



# Gradebook: Viewing Student Information

Teachers can use the Aspen Gradebook to view student demographic information, which includes things like addresses, phone numbers, emergency contacts, and photos.

## 1. Go to the **Gradebook TopTab**

### **FILTERS**

You should see a list of your Current Classes. This is determined by the Filter that is selected. Filters determine which rows of information you see on the screen.

The Filter Menu is accessed by the small icon at the top right that looks like a funnel. Switching your Filter will give you a different set of information. For example, you won't see all the courses in your year, unless you choose the Filter: This Year's Classes.

If you want to always see a particular filter, then select Manage Filters in the Filter Menu. The topmost filter will be your default when you log in. In the Manage Filters window, use the Up or Down button to change the position of a Filter.

2. Check the **little box** beside a Course.

3. Click the **Roster SideTab** to view your class list.

### **Field Sets**

Field Sets determine which columns of information you see on the screen. Field Sets are accessed by the small icon at the top right that looks like a little spreadsheet, or a waffle.

There is a Field Set called Photos that will give you a column to view a student photo. I suggest that you select Manage Field Sets in the menu, and move the Photos Field Set to the top position. This will make it the default Field Set when you log in.

4. Your Roster should have a column that is called Info, with a blue X in it. **Clicking that blue X** will create a pop-up window that has a lot of student information, including a photo. There is also a column for Photo. **Clicking the blue View link** will allow you to view a large photo of the student. If there is no View in the column, then we do not have a photo for that student.

**Groups:** Finally, try clicking on the **Groups SideTab**. This will allow you to see all the students photos in one screen. Command + on your keyboard will make your browser window larger. Command - will shrink the browser window.

Also, in the top right corner are **arrow buttons** to flip through your list of courses.