# **Creating Assignments**

60 minutes

### Description

Creating and entering scores for assignments, and then sharing them with students and their families online, is an easy way to keep everyone invested in your classroom informed about expectations and progress.

In Aspen IMS, create assignment categories to organize the assignments you create, share them online, and enter scores for students and parents to view in the Student and Family portals. Also, you can copy assignments you use repeatedly, and import assignments from another class or school year.

Use your Planner's calendar to help plan for days, weeks, or months of assignments.

Upon completion of this lesson, you will create assignment categories and assignments.

### **Prerequisites**

Make sure you have completed the following lesson plans:

- Finding Your Way Around Aspen
- Getting Started with Aspen IMS
- Setting Up Your Aspen IMS Gradebook
- Using Digital Content in Your Classroom

### **Participant Objectives**

- Create assignment categories.
- Create assignments on the Assignments side-tab, Planner, and Scores page.
- Create ungraded assignments.
- Use your Planner to plan and create assignments by day, week, or month.
- Share assignments and their scores with students and parents in the portal.
- Attach resources to assignments.
- Copy assignments.
- Import assignments from another class or previous year.
- Use Aspen IMS Mobile to view assignments on your Planner.

### Activities

- Answer questions in the *Plan* section to determine the assignment categories you need to create and how you will create assignments.
- Create assignment categories for a class, and any classes linked to it.
- Create an assignment on the Assignments side-tab.
- Create an assignment on the Scores page.
- Determine your Planner settings.
- Create an assignment on the Planner, and add resources to it.
- Create an ungraded assignment on the Planner.
- Copy an assignment.
- Import assignments from another class or year.
- Use Aspen IMS Mobile to view assignments on your Planner.

### Resources

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

### **Quick Reference Guides:**

- Assignment Categories
- Assignments
- Using Your Planner for Assignments

# Plan

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

1. How do you organize the assignments you give in your classes for grading purposes? For example, do you have test, quiz, homework, and project grades? List your assignment categories by class here:

2. Do you weight individual assignments in a certain category more than others? For example, does a unit test have more weight than a chapter test? List those instances here:

3. Do you ever offer extra credit points for an assignment? If so, what is your policy?

- 4. Do you ever offer assignments that are entirely extra credit? If yes, write an example here:
- 5. Do you give assignments that happen every week? For example, do you administer a spelling quiz worth 10 points every Friday?

6. Do you often make copies of handouts to give students for homework? Would it be possible for you to provide these to students online instead?

7. How do students in your class know what their homework assignment is each night?

8. How do you currently share student grades with students and their parents? Do you want students and parents to see grades or scores as soon as you enter them, and see how it affects their term grades?

9. Do you use similar assignments each year?

# Apply

Now that you've taken an in-depth look at organizing and creating assignments, complete the following in the order listed:

Create an assignment category.
Create an assignment on the <b>Assignments</b> side-tab that students can view in the portal.
Create an assignment on the Scores page.
Define your Planner settings.
Create an assignment on your Planner that is due next week, and attach a weblink as a resource.
Create an ungraded assignment, such as reading a chapter or article, on your Planner for tonight's homework.
Copy an assignment.
Import an assignment from another class.
Using your phone or tablet, view assignments on your Planner in Aspen IMS Mobile.

### Assess

Staff Name:\_\_\_\_\_ Date:\_\_\_\_\_

### **Creating Assignments**

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

Create an assignment category.         Create an assignment on the Assignments side-tab.         Create an assignment on the Scores page.         Define my Planner settings.         Create an assignment on my Planner.         Attach resources, including files and weblinks, to an assignment.         Create an ungraded assignment.         Copy an assignment.         Import assignments.         Use Aspen IMS Mobile to view assignments on my Planner.	Create an assignment on the Assignments side-tab.Create an assignment on the Scores page.Define my Planner settings.Create an assignment on my Planner.Attach resources, including files and weblinks, to an assignment.Create an ungraded assignment.Copy an assignment.Import assignments.Use Aspen IMS Mobile to view assignments on my Planner.	Create an assignment on the Assignments side-tab.Create an assignment on the Scores page.Define my Planner settings.Create an assignment on my Planner.Attach resources, including files and weblinks, to an assignment.Create an ungraded assignment.Copy an assignment.Import assignments.Use Aspen IMS Mobile to view assignments on my Planner.	Create a Create a Define r Create a Attach re Create a Copy ar Import a Use Asp	an assignment on the Assignments side-tab. an assignment on the Scores page. my Planner settings. an assignment on my Planner. esources, including files and weblinks, to an assignment. an ungraded assignment. in assignment. ssignments.
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### **Create Assignment Categories in the Gradebook**

Define the types of assignments you give in all of your classes by creating categories. For example, you might assign homework, quizzes, tests, term papers, and a presentation. Define a category for each one.

