# 2.0    Setting Gradebook Preferences

From the **Gradebook** top tab, click on the gear icon:



The Set Preferences allow users to define: the behaviour, view and default mark calculations for their gradebook.  Four top tabs define the organizational grouping of the settings: **General, Student Information, Missing Assignments** and **Averages.**

## 2.1  General
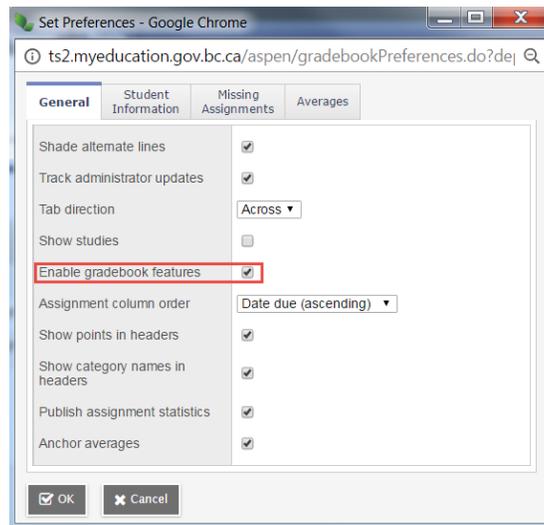


- **Shade alternate lines**
- **Track administrator updates**:  A blue exclamation mark appears next to any grades or comments changed by an administrator.
- **Tab direction:**  Down or Across. Which direction should the cursor go when the tab key is pressed during grade entry?
- **Show studies**:  Includes rosters for advisory or study periods - not used in BC at this time.
- **Enable gradebook features**:  This MUST be checked or 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.

- **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.
- **Anchor averages:**  Displays running average for the marking period in the column to the right of student's names.

## 2.2  Student Information:
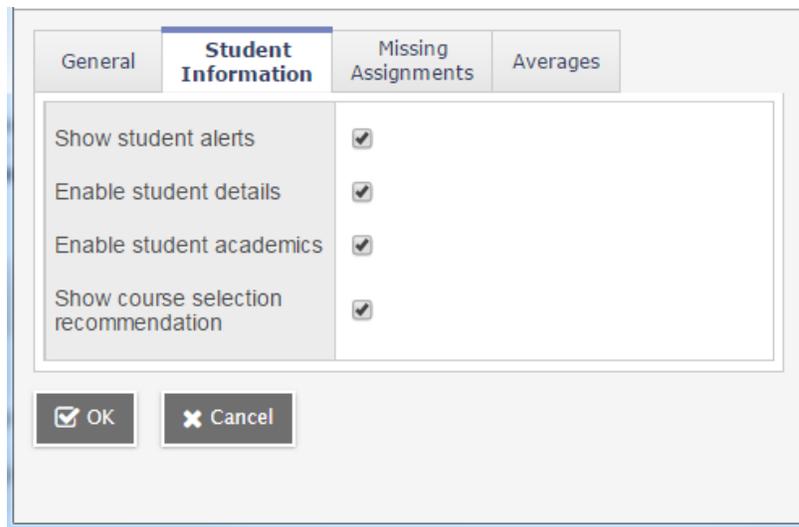


- **Show Student Alerts**:  Displays alert icons next to student names.
- **Enable student details:** An information icon 🔵? next to the student name in the scores page provides student contact information.
- **Enable student academics:** An information icon 🔵? next to the student name in the scores page provides student contact information.
- **Show course selection recommendation**:  Displays recommendation column. Recommendations pertain to teacher suggestions for course selections in the next year. Recommendations can only be made at times set at the school level. Teachers may want to leave this box unchecked when not in use.

## 2.3  Missing Assignments
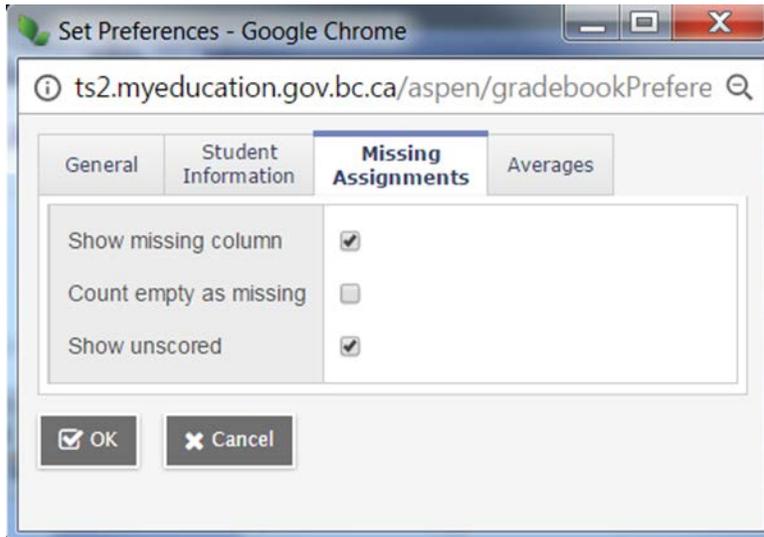


- **Show missing column** - If you create special codes that you enter for missing assignments, select this checkbox to view the *Missing* column on the Scores page.

