

# 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.

Slide 1

Select  
Gradebook  
(Top Tab)

Talbott Elementary 2016-2017

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

Home | Page Directory

Banner



Jefferson County  
*Success & Productivity For All*

Announcements

Calendar

October 2016

S	M	T	W	T	F	S
2	3	4	5	6	7	1
9	10	11	12	13	14	8
16	17	18	19	20	21	15
23	24	25	26	27	28	22
30	31					29


Student Search

Web Sites

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

Slide 2





Term set to term posting to

Select Post Columns -Term

# Slide 4

The screenshot shows a software interface with a top navigation bar containing tabs: Pages, My Info, Student, Attendance, Gradebook, Planner, Assessment, PD, and Tools. On the left is a sidebar menu with options: Detail, Roster, Seating Chart, Group, Reporting Standards, Categories, Assignments, Notifications, and Scores (with sub-options Student and Assignment). The main area displays a grid of student data. A large yellow callout box with a right-pointing arrow contains the text: "Notice Gray Boxes: Click on Update Post Columns. This will activate the 3-Step Update Post Columns Wizard. See step details on following slides." The arrow points to a button labeled "Update Post Columns..." which is highlighted with a red rectangle. To the right of this button is another button labeled "Post Grades..." and a gear icon. The grid below shows columns labeled T1C1, T1C2, and T1, with rows of student names and scores.

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

Update Post Columns... Post Grades...

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**

1<sup>st</sup> Box: Choose Correct Term in top box.  
2<sup>nd</sup> 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.

Slide 6

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 >

## Update Post Columns Wizard: Step 2 of 3

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

Aspen: Update Post Columns - Internet Explorer

<https://sis-jefferson.tnk12.gov/aspen/updatePostColumns2.do?validWizard=true>

Update Post Columns: Confirmation Step 3 of 3

Term 2 Grade	Average Term 2
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Note: this operation will not update manually adjusted ( ) scores.

**Update Post Columns Wizard: Step 3 of 3**

< Back Next >

Finish Cancel

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

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

The screenshot shows the Gradebook interface with the 'Term 1' column selected. A yellow arrow points to the 'Term 1' column header. A green arrow points to the 'T\_\_C1' and 'T\_\_C2' comment fields. A green box contains the text: 'T\_\_C1 and T\_\_C2 are comment fields. Click in the field to enter comments for each child. (optional)'.

# 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.

Slide 10

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

Slide 11

https://sis-jefferson.tnk12.gov/aspen/

File Edit View Favorites Tools Help

**Post Grades**

Class	0307-0030-001 Science-3
Grade Term	Term 2
Grades to post	Term grades for all students

OK Cancel

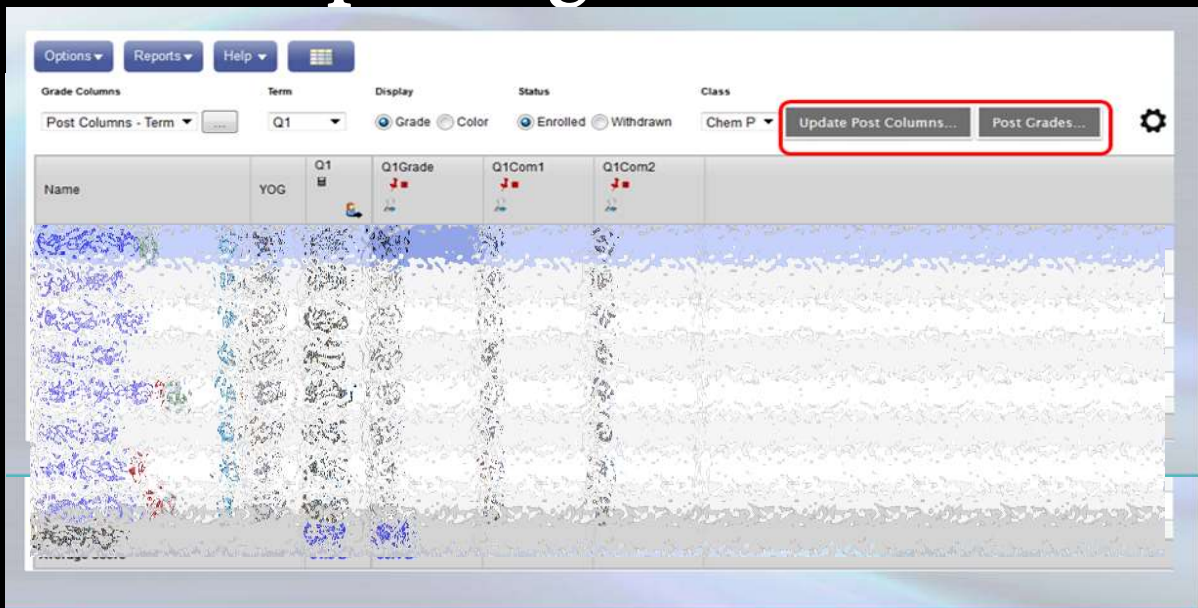
- 1<sup>st</sup> Box: Choose Correct Term
- 2<sup>nd</sup> Box: Choose “Term Grades for All Students”

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.

Slide 13

# 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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