include in rank** checkbox selected on the Student details page **(Student > Details)**.

Field	Description
Update GPA/Rank on grade change?	Select this checkbox if you want Aspen to update a student's GPA and rank when his or her transcript record is updated with new grades. This field works in conjunction with the transcript auto-calculation options in your school's Grade preferences. Your school might have opted to update GPA and rank separately. See your Aspen system administrator for more information.
Grade level start/end	Select the range of grade levels you want to include in this GPA calculation.
Procedure > Name	Select the procedure Aspen uses to calculate the GPA.

5. Click **Save.** Now you can define the point values for this GPA calculation.

Define point values for a GPA

Users can define point values for a GPA definition in the District or Intermediate Organization views.

For each GPA definition you create, define the number of points students receive towards their GPA for each grade in one or more grading scales.

Many school districts create and use weighted and unweighted GPA calculations. When you create a weighted GPA, you define different point values for each academic level for each grade. For example, for an A, you might assign a point value of 4.25 for an AP course, and 4.0 for a Standard course.

To define point values for a GPA:

1. Log on to the District or Intermediate Organization view.
2. Select **Grades > GPA**.
3. Select the checkbox next to the GPA definition you want to define point values for.
4. On the **GPA** side-tab, click **Point Values.** The point values for that GPA definition appear.

Options   Reports ▾   Help ▾

Grade Scale: High School Grade Scale ▾

Code	Value	Std	Mod	CP	H	AP
A+	100.00	4.0000	4.0000	4.0000	4.5000	5.0000
A	96.00	4.0000	4.0000	4.0000	4.5000	5.0000
A-	92.00	4.0000	4.0000	4.0000	4.5000	5.0000
B+	89.00	3.0000	3.0000	3.0000	3.5000	4.0000
B	86.00	3.0000	3.0000	3.0000	3.5000	4.0000
B-	82.00	3.0000	3.0000	3.0000	3.5000	4.0000
C+	79.00	2.0000	2.0000	2.0000	2.5000	3.0000
C	76.00	2.0000	2.0000	2.0000	2.5000	3.0000
C-	72.00	2.0000	2.0000	2.0000	2.5000	3.0000
D+	69.00	1.0000	1.0000	1.0000	1.5000	2.0000
D	66.00	1.0000	1.0000	1.0000	1.5000	2.0000
D-	62.00	1.0000	1.0000	1.0000	1.5000	2.0000
F	59.00	0.0000	0.0000	0.0000	0.0000	0.0000

5. Select the grade scale you want to use for this GPA calculation.

6. Click ✏ below each academic level. The pencil is replaced by a green checkmark and red x.

> **Note**: Your Aspen system administrator creates academic level codes in the Academic Level Codes reference table. Assign academic levels to courses in the district course catalog.

7. Enter a value in each row and press **TAB** to go to the next row.

8. After you enter a value for each grade in that academic level, click ☑ to save it.

9. Repeat steps 6 - 8 for each academic level. Now you define the grade columns you want the system to use for this GPA calculation.
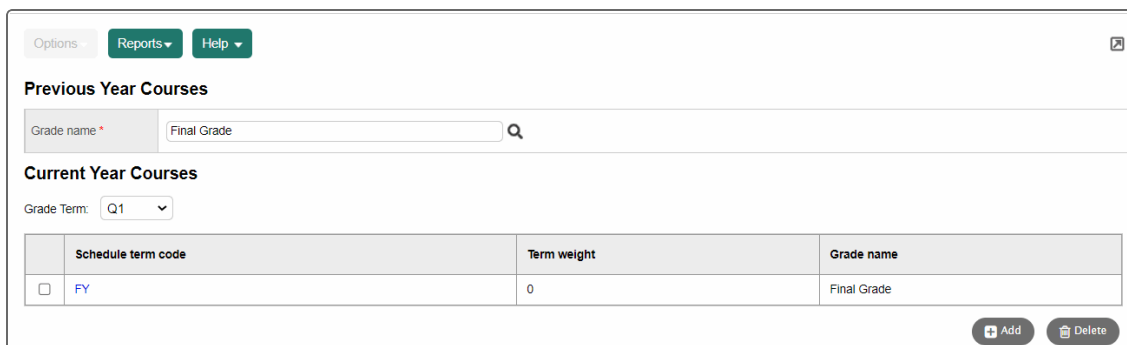
Define grades columns for a GPA

Define which student-earned grades the system should include when calculating a GPA. To define these grades, you determine the grade columns the system should include when calculating the GPA.

> **Note**: Intermediate Organization-level users can create and edit grade columns information for their own GPA definitions. Intermediate Organization-level users can view grade columns of a GPA definition created by their root organization, but cannot edit them.

To define grade columns for a GPA:

1. Log on to the District or Intermediate Organization view.
2. Select **Grades > GPA**.
3. Select the checkbox next to the GPA definition you want to define grade columns for.
4. On the **GPA** side-tab, click **Grade Columns.** The page displays two sections: **Previous Year Courses** and **Current Year Courses**.

5. In the **Previous Year Courses** section, click 🔍 in the **Grade name** field. A pick list of grade columns appears.

6. Select the grade column you want the system to use for each course a student took in a previous year, such as **Final Grade.**

7. Click **OK.**

8. In the **Current Year Courses** section, select a **Grade Term.** The grade term you select is when you would run the GPA.

   Assign weights to each schedule term that falls within the grade term. The weights tell the system how to weight the current grades that students earn based on how much of the course is actually completed. For example, if you run the Grade Point Averages report at the end of Term 1, only FY (full-year) and S1 (Semester 1) courses have received a grade – the Term 1 Grade. For FY courses, the Term 1 Grade represents 25% of the overall grade. For S1 courses, the Term 1 Grade represents 50% of the overall grade.

   If you run the Grade Point Averages report at the end of Semester 1, the Semester 1 Average represents 50% of the overall grade, and 100% of the S1 grade.

9. For the grade term you select, click **Add** to define every combination of schedule term and grade term that the system might need to reference to calculate GPA, depending on the time of year.

   For example, assume you calculate GPA in the middle of Semester 2. You might want the system to use the Semester 1 Final Grade and the Semester 2 Grade to calculate the student's GPA.

   The GPA Member Grade pop-up appears.

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

Field	Description
Schedule term code	Click this drop-down to select the schedule term code.
Term weight	Type the weight value you want the system to apply to this schedule term code for the grade term you select when you run the Grade Point Averages report.
Grade name	Click 🔍 , and select the grade column the system should reference.

11. Click **OK.**
12. After you define all schedule terms for a grade term, click **Save.**
13. Repeat steps 8-12 to define all possible combinations for each grade term.

Link GPAs to courses in the School view

After you create a GPA in the District or Intermediate Organization view, you need to link the appropriate GPA to the appropriate courses in a school.

To link a GPA to courses in a school:

1. Log on to the School view.
2. Select **Grades > GPA** side-tab. A list of GPA definitions the district or intermediate organization created appears.

   > **Note**: Reference the value in the Course Member Type column. If the value is **Exclude,** you need to select the courses you want to exclude from this GPA. If the value is **Include,** you need to select the courses you want to include in this GPA. If the value is **Course GPA Indicator,** the system references the value in the **Include in GPA** field for the courses. This is determined in the District or Intermediate Organization view when you create the GPA definition.

3. Select the checkbox next to a GPA definition, and click **Courses** on the **GPA** side-tab.
4. Select **Options > Add.** A pop-up appears.

5. Select the **Course Catalog** you want to use.

> **Note**: For the system to calculate GPAs correctly, you must link courses from past year course catalogs to GPAs, too. For example, assume your school does not include physical education classes in GPA calculations. If you are calculating GPAs for the senior class, you need to make sure that the system does not include physical education classes from their freshmen year in the GPA calculation.

6. Select the **School level** you want to choose from.
7. Select the checkboxes next to each course you want to include or exclude from GPA.
8. Click **OK.**

Now, you can [define any per-student value adjustments](), if necessary. Then, [run the Grade Point Averages report]().

View GPA adjustments in the School view

Your school might define value adjustments for the system to consider when calculating GPAs for transfer students, or other students with special circumstances. Make these adjustments by student on the Student tab.

To view student grade point adjustments for all students in your school:

1. Log on to the School view.
2. Click the **Grades** tab.
3. On the GPA side-tab, click **Adjustments.** A list of adjustments already entered for students appears.
4. Click the student's name to view the details of the adjustment.

Run the Grade Point Averages report

> **Note:** There is an *Aspen System Reports* user guide that shows examples of all the reports that come standard with Aspen. It is available from the **Help** menu **> User Guides > Aspen System Reports**. Flip through it to become more familiar with the offerings.

After you set up all GPA information in the District and School views, you can run the Grade Point Averages report to calculate student grade point averages and rank in a school.

To run the Grade Point Averages report:

1. Log on to the School view.
2. Select **Grades > GPA**.

3. Select **Reports** > **Grade Point Averages.** The Grade Point Averages pop-up appears.

Grade Point Averages

School year	🔍
GPA	🔍
Term	Q2 🔍
Recalculate	☐
Post Current Year Only	☐
Update GPA only	☐
Update Student Fields	☐
YOG (Leave Empty for All)	
Rank By	Grade Point Average ⌄
Active students only	☑
Sort results by	Rank ⌄
Format	Adobe Acrobat (PDF) ⌄

⊙ Run   ✖ Cancel

4. Use the table to enter information in the fields:

Field	Description
School year	Click 🔍 and select the school year you want to calculate GPAs for.
GPA	Click 🔍 and select the GPA definition you want to use to calculate GPA.
Term	Click 🔍 and select the term as of which you want to print GPAs.
Recalculate	Select this checkbox if you want to recalculate GPAs. If you do not select this checkbox, the system displays the results from the last time you ran the report, as they appear when you click **Results** on the **GPA** side-tab.
Post Current Year Only	Select this checkbox if you want to calculate GPAs for the current year only. If you do not select this checkbox, Aspen calculates the GPA for the students' entire transcript.
Update GPA only	Select this checkbox if you want to calculate student grade point averages, but not the school rank. If you do not select this checkbox, Aspen calculates the grade point average *and* the school rank.
Update Student Fields	Follett suggests running the report one time without selecting the **Update Student Fields** checkbox. Make sure you are happy with the results, as the updates are permanent. If you are satisfied, run the report again with this checkbox selected.
YOG (Leave Empty for All)	Type the year of graduation you want to calculate GPAs for. If you want to run GPA for all grade levels, leave this field blank.
Rank By	Do one of the following to determine how you want the system to rank students: • Select **Grade Point Average** to rank students by GPA. • Select **Total Points** to rank students by the total number of grade points they receive.
Active students only	Select this checkbox if you want to include active students only. Otherwise, leave this checkbox blank.

Field	Description
Sort results by	Select one of the following to determine how you want to sort the results: • Name • Rank
Format	Select a report format.

