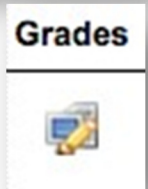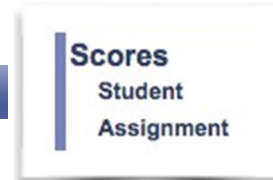# Report Card Cheat Sheet (Gr 8-9)

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 (other than the Attendance Courses). Click the icon of one of your courses.

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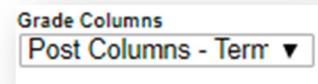
   If you change the view to "All", you will see your assignments, instead.

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 TERM from the drop down list.
   ** Note any assigments in your gradebook will need to be attached to this term in order to be included in the calculation. If they are attached to Q1-Q4 or Tri1 –Tri 3 update the term in the assignment record.
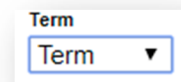
   Enter your Grades/Comments for the students. As you move between the cells, the gradebook saves your work. In the comment box, you must click the OK button to save your work.

7. When you have finished entering your information, click the Post Grades button to update the information on the Report Card.
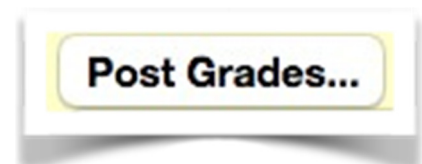
Copy + Paste Comments from Word (or Pages)

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 Top Tab
2. Reports Menu > Report Cards > Report Cards K-9 Single Term

October 24, 2017   Student Name

Communicating Student Learning

2018

Student Name
Student PEN

Grade 08

Yukon
Education
Éducation

F.H. Collins Secondary
1001 Lewes Blvd
Whitehorse, YT
Y1A 3J1
867-667-8665

School Message
This school-wide message is set up in School top tab > Preferences > Category = Grade. It appears on the top of every report card in the school.

MATHEMATICS 8   Teacher Name   **MEETING**
https://curriculum.gov.bc.ca/curriculum/mathematics/8

this is a test of the new grade 8 report card. It would appear that   is all about ME and is doing well.

Final: MEETING
ABSENT: · LATE: ·