

## PUBLICATION #16

September 11, 2015

### Communications, Collaborations, and Connections CONTINUE...

We are pleased to share Quincy Public Schools Aspen Publication #16 with you!!! Quincy Public Schools Information Technology Team continually strives to communicate amongst our schools, teachers, students, and parents of our planning, implementation, and reflection/assessment efforts as well as share the significant progress, information, and knowledge needed to successfully utilize Aspen ~ Quincy's Student Information System. We are excited to launch our third year of our implementation of Aspen, providing a positive impact on the day-to-day operations.

The matrix below illustrates the various Aspen modules/features currently implemented throughout our district, thus far:

Aspen Modules/Features	Elementary School	Middle School	High School
<b>Attendance</b>	√	√	√
<b>Curriculum and Learning</b>	*	*	√
<b>Fundamentals</b>	√	√	√
<b>Gradebook</b>	√	√	√
<b>Interims/Report Cards</b>	√	√	√
<b>Scheduling</b>	√	√	√
<b>Special Education</b>	√	√	√
<b>State Reporting</b>	√	√	√
<b>Student/Parent Portal</b>	√	√	√
<b>Teacher Pages</b>	√	√	√

\*During the 2015-2016 school year, QPS Curriculum, Assessment, and Management Team will continue to explore the planning and implementation timeline for the variety of additional Aspen Modules, including: Curriculum and Learning ~ Elementary/Middle, Professional Development, and Assessment ~ Stay tuned.

**Aspen Support and Resources** ~ The Follett Aspen developers recently enhanced and improved their training videos to assist end users with focused small manageable subtopics.

**FOR TEACHERS** ~ Within Aspen under **HELP** Follett provides a variety of User Guides, Quick References Cards, and Short "**How to Videos.**" The videos are explicit and offer step by step help using various features and tools in the Aspen gradebook.

**FOR STUDENTS and PARENTS** ~ The Quincy Public Schools website (quincypublicschools.com) provides student/parent links that you will find useful and guides that will help navigate various features of our Aspen Student Portal.

## Elementary Report Card ~ After

many hours of planning and designing the new Standards-Based Electronic Report card, we are now ready to move into the implementation phase. Aspen has completed the development of the new report card and the IT Team, in collaboration with members of the Curriculum, Management, and Assessment Team, has been hard at work all summer configuring the elementary teacher gradebook, preparing for teacher training, proofing the Aspen created report card, and preparing for fall implementation. Approximately **110** elementary professional staff members and administrators participated for the voluntary Aspen Gradebook Standard-Based Gradebook Training, which was held on September 1<sup>st</sup> and 2<sup>nd</sup>. Throughout the fall, the Principals Team, IT Team, and the Curriculum, Management, and Assessment Team will support teachers and parents, in order to ensure a successful roll-out of this important initiative. Stay tuned for upcoming Parent Academies, PTO meetings, and morning coffee hours. Further gradebook posting training will also be offered to professional staff in November. We thank the many teachers and administrators who have been instrumental to the success of this project!

**Special Education Module Implementation** ~ Special Education Management Training took place on June 4, 5, and September 8, where an approximate **180** Special Education Team members, including administrators, teachers, and student support services staff participated in 3-hour training sessions. Training agenda included Navigation, Student vs. IEP, Enrolling a Student in Special Education, The Workflow, Writing and IEP (Saving the Goal Bank, Using the Goal Bank), Forms Manager, Progress Reports, and Begin a Renewal Workflow (Review and Re-evaluation). During the 2015-2016 school-year Special Education Team members will transition from EASYIEP to the Aspen Special Education Module. Special Education Team Administrators will provide additional support to Special Education Staff throughout the year to ensure a successful and transition.

**State Reporting** ~ August 20<sup>th</sup> Quincy Public Schools IT Team successfully completed our annual state reporting requirements, including Educational Personnel Information Management System (EPIMS), Civil Rights Data Collection (CRDC), Student Course Schedules (SCS), and Student Information Management System (SIMS) utilizing various Aspen modules.

**Student Schedules** ~ August 27<sup>th</sup> high schools successfully published 2015-2016 student schedules prior to the start of the new school year allowing students and parents to view their schedules in Aspen, and email Student Support Services staff scheduling conflicts.

**Curriculum and Learning Module** ~ Throughout the 2015-16 school year, high school teachers will continue their efforts to align all courses in the High School Program of Studies and their curricula to the most current Massachusetts Frameworks and Standards. The Aspen Curriculum and Learning Module is a comprehensive tool that supports the curriculum design process. High School Cabinet-Council Team members will continue to facilitate teachers' development of curriculum maps for all courses by using this tool, which includes a focus on units of study, unit lengths, content, core resources, instructional strategies, assessments, and standards. Teachers and department chairs will receive advanced training on its fundamentals and navigation during this school year.

