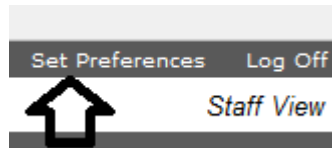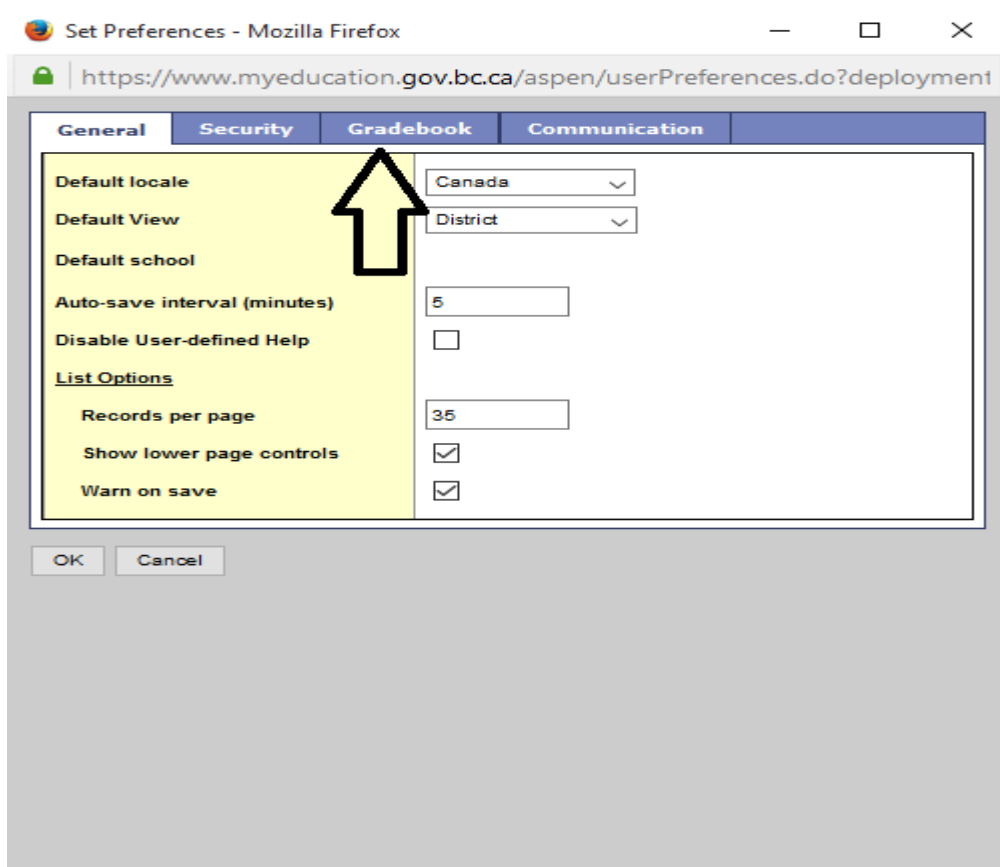Step One - Setting your preferences

Once you click in, you get a new window. Now click on the gradebook tab to bring up the window with all the preferences.

You decide what to put a checkmark beside. See the next page for detailed explanation of each section. Suggestions are in brackets. You can change your preferences anytime.

Set Preferences - Mozilla Firefox — □ ✕

https://www.myeducation.gov.bc.ca/aspen/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 (descending) ⌄
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	⌄
Decimals	0
Grade scale	🔍 ✗
Semester Cumulative average	☑
Cumulative average	☐

OK   Cancel

Shade alternate lines - in your gradebook the lines will show up as white and grey to distinguish between students (check)

Track administrator updates - if administration changes term (report card) mark, a blue exclamation point will appear to indicate that a change has been made (check)

Tab direction - personal preference as to whether you like to have it across or down

Show Studies - not something we do (uncheck)

Enable gradebook features - must be checked in order for gradebook to work (check)

Assignment column order - personal preference - Date due (descending) means that the the newest assignment will show up on the left - Date due (ascending) means that the newest assignment will show up on the right.

Show points in headers - displays total points for an assignment in the column header (check)

Show category names in header - displays abbreviated category code in the assignment column header (check)

Publish assignment statistics - for the parent portal - Do not check

Show Student Alerts - personal preference - (you can see the alerts from the student top tab so the suggestion is to not check this here - takes up screen space)

Show course selection recommendation - a high school feature (uncheck)

Anchor averages - displays a running average for the term that stays on the left (check) If you do not check this, the averages will move to the right as more assignments are added

Missing assignments - personal preference - if you choose to show a 'missing assignments' column, it makes sense to also check 'show empty as missing' Note that this will also count assignments that you haven't yet marked.

Count empty as missing - (see above)

Show unscored - not applicable at this time (uncheck)

Default Weighting - you have 4 different choices here and what you choose is personal preference. Weighting means the emphasis is more or less on certain assignments or categories so the grade is determined using what you decide is more important for assessment.

a. **Categories only** - What this means is that the assignments within the categories are averaged to a percentage. That percentage is then multiplied against the weighting of your category. You can choose to weight the categories however you like. Eg. You have 4 categories: Homework 10% Quizzes 20% Assignments 30% Labs 40% If you have 15 tests in the quizzes category that average out to 75%, The 75% will be multiplied with the 20% (your quizzes category) for your mark.

b. **Categories - Total Points** - You create the weighting for your categories however you like Eg. Patterning 10%, Number and Number Operations 40%, Geometry 20%, Measurement 20% . The assignments within a category would now be added up to get a percentage. Eg. you have 4 assignments within Patterning and the totals for one student were 7/10, 8/12, 20/25, 9/13 for a total of 44 points out of a possible 60. 44/60 = .73 or 73%. This is now multiplied with the category weight to apply to the mark.

c. **Categories and Assignments -** This gives you the ability to weight the categories however you want (see **a** and **b** for examples) AND you can weight assignments within that category however you want. If I use the examples from **b** above, I might want my assignment out of 25 to be worth a higher percentage than my assignment out of 10. I could choose to weight that assignment more.

d. **Total Points** - What this means is that every assignment score is added up and divided by the total of the scores. The categories do not have any weight and are more of an organizational tool.

Once you have all these preferences set up how you want them (remember you can choose to change these at any time) then move on to 'Gradebook - Part 2'