

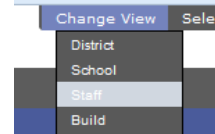
POSTING DDMs IN ASPEN

{How to download DDM data to Excel is on the last page}

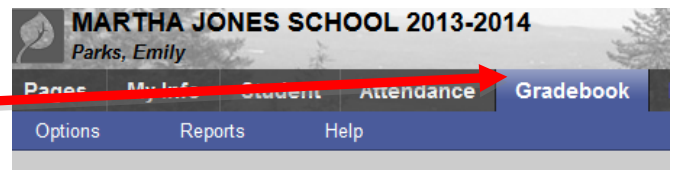
Note: Your screen may look slightly different from these pictures but the steps will be the same.

Also, veteran teachers will recognize that these steps are almost identical to normal progress & grade entry. You may have learned how to use the teacher widget on the front page and it is perfectly acceptable to use that & skip to step 5.

1. Login and be sure you are in Staff View.

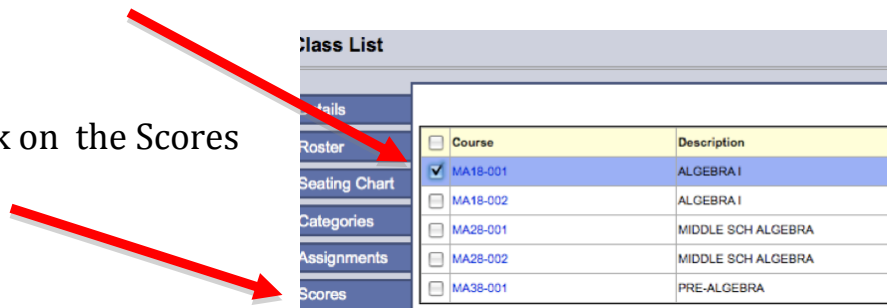


2. Select the Gradebook (top tab).



3. Check box next to class you want to enter grades for.

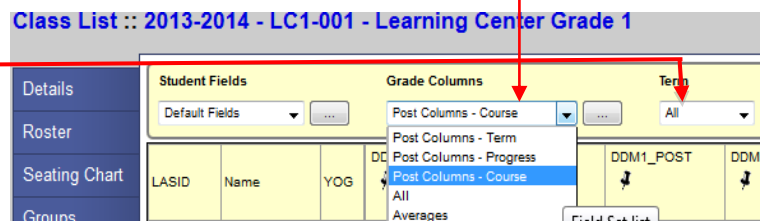
4. Then click on the Scores side tab.



5. Set Grade Columns to appropriate grading period:

▪ "Post Columns - Course"

▪ Set Term to All.

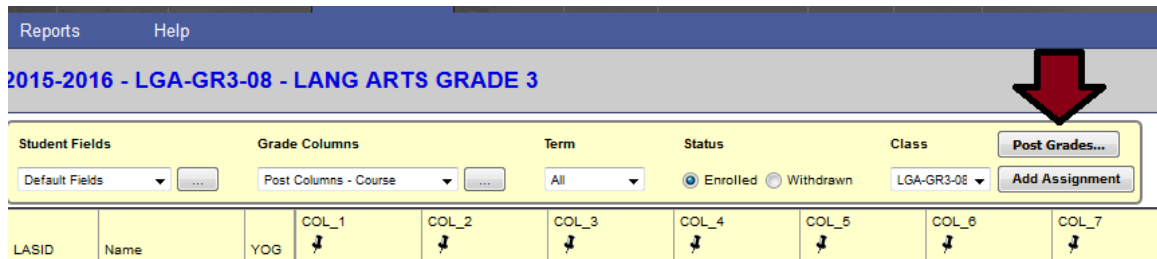


6. Input grades into the correct cell.
{Inputs are saved automatically.}

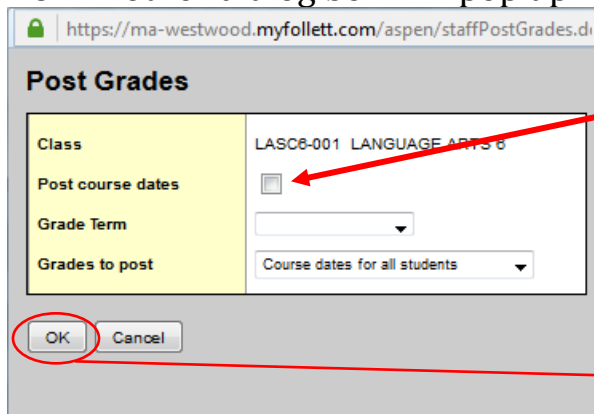
TIP: If you want to fill a column (top-down) with the same value; i.e. use the same score for every student, fill in the cell for one student and then press **Ctrl & D** (on a PC) or **Command & D** (on a Mac) and the same value will fill down (same column only) for every student. (You can still go back and edit individual students, if for instance 17 of 20 students get a '90', you can then go back to the 3 that had a different score and enter the proper comment for them).

If you are using Chrome as your browser or are on a Chromebook, the **Ctrl/Command** functions may not work properly. Google hard codes different functions into their **Ctrl/Command** keys so they do not work the same as they do in Firefox or Internet Explorer.

7. Review and Edit until you are completely finished. The system auto-saves with each entry you make. When finished click the "Post Grades..." button.



8. Another dialog box will pop up.



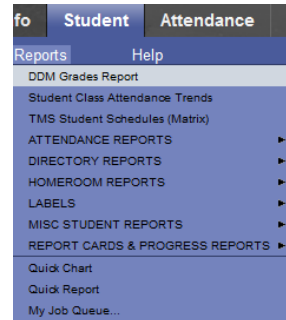
- Put a check in the box that says "Post course dates"
- Leave "Grade Term" blank
- Make sure the "Grades to Post" says *Course dates for all students*
- Click OK

- You can still go back in and change grades, you just need to remember to Re-Post the grades after finishing the change.

THE EASIEST WAY FOR TEACHERS DOWNLOAD DDM DATA TO EXCEL

1. Login and be sure you are in Staff View.
2. Select the Student (top tab) – this will display all students that are in your classes.

3. Click on the Reports Menu.



4. Select “DDM Grades Report”

5. A window will appear with several inputs. It is easiest to identify a single course for reporting. Therefore leave the default setting for most of the inputs; only make changes to the following three inputs:

- a. **Course Selection:** Change the input to “Selected number”
- b. **Course Number:** Enter the course number. For example; LGA-GR4, LGA6, or 1011.
- c. **Format:** Change to Comma separate values (CSV)

A screenshot of the 'DDM Grades Report' configuration window. The window has a title bar 'DDM Grades Report' and a grey background. On the left, there is a yellow highlighted area with the following labels: 'School', 'School year', 'Start grade', 'End grade', 'Students to include', 'Search value', 'Sort students by', 'Course selection', 'Course number', 'Print header on each page (use with PDF format only)', and 'Format'. On the right, there are corresponding input fields: 'EW THURSTON MIDDLE SCHOOL', '2016' with a search icon, two dropdown menus for 'Start grade' and 'End grade', a dropdown for 'Students to include' set to 'Current selection', a search input field, a dropdown for 'Sort students by' set to 'Name', a dropdown for 'Course selection' set to 'All', an input field for 'Course number', a checkbox for 'Print header on each page (use with PDF format only)', and a dropdown for 'Format' set to 'Adobe Acrobat (PDF)'. At the bottom, there are 'Run' and 'Cancel' buttons. Red arrows from the text on the left point to the 'Course selection', 'Course number', and 'Format' fields.

6. Click Run