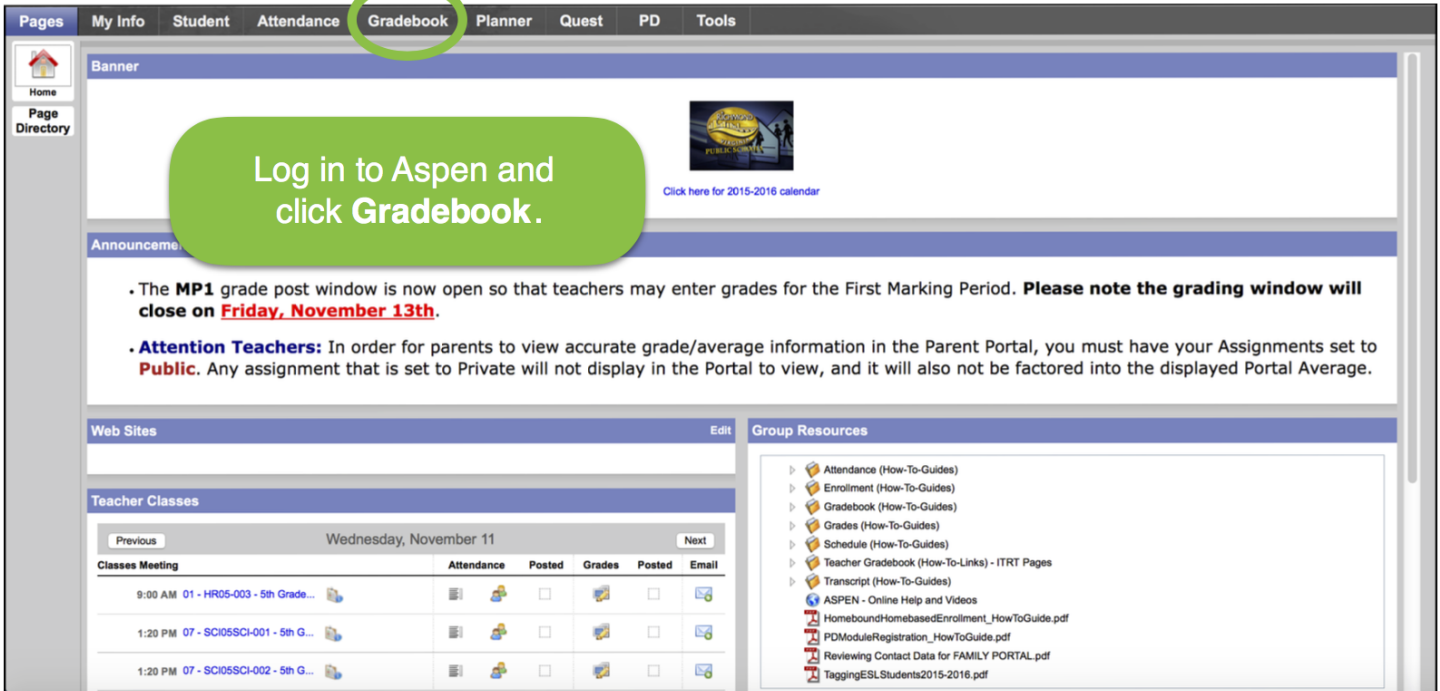
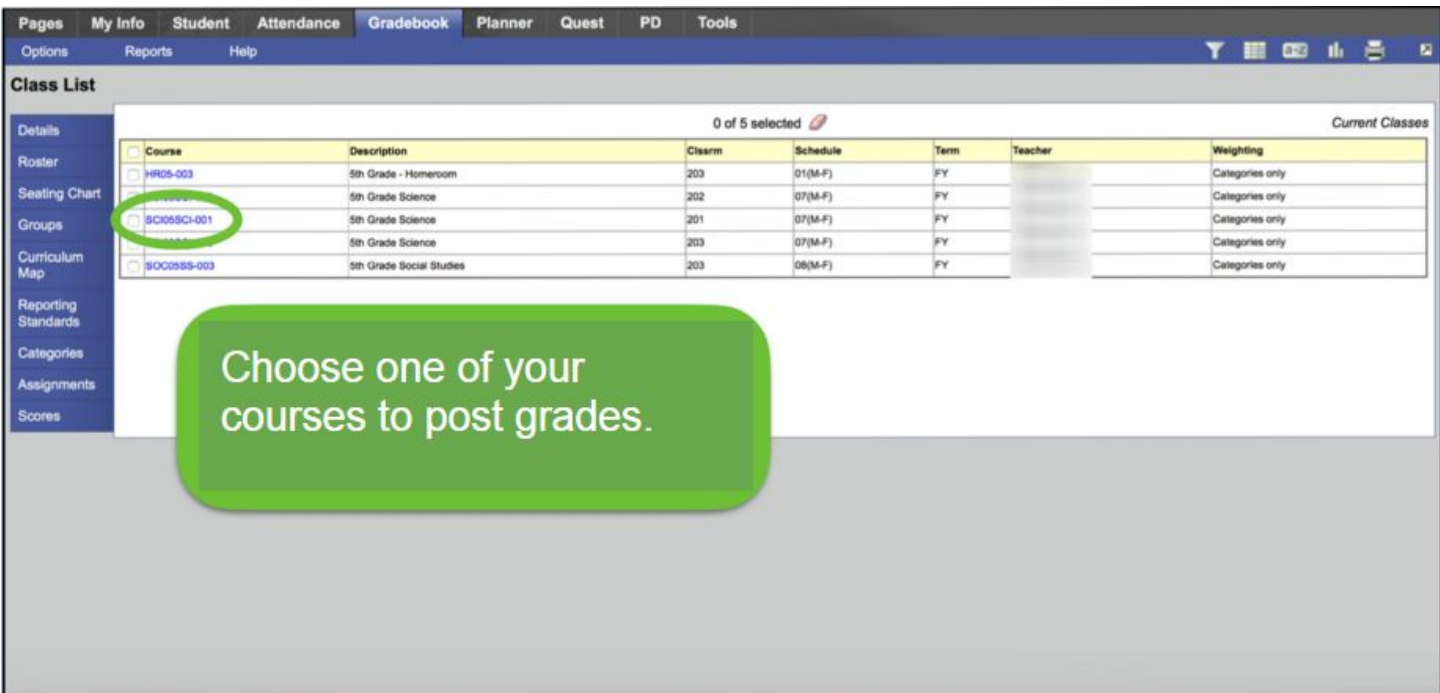


