



Report Card Cheat Sheet for Teachers

Cumulative (aka Total Points) Marking Example

		Score	Pts. Possible	%
Term 1	Assignment #1	18	20	
	Assignment #2	0	30	
	Assignment #3	7	10	
	Term 1 Grade (Assignments 1-3)	25	60	42%
Term 2	Assignment #4	20	25	
	Assignment #5	10	10	
	Assignment #6	3	10	
	Term 2 Grade (Assignments 1-6)	83	105	79%
Final Grade	Same as Term 2 Grade aka Cumulative Average			79%

Averaging Terms Marking Example

		Score	Pts. Possible	%
Term 1	Assignment #1	18	20	
	Assignment #2	0	30	
	Assignment #3	7	10	
	Term 1 Grade (Assignments 1-3)	25	60	42%
Term 2	Assignment #4	20	25	
	Assignment #5	10	10	
	Assignment #6	3	10	
	Term 2 Grade (Assignments 4-6)	33	45	73%
Final Grade	(Term 1 + Term 2)/2 aka Final Average			58%

Grade averaging does not accurately represent academic effort or learning growth.

If the grades earned at the beginning of a course or semester count the same as the grades earned at the end of a term, or if a student struggles at first, works hard, and dramatically improves over time, the grades awarded earlier in the course will bring down the student's final grade.

Consequently, the effort and academic progress made over the course of a semester or year will not be reflected in the final grade.

You wouldn't expect a new language student, or a new piano student, to perform as well at the beginning of a course compared to the end of a course. The same could be said of any academic course.

Over time, the cumulative or total points method, will show a more accurate view of performance in the course.

Excerpts from Yukon Reporting Guidelines:

Reporting Student Behaviour

Yukon teachers are required to provide parents with information regarding their children's behaviour . In formal reports, teachers provide written comments, including information about attitudes, work habits, effort and social responsibility .

Reported letter grades or percentages must not include marks for attitude, attendance, work habits, effort and social responsibility.

Behavioural concerns will be communicated to parents/guardians prior to formal reports.

[Report card comments should] clearly describe, in relation to the learning outcomes:

- a. what the student is able to do
- b. areas in which the student requires further attention or development
- c. ways of supporting the student in his or her learning

Method One: Entering Term Grades + Final Grades (Not Tracking Assignments in Aspen Gradebook)

If you are only entering your term mark, and calculating your marks outside of Aspen, you will manually enter your term mark, and final mark (if applicable) in the Scores window of the Gradebook.

Class List :: 2015-2016 - MHI--12-01 - HISTORY 12

Student Fields	Grade Columns	Term	Status	Class	Post Grades...		
Default Fields	Post Columns - Term A	Q4 B	Enrolled <input checked="" type="radio"/> Withdrawn <input type="radio"/>	MHI--12-01 H	Add Assignment		
Name	YOG	Q4	Q4 Grade	Q4 WH	Q4 Com	SchExam S2	Final
							Update
	2016		C	D	E	F	G
	2016						
	2016						
	2016						
	2016						
	2016						
Average score							

- A. Make sure that the Grade Columns dropdown says: Post Columns - Term.
- B. Select the correct Term from the Term dropdown menu.
- C. Enter Term Grades in this column for each student.
- D. Enter a Work Habit Code in this column, for each student.

E = Excellent
 G = Good
 N = Needs Improvement
 S = Satisfactory

- E. Enter a Term Comment here. Click OK to Save and Exit your comment.
- F. The School Exam column may or may not be visible. If it is, you can optionally enter the exam mark (most Yukon schools do not enter it).
- G. As this example is for the final term of the course, the Final Column will be visible. Manually enter the Final Grades. You will NOT click the Update Button.
 - Full Year Course: Final Grade = Q4 Grade
 - Semester Course: Final Grade = Q2 or Q4 Grade
 - Term Course: Final Grade = Term Grade
- H. When you are ready to update the Report Card information, click the Post Grades Button. This button is not a Save Button. The Aspen Gradebook saves your information as you move from cell to cell.

Method Two: Generating Term Grades + Final Grades (AND Tracking Assignments in Aspen Gradebook)

If you are your assignments within Aspen, you will be able to use Aspen to calculate the Cumulative Term Grade in the Scores window of the Gradebook. You will manually enter your Final Grade.

- A. Make sure that the Grade Columns dropdown says: Post Columns - Term.
- B. Select the correct Term from the Term dropdown menu.
- C. Options Menu > Update Post Columns. This will open a Wizard window.

In Step 1, you select the proper grade Term, and click the Next Button.

In Step 2, you select "Average: Cumulative" from the top dropdown menu. The other two menus should be set to "Do Not Update".

Q4 Grade	Average:Cumulative
School Exam 2	(Do Not Update)
Final Mark	(Do Not Update)

< Back Next > Finish Cancel

In Step 3, you confirm your selections, and click the Finish Button.

Q4 Grade	Average:Cumulative
School Exam 2	(Do Not Update)
Final Mark	(Do Not Update)

Note: this operation will not update manually adjusted (⊘) scores.

< Back Next > Finish Cancel

D. Your Term Grades column should now fill with the Cumulative Grades.

E. Enter a Work Habit Code in this column, for each student.

E = Excellent
 G = Good
 N = Needs Improvement
 S = Satisfactory

F. Enter a Term Comment here. Click OK to Save and Exit your comment.

G. The School Exam column may or may not be visible. If it is, you can optionally enter the exam mark (most Yukon schools do not enter it).

H. As this example is for the final term of the course, the Final Column will be visible. Manually enter the Final Grades. You will NOT click the Update Button.

- Full Year Course: Final Grade = Q4 Grade
- Semester Course: Final Grade = Q2 or Q4 Grade
- Term Course: Final Grade = Term Grade

I. When you are ready to update the Report Card information, click the Post Grades Button. This button is not a Save Button. The Aspen Gradebook saves your information as you move from cell to cell.

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.