Follett SOFTWARE

Aspen

Student Information System

Using the Staff View and Teacher Gradebook

User Guide

Aspen SIS 6.9

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Using the Staff View and Teacher Gradebook

As a teacher, you can use the Staff view, Aspen IMS and the teacher gradebook to manage your class information and:

- Create and manage groups.
- Create and manage Pages.
- View information about students enrolled in your classes.
- Create announcements your students and their families can view using the Student and Family portals.
- Enter daily and class attendance for your students.
- Enter and track assignments and term grades in the gradebook.
- Set up information to customize and personalize your gradebook.
- Maintain a professional development plan.
- Send emails to individuals and groups.
- Send and receive notifications about alerts and announcements.

Beginning-of-Year Gradebook Checklist

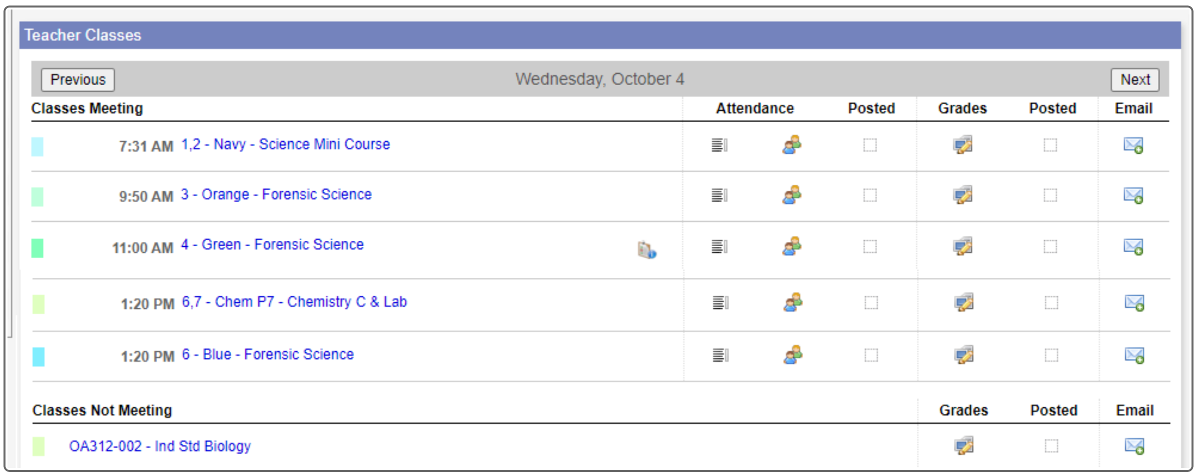
At the beginning of each school year, once your classes are appearing in your gradebook, complete the following steps to set up your gradebook for this year:

1. _____ Check your Gradebook preferences to make sure they are as you want them. Be sure your default average mode is set correctly.
2. _____ Define the details for each class section, such as class nickname, average mode, default grade scale, and if you want to drop lowest scores.
3. _____ Link class sections on the Details page. For example, if you teach three CP English classes, link them so you only have to create assignments once, and they apply to each class. Use the **Classes linked for assignments and categories** accordion in the details of each class section.
4. _____ Import categories from last year, and create any new categories you might want to use. If you import categories for a class you linked to other classes in Step 3, Aspen imports the categories for all of the linked classes, too. Use the **Categories** accordion in the details of each class section.

5. _____ Import assignments from classes from last year. If you import assignments for a class you linked to other classes in Step 2, Aspen imports the assignments for all of the linked classes, too. Or, create new assignments.
6. _____ Use the **Drop mode** accordion to set up your drop mode for each course section.
7. _____ Use the **Tools** tab to apply colors to grade scales; create special codes, such as **Missing**; and add any footnotes you like to use in your Gradebook.

Using the Teacher Classes Widget

The Teacher Classes widget automatically appears on the homepage for all staff members in the Staff view. It shows your current class schedule.



For the date listed, the widget displays your Classes Meeting and Classes Not Meeting. Aspen truncates very long class names. Hover your cursor over the class name to view the entire text.

> **Note:** indicates that you are covering this class for another staff member. The staff member's name appears when you hover your cursor over the icon.

Do any of the following:

- If an administrator or other user changes an assignment score, the "Changed score" icon can appear next to the class name. Click the icon to view the changed score on the Scores page. Changed scores appear in highlighted cells. You can also view them by selecting **Grade Change** at the **Display** drop-down on the Scores page.
- Click a class name, or the nickname you defined for it on the Class Details page, to view the roster for that section.
- If any students have dropped or added a class, appears. Click or the class name to view the roster for that section, including each student's roster status. After you view the Roster page for the section, no longer appears.

- In the **Attendance** column, to take attendance using the class list, click . To take attendance using the seating chart, click . If you already posted attendance for a class, appears.

> **Note**: The Attendance icons do not appear for a class that is flagged to prevent period attendance input. You cannot take attendance for the class.

> **Note**: If a class spans more than one period (and your school has opted to take attendance during each period in Preferences), the class is listed twice (once for each period). Select the appropriate period for the class.

- In the **Grades** column, to go to the Scores page for a class, click . If you already posted grades for a class, appears.
- In the **Email** column, click to send an email message to people related to a class, including students, contacts, and teachers. The Mass Email pop-up appears. Type a **Subject** and the message. Click **Send.**

> **Note:** At the **To** field, select or deselect the **Students, Contacts,** and **Teachers** checkboxes as needed. Within a subset of email addresses, delete a particular address by clicking the **x** in the corner. The **Total Recipients** number updates accordingly.

- To view information for a different day, click the **Previous** or **Next** button. This is helpful if, for example, you forgot to post attendance yesterday. Or, click **Today** to return to today's schedule.

Viewing Your Information

As a teacher, you can view the information your district has on file for you.

To view your information:

1. Log on to the Staff view.
2. Click the **My Info** tab.
3. Click the side-tabs to view the following information:
   - Details, such as phone numbers and address information
   - Attendance records
   - Your current schedule
   - List of schools you work in
   - Your license information
   - Your degree information
   - Courses you have taken
   - Your professional development plan
   - Your positions in the school or district

- Extra-curricular activities
- Groups you are a member of, and the ability to create groups and Pages for your current students
- Documents on file
- Snapshots you are a member of

View positions on your staff record

Use Aspen to view the positions that your district has on record for you, your start and end date for the positions.

To view the positions on your staff record:

1. Log on to the Staff view.
2. Click the **My Info** tab, and then click the **Positions** side-tab. A list of the positions on your staff record appears.
3. Click a position to view its details.

View degrees on your staff record

You can view the degrees that your district has on file for you. This helps the district track information regarding your educational degrees.

To view the degrees on your staff record:

1. Log on to the Staff view.
2. Click the **My Info** tab.
3. Click the **Degrees** side-tab. A list of the your degrees that are on file appears.
4. Click on a degree to view its details.

Creating and Maintaining a Professional Development Plan

Staff members can develop and maintain their professional development plans (PDPs) in the Staff view, on the My Info tab. These plans contain all of the information staff members need to track to be re-certified within the timeframe, as required by your state's department of education.

Within each plan, staff members can track the following:

- Basic professional information, such as address, certificate number, and the number of PDPs necessary to renew primary area
- Personal goals
- Action plans
- District-aligned goals
- Professional development course requests
- Records of plan reviews

> **Note**: Administrators can also view, edit, and update staff plans in the Personnel view, on the PD

Plans tab. Also, administrators can run the PD Plan Audit report.

To create or manage a professional development plan:

1. Do one of the following:
   - If you are a staff member, log on to the Staff view, and click the **My Info** tab. Click the **PD Plans** side-tab.
   - If you are a personnel manager or administrator, log on to the Personnel view, and click the **PD Plans** tab.
2. Do one of the following:
   - To work with an existing plan, click the **Renewal date** of the plan you want to work with. The My Record page appears.
   - To create a new plan, on the **Options** menu, click **Add.**
   - At the **Renewal date** field, type or click to select the date the plan will need to be renewed.
3. Do one of the following:
   - Continue to enter the general information.
   - On the **PD Plans** tab or side-tab, click **Personal Goals** to add personal goals to achieve during the life of this plan.
   - On the **PD Plans** tab or side-tab, click **Action Plans** to add action plans to this plan.
   - On the **PD Plans** tab or side-tab, click **Activities** to add to or view the list of activities or courses you enrolled in to meet your goals and complete your action plans.
   - On the **PD Plans** tab or side-tab, click **Attendance** to view your attendance history for professional development course sections.
   - On the **PD Plans** side-tab, click **Requests** to view any requests you have made for courses offered by your district to achieve your goals for this plan.
   - On the **PD Plans** side-tab, click the **Reviews** sub-tab to create a record of a review.

Run the PD Plan Audit report

Run the PD Plan Audit report to view a list of all staff members and professional development plan statistics. Use the list to identify staff members that are missing professional development data.

This report shows the number of activities and reviews entered for each plan.

Aspen Public Schools

PD Plan Audit

Page 1

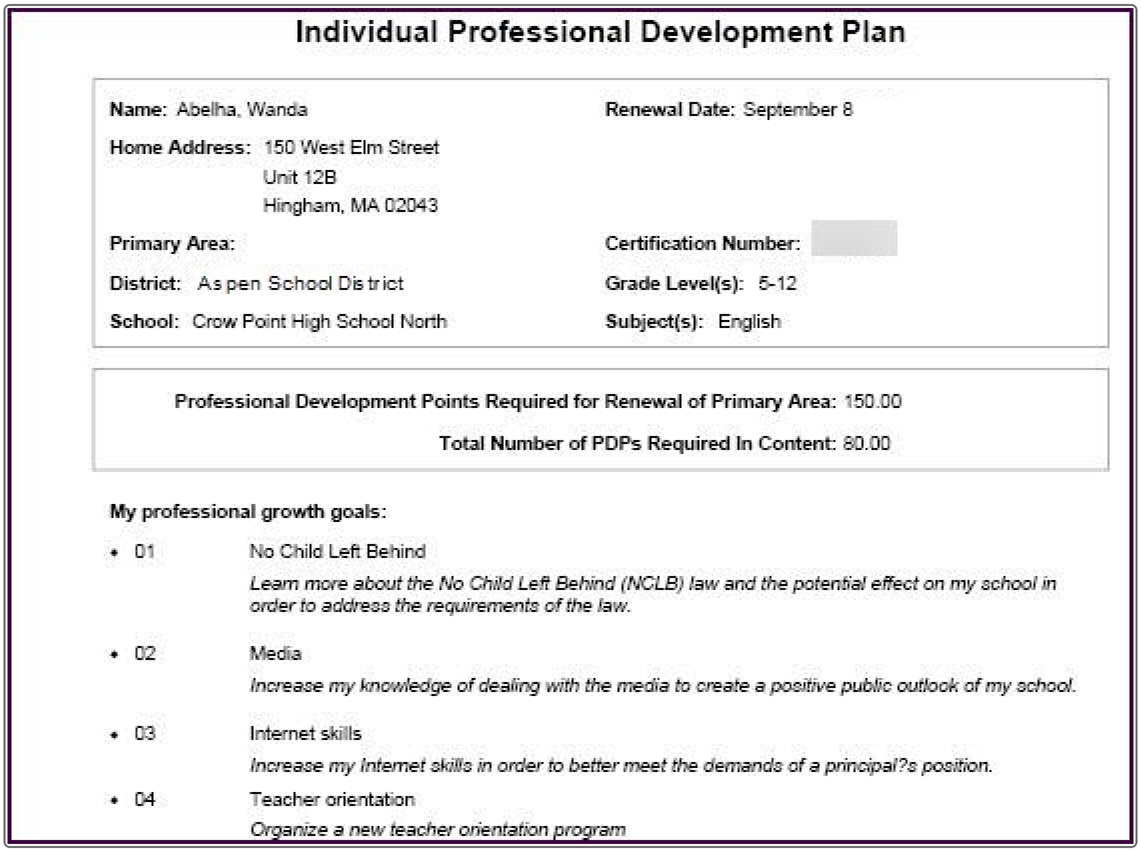
Staff Name	Identifier	School	Department	Plans	Activitie	Reviews
Abrantes, Normand	[redacted]	Crow Point High School North	Social Sci	1		
Abrantes, Robin	[redacted]	Crow Point High School North	Sub Off GL			
Acerra, Nicole	[redacted]	Crow Point High School North	Bilingual	1	22	
Achadinha, Stephanie	[redacted]	Hayes School	Title 1	1	15	
Acipreste, Aaliyah	[redacted]	Johson School	TA	1	21	
Adam, Mary	[redacted]	Jackson School	TA	1	20	
Adam, Nancy	[redacted]					
Aguiar, Alda	[redacted]					
Aguiar, Alex	[redacted]		Custodian	1	16	
Aguiar, Brunna	[redacted]	West Middle School	World Lang	1	25	
Aguiar, Caressa	[redacted]					
Aguiar, Catherine	[redacted]	Crow Point High School North	Math	1	15	
Aguiar, Jessica	[redacted]					
Aguiar, Jessica	[redacted]					
Aguiar, Jillian	[redacted]	Jackson School	TA	1	26	
Aguiar, Kelsey	[redacted]	West Middle School	TA	1	15	
Aguiar, Kimberly	[redacted]	Crow Point High School North	World Lang	1	14	
Aguiar, Marcia	[redacted]	Crow Point High School North	FR Futures	1	20	

To run the PD Plan Audit report:

1. Log on to the Personnel view.
2. Click the **PD Plans** tab.
3. On the **Reports** menu, click **PD Plan Audit**. The PD Plan Audit pop-up appears.
4. Enter the report parameters. The report appears in the format you specify.

Print an Individual Professional Development Plan

Print the Individual PD Plan report to print a copy of a staff member's professional development plan (PDP).



Individual Professional Development Plan

Name: Abelha, Wanda

Renewal Date: September 8

Home Address: 150 West Elm Street
Unit 12B
Hingham, MA 02043

Primary Area:

Certification Number:

District: Aspen School District

Grade Level(s): 5-12

School: Crow Point High School North

Subject(s): English

Professional Development Points Required for Renewal of Primary Area: 150.00

Total Number of PDPs Required In Content: 80.00

My professional growth goals:

- 01 No Child Left Behind
  Learn more about the No Child Left Behind (NCLB) law and the potential effect on my school in order to address the requirements of the law.
- 02 Media
  Increase my knowledge of dealing with the media to create a positive public outlook of my school.
- 03 Internet skills
  Increase my Internet skills in order to better meet the demands of a principal?s position.
- 04 Teacher orientation
  Organize a new teacher orientation program

The report contains the following:

- PD plan's general information.
- Staff member's personal goals.
- District and school goals the personal goals are aligned to.
- The plan's action plans.
- A record of approved activities for the staff member's primary re-certification area, and a record of approved elective activities. For each activity, the report contains the aligned action plans, content PDPs, other PDPs, approval initials, and the date the activity was completed.

To run the Individual PD Plan report:

1. Do one of the following:
   - If you are a staff member who wants to print his or her plan, log on to the Staff view. Click the **My Info** tab, then the **PD Plans** side-tab. Select the plan, and click **Details** on the **PD Plans** side-tab.
   - If you are a personnel manager or administrator, log on to the Personnel view. Click the **PD Plans** tab. Select the staff member, and click the **Details** side-tab.

2. On the **Reports** menu, click **Individual PD Plan.**
3. Select the format you want the report to print in, and click **Run.** The report appears in the format you selected.

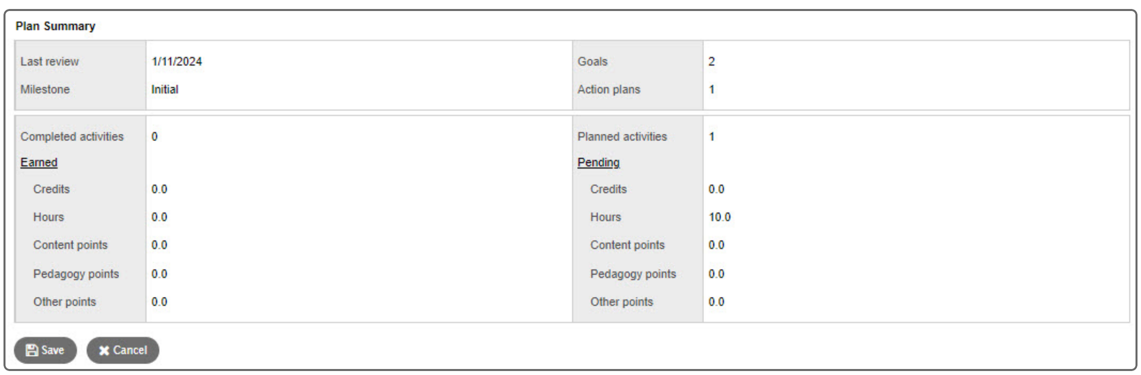
Enter general information for a staff PD plan

When you create a professional development plan (PDP), you need to define its general information.

To define the general information:

1. Do one of the following:
   - If you are a staff member, log on to the Staff view, and click the My Info tab. Click the PD Plans side-tab.
   - If you are a personnel manager or administrator, log on to the Personnel view, and click the PD Plans tab.
2. Select the plan you created, and click **Details.** Your general information appears. You most likely defined the date in the **Renewal Date** field when you created the plan.
3. At the **License number** field, select the license number you want to link to this plan as the primary area of certification. If you know the value you want to enter in the field, begin typing the value and select the one you want, or click to select a value from a pick list.
4. Type the number of points you must earn during this plan to renew your primary license in the **Primary content points, Primary pedagogy points,** and **Primary total points** fields.
5. In the **Secondary license count** field, type the number of secondary licenses you hold.
6. In the **Secondary content points** field, type the number of points you must earn during this plan to renew your secondary license.

   At the bottom of the page, a summary of the plan appears.



Plan Summary

Last review	1/11/2024	Goals	2
Milestone	Initial	Action plans	1
Completed activities	0	Planned activities	1
Earned		Pending	
Credits	0.0	Credits	0.0
Hours	0.0	Hours	10.0
Content points	0.0	Content points	0.0
Pedagogy points	0.0	Pedagogy points	0.0
Other points	0.0	Other points	0.0

Save Cancel

   This summary is read-only.

7. Click **Save.**

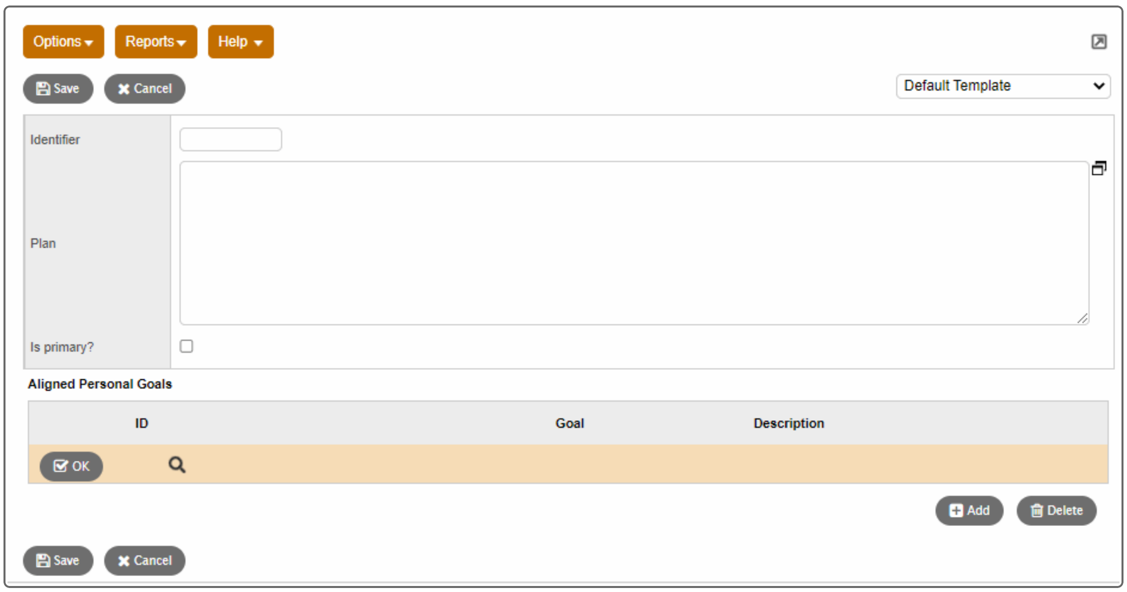
Now, you can align personal goals to the plan, define action plans, request to attend courses offered by your district, and record reviews to enter more information.

Define personal goals for a PD plan

Define personal goals that you want to achieve in the duration of your professional development plan (PDP). You can align your personal goals to district goals, and action plans.

To define personal goals:

1. Do one of the following:
   - If you are a staff member, log on to the Staff view, and click the **My Info** tab. Click the **PD Plans** side-tab.
   - If you are a personnel manager or administrator, log on to the Personnel view, and click the **PD Plans** tab.
2. Select the PD plan you want to define personal goals for, and click **Personal Goals** on the **PD Plans** side-tab. A list of your existing personal goals appears.
3. To add a goal, on the **Options** menu, click **Add.** The New PD Plan page appears.



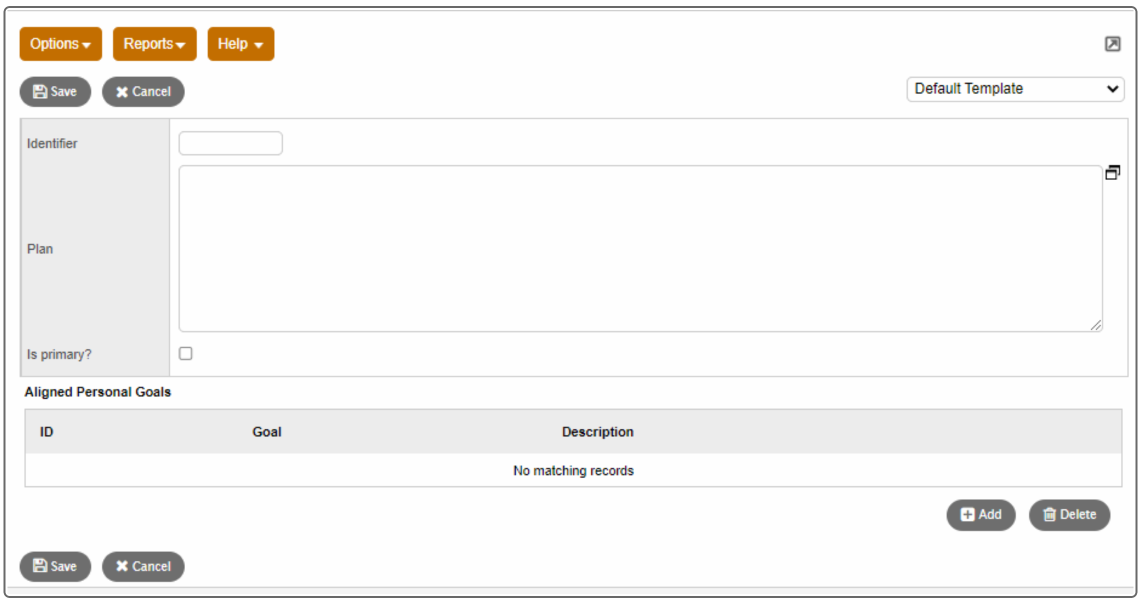
4. In the **Identifier** field, you can type an identifier for the goal. If you leave this field blank, the system will assign an identifier automatically when you click **Save.**
5. In the **Goal** field, type a name for the goal.
6. In the **Description** field, type a description of the goal.
7. To align a school or district goal to your personal goal, click **Add** at the bottom of the page. In the **ID** column, appears.
8. Click to select the district goal. You can align several district or school goals to your personal goal. You can click **OK** to save the goal to your personal goal.
9. Click **Save** to save all information for the goal you defined.

Define action plans for a PD plan

Define action plans to create a virtual to-do list for achieving the personal goals you defined for your plan.

To define an action plan:

1. Do one of the following:
   - If you are a staff member, log on to the Staff view, and click the My Info tab. Click the PD Plans side-tab.
   - If you are a personnel manager or administrator, log on to the Personnel view, and click the **PD Plans** tab.
2. Select the PD plan you want to define an action plan for, and click **Action Plans** on the **PD Plans** side-tab. A list of action plans you previously defined appears.
3. To add an action plan, on the **Options** menu, click **Add.** The New PD Action Plan page appears.



4. Type an identifier, or the system assigns a number.
5. In the **Plan** field, type the action plan details.
6. Select the **Is primary** checkbox if the action plan corresponds to your primary area of certification.
7. To align a personal goal to this action plan, click **Add** at the bottom of the page. In the *ID* column, appears.
8. Click to select a personal goal. You can click **OK** to save this goal to the action plan.
9. Click **Save** to save all information for the action plan you defined.

Add activities to a PD plan

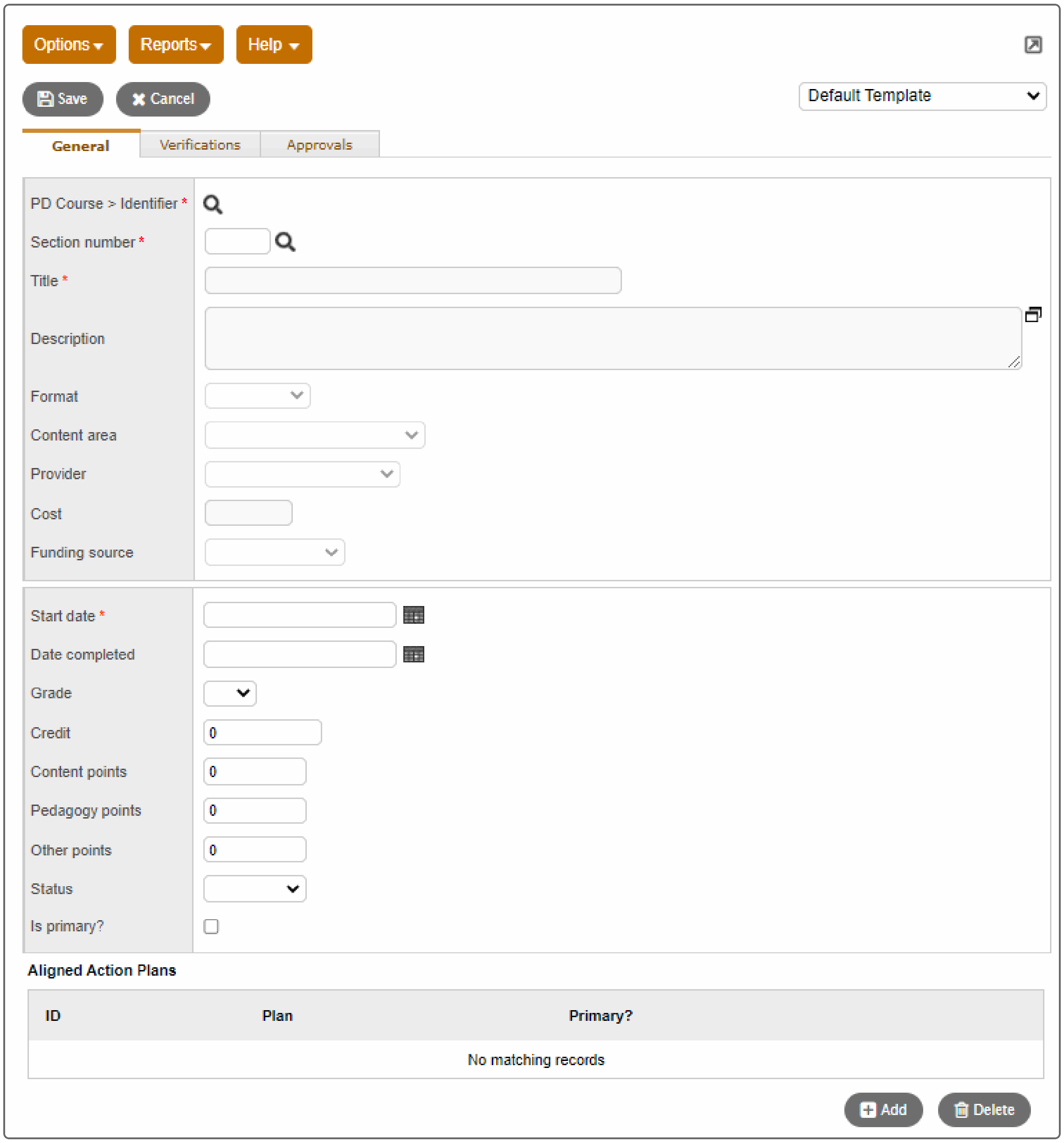
As an administrator or personnel manager, you can add and track activities to a staff member's professional development plan (PDP) in the Personnel view. Activities are courses that staff members take to earn credits that translate to earned PDPs, or activities that count as electives.

> **Note:** Most activities are added when a staff member submits an activity request workflow, and a personnel manager or administrator approves the request.

To manually add activities:

1. Log on to the Personnel view.
2. Click the **PD Plans** tab.
3. Select the staff member you want to add an activity for.
4. Click the **Activities** side-tab. A list of that staff member's activities appears.
5. To add a new activity, on the **Options** menu, click **Add.** The New PD Activity page appears.
6. At the **PD Course Identifier** field, click 🔍 to select the activity. Its information from the course

appears in the appropriate fields.



7. In the middle of the page, enter the following information:

Field	Description
Start Date	Type or click to select the date the staff member began the activity.
Date completed	Type or click to select the date the staff member completed the activity.
Grade	Select the grade earned, if applicable.
Credit	Type the number of credits earned.
Content points	Type the number of points that count toward the staff member's content area.
Pedagogy points	Type the number of points that count toward pedagogy points.
Other points	Type the number of any other type of points the staff member earned.
Status	Select one of the following to determine the status of the activity on the plan: • Completed • Approved • Dropped
Is primary	Select this checkbox if this activity earned points towards the staff member’s primary re-certification.

8. To align this activity to one or more of the staff member’s action plans, click **Add** below the **Aligned Action Plans** box. A magnifying glass appears.
9. Click to select the action plan. Click **OK** to align this action plan to the activity.
10. Click **Save**.
11. Click the **Verifications** sub-tab to track the documents or data you have as proof of performance or completion of the activity. On this tab, click **Add**. At the **Type** field, select one of the following:
    - **Activity log**
    - **Certificate**
    - **Letter**
    - **Other documentation**
    - **Transcript**

    Then, click to select the staff member or administrator who approved the verification.
12. Click the **Approvals** sub-tab to track when an administrator or staff member approves the staff member’s participation in the activity. On this tab, click **Add**. Type or click to select the date of the

approval, then select if it was **Approved** or **Not Approved**. Click to select the staff member who approved the activity.

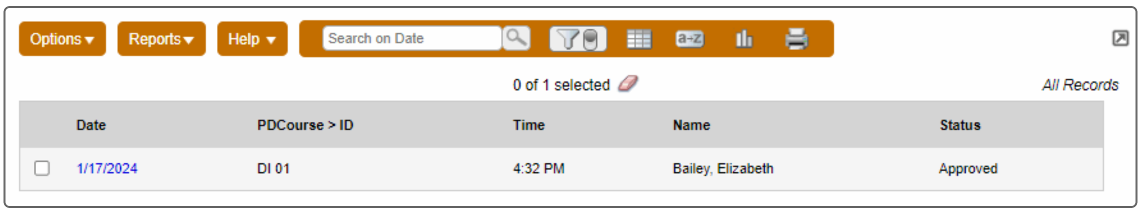
13. Click **Save** to save the information on each sub-tab.

View PD activity requests

After you submit a PD activity request, you will want to check on the status of its approval.

To view your PD activity requests:

1. Do one of the following:
2. If you are a staff member, log on to the Staff view, and click the **My Info** tab. Click the **PD Plans** side-tab.
3. If you are a personnel manager or administrator, log on to the Personnel view, and click the **PD Plans** tab.
4. Click **Requests.** A list of your activity requests appears.



For each request, the page displays the date you requested the course, the course ID, course title, and section number.

The Status column displays one of the following to indicate the status of your request:

- **Approved**
- **Pending Approval**
- **Waiting List**

> **Note**: When you submit an activity request workflow, you are alerted of the status of your request via email.

Record staff PD plan reviews

Create a record for each staff development plan review. For example, Massachusetts PD plans are reviewed in a five-year cycle of license renewal. Each plan has an initial review, a two-year review, a four-year review, and a final review for re-certification of the staff member.

The record contains the name of the administrator who conducted the review, the date, the current milestone (such as four-year review), and its current status.

To record performance reviews:

1. Log on to the Personnel or Staff view.
2. Do one of the following:
   - In the Staff view, click the **My Info** tab, then the **PD Plans** side-tab.
   - In the Personnel view, click the **PD Plans** tab, then the **Reviews** side-tab.
3. Select the plan you want to enter a review for, and click **Reviews.**
4. On the **Options** menu, click **Add.** The New PD Plan Review page appears.
5. At the **Reviewer name** field, to select the person who performed the review (such as an administrator or department head), begin typing the name and select the one you want, or click to select a value from a pick list.
6. Type or click to select the date of the review.
7. At the **Milestone** field, select one of the following to indicate which milestone this review was for:
   - **Final**
   - **Four year**
   - **Initial**
   - **Two year**
8. At the **Status** field, select the current status of the plan review.
9. Click **Save.**

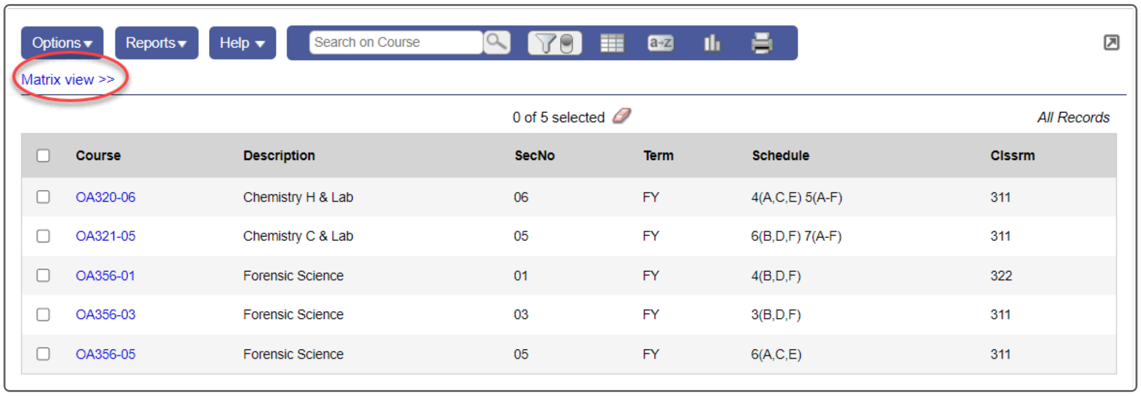
View a teacher's schedule matrix

In Aspen, you can view teacher schedules in a matrix format (a grid that uses an axis for periods and days). The matrix also highlights the current day of the schedule so you can easily find the teacher's current location. This same schedule matrix is available for a teacher to view his or her own schedule from the Staff view.

To view the teacher schedule matrix:

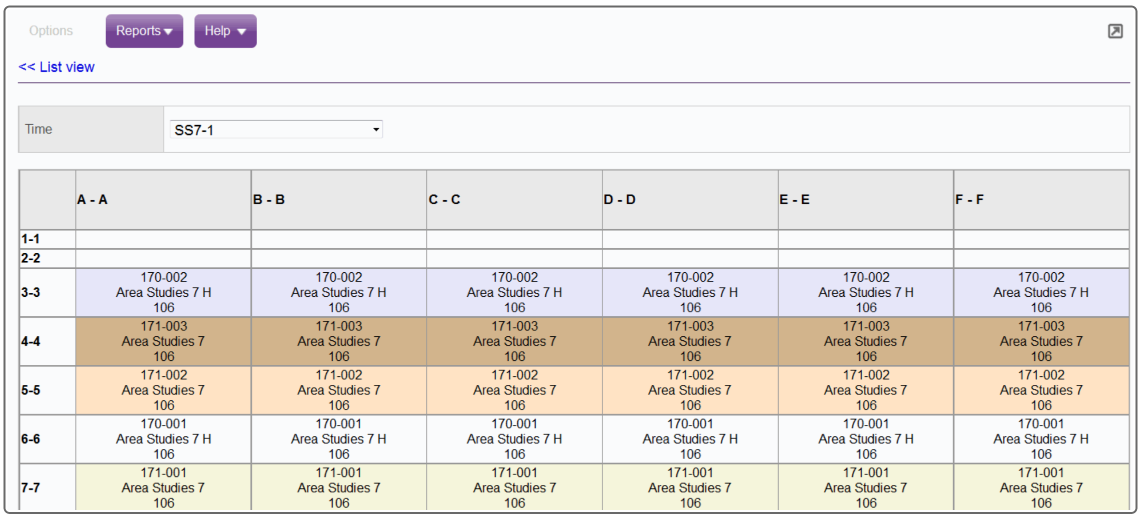
1. Do one of the following:
   - Log on to the School view, and click the **Staff** tab.
   - Log on to the Staff view, and click the **My Info** tab.
   - Log on to the Build view, and click the **Staff** tab.

2. Click the **Schedule** side-tab. The teacher's schedule appears.



Course	Description	SecNo	Term	Schedule	Clssrm
OA320-06	Chemistry H & Lab	06	FY	4(A,C,E) 5(A-F)	311
OA321-05	Chemistry C & Lab	05	FY	6(B,D,F) 7(A-F)	311
OA356-01	Forensic Science	01	FY	4(B,D,F)	322
OA356-03	Forensic Science	03	FY	3(B,D,F)	311
OA356-05	Forensic Science	05	FY	6(A,C,E)	311

3. To view the schedule in a matrix format, click Matrix view at the top of the page. The teacher's schedule matrix appears.



	A - A	B - B	C - C	D - D	E - E	F - F
1-1						
2-2						
3-3	170-002 Area Studies 7 H 106	170-002 Area Studies 7 H 106	170-002 Area Studies 7 H 106	170-002 Area Studies 7 H 106	170-002 Area Studies 7 H 106	170-002 Area Studies 7 H 106
4-4	171-003 Area Studies 7 106	171-003 Area Studies 7 106	171-003 Area Studies 7 106	171-003 Area Studies 7 106	171-003 Area Studies 7 106	171-003 Area Studies 7 106
5-5	171-002 Area Studies 7 106	171-002 Area Studies 7 106	171-002 Area Studies 7 106	171-002 Area Studies 7 106	171-002 Area Studies 7 106	171-002 Area Studies 7 106
6-6	170-001 Area Studies 7 H 106	170-001 Area Studies 7 H 106	170-001 Area Studies 7 H 106	170-001 Area Studies 7 H 106	170-001 Area Studies 7 H 106	170-001 Area Studies 7 H 106
7-7	171-001 Area Studies 7 106	171-001 Area Studies 7 106	171-001 Area Studies 7 106	171-001 Area Studies 7 106	171-001 Area Studies 7 106	171-001 Area Studies 7 106

The page highlights the current day.

Use the 'My Info' Tab in the Staff View

Use the **My Info** tab in the Staff view to view the following information about yourself on the side-tabs:

- Details, such as your address information.
- Attendance; your accruals; and tracking for sick days, time off, vacation.
- Schedule, including the days and periods of your current classes. And, your scheduling attributes used when your school builds the master schedule.
- Schools which you have access to in Aspen.
- Licenses.

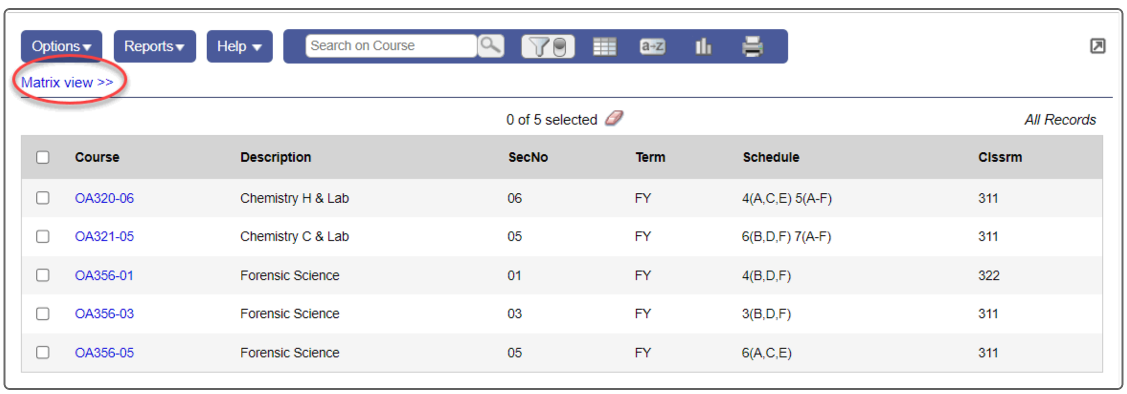
- Degrees that your district has on file for you.
- Course work you have completed or are working on.
- Your professional development plan.
- Positions that you have held in your district.
- Extra-curricular activities you are involved in.
- Groups you are a member of or Adult Responsible for. Or, create a group.
- Documents you can upload and store.
- Snapshots which you are a member of in Aspen. Administrators can use snapshots to group staff members when running reports or viewing information.

View a teacher's schedule matrix

In Aspen, you can view teacher schedules in a matrix format (a grid that uses an axis for periods and days). The matrix also highlights the current day of the schedule so you can easily find the teacher's current location. This same schedule matrix is available for a teacher to view his or her own schedule from the Staff view.

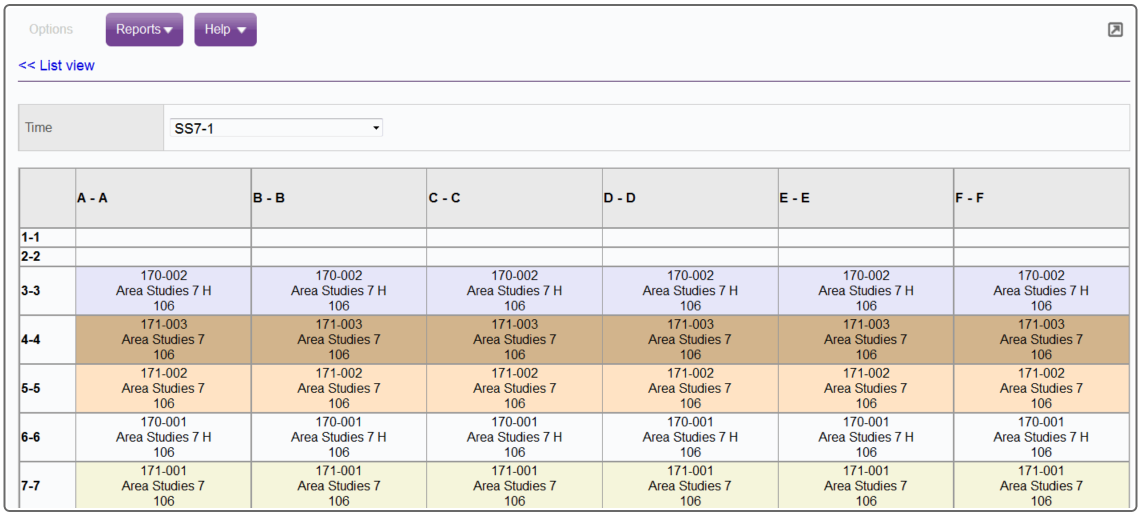
To view the teacher schedule matrix:

1. Do one of the following:
   - Log on to the School view, and click the **Staff** tab.
   - Log on to the Staff view, and click the **My Info** tab.
   - Log on to the Build view, and click the **Staff** tab.
2. Click the **Schedule** side-tab. The teacher's schedule appears.



Course	Description	SecNo	Term	Schedule	Clssrm
OA320-06	Chemistry H & Lab	06	FY	4(A,C,E) 5(A-F)	311
OA321-05	Chemistry C & Lab	05	FY	6(B,D,F) 7(A-F)	311
OA356-01	Forensic Science	01	FY	4(B,D,F)	322
OA356-03	Forensic Science	03	FY	3(B,D,F)	311
OA356-05	Forensic Science	05	FY	6(A,C,E)	311

3. To view the schedule in a matrix format, click Matrix view at the top of the page. The teacher's schedule matrix appears.



	A - A	B - B	C - C	D - D	E - E	F - F
1-1						
2-2						
3-3	170-002 Area Studies 7 H 106	170-002 Area Studies 7 H 106	170-002 Area Studies 7 H 106	170-002 Area Studies 7 H 106	170-002 Area Studies 7 H 106	170-002 Area Studies 7 H 106
4-4	171-003 Area Studies 7 106	171-003 Area Studies 7 106	171-003 Area Studies 7 106	171-003 Area Studies 7 106	171-003 Area Studies 7 106	171-003 Area Studies 7 106
5-5	171-002 Area Studies 7 106	171-002 Area Studies 7 106	171-002 Area Studies 7 106	171-002 Area Studies 7 106	171-002 Area Studies 7 106	171-002 Area Studies 7 106
6-6	170-001 Area Studies 7 H 106	170-001 Area Studies 7 H 106	170-001 Area Studies 7 H 106	170-001 Area Studies 7 H 106	170-001 Area Studies 7 H 106	170-001 Area Studies 7 H 106
7-7	171-001 Area Studies 7 106	171-001 Area Studies 7 106	171-001 Area Studies 7 106	171-001 Area Studies 7 106	171-001 Area Studies 7 106	171-001 Area Studies 7 106

The page highlights the current day.

View degrees on your staff record

You can view the degrees that your district has on file for you. This helps the district track information regarding your educational degrees.

To view the degrees on your staff record:

1. Log on to the Staff view.
2. Click the **My Info** tab.
3. Click the **Degrees** side-tab. A list of the your degrees that are on file appears.
4. Click on a degree to view its details.

View positions on your staff record

Use Aspen to view the positions that your district has on record for you, your start and end date for the positions.

To view the positions on your staff record:

1. Log on to the Staff view.
2. Click the **My Info** tab, and then click the **Positions** side-tab. A list of the positions on your staff record appears.
3. Click a position to view its details.

Managing Groups and Pages

Pages can help all members of a school community easily share information and ideas. Pages are web pages you can set up at the district, school, classroom, or group level that are accessible via Aspen's Pages tab.

Groups and Pages are combined in Aspen.

First you create a group; then you determine whether you want that group to have its own Page. It is possible for any and every group in your district to have its own Page. If you initially decide that a particular group does not need a Page and then change your mind, all you have to do is change the group's page status to create one.

After creating a group with a Page, you add members and designate a page administrator. Only members of a group see its Page on their Pages tab. And because Aspen is web-based, group members can access their Pages anytime from anywhere they have Internet access.

If you create Pages for classes (either individually as a teacher or in large numbers as the Aspen system administrator), Aspen turns each course section into a group before creating its Page. The teacher of the section automatically becomes the page administrator, and the roster of students are its members. If a student transfers out of or into a particular course section, Aspen updates their page access accordingly.

The Instructor role in Aspen automatically gives teachers the ability to create their own Pages. If Aspen system administrators mass-create class pages, teachers are able to edit their Page's layout.

Pages can have a variety of widgets, including announcements, blogs, group resources, links to websites of interest, and more. The page administrator maintains and updates content on the Page. It is possible for a student to be the administrator of a Page, but there is always a designated staff member who is ultimately responsible for that Page's contents.

Use the Page Directory to determine which of the Pages you have access to you want to be easily accessible. You can add and remove Pages from the Quick Access menu (removing a Page does not delete it).

You can do any of the following:

- Create a group.
- Create a group from the roster (for teachers).
- View examples of Pages.
- Create a Page.
- Mass-create pages for classes (for Aspen system administrators).
- Create individual pages for classes (for teachers).
- Use the Page Directory.

Creating Groups

You can create a group for any group of people who need to share information – such as the members of a sports team, the National Honor Society, all Aspen users in your school, or all nurses in your district.

While you are creating your group, or at any time afterwards, you have the option of creating a Page for your group. Pages are web pages that are accessible from Aspen's **Pages** tab.

> **Note**: Teachers can easily create a group directly from the class roster.

Following are the steps to create a group:

- Define the group's details.
- Add members.
- Add events.
- Enable a Page for your group (optional).

Define the details for your group or Page

Any group of people who need to share information can be grouped together in Aspen, such as the following:

- The entire school community
- All of the faculty at your school
- Just the Math Department faculty
- A particular class section, such as English 101
- All of the parents of students at your school
- A sports team, such as JV Football

Many of these groups would benefit from having their own Page as a way to post announcements, game times, photos, and more.

See Examples of Pages for ideas.

In order to create a Page, you have to create a group first. Then you decide whether to fully enable, partially enable, or disable your group's page status.

Users with the appropriate security role privileges can create groups in Aspen. By default, this includes system administrators, school administrators, and teachers.

If you create a group without a Page, such as Chorus, and decide in the future that you would like this group to have a Page, all you have to do is go into the group's details and

Besides creating an individual group with a Page, it is possible to do the following:

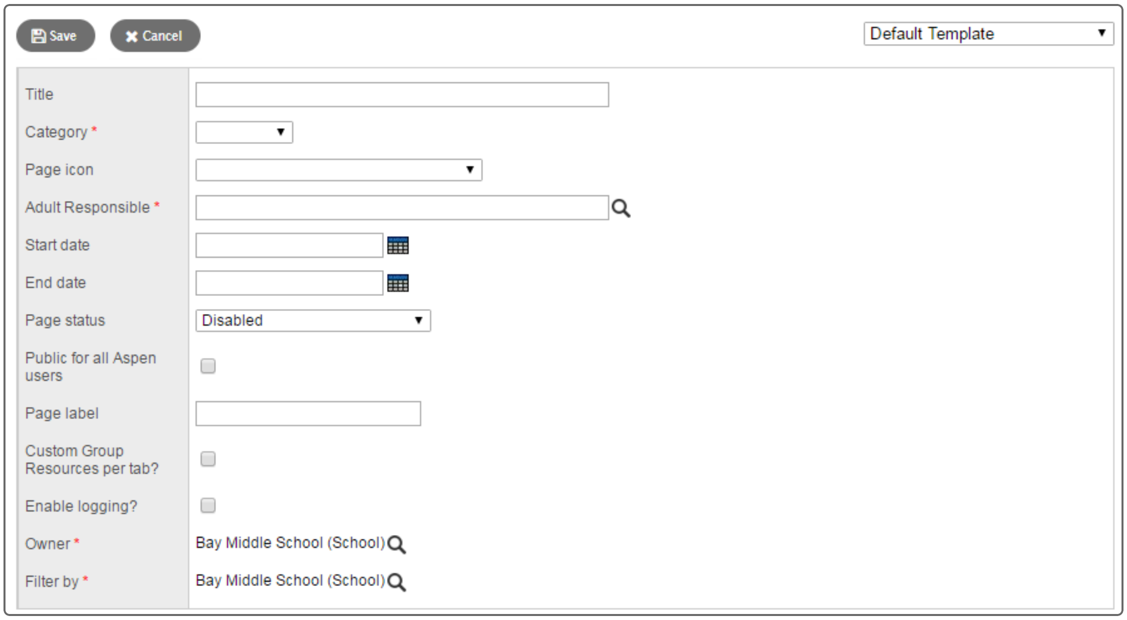
- Have system administrators mass-create Pages for the school.
- Have teachers create Pages for each of their classes.

To create a group with or without a Page:

1. Do one of the following:
   - Log on to the District view. Click the **District** tab, then the **Groups** side-tab.
   - Log on to the School view. Click the **School** tab, then the **Groups** side-tab.
   - Log on to the Staff view. Click the **My Info** tab, then the **Groups** side-tab.
     - The view that you are in while creating your group/Page affects who will have access to it. In order to create a Page that is accessible by all users in the district, you must create it from the District view.
     - If you do not need a Page to have district-wide access, it is easier to create it from the School or Staff view. This narrows down the list of members you have to choose from.
     - Teachers can create a group directly from a section roster.

2. On the **Options** menu, click **Add.**

   The New Group page appears.



3. Use the table to fill in the fields:

Field	Description
Title	Type the title of the Page, such as **Junior Varsity Lacrosse.** **Note:** This title is for informational purposes only and doesn't appear anywhere on the page. It has a 60-character maximum. See **Page Label** field below.
Category	Click this drop-down to select the type of Page you are creating, such as **Athletic**. **Note:** The category selected determines where the Page will appear on the **Quick access menu**.
Page Icon	Click this drop-down to select an icon name. As soon as you do, an image of the icon appears next to the field. **Note:** To view images of all available icons, see Page Icons in online help.
Adult Responsible	Click to select the name of the staff member who is responsible for this Page. **Notes**: • This field is important for Pages that are administered by students. • The Adult Responsible is automatically the page administrator, unless you assign otherwise. • The Adult Responsible does not have to be a member of the group.
Start Date/End Date	Type or click to select a **Start Date** and **End Date** for the group. **Note**: Many groups only last for one academic year. Once a group's end date passes, its Page no longer appears on the **Pages** tab.

Field	Description
Page Status	Click this drop-down to select one of the following: • **Disabled:** This group is not associated with a Page. • **Page enabled for admins only:** This group has its own Page, but the only people who can view it are the page administrator and Adult Responsible (could be the same person). • **Page enabled for all members:** As soon as you add members to this group, they will be able to view its Page. **Note:** Do not select this option until setup of the Page and its widgets is complete.
Public for all Aspen users	Select this checkbox to make it possible for *all* Aspen users to see this Page. The Page will appear under Public Pages in the Page Directory. **Note:** You can browse public Pages and add them to your **Quick Access** menu, but this does not mean that you are a member of the group. For example, if you make your school Page public, users would be able to read a blog that is posted but not create their own entries.
Page Label	Type a label for the Page, such as **JV Lacrosse.** This appears on the **Pages** tab under the icon you select. There is a 25-character maximum. **Note:** This field is optional.
Custom Group Resources per tab?	Select this checkbox to make it possible for each tab on the Page to have its own Group Resources. The default value is deselected.
Enable Logging?	Select this checkbox to make it possible for Aspen system administrators and page administrators to monitor Page activity (access date and time, user login, and user name). **Note:** The is available on the **Groups** side-tab in the District, School, and Staff views.

Field	Description
Owner	Click to select the owner of the group. A pick list appears with the option of selecting a District, School, or User. **Example:** Setting the owner to School will narrow the list of possible members to only those at the school(s) the creator of the Page is affiliated with.
Filter by	Click to select the member type of the group. A pick list appears with the option of selecting from Organizations, Classes or Schools.

Now you need to add members to your group. If you created a group with a Page, adding members is how you give users Page access.

Add members

After you create a Page, you give users access to it by making them members of the group. For example, the only people who will see the Debate Club Page on their Pages tab are the members of the Debate Club group.

- When creating a Page, it is possible to to it. This is often used for school or district Pages.
- If your Aspen system administrator created class Pages for you, you do not need to complete this step, as the roster of students in a course section automatically becomes the member list. You can move right into (optional) and adding widget content to your Page.
- If you created your own class Page, you need to add the section roster. The only sections you see are your own.
- Since groups are actually dynamic filters of records, if you change the members of a group, the list of users who have access to that Page is automatically updated for all member types except 'single person'.

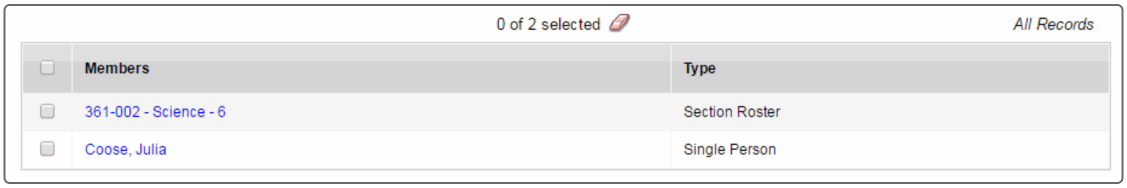
You also might need to delete members from a group/Page.

To add members to a group/Page:

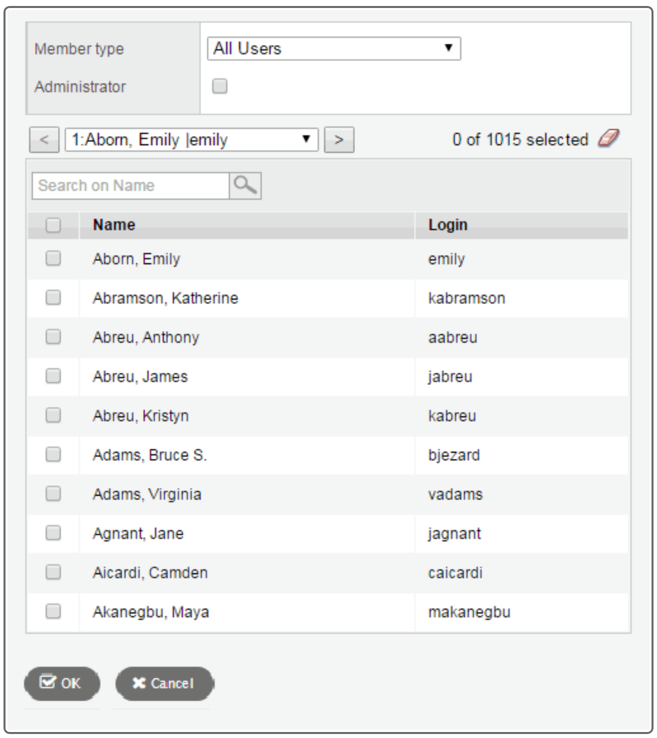
1. Depending on where your group/Page was created, do one of the following:
   - For the district: Select **District > Groups**.
   - For an intermediate organization: Select **Intermediate Organization > Groups**.
   - For a school: Select **School > Groups**.
   - For staff: Select **My Info > Groups**.

   Note: If you created your group from a class roster, use the Staff view.

2. The Groups page appears. Select the checkbox next to the group you want to add members to, and then click **Members** on the side-tab.



3. Select **Options > Add.** The "Add members to pages" pop-up appears.



4. Click the **Member type** drop-down to filter the users by type. Some member types are only available in certain views, and the fields vary according to the member type selected. Refer to this table for descriptions of each member type:

Member Type	Used
All Users	When your group needs to contain a mix of members: students, staff, and contacts, for example.
Staff	For a staff-only group, either at the District or School level.
Students	For a student-only group, at the District, school, or section level.

Member Type	Used
Contacts	For a contact-only group, either at the District or school level.
Schools	For a school-only group. All users in that school will have access to the Page.
School Levels	For a school-level Page. For example, if you select **Elementary,** all users at all elementary schools in your district will be able to see the same banner, resources, etc.
Organizations	To add members from an entire organization, such as Springfield Public Schools.
Security Role	To select users from a particular security role, such as Nurse, at the District or school level.
Sections	To select users from all course sections in your District or school.
Grade Levels	In the School and District view, you have the option of selecting an entire grade level of users, such as all seventh graders.
Departments	In the School and District view, you have the option of selecting an entire department of users, such as the English Department faculty.
Snapshots	To select users that are included in a snapshot.
Extracurricular Program	To select the staff members and students currently associated with an extracurricular program. Staff members must be specified as Program Administrators, with active start and end dates, on the Extracurricular Program's Details page. Students must be members of the extracurricular program, and have the status code(s) specified in the Extracurricular Event Information preferences.

5. Select the user(s) you want to have access to the Page. For example, if you selected **Sections,** choose the particular section number containing the students you want to add to the group.
6. If you want the user(s) you selected to be the administrator of the Page (able to add, delete and edit widgets and widget content), select the **Administrator** checkbox.

> **Note:** If you are selecting many users and only want one of them to be the Page's administrator, it is easier to do this from the **People** side-tab.

7. Click **Save.**

To delete members from a group/Page:

1. Depending on where your group/Page was created, do one of the following:
   - For the district: Select **District > Groups**.
   - For the intermediate organization: Select **Intermediate Organization > Groups**.
   - For a school: Select **School > Groups**.
   - For staff: Select **My Info > Groups**.
2. The Groups page appears. Select the checkbox next to the group you want to delete members from, and then click **Members** on the side-tab. The group's member page appears.
3. Select the checkbox(es) of the member(s) you want to delete.

   Note: If you select the **Section Roster** checkbox, all students who make up that roster will be deleted.

4. Click **Delete.** The system asks if you want to delete all (number) selected records.

   Note: The system counts each checkbox as one record. A single **Section Roster** checkbox might be made up of two dozen student records.

5. Click **OK** or **Cancel.**

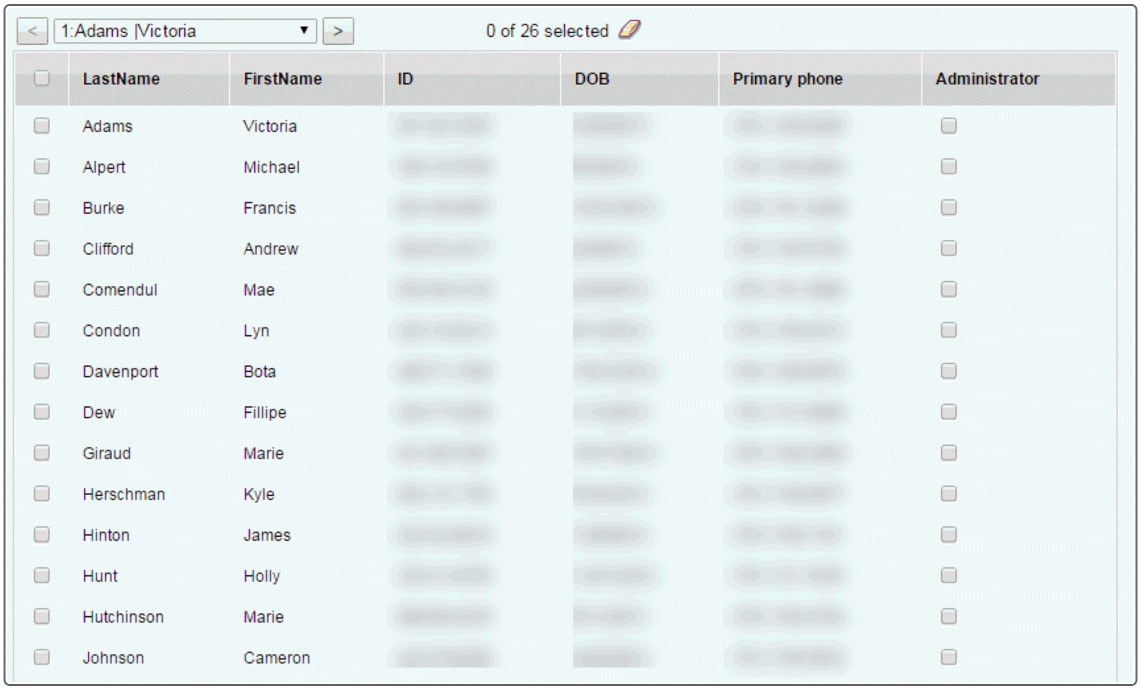
View the member list

For each of your groups/Pages, clicking the **Members** side-tab shows you what type of users are members, such as *Section Roster* or *School.* To see the names of a group's members, you need to use the **People** side-tab.

To view the member list for a group/Page:

1. Depending on where your group/Page was created, do one of the following:
   - For the District view: Click the **District** tab, then the **Groups** side-tab.
   - For the School view: Click the **School** tab, then the **Groups** side-tab.
   - For the Staff view: Click the **My Info** tab, then the **Groups** side-tab.
2. Select the checkbox next to the name of the group you want to view the member list of.
3. On the **Groups** side-tab, click **Members.** The page displays a list of existing group members by user type, such as **Section Roster.**

4. On the **Groups** side-tab, click **People.**



< 1:Adams ,Victoria > 0 of 26 selected

	LastName	FirstName	ID	DOB	Primary phone	Administrator
☐	Adams	Victoria				☐
☐	Alpert	Michael				☐
☐	Burke	Francis				☐
☐	Clifford	Andrew				☐
☐	Comendul	Mae				☐
☐	Condon	Lyn				☐
☐	Davenport	Bota				☐
☐	Dew	Fillipe				☐
☐	Giraud	Marie				☐
☐	Herschman	Kyle				☐
☐	Hinton	James				☐
☐	Hunt	Holly				☐
☐	Hutchinson	Marie				☐
☐	Johnson	Cameron				☐

If you want to, on this page you can select or deselect the **Administrator** checkbox. Page administrators can add, edit, and delete widgets and widget content on Pages. It is possible to have more than one administrator per Page.

> **Note**: If you want to see the groups that a particular student is a member of, use the **Student** tab, **Membership** side-tab in the District, School, or Staff view.

Add events to a group

You can track group events, such as the practice times and game schedules for each sports team. Then, all students in a group can view those dates on their calendar in the Student portal, and all family members with access can view those dates in the Family portal. Events also appear in the Planner in the Staff view.

> **Note**: Events do not appear anywhere on Pages.

You can also remove events from a group.

To add an event to a group:

1. Do one of the following:
   - For a school group, log on to the School view, and click the **School** tab.
   - For a district group, log on to the District view, and click the **District** tab.
   - For an intermediate organization group, log on to the Intermediate Organization view and click

the associated tab.
- For another group, such as a course section, log on to the Staff view, and click the **My Info** tab.

2. Click the **Groups** side-tab.
3. Select the checkbox next to the group you want to add events for, and click **Events** on the **Groups** side-tab. The list of any events already added appears.
4. On the **Options** menu, click **Add.**

5. Use the table to fill in the fields:

Field	Description
Date*	Type the date of the event, or click to select the date.
Time	Type the time (optional).
Summary*	Type a summary of the event. This text will appear on the calendar in the portals and in the Teacher Classes widget.
Location	Type the event's location (optional).

6. Click **Save.**

To remove events from a group:

1. Do one of the following:
   - For a school group, log on to the School view, and click the **School** tab.
   - For a district group, log on to the District view, and click the **District** tab.
   - For an intermediate organization group, log on to the Intermediate Organization view, and click the associated tab.
   - For another group, such as a course section, log on to the Staff view, and click the **My Info** tab.
2. Click the **Groups** side-tab.
3. Select the checkbox next to the group you want to remove events for, and click **Events** on the **Groups** side-tab. The list of any events already added appears.
4. Select the checkbox(es) of the event(s) you want to remove.

5. On the **Options** menu, click **Delete.** The event(s) are deleted and will no longer appear on calendars in the portalsor on the Planner.

Enable or disable a Page for a group

Maybe you created a group consisting of students who want to do extra-credit work. Initially all you needed to do was create events listing project deadlines. Now, though, you realize that it would be helpful for this group to have its own Page. That way everyone could share resources and communicate more easily.

Or maybe you created a class Page. Now that its content is complete, you need to enable it for all members.

Or, perhaps you created a Page for people involved with your school's holiday concert. Now that the event is over, you would like to disable its Page.

To enable a Page for a group:

1. Do one of the following:
   - For the District view: Click the **District** tab, then the **Groups** side-tab. Select the checkbox of the group you want to enable a Page for. Click the **Details** side-tab. The group's details page appears.
   - For the School view: Click the **School** tab, then the **Groups** side-tab. Select the checkbox of the group you want to enable a Page for. Click the **Details** side-tab. The group's details page appears.
2. Click the **Page Status** drop-down to select one of the following:
   - **Page enabled for admins only:** Select this option so that you can work on the Page without having it available to all members.
   - **Page enabled for all members:** Select this option once your Page is complete and ready to be viewed by all members.

See Define the Details for Your Group or Page for details regarding other fields on this page.

To disable a Page for a group:

1. Do one of the following:
   - For the District view: Click the **District** tab, then the **Groups** side-tab. Select the checkbox of the group you want to enable a Page for. Click the **Details** side-tab. The group's details page appears.
   - For the School view: Click the **School** tab, then the **Groups** side-tab. Select the checkbox of the group you want to disable a Page for. Click the **Details** side-tab. The group's details page appears.
2. Click the **Page Status** drop-down to select **Disabled.**

Notes:

- A Page will automatically become disabled once its **End Date** passes.
- If at any point in the future you want to enable this group's Page, at the **Page Status** field, click **Page enabled for admins only** or **Page enabled for all members.**

Creating Groups From the Class Roster (for Teachers)

While viewing a class roster, teachers might see that some students would benefit from being grouped together. For example, maybe there are some at-risk sixth graders.

Teachers can create a group directly from the roster. Then they can add these students to a snapshot and view it from the **Filter** menu.

Following are the steps to create a group from the class roster:

- Name your group and add members to it.
- Add members from outside the class (optional).
- Enable a Page for your group (optional).

Create a group from the roster (for teachers)

It is possible to create group sets for a class, and groups within each group set, from a class roster.

For example, you might like to create a ***Reading*** group set within your *English Language/Arts* class. Within the ***Reading*** group set, you can create groups, such as ***Greens*** (advanced readers), ***Blues*** (growing readers), and ***Reds*** (readers who need extra help).

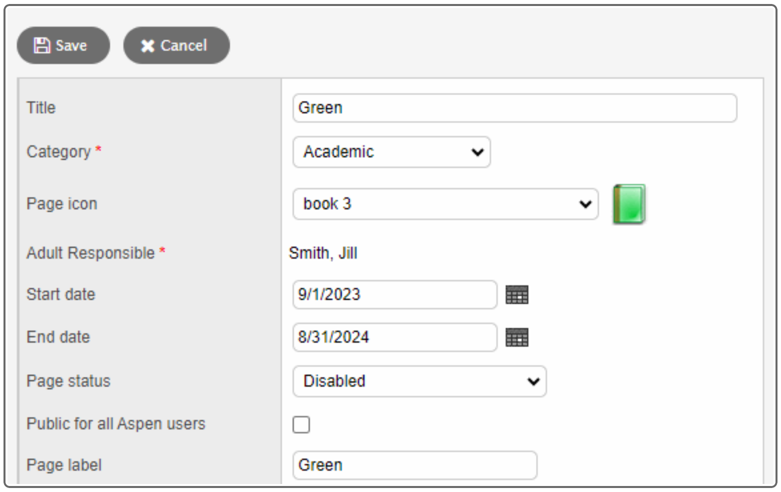
These groups are the same as other groups in Aspen, such as Drama Club, in that you can for them. Then you could add widgets of interest, such as links to book lists appropriate to each reading level.

Note: You can select a group set or group on the Scores page to view and enter comments and scores for that specific group of students.

To create a group set and groups within the set:

1. Log on to the Staff view.
2. Click the **Gradebook** tab. The Class List page appears.
3. Select the class you want to create a group set for, and click the **Groups** side-tab.
4. To create a new group set, on the **Options** menu, click **Add.**
5. Type a name for the new group set, and click **Save.**
6. In the **Add Group** field on the right-side of the page, type a name for each group within the group set. For example, you might create a group set called *Readers*. Within that group set, you might create three groups: ***Green***, ***Yellow***, and ***Red*.**
7. Click **Add Group**.
8. Click, drag, and drop the students from the **Ungrouped Students** box to the new groups.
9. Click next to the group name to edit it.
10. Click to define each group's details, and to create a Page for the group to access using the Student

and Family portals.



11. Use the following table to enter information in the fields.

Field	Description
Title	You can edit the title you created for the group.
Category	Click the drop-down to select one of the following categories: • Academic • Athletic • Club • Staff The category determines how students access the Page you create for the group.
Page icon	Select the icon you want to use to represent this group's Page.
Adult responsible	The teacher's name appears.
Start date and End date	The dates of the schedule term for the class appear.
Page status	Select one of the following: • **Disabled:** The Page for this group is disabled. • **Enabled:** The Page for this group is enabled. Click the **Pages** tab, then **Page Directory** to locate the Page and add widgets and information for your students.
Public for all Aspen users	Select this checkbox if you want all Aspen users to be able to view the Page from their Page Directory. Otherwise, only students within the group can view the Page.
Page label	Type a label for the Page that appears with the icon you selected at the **Page icon** field.
Enable logging?	Select this checkbox if you want to track all visits to the Page.

12. Click **Save.**

Add members

After you create a Page, you give users access to it by making them members of the group. For example, the only people who will see the Debate Club Page on their Pages tab are the members of the Debate Club group.

- When creating a Page, it is possible to to it. This is often used for school or district Pages.
- If your Aspen system administrator created class Pages for you, you do not need to complete this step, as the roster of students in a course section automatically becomes the member list. You can move right into (optional) and adding widget content to your Page.
- If you created your own class Page, you need to add the section roster. The only sections you see are your own.

- Since groups are actually dynamic filters of records, if you change the members of a group, the list of users who have access to that Page is automatically updated for all member types except 'single person'.

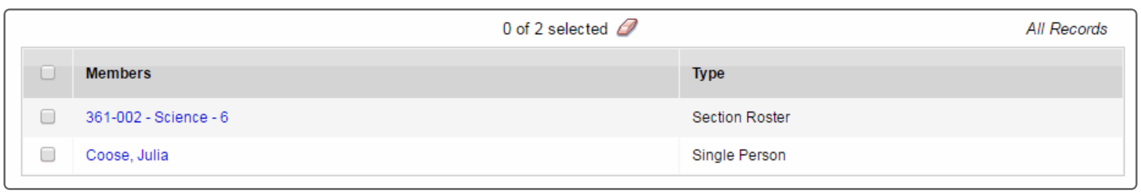
You also might need to delete members from a group/Page.

To add members to a group/Page:

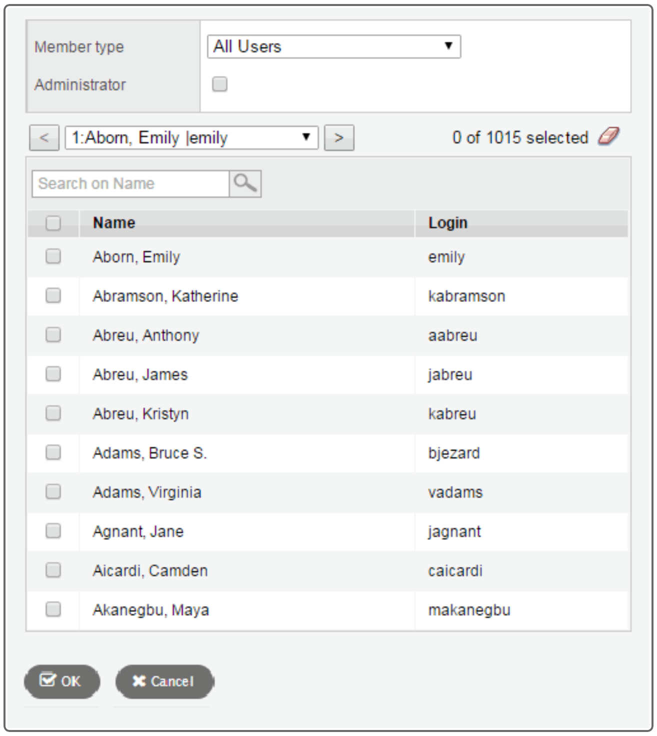
1. Depending on where your group/Page was created, do one of the following:
   - For the district: Select **District > Groups**.
   - For an intermediate organization: Select **Intermediate Organization > Groups**.
   - For a school: Select **School > Groups**.
   - For staff: Select **My Info > Groups**.

   > **Note**: If you created your group from a class roster, use the Staff view.

2. The Groups page appears. Select the checkbox next to the group you want to add members to, and then click **Members** on the side-tab.



3. Select **Options > Add.** The "Add members to pages" pop-up appears.



4. Click the **Member type** drop-down to filter the users by type. Some member types are only available in certain views, and the fields vary according to the member type selected. Refer to this table for descriptions of each member type:

Member Type	Used
All Users	When your group needs to contain a mix of members: students, staff, and contacts, for example.
Staff	For a staff-only group, either at the District or School level.
Students	For a student-only group, at the District, school, or section level.
Contacts	For a contact-only group, either at the District or school level.
Schools	For a school-only group. All users in that school will have access to the Page.
School Levels	For a school-level Page. For example, if you select **Elementary,** all users at all elementary schools in your district will be able to see the same banner, resources, etc.
Organizations	To add members from an entire organization, such as Springfield Public Schools.

Member Type	Used
Security Role	To select users from a particular security role, such as Nurse, at the District or school level.
Sections	To select users from all course sections in your District or school.
Grade Levels	In the School and District view, you have the option of selecting an entire grade level of users, such as all seventh graders.
Departments	In the School and District view, you have the option of selecting an entire department of users, such as the English Department faculty.
Snapshots	To select users that are included in a snapshot.
Extracurricular Program	To select the staff members and students currently associated with an extracurricular program. Staff members must be specified as Program Administrators, with active start and end dates, on the Extracurricular Program's Details page. Students must be members of the extracurricular program, and have the status code(s) specified in the Extracurricular Event Information preferences.

5. Select the user(s) you want to have access to the Page. For example, if you selected **Sections,** choose the particular section number containing the students you want to add to the group.
6. If you want the user(s) you selected to be the administrator of the Page (able to add, delete and edit widgets and widget content), select the **Administrator** checkbox.

    Note: If you are selecting many users and only want one of them to be the Page's administrator, it is easier to do this from the **People** side-tab.

7. Click **Save.**

To delete members from a group/Page:

1. Depending on where your group/Page was created, do one of the following:
    - For the district: Select **District > Groups**.
    - For the intermediate organization: Select **Intermediate Organization > Groups**.
    - For a school: Select **School > Groups**.
    - For staff: Select **My Info > Groups**.

2. The Groups page appears. Select the checkbox next to the group you want to delete members from, and then click **Members** on the side-tab. The group's member page appears.
3. Select the checkbox(es) of the member(s) you want to delete.

   Note: If you select the **Section Roster** checkbox, all students who make up that roster will be deleted.

4. Click **Delete.** The system asks if you want to delete all (number) selected records.

   Note: The system counts each checkbox as one record. A single **Section Roster** checkbox might be made up of two dozen student records.

5. Click **OK** or **Cancel.**

Enable or disable a Page for a group

Maybe you created a group consisting of students who want to do extra-credit work. Initially all you needed to do was create events listing project deadlines. Now, though, you realize that it would be helpful for this group to have its own Page. That way everyone could share resources and communicate more easily.

Or maybe you created a class Page. Now that its content is complete, you need to enable it for all members.

Or, perhaps you created a Page for people involved with your school's holiday concert. Now that the event is over, you would like to disable its Page.

To enable a Page for a group:

1. Do one of the following:
   - For the District view: Click the **District** tab, then the **Groups** side-tab. Select the checkbox of the group you want to enable a Page for. Click the **Details** side-tab. The group's details page appears.
   - For the School view: Click the **School** tab, then the **Groups** side-tab. Select the checkbox of the group you want to enable a Page for. Click the **Details** side-tab. The group's details page appears.
2. Click the **Page Status** drop-down to select one of the following:
   - **Page enabled for admins only:** Select this option so that you can work on the Page without having it available to all members.
   - **Page enabled for all members:** Select this option once your Page is complete and ready to be viewed by all members.

See Define the Details for Your Group or Page for details regarding other fields on this page.

To disable a Page for a group:

1. Do one of the following:
   - For the District view: Click the **District** tab, then the **Groups** side-tab. Select the checkbox of the group you want to enable a Page for. Click the **Details** side-tab. The group's details page

appears.

- For the School view: Click the **School** tab, then the **Groups** side-tab. Select the checkbox of the group you want to disable a Page for. Click the **Details** side-tab. The group's details page appears.

2. Click the **Page Status** drop-down to select **Disabled.**

Notes:

- A Page will automatically become disabled once its **End Date** passes.
- If at any point in the future you want to enable this group's Page, at the **Page Status** field, click **Page enabled for admins only** or **Page enabled for all members.**

Types of Pages

All Aspen users have access to the **Pages** tab, which can contain the following types of Pages:

- Home page
- Academic Pages
- Athletic Pages
- Club Pages
- Other Pages

By default, all users have a Home page, which often displays school news and information. Each user might have access to other types of Pages as well, depending on what groups they belong to. For example, a student might have five class pages, a lacrosse Page, and a yearbook Page.

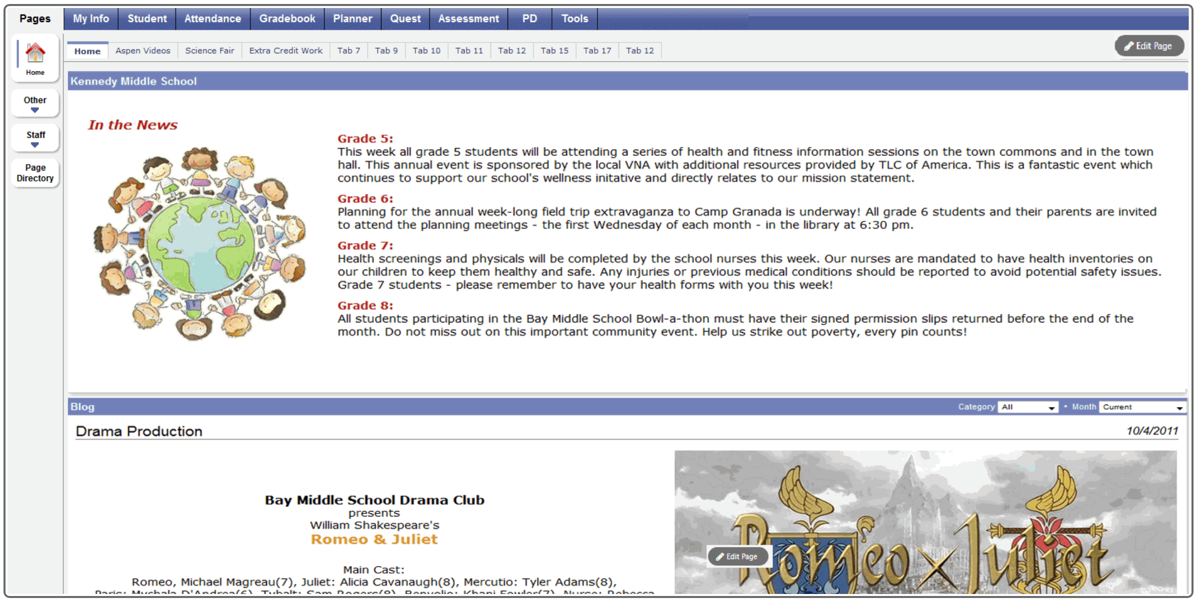
When a user creates a group in Aspen, they are required to select a category. The category selected determines the Page type. For example, if a coach creates a Varsity Soccer group, he would select the **Athletic** category. A Page for a class would be of the **Academic** type.

Use the Page Directory to determine which of the Pages you have access to you want to display on your **Quick Access** menu.

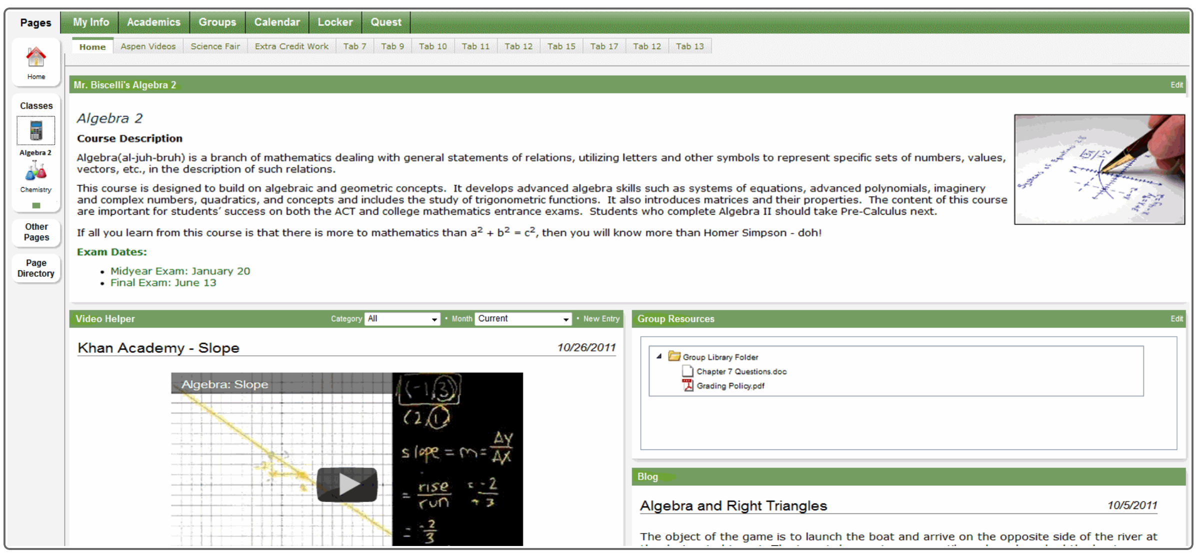
Examples of Pages

There are so many ways that schools, districts, teachers, coaches, club advisors, and others can use Pages to increase communication within their group. Following are some examples to give you ideas.

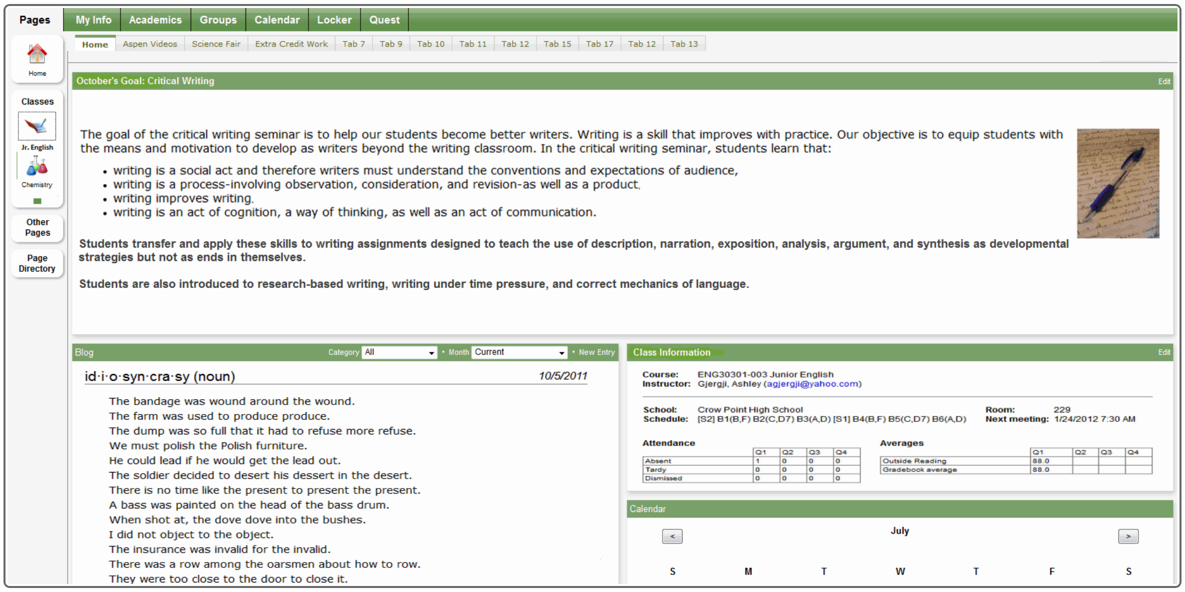
School Page for Kennedy Middle School



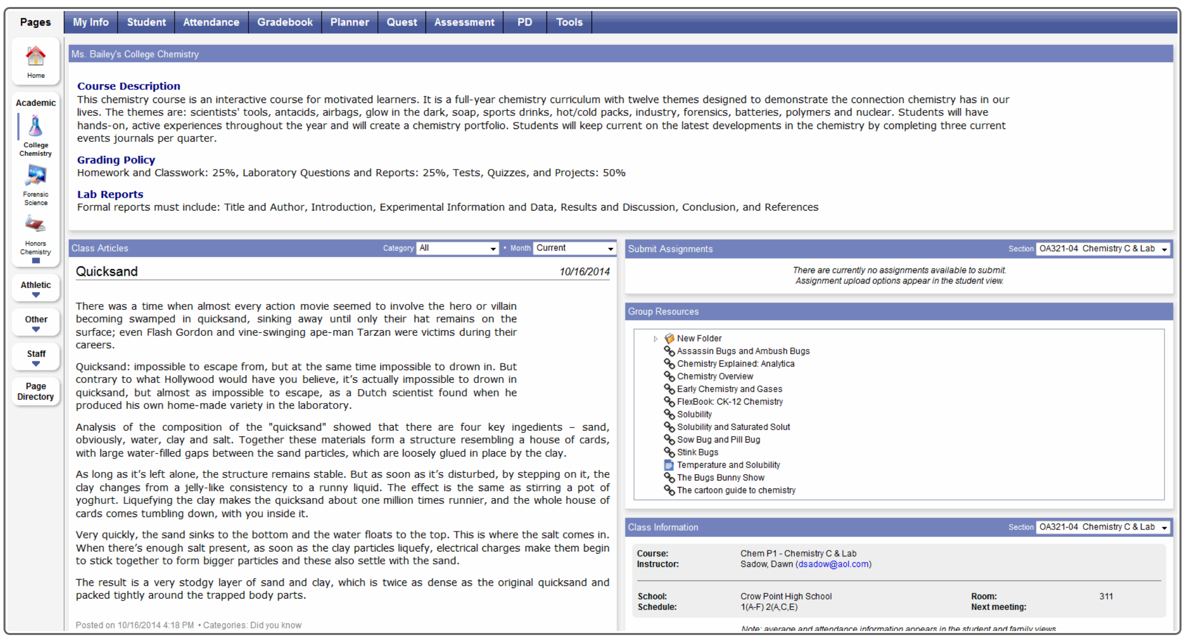
Class Page for Algebra 2:



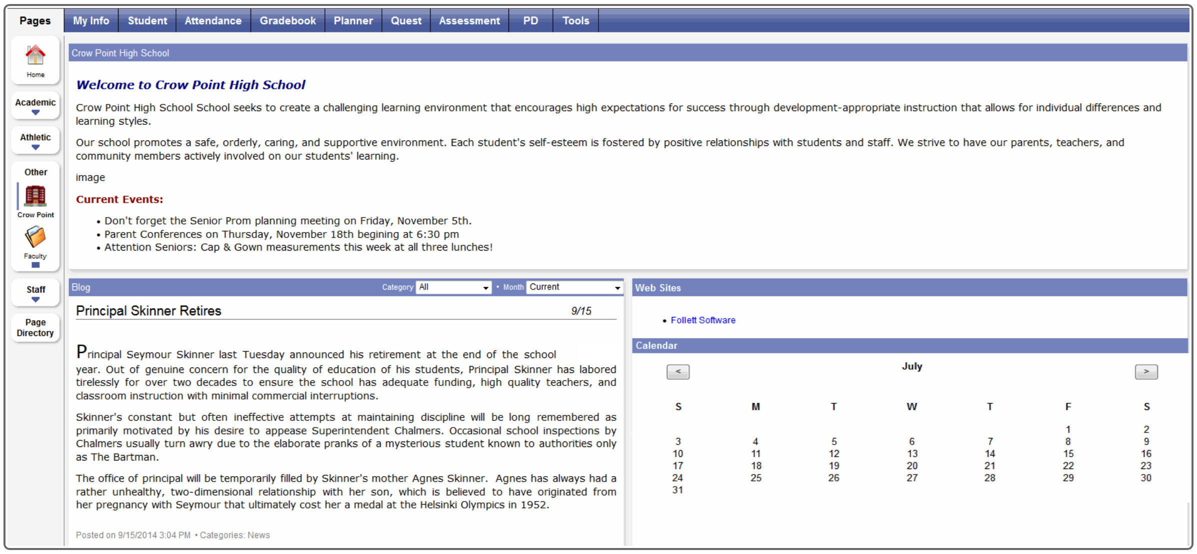
Class Page for Junior English:



Class Page for College Chemistry:



Other Page for school faculty:



Sources:

- Romeo and Juliet graphic: http://hpham2017.edublogs.org/files/2011/05/Romeo-x-Juliet-title-19cwzxz.jpg

Use the Page Directory

Use the Page Directory to determine which Pages appear in the Quick Access menu on the Pages tab and homepage. The Quick Access menu is the left-hand bar containing your favorite Pages.

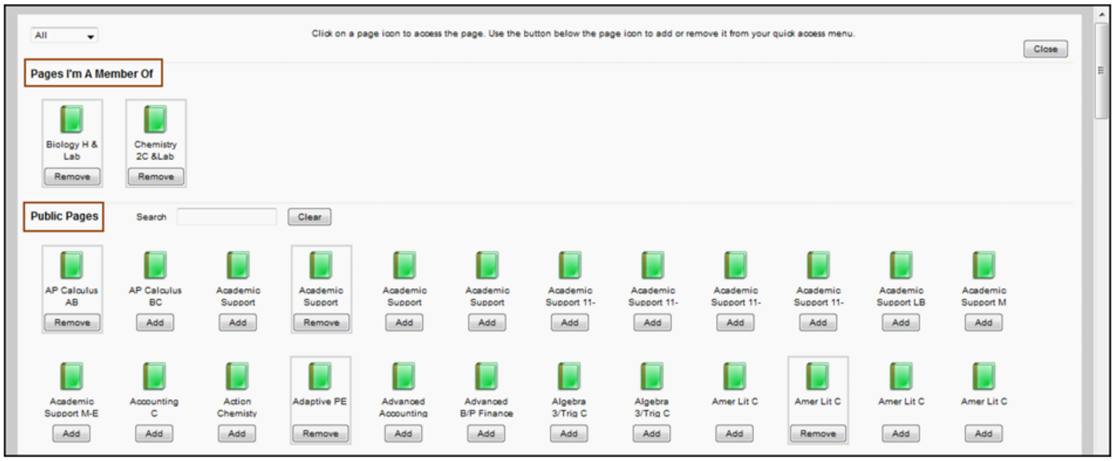
The Page Directory lets you see which Pages you are a member of, as well as add and remove Pages from the Quick Access menu. You can also browse a Page to decide whether you want to add it to your menu.

Notes:

- At the beginning of every school year, you need to use the Page Directory to add the Pages you want to see to your Quick Access menu. They do not automatically appear.
- In the Page Directory, all Pages that have been added to your Quick Access menu have a gray box around them as a quick visual cue.
- Throughout the school year, you can change which Pages appear on your Quick Access menu. For example, maybe you used to check the Drama Club Page often, but now that the performance is over, you do not need to visit that Page. You can remove it from your Quick Access menu; then, if you need to access it again in the future, you can add it back to the menu.

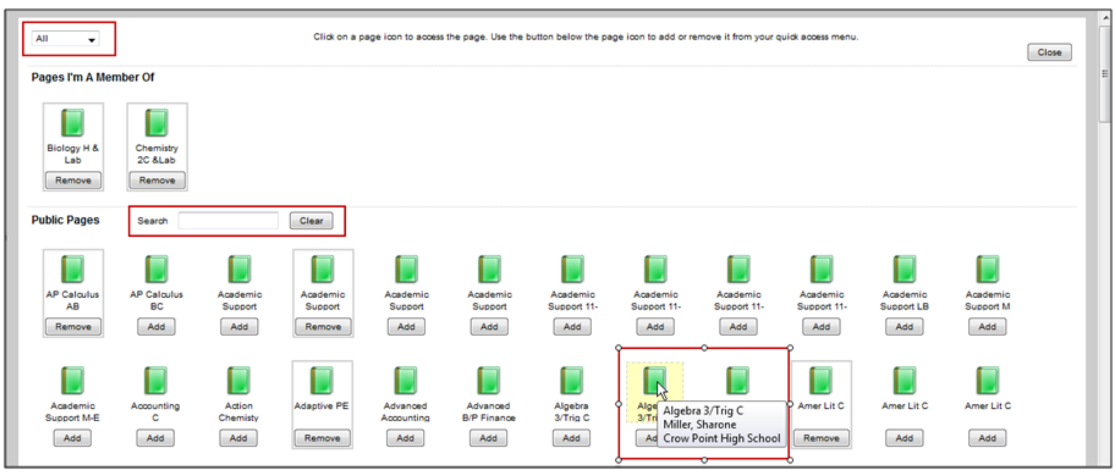
To view which Pages you have access to:

1. Go to the Home page or **Pages** tab.
2. Click **Page Directory.** The Page Directory pop-up appears.



Under **Pages I'm a Member Of,** an icon appears for each Page you are a member of, such as the Yearbook, Drama Club, or Varsity Soccer page.

Under **Public Pages,** an icon appears for each Page that all users are able to view, such as your school's Page or the district Page.



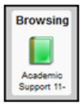
3. If there are a large number of Pages, there are two ways to narrow down the list. Do either or both of the following:
   - Click the **All** drop-down at the top of the pop-up to select **Academic, Athletic, Club,** or **Other.** Only the type of Page you select appears. Select **All** to return to the full list of Pages.

     > **Note**: If you do not have access to a particular type of Page, you will not see it in your drop-down. For example, if you are not a member of any sports team that has a Page, **Athletic** will not be an option.

   - Within the **Pubic Pages** area, in the **Search** field, type a key word, such as **Literature.** Any public Pages with that word in their name appear. To return to viewing all public Pages, click **Clear.**

     > **Note**: You can browse public Pages and add them to your **Quick Access** menu, but this

does not mean that you are a member of the group. For example, if your school Page is a public Page, you would be able to read a blog that is posted but not create your own entries.

4. To determine which Pages appear in your **Quick Access** menu, do any of the following:
   - To view a Page's details – the Page title, adult responsible, and which school the Page is associated with – hover over the Page icon.
   - To browse a Page to see if you want to add it to your **Quick Access** menu, click the Page's icon. The Page opens, and the Page name appears under **Browsing** in the **Quick Access** menu 

.
   - To add a Page to your **Quick Access** menu, under the Page's icon/name, click **Add.**
   - To remove a Page from your **Quick Access** menu, under the Page's icon/name, click **Remove.**

   Note: Removing a Page does not delete it; it just makes it unavailable to select from the **Quick Access** menu.

5. Click **Close.** The Pages you added are now accessible from your **Quick Access** menu.
6. To show and hide individual Pages on your **Quick Access** menu, do the following:
   - To show (expand) the Pages in a particular category, such as **Academic,** click the down arrow under **Academic.**
   - To hide (contract) the Pages in a particular category, click the up arrow. The list of Pages in that category contracts.

Creating Pages

Aspen Pages can help all members of a school community easily share information and ideas. Pages are web pages that can be set up at the district, school, classroom, or group level and are accessible via Aspen's **Pages** tab.

A Page can be created for:

- your school
- the nurses in your district
- the high school drama club
- the junior varsity soccer team
- different reading groups in your English class

Any group of people who need to share information could benefit from having their own Page.

Note: Class Pages are handled slightly differently. System administrators can mass-create Pages for classes, or teachers can create them themselves.

Widgets provide a Page's framework. A Page can have a banner, a blog, group resources, and much more. The page administrator is responsible for adding widgets to a Page and then populating those widgets with content.

Following are the steps to create a Page:

- Define the Page's details.
- Add members.

> **Note:** If, when defining the Page's details, you selected the **Public for all Aspen users checkbox**, you do not need to add members.

- Designate a page administrator.
- Add widgets.
- Add content to widgets.
- Enable the Page.

> **Note:** To view which Pages you are able to access and add and remove Pages from your **Quick Access** menu, use the Page Directory.

Define the details for your group or Page

Any group of people who need to share information can be grouped together in Aspen, such as the following:

- The entire school community
- All of the faculty at your school
- Just the Math Department faculty
- A particular class section, such as English 101
- All of the parents of students at your school
- A sports team, such as JV Football

Many of these groups would benefit from having their own Page as a way to post announcements, game times, photos, and more.

See Examples of Pages for ideas.

In order to create a Page, you have to create a group first. Then you decide whether to fully enable, partially enable, or disable your group's page status.

Users with the appropriate security role privileges can create groups in Aspen. By default, this includes system administrators, school administrators, and teachers.

If you create a group without a Page, such as Chorus, and decide in the future that you would like this group to have a Page, all you have to do is go into the group's details and

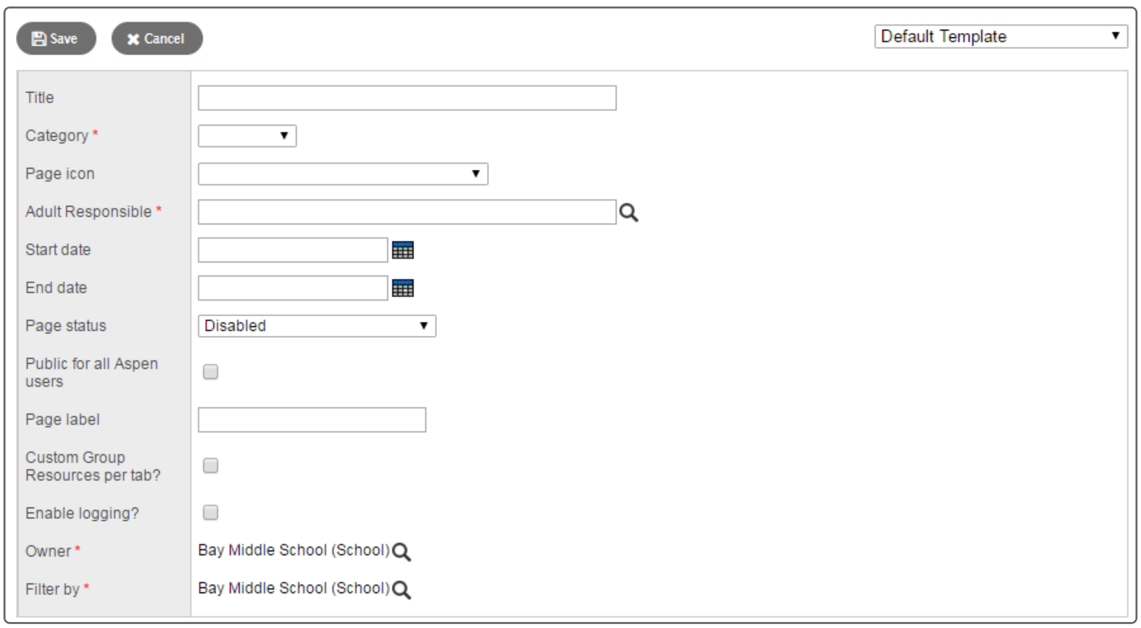
Besides creating an individual group with a Page, it is possible to do the following:

- Have system administrators mass-create Pages for the school.
- Have teachers create Pages for each of their classes.

To create a group with or without a Page:

1. Do one of the following:
   - Log on to the District view. Click the **District** tab, then the **Groups** side-tab.
   - Log on to the School view. Click the **School** tab, then the **Groups** side-tab.
   - Log on to the Staff view. Click the **My Info** tab, then the **Groups** side-tab.
     - The view that you are in while creating your group/Page affects who will have access to it. In order to create a Page that is accessible by all users in the district, you must create it from the District view.
     - If you do not need a Page to have district-wide access, it is easier to create it from the School or Staff view. This narrows down the list of members you have to choose from.
     - Teachers can create a group directly from a section roster.
2. On the **Options** menu, click **Add.**

   The New Group page appears.



3. Use the table to fill in the fields:

Field	Description
Title	Type the title of the Page, such as **Junior Varsity Lacrosse.** **Note:** This title is for informational purposes only and doesn't appear anywhere on the page. It has a 60-character maximum. See **Page Label** field below.
Category	Click this drop-down to select the type of Page you are creating, such as **Athletic**. **Note:** The category selected determines where the Page will appear on the **Quick access menu**.
Page Icon	Click this drop-down to select an icon name. As soon as you do, an image of the icon appears next to the field. **Note:** To view images of all available icons, see Page Icons in online help.
Adult Responsible	Click to select the name of the staff member who is responsible for this Page. **Notes**: • This field is important for Pages that are administered by students. • The Adult Responsible is automatically the page administrator, unless you assign otherwise. • The Adult Responsible does not have to be a member of the group.
Start Date/End Date	Type or click to select a **Start Date** and **End Date** for the group. **Note**: Many groups only last for one academic year. Once a group's end date passes, its Page no longer appears on the **Pages** tab.

Field	Description
Page Status	Click this drop-down to select one of the following: • **Disabled:** This group is not associated with a Page. • **Page enabled for admins only:** This group has its own Page, but the only people who can view it are the page administrator and Adult Responsible (could be the same person). • **Page enabled for all members:** As soon as you add members to this group, they will be able to view its Page. **Note:** Do not select this option until setup of the Page and its widgets is complete.
Public for all Aspen users	Select this checkbox to make it possible for *all* Aspen users to see this Page. The Page will appear under Public Pages in the Page Directory. **Note:** You can browse public Pages and add them to your **Quick Access** menu, but this does not mean that you are a member of the group. For example, if you make your school Page public, users would be able to read a blog that is posted but not create their own entries.
Page Label	Type a label for the Page, such as **JV Lacrosse.** This appears on the **Pages** tab under the icon you select. There is a 25-character maximum. **Note:** This field is optional.
Custom Group Resources per tab?	Select this checkbox to make it possible for each tab on the Page to have its own Group Resources. The default value is deselected.
Enable Logging?	Select this checkbox to make it possible for Aspen system administrators and page administrators to monitor Page activity (access date and time, user login, and user name). **Note:** The is available on the **Groups** side-tab in the District, School, and Staff views.

Field	Description
Owner	Click to select the owner of the group. A pick list appears with the option of selecting a District, School, or User. **Example:** Setting the owner to School will narrow the list of possible members to only those at the school(s) the creator of the Page is affiliated with.
Filter by	Click to select the member type of the group. A pick list appears with the option of selecting from Organizations, Classes or Schools.

Now you need to add members to your group. If you created a group with a Page, adding members is how you give users Page access.

Add members

After you create a Page, you give users access to it by making them members of the group. For example, the only people who will see the Debate Club Page on their Pages tab are the members of the Debate Club group.

- When creating a Page, it is possible to to it. This is often used for school or district Pages.
- If your Aspen system administrator created class Pages for you, you do not need to complete this step, as the roster of students in a course section automatically becomes the member list. You can move right into (optional) and adding widget content to your Page.
- If you created your own class Page, you need to add the section roster. The only sections you see are your own.
- Since groups are actually dynamic filters of records, if you change the members of a group, the list of users who have access to that Page is automatically updated for all member types except 'single person'.

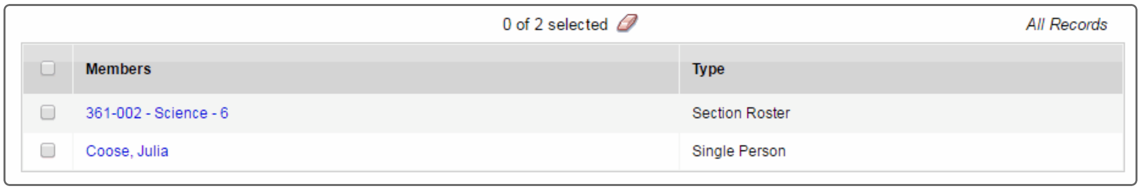
You also might need to delete members from a group/Page.

To add members to a group/Page:

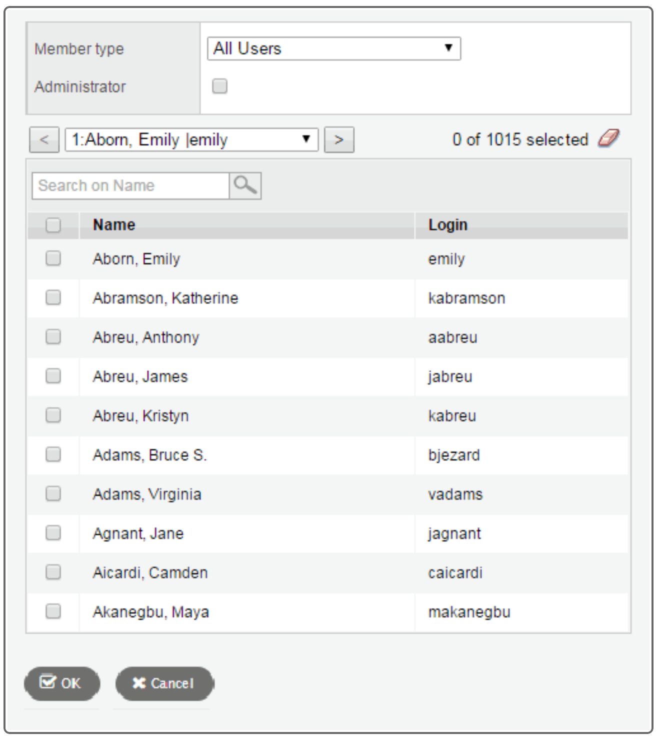
1. Depending on where your group/Page was created, do one of the following:
   - For the district: Select **District > Groups**.
   - For an intermediate organization: Select **Intermediate Organization > Groups**.
   - For a school: Select **School > Groups**.
   - For staff: Select **My Info > Groups**.

   Note: If you created your group from a class roster, use the Staff view.

2. The Groups page appears. Select the checkbox next to the group you want to add members to, and then click **Members** on the side-tab.



3. Select **Options > Add.** The "Add members to pages" pop-up appears.



4. Click the **Member type** drop-down to filter the users by type. Some member types are only available in certain views, and the fields vary according to the member type selected. Refer to this table for descriptions of each member type:

Member Type	Used
All Users	When your group needs to contain a mix of members: students, staff, and contacts, for example.
Staff	For a staff-only group, either at the District or School level.
Students	For a student-only group, at the District, school, or section level.

Member Type	Used
Contacts	For a contact-only group, either at the District or school level.
Schools	For a school-only group. All users in that school will have access to the Page.
School Levels	For a school-level Page. For example, if you select **Elementary,** all users at all elementary schools in your district will be able to see the same banner, resources, etc.
Organizations	To add members from an entire organization, such as Springfield Public Schools.
Security Role	To select users from a particular security role, such as Nurse, at the District or school level.
Sections	To select users from all course sections in your District or school.
Grade Levels	In the School and District view, you have the option of selecting an entire grade level of users, such as all seventh graders.
Departments	In the School and District view, you have the option of selecting an entire department of users, such as the English Department faculty.
Snapshots	To select users that are included in a snapshot.
Extracurricular Program	To select the staff members and students currently associated with an extracurricular program. Staff members must be specified as Program Administrators, with active start and end dates, on the Extracurricular Program's Details page. Students must be members of the extracurricular program, and have the status code(s) specified in the Extracurricular Event Information preferences.

5. Select the user(s) you want to have access to the Page. For example, if you selected **Sections,** choose the particular section number containing the students you want to add to the group.
6. If you want the user(s) you selected to be the administrator of the Page (able to add, delete and edit widgets and widget content), select the **Administrator** checkbox.

> **Note:** If you are selecting many users and only want one of them to be the Page's administrator, it is easier to do this from the **People** side-tab.

7. Click **Save.**

To delete members from a group/Page:

1. Depending on where your group/Page was created, do one of the following:
   - For the district: Select **District > Groups**.
   - For the intermediate organization: Select **Intermediate Organization > Groups**.
   - For a school: Select **School > Groups**.
   - For staff: Select **My Info > Groups**.
2. The Groups page appears. Select the checkbox next to the group you want to delete members from, and then click **Members** on the side-tab. The group's member page appears.
3. Select the checkbox(es) of the member(s) you want to delete.

   Note: If you select the **Section Roster** checkbox, all students who make up that roster will be deleted.

4. Click **Delete.** The system asks if you want to delete all (number) selected records.

   Note: The system counts each checkbox as one record. A single **Section Roster** checkbox might be made up of two dozen student records.

5. Click **OK** or **Cancel.**

Designate a Page administrator

All Pages need to have a Page administrator. The Page administrator edits, adds, and deletes widgets and widget content on a particular Page. They can also edit the page layout.

A single Page can have more than one Page administrator.

It is possible for a student or students to be the administrators of a Page. If this is the case, the Adult Responsible is ultimately responsible for the Page's contents. The Adult Responsible must be a staff member.

The **Adult Responsible** field is set in the group's details for a Page. The Adult Responsible automatically becomes the administrator of the Page, even if they are not a member. For class Pages, the teacher of a course section is the Page administrator and Adult Responsible.

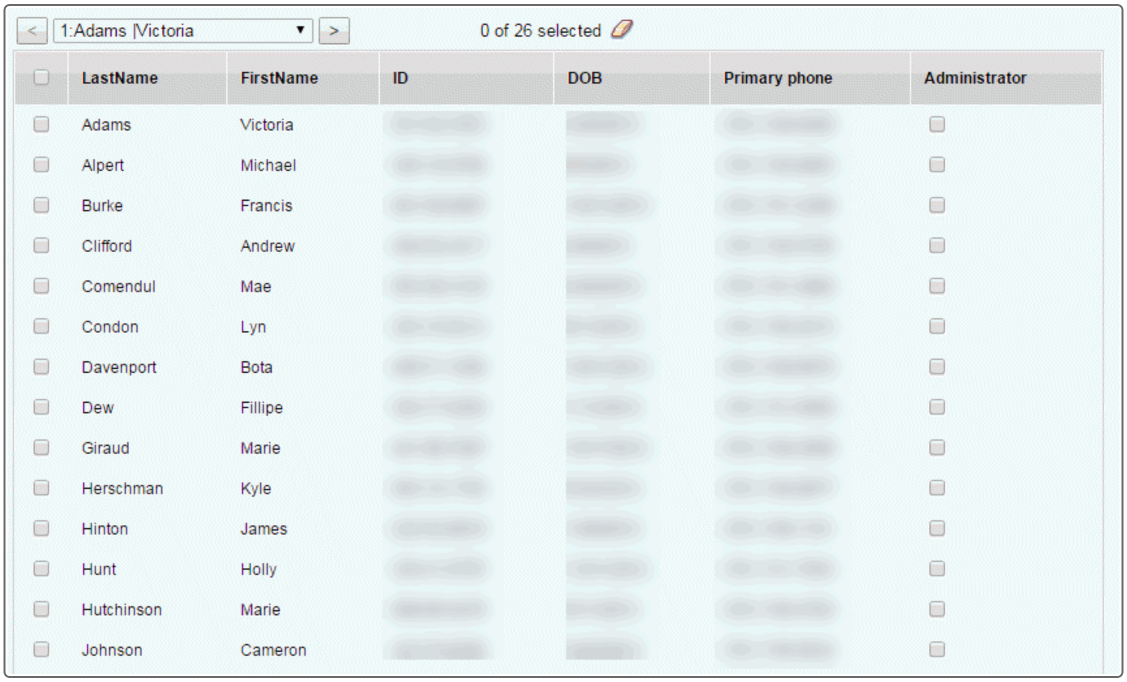
While you are giving users access to a Page, it is possible to designate a Page administrator. However, if you are selecting more than one user, selecting the **Page Administrator** checkbox would make all of the users Page administrators.

To designate one or just a few users as the administrator for a Page, it is easier to do this from the **Groups** side-tab **> Members > People.** This is also where you can easily view a group's member list.

To designate a Page administrator:

1. Depending on where your group/Page was created, do one of the following:
   - For the District view: Click the **District** tab, then the **Groups** side-tab.
   - For the School view: Click the **School** tab, then the **Groups** side-tab.
   - For the Staff view: Click the **My Info** tab, then the **Groups** side-tab.
2. Select the checkbox next to the name of the group that you want to designate or change a Page administrator for, or view the member list of.

3. On the **Groups** side-tab, click **Members.** The page displays a list of existing group members by user type, such as **Section Roster.**
4. On the **Groups** side-tab, click **People.** The members are listed by name.



5. Select the **Administrator** checkbox for the user(s) you want to designate as Page administrators.

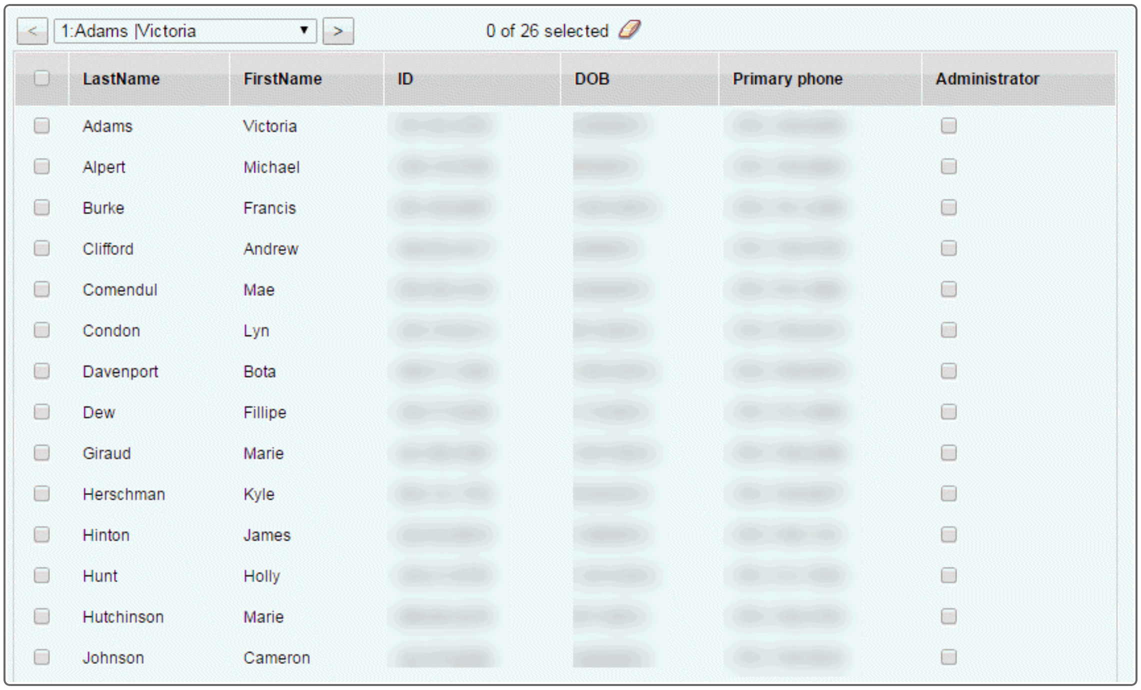
View the member list

For each of your groups/Pages, clicking the **Members** side-tab shows you what type of users are members, such as *Section Roster* or *School.* To see the names of a group's members, you need to use the **People** side-tab.

To view the member list for a group/Page:

1. Depending on where your group/Page was created, do one of the following:
   - For the District view: Click the **District** tab, then the **Groups** side-tab.
   - For the School view: Click the **School** tab, then the **Groups** side-tab.
   - For the Staff view: Click the **My Info** tab, then the **Groups** side-tab.
2. Select the checkbox next to the name of the group you want to view the member list of.
3. On the **Groups** side-tab, click **Members.** The page displays a list of existing group members by user type, such as **Section Roster.**

4. On the **Groups** side-tab, click **People.**



If you want to, on this page you can select or deselect the **Administrator** checkbox. Page administrators can add, edit, and delete widgets and widget content on Pages. It is possible to have more than one administrator per Page.

> **Note**: If you want to see the groups that a particular student is a member of, use the **Student** tab, **Membership** side-tab in the District, School, or Staff view.

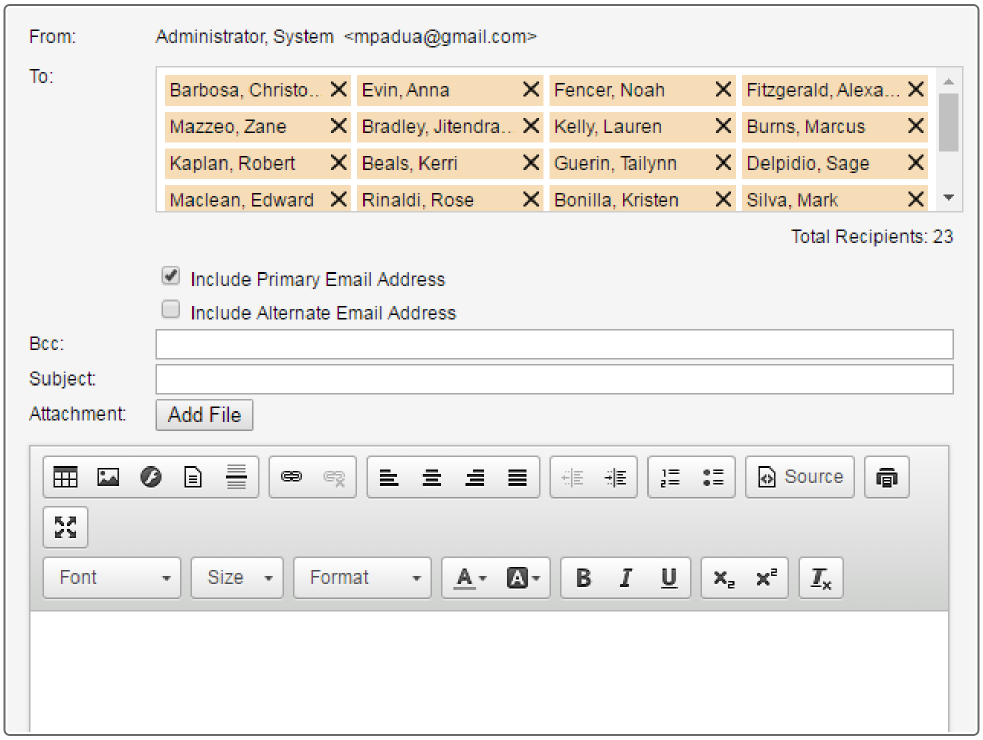
Send an email to group members

Whether your group or Page is for the high school chorus, j.v. soccer team, or English department faculty, it is likely that at some point you will want to send members an email. You can send your message to all or just some of the group members.

To send an email to group/Page members:

1. Depending on where your group/Page was created, do one of the following:
   - Log on to the District view. Click the **District** tab, then the **Groups** side-tab.
   - Log on to the Intermediate Organization view. Click the associated tab, then the **Groups** side-tab.
   - Log on to the School view. Click the **School** tab, then the **Groups** side-tab.
   - Log on to the Staff view. Click the **My Info** tab, then the **Groups** side-tab.
2. Select the checkbox of the group you want to work with.
3. On the **Groups** side-tab, click **Members > People**.

4. On the **Options** menu, click **Send Email.** The following pop-up appears.



5. Use the table to fill in the fields:

Field	Description
From	This field shows you the email address that the message will be sent from. **Note**: This is set up in your district email preferences.
To	The list of recipients of the email message appears. **Note**: Click the **X** next to a person's name to remove them from the list. It is not possible to add recipients.
Include Primary Email Address	Select this checkbox if you want to send your email to the primary email address(es) of the recipient(s) included in the **To** field. **Note**: This checkbox might be selected by default, depending on your district's communication preferences.
Include Alternate Email Address	Select this checkbox if you want to send your email to the alternate email address(es) of the recipient(s) listed in the **To** field. **Note**: This checkbox might be selected by default, depending on your district's communication preferences.
Subject	Type a subject for your message.
Attachment	If you want to attach a file to your message, click **Browse** to navigate to the file you want to send.
Text box	Click in the text box to compose your message. Use the rich text formatting tools, if desired.