5. Click **Run**. The system displays the report in the format you select.
6. Check the results of the report. Then, print it.

View GPA results in the School view

View the results of the last Grade Point Averages report run for your school.

> **Note**: You can also use queries to find GPA information and print a quick report containing the GPA information you want.

To view GPA results:

1. Log on to the School view.
2. Click the **Grades** tab.
3. On the **GPA** side-tab, click **Results.** The page displays the results of the last Grade Point Averages report run. For each student, the page displays a record for each year. Each year includes GPA results for that year and cumulative results.

Name	YearID	Local ID	YOG	GPA	Points	CrsWgt	CumGPA	CumPoints	CumCrsWgt	CalcDate	Rank	ClassSize
Adams, Edward				3.5	35.0	10.0	3.5	35.0	10.0		0.0	0.0
Adams, Edward				3.729	130.5	35.0	3.678	165.5	45.0		0.0	0.0
Adams, Edward				3.343	14.625	4.375	3.648	180.125	49.375		0.0	0.0
Adams, Melina				4.0	40.0	10.0	4.0	40.0	10.0		0.0	0.0
Adams, Melina				3.771	132.0	35.0	3.822	172.0	45.0		0.0	0.0
Adams, Melina				3.643	127.5	35.0	3.744	299.5	80.0		0.0	0.0
Adams, Melina				3.643	127.5	35.0	3.713	427.0	115.0		0.0	0.0
Adams, Melina				3.671	128.5	35.0	3.697	684.0	185.0		0.0	0.0
Adams, Melina				3.671	128.5	35.0	3.693	812.5	220.0		0.0	0.0
Adams, Melina				3.671	128.5	35.0	3.686	1198.0	325.0		0.0	0.0
Adams, Melina				3.671	128.5	35.0	3.69	941.0	255.0		0.0	0.0
Adams, Melina				3.671	128.5	35.0	3.685	1326.5	360.0		0.0	0.0

View and adjust a student's grade point summary

You can view the summary of a student's GPA to see how the GPA is calculated.

To view and adjust a student's Grade Point Summary:

1. Log on to the School view.
2. Click the **Student** tab, and then search for and select the student.
3. Click the **Transcript** side-tab, and then click **Grade Point Summary.** The student's grade point summary appears.
4. At the top of the page, select the **GPA** and the **Grade Term** as of which you want to view GPA information.

> **Note**: The system calculates a basic GPA by adding the total points a student earns and dividing that by the total number of courses the student completed (GPA = Total Points/Total Courses.) For each school year, the page displays all of the information the system uses to calculate the student's GPA for that year.
>
> After **School year** and **Grade Level,** the next three columns display the number of points the student earned on his or her transcript, any adjusted points, and total points. To the right of these, the next three columns display the number of transcript courses, any adjusted courses, and the total number of courses.

5. Do one of the following (optional):

   • To adjust the number of points, click ✏ in the Adjusted Points column header. Enter a new value, and then click ☑ .

   • To adjust the number of courses, click ✏ in the Adjusted Courses column header. Enter a new value, and then click ☑ .

   > **Note**: The Course Breakdown section shows the breakdown of points the student earned for each course on his or her transcript. This is a good area to check when troubleshooting issues with a student's GPA.

Entering Grades

After you set up grades in your system, there are two ways your school can use Aspen to enter student grades:

• Teachers can record student grades on Grade Input sheets, submit them to the office, and office staff can input the grades in the School view.
• Teachers can enter grades in the online gradebook in the Staff view.

Managing Grades in the Office

Teachers can enter and manage grades for their classes in the online gradebook in the Staff view. As they enter grades, the grades update and appear on the Grades tab in the School view for office staff to view

and manage.

At the end of a term, teachers enter grade information and post grades for each of their classes. When teachers post grades from their gradebooks, the system copies the grades to transcripts. Depending on your school's grade preferences, teachers might be able to edit and post grades to the office several times during the grade post date range.

To manage term grades in the office:

- Prepare grade input to select the classes and term you want to enter and post grades for. After you prepare grade input, the appropriate entry columns for the term appear on the Gradebook tab in the Staff view and on the Grade Input page in the School view. You must prepare grade input before office staff or teachers can enter any grades.
- If your school uses standards based grading for some or all classes, prepare reporting standards. After you prepare reporting standards, teachers can align assignments to those standards and enter scores for each criterion within the standards.
- Run Grade Input sheets to print a copy of the grades teachers enter, or for teachers to manually record grades if they do not use the online gradebook. Office staff can enter the handwritten grades in Aspen.
- Run the Grade Post Verification report to confirm which teachers have posted grades from their gradebooks.
- Enter grades in the office if any teachers did not enter grades in their gradebooks or need to edit a student grade after they posted the grades from their gradebook.
- Run any weighted average calculations.
- View any terms with previously posted grades. Office staff can use the Grade Posts page to confirm a teacher posted grades for a class, or to delete the grades a teacher posted for a class if mistakes were made. Then, teachers can fix the grades on the Gradebook tab in the Staff view and re-post.
- Post student grades for the term by course if office staff members entered grades from Grade Input sheets, or edited a grade that a teacher posted from the Staff view. Posting grades officially posts grades to transcripts and awards credits.
- If your district does not auto-calculate credits earned, calculate credits if you post grades in the School view, and manually adjust those credits.
- Change any grades that were entered and posted in error.
- View and edit student transcripts.
- Run grade reports.
- Transfer grades between course sections for students who drop and add classes.

Prepare grade input

Prepare grade input to select the term and classes you want to enter and post grades for. You must prepare grade input before any office staff or teachers can enter grades for a grade term.

Prepare grade input for a term at any time. When you do, the columns for that grade term appear on the grade input pages in the School and Staff views – but teachers and office staff cannot enter grades in them until the first date of that grading term.

When you prepare grade input, you can also define the date range during which grades can be posted either for all students or students with a specific year of graduation.

To prepare grade input:

1. Log on to the School view.
2. Select **Grades > Grade Input**.
3. If you want to enter grades for specific course sections only, filter or select those classes.

4. Select **Options > Prepare Grade Input.** The Prepare Grade Input wizard appears.

5. In Step 1, Select Sections, select the sections you want to prepare grade input for.
6. Click **Next.** Step 2 of the wizard, Select Columns, appears.

7. At the **Report type** field, select if you want to prepare input for term, progress, or course grades. Aspen will only prepare the columns that have the selected report type.
8. Select the grade term you want to prepare grade input for.
9. At the **Replace Existing Columns** checkbox, do one of the following:
   - If it is not the first time you are preparing grade input for the term and *you want to clear any grades* entered in the columns for the term, select this checkbox. For example, if you are just implementing Aspen, you might prepare grade input for a few teachers to practice entering grades, then prepare grade input again for all teachers to enter grades. You would want to delete the practice grades the first teachers entered.

   - If it is not the first time you prepared grade input for a term and *you want to keep the existing values* in the columns, do not select this checkbox. The system updates column attributes, but does not clear existing grades. For example, assume the administrator updates a column to accept numeric values after preparing grade input for the term. In order for the change to take effect in the grade input area, grade input must be prepared again. When doing so, the administrator does not select this checkbox, and the system does not clear any grades that already exist. However, the system does modify the column to accept numeric values.

10. Click **Next.** Step 3 of the wizard, Posting Parameters, appears.

11. At **Post Window**, use the **Start Date** and **End Date** fields to define the date range during which teachers can post grades for this term.
12. Select if you want teachers to post for all students or only for students in a particular year of graduation. For example, because some high schools graduate seniors in early June, they need to post their final grades before the other students' grades.
13. Click **Next.** Step 4 of the wizard displays a confirmation of your selections.

   > **Note:** If something is incorrect, click **Previous** to fix it.

14. Click **Finish.**

Run Grade Input sheets

> **Note:** There is an *Aspen System Reports* user guide that shows examples of all the reports that come standard with Aspen. It is available from the **Help** menu **> User Guides > Aspen System Reports**. Flip through it to become more familiar with the offerings.

If teachers do not use the online gradebook in the Staff view to enter and post student grades, office staff can run Grade Input sheets. Teachers then write grades on these sheets, and staff members can enter the grades in Aspen.

Or, print Grade Input sheets after grades are entered to keep a record of the grades teachers enter in the Gradebook in the Staff view.

Aspen Public Schools										Crow Point High School

Grade Input Sheet

Page 1

Teacher:	Coyne, Yee
Department:	Social Studies
Course:	00009-001 Homeroom
Grading Term:	2
Schedule:	E(2,5)

X	Name	YOG	2nd QInt								
	Abner, Rose										
	Barck, Jamie										
	Cannon, Devon										
	Cordero, Jane										
	Dresel, Charlotte										
	Feltman, Michael										

To run Grade Input sheets in the School view:

1. Log on to the School view.
2. Select **Grades > Grade Input**.
3. Select **Reports** > **Grade Input Sheets.** The Grade Input Sheets pop-up appears.
4. Enter the report parameters.

> **Note**: Teachers can also run Grade Input sheets in the Staff view.

Run the Grade Post Verification report

> **Note:** There is an *Aspen System Reports* user guide that shows examples of all the reports that come standard with Aspen. It is available from the **Help** menu **> User Guides > Aspen System Reports**. Flip through it to become more familiar with the offerings.

Run the Grade Post Verification report to view a list of teachers who have not posted grades from the online gradebook in the Staff view.

You can also audit the number of grades teachers enter. For example, if 25 students are enrolled in a class, and the Grade Post Verification report displays that the teacher has entered only 24 grades, office staff can investigate the missing grade.

Aspen Public Schools						Crow Point High School	
Page 1		Grade Post Verification					
	Grading Term: Q1						
	Post Type: Progress grades for all students						
	Grade Ongoing Average						
Course	Description	Teacher	Students	Grades	Posted On	Posted By	
128-02	Media Production	Aborn, Samuel	15		Not Posted		
137-01	Media Production	Aborn, Samuel	4		Not Posted		
128-01	Media Production	Aborn, Samuel; Alley, Thomas	10		Not Posted		
701-01	Foods 1	Adams, Jaela	24		Not Posted		
701-02	Foods 1	Adams, Jaela	23		Not Posted		
702-01	Foods 2	Adams, Jaela	18		Not Posted		

To run the Grade Post Verification report:

1. Log on to the School view.
2. Select **Grades > Grade Input**.
3. On the **Reports** menu, click **Grade Post Verification.** The Grade Post Verification pop-up appears.
4. Use the table to enter information in the fields:

Field	Description
Term	Click 🔍 to select the term to include on the report from the Grade Term pick list.
Post type	Click 🔍 to select the post type from the Grade Post Control pick list.
Grade column	Click 🔍 to select the column to include from the Transcript Column Definition pick list.
Group by class	Enable this field to display merged class sections together on the report.

