

# **Aspen Release Notes**

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

### All users

Save time with Advanced Filter mode

Some list pages now have an Advanced Filter mode. Use this mode to filter the list of records before Aspen loads data to the page. This saves time on pages with many records.

Click the **Advanced Filter mode** toggle switch to turn it on or off. The system remembers your choice of whether to display the Advanced Filter on each list.



When the Advanced Filter mode is on, an overlay appears. The overlap displays the fields for that page's field set.



Enter values in the fields, and then click **Search**. Aspen displays the filtered records. See the Help topic "Use the Advanced Filter Mode" for more information.

### All users

View the number of recipients for email messages

When you send an email from a person-based list, the confirmation pop-up now displays the number of recipients.



Click **Yes** and then **Send** to proceed.

(All areas of Aspen where you can send mass emails, including:

District [Root Organization] view, **Student > Options > Send Email** 

District [Root Organization] view, **Staff > Options > Send Email** 

School view, **Student > Options > Send Email** 

School view, **Student >** select student > **Contacts > Send Email** 

School view, Student > select student > Schedule > Options > Send Email

School view, Staff > Options > Send Email

School view, Attendance > Daily Office > Options > Send Email

Staff view, Student > Options > Send Email

Staff view, Student > Contacts > Options > Send Email

Staff view, My Info > Groups > Members > People > Options > Send Email

Staff view, Attendance > Daily > Options > Send Email

Staff view, Attendance > Class > Input > Options > Send Email

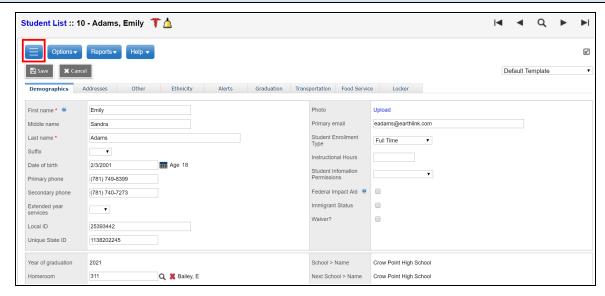
Family or Student portal views, **Academics > Options > Send Email** 

Health view, **Student > Options > Send Email** 

Health view, **Student >** select student > **Contacts > Send Email** 

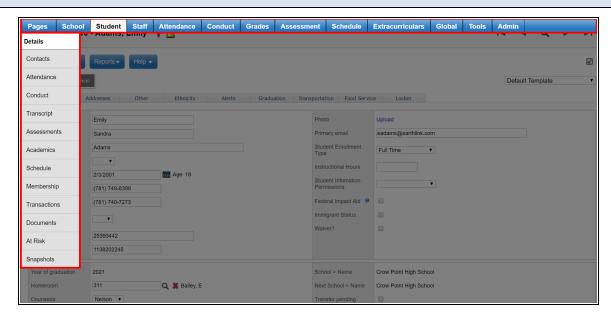
All users		
	Special Education view, <b>Organization or School &gt; Student &gt; Options &gt; Send Email</b> Special Education view, <b>Organization or School &gt; IEP &gt; Options &gt; Send Email</b> )	
Get better results in Help	How do you use Aspen online Help? Many people enter a keyword in the <b>Search</b> bar, then browse the list of results to find the right one. But that method is frustrating when the list is long. A new feature can help.	
	Now when you go to the Aspen Help Center, you'll see the <b>Help filter</b> icon next to the <b>Search</b> bar. Click it to see common search terms grouped into categories. You can enter a keyword, click the icon and	
	select the category that fits best. Then, when you click , you'll get a shorter list of results to browse and select from. In release 6.0, we've added filters for Gradebook, Attendance and Scheduling, but look for more soon!	
Enhanced Maximize mode	Maximize mode lets you view more of the page body in Aspen, which is helpful on long pages.	
	Now, the top and side-tabs can be displayed so you can navigate to another page without exiting Maximize	
	mode. Just click the <b>Maximize</b> icon , and the <b>Menu</b> icon appears.	

### All users



Click the **Menu** icon, and the top and side-tabs slide out. Click them to change pages.

