Using Gradebook

March 2019 v1.0

saskatchewan.ca

Saskatchewan

Version History

Version	Date	Description
1.0	March 11, 2019	First published version (Collation of *Traditional Gradebook* and *Using the Standards Based Gradebook)*

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1.0 Overview

MySchoolSask supports Saskatchewan's newest curricula, best practice in assessment, reporting, and communication using several tools:

- Outcomes based gradebook
- Family and student portal and pages

While each tool can be used independently, together they form a powerful support for student learning, providing clear communication to parents regarding their child's learning.

The focus of this guide is to provide the necessary understanding and requirements for working in the Staff View and for setting up Gradebooks, whether for Outcomes/Strands-based reporting, or more traditional Units of Study based reporting.

1.1 Objectives

- Setting Gradebook Preferences
- Linking Classes
- Creating Categories and Assignments
- Entering Marks
- Posting Grades
- Using Optional Tools

1.2 Areas of Consideration for Gradebook

Primary considerations for the setup and use of the teacher gradebook include:

- Does the associated transcript definition allow marks to be calculated?
- Will teachers be allowed to modify weights?
- Does the division or school require a specific method of gradebook mark calculation?
- Will the division or school be using the student/family portal during the school year?
- Will the division and/or school be providing a comment bank; can teachers create their own comments?

1.3 Resources

From the Staff View, under all tabs with the exception of the landing page, the **Help** menu provides a variety of resources:

- Online Help - this will scope to the area from which the help was accessed.
- Quick Reference Cards
    - Gradebook Basic
    - Gradebook Advanced
    - Tips and Shortcuts – Teachers
    - Gradebook – Beginning of the Year Setup (checklist QRG)
- User Guides
   - Staff View Setup and Navigation

2.0 Gradebook Preferences

Gradebook Preferences are specific to Gradebook use. They allow teachers to define the behaviour, view and default mark calculations for their gradebook.

Note: **The preference settings that a teacher can see or change are determined by division or school settings.**
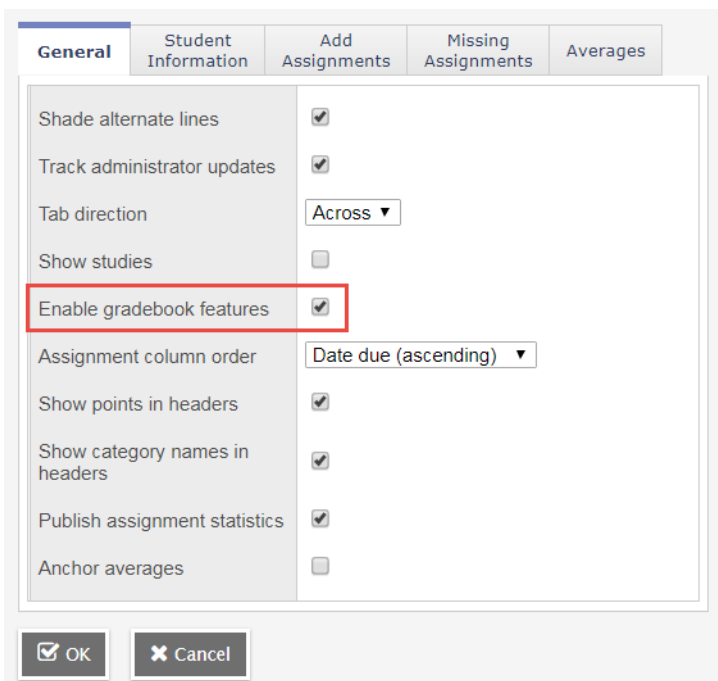
They can be accessed via the Gradebook tab under User Preferences but also, and more conveniently, by using the gear icon in Gradebook.

From the **Gradebook** top tab, in Staff View, click on the gear icon:
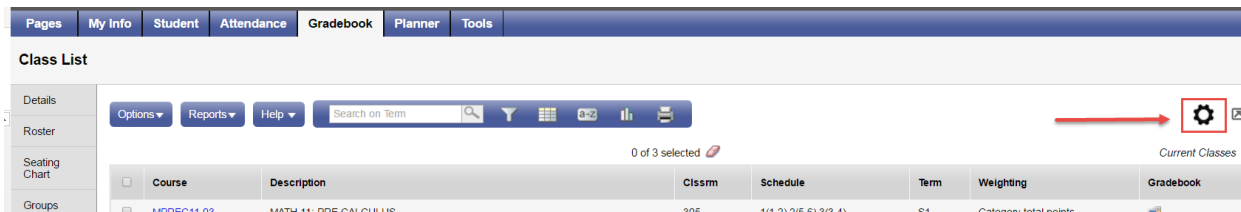
Five top tabs define the organizational grouping of the settings: **General, Student Information, Add Assignments, Missing Assignments** and **Averages.**

2.1 General

Shade alternate lines: on all tables.

Track administrator updates: A blue exclamation mark appears next to any grades or comments changed by an administrator.

Tab direction: Down or Across. The direction the cursor will go when the tab key is pressed during grade entry.

Show studies: Includes rosters for advisory or study periods - not used in MSS/MÉS at this time.

Enable gradebook features: This MUST be checked or gradebook functions will not work.

Assignment column order: Ascending displays oldest assignments at left. Descending displays most recent assignment at left. Sequence number displays assignments in sequence assigned by the teacher.

Show points in header: Displays total points for an assignment in the column header

Show category names in header: Displays abbreviated category code in the assignment column header.

Publish assignment statistics: Pertains to Student/Parent Portal. If checked, displays highest, lowest, and mean scores next to assignments viewed in the portal. Often determined at the division level.

Anchor averages: Displays running average for the marking period in the column to the right of student's names.
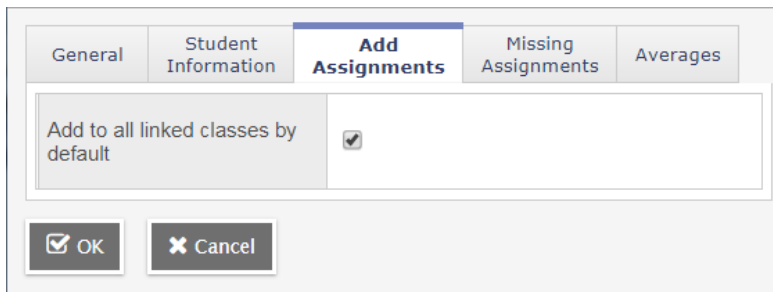
Grade change tracking days: Indicates the number of days past an assignment's due date that the "Changed score" icon can appear in the Teacher Classes widget. The "Changed score" icon shows that an administrator or other user changed an assignment's score. The default setting is 3 (days).

2.2   Student Information:

- **Show Student Alerts**: Displays alert icons next to student names.

- **Enable student details:** An information icon next to the student name in the scores page provides student contact information.

