

# Gradebook Overview Tool Overview

2/17/2026

[Meet Link](#)

**Reminder to click Record**



# Gradebook Tool Overview



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Networks 11 & 12

## Objectives

### **Administrators and grading coordinators will...**

1. Know how to set up and use the BB Gradebook Overview Tool
2. Understand key inquiry questions (and limitations) of the tool
3. Learn about the new Teacher Export functionality
4. *Optional: Have time to set up their own school document.*

## Agenda

<u>Intro and The Why:</u>	10 min
<u>Setup</u>	5 min
<u>Gradebook Overview</u>	25 min
<u>Teacher Exports *new*</u>	10 min
<u><i>Deep Dive Tabs</i></u>	<i>time permitting</i>
Optional Time to Explore	30 minutes

## Expectations

<b>The Tool CAN...</b>	<b>The Tool CANNOT...</b>
Provide high-level practice overviews.	Dictate assignment counts or weights.
Drill down to student/assignment levels.	Define when a student "should" earn a D/F.
Highlight inconsistencies in student experience.	Evaluate the rigor of classroom instruction.
Prompt data-driven inquiry.	Explain <i>why</i> a student is struggling.

## Resources & Support

[BB Gradebook Tool \(make a copy here\)](#)

[School-Based Grading Coordinator](#)

[SIS Calendar Events](#)

For Assistance:

ITS Service Desk: (773) 553-3925, Option 2

Contact: [grades@cps.edu](mailto:grades@cps.edu)

# REFLECTION

## The Vision

What does a "healthy gradebook" mean to your school?

## Current Practice

What systems do you use to ensure grades are accurate and posted on time?

## The Admin Perspective

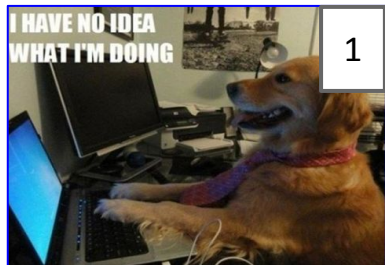
What specific indicators are you looking for when auditing gradebooks or pulling Aspen reports?

## Goals

What would you like to implement to better monitor student progress?

# Current Practices

# How Strong are your Gradebook Management / Review Practices?



## What are you currently using to review gradebook Practices?

1. Honestly, I don't really (yet, growth mindset)
2. 5 Week Powerfiles
3. Aspen: Clicking through Individual Reports
4. Aspen: Built in Reports ([Aspen grade reports](#))
5. Using google forms or rubrics with specific look fors
6. [BB Gradebook Overview](#)
7. [Chavez Report](#)
8. Other

## What are you currently using to review gradebook Practices?

### **This tool aims to be:**

1. Quicker than clicking gradebook to gradebook
2. More timely than waiting for 5 week Powerfiles...
3. More comprehensive than currently built Aspen reports...
4. Full of embedded inquiry questions for admin who are beginning their practice

# What kind of things are you looking for in your gradebook reviews?

			Term 1	09/09 Week 2a	09/14 Week 3a	09/16 Week 3b	09/22 Week 4a	09/27 Week 4b	10/01 Week 5a	10/05 Week 6a
			Missing	C 100 pts.	C 100 pts.	C 100 pts.	P 100 pts.	C 100 pts.	C 100 pts.	C 100 pts.
57	2032	0	94.55 A	100	100	100	100	95	80	80
57	2032	0	65.0 D	exc	exc	exc	exc	exc	exc	65
57	2032	0	93.64 A	100	100	100	90	100	85	85
57	2032	0	94.36 A	100	100	100	90	90	90	exc
		0	82.73 B	100	100	70	90	80	65	65
		0	87.73 B	exc	100	100			75	exc
		0	57.09 F	70	exc	60			50	50
57	2032	0	81.06 B	100	100	80			60	60
57	2032	0	75.15 C	50					70	80
			93.64 A	100			100	exc		
			75.45 C	50			90	70		
			83.94 B	100			90	90		
score			83.54 B	90.0			83.82 B	86.25 B	72.94 C	71.56 C

Any Missing Assignments?

How frequent are grades given?

Are all categories used?

How many students with Ds and Fs?

Any students showing huge swings week to week or assignment to assignment?

Is there evidence of retake opportunities (in the form of teacher comments)?

How is the teacher using MSG, EXC, and INC. Are these factoring into the average? Does this align with school policy?

Any assignments with a very low class average?

## Pick a Question to Keep in Mind

### Aligning Supports

- Where are there high numbers of Ds/Fs?
- Is this student struggling in just this class, or in all classes?

### Equity

- Are teachers giving similar work loads?
- Is there equitable use of categories like homework and participation.
- Is there equitable use of missing/0 vs Inc/Exc

### Consistency and Best Practices

- What is the cadence of assignments?
- Which categories are being used?
- Are different teachers using categories differently?
- What type of assignments are being given and how frequently?

### Genuine Timely Feedback

- What is the turnaround time for feedback in Classroom??
- Are there classes where everyone is getting 100%
- When was the last time the teacher updated gradebook?

# Gradebook Overview: Setup



# How to setup the Gradebook Overview Tool

*Note: Directions are also on the Setup Guide Tab*

1. **Make a copy** of the [BB Gradebook Overview Tool](#) (Google Sheet)
  - a. Change the name to include your school and date
  
2. **Get the Aspen Export**
  - a. Download “All Assignments and Grades Export”
    - i. Aspen > School > Grades > Transcript > Options > Export
    - ii. Leave default options (no teacher, CSV) unless you need a prior quarter
    - iii. Note: It may download automatically or you may have to click the hyperlink on the Aspen pop up window
  
3. **Upload the report to the Import tab**
  - a. On Import tab place cursor in top left (A1) cell (as if you were about to paste)
  - b. Go to File > Import
    - i. Upload: select file (note: you can drag and drop for downloads)
    - ii. Import File: “Import Location” change to “Replace file at selected cell”
    - iii. Import data

# Screenshot: Downloading

2025-2026

School view Select school Bullington, Brian

Pages School Student Staff Attendance Behavior **Grades** Assessment Schedule Global Tools Plans

### Transcripts

Options Reports Help Search on StudentNameView

Send Email... Query... Snapshots... Show Selected

Exports

- All Assignments and Grades Export
- CPS Grade Validation Export
- CPS Grade Validation Export - Simplified
- CPS Grade Validation Export NVIEW
- Cumulative Grades Export
- Cumulative Grades Export with Previous Classes
- Grade Threshold Export

aspen.cps.edu/aspen/runTool.do?maximized=false&oid=IED00000LcZN8D&tool...

aspen.cps.edu/aspen/runTool.do?maximized=false&oid=IED00000LcZN8D&...

