

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 Withdrawn	PD1s										
				Post Grades...										
Name	YOG	HR Teacher	Q1	Sum1	Q2	Q3	Q4	Homewk 4	Homewk 2	Homewk 3	Homewk 1	OMM HW-1	OMM QZ 1	OMM HW-2
Andrews, Lillian	2010	Noiler, Marie	100.0 A+		97.0 A+			10	10	10	15	5	50	2
Bronstein, Walter	2010	Noiler, Marie	100.0 A+		89.0 B+			10	10	10	15	5	50	5
Byrne, Peter	2010	Noiler, Marie	100.0 A+		77.0 C+			10	10	10	15	5	40	0
Chazan, Howard	2010	Noiler, Marie	84.0 B		88.0 B+			10	10	10	8	5	50	3
Chin, Sarah	2010	Noiler, Marie	100.0 A+		80.0 B-			10	10	10	15	5	30	INC
Cummings, Kyle	2010	Noiler, Marie	100.0 A+		96.0 A			10	10	10	15	0	50	5
Donovan, Matthew	2010	Noiler, Marie	100.0 A+		78.0 C+			10	10	10	15	5	20	5
Dodds, Judith	2010	Noiler, Marie	84.0 B		89.0 B+			10	10	10	8	5	50	5
Origenoio, Kevin	2010	Noiler, Marie	67.0 D+		86.0 B			10	10	10	0	5	40	5
Kagan, Collin	2010	Noiler, Marie	100.0 A+		68.0 D+			10	10	10	15	0	30	5
Kagan, Elliott	2010	Noiler, Marie	100.0 A+		68.0 D+			10	10	10	15	0	30	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-

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.

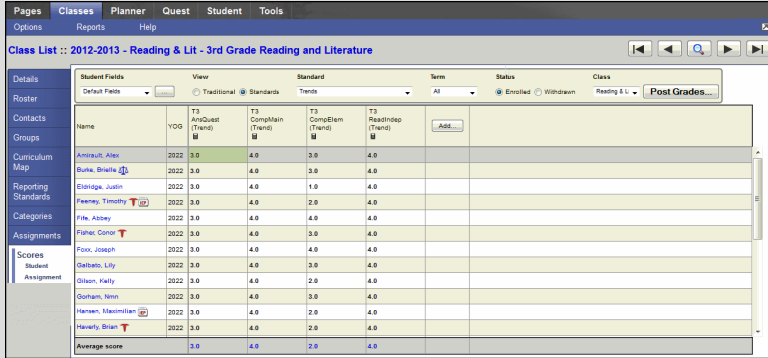
Determine What Appears on Your Scores Page

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


Student Fields	Grade Columns	Term	Status	Class
Default Fields	Category: Homework	Q1	<input checked="" type="radio"/> Enrolled <input type="radio"/> Withdrawn	PD1s

