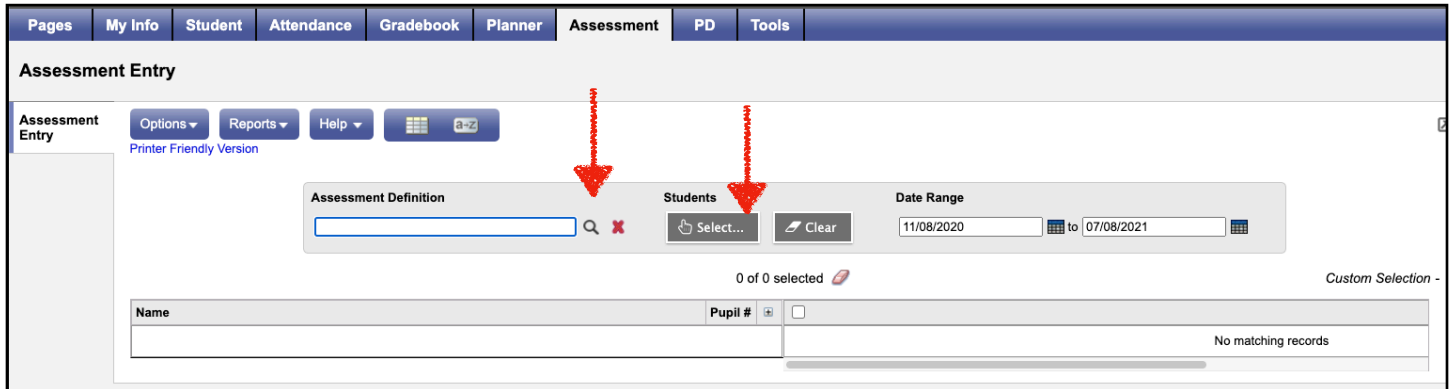


# ASPEN GUIDE

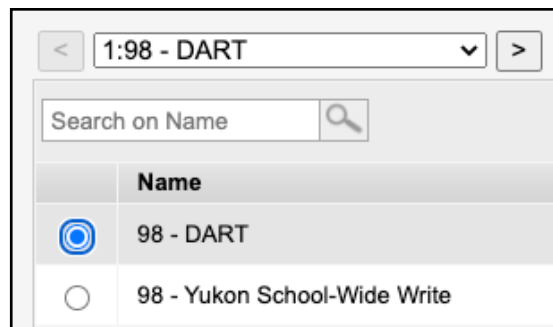
## Teachers: Entering DART Data into Aspen

Fall Data Entry (Date: October 9, 2020)

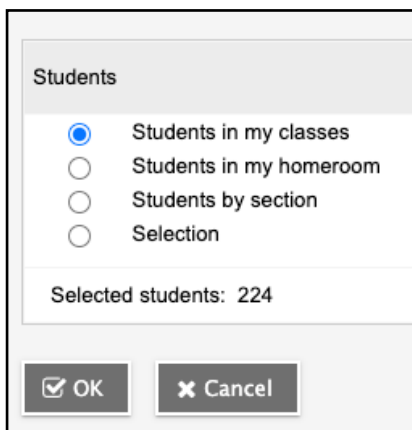
1. Assessment TopTab > Assessment Entry SideTab
2. When you first go in, it looks blank:



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



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



Make a choice between "Students in my classes" or "Students in my homeroom", so that the number of selected students is more than zero.

Click OK.

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"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<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.