

### **Aspen Release Notes**

#### **Enhancements to Aspen SIS and IMS**

#### **All Users**

You can access the new Follett Community from the Aspen Help Center. On the Aspen Help menu, click **Help Center**. Then click **Training Materials** in the banner:



**Check out the new Follett Community** 

#### Follett Community includes:

- Aspen training guides
- Videos
- Quick reference guides (QRGs)

#### **All Users**

- Release notes
- Release highlights videos

#### District, school and system administrators

Instead of clicking through several pages to select individual records, save time by clicking the



button. It appears on several multi-select pick lists in Aspen, including:

- District (Root Organization) view, District > Setup > Preferences > select General category > Address Format fields
- District (Root Organization) view, Pages > Announcements widget > click Edit > select an announcement > Edit > click Visibility tab > Schools field [under Additional Filters (Optional)]
- District (Root Organization), School and Staff view, District, School, or My Info > Groups
   Members > Options > Add
- District (Root Organization) view, Extracurriculars > Extracurricular Programs > Schools > Options > Add > School field
- District (Root Organization) view, Staff > Options > Manage School Associations > staff and school selections
- District (Root Organization) view, Schedule > Programs of Study > Requirements > Courses > Options > Add
- School view, Attendance > Daily Office > click Multi-Add > Selection
- School view, Schedule > Courses > Options > Add
- · Some audited tables

Select many records at once with new Select All button

District, school and system administrate	ors
	When you click Select All , you can:
	<ul> <li>Deselect a record by clicking its checkbox.</li> </ul>
	<ul> <li>Deselect all of the records by clicking the eraser icon </li> </ul>
	This button is not available if a selection contains more than 10,000 records.
Student Search widget removed from Staff view	The Student Search widget is now only available on the homepage in the District (Root Organization), Intermediate Organization and School views. It is not available in the Staff or other views. This is to protect the confidentiality of student records, in accordance with FERPA requirements (Family Educational Rights and Privacy Act).
Class Roster enhancements	On the Class Roster side-tab, the default sort order now includes <b>Primary Staff Name</b> . The primary sort order is alphabetically by Primary Staff Name. The new Current Term filter (on the <b>Filter</b> menu) displays the current schedule term. (School view, <b>Attendance &gt; Class Roster</b> )
Merge a teacher's class sections	You can merge a teacher's class sections if they occur during the same class period. Teachers can enter scores for the merged sections on a single Scores page. (School view, <b>Schedule &gt; Classes &gt;</b> select a class <b>&gt; Details &gt; Combine Gradebook</b> field).
	Users in the Staff view and Student portal can now access Google Drive™ documents and Destiny Quest® digital content in My Resources. These features, which were previously only available to Aspen IMS (Instructional Management System) customers, let:
Google Drive documents and Quest digital content available in My	<ul> <li>Teachers add Google Docs™ to My Resources for their personal use, as well as share them with students and attach them to assignments.</li> </ul>
Resources	<ul> <li>Students submit a Google Doc for an assignment that accepts online submissions.</li> </ul>
	<ul> <li>Page administrators add Google Docs to Group Resources.</li> </ul>
	<ul> <li>Teachers and students access the Quest tab and its search tools to find digital content, which they can store in My Resources. These search tools can include:</li> </ul>

### District, school and system administrators WebPath Express™: A digital content subscription of content-safe websites. One Search™: A school's collection of subscription and free online databases. o Digital Resources: A district's digital resources, which might include Follett's Resources Services or another digital resource service. o Destiny: A school's library resources, available through a link to Destiny® Library Manager. o Standards: A WebPath Express by Learning Standards subscription to browse and search WebPath Express websites by a specified learning standard. The new Extensions side-tab lets you view global lists for tables that have extensions (District [Root Organization] view, Global > Extensions). This data is for an entire organization or district, and is not scoped to a specific school. Aspen displays the following data from **Global > Extensions**: Analytics **Export Formats** Generic Form Data Health Screenings View global lists for extended Data Dictionary tables IEP Accommodations IEPs IEP Other Service Organization Attributes • Reference · Security Tags Student Assessments