### All Assignments and Grades Export

The All assignments and Grades Export will not include values for classes using combined gradebooks. If a Student was excluded from an assignment by the Teacher, "3xclud3d" will appear in the Score column. Only grade Terms 1-4 should be used, NOT S1, S2, or Final.

School year 2026  
Grade Term Term 3  
Teacher  
File Type CSV

Defaults to current term. Only change if trying to view a past term

Leave blank for all teachers

Leave as CSV

Run

aspen.cps.edu/aspen/personalToolQueue.do?maximized=false&oid=IED00000LcZN8D&tool...

aspen.cps.edu/aspen/personalToolQueue.do?

0 of 1 selected

	Job	Format	Run Time	Status
<input type="checkbox"/>	All Assignments and Grades Export	CSV	9:26 AM	Finished (click to view)

Refresh Delete Close

Might download automatically or you may need to click the hyperlink when complete

# Screen capture: Uploading

The screenshot shows a Google Sheets interface. The browser address bar displays the URL: `docs.google.com/spreadsheets/d/1Bwp0nmpv4sauVLBD6pp0xravu0J8G8YzxxqGXo03s/edit?gid=692426131#gid=692426131`. The spreadsheet title is "Temp - BB Gradebook Overview | Template SY26 v3.2". The menu bar includes File, Edit, View, Insert, Format, Data, Tools, Extensions, and Help. The toolbar shows various editing tools and a font size of 10. The spreadsheet grid has columns A through P and rows 1 and 2. Cell A1 is highlighted in yellow. A tooltip with the text "Click to Clear this sheet" is positioned over cell A1. Below the grid, there is a control to "Add 1000 more rows at the bottom". The bottom navigation bar contains several tabs: "Setup Guide", "Cadence suggestion", "Import", "1. Gradebook Overview", "2. Teacher Summary", "3. Student Class Grades", "4. Assignment Analysis", "5. Category Usage", and "5b. Category Counts". The "Import" tab is currently selected.

## Note: Teacher access to template



If they want, teachers can make their own copy of the template.

Staff > Gradebook > Options > Export > All Assignments and Grades Export for Staff

# Gradebook Overview: Navigation

# Navigation: Setup Guide

Presentation Copy 2/9/26 BB Gradebook Overview | Template SY26 v3.2

File Edit View Insert Format Data Tools Extensions Help

100% | \$ % .0+ .00 123 Calibri | - 12 + B I A

A1 | fx Make a fresh copy

	A	B	C	D
1		Make a fresh copy		
2				
3		*New: Walkthrough		
4		<a href="#">Video: How to Download info off of ASPEN to load in (7 minutes)</a>		
5		<a href="#">Video: Walkthrough of key tabs (25 minutes, see timestamps below to jump to specific sections)</a>		
		0:45- The purpose		
		<b>Gradebook Overview Tab</b>		
		3:40- Grouping: Grade-Teacher-Class (and discussions about when classes get merged together)		
		4:30- Navigating the + and - to expand and hide columns		
		4:50- Overview Section: # of assignments created, due, and graded with most recent dates		
		8:05- Grade Distribution: # of assignments with low average. Grade Distribution. Students with 0 grades. Caveate about calculations		
		11:30- Min/Max. Lowest class average: top class average, and average class average		
		12:35- Code Usage: Number of Blanks/Inc/Exc/0/Mse given on assignments		

+ ≡ Setup Guide Cadence suggestion Import 1. Gradebook Overview 2. Teacher Summary 3. Stud

Setup Guide tells you how to download the Aspen Export (all assignments and Grades Export) and how to navigate the document

# Navigation: Cadence Suggestion

Presentation Copy 2/9/26 BB Gradebook Overview | Template SY26 v3.2

File Edit View Insert Format Data Tools Extensions Help

100% | \$ % .0 .00 123 | arial | - 10 + | B I U A

C12 Grade Validation Export; Grade Verification Report

Week	Look For	Additional Gradebook Reports (For School Administrators and Grading Coordinators) <a href="#">Aspen Reports for Grade Management</a>
W1: Gradebook Fidelity	<ul style="list-style-type: none"><li>Do any Gradebooks have Default Mode</li></ul>	<a href="#">Gradebook Health Check: Classes w/out Average Mode &amp; Category Weight Distributions</a>
W2: Building Habits	<ul style="list-style-type: none"><li>Have assignments been created and grades started to be entered? (Tabs: 1. Gradebook Overview &amp; 6a. Assignment Cadence)</li></ul>	<a href="#">Blank, Msg, Exc &amp; Zero Assignments by Teacher Report</a>
W3: Early Warning	<ul style="list-style-type: none"><li># of Students with Ds and Fs (Tab: 1. Gradebook Overview)</li></ul>	<a href="#">Grade Threshold Export (formerly the Failure Report)</a>
W4: Second Chances	<ul style="list-style-type: none"><li>Any assignments where the whole class struggled?(Assignment Analysis)</li><li>Missing Grades/INC (Tab: 1. Gradebook Overview)</li></ul>	<a href="#">*Assignment that brings down the student's grade: Student Advantage Report Staff View</a>
W5	<ul style="list-style-type: none"><li>Misuse of Extra Credit</li><li>Missing Grades/INC</li><li>Grade Posting Happening (Tab: 3. Student Class Grades)</li></ul>	<a href="#">Field set &amp; Filter view for Extra Credit audit</a> <a href="#">Grade Threshold Export (for Grades Above 105%)</a> <a href="#">Blank, Msg, Exc &amp; Zero Assignments by Teacher Report</a> <a href="#">Aspen - CPS Grade Validation Export</a>
W6: Gradebook Fidelity	<ul style="list-style-type: none"><li>Any obvious categories and Weights errors?</li><li>Use of 0/MSG aligned with school expectations (Tab: 1. Gradebook Overview)</li></ul>	
W7: Building Habits	<ul style="list-style-type: none"><li>Grading fidelity: does every kid have the same grade (Tab: 3. Student Class Grades)</li></ul>	
W8: Early Warning	<ul style="list-style-type: none"><li>Have all categories and weights been used?</li><li># of Students with Ds and Fs (Tabs: 5. Category Usage &amp; 3. Student Class Grades)</li><li>Inc/MSG that need to be turned in</li><li>Any assignments where the whole class struggled? (Gradebook Overview)</li></ul>	<a href="#">Unused Categories Filter</a> <a href="#">Grade Threshold Export (formerly the Failure Report)</a> <a href="#">*Assignment that brings down the student's grade: Student Advantage Report Staff View</a>
W9		<a href="#">Grade Validation Export: Grade Verification Report</a> <a href="#">Aspen - CPS Grade Validation Export</a> <a href="#">Aspen - Posting and Verifying Grades (Main Overview)</a> <a href="#">CPS Enhanced Merge for Duplicate Transcript...</a> <a href="#">Aspen Quick Guide: Posting Grades for Main Overview</a> <a href="#">Gradebook Scores Post Column Audit</a> <a href="#">Kindergarten Report Card Resources</a>
W10	<ul style="list-style-type: none"><li>Does the Gradebook Average match with the Transcript Grade?</li></ul>	