6. Click **Send.**

> **Note**: There are only two direct recipients of your email message — the sender and the district's incoming email address. Everyone else on the list is blind carbon copied (Bcc'd). If you would like a copy of the message, you need to type your email address in the **Bcc:** field.

Editing Pages

Widgets are tools to communicate information in different formats on the **Pages** tab. For example, there is an announcements widget, a blog widget, a forums widget, and many others.

As a page administrator, you determine the layout and content for your Page. For example, do you want a banner to stretch across the top of your Page? Do you want to add a blog so that you can write about your own observations and experiences? Would you like to have more than one tab on your Page?

Note: If you are a teacher and your Aspen system administrator created your Pages for you, they already have widgets on them. However, you are able to add, remove, and rearrange widgets if you desire.

You can do the following:

- View the list of widgets available to page administrators.
- View page permissions for widgets, including which page types they are available on and for which user roles
- Add and remove widgets from Pages.
- Add Video to a Widget.
- Insert an Image in a Widget.
- Add and remove tabs from Pages.
- Change a Page's settings.
- Create your own widget definitions.
- Create or edit a blog.
- Create or edit a banner.
- Create or edit external links.
- Create a forum.
- Manage Group Resources.
- Manage My Resources.
- Set up to receive assignments from students online.

Widgets List for Page Administrators

Widgets are tools to communicate information within your district in different formats on the Pages tab. There are many widgets available in Aspen, including banners, blogs and forums.

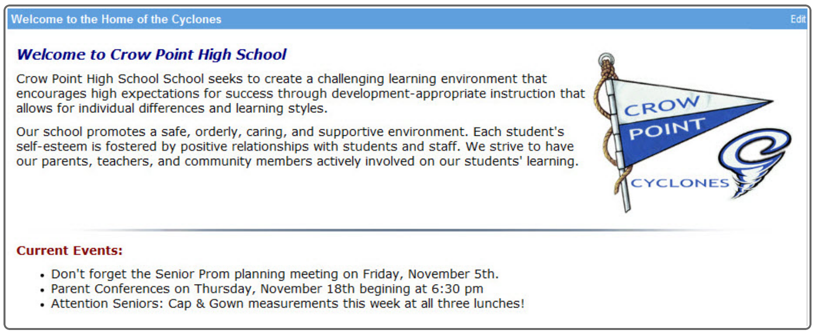
If the type of widget you want to add is not offered (such as for a custom school news feed), it is possible to create your own widget definition.

Notes:

- Not all widgets are available on all Pages. For example, the Announcements and Tasks widgets are only available on the homepage.
- When you are adding widgets to a Page, the only widgets that appear are ones that you have permission to add. Aspen administrators have full permissions to see all widgets.
- Most widgets can only be used one time on each Page. Exceptions include the Banner, Blog and Web Sites widgets.

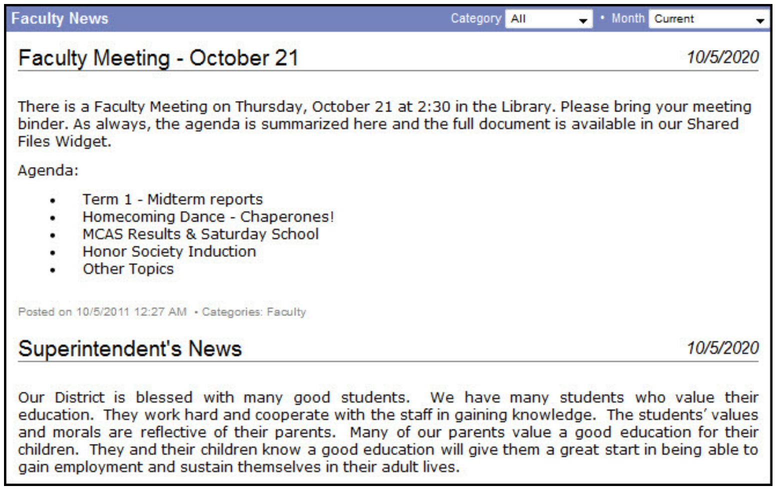
For information on how to change the layout of a Page, see Add a Widget to a Page.

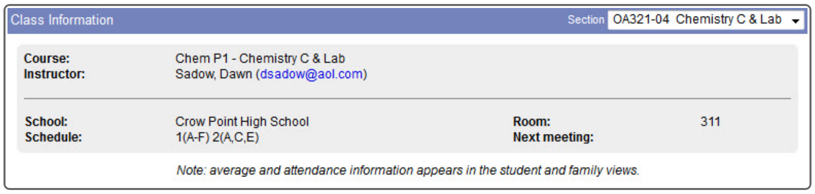
Use the following table as a catalog of the available widgets that can be used on Pages:

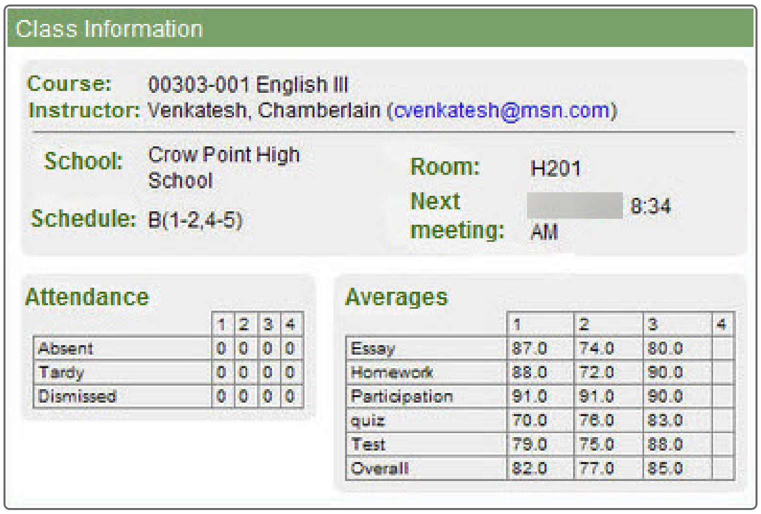
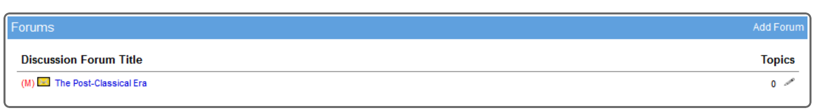
Widget	Description
Address Changes	The Address Changes widget is used on the homepage in the School view for users who need to know of any address changes for students in their school made by another school.
Announcements	The Announcements widget is used on the homepage to communicate information using a rich text editor. 
Banner	The Banner widget is used to relay information to groups of people, using a rich text editor. For example, you might use it to post your school's mission statement. 

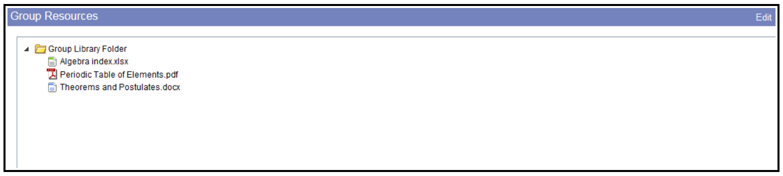
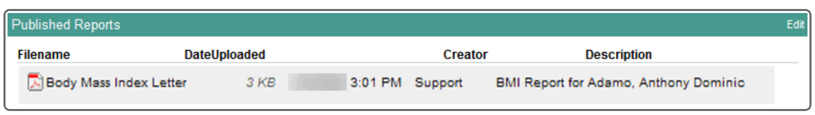
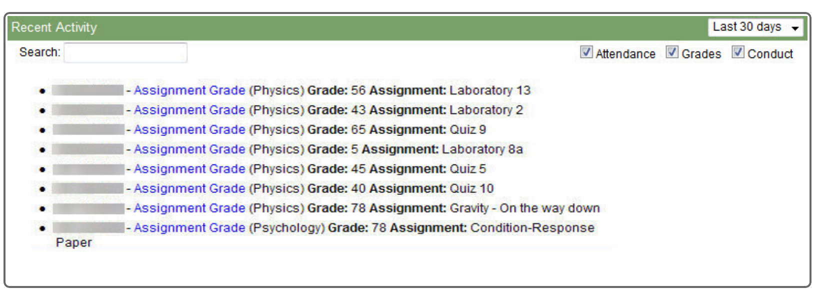
<table>
<tr><th>Widget</th><th>Description</th></tr>
<tr><td>Blog</td><td>The Blog widget is used to relay information through dated entries. For example, a school principal can write a weekly blog about news of interest. Users can filter the entries by category and month.

Select the Hide checkbox to display an entry only for administrators of the Page.

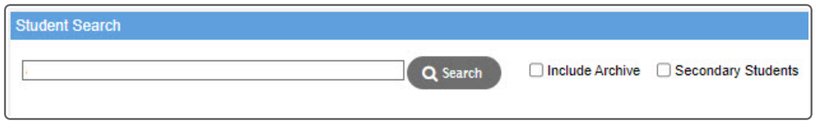

</td></tr>
<tr><td>Calendar</td><td>The Calendar widget displays the current month by default. Click the arrow buttons to move to the next or previous month.</td></tr>
</table>

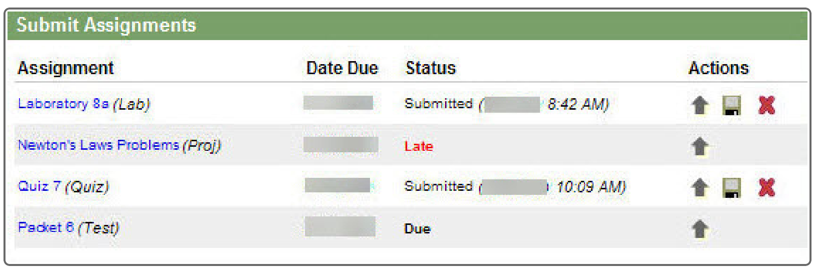
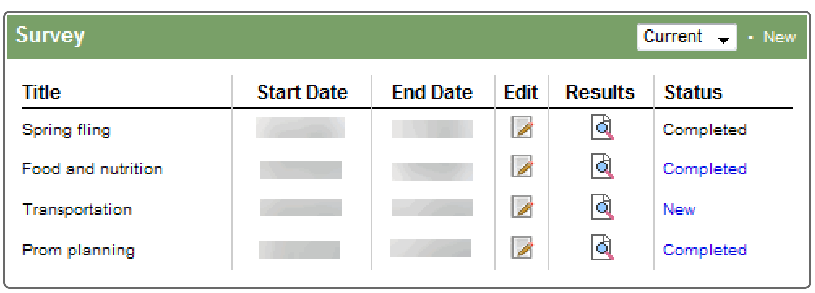
<table>
<tr><th>Widget</th><th>Description</th></tr>
<tr><td>Class Information</td><td>The Class Information widget can be used on class pages. For teachers, schedule information for the class appears.


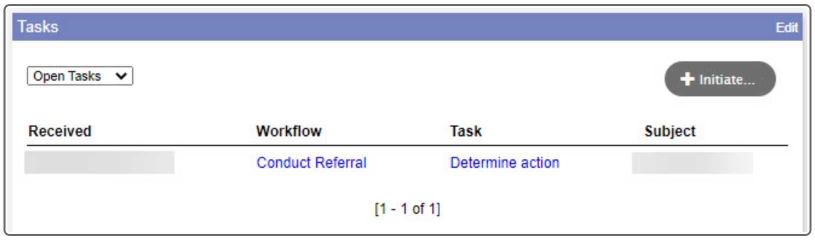
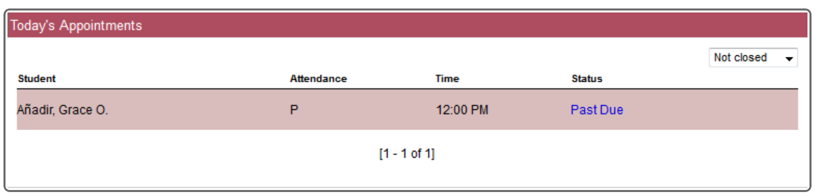
In the Student and Family portals, the Class Information widget can include the latest grade and attendance information for the student.

</td></tr>
<tr><td>Follett Destiny Search</td><td>The Follett Destiny Search widget lets users search for Destiny resources from any Aspen Page. (Not available in the District or Intermediate Organization views. For districts that use Follett Destiny®.)</td></tr>
<tr><td>Forums</td><td>The Forums widget can be added to any Page as a place for Aspen users to discuss particular topics of interest.

</td></tr>
</table>

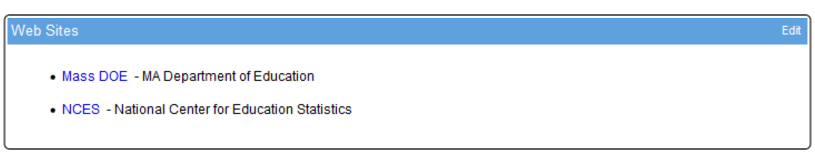
Widget	Description
Group Resources	The [Group Resources](#) widget can be added to any Page as an online repository for documents that need to be accessed by a group of users. 
Launch using LTI	The Launch Using LTI (Learning Tools Interoperability) widget can be added to the homepage in the District (Root Organization) view. Click the widget's link to launch a third-party vendor's app in a new window, without logging out of Aspen. This widget requires configuration by the third-party vendor.
Launch to Vendor	The Launch To Vendor widget can be added to the homepage in the District (Root Organization) view. Click the widget's link to launch a third-party vendor's app in a new window, without logging out of Aspen. This widget requires configuration by the third-party vendor.
Published Reports	The Published Reports widget can be added to any Page for reports that need to be accessed by a group of users, such as official school transcripts (parents would only see their children's reports). 
[Quick Charts](#)	The Quick Charts widget lets you run saved Quick Charts on a Page.
Recent Activity	The Recent Activity widget is used on the homepage in the Student and Family portals to display, by date, a student's recent grade, conduct and attendance activity. 

Widget	Description
Report Links	The Report Links widget is used so staff and administrators can create links to reports they use regularly in Aspen, such as the Student List and Attendance Bulletin. 
School Links	The School Links widget is used on the homepage to let users who have access to more than one view in Aspen switch between them easily. 
Single Workflow	Aspen system administrators can add the Single Workflow widget to the homepage for users to access any workflow phases they are responsible for. For example, system administrators might put the Single Workflow widget for Conduct Referrals on the homepage in the District, School and Staff views to give school administrators and teachers quick access to initiating a referral or taking action on it.
Student Changes	The Student Changes widget is used on the homepage in the School view. It shows authorized users any changes to demographic inform-ation for students associated with that school. It also displays the name and contact information of the user who changed the student record.

<table>
<tr><th>Widget</th><th>Description</th></tr>
<tr><td>Student Search</td><td>The Student Search widget is used to give authorized Aspen users the ability to search for a specific student's record.


Note: This widget is not available in the Staff view or the Student and Family portals.</td></tr>
<tr><td>Submit Assign-ments</td><td>The Submit Assignments widget is used on class pages in the Student portal. Students can upload assignment files for teachers to receive in their Aspen Gradebooks.

</td></tr>
<tr><td>Survey</td><td>The Survey widget can be added to any Page. Anyone with access to that Page can take the survey.

</td></tr>
</table>

<table>
<tr><th>Widget</th><th>Description</th></tr>
<tr><td>Tasks</td><td>The Tasks widget can be added to the homepage, where users can manage any tasks they are responsible for. For example, this is where teachers can initiate a referral for a conduct incident, and where school administrators will receive that conduct referral to review.

</td></tr>
<tr><td>Teacher Classes</td><td>On the homepage in the Staff view, the Teacher Classes widget displays the classes that the teacher is currently teaching, along with links to the class list, class attendance, seating chart, scores page and email.</td></tr>
<tr><td>Today's Appointments</td><td>The Today's Appointments widget automatically appears on the homepage in the Health view.


This widget shows the appointments scheduled for today, including each student's current attendance, the time of the appointment, and its status (Past Due or Upcoming). The appointment's status changes based on the status of the health log entry.</td></tr>
<tr><td>To Do</td><td>The To Do widget appears automatically on the homepage in the Student and Family portals. Students can use it to see which assignments need immediate attention (overdue, and due today and tomorrow). Parents use the drop-down to select which child's assignments they want to view.</td></tr>
<tr><td>Web Sites</td><td>The Web Sites widget is used to post links to outside websites that you visit often, such as your school's homepage, the state Department of Education, Yahoo! and other sites of interest.

</td></tr>
</table>

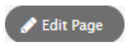
Add a widget to a Page

Once you have created a Page and added members, you are ready to add widgets. Widgets include banners, blogs, group resources, and surveys.

You can add and remove widgets from a Page. Note that if you have global administrator rights for all Pages (and cannot navigate to them), instructions for adding and removing widgets are different.

Once you have added widgets to a Page, you can populate them with content (such as typing an announcement or creating a blog entry). Also, you can rearrange your Page's layout at any time.

To add a widget to a Page:

1. Go to the Page you want to add the widget to.
2. Click the **Edit Page** button 

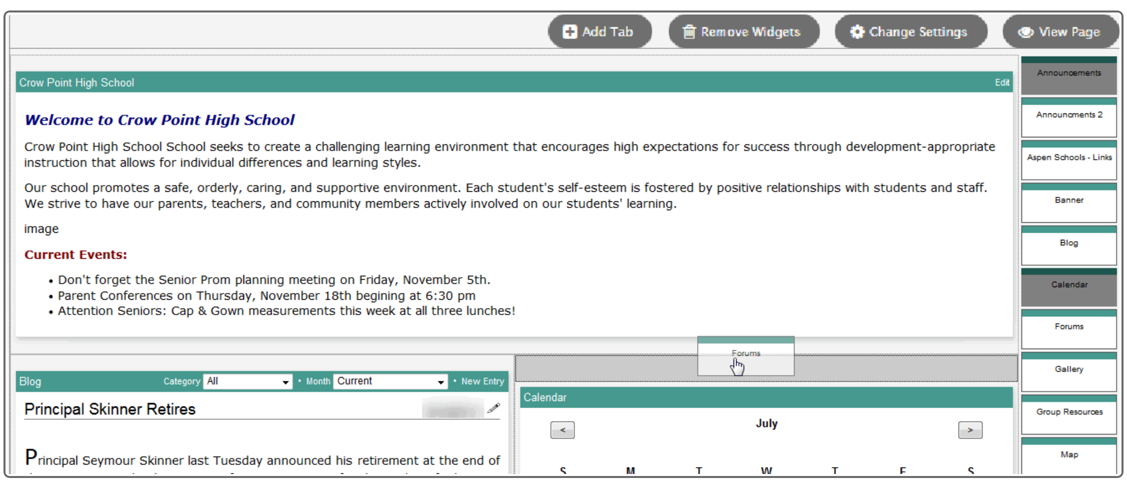
 in the top-right corner. The buttons expand.

> **Note**: If you only have one tab, you will not see the **Remove Tab** button.

A Page Widgets menu appears on the right-hand side of the page. The only widgets in this menu are ones the user has access to. Widgets can be grayed-out for one of two reasons:

- The widget is only meant to be used on the Home page, and you are not currently on the Homepage.
- The widget is only allowed to be used one time per Page, and it has already been used.

3. Click on a widget and drag it onto the page. A yellow rectangular dotted line shows where the widget will appear.



4. Release the mouse button to anchor the widget.

5. Use the table to make changes to your widget:

If you want to...	Do this...
Change the name in the widget header (title bar)	Double-click the widget header and enter a new title.
Move the widget to a new location	To rearrange widgets, you must be in Edit mode (have clicked Edit Page). Then, just click anywhere in the title bar of the widget you want to move and drag to the location of choice. **Note**: If you drag a widget onto an area that currently houses a two-column widget, your widget will also span two columns. If you drag it onto a one-column widget, your widget will span one column. Release your mouse button when satisfied.
Edit a widget's content	Click the **Edit** link (might also be called New Entry or Add Forum, depending on the widget) in the widget's title bar. **Note**: Each widget type is edited slightly differently.
Delete a widget	See To remove a widget from a Page.

6. Click **View Page** to return to View mode for the Page, without the edit buttons.

To add a widget to a Page as a global page administrator:

1. Log on to the District or Intermediate Organization view.
2. Click the **District** or **Intermediate Organization** tab, **Groups** side-tab.
3. Select the group whose Page you want to add a widget to.
4. Click the **Page Tabs** side-tab, then **Page Widgets.**
5. On the **Options** menu, click **Add.** The New Group Page Widget page appears.
6. At the **Widget Definition > Title** field, click to select a widget and click **OK.**
7. In the **Title** field, enter the text you want to appear in the widget's header.
8. Click the **Position** drop-down to select **left, right,** or **top.**
9. In the **Order** field, type a number to determine the widget's position.

> **Note**: The numbers are not as important as the relationship between them. For example, **left2** is above **left4.** All **top** items span two columns.

10. Leave the **Parameters** field blank. It currently is not used.
11. Select the checkboxes next to the views where this widget should appear. For instance, select the **Student view** checkbox if you want students to be able to see the widget using the Student portal.

Select the **Family view** checkbox if you want parents to be able to see the widget using the Family portal.

12. Click **Save.**

To remove a widget from a Page:

1. Go to the Page containing the widget you want to remove.
2. Click **Edit Page** in the top-right corner. A series of buttons appears.
3. Click **Remove Widgets.** A **Delete** link appears on all the widgets on the page.

4. Click **Delete** on the widget you want to delete. A confirmation message appears.
5. Click **Yes.**

To remove a widget from a Page as a global page administrator:

1. Log on to the District or Intermediate Organization view.
2. Click the **District** or **Intermediate Organization** tab.
3. Click the **Groups** side-tab.
4. Select the group whose Page you want to remove a widget from.
5. Click the **Page Tabs** side-tab, then **Page Widgets.**
6. Select the widget you want to remove.
7. On the **Options** menu, click **Delete.**

Add a video to a widget

If you have a video you want your users to watch, you can embed it into a widget. This means users do not have to leave Aspen—the video plays right in the widget. You do this using the rich text editor.

For example, you can embed a YouTube video into a blog as part of the preparation activities of a flipped lesson. Below the video, post follow-up questions or problems for students to respond to during or after they watch the video.

To add a video to a widget:

1. Click the **Pages** tab.
2. Use the **Quick Access** menu to find and select the Page you want to add the video to.
3. Edit or create a new entry for a widget that has a rich text editor, such as a Blog, Forums, or Announcements (Homepage only).
4. Enter any required information, such as a **Title** and **Categories**.

5. In the rich text editor, click **Source**.

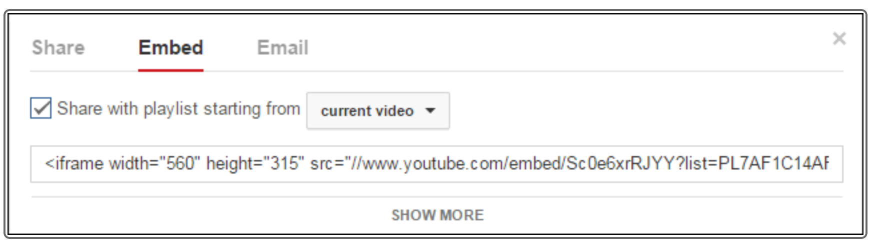
Note: The **Source** button is only supported in Firefox® and Google Chrome™ browsers.

6. Using a separate tab in your browser, find the video that you want to embed, such as a YouTube video.

Note: Keep Aspen open to your Page to make it easy to copy and paste.

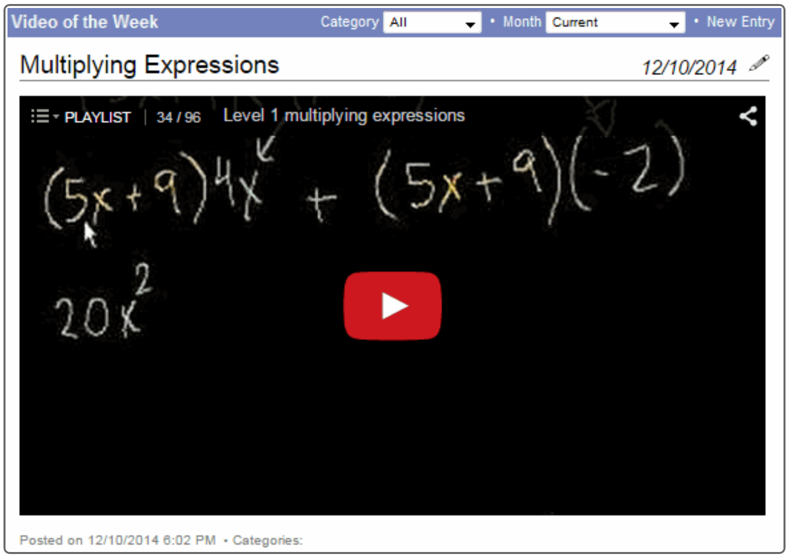
7. Below the video, click **Share**.

8. New options appear. Click **Embed.** An iframe tag appears.



9. Highlight all of the text in the text box, then press **Ctrl + C** to copy it.
10. In your browser, click the **Aspen** tab to return to your Page.
11. Click in the text box of the widget you want to add the video to.
12. Press **Ctrl + V** to paste the iframe tag into the text box.

13. Click **Save.** Your video appears in the widget.



Notes:

- To add additional text to your post, click **Source** again after inserting your iframe tag before saving. Or, add it later by editing the widget.
- Many sites which contain videos—not just YouTube—provide embed code. Just look for the Share section of a video to see if the iframe tag is available.

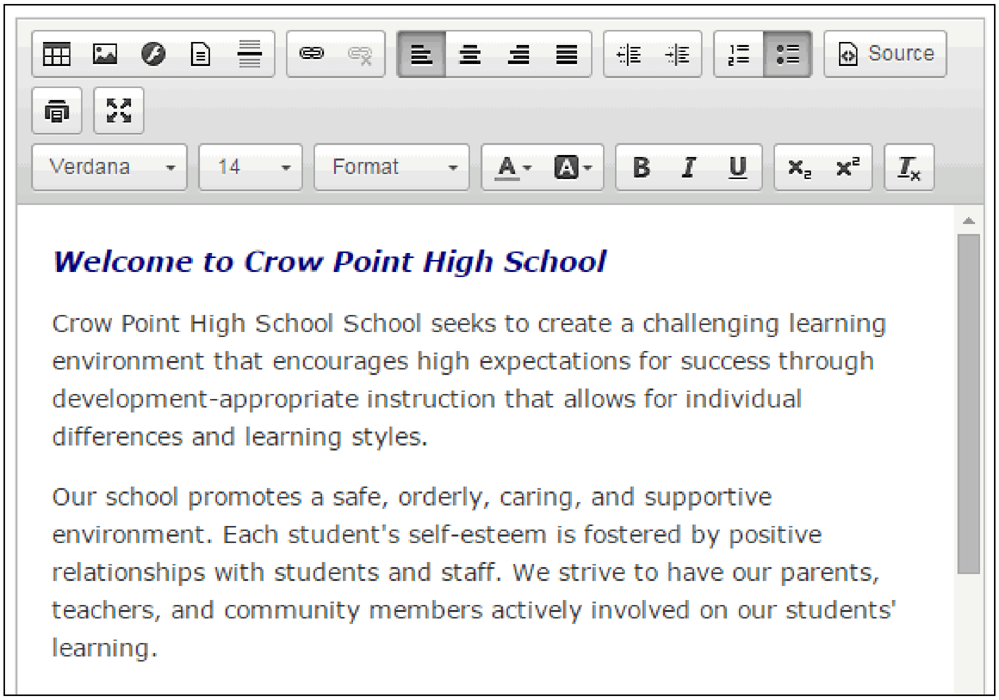
Insert an image in a widget

You can insert an image into any widget that uses the rich text editor, such as banners, blogs, and forums. For example, maybe you want to add a photo of your school to the Banner widget.

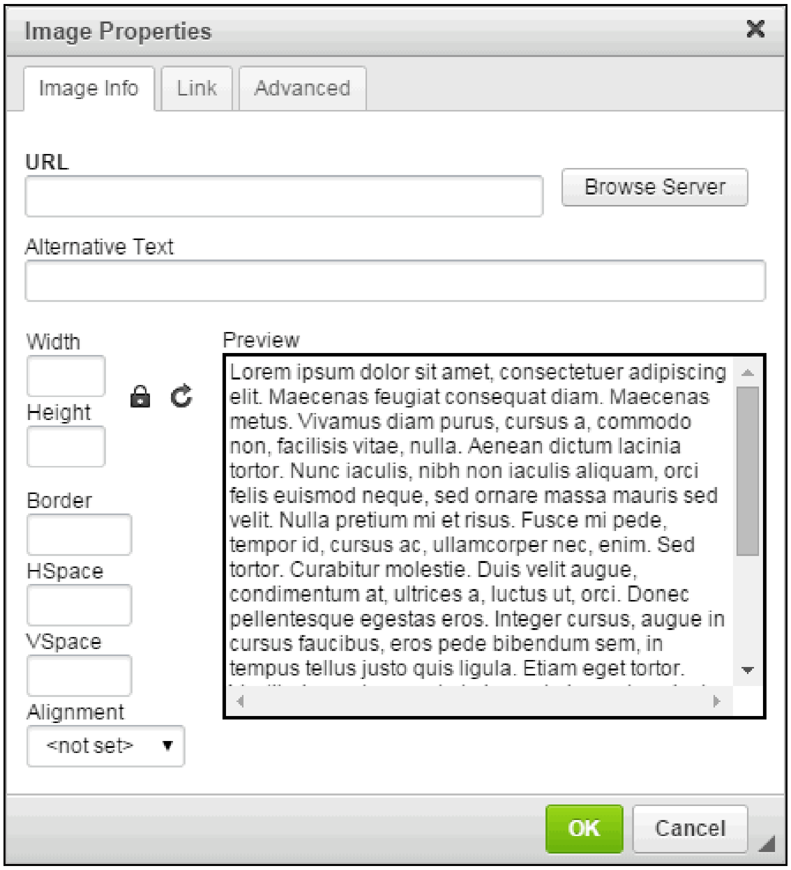
To insert an image in a widget:

1. Go to the Home page or click the **Pages** tab.
2. In the title bar of the widget you want to add an image to, click **Edit.** The widget expands to include a

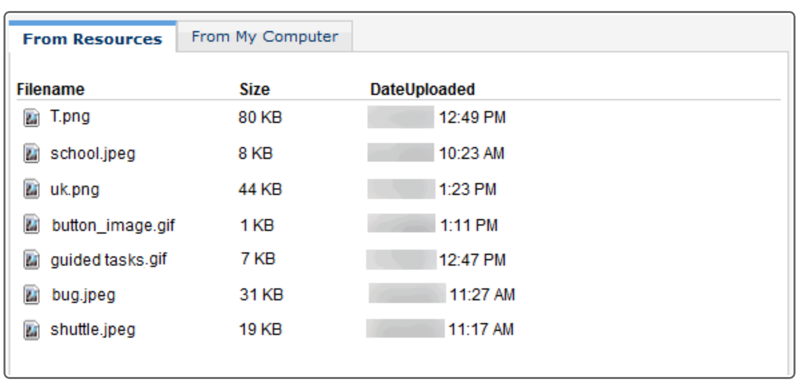
rich text editor.



3. Click . The Image Properties pop-up appears.



4. Click **Browse Server.** The "Aspen: Browse for Image" pop-up appears.

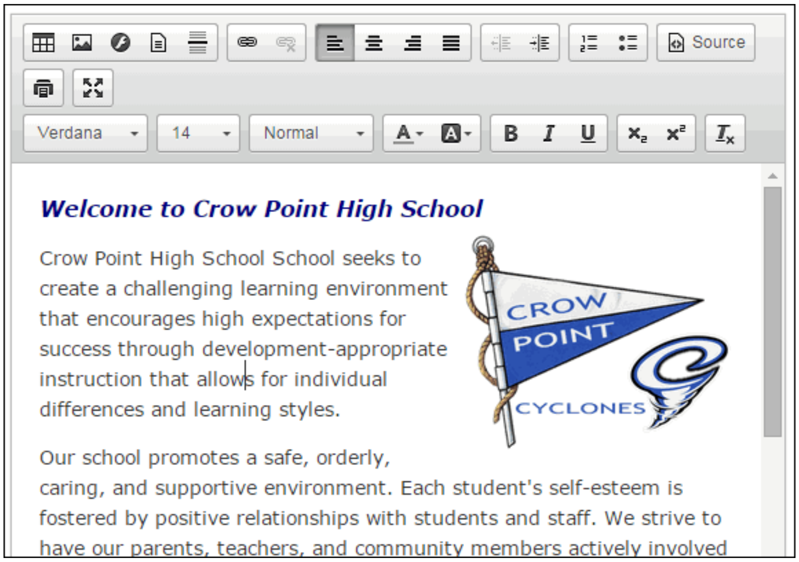


5. Do one of the following:
   - If the image you want to use has already been uploaded, find and select the image on the **From Resources** tab.
   - If the image you want to use is on your computer, click the **From My Computer** tab. Then click

Browse to find and select the image.

The image appears in the Preview pop-up.

6. Click **OK**. The image appears in the widget.



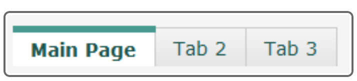
Notes:

- Once you upload an image from your computer, it appears on the From Resources tab.
- To resize the image, right-click it and select **Image Properties**. Change the width and height in the pop-up.

7. Click **Save** to exit the rich text editor.

Work with tabs

For every Page, it is possible to have multiple tabs, such as in a web browser.



Each tab can have its own name and its own widgets.

You can add a tab directly from the Page itself. Or, if you are the global administrator for a Page, you can add a tab from the **Groups** side-tab.

Learn how to do the following:

- Add a tab to a Page.
- Add a tab to a Page (for global page administrators).

- Rename a tab.
- Move a widget from one tab to another.
- Remove a widget from a Page.
- Remove a widget from a Page (for global page administrators).

To add a tab to a Page:

1. Go to the Page that you want to add a tab to.
2. In the upper-right corner of the page, click **Edit Page.** The page edit buttons appear.
3. Click **Add Tab.** A new tab appears.

Notes:
- Certain widgets – banners, blogs, forums, and web sites – can be used multiple times per Page.
- Once you add a widget to a Page, if it can only be used once, it will be grayed-out in the **Page Widgets** menu.

To add a tab to a Page (for global page administrators):

Note: Also use these instructions to change the title of a tab or change the order of tabs.

1. Go to where the group was created:
   - District view, **District** tab
   - School view, **School** tab
   - Staff view, **My Info** tab
2. Click the **Groups** side-tab. The Groups page appears.
3. Select the checkbox for the group whose Page you want to add a tab to.
4. On the **Groups** side-tab, click **Page Tabs.** For each tab, the Page lists the tab title and order.
5. To add a tab, on the **Options** menu, click **Add.** The New Group Page Tab page appears.
6. Type a **Title** for the tab, and an **Order** (**0** being first).
7. Click **Save.** The new tab appears on the Page for the group you selected.

To rename a tab:

1. Double-click the name of the tab you want to rename. A text box appears around the current name.
2. Type the name you want to appear.
3. Click **Enter** on your keyboard.

To move a widget from one tab to another:

1. Go to the Page containing the widget you want to move to a different tab.
2. Click **Edit Page** to go into Edit mode.
3. Click the tab containing the widget you want to move.
4. Click and drag the widget onto the name of the tab where you want it to appear. Notice that the tab changes to a darker color as you successfully hover over it.
5. Release your mouse. The widget is moved.
6. To change the widget's position on the new tab, click **Edit Page** and then drag and drop as desired.

To remove a tab from a Page (for page administrators):

1. Go to the Page that you want to remove a tab from.
2. Click **Edit Page.** The page control buttons appear.
3. Click the tab that you want to remove.

   Note: Be sure to click the appropriate tab. If you do not click a tab, the system will assume that you want to delete the default tab.

4. Click **Remove Tab.** The system displays a confirmation message.
5. Click **OK** to delete the tab.

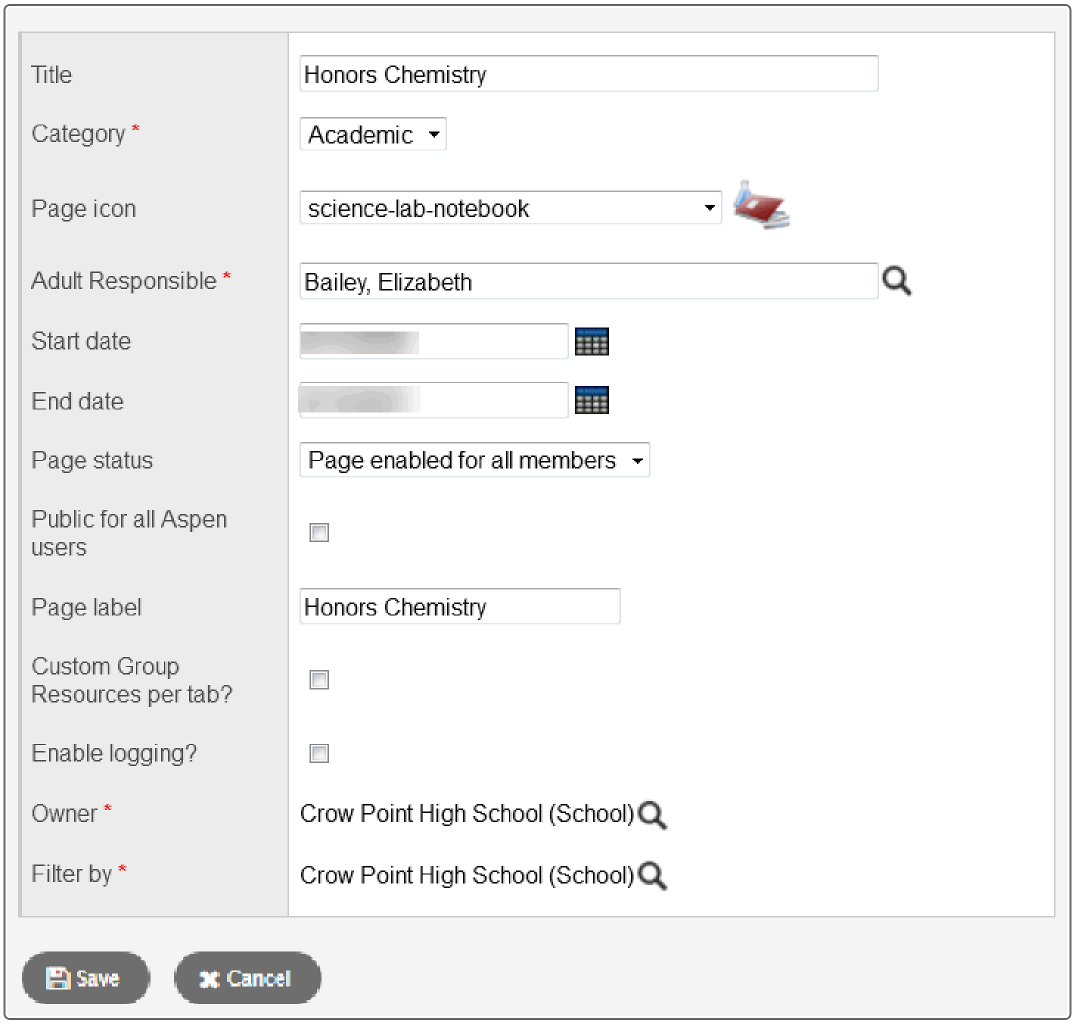
To remove a tab from a Page (for global page administrators):

1. Go to where the group was created:
   - District view, **District** tab
   - School view, **School** tab
   - Staff view, **My Info** tab
2. Click the **Groups** side-tab. The Groups page appears.
3. Select the checkbox for the group whose Page you want to remove a tab from.
4. On the **Groups** side-tab, click **Page Tabs.** For each tab, the page lists the tab title and order.
5. Select the checkbox of the tab you want to delete.
6. On the **Options** menu, click **Delete.** A confirmation message appears.
7. Click **OK.**

Use the Change Settings button

If you are the page administrator or Adult Responsible for a Page, you can change its settings right from the Page itself.

In the top-right corner of the Page, click **Edit Page** to go into Edit mode. Then click **Change Settings.** A pop-up with the group's settings appears.



For an explanation of the fields in this pop-up, see Define the Details for Your Group or Page.

Create widget definitions

Aspen system administrators can create new widget definitions to add to the default list of widgets in Aspen. For example, you might create a widget definition that displays a custom school news feed.

To create a new widget definition:

1. Log on to the District view.
2. Click the **Admin** tab.
3. Click the **Widget Definitions** side-tab.
4. On the **Options** menu, click **Add.** The New Widget Definitions page appears.
5. Type the **Title** and **ID** of the widget.

> **Note:** You must prefix the **ID** with **external_**

6. Select the **Disabled** checkbox for an already defined widget to prevent users from adding that widget to their pages.
7. Select the **Custom** checkbox.
8. Click to write the widget using HTML and/or Javascript, or to upload the content.
9. In the **Default position** field, type one of the following plus a numeral to indicate where the widget will appear:
   - top
   - left
   - right

   Note: The numbers aren't as important as the relationship between them. For example, **left2** is above **left4.** All **top** widgets span two columns.

10. Select the **Allow on class pages?** checkbox to allow users to add this widget to class pages.

    Note: To view the list of default widgets that can be added to a Class page, go to the **Widget Definitions** side-tab. The list of widgets appears. Look at the Allow on class pages? column. You may need to add it to your field set.

11. Click **Save.**

Create or edit an announcement

Use the Announcements widget to post information about class-, school-, view- and district-wide news and events. Only individuals with proper privileges can create, edit, and delete announcements.

This box expands to hold any amount of text, but lengthy announcements will shrink the size of the other boxes on the page. On a school page, announcements are sometimes used for Aspen-specific announcements. On a teacher page, announcements can be used for class-specific information and news.

To create or edit an announcement:

1. Log into the District, Intermediate Organization, School, Staff, Health, Build, Special Education or Personnel view.
2. On the Home page, click **Edit** in the Announcements widget.
3. Click **New**, or highlight an existing announcement and then click **Edit**. The Announcement pop-up appears. It contains two sub-tabs: **Content** and **Visibility**.
4. On the **Content** sub-tab, do the following:
   - Type or edit the **Start date**, indicating the first day you want the announcement to appear.
   - Type or edit the **End date**, indicating the last day you want the announcement to appear.
   - Type or edit the text of your announcement in the **Content** box using the rich text editor.
5. Click the **Visibility** sub-tab.

6. Do one of the following:
    - At **Views**, select the checkboxes for the views where the announcement will appear.

      > **Note**: Select the **Students** checkbox if you want students to be able to view the announcement using the Student portal. Select the **Family** checkbox if you want parents to be able to view the announcement using the Family portal.

    - At **Additional Filters (Optional)**, determine which schools and staff types can view the announcement. At the **Schools** field, click **All** for all users at all schools to view the announcement; or click to display the announcement for only users associated with specific schools. At the **Staff Types** field, click **All** for all staff members to view the announcement. Or, click **Selected** and specify the types of staff members who can view the announcement on the pop-up.
7. Click **Save.** The announcement you created or modified appears in the Announcements widget on the Home page.

   > **Note**: To change the order of an announcement item in the Announcements widget, select its name to highlight it, then click either **Up** or **Down.** To delete an announcement, select it to highlight its name, and then click **Delete.**

Create or edit a blog

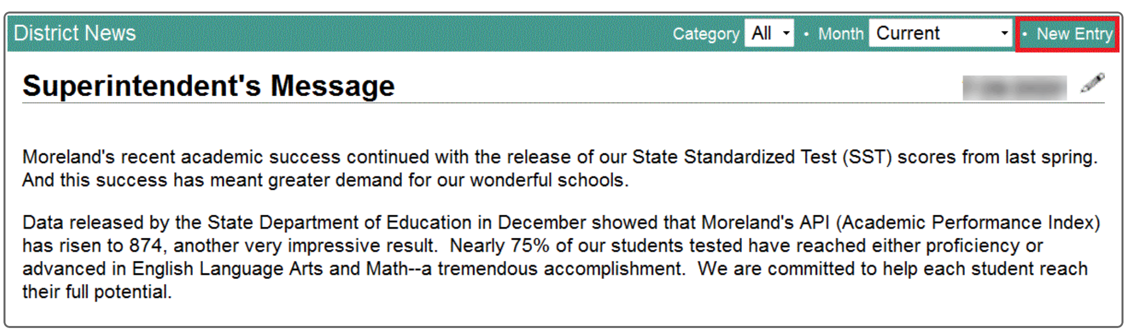
As a Page administrator, you design your Pages by adding widgets. Then, you can create and edit the widget's content.

There are two ways to edit a Blog widget:

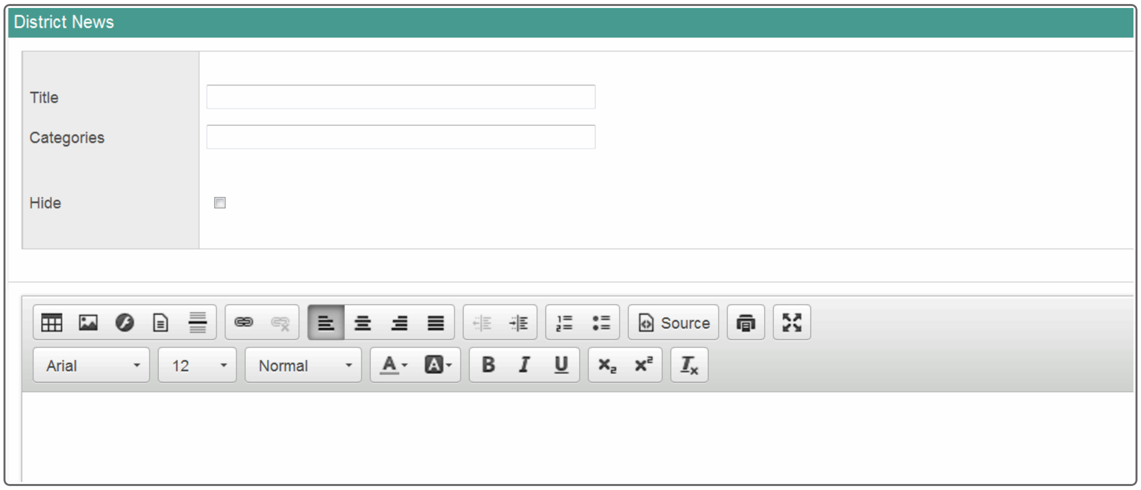
- Add a new entry.
- Edit an existing entry.

To add a new blog entry:

1. Click **New Entry** in the title bar of the blog.



2. In the **Title** field, type the title (appears at the top of the entry).



3. In the **Categories** field, type a category for this entry.

> **Note**: Users can filter the entries they see by these categories. For example, if you have a daily blog item, you can create a category named Daily for these entries. Or, create a category for the different units or lessons you will be blogging about.

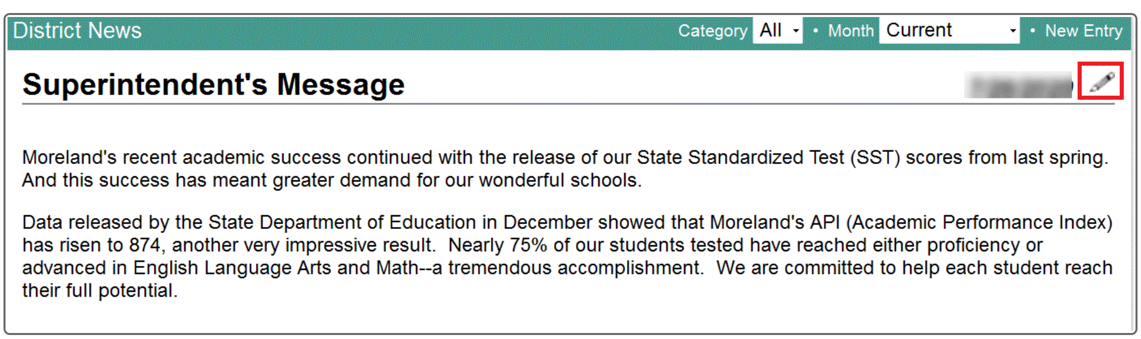
4. Select **Hide** to make this entry inactive. Only Page administrators can view the entry when this is selected.
5. Type the entry, using the rich text editor tools, if desired.

> **Notes:** There are several ways you can enhance the design of your blog entry:

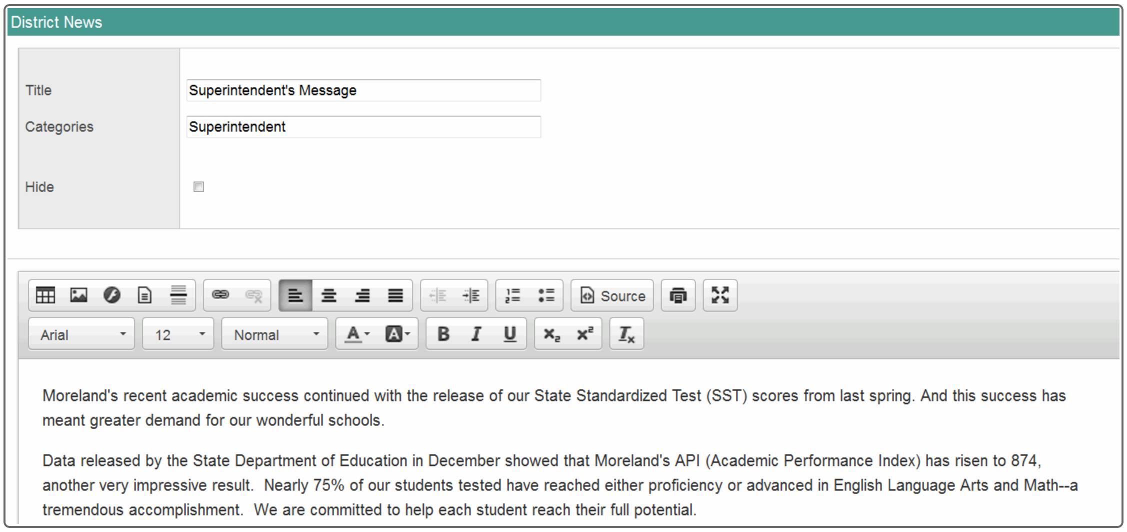
6. Click **Save.**

To edit an existing blog entry:

1. Click next to the entry.



2. Using the rich text editor tools, make any changes to the entry.



3. Edit the **Title** and **Category** of the entry.
4. Click **Save** at the bottom of the pop-up.

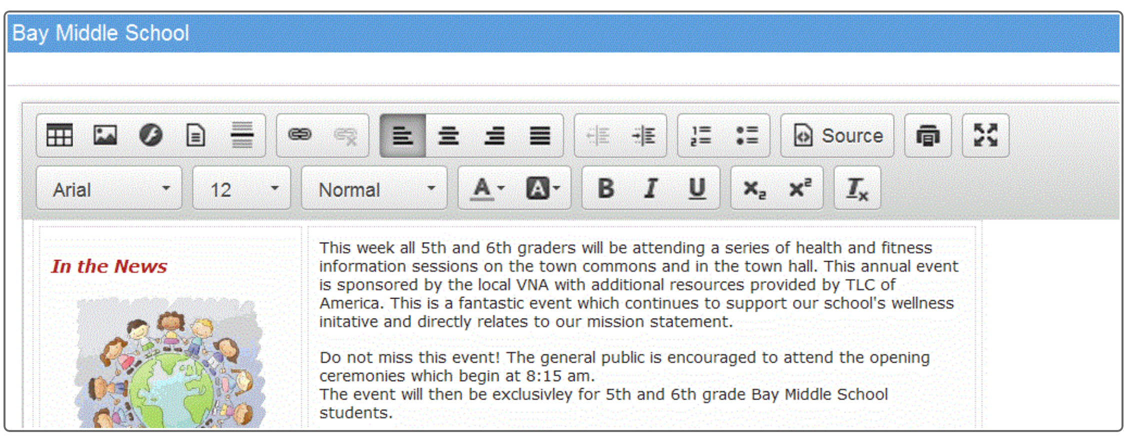
> **Note**: To delete an entry, click **Delete** at the bottom of the pop-up.

Create or edit a banner

If you are a page administrator, once you have added a widget to a Page, you can add or edit its content.

To edit a Banner widget:

1. Click **Edit** in the title bar of the banner. A rich text editor appears.



2. Type text in the box. As you type, use the rich text editor tools to make formatting changes to the font type and size, add numbered and bulleted lists, or use provided templates.

> **Note**: Images can be inserted into any widget that uses the rich text editor, including banners, blogs, and forums. See Insert an Image in a Widget.

3. Click **Source** to edit and view the HTML behind the text.

   > **Note**: The **Source** button is only supported in Firefox® and Google Chrome™ browsers.

   You can create hyperlinks and insert image files.

4. Click **Save** to save your changes.

Create or edit external links (websites)

If you are a page administrator, once you have added a widget to a Page, you can add or edit its content.

Use the External Links (Websites) widget to post links to outside Websites that you visit often, such as your school's homepage, the state Department of Education's website, and Yahoo!. Or, post links of interest for your class or group.

> **Note:** If you are logged on to Aspen and use one of your browser's favorites or bookmarks to visit an external Website – instead of clicking a link in the External Links widget – you are automatically logged out of Aspen and need to log back on. Besides being a hassle, this practice has security implications.

To create or edit a link:

1. On the Homepage, in the External Links (Websites) widget, click **Edit.** The External Links widget appears.
2. Click **New,** or highlight the link you want to modify and click **Edit.** The External Link pop-up appears.
3. Type or edit the link's name, such as **Mass DESE.**
4. Type or edit a description for the link (optional), such as **Massachusetts Department of Elementary and Secondary Education.**
5. In the **Link** box, type or edit the URL for the link, such as **http://www.doe.mass.edu/.**

   > **Note**: You must include **http://** at the beginning of the Web address in order for the link to work. Also, you can copy and paste into this box, which is helpful for lengthy addresses.

6. Click **Save.** The link appears in the list of external links.

   > **Note**: To change the order of an external link, on the External links page, highlight its name, then click either **Up** or **Down.** To delete a link, highlight it and then click **Delete.**

Create a forum

As a Page administrator, you design your class Pages by adding widgets. The Forums widget is a place where you can foster online discussions with users.

A forum can have multiple topics to help direct the conversation. For example, during a world history unit, you could have a forum titled "The Post-Classical Era", with three topics that span the entire unit: *Early*

Middle Ages, *High Middle Ages*, and *Late Middle Ages*. For each topic, users can either reply to another user's post or create a new post.

One example of how you could use this is for a flipped lesson. You want to flip a world history lesson to introduce the Middle Ages. First, you can create a forum asking students to post their thoughts about an assigned article in preparation for the in-class activity. Then, after the class meets, you and the students can respond to the initial posts to continue the discussion.

Learn how to do the following:

- Create a forum and set its moderation status.
- Add a topic to a forum.
- Moderate posts.

Moderation
Forums can be moderated or unmoderated. In the district-level preferences, Aspen administrators have the option of requiring all forums to be moderated. If forums are not required to be moderated, in the school-level preferences, schools have the option of requiring all forums at the school to be moderated or letting the Page administrator decide.

If a forum is moderated:

- You have to approve a post before it is available for all members to view and respond to.
- You can edit a post before or after approving it (details of who edited it, when, and how many times appear for all members to see).
- After you approve a post, if you realize that you should not have, you have the option of hiding it (Page administrators can still see it).
- You can reject a post (Page members never see it, but Page administrators can).

If a forum is unmoderated:

- Anyone with access to a particular Page is able to post any content.
- The only way to shield a post from members is for the Page administrator to hide it after it has been posted.

Photos
At the district level, Aspen administrators determine whether they want to give users control over the photo that appears next to their name. If they select the **Allow user photo control** checkbox and a user has a photo of him or herself in Aspen, the user can decide whether to have that photo appear next to their forum posts. If they do not select to use that photo, a generic silhouette appears instead.

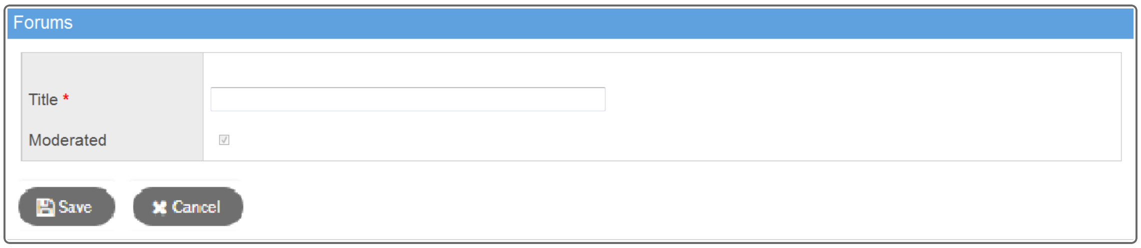
> **Note:** A silhouette also appears next to each poster's name if the district does not allow use of photos.

Read vs. unread messages
At the forum, topic, and post level, Aspen displays one of the following:

- a closed envelope icon to let you know that there are unread posts
- an open envelope icon to let you know that you have already seen all of the posts

To create a forum and set its moderation status:

1. At the top of the Forum widget, click **Add Forum.** The widget box expands.

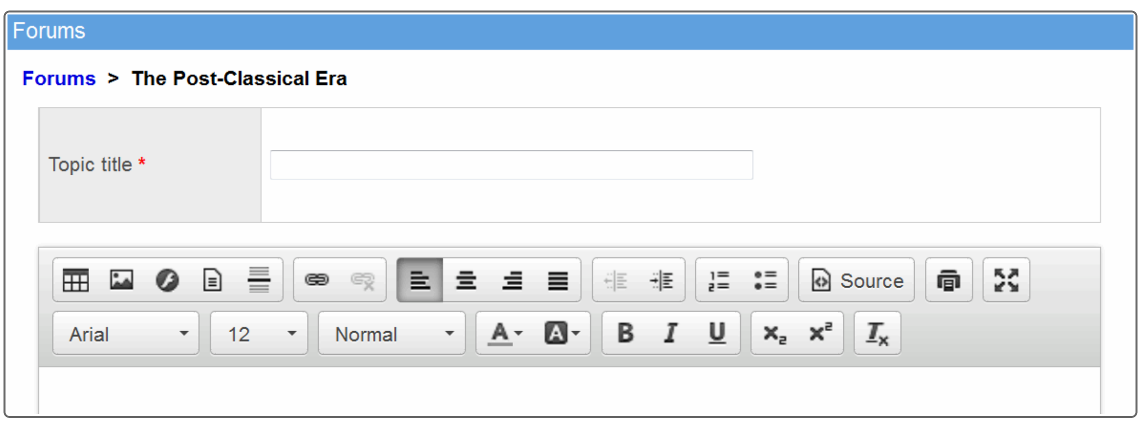


2. Type a title, such as **The Post-Classical Era.**
3. Select the **Moderated** checkbox if you want this forum to be moderated.
4. Click **Save.**

> **Note**: Once you have saved a forum, you can edit its title and moderation status or delete the forum by clicking .

To add a topic to a forum:

1. Under **Discussion Forum Title**, click the forum name. A **New Topic** button appears.
2. Click **New Topic.**

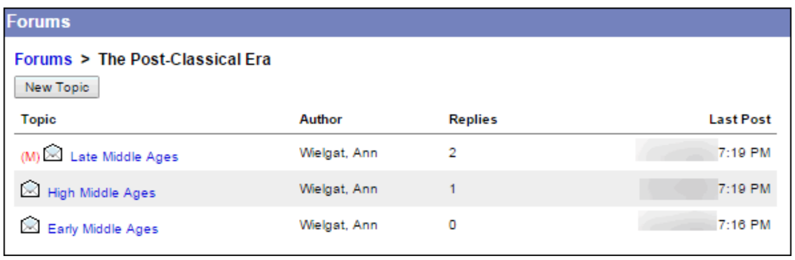


3. Type a **Topic title,** such as **Early Middle Ages**.
4. Type the entry, using the rich text editor tools, if desired.

> **Notes:**
> - There are several ways you can enhance the discussion:
>   - Insert hyperlinks to articles or websites.
>   - Insert images.
>   - Embed a video.
> - Users have the same rich text editors available to them when they reply to a post.

To moderate posts:

1. In the Forum widget, view the list of posts. A red (M) appears next to any forum containing posts that are awaiting approval.
2. Click the discussion forum title to view a list of topics.



3. Click a topic which has an (M) next to it to view the posts awaiting moderation.

4. Do one of the following:
   - Click **Reply** to reply to the post you are viewing, then click **Save.** Your reply will be viewable by all members.

- Click **Edit** to edit the post the user submitted, then click **Save.** The details of who edited the post, when, and how many times appear for all members to see.
- By default, all posts are set to **Approve.** Leave this option selected if you want to make the post available for all Page members to see.
- Select the **Reject** option if you want to delete the post. Page administrators can still see the post, with **(Post Rejected)** above the poster's photo.

> **Note**: Once you approve a post, if you change your mind, you have the option of hiding it. Posts can be hidden in both moderated and unmoderated forums.

5. After you have selected **Approve** or **Reject** for all applicable posts, click **Moderate Posts.** Posts that you approved are viewable by all members, and posts you rejected are hidden.
6. To hide a post after it has been approved, click **Edit** on the bottom of the post, then click **Hide.** Page administrators still see the hidden post, but with **(Post Hidden)** above the poster's photo.

Manage group resources

Use the Group Resources widget to create a document repository that all members of a Page can access. For example, for a chemistry class Page, you could post the class syllabus, your grading policy, the periodic table, and a link to a video on balancing chemical equations.

For each group, a group folder is automatically created in the Group Resources widget. Page administrators are able to upload files to this folder (as well as edit and delete); group members can only view and download the files. Note that Group Resources belong to the Page, not a person.

If you administer multiple Pages that need similar resources, you do not have to upload the files multiple times. Use the My Resources area of the Group Resources widget to store your files, then drag and drop them as needed.

If a preference was enabled in a Page's details, you can use custom Group Resources on every tab of that Page. Select the "Assign to current tab only" checkbox when uploading a file; uploads to Group Resources automatically appear in a folder with the same name as the tab.

> **Note**: There are storage space quotas for different types of users. These can be adjusted in the district security preferences.

For Page administrators, the following folder icons are used in Group Resources:

- : User-created folder.
- : Group folder (only page administrators can upload files into and delete from this type of folder).
- : Group folder with read-only access (group members can only view files in a group folder).
- : Uploads folder, automatically created when a teacher uploads a file or weblink directly into an assignment (rather than dragging from My Resources). A subfolder for the class appears, with the file/weblink within.

> **Notes:**
> - You can move, rename, and delete user-created folders and files.
> - You cannot have two files with the same name within Group Resources or My Resources (unless they are in different folders). If you upload or copy a file to a folder already

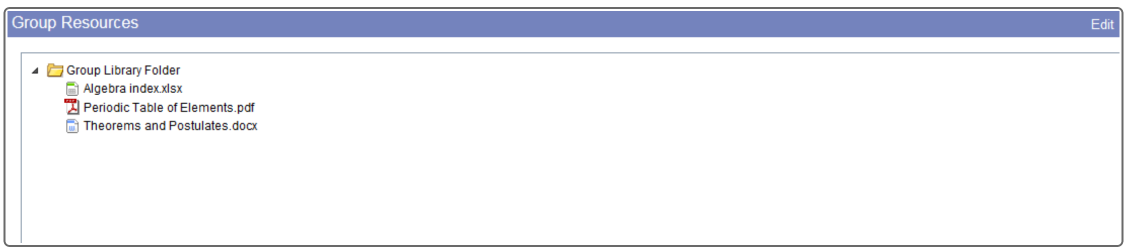
containing a file of the same name, Aspen automatically appends a number, starting with **(2),** to the name of the file that has been added or moved.

You can do any or all of the following:

- Add different types of files to Group Resources.
- Edit, delete, and copy a file that has been added to Group Resources.
- Copy individual files or folders of files from Group Resources to My Resources (and vise versa).
- Manage your storage quota (for district administrators only).

To add files to Group Resources:

1. Go to the Group Resources widget.



2. Click **Edit** in the title bar of the widget. The widget displays options.

3. At the bottom of the widget, click **Add.** The menu expands.

4. Select one of the following:

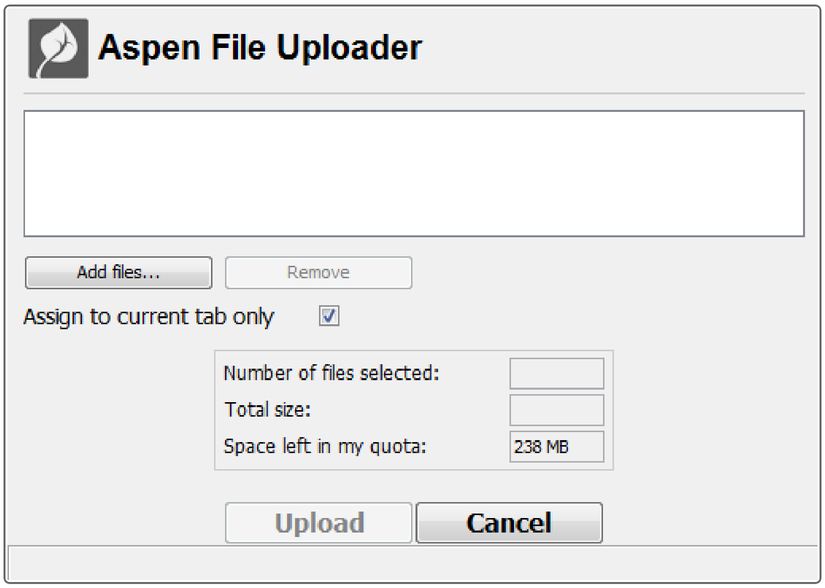
Field	Description
File	Click **Browse** to locate the file, and add a **Description.** **Note**: Files can include Word documents, Excel spreadsheets, images and PowerPoint presentations.
Google Doc	Type a **Description.** Then click **Select Google Document** to select from the available files. Click **Select Document.**
Note	Type a **Title** and the **Text** of your note (such as information about a lesson plan).
Weblink	Type a **Name, Description,** and **URL** (you can copy and paste into this field).
Folder	A new folder appears. Rename the folder, move it, and drag and drop files into it as desired.

<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Multiple Files</td><td>

Note: If you have a specific place where you want a file or folder to appear, select that location in My Resources before you add the file.

When you click **Multiple Files,** the resulting messages/pop-ups that appear are based on your operating system and browser. In general, you want to keep, enable, and allow the Java Web Start application on your computer. If a security pop-up appears, click **Run**.

The application automatically starts to run, and an Aspen File Uploader pop-up appears:



- Click **Add files** to select multiple files, one or more folders, or a combination of files and folders. (Press and hold the **Shift** key to select multiple files or folders adjacent to each other; press and hold the **Ctrl** key to select multiple files or folders not adjacent to each other).
- Select the **Assign to current tab only** checkbox (if available) if you want the resource you are adding to appear only on the current tab. Aspen automatically puts the resource into a folder that matches the tab name.

Note: Once you make your selection, it is possible to continue adding files until you reach your quota.

- Click **Upload.** A confirmation message appears. Click **OK.** The selected files or folders appear in Group Resources.
- Skip to Step 6.

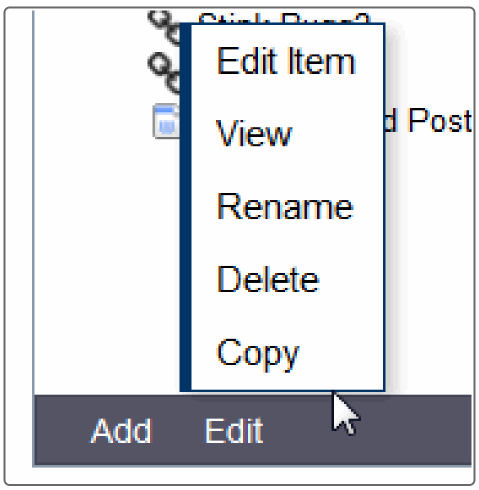
</td></tr>
</table>

Field	Description
	Note: If you saved the Aspen Uploader file to your computer, the next time you click Multiple Files, find and select the  icon in your taskbar to view the Aspen File Uploader pop-up.

5. If you want the resource you are adding to appear only on the current tab, select the **Assign to current tab only** checkbox (if available). Aspen automatically puts the resource into a folder that matches the tab name.
6. Click **Save.** The resource that you added appears in the widget.

To edit, delete, and copy files in Group Resources:

1. Select the file or folder that you want to edit.
2. At the bottom of the widget, click **Edit.** The menu expands.



3. Select one of the following:

Field	Description
Edit Item	A details pop-up appears, where you can edit details such as file name, description, and file location. **Notes**: • You cannot edit the contents of a file. To do that, you need to download the item, edit it, and upload it or edit the version that is on your computer, upload it, and delete the unedited version. • You cannot edit a folder.
View	Based on your selection, one of the following occurs: • **For a folder:** The folder expands (if it was already expanded, nothing happens). • **For a file:** The file opens directly, or a pop-up asks you whether you want to save or open the file. • **For a Google Doc:** You need to have a Google account and might need to grant Aspen access to Google Docs. • **For a video:** The video opens in a new window. • **For a web page:** The web page opens in a new window. **Note**: Clicking **Edit** and then **View** produces the same results as double-clicking the item.
Rename	A rectangle appears around the folder name, and the text is highlighted. Type the new name and then press **Enter** on your keyboard. **Note**: You cannot rename a file.
Delete	A confirmation message appears. Click **OK.** **Note**: If you delete a file from Group Resources, group members will no longer be able to access that file, unless they already downloaded it.
Copy	A copy of the file appears, with a number, starting with **(2)**, appended to the file name. **Note**: You cannot copy a folder.

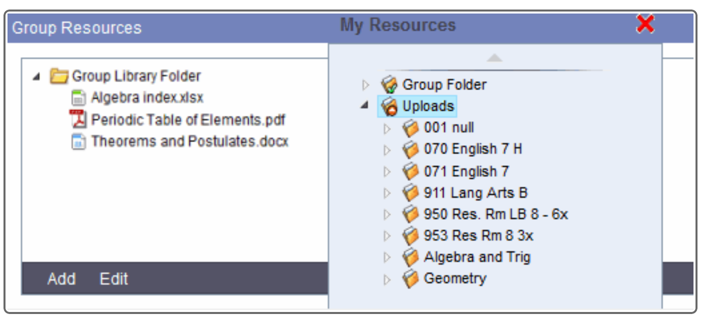
To copy a file or folder of files between Group Resources and My Resources:

Besides working with individual documents, it is possible to copy a folder or multiple levels of folders from Group Resources to My Resources, and from My Resources to Group Resources.

Notes:

- Uploading or copying files into My Resources makes it easy to share documents with all of the groups/Pages that you administer.
- If you later decide that you do not want Aspen and Google Docs to communicate, click **Remove Access** at the **Google Docs email** field.
- Within My Resources, you will see a folder for each group that you are the page administrator for. For example, you might have English Literature, English Language Arts, and Drama Club folders. Notice that these folders have the checkmark icon . If you upload files to the English Literature folder, this content will automatically appear in the Group Resources widget for all members of that group. Any resource added to the Group Resources widget also appears in members' My Resources group folder, but with a read-only status .
- The folder structure between My Resources and Group Resources is independent of each other. Assigning a resource to the current Page tab creates a folder of that tab name in Group Resources; this filtering is not duplicated in My Resources.

1. In the title bar of the Group Resources widget, click **Edit.** The **My Resources** button appears.
2. Click **My Resources.** The My Resources pop-up appears (which you can click and drag to the desired location).



3. Click your mouse button to select the file or folder in Group Resources or My Resources you want to copy.
4. While still holding your mouse button down, drag the item to the location in Group Resources or My Resources where you want it to appear.

Note: If you are copying an individual file, drag it onto the folder you want it to appear in. You can copy multiple files by clicking and holding the **Shift** key before you select the files.

5. Release your mouse. The files or folders are copied.

Notes:

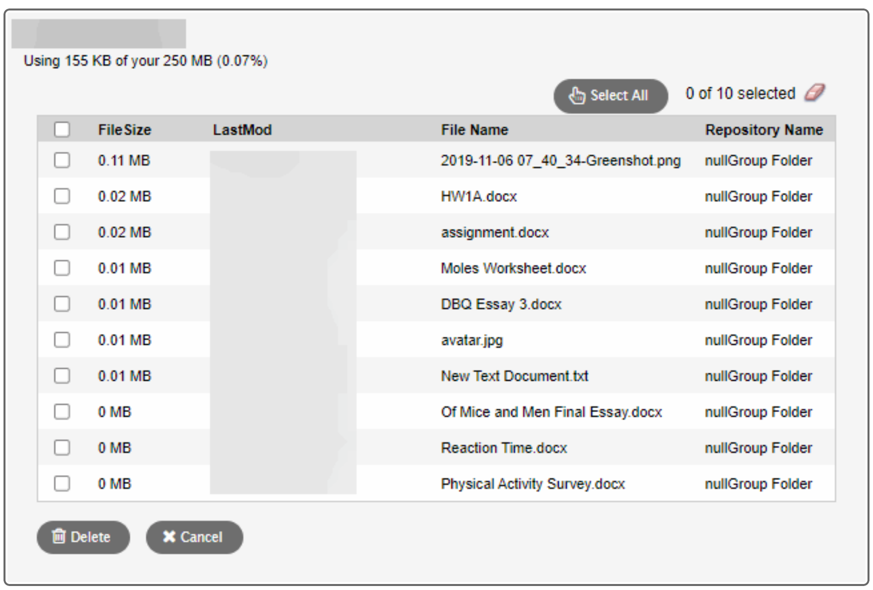
- If you accidentally copy a file or folder to the wrong spot, within either Group Resources or My Resources you can click and drag to the correct location.
- When you drag and drop between Group Resources and My Resources, the files or folders are actually being copied, not moved. They exist in both places.
- Online quizzes in My Resources can not be copied to the Group Resources widget.
- If you have reached your space quota, the files or folders will not copy, and an error message appears.

Manage your storage quota

Each Aspen user has a storage quota for the files that can be uploaded to My Resources and Group Resources. Use the **My Quota** indicator My Quota (246 MB left) at the bottom of the boxes to see how much storage space you have left (in MB—megabytes).

To manage your storage quota:

1. Click **My Quota.** The My Quota pick list displays all of the individual files that make up your current quota.



Using 155 KB of your 250 MB (0.07%)

Select All 0 of 10 selected

FileSize	LastMod	File Name	Repository Name
0.11 MB		2019-11-06 07_40_34-Greenshot.png	nullGroup Folder
0.02 MB		HW1A.docx	nullGroup Folder
0.02 MB		assignment.docx	nullGroup Folder
0.01 MB		Moles Worksheet.docx	nullGroup Folder
0.01 MB		DBQ Essay 3.docx	nullGroup Folder
0.01 MB		avatar.jpg	nullGroup Folder
0.01 MB		New Text Document.txt	nullGroup Folder
0 MB		Of Mice and Men Final Essay.docx	nullGroup Folder
0 MB		Reaction Time.docx	nullGroup Folder
0 MB		Physical Activity Survey.docx	nullGroup Folder

Delete Cancel

2. From here, you can do any of the following:
   - View the details of the files that you have uploaded, including size and date last modified.
   - To navigate through the Pages of files, click the **Page** drop-down or use the arrow keys.

- To delete a file or files, select the appropriate checkbox(es) and click **Delete.** A message asks you to confirm the deletion. Click **Yes** to confirm. The files are deleted, and your space quota is updated accordingly.

Manage My Resources

My Resources is each user's personal document repository within Aspen. It is accessible from the Group Resources widget.

For example, teachers can store items such as course materials, classroom policy documents, links to web sites of interest, and PowerPoint presentations. Students can store homework assignments, science fair projects, recommendation letters, and more.

No one can ever access another user's My Resources.

For teachers and page administrators, My Resources can serve as a central storage area for materials that need to be shared with many groups. Any files uploaded to My Resources can be copied to a Page's Group Resources widget by dragging and dropping.

Members of a Page can see and download the resources but cannot edit or delete them. All files uploaded are owned by the uploader.

Also, teachers can easily attach a resource stored in My Resources to a homework assignment. Use the **Resources Provided by the Teacher** section of the new assignment page.

> **Note**: There are storage space quotas for different types of users. These can be adjusted in the district security preferences.

There are four different folder icons used in My Resources:

- : User-created folder.
- : Group folder (only page administrators can upload files into and delete from this type of folder).
- : Group folder with read-only access (group members can only view files in a group folder).
- : Uploads folder, automatically created when a teacher uploads a file or weblink directly into an assignment (rather than dragging from My Resources). A subfolder for the class appears, with the file/weblink within.

> **Notes**:
>
> - You can move, rename, and delete user-created folders and files.
> - Teachers can rename their Uploads folder, such as to *Amy's Uploads.* For each class that you upload files to, Aspen will create another subfolder within your Uploads folder .
> - You cannot have two files with the same name within Group Resources or My Resources (unless they are in different folders). If you upload or copy a file to a folder already containing a file of the same name, Aspen automatically appends a number, starting with **(2),** to the name of the file that's been added or moved.
> - You can use a different set of Group Resources for each tab. If you add a resource to a folder that has the same name as a Page tab, that resource will automatically appear in the Group Resources widget for that tab.

You can do the following:

- Add different types of files to My Resources.
- Edit, delete, and copy files that have been added to My Resources.
- Drag and drop individual files or folders from My Resources to Group Resources (and vise versa).
- Manage your storage quota.

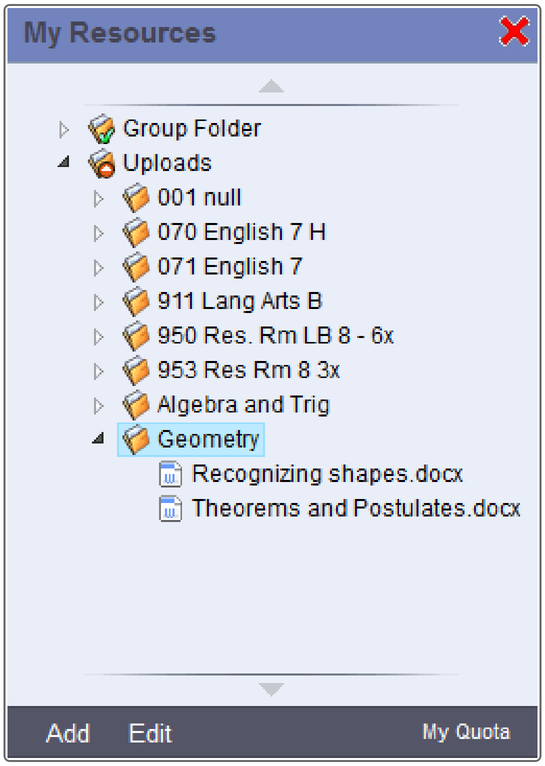
To add files to My Resources:

1. Do one of the following:
   - If you are a teacher, do one of the following in the Staff view:
     - Go to the **Planner** tab. Select the **Events** view, and then click **My Resources**.
     - Click the **Gradebook** tab. Select a class, and then click the **Scores** or **Assignments** side-tab. Select **Add Assignment** or **Add Ungraded Assignment** from the **Options** menu. Click **Drag and Drop from My Resources** in the **Resources Provided by the Teacher** section of the New Assignment page. The My Resources window appears.

       Note: You can also access My Resources from an assignment's details page (**Gradebook > Assignments >** *select an assignment* **> Details**).

   - For any other users, go to the Group Resources widget. Click **Edit** in the title bar. At the top of the widget, click **My Resources**.

My Resources appears.



Note: You only have one My Resources storage area. No matter what Page you are on in Aspen, your My Resources pop-up contains the same files.

2. At the bottom of the widget, click **Add.** The menu expands.

Note: Teachers with Aspen IMS who access My Resources from the Staff view's Planner can add online quizzes.

3. Select one of the following:

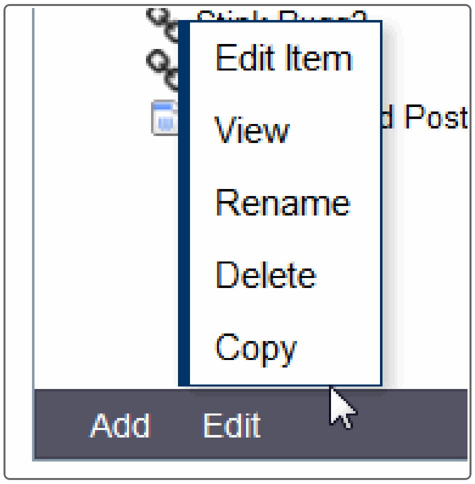
Field	Description
File	Click **Browse** to locate the file, and add a **Description.** **Note**: Files can include Word documents, Excel spreadsheets, images, and PowerPoint presentations.
Google Doc	Type a **Description.** Then click **Select Google Document** to select from the available files. Click **Select Document.**
Note	Type a **Title** and the **Text** of your note (such as comments about a particular lesson plan).
Online Quiz	Create an online quiz using questions from the question bank or that you create.
Weblink	Type a **Name, Description,** and **URL** (you can copy and paste into this field).
Folder	A new folder appears. If desired, you can rename the folder, move it, and drag and drop files into it.

Field	Description
Multiple Files	**Note**: If you have a specific place where you want a file or folder to appear, select that location in My Resources before you add the files. When you click **Multiple Files,** the resulting messages/pop-ups that appear are based on your operating system and browser. In general, you want to keep, enable, and allow the Java Web Start application on your computer. If a security pop-up appears, click **Run.** The application automatically starts to run, and an Aspen File Uploader pop-up appears. Click **Add files** to select multiple files, one or more folders, or a combination of files and folders. (Press and hold the **Shift** key to select multiple files or folders adjacent to each other; press and hold the **Ctrl** key to select multiple files or folders not adjacent to each other). **Note**: Once you make a selection, it is possible to continue adding files until you reach your quota. Click **Upload.** A confirmation message appears. Click **OK.** The selected files or folders appear in My Resources. **Note**: If you saved the Aspen Uploader file to your computer, the next time you click **Multiple Files,** find and select the icon in your taskbar to view the Aspen File Uploader pop-up.

Note: Files uploaded to My Resources cannot be edited in My Resources. To edit a file stored in My Resources, download it to your computer, edit the file, and upload it again.

To edit, delete, and copy files in My Resources:

1. Select the file or folder that you want to edit.
2. At the bottom of the My Resources pop-up, click **Edit.** The menu expands as follows.



3. Select one of the following:

Field	Description
Edit Item	A details pop-up appears, where you can edit details such as file name, description, and file location. You cannot edit the contents of a file. To do that, you need to do one of the following: • Download the item, edit it, and upload the edited version. • Edit the version that's on your computer, upload it, and delete the unedited version. **Note**: You cannot edit a folder.
View	Based on your selection, one of the following occurs: • **For a folder:** The folder expands (if it was already expanded, nothing happens). • **For a file:** The file opens directly, or a pop-up asks you whether you want to save or open the file. • **For a note:** The note details appear, where you can make edits. • **For a :** You need to have a Google account and might need to grant Aspen access to Google Docs. • **For an online quiz:** The quiz appears. You can see and take it just as a student would in the Student portal. • **For a video:** The video opens in a new window. • **For a web page:** The web page opens in a new window. **Note**: Clicking **Edit** and then **View** is the same as double-clicking the item.
Rename	A rectangle appears around the folder name, and the text is highlighted. Type the new name and then press **Enter** on your keyboard. **Note**: You cannot rename a file.

Field	Description
Delete	A confirmation message appears. Click **OK.** **Notes**: • If you are running out of space and want to delete multiple files at once, click the **My Quota** link on the Group Resources widget. • If you delete a file from My Resources that has been attached to an assignment, students will no longer have access to that assignment.
Copy	A copy of the file appears, with a number, starting with **(2)**, appended to the file name. **Note**: You cannot copy a folder.

To copy a file or folder of files between Group Resources and My Resources:

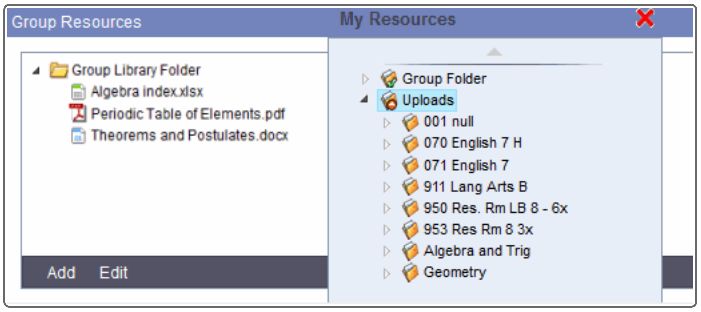
Besides working with individual documents, it is possible to copy a folder or multiple levels of folders from Group Resources to My Resources, and from My Resources to Group Resources.

Notes:

- Uploading or copying files into My Resources makes it easy to share documents with all of the groups/Pages that you administer.
- Within My Resources, you will see a folder for each group that you are the page administrator for. For example, you might have English Literature, English Language Arts, and Drama Club folders. Notice that these folders have the checkmark icon . If you upload files to the English Literature folder, this content will automatically appear in the Group Resources widget for all members of that group. Any resource added to the Group Resources widget also appears in members' My Resources group folder, but with a read-only status .

1. In the title bar of the Group Resources widget, click **Edit.** The **My Resources** button appears.
2. Click **My Resources.** The My Resources pop-up appears (which you can click and drag to the

desired location).



3. Click your mouse button to select the file or folder in Group Resources or My Resources that you want to copy.
4. While still holding your mouse button down, drag the item to the location in Group Resources or My Resources where you want it to appear.

> **Note**: If you are copying an individual file, drag it onto the folder you want it to appear in. You can copy multiple files by clicking and holding the **Shift** key before you select the files.

5. Release your mouse. The files or folders are copied.

> **Additional notes:**
> - When you drag and drop folders between Group Resources and My Resources, the folders are actually being copied, not moved. They exist in both places.
> - If you have reached your space quota, the folders or files will not copy, and an error message appears.
> - Online quizzes in My Resources cannot be copied to the Group Resources widget.

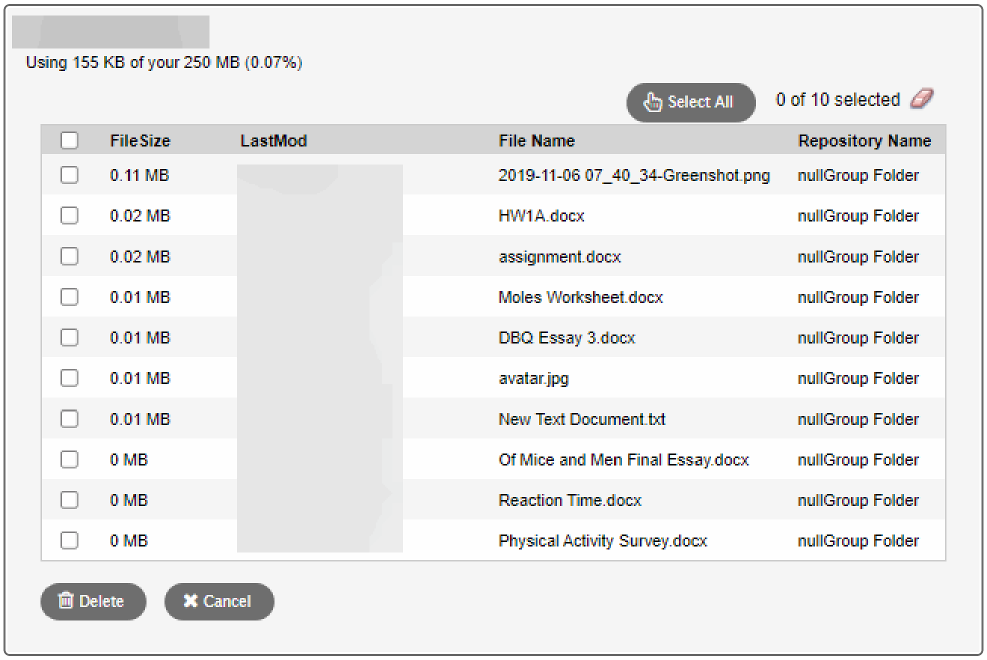
Manage your storage quota

Every Aspen user has a storage quota for the files they can upload to My Resources and Group Resources.

In the Group Resources widget and My Resources, the **My Quota** indicator My Quota (246 MB left) at the bottom of the box displays how much storage space you have left (in MB - megabytes).

To manage your storage quota:

1. Click **My Quota.** The My Quota pick list displays all of the individual files that make up your current quota.



2. From here, you can do any of the following:
   - View the details of the files that you have uploaded, including size and date last modified.
   - To navigate through the Pages of files, click the **Page** drop-down or use the arrow keys.
   - To delete a file or files, select the appropriate checkbox(es) and click **Delete.** A message asks you to confirm the deletion. Click **Yes** to confirm. The files are deleted, and your space quota is updated accordingly.

Use Google Docs

Google Docs™ is a free, web-based office suite and storage service from Google. Aspen and Google Docs are integrated, giving users the ability to store and share Google Docs files.

Google Docs can include documents, presentations, spreadsheets, forms, drawings, and tables.

If a teacher does not have Microsoft Word on their computer, they can create a Google Doc instead. They can then attach that Google Doc to an assignment and select to make it student editable (meaning that each student sees the same document, but with their name appended to the document title). Students can make edits to the document and post their own version for the teacher to grade.

Teachers can also create an assignment that requires students to attach their own Google Doc. Each student submits their individual Google Doc online for the teacher to grade.

In order for Page administrators, staff members, students, and parents to be able to use Google Docs, one of the following processes must occur:

- **Self-initiated setup:** The user clicks Set Preferences**,** then clicks either the **Security** or **Communication** tab. At the **Google Docs email** field, they click **Add Google Access** to be directed to the Google login screen. They then enter their email address and password or sign up for a Google account. If they click **Grant Access,** Aspen automatically populates the **Google Docs email** field in their user preferences on the **Security** and **Communication** tabs. Setup is complete; they are able to view and edit Google Docs as needed.

- **System-prompted setup:** The first time the user tries to open or add a Google Doc, they are directed to the Google login screen. They enter their email address and password or sign up for a Google account. If they click **Grant Access,** Aspen automatically populates the **Google Docs email** field on the **Security** and **Communication** tabs (accessed by clicking **Set Preferences**). Setup is complete. If the user was trying to view a Google Doc, the document opens. If the user was trying to add a Google Doc, a pop-up displays all of their personal Google Docs. They select which document they want to add.

Enable or disable a Page for a group

Maybe you created a group consisting of students who want to do extra-credit work. Initially all you needed to do was create events listing project deadlines. Now, though, you realize that it would be helpful for this group to have its own Page. That way everyone could share resources and communicate more easily.

Or maybe you created a class Page. Now that its content is complete, you need to enable it for all members.

Or, perhaps you created a Page for people involved with your school's holiday concert. Now that the event is over, you would like to disable its Page.

To enable a Page for a group:

1. Do one of the following:
   - For the District view: Click the **District** tab, then the **Groups** side-tab. Select the checkbox of the group you want to enable a Page for. Click the **Details** side-tab. The group's details page appears.
   - For the School view: Click the **School** tab, then the **Groups** side-tab. Select the checkbox of the group you want to enable a Page for. Click the **Details** side-tab. The group's details page appears.
2. Click the **Page Status** drop-down to select one of the following:
   - **Page enabled for admins only:** Select this option so that you can work on the Page without having it available to all members.
   - **Page enabled for all members:** Select this option once your Page is complete and ready to be viewed by all members.

See Define the Details for Your Group or Page for details regarding other fields on this page.

To disable a Page for a group:

1. Do one of the following:
   - For the District view: Click the **District** tab, then the **Groups** side-tab. Select the checkbox of the group you want to enable a Page for. Click the **Details** side-tab. The group's details page appears.
   - For the School view: Click the **School** tab, then the **Groups** side-tab. Select the checkbox of the group you want to disable a Page for. Click the **Details** side-tab. The group's details page appears.

2. Click the **Page Status** drop-down to select **Disabled.**

   Notes:
   - A Page will automatically become disabled once its **End Date** passes.
   - If at any point in the future you want to enable this group's Page, at the **Page Status** field, click **Page enabled for admins only** or **Page enabled for all members.**

View Page access

In your group's details, you can select to enable logging. If you do so, the **Page Access** link on the **Groups** side-tab provides details about activity on your group's Page.

To view the access log:

1. Depending on where your Page was created, do one of the following:
   - For the District view: Click the **District** tab, then the **Groups** side-tab.
   - For the School view: Click the **School** tab, then the **Groups** side-tab.
   - For the Staff view: Click the **My Info** tab, then the **Groups** side-tab.
2. On the **Groups** side-tab, click **Page Access.** The log appears.

Creating Individual Pages for Classes (for teachers)

There are two ways to create class pages: Aspen system administrators can mass-create them based on the school's master schedule, or teachers can create their own.

When teachers create their own Pages, they decide which widgets will appear. Then they populate these widgets with content and enable the Pages for all members.

Note: Class pages are visible to a teacher's students in the Student portal and students' parents in the Family portal.

Following are the steps to create individual pages for classes:

- Define the Page's details.
- Add members (the section roster).
- Add widgets.
- Add content to widgets.
- Enable the Page.

Note: To view which Pages you are able to access and add and remove Pages from your **Quick Access** menu, use the Page Directory.

Create a Page for each of your classes (for teachers)

As a teacher, you can create a class page for any or all of your own classes. By default, you are automatically the administrator of any Page you create, and the students on the class roster and their parents are the members. To view the Page, you must log off and log back on to Aspen.

After creating a class page, you can include information specific to each course section, such as:

- an area for students to submit assignments online from the Student portal
- an assignment list with due dates
- a group resources area, where students can access and download files such as assignments, reading materials, and class syllabus

See Examples of Pages for ideas.

Note: It is also possible for administrators to mass-create Pages for all teachers in a school. Or, teachers can create a group while viewing a roster, and then enable a Page for that group.

To create a class page for each of your classes:

1. Log on to the Staff view.
2. Click the **My Info** tab, **Groups** side-tab.
3. On the **Options** menu, click **Add.** The New Group page appears.

4. Use the following table to fill in the fields:

Field	Description
Title	Type the title of the Page, such as **Junior Varsity Lacrosse.** **Note:** This title is for informational purposes only and doesn't a ppear anywhere on the page. It has a 60-character maximum. See **Page Label** field below.
Category	Click this drop-down to select the type of Page you are creating, such as **Academic** (this is for sorting purposes only).
Page Icon	Click this drop-down to select an icon name. As soon as you do, an image of the icon appears next to the field.
Adult Responsible	The default value and only option is your own name. If you leave this field blank, the system will complete it for you.
Start Date/End Date	Type or click to select a **Start Date** and **End Date** for the group. **Note:** Many groups only last for one academic year. Once a gro up's end date passes, its Page no longer appears on the **Page s** tab.
Page Status	Click this drop-down to select **Page enabled for admins only.** While it is being worked on, you are the only person who can view the Page. **Note:** When your Page is complete, go back into the group det ails for your class and click this drop-down to select **Page enab led for all members.**
Public for all Aspen users	Select this checkbox to make it possible for all Aspen users to see this Page. The Page will appear under Public Pages in the Page Directory. **Note:** Users can browse public Pages and add them to their **Qu ick Access** menu, but this does not mean that they are membe rs of the group. For example, if a school Page is public, users w ould be able to read a blog that is posted but not create their ow n entries.

Field	Description
Page Label	Type a label for the Page, such as **English 101**. This appears on the **Pages** tab under the icon you select. There is a 25-character maximum. **Note:** This field is optional.

5. Click **Save.**

Note: To view the Page, you must log off and then log back on to Aspen.

Add members

After you create a Page, you give users access to it by making them members of the group. For example, the only people who will see the Debate Club Page on their Pages tab are the members of the Debate Club group.

- When creating a Page, it is possible to to it. This is often used for school or district Pages.
- If your Aspen system administrator created class Pages for you, you do not need to complete this step, as the roster of students in a course section automatically becomes the member list. You can move right into (optional) and adding widget content to your Page.
- If you created your own class Page, you need to add the section roster. The only sections you see are your own.
- Since groups are actually dynamic filters of records, if you change the members of a group, the list of users who have access to that Page is automatically updated for all member types except 'single person'.

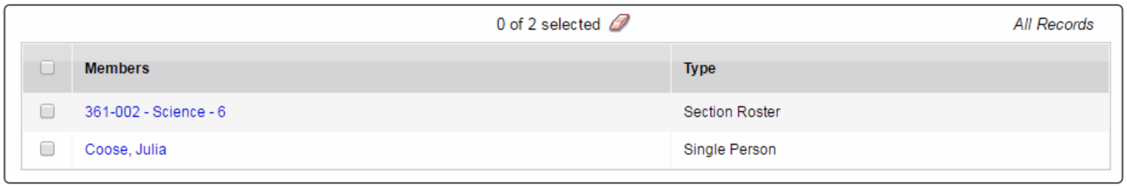
You also might need to delete members from a group/Page.

To add members to a group/Page:

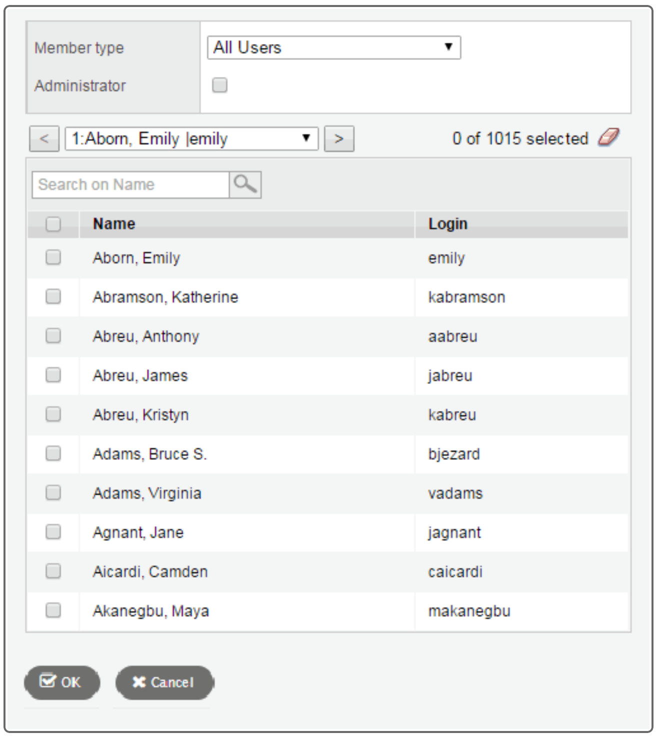
1. Depending on where your group/Page was created, do one of the following:
   - For the district: Select **District > Groups**.
   - For an intermediate organization: Select **Intermediate Organization > Groups**.
   - For a school: Select **School > Groups**.
   - For staff: Select **My Info > Groups**.

Note: If you created your group from a class roster, use the Staff view.

2. The Groups page appears. Select the checkbox next to the group you want to add members to, and then click **Members** on the side-tab.



3. Select **Options > Add.** The "Add members to pages" pop-up appears.



4. Click the **Member type** drop-down to filter the users by type. Some member types are only available in certain views, and the fields vary according to the member type selected. Refer to this table for descriptions of each member type:

Member Type	Used
All Users	When your group needs to contain a mix of members: students, staff, and contacts, for example.
Staff	For a staff-only group, either at the District or School level.
Students	For a student-only group, at the District, school, or section level.

Member Type	Used
Contacts	For a contact-only group, either at the District or school level.
Schools	For a school-only group. All users in that school will have access to the Page.
School Levels	For a school-level Page. For example, if you select **Elementary,** all users at all elementary schools in your district will be able to see the same banner, resources, etc.
Organizations	To add members from an entire organization, such as Springfield Public Schools.
Security Role	To select users from a particular security role, such as Nurse, at the District or school level.
Sections	To select users from all course sections in your District or school.
Grade Levels	In the School and District view, you have the option of selecting an entire grade level of users, such as all seventh graders.
Departments	In the School and District view, you have the option of selecting an entire department of users, such as the English Department faculty.
Snapshots	To select users that are included in a snapshot.
Extracurricular Program	To select the staff members and students currently associated with an extracurricular program. Staff members must be specified as Program Administrators, with active start and end dates, on the Extracurricular Program's Details page. Students must be members of the extracurricular program, and have the status code(s) specified in the Extracurricular Event Information preferences.

5. Select the user(s) you want to have access to the Page. For example, if you selected **Sections,** choose the particular section number containing the students you want to add to the group.
6. If you want the user(s) you selected to be the administrator of the Page (able to add, delete and edit widgets and widget content), select the **Administrator** checkbox.

 > **Note:** If you are selecting many users and only want one of them to be the Page's administrator, it is easier to do this from the **People** side-tab.

7. Click **Save.**

To delete members from a group/Page:

1. Depending on where your group/Page was created, do one of the following:
   - For the district: Select **District > Groups**.
   - For the intermediate organization: Select **Intermediate Organization > Groups**.
   - For a school: Select **School > Groups**.
   - For staff: Select **My Info > Groups**.
2. The Groups page appears. Select the checkbox next to the group you want to delete members from, and then click **Members** on the side-tab. The group's member page appears.
3. Select the checkbox(es) of the member(s) you want to delete.

   Note: If you select the **Section Roster** checkbox, all students who make up that roster will be deleted.

4. Click **Delete.** The system asks if you want to delete all (number) selected records.

   Note: The system counts each checkbox as one record. A single **Section Roster** checkbox might be made up of two dozen student records.

5. Click **OK** or **Cancel.**

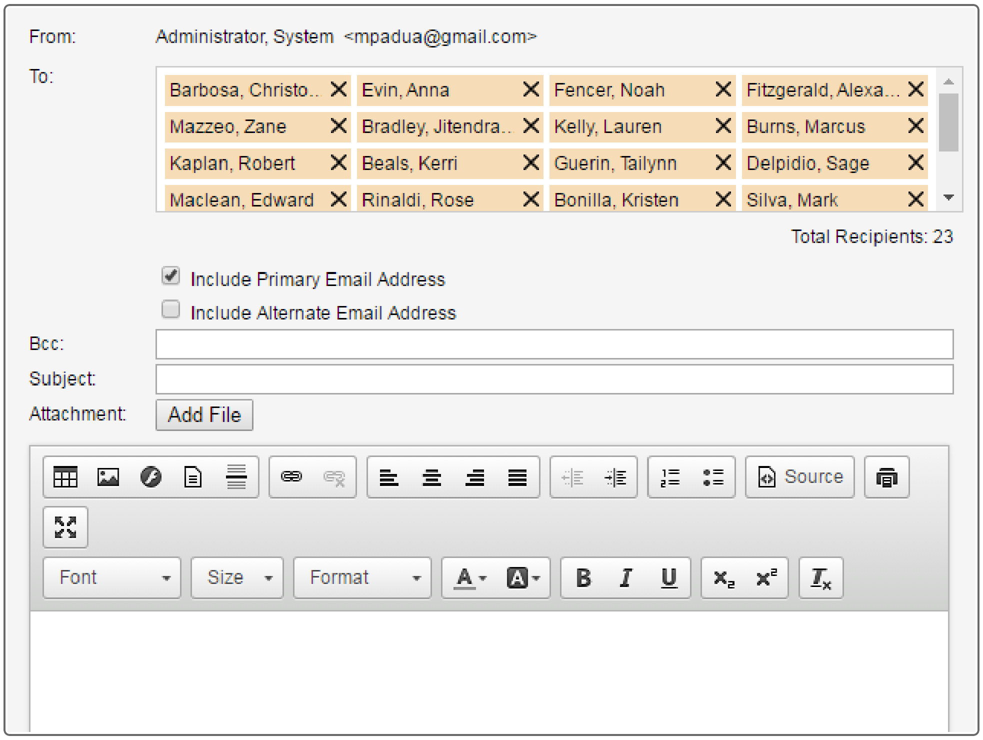
Send an email to group members

Whether your group or Page is for the high school chorus, j.v. soccer team, or English department faculty, it is likely that at some point you will want to send members an email. You can send your message to all or just some of the group members.

To send an email to group/Page members:

1. Depending on where your group/Page was created, do one of the following:
   - Log on to the District view. Click the **District** tab, then the **Groups** side-tab.
   - Log on to the Intermediate Organization view. Click the associated tab, then the **Groups** side-tab.
   - Log on to the School view. Click the **School** tab, then the **Groups** side-tab.
   - Log on to the Staff view. Click the **My Info** tab, then the **Groups** side-tab.
2. Select the checkbox of the group you want to work with.
3. On the **Groups** side-tab, click **Members > People**.

4. On the **Options** menu, click **Send Email.** The following pop-up appears.



5. Use the table to fill in the fields:

Field	Description
From	This field shows you the email address that the message will be sent from. **Note**: This is set up in your district email preferences.
To	The list of recipients of the email message appears. **Note**: Click the **X** next to a person's name to remove them from the list. It is not possible to add recipients.
Include Primary Email Address	Select this checkbox if you want to send your email to the primary email address(es) of the recipient(s) included in the **To** field. **Note**: This checkbox might be selected by default, depending on your district's communication preferences.
Include Alternate Email Address	Select this checkbox if you want to send your email to the alternate email address(es) of the recipient(s) listed in the **To** field. **Note**: This checkbox might be selected by default, depending on your district's communication preferences.
Subject	Type a subject for your message.
Attachment	If you want to attach a file to your message, click **Browse** to navigate to the file you want to send.
Text box	Click in the text box to compose your message. Use the rich text formatting tools, if desired.

6. Click **Send.**

> **Note**: There are only two direct recipients of your email message — the sender and the district's incoming email address. Everyone else on the list is blind carbon copied (Bcc'd). If you would like a copy of the message, you need to type your email address in the **Bcc:** field.

Editing Pages

Widgets are tools to communicate information in different formats on the **Pages** tab. For example, there is an announcements widget, a blog widget, a forums widget, and many others.

As a page administrator, you determine the layout and content for your Page. For example, do you want a banner to stretch across the top of your Page? Do you want to add a blog so that you can write about your own observations and experiences? Would you like to have more than one tab on your Page?

Note: If you are a teacher and your Aspen system administrator created your Pages for you, they already have widgets on them. However, you are able to add, remove, and rearrange widgets if you desire.

You can do the following:

- View the list of widgets available to page administrators.
- View page permissions for widgets, including which page types they are available on and for which user roles
- Add and remove widgets from Pages.
- Add Video to a Widget.
- Insert an Image in a Widget.
- Add and remove tabs from Pages.
- Change a Page's settings.
- Create your own widget definitions.
- Create or edit a blog.
- Create or edit a banner.
- Create or edit external links.
- Create a forum.
- Manage Group Resources.
- Manage My Resources.
- Set up to receive assignments from students online.

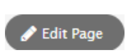
Add a widget to a Page

Once you have created a Page and added members, you are ready to add widgets. Widgets include banners, blogs, group resources, and surveys.

You can add and remove widgets from a Page. Note that if you have global administrator rights for all Pages (and cannot navigate to them), instructions for adding and removing widgets are different.

Once you have added widgets to a Page, you can populate them with content (such as typing an announcement or creating a blog entry). Also, you can rearrange your Page's layout at any time.

To add a widget to a Page:

1. Go to the Page you want to add the widget to.
2. Click the **Edit Page** button 

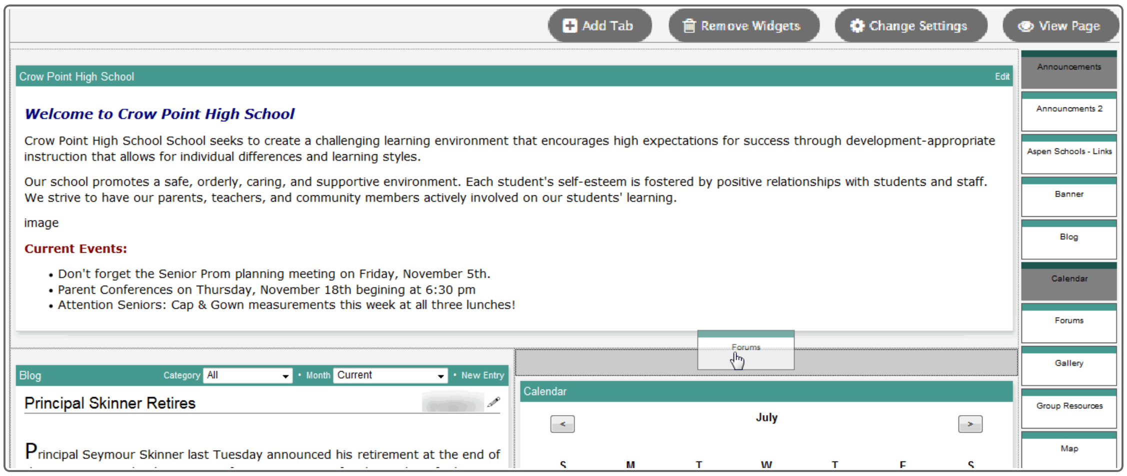
in the top-right corner. The buttons expand.

Note: If you only have one tab, you will not see the **Remove Tab** button.

A Page Widgets menu appears on the right-hand side of the page. The only widgets in this menu are ones the user has access to. Widgets can be grayed-out for one of two reasons:

- The widget is only meant to be used on the Home page, and you are not currently on the Homepage.
- The widget is only allowed to be used one time per Page, and it has already been used.

3. Click on a widget and drag it onto the page. A yellow rectangular dotted line shows where the widget will appear.



4. Release the mouse button to anchor the widget.

5. Use the table to make changes to your widget:

If you want to...	Do this...
Change the name in the widget header (title bar)	Double-click the widget header and enter a new title.
Move the widget to a new location	To rearrange widgets, you must be in Edit mode (have clicked Edit Page). Then, just click anywhere in the title bar of the widget you want to move and drag to the location of choice. **Note**: If you drag a widget onto an area that currently houses a two-column widget, your widget will also span two columns. If you drag it onto a one-column widget, your widget will span one column. Release your mouse button when satisfied.
Edit a widget's content	Click the **Edit** link (might also be called New Entry or Add Forum, depending on the widget) in the widget's title bar. **Note**: Each widget type is edited slightly differently.
Delete a widget	See To remove a widget from a Page.

6. Click **View Page** to return to View mode for the Page, without the edit buttons.

To add a widget to a Page as a global page administrator:

1. Log on to the District or Intermediate Organization view.
2. Click the **District** or **Intermediate Organization** tab, **Groups** side-tab.
3. Select the group whose Page you want to add a widget to.
4. Click the **Page Tabs** side-tab, then **Page Widgets.**
5. On the **Options** menu, click **Add.** The New Group Page Widget page appears.
6. At the **Widget Definition > Title** field, click to select a widget and click **OK.**
7. In the **Title** field, enter the text you want to appear in the widget's header.
8. Click the **Position** drop-down to select **left, right,** or **top.**
9. In the **Order** field, type a number to determine the widget's position.

   > **Note**: The numbers are not as important as the relationship between them. For example, **left2** is above **left4.** All **top** items span two columns.

10. Leave the **Parameters** field blank. It currently is not used.
11. Select the checkboxes next to the views where this widget should appear. For instance, select the **Student view** checkbox if you want students to be able to see the widget using the Student portal. Select the **Family view** checkbox if you want parents to be able to see the widget using the Family portal.
12. Click **Save.**

To remove a widget from a Page:

1. Go to the Page containing the widget you want to remove.
2. Click **Edit Page** in the top-right corner. A series of buttons appears.
3. Click **Remove Widgets.** A **Delete** link appears on all the widgets on the page.

4. Click **Delete** on the widget you want to delete. A confirmation message appears.
5. Click **Yes.**

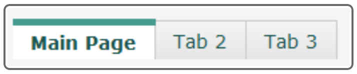
To remove a widget from a Page as a global page administrator:

1. Log on to the District or Intermediate Organization view.
2. Click the **District** or **Intermediate Organization** tab.
3. Click the **Groups** side-tab.
4. Select the group whose Page you want to remove a widget from.

5. Click the **Page Tabs** side-tab, then **Page Widgets.**
6. Select the widget you want to remove.
7. On the **Options** menu, click **Delete.**

Work with tabs

For every Page, it is possible to have multiple tabs, such as in a web browser.



Each tab can have its own name and its own widgets.

You can add a tab directly from the Page itself. Or, if you are the global administrator for a Page, you can add a tab from the **Groups** side-tab.

Learn how to do the following:

- Add a tab to a Page.
- Add a tab to a Page (for global page administrators).
- Rename a tab.
- Move a widget from one tab to another.
- Remove a widget from a Page.
- Remove a widget from a Page (for global page administrators).

To add a tab to a Page:

1. Go to the Page that you want to add a tab to.
2. In the upper-right corner of the page, click **Edit Page.** The page edit buttons appear.
3. Click **Add Tab.** A new tab appears.

Notes:

- Certain widgets – banners, blogs, forums, and web sites – can be used multiple times per Page.
- Once you add a widget to a Page, if it can only be used once, it will be grayed-out in the **Page Widgets** menu.

To add a tab to a Page (for global page administrators):

Note: Also use these instructions to change the title of a tab or change the order of tabs.

1. Go to where the group was created:
   - District view, **District** tab
   - School view, **School** tab
   - Staff view, **My Info** tab
2. Click the **Groups** side-tab. The Groups page appears.
3. Select the checkbox for the group whose Page you want to add a tab to.
4. On the **Groups** side-tab, click **Page Tabs.** For each tab, the Page lists the tab title and order.
5. To add a tab, on the **Options** menu, click **Add.** The New Group Page Tab page appears.
6. Type a **Title** for the tab, and an **Order** (**0** being first).
7. Click **Save.** The new tab appears on the Page for the group you selected.

To rename a tab:

1. Double-click the name of the tab you want to rename. A text box appears around the current name.
2. Type the name you want to appear.
3. Click **Enter** on your keyboard.

To move a widget from one tab to another:

1. Go to the Page containing the widget you want to move to a different tab.
2. Click **Edit Page** to go into Edit mode.
3. Click the tab containing the widget you want to move.
4. Click and drag the widget onto the name of the tab where you want it to appear. Notice that the tab changes to a darker color as you successfully hover over it.
5. Release your mouse. The widget is moved.
6. To change the widget's position on the new tab, click **Edit Page** and then drag and drop as desired.

To remove a tab from a Page (for page administrators):

1. Go to the Page that you want to remove a tab from.
2. Click **Edit Page.** The page control buttons appear.
3. Click the tab that you want to remove.

   > **Note**: Be sure to click the appropriate tab. If you do not click a tab, the system will assume that you want to delete the default tab.

4. Click **Remove Tab.** The system displays a confirmation message.
5. Click **OK** to delete the tab.

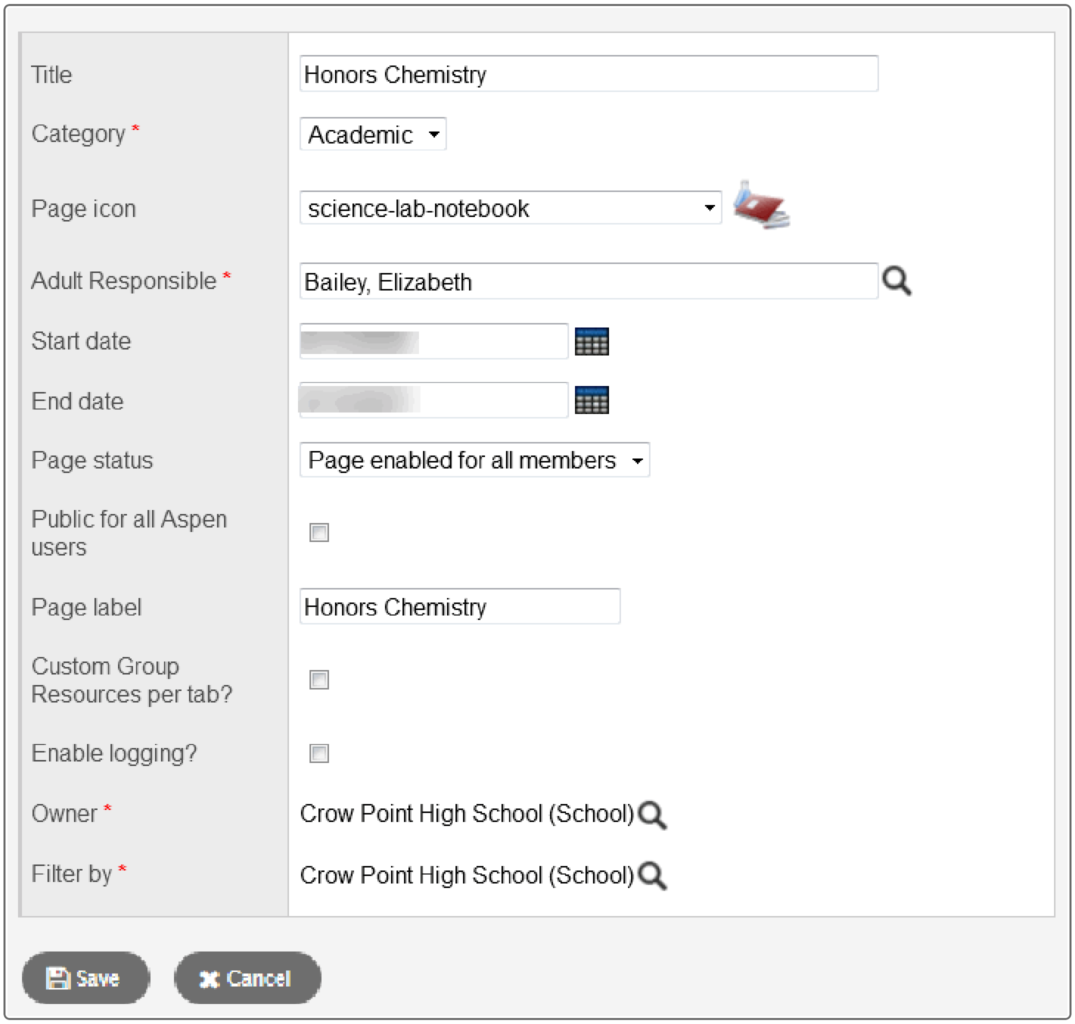
To remove a tab from a Page (for global page administrators):

1. Go to where the group was created:
   - District view, **District** tab
   - School view, **School** tab
   - Staff view, **My Info** tab
2. Click the **Groups** side-tab. The Groups page appears.
3. Select the checkbox for the group whose Page you want to remove a tab from.
4. On the **Groups** side-tab, click **Page Tabs.** For each tab, the page lists the tab title and order.
5. Select the checkbox of the tab you want to delete.
6. On the **Options** menu, click **Delete.** A confirmation message appears.
7. Click **OK.**

Use the Change Settings button

If you are the page administrator or Adult Responsible for a Page, you can change its settings right from the Page itself.

In the top-right corner of the Page, click **Edit Page** to go into Edit mode. Then click **Change Settings.** A pop-up with the group's settings appears.



For an explanation of the fields in this pop-up, see Define the Details for Your Group or Page.

Create or edit an announcement

Use the Announcements widget to post information about class-, school-, view- and district-wide news and events. Only individuals with proper privileges can create, edit, and delete announcements.

This box expands to hold any amount of text, but lengthy announcements will shrink the size of the other boxes on the page. On a school page, announcements are sometimes used for Aspen-specific announcements. On a teacher page, announcements can be used for class-specific information and news.

To create or edit an announcement:

1. Log into the District, Intermediate Organization, School, Staff, Health, Build, Special Education or Personnel view.
2. On the Home page, click **Edit** in the Announcements widget.
3. Click **New**, or highlight an existing announcement and then click **Edit**. The Announcement pop-up appears. It contains two sub-tabs: **Content** and **Visibility**.

4. On the **Content** sub-tab, do the following:
   - Type or edit the **Start date**, indicating the first day you want the announcement to appear.
   - Type or edit the **End date**, indicating the last day you want the announcement to appear.
   - Type or edit the text of your announcement in the **Content** box using the rich text editor.
5. Click the **Visibility** sub-tab.
6. Do one of the following:
   - At **Views**, select the checkboxes for the views where the announcement will appear.

     > **Note**: Select the **Students** checkbox if you want students to be able to view the announcement using the Student portal. Select the **Family** checkbox if you want parents to be able to view the announcement using the Family portal.

   - At **Additional Filters (Optional)**, determine which schools and staff types can view the announcement. At the **Schools** field, click **All** for all users at all schools to view the announcement; or click to display the announcement for only users associated with specific schools. At the **Staff Types** field, click **All** for all staff members to view the announcement. Or, click **Selected** and specify the types of staff members who can view the announcement on the pop-up.
7. Click **Save.** The announcement you created or modified appears in the Announcements widget on the Home page.

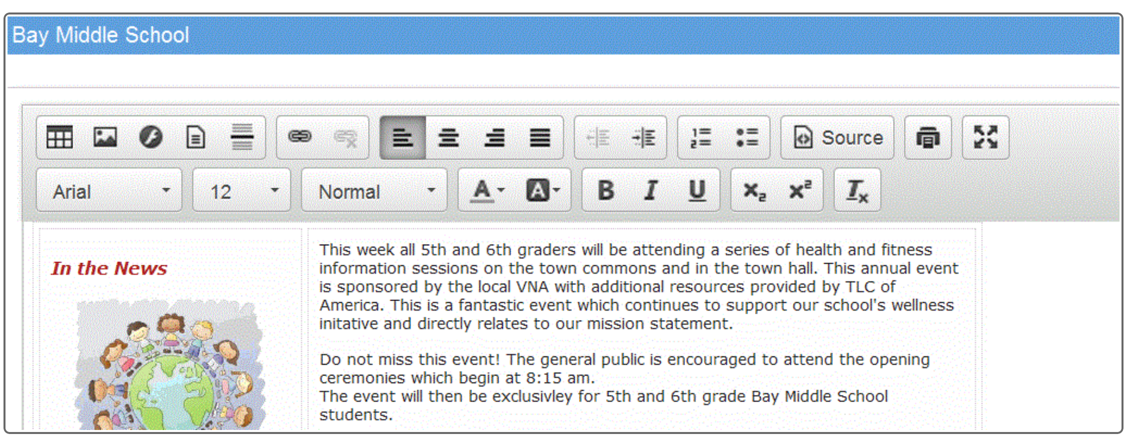
   > **Note**: To change the order of an announcement item in the Announcements widget, select its name to highlight it, then click either **Up** or **Down.** To delete an announcement, select it to highlight its name, and then click **Delete.**

Create or edit a banner

If you are a page administrator, once you have added a widget to a Page, you can add or edit its content.

To edit a Banner widget:

1. Click **Edit** in the title bar of the banner. A rich text editor appears.



2. Type text in the box. As you type, use the rich text editor tools to make formatting changes to the font type and size, add numbered and bulleted lists, or use provided templates.

