Using the Staff View and Teacher Gradebook

User Guide
Version 5.8

http://www.follettsoftware.com/school-administration-software
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Using the Staff View and Teacher Gradebook

As a teacher, you can use the Staff view 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 the 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. _____ Define the details for each class section, such as class nicknames, average mode, default grade scale, and if you want to drop lowest scores.
2. _____ 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.
3. _____ Import assignment 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 2, Aspen imports the categories for all of the linked classes too.
4. _____ 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.
5. _____ Check your gradebook preferences to make sure they are set correctly. Be sure your default average mode is set correctly.

6. _____ Make sure any special codes, such as Missing, and any footnotes you like to use for scores are ready to go on your Tools tab.

Using the Teacher Classes Widget

The Teacher Classes widget automatically appears on the Home page 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.

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

Do any of the following:

- 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: 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 your 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:
4. **Continue to enter the general information.**
5. **On the PD Plans** tab or side-tab, **click Personal Goals** to add personal goals to achieve during the life of this plan.
6. **On the PD Plans** tab or side-tab, **click Action Plans** to add action plans to this plan.
7. **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.
8. **On the PD Plans** tab or side-tab, **click Attendance** to view your attendance history for professional development course sections.
9. **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.
10. **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:
To run the PD Plan Audit report:

1. Log on to the Personnel view.
2. Click the PD Plans tab.
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):
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:
2. 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.
3. 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.
4. On the **Reports** menu, click **Individual PD Plan**.
5. 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:

<table>
<thead>
<tr>
<th>Field Summary</th>
<th>Goals</th>
<th>Action plans</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last review</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Milestone</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Completed activities</td>
<td>0</td>
<td>5</td>
</tr>
<tr>
<td>Credit</td>
<td>Credits</td>
<td>Planned activities</td>
</tr>
<tr>
<td>Hours</td>
<td>14.0</td>
<td></td>
</tr>
<tr>
<td>Content points</td>
<td>20.0</td>
<td></td>
</tr>
<tr>
<td>Pedagogy points</td>
<td>20.0</td>
<td></td>
</tr>
<tr>
<td>Other points</td>
<td>0.0</td>
<td></td>
</tr>
</tbody>
</table>

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:

   ![New PD Activity Page](image)

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

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Start Date</strong></td>
<td>Type or click 📅 to select the date the staff member began the activity.</td>
</tr>
<tr>
<td><strong>Date completed</strong></td>
<td>Type or click 📅 to select the date the staff member completed the activity.</td>
</tr>
<tr>
<td>Grade</td>
<td>Select the grade earned, if applicable.</td>
</tr>
<tr>
<td>---------------</td>
<td>----------------------------------------</td>
</tr>
<tr>
<td>Credit</td>
<td>Type the number of credits earned.</td>
</tr>
<tr>
<td>Content points</td>
<td>Type the number of points that count toward the staff member's content area.</td>
</tr>
<tr>
<td>Pedagogy points</td>
<td>Type the number of points that count toward pedagogy points.</td>
</tr>
<tr>
<td>Other points</td>
<td>Type the number of any other type of points the staff member earned.</td>
</tr>
</tbody>
</table>
| 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:

![Image of activity request list]

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

![Teacher's Schedule Matrix](image)

The page highlights the current day.

**Managing Groups and Pages**

Aspen 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.
- 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.

Following are the steps to create a group:

- .
- .
- .
- .

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.

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:

- ...

**To create a group with or without a Page:**

1. Do one of the following:
2. Log on to the District view. Click the **District** tab, then the **Groups** side-tab.
3. Log on to the School view. Click the **School** tab, then the **Groups** side-tab.
4. 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](#).

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

The New Group page appears:

![New Group Page](#)

6. Use the following table to fill in the fields:
<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Title</strong></td>
<td>Type the title of the Page, such as Junior Varsity Lacrosse.</td>
</tr>
<tr>
<td>Note:</td>
<td>This title is for informational purposes only and doesn’t appear anywhere on the page. It has a 60-character maximum. See <strong>Page Label field</strong> below.</td>
</tr>
<tr>
<td><strong>Category</strong></td>
<td>Click this drop-down to select the type of Page you are creating, such as Athletic.</td>
</tr>
<tr>
<td>Note:</td>
<td>The category selected determines where the Page will appear on the .</td>
</tr>
<tr>
<td><strong>Page Icon</strong></td>
<td>Click this drop-down to select an icon name. As soon as you do, an image of the icon appears next to the field.</td>
</tr>
<tr>
<td><strong>Adult Responsible</strong></td>
<td>Click to select the name of the staff member who is responsible for this Page.</td>
</tr>
<tr>
<td>Notes:</td>
<td>• This field is important for Pages that are administered by students.</td>
</tr>
<tr>
<td></td>
<td>• The Adult Responsible is automatically the page administrator, unless you assign otherwise.</td>
</tr>
<tr>
<td></td>
<td>• The Adult Responsible does not have to be a member of the group.</td>
</tr>
<tr>
<td><strong>Start Date/End Date</strong></td>
<td>Type or click to select a <strong>Start Date</strong> and <strong>End Date</strong> for the group.</td>
</tr>
<tr>
<td>Note:</td>
<td>Many groups only last for one academic year. Once a group’s end date passes, its Page no longer appears on the <strong>Pages</strong> tab.</td>
</tr>
<tr>
<td><strong>Page Status</strong></td>
<td>Click this drop-down to select one of the following:</td>
</tr>
<tr>
<td></td>
<td>• <strong>Disabled</strong>: This group is not associated with a Page.</td>
</tr>
<tr>
<td></td>
<td>• <strong>Page enabled for admins only</strong>: 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).</td>
</tr>
<tr>
<td></td>
<td>• <strong>Page enabled for all members</strong>: As soon as you add members to this group, they will be able to view its Page.</td>
</tr>
<tr>
<td>Field</td>
<td>Description</td>
</tr>
<tr>
<td>------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Public for all Aspen users</strong></td>
<td>Select this checkbox to make it possible for all Aspen users to see this Page. The Page will appear under Public Pages in the .</td>
</tr>
<tr>
<td><strong>Page Label</strong></td>
<td>Type a label for the Page, such as <strong>JV Lacrosse</strong>. This appears on the <strong>Pages</strong> tab under the icon you select. There is a 25-character maximum.</td>
</tr>
<tr>
<td><strong>Custom Group Resources per tab?</strong></td>
<td>Select this checkbox to make it possible for each tab on the Page to have its own Group Resources. The default value is deselected.</td>
</tr>
<tr>
<td><strong>Enable Logging?</strong></td>
<td>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).</td>
</tr>
<tr>
<td><strong>Owner</strong></td>
<td>Click 🎨 to select the owner of the group. A pick list appears with the option of selecting a District, School, or User.</td>
</tr>
<tr>
<td><strong>Filter by</strong></td>
<td>Click 🎨 to select the member type of the group. A pick list appears with the option of selecting from Organizations, Classes or Schools.</td>
</tr>
</tbody>
</table>

**Note:** Do not select this option until setup of the Page and its widgets is complete.

**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.

**Note:** This field is optional.

**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.

7. **Click Save.**

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 do 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: The Groups page appears. Select the checkbox next to the group you want to add members to.
   - For the District view: Click the **District** tab, then the **Groups** side-tab.
   - For the Intermediate Organization view: Click the **Intermediate Organization** 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.

   **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.
3. On the **Groups** side-tab, click **Members**. The group’s member page appears:
4. On the **Options** menu, click **Add**. The ‘Add members to pages’ dialog box appears:
5. 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 the following table for descriptions of each member type:

<table>
<thead>
<tr>
<th><strong>Member Type</strong></th>
<th><strong>Used</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>All Users</strong></td>
<td>When your group needs to contain a mix of members: students, staff, and contacts, for example.</td>
</tr>
<tr>
<td><strong>Staff</strong></td>
<td>For a staff-only group, either at the District or School level.</td>
</tr>
<tr>
<td><strong>Students</strong></td>
<td>For a student-only group, at the District, school, or section level.</td>
</tr>
<tr>
<td><strong>Contacts</strong></td>
<td>For a contact-only group, either at the District or school level.</td>
</tr>
<tr>
<td><strong>Schools</strong></td>
<td>For a school-only group. All users in that school will have access to the Page.</td>
</tr>
<tr>
<td><strong>School Levels</strong></td>
<td>For a school-level Page. For example, if you select <strong>Elementary</strong>, all users at all elementary schools in your district will be able to see the same banner, resources, etc.</td>
</tr>
<tr>
<td><strong>Organizations</strong></td>
<td>To add members from an entire organization, such as Springfield Public Schools.</td>
</tr>
<tr>
<td><strong>Security Roles</strong></td>
<td>To select users from a particular security role, such as Nurse, at the District or school level.</td>
</tr>
<tr>
<td><strong>Sections</strong></td>
<td>To select users from all course sections in your District or school.</td>
</tr>
<tr>
<td><strong>Grade Levels</strong></td>
<td>In the School and District view, you have the option of selecting an entire grade level of users, such as all seventh graders.</td>
</tr>
<tr>
<td><strong>Departments</strong></td>
<td>In the School and District view, you have the option of selecting an entire department of users, such as the English Department faculty.</td>
</tr>
</tbody>
</table>

6. 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.

7. 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.

8. 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 view: Click the **District** tab, then the **Groups** side-tab.
   - For the Intermediate Organization view: Click the **Intermediate Organization** 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. The Groups page appears. Select the checkbox next to the group you want to delete members from.
3. On the Groups side-tab, click Members. The group’s member page appears.
4. 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.

5. 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.

6. 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. The members are listed by name:
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**. The New Group Event page appears:

![New Group Event page](image)

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

<table>
<thead>
<tr>
<th><strong>Field</strong></th>
<th><strong>Description</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Date</strong></td>
<td>Type the date of the event, or click <img src="image" alt="date" /> to select the date.</td>
</tr>
<tr>
<td><strong>Time</strong></td>
<td>Type the time (optional).</td>
</tr>
<tr>
<td><strong>Summary</strong></td>
<td>Type a summary of the event. This text will appear on the calendar in the portals and in the Teacher Classes widget.</td>
</tr>
<tr>
<td><strong>Location</strong></td>
<td>Type the event's location (optional).</td>
</tr>
</tbody>
</table>

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 portals or 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.
   - For the Staff view: Click the My Info 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.

For the Staff view: Click the My Info 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.

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:

![Image of the Groups side-tab]

The students in your class appear on the left-side of the page.

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**:

![Image of the Add Group field]

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:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Title</strong></td>
<td>You can edit the title you created for the group.</td>
</tr>
<tr>
<td><strong>Category</strong></td>
<td>Click the drop-down to select one of the following categories:</td>
</tr>
<tr>
<td></td>
<td>• Academic</td>
</tr>
<tr>
<td></td>
<td>• Athletic</td>
</tr>
<tr>
<td></td>
<td>• Club</td>
</tr>
<tr>
<td></td>
<td>• Staff</td>
</tr>
<tr>
<td></td>
<td>The category determines how students access the Page you create for the group.</td>
</tr>
<tr>
<td><strong>Page icon</strong></td>
<td>Select the icon you want to use to represent this group’s Page.</td>
</tr>
<tr>
<td><strong>Adult responsible</strong></td>
<td>The teacher’s name appears.</td>
</tr>
<tr>
<td><strong>Start date and End date</strong></td>
<td>The dates of the schedule term for the class appear.</td>
</tr>
<tr>
<td><strong>Page status</strong></td>
<td>Select one of the following:</td>
</tr>
<tr>
<td></td>
<td>• <strong>Disabled</strong>: The Page for this group is disabled.</td>
</tr>
<tr>
<td></td>
<td>• <strong>Enabled</strong>: The Page for this group is enabled. Click the <strong>Pages</strong> tab, then <strong>Page Directory</strong> to locate the Page and add widgets and information for your students.</td>
</tr>
<tr>
<td><strong>Public for all Aspen users</strong></td>
<td>Select this checkbox if you want all Aspen users to be able to view the</td>
</tr>
</tbody>
</table>
### Field | Description
--- | ---
users | 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: The Groups page appears. Select the checkbox next to the group you want to add members to.
   - For the District view: Click the **District** tab, then the **Groups** side-tab.
   - For the Intermediate Organization view: Click the **Intermediate Organization** 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.

   **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.
3. On the **Groups** side-tab, click **Members**. The group’s member page appears:
4. On the **Options** menu, click **Add**. The 'Add members to pages' dialog box appears:
5. 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 the following table for descriptions of each member type:

<table>
<thead>
<tr>
<th>Member Type</th>
<th>Used</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Users</td>
<td>When your group needs to contain a mix of members: students, staff, and contacts, for example.</td>
</tr>
<tr>
<td>Staff</td>
<td>For a staff-only group, either at the District or School level.</td>
</tr>
<tr>
<td>Students</td>
<td>For a student-only group, at the District, school, or section level.</td>
</tr>
<tr>
<td>Contacts</td>
<td>For a contact-only group, either at the District or school level.</td>
</tr>
<tr>
<td>Schools</td>
<td>For a school-only group. All users in that school will have access to the Page.</td>
</tr>
<tr>
<td>School Levels</td>
<td>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.</td>
</tr>
<tr>
<td>Organizations</td>
<td>To add members from an entire organization, such as Springfield Public Schools.</td>
</tr>
<tr>
<td>Security Roles</td>
<td>To select users from a particular security role, such as Nurse, at the District or school level.</td>
</tr>
<tr>
<td>Sections</td>
<td>To select users from all course sections in your District or school.</td>
</tr>
<tr>
<td>Grade Levels</td>
<td>In the School and District view, you have the option of selecting an entire grade level of users, such as all seventh graders.</td>
</tr>
<tr>
<td>Departments</td>
<td>In the School and District view, you have the option of selecting an entire department of users, such as the English Department faculty.</td>
</tr>
</tbody>
</table>

6. 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.

7. 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.

8. 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 view: Click the District tab, then the Groups side-tab.
   - For the Intermediate Organization view: Click the Intermediate Organization 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. The Groups page appears. Select the checkbox next to the group you want to delete members from.

3. On the Groups side-tab, click Members. The group’s member page appears.

4. 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.

5. 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.

6. 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.
   - For the Staff view: Click the My Info 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.
   - For the Staff view: Click the My Info 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

In the News

Grade 5:
This week all grade 5 students will be attending a series of health and fitness information sessions on the town commons and in the town hall. This annual event is sponsored by the local VHA with additional resources provided by TSC of America. This is a fantastic event which continues to support our school's wellness initiative and directly relates to our mission statement.

Grade 7:
Health screenings and physicals will be completed by the school nurse this week. Our nurses are mandated to have health inventories on our children to keep them healthy and safe. Any reports or previous medical conditions should be reported to avoid potential safety issues.

Grade 8:
All students participating in the Bay Middle School bowl-a-thon must have their signed permission slips returned before the end of the month. Do not miss out on this important community event, help us strike out poverty, every pin counts!

Drama Production

Bay Middle School Drama Club
present
William Shakespeare's
Romeo & Juliet

Main Cast:
Romeo, Michael Magrinez(8), Juliet, Alika Greenough(8), Mercutio, Tyler Adams(8).

Class Page for Algebra 2:

Algebra 2

Course Description:
Algebra 2 (Algebra II) is a branch of mathematics dealing with general statements of relations, utilizing letters and other symbols to represent specific sets of numbers, values, vectors, etc., in the description of such relations.

This course is designed to build on algebraic and geometric concepts. It develops advanced algebraic skills such as systems of equations, advanced polynomials, imaginary and complex numbers, exponents, and radicals; includes the study of trigonometric functions. It also introduces matrices and their properties. The course is designed to pre-CalcAB/Pre-Calculus level.

If all you learn from this course is that there is more to mathematics than $a^2 + b^2 = c^2$, then you will know more than Homer Simpson - don't!

Khan Academy - Slope

Algebra and Right Triangles

The object of the game is to launch the boat and arrive on the opposite side of the river at

- 51 -
Class Page for Junior English:

The goal of the critical writing seminar is to help our students become better writers. Writing is a skill that improves with practice. Our objective is to equip students with the means and motivation to develop as writers beyond the writing classroom. In the critical writing seminar, students learn that:

- writing is a social act and therefore writers must understand the conventions and expectations of audience;
- writing is a process involving observation, consideration, and revision as well as a product;
- writing is a mode of expression, a means of thinking, as well as an act of communication.

Students transfer and apply these skills to writing assignments designed to teach the use of description, narration, exposition, analysis, argument, and synthesis as developmental strategies but not as ends in themselves.

Students are also introduced to research-based writing, writing under time pressure, and correct mechanics of language.

Class Page for College Chemistry:

There was a time when almost everyone wanted to be a romantic. This desire was often accompanied by a romanticized view of the world. In a sense, this desire was based on a desire for freedom, a desire for self-expression, and a desire to escape from the constraints of society. The romantic ideal was often associated with a sense of mystery and intrigue, a sense of adventure and discovery, and a sense of the unknown. This desire for the romantic ideal was often expressed through literature, art, music, and other forms of expression. The romantic ideal was often associated with a sense of the supernatural, a sense of the mystical, and a sense of the magical.
Other Page for school faculty:

Sources:


Use the Page Directory

Use the Page Directory to determine which Pages appear in the Quick Access menu on the Pages tab and Home page. 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 that 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 your Quick Access 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 dialog box appears:

![Page Directory dialog box](image)

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 dialog box 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 Public 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 \(\downarrow\) under Academic.
   - To hide (contract) the Pages in a particular category, click the up arrow \(\uparrow\). The list of Pages in that category contracts.

**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.
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:

- .

**To create a group with or without a Page:**

1. Do one of the following:
2. Log on to the District view. Click the **District** tab, then the **Groups** side-tab.
3. Log on to the School view. Click the **School** tab, then the **Groups** side-tab.
4. 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.

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

The New Group page appears:

```
Using the Staff View and Teacher Gradebook

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

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4. 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.

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

The New Group page appears:

```
```
6. Use the following table to fill in the fields:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Type the title of the Page, such as <strong>Junior Varsity Lacrosse</strong>.</td>
</tr>
<tr>
<td><strong>Note</strong>: This title is for informational purposes only and doesn’t appear anywhere on the page. It has a 60-character maximum. See <strong>Page Label field</strong> below.</td>
<td></td>
</tr>
<tr>
<td>Category</td>
<td>Click this drop-down to select the type of Page you are creating, such as <strong>Athletic</strong>.</td>
</tr>
<tr>
<td><strong>Note</strong>: The category selected determines where the Page will appear on the .</td>
<td></td>
</tr>
<tr>
<td>Page Icon</td>
<td>Click this drop-down to select an icon name. As soon as you do, an image of the icon appears next to the field.</td>
</tr>
<tr>
<td>Adult Responsible</td>
<td>Click to select the name of the staff member who is responsible for this Page.</td>
</tr>
<tr>
<td><strong>Notes</strong>:</td>
<td>- This field is important for Pages that are administered by students.</td>
</tr>
<tr>
<td></td>
<td>- The Adult Responsible is automatically the page administrator, unless you assign otherwise.</td>
</tr>
<tr>
<td></td>
<td>- The Adult Responsible does not have to be a member of the group.</td>
</tr>
<tr>
<td>Start Date/End Date</td>
<td>Type or click to select a <strong>Start Date</strong> and <strong>End Date</strong> for the group.</td>
</tr>
<tr>
<td><strong>Note</strong>: Many groups only last for one academic year. Once a group’s end date passes, its Page no longer appears on the <strong>Pages</strong> tab.</td>
<td></td>
</tr>
<tr>
<td>Page Status</td>
<td>Click this drop-down to select one of the following:</td>
</tr>
<tr>
<td></td>
<td>- <strong>Disabled</strong>: This group is not associated with a Page.</td>
</tr>
<tr>
<td></td>
<td>- <strong>Page enabled for admins only</strong>: 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).</td>
</tr>
<tr>
<td></td>
<td>- <strong>Page enabled for all members</strong>: As soon as you add members to this group, they will be able to view its Page.</td>
</tr>
<tr>
<td>Field</td>
<td>Description</td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> Do not select this option until setup of the Page and its widgets is complete.</td>
</tr>
<tr>
<td>Public for all Aspen users</td>
<td>Select this checkbox to make it possible for all Aspen users to see this Page. The Page will appear under Public Pages in the...</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> 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.</td>
</tr>
<tr>
<td>Page Label</td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> This field is optional.</td>
</tr>
<tr>
<td>Custom Group Resources per tab?</td>
<td>Select this checkbox to make it possible for each tab on the Page to have its own Group Resources. The default value is deselected.</td>
</tr>
<tr>
<td>Enable Logging?</td>
<td>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).</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> The... is available on the Groups side-tab in the District, School, and Staff views.</td>
</tr>
<tr>
<td>Owner</td>
<td>Click to select the owner of the group. A pick list appears with the option of selecting a District, School, or User.</td>
</tr>
<tr>
<td></td>
<td><strong>Example:</strong> 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.</td>
</tr>
<tr>
<td>Filter by</td>
<td>Click to select the member type of the group. A pick list appears with the option of selecting from Organizations, Classes or Schools.</td>
</tr>
</tbody>
</table>

7. Click **Save**.

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 do 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: The Groups page appears. Select the checkbox next to the group you want to add members to.
   - For the District view: Click the **District** tab, then the **Groups** side-tab.
   - For the Intermediate Organization view: Click the **Intermediate Organization** 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.

   **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.
3. On the **Groups** side-tab, click **Members**. The group’s member page appears:
4. On the **Options** menu, click **Add**. The ‘Add members to pages’ dialog box appears:
5. 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 the following table for descriptions of each member type:

<table>
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<tr>
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<th>Used</th>
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</thead>
<tbody>
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<td>When your group needs to contain a mix of members: students, staff, and contacts, for example.</td>
</tr>
<tr>
<td>Staff</td>
<td>For a staff-only group, either at the District or School level.</td>
</tr>
<tr>
<td>Students</td>
<td>For a student-only group, at the District, school, or section level.</td>
</tr>
<tr>
<td>Contacts</td>
<td>For a contact-only group, either at the District or school level.</td>
</tr>
<tr>
<td>Schools</td>
<td>For a school-only group. All users in that school will have access to the Page.</td>
</tr>
<tr>
<td>School Levels</td>
<td>For a school-level Page. For example, if you select <strong>Elementary</strong>, all users at all elementary schools in your district will be able to see the same banner, resources, etc.</td>
</tr>
<tr>
<td>Organizations</td>
<td>To add members from an entire organization, such as Springfield Public Schools.</td>
</tr>
<tr>
<td>Security Roles</td>
<td>To select users from a particular security role, such as Nurse, at the District or school level.</td>
</tr>
<tr>
<td>Sections</td>
<td>To select users from all course sections in your District or school.</td>
</tr>
<tr>
<td>Grade Levels</td>
<td>In the School and District view, you have the option of selecting an entire grade level of users, such as all seventh graders.</td>
</tr>
<tr>
<td>Departments</td>
<td>In the School and District view, you have the option of selecting an entire department of users, such as the English Department faculty.</td>
</tr>
</tbody>
</table>

6. 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.

7. 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.

8. 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 view: Click the **District** tab, then the **Groups** side-tab.
   - For the Intermediate Organization view: Click the **Intermediate Organization** 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.
Using the Staff View and Teacher Gradebook

2. The Groups page appears. Select the checkbox next to the group you want to delete members from.

3. On the Groups side-tab, click Members. The group’s member page appears.

4. 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.

5. 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.

6. 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:

![Image of groups and members](image)

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**. The members are listed by name:
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. Log on to the District view. Click the District tab, then the Groups side-tab.
2. Log on to the Intermediate Organization view. Click the associated tab, then the Groups side-tab.
3. Log on to the School view. Click the School tab, then the Groups side-tab.
4. Log on to the Staff view. Click the My Info tab, then the Groups side-tab.
5. Select the checkbox of the group you want to work with.
6. On the Groups side-tab, click Members > People.
7. On the Options menu, click Send Email. The following pop-up appears:
5. Use the following table to fill in the fields.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>From</td>
<td>This field shows you the email address that the message will be sent from.</td>
</tr>
<tr>
<td></td>
<td><strong>Note</strong>: This is set up in your district email preferences.</td>
</tr>
<tr>
<td>To</td>
<td>The list of recipients of the email message appears.</td>
</tr>
<tr>
<td></td>
<td><strong>Note</strong>: Click the X next to a person’s name to remove them from the list.</td>
</tr>
<tr>
<td>Include Primary Email Address</td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td><strong>Note</strong>: This checkbox might be selected by default, depending on your.</td>
</tr>
<tr>
<td>Include Alternate Email Address</td>
<td>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.</td>
</tr>
</tbody>
</table>
### Field Description

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Note:</strong></td>
<td>This checkbox might be selected by default, depending on your.</td>
</tr>
<tr>
<td><strong>Subject</strong></td>
<td>Type a subject for your message.</td>
</tr>
<tr>
<td><strong>Attachment</strong></td>
<td>If you want to attach a file to your message, click <strong>Browse</strong> to navigate to the file you want to send.</td>
</tr>
<tr>
<td><strong>Text box</strong></td>
<td>Click in the text box to compose your message. Use the rich text formatting tools, if desired.</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Notes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Not all widgets are available on all Pages. For example, the Announcements and Tasks widgets are only available on the homepage.</td>
</tr>
<tr>
<td>• When you are adding widgets to a Page, the only widgets that appear are ones that you have permission to add. Aspen administrators, however, have full permissions to see all widgets.</td>
</tr>
<tr>
<td>• Most widgets can only be used one time on each Page. Exceptions include the Banner, Blog and Web Sites widgets.</td>
</tr>
</tbody>
</table>

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:
<table>
<thead>
<tr>
<th>Widget</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address Changes</td>
<td>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.</td>
</tr>
<tr>
<td>Announcements</td>
<td>The Announcements widget is used on the homepage to communicate information using a rich text editor:</td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Image of Announcements widget" /></td>
</tr>
<tr>
<td></td>
<td>Welcome to Crow Point High School</td>
</tr>
<tr>
<td></td>
<td>CROW POINT HIGH SCHOOL seeks to create a challenging learning environment that encourages high expectations for success through development-appropriate instruction that allows for individual differences and learning styles.</td>
</tr>
<tr>
<td></td>
<td>Our school promotes a safe, orderly, caring, and supportive environment. Each student’s self-esteem is fostered by positive relationships with students and staff. We strive to have our parents, teachers, and community members actively involved in our students’ learning.</td>
</tr>
<tr>
<td></td>
<td>Current Events:</td>
</tr>
<tr>
<td></td>
<td>• Don't forget the Senior Prom planning meeting on Friday, November 5th.</td>
</tr>
<tr>
<td></td>
<td>• Parent Conferences on Thursday, November 18th beginning at 6:30 pm</td>
</tr>
<tr>
<td></td>
<td>• Attention Seniors: Cap &amp; Gown measurements this week at all three lunches!</td>
</tr>
<tr>
<td>Banner</td>
<td>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:</td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Image of Banner widget" /></td>
</tr>
<tr>
<td></td>
<td>Welcome to Crow Point High School!</td>
</tr>
<tr>
<td></td>
<td>Crow Point High School is a diverse partnership of students, staff, parents, and community members dedicated to the establishment of a safe and nurturing environment in which all try to become lifelong learners.</td>
</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>
</tbody>
</table>
Using the Staff View and Teacher Gradebook

<table>
<thead>
<tr>
<th>Widget</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Faculty News</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Faculty Meeting - October 21</strong></td>
<td></td>
</tr>
<tr>
<td>There is a Faculty Meeting on Thursday, October 21 at 2:30 in the Library. Please bring your meeting binder. As always, the agenda is summarized here and the full document is available in our Shared Files Widget.</td>
<td></td>
</tr>
<tr>
<td>Agenda:</td>
<td></td>
</tr>
<tr>
<td>• Term 1 - Midterm reports</td>
<td></td>
</tr>
<tr>
<td>• Homecoming Dance - Chaperones!</td>
<td></td>
</tr>
<tr>
<td>• MCAS Results &amp; Saturday School</td>
<td></td>
</tr>
<tr>
<td>• Honor Society Induction</td>
<td></td>
</tr>
<tr>
<td>• Other Topics</td>
<td></td>
</tr>
<tr>
<td>Posted on 10/5/2011 12:27 AM • Categories: Faculty</td>
<td></td>
</tr>
<tr>
<td><strong>Superintendent's News</strong></td>
<td></td>
</tr>
<tr>
<td>10/5/2011</td>
<td></td>
</tr>
<tr>
<td>Our District is blessed with many good students. We have many students who value their education. They work hard and cooperate with the staff in gaining knowledge. The students' values and morals are reflective of their parents. Many of our parents value a good education for their children. They and their children know a good education will give them a great start in being able to gain employment and sustain themselves in their adult lives.</td>
<td></td>
</tr>
<tr>
<td><strong>Calendar</strong></td>
<td></td>
</tr>
<tr>
<td>The Calendar widget displays the current month by default. Click the arrow buttons to move to the next or previous month.</td>
<td></td>
</tr>
<tr>
<td>The Class Information widget can be used on class pages. For teachers, schedule information for the class appears:</td>
<td></td>
</tr>
<tr>
<td>In the Student and Family portals, the Class Information widget can include the latest grade and attendance information for the student:</td>
<td></td>
</tr>
<tr>
<td><strong>Class Information</strong></td>
<td></td>
</tr>
<tr>
<td>Course: Chem FY - Chemistry C &amp; Lab</td>
<td></td>
</tr>
<tr>
<td>Instructor: Sadow, Dawn (<a href="mailto:dsadow@sail.com">dsadow@sail.com</a>)</td>
<td></td>
</tr>
<tr>
<td>School: Crow Point High School</td>
<td></td>
</tr>
<tr>
<td>Schedule: 1A, 1C</td>
<td></td>
</tr>
<tr>
<td>Room: 311</td>
<td></td>
</tr>
<tr>
<td>Next meeting:</td>
<td></td>
</tr>
<tr>
<td>Note: average and attendance information appears in the student and family views</td>
<td></td>
</tr>
<tr>
<td><strong>Class Information</strong></td>
<td></td>
</tr>
<tr>
<td>Course: 00303-001 English III</td>
<td></td>
</tr>
<tr>
<td>Instructor: Venkatesh, Chamberlain (<a href="mailto:venkatesh@msn.com">venkatesh@msn.com</a>)</td>
<td></td>
</tr>
<tr>
<td>School: Crow Point High School</td>
<td></td>
</tr>
<tr>
<td>Schedule: B(1-2,4-5)</td>
<td></td>
</tr>
<tr>
<td>Room: H201</td>
<td></td>
</tr>
<tr>
<td>Next meeting: 5/27/2010 8:34 AM</td>
<td></td>
</tr>
<tr>
<td>Attendance</td>
<td>Averages</td>
</tr>
<tr>
<td>Absent: 0 0 0 0</td>
<td>Essay: 87.0 74.0 80.0</td>
</tr>
<tr>
<td>Tardy: 0 0 0 0</td>
<td>Homework: 88.0 72.0 90.0</td>
</tr>
<tr>
<td>Dismissed: 0 0 0 0</td>
<td>Participation: 91.0 91.0 50.0</td>
</tr>
<tr>
<td></td>
<td>Quizzes: 70.0 88.0 82.0</td>
</tr>
<tr>
<td></td>
<td>Tests: 79.0 75.0 88.0</td>
</tr>
<tr>
<td></td>
<td>Overall: 82.0 77.0 85.0</td>
</tr>
<tr>
<td>Widget</td>
<td>Description</td>
</tr>
<tr>
<td>------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</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>
<tr>
<td>Group Resources</td>
<td>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:</td>
</tr>
<tr>
<td>Published Reports</td>
<td>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):</td>
</tr>
<tr>
<td>Quick Charts</td>
<td>The Quick Charts widget lets you run saved Quick Charts on a Page.</td>
</tr>
<tr>
<td>Recent Activity</td>
<td>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:</td>
</tr>
<tr>
<td>Report Links</td>
<td>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:</td>
</tr>
<tr>
<td>Widget</td>
<td>Description</td>
</tr>
<tr>
<td>-----------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>School Links</strong></td>
<td>The School Links <strong>widget</strong> is used on the homepage to let users who have access to more than one view in Aspen switch between them easily:</td>
</tr>
<tr>
<td><strong>Single Workflow</strong></td>
<td>Aspen system administrators can add the Single Workflow <strong>widget</strong> 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.</td>
</tr>
<tr>
<td><strong>Student Changes</strong></td>
<td>The Student Changes <strong>widget</strong> is used on the homepage in the School view. It shows authorized users any changes to demographic information for students associated with that school. It also displays the name and contact information of the user who changed the student record.</td>
</tr>
<tr>
<td><strong>Student Search</strong></td>
<td>The Student Search <strong>widget</strong> is used to give authorized Aspen users the ability to search for a specific student’s record:</td>
</tr>
</tbody>
</table>

**Note:** This widget is not available in the Student and Family portals.
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:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Date Due</th>
<th>Status</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laboratory 8b (Lab)</td>
<td>6/14/2010</td>
<td>Submitted</td>
<td></td>
</tr>
<tr>
<td>Newton’s Laws Problems (Proj)</td>
<td>6/16/2010</td>
<td>Late</td>
<td></td>
</tr>
<tr>
<td>Quiz 7 (Quiz)</td>
<td>5/26/2010</td>
<td>Submitted</td>
<td></td>
</tr>
<tr>
<td>Packet 6 (Test)</td>
<td>5/27/2010</td>
<td>Due</td>
<td></td>
</tr>
</tbody>
</table>

The **Survey** widget can be added to any Page. Anyone with access to that Page can take the survey:

<table>
<thead>
<tr>
<th>Title</th>
<th>Start Date</th>
<th>End Date</th>
<th>Edit</th>
<th>Results</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring field</td>
<td>3/24/2011</td>
<td>4/7/2011</td>
<td>☐</td>
<td>☐</td>
<td>Completed</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Received</th>
<th>Workflow</th>
<th>Task</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/7/2016 1:39 PM</td>
<td>Conduct Referral</td>
<td>Determine action</td>
<td>Abdessemed, Leena</td>
</tr>
<tr>
<td>7/7/2016 11:14 AM</td>
<td>Conduct Referral</td>
<td>Determine action</td>
<td>Ahola, Shane</td>
</tr>
<tr>
<td>7/7/2016 11:14 AM</td>
<td>Conduct Referral</td>
<td>Determine action</td>
<td>Ahola, Shane</td>
</tr>
<tr>
<td>7/7/2016 2:05 PM</td>
<td>Conduct Referral</td>
<td>Determine action</td>
<td>Ahola, Shane</td>
</tr>
<tr>
<td>7/7/2016 8:35 AM</td>
<td>Conduct Referral</td>
<td>Determine action</td>
<td>Abdessemed, Leena</td>
</tr>
</tbody>
</table>

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:

---

**Using the Staff View and Teacher Gradebook**

---
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.

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:
### Widget | Description
--- | ---
To Do | 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.

#### Web Sites

Web Sites | 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:
--- | ---
Web Sites | • Mass DOE - MA Department of Education
 • NCEB - National Center for Education Statistics

### 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 as follows:

   ![Edit Page](image)

   **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 Home page.

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 following table to make changes to your widget:

<table>
<thead>
<tr>
<th>If you want to...</th>
<th>Do this...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change the name in the widget header (title bar)</td>
<td>Double-click the widget header and enter a new title.</td>
</tr>
<tr>
<td>Move the widget to a new location</td>
<td>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. <strong>Note:</strong> 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.</td>
</tr>
<tr>
<td>Edit a widget's content</td>
<td>Click the Edit link (might also be called New Entry or Add Forum, depending on the widget) in the widget's title bar. <strong>Note:</strong> Each widget type is edited slightly differently.</td>
</tr>
<tr>
<td>Delete a widget</td>
<td>See To remove a widget from a Page.</td>
</tr>
</tbody>
</table>

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.
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 (Home page only).
4. Enter any required information, such as a Title and Categories.
5. In the rich text editor, click Source:

![Source button]

**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:

![Share button]

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:

![Video Widget](image)

**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:

   ![Image Editor](image.png)

3. Click ![Image](image.png). The Image Properties pop-up appears:
4. Click **Browse Server**. The “Aspen: Browse for Image” pop-up appears:

![Image Properties](image.png)

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:

![Image Preview](image.png)

**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:

![Tabs Example](tabs.png)

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 dialog box with the group’s settings appears:
For an explanation of the fields in this dialog box, 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.
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. In the Announcements widget, click Edit. The Announcements page appears:
2. Click **New**, or highlight an existing announcement and then click **Edit**. The Announcement dialog box appears:

This dialog box contains two sub-tabs: **Content** and **Visibility**. On the **Content** sub-tab, define the content of the announcement and the start and end dates. On the **Visibility** sub-tab, determine which users can view this announcement.

3. On the **Content** sub-tab, do the following:
- 87 -

- 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.

4. On the **Visibility** sub-tab, do the following:

- At **Views**, select the checkboxes for the views where the announcements 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**, determine which schools and staff types can view the announcement. At the **Schools** field, use **All** for all users at all schools to view the announcement; or click **Bay Middle School** to display the announcement for only users associated with specific schools. At the **Staff Types** field, select **All** for all staff members to view the announcement. Or, to specify the types of staff members you want to view the announcement, and select **Selected**. A pick list of staff types appears.

- Click **Save**. The announcement you created or modified appears on the Announcements page.

  **Note:** To change the order of an announcement item, on the Announcements page, 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:

   ![District News](image)

   **Superintendent's Message**  7/26/2016

   Moreland's recent academic success continued with the release of our State Standardized Test (SST) scores from last spring. And this success has meant greater demand for our wonderful schools.

   Data released by the State Department of Education in December showed that Moreland's API (Academic Performance Index) has risen to 874, another very impressive result. Nearly 75% of our students tested have reached either proficiency or advanced in English Language Arts and Math—a tremendous accomplishment. We are committed to help each student reach their full potential.

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

   ![District News](image)

   Moreland’s recent academic success continued with the release of our State Standardized Test (SST) scores from last spring. And this success has meant greater demand for our wonderful schools.

   Data released by the State Department of Education in December showed that Moreland’s API (Academic Performance Index) has risen to 874, another very impressive result. Nearly 75% of our students tested have reached either proficiency or advanced in English Language Arts and Math—a tremendous accomplishment. We are committed to help each student reach their full potential.

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:

   ![Rich Text Editor](image)

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.

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 home page, 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 Home page, in the External Links (Websites) widget, click **Edit**. The External Links widget appears:

   ![External Links Widget](image1)

2. Click **New**, or highlight the link you want to modify and click **Edit**. The External Link dialog box appears:

   ![External Link Dialog](image2)

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.
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:

   ![Forum widget](image)

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. The following appears:
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:
  - .
  - .
  - .
- 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:

<table>
<thead>
<tr>
<th>Topic</th>
<th>Author</th>
<th>Replies</th>
<th>Last Post</th>
</tr>
</thead>
<tbody>
<tr>
<td>Late Middle Ages</td>
<td>Wiegst, Ann</td>
<td>2</td>
<td>12/10/2014 7:19 PM</td>
</tr>
<tr>
<td>High Middle Ages</td>
<td>Wiegst, Ann</td>
<td>1</td>
<td>12/10/2014 7:19 PM</td>
</tr>
<tr>
<td>Early Middle Ages</td>
<td>Wiegst, Ann</td>
<td>0</td>
<td>12/10/2014 7:18 PM</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>File</td>
<td>Click <strong>Browse</strong> to locate the file, and add a <strong>Description</strong>.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> Files can include Word documents, Excel spreadsheets, images, and</td>
</tr>
<tr>
<td></td>
<td>PowerPoint presentations.</td>
</tr>
<tr>
<td>Note</td>
<td>Type a <strong>Title</strong> and the <strong>Text</strong> of your note (such as information about a</td>
</tr>
<tr>
<td></td>
<td>lesson plan).</td>
</tr>
<tr>
<td>Weblink</td>
<td>Type a <strong>Name</strong>, <strong>Description</strong>, and <strong>URL</strong> (you can copy and paste into</td>
</tr>
<tr>
<td></td>
<td>this field).</td>
</tr>
</tbody>
</table>
Using the Staff View and Teacher Gradebook

<table>
<thead>
<tr>
<th><strong>Field</strong></th>
<th><strong>Description</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Folder</td>
<td>A new folder appears. Rename the folder, move it, and drag and drop files into it as desired.</td>
</tr>
</tbody>
</table>

**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:

![Aspen File Uploader](image)

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

**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 as follows:

![Edit Menu](image)

3. Select one of the following:
<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
</table>
| 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 dialog box asks you whether you want to save or open the file.  
Note: This is a feature of Aspen Curriculum and Learning.  
- 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 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.

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:

![My Resources Screenshot]

**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](#) and [Google Docs™](#).

3. Select one of the following:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>File</td>
<td>Click <strong>Browse</strong> to locate the file, and add a <strong>Description</strong>. <strong>Note:</strong> Files can include Word documents, Excel spreadsheets, images, and PowerPoint presentations.</td>
</tr>
<tr>
<td>Note</td>
<td>Type a <strong>Title</strong> and the <strong>Text</strong> of your note (such as comments about a particular lesson plan).</td>
</tr>
<tr>
<td>Weblink</td>
<td>Type a <strong>Name, Description</strong>, and <strong>URL</strong> (you can copy and paste into this)</td>
</tr>
<tr>
<td>Field</td>
<td>Description</td>
</tr>
<tr>
<td>------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Folder</td>
<td>A new folder appears. If desired, you can rename the folder, move it, and</td>
</tr>
<tr>
<td></td>
<td>drag and drop files into it.</td>
</tr>
<tr>
<td><strong>Note:</strong></td>
<td>If you have a specific place where you want a file or folder to appear,</td>
</tr>
<tr>
<td></td>
<td>select that location in My Resources before you add the files.</td>
</tr>
</tbody>
</table>

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.

![Aspen File Uploader](image)

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>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<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:</td>
</tr>
<tr>
<td></td>
<td>• Download the item, edit it, and upload the edited version.</td>
</tr>
<tr>
<td></td>
<td>• Edit the version that's on your computer, upload it, and delete the unedited version.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> You cannot edit a folder.</td>
</tr>
<tr>
<td>View</td>
<td>Based on your selection, one of the following occurs:</td>
</tr>
<tr>
<td></td>
<td>• For a folder: The folder expands (if it was already expanded, nothing</td>
</tr>
<tr>
<td>Field</td>
<td>Description</td>
</tr>
<tr>
<td>-------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</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 <strong>Enter</strong> on your keyboard.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> You cannot rename a file.</td>
</tr>
<tr>
<td>Delete</td>
<td>A confirmation message appears. Click <strong>OK</strong>.</td>
</tr>
<tr>
<td></td>
<td><strong>Notes:</strong></td>
</tr>
<tr>
<td></td>
<td>- If you are running out of space and want to delete multiple files at once, click the <strong>My Quota</strong> link on the Group Resources widget.</td>
</tr>
<tr>
<td></td>
<td>- If you delete a file from My Resources that has been attached to an assignment, students will no longer have access to that assignment.</td>
</tr>
<tr>
<td>Copy</td>
<td>A copy of the file appears, with a number, starting with (2), appended to the file name.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> You cannot copy a folder.</td>
</tr>
</tbody>
</table>

**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.
- Online quizzes in My Resources cannot be copied to the Group Resources widget.
- If you have reached your space quota, the folders or files will not copy, and an error message appears.

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 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:

   ![File List Example]
   - 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.

For the Staff view: Click the My Info 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.

   - For the Staff view: Click the My Info 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:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Type the title of the Page, such as Junior Varsity Lacrosse.</td>
</tr>
<tr>
<td></td>
<td>Note: This title is for informational purposes only and doesn’t appear anywhere on the page. It has a 60-character maximum. See <strong>Page Label</strong> field below.</td>
</tr>
<tr>
<td>Category</td>
<td>Click this drop-down to select the type of Page you are creating, such as Academic (this is for sorting purposes only).</td>
</tr>
<tr>
<td>Page Icon</td>
<td>Click this drop-down to select an icon name. As soon as you do, an image of the icon appears next to the field.</td>
</tr>
<tr>
<td>Adult Responsible</td>
<td>The default value and only option is your own name. If you leave this field blank, the system will complete it for you.</td>
</tr>
<tr>
<td>Start Date/End Date</td>
<td>Type or click to select a <strong>Start Date</strong> and <strong>End Date</strong> for the group.</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
</tbody>
</table>
### Field Description

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Page Status</strong></td>
<td>Click this drop-down to select <strong>Page enabled for admins only</strong>. While it is being worked on, you are the only person who can view the Page.</td>
</tr>
<tr>
<td><strong>Note:</strong></td>
<td>When your Page is complete, go back into the group details for your class and click this drop-down to select <strong>Page enabled for all members</strong>.</td>
</tr>
<tr>
<td><strong>Public for all Aspen users</strong></td>
<td>Select this checkbox to make it possible for all Aspen users to see this Page. The Page will appear under Public Pages in the <strong>Page Directory</strong>.</td>
</tr>
<tr>
<td><strong>Note:</strong></td>
