

Entering Scores

30 minutes

Description

Instantly seeing how each assignment score affects a student's average is a great way to keep on top of their progress in your class, and determine a plan of action to help them succeed.

In Aspen IMS, use the Scores page to enter scores and remarks for scores; share them with students and families; and instantly see how each score affects a student's average.

Upon completion of this lesson, you will be able to enter assignment scores in your Aspen IMS gradebook.

Prerequisites

Make sure you have completed the following lesson plans:

- Finding Your Way Around Aspen
- Getting Started with Aspen IMS
- Setting Up Your Aspen IMS Gradebook
- Creating Assignments

Participant Objectives

- Customize what appears on your Scores page.
- Use column headers to read and enter information.
- Enter scores and score remarks.
- View term averages as you enter assignment grades.

Activities

- Answer questions in the *Plan* section to prepare to enter scores.
- Customize your Scores page.
- Enter scores for a single student.
- Enter scores for a single assignment.
- Enter score remarks.

- Exempt a score.
- Share scores with students and families via the portals.
- Enter assignment scores using Aspen IMS Mobile.

Resources

For more information on this lesson and to complete the *Plan* and *Apply* sections, refer to the resources listed below. These are available in Aspen from the **Help** menu, **Videos**. You can also access online Help from the **Help** menu.

Quick Reference Guides:

- Entering Scores in the Gradebook

Videos:

- Managing Fields in the Gradebook
- Entering Assignment Scores
- Reviewing Online Submissions and Entering Scores in the Gradebook


Plan

Use the space provided to record your answers to the following questions.

1. Do you enter numeric or letter scores, or both, for assignments?
2. In your current online gradebook, or paper markbook, do you like to have specific information about a student in addition to their name, such as homeroom?
3. When you enter scores, do you like to use a page that has all scores for a specific assignment, all assignments, or one student only?
4. How do you share scores with students and their families once you grade an assignment?
5. How do you track notes about specific scores? For example, if you have to subtract 2 points from an assignment score because it was handed in late, how do you document this?
6. Do you ever need to exempt a score a student received, for reasons such as illness? How do you note this in your current gradebook?
7. Do you ever walk around the classroom and enter scores for homework or journal entries? Do you enter scores for daily participation?

Apply

Now that you've taken an in-depth look at entering scores in your gradebook, complete the following in the order listed:

- 1. Use the **Grade Columns** drop-down to select **All** to view both assignment scores and term averages.
- 2. Use the **Term** drop-down to select the current term.
- 3. Use the **Class** drop-down to select the class you want to enter scores for.
- 4. Click the **Single Assignment Entry** icon  to enter scores for one assignment.
- 5. Use **CTRL + D** to quickly enter the same score for all students.
- 6. Exempt a score for one student.
- 7. On the Scores page, click a student's name to view scores for that student. Enter remarks for a score that are viewable by the student and his or her family in the portals.
- 8. After you enter scores, make them visible in the portals.
- 9. View average score statistics for each assignment.
- 10. View term averages.
- 11. Use your phone or tablet to enter assignment scores.

Assess

Staff Name: _____ Date: _____

Entering Scores

Use the following table to confirm that you successfully completed each task, and to make any notes:

I can...	Do this in Aspen...
	Customize my Scores page to show specific grade columns and terms.
	Enter scores for single students, single assignments, or all assignments on one page.
	Make scores visible in the portals.
	Exempt a score for a student.
	Enter feedback or remarks for a score.
	View average score statistics for assignments.
	View term averages.
	Enter assignment scores using Aspen IMS Mobile.
Notes:	

Entering and Managing Grades for Your Classes

In the Staff view, on the **Classes** tab, use the Scores page to enter and manage assignment and term grades for each of your classes:

Student Fields	Grade Columns	Term	Status	Class									
With YOG	All	All	<input checked="" type="radio"/> Enrolled <input type="radio"/> Withdrawn	PD1s									
Name	YOG	HR Teacher	Q1	Sum1	Q2	Q3	Q4	Homewk 1	Homewk 2	Homewk 3	Homewk 4	OMM HW-1	OMM HW-2
Andrews, Lillian	2010	Noiler, Marie	100.0 A+			97.0 A+		10	10	10	15	5	2
Bronstein, Walter	2010	Noiler, Marie	100.0 A+			89.0 B+		10	10	10	15	5	5
Byrne, Peter	2010	Noiler, Marie	100.0 A+			77.0 C+		10	10	10	15	5	40
Chazan, Howard	2010	Noiler, Marie	84.0 B			88.0 B+		10	10	10	8	5	50
Chin, Sarah	2010	Noiler, Marie	100.0 A+			80.0 B-		10	10	10	15	5	30
Cummings, Kyle	2010	Noiler, Marie	100.0 A+			96.0 A		10	10	10	15	5	50
Donovan, Matthew	2010	Noiler, Marie	100.0 A+			78.0 C+		10	10	10	15	5	20
Dodds, Judith	2010	Noiler, Marie	84.0 B			89.0 B+		10	10	10	8	5	50
Origenoov, Kevin	2010	Noiler, Marie	67.0 D+			85.0 B		10	10	10	0	5	40
Kagan, Collin	2010	Noiler, Marie	100.0 A+			68.0 D+		10	10	10	15	0	30
Kagan, Elliott	2010	Noiler, Marie	100.0 A+			68.0 D+		10	10	10	15	5	5
Average score			95.0 A			88.0 B+		10.0 A+	10.0 A+	10.0 A+	13.0 B+	4.0 B-	44.0 B+

You can use the Scores page for the following:

- Classes with assignments that are graded traditionally (one score per assignment), such as most secondary core classes
- Classes graded with reporting standards or rubrics (one score per standard, several scores per assignment)
- Classes that you grade both traditionally and with standards

