



School Office View

Details	Demographics, Alerts, Citizenship, Programs, Permissions, Language/Culture
Contacts	
Attendance	
Conduct	
Transcript	
Assessments	
Academics	
Schedule	View/Change a student's schedule, Manage course requests for next year
Membership	Student Enrolment Info, Transfer/Withdrawal Info, Active/Inactive, Groups
Transactions	
Documents	Journal, Other documents, IEPs, Ed. Plans, Forms
Snapshots	

Pages **School** **Student** **Staff** **Attendance** **Conduct** **Grades** **Assessment** **Schedule** **Global** **Tools** **Admin**

- Setup
- Schedules**
- Details
- Calendars
- Events
- Lockers
- Membership
- Journals
- Cashier's Office
- Ed. Plans
- Groups

- | Options | Reports | Help |
|---|---------|------|
| Modify List | | |
| Mass Update... | | |
| Registration | | |
| Assign Couriers | | |
| Import Photos... | | |
| Create Secondary School Associations... | | |
| Populate Homerooms... | | |
| Requests | | |
| Send Email... | | |
| Validate Records... | | |
| Assign Student Programs | | |
| Blended Marks to Transcript | | |
| Course Exam Synchronize Procedure | | |
| GDE | | |
| Exports | | |
| Analytics | | |
| Query... | | |
| Snapshots... | | |
| Show Selected | | |
| Omit Selected | | |

- Register Student...
- Withdraw Student...
- Change Student Status...
- Promote/Demote Student...
- Archive Student...
- Graduate Seniors...

- Sections**
- Details
- Rebuild
- Teachers
- Roster
- Matrix View**
- Classes**
- Schedules
- Courses
- Rooms
- Structure
- Schedule Attributes
- Rules
- Recommendation Controls
- Preferences

- Details
- Attendance
- Schedule
- Schools
- Documents
- Snapshots

- Conduct Incidents by School
- Conduct Incidents by Student
- Period Attendance by Student
- Period Attendance by Student and Section

Terminology in Aspen

Tabs

Aspen uses a combination of tabs at the top and side of your screen. We refer to these as TopTabs, SideTabs, SubSideTabs, and within a SubSideTab, leaves (Aspen is a tree).

Primary

The “Primary” school is the school of record. You own the student. You can change their demographic information.

Secondary

The “Secondary” school is a student’s cross-enrolled school. Cross-enrolling in Aspen is called “creating a secondary school association”.

YOG

YOG is an acronym for Year of Graduation. Setting the YOG will change the student’s grade level. Therefore, if you want them in a different grade level, you must change their YOG. Our current YOGs:

Grade 12: 2015	Grade 11: 2016	Grade 10: 2017	Grade 09: 2018	Grade 08: 2019
Grade 07: 2020	Grade 06: 2021	Grade 05: 2022	Grade 04: 2023	Grade 03: 2024
Grade 02: 2025	Grade 01: 2026	Grade K (or KH): 2027	Grade EL: 2028	

Active/Inactive

Active students are in the school, and inactive students are withdrawn.

Year (the school year)

In Aspen, the school year is identified by June. YSIS used September. This is our 2014-2015 school year, and therefore, Aspen identifies this as the 2015 school year.

Breadcrumbs

At the top left of the screen, as you navigate within Aspen, the breadcrumbs keep track of where you went. You click on these links to navigate back to where you were, and help you jump back to the beginning of your path. **DON'T USE YOUR BROWSER BACK BUTTON!**

Field Sets

The Field Set icon is at the top right of the screen. Fields are the headings of your columns, such as Name, YOG, Grade, Phone Number, etc. Fields Sets can be modified and saved to custom view certain sets of information. They are the “WHAT” you are looking to find.

Filters

The Filters icon is at the top right of the screen. Filters let you select certain people, such as “all my grade 8s”. Filters can be modified and saved to custom view certain groups of people (students or staff). They are the “WHO” you are looking to find.

Snapshot (Options Menu)

A snapshot is a STATIC list of people that you want to save for later use. Once created, the list does not change. You can manually update it, but it won't automatically update itself with new information. E.g. A “Bus 8 students” snapshot will not gain a new student if you indicate that new student is on Bus 8, too.

Query (Options Menu)

A query is a DYNAMIC list of people that you want to save for later use. It will update itself to include anyone who meets the criteria that you set. E.g. A “Bus 8 students” query will always hold a current list.