### All users



You remain in Maximize mode on the new page. Click the **Minimize** icon to return to the full-page view. (This feature is available in all Aspen views. It is not available on Pages.)

	District, school and system administrators	
Aspen now uses WildFly application server	As of release 6.0, Aspen uses the WildFly application server, and no longer uses Apache Tomcat®.	
New widget launches a single sign-on window to third-party vendor	A new LTI (Learning Tools Interoperability) widget is available on the homepage in the District (Root Organization) view. Users can click the widget's link to launch the third-party vendor's app in a new window.	
	This widget requires configuration by the third-party vendor.	
	(District [Root Organization] view, Pages > select Launch using LTI widget)	

	District, school and system administrators
Aspen-OneRoster API product launch	System administrators can now give a third-party vendor (OneRoster®) an Aspen client ID and password to unlock API functionality with them.
	(District [Root Organization] view, Admin > Security > OAuth Access)
Record and track student, staff and contact addresses more efficiently	Aspen now features an enhanced address format, so you can store multiple addresses for a student, staff member or contact. This new format lets your district:
	<ul> <li>Track both parents' physical addresses if, for example, a student lives with his mother on certain days, and with his father for the rest of the week</li> </ul>
	<ul> <li>Record a student's future address as soon as the parent notifies the district, rather than waiting until the move occurs</li> </ul>
	<ul> <li>Document a student's work address or a staff member's summer address</li> </ul>
	Run the new Activate Future Person Address procedure to deactivate and assign an end date to the old address, while activating the future address that has the current date as the start date. It is recommended that you run this procedure as a nightly scheduled job.
	This enhancement affects the following default templates:
	<ul> <li>district.people.list.detail (District [Root Organization] view, District &gt; People &gt; Details)</li> </ul>
	<ul> <li>district.cnt.list.detail (District [Root Organization] view, District &gt; Contacts &gt; Details)</li> </ul>
	<ul> <li>district.ctj.list.detail (District [Root Organization] view, District &gt; Contacts &gt; By Student &gt; Details)</li> </ul>
	<ul> <li>student.std.list.detail (District [Root Organization], Intermediate Organization and School views,</li> <li>Student &gt; Details)</li> </ul>
	<ul> <li>student.std.list.con.detail (District [Root Organization], Intermediate Organization and School views,</li> <li>Student &gt; Contacts &gt; Details)</li> </ul>
	<ul> <li>staff.staff.list.detail (District [Root Organization], Intermediate Organization, School and Personnel views, Staff &gt; Details)</li> </ul>
	The new address format does not automatically appear on customized templates (when the <b>Custom</b> field is enabled in the District [Root Organization] view, <b>Tools &gt; Templates &gt; Details</b> ). Additional XML is required to use the new address format on a customized template. See the Help topic "Record and Track Student, Staff and Contact Addresses" for information, or contact your Customer Relationship Manager (CRM) or Aspen Technical Support for assistance.

# District, school and system administrators Custom Data Dictionary (DDX) pages no longer load To enhance performance, data does not automatically load when you visit the pages listed below. Click data automatically to select just the records you want from a pick list. To see all records across all data dictionaries, click the red X. District Student Grades Schedule Extracurriculars Assessment Assessments Z Definitions Assessment Definition (District [Root Organization] view, Assessment > Assessment History) (Intermediate Organization view, Assessment > Student Assessments > Assessment History) (School view, Assessment > Student Assessments > Assessment History) (District [Root Organization] view, Global > Extensions > Student Assessments) (District [Root Organization] view, Global > Extensions > Analytics) (School view, Global > Analytics) Use an alphanumeric method to create or update You can now select an alphanumeric method to create or update user passwords, in addition to the mnemonic, numeric and constant methods. The alphanumeric method uses a mix or upper- and lower-case letuser passwords ters and numbers (without symbols). In addition, some words (such as 'gang') were removed from the dictionary, so they cannot be used in mnemonic passwords. Prevent grade input for a course (Aspen Mobile) When a course is flagged so that it is hidden from grade input: In the Staff view, teachers cannot enter or edit scores for the course in their Gradebook. • In the Student and Family portals, the **Hide from Grade Input** icon appears, along with the message "Scores are not collected for this course". Use an enhanced search for the Merge Records Enhancements to the single-person merge wizard let you enter additional search criteria to refine the search results. You can now enter first, middle or last name, identifier, date of birth, email address, phone option number and address. Select whether the person is a student, staff member or other user. Then click

### District, school and system administrators

Search, and make your selection from the matching records at the bottom of the pop-up.

