

Grades 1-5 Progress Reports 2015-2016

Step by Step Instructions & Quick Reference Guide

Teacher’s Guide to Entering Achievement Levels in Aspen – Grades 1-5 Progress Reports

The high-level steps in this process involve:

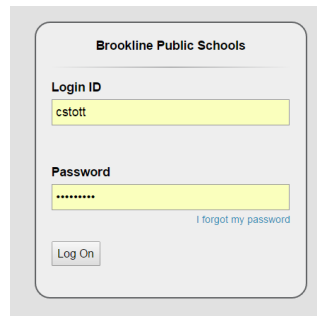
- Logging in to Aspen and accessing the Gradebook
- Entering achievement levels for each ELE by subject area, either individually by student or for a class all at once
- Posting once achievement levels are final
- Running & printing the Progress Report
- Publishing the Progress Report to each student’s Parent Portal (central office will take care of this step)

Aspen will be open to input progress report achievement levels and will close for additional updates on the following dates. **Please note that reports are FINAL once they are published.**

Progress Report Cycle	Begin entering grades	All grades must be posted	FINAL reports published to Portal
Fall, 2015	Monday, October 5	Friday, December 11	Monday, December 14
End of Year, 2016	Monday, April 1	Tuesday, June 14**	Friday, June 17**
<i>**These dates will be adjusted for snow days.</i>			

To log in to Aspen:

- Go to <https://www.sis.brookline.k12.ma.us>
- Enter your login and password.



If you have forgotten your password, please try to reset it using the “I Forget My Password” link. Note that it will ask you for your email address, which is case sensitive. If you need assistance, email datateam@brookline.k12.ma.us.

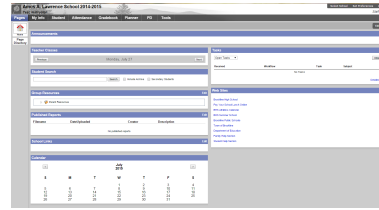
If you are a long term substitute teacher filling in for a teacher on leave, you should never use the other teacher’s log in to access Aspen. If you need an account or if you log in and discover that you can’t see your students or rosters, please contact Joanne Shaughnessy (joanne_shaughnessy@brookline.k12.ma.us) with your name, the teacher you’re filling in for, and the class(es) you teach.

Entering ELE achievement levels (“grades”) for students in Grades 1-5 – GETTING STARTED

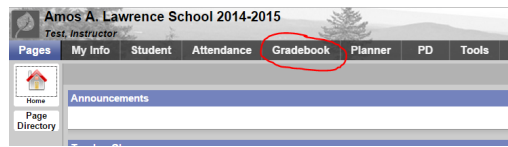
Suggestions for teachers:

- Enter achievement levels for students as you know them. It is best to enter them as they are final and to leave students blank if their grades are not yet final, to avoid confusion.
- When you are ready to print a progress report for a student, post the grades. Note that you will need to post grades every time you enter a new final grade.
- If you decide to change a grade after posting, or if you need to fill in a blank grade after posting, simply update the grade and re-post.

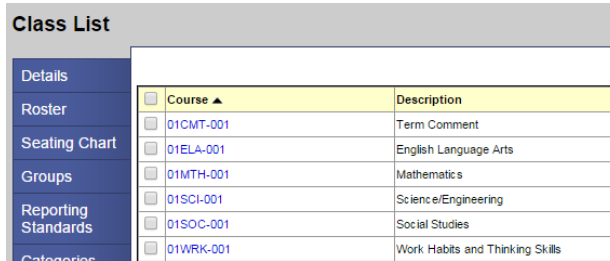
1. Log in to Aspen. You will see a screen that looks like this.



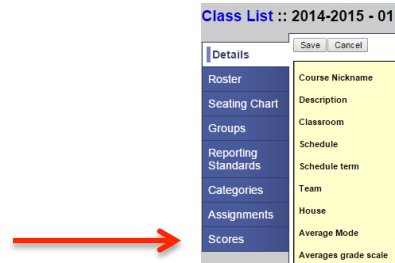
2. Click on Gradebook



3. Select the subject area for which you would like to enter achievement levels. Term Comment is the one you will use to enter comments on the report.



