

Description:

The Aspen IMS lesson plans empower you to get teachers in your district up and running with Aspen IMS using a simple 'plan, apply, and assess' methodology. Learning Aspen IMS is easy with lesson plan modules. Each of them includes planning questions, step-by-step instructions (Quick Reference Guides), assessment exercises, and an assessment checklist.

You can access the lesson plans from the Videos link on Aspen's Help menu, or by scanning the QR code at right using your mobile device.



Who Should Take This?

Teachers

Modules:

1. Finding Your Way Around Aspen IMS
2. Getting Started with Aspen IMS
3. Curriculum Maps for Your Classes
4. Using Digital Content in Your Classroom
5. Online Quizzes
6. Groups and Pages

Learning Objectives:

- Navigate views, tabs, and side-tabs
- Use CTRL + F, the record navigation bar, and page controls
- Use the Mass Update and Modify List options
- Use the Reports menu
- Use Quick Print and Quick Reports
- Access and use the Help menu
- Create classes and define their schedules
- Create rosters
- View and print an entire curriculum map, map topic (unit), or lesson plan
- Edit the start day, duration, or sequence of a map topic
- Access resources in a curriculum map
- Access and edit or add to exemplar lesson plans
- Add your own lesson plans to a curriculum map
- Use your Planner to view curriculum maps
- Use the Lesson View on your Planner
- Import files to and organize My Resources
- Use the Quest tab
- Add your Google email address to Aspen
- Grant Aspen access to Google Docs

Aspen IMS for Teachers Training Plan

- Share resources with students and peers
- Attach resources to assignments and group Pages
- Add questions to the Question Bank
- Create an online quiz
- Attach an online quiz to an assignment
- Develop a Page
- Add widgets to a Page
- Add content to widgets
- Add additional tabs to a Page as needed

Aspen IMS for Teachers Lesson Plans

Finding Your Way Around Aspen IMS

Objectives:

- Navigate views, tabs, and side-tabs
- Use CTRL + F, the record navigation bar, and page controls.
- Use the Mass Update and Modify List options to update many records at once
- Use the Reports menu
- Use Quick Print and Quick Reports
- Access and use the Help menu

Prerequisites: None

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.

QRG:

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

Aspen IMS for Teachers Lesson Plans

Estimated Time: 1 hour

Getting Started with Aspen IMS

Objectives: Create classes and define their schedules
Create rosters

Prerequisites: Finding Your Way Around Aspen IMS

Description: Collaborating with your students online is the way to keep your instruction and curriculum fresh and relevant. With Aspen IMS, you can use Pages to post everything your students need to succeed in your class, and the gradebook to manage and share your grades with students. To begin using Aspen IMS, you need to create your classes, and fill them with students. Upon completion of this lesson, you will be able to create your classes and rosters.

QRG: Creating Classes

Video: Getting Started with Aspen IMS

Aspen IMS for Teachers Lesson Plans

Estimated Time: 30 minutes

Curriculum Maps for Your Classes

Objectives:

- View and print an entire curriculum map, map topic (unit), or lesson plan
- Edit the start day, duration, or sequence of a map topic
- Access resources in a curriculum map
- Access and edit or add to exemplar lesson plans
- Add your own lesson plans to a curriculum map
- Use your Planner to view curriculum maps
- Use the Lesson View on your Planner

Prerequisites:

- Finding Your Way Around Aspen IMS
- Getting Started with Aspen IMS

Description:

With Aspen IMS, your district can create curriculum maps that determine the unit topics and exemplar lesson plans for your courses, and the sequence you teach them in. Because each curriculum map is designed for a specific course, if you teach more than one course or level, you might have several curriculum maps to refer to. As a teacher, you can use these maps and lesson plans as defined, or you can change the sequence of the topics, edit the lesson plans, or even create your own plans. Any changes or additions you make are for you only; they don't affect the curriculum map your district defined.

