Aspen Gradebook: Posting Grades

Step 1: Review all slide prior to beginning the process.

Step 2: Return to Slide 1 and complete each step of the process.

Updated For Jefferson County Schools

January 28, 2022

If you have any questions or concerns, please STOP and seek support from your School Data Clerk or Amy Sharp.

Select Gradebook (Top Tab)

If you have any questions or concerns, please STOP and seek support from your School Data Clerk or Amy Sharp.

You may need to use the filter(funnel circled) to set to "this year's classes to see all courses.

If you have any questions or concerns, please STOP and seek support from your School Data Clerk or Amy Sharp.

Use the drop down button to access list of options.

Term set to term posting to

Select Post Columns -Term

If you have any questions or concerns, please STOP and seek support from your School Data Clerk or Amy Sharp.

Slide 4

Notice Gray Boxes:
Click on Update Post Columns
This will activate the 3-Step Update Post Columns Wizard. See step details on following slides.

Pages | My Info | Student | Attendance | Gradebook | Planner | Assessment | PD | Tools

Update Post Columns... | Post Grades...

T1C1 | T1C2 | T1

Details
Roster
Seating Chart
Groups
Reporting Standards
Categories
Assignments
Notifications
Scores
Student
Assignment

If you have any questions or concerns, please STOP and seek support from your School Data Clerk or Amy Sharp.   Slide 5

Update Post Columns Wizard: Step 1 of 3

1ST Box: Choose Correct Term in top box.
2nd Box: Choose "Term Grades for All Students:

Select NEXT Button

If you have any questions or concerns, please STOP and seek support from your School Data Clerk or Amy Sharp.

Update Post Columns Wizard: Step 2 of 3

Aspen: Update Post Columns - Internet Explorer

https://sis-jefferson.tnk12.gov/aspen/updatePostColumns1.do?validWizard=true

Update Post Columns: Choose Update Values

Term 2 Grade

(Do Not Update)
Average:Term 2
Average:Semester 1
Average:Cumulative
Average:A Term 2
Average:T Term 2
Assignment:Species in Danger Questions
Assignment:Endangered Animals Test
Assignment:Extinction Questions
Assignment:Solar System Questions
Assignment:Solar System Test
Assignment:Clouds Reading Passage
Assignment:Clouds Test
Assignment:Weather Tools Sorting
Assignment:Weather Tools and Water Cycle Test
Assignment:Weather Tools Questions
Assignment:Water Cycle Questions

< Back   Next >

Select "Average Term ____", choosing the correct Term, from the Drop Down List.

In step two if you have a box for EOC exam, set it to "(do not update)". You will manually enter these scores in later step if you have them.

Select NEXT Button

If you have any questions or concerns, please STOP and seek support from your School Data Clerk or Amy Sharp.

Slide 7

Update Post Columns Wizard: Step 3 of 3

Select "Finish" to Confirm.

If you have any questions or concerns, please STOP and seek support from your School Data Clerk or Amy Sharp.

Slide 8

If you have a column for EOC grade and you have an EOC grade enter it now. If not grade leave column blank.

Grades will appear in the Term ___ Column:
Enter any necessary changes by clicking on the score and entering manually.

T__C1 and T__C2 are comment fields. Click in the field to enter comments for each child. (optional)

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Slide 9

Verify that all Grades and Comments are entered correctly.

If you have any questions or concerns, please STOP and seek support from your School Data Clerk or Amy Sharp.

Once grades are correct in the Term __ Column: Click the POST GRADES Button

Post Grades window appears...

If you have any questions or concerns, please STOP and seek support from your School Data Clerk or Amy Sharp.
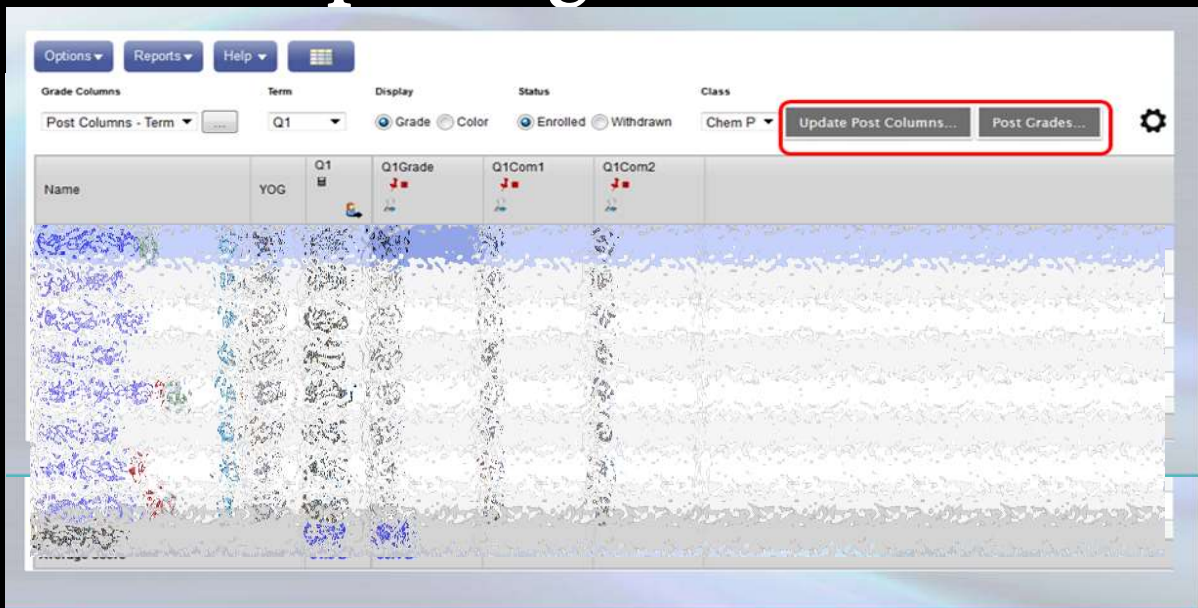
Slide 11

- **1st Box: Choose Correct Term**
- **2nd Box: Choose "Term Grades for All Students"**

Select OK

If you have any questions or concerns, please STOP and seek support from your School Data Clerk or Amy Sharp.

Slide 12

Columns for that class should now appear with a red pushpin… Please view students transcripts to confirm posting ☺!

If you need to make any changes to a grade after posting, please see your school SIS contact.

If you have any questions or concerns, please STOP and seek support from your School Data Clerk or Amy Sharp.

Repeat for all classes.

Please let me know if I can support you in any way!

Thanks to Tori Akers and Janet Cook for your contribution to creating support material.

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