

### Prepare grade input

Prepare grade input to select the term and classes you want to enter and post grades for. You must prepare grade input before any office staff or teachers can enter grades for a grade term.

Prepare grade input for a term at any time. When you do, the columns for that grade term appear on the grade input pages in the School and Staff views – but teachers and office staff cannot enter grades in them until the first date of that grading term.

When you prepare grade input, you can also define the date range during which grades can be posted either for all students or students with a specific year of graduation.

#### To prepare grade input:

1. Log on to the School view.
2. Select **Grades > Grade Input**.
3. If you want to enter grades for specific course sections only, filter or select those classes.
4. Select **Options > Prepare Grade Input**. The Prepare Grade Input wizard appears.
5. In Step 1, Select Sections, select the sections you want to prepare grade input for.
6. Click **Next**. Step 2 of the wizard, Select Columns, appears.
7. At the **Report type** field, select if you want to prepare input for term, progress, or course grades. Aspen will only prepare the columns that have the selected report type.
8. Select the grade term you want to prepare grade input for.
9. At the **Replace Existing Columns** checkbox, do one of the following:
  - If it is not the first time you are preparing grade input for the term and *you want to clear any grades* entered in the columns for the term, select this checkbox. For example, if you are just implementing Aspen, you might prepare grade input for a few teachers to practice entering grades, then prepare grade input again for all teachers to enter grades. You would want to delete the practice grades the first teachers entered.
  - If it is not the first time you prepared grade input for a term and *you want to keep the existing values* in the columns, do not select this checkbox. The system updates column attributes, but does not clear existing grades. For example, assume the administrator updates a column to accept numeric values after preparing grade input for the term. In order for the change to take effect in the grade input area, grade input must be prepared again. When doing so, the administrator does not select this checkbox, and the system does not clear any grades that already exist. However, the system does modify the column to accept numeric values.
10. Click **Next**. Step 3 of the wizard, Posting Parameters, appears.
11. At **Post Window**, use the **Start Date** and **End Date** fields to define the date range during which teachers can post grades for this term.
12. Select if you want teachers to post for all students or only for students in a particular year of graduation. For example, because some high schools graduate seniors in early June, they need to post their final grades before the other students' grades.
13. Click **Next**. Step 4 of the wizard displays a confirmation of your selections.

**Note:** If something is incorrect, click **Previous** to fix it.

14. Click **Finish**.

### Enter grades

Office staff can enter grades in the School view on the Grades tab.

1. Log on to the School view.
2. Select **Grades > Grade Input**.
3. Select the class you want to enter grades for.
4. Click in the box you want to enter a value in.

Name	YOG	Q45Comment 5	Q4Grade
Abreu, Kristyn	2019		
Albanese, Varela	2019		

5. Enter a value. To enter the same value for all students, press **Ctrl+D**. In a comment column, enter the comment or press **Ctrl+L** to select a value from the list.
6. Tab off the box to save.
7. When you're done entering grades for one class, select **Options > Post Grades**.

### Calculate credits in the School view

When an administrative staff member posts final grades in the School view, the system does not automatically calculate credits. To do so, you must use the Calculate Credits option.

#### To calculate credits:



1. Log on to the School view.
2. Select **Grades > Transcripts**.
3. On the **Options** menu, click **Calculate Credits**. The Calculate Credits pop-up appears.
4. Select if you want to calculate credits for the current selection or for all transcript records.

**Warning:** This operation clears any existing credit values and replaces them with the value from the course if the transcript represents a passing grade.

5. Click **OK**. The system calculates credits for all final grades you select.

## Define per-student adjustments

Your school might define value adjustments for the system to consider when calculating GPAs for transfer students or other students with special circumstances.

1. Log on to the School view.
2. Select **Student > Transcript > Grade Point Summary**.
3. At the top of the page, in either the **Adjusted Points** or **Adjusted Courses** column, click .
4. Make your adjustments.
5. Click .

## Run weighted average calculations

Use the Calculate Averages option to perform average calculations. You can run calculations on transcript columns defined as Other Average or Final Average in the transcript definition. The system bases the calculation on the formula you upload in the 'Grade calculation' field on the transcript column definition.

### To run weighted average calculations:

1. Log on to the School view.
2. Select **Grades > Transcripts**.
3. On the **Options** menu, click **Calculate Averages**. The Calculate Averages pop-up appears.
4. Select the column. The transcript definition associated with that column appears in the **Transcript Definition** field.
5. At the **Grade Term** field, select the term you want to calculate averages for. For example, if you are calculating final grades, you might select **T4** at the **Grade Term** field. The system calculates final grades only for courses that meet T4. It does not recalculate grades for courses that ended at the end of the first semester. If you do not select a grade term, the system calculates final grades for all transcripts.
6. Select the student records you want to calculate the averages for.
7. To skip any averages manually adjusted in the School view, select the **Skip adjusted averages** checkbox.
8. To skip any averages that already exist in the column, select the **Skip existing averages** checkbox.
9. Click **OK**. The system calculates the grades using the formula you defined for the column in the transcript definition.

## Print report cards

1. Log on to the School view.
2. Do one of the following:
  - Select **Student > Transcript** to print a report card for one student.
  - Select **Grades > Transcripts** to print report cards for several students.
3. Select **Reports > Report Cards**, and select the type of report card you want to print.
4. Enter the report parameters.

## Run the Grade Point Averages report

1. Log on to the School view.
2. Select **Grades > GPA**.
3. Select **Reports > Grade Point Averages**.
4. Enter the report parameters in the pop-up.

**Note:** Follett recommends running the report one time without selecting the **Update Student Fields** checkbox. Make sure you are happy with the results, as the updates are permanent. If you are satisfied, run the report again with this checkbox selected.

5. Click **Run**.

## Print Transcripts

1. Log on to the District or School view.
2. Do one of the following:
  - To print a transcript for one student, select **Student > Transcript**.
  - To print transcripts for several students, select **Grades > Transcripts**.
3. Select **Reports > School Transcripts > Official School Transcript**.
4. Enter the report parameters.