



MyEducationBC

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# Traditional Gradebook

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December 2016 v 1.0

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## Version History

Version	Date	Description
1.0	Dec 5, 2016	Original staff view gradebook resource has been split into two new resources: this one and <i>Staff View &gt; Setup and Navigation</i> .

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## 1.0 Traditional Gradebook

The focus of this guide is to provide the necessary understanding and requirements for working in the Staff View and for setting up the traditional gradebook.

### 1.1 Objectives

- Gradebook Preferences
- Linking classes
- Create categories and assignments
- Enter Marks
- Posting Grades
- Optional Tools

### 1.2 Areas of Consideration for Gradebook

Some areas to be considered as they relate to the setup and use of the teacher gradebook are worth noting here:

- Will the course transcript definitions be calculated ?
- Will teachers be allowed to modify weights?
- Does the district or school require a specific method of gradebook mark calculation?
- Will the district or school be using the student/family portal during the school year?

### 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 which follow:

- 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

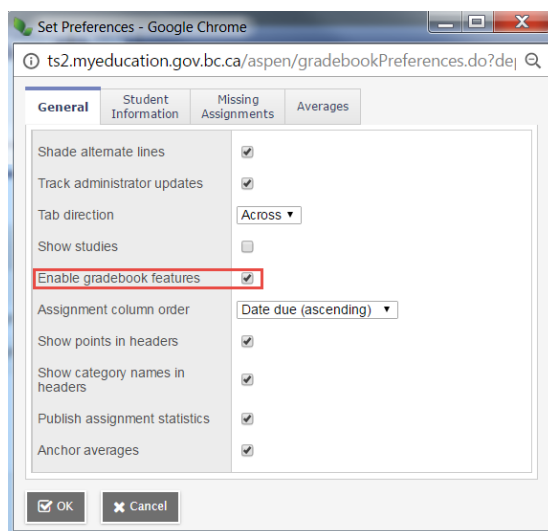
## 2.0 Setting Gradebook Preferences

From the **Gradebook** top tab, click on the gear icon:



The Set Preferences allow users to define: the behaviour, view and default mark calculations for their gradebook. Four top tabs define the organizational grouping of the settings: **General**, **Student Information**, **Missing Assignments** and **Averages**.

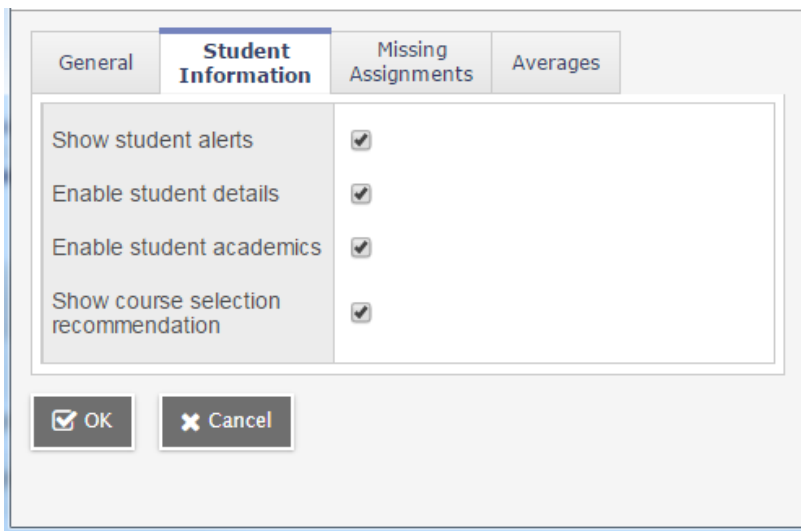
### 2.1 General



- **Shade alternate lines**
- **Track administrator updates:** A blue exclamation mark appears next to any grades or comments changed by an administrator.
- **Tab direction:** Down or Across. Which direction should the cursor go when the tab key is pressed during grade entry?
- **Show studies:** Includes rosters for advisory or study periods - not used in BC 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.

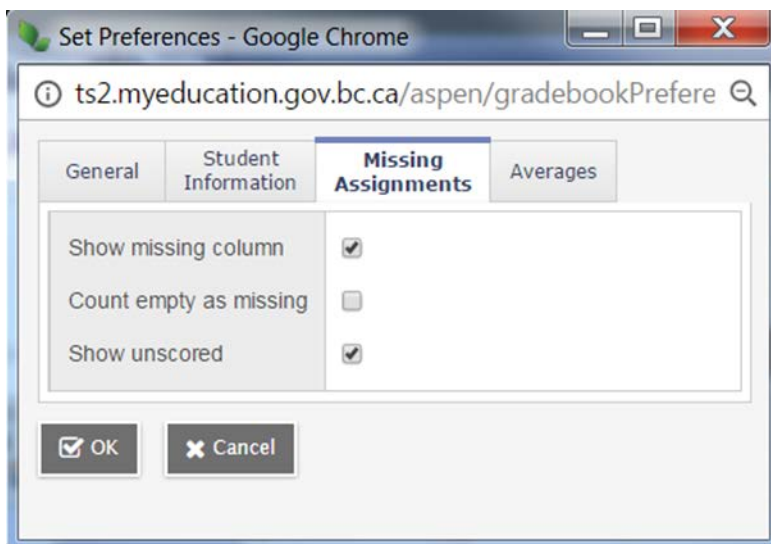
- **Publish assignment statistics:** Pertains to Student/Parent Portal. If checked, displays highest, lowest, and mean scores next to assignments viewed in the portal. Often determined at the district level.
- **Anchor averages:** Displays running average for the marking period in the column to the right of student's names.

