

**Enhancements to Aspen SIS and IMS**

<i>District, school, and system administrators</i>																									
<b>Record-level security</b>	<p>The new record-level security enhancement lets you restrict user roles from viewing fields on a student’s record without restricting them access to the entire record. For instance, you could allow the school nurse and guidance counselors to know which students participate in the free- or reduced-lunch program, but block this information from other staff members. You follow a multi-step process to enable record-level security; however, the following data fields and their associated Data Dictionary system tables are set up for record-level security by default:</p> <table border="1"> <thead> <tr> <th>Name</th> <th>JavaName</th> <th>Name</th> <th>Reference Table &gt; Name</th> </tr> </thead> <tbody> <tr> <td>CJO_FEE_TYPE</td> <td>feeType</td> <td>Fee type</td> <td>Fees and Fines</td> </tr> <tr> <td>CND_INCIDENT_CODE</td> <td>incidentCode</td> <td>Primary code</td> <td>Conduct Incident</td> </tr> <tr> <td>PGM_PROGRAM_CODE</td> <td>programCode</td> <td>Program code</td> <td>Student Programs</td> </tr> <tr> <td>DOC_TYPE_CODE</td> <td>typeCode</td> <td>Type</td> <td>Document Type Codes</td> </tr> <tr> <td>JNL_TYPE</td> <td>type</td> <td>Type</td> <td>Student journal type</td> </tr> </tbody> </table>	Name	JavaName	Name	Reference Table > Name	CJO_FEE_TYPE	feeType	Fee type	Fees and Fines	CND_INCIDENT_CODE	incidentCode	Primary code	Conduct Incident	PGM_PROGRAM_CODE	programCode	Program code	Student Programs	DOC_TYPE_CODE	typeCode	Type	Document Type Codes	JNL_TYPE	type	Type	Student journal type
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<b>At-risk student alerts</b>	<p>You can create at-risk definitions at the district, intermediate organization, and school level that define criteria for students whose academic success may be at risk. At-risk definitions contain any number of attendance, conduct, grades, GPA, demographic, and assessment indicators. When you run the at-risk definition, students receive at-risk points associated with each indicator that has been met. Students are associated with an at-risk level based on the number of points accumulated. Students that fall within an at-risk level can be assigned an at-risk alert. District (Root Organization), Intermediate Organization or School view, <b>Tools &gt; At Risk</b>.</p>																								

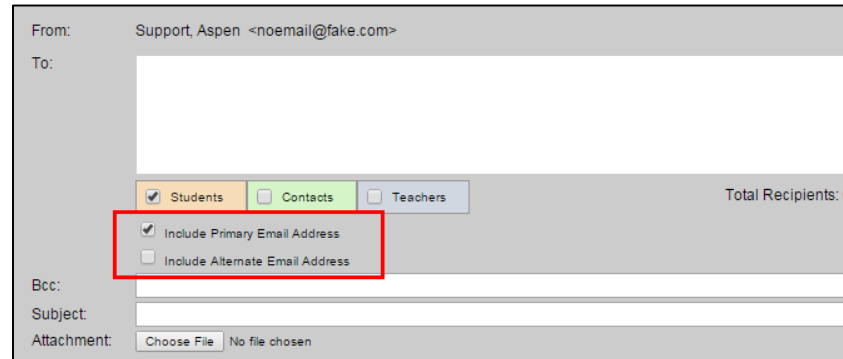
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<p><b>User's account and login status</b></p>	<p>A new drop-down, <b>Login Status</b> (District view, <b>Admin &gt; Users &gt; Details</b>), replaces the <b>Disabled</b> checkbox in the <b>Login</b> section. Use it to specify the status of the user's account (enabled or disabled). This drop-down also determines whether the user can re-enable their account using password recovery if they exceed the specified number of login attempts. The options are:</p> <ul style="list-style-type: none"><li>• <b>Enabled:</b> Account is accessible with the correct Login ID and Password.</li><li>• <b>Disabled but allow re-enable from password recovery:</b> Account was set to <b>Enabled</b>, but the user exceeded the specified number of login attempts. The user can re-enable their account using password recovery.</li><li>• <b>Disabled and locked:</b> Account is disabled, and the user cannot log in unless it is set to <b>Enabled</b> again. For example, you might disable and lock the account of a user who leaves your district.</li></ul> <p>During the upgrade, some disabled accounts might have been reset to <b>Disabled and locked</b>, so those users cannot use the password reset function. You can change the setting to <b>Disabled but allow re-enable from password recovery</b> in a mass update, if desired.</p>
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### Send mass-email notifications to primary or alternate email address

