Special Notes to Participants

Course Description
Welcome to the Aspen Teacher Gradebook training. This training provides the tools you need to manage your classroom, including creating assignments and setting up and entering grades in your gradebook. You can easily transfer the knowledge you gain and skills you develop in this training to your school. Participating in the discussions and hands-on activities is key.

Who Should Take This?
Teachers
<table>
<thead>
<tr>
<th>Description</th>
<th>Participant Objectives</th>
<th>Activities</th>
</tr>
</thead>
</table>
| **Advanced Aspen Gradebook for Teachers** | • Create a grade scale and assign it to all classes, specific classes, or assignments.  
• Create special codes to indicate why assignments were missed or a certain score was entered.  
• Create footnotes to enter with scores to explain circumstances of the score. | • Answer questions to prepare to create grade scales, special codes, and footnotes.  
• Create a grade scale.  
• Assign a grade scale to all classes, a specific class, or a specific assignment category or assignment.  
• Create a special code and enter it for a score.  
• Track missing assignments for a term using a special code.  
• Create a footnote and enter it with a score. |

**Using Digital Content in Your Classroom**  
Each day, you fill your classroom with content that your students refer to, investigate, critique, and analyze. You need to be able to find and share files, and organize them for future use.  
| • Add your Google email address to Aspen.  
• Grant Aspen access to Google Docs.  
• Search and save resources from Quest.  
• Share Google Docs and resources with students.  
• Attach resources to assignments. | • Add your Gmail address to Aspen.  
• Grant Aspen access to Google Docs.  
• Search Quest for resources.  
• Add content from Quest to My Resources.  
• Import a Google Doc to your My Resources.  
• Add resources to assignments. |
Using the Aspen Gradebook – Advanced

45 minutes

Description

Tracking assignments and scores is a necessary feature of any gradebook. What's more, having a way to customize the grades you enter and track extra information about them can make it easier when entering final grades.

In the Aspen gradebook, you can create your own grade scales to use values specific to your classes or assignments. You can also create special codes you enter for assignments not scored, track missing assignments, and enter footnote codes next to scores to offer more explanation.

In addition, you can choose to create and plan assignments using the online Planner.

Upon completion of this training, you will create your own grade scale, create special codes, be able to track the number of missing assignments for each student in a grade term, and create and enter footnotes on the Scores page.

Prerequisites

Make sure you have completed the following training:

- Creating and Scoring Assignments

Participant Objectives

- Create a grade scale, and assign it to all classes, specific classes, or assignments.
- Create special codes to indicate why assignments were missed or a certain score was entered.
- Create footnotes to enter with scores to explain circumstances of the score.
- Use the Planner to create and add assignments.
Activities

- Answer questions in the Plan section to prepare to create grade scales, special codes, and footnotes.
- Create a grade scale.
- Assign a grade scale to all classes, a specific class, or a specific assignment category or assignment.
- Create a special code, and enter it for a score.
- Track missing assignments for a term using a special code.
- Create a footnote, and enter it with a score.
- Define Planner settings.
- Create assignments on the Planner.
Resources
For more information on this lesson and to complete the Plan and Apply sections, refer to the following resources.

Quick Reference Guides:

- Teacher Grade Scales
- Gradebook Special Codes
- Gradebook Footnotes
- Using Your Planner for Assignments

To access these resources:
Go to Help > Help Center > Training Materials.

Note: You can also access online Help from the Help menu.
Plan

Use the space provided to record your answers to the following questions.

1. Do you use the same grading scale as your district's grade scale? If not, what is the grade scale you use?

2. How do you currently track missing assignments? How do they affect a student's term average?

3. How do you document that a student turned an assignment in late, or a student didn't finish a timed test in the time allotted?
Guided Exercises

Follow along with your Aspen trainer to practice the following skills. Mark the checkboxes as you complete each task to help you keep your place.

- [ ] Create a grade scale.
- [ ] Apply the grade scale to all of your classes, a specific class, an assignment category, or a specific assignment.
- [ ] Set up the *Missing* column on the Scores page to track the number of missing assignments.
- [ ] Create a special code, and enter it for a student's score.
- [ ] Create a footnote, then use it when you enter a score to indicate that an assignment was late.
- [ ] Associate colors with grade scales to view on your Scores page.
- [ ] View attendance code in a grading cell on an assignment's due date.
- [ ] Add assignment feedback to a score, if applicable.
- [ ] Collect and view student information with labeled custom fields.
- [ ] Create an assignment that students can submit to you online.
- [ ] Receive an online assignment from a student.
- [ ] Define Planner settings.
- [ ] Create assignments on the Planner.
- [ ] Create appointments on the Planner.
- [ ] Use My Resources.
Apply

Now that you've taken an in-depth look at advanced gradebook features in Aspen, complete the following in the order listed:

1. Add a resource to My Resources, and use it to create an assignment. Use your *Missing* code to indicate a student did not turn the assignment in.

