

Grades 1-5 Progress Reports 2015-2016

Process Overview and FAQs

The Grade 1-5 Progress Reports (formerly called Conference Forms) document students' growth and development of Essential Learning Expectations (ELEs) for each grade level. The Progress Reports are an important part of teachers' communication with parents and guardians, and create a longitudinal view of students through their elementary years. Using technology will ease the work of creating, storing, and sharing this information.

Beginning in 2015-2016, Grades 1-5 Progress Reports will be entered and maintained in Aspen. This will enable teachers to input data centrally, principals & teachers to review reports at any time, and parents to access their child's progress report via the Parent Portal. Instructions for this process follow on subsequent pages.

The table below summarizes what to expect for 2015-2016

Timing	All Students	Special Education & ELL
Fall, 2015	Parent/Guardian conference & written Progress Report using Aspen.	Written Progress Report
Spring, 2016	Parent/Guardian conference only. No written Progress Report	Written Progress Report
End of Year, 2016	Written Progress Report using Aspen	~~

Digital Grades 1-5 Progress Reports & the Parent Portal

Entering Grades 1-5 Progress Report information in Aspen:

- Starting October 14th, teachers can enter information into the Grades 1-5 Progress Reports in Aspen and can enter information and data until December 11th.
- Achievement levels can be entered and revised as often as needed until the December 11th deadline is reached.
- Once the achievement levels are final for a given student or classroom, and the teacher is ready to print the report, the teacher should *POST* the grades. At this point, a copy of the Progress Report can be printed to use for discussion purposes during a conference.
- If, following the conference, the teacher would like to update a *posted* grade; they can simply update the grade and post again.
- Schools will be responsible for tracking completion rates and maintaining deadlines through close communication with teachers.

Access to Grades 1-5 Progress Report information via the Parent Portal:

- All parents grades PK-12 now have access to their student's information on the Aspen Parent Portal. This includes basic demographic, contact, schedule, attendance, and transcript information.
- Once grades are *POSTED* they are technically visible in the Parent Portal. They are difficult to find, however, and we will not be instructing parents on how they can find this information.
- On December 18th, Grade 1-5 Progress Reports will be published to the Parent Portal in PDF format all at once. Once the Progress Reports are *PUBISHED*, parents can log in and download their child's Progress Report. Published reports will only be mailed to families who are unable to access the Parent Portal. *Published reports are final.*

High Level Timeline

Fall, 2015	
October 14	Aspen opens for teachers to begin entering Progress Report information
November 6 – December 9	Fall conference window
Friday, December 11	<u>All Progress Reports must be completed in Aspen; all grades must be posted by teachers</u>
Friday, December 18	<ul style="list-style-type: none"> • PSB will publish all Grades 1-5 Progress Reports as PDFs to individual Parent Portals. • Principals will email parents/guardians to notify them that Progress Reports are available for download & viewing on the Portal

Spring, 2016	
March 1	Aspen opens for teachers to begin entering Progress Report information
April 6 – May 3	Spring conference window
Tuesday, June 14 <i>(OR 4 days before end of school)</i>	All Progress Reports must be completed in Aspen; all grades must be posted by teachers
Friday, June 17 <i>(OR last day of school)</i>	<ul style="list-style-type: none"> • PSB will publish all Grades 1-5 Progress Reports as PDFs to individual Parent Portals. • Principals will email parents/guardians to notify them that Progress Reports are available for download & viewing on the Portal

Details & Exceptions

Translations/Non-English Speaking Families

- Translated versions of the Grades 1-5 Progress Report will be available for download from the landing page of the Parent Portal.
- For languages not available for download, an interpreter will be provided.
- Comments sections of Progress Reports will be translated upon request to ELL.
- Schools are responsible for tracking the needs of families who indicated they need oral and/or verbal translations (this information is available in Aspen).

Families Without Portal Access

- Some families do not have or do not maintain email addresses, or are otherwise unable to access the Parent Portal. Schools will be responsible for keeping track of which families need a printed copy of the Progress Report mailed to them. Information on who requires a printed copy is available in Aspen as field "Send Paper Verification".

Please see the handy dandy list of FAQs that start on the next page.

FAQs for Grade 1-5 Progress Reports

Your Principal, Vice-Principal, school-based ETS are collaborating with Central Office staff to make sure all teachers have the support they need to learn how to complete the Progress Reports on time. If you have more questions after reading the Quick Reference Guide and these FAQs, please see the list of people who can support you further that is at the end of this FAQ.