When writing a mass email to students or staff in the Mass Email pop-up, you can now select whether you want the email to be sent to their primary email address (default), alternate email address, or both:



The screenshot shows a mass email composition form. The 'From' field is 'Support, Aspen <noemail@fake.com>'. The 'To' field is empty. Below the 'To' field are three buttons: 'Students' (checked), 'Contacts' (unchecked), and 'Teachers' (unchecked). To the right of these buttons is the text 'Total Recipients: 0'. Below these buttons are two checkboxes: 'Include Primary Email Address' (checked) and 'Include Alternate Email Address' (unchecked). These two checkboxes are highlighted with a red rectangle. Below the checkboxes are fields for 'Bcc:', 'Subject:', and 'Attachment:'. The 'Attachment' field has a 'Choose File' button and the text 'No file chosen'.

Depending on the district's preferences, one or both of the checkboxes might be selected by default.

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<i>Principals</i>	
<b>Principal user role</b>	<p>District administrators can associate a user with the new Principal user role: District (Root Organization) view, <b>Admin &gt; Security &gt; Roles</b>, select <b>Principal IMS</b>. This role is able to review and edit information in multiple views. In addition to the Principal's School view, the principal can click <b>Change view</b> on the settings bar to switch to a specific staff member's, student's, or family member's view.</p> <p>The Principal user role lets principals:</p> <ul style="list-style-type: none"> <li>• Add professional licenses, certificates, and certified role-type licenses (such as 'first responder') to staff records.</li> <li>• Add documents, such as letters of recommendation, to staff and student records.</li> <li>• “Shadow” teachers, with read-only privileges to their gradebook, lesson plans, and curriculum maps.</li> <li>• Add or edit a student's contact information.</li> <li>• Associate a journal entry with a student to record interactions with that student, as well as outcomes. (These interactions could also be shared with a student's parents through the Family portal.)</li> <li>• Manage groups and members.</li> </ul>
<i>Users who also have Aspen IMS</i>	
<b>Google Docs and assignments</b>	<p>Before submitting an assignment, students can add one or more Google Docs in the Student portal.</p>
<b>Quiz building</b>	<p>Enhancements to online quizzes make it easier to create, edit, and delete questions (<b>Gradebook &gt; Assignments &gt; Options &gt; Add Assignment</b>. Click <b>Create Online Quiz</b>).</p> <p>Teachers can use scientific equations for creating math quizzes (Staff view, <b>Tools &gt; Question Bank &gt; Options &gt; Add</b>).</p>

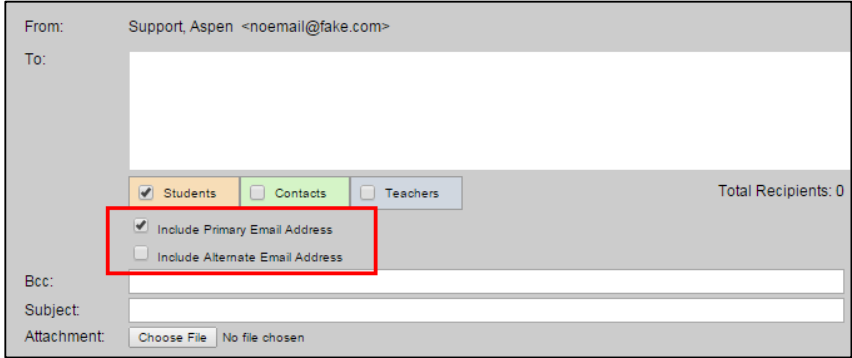
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<p><b>Curriculum enhancements</b></p>	<p>Curriculum enhancements in 5.3 let teachers:</p> <ul style="list-style-type: none"> <li>• Access the previous year’s lesson plans (Staff view, <b>Planner</b>).</li> <li>• Capture lesson notes, resources, and standards in <b>Lesson View</b> and save as a lesson plan in <b>My Resources</b> (Staff view, <b>Planner</b>. Select <b>Lesson View</b> from drop-down). You can access and use these again.</li> <li>• See multiple views on the Planner simultaneously by selecting the checkboxes for the views they want to see (Staff view, <b>Planner</b>. Select <b>Events, Curriculum</b> or <b>Lessons</b> checkboxes).</li> <li>• Search for a keyword within their curriculum maps, lesson plans, and resource titles to quickly determine whether they have covered a subject in the curriculum (Staff view, <b>Gradebook &gt; Curriculum Map</b>; Staff view, <b>Planner &gt; Curriculum Map</b>; Staff view, <b>Classes &gt; Planner (IMS)</b>. <b>Search Keywords</b> field).</li> <li>• Compare a curriculum map for a course to another teacher’s curriculum map, if they have shared it (Staff view, <b>Planner &gt; Curriculum Map</b> view).</li> <li>• Search WebPath Express by learning standard to find materials relevant to a particular learning standard, as opposed to a keyword or subject (Staff view, <b>Quest &gt; Standards</b>).</li> </ul>
<p><b>Document structures</b></p>	<p>Enhancements to document structures prevent users from deleting a document structure that is attached to a curriculum map (District view, <b>Assessments &gt; Document Structures</b>. Select the document structure <b>&gt; Elements &gt; Options &gt; Delete</b>).</p>
<p><i>Schedulers (For Aspen users who build and manage school and student schedules)</i></p>	
<p><b>Add/drop future effective dates</b></p>	<p>Previously, when schedulers added or dropped a course from a student’s schedule, the effective date was the date of the change. The Student Schedule Workspace now has a new option, <b>View and make changes as of</b>, that lets schedulers enter the current date or a future effective date, as long as it is during the current school year. The schedule change</p>

