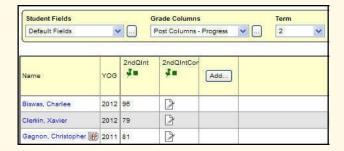
Follett Aspen™

Version 5.0

Enter Term Grades

To enter term grades for students:

- 1. Log on to the Staff view.
- 2. Click the **Gradebook** tab, and select the check-box next to the section you want to grade.
- 3. Click the Scores side-tab.
- 4. Be sure the **Grade Columns** and **Term** dropdowns have the appropriate selection:



Note: The columns for the class appear with a **green** pushpin, indicating that these columns are open for grade input and that you have not posted them yet.

5. Input all grades in the post columns as appropriate:

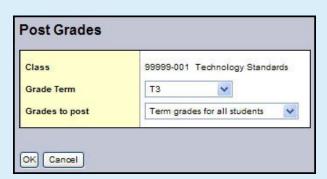
- Press the arrow keys on your keyboard to move around the columns and rows. Use your mouse to click directly in a cell.
- Press the arrow keys, ENTER, or TAB to move across rows or down columns, as you defined when you set your gradebook preferences.
- To select a grade or comment, press CTRL+L, or go to Options > Lookup.
- To enter the same value for all students, enter a grade for the first student, then press CTRL+D, or go to Options > Fill-Down Values. Then, you can change the grade for the few students who did not receive that grade.
- Once a value has been entered into a cell, that value is automatically saved once you move off the cell.
- To enter feedback for a score, click the Feedback icon next to the score you enter.
- If appears, the column is a text comment column. Click this icon for a student. The Edit Text Comment dialog box appears. Enter the comment, or click to select a comment from the comment bank if attached, and click OK.

The icon appears with blue lines to indicate you have entered comments for the student.

Post Term Grades to the Office

To post term grades to student transcripts:

- 1. Log on to the Staff view.
- 2. Click the **Gradebook** tab, and select the check-box next to the section you want to post.
- Click the Scores side-tab.
- Verify that you have entered all of the information in the Post Columns (grades and comments).
- Go to Options > Post Grades. The Post Grades dialog box appears:



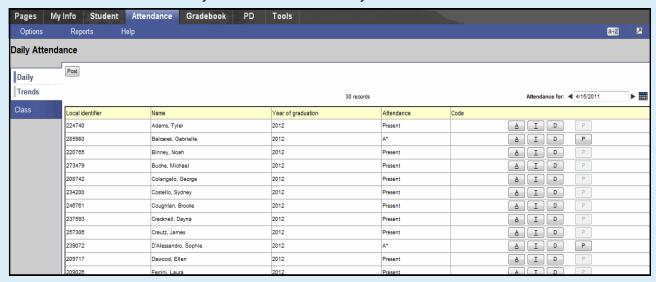
6. Enter the information, and click **OK.** The system posts the grades to transcripts. The columns for that class now appear with a **red** pushpin, indicating that you have already posted these columns. If you need to change a grade after you have posted grades, contact the office.



Version 5.0

Enter Daily Attendance

- 1. Log on to the Staff view.
- 2. Click the **Attendance** tab, **Daily** side-tab. The Daily Attendance page displays the students in the homeroom or classroom that your school uses for daily attendance:



- 3. In the **Code** column, click the appropriate code for students not present.
- 4. Click **Post.** The system confirms you want to post. Click **OK.** The system sends the records you enter to the school's office.

Enter Class Attendance

- 1. Log on to the Staff view.
- 2. Click the Attendance tab, Class side-tab:

0 of 7 selected 🥏				Current Classes
Course	Description	Clssrm	Schedule	Term
00010-002	Homeroom	H102	E(2,5)	FY
03103-006	Conceptual Physics	H102	D(2-3,5-8)	FY
03104-001	Conceptual Physics	H102	E(1,3-4,6)	FY
03104-002	Conceptual Physics	H102	C(1,3-4,8)	FY
03415-001	AP Physics C	H102	C(2,5) D(1,4)	FY
03823-001	Intro. to Engineering	H102	B(1-2,4-5)	FY
03824-001	Intro. to Engineering	H102	B(1-2,4-5)	FY

- 3. Select the checkbox next to the section you want to enter attendance for.
- 4. On the **Class** side-tab, click **Input.** The input page appears.
- 5. In the *Code* column, click the appropriate code for students who are not present: A
- 6. Click Post. You can edit these values at any time or any date (depending on your school preference).