- **Enable student academics:** An information icon next to the student name in the scores page provides student academic information.

- **Show course selection recommendation**: Displays recommendation column. Recommendations pertain to teacher suggestions for course selections in the next year. Recommendations can only be made at times set at the school level. Teachers may want to leave this box unchecked when not in use.
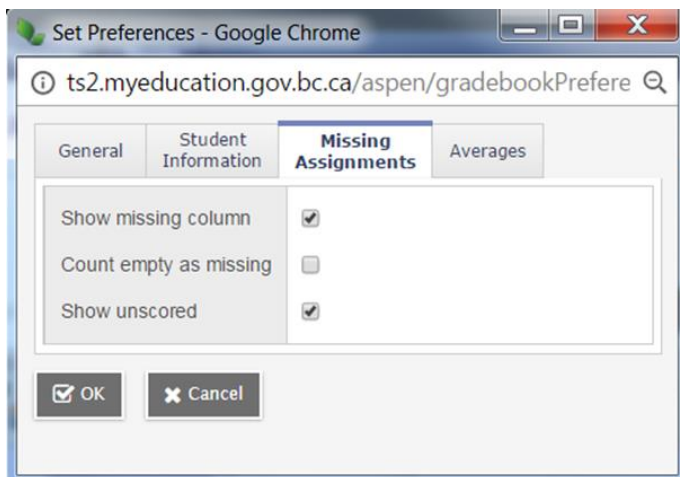
2.3   Add Assignments

- **Add to all linked classes by default** – When course sections are linked for categories and assignments, the add assignment screen will automatically check the box to add the assignment to all linked classes on any template where the option exists. Course sections can be deselected if the assignment should not be added to that section. See the section *Gradebook: Assignments* for details.

2.4   Missing Assignments

- **Show missing column** - If you create special codes that you enter for missing assignments, select this checkbox to view the *Missing* column on the Scores page.

    For each student, the *Missing* column includes assignments entered using special codes (see section *5.0 Optional Tools* below for further information on the use of special codes).

    Note: This column is for your eyes only. Students and family members do not see it in the portals, and office and administrative staff members do not see it in the School or Province views.

- **Count empty as missing** - If you selected the **Show missing column** checkbox, select this checkbox to count any assignments that were due before today and that you have not entered scores for, as missing.

    Note: You may want to select this checkbox at the end of a term when you have finished entering all assignment scores. Otherwise, the *Missing* column will include scores for assignments you have not graded yet.

- **Show unscored** – Only used with courses that have a rubric definition assigned to it.

2.5 Averages

Default weighting: This setting is significant as it sets the default mark calculation for the gradebook. This setting can be overridden at the course detail level for individual courses. A short explanation of each of the settings is provided below, detailed explanations can be found in **Appendix A** and from online resources.

Categories only (weighted categories) if you want to weight only the categories in your gradebook.

Assignments are converted to a percentage then averaged within each category. The category average is multiplied by the assigned weight, and the weighted category averages are added together.

Category and assignments (weighted) if you want to weight both categories and weight the assignments within those categories.

Assignments are converted to a percentage, multiplied by the assigned weight and a category average is calculated. The category average is then multiplied by the assigned weight, and the weighted category averages are added together.

Select **Total points** if you want the overall value of an assignment to be determined by the maximum points possible for the assignment.

Assignments are not converted to a percentage. The total points a student earns is divided by the total number of points possible.

Select **Category total points** if you want a category weighted and the value of an assignment within a category to be based on the points possible for the assignment.

Assignments are not converted to a percentage. Within each category, total points earned are divided by total points possible to determine the category average. The category average is then multiplied by the assigned weight, and the weighted category averages are added together.

Additional Resources:

   Help > Quick Reference Cards > Gradebook—Beginning-of-the-Year Setup

   Help > Videos > Teacher Gradebook > Setting up your Aspen Gradebook > QRG > Understanding Averaging Modes.

Decimals: Determines how many decimal points to use in calculating grades. Impacts averages in Gradebook only. Grades posted to transcripts will conform to the division defined decimal rules.

Grade scale: Some divisions have uniform grade scales. If not established by the division, participants can select a scale from the list viewed by clicking the magnifying glass.

- o Provincial Mark Scale Final assigns numeric value of 25% for letter grade – F, no numeric value for letter grade –I.
- o Provincial Mark Scale Interim assigns no numeric value for letter grade - F, numeric value of 25% for letter grade - I.
- o The IB Grade Scale is for use by authorized IB Schools only.
- o If the division or school permits, teachers can go to the Tools top tab > Grade scales side tab > Options > Add to create their own grade scales

Semester Cumulative Average: Select this checkbox to show semester running averages on your Scores page. MSS/MÉS calculates semester running averages based on the assignment grades within each of the terms inside of it, not on the average for each term.

Students and family can view this column in the Student and Family views.

Note: *Your school must enable the School Grade preferences (for Show semester averages in the gradebook) for this user preference to be activated*.

MSS/MÉS uses the column header Semester # (for example, Semester 1) for semester running average columns.

Cumulative Average: Select this checkbox to show an overall course cumulative mark calculation when using Total Points averaging mode. Selecting this option along with a default weighting of **Total Points** or **Category Total Points** produces a total cumulative mark calculation. Note: this option is only available if the **School > Preferences > Grades** has **Semester Cumulative Average** and **Overall Cumulative Average** checked.

3.0 Gradebook > Details: Linking Classes, Grade Calculation Weights, Categories, Reporting Standards

A teacher can link his/her classes allowing them to create categories and assignments for one class, which automatically add them to other classes linked to it.

3.1 Class Details

The class details screen provides the means to link classes and determine settings. At the bottom of the page are expandable sections for linked classes, categories, drop mode, and grade calculation weights.

In the **Average Mode** dropdown, teachers can override the averaging method they selected in Preferences.

Averages Grade Scale can be changed from the default preference setting.

Portal Notes allows the teacher to enter a comment about the class that will appear in the Student and Family portals.

Expand the **Drop mode** at the bottom of the screen, do one of the following to determine if you want to drop the lowest scores for this class:

Select **Do not drop scores** if you do not want the system to drop any scores for this class.

Select **Drop lowest overall score** if you want the system to drop the lowest score(s) for a term.

Select **Drop lowest score by category** if you want to determine how many scores to drop each term by assignment category. For example, you might drop the two lowest homework scores each term. To do so, type the number in the **# to drop** column for each category, for each term.

3.2 Classes Linked for Assignments and Categories

Go to **Gradebook** top tab > Select a class > **Details** side tab

Review the information on the Details screen for the class selected.

At the bottom of the screen, expand the section **Classes linked for assignments and categories**, click the Select button and choose sections that are the same as the class you are viewing, and click OK.

Enter a name for the group of linked classes. Click Save.

Linking classes enables the teacher to enter information for categories and assignments just once for each course. MSS/MÉS will duplicate the categories and assignments for each of the linked classes.