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	will take effect on the specified date (School view, <b>Student &gt; Schedule &gt; Workspace</b> ).
<b>Scheduling enhancements</b>	<ul style="list-style-type: none"> <li>• New student relation rule allows students to mutually avoid each other (School view, <b>Schedule &gt; Rules</b>).</li> <li>• Color codes assigned to departments can differentiate classes in the student's schedule in the District or School view (<b>Schedule &gt; Courses &gt; Department Codes</b>.)</li> <li>• The new student relation rule allows students to mutually avoid each other (School view, <b>Schedule &gt; Rules</b>).</li> </ul>
<b>Elementary scheduling enhancements</b>	<ul style="list-style-type: none"> <li>• The Groups Link pop-up in Build view, <b>Workspace &gt; Matrix view</b> in Schedule Mode Lunch or Class now shows the student's last name, first name, and middle name.</li> <li>• You can auto-schedule lunch periods by homeroom or grade level (Build view, <b>Workspace &gt; Matrix view</b>).</li> <li>• "Matrix view" group column and cycle row headers remain anchored when scrolling horizontally or vertically (Build view, <b>Workspace &gt; Matrix view</b>).</li> <li>• A Grade filter is now available in the Matrix view (Build view, <b>Workspace &gt; Matrix view</b>).</li> <li>• Drag the beginning or end of a class block to lengthen or shorten a class's time period for a given day without affecting other days (Build view, <b>Workspace &gt; Matrix view</b>).</li> <li>• The Feedback side-tab is available in the Elementary scheduling mode (Build view, <b>Workspace &gt; Matrix view</b>).</li> </ul>

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<i>Teachers</i>	
<b>Send mass-email to primary or alternate email addresses</b>	<p>When writing a mass email to students or staff in the Mass Email pop-up, teachers can now select whether they want the email to be sent to a primary email address (default), alternate email address, or both:</p>  <p>Depending on the district's preferences, one or both of the checkboxes may be selected by default.</p>
<i>Parents and Families</i>	
<b><u>Aspen Mobile</u></b> <b>Tasks screen renamed</b>	<p>To better match the desktop version of Aspen, the Tasks screen of Aspen Mobile has been renamed <b>To Do</b>.</p>
<b>View overdue online assignments</b>	<p>Parents and families can now view their student's overdue online assignments in a number of screens in Aspen Mobile, including:</p> <ul style="list-style-type: none"><li>• The Home screen. View a list of these assignments in the new Overdue Online Assignments section.</li><li>• The To Do screen. View the total number of overdue online assignments in the new <b>Overdue</b> section, and detailed descriptions of each after any current or scheduled assignments.</li></ul>