## 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 contact 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 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 Enterprise views.

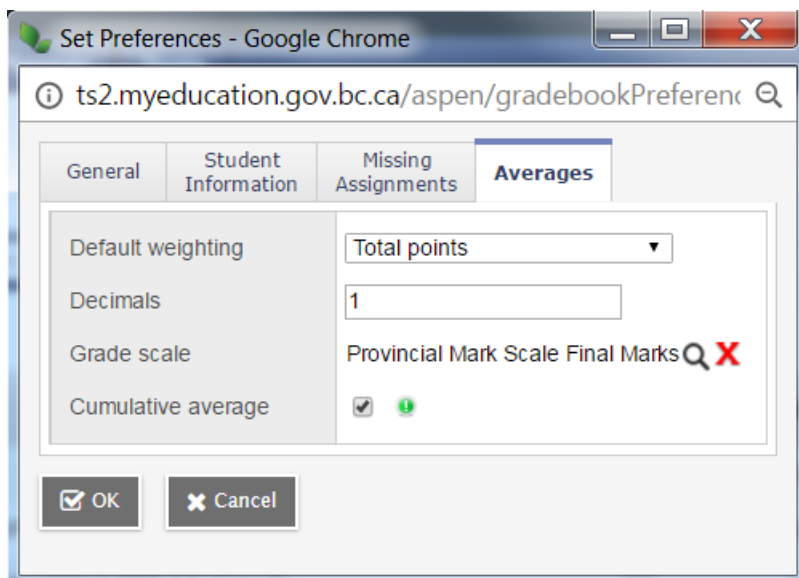
- **Count empty as missing** - If you selected the **Show missing column** checkbox, select this checkbox to count any assignments that were due before today and that you have not entered scores for, as missing.

**Note:** You might 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.



## 2.4 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 district defined decimal rules.
- **Grade scale:** Some districts have uniform grade scales. If not established by the district, participants can select a scale from the list viewed by clicking the magnifying glass.
  - Provincial Mark Scale Final assigns numeric value of 25% for letter grade – F, no numeric value for letter grade
  - Provincial Mark Scale Interim assigns no numeric value for letter grade - F, numeric value of 25% for letter grade - I.
  - The IB Grade Scale is for use by authorized IB Schools only.
  - If the district or school permits, teachers can go to the Tools top tab > Grade scales side tab > Options > Add to create their own grade scales
- **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

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 select 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. MyEducation BC will duplicate the categories and assignments for each of the linked classes.

The screenshot shows the 'Details' screen for the class '2016-2017 - MPREC11-08 - MATH 11: PRE-CALCULUS'. The 'Details' sidebar on the left includes options like Roster, Seating Chart, Groups, Reporting Standards, Categories, Assignments, Notifications, and Scores. The main content area shows course details for MPREC11-08. A modal window titled 'Schedule Master Pick List' is open, showing a table with columns 'Course', 'Description', and 'Term'. The table lists three courses: MFORM-11-01 (MATH 11: FOUNDATIONS OF MATHEMATICS), MPREC11-01 (MATH 11: PRE-CALCULUS), and MPREC11-02 (MATH 11: PRE-CALCULUS). A red arrow points from the 'Select' button in the modal to the 'Select' button in the 'Classes linked for assignments and categories' section below. This section has a table with columns 'Course', 'Description', 'Term', and 'Schedule'. The table lists MPREC11-01 (MATH 11: PRE-CALCULUS) for term S2 with schedule 1(3-4) 2(1-2) 3(5-6). Below the table is a text input field for 'Enter a name for your linked sections.' and a 'Select' button.

**Note:** Creating assignments for linked classes does not adjust dates or grade terms.

### 3.3 Grade Calculation Weights

Where school, grade preferences are 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.

Class List :: 2016-2017 - Nickname of course - MATH 11: PRE-CALCULUS

Details

Options Reports Help

Sum Cancel

Course Nickname: Course Nickname

Description: MATH 11: PRE-CALCULUS

Classroom: 305

Schedule: 1(1-2) 2(5-6) 3(3-4)

Schedule term: S1

Team: T1

House:

Average Mode: Gradebook Default

Averages grade scale: Gradebook Default

Portal notes: ☐ Show Notes on Portal

Expand All Collapse All

Classes linked for assignments and categories:

Categories

Drop mode

Grade calculation weights

	Q1 Grade (Q1)		Q2 Grade (Q2)		School Exam 1 (Q2)	
	Default	Actual	Default	Actual	Default	Actual
Final Mark	40.0	40.0	40.0	40.0	20.0	20.0

Apply weights to other selected classes ☐

Sum Cancel

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

## 4.0 Gradebook: Categories

### 4.1 Create Categories

Categories group the learning tasks that teachers will use in student assessment. The QRC **Advanced Gradebook**, 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.
- Any existing categories for the class are displayed on the screen.