  For each student, the *Missing* column includes assignments entered using special codes (see section *5.0 Optional Tools* below for further information on the use of special codes).

  **Note:** This column is for your eyes only. Students and family members do not see it in the portals, and office and administrative staff members do not see it in the School or Enterprise views.

- **Count empty as missing** - If you selected the **Show missing column** checkbox, select this checkbox to count any assignments that were due before today and that you have not entered scores for, as missing.

  **Note:** You might want to select this checkbox at the end of a term when you have finished entering all assignment scores. Otherwise, the *Missing* column will include scores for assignments you have not graded yet.

- **Show unscored** – Only used with courses that have a rubric definition assigned to it.

## 2.4  Averages
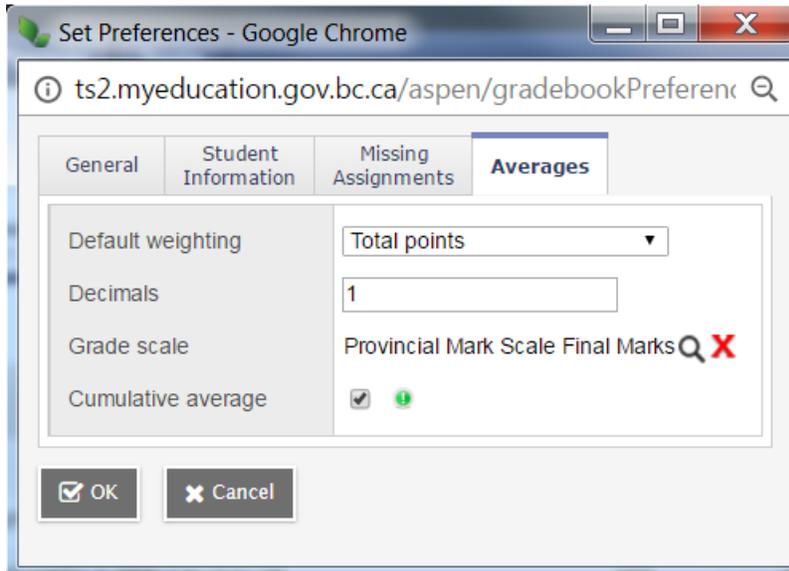


**Default weighting:**  This setting is significant as it sets the default mark calculation for the gradebook. This setting can be overridden at the course detail level for individual courses.  A short explanation of each of the settings is provided below, detailed explanations can be found in **Appendix A** and from online resources.

- **Categories only** (weighted categories) if you want to weight only the categories in your gradebook.

Assignments are converted to a percentage then averaged within each category. The category average is multiplied by the assigned weight, and the weighted category averages are added together.

- **Category and assignments** (weighted) if you want to weight both categories and weight the assignments within those categories.

Assignments are converted to a percentage, multiplied by the assigned weight and a category average is calculated. The category average is then multiplied by the assigned weight, and the weighted category averages are added together.

- Select **Total points** if you want the overall value of an assignment to be determined by the maximum points possible for the assignment.

Assignments are not converted to a percentage. The total points a student earns is divided by the total number of points possible.

- Select **Category total points** if you want a category weighted and the value of an assignment within a category to be based on the points possible for the assignment.

Assignments are not converted to a percentage. Within each category, total points earned are divided by total points possible to determine the category average. The category average is then multiplied by the assigned weight, and the weighted category averages are added together.

> **Additional Resources:**
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> Help > Quick Reference Cards > Gradebook—Beginning-of-the-Year Setup
>
> Help > Videos > Teacher Gradebook > Setting up your Aspen Gradebook > QRG > Understanding Averaging Modes.

- **Decimals:** Determines how many decimal points to use in calculating grades. Impacts averages in Gradebook only. Grades posted to transcripts will conform to the district defined decimal rules.
- **Grade scale:** Some districts have uniform grade scales. If not established by the district, participants can select a scale from the list viewed by clicking the magnifying glass.
  - Provincial Mark Scale Final assigns numeric value of 25% for letter grade – F, no numeric value for letter grade
  - Provincial Mark Scale Interim assigns no numeric value for letter grade - F, numeric value of 25% for letter grade - I.
  - The IB Grade Scale is for use by authorized IB Schools only.
  - If the district or school permits, teachers can go to the Tools top tab > Grade scales side tab > Options > Add to create their own grade scales

- **Cumulative Average**

  Select this checkbox to show an overall course cumulative mark calculation when using Total Points averaging mode. Selecting this option along with a default weighting of **Total Points** or **Category Total Points** produces a total cumulative mark calculation. Note: this option is only available if the **School > Preferences > Grades** has **Semester Cumulative Average** and **Overall Cumulative Average** checked.