2. A student turned an assignment in two days late, losing five points before you even graded it. How can you indicate this?

3. Match the correct definition to the correct term:

   **Definition**
   - Code to enter in place of a score for an assignment that can be counted as a zero, or exempt the score from term grade calculations.
   - Code to select in addition to a grade to indicate something specific about the score for the student.
   - Free text you can enter for a score that is either private to you, visible to students and parents, or both.

   **Term**
   - A. Footnote
   - B. Special code
   - C. Score remarks
Assess

Using the Aspen Gradebook – Advanced

Staff Name: ___________________________ Date: _____________________

Use the following rating scale to assess your level of understanding of the learning outcomes covered in the lesson.

<table>
<thead>
<tr>
<th>Rating Scale</th>
<th>Learning Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 I need more help.</td>
<td>Create my own grade scale.</td>
</tr>
<tr>
<td>2 I think I can figure it out with more practice.</td>
<td>Assign a grade scale to all my classes, one class, or a specific assignment.</td>
</tr>
<tr>
<td>3 I am comfortable doing this on my own.</td>
<td>Set up the Missing column on the Scores page to track missing assignments during a term.</td>
</tr>
<tr>
<td>4 I am proficient and can teach others.</td>
<td>Create special codes, and use them on the Scores page.</td>
</tr>
<tr>
<td></td>
<td>Create footnotes, and use them on the Scores page.</td>
</tr>
<tr>
<td></td>
<td>Enter score remarks and assignment feedback.</td>
</tr>
<tr>
<td></td>
<td>Use the Planner to create assignments.</td>
</tr>
<tr>
<td></td>
<td>Use My Resources to store assignment resources.</td>
</tr>
</tbody>
</table>

Notes:
Teacher Grade Scales

Create Teacher Grade Scales in the Gradebook

Your Aspen administrator creates grade scales for your district in the District view. Those grades are available for you and all teachers to use for their students’ assignment and end-of-term grades. Because the grades in the district grade scales might not fit your personal grading system, you can create your own grade scales and link them to specific class sections, specific assignment categories, or individual assignments.

There are two ways teacher grade scales can work with your district’s grade scale:

- District administrators can define alignment codes for each grade in a district grade scale. Then, you can align each grade within a grade scale you create in your gradebook to the codes in the district grade scale. This way, when Aspen calculates the values in average columns for that section, it maps the grades that you enter to the appropriate grades in the district grade scale. For example, if you create a 1-4 grade scale, you can determine that a score of 3 in your grade scale is equal to a B in the district grade scale. Without doing so, Aspen calculates a score of 3 as a 75 (C) out of 100.

<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>

- You can enter the grades within the scales you create only when entering assignment grades. When Aspen calculates term grades for district post columns, it matches any grades from your grade scale to the appropriate grade in the district grade scale by points.

Note: If you cannot align your grades with district alignment codes, you must use characters that are not numbers or letters matching any values on the district grade scale; Aspen will not be able to tell the difference between your B (88) and the district B (82).

<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 add colors to grade scales, whether they are created by you or your district, for easy viewing on your Scores page.

Note: If a grade term is locked, it might prevent you from editing or deleting a grade scale that is associated with it. See “Locked Grade Terms” for more information.
Create Your Own Grade Scales for Assignments, Categories, or Sections

Your Aspen administrator creates grade scales for your district in the District view. Those grades are available for all teachers to use for their students’ assignment grades. Because the grades in the district grade scales might not fit a teacher’s personal grading system, teachers can create their own grade scales and link them to specific class sections, specific assignment categories, or individual assignments.

Teachers can enter the grades within the scales they create only when entering assignment grades. When Aspen calculates term grades for district post columns, it matches any grades from a teacher’s grade scale to the appropriate grade in the district grade scale.

