

Finding Your Way Around Aspen IMS

60 minutes

Description

Knowing your way around Aspen IMS makes it easy to find, edit, and print the information you need. Aspen IMS organizes your district's information by tabs and side-tabs, like a folder and file system.

In this lesson, you will learn how to use tabs, as well as the side-tabs and menus (*Options*, *Reports*, and *Help*) available on each tab.

Prerequisites

None

Participant Objectives

- Navigate views, tabs, and side-tabs.
- Use **CTRL + F**, the record navigation bar, and page controls.
- Use the **Reports** menu.
- Access and use the **Help** menu.

Activities

- Answer questions regarding what groups of students, staff, or parents you want to search.
- Become familiar with Aspen IMS naming conventions.
- Understand the basic organization of information in Aspen.
- Navigate and use list pages.
- Use menus.
- Access and use help resources.

Resources

For more information on this lesson and to complete the *Plan* and *Apply* sections, refer to the following resources. These are available in Aspen from the **Help** menu, **Videos**. You can also

access online Help from the **Help** menu.

Quick Reference Guides:

- Basic Navigation
- Showing and Omitting a Record
- Finding Records
- Mass Updating and Modifying Lists
- Reports
- Getting Help

Plan

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

1. What kinds of information will you need to access and manage in Aspen IMS? For example, will you need to access information for all students in the school, user account information, or your gradebook?
2. What kinds of materials do you like to use when you have a question about using a software program? Online Help? A printed user guide you can follow along with or reference using a table of contents and index? A quick reference card you can post at your desk?
4. What kinds of reports would you like to be able to create for a list of records?

Apply

Now that you've taken an in-depth look at your basic needs in Aspen IMS, complete the following in the order listed:

1. Locate the settings bar.
2. If you have access to more than one view, change to a different view.
3. Locate the **Student** tab.
4. Display *Active students only* on the list.
5. Sort the list by homeroom.
6. Print the list exactly as it appears on the Student List.
7. Access the Aspen online Help topic to help you view student contacts.
8. Use the record navigation bar to access the next student on the list.
9. Use the page control drop-down to quickly jump to students whose last names begin with P.
10. Use **CTRL + F** to find a student.
11. Use the breadcrumbs to return to the Student List.

Assess

Staff Name: _____ Date: _____

Finding Your Way Around Aspen

Use the following table to confirm that you successfully completed each task, and to make any notes:

I can...	Do this in Aspen...
	Log on to Aspen.
	Locate the tabs and side-tabs I need to work with.
	Use a Quick Print.
	Access Aspen online Help and other resources.
	Use the page control drop-down on list pages to find records.
	Use the record navigation bar to move through records.
	Use CTRL + F to find a record on a list page.
	Locate and use breadcrumbs to return to pages I was using.
	Locate and run reports.
Notes:	

Basic Navigation

Aspen IMS is your district's Instructional Management System. It contains your district's curriculum, and provides your teachers with virtual classroom space to engage students in learning. IMS works seamlessly with their Aspen gradebooks to enter and track student progress.

- [Settings bar](#)
- [Tabs, side-tabs, and sub-tabs](#)
- [Menus](#)
- [Fields](#)
- [Field sets](#)
- [Breadcrumbs](#)

Using the Settings Bar

The settings bar is at the top right-hand corner of every page in your Aspen IMS:

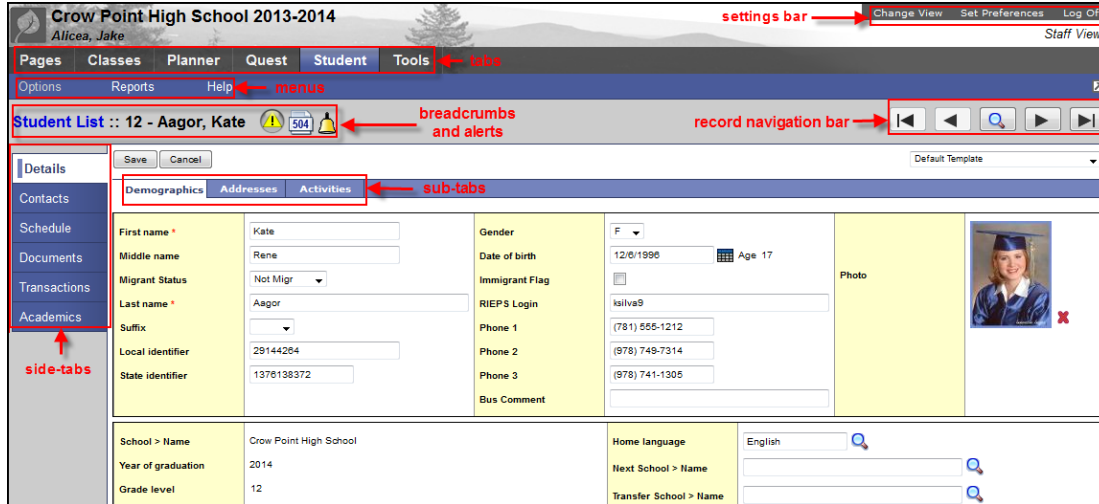


On the settings bar, you can do the following:

- Click [Set Preferences](#) to set your user preferences when using Aspen. For example, you can change your password or indicate that you want to be warned to save information when editing a column on a list.
- Click [Log Off](#) to log off from the system. For security reasons, it is important to log off before leaving your desk. Closing the browser window without first logging off from Aspen keeps the user session open. To minimize security risks, always click **Log Off** before closing the browser window.