#### To define a category:

- 1. Log on.
- 2. Click the **Classes** tab.
- 3. Select a class to create categories for.
- 4. Click the **Categories** side-tab.
- 5. On the **Options** menu, click **Add.** The New Category page appears:

Pages	Classe	es Planner	Quest	Student	Tools			
Options	F	Reports Hel	lp				Z	
Class List	ass List :: 2012-2013-011-01-English 9 C :: New Category							
Details		Save					Default Template 👻	
		Code *	HW					
Seating Char	rt 🛛	Description *	Homewor	*				
Groups	Assignment behavits							
Categories Details		Grade Scale > Name				Q		
Assignments	5	Entry mode	Both	•				
		Total points *	10					
		Extra credit points	0					
		Score cannot be dropp						
		Visibility type	Public	•				
		Also add this cat	tegory to link	ed classes				
		Save						

**Note:** You can also import categories from another section. To import categories, click **Import Categories** on the **Options** menu.

5. Type a code and a description for the category.

**Note:** Because the code can appear in the column header on the Scores page, type a short value.

6. If you set your gradebook preferences to calculate term averages by weight, type a Weight if you want the system to weight any grades you enter for an assignment in this category. For example, if you create the assignment type Homework, and homework is 15% of the students' final grade, type 15. Then, when you enter a grade for a homework assignment, the system automatically weights that grade 15% towards the current grade for the term. This field does not appear if you calculate term grades using total points.



**Note:** Weights do not have to add up to 100. A category's weight need only be relative to other category weights. For example, you might weight tests 50%, quizzes 25%, and homework 25%. You could also weight those same values as follows: tests 2, quizzes 1, homework 1.

- 7. In the **Assignment Defaults** box, you can determine the default values for any assignment you create for this category. This can save you time when creating assignments:
  - At the **Grade Scale Name** field, click solution of the grade scale you want to use when entering grades for assignments in this category. For example, you might enter a **1**,**2**, or **3** for a homework assignment. Therefore, you would create a grade scale named **Homework** with the grades **1**,**2**, and **3** and their point values. Then, you would select that grade scale at this field.

**Note:** District grade scales are available for you to use for all assignments. <u>Create grade scales</u> only if you have a personal grading scheme that is not defined by a district grade scale.

- At the Entry mode drop-down, select Both, Numeric Only, or Letter Only to determine the grade values you can enter for any assignments in this category.
- Type the Total (maximum) points.
- Type any Extra credit points a student can earn for an assignment.
- Select the **Score cannot be dropped** checkbox if you do not want the system to drop any lowest scores from this category.
- Select a **Visibility type** for this assignment category. **Private**: Assignments do not appear in the Student or Family portals; **Public**: Assignments and grades appear in portals; **Public- no grades**: Assignments appear in portals but without grades.
- 8. If you <u>linked this section to any other sections on the Class Details page</u>, select the **Also add this** category to linked sections checkbox.
- 9. Click Save.
- 10. Repeat steps 4-9 to create all the categories you use in your classes. Then, you can create assignments to add actual assignments of this type to your gradebook.





### **Creating Assignments in the Gradebook**

You can create two types of assignments:

- <u>Graded assignments</u>. Graded assignments appear on the Scores page for you to enter information. They also appear in the Student and Family portals. Graded assignments might be tests, quizzes, homework, papers, etc.
- <u>Ungraded assignments</u>. Ungraded assignments do not appear on the Scores page. They do have due dates, and appear in the Student and Family portals. Ungraded assignments might include reading or other activities you want students to be aware of on their 'to do' lists, but they will not earn a grade or score for.

**Tip:** You can also <u>copy assignments</u> to quickly make duplicates, and <u>import assignments</u> from another class, or from a previous year.

While working with assignments, use the filters available to view and work with only the assignments you want.

After you receive online or hard copy assignments for students, you can enter scores.

You can create assignments on the Classes tab, or from the Planner tab.

## **Create Assignments**

Create assignments in the gradebook to track student scores for particular tasks. When you enter scores for assignments on the Scores page, the system updates students' term averages.

If your school uses the Student and Family portals, assignments can be viewed by students and family members. You can also determine that <u>students can upload completed assignments using the Student</u> <u>portal</u>. These completed assignments are then available in your gradebook.

When you create an assignment, you can create a recurring schedule for it. You can determine that an assignment recurs on specific days, weekly, or monthly. For example, if you create the assignment Spelling Quiz, and create a recurring schedule for every Friday for a term, the system creates an assignment named Quiz for each Friday, with a sequential number attached (Quiz - 1, Quiz - 2, Quiz - 3, etc.).

You can copy assignments to quickly create duplicates, and you can <u>import assignments</u> from another of your class sections or from previous years.

Also, you can click Add on the Scores page to add an assignment for a class.

**Note:** You must <u>define categories</u> and <u>set your gradebook preferences</u> before you can create actual assignments.



#### To create assignments:

- 1. Log on to the Staff view.
- 2. Do one of the following:
  - Click the **Classes** tab. Click the **Assignments** side-tab. On the **Options** menu, click **Add Assignment.**
  - Click the **Planner** tab. On the calendar, find and click in the date you want to assign the assignment. Select the type of assignment you want to create.
  - Click the Scores side-tab. In the last column header on your scores grid, click Add.