Note: Creating assignments for linked classes does not adjust dates or grade terms. Multi Add assignments creates assignments for one course section at a time, even when sections are linked.

3.3 Reporting Standards

Go to **Staff View,** select **Gradebook top tab**

Teacher settings in the standards-based gradebook:

3.4 Grade Calculation Weights

If the Grade Category in School Preferences is set to **Allow editing of term weights by staff**, *courses set up with calculated transcript definitions* can be adjusted by teachers.

From the course details screen in the gradebook, in the lower block of the window teachers can change the calculation of the final mark by adjusting the weightings of the terms and/or exams.

> **Note**: School View > Grades > **Grade Post Controls must have the dates for the final grade term "open"** for weights to be adjusted.

In summary, three conditions must be met in order for teachers to be able to adjust term weights:

1. Grade preferences are set to **"Allow editing of term weights by staff"** in the School view.
2. Grade Post Controls must be open for weights to be adjusted.
3. The transcript definition associated with the course must be one of the ones that are set up to be calculated.

3.5 Create Categories

Categories group the learning tasks that teachers will use in student assessment. At least one category must be created in each course as a "container" to hold assignments. The Quick Reference Card **Advanced Gradebook,** in the online Help**,** is an excellent resource for step-by-step instructions. Defaults selected when creating categories can be overridden for individual assignments within the category.

- Go to **Gradebook** top tab > Select a class > expand the **Categories section**, or use the **Gradebook** top tab > Select a class > **Categories** side tab

- Any existing categories for the class are displayed on the screen.

- Go to the **Add** button to create additional categories. Note that if the course is linked to another, this will also add categories to the linked course sections.

Enter the code, description and weight (if applicable), and click the check mark.

- **Code** – An abbreviated label for the category to fit in the column header in the Gradebook: Connecting
  - o ****note**: the Code must be 20 characters or less and cannot contain spaces.
- **Description** – The complete name of the category: Connecting and Reflecting

- **Weight –** Enter the weight of the category in terms of the value of its percentage when calculating the average. For example, the category Test might be worth double what the Homework category is worth.

Click into the Category header to enter the category details pop up:

- **Grade scale** – Select from the dropdown
- **Entry mode** – Select Numeric, Letter or Both
- **Total points** – Number of points anticipated for each assignment. Can be changed for individual assignments.
- **Extra credit points** – Enter value if assignments in this category will routinely have extra credit points.
- **Score cannot be dropped** – Check this box if you do not want the system to drop any lowest scores from this category.
- **Visibility type** – Will the assignment be displayed for students and parents in the portal?

    - **Private** means that assignments in the category will not be seen in the portal or included in portal averages.
    - **Public** means that assignments in the category are displayed in the portal and will be included in portal averages.
    - **Public-no grades** means that the assignment appears in the portal, but no grades entered by the teacher appear in the portal or are included in the portal averages.

- **Save –** at the top of the details screen

3.5.1 **Delete Categories**

From **Gradebook** > **Details** > expand **Categories** section, Or, **Gradebook** > **Categories** side tab

- Click into the hyperlink details of the category
- In the pop up, click the Delete button
- Save – at the top of the details screen

3.5.2 **Importing Categories**

Categories can be imported into an individual course section from another course section.

From Gradebook > Details >

- Expand the Categories section
- Click the Import button
- In the pop up, select a course section, and Selected or All Categories
  - Selected: a pop up displays and individual categories can be selected for import
  - All Categories: All of the categories from the selected course section will import

From Gradebook > Categories

- Options > Import Categories …
- In the pop up, select a course section, and Selected or All Categories
  - Selected: a pop up displays and individual categories can be selected for import
  - All Categories: All of the categories from the selected course section will import

- Select the category to import

- Click OK
- Edit any of the category details as needed by clicking into the hyperlink of the category
- Save – at the top of the details screen if in section details

4.0   Gradebook: Assignments

Assignments can be created in singles or multiples and from different areas within the Staff view.

4.1   Create Single Assignments

Single assignments can be created from Gradebook > Assignments, Gradebook > Scores, or from Planner using Options > Add.

Gradebook top tab > **Assignments** > Side tab > **Options** > **Add** assignment. Complete the New Assignment template. Fields with a red star are required fields. The Classes field populates on save.

- **Category** – Click the magnifying glass and select a category.
- **Gradebook column name** – Enter an abbreviation for the name of the assignment.
- **Assignment name** – Enter the full name of the assignment.
- **Date assigned** – Date on which assignment will be given to the class.
- **Date due** – Date on which assignment must be turned in.
- **Total points** – Total points *without* extra credit; what the assignment will be out of.
- **Online submission** – To enable online submission of assignments in the student portal; enter an Open date and a Close date and times.
- **Extra credit** – Check the box **ONLY** if the **ENTIRE ASSIGNMENT** is extra credit.
- **Extra Credit Points** – Enter points value for extra credit if the assignment includes a *component for extra credit*.
- **Sequence number** – Assign a number if the teacher preference uses sequence numbers to organize assignments in the Gradebook. Lower numbers are closer to the student name.
- **Score not droppable** – Check the box if the score cannot be dropped when calculating averages. (Relates to field in Category definitions.)
- **Visibility type** – Defaults to the visibility type set in the category selected above. The grade viewed in the portal will be different from the average in Gradebook based on these settings. **The grade viewed in the portal is based only on the assignment grades made public.** Private assignments are not used in the portal calculations.

    o **Public** means assignment and grade can be viewed in the Portal.
    o **Private** means neither the assignment nor the grade can be viewed in the Portal.
    o **Public no grades** means the assignment appears in the portal, however no assignment scores or grades appear in the Portal.

- **Entry mode** – From the dropdown, Select Letter Only, Numeric Only, or Both.
- **Grade Scale** – Select a grade scale from the picklist if desired.

- **Grade Term** - Select the term in which the grade will be used in the calculated average. Important at the end of a term.
- **Exclude from averages** – check this box to remove the assignment score from all average calculations. When this box is checked, the column header name in the scores screen appears with a line through the name.

- **Recurring Options** – Select Daily, Weekly, or Monthly to repeat the assignment at the designated frequency. Selecting a recurring option prompts a popup in which parameters for the frequency are defined. Example: a weekly learning log.
- **Also add this assignment to linked classes** – Check the box to duplicate the assignment in the Gradebook for linked classes. The box will automatically be checked if the preference *Add to all linked classes by default* is selected. This option does not appear if the class for which the assignment is being created is not linked to any other class.
- **Resources Provided by the Teacher** – The teacher can add files and web links using: *Add File*, *Add Weblink* or *Drag and Drop from My Resources.* To *Drag and Drop*, select the item from the My Resources pop-up window and drag into the Resources Provided by the Teacher box until the green checkmark appears, then let go of the item. The Student Portal must be open to enable students to access the links and files.