# Aspen: Posting Grades for Secondary Staff 2015-2016

**Note:** The instructions below are based on the assumption that you have been entering grades into your Aspen gradebook throughout the marking period. If you do not already have grades in your gradebook there will be nothing the system can use to calculate student averages. The examples here say MP1, but make sure your gradebook is set to MP2.



The screenshot shows the Aspen system home page. The 'Gradebook' tab is highlighted in the top navigation bar. A green callout box with white text says 'Log in to Aspen and click Gradebook.' Below the banner, an announcement states: 'The MP1 grade post window is now open so that teachers may enter grades for the First Marking Period. Please note the grading window will close on Friday, November 13th.' Another announcement says: 'Attention Teachers: In order for parents to view accurate grade/average information in the Parent Portal, you must have your Assignments set to Public. Any assignment that is set to Private will not display in the Portal to view, and it will also not be factored into the displayed Portal Average.' The 'Teacher Classes' section shows a table for Wednesday, November 11, with columns for 'Classes Meeting', 'Attendance', 'Posted', 'Grades', 'Posted', and 'Email'. The 'Group Resources' section lists various guides and documents.



The screenshot shows the Aspen system 'Class List' page. The 'Gradebook' tab is selected in the top navigation bar. A green callout box with white text says 'Choose one of your courses to post grades.' The 'Class List' table shows a list of courses with columns for 'Course', 'Description', 'Classroom', 'Schedule', 'Term', 'Teacher', and 'Weighting'. The course 'SCI05SCI-001' is circled in green.