Use Tabs, Side-Tabs, and Sub-tabs

Aspen is similar to a filing cabinet – it organizes folders of information with tabs, side-tabs, and sub-tabs:



The same tabs appear at the top of each page so that you can quickly access another folder of information.

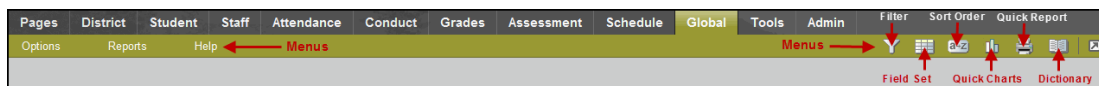
Note: The tab you select is a different color than the rest.

After you click a tab, side-tabs specific to that tab appear on the left side of the page.

Note: To quickly access information on a sub-tab for a specific record, select that record's checkbox and then click the side-tab.

Using Menus

For every tab, menus appear below the tab names:



Depending on the page, a combination of the following menus appears:

- [Options menu](#)
- [Reports menu](#)
- [Help menu](#)
- [Field Set menu](#)

- [Filter menu](#)
- [Sort Order menu](#)
- [Quick Chart menu](#)

Use Breadcrumbs

Aspen leaves breadcrumbs at the top of each page to remind you of the path you took to access the page you are currently using:

The screenshot shows the Aspen software interface. At the top, there is a breadcrumb trail: **Pages** > **Classes** > 2013-2014 - OA300-007 - Biology H & Lab. The **Classes** breadcrumb is highlighted in blue. Below the breadcrumb is a form for adding a student to a class, with fields for ID, First Name, Last Name, and Gender. Below the form is a table of enrolled students.

Local ID	Name	YOG	Homeroom	Roster Status
<input type="checkbox"/> 29741482	Anderson, Cole	2015	315	Enrolled

The breadcrumbs contain each page you accessed to arrive at the current page. For example, the user in the screenshot above clicked the **Classes** tab, and selected the *AP Biology* class.

Any breadcrumb in blue is a link to that page. For example, if you click **Class List**, the list of your classes appears.


Use breadcrumbs to quickly return to the most recent pages and information you used.

Note: If you use your browser's **Back** button for navigation, you will get errors. Instead, use breadcrumbs and the tabs at the top of every page to navigate the system.

Show Selected

Use the **Show Selected** option to narrow down the group of records you need to view or work with just this one time.


Use **Show Selected** when you only need to keep a small portion of the records you are currently viewing. Use **Omit Selected** when you only need to remove a small portion of the records you are currently viewing.

To return to viewing the entire list, click the **Filter** menu , and click **All Records**.

Note: If there is a group of records that you work with regularly, it makes sense to create a query or snapshot of those records instead.


To use the 'Show Selected' option:

1. Go to any list page, such as the Student List:

Pages School Student Staff Attendance Conduct Grades Assessment Schedule Global									
Options Reports Help									
Student List									
Details		1: Ackerman, James		0 of 760 selected 				Primary Active Students	
	Name	LASID	SASID	Grade	Homeroom	DOB	EnrStatus	Email 1	
<input type="checkbox"/>	Ackerman, James	293479	1345564569	11	C107	8/19/1992	Active	jackerman@comcast.com	
<input type="checkbox"/>	Adam, Monique	206544	1302499311	11	E207	1/20/1993	Active	madam@blueyonder.com	
<input type="checkbox"/>	Adams, Tyler	297230	1652226004	12	D107	7/10/1991	Active	tlewis@worldmail.com	
<input type="checkbox"/>	Aldoriso, Mingle	232039	1172991282	10	4	11/13/1993	Active	maldoriso@eudora.com	
<input type="checkbox"/>	Allen, Diana	208672	1129254645	09	E107	12/26/1993	Active	dallen@scf.com	
<input type="checkbox"/>	Alper, Heather	248235	1062556430	11	C206	11/15/1993	Active	halper@blueyonder.com	
<input type="checkbox"/>	Amico, Elaine	244040	1304051361	12	B206	8/20/1991	Active	epilla@hotmail.com	
<input type="checkbox"/>	Amico, Joseph	205314	1215480988	11	H201	1/2/1993	Active	jamico@eudora.com	
<input type="checkbox"/>	Amico, Timothy	241387	1062645502	09	GYMA	1/14/1995	Active	tamico@eudora.com	
<input type="checkbox"/>	Anderson, Isabella	283490	1260305854	09	B105	5/12/1995	Active	ipost@earthlink.com	
<input type="checkbox"/>	Anderson, Lee	260687	1208266062	10	D114	2/24/1994	Active	lvenkatesh@earthlink.com	
<input type="checkbox"/>	Anderson, Margaret	236301	1395487850	11	C108	6/20/1992	Active	manderson@comcast.com	
<input type="checkbox"/>	Anderson, Rose	255264	1188397751	12	C108	5/3/1992	Active	rAnderson@eudora.com	

2. Select the checkboxes next to the names of the students you want to view.

Note: The number of records you selected appears in the record counter

12 of 760 selected 

To quickly deselect these records, click the **Eraser** icon .