The screenshot shows the 'Gradebook' tab selected in the top navigation bar. The 'Class List' dropdown shows '2016-2017 - Nickname of course - MATH 11: PRE-CALCULUS'. The left sidebar has 'Categories' selected. The main area shows the 'Add' button and a table of existing categories:

Reasoning	Solving	Representing	Connecting
1.0	1.0	1.0	1.0
25.0%	25.0%	25.0%	25.0%

- 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.

The screenshot shows the 'Add' button highlighted with a red box. A new category is being added, with the name 'Connecting' and 'Connecting and Reflecting' entered in the text boxes. The 'Add' button is also highlighted with a red box. The table of existing categories is shown below:

Reasoning	Solving	Representing	Connecting
1.0	1.0	1.0	1.0
33.3%	33.3%	33.3%	33.3%

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

- **Code** – An abbreviated label for the category to fit in the column header in the Gradebook: Connecting
- **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

## 4.2 Delete Categories

From Gradebook > Details >

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

The screenshot shows a form for editing a category. The 'Code' field contains 'Connecting' and the 'Description' field contains 'Connecting and Reflecting'. Below these fields is a note: 'Note: If you wish to edit the "Weight" associated to the category, please return to the Category details screen and click on the appropriate Weight to edit.' Under the 'Assignment Defaults' section, there are fields for 'Grade Scale > Name' (Provincial Mark Scale Final Marks), 'Entry mode' (Both), 'Total points' (10), 'Extra credit points' (0), 'Score cannot be dropped' (checkbox), and 'Visibility type' (Private). At the bottom of the form, there are three buttons: 'Save', 'Cancel', and 'Delete'. The 'Delete' button is highlighted with a red rectangle.

## 4.3 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, the categories from the selected course section will populate

The screenshot shows the 'Import Categories' dialog box in the Gradebook interface. The dialog box has a search bar and a list of categories. The 'Import from' field is set to 'ts2.myeducation.gov.bc.ca/aspen/importCategoriesPickList.do'. The 'Import to' field is set to 'ts2.myeducation.gov.bc.ca/aspen/importCategoriesPickList.do'. The 'Import' button is highlighted with a red arrow. The 'Import' button is also highlighted with a red arrow in the 'Import Categories Pick List' dialog box. The 'Import Categories Pick List' dialog box shows a table of categories with columns for 'Schedule > Year', 'Course', and 'Description'. The table contains 11 records, including 'MATH 10: FOUNDATIONS OF MATH & PRE-CALCULUS' and 'MATH 11: PRE-CALCULUS'. The 'Import' button is highlighted with a red arrow in the 'Import Categories Pick List' dialog box.



- 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

## 5.0 Gradebook: Assignments

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

### 5.1 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.

- **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** – Optional. 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** – 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.
  - **Public** means assignment and grade can be viewed in the Portal.
  - **Private** means neither the assignment nor the grade can be viewed in the Portal.
  - **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 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.

19/09 Alg-4 Connecting 10 pts.	28/09 Sample-2B Representing 10 pts.

- **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.

The screenshot shows the 'New Assignment' form in the MyEducationBC Gradebook. The class selected is 'MPREC11-01 (selected)'. The assignment name is 'Rewriting expressions 1'. The date assigned is '07/02/2017' and the date due is '09/02/2017'. The total points are '10.0'. The 'Update changes to linked assignments' checkbox is checked. The 'Resources Provided by the Teacher' section shows a file named 'Rewriting Expressions.pdf'. A 'My Resources' popup is open on the right, showing a list of resources including 'Group Folder', 'PreCalc 11', and 'Rewriting Expressions.pdf'.

- **Also add this assignment to linked classes** – Check the box to duplicate the assignment in the Gradebook for linked classes. 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. The Student Portal must be open to enable students to access the links and files.
- **Save** (or, **Save and New** to create another assignment)

The screenshot shows the 'Portal Description' tab selected in the 'New Assignment' form. The description text is: 'What makes a unified paragraph? Learning to write unified paragraphs will help you stay on track while writing drafts and final copies. Well written paragraphs also greatly assist your readers in understanding your writing. You can have fantastic ideas, but those ideas must be presented in an organized fashion for people to understand your intent.'

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.

