

## 5.1 Release Notes

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### *Enhancements to Aspen SIS and IMS*

#### *All users*

#### **Mobile enhancements**

All users can now access Pages from their mobile devices, including their:

- district's home page
- school's home page
- group's Pages, through the Page Directory

Pages support these features:

- widgets, such as Resources, Blogs, and Banners
- full HTML Announcements display
- Calendars and Planner

Parents now have access to published reports from the mobile site, and can use smart mobile devices to access report cards and other documents.

Aspen Mobile is now available on the Windows Phone 8.


#### **New student alerts**


Two new student alerts are available.

The Cross-Enrollment alert :


- indicates that a student is taking classes or receiving services at more than one school.
- appears on student details pages, on the Student List (if the Alerts column is in the field set) and in the gradebook score grid.

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Clicking  displays details of the student's cross-enrollments.

The Daily Absence alert  :

- indicates a student was marked absent for all or part of a day.
- appears on student details pages, on the Student List (if the Alerts column is in the field set) and in the gradebook score grid.

Clicking  displays details such as the date and the attendance code entered when daily attendance was taken. If your school takes class attendance, the period number, class name, number, and attendance code for each period of absence appear.

### *District, school, and system administrators*

#### **Student registration enhancements**

Enhancements to student registration refine the process for finding student matches in Aspen (and avoid duplicate student records). These enhancements allow you to:

- Customize the display of registration matches in the Student Registration wizard with a new [preference in the Membership category](#). The matching students' names appear in a pick list for the registrar to review, along with the fields specified here.
- Limit the display of registration matches in the Student Registration wizard through new strict search criteria, specified in the [Root Organization's Membership preferences](#). You can determine whether to return exact matches to the last name, gender, and date of birth entered, and/or matches for birth dates within 45 days of the birth date entered.
- Specify required sibling search criteria for registrars when they enroll a student who is related to an active student. The search criteria are selected in a new [Root Organization Membership preference](#).

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- View an enhanced alert when attempting to enroll a student who is already active in the district. The alert appears in the Student Registration wizard and lists the student's name, some limited demographic data, and contact information for the student's school and district.
- Create a former school association record when a student withdraws, if specified in the [Root Organization's Membership preference](#).

### Student Demographic Change widget

As a School view user, the new Student Changes widget gives you a quick way to see changes to your students' demographic information. Choose to view changes made that day, or over the past seven, 30, or 60 days. Each row in the widget displays the student's LASID and name, as well as the field that was changed, date and time of the change, and the name of the person who changed the student record. Click on an entry in the widget to see more detailed information, including the field's previous and current values (School view, **Pages**).

### Cross-enrollment features

Enhancements to cross-enrollment make it easier for schools to manage and track students who take classes or receive services at more than one school, a primary school and one or more secondary schools. The new features include:

- Two new Root Organization preferences determine how students become associated with their secondary schools.
- A new cross-enrollment alert  appears on student details pages, on the Student List (if the Alerts column is in the field set) and in the gradebook score grid. Clicking  provides details of the student's cross-enrollments.
- A report lists the cross-enrolled students within a specified date range for school users. The user determines whether to print all of their primary students who are cross-enrolled at other schools, all of their secondary students (primary enrollments at other schools), or all cross-enrollments (both groups).

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- A new student status, **Active No Primary**, indicates a student has withdrawn from his or her primary school but remains active at a secondary school. When a user attempts to enroll a student with this status in the Student Registration wizard, an informational pop-up appears indicating the student's status and listing contact information for the secondary school.

### **New Current Members filter**

The new Current Members filter enables schools to see active students as of today's date (School view, **Student**). The filter excludes students with a future enrollment date or who have been withdrawn from the current school.

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

#### **Calendars**

Root Organization administrators can now give Intermediate Organizations the ability to initialize calendars for themselves and their schools and staff with a [new General preference](#). Also, in the Calendar Initialization wizard, a new **Initialize schools** checkbox lets users initialize a calendar for all of their schools at one time, or select just a subset of the schools listed.

#### **Course catalogs**

Root Organizations and Intermediate Organizations gain support for managing their course catalogs.

- Root Organization users can determine whether course attributes are owned by the Root Organization or Intermediate Organization and can restrict courses from Intermediate Organizations.
- Intermediate Organization users determine whether course attributes are owned by their organization or their schools, and can restrict courses from individual schools.
- Schools can edit course attributes designated as school-owned.

