

HIGH 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](#).

Click Here to skip to:

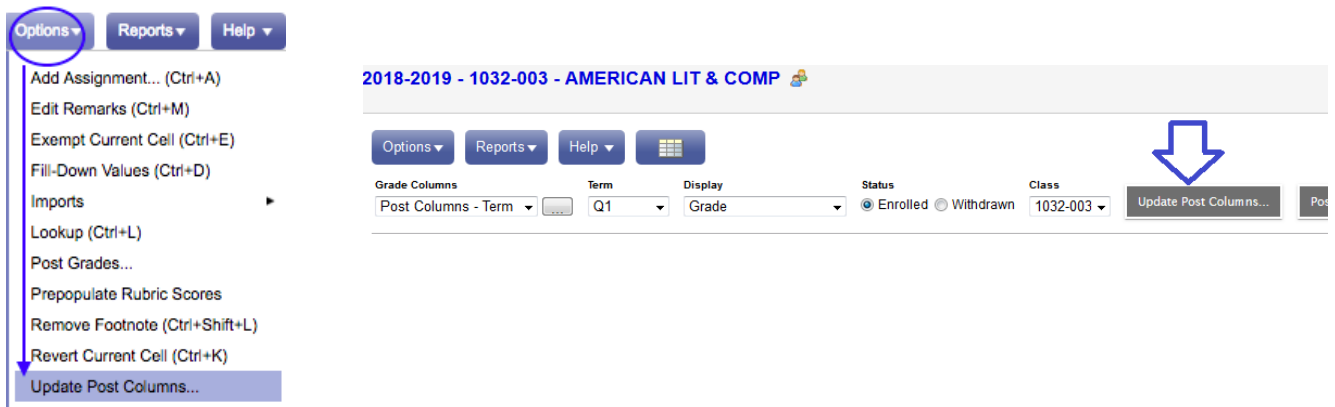
[Quarter 2 w/ separate Mid-Term exam \(or Final Exam for Semester class\)](#)
[Quarter 2 using assignments for Mid-Year or Final Exam](#)

Quarter 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 **Q1**.



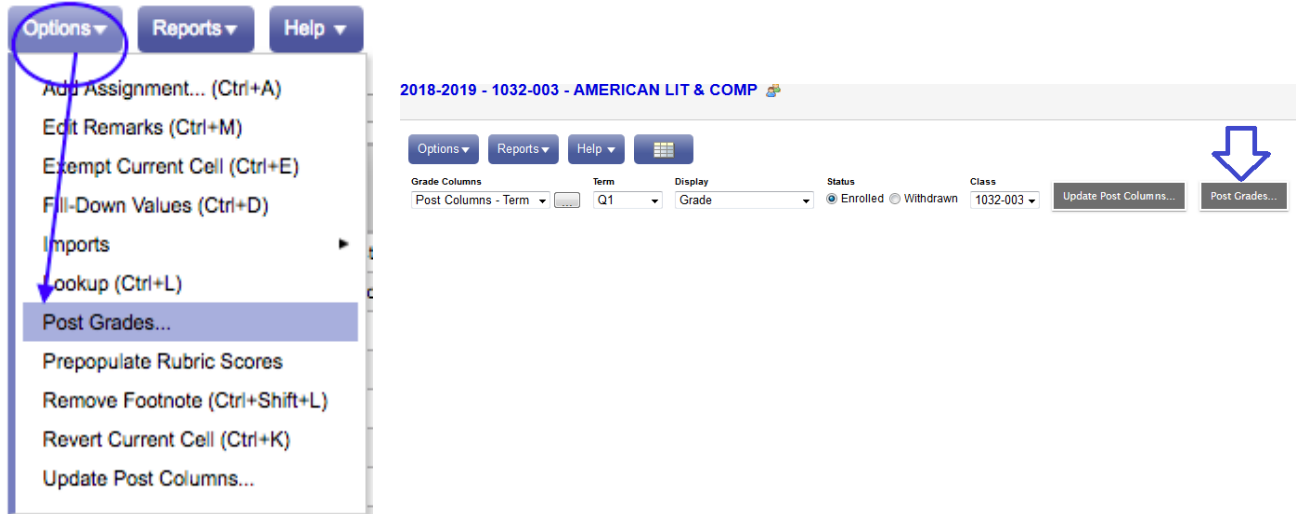
3. Select **Options - Update Post Columns** or click on the “**Update Post Columns...**” button