- **Save** (or, **Save and New** to create another assignment) When using Save and New review all settings and Portal Descriptions to ensure they are accurate for the current assignment.
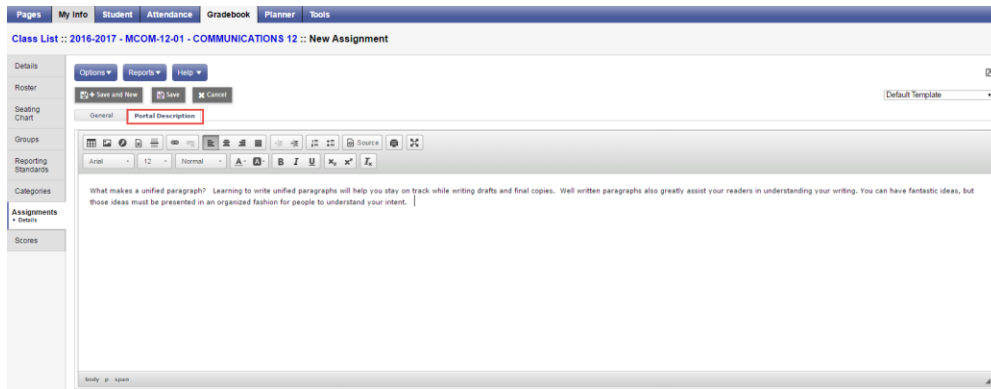
If the Student/Family Portal is open and the assignment is public, click the Portal Description tab and enter the assignment description and details that will be visible in the portal.

Go to Scores side tab to view the new assignment column created in the Gradebook. If the column does not appear, change Grade columns dropdown to All. In Set Preferences > Gradebook, Enable gradebook features must be checked in Preferences.

4.2   Outcomes/Strand-based Assignments

- Add the assignments details on the General tab:

- If Portal is in use, add a Portal Description so details of the assignment will display there:

4.3 Adding Standards to an Assignment

For each assignment, attach the standards that will be assessed, one or many.

4.4 Create Multiple Assignments

Multiple assignments can be created from Gradebook > Assignments > Options > Add Multiple Assignments.

Go to Gradebook top tab > Assignments > Side tab > Options > Add Multiple Assignments. In the pop-up window, complete the Multi Add Assignment template. In the Add Multiple Assignments screen, there is no option to add these assignments to linked courses. The assignments entered through Add Multiple Assignments will apply to this course section only.

- **Copies per category** – Enter the number of assignments you would like to create for each of the categories selected in the next step.
- **Categories** – From the pick list, select the category or categories.
- **Number of Assignments to create** – a total number of assignments that will be created based on the selections made in the settings above. In the example below, 2 copies x 4 categories = 8 total assignments that will be created.

The settings in the second box are default for the block of assignments created; they can be adjusted by assignment in the next step.

- **GB column name** – the default gradebook column name for each assignment
- **Assignment name** – the default assignment name for each assignment
- **Date Assigned** – the default date assigned for each assignment
- **Date Due** – the default date due for each assignment
- **Grade Term** – the default term the assignments will be created in
- **Points** – the default point value for each assignment
- **Visibility type** – Defaults to the visibility type set in the category selected. See note below.
- **Save**

After clicking Save, the group of assignments will be displayed for review and editing.

- Go to Options > Modify List to display the individual items in an editable column format.
- Options > Mass Update could be used if the entire column would be updated with the same value.
- A pencil icon at the top of a column indicates the column is available to edit.
- Click on the pencil to open the fields for editing, make the changes to the column and click the green checkbox to save the column.
- Move to the next column to edit, click the pencil icon and repeat the process until it is complete.
- Assignments can also be edited by clicking into the details of each assignment.

4.5   Copy Assignments

Gradebook > Assignments > select an assignment(s) to copy > Options > Copy Assignments. This will create a copy of each selected assignment. Details for the assignment can be edited by clicking into the hyperlink assignment name.

4.6   Import Assignments

Import Assignments is really a copy function, accessing the user's assignment setup for past or current course sections. It is very useful for moving assignments from class to class and year to year.

Pathway: Gradebook > Assignments > Options > Import Assignments

- In the pop up select the course section, then
- Identify if you want to select individual assignments to import, import all assignments within a specific category, or all assignments in the course section.
- Select the Assignments (selection) or Category (category)
- Click the Import button
- Review all settings and descriptions to ensure they are accurate for this course section.
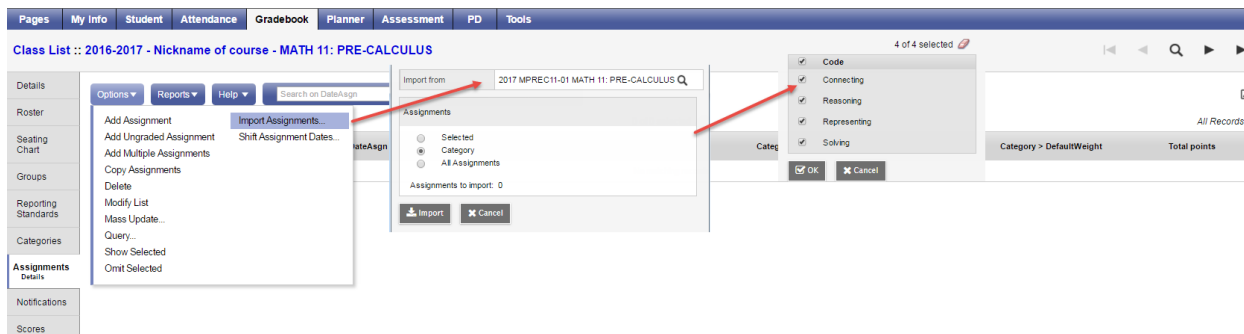
Once assignments are moved into this class' gradebook, some changes can be made using the Options > Modify List functionality. Fields that can be modified this way include:

- Assignment Name
- Gradebook Column Name
- Assign Date
- Due Date
- Visibility Type
- Points
- Assignment weight

Changes to other fields such as Grade Term require the user to go into the details of each assignment.

It is also very helpful to use the Options > Shift Assignments Dates functionality after an "import" to help align your dates in an expedient manner (section 5.5 below).

4.7   Shift Assignment Dates

This is a handy feature for adjusting assignment dates and or re-aligning terms following the use of Import Assignments. Be sure to choose assignments and use Show Selected before applying changes.

To re-align terms following an import of assignments, select the assignments to be adjusted. Only check Update grade terms, as needed, and set School days to shift as 1. In this way, no dates will actually be adjusted, but the terms will be re-aligned to the assignment dates.

Assignments can only be shifted to the first / last day of the course section's schedule at the most.

4.8   Create Ungraded Assignments

An ungraded assignment will display in your planner and in the Family/Student Portal if visibility is set to public but will not display on the scores side tab.