   Note: Images can be inserted into any widget that uses the rich text editor, including banners, blogs, and forums. See Insert an Image in a Widget.

3. Click **Source** to edit and view the HTML behind the text.

   Note: The **Source** button is only supported in Firefox® and Google Chrome™ browsers.

   You can create hyperlinks and insert image files.

4. Click **Save** to save your changes.

Create or edit a blog

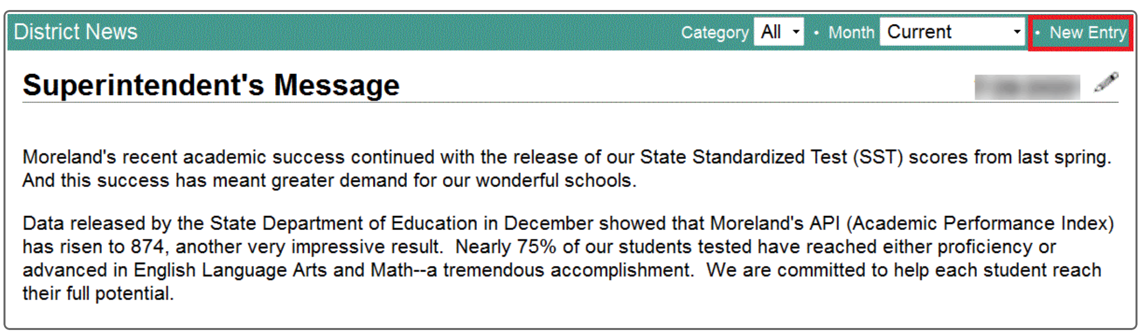
As a Page administrator, you design your Pages by adding widgets. Then, you can create and edit the widget's content.

There are two ways to edit a Blog widget:

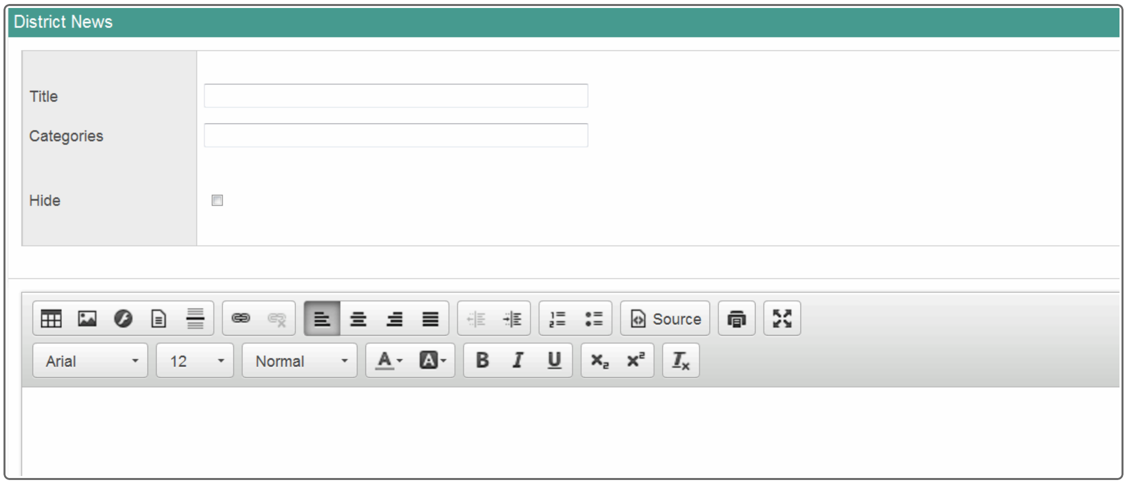
- Add a new entry.
- Edit an existing entry.

To add a new blog entry:

1. Click **New Entry** in the title bar of the blog.



2. In the **Title** field, type the title (appears at the top of the entry).



3. In the **Categories** field, type a category for this entry.

> **Note**: Users can filter the entries they see by these categories. For example, if you have a daily blog item, you can create a category named Daily for these entries. Or, create a category for the different units or lessons you will be blogging about.

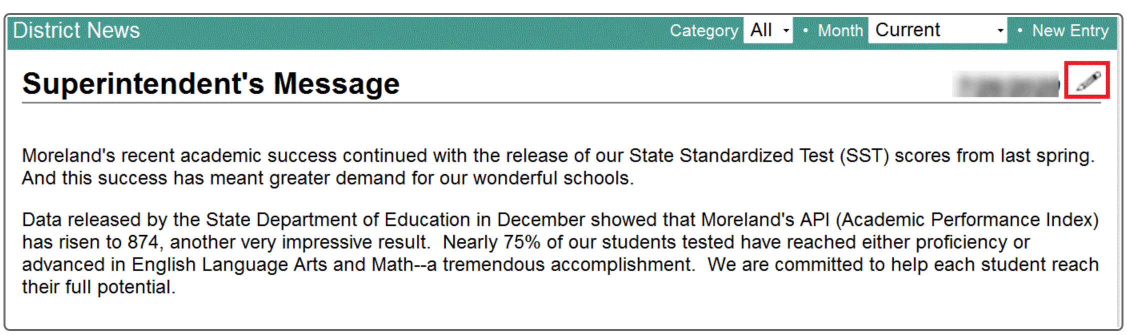
4. Select **Hide** to make this entry inactive. Only Page administrators can view the entry when this is selected.
5. Type the entry, using the rich text editor tools, if desired.

> **Notes:** There are several ways you can enhance the design of your blog entry:

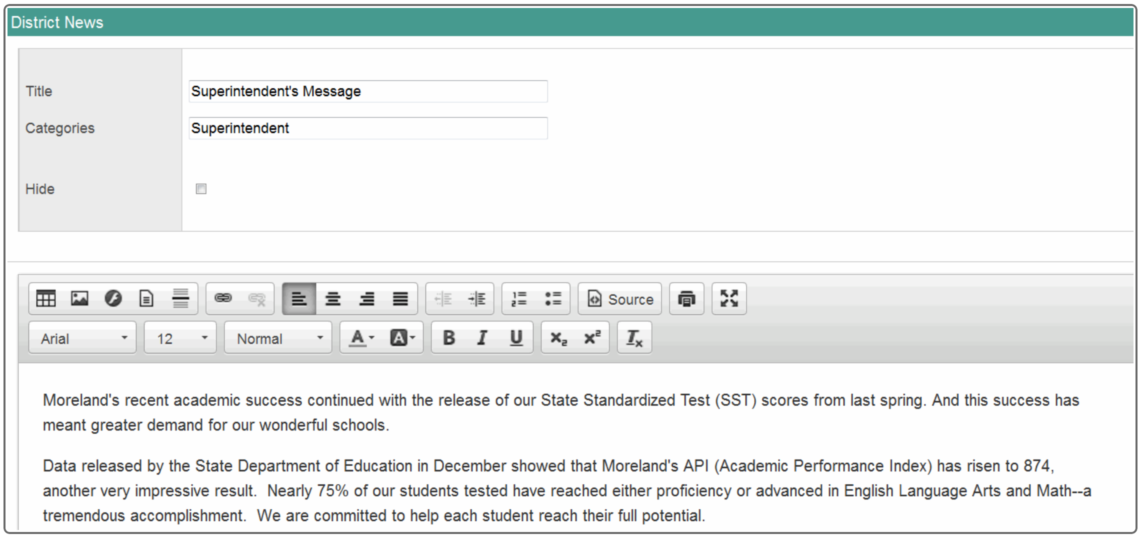
6. Click **Save.**

To edit an existing blog entry:

1. Click next to the entry.



2. Using the rich text editor tools, make any changes to the entry.



3. Edit the **Title** and **Category** of the entry.
4. Click **Save** at the bottom of the pop-up.

> **Note**: To delete an entry, click **Delete** at the bottom of the pop-up.

Create or edit external links (websites)

If you are a page administrator, once you have added a widget to a Page, you can add or edit its content.

Use the External Links (Websites) widget to post links to outside Websites that you visit often, such as your school's homepage, the state Department of Education's website, and Yahoo!. Or, post links of interest for your class or group.

> **Note:** If you are logged on to Aspen and use one of your browser's favorites or bookmarks to visit an external Website – instead of clicking a link in the External Links widget – you are automatically logged out of Aspen and need to log back on. Besides being a hassle, this practice has security implications.

To create or edit a link:

1. On the Homepage, in the External Links (Websites) widget, click **Edit.** The External Links widget appears.
2. Click **New,** or highlight the link you want to modify and click **Edit.** The External Link pop-up appears.
3. Type or edit the link's name, such as **Mass DESE.**
4. Type or edit a description for the link (optional), such as **Massachusetts Department of Elementary**

and Secondary Education.

5. In the **Link** box, type or edit the URL for the link, such as **http://www.doe.mass.edu/.**

> **Note**: You must include **http://** at the beginning of the Web address in order for the link to work. Also, you can copy and paste into this box, which is helpful for lengthy addresses.

6. Click **Save.** The link appears in the list of external links.

> **Note**: To change the order of an external link, on the External links page, highlight its name, then click either **Up** or **Down.** To delete a link, highlight it and then click **Delete.**

Create a forum

As a Page administrator, you design your class Pages by adding widgets. The Forums widget is a place where you can foster online discussions with users.

A forum can have multiple topics to help direct the conversation. For example, during a world history unit, you could have a forum titled "The Post-Classical Era", with three topics that span the entire unit: *Early Middle Ages*, *High Middle Ages*, and *Late Middle Ages*. For each topic, users can either reply to another user's post or create a new post.

One example of how you could use this is for a flipped lesson. You want to flip a world history lesson to introduce the Middle Ages. First, you can create a forum asking students to post their thoughts about an assigned article in preparation for the in-class activity. Then, after the class meets, you and the students can respond to the initial posts to continue the discussion.

Learn how to do the following:

- Create a forum and set its moderation status.
- Add a topic to a forum.
- Moderate posts.

Moderation

Forums can be moderated or unmoderated. In the district-level preferences, Aspen administrators have the option of requiring all forums to be moderated. If forums are not required to be moderated, in the school-level preferences, schools have the option of requiring all forums at the school to be moderated or letting the Page administrator decide.

If a forum is moderated:

- You have to approve a post before it is available for all members to view and respond to.
- You can edit a post before or after approving it (details of who edited it, when, and how many times appear for all members to see).
- After you approve a post, if you realize that you should not have, you have the option of hiding it (Page administrators can still see it).
- You can reject a post (Page members never see it, but Page administrators can).

If a forum is unmoderated:

- Anyone with access to a particular Page is able to post any content.
- The only way to shield a post from members is for the Page administrator to hide it after it has been posted.

Photos

At the district level, Aspen administrators determine whether they want to give users control over the photo that appears next to their name. If they select the **Allow user photo control** checkbox and a user has a photo of him or herself in Aspen, the user can decide whether to have that photo appear next to their forum posts. If they do not select to use that photo, a generic silhouette appears instead.

> **Note:** A silhouette also appears next to each poster's name if the district does not allow use of photos.

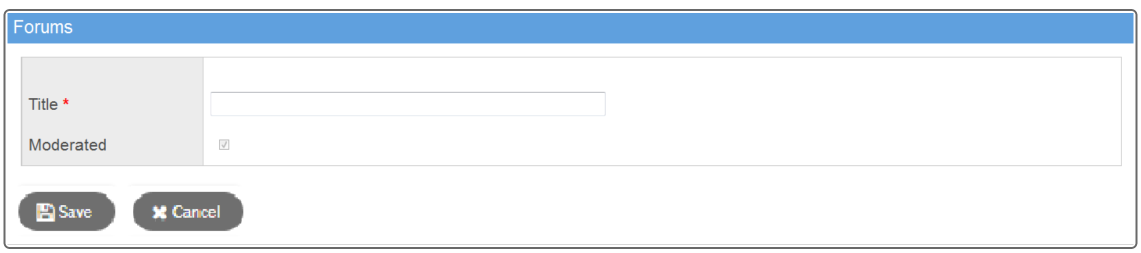
Read vs. unread messages

At the forum, topic, and post level, Aspen displays one of the following:

- a closed envelope icon to let you know that there are unread posts
- an open envelope icon to let you know that you have already seen all of the posts

To create a forum and set its moderation status:

1. At the top of the Forum widget, click **Add Forum.** The widget box expands.

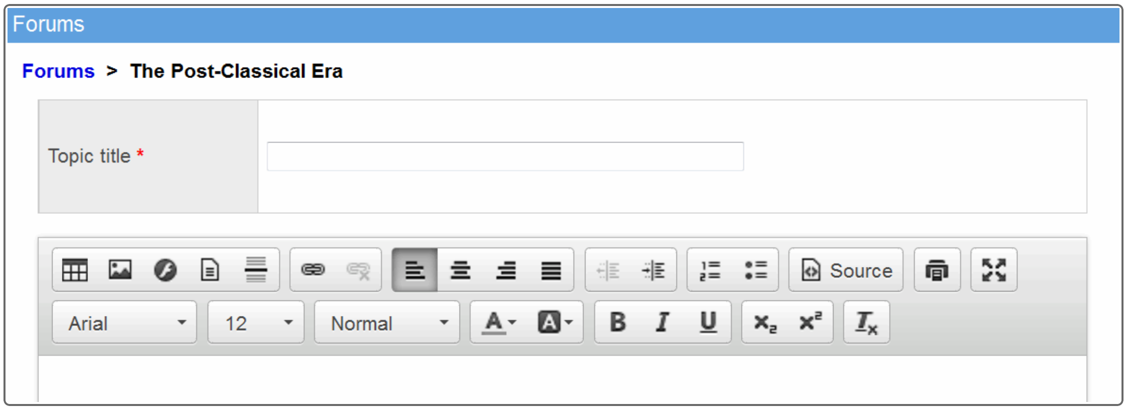


2. Type a title, such as **The Post-Classical Era.**
3. Select the **Moderated** checkbox if you want this forum to be moderated.
4. Click **Save.**

> **Note**: Once you have saved a forum, you can edit its title and moderation status or delete the forum by clicking .

To add a topic to a forum:

1. Under **Discussion Forum Title**, click the forum name. A **New Topic** button appears.
2. Click **New Topic.**



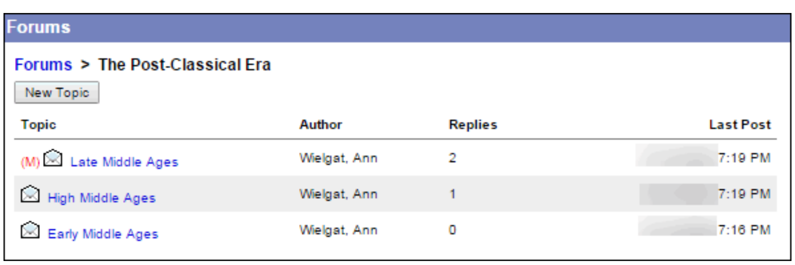
3. Type a **Topic title,** such as **Early Middle Ages**.
4. Type the entry, using the rich text editor tools, if desired.

Notes:

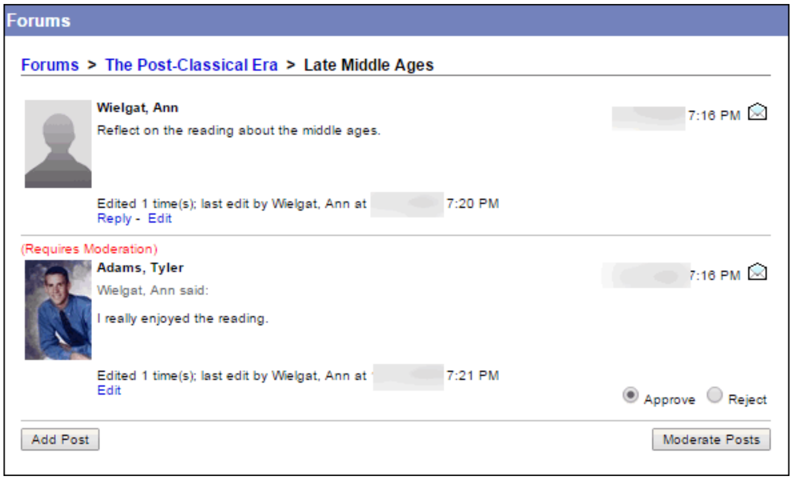
- There are several ways you can enhance the discussion:
  - Insert hyperlinks to articles or websites.
  - Insert images.
  - Embed a video.
- Users have the same rich text editors available to them when they reply to a post.

To moderate posts:

1. In the Forum widget, view the list of posts. A red (M) appears next to any forum containing posts that are awaiting approval.
2. Click the discussion forum title to view a list of topics.



3. Click a topic which has an (M) next to it to view the posts awaiting moderation.



4. Do one of the following:
   - Click **Reply** to reply to the post you are viewing, then click **Save.** Your reply will be viewable by all members.
   - Click **Edit** to edit the post the user submitted, then click **Save.** The details of who edited the post, when, and how many times appear for all members to see.
   - By default, all posts are set to **Approve.** Leave this option selected if you want to make the post available for all Page members to see.
   - Select the **Reject** option if you want to delete the post. Page administrators can still see the post, with **(Post Rejected)** above the poster's photo.

   Note: Once you approve a post, if you change your mind, you have the option of hiding it. Posts can be hidden in both moderated and unmoderated forums.

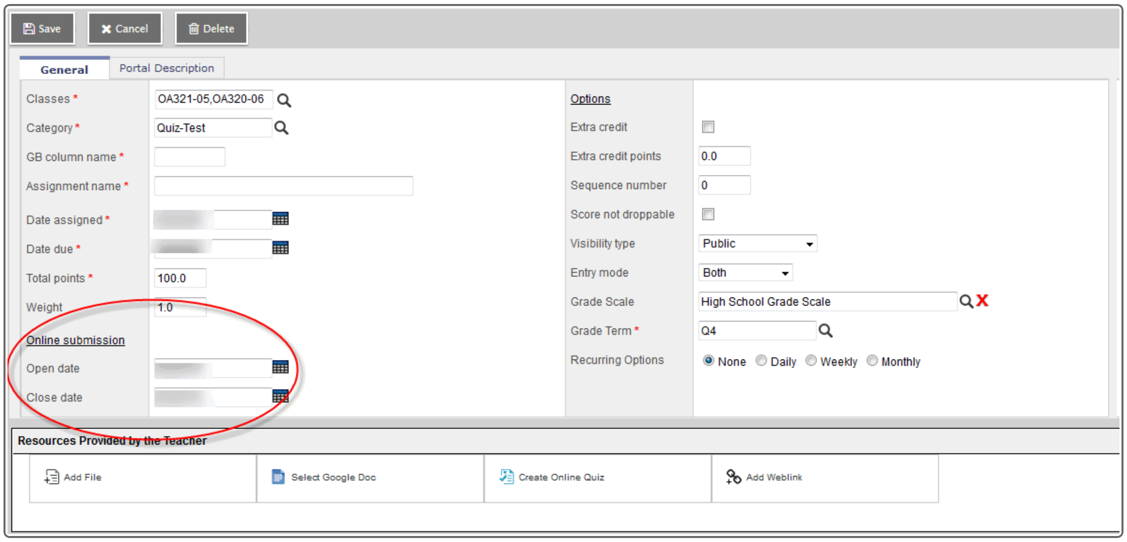
5. After you have selected **Approve** or **Reject** for all applicable posts, click **Moderate Posts.** Posts that you approved are viewable by all members, and posts you rejected are hidden.
6. To hide a post after it has been approved, click **Edit** on the bottom of the post, then click **Hide.** Page administrators still see the hidden post, but with **(Post Hidden)** above the poster's photo.

Set up your gradebook to receive assignments online

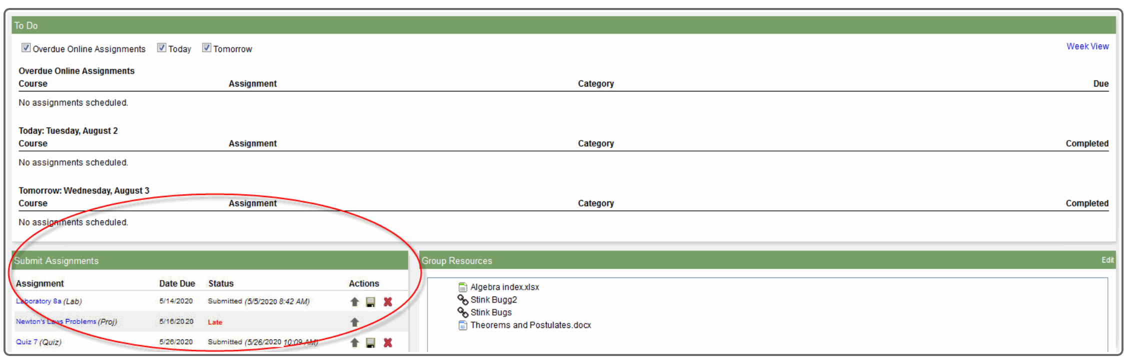
Before you can receive assignments online from your students, you need to set up your gradebook to do so.

To set up your gradebook to receive assignments online:

1. When you create an assignment, enter dates under ***Online submission*** in the **Open date** and **Close date** fields.

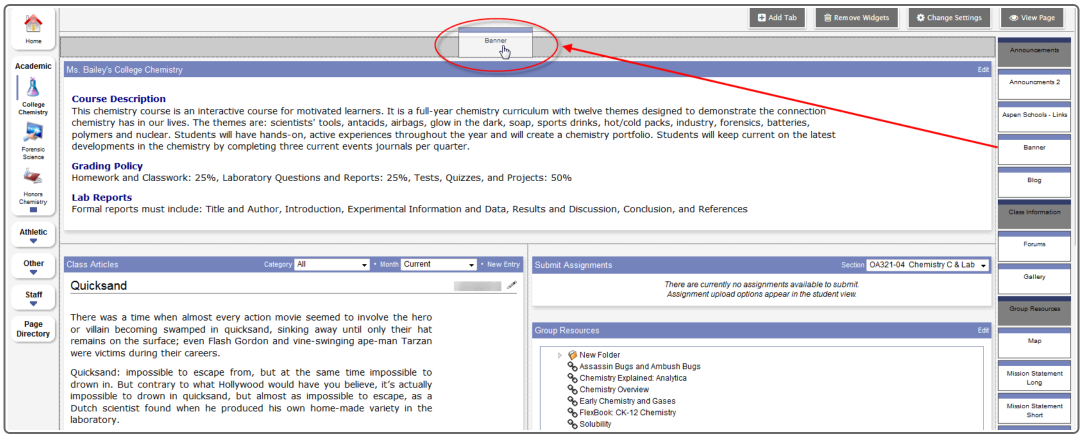


Students can upload files for this assignment within that date range only. In the Student portal, they use the To Do or Submit Assignments widget on the Class page.



2. On your Class page in the Staff view, confirm that your page includes the Submit Assignments widget. If it does not, do the following:

- In the top-right corner of the page, click **Edit Page.** The **Page Widgets** menu appears.



- Scroll down to find **Submit Assignments.**
- Click and drag the **Submit Assignments** widget and place it on the Class page where you want it to appear.
- Click **View Page.**

Now, during the date range you defined for the assignment, students can upload their assignments using the Student portal.

You can then receive assignments on the Scores page.

Manage group resources

Use the Group Resources widget to create a document repository that all members of a Page can access. For example, for a chemistry class Page, you could post the class syllabus, your grading policy, the periodic table, and a link to a video on balancing chemical equations.

For each group, a group folder is automatically created in the Group Resources widget. Page administrators are able to upload files to this folder (as well as edit and delete); group members can only view and download the files. Note that Group Resources belong to the Page, not a person.

If you administer multiple Pages that need similar resources, you do not have to upload the files multiple times. Use the My Resources area of the Group Resources widget to store your files, then drag and drop them as needed.

If a preference was enabled in a Page's details, you can use custom Group Resources on every tab of that Page. Select the "Assign to current tab only" checkbox when uploading a file; uploads to Group Resources automatically appear in a folder with the same name as the tab.

> **Note**: There are storage space quotas for different types of users. These can be adjusted in the district security preferences.

For Page administrators, the following folder icons are used in Group Resources:

- : User-created folder.
- : Group folder (only page administrators can upload files into and delete from this type of folder).
- : Group folder with read-only access (group members can only view files in a group folder).

- : Uploads folder, automatically created when a teacher uploads a file or weblink directly into an assignment (rather than dragging from My Resources). A subfolder for the class appears, with the file/weblink within.

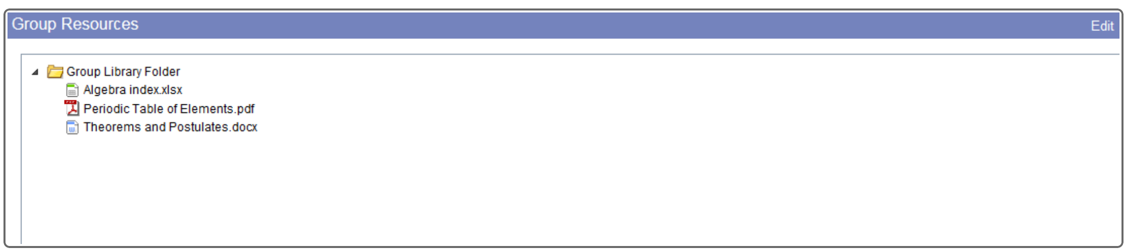
> **Notes:**
> - You can move, rename, and delete user-created folders and files.
> - You cannot have two files with the same name within Group Resources or My Resources (unless they are in different folders). If you upload or copy a file to a folder already containing a file of the same name, Aspen automatically appends a number, starting with **(2),** to the name of the file that has been added or moved.

You can do any or all of the following:

- Add different types of files to Group Resources.
- Edit, delete, and copy a file that has been added to Group Resources.
- Copy individual files or folders of files from Group Resources to My Resources (and vise versa).
- Manage your storage quota (for district administrators only).

To add files to Group Resources:

1. Go to the Group Resources widget.

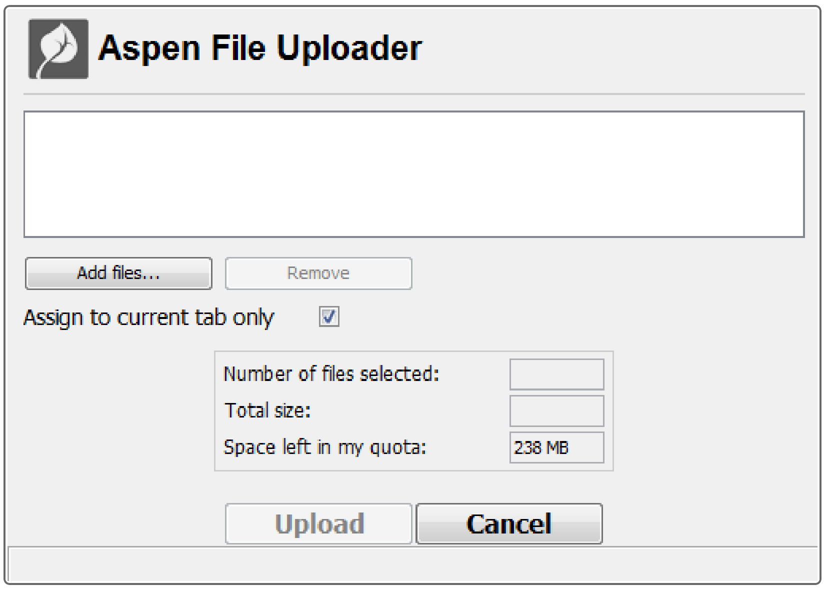


2. Click **Edit** in the title bar of the widget. The widget displays options.

3. At the bottom of the widget, click **Add.** The menu expands.

4. Select one of the following:

Field	Description
File	Click **Browse** to locate the file, and add a **Description.** **Note**: Files can include Word documents, Excel spreadsheets, images and PowerPoint presentations.
Google Doc	Type a **Description.** Then click **Select Google Document** to select from the available files. Click **Select Document.**
Note	Type a **Title** and the **Text** of your note (such as information about a lesson plan).
Weblink	Type a **Name, Description,** and **URL** (you can copy and paste into this field).
Folder	A new folder appears. Rename the folder, move it, and drag and drop files into it as desired.

<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Multiple Files</td><td>
Note: If you have a specific place where you want a file or folder to appear, select that location in My Resources before you add the file.
When you click Multiple Files, the resulting messages/pop-ups that appear are based on your operating system and browser. In general, you want to keep, enable, and allow the Java Web Start application on your computer. If a security pop-up appears, click Run.
The application automatically starts to run, and an Aspen File Uploader pop-up appears:


Click Add files to select multiple files, one or more folders, or a combination of files and folders. (Press and hold the Shift key to select multiple files or folders adjacent to each other; press and hold the Ctrl key to select multiple files or folders not adjacent to each other).
Select the Assign to current tab only checkbox (if available) if you want the resource you are adding to appear only on the current tab. Aspen automatically puts the resource into a folder that matches the tab name.
Note: Once you make your selection, it is possible to continue adding files until you reach your quota.
Click Upload. A confirmation message appears. Click OK. The selected files or folders appear in Group Resources.
Skip to Step 6.

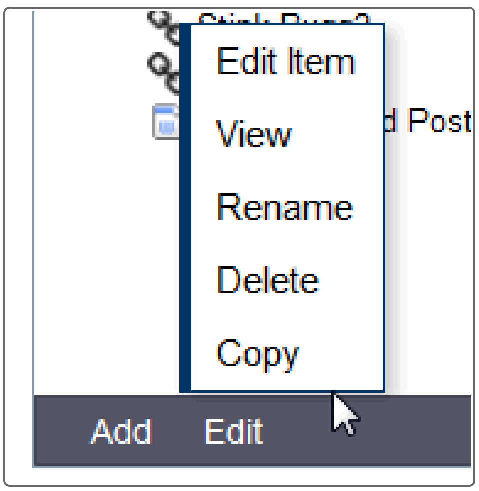
</td></tr>
</table>

Field	Description
	Note: If you saved the Aspen Uploader file to your computer, the next time you click Multiple Files, find and select the  icon in your taskbar to view the Aspen File Uploader pop-up.

5. If you want the resource you are adding to appear only on the current tab, select the **Assign to current tab only** checkbox (if available). Aspen automatically puts the resource into a folder that matches the tab name.
6. Click **Save.** The resource that you added appears in the widget.

To edit, delete, and copy files in Group Resources:

1. Select the file or folder that you want to edit.
2. At the bottom of the widget, click **Edit.** The menu expands.



3. Select one of the following:

Field	Description
Edit Item	A details pop-up appears, where you can edit details such as file name, description, and file location. **Notes**: • You cannot edit the contents of a file. To do that, you need to download the item, edit it, and upload it or edit the version that is on your computer, upload it, and delete the unedited version. • You cannot edit a folder.
View	Based on your selection, one of the following occurs: • **For a folder:** The folder expands (if it was already expanded, nothing happens). • **For a file:** The file opens directly, or a pop-up asks you whether you want to save or open the file. • **For a Google Doc:** You need to have a Google account and might need to grant Aspen access to Google Docs. • **For a video:** The video opens in a new window. • **For a web page:** The web page opens in a new window. **Note**: Clicking **Edit** and then **View** produces the same results as double-clicking the item.
Rename	A rectangle appears around the folder name, and the text is highlighted. Type the new name and then press **Enter** on your keyboard. **Note**: You cannot rename a file.
Delete	A confirmation message appears. Click **OK.** **Note**: If you delete a file from Group Resources, group members will no longer be able to access that file, unless they already downloaded it.
Copy	A copy of the file appears, with a number, starting with **(2)**, appended to the file name. **Note**: You cannot copy a folder.

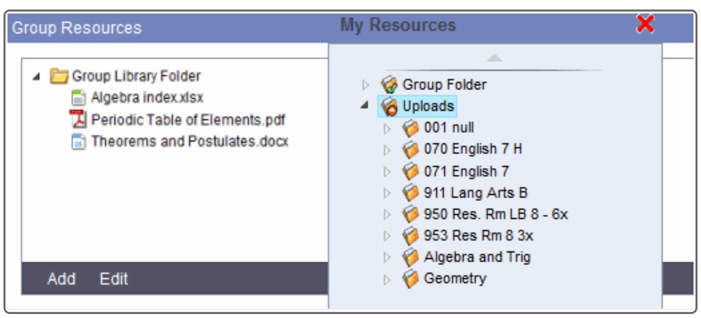
To copy a file or folder of files between Group Resources and My Resources:

Besides working with individual documents, it is possible to copy a folder or multiple levels of folders from Group Resources to My Resources, and from My Resources to Group Resources.

Notes:

- Uploading or copying files into My Resources makes it easy to share documents with all of the groups/Pages that you administer.
- If you later decide that you do not want Aspen and Google Docs to communicate, click **Remove Access** at the **Google Docs email** field.
- Within My Resources, you will see a folder for each group that you are the page administrator for. For example, you might have English Literature, English Language Arts, and Drama Club folders. Notice that these folders have the checkmark icon . If you upload files to the English Literature folder, this content will automatically appear in the Group Resources widget for all members of that group. Any resource added to the Group Resources widget also appears in members' My Resources group folder, but with a read-only status .
- The folder structure between My Resources and Group Resources is independent of each other. Assigning a resource to the current Page tab creates a folder of that tab name in Group Resources; this filtering is not duplicated in My Resources.

1. In the title bar of the Group Resources widget, click **Edit.** The **My Resources** button appears.
2. Click **My Resources.** The My Resources pop-up appears (which you can click and drag to the desired location).



3. Click your mouse button to select the file or folder in Group Resources or My Resources you want to copy.
4. While still holding your mouse button down, drag the item to the location in Group Resources or My Resources where you want it to appear.

Note: If you are copying an individual file, drag it onto the folder you want it to appear in. You can copy multiple files by clicking and holding the **Shift** key before you select the files.

5. Release your mouse. The files or folders are copied.

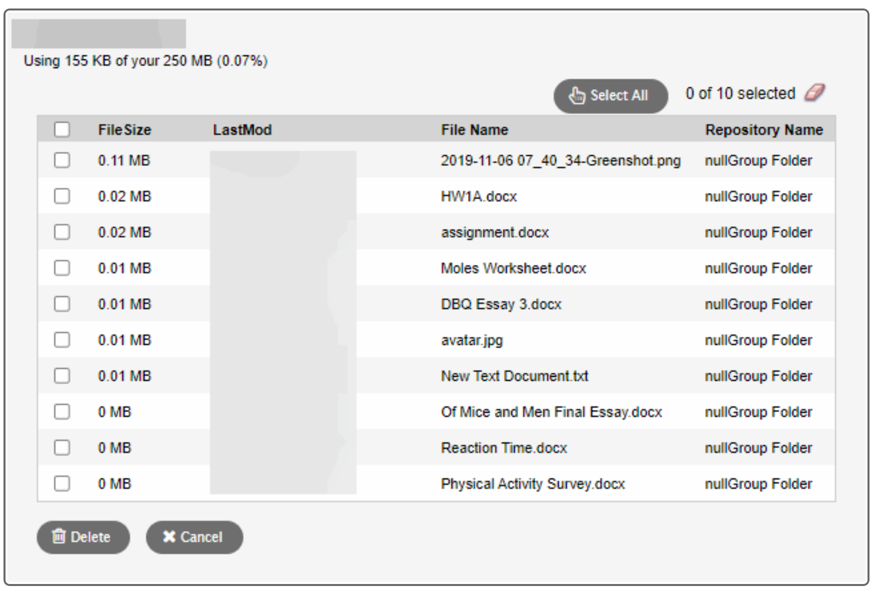
> **Notes:**
> - If you accidentally copy a file or folder to the wrong spot, within either Group Resources or My Resources you can click and drag to the correct location.
> - When you drag and drop between Group Resources and My Resources, the files or folders are actually being copied, not moved. They exist in both places.
> - Online quizzes in My Resources can not be copied to the Group Resources widget.
> - If you have reached your space quota, the files or folders will not copy, and an error message appears.

Manage your storage quota

Each Aspen user has a storage quota for the files that can be uploaded to My Resources and Group Resources. Use the **My Quota** indicator My Quota (246 MB left) at the bottom of the boxes to see how much storage space you have left (in MB—megabytes).

To manage your storage quota:

1. Click **My Quota.** The My Quota pick list displays all of the individual files that make up your current quota.



2. From here, you can do any of the following:
   - View the details of the files that you have uploaded, including size and date last modified.
   - To navigate through the Pages of files, click the **Page** drop-down or use the arrow keys.

- To delete a file or files, select the appropriate checkbox(es) and click **Delete.** A message asks you to confirm the deletion. Click **Yes** to confirm. The files are deleted, and your space quota is updated accordingly.

Manage My Resources

My Resources is each user's personal document repository within Aspen. It is accessible from the Group Resources widget.

For example, teachers can store items such as course materials, classroom policy documents, links to web sites of interest, and PowerPoint presentations. Students can store homework assignments, science fair projects, recommendation letters, and more.

No one can ever access another user's My Resources.

For teachers and page administrators, My Resources can serve as a central storage area for materials that need to be shared with many groups. Any files uploaded to My Resources can be copied to a Page's Group Resources widget by dragging and dropping.

Members of a Page can see and download the resources but cannot edit or delete them. All files uploaded are owned by the uploader.

Also, teachers can easily attach a resource stored in My Resources to a homework assignment. Use the **Resources Provided by the Teacher** section of the new assignment page.

> **Note**: There are storage space quotas for different types of users. These can be adjusted in the district security preferences.

There are four different folder icons used in My Resources:

- : User-created folder.
- : Group folder (only page administrators can upload files into and delete from this type of folder).
- : Group folder with read-only access (group members can only view files in a group folder).
- : Uploads folder, automatically created when a teacher uploads a file or weblink directly into an assignment (rather than dragging from My Resources). A subfolder for the class appears, with the file/weblink within.

> **Notes**:
>
> - You can move, rename, and delete user-created folders and files.
> - Teachers can rename their Uploads folder, such as to *Amy's Uploads.* For each class that you upload files to, Aspen will create another subfolder within your Uploads folder .
> - You cannot have two files with the same name within Group Resources or My Resources (unless they are in different folders). If you upload or copy a file to a folder already containing a file of the same name, Aspen automatically appends a number, starting with **(2),** to the name of the file that's been added or moved.
> - You can use a different set of Group Resources for each tab. If you add a resource to a folder that has the same name as a Page tab, that resource will automatically appear in the Group Resources widget for that tab.

You can do the following:

- Add different types of files to My Resources.
- Edit, delete, and copy files that have been added to My Resources.
- Drag and drop individual files or folders from My Resources to Group Resources (and vise versa).
- Manage your storage quota.

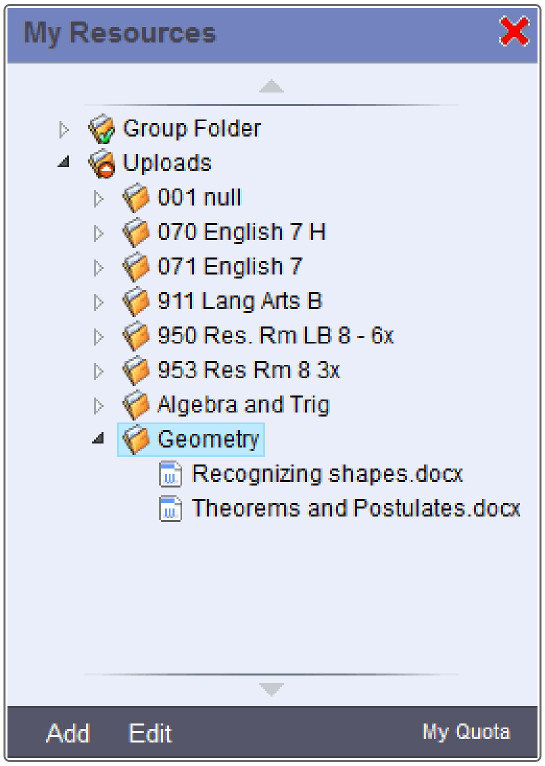
To add files to My Resources:

1. Do one of the following:
   - If you are a teacher, do one of the following in the Staff view:
     - Go to the **Planner** tab. Select the **Events** view, and then click **My Resources**.
     - Click the **Gradebook** tab. Select a class, and then click the **Scores** or **Assignments** side-tab. Select **Add Assignment** or **Add Ungraded Assignment** from the **Options** menu. Click **Drag and Drop from My Resources** in the **Resources Provided by the Teacher** section of the New Assignment page. The My Resources window appears.

       Note: You can also access My Resources from an assignment's details page (**Gradebook > Assignments >** *select an assignment* **> Details**).

   - For any other users, go to the Group Resources widget. Click **Edit** in the title bar. At the top of the widget, click **My Resources**.

My Resources appears.



Note: You only have one My Resources storage area. No matter what Page you are on in Aspen, your My Resources pop-up contains the same files.

2. At the bottom of the widget, click **Add.** The menu expands.

Note: Teachers with Aspen IMS who access My Resources from the Staff view's Planner can add online quizzes.

3. Select one of the following:

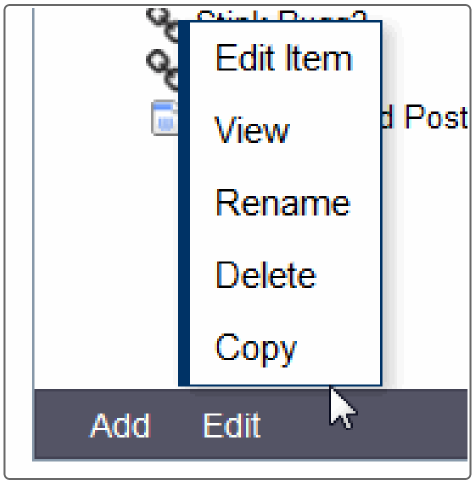
Field	Description
File	Click **Browse** to locate the file, and add a **Description.** **Note**: Files can include Word documents, Excel spreadsheets, images, and PowerPoint presentations.
Google Doc	Type a **Description.** Then click **Select Google Document** to select from the available files. Click **Select Document.**
Note	Type a **Title** and the **Text** of your note (such as comments about a particular lesson plan).
Online Quiz	Create an online quiz using questions from the question bank or that you create.
Weblink	Type a **Name, Description,** and **URL** (you can copy and paste into this field).
Folder	A new folder appears. If desired, you can rename the folder, move it, and drag and drop files into it.

Field	Description
Multiple Files	**Note**: If you have a specific place where you want a file or folder to appear, select that location in My Resources before you add the files. When you click **Multiple Files,** the resulting messages/pop-ups that appear are based on your operating system and browser. In general, you want to keep, enable, and allow the Java Web Start application on your computer. If a security pop-up appears, click **Run.** The application automatically starts to run, and an Aspen File Uploader pop-up appears. Click **Add files** to select multiple files, one or more folders, or a combination of files and folders. (Press and hold the **Shift** key to select multiple files or folders adjacent to each other; press and hold the **Ctrl** key to select multiple files or folders not adjacent to each other). **Note**: Once you make a selection, it is possible to continue adding files until you reach your quota. Click **Upload.** A confirmation message appears. Click **OK.** The selected files or folders appear in My Resources. **Note**: If you saved the Aspen Uploader file to your computer, the next time you click **Multiple Files,** find and select the  icon in your taskbar to view the Aspen File Uploader pop-up.

Note: Files uploaded to My Resources cannot be edited in My Resources. To edit a file stored in My Resources, download it to your computer, edit the file, and upload it again.

To edit, delete, and copy files in My Resources:

1. Select the file or folder that you want to edit.
2. At the bottom of the My Resources pop-up, click **Edit.** The menu expands as follows.



3. Select one of the following:

Field	Description
Edit Item	A details pop-up appears, where you can edit details such as file name, description, and file location. You cannot edit the contents of a file. To do that, you need to do one of the following: • Download the item, edit it, and upload the edited version. • Edit the version that's on your computer, upload it, and delete the unedited version. **Note**: You cannot edit a folder.
View	Based on your selection, one of the following occurs: • **For a folder:** The folder expands (if it was already expanded, nothing happens). • **For a file:** The file opens directly, or a pop-up asks you whether you want to save or open the file. • **For a note:** The note details appear, where you can make edits. • **For a :** You need to have a Google account and might need to grant Aspen access to Google Docs. • **For an online quiz:** The quiz appears. You can see and take it just as a student would in the Student portal. • **For a video:** The video opens in a new window. • **For a web page:** The web page opens in a new window. **Note**: Clicking **Edit** and then **View** is the same as double-clicking the item.
Rename	A rectangle appears around the folder name, and the text is highlighted. Type the new name and then press **Enter** on your keyboard. **Note**: You cannot rename a file.

Field	Description
Delete	A confirmation message appears. Click **OK.** **Notes**: • If you are running out of space and want to delete multiple files at once, click the **My Quota** link on the Group Resources widget. • If you delete a file from My Resources that has been attached to an assignment, students will no longer have access to that assignment.
Copy	A copy of the file appears, with a number, starting with **(2)**, appended to the file name. **Note**: You cannot copy a folder.

To copy a file or folder of files between Group Resources and My Resources:

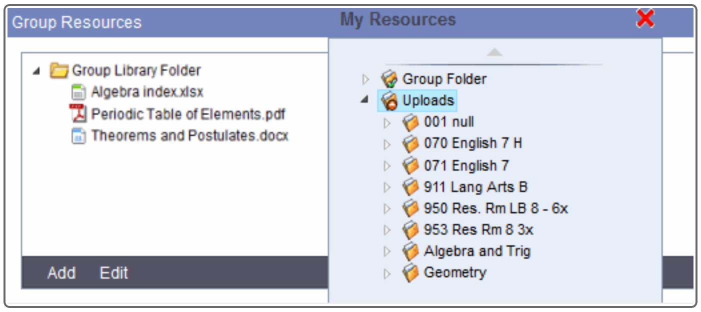
Besides working with individual documents, it is possible to copy a folder or multiple levels of folders from Group Resources to My Resources, and from My Resources to Group Resources.

Notes:

- Uploading or copying files into My Resources makes it easy to share documents with all of the groups/Pages that you administer.
- Within My Resources, you will see a folder for each group that you are the page administrator for. For example, you might have English Literature, English Language Arts, and Drama Club folders. Notice that these folders have the checkmark icon . If you upload files to the English Literature folder, this content will automatically appear in the Group Resources widget for all members of that group. Any resource added to the Group Resources widget also appears in members' My Resources group folder, but with a read-only status .

1. In the title bar of the Group Resources widget, click **Edit.** The **My Resources** button appears.
2. Click **My Resources.** The My Resources pop-up appears (which you can click and drag to the

desired location).



3. Click your mouse button to select the file or folder in Group Resources or My Resources that you want to copy.
4. While still holding your mouse button down, drag the item to the location in Group Resources or My Resources where you want it to appear.

> **Note**: If you are copying an individual file, drag it onto the folder you want it to appear in. You can copy multiple files by clicking and holding the **Shift** key before you select the files.

5. Release your mouse. The files or folders are copied.

> **Additional notes:**
> - When you drag and drop folders between Group Resources and My Resources, the folders are actually being copied, not moved. They exist in both places.
> - If you have reached your space quota, the folders or files will not copy, and an error message appears.
> - Online quizzes in My Resources cannot be copied to the Group Resources widget.

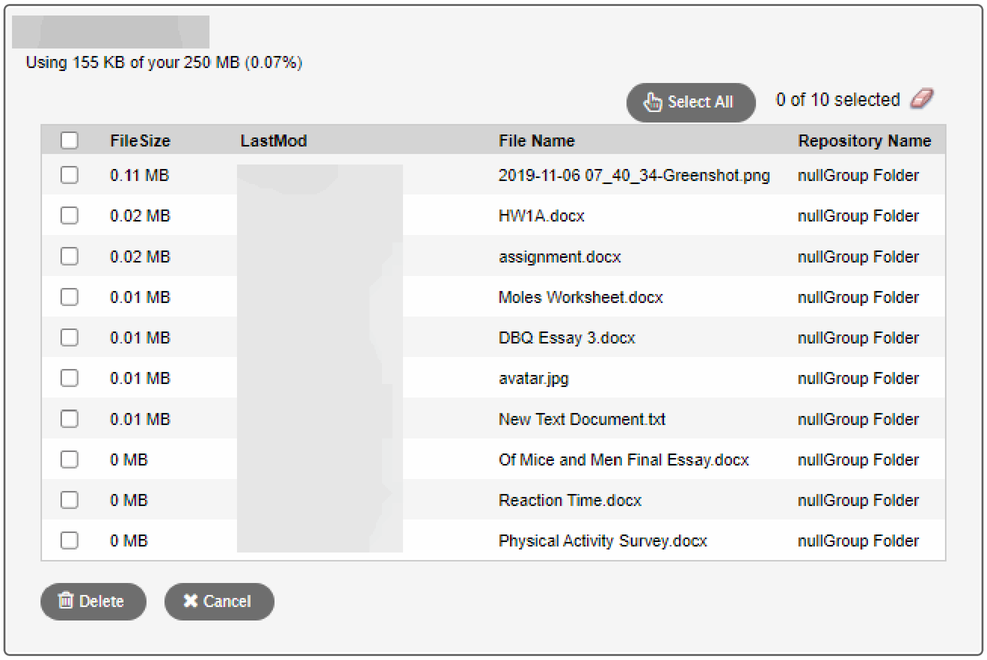
Manage your storage quota

Every Aspen user has a storage quota for the files they can upload to My Resources and Group Resources.

In the Group Resources widget and My Resources, the **My Quota** indicator My Quota (246 MB left) at the bottom of the box displays how much storage space you have left (in MB - megabytes).

To manage your storage quota:

1. Click **My Quota.** The My Quota pick list displays all of the individual files that make up your current quota.



	FileSize	LastMod	File Name	Repository Name
	0.11 MB		2019-11-06 07_40_34-Greenshot.png	nullGroup Folder
	0.02 MB		HW1A.docx	nullGroup Folder
	0.02 MB		assignment.docx	nullGroup Folder
	0.01 MB		Moles Worksheet.docx	nullGroup Folder
	0.01 MB		DBQ Essay 3.docx	nullGroup Folder
	0.01 MB		avatar.jpg	nullGroup Folder
	0.01 MB		New Text Document.txt	nullGroup Folder
	0 MB		Of Mice and Men Final Essay.docx	nullGroup Folder
	0 MB		Reaction Time.docx	nullGroup Folder
	0 MB		Physical Activity Survey.docx	nullGroup Folder

2. From here, you can do any of the following:
   - View the details of the files that you have uploaded, including size and date last modified.
   - To navigate through the Pages of files, click the **Page** drop-down or use the arrow keys.
   - To delete a file or files, select the appropriate checkbox(es) and click **Delete.** A message asks you to confirm the deletion. Click **Yes** to confirm. The files are deleted, and your space quota is updated accordingly.

Use Google Docs

Google Docs™ is a free, web-based office suite and storage service from Google. Aspen and Google Docs are integrated, giving users the ability to store and share Google Docs files.

Google Docs can include documents, presentations, spreadsheets, forms, drawings, and tables.

If a teacher does not have Microsoft Word on their computer, they can create a Google Doc instead. They can then attach that Google Doc to an assignment and select to make it student editable (meaning that each student sees the same document, but with their name appended to the document title). Students can make edits to the document and post their own version for the teacher to grade.

Teachers can also create an assignment that requires students to attach their own Google Doc. Each student submits their individual Google Doc online for the teacher to grade.

In order for Page administrators, staff members, students, and parents to be able to use Google Docs, one of the following processes must occur:

- **Self-initiated setup:** The user clicks Set Preferences**,** then clicks either the **Security** or **Communication** tab. At the **Google Docs email** field, they click **Add Google Access** to be directed to the Google login screen. They then enter their email address and password or sign up for a Google account. If they click **Grant Access,** Aspen automatically populates the **Google Docs email** field in their user preferences on the **Security** and **Communication** tabs. Setup is complete; they are able to view and edit Google Docs as needed.

- **System-prompted setup:** The first time the user tries to open or add a Google Doc, they are directed to the Google login screen. They enter their email address and password or sign up for a Google account. If they click **Grant Access,** Aspen automatically populates the **Google Docs email** field on the **Security** and **Communication** tabs (accessed by clicking **Set Preferences**). Setup is complete. If the user was trying to view a Google Doc, the document opens. If the user was trying to add a Google Doc, a pop-up displays all of their personal Google Docs. They select which document they want to add.

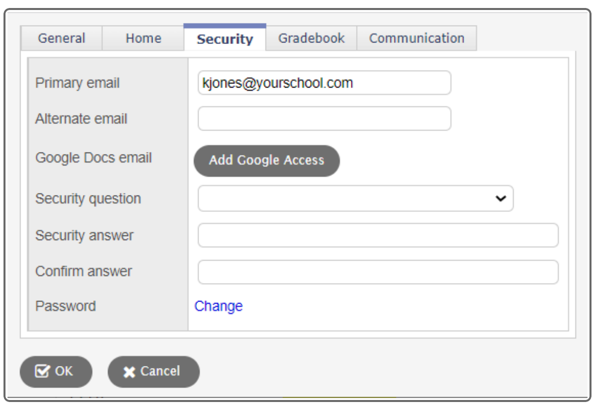
Grant Aspen access to Google Docs

In order for Aspen and Google Docs™ to communicate, users have to grant access between the applications (this is a one-time step that links your Google Docs account with your Aspen account).

You can use the following instructions to set up access. Or, the first time you try to add or view a Google Doc, the system will automatically prompt you to grant access.

To give permission for Aspen to access to your Google Docs:

1. Log on to Aspen.
2. On the settings bar, click **Set Preferences.** The Set Preferences pop-up appears.
3. Click the **Security** or **Communication** tab.



4. At the **Google Docs email** field, click **Add Google Access.**
5. If the Google Accounts page appears, do one of the following:
   - If you have a Google account, enter your email address, and click **Next.** Type your password, and click **Sign in**.
   - If you do not have a Google account, click **Create account**. Complete the fields to create a Google account, and then sign in.

   Note: If you are currently signed in to your Google account, no sign in is necessary. Your email address appears in the following pop-up.

The "Request for Permission" pop-up appears.

6. Click **Allow access.**

> **Notes:**
> - On the **Security** and **Communication** tabs in your user preferences, the **Google Docs email** field is automatically populated with your email address, and the **Add Google Access** button becomes **Remove Access.**
> - If you later decide that you do not want Aspen and Google Docs to communicate, click **Remove Access** at the **Google Docs email** field.

Enable or disable a Page for a group

Maybe you created a group consisting of students who want to do extra-credit work. Initially all you needed to do was create events listing project deadlines. Now, though, you realize that it would be helpful for this group to have its own Page. That way everyone could share resources and communicate more easily.

Or maybe you created a class Page. Now that its content is complete, you need to enable it for all members.

Or, perhaps you created a Page for people involved with your school's holiday concert. Now that the event is over, you would like to disable its Page.

To enable a Page for a group:

1. Do one of the following:
   - For the District view: Click the **District** tab, then the **Groups** side-tab. Select the checkbox of the group you want to enable a Page for. Click the **Details** side-tab. The group's details page appears.
   - For the School view: Click the **School** tab, then the **Groups** side-tab. Select the checkbox of the group you want to enable a Page for. Click the **Details** side-tab. The group's details page appears.
2. Click the **Page Status** drop-down to select one of the following:
   - **Page enabled for admins only:** Select this option so that you can work on the Page without having it available to all members.
   - **Page enabled for all members:** Select this option once your Page is complete and ready to be viewed by all members.

See Define the Details for Your Group or Page for details regarding other fields on this page.

To disable a Page for a group:

1. Do one of the following:
   - For the District view: Click the **District** tab, then the **Groups** side-tab. Select the checkbox of the group you want to enable a Page for. Click the **Details** side-tab. The group’s details page appears.
   - For the School view: Click the **School** tab, then the **Groups** side-tab. Select the checkbox of the group you want to disable a Page for. Click the **Details** side-tab. The group’s details page appears.
2. Click the **Page Status** drop-down to select **Disabled.**

> **Notes:**
> - A Page will automatically become disabled once its **End Date** passes.
> - If at any point in the future you want to enable this group's Page, at the **Page Status** field, click **Page enabled for admins only** or **Page enabled for all members.**

View Page access

In your group's details, you can select to enable logging. If you do so, the **Page Access** link on the **Groups** side-tab provides details about activity on your group's Page.

To view the access log:

1. Depending on where your Page was created, do one of the following:
   - For the District view: Click the **District** tab, then the **Groups** side-tab.
   - For the School view: Click the **School** tab, then the **Groups** side-tab.
   - For the Staff view: Click the **My Info** tab, then the **Groups** side-tab.
2. On the **Groups** side-tab, click **Page Access.** The log appears.

Managing Pages from Year to Year

There are three basic steps for getting your Pages from last year set up for the current school year.

1. Find the old Pages.
2. Edit the dates to match the current year.
3. Edit the members of the group.

Find old Pages:

1. Log on to the Staff view.
2. Click the **My Info** tab, **Groups** side-tab.
3. Click , and then select **All Records**. All previous group Pages appear. Continue to the next set of instructions.

Change the start and end dates:

1. Find a group whose Page you want to bring back.
2. Click the Page name to view its details.
3. Edit the **Start date** and **End date** fields to match the current school year.

> **Note**: If you want the Page to never expire, leave the **Start date** and **End date** fields blank.

4. Click **Save**. Continue to the next set of instructions.

Edit the Page members:

1. On the **Groups** side-tab**,** click **Members**.
2. Select the checkboxes next to the rosters for last year's classes.
3. From the **Options** menu, click **Delete** to remove last year's members.
4. From the **Options** menu, click **Add** to add new members.
5. In the pick list, use the **Member type** drop-down to select **Sections**.
6. Select the sections you want to be members of this group this year.
7. Click **OK**.

View the Administrator Access Log

Sometimes, you might need an Aspen system administrator or Aspen Technical Support member to access your gradebook to help you troubleshoot a problem. Use the Access log to view who has accessed your gradebook and when. For each visit to your gradebook, the system displays the following:

- Date
- Time
- Visitor Name
- Visitor Login
- Reason

> **Note**: Administrators gain access through their user role. They must have District > Gradebook > Administrator access.

To view the Access log:

1. Log on to the Staff view.
2. Click the **Tools** tab.
3. Click the **Logs** side-tab, and then the **Access Log** side-tab..

View workflows you initiated

You can view a list of any workflows you initiated, and initiate new workflows. For example, you might initiate a conduct workflow for a student who misbehaves while in your classroom.

Note: You can also initiate new workflows on the Homepage in the Tasks area. See Manage Your Tasks for more information on how to initiate a new task and complete a task from your Home page.

To view workflows you initiate and their status:

1. Log on to the Staff view.
2. Click the **Tools** tab.
3. Click the **Initiated Workflows** side-tab.

Take or view attendance in a Professional Development course section

If you are a staff member responsible for teaching a professional development course in your district, you can use the Staff view to take or view attendance for each meeting of that course, similar to how attendance is taken for students during the day.

To take attendance for a professional development course section:

1. Log on to the Personnel view.
2. Click the **PD Admin** tab, then click the **Sections** side-tab.
3. Select the section and click **Attendance** on the side-tab. The Attendance page appears.

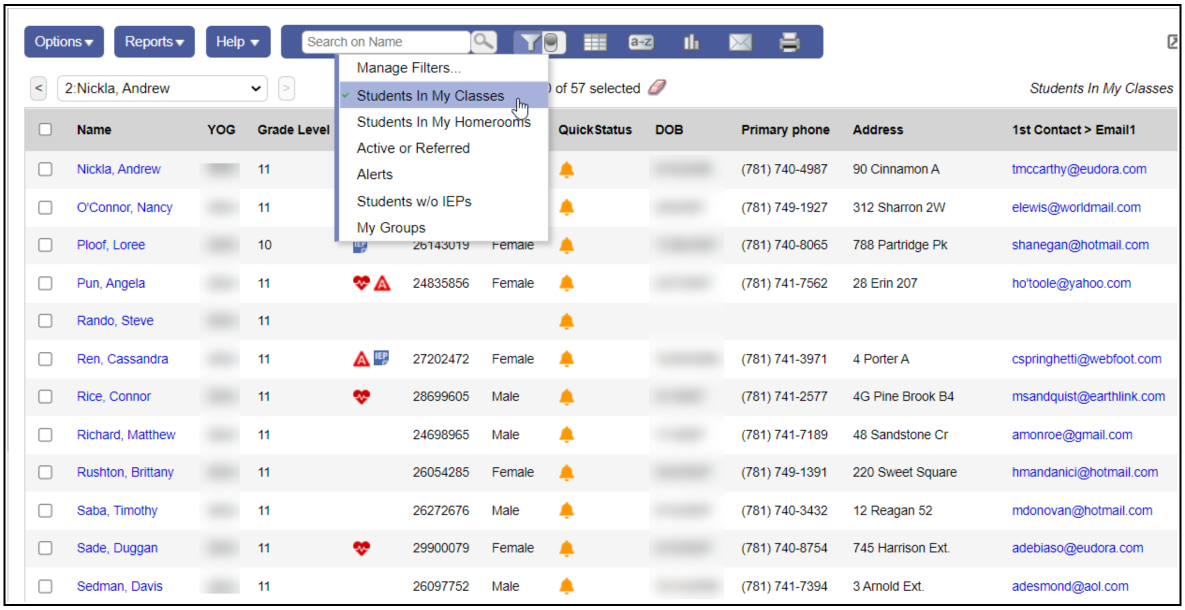
4. Use the **Attendance for** drop-down to select the meeting date and time you want to take attendance for.
5. Click **A** in the row of any staff member who is absent.
6. Click to define more information about someone's absence or attendance on this date.
7. After you click **A** or , click **P** if you need to change the person to present.
8. Click **Save.**

Staff members can view their attendance histories in the Staff view by clicking the **My Info** tab, **PD Plans** side-tab, and **Attendance.**

Performing Tasks on the Student Tab

Use the Student tab in the Staff view to view information about the students you teach. Only students enrolled in your classes, homeroom, and groups this year appear.

Use the Filter menu to select **Students in My Homerooms**, **Students in My Classes**, or **Students in My Groups** to view a more specific list of students.



To view a student's information, select the checkbox next to his or her name and click a side-tab. Use the side-tabs to view the following information:

- Details
- Contacts
- Daily Attendance
- Class Attendance
- Conduct
- Transcript
- Assessments
- Schedule
- Requests
- Membership
- IEPs
- Transactions
- Documents
- Information for the student's other classes

> **Note:** You cannot edit a student's information. You can only view this information, which is entered in the School view.

Enter and view student details

Enter or view details such as address, year of graduation, homeroom, and activities for each student.

To enter or view details for a student:

1. Log on to the District, School, or Staff view.
2. Click **Student**, then search for and select the student.
3. Click **Details**. The Details page for that student displays the **Demographics, Addresses, Activities, Alerts**, and **Photo** sub-tabs.

Notes:

- Aspen features two address formats: a grid format, and the multiple address format. To use the grid format, follow the steps below. To use the multiple address format, see Record and track student, staff, and contact addresses.
- The phone numbers and email addresses on the Demographics tab belong to the student and may not be the same as the parent's or guardian's contact information.

4. To enter information on the **Addresses** sub-tab, at the **Address line 1** field, do the following:
   a. Type an address.
   b. To use the optional validation tool to ensure the address is entered in the correct format, click ... to validate the format of the address.
   c. Click to select an address already in the district. If you select an address shared by another person in the district, the Shared Address pop-up displays the people the address is shared with. This will list students, staff, contacts, or any person. It can also be a family address. Selecting an address shares this address between the students and other people at that address, and joins this student to a family with the others at this address. If either already has a family, that family is used. Otherwise, the system creates a new family for both.
   d. Click the **Shared Address** icon to view who this address is shared with. Confirm that the people listed with the address are correct. You can click **Clear** to delete this address for the current student, or you can click **Detach** to make a copy of the address for this student, separating the student from others who share it. An **X** appears over the shared address icon to indicate that an address is not shared. See Auditing Records.

Note: If you change a physical address that is shared, the 'You are changing a shared physical address' pop-up appears after you click **Save.** If you change a mailing address that is shared, the 'You are changing a shared mailing address' pop-up appears after you click **Save.** Click **Add All,** or select a name and click **Add** to add the people that share the original address to the new address.

If you change an address, the address is listed in the Address Changes widget in the School view for all schools with students that share that address.

> **Note**: In order for the address changes to be listed on the Home page, the audit trail must be enabled for the Address table and all its fields.

5. You can import the student's photo on the **Photo** sub-tab.
6. Click each sub-tab, and enter or view the information.

> **Note**: You do not have to save the information you enter on each sub-tab. For example, you can enter a student's demographics, then go to the **Activities** sub-tab and enter that information. When you click **Save** on the **Activities** sub-tab, the information you entered on both the **Activities** and **Demographics** sub-tabs is saved.

7. Click **Save.**

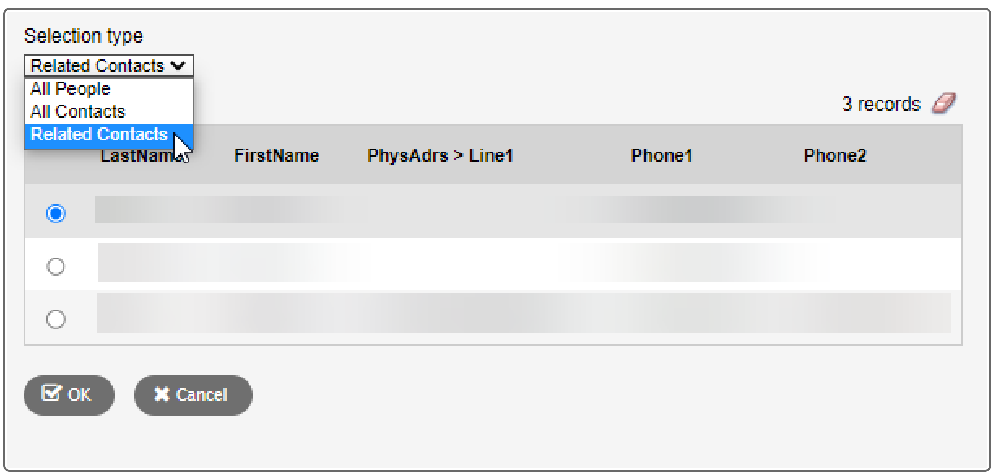
Enter or view student contact information

Enter or view contact information for each student.

It is best to enter the contact information (and when applicable, share the contact among students) when first entering a student's details. If that is not possible, you can always enter and share the contact at a later time.

To enter or view contact information for a student:

1. Log on to the District, School, Staff (*view* privileges only) or Health view.
2. Select **Student >** *search for and select the student* **> Contacts**. The student's Contacts page appears.
3. Do one of the following:
   - To view information for an existing contact, select the contact, and then click **Details** on the side-tab.
   - To add a new contact, select **Options > Add.** The New Student Contact page appears.
4. If adding a contact, in the **Last Name** field, type a contact name. If the contact name already exists in the system and there are fewer than 100 matches, a pick list with the matching name(s) appears. Select a name. If there are more than 100 matches for the name or you want to enter additional search criteria, click . One of the following pop-ups appears, depending on your district's settings:
   - In the Selection Type pop-up, indicate whether Aspen should display **Related Contacts**, **All People** or **All Contacts**. Make your selection, and then click **OK**.



   - The Optional Search Parameters pop-up appears if your district has enabled the Require enhanced contact search preference. Type a **First name**, **Last name**, **Email** (case sensitive) and/or **Contact phone**. Limit the search results to **All People**, **All Contacts** or **Related Contacts**, and then click **Search**. Select the contact, and then click **OK**.

> **Note**: Depending on your district's settings, Aspen displays contacts within your organization only, or from across all organizations.

Notes:

- If you select a contact already entered for another student, the contact is shared.
- The information shared for that contact automatically appears in the Shared Contact Information portion of the page. If you update or edit this shared contact information, the system updates the information for all students who share that contact.

5. Click to see the other students associated with this contact. Click **Clear** to stop sharing this contact with other students.
6. Customize your preferences for the contact with the following fields:

Reference table	Description
Emergency priority	Enter a number to indicate the contact's priority. 0 is considered the highest priority. In case of an emergency, the contact with an emergency priority of 0 will be contacted first, 1 will be contacted second, and so on.
Relationship	Click this drop-down to select the contact's relation to the student.
Contact lives with student	Select this checkbox if the contact lives with the student.
Receive grade mailing	Select this checkbox if the contact is mailed the student's grades. **Note**: When teachers run a Progress Report for a single student, they can email it to specific recipient (s) in the last step of the Progress Report wizard. A teacher could send this contact a Progress Report if they have a primary email address, and **Receive email** and this field are enabled.
Receive conduct mailing	Select this checkbox if the contact is mailed the student's conduct incidents.
Receive other mailing	Select this checkbox if the contact is mailed some other notification regarding the student.

<table>
<tr><th>Reference table</th><th>Description</th></tr>
<tr><td>Receive email</td><td>Select this checkbox for the contact to receive email notifications about the student.

Note: When teachers run a Progress Report for a single student, they can email it to specific recipient (s) in the last step of the Progress Report wizard. A teacher could send this contact a Progress Report if they have a primary email address, and Receive grade mailing and this field are enabled.</td></tr>
<tr><td>Contact has family portal access (or Portal access)</td><td>Select this checkbox for the contact to access this . Portal access is usually reserved for the student's parents or guardians.

Note: If your Student Contact table does not have this field, add it to the template and a field set.

For this contact to receive , this checkbox and the Receive email checkbox (above) must be enabled, and the student must have an enrollment status of Active or Active No Primary.

Example: A parent chooses to receive an email notification when their student receives a low grade or visits the health office.</td></tr>
</table>

7. Click **Save**.

Note: In the Staff view, you can only view – not edit – contact information.

Important: Your system might have duplicate records for contacts. If so, you must identify the records that are duplicates, and use the procedure to combine them.

For example, Leah Abraham, a parent of two children in the district, has two separate person records since she is a contact for her two children. Use Merge Contacts to create a single person record for her.

Enter or view class or daily attendance on the Student tab

To enter or view daily attendance for a specific student on the Student tab:

1. In the District, School, Staff, Special Education, or Health view, click the **Student** tab. The Student List appears.
2. Find and select the student you want to enter or view an attendance record for.

3. Click the **Attendance** side-tab, then click **Daily Attendance** or **Class Attendance**. A list of the student's attendance records appears.
4. Do one of the following:
   - Click an attendance record to view its details.
   - On the **Options** menu, click **Add** to enter a new attendance record for the student. The New Student Attendance page appears. Enter the required information, then click **Save**.
   - Select an attendance record, and on the **Options** menu, click **Delete** to delete the record.

Notes: When the Attendance activity tracking preference is enabled by the district (root organization), intermediate organization or school:

- The Attendance History icon might appear in the **History** column on Student List page. This icon indicates that the student has a class or daily attendance record for that day. Click the icon to see a list of attendance activities in the Attendance History pop-up. If the icon is red, the attendance record is locked and you cannot edit it.
- If the **Override Reason** field appears at the top of the Class Attendance or Daily Attendance details page, then it is a required field. Click , and then select a code to describe the absence. If you select **Other**, enter an **Activity Comment** to describe the reason.

Note: You cannot add, edit, or delete daily attendance records on the **Student** tab in the Staff view. Teachers can only view this information on the **Student** tab, **Daily Attendance** side-tab.

Note: In the School view, you cannot create a period attendance record if a class is flagged to prevent period attendance input. At the **Course** field on the new Student Attendance page, the pop-up does not list the flagged class for selection.

View a student's class attendance

View a student's attendance in his or her class sections. Teachers enter class attendance in the Staff view. For each attendance record, you view the date, period, course, course description, and attendance code.

To view a student's class attendance:

1. In the School or Staff view, click the **Student** tab.
2. Find and select the student you want to view a class attendance record for.
3. Click the **Attendance** side-tab, then click **Class Attendance.** A list of class attendance records appears for the student.

Enter or view a conduct incident for specific student

You can view, edit, or enter a conduct incident for a specific student from the homepage or the Student tab.

> **Note:** You can run the [Conduct History report] for the student by selecting it from the Reports menu.

To view, edit, or enter an incident for a specific student from the Student tab:

1. Log on to the School, Staff, or Health view.

   > **Note**: In the Staff view, you can only view conduct incidents for your students.

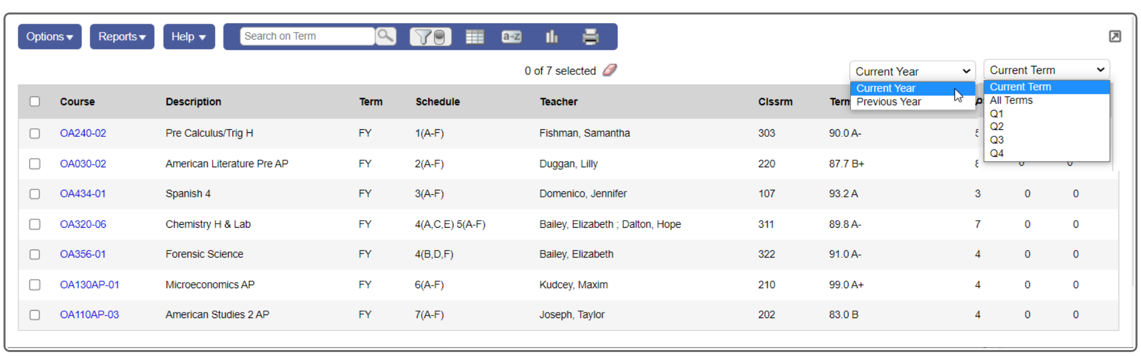
2. Click the **Student** tab.
3. Search for and select the student.
4. Click the **Conduct** side-tab, and then click **Incidents**. A list of any conduct incidents entered for the student appears. By default, the list displays incidents for the current year, but you can view All Records by selecting it from the **Filter** menu.
5. Do one of the following:
   - Click the value in the **Code** column to view the details of a conduct incident.
   - Select **Options > Add.** The New Student Conduct Incident page appears. Enter the conduct incident. Then, click the **Actions** sub-tab to enter any actions. *Be sure to click* **Save**, *or your entry will be lost.*

View information for your students' other classes

You can view information for your current students' other classes. For example, you can see each student's schedule and the assignments and attendance for each class.

To view information for your students' other classes:

1. Log on to the Staff view.
2. Click the **Student** tab.
3. Select a student, and then click the **Academics** side-tab. A list of the student's current classes appears.
4. To view your student's classes for the previous year or grade term, click the **Current Year** drop-down and select **Previous Year**, or click the **Current Term** drop-down and select the appropriate term. The classes for the year/term you selected appear.



5. Do any of the following:
   - View the details for a class, including the student's attendance summary and average summary.
   - View the assignments the student is responsible for in that class.
   - View the student's attendance in that class by date.

View the details of your students' other classes

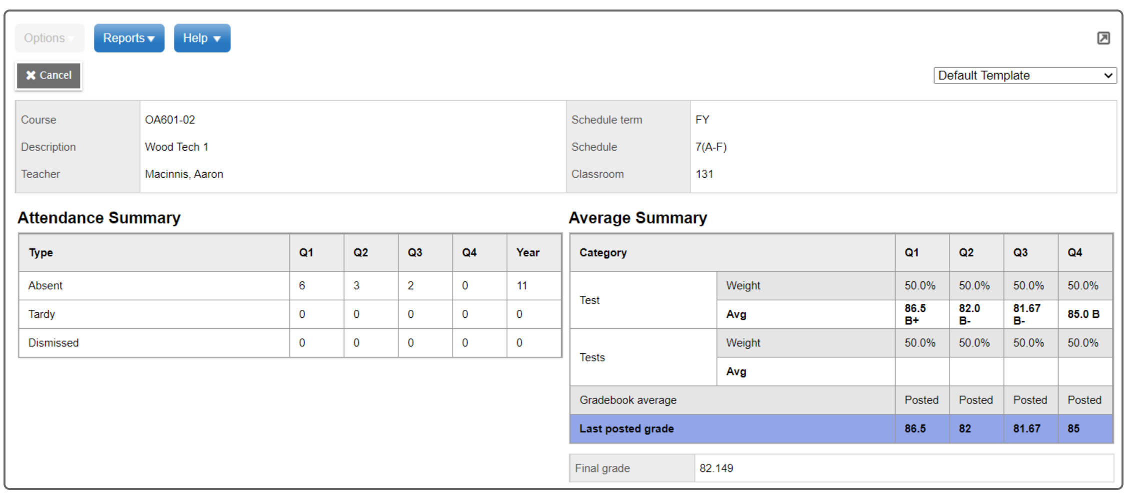
Users in the School view and Special Education view, and teachers in the Staff view can see the details for students' other classes, such as their attendance summary and average summary.

To view the details of your students' other classes:

1. Do one of the following:
   - Log on to the Staff view.
   - Log on to the School view.
   - Log on to the Special Education view.
2. Click the **Student** tab.
3. Select a student, and then click the **Academics** side-tab. A list of the student's current classes appears, with term performance and attendance information.

   > **Note**: If a class is flagged to prevent daily attendance input, zero (0) values appear in the attendance columns. Hover over the zeroes, and a message indicates that "Attendance is not collected for this course". If attendance records were created before the course was flagged, then those values appear in the attendance columns.

4. Select a class, and then click **Details** on the **Academics** side-tab.



This page shows the following:

- Details of the course section, including schedule and room.
- **Attendance Summary**: Lists the student's attendance records by term.
- **Average Summary**: Lists the student's grades by assignment categories.

> **Note**: **N/A** in the **Weight** row means the teacher does not use weights to calculate averages for this class.

- **Last posted grade**: Lists the student's posted grades by term.

> **Note**: If the **Indicates adjusted value** icon appears, then this value does not match the posted grade displayed in the Student and Family portals (on the Classes details page and in the Grades widget on the homepage). These values might be different if a teacher marked some assignments as private, or manually adjusted the term average in the Gradebook. (Your district's or school's preferences determine whether this icon appears.)

- Semester running total and an overall cumulative average for the class: Lists the semester (s) running totals if certain preferences are enabled by the school and teacher. If your school or district has included a description of how these averages are calculated, appears. Hover your cursor over the icon to view the description.
- **Final grade**

> **Note**: The **Attendance Summary** section does not appear on the Details page (**Student > Academics > Details)** for a class that is flagged to prevent attendance input.

View attendance record details for your students' other classes

You can view the details of attendance records for your students in their other classes.

To view the details for these attendance records:

1. Log on to the School or Staff view.
2. Click the **Student** tab.
3. Select a student, and click the **Academics** side-tab. A list of the student's current classes appears.
4. Select a class, and click **Attendance** on the **Academics** side-tab. Each date containing an attendance record appears.
5. Click a date to view details about the attendance record for that date, such as if the absence was

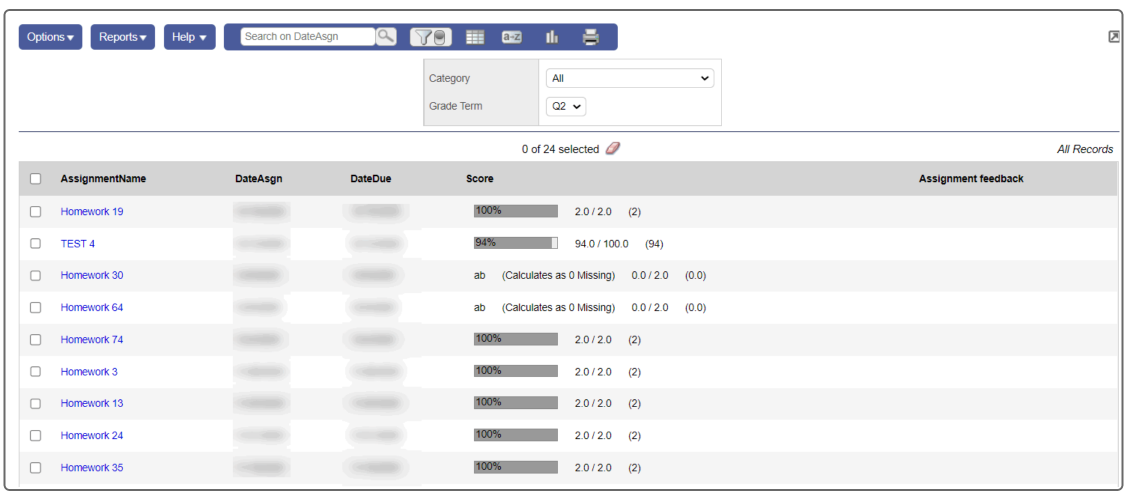
excused, and the time in and out.

View assignments for your students' other classes

You can view the assignments your students are responsible for in their other classes.

To view student assignments in other classes:

1. Log on to the Staff view.
2. Click the **Student** tab.
3. Select a student, and click the **Academics** side-tab. A list of the student's current classes appears.
4. Select a class, and click **Assignments** on the **Academics** side-tab.



5. Click the **Category** drop-down to filter the list of assignments to a specific category.
6. Click the **Grade Term** drop-down to filter the list of assignments to a specific grade term. The assignment list displays the date assigned, date due, total points, and score.
7. Click an assignment to view its details, including statistics and a description.

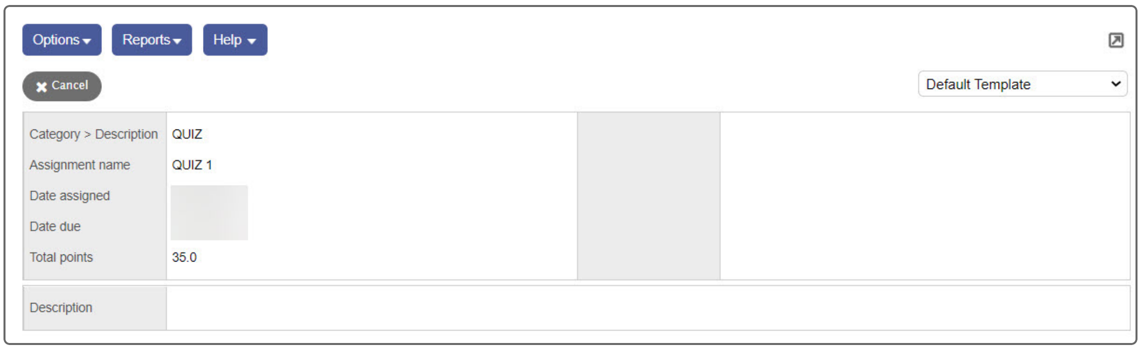
View assignment details for your students' other classes

You can view the details of assignments your students are responsible for in their other classes.

To view these details:

1. Log on to the Staff view.
2. Click the **Student** tab.
3. Select a student, and click the **Academics** side-tab. A list of the student’s current classes appears.
4. Select a class, and click **Assignments** on the **Academics** side-tab.
5. Click the **Category** drop-down to filter the list of assignments to a specific category.
6. Click the **Grade Term** drop-down to filter the list of assignments to a specific grade term. The assignment list displays the date assigned, date due, total points, and score.

7. Click an assignment to view its details, including statistics and a description.



Enter requests for a student using the Options menu

You can enter several course requests for a student using the **Options** menu.

For example, your students might submit request sheets to the guidance office, who enters requests into Aspen.

To enter a student’s requests:

1. Log on to the School or Build view.

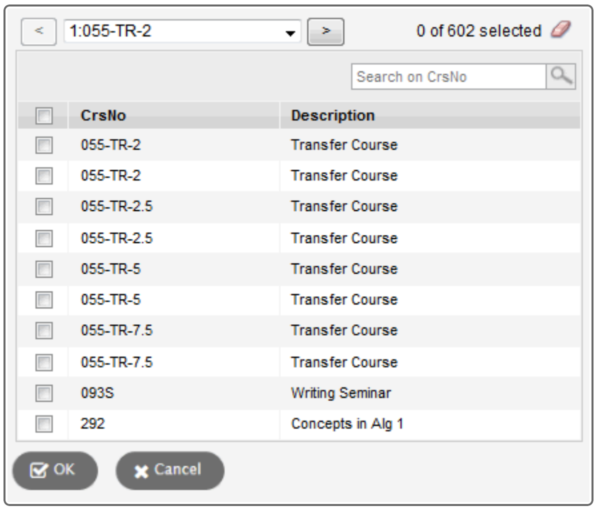
   Note: In the Staff view, you can only view a student's requests.

2. Do one of the following:
   - If you are entering the student's requests for next year, go to the Build view, and click the **Student** tab. Then, click the **Requests** side-tab.
   - If you are entering requests for a student for the current year or next year, click the **Student** tab. Click the **Schedule** side-tab. To enter requests for the current year, click **Requests** or **Workspace.** To enter next year’s requests, click **Requests,** and be sure to click the **Filter** icon , and select **Build Year.**

     Note: If you select the **Build Year** filter, courses for the student's current school and year

> appear in the School Course pick list. To enter requests for students for next year, especially if they are attending a new school, use the Build view.

3. Select a student, and click the **Requests** side-tab. The requests page for that student appears.
4. Do one of the following:
   - Click **Select** on the page.
   - Select **Options > Add.** The School Course Pick List appears.



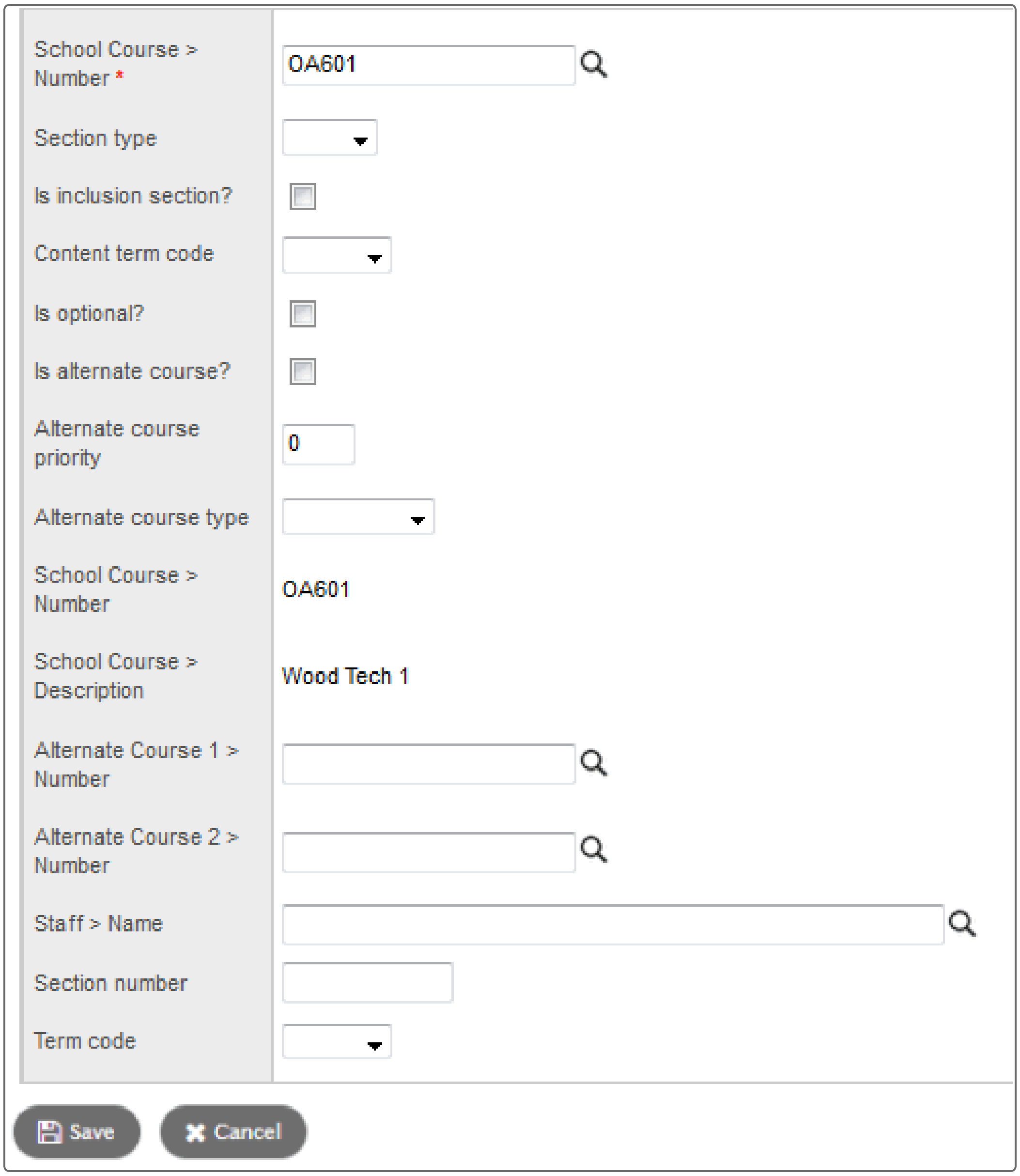
> **Tip**: Press **CTRL+F**, and type a specific course number to jump directly to that course, instead of moving through the pages of courses.

Also, note that if a student is associated with more than one school on the **Schools** side-tab for the build year, select the school you want to request courses from at the top of the School Course Pick List. If you select the student's primary school, you can enter the student's requests for courses at both his or her primary and secondary schools. Alternatively, if you log on to the student's secondary school, you can only enter requests for courses at the secondary school. The School Name column displays which school a request is entered for.

> **Note**: When entering requests for courses in a student's secondary school, the option to request a specific section is provided. Requesting specific sections allows the system to automatically reserve the time required by the secondary school. The ability to select specific secondary school sections is available if:
> - The student's secondary school defines a shared build scenario.
> - Both the primary and secondary schools have set bell schedules in the system.

5. To filter the list of courses, select a specific department at the **Department** drop-down.

6. Select the checkboxes next to each course the student is requesting. You can click **Next** and **Previous** to move from page to page to select many courses.
7. Click **OK.** The system adds all of the courses to the list of the student's course requests.
8. Click the course number of any of the requests to define if the request is an alternate, or to identify alternate requests if the student does not get into that course. You can also identify a specific section type this student needs for a course, such as Bilingual.



> **Note**: At the **Alternate course type** field, you can determine how the system should handle this request. By default, all alternate requests are **Substitute**; the system uses them to replace students' primary requests when students cannot be scheduled into them. Or, select **Auto-fill** for the scheduler to use the alternate request to fill in any holes that are not occupied by primary requests in the student schedule.

The student's request percentage appears at the top of the page. Use this percentage to determine if the student has requested too few or too many courses.

View student fees

You can track any fees a student is responsible for paying, such as activity or athletic fees.

To track student fees:

1. Log on to the School, Staff, or Health view.
2. Click the **Student** tab.
3. Search for and select the student.
4. Click the **Transactions** side-tab, then **Fees.** Any fees already entered for the student appear.

> **Note**: This page is for informational purposes only. You cannot add a fee or make a payment here.

View a student's schedule

You can view a student's schedule. This way, you can quickly see where a student is at any time of the day.

> **Note:** If your school's schedule is built with your school's bell schedule, you can see a student's current location by clicking the Quick Status Alert icon next to the student's name on the Student List and in the Gradebook.

To view a student's schedule:

1. Log on to the District, School, Build, or Staff view.
2. Click the **Student** tab.
3. Search for and select the student.
4. Click the **Schedule** side-tab. The student's current schedule appears.

> **Notes:**
>
> - You can view the schedule in a grid (matrix) format with the days listed along the top and the periods on the left, or as a list. Click **Matrix view** or **List view** at the top of the page to select the viewing format.

- In List view, classes are organized by Schedule (period). If periods are not assigned to a section (such as in elementary schools), classes are organized by Course number.
- In List view, you can click the **Filter** icon to view the student's schedule from the previous year.
- If a course is not assigned to a period, it only appears in the List view and not the Matrix view.
- To view the details for a course, select the course, and click **Details** on the **Schedule** side-tab.

Enter or view student assessments

Enter or view assessment information, such as the score a student receives on the PSATs.

You can also enter assessment information for a group of students at one time.

To enter or view assessment information for a student:

1. Do one of the following:
   - For the district: Log on to the District view. Select **Student >** *select the student* **> Assessments**.
   - For the intermediate organization: Log on to the Intermediate Organization view. Select **Student >** *select the student* **> Assessments**.
   - For the school: Log on to the School view. Select **Student >** *select the student* **> Assessments**.
   - For staff: Log on to the Staff view. Select **Student >** *select the student* **> Assessments**.
   - For health: Log on to the Health view. Select **Student >** *select the student* **> Assessments**.
   - For special education: Log on to the Special Education view. Select **Student >** *select the student* **> Assessments**.
2. At **Assessment Definition**, click and select the assessment definition you want to enter or view.
3. Do one of the following:
   - To view a student's scores for an existing assessment record, select the record, and click **Details** on the **Assessments** side-tab.
   - To enter a new assessment record, select **Options > Add.** The New Student Assessment page appears. Enter the information, and click **Save.**

Enter and view transcript information

Depending on your user role privileges, you might be able to view and edit student grades after they have been posted to transcripts.

Note: Often the term *transcript* is associated with the Official Transcript that gets sent to colleges. In Aspen, that is a *report*. The Transcript side-tab is where all report card information is collected. From that list, you can print the Official School Transcript.

You can also promote a student mid-year, and create a record for a transfer course.

To view and edit posted student grades:

1. Log on to the District, School, Build, or Staff view.

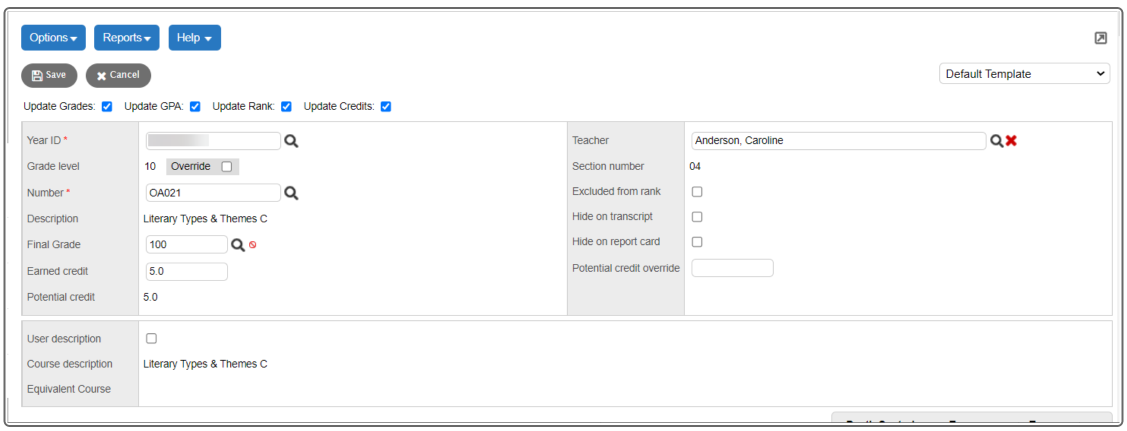
   Note: You cannot make edits to grades on the Transcript tab in the Build view.

2. Click the **Student** tab.
3. Select the checkbox next to the student’s name.
4. Click the **Transcript** side-tab. The Transcript page displays a record for each course grade, each school year.

   Note: Notice the **Dictionary** icon in the upper-right corner of the page. Click this icon to select a different transcript definition. By default, all transcript definitions appear.

5. Select a record.
6. On the **Transcript** side-tab, click **Details.** The first section of the page displays the details of the course:

   Note: Use the Update checkboxes to determine if and how the system automatically updates calculated grades, GPAs, rank, and credits for students if you change a grade.



Promoting a student mid-year

If you are promoting a student mid-year, the system determines which transcript records should appear with which grade levels on the transcript, based on the student's promotion date. For example, if you promote a student from grade 11 to grade 12 after Semester 1, the student's posted grades for Semester 1 should appear for grade 11 on his or her transcript. Semester 2 grades would appear for grade 12.

If there is an exception, and you need to manually align the transcript records to appear for the correct grade level, select the transcript record, and select the **Override** checkbox next to "Grade level". The "Grade level" field displays a drop-down:

Select the grade level you want the grades that currently exist for this course to appear for on the transcript. Then, any subsequent grades posted after the student's promotion date will appear with the student's new grade level.

Creating a record for a transfer course

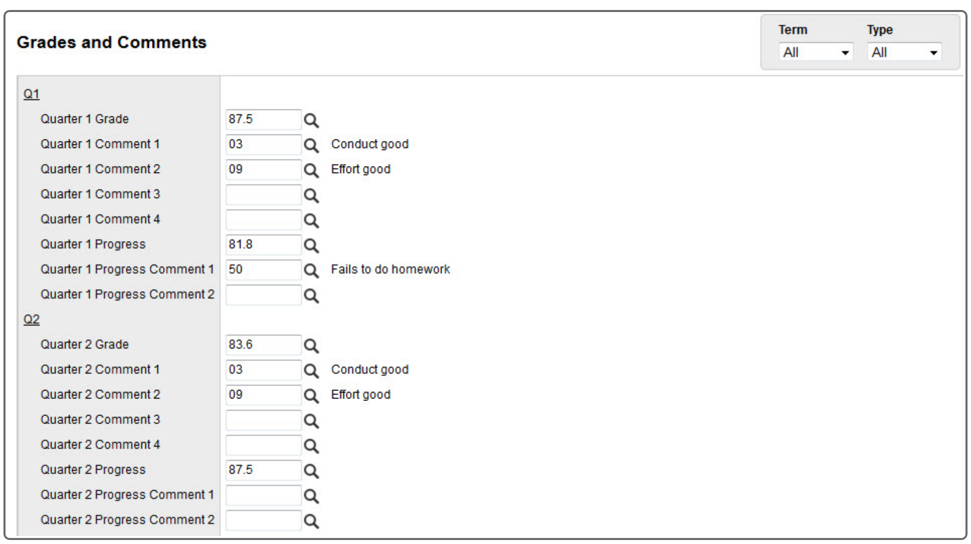
If you are creating a record for a transfer course, go to the second section of the page.

Select the **User description** checkbox to specify the detailed course description for the record. Click at the **Equivalent Course** field to select a course from the current course catalog that is most similar to the transferred course.

The system treats this record as the equivalent course when it calculates a student's graduation status.

> **Note**: If you manually adjust the value in the **Credit** field, the system displays the **Adjusted** icon . If your school auto-calculates credits through the Transcript page and you manually adjust a credit value, the system removes the **Update Credits** checkbox at the top of the page and does not recalculate the credits upon saving the page. To allow auto-calculation of an adjusted value, delete any value in the **Credit** field, and save the record.

The Grades and Comments section of the page displays a list of the grades and transcript information the student earned in the course:



7. On the right side of the page, filter the information that appears by **Term** and **Type** (term or progress).
8. Edit the grades and comments, as needed. Click to select a grade from the grade scale, or a comment. If a comment column is a text comment, click on the first few words in the comment to edit it.

> **Note**: If a student's transcript contains rubric grades, you can expand and collapse the rubric criteria to edit or enter the grades.

9. Enter or edit any information on the page. In the Staff view, you can only view a student's transcript.

   > **Note**: If you manually adjust a calculated average, the system displays the **Adjusted** icon ‡ next to the grade.

10. Click **Save.**

> **Note**: If you auto-calculate GPAs or rank and no users have run the Grade Point Averages report, any edits to a student's grade on the Transcript page will be saved. However, the student's GPA and rank are not updated until the report is run.

> **Note**: If you edit a student's grade and select both the "Update GPA" and "Update Rank" check-boxes, the system recalculates the student's GPA and updates the rank of all students in his or her year of graduation when you click **Save**. This can cause moderate wait times, depending on how many students are in that year of graduation.
>
> To avoid this issue, if allowed by your Aspen system administrator, select just the "Update GPA" checkbox when altering a student's transcript grade. You can then update student ranks at a later time. This can be useful when modifying transcript grades for multiple students in the same year of graduation.

Using the Attendance Tab in the Staff View

In the Staff view, teachers can take both daily and class attendance.

Most teachers take daily attendance during a homeroom period. Some might take daily attendance during a regular class period, usually Period 1.

Teachers can also use the Staff view to enter and track attendance in all of their class sections.

To take daily attendance, do one of the following:

- If you take daily attendance during a homeroom period, click the **Attendance** tab, then click the **Daily** side-tab.
- If you take daily attendance during one of your class periods, such as Period 1, click the **Attendance** tab, then the **Class** side-tab.

To take class attendance, click the **Attendance** tab, then the **Class** side-tab. You can also create and use seating charts to take attendance in your classes.

> **Note:** Click **Trends** to view attendance trends for an entire class.

Enter student attendance as a classroom teacher

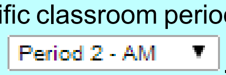
Teachers enter daily attendance for their homerooms in the Staff view. You can take daily attendance from the Daily Attendance page (as described below), or by using a seating chart.

After you post the attendance to the School view (your school's office), you can no longer edit or enter daily attendance for that date. Any student who enters the daily attendance homeroom or period after you post daily attendance has to report to the office.

> **Note**: If you click more than one code in the Code column, or click the same code twice, verify that the correct values appear in the Attendance column. Depending on how your Aspen system administrator creates attendance codes, the system either adds or replaces codes you click.

To enter daily attendance as a teacher in the Staff view:

1. Log on to the Staff view.
2. Click the **Attendance** tab, **Daily** side-tab, then **Daily**. The Daily Attendance page displays the list of students you are responsible for taking attendance for. This is either a homeroom period or classroom period of students that your school uses for daily attendance.

> **Notes:**
>
> - In most districts, student names appear in alphabetical order and are Present by default. When you click the **A** button for students who are absent, A appears in the **Attendance** column.
> - If you have two separate homerooms, click the **Homeroom** drop-down 
>
> to enter attendance for each one.
> - If your school takes second daily attendance, click the drop-down 
>
> in the top-right section of the page to select whether you are entering AM or PM daily attendance. The student list refreshes to display the appropriate students for your selection. If you take AM or PM daily attendance in a specific classroom period, the drop-down displays the period in addition to the AM/PM label 
>
> .

3. In the **Code** column, click the appropriate code for students who are not present.

> **Notes**:
>
> - When a student's calendar is not in session, the student is grayed out, and the daily and class attendance codes appear as "Not in session". This helps prevent teachers from mistakenly marking students absent who are in their homeroom but on a different calendar from the current day, such as kindergartners or seniors.
> - If Post is grayed out, you are entering attendance for a date in the past that does not fall within the range set in your school's Daily Attendance preferences.
> - If your school wants you to record more information for specific attendance codes, such as tardy, a pop-up prompts you for that information. Enter it, and click **OK**.

4. If your school tracks lunch counts, enter the counts for your students at the bottom of the page.
5. Click **Post** at the top or bottom of the page. The system confirms you want to post. Click **OK**. The system sends the records you enter to the school's office. The date and time you posted appear at the top and bottom of the page. The Post button grays out, and you cannot post again today.

> **Note:** To edit attendance for a past date, enter or select the date in the **Attendance for** field, and click **[edit]** next to the code you want to change. Click **Post** to post the changes. Your school determines if this option is available for you in the Daily Attendance preferences.

> **Notes**: When the Attendance activity tracking preference is enabled by the district (root organization), intermediate organization or school:
>
> - The Attendance History icon might appear in the **History** column on the Daily Attendance page. This icon indicates that the student had a class or daily attendance record for that day. Click the icon to see a list of attendance activities in the Attendance History pop-up. If the icon is red, the attendance record is locked, and you cannot edit it.
> - If the **Override Reason** field appears on the Attendance Details pop-up, then an override reason is required. Click , and then select a code to describe the absence. If you select **Other**, enter an **Activity Comment** to describe the reason.

Enter class attendance

As a teacher, you can enter and track attendance for your classes in the Staff view.

Some teachers take daily attendance during a classroom period. For example, your school might not have a homeroom period, and instead uses Period 1 for daily attendance. Period 1 teachers can enter both daily and class attendance at the same time. The class attendance input page displays students' Daily Attendance and Class Attendance codes.

To enter class attendance:

1. Log on to the Staff view.
2. Select **Attendance > Class**.
3. Select the checkbox next to the class you want to enter attendance for.
4. On the **Class** side-tab, click **Input.** The input page appears.
5. If this class spans more than one period (and your school has opted to take attendance during each period of a multi-period class in Preferences), select the current period from the **Period** drop-down.

   The page displays the students currently enrolled in the section. Next to each student, the following columns appear:

   - **Local Id**
   - **Name**
   - **History** (Depending on your district's or school's preferences, the **Attendance History** icon appears here if the student had a class attendance record for the day.)

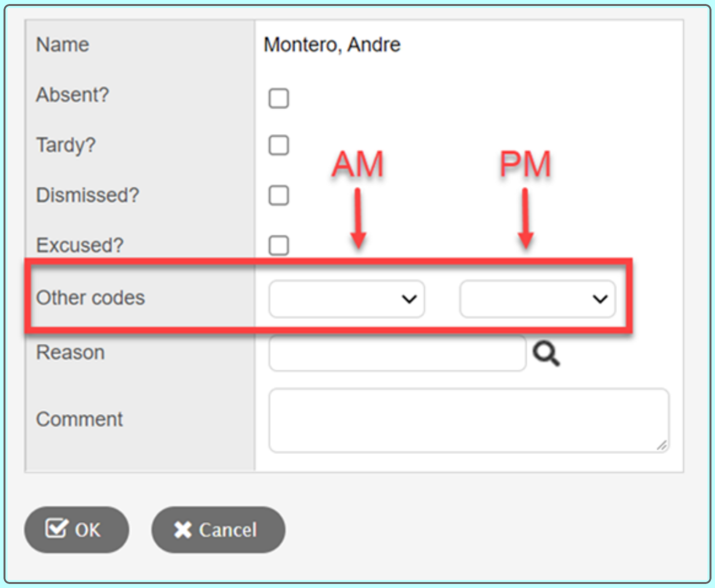
- **Daily Attendance** (If the student is absent, tardy, or dismissed that day, the tardy or dismissal times appear.)
- **Class Attendance**
- **Code**

Notes:

- Click the **Field Set** icon to customize the columns that appear on the list. For example, create a field set that includes YOG for classes with seniors. That way, you can easily identify seniors and will not accidentally mark them absent after they graduate.
- If one or two students appear on a second page, they could be easy to miss. Consider increasing the **Records per page** preference so all student records fit on the page.

6. Do one of the following:
   - If your administrator has set your school or course section to use *negative attendance*, all students will be marked Present in the **Class Attendance** column by default. In the **Code** column, click the appropriate attendance code for students who are not present. If your school wants you to record more information for specific attendance codes, such as tardy, a pop-up prompts you for that information.
   - If your administrator has set your school or course section to use *positive attendance*, all students will be marked Absent in the **Class Attendance** column by default. In the **Code** column, click the appropriate attendance code for students who are not absent. If your school wants you to record more information for specific attendance codes, such as tardy, a pop-up prompts you for that information.
7. If your school wants you to record more information for specific attendance codes, such as tardy, a pop-up prompts you for that information. Complete the information, and then click **OK**. If the **Override Reason** field appears in the pop-up, then an override reason is required. Click , and select a code. If you select **Other**, enter an **Activity Comment** to describe the reason. Click **OK**.

Note: If your school takes second daily attendance, and you need to enter other codes for your attendance records, enter the other code for AM in the first **Other codes** field (on the left), and the other code for PM in the second **Other codes** field (on the right) in the Class Attendance pop-up:



Note: If your course section uses positive attendance:

- Prior to posting or saving, a message in the page's top-right section reminds you to mark students present.
- The P (Present) and A (Absent) codes appear by default.

Note: When a student's calendar is not in session, the student is grayed out and the daily and class attendance codes appear as "Not in session". This helps prevent teachers from mistakenly marking students absent who are in their homeroom, but on a different calendar from the current day, such as kindergartners or seniors.

Note: Depending on your school's setting, a Comment column appears on the Input page when you click on an attendance code button or when a class attendance record has already been posted. You can type additional information about the attendance record there. This lets you enter comments in the class attendance record easily, even when the class attendance code button pop-ups are not enabled.

8. Click one of the following to save the values, depending on the Post mode your district or school set in the Class Attendance preferences:
   - **Post**
   - **Save**

   If the appropriate district or school Class Attendance preference is selected, you can also edit these values at any time or on any date. For example, you could type a date from the previous week in the **Attendance for** field, and edit class attendance for a student from last week.

9. If this class is the class period during which you enter daily attendance, a pop-up asks you if you want to post the values for daily attendance. The system only asks you this if the following are true:

- The date you are entering class attendance for is the current date.
- You have not already posted daily attendance for this class today.
- This is the period during which you enter daily attendance.

On the pop-up, click **Yes** or **No** to indicate whether you want to post class attendance to daily attendance. Aspen will save the class attendance either way. Then click **Post**.

Notes:

- Office staff can see class attendance in the School view.
- To quickly access your Scores page for this section, click the **Scores page** icon in the Class Attendance breadcrumbs.
- You can hover your cursor over a code in the **Attendance** columns to see a description of the attendance code(s).
- Depending on your district's or school's preferences, the **Attendance History** icon might appear in the **History** column. This icon indicates that the student had a class attendance record for the day. Click the icon to see a list of attendance activities in the Attendance History pop-up. If the icon is red, the attendance buttons are disabled, and you cannot edit the attendance record.

View student attendance trends and enter attendance

You can view daily and class attendance for the following date ranges on the same page:

- Last two weeks
- This week
- Last four weeks
- Month
- Term

Teachers and administrators can use this information to notice any attendance trends a student, or group of students, might be following.

In the Staff view, teachers can also use these trend pages to enter daily and class attendance. This way, they can see trends as they develop.

Note: By default, Aspen uses a negative attendance model, meaning that students are presumed present unless marked absent by a teacher or staff member. However, administrators can require all courses in the organization to use a positive attendance model, in which students are considered absent unless marked present. This feature can also be enabled for specific course sections.

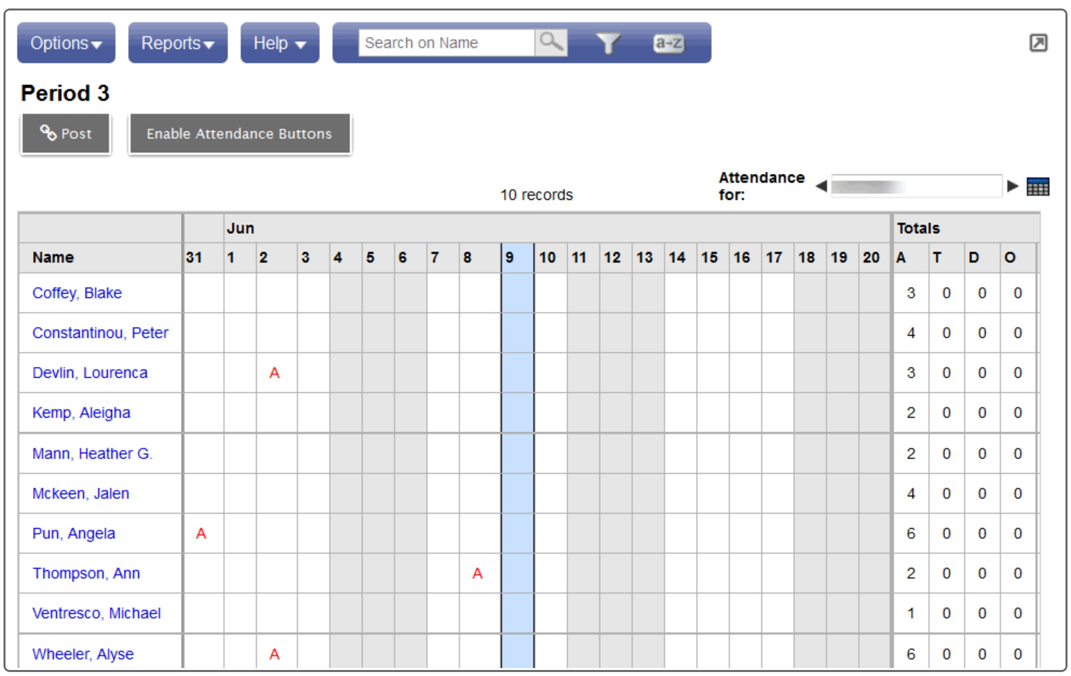
Note that if your district or school requires you to take positive attendance, it only changes how you enter attendance for your classes. You still enter and post daily attendance to the office as you normally would.

To view trends:

1. Do one of the following:
   - Log on to the School view. Click the **Attendance** tab, and do one of the following:
     - To view daily attendance trends, click the **Daily Roster** side-tab. Select a class or homeroom, and then click **Trends** on the side-tab.
     - To view class attendance trends, click the **Class Trends** side-tab. Select a class.
   - Log on to the School view. Click the **Student** tab, and do one of the following:
     - To view daily attendance trends, select a student, and then click the **Attendance** side tab. Click **Daily Trends** on the side-tab.
     - To view class attendance trends, select a student, then click the **Attendance** side-tab. Click the **Class Trends** side-tab. Select a class. Click **Trends** on the side-tab.
   - Log on to the Staff view. Click the **Attendance** tab, and do one of the following:
     - To view daily attendance trends, click the **Daily** side-tab, then **Trends.**
     - To view class attendance trends, click the **Class** side-tab. Select a class, and then click **Trends** on the side-tab.

> **Note**: When viewing class trends for a class that spans more than one period, select the appropriate period from the **Period** drop-down. (This drop-down appears if your school opted to take attendance during each period of a multi-period class in Preferences.)
>
> The trends grid can display more than one attendance code for a multi-period class. For instance, if a student was marked absent (A) during Period 1 but arrived tardy (T) during Period 2, the grid would show A,T for that class.

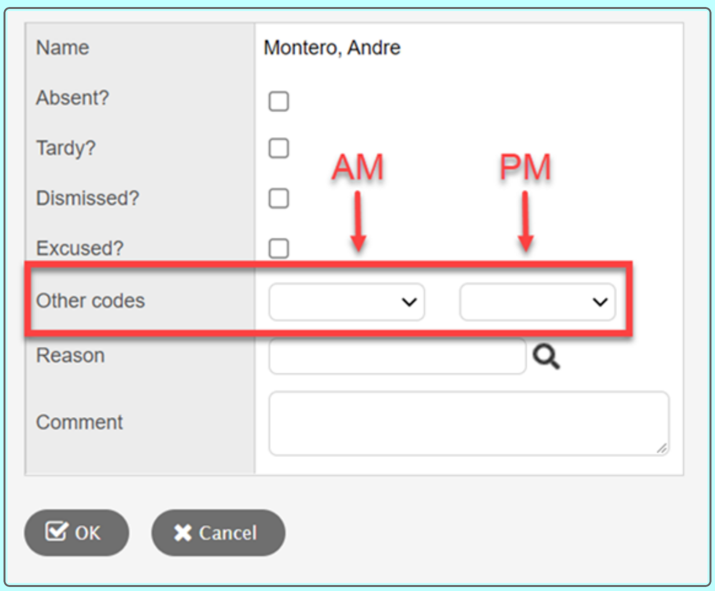
The attendance trends page for that section appears.



	Jun																				Totals			
Name	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	A	T	D	O
Coffey, Blake																						3	0	0	0
Constantinou, Peter																						4	0	0	0
Devlin, Lourenca			A																			3	0	0	0
Kemp, Aleigha																						2	0	0	0
Mann, Heather G.																						2	0	0	0
Mckeen, Jalen																						4	0	0	0
Pun, Angela	A																					6	0	0	0
Thompson, Ann									A													2	0	0	0
Ventresco, Michael																						1	0	0	0
Wheeler, Alyse			A																			6	0	0	0

2. Use the **Filter** menu to determine the number of weeks you want to view attendance for. You can click a student's name to view their trends for up to an entire year.
3. If you are a teacher using the Staff view to enter attendance for the current date and/or period, click **Enable Attendance Buttons**. The codes appear to the right of the trend columns.
4. To enter daily attendance on the Daily Attendance Trends page, click the appropriate code for all students who are not present.
5. To enter class attendance on the Class Attendance Trends page, do one of the following:
   - If your administrator has set your school or course section to use *negative attendance*, all students will be marked Present by default. If a student is not present, click the appropriate code, such as **A** for absent. If your school wants you to record more information for specific attendance codes, such as tardy, a pop-up prompts you for that information.

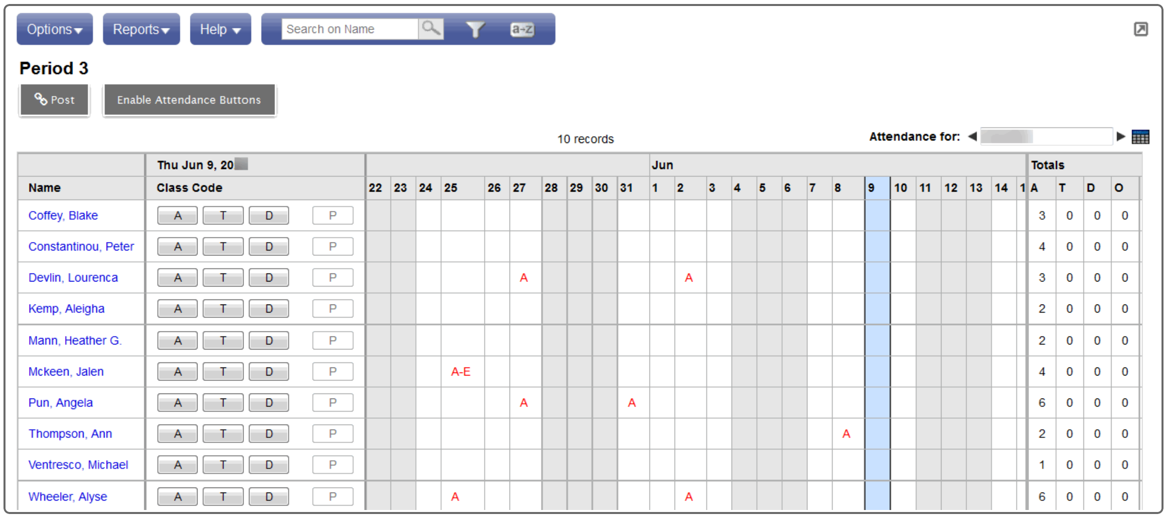
     Note: If your school takes second daily attendance, and you need to enter other codes for your attendance records, enter the other code for AM in the first **Other codes** field (on the left), and the other code for PM in the second **Other codes** field (on the right) in the Class Attendance pop-up:

   - If your administrator has set your school or course section to use *positive attendance*, all students will be marked Absent by default. If a student is not absent, click the appropriate code, such as **P** for present. If your school wants you to record more information for specific attendance codes, such as tardy, a pop-up prompts you for that information.

     Note: If your course section uses positive attendance:
     - Prior to posting or saving, a message at the top of the page reminds you to mark students present.
     - The P (Present) and A (Absent) codes appear by default.

6. Click **Post** to post the attendance to the office:



Notes: When the Attendance activity tracking preference is enabled by the district (root organization), intermediate organization, or school:

- The **Attendance History** icon might appear in the **History** column on the Daily Attendance Trends or Class Attendance Trends page. This icon indicates that the student had a class or daily attendance record for that day. Click the icon to see a list of attendance activities in the Attendance History pop-up. If the icon is red, the attendance record is locked, and you cannot edit it.
- If the **Override Reason** field appears on the Attendance Details pop-up, then an override reason is required. Click and then select a code to describe the absence. If you select **Other**, enter an **Activity Comment** to describe the reason.

Note: The Class Attendance list page in the Staff view (**Attendance** tab, **Class** side-tab) does not show courses or course sections that are are flagged to prevent period attendance input.

Using the Teacher Gradebook in the Staff View

Use the Gradebook tab in the Staff view to enter and track the following for students in your course sections:

- assignment grades
- term grades

Before you begin to use the gradebook

Before using the gradebook, you need to set up some information. This includes defining the types of assignments you give and creating your own grade scales (if you cannot use the district grade scales for all of your assignments).

You can also set a preference to have studies appear in your gradebook.

Using the gradebook

After you have set up your assignments, grade scales, etc., you can begin to use the gradebook for your daily assignment and end-of-term grading. The gradebook updates student term grades based on the assignment grades you enter, and any weight you apply to them.

You can use your gradebook to enter traditional scores, or standards-based scores.

> **Note**: The Gradebook tab in the Staff view displays a list of your scheduled classes. If you are a substitute teacher covering another teacher's classes and you were granted gradebook access, select **Covering Classes** from the **Filter** menu to see your list of classes.

> **Note**: You can also use the gradebook to enter your term grades at the end of a grading term only.

At the end of each grading term

At the end of the term, you post your grades to transcripts. This involves saving and sending your final grades and comments in the post columns the district provides in your gradebook.

Setting Up the Gradebook

Before you begin to use the gradebook, complete the following steps:

Create grade scales.(optional)

- Create your own grades to enter for your assignments.
- Example: Enter a **1, 2,** or **3** for a homework assignment. Your district's standard grade scale might not contain those values.

Calculate averages.

- Understand how to calculate an average.

Define assignment categories.

- Define the categories of assignments you assign in your classes.
- Examples: Projects, homework, tests, and quizzes

Create assignments.

- Create assignments for ones you planned for and will be grading.

Set gradebook preferences.

- Set gradebook preferences to determine how the Scores page appears, how you calculate averages, how many decimals you want to calculate for calculated averages, and if you want to show studies.

Create special codes.(optional)

- Create special codes to determine if an assignment is either exempt from a student's score or counted as zero.
- Example: Code **CH** = cheating and counted as zero.

Create footnotes.(optional)

- Create footnotes to add to assignment grades to make notes regarding a grade.

Create teacher grade scales in the gradebook

Your Aspen administrator creates grade scales for your district in the District view. Those grades are available for you and all teachers to use for their students' assignment and end-of-term grades.

Because the grades in the district grade scales might not fit your personal grading system, you can create your own grade scales and link them to specific class sections, specific assignment categories, or individual assignments.

There are two ways teacher grade scales can work with your district's grade scale:

- District administrators can define alignment codes for each grade in a district grade scale. Then, you can align each grade within a grade scale you create in your gradebook to the codes in the district grade scale. This way, when Aspen calculates the values in average columns for that section, it maps the grades that you enter to the appropriate grades in the district grade scale. For example, if you create a 1-4 grade scale, you can determine that a score of 3 in your grade scale is equal to a B in the district grade scale. Without doing so, Aspen calculates a score of 3 as a 75 (C) out of 100.

Your Grade	Term Average in Post Column	Grade on Report Card
3	3	B

- You can enter the grades within the scales you create only when entering assignment grades. When Aspen calculates term grades for district post columns, it matches any grades from your grade scale to the appropriate grade in the district grade scale by points.

> **Note**: If you cannot align your grades with district alignment codes, you must use characters that are not numbers or letters matching any values on the district grade scale; Aspen will not be able to tell the difference between your *B* (88) and the district *B* (82).

Your Grade	Term Average in Post Column	Grade on Report Card
3	C	C

You can add colors to grade scales, whether they are created by you or your district, for easy viewing on your Scores page.