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="581 417 1024 840" data-label="Image"> <table border="1"> <thead> <tr> <th>Name</th> <th>YOG</th> <th>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 </td> <td>2014</td> <td>Kurtz, Caroline</td> </tr> <tr> <td>Murphy, Nancy </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	2014	Kurtz, Caroline	Murphy, Nancy	2014	Kurtz, Caroline	Reynolds, Brandon	2014	Brabants, Nicole																																																																																																																																										
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<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 1140 1468 1264" data-label="Text" style="background-color: #e6f2ff; padding: 10px;"> <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 1362 1346 1719" data-label="Image"> <table border="1"> <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 W 1</th> <th>Sem W 2</th> <th>Homework 1</th> <th>Homework 2</th> <th>Homework 3</th> <th>Homework 4</th> <th>OCM Test</th> </tr> </thead> <tbody> <tr> <td>Andrew, Lillian</td> <td>2016</td> <td>1</td> <td>10</td> <td>10</td> <td>10</td> <td>0</td> <td>5</td> <td>15</td> <td></td> <td></td> <td></td> <td>77</td> </tr> <tr> <td>Borstein, Walter</td> <td>2016</td> <td>0</td> <td>10</td> <td>10</td> <td>10</td> <td>0</td> <td>5</td> <td>15</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Byrne, Peter</td> <td>2016</td> <td>0</td> <td>10</td> <td>10</td> <td>10</td> <td>0</td> <td>5</td> <td>15</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Chazan, Howard</td> <td>2016</td> <td>1</td> <td>10</td> <td>10</td> <td>10</td> <td>0</td> <td>5</td> <td>8</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Chu, Sarah</td> <td>2016</td> <td>2</td> <td>10</td> <td>10</td> <td>10</td> <td>0</td> <td>5</td> <td>15</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Cummings, Kyle</td> <td>2016</td> <td>0</td> <td>10</td> <td>10</td> <td>10</td> <td>0</td> <td>5</td> <td>15</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Donovan, Matthew</td> <td>2016</td> <td>1</td> <td>10</td> <td>10</td> <td>10</td> <td>0</td> <td>5</td> <td>15</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Dobos, Judith</td> <td>2016</td> <td>0</td> <td>10</td> <td>10</td> <td>10</td> <td>0</td> <td>5</td> <td>8</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Sigoreno, Kevin</td> <td>2016</td> <td>0</td> <td>10</td> <td>10</td> <td>10</td> <td>0</td> <td>5</td> <td>0</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Kagan, Colleen</td> <td>2016</td> <td>0</td> <td>10</td> <td>10</td> <td>10</td> <td>0</td> <td>5</td> <td>15</td> <td></td> <td></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></td> <td>77.0 C+</td> </tr> </tbody> </table> </div> <p>After you select Traditional, the Grade columns drop-down appears, and you can select to view columns for the following:</p>	Name	YOG	Missing	Homework 1	Homework 2	Homework 3	Sem W 1	Sem W 2	Homework 1	Homework 2	Homework 3	Homework 4	OCM Test	Andrew, Lillian	2016	1	10	10	10	0	5	15				77	Borstein, Walter	2016	0	10	10	10	0	5	15					Byrne, Peter	2016	0	10	10	10	0	5	15					Chazan, Howard	2016	1	10	10	10	0	5	8					Chu, Sarah	2016	2	10	10	10	0	5	15					Cummings, Kyle	2016	0	10	10	10	0	5	15					Donovan, Matthew	2016	1	10	10	10	0	5	15					Dobos, Judith	2016	0	10	10	10	0	5	8					Sigoreno, Kevin	2016	0	10	10	10	0	5	0					Kagan, Colleen	2016	0	10	10	10	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+
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Field / Drop-down	Description
	<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>  <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
Term	Select the term you want to view grade or standards columns for.




Field/Drop-down	Description
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: You can enter new assignments directly on the Scores page. Do one of the following:

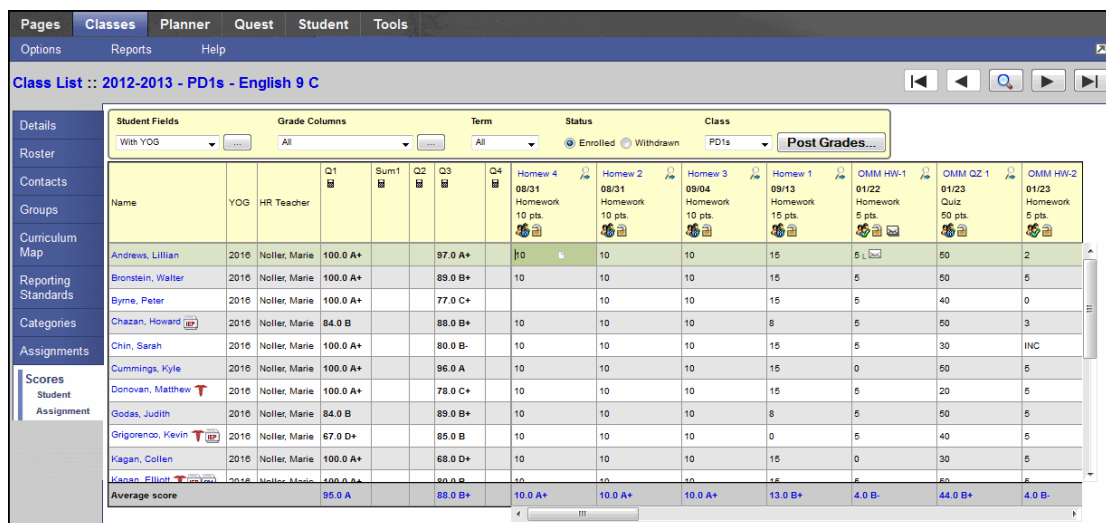
- Press **CTRL+A**.
- Click the **Add** button in the last column header.
- On the **Options** menu, click **Add Assignment**.