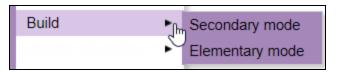
District, school and system administrators	
	<ul> <li>Student Cases</li> <li>Student Education Plans</li> <li>Student Program Participation</li> <li>Student Transcripts</li> <li>User Defined Table A</li> <li>User Defined Table B</li> <li>User Defined Table C</li> <li>User Defined Table D</li> </ul>
More fields added to User Defined Tables	User Defined Tables A, B, C and D now have more fields. There are 45 A fields, 45 B fields, 30 C fields and 20 D fields. (District [Root Organization] view, <b>Admin &gt; Data Dictionary &gt;</b> select <b>User Defined Table A</b> , <b>B</b> , <b>C</b> or <b>D</b> > select <b>All Records</b> from the <b>Filter</b> menu)
Changes to Class Office for organizations that use Attendance activity tracking	When you enter attendance in Class Office and click >> to apply the daily attendance information to the student's class attendance, Aspen will prompt you for an override reason if there is an update to any of the student's existing class attendance entries. The override reason will apply to each class attendance entry that is updated. You will not be prompted for an override reason if there is no attendance tracking history for any of that student's classes on that day. (School view, <b>Attendance</b> > <b>Class Office</b> )
Track reasons for field value changes	You can require a user to enter a reason when they change a field's value, such as a student's homeroom. First, configure a reference table for the field so the user can select a reason for the change. Then, enable the field you are auditing in the Data Dictionary (District [Root Organization] view, <b>Admin &gt; Data Dictionary &gt;</b> select the table <b>&gt; Fields</b> ). When a user changes that field's value, he must select a reason on the Change Reasons Required pop-up. Users with the appropriate user role privileges can view change reasons on the Change History pop-up. See the Help topic "Track Reasons for Field Value Changes" for more information.
Create and take attendance for an extracurricular program event	Staff members with the appropriate user privileges can now create events, such as concerts or competitions, for extracurricular activities. When creating the event, indicate whether a program

District, school and system administrate	ors
	administrator should take attendance. Depending on your district's or school's Extracurricular preferences, the event can appear on the student's calendar in the Student and Family portals.
	(School view, Extracurriculars > Extracurricular Programs > select the program > Events)
	(School view, Extracurriculars > Extracurricular Programs > select the program > Events > Attendance)
	(Staff view, My Info > Extracurricular Activities > select the program > Events)
	(Staff view, My Info > Extracurricular Activities > select the program > Events > Attendance)
Schedule a job for the Extracurricular Eligibility Status procedure	You can now schedule a job to run the Extracurricular Eligibility Status procedure (SYS-EC-ELIG) (District [Root Organization] view, <b>Tools &gt; Procedures</b> ). Note that when set up as a scheduled job, the procedure runs for all extracurricular activities across the district.
Enable forms for mobile use	Each student's family must read, sign and submit several school forms each year. Why not streamline the process, and let them do it from their mobile device? On the form's details page, select the new <b>Mobile compatible</b> checkbox, and make sure the form is available in the portal (District view, <b>Admin &gt; Forms &gt;</b> select a form > <b>Details &gt; Student?</b> field and <b>Owner Table &gt; Name</b> field). You must create a workflow for a form to appear in Aspen Mobile, and select the new <b>Enable workflows in Aspen Mobile</b> district (root organization) <b>Family/Student portal</b> preference. See the Help topic "Enable Forms for Mobile Devices" for more information.