> **Note**: If a grade term is locked, it might prevent you from editing or deleting a grade scale that is associated with it. See "Locked Grade Terms" for more information.

Create your own grade scales for assignments, categories, or sections

Your Aspen administrator creates grade scales for your district in the District view.

Those grades are available for all teachers to use for their students' assignment grades. Because the grades in the district grade scales might not fit a teacher's personal grading system, teachers can create their own grade scales and link them to specific class sections, specific assignment categories, or individual assignments.

Teachers can enter the grades within the scales they create only when entering assignment grades. When Aspen calculates term grades for district post columns, it matches any grades from a teacher's grade scale to the appropriate grade in the district grade scale.

Example 1: Teacher grade scales (and grades within that grade scale):

Grade Scale: *My Homework Scale*

Grades (within the *My Homework Scale* grade scale)

Code	Value	Cutoff Value
GJ	10.0	7.5
AE	7.0	4.5
MA	4.0	0.5
DT	0.0	0.0

In this example, the teacher wants to create a scale for homework which uses four values for homework:

- **GJ** = great job = **10**
- **AE** = average effort = **7**
- **MA** = minimum attempt = **4**
- **DT** = did not try = **0**

The teacher maps these codes to numerical values so that all assignments can be averaged together for a homework average.

For example, a student receives the following five homework scores: MA, MA, MA, AE, and AE. Aspen averages the corresponding values to arrive at a homework average.

$$\frac{(MA+MA+MA+AE+AE)}{5} = \frac{(4.0+4.0+4.0+7.0+7.0)}{5} = \mathbf{5.2\ AE}$$

Since 5.2 is above the cutoff of 4.5, the student receives a score of AE.

Assignment scores can be entered in different ways: as letters, numbers, or both. So a teacher could enter an AE or enter any number greater than 4.5 and less than 7.5, which also corresponds to an AE.

The difference is subtle. If the teacher enters numbers for the assignment, then the actual numbers are used for the calculations. If the teacher enters letters for the assignment, then the grade scale values are used for calculations.

Three scores: AE, AE, GJ average to: 8.0 GJ; (7 + 7 + 10)/3 = 24/3 = 8.0

Three scores of 5, 5, 8 average to: 6.0 AE; (5 + 5 + 8)/3 = 18/3 = 6.0

Example 2: Teacher grade scales (and grades within that grade scale):

Grade Scale: *My Homework Check*

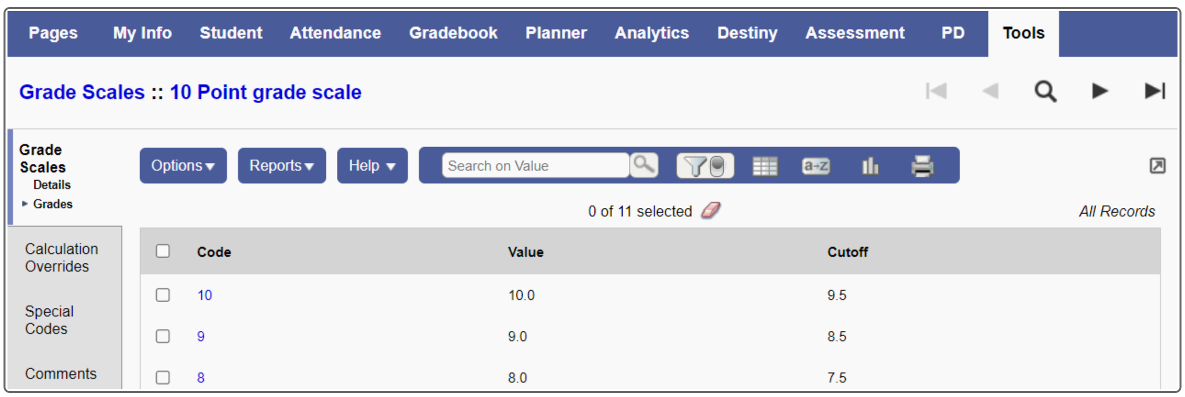
Grades (within the *My Homework Check* grade scale)

Code	Value	Cutoff Value
+	5.0	3.5
=	3.0	1.5
-	1.0	0.0

In this example, the teacher wants to create a scale for homework which uses three values:

- **+** represents a check plus = **5**
- **=** represents a check = **3**
- **-** represents a check minus = **1**

In Aspen, this looks like the following:



Note: Follett **does not recommend** using numerical codes for teacher grade scales.
Assignment scores can be entered as numbers or letters (codes). If a number is entered, Aspen assumes the numerical score is not mapped to a code.
For example, a teacher cannot make a grade scale in Aspen where a 1 = 50, 2 = 85, 3 = 100.
Follett recommends making a grade scale containing a character, such as: s1 = 50, s2 = 85, s3 = 100.

To create a teacher grade scale, first create the grade scale, then define the grades within that grade scale.

To create a grade scale:

1. Log on to the Staff view.
2. Click the **Tools** tab.
3. Click the **Grade Scales** side-tab. A list of grade scales appears.

4. On the **Options** menu, click **Add.** The New Grade Scale page appears.
5. Use the table to complete the fields:

<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Name</td><td>Type a name for the grade scale.</td></tr>
<tr><td>Maximum Points</td><td>Type the maximum number of points a student can earn for an assignment that uses this grade scale.</td></tr>
<tr><td>Minimum Points</td><td>Type the minimum number of points a student can earn for an assignment that uses this grade scale.</td></tr>
<tr><td>Maximum input</td><td>Type the maximum input value.

Note: The maximum and minimum input values let you enter more or fewer points than the maximum or minimum points you defined, without affecting any other students' grades for the assignment.

Example: You want to enter the value 110 for an assignment with a 100-point maximum. If you define the maximum input as 110 or higher, you can enter 110 without affecting all other grades for that assignment.</td></tr>
<tr><td>Minimum input</td><td>Type the minimum input value.</td></tr>
<tr><td colspan="2"><u>Apply Color to Grade Ranges</u>
You can associate colors with grade ranges that appear on your Scores page. This applies to grade scales created by you or your district.

Note: You cannot associate colors with grade scales that have overlapping values.</td></tr>
<tr><td>Color square</td><td>Click to see the Color Chooser pop-up. Then click a color to select it. That color appears in the Preview box. You can make it lighter or darker by clicking the rectangle with the color gradations on the right.
Click Clear to select a different color. When you are done, click OK.</td></tr>
<tr><td>Max grade</td><td>Click to see the Grade Definition pick list. Select the maximum grade scale value for this color. Click OK.</td></tr>
<tr><td>Min grade</td><td>Click to see the Grade Definition pick list. Select the minimum grade scale value for this color. Click OK.</td></tr>
</table>

6. Click **Save**.

To define the grades within the grade scale:

1. On the Grade Scales page, select the checkbox next to the grade scale you created, and then click **Grades** on the **Grade Scales** side-tab.
2. On the **Options** menu, click **Add.** The New Grade Definition page appears.
3. Type a code.

   Note: Follett recommends that codes are *not* numbers. Codes should contain characters.

4. Type a value for the grade. This value is often the maximum percentage a student earns to receive this grade.
5. Type a cutoff value for the grade. This value is often the lowest percentage a student earns to receive this grade.

   Note: The **Earns credit** and **Consider for honor roll** checkboxes do not apply to teacher grade scales.

6. Click **Save.**
7. Repeat steps 1-6 to define every grade within a grade scale. Now, link this grade scale to any section, category or individual assignment you want to enter these grades for.

Example 3

This data comes from Example 1. Following is a sample score grid containing homework assignments HW1 and HW2, which both use *My Homework Scale* as the grade scale (GJ = 10, AE = 7, MA = 4, DT = 0).

Below is the same sample score grid containing homework assignments HW1 and HW2 which both use the example *My Homework Scale* as the grade scale (GJ = 10, AE = 7, MA = 4, DT = 0).

In this example, the teacher is also entering numerical values.

Comparing the two examples, notice that numeric values are used in calculations when available:

Student	Example 1: Homework Average	Example 2: Homework Average
Blake Coffey	70% C– = (AE + AE)/2 = (7 + 7)/2	70% C– = (AE + 7)/2 = (7 + 7)/2
Peter Constantinou	85% B = (AE + GJ)/2 = (7 + 10)/2	80 B– = (AE + 9)/2 = (7 + 9)/2

Create teacher grade scales aligned with District codes

If your district administrator creates alignment codes for each grade in the district grade scale, you can create your own grades, and align each one to a district grade. This way, you determine exactly what district value appears on your students' report cards, as aligned to the grade that appears in your gradebook.

Note: If you cannot align a grade to a district grade (the Alignment Code field does not appear on the new Grade Definition page – accessed from the **Tools** tab > **Grade Scales** side-tab), see Create Grade Scales for Assignments, Categories or Sections. It is important to use specific characters to represent your grades so that Aspen does not confuse them with district values.

To align grades in your teacher grade scale to a district alignment code:

1. Log on to the Staff view.
2. Click the **Tools** tab.
3. Click the **Grade Scales** side-tab.
4. Select a grade scale, and click **Grades**.
5. To create a new grade within the scale, on the **Options** menu, click **Add**.
6. Type the **Code**, **Value**, and **Cutoff Value**.
7. At the **Alignment Code** field, select the grade from the district grade scale that will represent this grade on a student's report card.
8. Click **Save**.

Add colors to grade scales for your scores page

You can associate colors with grade scales (created by you or your district), and view them on your Scores page. This can help you quickly spot students who are performing well over a series of assignments, as well as those whose poor scores might put them at risk.

Note: You cannot associate colors with grade scales that have overlapping values.

Note: If your district uses rubric rating scales, you can assign colors to a rubric rating scale's ratings. See "View Rubric Ratings Scales in the Gradebook" in the *Using the Staff View and Teacher Gradebook* user guide.

To add colors to grading cells on your Scores page:

1. Select the colors to associate with your grade scales. See "Create Your Own Grade Scales for Assignments, Categories, or Sections" in the *Using the Staff View and Teacher Gradebook* user guide.
2. On your Scores page, at **Display**, select **Color** to see your selections. See "Determine what Appears on Your Scores Page" in the *Using the Staff View and Teacher Gradebook* user guide.

On your Scores page, you can decide whether you want to view all of the colors you have selected, only some of them, or none at all. Your selections can toggle on or off. They appear in the full **Traditional** and **Standards** views, as well as the Single Assignment and Single Student views.

Notes: When you display colors on your Scores page:

- The color disappears when you click in a grading cell, then reappears when you leave.
- You must click in a cell with colors to view any Assignment Feedback or Teacher's Notes.
- If a special code is entered for an assignment grade, then no color will appear in that cell.

Calculate averages in the Gradebook

There are four ways teachers can calculate averages in the gradebook:

- Categories only
- Categories and assignments
- Total points only
- Category total points

Determine which system you use, and then to indicate your grading system to Aspen.

Aspen needs this information to help you create your categories and assignments, and calculate averages. The value you select when you set your gradebook preferences becomes your default averaging mode. Then, .

Calculating Averages: Categories Only

- Each assignment is converted to a percentage.
- **Assignments averaged...** Assignments are averaged within each category.
- **Categories weighted...** Averages from each category are then multiplied by their given weight and added to find the term average.

Example for a single student:

Homework Category: (Weight: 25)	Quizzes Category: (Weight: 25)	Tests Category: (Weight: 50)
HW 1: 10 of 10 = 100%	Quiz 1: 50 of 50 = 100%	Test 1: 80 of 100 = 80%
HW 2: 9 of 10 = 90%	Quiz 2: 42 of 50 = 84%	Test 2: 94 of 100 = 94%
HW 3: 15 of 20 = 75%	Quiz 3: 48 of 50 = 96%	Test 3: 180 of 200 = 90%
HW 4: 4 of 5 = 80%		
HW average:(100+90+75+80)/4 = 86.25%	Quiz average: (100+84+96)/3 = 93.33%	Test average: (80+94+90)/3 = 88%

Aspen uses the following formula to calculate the term average using weights:

(86.25 x 25/100) + (93.33 x 25/100) + (88 x 50/100) = 88.89 (B+)

Calculating Averages: Categories and Assignments

- Each assignment is converted to a percentage.
- **Assignments weighted first...** Assignments are multiplied by their given weight and then added to calculate the category average.
- **Categories weighted second...** Category averages are then multiplied by their given weight and added to get the term average.

Example for a single student:

Homework Category (Weight: 25)	Quizzes Category (Weight: 25)	Tests Category (Weight: 50)
HW 1(wt=2): 10 of 10 = 100%	Quiz 1(wt=1): 50 of 50 = 100%	Test 1(wt=1): 80 of 100 = 80%
HW 2(wt=1): 9 of 10 = 90%	Quiz 2(wt=1): 42 of 50 = 84%	Test 2(wt=2): 94 of 100 = 94%
HW 3(wt=1): 15 of 20 = 75%	Quiz 3(wt=1): 48 of 50 = 96%	Test 3(wt=2): 180 of 200 = 90%
HW 4(wt=1): 4 of 5 = 80%		
HW average: 89.00%	Quiz average: 93.33%	Test average: 89.60%

Aspen uses the following formula to calculate the average:

The system weights assignments first:

HW: (100 x 2/5) + (90 x 1/5) + (75 x 1/5) + (80 x 1/5) = 89%

Quiz: (100 x 1/3) + (84 x 1/3) + (96 x 1/3) = 93.33%

Test: (80 x 1/5) + (94 x 2/5) + (90 x 2/5) = 89.6%

The system then weights category averages just like the Categories Only option:

(89 x 1/4) + (93.33 x 1/4) + (89.60 x 1/2) = 90.38% (A-)

Calculating Averages: Total Points Only

- Assignments are NOT converted to percentages.
- **Points earned...** All points a student receives for each assignment are added together.
- **Points possible...** Total points possible for each assignment are added together.
- The term average for a student is the sum of the points earned divided by the sum of the points possible.

Example for a single student:

Homework Category	Quizzes Category	Tests Category
HW 1: 10 of 10	Quiz 1: 50 of 50	Test 1: 80 of 100
HW 2: 9 of 10	Quiz 2: 42 of 50	Test 2: 94 of 100
HW 3: 15 of 20	Quiz 3: 48 of 50	Test 3: 180 of 200
HW 4: 4 of 5		

Homework Category	Quizzes Category	Tests Category
HW total points earned: 38 HW total points possible: 45	Quiz total points earned: 140 Quiz total points possible: 150	Test total points earned: 354 Test total points possible: 400

Aspen uses the following formula to calculate the term average using Total Points Only:

38 + 140 + 354 =532

45 + 150 + 400 = 595

532/595 = 89.41 (B+)

Calculating Averages: Category Total Points

- Assignments are NOT converted to percentages.
- **Points earned...** Within each category, the points a student receives are added together.
- **Points possible...** Within each category, the total points possible are added together.
- Each category average is the sum of the points earned divided by the sum of points possible.
- **Categories weighted...** Category averages are then multiplied by their given weight and added to find the term average.

Example for a single student:

Homework Category (Weight: 25)	Quizzes Category (Weight: 25)	Tests Category (Weight: 50)
HW 1: 10 of 10	Quiz 1: 50 of 50	Test 1: 80 of 100
HW 2: 9 of 10	Quiz 2: 42 of 50	Test 2: 94 of 100
HW 3: 15 of 20	Quiz 3: 48 of 50	Test 3: 180 of 200
HW 4: 4 of 5		
HW total points earned: 38 HW total points possible: 45	Quiz total points earned: 140 Quiz total points possible: 150	Test total points earned: 354 Test total points possible: 400
HW average: 38/45 = 84.44%	Quiz average: 140/150 = 93.33%	Test average: 354/400 = 88.5%

Aspen uses the following formula to calculate the term average using Category Total Points:

(84.44 x 25/100) + (93.33 x 25/100) + (88.5 x 50/100) = 88.69 (B+)

Create assignment categories for a traditional gradebook

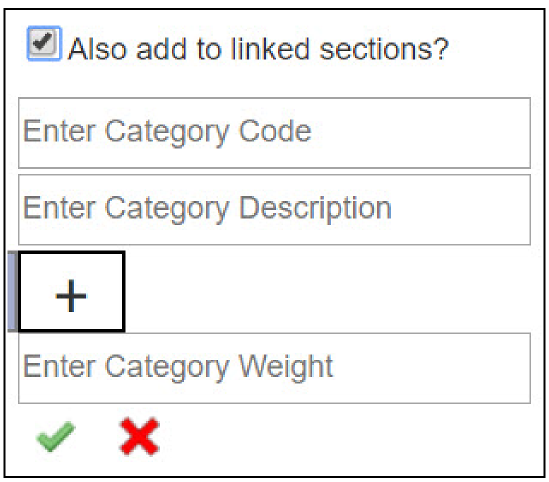
Click **Categories** to add, import, edit or delete your assignment categories.

If you set your Gradebook preferences to calculate term averages by weight, you can assign weights to the categories. You can even adjust the category weights for a term, without affecting your Gradebook calculations for prior terms.

> **Note**: You must create assignment categories here if you assign weights to your categories and want to adjust the category weights by term. You can create categories with fixed weights from the Categories side-tab.

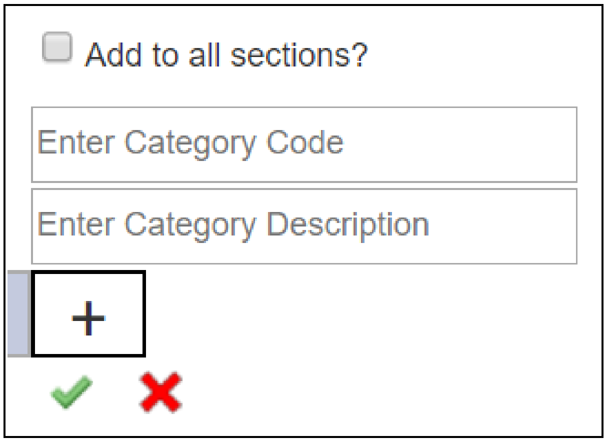
To add a category:

1. Log on to the Staff view.
2. Click the **Gradebook** tab.
3. Select the class you want to add categories to.
4. Click the **Details** side-tab.
5. On the Class Details page, click **Categories**.



Appears if you have linked class sections.

6. Click **Add**. A pop-up appears:



Appears if you do not have linked class sections.

7. If you have linked class sections, **Also add to linked sections?** is enabled by default. The new category will be applied to all sections linked with this one. If you do not want to apply this category to the linked class sections, deselect this checkbox. If you have linked sections and you adjust weights by term, the new category will only be applied to the linked sections for the same term, and with the same weight.

   If you do not have linked sections, **Add to all sections?** appears in the pop-up, but it is not enabled by default. You can select it to apply the new category to all your class sections. If you adjust weights by term, **Add to all sections?** does not appear on the pop-up, so you cannot automatically associate the new category with your class sections.

8. At **Enter Category Code**, type a code, such as **HW,** for homework.
9. At **Enter Category Description**, type a description for the code.
10. If you set your to calculate term averages by weight, type a weight at **Enter Category Weight**. Aspen will weight any grades you enter for an assignment in this category.

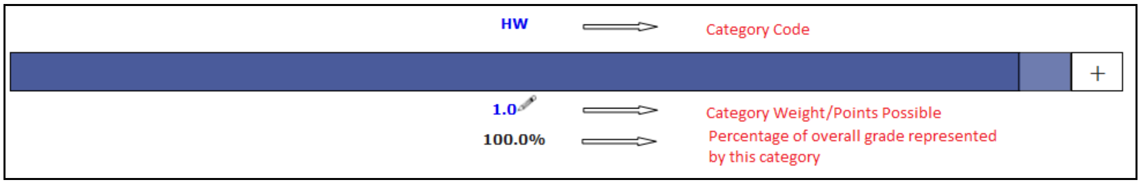
    Example: If you create the assignment type **Homework**, and homework is 15% of the students' final grade, type **15**. Then when you enter a grade for a homework assignment, the system automatically weights that grade 15% towards the current grade for the term.

    Note: Weights do not have to add up to 100. A category's weight need only be relative to other category weights.

    Example: You might weight tests 50%, quizzes 25% and homework 25%. You could also weight those same values as follows: tests 2, quizzes 1, homework 1.

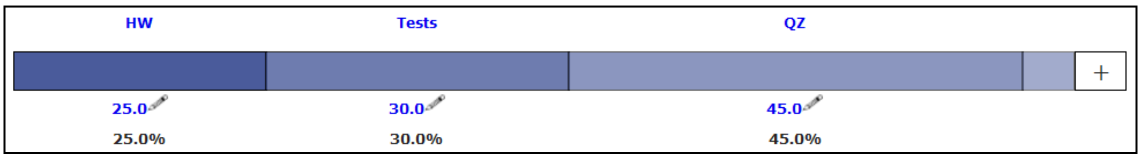
11. Click .

    When you create a category, a category bar appears:



If the is set to **Total Points**, the Category Weight/Points Possible starts out as (**0**). But as you add assignments in this category, Aspen add up the points and displays the total points possible for the category.

12. To add another category, click **Add** or ＋.



13. Repeat steps 7–11. Aspen updates the category bar as you add categories.

    You can import categories from other course sections instead of manually adding them.

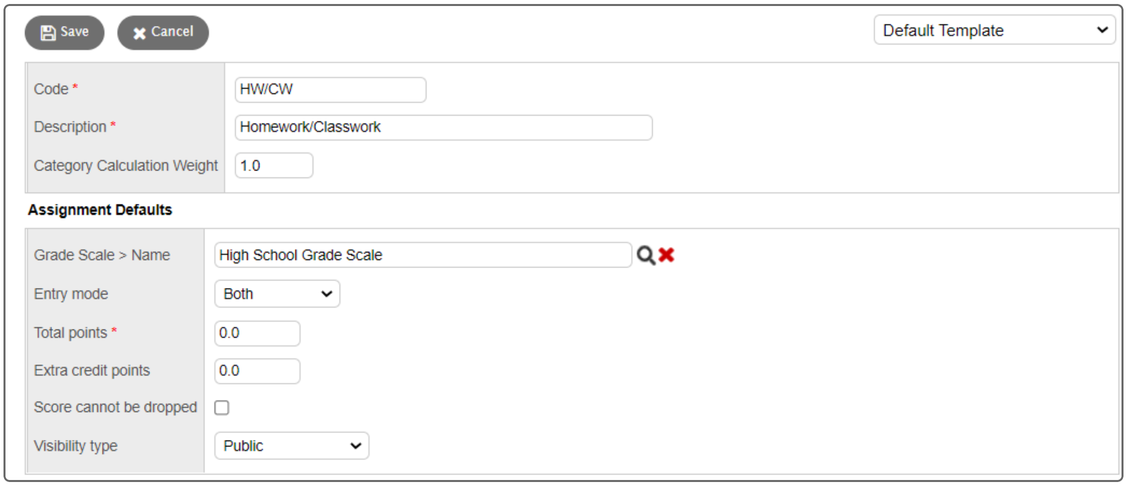
> **Note**: Whether you add or import a category, Aspen associates the category with your linked sections (if any).

To import a category:

1. Click **Import**. The Import Categories pick list appears.
2. At **Import from**, click .
3. Select the course that has the category you want to import.
4. Click **OK**.
5. The codes for the class appear. Select the code(s) you want to import.
6. Click **OK**. The category bar appears with the imported codes.

To enter or edit a category's details:

1. Click the **Category Code**. A pop-up appears.



Note: Whether you add or import a category, Aspen associates the category with your linked sections (if any).

2. Enter or edit a **Code** and **Description** for the category.
3. In the **Assignment Defaults** box, you can determine the default values for any assignment you create for this category. This can save you time when creating assignments.
4. At **Grade Scale > Name**, click to select the grade scale you want to use when entering grades for assignments in this category.

Example: You might enter a 1, 2 or 3 for a homework assignment. Therefore, you would create a grade scale named **Homework** with the grades 1, 2 and 3 and their point values. Then, you would select that grade scale at this field.

Note: District grade scales are available for you to use for all assignments. .

5. At the **Entry Mode** drop-down, select **Both**, **Numeric Only** or **Letter Only** to determine the grade values you can enter for any assignments in this category.
6. Type the **Total** (maximum) **points**.
7. Type any **Extra credit points** a student can earn for an assignment.
8. Select the **Score cannot be dropped** checkbox if you do not want the system to drop any lowest scores from this category.
9. Select a **Visibility Type** for this assignment category:
   - **Private**: Assignments do not appear in the Student or Family portals.
   - **Public**: Assignments and grades appear in portals.
   - **Public-no grades**: Assignments appear in portals, but without grades.

10. Click **Save**.

> **Notes:**
> - The information you specify on the category details pop-up applies to all terms.
> - You can edit the **Category Weight** by clicking ✎. However, doing so may impact scored assignments in your Gradebook.

Adjusting Category Weights by Term

If you calculate term averages by weight (and not by total points), you can change the weight for your categories by term. This will not affect your Gradebook scores from previous posted terms.

> **Example**: During Term 1, you weight the Homework category (**HW**) more heavily than Class Participation (**CP**). However, during Term 2 you assign several class group projects and want Class Participation to have more weight than Homework. You can change the weights for **CP** and **HW** for Term 2, without affecting your Term 1 grade calculations.

> **Warning**: Adjusting a category's weight will affect scored assignments in your Gradebook for the term (s) you select.

> **Note**: Even if enabled in your , **Semester Cumulative Average** and/or **Cumulative Average** will not always be available when adjusting weights by term.

To add or adjust category weights by term:

1. Click **Adjust Weights by Term**. Category bars with your categories appear for each grading term in the school year.
2. Do one of the following:
   - To adjust the category weight for a term, click ✎ next to the Category Weight, and enter a different weight. The category weights for the other terms do not change.

     > **Important**: Adjusting a category's weight will affect scored assignments in your Gradebook for the term(s) you edit.

   - To add a weighted category for one term, click + on the category bar for that term, and enter the category's details.

     > **Note**: The new category will appear in the category bar for each grading term. However, the weight you assigned only appears in the term you added it to. For the other terms, the weight is set to zero (**0**). If needed, you can click the category weight for a term to edit it.

   - To add a category for all terms, click **Add to all Terms,** and enter the category's details. The category and weight appear in the category bar for all grading terms. You can adjust the weight for a term as needed.

- To import a category for all terms, click **Import to all Terms**. Enter the fields on the Import Categories pick list.

  Note: You can edit a category's details by clicking on the Category Code and editing the fields on the pop-up. The information you edit on the pop-up is applied to all terms.

To delete a category:

You can delete a category that you have created and saved.

Warning: If you delete a category that has graded assignments, you will delete all of the category's assignments and assignment scores from your Gradebook.

1. Click the **Category Code**.
2. On the pop-up, click **Delete**.
3. Do one of the following:
   - If the category is not linked to graded assignments, a pop-up confirms you want to delete this category. Click **OK**.
   - If the category is linked to graded assignments, a warning notifies you of this. If you click **OK**, Aspen checks to see what will be deleted, and displays these details in a pop-up. Click **Continue** or **Cancel**.

Notes: Administrators can lock a grade term after it ends. Assignments that are associated with a locked grade term are locked. Categories that are associated with locked assignments are affected as described below.

If you adjust your category weights by term, you cannot do the following when a grade term is locked:

- Edit the category weight
- Edit the category code or description of a category associated with a locked assignment
- Add a category to the locked term
- Delete a category that is associated with a locked assignment.

If you do not adjust your category weights by term, you cannot:

- Edit the category code and description for categories associated with locked assignments
- Delete categories associated with locked grade terms
- Edit a field of the category using Modify List.

You will be able to edit the assignment default fields in the category details. If the assignment default fields have Mass Update enabled in the Data Dictionary, you will be able to update these fields using the advanced **Force Save** option in Mass Update.

Create assignment categories for a standards-based gradebook

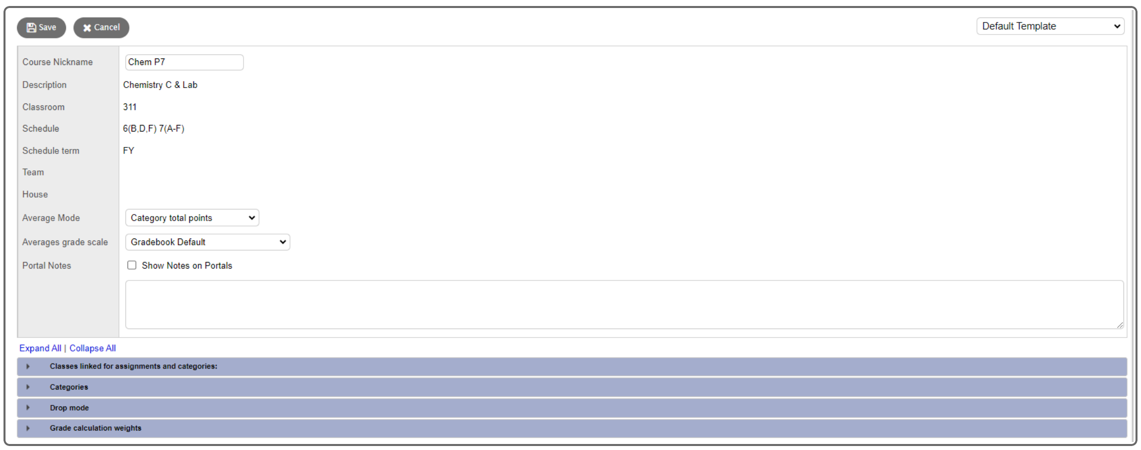
Define the types of assignments you give in all of your classes by creating categories. For example, you might assign *Classwork* and *Assessments*. Define a category for each one.

You can use these categories to sort your list of assignments. Even if you do not want to sort your assignments in this way, you must create at least one category. You have to select the category you want to use each time you create an assignment in Aspen; it is a required field.

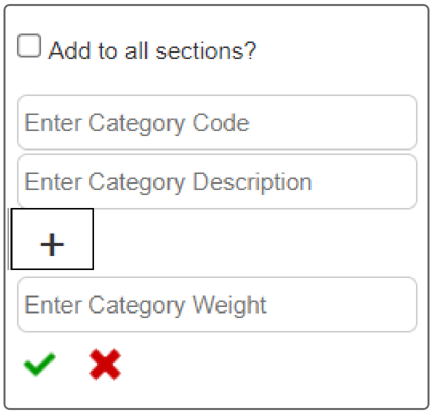
Important: You need to create at least one category.

To create a category:

1. Log on to the Staff view.
2. Click the **Gradebook** tab.
3. Select a class to create categories for.
4. Click the **Details** side-tab. The details for that class appear.

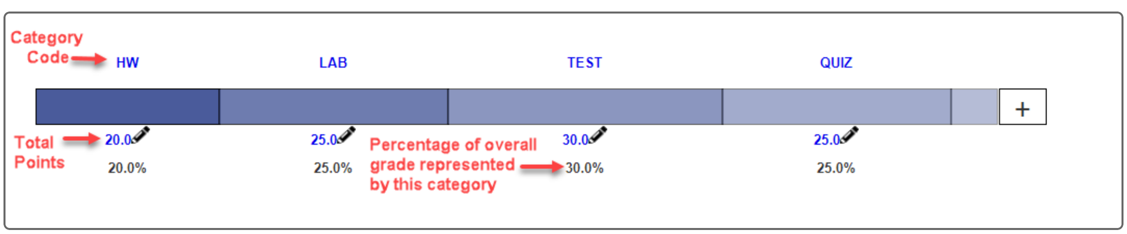


5. Click **Categories**.
6. Click **Add**. A pop-up appears.

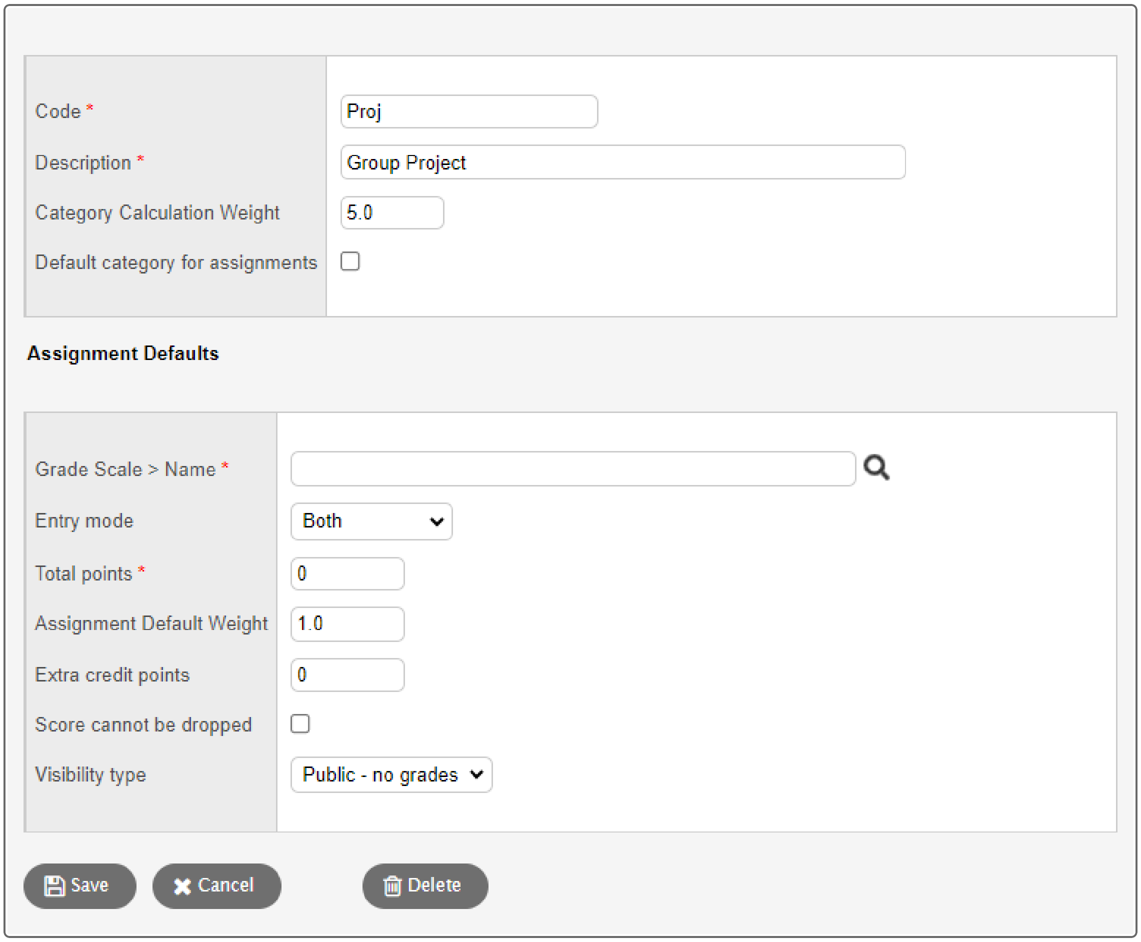


7. Enable **Add to all sections?** and the new category will be applied to all sections linked with this one. If you do not want to apply this category to the linked class sections, do not select this checkbox.
8. Use the following steps to enter information in the fields:
   a. At **Enter Category Code**, type a code, such as **HW,** for homework. Type a short name so you can easily recognize it in the column header on your Scores page. You will type this code each time you create an assignment in this category.
   b. At **Enter Category Description**, type a description.
   c. At **Enter Category Weight**, type a category weight.
   d. Click .

When you create a category, a category bar appears.



9. Click the **Category Code**. The category details pop-up appears.



Because Aspen uses the Power Law to calculate standards-based Trend scores, you only need to define information in the **Total points** and **Visibility type** fields on the pop-up (if you enter all standards scores for assignments in this category).

> **Note**: The **Default category for assignments** field is not required but can be helpful. If you enable this field, Aspen automatically assigns this category to each assignment you create for this class section. You can manually edit the assignment's category, if needed.

10. Enter a value at **Total Points**. Although this field is required, Aspen does not use this value in standards-based calculations. It is recommended that you enter a value here, since that value will default for each assignment in this category. (You won't have to enter a value in that field each time you create an assignment).

11. If your students and their families use the Aspen Student and Family portals, the value you select at **Visibility Type** determines what they can view for assignments in this category. Select one of the following:

- **Public**: Assignments and grades appear in the portals.
- **Private**: Assignments do not appear in the Student or Family portals.
- **Public-no grades**: Assignments appear in the portals but without grades.

> **Note**: This is a default for the category; you can change the value for each individual assignment you create.

12. Click **Save**.

Create assignment categories on the Categories side-tab

Define the types of assignments you give in all of your classes by creating categories. For example, you might assign homework, quizzes, tests, term papers, and a presentation. Define a category for each one.

> **Note**: You can create assignment categories here or on the class section's details page.
>
> However, you can only use the **Categories** side-tab if you keep the category weights the same for every term. If you adjust the category weights by term and then click the **Categories > Adjust weights by term** side-tab, a message directs you to the class section's details page.

To define a category:

1. Log on to the Staff view.
2. Click the **Gradebook** tab.
3. Select a class to create categories for.
4. Click the **Categories** side-tab.
5. Select **Options > Add.** The New Category page appears.

> **Note**: You can also import categories from another section. To import categories, click **Import Categories** on the **Options** menu.

6. Use the following table to enter information in the fields:

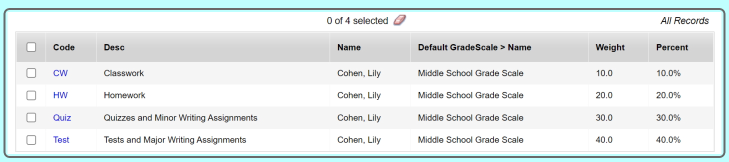
<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Code</td><td>Type a code for the category.

Note: Because the code can appear in the column header on the Scores page, type a short value.</td></tr>
<tr><td>Description</td><td>Type a description for the category.</td></tr>
<tr><td>Category Calculation Weight</td><td>This field is for the weighted Categories only or weighted Categories and assignments averaging methods (and not the Total points or Category total points methods). Enter a number to weight this category in relation to your other assignment categories.

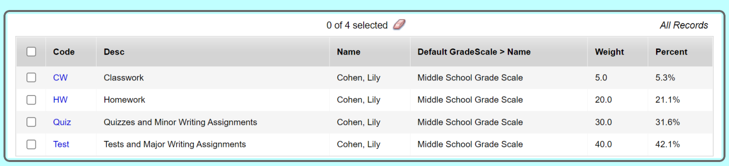
Note: The number entered here creates a ratio between your categories. If the numbers add up to 100, then they also serve as the percentage value for each category. If they do not add up to 100, then Aspen uses the ratio between the categories to calculate the percentage value.

The Weight and Percent columns appear in the Staff view, Gradebook > select a class > Categories. The Weight column represents the value entered at this field.

In this example, the category weights and percent values equal 100:

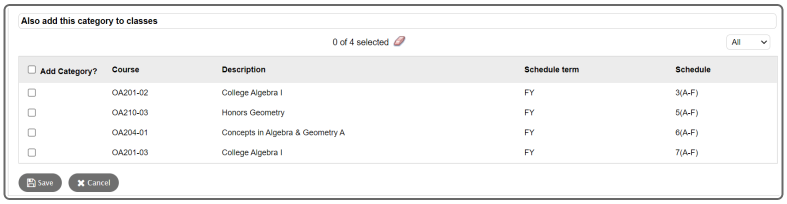

0 of 4 selected   All Records
<table>
<tr><th></th><th>Code</th><th>Desc</th><th>Name</th><th>Default GradeScale > Name</th><th>Weight</th><th>Percent</th></tr>
<tr><td></td><td>CW</td><td>Classwork</td><td>Cohen, Lily</td><td>Middle School Grade Scale</td><td>10.0</td><td>10.0%</td></tr>
<tr><td></td><td>HW</td><td>Homework</td><td>Cohen, Lily</td><td>Middle School Grade Scale</td><td>20.0</td><td>20.0%</td></tr>
<tr><td></td><td>Quiz</td><td>Quizzes and Minor Writing Assignments</td><td>Cohen, Lily</td><td>Middle School Grade Scale</td><td>30.0</td><td>30.0%</td></tr>
<tr><td></td><td>Test</td><td>Tests and Major Writing Assignments</td><td>Cohen, Lily</td><td>Middle School Grade Scale</td><td>40.0</td><td>40.0%</td></tr>
</table>

In this example, the category weights do not equal 100; Aspen assigns the percent values:


0 of 4 selected   All Records
<table>
<tr><th></th><th>Code</th><th>Desc</th><th>Name</th><th>Default GradeScale > Name</th><th>Weight</th><th>Percent</th></tr>
<tr><td></td><td>CW</td><td>Classwork</td><td>Cohen, Lily</td><td>Middle School Grade Scale</td><td>5.0</td><td>5.3%</td></tr>
<tr><td></td><td>HW</td><td>Homework</td><td>Cohen, Lily</td><td>Middle School Grade Scale</td><td>20.0</td><td>21.1%</td></tr>
<tr><td></td><td>Quiz</td><td>Quizzes and Minor Writing Assignments</td><td>Cohen, Lily</td><td>Middle School Grade Scale</td><td>30.0</td><td>31.6%</td></tr>
<tr><td></td><td>Test</td><td>Tests and Major Writing Assignments</td><td>Cohen, Lily</td><td>Middle School Grade Scale</td><td>40.0</td><td>42.1%</td></tr>
</table>
</td></tr>
<tr><td>Default category for assignments</td><td>If you enable this field, Aspen will automatically assign this category to each assignment you create for this class section. You can manually edit the assignment's category, if needed.</td></tr>
<tr><td colspan="2"><u>Assignment Defaults:</u> In this box, you can determine the default values for any assignment you create for this category. This can save you time when creating</td></tr>
</table>

Field	Description
assignments:	
Grade Scale > Name	Click 🔍 to select the grade scale you want to use when entering grades for assignments in this category. For example, you might enter a **1, 2**, or **3** for a homework assignment. Therefore, you would create a grade scale named **Homework** with the grades **1, 2**, and **3** and their point values. Then, you would select that grade scale at this field. **Note**: District grade scales are available for you to use for all assignments. Create grade scales only if you have a personal grading scheme that is not defined by a districtgrade scale.
Entry mode	At this drop-down, select **Both, Numeric Only,** or **Letter Only** to determine the grade values you can enter for any assignments in this category.
Total points	Type the total (maximum) points.
Extra credit points	Type any extra credit points a student can earn for an assignment. **Note:** Never add extra credit points to an extra credit assignment. You can only add extra credit points to normal assignments.
Score cannot be dropped	Select this checkbox if you do not want the system to drop any lowest scores from this category.
Visibility type	Select a visibility type for this assignment category. • **Private**: Assignments do not appear in the Student or Family portals. • **Public**: Assignments and grades appear in portals. • **Public– no grades**: Assignments appear in portals but without grades.

<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Also add this category to classes</td><td>This section appears when you add a category to linked classes. It only appears when you select Options > Add. The Also add this category to classes box displays your sections for this grade term and year.



If you have linked sections, Add Category? is enabled by default, so that Aspen will apply the new category to all the linked sections. If you do not want the category to be applied to a section, deselect the checkbox next to it.
If you do not have linked sections, you can click Add Category? to add the category to all of your sections, or just select the checkbox(es) next to the section(s) it will apply to.

Note: Sections associated with a different grade level or grading period (such as a trimester instead of quarters) do not appear here.</td></tr>
</table>

7. Click **Save**.
8. Repeat steps 5–7 to create all the categories you use in your classes. Then, you can create assignments to add actual assignments of this type to your Gradebook.

> **Note**: An administrator can merge your class sections if they occur during the same class period. If your course sections are merged, a message appears with a link directing you to the "primary" class section.

Creating Assignments in the Gradebook

You can create two types of assignments:

- Graded assignments: Appear on the Scores page for you to enter information. They also appear in the Student and Family portals. Graded assignments might be tests, quizzes, homework, papers, etc.
- Ungraded assignments: Do not appear on the Scores page. They do have due dates, and appear in the Student and Family portals. Ungraded assignments might include reading or other activities you want students to be aware of on their 'to do' lists, but they will not earn a grade or score for.

> **Tip**: You can to quickly make duplicates, and import assignments from another class, or from a previous year. You can also create assignments for different assignment categories at the same

time.

While working with assignments, use the filters available to view and work with only the assignments you want.

You can also receive completed assignments from students online.

After you receive online or hard copy assignments for students, you can enter scores.

You can create assignments on the **Gradebook** tab, or from the **Planner** tab.

Filter your list of assignments

On the **Assignments** side-tab, you can filter the list to view assignments for the current term only, or select a specific term.

To filter your assignment list:

1. Log on to the Staff view.
2. Click the **Gradebook** tab.
3. Select a class.
4. Click the **Assignments** side-tab.
5. Click to select one of the following:
   - **Current Term:** This is the default filter. The list displays assignments for this term.
   - **Term = ?:** The Search criteria pop-up appears. Select the term you want to view assignments for, and click **Submit.** The list displays the assignments for that term.
   - **All Records:** All assignments for all terms appear.

Create assignments

Create assignments in the Gradebook to track student scores for particular tasks. When you enter scores for assignments on the Scores page, Aspen updates students' term averages.

- Let students and family members see them (if your school uses the Student and Family portals).
- Let students upload completed assignments using the Student portal. These completed assignments are then available in your Gradebook.
- Set a recurring schedule – daily, weekly or monthly – when you create an assignment. For example, you might create the assignment Spelling Quiz and have it recur every Friday for a term (Aspen names it *Quiz – 1, Quiz – 2, Quiz – 3*, etc.).
- Add an assignment to one or more of your linked class sections. For example, you might want to create an assignment for three of your five linked sections of General Psychology. You can also delete assignments from one or more linked class sections.
- Copy assignments to quickly create duplicates.
- Import assignments from another of your class sections or from previous years.
- Create assignments for different assignment categories at the same time.
- Delete an assignment, when needed.

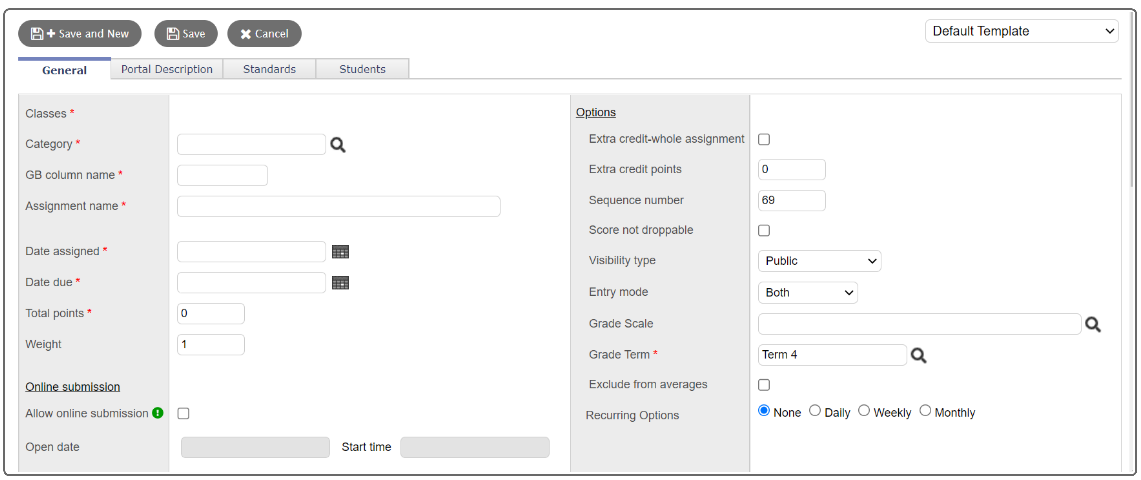
Notes:

- You must define categories and set your Gradebook preferences before you can create actual assignments.
- When you link similar class sections, you can create an assignment once and Aspen will automatically apply it to the linked section(s). See "View and enter class details in the Gradebook".

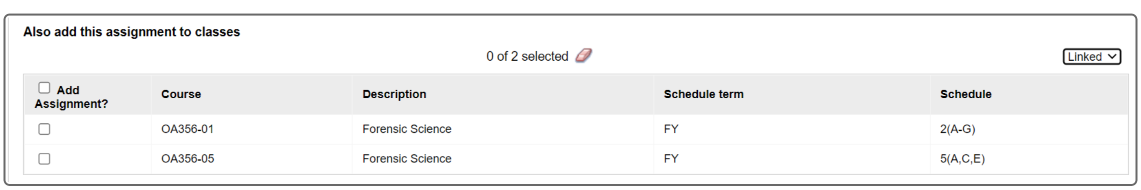
To create assignments:

1. Log on to the Staff view.
2. Do one of the following:
   - Click the **Gradebook** tab. Select the class you want to create an assignment for, and then click the **Assignments** side-tab. Click **Add Assignment** on the **Options** menu; or select an existing assignment, and then click **Save and New**.
   - Click the **Gradebook** tab, and select a class. Click the **Scores** side-tab, and then click **Add Assignment**.
   - Click the **Planner** tab, Events view, and then select a class. Click in the date you want the assignment to be due.

   No matter where you like to create assignments, the New Assignment page, **General** sub-tab appears.



3. Use the following table to enter information in the fields:



4. If the assignment is available in the Student and Family portals, click the **Portal Description** sub-tab to enter that information. The description can contain weblinks, tables, and all of the Aspen text editor features.
5. To prevent a student from receiving this assignment, click the **Students** sub-tab. Then, select the student's name, and click **Exclude**. Use the **Exclude**, **Exclude All**, **Include,** and **Include All** buttons as needed, so that only the students who should receive the assignment appear in the **Included Students** column.

   Notes: When you exclude a student from receiving an assignment:
   - The student will not see the assignment in the To Do widget or on the assignments list (**Academics > Assignments**) in the Student portal.
   - The excluded assignment does not affect the student's average. It does not exist for the student.
   - On your Scores page, the grading cell for the assignment is grayed out for that student, and you cannot enter a value for it.

6. If you or your district have defined reporting standards for this class, you can align this assignment to reporting standards by clicking the **Standards** sub-tab.
7. Do one of the following:
   - Click **Save** to save the information you entered without closing the assignment.
   - If creating the assignment on the **Gradebook** tab, **Assignments** side-tab or your Scores page, click **Save and New** to create another assignment.
   - If editing an existing assignment on the class Page **>** Submit Assignments widget, click the assignment name, and then click **Save and New** to create another assignment.

You can now enter grades or scores for the assignment on the **Scores** side-tab.

Note: An administrator can merge your class sections if they occur during the same class period. You manage assignments from the "primary" course section (**Gradebook > Assignments**). If your course sections are merged, a message appears with a link directing you to the "primary" class section.

Additional video resources:

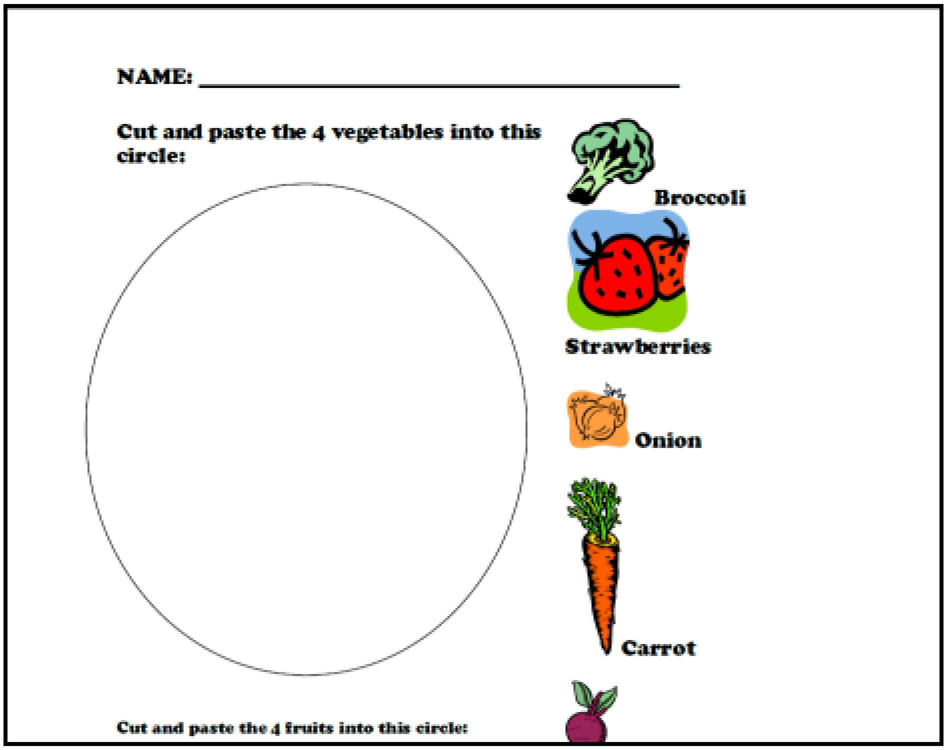
Copying and Importing Assignments in the Gradebook

Creating Assignment Categories

Create standards-based assignments

To track student progress in meeting standards, apply the reporting standards you want to enter scores for within an assignment's details.

For example, you might apply the *Sort objects by category and similarities* standard to an elementary ELA assessment.

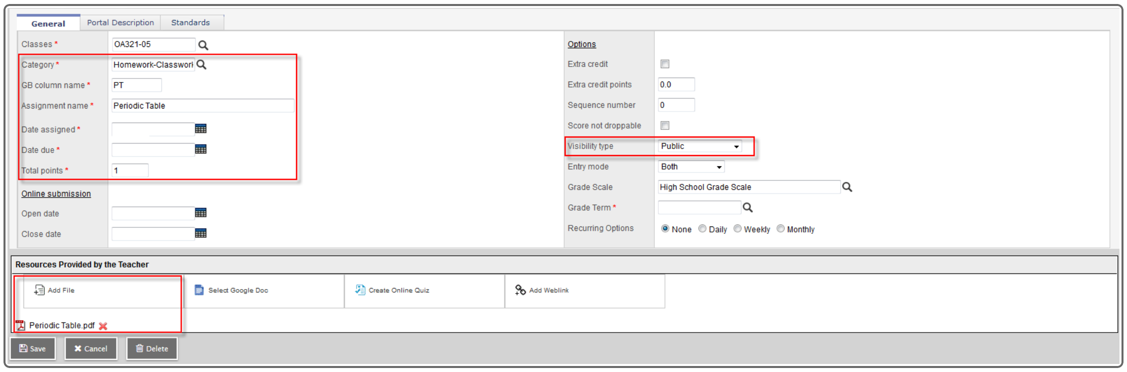


This way, you can enter scores to determine student growth in this standard as demonstrated by their work on the assessment.

To create an assignment for a class and align reporting standards to enter scores:

1. Log on to the Staff view.
2. Do one of the following:
   - Click the **Gradebook** tab. Select the class you want to create an assignment for, and then click the **Assignments** side-tab. Click **Add Assignment** on the **Options** menu; or select an existing assignment, and then click **Save and New**.
   - Click the **Gradebook** tab. Select the class you want to create an assignment for, and then click the **Scores** side-tab. Click **Add Assignment** on the **Options** menu.
   - Click the **Planner** tab, **Events** view, and then select a class. Click in the date you want the assignment to be due.

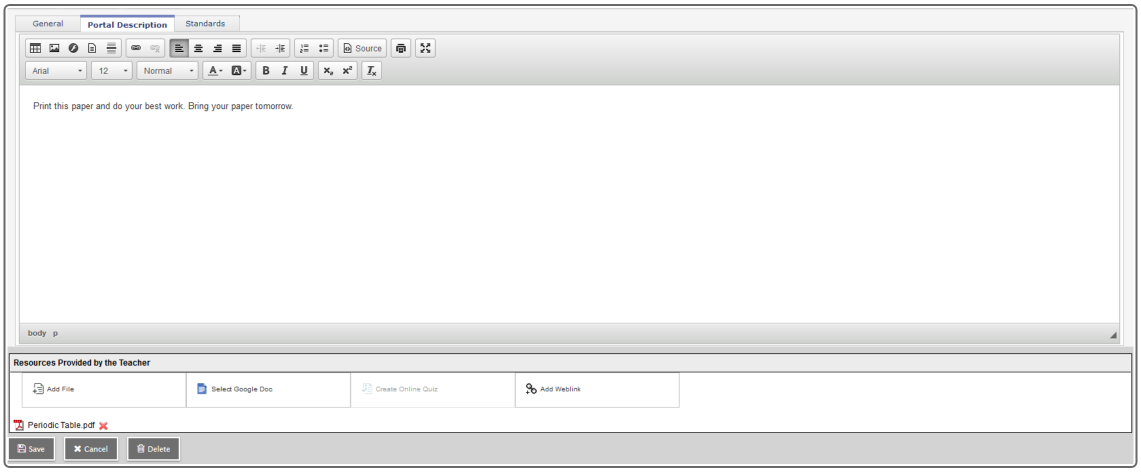
   No matter where you like to create assignments, the New Assignment page, **General** sub-tab appears.



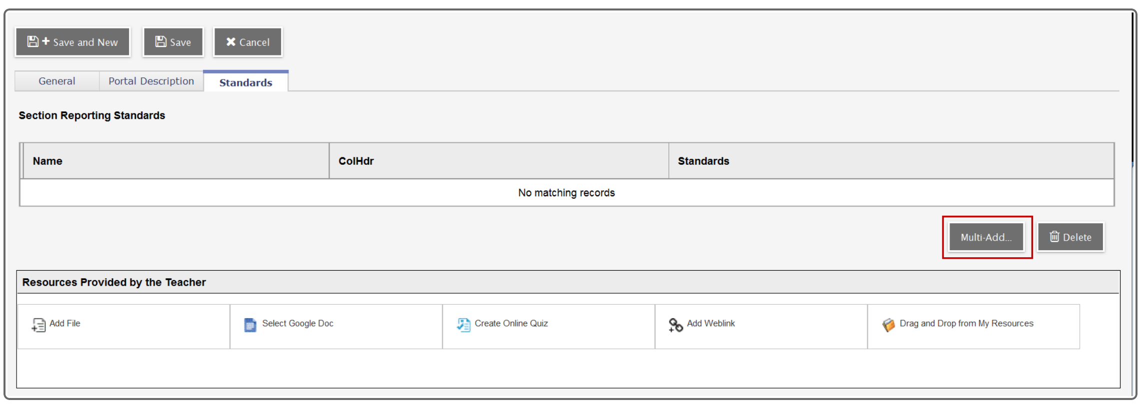
3. For assignments that you enter standards scores for, you only need to complete the following fields:
   - **Category**: Type or select the assignment category.
   - **GB column name**: Type the name that you will use to identify this assignment on your Scores page.
   - **Date assigned**: This field defaults to today's date. You can change the date, if needed.
   - **Date due**: This field defaults to today's date. You can change the date, if needed.
   - **Total points**: This value comes from the default **Total points** you defined for the assignment category. Although this field is required, the value does not affect the student's standards scores.
   - **Visibility type**: This value comes from the **Visibility type** you defined for the assignment category. Change the value, if needed. If your students and their families use the Student and Family portals, the value you select determines what they can see for assignments in this category. Select one of the following:
     - **Private**: Assignments do not appear in the Student or Family portals.
     - **Public**: Assignments and grades appear in the portals.
     - **Public– no grades**: Assignments appear in portals, but grades do not.
   - **Resources Provided by the Teacher**: Click an icon to attach files to this assignment.

     > **Note**: The rest of the fields are pre-determined by the reporting standard you align to this assignment, or do not apply to a standards-based assignment. For example, you cannot apply a grade scale, weights, or extra credit points to a standard score.

4. If you are expecting students to access this assignment online in the portal, click the **Portal Description** sub-tab to enter instructions.

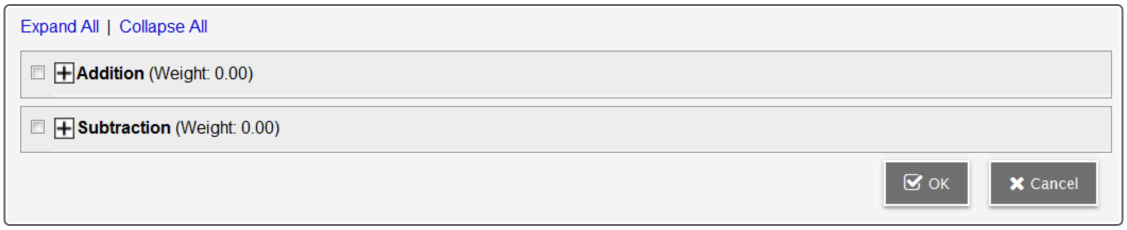


5. To align the reporting standards you want to enter scores for to this assignment, click the **Standards** sub-tab.

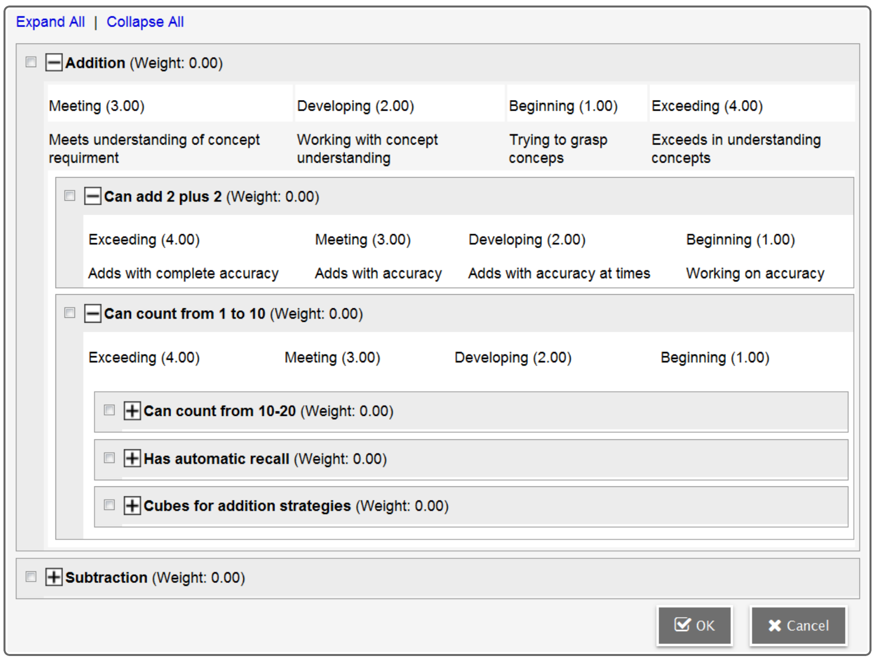


Note: The district populates the **Reporting Standards** side-tab when it prepares reporting standards. These school-created standards are then available for teachers to align to assignments. Teachers often use the school-created standards because they are associated with the Rubric Library, and have a rubric name and performance descriptor. If they prefer, teachers can also create their own standards.

6. Below **Section Reporting Standards**, click **Multi-Add**. A list of the reporting standards for this class appears.

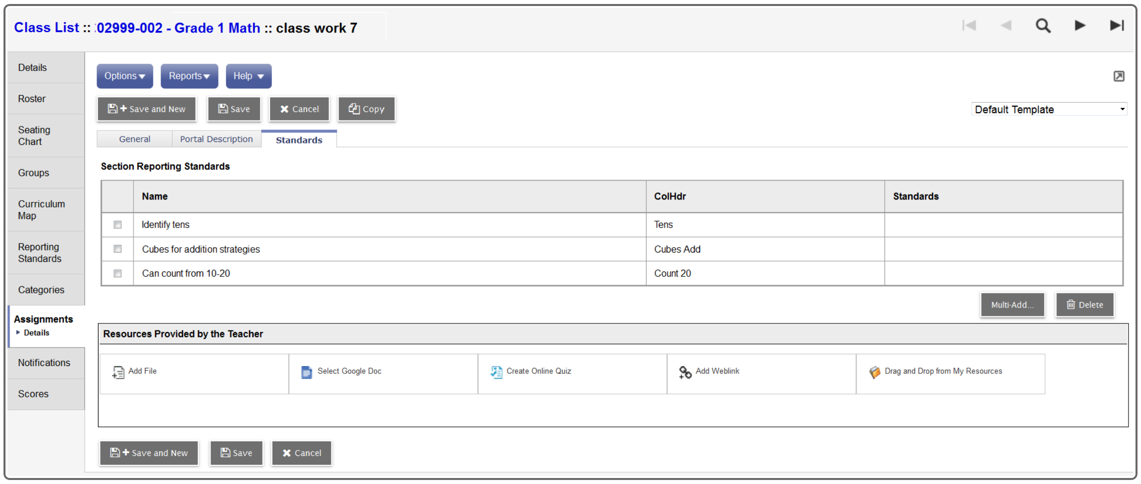


7. Select the checkbox next to each reporting standard you want to align to this assignment. This selects the reporting standard "parent" and any "child" criteria within it. Or, click to expand the standard and select the checkboxes next to the criteria that you want.



Note: You might only be able to select reporting standard "parent" (and not "child") criteria, depending on your district.

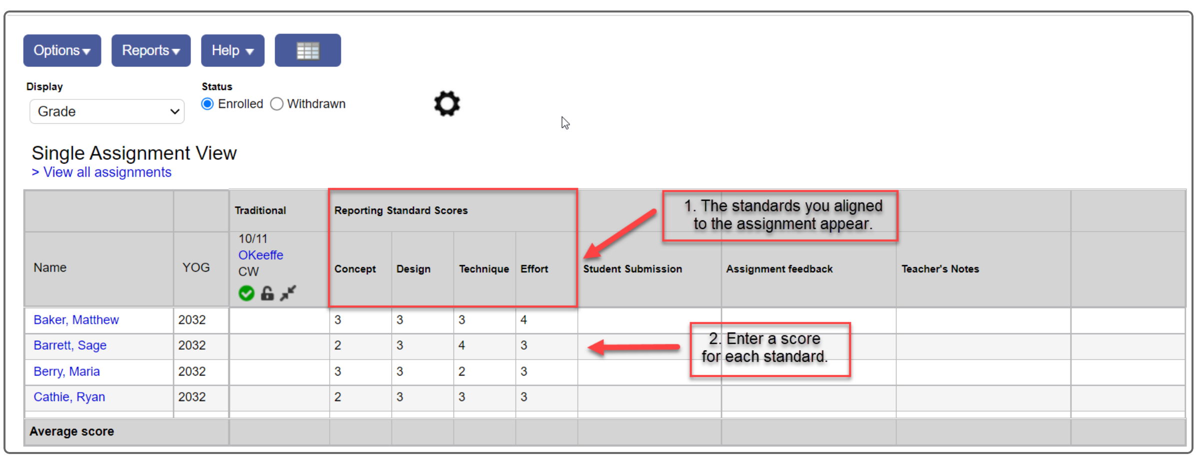
8. Click **OK**. The selected standards appear.



If you selected a standard by mistake, select the checkbox next to it, and then click **Delete**.

9. Do one of the following:
   - If creating the assignment in the Planner, click **Save**.
   - If creating the assignment on the **Gradebook** tab, **Assignments** side-tab or your Scores page, click **Save** to save the information you enter without closing the assignment. Or, click **Save and New** to create another assignment.
   - If editing an existing assignment on the class Page **>** Submit Assignments widget, click the assignment name, and then click **Save and New** to create another assignment.

Once you create an assignment and align it to reporting standards and their criteria, the standards are available for grading (from the **Standard** drop-down) on your Scores page. In the Single Student or Single Assignment View, the standards appear as columns headers for the assignment.



Create ungraded assignments

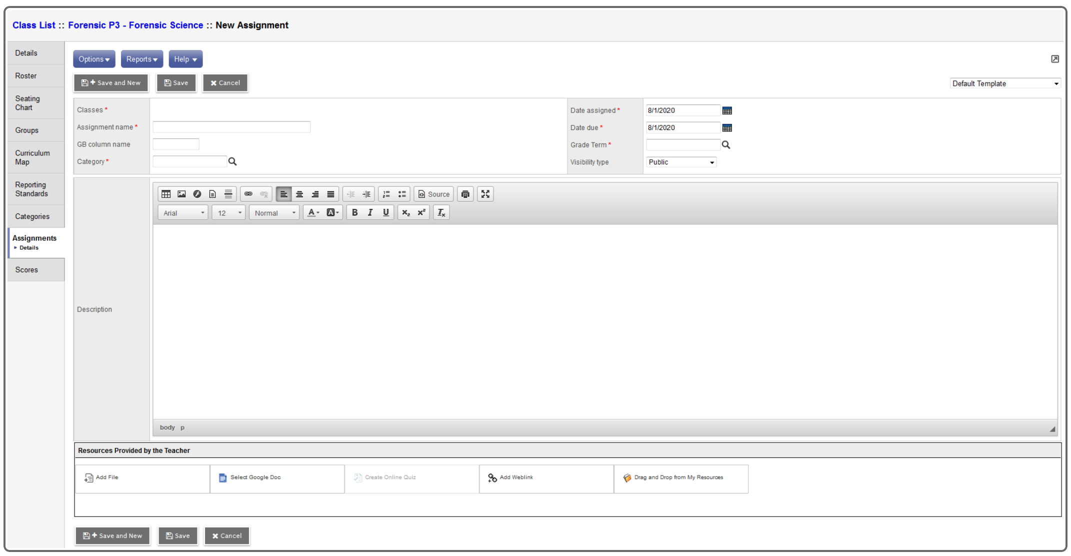
Create ungraded assignments to alert students of assignments they are responsible for but will not earn a score or grade for.

For example, you might assign reading for homework. You want this assignment to appear in students' To Do widget in the Student portal, but you will not enter a score for the assignment.

Note that you can copy assignments to quickly create duplicates, and you can import assignments from another of your class sections or from previous years.

To create an ungraded assignment:

1. Log on to the Staff view.
2. Do one of the following:
   - Click the **Gradebook** tab. Select the class you want to create an assignment for, and then click the **Assignments** side-tab. Click **Add Ungraded Assignment** on the **Options** menu; or select an existing assignment, and then click **Save and New**.
   - Click the **Planner** tab, and select a class. Click in the date the assignment is due, and then select **Add Ungraded Assignment**.



3. Enter information in the following fields:

Field	Description
Classes	The classes this assignment is created for appear here after you click **Save.**
Assignment Name	Type a name for the assignment. This name appears in the To Do widget.
GB column name	This field is optional. Type the name that you will use to identify this assignment on your Scores page.
Category	Select the assignment category.
Date assigned	This field defaults to today's date. To change the date, click . **Note**: You can move assignment dates forward or backward for a course section. This is helpful if a day of school is canceled because of weather, or a last-minute assembly is scheduled for an upcoming school day. If you change an assignment's 'date assigned' so that it is ahead of the date due, the date due automatically updates to match the new date assigned.
Date due	This field defaults to today's date. To change the date, click .
Grade Term	The system enters the grade term based on the date you enter at the **Date due** field. You can change this value. **Note**: If a grade term is locked, you cannot enter it here or select it from the Grade Term pick list.
Visibility Type	This value comes from the **Visibility type** you defined for the assignment category. Change the value, if needed. If your students and their families use the Student and Family portals, the value you select determines what they can see for assignments in this category. Select one of the following: • **Private**: Assignments do not appear in the Student or Family portals. • **Public**: Assignments and grades appear in the portals. • **Public– no grades**: Assignments appear in portals, but grades do not.
Description	Use the text editor to type a description of the assignment. The description can include links to the web, and any other feature available in the text editor.

Field	Description
Linked or **All** drop-down	If you are creating an assignment for a class that is not linked with other sections, this drop-down defaults to **All**. If you want to associate this assignment with other classes, select their checkboxes under the **Also add this assignment to classes** section. If you are creating an assignment for a linked class section, this drop-down defaults to **Linked**. If the Add to all linked classes by default Gradebook preference is enabled, the checkboxes next to all linked classes are selected. You can deselect/select the checkboxes next to the class sections this assignment applies to. The **Add Assignment?** checkbox toggles on and off, deselecting and selecting the checkboxes for the linked sections.
Resources Provided by the Teacher	Click **Add File**, **Select Google Doc** or **Add Weblink** to attach a file, Google Doc or weblink to this assignment. Aspen automatically adds the file or weblink to your Uploads folder in My Resources. **Note:** If your district uses Aspen IMS, you can also click Create Online Quiz. To add a resource from your personal course materials to the assignment, click **Drag and Drop from My Resources**. The pop-up appears. Find the resource you want to add, drag it to the drop area in the **Resources Provided by the Teacher** section, and drop it.

4. To prevent a student from receiving this assignment, click the **Students** sub-tab. Then, select the student's name, and click **Exclude**. Use the **Exclude**, **Exclude All**, **Include** and **Include All** buttons as needed, so that only the students who should receive the assignment appear in the **Included Students** column.

   Note: When you exclude a student from receiving an assignment, he will not see it in the To Do widget or on the assignments list (**Academics > Assignments**) in the Student portal.

5. Do one of the following:
   - If creating the assignment in the Planner, click **Save**.
   - If creating the assignment on the **Gradebook** tab, **Assignments** side-tab, click **Save** to save the information you enter without closing the assignment. Or, click **Save and New** to create another assignment.

     Note: An administrator can merge your class sections if they occur during the same class period. You manage assignments from the "primary" course section (**Gradebook > Assignments**). If your course sections are merged, a message appears with a link directing you to the "primary" class section.

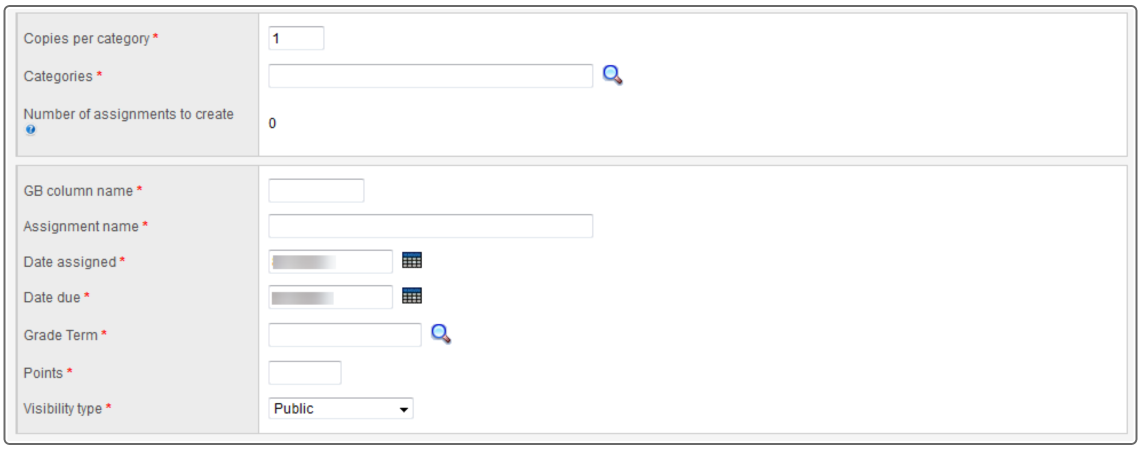
Create assignments across assignment categories

You can create multiple assignments, that belong to different assignment categories, at the same time.

Example: Create six new assignments – three in the Test category, and three in the Project category – at once.

To create assignments for one or more assignment categories:

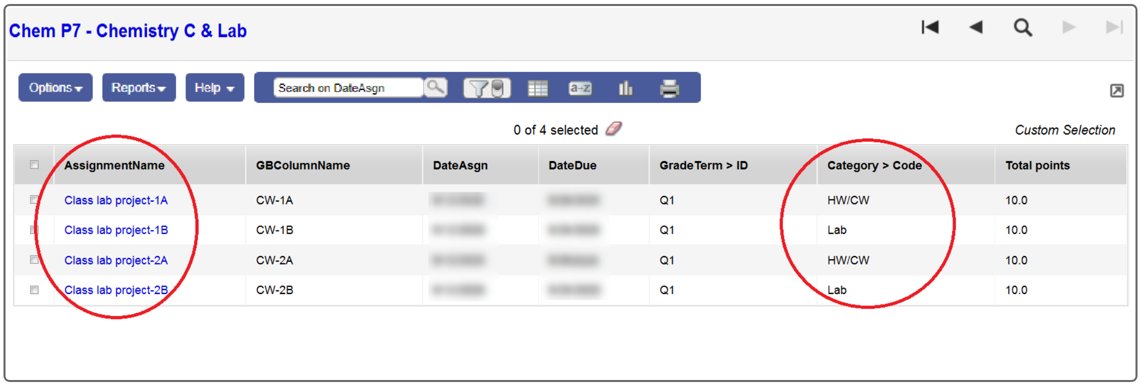
1. Log on to the Staff view.
2. Click the **Gradebook** tab.
3. Select a class, then click the **Assignments** side-tab.
4. Select **Options > Add Multiple Assignments**. The Assignment pop-up appears.



5. Use this table to enter information in the fields:

Field	
Copies per category	Enter the number of copies to create for each category specified. (You specify the categories at the next field.)
Categories	Click to see the Category pick list. Select the categories that you want to create the assignments for.
Number of assignments to create	This read-only field displays the number of copies you will create. (It is the number entered in **Copies per category** multiplied by the **Number of assignments to create**.)
GB column name	Type the name that you will use to identify this assignment on your Scores page.
Assignment name	Type a detailed name for the assignments.
Date assigned	This field defaults to today's date. To change the date, click .
Due date	This field defaults to today's date. To change the date, click .
Grade Term	This field defaults to the current term. You can change this value, if needed.
Points	Type the number of possible points a student can earn for the assignment.
Visibility type	If your students and their families use the Student and Family portals, the value you select determines what they can see for assignments in this category. Select one of the following: • **Private**: Assignments do not appear in the Student or Family portals. • **Public**: Assignments and grades appear in the portals. • **Public– no grades**: Assignments appear in portals, but grades do not.

6. Click **Save**. The new assignments appear. Each assignment has a unique name and is associated with the categories you selected.



> **Example**: If you entered **2** at **Copies per category**, then selected two categories, you will create four new assignments, two for each category.

You can edit the list of newly created assignments by selecting **Modify List** on the **Options** menu. Edit an assignment's details or add resources, as needed, by selecting it and clicking **Details**. Make your edits, and then click **Save**.

To see all of your assignments, click the **Filter** menu , and then select **All Records**.

Copying Assignments

After you create an assignment, you might want to make one or more copies of it.

> **Example:** Assume you are assigning five identical homework assignments for the week (Worksheets 1-5). You can create the homework assignment for Worksheet 1, and simply copy it four times to save the time it takes to define the assignment and its point information.

Or, you might want to re-use an assignment stored in your Planner but do not want to create it from scratch. You can copy and edit the assignment with just a few clicks, and use it for another section or course.

You can:

- Make a specific number of copies of an assignment. See *Make a Specific Number of Copies of an Assignment*.
- Copy and edit an assignment with just a few clicks. See *Copy and Edit an Assignment in the Gradebook or Planner*.

Any reporting standards associated with the assignment will also be copied.

> **Note**: If you copy an assignment that is associated with a locked grade term, you will need to change it to an unlocked grade term to save it. If you copy several assignments at once, Aspen skips any assignment associated with a locked grade term.

Make a specific number of copies of an assignment

After you create an assignment for a class in your gradebook, you can copy that assignment to quickly make a duplicate for that class.

For example, assume you are assigning five identical homework assignments for the week (Worksheets 1-5). You can create the homework assignment for Worksheet 1, and simply copy it four times to save yourself the time it takes to define the assignment and its point information.

To copy assignments for a class:

1. Log on to the Staff view.
2. Click the **Gradebook** tab.
3. Click the **Assignments** side-tab.
4. Select the checkbox(es) next to the assignment(s) you want to copy.
5. On the **Options** menu, click **Copy Assignments.** The system asks you to confirm the number of assignments you want to copy. Click **OK.** The system copies the assignments, and puts *'Copy:'* in front of each name.
6. Select the checkbox next to an assignment you want to modify, and click **Details** on the **Assignments** side-tab.
7. Edit information specific for this assignment. For example, you might want to change the name from Worksheet 1 to Worksheet 2.
8. Click **Save.**
9. Continue to make any changes you need for each copied assignment.

> **Note**: You can copy an assignment from a locked grade term, but will need to change it to an unlocked grade term to save it. If you copy several assignments at once, Aspen skips any assignment associated with a locked grade term.

Copy and edit an assignment

You can quickly copy and edit an assignment with just a few clicks.

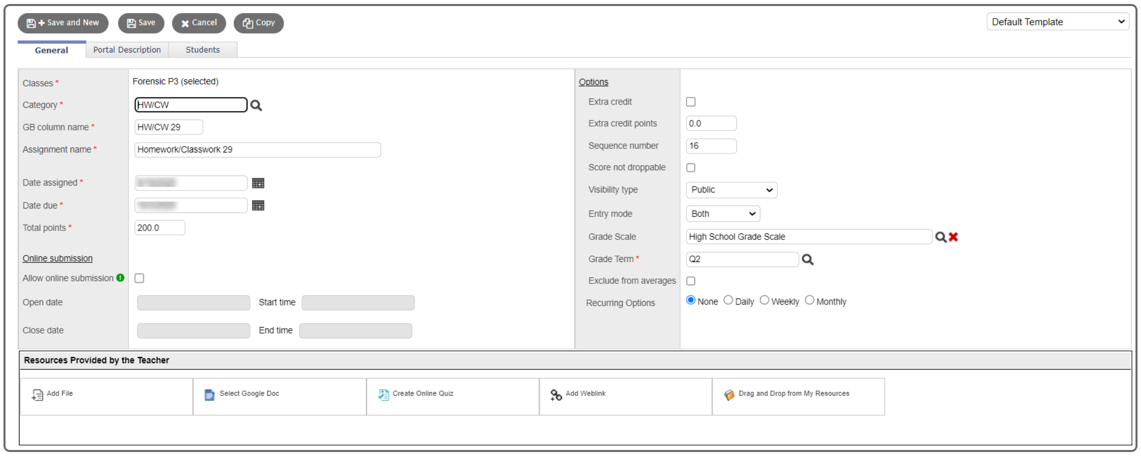
> **Example**: You might want to re-use an assignment stored in your Planner, but do not want to create it from scratch. Or, you decide to tweak and re-purpose an existing assignment for your new honors section.

You can copy an assignment from your gradebook or the Events view in your Planner.

To copy an assignment from your gradebook:

1. Log on to the Staff view.
2. Click the **Gradebook** tab.
3. Select the course that has the assignment you want to copy.
4. Click the **Assignments** side-tab.
5. Select the assignment that you want to copy.

6. Click **Details**. The assignment details page appears.



7. To create the copy, either:
   - Click the **Copy** button.
   - On the **Options** menu, click **Copy Assignment**.

   The assignment copy appears.

8. Edit the assignment's name and details, and add resources as needed.
9. Click **Save**.

When you copy an assignment in your gradebook, the copy appears in your Planner, on the date specified at the copy's **Date due** field.

To copy an assignment from the Events view on your Planner:

1. Log on to the Staff view.
2. Click the **Planner** tab. Your Planner appears.
3. In the column on the left side of the page, select the term, section, and class that has the assignment you want to copy.
4. Click one of the following tabs:
   - **Day** to view assignments for one day.
   - **Week** to view assignment for one week.
   - **Month** to view assignments for one month.

   Note: The **Day** and **Week** tabs display all assignments. The **Month** tab displays only up to three at a time. A drop-down list appears below the third item if there are more than three items on that day. Click the triangle at the bottom to see the day view when there are more than three items.

5. At **Select view(s)**, select **Events**. You can only copy an assignment in the Events view.
6. Find the assignment you want to copy, and then click it once to highlight it.
7. On the **Options** menu, select **Copy Assignment**. The assignment copy appears.
8. Edit the assignment's name and details, and add resources as needed.
9. Review the date in the **Date due** field, and edit if needed. The assignment copy will appear in your Planner on the date specified here.
10. Click **Save**.

> **Note**: If you copy an assignment that is associated with a locked grade term, you will need to change it to an unlocked grade term to save it.

Import assignments from another class or year

You can import assignments into your class sections from one of your current sections or from a previous year in your gradebook.

To import assignments:

1. Log on to the Staff view.
2. Click the **Gradebook** tab.
3. Click the **Assignment** side-tab.
4. On the **Options** menu, click **Import Assignments.** The Import Assignments pop-up appears.
5. At the **Import from** field, click to select the section you want to copy assignments from. A list of your course sections sorted by year appears.
6. Select the course section you want to copy assignments from, and click **OK.**
7. Select one of the following to indicate which assignments you want to copy:
   - **Selected:** to select specific assignments from the section. The Assignment pick list appears in descending order. Select the checkbox next to each assignment you want to copy, and click **OK.**
   - **Category:** to select entire categories of assignments to copy from the section. The Category pick list appears in descending order. Select the checkbox next to each category of assignments you want to import, and click **OK.**
   - **All Assignments:** to copy all assignments from the section.

   > **Note**: The system updates the value for each date of the assignment to the current schedule term and school year. The system uses the student calendar shared by the majority of students in the section to determine the dates.

8. Click **OK.**

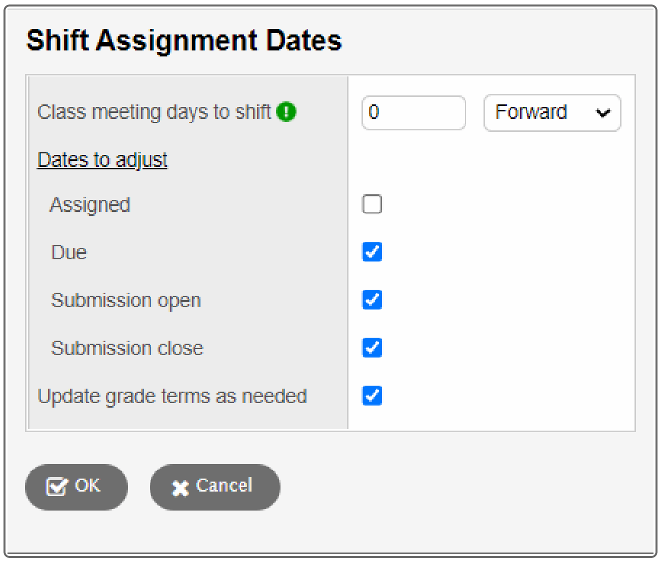
   > **Note**: You cannot import an assignment that is associated with a locked grade term.

Shift assignment dates

You can shift assignment dates forward or backward for a course section. This is helpful if a day of school is canceled because of weather, or a last-minute assembly is scheduled for an upcoming school day.

To shift assignment dates:

1. Log on to the Staff view.
2. Click the **Gradebook** tab.
3. Select a class section, and click the **Assignments** side-tab.
4. Select **Options > Shift Assignment Dates**. The Shift Assignment Dates pop-up appears.



5. In the **School days to shift** box, type the number of school days you want to shift the selected assignments. Then, click the drop-down to select **Forward** to shift the dates forward, or **Backward** to shift the dates backward.

   > **Note**: The system uses the school calendar shared by the majority of students in the class section when determining the next or previous school dates.

6. Below **Dates to adjust,** select the checkboxes to determine which assignment dates you want to shift:
   - **Assigned:** to shift the date assigned

     > **Note**: If you shift the date assigned for an assignment ahead of its due date, the due date automatically changes to match the new date assigned.

   - **Due:** to shift the date due

     > **Note**: An assignment's due date can only be shifted back as far as its date assigned.

   - **Submission open:** to shift the online submission open date
   - **Submission close**: to shift the online submission close date

7. Select the **Update grade terms as needed** checkbox if you want the system to update the value in the **Grade Term ID** field for the assignment, if the new date(s) are in another grade term.

> **Notes**: Administrators can lock a grade term after it ends. When a grade term is locked, all assignments associated with it are read-only. When you shift assignment dates, Aspen:
>
> - Skips any assignment that is read-only (locked).
> - Will not update an assignment's grade term to a locked grade term.

Receiving Assignments Online

If your school uses the Family and Student portals, you can create assignments that students can submit online from the Student portal. Then, you can download the assignments directly from the Scores page in the gradebook.

To receive assignments online, you must set up your gradebook to do so.

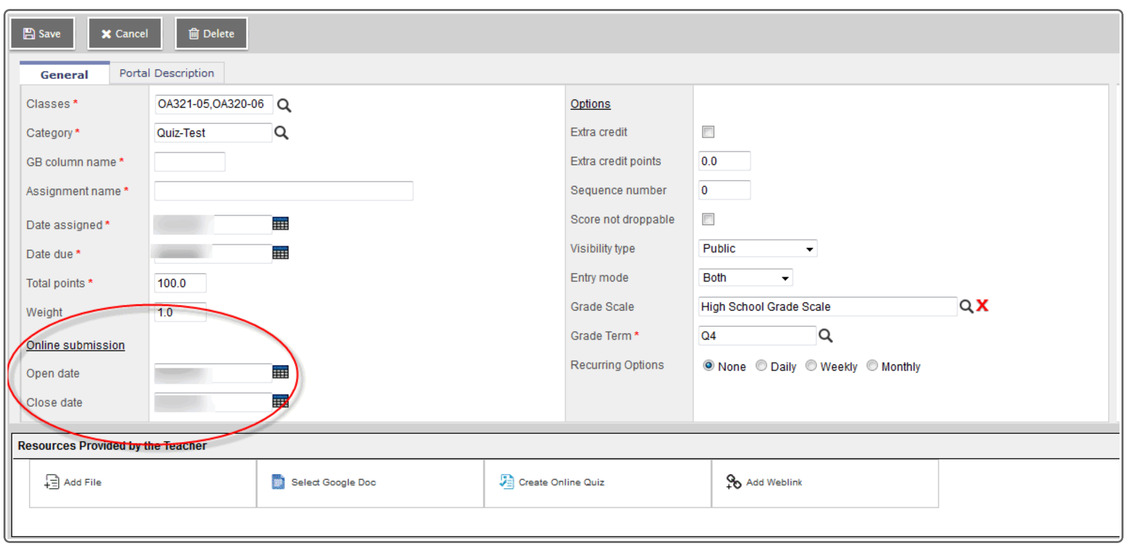
Then, you can use the Scores page to open and save the files the students upload from the Student portal.

Set up your gradebook to receive assignments online

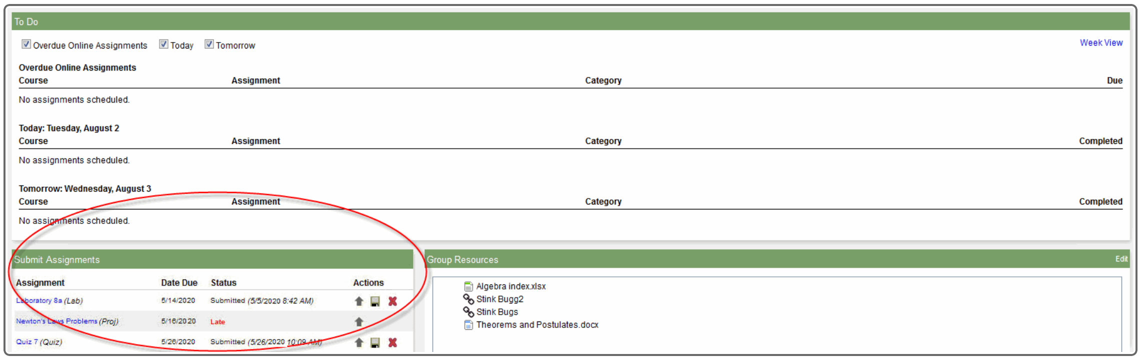
Before you can receive assignments online from your students, you need to set up your gradebook to do so.

To set up your gradebook to receive assignments online:

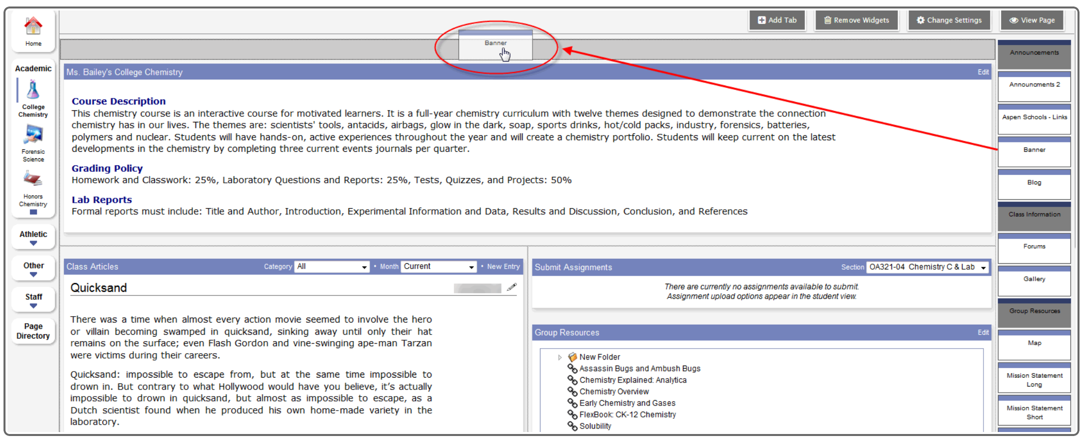
1. When you create an assignment, enter dates under ***Online submission*** in the **Open date** and **Close date** fields.



Students can upload files for this assignment within that date range only. In the Student portal, they use the To Do or Submit Assignments widget on the Class page.



2. On your Class page in the Staff view, confirm that your page includes the Submit Assignments widget. If it does not, do the following:
   - In the top-right corner of the page, click **Edit Page.** The **Page Widgets** menu appears.



   - Scroll down to find **Submit Assignments.**
   - Click and drag the **Submit Assignments** widget and place it on the Class page where you want it to appear.
   - Click **View Page.**

Now, during the date range you defined for the assignment, students can upload their assignments using the Student portal.

You can then receive assignments on the Scores page.

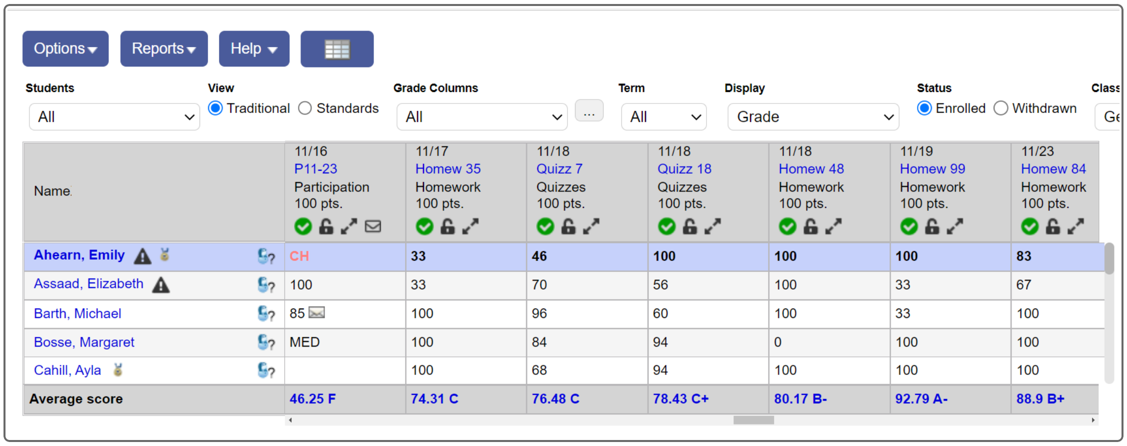
Open and save assignment files submitted from the portal

Students use the Student portal to upload their assignment files. You can open or save these files from your gradebook.

> **Note**: Be sure you have set up your gradebook to receive online assignment submissions.

To receive submitted assignments:

1. Log on to the Staff view.
2. Click the **Gradebook** tab.
3. Select a class section, and then click the **Scores** side-tab. The Scores grid appears.



The **Envelope** icon appears in the row of any student who has submitted the assignment online.

If a student submits an online assignment after the due date, ! appears. Click ! in the Single Student or Single Assignment view to see a timestamp of the late submission.

4. Do one of the following:

- Click or ! next to a student's score to open or save their assignment document.
- Click in the **Grade** column header to save the zip file containing all of the assignment files submitted by students.

> **Note**: Google Docs™ submitted by students cannot be downloaded.

Delete assignments

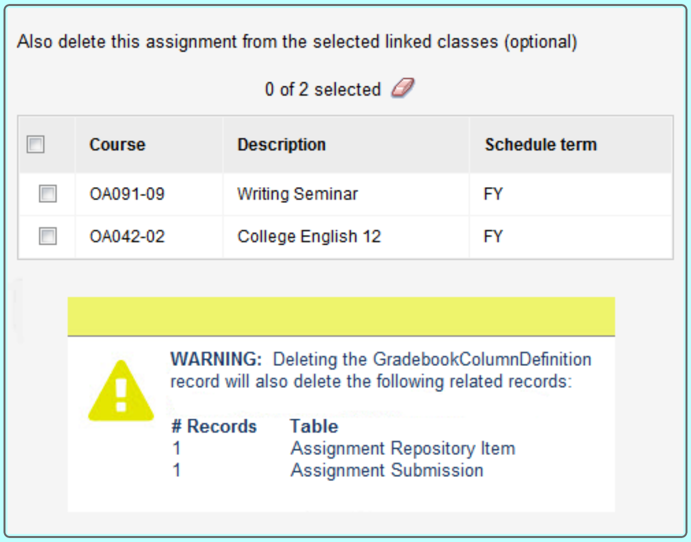
You can delete an assignment that you no longer need. If an assignment is associated with linked class sections, you can delete it from one or more of those sections.

To delete an assignment:

1. Log on to the Staff view.
2. Do one of the following:

Location	Action
Gradebook tab	a. Click the **Gradebook** tab. b. Select the class with the assignment you want to delete. c. Do one of the following: • Click the **Assignments** side-tab and select the assignment. Click **Options > Delete**. • Click the **Assignments** side-tab. Select the assignment, click the **Details** side-tab, and then click **Options > Delete**. • Click the **Scores** side-tab. Click the assignment in the column header. Click **Delete** on the assignment details page.
Planner tab	a. Click the **Planner** tab. b. Do one of the following: • Highlight the assignment on the calendar. Click **Options > Delete Calendar item**. • Open the assignment on the calendar. Click **Delete** on the assignment details page.
Class Page	a. Click the **Pages** tab. b. Select the class Page. c. Select the assignment from the Submit Assignments widget. d. Click **Delete** on the assignment details page. e. Click **OK** or **Delete** on the pop-up. Any records, such as gradebook scores, that are associated with the assignment are also deleted.

Note: If an assignment is associated with one or more linked class sections, you can delete it from one or more of those sections. When you click **Delete** and the pop-up appears, select the checkbox(es) next to the sections that will no longer have this assignment. Any associated records are also deleted:

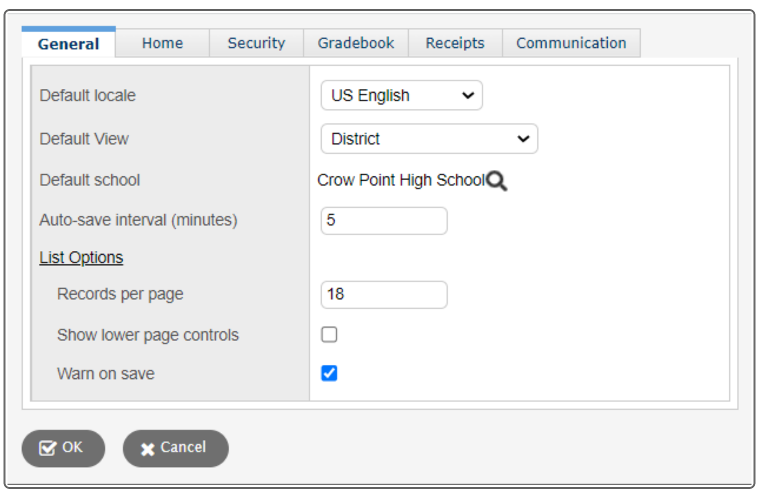


Note: You cannot delete an assignment that is associated with a locked grade term.

Set your user preferences

You can configure a number of user preferences to make using Aspen faster and easier. For example, you can set your primary email address and number of records to see per list page.

From any view, click **Set Preferences** under your user name.



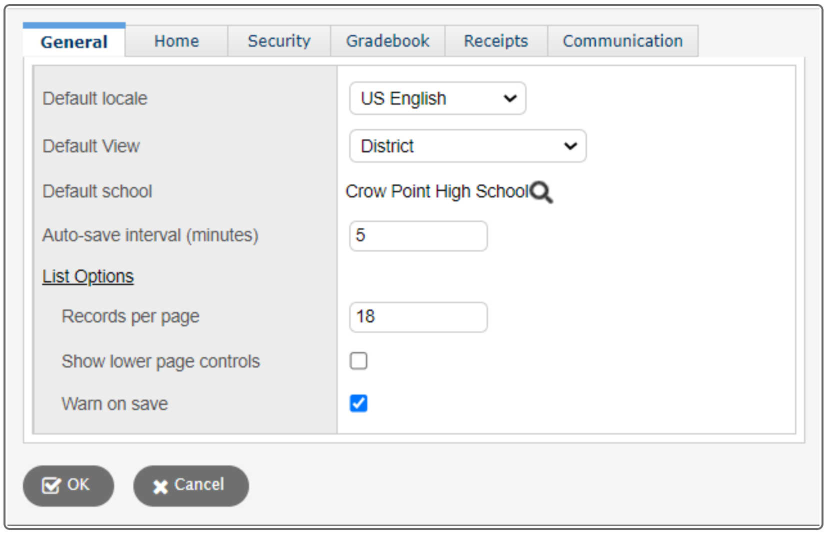
It contains the following tabs:

- General
- Home
- Security

- Gradebook (only appears if you are in the Staff view)
- Receipts (if your school uses receipts)
- Communication

Set your preferences on the General tab

1. From any view, on the settings bar, click **Set Preferences** under your user name. The Set Preferences pop-up appears.



2. On the **General** tab, use the following table to enter information in the fields:

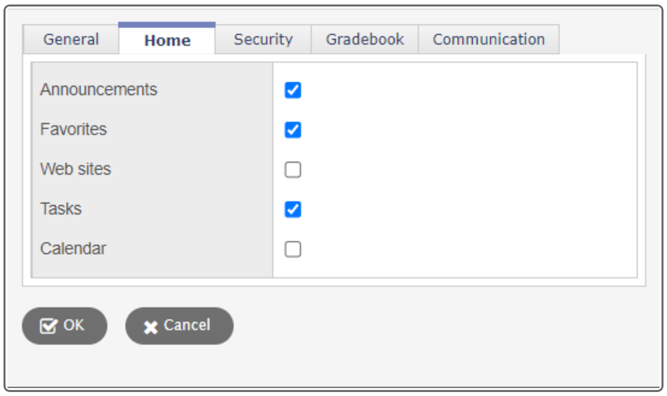
Field	Description
Default locale	Click this drop-down to select your language and date preferences when using Aspen. This selection determines the language used on Aspen's pages and online Help, and in user guides. This selection also affects the display of dates in Aspen. If you select: • **English Canada**: Dates appear as **day/month/year** • **French Canada**: Dates appear as **year/month/day** • **Spanish:** Dates appear as **day/month/year** • **US English**: Dates appear as **month/day/year**
Default View	Click this drop-down to select the default view you want you want to see when logging on to Aspen, such as the School view. (This option is only available if you have access to more than one view.)
Default school	Click to select the default school you want to use when accessing the School view. (This option is only available if you have access to more than one school.)
Auto-save interval (minutes)	Type the number of minutes you want to lapse before the system automatically saves the information you enter on a detail page. The system displays a message to the right of **Save** and **Cancel** on detail pages, alerting you of the time of the last auto-save, or why the auto-save failed. **Note**: If you move between sub-tabs of a detail page, the countdown continues.
Disable User-defined Help	If your district creates and uses user-defined help, and you do not want to view the user-defined help icon for fields and templates, select this checkbox.
Records per page	Type the number of rows you prefer on a list page. (Most users like to see all rows on a page without having to scroll.)
Show lower page controls	To display the page controls 1: Abbondanzio, Anthony at the bottom of all list pages, select this checkbox.
Warn on save	If you want the system to display a warning when you click **Save** on a list page after you have used the **Modify List** option, select this checkbox.

3. Click **OK** to save your preferences.

Set your preferences on the Home tab

Note: The **Home** tab only appears if your user role is not restricted from editing your Home page.

1. From any view, on the settings bar, click **Set Preferences** under your user name.
2. In the Set Preferences pop-up, click the **Home** tab.



3. Select the areas you want to appear on your Home page.

Notes:

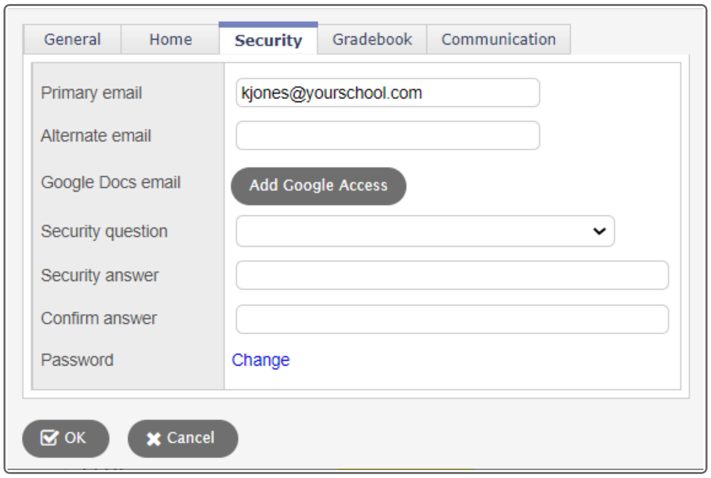
- If you select the **Student Address Changes** checkbox, the Address Changes section appears on the Home page in the School view only.
- If you select the **Student search** checkbox, the Student Search widget appears on the Home page in the School, Intermediate Organization, and District (Root Organization) views only.

4. Click **OK.**

Set your preferences on the Security tab

1. From any view, on the settings bar, click **Set Preferences** under your user name.

2. In the Set Preferences pop-up, click the **Security** tab.



3. Use this table to enter information in the fields:

Field	Description
Primary email	Type your primary email address. The system sends your password to this address if you click the **I forgot my password** link on the logon page. **Note**: This is the address that appears in the **From** field when using the **Send Email** option.
Alternate email	If you already entered an alternate email address, such as for your Google Docs™ account, that address appears.
Google Docs email	If you have already set up access between Aspen and Google Docs, your Google email address appears. To deny Aspen permission to access your Google Docs account, click **Remove Access.** If you have not set up access between Aspen and Google Docs, you can click **Add Google Access** to go to the Google Accounts page. From here you can sign in to your Google account to complete the setup. **Notes**: • If you entered your Google Docs address in the **Alternate email** field, you do not need to re-enter it in this field. • This field is on both the **Security** and **Communication** tabs and displays the same information. You only need to add or remove Google access on one of the tabs, and the other is automatically updated. • Depending on how you set up your Google account, you might have another email address, such as Yahoo! or Hotmail®, linked to your Google Docs. • If you do not enter an address in the **Alternate email** field but do grant access for Aspen to access your Google Docs account, Aspen will automatically populate the appropriate fields for you.
Security question	Click this drop-down to select the security question you want to answer if you forget your password. **Note**: If you use Active Directory to log on to Aspen, this field does not appear.

Field	Description
Security answer	Type the answer to the security question. **Note**: If you use Active Directory to log on to Aspen, this field does not appear.
Confirm answer	Type the security answer. **Note**: If you use Active Directory to log on to Aspen, this field does not appear.
Note: The next three fields and the last field do not appear if: • You use the Active Directory to log on to Aspen, or • Your district is not using secondary passwords.	
Password	Click **Change** to change your password. **Note**: If you use Active Directory to log on to Aspen, this field will not appear.
Security question for secondary password	Click this drop-down to select the security question you want to answer if you forget your secondary password.
Security answer for secondary password	Type the answer to the secondary password security question.
Confirm answer	Type the security answer again.
Secondary password	Click **Change** to change your secondary password.

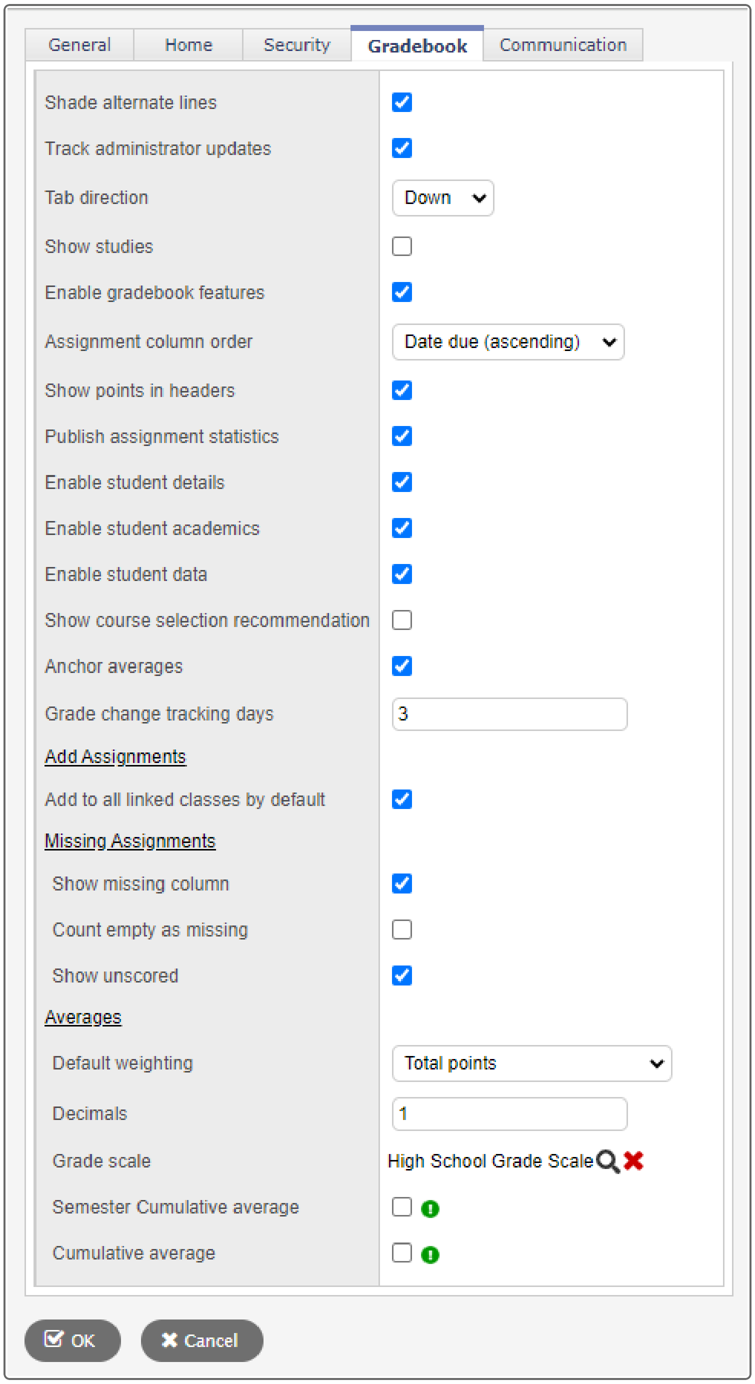
4. Click **OK.**

Set your preferences on the Gradebook tab

> **Note**: Teachers can also set their preferences on the Scores page and on the Class List page by clicking the gear icon . Some of these preferences may not be available to you, depending on your district's and school's settings.

1. In the Staff view, click your username on the settings bar, and then click **Set preferences**.

2. In the Set Preferences pop-up, click the **Gradebook** tab.



3. Use this table to fill in the fields:

Field	Description
Shade alternate lines	Select this checkbox if you want the system to shade every other row of your Grade Input page. Otherwise, deselect this checkbox.
Track administrator updates	Select this checkbox to have an exclamation point appear next to any grades a staff member in the office changes in the School view.
Tab direction	Select whether you want the Tab key to move you across a row or down a column when you are entering grades on the Grade Input page.
Show studies	Select this checkbox if you want courses with a category of Study to appear in your Gradebook.
Enable gradebook features	Select this checkbox if you want to use the Grade Input page to enter scores for assignments. If you do not select this checkbox, the gradebook only displays post columns (Term 1, Term 2, etc.).
Assignment column order	Select if you want assignments to appear in **Date due (ascending)**, **Date due (descending)**, or **Sequence number** order on the Scores page.
Show points in headers	Select this checkbox if you want to view the number of total points in the column header of an assignment.
Show category names in headers	Select this checkbox to display the names of assignment categories in the assignment headers.
Publish assignment statistics	Select this checkbox if you want low, median, and high assignment scores to appear for parents and students when they view grades using the Family and Student portals.
Show student alerts	Select this checkbox to display alert icons next to student names.

Field	Description
Enable student details	Select this checkbox to view student demographic information from the Scores page. When enabled, a **Student Information** icon appears in the **Name** column. Click it to see demographic information from a student's details page (**Student > Details**).
Enable student academics	Select this checkbox to view additional academic information for a student from the Scores page. If enabled, a **Student Information** icon appears in the **Name** column. Click it to see academic information from the **Academics** side-tab (**Student > Academics**).
Enable student data	This field appears if your system administrator enables custom fields for your Gradebook. Select this checkbox if you want to create custom fields to collect and view additional information about your students. **Example**: You would like to create a field to enter the ISBN for every textbook assigned to your students. When this field is enabled, a **Student Information** icon appears in the **Name** column on your Scores page. Click it to view your custom fields.
Show course selection recommendation	Select this checkbox to display the **Recommendation** column on the Scores page. Staff can only make recommendations during the date range defined by the school.
Anchor averages	Select this checkbox to left-align average columns on the Scores page. This way, the averages always appear next to the student information, and the assignments appear to the right.

Field	Description
Grade change tracking days (This field is only appears when you click the gear icon on the Scores page. It is on the **General** tab.)	This value indicates the number of days past an assignment's due date that the "Changed score" icon can appear in the Teacher Classes widget. The "Changed score" icon shows that an administrator or other user changed an assignment's score. The default setting is 3 (days). **Example**: Mr. Parker sets this value to **14**. He assigns a special project that is due on May 30, and then records the scores in his Gradebook. On June 2, the principal changes one of the scores. When Mr. Parker logs on to Aspen, the "Changed score" icon can appear in the Teacher Classes widget up to 14 days past May 30. The icon only appears: • The first time the teacher views their homepage. • In the row of the class with the changed score. • On days when the class is in-session. Teachers can also view changed scores by selecting **Grade Change** at the **Display** field on the Scores page. Once scores are viewed, the icon does not appear.

Field	Description
Add Assignments **Add to all linked classes by default**	This checkbox is enabled by default, so a new assignment that you create for a class will apply to all of its linked sections. (All linked classes are automatically selected in the **Also add this assignment to linked classes** field on the New Assignment page.) If you deselect this checkbox and then create an assignment that you want to apply to one or more linked class sections, you will have to manually select them on the New Assignment page. **Note**: This preference does not affect adding assignments in the Planner or the Submit Assignments widget on class Pages.
Missing Assignments **Show missing column**	If you create special codes that you enter for missing assignments, select this checkbox to view the **Missing** column on the Scores page. For each student, the **Missing** column displays the total number of assignments you have entered those special codes for. The values in this column might help you when determining students' final grades for the term. **Note**: This column is for your eyes only. Students and family members do not see it in the portals, and office and administrative staff members do not see it in the School or District views.

Field	Description
Count empty as missing	If you selected the **Show missing column** checkbox, any assignments that were due before today, and that you have not entered scores for, are counted as missing. **Note**: You might want to select this checkbox at the end of a term when you have finished entering all assignment scores. Otherwise, the **Missing** column will include scores for assignments you have not graded yet.
Show unscored	When this checkbox is selected, you will see all rubrics for the selected term for an individual student, even if no grade is entered. If it is not selected, you will only see the rubrics relevant to the term selected and with a grade entered. **Note**: Rubric ratings must be set up in Aspen in order for this preference to take effect.

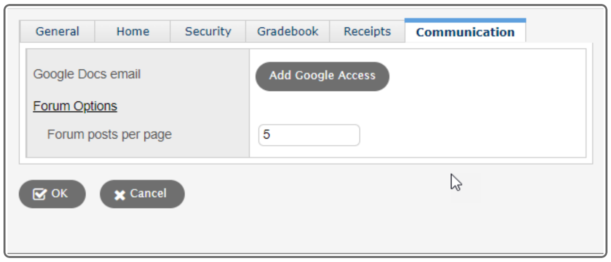
Field	Description
Averages **Default weighting**	To indicate to the system how you calculate averages, do one of the following: • Select **Categories only** if you want to weight categories only in your gradebook. For example, assume you create three categories: Homework, Tests, and Quizzes. All homework assignments are worth the same amount, as are all tests and quizzes. To determine student term averages, Homework is worth 25% of the grade, Tests are worth 50% of the final grade, and Quizzes are worth 25% of the final grade. • Select **Category and assignments** if you want to weight both categories and assignments within those categories. For example, a student's homework average is worth 25% of the term grade, but each homework within the category is weighted differently. For example, you weight reading homework assignments 1, and intensive writing homework assignments 3. • Select **Total points** if you calculate averages by dividing the total points a student earns by the total number of points possible. For example, a student receives a 100, 90, and 80 for grades. The student's average is 270/300=90. • Select **Category total points** if you want to use total points for individual assignments within categories that you weight. For example, assume you have a Homework category. The homework average counts as 25% of the student's final grade. Within the Homework category, you grade each individual assignment using points (HW 1 is worth 10 points, HW 2 is worth 20 points). **Note**: This value becomes the default average mode for the teacher. Teachers can then assign a different average mode to different course sections in the gradebook using the Average Mode field on the class details page.

Field	Description
Decimals	Type the number of decimal places you want the system to use for calculated averages.
Grade scale	Click to select the grade scale you want to use to calculate term averages. If you use a grade scale different than the district grade scale, when you update post columns, the system translates the grades to the district grade scale.
Semester cumulative average	Select this checkbox to show semester running averages on your Scores page. Aspen calculates semester running averages based on the assignment grades within each of the terms inside of it, not on the average for each term. Students and family can view this column in the Student and Family views. **Note**: Your school must enable the School Grade preferences (for Show semester averages in the gradebook) for this user preference to be activated. See your Aspen system administrator for details. Aspen uses the column header **Semester #** (for example, Semester 1) for semester running average columns.
Cumulative average	Select this checkbox to show an overall cumulative average on your Scores page. The overall cumulative average includes all grades and scores entered since the beginning of the class, regardless of term. Aspen calculates the overall cumulative average using the average mode specified in your gradebook. Aspen uses the column header **Cumulative** for the overall cumulative average. **Note**: Your school must enable its Grade preferences for this user preference to be activated. See your Aspen system administrator for details.

4. Click **OK.**

Set your preferences on the Communication tab

1. From any view, on the settings bar, click **Set Preferences** under your user name.
2. In the Set Preferences pop-up, click the **Communication** tab.



3. If you have given permission for Aspen to access your Google account, your Google Docs™ email address appears. Click **Remove Access** to deny permission for Aspen to access your Google Docs account.

   If you have not given permission for Aspen to access your Google account, you can click **Add Google Access** to go to the Google Accounts page. From here, you can sign in to your Google account to complete the setup.

   Notes:
   - This field is on both the **Security** and **Communication** tabs and displays the same information. You only need to add or remove Google access on one of the tabs, and the other is automatically updated.
   - If you entered your Google Docs address in the **Alternate email** field on the **Security** tab, you do not need to re-enter it in this field.
   - It is possible that you might have another email address, such as Yahoo! or Hotmail®, linked to your Google Docs, if that is how you set up your Google account.
   - If you do not enter an address in the **Alternate email** field but do grant access for Aspen to access your Google Docs account, Aspen will automatically populate the appropriate fields for you.

4. Under **Forum Options**, at the **Forum posts per page** field, type the number of posts you want to see on a page. For example, if you type **50** and a particular forum has 40 posts, you will see them all on one page. If you type a small number, you might have to click through many pages of posts.

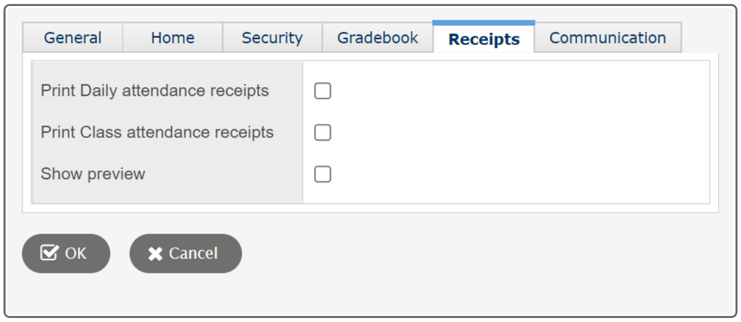
   Note: This field can be set to any number. Students and parents can change this value in their own preferences.

5. Click **OK** to save your preferences.

Set your preferences on the Receipts tab (if your school uses receipts)

Note: The **Receipts** tab only appears if your district or intermediate organization is set up for receipt printing.

1. From any view, on the settings bar, click **Set Preferences** under your user name.
2. In the Set Preferences pop-up, click the **Receipts** tab.



3. Select the **Print Daily attendance receipts** checkbox if a receipt should print when daily attendance is entered on the Daily Attendance Office Input page.
4. Select the **Print Class attendance receipts** checkbox if a receipt should print when class attendance is entered on the Class Attendance Office Input page.
5. Select the **Show preview** checkbox if a preview of the receipt should appear before it is sent to the printer.
6. Click **OK.**

Note: You must set the receipt printer as your default printer. In Windows, click **Start > Control Panel > Hardware and Sound** or **Printers and Other Hardware > Printers** or **Printer and Faxes.** Right-click the receipt printer, and then select **Set as Default Printer.** A checkmark on the receipt printer icon marks it as the default printer.

Create special codes for assignment grades

Teachers can create special gradebook codes. For example, you might create the MED (medical) code to explain why a student did not complete an assignment, and then indicate that the score does not affect the student's average. Special codes are visible in the Family and Student portals.

Note: Be careful not to create a code that is already represented in your grade scale. For example, you do not want to create a cheating code *C* if your grade scale contains a C grade.

You can manually enter a special code in a grading cell on your Scores page. Or you can press **CTRL+L** or **Lookup** on the **Options** menu to select from a list of your special codes. Special codes are not available in the Standards view on the Scores page.

Note: If you are grading an assignment created by another teacher and press **CTRL+L** or **Lookup** on the **Options** menu, the pick list displays that teacher's special codes, not your own.

To create a special code:

1. Log on to the Staff view.
2. Select **Tools > Special Codes**.
3. Select **Options > Add**. The New Gradebook Special Code page appears.

4. Enter a code.

   Note: Special codes must be unique.

