



# Standards-Based Gradebook

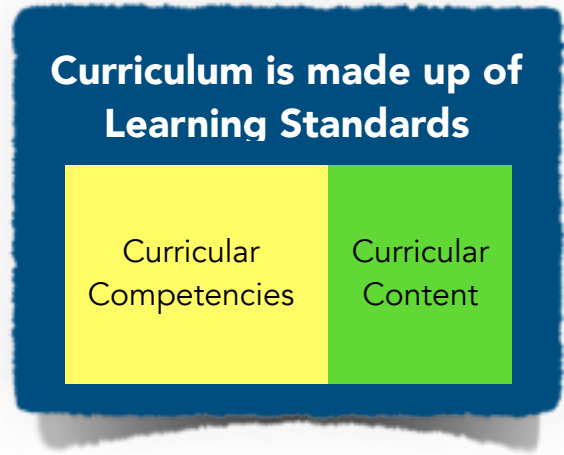
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## A Tool to Track Learning Standards

The Standards-Based Gradebook in Aspen is an assessment tool that will allow teachers to track both aspects of the Learning Standards.

## Formal Communication Tool

The Aspen Gradebook is also used to prepare a final, summative Report Card, which is the required formal communication for parents in all areas of learning.



The Gradebook structure is:

CATEGORIES	
ASSIGNMENT	ASSIGNMENT
SCORE	SCORE

- Each Assignment needs to be attached to a single Category.

- Each Assignment may have one or more Curricular Competencies attached.
- Each Curricular Competency is given a score from our Performance Scale: NYM-AE-ME-EE

## Creating Categories

Gradebook TopTab > Categories SideTab Options > Add

1. Category Code length = 20 characters  
A Category Code can only contain letters, numbers, and dashes ('-')...no spaces

2. Category Description length = 50 characters

3. Choose Yukon's Grade Scale

4. Enter 1.0 for Total Points

The screenshot shows the 'Add Category' form with the following fields and values:

- Code: Poetry
- Description: Poetry Unit
- Note: if you wish to edit the "Weight" associated to the category, please return to the Category details screen and click on the appropriate Weight to edit.
- Assignment Defaults:
  - Grade Scale > Name: NYM-AE-ME-EE
  - Entry mode: Both
  - Total points: 1.0
  - Extra credit points: 0.0
  - Score cannot be dropped:
  - Visibility type: Public - no grades

Visibility in the Student/Family Portal:  
Recommended: "Public - no grades"

# Creating Assignments

Gradebook TopTab > Assignments SideTab > Options > Add

The screenshot shows the 'Add Assignment' form with the following fields and options:

- General:** Portal Description (A), Standards (A), Classes (A), Category (Poetry, B), GB column name (Limericks, B), Assignment name (How to Write a Limerick, B), Date assigned (08/02/2018, C), Date due (15/02/2018, C), Total points (1.0, C).
- Options:** Extra credit (checkbox), Extra credit points (0.0), Sequence number (0), Score not droppable (checkbox), Visibility type (Public - no grades, E), Entry mode (Both), Grade Scale (empty), Grade Term (Term, F), Exclude from averages (checkbox), Recurring Options (None, Daily, Weekly, Monthly).
- Resources Provided by the Teacher:** Add File, Add Weblink, Drag and Drop from My Resources (G).

Do NOT name any of your assignments "Final".

"Final Project" is OK, but "Final" will make the final mark for a course fill with that assignment mark.

**A.** • Do you see the Standards SubTopTab as shown here?

If not, then your office needs to "Prepare Reporting Standards Grading...", which may be found at: Grades TopTab > Grade Input SideTab > Options > Prepare Reporting Standards Grading...

• PORTAL: Portal Description SubTopTab: This is a rich text description for your assignment. You could paste the contents of your assignment handout in here. You can also modify the font, add pictures, etc.

**B.** • Pick a Category using the Pick List Icon (Magnifying Glass)

• Create a GB (Gradebook) Column Name (up to 10 characters), which is a shortened version of your assignment name.

• Create an Assignment Name (up to 50 characters), which is a full description of your assignment.

**C.** • PORTAL: Date assigned, Date Due; these display on the student's calendar

• Total points: Aspen needs something in here, even though we are not using numeric grades. Put a 1.0 (it won't take a zero).

**D.** PORTAL: This section allows students to submit assignments online to you.

**E.** If you set this as a default when you created your category, it appears here.

Change to "public" once you have finished your marking of the assignment.









**F.** If empty, choose your Grade Term (it should be labeled "Term").

**G.** PORTAL: You can upload files and web links for viewing in the portal. E.g. Assignment handouts, rubrics, video links, images, etc.