Schedulers (For Aspen users who build a	Aspen users who build and manage school and student schedules)	
Build view's Secondary and Elementary	The Build view has become two separate views, one for secondary scheduling and one for elementary	
modes now have their own templates.	scheduling. The view that appears is based on the currently selected school. If the currently selected	

#### Schedulers (For Aspen users who build and manage school and student schedules)

school has its scheduling mode set to Both, a sub-menu appears:



field sets, security role settings and filters

Each view has its own:

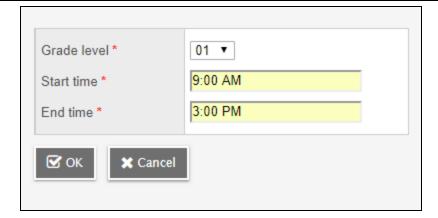
- Templates
- Field sets
- · Security setting in Roles
- Filters

Elementary scheduling: Day start and end times can now vary based on grade level

If your school requires one or more grade levels to start or end at a different time, you can use Grade Level Overrides to set your desired start and end times for those days.

On the Days side-tab (Build view, **Scenario > Days > Details**), click **Add** in the Grade Level Override(s) section to define the start and end times for a grade level.

#### Schedulers (For Aspen users who build and manage school and student schedules)



Elementary scheduling: Update student rosters after making changes to homerooms and programs

After your elementary schedule is built, you can make changes to one or more student homerooms or programs, and rebuild the schedule.

(Build view, Elementary mode > Workspace > Master > Options > Load Elementary Students)

Elementary scheduling: Cancel class move in Matrix View

If you make a mistake when dragging and dropping a class in the Matrix View, you can now cancel the move.

(Build view, **Elementary** mode > **Workspace** > **Matrix view** > *drag and drop a class to a new time slot*)

### Schedulers (For Aspen users who build and manage school and student schedules)



#### **Teachers**

Move quickly between students when entering report card comments

Now, when you enter a report card comment on your Scores page, you can click



E Save L. These buttons save your comment and open the Edit Text Comment box for the previous or next student on the list. Continue to click the buttons, and enter comments as needed. When you are done, click Save to close the pop-up. (Staff view, Gradebook > Scores, select Post Columns - Term or Post Columns - Progress)

View changed scores in two new ways

If an administrator changes a score in your Gradebook, you can view it using two new ways. First, select **Grade Change** at the **Display** field on your Scores page. Edited scores appear in highlighted grading cells. (As before, press **CTRL+H** to view details in the Change History pop-up.) (Staff view, **Gradebook > Scores**)

Second, the new **Changed Grade** icon



may appear in the Teacher Classes widget on your

Teachers	
	homepage (Staff view, <b>Pages</b> ). Click the icon to view the changed score on your Scores page. This icon only appears the first time you access your homepage after the grade change. A new Gradebook preference, <b>Grade change tracking days</b> , determines how many days after an assignment's due date the Changed Grade icon will appear. Teachers can access this preference by clicking the gear icon on the Scores page and on the Class List page. (Staff view, <b>Gradebook</b> )
	Ever want to see a dashboard display of student data? Now you can! Just click the new <b>Analytics</b> tab in the desktop version of Aspen, or tap <b>Dashboard</b> on your mobile device. Select the timeframe and class sections you are interested in. Then click or tap the <b>Configure</b> button, and choose the data you want to review, such as:
View analytics for your classes	Number of absences and tardies
view analytics for your classes	Number of students with IEPs or 504 plans
	Students' primary languages
	<ul> <li>Final and mid-term exam scores, and more</li> </ul>
	(Staff view, <b>Analytics</b> , or tap <b>Dashboard</b> on your mobile device.)
Associate assignments with class sections with more flexibility	When you create an assignment, a new <b>Linked</b> or <b>All</b> drop-down lets you associate it with some or all of the sections you teach, or with some or all of your linked sections. If you do not link your class sections, you can select <b>All</b> from the drop-down, and then select the checkbox next to each class that gets the new assignment:

#### **Teachers** Also add this assignment to classes 0 of 4 selected @ bbA = Course Description Schedule term Schedule Assignment? OA320-06 FΥ 4(A,C,E) 5(A-F) Chemistry H & Lab OA321-05 6(B,D,F) 7(A-F) Chemistry C & Lab OA356-01 Forensic Science 4(B.D.F) OA356-05 Forensic Science 6(A,C,E) (Staff view, Gradebook > Assignments > Options > Add Assignment or Add Ungraded Assignment) (Staff view, Gradebook > Scores > Assignment > Options > Add Assignment) (Staff view, Gradebook > Scores > Options > Add Assignment) When you create an assignment category, it is now easier to associate it with your class sections. If you create assignment categories on the Class Details page and you have linked sections, the field Also add to linked sections? is enabled by default. The new category will be applied to all of your linked sections, unless you deselect the field. If you do not have linked sections, the Add to all sections? field appears. It is not enabled by default, but you can select it to apply the new category to other class sections. (Staff view, Gradebook > select the class > Details > Categories) Associate new assignment category with class sections more easily If you create categories using the Categories side-tab and you have linked sections, the new Add category field is enabled by default. Aspen will apply the new category to all linked sections. If you do not want the category to be applied to a section, deselect the checkbox next to it. If you do not have linked sections, click **Add category** to add the category to all of your sections, or just select the checkboxes next to the sections it will apply to. (Staff view, Gradebook > Categories) When you create an assignment, you can now prevent one or more students from receiving it. Just click the new **Students** sub-tab, select the student(s), and click **Exclude**. The student(s) will not see the assignment Prevent a student from receiving an in their To Do widget or on the assignments list in the Student portal. On your Scores page, the grading cell for assignment the assignment is grayed out for the student. You cannot enter a value for it. The assignment

#### **Teachers** does not affect the excluded student's average; it does not exist for him or her. (Staff view, Planner > Options > Add Assignment or Add Ungraded Assignment) (Staff view, Gradebook > Assignments > Options > Add Assignment or Add Ungraded Assignment) (Staff view, Gradebook > Scores > Assignment > Options > Add Assignment) (Staff view, Gradebook > Scores > Options > Add Assignment) When you create an assignment, it is easier to determine which reporting standards to align with it. Now, when you click the Multi-Add button, the pop-up displays columns with the column header and standards name: Name ColHdr Standards Applying rules of usage and grammar Apply rule [CC 1 L] 1.a, [CC 1 L] 1.b, [CC 1 L] 1.c, [CC 1 L] 1.d Editing and revising work EditRevise [CC 1 L] 1.a, [CC 1 L] 1.b, [CC 1 L] 1.c, [CC 1 L] 1.d More easily identify reporting standards Effort Effort when attaching them to assignments Level Level Producing required writing Produce [CC 1 L] 1.d, [CC 1 L] 1.e, [CC 1 L] 1.f, [CC 1 L] 1.g, [CC 1 L] 1.h Writing varied/complete sentences Writing [A&CS 9-12 D&VC] 3.A.01c - Standard, [A&CS 9-12 D&VC] 3.A.02c - Standard (Staff view, Gradebook > Assignments > Options > Add Assignment or Add Ungraded Assignment) (Staff view, Gradebook > Scores > Assignment > Options > Add Assignment) (Staff view, Gradebook > Scores > Options > Add Assignment) On your Scores page, a performance **Descriptors** column now appears on the rubric rating pick list in the: View performance descriptors on . Traditional view, select Post Columns - Term and Post Columns - Progress at Grade rubric rating pick list Columns Standards view, select Post Columns - Term and Post Columns - Progress at Standard

#### **Teachers**

Go to a rubric grading cell in the post columns views, and click **CTRL+L** or select **Options > Lookup**. When a performance descriptor is associated with the rubric in the district's rubric detail, it appears in the **Descriptors** column:



#### Merge your class sections

Your system administrator can merge class sections if they occur during the same class period. You enter scores for the merged sections on a single Scores page. (Staff view, **Gradebook > Scores**)

#### Students and Families

The next time you view your student's progress on a mobile device, you will notice a change – brighter colors; updated Grades, Assignments, Attendance and Calendar areas; and more!



See the fresh new look in Family portal mobile view

Use your mobile device to review and submit school forms

Depending on your district's settings, family members might be able to review, sign and submit school forms using a mobile device. When you log in to Aspen, just tap **Forms**, and select the form. Then complete and submit it electronically. You can download a PDF of the form for your records.

