


Add Your Classes to Aspen IMS

At the beginning of each schedule term, you need to make sure your Aspen IMS has your latest classes.

To add classes to your Aspen IMS:

1. Log on to Aspen IMS.
2. Click **Classes**. Your Class List appears.
3. To add a class, click **Add Classes**. A new line of fields appears:

Description	TrackID	Course	Classrm	Unrotated Schedule	Term	Weighting	Drop mode
Chemistry	Period 1	SCI31304-001 (Green)	106	B1(A-F)	FYT	1.0000	NONE
Chemistry	Period 2	SCI31304-002 (Purple)	106	B2(A-F)	FYT	1.0000	NONE
Chemistry	Period 4	SCI31304-003 (Blue)	106	B4(A-F)	FYT	1.0000	CATEGORY
Physics 1	Period 6	SCI31351-002 (Red)	104	B6(A-F)	FYT	1.0000	NONE

4. In the **Course** field, click  to select the course from your district's course catalog. The Course Pick List appears:

CrsNo	Description	Department
<input checked="" type="radio"/> SCI11001	Biology Collaborative Sem	Science
<input type="radio"/> SCI11300	Biology 9 (R)	Science
<input type="radio"/> SCI11301	Biology 9 (W)	Science
<input type="radio"/> SCI11302	Biology 9 (B)	Science
<input type="radio"/> SCI11351	Physical Science (B) 09	Science
<input type="radio"/> SCI11352	Physical Science (R) 09	Science
<input type="radio"/> SCI11353	Physical Science (W) 09	Science
<input type="radio"/> SCI11354	Physical Science Collab (R) 9	Science
<input type="radio"/> SCI11355	Physical Science Collab (W) 9	Science
<input type="radio"/> SCI11356	Physical Science Collaborative (B) 9	Science

5. Select the course, and click **OK**.

Note: Be sure you select the correct course and course number. Curriculum maps are aligned to specific course numbers.

6. In the **Class room** field, type the room number.
7. To determine the days this class meets, click **Edit Schedule**. The Schedule dialog box appears:

<input checked="" type="radio"/> Same schedule across all terms <input type="radio"/> Different schedule across all terms Term Code: <input type="text"/> <input type="checkbox"/> Use multiple rooms <input type="checkbox"/> Use multiple teachers							
Days							
	A	B	C	D	E	F	D7
Periods	BS						
	B1						
	B2						
	B3						
	B4						
	B5						
	B6						

- Click in each box that represents a period/day that this class meets. You can click a row or column header to quickly select all boxes in that row or column.

Note: It is important to set your schedule for a class if your district's curriculum maps indicate days on which topics and lesson plans should be covered. When you set the schedule days and periods your classes meet, Aspen IMS knows which days to display which curriculum maps and lesson plans on your Planner.

- Click **OK**. The Schedule Expression for this class appears in the **Schedule** field:

Course	Description	Class room	Schedule	Term	
SCI21301	Biology	100	BS-B7(A)	FYT	Add Cancel

- In the **Term** field, use the drop-down to select the schedule term the class meets.
- To add this class and the details you entered to your Class List, click **Add**. Aspen IMS automatically creates a Page for this class.

Now, you can [add students to the roster](#) for this class.

Tip: To access the Page for this class, click the **Pages** tab, then click **Page Directory**. In the **Pages I'm a Member of** section of the page, the Page for this class will be listed under the class name. Click **Add** to add it to your **Quick Access** menu from your Home page, so that you can begin to add widgets to share information with your students.

Add Students to Your Rosters


After you add classes to Aspen IMS, you need to fill them with students. This makes it possible for you to enter student grades in the gradebook, and give students access to your class Page.

To add students to a class roster:

1. Log on to Aspen IMS.
2. Click the **Classes** tab.
3. Select the class, and click the **Roster** side-tab.
4. Click **Add Students**. A blank line appears at the top of the page:

Local ID	Name	YOG	Homeroom	Roster Status
29741482	Anderson, Cole	2015	316	Enrolled

5. Type the student's **ID**, **First Name**, and **Last Name**, or any combination of that information.
6. Select the **Gender** of the student.
7. Click **Add**. If your district's Aspen IMS stores student information, Aspen IMS provides you with a list of possible matches for that student:

1 record 

Name	LA SID
<input checked="" type="radio"/> Smith, Juliano	23542843

8. Do one of the following:

- If your district does not store student information, or none of the students match the one you are adding, click **New Student**. The student's name appears on your roster.
- If one of the names matches the student you are adding, select that student, and click **OK**. The student's name appears on your roster:

Pages Classes Planner Quest Student Tools


Options Reports Help








Class List :: 2013-2014 - SCI35302-02 - AP Biology 2


Fill in the fields below and click the add button to add a student to this class.

ID	First Name	Last Name	Gender
			F

Add Done

0 of 7 selected  Enrolled

Name	LA SID	Alerts	Homeroom	Quick Status	Roster Status
<input type="checkbox"/> Abera, Jennifer	94303				Enrolled
<input type="checkbox"/> Bonita, Lara	94305				Enrolled
<input type="checkbox"/> Jones, Scotty	94304				Enrolled
<input type="checkbox"/> Smith, Chelsea	20258208		145A		Enrolled
<input type="checkbox"/> Smith, Jesse	94308				Enrolled
<input type="checkbox"/> Smith, Robert	20201348		203		Enrolled
<input type="checkbox"/> Sullivan, Dillon	94306				Enrolled

9. If you are done adding names, click **Done** next to the blank line at the top of the page.
10. If you added a name by mistake, select the name(s). The Delete Selected button appears. Click **Delete Selected**.
11. If you want to manually add a homeroom for each student, click  in the **Homeroom** column header, and type or select a homeroom for each student. Click when you are done.

With your roster filled, now you can...

- Create a seating chart for this class.
- [Group the students into group sets.](#)
- Create [assignment categories](#) and [assignments](#).
- Enter [assignment scores](#) on the Scores page.
- [Take class attendance.](#)