   Example: You create a special code, **M**, to indicate missing assignments. You also need a special code to indicate medical issues. Since M is not available, you type **MED**.

5. Click the **Behavior** drop-down to select one of the following:
   - **Exempt from calculations**: Aspen will not count this assignment when calculating the student's average.
   - **Calculate as zero**: Aspen will count this assignment as a zero when calculating the student's average.
   - **Calculate as full point value**: Aspen will include the assignment's total points when calculating the student's average.
   - **Calculate as percentage**: Aspen will calculate this assignment score based on a percentage of the total possible points (excluding extra credit points).
6. The **Percent** field appears if you selected **Calculate as percentage** at the **Behavior** field. Enter the percentage of the total points (0-100) to use in the calculation when a value is entered on the Scores page.

   Note: To prevent students from receiving zero points for missing assignments, create a code that is worth a percentage of the assignment's total points, and then select the **Report as missing** checkbox (see step 7).

   Example: A teacher creates the code **M1**, selects **Calculate as percentage** at the **Behavior** drop-down, and enters **50** here. They enable **Report as missing**. When **M1** is entered on the Scores page, the student receives 50 points instead of zero, reducing the impact on their average.

7. Select the **Report as missing** checkbox if you want assignments to appear in the Family and Student portals as missing. Grade reports that list missing assignments, such as progress reports, will also display the missing code. Special codes flagged as missing appear in addition to assignments with no score.

   Note: If you select the **Show missing column** checkbox in your user preferences, Aspen includes any assignments you enter this code for in the calculation for the **Missing** column that appears on the Scores page. The **Missing** column can also include assignments that were due before today that you did not enter a score for, if you also select the **Count as missing** checkbox in your user preferences.

8. Select a **Color** to represent this special code. Click to see the Color Chooser pop-up. Click a color to select it, and then click **OK**. You can make it lighter or darker by clicking the square, and then clicking the color gradations bar on the pop-up. Click Clear to select a different color. When you are done, click **OK**.

   Example: You might want the **CH** (cheated) code to appear in red so that you can easily find it on the Scores page.

9. Click **Save.**

   Note: If a grade term is locked, it could prevent you from editing or deleting a special code.

Create comments in a comment bank

After you create a comment bank, define the comments that are available within the bank.

When you create a comment, you can use variables to call information specific to the record or student the comment is being entered for. For example, if you use the variable {{person.firstName}}, the system inserts the student's first name where the variable appears in the comment text:

{{person.firstName}} is a pleasure to have in class = **Jane is a pleasure to have in class**

To create comments in a comment bank:

1. Do one of the following:
   - For the District: Log on to the District view. Select **Admin > Data Dictionary**. On the **Data Dictionary** side-tab, click **Comments**.
   - For an intermediate organization: Log on to the Intermediate Organization view. Select **Admin > Data Dictionary**. On the **Data Dictionary** side-tab, click **Comments**.
   - For a school: Log on to the School view. Select **Admin > Comments**.
   - For staff members: Log on to the Staff view. Select **Tools > Comments**.
2. A list of any comment banks already created appears. Select a comment bank, and click **Codes** on the **Data Dictionary** side-tab.
3. Select **Options > Add**. The New Comment Bank Code page appears.

4. In the **ID** field, type an identifier for the comment, such as a number or short combination of letters and numbers to identify the comment for users. Users can use this ID to search for the comment.
5. In the **Preview** field, type the text of the comment to let users know what will be inserted in the field if they select this comment. This does not have to match the value you enter in the ID field. For example, you might type **(Student) is disruptive in class** so that users will know the student's name is inserted once they select it.
6. In the **Code** field, type the actual comment. You can include a variable, which is text enclosed in double curly braces **{{xxx}}** and a filter, which is pipe-delimited text after a variable (hold the **Shift** key while clicking the backspace key to create the **|** symbol). For example, {{studentName|capitalize}} prompts the system to insert *Jon* instead of *jon*.
7. Use the following table to enter the available filters in your variables:

Filter Type	Description	If you type this:	This appears in the comment:
Count	The number of elements in a collection.	{{student.conductIncidents|count}}	2 (the student has two conduct incidents on record)
Capitalize	The system capitalizes the first letter.	{{person.firstName|capitalize}}	Elizabeth
Titlecase	The system enters the text in titlecase format.	{{"parents and caregivers"|titlecase}}	Parents and Caregivers
Ordinal	The system enters a numerical value in ordinal format.	{{person.firstName}}'s {{student.conductIncidents|count|ordinal}}incident was the last documented offense.	Timothy's 3rd incident was the last documented offense.
Upper	The system enters the text in all uppercase.	{{person.firstName|upper}}	JANE
Lower	The system enters the text in all lowercase.	{{person.firstName|lower}}	jane

Filter Type	Description	If you type this:	This appears in the comment:
Trim	The system enters the text with all white space trimmed.	{{person.physicalAddress.addressLine01|trim}}, such as xxx123 Main Streetxxx	123 Main Street (the address without any spaces before or after the text)
Gender	The system enters the gender term based on "Male" or "Female".	{{"Male"|gender:boy,girl,they}} OR {{person.genderCode|gender:He,She}}	Boy OR He or She
Length	The number of characters in text.	{{person.firstName|length}}, such as *Jane*	4 (number of characters in the student's name)

> **Note**: You can chain filters by adding more filters separated by pipe (|) characters. For example, if you wanted to lower a text and then immediately capitalize it, you could use {{variable|lower|capitalize}}.

8. In the **Category 1-3** fields, you can enter specific names for the categories defined for the comment bank itself. For example, if the comment bank has **Category** 1 defined as ***Department***, **Category 2** defined as ***Course***, and **Category 3** defined as ***Level***, the specific categories you might enter for a comment could be ***English***, ***Creative Writing***, and ***AP***.
9. Select the **Disabled indicator** checkbox if you do not want this comment to appear in the pick list for any users. For example, this would let you remove it from view without deleting it permanently.
10. Click **Save.**

> **Note**: Staff members who create comment bank codes for school-owned banks will lose the codes if they move to a different school. However, codes created for comment banks owned by a district or intermediate organization will remain if the user who created them changes schools within the district or intermediate organization.

Create reporting standards for your classes

Reporting standards are rubric criteria that you can align to your assignments. Then, you can enter scores for each standard to indicate a student's progress in meeting each standard.

> **Note**: If you are an elementary teacher, your district probably creates your reporting standards for you, and they automatically appear on your **Reporting Standards** side-tab. You can view the report-

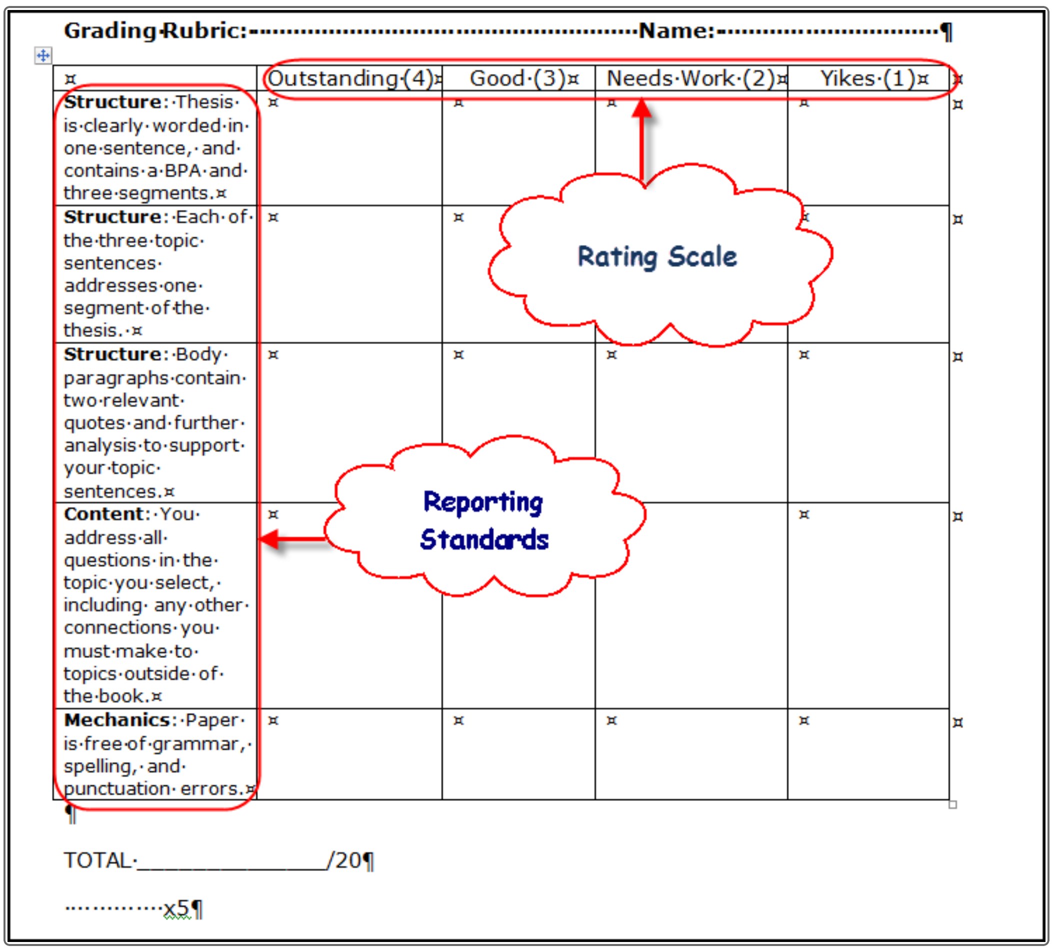
ing standards to familiarize yourself with which you should apply to which assignments.

There are two ways for reporting standards to appear on your **Reporting Standards** side-tab on the Gradebook tab:

- If your district creates specific reporting standards for the classes you teach, those reporting standards automatically appear.

  They might also be aligned with learning standards, such as Common Core standards. Reporting standards are course-specific. You must select the course on the **Gradebook** tab, Class List page, then click the **Reporting Standards** side-tab to view the reporting standards assigned to a class.

- Or, you can create your own reporting standards to track student progress in very specific skills within your assignments. For example, you might be a secondary teacher who uses a rubric to score all of your students' essays.


Grading Rubric: **Name:**

	Outstanding (4)	Good (3)	Needs Work (2)	Yikes (1)
Structure: Thesis is clearly worded in one sentence, and contains a BPA and three segments.				
Structure: Each of the three topic sentences addresses one segment of the thesis.				
Structure: Body paragraphs contain two relevant quotes and further analysis to support your topic sentences.				
Content: You address all questions in the topic you select, including any other connections you must make to topics outside of the book.				
Mechanics: Paper is free of grammar, spelling, and punctuation errors.				

TOTAL ________________/20

x5

Create a reporting standard for each rubric criteria. For example, *1. Thesis is clearly worded, 2. Topic sentences address the thesis, 3. Body paragraphs have two quotes and analysis to support topic sentence, 4. Address all questions in topic selected and make outside connections, 5. Strong conclusion*, and *6. Grammar*.

Optionally, you can also align each of these reporting standards to the appropriate learning standard(s). For example, you might align essay reporting standard ***#5 Strong Conclusion*** with Common Core standard *CCSS.ELA-Literacy.W.9-10.2f Provide a concluding statement or section that follows from and supports the information or explanation presented (e.g., articulating implications or the significance of the topic).*

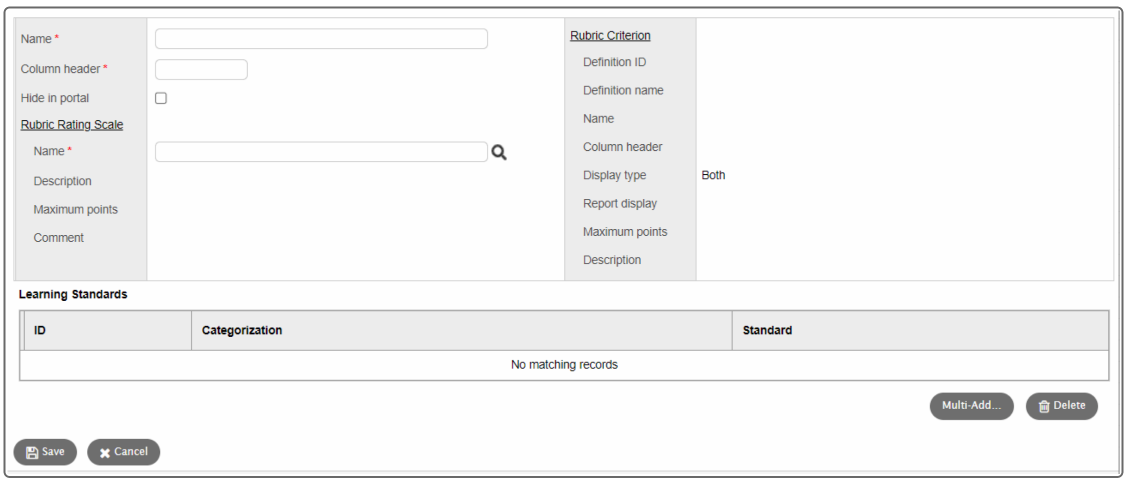
Note: If you create your own reporting standards, the scores you enter are for your information only; Aspen does not use these scores when calculating progress or end-of-term averages.

To create or view reporting standards for a class:

1. Log on to the Staff view.
2. Click the **Gradebook** tab.
3. Select a class, and click the **Reporting Standards** side-tab.

   If your district created reporting standards for your class, they appear. If your district aligns learning standards to each reporting standard, they appear in the ***Standards*** column.

4. To create a reporting standard for your classes only, on the **Options** menu, click **Add.** The New Section Reporting Standard page appears.



5. In the **Name** field, type a name for the reporting standard.
6. In the **Column header** field, type the text that appears at the top of this grade column on the Scores page.
7. Under ***Rubric Rating Scale***, at the **Name** field, click to select the rubric rating scale you want to use to enter scores for this standard. For example, you might select a 1-4 rating scale.
8. Below ***Learning Standards***, click **Multi-Add** to align this reporting standard with any learning standards in your district's system. These are the learning standards represented by the score a

student receives for this reporting standard.

9. Click **Save.** Now, you can select this reporting standard when creating new assignments.

> **Note**: Remember that reporting standards you create and the scores you enter for them are for your information only; Aspen does not use these scores when calculating progress or end-of-term averages.

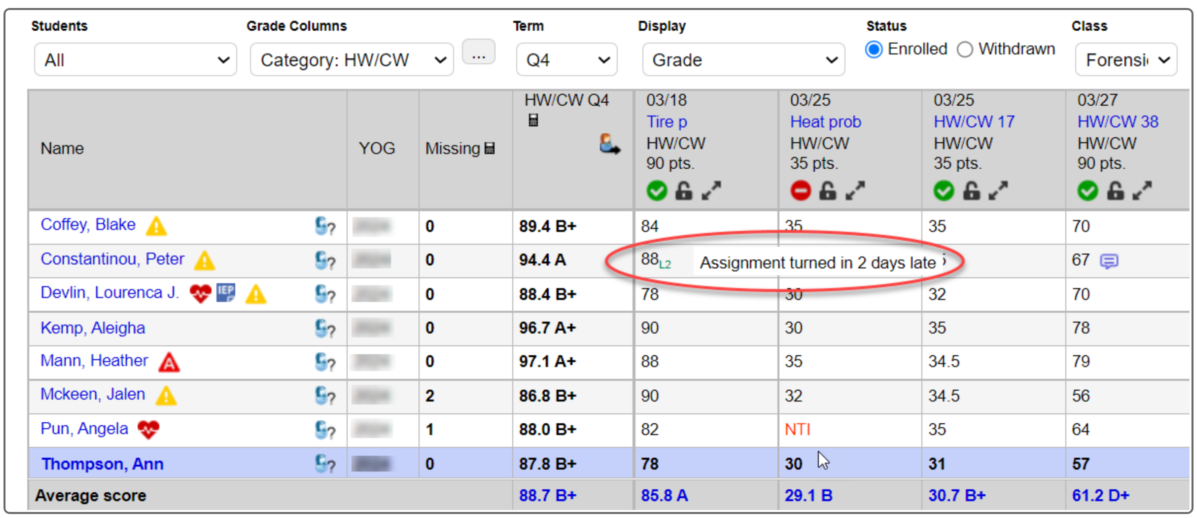
> **Note**: An administrator can merge your class sections if they occur during the same class period. If your course sections are merged, a message appears with a link directing you to the "primary" class section.

Create footnotes

Create footnotes to add special notes to scores on the Scores page. The notes do not add or subtract any points, or affect the student's average. They simply offer you a place to record notes regarding an assignment grade.

For example, a student might receive a C for an assignment—two grades lower than he actually earned, because he submitted it two weeks late.

After you enter a footnote for a score, the code you select appears next to the score. To view the footnote, use your cursor to hover over the footnote code.



Footnotes are not visible in the Family and Student portals.

To create footnotes:

1. Log on to the Staff view.
2. Click the **Tools** tab.
3. Click the **Footnotes** side-tab.

4. On the **Options** menu, click **Add.** The New Gradebook Footnote page appears.
5. Type the code.

> **Note**: This is the code you can enter on the Scores page by pressing **CTRL+L** or selecting **Lookup** on the **Options** menu, then selecting **Footnote** at **Filter** in the pop-up.

6. Type the description.
7. Click **Save.**

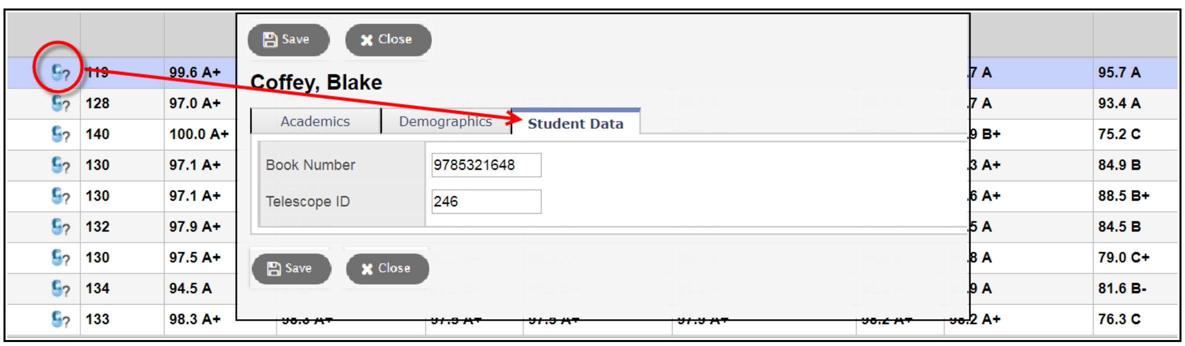
> **Note**: If a grade term is locked, it can prevent you from editing or deleting a footnote. See "Locked Grade Terms" for more information.

Create custom fields for your gradebook

Create custom fields for your Gradebook to collect and view additional information about your students.

> **Example**: You want to track the book number of each student's textbook. Create a custom field called **Book Number**, and then enter that value for each student.

After you create the fields and enter values, you can view this information on your Scores page. To do so, click the **Student Information** icon in the **Name** column. On the pop-up, click the **Student Data** tab.



> **Note**: Your system administrator must enable custom fields on the Gradebook Student Information system table before you begin.

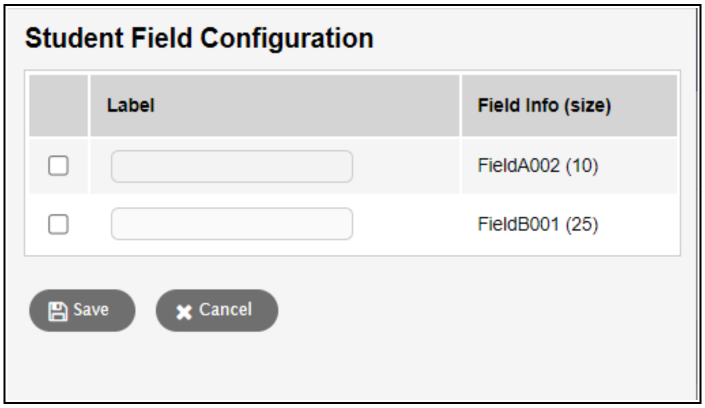
To create custom fields for your Gradebook:

1. Log on to the Staff view.
2. Click the **Gradebook** tab, and then do one of the following:
   - Click **Set preferences** under your username, and then click the **Gradebook** tab.
   - Clear the gear icon , and then click the **Student Information** tab.

3. From the **Gradebook** or **Student Information** tab, select **Enable student data**, and then click **OK**.

> **Note**: If you do not see the **Enable student data** field, contact your system administrator. The system administrator must enable custom fields on the Gradebook Student Information system table for this field to appear.

4. Now you can name the custom fields. From the **Gradebook** tab, select a course, and then click the **Roster** side-tab.
5. Click **Options > Configure Student Data Tab**. The Student Field Configuration pop-up appears. In this example, the teacher can create four custom fields.

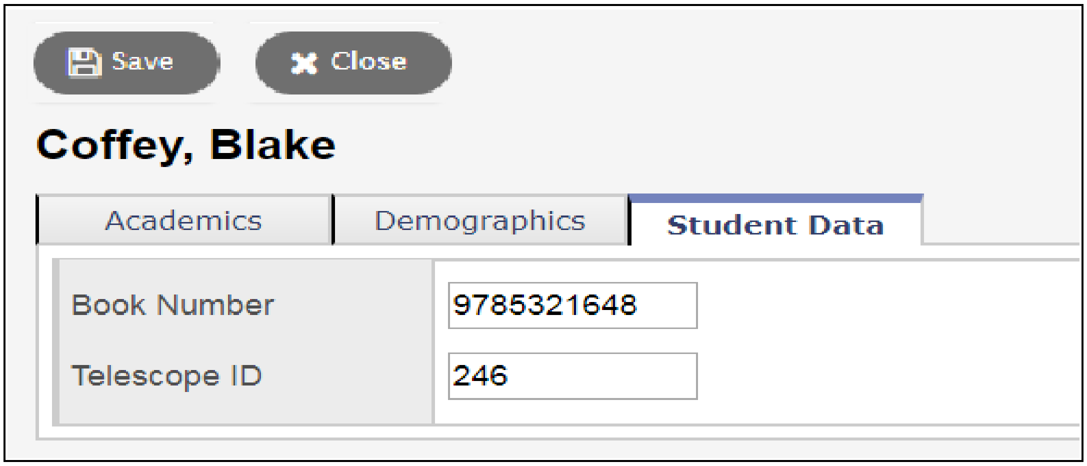


6. Select a checkbox, and then enter the **Label** for this field. The **Label** is the name that appears on the Student Data Tab on your Scores page. The **Field info (size)** column shows the field's maximum number of characters. Consider how many characters you will need when you enter data for this field.

> **Example**: You want to create a field for your student's nicknames. Since nicknames tend to be short, select the checkbox in a row that allows for 10 **(10)** characters, and then enter **Nickname** in the **Label** field.

7. On the pop-up, repeat step 6 to create each custom field. Click **Save**.
8. Now enter values for the custom fields. Go to the Scores page for this course section, and then click the **Student Information** icon  in the **Name** column.

9. Click the **Student Data** tab, and enter information for each field you created.



10. Click **Save**.
11. To create custom fields for another course section, repeat steps 4-10.

> **Note**: Create custom fields for each course section as needed. If you created a Nickname field for Algebra I section 001, it is only available for students in that section. Repeat the steps for your students in Algebra I section 002.

Using the Standards-Based Gradebook as a Teacher

Standards-based grades, or scores, provide a different way to assess student progress than traditional grades.

What is traditional grading?

Traditional grading involves scoring students based on points earned on assignments. For example, a student might earn a B (85) on a writing assignment. Then, at the end of a marking period, all of their scores are combined to determine the average score they received during this period of time. Each student receives one average for each class:

85+75+63+91 = 314/4 = 78.5 average

Because traditional grading is just an average of a student's scores, it doesn't highlight whether their skills are getting better, staying the same, or getting worse over time.

What is standards-based grading?

Standards-based grades give you a way to score a student's progress in meeting each specific standard within an assignment.

With standards-based grades, you can enter several scores for the same assignment. For example, for each writing assignment, you might enter five scores – one for each of the following standards:

Assignment: *Esperanza Rising* essay

Standard	Score
Introduce claims	3
Support claims	2
Cohesion	3
Formal style	3
Conclusion	2

You can use your Aspen gradebook to align assignments with standards, and enter scores for each of those standards. Then, for each standard, Aspen calculates an average score received as well as a Trend score, which uses the Power Law calculation.

What is the Power Law Trend?

The Power Law Trend references each score you enter for a student, and predicts the next score that student would receive if evaluated for that standard again.

For example, William Smith's end-of-term Trend score for the *Comprehends the Main Idea* standard is 2.7. Essentially, the calculated Trend score predicts the student would receive 2.7 the next time they are scored on this standard:

Student: William Smith¶

	Score for *Comprehends Main Idea* Standard¤
Assignment 1¤	2¤
Assignment 2¤	2¤
Assignment 3¤	3¤
Power Law Trend Score¤	2.7¤

The Power Law determines, through an intricate formula, how the student is progressing in meeting each standard. It does not average the scores, which would give equal weight to a score the student earned at the beginning of the marking period and one earned at the end of the marking period. Instead, the Power Law Trend calculates a score that measures the student's progress over the entire marking period (giving more weight to later assignments).

This way, each student can receive several scores for each class – one for each reporting standard used in that class.

Tip: The more assignments you link to a standard, the better picture you'll get about student mastery of it. As you grade the assignments, a trend emerges.

Learn more....

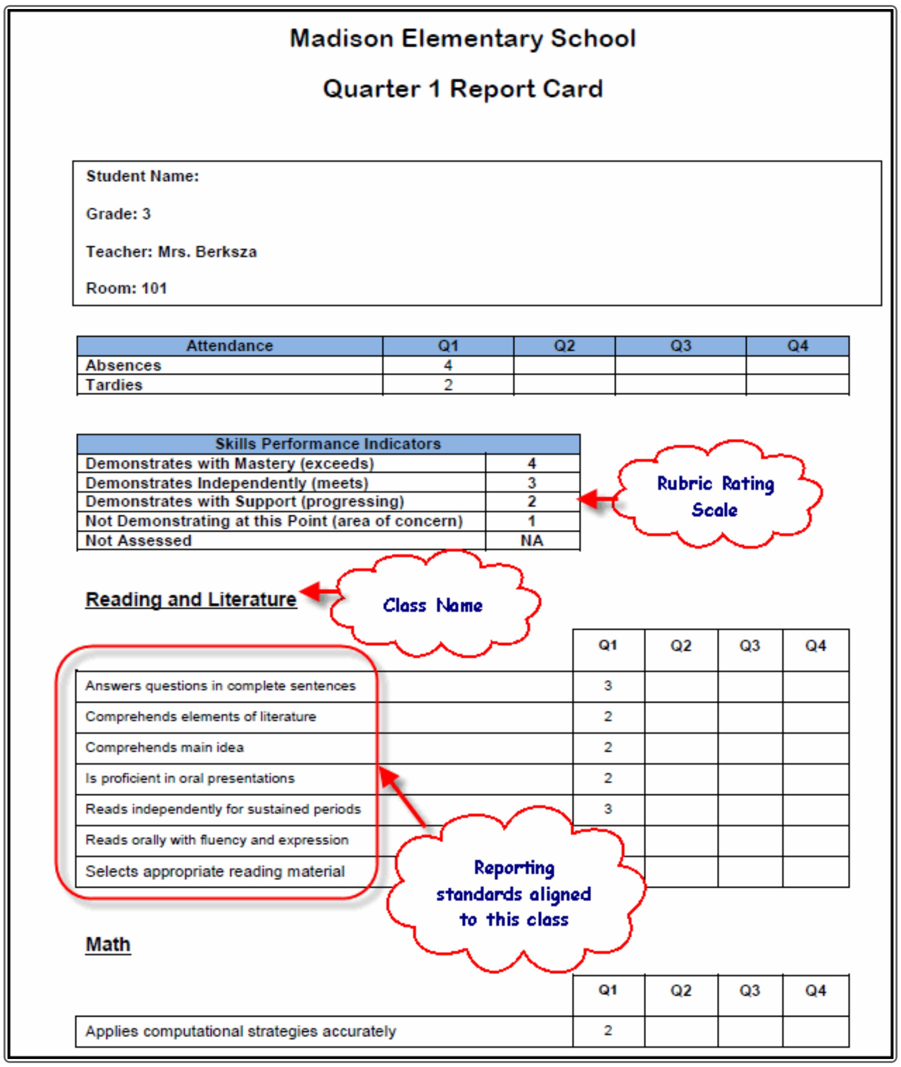
- Elementary Teachers and Standards-based Grades
- Secondary Teachers and Standards-based Grades
- Getting Started with Standards-based Grades

Elementary Teachers and Standards-Based Gradebook

As an elementary teacher, you have probably used standards-based grades as your primary grading practice in your classroom.

There are two ways elementary teachers might use the Aspen gradebook with standards-based grades:

- Enter and post end-of-term scores for each standard associated with each class or subject at the end of a marking period for report cards only; teachers do not enter specific assignment scores in the Aspen gradebook.



Madison Elementary School

Quarter 1 Report Card

Student Name:

Grade: 3

Teacher: Mrs. Berksza

Room: 101

Attendance	Q1	Q2	Q3	Q4
Absences	4			
Tardies	2			

Skills Performance Indicators	
Demonstrates with Mastery (exceeds)	4
Demonstrates Independently (meets)	3
Demonstrates with Support (progressing)	2
Not Demonstrating at this Point (area of concern)	1
Not Assessed	NA

Reading and Literature

	Q1	Q2	Q3	Q4
Answers questions in complete sentences	3			
Comprehends elements of literature	2			
Comprehends main idea	2			
Is proficient in oral presentations	2			
Reads independently for sustained periods	3			
Reads orally with fluency and expression				
Selects appropriate reading material				

Math

	Q1	Q2	Q3	Q4
Applies computational strategies accurately	2			

- Enter scores for standards aligned to every assignment for each class or subject. Then, at the end of each marking period, Aspen provides teachers with both an average score that a student receives for each standard, and a Trend score.

[Aspen calculates the Trend score based on the Power Law calculation](#):

$$\text{power law score} = e^{\left[\left(\sum \ln x\right) \left[\frac{\sum (\ln x)(\ln s) - \frac{\left(\sum \ln x\right)\left(\sum \ln s\right)}{N}}{\sum (\ln x)^2 - \frac{\left(\sum \ln x\right)^2}{N}} \right] + \left[\frac{\sum (\ln y) - \left(\sum \ln x\right) \left[\frac{\sum (\ln x)(\ln s) - \frac{\left(\sum \ln x\right)\left(\sum \ln s\right)}{N}}{\sum (\ln x)^2 - \frac{\left(\sum \ln x\right)^2}{N}} \right]}{N} \right] \right]}$$

The Power Law references each score you enter for a student. Each student's goal is to 'trend up'; meaning students should perform better on a standard towards the end of a term after more instruction and practice.

When it's report card time, you can easily post Trend scores to the office.

To enter standards-based scores for assignments throughout the grading term:

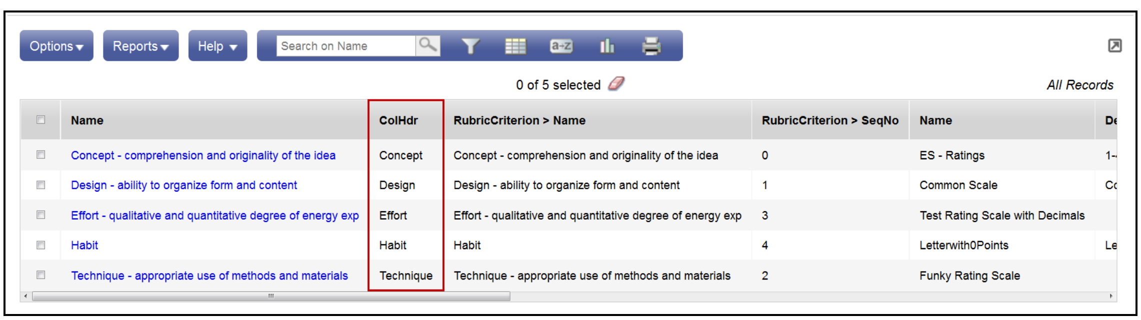
1. View the reporting standards you district has set up for each of your classes.
2. Create assignment categories.
3. Create assignments and align them to reporting standards.
4. Enter standards scores for assignments.
5. View Trend scores to help guide your lessons.
6. Post scores to the office for report cards and transcripts.

View reporting standards

If you enter standards scores for assignments in a subject or class, your district creates the rubrics, or reporting standards, for your classes.

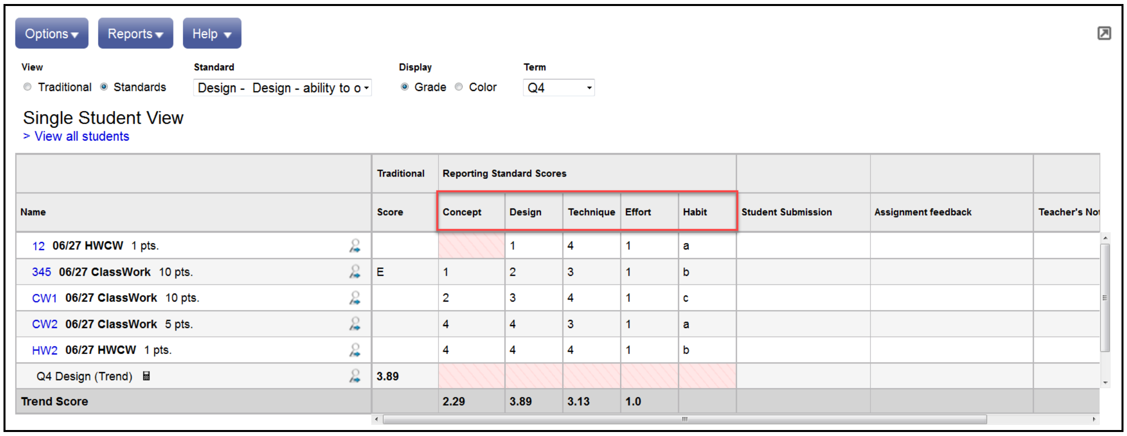
To view the reporting standards your district creates for a class, or subject:

1. Click the **Gradebook** tab.
2. Select a class or subject, and click the **Reporting Standards** side-tab.
3. For each standard, refer to the **ColHdr** column to see the column header name.



Name	ColHdr	RubricCriterion > Name	RubricCriterion > SeqNo	Name	De
Concept - comprehension and originality of the idea	Concept	Concept - comprehension and originality of the idea	0	ES - Ratings	1-
Design - ability to organize form and content	Design	Design - ability to organize form and content	1	Common Scale	Cc
Effort - qualitative and quantitative degree of energy exp	Effort	Effort - qualitative and quantitative degree of energy exp	3	Test Rating Scale with Decimals	
Habit	Habit	Habit	4	LetterwithOPoints	Le
Technique - appropriate use of methods and materials	Technique	Technique - appropriate use of methods and materials	2	Funky Rating Scale	

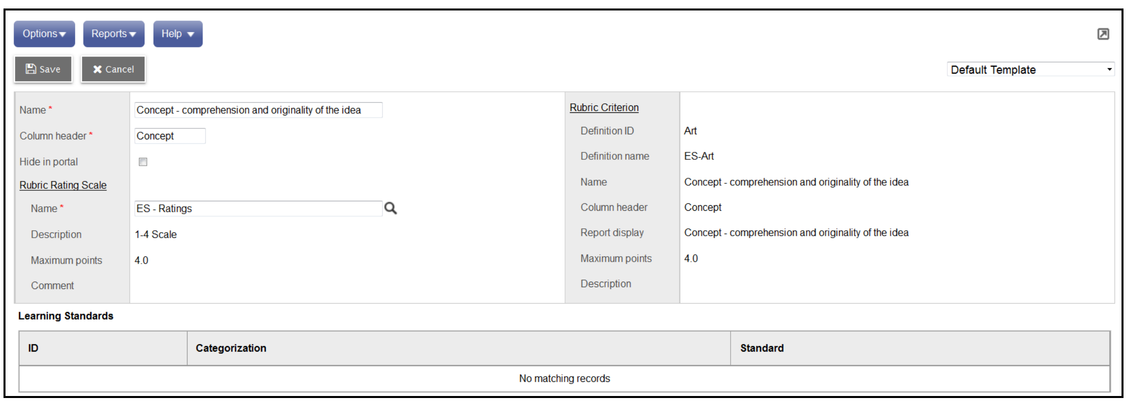
This name appears on your Scores page when you enter scores.



Note: Column header names often appear truncated on the Scores page, making it difficult to recognize which standard you are grading. To help, click the **Quick Print** icon to print the list of reporting standards for each class section. That way, you have something to refer to when entering scores.

4. If your district matches these reporting standards with learning standards, such as Common Core, or state learning standards, this information appears in the **Standards** column.

5. Click a reporting standard's name to see all its details.



6. If your students and their families use the Portals to track academic progress, you can select the **Hide in Portal** checkbox for a specific reporting standard. This keeps that standard and any associated scores from appearing in the portals.
7. Click **Save**.

Once you are familiar with the reporting standards for your classes, you can begin to create assignments and align them with the appropriate standards.

Create assignment categories for a standards-based gradebook

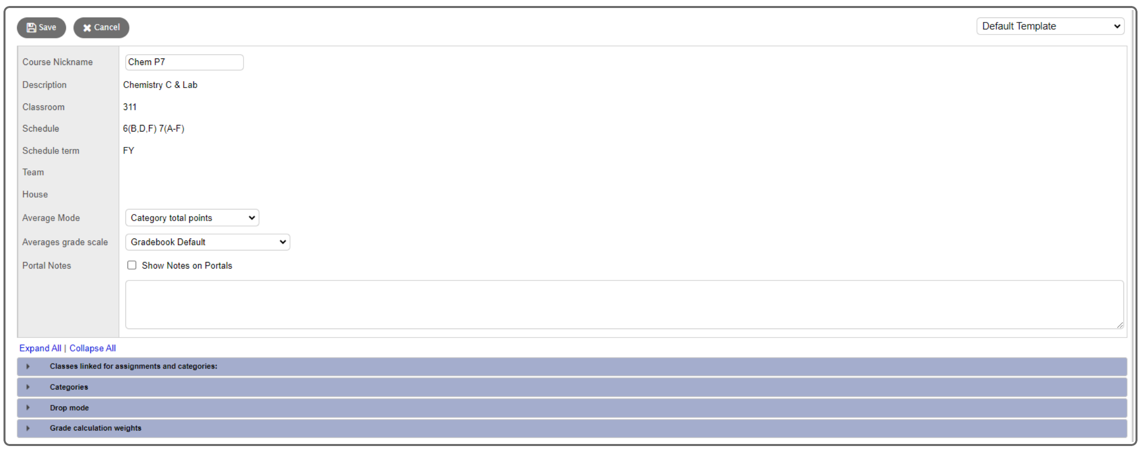
Define the types of assignments you give in all of your classes by creating categories. For example, you might assign *Classwork* and *Assessments*. Define a category for each one.

You can use these categories to sort your list of assignments. Even if you do not want to sort your assignments in this way, you must create at least one category. You have to select the category you want to use each time you create an assignment in Aspen; it is a required field.

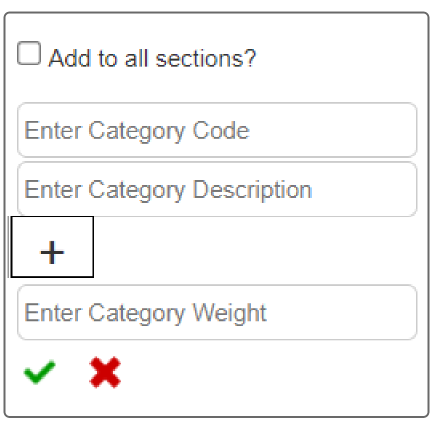
> **Important**: You need to create at least one category.

To create a category:

1. Log on to the Staff view.
2. Click the **Gradebook** tab.
3. Select a class to create categories for.
4. Click the **Details** side-tab. The details for that class appear.

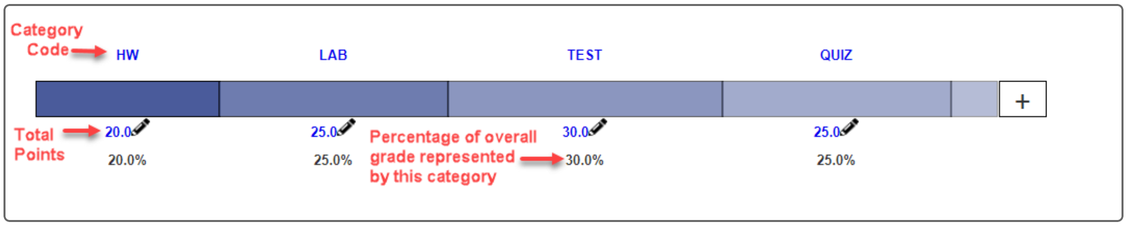


5. Click **Categories**.
6. Click **Add**. A pop-up appears.

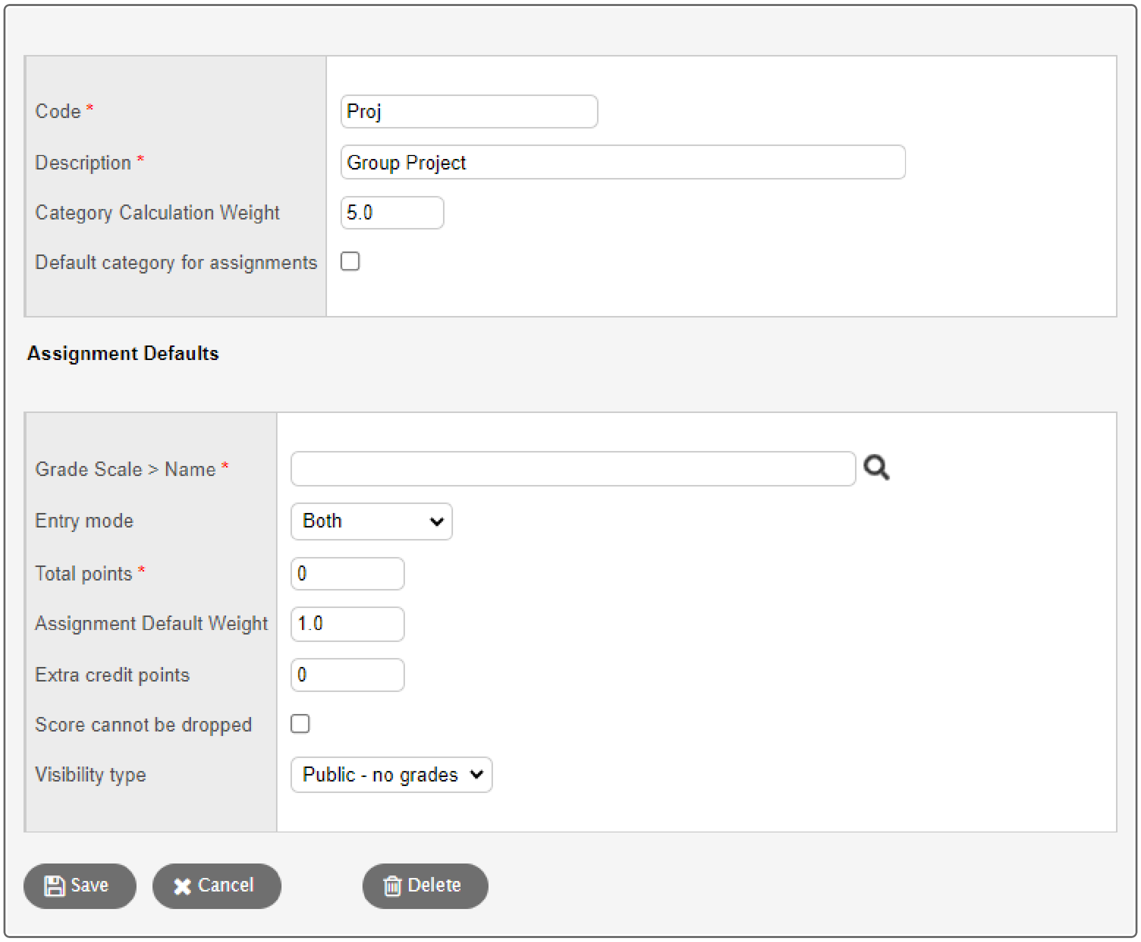


7. Enable **Add to all sections?** and the new category will be applied to all sections linked with this one. If you do not want to apply this category to the linked class sections, do not select this checkbox.
8. Use the following steps to enter information in the fields:
   a. At **Enter Category Code**, type a code, such as **HW,** for homework. Type a short name so you can easily recognize it in the column header on your Scores page. You will type this code each time you create an assignment in this category.
   b. At **Enter Category Description**, type a description.
   c. At **Enter Category Weight**, type a category weight.
   d. Click .

When you create a category, a category bar appears.



9. Click the **Category Code**. The category details pop-up appears.



Because Aspen uses the Power Law to calculate standards-based Trend scores, you only need to define information in the **Total points** and **Visibility type** fields on the pop-up (if you enter all standards scores for assignments in this category).

> **Note**: The **Default category for assignments** field is not required but can be helpful. If you enable this field, Aspen automatically assigns this category to each assignment you create for this class section. You can manually edit the assignment's category, if needed.

10. Enter a value at **Total Points**. Although this field is required, Aspen does not use this value in standards-based calculations. It is recommended that you enter a value here, since that value will default for each assignment in this category. (You won't have to enter a value in that field each time you create an assignment).

11. If your students and their families use the Aspen Student and Family portals, the value you select at **Visibility Type** determines what they can view for assignments in this category. Select one of the following:

- **Public**: Assignments and grades appear in the portals.
- **Private**: Assignments do not appear in the Student or Family portals.
- **Public-no grades**: Assignments appear in the portals but without grades.

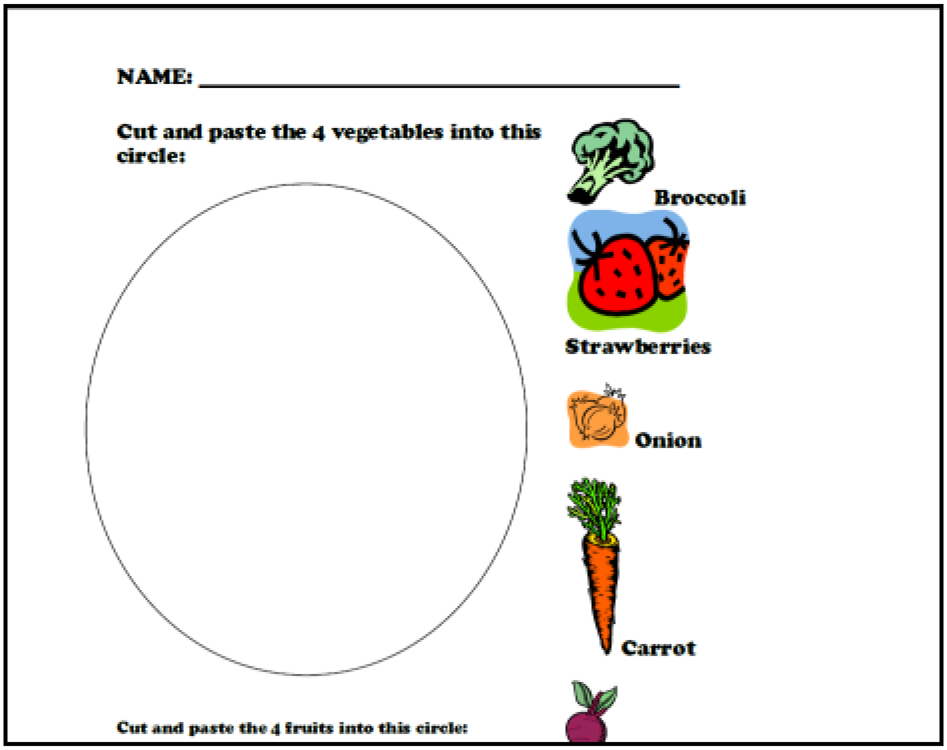
> **Note**: This is a default for the category; you can change the value for each individual assignment you create.

12. Click **Save**.

Create standards-based assignments

To track student progress in meeting standards, apply the reporting standards you want to enter scores for within an assignment's details.

For example, you might apply the *Sort objects by category and similarities* standard to an elementary ELA assessment.

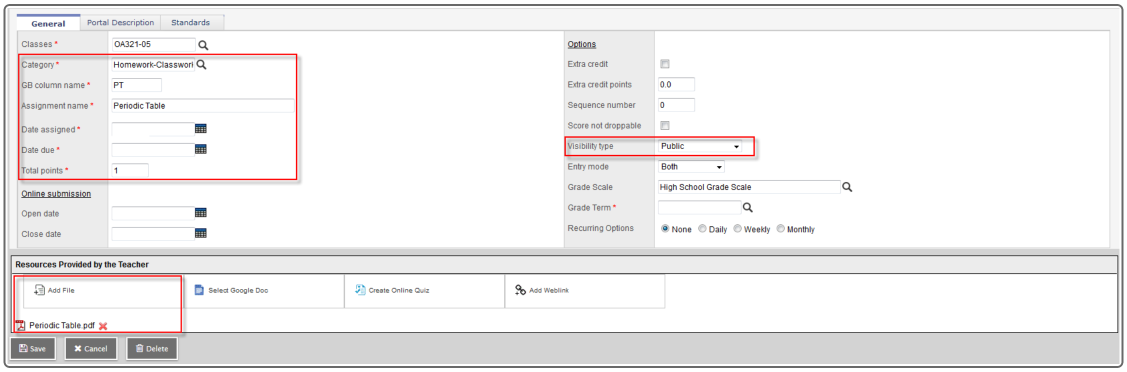


This way, you can enter scores to determine student growth in this standard as demonstrated by their work on the assessment.

To create an assignment for a class and align reporting standards to enter scores:

1. Log on to the Staff view.
2. Do one of the following:
   - Click the **Gradebook** tab. Select the class you want to create an assignment for, and then click the **Assignments** side-tab. Click **Add Assignment** on the **Options** menu; or select an existing assignment, and then click **Save and New**.
   - Click the **Gradebook** tab. Select the class you want to create an assignment for, and then click the **Scores** side-tab. Click **Add Assignment** on the **Options** menu.
   - Click the **Planner** tab, **Events** view, and then select a class. Click in the date you want the assignment to be due.

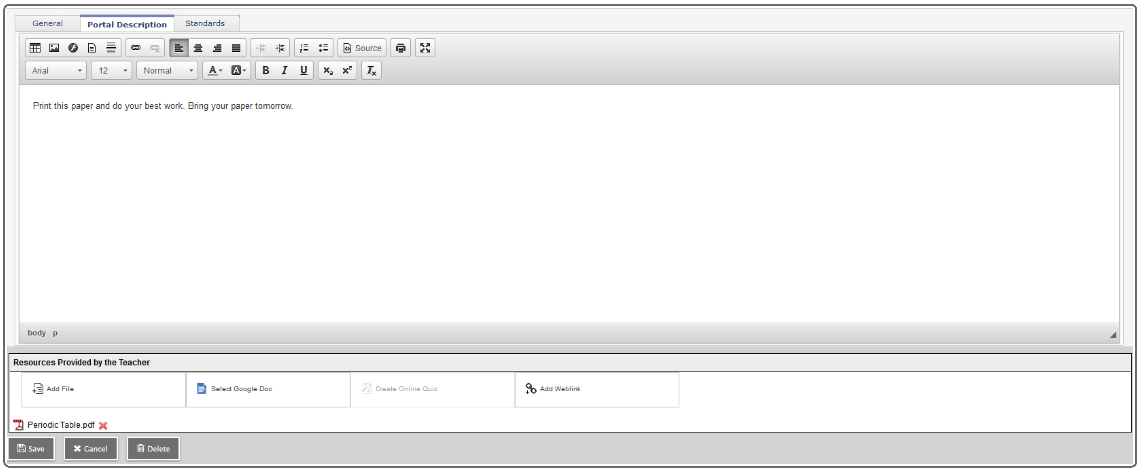
   No matter where you like to create assignments, the New Assignment page, **General** sub-tab appears.



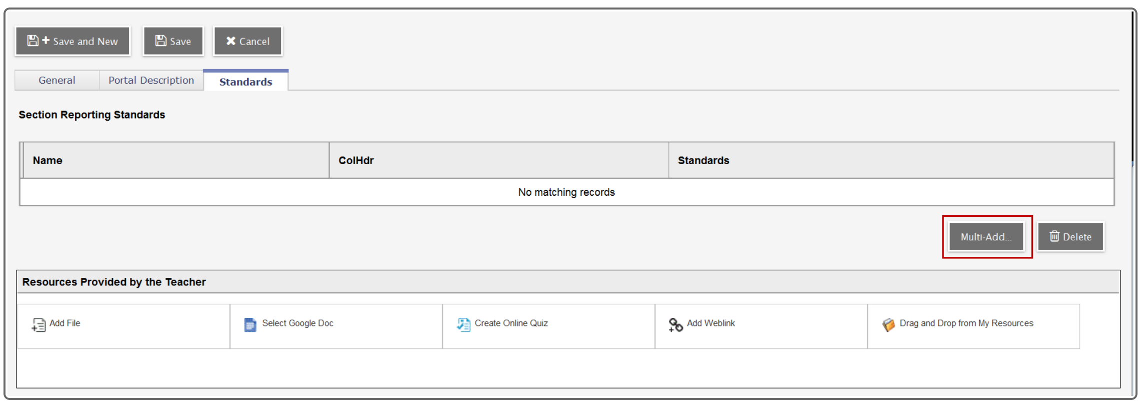
3. For assignments that you enter standards scores for, you only need to complete the following fields:
   - **Category**: Type or select the assignment category.
   - **GB column name**: Type the name that you will use to identify this assignment on your Scores page.
   - **Date assigned**: This field defaults to today's date. You can change the date, if needed.
   - **Date due**: This field defaults to today's date. You can change the date, if needed.
   - **Total points**: This value comes from the default **Total points** you defined for the assignment category. Although this field is required, the value does not affect the student's standards scores.
   - **Visibility type**: This value comes from the **Visibility type** you defined for the assignment category. Change the value, if needed. If your students and their families use the Student and Family portals, the value you select determines what they can see for assignments in this category. Select one of the following:
     - **Private**: Assignments do not appear in the Student or Family portals.
     - **Public**: Assignments and grades appear in the portals.
     - **Public– no grades**: Assignments appear in portals, but grades do not.
   - **Resources Provided by the Teacher**: Click an icon to attach files to this assignment.

     Note: The rest of the fields are pre-determined by the reporting standard you align to this assignment, or do not apply to a standards-based assignment. For example, you cannot apply a grade scale, weights, or extra credit points to a standard score.

4. If you are expecting students to access this assignment online in the portal, click the **Portal Description** sub-tab to enter instructions.

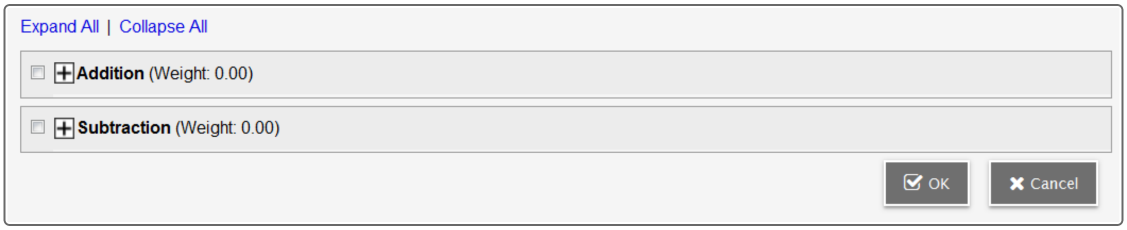


5. To align the reporting standards you want to enter scores for to this assignment, click the **Standards** sub-tab.

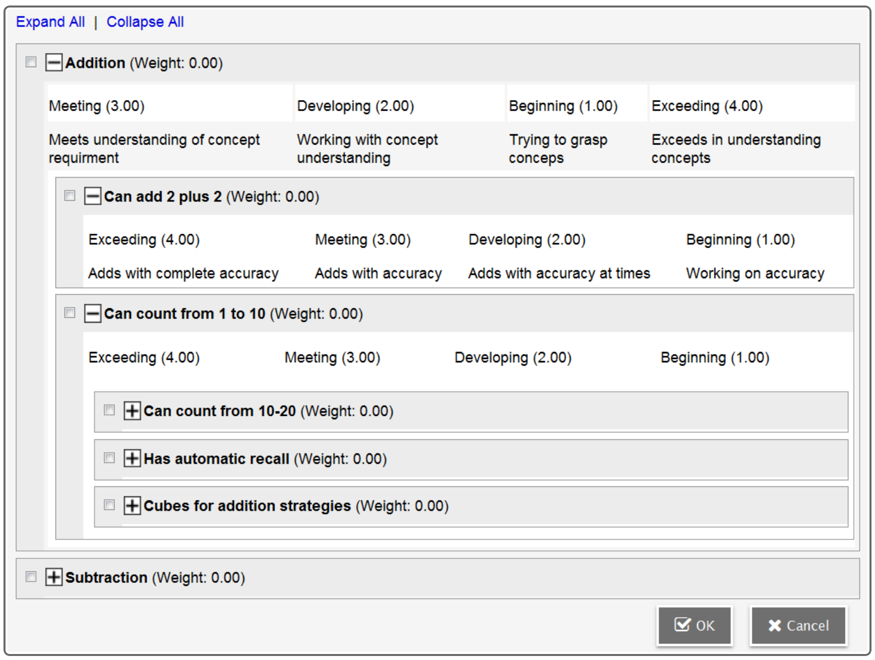


Note: The district populates the **Reporting Standards** side-tab when it prepares reporting standards. These school-created standards are then available for teachers to align to assignments. Teachers often use the school-created standards because they are associated with the Rubric Library, and have a rubric name and performance descriptor. If they prefer, teachers can also create their own standards.

6. Below **Section Reporting Standards**, click **Multi-Add**. A list of the reporting standards for this class appears.

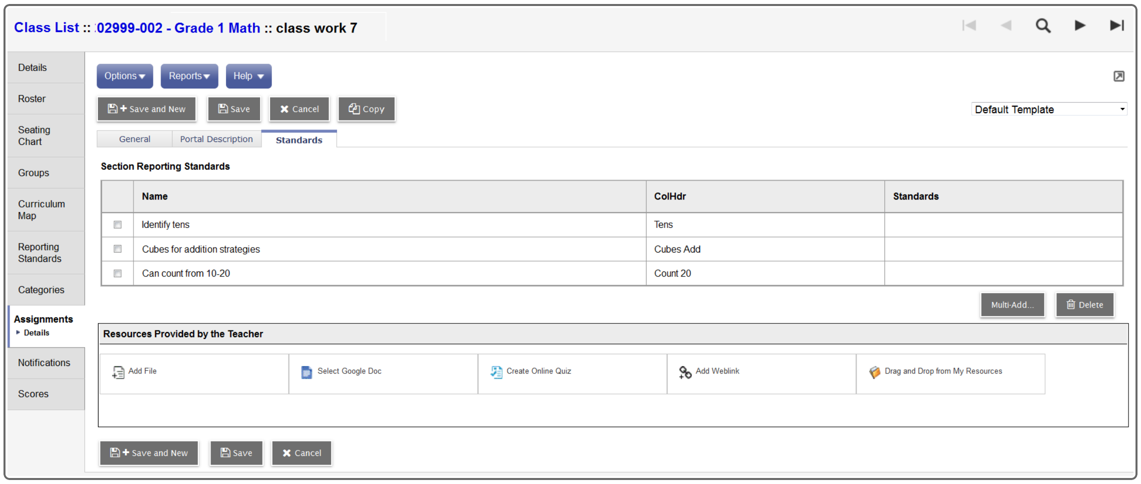


7. Select the checkbox next to each reporting standard you want to align to this assignment. This selects the reporting standard "parent" and any "child" criteria within it. Or, click ⊞ to expand the standard and select the checkboxes next to the criteria that you want.



Note: You might only be able to select reporting standard "parent" (and not "child") criteria, depending on your district.

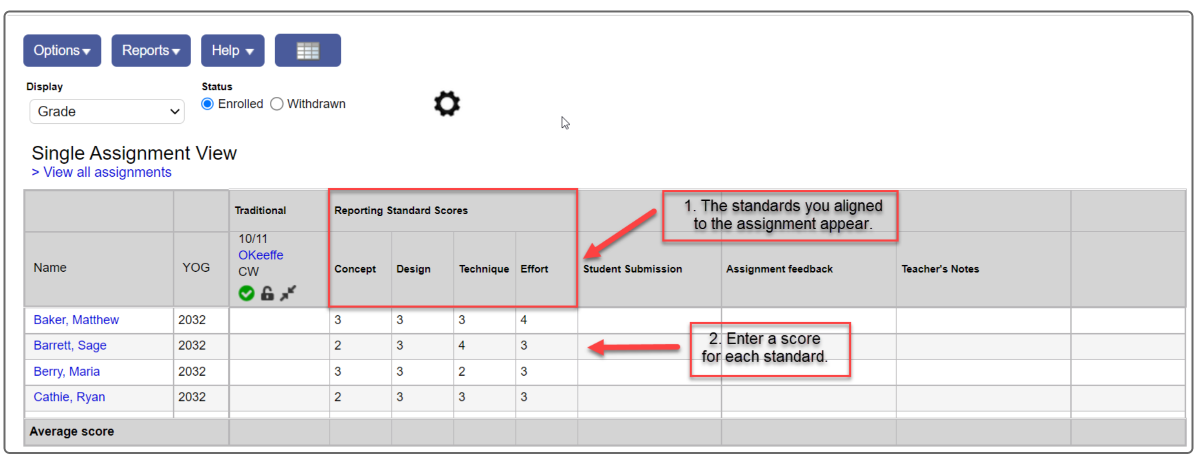
8. Click **OK**. The selected standards appear.



If you selected a standard by mistake, select the checkbox next to it, and then click **Delete**.

9. Do one of the following:
   - If creating the assignment in the Planner, click **Save**.
   - If creating the assignment on the **Gradebook** tab, **Assignments** side-tab or your Scores page, click **Save** to save the information you enter without closing the assignment. Or, click **Save and New** to create another assignment.
   - If editing an existing assignment on the class Page **>** Submit Assignments widget, click the assignment name, and then click **Save and New** to create another assignment.

Once you create an assignment and align it to reporting standards and their criteria, the standards are available for grading (from the **Standard** drop-down) on your Scores page. In the Single Student or Single Assignment View, the standards appear as columns headers for the assignment.

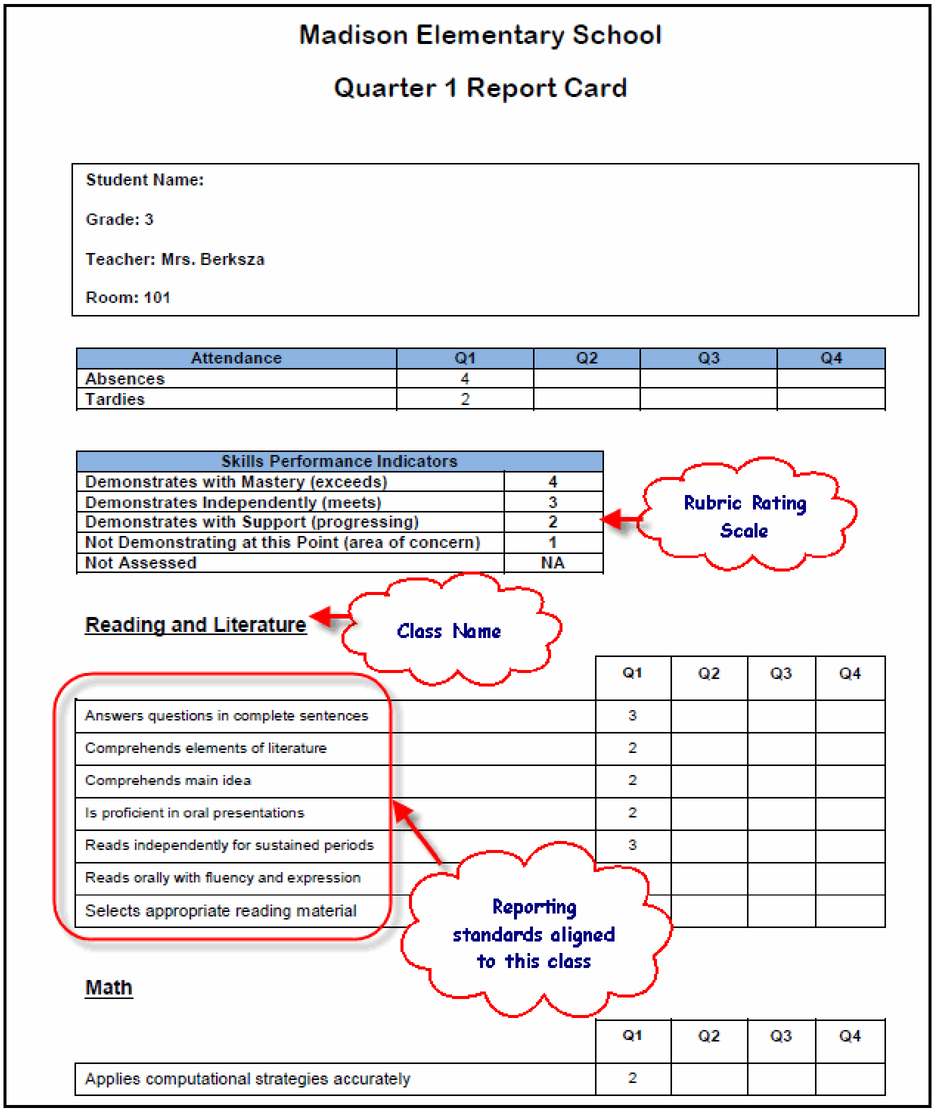


Enter and view standards scores – elementary teachers

In Aspen, you can align every assignment in every subject you teach with the standards you are covering, and enter scores for each.

Then, Aspen automatically updates the Trend and average score for each standard.

This way, when it is the end of a grading term, your Trend score for each standard has been calculated and is ready for you to quickly post to the office for report cards.


Madison Elementary School

Quarter 1 Report Card

Student Name:

Grade: 3

Teacher: Mrs. Berksza

Room: 101

Attendance	Q1	Q2	Q3	Q4
Absences	4			
Tardies	2			

Skills Performance Indicators	
Demonstrates with Mastery (exceeds)	4
Demonstrates Independently (meets)	3
Demonstrates with Support (progressing)	2
Not Demonstrating at this Point (area of concern)	1
Not Assessed	NA

Reading and Literature

	Q1	Q2	Q3	Q4
Answers questions in complete sentences	3			
Comprehends elements of literature	2			
Comprehends main idea	2			
Is proficient in oral presentations	2			
Reads independently for sustained periods	3			
Reads orally with fluency and expression				
Selects appropriate reading material				

Math

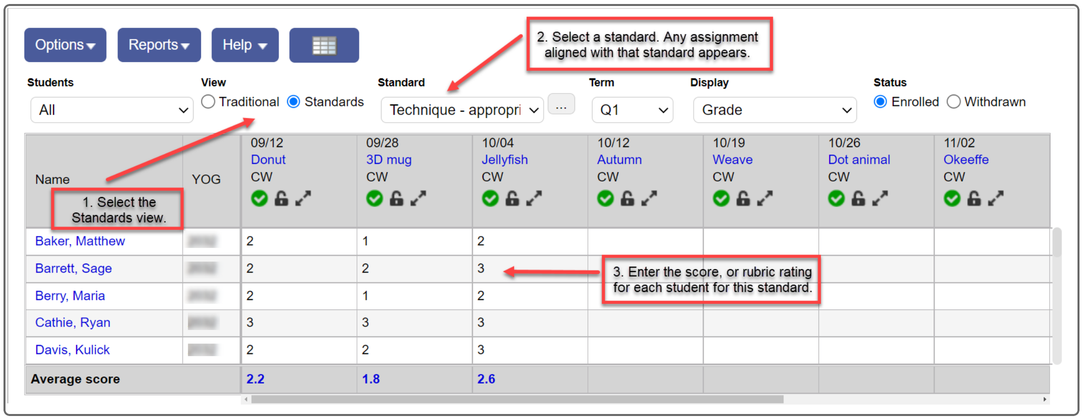
	Q1	Q2	Q3	Q4
Applies computational strategies accurately	2			

Also, having access to the latest Trend scores is essential in guiding your instruction for each student throughout the term; you know who needs more help with which skills.

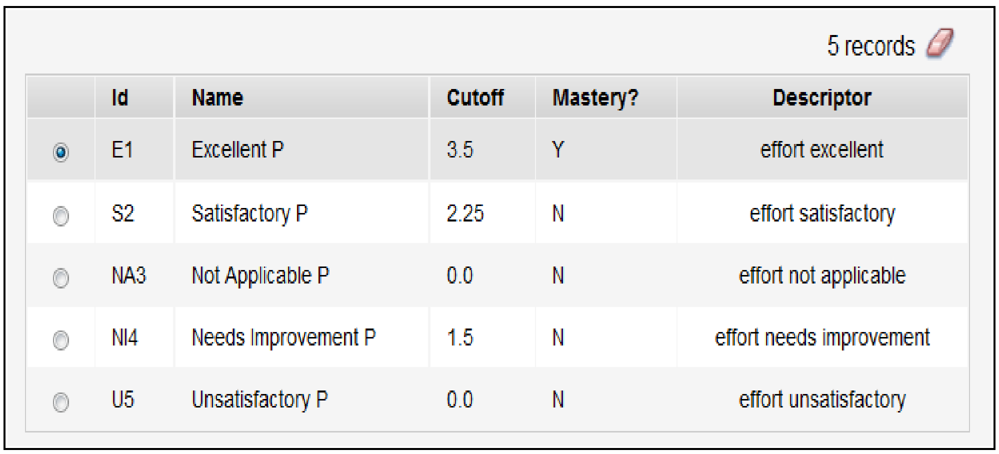
To enter standards scores for an assignment:

1. Log on to the Staff view.
2. Click the **Gradebook** tab.
3. Select a class, and click the **Scores** side-tab.
4. There are three ways to enter standards scores for an assignment. Do one of the following:
   - To get a feel for how your entire class is progressing in meeting a standard, enter scores by standard, for the entire class.

Select the **Standards** view. Then, from the **Standard** drop-down, select the standard. Any assignment aligned with that standard appears.



In the grading cell, press **CTRL + L** to select a score, or rubric rating, from the scale associated with this standard by your district.

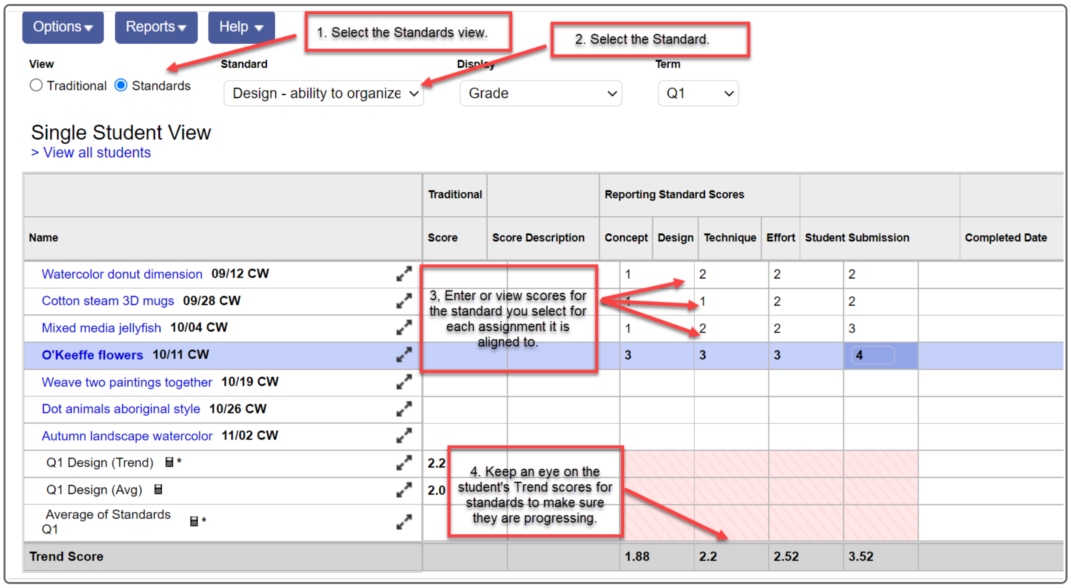


5 records

	Id	Name	Cutoff	Mastery?	Descriptor
◉	E1	Excellent P	3.5	Y	effort excellent
○	S2	Satisfactory P	2.25	N	effort satisfactory
○	NA3	Not Applicable P	0.0	N	effort not applicable
○	NI4	Needs Improvement P	1.5	N	effort needs improvement
○	U5	Unsatisfactory P	0.0	N	effort unsatisfactory

- *To keep track of how one student is progressing, enter standards scores for that student, one standard at a time.*

  On the Scores page, click the student's name. The **Single Student View** appears.

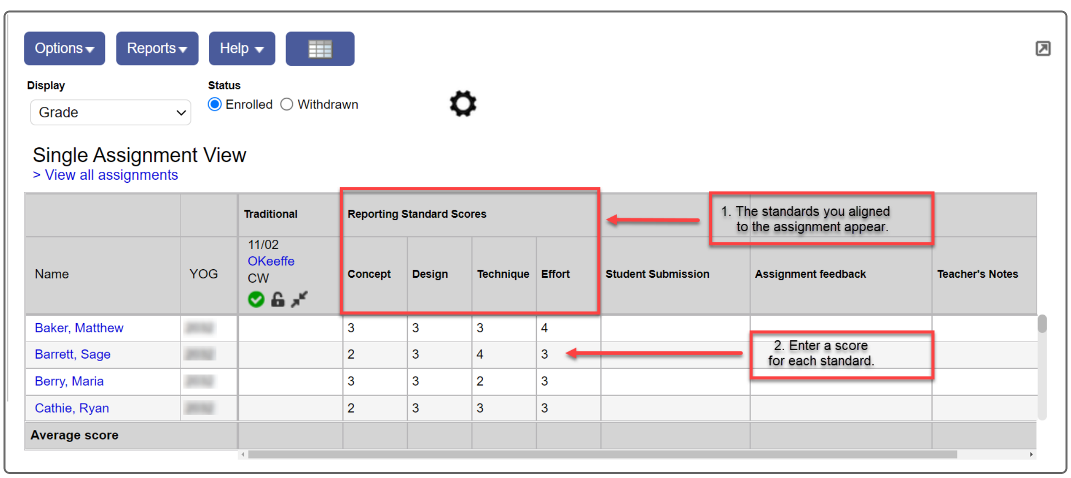


Select the **Standards** view, and then the specific **Standard** you want to see or enter scores for. A row appears for each assignment aligned to that standard.

You can enter scores in cells that are not pink.

- *Or maybe you want to determine if the lesson before this assignment sufficiently prepared students in each area. Then you would enter scores for all students, for all standards aligned to a specific assignment.*

On the Scores page, click the **Single Assignment Entry** icon in the column header of the assignment you want to enter scores for. The Single Assignment View appears.

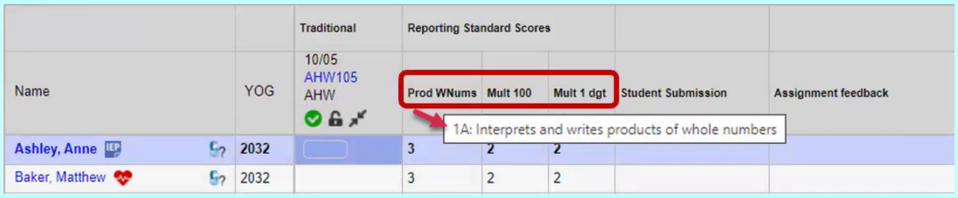


A column appears for each standard aligned to this assignment. Enter scores for each standard, for each student.

With each standard score you enter for an assignment, Aspen uses the Power Law calculation to calculate a Trend score.

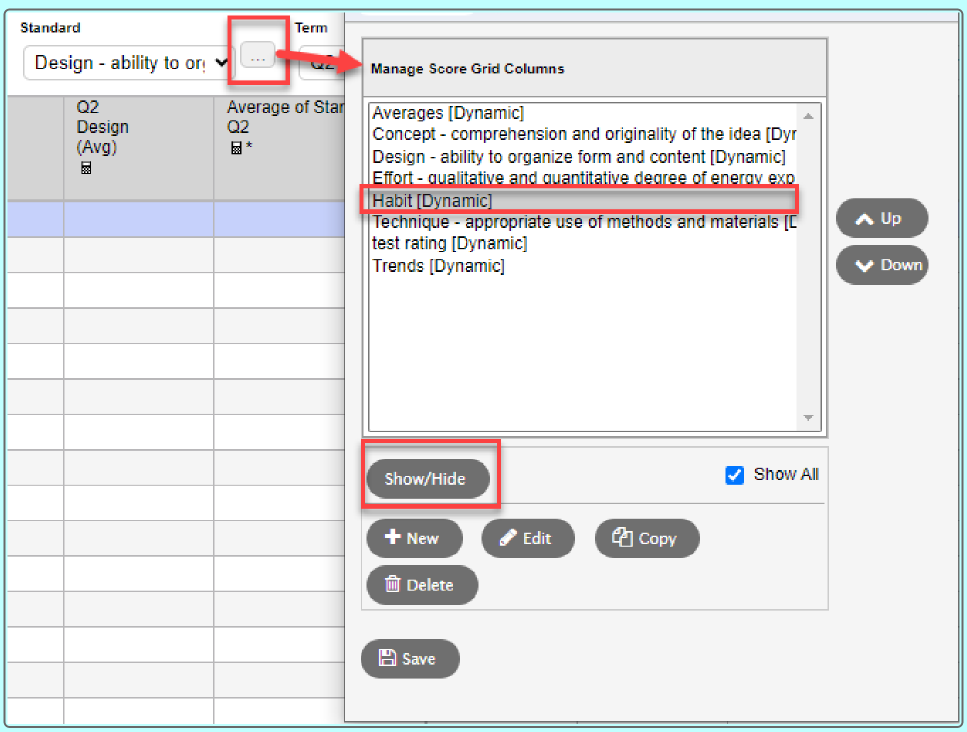
Notes:

- The reporting standard's name can appear truncated in the **Reporting Standard Scores** column. To view the entire standard name when entering scores, hover your cursor:



  You can print a list of reporting standards for each class section as a reference when entering scores (**Gradebook >** *select class section* **> Reporting Standards >** *click* ***Quick Print*** *icon*).

- You might not use every reporting standard during a grade term. To temporarily hide reporting standards from the **Standard** drop-down, click the ellipsis icon. On the pop-up, select the standard you want to hide, and then click **Show/Hide > Save**. Repeat the steps when you want the standard to appear:



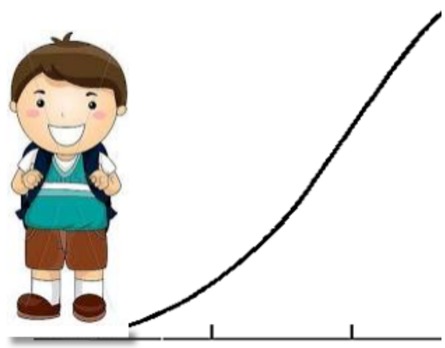
- You can enter the same score for all (or most) students at once. Enter the score in a grading cell, then press **CTRL+D** or select **Options > Fill-Down Values**. Manually edit the few different values. See more tips for entering scores.
- After you enter a standards score, you can hover your cursor over the grading cell to see the rubric rating scale's name and description (as defined by your district).

View Trend scores to guide instruction

With each standard score you enter for an assignment, Aspen uses the Power Law calculation to calculate a Trend score.

$$\text{power law score} = e^{\left[\left(\sum \ln x\right) \left[\frac{\sum (\ln x)(\ln s) - \frac{\left(\sum \ln x\right)\left(\sum \ln s\right)}{N}}{\sum (\ln x)^2 - \frac{\left(\sum \ln x\right)^2}{N}} \right] + \left[\frac{\sum (\ln y) - \left(\sum \ln x\right) \left[\frac{\sum (\ln x)(\ln s) - \frac{\left(\sum \ln x\right)\left(\sum \ln s\right)}{N}}{\sum (\ln x)^2 - \frac{\left(\sum \ln x\right)^2}{N}} \right]}{N} \right] \right]}$$

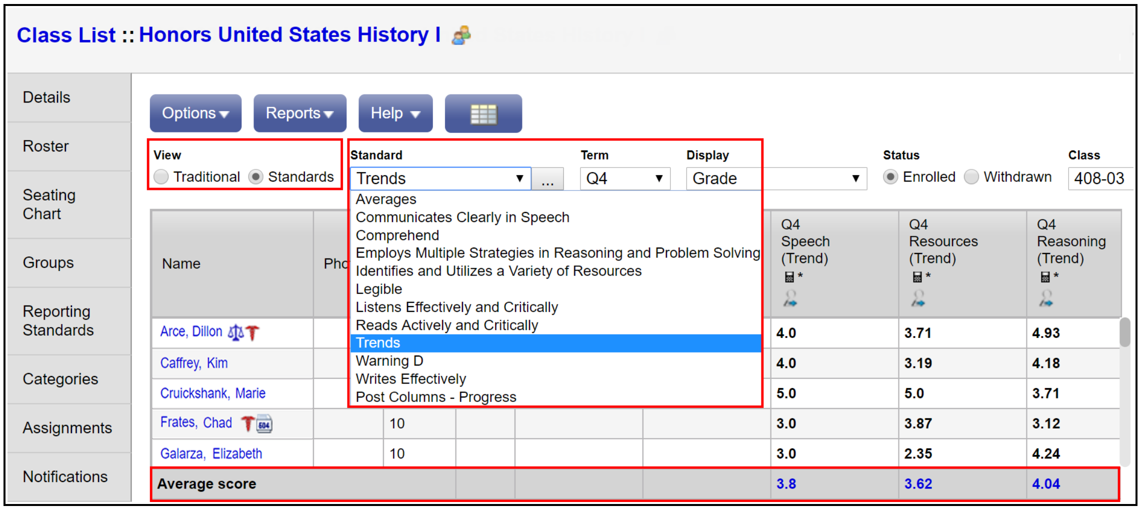
Trend scores determine student progress in meeting each standard. Each student’s goal is to ‘trend up’; meaning students should perform better on a standard towards the end of a term after more instruction and practice. To do this, the Power Law applies a heavier weight to scores entered later in the grade term.



To see Trend scores for all standards and all students in a class:

1. Log on to the Staff view.
2. Select **Gradebook >** *select a class* **> Scores**. The Scores page appears.
3. At **View**, click **Standards**.

4. At **Standard**, use the drop-down to select **Trends**.



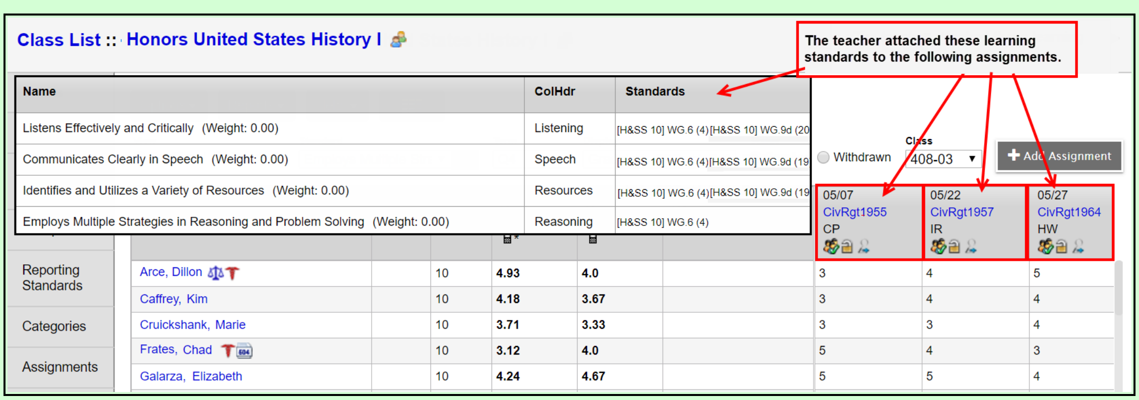
Notes:

- For each student, a column with their current Trend score appears for each standard.
- At the bottom of the Scores page, the **Average score** row shows the average Trend score for each standard.

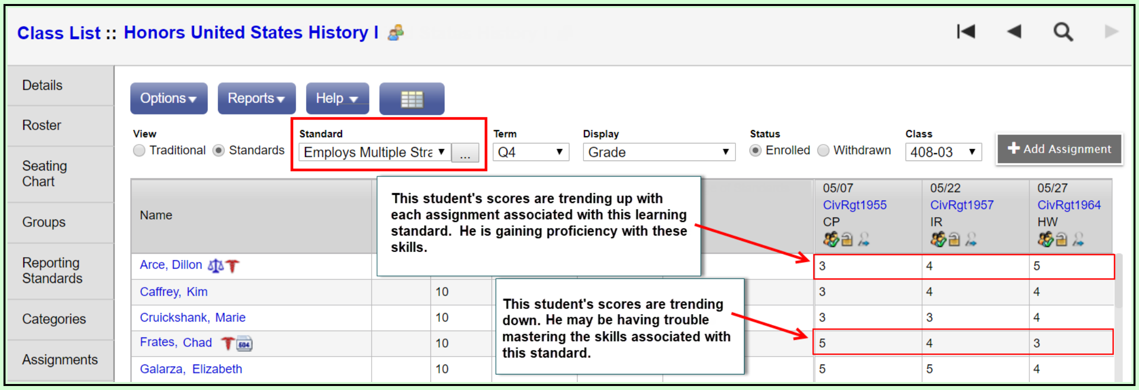
5. Use this information to determine how students in your class are progressing in meeting this standard. For example, you might ask and answer the following questions:
   - For the number of assignments you have provided instruction for this standard, are students' Trend scores where they should be?
   - Are a few students having trouble with a specific standard?
   - Are you confident, based on all students' Trend scores for one standard, that you no longer have to practice and assess that specific standard?

   Entering and evaluating standards' Trend scores throughout the term gives you insight you can use to guide your instruction, often answering the question: "What do I need to cover tomorrow?"

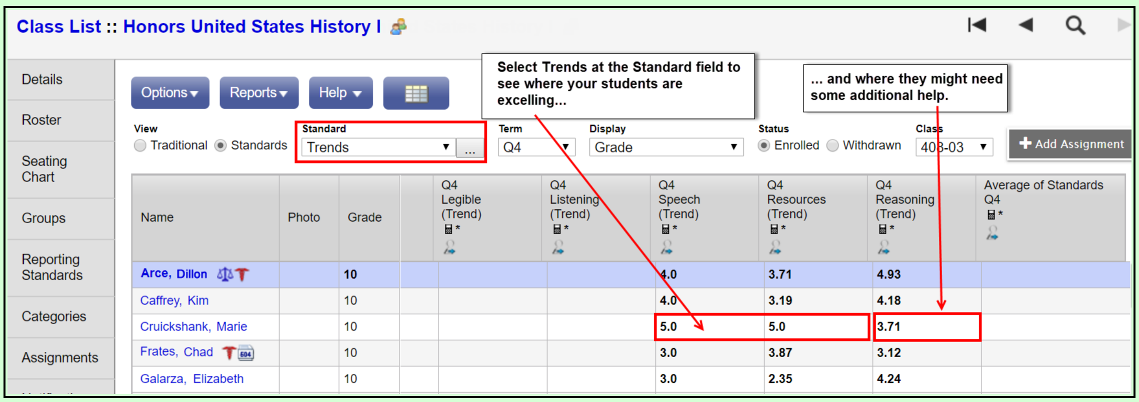
Example: A teacher attaches standards to several assignments to observe trends over the course of a term.



As the term progresses and students complete their assignments, the teacher notices performance trends. To view trends for a specific standard, the teacher selects it at the **Standard** drop-down.



Then, to view overall trends for the standards, the teacher selects **Trends** at the **Standard** drop-down.



Posting End-of-Term Grades and Standards Scores from the Gradebook to Transcripts

At the end of each grade term, teachers must post their gradebook grades and standards scores to transcripts, which means they save and send their term grades and comments to the School and District views. Posting grades is like sending your final term grades to the office.

Note: If your district defines the calculation used to compute student semester or final averages, you can update the values in the average columns on the Scores page to include these averages.

To post grades and standards scores to transcripts, do the following:

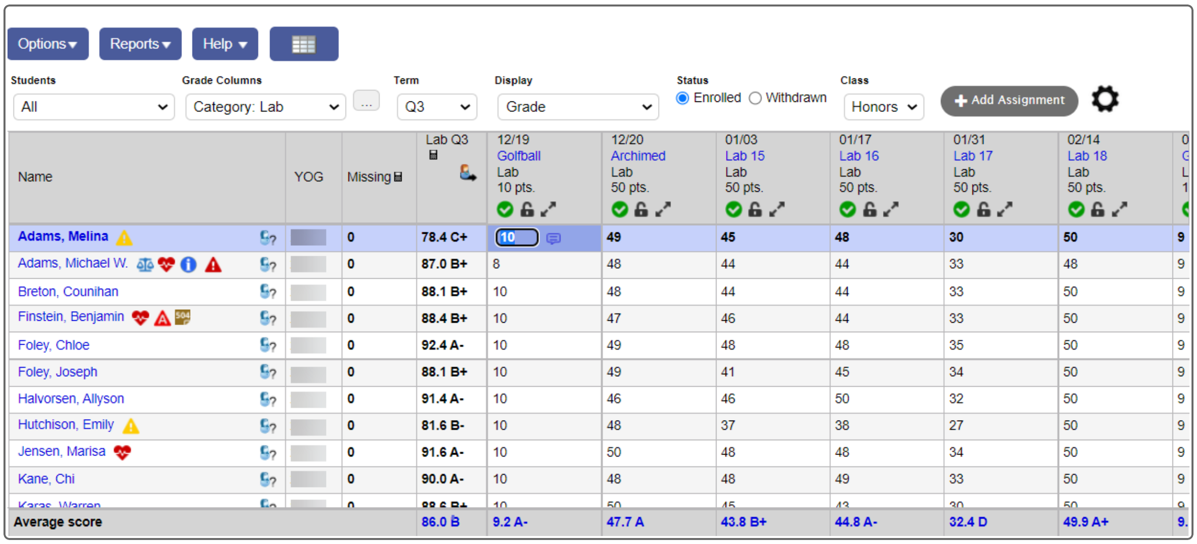
- Update post columns with gradebook averages.
- Post grades to transcript.
- Print the grades you posted.

Update post columns with Gradebook averages

During a grading term, you use the gradebook to enter all of the grades students earn on assignments in your classes.

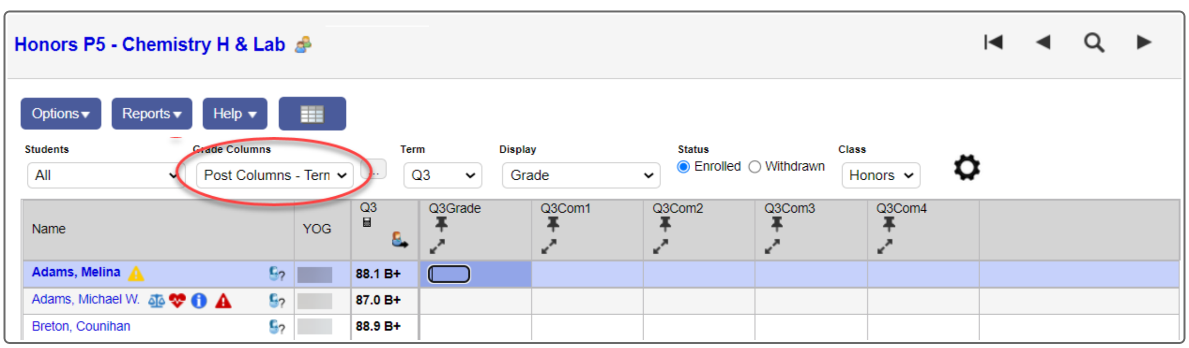
With each new grade you enter for a student, the system updates his or her averages columns (for example, their homework average, quiz average, test average, and term average).

The averages appear in columns with the Calculator icon in the grade column header.



As the teacher, you own the averages columns on the Scores side-tab (just as you would in a leather-bound paper gradebook). The office cannot see or edit these values.

Similar to a paper, school-issued grade input sheet, the district and school offices own the post columns. These are the columns containing the information that appears on student transcripts, such as term grades, final grades, and comments.



At the top of each district-defined grading column, a pushpin appears. The pushpin's color and icon indicate one of the following:

- If the pushpin is **black**, you can enter grades for this column, but you cannot post them to transcripts yet.

- If the pushpin is **green with a triangle** , you can enter and post grades for this column.
- If the pushpin is **red with a square** , you already posted the information to transcripts. If you need to change a grade, you might be able to repost grades yourself, or you might need to contact the office for assistance , depending on your school's grade preferences. Ask your Aspen system administrator.

At the end of a grading term, finish entering all assignment grades for the students in your classes. The term average is complete.

Note: Once you post grades, the pushpin and icon turn red and do not change color if you post again. If your school lets you repost grades, you could potentially change a student's score and forget to repost. (There is no visual reminder to repost, since the pushpins stay red.) To ensure that all of your changes get posted to transcripts, you might want to repost grades for all of your classes before you leave school on the last day of the posting window.

To begin to post these grades to student transcripts, use the Update Post Columns option to copy your term averages (in the Calculator columns) to the district and school office-defined and -owned post columns. This is similar to physically copying students' final averages from your paper, leather-bound gradebook to a school-issued Grade Input sheet.

Note: If your district uses a special calculation for averages, **Update** appears in the column header. Click **Update** to update all grades in that column without having to complete the Update Post Columns wizard.

Note: In certain cases, if a post column is an average column, you can click the post column's name in your gradebook column header to view the grade calculation weights applied to the average's component grades via a pop-up. This occurs if the following conditions are met:

- Your administrator has defined that column as an Other Average or Final Average in your district's transcript definition.
- The column is associated with a grade calculation, and the grade calculation contains non-grouped weights.

To update post columns with gradebook averages:

1. Log on to the Staff view.
2. Click the **Gradebook** tab, and then select the checkbox next to the section you want to update post columns for.
3. Click the **Scores** side-tab.
4. Change your **Grade Columns** to **Post Columns - Term.**
5. Click **Update Post Columns** at the top of the Scores page, or select it from the **Options** menu. The Update Post Columns wizard appears.
6. Select the **Grade Term** you want to post columns for and the grades to update (progress or report card).
7. Click **Next.** Step 2 of the Update Post Columns wizard appears.

8. If reporting standards are aligned to this course, the **Update All Rubric Columns** field appears. Select one of the following to determine which rubric average you want Aspen to copy to the district (office) column:
   - **Do not update**: Does not update the current values in the columns.
   - **Trend**: Aspen copies the Trend averages into the district post column.
   - **Average**: Aspen copies the Traditional standard average into the district post column.

   Note: When using standards-based grading, the Trend average for a report card is the one that supports the theory of standards-based grading. Trend averages are calculated using the Power Law calculation to determine the student's progress in reaching the standard. Each student's goal is to 'trend up'; students should perform better on a standard towards the end of a term after more instruction and practice. Trend averages calculate a heavier weight to scores entered later in the grade term.

9. The next field displays the name of the post column for the term and grades you selected in Step 1 (for example, Quarter 3 Grade). This is the column you copy grades into. Select the gradebook averages column you want the system to copy grades from.
10. The next field appears if reporting standards are associated with the course. It displays the name of the transcript definition column for the term you selected in step 1 (for example, Term 1 Rubric). If you want transcripts to show the average of all a student's standards scores for this course, select **Average of Standards** from the drop-down. Otherwise, select **Do Not Update**.
11. Click **Next.** Step 3 of the Update Post Columns wizard displays your selections.

    Note: Running this procedure will overwrite manually-adjusted grades in a standards-based gradebook. The message on Step 3 of the wizard, "This operation will not update manually adjusted scores," only applies to the traditional gradebook.

    Example: Assume that you have a traditional gradebook and you updated post columns. Later, you manually adjust a student's grade in the district post column from a B- to a B. That grade appears in the post column with the override symbol . (The override symbol might not appear in your gradebook, depending on the . The override symbol does *not* appear in a standards-based gradebook.)

Altieri, Nam		**84.9 B**	85	62	08
Brooks, Richard		**83.4 B**	83	61 !	09
Cabone, Tara		**78.8 C+**	82 !	62	09
Carroll, John		**95.6 A**	96	61 !	08
Chase, Elizabeth		**89.8 A-**	94 !	61	08
Deveau, Matthew		**86.8 B+**	87	62	09
Duggan, Christina		**61.2 D-**	70 !	62	09

12. Click **Finish.** The values in the term average column you selected appear in the post column you select.

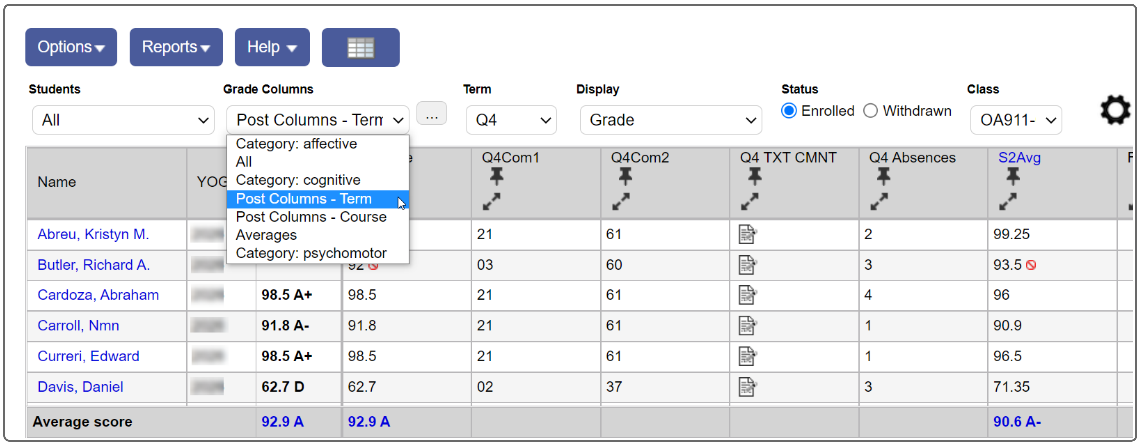
Now, you can change these values, enter comment values, and post these grades to transcripts.

Enter report card comments in the Gradebook

At the end of a grading term, your school might require that you enter comments to appear on report cards for each of your students.

Comment columns in the Gradebook are created as post columns. To view them on the Scores page, do one of the following:

- In the Traditional view: Use the **Grade Columns** drop-down to select either the **Post Columns - Term** or **Post Columns - Progress** field set.
- In the Standards view: Use the **Standard** drop-down to select either the **Post Columns - Term** or **Post Columns - Progress** field set.



Within a comment column, you can do one of the following, depending on how your district set it up:

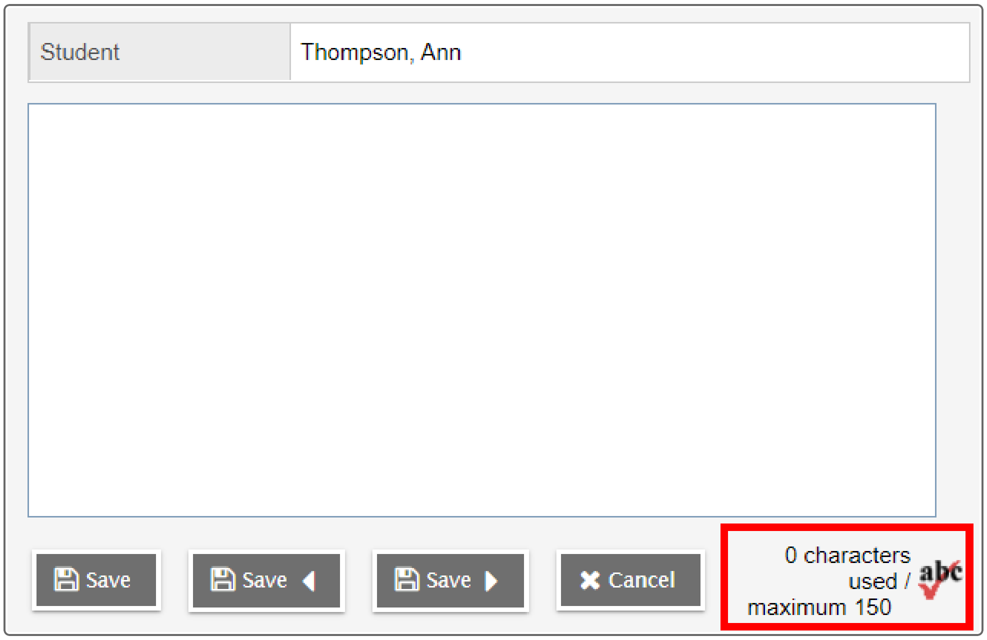
- Press **CTRL + L** to select a comment from a pick list of comments that your district provides. Or, type the code (a number or character) that is tied to a specific comment in the pick list. For example, you might type **1**, which is your district's code for *"Pleasure to have in class"*.

> **Note:** For comment columns associated with a pick list, you can press **CTRL + D** to enter the comment code you just entered for every other student down the list from the student you are working on. Then, you can edit the code for the few students that code might not apply to.
>
> For example, if you enter **1** (*Pleasure to have in class*) for most students in your class, type **1** for the first student in the class. Then, press **CTRL + D**, and the system enters **1** for all students in the class. Then you can go to the few students you might want to change that comment for.

- Click the **Comments** icon within each field for the student.Select comments from the comment bank associated with that column. You can edit and add to the comment you select from a comment bank. After you enter a comment for a student, the **Comments** icon now appears with lines .

> **Note:** Comments are not saved until you click **OK**.

- Click the **Comments** icon , and enter text in the Edit Text Comment box.



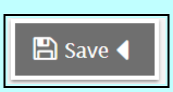
> **Note**: If your district set a limit on comment length, a character count and limit appear at the bottom of the pop-up. The number of characters used increases as you type. Aspen will not allow you to type more characters than the limit set.

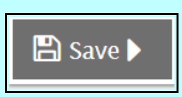
After you enter the comment, you can:

- Click **Save** to save your comment, and close the pop-up.
- Click 

or 

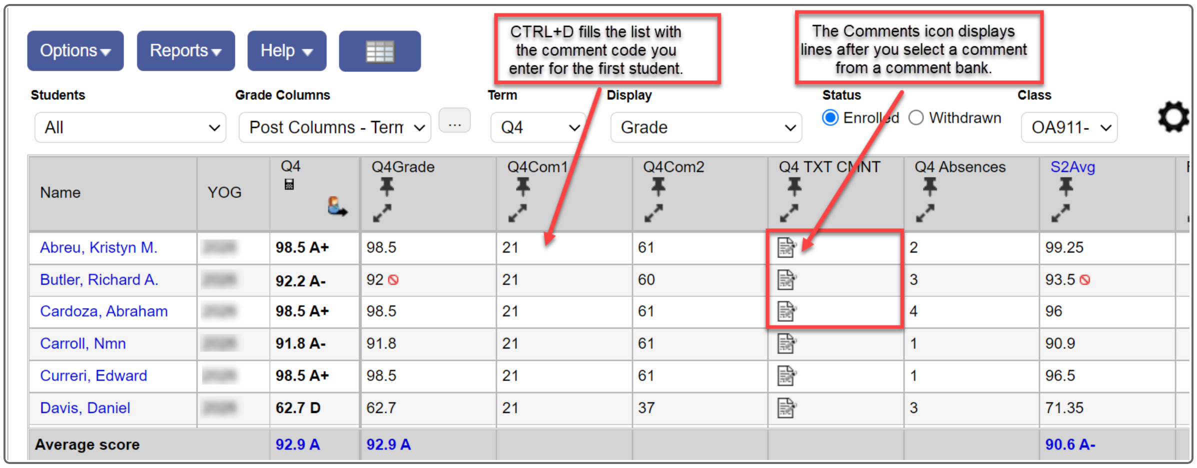
. This saves your comment, and opens the Edit Text Comment box for the previous or next student. Continue to click the buttons and enter comments as needed. Then click **Save** to close the pop-up.

> **Note**: The 

and 

buttons do not appear in the Single Student view.

Comment codes or the **Comments** icon appear in the comment columns.



Post grades to transcripts

At the end of each grade term, teachers post grades to transcripts, which represents physically submitting grade sheets to the office.

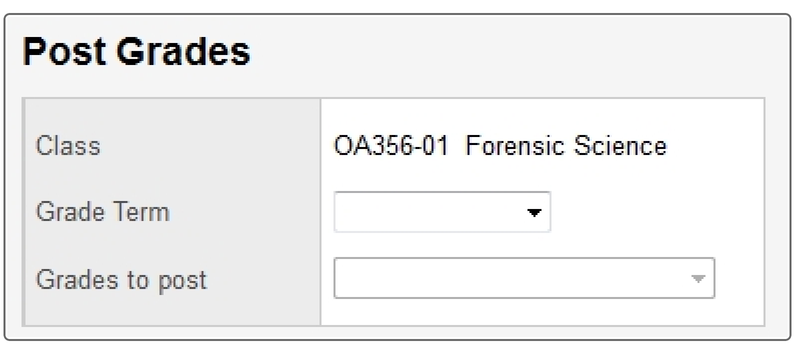
Depending on your school's grade preferences, you might be able to repeatedly post grades for your classes until the end of the grade post period. Ask your Aspen system administrator.

> **Important**: Before you post grades, update the post columns with your gradebook averages.

To post grades to transcript:

1. Log on to the Staff view.
2. Click the **Gradebook** tab, and then select the checkbox next to the section you want to post grades for.
3. Click the **Scores** side-tab.
4. Verify that you have entered all of the information in the post columns (grades and comments).
5. Do one of the following:
   - At the top of the page, click **Post Grades**.
   - On the **Options** menu, click **Post Grades.**

   The Post Grades pop-up appears.



6. Select the **Grade Term** you want to post grades for.
7. Select the **Grades to post**, such as progress or term grades.
8. Click **OK.** The system posts the grades to transcripts. The columns for that class now appear with a red pushpin , indicating that you have already posted these columns.

Note: When you post grades to transcripts, the system also awards the appropriate credits if a final grade was entered for a course.

Tip: When you post grades for a class section, a green checkmark appears in the **Posted** column in the Teacher Classes widget on your homepage:

Print the grades entered in the Gradebook

You might want to print a copy of the grades you entered in the online gradebook. You can print Gradebook Sheets to keep a printed record of the grades you enter.

To print Gradebook Sheets:

1. Log on to the Staff view.
2. Click the **Gradebook** tab, and select the checkbox next to the section you want to print grades for.
3. Click the **Scores** side-tab. Because the report prints the Scores page as you see it, be sure the page displays the columns you want to print.
4. If the page does not display the columns you want to print, select the grade column set you want to use.
5. On the **Reports** menu, click **Gradebook Sheet.** The Gradebook Sheet pop-up appears.
6. Enter the report parameters. The report displays in the format you select.

Change a grade or score after you post grades

It is possible that, after you enter and post end-of-term grades, you will realize you made a mistake or want to change a student's grade for a variety of reasons.

Once you post grades, the pushpin on your Scores page changes from **green with a triangle** to **red with a square**. You might be able to post grades again, depending on your school's grade preferences:

- If your district allows you to post grades more than once, you can repeatedly post grades as long as the date of your post is within the grade post date range.
- If your district does not allow you to post grades more than once, alert the office. The office can either change the grade for you or delete the posted grades. Or, office staff can re-enable posting so you can re-enter and re-post the grades yourself. When you alert the office staff, be sure to tell them the course number, section number, and student names.

To determine whether you can repost grades, contact your Aspen system administrator.

Secondary Teachers and Standards-Based Gradebook

Traditionally, secondary teachers enter traditional grades and averages for assignments and marking periods. For example, a student might earn a B (85) on a writing assignment. Then, at the end of a marking period, all of his scores are combined to determine the average score he received during this period of time. Each student receives one average for each class:

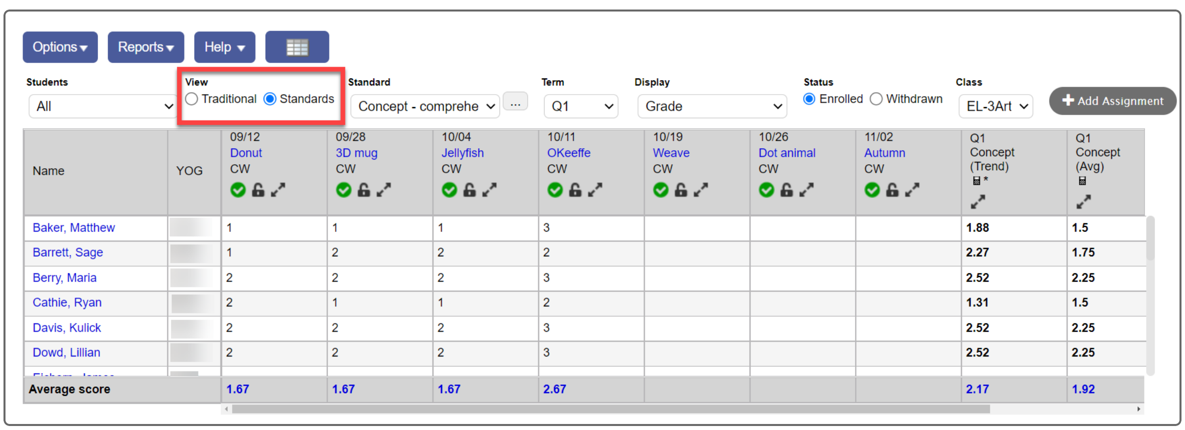
85+75+63+91 = 314/4 = 78.5 average

With education moving towards evaluating student progress on specific standards, it is possible that you now need or want to be able to track your students' performance on such standards within your Aspen gradebook.

Using a Hybrid Gradebook

A hybrid gradebook is a gradebook you use to enter and track both traditional scores and grades and standards-based scores.

When using a hybrid gradebook, it is important to select the **View** you need to use each time you use your Scores page.



This determines if you can select **Grade columns** to view, such as assignments for specific categories, like *Homework*, or select which **Standards** information to view, such as *Trends* for all standards, or all assignments aligned to a specific standard.

Calculating Standards Scores

Aspen calculates two running term scores for each standard:

- **Average standard score:** Much like an average points score, the standards average is just that – the average of all the scores entered for a standard.
- **Trend score based on the Power Law calculation:** The Power Law Trend references each score you enter for a student, and predicts the next score a student would receive if evaluated for that standard again.

Using Standards-Based Scores as a Secondary Teacher Examples

A secondary teacher might use the Aspen gradebook with standards-based grades in the following ways:

1. Your district might require you enter standards scores for specific assessments. For example, your district might require you administer and enter scores for a district benchmark exam for your subject each quarter. This way, your district can track student achievement for a rubric (reporting standard) over the course of a year.

   For example, if you are an English teacher, you might administer a district-created writing assessment to measure the same standards each quarter.

   Your district might create rubrics (reporting standards) for these assessments specifically, such as *District Level Assessment - ELA*, which uses a 1-4 rating scale. This appears in your gradebook.

   In your Aspen gradebook, you create four assignments - one for each time you give the assessment, and align them with the *District Level Assessment - HS- ELA* reporting standard.

   Then, using the 1-4 rating scale, you enter a score for each student, for each reporting standard.

   At the end of the year, Aspen has used the Power Law calculation to provide the district with a Trend score. The Power Law includes each of the four scores and determines each student's progress in each standard over the course of the year (the four assessments). You can also view the average trend score for each standard for all your students, which can provide each teacher with a good indicator of how their lessons worked, or did not, on getting students to meet each standard.

2. You might want to create your own reporting standards (or rubrics) to track information you already track on paper online in your Aspen gradebook.

   > **Note:** If you create your own reporting standards in your Aspen gradebook, you cannot post these to the office, and they do not appear on student report cards or transcripts. Only reporting standards created by your district can be posted to the office.

   For example, you might already use rubrics to score specific types of assignments, like essays.

   In your Aspen gradebook, you can create a reporting standard for each criteria to attach to all essay assignments.

   This way,while also entering traditional grades for each assignment that count towards each student's term grade, you can enter and track student scores for very specific tasks within an assignment for your own knowledge.

   This helps you track their progress over a period of time during which they complete several assignments in which they practiced the same standards. Look at an individual student's Trend score for each standard to determine where they might need more help. For example, is the student still struggling with writing solid thesis statements?

Getting Started with Standards-Based Gradebook

Whether you are interested in having a place to track your students' progress in meeting standards on rubrics for a few assignments, or in using the full standards-based gradebook for your classes, you can get started using standards-based grades in your Aspen gradebook.

To enter standards scores for one or more assignments:

1. Create reporting standards or view any your district has created for your classes.
2. Create and align assignments with standards.
3. Enter and view standards scores.
4. View Trend scores to help guide your lessons.

Create reporting standards for your classes

Reporting standards are rubric criteria that you can align to your assignments. Then, you can enter scores for each standard to indicate a student's progress in meeting each standard.

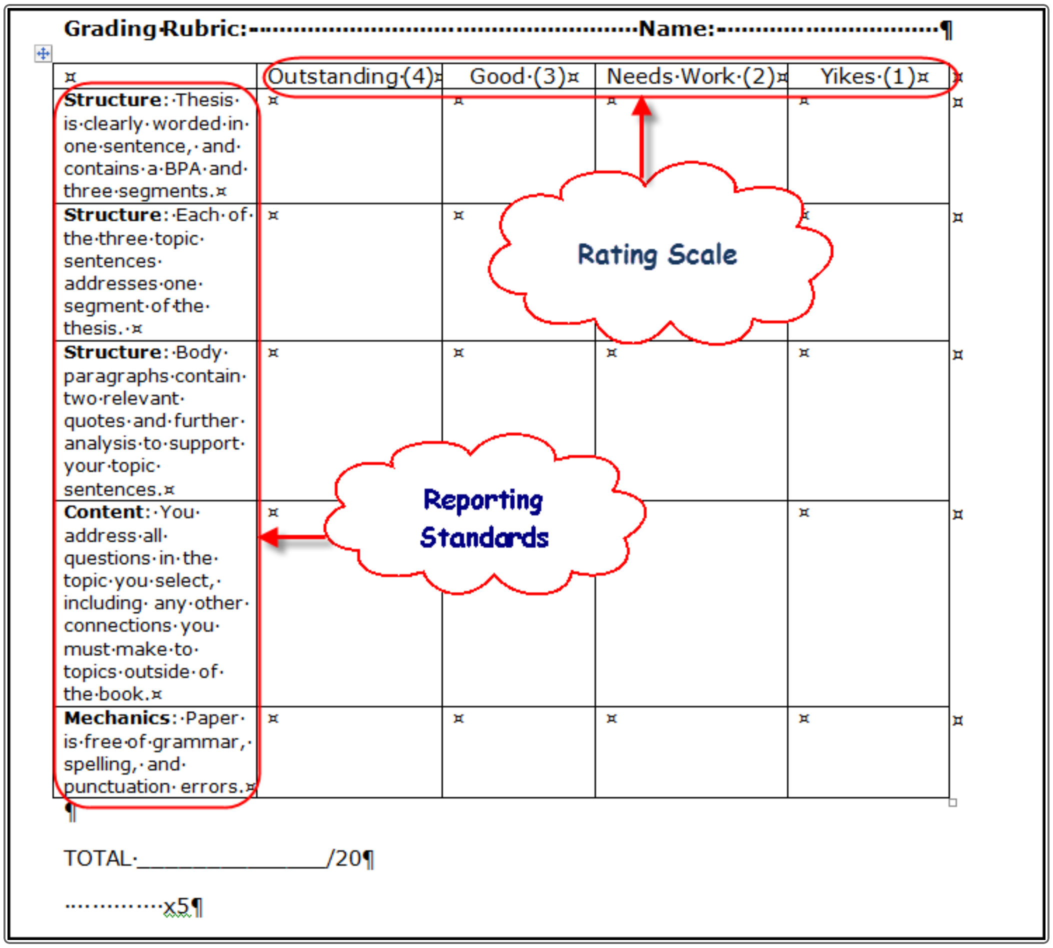
> **Note**: If you are an elementary teacher, your district probably creates your reporting standards for you, and they automatically appear on your **Reporting Standards** side-tab. You can view the reporting standards to familiarize yourself with which you should apply to which assignments.

There are two ways for reporting standards to appear on your **Reporting Standards** side-tab on the Gradebook tab:

- If your district creates specific reporting standards for the classes you teach, those reporting standards automatically appear.

  They might also be aligned with learning standards, such as Common Core standards. Reporting standards are course-specific. You must select the course on the **Gradebook** tab, Class List page, then click the **Reporting Standards** side-tab to view the reporting standards assigned to a class.

- Or, you can create your own reporting standards to track student progress in very specific skills within your assignments. For example, you might be a secondary teacher who uses a rubric to score all of your students' essays.



Grading Rubric: **Name:**

	Outstanding (4)	Good (3)	Needs Work (2)	Yikes (1)
Structure: Thesis is clearly worded in one sentence, and contains a BPA and three segments.				
Structure: Each of the three topic sentences addresses one segment of the thesis.				
Structure: Body paragraphs contain two relevant quotes and further analysis to support your topic sentences.				
Content: You address all questions in the topic you select, including any other connections you must make to topics outside of the book.				
Mechanics: Paper is free of grammar, spelling, and punctuation errors.				

TOTAL ________________/20

x5

Create a reporting standard for each rubric criteria. For example, *1. Thesis is clearly worded, 2. Topic sentences address the thesis, 3. Body paragraphs have two quotes and analysis to support topic sentence, 4. Address all questions in topic selected and make outside connections, 5. Strong conclusion*, and *6. Grammar*.

Optionally, you can also align each of these reporting standards to the appropriate learning standard(s). For example, you might align essay reporting standard ***#5 Strong Conclusion*** with Common Core standard *CCSS.ELA-Literacy.W.9-10.2f Provide a concluding statement or section that follows from and supports the information or explanation presented (e.g., articulating implications or the significance of the topic).*

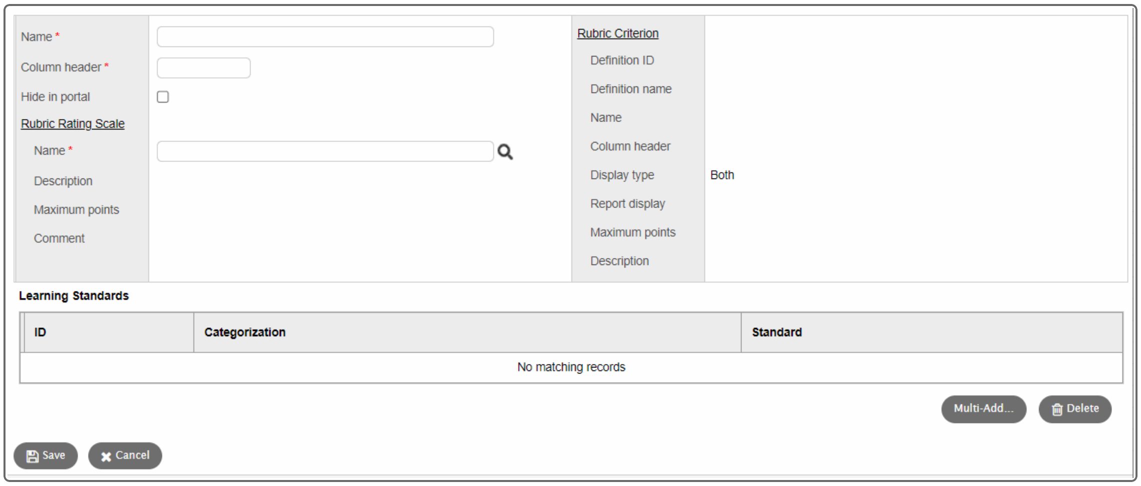
> **Note**: If you create your own reporting standards, the scores you enter are for your information only; Aspen does not use these scores when calculating progress or end-of-term averages.

To create or view reporting standards for a class:

1. Log on to the Staff view.
2. Click the **Gradebook** tab.
3. Select a class, and click the **Reporting Standards** side-tab.

   If your district created reporting standards for your class, they appear. If your district aligns learning standards to each reporting standard, they appear in the ***Standards*** column.

4. To create a reporting standard for your classes only, on the **Options** menu, click **Add.** The New Section Reporting Standard page appears.



5. In the **Name** field, type a name for the reporting standard.
6. In the **Column header** field, type the text that appears at the top of this grade column on the Scores page.
7. Under ***Rubric Rating Scale***, at the **Name** field, click  to select the rubric rating scale you want to use to enter scores for this standard. For example, you might select a 1-4 rating scale.
8. Below ***Learning Standards***, click **Multi-Add** to align this reporting standard with any learning standards in your district's system. These are the learning standards represented by the score a student receives for this reporting standard.
9. Click **Save.** Now, you can select this reporting standard when creating new assignments.

   Note: Remember that reporting standards you create and the scores you enter for them are for your information only; Aspen does not use these scores when calculating progress or end-of-term averages.

   Note: An administrator can merge your class sections if they occur during the same class period. If your course sections are merged, a message appears with a link directing you to the "primary" class section.

Aligning reporting standards to an assignment

When you create an assignment, you can align any reporting standard you or your district creates for your class to that assignment.

This way, you enter scores for each reporting standard to track students' progress in learning specific skills.

To align reporting standards to an assignment:

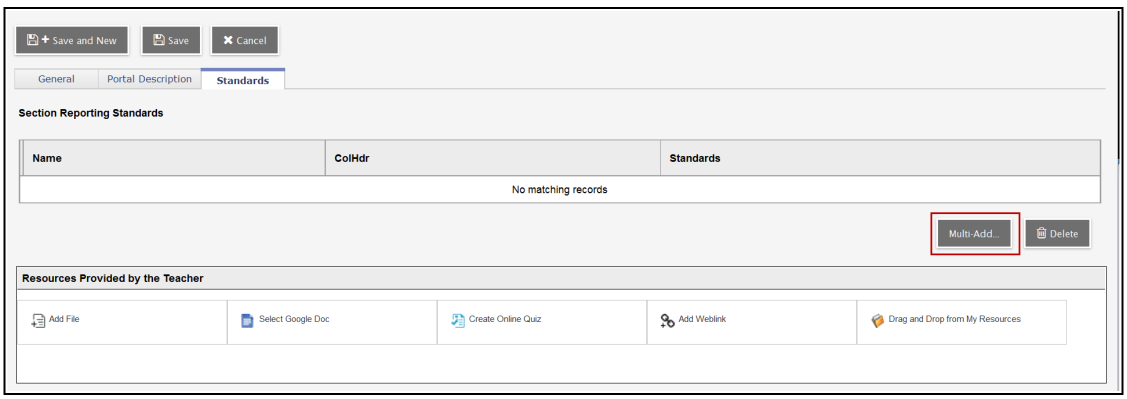
1. Create an assignment using one of the following:
   - **Assignments** side-tab on the **Gradebook** tab
   - **Scores** side-tab on the **Gradebook** tab
   - **Planner** tab

   The New Assignment page appears.