3. From the **Options** menu, click **Show Selected**:

The screenshot shows the 'Student List' page in the Follett Aspen system. The interface includes a navigation menu at the top with options like Pages, School, Student, Staff, Attendance, Conduct, Grades, Assessment, Schedule, and Global. Below the menu, there are tabs for Options, Reports, and Help. The main content area is titled 'Student List' and features a table of student records. The table has columns for Name, LASID, SASID, Grade, Homeroom, DOB, EnrStatus, and Email 1. A red circle highlights the text '0 of 12 selected' above the table, and another red circle highlights the text 'Custom Selection' in the top right corner of the table area. The table contains 12 rows of student data.

	Name	LASID	SASID	Grade	Homeroom	DOB	EnrStatus	Email 1
<input type="checkbox"/>	Skorupka, Raddy	243858	1015018177	12	C284	8/14/1992	Active	
<input type="checkbox"/>	Gildea, Anne	244172	1086262222	09	M115	7/24/1995	Active	aabrahim@hotmail.com
<input type="checkbox"/>	Larsen, Ariana	236452	1319637174	11	B105	8/28/1993	Active	aaarnold@comcast.com
<input type="checkbox"/>	Balbio, Aaron	212884	1252179011	10	A201	6/27/1994	Active	abalbio@aol.com
<input type="checkbox"/>	Colpcys, Andy	279895	1103334720	12	Intern	1/8/1992	Active	abaratta@msn.com
<input type="checkbox"/>	Smith, Aaron	282960	1347765249	10	LABB	1/8/1994	Active	abarman@msn.com
<input type="checkbox"/>	Koert, Alice	266058	1229049414	09	B206	4/18/1995	Active	abarashi@comcast.com
<input type="checkbox"/>	Weng, Anthony	268512	1381656801	09	A209	1/21/1995	Active	abarhley@topica.com
<input type="checkbox"/>	Beardon, Andrew	212841	1071310016	09	A209	10/21/1994	Active	abarardon@yahoo.com
<input type="checkbox"/>	Bossi, Ann	200553	1357434960	11	D107	2/5/1993	Active	abossi@msn.com
<input type="checkbox"/>	Powell, Ashley	289793	1321650544	11	LABB	3/23/1993	Active	abuonopane@worldmail.com
<input type="checkbox"/>	Burke, Alan	223419	1226501816	09	D101	10/14/1994	Active	aburke@webfoot.com

The system displays only the records you selected. Notice that the text below the icons displays **Custom Selection** to alert you that you are viewing a list of students you filtered.

IMPORTANT: Your list page (in this case the Student List) should display only the records you want to perform a function for or that you want to include on a report. If you only select checkboxes for a few records and then run a report without clicking **Show Selected**, the report runs for all records – not just those you selected.

Omit Selected

Use the **Omit Selected** option to narrow down the group of records you need to view or work with just this one time.

Use **Omit Selected** when you only need to remove a small portion of the records you are currently viewing. Use **Show Selected** when you only need to keep a small portion of the records you are currently viewing.

To return to viewing the entire list, click the **Filter** menu , and click **All Records**.

Note: If there is a group of records that you work with regularly, it makes sense to create a query or snapshot of those records instead.


To use the 'Omit Selected' option:

1. Go to any list page, such as the Student List:

Pages School Student Staff Attendance Conduct Grades Assessment Schedule Global									
Options Reports Help									
Student List									
1: Adkerman, James 0 of 760 selected Primary Active Students									
Name	LASID	SASID	Grade	Homeroom	DOB	EnrStatus	Email 1		
<input type="checkbox"/> Adkerman, James	293479	1345564569	11	C107	8/19/1992	Active	jadkerman@comcast.com		
<input type="checkbox"/> Adam, Monique	206544	1302499311	11	E207	1/20/1993	Active	madam@blueyonder.com		
<input type="checkbox"/> Adams, Tyler	297230	1662226004	12	D107	7/10/1991	Active	tlewis@worldmail.com		
<input type="checkbox"/> Aldoriso, Mingle	232039	1172991282	10	4	11/13/1993	Active	maldoriso@eudora.com		
<input type="checkbox"/> Allen, Diana	208672	1129254645	09	E107	12/26/1993	Active	dallen@aol.com		
<input type="checkbox"/> Alper, Heather	248235	1062556430	11	C208	11/15/1993	Active	halper@blueyonder.com		
<input type="checkbox"/> Amico, Elaine	244040	1304051361	12	B206	6/20/1991	Active	epilla@hotmail.com		
<input type="checkbox"/> Amico, Joseph	205314	1215480988	11	H201	1/2/1993	Active	jamico@eudora.com		
<input type="checkbox"/> Amico, Timothy	241387	1062645502	09	GYMA	1/14/1995	Active	tamico@eudora.com		
<input type="checkbox"/> Anderson, Isabella	283490	1260305854	09	B105	5/12/1995	Active	ipost@earthlink.com		
<input type="checkbox"/> Anderson, Lee	260687	1208266062	10	D114	2/24/1994	Active	lvenkatesh@earthlink.com		
<input type="checkbox"/> Anderson, Margaret	236301	1395487850	11	C108	6/20/1992	Active	manderson@comcast.com		
<input type="checkbox"/> Anderson, Rose	256264	1188397751	12	C108	5/3/1992	Active	randerson@eudora.com		

- Select the checkboxes next to the names of the students you *do not* want to view.

Note: The number of records you selected appears in the record counter

40 of 760 selected 

To quickly deselect these records, click the **Eraser** icon .