Example 1: Teacher grade scales (and grades within that grade scale):

Grade Scale: My Homework Scale

Grades (within the My Homework Scale grade scale)

<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 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>Field</td>
<td>Description</td>
</tr>
<tr>
<td>-----------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Maximum input</td>
<td>Type the maximum input value.</td>
</tr>
<tr>
<td></td>
<td><strong>Note</strong>: 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.</td>
</tr>
<tr>
<td></td>
<td><strong>Example</strong>: You want to enter the value 110 for an assignment with a 100-point maximum. If you define the maximum input as 110 or higher, you can enter 110 without affecting all other grades for that assignment.</td>
</tr>
<tr>
<td>Minimum input</td>
<td>Type the minimum input value.</td>
</tr>
<tr>
<td>Apply Color to Grade Ranges</td>
<td>You can associate colors with grade ranges that appear on your Scores page. This applies to grade scales created by you or your district.</td>
</tr>
<tr>
<td></td>
<td><strong>Note</strong>: You cannot associate colors with grade scales that have overlapping values.</td>
</tr>
<tr>
<td>Color square</td>
<td>Click ☑️ to see the Color Chooser pop-up. Then click a color to select it. That color appears in the Preview box. You can make it lighter or darker by clicking the rectangle with the color gradations on the right. Click ☑️ to select a different color. When you are done, click OK.</td>
</tr>
<tr>
<td>Max grade</td>
<td>Click 🔍 to see the Grade Definition pick list. Select the maximum grade scale value for this color. Click OK.</td>
</tr>
<tr>
<td>Min grade</td>
<td>Click 🔍 to see the Grade Definition pick list. Select the minimum grade scale value for this color. Click OK.</td>
</tr>
</tbody>
</table>

6. Click Save.

**To define the grades within the grade scale:**

1. On the Grade Scales page, select the checkbox next to the grade scale you created, and then click Grades on the Grade Scales side-tab.
2. On the Options menu, click Add. The New Grade Definition page appears.
3. Type a code.

**Note:** Follett recommends that codes are *not* numbers. Codes should contain characters.

4. Type a value for the grade. This value is often the maximum percentage a student earns to receive this grade.

5. Type a cutoff value for the grade. This value is often the lowest percentage a student earns to receive this grade.

**Note:** The *Earns credit* and *Consider for honor roll* checkboxes do not apply to teacher grade scales.

6. Click **Save**.

7. Repeat steps 1-6 to define every grade within a grade scale. Now, link this grade scale to any section, category or individual assignment you want to enter these grades for.

**Example 3**

This data comes from **Example 1**. Following is a sample score grid containing homework assignments HW1 and HW2, which both use *My Homework Scale* as the grade scale (GJ = 10, AE = 7, MA = 4, DT = 0):
Below is the same sample score grid containing homework assignments HW1 and HW2 which both use the example *My Homework Scale* as the grade scale (GJ = 10, AE = 7, MA = 4, DT = 0).

In this example, the teacher is also entering numerical values:

<table>
<thead>
<tr>
<th>Name</th>
<th>YOG</th>
<th>HW Q4</th>
<th>07/28 HW/CW 10pts.</th>
<th>07/29 HW/CW 10pts.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coffey, Blake</td>
<td>🎨</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Constantinou, Peter</td>
<td>🎨</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Devlin, Lourenca</td>
<td>🎨</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kemp, Aleigha</td>
<td>🎨</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mann, Heather G.</td>
<td>🎨</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mckeen, Jalen</td>
<td>🎨</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pun, Angela</td>
<td>🎨</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thompson, Ann</td>
<td>🎨</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ventresco, Michael</td>
<td>🎨</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Average score</strong></td>
<td></td>
<td><strong>62.2 D-</strong></td>
<td><strong>6.7 AE</strong></td>
<td><strong>5.8 MA</strong></td>
</tr>
</tbody>
</table>

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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>

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.

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:
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](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**. [Add color](image) 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 **X**.
- You can view (or hide) your [color selections on your Scores page](#). See "Determine What Appears on Your Scores Page" for details.
Create Teacher Grade Scales Aligned with District Codes

If your district administrator creates alignment codes for each grade in the district grade scale, you can create your own grades, and align each one to a district grade. This way, you determine exactly what district value appears on your students’ report cards, as aligned to the grade that appears in your gradebook.

**Note:** If you cannot align a grade to a district grade (the Alignment Code field does not appear on the new Grade Definition page – accessed from the Tools tab > Grade Scales side-tab), see Create Grade Scales for Assignments, Categories or Sections. It is important to use specific characters to represent your grades so that Aspen does not confuse them with district values.

To align grades in your teacher grade scale to a district alignment code:

1. Log on to the Staff view.
2. Click the Tools tab.
3. Click the Grade Scales side-tab.
4. Select a grade scale, and click Grades.
5. To create a new grade within the scale, on the Options menu, click Add.
6. Type the Code, Value, and Cutoff Value.
7. At the Alignment Code field, select the grade from the district grade scale that will represent this grade on a student’s report card.
8. Click Save.
Gradebook Special Codes

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. Select **Tools > Special Codes**.
3. Select **Options > Add.** The New Gradebook Special Code page appears.