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These specifications are pushed down from the Root Organization to the Intermediate Organization and from the Intermediate Organization to the schools through [Schedule preferences](#).


### Teachers

**Track class attendance by period** A new [School preference](#) in the Class Attendance category lets teachers take attendance during each period of a class that spans more than one period. If selected, teachers can select the appropriate period from a drop-down menu when taking attendance in the following ways:


- Staff view, **Attendance > Class > Input**
- Staff view, **Gradebook > Seating Chart**
- Staff view, **Attendance > Class > Seating Chart**
- Staff view, **Attendance > Class > Trends Enable Attendance Buttons**

The Trends grid can now display more than one attendance code for a multi-period class. For instance, if a student was marked absent (A) during Period 1 but arrived tardy (T) during Period 2, the grid would show A, T for that class. (School view, **Attendance > Class Trends**. Select a class, and click **Trends** on the **Class Trends** side-tab. Staff view, **Attendance > Class**. Select a class and click **Trends** on the **Class** side-tab).

### Daily Absence alert

The **Daily Absence alert**  indicates that a student was marked absent for all or part of a day. The alert appears:

- on student details pages
- on the Student List, if the Alerts column is in the field set
- in the gradebook score grid

Clicking  displays details such as the date and the attendance code entered when daily

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attendance was taken. A Class Absence(s) section appears if your school takes class attendance and a student has at least one class attendance absence record for the current day. It shows the period number, class name, number, and attendance code for each period the student was marked absent.

### Added Functionality for Intermediate Organization Users

Aspen's 5.1 release offers several enhancements to Intermediate Organization users, including several that were previously only available to Root Organization level users. Some enhancements are also available to schools. The new enhancements affect:

#### Roles management

Administrators at the Intermediate Organization level can now create, delete, and modify security roles for users associated with their organization. (Intermediate Organization view, **Admin > Roles**.)

#### Qualification Lists

Qualification lists are a way to search for and list students who meet one or more grade criteria. Intermediate Organization users can now manage their own Qualification Lists (Intermediate Organization view, **Grades > Qualification Lists**). They can:

- add, edit, and delete Qualification Lists owned by their organization.
- review Qualification Lists owned by the Root Organization, but they cannot modify or delete them.

Root Organization users can view an Intermediate Organization's Qualification Lists by using an Intermediate Organization-level view.

#### GPA definitions

Intermediate Organization users can now create and modify their own GPA definitions (Intermediate Organization view, **Grades > GPA**) and:

- add, edit, and delete GPA definitions owned by their organization.
- review GPA definitions owned by the Root Organization, but they cannot modify or delete them.

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Root Organization users can view an Intermediate Organization's GPA definitions by using an Intermediate Organization-level view.

### Management of reference codes

Reference codes can now be maintained at the Intermediate Organization level (Intermediate Organization view, **Admin > Data Dictionary**).

- Root Organization administrators designate a reference table as modifiable at the Root Organization, Intermediate Organization, or school level.
- Intermediate Organization-level administrators can hide codes and add new codes to reference tables that are designated for their level.
- School administrators can hide codes and add new codes to reference tables designated for the school level.

### Imports definitions

Intermediate Organization administrators can now define imports for their organization level (Intermediate Organization view, **Tools > Imports**).

Aspen restricts the imports so that they only affect that Intermediate Organization's data.

### Assessments definitions

Intermediate Organization-level users can:

- define, modify and delete assessment definitions that are owned by their organization in the Intermediate Organization view (**Assessment > Assessment Definitions**).
- browse, create, update, and delete student assessment records in the Intermediate Organization view (**Assessment > Assessment History**).

### Comment banks (for Intermediate Organizations and schools)

Intermediate Organization-level users can create their own comment banks and comments (Intermediate Organization view, **Admin > Comments**).

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School-level users can create school-owned comment banks and comments (School view, **Admin > Comments**).

In the Staff view, staff members can create comments within the banks provided to them by the school, Intermediate Organization, and Root Organization (Staff view, **Tools > Comments**).

Intermediate Organization, School, and staff users can view, but not edit, comment banks and codes created by their parent levels. However, they can create comment bank codes for comment banks created by their parent levels.

In the Root Organization view, privileges were added to the Instructor role to create, read, update, delete, and mass update comment banks (Root Organization view, **Admin > Roles**).