- From the **Options** menu, click **Omit Selected**:

Pages School Student Staff Attendance Conduct Grades Assessment Schedule Global									
Options Reports Help									
Student List									
1: Adkerman, James 0 of 720 selected Custom Selection									
Name	LASID	SASID	Grade	Homeroom	DOB	EnrStatus	Email 1		
<input type="checkbox"/> Adkerman, James	293479	1345564569	11	C107	8/19/1992	Active	jadkerman@comcast.com		
<input type="checkbox"/> Adam, Monique	206544	1302499311	11	E207	1/20/1993	Active	madam@blueyonder.com		
<input type="checkbox"/> Adams, Tyler	297230	1662226004	12	D107	7/10/1991	Active	tlewis@worldmail.com		
<input type="checkbox"/> Aldoriso, Mingle	232039	1172991282	10	4	11/13/1993	Active	maldoriso@eudora.com		
<input type="checkbox"/> Allen, Diana	208672	1129254645	09	E107	12/26/1993	Active	dallen@aol.com		
<input type="checkbox"/> Alper, Heather	248235	1062556430	11	C208	11/15/1993	Active	halper@blueyonder.com		
<input type="checkbox"/> Amico, Elaine	244040	1304051361	12	B206	6/20/1991	Active	epilla@hotmail.com		
<input type="checkbox"/> Amico, Joseph	205314	1215480988	11	H201	1/2/1993	Active	jamico@eudora.com		
<input type="checkbox"/> Amico, Timothy	241387	1062645502	09	GYMA	1/14/1995	Active	tamico@eudora.com		
<input type="checkbox"/> Anderson, Isabella	283490	1260305854	09	B105	5/12/1995	Active	ipost@earthlink.com		
<input type="checkbox"/> Anderson, Lee	260687	1208266062	10	D114	2/24/1994	Active	lvenkatesh@earthlink.com		
<input type="checkbox"/> Anderson, Margaret	236301	1395487850	11	C108	6/20/1992	Active	manderson@comcast.com		
<input type="checkbox"/> Anderson, Rose	256264	1188397751	12	C108	5/3/1992	Active	randerson@eudora.com		

The system displays all of the records, except for the ones you selected. Notice that the text below the icons displays *Custom Selection* to alert you that you are viewing a list of students you filtered.

Important: Your list page (in this case the Student List) should display only the records you want to perform a function for or that you want to include on a report. If you only select checkboxes for a few records and then run a report without clicking **Omit Selected**, the report runs for all records – including those you selected.

Use Control+F

1. To quickly access a specific student's record on the Student List:
2. Press **CTRL+F**.

In the Find dialog box, type one of the following:

- Student's last name
 - Student's full name (last name, first name)
3. Click **OK** or press **ENTER**.

The Student List displays the page containing the selected record and selects the first student matching that value — or the closest match, if an exact match cannot be found.

Using **CTRL+F** multiple times will select multiple records.

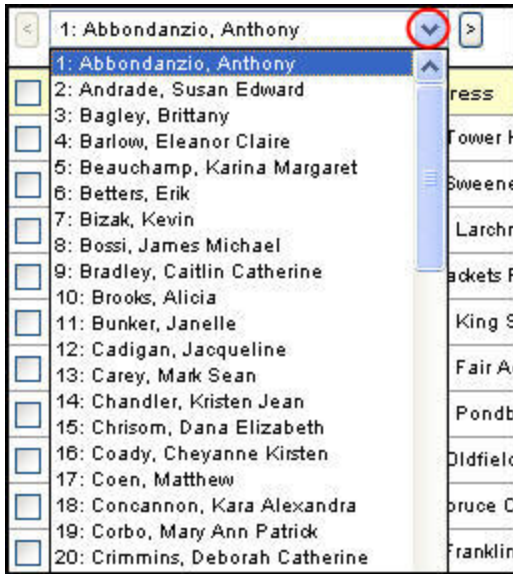
CTRL+F is based on the current sort order of the list. If the list is sorted by YOG rather than name, then you would type a value such as **2012** in the Find dialog box.



Use the Page Control

At the top of the Student List, the first student on the current page appears in a drop-down list in the page control. Use this list to quickly view the students included on the current page.

In addition to displaying the page control at the top of all list pages, you can set your user preferences to display it at the bottom of all list pages.

If you click a student's name on the drop-down, the system displays a new page with that student as the first record:








Note: Your district sets the maximum number of pages that appear in the page control. For example, if your district determines to show only 100 pages per list, you would click **Next**  to view the next 100 pages. To view students on the previous page, click **Previous** .

Browsing Through a List of Student Records


On the Student List, after you select a student and use the side-tabs to view that student’s information, use the record navigation bar to quickly browse through the list of students:




The following table describes each button on the bar:

Use this button	To access
First Record 	The first record in the current student list.
Previous Record 	The previous record in the current student list.
Search Records 	A pick list of the current student list.
Next Record 	The next record in the current student list.
Last Record 	The last record in the current student list.

Note: The system displays the same page for each student when you use the record navigation bar.

