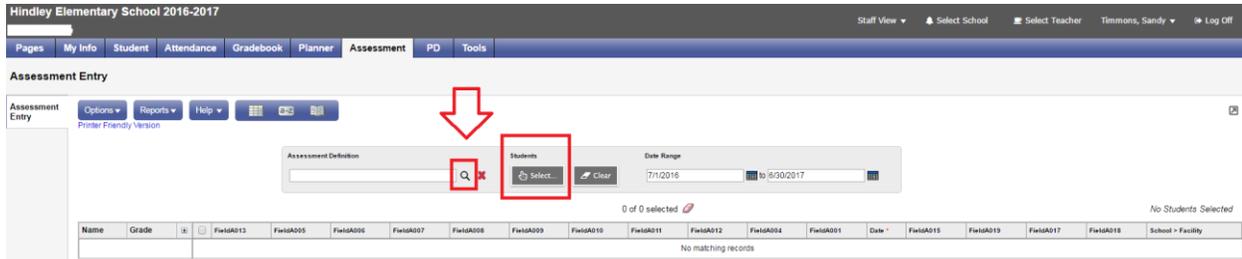


Instructions on how to enter Assessments for Groups of Students

To enter assessment information:

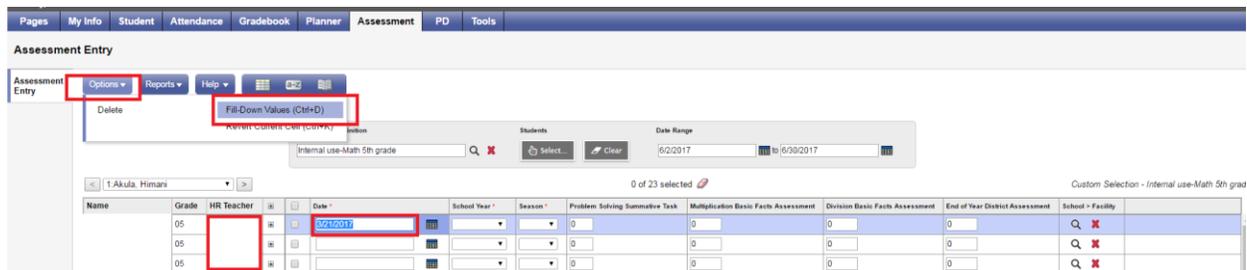
1. Log on to Aspen and select the top tab Assessment by clicking the tab.
The Assessment Entry page appears:



2. At Assessment Definition, Click the . The Assessment Definition Pick List appears.
3. Select the Assessment definition you want to enter information for, and then click OK.
4. At Students, click Select. The Assessment Entry Multi-Add pop-up appears.
5. Select the group of students you want to enter information for. In your case it will be students in my class.
6. Click OK.
7. The Assessment Entry page lists the students in your homeroom class. Any assessments for the current year will display or a blank assessment record appears for data to be entered.
8. In the School Year column, add the current date in the first student listed. Once this field is populated, remain on this student (the School year column will be highlighted in a darker color letting you know this is the column you are entering data for)

Name	Grade	HR Teacher	School Year *	Term *	Problem Solving Summative Task	Multiplication Basic Facts Assessment	Division Basic Facts Assessment	End of Year District Assessment	School - Facility
					0	0	0	0	Q X
					0	0	0	0	Q X
					0	0	0	0	Q X

9. Go to Options, Select Fill-Down Values from the menu. This will populate the School Year field for all the students in your list.



10. Repeat this process for the column of Term (previously Season).

There should only be one Assessment line per Term, per student with all the appropriate columns completed for the term you are assessing. All data should be on one line even if you assess a column on a different day than another column, you will enter it all on one line.

If you assess the student during the same Term, you will not enter this information in Aspen. The next time you enter an assessment in Aspen will be during the next Term window period.

- Enter the assessment information for each student. Aspen automatically saves the assessment record once you enter it.
- Do Not Write over the data already entered for the any prior assessment.

Note: To quickly move across rows and down columns, press **TAB** or use your arrow keys. You can also click directly in a cell.

If you do not see the correct fields you need to complete, you might need to change the field set so the correct ones appear. To change the field set, go to the box that looks like a grid box and select the Assessment you are wanting to score from the list.



If this is NOT the first Assessment for the Assessment definition you want to score, please follow the below instructions (For example: Fall 2, Winter, Spring). You will NO longer use the symbol  to add a new assessment.

- Follow steps 1-5.

- In the Date Range field, change the first date to the current date. There is no need to change the second date. (This date is last day of the calendar year for the current school year)



- A new empty Assessment should appear.

- In the School column, add the current date in the first student listed. Once this field is populated, remain on this student (the School year column will be highlighted in a darker color letting you know this is the column you are entering data for)

Name	Grade	HR Teacher	School Year *	Term *	Problem Solving Summative Task	Multiplication Basic Facts Assessment	Division Basic Facts Assessment	End of Year District Assessment	School > Facility
					0	0	0	0	Q X
					0	0	0	0	Q X
					0	0	0	0	Q X

- Go to Options, Select Fill-Down Values from the menu. This will populate the School year field for all the students in your list.

The screenshot shows the 'Assessment Entry' interface. At the top, there is a navigation bar with tabs: Pages, My Info, Student, Attendance, Gradebook, Planner, Assessment, PD, Tools. Below this, the 'Assessment Entry' section has a menu with 'Options', 'Reports', and 'Help'. The 'Options' menu is open, showing 'Delete' and 'Fill Down Values (Ctrl+D)'. Below the menu, there is a search bar for 'Internal use-Math 5th grade' and a date range field set to '6/2/2017' to '6/29/2017'. A table below shows assessment data for three students. The 'Date' column for the first student is highlighted with a red box and contains the value '6/21/2017'. The table has columns for Name, Grade, HR Teacher, Date, School Year, Season, Problem Solving Summative Task, Multiplication Basic Facts Assessment, Division Basic Facts Assessment, End of Year District Assessment, and School - Facility.

Name	Grade	HR Teacher	Date	School Year	Season	Problem Solving Summative Task	Multiplication Basic Facts Assessment	Division Basic Facts Assessment	End of Year District Assessment	School - Facility
	05		6/21/2017			0	0	0	0	Q X
	05					0	0	0	0	Q X
	05					0	0	0	0	Q X

18. Repeat this process for the column of Term (previously Season).

19. Enter the assessment information for each student. Aspen automatically saves the assessment record once you enter it.

20. Do any of the following as needed:

- To delete an assessment record, select the checkbox in that row, and then click Options>Delete.
- To print the assessment information, click Printer Friendly Version at the top of the page.
- To see all Assessments for the current year, change the date range back to 7-1-(current year) in the first date range field.