To use the Scores page, do the following:

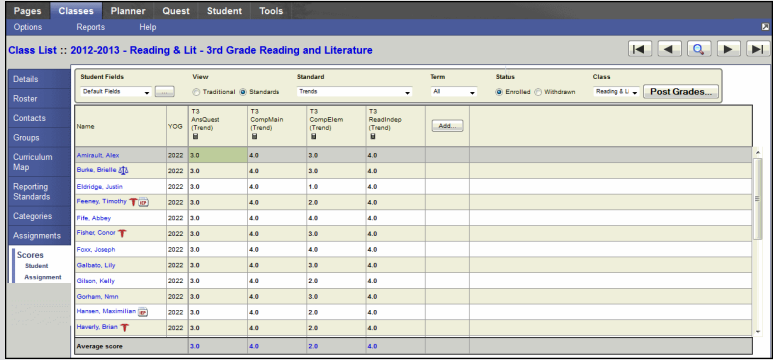
- [Customize the Scores page](#): Use the drop-down menus and selections at the top of the page to determine the information that appears on your page.
- [Use column headers](#): In each column header, access information about the assignment, score, or grade that appears for each student.
- [Enter scores](#): You can enter scores for each assignment (traditional) or standard (standards).
- [View term averages](#) and [view average statistics](#) for each column.

Determine What Appears on Your Scores Page


You will see the following at the top of the Scores page:

Use the following table to determine the information that appears for each class:

Field/Drop-down	Description																																																																																																																																																
<p>Student Fields</p>	<p>You can select the student fields you want to view on the page. The student fields appear to the left of the gridlines next to the student names. For example, you might want to see each student's year of graduation and homeroom teacher's name next to his or her name:</p> <div data-bbox="581 436 1024 856" data-label="Image"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #ffffcc;">Name</th> <th style="background-color: #ffffcc;">YOG</th> <th style="background-color: #ffffcc;">HR Teacher</th> </tr> </thead> <tbody> <tr> <td>Ali, Brittany</td> <td>2015</td> <td>O'Brien, Paul</td> </tr> <tr> <td>Carter, Holly</td> <td>2013</td> <td>Mbugua, Elizabeth</td> </tr> <tr> <td>Grossman, Amanda <small>IEP</small></td> <td>2014</td> <td>Kurtz, Caroline</td> </tr> <tr> <td>Murphy, Nancy <small>IEP</small></td> <td>2014</td> <td>Kurtz, Caroline</td> </tr> <tr> <td>Reynolds, Brandon</td> <td>2014</td> <td>Brabants, Nicole</td> </tr> </tbody> </table> </div> <p>If the default field set does not contain the fields you want to see, click to create your own field set.</p> <p>Student field sets you create are available for all classes in your gradebook.</p>	Name	YOG	HR Teacher	Ali, Brittany	2015	O'Brien, Paul	Carter, Holly	2013	Mbugua, Elizabeth	Grossman, Amanda <small>IEP</small>	2014	Kurtz, Caroline	Murphy, Nancy <small>IEP</small>	2014	Kurtz, Caroline	Reynolds, Brandon	2014	Brabants, Nicole																																																																																																																														
Name	YOG	HR Teacher																																																																																																																																															
Ali, Brittany	2015	O'Brien, Paul																																																																																																																																															
Carter, Holly	2013	Mbugua, Elizabeth																																																																																																																																															
Grossman, Amanda <small>IEP</small>	2014	Kurtz, Caroline																																																																																																																																															
Murphy, Nancy <small>IEP</small>	2014	Kurtz, Caroline																																																																																																																																															
Reynolds, Brandon	2014	Brabants, Nicole																																																																																																																																															
<p>Traditional or Standards</p>	<p>If the current class you are working on has any reporting standards (rubrics) on the Reporting Standards side-tab, you can select Traditional or Standards view.</p> <div data-bbox="586 1171 1468 1297" data-label="Text" style="background-color: #e6f2ff; padding: 10px; border: 1px solid #0056b3;"> <p>Note: If this class does not have any reporting standards, the Scores page defaults to the Traditional view.</p> </div> <p>Select Traditional to view traditional grade columns; one column appears for each assignment, in which you enter an assignment score:</p> <div data-bbox="581 1402 1346 1764" data-label="Image"> <table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <thead> <tr> <th>Name</th> <th>YOG</th> <th>Missing</th> <th>Homework 1</th> <th>Homework 2</th> <th>Homework 3</th> <th>Sem 10-3</th> <th>Sem 10-1</th> <th>Sem 10-2</th> <th>Homework 4</th> <th>R11</th> <th>Class Test</th> </tr> </thead> <tbody> <tr> <td>Andrew, Lillian</td> <td>2010</td> <td>1</td> <td>10</td> <td>10</td> <td>10</td> <td>0</td> <td>10</td> <td>5</td> <td>15</td> <td></td> <td>77</td> </tr> <tr> <td>Bornstein, Walter</td> <td>2010</td> <td>0</td> <td>10</td> <td>10</td> <td>10</td> <td>0</td> <td>0</td> <td>5</td> <td>15</td> <td></td> <td></td> </tr> <tr> <td>Byrne, Peter</td> <td>2010</td> <td>0</td> <td>10</td> <td>10</td> <td>10</td> <td>0</td> <td>0</td> <td>5</td> <td>15</td> <td></td> <td></td> </tr> <tr> <td>Chazan, Howard</td> <td>2010</td> <td>1</td> <td>10</td> <td>10</td> <td>10</td> <td>0</td> <td>10</td> <td>5</td> <td>8</td> <td></td> <td></td> </tr> <tr> <td>Choi, Seah</td> <td>2010</td> <td>2</td> <td>10</td> <td>10</td> <td>10</td> <td>10</td> <td>10</td> <td>5</td> <td>15</td> <td></td> <td></td> </tr> <tr> <td>Cummings, Kyle</td> <td>2010</td> <td>0</td> <td>10</td> <td>10</td> <td>10</td> <td>10</td> <td>10</td> <td>5</td> <td>15</td> <td></td> <td></td> </tr> <tr> <td>Donovan, Matthew</td> <td>2010</td> <td>1</td> <td>10</td> <td>10</td> <td>10</td> <td>10</td> <td>0</td> <td>5</td> <td>15</td> <td></td> <td></td> </tr> <tr> <td>Dodak, Judith</td> <td>2010</td> <td>0</td> <td>10</td> <td>10</td> <td>10</td> <td>0</td> <td>0</td> <td>5</td> <td>8</td> <td></td> <td></td> </tr> <tr> <td>Grigoriadis, Kevin</td> <td>2010</td> <td>0</td> <td>10</td> <td>10</td> <td>10</td> <td>0</td> <td>0</td> <td>5</td> <td>0</td> <td></td> <td></td> </tr> <tr> <td>Kagan, Colleen</td> <td>2010</td> <td>0</td> <td>10</td> <td>10</td> <td>10</td> <td>0</td> <td>0</td> <td>5</td> <td>15</td> <td></td> <td></td> </tr> <tr> <td>Average score</td> <td></td> <td></td> <td>10.0 A+</td> <td>10.0 A+</td> <td>10.0 A+</td> <td>3.0 F</td> <td>3.0 F</td> <td>5.0 A+</td> <td>13.0 B+</td> <td></td> <td>77.0 C+</td> </tr> </tbody> </table> </div>	Name	YOG	Missing	Homework 1	Homework 2	Homework 3	Sem 10-3	Sem 10-1	Sem 10-2	Homework 4	R11	Class Test	Andrew, Lillian	2010	1	10	10	10	0	10	5	15		77	Bornstein, Walter	2010	0	10	10	10	0	0	5	15			Byrne, Peter	2010	0	10	10	10	0	0	5	15			Chazan, Howard	2010	1	10	10	10	0	10	5	8			Choi, Seah	2010	2	10	10	10	10	10	5	15			Cummings, Kyle	2010	0	10	10	10	10	10	5	15			Donovan, Matthew	2010	1	10	10	10	10	0	5	15			Dodak, Judith	2010	0	10	10	10	0	0	5	8			Grigoriadis, Kevin	2010	0	10	10	10	0	0	5	0			Kagan, Colleen	2010	0	10	10	10	0	0	5	15			Average score			10.0 A+	10.0 A+	10.0 A+	3.0 F	3.0 F	5.0 A+	13.0 B+		77.0 C+
Name	YOG	Missing	Homework 1	Homework 2	Homework 3	Sem 10-3	Sem 10-1	Sem 10-2	Homework 4	R11	Class Test																																																																																																																																						
Andrew, Lillian	2010	1	10	10	10	0	10	5	15		77																																																																																																																																						
Bornstein, Walter	2010	0	10	10	10	0	0	5	15																																																																																																																																								
Byrne, Peter	2010	0	10	10	10	0	0	5	15																																																																																																																																								
Chazan, Howard	2010	1	10	10	10	0	10	5	8																																																																																																																																								
Choi, Seah	2010	2	10	10	10	10	10	5	15																																																																																																																																								
Cummings, Kyle	2010	0	10	10	10	10	10	5	15																																																																																																																																								
Donovan, Matthew	2010	1	10	10	10	10	0	5	15																																																																																																																																								
Dodak, Judith	2010	0	10	10	10	0	0	5	8																																																																																																																																								
Grigoriadis, Kevin	2010	0	10	10	10	0	0	5	0																																																																																																																																								
Kagan, Colleen	2010	0	10	10	10	0	0	5	15																																																																																																																																								
Average score			10.0 A+	10.0 A+	10.0 A+	3.0 F	3.0 F	5.0 A+	13.0 B+		77.0 C+																																																																																																																																						