4. 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.  

5. 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.  

6. 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.
7. 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.

8. Click **Save**

**Note:** If a grade term is locked, it could prevent you from editing or deleting a special code. See "Locked Grade Terms" for more information.
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 the Scores page with the Missing column highlighted]

**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.
Gradebook Footnotes

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.
4. On the **Options** menu, click **Add**. The New Gradebook Footnote page appears.
5. Type the code.

   **Note:** This is the code you can enter on the Scores page by pressing **CTRL+L** or selecting **Lookup** on the **Options** menu, then selecting **Footnote** at **Filter** in the pop-up.

6. Type the description.
7. Click **Save**.

   **Note:** If a grade term is locked, it can prevent you from editing or deleting a footnote. See "Locked Grade Terms" for more information.

---

**Create Custom Fields for Your Gradebook**

Create custom fields for your Gradebook to collect and view additional information about your students.

**Example:** You want to track the book number of each student's textbook. Create a custom field called **Book Number**, and then enter that value for each student.

After you create the fields and enter values, you can view this information on your Scores page. To do so, click the **Student Information** icon in the **Name** column. On the pop-up, click the **Student Data** tab:

---

![Image of Gradebook interface showing Custom Fields and Student Data]
Note: Your system administrator must enable custom fields on the Gradebook Student Information system table before you begin.

To create custom fields for your Gradebook:

1. Log on to the Staff view.
2. Click the Gradebook tab, and then do one of the following:
   - Click Set preferences under your username, and then click the Gradebook tab.
   - Clear the gear icon , and then click the Student Information tab.
3. From the Gradebook or Student Information tab, select Enable student data, and then click OK.

   Note: If you do not see the Enable student data field, contact your system administrator. The system administrator must enable custom fields on the Gradebook Student Information system table for this field to appear.

4. Now you can name the custom fields. From the Gradebook tab, select a course, and then click the Roster side-tab.
5. Click Options > Configure Student Data Tab. The Student Field Configuration pop-up appears. In this example, the teacher can create four custom fields:

   ![Student Field Configuration](image)

6. Select a checkbox, and then enter the Label for this field. The Label is the name that appears on the Student Data Tab on your Scores page. The Field info (size) column shows the field's maximum number of characters. Consider how many characters you will need when you enter data for this field.

   Example: You want to create a field for your student’s nicknames. Since nicknames tend to be short, select the checkbox in a row that allows for 10 (10) characters, and then enter Nickname in the Label field.
7. On the pop-up, repeat step 6 to create each custom field. Click **Save**.

8. Now enter values for the custom fields. Go to the Scores page for this course section, and then click the **Student Information** icon in the Name column.

9. Click the **Student Data** tab, and enter information for each field you created:

![Coffey, Blake](image)

10. Click **Save**.

11. To create custom fields for another course section, repeat steps 4 - 10.

**Note:** Create custom fields for each course section as needed. If you created a Nickname field for Algebra I section 001, it is only available for students in that section. Repeat the steps for your students in Algebra I section 002.
Using Digital Content in Your Classroom

2 hours

Description

Each day, you fill your classroom with content that your students refer to, investigate, critique, and analyze. You need to be able to find and share files, and organize them for future use. You can:

- Use My Resources to store, organize, and share digital content.
- Take advantage of My Resources’ Google Docs feature. Link to your own Google Docs for homework assignments. It’s easy to distribute them, share personalized feedback, and enter grades—all without touching a single piece of paper.
- Go to the Quest tab to find and share reliable, appropriate digital resources (great for students, too).

Participant Objectives

- Add your Google email address to Aspen.
- Grant Aspen access to Google Docs.
- Search and save resources from Quest.
- Share Google Docs and resources with students.
- Attach resources to assignments.
Activities

- Add your Gmail address to Aspen.
- Grant Aspen access to Google Docs.
- Search Quest for resources.
- Add content from Quest to My Resources.
- Import a Google Doc to your My Resources.
- Add resources to assignments.
Resources
For more information on this training and to complete the Plan and Apply sections, refer to the following resources.

Quick Reference Guides:

- My Resources
- Google Docs
- Quest

To access these resources:

- Go to Help > Help Center > Training Materials.

Note: You can also access online Help from the Help menu.
Plan

Use the space provided to record your answers to the following questions.

1. Do you use digital content in your lessons? How do you find and store the digital content?

2. Are you familiar with Google Docs? Have you used them in your classroom?
Guided Exercises
Follow along with your Aspen trainer to practice the following skills. Mark the checkboxes as you complete each task to help you keep your place.

Set Up Google Docs
Link your Google Docs account to Aspen.