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 = Q1
 - Grades to Update: *Term grades for all students*
 - Click *Next*.
 - **Step 2 of 3:** Select the following parameters (drop-down menu):
 - Q1 Grade = *Average: Q1*
 - Click *Next*
 - **Step 3 of 3:** Select the following parameters:
 - Click *Finish*

This will input Q1 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.



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

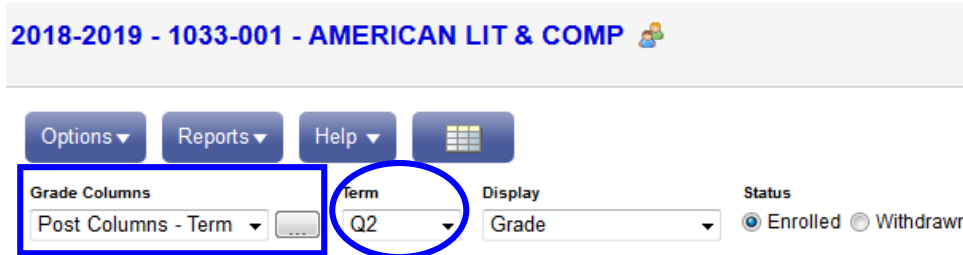


NOTE: If, after posting grades for a class (while the posting window is still open), if you need to edit a grade, simply edit the grade as needed. After, you must Post Grades again in order for the edit to appear on the report card.
If the grading window is closed and report cards have been released,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

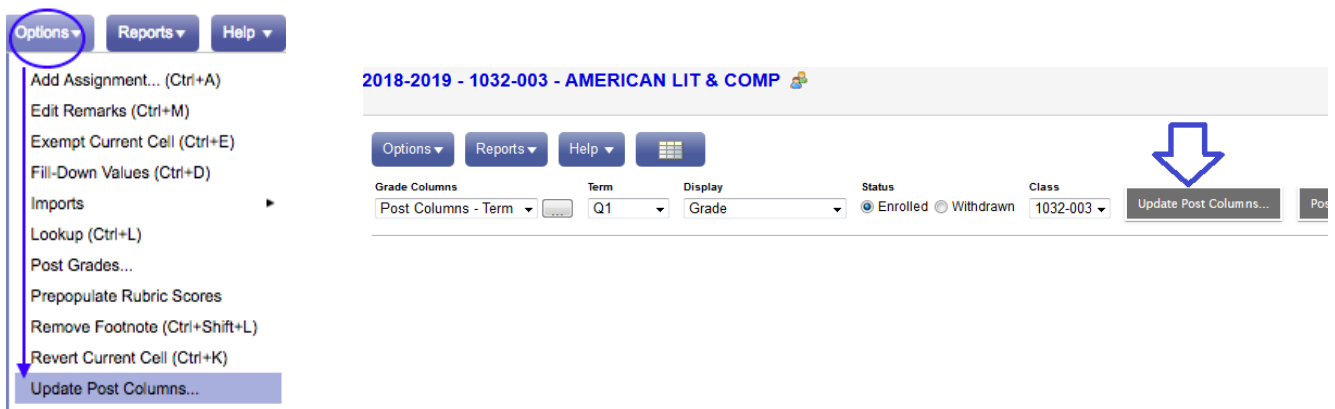
Quarter 2 w/ separate Mid-Term exam (or Final Exam for Semester class)

Note for WHS only: Mid-Year Exam or Final Exam grades can be put in before or after the teacher gradebook scores are posted to the term grade window

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 **T2**.



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 = Q2
 - Grades to Update: *Term grades for all students*
 - Click *Next*.
 - **Step 2 of 3:** Select the following parameters (drop-down menu):
 - Q1 Grade = *Average: Q2*
 - *Note: Leave S1 grade, ME or FE Grade, YR Grade (semester classes only, as is “Do not update”*
 - Click *Next*
 - **Step 3 of 3:** Select the following parameters:
 - Click *Finish*

This will input Q2 grade into the term grade grid and will calculate a YR grade for semester classes.