Field/Drop-down	Description																																																																						
	<p>After you select Traditional, the Grade columns drop-down appears, and you can select to view columns for the following:</p> <ul style="list-style-type: none"> • All assignments within the term you select • All assignments within a specific assignment category you created for this class (such as all homework assignments, or all tests) • End-of-term post columns only • Progress post columns only • All grade columns; including assignments, progress, and end-of-term averages <div style="background-color: #e6f2ff; padding: 10px; margin-top: 10px;"> <p>Note: The Grade Columns setting will default to your most recent selection from the Class List's Scores page. For example, if you selected Category: Hmwk the last time you were on the Scores page, the Grade Columns would still be set to the Category: Hmwk grade column set.</p> <p>If the grade columns in the menu do not contain what you want to see, click to create a new grade column set. Grade column sets are only available for the classes in which you create them.</p> </div> <p>Select Standards to view standards columns. This way, you can view columns and enter scores for each reporting standard (rubric) aligned with your assignments. You can also view averages and trends for each standard you score in this class:</p>  <table border="1" style="margin-top: 10px;"> <thead> <tr> <th>Student</th> <th>T3 AnzQuest (Trend)</th> <th>T3 CompMain (Trend)</th> <th>T3 CompElem (Trend)</th> <th>T3 ReadInep (Trend)</th> </tr> </thead> <tbody> <tr><td>Amieault, Alex</td><td>3.0</td><td>4.0</td><td>3.0</td><td>4.0</td></tr> <tr><td>Burke, Brianne</td><td>3.0</td><td>4.0</td><td>3.0</td><td>4.0</td></tr> <tr><td>Elmhage, Justin</td><td>3.0</td><td>4.0</td><td>1.0</td><td>4.0</td></tr> <tr><td>Feeney, Timothy</td><td>3.0</td><td>4.0</td><td>2.0</td><td>4.0</td></tr> <tr><td>Fife, Abbey</td><td>3.0</td><td>4.0</td><td>4.0</td><td>4.0</td></tr> <tr><td>Fisher, Connor</td><td>3.0</td><td>4.0</td><td>3.0</td><td>4.0</td></tr> <tr><td>Fox, Joseph</td><td>3.0</td><td>4.0</td><td>4.0</td><td>4.0</td></tr> <tr><td>Garbato, Lily</td><td>3.0</td><td>4.0</td><td>3.0</td><td>4.0</td></tr> <tr><td>Gilson, Kelly</td><td>3.0</td><td>4.0</td><td>2.0</td><td>4.0</td></tr> <tr><td>Gorham, Nemo</td><td>3.0</td><td>4.0</td><td>3.0</td><td>4.0</td></tr> <tr><td>Hansen, Maximilian</td><td>3.0</td><td>4.0</td><td>2.0</td><td>4.0</td></tr> <tr><td>Heverly, Brian</td><td>3.0</td><td>4.0</td><td>2.0</td><td>4.0</td></tr> <tr><td>Average score</td><td>3.0</td><td>4.0</td><td>2.8</td><td>4.0</td></tr> </tbody> </table>	Student	T3 AnzQuest (Trend)	T3 CompMain (Trend)	T3 CompElem (Trend)	T3 ReadInep (Trend)	Amieault, Alex	3.0	4.0	3.0	4.0	Burke, Brianne	3.0	4.0	3.0	4.0	Elmhage, Justin	3.0	4.0	1.0	4.0	Feeney, Timothy	3.0	4.0	2.0	4.0	Fife, Abbey	3.0	4.0	4.0	4.0	Fisher, Connor	3.0	4.0	3.0	4.0	Fox, Joseph	3.0	4.0	4.0	4.0	Garbato, Lily	3.0	4.0	3.0	4.0	Gilson, Kelly	3.0	4.0	2.0	4.0	Gorham, Nemo	3.0	4.0	3.0	4.0	Hansen, Maximilian	3.0	4.0	2.0	4.0	Heverly, Brian	3.0	4.0	2.0	4.0	Average score	3.0	4.0	2.8	4.0
Student	T3 AnzQuest (Trend)	T3 CompMain (Trend)	T3 CompElem (Trend)	T3 ReadInep (Trend)																																																																			
Amieault, Alex	3.0	4.0	3.0	4.0																																																																			
Burke, Brianne	3.0	4.0	3.0	4.0																																																																			
Elmhage, Justin	3.0	4.0	1.0	4.0																																																																			
Feeney, Timothy	3.0	4.0	2.0	4.0																																																																			
Fife, Abbey	3.0	4.0	4.0	4.0																																																																			
Fisher, Connor	3.0	4.0	3.0	4.0																																																																			
Fox, Joseph	3.0	4.0	4.0	4.0																																																																			
Garbato, Lily	3.0	4.0	3.0	4.0																																																																			
Gilson, Kelly	3.0	4.0	2.0	4.0																																																																			
Gorham, Nemo	3.0	4.0	3.0	4.0																																																																			
Hansen, Maximilian	3.0	4.0	2.0	4.0																																																																			
Heverly, Brian	3.0	4.0	2.0	4.0																																																																			
Average score	3.0	4.0	2.8	4.0																																																																			
	<p>After you select Standards, use the Standards drop-down to select to see columns for the following:</p> <ul style="list-style-type: none"> • A specific standard to see scores for any assignment aligned to that standard • Standards traditional term averages • Standards trend term averages, using the Power Law calculation 																																																																						