4. Click on the **Scores** link on the left hand navigation bar. This opens the gradebook.

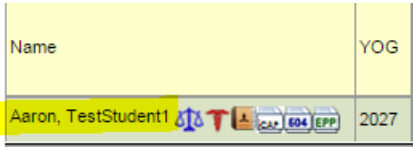
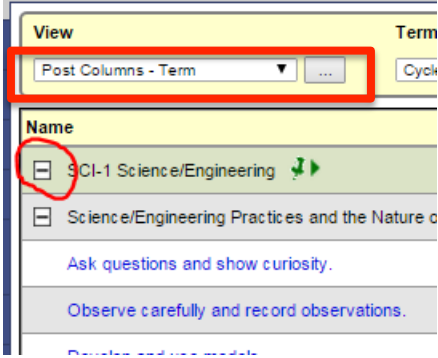
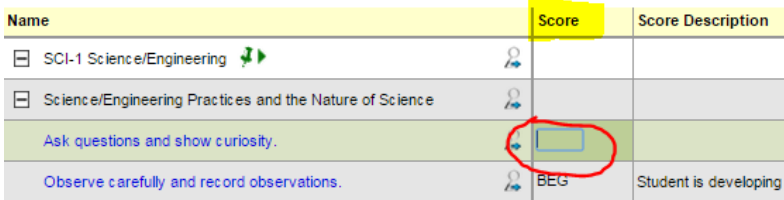
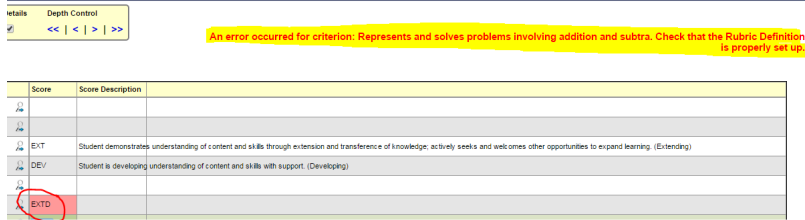
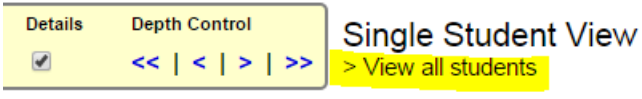


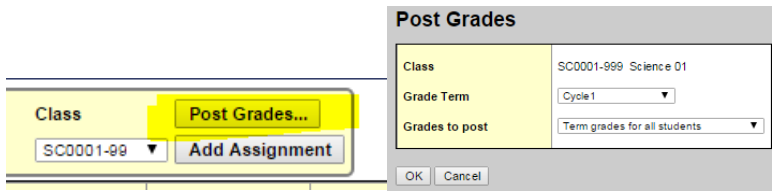
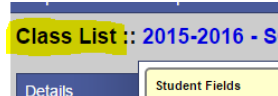
- **Term:** Be sure that this dropdown indicates the term for which you are currently entering scores.
 - Cycle 1 = Fall Cycle 2 = Spring/End of Year
- **Post Grades:** This is the button you will use when you have finished entering all scores for Q4Grds and/or prior to printing a report.
 - **Columns:** Each column is a separate ELE in the given subject
 - **Student name column:** Each student’s name is a hyperlink.

Class List :: 2014-2015 - 02MTH-001 - Mathematics

Student Fields	Grade Columns	Term	Status	Class	Post Grades...			
Default Fields	Post Columns - Term	Q4	Enrolled <input type="radio"/> Withdrawn <input type="radio"/>	02MTH-001	Add Assignment			
Name	YOG	Q4Grd Mathematic Makes sens	Q4Grd Mathematic Communicat	Q4Grd Operations Represents	Q4Grd Operations Adds and s	Q4Grd Operations Works with	Q4Grd Number and Understand	Q4Grd Number and Uses place
Aaron, TestStudent2	2018							

Entering ELE achievement levels – ONE STUDENT AT A TIME

<p>1. Click on the student’s name. This will open the Single Student View.</p>																
<p>2. Confirm that you are working on the correct student; his/her name will be at the top of the screen.</p> <ul style="list-style-type: none"> Where it says VIEW, select “Post Columns - Term” fro the drop down menu. You can expand or condense the list of ELEs using the +/- sign on the left. The uppermost +/- sign (next to the name of the subject) will expand the full list of ELEs. To review the full text of each ELE, click on the ELE blue text. 																
<p>3. Click in the box to the right of each ELE in the Score column. A small text box will appear. Type the achievement level in this box in All CAPITAL LETTERS. After the level is entered, a full description of that level will appear to the right.</p> <p>4. You can also type “Control L” and a menu will appear with the Reporting Key abbreviations. You can click on any one and it will appear in the box you are working in.</p> <p>5. You can use the tab key on your keyboard to move down the list of ELEs.</p> <p>**The scores will be automatically saved.**</p>	 <table border="1" data-bbox="724 1062 1503 1260"> <thead> <tr> <th>Name</th> <th>Score</th> <th>Score Description</th> </tr> </thead> <tbody> <tr> <td>SCI-1 Science/Engineering</td> <td></td> <td></td> </tr> <tr> <td>Science/Engineering Practices and the Nature of Science</td> <td></td> <td></td> </tr> <tr> <td>Ask questions and show curiosity.</td> <td></td> <td></td> </tr> <tr> <td>Observe carefully and record observations.</td> <td>BEG</td> <td>Student is developing</td> </tr> </tbody> </table>	Name	Score	Score Description	SCI-1 Science/Engineering			Science/Engineering Practices and the Nature of Science			Ask questions and show curiosity.			Observe carefully and record observations.	BEG	Student is developing
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<ul style="list-style-type: none"> If you type an achievement level that does not match the approved options OR is not in all CAPS, the Score Description will not fill in. Review the allowed levels, delete the incorrect level and re-enter the correct achievement level. 																
<p>6. Once you have entered scores for all of the ELEs, click on View All Students to return to the course roster.</p>																

