

MIDDLE SCHOOL - HOW TO UPDATE TERM GRADES FROM GRADEBOOK ASSIGNMENTS

Follow these instructions if you are using the Aspen gradebook for all assignments/tests/quizzes.

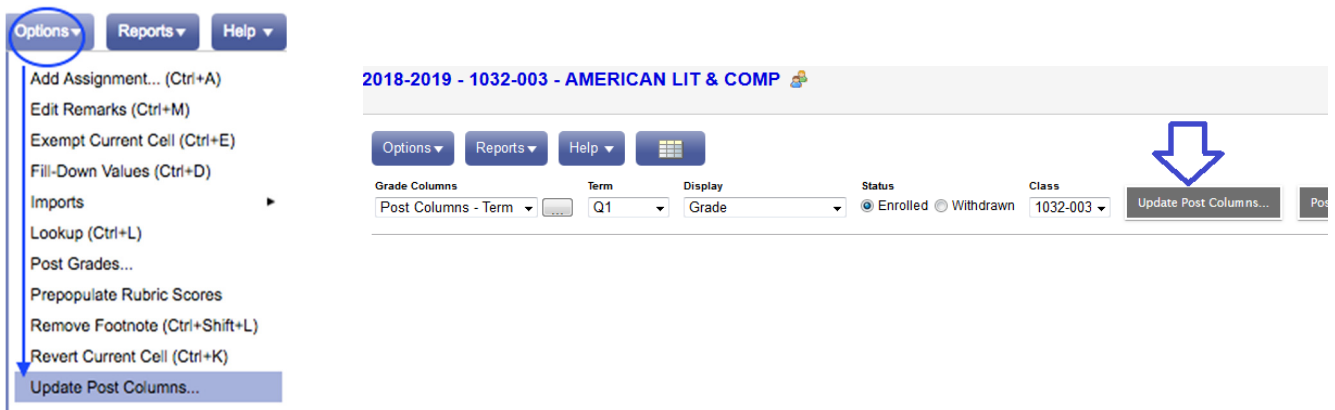
If you maintain a gradebook outside of Aspen and are simply entering the final term grade, then you will want to follow the instructions located [HERE](#).

Term 1

1. Click on the Grades quick link on your staff home page or navigate to the Gradebook top tab - select appropriate class and then scores side tab
2. Verify that the “Grade Columns” is set to be **Post Columns -Term** and make sure that the Term is set to **T1**.



3. Select **Options - Update Post Columns** or click on the “**Update Post Columns...**” button



4. A pop-up dialog box will appear on your screen titled: **Update Post Columns: Select Columns**, it will walk you through three steps.
 - **Step 1 of 3:** Select the following parameters:
 - Grade Term = *T1*
 - Grades to Update: *Term grades for all students*
 - Click *Next*.
 - **Step 2 of 3:** Select the following parameters (drop-down menu):
 - T1 Grade = *Average: T1*
 - Click *Next*
 - **Step 3 of 3:** Select the following parameters:
 - Click *Finish*

*This will input T1 grade into the term grade grid. (it's magic!)
Please note, you can adjust any grade individually as necessary.*

5. **FINAL STEP:** 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.

The screenshot shows a software interface for a course titled "2018-2019 - 1032-003 - AMERICAN LIT & COMP". The interface includes a top navigation bar with "Options", "Reports", and "Help" buttons. Below this, there are several dropdown menus: "Grade Columns" (set to "Post Columns - Term"), "Term" (set to "Q1"), "Display" (set to "Grade"), "Status" (with "Enrolled" selected and "Withdrawn" unselected), and "Class" (set to "1032-003"). There are two buttons on the right: "Update Post Columns..." and "Post Grades...". A blue arrow points to the "Post Grades..." button. On the left, the "Options" menu is open, showing a list of actions: "Add Assignment... (Ctrl+A)", "Edit Remarks (Ctrl+M)", "Exempt Current Cell (Ctrl+E)", "Fill-Down Values (Ctrl+D)", "Imports", "Lookup (Ctrl+L)", "Post Grades..." (highlighted), "Prepopulate Rubric Scores", "Remove Footnote (Ctrl+Shift+L)", "Revert Current Cell (Ctrl+K)", and "Update Post Columns...". A blue circle highlights the "Options" button, and a blue arrow points from it to the "Post Grades..." option in the menu.

6. Self-check your work by navigating to the **PAGES** tab and look for the green check next to the course you just posted.

Posted



NOTE: If, after posting grades for a class (while the posting window is still open), if 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 report cards have been released, any grade changes get started by calling the main office.