# Setting Colours to Proficiency Scales

Gradebook TopTab > Reporting Standards SideTab > Rubric Rating Scales > Ratings Leaf

The following colours will be our standard for Yukon Teachers' Gradebooks:

<input type="checkbox"/>	SeqNo	Id	Name	Points	Mastery?	Colors
<input type="checkbox"/>	10	EE	Exceeding Expectations	4.0	Y	 
<input type="checkbox"/>	20	ME	Meeting Expectations	3.0	Y	 
<input type="checkbox"/>	30	AE	Approaching Expectations	2.0	Y	 
<input type="checkbox"/>	40	NYM	Not Yet Meeting Expectations	1.0	N	 

By picking pastel colours, it makes it easier to read the score in the Gradebook.

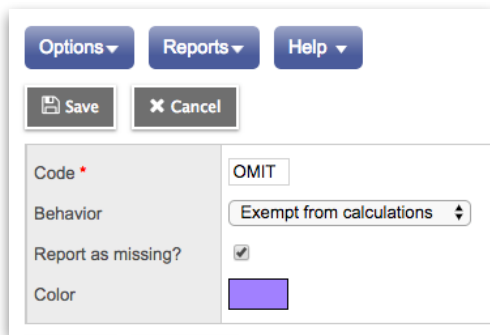
## Creating Special Codes

Tools TopTab > Special Codes SideTab

Options Menu > Add

This allows you to offer additional methods of notating information to student assignments, and is typically used in a Traditional Gradebook.

Please pick colours that are not used above.

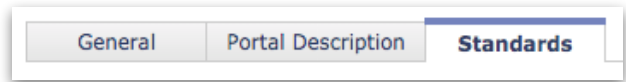


The screenshot shows a configuration dialog box for creating a special code. At the top, there are three menu buttons: 'Options', 'Reports', and 'Help'. Below these are 'Save' and 'Cancel' buttons. The main configuration area includes:

- Code \***: A text input field containing 'OMIT'.
- Behavior**: A dropdown menu set to 'Exempt from calculations'.
- Report as missing?**: A checked checkbox.
- Color**: A color selection box showing a light purple color.

# Attaching Curricular Competencies to an Assignment

Gradebook TopTab > Assignments SideTab >  
Click on Assignment Name > Standards SubTopTab



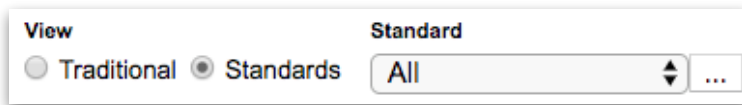
- Click on the Multi-Add Button
- Check the box beside All
- Select entire categories, or open any of the Competency categories, and select individual competencies.

NOTE: You can only select competencies from the Learning Standard for that area of learning. E.g. You cannot attach Social Studies Competencies within English Language Arts. Cross-curricular assignments will be discussed later.

## Entering Assessment Information for Competencies

Gradebook TopTab > Select Class > Scores SideTab

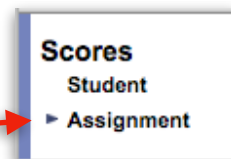
1. Switch to the Standards-Based Gradebook by choosing the Standards radio button at the top.
2. Change the Standard dropdown menu to "All".



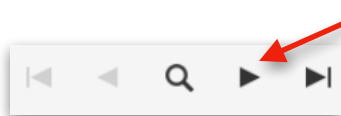
There are three methods to enter scores:

### A. By Assignment

- Assess competencies for a single assignment for the entire class.
- Click on the Scores SideTab
- Click on the Assignment Leaf
- Click on the Color radio button
- Enter your score in the appropriate box
- The **Traditional** column allows you to enter an overall score for the assignment. We will typically leave this blank.
- Ignore the **All** column. Do not enter a score.
- Flip between assignments by using the buttons at the top right:

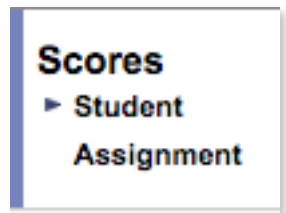


		Traditional	Reporting Standard Scores		
		15/02 Limericks Poetry	ALL	COMP21	COMP22
Name	YOG				
AAABrown, Charlie	2025				NYM
AAABrown, Sally	2025				
AAAVan Pelt, Linus	2025		EE		
AAAVan Pelt, Lucy	2025		ME	AE	



## B. By Student

- Assess competencies for all assignments for a single student.
- Click on the Scores SideTab
- Click on the Student Leaf
- Click on the Color radio button
- Enter your score in the appropriate box



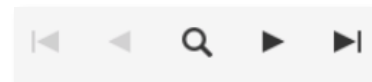
View:  Traditional  Standards    Standard: All    Display:  Grade  Color    Term: Term

**Single Student View**  
[> View all students](#)

Name	Traditional	Reporting Standard Scores				
	Score	ALL	COMP	COMP21	COMP22	COMP23
How to Write a Limerick 15/02 Poetry					NYM	
Forms of Poetry 16/02 Poetry			EE			
Term ALL (Trend)						
Term ALL (Avg)						
Average of Standards Term						

The orange boxes shown here indicate that the competency is not attached to the assignment, and is not being assessed.

