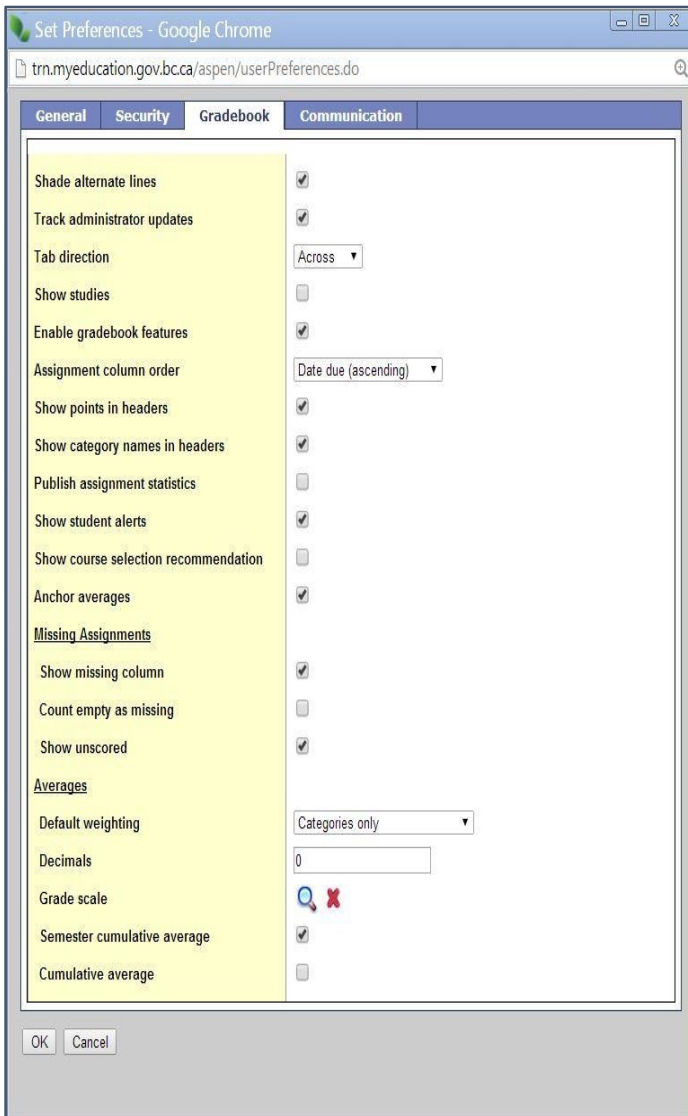


Setting Gradebook Preferences

Go Set Preferences >



- **Shade alternate lines:** Used to quickly identify rows of student scores
- **Track administrator updates:** A blue exclamation mark appears next to any grades or comments changed by an administrator.
- **Tab direction:** Down or Across
- **Show studies:** **Do not check.**
- **Enable gradebook features:** ***MUST be checked, or advanced gradebook functions will not work*.**

- **Assignment column order:** Ascending displays oldest assignments at left. Descending displays most recent assignment at left. Sequence number displays assignments in sequence assigned by the teacher.
- **Show points in header:** Displays total points for an assignment in the column header.
- **Show category names in header:** Displays abbreviated category code in the assignment column header, such as HW, Test, etc.
- **Publish assignment statistics:** Pertains to Student/Parent Portal. If checked, displays highest, lowest, and mean scores next to assignments viewed in the portal. Often determined at the district level. **Not recommended.**
- **Show Student Alerts:** Displays alert icons next to student names.
- **Show course selection recommendations:** Displays recommendation column. Recommendations pertain to teacher suggestions for the next course for the student to take. Recommendations can only be made at times designated by the grade manager. **Teachers may want to leave this box unchecked when not in use.**
- **Anchor averages:** Displays running average for the marking period in the column to the right of student's names.

Missing Assignments

- **Show missing column:** Check if you want this column to appear in the Gradebook.
- **Count empty as missing:** Select this check box if you want to count any unscored assignments as missing.
- **Show unscored:** **Leave unchecked**

Averages

- **Default weighting:** Choose a default weighting. ****See End of Document for Detail:** Weighting can be changed when setting up classes and categories.

Go Set Preferences >

Set Preferences - Google Chrome
trn.myeducation.gov.bc.ca/aspn/userPreferences.do

General Security **Gradebook** Communication

Shade alternate lines

Track administrator updates

Tab direction Across ▾

Show studies

Enable gradebook features

Assignment column order Date due (ascending) ▾

Show points in headers

Show category names in headers

Publish assignment statistics

Show student alerts

Show course selection recommendation

Anchor averages

Missing Assignments

Show missing column

Count empty as missing

Show unscored

Averages

Default weighting Categories only ▾

Decimals 0

Grade scale 🔍 ✖

Semester cumulative average

Cumulative average

OK Cancel

- **Decimals:** Type the number of decimal places you want the system to use to for calculated averages.
- **Grade Scale:** Select Provincial Marks Scale or create and select a custom scale using the Tools top tab.
- **Semester Cumulative Average:** Activates a column in the scores window which displays a calculated average using the selected average mode for all assignment grades within the first half of the year grade terms.
- **Cumulative Average:** Activates a column in the scores window which displays a calculated average using the selected average mode for all assignment grades from the beginning of the class.