### **Schedule report jobs (for Intermediate Organizations and schools)**

Users at the Intermediate Organization level can add, modify, or delete scheduled jobs (Intermediate Organization view, **Tools > Jobs**).

Reports, procedures, imports, and exports are designated as scoped by school, Intermediate Organization, or Root Organization.

In the Intermediate Organization view, only reports scoped to the Intermediate Organization and schools can be scheduled.

School-level users can add, modify, or delete scheduled jobs (School view, **Tools > Jobs**).

### **Support iReport formats at the Intermediate Organization (District) level**

The **Reports** side-tab appears under the **Tools** tab in the Intermediate Organization view, if specified by the Root Organization preference (Intermediate Organization view, **Tools > Reports**).

Intermediate Organization administrators can now copy and modify the iReport format for

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reports scoped to their Intermediate Organization or schools.

Intermediate Organization users can save and share report formats within a district or school using the **Reports** menu, and can limit access to reports to a subset of schools or specified security roles.

### Access logging in the Intermediate Organization (District) and School views

Intermediate Organizations and schools can track user access log information for users who are associated with them.

- In the Intermediate Organization view, administrators can view a list of user access log entries for users within their district (**Admin > Access Log**).
- In the School view, school administrators can view a list of log entries for users in their school (**Admin > Logs > Access Log**).

### Roles enhancement

An enhancement to roles enables Intermediate Organization-level administrators to:

- add new security roles for their organization.
- copy a Root Organization role, and modify it and save it for use at their level.
- see roles created by their organization and their Root Organization.

(Intermediate Organization view, **Admin > Security > Roles > Details**).

### User accounts enhancement

Enhancements to user accounts enable Intermediate Organization-level administrators to create, delete, and modify user accounts (reset passwords, enable, disable, and assign or remove roles) for users associated with their organization (Intermediate Organization view, **Admin > Users**, and the Create User Accounts wizard from **Student** and **Staff** tabs).

### *Users who also have Aspen IMS (formerly Curriculum & Learning)*

### Mobile enhancements

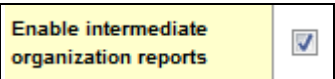
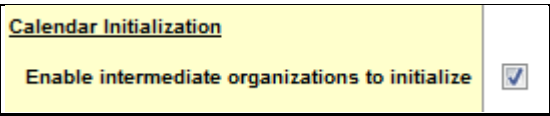
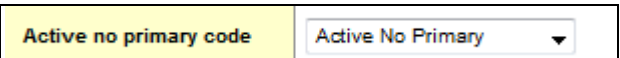
For customers who also have Aspen IMS (formerly “Curriculum & Learning”) as an integrated curriculum and learning module, teachers can now view the New Assignment header and manage the following tasks related to quizzes:

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- Create online quizzes.
- Access the question bank.
- Preview a quiz.
- View class analytics for an online quiz in real time.
- Review individual student analytics for a quiz.

Parents can now preview a quiz, and students can access and complete a quiz directly from their smart mobile device.

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<i>New or updated preference</i>	<i>Where to access</i>	<i>Description</i>
<p>New <b>District (Root Organization) General</b> preference</p>  <p>The screenshot shows a yellow box with the text 'Enable intermediate organization reports' and a checked checkbox to its right.</p>	<p>District (Root Organization) view, <b>District (Root Organization) &gt; Setup &gt; Preferences &gt; General</b> category</p>	<p>If you use Intermediate Organizations, this field determines whether the <b>Reports</b> side-tab appears under the <b>Tools</b> tab in the Intermediate Organization view. If enabled, users can save and share report formats within an organization or school. Can also limit access to reports to specified schools or security roles.</p>
<p>New <b>District (Root Organization) General</b> preference</p>  <p>The screenshot shows a yellow box with the text 'Calendar Initialization' and 'Enable intermediate organizations to initialize' with a checked checkbox to its right.</p>	<p>District (Root Organization) view, <b>District (Root Organization) &gt; Setup &gt; Preferences &gt; General</b> category</p>	<p>Allows the Root Organization to specify whether Intermediate Organizations can initialize and modify calendars for themselves and their schools and staff. If selected, the Root Organization administrator will initialize calendars for the Root Organization level only. If not selected, the Root Organization administrator will manage calendars for the Root Organization and for Intermediate Organizations and their schools.</p>
<p>New <b>District (Root Organization) Student</b> preference</p>  <p>The screenshot shows a yellow box with the text 'Active no primary code' and a dropdown menu showing 'Active No Primary'.</p>	<p>District (Root Organization) view, <b>District (Root Organization) &gt; Setup &gt; Preferences &gt; Student</b> category</p>	<p>Allows a Root Organization user to select a new status, <b>Active No Primary</b>, for cross-enrolled students who have withdrawn from their primary school, or whose primary school is not in Aspen.</p>

