Posting Elementary Grades & DDMs in Aspen

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

Although all browsers will work with Aspen, we recommend that you use Mozilla Firefox or Chrome to enter and post grades.

1. Login to Staff View. There is a widget on your Aspen home page that will take you right to your scores page in your gradebook. Just click on the "Grades" icon for the class that you would like to enter grades for.
   Note: This widget is available only during the active academic year. For EOY grading, if it is past the student's last day of school, this widget may not appear on your screen.

OR

2. Select the "Gradebook" top tab.

3. Check box next to class to enter grades.

4. Select the "Scores" side tab.

5. Make sure that the Grade Columns is set correctly
   - "Post Columns – Term" for grades
   - "Post Columns – Course" for DDMs

6. Be sure the Term is correctly identified (T1, T2 or T3).
   - For DDMs, you want the Term set to **All**

7. Input grades for standards and written comments if appropriate. Inputs are saved automatically. The standards are displayed at the top of the columns to the right of the student names in abbreviated form. Blank copies for all status and report cards are available on the Aspen Self-Help support website near the bottom of the page:
http://www.townhall.westwood.ma.us/gov/depts/town_administration/it/aspen_help/aspen_support_self_help.htm

8. Click the box where you want to input a status grade and type in grade.
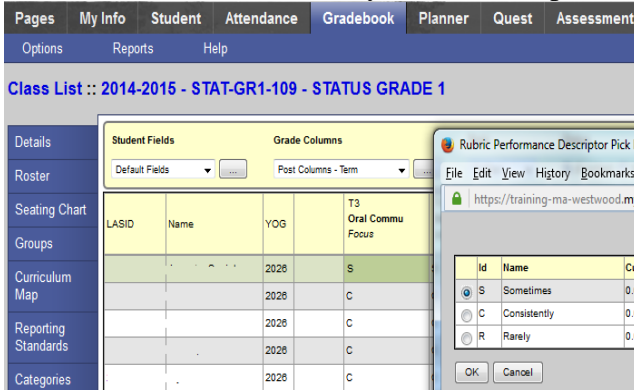
   a. Press Ctrl & L (on a Mac, depending on what version your browser is on, you may have to press Command & L) to get a list of available values for that standard.

   b. Press Ctrl & D (on a Mac, depending on what version your browser is on, you may have to press Command & L) 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 receive a "U" code then you can apply this code to all students and only change the 3 who are different and enter the appropriate grade for each.

If you are using Chrome as your browser or are on a Chromebook, the Ctrl/Command functions may not work as expected. 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.

Note: You may also enter grades by student – click on the student name in blue and all standards for that class will be listed vertically.

9. A comment should be provided for every student in the Status Class Grade window. This comment is identified in the last column of grading.
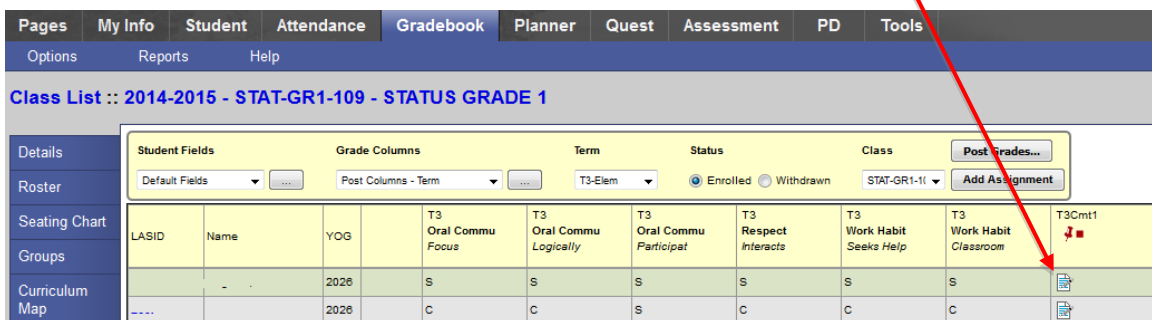

10. Enter the Comment by clicking on the text icon in the last column. The following are items to note when entering comments:

   a. You are strongly encouraged to type out your comments and save them in a separate document. Then copy from that document and paste into Aspen.

   b. There is a spell check available by clicking the "abc" icon on the bottom right of the window

c. The 750-character limit has been raised. Additionally, the constraint of a physical box for each term comment has been eliminated. Note if you want comments from all three terms to appear on a single page at the end of the year, you should limit your comment length to about 750 characters and/or 9 individual lines of text. This may be especially true if you use bulleted comments.

d. You should not use Word to directly copy and paste into the comment field box. Word is a rich-text editor that adds invisible characters and formatting that is not compatible with the comment field in Aspen.   If you have already prepared a word document with your comments, you should copy comments into Text Edit (Mac) or Notepad (PC) {which will strip the extra formatting}, then copy from Text Edit/Notepad and paste into the Aspen comment field.