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.

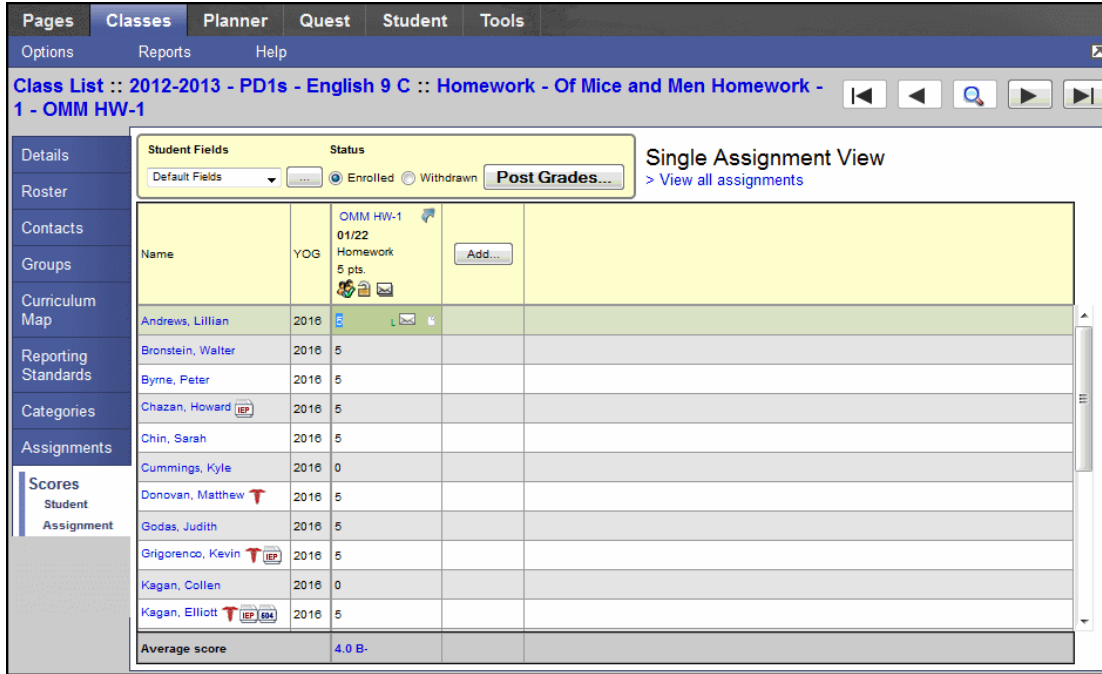
You can enter scores the following ways:

- 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, Colleen	2016	Noller, Marie	100.0 A+			68.0 D+	10	10	10	15	0	30	5	
Kanan, 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-	