(District [Root Organization] view, **District > People > Options > Merge Records**)

(District [Root Organization] view, District > Contacts > Options > Merge > Individual)

(Intermediate Organization view, Intermediate Organization > Contacts > Options > Merge Records)

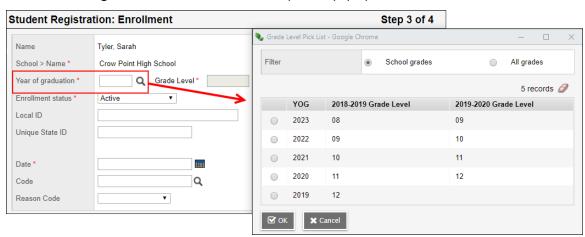
(District [Root Organization] view, **Student > Options > Merge Records**)

(District [Root Organization] view, **Staff > Options > Merge Records**)

(District [Root Organization] view, Admin > Users > Options > Merge Records)

More easily view and select a YOG when you register or promote/demote a student

In the Student Registration wizard, click at **Year of graduation** to view YOGs and their corresponding grade levels for the current and next school year. The values are scoped to the selected school. To view all YOGs, click **All grades** at the **Filter** field at the top of the pop-up.



The Grade Level pick list and its YOG and Grade Level columns also appear when you click  $^{\mathbf{Q}}$  at **Year of graduation** on the Promote/Demote Student pop-up.

(District [Root Organization] or School view, **Student > Options > Registration > Register Student**)

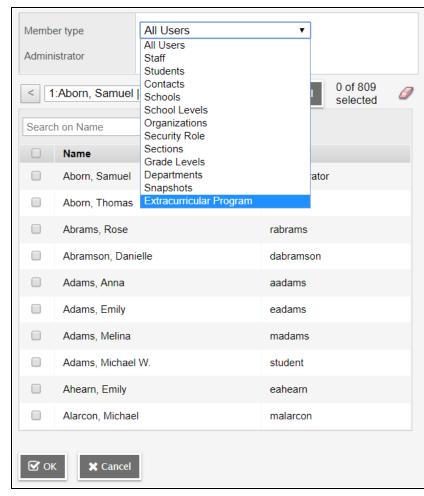
(District [Root Organization] or School view, **Student > Options > Registration > Promote/Demote Student**)

	District, school and system administrators	
Enter start and end dates for student alerts	Now when you create a Medical, Legal or Other alert for a student, you can enter a start date for it, including a future date. If you enter an end date, the alert becomes inactive on that date, but is not deleted. It remains on the list as a non-active alert.	
	(District [Root Organization] or School view, <b>Student &gt; Details &gt; Alerts</b> )	
'Primary email' field on Password Reset pop-up is no longer case sensitive	If your district has set up automatic password recovery, users can click <b>I forgot my password</b> on the Log On page, and enter their email address to have Aspen resend their password.	
	In previous releases, Aspen made a case-sensitive comparison between the email address entered and the one on file, causing some requests to fail. Aspen now compares the email addresses <i>without</i> case sensitivity, so if a user inadvertently adds or omits capitalization in their email address, Aspen can still complete the request.	
Identify student contacts more easily	If your district has enabled the <b>Require enhanced contact search</b> General District (Root Organization) preference, you can now enter more criteria when searching for and adding a student's contact.	
	In the 'Optional search parameters' pop-up, you can enter a first name, last name, email address (case sensitive) or contact phone. Limit your search results to <b>All People</b> , <b>All Contacts</b> or <b>Related Contacts</b> , and then click <b>Search</b> .	
	(District [Root Organization] view, <b>Student &gt; Contacts</b> )	
	(School view, Student > Contacts)	
	(Health view, Student > Contacts)	
Mass-create Pages for extracurricular programs	System administrators can now mass-create Pages for their school's extracurricular programs. Similar to mass-creating class Pages, this option lets you select the widgets to include on the Pages, whether to hide forms in the Family portal, and whether to disable the newly created Pages until later.	
	(School view, Extracurriculars > Extracurricular Programs > select the programs > Options > Build Extracurricular Pages).	
	This option automatically assigns all Pages the same icon . Staff members can change the icon, and add content to the widgets on the Page. See the Help topic "Build Pages for Extracurricular Programs" for more information.	