Gradebook > Assignments > Options > Add Ungraded Assignment or Planner > Options > Add Ungraded Assignment and enter the following fields in the pop up

- Assignment name
- Gradebook Column name (optional)
- Date Assigned
- Date Due
- Grade Term
- Visibility type (optional)
- Description (optional)
- Save

5.0 Gradebook > Scores

In MSS/MÉS, student marks are entered in the Scores window by clicking in the appropriate cell and either manually entering the mark or by using the Ctrl-L option to select from the list of acceptable values. Data is automatically saved as the values are entered; a yellow cell indicates the save is in progress. Wait for the yellow to clear before entering a score in the next cell. The view in this screen is determined in part by the preference settings outlined in Section 3.0 above. Refer to the **QRC Advanced Gradebook, Side 2** and the **QRC Tips & Shortcuts-Teachers**.

5.1 Entering Marks for Students

5.1.1 Scores Window for Mark Entry

Go to **Gradebook** > Select class from class list > **Scores** side tab.

Enter students' assignment scores in the Gradebook column.

Make use of the following shortcuts:

Control + D – Fills all cells below with the same score.

Control + K – To undo the last change.

Control + E – To exempt a grade from the calculated average.

Control + N – To add a footnote visible only to the teacher. Footnotes are created on the Tools top tab. Enter a score in the cell, press **Control + N** on the keyboard, and select the note from the pick list**.**

Control + M – To add notes. Notes can be visible to the teacher only or to the student and parents. Note that a score must be entered in a cell prior to using this feature to add a note.

> **Note**: Shortcut key combinations are shown within the Options menu when working in the Gradebook scores columns, as well as on the QRC.

Special Codes - Special codes impact the grade entered in a cell. Special codes are created from the **Tools** top tab. To utilize special codes set up in Tools > Special Codes in the Gradebook, type the code into the cell or use Ctrl + L with your cursor in the cell and filter by special code.

	Code	Behavior	Missing?	Color	Staff > Name
●	EXC	Calculate as full point value	N		Shi, Mehta

Filter: ● Special Code ○ Grade Scale

1 record

☑ OK   ✖ Cancel

Enter 0 (zero) for assignments not submitted. The system does not include blank cells in calculated averages.

MSS/MÉS automatically saves each entry and updates the average when the user leaves a cell.

To view grades for a single student, click on the student's name.

There are a number of icons with associated behaviours that appear in the Gradebook:

Gradebook Column Icons

Use the Single Assignment Entry page to enter scores for that assignment only.

Download assignment submitted online.

Enter text comment with grade.

Enter feedback for a specific score.

Create new grade column set.

Enter grades but not able to post to transcript yet.

Enter grades and post to transcript.

Grades have been posted; changes made will not update on transcript.

Assignment is private and does not appear in portals. Click to change to public.

Assignment is public and appears in portals. Click to change to private.

Assignment is public and appears in portals, but grades are private and do not appear.

The column is locked and you cannot enter scores. Click to unlock.

The column is unlocked and you can enter scores. Click to lock.

- **Black** pushpins with no shape beside them appear in the column headers prior to the dates defined for mark entry and appear in the Grade Post Controls.
- **Green** pushpins with a triangle beside them appear *during* the dates defined for mark entry. This lets the teacher know that the grade post window is open and they can enter marks and post them.

- **Red** pushpins with a red square beside them appear when the Post button has been pushed. Please note that the red pushpin can be overridden for reposting of grades depending on school settings.

See **Help > Quick Reference Cards > Tips and Shortcuts - Teachers,** to see a complete list of all the symbols and shortcuts. Please note that the red pushpin can be overridden for reposting of grades depending on school settings.

Scores can also be entered in single student view by Student using Gradebook > Scores > Student. All assignments are visible for a selected student and mark changes or mark entry can be done in this view.

Scores can also be entered by single assignment view using **Gradebook > Scores > Assignment**. All students are visible for a selected assignment and mark changes or mark entry can be done in this view.

5.1.2 Accessing the Scores View from Pages

The **Scores** window can be accessed quickly and easily from the **Pages** top tab start screen. In

the **Teacher Classes** widget, click on the Grades icon.

6.0 Enter Assessment Information

Ensure you are in the standards-based gradebook. Assessment information can be entered here in three ways:

1. By standard
2. By student
3. By assignment

6.1   By Standard

When you first enter the Scores Side Tab, you are in Standard View. In this view, you can enter all of the assessment information from your assignments that relates to one standard only. As you change the standard, the assignments available on the page change. The assessment information entered is for that specific standard only.

6.2   By Student

Click on the "Student" leaf under the Scores side tab or on a student's name. One student's information is on the screen. Entering assessment information by student is also related to a specific standard. Attach the standard "ALL" to every assignment in order to see all assignments on the screen. When you hover over the column header, you see a short version of the competency.

6.3 **By Assignment**

Click on the "Assignment" leaf under the Scores side tab. This view allows you to enter data for all standards for one assignment. You can also enter assignment view by clicking on the magnifying glass icon next to the column header in other views.

7.0 **Gradebook: Posting Grades**

There are two ways to enter grades for a report card:

- Entering a term grade directly to term grade screen for report cards. (Teacher manages daily assessment *outside* of MSS/MÉS.
- Updating Post Columns from teacher-created assignments in the Gradebook. (Teacher uses MSS/MÉS to manage daily assessment).

7.1 **Entering a Term Grade Directly to the Term Grade Screen.**

1. Log in as a teacher.
2. From the **Pages** top tab, click on the   icon beside the class for grade entry. This takes you to the **Gradebook** top tab and the **Scores** side tab.
3. In the **Grade Columns** field, choose **Post Columns – Term.**
4. In the **Term** field, choose the appropriate term for which grades are being entered.

Enter grades, work habits and comments as appropriate. Data is automatically saved, a yellow cell indicates the save is in progress, wait for the yellow to clear before entering a score into the next cell.

Comments can be entered manually after clicking on the notepad icon. Clicking the black triangle at the top right of the comment box opens the comment bank selection box.

Clicking on a comment places it in the comment field. **Show My Codes** displays the user's comments only within the selected category.

The Options menu provides the following:

Quick Tips: Use the Options menu for shortcuts available for entering data, or use the quick keys.

Lookup (Ctrl+L): shows the user the valid values that can be entered into that field, if defined in Tools.

Fill-Down Values (Ctrl+D): takes the value in the cell the user is in and copies it down to all students below that cell. This works for comments as well as grades.

Revert Current Cell (Ctrl+K): returns the cell value to the previously entered value.