Setup Guide | **Cadence suggestion** | Import | 1. Gradebook Overview | 2. Teacher

Cadence Suggestion helps you determine what to look at each week of the 10 week grading cycle.

# Navigation: Gradebook Overview

	A	B	C	E	K	M	X	AF	AI
1	7/6/2022		Term: Term 2						
2			Teacher Name All						
	Class Number	Teacher Name	Class Name	Overview	Low Assignm.	Q. Grades	Code Use	Categories	Notes:
3	1010000-8-A103								
4	1010000-8-A107								
5	1010000-7-A107								
6	1010000-7-A113								
7	1010000-6-A114								
8	1010000-6-A113								
9	1010000-7-A113								

+   Setup Guide ▾   Cadence suggestion ▾   **1. Gradebook Overview ▾**   2. Teacher Summary ▾   3. Student Class Grades ▾   6a. Assignment Cadence ▾



Gradebook Overview: This is where you will spend 90% of your time. It is the bulk of the report.

# Navigation: Gradebook Overview

	A	B	C	E	K	M	X	AF	AI
1	7/6/2022	Term: Term 2							
2		Teacher Name All							
	Class Number	Teacher Name	Class Name	Overview	Low Assignm.	Q. Grades	Code Use	Categories	Notes:
3	1010000-8-A103								
4	1010000-8-A107								
5	1010000-7-A107								
6	1010000-7-A113								
7	1010000-6-A114								
8	1010000-6-A113								
9	1010000-7-A113								

Navigation Bar:

- Setup Guide
- Cadence suggestion
- 1. Gradebook Overview
- 2. Teacher Summary
- 3. Student Class Grades
- 6a. Assignment Cadence

## Deep Dive Tabs Other Tabs:

- Teacher Summary
- Student Class Grades
- Assignment Cadence/ Category Cadence
- Assignment Analysis
- Category Usage

*As you go to the right, the tabs become more about digging deeper or answering very specific questions*

# Navigation: Teacher Export

hover here for notes

This will automatically store the teacher links.

Teacher	Link to doc	ID	Last Run	Folder

School ID School Name Student Last Na Student First Na Student ID Grade Level Grade Term Class Name

Select a teacher in box A1

4. Assignment Analysis 5. Category Usage 5b. Category Counts 6a. Assignment Cadence 6b. Category Cadence **Teacher Export**

## Teacher Export **\*NEW\***

Quickly create and update teacher facing copies of the tool which contains only their data. You can create a single teacher's document, or all teachers at your school. Teacher copies will be identical to the main template, except it will contain only their own info.

Note: Teachers also have access to update their own copy.



# Gradebook Overview: Using the Overview



# Gradebook Overview Tab

# 1. Gradebook Overview

The screenshot shows a Google Sheets spreadsheet titled "Presentation Copy 2/9/26 BB Gradebook Overview | Template SY26 v3.2". The spreadsheet has a menu bar (File, Edit, View, Insert, Format, Data, Tools, Extensions, Help) and a toolbar with various icons. The active cell is C4, containing the formula "Keating, John".

	A	B	C	D	E	F	G	H	I	J
1	2/17/2026	Term: Term 3	Use the + above each column		Assignment Overview (Graded assignments through 02/09/26)					Set threshold
2	Class Number	Grade	Teacher	Subject	# of Students					Most recent grade
3	9050000-1-B412	1	Honey, Miss	MU						

Callout 1: **Hover Text**  
Hover over headers with a black triangle to see hover text. This will contain explanations, inquiry questions, and color coding descriptions.

Callout 2: **Hiding Columns**  
Use the + and - to hide and show sets of columns.

# 1. Gradebook Overview

Set the threshold  
(default is 70%)

**Navigation:** 1 row = 1 gradebook for a single quarter

1/20/2025	Term: Term 2		Use the + above each column to expand or hide that section.				Assignment Overview	Set threshold	70%	
Class Number	Grade	Teacher	Subject	Overview	# of Students	# of Assignments for Q due as of today	# of Assignments with at least 1 grade	Most Recent Assign. Due Date	Most recent grade	Low Assignm. # of assig. w/ avg. <= 70%
					1	14	14	1/15/25	1/17/25	1
					1	16	16	1/14/25	1/17/25	0
					3	10	10	1/10/25	1/17/25	1

Purple is just high to low shading. Will highlight yellow if at least 2 ungraded assignments

Yellow= 1 week past  
Red = 2 weeks past

# 1. Gradebook Overview

What this looks like in Gradebook

Options ▾ Reports ▾ Help ▾

Students: All ▾ Grade Columns: All ▾ Term: Term 2 ▾ Display: Grade ▾ Status:  Enrolled  Withdrawn Class: ▾

