

Gradebook Preferences Descriptions

Use this handout to help you determine which preferences you should set up. Be sure to pay attention to the ones that **MUST BE CHECKED** and those that **MUST BE UNCHECKED**.

Shade alternate lines	Select this checkbox if you want the system to shade every other row of your Grade Input page. Otherwise, deselect this checkbox.
Track administrator updates	Select this checkbox to have an exclamation point appear next to any grades a staff member in the office changes in the School view.
Tab direction	Select whether you want the Tab key to move you across a row or down a column when you are entering grades on the Grade Input page.
Show studies	Select this checkbox if you want courses with a category of Study to appear in your gradebook.
Enable gradebook features *	Select this checkbox if you want to use the Grade Input page to enter scores for assignments. If you do not select this checkbox, the gradebook only displays post columns (Term 1, Term 2, etc.)
Assignment column order	Select if you want assignments to appear in Date due (ascending) , Date due (descending) , or Sequence number order on the Scores page.
Show points in headers	At the Default weighting field, if you select Total Points , you can select the Show points in headers checkbox if you want to view the number of total points in the column header of an assignment.
Show category names in headers	Select this checkbox to display the names of assignment categories in the assignment headers.
Publish assignment statistics ** THIS MUST BE UNCHECKED**	Select this checkbox if you want low, median, and high assignment scores to appear for parents and students when they view grades using the Family and Student portals.
Show student alerts	Select this checkbox to display alert icons next to student names.
Enable student details	Select this checkbox to view student demographic information from the Scores page. (An icon will appear in the name column if checked.)
Enable student academics	Select this checkbox to view additional academic information for a student from the Scores page. (An icon will appear in the name column if checked.)
Show course selection recommendation	Not applicable to us

Anchor averages *	Select this checkbox to left-align average columns on the Scores page. The averages will appear directly next to the student information.
Show missing column	For each student, the Missing column displays the total number of assignment you have entered as missing. This is a “your eyes only” column. No one else will see.
Count empty as missing	If you do not enter a score it will count it as missing.
Show unscored	When selected, you will see all assignments that have no point values (i.e. Missing Materials report)
Default weighting	To indicate to the system how you calculate averages, choose one of the drop down options. This value becomes the default average mode for the teacher. Teachers can then assign a different average mode to different course sections in the gradebook.
Decimals	Type the number of decimal places you want the system to use for calculated averages.
Grade Scale	This will be preset for us.
Semester cumulative average	Select this checkbox to show semester running averages on your Scores page. Aspen calculates semester running averages based on the assignment grades within each of the terms inside of it, not on the average for each term. Students and family can view this column. *This may not be activated for us to check.
Cumulative average	Select this checkbox to show an overall cumulative average on your Scores page. The overall cumulative average includes all grades and scores entered since the beginning of the class, regardless of the term. Aspen calculates the overall cumulative average using the average mode specified in your gradebook.