Field/Drop-down	Description
Term	Select the term you want to view grade or standards columns for.
Status	Select Enrolled to view scores for students currently enrolled in the class, or Withdrawn to view scores for students who have withdrawn from the class.
Class	Use the drop-down to 'turn the page' of your gradebook, or view another class' scores.




Note: Next to each student's name, the medical, legal, "other" alert, or the IEP symbol might appear if allowed by your gradebook preferences. Click the symbol to view details. For example, click  to view details of the student's medical alert.





Use Column Headers on Your Scores Page




On your Scores page in the gradebook, each column header contains icons and information you need to be familiar with to quickly view and enter scores.

Use the following tables to understand the icons that appear in the Grade Column headers:

Assignment Type	Visible in Student and Family Portals	Included in Grade Calculations	Icon Description
Private 	No	No	Students and their families do not see this assignment in the portals.
Public 	Yes	Yes	Students and families can see both the assignment details and the scores received for this assignment.
Public - no grades 	Yes (assignment details only - no grades)	Yes (assignment details only - no grades)	Students and families can see the assignment details in the portals, but cannot see the scores you enter for the assignments.

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

Icon	Description	Icon Behavior
Envelope 	Indicates that students have uploaded their assignments from the Submit Assignments widget.	Click to download one zip file containing all submitted files for the assignment.
Lock 	Indicates that the column is locked; scores are read-only to prevent accidental grade changes.	Click to unlock the gradebook column.
Unlock 	Unlocks the column for you to enter scores.	Click to lock the gradebook column.
Single Assignment Entry 	Displays the scoring column for that assignment only.	Click to go to Single Assignment View.

Note: After you enter scores for a public assignment , you can lock  the column so you do not accidentally change grades that are already visible to students and parents in the portals. You can unlock  the column to make any changes you need to at any time.

Note: You can enter new assignments directly on the Scores page. Do one of the following:

- Press **CTRL+A**.
- Click the **Add** button in the last column header.
- On the **Options** menu, click **Add Assignment**.