The New Assignment page appears:

Pages Clas									
Options	Reports Help				2				
Class List :: 20	Class List :: 2011-2012-SCI31304-002-Chemistry :: New Assignment								
Details	Save Cancel				Default Template -				
Roster	General Portal Description Standards								
Contacts	Classes *		Options						
Seating Chart	Category	Quiz 🔍 🗶	Extra credit						
Groups	GB column name *	Ch2QZ	Extra credit points	0.0					
Curriculum Map	Assignment name •	Chapter 2 Quiz	Sequence number	116					
Reporting	Date assigned *	8/10/2012	Score not droppable						
Standards	Date due *	8/10/2012	Visibility type	Public • Both •					
Categories	Total points *	100.0	Entry mode Grade Scale	Both   Standard A-F	Q				
Assignments	Weight	1.0	Grade Term *	Q					
Details	Online submission		Recurring Options	None      Daily      Weekly      Monthly					
Scores	Open date								
Class Attendance	Close date								
	I Also add this assignment to linked classes								
	Resources Provided b	y the Teacher			45				
	C Add S File	Add Weblink							
	Save Cancel								

3. Use the following table to enter information in the fields:





Field	Description
Category	Click Q to select the <u>category</u> for this assignment. If you defined default values for assignments in this category, those values appear in the appropriate fields.
GB Column	Type the name or code for the assignment that appears in the column header on the Scores page.
Name	Note: Type a short code with no spaces.
Assignment Name	Type a detailed name for the assignment.
	Type or click 🤍 to select the date you created the assignment.
Date assigned	<b>Note:</b> You can <u>move assignment dates</u> forward or backward for a course section. This is helpful if a day of school is canceled because of weather, or a last-minute assembly is scheduled for an upcoming school day.
Date due	Type or click 🤍 to select the date the assignment is due.
Total points	This field appears only if you <u>calculate averages by total points</u> . Type the number of possible points a student can earn.
	You determine how you calculate averages when you set your gradebook preferences.
Weight	This field appears only if you <u>calculate averages</u> using category and assignment weights. Type a number if you want to weight this individual assignment in relation to other assignments in this category. For example, you might weight a difficult homework assignment more than an easy reading homework assignment.
	You determine how you calculate averages when you <u>set your gradebook</u> preferences.
	If you want students to be able to submit files for this assignment online using the Student portal, type the dates to set the <b>Open</b> and <b>Close Dates</b> for the online submission.
Online submission	<b>Note:</b> You must <u>set up your gradebook and class Pages to receive</u> assignments from students online.
	You receive these files on the Scores page.
Options	
Extra credit	Select this checkbox to treat this entire assignment as extra credit.





Field	Description
	<b>Note:</b> If you select this checkbox, donot enter a value in the <b>Extra credit points</b> field below. Do only one of the following:
	<ul> <li>Select the Extra Credit checkbox to treat the entire assignment as extra credit; or</li> <li>Enter a value in the Extra credit points field to allow students to earn extra points, in addition to their earned points, for this assignment.</li> </ul>
	Enter the number of extra credit points a student can earn for this assignment. A student can earn these points only; students are not penalized for extra credit points.
Extra credit points	<b>Note:</b> If you enter a value in this field, donot select the <b>Extra Credit</b> checkbox above. Do only one of the following:
	<ul> <li>Select the Extra Credit checkbox to treat the entire assignment as extra credit; or</li> <li>Enter a value in the Extra credit points field to allow students to earn extra points, in addition to their earned points, for this assignment.</li> </ul>
Sequence number	If you select to order your gradebook column headers on the Scores page by <b>Sequence number</b> in your user preferences, type the number that determines the order in which this gradebook column appears.
Score not droppable	Select this checkbox if you <u>drop scores for this course section</u> , and you do not want the system to drop this score if it meets the requirements you set.
Visibility Type	<ul> <li>Select one of the following to determine if you want students and parents to be able to view this assignment in the Student and Family portals:</li> <li>Public: The assignment appears in the portals.</li> <li>Private: The assignment does not appear in the portals.</li> <li>Public - no grades: The assignment appears in the portals, but no scores or grades you enter for the assignment appear.</li> </ul>
Entry mode	Click this drop-down to select <b>Both, Numeric Only,</b> or <b>Letter Only</b> to determine the grade values you can enter for this assignment.
Grade Scale	The grade scale you associate with the category you select at the <b>Category</b> <b>Code</b> field appears. If you want to use a different grade scale for this assignment, begin typing the value and select the one you want, or click to select from a pick list.





Field	Description
Grade Term	The system enters the grade term based on the date you enter at the <b>Date due</b> field. You can change this value.
Max points	This field appears only if you <u>calculate averages</u> by category weight or category and assignment weights. Enter the maximum number of points a student can earn for this assignment. You determine how you calculate averages when you <u>set your gradebook</u>
	preferences.
	If you want to create a recurring schedule for this assignment, select one of the following options:
	<ul> <li>Click <b>Daily</b> to define a daily schedule. A dialog box appears. Define the star and end dates of the recurring schedule. In the <b>Frequency</b> field, type the number that determines how often the assignment recurs on schedule days For example, if the assignment recurs every other day the class meets, type 2 in the <b>Frequency</b> field. Click <b>OK</b>.</li> </ul>
Recurring	<ul> <li>Click Weekly to define a weekly schedule. A dialog box appears. Define the start and end dates of the recurring schedule. Type a value in the Recur every {how many} weeks field. Then, click the day of the week the assignment recurs on.</li> </ul>
options	• Click <b>Monthly</b> to define a monthly schedule. A dialog box appears. Define the start and end dates of the recurring schedule. In the <b>Frequency</b> fields, type the number day of the every {number} of months to recur the assignment. Click <b>OK</b> .
	Note: If this section is linked to other classes, you can also recur this assignment for the linked classes. To recur this assignment, you must define the schedule before you click <b>Save</b> for a new assignment. Subsequent edits you make to any assignment or recurring schedule for the assignment apply to the class you are working in only; the system does not copy edits to assignments to other linked classes.