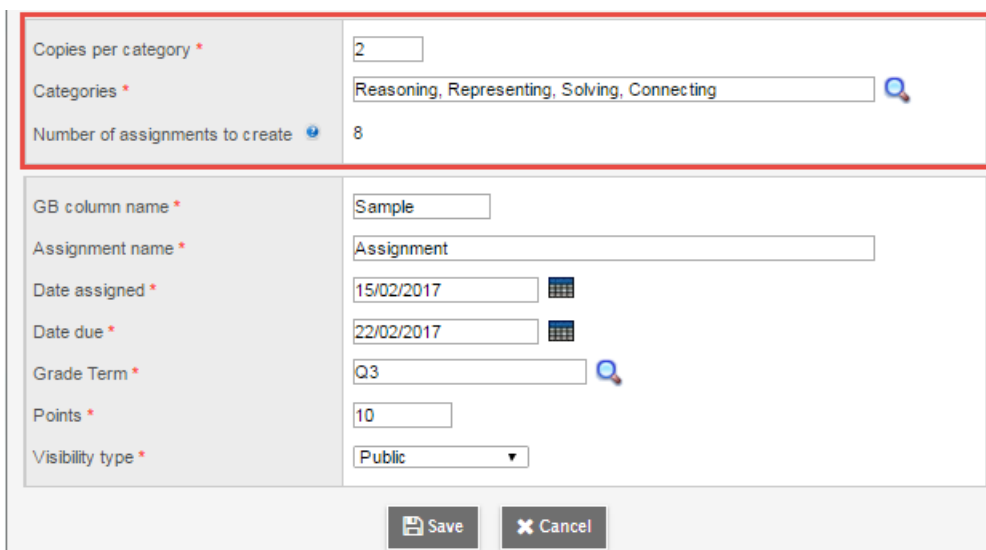
Go to Scores side tab to view the new assignment column created in the Gradebook. If the column does not appear, change Grade columns dropdown to All. In Set Preferences > Gradebook, Enable gradebook features must be checked in Preferences.

## 5.2 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.

- **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.



Copies per category *	2
Categories *	Reasoning, Representing, Solving, Connecting
Number of assignments to create	8
GB column name *	Sample
Assignment name *	Assignment
Date assigned *	15/02/2017
Date due *	22/02/2017
Grade Term *	Q3
Points *	10
Visibility type *	Public

The settings in the second box are default for the block of assignments created, they can be adjusted by assignment in the next step. For details on any of these settings see section 15.1 Create Assignments.

- **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** – the default visibility for each assignment
- **Save**

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

Pages | My Info | Student | Attendance | **Gradebook** | Planner | Assessment | PD | Tools

Class List :: 2016-2017 - Sem 2 PreCalc 11 - MATH 11: PRE-CALCULUS

Options | Reports | Help | Search on Database

0 of 8 selected

AssignmentName	GBColumnName	DateAssign	DateDue	Points	AssmtWeight	GradeTerm > ID	Category > Code	Category > Weight	Category > DefaultWeight	Total points
Reasoning 1	Reason 1	11/02/2017	13/02/2017	10.0	1.0	Q3	Reasoning	1.0	1.0	10.0
Assignment 1B	Sample 1B	15/02/2017	22/02/2017	10.0	1.0	Q3	Representing	1.0	1.0	10.0
Assignment 1C	Sample 1C	15/02/2017	22/02/2017	10.0	1.0	Q3	Solving	1.0	1.0	10.0
Assignment 1D	Sample 1D	15/02/2017	22/02/2017	10.0	1.0	Q3	Connecting	1.0	1.0	10.0
Assignment 2A	Sample 2A	15/02/2017	22/02/2017	10.0	1.0	Q3	Reasoning	1.0	1.0	10.0
Assignment 2B	Sample 2B	15/02/2017	22/02/2017	10.0	1.0	Q3	Representing	1.0	1.0	10.0
Assignment 2C	Sample 2C	15/02/2017	22/02/2017	10.0	1.0	Q3	Solving	1.0	1.0	10.0
Assignment 2D	Sample 2D	15/02/2017	22/02/2017	10.0	1.0	Q3	Connecting	1.0	1.0	10.0

- Go to Options > Modify List to display the individual items in an editable column format.
- 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.

## 5.3 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.

## 5.4 Import Assignments

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

Pages | My Info | Student | Attendance | **Gradebook** | Planner | Assessment | PD | Tools

Class List :: 2016-2017 - Nickname of course - MATH 11: PRE-CALCULUS

Options | Reports | Help | Search on Database

4 of 4 selected

Import from: 2017 MPREC11-01 MATH 11: PRE-CALCULUS

Assignments

- ☒ Selected
- ☒ Category
- ☒ All Assignments

Assignments to Import: 0

Import

Category

- ☒ Code
- ☒ Connecting
- ☒ Reasoning
- ☒ Representing
- ☒ Solving

OK Cancel

Category > DefaultWeight

Total points

## 5.5 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

Class List :: 2016-2017 - Nickname of course - MATH 11: PRE-CALCULUS :: New Assignment

Details Options Reports Help

+ Save and New Save Cancel

Default Template

Classes \*

Assignment name \* Learning Log

Date assigned \* 17/02/2017

GB column name Weekly Log

Date due \* 17/02/2017

Category \* Connecting

Grade term \* Q3

Visibility type Private

Rich text editor toolbar: Arial, 12, Normal, Bold, Italic, Underline, Link, Unlink, Source, Fullscreen, Print, Undo, Redo, Bulleted List, Numbered List, Indent, Outdent, Table, Image, Video, Audio, Embed, Code, Help.

Description: Logs are to be turned in by the end of class on Friday

Resources Provided by the Teacher


Add File Add Website Drag and Drop from My Resources

+ Save and New Save Cancel

## 5.6 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.

**Shift Assignment Dates**

Class meeting days to shift  4 Forward ▾

Dates to adjust

Assigned ☒

Due ☒

Submission open ☒

Submission close ☒


Update grade terms as needed ☒


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.