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**1. How do I enter Achievement Levels?**

As in the past, you will need to type in DEV, ESTB, etc. Type these abbreviations in all CAPITAL letters. Do not modify these abbreviations in any way (ex: DEV+). You can also use enter Achievement Levels by typing “Control L” which will open a menu. Select the correct Achievement Level and then click OK. ,

**2. What do I do if I accidentally enter in the wrong Achievement Level?**

Retype the correct Achievement Level or type “Control L” to get the Achievement Level menu, then enter in the correct level.

**3. How do I know if I entered an Achievement Level correctly?**

The Score Description will automatically enter to the right of the Achievement Level. If the Score Description does not fill in, then the Achievement Level has been entered incorrectly.

**4. Is there a word limit for the narrative section?**

Yes, the narrative section has a 500-character limit. Please remember that the narrative section is only used in the Fall.

**5. How do I save the information I’ve entered for a student’s Progress Report?**

The information you enter is saved automatically. It will be there the next time you log in.

**6. Who can see what I am entering?**

With the exception of your building principal and Aspen technical administrators, the only person with access to the Progress Report to enter or view data is the classroom teacher. For example, a Special Educator cannot view a student’s Progress Report. However, once data is posted, it is visible in the student’s transcript, but not as a report on the Parent Portal.

**7. When do I need to “POST”?**

Teachers should POST information *only if they want to print out a copy of a student’s progress report*. For example, before a conference, a teacher may print a copy of what has been entered to share with the parent and student. All teachers must post for every student by the final deadline on December 11<sup>th</sup>.

**8. Can I just POST for one student?**

No, when you POST, the reports for all students in that subject area will be posted to the transcript tab.

**9. Once I POST, who can see the Progress Report?**

Once you post, it is possible, but not easy, for a parent to navigate through to the transcript tab on the Parent Portal, *so only post what you plan to print and share with parents or students*.

**10. After I POST, can I still make changes to a student’s Progress Report?**

Yes, you can make changes even after you post. You can make changes until the final deadline of December 11<sup>th</sup>. Changes will not show up in the transcript until you post again.

**11. What happens when a teacher POSTS the information that s/he has entered?**

When a teacher POSTS the data, Aspen sends it to the transcript table, which allows you to print out a copy of what you have entered. It is still a draft. If you add more information or comments into this student's record, that information won't be added to the transcript until you POST again. *Only post when you want to print, because the posted data is visible in the transcript tab.*

**12. When I try to run a report and print it, nothing happens. What should I do?**

Check the Pop-up Blocker on our browser (Safari, Firefox, Chrome, etc.) and make sure to turn it off. The report has to launch a new Pop Up window in order to print and if you are blocking Pop Ups then you won't be able to create a report.

**13. The report I printed doesn't show all of the information I have entered into the student's records?**

Make sure you have POSTED for all subject areas and comments before you print a record. You have to POST for every subject area and comment. If you haven't posted since you added information, the most recent information will not be printed.

**14. What is "PUBLISHING"?**

When the district PUBLISHES the Progress Reports on December 16, Aspen automatically creates a PDF of what has been posted, and sends it to the Parent Portal. At that point, the Progress report is final and no longer editable. Once the districts PUBLISHES the reports on December 16<sup>th</sup>, all parents/guardians will receive an email notifying them that their child's Progress Report is available in the Parent Portal.

**15. After Fall Publishing, what is visible to Parents?**

Parents will see the PDF of the fall report. They will not be able to see the new data you are entering for the second half of the year. That will only become visible in June, when the Progress Report is published again.

**16. Who enters information for Long Term Substitutes?**

**If you are a long term substitute teacher filling in for a teacher on leave**, please do not use the other teacher's log in to access Aspen. If you need an account or if you log in and discover that you can't see your students or rosters, please contact Joanne Shaughnessy ([joanne\\_shaughnessy@brookline.k12.ma.us](mailto:joanne_shaughnessy@brookline.k12.ma.us)) with your name, the teacher you're filling in for, and the class(es) you teach to get an Aspen account.

**17. What if I need support or have more questions? Who should I ask?**

*Do you need an Aspen Account?*

Email Charles Chang at [charles\\_chang@brookline.k12.ma.us](mailto:charles_chang@brookline.k12.ma.us)

*Did you forget your Aspen user account or password?*

Email [datateam@brookline.k12.ma.us](mailto:datateam@brookline.k12.ma.us).

*Do you need some help completing your first couple of Progress Reports?*

First ask for support from your colleagues at your school. Your school will have an Administrative Point Person, an Educational Technology Specialist, and at least a few early adopters who can walk through your first few students with you. If teachers at your school need additional support, please contact Amy Martin ([amy\\_martin@brookline.k12.ma.us](mailto:amy_martin@brookline.k12.ma.us)) or Ben Lummis ([ben\\_lummis@brookline.k12.ma.us](mailto:ben_lummis@brookline.k12.ma.us)).

