

## PUBLICATION #25

December 28, 2018

**C**ommunications, **C**ollaborations, and **C**onnections **CONTINUE**

**Aspen Publication #25** will highlight the significant progress, information, and knowledge needed to successfully utilize Aspen and its various modules and features, including *Gradebook 100 Initiative, Aspen Training Opportunities, the Clean Data Initiative, Family Portal, QPS Team Organization Workflow, Scheduling, High School Course Selection Information Nights, and State Reporting.*

**Aspen Gradebook 100 Initiative**

The Superintendent's Leadership Team continues to collaborate with principals to encourage and support professional staff to utilize the Aspen Gradebook. Additional training opportunities are provided through professional development, individualized coaching sessions and optional after hours training. By June 2019, it is our hope that **100%** of our middle and high school professional staff will implement their gradebook in the "public" feature, allowing students and parents access.

In a recent digital learning survey, QPS middle/high school-teachers shared numerous benefits of using the Aspen Gradebook, including:

- *It adds a layer of transparency that allows students to develop greater accountability for their own success.*
- *Students can view what assignments are due or are missing.*
- *Allows parents to view their student's attendance, class assignments, and homework.*
- *Allows parents and students to monitor student progress.*
- *Offers the opportunity for additional communication with parents and/or students.*

**Aspen Training Opportunities**

The QPS Technology Planning and Training Team will continue to provide professional development and training to Quincy Public Schools staff throughout the 2018-2019 school year. Special thanks to our QPS teachers for providing Aspen trainings, as well as sharing their expertise, experience, and enthusiasm.

Approximately **48** High School Professional staff members participated in various Aspen optional training opportunities during Professional Development on Tuesday, November 13, including *Gradebook Fundamentals, Gradebook Intermediate, and Teacher Pages*. Furthermore, on Tuesday, January 22, Middle School Professional staff members will have their opportunity to participate in Aspen Trainings, including *Gradebook Fundamentals, Gradebook Intermediate, and Teacher Pages* during Professional Development.

## Clean Data Initiative

Quincy Public Schools IT Team continues to reflect and assess data accuracy, district uniformity, and training with the hopes to accommodate integrated technology within our schools at the data administration level.

The Clean Data Initiative aims to assess long-standing and potential inaccurate data for an enhanced Quincy Public Schools data management future. The initiative aims to review current processes, clean existing data, and foster a stronger data entry force (front office level). Ultimately, defining and answering why we are enter certain information in a certain way and how it ties to various aspects of our District.

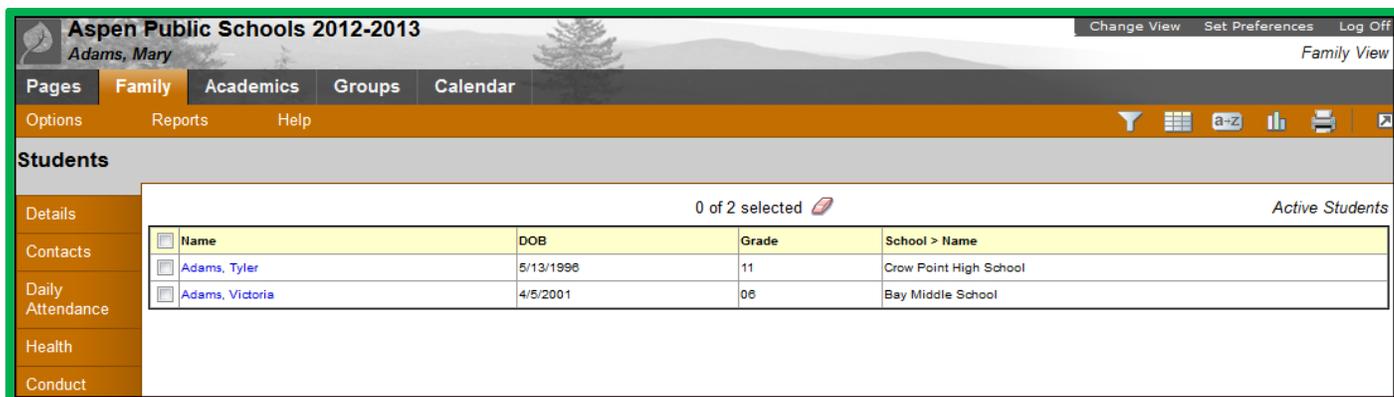
Clean Data Initiative goals, include:

1. **District Data Accuracy:** Reaffirm district-data entry rules and clarify issues that cause confusion.
2. **District Uniformity:** Review, update, and improve processes at each school that will adhere to a uniform process throughout the district.
3. **Super Team:** Consult with and train secretaries to enhance the performance of a highly skilled team in supporting their schools.