For transcript definitions with a calculation, an "**Update**" button will appear in the Final column in the final reporting period for courses. Clicking the Update button will populate the final grade according to the calculation in the transcript definition.
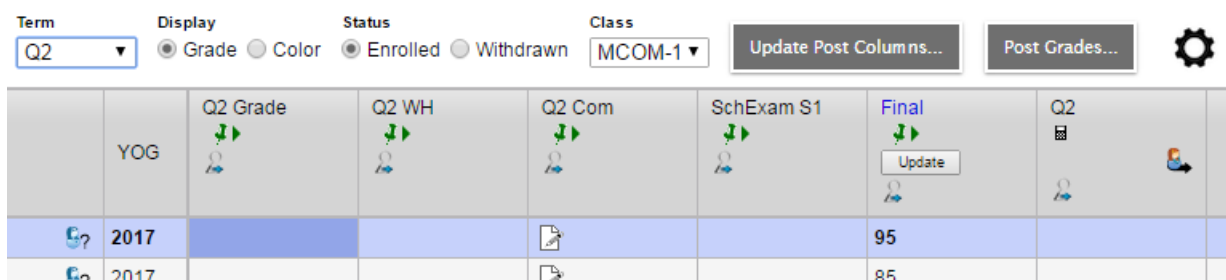
When data entry is complete, click the **Post Grades** button. A pop up window will confirm the course section and present a dropdown selection for grade term. This process creates the grade record for the student, which will appear on the report card.

Use the **Class** dropdown menu to select the course section by nickname or the navigation bar to select the next class.

Repeat the process until grades are entered and posted for all classes.

7.2   Update Post Columns (Enter Term Grades) From Teacher-created Categories/Assignments in the Gradebook

- **Pages** top tab, click on the icon beside the class for grade entry. Or Gradebook top tab > Scores side tab.
- Click the **Update Post Columns** button**.**
- In Step 1 of the Update Post Columns wizard, use the drop-down menu to select the appropriate **Grade Term.**   Leave the **Grades to update** at Term grades for all students.
- Click **Next.**
- In Step 2 of the wizard, use the drop-down menu to select the grade to populate the term report card grade for the students in this class. Click **Next.**

Update Post Columns: Choose Update Values Step 2 of 3

Q3 Grade

(Do Not Update)
- (Do Not Update)
- Average:Q3
- Average:Cumulative
- Average:Connecting Q3
- Average:Reasoning Q3
- Average:Representing Q3
- Average:Solving Q3
- Assignment:Rewriting expressions 1
- Assignment:Assignment-1A
- Assignment:Assignment-1B
- Assignment:Assignment-1C
- Assignment:Assignment-1D
- Assignment:Assignment-2A
- Assignment:Assignment-2B
- Assignment:Assignment-2C
- Assignment:Assignment-2D

← Previous   Next →   ⚑ Finish   ✖ Cancel

- In Step 3 of the wizard, confirm that you have selected the correct grade term and grade. Click **Finish.** Complete the entry of work habits and comments in the Post Columns Term for the appropriate term.

For transcript definitions with a calculation, an "Update" button will appear in the Final column in the final reporting period for courses. Clicking the Update button will populate the final grade according to the calculation in the transcript definition.

- Enter grades, work habits and comments as appropriate. Data is automatically saved. Comments can be entered manually after clicking on the notepad icon. Clicking the black triangle at the top right of the comment box opens the comment bank selection box.

Clicking on a comment places it in the comment field. Show My Codes displays the user's comments only within the selected category.

The Options menu provides the following:

Quick Tips: Use the Options menu for shortcuts available for entering data, or use the quick keys.

Lookup (Ctrl+L): shows the user the valid values that can be entered into that field, if defined in Tools.

Fill-Down Values (Ctrl+D): takes the value in the cell the user is in and copies it down to all students below that cell. This works for comments as well as grades.

Revert Current Cell (Ctrl+K): returns the cell value to the previously entered value.

- When data entry is complete, click the **Post Grades** button. A pop up window will confirm the course section and present a dropdown selection for grade term. This process creates the grade record for the student, which will appear on the report card.

- Use the **Class** dropdown menu or the navigation bar to select the next class.

- Repeat the process until grades are entered for all classes.

8.0 Gradebook: Reports

8.1 Gradebook > Class List Reports

From the Gradebook top tab > Class List, choose Reports. If you don't want reports run for all classes, check beside the classes to select, do an Options > Show Selected.

Reports available are:

- **Blank Grading Sheet** - a very handy report providing a class list and up to 10 columns
- **Class Lists** - List students and YOG
- **Grade Input Sheet** - Report for entering or displaying term grade and work habits.

8.2 Gradebook > Scores Reports

A number of analysis reports can be found from Gradebook > Scores > Reports. These reports include:

- Assignment History   - Gradebook Sheet
- Assignment Summary   - Progress Reports
- Class Attendance Summary - Student Average Breakdown
- Class Statistics

9.0   The Planner

The Planner is a useful visual calendar of upcoming class related items and appointments. Class assignments and tests can be viewed from the Planner and filtered for a particular class and/or term.
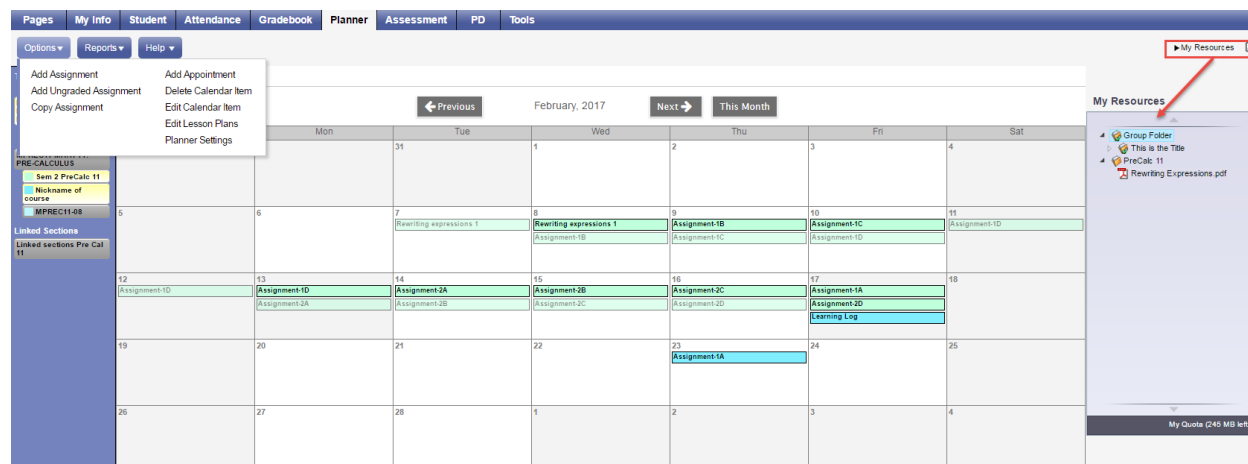
The **Planner** displays student assignment dates as set in Gradebook > Assignments. Assignments can also be added from the Planner either by clicking on a date or opening up an options menu including: **Add Assignment**, **Add Ungraded Assignment** or **Add Appointment**.

