



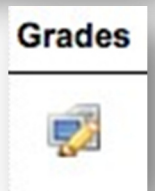
Report Card Cheat Sheet (Option 2 - K-9)

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

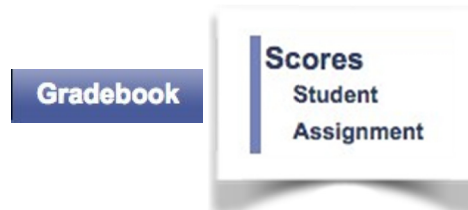
2. Scroll down to the Teacher Classes Widget.



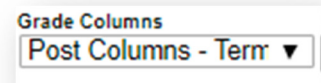
3. In that window, there is a Grades column with a small computer icon, for each of your course sections. Click the icon of one of your subject areas.



4. You will now be in the
Gradebook Top Tab > Scores Side Tab



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



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 and Comment. You may only see Comment, if it is a comment-only course.

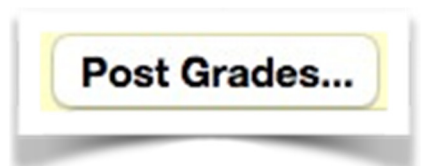
SELECT the term you are reporting (Tri1-Tri3) from the drop down list.



Enter your Assessments (**NYM-AE-ME-EE**)/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.

Note: the assessment **NYM (not yet meeting)** is only available for grades 1-9.

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





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.

- Student Top Tab
- Reports Menu > Report Cards > Report Cards – Kindergarten, Primary, Intermediate

Note: Select the appropriate format for the report card for each grade level

REPORT CARD
FOR Aug 28, 2017 to Nov 24, 2017
Page 1 of 1

STUDENT NAME _____ **GRADE** **KF** **ATTENDANCE RECORD FOR 2018**

		ATTENDANCE RECORD FOR 2018												
		Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Total
DIV NUMBER K4 K5	TEACHER	ABSENT	0	0	0	0	0	0	0	0	0	0	0	0
ATTACHMENTS	STUDENT PEN	LATE	0	0	0	0	0	0	0	0	0	0	0	0

ADDITIONAL TEACHERS:

This report describes the student's learning progress based on provincial learning expectations for each grade level. It is intended to inform about learning successes and to guide improvement efforts when needed.

ENGLISH LANGUAGE ARTS K
_____ is **APPROACHING** **MEETING** **EXCEEDING** expectations.
Comments:
This term we have been working on understanding the association of letters and sounds and the difference between upper and lower case letters.
Term Comments

ENGLISH LANGUAGE ARTS 2
_____ is **NOT YET MEETING** **APPROACHING** **MEETING** **EXCEEDING** expectations.
Comments:
Through speaking and listening we connect with others and share our world. This term we have been taking turns in offering ideas related to the topic at hand, engaging in conversation with peers and adults, and showing respect for the contributions of others.
TEACHER'S SIGNATURE _____ **PRINCIPAL'S SIGNATURE** _____ **PARENT/GUARDIAN: Keep this copy for your records.**

ENGLISH LANGUAGE ARTS 8
Comments/Ways to Support Learning:
This term we have been questioning what we read hear and view in stories and writing to ensure we take the time to think outside the box and form our own opinions on what we see and read.

Term	1	2	3
L.G	AE		

FOODS 8
Comments/Ways to Support Learning:

Term	1	2	3
L.G	ME		

Kindergarten

Primary (1-3)

Intermediate (4-9)