Standards Based Report Card		Quincy Public Schools		ATHERTON HOUGH ELEM SCHOOL	
2014-2015		Grade: 01		1084 SEA STREET	
Homeroom: 0009		Teachers: [REDACTED]		QUINCY, MA 02169	
Students: [REDACTED]		Principal: ROBIN MOREIRA			
Grade level standards are expectations of what students should master by the end of the school year					
OPS Performance Levels for academic & learning behavior		Absent	Tardy	Dismissed	Present
4- Student performance is advanced for the reporting period		T1	0	1	58
3- Student performance meets the standard for the reporting period		T2	4	2	59
2- Student performance toward the standard is at a beginning level for the reporting period		T3	3	0	58
1- With prompting & assistance student is unable/arely able to meet the criteria for standard		YTD	5	3	176
* Standard modified		Report Card Conferences Tuesday January 5, 2015 2-4 and 7-9			
NA- Standard not assessed this trimester					
Performance Levels (for personal growth and development, homework & effort)					
E- Exceeds expectations M- Meets expectations N- Does not meet expectations					
<b>ENGLISH LANGUAGE ARTS/LITERACY</b>			<b>MATHEMATICS</b>		
Completes English Language Arts/Literacy homework. M M E			Completes Math homework. M M E		
Demonstrates effort in the area of English Language Arts/Literacy. M E E			Demonstrates effort in the area of Math. M M E		
<b>Foundational Skills</b>			<b>Mathematical Reasoning</b>		
Demonstrates understanding of the organization and basic features of print. 3 4 3			Understands and uses appropriate vocabulary. 4 4 3		
Demonstrates an understanding of spoken words, syllables and sounds. 4 4 3*			Clearly communicates mathematical thinking verbally. Demonstrates mathematical thinking using objects, drawings, equations, or written language. 4 4 3		
Knows and applies grade-level phonics and word analysis skills in decoding words. 4 4 3			Clearly communicates mathematical thinking verbally. Demonstrates mathematical thinking using objects, drawings, equations, or written language. 3 3 3		
Reads with accuracy and fluency to support comprehension. 4 4 3			<b>Operations and Algebraic Thinking</b>		
<b>Literature and Informational Text</b>			Understands the relationship between addition and subtraction. 4 4 3		
Asks and answers questions about key details in a text. 4 4 3			Adds and subtracts fluently within ten 3 3 3		
Identifies the topic and retells key details of a text. 4 4 3			Adds and subtracts accurately within twenty 4 4 3		
Describes characters, settings and major events in a fictional story using key details. 4 4 3			Efficiently applies strategies to solve word problems. 3 4 3		
Knows and uses various text features to locate key facts or information in a text. 4 4 NA			<b>Numbers and Operations in Base Ten</b>		
Writing			Counts fluently from any starting number within 120. 4 4 3		
			Reads, writes, and represents numbers within 120. 3 4 3		

**Training Opportunities** ~ September 3<sup>rd</sup> approximately **45** new QPS Professional Staff members recently participated in Introduction to Aspen, which included fundamentals, navigation, and attendance.

This summer, numerous dedicated QPS professional staff members volunteered their time and participated in various Aspen optional training opportunities, including:

**Intermediate Gradebook** ~ Approximately **15** Middle and High school professional staff members participated in Intermediate Gradebook Trainings, allowing teachers to learn advanced features of the Aspen Gradebook, including importing categories/assignments from prior terms, setting up student assignment submission and creating online tests/quizzes.

**Teacher Pages** ~ Approximately **25** Middle and High School professional staff members participated in Teacher Pages, allowing teachers to create their own webpage in Aspen. Aspen Teacher Pages will assist teachers to share information and ideas. Aspen Teacher Pages promotes real-time student collaboration outside the classroom.

**Student Portal** ~ Aspen's Student Portal provides middle and high school teachers, parents, and students with the opportunity for direct communication. Families can use the Student Portal to view academic progress, daily attendance records, schedules, Interim Reports, and End of Term Grades for their Quincy Public Schools students, along with the ability to contact teachers with questions and concerns. Students and parents can explore different sections of the Portal, including:

**My Pages:** Student home work assignments and timelines

**My Info:** Student demographics, daily attendance, transcripts, assessments, and Notifications.

**Academics/Gradebook:** Academic information for each class, including student attendance summary and grades; Assignments, including due dates and scores, class period attendance (parents please note that full implementation of the academic portion of the student portal is not mandatory for teachers at this time).

**Calendar:** Students can create appointments and manage their class assignments.

**Student Locker:** Students can upload and save files in the virtual locker. For example, from your home computer, you might upload an English essay, or a spreadsheet you created for Math class. Then, when you arrive at school, you can access your files from any computer.

To access the Aspen Student Portal visit: <http://aspen.quincypublicschools.com/aspen/logon.do>. Your student should will received their user name (8-digit local student id number) and a generic password at school. If you have not received this information, please contact your student's guidance counselor.

*How do I retrieve my forgotten password?*

On the log-in page, look under the log-in box for "I forgot my password." Click on this link, follow the directions, and your password will be sent to the registered e-mail address.

*What if my account is disabled?*

If you have tried to log-in unsuccessfully 3 or more times, your account will be disabled. You may use the "I forgot my password" link to reset your password and enable your account or contact your school to have them reset your password. For additional information or assistance please contact your school principal or guidance counselor.

For more information about Aspen please visit <http://quincypublicschools.com/studentportal/> or contact the webmaster at [webmaster@quincypublicschools.com](mailto:webmaster@quincypublicschools.com).