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 assignments in your classes.

You can enter scores the following ways:

- Enter scores directly on the main Scores page, in the appropriate column:

Name	YOG	HR Teacher	Q1	Sum1	Q2	Q3	Q4	Homew 4	Homew 2	Homew 3	Homew 1	OMM HW-1	OMM QZ 1	OMM HW-2
Andrews, Lillian	2016	Noller, Marie	100.0 A+			97.0 A+	10	10	10	15	5	50	2	
Bronstein, Walter	2016	Noller, Marie	100.0 A+			89.0 B+	10	10	10	15	5	50	5	
Byrne, Peter	2016	Noller, Marie	100.0 A+			77.0 C+	10	10	15	5	40	0		
Chazan, Howard	2016	Noller, Marie	84.0 B			88.0 B+	10	10	10	8	5	50	3	
Chin, Sarah	2016	Noller, Marie	100.0 A+			80.0 B-	10	10	10	15	5	30	INC	
Cummings, Kyle	2016	Noller, Marie	100.0 A+			96.0 A	10	10	10	15	0	50	5	
Donovan, Matthew	2016	Noller, Marie	100.0 A+			78.0 C+	10	10	10	15	5	20	5	
Godas, Judith	2016	Noller, Marie	84.0 B			89.0 B+	10	10	10	8	5	50	5	
Grigorenko, Kevin	2016	Noller, Marie	67.0 D+			85.0 B	10	10	10	0	5	40	5	
Kagan, Collen	2016	Noller, Marie	100.0 A+			80.0 B-	10	10	10	15	0	30	5	
Kagan, Elliott	2016	Noller, Marie	100.0 A+			80.0 B-	10	10	10	15	5	50	5	
Average score			95.0 A			88.0 B+	10.0 A+	10.0 A+	10.0 A+	13.0 B+	4.0 B-	44.0 B+	4.0 B-	

- Click the **Single Assignment Entry** icon  in the grade column header, or click **Assignment** on the **Scores** side-tab to enter scores for one assignment only at a time. This can be especially helpful if you have a very full scores grid and you want to be sure you are entering scores for the correct assignment column:

Name	YOG	OMM HW-1
Andrews, Lillian	2016	5
Bronstein, Walter	2016	5
Byrne, Peter	2016	5
Chazan, Howard	2016	5
Chin, Sarah	2016	5
Cummings, Kyle	2016	0
Donovan, Matthew	2016	5
Godas, Judith	2016	5
Grigorenko, Kevin	2016	5
Kagan, Collen	2016	0
Kagan, Elliott	2016	5
Average score		4.0 B-

– or if you are entering scores for several reporting standards that are aligned to one assignment:

Name	YOG	Traditional	Reporting Standard Scores				Add...
			AnsQuest	CompElem	CompMain	ReadIndep	
Amirault, Alex	2022	3	3	4	4		
Burke, Brielle	2022	3	3	4	4		
Eldridge, Justin	2022	3	3	4	4		
Feeney, Timothy	2022	3	3	4	4		
Fife, Abbey	2022	3	3	4	4		
Fisher, Conor	2022	3	3	4	4		
Foxx, Joseph	2022	3	3	4	4		
Galbato, Lily	2022	3	3	4	4		
Gilson, Kelly	2022	3	3	4	4		
Gorham, Nmn	2022	3	3	4	4		
Hansen, Maximilian	2022	3	3	4	4		
Average score							





- Click a student's name, or click **Student** on the **Scores** side-tab to enter scores for one student at a time:

Name	Traditional	Standard
Of Mice and Men Homework - 1 01/22 Homework 5 pts.	50	
Quiz Chapter 1 OMM 01/23 Quiz 50 pts.	3	
Of Mice and Men Homework - 2 01/23 Homework 5 pts.	5	
Of Mice and Men Homework - 3 01/24 Homework 5 pts.	50	
Quiz Chapter 2 OMM 01/25 Quiz 50 pts.	5	
Of Mice and Men Homework - 4 01/25 Homework 5 pts.	5	
Of Mice and Men Homework - 5 01/28 Homework 5 pts.		
Of Mice and Men Homework - 6 01/29 Homework 5 pts.		
Of Mice and Men Homework - 7 01/30 Homework 5 pts.		
Of Mice and Men Homework - 8 01/31 Homework 5 pts.		
Of Mice and Men Homework - 9 02/01 Homework 5 pts.		
Of Mice and Men Homework - 10 02/04 Homework 5 pts.		
Of Mice and Men Homework - 11 02/05 Homework 5 pts.		
Trend Score		

Tips for quickly entering grades for students:




- Press the arrow keys on your keyboard to move around the
- Press **TAB** or **ENTER** to quickly move across rows or down columns, as you defined when you [set your gradebook preferences](#).

columns and rows. You can also use your mouse to click directly in a cell.