Field	Description
Also add this assignment to linked classes	Select this checkbox if you linked other sections to this section on the Class Details page, and you want to copy and automatically create this assignment for all linked sections.
	Click Add File or Add Weblink to attach a file or weblink to this assignment.
Resources	<b>Note:</b> If your district uses Aspen IMS, you can also click <u>Create Online</u> Quiz or <u>Select Google Doc</u> .
Provided by the Teacher	When you attach a file or weblink to an assignment, Aspen automatically adds the file to your Uploads folder in My Resources.
	<b>Note:</b> For students to see this information in the Student portal, be sure to enter online submission dates.

- 4. If the assignment is available in the Student and Family portals, click the **Portal Description** sub-tab to enter that information. The description can contain weblinks, tables, and all of the features of an Aspen text editor.
- 5. If you or your district have defined reporting standards for this class, you can align this assignment to reporting standards.
- 6. Click Save. You can now enter grades or scores for the assignment on the Scores side-tab.

# **Create Ungraded Assignments**

Create ungraded assignments to alert students of assignments they are responsible for but will not earn a score or grade for. For example, you might want to assign reading for homework. You want this assignment to appear in students' To Do widget in the Student portal, but you will not enter a score for the assignment:

Pages	My Info Academics Groups Calendar Quest	Signment - Microsoft Internet E	plorer provided by EIT - Bringing II Together 📼 💷 🗮
Home	Announcements	Save Cancel	Default Template 🔹
Schools T	Attention Chemistry Lab Groups:	Category > Description	
	For the "Copper to Gold" experiment, each group must have 10	Date assigned * 7/2/2012 Date due * 7/2/2012	
	To Do		
	🖉 Today 😰 Tomorrow	Description Read Cha on the wh	pter 11. Be prepared to write a journal entry based on the information in the chapter upon entering class tomorrow. The prompt will be provided teboard.
	Today: Monday, July 2 Course Assignment Dispose 11,Reading	Save Cancel	
	Chemistry Read Chap 11. Be prepared to write a journal entry based on the in		Parent Appreciation Night doox  Professional Development pdf
	Tomorrow: Tuesday, July 3		
	Course Assignment No assignments scheduled.	Category	District News Category Al  Month Current  New Entry

You can <u>copy assignments to quickly create duplicates</u>, and you can <u>import assignments from another of</u> your class sections or from previous years.



#### To create an ungraded assignment:

- 1. Log on to the Staff view.
- 2. Do one of the following:
  - Click the **Classes** tab. Select the section you want to add the assignment to, and click the **Assignments** side-tab. A list of assignments already created for this section appears. On the **Options** menu, click **Add Ungraded Assignment**.
  - Click the **Planner** tab. Click the date you want to assign the assignment. A menu appears. Select **Add Ungraded Assignment.**

The New Assignment page appears:

Pages Classes	Planner Quest Student Tools							
and the second second second	ports Help			≺My Resources 🗵				
Save Cancel Delete								
Classes *	Media Production Linked Classes 💌	Date assigned *	8/21/2012					
Assignment name *	Chapter 10 Reading	Date due *	8/21/2012					
Category	HW Q	Grade Term *	Q4 Q					
		Visibility type	Public					
Description	Cescription							
	body p			li.				
Resources Provided by	the Teacher							
	Add Weblink			ß				
Court Court Delute								

3. Enter information in the following fields:





Field	Description
Classes	The classes this assignment is created for appear here after you click Save.
Assignment Name	Type a name for the assignment. This name appears in the To Do widget.
Category	Select the assignment category.
Date assigned	Type or click to select the date you created the assignment. Note: You can move assignment dates forward or backward for a course section. This is helpful if a day of school is canceled because of weather, or a last-minute assembly is scheduled for an upcoming school day.
Date due	Type or click 🎹 to select the date the assignment is due.
Grade Term	Select the grade term.
Visibility Type	<ul> <li>Select one of the following to determine if you want students and parents to be able to view this assignment in the Student and Family portals:</li> <li>Public: The assignment appears in the portals.</li> <li>Private: The assignment does not appear in the portals.</li> <li>Public - no grades: The assignment appears in the portals, but no scores or grades you enter for the assignment appear.</li> </ul>
Description	Use the text editor to type a description of the assignment. The description can include links to the web, and any other feature available in the text editor.
Resources Provided by the Teacher	Click Add File or Add Weblink to attach a file or weblink to this assignment. Note: If your district uses Aspen IMS, you can also click Create Online Quiz or Select Google Doc. When you attach a file or weblink to an assignment, Aspen automatically adds the file to your Uploads folder in My Resources. Note: For students to see these resources in the Student portal, be sure to enter online submission dates.

