

# Exporting Aspen Gradebooks

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

Options Reports Help

**Class List :: 2015-2016 - LAR04LG-001 - 4th Grade Language Arts**

Details Roster Seating Chart Groups Curriculum Map Reporting Standards Categories Assignments

**Scores**  
Student  
Assignment

Student Fields: Default Fields  
Grade Columns: Post Columns - Term  
Term: MP4  
Status:  Enrolled  Withdrawn  
Class: LAR04LG-  
Post Grades...  
Add Assignment

Name	YOG	fic/nfic 09/14 CP	MI 1 09/23 A	MI Charts 09/28 CP	PIE 1 10/06 CP	pre 10/20 CP	Suffix 10/22 CP	MI/AP 10/28 A
	2024					100	95	85
	2024					100	100	90
	2024					100	85	75
	2024					100	95	75
	2024	100	70	85	100	100	95	85
	2024	100	60	90	100	100	95	90
	2024							
	2024	100	70	80	100		75	60

Be sure to have Grade Columns – Post Columns-Term selected and Term MP4 selected

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Opti **2** Reports Help

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Details Roster Seating Chart Groups Curriculum Map Reporting Standards Categories Assignments Scores Student Assignment

Student Fields: Default Fields

Term: All Status:  Enrolled  Withdrawn Class: LAR04LG- Post Grades... Add Assignment

MI Charts	PIE 1	pre	Suffix	M/AP
09/28 CP	10/06 CP	10/20 CP	10/22 CP	10/28 A
2024	100	90	100	85
2024	100	90	100	90
2024	100	20	100	75
2024	100	40	100	75
2024				

From the "Reports" menu select "Gradebook Sheet." A pop-up window will then appear.

### Gradebook Sheet

Orientation: Landscape

Hide student names:

Alternate display: LASID

Format: Adobe Acrobat (PDF)

Run Cancel

**3** Select "Run" and your 'gradebook' report will export.

Now you can print that report and have your Final, MP4, Exam and Semester 2 grades all in one place.