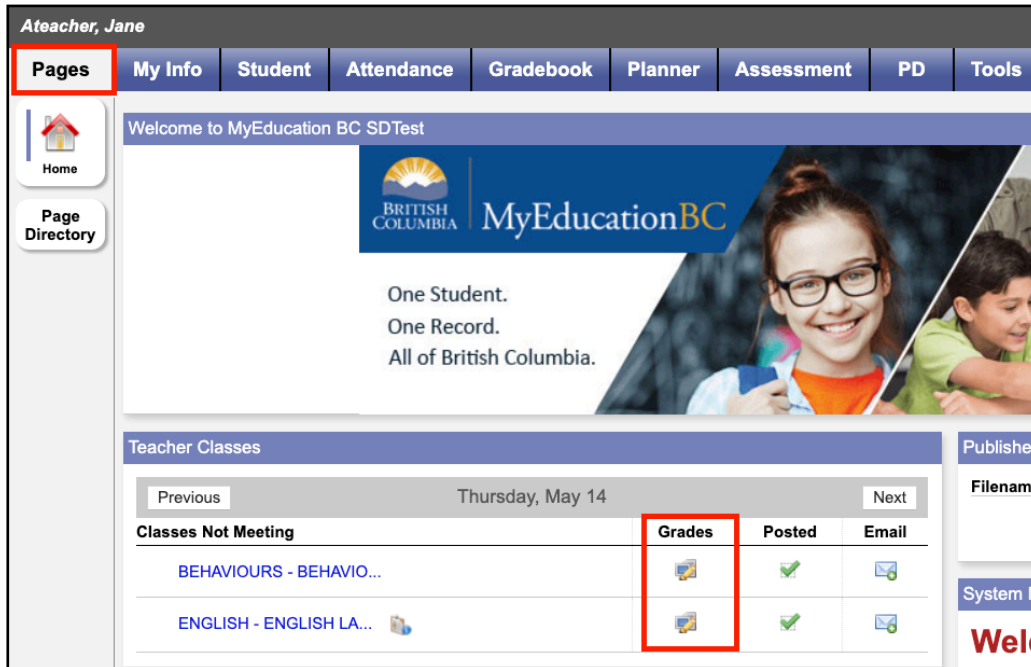# ASPEN GUIDE

Teachers: Choose a Comment from the School Comment Bank

1. From the Pages TopTab, click the Grades Icon to go to the Scores window for a course:
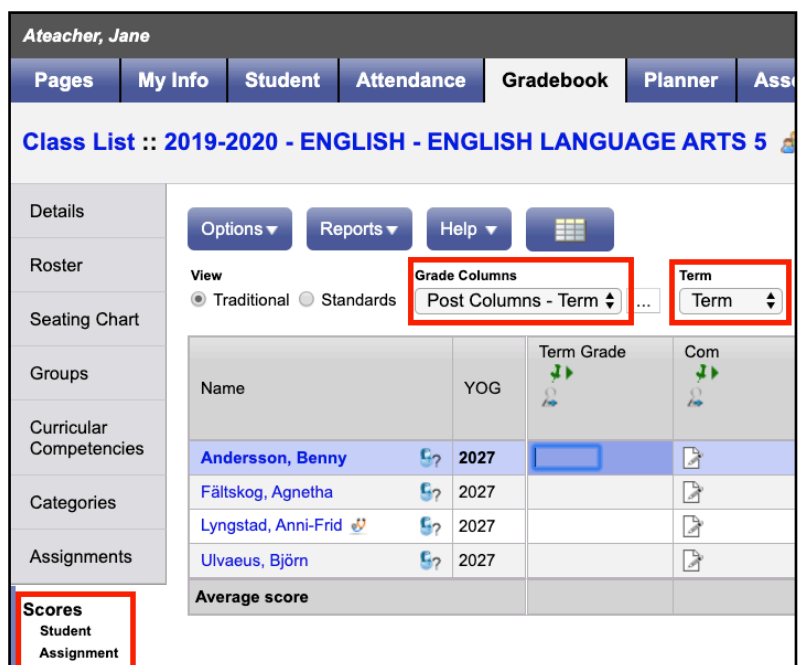

2. In the Scores SideTab, check:
   - Grade Columns dropdown menu = Post Columns - Term
   - Term dropdown menu = Term

These settings ensure that you see:
   - Term Grade column
   - Final Grade column
   - Comment column

3. Entering Grades and Comments:
   • K-9 courses: Enter the same grade for the Term Grade and Final Grade
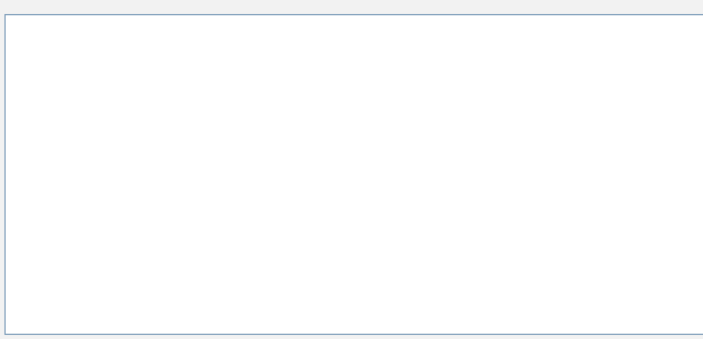   • 10-12 courses: Term and Final % are entered, but may differ.

Click on the Comment icon to enter a comment.

4. Click on the small arrow in the top left of the comment box.

5. Stretch your screen to see more of the window. You can work directly in the window on the left.

6. Choose Category 1
7. Choose a Subject
8. Click on the grey box to transfer the comment to the work area.
9. Double-click a Proficiency and change the word, if needed.
10. Type a personalized comment below the text, if needed.
11. Click the Save> button to move to the next student.

12. After saving your comments, check that students have a Term mark, Final Mark, and Comment.
     Note: The comment icon turns blue when it contains information.

13. Click the Post Grades button when you have finished all your marks and comments for the class.
     Note: The Post Grades button updates the records in the office for the report cards.