☐ Add your Gmail address to Aspen.

☐ Grant Aspen access to Google Docs.

Use Quest and Store Resources

☐ Search the Quest tab for sources that support your lessons.

☐ Add a weblink to My Resources that you could use for a lesson.

☐ Find a website aligned to a standard you will teach.

☐ Import a Google Doc to My Resources, if applicable.

Use a Resource in an Assignment

☐ Add a resource (including a Google Doc or digital resource you found in Quest) to an assignment on your Planner.
Apply

Now that you've participated in guided exercises, complete the following:

1. Find a video that will add to your students' knowledge of a topic, and share it with them.

2. Using Quest, if applicable, add each of the following to My Resources to use in lessons or assignments:
   - Website
   - One Search source from an encyclopedia
   - One Search source from an Internet library
   - One Search source from a reference database
   - Destiny resource (if available in your district)
   - Standard-aligned website
Assess
Using Digital Content in Your Classroom

Staff Name: ___________________________ Date: ______________________

Use the following rating scale to assess your level of understanding of the learning outcomes covered in the training.

<table>
<thead>
<tr>
<th>Rating Scale</th>
<th>Learning Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 I need more help.</td>
<td>Set up access to Google Docs.</td>
</tr>
<tr>
<td>2 I think I can figure it out with more practice.</td>
<td>Search for websites, databases, and Destiny resources.</td>
</tr>
<tr>
<td>3 I am comfortable doing this on my own.</td>
<td>Add digital content to My Resources.</td>
</tr>
<tr>
<td>4 I am proficient and can teach others.</td>
<td>Find standards-aligned resources.</td>
</tr>
<tr>
<td></td>
<td>Add resources to an assignment.</td>
</tr>
</tbody>
</table>

Notes:
Digital Resources in Aspen

Use Google Docs to Collaborate With Your Students

Within My Resources, you can add Google Docs™ as resources for your own use, to share with your students, and to attach to assignments. Google Docs let you create and upload text documents, spreadsheets, presentations and more.

Using Google Docs as a teacher has many advantages for your classroom, such as:

- **Online collaboration with your students:** Students work on the document online, and submit it online. Then, you can score and edit the document and make it available for the student to review.
- **Additional storage space for files:** Google Docs are stored in your Google account, freeing up space in your My Resources quota. All Google Docs users get 5GB of storage space for free.
- **Moving towards a paperless classroom:** With assignments assigned, completed, edited and scored online, the need for stacks of paper and copies in your room is drastically reduced.

Learn how to do the following:

- **Complete one-time Google Docs setup:** You can add Google access to your Aspen preferences with just a few clicks. Select any Google Doc from your account to associate it with an assignment.
- **Add a Google Doc to My Resources:** You can easily attach a Google Doc to a homework assignment once it has been uploaded to My Resources. My Resources serves as a central storage area for documents that can be shared with students.
- **Create an assignment using Google Docs:** When you attach a Google Doc to an assignment, you can select to make it student editable or read-only. If you make a Google Doc student editable, each student opens their own copy of the file, makes edits, and posts it back to you. If you make a Google Doc read-only, the student can view the document but not edit it.
- **Add a Google Doc to Group Resources so everyone in the class can collaborate on it:** On your class Page for a class, use the Group Resources widget to add a Google Doc. You can make the Google Doc read-only or student editable. If you select to make it student editable, each student sees their own copy of the file in My Resources. Group members can edit the document, and all changes are tracked. The original remains in Group Resources.
- **Review and score Google Docs:** You can enter comments and scores for a Google Doc posted or submitted by a student. You can also add the score to the Gradebook for students to view.
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 top-right corner of the page:

My Resources appears:
**Note:** Click **My Resources** again to close the **My Resources** window.

My Resources includes folders for organizing content. You can upload items from your local hard drive (such as PDF, Word, and PowerPoint files), or create them in My Resources (such as notes).

For example, you might have a folder in My Resources that contains your lesson plans. Within the lesson plan folder are individual folders for each unit. Within the unit folders are the actual daily lesson plans.

Each daily lesson plan folder contains weblinks to videos, document files for handouts, and PowerPoint presentations. You can access it all seamlessly from your Planner for the projector in your room. You can also drag and drop the handout files to attach them to your assignments on your Planner.

**Accessing My Resources in your Gradebook**

You can access My Resources when you create assignments in your Gradebook. Add resources to your assignments, or add or edit resources as needed, just as you would from the Planner or the 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**: You can also access My Resources from an assignment's details page (Gradebook > Assignments > select an assignment > Details).