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### New District (Root Organization) Student preference

<b>Student Journal</b>	
Do not allow editing of entries by others	<input checked="" type="checkbox"/>


District view, **District > Setup > Preferences > Student** category


Determines which teachers can edit a student journal. When deselected, any teacher associated with a student can edit the student's journal. When selected, the journal is read-only for all teachers except the owner.


### New District (Root Organization) Student preferences

<b>Cross-Enrollment Alerts</b>	
Allow on student pages	<input checked="" type="checkbox"/>
Allow in gradebook	<input checked="" type="checkbox"/>

District (Root Organization) view, **District (Root Organization) > Setup > Preferences > Student** category

The new cross-enrollment alert  indicates if a student is taking classes or receiving services at more than one school.

When **Allow on student pages** is selected,  appears next to a student's name in the breadcrumbs on student details pages and on student lists that have an Alerts column in the field set.


When **Allow in gradebook** is selected,  appears next to the student's name in **Gradebook > Scores**, if allowed by a teacher's gradebook preferences.


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### New District (Root Organization) Student preference

Daily Absence Alerts	
Allow on student pages	<input checked="" type="checkbox"/>
Allow in gradebook	<input checked="" type="checkbox"/>

District view (Root Organization), **District (Root Organization) > Setup > Preferences > Student** category

The new Daily Absence alert  indicates that a student was marked absent for all or part of a day.

When **Allow in student pages** is selected,  appears next the student's name in the breadcrumbs on student details pages and on student lists that have an Alerts column in the field set.

When **Allow in gradebook** is selected,  appears next to the student's name in the **Gradebook > Scores**, if allowed by a teacher's gradebook preferences.

### New District (Root Organization) Membership preferences

Allow push of students to secondary schools	<input checked="" type="checkbox"/>
Allow pull of students into secondary schools	<input checked="" type="checkbox"/>


District view (Root Organization), **District (Root Organization) > Setup > Preferences > Membership** category

These **Student/School Association** preferences pertain to students who take classes or receive services at secondary schools (called cross-enrollments), and determine how students become associated with their secondary schools.

If **Allow pull of students into secondary schools is selected**, a registrar at the secondary school can select or “pull” a student into their school using **Create Secondary School Associations** (School view, **Student > Options**). No action is required from the student's primary school.

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### New District (Root Organization) Membership preference

Fields to display on registration matches	Grade level 
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District view (Root Organization), **District (Root Organization) > Setup > Preferences > Membership** category

Specifies the fields users see when a match is found when using the Student Registration wizard. A Student Pick List appears listing the matching students name(s) and the fields selected here.

### New District (Root Organization) Membership preference

<u>Student Registration</u>	
Use strict search	<input checked="" type="checkbox"/>
DOB matching window (+/- 45)	<input checked="" type="checkbox"/>

District view (Root Organization), **District (Root Organization) > Setup > Preferences > Membership** category





Specifies the search criteria Aspen uses to find matching students when a user enrolls a student with the Student Registration wizard. Student matches appear in a Student pick list for the user to review.

If **Use strict search** is selected, the Student Pick List shows exact matches to the last name, gender, and date of birth entered in the Student Registration wizard.

If **DOB matching window (+/-45)** is selected, the Student Pick List displays students whose names match and whose birth dates are within 45 days of the birth date entered.

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### New District (Root Organization) Membership preference

Sibling Search Criteria	
Required fields 	Last name 
Additional fields 	Phone 1 

District view (Root Organization), **District (Root Organization) > Setup > Preferences > Membership** category

Determines the fields used to make (and display) student matches when users enroll students with the Student Registration wizard and click the **Search for related student** field. The user selects the fields and specifies the number fields that must match in order to appear in the search results.

Aspen uses the criteria specified here, as well as the strict search criteria (last name, gender, date of birth), if the new **Use strict search** preference is also selected.