### District, school and system administrators

Add extracurricular program members to a group

Now you can quickly add the students and staff members that are associated with an extracurricular program to a group. Select the group, and then click **Options > Add** from the **Members** side-tab. Click **Extracurricular Program** at the **Member type** field, and then select the extracurricular program in the pop-up.



To view the students and staff members currently associated with the program, click **Members** on the side-tab, select the program, and then click **People**.

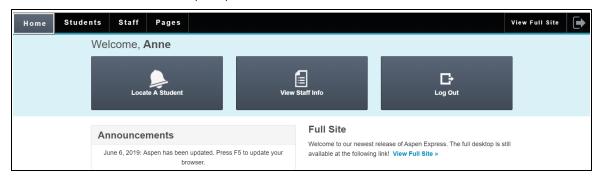
# District, school and system administrators

(District [Root Organization] view, **District > Groups > Members > Options > Add**)
(Intermediate Organization view, **Intermediate Organization > Groups > Members > Options > Add**)
(School view, **School > Groups > Members > Options > Add**)

(Staff view, My Info > Groups > Members > Options > Add)

View and navigate the Home screen and Student List more easily in Aspen Mobile (Staff view)

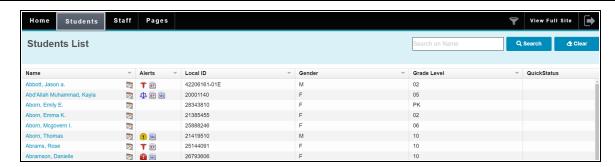
Improvements to the Home screen and Student List make them more accessible, in accordance with the Americans with Disabilities Act (ADA).



Enhancements to the Home screen include:

- Better contrast, with white text against the black navigation bar
- Thicker outlines around boxes
- Bold text on button titles
- Stronger outlines around buttons as you tab to them
- Larger, bolder text for Full View Site button
- Improved tab navigation

# District, school and system administrators



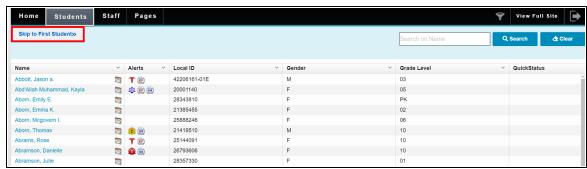
Enhancements to the Students List screen include:

- Bold text for button titles
- New Search and Clear buttons next to Search on Name
- Stronger outline around buttons as you tab to them
- Convenient placement of **View Student Schedule** icon near the student's name, to quickly access student's schedule
- · Improved tab navigation
- 'Skip to Search' functionality when you tab on the URL.



Tab again, and you can Skip to First Student.

# District, school and system administrators



Increased 'Maximum code length' field on IEP Team Member Roles reference table

The Maximum code length field default has been increased to 50 characters (from 20).

(District [Root Organization] view, Admin > Data Dictionary > Reference > select IEP Team Member Roles reference table > Details)

Use a sum of combined credits to satisfy program of study's requirement group

For Requirement Group-type requirements, enter **Match All** if all of the requirements in the group must be satisfied, or **Match Any** to indicate the number of requirements in the group that must be met at the **Minimum requirements to satisfy** drop-down. Enable **Use summation of combined credits to satisfy group** to let any combination of credits meet the group requirement, as long as they do not exceed the required unit.

District [Root Organization] view, **Schedule > Programs of Study >** select the program of study > **Requirements >** select a requirement > select **Requirement Group** at **Type** field)

Total Credit field now read-only on Programs of Study details page

The **Total credit** field on the Programs of Study details page is now read-only. Aspen calculates this value by totaling the required units for the program of study. (District [Root Organization] view, **Schedule > Programs of Study > select** the program of study **> Details**).