<td>Users can browse public Pages and add them to their <strong>Quick Access</strong> menu, but this does not mean that they are members of the group. For example, if a school Page is public, users would be able to read a blog that is posted but not create their own entries.</td>
</tr>
<tr>
<td><strong>Page Label</strong></td>
<td>Type a label for the Page, such as <strong>English 101</strong>. This appears on the Pages tab under the icon you select. There is a 25-character maximum.</td>
</tr>
<tr>
<td><strong>Note:</strong></td>
<td>This field is optional.</td>
</tr>
</tbody>
</table>

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: The Groups page appears. Select the checkbox next to the group you want to add members to.
   - For the District view: Click the District tab, then the Groups side-tab.
   - For the Intermediate Organization view: Click the Intermediate Organization 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.

   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.
3. On the Groups side-tab, click Members. The group’s member page appears:

4. On the Options menu, click Add. The ‘Add members to pages’ dialog box appears:
5. 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 the following table for descriptions of each member type:

<table>
<thead>
<tr>
<th>Member Type</th>
<th>Used</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Users</td>
<td>When your group needs to contain a mix of members: students, staff, and contacts, for example.</td>
</tr>
<tr>
<td>Staff</td>
<td>For a staff-only group, either at the District or School level.</td>
</tr>
<tr>
<td>Students</td>
<td>For a student-only group, at the District, school, or section level.</td>
</tr>
<tr>
<td>Contacts</td>
<td>For a contact-only group, either at the District or school level.</td>
</tr>
<tr>
<td>Schools</td>
<td>For a school-only group. All users in that school will have access to the Page.</td>
</tr>
<tr>
<td>School Levels</td>
<td>For a school-level Page. For example, if you select <strong>Elementary</strong>, all users at all elementary schools in your district will be able to see the same banner, resources, etc.</td>
</tr>
<tr>
<td>Organizations</td>
<td>To add members from an entire organization, such as Springfield Public Schools.</td>
</tr>
<tr>
<td>Member Type</td>
<td>Used</td>
</tr>
<tr>
<td>---------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Security Roles</td>
<td>To select users from a particular security role, such as Nurse, at the District or school level.</td>
</tr>
<tr>
<td>Sections</td>
<td>To select users from all course sections in your District or school.</td>
</tr>
<tr>
<td>Grade Levels</td>
<td>In the School and District view, you have the option of selecting an entire grade level of users, such as all seventh graders.</td>
</tr>
<tr>
<td>Departments</td>
<td>In the School and District view, you have the option of selecting an entire department of users, such as the English Department faculty.</td>
</tr>
</tbody>
</table>

6. 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.

7. 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.

8. 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 view: Click the District tab, then the Groups side-tab.
   - For the Intermediate Organization view: Click the Intermediate Organization 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. The Groups page appears. Select the checkbox next to the group you want to delete members from.

3. On the Groups side-tab, click Members. The group’s member page appears.

4. 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.

5. 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.

6. 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:**

- 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 following table to fill in the fields.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
</table>
| 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. |
### Field Description

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Include Primary Email Address</td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> This checkbox might be selected by default, depending on your <code>.</code></td>
</tr>
<tr>
<td>Include Alternate Email Address</td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> This checkbox might be selected by default, depending on your <code>.</code></td>
</tr>
<tr>
<td>Subject</td>
<td>Type a subject for your message.</td>
</tr>
<tr>
<td>Attachment</td>
<td>If you want to attach a file to your message, click <strong>Browse</strong> to navigate to the file you want to send.</td>
</tr>
<tr>
<td>Text box</td>
<td>Click in the text box to compose your message. Use the rich text formatting tools, if desired.</td>
</tr>
</tbody>
</table>

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 as follows:

   | View Page | Add Tab | Remove Tab | Remove Widgets | Change Settings |

   **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 Home page.
- 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:

![Diagram of a page with a widget being dragged]

4. Release the mouse button to anchor the widget.

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

<table>
<thead>
<tr>
<th>If you want to...</th>
<th>Do this...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change the name in the widget header (title bar)</td>
<td>Double-click the widget header and enter a new title.</td>
</tr>
<tr>
<td>Move the widget to a new location</td>
<td>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.</td>
</tr>
<tr>
<td>Edit a widget's content</td>
<td>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.</td>
</tr>
<tr>
<td>Delete a widget</td>
<td>See To remove a widget from a Page.</td>
</tr>
</tbody>
</table>

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.
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.
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 dialog box with the group's settings appears:

![Dialog box with group's settings](image)

For an explanation of the fields in this dialog box, 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. In the Announcements widget, click **Edit**. The Announcements page appears:

   ![Announcements page screenshot]

   1. Click **New**, or highlight an existing announcement and then click **Edit**. The Announcement dialog box appears:

   ![Announcement dialog box screenshot]

   Faculty meeting today at 3:30 in the cafeteria.
This dialog box contains two sub-tabs: **Content** and **Visibility**. On the **Content** sub-tab, define the content of the announcement and the start and end dates. On the **Visibility** sub-tab, determine which users can view this announcement.

3. 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.

4. On the **Visibility** sub-tab, do the following:
   - At **Views**, select the checkboxes for the views where the announcements 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**, determine which schools and staff types can view the announcement. At the **Schools** field, use **All** for all users at all schools to view the announcement; or click ![校名] to display the announcement for only users associated with specific schools. At the **Staff Types** field, select **All** for all staff members to view the announcement. Or, to specify the types of staff members you want to view the announcement, and select **Selected**. A pick list of staff types appears.
   - Click **Save**. The announcement you created or modified appears on the Announcements page.
Note: To change the order of an announcement item, on the Announcements page, 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:

    ![Rich text editor](image)

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.

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:

   ![New Entry Button](image1)

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

   ![Title Field](image2)

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

   ![Categories Field](image3)

   **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.

   ![Rich Text Editor](image4)

   **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:

![District News]

**Superintendent's Message**

Moreland's recent academic success continued with the release of our State Standardized Test (SST) scores from last spring. And this success has meant greater demand for our wonderful schools.

Data released by the State Department of Education in December showed that Moreland’s API (Academic Performance Index) has risen to 874, another very impressive result. Nearly 75% of our students tested have reached either proficiency or advanced in English Language Arts and Math—a tremendous accomplishment. We are committed to help each student reach their full potential.

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

![District News]

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 home page, the state Department of Education's Website, and Yahoo!. Or, post links of interest for your class or group.
To create or edit a link:

1. On the Home page, 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 dialog box 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.
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:

   ![Forum widget]

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. The following appears:
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:
  - .
  - .
  - .
- 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:

<table>
<thead>
<tr>
<th>Topic</th>
<th>Author</th>
<th>Replies</th>
<th>Last Post</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>(M)</strong> Late Middle Ages</td>
<td>Wiegst, Ann</td>
<td>2</td>
<td>12/10/2014 7:19 PM</td>
</tr>
<tr>
<td>High Middle Ages</td>
<td>Wiegst, Ann</td>
<td>1</td>
<td>12/10/2014 7:19 PM</td>
</tr>
<tr>
<td>Early Middle Ages</td>
<td>Wiegst, Ann</td>
<td>0</td>
<td>12/10/2014 7:18 PM</td>
</tr>
</tbody>
</table>

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 vice 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:
<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
</table>
| File    | Click **Browse** to locate the file, and add a **Description**.  

**Note:** Files can include Word documents, Excel spreadsheets, images, and PowerPoint presentations. |
| 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). |
Using the Staff View and Teacher Gradebook

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Folder</td>
<td>A new folder appears. Rename the folder, move it, and drag and drop files into it as desired.</td>
</tr>
</tbody>
</table>

**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:

![Aspen File Uploader](image)

- 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.
<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>- Click <strong>Upload</strong>. A confirmation message appears. Click <strong>OK</strong>. The selected files or folders appear in Group Resources.</td>
</tr>
<tr>
<td></td>
<td>- Skip to Step 6.</td>
</tr>
</tbody>
</table>

**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 as follows:

![Edit menu]

3. Select one of the following:
<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edit Item</td>
<td>A details pop-up appears, where you can edit details such as file name, description, and file location.</td>
</tr>
</tbody>
</table>
| 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 dialog box asks you whether you want to save or open the file. |
| Note: | This is a feature of Aspen Curriculum and Learning. |
| 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 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.

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:
     1. Go to the Planner tab. Select the Events view, and then click My Resources.
     2. 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 and Google Docs™.

3. Select one of the following:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>File</td>
<td>Click Browse to locate the file, and add a Description.</td>
</tr>
<tr>
<td>Note</td>
<td>Type a Title and the Text of your note (such as comments about a particular lesson plan).</td>
</tr>
</tbody>
</table>

Note: Files can include Word documents, Excel spreadsheets, images, and PowerPoint presentations.
### 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.

**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.

#### Aspen File Uploader

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.
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:

   ![Edit menu](image)

3. Select one of the following:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
</table>
   | 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: |
Using the Staff View and Teacher Gradebook

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<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.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> You cannot rename a file.</td>
</tr>
<tr>
<td>Delete</td>
<td>A confirmation message appears. Click OK.</td>
</tr>
<tr>
<td></td>
<td><strong>Notes:</strong></td>
</tr>
<tr>
<td></td>
<td>• 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.</td>
</tr>
<tr>
<td></td>
<td>• If you delete a file from My Resources that has been attached to an assignment, students will no longer have access to that assignment.</td>
</tr>
<tr>
<td>Copy</td>
<td>A copy of the file appears, with a number, starting with (2), appended to the file name.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> You cannot copy a folder.</td>
</tr>
</tbody>
</table>

**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):

![Group Resources and My Resources](image)

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.
- Online quizzes in My Resources cannot be copied to the Group Resources widget.
- If you have reached your space quota, the folders or files will not copy, and an error message appears.

**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 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:

   ![File List](image)

   - **FileSize**
   - **LastMod**
   - **FileName**
   - **Repository Name**

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:

![Request for Permission pop-up](image)

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.
   
   - For the Staff view: Click the My Info 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.

   - For the Staff view: Click the My Info 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.

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.
Using the Staff View and Teacher Gradebook

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**.

**New Entry**

**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 Home page 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. Click the PD Admin tab, then click the Sections side-tab.
2. Select the section and click Attendance on the side-tab. The Attendance page appears:

   ![Attendance Page Screenshot](image)

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

Using the Student Tab in the Staff View

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.

**Entering and Viewing Student Details**

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

**To enter or view details for a student:**

1. Log on to the District, School, or Staff view.
2. Click the **Student** tab.
3. **Search for and select the student.**
4. Click the **Details** side-tab. The Details page for that student displays the **Demographics, Addresses, Activities, Alerts,** and **Photo** sub-tabs.
5. On the **Addresses** sub-tab, at the **Address line 1** field, do the following:
Type an address.

To use the optional validation tool to ensure the address is entered in the correct format, click to validate the format of the address.

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.

**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.

- 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.

6. You can import the student’s photo on the Photo sub-tab.
7. 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.

8. 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. Click the **Student** tab.
3. Search for and select the student.
4. Click the **Contacts** side-tab. The student’s Contacts page appears.
5. Do one of the following:
   - To view information for an existing contact, select the contact, and then click **Details** on the **Contacts** side-tab.
   - To add a new contact, on the **Options** menu, click **Add**. The New Student Contact page appears.
6. If adding a contact, in the **Last Name** field, type a contact name. If the contact name already exists in the system, a pick list with the matching name(s) appears.

<table>
<thead>
<tr>
<th>Notes:</th>
</tr>
</thead>
</table>
| • 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. |

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

<table>
<thead>
<tr>
<th>Reference table</th>
<th>Description</th>
</tr>
</thead>
</table>
| **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. |
**Reference table** | **Description**
--- | ---
|  | 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.
| Receive email | Select this checkbox for the contact to receive email notifications about the student.
| Contact has family portal access (or Portal access) | 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.
9. 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, or Health view, click the **Student** tab. The Student List displays the list of students at your school.
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.

**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.

### Viewing 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 Conduct Incident for Specific Student**

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

**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, then click **Incidents**. A list of any conduct incidents entered for the student appears.
5. Do one of the following:
   - Click the value in the **Code** column to view the details of a conduct incident.
   - On the **Options** menu, click **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 a 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.

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.
- Semester running total and an overall cumulative average for the class, if certain preferences are enabled by the school and teacher (bottom of the page). If your school or district has included a description of how these averages are calculated, ![icon](https://example.com/icon.png) appears. Hover your cursor over the icon to view the description.

### 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 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:

![Assignment Details](image)

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
Using the Staff View and Teacher Gradebook

**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.
   - On the **Options** menu, click **Add**. The School Course Pick List appears:

   ![School Course Pick List](attachment:image)

   **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.

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.
5. 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. Log on to the District, School, Staff, or Health view.
2. Click the Student tab.
3. **Search for and select the student**.
4. Click the Assessments side-tab. Existing assessment records are listed.
5. To filter the types of assessments, at the Assessment Definition field, click and select the Assessment Definition you would like to enter or view. To view all types of assessments, leave this field blank.
6. 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, on the Options menu, click Add. The New Student Assessment page appears. Enter the information, and click Save.

**Entering and Viewing 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.

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.

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**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:

- **Year ID**: 2015-2016
- **Grade level**: 07
- **Number**: 071

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" checkboxes, 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.

#### 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:
- If you have two separate homerooms, click the Homeroom dropdown 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.

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.

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.

Enter Class Attendance

As a teacher, you can enter and track attendance for your classes in the Staff view.

Note: You can also use seating charts to take attendance in your classes.

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.
**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.

You cannot take positive attendance in Aspen Mobile at this time. If you attempt to take positive attendance in Aspen Mobile, you will receive a warning message with a link to the traditional desktop version of Aspen. From here, you can proceed to take positive attendance.

**To enter class attendance:**

1. Log on to the Staff view.
2. Click the **Attendance** tab, **Class** side-tab.
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:

   ![Attendance Input Page](image)

   **Note:** If this is a multi-section class, select the **Show all students in class** checkbox to include all students in the multi-section class on this day on the page. This way, you can take attendance for all students in the room.

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:

- LASID
- Name
- Daily Attendance (if the student is absent, tardy, or dismissed that day and the tardy or dismissal times)
- Class Attendance
- Code

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.

<table>
<thead>
<tr>
<th>Note: If your course section uses positive attendance:</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Prior to posting or saving, a message in the page’s top-right section reminds you to mark students present.</td>
</tr>
<tr>
<td>- The P (Present) and A (Absent) codes appear by default.</td>
</tr>
</tbody>
</table>

| 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. |

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, the system 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.

10. Click **Post**. The system posts the values to daily attendance.

### 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.

### 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 trends 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 click **Trends** on the Daily Roster side-tab.
  - To view class attendance trends, click the **Class Trends** side-tab. Select a class.

- 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 click **Trends** on the Class 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:

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<tr>
<th>Name</th>
<th>31</th>
<th>1</th>
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<th>Totals</th>
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</tr>
<tr>
<td>McKeen, Jalen</td>
<td></td>
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<td>A</td>
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<tr>
<td>Pueh, Angelia</td>
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<td>A</td>
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<tr>
<td>Thompson, Ainn</td>
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<td></td>
<td></td>
<td></td>
<td>A</td>
</tr>
<tr>
<td>Ventresco, Michael</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>A</td>
</tr>
<tr>
<td>Wheeler, Alyse</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>A</td>
</tr>
</tbody>
</table>

2. Use the **Filter** menu to determine the number of weeks you want to view attendance for.
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.

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:

![Image of gradebook interface]

**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. 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.

<table>
<thead>
<tr>
<th>Your Grade</th>
<th>Term Average in Post Column</th>
<th>Grade on Report Card</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>3</td>
<td>B</td>
</tr>
</tbody>
</table>

• 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).

<table>
<thead>
<tr>
<th>Your Grade</th>
<th>Term Average in Post Column</th>
<th>Grade on Report Card</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>C</td>
<td>C</td>
</tr>
</tbody>
</table>

You can, whether they are created by you or your district, for easy viewing on your Scores page.

**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)**

<table>
<thead>
<tr>
<th>Code</th>
<th>Value</th>
<th>Cutoff Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>GJ</td>
<td>10.0</td>
<td>7.5</td>
</tr>
<tr>
<td>AE</td>
<td>7.0</td>
<td>4.5</td>
</tr>
<tr>
<td>MA</td>
<td>4.0</td>
<td>0.5</td>
</tr>
<tr>
<td>DT</td>
<td>0.0</td>
<td>0.0</td>
</tr>
</tbody>
</table>

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.

\[
\frac{(MA + MA + MA + AE + AE)}{5} = \frac{(4.0 + 4.0 + 4.0 + 7.0 + 7.0)}{5} = 5.2 \text{ AE}
\]

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)

<table>
<thead>
<tr>
<th>Code</th>
<th>Value</th>
<th>Cutoff Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>+</td>
<td>5.0</td>
<td>3.5</td>
</tr>
<tr>
<td>=</td>
<td>3.0</td>
<td>1.5</td>
</tr>
<tr>
<td>-</td>
<td>1.0</td>
<td>0.0</td>
</tr>
</tbody>
</table>

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.
5. Use the following table to complete the fields:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<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.</td>
</tr>
<tr>
<td>Minimum input</td>
<td>Type the minimum input value.</td>
</tr>
</tbody>
</table>

**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.

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.

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 [ ] to select a different color. When you are done, click OK.
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:

<table>
<thead>
<tr>
<th>Name</th>
<th>YGC</th>
<th>HW Q4</th>
<th>07/28</th>
<th>07/29</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coffey, Blake</td>
<td>2017</td>
<td>70.0</td>
<td>AE</td>
<td>AE</td>
</tr>
<tr>
<td>Constantinou, Peter</td>
<td>2017</td>
<td>85.0</td>
<td>AE</td>
<td>GJ</td>
</tr>
<tr>
<td>Devlin, Lawrencsa</td>
<td>2017</td>
<td>55.0</td>
<td>AE</td>
<td>MA</td>
</tr>
<tr>
<td>Kemp, Aleigha</td>
<td>2017</td>
<td>20.0</td>
<td>MA</td>
<td>DT</td>
</tr>
<tr>
<td>Mann, Heather G.</td>
<td>2017</td>
<td>70.0</td>
<td>MA</td>
<td>GJ</td>
</tr>
<tr>
<td>McKeen, Jalen</td>
<td>2017</td>
<td>85.0</td>
<td>GJ</td>
<td>AE</td>
</tr>
<tr>
<td>Pun, Angela</td>
<td>2017</td>
<td>35.0</td>
<td>AE</td>
<td>DT</td>
</tr>
<tr>
<td>Thompson, Ann</td>
<td>2017</td>
<td>85.0</td>
<td>AE</td>
<td>GJ</td>
</tr>
<tr>
<td>Ventresco, Michael</td>
<td>2017</td>
<td>55.0</td>
<td>AE</td>
<td>MA</td>
</tr>
<tr>
<td><strong>Average score</strong></td>
<td></td>
<td><strong>62.2</strong></td>
<td><strong>6.7</strong></td>
<td><strong>5.8</strong></td>
</tr>
</tbody>
</table>

Comparing the two examples, notice that numeric values are used in calculations when available:

<table>
<thead>
<tr>
<th>Student</th>
<th>Example 1: Homework Average</th>
<th>Example 2: Homework Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blake Coffey</td>
<td>70% C– = (AE + AE)/2 = (7 + 7)/2</td>
<td>70% C– = (AE + 7)/2 = (7 + 7)/2</td>
</tr>
<tr>
<td>Peter Constantinou</td>
<td>85% B = (AE + GJ)/2 = (7 + 10)/2</td>
<td>80 B– = (AE + 9)/2 = (7 + 9)/2</td>
</tr>
</tbody>
</table>
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 . 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:

- weighted categories
- weighted 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 Using Weighted Categories**

- 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:

<table>
<thead>
<tr>
<th>Homework Category: (Weight: 25)</th>
<th>Quizzes Category: (Weight: 25)</th>
<th>Tests Category: (Weight: 50)</th>
</tr>
</thead>
<tbody>
<tr>
<td>HW 1: 10 of 10 = 100%</td>
<td>Quiz 1: 50 of 50 = 100%</td>
<td>Test 1: 80 of 100 = 80%</td>
</tr>
<tr>
<td>HW 2: 9 of 10 = 90%</td>
<td>Quiz 2: 42 of 50 = 84%</td>
<td>Test 2: 94 of 100 = 94%</td>
</tr>
<tr>
<td>HW 3: 15 of 20 = 75%</td>
<td>Quiz 3: 48 of 50 = 96%</td>
<td>Test 3: 180 of 200 = 90%</td>
</tr>
</tbody>
</table>
### Homework Category: (Weight: 25) | Quizzes Category: (Weight: 25) | Tests Category: (Weight: 50)
---|---|---
HW 4: 4 of 5 = 80% | Quiz average: (100+84+96)/3 = 93.33% | Test average: (80+94+90)/3 = 88%

HW average: (100+90+75+80)/4 = 86.25%

Aspen uses the following formula to calculate the term average using weights:

\[(86.25 \times 25/100) + (93.33 \times 25/100) + (88 \times 50/100) = 88.89 \text{ (B+)}\]

### Calculating Averages Using Weighted 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:

<table>
<thead>
<tr>
<th>Homework Category (Weight: 25)</th>
<th>Quizzes Category (Weight: 25)</th>
<th>Tests Category (Weight: 50)</th>
</tr>
</thead>
<tbody>
<tr>
<td>HW 1 (wt=2): 10 of 10 = 100%</td>
<td>Quiz 1 (wt=1): 50 of 50 = 100%</td>
<td>Test 1 (wt=1): 80 of 100 = 80%</td>
</tr>
<tr>
<td>HW 2 (wt=1): 9 of 10 = 90%</td>
<td>Quiz 2 (wt=1): 42 of 50 = 84%</td>
<td>Test 2 (wt=2): 94 of 100 = 94%</td>
</tr>
<tr>
<td>HW 3 (wt=1): 15 of 20 = 75%</td>
<td>Quiz 3 (wt=1): 48 of 50 = 96%</td>
<td>Test 3 (wt=2): 180 of 200 = 90%</td>
</tr>
<tr>
<td>HW 4 (wt=1): 4 of 5 = 80%</td>
<td>Quiz average: 93.33%</td>
<td>Test average: 89.60%</td>
</tr>
</tbody>
</table>

Aspen uses the following formula to calculate the average:

The system weights assignments first:

- HW: \((100 \times 2/5) + (90 \times 1/5) + (75 \times 1/5) + (80 \times 1/5) = 89%\)
- Quiz: \((100 \times 1/3) + (84 \times 1/3) + (96 \times 1/3) = 93.33%\)
- Test: \((80 \times 1/5) + (94 \times 2/5) + (90 \times 2/5) = 89.6%\)

The system then weights category averages just like the Categories Only option:

\[(89 \times 1/4) + (93.33 \times 1/4) + (89.60 \times 1/2) = 90.38\% \text{ (A-)}\]
Calculating Averages Using 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:

<table>
<thead>
<tr>
<th>Homework Category</th>
<th>Quizzes Category</th>
<th>Tests Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>HW 1: 10 of 10</td>
<td>Quiz 1: 50 of 50</td>
<td>Test 1: 80 of 100</td>
</tr>
<tr>
<td>HW 2: 9 of 10</td>
<td>Quiz 2: 42 of 50</td>
<td>Test 2: 94 of 100</td>
</tr>
<tr>
<td>HW 3: 15 of 20</td>
<td>Quiz 3: 48 of 50</td>
<td>Test 3: 180 of 200</td>
</tr>
<tr>
<td>HW 4: 4 of 5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HW total points earned:</td>
<td>Quiz total points earned:</td>
<td>Test total points earned:</td>
</tr>
<tr>
<td>38</td>
<td>140</td>
<td>354</td>
</tr>
<tr>
<td>HW total points possible:</td>
<td>Quiz total points possible:</td>
<td>Test total points possible:</td>
</tr>
<tr>
<td>45</td>
<td>150</td>
<td>400</td>
</tr>
</tbody>
</table>

Aspen uses the following formula to calculate the term average using Total Points Only:

\[
\frac{38 + 140 + 354}{45 + 150 + 400} = \frac{532}{595} = 0.8941 \approx 89.41\% (B+)
\]

Calculating Averages Using 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
HW average: 38/45 = 84.44%

Quiz total points earned: 140
Quiz total points possible: 150
Quiz average: 140/150 = 93.33%

Test total points earned: 354
Test total points possible: 400
Test average: 354/400 = 88.5%

Aspen uses the following formula to calculate the term average using Category Total Points:

\[
(84.44 \times \frac{25}{100}) + (93.33 \times \frac{25}{100}) + (88.5 \times \frac{50}{100}) = 88.69 \text{ (B+)}
\]

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**.
6. Click **Add**. A pop-up appears:
7. At **Enter Category Code**, type a code, such as **HW**, for homework.

8. At **Enter Category Description**, type a description for the code.

9. 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.

10. 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.

11. To add another category, click **Add** or **+**.

12. 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:

   ![Category Code Pop-up](image)

   **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**.

### 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:

   ![Gradebook Details](image)

5. Click **Categories**.
6. Click **Add**. A pop-up appears:
7. Use the following steps to enter information in the fields:
   a. At **Enter Category Code**, type a code, such as **HW**, for homework. 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 ![Checkmark]

When you create a category, a category bar appears:

```
<table>
<thead>
<tr>
<th>HW</th>
<th>Category Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Total Points</td>
</tr>
<tr>
<td>100.0%</td>
<td>Percentage of overall grade represented by this category</td>
</tr>
</tbody>
</table>
```

8. 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.

9. 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, so you won't have to enter a value in that field each time you create an assignment.

10. 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.

11. 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-tabs, 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. On the Options menu, click Add. The New Category page appears:

   ![New Category Page](https://example.com/new_category_page.png)

   **Note:** You can also import categories from another section. To import categories, click Import Categories on the Options menu.

6. Type a code and a description for the category.

   **Note:** Because the code can appear in the column header on the Scores page, type a short value.

7. 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:

![Assignment Defaults](https://example.com/assignment_defaults.png)
At the **Grade Scale** > **Name** field, 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 district grade scale.

- 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.
- Type the **Total** (maximum) **points**.
- Type any **Extra credit points** a student can earn for an assignment.
- Select the **Score cannot be dropped** checkbox if you do not want the system to drop any lowest scores from this category.
- 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.

8. Click **Save**.

9. Repeat steps 6–8 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.

### 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 dialog box 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.

You can do any or all of the following with assignments:

- (if your school uses the Student and Family portals).
- Let students using the Student portal. These completed assignments are then available in your gradebook.
- Set a –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 . 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.

**Note**: You must define categories and set your Gradebook preferences before you can create actual assignments.
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:
<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
</table>
| Classes               | This field displays one of the following:  
    - No data. In the Gradebook, the section(s) this assignment is created for appear after you click **Save**.  
    - The name of the section this assignment is created for (in the Planner).  
    - No data and 🔄 (in the Planner, if you did not already select a class). To select a class:  
      a. Click 🔄, and the Select Sections pop-up displays your linked and unlinked class sections.  
      b. Select:  
        - One or more class sections that are linked together in the same group, or  
        - An unlinked section.  
      c. Click **OK**. The selected section(s) appear.  

**Important:** In the Select Sections pop-up, you cannot select:  
   - Both linked and unlinked sections.  
   - From more than one linked section group.  

<table>
<thead>
<tr>
<th>Category</th>
<th>Click 🔄 to select the category for this assignment. If you defined default values for assignments in this category, those values appear in the appropriate fields.</th>
</tr>
</thead>
<tbody>
<tr>
<td>GB Column Name</td>
<td>Type the name that you will use to identify this assignment on your Scores page.</td>
</tr>
<tr>
<td>Note: Type a short code with no spaces.</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Assignment Name</td>
<td>Type a detailed name for the assignment.</td>
</tr>
<tr>
<td>Date assigned</td>
<td>This field defaults to today’s date. To change the date, click 🔄.</td>
</tr>
</tbody>
</table>
### Field | Description
---|---

**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.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Date due</strong></td>
<td>This field defaults to today’s date. To change the date, click ![calendar icon].</td>
</tr>
<tr>
<td><strong>Total points</strong></td>
<td>This field appears only if you calculate averages by total points. Type the number of possible points a student can earn. You determine how you calculate averages when you set your Gradebook preferences.</td>
</tr>
<tr>
<td><strong>Weight</strong></td>
<td>This field appears only if you calculate averages and adjust the weights by term. This read-only field displays the weight, as defined on the class details page, for the selected <strong>Category</strong> and <strong>Grade Term</strong> for the assignment. You determine how you calculate averages when you set your Gradebook preferences.</td>
</tr>
</tbody>
</table>
| **Online submission** | If you want students to be able to submit files for this assignment online using the Student portal, enable **Allow online submission** below.  

**Note:** You must set up your Gradebook and class Pages to receive assignments from students online. You receive these files on the Scores page. |
<p>| <strong>Allow online submission</strong> | Select this checkbox for students to submit this assignment using the Student portal. Once you enable this field, you can enter an <strong>Open date</strong> and a <strong>Close date</strong> for the assignment. You can also specify a <strong>Start time</strong> for the <strong>Open date</strong>, and an <strong>End time</strong> for the <strong>Close date</strong>. Students can only access the assignment in the portal and submit it to you during the specified date and time range. |
| <strong>Open date</strong> | Appears if <strong>Allow online submission</strong> is enabled. Defaults to the <strong>Date assigned</strong>. Enter the date when students can access and submit the assignment in the Student portal. |
| <strong>Start time</strong> | Defaults to <strong>12:00 a.m.</strong>, but you can edit it. This is the earliest time that students can access and submit the assignment on the <strong>Open date</strong> specified. |</p>
<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Close date</strong></td>
<td>Defaults to the Date due. Enter the last date that students can submit the assignment in the Student portal.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> Students can submit online assignments when the Close date is after the Date due. When a student submits an assignment after the Date due, ![late!] appears on your Scores page to indicate a late submission. Click ![late!] in the Single Assignment or Single Student view to see the submission’s timestamp.</td>
</tr>
<tr>
<td><strong>End time</strong></td>
<td>Defaults to 11:59 p.m., but you can edit it. After this time, students can no longer access the assignment in the Student portal. If an assignment is not submitted by this time on the Close date, it is marked as &quot;Missing&quot; in the Student portal.</td>
</tr>
<tr>
<td><strong>Extra credit - whole assignment</strong></td>
<td>Select this checkbox to treat this entire assignment as extra credit.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> If you select this checkbox, do not enter a value in the Extra credit points field. Do only one of the following:</td>
</tr>
<tr>
<td></td>
<td>- Select the Extra Credit - whole assignment checkbox to treat the entire assignment as extra credit; or</td>
</tr>
<tr>
<td></td>
<td>- Enter a value in the Extra credit points field to allow students to earn extra points, in addition to their earned points, for this assignment.</td>
</tr>
<tr>
<td><strong>Extra credit points</strong></td>
<td>Enter the number of extra credit points a student can earn for this assignment. A student can earn these points only; students are not penalized for extra credit points.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> If you enter a value in this field, do not select the Extra credit checkbox. Do only one of the following:</td>
</tr>
<tr>
<td></td>
<td>- Select the Extra Credit checkbox to treat the entire assignment as extra credit; or</td>
</tr>
<tr>
<td></td>
<td>- Enter a value in the Extra credit points field to allow students to earn extra points, in addition to their earned points, for this assignment.</td>
</tr>
<tr>
<td><strong>Sequence number</strong></td>
<td>If you select to order your Gradebook column headers on the Scores page by sequence number in your user preferences, type the number that determines the order in which this gradebook column appears.</td>
</tr>
<tr>
<td><strong>Score not</strong></td>
<td>Select this checkbox if you drop scores for this course section, and</td>
</tr>
<tr>
<td>Field</td>
<td>Description</td>
</tr>
<tr>
<td>------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>droppable</td>
<td>You do not want the system to drop this score if it meets the requirements you set.</td>
</tr>
</tbody>
</table>
| 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 the portals, but grades do not.                                                                 |
| Entry mode                   | Click this drop-down to select **Both, Numeric Only, or Letter Only** to determine the grade values you can enter for this assignment.                                                                      |
| Grade Scale                  | The grade scale you associate with the category you select at the **Category Code** field appears. If you want to use a different grade scale for this assignment, begin typing the value and select the one you want, or click ![search_icon](search_icon.png) to select from a pick list. |
| Grade Term                   | The system enters the grade term based on the date you enter at the **Date due** field. You can change this value.                                                                                           |
| Exclude from averages        | Select this checkbox to exclude grades for this assignment from the averages shown on your gradebook scores grid, and in the Student and Family portals. On your Scores page, the column header for this assignment appears gray, with a line through the assignment name, indicating that the score is not included in the **Average score** at the bottom. In the Student and Family portals, a message indicates that this assignment is excluded from the student’s average. |
| Recurring options            | If you want to create a recurring schedule for this assignment, select one of the following options:  
  - Click **Daily** to define a daily schedule. A pop-up appears. Define the start and end dates of the recurring schedule. In the **Frequency** field, type the number that determines how often the assignment recurs on schedule days. For example, if the assignment recurs every other day the class meets, type 2 in the **Frequency** field. Click **OK**.  
  - Click **Weekly** to define a weekly schedule. A pop-up appears. Define the start and end dates of the recurring schedule. |
<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Recurrence schedules</strong></td>
</tr>
<tr>
<td></td>
<td>To set a recurring schedule, type a value in the <strong>Recur every {how many} weeks</strong> field. Then, click the day of the week the assignment recurs on.</td>
</tr>
<tr>
<td></td>
<td>- Click <strong>Monthly</strong> to define a monthly schedule. A pop-up appears. Define the start and end dates of the recurring schedule. In the <strong>Frequency</strong> fields, type the number day of the every {number} of months to recur the assignment. Click <strong>OK</strong>.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> If this section is linked to other classes, you can also recur this assignment for the linked classes. To recur this assignment, you must define the schedule before you click <strong>Save</strong> for a new assignment.</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Also add this assignment to linked classes</td>
<td>This section appears in the Gradebook if the class section is linked to other class sections.</td>
</tr>
</tbody>
</table>
Field | Description
--- | ---
Teacher | Uploads folder in My Resources.
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.

**Note:** If your district uses Aspen IMS, you can also click **Select Google Doc** or

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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. 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.

6. 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.

**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:

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:

<p>| | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 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:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classes</td>
<td>The classes this assignment is created for appear here after you click Save.</td>
</tr>
<tr>
<td>Assignment Name</td>
<td>Type a name for the assignment. This name appears in the To Do widget.</td>
</tr>
<tr>
<td>GB column name</td>
<td>This field is optional. Type the name that you will use to identify this assignment on your Scores page.</td>
</tr>
<tr>
<td>Category</td>
<td>Select the.</td>
</tr>
<tr>
<td>Date assigned</td>
<td>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.</td>
</tr>
<tr>
<td>Date due</td>
<td>This field defaults to today's date. To change the date, click .</td>
</tr>
<tr>
<td>Grade Term</td>
<td>The system enters the grade term based on the date you enter at the Date due field. You can change this value.</td>
</tr>
<tr>
<td>Visibility Type</td>
<td>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 course section.</td>
</tr>
</tbody>
</table>
Using the Staff View and Teacher Gradebook

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Field</td>
<td>Description</td>
</tr>
</tbody>
</table>
| 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |}

<table>
<thead>
<tr>
<th>Description</th>
<th>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.</th>
</tr>
</thead>
</table>
| Resources Provided by the Teacher                                                                                              | Click **Add File** or **Add Weblink** to attach a file 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** or .  
To add a resource from your personal course materials to the assignment, click **Drag and Drop from My Resources**. The My Resources 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. 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.

**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. Click the **Options** menu, and then select **Add Multiple Assignments**. The Assignment popup appears:

![Assignment popup](image)

5. Use the following table to enter information in the fields:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Copies per category</td>
<td>Enter the number of copies to create for each category specified. (You specify the categories at the next field.)</td>
</tr>
<tr>
<td>Categories</td>
<td>Click <img src="image" alt="Category pick list" /> to see the Category pick list. Select the categories that you want to create the assignments for.</td>
</tr>
<tr>
<td>Number of assignments to create</td>
<td>This read-only field displays the number of copies you will create. (It is the number entered in <strong>Copies per category</strong> multiplied by the <strong>Number of assignments to create</strong>.)</td>
</tr>
<tr>
<td>GB column name</td>
<td>Type the name that you will use to identify this assignment on your Scores page.</td>
</tr>
<tr>
<td>Assignment name</td>
<td>Type a detailed name for the assignments.</td>
</tr>
<tr>
<td>Date assigned</td>
<td>This field defaults to today's date. To change the date, click <img src="image" alt="Date" />.</td>
</tr>
<tr>
<td>Due date</td>
<td>This field defaults to today's date. To change the date, click <img src="image" alt="Date" />.</td>
</tr>
<tr>
<td>Grade Term</td>
<td>This field defaults to the current term. You can change this value, if needed.</td>
</tr>
</tbody>
</table>
Field | Description
--- | ---
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.

**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.

**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:

![Assignment Details Page]

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.

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 dialog box 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.
**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. On the Options menu, click **Shift Assignment Dates**. The Shift Assignment Dates pop-up appears:

   ![Shift Assignment Dates Pop-up](image)

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.

### 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:

   ![Grades Grid](image)

   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 \[\text{[ Late Submission]}\] 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 that contains 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:
<table>
<thead>
<tr>
<th>Location</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gradebook tab</td>
<td>a. Click the <strong>Gradebook</strong> tab.</td>
</tr>
<tr>
<td></td>
<td>b. Select the class with the assignment you want to delete.</td>
</tr>
<tr>
<td></td>
<td>c. Do one of the following:</td>
</tr>
<tr>
<td></td>
<td>• Click the <strong>Assignments</strong> side-tab and select the assignment. Click <strong>Options &gt; Delete.</strong></td>
</tr>
<tr>
<td></td>
<td>• Click the <strong>Assignments</strong> side-tab. Select the assignment, click the <strong>Details</strong> side-tab, and then click <strong>Options &gt; Delete.</strong></td>
</tr>
<tr>
<td></td>
<td>• Click the <strong>Scores</strong> side-tab. Click the assignment in the column header. Click <strong>Delete</strong> on the assignment details page.</td>
</tr>
<tr>
<td>Planner tab</td>
<td>a. Click the <strong>Planner</strong> tab.</td>
</tr>
<tr>
<td></td>
<td>b. Do one of the following:</td>
</tr>
<tr>
<td></td>
<td>• Highlight the assignment on the calendar. Click <strong>Options &gt; Delete Calendar item.</strong></td>
</tr>
<tr>
<td></td>
<td>• Open the assignment on the calendar. Click <strong>Delete</strong> on the assignment details page.</td>
</tr>
<tr>
<td>Class page</td>
<td>a. Click the <strong>Pages</strong> tab.</td>
</tr>
<tr>
<td></td>
<td>b. Select the class page.</td>
</tr>
<tr>
<td></td>
<td>c. Select the assignment from the Submit Assignments widget.</td>
</tr>
<tr>
<td></td>
<td>d. Click <strong>Delete</strong> on the assignment details page.</td>
</tr>
<tr>
<td></td>
<td>e. Click <strong>OK</strong> or <strong>Delete</strong> on the pop-up. Any records, such as gradebook scores, that are associated with the assignment are also deleted.</td>
</tr>
</tbody>
</table>
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:

![Image of the delete pop-up]

**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:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Default locale</td>
<td>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. If you select:</td>
</tr>
<tr>
<td></td>
<td>- <strong>English Canada</strong>: Dates appear as <em>date/month/year</em></td>
</tr>
<tr>
<td></td>
<td>- <strong>French Canada</strong>: Dates appear as <em>year/month/date</em></td>
</tr>
<tr>
<td></td>
<td>- <strong>US English</strong>: Dates appear as <em>month/date/year</em></td>
</tr>
<tr>
<td>Default View</td>
<td>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.)</td>
</tr>
<tr>
<td>Default school</td>
<td>Click ![click icon] 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.)</td>
</tr>
<tr>
<td>Auto-save interval (minutes)</td>
<td>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 <strong>Save</strong> and <strong>Cancel</strong> on the page.</td>
</tr>
<tr>
<td>Field</td>
<td>Description</td>
</tr>
<tr>
<td>------------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>detail pages, alerting you of the time of the last auto-save, or why the</td>
</tr>
<tr>
<td></td>
<td>auto-save failed.</td>
</tr>
</tbody>
</table>

**Note:** If you move between sub-tabs of a detail page, the countdown continues.

<table>
<thead>
<tr>
<th>Disable User-defined Help</th>
<th>If your district creates and uses user-defined help, and you do not want to</th>
<th>select this checkbox.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Records per page</td>
<td>Type the number of rows you prefer on a list page. (Most users like to see</td>
<td></td>
</tr>
<tr>
<td></td>
<td>all rows on a page without having to scroll.)</td>
<td></td>
</tr>
<tr>
<td>Show lower page controls</td>
<td>To display the page controls at the bottom of all list pages, select this</td>
<td></td>
</tr>
<tr>
<td></td>
<td>checkbox.</td>
<td></td>
</tr>
<tr>
<td>Warn on save</td>
<td>If you want the system to display a warning when you click Save on a list</td>
<td></td>
</tr>
<tr>
<td></td>
<td>page after you have used the Modify List option, select this checkbox.</td>
<td></td>
</tr>
</tbody>
</table>

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.

**Note:** If you select the Student Address Changes checkbox, the Address Changes section appears on the Home page in the School view 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 the following table to enter information in the fields:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary email</td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> This is the address that appears in the From field when using the Send Email option.</td>
</tr>
<tr>
<td>Alternate email</td>
<td>If you already entered an alternate email address, such as for your Google Docs™ account, that address appears.</td>
</tr>
<tr>
<td>Google Docs email</td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
</tbody>
</table>
### Field | Description
--- | ---
Noted: | 
- 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. |
| 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.
<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Password</td>
<td>Click <strong>Change</strong> to change your password.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> If you use Active Directory to log on to Aspen, this field will</td>
</tr>
<tr>
<td></td>
<td>not appear.</td>
</tr>
<tr>
<td>Security question for secondary password</td>
<td>Click this drop-down to select the security question you want to answer</td>
</tr>
<tr>
<td></td>
<td>if you forget your secondary password.</td>
</tr>
<tr>
<td>Security answer for secondary password</td>
<td>Type the answer to the secondary password security question.</td>
</tr>
<tr>
<td>Confirm answer</td>
<td>Type the security answer again.</td>
</tr>
<tr>
<td>Secondary password</td>
<td>Click <strong>Change</strong> to change your secondary password.</td>
</tr>
</tbody>
</table>

4. Click **OK**.

### Set Your Preferences on the Gradebook Tab

**Note:** The Gradebook preferences are only available in the Staff view. Teachers can also set their preferences on the Scores page and on the Class List page by clicking the gear icon.

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 the following table to fill in the fields:
<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shade alternate lines</td>
<td>Select this checkbox if you want the system to shade every other row of your Grade Input page. Otherwise, deselect this checkbox.</td>
</tr>
<tr>
<td>Track administrator updates</td>
<td>Select this checkbox to have an exclamation point appear next to any grades a staff member in the office changes in the School view.</td>
</tr>
<tr>
<td>Tab direction</td>
<td>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.</td>
</tr>
<tr>
<td>Show studies</td>
<td>Select this checkbox if you want courses with a category of Study to appear in your gradebook.</td>
</tr>
<tr>
<td>Enable gradebook features</td>
<td>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.).</td>
</tr>
<tr>
<td>Assignment column order</td>
<td>Select if you want assignments to appear in <strong>Date due (ascending)</strong>, <strong>Date due (descending)</strong>, or <strong>Sequence number</strong> order on the Scores page.</td>
</tr>
<tr>
<td>Show points in headers</td>
<td>At the <strong>Default weighting</strong> field, if you select <strong>Total Points</strong>, you can select the <strong>Show points in headers</strong> checkbox if you want to view the number of total points in the column header of an assignment.</td>
</tr>
<tr>
<td>Show category names in headers</td>
<td>Select this checkbox to display the names of assignment categories in the assignment headers.</td>
</tr>
<tr>
<td>Publish assignment statistics</td>
<td>Select this checkbox if you want low, median, and high assignment scores to appear for parents and</td>
</tr>
<tr>
<td>Field</td>
<td>Description</td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>students</td>
<td>When they view grades using the Family and Student portals.</td>
</tr>
<tr>
<td>Show student alerts</td>
<td>Select this checkbox to display alert icons next to student names.</td>
</tr>
<tr>
<td>Enable student details</td>
<td>Select this checkbox to view student demographic information from the Scores page. When enabled, a <code>Student Information</code> icon appears in the <code>Name</code> column. Click it to see demographic information from a student's details page (<code>Student &gt; Details</code>).</td>
</tr>
<tr>
<td>Enable student academics</td>
<td>Select this checkbox to view additional academic information for a student from the Scores page. If enabled, a <code>Student Information</code> icon appears in the <code>Name</code> column. Click it to see academic information from the <code>Academics</code> side-tab (<code>Student &gt; Academics</code>).</td>
</tr>
<tr>
<td>Show course selection recommendation</td>
<td>Select this checkbox to display the <code>Recommendation</code> column on the Scores page. Staff can only make recommendations during the date range defined by the school.</td>
</tr>
<tr>
<td>Anchor averages</td>
<td>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.</td>
</tr>
<tr>
<td>Add Assignments</td>
<td>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 <code>Also add this assignment to linked classes</code> field on the New Assignment page.)</td>
</tr>
<tr>
<td>Add to all linked classes by default</td>
<td></td>
</tr>
<tr>
<td>Field</td>
<td>Description</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> This preference does not affect adding assignments in the Planner or the Submit Assignments widget on class Pages.</td>
</tr>
<tr>
<td>Missing Assignments</td>
<td>If you create special codes that you enter for missing assignments, select this checkbox to view the Missing column on the Scores page.</td>
</tr>
<tr>
<td>Show missing column</td>
<td>For each student, the Missing column displays the total number of assignments you have entered those special codes for.</td>
</tr>
<tr>
<td></td>
<td>The values in this column might help you when determining students’ final grades for the term.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> 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.</td>
</tr>
<tr>
<td>Count empty as missing</td>
<td>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.</td>
</tr>
<tr>
<td>Field</td>
<td>Description</td>
</tr>
<tr>
<td>----------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Note</strong>: You might want to select this checkbox at the end of a term when you have finished entering all assignment scores. Otherwise, the <strong>Missing</strong> column will include scores for assignments you have not graded yet.</td>
<td></td>
</tr>
<tr>
<td><strong>Show unscored</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Note</strong>: Rubric ratings must be set up in Aspen in order for this preference to take effect.</td>
<td></td>
</tr>
<tr>
<td><strong>Averages</strong></td>
<td>To indicate to the system how you calculate averages, do one of the following:</td>
</tr>
<tr>
<td><strong>Default weighting</strong></td>
<td>* Select <strong>Categories only</strong> 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</td>
</tr>
<tr>
<td>Field</td>
<td>Description</td>
</tr>
<tr>
<td>-------</td>
<td>-------------</td>
</tr>
<tr>
<td></td>
<td>are worth 25% of the final grade.</td>
</tr>
<tr>
<td></td>
<td>• Select <strong>Category and assignments</strong> 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.</td>
</tr>
<tr>
<td></td>
<td>• Select <strong>Total points</strong> 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.</td>
</tr>
<tr>
<td></td>
<td>• Select <strong>Category total points</strong> 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,</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Field</td>
<td>Description</td>
</tr>
<tr>
<td>---------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>you grade each individual assignment using points (HW 1 is worth 10 points, HW 2 is worth 20 points).</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> 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.</td>
</tr>
<tr>
<td>Decimals</td>
<td>Type the number of decimal places you want the system to use for calculated averages.</td>
</tr>
<tr>
<td>Grade scale</td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>Semester cumulative average</td>
<td>Students and family can view this column in the Student and Family views.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> 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.</td>
</tr>
</tbody>
</table>
**Field**

<table>
<thead>
<tr>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aspen uses the column header <strong>Semester #</strong> (for example, Semester 1) for semester running average columns.</td>
</tr>
</tbody>
</table>

**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 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 attendance receipts** checkbox if a receipt should print when attendance is entered on the Office Input page.

4. Select the **Show preview** checkbox if a preview of the receipt should appear before it is sent to the printer.

5. Type the number of copies you want to print.

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.

**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 special codes:

1. Log on to the Staff view.
2. Click the Tools tab.
3. Click the Special Codes side-tab.
4. On the Options menu, click Add. The New Gradebook Special Code page appears:

5. Enter the 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.

6. Click the Behavior drop-down to select one of the following:

   - **Exempt from calculations:** Aspen should not count this assignment when calculating the student’s average.
   - **Calculate as zero:** Aspen should count this assignment as a zero when calculating the student’s average.
   - **Calculate as full point value:** Aspen should include the assignment’s total points when calculating the student’s 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 the Color you want the system to display the code in after you click Save. For 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.

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. Click the Admin tab, then the Data Dictionary side-tab. On the Data Dictionary side-tab, click Comments.
   - For an intermediate organization: Log on to the Intermediate Organization view. Click the Admin tab, then the Data Dictionary side-tab. On the Data Dictionary side-tab, click Comments.
   - For a school: Log on to the School view. Click the Admin tab and the Comments side-tab.
   - For staff members: Log on to the Staff view. Click the Tools tab and the Comments side-tab.

2. A list of any comment banks already created appears. Select a comment bank, and click Codes on the Data Dictionary side-tab.


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 . 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:

<table>
<thead>
<tr>
<th>Filter Type</th>
<th>Description</th>
<th>If you type this:</th>
<th>This appears in the comment:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Count</td>
<td>The number of elements in a collection.</td>
<td>`{{student.conductIncidents</td>
<td>count}}`</td>
</tr>
<tr>
<td>Capitalize</td>
<td>The system capitalizes the first letter.</td>
<td>`{{person.firstName</td>
<td>capitalize}}`</td>
</tr>
<tr>
<td>Titlecase</td>
<td>The system enters the text in titlecase format.</td>
<td>`{{&quot;parents and caregivers&quot;</td>
<td>titlecase}}`</td>
</tr>
<tr>
<td>Ordinal</td>
<td>The system enters a numerical value in ordinal format.</td>
<td>`{{person.firstName}}'s {{student.conductIncidents</td>
<td>count</td>
</tr>
<tr>
<td>Upper</td>
<td>The system enters the text in all uppercase.</td>
<td>`{{person.firstName</td>
<td>upper}}`</td>
</tr>
<tr>
<td>Lower</td>
<td>The system enters the text in all lowercase.</td>
<td>`{{person.firstName</td>
<td>lower}}`</td>
</tr>
<tr>
<td>Trim</td>
<td>The system enters the text with all white space trimmed.</td>
<td>`{{person.physicalAddress.addressLine01</td>
<td>trim}}`, such as xxx123 Main Streetxxx</td>
</tr>
</tbody>
</table>
Filter Type | Description | If you type this: | This appears in the comment:
---|---|---|---
Gender | The system enters the gender term based on "Male" or "Female". | {{"Male"|gender:boy, girl, it}} 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. 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:

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.

- 250 -
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.

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:

To create footnotes:

1. Log on to the Staff view.
2. Click the Tools tab.
3. Click the Footnotes side-tab.
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.
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 his scores are combined to determine the average score he received during this period of time. Each student receives one average for each class:

\[
85+75+63+91 = 314/4 = 78.5 \text{ average}
\]

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

<table>
<thead>
<tr>
<th>Standard</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduce claims</td>
<td>3</td>
</tr>
<tr>
<td>Support claims</td>
<td>2</td>
</tr>
<tr>
<td>Cohesion</td>
<td>3</td>
</tr>
<tr>
<td>Formal style</td>
<td>3</td>
</tr>
<tr>
<td>Conclusion</td>
<td>2</td>
</tr>
</tbody>
</table>

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 are the Power Law and Trend scores?

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 he or she is scored on this standard:
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.

This way, each student can receive several scores for each class – one for each reporting standard used in that class.

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:
- 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:*

\[
\text{Power Law score} = e^{\left( \frac{\sum_{i=1}^{N} x_i y_i}{\sum_{i=1}^{N} x_i^2} - \frac{\sum_{i=1}^{N} x_i}{N} \right)^2}
\]

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. 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:

This name appears on your Scores page when you enter 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. Use the following steps to enter information in the fields:
   a. At Enter Category Code, type a code, such as HW, for homework. 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 ![checkmark]

When you create a category, a category bar appears:

![category bar image]

8. Click the **Category Code**. The category details pop-up appears:

![category details pop-up]

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.

9. 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, so you won't have to enter a value in that field each time you create an assignment.
10. 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.

11. 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:
6. Below **Section Reporting Standards**, click **Multi-Add**. A list of the reporting standards for this class appears:

```
<table>
<thead>
<tr>
<th>Expand All</th>
<th>Collapse All</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Addition (Weight: 0.00)</td>
<td></td>
</tr>
<tr>
<td>- Subtraction (Weight: 0.00)</td>
<td></td>
</tr>
</tbody>
</table>
```

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:

```
<table>
<thead>
<tr>
<th>Expand All</th>
<th>Collapse All</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Addition (Weight: 0.00)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Meeting (3.00)</td>
</tr>
<tr>
<td></td>
<td>Meets understanding of concept requirement</td>
</tr>
<tr>
<td></td>
<td>- Can add 2 plus 2 (Weight: 0.00)</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Can count from 1 to 10 (Weight: 0.00)</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Subtraction (Weight: 0.00)</td>
</tr>
</tbody>
</table>
```

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:
Entering and Viewing Standards Scores

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:

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:
   a. 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 Standards drop-down, select the standard. Any assignment aligned with that standard appears:

Press CTRL + L to select a score, or rubric rating, from the scale associated with this standard by your district:

b. 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.

c. 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.

**Note:** 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:

\[
\text{power law score} = \left( \frac{\sum (n^x \cdot n^y)}{N} \right)^{\frac{1}{2}}
\]

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. Click the Gradebook tab.
3. Select a class, and click the Scores side-tab:
4. At the top of the page, select the Standards View.

5. From the Standards drop-down, select Trends.

   For each student, a column with the student’s 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.

6. 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 give you insight that you can use to guide your instruction, often answering the question: “What do I need to cover tomorrow?”

**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.

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. |

<table>
<thead>
<tr>
<th>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:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Your administrator has defined that column as an Other Average or Final Average in your district’s transcript definition.</td>
</tr>
<tr>
<td>• The column is associated with a grade calculation, and the grade calculation contains non-grouped weights.</td>
</tr>
</tbody>
</table>

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. 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.)

<table>
<thead>
<tr>
<th>Student, First Name</th>
<th>Year</th>
<th>Grade</th>
<th>Override</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adams, Melina</td>
<td>2017</td>
<td>B+</td>
<td>87</td>
<td>05</td>
</tr>
<tr>
<td>Adams, Michael W.</td>
<td>2017</td>
<td>B+</td>
<td>90</td>
<td>05</td>
</tr>
<tr>
<td>Brook, Curnahan</td>
<td>2017</td>
<td>B-</td>
<td>84</td>
<td>05</td>
</tr>
<tr>
<td>Einstein, Benjamin</td>
<td>2017</td>
<td>B+</td>
<td>90.8</td>
<td>05</td>
</tr>
<tr>
<td>Foley, Chloe</td>
<td>2017</td>
<td>A-</td>
<td>91</td>
<td>05</td>
</tr>
<tr>
<td>Foley, Joseph</td>
<td>2017</td>
<td>A-</td>
<td>90.4</td>
<td>05</td>
</tr>
</tbody>
</table>

When you update post columns, the system does not overwrite any grades you manually changed.
11. Click **Finish**. The values in the term average column you selected appear in the post column you select.

Now, you can change these values, , and .

**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 up the column:

- 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
Using the Staff View and Teacher Gradebook

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.

Comment codes or the Comments icon ☐ appear in the comment columns:

![Image of a class list with comments and gradebook elements]

**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.

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.
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:

\[
85 + 75 + 63 + 91 = 314/4 = 78.5 \text{ average}
\]

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:

![Screenshot of Aspen gradebook interface](image)

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. 
3. 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 . 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:
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.

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**.

   ![Assignment Information](image)

   **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:

   ![Standards Sub-tab](image)

   **Note:** The district populates the Reporting Standards side-tab when it . 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:

![Image of assignment details]

**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 Viewing Standards Scores for 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:
   a. 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 Standards drop-down, select the standard. Any assignment aligned with that standard appears:

Press CTRL + L to select a score, or rubric rating, from the scale associated with this standard:

b. 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.

c. 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. View Trend scores on the Scores page.

**Note:** 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:

\[
\text{power law score} = \left( \frac{\left( \sum \ln(x) \right) \cdot \left( \sum \ln(y) \right)}{N} \right) - \left( \frac{\left( \sum \ln(x) \right)^2}{N} \right) + \left( \frac{\left( \sum \ln(y) \right)^2}{N} \right) - \left( \frac{\left( \sum \ln(x) \right) \cdot \left( \sum \ln(y) \right)}{N} \right)
\]

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. Click the Gradebook tab.
3. Select a class, and click the Scores side-tab:
4. At the top of the page, select the **Standards** View.

5. From the **Standards** drop-down, select **Trends**.

   For each student, a column with the student's 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.

6. 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 give you insight that you can use to guide your instruction, often answering the question: “What do I need to cover tomorrow?”

**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.
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:

   ![Rubric Rating Scale Points](image)

To apply color to a rubric rating scale's ratings:

1. Follow steps 1–6 above. The rubric rating scales' ratings page appears:

   ![Rubric Rating Scale Points](image)

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. The Color Chooser pop-up 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.

**Note:** 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.
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 menu 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 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.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Nickname</td>
<td>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. <strong>Example:</strong> 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. <strong>Note:</strong> If you do not type a nickname, Aspen identifies the class with the default class section number from your school’s schedule.</td>
</tr>
<tr>
<td>Description</td>
<td>The read-only description for this section appears.</td>
</tr>
<tr>
<td>Classroom</td>
<td>The read-only classroom for this section appears.</td>
</tr>
<tr>
<td>Schedule</td>
<td>The read-only schedule for this section appears.</td>
</tr>
<tr>
<td>Schedule term</td>
<td>The read-only schedule term for this section appears.</td>
</tr>
<tr>
<td>Team</td>
<td>If this section is assigned to a team, it appears here.</td>
</tr>
<tr>
<td><strong>Field</strong></td>
<td><strong>Description</strong></td>
</tr>
<tr>
<td>---------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>House</td>
<td>If this section is assigned to a house, it appears here.</td>
</tr>
<tr>
<td>Average Mode</td>
<td>To apply a different averaging mode than the default you defined in your user preferences, use the <strong>Average mode</strong> drop-down to select the mode for this course section.</td>
</tr>
<tr>
<td></td>
<td>Note: If you co-teach this section, you cannot select <strong>Gradebook default</strong> from the <strong>Average mode</strong> drop-down. The average mode you select appears for the other teachers who share the class.</td>
</tr>
<tr>
<td>Averages grade scale</td>
<td>The grade scale specified in your appears here.</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>Portal Notes</td>
<td>If you want a comment about this class to appear in the Family and Student portals, select the <strong>Family Portal Notes Show Notes on Portal?</strong> checkbox. Then, enter your comment in the text box below.</td>
</tr>
<tr>
<td></td>
<td>Example: Some teachers enter their grading policy for the class here.</td>
</tr>
<tr>
<td></td>
<td>The comment appears in the <strong>Teacher Notes</strong> section on the details page for the class in the Family and Student portals.</td>
</tr>
<tr>
<td></td>
<td>Note: If you do not select this checkbox, or select it but do not enter any text in the text box, the <strong>Teacher Notes</strong> section will not appear in the Student and Family portals.</td>
</tr>
<tr>
<td>Classes linked for assignments and categories</td>
<td>Click <strong>Classes linked for assignments and categories</strong> to view classes linked to this section or to link this section to another section.</td>
</tr>
<tr>
<td></td>
<td>To add a linked section, click <strong>Select...</strong>. In the pick list, select the sections you want to link, and then click <strong>OK</strong>. The sections appear on the page.</td>
</tr>
<tr>
<td></td>
<td>Note: To unlink a course, click <strong>Select...</strong> and deselect the checkbox next to the course. Click <strong>OK</strong>.</td>
</tr>
<tr>
<td>Enter a name for</td>
<td>This field only appears after you add a linked class section. Enter a name for this linked section.</td>
</tr>
</tbody>
</table>
### Field | Description
--- | ---
**your linked sections** | 

**Categories** | To create your assignment categories, see “” or “”.

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:

<table>
<thead>
<tr>
<th>Category</th>
<th>Term 1</th>
<th>Term 2</th>
<th>Term 3</th>
<th>Term 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>All</td>
<td>32</td>
<td>0</td>
<td>6</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</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:

<table>
<thead>
<tr>
<th>Category</th>
<th>Term 1</th>
<th>Term 2</th>
<th>Term 3</th>
<th>Term 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>HW</td>
<td>13</td>
<td>2</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Q</td>
<td>10</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>
</tr>
</tbody>
</table>

**Note:** On the Scores page, the system indicates dropped scores with because they fit the criteria you specify here.

### Grade calculation weights

To customize the default grade calculation weights for post columns that are averages, type your custom weights into the table:
### Field Description

<table>
<thead>
<tr>
<th>Term 1 Grade</th>
<th>Term 2 Grade</th>
<th>Mid-Year Exam Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Default</td>
<td>Actual</td>
<td>Default</td>
</tr>
<tr>
<td>2.0</td>
<td>2.0</td>
<td>2.0</td>
</tr>
<tr>
<td>2.0</td>
<td>2.0</td>
<td>1.0</td>
</tr>
</tbody>
</table>

#### 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.

### Apply weights to other selected classes

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:
Apply weights to other selected classes

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Term</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>035-003 AP Language and Composition FY</td>
<td>2(4) 3(3) 4(1,3) 7(5)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>035-004 AP Language and Composition FY</td>
<td>5(1-5)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>043-001 English 43H</td>
<td>FY 1(4) 3(1-2) 4(2) 6(5)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 this 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.

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.

**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:
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.

**Note:** 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.”

**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.
3. Click the Roster side-tab. The list of students currently enrolled in the class appears:
**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:
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.
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:

![Gradebook interface with groups]

The students in your class appear on the left-side of the page.

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:

![Add Group interface]

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:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>You can edit the title you created for the group.</td>
</tr>
<tr>
<td>Category</td>
<td>Click the drop-down to select one of the following categories:</td>
</tr>
<tr>
<td></td>
<td>• Academic</td>
</tr>
<tr>
<td></td>
<td>• Athletic</td>
</tr>
<tr>
<td></td>
<td>• Club</td>
</tr>
<tr>
<td></td>
<td>• Staff</td>
</tr>
<tr>
<td></td>
<td>The category determines how students access the Page you create for the group.</td>
</tr>
<tr>
<td>Page icon</td>
<td>Select the icon you want to use to represent this group's Page.</td>
</tr>
<tr>
<td>Adult responsible</td>
<td>The teacher's name appears.</td>
</tr>
<tr>
<td>Start date and End</td>
<td>The dates of the schedule term for the class appear.</td>
</tr>
<tr>
<td>date</td>
<td></td>
</tr>
<tr>
<td>Page status</td>
<td>Select one of the following:</td>
</tr>
<tr>
<td></td>
<td>• Disabled: The Page for this group is disabled.</td>
</tr>
<tr>
<td></td>
<td>• 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.</td>
</tr>
<tr>
<td>Public for all Aspen</td>
<td>Select this checkbox if you want all Aspen users to be able to view the</td>
</tr>
<tr>
<td>Page label</td>
<td></td>
</tr>
</tbody>
</table>

Using the Staff View and Teacher Gradebook
### Field Description

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>users</td>
<td>Page from their Page Directory. Otherwise, only students within the group can view the Page.</td>
</tr>
<tr>
<td>Page label</td>
<td>Type a label for the Page that appears with the icon you selected at the Page icon field.</td>
</tr>
<tr>
<td>Enable logging?</td>
<td>Select this checkbox if you want to track all visits to the Page.</td>
</tr>
</tbody>
</table>

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. [](#)

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, 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 the “Grid width” and “Grid height” 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, his or her 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 his or her 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.

11. When you have completed the Seating Positions grid, click Trim to remove the empty 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
- ...

**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 him or her 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 him or her to your seating chart, click Design Mode and drag the new student’s name to the Seating Positions grid.

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.
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.

**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:
Using the Staff View and Teacher Gradebook

- **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 column 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.
- **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:

Use the following table to determine the information that appears for each class:
## Field/Drop-down Description

<table>
<thead>
<tr>
<th>Field/Drop-down</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student Fields</strong></td>
<td>You can select the student fields you want to view on the page. Student fields appear to the left of the gridlines, next to the student names. For example, you might want to see each student’s year of graduation and homeroom teacher’s name next to his or her name:</td>
</tr>
<tr>
<td><strong>Barth, Michael</strong></td>
<td>Name</td>
</tr>
<tr>
<td><strong>Binney, Heidi</strong></td>
<td>2020</td>
</tr>
</tbody>
</table>

If the default field set does not contain the fields you want to see, click ☰ to create your own field set. Student field sets you create are available for all classes in your gradebook.

| View | 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:

![Image of grade columns](image)

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 create
<table>
<thead>
<tr>
<th>Field/Drop-down</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Field/Drop-down</td>
</tr>
<tr>
<td></td>
<td>ated for this class (such as all homework assignments or all tests)</td>
</tr>
<tr>
<td></td>
<td>• End-of-term post columns only</td>
</tr>
<tr>
<td></td>
<td>• Progress post columns only</td>
</tr>
<tr>
<td></td>
<td>• All grade columns; including assignments, progress, and end-of-term averages</td>
</tr>
</tbody>
</table>

**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 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

**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**.
<table>
<thead>
<tr>
<th>Field/Drop-down</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Display</strong></td>
<td>Defaults to <strong>Grade</strong>. Click <strong>Color</strong> if you have associated colors with or rubric rating scale ratings, and would like to see them in the grading cells. When <strong>Color</strong> is selected, <strong>Color Filter</strong> appears, which you can click to show or hide some or all of the colors. No colors appear in <strong>Grade</strong> view.</td>
</tr>
<tr>
<td><strong>Status</strong></td>
<td>Select <strong>Enrolled</strong> to view scores for students currently enrolled in the class, or <strong>Withdrawn</strong> to view scores for students who have withdrawn from the class.</td>
</tr>
<tr>
<td><strong>Class</strong></td>
<td>Use the drop-down to ‘turn the page’ of your gradebook, or view another class’ scores.</td>
</tr>
<tr>
<td><strong>Update Post Columns</strong></td>
<td>Appears if <strong>Grade Columns</strong> is set to <strong>Averages, Post Columns - Term</strong> or <strong>Post Columns - Progress</strong>. Click to copy your term averages to the district and school office-defined and -owned post columns.</td>
</tr>
<tr>
<td><strong>Post Grades</strong></td>
<td>If your post columns are complete, click <strong>Post Grades</strong> to post the term or progress grades for this class to the office.</td>
</tr>
<tr>
<td><strong>Add Assignment</strong></td>
<td>Appears if the <strong>Grade Columns</strong> field is set to <strong>All</strong> or an assignment category (such as <strong>Category: Quiz</strong>). Click <strong>Add Assignment</strong> and the appears.</td>
</tr>
<tr>
<td><strong>Color Filter</strong></td>
<td>Appears when <strong>Color</strong> is selected at <strong>Display</strong>. Click <strong>Color Filter</strong>, 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 <strong>Select All</strong>, so all colors will appear. Click <strong>Clear All</strong> to hide all the colors. To only display some of the colors, select <strong>Clear All</strong>, then select the checkboxes next to the colors that you want to see.</td>
</tr>
</tbody>
</table>

**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:

<table>
<thead>
<tr>
<th>Assignment type</th>
<th>Visible in Student and Family portals?</th>
<th>Included in grade calculations?</th>
<th>Icon description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Private 🛠️</td>
<td>No</td>
<td>No</td>
<td>Students and their families do not see this assignment in the portals.</td>
</tr>
<tr>
<td>Public 🛠️</td>
<td>Yes</td>
<td>Yes</td>
<td>Students and families can see both the assignment details and the scores received for this assignment.</td>
</tr>
<tr>
<td>Public - no grades 🛠️</td>
<td>Yes (assignment details only—no grades)</td>
<td>Yes (assignment details only—no grades)</td>
<td>Students and families can see the assignment details in the portals, but cannot see the scores you enter for the assignments.</td>
</tr>
</tbody>
</table>

**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 in the column header for that assignment to make the grades viewable to all in the Student and Family portals. The Public 🛠️ icon appears in the column header.
<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
<th>Icon behavior</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Open portal averages" /></td>
<td>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.</td>
<td>Click to open the portal averages column.</td>
</tr>
<tr>
<td><img src="image" alt="Close portal averages" /></td>
<td>Closes the portal averages column in your gradebook.</td>
<td>Click to close the portal averages column.</td>
</tr>
<tr>
<td><img src="image" alt="Envelope" /></td>
<td>Indicates that students have uploaded their assignments from the Submit Assignments widget.</td>
<td>Click <img src="image" alt="Envelope" /> to download one zip file containing all submitted files for the assignment.</td>
</tr>
<tr>
<td><img src="image" alt="Red envelope" /></td>
<td>Indicates that a student submitted an online assignment after the .</td>
<td>Click <img src="image" alt="Red envelope" /> to download one zip file containing all submitted files for assignment. The date and time that an online assignment was submitted appear in the Single Assignment and Single Student views.</td>
</tr>
<tr>
<td><img src="image" alt="Lock" /></td>
<td>Indicates that the column is locked; scores are read-only to prevent accidental grade changes.</td>
<td>Click <img src="image" alt="Lock" /> to unlock the gradebook column.</td>
</tr>
<tr>
<td><img src="image" alt="Unlock" /></td>
<td>Unlocks the column for you to enter scores.</td>
<td>Click <img src="image" alt="Unlock" /> to lock the gradebook column.</td>
</tr>
<tr>
<td><img src="image" alt="Single Assignment Entry" /></td>
<td>Displays the scoring column for that assignment only.</td>
<td>Click <img src="image" alt="Single Assignment Entry" /> to go to Single Assignment View.</td>
</tr>
</tbody>
</table>
| ![Magnifying glass](image) | 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** | Click ![Magnifying glass](image) to see online quiz pop-up. |
## 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.
  - On the Options menu, click 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.

## 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:

<table>
<thead>
<tr>
<th>Name</th>
<th>YDG</th>
<th>Recommendation</th>
<th>Comment</th>
<th>Missing M</th>
<th>Quiz Test Q3</th>
<th>Quiz Test Q4</th>
<th>Quiz Test Q5</th>
<th>Quiz Test Q6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bovee, Casandra</td>
<td>2017</td>
<td></td>
<td>0</td>
<td>96</td>
<td>88.6 A+</td>
<td>86</td>
<td>92</td>
<td>85</td>
</tr>
<tr>
<td>DeStefan, Beth</td>
<td>2017</td>
<td></td>
<td>0</td>
<td>96</td>
<td>85.3 A</td>
<td>95</td>
<td>93</td>
<td>91</td>
</tr>
<tr>
<td>Foley, Chloe</td>
<td>2017</td>
<td></td>
<td>0</td>
<td>91</td>
<td>82.8 A</td>
<td>91</td>
<td>92</td>
<td>89</td>
</tr>
<tr>
<td>Foley, Joseph</td>
<td>2017</td>
<td></td>
<td>0</td>
<td>90</td>
<td>86.0 B</td>
<td>91</td>
<td>91</td>
<td>86</td>
</tr>
<tr>
<td>Harrison, Alison</td>
<td>2017</td>
<td></td>
<td>0</td>
<td>90</td>
<td>89.0 A</td>
<td>89</td>
<td>88</td>
<td>86</td>
</tr>
<tr>
<td>Hoxworth, Emily</td>
<td>2017</td>
<td></td>
<td>0</td>
<td>87</td>
<td>67.0 B</td>
<td>77</td>
<td>77</td>
<td>75</td>
</tr>
<tr>
<td>Jones, Marla</td>
<td>2017</td>
<td></td>
<td>0</td>
<td>80</td>
<td>56.7 A</td>
<td>84</td>
<td>86</td>
<td>80</td>
</tr>
<tr>
<td>Kane, Chi</td>
<td>2017</td>
<td></td>
<td>0</td>
<td>80</td>
<td>54.3 A</td>
<td>91</td>
<td>91</td>
<td>91</td>
</tr>
<tr>
<td>Kavan, Brittany</td>
<td>2017</td>
<td></td>
<td>0</td>
<td>91</td>
<td>87.7 B</td>
<td>88</td>
<td>88</td>
<td>87</td>
</tr>
<tr>
<td>McCandless, Jacob</td>
<td>2017</td>
<td></td>
<td>0</td>
<td>91</td>
<td>91.0 A</td>
<td>91</td>
<td>91</td>
<td>91</td>
</tr>
<tr>
<td>Magid, Matt</td>
<td>2017</td>
<td></td>
<td>0</td>
<td>90</td>
<td>90.0 A</td>
<td>91</td>
<td>91</td>
<td>91</td>
</tr>
<tr>
<td>McGann, Real</td>
<td>2017</td>
<td></td>
<td>0</td>
<td>87</td>
<td>86.0 B</td>
<td>77</td>
<td>77</td>
<td>75</td>
</tr>
<tr>
<td>Miller, June</td>
<td>2017</td>
<td></td>
<td>0</td>
<td>80</td>
<td>86.1 A</td>
<td>91</td>
<td>91</td>
<td>91</td>
</tr>
<tr>
<td>Nicka, Anthony</td>
<td>2017</td>
<td></td>
<td>0</td>
<td>91</td>
<td>86.2 A</td>
<td>88</td>
<td>88</td>
<td>87</td>
</tr>
<tr>
<td>O'Connor, Andrew</td>
<td>2017</td>
<td></td>
<td>0</td>
<td>91</td>
<td>83.0 A</td>
<td>87</td>
<td>87</td>
<td>86</td>
</tr>
<tr>
<td>Potter, Amanda</td>
<td>2017</td>
<td></td>
<td>0</td>
<td>91</td>
<td>83.0 B</td>
<td>87</td>
<td>87</td>
<td>86</td>
</tr>
</tbody>
</table>

Average score: 88.0 A

- Click the Single Assignment Entry icon in the grade column header, or click Assignment on the Scores side-tab to enter scores for one assignment only at a time. 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.

<table>
<thead>
<tr>
<th>Name</th>
<th>YDG</th>
<th>Recommendation</th>
<th>Comment</th>
<th>Missing M</th>
<th>Quiz Test Q3</th>
<th>Quiz Test Q4</th>
<th>Quiz Test Q5</th>
<th>Quiz Test Q6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adams, Martin</td>
<td>2017</td>
<td></td>
<td>0</td>
<td>91</td>
<td>52.1 A</td>
<td>89</td>
<td>89</td>
<td>87</td>
</tr>
<tr>
<td>Adams, Michael</td>
<td>2017</td>
<td></td>
<td>0</td>
<td>91</td>
<td>67.2 B</td>
<td>84</td>
<td>92</td>
<td>79</td>
</tr>
<tr>
<td>Bovee, Casandra</td>
<td>2017</td>
<td></td>
<td>0</td>
<td>96</td>
<td>88.6 B</td>
<td>86</td>
<td>92</td>
<td>85</td>
</tr>
<tr>
<td>DeStefan, Beth</td>
<td>2017</td>
<td></td>
<td>0</td>
<td>96</td>
<td>85.3 A</td>
<td>95</td>
<td>93</td>
<td>91</td>
</tr>
<tr>
<td>Foley, Chloe</td>
<td>2017</td>
<td></td>
<td>0</td>
<td>91</td>
<td>82.8 A</td>
<td>91</td>
<td>92</td>
<td>89</td>
</tr>
<tr>
<td>Foley, Joseph</td>
<td>2017</td>
<td></td>
<td>0</td>
<td>90</td>
<td>86.0 B</td>
<td>91</td>
<td>91</td>
<td>86</td>
</tr>
<tr>
<td>Harrison, Alison</td>
<td>2017</td>
<td></td>
<td>0</td>
<td>90</td>
<td>89.0 A</td>
<td>89</td>
<td>88</td>
<td>86</td>
</tr>
<tr>
<td>Hoxworth, Emily</td>
<td>2017</td>
<td></td>
<td>0</td>
<td>87</td>
<td>67.0 B</td>
<td>77</td>
<td>77</td>
<td>75</td>
</tr>
<tr>
<td>Jones, Marla</td>
<td>2017</td>
<td></td>
<td>0</td>
<td>80</td>
<td>56.7 A</td>
<td>84</td>
<td>86</td>
<td>80</td>
</tr>
<tr>
<td>Kane, Chi</td>
<td>2017</td>
<td></td>
<td>0</td>
<td>80</td>
<td>54.3 A</td>
<td>91</td>
<td>91</td>
<td>91</td>
</tr>
<tr>
<td>Kavan, Brittany</td>
<td>2017</td>
<td></td>
<td>0</td>
<td>91</td>
<td>87.7 B</td>
<td>88</td>
<td>88</td>
<td>87</td>
</tr>
<tr>
<td>McCandless, Jacob</td>
<td>2017</td>
<td></td>
<td>0</td>
<td>91</td>
<td>91.0 A</td>
<td>91</td>
<td>91</td>
<td>91</td>
</tr>
<tr>
<td>Magid, Matt</td>
<td>2017</td>
<td></td>
<td>0</td>
<td>90</td>
<td>90.0 A</td>
<td>91</td>
<td>91</td>
<td>91</td>
</tr>
<tr>
<td>McGann, Real</td>
<td>2017</td>
<td></td>
<td>0</td>
<td>87</td>
<td>86.0 B</td>
<td>77</td>
<td>77</td>
<td>75</td>
</tr>
<tr>
<td>Miller, June</td>
<td>2017</td>
<td></td>
<td>0</td>
<td>80</td>
<td>86.1 A</td>
<td>91</td>
<td>91</td>
<td>91</td>
</tr>
<tr>
<td>Nicka, Anthony</td>
<td>2017</td>
<td></td>
<td>0</td>
<td>91</td>
<td>86.2 A</td>
<td>88</td>
<td>88</td>
<td>87</td>
</tr>
<tr>
<td>O'Connor, Andrew</td>
<td>2017</td>
<td></td>
<td>0</td>
<td>91</td>
<td>83.0 A</td>
<td>87</td>
<td>87</td>
<td>86</td>
</tr>
<tr>
<td>Potter, Amanda</td>
<td>2017</td>
<td></td>
<td>0</td>
<td>91</td>
<td>83.0 B</td>
<td>87</td>
<td>87</td>
<td>86</td>
</tr>
</tbody>
</table>

Average score: 88.0 A
Click a student’s name, or click **Student** on the **Scores** side-tab to enter scores for one student at a time:

![Staff View and Teacher Gradebook Image]

2. Use the following table as a guide when entering scores:

<table>
<thead>
<tr>
<th>Desired action</th>
<th>What to do</th>
</tr>
</thead>
<tbody>
<tr>
<td>Move around the columns and rows</td>
<td>Press the arrow keys or use your mouse to click directly in a cell. To move across rows or down columns, press <strong>TAB</strong> (as specified in your gradebook preferences) or <strong>Enter</strong>.</td>
</tr>
<tr>
<td>Select a <strong>Special Code</strong>, <strong>Grade Scale</strong> or <strong>Footnote</strong></td>
<td>Press <strong>CTRL+L</strong>, or go to <strong>Options &gt; Lookup</strong>.</td>
</tr>
<tr>
<td>Enter the same value for all (or most) students</td>
<td>Enter a grade for the first student, then press <strong>CTRL+D</strong> or go to <strong>Options &gt; Fill-Down Values</strong>. Manually edit the few different values.</td>
</tr>
<tr>
<td>Revert a score to the last saved value</td>
<td>Press <strong>CTRL+K</strong>, or go to <strong>Options &gt; Revert Current Cell</strong>.</td>
</tr>
<tr>
<td>Enter a text comment for a student</td>
<td>Click 📏 in a text comment column.</td>
</tr>
<tr>
<td>Mark a score exempt (so it does not count toward a student’s average)</td>
<td>Select the score, and then press <strong>CTRL+E</strong> or go to <strong>Options &gt; Exempt Current Cell</strong>.</td>
</tr>
<tr>
<td>Enter <strong>Assignment feedback</strong> (for review in the</td>
<td>Click in a cell; then click 📏, and enter the text. You do not need to enter a score. To edit the text, click <strong>CTRL+M</strong>, or go to <strong>Options &gt; Edit Remarks</strong>.</td>
</tr>
</tbody>
</table>
### Desired action | What to do
---|---
Student and Family portals) or Teacher’s Notes (for you to see in your gradebook) |  

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 go to Options > Current Cell History. The pop-up shows any previously entered score(s). To change the current score to a previous one, select it and click OK.

**Note:** The Grade Columns field must be set to assignments, not Post Columns - Term or Averages.

**Note:** 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).

### 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 towards 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 upper-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 in the column header for that assignment to make the grades viewable to all in the Student and Family portals. The **Public** icon appears in the column header.

**Entering and Viewing Standards Scores**

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:
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:
Using the Staff View and Teacher Gradebook

a. 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 **Standards** drop-down, select the standard. Any assignment aligned with that standard appears:

![Image of the Staff View and Teacher Gradebook](image)

Press **CTRL + L** to select a score, or rubric rating, from the scale associated with this standard by your district:

![Image of the scale](image)

b. 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.

c. 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.

Note: 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:

![Image of a spreadsheet showing missing assignments](image)

**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 the 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. The values are for your information only.

**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 post grades to transcript.

**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 that contains 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.**
   - .
   - **Print the grades you posted.**

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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...
Using the Staff View and Teacher Gradebook

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. 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.)

<table>
<thead>
<tr>
<th>Student</th>
<th>2017</th>
<th>Trend Average</th>
<th>Grade</th>
<th>Override Symbol</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adams, Melina</td>
<td>2017</td>
<td>89.3 B+</td>
<td>87</td>
<td>✗</td>
</tr>
<tr>
<td>Adams, Michael W.</td>
<td>2017</td>
<td>88.6 B+</td>
<td>90</td>
<td>✗</td>
</tr>
<tr>
<td>Breton, Cunnihan</td>
<td>2017</td>
<td>80.0 B-</td>
<td>84</td>
<td>✗</td>
</tr>
<tr>
<td>Finstein, Benjamin</td>
<td>2017</td>
<td>88.8 B+</td>
<td>90.8</td>
<td>05</td>
</tr>
<tr>
<td>Foley, Chloe</td>
<td>2017</td>
<td>90.2 A-</td>
<td>91</td>
<td>✗</td>
</tr>
<tr>
<td>Foley, Joseph</td>
<td>2017</td>
<td>90.8 A-</td>
<td>90.4</td>
<td>05</td>
</tr>
</tbody>
</table>

When you update post columns, the system does not overwrite any grades you manually changed.

11. Click **Finish**. The values in the term average column you selected appear in the post column you select.

Now, you can change these values, , and .
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 up the column:

- 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".

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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 com-
ment 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.

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:

<table>
<thead>
<tr>
<th>Class</th>
<th>OA356-01 Forensic Science</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade Term</td>
<td></td>
</tr>
<tr>
<td>Grades to post</td>
<td></td>
</tr>
</tbody>
</table>

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.

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 dialog box 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] to ![red]. 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.

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**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:

- **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.
Access the Entire Curriculum Map for a Course

As a teacher, you need to view or print the curriculum map designed for each course you are teaching.

If you look at a curriculum map for one of your courses on the Gradebook tab, you can get an overview of the entire course using the timeline.

You can view and print the content of an entire curriculum map, specific units, or individual lesson plans.

To access the curriculum map for a specific course you teach:

1. Log on to the Staff view.
2. Click the Gradebook tab.
3. Select the course you want to view the curriculum map for, and click the Curriculum Map side-tab. The timeline for the course appears:

The very bottom of the timeline displays numbers that represent the school day number. In the example above, the teacher instructs the course for a total of 151 days. Those 151 days are divided into Units 1-7 on the left-hand side of the page.

Blue bars represent units. Hover over a blue bar to view its start day and duration. Light blue bars indicate topics you should cover within a unit topic.
4. To view a list of all topics on the timeline, click **Expand** at the top of the page:

![Timeline Screenshot]

**Note:** Click **Collapse** to close all of the topics again. To view a topic or lesson plan, select one and click **View**.

If you are looking for a keyword in a topic or lesson, enter it at the **Search Keywords** field or click **.** A pop-up displays the search results, listing each class, curriculum map, and lesson plan:

<table>
<thead>
<tr>
<th>Class</th>
<th>Curriculum Map Item</th>
<th>Lesson Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemistry H &amp; Lab</td>
<td>Acids and Bases</td>
<td></td>
</tr>
<tr>
<td>Chemistry H &amp; Lab</td>
<td>Honors Chemistry</td>
<td></td>
</tr>
<tr>
<td>Chemistry H &amp; Lab</td>
<td>Lewis Dot</td>
<td>Lesson 4.4</td>
</tr>
<tr>
<td>Chemistry H &amp; Lab</td>
<td>Lewis Dot</td>
<td>Lesson 4.4</td>
</tr>
<tr>
<td>Chemistry H &amp; Lab</td>
<td>Lewis Dot</td>
<td>Lesson 4.5</td>
</tr>
<tr>
<td>Chemistry H &amp; Lab</td>
<td>Lewis Dot</td>
<td>Lesson 4.5</td>
</tr>
<tr>
<td>Chemistry H &amp; Lab</td>
<td>Unit 4</td>
<td></td>
</tr>
</tbody>
</table>

Click a curriculum map or lesson plan to see its details on a pop-up:
Acids and Bases

Start day: 1
Meetings: 35 days

<table>
<thead>
<tr>
<th>Title &amp; Terms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classification of Matter</td>
</tr>
<tr>
<td>• Solids</td>
</tr>
<tr>
<td>• Liquids</td>
</tr>
<tr>
<td>• Gases</td>
</tr>
<tr>
<td>• Elements</td>
</tr>
<tr>
<td>• Compounds</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Essential Questions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students will understand:</td>
</tr>
<tr>
<td>• Science appreciates the four Aristotelian elements - organic and inorganic</td>
</tr>
<tr>
<td>• The differences between pure substances and mixtures</td>
</tr>
<tr>
<td>• Homogeneous mixtures</td>
</tr>
<tr>
<td>• Heterogeneous mixtures</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Essential Skills</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students will be able to:</td>
</tr>
<tr>
<td>• Identify and distinguish between atomic ions and molecular ions</td>
</tr>
<tr>
<td>• Create chemical substances through a variety of known techniques</td>
</tr>
<tr>
<td>• Translate colloids into covalent bonds</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Assessment Opportunities</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Laboratory experiments - data collection, interpretation, and reporting</td>
</tr>
<tr>
<td>• Presentation - public speaking opportunities (scoring rubric provided)</td>
</tr>
<tr>
<td>• Quizzes - online, in-class</td>
</tr>
<tr>
<td>• Tests</td>
</tr>
</tbody>
</table>

**View and Print the Curriculum Map for a Course**

View and/or print the curriculum map designed for a course you are teaching to see the course in its entirety or just a particular unit.

In the Staff view, click the **Curriculum Map** side-tab on the **Gradebook** tab to view and print the entire map, or individual map topics (units).

**View and Print the Entire Curriculum Map**

**To view or print the entire map:**

1. Click the gold bar at the top of the timeline to select it. This bar represents the map header:
2. Click View. The map and its content appears.
3. Select one of the following from the drop-down at the top of the page to determine which standards you want to view throughout the map:
   - Hide duplicate standards
   - Hide all standards
   - Show all standards

The map displays the timeline first, and then each map topic, or unit, and its content:

4. If you want to print the entire map, click Print. Any lesson plans print, too.
View and Print a Specific Map Topic

To view and print the content of a specific map topic (unit):

1. Click the blue bar on the timeline that represents the topic you want to view or print:

   ![Timeline with selected topic]

2. Click **View**. The information for the topic appears.

3. Click **Print** to print the topic.

   **Note:** When you print a specific map topic, lesson plans within the topic do not print; you need to select the lesson plan(s) on the timeline and print separately.

You can also **view, print, edit and add lesson plans**.

Modify Start Days and Durations of Units on a Map

If the district has designed a curriculum map for a course you are teaching, you can change the start day and duration of map topics (units) and lesson plans on the map. This way, they appear correctly on your Planner, where you’ll refer to the map daily.

To modify a district curriculum map for a course:

1. Log on to the Staff view.
2. Click the **Gradebook** tab.
3. Click the **Curriculum Map** side-tab.
4. On the timeline, click the map topic (unit) you want to modify to select it. A red line appears around the blue bar representing the topic:
5. To edit the start day of the topic, click and drag the entire blue bar. The start day adjusts as you move the bar so you know where to place it.

6. To edit the duration you cover a map topic, hover over the line at the right-end of the blue bar representing the map topic:

A two-headed arrow appears. Click and drag the arrow until the number of meeting days you need appears.

Aspen IMS automatically saves edits you make to map topic start and meeting days on this page.

**Manage Lesson Plans for Curriculum Maps**

When you are viewing the curriculum map designed for a course you teach, you can also view the lesson plans designed for specific topics (units) within the map.

You can do the following to manage lesson plans within a curriculum map:

- View and print a lesson plan.
- Edit or add to a lesson plan.
- Add your own lesson plan to the map.
**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; the edits you made to exemplar lesson plans or new lesson plans you added along the way 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.

**View, Edit, and Print Exemplar Lesson Plans for a Map Topic**

1. Log on to the Staff view.
2. Click the **Gradebook** tab.
3. Select the course you want to view the curriculum map for, and click the **Curriculum Maps** side-tab. The timeline for the course appears.
4. Select the **Show Lesson Plans** checkbox at the top of the page. A green bar appears on the timeline for each lesson plan within a topic:

The bars that represent lesson plans on the curriculum map chart appear in the following patterns, with hover text indicating the lesson plan’s origin:

- ![Exemplar](image)
  - **Exemplar:** These are lesson plans designed by your curriculum director when the map was created.

- ![Exemplar, edited by teacher](image)
  - **Exemplar, edited by teacher:** If you open this lesson plan and make changes or additions to it, your edits and additions are available to you only; they do not affect the district’s or any other teacher’s version of the map for this course. If you make edits to an exemplar lesson plan and later delete your edited version, the exemplar lesson plan is available to you again.
- **Teacher-created:** These are any lesson plans you add to this map. These are available to you only; they do not affect the district’s or any other teacher’s version of the map for this course.

5. To view, print, or edit a plan, double-click the bar on the timeline. The lesson plan pop-up appears:

![Lesson Plan Pop-up](image)

6. Click **Print** to print the formatted lesson plan.
7. Edit any information in any element.
8. For each element, click **My Resources** to add anything from My Resources that might help you execute this lesson plan. Also, be sure to scroll to the **Resources Provided** field to find any resources (handouts, presentations, etc.) that your curriculum director might provide you to complete this lesson. You can also drag and drop to your My Resources.

   **Note:** If you make a mistake, click **Revert** to revert to the last saved version of the lesson plan.

9. Click **Save** to save your changes.
10. Click **Save and Close** to save the information, and close the lesson plan pop-up.
Note: If you make edits or additions to a lesson plan, your edited version is what you now see on the Curriculum Maps side-tab and the Planner tab. To return to viewing the exemplar lesson plan that was original to the map, click the lesson plan on the timeline. The lesson plan pop-up appears. Click Delete. You will notice that the green bar representing the lesson plan on the timeline has returned to the solid green bar, indicating you are now viewing the exemplar lesson plan again.

Add Your Own Lesson Plan to a Curriculum Map

1. On the timeline, click the map topic (unit) you want to add a lesson plan to.
2. At the top of the page, click Add, and then Add Lesson Plan.
3. At the top of the New Lesson pop-up, type a Title.
4. In the Start day fields, define the day on which the lesson plan should begin to appear on your Planner.
5. In the Meeting days field, define the number of class meeting days the lesson plan bar should appear for this lesson plan on your Planner.

Note: Aspen IMS uses the start day you define within the duration of the map topic. For example, if you define the Start day as 3 and Meeting days as 2 and the map topic (unit) has a duration of 20 days, your Planner begins to display this lesson on the third meeting day of the map topic, for two consecutive meeting days.

1. For each lesson plan element, enter information. Click My Resources to add any applicable presentations, handouts, weblinks, etc.
2. Click Save to save your lesson plan.
3. Click Print to print the formatted lesson plan.
4. Click Save and Close to save your changes, and close the lesson plan pop-up.

Note: Only you can see lesson plans you add to a curriculum map; Aspen IMS does not copy or send your changes back to the district’s version of the curriculum map.

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 Gradebook 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:
Note: The curriculum map topics appear with the section number or the class nickname you define for each class. Lesson plans display the lesson plan icon.

6. Click a map topic name to view or print the information for that topic:

The topic information appears:

### Atomic Structure

**Start day:** 13  
**Meetings:** 7 days

#### Title & Terms

**Atomic Structure**
- Nucleus  
- Proton  
- Neutron  
- Electron  
- Electron configuration  
- Orbital notation  
- Quantum numbers  
- Atomic number  
- Atomic mass  
- Nuclear force  
- Orbitals  
- Valence energy level  
- Excited state  
- Excited state  
- Ground states  
- Electromagnetic spectrum  
- Law of Multiple Proportions  
- Law of Conservation of mass  
- Law of Definite Proportions

#### Essential Questions

**Students will understand that:**

1. a) The scientists Bohr, Rutherford, Chadwick, Dalton, and Thompson played an important role in atomic structure.
You can modify the Start day by dragging and dropping the bar that represents the map topic to a different day on your Planner.

Click Print to print the topic.

**Note:** Only the topic information appears; you must print lesson plans created for that topic separately.

7. 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.

8. 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.

9. 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.
Using the Staff View and Teacher Gradebook

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:

<table>
<thead>
<tr>
<th>Year</th>
<th>Associated Course</th>
<th>Map Title</th>
<th>Shared Map Owner</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016</td>
<td>Chemistry C &amp; Lab - (0A321)</td>
<td>Honors Chemistry</td>
<td>Bailey, Elizabeth</td>
</tr>
<tr>
<td>2016</td>
<td>Chemistry C &amp; Lab - (0A321)</td>
<td>Honors Chemistry</td>
<td>Hall, Nancy</td>
</tr>
<tr>
<td>2016</td>
<td>Chemistry H &amp; Lab - (0A320)</td>
<td>Honors Chemistry</td>
<td>Bailey, Elizabeth</td>
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<tr>
<td>2016</td>
<td>Chemistry H &amp; Lab - (0A320)</td>
<td>Honors Chemistry</td>
<td>Hall, Nancy</td>
</tr>
</tbody>
</table>

If you do not see the curriculum you are looking for, please contact the teacher who created that curriculum.

6. Select the course that you want to review.

7. Click **OK**. A pop-up displays the curriculum map for the course you selected:
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:
a. Select the Viewable by course’s teachers checkbox.

b. 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 [Manage My Resources](#) to learn about all its features.

My Resources is available from the:
- Planner
- Quest 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 upper-right corner of the page:

My Resources appears:
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 Quest 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:** Click **My Resources** again to close the My Resources window.
Accessing My Resources on the Quest Tab

To access My Resources on the Quest tab, use one of the search tools to find a list of digital content. Then, click My Resources in the upper-right corner of the page:

Drag and drop the resources your search tools find to the appropriate folders in My Resources. 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

In addition to adding weblinks, files, notes, and folders, My Resources contains the following options on the Add menu:

- Online quizzes

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.

Note: You can also access My Resources from an assignment’s details page (Gradebook > Assignments > select an assignment > Details).
• 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:
  a. Click Drag and Drop from My Resources in the Resources Provided by the Teacher section.
  b. 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.

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.
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** and **Google Docs**™.

3. Select one of the following:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>File</td>
<td>Click <strong>Browse</strong> to locate the file, and add a <strong>Description</strong>. <strong>Note:</strong> Files can include Word documents, Excel spreadsheets, images, and PowerPoint presentations.</td>
</tr>
<tr>
<td>Note</td>
<td>Type a <strong>Title</strong> and the <strong>Text</strong> of your note (such as comments about a particular lesson plan).</td>
</tr>
<tr>
<td>Field</td>
<td>Description</td>
</tr>
<tr>
<td>-----------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Weblink</td>
<td>Type a <strong>Name, Description, and URL</strong> (you can copy and paste into this field).</td>
</tr>
<tr>
<td>Folder</td>
<td>A new folder appears. If desired, you can rename the folder, move it, and drag and drop files into it.</td>
</tr>
<tr>
<td><strong>Note:</strong></td>
<td>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.</td>
</tr>
</tbody>
</table>

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.

![Aspen File Uploader](image)

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.
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:

   ![Menu Expansion]

3. Select one of the following:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Edit Item</strong></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:</td>
</tr>
<tr>
<td></td>
<td>- Download the item, edit it, and upload the edited version.</td>
</tr>
<tr>
<td></td>
<td>- Edit the version that's on your computer, upload it, and delete the unedited version.</td>
</tr>
<tr>
<td><strong>View</strong></td>
<td>Based on your selection, one of the following occurs:</td>
</tr>
</tbody>
</table>

   **Note:** You cannot edit a folder.
<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• <strong>For a folder</strong>: The folder expands (if it was already expanded, nothing happens).</td>
</tr>
<tr>
<td></td>
<td>• <strong>For a file</strong>: The file opens directly, or a dialog box asks you whether you want to save or open the file.</td>
</tr>
<tr>
<td></td>
<td>• <strong>For a note</strong>: The note details appear, where you can make edits.</td>
</tr>
<tr>
<td></td>
<td>• <strong>For a</strong>: You need to have a Google account and might need to grant Aspen access to Google Docs.</td>
</tr>
<tr>
<td></td>
<td>• <strong>For an online quiz</strong>: The quiz appears. You can see and take it just as a student would in the Student portal.</td>
</tr>
<tr>
<td></td>
<td>• <strong>For a video</strong>: The video opens in a new window.</td>
</tr>
<tr>
<td></td>
<td>• <strong>For a web page</strong>: The web page opens in a new window.</td>
</tr>
<tr>
<td></td>
<td><strong>Note</strong>: Clicking <strong>Edit</strong> and then <strong>View</strong> 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 <strong>Enter</strong> on your keyboard.</td>
</tr>
<tr>
<td></td>
<td><strong>Note</strong>: You cannot rename a file.</td>
</tr>
<tr>
<td>Delete</td>
<td>A confirmation message appears. Click <strong>OK</strong>.</td>
</tr>
<tr>
<td></td>
<td><strong>Notes:</strong></td>
</tr>
<tr>
<td></td>
<td>• If you are running out of space and want to delete multiple files at once, click the <strong>My Quota</strong> link on the Group Resources widget.</td>
</tr>
<tr>
<td></td>
<td>• If you delete a file from My Resources that has been attached to an assignment, students will no longer have access to that assignment.</td>
</tr>
<tr>
<td>Copy</td>
<td>A copy of the file appears, with a number, starting with (2), appended to the file name.</td>
</tr>
<tr>
<td></td>
<td><strong>Note</strong>: You cannot copy a folder.</td>
</tr>
</tbody>
</table>

**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):

![Group Resources and My Resources](image)

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.
**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 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:

   ![File List](image)

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:

- 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.
- 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.
- 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.
- 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.
- 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.
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:

![Google Docs Details pop-up](image)

**Note:** You can type a description of the file in the **Description** field.

8. Click **Select Google Document**. The list of documents in your Google Docs appears:

![Google Documents](image)

9. 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.

10. 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.
11. 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 editable.* 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.** | 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**. |
| 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**. |
| | - 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**. |
Before you can make a Google Doc student editable, Aspen displays the following warning:

Making a document student editable will create student-specific instances. This operation CANNOT be undone once the assignment is saved. Are you sure you want to continue?

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.

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:
### From the Gradebook tab:

<table>
<thead>
<tr>
<th>From the Gradebook tab:</th>
<th>From the Planner tab:</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Click the <strong>Assignments</strong> side-tab.</td>
<td>Do one of the following:</td>
</tr>
<tr>
<td>b. From the <strong>Options</strong> menu, click <strong>Add Assignment</strong> or <strong>Add Ungraded Assignment</strong>.</td>
<td></td>
</tr>
<tr>
<td>c. In the <strong>Resources Provided by the Teacher</strong> field, do one of the following:</td>
<td></td>
</tr>
<tr>
<td>- Click <strong>Select Google Doc</strong>. From the Google Docs pick list, select the document you want to associate with the assignment. Click <strong>Save</strong>.</td>
<td></td>
</tr>
<tr>
<td>- Click <strong>Drag and Drop from My Resources</strong>. From the My Resources pop-up, click, drag, and drop the document you want to associate with the assignment into the <strong>Resources Provided by the Teacher</strong> field. Click <strong>Save</strong>.</td>
<td></td>
</tr>
<tr>
<td>3. Complete the assignment details at the top of the page, including the <strong>Grade Term</strong> field at right.</td>
<td></td>
</tr>
<tr>
<td>4. Click <strong>Save</strong>.</td>
<td></td>
</tr>
</tbody>
</table>

### 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**:  

   ![Google Doc Grid](image-url)
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:

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:

```
5. 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:
5. 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.
Using the Staff View and Teacher Gradebook

- 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:

![New Question Page](image)

**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:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type</td>
<td>Select MC (multiple choice), OR (open response), or SA (short answer) from the drop-down.</td>
</tr>
<tr>
<td>Point Value</td>
<td>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.</td>
</tr>
<tr>
<td>Add to shared question bank</td>
<td>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.</td>
</tr>
</tbody>
</table>
### 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:

![Answer Section](image)

a. Click **Add** to add the first answer choice.
b. Use the following table to fill in the fields:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Answers</strong></td>
<td>Type a possible answer to the question.</td>
</tr>
<tr>
<td><strong>Correct Answer</strong></td>
<td>From the drop-down, select <strong>Yes</strong> if this the correct answer, or <strong>No</strong> if it is incorrect.</td>
</tr>
<tr>
<td><strong>Description</strong></td>
<td>Type additional information for the answer, or insert links or images.</td>
</tr>
<tr>
<td><strong>Order</strong></td>
<td>Enter the sequence number for this answer to indicate where it appears on the quiz.</td>
</tr>
</tbody>
</table>
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:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Narrow by category</td>
<td>Use this drop-down to select the learning standard (Common Core, state, etc.).</td>
</tr>
<tr>
<td>Search for text</td>
<td>To sort the display of learning standards, enter a keyword to sort by.</td>
</tr>
<tr>
<td>Show details/Hide details</td>
<td>Select this checkbox to display or hide additional information about each learning standard.</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>From the Gradebook tab:</th>
<th>From the Planner tab:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Click the Assignments side-tab.</td>
<td>• Do one of the following:</td>
</tr>
<tr>
<td>2. On the Options menu, select Add Assignment.</td>
<td>a. Select either the Events or Lessons view, and then click My Resources.</td>
</tr>
<tr>
<td></td>
<td>b. Click in the folder you want to save the quiz.</td>
</tr>
<tr>
<td></td>
<td>c. At the bottom of My Resources, click Add, and select Online Quiz.</td>
</tr>
<tr>
<td>3. In the Resources Provided by Teacher section, click Create Online Quiz.</td>
<td>a. Select the Events view, and then click the date you want to give the quiz.</td>
</tr>
<tr>
<td></td>
<td>b. Click Add Assignment. The</td>
</tr>
</tbody>
</table>
From the Gradebook tab:  

From the Planner tab:  

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 the following table to complete the fields:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Type a title for the quiz.</td>
</tr>
<tr>
<td><strong>Number of questions per page</strong></td>
<td>Type the number of questions you want to appear on each page of the quiz. (Students click <strong>Next</strong> to move from page to page.)</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Present questions in random order</strong></td>
<td>Select this checkbox to have questions appear in random order on the quiz.</td>
</tr>
<tr>
<td><strong>Students can check their answers</strong></td>
<td>Select this checkbox if you want to let students go back to a question they previously answered. Otherwise, after a student clicks <strong>Next</strong> to move to the next question, they cannot return to a question and check their answer.</td>
</tr>
<tr>
<td><strong>Introduction</strong></td>
<td>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.</td>
</tr>
</tbody>
</table>

4. Click the **Questions** sub-tab to define the questions for the quiz:

![Questions tab with examples](image)

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.
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:

<table>
<thead>
<tr>
<th>#</th>
<th>Question</th>
<th>Time</th>
<th>Responded</th>
<th>Correct</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Describe Lenny and George’s friendship.</td>
<td>n/a</td>
<td>0</td>
<td>n/a</td>
</tr>
<tr>
<td>2</td>
<td>What is Lennie’s last name? Why does it not fit ‘Lennie’? What ...</td>
<td>n/a</td>
<td>0</td>
<td>n/a</td>
</tr>
<tr>
<td>3</td>
<td>What time of day do Lennie and George reach the ranch?</td>
<td>n/a</td>
<td>0</td>
<td>n/a</td>
</tr>
<tr>
<td>4</td>
<td>Who is the first person they meet on the ranch? Describe that chara...</td>
<td>n/a</td>
<td>0</td>
<td>n/a</td>
</tr>
<tr>
<td>5</td>
<td>What is the meaning of mice to Lennie? How does this help us to get...</td>
<td>n/a</td>
<td>0</td>
<td>n/a</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Name</th>
<th>Response</th>
<th>Time</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bouchar, Christopher</td>
<td>George is the boss. Lenny relies on George.</td>
<td>0:00:00</td>
<td></td>
</tr>
<tr>
<td>Cyri, Roberto</td>
<td></td>
<td>0:00:00</td>
<td></td>
</tr>
<tr>
<td>Carrick, Harley</td>
<td></td>
<td>0:00:00</td>
<td></td>
</tr>
<tr>
<td>Heide, Steven</td>
<td></td>
<td>0:00:00</td>
<td></td>
</tr>
<tr>
<td>Powell, Ian</td>
<td></td>
<td>0:00:00</td>
<td></td>
</tr>
<tr>
<td>Whaley, Madwell</td>
<td></td>
<td>0:00:00</td>
<td></td>
</tr>
</tbody>
</table>
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:

Aspen calculates each student's score for the quiz.

Using Quest to Search for Digital Content

The Internet is full of content, but it can be hard to find specific, appropriate, and relevant content for your classroom.

Accessed from Aspen's Staff view and the Student portal, the Quest tab includes up to four search tools to help teachers and students access appropriate digital content.

Use Quest'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 with Aspen IMS.
Using the Staff View and Teacher Gradebook

- **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 great link or resource, 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 Quest tab to a folder for that unit in My Resources:

![Image of 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:

![Image of Resources Provided by the Teacher]
WebPath Express

WebPath Express provides instant access to grade-appropriate, educator-approved websites.