2. On the **General** sub-tab, fill in the assignment information, including the **Date due** and **Total points**.

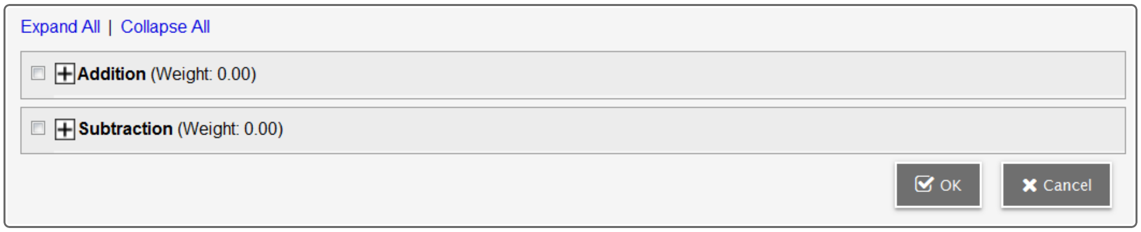
   Note: The only fields you are required to enter information in for a standards-based assignment are **Category**, **GB Column name**, **Date assigned**, **Date due**, and **Total Points**. All other fields are already determined by the reporting standard you align to this assignment, or don't apply to a standards-based assignment. For example, you cannot apply a grade scale, weights or extra credit points to a standard score.

3. To align the reporting standards you want to enter scores for to this assignment, click the **Standards** sub-tab.

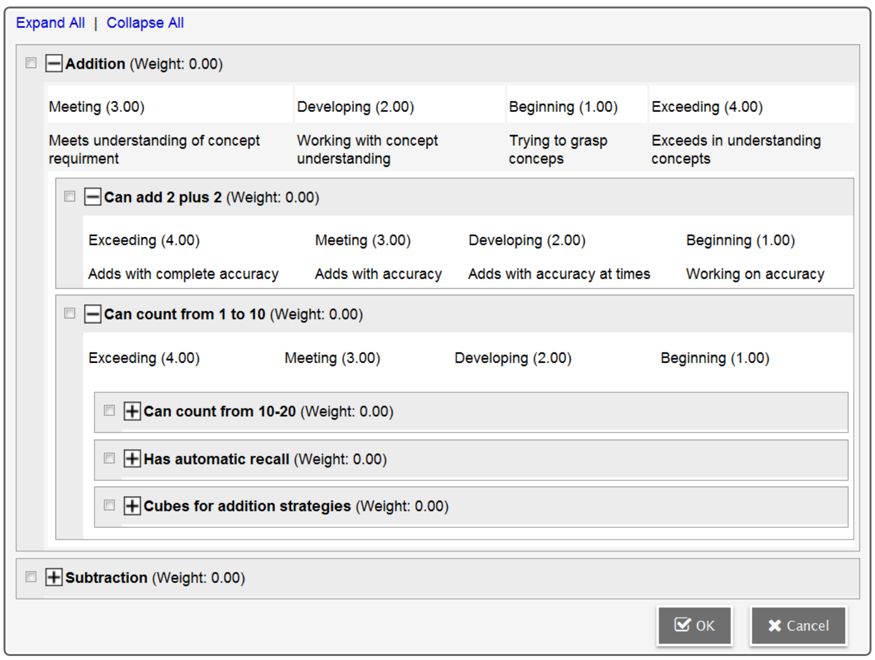


   Note: The district populates the **Reporting Standards** side-tab when it prepares reporting standards. These school-created standards are then available for teachers to align to assignments. Teachers often use the school-created standards because they are associated with the Rubric Library, and have a rubric name and performance descriptor. If they prefer, teachers can also create their own standards.

4. Below **Section Reporting Standards**, click **Multi-add**. A list of the reporting standards for this class appears.

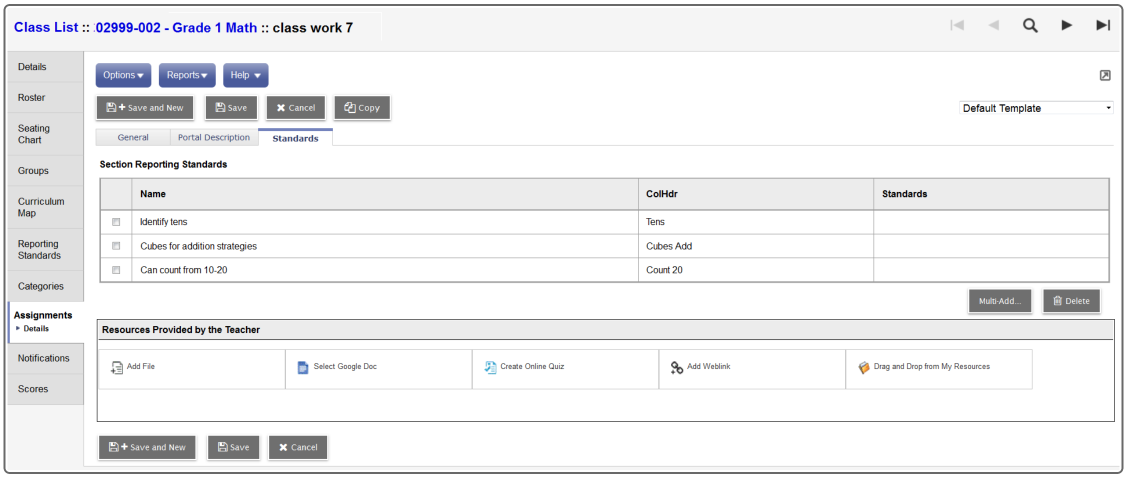


5. Select the checkbox next to each reporting standard you want to align to this assignment. This selects the reporting standard "parent" and any "child" criteria within it. Or, click to expand the standard and select the checkboxes next to the criteria that you want.



Keep in mind that any reporting standard you select to include is a standard you enter a score for.

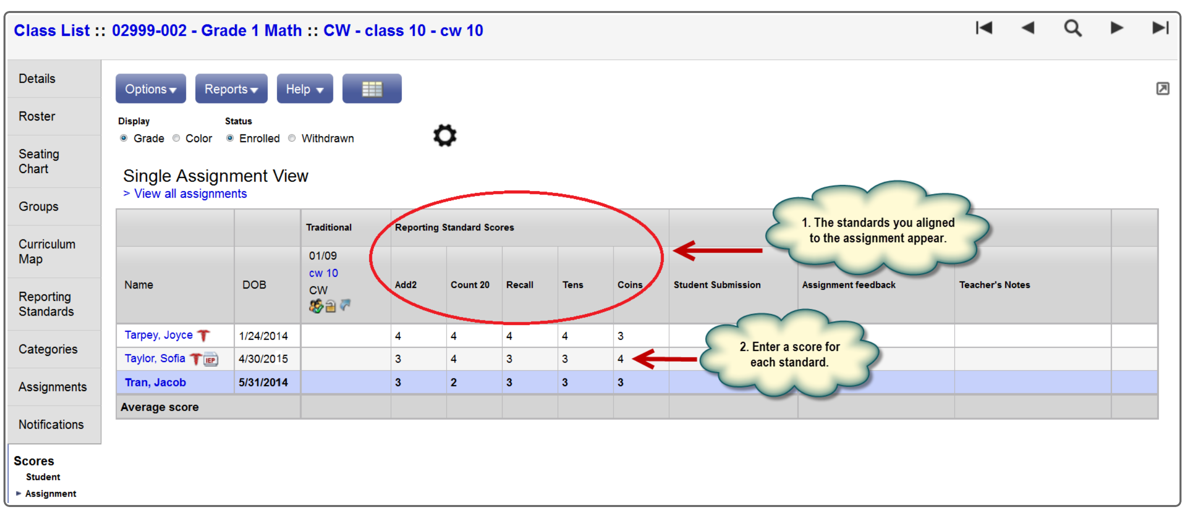
6. Click **OK**. The selected standards appear.



If you selected a standard by mistake, select the checkbox next to it, and then click **Delete**.

7. Do one of the following:
   - If creating the assignment in the Planner, click **Save**.
   - If creating the assignment on the **Gradebook** tab, **Assignments** side-tab or your Scores page, click **Save** to save the information you enter without closing the assignment. Or, click **Save and New** to create another assignment.
   - If editing an existing assignment on the class Page **>** Submit Assignments widget, click the assignment name, and then click **Save and New** to create another assignment.

Once you create an assignment and align it to reporting standards and their criteria, the standards are available for grading (from the **Standard** drop-down) on your Scores page. In the Single Student or Single Assignment view, the standards appear as columns headers for the assignment.



Note: You can use the same score-entering practices when entering traditional or standards-based scores.

If you are a secondary teacher, in the ***Traditional*** column, you also enter a traditional score for Aspen to use when calculating a term average. Unless your district creates a standards-based post column for report cards, your standards scores are for your information only. Use them to gauge the effectiveness of your lessons, and to personalize lesson content for students going forward.

Note: At the end of each grading term, when it is time to post your scores or grades to the office for report cards, you for both traditional average grades and standards-based scores.

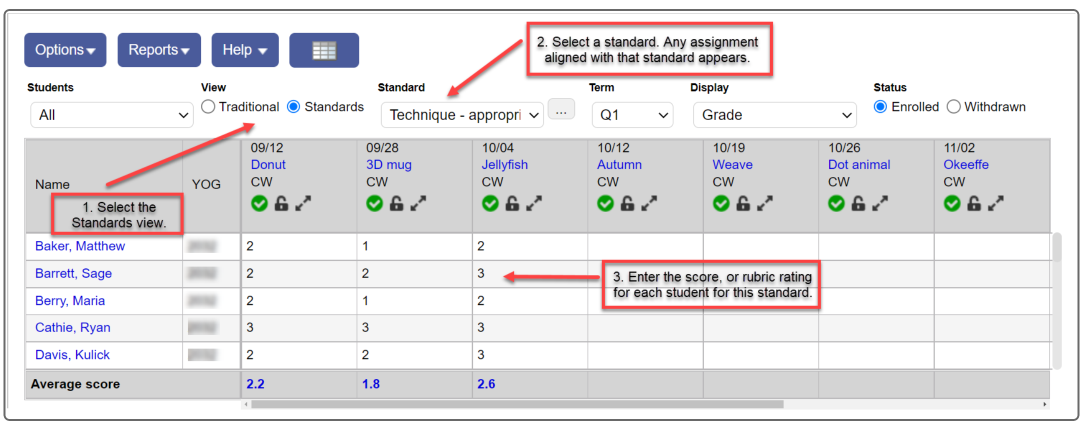
Enter and view standards scores – secondary teachers

As a secondary teacher, you might align some of your assignments to reporting standards to track student progress in meeting specific learning goals.

The reporting standards you align to an assignment when you create it become the score columns on your Scores page for that assignment.

To enter standards scores for an assignment:

1. Log on to the Staff view.
2. Click the **Gradebook** tab.
3. Select a class, and click the **Scores** side-tab.
4. There are three ways to enter standards scores for an assignment. Do one of the following:
   - To *get a feel for how your entire class is progressing in meeting a standard, enter scores by standard, for the entire class*.
     Select the **Standards** view. Then, from the **Standard** drop-down, select the standard. Any assignment aligned with that standard appears.



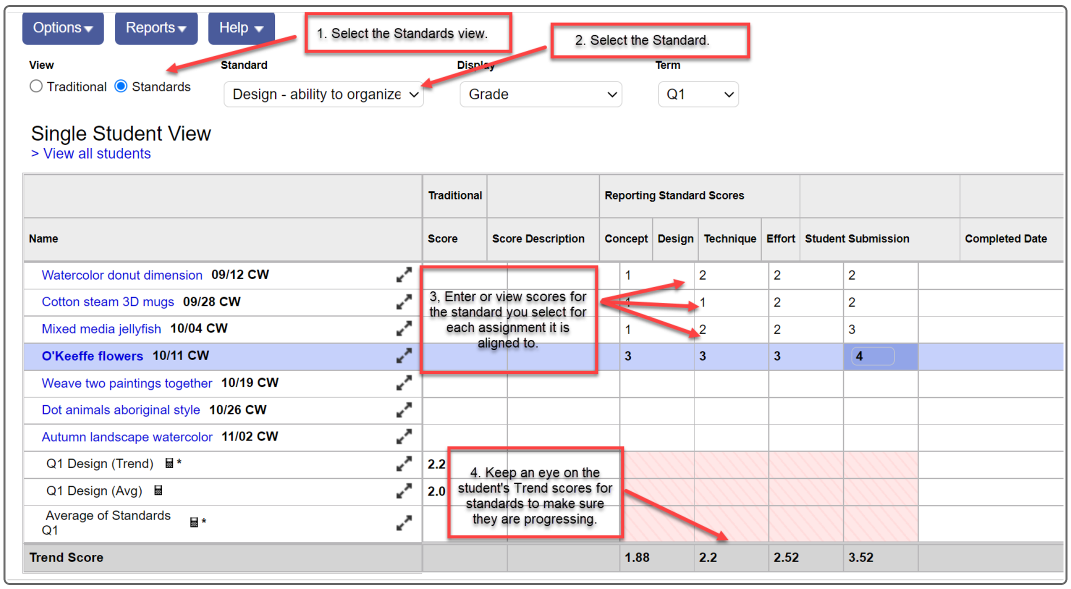
In a grading cell, press **CTRL + L** to select a score, or rubric rating, from the scale associated with this standard.

5 records

	Id	Name	Cutoff	Mastery?	Descriptor
◉	E1	Excellent P	3.5	Y	effort excellent
○	S2	Satisfactory P	2.25	N	effort satisfactory
○	NA3	Not Applicable P	0.0	N	effort not applicable
○	NI4	Needs Improvement P	1.5	N	effort needs improvement
○	U5	Unsatisfactory P	0.0	N	effort unsatisfactory

- *To keep track of how one student is progressing, enter standards scores for that student, one standard at a time*.

  On the Scores page, click the student's name. The **Single Student View** appears.

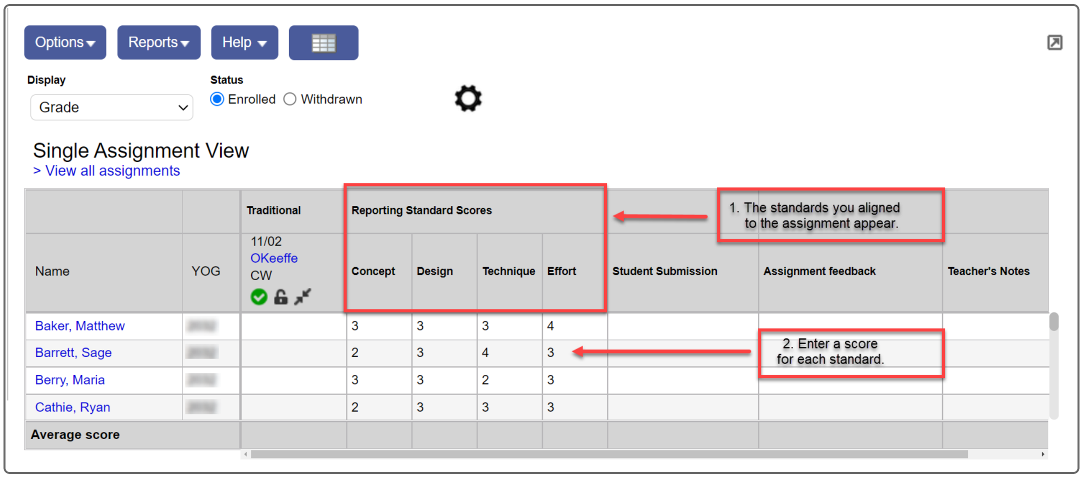


Select the **Standards** view, and then the specific **Standard** you want to see or enter scores for. A row appears for each assignment aligned to that standard.

You can enter scores in cells that are not pink.

- *Or maybe you want to determine if the lesson before this assignment sufficiently prepared students in each area. Then you would enter scores for all students, for all standards aligned to a specific assignment*.

  On the Scores page, click the **Single Assignment Entry** icon  in the column header of the assignment you want to enter scores for. The Single Assignment View appears.

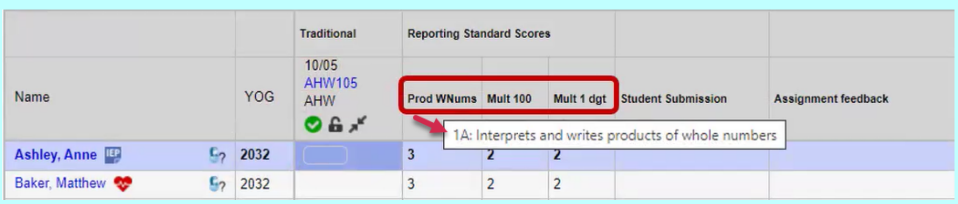


A column appears for each standard aligned to this assignment. Enter scores for each standard, for each student.

With each standard score you enter for an assignment, Aspen uses the Power Law calculation to calculate a Trend score. See View Trend scores to guide instruction.

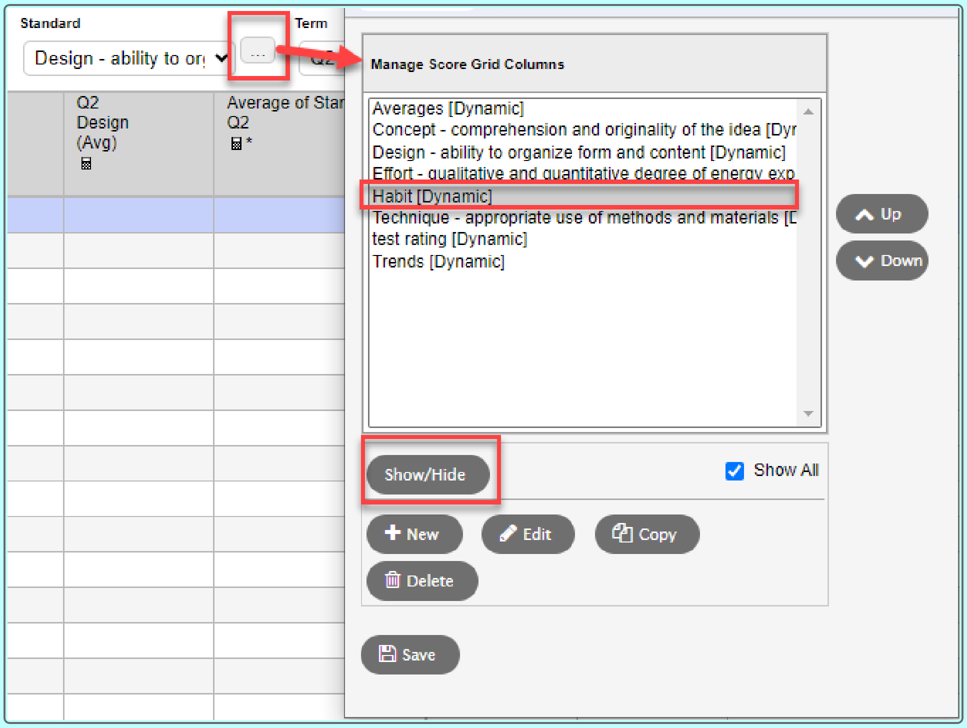
Notes:

- The reporting standard's name can appear truncated in the **Reporting Standard Scores** column. To view the entire standard name when entering scores, hover your cursor:



  You can print a list of reporting standards for each class section as a reference when entering scores (**Gradebook >** *select class section* **> Reporting Standards >** *click* ***Quick Print*** *icon*).

- You might not use every reporting standard during a grade term. To temporarily hide reporting standards from the **Standard** drop-down, click the ellipsis icon. On the pop-up, select the standard you want to hide, and then click **Show/Hide > Save**. Repeat the steps when you want the standard to appear:



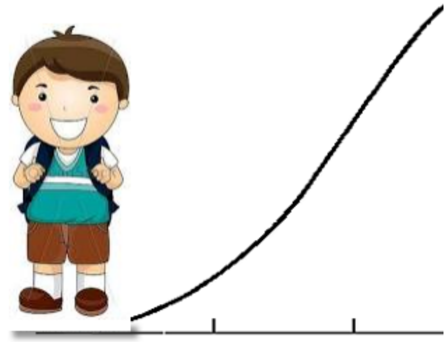
- You can enter the same score for all (or most) students at once. Enter the score in a grading cell, then press **CTRL+D** or select **Options > Fill-Down Values**. Manually edit the few different values. See more tips for entering scores.
- After you enter a standards score, you can hover your cursor over the grading cell to see the rubric rating scale's name and description (as defined by your district).

View Trend scores to guide instruction

With each standard score you enter for an assignment, Aspen uses the Power Law calculation to calculate a Trend score.

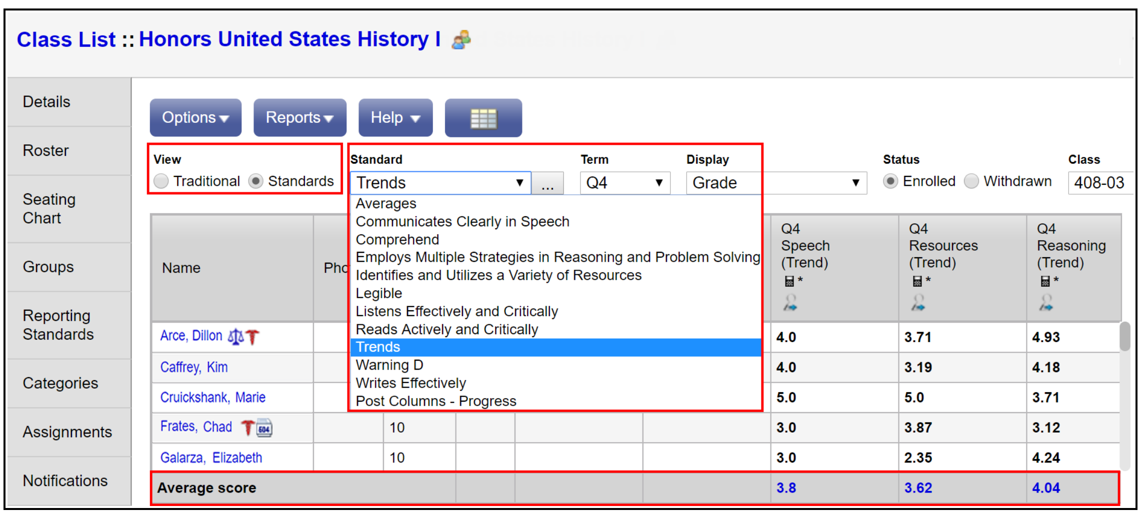
$$\text{power law score} = e^{\left[\left(\sum \ln x\right) \left[\frac{\sum (\ln x)(\ln s) - \frac{\left(\sum \ln x\right)\left(\sum \ln s\right)}{N}}{\sum (\ln x)^2 - \frac{\left(\sum \ln x\right)^2}{N}} \right] + \frac{\sum (\ln y) - \left(\sum \ln x\right) \left[\frac{\sum (\ln x)(\ln s) - \frac{\left(\sum \ln x\right)\left(\sum \ln s\right)}{N}}{\sum (\ln x)^2 - \frac{\left(\sum \ln x\right)^2}{N}} \right]}{N} \right]}$$

Trend scores determine student progress in meeting each standard. Each student's goal is to 'trend up'; meaning students should perform better on a standard towards the end of a term after more instruction and practice. To do this, the Power Law applies a heavier weight to scores entered later in the grade term.



To see Trend scores for all standards and all students in a class:

1. Log on to the Staff view.
2. Select **Gradebook >** *select a class* **> Scores**. The Scores page appears.
3. At **View**, click **Standards**.
4. At **Standard**, use the drop-down to select **Trends**.



Notes:

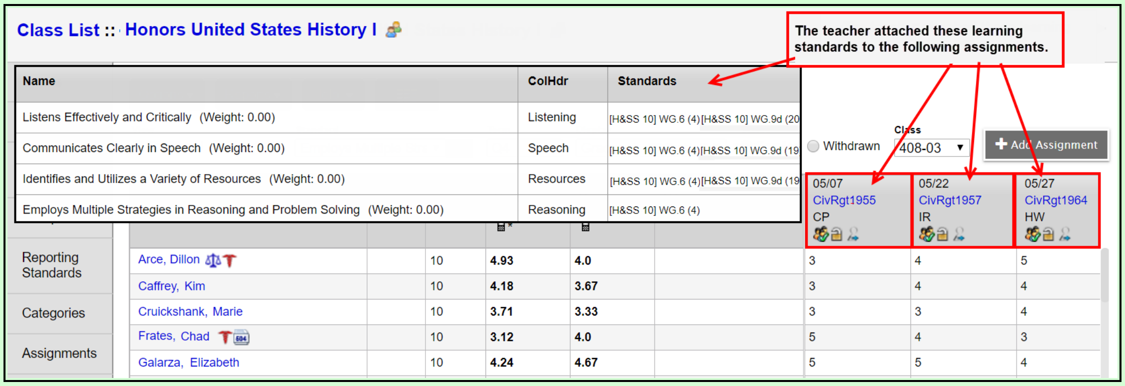
- For each student, a column with their current Trend score appears for each standard.
- At the bottom of the Scores page, the **Average score** row shows the average Trend score for each standard.

5. Use this information to determine how students in your class are progressing in meeting this standard. For example, you might ask and answer the following questions:
   - For the number of assignments you have provided instruction for this standard, are students' Trend scores where they should be?
   - Are a few students having trouble with a specific standard?

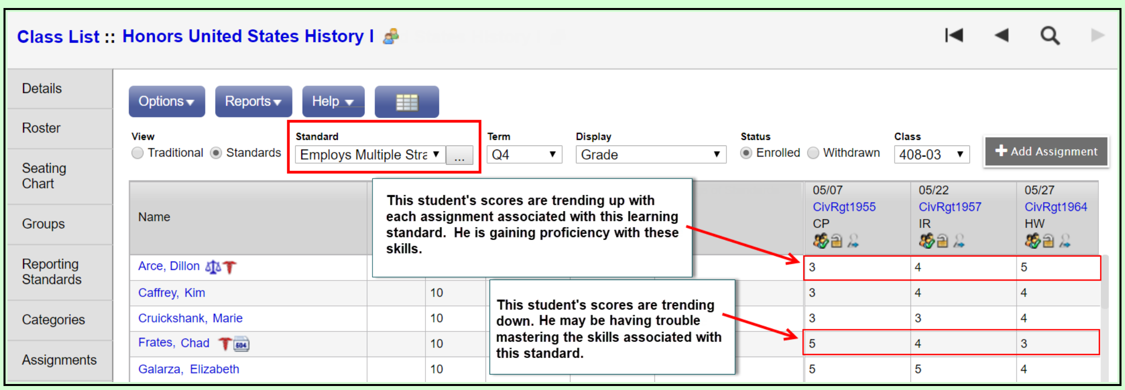
- Are you confident, based on all students' Trend scores for one standard, that you no longer have to practice and assess that specific standard?

Entering and evaluating standards' Trend scores throughout the term gives you insight you can use to guide your instruction, often answering the question: "What do I need to cover tomorrow?"

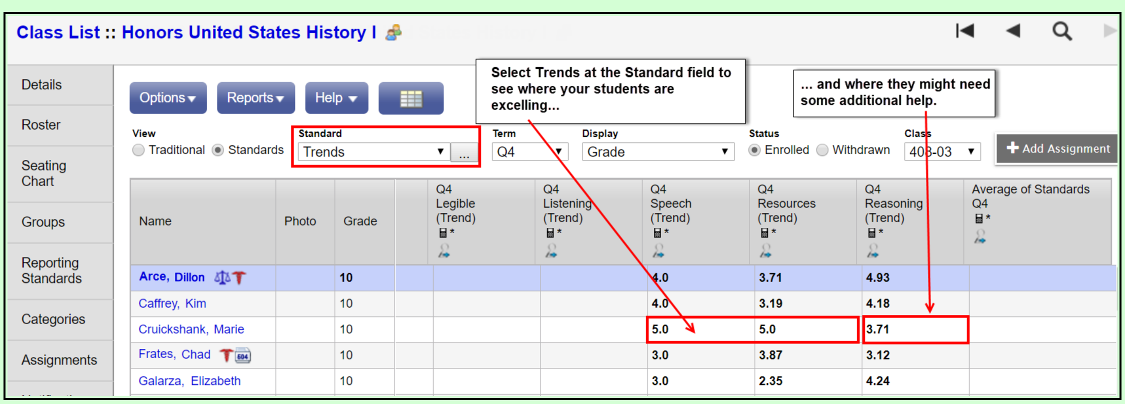
Example: A teacher attaches standards to several assignments to observe trends over the course of a term.



As the term progresses and students complete their assignments, the teacher notices performance trends. To view trends for a specific standard, the teacher selects it at the **Standard** drop-down.



Then, to view overall trends for the standards, the teacher selects **Trends** at the **Standard** drop-down.



View rubric ratings scales in the Gradebook

In your gradebook, you can view the rubric rating scales that are associated with the standards aligned to your classes.

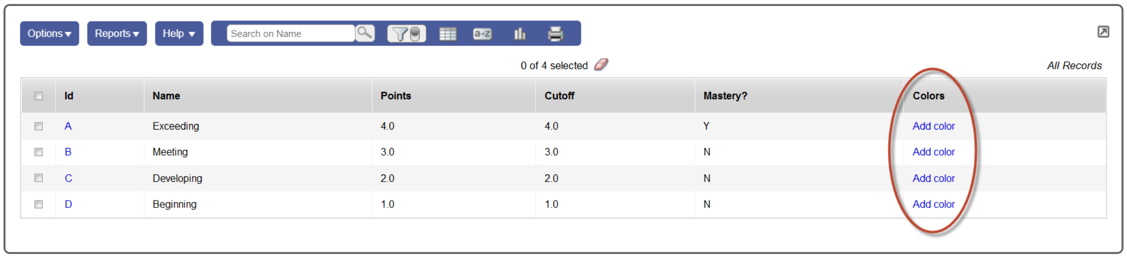
You can also apply colors to a rubric rating scale's ratings. On your Scores page, these colors can help you quickly spot students who are consistently meeting standards, and those who might be at risk.

To view your district's rubric rating scales and ratings:

1. Log on to the Staff view.
2. Click the **Gradebook** tab.
3. Select the class you want to see the rubric rating scales for.
4. Click the **Reporting Standards** side-tab **> Rubric Rating Scales**.
5. Select the rubric rating scale you want to review.
6. On the side-tab, click **Details**. The rubric rating scales' ratings page appears. You can review the rubric rating scale's:
   - Name
   - Description
   - Number of ratings
7. To see the ratings for this rubric rating scale, on the side-tab, click **Ratings**.
8. Select a rating. The Rubric Rating Scale Points page appears.

To apply color to a rubric rating scale's ratings:

1. Follow steps 1–6 above. The rubric rating scales' ratings page appears.



Id	Name	Points	Cutoff	Mastery?	Colors
A	Exceeding	4.0	4.0	Y	Add color
B	Meeting	3.0	3.0	N	Add color
C	Developing	2.0	2.0	N	Add color
D	Beginning	1.0	1.0	N	Add color

2. Determine which rubric rating scale you want to apply color to.
3. In the **Colors** column for the rubric rating scale rating, click **Add color**. appears.
4. Click inside the white box. The Color Chooser pop-up appears.
5. Click a color to select it. The color appears in the **Preview** box.
6. Do either or both of the following:
   - Make the color lighter or darker by clicking the rectangle with the color gradations on the right.
   - Click Clear to select a different color.
7. When you have chosen the color for this rating, click **OK**.

> **Notes**:
>
> - To delete the color of this rating, click .
> - You can view (or hide) your color selections on your Scores page. See "Determine What Appears on Your Scores Page" for details.

Enter course recommendations for next year as a teacher

During the date range the administration determines, you can enter course recommendations for your current students for the coming year on the Scores page in the gradebook.

> **Notes**:
>
> - Depending on how your school sets up course recommendations, you might be able to select only courses associated with the department of the course you currently have the student in. Or, your school might create specific groups of courses you can select based on the course you currently have the student in. Courses from a student’s next secondary school also appear in the list of courses you can recommend.
> - If the Recommendation column does not appear on your Scores page, make sure the *Show course selection recommendation* preference is enabled.

To enter course recommendations:

1. Log on to the Staff view.
2. Click the **Gradebook** tab.
3. Select a section, and click the **Scores** side-tab. The **Recommendation** column appears next to each student's name.

   > **Note**: Your school determines how many recommendation columns appear. For example, your school might determine that you can enter two course recommendations.

4. Click the drop-down to select the course associated with your department that you recommend each student enroll in next year.

   > **Note**: Press **CTRL+D** to enter the same course for all students in a section. Then, you can change the few students you might want to recommend another course for.

5. If your school wants you to enter recommendation comments, a **Comment** column appears next to each **Recommendation** column. Click in the **Comment** column to enter a comment for a recommendation. Students and counselors can view the comments you enter.

If students are allowed to make course selections using the Student portal, students can view your recommendations.

If students are not allowed to enter course selections using the Student portal, counselors or school administrators can review and accept teacher recommendations.

Viewing and Entering Grade Information by Class

After teachers set up the gradebook in the Staff view, they can view and enter assignment and grade information for their current classes.

> **Note**: Teachers can also view information for last year's classes by selecting *Last Year's Classes* from the **Filter** menu.

Teachers can do the following in the gradebook:

- View class details.
- View the class roster and create group sets within the roster.
- Enter scores for a class.

As teachers enter grades for assignments, the system updates students' current term grades.

At the end of a term, after a teacher enters all grades, he or she must post grades for each class to transcripts.

View and enter class details in the Gradebook

In the Gradebook, you can view details such as room, day schedule, and term for each of your current classes.

You can also:

- Enter a comment about the class to appear in the Family and Student portals.
- Link a section to other linked sections. Linking sections lets you create categories and assignments for one section, and automatically add them to other sections linked to it.
- Set up your assignment categories (such as Tests, Homework, Projects) for the traditional Gradebook and the .
- Determine how to drop the lowest scores for a class.

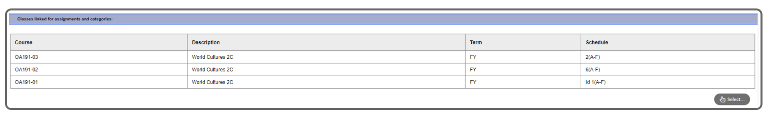
To view class details:

1. Log on to the Staff view.
2. Click the **Gradebook** tab, and then select the checkbox next to the class.
3. Click the **Details** side-tab. The details for that class appear.

> **Note**: On the **Options** menu, click **Change History** to view a list of changes made to the section.

4. Use the following table for information about the fields:

Field	Description
Course Nickname	The default class section number from your school's schedule appears. You can replace this course and section number with a nickname so this class is easily identifiable throughout your gradebook. **Example**: If you teach two sections of Calculus, and one section is more crowded than the other, you might name the smaller section *CalSM* and the larger section *CalLG*. Or, if sections always meet during the same block or period, you might name them after that. **Note**: If you do not type a nickname, Aspen identifies the class with the default class section number from your school's schedule.
Description	The read-only description for this section appears.
Classroom	The read-only classroom for this section appears.
Schedule	The read-only schedule for this section appears.
Schedule term	The read-only schedule term for this section appears.
Team	If this section is assigned to a team, it appears here.
House	If this section is assigned to a house, it appears here.
Average Mode (Your district's or school's settings determine whether you can edit this preference.)	To apply a different averaging mode than the default you defined in your user preferences, use the **Average mode** drop-down to select the mode for this course section. **Note**: If you co-teach this section, you cannot select **Gradebook default** from the **Average mode** drop-down. The average mode you select appears for the other teachers who share the class.
Averages grade scale (Your district's or school's settings determine whether you can edit this preference.)	The grade scale specified in your appears here. Click to select a different grade scale to calculate term averages. If you use a grade scale different than the district grade scale, when you update post columns, the system translates the grades to the district grade scale.

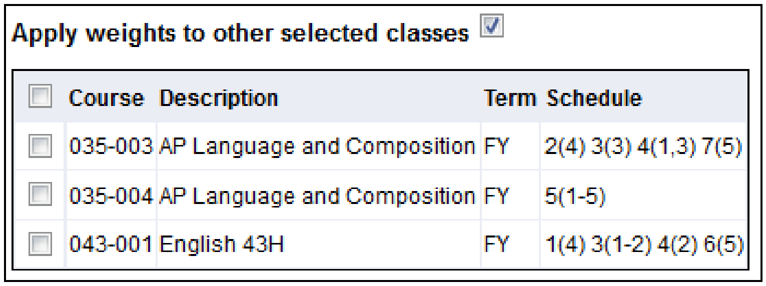
<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Grade scale</td><td>This field appears if enabled in your district's grade preferences. Click the View grade values link to view the grades on the gradescale that is associated with this course.</td></tr>
<tr><td>Portal Notes
Show Notes on Portals</td><td>If you want a comment about this class to appear in the Family and Student portals, select the Family Portal Notes Show Notes on Portal? checkbox. Then, enter your comment in the text box below.
Example: Some teachers enter their grading policy for the class here.
The comment appears in the Teacher Notes section on the details page for the class in the Family and Student portals.
Note: If you do not select this checkbox, or select it but do not enter any text in the text box, the Teacher Notes section will not appear in the Student and Family portals.</td></tr>
<tr><td>Classes linked for assignments and categories</td><td>Click Classes linked for assignments and categories to view classes linked to this section or to link this section to another section.

Classes linked for assignments and categories:<table><tr><th>Course</th><th>Description</th><th>Term</th><th>Schedule</th></tr><tr><td>OA191-03</td><td>World Cultures 2C</td><td>FY</td><td>2(A-F)</td></tr><tr><td>OA191-02</td><td>World Cultures 2C</td><td>FY</td><td>6(A-F)</td></tr><tr><td>OA191-01</td><td>World Cultures 2C</td><td>FY</td><td>Id 1(A-F)</td></tr></table>Select...
To add a linked section, click Select.... In the pick list, select the sections you want to link, and then click OK. The sections appear on the page.
Note: To unlink a course, click Select... and deselect the checkbox next to the course. Click OK.</td></tr>
<tr><td>Enter a name for your linked sections</td><td>This field only appears after you add a linked class section. Enter a name for this linked section.</td></tr>
<tr><td>Categories</td><td>To create your assignment categories, see "Create assignment categories for a traditional GradebookCreate assignment categories for a traditional Gradebook" or "Create assignment categories for a standards-based Gradebook".</td></tr>
</table>

<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Drop mode</td><td>
Click Drop Mode if you want to drop the lowest scores for this class:

Select Do not drop scores if you do not want the system to drop any scores for this class.
Select Drop lowest overall score if you want Aspen to drop the lowest score(s) for a term. The following options appear:
○ Do not drop scores ◉ Drop lowest overall score ○ Drop lowest score by category
<table>
<tr><th></th><th>Term 1</th><th></th><th>Term 2</th><th></th><th>Term 3</th><th></th><th>Term 4</th><th></th></tr>
<tr><th>Category</th><th>Available</th><th># to drop</th><th>Available</th><th># to drop</th><th>Available</th><th># to drop</th><th>Available</th><th># to drop</th></tr>
<tr><td>All</td><td>32</td><td>0</td><td>6</td><td>0</td><td>10</td><td>0</td><td>24</td><td>0</td></tr>
</table>
For each term, the number of scores appears in the Available column. Type the number of scores you want to drop for that term in the # to drop column.
Select Drop lowest score by category to determine how many scores to drop each term by assignment category.
Example: You might drop the two lowest homework scores for each term. To do so, type the number in the # to drop column for each category, for each term:
○ Do not drop scores ○ Drop lowest overall score ◉ Drop lowest score by category
<table>
<tr><th></th><th>Term 1</th><th></th><th>Term 2</th><th></th><th>Term 3</th><th></th><th>Term 4</th><th></th></tr>
<tr><th>Category</th><th>Available</th><th># to drop</th><th>Available</th><th># to drop</th><th>Available</th><th># to drop</th><th>Available</th><th># to drop</th></tr>
<tr><td>HW</td><td>13</td><td>2</td><td>0</td><td>2</td><td>0</td><td>2</td><td>0</td><td>2</td></tr>
<tr><td>Q</td><td>10</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td></tr>
<tr><td>T</td><td>4</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td></tr>
</table>

Note: On the Scores page, the system indicates dropped scores with because they fit the criteria you specify here.
</td></tr>
</table>

<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Grade calculation weights</td><td>
To customize the default grade calculation weights for post columns that are averages, type your custom weights into the table:
<table>
<tr><th></th><th colspan="2">Term 1 Grade (Term 1)</th><th colspan="2">Term 2 Grade (Term 2)</th><th colspan="2">Mid-Year Exam Grade (Term 2)</th></tr>
<tr><th></th><th>Default</th><th>Actual</th><th>Default</th><th>Actual</th><th>Default</th><th>Actual</th></tr>
<tr><td>Midterm Average</td><td>2.0</td><td>2.0</td><td>2.0</td><td>2.0</td><td>1.0</td><td>1.0</td></tr>
</table>
Apply weights to other selected classes ☐
Note: Your Aspen system administrator must select the appropriate preference for the "Grade calculation weights" section to appear.
Within the table, each post column that is an average appears as a row. The component grades that make up each average appear as columns, and are separated into Default and Actual sub-columns.
The Default sub-columns are read-only and display the default weight set by your administrator for each grade. If you want to adjust the weight of a particular grade, type the custom weight in that grade’s Actual sub-column.
Until you customize the weight of a grade, its Actual sub-column contains the default weight.
Note: The Actual weights for each row do not have to add up to 100. The weight of a component grade only needs to be correct relative to the weights of the other component grades. For example, for the Semester 1 Average, you might want to weigh the Term 1 Grade as 40%, Term 2 Grade as 40%, and Midterm Exam as 20%. You could also weigh those same grades as follows: Term 1 Grade = 2, Term 2 Grade = 2, Midterm Exam = 1.
Note: If the final date to post grades for a grade column has passed, you are able to view that column's grade calculation weights in this section, but not edit them.
</td></tr>
</table>

<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Apply weights to other selected classes</td><td>If you want to apply the same set of custom grade calculation weights to other classes, select the Apply weights to other selected classes checkbox. A list of your classes appears:


Select the checkboxes next to the classes you want to apply the grade calculation weights to.

Note: You can view a list of your classes that have calculation weight override records on the Calculation Overrides page. You can also delete override records on this page, causing those classes to revert to the default grade calculation. See View and Delete Calculation Override Records for details.</td></tr>
</table>

5. Click **Save**.

Note: If the final date to post grades for a grade column has passed, you are able to view that column's grade calculation weights in this section, but not edit them.

Note: An administrator can merge your class sections if they occur during the same class period. If your course sections are merged, a message appears with a link directing you to the "primary" class section.

View and delete Calculation Override records

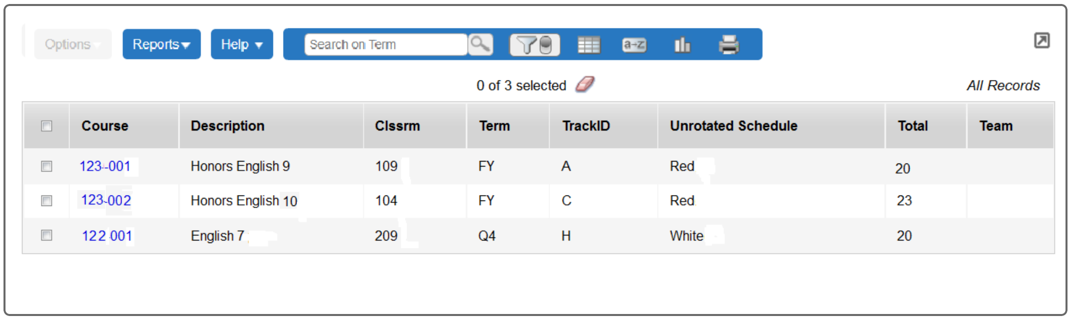
Use the Calculation Overrides page to view a list of records detailing which course sections have had their default grade calculation customized and overridden by a teacher. You can also delete these records, causing those sections to revert to the default calculation.

Teachers can use this page to quickly review the course sections they customized grade calculation weights for. They can also reset the weights for those sections, if necessary.

To view and delete grade calculation weight override records:

1. Log on to the Staff or School view.
2. Do one of the following:
   - In the Staff view: Click the **Tools** tab, **Calculation Overrides** side-tab.
   - In the School view: Click the **Grades** tab, **Calculation Overrides** side-tab.

The Calculation Overrides page appears.



	Course	Description	Clssrm	Term	TrackID	Unrotated Schedule	Total	Team
	123-001	Honors English 9	109	FY	A	Red	20	
	123-002	Honors English 10	104	FY	C	Red	23	
	122 001	English 7	209	Q4	H	White	20	

3. Do one of the following:
   - To view a course section's calculation override record, as well as other course information, select the course and, on the **Calculation Overrides** side-tab, click **Details**.
   - To delete a course section's calculation override record, select the course section and, on the **Options** menu, click **Delete**. This causes the course section to revert to the default calculation.

Notes:

- Teachers can customize grade calculation weights for their classes using the class details page in the gradebook. For more information, see the Help topic "View Class Details in the Gradebook."
- You cannot delete grade calculation weight override records if the calculation is associated with a locked grade term.

View the class roster in the Gradebook

In the gradebook, you can view the roster for each of your current classes. For each student, you can view information such as LASID, homeroom, year of graduation, and enrollment status.

You can also create a group directly from the roster. For example, maybe five students in your Physics class participate in an extra-credit program. You can create that group and add members to it right from the roster. It is possible to add members who are not in that class. And, you can enable a Page for the group.

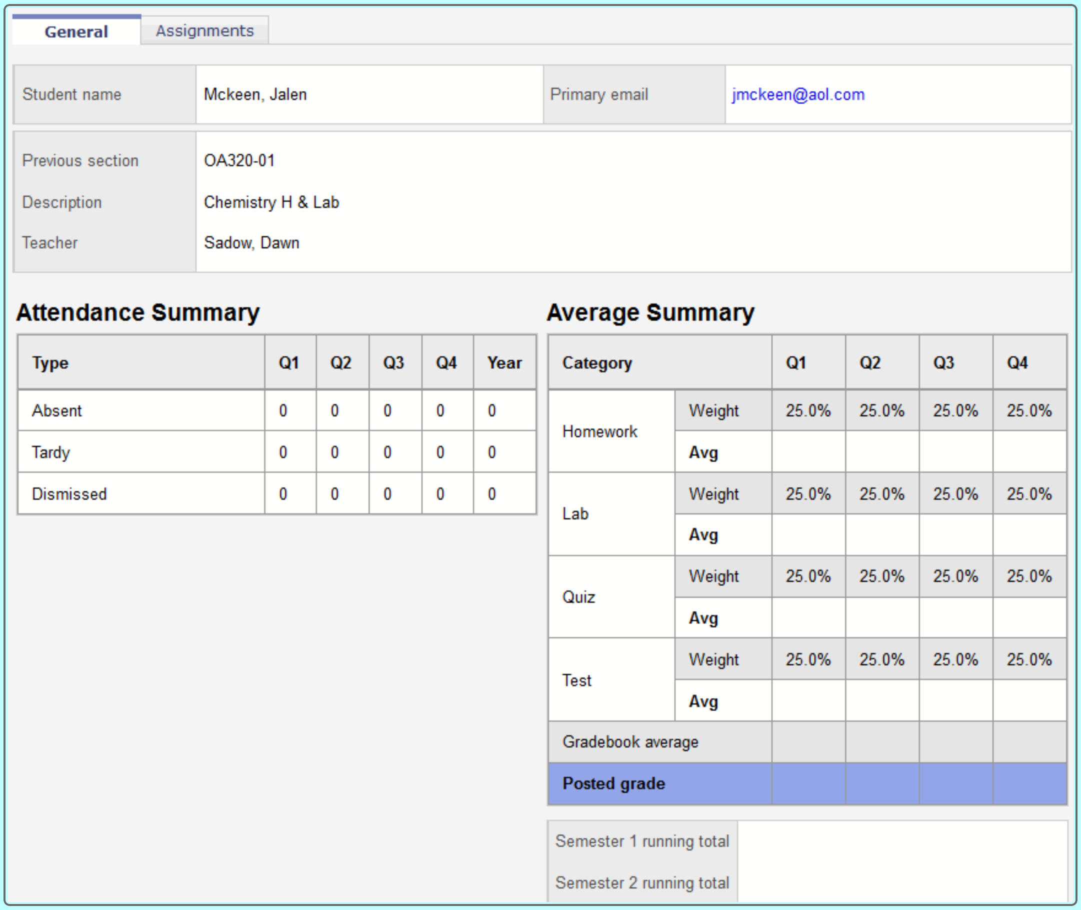
To view the roster of a current class in your gradebook:

1. Log on to the Staff view.
2. Click the **Gradebook** tab, and select the checkbox next to the class you want to view a roster for.

Local ID	Name	YOG	Homeroom	Roster Status
	Coffey, Blake		304	Enrolled
	Constantinou, Peter		323	Enrolled
	Devlin, Lourenca		211	Enrolled on
	Kemp, Aleigha		304	Enrolled
	Mann, Heather G.		212	Enrolled
	Mckeen, Jalen		GYM-1	Transferred on from Chemistry H & Lab (OA320-01)
	Pun, Angela		114	Enrolled
	Thompson, Ann		212	Enrolled
	Ventresco, Michael		305	Enrolled on
	Wheeler, Alyse		212	Transferred on from Chemistry H & Lab (OA320-04)

Note: To alert the teacher of any newly enrolled or withdrawn students in a class, the system displays a student's enrollment and enrollment date in green and withdrawal and withdrawal date in red the first time you view the information. Dates only appear if available. Afterwards, the student's name disappears from the roster if he or she has withdrawn.

The Roster Status column displays the enrollment status for each student in the section. If a student is newly enrolled, the student's enrollment date appears. If the student has enrolled in the section and the system determines that they dropped a similar section on the same date, the column displays Transferred on {date of transfer} from {course name and course and section number}. Click the course name and section number to view the student's attendance and average summaries in the withdrawn section:



General | Assignments

Student name	Mckeen, Jalen	Primary email	jmckeen@aol.com

Previous section	OA320-01
Description	Chemistry H & Lab
Teacher	Sadow, Dawn

Attendance Summary

Type	Q1	Q2	Q3	Q4	Year
Absent	0	0	0	0	0
Tardy	0	0	0	0	0
Dismissed	0	0	0	0	0

Average Summary

Category		Q1	Q2	Q3	Q4
Homework	Weight	25.0%	25.0%	25.0%	25.0%
	Avg				
Lab	Weight	25.0%	25.0%	25.0%	25.0%
	Avg				
Quiz	Weight	25.0%	25.0%	25.0%	25.0%
	Avg				
Test	Weight	25.0%	25.0%	25.0%	25.0%
	Avg				
Gradebook average					
Posted grade					

Semester 1 running total	
Semester 2 running total	

Click the **Assignments** sub-tab to view the assignment summary for the section they transferred from.

4. To view a student's LASID, name, year of graduation, and homeroom, select the checkbox next to his or her name, and click **Details** on the **Roster** side-tab.
5. To print a class list, on the **Reports** menu, click **Quick Report.**

Create a group from the roster (for teachers)

It is possible to create group sets for a class, and groups within each group set, from a class roster.

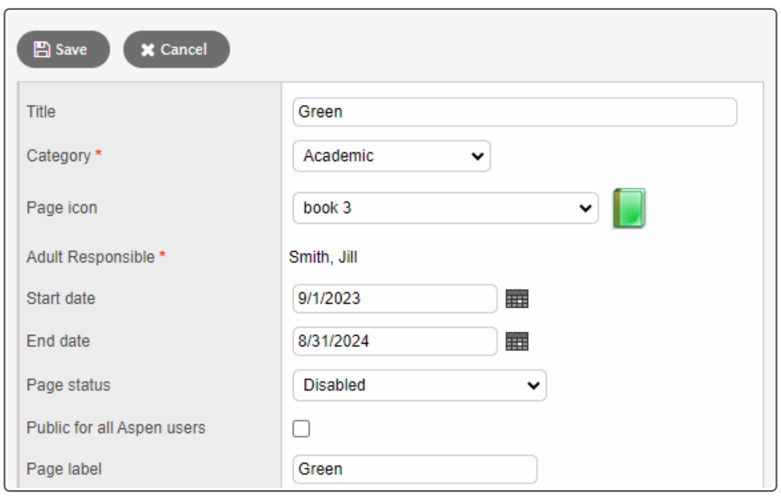
For example, you might like to create a ***Reading*** group set within your *English Language/Arts* class. Within the ***Reading*** group set, you can create groups, such as ***Greens*** (advanced readers), ***Blues*** (growing readers), and ***Reds*** (readers who need extra help).

These groups are the same as other groups in Aspen, such as Drama Club, in that you can for them. Then you could add widgets of interest, such as links to book lists appropriate to each reading level.

Note: You can select a group set or group on the Scores page to view and enter comments and scores for that specific group of students.

To create a group set and groups within the set:

1. Log on to the Staff view.
2. Click the **Gradebook** tab. The Class List page appears.
3. Select the class you want to create a group set for, and click the **Groups** side-tab.
4. To create a new group set, on the **Options** menu, click **Add.**
5. Type a name for the new group set, and click **Save.**
6. In the **Add Group** field on the right-side of the page, type a name for each group within the group set. For example, you might create a group set called *Readers*. Within that group set, you might create three groups: ***Green***, ***Yellow***, and ***Red***.
7. Click **Add Group**.
8. Click, drag, and drop the students from the **Ungrouped Students** box to the new groups.
9. Click next to the group name to edit it.
10. Click to define each group's details, and to create a Page for the group to access using the Student and Family portals.



11. Use the following table to enter information in the fields.

Field	Description
Title	You can edit the title you created for the group.
Category	Click the drop-down to select one of the following categories: • Academic • Athletic • Club • Staff The category determines how students access the Page you create for the group.
Page icon	Select the icon you want to use to represent this group's Page.
Adult responsible	The teacher's name appears.
Start date and End date	The dates of the schedule term for the class appear.
Page status	Select one of the following: • **Disabled:** The Page for this group is disabled. • **Enabled:** The Page for this group is enabled. Click the **Pages** tab, then **Page Directory** to locate the Page and add widgets and information for your students.
Public for all Aspen users	Select this checkbox if you want all Aspen users to be able to view the Page from their Page Directory. Otherwise, only students within the group can view the Page.
Page label	Type a label for the Page that appears with the icon you selected at the **Page icon** field.
Enable logging?	Select this checkbox if you want to track all visits to the Page.

12. Click **Save.**

Using Seating Charts

You can design seating charts for your classes in the gradebook. Use the seating charts to manage your classroom, monitor enrollment, and take class or daily attendance each day.

To use seating charts:

1. Design a seating chart for each of your course sections.
2. Use seating charts to take class or daily attendance.

You can print a seating chart with photos directly from the gradebook, making it easy to leave a printout for a substitute teacher.

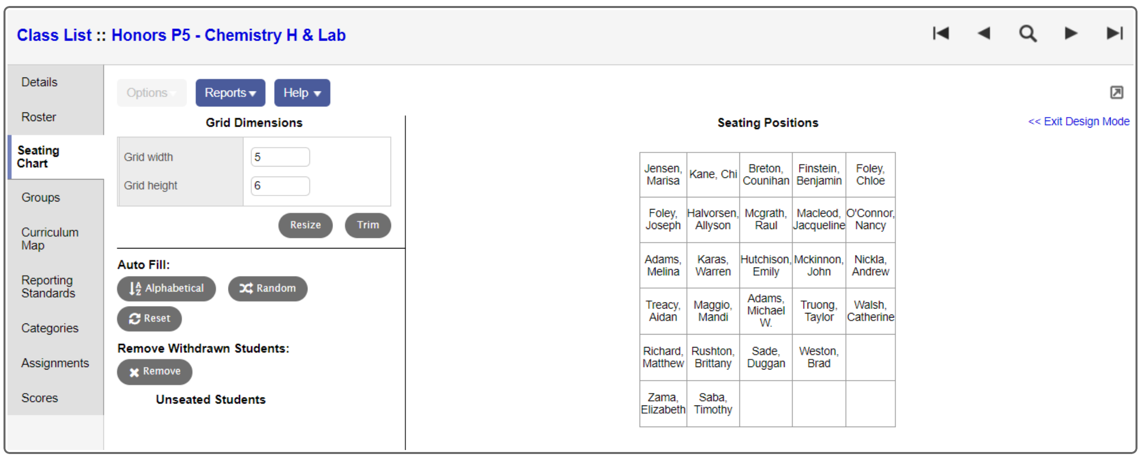
Note: If you create seating charts, you can also use the **Class** side-tab of the Attendance tab take class attendance. On the **Class** side-tab, student photos do not appear, and the system lists students in alphabetical order.

Design seating charts in the Gradebook

Use the Seating Charts side-tab of the Gradebook tab in the Staff view to re-create your seating charts online. Then, use the seating charts to take class attendance and monitor student enrollment.

To create a seating chart:

1. Log on to the Staff view.
2. Click the **Gradebook** tab.
3. Select a course section, and then click the **Seating Chart** side-tab. If you have not yet created a seating chart for this section, a message alerts you that students are missing from the chart.



4. Click **Design Mode** in the upper-right corner of the page. The design page appears.
5. Under **Grid Dimensions**, in the **Grid width** field, type the number of boxes (which represent seats) the seating chart will display across a row.
6. In the **Grid height** field, type the number of boxes/seats the seating chart will display down a column.

Note: If you set the "Grid width" or "Grid height" fields to more than 9, the printed version will not include student photos. It will just list student names. To include student photos, use a number less than 9 for these fields.

7. After you enter the grid dimensions, click **Resize.** The number of boxes you entered appears in the Seating Positions grid.
8. If student names appear in the grid, click **Reset** to move students to the **Unseated Students** section.
9. To remove the names of students who have withdrawn from the class, click **Remove** under **Remove Withdrawn Students**.

Note: You cannot undo or set this action. If you remove a withdrawn student and the student re-enrolls, their name will appear in the **Unseated Students** section.

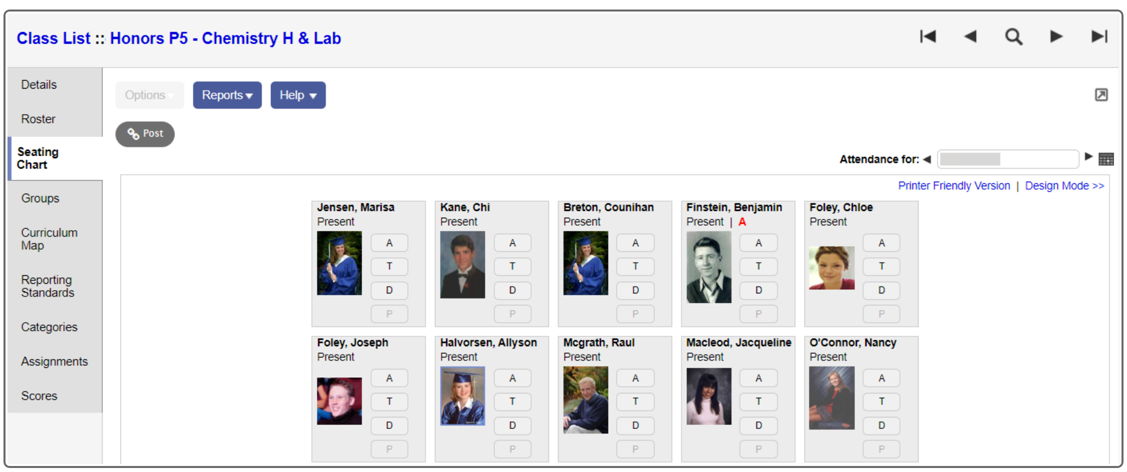
10. To seat the students, do one of the following:
    - Click a student's name in the **Unseated Students** section, and then drag it to the box that represents their seat. Repeat for each student.
    - At **Auto Fill**, click **Alphabetical** to seat the students alphabetically by last name, or click **Random** to seat them in a random order. If you do not like the new seating arrangement, click **Reset** to move the student names back to the **Unseated Students** section. Click **Random** to fill the grid again.

    Note: Put a space between rows to improve readibility.

11. When you have completed the Seating Positions grid, click **Trim** to remove the empty boxes.

    Note: You can only remove an entire empty row, not individual boxes.

12. If you want to remove all students from the Seating Positions grid while preserving your Grid Dimensions settings, click **Reset**.
13. In the upper-right corner of the page, click **Exit Design Mode.** The seating chart appears in the design you created.



Now you can:

- Print the seating chart; and
- Use the seating chart to take class attendance.

Print seating charts

You can print a seating chart with photos directly from the gradebook, making it easy to leave a printout for a substitute teacher.

To print a seating chart:

1. Log on to the Staff view.
2. Click the **Gradebook** tab.
3. Select a course section, and then click the **Seating Chart** side-tab. The seating chart you designed for the course appears.
4. Click **Printer Friendly Version** in the upper-right corner of the page. The seating chart with student names and photos (if available) appears in a pop-up, and a heading lists schedule information, the course number and description, and term. The Print pop-up appears.

   Notes:
   - If you have not designed a seating chart, the **Printer Friendly Version** link is not available.
   - If a student has withdrawn from your course, a red Withdrawn appears below the student's name.
   - The seating chart will print in color if your printer has the capability.

5. If needed, change the printer preferences.
6. Click **OK.**

Use seating charts to take class or daily attendance

After you design seating charts for your classes, you can use those seating charts to take class or daily attendance each day.

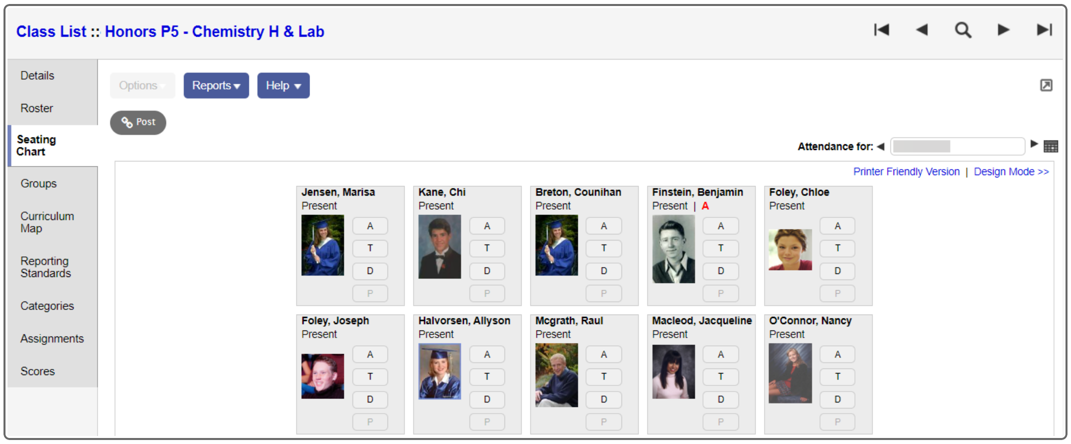
Note: By default, Aspen uses a negative attendance model, meaning that students are presumed present unless marked absent by a teacher or staff member. However, administrators can require all courses in the organization to use a positive attendance model, in which students are considered absent unless marked present. This feature can also be enabled for specific course sections.

Note that if your district or school requires you to take positive attendance, it only changes how you enter attendance for your classes. You still enter and post daily attendance to the office as you normally would.

To take attendance using seating charts:

1. Log on to the Staff view.
2. Do one of the following:
   To take *class* attendance, either:
   - Click the **Gradebook** tab. Select a course section, and click the **Seating Chart** side-tab.
   - Click the **Attendance** tab, then click the **Class** side-tab. Select a course section, and click **Seating Chart** on the **Class** side-tab.

The seating chart you designed for the course appears.



To take *daily* attendance, click the **Attendance** tab. Under the **Daily** side-tab, click **Seating Chart**. The seating chart for the daily attendance appears.

Notes:

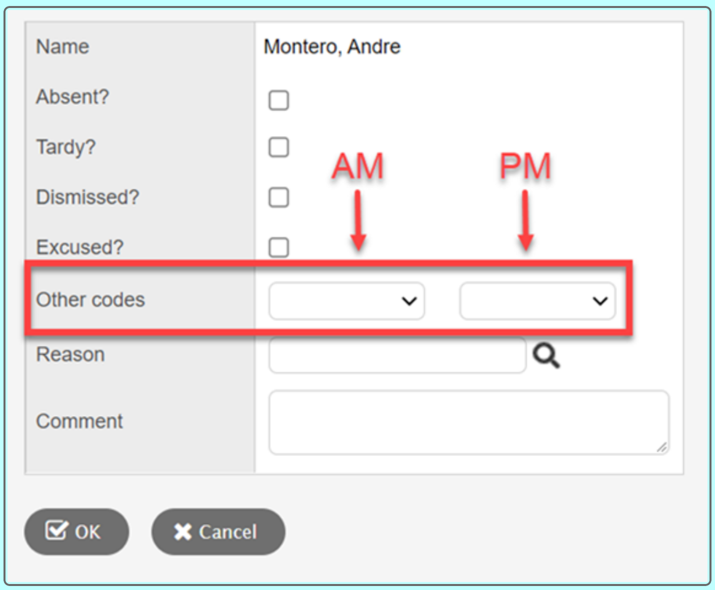
- If you enter daily attendance for two separate homerooms, click the **Homeroom** drop-down to select the correct one.
- If you enter daily attendance and your school takes ,second daily attendance, click the drop-down in the top-right section of the page to select whether you are entering AM or PM daily attendance.
- When a student's calendar is not in session, the student is grayed out, and the daily and class attendance codes appear as *Not in session*. This helps prevent teachers from mistakenly marking students absent who are in their homeroom but on a different calendar from the current day (such as kindergartners or seniors).
- If a student has withdrawn from your course, a red Withdrawn appears below his or her name. This is to ensure that you are aware of the student's withdrawal. You need to manually remove them from your seating chart. To do so, click **Design Mode** to drag the student's name out of the Seating Positions grid.
- Also, if a new student enrolls in your course or homeroom, or you have not yet designed your class or homeroom daily attendance seating chart, the page displays *Students are missing from the chart*. To add them to your seating chart, click **Design Mode**, and drag the new student's name to the Seating Positions grid.
- To help substitute teachers, print the seating chart for each of your classes. File the printouts in your "Substitutes" folder so they are available when needed.

3. If this class spans more than one period (and your school has opted to take attendance during each period of a multi-period class in Preferences), select the current period from the **Period** drop-down (class attendance only).
4. Do one of the following:
   - If your administrator has set your school or course section to use negative attendance, all students will be marked Present by default. If a student is not present, click the appropriate code,

such as **A** for absent. If your school wants you to record more information for specific attendance codes, such as tardy, a pop-up prompts you for that information.

- If your administrator has set your school or course section to use positive attendance, all students will be marked Absent by default. If a student is not absent, click the appropriate code, such as **P** for present. If your school wants you to record more information for specific attendance codes, such as tardy, a pop-up prompts you for that information.
- If your school wants you to record more information for specific attendance codes, such as tardy, a pop-up prompts you for that information. If the **Override Reason** field appears on the pop-up, then an override reason is required. Click and select a code. If you select **Other**, enter an **Activity Comment** to describe the reason. Click **OK**.

Note: If your school takes second daily attendance, and you need to enter other codes for your attendance records, enter the other code for AM in the first **Other codes** field (on the left), and the other code for PM in the second **Other codes** field (on the right) in the Class Attendance pop-up:



Note: If your course section uses positive attendance:

- Prior to posting or saving, a message in the page's top-right section reminds you to mark students present.
- The P (Present) and A (Absent) codes appear by default.
- Positive attendance applies to class attendance only. It does not apply to daily attendance.

5. When you finish taking attendance, click **Post**.

Note: You can hover your cursor over an attendance code to see a description of it.

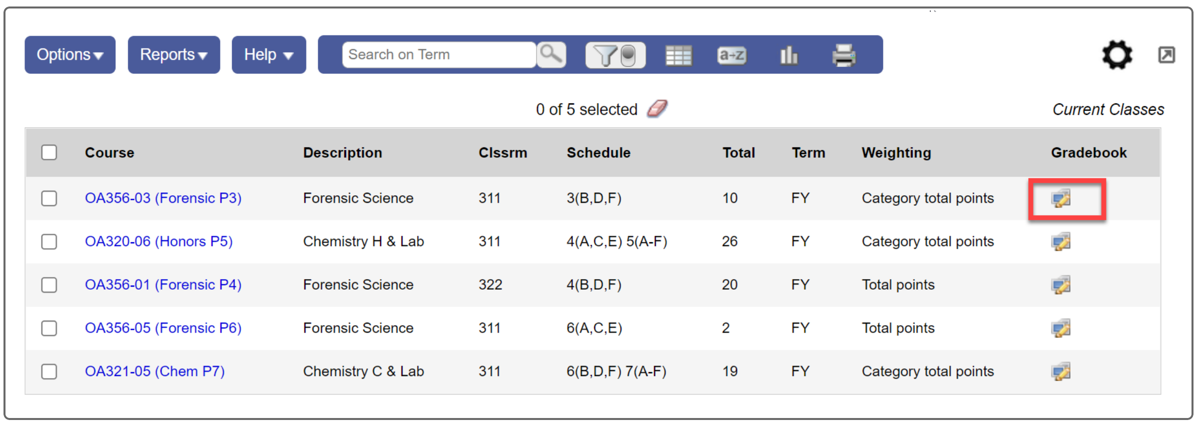
Note: Depending on your school's or district's preferences, the Attendance History icon might appear in the **History** column. This icon indicates that the student had a class or daily attendance record for that day. Click the icon to see a list of attendance activities in the Attendance History pop-up. If the icon is red, the attendance buttons are disabled, and you cannot edit the attendance record.

Note: If this course is flagged to prevent period attendance input, the **Post** button is grayed-out. If you click an attendance code, the message *Attendance is not collected for this course* appears. You cannot take period attendance for the class.

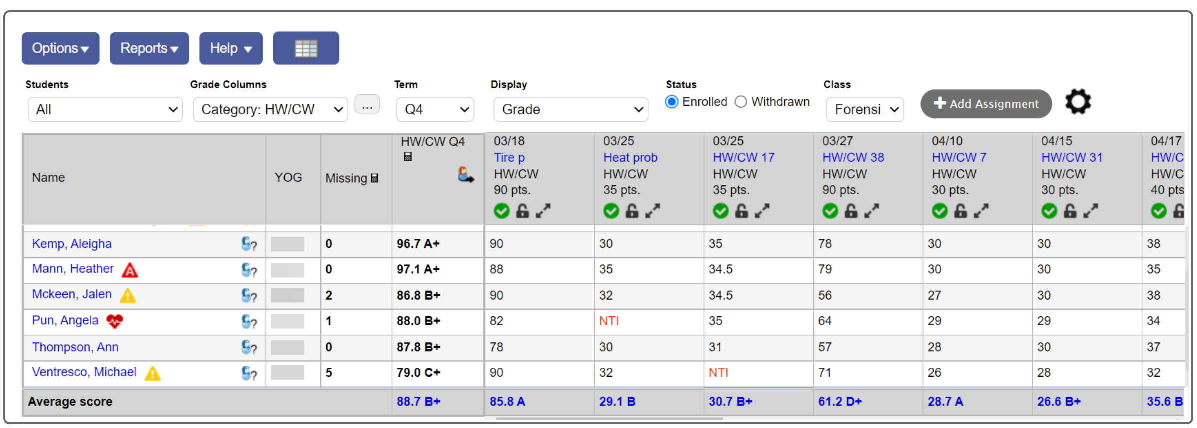
Entering and Managing Grades for Your Classes

In the Staff view, on the Gradebook tab, use the Scores page to enter and manage assignment and term grades for each of your classes.

When you click the **Gradebook** tab, the Class List appears. Access the Scores page by selecting a class and clicking the **Scores** side-tab, or by clicking the **Gradebook** icon next to the class you want.



The Scores page appears.



You can use the Scores page for the following:

- Classes with assignments that are graded traditionally (one score per assignment), such as most secondary core classes
- Classes graded with reporting standards or rubrics (one score per standard, several scores per assignment)
- Classes that you grade both traditionally and with standards

Using your Scores page

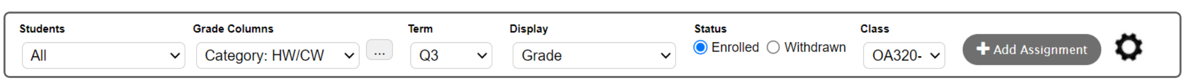
You can do the following from your Scores page:

- :Customize the Scores page: Use the drop-downs and selections at the top of the page to determine the information that appears on your page. See "Determine what appears on your Scores page" for details.
- :Use columns headers: In each column header, access information about the assignment, score, or grade that appears for each student. See "Use columns headers on the Scores page" for details.
- :Enter scores: You can enter scores for each assignment (traditional) or standard (standards). See "Enter assignment scores on your Scores page" for details.
- View term averages and view average statistics for each column. See "View term averages on your Scores page" and "View average statistics in the Gradebook" for details.
- Enter course recommendations: In the Recommendation column(s), enter course recommendations for next year for your current students. "See enter course recommendations for next year as a teacher" for details.
- Update post columns: Prepare to send grades to the office for progress reports or report cards. See "Update post columns with Gradebook averages" for details.
- Post your progress report or end-of-term grades. See "Post grades to transcripts" for details.
- Quickly enter or view class attendance for a section by clicking the **Attendance** icon  that appears in the Class List breadcrumbs.

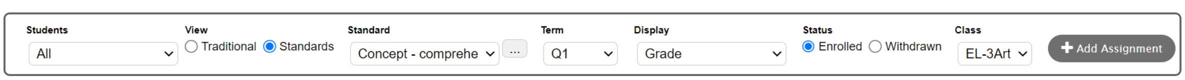
Determine what appears on your Scores page

You will see the following at the top of the Scores page, depending on your view.

Traditional Gradebook:



Standards-Based Grades:



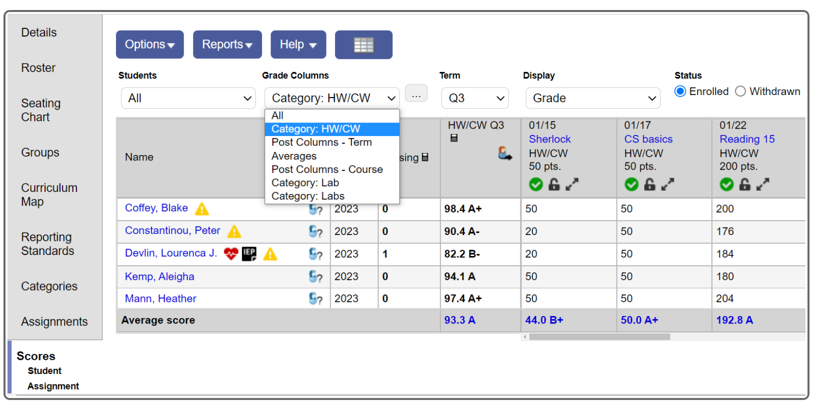
Use the following table to determine the information that appears for each class:

Field/Drop-down	Description
Students	**All** is the default. If you created a group set or group from this class roster, you can select it from the drop-down. Then, the Scores page will only display those students in the selected group set or group. **Example**: You create two group sets called Red and Blue. The Blue group set consists of two groups, B1 and B2. The Red group set consists of two groups, R1 and R2. If you select **Blue** at this field, the students in the Blue group set (composed of the B1 and B2 groups) appear. You could select **B2** to only display that group of students. To see all students in the course section, select **All**.

<table>
<tr><th>Field/Drop-down</th><th>Description</th></tr>
<tr><td>View</td><td>
If the current class you are working on has any reporting standards (rubrics) on the Reporting Standards side-tab, you can select Traditional or Standards view.
Note: If this class does not have any reporting standards, the Scores page defaults to the Traditional view.


Select Traditional to view traditional grade columns; one column appears for each assignment, in which you enter an assignment score.
After you select Traditional, the Grade Columns drop-down appears, and you can select to view columns for the following:

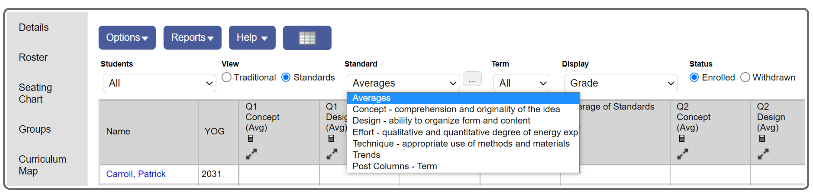
All assignments within the term you select
All assignments within a specific assignment category you created for this class (such as all homework assignments or all tests)
End-of-term post columns only
Progress post columns only
All grade columns; including assignments, progress, and end-of-term averages



Note: The Grade Columns setting will default to your most recent selection from the Class List’s Scores page. For example, if you selected Category: Hmwk the last time you were on the Scores page, the Grade Columns would still be set to the Category: Hmwk grade column set.
If the grade columns in the menu do not contain what you want to
</td></tr>
</table>

<table>
<tr><th>Field/Drop-down</th><th>Description</th></tr>
<tr><td></td><td>
see, click to create a new grade column set. Grade column sets are only available for the classes in which you create them.
Select Standards to view standards columns. This way, you can view columns and enter scores for each reporting standard (rubric) aligned with your assignments. You can also view averages and trends for each standard you score in this class.
After you select Standards, use the Standard drop-down to select to see columns for the following:

A specific standard to see scores for any assignment aligned to that standard
Standards traditional term averages
Standards trend term averages, using the Power Law calculation
End-of-term post columns or Progress post columns



</td></tr>
<tr><td>Term</td><td>
Select the term you want to view grade or standards columns for.
Note: If you select All, Aspen will not save that selection when you log off. When you log back in, the Term reverts to your last selection before All.
</td></tr>
</table>

Field/Drop-down	Description
Display	Defaults to **Grade**. -Select **Color** if you have associated colors with or rubric rating scale ratings, and would like to see them in the grading cells. When **Color** is selected, Color Filter ▶ appears, which you can click to show or hide some or all of the colors. No colors appear in **Grade** view. **Note**: If an assignment is not associated with a grade scale, no color will appear. -Select **Due Date** to see class and daily attendance codes in the grading cells. Hover your cursor over the code to view a description of the absence. -Select **Grade Change** to highlight cells in which an administrator has changed a score. Then, click in a cell and press **CTRL+H** to view details in the Change History pop-up. You set the number of days that cells are highlighted at the **Grade change tracking days** Gradebook preference.
Status	Select **Enrolled** to view scores for students currently enrolled in the class, or **Withdrawn** to view scores for students who have withdrawn from the class.
Class	Use the drop-down to ‘turn the page’ of your Gradebook, or view another class’ scores.
Update Post Columns	Appears if **Grade Columns** is set to **Averages**, **Post Columns - Term** or **Post Columns - Progress**. Click to copy your term averages to the district and school office-defined and -owned post columns. **Note**: This field only appears when your school's grading window is open.
Post Grades	If your post columns are complete, click **Post Grades** to post the term or progress grades for this class to the office. **Note**: This field only appears when your school's grading window is open.
Add Assignment	Appears if the **Grade Columns** field is set to **All** or an assignment category (such as **Category: Quiz**). Click **Add Assignment** to see the .

Field/Drop-down	Description
Color Filter	Appears when **Color** is selected at **Display**. Click **Color Filter**, and a pop-up with the colors that you associated with grade scales (Traditional view) and rubric rating scale ratings (Standards view) appear. Defaults to **Select All**, so all colors will appear. Click **Clear All** to hide all the colors. To only display some of the colors, select **Clear All**, then select the checkboxes next to the colors that you want to see.

Note: Next to each student's name, the medical, legal, "other" alert, or IEP symbol might appear, if allowed by your . Click the symbol to view details. For example, click to view details of the student's medical alert.

Use column headers on your Scores page

On your Scores page in the gradebook, each column header contains icons and information you need to be familiar with to quickly view and enter scores.

Use the following tables to understand the icons that appear in the grade column headers:

Assignment type	Visible in Student and Family portals?	Included in grade calculations?	Icon description
Private	No	No	Students and their families do not see this assignment in the portals.
Public	Yes	Yes	Students and families can see both the assignment details and the scores received for this assignment.
Public - no grades	Yes (assignment details only—no grades)	Yes (assignment details only—no grades)	Students and families can see the assignment details in the portals, but cannot see the scores you enter for the assignments.

Note: You might want to keep assignments **Public - no grades** until you finish grading an assignment for all students. Then, click the **Public - no grades** icon again to make the grades viewable to all in the Student and Family portals. (The icon changes to **Public** .)

Icon	Description	Icon behavior
Open portal averages	Displays the portal averages column. You can view and compare your gradebook averages against the averages in this column, which appear in the Student and Family portals.	Click to open the portal averages column.
Close portal averages	Closes the portal averages column in your gradebook.	Click to close the portal averages column.
Envelope	Indicates that students have uploaded their assignments from the Submit Assignments widget.	Click to download one zip file containing all submitted files for the assignment.
Red envelope !	Indicates that a student submitted an online assignment after the .	Click to download one zip file containing all submitted files for the assignment. The date and time that an online assignment was submitted appear in the Single Assignment and Single Student views.
Lock	Indicates that the column is locked; scores are read-only to prevent accidental grade changes.	Click to unlock the gradebook column.
Unlock	Unlocks the column for you to enter scores.	Click to lock the gradebook column.
Single Assignment Entry	Displays the scoring column for that assignment only.	Click to go to Single Assignment View.

Icon	Description	Icon behavior
Magnifying glass	A pop-up displays each quiz question, along with the: -Average time it took students to complete each question -Number of students who responded -Percentage of students who responded with the correct answer On the pop-up, click **Allow students to review graded quiz questions** for students to see the results of the graded quiz in the Student and Family portals.	Click to see an online quiz pop-up.
Student Information	Appears in the **Name** column, if enabled in your . Displays a read-only pop-up with a student's: -Demographic information from their details page (**Student > Details**). -Academic information from the **Academics** side-tab (**Student > Academics**). You can click a course number for course details. Your gradebook preferences determine whether demographic and/or academic information appear in the pop-up. **Note**: Your system administrator can edit the *gradebook.classList.popup* template for additional demographic information to appear.	Click to view demographic and/or academic information.

Notes:

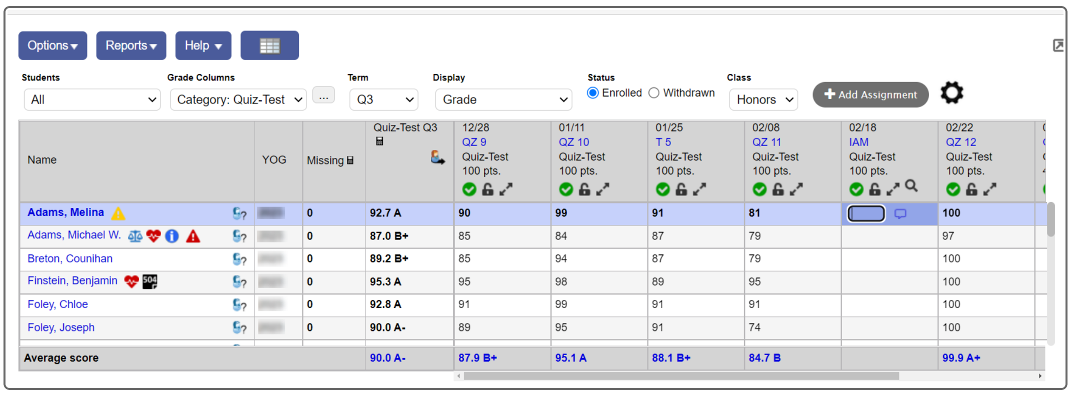
- After you enter scores for a public assignment , you can lock the column so you do not accidentally change grades that are already visible to students and parents in the portals. You can unlock the column to make any changes you need to at any time.
- You can enter new assignments directly on the Scores page. Do one of the following:
  - Press **CTRL+A**.
  - Click the **Add** button in the last column header.
  - Select **Options > Add Assignment**.
- If **Exclude from averages** is selected in an assignment's details, the column header for the assignment is gray, with a line through the assignment's name.
- To enter scores more easily, display the total possible points for each assignment in the column header by enabling the Gradebook preference.

- Hover your cursor over the assignment name in the column header to see the detailed name for the assignment, as defined in the **Assignment name** field on the assignment's details page.
- Use field sets to add helpful information to your Scores page. For example, you could add columns for students' YOG, preferred name, English proficiency, and more.

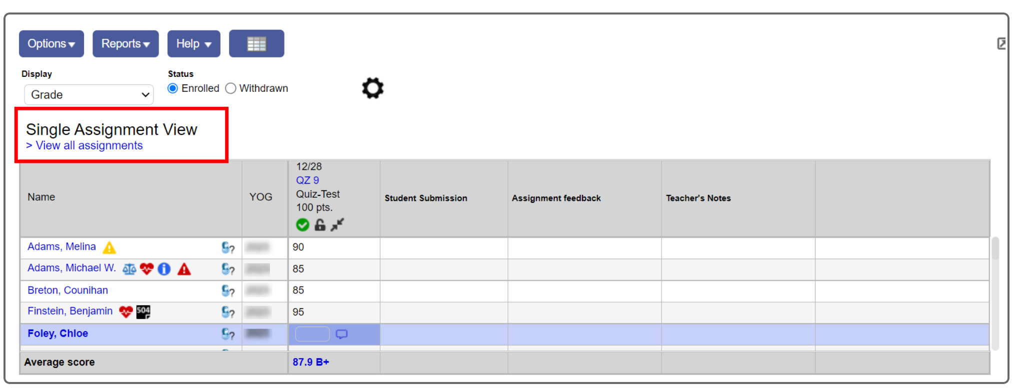
Enter assignment scores on the Scores page

On your Scores page in Aspen, there are several ways you can enter the scores students earn on class assignments.

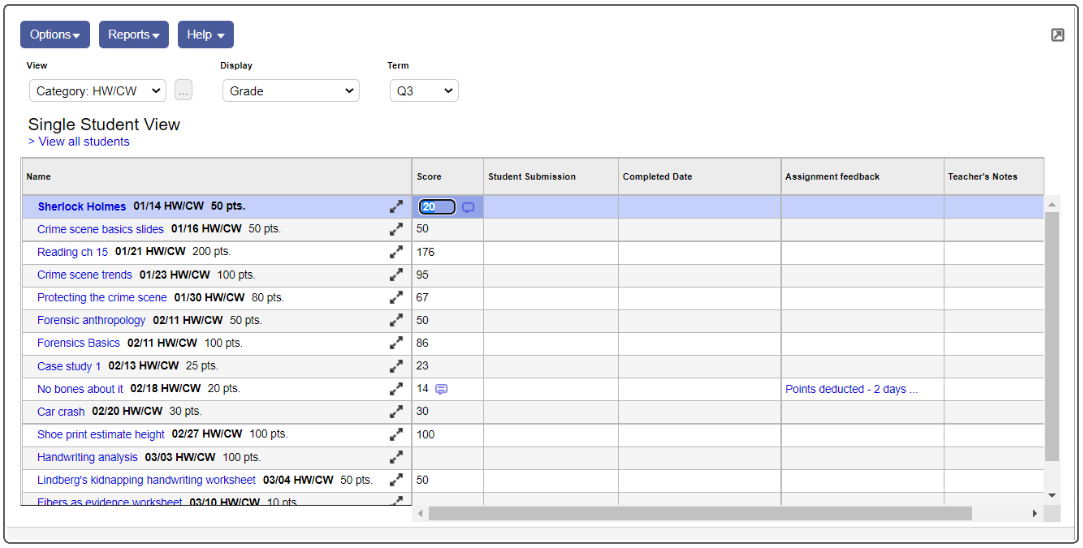
1. Do one of the following:
   - Enter scores directly on the main Scores page, in the appropriate column.



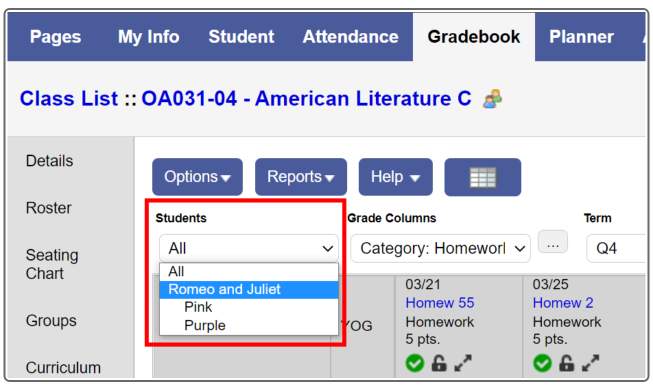
   - Enter scores for one assignment only at a time. Click the **Single Assignment Entry** icon  in the grade column header, or click **Assignment** on the **Scores** side-tab. This is helpful if you:
     - Are entering scores for several reporting standards that are aligned to one assignment.
     - Have a very full scores grid, and want to be sure you are entering scores for the correct assignment column.



- Enter scores for one student at a time. Click a student's name, or click **Student** on the **Scores** side-tab.



- Enter scores for specific groups of students you created. Select a group set or group from the **Students** drop-down.



2. Use the following table as a guide when entering scores:

Move around the columns and rows	Press the arrow keys or use your mouse to click directly in a cell. To move across rows or down columns, press **TAB** (as specified in your Gradebook preferences) or **Enter**.
Select a Special Code, Grade Scale or Footnote,	Press **CTRL+L**, or select **Options > Lookup**.
Enter the same value for all (or most) students	Enter a grade for the first student, then press **CTRL+D** or select **Options > Fill-Down Values**. Manually edit the few different values.
Revert a score to the last saved value	Press **CTRL+K**, or select **Options > Revert Current Cell**.
Enter a text comment for a student	Click in a text comment column.
Mark a score exempt (so it does not count toward a student's average)	Select the score, and then press **CTRL+E** or select **Options > Exempt Current Cell**. **Note**: Press **CTRL+E** to remove the exempt status.
Enter Assignment feedback (for review in the Student and Family portals) or Teacher's Notes (for you to see in your gradebook)	Click in a cell; then click , and enter the text. You do not need to enter a score. To edit the text, click **CTRL+M**, or select **Options > Edit Remarks**.
Give a student a zero (0), or no credit, for an assignment	Enter **0**. Aspen does not count blank grades towards averages.

Check the history of a changed score; change a score back to a previous value	Click in a cell, then click **CTRL+H** or select **Options > Current Cell History**. The pop-up shows any previously entered score (s), as well as deleted scores. To change the current score to a previous one, select it and click **OK**. **Notes**: • The **Grade Columns** field must be set to assignments, not **Post Columns - Term** or **Averages**. • This feature is available when the district enables auditing for the Gradebook Score table (District view, **Admin > Data Dictionary**. Select the **Gradebook Score** table **> Details**. At the **Table audit type** field, select **All**). • The district must enable the *Gradebook Restore enabled* preference for teachers to access this feature. (District [Root Organization] view, **District [Root Organization] > Setup > Preferences >***select* ***Grade*** *category*)

Notes:

- If a grade column is based on a rubric, the **Plus sign** appears in the column header. .
- If you are grading an assignment created by another teacher and press **CTRL+L** or **Lookup**, the pick list displays that teacher's special codes, not your own.
- To give the student a zero, or no credit, for an assignment, you must manually enter a zero (**0**). The system does not count blank grades toward averages.

3. Enter a value for each student or assignment.

After you enter a grade and leave the cell, the system automatically saves that grade. If you have entered an invalid value, such as a letter for a numeric text comment code field, the system displays an error message in the top-right corner of the page.

Note: You might want to keep assignments **Public - no grades** until you finish grading an assignment for all students. Then, click the **Public - no grades** icon again to make the grades viewable to all in the Student and Family portals. (The **Public** icon appears in the column header.)

Note: If a grade term is locked, all assignments associated with it are read-only. You cannot edit an assignment or its score.

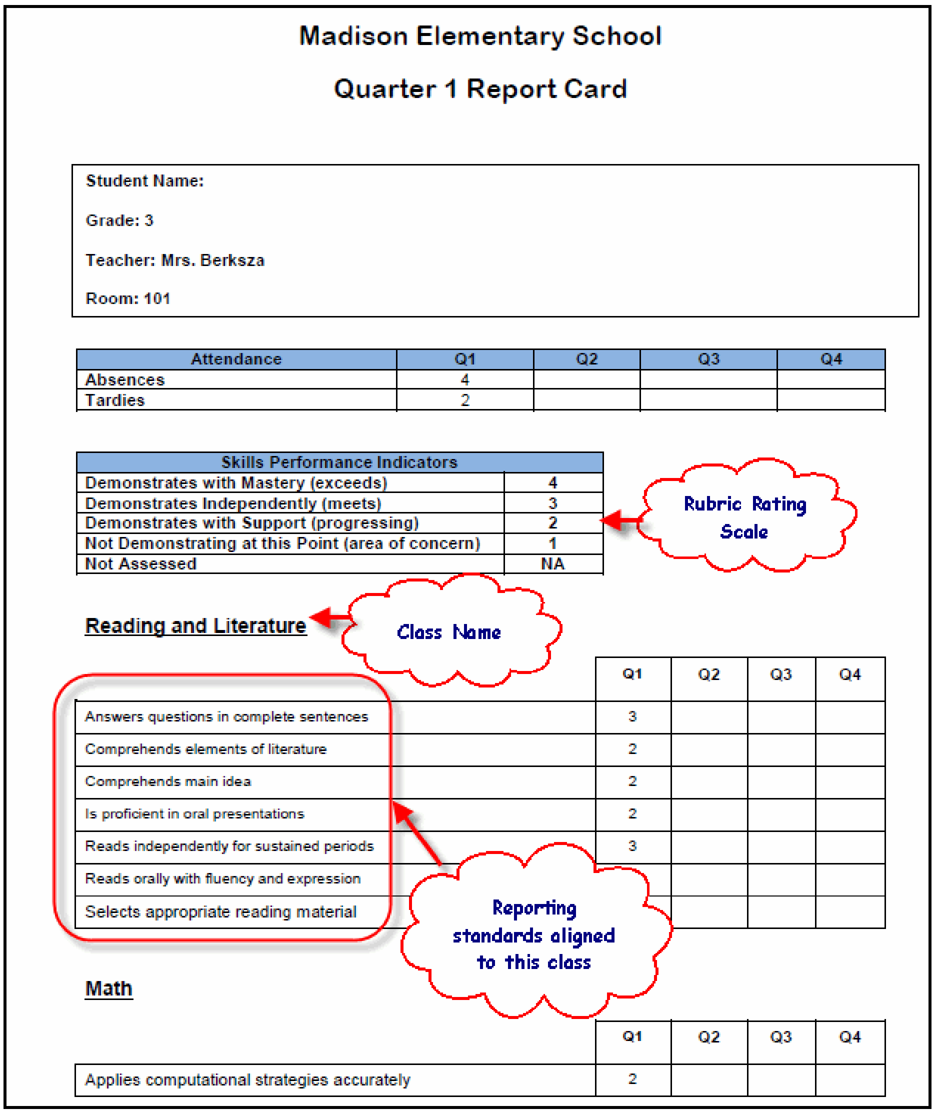
Note: If you created an assignment and excluded a student so he would not receive it, the grading cell is grayed out . You cannot enter a value.

Enter and view standards scores – elementary teachers

In Aspen, you can align every assignment in every subject you teach with the standards you are covering, and enter scores for each.

Then, Aspen automatically updates the Trend and average score for each standard.

This way, when it is the end of a grading term, your Trend score for each standard has been calculated and is ready for you to quickly post to the office for report cards.



Madison Elementary School

Quarter 1 Report Card

Student Name:

Grade: 3

Teacher: Mrs. Berksza

Room: 101

Attendance	Q1	Q2	Q3	Q4
Absences	4			
Tardies	2			

Skills Performance Indicators	
Demonstrates with Mastery (exceeds)	4
Demonstrates Independently (meets)	3
Demonstrates with Support (progressing)	2
Not Demonstrating at this Point (area of concern)	1
Not Assessed	NA

Reading and Literature

	Q1	Q2	Q3	Q4
Answers questions in complete sentences	3			
Comprehends elements of literature	2			
Comprehends main idea	2			
Is proficient in oral presentations	2			
Reads independently for sustained periods	3			
Reads orally with fluency and expression				
Selects appropriate reading material				

Math

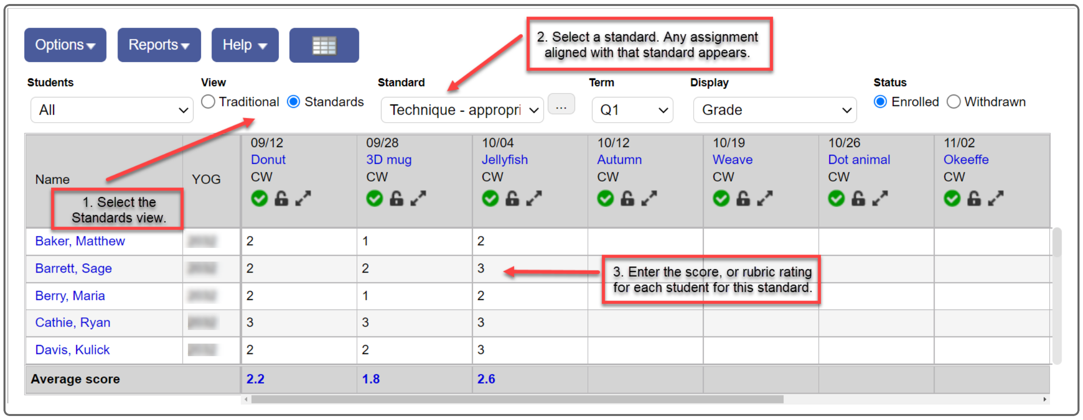
	Q1	Q2	Q3	Q4
Applies computational strategies accurately	2			

Also, having access to the latest Trend scores is essential in guiding your instruction for each student throughout the term; you know who needs more help with which skills.

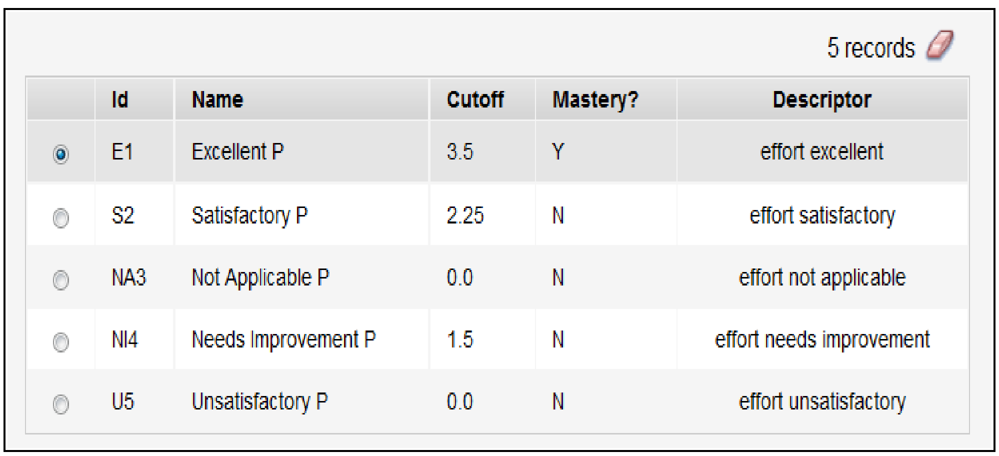
To enter standards scores for an assignment:

1. Log on to the Staff view.
2. Click the **Gradebook** tab.
3. Select a class, and click the **Scores** side-tab.
4. There are three ways to enter standards scores for an assignment. Do one of the following:
   - To get a feel for how your entire class is progressing in meeting a standard, enter scores by standard, for the entire class.

     Select the **Standards** view. Then, from the **Standard** drop-down, select the standard. Any assignment aligned with that standard appears.

     In the grading cell, press **CTRL + L** to select a score, or rubric rating, from the scale associated with this standard by your district.

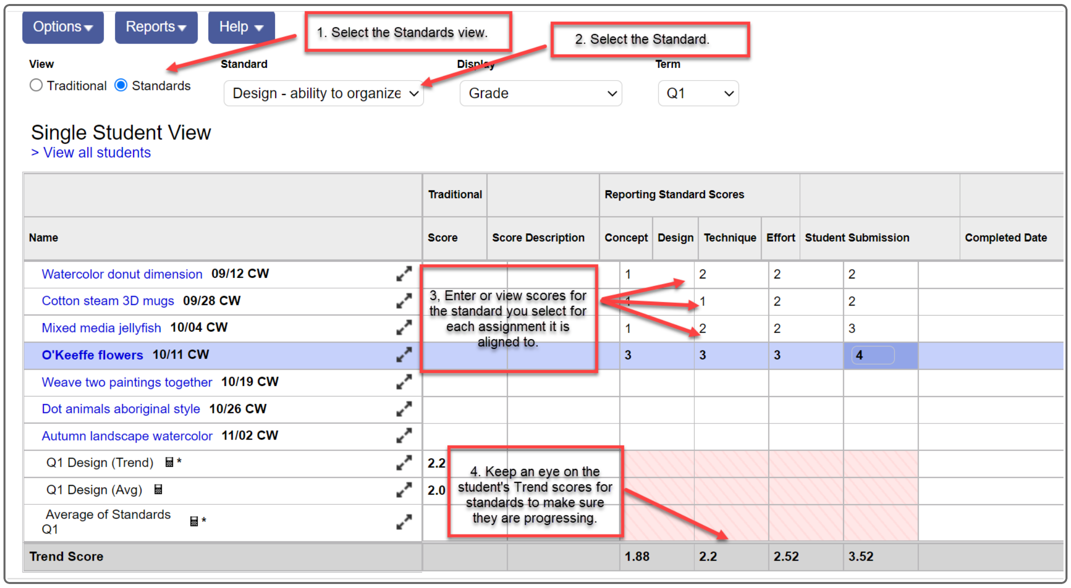
     

     5 records

	Id	Name	Cutoff	Mastery?	Descriptor
	E1	Excellent P	3.5	Y	effort excellent
	S2	Satisfactory P	2.25	N	effort satisfactory
	NA3	Not Applicable P	0.0	N	effort not applicable
	NI4	Needs Improvement P	1.5	N	effort needs improvement
	U5	Unsatisfactory P	0.0	N	effort unsatisfactory

   - *To keep track of how one student is progressing, enter standards scores for that student, one standard at a time.*

     On the Scores page, click the student's name. The **Single Student View** appears.

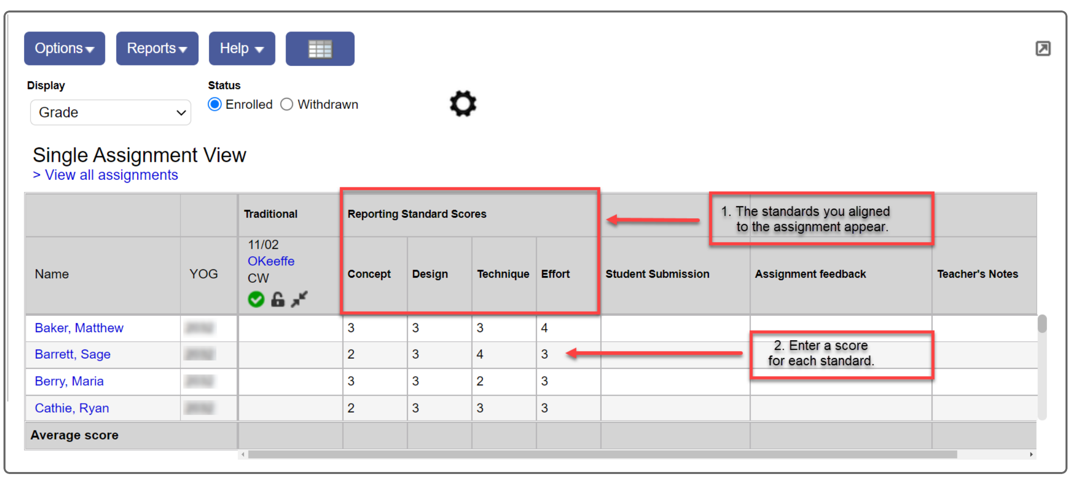


Select the **Standards** view, and then the specific **Standard** you want to see or enter scores for. A row appears for each assignment aligned to that standard.

You can enter scores in cells that are not pink.

- *Or maybe you want to determine if the lesson before this assignment sufficiently prepared students in each area. Then you would enter scores for all students, for all standards aligned to a specific assignment.*

On the Scores page, click the **Single Assignment Entry** icon  in the column header of the assignment you want to enter scores for. The Single Assignment View appears.

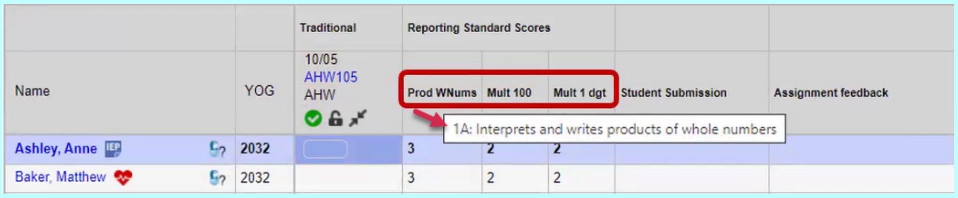


A column appears for each standard aligned to this assignment. Enter scores for each standard, for each student.

With each standard score you enter for an assignment, Aspen uses the Power Law calculation to calculate a Trend score.

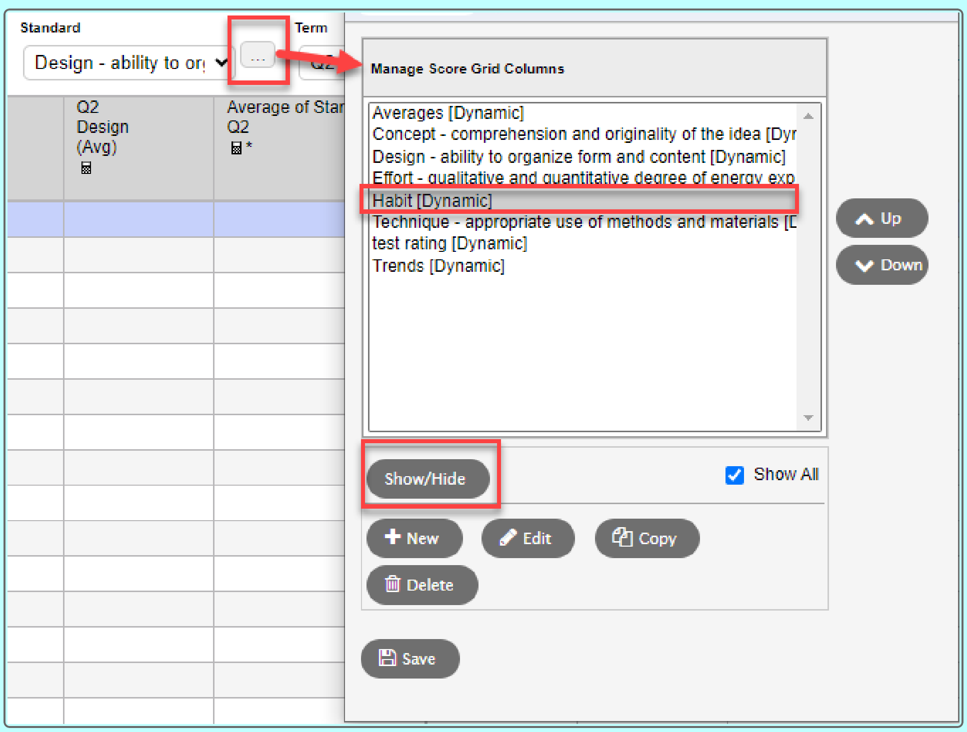
Notes:

- The reporting standard's name can appear truncated in the **Reporting Standard Scores** column. To view the entire standard name when entering scores, hover your cursor:



  You can print a list of reporting standards for each class section as a reference when entering scores (**Gradebook >** *select class section* **> Reporting Standards >** *click **Quick Print** icon*).

- You might not use every reporting standard during a grade term. To temporarily hide reporting standards from the **Standard** drop-down, click the ellipsis icon. On the pop-up, select the standard you want to hide, and then click **Show/Hide > Save**. Repeat the steps when you want the standard to appear:

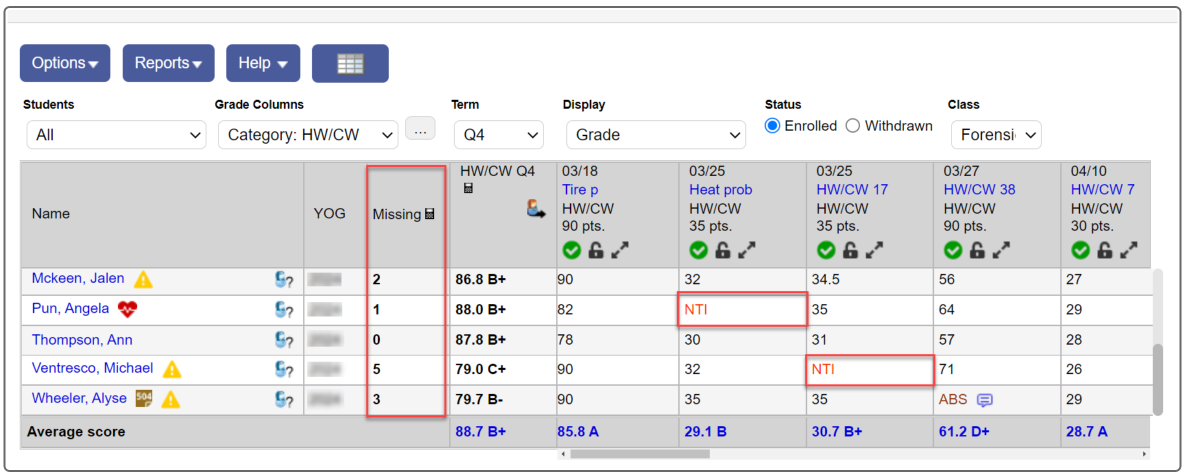


- You can enter the same score for all (or most) students at once. Enter the score in a grading cell, then press **CTRL+D** or select **Options > Fill-Down Values**. Manually edit the few different values. See more tips for entering scores.
- After you enter a standards score, you can hover your cursor over the grading cell to see the rubric rating scale's name and description (as defined by your district).

Track missing assignments for a term

During a grading term, you can track how many assignments your students missed or did not submit.

The **Missing** column shows the total number of assignments for which you entered your special code(s) for missing assignments.



To track missing assignments using the Missing column on the Scores page:

1. On the **Tools** tab, **Special Codes** side-tab, create one or more special codes that you can enter for assignments students do not turn in. Be sure to select the **Report as missing** checkbox. You can also determine if entering that code affects student averages.
2. In your user preferences, select the **Show missing column** checkbox. If you want Aspen to include assignments that were due before today that you do not enter scores for in the missing total, select the **Count empty as missing** checkbox.
3. On the Scores page, enter the special codes you created to use for missing assignments. Each time you enter that code(s) for an assignment, Aspen calculates the total number for that grading term in the **Missing** column.

Note: The **Missing** column and its values appear only on your Scores page; students, parents, and office staff cannot see these values. They are for your information only.

Enter feedback for scores in the Gradebook

You can enter Teacher's Notes and Assignment feedback on your Scores page. Both let you add information about a particular assignment or score, but they have different audiences:

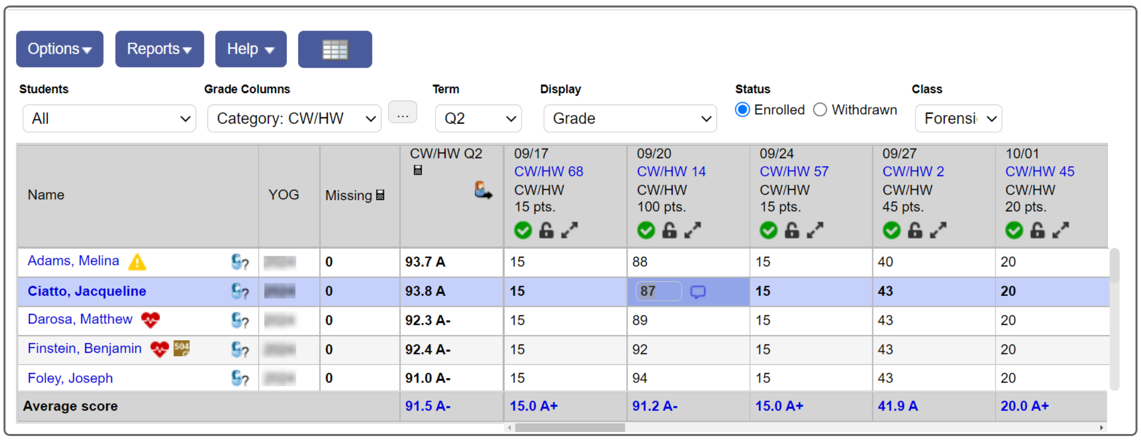
- **Teacher's Notes** are for your eyes only when you are in the Gradebook.
- **Assignment feedback** is seen by students and their families in the Student and Family portals.

Note: You can enter **Teacher's Notes** and **Assignment feedback** whether or not you enter a score.

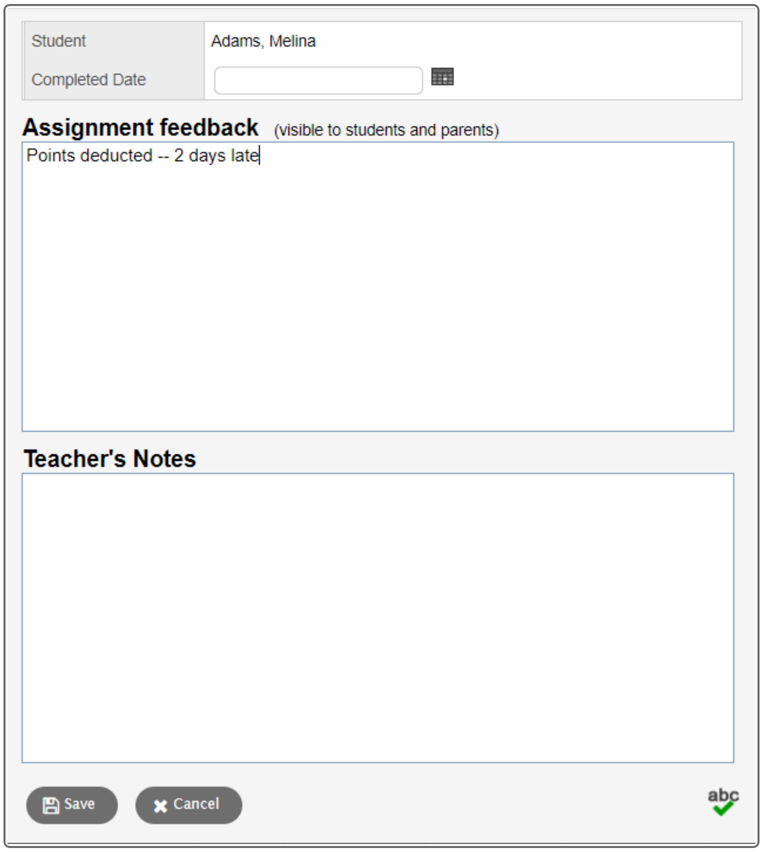
Example: You might add a note to a particular grade to explain that it was one day late.

To enter score remarks:

1. Log onto the Staff view.
2. Click the **Gradebook** tab.
3. Select a section, and then click the **Scores** side-tab.



4. Click in a cell to enter a score and add comments. The **Feedback** icon appears.
5. Click to see the Feedback pop-up.



> **Note**: The **Completed Date** field appears in the pop-up if your system administrator enables the **Completed Date** field on the Gradebook Score table. This field is only visible to the teacher; it does not appear in the Family and Student portals.

6. Type your remarks. Only you can see text you enter in the **Teacher's Notes** box – students and parents can never see it. Text you enter in the **Assignment feedback** box appears in the Student

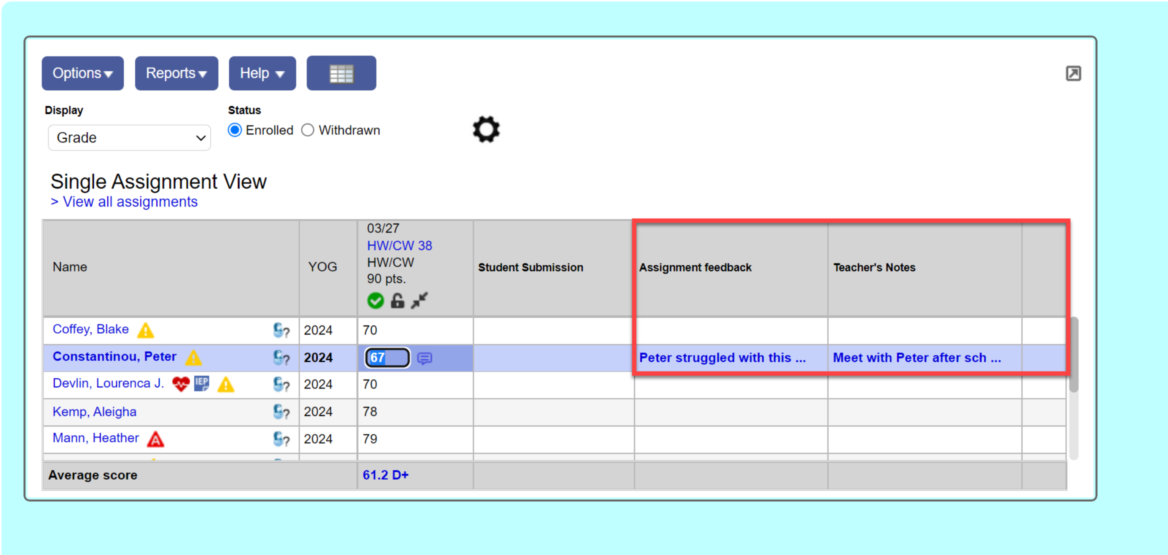
and Family portals.

AssignmentName	DateAsgn	DateDue	Score			Assignment feedback
Fibers as evidence worksheet	3/10	3/10	**Ungraded**			
Fibers as evidence	3/4	3/6	88%	40.0 / 45.0	(40)	
Lindberg's kidnapping handwriting worksheet	3/4	3/4	100%	50.0 / 50.0	(50)	
Handwriting analysis	2/19	3/3	**Ungraded**			
Shoe print estimate height	2/18	2/27	100%	100.0 / 100.0	(100)	
Lifting fingerprints	2/22	2/25	100%	100.0 / 100.0	(100)	
Car crash	2/18	2/20	100%	30.0 / 30.0	(30)	
No bones about it	2/5	2/18	70%	14.0 / 20.0	(14)	Points deducted - 2 days late.
Case study 1	2/11	2/13	92%	23.0 / 25.0	(23)	
Forensic anthropology	2/9	2/11	100%	50.0 / 50.0	(50)	
Forensics Basics	2/11	2/11	86%	86.0 / 100.0	(86)	
Protecting the crime scene	1/26	1/30	83%	67.0 / 80.0	(67)	

Note: If you enter **Assignment feedback** without entering a score, **Ungraded** appears next to your feedback in the Student and Family portals.

7. Click **OK**.
8. The **Feedback** icon now indicates that you have entered a comment. You can hover over the icon, or click it to review the feedback.

Note: The **Assignment feedback** and **Teacher's Notes** columns display your comments in the Single Student View and Single Assignment View. If only a portion of your comments appears, click in the column to read the entire comment or edit it:



View term averages on your Scores page

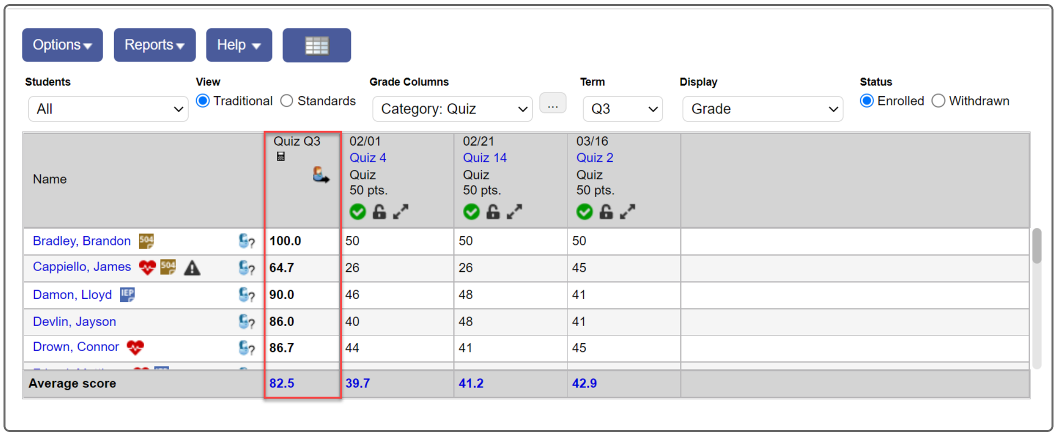
On the Scores page, Aspen calculates term averages using your default weighting method and all of the scores you have entered for the term.

You can view traditional averages and standards-based averages, if you enter scores for reporting standards.

To view term averages:

1. Log on to the Staff view.
2. Click the **Gradebook** tab.
3. Select a class, and then click the **Scores** side-tab.
4. Do one of the following:
   - To view traditional averages on your Scores page, select the **Traditional** view at the top of the page. Then, from the **Grade Columns** drop-down, select:
     - **Averages** to view average columns only.
     - A specific category to view scores and the average for that category only.
     - **Post Columns - Term** or **Post Columns - Progress** to view each student's current term average.
     - **All** to view all scores and averages.

   The averages column you specified appears.



- To view averages for reporting standards you enter scores for, select the **Standards** view. From the **Standard** drop-down, select a specific standard to view averages for, **Averages** to view traditional averages for standards scores, **Post Columns - Term** or **Post Columns - Progress** to view each student's current term average, or **Trends** to view averages calculated using the Power Law calculation.

