



# Report Card Cheat Sheet (Gr 10-12)

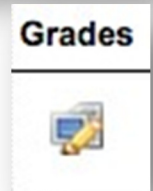
1. When you log into Aspen, you will be on the Pages Top Tab.



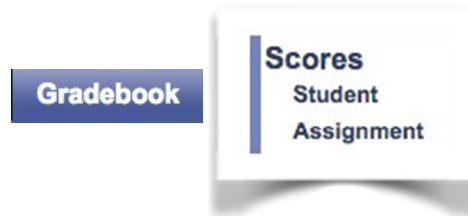
2. Scroll down to the Teacher Classes Widget.



3. In that window, there is a Grades column with a small computer icon, for each of your course sections (other than the Attendance Courses). Click the icon of one of your courses

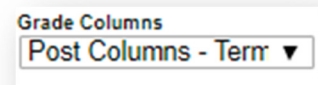


4. You will now be in the Gradebook Top Tab > Scores Side Tab



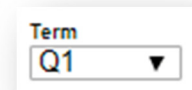
5. By default, the Grade Columns dropdown menu should be "Post Columns - Term". This is the view that you need for report cards.

If you change the view to "All", you will see your assignments, instead.



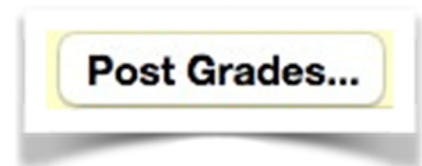
6. Depending on the course, you may see columns for Grade/Performance Scale and Comment. You may only see Comment, if it is a comment-only course.

SELECT the correct term from the term drop down list.



Enter your Grades/Comments for the students. As you move between the cells, the gradebook saves your work. In the comment box, you must click the OK button to save your work.

7. When you have finished entering your information, click the Post Grades button to update the information on the Report Card.



## Copy + Paste Comments from Word (or Pages)

When you copy from Word or Pages, you may run into trouble pasting into Aspen. The solution is to “Paste and Match Style”. There are three ways to do this:


- Edit Menu > Paste and Match Style
- Right-click with your mouse and choose “Paste and Match Style”
- Hold down the Shift key with Command/Control-V when you use the keyboard to paste

## Printing/Viewing Report Cards

The Gradebook user guide that you received at your training outlines this on pages 10-12.

1. Student Top Tab
2. Reports Menu > Report Cards > Middle Years and Secondary (choose Secondary)

**REPORT CARD**  
FOR Aug 28, 2017 to Nov 03, 2017  
Page 1 of 1



F.H. Collins Secondary School  
F.H. Collins Secondary  
1001 Lewes Blvd  
Whitehorse, YT  
Y1A 3J1  
867-667-8665

STUDENT NAME		GRADE	ATTENDANCE RECORD FOR 2018												
I		12	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Total
DIV NUMBER	TEACHER	ABSENT	6.33	0	0	0	0	0	0	0	0	0	0	0	6.33
ATTACHMENTS	STUDENT PEN	LATE	0	0	0	0	0	0	0	0	0	0	0	0	0

This report describes the student's learning progress based on provincial learning expectations for each grade level. It is intended to inform about learning successes and to guide improvement efforts when needed.

---

Terms: 1 = Aug 28, 2017 2 = Nov 06, 2017 3 = Jan 23, 2018 4 = Apr 09, 2018  
Legend: L.G. - Letter Grade, W.H. - Work Habits, Abs. - Class Absence

Course: AP CALCULUS AB 12 School: F.H. Collins Secondary Teacher:  Comments/Ways to Support Learning: Your student has a positive attitude in class.	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Term</th> <th>1</th> <th>2</th> <th>3</th> <th>4</th> <th>F</th> </tr> </thead> <tbody> <tr> <td>L.G.</td> <td>A</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>%</td> <td>97</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>W.H.</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Abs.</td> <td>6</td> <td></td> <td></td> <td></td> <td>6</td> </tr> </tbody> </table>	Term	1	2	3	4	F	L.G.	A					%	97					W.H.						Abs.	6				6
Term	1	2	3	4	F																										
L.G.	A																														
%	97																														
W.H.																															
Abs.	6				6																										

PARENT/GUARDIAN: Keep this copy for your records.