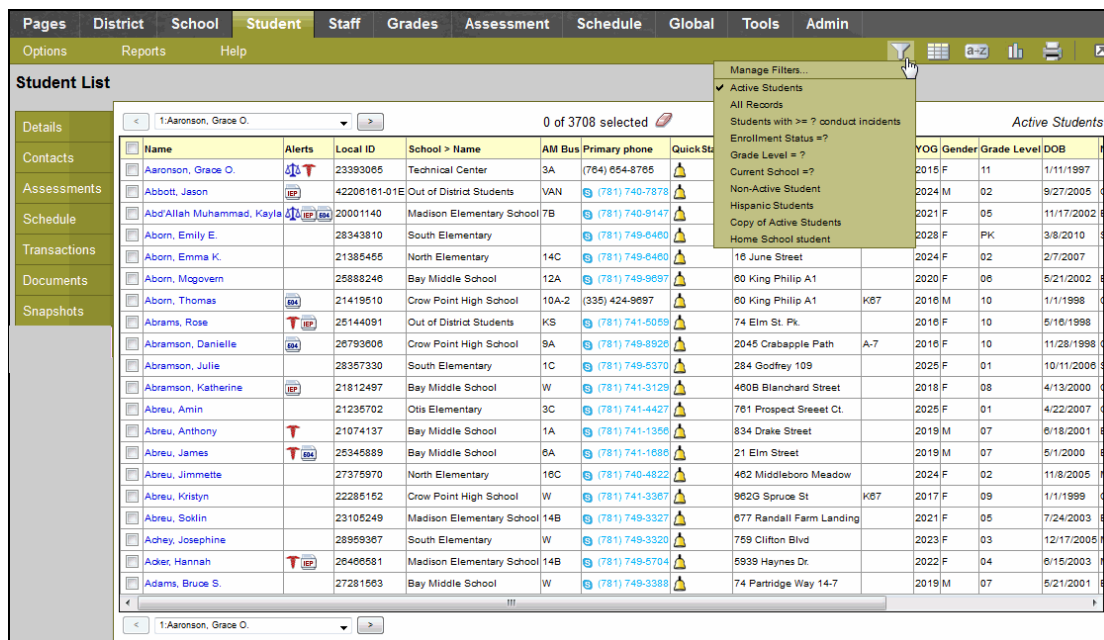
For example, if you view the first student's Details page, and then click **Next Record** , the Details page for the next student appears.

Using the Filter Menu

Use the **Filter** menu  to determine the group of records that appears on the page, such as all active students.

In the upper-right corner of each page, click  and select **Manage Filters** to do the following:

- Add a new filter
- Change the order of filters
- Edit a filter
- Copy an existing filter
- Delete a filter



The screenshot shows the Aspen Student List interface. The top navigation bar includes Pages, District, School, Student, Staff, Grades, Assessment, Schedule, Global, Tools, and Admin. Below this is a sub-menu with Options, Reports, and Help. The main content area is titled 'Student List' and shows a table of student records. A dropdown menu is open in the upper right corner, displaying 'Manage Filters...' with a list of filter options including 'Active Students', 'All Records', 'Students with >= ? conduct incidents', 'Enrollment Status =?', 'Grade Level =?', 'Current School =?', 'Non-Active Student', 'Hispanic Students', 'Copy of Active Students', and 'Home School student'. The table below has columns for Name, Alerts, Local ID, School > Name, AM Bus, Primary phone, Quick St, YOG, Gender, Grade Level, and DOB. The first row shows Aaronson, Grace O. with Local ID 23393005 and School Technical Center.

Use the Quick Sort Option

You can quickly sort the information in any column within Aspen – on list pages and in pick lists. Click a column header to sort the records in ascending order. If you click the column header again, the records sort in descending order. The system remembers up to three different sorts per list and saves them as a

custom sort during your current Aspen session. Note that the last column header you click serves as the primary sort for your list.

Note: If you want to create and save a custom sort, use the **Sort Order** menu.

To return to the default sort for the page, click the column header for the first column on the page.

To use the Quick Sort option:

1. Go to the list page or pick list that you want to sort:

CrsNo	Description	Sections	PPC	TPY	AltGrp	BindNext > CrsNo
010	English 9 H	4	6.0	1/1		022
011	English 9 C	3	6.0	1/1		
013	English 9	5	6.0	1/1		
015	English 9 Mod	0	0.0	0/0		
016	MCAS English	0	0.0	0/0		

2. Click within the borders of the column header that you want to sort. Those records are sorted in ascending order, and a triangle appears next to the header name ▲. For example, click **Department** to have records sort from *Admin* to *Tech Ed*.
3. To change that sort to descending order, click the column header again. The records sort from *Tech Ed* to *Admin*, and the triangle in the column header is now inverted ▼.
4. If you want to add a second and/or third level of sorting, click another column header(s).

Notes:

- The system stacks up to three levels of sorts, with the last column header clicked serving as the primary sort. For example, if you click **Name**, then **YOG**, then **Date of Birth, DOB** is the primary sort (youngest to oldest). Within that sort, records are sorted by **YOG** (lowest year to highest year). Finally, within each of those sorts the records are sorted alphabetically by name (**A-Z**).
- Aspen remembers your selection(s) as a *Custom Sort* option on the **Sort Order** menu until you log off: Or, simply click other column headers to create a new custom sort. You cannot save a custom sort.
- If you created a Quick Sort and then select the **Modify List** option, Quick Sort is automatically disabled so that you do not accidentally lose your changes.

Mass Update

Use the **Mass Update** option to permanently change one set of values to another set of values for the same field. For example, maybe all of the students in Homeroom 101 are being switched to Homeroom 14.

It is possible to mass update a field with another field or an expression. For those, you need to perform an Advanced Mass Update.

Note: Before you perform a mass update, you must select the records you want to work with. If you neglect to do this, you might accidentally mass update all of the records in your database.