Field	Description
Omit courses marked as 'hide from grade input'	Enable this field so classes flagged to prevent grades from being viewed, entered, or edited do not appear on the report.
Show non-posts only	Select this checkbox for the report to only include the classes teachers have not posted grades for. If you do not select this checkbox, the report includes the grade post status for every teacher, whether they have posted or not. For those who have posted, the report displays the number of students, number of grades posted, date and time of the posting, and user who posted the grades.
Exclude empty	This field is selected by default. When selected, the report excludes classes that do not have enrolled students. If you deselect this field, the report includes classes that have no enrolled students.
Sort results by	Select **Teacher** or **Section** as the sort criteria.
Format	Select the format for the report.

5. Click **Run**.

Enter grades in the office

After you prepare grade input, you can enter grades in the office, or teachers can enter grades on the Gradebook tab in the Staff view.

Office staff can enter grades from Grade Input sheets if teachers manually record student grades for their course sections on paper. Or, you can edit any grades teachers posted from their online gradebooks in the Staff view.

To enter grades in the office:

1. Log on to the School view.
2. Click the **Grades** tab, and then click the **Grade Input** side-tab.The list of course sections you included when you prepared grade input appears.
3. Select the checkbox next to a course section you want to enter a grade for.
4. On the **Grade Input** side-tab, click **Input Grid.** The appropriate columns for the grading term appear

for each student.

5. Click in the cell where you want to enter a grade.

> **Note**: An **Exclamation point** appears next to the grades you changed on the Grade Input page. On the **Gradebook** tab in the Staff view, this icon indicates that a grade was changed by an administrator.

6. When you are done entering grades for the class, go to the **Options** menu and select **Post Grades**.

Now, you can use the record navigation bar to move to another course section.

> **Important:** When an administrative staff member posts final grades in the School view, the system might not automatically calculate credits. To do so, use on the **Options** menu.

Calculate credits in the School view

When an administrative staff member posts final grades in the School view, the system does not auto-matically calculate credits. To do so, you must use the Calculate Credits option.

To calculate credits:

1. Log on to the School view.
2. Select **Grades > Transcripts**.
3. On the **Options** menu, click **Calculate Credits.** The Calculate Credits pop-up appears.
4. Select if you want to calculate credits for the current selection or for all transcript records.

> **Warning**: This operation clears any existing credit values and replaces them with the value

> from the course if the transcript represents a passing grade.

5. Click **OK.** The system calculates credits for all final grades you select.

Adjust credits for students

There might be a time when you need to adjust the number of credits students earned in a year. You can manually adjust earned credits for students.

1. Log on to the School view.
2. Select **Grades > Credit Adjustments**.
3. On the **Options** menu, click **Add.** The New Student Credit Adjustment page appears.
4. Select the year and student's name.

   Note: After you click **Save,** the system calculates the student's grade level based on the year you enter.

5. Type the amount of credits and any comments.
6. Click **Save.**

You can view all credit adjustments, and enter additional adjustments for an individual student on the Student tab.

Change a posted grade in the office

After you or a teacher posts grades for a course, the system saves the grades to the transcript and awards credits if a final grade was entered. Therefore, if an office staff member or teacher realizes that a grade is incorrect, you need to correct those grades on the Grade Input page and the transcript.

Note: Depending on your teachers might be able to edit and post grades to the office several times during the grade post date range.

There are three ways to change a grade that has been posted to transcript:

- Change the grade on the Grade Input page.
- Change the grade on the Transcript page.
- Delete the grade post for the class.
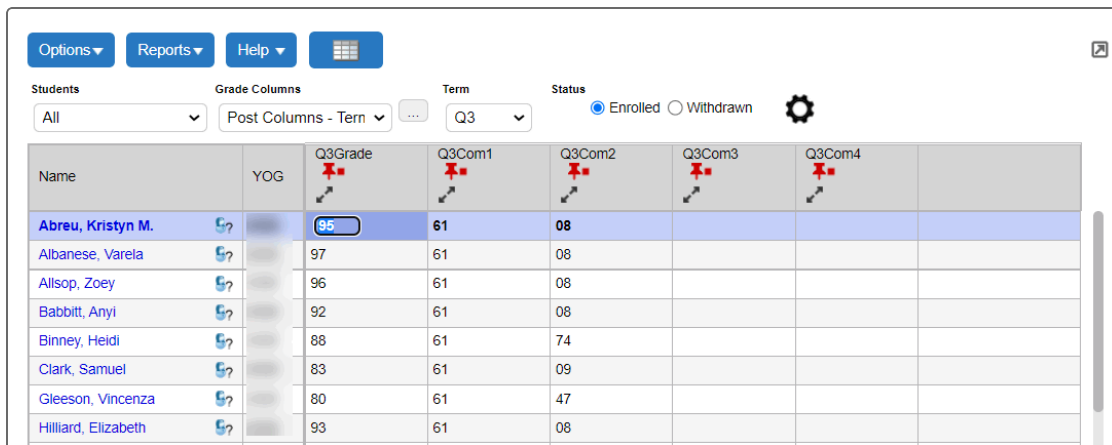
To change the grade on the Grade Input page:

If an office staff member makes a mistake when entering grades, or a teacher reports a mistake on a hand-written Grade Input sheet, an office staff member can change the grade on the Grade Input page and re-post.

1. In the School view, click the **Grades** tab.
2. Click the **Grade Input** side-tab. A list of classes appears.
3. Select the checkbox next to the class, and click **Input Grid** on the **Grade Input** side-tab.

4. Delete the incorrect grade, and type the correct grade.

The system automatically saves the grade, and displays ❗ next to the grade

5. On the **Options** menu, click **Post Grades.** The system saves the grades to transcripts.

To change the grade on the Transcript page:

If an incorrect grade is posted, an office staff member can change the grade directly on the student's transcript and then update the grade on the Grade Input pages.

1. In the School view, do one of the following:
   - Click the **Grades** tab.
   - Click the **Student** tab. Select the student.

2. Click the **Transcripts** side-tab.
3. Select the record you want to edit, and change the grade.
4. Click **Save.**
5. Click the **Grades** tab, then the **Transcripts** side-tab.
6. Select the records you changed grades for.
7. On the **Options** menu, click **Show Selected.**
8. On the **Options** menu, click **Update Gradebooks.** The system updates the Grade Input pages in the School and Staff views.

To delete the grade post for the class:

If a teacher enters and posts incorrect grades for students in a class, an office staff member can delete the post, and teachers can re-enter and re-post the grades in the Staff view.

1. In the School view, click the **Grades** tab.
2. Click the **Grade Input** side-tab.
3. Select the checkbox next to the class or classes you want to delete posts for.

4. On the **Grade Input** side-tab, click **Grade Posts.** The Grade Posts page displays the list of terms that have been posted for the first class you select.

5. Select the checkbox of the grade term you want to delete the post for.

6. On the **Options** menu, click **Delete.** On the Grade Input pages in the School and Staff views, the red pushpin is green again. Teachers can re-enter and re-post grades.

View Any Terms that Previously Posted Grades

You can view a list of terms that grades were previously posted for at your school this school year. The system lists the time and the user who posted the grades.

In addition, you can use the Grade Posts page to confirm a teacher posted grades for a class, or to delete the grades a teacher posted for a class if mistakes were made. Then, teachers can fix the grades on the Gradebook tab in the Staff view and re-post.

To view any terms that previously posted grades:

1. Log on to the School view.
2. Click the **Grades** tab.
3. Click the **Grade Input** side-tab, and select a class.
4. On the **Grade Input** side-tab, click **Grade Posts.** For the selected class, a list of terms that grades were previously posted for appears.

> **Note:** You can also **delete a grade post**.

Run weighted average calculations

Use the Calculate Averages option to perform average calculations. You can run calculations on transcript columns defined as Other Average or Final Average in the transcript definition. The system bases the calculation on the formula you upload in the 'Grade calculation' field on the .

To run weighted average calculations:

1. Log on to the School view.
2. Select **Grades >Transcripts**.
3. On the **Options** menu, click **Calculate Averages.** The Calculate Averages pop-up appears.

4. Select the column. The transcript definition associated with that column appears in the **Transcript Definition** field.

5. At the **Grade Term** field, select the term you want to calculate averages for. For example, if you are calculating final grades, you might select **T4** at the **Grade Term** field. The system calculates final grades only for courses that meet T4. It does not recalculate grades for courses that ended at the end of the first semester. If you do not select a grade term, the system calculates final grades for all transcripts.

6. Select the student records you want to calculate the averages for.

7. To skip any averages manually adjusted in the School view, select the **Skip adjusted averages**

checkbox.

8. To skip any averages that already exist in the column, select the **Skip existing averages** checkbox.

9. Click **OK.** The system calculates the grades using the formula you defined for the column in the transcript definition.

Post student grades for a term by course

If office staff members enter or edit grades for a teacher, they must post or re-post grades for those course sections.

To post student grades for a term by course:

1. Log on to the School view.
2. Select **Grades > Grade Input**.
3. Select the checkbox next to a course section.
4. On the **Grade Input** side-tab, click **Input Grid.**
5. Enter or edit grades.
6. On the **Options** menu, click **Post Grades.** The Post Grades pop-up appears.
7. At the **Grade Term** field, select the grade term.
8. At the **Grades to post** field, select **Term grades for all students** to post term grades, or **Progress grades for all students** to post progress report grades.
9. Click **OK.** The system stores these grades, and the grades now appear on transcripts and report cards.

Enter and view transcript information

Depending on your user role privileges, you might be able to view and edit student grades after they have been posted to transcripts.

> **Note:** Often the term *transcript* is associated with the Official Transcript that gets sent to colleges. In Aspen, that is a *report*. The Transcript side-tab is where all report card information is collected. From that list, you can print the Official School Transcript.

You can also promote a student mid-year, and create a record for a transfer course.

To view and edit posted student grades:

1. Log on to the District, School, Build, or Staff view.
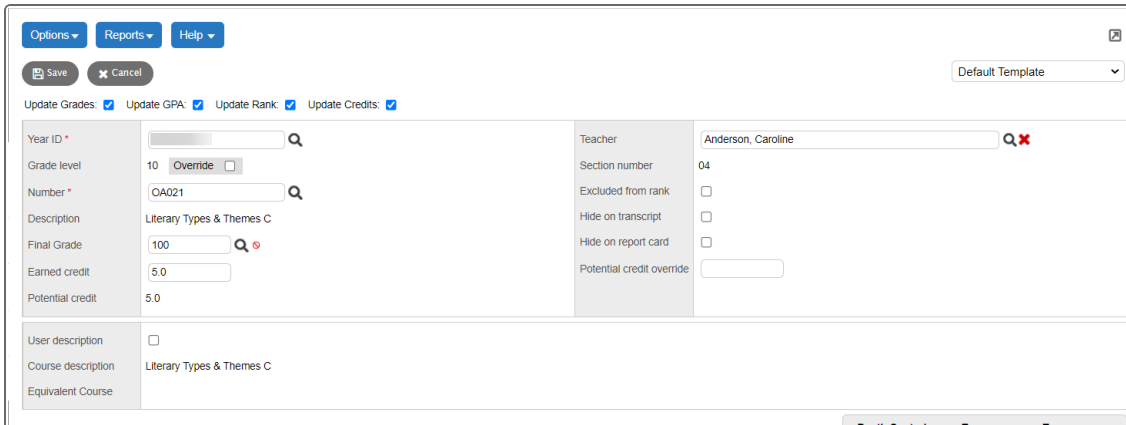
   > **Note**: You cannot make edits to grades on the Transcript tab in the Build view.

