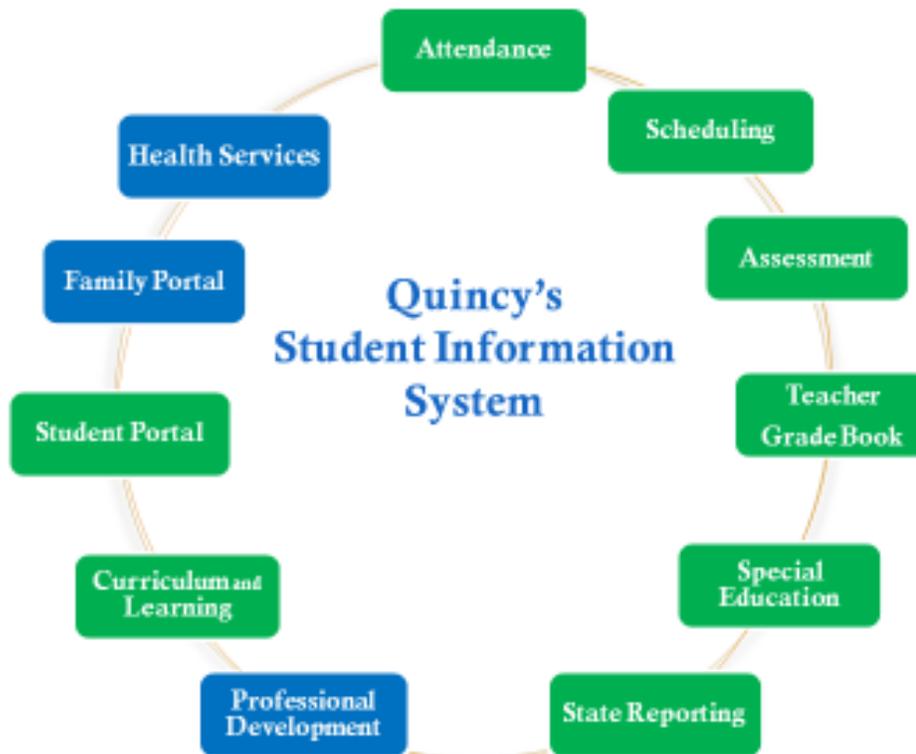


## Communications, Collaborations, and Connections **CONTINUE**

We are thrilled to share Quincy Public Schools **Aspen Publication #20** with you!!! Quincy Public Schools Information Technology Team consistently 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 fourth year of our implementation of Aspen, as we continue to provide a positive impact on the day-to-day operations. The table below illustrates the district progress of the various Aspen modules and features currently being implemented and soon to be implemented.

### Progress of the implementation of Aspen Components and Modules



Fully Implemented

Soon to be Implemented

## ***Implementation of Additional Aspen Features and Modules ~***

You will notice in the chart above three modules that have not been implemented, including Health Services, Family Portal, and Professional Development. Over the course of this year, the QPS Superintendent's Leadership, Curriculum, Health Services, Principals and Information Technology Teams will explore and collaborate these features utilizing our process of planning, implementation, and reflection/assessment.

***Student Portal ~*** Aspen's Student Portal provides elementary, 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** (Middle/High School only): 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 will receive 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 secretary or guidance counselor.

***Kindergarten Report Card ~*** Quincy Public Schools Superintendent's Leadership Team and Principal Teams are implementing the new electronic standards based Kindergarten Report Card during the 2016-2017 school year. Quincy Public Schools Information Technology Team will continue to collaborate with Design Team members to fine-tune report card template and develop the Kindergarten Report Card timeline. Training for Kindergarten teachers will begin in the Fall, 2016 and will continue into 2016-2017 school year. Additional details to follow.

**Student Scheduling Process** ~ We are pleased to share that due to the revised QPS Middle and High Program of Studies and Scheduling Teams implementation timeline, students were able to leave in June with their Fall 2016 Schedules.

**Curriculum and Learning Module** ~ High School Cabinet Council Team members, consisting of superintendent's leadership members, principals, assistant principals, and department chairs have finished their work with the curriculum mapping design process, which includes a focus on units of study, unit lengths, content, core resources, instructional strategies, assessments, and standards. Core subjects (ELA, Math, Science, Social Studies,) maps were be completed June 2016. Training for Cabinet Council Team Members on the Aspen Curriculum Page, in particular, Aspen mapping features will occur September 28, 2016. Team members will learn how to view and print curriculum maps and lessons for courses, use curriculum maps on Planner to plan daily instruction, change when and how long to cover a map topic (unit), and add to an existing or add an entirely new lesson plan to a map. Also, participants will utilize Aspen to organize digital resources using My Resources, Google Docs, and Quest, create questions in the Question Bank, create an online quiz, and discover how online quiz scores and statistics can assist in shaping future lessons.

**Aspen Gradebook 100 Initiative** ~ Superintendent's Leadership Team members are collaborating with principals to encourage and support professional staff to utilize the full Aspen Gradebook. Additional training opportunities will occur during professional development, individualized coaching sessions, and optional after hours training will be available to staff. By June 2017, it is our hope that **100%** of our middle and high school personnel will make their gradebook public, allowing students and parents access.

**Special Education** ~ Quincy Public Schools Special Education Team continues to work in collaboration with school teams, individual service providers, and chairs as part of the implementation, and assessment/reflection process. The Special Education Team continue to provide on-going support, training, and troubleshooting via phone, email, quick reference guides, group and individual support, and professional development days. We are pleased to report that 100% of all IEPs have been successfully integrated from EasyIEP to Aspen. The Special Education Team Administrators will continue to monitor and review progress and compliance throughout the 2016-2017 school year.

**Data Security** ~ Quincy Public Schools holds its employees to the highest standards when it comes to safeguarding student data. City of Quincy Information Technology Department in collaboration with Quincy Public Schools Administration acknowledges its obligation to protect the confidentiality and proprietary information of Quincy Public Schools student and staff information, to not disclose this information to unauthorized persons.

Access to Aspen is limited to the School/District that licenses the system and its authorized users. Aspen utilizes industry standard Secure Sockets Layers (SSL) to ensure that student data is encrypted and transmitted securely from end to end. SSL is standard security technology for establishing an encrypted link between a web server and a browser. This link ensures that all data passed between the web server and browsers remain private and integral. SSL is an industry standard and is used by millions of websites in the protection of their online transactions with their customers. Access to student data is controlled exclusively by the School/District.

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