  A calculator appears in the column header of each average column.

  Note: You can determine that averages appear next to the student's name, instead of at the end of each row, in your user preferences on the **Gradebook** sub-tab, by selecting the **Anchor Averages** checkbox.

  Each time you enter a new score, the system saves it and updates the average that appears.

  You cannot edit the value in average columns. After you complete entering scores for a term, you copy these values to a column you submit to the office for report cards or progress reports. You can edit that value before sending it to the office. The average columns with the **Calculator** icon remain as values you can reference.

  Note: If you select to view semester running averages in your gradebook, they appear in the column named **Semester #** (for example, **Semester 1**).

  If you select to view cumulative averages in your gradebook, they appear in the column named **Cumulative** (if enabled by your school's preferences, and if you selected **Averages** or **All** in the **Grade Columns** field). This column is an overall cumulative average that includes all grades and scores you have entered since the beginning of the class, regardless of term. Aspen calculates the overall cumulative average using the average mode specified in your gradebook.

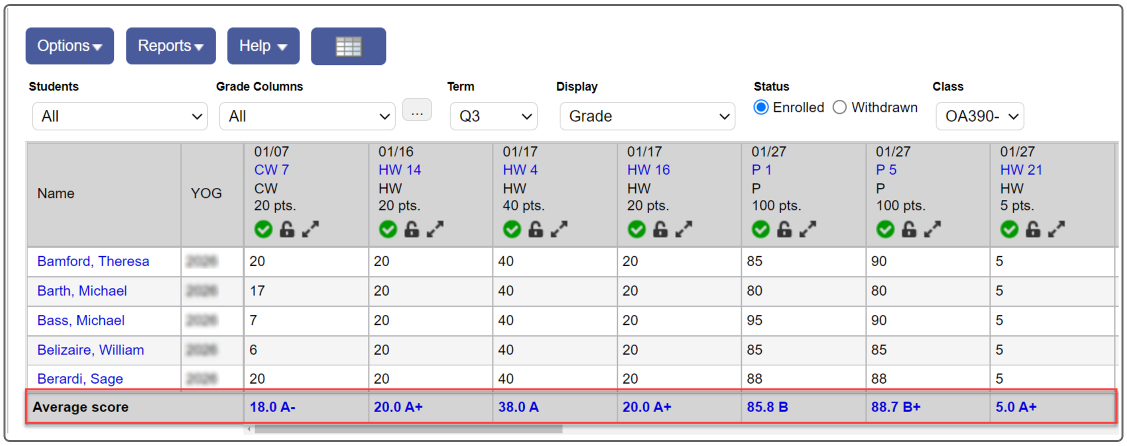
5. At the end of a grade term, finish entering grades for your assignments, and begin the .

View average statistics in the Gradebook

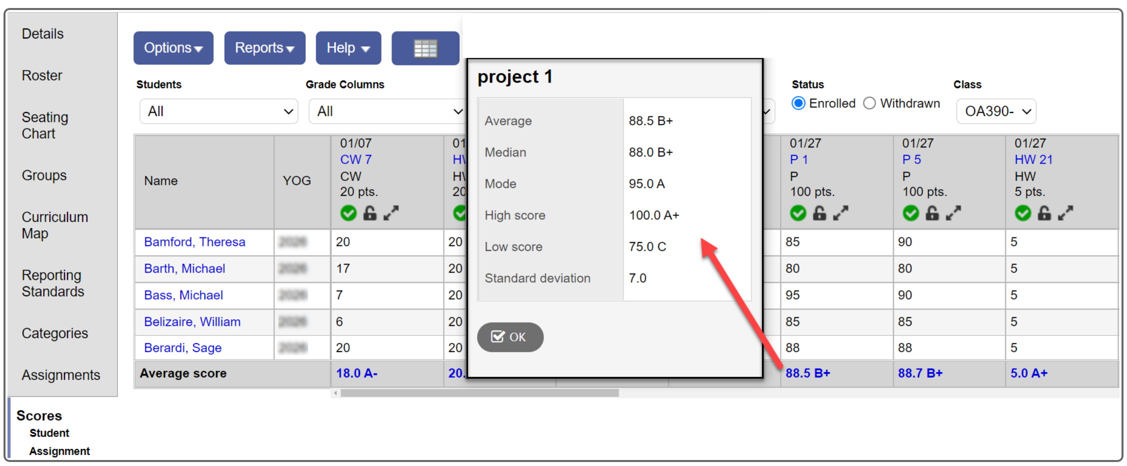
While entering grades on the Scores page, you can view the average score for each column.

To view average statistics:

1. Log on to the Staff view.
2. Click the **Gradebook** tab.
3. Select a section, and click the **Scores** side-tab. The **Average score** row at bottom of the page displays the average for each column.



4. Click the average score in a column to view the average statistics for the column.



The assignment statistics include:

- **Average** - A simple average of your students' scores, in which the sum of all scores is divided by the total number of scores.
- **Median** - The middle score in the score distribution for that assignment. In other words, the score that has an equal number of scores higher and lower than it.
- **Mode** - The most common score for that assignment. If there is only one instance of each score, "No mode" appears in the pop-up. If there are multiple modes, they are separated by commas.
- **High score** - The highest score for that assignment.
- **Low score** - The lowest score for that assignment.
- **Standard deviation** - A measure of how close your students' scores were, in general, to the average score for that assignment. A low standard deviation means that most scores were

close to the average score, while a high standard deviation means that most were far from the average.

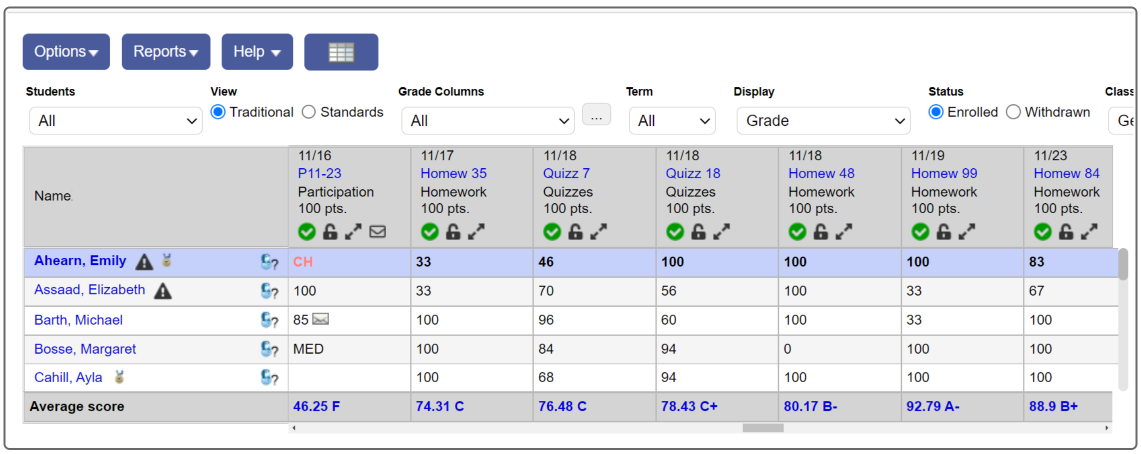
Open and save assignment files submitted from the portal

Students use the Student portal to upload their assignment files. You can open or save these files from your gradebook.

Note: Be sure you have set up your gradebook to receive online assignment submissions.

To receive submitted assignments:

1. Log on to the Staff view.
2. Click the **Gradebook** tab.
3. Select a class section, and then click the **Scores** side-tab. The Scores grid appears.



The **Envelope** icon appears in the row of any student who has submitted the assignment online. If a student submits an online assignment after the due date, ! appears. Click ! in the Single Student or Single Assignment view to see a timestamp of the late submission.

4. Do one of the following:

- Click or ! next to a student's score to open or save their assignment document.
- Click in the **Grade** column header to save the zip file containing all of the assignment files submitted by students.

Note: Google Docs™ submitted by students cannot be downloaded.

Posting End-of-Term Grades and Standards Scores from the Gradebook to Transcripts

At the end of each grade term, teachers must post their gradebook grades and standards scores to transcripts, which means they save and send their term grades and comments to the School and District views.

Posting grades is like sending your final term grades to the office.

Note: If your district defines the calculation used to compute student semester or final averages, you can update the values in the average columns on the Scores page to include these averages.

To post grades and standards scores to transcripts, do the following:

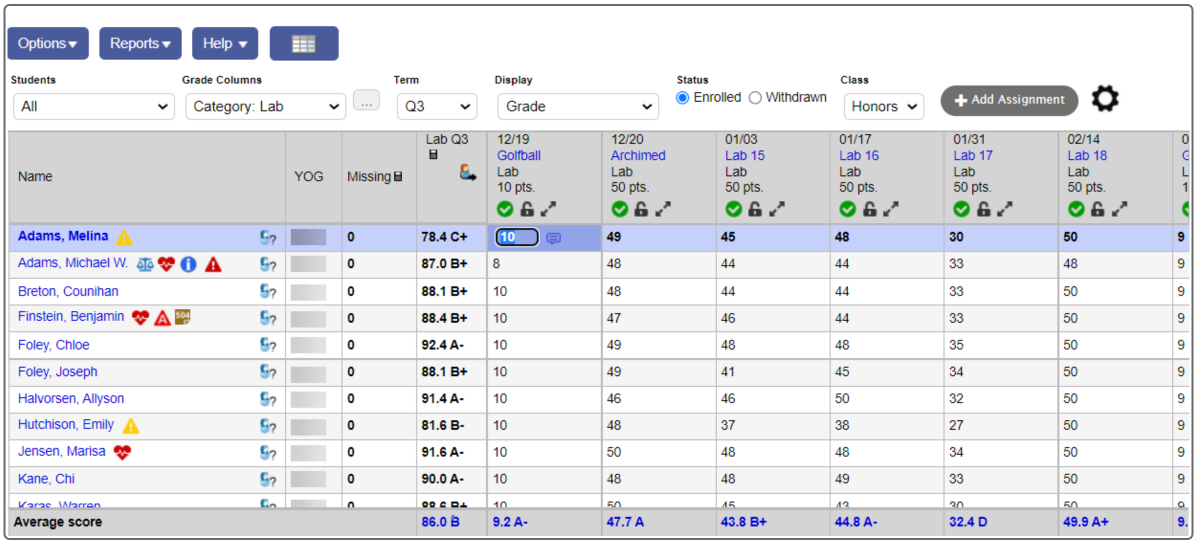
- Update post columns with gradebook averages.
- Post grades to transcript.
- Print the grades you posted.

Update post columns with Gradebook averages

During a grading term, you use the gradebook to enter all of the grades students earn on assignments in your classes.

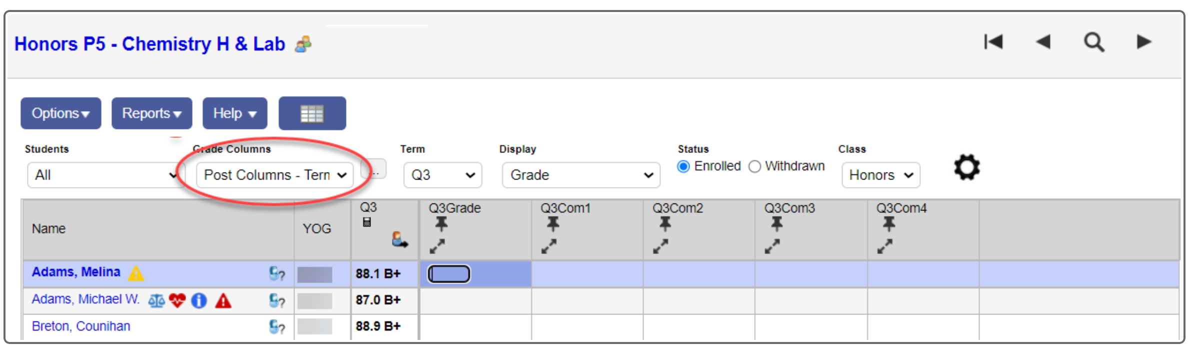
With each new grade you enter for a student, the system updates his or her averages columns (for example, their homework average, quiz average, test average, and term average).

The averages appear in columns with the Calculator icon in the grade column header.



As the teacher, you own the averages columns on the Scores side-tab (just as you would in a leather-bound paper gradebook). The office cannot see or edit these values.

Similar to a paper, school-issued grade input sheet, the district and school offices own the post columns. These are the columns containing the information that appears on student transcripts, such as term grades, final grades, and comments.



At the top of each district-defined grading column, a pushpin appears. The pushpin's color and icon indicate one of the following:

- If the pushpin is **black**, you can enter grades for this column, but you cannot post them to transcripts yet.

- If the pushpin is **green with a triangle** , you can enter and post grades for this column.
- If the pushpin is **red with a square** , you already posted the information to transcripts. If you need to change a grade, you might be able to repost grades yourself, or you might need to contact the office for assistance , depending on your school's grade preferences. Ask your Aspen system administrator.

At the end of a grading term, finish entering all assignment grades for the students in your classes. The term average is complete.

Note: Once you post grades, the pushpin and icon turn red and do not change color if you post again. If your school lets you repost grades, you could potentially change a student's score and forget to repost. (There is no visual reminder to repost, since the pushpins stay red.) To ensure that all of your changes get posted to transcripts, you might want to repost grades for all of your classes before you leave school on the last day of the posting window.

To begin to post these grades to student transcripts, use the Update Post Columns option to copy your term averages (in the Calculator columns) to the district and school office-defined and -owned post columns. This is similar to physically copying students' final averages from your paper, leather-bound gradebook to a school-issued Grade Input sheet.

Note: If your district uses a special calculation for averages, **Update** appears in the column header. Click **Update** to update all grades in that column without having to complete the Update Post Columns wizard.

Note: In certain cases, if a post column is an average column, you can click the post column's name in your gradebook column header to view the grade calculation weights applied to the average's component grades via a pop-up. This occurs if the following conditions are met:

- Your administrator has defined that column as an Other Average or Final Average in your district's transcript definition.
- The column is associated with a grade calculation, and the grade calculation contains non-grouped weights.

To update post columns with gradebook averages:

1. Log on to the Staff view.
2. Click the **Gradebook** tab, and then select the checkbox next to the section you want to update post columns for.
3. Click the **Scores** side-tab.
4. Change your **Grade Columns** to **Post Columns - Term.**
5. Click **Update Post Columns** at the top of the Scores page, or select it from the **Options** menu. The Update Post Columns wizard appears.
6. Select the **Grade Term** you want to post columns for and the grades to update (progress or report card).
7. Click **Next.** Step 2 of the Update Post Columns wizard appears.

8. If reporting standards are aligned to this course, the **Update All Rubric Columns** field appears. Select one of the following to determine which rubric average you want Aspen to copy to the district (office) column:
   - **Do not update**: Does not update the current values in the columns.
   - **Trend**: Aspen copies the Trend averages into the district post column.
   - **Average**: Aspen copies the Traditional standard average into the district post column.

   Note: When using standards-based grading, the Trend average for a report card is the one that supports the theory of standards-based grading. Trend averages are calculated using the Power Law calculation to determine the student's progress in reaching the standard. Each student's goal is to 'trend up'; students should perform better on a standard towards the end of a term after more instruction and practice. Trend averages calculate a heavier weight to scores entered later in the grade term.

9. The next field displays the name of the post column for the term and grades you selected in Step 1 (for example, Quarter 3 Grade). This is the column you copy grades into. Select the gradebook averages column you want the system to copy grades from.
10. The next field appears if reporting standards are associated with the course. It displays the name of the transcript definition column for the term you selected in step 1 (for example, Term 1 Rubric). If you want transcripts to show the average of all a student's standards scores for this course, select **Average of Standards** from the drop-down. Otherwise, select **Do Not Update**.

11. Click **Next.** Step 3 of the Update Post Columns wizard displays your selections.

    Note: Running this procedure will overwrite manually-adjusted grades in a standards-based gradebook. The message on Step 3 of the wizard, "This operation will not update manually adjusted scores," only applies to the traditional gradebook.

    Example: Assume that you have a traditional gradebook and you updated post columns. Later, you manually adjust a student's grade in the district post column from a B- to a B. That grade appears in the post column with the override symbol . (The override symbol might not appear in your gradebook, depending on the . The override symbol does *not* appear in a standards-based gradebook.)

Altieri, Nam		**84.9 B**	85	62	08
Brooks, Richard		**83.4 B**	83	61 !	09
Cabone, Tara		**78.8 C+**	82 !	62	09
Carroll, John		**95.6 A**	96	61 !	08
Chase, Elizabeth		**89.8 A-**	94 !	61	08
Deveau, Matthew		**86.8 B+**	87	62	09
Duggan, Christina		**61.2 D-**	70 !	62	09

12. Click **Finish.** The values in the term average column you selected appear in the post column you select.

Now, you can change these values, enter comment values, and post these grades to transcripts.

Update final averages in the Gradebook

If your district defines the calculation used to compute student semester or final averages, you can update the values in the average columns in your gradebook on the Scores page to include these averages.

For the Update button to appear in the column header on the Scores page, the following must be true:

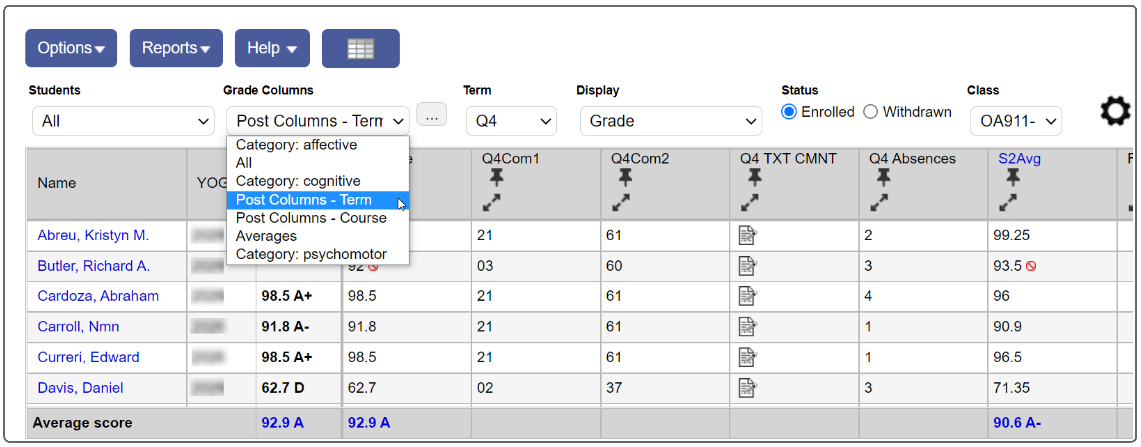
- The column type in the transcript definition must be Final Average or Other Average.
- The transcript definition column must have a Grade calculation.
- The date must be within the post range.

Enter report card comments in the Gradebook

At the end of a grading term, your school might require that you enter comments to appear on report cards for each of your students.

Comment columns in the Gradebook are created as post columns. To view them on the Scores page, do one of the following:

- In the Traditional view: Use the **Grade Columns** drop-down to select either the **Post Columns - Term** or **Post Columns - Progress** field set.
- In the Standards view: Use the **Standard** drop-down to select either the **Post Columns - Term** or **Post Columns - Progress** field set.



Within a comment column, you can do one of the following, depending on how your district set it up:

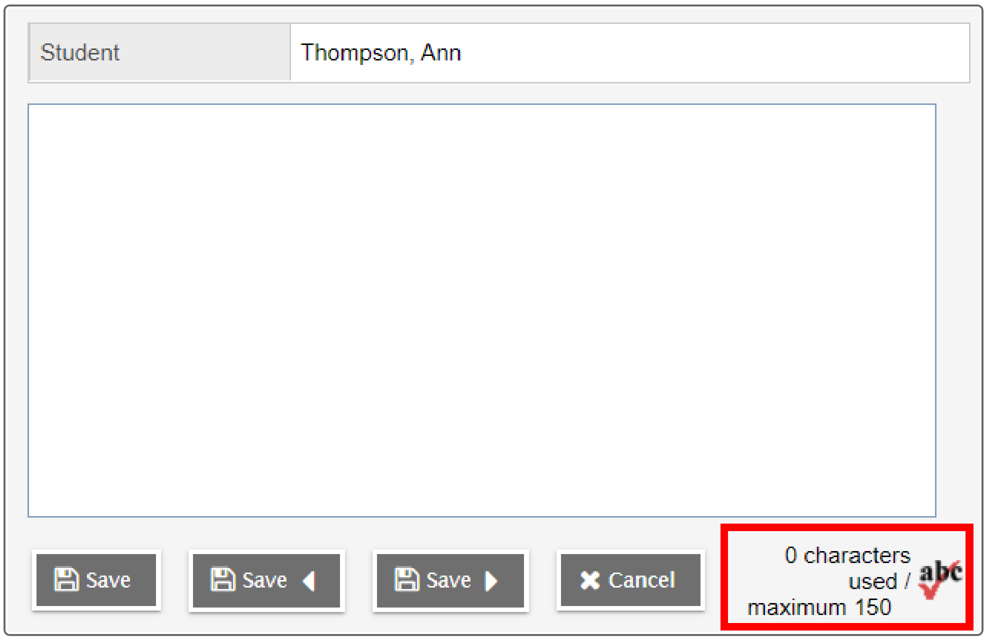
- Press **CTRL + L** to select a comment from a pick list of comments that your district provides. Or, type the code (a number or character) that is tied to a specific comment in the pick list. For example, you might type **1**, which is your district's code for *"Pleasure to have in class"*.

  > **Note:** For comment columns associated with a pick list, you can press **CTRL + D** to enter the comment code you just entered for every other student down the list from the student you are working on. Then, you can edit the code for the few students that code might not apply to.
  >
  > For example, if you enter **1** (*Pleasure to have in class*) for most students in your class, type **1** for the first student in the class. Then, press **CTRL + D**, and the system enters **1** for all students in the class. Then you can go to the few students you might want to change that comment for.

- Click the **Comments** icon within each field for the student.Select comments from the comment bank associated with that column. You can edit and add to the comment you select from a comment bank. After you enter a comment for a student, the **Comments** icon now appears with lines .

Note: Comments are not saved until you click **OK**.

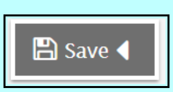
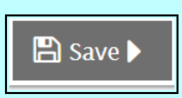
- Click the **Comments** icon , and enter text in the Edit Text Comment box.



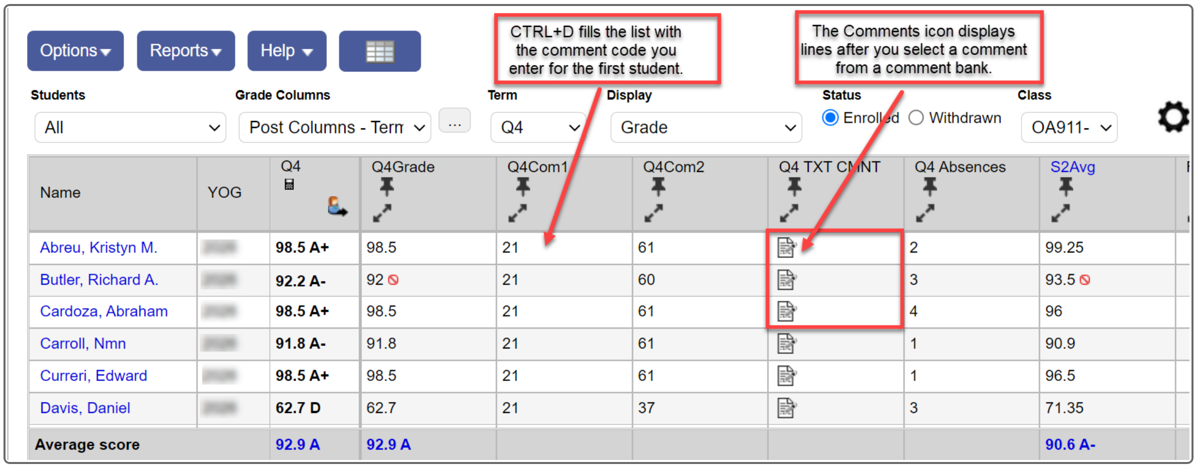
Note: If your district set a limit on comment length, a character count and limit appear at the bottom of the pop-up. The number of characters used increases as you type. Aspen will not allow you to type more characters than the limit set.

After you enter the comment, you can:

- Click **Save** to save your comment, and close the pop-up.
- Click  or . This saves your comment, and opens the Edit Text Comment box for the previous or next student. Continue to click the buttons and enter comments as needed. Then click **Save** to close the pop-up.

Note: The  and  buttons do not appear in the Single Student view.

Comment codes or the **Comments** icon appear in the comment columns.



Post grades to transcripts

At the end of each grade term, teachers post grades to transcripts, which represents physically submitting grade sheets to the office.

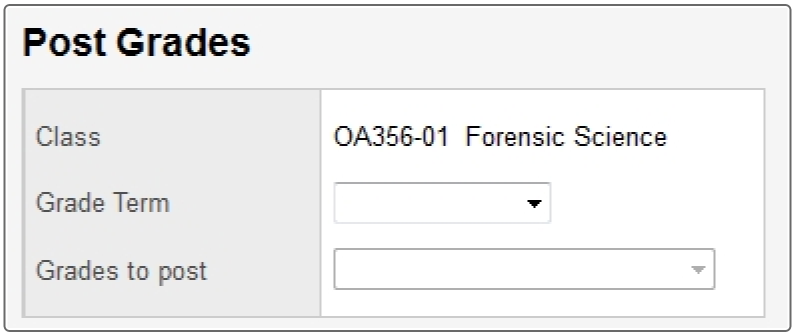
Depending on your school's grade preferences, you might be able to repeatedly post grades for your classes until the end of the grade post period. Ask your Aspen system administrator.

> **Important**: Before you post grades, update the post columns with your gradebook averages.

To post grades to transcript:

1. Log on to the Staff view.
2. Click the **Gradebook** tab, and then select the checkbox next to the section you want to post grades for.
3. Click the **Scores** side-tab.
4. Verify that you have entered all of the information in the post columns (grades and comments).
5. Do one of the following:
   - At the top of the page, click **Post Grades**.
   - On the **Options** menu, click **Post Grades.**

The Post Grades pop-up appears.



6. Select the **Grade Term** you want to post grades for.
7. Select the **Grades to post**, such as progress or term grades.
8. Click **OK.** The system posts the grades to transcripts. The columns for that class now appear with a red pushpin , indicating that you have already posted these columns.

Note: When you post grades to transcripts, the system also awards the appropriate credits if a final grade was entered for a course.

Tip: When you post grades for a class section, a green checkmark appears in the **Posted** column in the Teacher Classes widget on your homepage:

Print the grades entered in the Gradebook

You might want to print a copy of the grades you entered in the online gradebook. You can print Gradebook Sheets to keep a printed record of the grades you enter.

To print Gradebook Sheets:

1. Log on to the Staff view.
2. Click the **Gradebook** tab, and select the checkbox next to the section you want to print grades for.
3. Click the **Scores** side-tab. Because the report prints the Scores page as you see it, be sure the page displays the columns you want to print.
4. If the page does not display the columns you want to print, select the grade column set you want to use.
5. On the **Reports** menu, click **Gradebook Sheet.** The Gradebook Sheet pop-up appears.
6. Enter the report parameters. The report displays in the format you select.

Change a grade or score after you post grades

It is possible that, after you enter and post end-of-term grades, you will realize you made a mistake or want to change a student's grade for a variety of reasons.

Once you post grades, the pushpin on your Scores page changes from **green with a triangle** to **red with a square**. You might be able to post grades again, depending on your school's grade preferences:

- If your district allows you to post grades more than once, you can repeatedly post grades as long as the date of your post is within the grade post date range.
- If your district does not allow you to post grades more than once, alert the office. The office can either change the grade for you or delete the posted grades. Or, office staff can re-enable posting so you can re-enter and re-post the grades yourself. When you alert the office staff, be sure to tell them the course number, section number, and student names.

To determine whether you can repost grades, contact your Aspen system administrator.

Use curriculum maps and lesson plans in the Staff view

With Aspen IMS, your district can create curriculum maps that determine the unit topics and exemplar lesson plans for your courses, and the sequence you teach them in.

Additionally, your district can align each topic and lesson plan to standards. This can help you determine which standards you have covered. Refer to any assignments students completed during those units to measure their progress in meeting the aligned standards.

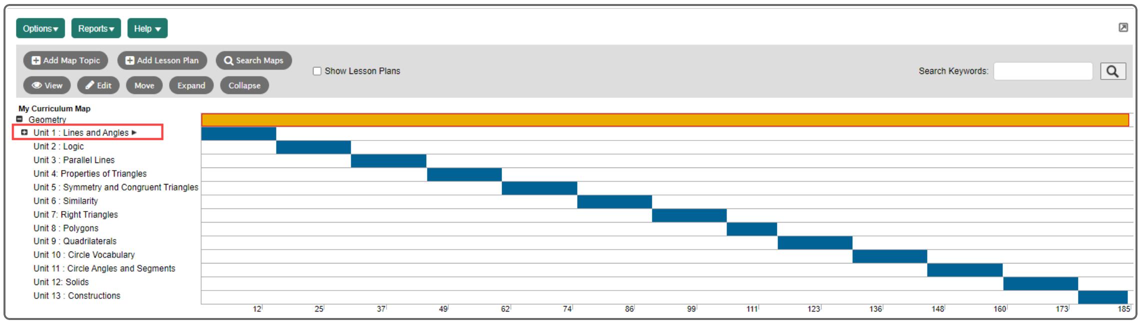
Because each curriculum map is designed for a specific course, if you teach more than one course or level, you might have several curriculum maps to refer to.

As a teacher, you can use these maps and lesson plans as defined, or you can change the sequence of the topics, edit the lesson plans, or even create your own plans. Any changes or additions you make are for you only; they don't affect the curriculum map your district defined.

> **Note**: If you make changes or additions to a curriculum map or lesson plan, at the end of a course, be sure to print the entire curriculum map with lesson plans. The next year you teach the course, your view of the map is refreshed to display the original district map for the course; your changes no longer appear. You can refer to your printed curriculum map from the last time you taught the course to help develop your daily instruction for the new class.

As a teacher, there are **two** ways to view and use curriculum maps for your courses in the Staff view:

1. **[Look at a complete view of a curriculum map for a course on the Gradebook tab](#).**



This view provides an overview of the entire course as designed by your curriculum manager, and you can look topic-by-topic at the content and lessons involved.

You can do the following to a curriculum map here:

- View or print the entire curriculum map, or a specific map topic (unit).
- Edit the start day and duration for a map topic (unit).
- Edit, add to an existing, or add an entirely new lesson plan. For example, you might want to add additional resources for an existing, exemplar plan. Or, you might have a great lesson you developed for specific day of instruction during a unit that you want to add.
- Search for a keyword in a topic or lesson.
- Opt to show the curriculum map for the section in the Family and Student portals.
- for your course against another teacher's curriculum map, if they have opted to share it.

> **Note:** Anything you edit or add to a curriculum map and its lesson plans are viewable only by you.

2. **[Look at the curriculum map and its lesson plans on your Planner tab to help you plan your days of instruction](#).** Viewing the map on the Planner gives you a day-to-day view of how you can apply the map and lessons to your classroom strategies each day the class meets.
   On the **Planner** tab, you can do the following:

- Drag and drop map topics and lesson plans on your calendar to move them to new start dates.
- Edit exemplar lesson plans.

> **Notes**:
>
> - You can also view an overview of a curriculum map for any course in your district. On the **Planner** tab, click **Curriculum Map** next to My Resources in the upper-right corner of the page. The timeline for the first map in the list of maps at your district appears in a pop-up.
> - Use the **Course** drop-down to select the course you want to reference a curriculum map for.
> - This might be helpful if you want to integrate curriculum with another course; you can see when specific units are covered in the course you would like to integrate with your own. Select the **Show Lesson Plans** checkbox to view all associated exemplar lesson plans created for the course

View curriculum maps and lesson plans for your courses on your Planner

You can use your Planner to access the curriculum maps for your courses. It provides a daily, weekly, or monthly view of how you apply the map and any district lessons plans to implement your classroom strategies.

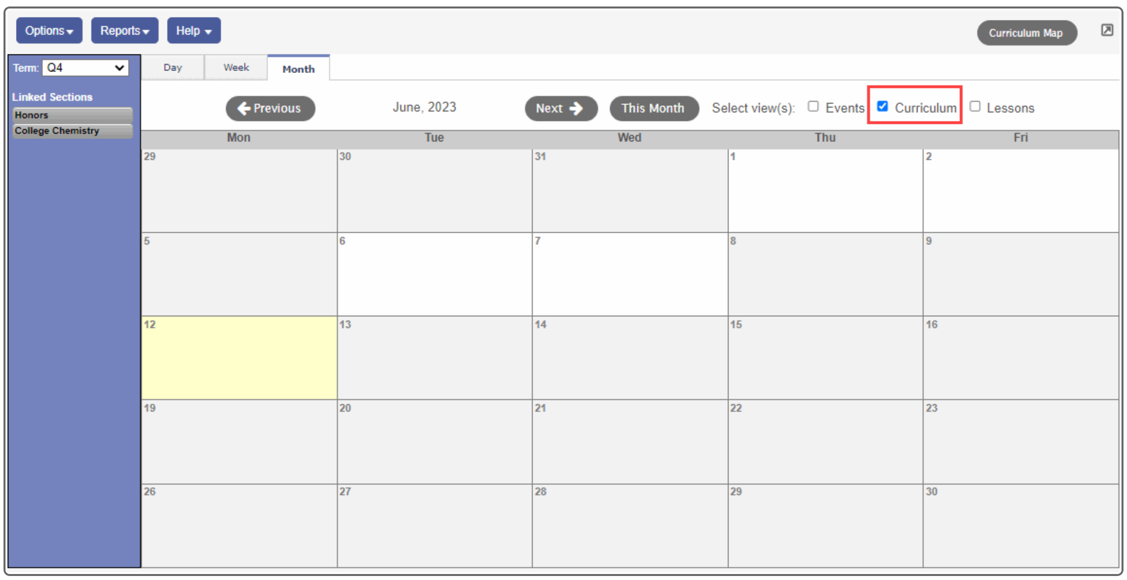
Note: To add your own lesson plans to the map, click the **Curriculum Map** side-tab on the **Grade-book** tab.

You can also drag and drop topic and lesson plans to different dates. This lets you accurately reflect when you start and how long it takes to complete a topic or lesson plan.

You can also create and follow lesson plans separate from your district's curriculum map and lesson plans by using the Lessons view on your Planner.

To view curriculum maps and lesson plans on your Planner:

1. Log on to the Staff view.
2. Click the **Planner** tab. Your Planner appears.



3. In the upper-right corner of the screen, select the **Curriculum** checkbox. Colored bars appear on each day to represent map topics (units) to cover and lesson plans to use for each day for each of your classes.

   Note: You that represent each of your classes in your Planner Settings.

4. Click the **Day**, **Week**, or **Month** sub-tab to determine the amount of time displayed on your Planner.
5. In the column on the left-hand side of the page, select the term and sections, or linked sections, you want to view the curriculum map for.
6. Click a map topic name to view or print the information for that topic.

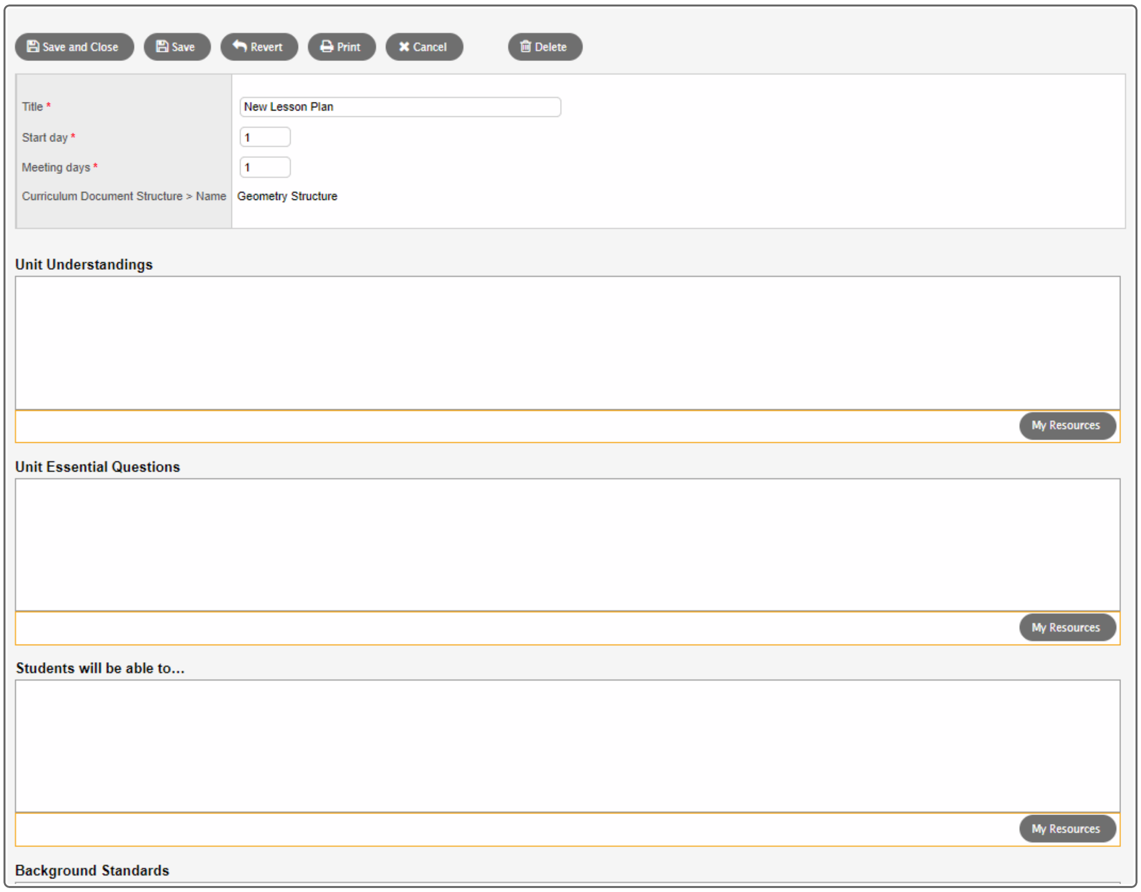
The topic information appears. You can modify the **Start day** by dragging and dropping the bar that represents the map topic to a different day on your Planner.

7. Click **Print** to print the topic.

> **Note:** Only the topic information appears; you must print lesson plans created for that topic separately.

8. To view, edit, or print a lesson plan's details, click the lesson plan name.

   The lesson plan pop-up appears.



You can modify the **Start day** and **Meetings days** values here, or drag and drop the lesson plan bar on the Planner itself.

Edit or add to any of the elements of the lesson plan. You can also click **My Resources** to attach your own files to the plan or drag and drop to your My Resources.

If the lesson plan already includes resources, such as presentation files or handouts, click the file or link to open it.

> **Important**: If you make changes or additions to a lesson plan, at the end of a course, be sure to

> print the entire curriculum map with lesson plans. The next year you teach the course, your view of the map is refreshed to display the original district map for the course; your changes no longer appear. You can refer to your printed curriculum map from the last time you taught the course to help develop your daily instruction for the new class.

9. At the top of the pop-up, click **Print** to print the lesson plan.

   > **Note**: If you make a mistake, click **Revert** to undo any changes.

10. Click **Save and Close** to save your changes or additions and return to your Planner.

Create lesson plans separate from a curriculum map (Quick Lesson Plans)

Use the Lessons view on your Planner in Aspen IMS as your online planbook. You can store all information you need to conduct a lesson for a class meeting here, including:

- Notes
- Resources (document files, weblinks, etc.)
- Standards

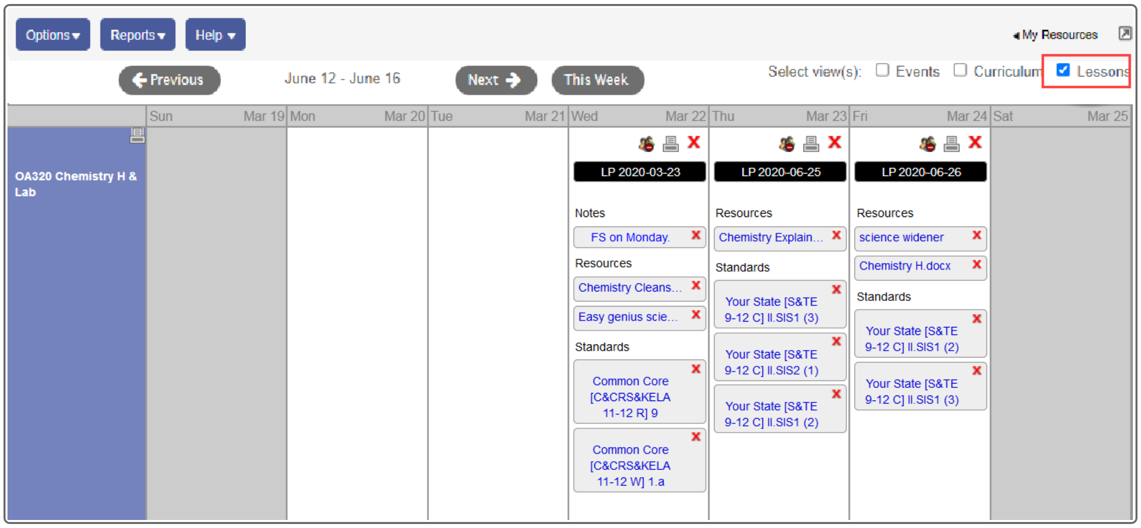
You might use the Lessons view for the following reasons:

- Your district did not include lesson plans with the district curriculum map it provided for this course.
- Your district did include lesson plans with the curriculum map for this course, but you like to use your own and store them here.

The Lessons view might be a great page to display on your classroom's projector or interactive whiteboard as the home base for each class meeting. Tap or click your **Notes** to introduce the day's activities, and then tap or click your **Resources** to guide students through a handout, or access and show a video that will kick off the day's discussion.

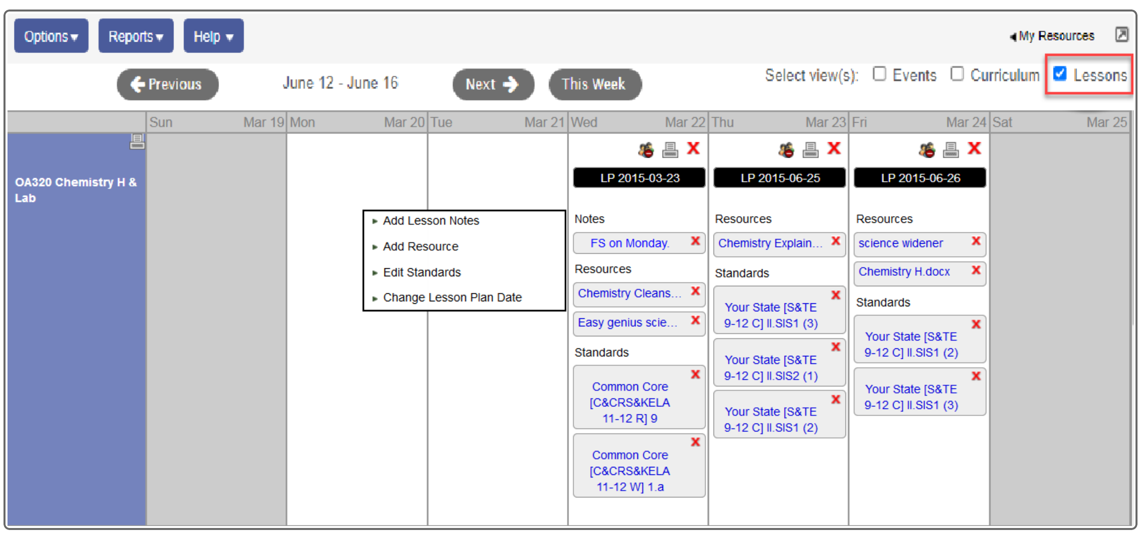
To use the Lessons view on the Planner tab:

1. Click the **Planner** tab, and then select the **Lessons** checkbox.



For the current week, the grid displays a box for each day.

2. Click inside a box to do any of the following for a class for a specific day.



- **Add Lesson Notes:** A text editor appears. You can include links and images. Click **Save** to save your notes.
- **Add Resources:** appears. Drag and drop files to or from your resources.
- **Add Standards:** The standards pick list appears. Search for and select the standards this lesson plan addresses.
- **Change Lesson Plan Date:** Type or click  to select the new date, and then click **OK**. Aspen moves all notes, resources, and standards from the current date to the new date.

> **Note**: Click next to the course name to print lesson plan notes, including a list of attached resources and standards for the class for that week. Click in the date box to print the lesson plan notes for the class on that date.

Aspen automatically creates and saves a lesson plan to your Uploads folder, course sub-folder, and a sub sub-folder with your name in My Resources. Aspen names quick lesson plans "LP", followed by the date you created them for. You can rename and move quick lesson plans into different folders.

You can also copy a quick lesson plan and make changes to use it for a different day. Or, make a quick lesson plan that contains slightly different content for a similar course.

If another teacher associated with the course shares his/her quick lesson plans, a folder appears in the My Resources' Uploads folder with that teacher's name. You can drag and drop their quick lesson plans to your Planner and edit them. Likewise, they can use your quick lesson plans if you choose to share them. See for more information.

> **Note**: When you drag and drop a quick lesson plan created by another teacher, it creates a copy in your Uploads folder and does not affect the other teacher's information.

3. Do any of the following:
   - To add a quick lesson plan you already created to a specific date, drag it from My Resources to the date on the Lessons view.
   - If a quick lesson plan spans multiple days, you can add it to more than one date. If you make any changes to the quick lesson plan and it is on your calendar more than one day, Aspen applies the changes to all instances of the plan.
   - To delete a file associated with a lesson plan, click **X** next to the resource. This does not delete the file from My Resources.

Sharing, Viewing and Comparing Curriculum Maps

There are several ways to view and use curriculum maps in Aspen. For instance, you can:

- Share a curriculum map for your course with teachers who teach the same course.
- View and use another teacher's curriculum map, if they have opted to share it, on the **Gradebook** tab.
- View a district's curriculum map in your Planner.
- Compare a map for your course against another teacher's map in your Planner.

Share a curriculum map

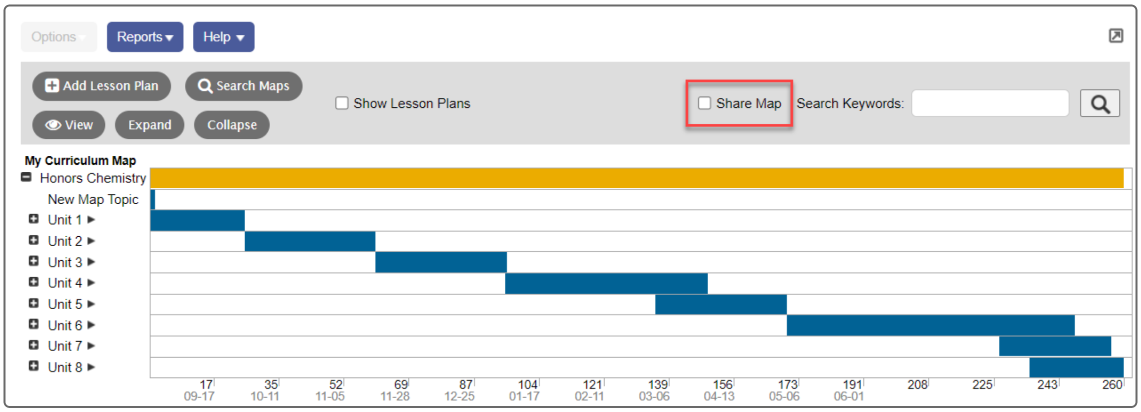
If your district provides you with curriculum maps for your courses, you can make changes to the district map to suit your classroom. For example, you can edit start and end dates for topics, and add resources to an exemplar lesson plan.

You might want to share these modifications with other teachers. Sharing maps can be a good way to confirm you are on track in completing a unit, or see if another teacher has found a resource for a specific topic that you would also like to use.

In the Staff view, you can share a curriculum map for a course. Other teachers can then view your map.

To share a curriculum map for a course:

1. Go to the Staff view.
2. Click the **Gradebook** tab.
3. Select the course that you want.
4. Click the **Curriculum Map** side-tab. The following page appears.



5. Select the **Share Map** checkbox.

> **Note**: The **Share Map** checkbox is disabled for master or exemplar curriculum maps.

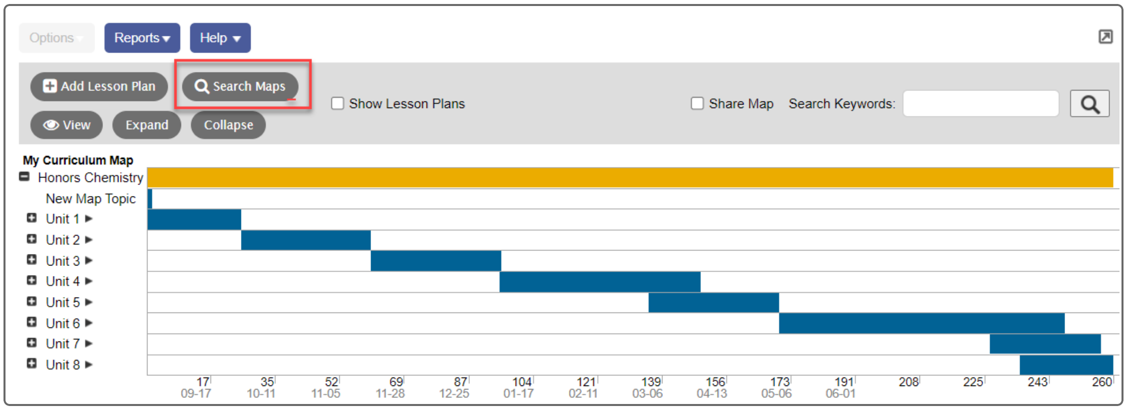
View a shared curriculum map

You can view a curriculum map for another teacher's course, if that teacher has opted to share it. Then you can coordinate your lessons with theirs.

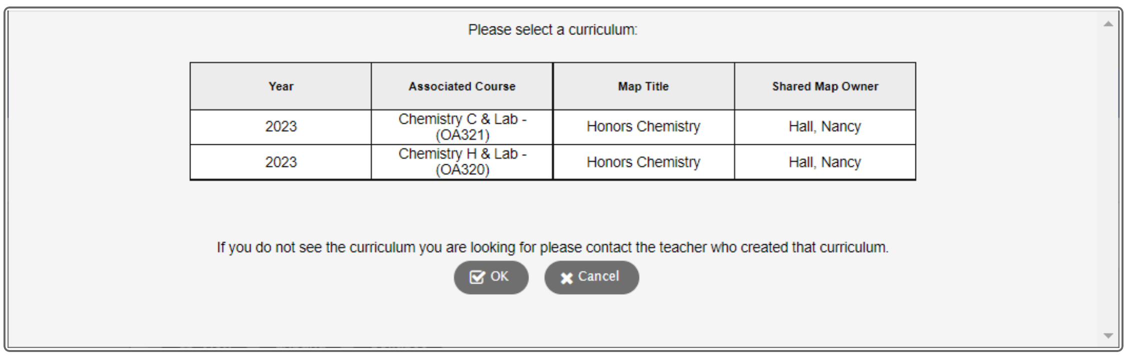
To view a shared curriculum map:

1. Go to the Staff view.
2. Click the **Gradebook** tab.
3. Select the course that you want.

4. Click the **Curriculum Map** side-tab. The following page appears.



5. Click **Search Maps**. A pop-up displays courses with shared curriculum maps for the entire district.



6. Select the course that you want to review.
7. Click **OK**. A pop-up displays the curriculum map for the course you selected.

Print

Honors Chemistry

Start day: 1

Meetings: 260 days

Overview

Chemistry SCI31402

This course examines the composition of various substances and the changes they can go through. It also shows you how chemistry touches our lives almost everywhere and everyday, in medicine, the clothes we wear, the games we play, as well as the industries that make the things we use. The periodic table and simple compounds are covered as well as the basics of Chemistry. This is a complete up-to-date course on Chemistry.

Content

Name	Description	Type
Easy genius science projects w	Contains instructions for science experiments which teach about chemistry, covering atoms, molecules, elements,...	label.contentType.weblink

Learning Standards
Your State [S&TE 9-12 C] III (1) - Construct and use tables and graphs to interpret data sets.
Your State [S&TE 9-12 C] III (4) - Measure with accuracy and precision (length, volume, mass, temperature, time, etc.)
Your State [S&TE 9-12 C] III (8) - Use ratio and proportion in the solution of problems.
Your State [S&TE 9-12 C] III (1) - Determine the correct number of significant figures.
Your State [S&TE 9-12 C] I.4.2 - Draw Lewis dot structures for simple molecules and ionic compounds.
Your State [S&TE 9-12 C] II.SIS4 (1) - Develop descriptions and explanations of scientific concepts that an investigation focused on.
Your State [S&TE 9-12 C] II.SIS4 (6) - Use and refine scientific models that simulate physical processes or phenomena.
Your State [S&TE 9-12 C] III (2) - Solve simple algebraic expressions.
Your State [S&TE 9-12 C] I.2.4 - Write the electron configurations for the first twenty elements of the periodic table.
Your State [S&TE 9-12 C] III (4) - Use Celsius and Kelvin scales.

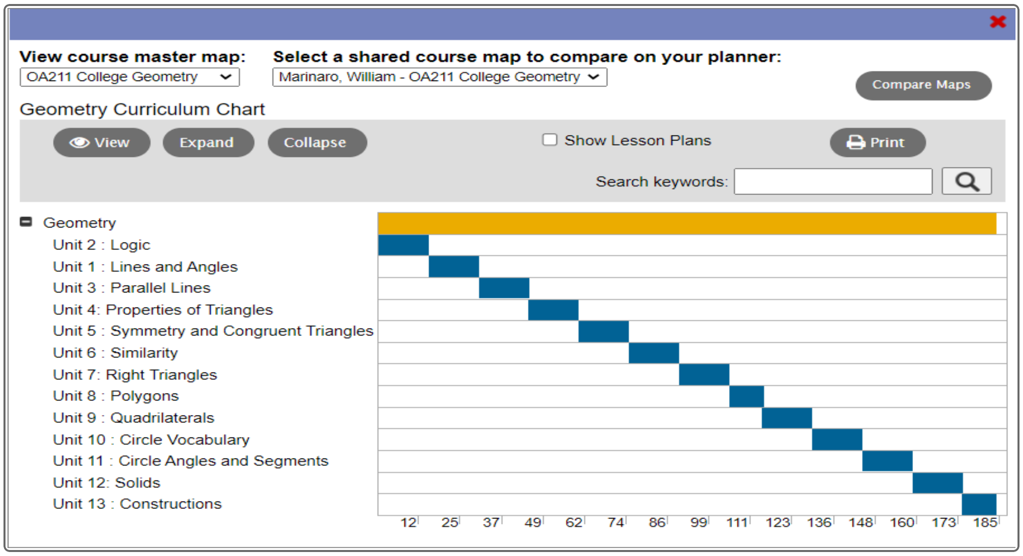
View the District's curriculum maps

You can view the master curriculum maps that your district provides for courses in your school.

To view master curriculum maps:

1. Log on to the Staff view.
2. Click the **Planner** tab.
3. From the **Events**, **Curriculum** or **Lessons** view, click **Curriculum Map**. The Curriculum Map pop-up

appears.



4. Use the **View course master map** drop-down to select a course. The master map timeline for the course appears.
5. Click the x in the corner to close the pop-up.

Compare curriculum maps

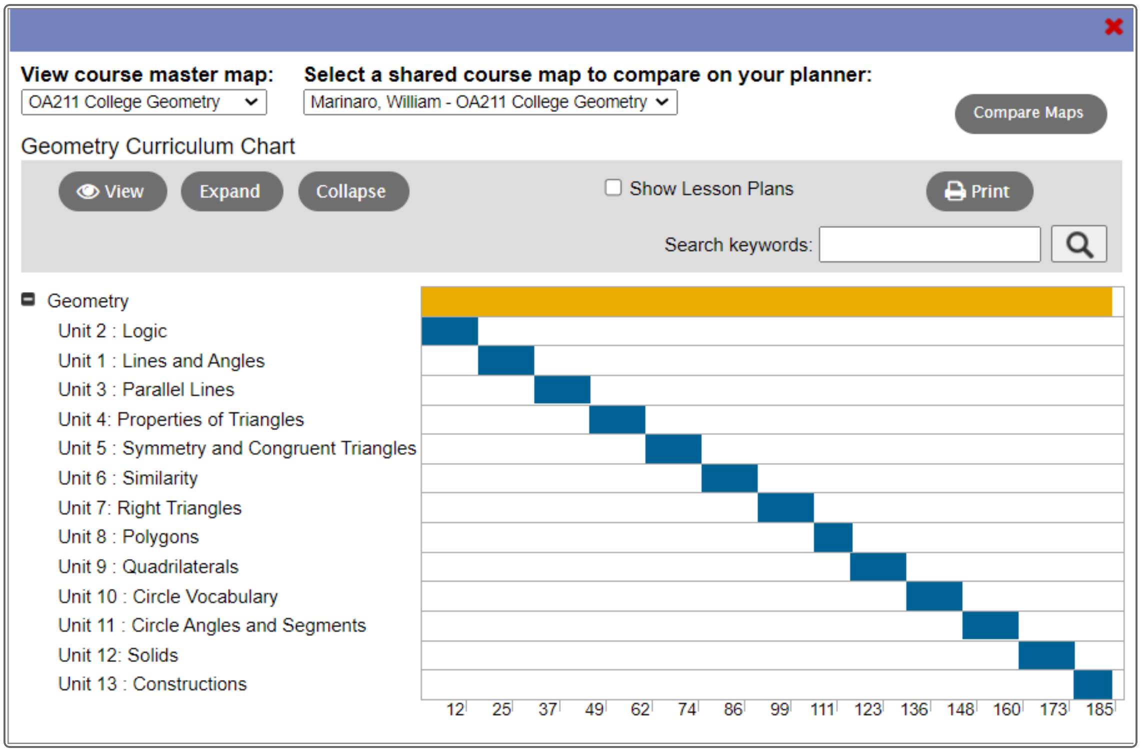
You might want to see another teacher's curriculum map to coordinate lessons for your classes.

If a teacher has shared a curriculum map for a course, you can compare it against your own curriculum map on your Planner.

To compare curriculum maps:

1. Go to the Staff view.
2. Click the **Planner** tab.

3. From the Events or Curriculum view, click **Curriculum Map**. The Curriculum Map pop-up appears.



4. Use the **Select a shared course map to compare on your planner** drop-down to select the map of the course/teacher you want to compare to your map.
5. Click **Compare Maps**. The topic and lesson bars for the shared curriculum maps appear on your Planner.
6. Review the differences between the maps. When you are done, click **Clear Shared Maps** to display the map for your course(s) only.

> **Note**: If you do not click **Clear Shared Maps**, Aspen clears the shared maps from your page once you leave it.

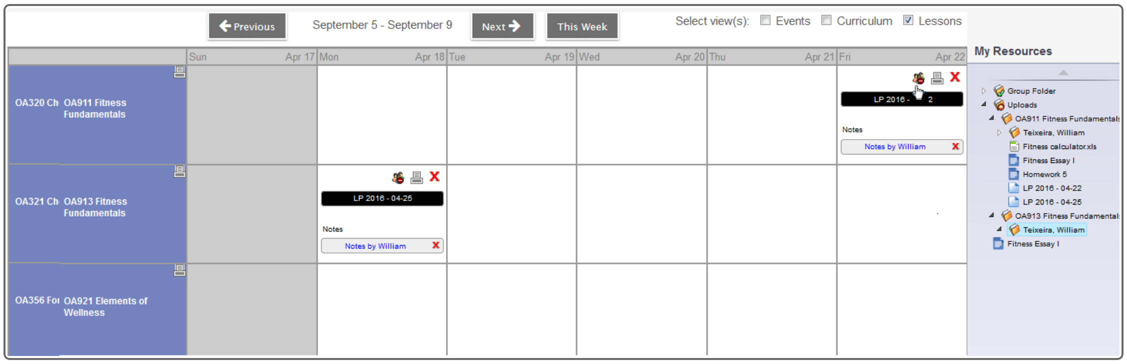
Enable or disable lesson sharing in the Planner

When you add a quick lesson plan to the Planner, you can choose to share the lesson with other teachers of the same course or make the lesson private. When a lesson plan is private, it does not appear in My Resources for any other teacher.

> **Note**: Lesson sharing is disabled by default. Teachers who want to share their lesson plans must enable this feature.

To enable lesson sharing:

1. Log on to the Staff view.
2. Click the **Planner** tab. Your Planner appears.
3. In the upper-right corner of the screen, select the **Lessons** view. Your lessons appear.



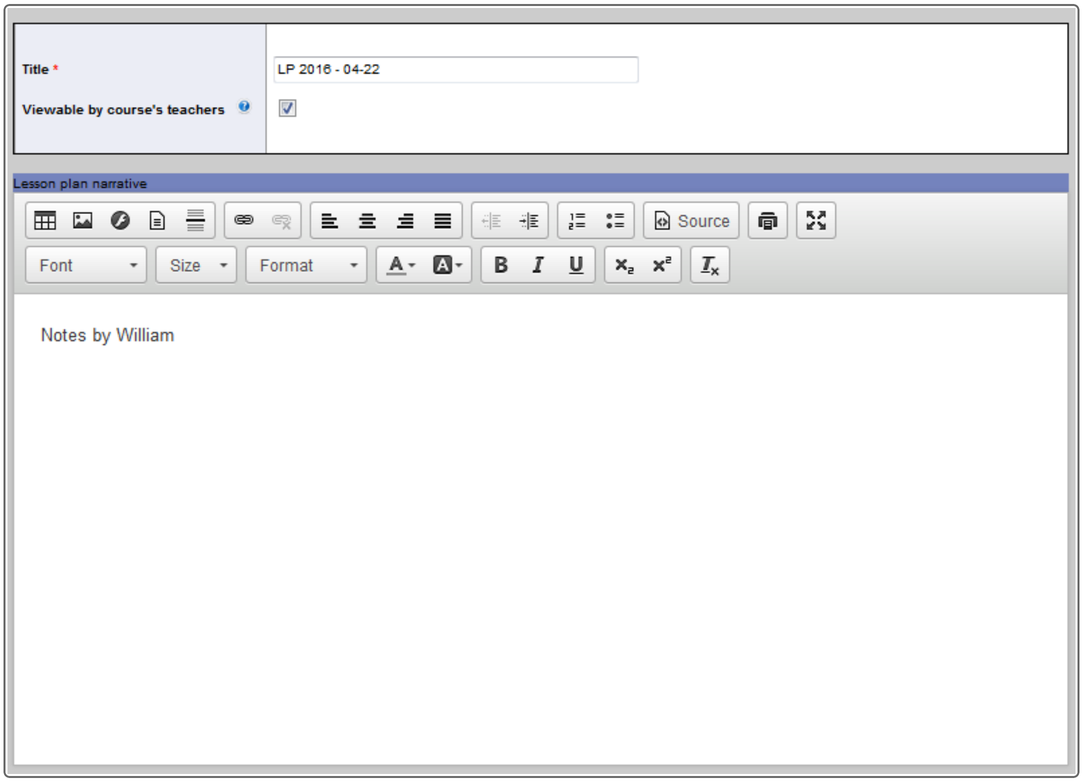
See Create Lesson Plans Separate from a Curriculum Map for more information on adding lesson plans.

4. To make a quick lesson plan shared, do one of the following:

- On the quick lesson plan displayed in the Planner, click the icon to toggle the lesson plan to "shared." When the quick lesson plan is shared, the icon appears.

Note: To change a lesson plan back to private, click the icon again. When a quick lesson plan is private, the icon appears.

- In My Resources, add or edit a quick lesson plan. The details pop-up appears.



5. Select the **Viewable by course's teachers** checkbox.
6. Click **Save**.

When a quick lesson plan is shared, it appears in My Resources for all teachers who teach that course. The quick lesson plan appears in **Uploads >** *Course #* **>** *Teacher's name folder* (the teacher who created the lesson).

To open a shared quick lesson plan in another teacher's folder:

Do one of the following:

- Double-click the quick lesson plan name.
- Select the quick lesson plan, and then click **Edit**.

The lesson plan details appear as read-only.

Note: The lesson plan must be in the course's folder, under the teacher's sub-folder, before other teachers can view it.

To create your own editable copy of a quick lesson plan shared by another teacher:

1. Log on to the Staff view.
2. Click the **Planner** tab, and then select the **Lessons** checkbox.
3. Drag and drop the lesson plan from **My Resources > Uploads >** *Course #* **>** *Teacher's name folder* (the teacher who created the lesson) onto the Planner. An editable copy of the quick lesson plan is created in **My Resources > Uploads >** *Course #* **>** *Teacher's name folder* (your name).

Notes:

- You can only edit one component of the quick lesson plan at a time from the Planner. Use My Resources to edit the entire quick lesson plan.
- Sharing is disabled by default in the newly-created copy of the lesson plan. Enable sharing by clicking the icon on the quick lesson displayed in the Planner, or by editing the newly-created copy of the quick lesson plan in **My Resources > Uploads >** *Course #* **>** *Teacher's name folder* (your name).

Manage My Resources in the Staff view

My Resources is a place for you to store files for lessons, weblinks, notes, etc. See Use My Resources to learn about all its features.

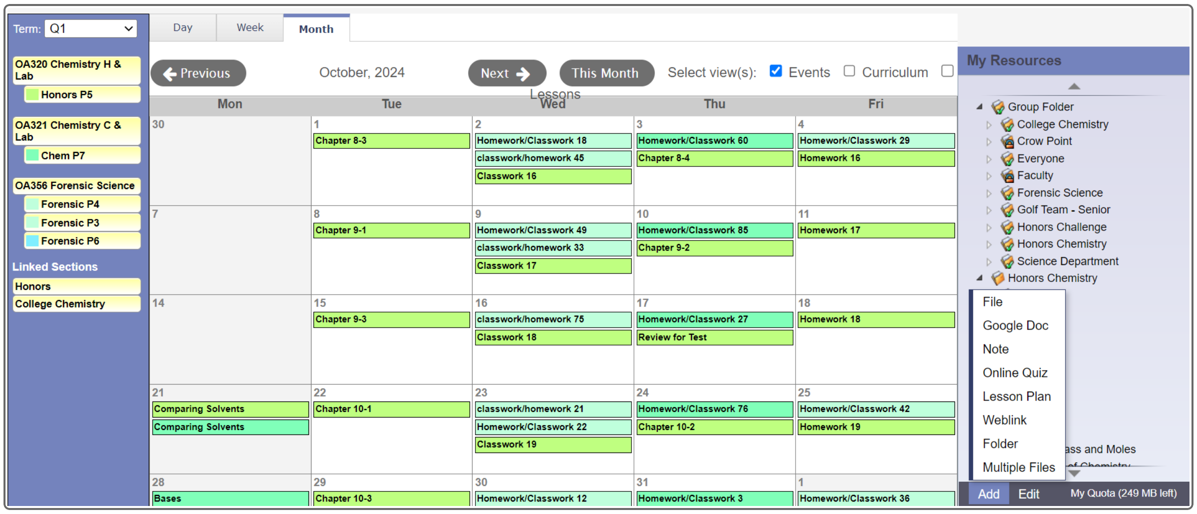
My Resources is available from the:

- Planner
- Destiny tab
- Gradebook tab
- Assignment details on a class Page

After you add items to My Resources, you can attach them to assignments on your Planner or in the Gradebook.

Accessing My Resources on Your Planner

To access My Resources on your Planner, select the **Events** or **Lessons** view, and click **My Resources** in the top-right corner of the page. My Resources appears.



Note: Click **My Resources** again to close the My Resources window.

My Resources includes folders for organizing content. You can upload items from your local hard drive (such as PDF, Word, and PowerPoint files), or create them in My Resources (such as notes).

For example, you might have a folder in My Resources that contains your lesson plans. Within the lesson plan folder are individual folders for each unit. Within the unit folders are the actual daily lesson plans.

Each daily lesson plan folder contains weblinks to videos, document files for handouts, and PowerPoint presentations. You can access it all seamlessly from your Planner for the projector in your room. You can also drag and drop the handout files to attach them to your assignments on your Planner.

Accessing My Resources in your Gradebook

You can access My Resources when you create assignments in your Gradebook. Add resources to your assignments, or add or edit resources as needed, just as you would from the Planner or the Destiny tab.

To access My Resources from the Gradebook tab:

1. Select a course, and then either:
   - Click the **Scores** side-tab.
   - Click the **Assignments** side-tab.
2. Click the **Options** menu, and then either select **Add Assignment** (from either side-tab) or **Add Ungraded Assignment** (from **Assignments** side-tab only). The New Assignment page appears.
3. Under **Resources Provided by the Teacher,** click **Drag and Drop from My Resources**.

Note: You can also access My Resources from an assignment's details page (**Gradebook > Assignments >** *select an assignment* **> Details**).

Accessing My Resources on the Destiny Tab

To access My Resources on the **Destiny** tab, use one of the search tools to find a list of digital content. Then, click **My Resources** in the top-right corner of the page.

Drag and drop the resources your search tools find to the appropriate folders in My Resources. Then, you can share this content by dragging and dropping it to a Group Resources folder, which group members can access on the group's Page, or to a folder for you to drag and drop into a specific assignment's details.

Adding Items to My Resources

My Resources contains the following options on the **Add** menu:

- File
- Note
- Lesson plan
- Weblink
- Folder
- Multiple files

Adding My Resources to Assignments on Your Planner

To share links and files with students on your Planner, do one of the following:

- Drag and drop resources from My Resources to a date on the calendar.
- Create a graded or ungraded assignment from the **Planner** tab, and then drag and drop resources to the **Resources Provided by Teacher** section of the New Assignment page.
- Edit an existing graded or ungraded assignment, and then drag and drop resources to the **Resources Provided by the Teacher** section of the New Assignment page.

Adding My Resources to Assignments from Your Gradebook

To share links and files with students from your Gradebook, do one of the following:

- Create a graded or ungraded assignment from the **Assignments** side-tab, or create a graded assignment from the **Scores** side-tab:
  - Click **Drag and Drop from My Resources** in the **Resources Provided by the Teacher** section.
  - Drag and drop resources from My Resources to the **Resources Provided by the Teacher** section.
- Edit an existing graded or ungraded assignment, and drag and drop resources to the **Resources Provided by the Teacher** section.

Manage My Resources

My Resources is each user's personal document repository within Aspen. It is accessible from the Group Resources widget.

For example, teachers can store items such as course materials, classroom policy documents, links to web sites of interest, and PowerPoint presentations. Students can store homework assignments, science fair projects, recommendation letters, and more.

No one can ever access another user's My Resources.

For teachers and page administrators, My Resources can serve as a central storage area for materials that need to be shared with many groups. Any files uploaded to My Resources can be copied to a Page's Group Resources widget by dragging and dropping.

Members of a Page can see and download the resources but cannot edit or delete them. All files uploaded are owned by the uploader.

Also, teachers can easily attach a resource stored in My Resources to a homework assignment. Use the **Resources Provided by the Teacher** section of the new assignment page.

> **Note**: There are storage space quotas for different types of users. These can be adjusted in the district security preferences.

There are four different folder icons used in My Resources:

- : User-created folder.
- : Group folder (only page administrators can upload files into and delete from this type of folder).
- : Group folder with read-only access (group members can only view files in a group folder).
- : Uploads folder, automatically created when a teacher uploads a file or weblink directly into an assignment (rather than dragging from My Resources). A subfolder for the class appears, with the file/weblink within.

> **Notes**:
>
> - You can move, rename, and delete user-created folders and files.
> - Teachers can rename their Uploads folder, such as to *Amy's Uploads.* For each class that

you upload files to, Aspen will create another subfolder within your Uploads folder .

- You cannot have two files with the same name within Group Resources or My Resources (unless they are in different folders). If you upload or copy a file to a folder already containing a file of the same name, Aspen automatically appends a number, starting with **(2),** to the name of the file that's been added or moved.
- You can use a different set of Group Resources for each tab. If you add a resource to a folder that has the same name as a Page tab, that resource will automatically appear in the Group Resources widget for that tab.

You can do the following:

- Add different types of files to My Resources.
- Edit, delete, and copy files that have been added to My Resources.
- Drag and drop individual files or folders from My Resources to Group Resources (and vise versa).
- Manage your storage quota.

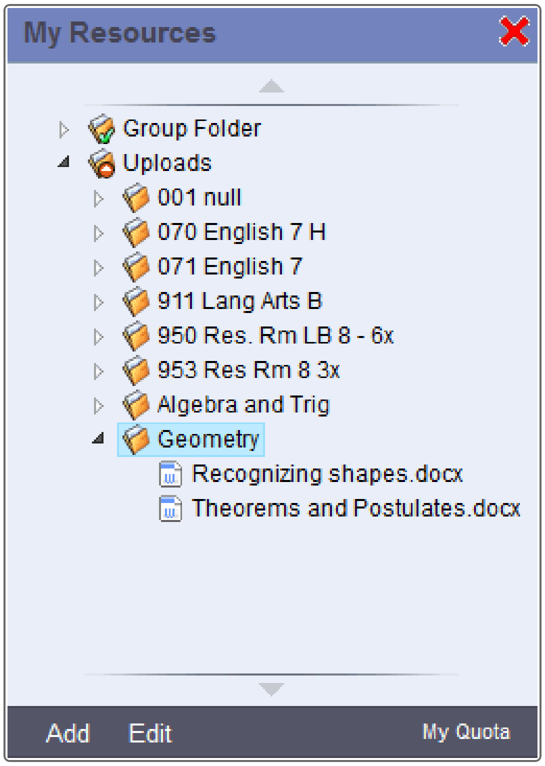
To add files to My Resources:

1. Do one of the following:
   - If you are a teacher, do one of the following in the Staff view:
     - Go to the **Planner** tab. Select the **Events** view, and then click **My Resources**.
     - Click the **Gradebook** tab. Select a class, and then click the **Scores** or **Assignments** side-tab. Select **Add Assignment** or **Add Ungraded Assignment** from the **Options** menu. Click **Drag and Drop from My Resources** in the **Resources Provided by the Teacher** section of the New Assignment page. The My Resources window appears.

       Note: You can also access My Resources from an assignment's details page (**Gradebook > Assignments >** *select an assignment* **> Details**).

   - For any other users, go to the Group Resources widget. Click **Edit** in the title bar. At the top of the widget, click **My Resources**.

My Resources appears.



Note: You only have one My Resources storage area. No matter what Page you are on in Aspen, your My Resources pop-up contains the same files.

2. At the bottom of the widget, click **Add.** The menu expands.

Note: Teachers with Aspen IMS who access My Resources from the Staff view's Planner can add online quizzes.

3. Select one of the following:

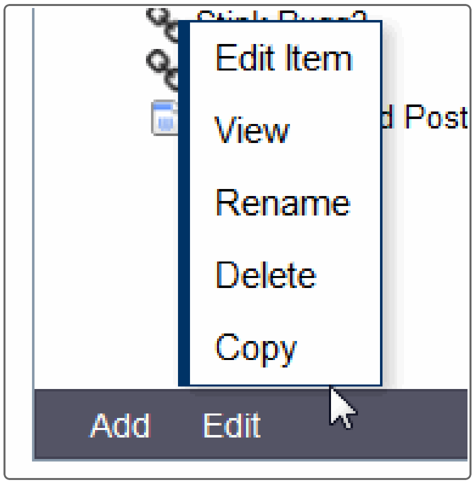
Field	Description
File	Click **Browse** to locate the file, and add a **Description.** **Note**: Files can include Word documents, Excel spreadsheets, images, and PowerPoint presentations.
Google Doc	Type a **Description.** Then click **Select Google Document** to select from the available files. Click **Select Document.**
Note	Type a **Title** and the **Text** of your note (such as comments about a particular lesson plan).
Online Quiz	Create an online quiz using questions from the question bank or that you create.
Weblink	Type a **Name, Description,** and **URL** (you can copy and paste into this field).
Folder	A new folder appears. If desired, you can rename the folder, move it, and drag and drop files into it.

Field	Description
Multiple Files	**Note**: If you have a specific place where you want a file or folder to appear, select that location in My Resources before you add the files. When you click **Multiple Files,** the resulting messages/pop-ups that appear are based on your operating system and browser. In general, you want to keep, enable, and allow the Java Web Start application on your computer. If a security pop-up appears, click **Run.** The application automatically starts to run, and an Aspen File Uploader pop-up appears. Click **Add files** to select multiple files, one or more folders, or a combination of files and folders. (Press and hold the **Shift** key to select multiple files or folders adjacent to each other; press and hold the **Ctrl** key to select multiple files or folders not adjacent to each other). **Note**: Once you make a selection, it is possible to continue adding files until you reach your quota. Click **Upload.** A confirmation message appears. Click **OK.** The selected files or folders appear in My Resources. **Note**: If you saved the Aspen Uploader file to your computer, the next time you click **Multiple Files,** find and select the icon in your taskbar to view the Aspen File Uploader pop-up.

Note: Files uploaded to My Resources cannot be edited in My Resources. To edit a file stored in My Resources, download it to your computer, edit the file, and upload it again.

To edit, delete, and copy files in My Resources:

1. Select the file or folder that you want to edit.
2. At the bottom of the My Resources pop-up, click **Edit.** The menu expands as follows.



3. Select one of the following:

<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Edit Item</td><td>A details pop-up appears, where you can edit details such as file name, description, and file location.
You cannot edit the contents of a file. To do that, you need to do one of the following:
Download the item, edit it, and upload the edited version.
Edit the version that's on your computer, upload it, and delete the unedited version.
Note: You cannot edit a folder.</td></tr>
<tr><td>View</td><td>Based on your selection, one of the following occurs:
For a folder: The folder expands (if it was already expanded, nothing happens).
For a file: The file opens directly, or a pop-up asks you whether you want to save or open the file.
For a note: The note details appear, where you can make edits.
For a : You need to have a Google account and might need to grant Aspen access to Google Docs.
For an online quiz: The quiz appears. You can see and take it just as a student would in the Student portal.
For a video: The video opens in a new window.
For a web page: The web page opens in a new window.
Note: Clicking Edit and then View is the same as double-clicking the item.</td></tr>
<tr><td>Rename</td><td>A rectangle appears around the folder name, and the text is highlighted. Type the new name and then press Enter on your keyboard.
Note: You cannot rename a file.</td></tr>
</table>

Field	Description
Delete	A confirmation message appears. Click **OK.** **Notes**: • If you are running out of space and want to delete multiple files at once, click the **My Quota** link on the Group Resources widget. • If you delete a file from My Resources that has been attached to an assignment, students will no longer have access to that assignment.
Copy	A copy of the file appears, with a number, starting with **(2)**, appended to the file name. **Note**: You cannot copy a folder.

To copy a file or folder of files between Group Resources and My Resources:

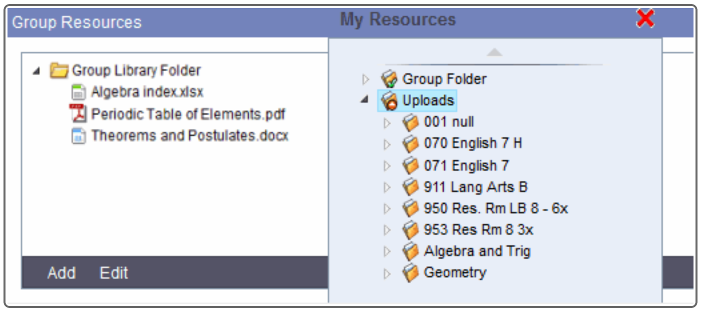
Besides working with individual documents, it is possible to copy a folder or multiple levels of folders from Group Resources to My Resources, and from My Resources to Group Resources.

Notes:

- Uploading or copying files into My Resources makes it easy to share documents with all of the groups/Pages that you administer.
- Within My Resources, you will see a folder for each group that you are the page administrator for. For example, you might have English Literature, English Language Arts, and Drama Club folders. Notice that these folders have the checkmark icon . If you upload files to the English Literature folder, this content will automatically appear in the Group Resources widget for all members of that group. Any resource added to the Group Resources widget also appears in members' My Resources group folder, but with a read-only status .

1. In the title bar of the Group Resources widget, click **Edit.** The **My Resources** button appears.
2. Click **My Resources.** The My Resources pop-up appears (which you can click and drag to the

desired location).



3. Click your mouse button to select the file or folder in Group Resources or My Resources that you want to copy.
4. While still holding your mouse button down, drag the item to the location in Group Resources or My Resources where you want it to appear.

> **Note**: If you are copying an individual file, drag it onto the folder you want it to appear in. You can copy multiple files by clicking and holding the **Shift** key before you select the files.

5. Release your mouse. The files or folders are copied.

> **Additional notes:**
> - When you drag and drop folders between Group Resources and My Resources, the folders are actually being copied, not moved. They exist in both places.
> - If you have reached your space quota, the folders or files will not copy, and an error message appears.
> - Online quizzes in My Resources cannot be copied to the Group Resources widget.

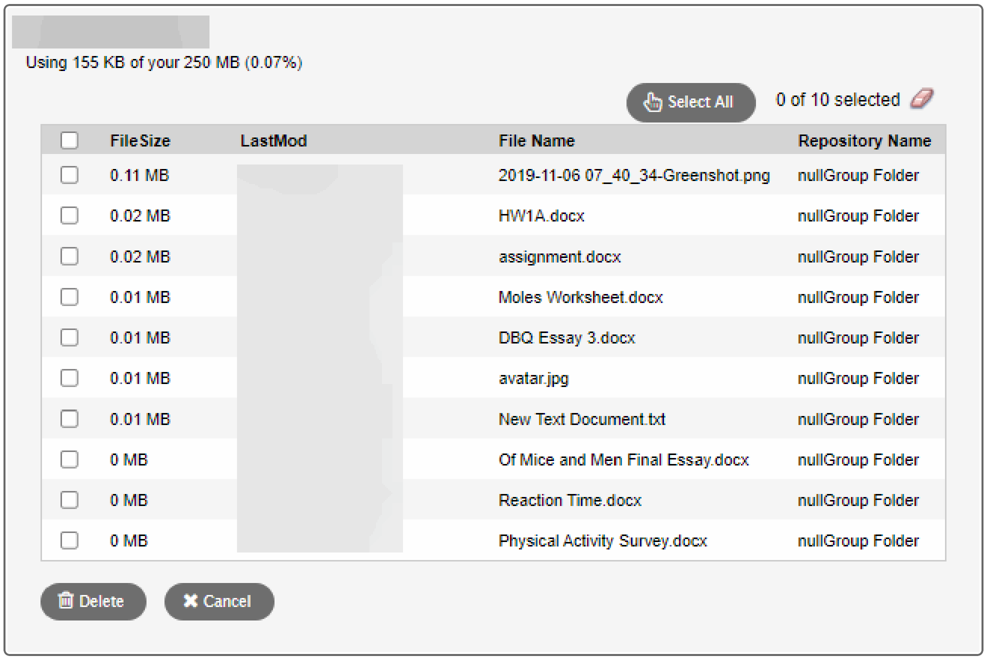
Manage your storage quota

Every Aspen user has a storage quota for the files they can upload to My Resources and Group Resources.

In the Group Resources widget and My Resources, the **My Quota** indicator My Quota (246 MB left) at the bottom of the box displays how much storage space you have left (in MB - megabytes).

To manage your storage quota:

1. Click **My Quota.** The My Quota pick list displays all of the individual files that make up your current quota.



2. From here, you can do any of the following:
   - View the details of the files that you have uploaded, including size and date last modified.
   - To navigate through the Pages of files, click the **Page** drop-down or use the arrow keys.
   - To delete a file or files, select the appropriate checkbox(es) and click **Delete.** A message asks you to confirm the deletion. Click **Yes** to confirm. The files are deleted, and your space quota is updated accordingly.

Use Google Docs to collaborate with your students

Within , you can add Google Docs™ as resources for your own use, to share with your students, and to attach to assignments. Google Docs let you create and upload text documents, spreadsheets, presentations and more.

Using Google Docs as a teacher has many advantages for your classroom, such as:

- *Online collaboration with your students*: Students work on the document online, and submit it online. Then, you can score and edit the document and make it available for the student to review.
- *Additional storage space for files*: Google Docs are stored in your Google account, freeing up space in your My Resources quota. All Google Docs users get 5GB of storage space for free.
- *Moving towards a paperless classroom*: With assignments assigned, completed, edited and scored online, the need for stacks of paper and copies in your room is drastically reduced.

Learn how to do the following:

- Complete one-time Google Docs setup: You can add Google access to your Aspen preferences with just a few clicks. Select any Google Doc from your account to associate it with an assignment.
- Add a Google Doc to My Resources: You can easily attach a Google Doc to a homework assignment once it has been uploaded to My Resources. My Resources serves as a central storage area for documents that can be shared with students.
- Create an assignment using Google Docs: When you attach a Google Doc to an assignment, you can select to make it student editable or read-only. If you make a Google Doc student editable, each student opens their own copy of the file, makes edits, and posts it back to you. If you make a Google Doc read-only, the student can view the document but not edit it.
- Add a Google Doc to Group Resources so everyone in the class can collaborate on it: On your class Page for a class, use the Group Resources widget to add a Google Doc. You can make the Google Doc read-only or student editable. If you select to make it student editable, each student sees their own copy of the file in My Resources. Group members can edit the document, and all changes are tracked. The original remains in Group Resources.
- Review and score Google Docs: You can enter comments and scores for a Google Doc posted or submitted by a student. You can also add the score to the Gradebook for students to view.

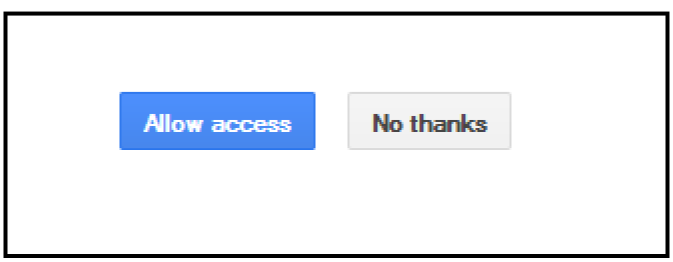
Complete one-time Google Docs setup

To complete one-time Google Docs™ setup:

1. In Aspen, on the settings bar, click **Set Preferences**.
2. Click the **Security** or **Communication** tab.
3. At the **Google Docs email** field, click **Add Google Access**.
4. If the Google Accounts page appears, do one of the following:
   - If you have a Google account, enter your email address, and click **Next.** Type your password, and click **Sign in**.
   - If you do not have a Google account, click **Create account**. Complete the fields to create a Google account, and then sign in.

   Note: If you are currently signed in to your Google account, no sign-in is necessary.

   The "Request for Permission" pop-up appears.



5. Click **Allow access**.

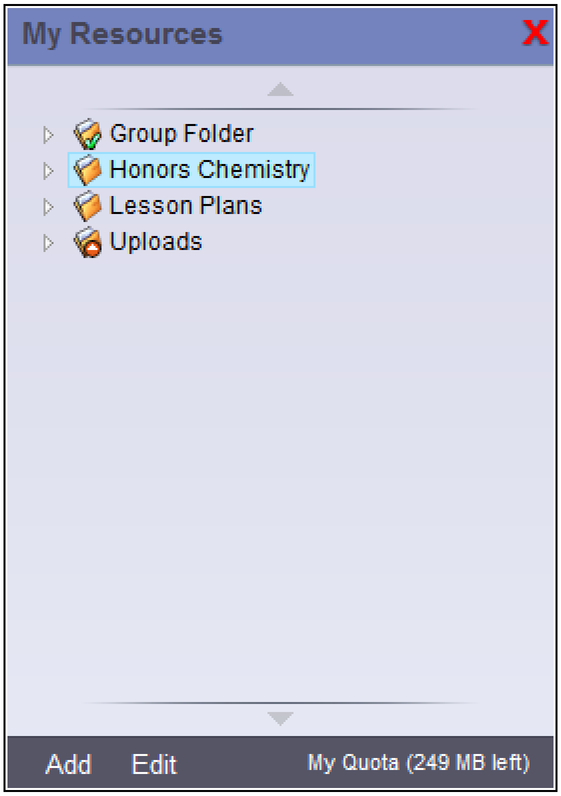
> **Notes:**
> - On the **Security** and **Communication** tabs in your user preferences, the **Google Docs email** field is automatically updated, and the **Add Google Access** button becomes **Remove Access**.
> - If you later decide that you do not want Aspen and Google Docs to communicate, click **Remove Access** at the **Google Docs email** field.

Add a Google Doc to My Resources

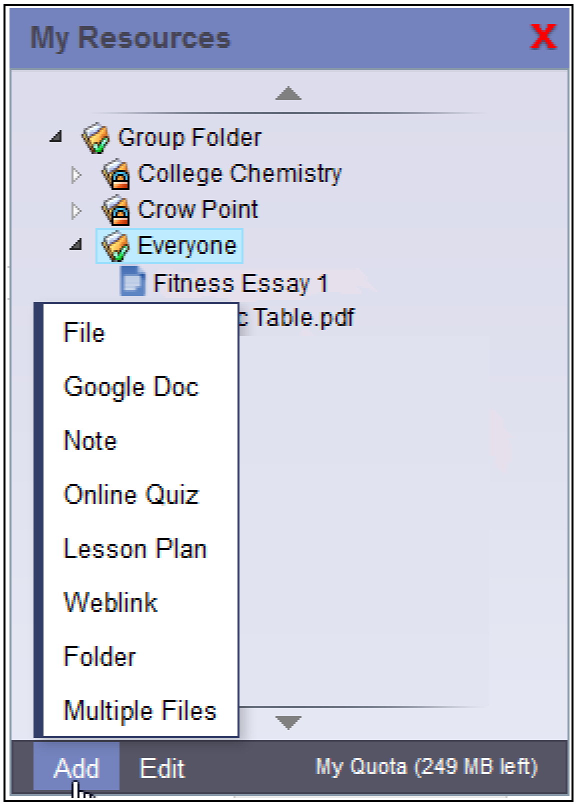
To add a Google Docs™ document (Google Doc) to My Resources:

1. Outside of Aspen, create or upload a file to Google Docs.
2. Log on to the Staff view in Aspen.
3. Click one of the following:
   - **Planner** tab
   - **Gradebook > Scores > Options > Add Assignment** or **Add Ungraded Assignment**
   - **Gradebook > Assignments > Options > Add Assignment** or **Add Ungraded Assignment**
   - **Pages >** ***select a class Page*** **> Group Resources > Edit** See Add a Google Doc to Group Resources for Class Collaboration.

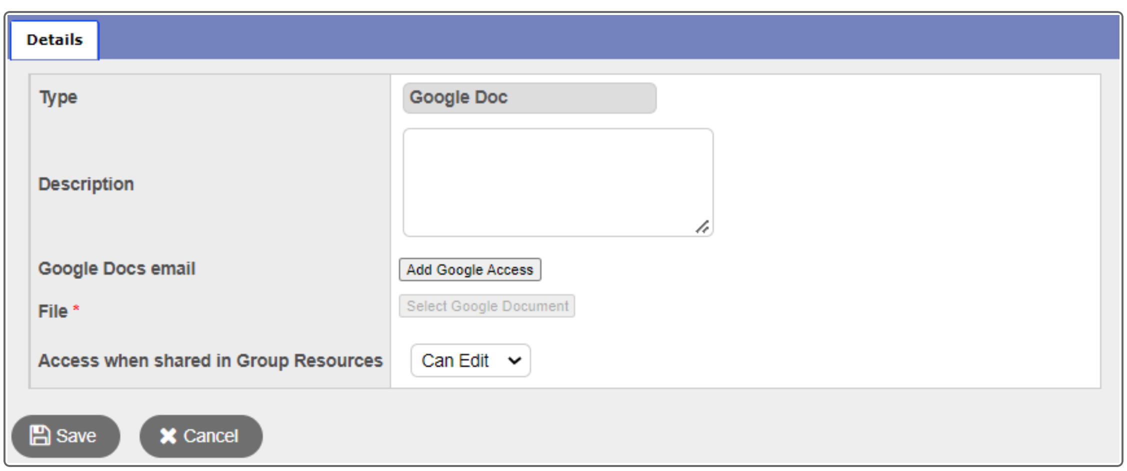
4. In the upper-right corner, click **My Resources**. My Resources appears.



5. Within **My Resources**, select the folder you want to store the Google Doc in.
6. At the bottom of the My Resources widget, click **Add**. The widget displays options.

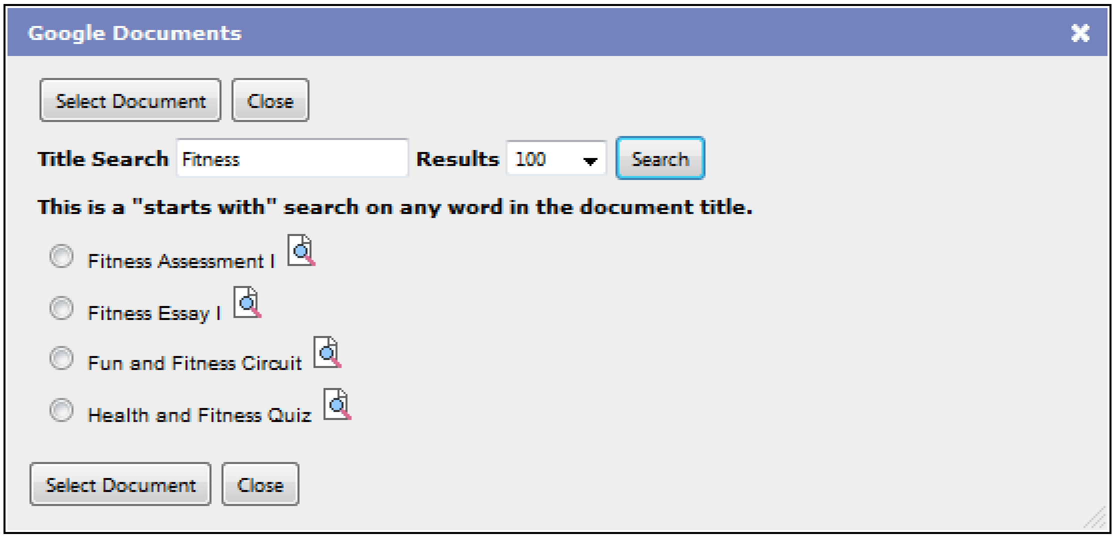


7. Select **Google Doc**. The Google Docs Details pop-up appears.



Note: You can type a description of the file in the **Description** field.

9. Click **Select Google Document.** The list of documents in your Google Docs appears.



10. Select the document, and then click **Select Document.** You can also type text in the **Title Search** field to search for text within a document title.
11. If you want to share this document with students using the Group Resources widget, decide whether you want it to be collaborative or read-only. At the "Access when shared in Group Resources" drop-down, select one of the following:
    - **Can Edit:** Select this option if you want to make the Google Doc editable when shared in the Group Resources widget. Class members will collaborate on a single document, and Google tracks the revision history.
    - **Can View:** Select this option if you want to make the Google Doc read-only when shared in the Group Resources widget.

    Note: Selecting **Can Edit** is different from making a Google Doc assignment student editable.

12. Click **Save.** The link to the Google Doc appears in My Resources.

Create an assignment using Google Docs

There are two ways you can create an assignment for your students using Google Docs™:

- Attach one or more Google Docs to an assignment, and make them "student editablee." When a student opens the assignment, Aspen saves the file with their name appended, such as *Review questions -- Gomes, Marcia*. Students can make edits to the document, and then post it back to you.

  Note: Making a Google Doc assignment student-editable is different from selecting **Can Edit** at the "Access when shared in Group Resources" drop-down.

- Attach one or more Google Docs to an assignment, and make them "read-only." Each student can view the documents but not edit them. For example, you might want to share a copy of the Gettysburg Address with your students, so they can memorize the passage and recite it to the class.

Note: To preview a Google Doc before you attach it to an assignment, click the icon.

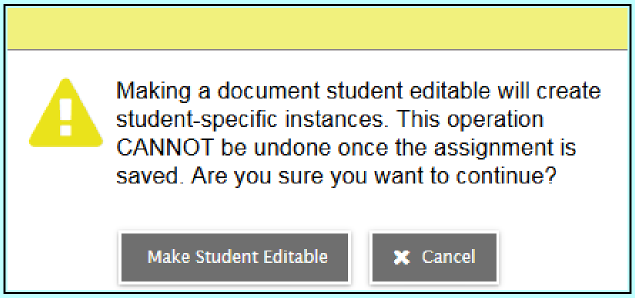
To add a student-editable Google Doc to an assignment:

1. Log on to the Staff view.
2. Click the **Gradebook** or **Planner** tab, and then use the following steps:

From the Gradebook tab:	From the Planner tab:
a. Click the **Assignments** side-tab. b. From the **Options** menu, click **Add Assignment** or **Add Ungraded Assignment**. c. In the **Resources Provided by the Teacher** field, do one of the following: • Click **Select Google Doc**. From the Google Docs pick list, select the document you want to associate with the assignment. Click **Save**, and then select **Make Student Editable**. • Click **Drag and Drop from My Resources**. From the **My Resources** window, click, drag, and drop the document you want to associate with the assignment into the **Resources Provided by the Teacher** field. Click **Save**, and then select **Make Student Editable**.	Do one of the following: • Open **My Resources** (not accessible from the Curriculum View). Click, drag, and drop the Google Doc onto the date you want to assign the assignment on your Planner. The New Assignment page displays the Google Doc in the **Resources Provided by the Teacher** field. Select **Make Student Editable**, and then click **Save**. • In the Events View, click in the cell for the day you want to create an assignment. Select **Add Assignment** or **Add Ungraded Assignment**. In the **Resources Provided by the Teacher** field, click **Select Google Doc.** From the Google Docs pick list, select the document you want to associate with the assignment. Select **Make Student Editable**, and then click **Save**. • From the **Options** menu, click **Add Assignment** or **Add Ungraded Assignment.** In the **Resources Provided by the Teacher** field, click **Select Google Doc.** From the Google Docs pick list**,** select the document you want to associate with the assignment. Select **Make Student Editable**, and then click **Save**.

Notes:

- Before you can make a Google Doc student editable, Aspen displays the following warning:



- Once you make a document student editable, it is not possible to undo this action.

3. In the **Online submission** fields, enter open and close dates. Student can only post their completed assignment within this timeframe.
4. Complete the assignment details at the top of the page, including the **Grade Term** field at right.
5. Click **Save.**

Notes:

- Google Drive organizes your files for you. It creates an Aspen folder, with a Courses and Users subfolder inside. Each student submission is listed by course and user.
- If you try to open a document you have placed in your Google trash, you will receive an error message from Google.

To add a read-only Google Doc to an assignment:

1. Log on to the Staff view.
2. Click the **Gradebook** or **Planner** tab, and then use the following steps:

<table>
<tr><th>From the Gradebook tab:</th><th>From the Planner tab:</th></tr>
<tr><td>a. Click the Assignments side-tab.</td><td rowspan="3">Do one of the following:
Open My Resources (not accessible from the Curriculum View). Click, drag, and drop the Google Doc onto the date you want to assign the assignment on your Planner. The New Assignment page displays the Google Doc in the Resources Provided by the Teacher field. Click Save.
In the Events View, click in the cell for the day you want to create an assignment. Select Add Assignment or Add Ungraded Assignment. In the Resources Provided by the Teacher field, click Select Google Doc. From the Google Docs pick list, select the document you want to associate with the assignment. Click Save.
From the Options menu, click Add Assignment or Add Ungraded Assignment. In the Resources Provided by the Teacher field, click Select Google Doc. From the Google Docs pick list, select the document you want to associate with the assignment. Click Save.</td></tr>
<tr><td>b. From the Options menu, click Add Assignment or Add Ungraded Assignment.</td></tr>
<tr><td>c. In the Resources Provided by the Teacher field, do one of the following:
Click Select Google Doc. From the Google Docs pick list, select the document you want to associate with the assignment. Click Save.
Click Drag and Drop from My Resources. From the My Resources pop-up, click, drag, and drop the document you want to associate with the assignment into the Resources Provided by the Teacher field. Click Save.</td></tr>
</table>

3. Complete the assignment details at the top of the page, including the **Grade Term** field at right.
4. Click **Save.**

Add a Google Doc to Group Resources for class collaboration

You can add a Google Docs™ document (Google Doc) to the Group Resources widget for a class so that everyone can collaborate on it. Google tracks all changes, using different text colors to represent user edits. In addition, the document's revision history is available to all users.

1. Go to the class Page that you want to add a Google Doc to.
2. If your Page does not have the Group Resources widget on it, edit the Page to add that widget.
3. In the title bar of the Group Resources widget, click **Edit.**
4. Do one of the following:
   - Click **My Resources**. The My Resources pop-up appears. Click, drag, and drop the appropriate file onto the Group Resources widget.
   - In the Group Resources widget, select the folder you want to put the Google Doc in. Click **Add**, and then click Google Doc. Select the Google Doc that you want all class members to have

access to. Note that if you do not select a folder, Aspen will automatically create a group folder and put the Google Doc inside it.

All group members have instant access to the document. Whenever someone makes an edit to the document, Google tracks the changes.

Review and score Google Docs

When you create an assignment using Google Docs™, students can post or submit their assignment files to your gradebook. Then, you can review and score that assignment.

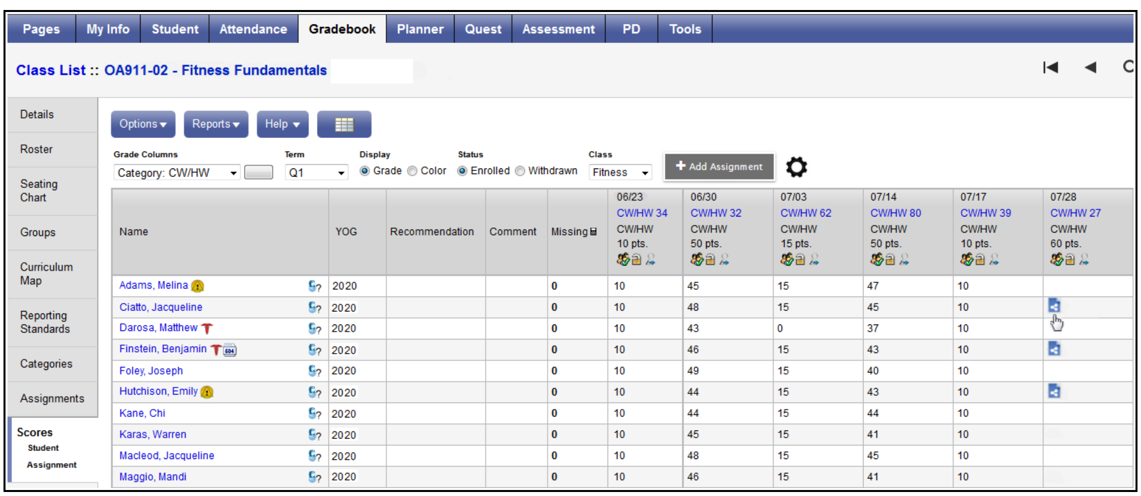
There are two ways to review a Google Doc:

- Click the icon to open a student-edited Google Doc.
- Click the icon to open a student-submitted Google Doc the student attached from their Google Drive™.

> **Note:** Posting and submitting a Google Doc for an assignment are two different actions, depending on how you created that assignment. Students either click **Post** to post their edited version of a Google Doc you attached, or they click **Submit** to attach a Google Doc from their own Google Drive.

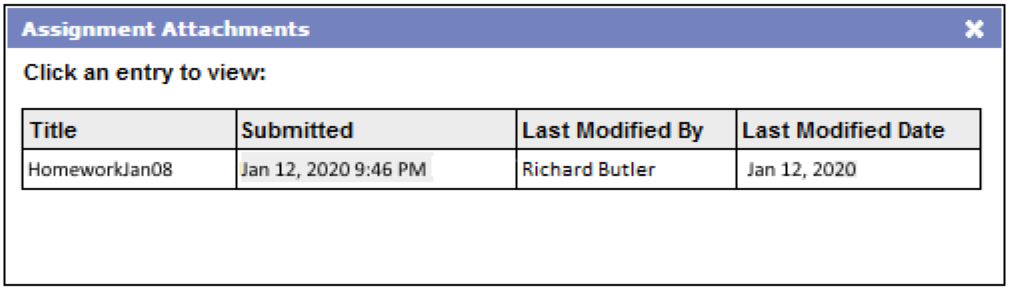
To review and score a student-edited Google Doc:

1. Log on to the Staff view.
2. Click the **Gradebook** tab.
3. Select a class section, and then click the **Scores** side-tab. The Scores grid appears.
4. In the column of the assignment containing the posted Google Doc, click to open the student's version of the document.



A pop-up shows the document **Title**, **Submitted** (Posted) date/timestamp, **Last Modified By** (Google

Account name), and **Last Modified Date**.



Assignment Attachments

Click an entry to view:

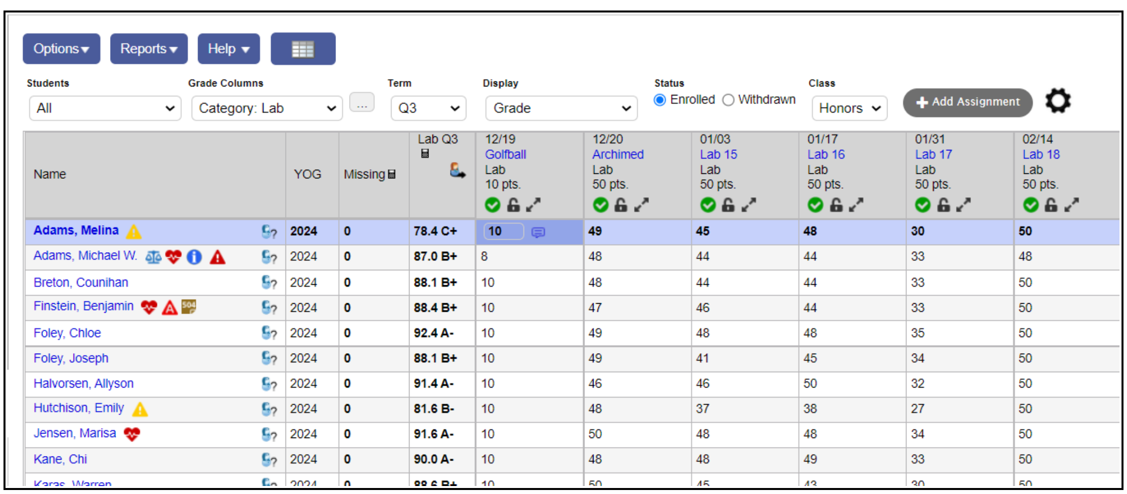
Title	Submitted	Last Modified By	Last Modified Date
HomeworkJan08	Jan 12, 2020 9:46 PM	Richard Butler	Jan 12, 2020

5. Click the title to open the document.
6. Type any comments in the document, and then close it.
7. Type a score on the Scores grid next to . Depending on the assignment's visibility type, the student can view the score you enter from the Student portal, as well as any comments you type within the document.

> **Note:** If the assignment has not been graded or if it is after the **Online submission Close date**, the student can no longer post the Google Doc. However, the Google Doc remains editable. Teachers can see if a student re-posted a Google Doc by viewing the **Submitted** date/timestamp.

To review and score a student-submitted Google Doc:

1. Log on to the Staff view.
2. Click the **Gradebook** tab.
3. Select a class section, and then click the **Scores** side-tab. The Scores grid appears.



Name	YOG	Missing	Lab Q3	12/19 Golfball Lab 10 pts.	12/20 Archimed Lab 50 pts.	01/03 Lab 15 Lab 50 pts.	01/17 Lab 16 Lab 50 pts.	01/31 Lab 17 Lab 50 pts.	02/14 Lab 18 Lab 50 pts.
Adams, Melina	2024	0	78.4 C+	10	49	45	48	30	50
Adams, Michael W.	2024	0	87.0 B+	8	48	44	44	33	48
Breton, Counihan	2024	0	88.1 B+	10	48	44	44	33	50
Finstein, Benjamin	2024	0	88.4 B+	10	47	46	44	33	50
Foley, Chloe	2024	0	92.4 A-	10	49	48	48	35	50
Foley, Joseph	2024	0	88.1 B+	10	49	41	45	34	50
Halvorsen, Allyson	2024	0	91.4 A-	10	46	46	50	32	50
Hutchison, Emily	2024	0	81.6 B-	10	48	37	38	27	50
Jensen, Marisa	2024	0	91.6 A-	10	50	48	48	34	50
Kane, Chi	2024	0	90.0 A-	10	48	48	49	33	50

> **Note**: The process is slightly different from the [Single Student view]() and [Single Assignment view]().

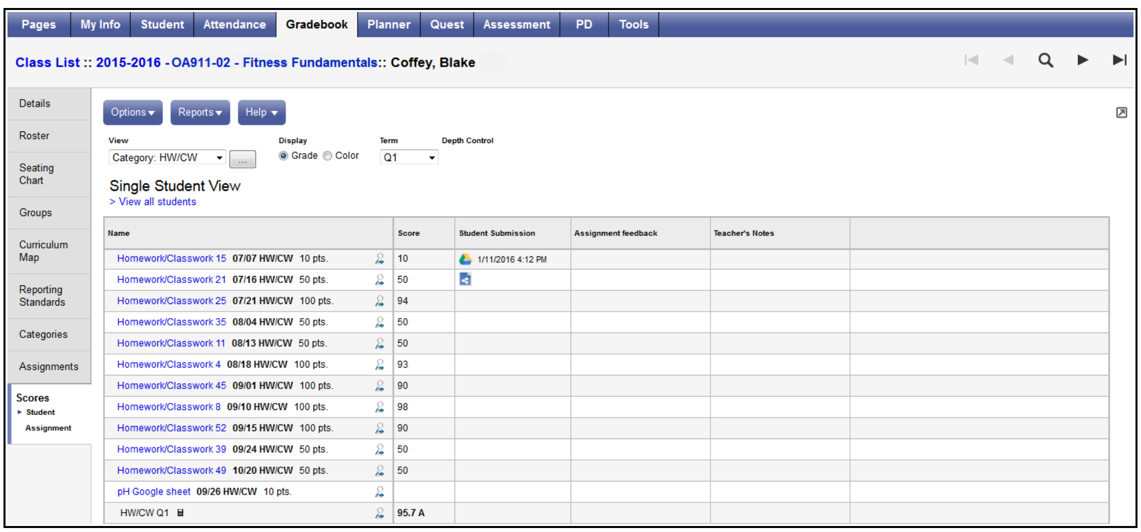
4. In the column of the assignment containing the Google Doc, click to open the student's submitted document.
5. Type any comments in the document, and then close it.
6. Type a score on the Scores grid next to . Depending on the assignment's visibility type, the student can view the score you enter from the Student portal, as well as any comments you type within the document.

Notes:

- Once a student submits a Google Doc for an assignment, the student can view, but not edit, that Google Doc.
- If the assignment has not been graded and if it is on or before the **Online submission Close date**, the student can remove the submitted document and resubmit a Google Doc for that assignment. Once the assignment has been graded or if it is after the **Online submission Close date**, students can no longer remove or resubmit the Google Doc.

To view a Google Doc submitted by a student in the Single Student view:

1. On the **Scores** side-tab, select the student you want to view assignments for. The student's assignment page appears.

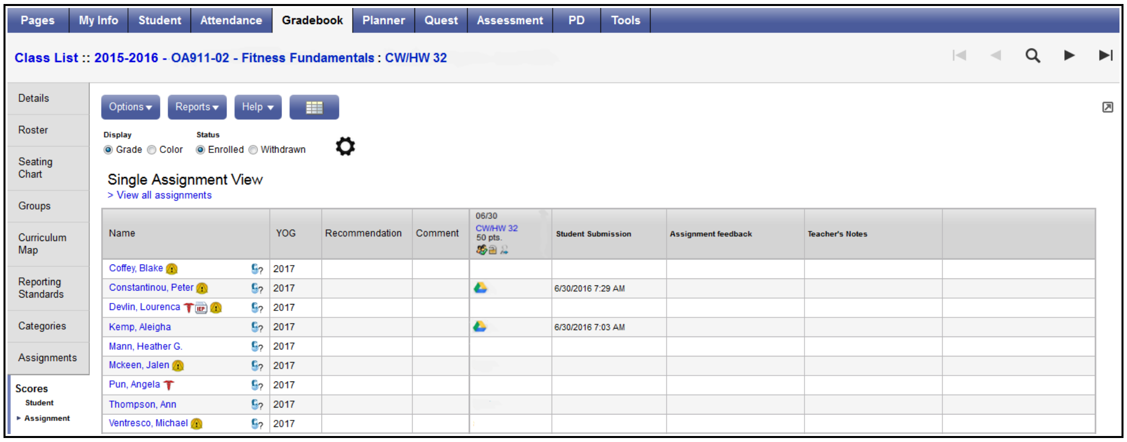


2. Click to open the submitted Google Doc. The date/timestamp appears next to the icon.

Note: To view the date/time a Google Doc was posted, click to open the list of student-edited Google Docs posted for the assignment. The **Student Submission** date/timestamp appears for each student-editable Google Doc provided by the teacher.

To view a Google Doc submitted by a student in the Single Assignment view:

1. In the grade column header, click the **Single Assignment entry** icon to view the student file or Google Doc submissions for a particular assignment. The Single Assignment page appears.



2. Click to open the attachment. The date/timestamp appears in the column next to the icon.

Note: The date/timestamp appears for all student submissions, including non-Google Docs.

Creating and Scoring Online Quizzes

Create online quizzes for your students to take using the Student portal.

You can create questions for a quiz while you create the quiz, or add questions to your Question Bank to put on quizzes.

Once you have created a quiz, you can attach it to an assignment.

After students take the quiz, the system can either automatically scores the quizzes (if you create them with answers) based on the point values you defined for each, or you can view and score them on the Scores page.

You can review these scores and view statistics for each question within the quiz.

Add questions to an online quiz and a Question Bank

With Aspen IMS, teachers can administer online quizzes, which students take using the Student portal.

There are two ways to include questions in an online quiz:

- Teachers can create the questions as they create their quiz.
- Teachers can use a Question Bank to select questions that are added at the district level, school level, or by the teachers themselves.

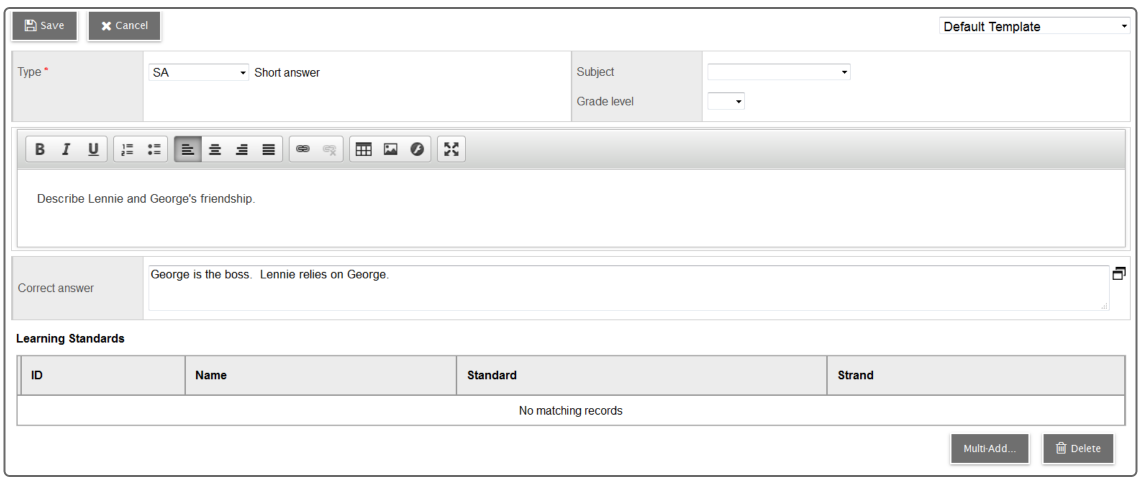
To add questions to a Question Bank:

1. Do one of the following:
   - If you are a district-level curriculum developer, log on to the District or Intermediate Organization view. Click the **Assessment** tab, then click the **Question Bank** side-tab.
   - If you are a school-level curriculum developer or department head, log on to the School view. Click the **Assessment** tab, then click the **Question Bank** side-tab.
   - If you are a teacher, log on to the Staff view. Click the **Tools** tab, then click the **Question Bank** side-tab.

   A list of questions already created appears. As a teacher, you might see questions for your subject and grade levels that were created at the district or school level, in addition to any of the questions you created in your personal Question Bank.

   For each question, the **Percent Correct** column shows the historical percentage of students who have answered this question correctly in previous online quizzes.

2. On the **Options** menu, click **Add.** The New Question page appears.

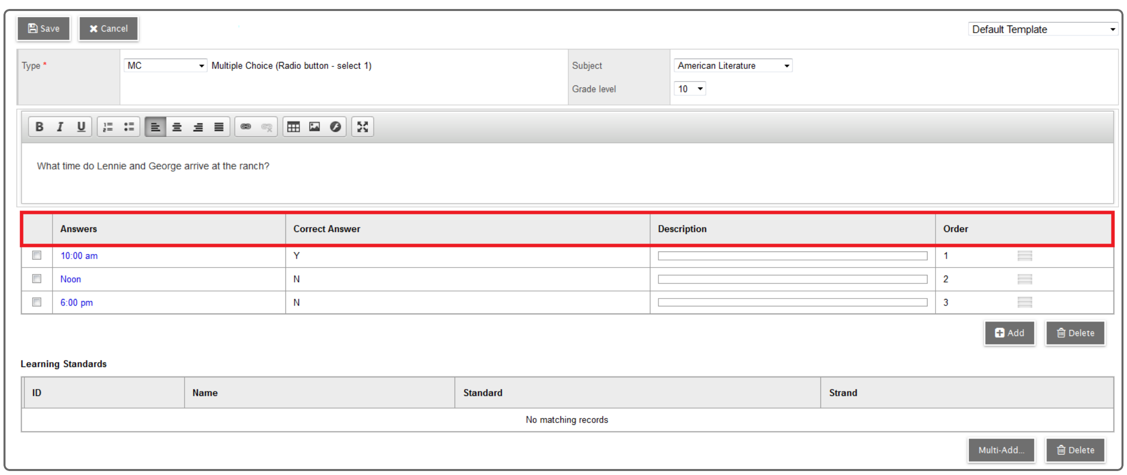


Note: For district- and school-level questions, select the **Subject** and **Grade level**. This determines which teachers can select these questions when creating online quizzes.

3. Use the following table to enter information in the fields:

Field	Description
Type	Select **MC** (multiple choice), **OR** (open response), or **SA** (short answer) from the drop-down.
Point Value	This field appears if you create this question while creating a quiz. Type the number of points students earn if they answer this question correctly.
Add to shared question bank	This field appears if you create this question while creating a quiz. Select the checkbox to add the question to the school and district Question Bank, in addition to your own. Then the question is available to all teachers who browse the school and district Question Bank.
Text editor	Use the text editor to type the content of the question. You can use all the capabilities of a text editor, such as links, images, etc.
Correct answer	This field appears if the **Type** is **OR** (open response) or **SA** (short answer). If the question is an **OR**, type the answer for your own reference while correcting the quizzes online. If the question is an **SA**, type the answer in the **Correct answer** field. Aspen uses this text to score student answers. If the student does not spell the answer correctly, it is marked incorrect. Aspen does not score spaces, punctuation, or capitalization.

For multiple choice questions only, the **Answers** section appears.



a. Click **Add** to add the first answer choice.
b. Use the following table to fill in the fields:

> **Important**: You cannot include commas in the text you put in the **Answers** field. This

causes an error when Aspen IMS does the scoring.

Field	Description
Answers	Type a possible answer to the question.
Correct Answer	From the drop-down, select **Yes** if this the correct answer, or **No** if it is incorrect.
Description	Type additional information for the answer, or insert links or images.
Order	Enter the sequence number for this answer to indicate where it appears on the quiz.

c. To enter additional answers, click **Add** and repeat step b.

4. To associate this quiz with a learning standard, click **Multi-Add**. The Learning Standards pick list appears.
5. Use the following table to complete the fields:

Field	Description
Narrow by category	Use this drop-down to select the learning standard (Common Core, state, etc.).
Search for text	To sort the display of learning standards, enter a keyword to sort by.
Show details/ Hide details	Select this checkbox to display or hide additional information about each learning standard.

6. Select the checkbox next to each learning standard to associate with the quiz. Or select the checkbox next to **Show details** to associate all the learning standards displayed with the quiz.
7. Click **OK**.
8. Click **Save**.

Create an online quiz

Create online quizzes for your students to complete in the Student portal.

After you create a quiz, you can create an assignment and attach the quiz. The quiz appears in the Student portal between the **Date assigned** and **Date due**.

Aspen scores the quizzes based on the point values you define for each question.

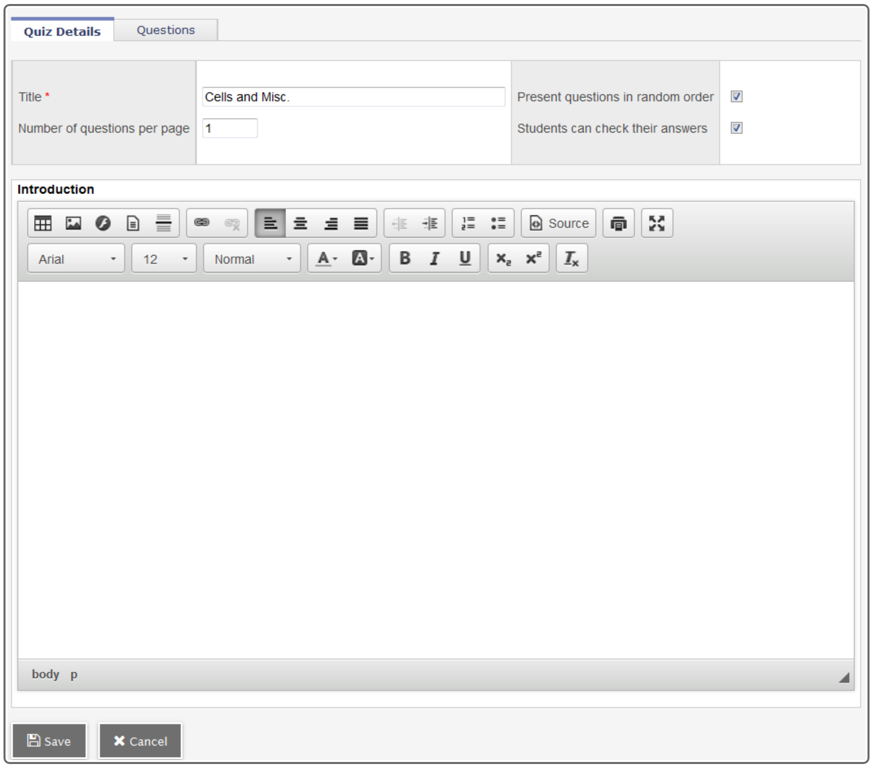
To create online quizzes:

1. Log on to the Staff view.
2. Do one of the following:

From the Grade-book tab:	From the Planner tab:
1. Click the **Assignments** side-tab and do one of the following:	
2. On the **Options** menu, select **Add Assignment** .	a. Select either the **Events** or **Lessons** view, and then click **My Resources**. b. Click in the folder you want to save the quiz. c. At the bottom of My Resources, click **Add**, and select **Online Quiz**.
3. In the **Resources Provided by Teacher** section, click **Create Online Quiz**.	a. Select the **Events** view, and then click the date you want to give the quiz. b. Click **Add Assignment**. The New Assignment page appears. c. In the **Resources Provided by the Teacher** field, click **Create Online Quiz**.