---

**Adding Items to My Resources**

My Resources contains the following options on the **Add** menu:

- File
- Google Docs
- Note
- Lesson plan
- Weblink
- Folder
- Multiple files

---

**Adding My Resources to Assignments on Your Planner**

To share links and files with students on your Planner, do one of the following:

- Drag and drop resources from My Resources to a date on the calendar.
- Create a graded or ungraded assignment from the Planner tab, and then drag and drop resources to the **Resources Provided by Teacher** section of the New Assignment page.
- Edit an existing graded or ungraded assignment, and then drag and drop resources to the **Resources Provided by 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.
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 Student portal, the Quest tab includes up to four search tools to help teachers and students find 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.

- **One Search**: A school’s collection of subscription and free online databases.
- **Digital Resources**: A school’s digital resources, which might include Follett’s Resources Services, or another digital resources service.
- **Destiny**: A school’s library resources, available through a link to Destiny Library Manager.

When you find a link or resource worth saving, you can drag and drop it into My Resources. This way, you can instantly share it on a Page by placing it in a group folder, or store it in a personal folder to access when you need it.

For example, as a teacher, you might find a great website for students to use when completing tonight’s lesson. Drag and drop the link from the search tool on the Quest tab to a folder for that unit in My Resources:
Then, as you create the assignment, drag and drop the links from My Resources to the Resources Provided by the Teacher section. Your students can go to the Student portal to access the links and any other resources you provide for them:
**WebPath Express**

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

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

**To use WebPath Express:**

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

![Quest search interface](image)
3. Type a search term or phrase in the **Search** field.
4. Click **Search**. The search results from WebPath Express appear:
5. If there are too many results, you can 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](image)

### Option Description

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade Level (All)</td>
<td>Select one grade level to show only results for the selected grade level, or click <strong>All</strong> 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>Option</td>
<td>Description</td>
</tr>
<tr>
<td>--------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Domain [All]</strong></td>
<td>Select a domain suffix to show only results from one domain, or click <strong>All</strong> to show results from all domains. All domain suffix types that are included in the search results are included in this list.</td>
</tr>
<tr>
<td><strong>Topic [All]</strong></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>Option</td>
<td>Description</td>
</tr>
<tr>
<td>------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Format Type</strong></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>![Format Type]</td>
<td></td>
</tr>
<tr>
<td><strong>Source Type</strong></td>
<td>Select a source type to show results from one source type, or click <strong>All</strong> to show results from all source types.</td>
</tr>
<tr>
<td>![Source Type]</td>
<td></td>
</tr>
<tr>
<td><strong>Language</strong></td>
<td>Select a language to show results in one language, or click <strong>All</strong> to show results in all languages.</td>
</tr>
<tr>
<td>![Language]</td>
<td></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**.
One Search

One Search helps staff and students view and utilize the full range of their online subscriptions. Accessed via the Internet, One Search lets users see a complete list of 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:

<table>
<thead>
<tr>
<th>Select Databases</th>
</tr>
</thead>
<tbody>
<tr>
<td>Encyclopedias</td>
</tr>
<tr>
<td>Gale</td>
</tr>
<tr>
<td>Internet Libraries</td>
</tr>
<tr>
<td>Library Catalogs</td>
</tr>
<tr>
<td>Reference Databases</td>
</tr>
<tr>
<td>Search Engines</td>
</tr>
</tbody>
</table>

**National Science Digital Library**
- 41 matches
- The National Science Digital Library (NSDL) is a national network of digital environments dedicated to advancing science, technology, engineering, and mathematics (STEM) teaching and learning for all learners, in both formal and informal settings. NSDL is the focus of activity for the National Science Foundation's National STEM Distributed Learning program.

**Awesome Library**
- 7 matches
- The Awesome Library provides only resources that have been reviewed and found to be of high quality for our users. In that sense, all of the resources are highly rated at the time of review.

**Khan Academy**
- 13+ matches
- A free world-class education for anyone anywhere. The Khan Academy is an organization on a mission. We’re a not-for-profit with the goal of changing education for the better by providing a free world-class education to anyone anywhere.
5. Under **Select Databases**, click on each database type to select or deselect results to display:

### Select Databases

- **Encyclopedias**
  - Click **SelectAll** to show results from all encyclopedia subscriptions.
  - Click **SelectNone** to omit encyclopedia subscriptions from the results.
  - Select one or more encyclopedia subscriptions to include in the results.
  - Click **Apply Changes** to save your selections.

- **Internet Libraries**
  - Click **SelectAll** to show results from all Internet libraries.
  - Click **SelectNone** to omit results from Internet libraries.
  - Select one or more Internet libraries to include in the results.
  - Click **Apply Changes** to save your selections.