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	<p>On the Home screen, they can also tap the name of an overdue online assignment to view that assignment's details. Assignments marked 'private' do not appear if overdue.</p>
<p><b>Log Out button replaced by Calendar button</b></p>	<p>Parents and families can now easily access their student's calendar from the Home screen of Aspen Mobile via the new <b>Calendar</b> button. Tap this button to view a calendar listing any assignments or district or school events that the student has scheduled for the current day, week, or month. You can tap an assignment name to see its details, including the class, gradebook information, dates assigned and due, total available points, grade scale, and grade term, and download any resources the teacher has attached.</p>
<p><b>View student attendance</b></p>	<p>Parents and families can now view their students' attendance information from a phone or tablet using the new <b>Attendance</b> tab in Aspen Mobile. Tap the <b>Attendance</b> tab to view the Daily Attendance Summary screen. This screen shows a summary of the student's attendance records for this year so far by term. Tap the <b>View daily attendance list</b> link to view the Daily Attendance List screen. This screen shows a detailed list of the student's daily attendance records, including the date, attendance code, and reason for each record. Tap the <b>View attendance by class</b> link to view the Academics List screen.</p>
<p><b>View students' overall cumulative average</b></p>	<p>Depending on the district's, school's, and teachers' preferences, parents and families can now quickly view their student's overall cumulative average for each of their classes in Aspen Mobile via the new "Overall Cumulative Avg" column on the Academics List screen.</p>
<p><b>Adjust notification settings</b></p>	<p>Parents and families can now adjust their notification settings on their phones or tablets in Aspen Mobile, just like they do in the desktop version of Aspen. On the Family screen, users can click the new <b>Notifications</b> tab to open the Notifications screen for the student. On this screen, users choose whether notifications for the student are sent to the primary or alternate email address and adjust settings for four types of email notifications.</p>



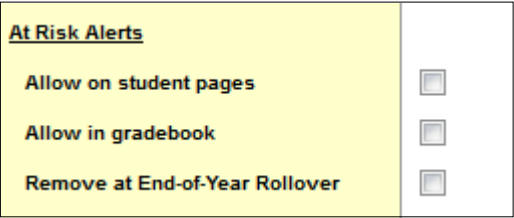


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<b>View student contacts</b>	On the Family screen in Aspen Mobile, users can tap the new <b>Contacts</b> tab to view a list of the student's contacts, just like they see in the desktop version of Aspen. This list includes each contact's name, relationship to the student, and contact information.
<b>View student groups</b>	On the Family screen in Aspen Mobile, users can now tap the new <b>Groups</b> tab to view a list of groups that the student is a part of.
<b>Adjust site preferences</b>	Users can now adjust a limited set of their site preferences in Aspen Mobile, similar to the preferences function in the desktop version of Aspen. Tap the new <b>Preferences</b> tab to view the Preferences screen, where users can set a variety of language, email, and security preferences.
<b>Students</b>	
<b>Aspen Mobile</b> <b>Tasks screen renamed</b>	To better match the desktop version of Aspen, the Tasks screen of Aspen Mobile has been renamed <b>To Do</b> .
<b>View overdue online assignments</b>	<p>Students can now view their overdue online assignments in a number of screens in Aspen Mobile, including the following:</p> <ul style="list-style-type: none"> <li>• The Home screen. View a list of these assignments in the new <b>Overdue Online Assignments</b> section.</li> <li>• The To Do screen. View the total number of overdue online assignments in the new <b>Overdue</b> section, and detailed descriptions of each after any current or scheduled assignments.</li> </ul> <p>On the Home screen, students can also tap the name of an overdue online assignment to view that assignment's details. Assignments marked 'private' do not appear if overdue.</p>
<b>Log Out button replaced by Calendar button</b>	Students can now easily access their calendars from the Home screen of Aspen Mobile via the new <b>Calendar</b> button. Students tap this button to view a calendar listing any assignments or district or school events that they have scheduled for the current day,



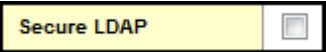
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	week, or month. Tap an assignment name to see its details, including the class, gradebook information, dates assigned and due, total available points, grade scale, and grade term, and download any resources the teacher has attached.
<b>View overall cumulative average</b>	Depending on their district's, school's, and teachers' preferences, students can quickly view their overall cumulative average for each of their classes in Aspen Mobile via the new "Overall Cumulative Avg" column on the Academics List screen.

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<i>New or updated preference</i>	<i>Where to access</i>	<i>Description</i>
<p>New <b>District (Root Organization) Student preferences</b></p> 	<p>District (Root Organization) view, <b>District &gt; Setup &gt; Preferences &gt; Student</b> category</p>	<p>Determines whether an at-risk alert icon appears next to the student's name in the breadcrumbs on student pages, on the Student List (if an Alerts column is in the field set), and next to the student's name in the gradebook (Staff view, <b>Gradebook &gt; Scores</b>). Determines whether last year's at-risk alert icons appear the next school year, or are removed when the End-Of-Year Rollover is run.</p>
<p>New <b>District (Root Organization) Remote Services preference</b></p> 	<p>District (Root Organization) view, <b>District &gt; Setup &gt; Preferences &gt; Remote Services</b> category</p>	<p>Systems administrators copy these fields from the Google Developers Console. In the Console, open the Aspen project and select <b>APIs &amp; auth &gt; Credentials</b>.</p>
<p>New <b>District (Root Organization) Communication preference</b></p> 	<p>District (Root Organization) view, <b>District &gt; Setup &gt; Preferences &gt; Communication</b> category</p>	<p>Determines what type or types of email addresses are automatically included when a staff member creates an email through the Mass Email pop-up: primary email addresses, alternate email addresses, or both.</p>