<p>7. If you have completed data entry for the student and you are ready to print the Progress, click on Post Grades. **When you post grades for one student you will post them for ALL students in that same subject area.**</p> <p>8. Be sure the correct Cycle is selected in the Grade Term and click OK.</p>	
<p>9. Click on Class List to return to the list of all subjects and select the next course/subject.</p>	
<p>Continue this process for each subject in the progress report (English Language Arts, Mathematics, Science, Social Studies, Health (if relevant))</p>	
<p>All achievement levels must be entered and posted, in all subjects and for all students, by the end of the day on the final day of the window. Once Progress Reports are published, they are final.</p>	

Some Additional Quick Hints & Tips for Aspen:

- Make sure your Pop-Up Blocker is turned off for the browser (Firefox, Safari, Chrome, etc) that you're using.
- Don't use the back button. This could overwrite or lose information.
- Don't open two Aspen windows in the same browser. This could overwrite or lose information.
- There is a **Recommendation** column beside the list of names in the rosters. This can be ignored for now. 8th grade teachers will use this later on in the year to enter next year BHS course requests for their students.
- **If teachers are using Safari as their browser**, they should not hit the space bar 2 times in a row when typing free text comments. This creates question marks and other symbols to be inserted into the text of the comment. Hitting the space bar just one time between sentences should prevent this problem.
- Teachers should **not copy and paste free text comments from a Microsoft Word** document. This also causes symbols to be inserted into the text. Copying and pasting from Notepad is fine.

Entering ELE achievement levels – FULL ROSTER OR MANY STUDENTS AT ONCE

1. When you are in **Gradebook** top tab, **Scores** side tab, you'll see a list of all students in your class for the given subject.

- Each student is a row; each ELE is a column.
- The cells for each ELE-Student combination will become a text box when you click on them

Class List :: 2014-2015 - 03SOC-001 - Social Studies

Details	Student Fields	Grade Columns	Term	Status	Class	Post Grades...			
Roster	Default Fields	Post Columns - Term	Q4	<input checked="" type="radio"/> Enrolled <input type="radio"/> Withdrawn	03SOC001	Add Assignment			
Seating Chart	Name	YOG	Q43rd Historical Make ethnic	Q43rd Historical Use eviden	Q43rd Geography Represent	Q43rd Geography Demonstrat	Q43rd History Analyze th	Q43rd History Assess the	Q43rd History Investigat
Groups	Aaron_TestStudent3	2018	ESTB	DEV	N/A				
Reporting Standards	Aaron_TestStudent6	2018	DEV	NY	BEG				
Categories	Aaron_TestStudent7	2025	EKT	BEG	DEV				

2. Click in the cell for the first ELE-Student combination you want to enter.
3. Type in the achievement level.
4. If you want to continue adding levels/scores for that particular student, hit the **Tab** button on your keyboard to move to the next ELE.
5. If you want to continue down the column, adding levels for that particular ELE for each student, hit the **Enter** button on your keyboard to move to the next student.
- If you type an achievement level that does not match the approved options, you will get a red error message. Review the allowed levels, delete the incorrect level, and retype.
6. The scores will be automatically saved.

An error occurred for criterion: Represent the important political and physical features of M. Check that the Rubric Definition is properly set up.

Term	Status	Class	Post Grades...	Q43rd Geography Represent	Q43rd Geography Demonstrat	Q43rd History Analyze th	Q43rd History Assess the	Q43rd History Investigat	Q43rd Civics Inter the	Q43rd Civics Provide ex	Q43rd Economics Define and	Q43rd Economics Explain t	Q43rd Research a Gather inf	Q43rd Research a Write op
Q4	<input checked="" type="radio"/> Enrolled <input type="radio"/> Withdrawn	03SOC001	Add Assignment											
				EKT										
				BEG										
				DEV										
				N/A (0.33)										

7. If you have completed data entry for the student and you are ready to print the Progress Report OR if you have completed data entry for the whole class, all ELEs, click on **Post Grades**.
8. Be sure the correct Cycle is selected in the Grade Term and click OK.