- **Reference Databases**
  - Click **SelectAll** to show results from all reference databases.
  - Click **SelectNone** to omit the results from reference databases.
  - Select one or more reference databases to include in the results.
  - Click **Apply Changes** to save your selections.
Digital Resources

Use a single search to find resources from several databases available on a Follett server.

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:

   - Generation FTR: ExerLearning rResearch CurriAssets
     Movement, Fitness, Dance and Learning For our full research paper on Generation FIT and ExerLearning, e-mail info@generationft.com or visit our blog at http://exerlearning.blogspot.com As Einstein so succinctly pointed out, “Learning is experience. Everything else is just information.” Plagued, the noted child development specialist studied by future teachers, labeled this learning sense/no sense and determined it was the child’s earliest form of learning. Since then, brain research has proven him both to be right ExerLearning® In times of diminishing financial resources, educators must make hard choices. Do dance, fitness skills, balance and physical education belong in the school budget? Are they fills or fundamentals? When classroom teachers are over-scheduled and busier than ever, is there time for movement exercise and dance in the learning environment? What exactly does brain research tell us about the relationship between the body and mind? For years, it seemed the educational and scientific communities believed that “thinking was thinking and movement was movement,” and never the two would meet. Maverick scientists envisioned links between thinking and movement for decades – but with little public support. Today, we know better. Educator, Judy Shasaki and researchers in Maine Dr. Ann Mackney and PA have accrued the research done in more than 200 studies. There is no denying the strong links between physical education, the arts – including dance, and cognitive learning. (More quantitative studies will be released in Summer 2007.) The estimated annual cost of obesity in the United States is about 100 billion dollars – 127 million dollars of which is related to obesity in children six to 17. And with obesity come the corresponding dangers of high blood pressure, stroke, cardiovascular disease, diabetes, and even cancer. A 1993 study showed that only tobacco causes more deaths per year than the nearly 300,000 deaths brought on by inactivity and poor nutrition. So, obviously, we want our children to get and stay active! Can we add activity while enhancing academic success? YES! For those who place greater importance on the functions of the mind than on the functions of the body, there’s important news here, too. More movement makes smarter kids. Recent brain research has demonstrated a connection between the cerebellum, the part of the brain previously associated with motor control only, and such cognitive functions as memory, spatial orientation, attention, language, and decision making, among others. And that’s not even all that the research shows! Take a look at this exciting study of ZERO Hour PE and research by Dr. James Ratey, and more from the PE4Life website.

   - Angle Bisectors and Perpendicular Bisectors CurriAssets
     Topic: Mathematics
     This resource has been contributed by Winpossible, and can also be accessed on their website by clicking here - Angle Bisectors and Perpendicular Bisectors. Here, you'll explore how we can construct angle bisectors and perpendicular bisectors. Of course, you need to do practice to perform construction. During learning with the help of video lesson you'll be able to discover the meaning of a bisector and perpendicular and have answer to the question how the steps shown are going to work. A bisector is a line or ray which divides a geometric figure into two congruent figures. E.g. a line or ray which divides an angle in two angles of equal measure is called an angle bisector. In case of ABC, BD is the bisector as it splits the angle into two angles of equal

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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:

   ![Search Results](image)

   **Mark Twain:**
   - **Mark Twain:** banned, challenged, and censored
     - Author: Housle, Michelle M.
     - Profiles the life of nineteenth-century author Mark Twain, and discusses the controversy over two of his best-known...
   - **Mark Twain:**
     - Author: Aller, Susan Bivin.
     - Chronicles the life of nineteenth-century American author Mark Twain, describing his youthful adventures on the...
   - **Mark Twain:**
     - Author: edited and with an introduction by Harold Bloom.
     - Presents critical analyses from the nineteenth and twentieth century on the works of Mark Twain, covering personal and...
   - **The trouble begins at 8:** a life of Mark Twain in the wild, wild West
     - Author: Fleischman, Sid. 1920-2010.
     - A narrative account of the childhood and youth of nineteenth-century writer Mark Twain. Includes period engravings,...

