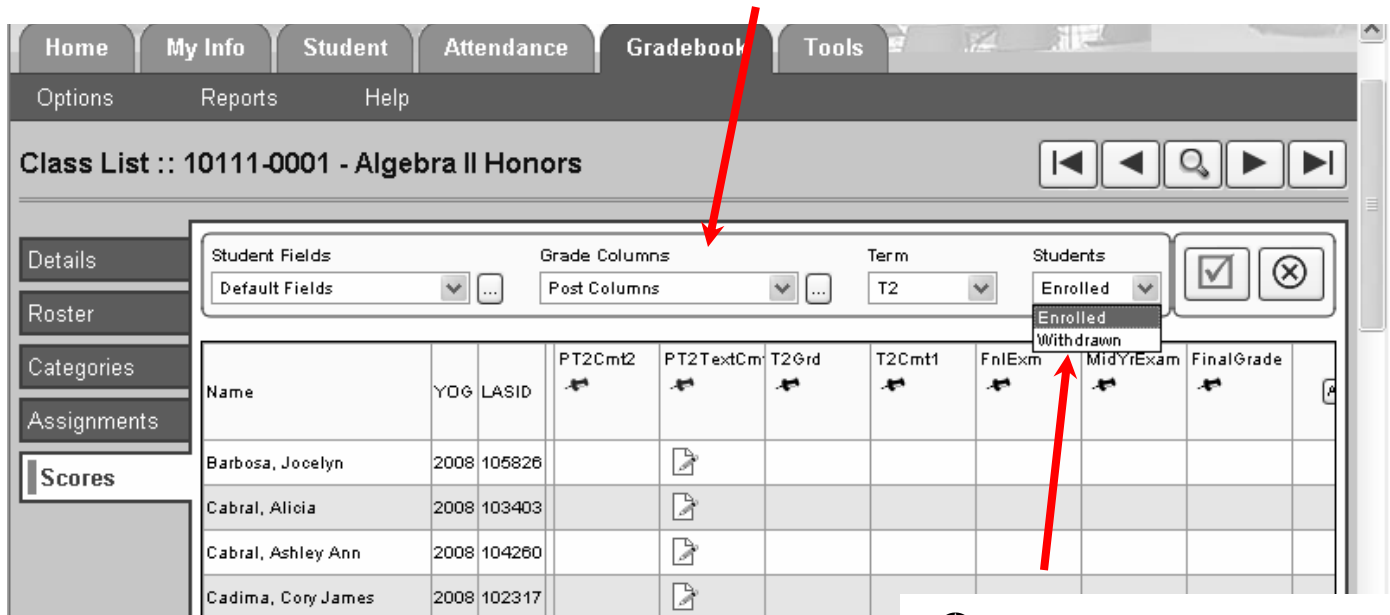




END OF YEAR GRADING INSTRUCTIONS

- ❶ Log-On TO X2 ASPEN www.x2dev.net/fallriver and click the Gradebook Tab on your homepage.
- ❷ Double-Click on a section to grade and then click the SCORES Side-Tab to reveal the grading grid for that class.
- ❸ Check the filters in the yellow box so it reads “Post Columns” and that the correct term is chosen.



- ❹ Manually enter in required grades and codes for each student. Middle school staff will also need to enter a behavior and effort code. Ignore any student who has just recently enrolled or otherwise should not be graded.

★ **REMEMBER:** Change your student filter to *Withdrawn* to reveal student that were in your class and may need a grade. Ignore students listed who do not need a grade from you.

NOTE: Staff using the functional gradebook for their everyday grades can use the Update Post Columns feature instead of manually entering grades and choose term 4 to post their term 4 grades to the term grade post columns.

Starting this school year, the X2 system will automatically calculate the final course averages for your final course grade based on the values entered for the term grades and final exam. Teachers will always have the ability to see these calculated averages and then edit as needed (ie. Manually give a A- for a student with a 89.7 or a D- for student with a 58)
NOTE: Blank Grades are ignored and do not count as zero

❺ FINAL GRADE OPTIONS

OPTION 1 – Manual Entry

You can manually enter a Final Grade, calculated by you, in the appropriate columns and save with .

OPTION 2 – Automatic Calculation Entry

If you want X2 to average out your final grade using the actual formula Choose Options > Update Post Columns

A. On the first pop-up choose the desired term and Term Grades For All Students

B. On the next pop-up **leave everything as** (Do Not Update) **except Final Grade** which should be set to **District Calculation**.

https://10.201.0.200 - X2 SIS: Update Post Columns - Microsoft Internet Explorer

Update Post Columns: Select Columns Step 1 of 3

Class: 11501-0001 Honors German I

Grade Term: T2

Grades to update: Term grades for all students

https://10.201.0.200 - X2 SIS: Update Post Columns - Microsoft Internet Explorer

Update Post Columns: Choose Update Values Step 2 of 3

Term 2 Grade: (Do Not Update)

Final Exam: (Do Not Update)

Final Grade: District Calculation

Mid-Year Exam: (Do Not Update)

https://10.201.0.200 - X2 SIS: Update Post Columns - Microsoft Internet Explorer

Update Post Columns: Confirmation Step 3 of 3

Term 2 Grade	(Do Not Update)
Final Exam	(Do Not Update)
Final Grade	District Calculation
Mid-Year Exam	(Do Not Update)

Note: this operation will not update manually adjusted (⊖) scores.

< Back Next > Finish Cancel

C. Click the **Finish** button on the last pop-up to complete the automatic calculation process. Your averages will appear in the Final Grade column. **Immediately save** these averages.

D. Next, review the calculated averages and make any manual adjustments (ie. 59 to a D- etc) to the calculated average.

7 LAST STEP (after all entries have been checked for accuracy)

Options > **Post Grades**. Follow the directions on the pop-up to officially submit your grades.

STAFF CAN NOW POST GRADES MULTIPLE TIMES WITHIN THE GRADING WINDOW.

NOTES:

- * Choose the Gradebook Sheet report from the Reports menu to print out hard copies of your grades.
- * Update Post Columns can be done several times by a teacher each term.
- * Post Grades CAN BE DONE MULTIPLE TIMES WITHIN THE GRADING WINDOW!

BLACK PUSH PINS

Posting window not open yet or has closed already. You can enter and save grades but posting not allowed yet.

GREEN PUSH PINS

Posting window open. You can enter, save grades and also officially post your class.

RED PUSH PINS

Class has been posted already. Notify gradebook administrator if changes need to be made to discuss options.

NO PUSH PINS or COLUMNS

Class is not prepared for grade input. Notify the gradebook administrator if this class needs to be graded this term.



FALL RIVER PUBLIC SCHOOLS
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