IMPORTANT: It is not possible to reverse a mass update. Proceed with caution.


To use the Mass Update option:

1. Go to any list page, such as the Student List:

Name	LASID	SASID	Grade	Homeroom	DOB	EnrStatus	Email 1
Ackerman, James	293479	1345564569	11	C107	8/19/1992	Active	jackerman@comcast.com
Adam, Monique	206544	1302499311	11	E207	1/20/1993	Active	madam@blueyonder.com
Adams, Tyler	297230	1652226004	12	D107	7/10/1991	Active	tlewis@worldmail.com
Aldoriso, Mingle	232039	1172991282	10	4	11/13/1993	Active	maldoriso@eudora.com
Allen, Diana	208672	1129254645	09	E107	12/26/1993	Active	dallen@scl.com
Alper, Heather	248235	1062566430	11	C206	11/15/1993	Active	halper@blueyonder.com
Amico, Elaine	244040	1304051361	12	B206	8/20/1991	Active	epilla@hotmail.com
Amico, Joseph	205314	1215480988	11	H201	1/2/1993	Active	jamico@eudora.com
Amico, Timothy	241387	1062645502	09	GYMA	1/14/1995	Active	tamico@eudora.com
Anderson, Isabella	283490	1260305854	09	B105	5/12/1995	Active	ipost@earthlink.com
Anderson, Lee	260687	1208266062	10	D114	2/24/1994	Active	lvenkatesh@earthlink.com
Anderson, Margaret	236301	1395487850	11	C108	6/20/1992	Active	manderson@comcast.com
Anderson, Rose	255264	1188397751	12	C108	5/3/1992	Active	rAnderson@eudora.com

2. Select the records you want to mass update by doing one of the following:

- Select their checkboxes and then from the **Options** menu, select **Show Selected**.
- Use a query.
- Use a snapshot.

Note: Be sure to check the record counter to verify that it lists the correct number, such as  if you selected 25 records.

3. From the **Options** menu, click **Mass Update**. The Mass Update dialog box appears:

4. Use the **Field** drop-down to select the field whose value you want to replace, such as **Homeroom**.
5. Type or select the **Value** to replace the existing value. For yes/no fields, such as **Include in Honor Roll**, a checkbox appears. Select the checkbox to indicate a value of *true* or *yes*. Deselect the checkbox to indicate a value of *false* or *no*.
6. Click **Update**.
7. The system confirms the field and value that you selected. Click **OK** or **Cancel**.
8. If you clicked **OK**, the system confirms the number of records that will be affected and asks if you want to continue. Click **OK** to complete the mass update or **Cancel** to cancel the operation.

Modify List

Use the **Modify List** option to quickly and easily edit text on a list page for any field that is editable. This is especially useful when you need to change values for multiple records.

Note: If you need to change a particular value to the same value for a large number of records, it makes sense to perform a [mass update](#).


To use the Modify List option:



1. Go to any list page, such as the Student List:



Pages School Student Staff Attendance Conduct Grades Assessment Schedule Global								
Options Reports Help								
Student List								
1: Ackerman, James 0 of 760 selected Primary Active Students								
Details	Name	LASID	SASID	Grade	Homeroom	DOB	EnrStatus	Email 1
Contacts	<input type="checkbox"/> Ackerman, James	293479	1345564569	11	C107	8/19/1992	Active	jackerman@comcast.com
Attendance	<input type="checkbox"/> Adam, Monique	208544	1302499311	11	E207	1/20/1993	Active	madam@blueyonder.com
Conduct	<input type="checkbox"/> Adams, Tyler	297230	1652226004	12	D107	7/10/1991	Active	tlewis@worldmail.com
Transcript	<input type="checkbox"/> Aldoriso, Mingle	232039	1172991282	10	4	11/13/1993	Active	maldoriso@eudora.com
Assessments	<input type="checkbox"/> Allen, Diana	208872	1129254645	09	E107	12/26/1993	Active	dallen@aol.com
Schedule	<input type="checkbox"/> Alper, Heather	248235	1062556430	11	C208	11/15/1993	Active	halper@blueyonder.com
Membership	<input type="checkbox"/> Amico, Elaine	244040	1304051361	12	B208	6/20/1991	Active	epilla@hotmail.com
Transactions	<input type="checkbox"/> Amico, Joseph	205314	1215480988	11	H201	1/2/1993	Active	jamico@eudora.com
Documents	<input type="checkbox"/> Amico, Timothy	241387	1062645502	09	GYMA	1/14/1995	Active	tamico@eudora.com
Snapshots	<input type="checkbox"/> Anderson, Isabella	283490	1260305854	09	B105	5/12/1995	Active	ipost@earthlink.com
	<input type="checkbox"/> Anderson, Lee	260887	1208266062	10	D114	2/24/1994	Active	lvenkatesh@earthlink.com
	<input type="checkbox"/> Anderson, Margaret	238301	1395487850	11	C108	8/20/1992	Active	manderson@comcast.com
	<input type="checkbox"/> Anderson, Rose	255264	1188397751	12	C108	5/3/1992	Active	randeron@eudora.com

- From the **Options** menu, click **Modify List**. A Pencil  appears below the names of fields that can be edited:

Student List								
1: Adkerman, James 0 of 760 selected Primary Active Students								
	Name	LASID	SASID	Grade	Homeroom	DOB	EnrStatus	Email 1
<input type="checkbox"/>	Adkerman, James	293479	1345664569	11	C107	8/19/1992	Active	jadkerman@comcast.com
<input type="checkbox"/>	Adam, Monique	208544	1302499311	11	E207	1/20/1993	Active	madam@blueyonder.com
<input type="checkbox"/>	Adams, Tyler	297230	1652226004	12	D107	7/10/1991	Active	tlewis@worldmail.com
<input type="checkbox"/>	Aldoriso, Mingle	232039	1172991282	10	4	11/13/1993	Active	maldoriso@eudora.com
<input type="checkbox"/>	Allen, Diana	208972	1129254645	09	E107	12/26/1993	Active	dallen@aol.com
<input type="checkbox"/>	Alper, Heather	248235	1062556430	11	C206	11/15/1993	Active	halper@blueyonder.com
<input type="checkbox"/>	Amico, Elaine	244040	1304051361	12	B206	6/20/1991	Active	epilla@hotmail.com
<input type="checkbox"/>	Amico, Joseph	205314	1215480988	11	H201	1/2/1993	Active	jamico@eudora.com
<input type="checkbox"/>	Amico, Timothy	241387	1062645502	09	GYMA	1/14/1995	Active	tamico@eudora.com
<input type="checkbox"/>	Anderson, Isabella	283490	1260305854	09	B105	5/12/1995	Active	ipost@earthlink.com
<input type="checkbox"/>	Anderson, Lee	260687	1208266062	10	D114	2/24/1994	Active	lvenkatesh@earthlink.com
<input type="checkbox"/>	Anderson, Margaret	236301	1395487850	11	C108	6/20/1992	Active	manderson@comcast.com

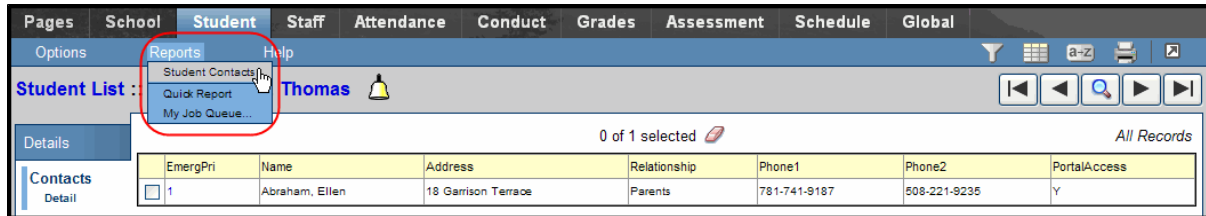
- Click  in the column containing the text you want to edit. Two new icons replace the pencil in the selected column:

Homeroom	
<input checked="" type="checkbox"/>	<input type="checkbox"/>
40	 Urdi, M
3	 Coyne, M

- Do one of the following:
 - Select a checkbox to change its value to "yes," or deselect it to change its value to "no".
 - Use the drop-down to select the desired value.
 - Type a value in the blank field.
- Repeat Step 4 for as many records as you need to modify.
- When you have finished making your modifications, at the top of the column:
 - Click  to save all of your changes. *If you don't do this before moving to a new page, all of your changes will be lost.*
 - Click  to discard all of your changes and leave the values in the column as they were.

Using the Reports Menu

Use the **Reports** menu to run reports associated with the current page:



The **Reports** menu options change on every page.

Enter Parameters When Running Reports

When you run reports in Aspen, you view them on-screen before you send them to a printer. This way, you can verify that the report contains the data you want in the appropriate format.

To enter parameters when running reports:

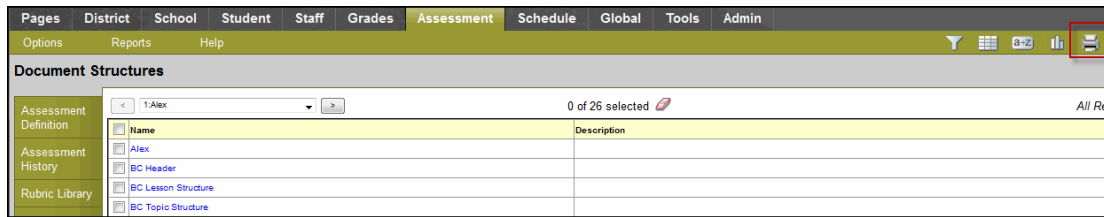
1. After you click a report name on the **Reports** menu, the dialog box for that report appears.

Note: Parameters vary from report to report, but generally require a date range, sort order, and output format.

2. Type the date range for the report, or click the calendars to select the dates.
3. Select how you want the report to sort the results.
4. Select one of the following report formats:
 - **Adobe Acrobat (PDF)**
 - **Web Page (HTML)**
 - **Microsoft Excel (XLS)**
 - **Comma-separated values (CSV)**
5. Click **Run**. The system displays the report in the format you select.
6. Check the results of the report. Then, print it.

Using Quick Reports/Quick Print

Use the Quick Print menu on list pages to quickly create reports to capture information about the list of records you are viewing in a printable format:



Using the Quick Print menu, you can create two types of reports:

- A Quick Print, which is a *Simple* Quick Report that instantly prints the list of records you are viewing in a formatted report.