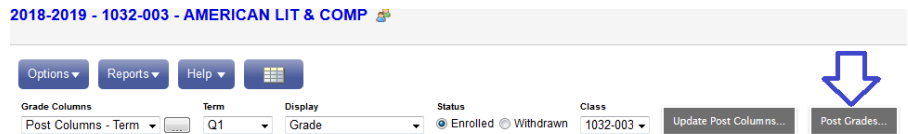
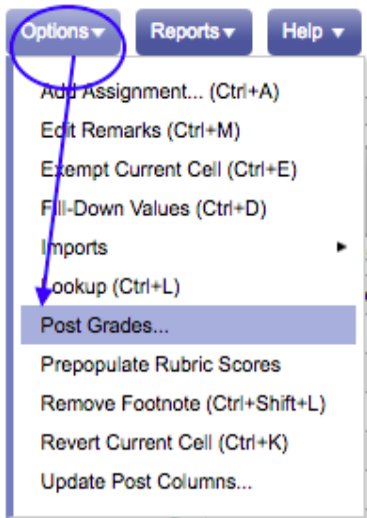
Please note you can adjust any grade individually as necessary.

5. Enter the ME Grade or FE (semester classes) Grade which can be a letter or number grade.

6. Click on the update button at the top of the S1 or YR (if this is a semester class) column to recalculate this grade

Q2	Q2	ME	S1 Average	Q2RCCn
80.0 B-			Update	
66.0 D				
76.0 C				
28.0 F				
86.0 A				
66.0 D				
86.0 B				
36.0 F				
97.0 A				
31.0 F				
49.0 F				
69.0 D+				
65.0 D				

7. **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.



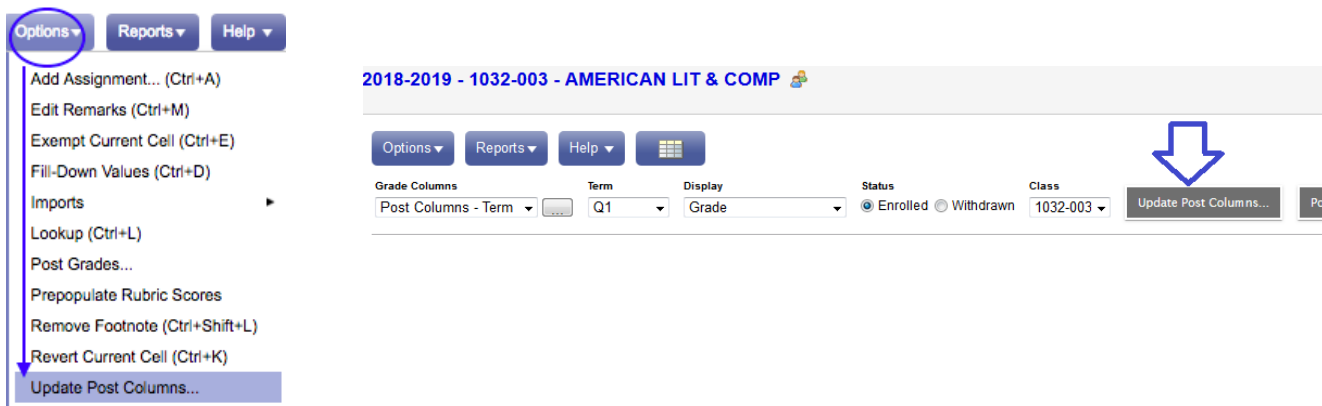
Quarter 2 using assignments for Mid-Year or Final Exam

Note for WHS only: Mid-Year Exam or Final Exam grades can be manually put in the term grade window before or after the teacher gradebook scores are posted. However, if a teacher wishes to track the mid-year or final exam grade as an assignment, then the ME grade or FE grade columns can be automatically updated using averages from gradebook. This is done using a category specifically for the exams and assigning it a weight of "0"). The following is the procedure for Quarter 2 if you do track the Mid-Year Exam as an assignment.