Name	YOG	Missing	Term 2	10/29 RI1.5 1 100 pts.	11/05 RI1.5a 1 100 pts.	11/12 RI1.9 1 100 pts.	11/15 RI1.9a 3 100 pts.	11/18 RI1.9b 1 100 pts.	11/19 RI1.9RI1.5 1 100 pts.	12/03 RI1.3-A 1 100 pts.	12/06 RI1.3-B 2 100 pts.	12/10 RI1.2-A 1 100 pts.	12/13 RI1.2-B 3 100 pts.	12/17 RI1.7-A 1 100 pts.	01/08 RI1.7-B 1 100 pts.	01/10 RI1.4 1 100 pts.
	2036	0	78.01 C	59	100	70	100	70	100	70	70	70	70	80	70	70
	2036	0	71.56 C	71	71	71	71	71	71	60	70	80	80	80	70	70
	2036	0	59.76 D	59	59				61	60	59	59	59	59	inc	70
	2036	0	97.45 A	100	100				100	100	100	100	100	100	100	80
	2036	0	67.28 D	70	80				70	60	70	80	70	65	60	60
	2036	0	98.18 A	100	100				100	100	100	100	100	100	100	80
	2036	0	63.34 D	100	60				59	60	60	70	70	65	59	59
	2036	0	96.73 A	80	100	100	100	100	80	100	100	100	100	100	70	80
	2036	0	73.91 C	100	100	100	59	70	100	70	70	70	80	100	100	59
	2036	0	78.96 C	100	70	59	100	70	70	70	70	80	80	100	100	80
	2036	0	69.1 D	100	70	70	100	70	70	60	59	70	70	59	59	60
	2036	0	76.67 C	100	100	59	70	100	100	70	80	59	75	80	80	60
	2036	0	59.12 F	59	60	60	59	59	59	inc	59	59	59	59	59	60
	2036	0	98.18 A	100	100	100	100	70				100	100	100	100	80
	2036	0	59.88 D	70	59	59	59	59				59	59	59	inc	inc
	2036	0	98.55 A	100	100	100	100	80				100	100	100	100	80
	2036	0	72.23 C	100	100	59	59	70				60	70	100	70	80
	2036	0	70.0 C	70	70	70	70	70				70	70	70	70	70
	2036	0	98.25 A	100	100	100	100	100	100	100	90	100	100	100	100	100
Average score			79.38 C	86.27 B	84.45 B	77.38 C	82.1 B	75.45 C	83.09 B	78.5 C	78.0 C	79.32 C	80.5 B	83.41 B	81.3 B	74.14 C

Assignment Count  
Most recent assignment date

Note: Most recent grade given not easily visible

Low Assignment Count

# 1. Gradebook Overview

**Navigation:** 1 row = 1 gradebook for a single quarter

Section	What is shown	Color Coding	Inquiry Questions
Assignment Overview	<ul style="list-style-type: none"><li>● # of assignments</li><li>● # of students</li><li>● Last assignment date</li><li>● Last grade entered date</li></ul>	<ul style="list-style-type: none"><li>● # of assignments</li><li>● 2+ ungraded assignments</li><li>● 1 or 2 weeks since last date</li></ul>	<ul style="list-style-type: none"><li>● Are there sufficient assignments?</li><li>● Is timely feedback given?</li><li>● How does this align with school agreements and expectations?</li></ul>
Low assignment	<ul style="list-style-type: none"><li>● # of assignments for which the class average is below a certain threshold (default: 70%)</li></ul>	<ul style="list-style-type: none"><li>● # of assignments</li></ul>	<ul style="list-style-type: none"><li>● Are there any assignments that the class as a whole struggled to master?</li><li>● What was that assignment?</li><li>● How did the teacher respond?</li></ul>

# 1. Gradebook Overview (pt 2)

**Navigation:** 1 row = 1 gradebook for a single quarter

1/20/2025	Term: Term 2		Use the + above each column to expand or hide that section.				*Estimated* Grade Distribution (hover for details and caveates)							Highest & Lowest Grades in the Class			Blanks and Special Codes (for assignments due by today)							
Class Number	Grade	Teacher	Subject	Overview	Low Assignm.	Q. Grades	% D&F	F	D	C	B	A	no grade	Lowest Grade	Avg Grade	Highest Grade	Code Use	Blanks	/	Inc	Exc	_3XCLUD3D_	0	MSG
							0%	0	0	9	8	5	0	71.5%	81.4%	93.3%		0	0	0	9	0	0	0
							0%	0	0	0	22	0	0	80.0%	80.0%	80.0%		0	0	0	0	0	0	0
							15%	0	2	0	5	6	0	66.2%	86.4%	99.6%		0	0	0	44	0	0	0
							0%	0		4	3	6	0	75.0%	85.4%	100.0%		0	0	0	0	0	0	0
							0%				7	4	0	76.4%	86.7%	98.1%		0	0	0		0	0	0

**Caution**  
 There are certain practices and [average modes](#) which are valid but which cause incorrect letter grade calculations.  
 For example, “Categories and Assignments” average mode will yield incorrect results here. Use this tool as a flashlight, but Aspen is always the source of truth.

**Note**  
 By default Inc, Blank and Exc are all ignored in grade calculation. 0 and MSG are counted as 0 in grade calculation.

# 1. Gradebook Overview (pt 2)

What this looks like in Gradebook

Options ▾ Reports ▾ Help ▾

Students: All ▾ Grade Columns: All ▾ Term: Term 2 ▾ Display: Grade ▾ Status:  Enrolled  Withdrawn Class: [dropdown] ⚙️

Name	YOG	Missing	Term 2	10/29 RI 1.5 1 100 pts.	11/05 RI 1.5a 1 100 pts.	11/12 RL 1.9 1 100 pts.	11/15 RL 1.9a 3 100 pts.	11/18 RL 1.9b 1 100 pts.	11/19 RL 1.9RI 1.5 1 100 pts.	12/03 RL 1.3-A 1 100 pts.	12/06 RL 1.3-B 2 100 pts.
			97.45 A	100	100	70	100	80	100	100	100
			67.28 D	70	80	59	59	59	70	60	70
			98.18 A	100	100	100	100	70	100	100	100
			63.34 D	100	60	59	59	70	59	60	60
			96.73 A	80	100	100	100	100	80	100	100
			73.91 C	100	100	100	59	70	100	70	70
			78.96 C	100	70	59	100	70	70	70	70
			69.1 D	100	70	70	100	70	70	60	59
			76.67 C	100	100	59	70	100	100	70	80
			59.12 F	59	59	60	59	59	59	Inc	59
			98.18 A	100	100	100	100	70	100	100	100
			59.88 D	70	59	59	59	59	59	60	60
			98.55 A	100	100	100				100	100
			72.23 C	100	100	59				60	70
			70.0 C	70	70	70				70	70
			98.25 A	100	100	100	100	100	100	100	90
			100.0 A	100	100	100	100	100	100	100	100
			59.3 F	60	59	60	59	60	59	Inc	59
			100.0 A	100	100	100	100	100	100	100	100
Average score			79.38 C	86.27		77.38 C	82.1 B	75.45 C	83.09 B	78.5 C	78.0 C

"If the Quarter Ended Today" grade distribution.