Default Weighting

Option 1

Calculating Averages Using Weighted Categories

- Each assignment is converted to a percentage.
- **Assignments averaged...** Assignments are averaged within each category.
- **Categories weighted...** Averages from each category are then multiplied by their given weight and added to find the term average.

Example for a single student:

Homework Category: (Weight: 25)	Quizzes Category: (Weight: 25)	Tests Category: (Weight: 50)
HW 1: 9 of 10 = 90%	Quiz 1: 100 of 100 = 100%	Test 1: 80 of 100 = 80%
HW 2: 10 of 10 = 100%	Quiz 2: 75 of 100 = 75%	Test 2: 94 of 100 = 94%
HW 3: 9 of 10 = 90%	Quiz 3: 80 of 100 = 80%	Test 3: 90 of 100 = 90%
HW 4: 10 of 10 = 100%		
HW average: $(90+100+90+100)/4 = 95\%$	Quiz average: $(100+75+80)/3 = 85\%$	Test average: $(80+94+90)/3 = 88\%$

Aspen uses the following formula to calculate the term average using weights:

$$(95 \times 25/100) + (85 \times 25/100) + (88 \times 50/100) = 89\%$$

Option 2

Calculating Averages Using Weighted Categories and Assignments

- Each assignment is converted to a percentage.
- **Assignments weighted first...** Assignments are multiplied by their given weight and then added to calculate the category average.
- **Categories weighted second...** Category averages are then multiplied by their given weight and added to get the term average.

Example for a single student:

Homework Category (Weight: 25)	Quizzes Category (Weight: 25)	Tests Category (Weight: 50)
HW 1(wt=1): 9 of 10 = 90%	Quiz 1(wt=1): 100 of 100 = 100%	Test 1(wt=1): 80 of 100 = 80%
HW 2(wt=1): 10 of 10 = 100%	Quiz 2(wt=1): 75 of 100 = 75%	Test 2(wt=1): 94 of 100 = 94%
HW 3(wt=1): 9 of 10 = 90%	Quiz 3(wt=1): 80 of 100 = 80%	Test 3(wt=2): 90 of 100 = 90%
HW 4(wt=2): 10 of 10 = 100%		
HW average: 96%	Quiz average: 85%	Test average: 88.5%

Aspen uses the following formula to calculate the average:

The system weights assignments first:

$$HW: (90 \times 1/5) + (100 \times 1/5) + (90 \times 1/5) + (100 \times 2/5) = 96\%$$

$$Quiz: (100 \times 1/3) + (75 \times 1/3) + (80 \times 1/3) = 85\%$$

$$Test: (80 \times 1/4) + (94 \times 1/4) + (90 \times 2/4) = 88.5\%$$

The system then weights category averages just like the Categories Only option:

$$(96 \times 1/4) + (85 \times 1/4) + (88.5 \times 1/2) = 89.5\%$$

Option 3

Calculating Averages Using Total Points Only

- Assignments are NOT converted to percentages.
- **Points earned...** All points a student receives for each assignment are added together.
- **Points possible...** Total points possible for each assignment are added together.
- The term average for a student is the sum of the points earned divided by the sum of the points possible.

Example for a single student:

Homework Category	Quizzes Category	Tests Category
HW 1: 10 of 10	Quiz 1: 50 of 50	Test 1: 80 of 100
HW 2: 9 of 10	Quiz 2: 42 of 50	Test 2: 94 of 100
HW 3: 15 of 20	Quiz 3: 48 of 50	Test 3: 180 of 200
HW 4: 4 of 5		
HW total points earned: 38	Quiz total points earned: 140	Test total points earned: 354
HW total points possible: 45	Quiz total points possible: 150	Test total points possible: 400

Aspen uses the following formula to calculate the term average using Total Points Only:

$$38 + 140 + 354 = 532 = 89.4\%$$

$$45 + 150 + 400 = 595$$

Option 4

Calculating Averages Using Category Total Points

- Assignments are NOT converted to percentages.
- **Points earned...** Within each category, the points a student receives are added together.
- **Points possible...** Within each category, the total points possible are added together.
- Each category average is the sum of the points earned divided by the sum of points possible.
- **Categories weighted...** Category averages are then multiplied by their given weight and added to find the term average.

Example for a single student:

Homework Category (Weight: 25)	Quizzes Category (Weight: 25)	Tests Category (Weight: 50)
HW 1: 10 of 10	Quiz 1: 50 of 50	Test 1: 80 of 100
HW 2: 9 of 10	Quiz 2: 42 of 50	Test 2: 94 of 100
HW 3: 15 of 20	Quiz 3: 48 of 50	Test 3: 180 of 200
HW 4: 4 of 5		
HW total points earned: 38	Quiz total points earned: 140	Test total points earned: 354
HW total points possible: 45	Quiz total points possible: 150	Test total points possible: 400
HW average: 38/45 = 84.4%	Quiz average: 140/150 = 93.3%	Test average: 354/400 = 88.5%

Aspen uses the following formula to calculate the term average using Category Total Points:

$$(84.4 \times 25/100) + (93.3 \times 25/100) + (88.5 \times 50/100) = 88.7\%$$