2. Click the **Student** tab.
3. Select the checkbox next to the student's name.
4. Click the **Transcript** side-tab. The Transcript page displays a record for each course grade, each school year.

> **Note**: Notice the **Dictionary** icon in the upper-right corner of the page. Click this icon to select a different transcript definition. By default, all transcript definitions appear.

5. Select a record.
6. On the **Transcript** side-tab, click **Details.** The first section of the page displays the details of the course:

> **Note**: Use the Update checkboxes to determine if and how the system automatically updates calculated grades, GPAs, rank, and credits for students if you change a grade.

Promoting a student mid-year

If you are promoting a student mid-year, the system determines which transcript records should appear with which grade levels on the transcript, based on the student's promotion date. For example, if you promote a student from grade 11 to grade 12 after Semester 1, the student's posted grades for Semester 1 should appear for grade 11 on his or her transcript. Semester 2 grades would appear for grade 12.

If there is an exception, and you need to manually align the transcript records to appear for the correct grade level, select the transcript record, and select the **Override** checkbox next to "Grade level". The "Grade level" field displays a drop-down:

Select the grade level you want the grades that currently exist for this course to appear for on the transcript. Then, any subsequent grades posted after the student's promotion date will appear with the student's new grade level.

Creating a record for a transfer course

If you are creating a record for a transfer course, go to the second section of the page.

Select the **User description** checkbox to specify the detailed course description for the record. Click

 at the **Equivalent Course** field to select a course from the current course catalog that is most similar to the transferred course.

The system treats this record as the equivalent course when it calculates a student's graduation status.

> **Note**: If you manually adjust the value in the **Credit** field, the system displays the **Adjusted** icon . If your school auto-calculates credits through the Transcript page and you manually adjust a credit value, the system removes the **Update Credits** checkbox at the top of the page and does not recalculate the credits upon saving the page. To allow auto-calculation of an adjusted value, delete any value in the **Credit** field, and save the record.

The Grades and Comments section of the page displays a list of the grades and transcript information the student earned in the course:

7. On the right side of the page, filter the information that appears by **Term** and **Type** (term or progress).

8. Edit the grades and comments, as needed. Click to select a grade from the grade scale, or a comment. If a comment column is a text comment, click on the first few words in the comment to edit it.

> **Note**: If a student's transcript contains rubric grades, you can expand and collapse the rubric criteria to edit or enter the grades.

9. Enter or edit any information on the page. In the Staff view, you can only view a student's transcript.

> **Note**: If you manually adjust a calculated average, the system displays the **Adjusted** icon next to the grade.

10. Click **Save.**

> **Note**: If you auto-calculate GPAs or rank and no users have run the Grade Point Averages report, any edits to a student's grade on the Transcript page will be saved. However, the student's GPA and rank are not updated until the report is run.

> **Note**: If you edit a student's grade and select both the "Update GPA" and "Update Rank" checkboxes, the system recalculates the student's GPA and updates the rank of all students in his or her year of graduation when you click **Save**. This can cause moderate wait times, depending on how many students are in that year of graduation.
>
> To avoid this issue, if allowed by your Aspen system administrator, select just the "Update GPA" checkbox when altering a student's transcript grade. You can then update student ranks at a later time. This can be useful when modifying transcript grades for multiple students in the same year of graduation.

Running Grade Reports in the Office

After you post grades for all course sections for a grading term, you can print several grade reports to view and analyze your grade data:

- Official School Transcripts
- Student Transcript Sheets
- Qualification Lists
- Qualification Lists by Teacher
- Qualification List with Grades
- Report Cards
- Grade Point Averages Report

Official School Transcript

Run official school transcripts for your students.

To run official school transcripts:

1. Log on to the District or School view.

   Note: To print a transcript for a graduated student: On the settings bar, click **Select School**, and then select the **History School** (or the school you created for graduate student records). Click **OK**.

2. Do one of the following:
   - Click the **Student** tab, then the **Transcript** side-tab.
   - Click the **Grades** tab, then the **Transcripts** side-tab to print transcripts for several students (School view only).

3. On the **Reports** menu, click **Official School Transcript.** The Official School Transcript pop-up appears.

4.

   Note: If a student's transcript displays incorrect grade levels, you might have to correct a student's membership records.

   Note: This report is set up to be publishable by default.

Correct grade level in student transcripts

The student transcript record includes course information with the associated grade level and school year. When a student's transcript records are displaying incorrect grade levels, there might be a problem with the membership records.

To correct a student's membership records:

1. Log on to the School view.
2. Click the **Student** tab.
3. Select the checkbox next to the student with the incorrect transcript.
4. Click the **Membership** side-tab.
5. Select the enrollment record.
6. Verify the membership records are correct, with accurate dates and year of graduation. Make any changes necessary to the student's membership records. Keep the following in mind:
   - The **Y** enrollment record is for changing a student's year of graduation and grade level.
   - For students who are repeating a grade, the **Y** enrollment record should be entered at the beginning of the school year.
   - A student should have only one **Y** enrollment record for a school year. Delete duplicate records.
7. Click the **Transcript** side-tab.
8. Go to the **Options** menu, and click **Recalculate Grade Levels.** The grade levels should now be correct.

Student Transcript Sheet

You might want to run a report that prints student transcript information by grade level in a worksheet format.

Aspen Public Schools

Page 1

Student Transcript Sheet

Ahern, Christopher

Student ID   143973
YOG
Homeroom   106

School Year: 2009

Grade	Course	Description	Instructor	Term	Credits	T1	T2	T3	T4	Final
9	311	Algebra I	DeCourcy, Donna	9	5.0000	65	69	67	60	66
9	410	Col IPS	Chandler, Janet	9	5.0000	83	71	77	64	73
9	111C	Col English I	Hannon, Samantha	9	5.0000	82	76	73	72	76
9	201C	College World Cultures	Casey, Amanda Nicole	9	5.0000	83	85	81	73	81
9	9999	SumTutor Algebra			0.0000					A -
9	801	Freshmen Physical Ed	Gattereau, Amanda	9	2.0000		87		87	84
9	701	Industrial Tech I	Valente, Owen	9	5.0000	78	83	75	80	77

For each school year, the sheet lists the student's grade level and the courses he or she took that year. For each course, the sheet lists the number, description, teacher, term, credits earned, term grades, and final grade.

To run a Student Transcript sheet:

1. Log on to the District or School view.
2. Select **Student > Transcript**.

3. On the **Reports** menu, click **Student Transcript Sheet.** The Student Transcript Sheet pop-up appears.

4. Enter the report parameters. The system displays the report in the format you select.

Qualification List Report

Qualification lists are a way to search for and list students who meet one or more grade criteria. For example, you can create qualification lists to identify students for honor roll or sport ineligibility.

Follett Public Schools	Crow Point High School
Honor Roll	
Page 1	July 19

School Year:

Quarter 1 Grade

High Honors

Name	YOG
Abreu, Kristyn	
Albanese, Varela	
Allen, Ann	
Allsop, Zoey	
Annand, Elizabeth	
Averill, Gianna	
Barry, Joy	
Barter, Ann	
Benton, Kathryn	
Berteletti, James	
Bissonette, Rose	
Branco, Alex M.	
Brown, Rose	

To run the Qualification List report:

1. Log on to the School view.
2. Select **Grades > Transcripts**.

3. On the **Reports** menu, click **Qualification List.** The Qualification List pop-up appears.

4. Use the table to fill in the fields:

Field	Description
School year	Select the school year.
Transcript column	Select the transcript column you want the system to use to determine who qualifies for the list, according to the criteria your Aspen system administrator defines.
Category	Click this drop-down to select the qualification list category.
Create snapshots	To have the system to automatically create a snapshot of the students who meet the criteria and appear on the list, select this checkbox. All users in the school can use the snapshot. The system names the snapshot appropriately.
Students to include	Click the drop-down to select **All** or **YOG.**
Search value	If you selected **YOG** at the **Students to include** field, type a year.
Sort students by	Click this drop-down to sort students by name or year of graduation.
Format	Select a report format.

5. Click **Run.** The system displays the report in the format you select.

Qualification List Report by Teacher

Qualification lists are a way to search for and list students who meet one or more grade criteria. For example, you can create qualification lists to identify students for honor roll or sport ineligibility.

You can sort qualification lists by teacher. This is especially helpful for a qualification list that includes students with incomplete grades. The report sorts students by teacher, then the office can distribute the lists to the appropriate teachers.

To run the Qualification List report by teacher:

1. Log on to the School view.
2. Select **Grades > Transcripts**.
3. On the **Reports** menu, click **Qualification List by Teacher.** The Qualification List By Teacher pop-up appears.

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

Field	Description
School year	Select the school year.
Transcript column	Select the transcript column you want the system to use to determine who qualifies for the list, according to the criteria your Aspen system administrator defines.
Category	Click this drop-down to select the qualification list category.
Grades to include	Select to include either qualifying grades only or all grades. For example, if you run an incomplete list, you can include all student grades or incomplete grades only.
Students to include	Click the drop-down to select **All** or **YOG**.
Search value	If you selected **YOG** at the **Students to include** field, type a year.
Sort students by	Click the drop-down to select **Name** or **YOG**.
Format	Select a report format.

5. Click **Run.** The system displays the report in the format you select.

Qualification List Report with Grades

Qualification lists are a way to search for and list students who meet one or more grade criteria. For example, you can create qualification lists to identify students for honor roll or sport ineligibility.

You can run these qualification lists to print the names of students who meet the criteria and their grades.

