

Set Your Preferences on the Gradebook tab:

Note: The **Gradebook** preferences are only available in the Staff and School view. Certain preferences are only available in the Staff view.

1. Click the **Gradebook** tab:

General	Home	Security	Gradebook	Communication
Shade alternate lines <input checked="" type="checkbox"/>				
Track administrator updates <input checked="" type="checkbox"/>				
Tab direction Down ▾				
Show studies <input type="checkbox"/>				
Enable gradebook features <input checked="" type="checkbox"/>				
Assignment column order Date due (ascending) ▾				
Show points in headers <input checked="" type="checkbox"/>				
Show category names in headers <input checked="" type="checkbox"/>				
Publish assignment statistics <input checked="" type="checkbox"/>				
Show student alerts <input checked="" type="checkbox"/>				
Show course selection recommendation <input checked="" type="checkbox"/>				
Anchor averages <input checked="" type="checkbox"/>				
<u>Missing Assignments</u>				
Show missing column <input checked="" type="checkbox"/>				
Count empty as missing <input type="checkbox"/>				
<u>Averages</u>				
Default weighting Total points ▾				
Decimals 0				
Grade scale Standard A-F Grade Scale 🔍 ✖				
Semester running total <input checked="" type="checkbox"/>				

OK Cancel

2. Use the following table to fill in the fields:

Field	Description
Shade alternate lines	Select this checkbox if you want the system to shade every other row of your Grade Input page. Otherwise, deselect this checkbox.
Track administrator updates	Select this checkbox to have an Exclamation point appear next to any grades a staff member in the office changes in the School view.
Tab direction	Select whether you want the Tab key to move you across a row or down a column when you are entering grades on the Grade Input page.
Show studies	Select this checkbox if you want courses with a category of Study to appear in your gradebook.
<p>Note: The following preferences are only available in the Staff view.</p>	
Enable gradebook features	Select this checkbox if you want to use the Grade Input page to enter scores for assignments. If you do not select this checkbox, the gradebook only displays post columns (Term 1, Term 2, etc.).
Assignment column order	Select if you want assignments to appear in Date due (ascending) , Date due (descending) , or Sequence number order on the Scores page.
Show points in headers	At the Default weighting field, if you select Total Points , you can select the Show points in headers checkbox if you want to view the number of total points in the column header of an assignment.
Show category names in headers	Select this checkbox to display the names of assignment categories in the assignment headers.
Publish assignment statistics	Select this checkbox if you want low, median, and high assignment scores to appear for parents and students when they view grades using the Family and Student portals.
Show student alerts	Select this checkbox to display alert icons next to student names.
Anchor averages	Select this checkbox to left-align average columns on the Scores page. This way, the averages always appear next to the student information, and the assignments appear to the right.

Field	Description																																								
	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; margin-bottom: 5px;"> Student Fields Grade Columns Term Status </div> <div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> Default Fields <input type="button" value="v"/> ... All <input type="button" value="v"/> ... All <input type="button" value="v"/> ... <input checked="" type="checkbox"/> Er </div> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #ffffcc;"> <th style="width: 25%;">Name</th> <th style="width: 10%;">YOG</th> <th style="width: 10%;">1</th> <th style="width: 10%;">2</th> <th style="width: 10%;">3</th> <th style="width: 10%;">4</th> <th style="width: 10%;">Part 10/01 Part 100 pts.</th> <th style="width: 10%;">HWK 10/01 HWK 100 pts.</th> </tr> </thead> <tbody> <tr> <td>Anower, Connor</td> <td>2010</td> <td>83.0</td> <td>83.0</td> <td></td> <td></td> <td>78</td> <td>92</td> </tr> <tr> <td>Carlucci, Christine</td> <td>2010</td> <td>74.0</td> <td>75.0</td> <td></td> <td></td> <td>80</td> <td>80</td> </tr> <tr> <td>Fougere, Danielle</td> <td>2010</td> <td>87.0</td> <td>93.0</td> <td></td> <td></td> <td>92</td> <td>98</td> </tr> <tr> <td>French, Bianca</td> <td>2010</td> <td>77.0</td> <td>89.0</td> <td></td> <td></td> <td>88</td> <td>88</td> </tr> </tbody> </table> </div>	Name	YOG	1	2	3	4	Part 10/01 Part 100 pts.	HWK 10/01 HWK 100 pts.	Anower, Connor	2010	83.0	83.0			78	92	Carlucci, Christine	2010	74.0	75.0			80	80	Fougere, Danielle	2010	87.0	93.0			92	98	French, Bianca	2010	77.0	89.0			88	88
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Show missing column	<p>If you create special codes that you enter for missing assignments, select this checkbox to view the Missing column on the Scores page.</p> <p>For each student, the Missing column displays the total number of assignments you have entered those special codes for.</p> <p>The values in this column might help you when determining students' final grades for the term.</p> <div style="background-color: #e0f0ff; padding: 10px; border: 1px solid #0056b3; margin-top: 10px;"> <p>Note: This column is for your eyes only. Students and family members do not see it in the portals, and office and administrative staff members do not see it in the School or District views.</p> </div>																																								
Count empty as missing	<p>If you selected the Show missing column checkbox, select this checkbox to count any assignments that were due before today, and that you have not entered scores for, as missing.</p> <div style="background-color: #e0f0ff; padding: 10px; border: 1px solid #0056b3; margin-top: 10px;"> <p>Note: You might want to select this checkbox at the end of a term when you have finished entering all assignment scores. Otherwise, the Missing column will include scores for assignments you have not graded yet.</p> </div>																																								
Default weighting	<p>To indicate to the system how you calculate averages, do one of the following:</p> <ul style="list-style-type: none"> Select Categories only if you want to weight categories only in your gradebook. For example, assume you create three categories: Homework, Tests, and Quizzes. All homework assignments are worth the same amount, as are all tests and quizzes. To determine student term averages, Homework is worth 25% of the grade, Tests are worth 50% of the final grade, and Quizzes are worth 25% of the final grade. Select Category and assignments if you want to weight both 																																								

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	<p>categories and assignments within those categories. For example, a student's homework average is worth 25% of the term grade, but each homework within the category is weighted differently. For example, you weight reading homework assignments 1, and intensive writing homework assignments 3.</p> <ul style="list-style-type: none"> • Select Total points if you calculate averages by dividing the total points a student earns by the total number of points possible. For example, a student receives a 100, 90, and 80 for grades. The student's average is $270/300=90$. • Select Category total points if you want to use total points for individual assignments within categories that you weight. For example, assume you have a Homework category. The homework average counts as 25% of the student's final grade. Within the Homework category, you grade each individual assignment using points (HW 1 is worth 10 points, HW 2 is worth 20 points). <p>Note: This value becomes the default average mode for the teacher. Teachers can then assign a different average mode to different course sections in the gradebook.</p>
Decimals	Type the number of decimal places you want the system to use for calculated averages.
Grade scale	Click  to select the grade scale you want to use to calculate term averages. If you use a grade scale different than the district grade scale, when you update post columns, the system translates the grades to the district grade scale.
Show semester averages	<p>Select this checkbox to show semester running averages on your Scores page. Aspen calculates semester running averages based on the assignment grades within each of the terms inside of it, not on the average for each term.</p> <p>Students and family can view this column in the Student and Family views.</p> <p>Note: Your school must enable the School Grade preferences (for Show semester averages in the gradebook) for this user preference to be activated. See your Aspen system administrator for details.</p> <p>Aspen uses the column header Semester # (for example, Semester 1) for semester running average columns.</p>

3. Click **OK**.