## 6.0 Gradebook > Scores







In MyEducation BC 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. 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**.


Info Student Attendance **Gradebook** Planner Assessment PD Tools

2016-2017 - Nickname of course - MATH 11: PRE-CALCULUS  Quick link to attendance

Options ▾ Reports ▾ Help ▾  Menu items

Grade Columns: [All] Term: [All] Display: ☒ Grade ☐ Color Status: ☒ Enrolled ☐ Withdrawn Class: [Nickname] + Add Assignment  Gradebook Preferences

Name	YOG	19/09 Alg+ Connecting 10 pts. 	28/09 Sample-2B Representing 10 pts. 	28/09 Sample-2A Reasoning 10 pts. 	28/09 Sample-2D 	28/09 Sample-2C 	28/09 Sample-11 
	2018	9	ABS	7			
	2017	9	EX	7	10	9	8
	2018	9	NHI	7	10	9	8
Divichandana, Maykin	2017	9	8	7	10	9	8

Information icon 

## 6.1 Entering Marks for Students

### 6.1.1 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

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

The screenshot above is taken from:

**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.

Class List :: 2016-2017 - Nickname of course - MATH 11: PRE-CALCULUS :: Bartoneeq, Pontedura

Details
Roster
Seating Chart
Groups
Reporting Standards
Categories
Assignments
Notifications
**Scores**
Student
Assignment

Options Reports Help

View: All
Display: ☒ Grade ☐ Color
Term: All
Depth Control:

Single Student View

> View all students

Name	Score	Student Submission	Assignment feedback	Teacher's Notes
<b>Rewriting expressions-1</b> 19/09 Connecting 10 pts.	9		Feedback visible to paren ...	Notes for the teacher only
Assignment-2B 28/09 Representing 10 pts.	ABS			
Assignment-2A 28/09 Reasoning 10 pts.	7			
Assignment-2D 28/09 Connecting 10 pts.	10			
Assignment-2C 28/09 Solving 10 pts.	9			
Assignment-1D 28/09 Connecting 10 pts.	8			
Assignment-1C 28/09 Solving 10 pts.	7			
Assignment-1B 28/09 Representing 10 pts.	10			
Assignment-1A 23/02 Reasoning 10 pts.	9			
Q1				
Q2				
Q3	72.5 C+			
Q4				

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.

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

Class List :: 2016-2017 - Nickname of course - MATH 11: PRE-CALCULUS :: Connecting - Rewriting expressions 1 - Alg 1

Details
Roster
Seating Chart
Groups
Reporting Standards
Categories
Assignments
Notifications
**Scores**
Student
Assignment

Options Reports Help

Display: ☒ Grade ☐ Color
Status: ☒ Enrolled ☐ Withdrawn

Single Assignment View

> View all assignments

Name	YOG	19/09 Alg-1 Connecting 10 pts.	Student Submission	Assignment feedback	Teacher's Notes
Bartoneeq, Pontedura	2018	9		Feedback visible to paren ...	Notes for the teacher only
<b>Beylil, Jetormike</b>	2017	9			
Bhota, Brianloraine	2018	9			
Divichandana, Maykin	2017	9			
Dodds, Yunejung	2018	9			
Ellickson, Robbandraurie	2017	9			
Garciaivera, Fesan	2018	9			
Garyspence, Pratapreddy	2018	9			
Gomezgoenaga, Bkanita	2018	9			
Graveness, Douglalurel	2018	9			
Jaaleid, Frankxufu	2019	9			
Josejuan, Eogracesean	2018	9			
Khmal, Daver	2017	9			

## 6.1.2 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.


Teacher Classes					
Previous		Friday, June 26		Today Next	
Classes Meeting	Attendance	Posted	Grades	Posted	Email
1 - MSS--11-03 - SOCIAL ...					
1 - YED--1A-12 - TEACHER...					
2 - MSS--10-05 - SOCIAL ...					
3 - Soc 10 - SOCIAL STUD...					
4 - MSS--11-06 - SOCIAL ...					

## 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 MyEducation BC).
- Updating Post Columns from teacher-created assignments in the Gradebook. (Teacher uses MyEducation BC 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.

Pages My Info Student Attendance Gradebook Planner Tools									
Class List :: 2016-2017 - MCOM-12-01 - COMMUNICATIONS 12									
Details	Options	Reports	Help						
Roster	Grade Columns	Post Columns - Term	Term	Display	Status	Class			
Seating Chart			Q1	Grade Color	Enrolled	MCOM-1	Updates Post Columns...	Post Grades...	
Groups	Name	YOG	Q1 Grade	Q1 WH	Q1 Com	Q1			
Reporting Standards	Bedie, Aadel	2017	85	G					
Categories	Dumo, Mmmrsl	2017	85	G					
Assignments	Frankmarash, Yanfentanny	2017	75	G					
Scores Student Assignment	Grossub, Kiarjetterson	2017	65	G					
	Mmsshams, Kest	2017	95	G					
	Niechladowicz, Janeorlester	2017	85	G					
	Oudjehane, Simandaeap	2017	75	G					

**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.

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.