### **Special Education Professionals** When withdrawing or graduating a student, you have the option of retaining the student with an active IEP. To do so, select the **Keep student in special education** checkbox in the Withdraw Student pop-up Retain active special education status for (School or District view, Student > Options > Registration > Withdraw Student...) or Graduate students who withdraw or graduate Seniors pop-up (School or District view, Student > Options > Registration > Graduate Seniors...). Click Finish and then Yes when you see: Exit this student from district but keep in special education, Proceed?. The "Active - Inactive Enrollment" filter includes all students who have withdrawn or graduated with an active IEP. Inactive students do not appear when using this filter. New 'Active - Inactive Enrollment' filter (Special Education view, Student > \( \tau > \text{Exited} \). To prevent multiple users from editing the same IEP at the same time, a new IEP locking feature is now available. To edit a record, click the yellow lock icon: Pages Student IEP Delivery Log Global Staff Admin IEPs :: Aborn, Thomas - Draft Lock an IEP while editing it Details Workflows Forms Progress After you claim the record for editing, the icon turns green.

#### **Special Education Professionals**



If you see a red icon, the record is already locked by another user.



Your Aspen administrator sets the number of minutes the lock is active. When the lock is about to expire, a pop-up appears. If you have made any changes, click **Save** to save your changes, refresh the lock and continue working on the record, or **Cancel** to exit the record without saving.

**Important**: You must click the **Save** button to save the record. Clicking the **Green lock** icon only releases the record. Any changes you have made are lost if you do not save the record.

Click the **Green lock** icon to exit the record and return the lock.

# My Current Cases filter functionality changed

The My Current Cases filter has been modified to exclude assigned cases where the student has been withdrawn, but is still active in Special Education.

Special Education Professionals	
	(Special Education view, IEP > \( \textstyle > \textstyle My Current Cases \).
	(Special Education view, Student > \( \nabla > \text{My Current Cases} \).
'My Cases - Active' and Draft filter	The "My Cases - Active" and Draft filter has been modified to exclude assigned cases where the student has been withdrawn, but is still active in Special Education.
functionality changed	(Special Education view, IEP > \ \ > My Cases - Active and Draft).
	(Special Education view, Student > \( \nabla \) > My Cases - Active and Draft).
	The My Cases filter has been modified to exclude assigned cases where the student has been withdrawn, but is still active in Special Education.
My Cases filter functionality changed	(Special Education view, IEP > ▼ > My Cases).
	(Special Education view, <b>Student &gt;                                   </b>
New 'Exit Students from Special Edu-	The new "Exit Students from Special Education" procedure changes the status of selected students from Active to Exited. This procedure also changes all of the selected students' Active IEPs to Previous.
cation' procedure	(Special Education view [Organization or School], <b>Student &gt; Options &gt; Exit Students from Special Education</b> ).

New or updated preference	Where to access	Description
New District (Root Organization) Daily Attendance preference	District (Root Organization) view,  District > Setup > Preferences	Select this checkbox, and Aspen replaces the [edit] link on attendance input pages in the
Restrict [edit] link in staff view	> Daily Attendance > click Advanced sub-tab	Staff view with a <b>[view]</b> link. When a staff member clicks <b>[view]</b> , a read-only pop-up appears, preventing them from editing the class

New or updated preference	Where to access	Description
		and daily attendance codes in the pop-up.
		(Staff view, Attendance > Daily Attendance)
		(Staff view, Attendance > Daily Attendance > Seating Chart)
		(Staff view, Attendance > Daily Attendance > Trends)
		(Staff view, Attendance > Class > Input)
		(Staff view, Attendance > Class > Seating Chart)
		(Staff view, Attendance > Trends)
New <b>Gradebook</b> category in District (Root Organization), Inter-		You can set teachers' Gradebook preferences in the District (Root Organization), Intermediate Organization and School views. Each preference has an <b>Owner</b> field. Users can edit the preference if the <b>Owner</b> is set to their organization level or below.
mediate Organization and School views		Each preference appears in the Staff view for teachers to set by default, unless a higher organization is set as the <b>Owner</b> . In that case, the preference is hidden in the Staff view, and teachers cannot view or edit it.
New District (Root Organization) General preference	District (Root Organization) view, District > Setup > Preferences	When this preference is enabled, and a user enters a student contact and searches for a