11. Review and edit until you are completely finished. Grades are automatically saved in your teacher gradebook.   These grades are not visible to parents until you post (step 12).

12. Post the gradebook grades and comments to the Student Status Report and Report card by clicking on the options menu and selecting "Post Grades…" or click the button in the top section of the page:

 or
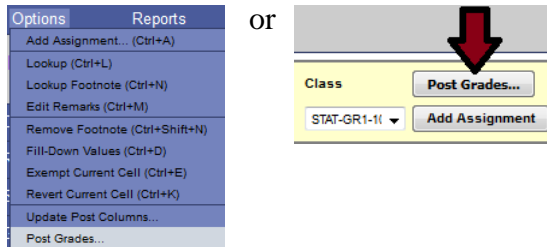
A few items to note about posting:

a. When you "Post Grades" another pop-up may appear with some input parameters.

■ Make sure "Grade Term" is correct and "Grades to Post" is set to Term grades . . .

■ Then click OK

■ {"Course dates" are for DDMs}
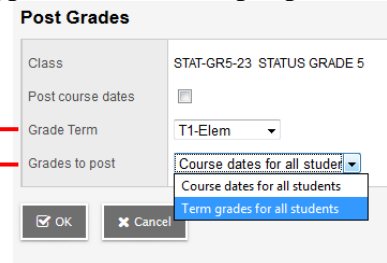
b. If you forget to "Post Grades" then none of your grades will appear on the student report card

c. You may post as many times as you wish – grades will be overwritten each time

d. Once you post, you need to post every time you make any type of edit.

e. Posting will occur for all students in your class, you cannot post for an individual student.

Printing instructions on next page

Printing or Previewing Elementary Report Cards:

1. If not already on the "Scores" side tab in Aspen:
   Login to Staff View.

2. Select the Gradebook (top tab).

3. Check box next to class to enter grades. {Note that for November, the only classes that will be graded start with STAT…}

4. Select the "Scores" side tab.

5. Click "Reports" on the menu bar.

6. Select either
   - Elementary Status Reports {For November only}
     & / or
   - Elementary Report Cards for January & June {January & June}
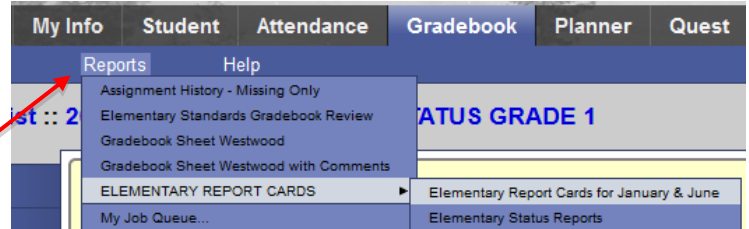
7. Make sure the term is set correctly.

8. Pull down the menu for "Students to Include" & select *homeroom* if it is not the default setting

9. in the "Search Value" box – enter your homeroom number

10. Click Run
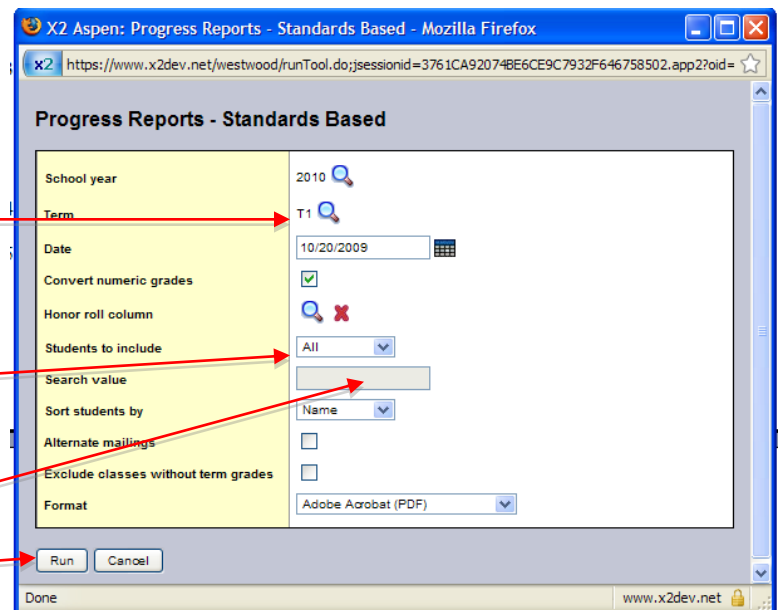
The Report Card will appear on your screen as a .PDF file that you can now save, print (all or selected pages), or simply proofread on the screen to see if you need to make any adjustments.