Course	Description	Classroom	Schedule	Term	Teacher	Weighting
HR05-003	5th Grade - Homeroom	203	01(M-F)	FY		Categories only
	5th Grade Science	202	07(M-F)	FY		Categories only
SCI05SCI-001	5th Grade Science	201	07(M-F)	FY		Categories only
	5th Grade Science	203	07(M-F)	FY		Categories only
SOC05SS-003	5th Grade Social Studies	203	08(M-F)	FY		Categories only

Pages My Info Student Attendance **Gradebook** Planner Quest PD Tools

Options Reports Help

Class List :: 2015-2016 - SCI05SCI-001 - 5th Grade Science

Save Cancel Default Template

**Details**

Course Nickname: SCI05SCI-001  
 Description: 5th Grade Science  
 Classroom:   
 Schedule: 07(M-F)  
 Schedule term: FY  
 Team:   
 House:   
 Average Mode: Categories only  
 Averages grade:   
 Drop mode:   
 Overall score  Drop lowest score by category

**Classes linked for assignments and categories:**

Course	Description	Term	Schedule
No classes linked			

Select...

**Click Scores**

Pages My Info Student Attendance **Gradebook** Planner Quest PD Tools

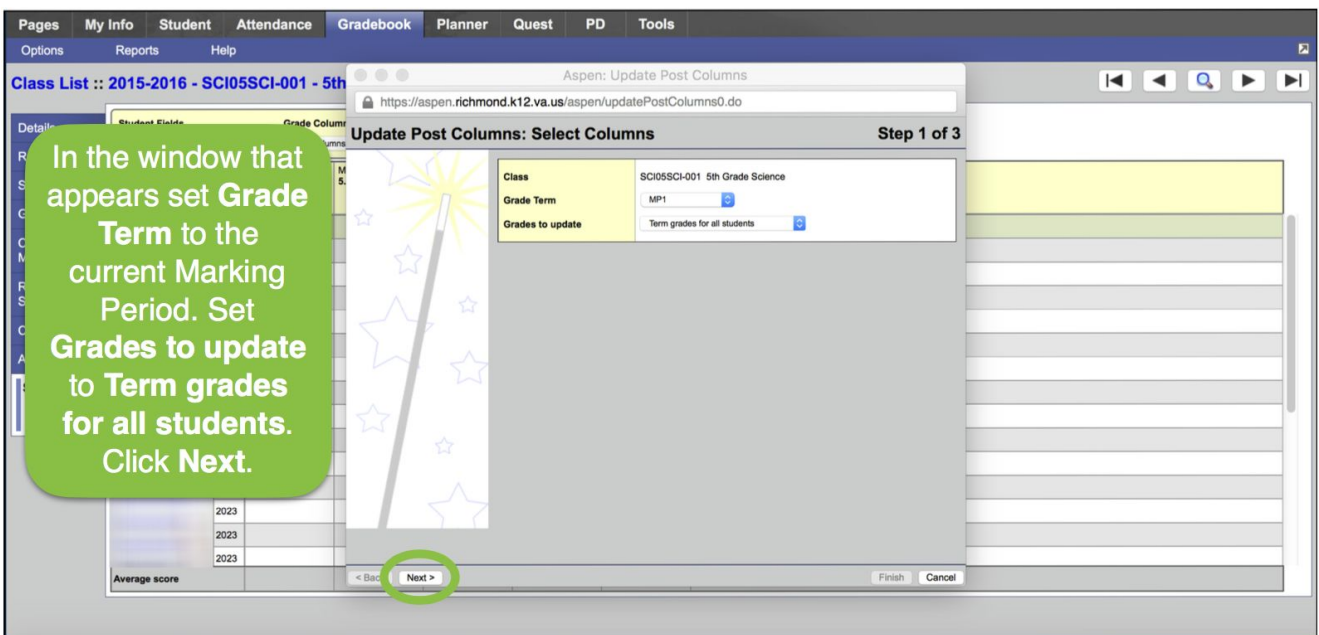
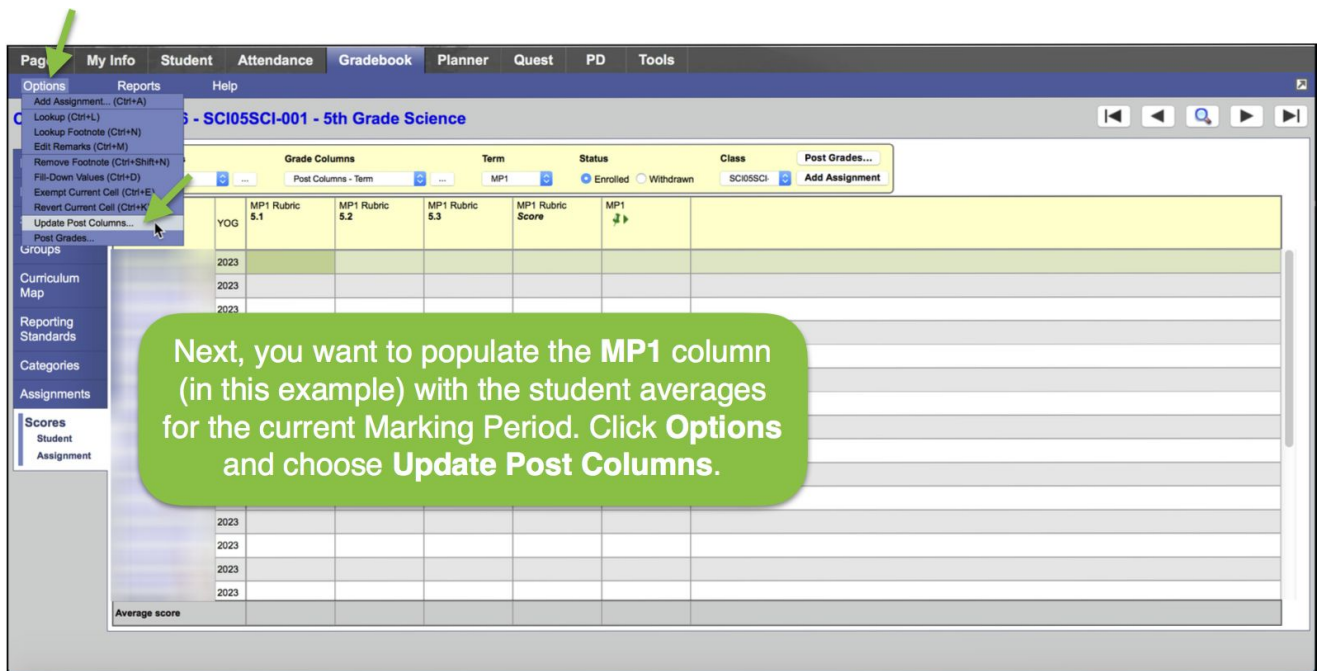
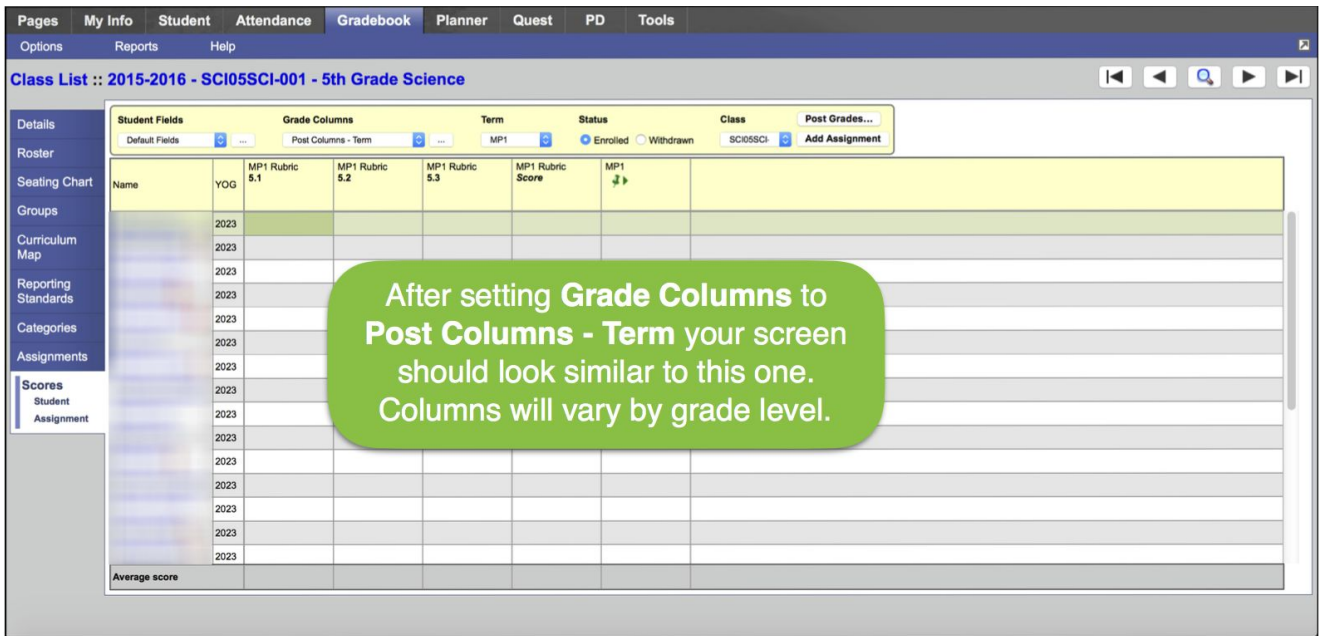
Options Reports Help

