K-9 Single Term Report Cards

Entering Scores

1. **Pages TopTab > Clicking on the Grades Icon for your class** OR
2. **Gradebook TopTab > Select Class > Scores SideTab**

Most courses will look like this: Term Grade Column, Comment Column, and Final Column.

Comment-Only Courses will only have a Comment Column.

3. Grade Columns Dropdown Menu = Post Columns - Term
4. Term Dropdown Menu = Term
5. Enter a Term Grade
6. Enter a Comment
7. Enter a Final Mark that is the SAME mark as your Term Grade

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.

Performance Scale for Kindergarten
EE: Exceeding Expectations
ME: Meeting Expectations
AE: Approaching Expectations

Performance Scale for Grades 1-9
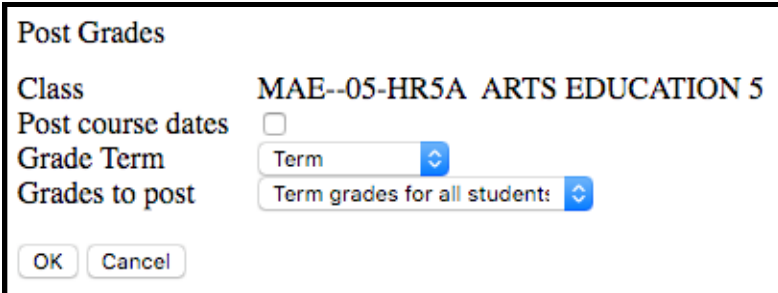**EE:** Exceeding Expectations
ME: Meeting Expectations
AE: Approaching Expectations
NYM: Not Yet Meeting Expectations

Posting Grades (updating the Student Record and Report Card)

When the Office has opened the Post Controls for you to Post Grades (they set a range of dates), you will see a Post Grades Button in your Gradebook at the top right of the Scores window.

Post Grades...

Post Grades
Class   MAE--05-HR5A ARTS EDUCATION 5
Post course dates   ☐
Grade Term   Term
Grades to post   Term grades for all students

OK   Cancel

1. This box will appear when you click the Post Grades Button.

2. Grade Term = Term
3. Click the OK Button

Note:
• If you cannot see the Post Grades Button in your Gradebook, the office must change the Post Control dates to make it visible, or you will not be able to Post Grades.
• If your course does not appear on the Report Card, then you probably forgot to click the Post Grades Button to update the Student Record and Report Card.

Printing Report Cards

We recommend that all report cards are printed by your office staff, to lessen the possibility of missing or incorrect information being sent home to parents.

ENGLISH LANGUAGE ARTS 5   Joe Kanary   **MEETING**
https://curriculum.gov.bc.ca/curriculum/english-language-arts/5

The Term Grade column makes the bold Performance Language appear on the report card.

Final Grades appear as tiny text within the Comment Box of a course, so we are going to make it look like the Term Grade is actually the Final Grade by making them the same in the Gradebook.

We will not show the Final Grade when we print report cards.

1. **Student TopTab > Select the set of students you wish to include**
2. **Reports Menu > Report Cards > Report Cards - K-9 Single Term**

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Report Cards - K-9 Single Term

Student Selection/Sort	Student Course Selection	Student Group Selection	Student Grade Selection	User Specific Parameters	Publish

School	Whitehorse Elementary School
School year	2018 🔍
Select schedule term	🔍
Students to include	Current selection ⬍
Search value	
Sort students by	Name ⬍
Format	Adobe Acrobat (PDF) ⬍

If you only have Full Year courses, don't touch this.

If your school has a mix of Full Year, Quarterly courses, or Semesters, then you will need to pick the appropriate terms in here.

3. **For KINDERGARTEN, you must go into the Student Grade Selection Tab, and change the Start Grade to KF.**

Start grade	KF ⬍
End grade	09 ⬍

4. Jump to the User Specific Parameters Tab

The image below shows Default settings, but we will change some items.

Report Cards - K-9 Single Term

Student Selection/Sort	Student Course Selection	Student Group Selection	Student Grade Selection	**User Specific Parameters**	Publish

Display Student Legal Name Instead Of Usual Name ☐ ← Don't use this. We use Usual Names on Report Cards.

Display Final ☑ ← Uncheck this. We want to hide the tiny Final Mark.

Display Descriptor Key ☑

Display School Message ☑

Print Double-Sided ☑

Print On Legal Paper ☐

Print Using French Language ☐

Display Class Teacher Name ☑

Include the Current School Course ONLY ☑ ← You can use this to hide/show courses from other schools.

Exclude Grade 10-12 level courses ☑

Include only My Courses ☐

Display Student Self Assessment ☑

Display Teacher Overall Comment ☑

Display Student Homeroom Number ☑

Display Homeroom Teacher Name ☑

Display Box For Principal Signature ☐ ← School choice. Off by default. Alternately, you could say in your school message that all report cards are reviewed by the principal.

Display Attendance [Daily Attendance ▼] ← Choose either Daily or Period Attendance.

Display Attachments With Report Message ☐ ← This will add a statement at the end of the report card that there are attachments.

[⊙ Run] [✕ Cancel]

5. Click the Run Button.

Adding Comments from the School Comment Bank

1. Click the Comment Bank Triangle

2. Use the Category 1 Dropdown Menu to select your category.

3. Click on the comment that you wish to transfer to the Comment Field.

4. The Comment appears in the Comment Field. You can either Save and Exit, or continue to type additional information within the Field.

5. Click the Save button to save your work and exit the window.

Fill-Down Values (CTRL-D): You can copy a comment from one student down to the rest of your list. Example: You type a generic comment for student #1, copy it down to all the students in the list, and then go back to add personalized comments.

How to do it:
1. Click on the comment that you wish to Fill-Down.
2. Hold down the Control key and press D (for down).
3. All the comments below the selected comment will fill with the same information.
4. BEWARE: if you put a student name in the first comment, that same name will copy to all the comments below. This shortcut is best used for generic/overview comments.

Verification Reports (BC Marks Verification with Comments)

Instead of printing full report cards, you can use this report to see all your marks and comments.

1. Click on the Gradebook TopTab
2. If you want to print all classes, skip to step 5
3. If you want to print only selected classes, check the box beside each course that you wish to print.
4. Options > Show Selected

5. Reports > BC Marks Verification with Comments
6. Term = "Term"
7. Click the Run button

BC Marks Verification with Comments

Term	Term 🔍
Sections to include	Current selection
Format	Adobe Acrobat (PDF)

▶ Run   ✖ Cancel