

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 *Ca/SM* and the larger section *Ca/LG*. 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:

Category	Term - 1		Term - 2		Term - 3		Term - 4	
	Available	# to drop	Available	# to drop	Available	# to drop	Available	# to drop
All	10	1	7	1	0	1	0	1

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:

Category	Term - 1		Term - 2		Term - 3		Term - 4	
	Available	# to drop	Available	# to drop	Available	# to drop	Available	# to drop
Project	0	0	1	0	0	0	0	0
Quiz	6	1	3	1	0	0	0	0
Essay	1	0	1	0	0	0	0	0
Part	1	0	1	0	0	0	0	0
HWK	2	1	1	0	0	0	0	0

Note: On the Scores page, the system indicates dropped scores with ↓ because they fit the criteria you determined in the **Drop mode** box:

Pages **Classes** Planner Quest Student Tools

Options Reports Help

Class List :: 2009-2010 - 00415-001 - Humanities

Details
Roster
Contacts
Groups
Curriculum Map
Reporting Standards
Categories

Student Fields: Default Fields
Grade Columns: All
Term: 1
Status: Enrolled Withdrawn

Name	YOG	1 quiz 10/01 Lit. Quiz 100 pts.	Part. 10/01 Part 100 pts.	LitQuiz2 10/02 Lit. Quiz 100 pts.	LitQuiz3 10/02 Lit. Quiz 100 pts.	art quiz 1 10/02 Art/MusicAssess. 100 pts.	Mus. Test 10/15 Art/MusicAssess. 100 pts.	
Barry, Anne	2009	96.0	105	87	105	105	108	100
Gale, Taylor	2009	91.0	85 ↓	94	105	105	69	98
Harrington, Hsiaolu	2009	96.0	105	93	105	105	102	96
Pedeco, Kayla	2009	84.0	105	94	85 ↓	85	81	47

9. Click **Save**.