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<p><b>New District (Root Organization) Security preference</b></p> 	<p>District (Root Organization) view, <b>District &gt; Setup &gt; Preferences &gt; Security</b> category</p>	<p>Lets you restrict user roles from viewing fields on a student's record without restricting them access to the entire record.</p>
<p><b>New School Schedule preference</b></p> 	<p>School view, <b>School &gt; Setup &gt; Preferences &gt; Schedule</b> category</p>	<p>Selecting this preference lets users enter a future effective date when adding or dropping student's courses in the Student Schedule Workspace (School view, <b>Student &gt; Schedule &gt; Workspace</b>).</p> <p>If <b>Allow future add/drop</b> is selected, enter the columns to appear in the <b>Pending Student Schedule Changes</b> section of the Student Schedule Workspace (School view, <b>Student &gt; Workspace</b>).</p>
<p><b>New District Active Directory preference</b></p> 	<p>District view, District &gt; <b>District &gt; Setup &gt; Preferences &gt; Active Directory</b> category</p>	<p>Enables secure LDAP for each active directory usage.</p>

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### New Intermediate Organization preferences for Remote Services (Destiny Integration)

Destiny Integration	
Server name	<input type="text"/>
Server port	<input type="text"/>
District context	<input type="text"/>
Registration GUID	<input type="text"/> <input type="button" value="Register"/>
Send updates	<input type="checkbox"/>

Intermediate Organization view, first tab > **Setup > Preferences > Remote Services** category

Same Aspen-Destiny integration preferences that were available for District (Root Organization) view are now available for the Intermediate Organization.

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### Changes to User Roles and Privileges

Review your user roles to ensure the settings are appropriate for the default user roles used in your district and any customized roles you've created from Aspen's default roles.

The following table lists **new** and **updated** user role security privileges in Aspen:

<b><i>New or updated privilege</i></b>	<b><i>Default roles affected</i></b>	<b><i>Description</i></b>	<b><i>Where to access</i></b> <i>District view, Admin &gt; Security &gt; Roles &gt; Details</i>
<b>New user role:</b> Principal IMS		Lets principals review and edit information in multiple views. In addition to the principal's School view, the principal can click <b>Change view</b> on the settings bar to switch to a specific staff member's, student's, or family member's view.	
<b>New privilege:</b> <input type="checkbox"/> Override school year context	Roles with it enabled: System Administrator	Gives user ability to set the school year for individual schools. For example, this can be used for summer school. When user has this privilege, the <b>Set School Year</b> option is available from District view, <b>District &gt; School Years &gt; Options &gt; Set School Year.</b>	<b>School</b> category, <b>Other</b>

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<p><b>New System tables:</b></p> <ul style="list-style-type: none"> <li>• At Risk Definition</li> <li>• At Risk Indicator</li> <li>• At Risk Result</li> <li>• At Risk Scale</li> </ul>	<ul style="list-style-type: none"> <li>• System Administrator</li> <li>• Guidance Counselor</li> <li>• Conduct Manager</li> <li>• Student Attendance Manager</li> <li>• Grading Manager</li> <li>• Registrar</li> <li>• Personnel Manager</li> <li>• Global Read-Only User (No Health, No Special Ed.)</li> <li>• All School User</li> <li>• Enrollment Manager</li> <li>• Graduation Requirements Manager</li> <li>• Ed Plan Administrator</li> <li>• Exams Officer</li> <li>• School Cashier</li> <li>• School Cashier (read-only)</li> <li>• Curriculum Coordinator</li> <li>• Alignment Specialist</li> </ul>	<p>Supports at-risk alerts.</p>	<p><b>Core</b> category</p>
<p><b>New system table:</b> Cashier's Entry</p>		<p>Replaces Student Fee table which no longer exists.</p>	<p><b>Core</b> category</p>

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<p><b>New fields:</b> School Course Schedule Attributes (COURSE_SCHEDULE) table Now includes new field: <b>Include sub group</b></p>			Supports elementary scheduling
<p><b>New fields:</b> School Course (COURSE_SCHOOL) table Now includes new fields: <b>Preferred Start day</b> <b>Preferred Start time</b></p>			Supports elementary scheduling