The screenshot shows the MyEducation BC Gradebook interface. At the top, there are tabs for Pages, My Info, Student, Attendance, Gradebook, Planner, and Tools. The main area displays a class list for '2016-2017 - MCOM-12-01 - COMMUNICATIONS 12'. The list includes columns for Name, YOG, 2017, Q1 Grade, Q1 WH, and Q1 Com. A student named 'Bedria, Aadel' is highlighted. A pop-up window titled 'MyEducation BC: Edit Text Comment - Google Chrome' is open, showing a text area for 'Sample Q1 Report Card Comment' and a 'Show My Codes' button. A red arrow points to the 'Show My Codes' button in the pop-up window.

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

The screenshot shows the 'Show My Codes' dialog box. It has a 'Student' field with 'Bedria, Aadel' and a 'Category 1' dropdown set to 'ENG'. Below the category dropdown is a 'Subject' dropdown set to 'All'. There is a search bar and a list of codes. The first code is 'Poor reading comprehension impacts all areas of the curriculum.' with the category 'ENG'. The second code is 'Written work is imaginative, creative and engaging.' with the category 'ENG'. The third code is 'Uses effective Standard English in speaking and writing.' with the category 'ENG'. At the bottom, there are 'Save' and 'Cancel' buttons.

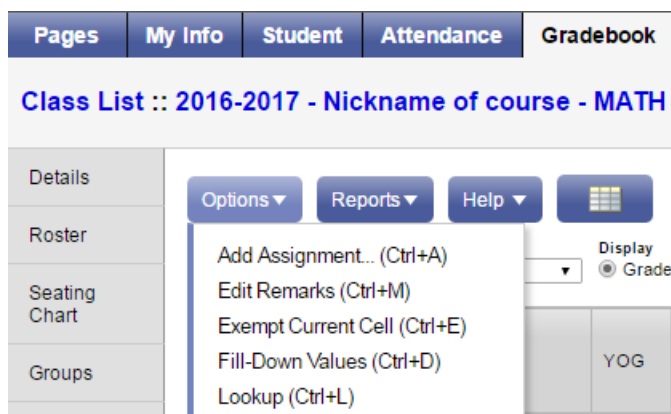
The Options menu provides the following:

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

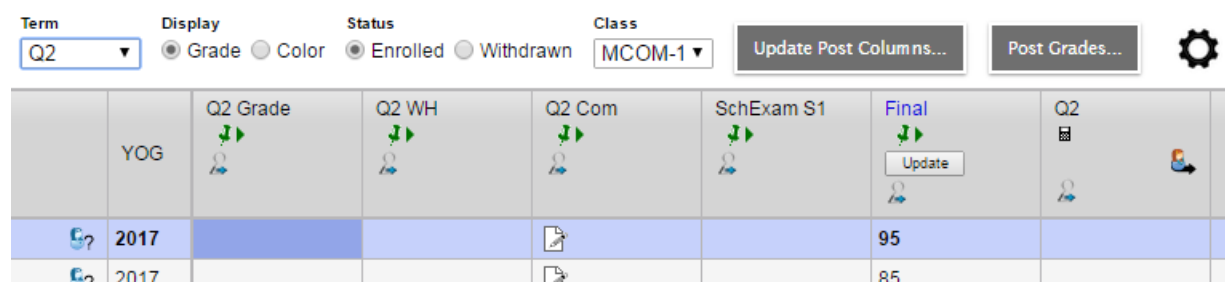
**Lookup (Ctrl+L):** shows the user the valid values that can be entered into that field, if defined in Tools.

**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.

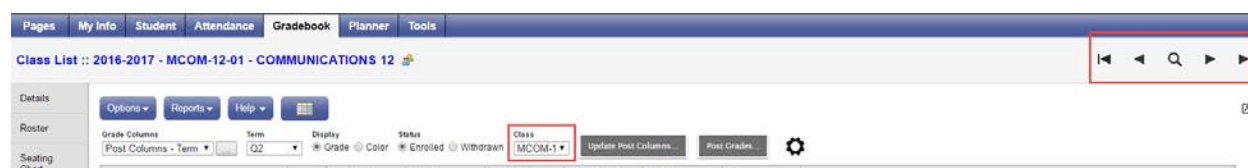


For transcript definitions with a calculation, an “**Update**” button will appear in the Final column in the final reporting period for courses. Clicking the Update button will populate the final grade according to the calculation in the transcript definition.



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 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.

Options Reports Help

Grade Columns Post Columns - Term Term Q1 Display Grade Color Status Enrolled Withdrawn Class Nicknam Update

Name	YOG	Q1 Grade	Q1 WH	Q1 Com	Q1
Bartoneeq, Pontedura	2018	73	G !		
Beylell, Jetormike	2017	87	G		
Bhota, Brianloraine	2018	73	G		
Divichandana, Maykin	2017	84	G		

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.