**Note:** WebPath Express is an additional subscription your district can purchase with Aspen IMS.

To use WebPath Express:

1. Log on to the Staff view or Student portal.
2. Click the **Quest** tab:

   ![Image of Quest tab](image)

3. Type a search term or phrase in the **Search** field.
4. Click **Search**. The search results from WebPath Express appear:

   ![Image of search results](image)

5. If there are too many results, you can narrow your search to show only certain types of information. Under **Narrow Your Search** on the right side, click one or more categories:
## Narrow Your Search

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade Level</td>
<td>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.</td>
</tr>
<tr>
<td>Domain</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>
</tbody>
</table>

### Grade Level [All]
- All
- PreK-2 (1)
- 3-5 (42)
- 6-8 (173)
- 9-12 (262)

### Domain [All]
- All
- .au (2)
- .ca (2)
- .com (93)
- .de (1)
- .dk (1)
- .edu (59)
- .fi (10)
- .gov (22)
- .hk (1)
- .info (1)
- .net (5)
- .org (92)
- .pl (1)
- .se (1)
- .ua (1)
- .uk (7)
- .us (1)
<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Topic [All]</td>
<td>Select a topic to show only results from one topic, or click <strong>All</strong> 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>Select</td>
<td><strong>All</strong></td>
</tr>
<tr>
<td></td>
<td>Academic writing (2)</td>
</tr>
<tr>
<td></td>
<td>Addams, Jane,—1860-1935 (1)</td>
</tr>
<tr>
<td></td>
<td>Advertising (1)</td>
</tr>
<tr>
<td></td>
<td>Aeschylus (3)</td>
</tr>
<tr>
<td></td>
<td>Affluent consumers (1)</td>
</tr>
<tr>
<td></td>
<td>African American actors—Biography (2)</td>
</tr>
<tr>
<td></td>
<td>African American artists—Biography (1)</td>
</tr>
<tr>
<td></td>
<td>African American dancers (1)</td>
</tr>
<tr>
<td></td>
<td>African American entertainers—Biography (1)</td>
</tr>
<tr>
<td></td>
<td>African American musicians (2)</td>
</tr>
<tr>
<td></td>
<td>African American painting (1)</td>
</tr>
<tr>
<td></td>
<td>African American women singers (1)</td>
</tr>
<tr>
<td></td>
<td>African Americans—Folklore (1)</td>
</tr>
<tr>
<td></td>
<td>African Americans—Social life and customs (1)</td>
</tr>
<tr>
<td></td>
<td>African authors (1)</td>
</tr>
<tr>
<td></td>
<td>Almond (1)</td>
</tr>
<tr>
<td></td>
<td>American Anti-Imperialist League (5)</td>
</tr>
<tr>
<td></td>
<td>American authors (2)</td>
</tr>
<tr>
<td></td>
<td>American authors—Biography (1)</td>
</tr>
<tr>
<td>Format Type</td>
<td>Select a format type to show results in one format type, or click <strong>All</strong> to show results in all format types.</td>
</tr>
<tr>
<td>Select</td>
<td><strong>All</strong></td>
</tr>
<tr>
<td></td>
<td>Animation (2)</td>
</tr>
<tr>
<td></td>
<td>Audio (12)</td>
</tr>
<tr>
<td></td>
<td>Biography (62)</td>
</tr>
<tr>
<td></td>
<td>eBook (5)</td>
</tr>
<tr>
<td></td>
<td>Image collection (11)</td>
</tr>
<tr>
<td></td>
<td>Interactive (2)</td>
</tr>
<tr>
<td></td>
<td>Video (14)</td>
</tr>
</tbody>
</table>
Using the Staff View and Teacher Gradebook

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Source Type [All]</td>
<td>Select a source type to show results from one source type, or click All to show results from all source types.</td>
</tr>
<tr>
<td></td>
<td>- All</td>
</tr>
<tr>
<td></td>
<td>- Encyclopedia (9)</td>
</tr>
<tr>
<td></td>
<td>- Magazine (4)</td>
</tr>
<tr>
<td></td>
<td>- News Source (17)</td>
</tr>
<tr>
<td></td>
<td>- Primary Source Material (9)</td>
</tr>
<tr>
<td>Language [All]</td>
<td>Select a language to show results in one language, or click All to show results in all languages.</td>
</tr>
<tr>
<td></td>
<td>- All</td>
</tr>
<tr>
<td></td>
<td>- English (300)</td>
</tr>
<tr>
<td></td>
<td>- French (1)</td>
</tr>
<tr>
<td></td>
<td>- Spanish (1)</td>
</tr>
</tbody>
</table>

**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**

You can browse WebPath Express by learning standard, subject, and grade to find websites and other related materials.

**To browse WebPath Express by learning standard, subject, and grade:**

1. Log on to the Staff view.
2. Click the **Quest** tab, **Standards** side-tab. The following screen appears:
Using the Staff View and Teacher Gradebook

3. Click the For drop-down to select the learning standard that you want to search for.
4. Under Browse Subject, click the learning standard and subject that you want to review.
5. Under Grade, click the grade that you are interested in.
6. At Standard:
   - Click the learning standard to review it.
   - Click to browse the supporting websites for this learning standard.

Search WebPath Express by Learning Standard and Keyword

You can search WebPath Express by learning standard, keyword, subject, and grade, to find websites and other supporting materials.

To search WebPath Express by learning standard and keyword:

1. Log on to the Staff view.
2. Click the Quest tab.
3. Click the Standards side-tab, then click Search. The following screen appears:
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 Aspen IMS staff and student users view and utilize the full range of their online subscriptions in one easy search.

Accessed via the Internet, One Search lets users see a complete list of search results at once, instead of one-by-one.

**To use One Search:**

1. Log on to the Staff view or Student portal.
2. Click the **Quest** tab, and then the **One Search** side-tab.
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:

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Encyclopedias</strong></td>
<td><strong>Click Select All</strong> to show results from all encyclopedia subscriptions. Click <strong>Select None</strong> to omit encyclopedia subscriptions from the results. Select one or more encyclopedia subscriptions to include in the results. <strong>Click Apply Changes</strong> to save your selections.</td>
</tr>
<tr>
<td><strong>Internet Libraries</strong></td>
<td><strong>Click Select All</strong> to show results from all Internet libraries. Click <strong>Select None</strong> to omit results from Internet libraries. Select one or more Internet libraries to include in the results. <strong>Click Apply Changes</strong> to save your selections.</td>
</tr>
</tbody>
</table>
### Digital Resources

Use a single search to find resources from several databases available on a Follett server. 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. Click the **Quest** tab, and then the **Digital Resources** side-tab.
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 Narrow Your Search, 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**

Destiny Search finds 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. Click the Quest tab, and then the Destiny side-tab.
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 **Narrow Your Search** on the right side, click one or more categories:
<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Author [All]</strong></td>
<td>Select an author to only show results from that author, or select All to show results from all authors.</td>
</tr>
</tbody>
</table>
| All             | All: Aller, Susan Bivin. (1)  
|                 | Anesko, Michael. (1)  
|                 | Ashmore, Wayne. (1)  
|                 | Bodden, Valerie. (1)  
|                 | Caravantes, Peggy. (1)  
|                 | Diorio, Mary Ann L. (1)  
|                 | Fieschman, Sid, (1)  
|                 | Heims, Nel. (1)  
|                 | Lathbury, Roger. (1)  
|                 | MacLeod, Elizabeth. (1)  
|                 | Meyers, Karen, (1)  
|                 | Nault, Jennifer. (1)  
|                 | Phillips, Jerry (1)  
|                 | Twain, Mark, (1)  
|                 | Vickers, Rebecca. (1)  |
| **Subject [All]**| Select a subject to only show results on that subject, or select All to show results on all subjects. |
| All             | All: Adventure stories, American (1)  
|                 | American literature (1)  
|                 | Authors, American (6)  
|                 | Authorship (1)  
|                 | Boys in literature (1)  
|                 | Children's stories (1)  
|                 | Fiction (1)  
|                 | Humorists, American (1)  
|                 | Journalists (1)  
|                 | Mississippi River (1)  
|                 | Mississippi River Valley (1)  
|                 | Narration (Rhetoric (1)  
|                 | Point of view (Literature (1)  
|                 | Realism in literature (1)  
|                 | Regionalism in literature (1)  
|                 | Sawyer, Tom (Fictitious character (1)  
|                 | Steamboats (1)  
|                 | Twain, Mark (9)  |
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:

- **Map 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.
- **Notes and Resources 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:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Show Weekends</td>
<td>Select this checkbox if you want to see Saturdays and Sundays on your planner.</td>
</tr>
<tr>
<td>Activate Reminders</td>
<td>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.</td>
</tr>
<tr>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>Color</td>
<td>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.</td>
</tr>
<tr>
<td>Note: The colors for appointments is set by the My Events color.</td>
<td></td>
</tr>
</tbody>
</table>

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 Gradebook 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:

![Curriculum Map Example](image)

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:

![Lesson Plans Example](image)
Note: The curriculum map topics appear with the section number or the class nickname you define for each class. Lesson plans display the lesson plan icon.

6. Click a map topic name to view or print the information for that topic:

<table>
<thead>
<tr>
<th>Date</th>
<th>Lesson Plan</th>
<th>Topic</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>13</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The topic information appears:

**Atomic Structure**

**Start day:** 13  
**Meetings:** 7 days

**Title & Terms**

**Atomic Structure**

- Nucleus  
- Proton  
- Neutron  
- Electron  
- Electron configuration  
- Orbital notation  
- Quantum numbers  
- Atomic number  
- Atomic mass  
- Nuclear force  
- Orbitals  
- Valence energy level  
- Excited state  
- Ground states  
- Electromagnetic spectrum  
- Law of Multiple Proportions  
- Law of Conservation of mass  
- Law of Definite Proportions

**Essential Questions**

**Students will understand that:**

1. a) The scientists Bohr, Rutherford, Chadwick, Dalton, and Thompson played an important role in atomic structure.
You can modify the **Start day** by dragging and dropping the bar that represents the map topic to a different day on your Planner.

Click **Print** to print the topic.

**Note:** Only the topic information appears; you must print lesson plans created for that topic separately.

7. 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.

8. 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.

9. 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:

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑</td>
<td>Indicates that this assignment has information</td>
</tr>
</tbody>
</table>
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:
Select the type of assignment or appointment you want to create for that date. The corresponding page appears.

2. Open My Resources and find a resource to drag and drop to a date on your calendar. The New Assignment page appears.

3. **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:

![New Assignment Page](image)

**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:

<table>
<thead>
<tr>
<th><strong>Field</strong></th>
<th><strong>Description</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name</strong></td>
<td>Type the name of the appointment. This is the name that appears on your Planner.</td>
</tr>
<tr>
<td><strong>Start Date</strong></td>
<td>Type the date on which the appointment begins, or click [] to select the date.</td>
</tr>
<tr>
<td><strong>Start Time</strong></td>
<td>Type the start time of the appointment.</td>
</tr>
<tr>
<td><strong>Description</strong></td>
<td>Type a description of the appointment.</td>
</tr>
</tbody>
</table>

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:

![Linked Sections](image)

Click the **Planner** tab. The label for the linked sections now appears:

![Linked Sections](image)

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:

   ![Planner tab with Lessons checkbox highlighted]

   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

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 following table to enter information in the fields:

   **Note:** Some fields appear only for attendance, conduct, or grades-related Quick Letters.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start date</td>
<td>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.</td>
</tr>
<tr>
<td>End date</td>
<td>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.</td>
</tr>
<tr>
<td>Transcript Definition</td>
<td>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.</td>
</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:</td>
</tr>
<tr>
<td></td>
<td>• <strong>Current selection:</strong> Only includes students within the current filter on the student list page.</td>
</tr>
<tr>
<td></td>
<td>• <strong>YOG:</strong> Only includes students who have a specific year of graduation. You can specify the YOG at the “Search value” field.</td>
</tr>
</tbody>
</table>
   |                        | • **Snapshot:** Only includes students who are part of a specific
<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Save</strong></td>
<td>saved snapshot. You can specify the snapshot at the “Search value” field.</td>
</tr>
<tr>
<td><strong>Search value</strong></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>
</tbody>
</table>

**Criteria**

- 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.

<table>
<thead>
<tr>
<th>Code (Attendance letters only)</th>
<th>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.</th>
</tr>
</thead>
<tbody>
<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>
<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>
</tbody>
</table>
| Operator                      | To restrict your criteria to include only students with a certain
### Field Description

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number or range of attendance codes, conduct records, or grades-related criteria</td>
<td>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 <strong>Greater than or equal to</strong> as an operator and type 1 in the Value field.</td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>Value</th>
<th>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.</th>
</tr>
</thead>
<tbody>
<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>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Connector</th>
<th>To include multiple criteria, select one of the following connector options from the drop-down:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• <strong>And:</strong> Searches for students who satisfy both the criterion defined in that row and the criterion defined in the next row.</td>
</tr>
<tr>
<td></td>
<td>• <strong>Or:</strong> Searches for students who satisfy either the criterion defined in that row or the next row.</td>
</tr>
</tbody>
</table>

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, see Step 5.

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:
<table>
<thead>
<tr>
<th>Text Editor Tool</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Field</strong></td>
<td>Use this tool to insert a field, such as &quot;Student name,&quot; 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:</td>
</tr>
<tr>
<td><img src="image" alt="Add Field Pop-Up" /></td>
<td>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 <strong>OK</strong>.</td>
</tr>
<tr>
<td><strong>Note:</strong> Table and field names are determined by your Aspen system administrator, and might differ from those shown.</td>
<td></td>
</tr>
<tr>
<td><strong>Expression</strong></td>
<td>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 (&quot;He&quot; or &quot;She&quot;) 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:</td>
</tr>
<tr>
<td><img src="image" alt="Add Expression Pop-Up" /></td>
<td></td>
</tr>
<tr>
<td>Text Editor Tool</td>
<td>Function</td>
</tr>
<tr>
<td>------------------</td>
<td>----------</td>
</tr>
<tr>
<td><strong>Expression</strong></td>
<td>Type the expression in the <strong>Expression Input</strong> field, and click <strong>OK</strong>.</td>
</tr>
<tr>
<td><strong>Note:</strong> 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>
<td></td>
</tr>
<tr>
<td><strong>Calculation:</strong></td>
<td>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.</td>
</tr>
<tr>
<td>To insert a calculation into your Quick Letter, click the icon. The Add Calculation pop-up appears:</td>
<td></td>
</tr>
</tbody>
</table>
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:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Type a file name for the letter.</td>
</tr>
<tr>
<td>Owner</td>
<td></td>
</tr>
<tr>
<td>Type</td>
<td>Click this drop-down to select one of the following, depending on your user privileges:</td>
</tr>
<tr>
<td></td>
<td>• <strong>User</strong>: Gives a user or yourself access to the letter.</td>
</tr>
<tr>
<td></td>
<td>• <strong>School</strong>: Gives users at a school access to the letter.</td>
</tr>
<tr>
<td></td>
<td>• <strong>Intermediate Organization</strong>: Gives all users in an intermediate organization access to the letter.</td>
</tr>
<tr>
<td></td>
<td>• <strong>District</strong>: Gives all users in the district access to the letter.</td>
</tr>
<tr>
<td>Name</td>
<td>Click <img src="image" alt="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.</td>
</tr>
</tbody>
</table>

3. Click Finish. The letter appears.

**Assignment History Report**

Run the Assignment History report to view one or all of a student’s list of assignments and scores.
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 dialog box 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.
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.
To run the Assignment Summary report:

1. Log on to the Staff view.
2. Click the Gradebook tab, and the Scores side-tab.
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.

Note: You can select to run the report with LASIDs instead of student names.
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.
**Class Statistics**

**Term:** Q1  |  **Category:** HW/CW

<table>
<thead>
<tr>
<th>Gradebook Column</th>
<th>Date Due</th>
<th>Average</th>
<th>High</th>
<th>Low</th>
<th>Median</th>
<th>Std.</th>
<th>Missing</th>
<th>Invalid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homework/Classwork 11</td>
<td>7/1/2015</td>
<td>64.8 F</td>
<td>50 A+</td>
<td>0.0 F</td>
<td>5.0 A+</td>
<td>1.7</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Homework/Classwork 20</td>
<td>7/8/2015</td>
<td>9.9 A+</td>
<td>10.0 A+</td>
<td>9.0 A-</td>
<td>10.0 A+</td>
<td>0.2</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Homework/Classwork 92</td>
<td>7/15/2015</td>
<td>4.1 B-</td>
<td>5.0 A-</td>
<td>0.0 F</td>
<td>5.0 A+</td>
<td>2.0</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>Homework/Classwork 67</td>
<td>7/22/2015</td>
<td>4.1 F</td>
<td>5.0 A+</td>
<td>0.0 F</td>
<td>5.0 A+</td>
<td>2.5</td>
<td>7</td>
<td>0</td>
</tr>
<tr>
<td>Homework/Classwork 47</td>
<td>7/29/2015</td>
<td>4.2 B</td>
<td>5.0 A+</td>
<td>0.0 F</td>
<td>5.0 A+</td>
<td>1.3</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Homework/Classwork 66</td>
<td>8/5/2015</td>
<td>4.9 F</td>
<td>5.0 A+</td>
<td>4.0 B-</td>
<td>5.0 A+</td>
<td>0.2</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Homework/Classwork 91</td>
<td>8/12/2015</td>
<td>4.5 F</td>
<td>5.0 A+</td>
<td>4.0 B-</td>
<td>4.5 A-</td>
<td>0.7</td>
<td>15</td>
<td>0</td>
</tr>
<tr>
<td>Homework/Classwork 14</td>
<td>8/19/2015</td>
<td>2.8 F</td>
<td>5.0 A-</td>
<td>0.0 F</td>
<td>2.0 F</td>
<td>2.0</td>
<td>4</td>
<td>0</td>
</tr>
<tr>
<td>Homework/Classwork 59</td>
<td>8/26/2015</td>
<td>4.5 A+</td>
<td>5.0 A-</td>
<td>4.0 B-</td>
<td>5.0 A+</td>
<td>0.5</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Homework/Classwork 10</td>
<td>9/2/2015</td>
<td>4.9 A+</td>
<td>5.0 A-</td>
<td>4.0 B-</td>
<td>5.0 A+</td>
<td>0.3</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Homework/Classwork 64</td>
<td>9/9/2015</td>
<td>4.1 B-</td>
<td>5.0 A-</td>
<td>0.0 F</td>
<td>4.0 B-</td>
<td>1.3</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Homework/Classwork 75</td>
<td>9/16/2015</td>
<td>4.9 A+</td>
<td>5.0 A-</td>
<td>4.0 B-</td>
<td>5.0 A+</td>
<td>0.3</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Homework/Classwork 25</td>
<td>9/23/2015</td>
<td>4.3 B</td>
<td>5.0 A+</td>
<td>0.0 F</td>
<td>5.0 A+</td>
<td>1.7</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Homework/Classwork 80</td>
<td>10/4/2015</td>
<td>3.4 A+</td>
<td>10.0 A+</td>
<td>0.0 F</td>
<td>10.0 A+</td>
<td>2.4</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Class lab project 1A</td>
<td>10/26/2015</td>
<td>null</td>
<td>null</td>
<td>null</td>
<td>11.1 A+</td>
<td>11.1</td>
<td>--</td>
<td>--</td>
</tr>
</tbody>
</table>

**Average:** HW/CW Q1

<table>
<thead>
<tr>
<th>Gradebook Column</th>
<th>Date Due</th>
<th>Average</th>
<th>High</th>
<th>Low</th>
<th>Median</th>
<th>Std.</th>
<th>Missing</th>
<th>Invalid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laboratory Questions &amp; Reports 5</td>
<td>7/10/2015</td>
<td>27.9 C-</td>
<td>40.0 A+</td>
<td>0.0 F</td>
<td>31.9 C+</td>
<td>12.6</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Laboratory Questions &amp; Reports 81</td>
<td>7/24/2015</td>
<td>12.0 C-</td>
<td>20.0 A+</td>
<td>2.0 F</td>
<td>11.0 F</td>
<td>4.9</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**To run the Class Statistics report:**

1. Log on to the Staff view.
2. Click the Gradebook tab, and the Scores side-tab.
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.

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:

![Progress Reports: Student Information To Display](image)

**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:

![Progress Reports: Grades To Display](image)
6. Select the grades you want to include on the Progress Report, and then click Next. Step 4 of the wizard appears:

![Progress Reports: Message Area](image)

7. Type a message you want to include on the Progress Report, and then click Next. Step 5 of the wizard appears:

![Progress Reports: Options](image)

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 you select.

**Note:** If you calculate averages using total points, the report displays the total earned points broken down by term and category.
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:

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:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>School year</td>
<td>Click and select the school year for which to run the grading sheet.</td>
</tr>
<tr>
<td>Number of columns</td>
<td>Click the drop-down and select the number of columns printed on the sheet along with the orientation of the printout (portrait or landscape).</td>
</tr>
<tr>
<td>Display blank row after each student?</td>
<td>Select the checkbox to display a blank row after each student.</td>
</tr>
<tr>
<td>Sections to include</td>
<td>Click the drop-down and select the sections to include in the grading sheet.</td>
</tr>
<tr>
<td>Search value</td>
<td>Type the value to filter the sections, if necessary.</td>
</tr>
<tr>
<td>Include study sections</td>
<td>Select the checkbox to include study sections.</td>
</tr>
<tr>
<td>Sort results by</td>
<td>Click the drop-down and select how to sort the grading sheet.</td>
</tr>
<tr>
<td>Format</td>
<td>Click the drop-down and select the format of the grading sheet.</td>
</tr>
</tbody>
</table>

5. Click **Run**. The report displays in the format you selected:
Troubleshooting the Gradebook

Use the following topics to troubleshoot gradebook issues:

- Course recommendations are not appearing in your gradebook
- Current Classes filter does not display this term’s classes in your gradebook

Course recommendations are not appearing in your gradebook

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 dialog box, 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 dialog box 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.

**Using Your Aspen Mobile to Find Student Information**

A student left her telephone charging in your classroom last period, and you want to let her know you have it.

Use Aspen Mobile on your phone or tablet to quickly find the student and all her available information.

**To locate a student:**

1. Tap ☰ to open the side-bar menu.
2. Tap Students. The list contains students you are currently teaching.
3. To locate a specific student, do one of the following:
   - In the **Search on Name** field, enter a name (last name, first name) to quickly locate a student.
   - Tap the **Filter** icon. Select a filter and/or specific field set of columns you want to see:

![Filter options](image)

4. After you find the student you are looking for, tap the student's name. His or her current location appears:
5. Tap **Previous** to see the class they had before this or **Next** to view his or her next class.

6. If your screen is small, click the option to view the other tabs of information your district or school might store for students.

**Using Your Aspen Mobile to See Your Information**

In Aspen Mobile, you can see any staff information your district manages for you. For example, you might want to quickly make sure the school has your new phone number on file.

**To access your information:**

1. To open the side-bar menu, tap the option.
2. Tap **Staff.** Your basic information appears.

**Entering Assignment Scores in Aspen Mobile**

You do not usually check your student’s homework every day, but you notice that it seems to be slipping lately. Use Aspen Mobile to enter **complete** or **incomplete** scores on your phone or tablet.
while you walk around the room.

Or, you are not at school and receive an email from a parent asking about their student’s grade on the last test. Use Aspen Mobile on your phone to quickly check the grade before responding.

**To access your gradebook and enter scores using Aspen Mobile:**

1. Log on to Aspen Mobile.

2. Tap . Your list of classes appears.

3. Tap a class name. The Grading screen appears:

   ![Grading Screen](image)

4. Do the following to determine the assignments you want to see:

   - To view only assignments you have or have not entered scores for, tap *Scored* or *Unscored*.
   - To select a specific assignment category, such as Homework, tap the *All Categories* drop-down.
   - To see *All Assignments*, *Current Term* assignments, or the *Latest 20 Assignments*, tap the *Latest 20 Assignments* drop-down.

5. To enter or view scores for an assignment, tap the assignment name. General information about the assignment appears at the top of the screen:
6. To view an individual student’s assignment details, tap the student’s name. If the student submitted a file or Google Docs™ document for the assignment, that document appears in the Student Submission field:

7. To enter scores, do one of the following:

   - If the assignment is a student-editable Google Doc, the student’s document appears in the Teacher’s Attachments field.
   - The date/timestamp appears for all student submissions. The icon to the left of the assignment indicates the file type.
To tap in each score field and type a number, tap **Input**.

To change each score field into a drop-down from which you can tap a grade within this assignment’s grade scale, tap **Scale**.

**Note:** Values are automatically saved.

To see more detailed information for a score, such as feedback you might have entered, tap the **Side-bar menu** icon then **Home**. Then, tap to access the **Scores** side-tab on the **Classes** tab in your desktop version of Aspen.

**Create an Online Quiz and Define Its Details in Aspen Mobile**

Get started creating an online quiz using Aspen Mobile.

**To create a quiz and define its details:**

1. Log on to Aspen Mobile.

2. Tap **GRADEBOOK**.

3. Tap the class you want to create the quiz for.

4. Tap **CREATE QUIZ**. The Create Quiz screen appears:

   ![Create Quiz Screen](image)

5. At the **Category** field, select the assignment category you want this quiz to be in.

6. Type a **Title**. This is also the assignment name.

7. Type an **Introduction**. This is where you give students directions to take the quiz, and any other information they need to know.

8. If you want Aspen IMS to autoscore the quiz, select the **Is assignment graded?** checkbox.
Note: If you do not select this checkbox, the assignment with the quiz appears for your students in the Student portal as an item in their To Do widgets. You cannot see results, answers, statistics, or any scoring information for ungraded quizzes.

9. To create questions for this quiz, tap

NEXT CREATE QUESTIONS »
Use Questions from the Question Bank in Aspen IMS Mobile

You can quickly create a quiz by selecting questions from the Question Bank.

**Note:** After you select questions from the Question Bank, you need to define the points each question is worth for this particular quiz.

**To select questions from the Question Bank:**

1. After you define the quiz details, tap *Next: Create Questions* to create the questions for the quiz. The "Create a Question" screen appears:

   ![Create a Question Screen](image)

2. To select a pre-existing question from the Question Bank, tap "Choose from Question Bank." The "Add from Question Bank" screen appears:
All questions in the bank appear. To filter the list by keyword, question type, subject, and grade level, tap **Toggle Filters**.

**Important:** If you look through the bank and realize there is not a question that you want to add to your quiz, tap **Cancel** at the bottom of the screen to return to your quiz. Do not tap or press your phone or tablet’s **Back** button; if you do, you will return to the list of assignments for that class and lose any questions you already created.

3. Tap the box next to each question you want to add to your quiz, and then tap **ADD QUESTIONS** at the bottom of the screen. The Review Questions screen appears:

When you add a question from the Question Bank, you need to determine how many points that question will be worth on this specific quiz.

4. Next to the question or questions, tap **Edit**. The Edit Question screen automatically brings you to the **Points** field:
5. Type the points value, and tap at the bottom of the screen. The Review Questions screen appears again:

6. Do one of the following:
   - Tap to add more questions, which are either questions you create from scratch or from the Question Bank.
   - Tap to finish creating your quiz.
Preview a Quiz in Aspen IMS Mobile

To see what your students will see when taking the quiz, tap the Assignment Information icon  next to the assignment name:

![Quiz Details](image)

The Assignment Details pop-up appears:

![Assignment Details](image)

Tap the quiz name to open it.

**Scoring an Online Quiz Using Aspen Mobile**

Once your students begin taking and saving their quizzes using the Student portal, you can immediately see how they are doing on your tablet or phone.
To see online quiz scores:

1. Log on to Aspen Mobile.

2. Tap .

3. Tap the class name.

4. Tap the quiz name. The Grading screen for the quiz appears:

![Grading Screen](image)

The top of the screen lists the quiz details. Aspen IMS displays the score it calculates for each student in the Grade Entry column.

