

How to Set Up Citizenship

Use this guide to set up and manage Citizenship in Gradebook. Citizenship allows teachers to track student citizenship grades using configured behaviors, categories, point values, and grade marks. When a behavior is recorded for a student, the student's citizenship point total updates automatically and determines the current citizenship grade.

Access the Citizenship Page

- Navigate to the Class Lens in Aspire
- Select the Citizenship tile
- On the Citizenship page, select the gear icon to open Settings

Set Up the Markset

- In the Markset section, select Modify
- Review the minimum point values for each citizenship mark
- Update minimum points if changes are needed
- Select Save

Create Citizenship Categories (optional)

- In the Categories section, select Modify
- Add the categories that will be used to group citizenship behaviors
- Save the category changes

Add Citizenship Behaviors

- In the Behaviors section, select Modify
- Choose whether the behavior is a positive or negative type
- Enter the behavior name
- Enter the point value for the behavior
- Select the category for the behavior
- Select Add to save the behavior

Apply Bulk Entry

- Use Bulk Add when the same citizenship mark or behavior needs to be applied to an entire class
- Review the selected students and behavior before saving to confirm the entry applies to the correct group