Pages | My Info | Student | Attendance | **Gradebook** | Planner | Assessment | PD | Tools

Class List :: 2016-2017 - Nickname of course - MATH 11: PRE-CALCULUS

Options | Reports | Help

Grade Columns: Post Columns - Term | Term: Q1 | Display: Grade | Status: Enrolled | Class: Nicknam

Name	YOG	Q1 Grade	Q1 WH	Q1 Com
Bartoneeq, Pontedura	2018	73	G	
Beyllet, Jetormike	2017	87	G	
Bhota, Brianloraine	2018	73	G	
Divichandana, Maykin	2017	84	G	
Dodds, Yunejung	2018	84	G	
Ellickson, Robbandaurie	2017	84	G	
Garciaivera, Fesan	2018	84	G	
Garyspence, Pratapreddy	2018	84	G	
Gomezgoenaga, Bkanita	2018	84	G	
Graveness, Douglauriel	2018	84	G	

MyEducation BC: Edit Text Comment - Google Chr...  
 ts2.myeducation.gov.bc.ca/aspen/textCommentEdit.do?  
 Student: Bartoneeq, Pontedura  
 Sample anecdotal comment |  
 Save Cancel

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

Student: Bedria, Adel

Sample Q1 Report Card Comment. Writes and speaks appropriately in a v exam result.

Category 1: ENG Show

My Codes

Subject: All

Search

Poor reading comprehension impacts all areas of the curriculum.  
ENG

Written work is imaginative, creative and engaging.  
ENG

Uses effective Standard English in speaking and writing.  
ENG

Save Cancel

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.



Term

Q2

Display

☒ Grade
 ☐ Color

Status

☒ Enrolled
 ☐ Withdrawn

Class

MCOM-1

Update Post Column s...

Post Grades...

	YOG	Q2 Grade	Q2 WH	Q2 Com	SchExam S1	Final	Q2
	2017					95	
	2017					85	

- 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.

Pages | My Info | Student | Attendance | **Gradebook** | Planner | Tools

Class List :: 2016-2017 - MCOM-12-01 - COMMUNICATIONS 12

Options | Reports | Help

Grade Columns: Post Columns - Term: Q2 | Display: \* Grade \* Color \* Enrolled \* Withdrawn | Class: **MCOM-1** | Update Post Columns | Post Grades |

- 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:

- **BC Class List w. Designation** - Includes parameters for aboriginal and designations.
- **BC Class List w. Grid**- Generates a class list with 10 columns; headings can be typed or written in afterwards.
- **BC Marks Verification with Comments** – Generates a class list showing the marks and comments entered for the selected reporting term.
- **Blank Grading Sheet** - a very handy report providing a class list and up to 10 columns
- **Class Lists** - List students and YOG
- **Course Recommendation** - Used for next year scheduling
- **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:

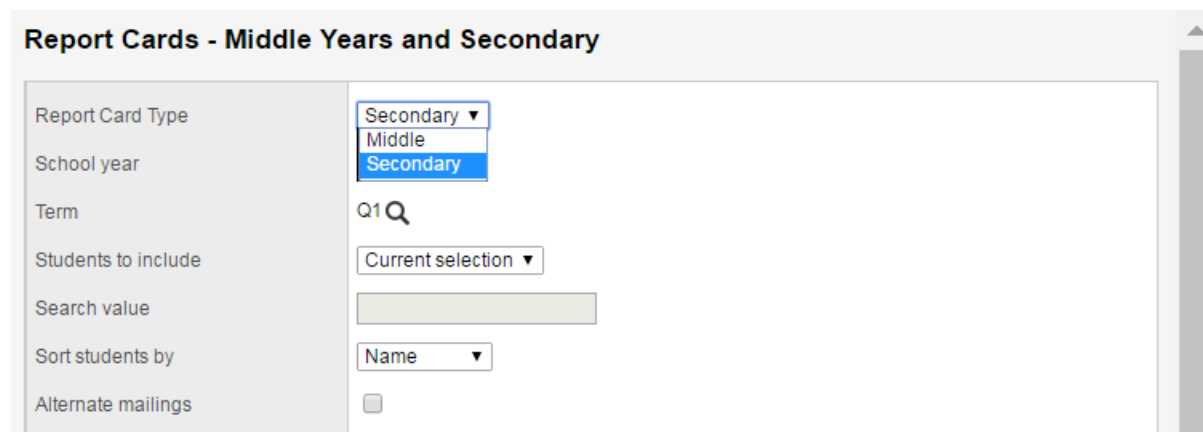
- Assignment History
- Assignment Summary
- Class Attendance Summary
- Class Statistics
- Gradebook Sheet
- Progress Reports (see below)
- Student Average Breakdown

### 8.2.1 Progress Reports

Progress reports can be run on a class of students or selected students. Teachers have a variety of parameters to choose from and the option to enter a message to display on the progress report.