To run the Qualification Grades report:

1. Log on to the School view.
2. Select **Grades > Transcripts**.
3. On the **Reports** menu, click **Qualification List Grades.** The Qualification List Grades pop-up

appears.
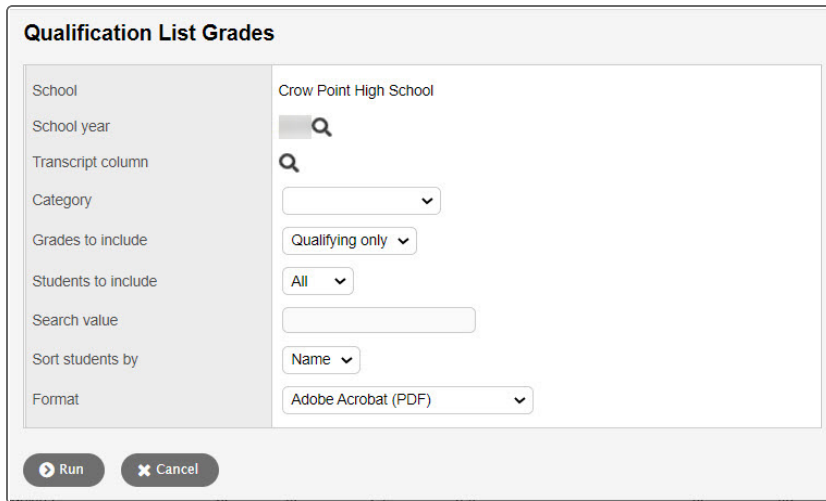
Qualification List Grades

School	Crow Point High School
School year	🔍
Transcript column	🔍
Category	⌄
Grades to include	Qualifying only ⌄
Students to include	All ⌄
Search value	
Sort students by	Name ⌄
Format	Adobe Acrobat (PDF) ⌄

▶ Run   ✖ Cancel

4. Use the table to fill in the fields:

Field	Description
School year	Select the school year.
Transcript column	Select the transcript column you want the system to use to determine who qualifies for the list, according to the .
Category	Click this drop-down to select the .
Grades to include	Select to include either qualifying grades only (the grades that qualified the student for the list), or all of a student's grades.
Students to include	Click this drop-down to select which students you want to include on the report.
Search value	At the **Students to include** field, if you selected **YOG,** type the year of graduation.
Sort students by	Click this drop-down to determine how you want to sort students in the report.
Report format	Select a report format.

5. Click **Run.** The system displays the report in the format you select.

Running Report Cards
Run report cards for your students after office staff members post all grades for a grading term.

- 105 -

CROW POINT HIGH SCHOOL

		STUDENT ID		
GRADE	08	HOME ROOM	CHORRM	
TERM	4	REPORT DATE		
		GUIDANCE COUNSELOR		

To the Parent/Guardian of:
Adams, Virginia

Hingham, MA 02043

COURSE INFORMATION	CREDIT	1ST TERM	2ND TERM	Mid Term Exam	3RD TERM	4TH TERM	Final Exam	FINAL GR.	CURRENT TERM COMMENTS
080-003 English 8 H Cohen FY Credits: 0.00	0.00	A	A		A-	A		A	Conduct excellent Good attitude A pleasure to have in class
180-002 World Cultures 1 H Randall FY Credits: 0.00	0.00	A	A+		A	A		A	Conduct good Effort good
200-001 Honors Algebra 1 Macdonald FY Credits: 5.00	5.00	B	C		B-	B+		B-	A pleasure to have in class
380-002 Science 8 H Hurley FY Credits: 0.00	0.00	A-	A		A	A		A	Pleasant and courteous student Effort excellent

Note: You can also

To run report cards:

1. Log on to the District or School view.
2. Do one of the following:
   - Click the **Student** tab, then the **Transcript** side-tab to print a report card for one student.
   - Click the **Grades** tab, then the **Transcripts** side-tab to print report cards for several students.

3. On the **Reports** menu, click **Report Cards.** The Report Cards pop-up appears.

Report Card

| General | Publish |

School	Crow Point High School
School year	🔍
Term	Q2 🔍
Date	🔲
Convert numeric grades	☑
Honor roll column	🔍 ✖
Students to include	All ⌄
Search value	
Sort students by	Name ⌄
Alternate mailings	☐
Exclude classes without term grades	☐
Format	Adobe Acrobat (PDF) ⌄

◗ Run   ✖ Cancel

4. Use the table to enter information in the fields:

Field	Description
School	In the District view only: Select the school to run report cards for, or select **All Active Schools**.
School year	Click 🔍 , and then select the school year.
Term	Click 🔍 , and then select the term to run the report cards for.
Date	Enter the Report Date that appears at the top of the report card.
Convert numeric grades	Defaults to selected. When selected, Aspen converts numeric grades entered by teachers to letter grades, according to your district's grade scale. **Note**: If you deselect this checkbox, Aspen will not convert numeric grades to letter grades.
Honor roll column	Click 🔍 to select the grade column that is used to determine honor roll.
Students to include	Select **All**, **YOG**, **Snapshot**, or **Current Selection**.
Search value	If you entered **YOG** or **Snapshot** at **Students to include**, enter a search value.
Sort students by	Select **Name**, **YOG**, or **Homeroom** as the sort criteria.
Alternate mailings	Select this checkbox to print an additional copy of the report card for student contacts who have the **Receive grade mailing** field enabled in their details, but live at a different address.
Exclude classes without term grades	Select this checkbox to exclude classes that do not have a grade for the **Term** specified. **Example**: If a student took Keyboarding during Terms 1 and 2, and you enable this field when running Term 3 report cards, this course will not appear—since there is no Term 3 grade for it. This field is also useful for dropped courses. If a student took Art during Term 1, then dropped it, you can enable this field when running Term 2 report cards to prevent the dropped course from appearing.
Format	Click this drop-down to select the format.

5. Click **Run**.

Create a message to appear on report cards

Each school can create a message that appears on report cards for its students. For example, the message might remind parents of the date for parent-teacher conferences and when spring break begins.

To create a report card message:

1. Do one of the following:
   - District view: Click the **District** tab, **Schools** side-tab. Select a school, and then click **Preferences**.
   - School view: Click the **School** tab, **Setup** side-tab, and then click **Preferences**.

2. Use the **Category** drop-down to select **Grade.**
3. In the **Report card message** field, type a message.
4. Click **Save.**

Display honor roll on report cards

Many schools within a district generate honor roll lists at the end of a grading term. A message can appear on a report card to indicate if a student qualified for honor roll. Do the following to configure an honor roll to appear on report cards:

1. Define an honor roll qualification list category.
2. Define the criteria for the qualification list a school uses for honor roll.
3. Define the honor roll list as the list the system uses to calculate honor roll when you run report cards.
4. Run report cards, and choose a column at the **Honor Roll** field.

Run Grade Input sheets

> **Note:** There is an *Aspen System Reports* user guide that shows examples of all the reports that come standard with Aspen. It is available from the **Help** menu **> User Guides > Aspen System Reports**. Flip through it to become more familiar with the offerings.

If teachers do not use the online gradebook in the Staff view to enter and post student grades, office staff can run Grade Input sheets. Teachers then write grades on these sheets, and staff members can enter the grades in Aspen.

Or, print Grade Input sheets after grades are entered to keep a record of the grades teachers enter in the Gradebook in the Staff view.

To run Grade Input sheets in the School view:

1. Log on to the School view.
2. Select **Grades > Grade Input**.
3. Select **Reports** > **Grade Input Sheets.** The Grade Input Sheets pop-up appears.
4. Enter the report parameters.

> **Note**: Teachers can also run Grade Input sheets in the Staff view.

Run the Grade Post Verification report

Note: There is an *Aspen System Reports* user guide that shows examples of all the reports that come standard with Aspen. It is available from the **Help** menu **> User Guides > Aspen System Reports**. Flip through it to become more familiar with the offerings.

Run the Grade Post Verification report to view a list of teachers who have not posted grades from the online gradebook in the Staff view.

You can also audit the number of grades teachers enter. For example, if 25 students are enrolled in a class, and the Grade Post Verification report displays that the teacher has entered only 24 grades, office staff can investigate the missing grade.

Aspen Public Schools				Crow Point High School		
		Grade Post Verification				
Page 1						

Grading Term: Q1
Post Type: Progress grades for all students
Grade: Ongoing Average

Course	Description	Teacher	Students	Grades	Posted On	Posted By
128-02	Media Production	Aborn, Samuel	15		Not Posted	
137-01	Media Production	Aborn, Samuel	4		Not Posted	
128-01	Media Production	Aborn, Samuel; Alley, Thomas	10		Not Posted	
701-01	Foods 1	Adams, Jaela	24		Not Posted	
701-02	Foods 1	Adams, Jaela	23		Not Posted	
702-01	Foods 2	Adams, Jaela	18		Not Posted	

To run the Grade Post Verification report:

1. Log on to the School view.
2. Select **Grades > Grade Input**.
3. On the **Reports** menu, click **Grade Post Verification.** The Grade Post Verification pop-up appears.
4. Use the table to enter information in the fields:

Field	Description
Term	Click 🔍 to select the term to include on the report from the Grade Term pick list.
Post type	Click 🔍 to select the post type from the Grade Post Control pick list.
Grade column	Click 🔍 to select the column to include from the Transcript Column Definition pick list.
Group by class	Enable this field to display merged class sections together on the report.

Field	Description
Omit courses marked as 'hide from grade input'	Enable this field so classes flagged to prevent grades from being viewed, entered, or edited do not appear on the report.
Show non-posts only	Select this checkbox for the report to only include the classes teachers have not posted grades for. If you do not select this checkbox, the report includes the grade post status for every teacher, whether they have posted or not. For those who have posted, the report displays the number of students, number of grades posted, date and time of the posting, and user who posted the grades.
Exclude empty	This field is selected by default. When selected, the report excludes classes that do not have enrolled students. If you deselect this field, the report includes classes that have no enrolled students.
Sort results by	Select **Teacher** or **Section** as the sort criteria.
Format	Select the format for the report.

5. Click **Run**.

Run the Grade Point Averages report

> **Note:** There is an *Aspen System Reports* user guide that shows examples of all the reports that come standard with Aspen. It is available from the **Help** menu **> User Guides > Aspen System Reports**. Flip through it to become more familiar with the offerings.

After you set up all GPA information in the District and School views, you can run the Grade Point Averages report to calculate student grade point averages and rank in a school.

To run the Grade Point Averages report:

1. Log on to the School view.
2. Select **Grades > GPA**.

3. Select **Reports** > **Grade Point Averages.** The Grade Point Averages pop-up appears.

Grade Point Averages	
School year	[ ] 🔍
GPA	🔍
Term	Q2 🔍
Recalculate	☐
Post Current Year Only	☐
Update GPA only	☐
Update Student Fields	☐
YOG (Leave Empty for All)	[ ]
Rank By	Grade Point Average ▾
Active students only	☑
Sort results by	Rank ▾
Format	Adobe Acrobat (PDF) ▾

▶ Run   ✖ Cancel

4. Use the table to enter information in the fields:

Field	Description
School year	Click 🔍 and select the school year you want to calculate GPAs for.
GPA	Click 🔍 and select the GPA definition you want to use to calculate GPA.
Term	Click 🔍 and select the term as of which you want to print GPAs.
Recalculate	Select this checkbox if you want to recalculate GPAs. If you do not select this checkbox, the system displays the results from the last time you ran the report, as they appear when you click **Results** on the **GPA** side-tab.
Post Current Year Only	Select this checkbox if you want to calculate GPAs for the current year only. If you do not select this checkbox, Aspen calculates the GPA for the students' entire transcript.
Update GPA only	Select this checkbox if you want to calculate student grade point averages, but not the school rank. If you do not select this checkbox, Aspen calculates the grade point average *and* the school rank.
Update Student Fields	Follett suggests running the report one time without selecting the **Update Student Fields** checkbox. Make sure you are happy with the results, as the updates are permanent. If you are satisfied, run the report again with this checkbox selected.
YOG (Leave Empty for All)	Type the year of graduation you want to calculate GPAs for. If you want to run GPA for all grade levels, leave this field blank.
Rank By	Do one of the following to determine how you want the system to rank students: • Select **Grade Point Average** to rank students by GPA. • Select **Total Points** to rank students by the total number of grade points they receive.
Active students only	Select this checkbox if you want to include active students only. Otherwise, leave this checkbox blank.