Note: If you create your quiz from My Resources, the file is saved in My Resources for you to use again. If you create a quiz from an assignment, it is saved in the Uploads folder in My Resources.

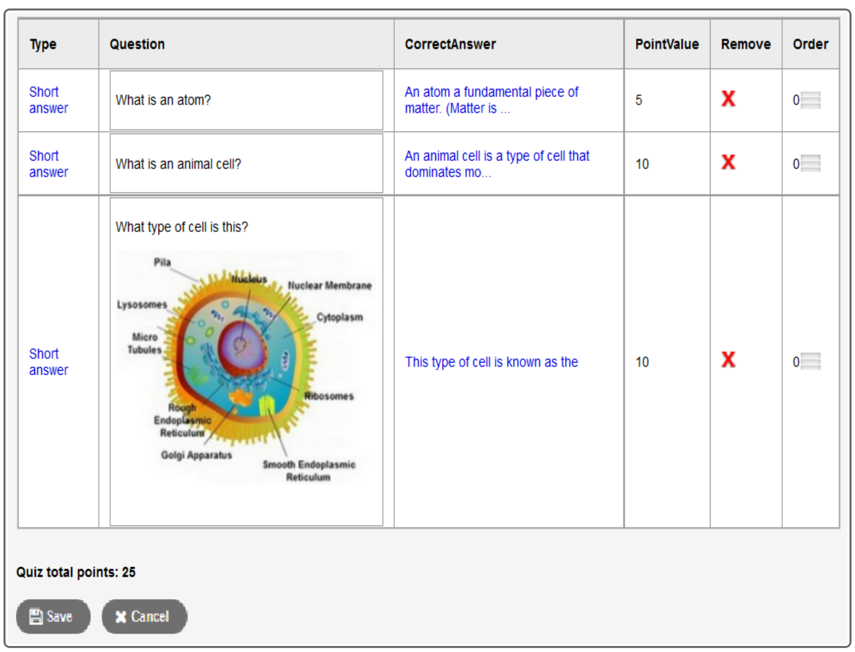
A pop-up appears.



3. Use this table to complete the fields:

Field	Description
Title	Type a title for the quiz.
Number of questions per page	Type the number of questions you want to appear on each page of the quiz. (Students click **Next** to move from page to page.)
Present questions in random order	Select this checkbox to have questions appear in random order on the quiz.
Students can check their answers	Select this checkbox if you want to let students go back to a question they previously answered. Otherwise, after a student clicks **Next** to move to the next question, they cannot return to a question and check their answer.
Introduction	Type an introduction to the quiz. Students read the introduction when they open the quiz. Because it is a text editor field, you can include web links, images, etc.

4. Click the **Questions** sub-tab to define the questions for the quiz.



5. If you have created questions in your Question Bank, click **Browse Item Bank**. Select the questions you want to add to the quiz.
6. To add new questions to the quiz, click **Create Question.** Define the question information.

> **Note**: Any questions you create for this quiz appear in your Question Bank. For each question, you can select **Add to shared question bank**. Then the question is available to all teachers who browse the school and district Question Bank.

7. After you create and add all questions to the quiz, click **Save.** This quiz is now saved in My Resources.

Create an assignment for a quiz

First, you create an online quiz in My Resources. Then, you can attach it to an assignment so students can access it in the Student portal.

To attach an online quiz to an assignment:

1. Log on to the Staff view.
2. Click the **Planner** tab.
3. Click **My Resources** to open it.
4. Do one of the following:
   - Find the online quiz in My Resources. Click, drag, and drop the quiz file to the date on your calendar you want to assign it (a green checkmark appears if the class or classes you have selected to view meet on that date). The New Assignment page displays the quiz in the **Resources Provided by the Teacher** field.
   - On your calendar, click the date you want to assign the quiz. Click **Add Assignment.** The New Assignment page appears. Find the online quiz in My Resources, and click, drag, and drop the file into the **Resources Provided by the Teacher** field.
5. To edit the quiz, click ✎.

> **Note:** Any changes you make—whether adding, changing, or deleting a question—are saved in the quiz file.

6. Click **Save.** The quiz appears in students' To Do widget in the Student portal between the **Date assigned** and **Date due**.

Review scores for online quizzes

After your students take online quizzes in the Student portal, you can use your gradebook to review the scores they earn.

To review scores for online quizzes:

1. Log on to the Staff view.
2. Click the **Gradebook** tab.
3. Select the section you want to view the scores for, and click the **Scores** side-tab.

4. Find the grade column for the online quiz assignment. Do one of the following:
   - If any questions are multiple choice-type and you defined the correct answer, Aspen can calculate the scores for students who have finished (based on the **Points values** you defined for each question). The score appears.
   - Click the **Online Quiz** icon to open the quiz and review student scores.
   - If Aspen cannot score the quiz (the questions are short answer or free text), click the **Online Quiz** icon to open the quiz, and enter scores.

   A summary of the students' performance by question appears.

   For each question, the summary includes the following columns of information:

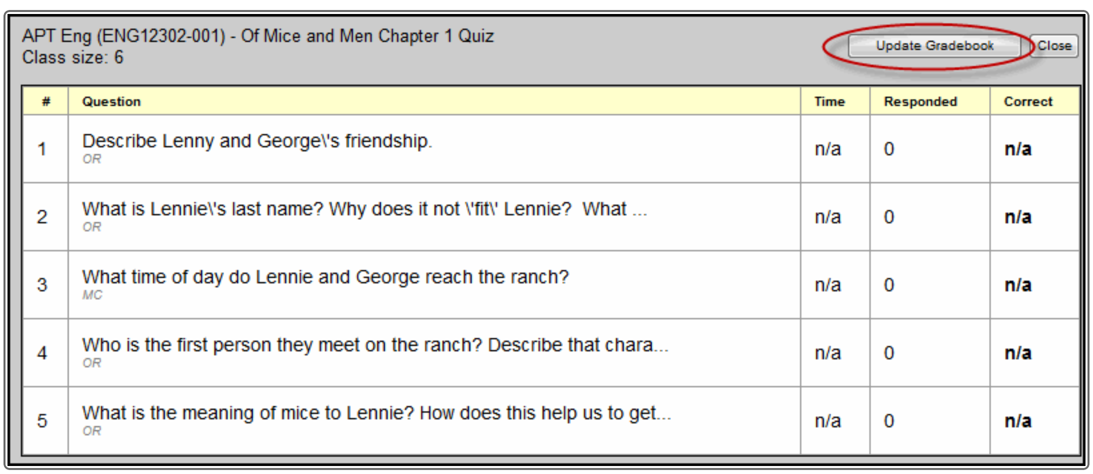
   - ***Time***: The average time students take to complete each question.
   - ***Responded***: The number of students who have responded.
   - ***Correct***: The percentage of students who responded and got the correct answer.

   For any MC (multiple choice) or SA (short answer) type questions for which you define an answer, Aspen calculates the value in each column.

   Otherwise, for OR (open response) type questions, click on a question to correct it for your students. The summary page for that question appears.

   > **Note**: You might want to review student answers for SA (short answer) type questions. Aspen scores those answers exactly as you define. For example, if the answer is "***Bangladesh***", and the student types "***Banglidesh***", the answer is incorrect. Aspen does not score spaces, punctuation, or capitalization.

5. For each student, the ***Response*** column lists their response. The ***Time*** column lists the amount of time it took the student to select or enter an answer. Type or edit the score in the ***Score*** column.
6. Click ▶ to move to the next question, or **Close** to close the window.
7. On the quiz summary page, click **Update Gradebook** to enter the scores into the gradebook column for the quiz.



#	Question	Time	Responded	Correct
1	Describe Lenny and George\'s friendship. OR	n/a	0	n/a
2	What is Lennie\'s last name? Why does it not \'fit\' Lennie? What ... OR	n/a	0	n/a
3	What time of day do Lennie and George reach the ranch? MC	n/a	0	n/a
4	Who is the first person they meet on the ranch? Describe that chara... OR	n/a	0	n/a
5	What is the meaning of mice to Lennie? How does this help us to get... OR	n/a	0	n/a

Aspen calculates each student's score for the quiz.

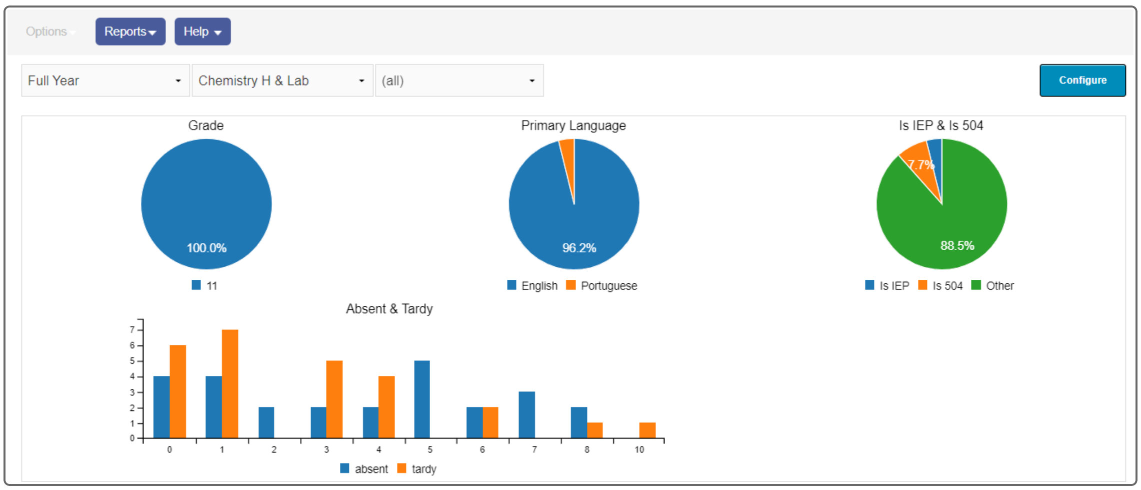
Use analytics to view class data

Use the Analytics tab to view details about your classes. Select the data you want to appear, such as your students' primary language(s), the number of absences, or the number of students who have IEPs or 504 plans.

Note: In Aspen mobile, tap **Dashboard** to see analytics.

To view analytics for your classes:

1. Log on to the Staff view.
2. Click the **Analytics** tab. The Analytics page appears.



3. Filter the dashboard using the drop-downs at the top of page:
   - At left, select the timeframe you want to view.
   - In the center, select the class you want to view.
   - If the selected class has several sections, but you only want to view data for one of them, select it on the right. The default **(all)** displays data for all sections.
4. To select the data, such as Absent or Primary Language, click **Configure**. All checkboxes are selected by default. Click an individual checkbox to deselect it, or click **clear all** and make your selections.
5. Click **Done**. The page updates to display the selected data.

Note: If a course has been flagged to prevent grade input, the message "Scores are not collected for this course" appears, along with any scores that were entered before the flag was set.

Using Destiny to Search for Digital Content

The internet is full of content, but it can be hard to find resources that are specific, appropriate, and relevant for your classroom.

Accessed from Aspen's Staff view and Student portal, the Destiny tab includes up to four search tools to help teachers and students find appropriate digital content.

Use Destiny's search tools to navigate the internet and your library collection, refine search results, and efficiently access resources. Each tool has its own side-tab:

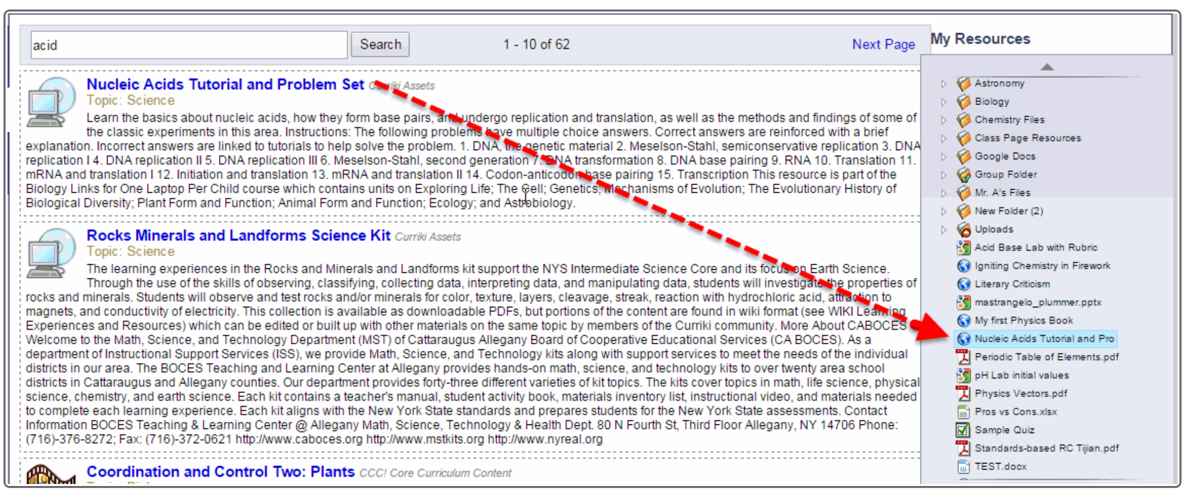
- WebPath Express™: A digital content subscription of more than 80,000 credible, content-safe, and age-appropriate websites that are evaluated and assessed by educators regularly.

  Note: WebPath Express is an additional subscription your district can purchase.

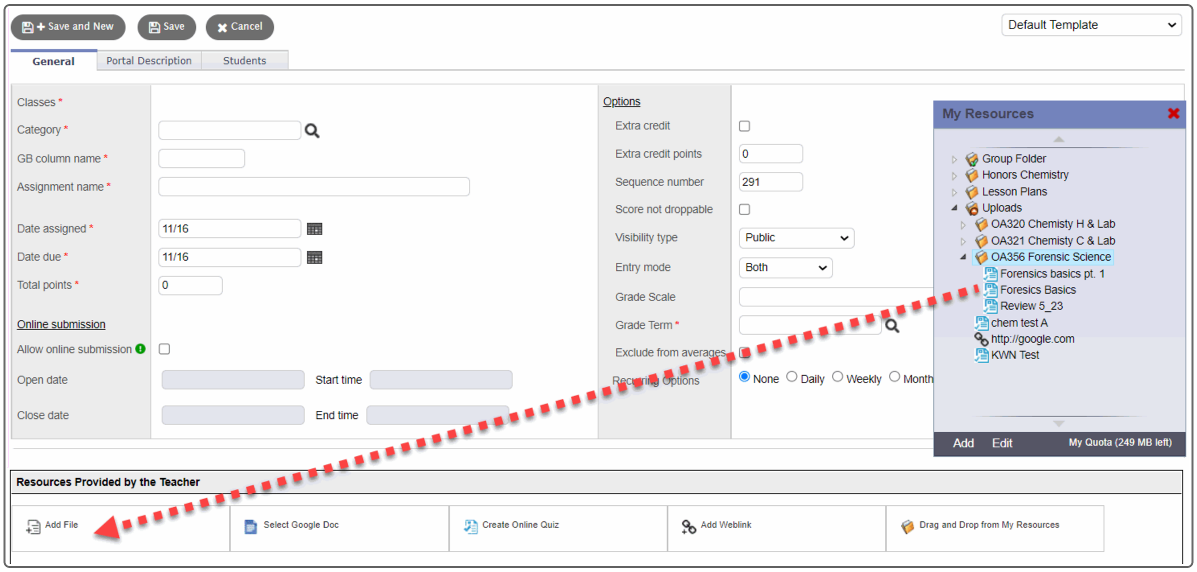
- One Search™: A school's collection of subscription and free online databases.
- Digital Resources: A school's digital resources, which might include Follett's Resources Services, or another digital resources service.
- Destiny: A school's library resources, available through a link to Destiny Library Manager.

When you find a link or resource worth saving, you can drag and drop it into My Resources. This way, you can instantly share it on a Page by placing it in a group folder, or store it in a personal folder to access when you need it.

For example, as a teacher, you might find a great website for students to use when completing tonight's lesson. Drag and drop the link from the search tool on the **Destiny** tab to a folder for that unit in My Resources.



Then, as you create the assignment, drag and drop the links from My Resources to the **Resources Provided by the Teacher** section. Your students can go to the Student portal to access the links and any other resources you provide for them.



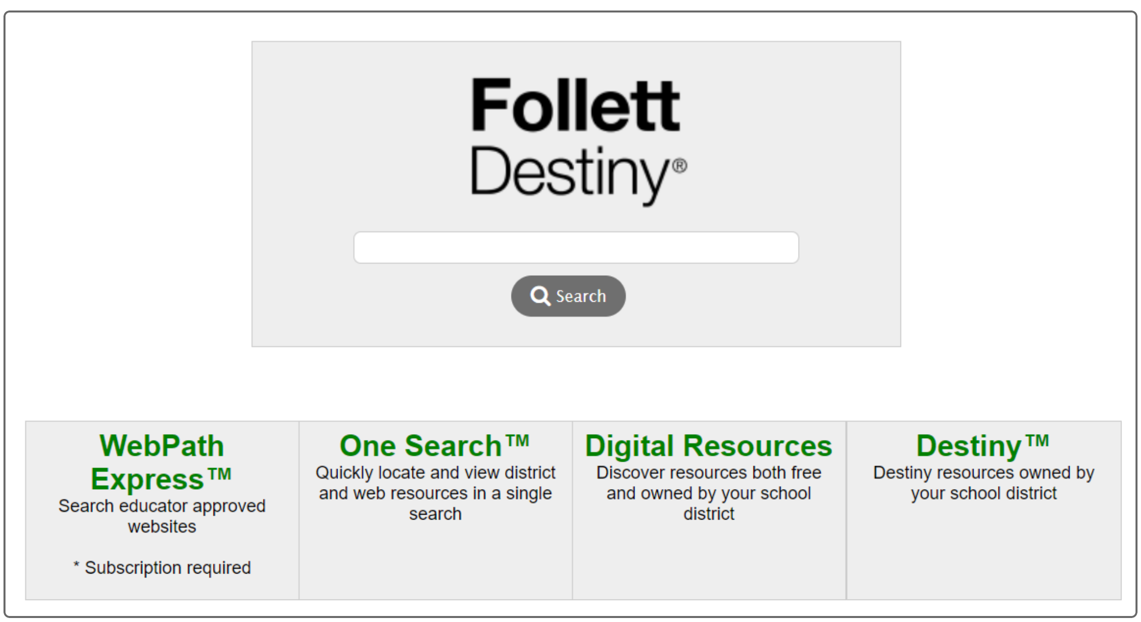
WebPath Express

WebPath Express provides instant access to grade-appropriate, educator-approved websites.

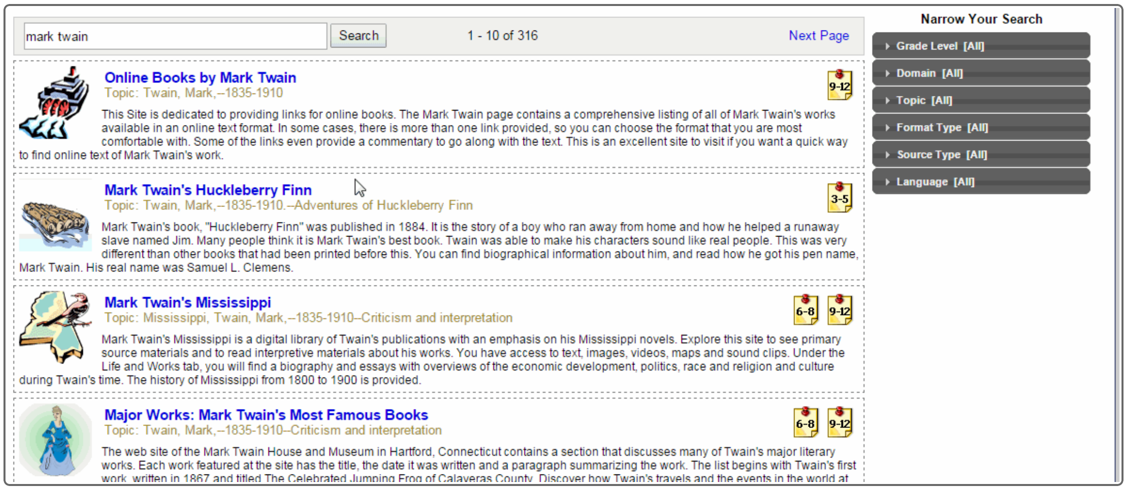
Note: WebPath Express is an additional subscription your district can purchase.

To use WebPath Express:

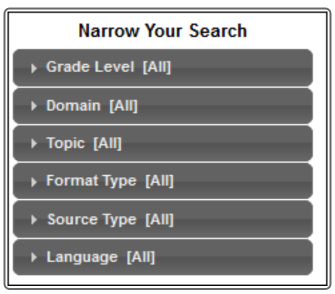
1. Log on to the Staff view or Student portal.
2. Click the **Destiny** tab.

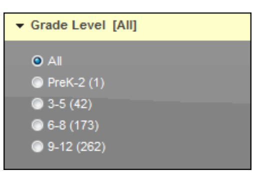


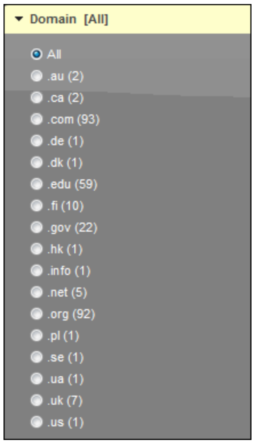
3. Type a search term or phrase in the **Search** field.
4. Click **Search.** The search results from WebPath Express appear.

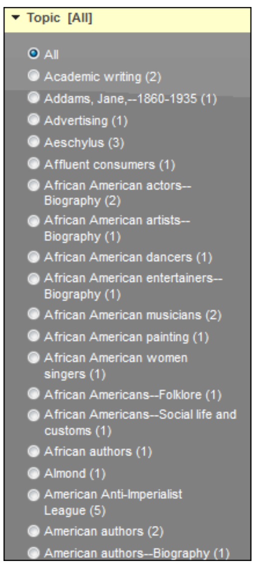


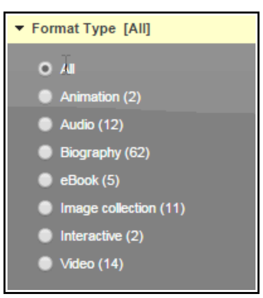
5. If there are too many results, you can show only certain types of information. Under **Narrow Your Search** on the right side, click one or more categories.

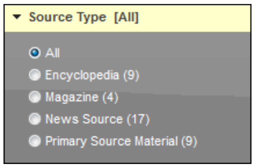
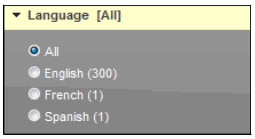


Option	Description
	Select one grade level to show only results for the selected grade level, or click **All** to show results for all grade levels. The entire possible list is shown here. You might see a smaller list, depending on the search results.

<table>
<tr><th>Option</th><th>Description</th></tr>
<tr><td>
</td><td>Select a domain suffix to show only results from one domain, or click All to show results from all domains.

All domain suffix types that are included in the search results are included in this list.</td></tr>
<tr><td>
</td><td>Select a topic to show only results from one topic, or click All to show results from all topics.

Each search result has one or more topics associated with it. Topics can be names or descriptive phrases.</td></tr>
<tr><td>
</td><td>Select a format type to show results in one format type, or click All to show results in all format types.</td></tr>
</table>

Option	Description
	Select a source type to show results from one source type, or click **All** to show results from all source types.
	Select a language to show results in one language, or click **All** to show results in all languages.

Note: Each selection you make is cumulative, so previous selections are still valid when you make others. For example, if you select a grade-level range of *3–5* and then select a format type of *Biography*, the list includes all results with both the *3–5 grade range* and the *Biography* format type. To remove one of the options you selected, click the option again, and select **All.**

Browse WebPath Express by Learning Standard, Subject, and Grade

WebPath Express provides instant access to grade-appropriate, educator-approved websites. You can browse WebPath Express by learning standard, subject, and grade to find websites and other related materials.

Note: WebPath Express is an additional subscription your district can purchase.

To browse WebPath Express by learning standard, subject, and grade:

1. Log on to the Staff view.
2. Click the **Destiny** tab.
3. Click the **Standards** side-tab, then click **Browse**.
4. Click the **For** drop-down to select the learning standard that you want to search for.
5. Under **Browse Subject**, click the learning standard and subject that you want to review.
6. Under **Grade**, click the grade you are interested in.
7. At **Standard**:
   - Click the learning standard to review it.
   - Click Find It to browse the supporting websites for this learning standard.

Search WebPath Express by Learning Standard and Keyword

WebPath Express provides instant access to grade-appropriate, educator-approved websites. You can search WebPath Express by learning standard, keyword, subject, and grade to find websites and other supporting materials.

Note: WebPath Express is an additional subscription your district can purchase.

To search WebPath Express by learning standard and keyword:

1. Log on to the Staff view.
2. Click the **Destiny** tab.
3. Click the **Standards** side-tab, then click **Search**.
4. Click the **For** drop-down to select the learning standard that you want to search.
5. At **Find**, enter a topic or keyword to search for.
6. Click the **Subject** drop-down to search learning standards by subject.
7. Click the **Grade** drop-down to select the grade level that you want.
8. Click **Search**.
9. Click the learning standard to review it, or click Find It to browse the supporting websites for this learning standard.

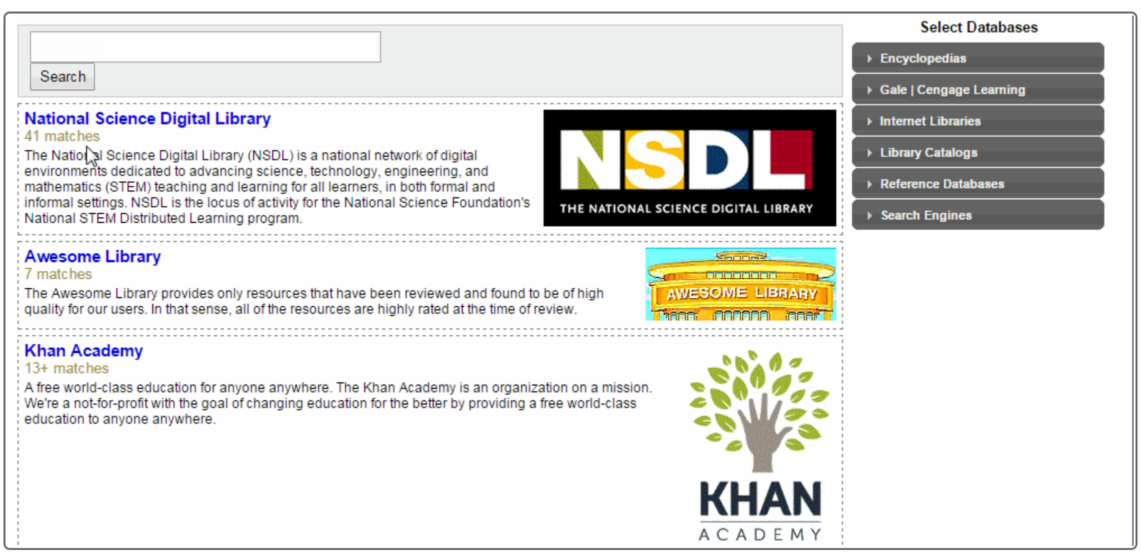
One Search

One Search helps staff and students view and utilize the full range of their online subscriptions.

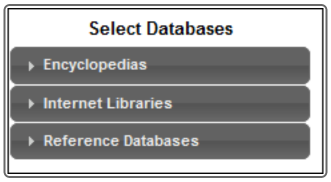
Accessed via the internet, One Search lets users see a complete list of district and web resources in a single search, instead of one-by-one.

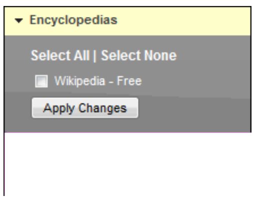
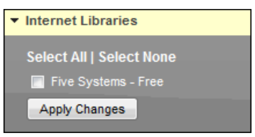
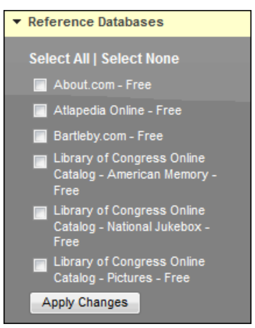
To use One Search:

1. Log on to the Staff view or Student portal.
2. Select **Destiny > One Search™**.
3. Type a search term or phrase in the **Search** field.
4. Click **Search** to view search results.



5. Under **Select Databases**, click on each database type to select or deselect results to display.



Option	Description
	Click **Select All** to show results from all encyclopedia subscriptions. Click **Select None** to omit encyclopedia subscriptions from the results. Select one or more encyclopedia subscriptions to include in the results. Click **Apply Changes** to save your selections.
	Click **Select All** to show results from all Internet libraries. Click **Select None** to omit results from Internet libraries. Select one or more Internet libraries to include in the results. Click **Apply Changes** to save your selections.
	Click **Select All** to show results from all reference databases. Click **Select None** to omit the results from reference databases. Select one or more reference databases to include in the results. Click **Apply Changes** to save your selections.

Digital Resources

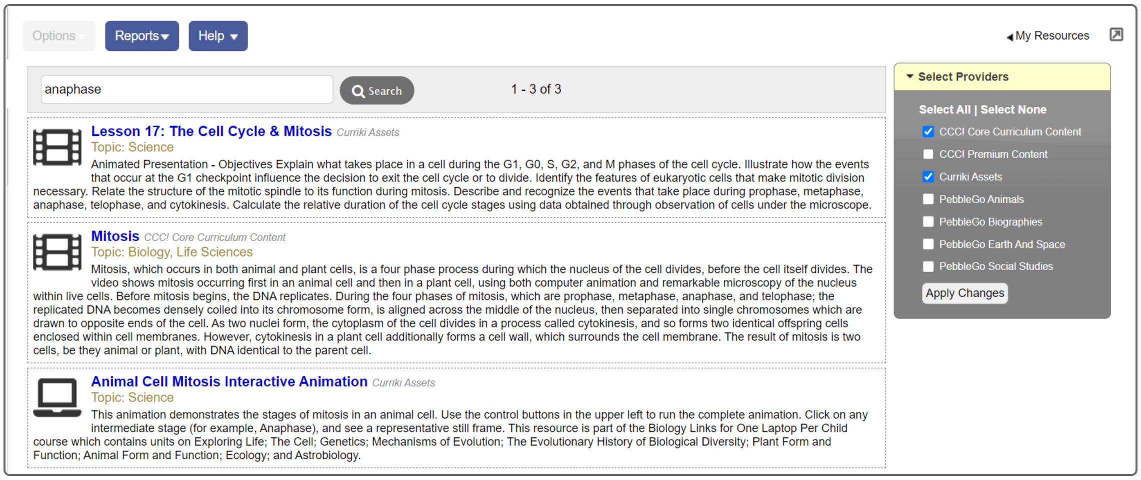
Use a single search to find resources from several databases available on a Follett server. These include free resources, and those owned by your district.

You can access all available databases without the need to create and remember multiple usernames and passwords.

To access Digital Resources:

1. Log on to the Staff view or Student portal.
2. Select **Destiny > Digital Resources**.
3. Type a search term or phrase in the **Search** field.

4. Click **Search** to view search results.



5. If there are too many results, you can narrow your search to show only certain types of resources. Under **Select Providers**, do any of the following:
   - Click **Select All** to show results from all providers.
   - Click **Select None** to omit all providers from the results.
   - Select one or more providers to include in the results, and then click **Apply Changes** to save your selections.

Destiny Search

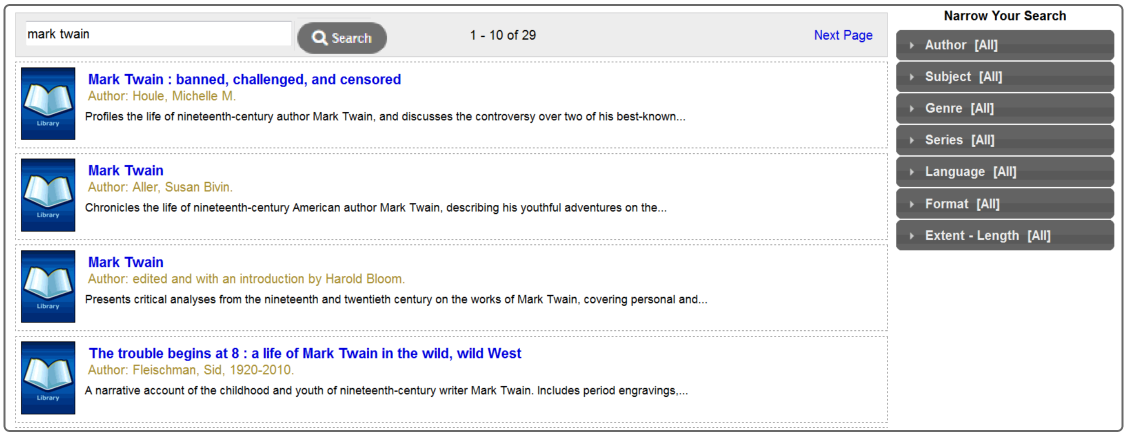
Use Destiny Search to find resources owned by your school district.

Note: To see Destiny Search, your district and school must use Destiny Library Manager.

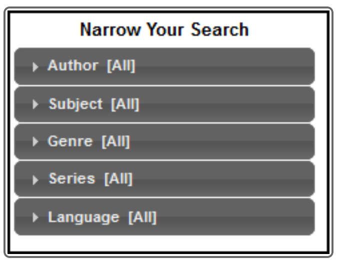
To use Destiny Search:

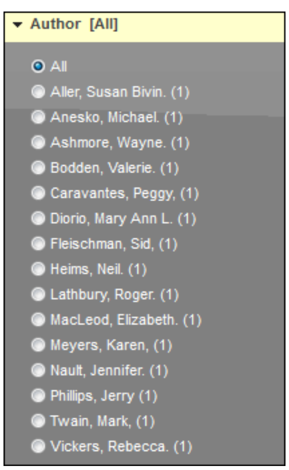
1. Log on to the Staff view or Student portal.
2. Select **Destiny > Destiny™**.
3. Type a search term or phrase in the **Search** field.

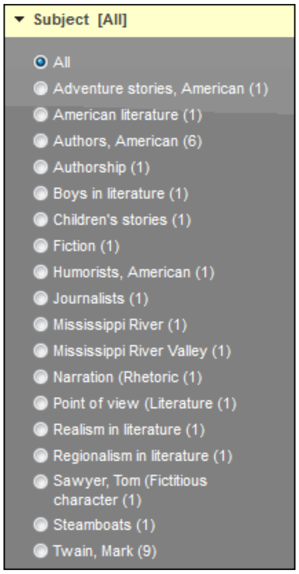
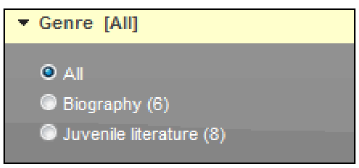
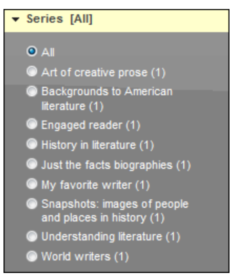
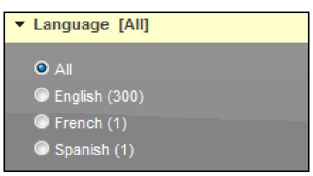
4. Click **Search** to view search results.



5. If there are too many results, you can show only certain types of resources. Under **Narrow Your Search** on the right side, click one or more categories.

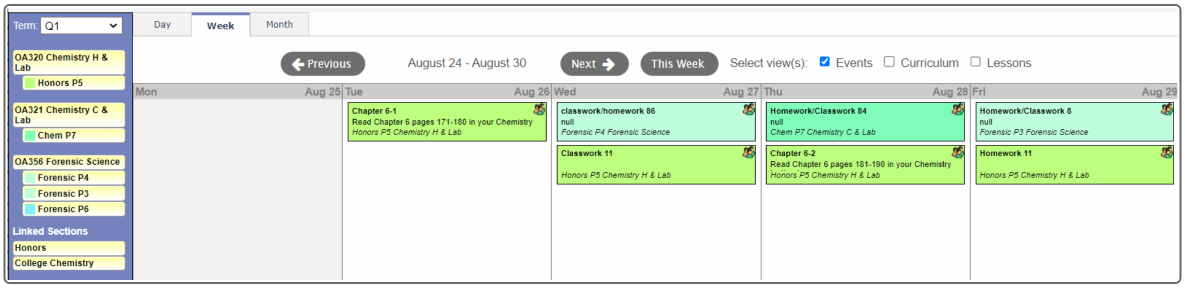


Option	Description
	Select an author to only show results from that author, or select **All** to show results from all authors.

Option	Description
	Select a subject to only show results on that subject, or select **All** to show results on all subjects.
	Select a genre to only show results from that genre, or select **All** to show results from all genres.
	Select a series to only show results from that series, or select **All** to show results from all series.
	Select a language to only show results in that language, or select **All** to show results in all languages.

Using the Planner

The **Planner** tab in the Staff view is an online teacher plan book. On this page, you can create, view, and edit assignments for your sections, as well as manage personal appointments.



If your district or department has created curriculum maps for your classes, you can also view the curriculum maps. You can also view a curriculum map that another teacher has opted to .

Your Planner contains three views:

- **Curriculum view**: See which map topics (units) and lesson plans to cover each day, according to the curriculum map defined for this course.
- **Events view**: Create and view your assignments and personal appointments.
- **Lessons view**: Create and view lesson plan notes and resources you create for lessons outside of a district curriculum map.

Before you use your Planner:

- Define your Planner settings, which include the colors you want to use to identify your classes.
- Determine the information that displays on the Planner, such as which classes and which .

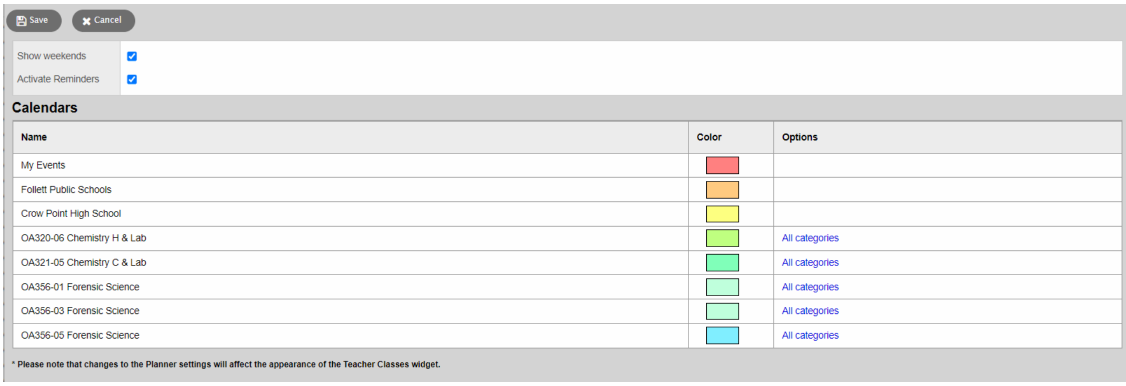
Define your Planner settings

Define your Planner settings to determine how your classes appear on your Planner.

> **Note:** Changes to the Planner settings will affect the appearance of the Planner widget.

To define your Planner settings:

1. Click the **Planner** tab.
2. On the **Options** menu, click **Planner Settings.** The Settings page appears:



3. Use the following table to define your Planner settings:

Field	Description
Show Weekends	Select this checkbox if you want to see Saturdays and Sundays on your planner.
Activate Reminders	Select this checkbox if you want to display a single line reminder for each date within the date range of an assignment (date assigned through date due). The reminder line is a lighter color on the days the assignment is not due, and darker for the date the assignment is due. For example, if the date due is three days after the date assigned, a reminder line appears on the calendar for all three days. **Note**: If you select this checkbox and you view information for all of your sections on your Planner, your Planner could contain many assignment reminder lines for each date. This function is primarily intended for students to remind them that they are supposed to be working on something.
Color	Determine the highlighter colors that represent your sections and appointments on your Planner. In the Color column, click the color box next to the item. The Color Chooser appears. Click a color, and click **OK**. Within each class section, you can click **All Categories** to open the Category pick list. Select only the assignment categories you want to appear in the color you selected for the class. **Note**: The colors for appointments is set by the My Events color.

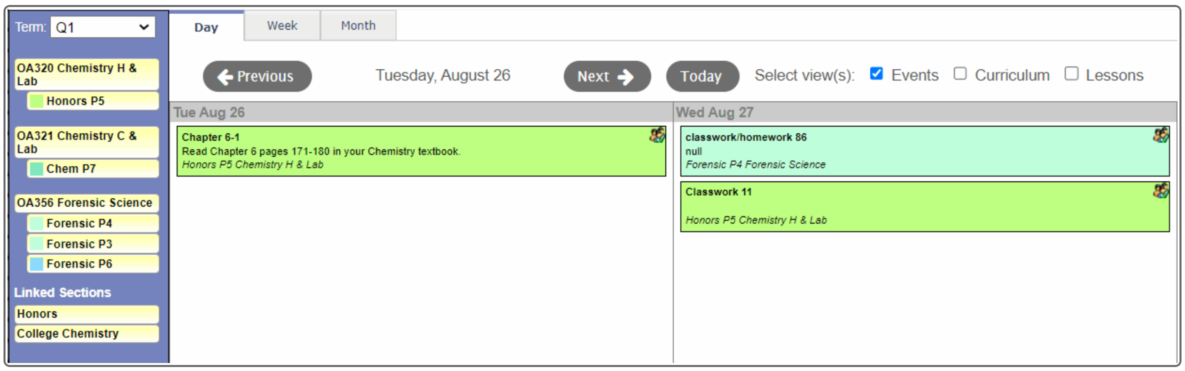
4. Click **Save.**

Determine the sections to display On your Planner

When you are using your Planner, you can view information for one section at a time, or select a group of sections.

> **Note**: The first time you access your Planner, Aspen selects all sections. Then, during your Aspen session, your Planner remembers the sections you were viewing the last time you used the **Planner** tab.

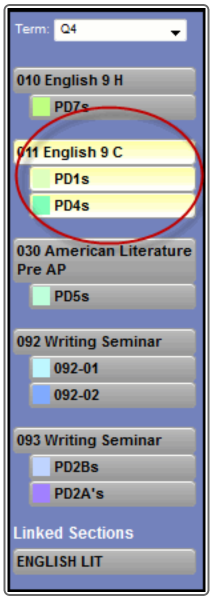
Use the column on the left-side of the page:



To determine the sections to display information for on your Planner:

1. Click the **Term** drop-down to select the schedule term of sections you want to choose from. This determines the classes that are available and the date that appears on the calendar.
2. Click the classes to determine which classes you want to view information for. Class nicknames appear if you entered them on the Class details page. Class sections you select appear highlighted in

yellow, while those unselected remain gray:



> **Note**: You determine the colors that represent each class in your Planner settings.

The system groups the sections of specific courses so you can see all sections of a course.

If you link sections of a course on the Class Details page, the linked section's name appears below ***Linked Sections***. Select the name of the linked sections to include those sections on your calendar.

View curriculum maps and lesson plans for your courses on your Planner

You can use your Planner to access the curriculum maps for your courses. It provides a daily, weekly, or monthly view of how you apply the map and any district lessons plans to implement your classroom strategies.

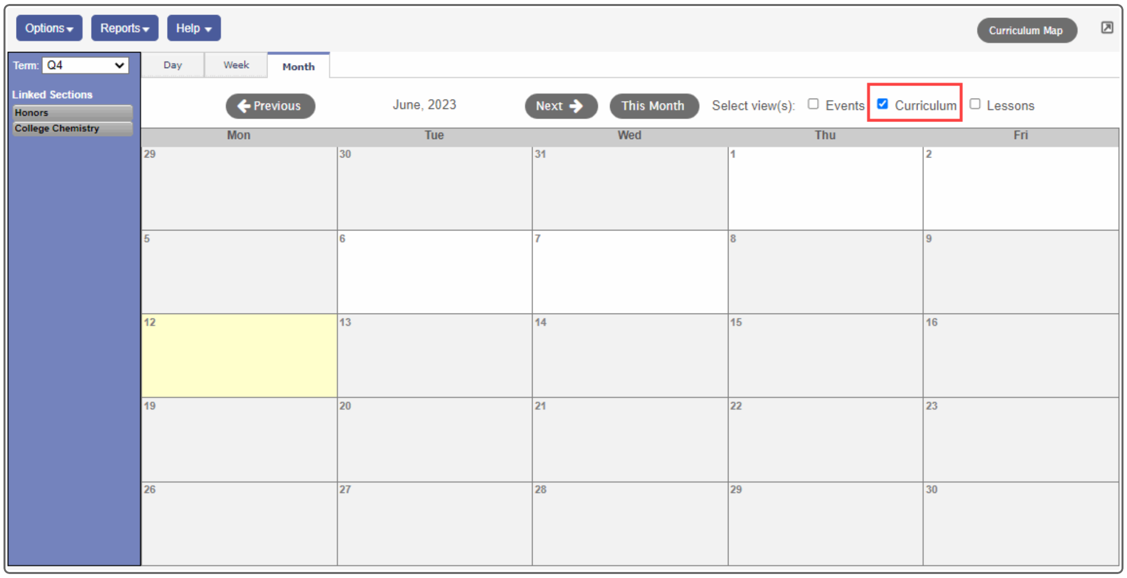
> **Note**: To add your own lesson plans to the map, click the **Curriculum Map** side-tab on the **Grade-book** tab.

You can also drag and drop topic and lesson plans to different dates. This lets you accurately reflect when you start and how long it takes to complete a topic or lesson plan.

You can also create and follow lesson plans separate from your district's curriculum map and lesson plans by using the Lessons view on your Planner.

To view curriculum maps and lesson plans on your Planner:

1. Log on to the Staff view.
2. Click the **Planner** tab. Your Planner appears.



3. In the upper-right corner of the screen, select the **Curriculum** checkbox. Colored bars appear on each day to represent map topics (units) to cover and lesson plans to use for each day for each of your classes.

> **Note**: You that represent each of your classes in your Planner Settings.

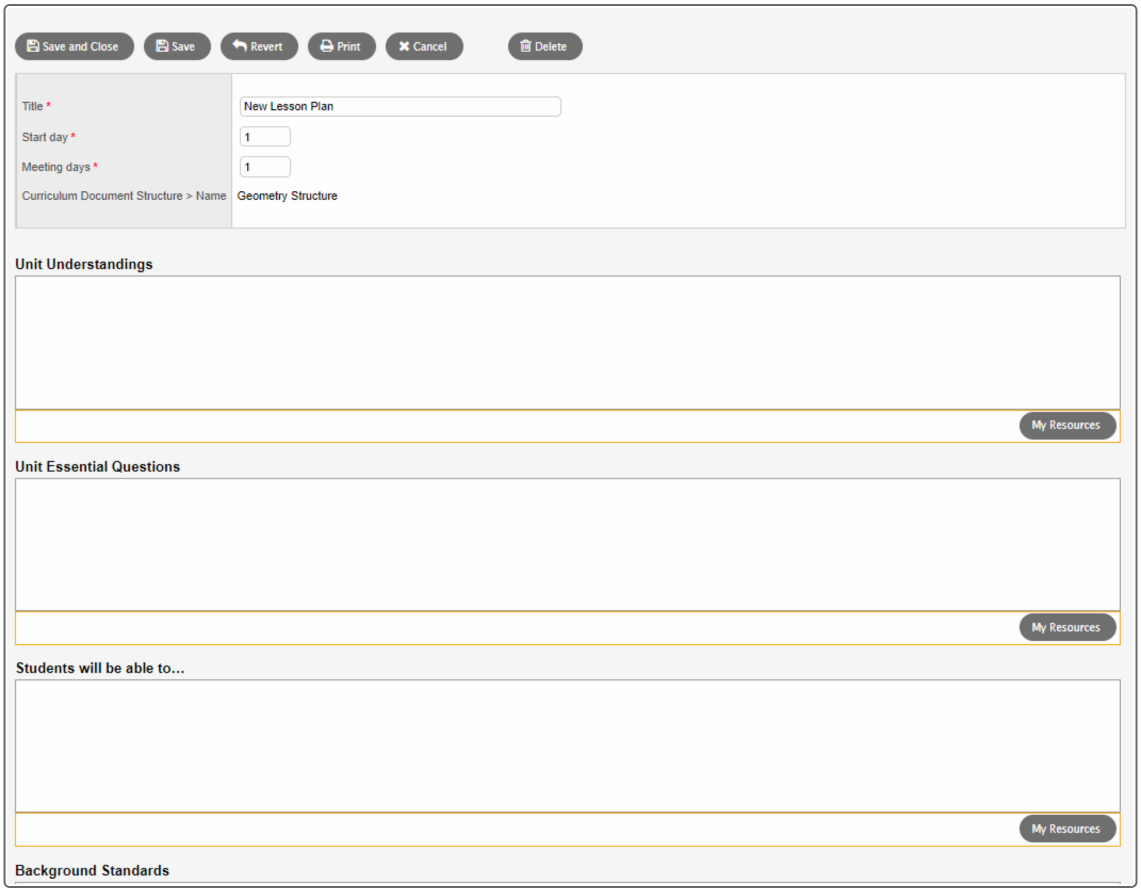
4. Click the **Day**, **Week**, or **Month** sub-tab to determine the amount of time displayed on your Planner.
5. In the column on the left-hand side of the page, select the term and sections, or linked sections, you want to view the curriculum map for.
6. Click a map topic name to view or print the information for that topic.

   The topic information appears. You can modify the **Start day** by dragging and dropping the bar that represents the map topic to a different day on your Planner.
7. Click **Print** to print the topic.

> **Note:** Only the topic information appears; you must print lesson plans created for that topic separately.

8. To view, edit, or print a lesson plan's details, click the lesson plan name.

   The lesson plan pop-up appears.



You can modify the **Start day** and **Meetings days** values here, or drag and drop the lesson plan bar on the Planner itself.

Edit or add to any of the elements of the lesson plan. You can also click **My Resources** to attach your own files to the plan or drag and drop to your My Resources.

If the lesson plan already includes resources, such as presentation files or handouts, click the file or link to open it.

> **Important**: If you make changes or additions to a lesson plan, at the end of a course, be sure to print the entire curriculum map with lesson plans. The next year you teach the course, your view of the map is refreshed to display the original district map for the course; your changes no longer appear. You can refer to your printed curriculum map from the last time you taught the course to help develop your daily instruction for the new class.

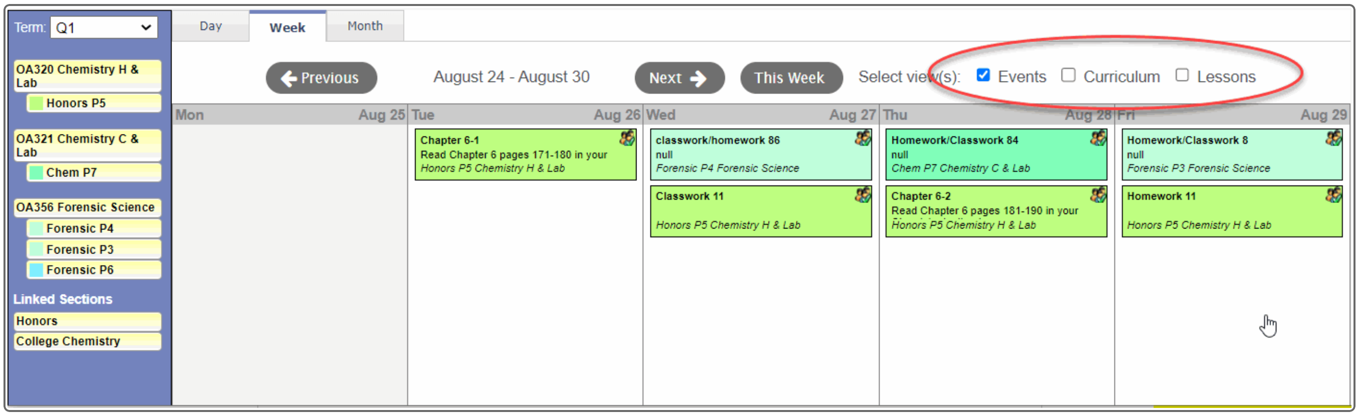
9. At the top of the pop-up, click **Print** to print the lesson plan.

> **Note**: If you make a mistake, click **Revert** to undo any changes.

10. Click **Save and Close** to save your changes or additions and return to your Planner.

Use the Events View on Your Planner for Assignments

Use the Events view on your Planner to plan and create assignments by day, week, or month:



You can create the following:

- assignments
- appointments

Open My Resources to drag and drop resources to assignments.

The following icons appear for assignments on the **Day** and **Week** tabs:

Icon	Description
	Indicates that this assignment has information you can download and review.
	Indicates that this assignment applies to other linked sections.
	Indicates that the assignment has an attachment.
	Indicates that the assignment is private; it does not appear in the Student and Family portals.
	Indicates that the assignment is public, and its grades and details appear in the portals.
	Indicates that the assignment details are public, but the grades do not appear in the portals.

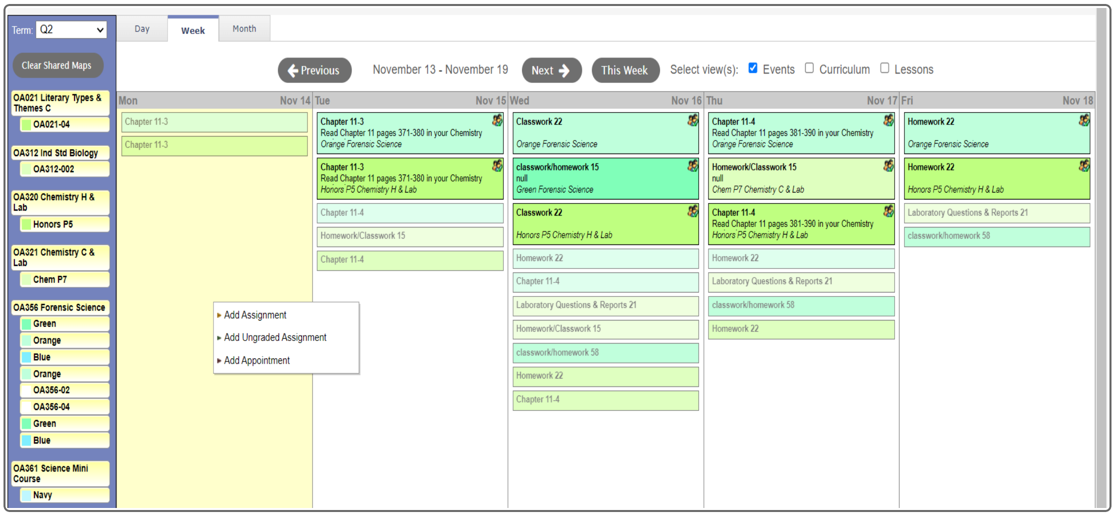
Create and add an assignment on your Planner

You can create and add assignments for your classes directly on your Planner. You can add the following:

- Assignments
- Ungraded Assignments
- Appointments

There are two ways to add graded and ungraded assignments:

1. Click on the date you want to assign the assignment or create the appointment for in your calendar. A menu appears:



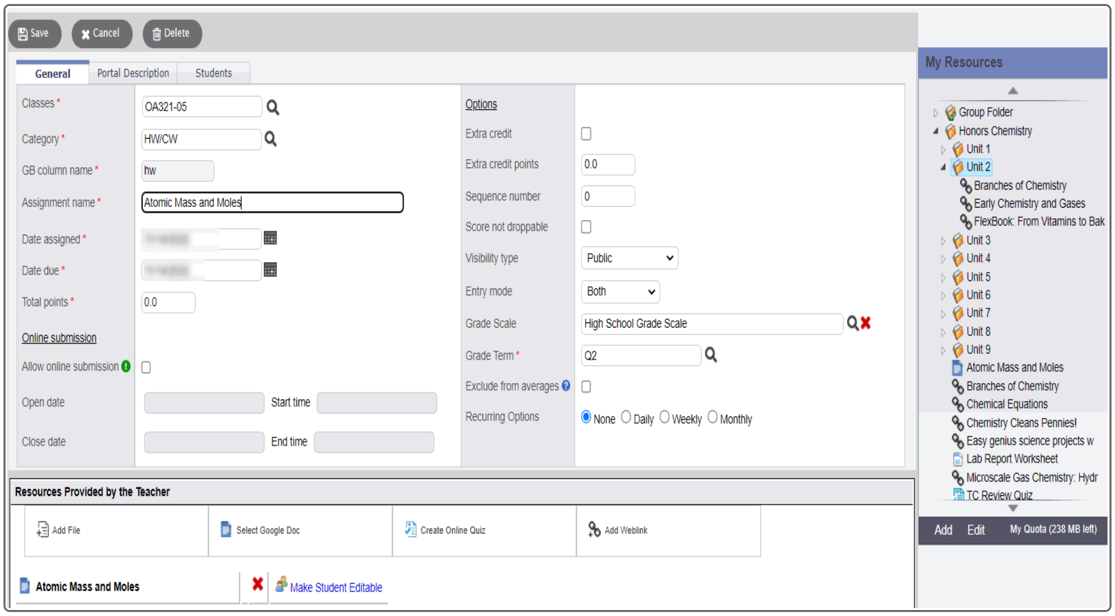
2. Select the type of assignment or appointment you want to create for that date. The corresponding page appears.

3. Open My Resources and find a resource to drag and drop to a date on your calendar. The New Assignment page appears.

4. [Enter the assignment information](#).

   You can attach files, links, [online quizzes](#), and [Google Docs™](#) to your assignments by dragging and dropping them from My Resources.

   If any of the files are Google Docs, you can make it possible for the student to edit the document. To do so, click **Make Student Editable** to the right of the document title.



Note: When you make a Google Doc student editable, it creates student-specific versions of that document.

To edit an assignment or appointment, click the assignment or appointment on the calendar.

To delete an assignment, click the assignment or appointment on the calendar. On the **Options** menu, click **Delete Calendar Item**.

If you create an assignment for a section that is linked to other sections, you can link the assignments.

Create appointments on your Planner

Appointments are personal reminders that only appear in your Planner. They can only be created on the **Planner** tab. Appointments appear as a single line.

Note: Go to Planner Settings to change the color that represents appointments on your Planner.

To create an appointment:

1. Click the **Planner** tab.
2. Click the date you want to make the appointment for. A menu appears.
3. Click **Add Appointment**.
4. Use the following table to enter information in the fields:

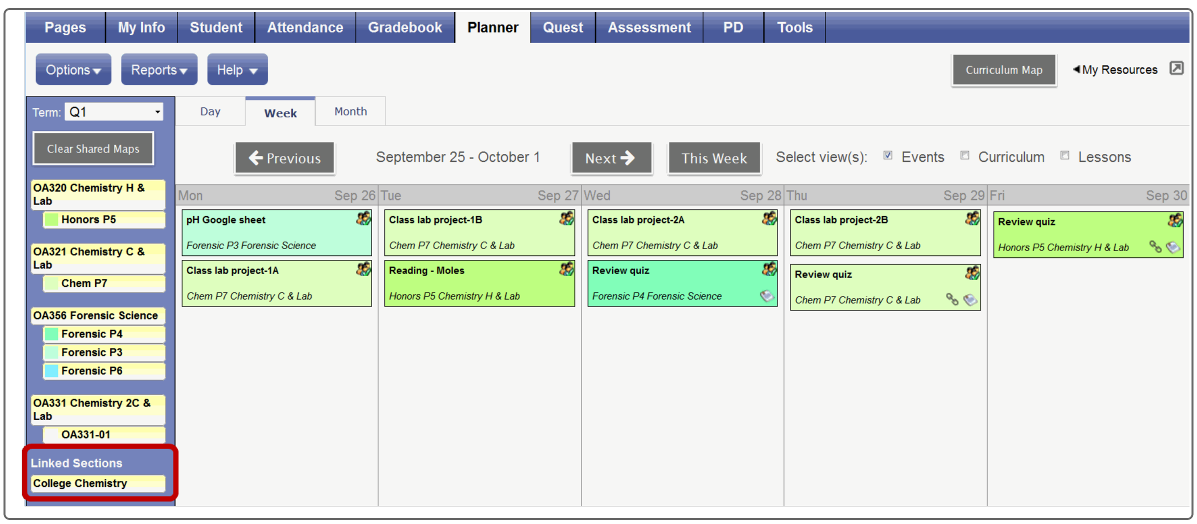
Field	Description
Name	Type the name of the appointment. This is the name that appears on your Planner.
Start Date	Type the date on which the appointment begins, or click to select the date.
Start Time	Type the start time of the appointment.
Description	Type a description of the appointment.

5. Click **Save**.

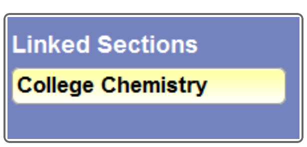
Work with linked sections

If you create an assignment for a section that is linked to other sections, you can link the assignments.

In your Planner, linked sections appear in the list of classes on the left side of the page:



Click the **Planner** tab. The label for the linked sections now appears:



Click the linked section's name to include all assignments for all the sections within the link.

Create lesson plans separate from a curriculum map (Quick Lesson Plans)

Use the Lessons view on your Planner in Aspen IMS as your online planbook. You can store all information you need to conduct a lesson for a class meeting here, including:

- Notes
- Resources (document files, weblinks, etc.)
- Standards

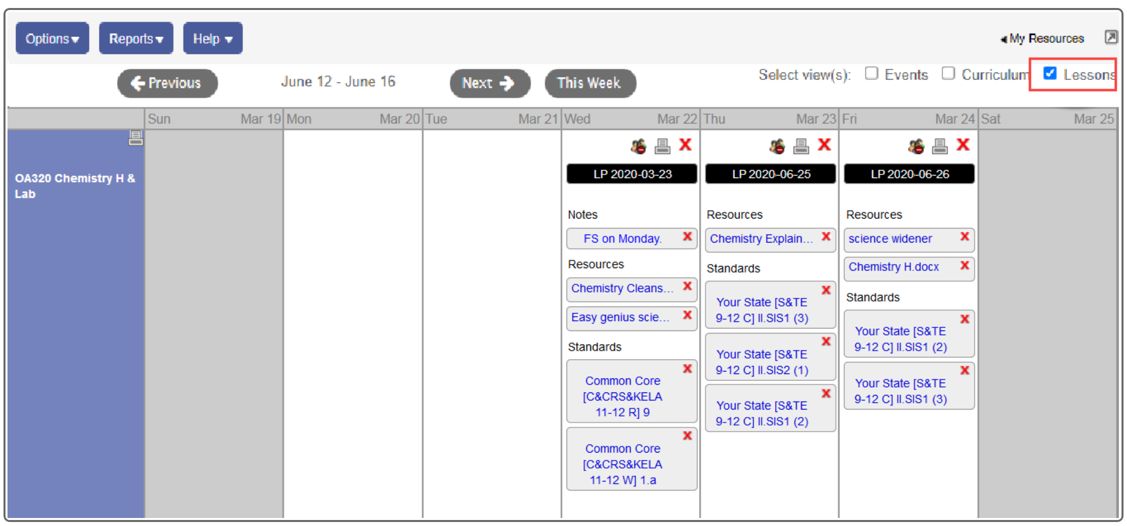
You might use the Lessons view for the following reasons:

- Your district did not include lesson plans with the district curriculum map it provided for this course.
- Your district did include lesson plans with the curriculum map for this course, but you like to use your own and store them here.

The Lessons view might be a great page to display on your classroom's projector or interactive whiteboard as the home base for each class meeting. Tap or click your **Notes** to introduce the day's activities, and then tap or click your **Resources** to guide students through a handout, or access and show a video that will kick off the day's discussion.

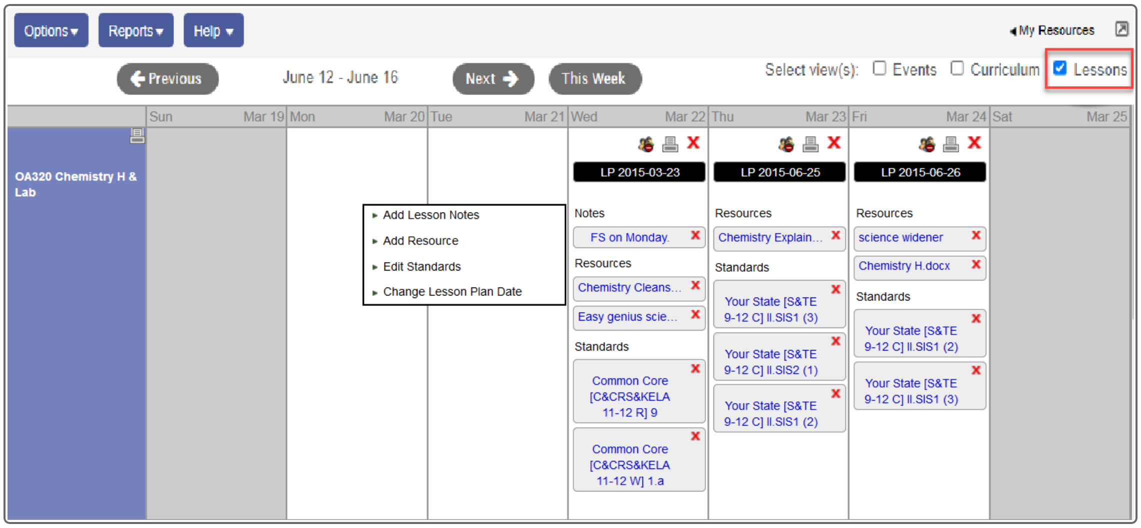
To use the Lessons view on the Planner tab:

1. Click the **Planner** tab, and then select the **Lessons** checkbox.



For the current week, the grid displays a box for each day.

2. Click inside a box to do any of the following for a class for a specific day.



- **Add Lesson Notes:** A text editor appears. You can include links and images. Click **Save** to save your notes.
- **Add Resources:** appears. Drag and drop files to or from your resources.
- **Add Standards:** The standards pick list appears. Search for and select the standards this lesson plan addresses.
- **Change Lesson Plan Date:** Type or click to select the new date, and then click **OK**. Aspen moves all notes, resources, and standards from the current date to the new date.

> **Note**: Click next to the course name to print lesson plan notes, including a list of attached resources and standards for the class for that week. Click in the date box to print the lesson plan notes for the class on that date.

Aspen automatically creates and saves a lesson plan to your Uploads folder, course sub-folder, and a sub sub-folder with your name in My Resources. Aspen names quick lesson plans "LP", followed by the date you created them for. You can rename and move quick lesson plans into different folders. You can also copy a quick lesson plan and make changes to use it for a different day. Or, make a quick lesson plan that contains slightly different content for a similar course.

If another teacher associated with the course shares his/her quick lesson plans, a folder appears in the My Resources' Uploads folder with that teacher's name. You can drag and drop their quick lesson plans to your Planner and edit them. Likewise, they can use your quick lesson plans if you choose to share them. See for more information.

> **Note**: When you drag and drop a quick lesson plan created by another teacher, it creates a copy in your Uploads folder and does not affect the other teacher's information.

3. Do any of the following:
   - To add a quick lesson plan you already created to a specific date, drag it from My Resources to the date on the Lessons view.
   - If a quick lesson plan spans multiple days, you can add it to more than one date. If you make any changes to the quick lesson plan and it is on your calendar more than one day, Aspen applies the changes to all instances of the plan.
   - To delete a file associated with a lesson plan, click **X** next to the resource. This does not delete the file from My Resources.

Running Reports

Use Quick Letters

Quick Letters generate form letters that are mail-merged with Aspen data. Use the Quick Letters feature to quickly create and customize attendance, conduct, or grade-related letters from any student list page for students meeting a given set of criteria.

You can then print these letters as one print job, and mail them to the students or their parents/guardians.

For instance, you might use Quick Letters to create a custom form letter regarding students who have five or more absences so far this semester. The letter would notify parents that their students are in danger of losing course credit. You could also use this feature to create a more general letter for all students informing them of the school attendance policy.

To create a Quick Letter, click the **Quick Letter** icon on any student list page and complete the Quick Letter wizard. For instructions on completing the Quick Letter wizard, see the "Create a Quick Letter" Help topic.

Create a Quick Letter

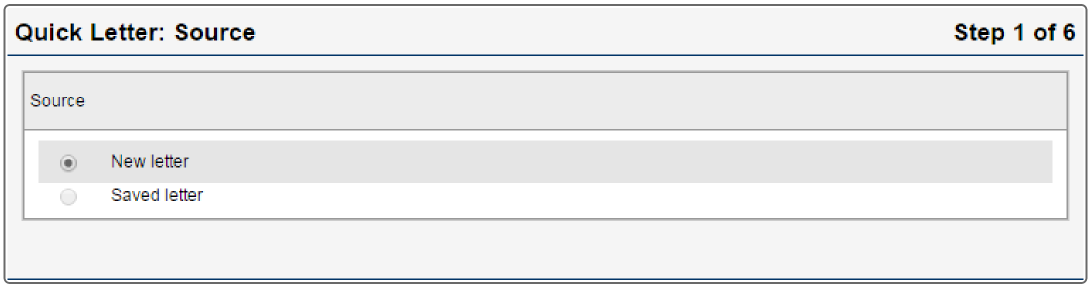
On any student list page, click the **Quick Letter** icon to access the following options:

- **Create Quick Letter**: Brings up the Quick Letter wizard, which lets you customize your Quick Letter in detail and access saved letters.
- **Attendance**: Brings up a streamlined version of the Quick Letter wizard that begins on the input page for an attendance-related letter.
- **Conduct**: Brings up a streamlined version of the Quick Letter wizard that begins on the input page for a conduct-related letter.
- **Grades**: Brings up a streamlined version of the Quick Letter wizard that begins on the input page for a grades-related letter.

Note: You can access the student list page by clicking the Student tab while logged on to the District, Intermediate Organization, or School view.

To create a Quick Letter:

On any student list page, click and select **Create Quick Letter**. The six-step Quick Letter wizard appears.

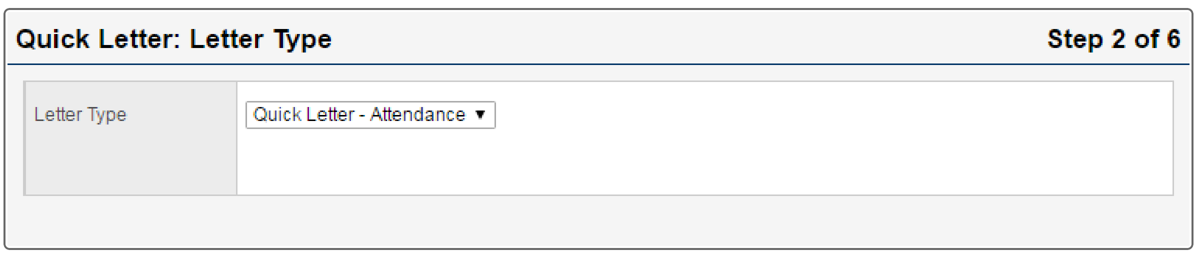


Step 1: Source

Do one of the following:

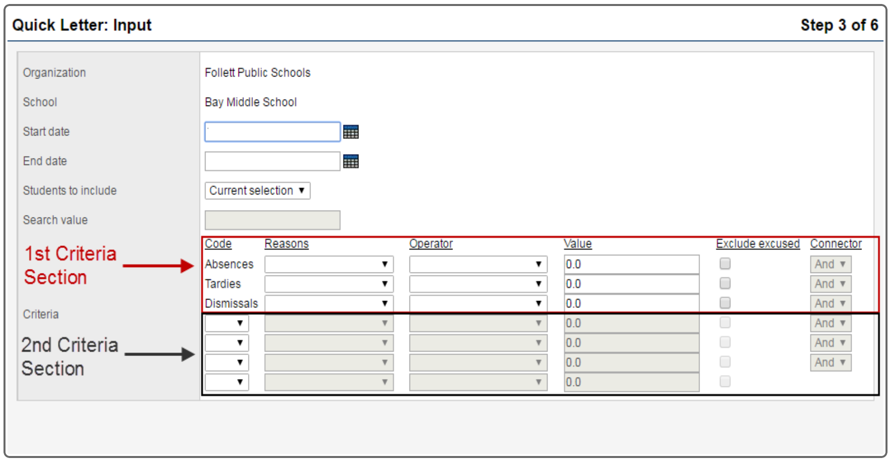
- **New letter**: Select this option to create a Quick Letter from scratch. Then click **Next**.
- **Saved letter**: Select this option to either resend a saved Quick Letter or use it as the basis for a new letter. A table of saved Quick Letters appears. Select the letter you want to re-create or use as a basis for a new letter. Then either click **Next** to skip to Step 3 and customize your letter, or click **Finish** to re-create the letter without any changes.

Step 2: Letter Type



1. Click the **Letter Type** drop-down to select the type of Quick Letter you want to create:
   - **Quick Letter – Attendance**: Creates a letter for students who meet certain attendance criteria, such as having four or more absences in the past month.
   - **Quick Letter – Conduct**: Creates a letter for students who meet certain conduct criteria, such as having more than one suspension in the semester so far.
   - **Quick Letter – Grades**: Creates a letter for students who meet certain grades criteria, such as having a GPA less than or equal to 2.0.
2. Click **Next**.

Step 3: Input



1. Use the table to enter information in the fields:

   Note: Some fields appear only for attendance, conduct, or grades-related Quick Letters.

Field	Description
Start date (Attendance and Conduct letters only)	Type the start date of the date range you want to search for attendance records or conduct incidents within, or click and select it from the pop-up.
End date (Attendance and Conduct letters only)	Type the end date of the date range you want to search for attendance records or conduct incidents within, or click and select it from the pop-up.
Transcript Definition (Grades letters only)	Click . The Transcript Definition Pick List appears. Select the transcript definition used by the school that the students you want to create a Quick Letter for attend. The fields of this transcript definition become the criteria that you can choose from when determining which students to create the letter for. Click **OK**.

<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Students to include</td><td>To further limit the set of students who meet your Quick Letter’s criteria, select one of the following options:
Current selection: Only includes students within the current filter on the student list page.
YOG: Only includes students who have a specific year of graduation. You can specify the YOG at the “Search value” field.
Snapshot: Only includes students who are part of a specific saved snapshot. You can specify the snapshot at the “Search value” field.</td></tr>
<tr><td>Search value</td><td>If you selected YOG or Snapshot at the “Students to include” field, type the specific YOG or snapshot name you want to restrict your search to.</td></tr>
<tr><td colspan="2"><u>Criteria</u>
The 1st criteria section includes a selection of preset, common attendance codes (for attendance-related letters) or conduct record types (for conduct-related letters) that you can use as criteria for your letter.
The 2nd criteria section lets you select other attendance codes or additional instances of conduct record types as criteria from drop-downs.
Note: Grades-related letters do not have a 1st criteria section, since the transcript definition fields you use as criteria vary depending on the transcript definition you select.</td></tr>
<tr><td>Code
(Attendance letters only)</td><td>To include other attendance codes in your criteria than those listed by default in the 1st criteria section — Absences, Tardies, and Dismissals — select those codes from the drop-downs in the 2nd criteria section.</td></tr>
<tr><td>Type
(Conduct letters only)</td><td>To include more instances of the conduct record types listed by default in the 1st criteria section — Incidents and Actions — in your letter’s criteria, select those types from the drop-downs in the 2nd criteria section.
For example, you might want to create a Quick Letter for students who have either more than one suspension or more than four detentions in a date range. In this case, you would need to have two Incidents rows, one for suspensions and one for detentions.</td></tr>
<tr><td>Fields
(Grades letters only)</td><td>Click the drop-downs to select the transcript definition fields you want to use as criteria.</td></tr>
</table>

<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Reasons
(Attendance letters only)</td><td>To restrict your criteria to include only students who have an attendance code paired with a specific reason, select the reason from the drop-down.
For example, to create a Quick Letter for students who had absences due to illness, in the Absences row, select Sick (or another value) from the Reasons drop-down.</td></tr>
<tr><td>Code</td><td>To restrict your criteria to include only students with a specific type of conduct incident or action, select the appropriate code from the drop-down.</td></tr>
<tr><td>Operator</td><td>To restrict your criteria to include only students with a certain number or range of attendance codes, conduct records, or grades-related criteria, select the appropriate numerical operator from the drop-down.
For example, to create a Quick Letter for students who had one or more suspensions in a date range, you would select Greater than or equal to as an operator and type 1 in the Value field.
Note: If you leave the Operator and Value fields blank, the letter's criteria will include all students who have any value in their student record for the attendance code, conduct record type, or transcript definition field defined in that row.
For example, say you want to create a generic letter to all students detailing the school's attendance policy. You could create an attendance-related Quick Letter, and leave the Operator and Value fields blank in the Absences, Tardies, and Dismissals rows. This would include students who have any value, including none, for those fields in their attendance records.</td></tr>
<tr><td>Value</td><td>If you selected an operator to restrict your criteria to include only students with a certain number or range of attendance codes, conduct records, or grades-related criteria, type the value modified by that operator.</td></tr>
<tr><td>Exclude excused
(Attendance letters only)</td><td>Select this checkbox to exclude from your criteria any instances of that row's attendance code that were excused by a teacher or staff member.</td></tr>
</table>

Field	Description
Connector	To include multiple criteria, select one of the following connector options from the drop-down: • **And**: Searches for students who satisfy both the criterion defined in that row and the criterion defined in the next row. • **Or**: Searches for students who satisfy either the criterion defined in that row or the next row.

2. Do one of the following:
   - Click **Next** to customize the header for your Quick Letter.
   - Click **Finish** to create the letter using the default or saved header, body text, and options settings.

Step 4: Create Header

Customize the header that appears on your letter using a modified version of Aspen's rich text editor. For instructions on using the additional tools included in the modified editor, .

When creating a letter, certain information appears in the header by default. Your district name is displayed in the header's top-left corner, the school name in the top-right (if you are creating a Quick Letter at the school level), the date in the bottom-right, and the letter type in the center. To customize the default header, do the following:

1. Make your modifications using the rich text editor.

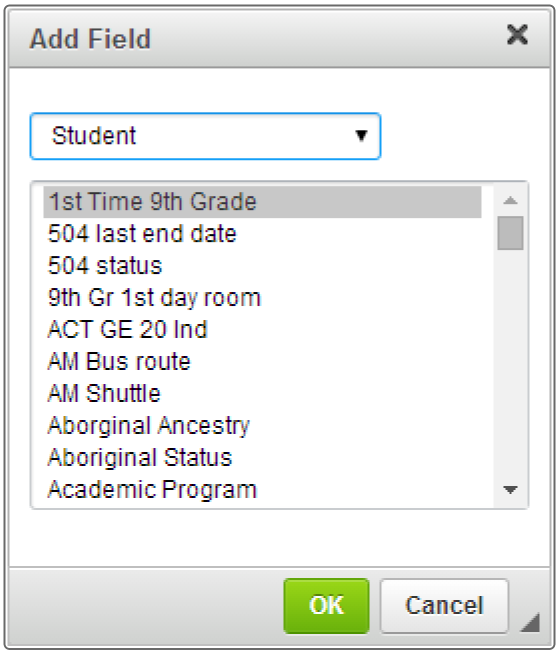
   > **Note**: For more information on using Aspen's rich text editor, see the "Using the Rich Text Editor" Help topic.

2. Do one of the following:
   - Click **Next** to customize your Quick Letter's body text.
   - Click **Finish** to create the letter using the default or saved body text and options settings.

Step 5: Create Letter

1. Type the body text for your Quick Letter using a modified version of Aspen's rich text editor.

   In addition to the standard text and media editing tools, the modified rich text editor provides three additional tools designed for Quick Letters. Use the following table as a reference for using these tools:

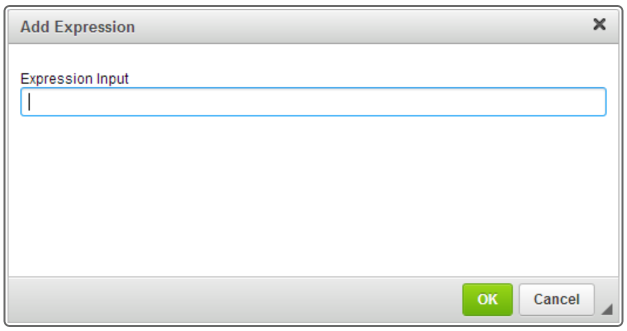
Text Editor Tool	Function
	**Field**: Use this tool to insert a field, such as “Student name,” into the text box. When you complete the Quick Letter wizard, this field is populated with the appropriate information for each student. To insert a field in your Quick Letter, click the icon. The Add Field pop-up appears.  Click the drop-down to select the appropriate table for your field. For instance, if you want to add a field for the student’s State/Province, you would select the Physical Address table. The pick list refreshes to display all fields in that table. Select the appropriate field, and click **OK**. **Note**: Table and field names are determined by your Aspen system administrator, and might differ from those shown.

<table>
<tr><th>Text Editor Tool</th><th>Function</th></tr>
<tr><td></td><td>

Expression: Use this tool to insert an expression into the text box. Expressions are variables that call and display information from the student record of each student included in the letter's criteria. They can also be modified by filters that alter their output.

For example, you could use this tool to insert an expression in your letter's body text that displays a pronoun ("He" or "She") based on the gender code in the student record.

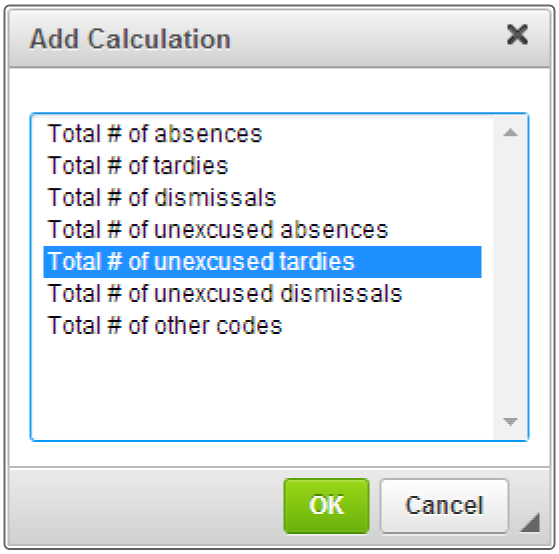
To insert an expression in your Quick Letter, click the icon. The Add Expression pop-up appears.



Type the expression in the **Expression Input** field, and click **OK**.

Note: The expressions that you can insert using the Expression tool are the same as the variables used in gradebook comments. For more information on these expressions and examples of complete expressions, see the "Create Comments in a Comment Bank" Help topic.

</td></tr>
</table>

Text Editor Tool	Function
	**Calculation**: Use this tool to insert a predetermined calculation, such as the student's total number of suspensions, into the text box. When you complete the Quick Letter wizard, Aspen evaluates this calculation for each student included in the letter's criteria. To insert a calculation into your Quick Letter, click the icon. The Add Calculation pop-up appears.  Select the appropriate calculation from the pick list, and click **OK**. **Note**: The calculations available to you in the Add Calculation pop-up depend on the type of Quick Letter you are creating.

2. When you are finished customizing your Quick Letter's body text, do one of the following:
   - Click **Next** to adjust the letter's options.
   - Click **Finish** to create the letter using the default or saved options settings.

Step 6: Options

1. In the Options section, select one of the following:
   - **Don't save**: Aspen does not save the letter. This is the default setting.
   - **Save**: Aspen saves the letter using previously-provided name and owner information. This option is only available when customizing a previously-saved Quick Letter.
   - **Save as**: Aspen saves the letter using the name and owner information you provide in Step 2.

2. If you selected “Save as”, use the following table to fill in the letter’s name and owner information:

Field	Description
Name	Type a file name for the letter.
Owner	
Type	Click this drop-down to select one of the following, depending on your user privileges: • **User**: Gives a user or yourself access to the letter. • **School**: Gives users at a school access to the letter. • **Intermediate Organization**: Gives all users in an intermediate organization access to the letter. • **District**: Gives all users in the district access to the letter.
Name	Click . A pop-up lists the organizations or users you selected in the Type field that you have access to. Select a specific owner for the letter, and click **OK**.

3. Click **Finish**. The letter appears.

Assignment History Report

Run the Assignment History report to view one or all of a student's assignments and scores. This report can be helpful during parent-teacher conferences.

Follett Public Schools | **Crow Point High School**

Assignment History

Page 1

Student: Coffey, Blake
Class: OA356-03 Forensic Science
Teacher: Bailey, E.

Name	Term	Category	Date	Date Due	Max Points	Score
Homework/Classwork 33	Q3	HW/CW	[illegible]	[illegible]	50.00	50
Homework/Classwork 26	Q3	HW/CW	[illegible]	[illegible]	50.00	50
Homework/Classwork 2	Q3	HW/CW	[illegible]	[illegible]	200.00	200
Homework/Classwork 50	Q3	HW/CW	[illegible]	[illegible]	100.00	94
Homework/Classwork 43	Q3	HW/CW	[illegible]	[illegible]	80.00	79
Homework/Classwork 6	Q3	HW/CW	[illegible]	[illegible]	50.00	50
Homework/Classwork 13	Q3	HW/CW	[illegible]	[illegible]	25.00	25
Test 10A	Q3	HW/CW	[illegible]	[illegible]	2.00	--
Homework/Classwork 19	Q3	HW/CW	[illegible]	[illegible]	20.00	20
Homework/Classwork 37	Q3	HW/CW	[illegible]	[illegible]	30.00	30
Homework/Classwork 54	Q3	HW/CW	[illegible]	[illegible]	100.00	64
Homework/Classwork 30	Q3	HW/CW	[illegible]	[illegible]	100.00	100
Homework/Classwork 23	Q3	HW/CW	[illegible]	[illegible]	50.00	50
Homework/Classwork 47	Q3	HW/CW	[illegible]	[illegible]	45.00	35

Q3 average: 94.1 A
Q3 assignments: 14

To run the Assignment History report:

1. Log on to the Staff view.
2. Click the **Gradebook** tab, and the **Scores** side-tab.
3. On the **Reports** menu, click **Assignment History.** The Assignment History pop-up appears.
4. Enter the report parameters. The report displays in the format you specify.

Class Attendance History Report

Run the Class Attendance History report to view class attendance records by class, for the date range you specify. You can also view an attendance summary for each class.

Aspen Public Schools **Crow Point High School**

Class Attendance History

Page 1

Date Range: [illegible]
Class: 111C-0002 Col English I
Schedule: 3(A,C,E) 4(B,D,F)

Date	Student	Period	Code	Exc	Reason
[illegible]	Bernard, Christina	4	A	N	
[illegible]	Durkin, James Terry	4	A	N	
[illegible]	Durkin, James Terry	3	A	N	
[illegible]	Gavin, Sean Lydon	4	A	N	
[illegible]	Gavin, Sean Lydon	3	A	N	
[illegible]	Kelley, Jonathan	4	A	N	
[illegible]	Mahar, Judith Joseph	4	A	N	
[illegible]	Strickland, Ingrid Karen	4	A	N	
[illegible]	Tanger, Margaret Roth	3	D	N	
[illegible]	Walsh, Kathleen Jane	4	A	N	
[illegible]	Zinke, Kevin	3	A	N	
[illegible]	Zinke, Kevin	4	A	N	
[illegible]	Zinke, Kevin	3	A	N	

Class Summary

	Absent	Tardy	Dismissed
Excused	0	0	0
Unexcused	12	0	1
Total	12	0	1

To run the Class Attendance History report:

1. Log on to the Staff view.
2. Do one of the following:
   - Click the **Gradebook** tab, and then the **Scores** side-tab.
   - Click the **Attendance** tab, and then the **Class** side-tab.
3. On the **Reports** menu, click **Class Attendance History.** The Class Attendance History pop-up appears.
4. Enter the report parameters. The report displays in the format you specify.

Assignment Summary Report

Run the Assignment Summary report to view each student's score and rank for a selected assignment, as well as class-wide statistics.

Aspen Public Schools **Crow Point High School**

Assignment Summary

Page 1

Class: 111C-0002 Col English I
Teacher: Cerone, B.
Assignment: Chapter 1 Book Test

Student	Score	Rank
Bernard, Christina	83	6
Burge, Ryan	77	10
Cameron, Stephanie	92	1
Casey, Gregory Higgins	85	5
Dann, Cassidy	79	9
Durkin, James Terry	86	4
Gavin, Sean Lydon	88	3
Joyce, Joseph Joseph	88	3
Keddy, Cara Bridget	83	6
Kelley, Jonathan	80	8
Lee, Kelly	88	3
Mahar, Judith Joseph	70	11
Marszalek, Michelle	82	7
Moore, Kaleigh Jane	83	6
Rasmesen, Jonathan	88	3
Russell, Rachel Ann	64	12
Scribi, Sean Alexander	88	3
Strickland, Ingrid Karen	90	2
Tanger, Margaret Roth	88	3
Walsh, Kathleen Jane	92	1
Zinke, Kevin	62	13

Statistics

Class Average:	82.67
High:	92.0
Low:	62.0
Median:	85.0

Note: You can select to run the report with Local Id instead of student names.

To run the Assignment Summary report:

1. Log on to the Staff view.
2. Click the **Gradebook** tab, and the **Scores** side-tab.
3. On the **Reports** menu, click **Assignment Summary.** The Assignment Summary pop-up appears.
4. Enter the report parameters. The report displays in the format you specify.

Class Attendance Summary Report

Run the Class Attendance Summary report to view class attendance counts for each student for a date range. You can also view the number of days students were enrolled in the class, and the number of days they were present.

Follett Public Schools **Crow Point High School**

Class Attendance Summary

Page 1

Class: OA321-05 Chemistry C & Lab
Schedule: 6(B,D,F) 7(A-F)
Teacher: Bailey, Elizabeth
Date Range: [illegible] - [illegible]
Attendance Tracked by Period

Student	Absent	Tardy	Dism.	Enrolled	Present	% Pres.
Alexander, Ryan	2			31	29	93.55
Braga, William S.				31	31	100
Brandolini, Joseph	3			31	28	90.32
Carroll, Daniel	1			31	30	96.77
Cottam, Samantha				31	31	100
Feeney, Elsie				31	31	100
Kent, Mcgovern				31	31	100
Labrosse, Casey	1			31	30	96.77
Mann, Heather G.				31	31	100
Mcentee, Rohn	1			31	30	96.77
Mcleod, John				31	31	100
Ploof, Loree	6			31	25	80.65
Rando, Steve				0	0	0
Ren, Cassandra	2			31	29	93.55
Rice, Connor	3			31	28	90.32
Sedman, Davis				31	31	100
Swanson, Steven			1	31	31	100
Tarpey, Regan	2			31	29	93.55
Thompson, Ann				31	31	100
Class Totals	**21**		**1**	**558**	**537**	**96.24**

To run the Class Attendance Summary report:

1. Log on to the Staff view.
2. Click the **Gradebook** tab, and the **Scores** side-tab.
3. On the **Reports** menu, click **Class Attendance Summary**. The Class Attendance Summary pop-up appears.
4. Enter the report parameters. The report displays in the format you specify.

Class Statistics Report

Run the Class Statistics report to view statistics for assignments, averages, and post columns for a class.

Follett Public Schools | Crow Point High School

Class Statistics

Page 1

Class: OA321-05 Chemistry C & Lab
Schedule: 6(B,D,F) 7(A-F)
Teacher: Bailey, Elizabeth

Term: Q1 **Category:** HW/CW

Gradebook Column	Date Due	Average	High	Low	Median	Std.	Missing	Invalid
Homework/Classwork 11	[illegible]	4.4 B+	5.0 A+	0.0 F	5.0 A+	1.7	2	0
Homework/Classwork 20	[illegible]	9.9 A+	10.0 A+	9.0 A-	10.0 A+	0.2	0	0
Homework/Classwork 92	[illegible]	4.1 B-	5.0 A+	0.0 F	5.0 A+	2.0	3	0
Homework/Classwork 67	[illegible]	2.9 F	5.0 A+	0.0 F	5.0 A+	2.5	7	0
Homework/Classwork 47	[illegible]	4.2 B	5.0 A+	0.0 F	5.0 A+	1.3	1	0
Homework/Classwork 66	[illegible]	4.9 A+	5.0 A+	4.0 B-	5.0 A+	0.2	0	0
Homework/Classwork 91	[illegible]	4.5 A-	5.0 A+	4.0 B-	4.5 A-	0.7	15	0
Homework/Classwork 14	[illegible]	2.6 F	5.0 A+	0.0 F	2.0 F	2.0	4	0
Homework/Classwork 59	[illegible]	4.6 A-	5.0 A+	4.0 B-	5.0 A+	0.5	0	0
Homework/Classwork 10	[illegible]	4.9 A+	5.0 A+	4.0 B-	5.0 A+	0.3	0	0
Homework/Classwork 84	[illegible]	4.1 B-	5.0 A+	0.0 F	4.0 B-	1.3	1	0
Homework/Classwork 75	[illegible]	4.9 A+	5.0 A+	4.0 B-	5.0 A+	0.3	0	0
Homework/Classwork 25	[illegible]	4.3 B	5.0 A+	0.0 F	5.0 A+	1.7	2	0
Homework/Classwork 60	[illegible]	9.4 A	10.0 A+	0.0 F	10.0 A+	2.4	1	0
Class lab project-1A	[illegible]					null	17	0
Average: HW/CW Q1	--	87.8 B+	104.0 A+	72.0 C-	90.7 A-	11.1	--	--

Term: Q1 **Category:** Lab

Gradebook Column	Date Due	Average	High	Low	Median	Std.	Missing	Invalid
Laboratory Questions & Reports 5	[illegible]	27.9 C-	40.0 A+	0.0 F	31.0 C+	12.6	2	0
Laboratory Questions & Reports 31	[illegible]	12.0 D-	20.0 A+	2.0 F	11.0 F	4.9	0	0

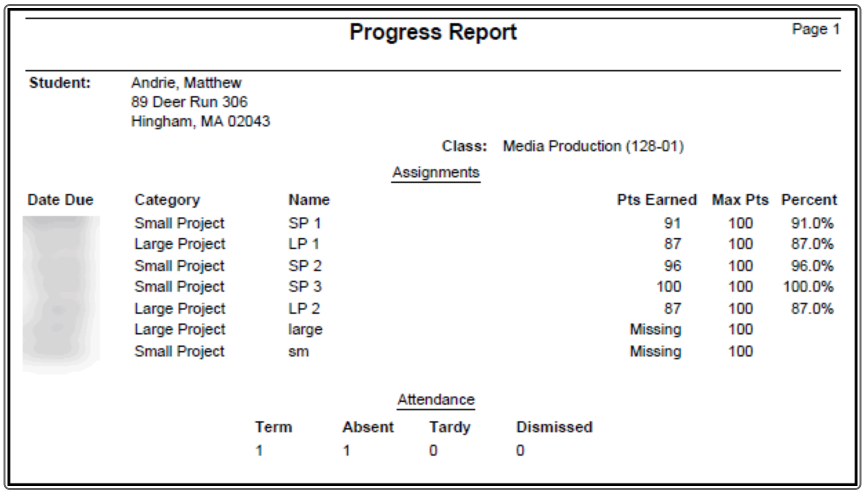
To run the Class Statistics report:

1. Log on to the Staff view.
2. Click the **Gradebook** tab, and the **Scores** side-tab.
3. On the **Reports** menu, click **Class Statistics.** The Class Statistics pop-up appears.
4. .Enter the report parameters. The report displays in the format you specify.

Progress Reports

Run Progress Reports to create a report for each student that contains assignments, averages, class attendance data, and a message from the teacher.

You can also email a Progress Report for a single student to family contacts.



Progress Report Page 1

Student: Andrie, Matthew
89 Deer Run 306
Hingham, MA 02043

Class: Media Production (128-01)

Assignments

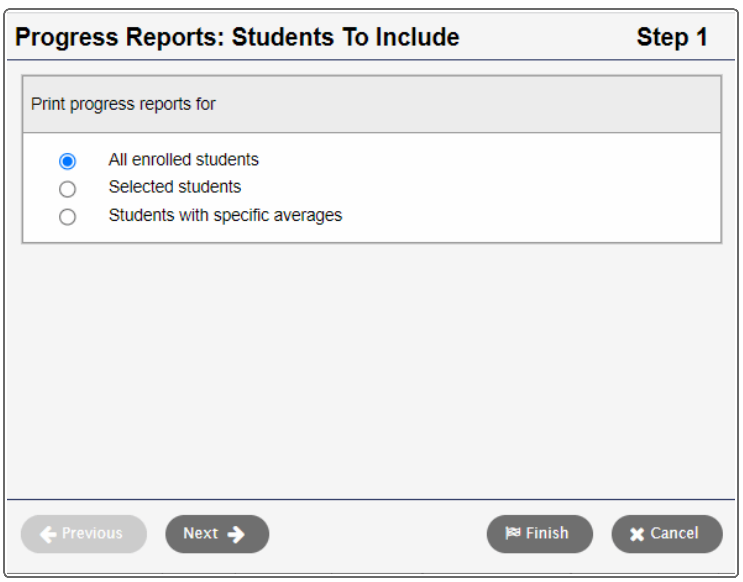
Date Due	Category	Name	Pts Earned	Max Pts	Percent
	Small Project	SP 1	91	100	91.0%
	Large Project	LP 1	87	100	87.0%
	Small Project	SP 2	96	100	96.0%
	Small Project	SP 3	100	100	100.0%
	Large Project	LP 2	87	100	87.0%
	Large Project	large	Missing	100	
	Small Project	sm	Missing	100	

Attendance

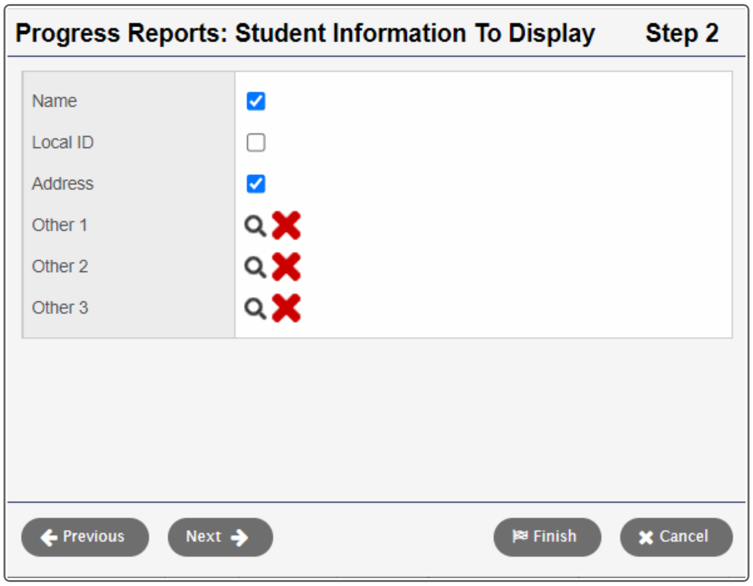
Term	Absent	Tardy	Dismissed
1	1	0	0

To run Progress Reports:

1. Log on to the Staff view.
2. Click the **Gradebook** tab, and then click the **Scores** side-tab.
3. On the **Reports** menu, click **Progress Reports.** Step 1 of the Progress Report wizard appears:

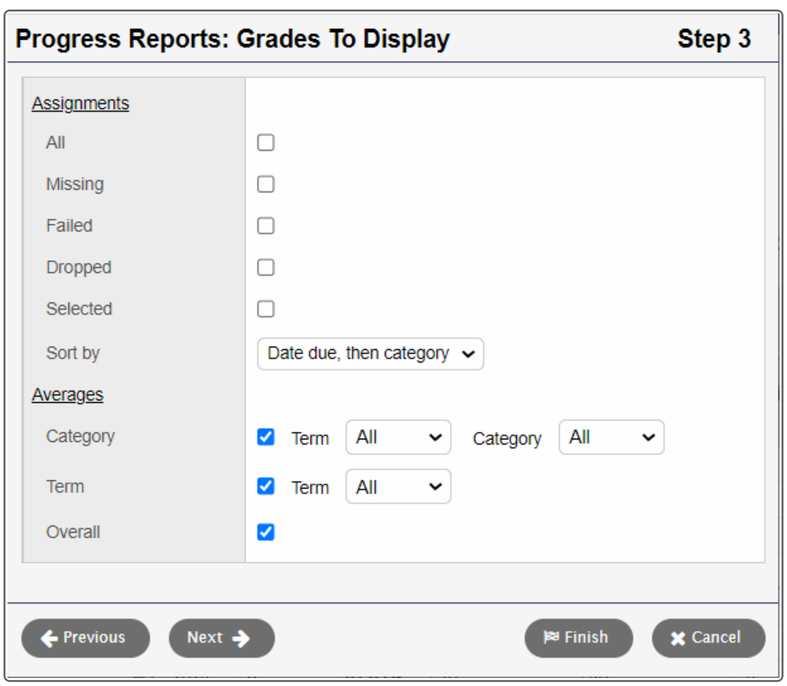


4. Select the students you want to include, and then click **Next.** Step 2 of the wizard appears:



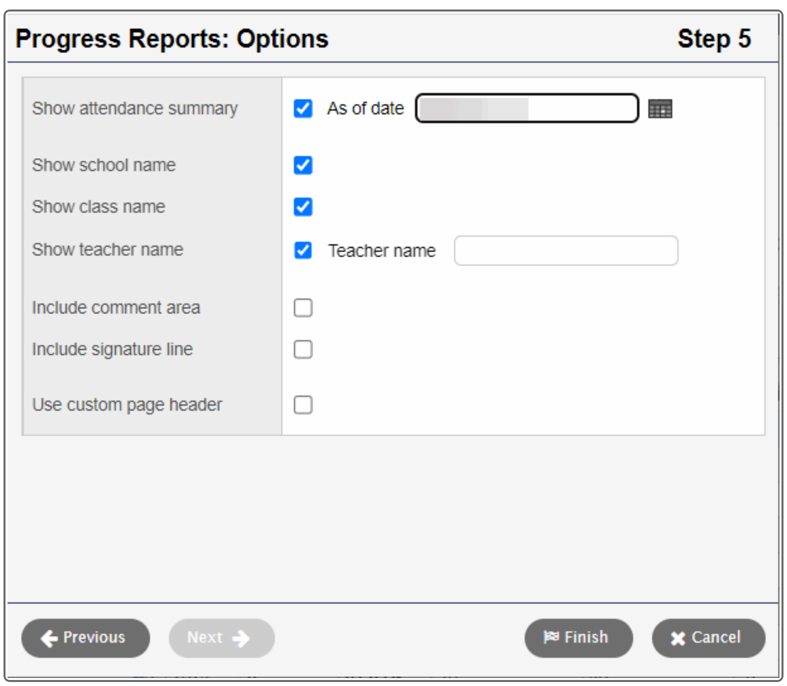
Note: If you select a single student, you can email that Progress Report to the student's family contacts in Step 6 of the wizard.

5. Select the student information you want to appear on the Progress Report, and then click **Next.** Step 3 of the wizard appears:



6. Select the grades you want to include on the Progress Report, and then click **Next.** Step 4 of the wizard appears:

7. Type a message you want to include on the Progress Report, and then click **Next.** Step 5 of the wizard appears:



8. Select the options you want to include on the Progress Report.
9. If you are printing the report for only one student, click **Next.** Step 6 of the wizard appears.
10. Select the **Email Progress Report** checkbox to email the report. Then, select the family member(s) you want to send the report to.

    Note: The contacts who appear here have specific fields enabled on their details page. Contact your Aspen system administrator for more information.

11. Click **Finish.** The Progress Reports appear with the information and format you selected.

    Note: Aspen remembers the information you selected for each step. The next time you use the Progress Report wizard, your previous selections automatically appear. You can change your selections at any time.

Student Average Breakdown Report

Run the Student Average Breakdown report to view scores and averages broken down by term and category for the student(s) you select. It serves as a snapshot of the selected student(s) performance for the selected term. This report can be helpful during parent-teacher conferences.

Note: If you calculate averages using total points, the report displays the total earned points broken down by term and category.

Follett Public Schools | Crow Point High School

Average Breakdown

Page 1

Student: Feeney, Elsie **Class:** OA321-05 Chemistry C & Lab **Term:** Q2

Assignments: HW/CW

			Scores		
Name	**Date Due**	**Max**	**Actual**	**Numeric**	**Percent**
Homework/Classwork 1		5.00	5	5.0	100.0
Homework/Classwork 26		5.00	4	4.0	80.0
Homework/Classwork 85		5.00	5	5.0	100.0
Homework/Classwork 27		5.00	EXC	0.0	0.0
Homework/Classwork 76		5.00	5	5.0	100.0
Homework/Classwork 3		10.00	10	10.0	100.0
Homework/Classwork 49		5.00	5	5.0	100.0
Homework/Classwork 15		5.00	5	5.0	100.0
Homework/Classwork 69		10.00	10	10.0	100.0
Homework/Classwork 21		5.00	5	5.0	100.0
Homework/Classwork 50		5.00	5	5.0	100.0
Homework/Classwork 87		10.00	10	10.0	100.0
Homework/Classwork 93		5.00	5	5.0	100.0
Homework/Classwork 42		10.00	7	7.0	70.0

Category Totals: Q2 HW/CW

No. of Assignments	14	**Category Average**	90.0 A-
		Category Weight	1.00

Assignments: Lab

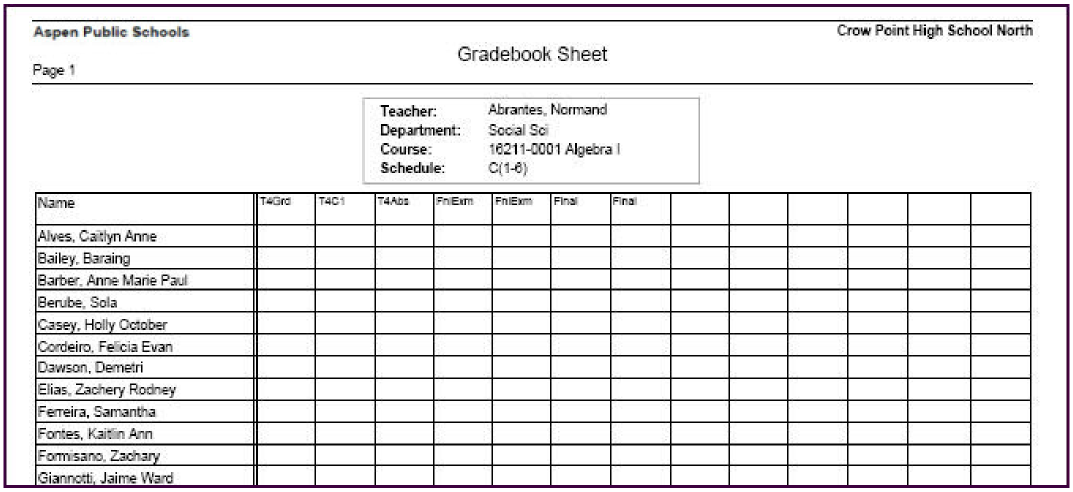
			Scores		
Name	**Date Due**	**Max**	**Actual**	**Numeric**	**Percent**
Laboratory Questions & Reports 15		100.00	94	94.0	94.0
Laboratory Questions & Reports 23		40.00	40	40.0	100.0
Laboratory Questions & Reports 20		15.00	15	15.0	100.0

To run the Student Average Breakdown report:

1. Log on to the Staff view.
2. Click the **Gradebook** tab, and the **Scores** side-tab.
3. On the **Reports** menu, click **Student Average Breakdown.** The Student Average Breakdown pop-up appears.
4. .Enter the report parameters. The report displays in the format you specify.

Blank Grading Sheet Report

Run the Blank Grading Sheet report to print a blank grid for a section that includes the students, assignment column headers, and post columns you are currently viewing on the Scores page. Use the sheet as a worksheet for your grades:



Aspen Public Schools

Page 1

Gradebook Sheet

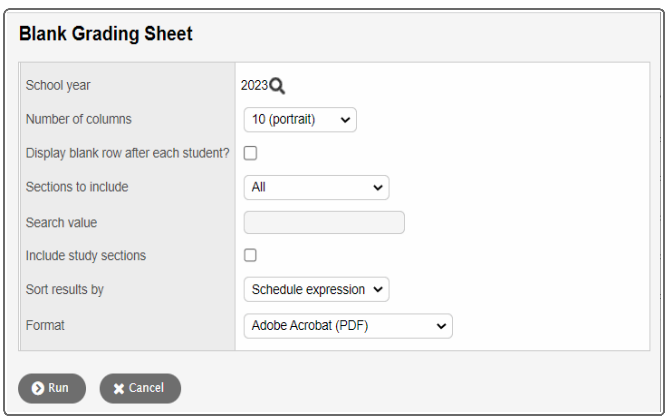
Crow Point High School North

Teacher: Abrantes, Normand
Department: Social Sci
Course: 16211-0001 Algebra I
Schedule: C(1-6)

Name	T4Grd	T4C1	T4Abs	FnlExm	FnlExm	Final	Final						
Alves, Caitlyn Anne													
Bailey, Baraing													
Barber, Anne Marie Paul													
Berube, Sola													
Casey, Holly October													
Cordeiro, Felicia Evan													
Dawson, Demetri													
Elias, Zachery Rodney													
Ferreira, Samantha													
Fontes, Kaitlin Ann													
Formisano, Zachary													
Giannotti, Jaime Ward													

To run the Blank Grading Sheet report:

1. Log on to the Staff view.
2. Click the **Gradebook** tab.
3. On the **Reports** menu, select **Blank Grading Sheet.** The Blank Grading Sheet pop-up appears:



4. Use the following table to enter information in the fields:

Field	Description
School year	Click and select the school year for which to run the grading sheet.
Number of columns	Click the drop-down and select the number of columns printed on the sheet along with the orientation of the printout (portrait or landscape).
Display blank row after each student?	Select the checkbox to display a blank row after each student.
Sections to include	Click the drop-down and select the sections to include in the grading sheet.
Search value	Type the value to filter the sections, if necessary.
Include study sections	Select the checkbox to include study sections.
Sort results by	Click the drop-down and select how to sort the grading sheet.
Format	Click the drop-down and select the format of the grading sheet.

5. Click **Run.** The report displays in the format you selected:

Page 1 Grading Sheet

Schedule: 2(A,C,E) **128-01: Media Production** Term: FY

Student Name										
Andrie, Matthew										
Buche, Beth										
Clark, Edward										
Davidner, Gabrielle										
Donovan, Carlo										
Droney, Edward										
Duarte, Andrew										
Johnson, Paul										
O'Connell, Alyse										
Phelan, Stephen										

Troubleshooting the Gradebook

Use the following topics to troubleshoot gradebook issues:

Course recommendations are not appearing in your gradebook

To check your gradebook preferences to ensure that course selection recommendations will appear:

1. Go to the Staff view.
2. Click the **Gradebook** tab.
3. In the settings bar, click **Set Preferences.**
4. In the pop-up, click the **Gradebook** tab. The preferences appear.
5. Make sure that the **Show course selection recommendation** checkbox is selected.

> **Note:** If your preferences are set correctly and recommendations are still not appearing, ask your Aspen system administrator to do some troubleshooting.

Current Classes filter does not display this term's classes in your Gradebook

Most likely this is because of the **Current classes day offset** value. Ask your Aspen system administrator to do some troubleshooting.

Use Aspen for Summer School

After your Aspen system administrator completes the setup in Aspen for summer school, staff members can do the following:

- Track attendance.
- Enter grades.
- Post grades.

Take Attendance in Summer School

You can take class attendance for your summer school classes.

To take attendance:

1. Log on to the Staff view.
2. Click the **Attendance** tab.
3. Click the **Class** side-tab.
4. Select the course.
5. Take attendance, and click **Save.**

Enter Grades for Summer School

To enter grades:

1. Staff members can log on to the Staff view.
2. Click the **Gradebook** tab.
3. Select the section to enter grades for.
4. Click the **Scores** side-tab.
5. Enter grades.

Post Grades

You must post grades from the gradebook in the School view.

To post grades:

1. Staff members can log on to the Staff view.
2. Click the **Gradebook** tab.
3. Select the section to enter grades for.
4. Click the **Scores** side-tab.
5. On the **Options** menu, click **Post Grades.** The Post Grades pop-up appears.
6. Select the summer school grade term.
7. Click **OK.**

Note: By default, summer school grades appear on transcripts, as long as the summer school term falls within the grade level range you select when running transcripts.

Communicating with Teachers, Students, and Families

Use Aspen to communicate with students in your classes, and their families, about announcements, upcoming events and more.

From a person-based list, such as the Student List, you can send email to:

- Everyone on the list
- A selected group on the list
- One person on the list

If you create a group of people who share information, such as a class or team, you can send email to all, or just some, of the group members.

Send email

Whenever you are on a person-based list in Aspen, such as the Student List or Staff List, you can send:

- A mass email to everyone on the list.
- An email to a selected group on the list.
- An email to one person on the list.

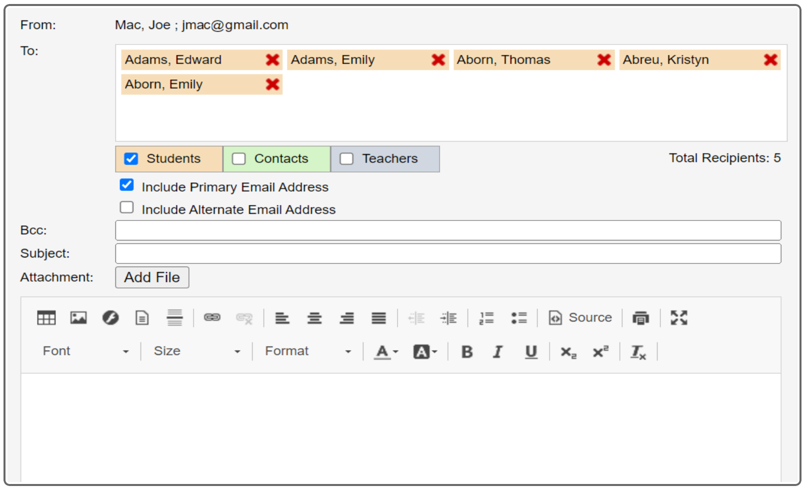
To send an email from a person-based list:

1. Go to the list containing the records of the people you want to send the email message to.

Notes:

- You can narrow down this list of records by using **Show Selected, Omit Selected,** a query, a filter, or a snapshot. Note the number of records in the record counter.
- There are only two direct recipients of your email message – the sender and the district's incoming email address. Everyone else on the list is blind carbon copied (Bcc'd).

2. Select **Options > Send Email**. The Mass Email pop-up appears.

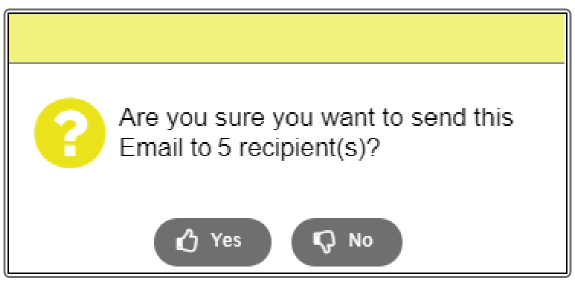


3. Use the following table to fill in the fields:

Field	Description
From	This address is the primary email address listed in your user preferences.
To	The names of the recipients who will receive the message appear. **Notes:** • If you click **Send** while there are no addresses in the **To** field, a warning message appears. This can occur if you manually delete all addresses by clicking the **x** in the corner of each address, for example, or if you open the Mass Email pop-up after creating a query that returns no results. • The district has a log of every email sent and the list of recipients, but there is no list of invalid addresses.
Students Contacts Teachers	Use these checkboxes to select or deselect students, their contacts who opt to receive email (according to the), and their teachers as recipients of the email. **Note**: Within a subset of email addresses, you can delete a particular address by clicking the x in the corner. The Total Recipients number updates accordingly.
Include Primary Email Address	Select this checkbox if you want to send your email to the primary email address(es) of the recipient(s) included in the **To** field. **Note**: This checkbox might be selected by default, depending on your district's communication preferences.
Include Alternate Email Address	Select this checkbox if you want to send your email to the alternate email address(es) of the recipient(s) listed in the **To** field. **Note**: This checkbox might be selected by default, depending on your district's communication preferences.

Field	Description
Subject	Type a subject for your email message.
Attachment	If you want to attach a file to your message, click **Choose File** or **Add File** to navigate to the file you want to send.
Text box	Type your message inside the text box. A rich text editor provides the following formatting options: • Font • Font size • Formatting, including bold and italics, bullets and numbering • Color • Hyperlinks and images **Note**: To insert an image, click . In the **URL** field, copy and paste the URL of the image. Then click **OK**.

4. Click **Send**. Aspen asks if you are sure you want to send this message and displays the number of recipients.



5. Click **Yes** or **No**. If you click yes, a progress meter appears.

Note: Another way to send an email is to click directly on the email address listed in Aspen (such as from the Student Contacts list).

1st Contact > Email1
asayles@worldmail.com
jaborn@gmail.com
btoomey@msn.com

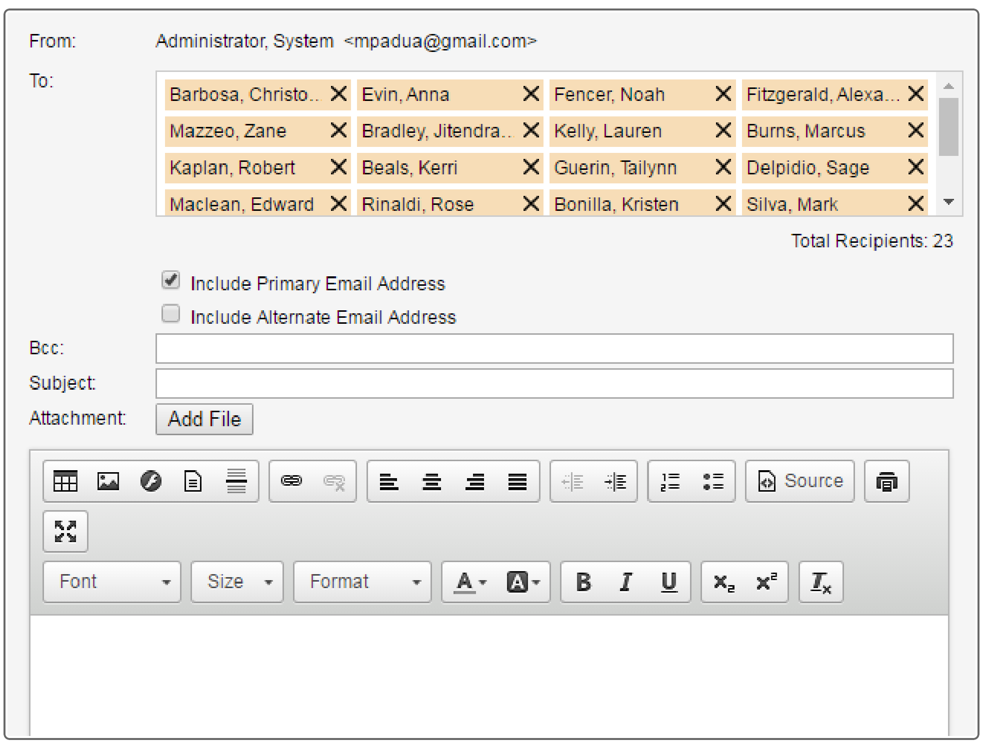
Unlike **Options > Send Email,** this opens your email system directly, with the address filled in for you. (This may require additional user configuration.)

Send an email to group members

Whether your group or Page is for the high school chorus, j.v. soccer team, or English department faculty, it is likely that at some point you will want to send members an email. You can send your message to all or just some of the group members.

To send an email to group/Page members:

1. Depending on where your group/Page was created, do one of the following:
   - Log on to the District view. Click the **District** tab, then the **Groups** side-tab.
   - Log on to the Intermediate Organization view. Click the associated tab, then the **Groups** side-tab.
   - Log on to the School view. Click the **School** tab, then the **Groups** side-tab.
   - Log on to the Staff view. Click the **My Info** tab, then the **Groups** side-tab.
2. Select the checkbox of the group you want to work with.
3. On the **Groups** side-tab, click **Members > People**.
4. On the **Options** menu, click **Send Email.** The following pop-up appears.



5. Use the table to fill in the fields:

Field	Description
From	This field shows you the email address that the message will be sent from. **Note**: This is set up in your district email preferences.
To	The list of recipients of the email message appears. **Note**: Click the **X** next to a person's name to remove them from the list. It is not possible to add recipients.
Include Primary Email Address	Select this checkbox if you want to send your email to the primary email address(es) of the recipient(s) included in the **To** field. **Note**: This checkbox might be selected by default, depending on your district's communication preferences.
Include Alternate Email Address	Select this checkbox if you want to send your email to the alternate email address(es) of the recipient(s) listed in the **To** field. **Note**: This checkbox might be selected by default, depending on your district's communication preferences.
Subject	Type a subject for your message.
Attachment	If you want to attach a file to your message, click **Browse** to navigate to the file you want to send.
Text box	Click in the text box to compose your message. Use the rich text formatting tools, if desired.

6. Click **Send.**

Note: There are only two direct recipients of your email message — the sender and the district's incoming email address. Everyone else on the list is blind carbon copied (Bcc'd). If you would like a copy of the message, you need to type your email address in the **Bcc:** field.

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