When adding an assignment in the Planner view, the classes picklist will display the nickname if the teacher has given one to the class. Nicknames are defined in the Class details.

The Options menu includes these items as well as **Edit Calendar Item**, **Delete A Calendar Item, Edit Lesson Plans, Copy Assignment** and accessing **Planner Settings**. Selecting My Resources will add a window with your saved resources for easy drag and drop access for assignments.

If using Group > Events, these also will display within the Planner.

10.0 Tools

Provided in the Staff View for teachers is the availability of **Special Codes** and **Footnotes** which offer further methods of notating information to student assignments. It is under the Tools top tab that teachers can also build their banked **Comments**.

10.1 Special Codes

Tools top tab > Special Codes side tab.

These offer additional methods of notating information to student assignments.

Tools top tab > **Special Codes** side tab

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.

	Pages	My Info	Student	Attendance	Gradebook	Planner	Assessment	PD	Tools

Special Codes

Grade Scales						
Special Codes Details	Options ▼ Reports ▼ Help ▼ Search on Code 🔍 ▼ ▦ a-z ▥ 🖨					↗

0 of 2 selected ✎   *All Records*

☐	Code	Behavior	Missing?	Color
☐	ILL	Exempt from calculations	N	▭
☐	NHI	Exempt from calculations	N	▭

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 campus event code C if your grade scale contains a C grade.

10.2 Footnotes

Tools top tab > **Footnotes** side tab

> Create footnotes to add special notes to scores on the Scores page. The notes do not add or subtract any points, or affect the student's average. They simply offer you a place to record notes regarding an assignment grade.
>
> After you enter a footnote for a score, the code you select appears next to the score. To view the footnote, use your cursor to hover over the footnote code

10.3 Teacher Comment Bank

Teacher comment banks fit within the school bank, which fits within a division bank, should there be one. The school should have a single comment bank created for the teacher to select and add their own comments. The comments of each teacher/user are visible only to the individual who created them even though they reside within the greater bank. **It is important to understand that only a single comment bank can be associated to each course from the School View, Schedule > Courses > Details**. For this reason, if a division decides to create a comment bank then schools should enter their comments within it, as should the teachers. Otherwise, the school should create a bank within which staff can enter their comments and then only one bank exists to be added to every course.

- Staff > **Tools** tab > **Comments** side-tab.

- A list of any comment banks already created appears. Select a comment bank, and click **Comments** side tab > **Codes** sub-side tab.

- On the **Options** menu, click **Add**. The New Comment Bank Code page appears.

- In the **ID** field, type an identifier for the comment, such as a number or short combination of letters and numbers to identify the comment for users. Users can use this ID to search for the comment.

- In the **Preview** field, type the text of the comment to let users know what will be inserted in the field if they select this comment. This does not have to match the value you enter in the comment field. For example, you might type **(Student) shows innovative thinking** so that users will know the student's name is inserted once they select it.

- In the Comment field, type the actual comment. You can include a variable, which is text enclosed in double curly braces **{{xxx}}** and a filter, which is pipe-delimited text after a variable

(hold the **Shift** key while clicking the backspace key to create the **|** symbol). For example, {{studentName|capitalize}} prompts the system to insert *Jon* instead of *jon*.

- In the **Category 1-3** fields, you can enter specific names for the categories defined for the comment **bank** itself. For example, if the comment **bank** has **Category 1** defined as *Department*, **Category 2** defined as *Course*, and **Category 3** defined as *Level*, the specific categories you might enter for a comment could be *English*, *Creative Writing*, and *AP*.

See Appendix B for further details on comment banks and the use of variables.

10.4 Setting Colours to Proficiency Scales

Reporting Standards side tab > Rubric Rating Scales > Ratings

Showing colours in Gradebook

11.0 Appendix A – Understanding Average Modes

A.1 Averaging Mode #1: Categories only (weighted categories)

This mode requires you to define:

- A weight for each category in Gradebook > Details > expand the Categories section. See section 14 for details.

To calculate an average Aspen does the following in this order:

1. Each **assignment score is converted into a percentage**.
2. Assignment **percentages are averaged within each category**. (Assignment percentages are added together and multiplied by the total number of assignments in the category)

Reasoning and Analyzing RA Category: (Weight: 25)	*Understanding and Solving* US Category: (Weight: 25)	*Communicating and Representing* CR Category: (Weight: 50)
RA 1: 10 of 10 =100%	US 1: 50 of 50=100%	CR 1: 80 of 100 = 80%
RA 2: 9 of 10 = 90%	US 2: 42 of 50 = 84%	CR 2: 94 of 100 = 94%
RA 3: 15 of 20 = 75%	US 3: 48 of 50 = 96%	CR 3: 180 of 200 = 90%
RA 4: 4 of 5 = 80%		
RA Average: (100+90+75+80)/4 = 86.25%	**US Average**: (100+84+96)/3 = 93.33%	**CR Average**: (80+94+90)/3 = 88%

3. **Category averages are weighted**. (The category average is multiplied by the weight given to the category.)
4. **Calculate Average**. Calculated category averages are added together.

(86.25 x 25/100) + (93.33 x 25/100) + (88 x 50/100) = 88.89%

A.2 Averaging Mode #2: Categories and assignments (weighted)

This mode requires you to define:

- A weight for each category in Gradebook > Details > expand the Categories section. See section 14 for details.
- A weight for each assignment in Gradebook > Assignment > Details. See section 15 for details.

To calculate an average Aspen does the following in this order:

1. Each **assignment score is converted into a percentage**.
2. **Assignments are weighted.** Assignment percentages are multiplied by the weight given to the assignment.
3. **Categories are Averaged.**

HW: (100 x 2/5) + (90 x 1/5) + (75 x 1/5) + (80 x 1/5) = 89%

Quiz: (100 x 1/3) + (84 x 1/3) + (96 x 1/3) = 93.33%

Test: (80 x 1/5) + (94 x 2/5) + (90 x 2/5) = 89.6%

Reasoning and Analyzing RA Category: (Weight: 25)	*Understanding and Solving* US Category: (Weight: 25)	*Communicating and Representing* CR Category: (Weight: 50)
RA 1 (wt=2): 10 of 10 =100%	US 1 (wt=1): 50 of 50=100%	CR 1 (wt=1): 80 of 100 = 80%
RA 2 (wt=1): 9 of 10 = 90%	US 2 (wt=1): 42 of 50 = 84%	CR 2 (wt=2): 94 of 100 = 94%
RA 3 (wt =1): 15 of 20 = 75%	US 3 (wt=1): 48 of 50 = 96%	CR 3 (wt=2): 180 of 200 = 90%
RA 4 (wt=1): 4 of 5 = 80%		
RA Average: 89.00%	**US Average**: 93.33%	**CR Average**: 89.60%

4. **Category averages are weighted**. (The category average is multiplied by the weight given to the category.)