4. Select the **Also add this assignment to linked classes** checkbox if you want to add this assignment to any classes linked to the class you are currently adding the assignment to.

5. Click Save.





# **Copy Assignments for a Class**

After you create an assignment for a class in your gradebook, you can copy that assignment to quickly make a duplicate for that class. For example, assume you are assigning five identical homework assignments for the week (Worksheets 1-5). You can create the homework assignment for Worksheet 1, and simply copy it four times to save yourself the time it takes to define the assignment and its point information.

### To copy assignments for a class:

- 1. Log on to the Staff view.
- 2. Click the **Classes** tab.
- 3. Click the Assignment side-tab.
- 4. Select the checkbox(es) next to the assignment(s) you want to copy.
- 5. On the **Options** menu, click **Copy Assignments.** The system asks you to confirm the number of assignments you want to copy. Click **OK.** The system copies the assignments.
- 6. Select the checkbox next to an assignment, and click **Details** on the **Assignments** side-tab.
- 7. Edit information specific for this assignment. For example, you might want to change the name from Worksheet 1 to Worksheet 2.
- 8. Click Save.
- 9. Continue to make any changes you need for each copied assignment.

# **Import Assignments from Another Class or Year**

You can import assignments into your class sections from one of your current sections or from a previous year in your gradebook.

### To import assignments:

- 1. Log on to the Staff view.
- 2. Click the **Classes** tab.
- 3. Click the **Assignment** side-tab.
- 4. On the **Options** menu, click **Import Assignments**. The Import Assignments dialog box appears.
- 5. At the **Import from** field, click Q to select the section you want to copy assignments from. A list of your course sections sorted by year appears.
- 6. Select the course section you want to copy assignments from, and click **OK**.
- 7. Select one of the following to indicate which assignments you want to copy:
  - Selected: to select specific assignments from the section. The Assignment pick list appears in descending order. Select the checkbox next to each assignment you want to copy, and click OK.





- **Category:** to select entire categories of assignments to copy from the section. The Category pick list appears in descending order. Select the checkbox next to each category of assignments you want to import, and click **OK**.
- All Assignments: to copy all assignments from the section.

**Note:** The system updates the value for each date of the assignment to the current schedule term and school year. The system uses the student calendar shared by the majority of students in the section to determine the dates.

8. Click OK.

# **Using Your Aspen IMS Mobile to View Your Planner**

It is Sunday night, and you are in line at the grocery store. You have that sudden feeling that you forgot to create all of the assignments you meant to provide for students to access this week in school.

No problem. While you are waiting, access your Aspen IMS Mobile for teachers on your phone to refer to your Planner for the week.

1. Log on to Aspen IMS Mobile.

EI

2. Tap



. Your Planner automatically displays any assignments you

- created for all of your classes.
- 3. To limit the classes you see, tap **All Classes**. A list of your classes appears. Tap a specific class name to view assignments for that class only.

**Note:** If you teach several sections of that same class, information for all sections automatically appears. To select specific sections of the class, tap the number chosen:



Follett Aspen™ Instructional Management System

			Ξ				
ī,	Che	mist	try				
	Month		Week		Day		
_	tions						
« Oc	tober	No	vemi 2013		Dece	embe	
27	28	29	30	31	1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	24 25 26 27 28 29 30						
La	ıb Rep	orts	1				
St	ates o	of Mat	tter				

To remove the checkmark and information for those sections from appearing, tap the checkboxes:



	Choose Which Sections to Show								
<b>Se</b> 2									
« Oct	tober	INC	2013	ber	Dece	emb			
27	28	29		31	1	2			
3	4	5	6	7	8	9			
10	11	12	13	14	15	1			
17	18	19	20	21	22	2			
24	25	<b>25</b> 26 <b>27</b> 28 29 3							
St:	States of Matter								

On a phone, assignments appear at the bottom of the calendar. On a tablet, up to three assignments appear within the date on the calendar:

🖻 Chemi	stry					
Month W	'eek Day	Sections 3 chosen				
« Prev Week		Weel	Next Week »			
Sun, Nov 17	Mon, Nov 18	Tue, Nov 19	Wed, Nov 20	Thu, Nov 21	Fri, Nov 22	Sat, Nov 23
	Review Quiz	Homework 11	Lab Reports 1	Homework 15	Quiz 3	
	Homework 5	Homework 17	States of Matter			
	States of Matter		States of Matter			

4. To view details or attachments, tap an assignment name.





# **Using the Planner**

The **Planner** tab Aspen IMS is an online teacher plan book. On this page, you can create, view, and edit assignments for your sections, as well as manage personal appointments:

Pages Classes	Planner Quest	Student Tools				
Options Report	rts Help					
erm: Q1	Day Week Month	h				
NT11302 Advisory (High School)			Previous May 13 - May 19	Next	This Week	
INT11302-008	Mon	May 14 Tue	May 15 Wed	May 16 Thu	May 17	Fri May
SCI31304 Chemistry SCI31304-001 SCI31304-002	Copy: Read Chemistry Lab SCI31304-001 Chemistry	Temperature Lab	Kitchen Quiz Good luck on the 4 question qui SC/3/304-001 Chemistry	iz! Stud	st 1 on Moles - Conversions dy your notes and the textbook (chapter 17). /31304-001 Chemistry	Pre-Lab 19 - Titration of Unknown Concentration
SCI31304-003 SCI31304-004	Copy: Read Chemistry Lab	Copy: Read Chemistry Lab	Kitchen Quiz Good luck on the 4 question qui SCI31304-002 Chemistry	Stud	py: Test 1 on Moles - Conversions dy your notes and the textbook (chapter 17). 131304-001 Chemistry	Copy: Pre-Lab 19 - Titration of Unknown SCI31304-001 Chemistry
SCI36303 Honors Chemistry SCI36303-001	Copy: Read Chemistry Lab Changes SCI31304-002 Chemistry	Balancing Equations p251 Ex. 1, 2, 4, 5 SC/31304-004 Chemistry	Kitchen Quiz Good luck on the 4 question qui	Peri The	riodic Table - Atomic Weights 5 he periodic table we use today is based on the 131304-002 Chemistry 5	The Effects of Caffeine on Typing Speed SCI31304-002 Chemistry
nked Sections	Copy: Read Chemistry Lab	Pop Quiz - Ch22 Reading Q Pop Quiz SC/36303-001 Honors Chem	uestions	Goo SC/	chen Quiz 20 od luck on the 4 question quizt 131304-004 Chemistry 20%	Test 1 on Moles - Conversions Study your notes and the textbook (chapter 17). SCI31304-004 Chemiztry
	SCI31304-004 Chemistry	1190	Стм	<u>⊇</u> ℓ Ø		Acid Base Lab SCI36303-001 Honora Chemistry
			SCI31304-002 Chemistry	R		

If your district or department has created curriculum maps for your classes, you can also view the curriculum maps.

Your Planner contains three views:

- Curriculum View: See which map topics (units) and lesson plans to cover each day, according to the curriculum map defined for this course.
- Event View: Create and view your assignments and personal appointments.
- Lesson View: Create and view lesson plan notes and resources you create for lessons outside of a district curriculum map.

#### Before you use your Planner:

- Define your Planner settings, which include the colors you want to use to identify your classes.
- Determine the information that displays on the Planner, such as which classes and which dates.

### **Define Your Planner Settings**

Define your Planner settings to determine how your classes appear on your Planner.

Note: Changes to the Planner settings will affect the appearance of the Planner widget.

#### To define your Planner settings:

- 1. Click the **Planner** tab.
- 2. On the Options menu, click Planner Settings. The Settings page appears:





Settings					
	Save Cancel				
	Show weekends				
	Activate Reminders				
	Calendars				
	Name			Color	Options
	My Events				
	Follett Schools				
	Crow Point High School				
	DUTY-040 Duty				All categories
	INT11302-008 Advisory (High Scho	0)			All categories
	PREP-031 PREP				All categories
	SCI31304-001 Chemistry				All categories
	SCI31304-002 Chemistry				All categories
	SCI31304-003 Chemistry				All categories
	SCI31304-004 Chemistry				All categories
	SCI36303-001 Honors Chemistry				All categories
	Save				
	* Please note that changes to th	e Planner settings will affect the appearance of t	the Teacher Classes widnet		

3. Use the following table to define your Planner settings:

Field	Description			
Show Weekends	Select this checkbox if you want to see Saturdays and Sundays on your planner.			
	Select this checkbox if you want to display a single line reminder for each date within the date range of an assignment (date assigned through date due). The reminder line is a lighter color on the days the assignment is not due, and darker for the date the assignment is due. For example, if the date due is three days after the date assigned, a reminder line			
Activate	appears on the calendar for all three days.			
Reminders	<b>Note:</b> If you select this checkbox and you view information for all of your sections on your Planner, your Planner could contain many assignment reminder lines for each date.			
	This function is primarily intended for students to remind them that they are supposed to be working on something.			
	Determine the highlighter colors that represent your sections and appointments on your Planner.			
	In the <i>Color</i> column, click the color box next to the item. The Color Chooser appears. Click a color, and click <b>OK.</b>			
Color	Within each class section, you can click <b>All Categories</b> to open the Category pick list. Select only the assignment categories you want to appear in the color you selected for the class.			
	<b>Note:</b> The colors for appointments is set by the <i>My Events</i> color.			



