

Create Teacher Grade Scales in the Gradebook

Your Aspen administrator creates grade scales for your district in the District view. Those grades are available for you and all teachers to use for their students' assignment and end-of-term grades.

Because the grades in the district grade scales might not fit your personal grading system, you can create your own grade scales and link them to specific class sections, specific assignment categories, or individual assignments.

There are two ways teacher grade scales can work with your district's grade scale:

- District administrators can define alignment codes for each grade in a district grade scale. Then, you can align each grade within a grade scale you create in your gradebook to the codes in the district grade scale. This way, when Aspen calculates the values in average columns for that section, it maps the grades that you enter to the appropriate grades in the district grade scale. For example, if you create a 1-4 grade scale, you can determine that a score of 3 in your grade scale is equal to a B in the district grade scale. Without doing so, Aspen calculates a score of 3 as a 75 (C) out of 100. (link)

Your Grade	Term Average in Post Column	Grade on Report Card
3	3	B

- [You can enter the grades within the scales you create only when entering assignment grades.](#) When Aspen calculates term grades for district post columns, it matches any grades from your grade scale to the appropriate grade in the district grade scale by points.

Note: If you cannot align your grades with district alignment codes, you must use characters that are not numbers or letters matching any values on the district grade scale; Aspen will not be able to tell the difference between your *B* (88) and the district *B* (82).

Your Grade	Term Average in Post Column	Grade on Report Card
3	C	C

Create Your Own Grade Scales for Assignments, Categories, or Sections

Your Aspen administrator creates grade scales for your district in the District view. Those grades are available for all teachers to use for their students' assignment grades. Because the grades in the district grade scales might not fit a teacher's personal grading system, teachers can create their own grade scales and link them to specific class sections, specific assignment categories, or individual assignments.

Teachers can enter the grades within the scales they create only when entering assignment grades. When Aspen calculates term grades for district post columns, it matches any grades from a teacher's grade scale to the appropriate grade in the district grade scale.

Example 1: Teacher grade scales (and grades within that grade scale):

Grade Scale: *My Homework Scale*

Grades (within the *My Homework Scale* grade scale)

Code	Value	Cutoff Value
GJ	10.0	7.5
AE	7.0	4.5
MA	4.0	0.5
DT	0.0	0.0

In this example, the teacher wants to create a scale for homework which uses four values for homework:

- **GJ** = great job = **10**
- **AE** = average effort = **7**
- **MA** = minimum attempt = **4**
- **DT** = did not try = **0**

The teacher maps these codes to numerical values so that all assignments can be averaged together for a homework average.

For example, a student receives the following five homework scores: MA, MA, MA, AE, and AE. Aspen averages the corresponding values to arrive at a homework average.

$$\frac{(MA+MA+MA+AE+AE)}{5} = \frac{(4.0+4.0+4.0+7.0+7.0)}{5} = 5.2 \text{ AE}$$

Since 5.2 is above the cutoff of 4.5, the student receives a score of AE.

Assignment scores can be entered in different ways: as letters, numbers, or both. So a teacher could enter an AE or enter any number greater than 4.5 and less than 7.5, which also corresponds to an AE.

The difference is subtle. If the teacher enters numbers for the assignment, then the actual numbers are used for the calculations. If the teacher enters letters for the assignment, then the grade scale values are used for calculations.

Three scores: AE, AE, GJ average to: 8.0 GJ; $(7 + 7 + 10)/3 = 24/3 = 8.0$

Three scores of 5, 5, 8 average to: 6.0 AE; $(5 + 5 + 8)/3 = 18/3 = 6.0$

Example 2: Teacher grade scales (and grades within that grade scale):

Grade Scale: *My Homework Check*

Grades (within the *My Homework Check* grade scale)

Code	Value	Cutoff Value
+	5.0	3.5
=	3.0	1.5
-	1.0	0.0

In this example, the teacher wants to create a scale for homework which uses three values:

- + represents a check plus = **5**
- = represents a check = **3**
- - represents a check minus = **1**

In Aspen, this looks like the following:

Code	Value	Cutoff
+	5.0	3.5
=	3.0	1.5
-	1.0	0.0

Note: Follett **does not recommend** using numerical codes for teacher grade scales.

Assignment scores can be entered as numbers or letters (codes). If a number is entered, Aspen assumes the numerical score is not mapped to a code.

For example, a teacher cannot make a grade scale in Aspen where a 1 = 50, 2 = 85, 3 = 100.

Follett recommends making a grade scale containing a character, such as: s1 = 50, s2 = 85, s3 = 100.

To create a teacher grade scale, first [create the grade scale](#), then [define the grades within that grade scale](#).

To create a grade scale:

1. Log on to the Staff view.
2. Click the **Tools** tab.

3. Click the **Grade Scales** side-tab. A list of grade scales appears.
4. On the **Options** menu, click **Add**. The New Grade Scale page appears.
5. Type a name for the grade scale.
6. Type the maximum number of points a student can earn for an assignment that uses this grade scale.
7. Type the minimum number of points a student can earn for an assignment that uses this grade scale.
8. Type the maximum and minimum input values. These values give you the ability to enter more or less points than the maximum or minimum points you define without affecting any other students' grades for the assignment. For example, assume you want to enter the value 110 for an assignment with a 100-point maximum. If you define the maximum input as 110 or higher, you can enter 110 without affecting all other grades for that assignment.
9. Click **Save**.