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 **T2**.



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 = Q2
 - Grades to Update: *Term grades for all students*
 - Click *Next*.
 - **Step 2 of 3:** Select the following parameters (drop-down menu):
 - Q2 Grade = *Average: Q2*
 - ME Grade = *Average: category for mid-year exam*

Note: Leave S1 grade, YR Grade (semester classes only, as is "Do not update" or "District Calculation")

 - Click *Next*
 - **Step 3 of 3:** Select the following parameters:
 - Click *Finish*

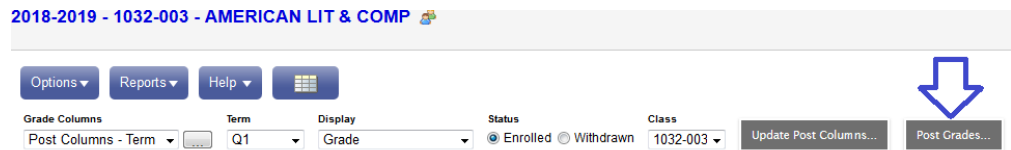
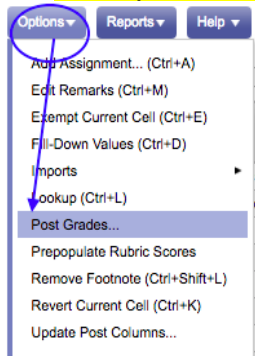
This will input Q2 grade and ME grade into the term grade grid and will calculate a S1 Grade and YR Grade (for semester classes).

Please note you can adjust any grade individually as necessary.

5. After you have adjusted a grade - Click on the update button at the top of the S1 or YR (if this is a semester class) column to recalculate this grade.

Q2	Q2	ME	S1 Average	Q2RCCn
			Update	
80.0 B-				
66.0 D				
76.0 C				
28.0 F				
96.0 A				
66.0 D				
86.0 B				
36.0 F				
97.0 A				
31.0 F				
49.0 F				
69.0 D+				
65.0 D				

6. **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.



Quarter 3

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 Q3
3. Select Options - *Update Post Columns*
4. A dialog box titled: *Update Post Columns: Select Columns Step 1 of 3* will appear on your screen. Select the following parameters:
 - Grade Term = Q3
 - Grade to Update: *Term grades for all students*
5. Click *Next*. *This will be Step 2 of 3. Select the following parameters:*
6. Q3 Grade = *Average: Q3*
7. *Note: Leave YTD Avg for Q3 Grade as is "Do not update" or "District Calculation"*
8. Click *Next*
9. Step 3 of 3, Click *Finish*

This will input Q3 grade into the term grade grid and will automatically calculate the YTD Avg for Q3.

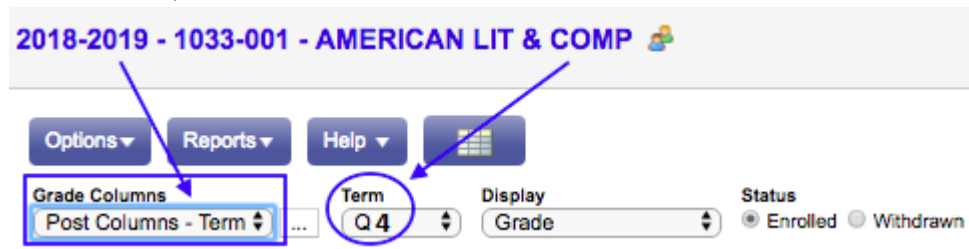
Please note you can adjust any grade individually as necessary.

