

Set Your Preferences

Set your preferences, such as the type of averaging you want to use to calculate your grades.

1. Log on to the Staff view.
2. On the settings bar, click **Set Preferences**.
3. In the Set Preferences dialog box, click the **Gradebook** tab.
4. Enter your preferences. Be sure to select the **Enable gradebook features** checkbox, and to define the parameters for calculating grades in the **Averages** section.

Create Assignment Categories

Define the types of assignments you give in your classes by creating categories. For example, you might assign homework, quizzes, tests, term papers, and a presentation. Define a category for each one.

1. Log on to the Staff view.
2. Click **Gradebook > Categories**. Any existing categories appear.
3. Go to **Options > Add**:

4. Enter the parameters for a new category.
5. Click **Save**.

Create Assignments

Create assignments in your gradebook. Then, you can enter scores for these assignments. You can copy assignments to quickly create duplicates, and you can import assignments from your other class sections or previous years.

1. Log on to the Staff view.
2. Click **Gradebook > Assignments**.
3. From the **Options** menu, select **Add Assignment** or **Add Ungraded Assignment**.
4. Enter the parameters for creating an assignment. (See *Calculating Averages* handout.)


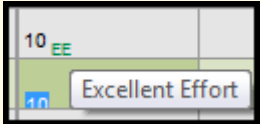
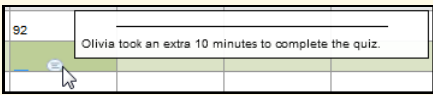

Enter Assignment Scores

- Click **Gradebook > Scores**. Do the following:
 - Press the arrow keys, **ENTER**, or **TAB** to move across rows or down columns, as you set in your gradebook preferences. (*Note: Grades automatically save when you move to another cell.*)
 - To select a grade or comment, press **CTRL+L**.
 - To enter feedback for a score, click the **Feedback** icon
 - To enter the same value for all students, enter a grade for the first student, then press **CTRL+D**, or go to **Options > Fill-Down Values**. Then, you can change the grade for the few students who did not receive that grade.

Note: To give the student a zero or no credit for an assignment, manually enter a zero (0). Blank grades do not count toward averages.

The Term Grade average recalculates and appears in **blue** in the last column as you enter assignment grades.

Three Ways to Comment on Scores

<p>Special Codes</p> 	<p>Enter special codes instead of a grade that can do one of the following:</p> <ul style="list-style-type: none"> o exempt the score from an average (for example, MED – medical) o count as a score of zero (for example, CH – cheated) 	<p>Create in Tools > Special Codes. Enter the code in the Scores grid. The value appears in the color you select when you create the code.</p>
<p>Footnotes</p> 	<p>Select a note from the list of footnotes you created regarding an assignment grade.</p>	<p>Create in Tools > Footnotes. Press CTRL + N in the Scores grid to select from your list. To view them, hover over the footnote.</p>
<p>Feedback</p> 	<p>Type private notes for yourself or feedback students and parents view in the portal.</p>	<p>Click the Feedback icon  to enter and view the text.</p>

Post End-of-Term Grades to the Office

1. On the **Gradebook** tab, select the checkbox next to the section you want to update post columns for.
2. Click the **Scores** side-tab.
3. Click the **Grade Columns** drop-down to select **Post Columns - Term**.
4. Go to **Options > Update Post Columns**. The Update Post Columns wizard appears.
5. Follow the wizard, and click **Finish**. The grades appear in the post columns.
6. Change any grades in the post columns that you need to.
7. Verify that you have entered all of the information in the Post Columns (grades and comments).
8. Go to **Options > Post Grades**. The Post Grades dialog box appears.
9. Enter the information, and click **OK**. Aspen posts the grades to transcripts. The columns for that class now appear with a **red** pushpin. If you need to change a grade after you have posted grades, contact the office.