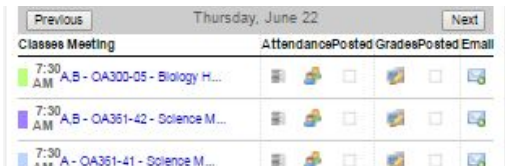


Home Page (Pages Tab)—Logging in to Aspen will take you to Aspen home page. The home page will enable you to:

- 1 **Set User Preferences:** General, Home, Security, Gradebook
- 2 **Access Top Navigation Tabs**
Pages, Student, Attendance, Gradebook windows
- 3 **View Teacher Classes** to



- a. Take attendance
- b. Access specific course gradebook

General Navigation Interface

Each **Top Tab** window will display contextual tools specific to the tab (*the layout will be consistent and contain the following:*

1. Settings tab
2. Top tabs—Pages, Student, Attendance, Gradebook
3. Breadcrumb—showing window you are viewing
4. Blue Menu buttons—Options, Report, Help specific to your tab
5. Grey Side tabs—Content specific to the tab

Example: *In the Attendance window, side tabs will display Daily, Seating chart, Trends, Class*

Attendance Tab—Click to

1. Take Attendance

- a. Mark students absent, tardy
- b. Click **Post** to save and submit

2. Create a Seating Chart (this can also be done from Gradebook tab)

- a. Click Seating Chart
- b. Design Mode (upper right corner)
- c. Set Grid Width and Height to your classroom seat configuration
- d. Click and drag student name to place students in grid

***** Students are missing from the chart will display if seating chart has not yet been created**

Seating chart continued

- e. Use Autofill alphabetical to place students alphabetically or randomly in chart
- f. Click Reset to clear grid or reassign seats

Printing Seating Chart

1. Exit **Design Mode**
2. Click **Printer Friendly Version** link (upper right corner)

3. Print

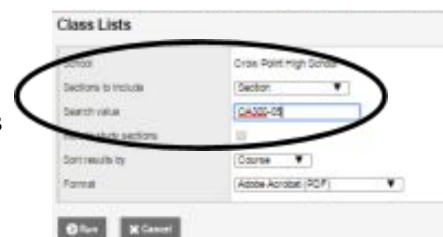
- a. **Print Options:**
--Select Layout—Portrait or Landscape
--Change Printer Destination to save as a PDF or to Google Drive

Printing Rosters

1. Click **Gradebook**. By default your **Class Lists** will display (**Note:** Breadcrumb will show **Class List** *Do not select a specific class at this time*)
2. Click **Reports**
 - a. Click **Reports** button
 - b. Click **Class Lists** from drop down menu
 - c. **Class Lists** dialog box displays
 - d. Click **“Run”** to create a PDF file of ALL your classes

Printing Rosters of Specific Classes

1. Click **Gradebook**
2. Click **Reports** button
3. Modify **Class Lists** dialog box:



- a. **Sections To Include:** Section
- b. **Search Value:** Enter course & Section example: OA300-05
- c. Click **“Run”**

Exporting Rosters to Excel

1. Click **Gradebook>Reports Menu**
2. Select **Class Lists** from drop down
3. Modify Class Lists Dialog Box options as follows:
 - a. **Sections to Include:** Change **All to Section**
 - b. **Search Value:** Enter course and section
 - c. **Format:** Select **CSV not XLS**
 - d. Click **“Run”**

Creating Seating Charts

1. Click **Gradebook**
2. Click Course name
3. Click **Seating Chart** from side tab
4. Click **Design Mode** to create seating chart
 - a. *Modify Grid Dimensions to your class seating dimensions*
 - b. *Click and Drag students to seat grid*
 - c. *Click Alphabetical or Random to automatically populate seating chart*
 - d. *Click Reset to clear grid and restart*
 - e. *Click Exit Design Mode to view seating chart with photos*
5. Click **Print Friendly Version** to print or
6. Change Printer Destination to Save

Accessing Student Information

1. Click **Student Tab**
2. Select Student
 - a. Click **Details** to show contact info and counselor information
 - b. **Contacts** to show guardian info
 - c. **Attendance**—to show attendance history
 - d. **Academics**-- to view student schedule and grades

Gradebook

1. **Set Gradebook Preferences** from Home Tab
How your grades will be weighted as well as how your gradebook will look and what will display can be set here.