   ![Narrow Your Search](image)
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 <strong>All</strong> to show results from all authors.</td>
</tr>
</tbody>
</table>

- **Author [All]**
  - **All**
    - Alter, Susan Bivn. (1)
    - Amosko, Michelle (1)
    - Ashmore, Wayne, (1)
    - Bodden, Valerie, (1)
    - Coravantes, Peggy, (1)
    - Densl, Mary Ann L. (1)
    - Fleischman, Sid, (1)
    - Holme, Nall, (1)
    - Labbury, Roger, (1)
    - MacLeod, Elizabeth, (1)
    - Meyers, Karen, (1)
    - Nault, Jennifer (1)
    - Phillips, Jerry (1)
    - Twain, Mark (1)
    - Vickers, Rebecca (1)
<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject [All]</td>
<td>Select a subject to only show results on that subject, or select All to show results on all subjects.</td>
</tr>
<tr>
<td>Genre [All]</td>
<td>Select a genre to only show results from that genre, or select All to show results from all genres.</td>
</tr>
<tr>
<td>Series [All]</td>
<td>Select a series to only show results from that series, or select All to show results from all series.</td>
</tr>
<tr>
<td>Option</td>
<td>Description</td>
</tr>
<tr>
<td>--------</td>
<td>-------------</td>
</tr>
<tr>
<td>-</td>
<td>Select a language to only show results in that language, or select <strong>All</strong> to show results in all languages.</td>
</tr>
</tbody>
</table>

- **All**
- English (300)
- French (1)
- Spanish (1)
**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 page appears:

   ![WebPath Express Interface](image)

   - **Browse Subject**
     - English Language Arts - Framework - 2015 [K-12]
     - Mathematics - Framework - 2011 [K-12]
     - Mathematics - Framework - 2012 [K-8]
     - Science - Standards - 2012 [K-12]
     - Social Studies - Standards - 2012 [K-12]
     - Music - Standards - 2006 [K-12]
     - Visual Arts - Standards - 2006 [K-12]
     - World Language - Standards - 2006 [K-12]
     - Technology - Standards - 2006 [K-12]

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 you are interested in.
6. At **Standard**:
- Click the learning standard to review it.
- Click Find It to browse the supporting websites for this learning standard.
Using the Planner

The Planner tab in the Staff view is an online teacher plan book. On this page, you can create, view, and edit assignments for your sections, as well as manage personal appointments:

- **Curriculum view**: See which map topics (units) and lesson plans to cover each day, according to the curriculum map defined for this course.
- **Events view**: Create and view your assignments and personal appointments.
- **Lessons view**: Create and view lesson plan notes and resources you create for lessons outside of a district curriculum map.

Before you use your Planner:

- Define your Planner settings, which include the colors you want to use to identify your classes.
- Determine the information that displays on the Planner, such as which classes and which dates.

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 share.

Your Planner contains three views:
**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><strong>Show Weekends</strong></td>
<td>Select this checkbox if you want to see Saturdays and Sundays on your planner.</td>
</tr>
<tr>
<td><strong>Activate Reminders</strong></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. <strong>Note</strong>: If you select this checkbox and you view information for all of your sections on your Planner, your Planner could contain many assignment reminder lines for each date. This function is primarily intended for students to remind them that they are supposed to be working on something.</td>
</tr>
<tr>
<td><strong>Color</strong></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 <strong>OK</strong>. Within each class section, you can click <strong>All Categories</strong> to open the Category pick list. Select only the assignment categories you want to appear in the color you selected for the class. <strong>Note</strong>: The colors for appointments is set by the My Events color.</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:

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.
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:

![Planner screenshot](image)

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><img src="image" alt="Icon 1" /></td>
<td>Indicates that this assignment has information you can download and review.</td>
</tr>
<tr>
<td><img src="image" alt="Icon 2" /></td>
<td>Indicates that this assignment applies to other linked sections.</td>
</tr>
<tr>
<td><img src="image" alt="Icon 3" /></td>
<td>Indicates that the assignment has an attachment.</td>
</tr>
<tr>
<td><img src="image" alt="Icon 4" /></td>
<td>Indicates that the assignment is private; it does not appear in the Student and Family portals.</td>
</tr>
<tr>
<td><img src="image" alt="Icon 5" /></td>
<td>Indicates that the assignment is public, and its grades and details appear in the portals.</td>
</tr>
<tr>
<td>Icon</td>
<td>Description</td>
</tr>
<tr>
<td>------</td>
<td>-------------</td>
</tr>
<tr>
<td><img src="image" alt="Icon" /></td>
<td>Indicates that the assignment details are public, but the grades do not appear in the portals.</td>
</tr>
</tbody>
</table>
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:

![Planner interface with options to add assignments]

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

5. Click Save.
Wrap Up
Thank you for participating in today’s Aspen Teacher Gradebook training. Try to use the skills you learned as soon as possible, while they are fresh in your memory.

Course Survey
Follett wants to hear what you have to say. Your feedback helps us improve current and future courses to better meet your needs.
Course Survey: www.folletsoftware.com/contactdata
Course Task ID (provided by instructor): __________________________
Zip Code (confirm with instructor): _______________________________