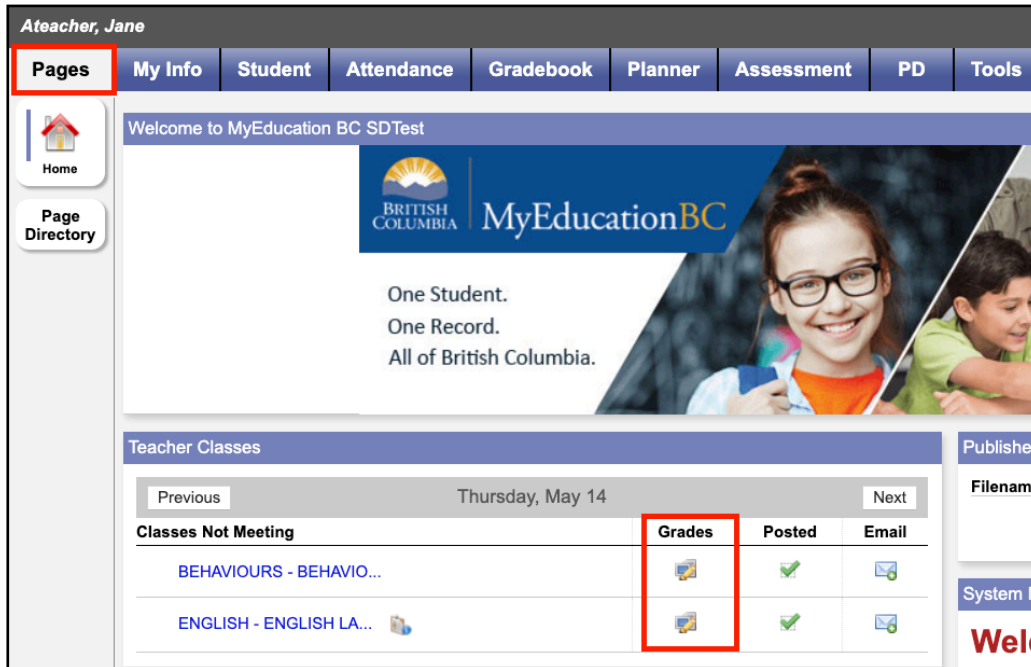


ASPEN GUIDE

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:

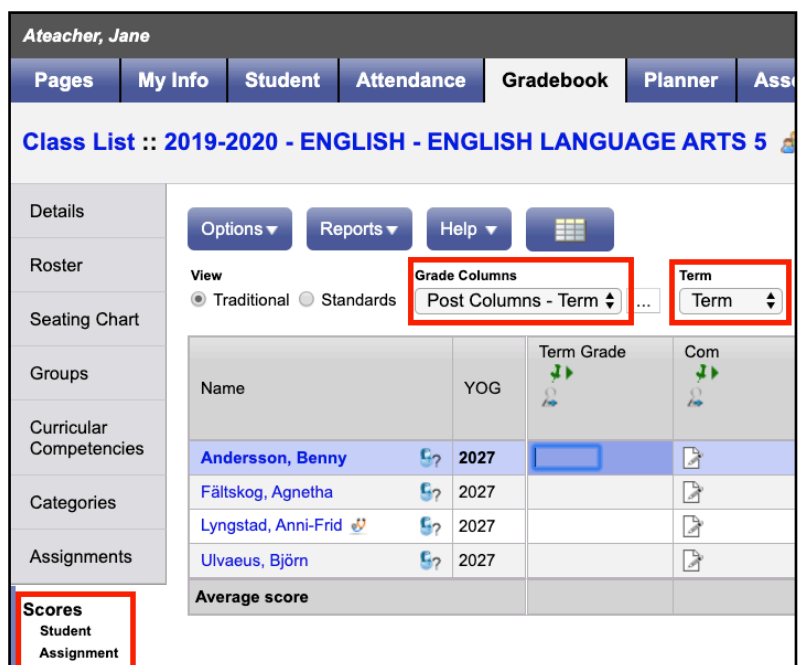


2. In the Scores SideTab, check:

- 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.

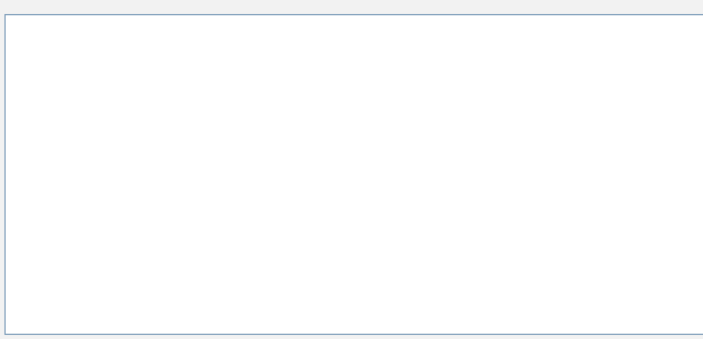
Click on the Comment icon to enter a comment.

Term Grade	Com	Final
		
PRF		PRF 

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

Student

Andersson, Benny



Save

Save ◀

Save ▶

Cancel



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.

Student: Andersson, Benny

CLASSROOM LEARNING OVERVIEW
 We have focused on questioning what we hear, read and ... contributes to our ability to be educated and engaged citizens. We have learned to use language in creative and playful ways to help us understand how language works while also understanding texts from different perspectives.

COMPREHEND AND CONNECT
PROFICIENT - Benny consistently utilized reading comprehension strategies such as asking questions and making predictions as demonstrated in his reading response journal.
PROFICIENT - Benny was able to respond to text in personal ways during our novel study project. He successfully explained the text. **PROFICIENT** - Benny has learned to use a variety of this...

Category 1: GRADE 5
 Codes
 Subject: ENGLISH LANGUAGE ARTS
 Search
 ENGLISH 5
 GRADE 5 ENGLISH LANGUAGE ARTS

Save Save < Save > Cancel

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.

Term	Display	Status	Class	
Term - Term ▾ ...	Term ▾	Grade ▾	Enrolled <input checked="" type="radio"/> Withdrawn <input type="radio"/>	ENGLISH ▾
Update Post Columns...		Post Grades...		
Term Grade	Com	Final	Term	
PRF		PRF		