Field	Description
Sort results by	Select one of the following to determine how you want to sort the results: • Name • Rank
Format	Select a report format.

5. Click **Run**. The system displays the report in the format you select.
6. Check the results of report. Then, print it.

Transfer grades for drops/adds

When students transfer between different sections of the same course, you can transfer their grades from the section they drop to the section they add.

For example, assume a student enrolls in Section 1 History. After Term 1, she transfers to Section 2 History. The system creates two transcript records for the student, and report cards print two records – one for each section. Both transcript records contain the same course for the same schedule term, and both are full-year courses.

You can merge these transcript records so that report cards display only one record for this course. The system moves all grade and comment values to the newest transcript record based on the grades, and then deletes the old transcript record.

> **Note**: Aspen does not transfer the grades if it cannot determine the newest transcript record based on its grades, or if the transcript records contain a grade or comment in the same column.

Before you transfer the grades, run the Transcript Drop/Add List report to view the students who are affected. Then, use the Merge Drop/Add function to transfer the grades.

To print the Transcript Drop/Add List report:

1. Log on to the School view.
2. Select **Grades > Transcripts**.
3. On the **Reports** menu, click **Transcript Drop/Add List.** The Transcript Drop/Add List pop-up appears.
4. Enter the report parameters.

5. The report displays in the format you select.

Follett Public Schools			Crow Point High School

Transcript Drop/Add List

Page 1   July 19

Student	Course	Description	STerm
Bates, Jean	OA601-02	Wood Tech 1	FY
Bates, Jean	OA601-03	Wood Tech 1	FY
Bissonette, Rose	OA127-09	Community Service	FY
Bissonette, Rose	OA127-08	Community Service	FY
Charleston, Gracen	OA127-11	Community Service	FY
Charleston, Gracen	OA127-04	Community Service	FY
Charleston, Peyton	OA962-008	Project Opportunity Aid	FY
Charleston, Peyton	OA962-006	Project Opportunity Aid	FY
Cleary, Ashley	OA955-06	Academic Support 9-10	FY
Cleary, Ashley	OA955-08	Academic Support 9-10	FY
Davenport, Ariana	OA127-08	Community Service	FY
Davenport, Ariana	OA127-05	Community Service	FY
Devlin, Lourenca	OA093-13	Writing Seminar	FY

To transfer the grades:

1. Do one of the following:
   - To merge drop/adds for several students, use the **Grades** tab, **Transcripts** side-tab.

     Note: Merging records for several students should be done very carefully.

   - To merge drop/adds for one student, use the **Student** tab, **Transcripts** side-tab.

2. Select the transcript records you want to merge.
3. On the **Options** menu, click **Show Selected.**

4. On the **Options** menu, click **Merge Drop/Adds.** The Merge Transcript Drop/Adds pop-up appears.

Merge Transcript Drop/Adds

Consider...

- ● Current selection: 8821
- ○ Current Year Transcripts
- ○ All Transcripts

Choice

- ☐ Merge transcripts with different schedule terms
- ☐ Merge transcripts from different schools

☑ OK   ✖ Cancel

5. Select one of the following to determine the records the system should consider in the merge:

- Current selection (usually 2 records)
- Current Year Transcripts
- All Transcripts

6. Select the **Merge transcripts with different schedule terms** checkbox to allow grades to be merged that were earned in courses that had different schedule terms in the master schedule. For example, if you need to merge the grade a student earned in Gym during Semester 1 with the other course of Gym they were enrolled in during Semester 2.

7. Select the **Merge transcripts from different schools** checkbox to allow grades that were earned in different schools to be merged.

> **Note**: The courses you merge from different schools have to be associated with the same district-level course. Also, the system disregards schedule terms when merging courses from different schools.

8. Click **OK.**

9. Run the Transcript Drop/Add List report again to confirm that the students' names no longer appear.

Using the Teacher Gradebook in the Staff View

Use the Gradebook tab in the Staff view to enter and track the following for students in your course sections:

- assignment grades
- term grades

Before you begin to use the gradebook

Before using the gradebook, you need to . 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 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 .

> **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.

Setting Up the Gradebook

Before you begin to use the gradebook, 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 to add to assignment grades to make notes regarding a grade.

Create teacher grade scales in the gradebook

Your Aspen administrator creates grade scales for your district in the District view. Those grades are available for you and all teachers to use for their students' assignment and end-of-term grades.

Because the grades in the district grade scales might not fit your personal grading system, you can create your own grade scales and link them to specific class sections, specific assignment categories, or individual assignments.

There are two ways teacher grade scales can work with your district's grade scale:

- District administrators can define alignment codes for each grade in a district grade scale. Then, you can align each grade within a grade scale you create in your gradebook to the codes in the district grade scale. This way, when Aspen calculates the values in average columns for that section, it maps the grades that you enter to the appropriate grades in the district grade scale. For example, if you create a 1-4 grade scale, you can determine that a score of 3 in your grade scale is equal to a B in the district grade scale. Without doing so, Aspen calculates a score of 3 as a 75 (C) out of 100.

Your Grade	Term Average in Post Column	Grade on Report Card
3	3	B

- You can enter the grades within the scales you create only when entering assignment grades. When Aspen calculates term grades for district post columns, it matches any grades from your grade scale to the appropriate grade in the district grade scale by points.

  Note: If you cannot align your grades with district alignment codes, you must use characters that are not numbers or letters matching any values on the district grade scale; Aspen will not be able to tell the difference between your *B* (88) and the district *B* (82).

Your Grade	Term Average in Post Column	Grade on Report Card
3	C	C

You can add colors to grade scales, whether they are created by you or your district, for easy viewing on your Scores page.

Note: If a grade term is locked, it might prevent you from editing or deleting a grade scale that is associated with it. See "Locked Grade Terms" for more information.

Calculate averages in the Gradebook

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

- Categories only
- Categories and assignments
- Total points only
- Category total points

Determine which system you use, and then set your gradebook preferences 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, you can define a different averaging mode for different course sections.

Calculating Averages: Categories Only

- 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:

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

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

(86.25 x 25/100) + (93.33 x 25/100) + (88 x 50/100) = 88.89 (B+)

Calculating Averages: 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:

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

Aspen uses the following formula to calculate the average:

The system weights assignments first:

HW: (100 x 2/5) + (90 x 1/5) + (75 x 1/5) + (80 x 1/5) = 89%

Quiz: (100 x 1/3) + (84 x 1/3) + (96 x 1/3) = 93.33%

Test: (80 x 1/5) + (94 x 2/5) + (90 x 2/5) = 89.6%

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

(89 x 1/4) + (93.33 x 1/4) + (89.60 x 1/2) = 90.38% (A-)

Calculating Averages: 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:

Homework Category	Quizzes Category	Tests Category
HW 1: 10 of 10	Quiz 1: 50 of 50	Test 1: 80 of 100
HW 2: 9 of 10	Quiz 2: 42 of 50	Test 2: 94 of 100
HW 3: 15 of 20	Quiz 3: 48 of 50	Test 3: 180 of 200
HW 4: 4 of 5		

Homework Category	Quizzes Category	Tests Category
HW total points earned: 38 HW total points possible: 45	Quiz total points earned: 140 Quiz total points possible: 150	Test total points earned: 354 Test total points possible: 400

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

38 + 140 + 354 =532

45 + 150 + 400 = 595

532/595 = 89.41 (B+)

Calculating Averages: 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:

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

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

(84.44 x 25/100) + (93.33 x 25/100) + (88.5 x 50/100) = 88.69 (B+)

Create assignment categories for a traditional gradebook
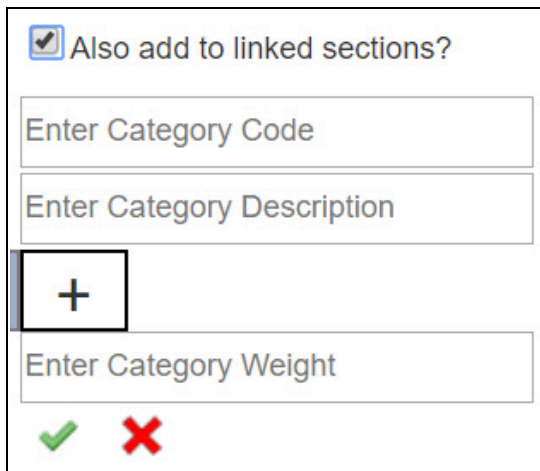
Click **Categories** to add, import, edit or delete your assignment categories.

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:
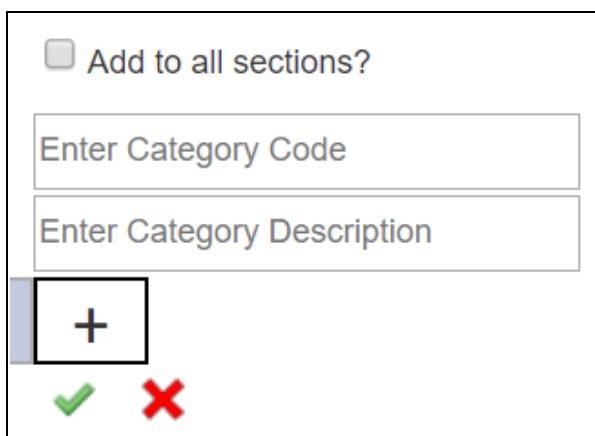
1. Log on to the Staff view.
2. Click the **Gradebook** tab.
3. Select the class you want to add categories to.
4. Click the **Details** side-tab.
5. On the Class Details page, click **Categories**.

 Appears if you have linked class sections.

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

 Appears if you do not have linked class sections.

7. If you have linked class sections, **Also add to linked sections?** is enabled by default. The new category will be applied to all sections linked with this one. If you do not want to apply this category to

- 123 -

the linked class sections, deselect this checkbox. If you have linked sections and you adjust weights by term, the new category will only be applied to the linked sections for the same term, and with the same weight.

