

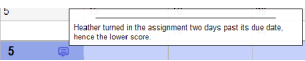



### Set your preferences on the Gradebook tab

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

### Three Ways to Comment on Your Scores Page

<p><b>Special Codes</b></p> 	<p>Enter special codes instead of a grade that can do one of the following:</p> <ul style="list-style-type: none"> <li>• Exempt the score from an average (for example, MED - medical)</li> <li>• Count as a score of zero (for example, CH - cheated)</li> </ul>	<p>Create in <b>Tools &gt; Special Codes</b>.</p> <p>Press <b>Ctrl+L</b> in the Scores grid to select from your list, or select <b>Options &gt; Lookup</b>. The value appears in the color you select when you create the code.</p>
<p><b>Footnotes</b></p> 	<p>Select a note from the list of footnotes you created regarding an assignment grade.</p>	<p>Create in <b>Tools &gt; Footnotes</b>. Press <b>Ctrl + L</b> in the Scores grid to select from your list, or select <b>Options &gt; Lookup</b>.</p>
<p><b>Feedback</b></p> 	<p>Type private notes for yourself or feedback students and parents view in the portal.</p>	<p>Click the <b>Feedback icon</b>  to enter and view the text. You do not need to enter a score.</p>

### 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.

#### To create assignments:

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

No matter where you like to create assignments, the New Assignment page, **General** sub-tab appears.
3. Enter the parameters for creating an assignment.

## Create assignment categories on the Categories side-tab


Define the types of assignments you give in all of 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 the **Gradebook** tab.
3. Select a class to create categories for.
4. Click the **Categories** side-tab.
5. Select **Options > Add**. The New Category page appears.
6. Enter the parameters for creating an assignment.
7. Click **Save**.
8. Repeat steps 5–7 to create all the categories you use in your classes. Then, you can create assignments to add actual assignments of this type to your Gradebook.

**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.

## Enter assignment scores

Select **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 special code, grade, or footnote, press **Ctrl+L**.
- To enter **Assignment feedback** or **Teacher's Notes**, click the **Feedback** icon .
- To enter the same value for all students, enter a grade for the first student, then press **Ctrl+D**, or select **Options > Fill-Down Values**. Then, you can change the grade for the few students who did not receive that grade.

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

## 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. Select **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. Click **Post Grades**, or select **Options > Post Grades**. The Post Grades pop-up 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, you might be able to repost grades yourself, or you might need to contact the office for assistance.