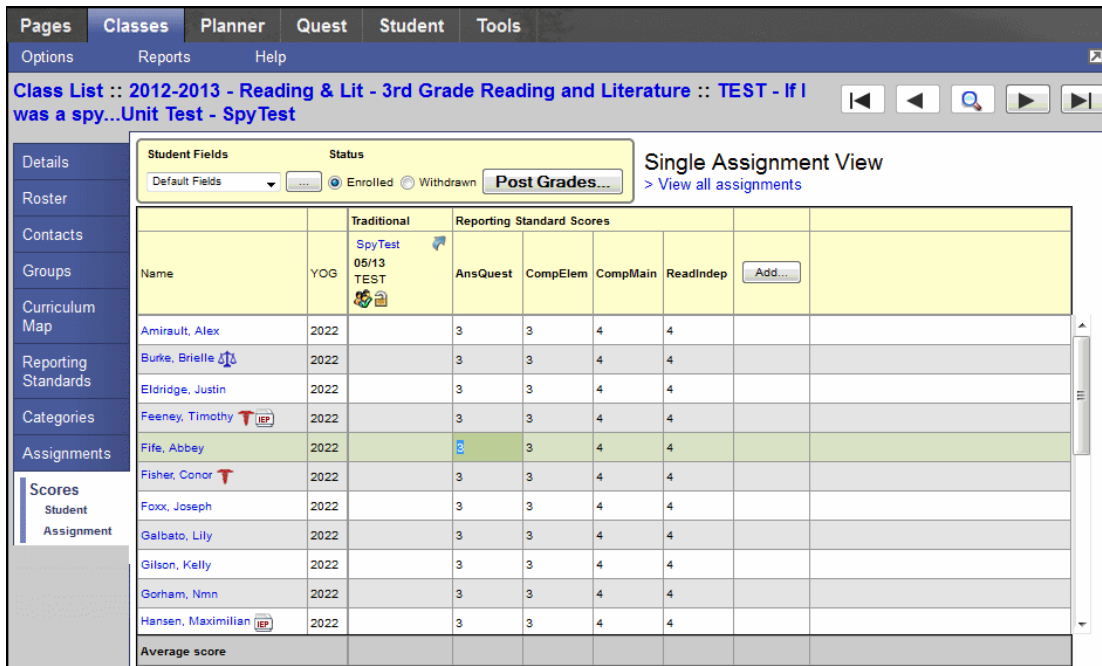
- Click the **Single Assignment Entry** icon  in the grade column header, or click **Assignment** on the **Scores** side-tab to enter scores for one assignment only at a time. This can be especially helpful if you have a very full scores grid and you want to be sure you are entering scores for the correct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



The screenshot shows the 'Single Assignment View' for the assignment 'OMM HW-1'. The interface includes a navigation menu on the left with 'Scores' selected, and a main table with columns for Name, YOG, and a score column. The assignment details at the top show 'OMM HW-1' with a date of '01/22' and '5 pts'.

Name	YOG	Score
Andrews, Lillian	2016	
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
Grigorenco, 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:






The screenshot shows the 'Single Assignment View' for the assignment 'SpyTest'. The interface includes a navigation menu on the left with 'Scores' selected, and a main table with columns for Name, YOG, Traditional, and Reporting Standard Scores (AnsQuest, CompElem, CompMain, ReadIndep). The assignment details at the top show 'SpyTest' with a date of '05/13' and 'TEST'.

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 Score	Standard ESSAY
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.	5	
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 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
- Press **TAB** or **ENTER** to quickly move across rows or down columns, as you defined when you [set your gradebook preferences](#).
- 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

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.

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:

The screenshot shows the 'Scores' side-tab selected in the Follett Aspen interface. The main area displays a table for the class '2010-2011 - 911-06 - Fitness Fundamentals'. The table has columns for student names, YOG, Recommendation, Comment, and scores for various standards. A red circle highlights the score '8' for Alarcon, Jason in the 'affec 1-1 09/15 affective' column.

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 psychomot
Alarcon, Jason	2014			8								
Bolek, Mary	2014			10								
Bradley, Erica	2014			10								
Brooks, Rose	2014			10								
Broughton, Joseph	2014			10								
Cappiello, 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 table with the following data:

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 left and bottom left, and a 'Default Template' dropdown at the top right.

