

Description:

The Aspen IMS Gradebook for Teachers lesson plans empower you to get users in your district up and running with the Aspen IMS Gradebook using a simple 'plan, apply, and assess' methodology. Learning the gradebook in Aspen IMS is easy with lesson plan modules. Each of them includes planning questions, step-by-step instructions (Quick Reference Guides), assessment exercises, and an assessment checklist.

You can access the lesson plans from the Videos link on Aspen's Help menu, or by scanning the QR code at right using your mobile device..



Who Should Take This?

Teachers

Modules:

1. Setting Up Your Aspen IMS Gradebook
2. Creating Assignments
3. Entering Scores
4. Advanced Aspen IMS Gradebook for Teachers

Learning Objectives:

- Set Aspen IMS gradebook preferences
- Define your default averaging mode
- Link sections of the same course
- Create assignment categories
- Create assignments
- Create ungraded assignments
- Use your Planner to plan and create assignments by day, week, or month
- Share assignments and scores with students and parents
- Attach resources to assignments
- Copy assignments
- Import assignments
- Use Aspen IMS Mobile to view assignments
- Customize your Scores page
- Use column headers on the Scores page
- Enter scores and score remarks
- View term averages
- Create grade scales
- Create footnotes
- Create special codes

Aspen IMS Gradebook for Teachers Lesson Plans

Setting Up Your Aspen IMS Gradebook

Objectives: Set Aspen IMS gradebook preferences
Define your default averaging mode
Link sections of the same course

Prerequisites: Finding Your Way Around Aspen IMS
Getting Started with Aspen IMS

Description: Defining how you manage assignment scores and end-of-term grades at the beginning of a course ensures you easily and accurately track each student's performance. In Aspen IMS, define preferences that determine how your Aspen IMS gradebook appears and works, including how you like to calculate term averages. You can also link several sections of the same course so that you only have to create shared assignment categories and assignments once.

Once you set up your Aspen IMS gradebook, Aspen IMS makes grade management effortless by automatically and accurately calculating and adjusting each student's term grade with each assignment score you enter.

QRGs: Gradebook Preferences
Understanding Averaging Modes
Configure Scoring Settings for Individual and Linked Classes

Estimated Time: 30 minutes

Aspen IMS Gradebook for Teachers Lesson Plans

Creating Assignments

Objectives:

- Create assignment categories
- Create assignments
- Create ungraded assignments
- Use your Planner to plan and create assignments by day, week, or month
- Share assignments and scores with students and parents
- Attach resources to assignments
- Copy assignments
- Import assignments
- Use Aspen IMS Mobile to view assignments

Prerequisites:

- Finding Your Way Around Aspen
- Getting Started with Aspen IMS
- Setting Up Your Aspen IMS Gradebook
- Using Digital Content in Your Classroom

Description:

Creating and entering scores for assignments, and then sharing them with students and their families online, is an easy way to keep everyone invested in your classroom informed about expectations and progress. In Aspen IMS, create assignment categories to organize the assignments you create, share them online, and enter scores for students and parents to view in the Student and Family portals. Also, you can copy assignments you use repeatedly, and import assignments from another class or school year. Use your Planner's calendar to help plan for days, weeks, or months of assignments.

Upon completion of this lesson, you will create assignment categories and assignments.

QRG:

- Assignment Categories
- Assignments
- Using Your Planner for Assignments

Estimated Time: 1 hour

Aspen IMS Gradebook for Teachers Lesson Plans

Entering Scores

Objectives: Customize your Scores page
Use column headers on the Scores page
Enter scores and score remarks
View term averages

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

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.

QRG: Entering Scores in the Gradebook

Estimated Time: 30 minutes

Aspen IMS Gradebook for Teachers Lesson Plans

Advanced Aspen IMS Gradebook for Teachers

Objectives: Create grade scales
Create footnotes
Create special codes

Prerequisites: Finding Your Way Around Aspen
Getting Started with Aspen IMS
Setting Up Your Aspen IMS Gradebook
Creating Assignments
Entering Scores

Description: Tracking assignments and scores is a necessary feature of any gradebook. What's more, having a way to customize the grades you enter and track extra information about them can give you the insight you need when entering final grades. In the Aspen IMS gradebook, you can create your own grade scales to use values specific to your classes or assignments, create special codes you enter for assignments not scored, track missing assignments, and enter footnote codes next to scores to offer more explanation of the score you entered.

Upon completion of this lesson, you will create your own grade scale, create special codes, be able to track the number of missing assignments for each student in a grade term, and create footnotes and enter them on the Scores page.

QRG: Teacher Grade Scales
Gradebook Special Codes
Gradebook Footnotes

Estimated Time: 30 minutes