# Follett Aspen<sup>™</sup>

### Version 5.1

## Tips and Shortcuts — Teachers Quick Reference Card

Gradebook	> Scores
Shortcut	Action
	Moves cursor up and down columns and across rows.
ТАВ	Moves across rows or down col- umns (depending on gradebook preferences).
CTRL+L	Opens pick list for selecting grade or comment.
CTRL+D	Copies value in selected column for all students. If a few students re- ceived a different grade, go back and edit those.
CTRL+K	Reverts score to last saved score.
CTRL+E	Marks assignment score exempt. You will have a record of grade, but it will not count towards average.
CTRL+N	Looks up footnote to add to score.

#### Mass Emails

Since you cannot view sent emails after you send them, add your email address to the **Bcc** field:

From:	joe.administrator(	@aspens	chools.org						
To:	Waxman, Yvette	×	Landry, Philip	X	Krajcik, Thomas	$\times$	Krowski, Justin	×	
	Waxman, Gabriell	e X	Kelly, Christen	$\times$	Kelly, Elizabeth	$\times$	Yung, Marie	$\times$	-
	Krasenbrink, Mary	, ×	Kiff, Valentina	$\times$	King, Katherine	$\times$	Komar, Sarah	$\times$	
	Welch, Ryan	×	Young, Meredith	×	Lane, Mary	×	Kelly, Christine	×	Ŧ
	V Students	Cont	acts 📄 Teac	chers			Total Rec	ipients: 1	14
Bcc:									
Subject:									
Attachment:				Bro	wse				
Font	E E & A	Format		- ∰ (* ) B	i≣ ⊨ ¶ Sori	،rce ₹² ⊿			•

Student I	nformation Icons
<b>Quick</b> tion a tory.	<b>Status:</b> Displays student's current loca- nd next class, along with attendance his-
The Media tions.	cal: Displays student's medical condi-
504 I 504 stude	Education Plan: Displays summary of nt's modifications and accommodations.
Indiv uniqu have	vidualized Education Plan: Displays e educational needs of a child who might a disability.
🐴 Legal	: Displays legal guidelines for student.
<b>Othe</b> tion n	r: Displays any other important informa- ot covered by other alerts.
😥 Studer	nt shares address with another student.
📆 Studer	nt shares contact with another student.
Gra	debook Column Icons
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Grad Use ent	debook Column Icons e the Single Assignment Entry page to er scores for that assignment only. wnload assignment submitted online.
Grad Use ent Con Ent	debook Column Icons e the Single Assignment Entry page to er scores for that assignment only. wnload assignment submitted online. er text comment with grade.
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The column is locked and you cannot enter scores. Click to unlock.

The column is unlocked and you can enter scores. Click to lock.



# Follett Aspen™

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## Tips and Shortcuts — Teachers Quick Reference Card

#### **Reuse Assignments**

#### Copy assignments from within a section

- 1. Log on to Staff view.
- 2. Click Gradebook tab, Assignments side-tab.
- 3. Select the assignment(s) you want to copy.
- 4. On the **Options** menu, click **Copy Assignments.**
- 5. The system asks if you want to copy the number of assignments you selected. Click **OK.** The copies appear in the list of assignments.

#### Create recurring assignments

- 1. Log on to Staff view.
- 2. Click Gradebook tab, Assignments side-tab.
- 3. On the **Options** menu, click **Add** > **Add Assignment.**
- 4. Enter information for the assignment.
- 5. Select one of the following **Recurring Options**:
  - Click **Daily** to define a daily schedule. In **Frequency** field, type the number that determines how often the assignment recurs. For every other day, type **2**.
  - Click Weekly to define a weekly schedule.Click Monthly to define a monthly schedule.
- 6. If you want to add this assignment to linked classes, select the **Also add this assignment to linked classes** checkbox.
- 7. Click Save.

#### Import assignments from another class or year

- 1. Log on to Staff view.
- 2. Click **Gradebook** tab, **Assignments** side-tab.
- 3. On **Options** menu, click **Import Assignments.**
- 4. At **Import from** field, click <sup>\local</sup> to select the section you want to copy from.
- 5. Click OK.
- 6. Select one of the following to indicate which assignments you want to copy:
  - **Selected** to select specific assignments from section. Select checkboxes for assignments and click **OK**.
  - **Category** to select entire categories of assignments. Select checkboxes for each category, and click **OK**.
  - **All Assignments** to copy all assignments from section.
- 7. Click Import.

#### **Link Course Sections**

If you teach more than one section of a course, link the sections to use the same assignments and categories without creating them in each place.

#### **Shift Assignment Dates**

In case of snow day or last-minute schedule change, shift assignment dates forward or backward.

- 1. Log on to Staff view.
- 2. Click Gradebook tab.
- 3. Select class section and click **Assignments** side-tab.
- 4. On **Options** menu, click **Shift Assignment Dates.** Dialog box appears:

School days to shift	1 Forward 🔻
Dates to adjust	
Assigned	
Due	
Submission open	
Submission close	
Update grade terms as needed	

- In School days to shift box, type number of days. Click the drop-down to select Forward or Backward.
- 6. Below **Dates to adjust,** select appropriate checkbox(es) (Assigned, Due, Submission open, Submission closed).
- Select Update grade terms as needed to update value in Grade Term ID field if the new date is in another grade term.

#### Enter New Assignments Directly on Scores Page

Do one of the following:

- Press **CTRL+A** (you might need to allow pop-ups for this to work).
- Click Add button in last column.
- On Options menu, click Add Assignment.

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