Gradebook Special Codes

Create Teacher Grade Scales Aligned with District Codes

If your district administrator creates alignment codes for each grade in the district grade scale, you can create your own grades, and align each one to a district grade. This way, you determine exactly what district value appears on your students' report cards, as aligned to the grade that appears in your gradebook.

> **Note:** If you cannot align a grade to a district grade (the Alignment Code field does not appear on the new Grade Definition page – accessed from the **Tools** tab > **Grade Scales** side-tab), see Create Grade Scales for Assignments, Categories or Sections. It is important to use specific characters to represent your grades so that Aspen does not confuse them with district values.

To align grades in your teacher grade scale to a district alignment code:

1. Log on to the Staff view.
2. Click the **Tools** tab.
3. Click the **Grade Scales** side-tab.
4. Select a grade scale, and click **Grades**.
5. To create a new grade within the scale, on the **Options** menu, click **Add**.
6. Type the **Code**, **Value**, and **Cutoff Value**.
7. At the **Alignment Code** field, select the grade from the district grade scale that will represent this grade on a student's report card.
8. Click **Save**.

Create Special Codes for Assignment Grades

Teachers can create special gradebook codes to exempt an assignment score from a student's average or to count as a zero (0). For example, you might create the MED (medical) code to explain why a student did not complete an assignment, and then determine that the score does not affect the student's average.

> **Note:** Be careful not to create a code that is already represented in your grade scale. For example, you do not want to create a cheating code *C* if your grade scale contains a C grade.

To create special codes:

1. Log on to the Staff view.
2. Click the **Tools** tab.
3. Click the **Special Codes** side-tab.
4. On the **Options** menu, click **Add.** The New Gradebook Special Code page appears
5. Enter the code.
6. Click the **Behavior** drop-down to select one of the following:

   - **Exempt from calculations** to determine that the system should not count this assignment when calculating the student's average.

   - **Calculate as zero** to determine that the system should count this as a zero when calculating the student's average.

7. Select the **Report as missing** checkbox if you want assignments with this code to appear on reports that list missing assignments (such as a progress report). These assignments appear in addition to assignments with no score.

> **Note:** If you select the **Show missing column** checkbox in your user preferences, Aspen includes any assignments you enter this code for in the calculation for the *Missing* column that appears on the Scores page. The *Missing* column can also include assignments that were due before today that you did not enter a score for, if you also select the **Count as missing** checkbox in your user preferences.

8. Select the **Color** you want the system to display the code in after you click **Save.** For example, you might want the **CH** (cheated) code to appear in red so that you can easily locate it on the Scores page.

9. Click **Save.**

Track Missing Assignments for a Term

During a grading term, you can track how many assignments your students missed or did not submit.

The *Missing* column shows the total number of assignments for which you entered your special code(s) for missing assignments:

To track missing assignments using the *Missing* column on the Scores page:

1. On the **Tools** tab, **Special Codes** side-tab, create one or more special codes that you can enter for assignments students do not turn in. Be sure to select the **Report as missing** checkbox. You can also determine if entering that code affects student averages.

2. In your user preferences, select the **Show missing column** checkbox. If you want Aspen to include assignments that were due before today that you do not enter scores for in the missing total, select the **Count empty as missing** checkbox.

3. On the Scores page, enter the special codes you created to use for missing assignments. Each time you enter the code(s) for an assignment, Aspen calculates the total number for that grading term in the *Missing* column.

Note: The *Missing* column and its values appear only on your Scores page; students, parents, and office staff cannot see these values. The values are for your information only.