

IMPORTING GRADEBOOK CATEGORIES FROM PREVIOUS YEARS

Go to the Gradebook Top Tab

- Change the filter to This Year's Classes > Pick a class
- Go to the Categories Side Tab
- Options > Import Categories


Import from

Category

Selected

All Categories

Categories to import: 0

- Import from, click  .
- Select the course that has the categories you want to import
 - 2017 is last year's schedule

Allen, Howard

Pages My Info Student Attendance **Gradebook** Plan

Class List :: 2017-2018 - 311-05 - PHYSICAL SCIENCE C

Details Options Reports Help Search on Code

Roster

Seating Chart

Groups

Schedule > Year	Course	Description
<input type="radio"/> 2017	311-007	PHYSICAL SCIENCE C
<input type="radio"/> 2017	311-02	PHYSICAL SCIENCE C
<input checked="" type="radio"/> 2017	311-05	PHYSICAL SCIENCE C
<input type="radio"/> 2017	351-01	AP PHYSICS I
<input type="radio"/> 2017	351-02	AP PHYSICS I

- Click OK.

Choose which Categories you want to import

- Selected: you only want to import some categories
- All Categories: imports all categories from last year

Import from 2017 311-05 PHYSICAL SCIENCE C

Category


Selected

All Categories

Categories to import: 4

- Click Import

Last year's categories are in your list with the same details as last year

0 of 4 selected 

All Records

<input type="checkbox"/>	Code	Desc	Default GradeScale > Name	DefaultPoints	DefaultVisibility	Weight	Percent
<input type="checkbox"/>	HWC	Homework/Classwork	High School Grade Scale	0.0	Private	20.0	20.0%
<input type="checkbox"/>	LP	Labs/Projects	High School Grade Scale	0.0	Private	20.0	20.0%
<input type="checkbox"/>	Quiz	Quiz	High School Grade Scale	0.0	Private	25.0	25.0%
<input type="checkbox"/>	Test	Test	High School Grade Scale	0.0	Private	35.0	35.0%

- Click on a category to edit the details.





If you want to edit the Category Weights you must go to the Details side tab, scroll down to the Categories accordion and edit the weights here

[Expand All](#) | [Collapse All](#)

> Classes linked for assignments and categories:

▼ Categories

Adjust Weights By Term

Test	Quiz	LP	HWC	
35.0 	25.0 	20.0 	20.0 	<input type="button" value="+"/>
35.0%	25.0%	20.0%	20.0%	

ADDING NEW CATEGORIES & CATEGORY DEFAULT INFORMATION

From the Categories side tab > Options Add to add a new category

- Enter all of the information
- Go to the Details side tab to adjust the weights

Options ▾ Reports ▾ Help ▾

Save Cancel

Code *

Description *

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 🔍

Entry mode

Total points *

Extra credit points

Score cannot be dropped

Visibility type

Save Cancel

- Note: Whether you add or import a category, Aspen associates the category with your linked sections (if any).
- Total Points is the default points for the assignment category
 - If all homework is usually 10, put in 10 here to save you some time
- Grade Scale > Name SHOULD BE the school grade scale UNLESS you've created your own grade scale (see Aspen help)
 - High School Grade Scale or Middle School Grade Scale
- Entry Mode is how you can enter grades in the gradebook
 - Both is Alpha and Numeric,
 - Numeric Only is just numbers
 - Letter only is just alpha
- Extra Credit Points – this is default extra credit points for all assignments in this category
 - You probably won't fill this out
- Select the Score cannot be dropped checkbox if you do not want the system to drop any lowest scores from this category.
- Select a Visibility Type for this assignment category:
 - **Private:** Assignments do not appear in the Student or Family portals.
 - **Public:** Assignments and grades appear in portals.
 - **Public-no grades:** Assignments appear in portals, but without grades.
 - **If you choose Private or Public-no grades you MUST manually change those assignments to Public periodically so that parents and students can see them in the portal**
- Click Save.