Lowest Grade

Highest Grade

Class Average

Use of Special Codes

# 1. Gradebook Overview (pt 2)

Section	What is shown	Color Coding	Inquiry Questions
<p>Estimated Grade Distribution</p> <p>“If the quarter ended today.”</p>	<ul style="list-style-type: none"> <li>● Distribution of A,B,C,D,F</li> <li>● Students with no assignments</li> <li>● % D&amp;F by gradebook</li> <li>● Highest, lowest and average grade</li> </ul> <p><i>Note: Certain valid practices can create inaccurate distribution estimates here</i></p>	<ul style="list-style-type: none"> <li>● Concentration of grades</li> <li>● Concentration of No Grades (no assignments input)</li> <li>● 0-100% for high/low/average</li> </ul>	<ul style="list-style-type: none"> <li>● Where are there significant Ds and Fs?</li> <li>● How does the teacher support these students? How does the school support these students?</li> <li>● Are there students with no grades? Why? (e.g. new students, lack of engagement, lack of grade entry)</li> </ul>
<p>Code Usage</p>	<ul style="list-style-type: none"> <li>● # of individual Msg, Inc, Exc, and 0 given for assignments</li> <li>● Yellow categories are ignored by gradebook averages. Red categories are counted 0 in gradebook averages.</li> </ul>	<ul style="list-style-type: none"> <li>● # of times the code is used</li> </ul>	<ul style="list-style-type: none"> <li>● Are there significant numbers of certain codes?</li> <li>● If there are 0s, what is your school’s policy for assigning a 0?</li> <li>● When is Inc/Exc used vs Msg? Is this consistent across classes?</li> <li>● What are retake and late policies? Are these consistent?</li> </ul>



# 1. Gradebook Overview (pt 3)

What this looks like in Gradebook

Status  Enrolled  Withdrawn Class

11/13 10A11b ASN 100 pts.	11/15 10A11c QZ 100 pts.	11/18 10A11d ASN 100 pts.	11/21 10A11e ASN 100 pts.	12/03 CC/NBT1-1 ASN 100 pts.	12/05 CC/NBT1-2 EXAM 100 pts.	12/10 CC/NBT1-3 ASN 100 pts.	12/12 CC/NBT1-4 QZ 100 pts.
70	70	68	72	100	100	100	100
71	71	71	71	71	71	71	71
Exc	Exc	70	65	59	60	59	59
75	80	72	80	100	100	100	100

Class List :: 2024-2025 - [blurred]

**Details** Options▼ Reports▼ Help▼

Roster

Seating Chart

Course Nickname

Description

Reporting Standards

Schedule

Schedule term FYT

Team

House

Average Mode

Grade Scale

Quarterly Overview  Show Quarterly Overview and Notes on Portals

Please limit Category Codes to

Expand All | Collapse All

Classes linked for assignments and categories:

Categories

Adjust Weights By Term

Categories and Distribution

	ASN	QZ	EXAM
Term 1	40.0	35.0	25.0
	40.0%	35.0%	25.0%

# 1. Gradebook Overview (pt 3)

Section	What is shown	Color Coding	Inquiry Questions
Category usage	<ul style="list-style-type: none"><li>• Total % of category pie represented by assignments so far this quarter</li><li>• Name of categories represented</li><li>• # of assignments per category</li></ul>	<ul style="list-style-type: none"><li>• Category totals &lt;100 in yellow. Likely indicates that certain categories haven't been used yet.</li><li>• Categories &gt;100 in red. Likely indicates gradebook was set up with more than 100 points assigned (e.g. duplicate categories or mis-distributed category weights).</li></ul>	<ul style="list-style-type: none"><li>• Have all categories been used (and should they have, depending where we are in the quarter)</li><li>• Do categories total 100%?</li><li>• Do categories have an appropriate distribution of # of assignments?</li><li>• Are there categories with few assignments, meaning each is more powerful toward the quarter grade? Does the teacher know those individual assignments are so powerful?</li><li>• Are category weights appropriate?</li><li>• Is there a school expectation that certain categories are used?</li><li>• Is there a school expectation that certain categories are consistent across class / grade / subject / etc?</li></ul>



**Teacher Export \*New\***

# 7. Teacher Export

Presentation Copy 2/9/26 BB Gradebook Overview | Template SY26 v3.2

File Edit View Insert Format Data Tools Extensions Help

100% 10

Teacher Selection (for single creation or single update)

1 Miyagi, Mr. Last Grade Entry: 2/6/2026

2

3 hover here for notes

4

5 This will automatically store the teacher links.

Teacher	Link to doc	ID	Last Run	Folder
Keating, John	<a href="https://docs.google.com/document/d/1O27vRsn7rKnk">https://docs.google.com/document/d/1O27vRsn7rKnk</a>	1027vRsn7rKnk	02/17/26 11:49:00	<a href="https://drive.google.com/drive/folders/1027vRsn7rKnk">https://drive.google.com/drive/folders/1027vRsn7rKnk</a>
Honey, Miss	<a href="https://docs.google.com/document/d/1rWnNZh9WY9U">https://docs.google.com/document/d/1rWnNZh9WY9U</a>	1rWnNZh9WY9U	02/17/26 11:49:14	<a href="https://drive.google.com/drive/folders/1rWnNZh9WY9U">https://drive.google.com/drive/folders/1rWnNZh9WY9U</a>

List of created teacher facing documents

Create Selected Teacher's Doc

Create All Teacher's Documents

Update Selected Teacher's Doc

Update All Teacher docs

Make a copy of the template using only the currently selected teacher

Make a copy of the template for all teachers

Use the current version of the All Assignments in this master template to update the previously created teacher facing template for the teacher selected

Use the current version of the All Assignments in this master template to update all the teacher documents in the list to the left

Teacher Export

This new utility lets you make teacher facing copies of the template if you want your staff to see the same things you can.