- To select a value (grade, rubric rating, or comment) for this column from a list, press **CTRL+L**, or click **Lookup** on the **Options** menu. For example, if you need to enter a comment code (such as *012 - Pleasure to Have in Class*), press **CTRL+L** to see the list of available comments.
- Press **CTRL+K** to revert a score to the last saved value.
- Enter a gradebook special code you created, such as **CH** for Cheated or **MED** for Medical. The value appears in the color you selected when you created the code. Or, to enter an assignment as missing, enter the special code you created to indicate missing assignments
- To add an informational footnote you pre-defined to the score, enter the score, and on the **Options** menu, click **Lookup Footnote**, or press **CTRL+N**. Select the code (such as **1** for Late submission), and click **OK**. The code appears next to the score. To view the entire footnote, use your cursor to hover over the code.
- 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.
- To enter the same value for all students (or assignments on the Single Assignment Entry page), enter a grade for the first student, then press **CTRL+D**, or click **Fill-Down Values** on the **Options** menu. The system enters the same grade in that column for every student. Then, you can change the grade for the few students who did not receive that grade.
- If the **Paper and Pencil** icon  appears, the column is a text comment column. To enter a text comment for a student, click  for a student. Depending on the column, a Comment Bank you can select from or the Edit Text Comment dialog box appears. Enter the comment, and click **OK**. The icon now appears with blue lines to indicate you entered comments for the student .
- To mark an assignment score exempt, select the score, and on the **Options** menu, click **Exempt current cell**, or press **CTRL+E**. You then have a record of the score the student received, but it does not count toward the student's average. The score appears on the Scores page with a strikethrough. If you want to count this score later, select it, and click **CTRL+E**. Aspen removes the exempt status.
- Click the **Feedback** icon  to enter a note only you can see for the score, or feedback students and their families can view in the Student and Family portals. You can also press **CTRL + M**.

Enter a value for each student or assignment.

After you enter a grade and leave the cell, the system automatically saves the grade you enter. 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 upper-right corner of the page.

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

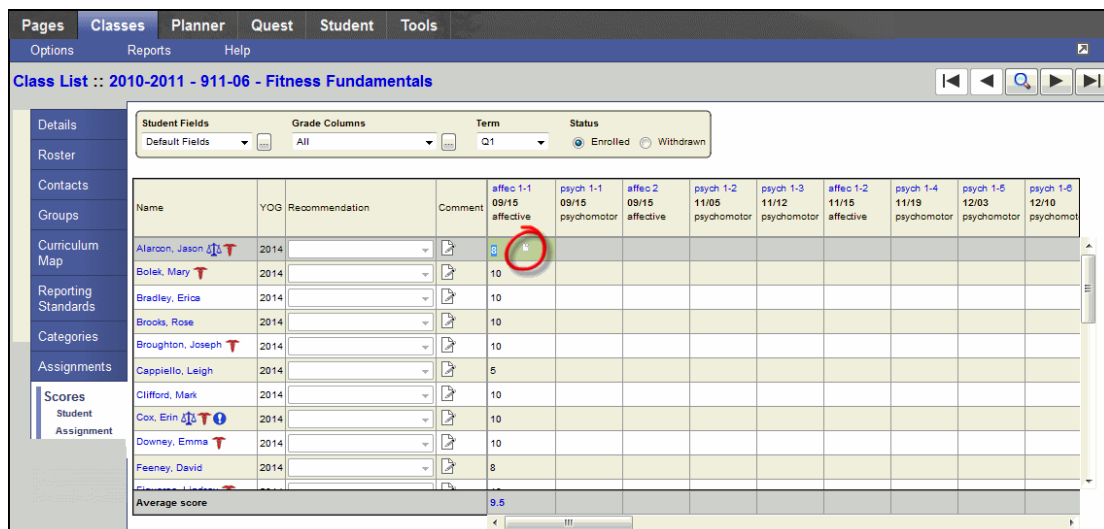
Enter Feedback for Scores in the Gradebook

When you enter a score in your gradebook, you can enter feedback for that score. For example, you might enter feedback for a grade to explain that it was one day late.



Feedback can be either Teacher's Notes, seen only by you in the gradebook; or Assignment Feedback, seen by students and their families in the Student and Family portals.

To enter score remarks:

1. Log onto the Staff view.
2. Click the **Classes** tab.
3. Select a section, and click the **Scores** side-tab:



Name	YOG	Recommendation	Comment	affec 1-1 09/15 affective	psych 1-1 09/15 psychomotor	affec 2 09/15 affective	psych 1-2 11/05 psychomotor	psych 1-3 11/12 psychomotor	affec 1-2 11/15 affective	psych 1-4 11/19 psychomotor	psych 1-5 12/03 psychomotor	psych 1-6 12/10 psychomotor
Alarcon, Jason	2014			8								
Bolek, Mary	2014			10								
Bradley, Erica	2014			10								
Brooks, Rose	2014			10								
Broughton, Joseph	2014			10								
Capriello, Leigh	2014			5								
Clifford, Mark	2014			10								
Cox, Erin	2014			10								
Downey, Emma	2014			10								
Feeney, David	2014			8								
Average score				9.5								

4. Click in a cell to enter a score. The **Feedback** icon appears .
5. Click the **Feedback** icon . The Feedback dialog box appears:

Student	Donovan, Carlo
Assignment feedback (visible to students and parents)	
2 points off 1 day late	
Teacher's Notes	
OK Cancel	
abc	

6. Enter your remarks. Text you enter in the **Teacher's Notes** box are viewable by you only in your gradebook – students and parents can never see them. Text you enter in the **Assignment feedback** box appears in the Student and Family portals for this score:

The screenshot shows a web application window with a menu bar (Options, Reports, Help) and a title bar. The main content area is titled 'Classes :: 911-06 - Fitness Fundamentals :: affective - personal responsibility 1 - 1'. On the left, there is a sidebar with 'Details' and 'Assignments' tabs. The 'Assignments' tab is active, showing a list of assignment details. The details for 'personal responsibility 1 - 1' are as follows:

Category > Description	personal responsibility	Statistics	
Name	personal responsibility 1 - 1	High	
Date assigned	9/15/2010	Low	Statistics not available
Date due	9/15/2010	Median	
Max points	10.0	Average	
Weight	1.0		

Below the table, there is a 'Description' field and a 'Score' field. The 'Score' field contains the value '8' and a note '2 points off - 1 day late'. There is also a 'Remark' field which is currently empty. The interface includes 'Cancel' buttons at the top and bottom left.