New or updated preference	Where to access	Description
Contact searching	> General > click Advanced	match, Aspen will only display contacts that are within the user's organization.
Limit to organization	sub-tab	If this preference is not enabled, Aspen will display all contacts across all organizations.
New District (Root Organization) General preference  Require enhanced contact search	District (Root Organization) view, <b>District &gt; Setup &gt; Preferences &gt; General &gt;</b> click <b>Advanced</b> sub-tab	When this preference is selected, Aspen displays an enhanced contact search pop-up when a user enters a student contact. On the pop-up, the user can type a first name, phone number and other parameters to limit the search results.
New District (Root Organization) Family/Student Portal preference  Enable workflows in Aspen Mobile	District (Root Organization) view, District > Setup > Preferences > Family/Student Portal	Enable this preference as part of the process to allow students and families to review, sign and submit forms on their mobile devices.
New District (Root Organization) and School Extracurriculars preference	District (Root Organization) view,  District > Setup > Preferences	Indicates the status that students must have (such as active and/or registered) for:
General  Extracurricular Event Status Codes  Q X	> Extracurriculars or School view, School > Setup > Preferences > Extracurriculars	<ul> <li>their name to appear on the Attendance page for an extracurricular program's event</li> <li>the event to appear on the student's calendar in the Family and Student portals</li> </ul>

### Changes to System Tables, User Roles and Privileges

Review your user roles to ensure the settings are appropriate for the default user roles used in your district (root organization) and any customized roles you've created from Aspen's default roles.

The following table lists *new* and *updated* system tables and user role security privileges in Aspen:

			Where to access
New or updated privilege	Default roles affected	Description	District view, Admin > Security > Roles > Details
New privileges in the IEP Data system table:			
Option - Amend IEP		Displays Amend IEP,	
Option - Assign Next Case Manager		Assign Next Case Man- ager, Enroll in Special	
Option - Enroll in Special Ed.		Ed., Prepare Progress	Special Education view, IEP Data > Other
Option - Prepare Progress Report		Report and Renew IEP on the Options menu	
Option - Renew IEP		and <b>opaone</b> mond	
New privilege for the <b>Extracurricular School Program</b> system table	Privilege enabled for: System Administrator	When enabled, the  Override Roster Lock  privilege lets a user add  students to or delete  students from an  extracurricular program's  roster on or after the	Extracurricular category
		Roster Lock Date. (District [Root Organization] view,	

			Where to access
New or updated privilege	Default roles affected	Description	District view, Admin > Security > Roles > Details
		Extracurriculars > Extracurricular Programs > Details)	
New tables:		To assess	
Extracurricular Attendance		To support extracurricular programs	
Extracurricular Event		, •	
Nov. IED Data avertam table waferen		Allow table lock turns on IEP locking, which lets special education professionals lock the IEP Data table and its child records while they are working on them to prevent changes from being overwritten by another user.	District view, <b>Admin &gt; Data Dictionary &gt;</b>
New IEP Data system table preferences		Tablelock timeout (minutes) sets the number of minutes the IEP record is locked once the user begins editing. See "Lock an IEP while Editing it", above.	Tables > IEP Data details.
New <b>Elementary view</b> privilege	All	Elementary view privilege gives users access to the	District view, Admin > Roles > Details.

		Description	Where to access
New or updated privilege	Default roles affected		District view, Admin > Security > Roles > Details
		Elementary view, which is now separate from the Build view. The Build view is for Secondary mode scheduling only.	
New tables:			
Life Center Check-In		To be used in a future	
Life Center Meeting		release.	
Life Center Referral			