To define the grades within the grade scale:

1. On the Grade Scales page, select the checkbox next to the grade scale you created, and click **Grade Definitions** on the **Grade Scales** side-tab.
2. On the **Options** menu, click **Add**. The New Grade Definition page appears.
3. Type a code.

Note: Follett Software recommends that codes are not numbers. Codes should contain characters.

4. Type a value for the grade. This value is often the maximum percentage a student earns to receive this grade.
5. Type a cutoff value for the grade. This value is often the lowest percentage a student earns to receive this grade.

Note: The **Earns credit** and **Consider for honor roll** checkboxes do not apply to teacher grade scales.

6. Click **Save**.
7. Repeat steps 1-6 to define every grade within a grade scale. Now, link this grade scale to any [section](#), [category](#) or [individual assignment](#) you want to enter these grades for.

Example 1 (continued)

A sample score grid containing homework assignments HW1 and HW2 which both use the example *My Homework Scale* as the grade scale (GJ = 10, AE = 7, MA = 4, DT = 0).

Student Fields		Grade Columns		
Default Fields		Category: HW		
Name	YOG	HW Q1 HW	HW1 11/01 HW 10 pts.	HW2 11/02 HW 10 pts.
Clark, Thomas	2015	70.0 C-	AE	AE
Dejesus, Tianna	2015	85.0 B	AE	GJ
Deliz, Hasnain	2016	55.0 F	AE	MA
Fernandez, Cooper Lee	2016	20.0 F	MA	DT
Fitts, Concetta	2015	70.0 C-	MA	GJ
Harpin, John Hamilton	2015	85.0 B	GJ	AE
Lamountain, Mary	2015	0.0 F	DT	DT
Peckham, Britnee	2015	35.0 F	AE	DT
Resendes, Jennifer	2016	85.0 B	AE	GJ
Rice, Christina	2015	20.0 F	MA	DT
Thomas, Mary	2016	35.0 F	AE	DT
Walker, Nathan	2015	55.0 F	AE	MA
Average score		51.3 F	5.9 AE	4.3 MA

Below is the same sample score grid containing homework assignments HW1 and HW2 which both use the example *My Homework Scale* as the grade scale (GJ = 10, AE = 7, MA = 4, DT = 0).

In this example, the teacher is also entering numerical values.

Student Fields		Grade Columns		
Default Fields		Category: HW		
Name	YOG	HW Q1 HW 10 pts.	HW1 11/01 HW 10 pts.	HW2 11/02 HW 10 pts.
Clark, Thomas	2015	70.0 C-	AE	7
Dejesus, Tianna	2015	80.0 B-	AE	9
Deliz, Hasnain	2016	66.0 D	AE	6.2
Fernandez, Cooper Lee	2016	20.0 F	MA	DT
Fitts, Concetta	2015	70.0 C-	MA	GJ
Harpin, John Hamilton	2015	85.0 B	GJ	AE
Lamountain, Mary	2015	0.0 F	DT	DT
Peckham, Britnee	2015	35.0 F	AE	DT
Resendes, Jennifer	2016	85.0 B	AE	GJ
Rice, Christina	2015	20.0 F	MA	DT
Thomas, Mary	2016	35.0 F	AE	DT
Walker, Nathan	2015	55.0 F	AE	MA
Average score		51.8 F	5.9 AE	4.4 MA

Comparing the two examples, notice that numeric values are used in calculations when available.

Student	Example 1: Homework Average	Example 2: Homework Average
Thomas Clark	70% C- = $(AE + AE)/2 = (7 + 7)/2$	70% C- = $(AE + 7)/2 = (7 + 7)/2$
Tianna Dejesus	85% B = $(AE + GJ)/2 = (7 + 10)/2$	80 B- = $(AE + 9)/2 = (7 + 9)/2$

Create Teacher Grade Scales Aligned with District Codes

If your district administrator creates alignment codes for each grade in the district grade scale, you can create your own grades, and align each one to a district grade. This way, you determine exactly what district value appears on your students' report cards, as aligned to the grade that appears in your gradebook.

Note: If you cannot align a grade to a district grade (the Alignment Code field does not appear on the new Grade Definition page – accessed from the **Tools** tab > **Grade Scales** side-tab), see [Create Grade Scales for Assignments, Categories or Sections](#). It is important to use specific characters to represent your grades so that Aspen does not confuse them with district values.

To align grades in your teacher grade scale to a district alignment code:

1. Log on to the Staff view.
2. Click the **Tools** tab.
3. Click the **Grade Scales** side-tab.
4. Select a grade scale, and click **Grades**.
5. To create a new grade within the scale, on the **Options** menu, click **Add**.
6. Type the **Code**, **Value**, and **Cutoff Value**.
7. At the **Alignment Code** field, select the grade from the district grade scale that will represent this grade on a student's report card.
8. Click **Save**.