Class: SC0001-99

Post Grades...

Add Assignment

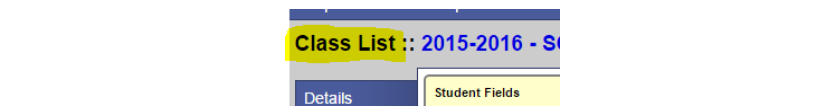
Class: SC0001-999 Science 01

Grade Term: Cycle 1

Grades to post: Term grades for all students

OK Cancel

9. Click on **Class List** to return to the list of all subjects and select the next course/subject you want to work on.



Continue this process for each subject in the progress report (English Language Arts, Mathematics, Science, Social Studies, Health (if relevant))

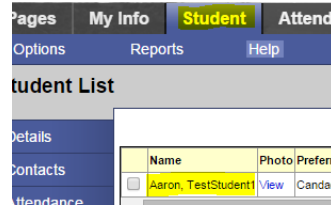
All achievement levels must be entered and posted, in all subjects and for all students, by the end of the day on the final day of the window. Once Progress Reports are published, they are final.

Printing or viewing the Progress Reports

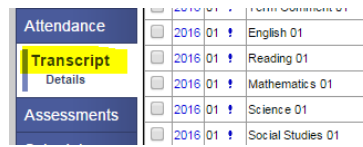
To prep for an in-person conference during which you want to present the progress report to the parent/guardian, you will need to run the Progress Report in Aspen. This should be done after you have finished entering the achievement levels in all subjects for a given student/subset of students or for all students on the roster. After you've entered the levels for a given subject, you must click POST in order for the achievement levels to carry over to the progress report.

When you have finished entering the achievement levels in all subjects for a given student (or subset of students) or all students on the roster, you can print the progress reports.

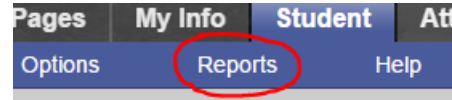
1. Click on the **Student** top tab.
2. Your full roster will appear in the Student List.
3. Select the student for whom you want to print the Progress Report by clicking on his or her name



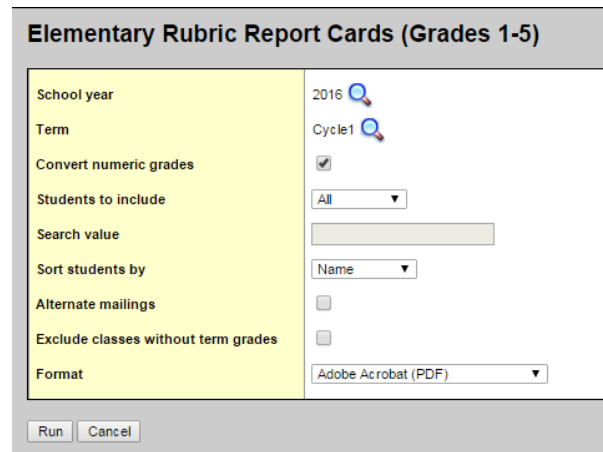
4. Click on the **Transcript** side tab



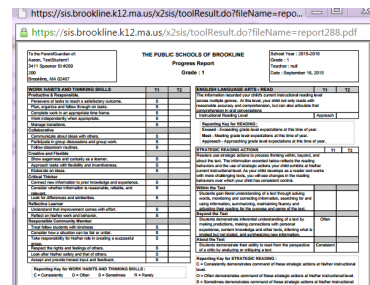
5. Click on **Reports** then choose *Elementary Rubric Report Cards (Grades 1-5)*



6. In the popup box that appears, select the following. Use the magnifying glass to look up year and cycle options:
 - **School Year** = 2016 (or year for which you want to print)
 - **Term:** Cycle 1 (Fall) or Cycle 2 (Spring/EOY)
 - Leave **Students to Include**, **Search Value**, & **Sort Students By** as is
 - **Alternate mailings** should be unchecked
 - **Exclude classes without term grades** should be unchecked
 - **Format** = PDF
 - Click **RUN**



Your progress reports will show up in a popup box.



To print or save them, hover your mouse in the box, towards the lower right. A second popup will appear at the bottom. Select the floppy disk icon to save the document. Select the printer icon to print it.

