# POSTING GRADES/COMMENTS FOR REPORT CARDS & PROGRESS REPORTS IN ASPEN

Follow these instructions for all Progress Reports & if you maintain a gradebook outside of Aspen and are simply entering the final term grade.

If you are using the Aspen gradebook for all assignments/tests/quizzes, then for the final term grade you will want to follow the instructions located **HERE**.

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

1. Login to Staff View (the default view for teachers).

2. Click on the Grades link on your "Teacher Classes" widget for the class you want to grade.
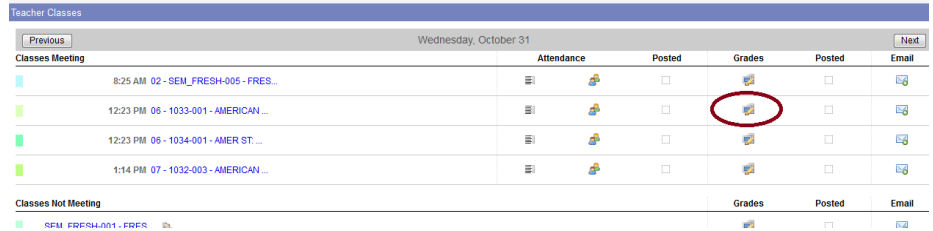
   o Or click on the Gradebook top tab.

   o Check box next to class to enter grades.

   o Select the Scores side tab.
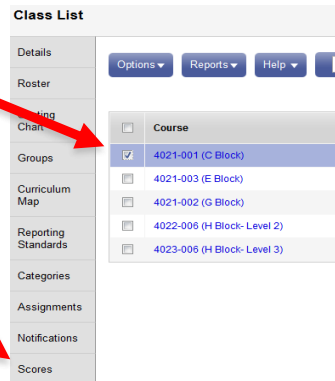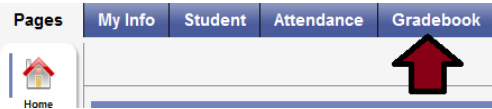
3. Verify that the "**Grade Columns**" is set to be *Post Columns -Term* and make sure that the Term is set to *Q1*.

4. Click into the column you want and enter the grade or comment.

To see a list of acceptable choices for grades or comments, click the cell where you want to input a grade or Comment #; then Press Ctrl & L (on a PC) or Command & L (on a Mac). A new window will pop up with the available options.
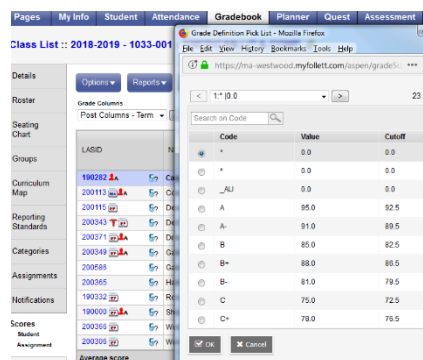
TIP: If you want to fill a column (top-down) with the same value; i.e. use the same comment code, or grade for every student, fill in the cell for one student and then press Ctrl & D (on a PC) or Command & D (on a Mac) and the same value will fill down (same column only) for every student. (You can still go back and edit individual students, if for instance 17 of 20 students get a '20' for comment 1, you can then go back to the 3 that do not use that comment 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 Safari.

5. Remember to click the **Post Grades Button** on the **SCORES** window or click **OPTIONS-** *Post Grades* to complete the posting process/post student grades to the report card. This must be done for each class.
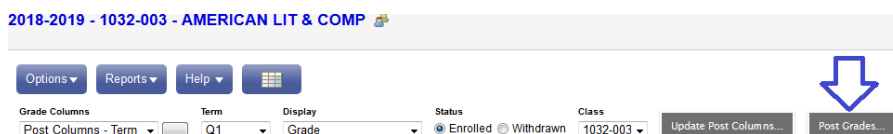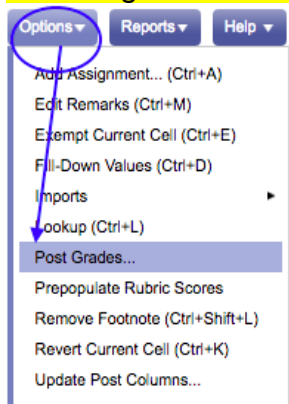
Self-check your work by navigating to the **PAGES** tab and look for the green check next to the course you just posted.

Posted

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NOTE: *If, after posting grades for a class (while the posting window is still open), you need to edit a grade, simply edit the grade as needed. After, you must Post Grades again in order for the edit to appear on the report card.*
If the grading window is closed and after report cards have been released, any grade changes must be done through Guidance.