- After you have adjusted a grade - Click on the "Update" button at the top of the YTD Avg for Q3 column (if this is a semester class) to recalculate this grade.
- Remember to click the Post Grades Button on the Scores window or click Options and click *Post Grades* to complete the posting process post student grades to the report card

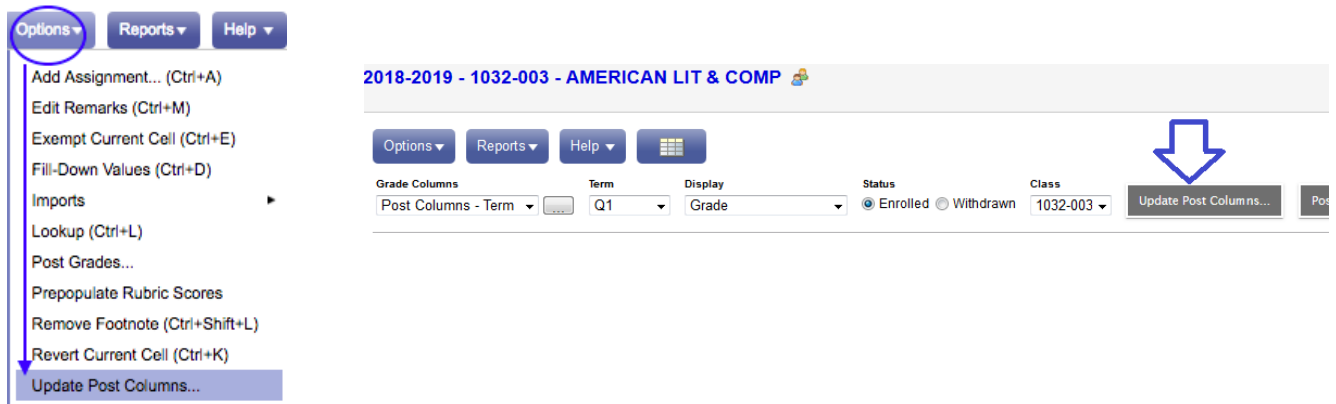
Quarter 4

Final Exam grades can be put in before or after the teacher gradebook scores are posted to the term grade window.

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 Q4



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

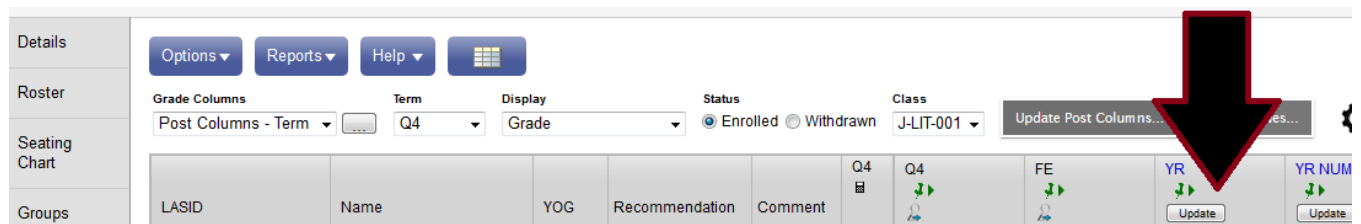


4. A pop-up dialog box will appear on your screen titled: **Update Post Columns: Select Columns**, it will walk you through three steps:
 - a. **Step 1 of 3:** Select the following parameters:
 - i. Grade Term = Q4
 - ii. Grades to Update: *Term grades for all students*
 - iii. Click *Next*.
 - b. **Step 2 of 3:** Select the following parameters (drop-down menu):
 - i. Q1 Grade = Average: Q4
 - ii. Click *Next*Note: Leave FE Grade and YR Grade as is “Do not update”
 - c. **Step 3 of 3:** Select the following parameters:
 - i. Click *Finish*

This will input Q4 grade into the term grade grid and will calculate a final grade for the course.

Please note you can adjust any grade individually as necessary.

- If you have not entered the final exam grade yet, enter it in the FE Grade column, which can be a letter or numerical.
- Click on the “Update” button at the top of the YR column to recalculate these final grades.



- Remember to click the Post Grades Button on the Scores window or click Options and click *Post Grades* to complete the posting process post student grades to the report card

Quarter 4 – Calculate Final Grades without Final Exam

Follow the same procedure as Quarter 4 above but do not enter Final Exam grade. The YR grade will be calculated without a final exam grade.

Quarter 4 using assignments for Final Exam

Final Exam grades can be manually put in the term grade window before or after the teacher gradebook scores are posted. However, if a teacher wishes to track the final exam grade as an assignment, then the FE column can be automatically updated using averages from gradebook. This is done using a category specifically for the exams and assigning it a weight of “0”).