On the Programs of Study Requirements page, the **Required Unit** field is now read-only for Programs of Study-type and Requirement Group-type requirements (District [Root Organization] view, **Schedule > Programs of Study > select** the program of study **> Requirements >** click the requirement).

Run the Fix Graduation Requirement Units procedure to recalculate the required units and total credits for Requirement Group-type and Programs of Study-type requirements if you have any issues with this data initially. (District [Root Organization] view, **Tools > Procedures**)

	District, school and system administrators	
New field in Aspen Mobile Family portal lets users enter or edit preferred phone number	In conjunction with the Data Dictionary, the new <b>Portal Primary Phone Alias</b> preference lets family members enter or edit their primary phone number in the Family portal mobile view. First, place a phone number field on their Preferences screen (District [Root Organization] view, <b>District</b> [Root Organization] > <b>Setup</b> > <b>Preferences</b> > <i>select Family/Student Portal from the Category drop-down</i> ).	
	When this feature is enabled and a family member logs onto the Family portal mobile view, the phone number field appears on their Preferences screen, populated with the phone number on record. If the family member edits the phone number, Aspen updates it on their Details page in the District and School view.	
	See the Help topic "Define District Family and Student Portal Preferences" for more information.	
Set Aspen Mobile as the default for Family and/or Student portal users	When the <b>Default Login to Mobile</b> field is enabled for their security roles, students and family members can now automatically go to Aspen Mobile when they log in from a desktop or laptop.	
	<b>Note</b> : On the Roles Details page, the <b>Default to Mobile View</b> field is now called <b>Access Mobile</b> from Family Portal full site.	
	See the help topic "Define Details for User Security Roles" for more information.	
	Attendance staff	
Customize the columns that appear on class roster  The Field Set icon now appears on the class roster, so you can customize the columns that appear the list (School view, Attendance > Class Roster > Students). For example, you could create a field that includes YOG for classes with high school seniors. That way, you can easily identify the seniors a will not accidentally mark them absent after they graduate.		
Schedulers (For Aspen users who build and manage school and student schedules)		
Elementary scheduling: New Embedded Type	A new <b>Embedded Type</b> course field (District view, <b>Schedule &gt; Courses</b> ) has three values:	
course field	No Embedding Allowed: Course does not allow a course to be embedded in it.	
	To Be Embedded: Course can be embedded in other courses.	
	Embedding Allowed: Course allows other courses to be embedded in it.	

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

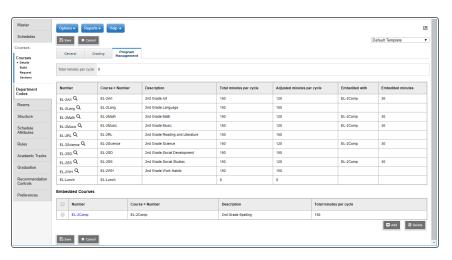
See next entry.

# Elementary scheduling: New option to embed courses in course programs

Now, you can embed courses within a course program on the **Program Management** sub-tab. For example, you can add basic reading or writing skills to the 2nd Grade program. First, set courses for embedding using the **Embedded Type** field. The following applies to course embedding on the **Program Management** sub-tab:

- Course programs that you want to embed courses into must have Embedding Allowed selected in the Embedding Type field in the course details. The new Total Minimum Minutes field must also have a value.
- Courses you want to embed must have To Be Embedded selected in the Embedding Type field in the
  course details. The Total minutes per cycle field must have a value that equals the total number of
  minutes the course meets within embedded courses.
- The grade levels for the embedded course must match the grade level of the course program.

The following shows 2nd Grade Spelling embedded in the 2nd Grade course program.



Elementary scheduling: New Program Management sub-tab lets you manage course programs in School view

Use the new **Program Management** sub-tab to see a list of courses included in a course program (School view, **Schedule > Courses > Details > Program Management**).

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

If the **Allow edit of school course program directly** preference is enabled, (District [Root Organization] view, **District > Setup > Preferences > Schedule >** *click* **Advanced** *sub-tab*), you can substitute courses on the **Program Management** sub-tab which have the same content code.