### New District (Root Organization) Membership preference

Former school association on withdrawal	<input checked="" type="checkbox"/>
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District view (Root Organization), **District (Root Organization) > Setup > Preferences > Membership** category

Creates a former school association record when a student withdraws from a primary or secondary school. The record appears on **Student > Membership > Schools**.

### New District (Root Organization) Membership preference

On primary withdraw, withdraw from secondary	<input type="checkbox"/>
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District view (Root Organization), **District (Root Organization) > Setup > Preferences > Membership** category

This preference pertains to students who are cross-enrolled (taking classes or receiving services simultaneously at a primary and one or more secondary schools) but then withdraw from the primary school. If selected, the student will be withdrawn from all secondary schools when withdrawn from the primary school. If deselected, the student remains active at the secondary school with a status of "Active no primary."

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### New District (Root Organization) Daily Attendance preference

Attendance cycle locking	<input checked="" type="checkbox"/>
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District view (Root Organization), **District (Root Organization) > Setup > Preferences > Daily Attendance** category

Gives attendance secretaries a lock-down feature, specifying that changes cannot be made for a certain number of days.

### New Intermediate Organization and School Class Attendance preferences

Track class attendance by period	<input type="checkbox"/>
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Intermediate Organization view, **Intermediate Organization > Setup > Preferences > Class Attendance** category

Allows teachers to take attendance during each period of a class that spans more than one period.

School view, **School > Setup > Preferences >**

**Class Attendance** category


### New District (Root Organization) Grade preference

Enable Transcript Column Attributes	<input checked="" type="checkbox"/>
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District (Root Organization) view, **District (Root Organization) > Setup > Preferences > Grade** category

Enables Intermediate Organizations and schools to modify some transcript column attributes, such as text comment length.

### New District (Root Organization) Schedule preference

Organization level for catalog	District (Intermediate) 
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District (Root Organization) view, **District (Root Organization) > Setup > Preferences > Schedule** category

Enables a Root Organization to specify who is responsible for managing the course catalog and its attributes. If an Intermediate Organization is selected here, each Intermediate Organization can create a course catalog that is a subset of the Root Organization's catalog, provide each of its schools with courses, and specify who owns the course attributes.



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New **District (Root Organization) Schedule** preference

Auto update district (intermediate) course	<input checked="" type="checkbox"/>
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District (Root Organization) view, **District (Root Organization) > Setup > Preferences > Schedule** category

Allows the Root Organization to determine whether an Intermediate Organization course will automatically be updated when changes are made to a Root Organization course. This update occurs if the scheduling field is owned by the Root Organization.

New **Intermediate Organization Schedule** preference

Course number mask 	<input type="text"/>
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Intermediate Organization view, **Intermediate Organization > Setup > Preferences > Schedule** category

Specifies a course naming convention for Intermediate Organizations, when more than one school course within the same school shares the content from the same Intermediate Organization course.

New **Intermediate Organization Schedule** preference

Auto update school course	<input checked="" type="checkbox"/>
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Intermediate Organization view, **Intermediate Organization > Setup > Preferences > Schedule** category

Indicates whether the Intermediate Organization wants Aspen to automatically update a school course when changes are made to an Intermediate Organization course. This update occurs if the scheduling field is owned by the Intermediate Organization.

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### Changes to User Roles and Privileges

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

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

<b><i>New or updated privilege</i></b>	<b><i>Default roles affected</i></b>	<b><i>Description</i></b>	<b><i>Where to access</i></b> <i>District view, Admin &gt; Security &gt; Roles &gt; Details</i>
New System Table: <b>Tool Source Code</b>		Used by Reports, Procedures, Imports, Exports	<b>Core</b> category
New System Table: <b>Health Job</b>		Previously, Health Job was combined with the Health Medication Order Security Table. Now Health Job has its own security privileges.	<b>Health</b> category
System Table: <b>Student Attendance</b>  New "Override Cycle Locking" privilege in Student Attendance Table			<b>Student</b> category  Student Attendance Table  Other

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System Table: <b>Course</b> New "Modify Course Description" privilege in Course Table			<b>Schedule</b> category Course Table Other
System Table: <b>Comment Bank Table</b>	Privileges enabled for: Instructors	Privilege added to the Instructor role.	<b>Core</b> category