If you do not have linked sections, **Add to all sections?** appears in the pop-up, but it is not enabled by default. You can select it to apply the new category to all your class sections. If you adjust weights by term, **Add to all sections?** does not appear on the pop-up, so you cannot automatically associate the new category with your class sections.

8. At **Enter Category Code**, type a code, such as **HW,** for homework.
9. At **Enter Category Description**, type a description for the code.
10. 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.

11. 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 add up the points and displays the total points possible for the category.

12. To add another category, click **Add** or .

13. 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.
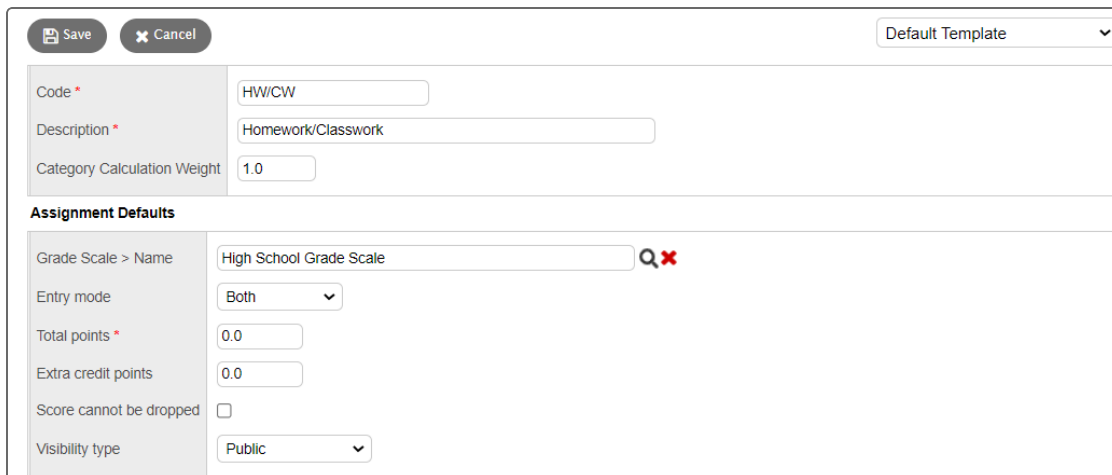
Note: Whether you add or import a category, Aspen associates the category with your linked sections (if any).

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 $\boxed{+}$ 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.

1. Click the **Category Code**.

2. On the pop-up, click **Delete**.

3. 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.

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 copy assignments to 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.

- 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.

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.

> **Note**: You can copy an assignment from a locked grade term, but will need to change it to an unlocked grade term to save it. If you copy several assignments at once, Aspen skips any assignment associated with a locked grade term.

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 pop-up 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 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

Viewing and Entering Grade Information by Class

After teachers set up the gradebook in the Staff view, they can view and enter assignment and grade information for their current classes.

> **Note**: Teachers can also view information for last year's classes by selecting *Last Year's Classes* from the **Filter** menu.

Teachers can do the following in the gradebook:

- View class details.
- View the class roster and create group sets within the roster.
- Enter scores for a class.

As teachers enter grades for assignments, the system updates students' current term grades.

At the end of a term, after a teacher enters all grades, he or she must post grades for each class to transcripts.

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
Course Nickname	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. **Example**: If you teach two sections of Calculus, and one section is more crowded than the other, you might name the smaller section *CalSM* and the larger section *CalLG*. Or, if sections always meet during the same block or period, you might name them after that. **Note**: If you do not type a nickname, Aspen identifies the class with the default class section number from your school's schedule.
Description	The read-only description for this section appears.
Classroom	The read-only classroom for this section appears.
Schedule	The read-only schedule for this section appears.
Schedule term	The read-only schedule term for this section appears.
Team	If this section is assigned to a team, it appears here.
House	If this section is assigned to a house, it appears here.
Average Mode (Your district's or school's settings determine whether you can edit this preference.)	To apply a different averaging mode than the default you defined in your user preferences, use the **Average mode** drop-down to select the mode for this course section. **Note**: If you co-teach this section, you cannot select **Gradebook default** from the **Average mode** drop-down. The average mode you select appears for the other teachers who share the class.
Averages grade scale (Your district's or school's settings determine whether you can edit this preference.)	The grade scale specified in your Gradebook preferences appears here. 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.

Field	Description
Grade scale	This field appears if enabled in your district's grade preferences. Click the **View grade values** link to view the grades on the gradescale that is associated with this course.
Portal Notes **Show Notes on Portals**	If you want a comment about this class to appear in the Family and Student portals, select the **Family Portal Notes Show Notes on Portal?** checkbox. Then, enter your comment in the text box below. **Example**: Some teachers enter their grading policy for the class here. The comment appears in the **Teacher Notes** section on the details page for the class in the Family and Student portals. **Note**: If you do not select this checkbox, or select it but do not enter any text in the text box, the **Teacher Notes** section will not appear in the Student and Family portals.
Classes linked for assignments and categories	Click **Classes linked for assignments and categories** to view classes linked to this section or to link this section to another section. To add a linked section, click **Select....** In the pick list, select the sections you want to link, and then click **OK**. The sections appear on the page. **Note**: To unlink a course, click **Select...** and deselect the checkbox next to the course. Click **OK.**
Enter a name for your linked sections	This field only appears after you add a linked class section. Enter a name for this linked section.
Categories	To create your assignment categories, see "Create Assignment Categories for a Traditional Gradebook" or "Create Assignment Categories for a Standards-Based Gradebook".

Field	Description
Drop mode	Click **Drop Mode** if you want to drop the lowest scores for this class: Select **Do not drop scores** if you do not want the system to drop any scores for this class. Select **Drop lowest overall score** if you want Aspen to drop the lowest score(s) for a term. The following options appear: *(screenshot: Do not drop scores / Drop lowest overall score (selected) / Drop lowest score by category; table with Term 1, Term 2, Term 3, Term 4; Category "All", Available 32 # to drop 0, Available 6 # to drop 0, Available 10 # to drop 0, Available 24 # to drop 0)* For each term, the number of scores appears in the **Available** column. Type the number of scores you want to drop for that term in the **# to drop** column. Select **Drop lowest score by category** to determine how many scores to drop each term by assignment category. **Example**: You might drop the two lowest homework scores for each term. To do so, type the number in the **# to drop** column for each category, for each term: *(screenshot: Do not drop scores / Drop lowest overall score / Drop lowest score by category (selected); table Term 1–4; HW 13, #to drop 2, 0, 2, 2, #to drop 2, 0, 2; Q 10, 0, 0, 0, 0, 0, 0, 0; T 4, 0, 0, 0, 0, 0, 0, 0)* **Note**: On the Scores page, the system indicates dropped scores with ⬇ because they fit the criteria you specify here.

Field	Description
Grade calculation weights	To customize the default grade calculation weights for post columns that are averages, type your custom weights into the table:

> **Note**: Your Aspen system administrator must select the appropriate preference for the "Grade calculation weights" section to appear.

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 **Default** and **Actual** sub-columns.

The **Default** 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 **Actual** sub-column.

Until you customize the weight of a grade, its **Actual** sub-column contains the default weight.

> **Note**: The **Actual** 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.

> **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. |

Field	Description
Apply weights to other selected classes	If you want to apply the same set of custom grade calculation weights to other classes, select the **Apply weights to other selected classes** checkbox. A list of your classes appears: **Apply weights to other selected classes** ☑ | Course	Description	Term	Schedule
---	---	---	---
035-003	AP Language and Composition	FY	2(4) 3(3) 4(1,3) 7(5)
035-004	AP Language and Composition	FY	5(1-5)
043-001	English 43H	FY	1(4) 3(1-2) 4(2) 6(5)	 Select the checkboxes next to the classes you want to apply the grade calculation weights to. **Note**: 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.

6. 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.

Note: An administrator can merge your class sections if they occur during the same class period. If your course sections are merged, a message appears with a link directing you to the "primary" class section.

View the class roster in the Gradebook

In the gradebook, you can view the roster for each of your current classes. For each student, you can view information such as LASID, homeroom, year of graduation, and enrollment status.

You can also create a group directly from the roster. For example, maybe five students in your Physics class participate in an extra-credit program. You can create that group and add members to it right from the roster. It is possible to add members who are not in that class. And, you can enable a Page for the group.

To view the roster of a current class in your gradebook:

1. Log on to the Staff view.
2. Click the **Gradebook** tab, and select the checkbox next to the class you want to view a roster for.

	Local ID	Name	YOG	Homeroom	Roster Status
☐		Coffey, Blake		304	Enrolled
☐		Constantinou, Peter		323	Enrolled
☐		Devlin, Lourenca		211	Enrolled on
☐		Kemp, Aleigha		304	Enrolled
☐		Mann, Heather G.		212	Enrolled
☐		Mckeen, Jalen		GYM-1	Transferred on ___ from Chemistry H & Lab (OA320-01)
☐		Pun, Angela		114	Enrolled
☐		Thompson, Ann		212	Enrolled
☐		Ventresco, Michael		305	Enrolled on
☐		Wheeler, Alyse		212	Transferred on ___ from Chemistry H & Lab (OA320-04)

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 green and withdrawal and withdrawal date in red 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.

The Roster Status column displays the enrollment status for each student in the section. If a student is newly enrolled, the student's enrollment date appears. If the student has enrolled in the section and the system determines that they dropped a similar section on the same date, the column displays Transferred on {date of transfer} from {course name and course and section number}. Click the course name and section number to view the student's attendance and average summaries in the withdrawn section:

| General | Assignments |

| Student name | Mckeen, Jalen | Primary email | jmckeen@aol.com |

Previous section	OA320-01
Description	Chemistry H & Lab
Teacher	Sadow, Dawn

Attendance Summary

Type	Q1	Q2	Q3	Q4	Year
Absent	0	0	0	0	0
Tardy	0	0	0	0	0
Dismissed	0	0	0	0	0

Average Summary

Category		Q1	Q2	Q3	Q4
Homework	Weight	25.0%	25.0%	25.0%	25.0%
	Avg				
Lab	Weight	25.0%	25.0%	25.0%	25.0%
	Avg				
Quiz	Weight	25.0%	25.0%	25.0%	25.0%
	Avg				
Test	Weight	25.0%	25.0%	25.0%	25.0%
	Avg				
Gradebook average					
Posted grade					
Semester 1 running total		
Semester 2 running total		

Click the **Assignments** sub-tab to view the assignment summary for the section they transferred from.
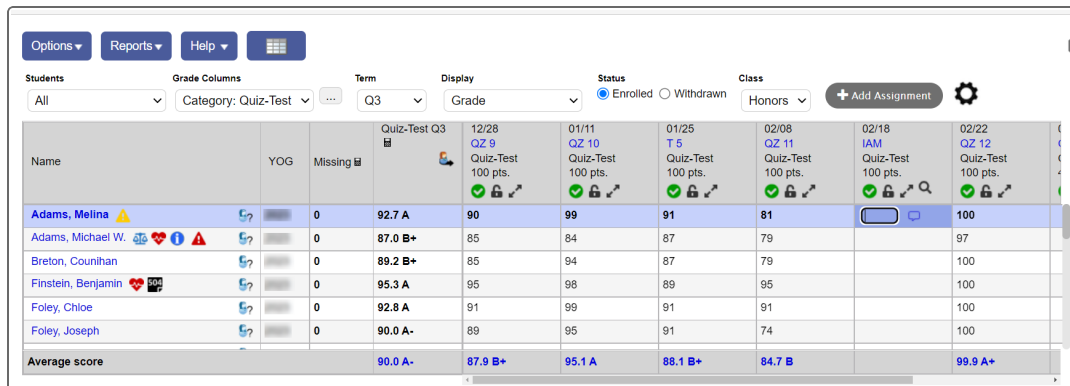
4. To view a student's LASID, name, year of graduation, and homeroom, select the checkbox next to his or her name, and click **Details** on the **Roster** side-tab.