5. Tap a score to edit it.

6. Do the following to view your class and student statistics for this quiz:
   - In the quiz details at the top of the page, tap Show quiz breakdown:

![Quiz Details](image)
If **Allow students to review graded quiz questions** is selected, students can review their graded quiz results.

For each question, Aspen IMS displays each possible answer and the percentage of students who selected it. This information is also shown in a bar graph.

- On the Scores screen, tap the **Bar graph** icon next to a student’s name:

![Bar graph icon](image)

The screen displays each question with the answer this student selected, and the number of points he or she earned per question:

![Question screen](image)

### Using Your Aspen Mobile to View Your Planner

It is Sunday night, and you are in line at the grocery store. You have that sudden feeling that you forgot to create all of the assignments you meant to provide for students to access this week in school.

No problem. While you are waiting, access your Aspen Mobile for teachers on your phone to refer to your Planner for the week.

1. Log on to Aspen Mobile.

![Calendar icon](image)

2. Tap **CALENDAR**. Your Planner automatically displays any assignments you created for all of your classes.

3. To limit the classes you see, tap **All Classes**. A list of your classes appears. Tap a specific class name to view assignments for that class only.

**Note:** If you teach several sections of that same class, information for all sections automatically appears. To select specific sections of the class, tap the number chosen:
To remove the checkmark and information for those sections from appearing, tap the checkboxes:
On a phone, assignments appear at the bottom of the calendar. On a tablet, up to three assignments appear within the date on the calendar:

4. To view details or attachments, tap an assignment name.

Using Your Aspen Mobile to View Aspen Pages

While you are sitting in a department meeting, one of your colleagues asks if you have used a blog on any of your class Pages.

Use Aspen Mobile on your phone or tablet to access Aspen Pages to show your colleague how you have successfully used blogs.
To access Pages:

1. Tap Pages.

The Page Directory appears:

The screen lists the Pages you are a member of, as well as public Pages. You can scroll down through up to 25 Page names to choose one, or use the Show filter or Search field at the top of the screen to find the one you are looking for.

2. To view a Page, tap its name. If you view the Page on a phone, the widget names appear. Tap the plus sign to expand the widget and see its content:
If you are viewing a Page on a tablet, the content within the widgets appears automatically:

If the Page has more than one tab, the Viewing drop-down appears. Tap another tab name to view it.

3. Tap file names to download and view them.

4. To return to the Page Directory, tap <<Pages at the top of the screen.
Logging Out of Aspen Mobile

You always want to secure the information you have access to. When you are done using Aspen Mobile, tap **Log Out**.

Communicating with Teachers, Students, and Families

Use Aspen to communicate with students and families in your classes about announcements, upcoming events, and more.

You can do the following:

- **Send email** to one or more selected users
- **Send notifications** to teachers, students, and families using the Follett Notifications app

### Note: Once you have sent notifications, you can view previously-sent notifications.

Aspen also lets you **receive notifications** from district administrators and other teachers once you have **downloaded and activated the Follett Notifications app on your mobile device**. For example, you might receive notification from the principal about a staff meeting after school tomorrow.

### Note: You can identify the types of notifications you receive by configuring your settings in the mobile app.

Aspen gives teachers students, and parents an open arena for communication, and this is most effective when teachers know how students and teachers use the portals on both a computer and mobile device.

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.

Note that you can also send reminders, announcements, and alerts via text using the free Follett Notifications app.

**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.
Note: 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.

2. From the Options menu, click Send Email. The Mass Email pop-up appears:

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

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>From</td>
<td>This address is the primary email address listed in your user preferences.</td>
</tr>
<tr>
<td>To</td>
<td>The names of the recipients who will receive the message appear.</td>
</tr>
<tr>
<td></td>
<td>Note: If you click Send while there are no addresses in the To field, an error 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.</td>
</tr>
<tr>
<td>Students Contacts</td>
<td>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.</td>
</tr>
<tr>
<td>Teachers</td>
<td>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.</td>
</tr>
<tr>
<td>Field</td>
<td>Description</td>
</tr>
<tr>
<td>---------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Include Primary Email Address</td>
<td>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.</td>
</tr>
<tr>
<td>Include Alternate Email Address</td>
<td>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.</td>
</tr>
<tr>
<td>Subject</td>
<td>Type a subject for your email message.</td>
</tr>
<tr>
<td>Attachment</td>
<td>If you want to attach a file to your message, click Choose File to navigate to the file you want to send.</td>
</tr>
<tr>
<td>Text box</td>
<td>Type your message inside the text box. A rich text editor provides the following formatting options:</td>
</tr>
<tr>
<td></td>
<td>- Font</td>
</tr>
<tr>
<td></td>
<td>- Font size</td>
</tr>
<tr>
<td></td>
<td>- Formatting, including bold and italics, bullets and numbering</td>
</tr>
<tr>
<td></td>
<td>- Color</td>
</tr>
<tr>
<td></td>
<td>- Hyperlinks and images</td>
</tr>
<tr>
<td></td>
<td>Note: To insert an image, click 📸. In the URL field, copy and paste the URL of the image. Then click OK.</td>
</tr>
</tbody>
</table>

4. Click **Send**. Aspen asks if you are sure you want to send this message.
5. Click **Yes** or **No**. If you click yes, a progress meter appears.

**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.
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. Log on to the District view. Click the District tab, then the Groups side-tab.
2. Log on to the Intermediate Organization view. Click the associated tab, then the Groups side-tab.
3. Log on to the School view. Click the School tab, then the Groups side-tab.
4. 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 following table to fill in the fields.
<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>From</td>
<td>This field shows you the email address that the message will be sent from.</td>
</tr>
<tr>
<td><strong>Note:</strong></td>
<td>This is set up in your district email preferences.</td>
</tr>
<tr>
<td>To</td>
<td>The list of recipients of the email message appears.</td>
</tr>
<tr>
<td><strong>Note:</strong></td>
<td>Click the X next to a person's name to remove them from the list. It is not possible to add recipients.</td>
</tr>
<tr>
<td>Include Primary Email Address</td>
<td>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.</td>
</tr>
<tr>
<td><strong>Note:</strong></td>
<td>This checkbox might be selected by default, depending on your .</td>
</tr>
<tr>
<td>Include Alternate Email Address</td>
<td>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.</td>
</tr>
<tr>
<td><strong>Note:</strong></td>
<td>This checkbox might be selected by default, depending on your .</td>
</tr>
<tr>
<td>Subject</td>
<td>Type a subject for your message.</td>
</tr>
<tr>
<td>Attachment</td>
<td>If you want to attach a file to your message, click Browse to navigate to the file you want to send.</td>
</tr>
<tr>
<td>Text box</td>
<td>Click in the text box to compose your message. Use the rich text formatting tools, if desired.</td>
</tr>
</tbody>
</table>

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.

### Create and Send Teacher Notifications (Computer & Mobile)

Use Aspen to send notifications to students and families who have downloaded and activated the Follett Notifications app on their mobile device(s).
The Follett Notifications app provides safe, one-way communication from teachers to parents and students. Additionally, because this is an app, no phone numbers are needed.

Create the following types of notifications:

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="" alt="Alarm icon" /></td>
<td>Create alarm notifications to remind users about meetings or events. For example, you might use an alarm notification to remind students about an upcoming exam.</td>
</tr>
<tr>
<td><img src="" alt="Megaphone icon" /></td>
<td>Create announcement notifications to announce exciting news or events. For example, you might use an announcement notification to let students know that your homeroom won the food drive collection challenge.</td>
</tr>
<tr>
<td><img src="" alt="Information icon" /></td>
<td>Create information notifications to provide information about an event. For example, you might use an information notification to inform contacts that there is a new blog entry posted to the class page.</td>
</tr>
<tr>
<td><img src="" alt="Warning icon" /></td>
<td>Create warning notifications to alert users about important events. For example, you might use a warning notification to let students and parents know that the review session for the final exam will be postponed.</td>
</tr>
</tbody>
</table>

For users in the group(s) you select, a notification automatically appears on their mobile device.

There are several ways to send notifications to parents and students, including:

- Creating and sending notifications to a specific class from your desktop or laptop
- Creating and sending notifications from your Android device
- Creating and sending notifications from your iOS (Apple) device

Note that you can also send email to users Aspen.

**To create and send a notification to a specific class from your desktop or laptop:**

1. On your desktop or laptop, log on to the Staff view.
2. Click the Gradebook tab. The Class List appears.
3. Select the checkbox for the class you want to send a notification to.

**Notes:**

- You can only send notifications to one class at a time. Although it is possible to select more than one checkbox, Aspen will only use the bottommost class selected.
- If you do not select a class, Aspen will use the first class in the list by default.
4. Click the **Notifications** side-tab:

![Notifications side-tab](image)

5. In the **Message to send** box, type the text of the notification.
6. Select one of the **Message type** icons (alarm, announcement, information, or warning). This is the icon that appears next to the notification that users receive on their mobile device.
7. From the **Send to** pick list, select the user groups within the school you want to send this notification to.

### Notes:

- Next to each user group, Aspen lists the number and percentage of users in that group who downloaded and activated the Follett Notifications app, and have it set to receive notifications from users with your role.
- The “Message type” icon has no bearing on the message sent; it is only a visual indicator of the type of message that you are sending.
- You must complete all information in the box at the top of the page to send the notification.

8. Click **Send Notification**. The notification is immediately sent to the selected user groups.

**Note:** The notification you created appears at the bottom of the page with previously-sent notifications.

---

**To create and send a notification from your Android device:**

1. On your Android device, log on to the Follett Notifications app.
2. Tap 📝
3. Under Notify, tap the drop-down to see your class list; then tap the class you want to send the notification to.

4. Under "Users to send to," tap to select the checkbox next to the user group(s) for the selected class you want to send the message to:

Select one of the Message Type icons. This is the icon that appears next to the notification that users receive on their mobile device.

In the Message to send box, type the text of the notification.

**Notes:**

- Next to each user group, Aspen lists the number and percentage of users in that group who downloaded and activated the Follett Notifications app, and have it set to receive notifications from users with your role.
- The "Message Type" icon has no bearing on the message sent; it is only a visual indicator of the type of message that you are sending.
- You must complete all information on the Compose screen in order to send the notification.

7. Tap The notification is immediately sent to the selected user groups.
To create and send a notification from your iOS (Apple) device:

1. On your iOS device, log on to the Follett Notifications app.

2. Tap > Choose a class...

3. Under “Classes list”, tap the name of the class you want to send the notification to.

   **Note:** The class you selected appears under Class To Send To. To change your selection, tap the name to return to the “Choose a class” list.

4. Under Group To Send To, tap the toggle next to the user groups you want to send a notification to. The area around the toggle turns green when selected.

5. Select one of the Message type icons. This is the icon that appears next to the notification that users receive on their mobile device.

6. In the Message to send box, type the text of the notification.
Notes:

- Next to each user group, Aspen lists the number and percentage of users in that group who downloaded and activated the Follett Notifications app, and have it set to receive notifications from users with your role.
- The Message Type icon has no bearing on the message sent; it is only a visual indicator of the type of message that you are sending.
- You must complete all information on the Compose screen in order to send the notification.

7. Tap Send. The notification is immediately sent to the selected user groups.

**Viewing Previously-Sent Class Notifications (Desktop)**

Over time, you might want to review a detailed list of notifications sent to a particular class. This can be useful for record-keeping purposes.

For example, maybe you want to know how long ago you sent a reminder about the food drive your homeroom is participating in.

Aspen catalogs previously-sent messages. You can access this list from the same page you sent the notification.

**Note:** You can only view previously-sent notifications from the desktop. You cannot view them from the mobile app.

**To view notifications previously sent to a specific class:**

1. From your desktop or laptop, log on to the Staff view.
2. Click the **Classes** tab. The Class List appears.
3. Select the checkbox of the class you want to view notifications for.

**Note:** You can only view previously-sent notifications for one class at a time. If you do not select a class, Aspen will show the first class in the list.

4. Click the **Notifications** side-tab. The list of previously-sent notifications for the selected class appears at the bottom of the page:

<table>
<thead>
<tr>
<th>Time Sent</th>
<th>Message</th>
<th>Icon</th>
<th>Name</th>
<th>TargetID</th>
<th>TargetSubtypes</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/14/2014 12:03 PM</td>
<td>Don't forget to that we will have the chapter ...</td>
<td>alarm</td>
<td>Bolley, Elizabeth</td>
<td>Chemistry C &amp; Lab</td>
<td>Staff, Contests, Students</td>
</tr>
</tbody>
</table>

This list shows the following fields:
<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time Sent</td>
<td>The date and time a notification was sent. Click the <strong>Time Sent</strong> link to access a detailed list of all users the notification was sent to.</td>
</tr>
<tr>
<td>Message</td>
<td>A preview of the message that was sent. Click the <strong>Message</strong> link to view the full message and the umbrella group the message was sent to.</td>
</tr>
<tr>
<td>Icon</td>
<td>The type of message that was sent.</td>
</tr>
<tr>
<td>Name</td>
<td>The name of the person who sent the message.</td>
</tr>
<tr>
<td>TargetOID</td>
<td>The class that the message was sent to.</td>
</tr>
<tr>
<td>Target Subtypes</td>
<td>The user group(s) the message was sent to from the selected class.</td>
</tr>
</tbody>
</table>

**Note:** You can filter previously-sent notifications like other records in Aspen. A standard filter is *All Records*, but you can add others. For example, you might want to create a filter for your co-teacher so you can easily see who sent which notifications.

### Download and Activate the Follett Notifications App (Mobile)

Get important reminders, announcements, and alerts from teachers and school administrators by downloading the free Follett Notifications app to your Android or iOS (Apple) mobile device.

**Notes:**

- Follett Notifications is currently available on Android 4.0+ and iOS 7.0+ devices.
- You will only receive notifications that were sent after you activate the app on your mobile device. Notifications sent prior to activation of the app will not appear.
- The Follett Notifications app is not currently available outside of the United States.

- [Download and activate the Follett Notifications app on your Android device](#)
- [Download and activate the Follett Notifications app on your iOS (Apple) device](#)

**Download and activate the Follett Notifications app on your Android device:**

1. Go to the Play Store on your mobile device.
2. Tap ![search icon](#)
3. In the search bar, type **Follett Notifications**.
5. Type your **Aspen URL**. Once it is entered correctly, the field will turn green.

**Note:** If the Aspen URL is not entered correctly, the field turns red. If you have trouble, open Google Chrome™ and go to your Aspen Log On page. Copy and paste the URL into the **Aspen URL** field on the Follett Notifications Log On screen. You might want to bookmark this page on your mobile device, as you will be asked to provide the Aspen URL every time you log on to Follett Notifications.

6. Type your **Login ID** and **Password**.
7. Tap **Log On**.

The Follett Notifications app is now activated on your **Android** device.

**Download and activate the Follett Notifications app on your **iOS (Apple)** device:**

1. Go to the App Store on your mobile device.
2. Tap **Search**
3. In the search bar, type **Follett Notifications**.

4. Tap **follett notifications > **FREE** > INSTALL**.

5. You will be asked to enter your Apple ID and password. Enter the information, and tap **OK**.

6. Once the app has installed, tap **OPEN**. The Log On screen appears.

   **Note:** When downloading Follett Notifications, ensure that you enable push notifications on your iOS device. Follett Notifications will prevent you from logging on until push notifications are enabled.

7. Type your **Aspen URL**. Once it is entered correctly, the field turns green.

   **Note:** If the Aspen URL is not entered correctly, the field turns red. If you have trouble, open Safari® and go to your Aspen Log On page. Copy and paste the URL into the **Aspen URL** field on the Follett Notifications Log On screen. You might want to bookmark this page on your mobile device, as you will be asked to provide the Aspen URL every time you log on to Follett Notifications.

8. Type your **Login ID** and **Password**.

9. Tap **Log On**.

The Follett Notifications app is now activated on your iOS device.
Configure Your Follett Notifications Settings (Mobile)

Once you have activated the Follett Notifications app, you can identify the types of notifications you receive. Each user type can receive different notifications based on their role in Aspen:

<table>
<thead>
<tr>
<th>User Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>School administrators</td>
<td>School administrators can identify the groups they will get notifications from at the district or school level.</td>
</tr>
<tr>
<td>Teachers</td>
<td>Teachers can identify the groups they will get notifications from at the district, school, or class level. For example, teachers can set it so they do not receive notifications sent by the district office and do receive them from the school they work in. Also, teachers can set it so that they receive notifications when students are added to or dropped from classes.</td>
</tr>
<tr>
<td>Parents</td>
<td>Parents can identify the groups they will get notifications from at the district, school, and class level. For example, parents can set it so they do not receive notifications sent by the district office and do receive notifications from their child’s teachers. Also, parents can set it so that they receive a notification whenever a grade for their child is posted to Aspen below a predetermined threshold.</td>
</tr>
<tr>
<td>Students</td>
<td>Students can identify the groups they will get notifications from at the district, school, and class level. For example, students can set it so they do not receive notifications sent by the district office and do receive notifications from teachers. Also, students can set it so that they receive a notification whenever a grade is posted to Aspen below a predetermined threshold.</td>
</tr>
</tbody>
</table>

Configure Follett Notifications settings on your Android device:

1. From your Android mobile device, log on to Follett Notifications.
2. Tap > Settings.
3. Select and deselect the checkboxes to turn notifications on and off for groups you are assigned to:
   - ✔️: You will receive notifications from this group.
   - ❌: You will not receive notifications from this group.

- 468 -
4. Tap once you have configured your settings.

**Configure Follett Notifications settings on your iOS (Apple) device:**

1. From your iOS mobile device, log on to Follett Notifications.
2. Tap > Settings.
3. Tap the toggles to turn notifications on and off for groups you are assigned to:
   - : You will receive notifications from this group.
   - : You will not receive notifications from this group.
4. Tap once you have configured your settings.

**Review Follett Notifications Received on Your Mobile Device (Mobile)**

Once you activate the Follett Notifications app, you will begin receiving announcements and alerts on your mobile device. You will only see notifications sent to user groups you are part of and have enabled notifications for.

**Notes:**

- You must be logged on to the Follett Notifications app to receive push notifications.
- You can only receive Follett Notifications on your mobile device; they cannot be received on your desktop.

This is how a notification looks on an Android device:
This is how a notification looks on an iOS (Apple) device:
The Follett Notifications app stores all of the notifications you have received from the groups you belong to.

Once you log on to the app, a list of the previous notifications you received appears, along with an icon indicating the notification type:

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Alarm" /></td>
<td>Alarm notifications remind you about meetings or events. For example, you might receive an alarm notification about the upcoming in-service day.</td>
</tr>
<tr>
<td><img src="image" alt="Announcement" /></td>
<td>Announcement notifications provide exciting news or events. For example, you might receive an announcement notification about the hiring of a new superintendent.</td>
</tr>
<tr>
<td><img src="image" alt="Information" /></td>
<td>Information notifications give details about an event. For example, you might receive an information notification that report cards are now available on the Home page of the Family portal.</td>
</tr>
<tr>
<td><img src="image" alt="Warning" /></td>
<td>Warning notifications alert you to important events in the district. For example, you might receive a warning notification if one of the schools in the district goes into lockdown.</td>
</tr>
</tbody>
</table>


Tap a notification to see the full message, the user group that it was sent to, and the date and time it was sent.

When reading a notification:

- **For Android users:** Tap [Trash] to delete the notification and [Detail] to return to the list of notifications.

- **For iOS (Apple) users:** Tap [Trash] to delete the notification and [Notifications] to return to the list of notifications.

**Seeing the Portals from a Student & Parent Perspective**

While you use Aspen to manage your classroom online, students and parents use their portals to manage student learning. There, they can see academic progress, groups, calendars, and more.

With the Student and Family portals, teachers, students, and parents have an arena for open communication. But to communicate effectively, it is important for teachers to know how students and parents use the portals.

For example, before talking with a student about late assignments, it would be good for you to know what that student can see and do with regard to assignments in Aspen. Then you can focus your conversation on ways to use Aspen to prevent late assignments in the future.

Students and parents can access the portals on both a computer (desktop or laptop) and mobile device (including smartphones and tablets).
Student and Family Portals: Desktop or Laptop

The Student and Family portals include the following tabs:

- Home Page
- My Info (Students only)
- Family (Parents only)
- Academics
- Groups
- Calendar
- Quest (Students only)

Home Page

When students and parents log on to Aspen, they first see the district Home page with any announcements posted at the school or district level. There might also be other widgets, such as a blog or website links, depending on how the district set up the Page:

Follett Public Schools
Aborn, Thomas

Announcements

- Spring sports tryouts begin next week. Spring sports include:
  - Boys: Baseball, Lacrosse, Tennis, Track & Field.
  - Girls: Softball, Lacrosse, Tennis, Track & Field.

  Make sure you have an updated physical on file with the nurse. Concussion baseline testing is required every two years for baseball, softball, and lacrosse.

  February 22, 2017: Aspen has been updated. Press F5 to update your browser.

To Do

Overdue Online Assignments

No assignments scheduled.

Calendar

All students and parents automatically see a unique widget called To Do. This section of the page helps them stay on top of assignments that require immediate attention. By default, the widget lists overdue online assignments, as well as all assignments due today and tomorrow. Students can select a checkbox after completing an assignment.

Note: This checkbox is a visual reminder only. Aspen does not verify that a student has actually completed an assignment.

Students and parents can also access Pages created for student classes and groups.
**My Info (Students only)**

Students can see information about their own record, such as demographics and contacts, on the My Info tab:

They can also subscribe to notifications to receive an email whenever a teacher enters a grade below a specified threshold.

**Family (Parents only)**

The Family tab shows parents information about each of their children in the district, such as contact, health, conduct, and schedule information:

Parents can also subscribe to notifications to receive an email whenever a teacher enters student grades below a specified threshold.

**Academics**

Students and parents can see academic information for each class section for the current or previous year, by term or for all terms. This includes the classroom number, teacher name, and performance and attendance information:
Parents can see this information for each of their students in the district.

**Groups**

A list of academic, athletic, extracurricular, and other groups students belong to appear on the Groups tab:

Details and events scheduled for each group are also available. Parents can see this information for each student enrolled in the district.

**Calendar**

Assignments and events for all classes and groups appear on the Calendar tab in day, week, or month format. This way, there is an overall visual view of what is currently due and what is coming:

- Students and parents can create their own events to include on their Calendar in Aspen.
- Parents cannot see personal events created by students in the Student portal.
This view is similar to what teachers see on the Planner tab. Students and parents can double-click a calendar item to see additional details about it and access any associated documents:

Students and parents also have access to the personal repository called My Resources. Just like teachers, they can add files, Google Docs™, notes, weblinks, and folders.

Students can use My Resources to organize school work for each class throughout the year. They can also use the repository to attach files to assignments when submitting them, much like teachers attach files when creating assignments.

**Quest (Students only)**

Through the Quest tab, students have access to the same digital content that teachers do. When students find digital content they want to save, they can just drag and drop it onto My Resources to use later for research, assignments, projects, and more:
**Student and Family Portals: Mobile Device**

Students and parents can check grades and school information anytime, anywhere using Aspen Mobile on their smartphone or tablet. This helps everyone stay on top of classes and progress at all times, even when they cannot get to a computer.

**Note:** Aspen Mobile is a limited version of the desktop site.

When students and parents log on to Aspen Mobile, they see their home screen. The home screen lists district announcements, overdue assignments, and a link to the full site:

Students and parents can access the following information on Aspen Mobile:

- Academics
- To Do
- Calendar
- Family (Family portal only)
- Pages
- Preferences (Family portal only)
Notes:

- Parents can access information for each of their students enrolled in the district when they log on to Aspen Mobile.
- Students and parents can access the full version of the portal by clicking View Full Site from their mobile device. The full version offers the ability to upload assignments, access My Resources, and use Quest to search for digital content.

**Academics**

In the Academics area, students and parents can see a list of current or previous classes, teacher names, and performance summaries, both at a high level and broken down into categories. Individual assignment details and grades are also available for each class. Parents can use the Academics area to email teachers.

Parents can see this information for each of their students in the district:
To Do

Students and parents can stay current with what assignments are due today and tomorrow in the To Do area of Aspen Mobile. They can also keep track of what assignments they finished and have yet to start by using the checkbox next to the assignment name:

When students and parents access an assignment’s details, they can see the due date and score (if the assignment has been graded), and download any attachments. Students are also able to complete quizzes online from the To Do area. Tap on an assignment to open its details.

**Note:** If your district supports Google Docs™, students are able to submit a Google Document for an assignment online. Students can also use the desktop version of Aspen for all online assignment submissions.

Parents can see assignment details for each of their students in the district.

Calendar

Assignments and events for all classes and groups appear in the Calendar area in day, week, or month format. This way, there is an overall visual view of what is currently due and what is coming:
Note: Students and parents need to log on to the desktop site to create personal events.

Parents and students can tap the name of an assignment to see its details, including the class, gradebook information, date assigned and due, total available points, grade scale, and grade term. Any resources the teacher attached to this assignment are also available to download:
Parents can see this information for each of their students in the district.

**Family (Family Portal Only)**

Parents can tap Family to see student information for each of their students in the district, including student details, contact information, conduct incidents, notifications, and groups:
Pages

Information that teachers or group advisers post on sites can be accessed anytime through the Pages area of Aspen Mobile.

Parents can see Pages that they are a member of (such as the district, school, and PTO Page), as well as Pages each of their children are members of (such as class, sports, and extracurricular activity Pages):

Preferences (Family Portal Only)

Parents can tap Preferences to customize their settings in Aspen Mobile, including their primary and alternate email address, security settings, and password:
Preferences for Jennifer

General

Security

* Primary Email
  jen.adams@parentmail.com

* Confirm Email
  jen.adams@parentmail.com

Alternate Email
  jadams@parentmail.com

Google Docs Email

* Security Question
  What city did your father grow up in?

* Security Answer
  ***********************
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