# Customize columns that appear on your class attendance input pages The Field Set icon now appears on the class attendance input page, so you can customize the columns that appear on the list (Staff view, Attendance > Class > Input). For example, you could create a field set that includes YOG for classes with high school seniors. That way, you can easily identify seniors and will not accidentally mark them absent after they graduate. View message when period attendance is not collected for a course (Aspen Mobile) Now, when a course is flagged so that period attendance is not collected, the input buttons do not appear in the Staff view (Mobile). Instead, the message "Attendance is not collected for this course" appears. (Staff view, tap Attendance > tap class)

### Teachers, staff and health professionals

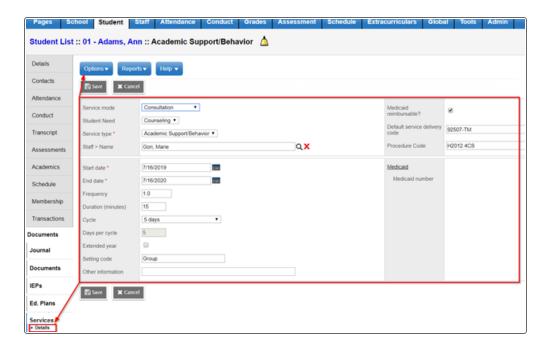
# Services side-tab added to District, School, Staff and Health views

(Massachusetts districts only)

The **Services** side-tab, previously available only in the Special Education view, is now in the District, School, Staff and Health views. This lets you add services for students who are not enrolled in special education (District [Root Organization], School, Staff and Health views, **Student > Documents > Services**).

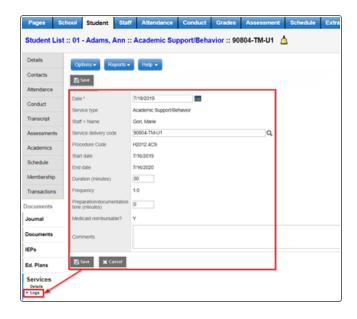
You can add a new service delivery for a student from the District (Root Organization), School, Staff and Health views, **Student > Documents > Services > Logs > Options > Add**.

# Teachers, staff and health professionals



Once the service detail has been entered, the service can then be logged by the service provider from **Documents > Services > Details > Logs > Options > Add**.

## Teachers, staff and health professionals



The **Delivery Logs** side-tab provides a list of all services logged for a student. These logs are read-only.

New field on Staff table: Service provider (Massachusetts districts only)

The **Service provider** field indicates if a staff member appears as an option in the **Staff > Name** pick list when creating a new service for a student. Once enabled, the **Service provider** field is available from the **Field Set** menu.

### Students and families

Check your student's attendance more easily in Aspen Mobile

When you log into the Family portal on your mobile device, you'll see some changes to the Attendance widget on the Home screen. The widget, which displays the student's daily attendance for the current week, is color-coded as follows:

Red box: A – absent

• Green box: T – tardy

• Green box: D - dismissed

Students and families		
	<ul> <li>Red or Green box: E – excused absence or tardy/dismissal</li> <li>Blue box: Student present; no daily attendance record today</li> </ul>	
	White box: Student present; no daily attendance record for that day (not today)	
	Tap <b>Attendance</b> to view data on the Daily Summary screen, including excused and unexcused absences, tardies and dismissals by term, and totaled for all terms. Tap <b>Daily Summary &gt; Class Totals</b> to view attendance data by class.	
See when attendance is not collected for a course	Now, when a course is flagged so that attendance is not collected, the message "Attendance is not collected for the course" appears.	
	(Family view, tap <b>Attendance</b> > then tap or hover over next to the class name) (Student view, tap <b>Academics</b> > tap class name)	
Enter or edit your phone number on your mobile device (Family portal)	Depending on your district's settings, a phone number field appears on your Preferences screen, so you can enter or edit your preferred phone number.	
	(Tap Preferences .)	
Preferred language preference appears in Aspen Mobile (Family portal)	This is reserved for a future release.	