Daniel Pacho, IT Data Manager is facilitating this effort and is currently scheduling site visits in collaboration with principals and secretaries team members to provide face-to-face assistance. Mr. Pacho will spend time sharing strategies and answering questions that will assist team members in supporting their schools.

## Aspen Family Portal

In our ongoing efforts to enhance **HOME to SCHOOL CONNECTIONS**, we are pleased to announce that parents and guardians will have access to the **Aspen Family Portal**. This communication tool will allow secure access to all student accounts in the same family in one place. Within the **Aspen Family Portal**, parents will be able to view student attendance, schedules, assignments, interim reports, final term grades, and much more. Implementation will begin in Spring 2019. The current **Aspen Student Portal** will continue to be utilized by students.



The screenshot shows the Aspen Family Portal interface for Adams, Mary. The top navigation bar includes 'Pages', 'Family', 'Academics', 'Groups', and 'Calendar'. Below this is a sub-navigation bar with 'Options', 'Reports', and 'Help'. The main content area is titled 'Students' and shows a table with columns for Name, DOB, Grade, and School > Name. Two students are listed: Adams, Tyler (DOB: 5/13/1998, Grade: 11, School: Crow Point High School) and Adams, Victoria (DOB: 4/5/2001, Grade: 08, School: Bay Middle School). The interface also includes a sidebar with options like 'Details', 'Contacts', 'Daily Attendance', 'Health', and 'Conduct'.

Name	DOB	Grade	School > Name
Adams, Tyler	5/13/1998	11	Crow Point High School
Adams, Victoria	4/5/2001	08	Bay Middle School

Contact data cleanup continues is ongoing preparation for the launch of the **Aspen Family Portal**. Quincy Public Schools Information Technology Team hosted a day of data cleanup on November 19. Many thanks to members of the QPS Secretaries Team, including Tracy Pickering (Parker Elementary), Jane Foley (Snug Harbor Elementary), Christine Knox (Central Middle), and Mary MacDonald (Point Webster Middle) who assisted in this effort. Much progress was made!!!

## ***QPS Team Organization Workflow***

The Superintendent's Leadership Team is in full swing in the implementation of the newly designed Team Organization Module, a customized workflow. This feature is utilized to effectively and efficiently house information about 100+ QPS teams. Team data, including purpose, membership, goals, action steps, meeting dates, agendas, minutes, and reports are integrated into this unique collaboration of team information. This module is a valuable tool that assists Quincy Public School's mission of managing change.

## ***Scheduling***

In a combined effort of school administrators, guidance counselors, and Information Technology staff, preparations for the 2019-2020 school year are underway to ensure the efficient creation of student and staff member schedules.

The process begins with school administrators reviewing course offerings and editing the Program of Studies. The 2019-2020 draft school calendar has been entered into Aspen so the process of building each school's master schedule can begin. In February, teachers will make course recommendations and students will request courses beginning in March. Aspen's Schedule Building System works to build a master schedule that satisfies the greatest number of course requests. Fine-tuning of staff assignments for new and returning staff and class schedules for students continues throughout the Spring and Summer. Our goal is to make 2019-2020 Student Schedules available on the Aspen Student Portal by 3<sup>rd</sup> week of August.

## ***High School Course Selection Information Nights***

During the week of March 11, both high schools will hold **Course Selection Information Nights for Parents** ~ North Quincy, **March 13** and Quincy, **March 14** to introduce the course request process for incoming Grade 9 Parents and any other interested parents. Immediately following the Information Night presentation, technology labs will be available to assist parents with the login process, course request questions and navigation of the **Aspen Student Portal**. Student Support Services and QPS Information Technology Team members will be on hand for support.

## ***State Reporting***

The Massachusetts Department of Elementary and Secondary Education (ESE) collects a wide range of School District data with the goal of improving teaching and learning in the Commonwealth's public schools. Recently, the Quincy Public Schools Information Technology Team completed the 2018-2019 state reporting data submission of Student Course Schedule (SCS) and Education Personnel Information Management System (EPIMS) data. The state uses school district data to make informed decisions about assistance to districts and allocation of resources, as well as compliance of federal requirements. Accurate and timely reporting of this information is a monumental task for the QPS Information Technology Team, who works diligently with Directors, Principals, and Secretaries to assure compliance. Upcoming state submissions include the **School Attending Children** report in February, **Student Information Management System (SIMS)** report in March, and the **School Safety and Discipline Report (SSDR)** at the end of the school year. In addition, the QPS Information Technology Team is preparing for the Federal **Civil Rights Data Collection (CRDC)** submission, which begins in February.

## ***Members of the QPS Information Technology Team***

Kevin Mulvey, Robert Cavallo, Edward Holmes, Daniel Pacho, and Keith Segalla