

ASPEN GUIDE

School View: Entering DART Data into Aspen

Note: You may also use Staff View, and follow the Teacher instruction guide.

Fall Data Entry (Date: October 9, 2020)

1. Assessment TopTab > Student Assessments SideTab > Assessment Entry SubSideTab
2. When you first go in, it looks blank:

The screenshot shows the Aspen Assessment Entry interface. The top navigation bar includes Pages, School, Student, Staff, Attendance, Conduct, Grades, Assessment, Schedule, Global, Tools, and Admin. The main content area is titled "Assessment Entry" and features a sidebar with "Assessment Definitions", "Student Assessments", "Assessment History", and "Assessment Entry". The main area has fields for "Assessment Definition", "Student" (with a "Select..." button), and "Date Range". A search icon (magnifying glass) is next to the "Assessment Definition" field. Below these fields, it shows "0 of 0 selected" and "No Students Selected". A table below has columns for "Name", "Pupil #", and a checkbox, with "No matching records" displayed.

3. Click on the Pick List icon (magnifying glass), and select the 98 - DART assessment:

The screenshot shows the Pick List dialog box. The title is "1:98 - DART". It has a search field labeled "Search on Name". Below the search field, there are two radio button options: "98 - DART" (which is selected) and "98 - Yukon School-Wide Write".

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

Make a choice that makes sense to you, so that the number of selected students is more than zero. You may see more options, depending on your school.

Click OK.

The screenshot shows the Students dialog box. The title is "Students". It has four radio button options: "Students in my classes" (which is selected), "Students in my homeroom", "Students by section", and "Selection". Below the options, it says "Selected students: 224". At the bottom, there are "OK" and "Cancel" buttons.

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

Name	Pupil #	<input type="checkbox"/>	School > Name	GrdLvl	Date *	Rubric Scale Level	Strategies	Comprehension	Analysis	Comments
		<input type="checkbox"/>	Christ the King Elementary <input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="09/10/2020"/>	<input type="text" value="0"/>				

- Verify that your school name is correct.
- Select the Grade Level.
- Verify that the date matches the standard for this session:
 - Fall: October 9, 2020
 - Spring: May 21, 2021
- Enter a Rubric Scale Level: 1-10
- Enter a Strategies score: 1-4
- Enter a Comprehension score: 1-4
- Enter a Analysis score: 1-4
- Enter a Comments on Completion score: 1-4

Note: Your work is automatically saved as you work.

Spring Data Entry (Date: May 21, 2021)

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