**Note:** Copies are made on the drive of the admin that clicks the “Create” button. The folder is called [user name] Gradebook Overview. [Click here to find yours](#) if one exists.

# 7. Teacher Export: File Permissions

My Drive > bbullington Gradebook ...

Type People Modified Source

Name

- Kimble, John - 02/17/26 Gradebook Overview
- McGonagall, Minerva - 02/17/26 Gradebook Overview
- Finn, Dewey - 02/17/26 Gradebook Overview
- Maguire, Sean - 02/17/26 Gradebook Overview
- Holland, Glenn - 02/17/26 Gradebook Overview
- Miyagi, Mr. - 02/17/26 Gradebook Overview
- Honey, Miss - 02/17/26 Gradebook Overview
- Keating, John - 02/17/26 Gradebook Overview

me 11:59 AM me

me 11:59 AM me

**Admin:** You can share the folder with your admin team. This will give them access to all teacher facing documents. It will also allow them to update the documents.

Make sure the documents and the folder are never set to “Anyone can view”

**Teachers:** Share individual files with the specific teacher. The title of the file will change to reflect the most recent date updated, but the link for the teacher will always stay the same.



# Deep Dive Tabs

[2. Teacher Summary](#)

[3. Student Class Grades](#)

[4. Assignment Analysis](#)

[5. Category Usage](#)

[5b Category Counts](#)

[6a. Assignment Cadence](#)

[6b. Category Cadence](#)



## 2. Teacher Summary



**Navigation:** 1 row = 1 teacher (across all classes)

A	B	C	D	E	F
Teacher Name	Most Recent Assignment Due	Most Recent Grade Given		<i>Earlier than _ days ago</i> <i>Note: you can set the number of days</i>	
	1/16/2025	1/17/2025	Set Options	7	1/13/2025
	1/13/2025	1/17/2025		14	1/6/2025
	1/15/2025	1/15/2025			
	1/16/2025	1/17/2025			
	1/14/2025	1/15/2025			
	1/16/2025	1/17/2025			
	1/17/2025	1/17/2025			
	1/10/2025	1/16/2025			
	1/17/2025	1/17/2025			
	1/8/2025	1/11/2025			
	1/16/2025	1/16/2025			
	1/17/2025	1/17/2025			
	1/14/2025	1/18/2025			
	12/20/2024	1/2/2025			

## 2. Teacher Summary

**Navigation:** 1 row = 1 teacher (across all classes)

What is shown	Color Coding	Inquiry Questions
<ul style="list-style-type: none"><li>● When is the last time a teacher had an assignment due (in any class)</li><li>● When is the last time a teacher updated any grade (for any class)</li></ul>	<ul style="list-style-type: none"><li>● Yellow = 1 week +</li><li>● Red = 2 weeks +</li><li>● Color coding thresholds can be adjusted on this page, and will impact cadence color coding on the Overview page if changed here.</li></ul>	<ul style="list-style-type: none"><li>● Are teachers giving timely feedback?</li><li>● Are teachers giving assignments to assess mastery?</li><li>● What are the school expectations for assignment frequency?</li><li>● What are the expectations for timely and consistent feedback?</li></ul>

# 3. Student Class Grade

**Navigation:** 1 row per student per class (one transcript / report card mark)

Grade	Teacher Name	Student ID	Student Last Name	Student First Name	Class avg for student	Letter Equivalent
					89.17%	B
					80.00%	B
					85.11%	B
					78.01%	C
					71.56%	C
					59.76%	D
					97.45%	A
					67.28%	D
					98.18%	A
					63.34%	D
					96.73%	A
					73.91%	C
					78.96%	C
					69.10%	D

Sort By: Class

**Same Caution**  
Sort by class, student, or teacher

**Same Caution**  
There are certain practices and [average modes](#) which are valid but which cause incorrect letter grade calculations.

For example, “*Categories and Assignments*” average mode will yield incorrect results here. Use this tool as a flashlight, but Aspen is always the source of truth.

Additionally, this assumes 90-80-70 grading scale and does not do Aspen’s 89.51=90 rounding.

### 3. Student Class Grade



**Navigation:** 1 row per student per class (one transcript / report card mark)

What is shown	Color Coding	Inquiry Questions
<ul style="list-style-type: none"><li>● Estimated end of quarter grade per student in each class</li><li>● Sorter at the top can group by teacher, student or class</li><li>● Note: This assumes a 100-90-80-70-60 scale and does not do Aspen's rounding currently.</li></ul>	<ul style="list-style-type: none"><li>● Color coding based on A, B, C, D, F quarter grade projection</li></ul>	<ul style="list-style-type: none"><li>● Drill down from the grade distribution columns on the overview page</li><li>● Which students are struggling in a given class?</li><li>● Are student with Ds/Fs in one class also showing Ds/Fs in other classes?</li></ul>

# 4. Assignment Analysis



**Navigation:** 1 row per assignment per class (1 column in a gradebook)

Class Number	Class Name	Teacher Name	Category Code	Category Weight	Assignment Name	GB Column Name	# of Students	Class Avg on Assignment	Visibility	Assignment Due
			Assign	40	describe the beginning, middle, and end of a text	RL.2.3a	19	83.14%	Public	11/13/2024
			Assign	40	identify text features	RI.2.5a	19	81.05%	Public	1/8/2025
			Assign	40	identify text features	RI.2.5b	19	82.63%	Public	1/9/2025
			Assign	40	identify the main topic of a text	RI.2.2a	19	82.63%	Public	12/18/2024
			EX	25	describe connections in a text	RI.2.3-2	19	74.11%	Public	12/6/2024
			EX	25	describe connections in a text	RI.2.3bb	19	78.42%	Public	1/1/2025
			QZ	35	describe connections in a text	RI.2.3-4	19	74.21%	Public	12/1/2024
			QZ	35	describe the beginning, middle and end of a text	RL.2.5b	19	81.05%	Public	11/1/2024
			ASMT	25	Checkpoint Assessment	RI.3.6-5	2	70.00%	Public	1/1/2025
			ASMT	25	Checkpoint Assessment	RL.3.2.3.3	2	77.00%	Public	12/6/2024
			ASN	40	Author's point of view	RI.3.6-2	2	87.50%	Public	
			ASN	40	Author's point of view Assignment	RI.3.6-3	2	62.50%	Public	
			ASN	40	Cause and effect assignment	RI.3.3-8	2	87.50%	Public	
			ASN	40	Cause and effect assignment	RI.3.3-5	2	100.00%	Public	
			ASN	40	Cause and effect assignment	RI.3.3-6	1	100.00%	Public	
		Paxton, Jade	ASN	40	Describe characters in a story	RL.3.3	2	87.50%	Public	10/29/2024