7. Click **OK**.

View Term Averages on Your Scores Page

On the Scores page, Aspen calculates term averages using your default weighting method and all of the scores you have entered for the term.

You can view traditional averages and standards-based averages, if you enter scores for reporting standards.

To view term averages:

1. Log on to the Staff view.
2. Click the **Classes** tab.
3. Select a class, and click the **Scores** side-tab.
4. Do one of the following:
 - To view traditional averages on your Scores page: at the top of the page, select the **Traditional** view. Then, from the **Grade Columns** drop-down, select **Averages** to view average columns only, a specific category to view scores and the average for that category only, or **All** to view all scores and averages:

Student Fields	View	Grade Columns	Term	Status						
Photo field set	Traditional Standards	All	Q3	Enrolled Withdrawn						
FirstName	LastName	Grade	Photo	Homeroom	Q3	OMM HW-1 01/22 Homework 5 pts.	OMM QZ 1 01/23 Quiz 5 pts.	OMM HW-2 01/23 Homework 5 pts.	OMM HW-3 01/24 Homework 5 pts.	QZ 2 OMM 01/25 Quiz 5 pts.
Lillian	Andrews	09	View	217	97.0 A+	5	50	2	4	50
Walter	Bronstein	09	View	217	89.0 B+	5	50	5	5	45
Peter	Byrne	09	View	217	77.0 C+	5	40	0	5	44
Howard	Chazan	09	View	217	88.0 B+	5	50	3	5	50
Sarah	Chin	09	View	217	80.0 B-	5	30	INC	3	50
Kyle	Cummings	09	View	217	96.0 A	0	50	5	5	50
Matthew	Donovan	09	View	217	78.0 C+	5	20	5	INC	50
Judith	Godas	09	View	217	89.0 B+	5	50	5	5	50
Kevin	Grigorenco	09	View	217	85.0 B	5	40	5	5	50
Collen	Kagan	09	View	217	68.0 D+	0	30	5	5	30
Elliott	Kagan	09	View	217	80.0 B-	5	50	5	5	50
Average score					88.0 B+	4.0 B-	44.0 B+	4.0 B-	5.0 A+	47.0 A

- To view averages for reporting standards you enter scores for, select the **Standards** view. From the **Standards** drop-down, select a specific standard to view averages for, **Averages** to view traditional averages for standards scores, or **Trends** to view averages calculated using the Power Law calculation:

Student Fields	View	Standard	Term	Status	Class						
Photo field set	Traditional Standards	Averages	Q4	Enrolled Withdrawn	B Block Post Grades...						
FirstName	LastName	Grade	Photo	Homeroom	Q4 Thesis (Avg)	Q4 Topic Sent (Avg)	Q4 Body Parag (Avg)	Q4 Conclusion (Avg)	Q4 Grammar (Avg)	Q4 Shapes (Avg)	Add...
Lillian	Andrews	09	View	217	4.0	2.0	3.0	2.0	3.0		
Walter	Bronstein	09	View	217	2.0	2.0	2.0	1.0	2.0		
Peter	Byrne	09	View	217	3.0	3.0	4.0	2.0	3.0		
Howard	Chazan	09	View	217	3.0	2.0	2.0	3.0	2.0		
Sarah	Chin	09	View	217	2.0	2.0	2.0	1.0	2.0		
Kyle	Cummings	09	View	217	2.0	2.0	2.0	1.0	2.0		
Matthew	Donovan	09	View	217	2.0	2.0	2.0	1.0	2.0		
Judith	Godas	09	View	217	2.0	2.0	2.0	1.0	2.0		
Kevin	Grigorenco	09	View	217	2.0	2.0	2.0	1.0	2.0		
Collen	Kagan	09	View	217	2.0	2.0	2.0	1.0	2.0		
Elliott	Kagan	09	View	217	2.0	2.0	2.0	1.0	2.0		
Eryn	Kelley	09	View	217	2.0	2.0	2.0	1.0	2.0		
Alexandria	Louko	09	View	217	2.0	2.0	2.0	1.0	2.0		
Scott	Moqueoney	09	View	217	2.0	2.0	2.0	1.0	2.0		
Average score					2.6	2.9	2.6	1.9	2.9		

A calculator appears in the column header of each average column.

Note: You can determine that averages appear next to the student's name, instead of at the end of each row in [your user preferences on the Gradebook sub-tab](#), by selecting the **Anchor Averages** checkbox.

Each time you enter a new score, the system saves it and updates the average that appears.

Note: If you select to view semester running averages in your gradebook, they appear in the column named **Semester #** (for example, **Semester 1**).

View Average Statistics in the Gradebook

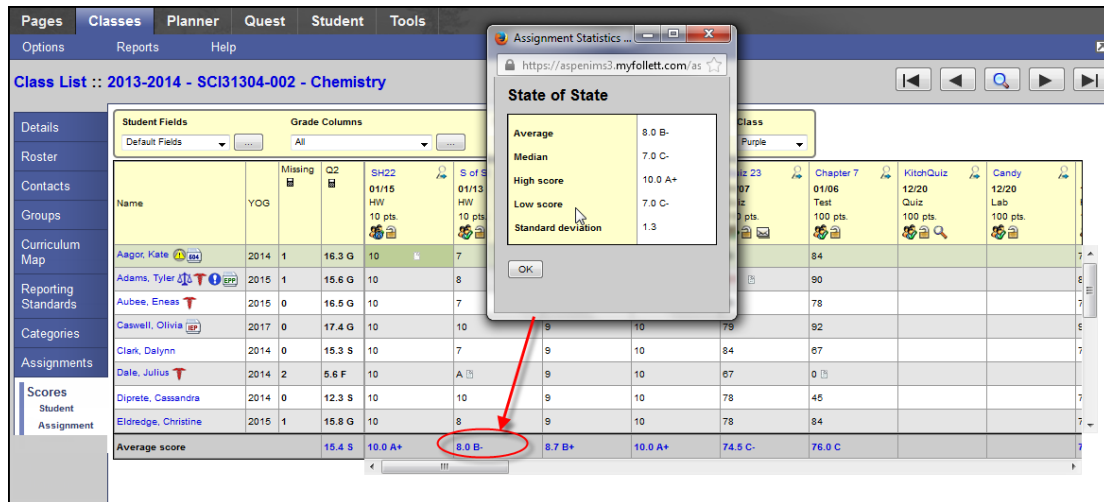
While entering grades on the Scores page, you can view the average score for each column.