Upon completion of this lesson, you will be able to view and print curriculum maps and lesson plans for your courses, use curriculum maps on your Planner to plan your daily instruction, change when and how long you cover a map topic (unit), and add to an existing or add an entirely new lesson plan to a map.

QRG: Curriculum Maps and Lesson Plans

Video: Using the Planner

Aspen IMS for Teachers Lesson Plans

Estimated Time: 1 hour

Digital Content in the Classroom

Objectives:

- Import files to and organize My Resources
- Use the Quest tab
- Add your Google email address to Aspen
- Grant Aspen access to Google Docs
- Share resources with students and peers
- Attach resources to assignments and group Pages

Prerequisites:

- Finding Your Way Around Aspen IMS
- Getting Started with Aspen IMS

Description: Each day, you fill your classroom with content that your students refer to, investigate, critique, and analyze. You need to be able to find and share files, and organize them for future use.

With Aspen IMS:

- Use My Resources to store, organize, and share digital content.
- Take advantage of My Resources' Google Docs feature. Link to your own Google Docs from Aspen IMS for homework assignments. It's easy to distribute them, share personalized feedback, and enter grades – all without touching a single piece of paper.
- Go to the Quest tab to find and share reliable, appropriate digital resources (great for students, too).

Upon completion of this lesson, you will be able to use Aspen IMS to organize and share digital resources using My Resources, Google Docs, and Quest

QRG:

- My Resources
- Google Docs and Aspen IMS
- Quest

Video:

- Setting Up and Using Google Docs
- Using My Resources and Quest

Estimated Time: 1 hour

Aspen IMS for Teachers Lesson Plans

Online Quizzes

Objectives: Add questions to the Question Bank
Create an online quiz
Attach an online quiz to an assignment

Prerequisites: Finding Your Way Around Aspen IMS
Getting Started with Aspen IMS

Description: In a perfect world, you would instantly know how well a lesson worked and how many students grasped the concepts you covered. Online quizzes in Aspen IMS bring that perfect world closer to your classroom. First, create and store questions in your Question Bank. Then, create an online quiz. You can add questions from your Question Bank to the quiz, which you can store in My Resources. Drag a quiz from My Resources to a date on your Planner to create an assignment, and make it available to students via the Student portal. Students can take quizzes using their mobile devices, and their responses are uploaded directly to your gradebook, where they are auto-scored. Or, if you prefer, you can view and score quizzes individually. Instantly, you can review scores and statistics for each question. This helps you to determine concepts your students understand, and those they might need more help with.

Upon completion of this lesson, you will create questions in your Question Bank, create an online quiz, and discover how online quiz scores and statistics can help you shape future lessons.

QRG: Online Quizzes
Online Quizzes in Aspen IMS Mobile

Video: Using Online Quizzes

Estimated Time: 1 hour

Aspen IMS for Teachers Lesson Plans

Groups and Pages

Objectives: Develop a Page
Add widgets to a Page
Add content to widgets
Add additional tabs to a Page as needed

Prerequisites: Finding Your Way Around Aspen IMS
Getting Started with Aspen IMS

Description: Having an online hub where students, parents, teachers, and all members of a school community go to collaborate and get information is a necessary feature for a school district to offer today. In Aspen IMS, your district can create Pages, which are like mini web-sites. Pages are linked to specific groups; only members of a group can access its Page. For example, you might have a faculty group with a Page where you post information about recertification initiatives, teacher evaluations, and upcoming meeting dates. You might also have a group for school nurses, whose Page includes health information. Your administration might create a group for football players, whose Page contains practice schedules, inspiration from coaches, and weightlifting requirements. For each teacher, Aspen IMS automatically creates a group and Page for each class. Use these Pages to communicate with your students and parents by posting blog entries and homework assignments, and sharing resources like weblinks and handouts.

Upon completion of this lesson, you will know about groups and how to design and maintain Pages for your groups.

QRG: Groups and Pages

Video: Collaborating with Groups and Pages
Using and Moderating Forums

Estimated Time: 2 hours