One line per assignment per class

Assignment due date used to find most recent assignment on Overview tab

Class average used on the Overview tab to count low assignments

# 4. Assignment Analysis

**Navigation:** 1 row = 1 assignment

What is shown	Color Coding	Inquiry Questions
<ul style="list-style-type: none"><li>● Assignment category</li><li>● Weight of category</li><li>● Assignment Name &amp; GB column name</li><li>● Class average on the assignment</li><li>● Due date of assignment</li><li>● Visibility (public/private)</li></ul>	<ul style="list-style-type: none"><li>● Green to red color gradient for class average (0-100%)</li></ul>	<ul style="list-style-type: none"><li>● What kind of assignments are being given?</li><li>● What does the page say about mastery of different content?</li><li>● Are there assignments where most of the class struggled? If so, what type of assignment was that? How much weight does that assignment have?</li><li>● When a whole class does not show mastery, how does the teacher respond? How is this different from when a single student or a small group of students fail to show mastery?</li></ul>

# 5. Category Usage



**Navigation:** 1 row per category per class

Class Number	Class Name	Teacher Name	Category Code	Category Weight	# Q Assignments	Cat and Weight
			Assign	40	11	40%: Assign (11)
			EX	25	2	25%: EX (2)
			QZ	35	2	35%: QZ (2)
			Assign	40	11	40%: Assign (11)
			EX	25	2	25%: EX (2)
			QZ	35	2	35%: QZ (2)
			Assign	100	10	100%: Assign (10)
			Assign	40	11	40%: Assign (11)
			EX	25	2	25%: EX (2)
			QZ	35	2	35%: QZ (2)
			Assign	40	11	40%: Assign (11)
			EX	25	2	25%: EX (2)
			QZ	35	2	35%: QZ (2)
			Assign	40	11	40%: Assign (11)
			EX	25	2	25%: EX (2)
			QZ	35	2	35%: QZ (2)
			Assign	40	11	40%: Assign (11)
			EX	25	2	25%: EX (2)
			QZ	35	2	35%: QZ (2)
			Asn	40	6	40%: Asn (6)

One row per category per class

Name, weight, and # of Category assignments this quarter

Summary of name, weight and # of assignments for use on Overview tab

# 5. Category Usage

**Navigation:** 1 row = 1 assignment

What is shown	Color Coding	Inquiry Questions
<ul style="list-style-type: none"><li>● Class and Teacher</li><li>● Category Weight</li><li>● # of Quarter Assignments in this category</li></ul> <p><i>Note: Report only sees the original weights of categories used this quarter. It cannot identify which categories are unused, only if the weights don't equal 100 yet (or if they equal more than 100).</i></p>	<ul style="list-style-type: none"><li>● Category Weight yellow = total weight of categories used this quarter is &lt;100</li><li>● Category Weight red= total category weights used this quarter &gt;100</li></ul>	<ul style="list-style-type: none"><li>● What categories are used by each class?</li><li>● Have all categories been used this quarter? Should they have been by now?</li><li>● Is there consistency in category naming?</li><li>● Is there consistency in category weights across classes, subjects, grade bands, etc? Should there be?</li><li>● Are there potentially “overpowered assignments” due to categories with few assignments. <i>For example, “Quizzes” category is 40%. “Exam” category is 30%. But this quarter only 1 quiz was given. That means that quiz carries the full 40% and is more powerful than the exam. There is no flag for this in Aspen and the teacher might not have intended for that to happen.</i></li></ul>

# 5b. Category Counts



**Navigation:** 1 row per Category Name & Code combo

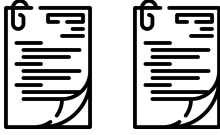
A	B	C	D	E	F	G	H	I	J	K	L
<p><i>This tab shows all the category names with at least 1 assignment in the import (regardless of Quarter). It also shows the various weights given to those categories, and how many classes are using that weighting.</i></p>											
		Weights assigned to this category (and number of c									
<b>Category Name</b>	<b>Category Code</b>	<b>0</b>	<b>0.35</b>	<b>15</b>	<b>20</b>	<b>25</b>	<b>35</b>	<b>40</b>	<b>45</b>	<b>60</b>	<b>100</b>
40	Assg							2			
ASN	1							17			
Assessment	ASMT					9					
Assessment	ASSESS					5					
Assessments	Assess						3				
assessments	assess						3				
Assignment	Asgmt									9	
assignment	asm							5			1
Assignment	ASN							17			
assignment	asn							2			
Assignments	ASN							17	3		1
Assignments	Asn							9			1
assignments	asn								6		1
Assignments	Assg							7			
Assignments	Assign							5			1

## 5b. Category Counts

**Navigation:** 1 row = 1 assignment

What is shown	Color Coding	Inquiry Questions
<ul style="list-style-type: none"><li>● Category Name &amp; Code combos</li><li>● Weight of the category</li><li>● # of classes that use different weights</li></ul> <p><i>Note: Report only sees the original weights of categories used this quarter. Yet to be used categories do not show up.</i></p>	<ul style="list-style-type: none"><li>● N/A</li></ul>	<ul style="list-style-type: none"><li>● What kind of categories are used in the school?</li><li>● How consistent or varied are the weights used for those categories across classes?</li><li>● How are specific categories like Homework or Participation weighted?</li><li>● What kind of agreements (if any) are there for use of specific codes and weights by grade band, subject, school, etc?</li></ul>

