

## **View 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 link a section to other sections. Linking sections lets you create categories and assignments for one section, and automatically add them to other sections linked to it.

## To view class details:

- 1. Log on to the Staff view.
- 2. Click the Classes tab, and 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. In the **Course Nickname** field, 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.

For 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 don't type a nickname, Aspen identifies the class with the default class section number from your school's schedule.

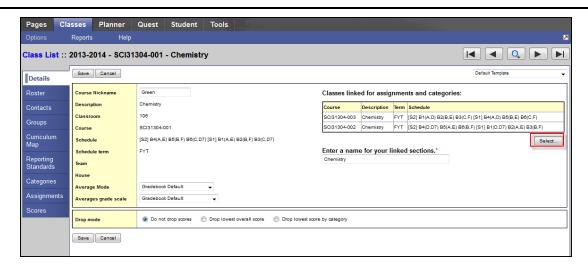
5. To apply a different averaging mode than the default you defined in your user preferences, use the **Average mode** drop-down to select the mode for this course section.

**Note:** If you co-teach this section, you cannot select **Gradebook default** at the **Average mode** field. The average mode you select appears for the other teachers who share the class.

6. To link this course section to another section, click **Select:** 







A pick list containing a list of any other sections the teacher is responsible for appears.

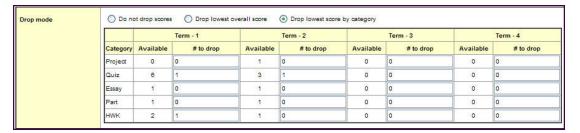
Note: To unlink a course, click Select, and deselect the checkbox next to the course. Click OK.

- 7. Select the sections you want to link, and click **OK**. The sections appear on the page.
- 8. In the **Drop mode** box, do one of the following to determine 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 the system to drop the lowest score(s) for a term.
     The following options appear:



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 if you want to determine how many scores to drop each term by assignment category. For example, you might drop the two lowest homework scores each term. To do so, type the number in the # to drop column for each category, for each term:

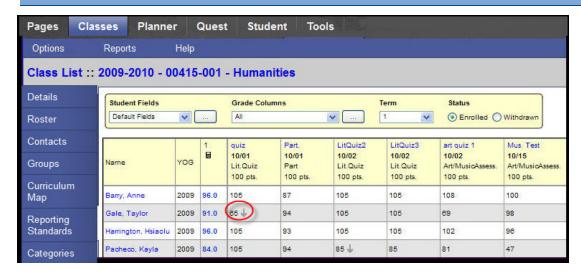






**Note:** On the Scores page, the system indicates dropped scores with 

because they fit the criteria you determined in the **Drop mode** box:



9. Click Save.