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	OMM QZ 1	OMM HW-2	OMM HW-3	QZ 2 OMM
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	Moqueeny	09	View	217	2.0	2.0	2.0	1.0	2.0		
Average score					2.0	2.0	2.0	1.0	2.0		

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

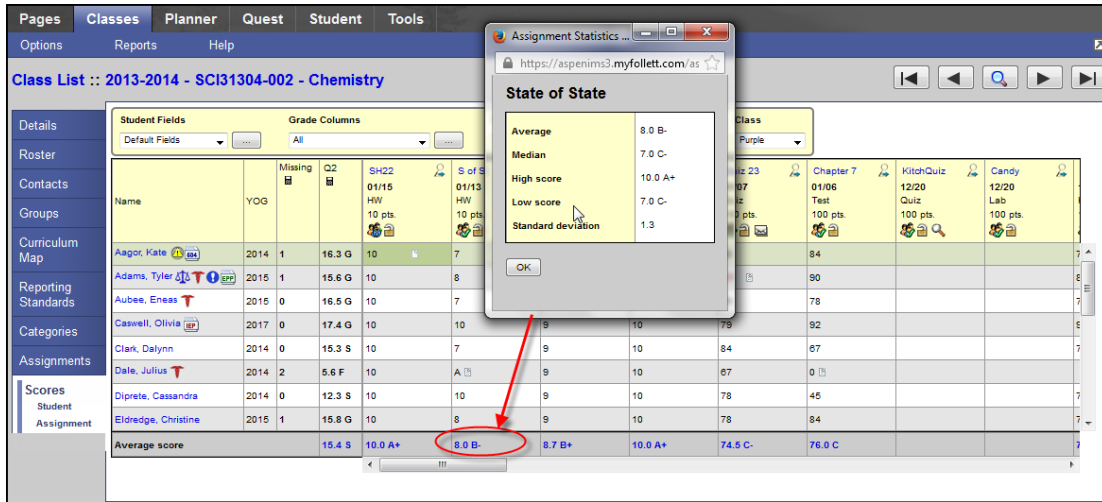
While entering grades on the Scores page, you can view the average score for each column.

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	VOG	Q2	Enrolled	Purple					
	Missing	Q2							
	SH22	S of S	qqqq	GDShw					
	01/15 HW 10 pts.	01/13 HW 10 pts.	01/10 HW 10 pts.	01/09 HW 10 pts.					
	Quiz 23	Chapter 7	KitchQuiz	Candy					
	01/07 Quiz 100 pts.	01/06 Test 100 pts.	12/20 Quiz 100 pts.	12/20 Lab 100 pts.					
Aagor, Kate	2014 1 16.3 G	10	7	7	10	90	84		
Adams, Tyler	2015 1 15.6 G	10	8	5	10	NTI	90		
Aubee, Eneas	2015 0 16.5 G	10	7	9	10	70	78		
Caswell, Olivia	2017 0 17.4 G	10	10	9	10	79	92		
Clark, Dalynn	2014 0 15.3 S	10	7	9	10	84	67		
Dale, Julius	2014 2 5.6 F	10	A	9	10	67	0		
Diprete, Cassandra	2014 0 12.3 S	10	10	9	10	78	45		
Eldredge, Christine	2015 1 15.8 G	10	8	9	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

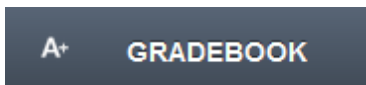
Entering Assignment Scores in Aspen IMS Mobile

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 **A+ GRADEBOOK**. Your list of classes appears.
3. Tap a class name. The Grading screen appears:

Chemistry SCI31304-002

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

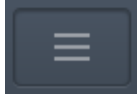
Students GRADING

Student Name	Grade Entry	
	Input	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.