# 6a. Assignment Cadence



**Navigation:** 1 row per class (per gradebook)

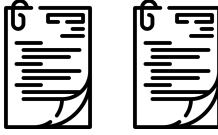
			Week	10/28/24	11/4/24	11/11/24	11/18/24	12/2/24	12/9/24	12/16/24	1/6/25	1/13/25					
			Q	Q2	Q2	Q2	Q2	Q2	Q2	Q2	Q2	Q2	-	-	-	-	-
Class Number	Class Name	Teacher Name	null	10	11	12	13	14	15	16	17	18					
				1	1	2	2	2	2	1	1	2					
				1	1	2	1	2	2	1	1	2					
				1	1	1	1	1	1	1	1	1					
				1	1	2	1	2	2	1	2	2					
				1	1	2	2	2	2	1	1	2					
				1	1	2	2	2	2	1	1	2					
						3	2	1	1	1	2						
				2	2	4	3	2	1	2	2						
				5	1	3	3	4	1	1	2	1					
				4	1	1	3	4	1	3	3	1					
						2	1	2	1	1	2						
				1	1	2	1	1	1	1	2						
				2	1	3	1	1		1							
				2	1	2		1	1			1					

## 6a. Assignment Cadence

**Navigation:** 1 row per class (per gradebook)

What is shown	Color Coding	Inquiry Questions
<ul style="list-style-type: none"><li>● # of assignments due during specific weeks of the quarter</li></ul>	<ul style="list-style-type: none"><li>● N/A</li></ul>	<ul style="list-style-type: none"><li>● How many assignments are being given in classes? Are they spread out or concentrated in certain weeks?</li><li>● Is there a good cadence of assignments to assess student mastery during the quarter?</li><li>● Does the school have certain expectations of # of assignments per week? If so, are those being met?</li></ul>

# 6b. Category Cadence



**Navigation:** 1 row per class per category

				Week	10/28/24	11/4/24	11/11/24	11/18/24	12/2/24	12/9/24	12/16/24	1/6/25	1/13/25				
				Q	Q2	Q2	Q2	Q2	Q2	Q2	Q2	Q2	Q2				
Class Number	Class Name	Teacher Name	Category Code	null	10	11	12	13	14	15	16	17	18				
			Assign		1	1	1	2	1	1	1	1	1				
			EX						1				1				
			QZ				1			1							
			Assign		1	1	1	1	1	1	1	1	1				
			EX						1				1				
			QZ				1			1							
			Assign		1	1	1	1	1	1	1	1	1				
			Assign		1	1	1	1	1	1	1	2	1				
			EX						1				1				
			QZ				1			1							
			Assign		1	1	1	2	1	1	1	1	1				
			EX						1				1				
			QZ				1			1							
			Assign		1	1	1	2	1	1	1	1	1				

## 6b. Category Cadence

**Navigation:** 1 row per class (per gradebook)

What is shown	Color Coding	Inquiry Questions
<ul style="list-style-type: none"><li>• # of assignments due during specific weeks of the quarter separated by category</li></ul>	<ul style="list-style-type: none"><li>• N/A</li></ul>	<ul style="list-style-type: none"><li>• How are different types of assignments distributed during the quarter?</li><li>• Are the type of assignments and cadence appropriate?</li></ul> <p><i>Same questions from previous page</i></p> <ul style="list-style-type: none"><li>• <i>How many assignments are being given in classes? Are they spread out or concentrated in certain weeks?</i></li><li>• <i>Is there a good cadence of assignments to assess student mastery during the quarter?</i></li><li>• <i>Does the school have certain expectations of # of assignments per week? If so, are those being met?</i></li></ul>



# Reflection & Questions

# Resources

**Gradebook Audit Cycle (in progress)**

Week	Look For	Additional Gradebook Reports (For School Administrators and Grading Coordinators) <a href="#">Aspen Reports for Grade Management</a>
W1: Gradebook Fidelity	<ul style="list-style-type: none"> <li>Do any Gradebooks have Default Mode</li> </ul>	<a href="#">Gradebook Health Check: Classes w/out Average Mode &amp; Category Weight Distributions</a>
W2: Building Habits	<ul style="list-style-type: none"> <li>Have assignments been created and grades started to be entered? (Tabs: 1. Gradebook Overview &amp; 6a. Assignment Cadence)</li> </ul>	<a href="#">Blank, Msg, Exc &amp; Zero Assignments by Teacher Report</a>
W3: Early Warning	<ul style="list-style-type: none"> <li># of Students with Ds and Fs (Tab: 1. Gradebook Overview)</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Grade Threshold Export (formerly the Failure Report)^</a></li> </ul>
W4: Second Chances	<ul style="list-style-type: none"> <li>Any assignments where the whole class struggled?(Assignment Analysis)</li> <li>Missing Grades/INC (Tab: 1. Gradebook Overview)</li> </ul>	<a href="#">*Assignment that brings down the student's grade: Student Advantage Report Staff View</a>
W5	<ul style="list-style-type: none"> <li>Misuse of Extra Credit</li> <li>Missing Grades/INC</li> <li>Grade Posting Happening (Tab: 3. Student Class Grades)</li> </ul>	<a href="#">Field set &amp; Filter view for Extra Credit audit</a> <a href="#">Grade Threshold Export (for Grades Above 105%)</a> <a href="#">Blank, Msg, Exc &amp; Zero Assignments by Teacher Report</a> <a href="#">Aspen - CPS Grade Validation Export</a>
W6: Gradebook Fidelity	<ul style="list-style-type: none"> <li>Any obvious categories and Weights errors?</li> <li>Use of 0/MSG aligned with school expectations (Tab:1. Gradebook Overview)</li> </ul>	
W7: Building Habits	<ul style="list-style-type: none"> <li>Grading fidelity: does every kid have the same grade (Tab: 3. Student Class Grades)</li> </ul>	
W8: Early Warning	<ul style="list-style-type: none"> <li>Have all categories and weights been used?</li> <li># of Students with Ds and Fs (Tabs: 5. Category Usage &amp; 3. Student Class Grades)</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Unused Categories Filter</a></li> <li><a href="#">Grade Threshold Export (formerly the Failure Report)^</a></li> </ul>
W9: 2nd Chances	<ul style="list-style-type: none"> <li>Inc/MSG that need to be turned in</li> <li>Any assignments where the whole class struggled? (Tab: 1. Gradebook Overview)</li> </ul>	<a href="#">*Assignment that brings down the student's grade: Student Advantage Report Staff View</a>
		<a href="#">Grade Validation Export: Grade Verification Report</a> <a href="#">Aspen - CPS Grade Validation Export</a> <a href="#">Aspen - Posting and Verifying Grades (Main Office)</a> <a href="#">CPS Enhanced Merge for Duplicate Transcript Records</a>

# Exit Ticket

# Time to Explore

[Make a copy](#)

