

ASPEN GUIDE

Teachers: Viewing Historical Assessment Records

In Aspen's School View, office staff and administrators have the ability to see all records for the students in the school. However, this broader view is not available in the Staff View.

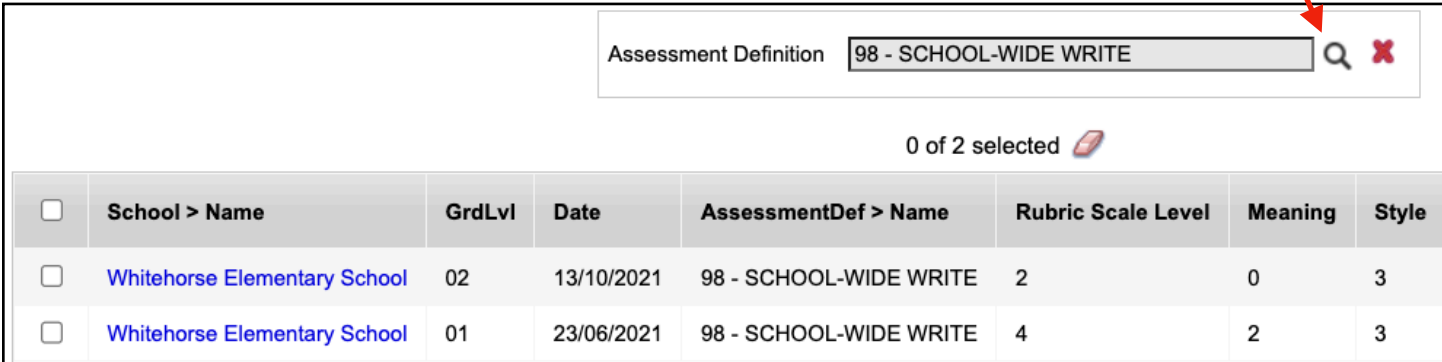
In Aspen's Staff View, teachers are able to view all assessment records on an individual student.

1. Student TopTab > Select a student (check the box by their name)
2. Assessments SideTab

- By default, the view will be of all assessment records for that student.
- Clicking on any of the column headers will sort the information ascending/descending.

3. You may also narrow the set of data by choosing a specific assessment.

- Click on the Pick List Icon (magnifying glass) to select a specific Assessment Definition.
- Click the little red X to return to All Records.



<input type="checkbox"/>	School > Name	GrdLvl	Date	AssessmentDef > Name	Rubric Scale Level	Meaning	Style
<input type="checkbox"/>	Whitehorse Elementary School	02	13/10/2021	98 - SCHOOL-WIDE WRITE	2	0	3
<input type="checkbox"/>	Whitehorse Elementary School	01	23/06/2021	98 - SCHOOL-WIDE WRITE	4	2	3

4. Go back to Step #1 to select a new student.