## 9.0 Report Cards

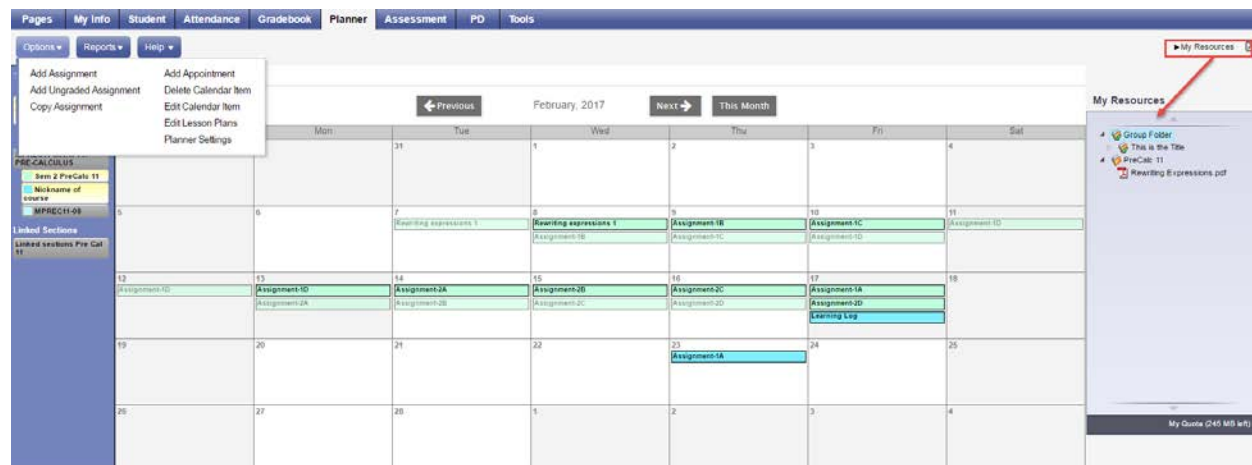
A class set of report cards can be printed from class rosters as described in Section 11.0. To print report cards for all students or for a select group of students, go to the Student top tab. For only a select group of students, select the students and go to Options > Show Selected. To run the report cards, begin from Reports > Report Cards and choose the appropriate report card from the Report Card Type drop down selection.



Complete the parameter form and click Run.

## 10.0 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 and opening up an options menu including; **Add Assignment**, **Add Ungraded Assignment** or **Add Appointment**. 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.

## 11.0 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**.

### 11.1 Special Codes

**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.

**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.

## 11.2 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.

For example, a student might receive a C for an assignment – two grades lower than he actually earned, because he submitted it two weeks late.

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

## 11.3 Teacher Comment Bank

Teacher comment banks fit within the school bank which fits within a district 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. It is for this reason that if a district wishes to create a bank then the schools should enter their comments within this one as should the teachers. Otherwise the school should create a bank within which the 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.

## 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:

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

<i>Reasoning and Analyzing</i> RA Category: (Weight: 25)	<i>Understanding and Solving</i> US Category: (Weight: 25)	<i>Communicating and Representing</i> 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%		
<b>RA Average:</b> $(100+90+75+80)/4 = 86.25\%$	<b>US Average:</b> $(100+84+96)/3 = 93.33\%$	<b>CR Average:</b> $(80+94+90)/3 = 88\%$

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

$$(86.25 \times 25/100) + (93.33 \times 25/100) + (88 \times 50/100) = 88.89\%$$

## 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.**

$$\text{HW: } (100 \times 2/5) + (90 \times 1/5) + (75 \times 1/5) + (80 \times 1/5) = 89\%$$

$$\text{Quiz: } (100 \times 1/3) + (84 \times 1/3) + (96 \times 1/3) = 93.33\%$$

$$\text{Test: } (80 \times 1/5) + (94 \times 2/5) + (90 \times 2/5) = 89.6\%$$

<i>Reasoning and Analyzing</i> RA Category: (Weight: 25)	<i>Understanding and Solving</i> US Category: (Weight: 25)	<i>Communicating and Representing</i> 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%		
<b>RA Average:</b> 89.00%	<b>US Average:</b> 93.33%	<b>CR Average:</b> 89.60%

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

$$(89 \times 1/4) + (93.33 \times 1/4) + (89.60 \times 1/2) = 90.38\%$$

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.

<i>Reasoning and Analyzing</i> RA Category:	<i>Understanding and Solving</i> US Category:	<i>Communicating and Representing</i> 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		
<b>RA</b> Total points earned: 38 Total points possible: 45	<b>US</b> Total points earned: 140 Total points possible: 150	<b>CR</b> 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**

<i>Reasoning and Analyzing</i> RA Category: (Weight: 25)	<i>Understanding and Solving</i> US Category: (Weight: 25)	<i>Communicating and Representing</i> 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		
<b>RA Average: 38/45</b> 84.44%	<b>US Average: 140/150</b> 93.33%	<b>CR Average: 354/400</b> 88.5%

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

$$(84.44 \times 25/100) + (93.33 \times 25/100) + (88.5 \times 50/100) = 88.69\%$$

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

## 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 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**:

- Do one of the following:
  - For a district: Log on to the District 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.
- A list of any comment banks already created appears. Select a comment bank, and click Codes on the Data Dictionary 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) is disruptive in class so that users will know the student's name is inserted once they select it.
- 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:

Filter Type	Description	If you type this:	This appears in the comment:
Count	The number of elements in a collection.	<code>{{student.conductIncidents count}}</code>	2 (the student has 2 conduct incidents on record)



Filter Type	Description	If you type this:	This appears in the comment:
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
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)

Filter Type	Description	If you type this:	This appears in the comment:
Gender	The system enters the gender term based on "Male" or "Female".	{{"Male" gender:boy,girl,it}}	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}}.

8. 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.
9. 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.
10. 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 Enterprise or district will remain if the user who created them changes schools within the Enterprise or district.