TEACHERS

Introduction to Aspen

Aspen (My Education BC) – Introduction for Teachers

A. Logging in and Setting Preferences:

1. Open an Internet Browser (Google Chrome is recommended) and type in the following address in the space at the top: **yukonSIS.ca**

2. Click on **LOGIN** and use the Username (probably your first initial + last name; e.g. jsmith) and Password provided to log in.

3. Click on **Set Preferences** in the top right corner:
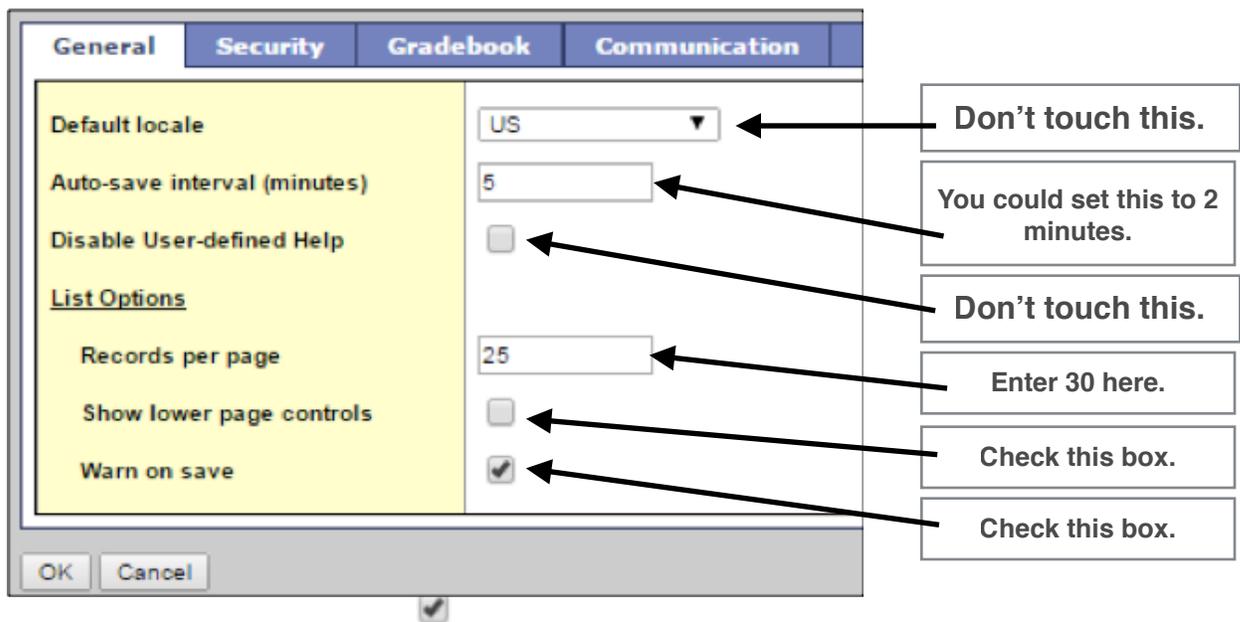
4. Click on the **Security** tab:

Please use your YESNET email as your primary email. This will help you recover your password if you forget it.

Complete this table. Please do not change your primary email address and do not add an alternate email address at this point. You must click on **Change** and add a new password if this is your first time in. Click to **View** requirements if you are unsure. You will need to change your password every 90 days. If the browser asks if you would like to save the password, please say "No".
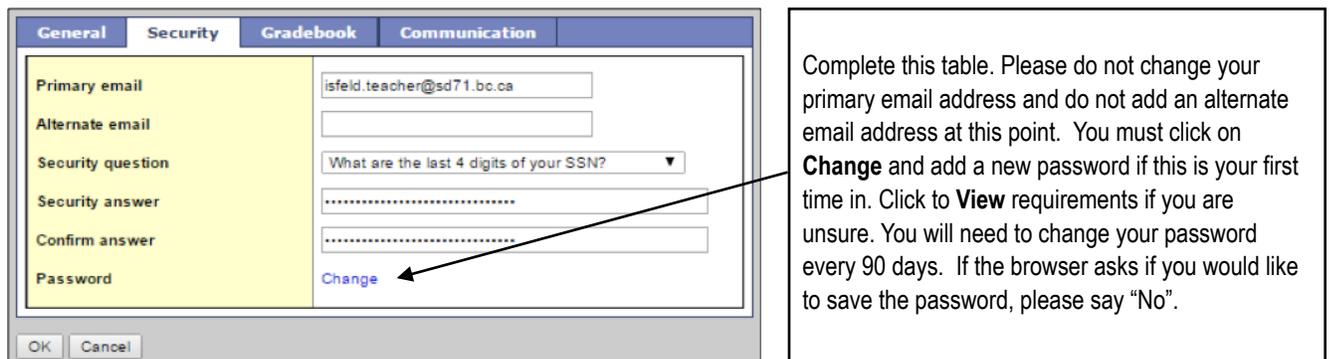
B. Navigating Aspen (MyEducationBC)