Class List :: 2015-2016 - SCI05SCI-001 - 5th Grade Science

Student Fields Grade Columns Term Status Class Post Grades...  
 Default Fields All MP1 Enrolled Withdrawn SCI05SCI Add Assignment

Name	YOG	1 09/14 Classwork	3 09/18 Classwork	4 09/18 Homework	5 09/22 Homework	6 09/22 Classwork	7 09/23 Quizzes	8 09/29 Homework	9 09/29 Classwork	10 09/30 Homework	11 09/30 Classwork	12 10/02 Homework
2023	100	100	100	100	100	100	91	90	100	0	100	100
2023	100	100	Field Set list	100	100	100	82	90	100	100	100	100
2023	100	100	100	0	100	100	0	100	100	100	100	100
2023	100	100	100	100	100	100	91	90	100	100	100	100
2023	100	100	100	90	0	100	91	90	100	100	100	100
2023	100	100	100	100	0	100	100	80	100	100	100	100
2023	100	100	100	100	100	100	73	100	100	100	100	100
2023	100	100	100	100	100	100	100	100	100	100	100	100
2023	100	100	100	100	100	100	91	90	100	100	100	100
2023	100	100	100	90	0	100	91	90	100	100	100	100
2023	100	100	100	100	0	100	100	80	100	100	100	100
2023	100	100	100	100	100	100	73	100	100	100	100	100
Average score	100.0	100.0	100.0	87.16	76.0	100.0	79.29	84.4	100.0	83.6	100.0	100.0

**On the next screen set Grade Columns to Post Columns - Term. Make sure that Term is set to the correct Marking Period.**



Pages My Info Student Attendance **Gradebook** Planner Quest PD Tools

Options Reports Help

Class List :: 2015-2016 - SCI05SCI-001 - 5th

Aspen: Update Post Columns

https://aspen.richmond.k12.va.us/aspen/updatePostColumns1.do?validWizard=true&org.apache.struts.1

### Update Post Columns: Choose Update Values

Step 2 of 3

MP1 Average:MP1

In the next window set MP1 to Average:MP1. Click Next.