New or updated preference	Where to access	Description
New <b>District (Root Organization)</b> preference:	District (Root Organization) view, <b>District &gt; Setup &gt; Preferences &gt; Schedule</b> > click <b>Advanced</b> sub-tab	When selected, this preference lets schedulers add courses to a course program which exceed the total
Allow sections being scheduled over required minutes	Π	minutes required.
New District (Root	District (Root Organization) view, <b>District &gt; Setup &gt; Preferences &gt; Schedule</b>	When this preference is set to

New or updated preference	Where to access	Description
Organization) preference: Enforce Minutes Validation at Student Level	> click <b>Advanced</b> sub-tab	Warning, School view users are warned when they save a course program with the incorrect number of minutes in the School view, Schedule > Courses > Program Management.
		When this preference is set to <b>Error</b> , School view users are not allowed to save changes to a course program with the incorrect number of minutes.
		When this preference is set to <b>None</b> , users are allowed to edit course programs, even if the number of minutes is incorrect.
New District (Root Organization) preference: Allow edit of school course program directly	District (Root Organization) view, <b>District &gt; Setup &gt; Preferences &gt; Schedule</b> > click <b>Advanced</b> sub-tab	When this preference is enabled, users in the School view can edit course programs on the course's details page. When it is not enabled, users in the School view must edit course programs through the <b>Program Management</b> subtab.
New District (Root Organization) preference: Display warning on schedule changes if teacher or room has conflicts	District (Root Organization) view, <b>District &gt; Setup &gt; Preferences &gt; Schedule</b> > click <b>Advanced</b> sub-tab	When this preference is selected, a warning appears if any changes to the schedule create teacher or room conflicts.

New or updated preference	Where to access	Description
New School preference: School view, School > Setup > Preferences > Schedule > click Advanced substitution of the setup in	School view, School > Setup > Preferences > Schedule > click Advanced sub-tab	This preference lets you override course program total minutes by grade level. The format is grade level, colon, total minutes. Separate grade levels with commas.
		<b>Example:</b> 01:1980, 02:1980, 03:1980
		In this example, grade levels 1, 2 and 3 have overrides set to 1,980 minutes.
Update to <b>District</b> (Root Organization) Family/Student Portal preference:	District (Root Organization) view, <b>District &gt; Setup &gt; Preferences &gt; Family/Student Portal</b>	This preference, introduced in Release 5.9, provides a verification step the first time a contact logs on
Require student-contact veri- fication		to the Family portal, before they can view student information. Now portal users can verify the student-contact relationship on a mobile device as well as Aspen's desktop version.

# 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:

New or updated privilege	Description	Where to access
New system table, User Defined Table E		District [Root Organization] view, Admin > Data Dictionary > Tables
User-defined fields added to the	The Student system table has 25 new A fields, 25 new B fields and 25 new C fields.	District [Root Organization] view,

New or updated privilege	Description	Where to access
Student system table		Admin > Data Dictionary > Tables > select Student > Fields
User-defined fields added to the Student Conduct Action system table	The Student Conduct Action system table has 25 new A fields, 10 new B fields, 10 new C fields, 5 new D fields and 5 new E fields.	District [Root Organization] view, Admin > Data Dictionary > Tables > select Student Conduct Action > Fields
User-defined fields added to the Student Conduct Incident system table	The Student Conduct Incident system table has 25 new A fields, 10 new B fields, 10 new C fields, 5 new D fields and 5 new E fields.	District [Root Organization] view, Admin > Data Dictionary > Tables > select Student Conduct Incident > Fields
User-defined fields added to the Grade Term Date system table	The Grade Term Date system table has 5 new A, B, C, D and E fields.	District [Root Organization] view, Admin > Data Dictionary > Tables > select Grade Term Date > Fields
New field on the User Defined Navigation system table	A single new D field was added to the User Defined Navigation system table.	District [Root Organization] view, Admin > Data Dictionary > select User Defined Navigation system table > Fields
Change to Role field in Student Ed. Plan Meeting Participant sys- tem table	The <b>Database field length</b> default on the <b>Role</b> field is now set to 50 characters (increased from 20).	District [Root Organization] view, Admin > Data Dictionary > select Student Ed. Plan Meeting Par- ticipant system table > Fields > select Role field