

Teachers: Entering BAS Data into Aspen

Benchmark Assessment (Fountas and Pinnell)

Fall Data Entry (Deadline: Friday before Thanksgiving)

1. Assessment TopTab > Assessment Entry SideTab
2. When you first go in, it looks blank:
3. Click on the Pick List icon (magnifying glass), and select the 98 - Benchmark Assessment:

	Name
<input checked="" type="radio"/>	98 - Benchmark Assessment (Fountas and Pinnell)
<input type="radio"/>	98 - BOEHM
<input type="radio"/>	98 - DART
<input type="radio"/>	98 - ECOLE ECRIT
<input type="radio"/>	98 - ERCL
<input type="radio"/>	98 - SCHOOL-WIDE WRITE

4. Click on the Select button below the word Students.

Elementary teachers: "Students in my homeroom"

High School teachers: "Students by section"

Click OK.

5. All the student names will appear. They will look like this:

Name	Pupil #			School > Name	GrdLvl	Date *	Fall (F) or Spring (S)	Title	Fiction (F) c
AAAGrade03, Student	2210701			St. Elias Community School	03	8/26/2022			

- Select the Grade Level. The school name will appear.
- Enter the date:
 - Fall: Deadline: Friday before Thanksgiving
 - Spring: Deadline: Friday before Victoria Day
- Enter F or S to identify the session
- Enter the first 10 characters of the title
- Enter F or NF for the genre of text used
- Level: A - Z
- Accuracy: 0 - 100
- Comprehension: 0 - 9
- Self-Correction: 0 -100
- Independent/Instructional/Hard: X or leave blank (as applicable)
- Fluency: 0 - 3
- Writing about: 0 - 3

Note: Your work is automatically saved.

Spring Data Entry (Deadline: Friday before Victoria Day)

1. To add an additional record for Spring, you follow Steps 1-4, so that you can see your list of students.

Tip: If you set your Date Range to January to June, you can hide the Fall entries.

2. Click the small + icon in the header. This will add a new row for every student:



Alternately, you can click the + icon for an individual student, next to their pupil number, if you are only entering a single record.

3. Follow Step 5 for data entry.

Frequently Asked Questions

What if a new student arrives, and I don't see a record?

Follow Steps 1-4. In Step 4, click Selection and choose that student.