< Back Next > Finish Cancel

Pages My Info Student Attendance **Gradebook** Planner Quest PD Tools

Options Reports Help

Class List :: 2015-2016 - SCI05SCI-001 - 5th

Aspen: Update Post Columns

https://aspen.richmond.k12.va.us/aspen/updatePostColumns2.do?validWizard=true&org.apache.struts.1

### Update Post Columns: Confirmation

Step 3 of 3

MP1 Average:MP1

Note: this operation will not update manually adjusted (⊖) scores.

When this window appears click Finish.

< Back Next > Finish Cancel

Pages My Info Student Attendance **Gradebook** Planner Quest PD Tools

Options Reports Help

Class List :: 2015-2016 - SCI05SCI-001 - 5th Grade Science

Student Fields Grade Columns Term Status Class Post Grades...

Default Fields Post Columns - Term MP1 Enrolled Withdrawn SCI05SCI Add Assignment

Name	YOG	MP1 Rubric 5.1	MP1 Rubric 5.2	MP1 Rubric 5.3	MP1 Rubric Score	MP1
	2023					92.21
	2023					96.36
	2023					89.71
	2023					91.76
	2023					81.97
	2023					79.07
	2023					91.26
	2023					99.1
	2023					92.86
	2023					97.07
	2023					98.66
	2023					93.77
	2023					94.67
	2023					95.3
	2023					98.4
Average score						93.34 A

Aspen has calculated averages for all students based on the scores entered since the beginning of the marking period.

# Now you can enter comments

## Secondary example

Class List 2014-2015 - 4827-12 - DESIGN MULTIMEDIA & WEB TECH

The screenshot shows a class list interface with columns for Student Fields, Grade Columns, Term, Status, and Class. A red arrow points to the 'Post Grades...' button in the top right corner. A 'Reference Popup' window is open, displaying a list of comment codes and their descriptions. The popup window title is 'Reference Popup - Google Chrome' and the URL is 'https://aspervichromeid412.wvus.edu/asperv/referenceofcl/'. The list of comments includes:

- 01 PERFORMANCE IS QUITE/FAIR
- 02 PERFORMS EXTRA CLASSWORK
- 03 WORKS HARD/DEFTLY
- 04 CONSIDERED FOR GRANT, INTEREST AND CLASS PARTICIPANT
- 05 NEEDS TO PARTICIPATE IN CLASS
- 06 PERFORMS AT GRADE LEVEL
- 07 HAS SKILLS BUT PERFORMS BELOW GRADE LEVEL
- 08 DOES NOT DEMONSTRATE NECESSARY SKILLS TO MEET OBL.
- 09 CONSIDERED FOR REGULAR AND FUNCTIONAL ATTENDANCE
- 10 ABSENCE AND/OR TARDIES ADVERSELY AFFECTS WORK

For *Comment* selection, press **Ctrl+L**, to look up a Comment (pop up window appears). Select the comment and press OK. Only four (4) comments can be selected for each student (MP1Com1, MP1Com2, MP1Com3, and MP1Com4). The Description of the comment code will populate to the Report Card.

The screenshot shows a class management interface. At the top, there is a 'Class' label and a 'Post Grades...' button circled in green. Below this, there is a 'Withdrawn' radio button and a dropdown menu showing 'HR05-003'. To the right of the dropdown is an 'Add Assignment' button. Below the class information, there is a table with columns for 'MP1Com' and 'MP1-K'. A green callout box with a white border contains the text: 'When you have finished entering all necessary comments for you class, click Post Grades.'

In the window that appears make sure **Grade Term** is set to the current Marking Period and **Grades to post** is set to **Term grades for all students**. Click **OK**. Your data has now been posted.

Year	Score 1	Score 2	Score 3	Score 4	Average
2023					92.86
2023					97.07
2023					98.66
2023					93.77
2023					94.67
2023					95.3
2023					98.4
Average score	3 (4.0)	4 (5.0)	1 (2.0)	0.0	93.34 A

You do not need to do anything with the numerical averages. The program will convert them to a letter grade.

You will need to do this for each of your classes. Post each class. If you have to go back and enter grades after you post, you have to repeat this process for that class.