



# Report Card Cheat Sheet

1. When you log into Aspen, you will be on the Pages TopTab.



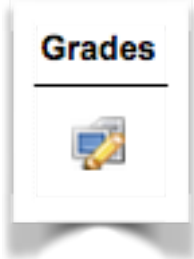
Pages

2. Scroll down to the Teacher Classes Widget.



Teacher Classes

3. In that window, there is a Grades column with a small computer icon, for each of your course sections (other than the Attendance Courses). Click the icon of one of your courses.



Grades

4. You will now be in the Gradebook TopTab > Scores SideTab

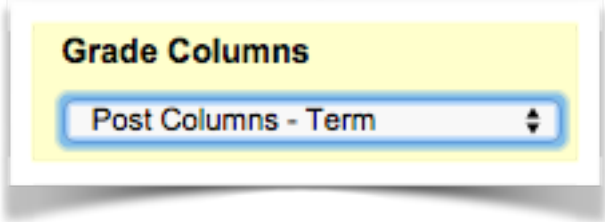


Gradebook



Scores  
Student  
Assignment

5. By default, the Grade Columns dropdown menu should be "Post Columns - Term". This is the view that you need for report cards.



Grade Columns

Post Columns - Term

If you change the view to "All", you will see your assignments, instead.

6. Depending on the course, you may see columns for Grade/Performance Scale, Work Habit, and Comment. You may only see Comment, if it is a comment-only course.

Enter your Grades/Comments for the students. As you move between the cells, the gradebook saves your work. In the comment box, you must click the OK button to save your work.

7. When you have finished entering your information, click the Post Grades button to update the information on the Report Card.



Post Grades...

### 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.

### Printing/Viewing Report Cards

The Gradebook user guide that you received at your training outlines this on pages 10-12.

1. Student TopTab
2. Reports Menu > Report Cards > Choose your Report Card Type

### Work Habit Codes

<input type="checkbox"/>	Code	Description
<input type="checkbox"/>	E	Excellent
<input type="checkbox"/>	G	Good
<input type="checkbox"/>	N	Needs Improvement
<input type="checkbox"/>	S	Satisfactory