

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.

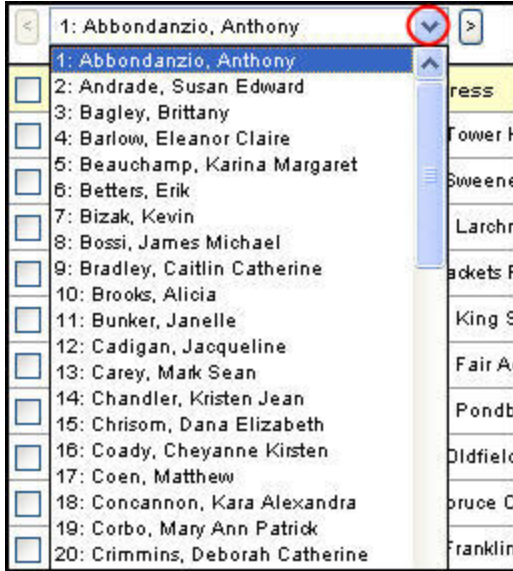
CTRL+F is based on the current sort order of the list. If the list is sorted by YOG rather than name, then you would type a value such as **2012** in the Find dialog box.



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.

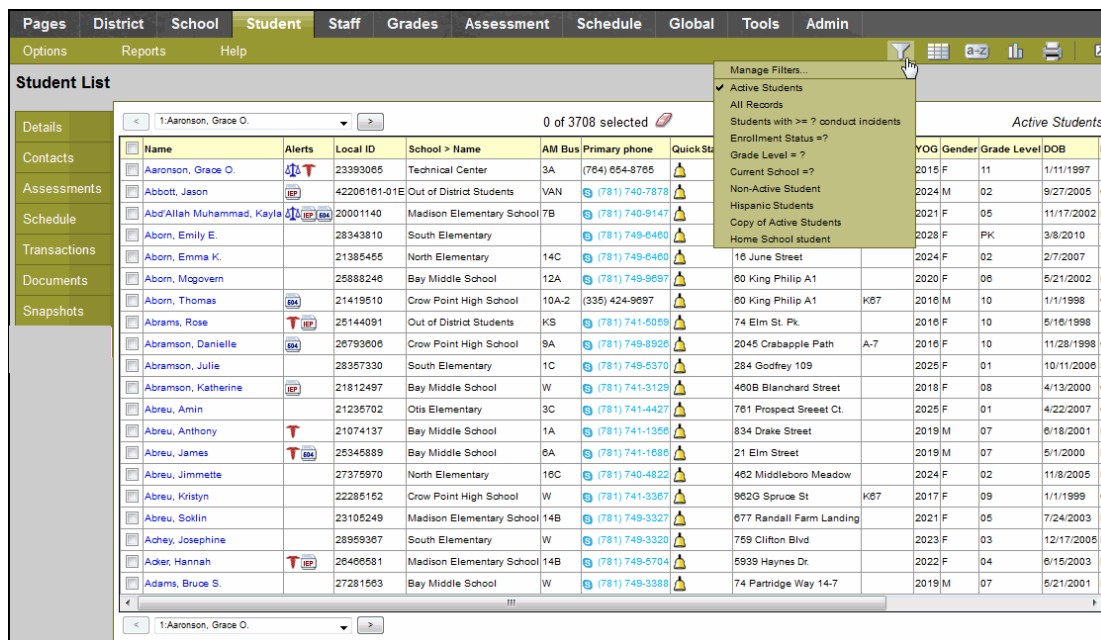
For example, if you view the first student's Details page, and then click **Next Record** , the Details page for the next student appears.

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 displays a table of student records. A 'Manage Filters...' dropdown menu is open, showing a list of filters including 'Active Students' (which is checked), '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 the menu has columns for Name, Alerts, Local ID, School > Name, AM Bus, Primary phone, Quick St, YOG, Gender, Grade Level, and DOB. The first row of the table is for Aaronson, Grace O.

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.