To keep things consistent, there are some names for the navigation tools in the program. The first screen that you come to will look like the picture below. This is your **Home Screen** and you click on **Pages** or on the house on the **Top Tab** to return here:

Top Tabs

Announcements appear here.

Secondary teachers these are the courses that you are currently teaching.

Elementary teachers use AM or PM Courses for attendance lists.

Secondary teachers these are the courses that you are teaching in a different semester.

Elementary teachers these are a list of courses you teach.

NOTE: DO NOT USE YOUR BROWSER CONTROLS. PLEASE USE THE CONTROLS IN THE PROGRAM (BREADCRUMBS, TOP TABS… DO NOT USE THE "BACK" BUTTON.

Click on **Students** on your top tab to see **Side Tabs** appear. Clicking on **Side Tabs** will allow you to drill down into **Sub Side Tabs** and **Leaves** that will bring up even more information about the record that you have selected. When this new information displays, there may be **Sub Top Tabs** to allow access to even more in-depth information about the record.

Breadcrumbs

SubTopTabs

SubSideTabs

Leaf

SideTabs

As you navigate through Aspen, it leaves a trail of blue links underneath the top bar that are called **Breadcrumbs**. Click on these breadcrumbs to find your way back to other screens and help you know where you are. If you switch to a different top tab and then return to the previous one, it will remember where you were.
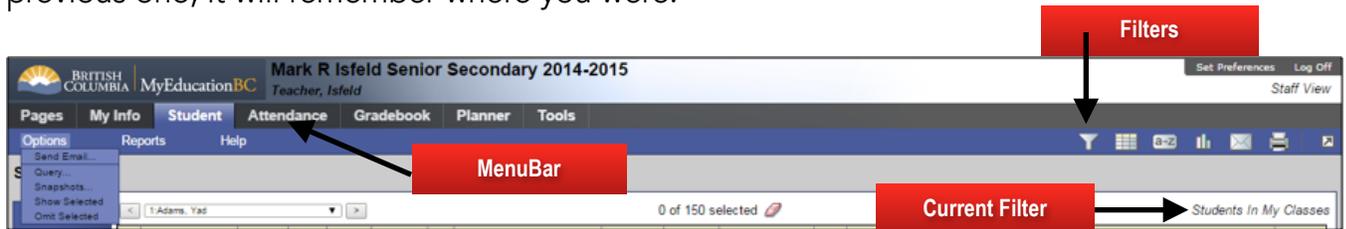

Menu Bar – As you select different tabs on the top tab, the **Options**, **Reports** and **Help** choices (on the menu bar) change to go with the tab you have selected.

If you use the **Filter** to look at specifics about students the screen will change to reflect the filter you are looking through. The **Current Filter** on the right side of your screen tells you which Filter you are looking at. You may have to change your Filter to return to your class list.