#### 4. Click Save.

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# **Determine the Calendar View on Your Planner**

When using your Planner, click the tabs at the top of the page to change the timeframe to view:

Options Repo	rts Help	udent Tools			Curriculum Map  My Resources
erm: Q1 💌	Day Week Month				
NT11302 Advisory (High School)		Previous May	13 - May 19 Next	This Week	Event View
INT11302-008	Mon May 1	Tue May	15 Wed May 16	Thu May 17	Fri May
SCI31304 Chemistry	Copy: Read Chemistry Lab	Temperature Lab	Kitchen Quiz         Image: Constraint of the second s	Test 1 on Moles - Conversions Study your notes and the textbook SCI31304-001 Chemistry	Pre-Lab 19 - Titration of Unknown
SCI31304-002 SCI31304-003 SCI31304-004	Copy: Read Chemistry Lab	Copy: Read Chemistry Lab	Kitchen Quiz Good luck on the 4 question quiz! SC/31304-002 Chemistry % Sci	Copy: Test 1 on Moles - Study your notes and the textbook SC/31304-001 Chemistry	Copy: Pre-Lab 19 - Titration of SC/31304-001 Chemistry
CI36303 Honors Chemistry	Copy: Read Chemistry Lab Changes SC/31304-002 Chemistry % (>	Balancing Equations p251 Ex. 1, 2, 4, 5 SC/31304-004 Chemistry	Kitchen Quiz Good luck on the 4 question quiz! SC/31304-003 Chemistry % (>	Periodic Table - Atomic Weights The periodic table we use today is SCI31304-002 Chemistry	The Effects of Caffeine on Typing SC/31304-002 Chemistry
SCI36303-001	Copy: Read Chemistry Lab		CTM  SC/31304-001 Chemistry	Kitchen Quiz Good luck on the 4 question quiz! SCI31304-004 Chemistry % 🏷	Test 1 on Moles - Conversions Study your notes and the textbook SC/31304-004 Chemistry
Chemistry			стм 🥳		

#### To determine which dates you view information for:

- 1. Click one of the following:
- Day to view assignments and appointments for one day
- Week to view assignments and appointments for one week
- Month to view assignments and appointments for one month

**Note:** The **Day** and **Week** tabs display all assignments. The **Month** tab displays only up to three at a time. A drop-down list appears below the third item if there are more than three times on that day. Click the triangle at the bottom to see the day view when there are more than three items.

On either side of the date(s) you are viewing, buttons to move between dates appear:





Pages Classes Options Repor		udent Tools			Curriculum Map  My Resources Z
rm: Q1	Day Week Month				
T11302 Advisory (High chool)	<	Previous May	y, 2012 Next	This Month	Event View
INT11302-008	Mon	Tue	Wed	Thu	Fri
CI31304 Chemistry	30	1	2	3	4
SCI31304-001	3:00 PM Meeting - Smiths GUIDANCE	Read Pages 10-15	Daily Homework - 2	Daily Homework - 3	]
SCI31304-002	Test 1 on Moles - Conversions	Read Pages 10-15			
SCI31304-003	Daily Homework - 1	Read Pages 10-15			
SCI31304-004					
enter transmission.	7	8	9	10	11
CI36303 Honors	Daily Participation - 2	Daily Participation - 3	Open Response Example	Homework 7	Daily Homework - 4
hemistry				Daily Participation - 4	]
SCI36303-001					
nked Sections					
hemistry	14	15	16	17	18
ioniou y	Copy: Read Chemistry Lab	Temperature Lab	Kitchen Quiz	Test 1 on Moles - Conversions	Pre-Lab 19 - Titration of Unknown
	Copy: Read Chemistry Lab	Copy: Read Chemistry Lab	Kitchen Quiz	Copy: Test 1 on Moles - Conversions	Copy: Pre-Lab 19 - Titration of
	Copy: Read Chemistry Lab	Balancing Equations p251	Kitchen Quiz	Periodic Table - Atomic Weights	The Effects of Caffeine on Typing
	<b>`</b>				
	21	22	23	24	25
	Daily Participation - 5	Daily Participation - 6	Daily Participation - 7	ChemistryTest 5/14	wednesdaymaysixteen test - 2
				Daily Participation - 8	wednesdaymaysixteen test - 2
					wednesdaymaysixteen test - 2
	28	29	30	31	1
	Chapter 10 Question - 1	ChemistryTest 5/14	ChemistryTest 5/14	Test 1 on Moles - Conversions	wednesdaymaysixteen test - 3
		ChemistryTest 5/14			wednesdaymaysixteen test - 3

- 2. Do the following to move between dates:
- Click **Previous** to view the day, week, or month previous to the one you are currently viewing.
- Click Next to view the day, week, or month after the one you are currently viewing.
- Click This Week to view the current week.

### **Use the Event View on Your Planner for Assignments**

Use the Event View on your Planner to plan and create assignments by day, week, or month:

Pages	Classes	Plann	er Q	uest	Student	Tools					
Options	Repor	ts	Help								Curriculum Map.   My Resources
Term: Q1		Day	Week	Month							$\frown$
INT11302 Adv School)						Previous	Ma	y 13 - May 19 Next	T	is Week	Event View
INT11302-0	08	Mon			May 1	1 Tue	May 15	Wed	May 16	Thu May 17	Fri Lesson View
SCI31304 Che	emistry	Copy: Rea	d Chemist	y Lab		Temperature Lab	<b>8</b>	Kitohen Quiz		Test 1 on Moles - Conversions	Pre-Lab 19 - Titration of Unknown Concentratio
SCI31304-0 SCI31304-0		SCI31304-	001 Chemis	θy	%	SC/31304-002 Chemistry	<b>2</b> (%)	Good luck on the 4 question quiz! SCI31304-001 Chemistry	86	Study your notes and the textbook (chapter 17). SCI31304-001 Chemistry	SCI31304-001 Chemistry 📎
SCI31304-0		Copy: Rea	d Chemist	y Lab		Copy: Read Chemistry Lab	<b>S</b>	Kitchen Quiz		Copy: Test 1 on Moles - Conversions	Copy: Pre-Lab 19 - Titration of Unknown 🏾 🔏
SCI31304-0	04	SC/31304-	001 Chemis	try	% 🍥	SC/31304-003 Chemistry	<b>∞</b> ⊗	Good luck on the 4 question quiz! SCI31304-002 Chemistry	86	SCI31304-001 Chemiatry	SCI31304-001 Chemistry
SCI36303 Hon Chemistry		Copy: Rea Changes SCI31304-			<b>%</b> %	Balancing Equations p251 Ex. 1, 2, 4, 5 SCI31304-004 Chemistry	55 (5)	Kitchen Quiz Good luck on the 4 question quiz! SC/31304-003 Chemistry	85 90 (V	Periodic Table - Atomic Weights The periodic table we use today is based on the SCI31304-002 Chemistry	The Effects of Caffeine on Typing Speed 55 SCI31304-002 Chemistry 6
SCI36303-0		Copy: Rea						стм	0 (0) (0)	Kitchen Quiz Good luck on the 4 question quiz! SCI31304-004 Chemistry %	Test 1 on Moles - Conversions Study your notes and the textbook (chapter 17). SCI31304-004 Chemistry
Chemistry		SCI31304-	004 Chemis	try	% 🤄			SCI31304-001 Chemistry	20		

You can create the following:

- assignments
- appointments

Open <u>My Resources</u> to drag and drop resources to assignments.

The following icons appear for assignments on the Day and Week tabs:





lcon	Description
	The <b>Envelope</b> icon indicates that this assignment has information you can download and review.
%	The <b>Chain Link</b> icon indicates that this assignment applies to other <u>linked</u> sections.
<b></b>	The <b>Attachments</b> icon indicates that the assignment has an attachment.
8	The assignment is private; it does not appear in the Student and Family portals.
<b>8</b> 5	The assignment is public, and its grades and details appear in the portals.
<b>8</b> 6	The assignment details are public, but the grades do not appear in the portal

# **Create and Add an Assignment on Your Planner**

You can create and add assignments for your classes directly on your planner. You can add the following:

- Assignments
- Ungraded Assignments
- Appointments

There are two ways to add graded and ungraded assignments:

1. Click on the date you want to assign the assignment or create the appointment for in your calendar. A menu appears:



Select the type of assignment or appointment you want to create for that date. The corresponding page appears.



- 2. Open **My Resources**, and click, drag and drop an assignment template to a date on your calendar. The New Assignment page appears.
- 3. Enter the assignment information.

You can attach files, links, <u>online quizzes</u>, and <u>Google Docs</u> to your assignments by dragging and dropping them from My Resources.

If any of the files are Google Docs, you can make the document editable by the student. To do so, click **Make Student Editable** to the right of the document title:

Options Rep	orts Help				Curriculum Map My Resources 🎽
Save Cancel Delete					My Resources
	Pescription           130-01 (selected)           T           ##           test test test           4/13/2012           10.0	Options Extra oredit * Extra oredit points * Sequence number * Score not droppable Private Entry mode * Grade Scale	V 10 0 22 V Numeric Only V DHS Standard A-F	Q. X	Content Folder
Open date		Grade Term *	T4 Q		
	C A Conspiracy of Decency	×	Student Editable		
Attachments	Civil War Battles	X	Make Student Editable		~
Save Cancel Delete					Add Edit Using 1 MB of your 1000 MB (0%)

**Note:** When you make a Google Doc student editable, it creates student-specific versions of that document.

To edit an assignment or appointment, click the assignment or appointment on the calendar.

To delete an assignment, click the assignment or appointment on the calendar. On the **Options** menu, click **Delete Calendar** Item.

If you create an assignment for a section that is linked to other sections, you can link the assignments.

### **Create Appointments on Your Planner**

Appointments are personal reminders that only appear in your Planner. They can only be created on the **Planner** tab. Appointments appear as a single line.

Note: Go to Planner Settings to change the color that represents appointments on your Planner.



### To create an appointment:

- 1. Click the **Planner** tab.
- 2. Click the date you want to make the appointment for. A menu appears.
- 3. Click Add Appointment.
- 4. Use the following table to enter information in the fields:

Field	Description
Name	Type the name of the appointment. This is the name that appears on your Planner.
Start Date	Type the date on which the appointment begins, or click 🎹 to select the date.
Start Time	Type the start time of the appointment.
Description	Type a description of the appointment.

5. Click Save.

### **Work with Linked Sections**

If you create an assignment for a section that is linked to other sections, you can link the assignments.

In your Planner, linked sections appear in the list of classes on the left side of the page:



Click the **Planner** tab. The label for the linked sections now appears:



Click the linked section's name to include all assignments for all the sections within the link.