Gradebook Preferences—cont'd

Preference Options: Shade alternate lines, determine tab direction, assignment column order, show points

in header, show category names in headers, enable gradebook features, etc.

MOST IMPORTANT:

Default Weighting of Grades Options:

Averages (Select which you want to be your default setting)

- Category Total Points
- Category Only
- Categories and Assignments
- Total Points

Grade Scale: Set by administrator

Setting Up Your Gradebook

1. Click Gradebook
2. Select class to set up
3. Click **Details** side tab—dialog box will show Course name and description, term

Setting Your Course Grade Weight Preferences:

Average Mode: (Gradebook default refers to grade weighting set in Gradebook preferences. Weight option can be modified for a specific course by selecting a different option from drop down menu)

Average Grade Scale: Set by administrator

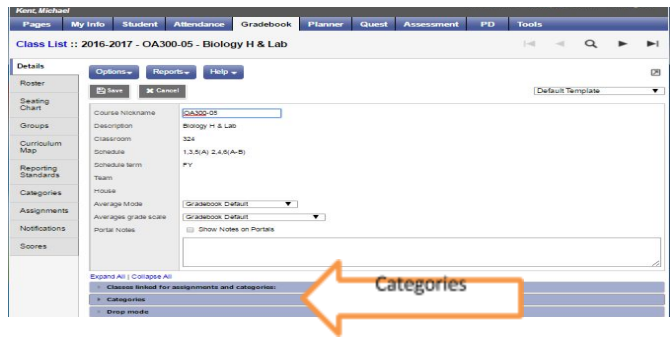
Classes Linked For Assignments and Categories:

Click on this link if each class will have the same assignments and assessments in a given term. It is not advisable to link classes if classes are offered in different semesters

1. Click **Classes Linked For Assignment and Categories**
2. Click **“Select”** to display list of all your classes
3. Place checkmark next to each class that will be linked
4. Enter a name for your linked sections
All assignments created in one class will be automatically linked to the other linked class

Categories

Click **Categories** to set up gradebook categories.



Categories can include: classwork, homework, tests, do now, labs, projects, etc.

1. Click **Categories**
2. Click **Add** button to enter Category Name, Description and Weight (if applicable)
3. Click **✓** (Green Checkmark) to save Category name

Creating Assignments in Gradebook

Assignments can be created from **BOTH** the **Assignments Tab** and from the **Scores Tab**

From the Assignment tab:

1. Click **Gradebook**
2. Select course name

Click **Assignment>Details** from side tab

Complete each fill in as follows:

- a. *Select Category*
- b. *Enter GB Column Name: Test 1 (11 character limit)*
- c. *Enter Assignment Name: Chap 1*
- d. *Enter date assigned:*
- e. *Enter total points:*

Options: Sets visibility of assignment

Set Visibility type:

- **Private**—Assignment and grades not visible to student or parent
 - **Public**—Assignment and grade visible to student and parent
3. Click **Save**

Creating Assignment to Enter Scores

Assignments can be created from **BOTH** the **Assignments tab** and from the **Scores Tab**

1. Click **Gradebook**
2. Click **Scores** on side tab
3. Click **“Add Assignment”**
 - a. *Select Category—HW, Test, Project, etc.*
 - b. *Create GB column Name: (11 character limit, this will display in Gradebook Col. Heading)*
 - c. *Create Assignment Name: Enter a more descriptive name of assessment*
 - d. *Enter dates assigned and due*
 - e. *Enter total points*
 - f. *Click Save*

Entering Scores/Grades in Gradebook

1. Click **Gradebook/Scores**

To quickly access assignment, click **Grade Column** to select a category



2. Enter grades

Shortcut tips:

To enter a default grade for the class:

- a) Enter grade in cell
- b) Click **CTRL +D** to copy grade to all other cells students
OR
- c) Click **Options Menu button > Fill Down Values**

Sending Emails

Specific Classes

1. Click **Pages** to display Home page
2. Scroll to **Teacher Classes**
3. Click email icon for specific class
4. Select **“Send E-Mail”**

Mass emails

1. Select **Student top tab**
2. Select **“Options”** drop down
3. Select **“Send e-mail”**
4. Select recipients category

There are only two direct recipients of your email message—the recipient and the district’s incoming email address. Everyone on the list will be Bcc’d. To receive a copy of your message, include your own email in the CC field