(89 x 1/4) + (93.33 x 1/4) + (89.60 x 1/2) = 90.38%

5. **Calculate Average**. Calculated category averages are added together.

A.3 Averaging Mode #3: Total points

This mode requires you to define:

- A point value for each assignment in the Assignment Details (Required Field)

To calculate an average Aspen does the following in this order:

(Assignments are NOT converted to a percentage)
1. **Calculate Points Earned.** All points a student receives for each assignment are added together.
2. **Calculate Points Possible.** Total Points Possible for all assignments are added together.
3. **Calculate Average.** Total Points Earned is divided by Total Points Possible.

Reasoning and Analyzing RA Category:	*Understanding and Solving* US Category:	*Communicating and Representing* CR Category:
RA 1: 10 of 10	US 1: 50 of 50	CR 1: 80 of 100
RA 2: 9 of 10	US 2: 42 of 50	CR 2: 94 of 100
RA 3: 15 of 20	US 3: 48 of 50	CR 3: 180 of 200
RA 4: 4 of 5		
RA **Total points earned**: 38 **Total points possible:** 45	**US** **Total points earned**: 140 **Total points possible:** 150	**CR** **Total points earned**: 354 **Total points possible:** 400

Total Points Earned: 38 + 140 + 354 =532

Total Points Possible: 45 + 150 + 400 = 595

532/595 = 89.41 %

A.4 Averaging Mode #4: Category total points

This mode requires you to define:

- A point value for each assignment in the Assignment Details (Required Field)

To calculate an average Aspen does the following in this order:

(Assignments are NOT converted to a percentage)

1. **Calculate Category Points Earned.** The points a student receives for each assignment in a category are added together.
2. **Calculate Points Possible.** The Total Points Possible for each assignment in a category are added together.
3. **Categories are Averaged.**

Homework: 38/45 = 84.44 Quiz: 140/150 = 93.33 Test: 354/400 = 85.5

Reasoning and Analyzing RA Category: (Weight: 25)	*Understanding and Solving* US Category: (Weight: 25)	*Communicating and Representing* CR Category: (Weight: 25)
RA 1: 10 of 10	US 1: 50 of 50	CR 1: 80 of 100
RA 2: 9 of 10	US 2: 42 of 50	CR 2: 94 of 100
RA 3: 15 of 20	US 3: 48 of 50	CR 3: 180 of 200
RA 4: 4 of 5		
RA Average: 38/45 84.44%	**US Average**: 140/150 93.33%	**CR Average**: 354/400 88.5%

4. **Categories are Weighted.** Category Averages are multiplied by the weight given to the category.

(84.44 x 25/100) + (93.33 x 25/100) + (88.5 x 50/100) = 88.69%

5. **Calculate Average**. Calculated category averages are added together.

12.0 Appendix B – Comment Bank Variables and Setup

Create Comments in a Comment Bank

After you create a comment **bank**, define the comments that are available within the **bank**.

When you create a comment, you can use variables to call information specific to the record or student the comment is being entered for. For example, if you use the variable {{person.firstName}}, the system inserts the student's legal first name where the variable appears in the comment text:

{{person.firstName}} is a creative and critical thinker. = **Jane is a creative and critical thinker.**

To create comments in a comment **bank**:

1. Do one of the following:

   - For a division: Log on to the Division view. Click the Admin tab, then the Data Dictionary side-tab. On the Data Dictionary side-tab, click Comments.
   - For a school: Log on to the School view. Click the Admin tab and the Comments side-tab.
   - For staff members: Log on to the Staff view. Click the Tools tab and the Comments side-tab.

2. A list of any comment banks already created appears. Select a comment bank, and click Codes on the Data Dictionary side-tab.

3. On the Options menu, click Add. The New Comment Bank Code page appears.

4. In the ID field, type an identifier for the comment, such as a number or short combination of letters and numbers to identify the comment for users. Users can use this ID to search for the comment.

5. In the Preview field, type the text of the comment to let users know what will be inserted in the field if they select this comment. This does not have to match the value you enter in the comment field. For example, you might type (Student) is disruptive in class so that users will know the student's name is inserted once they select it.

6. In the Code field, type the actual comment. You can include a variable, which is text enclosed in double curly braces {{xxx}} and a filter, which is pipe-delimited text after a variable (hold the Shift key while clicking the backslash key to create the | symbol). For example, {{studentName|capitalize}} prompts the system to insert Jon instead of jon.

   Use the following table to enter the available filters in your variables:

Note: The samples below use Legal Name formats. If Usual Name is preferred, substitute *person.fieldC001* for *firstName* and *person.fieldC003* for *lastName*.

Filter Type	Description	If you type this:	This appears in the comment:
Count	The number of elements in a collection.	{{student.conductIncidents|count}}	2 (the student has 2 conduct incidents on record)
Capitalize	The system capitalizes the first letter.	{{person.firstName|capitalize}}	Elizabeth
Titlecase	The system enters the text in titlecase format.	{{"parents and caregivers"|titlecase}}	Parents and Caregivers
Titlecase	The system enters the text in titlecase format.	{{"parents and caregivers"|titlecase}}	Parents and Caregivers
Ordinal	The system enters a numerical value in ordinal format.	{{person.firstName}}'s {{student.conductIncidents|count|ordinal}} incident was the last documented offense.	Timothy's third incident was the last documented offense.
Upper	The system enters the text in all uppercase.	{{person.firstName|upper}}	JANE
Lower	The system enters the text in all lowercase.	{{person.firstName|lower}}	jane

Filter Type	Description	If you type this:	This appears in the comment:
Trim	The system enters the text with all white space trimmed.	{{person.physicalAddress.addressLine01|trim}}, such as xxx123 Main Streetxxx	123 Main Street (the address without any spaces before or after the text)
Gender	The system enters the gender term based on "Male" or "Female".	{{person.genderCode|gender: He, She}} Can also be used with: Him, Her or His, Hers	Gender
Length	The number of characters in text.	{{person.firstName|length}}, such as Jane	4 (number of characters in the student's name)

Note: You can chain filters by adding more filters separated by pipe (|) characters. For example, if you wanted to lower a text and then immediately capitalize it, you could use {{variable|lower|capitalize}}.

7. In the Category 1-3 fields, you can enter specific names for the categories defined for the comment bank itself. For example, if the comment bank has Category 1 defined as Department, Category 2 defined as Course, and Category 3 defined as Level, the specific categories you might enter for a comment could be English, Creative Writing, and AP.

8. Select the Disabled indicator checkbox if you do not want this comment to appear in the pick list for any users. For example, this would let you remove it from view without deleting it permanently.

9. Click **Save**.

Note: Staff members who create comment bank codes for school-owned banks will lose the codes if they move to a different school. However, codes created for comment banks owned by the Province or division will remain if the user who created them changes schools within the Province or division.