5. To print a class list, on the **Reports** menu, click **Quick Report.**

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.
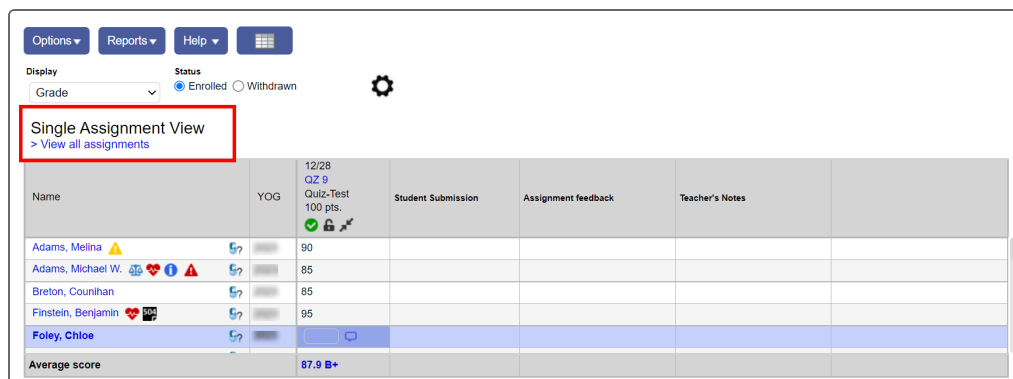
1. Do one of the following:
   - Enter scores directly on the main Scores page, in the appropriate column.

   - Enter scores for one assignment only at a time. Click the **Single Assignment Entry** icon in the grade column header, or click **Assignment** on the **Scores** side-tab. 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.

   - Enter scores for one student at a time. Click a student's name, or click **Student** on the **Scores**

side-tab.

- Enter scores for specific groups of students you created. Select a group set or group from the **Students** drop-down.

2.

> **Notes:**
> - If a grade column is based on a rubric, the **Plus sign** appears in the column header. Enter grades for the rubric.
> - 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 top-right corner of the page.

> **Note:** You might want to keep assignments **Public - no grades** ![icon] until you finish grading an
>
> assignment for all students. Then, click the **Public - no grades** icon ![icon] again to make the grades
>
> viewable to all in the Student and Family portals. (The **Public** icon ![icon] appears in the column header.)

> **Note**: If a grade term is locked, all assignments associated with it are read-only. You cannot edit an assignment or its score.

> **Note**: If you created an assignment and excluded a student so he would not receive it, the grading cell is grayed out ![grayed box] . You cannot enter a value.

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 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.
- Post grades to transcript.
- Print the grades you posted.

Update post columns with Gradebook averages

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.
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.

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

> **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 column type your district selected. The override symbol does *not* appear in a standards-based gradebook.)
>
> | Altieri, Nam | | 84.9 B | 85 | 62 | 08 |
> |---|---|---|---|---|---|
> | Brooks, Richard | | 83.4 B | 83 | 61 ❗ | 09 |
> | Cabone, Tara | | 78.8 C+ | 82 ❗🚫 | 62 | 09 |
> | Carroll, John | | 95.6 A | 96 | 61 ❗ | 08 |
> | Chase, Elizabeth | | 89.8 A- | 94 ❗🚫 | 61 | 08 |
> | Deveau, Matthew | | 86.8 B+ | 87 | 62 | 09 |
> | Duggan, Christina | | 61.2 D- | 70 ❗🚫 | 62 | 09 |

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.
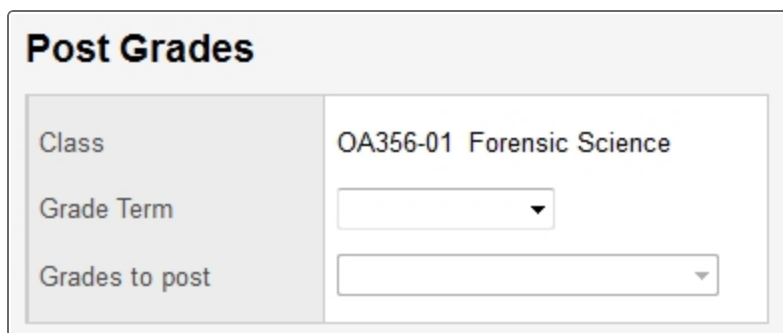
Depending on your school's grade preferences, you might be able to repeatedly post grades for your classes until the end of the grade post period. Ask your Aspen system administrator.

> **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.

   Post Grades

Class	OA356-01 Forensic Science
Grade Term	▼
Grades to post	▼

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.

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.
5. On the **Reports** menu, click **Gradebook Sheet.** The Gradebook Sheet pop-up appears.
6. Enter the report parameters. The report displays in the format you select.

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.

View the Administrator Access Log

Sometimes, you might need an Aspen system administrator or Aspen Technical Support member to access your gradebook to help you troubleshoot a problem. Use the Access log to view who has accessed your gradebook and when. For each visit to your gradebook, the system displays the following:

• Date
• Time
• Visitor Name
• Visitor Login
• Reason

> **Note**: Administrators gain access through their user role. They must have District > Gradebook > Administrator access.

To view the Access log:

1. Log on to the Staff view.
2. Click the **Tools** tab.
3. Click the **Logs** side-tab, and then the **Access Log** side-tab..

Troubleshooting Grades

Use the following topics to help troubleshoot issues with grades:

• Incorrect grade levels on student transcript records
• Report card does not display grade/comment
• Student has no GPA/rank

Incorrect grade levels on student transcript records

First, check your student membership records:

1. Go to the School view.
2. Click the **Student** tab.
3. Find and select a student whose grade level is appearing incorrectly.
4. Click the **Membership** side-tab.
5. Verify the membership records are correct, with accurate dates and year of graduation. Make any changes necessary to the student's membership records. Keep the following in mind:
   - The **Y** enrollment record is for changing a student's year of graduation and grade level.
   - For students who are repeating a grade, the **Y** enrollment record should be entered at the beginning of the school year.
   - A student should have only one **Y** enrollment record for a school year. Delete duplicate records.
6. Click the **Transcript** side-tab.
7. Go to the **Options** menu, and click **Recalculate Grade Levels.** The grade levels should now be correct.

If grade levels are showing up incorrectly for students promoted mid-year:

1. Go to the School view.
2. Click the **Student** tab.
3. Find and select a student.
4. Click the **Transcript** side-tab. Click into the details for a particular course.
5. Click the **Grade level** drop-down to select the appropriate grade level, then select the **Override** checkbox.
6. Once you save the record, an exclamation point (**!**) appears in the **Grade** field anytime a grade level has been manually overridden.

Report card does not display grade/comment

Do the following:

1. Check the report format in iReport.
2. Compare the columns defined in iReport to the columns defined in the Transcript Definition.
3. Correct the column header names.

> **Notes:**
> - If you change a column header name in Aspen, you must also change it in iReport.
> - If you have to change a column's name in the Transcript Definition, do not forget to reload the Data Dictionary.

Student has no GPA/rank

For GPA:

1. Go to the District or Intermediate Organization view.
2. Select **Grades > GPA**.
3. Select the checkbox next to the name of your weighted GPA definition.
4. On the **GPA** side-tab, click **Details.**
5. On the side-tab, click **Point Values.**

   > **Note**: There cannot be a blank value for any code you want to be counted towards GPA. Zero values can be used, but only for failing grades.

For GPA:

1. Go to the District or Intermediate Organization view.
2. Select **Schedule > Courses**. The district course catalog appears.
3. Select the checkbox for a course that is not being calculated in GPA.
4. Click **Details** on the side-tab.
5. Make sure the **Include in GPA** checkbox is selected.

   > **Notes**;
   > - You might want to mass update the **Include in GPA** field for all courses and then deselect this checkbox for the few courses you do not want to include.
   > - If the district preference for schedule shows the **GPA inclusion indicator** is **School,** then do this in the School view, **Schedule** tab, **Courses** side-tab on the School Courses table.

For rank:

1. Go to the District, Intermediate Organization or School view.
2. Click the **Student** tab.
3. Find and select the name of the student who has no GPA or rank. The details page appears.
4. On the **Demographics** sub-tab, make sure that the student's **Include in rank checkbox** is selected.

   > **Note**: If there are only a few students that you want to exclude, mass update the **Include in rank** field to **Y** and then exclude the necessary students.

For rank:

1. Go to the District or Intermediate Organization view.
2. Select **Grades > GPA**.
3. Select the checkbox next to the name of a GPA definition.

4. On the **GPA** side-tab, click **Details.**
5. Make sure that the **Rank all students** checkbox is selected.

> **Note**: If an individual student's **Include in rank** checkbox is not selected, and you select to **Rank all students,** that student and all others will be ranked.

If the point value of a course is wrong or missing:

1. Go to the District or Intermediate Organization view.
2. Select **Grades > GPA**.
3. Select the **GPA** checkbox for the GPA definition you want to check.
4. On the side-tab, click **Details.**
5. Check the **Course weight type:**
   - If it is **Course Weight,** all GPA courses must have weight.
   - If it is **Credit,** all courses must have credit.

6. Check the district course catalog for these items. However, if the district schedule preference for **Credit** or **Weight** is set to **School,** update the school course (School view, **Schedule** tab, **Courses** side-tab).

Other things to check:

- GPA definition
- Grade columns

> **Note**: Always check School view, **Student > Transcript > Grade Point Summary.** This will help you identify if the correct classes are even being counted towards the GPA/rank. It will also help identify where the problem lies. For example, if there do not seem to be enough classes listed, you will want to check the grade columns on the GPA Definition or make sure that the course has a schedule term and the appropriate grade. If the points or weight is '0' or 'blank', it most likely means that the course does not have an assigned 'academic level'.

Index