- The **Traditional** column allows you to enter an overall score for the assignment. We will typically leave this blank.
- Ignore the **All** column. Do not enter a score.
- Flip between students by using the buttons at the top right:



**Note:** When a student logs into the Portal, and clicks on a course in their Academics TopTab, they will see all competencies that are attached to assignments:

**Standard Summary**

Standard	Term
All	
Apply thinking skills to gain meaning	1.0 Not Yet Meeting Expectations
Be aware of oral tradition of First Peoples	1.0 Not Yet Meeting Expectations

The assignment must be set to "Public" for these grades to appear.

## C. By Standard

- Assess a single competency for all students and all assignments.

- Click on the Scores SideTab.
- Change the Standard dropdown menu to a single standard.

**Note: Only assignments with that standard attached will show up.**

- Click on the Color radio button.

- Enter your score in the appropriate box.

**Note: The score in the box is for that individual standard, for that assignment. It is not an overall score for the assignment.**

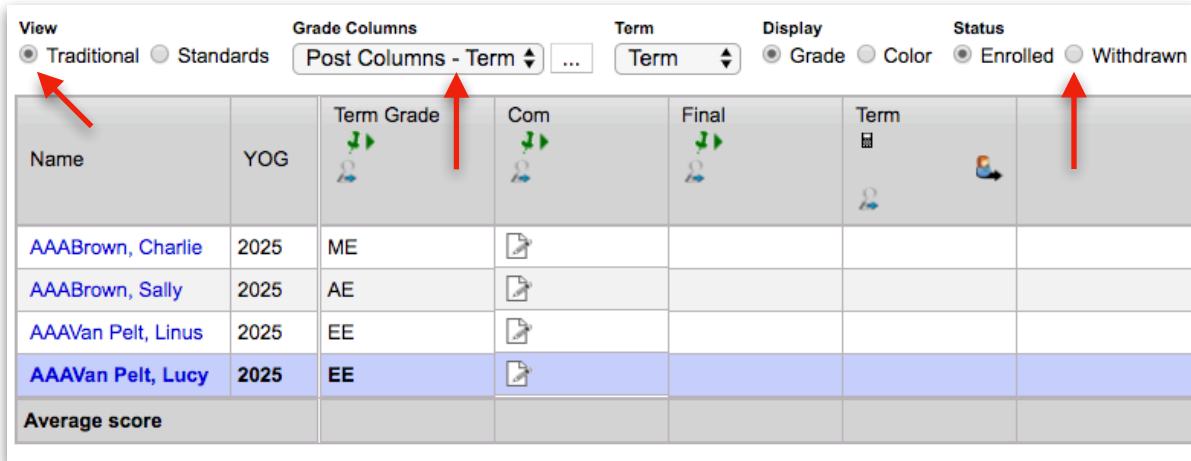
View		Standard		Term	Display	
<input type="radio"/> Traditional <input checked="" type="radio"/> Standards		Apply thinking skills to ...		Term	<input type="radio"/> Grade <input checked="" type="radio"/> Color	
Name	YOG	15/02 Limericks Poetry	16/02 Forms Poetry	Term COMP22 (Trend)	Term COMP22 (Avg)	
AAABrown, Charlie	2025	NYM		1.0	1.0	
AAABrown, Sally	2025					
AAAVan Pelt, Linus	2025					
AAAVan Pelt, Lucy	2025	AE		2.0	2.0	
<b>Average score</b>		<b>2.0</b>		<b>2.0</b>	<b>2.0</b>	

# Report Cards (Final • Summative • Formal Communication)

Gradebook TopTab > Select Class > Scores SideTab

This is the view for doing report cards:

- Select the “Traditional” radio button
- Change the Grade Columns dropdown menu to “Post Columns - Term”
- If you need to do work on report cards for withdrawn students, change the Status radio button to Withdrawn



The screenshot shows a gradebook interface with the following controls and data:

- View:** Traditional (selected), Standards
- Grade Columns:** Post Columns - Term (selected)
- Term:** Term (selected)
- Display:** Grade (selected), Color
- Status:** Enrolled (selected), Withdrawn

Name	YOG	Term Grade	Com	Final	Term	Status
AAABrown, Charlie	2025	ME				
AAABrown, Sally	2025	AE				
AAAVan Pelt, Linus	2025	EE				
AAAVan Pelt, Lucy	2025	EE				
<b>Average score</b>						

- Enter a score in the Term Grade column:  
NYM: Not Yet Meeting (NOT USED IN KINDERGARTEN)  
AE: Approaching Expectations  
ME: Meeting Expectations  
EE: Exceeding Expectations
- Enter the same score in the Final Column

See Section 2 of our iBook for information on Effective Communication with Parents: Page 72

## Writing Comments

Comments should include information about BOTH the Content and Curricular Competencies of the Learning Standards, in parent-friendly language.

Comments should follow Yukon’s SIN format:

**Strengths, Improvement Areas, Next Steps.**

**Next Steps may be omitted for the Final Report Card.**

**Overall Teacher Comment:** Teachers may use this box for comments that are non-subject-related.

See some great planning tools here:  
<http://lss.yukonschools.ca/planning-tools.html>