C. How to take Attendance

1. Click on **Pages** on the top tab (you will be on your Home page when you open up Aspen).
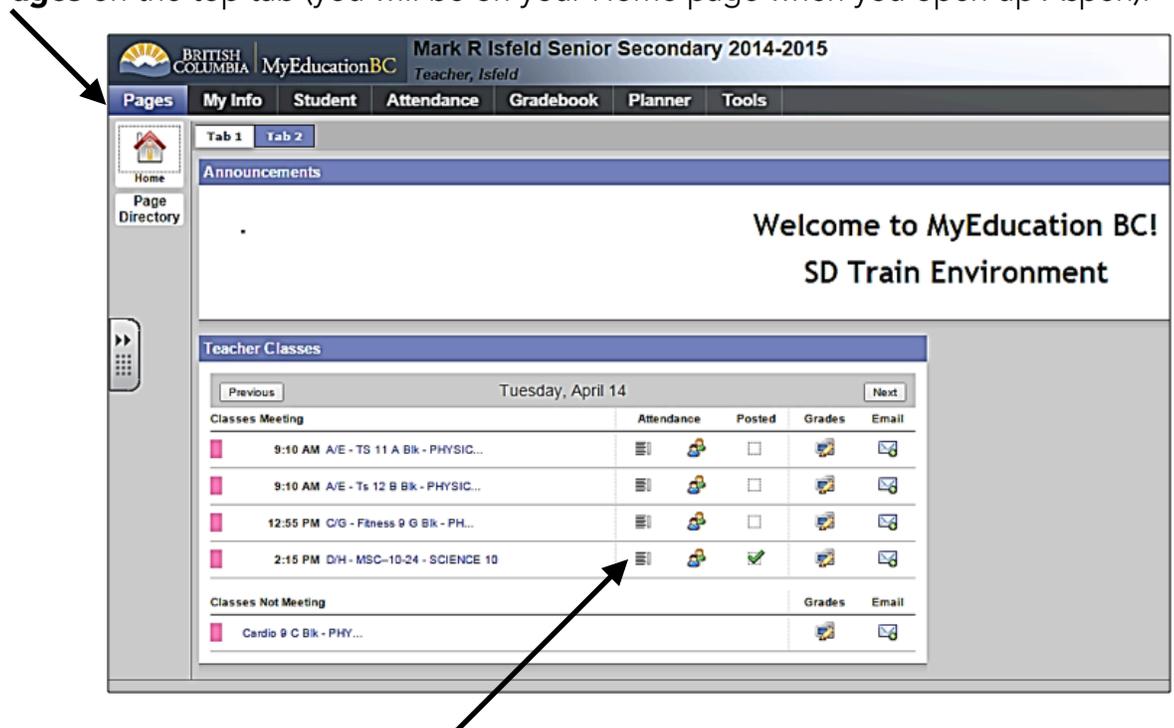
Click on the Attendance List icon for the course you want. Elementary teachers, you choose the **AM** or **PM** course for your class under the Classes Meeting list.

On the Attendance Screen:

1. Students are present by default. Click on the **A** if student is absent and **L** if the student is late.

2. Repeat for all students that are late or absent

3. Click **Post** (at the top or bottom of the page) to save your attendance, and send it to the office.

D. Student Top Tab

When you select the **Student** top tab, you can view all of your students and access information about them.

1. Click on a specific student to bring up information or select the box beside the student's name and click on the item in the side tab that you would like to view. Use the side tab to move through information about that student.

2. To find a specific student, press **Ctrl+F**, then enter the student's last name in the box that pops up.

3. You can also view students that are not on the screen by clicking the dropdown box (works like a phone directory) and choosing the appropriate page. The list will include several students at various points in the alphabet.

4. To return to the Student list, click on the blue **Student List** breadcrumb at the top left on your screen.

Alerts

In the column beside the student name you will see the Alerts that are attached to a particular student. Here is a key for what the alerts mean:

Alert Icon	Category	Meaning
	Medical Alert	Information about a student's medical condition. This icon indicates a life threatening situation.
	Legal Alert	Information about certain legal situations that is supported by documentation.
	Cross-Enrollment Alert	Indicates that a student is taking classes or receiving services at more than one school.
	Health Alert	Information about a general health situation.
	General Information Alert	There is general information about this student that doesn't fit into another category. This does not refer to conduct issues.
	Family Alert	Information about a family situation that is NOT legal.
	IEP Alert	Student has an Individual Education Plan on file. Please go to to the Student List and select the Documents SideTab to view the IEP.
	Learning Disability Alert	Learning disability has been identified but may or may not have an IEP.
	Daily Absence Alert	Indicates that a student has been marked absent for all or part of a day.
	Quick Status Alert	For Period-Based high schools. Clicking this icon will show where a student is located, based on their course schedule.

E. Resources

Resources for teachers may be found under the Resources Tab on our website: yukonSIS.ca

Help: On the menubar, there is a Help Menu, with an online help database.

Aspen Help Desk: 867-667-8842