To view average statistics:

1. Log on to the Staff view.
2. Click the **Classes** tab.
3. Select a section, and click the **Scores** side-tab. The **Average score** row at bottom of the page displays the average for each column:

Student Fields	Grade Columns	Term	Status	Class							
Name	YOG	Missing	Q2	SH22 01/15 HW 10 pts.	S of S 01/13 HW 10 pts.	qqqq 01/10 HW 10 pts.	GDShw 01/09 HW 10 pts.	Quiz 23 01/07 Quiz 100 pts.	Chapter 7 01/06 Test 100 pts.	KitchQuiz 12/20 Quiz 100 pts.	Candy 12/20 Lab 100 pts.
Aagor, Kate	2014 1	16.3 G	10	7	7	10	10	90	84		
Adams, Tyler	2015 1	15.6 G	10	8	5	10	10	NTI	90		
Aubee, Eneas	2015 0	16.5 G	10	7	9	10	10	70	78		
Caswell, Olivia	2017 0	17.4 G	10	10	9	10	10	79	92		
Clark, Dalynn	2014 0	15.3 S	10	7	9	10	10	84	67		
Dale, Julius	2014 2	5.6 F	10	A	9	10	10	67	0		
Diprete, Cassandra	2014 0	12.3 S	10	10	9	10	10	78	45		
Eldredge, Christine	2015 1	15.8 G	10	8	9	10	10	78	84		
Average score		15.4 S	10.0 A+	8.0 B-	8.7 B+	10.0 A+	74.5 C-	76.0 C			

4. Click the average score in a column to view the average statistics for the column:



The assignment statistics include:

- Average
- Median
- High score
- Low score
- Standard deviation

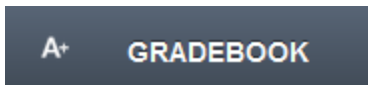
Entering Assignment Scores in Aspen IMS Mobile

You do not usually check your student's homework every day, but you notice that it seems to be slipping lately. Use Aspen IMS Mobile to enter scores on your phone or tablet while you walk around the room checking homework.

Or, you are not at school and receive an email from a parent asking about their student's grade on the last test. Use Aspen IMS Mobile on your phone to quickly check the grade before responding.

To access your gradebook using Aspen IMS Mobile:

1. Log on to Aspen IMS Mobile.



2. Tap the button. Your list of classes appears.
3. Tap a class name. The Grading screen appears:

Chemistry SCI1304-002

Grading

Assignments GRADING

Unscored Assignments

Assignment	Due Date	Total Points	No. of Grades	Category	Term
Review Quiz	Monday, November 18, 2013	50	18	Quiz	Q2
Quiz 4	Friday, November 15, 2013	20	17	Quiz	Q2
Homework 18	Thursday, November 14, 2013	10	17	HW	Q2
Solubility Lab Assignment	Wednesday, November 13, 2013	100	6	Quiz	Q2
Homework 5	Tuesday, November 12, 2013	10	17	HW	Q2
Homework 10	Monday, November 11, 2013	10	17	HW	Q2
Quiz 2	Friday, November 8, 2013	100	16	Quiz	Q2
Homework 3	Thursday, November 7, 2013	10	0	HW	Q2

4. Do the following to determine the assignments you want to see:
 - To view only assignments you have or have not entered scores for, tap **Scored** or **Unscored**.
 - To select a specific assignment category, such as Homework, tap the **All Categories** drop-down.
 - To see **All Assignments**, **Current Term** assignments, or the **Latest 20 Assignments**, tap the **Latest 20 Assignments** drop-down.
5. To enter or view scores for an assignment, tap the assignment name. General information about the assignment appears at the top of the screen:

Homework 18

Category: HW No. of Grades: 17
 Total Points: 10 Highest Scorers: Aagor, Kate, Adams, Tyler, and 15 others
 Class Average: 9 Lowest Scorers: Aagor, Kate, Adams, Tyler, and 15 others

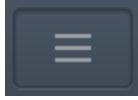
Students GRADING

Student Name	Grade Entry	
	<input type="button" value="Input"/>	<input type="button" value="Scale"/>
Aagor, Kate	<input type="text" value="9"/>	
Adams, Tyler	<input type="text" value="9"/>	
Aubee, Eneas	<input type="text" value="9"/>	
Caswell, Olivia	<input type="text" value="9"/>	
Clark, Dalynn	<input type="text" value="9"/>	
Dale, Julius	<input type="text" value="No score"/>	

6. To enter scores, do one of the following:
 - To tap in each score field and type a number, tap **Input**.
 - To change each score field into a drop-down from which you can tap a grade within this assignment's grade scale, tap **Scale**.

Note: Values are automatically saved.

To see more detailed information for a score, such as feedback you might have entered, tap the **Side-bar**



menu icon, then **Home**. Then, tap [View Full Site »](#) to access the **Scores** side-tab on the **Classes** tab in your desktop version of Aspen IMS.