To generate a *Simple* Quick Report (known as a [Quick Print](#)), click the **Printer** icon. Select an output format, such as **Web Page (HTML)**, and your Quick Print appears:

Student List - All Active Students									
Name	SASID	LASID	H1N1	EnrStatus	Grade	Homeroom	HR Teacher	DOB	Email 1
Ackerman, James	1345564569	293479	N	Active	11	C107	Wilson, A	8/19/1992	jackerman@comcast.com
Adam, Monique	1302499311	206544	N	Active	11	E207	Deang, C	1/20/1993	madam@blueyonder.com
Adams, Tyler	1652226004	297230	N	Active	12	D105	Baker, A	7/10/1991	tadams@gmail.com
Aldoriso, Mingle	1172991282	232039	N	Active	10	D103	Baum, H	11/13/1993	maldoriso@eudora.com
Allen, Diana	1129254645	208672	N	Active	09	E107	Sjolie, E	12/26/1993	dallen@aol.com
Alper, Heather	1062556430	248235	N	Active	11	E101	Weisz, J	11/15/1993	halper@blueyonder.com
Amico, Elaine	1304051361	244040	N	Active	12	B205	Ambrose, A	6/20/1991	epilla@hotmail.com
Amico, Joseph	1215480988	205314	N	Active	11	A101	Medwar, D	1/2/1993	jamico@eudora.com
Amico, Timothy	1062645502	241387	N	Active	09	E201	Brandy, H	1/14/1995	tamico@eudora.com
Anderson, Isabella	1260305854	283490	N	Active	09	B105	Bowers, J	5/12/1995	ipost@earthlink.com
Anderson, Lee	1208266062	260687	N	Active	10	D104	Holland, K	2/24/1994	venkatesh@earthlink.com
Anderson, Margaret	1395487850	236301	N	Active	11	D201	Liu, K	6/20/1992	manderson@comcast.com
Anderson, Rose	1188397751	255264	N	Active	12	D201	Liu, K	5/3/1992	randerson@eudora.com
Anderson, Taylor	1038939046	231707	N	Active	10	A204	Barr, D	1/18/1994	thoulgate@aol.com
Anderson, Zachary	1360247593	213726	N	Active	10	E102	Wilson, A	11/28/1993	zimsong@webfoot.com
Antuna, Erika	1330258775	272189	N	Active	11	M101	Gordon, J	11/24/1992	ejolicoeur@earthlink.com
Arakelian, Andrew	1090613445	254713	N	Active	10	B205	Ambrose, A	11/17/1993	agannaway@webfoot.com
Arakelian, James	1048595505	210338	N	Active	09	E207	Deang, C	5/20/1995	jarakelian@msn.com

- A Quick Report, which is an on-the-fly report of the information you are viewing on a list page. You decide what's on it, and the system formats it to look professional.

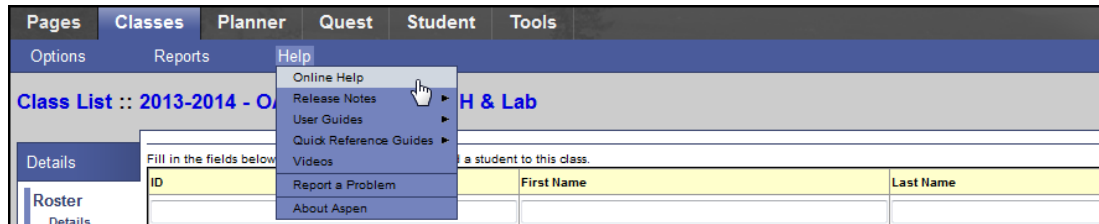
There are four types of Quick Reports:

- **Simple:** Produces a list of the records and fields you select to include
- **Detail:** Produces a page for each record, and the report aligns the data fields vertically instead of horizontally
- **Group:** Groups records by the fields you select, such as homeroom
- **Summary:** Hides individual records from the list and produces a list of cumulative values based on the records

To create a Quick Report, click the **Printer** icon, and click **Create Quick Report**. The Quick Report wizard appears and walks you through the steps of creating the report you need.

Use the Help Menu

Go to the **Help** menu to access information that will make using Aspen easier and more efficient. When you have a question about how to do something in the system, come to this menu first:



The **Help** menu contains the following options:

- **Online Help:** Click to view an online help system with instructions on how the system is set up and ways to perform common tasks. A table of contents, index, and search feature make it easy to find the information you need.
- **Release Notes:** Click to view a list of major changes and new features that have been added to the system in recent releases.
- **User Guides:** Click to open a PDF version of all of the Aspen user guides. Refer to and print these as needed. They are updated with each release.
- **Quick Reference Cards:** Click to access sheets on guided steps or summaries of the most common tasks used. They provide a good refresher after attending a training or a quick way to look up a frequently used feature or process.
- **Videos:** Click to access training videos, lesson plans, and quick reference guides to help you learn Aspen and train others.
- **Report a Problem:** If your district uses the feature and you have appropriate privileges, the **Report a Problem** option appears. Click to [report a problem to your district's IT department](#).
- **About Aspen:** Click to view which version of the system you are currently using.

Recover Your Password

If you forget your password and automatic password recovery has been set up on your system, you can retrieve it from the Log On page.

To recover your password:

1. On the Log On page, click **I forgot my password**. The Password Reset dialog box appears.
2. Enter your **Login ID** and **Primary email** address.
3. Click **Continue**. The Password Reset dialog box expands to include the security question you chose when setting up password recovery.

4. Type the response, and click **Submit**. If the answer is correct, Aspen sends a message containing your password to your primary email address.