



# Follett Aspen™

## Aspen 6.6 Release Notes

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# Aspen 6.6 Release Notes

## Enhancements to Aspen SIS

Welcome to Aspen 6.6! This release includes several improvements and new features.

### All Users

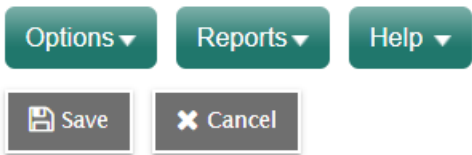
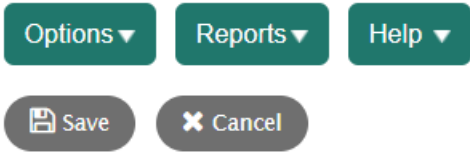
#### User interface enhancements

Aspen 6.6 introduces several user interface enhancements for a simpler, more streamlined look. These enhancements include:

- Rounded action buttons
- Refreshed alert icons
- Updated at-risk alert icons
- Flattened Gradebook icons
- Removal of gradients from top menu, action buttons, and other buttons

#### Action buttons

Aspen's new buttons have gradients removed and are rounded. Action buttons include: Options, Reports, Help, Save, Cancel, Add, Delete, and others.

Old Action Buttons	New Action Buttons
	

### Alert icons

Old Alert Icons	New Alert Icons
	



### At-risk alert icons

Old Risk Alert Icons	New Risk Alert Icons
	

### Gradebook icons

Old Gradebook Icons	New Gradebook Icons
	

### Top menu

Old Top Menu	New Top Menu
	

## Students and Families

### Quest tab renamed

In the Student portal, the **Quest** tab is now called **Destiny**. (Student view, **Destiny**)


## System, District, and School Administrators

### New 'Display type' field for rubric criteria

A system administrator can now specify whether a rubric (reporting standard) can be linked to assignments, used for end-of-term grading purposes, or both. A new field, **Display type**, appears on the Rubric Criterion pop-up (District [Root Organization] view, **Assessment > Rubric Library > select the rubric > Details > click Criteria sub-tab > click Add Criterion**). This field has three options: **Both**, **Assignment Only**, and **Progress or Term Only**, which are described below.

The school must run the Prepare Reporting Standards Grading wizard to send the rubric and its criteria (reporting standards) to the Gradebook, regardless of which **Display type** is selected.

If **Display type** is set to **Assignment Only**:



The rubric (reporting standard) and its criteria appear on the **Standards** sub-tab on the Assignment Details page for a teacher to view and align to assignments. The rubric (reporting standard) is not used for end-of-term grading purposes.

If **Display type** is set to **Progress or Term Only**:

The rubric (reporting standard) is specifically used for end-of-term grading purposes, such as progress reports or report cards. When the school runs the Grade Input wizard, a grading column for the rubric (reporting standard) appears on the Gradebook Scores page (if there is a rubric column in the transcript definition). The rubric (reporting standard) does not appear on the Assignment Details page, and it cannot be aligned to assignments.

If **Display type** is set to **Both**:

The teacher can align the rubric (reporting standard) to assignments, and a grading column for the rubric appears on the Gradebook Scores page (if there is a rubric column in the transcript definition) for end-of-term grading purposes.

#### Notes:

- The **Display type** setting affects both the parent criterion and any nested (child) criteria. If the parent criterion is set to **Assignment Only**, the child criteria can only be set to **Assignment Only**. If the parent criterion is set to **Progress or Term Only**, the child criteria can only be set to **Progress or Term Only**. If the parent criterion is set to **Both**, the child criteria can be set to **Both**, **Assignment Only**, or **Progress or Term**.
- End-of-term grade calculations will include all rubric scores, even when the **Display type** field is set to **Assignment Only**.

See the Help topic "Create Rubric Criteria" for details.

### New functionality for private students in the Student Search widget

If enrolled in a school, or in any primary or secondary school within the district, a student marked as private appears in the Student Search widget.

Now from the Student Search widget on a District or School homepage, students who are marked Private no longer appear in search results for districts and schools (or secondary schools) where they are not enrolled when the *Enable "private" student filter* preference is selected (District view, **District > Setup > Preferences > select Student category**).

See the Help topic "Protect Student Demographic Information" for details.

### New semiprivate student functionality

Students can now be flagged as semiprivate by selecting the new **Semiprivate** field on the Student record.

From the Student Search widget on an Intermediate Organization or School homepage for which a semiprivate student is not enrolled, search results for that student return only name, ID, and Status.

See the Help topic "Protect Student Demographic Information" for details.

### Ability to schedule a future student transfer

An enhancement allows a school user to transfer a student to another school, effective on a specific future date.

When the District (Root Organization) Membership preference, *Student transfer initiation*, is set to **Schedule**, a user at the sending school can schedule a transfer for a primary active student at their school (School view, **Student > Options > Registration > Transfer Student**). A new field, **Transfer Student Action**, appears on the Transfer Stu-

dent pop-up. The school user enters the student's receiving school, transfer date, and other information on the pop-up.

The new Future Transfer procedure reviews the information and automatically transfers students from the sending school to the receiving school. This eliminates the need for a school user to manually pull the student into the receiving school. The student becomes Active at the receiving school on the transfer date. This procedure will be scheduled to run as a nightly job.

Two new filters, **Incoming Transfer Students** and **Outgoing Transfer Students**, let school users view and manage student transfer information more easily (School view, **Student** tab). In addition, the receiving school can edit some data for future transfer students using the new District (Root Organization) Membership preference, *Editable data for transfer students*. At this field, the district enters prefixes representing the tables of information that can be edited. (The defaults are the Student Schedule table, SSC, and the Student Program Participation table, PGM.) With the exception of the tables defined in this preference, the future students' detail information is read-only at the receiving school until the transfer is completed.

See the Help topic "Define District (Root Organization) Membership Preferences" for details.

### Specify fields for registration and creation of secondary school associations

System administrators can now specify which fields appear when searching for a student to register and when creating secondary school associations.

A new preference is called *Fields for student registration search matching* (District [Root Organization] view, **District [Root Organization] > Setup > Preferences > select *Membership*** category).

Fields for student registration search matching	relStdPsnOid.psnNameFirst, relStdPsnOid.psnNameLast,relS
---	--

Type the fields you want to appear in the first step of the Student Registration wizard (School view, **Student > Options > Registration > Register Student**) and on the Pull tab when creating secondary school associations (School view, **Student > Options > Create Secondary School Associations**).

The default fields for this preference are:

Field	ID
Last Name	relStdPsnOid.psnNameLast
First Name	relStdPsnOid.psnNameFirst
Gender	relStdPsnOid.psnGenderCode
Date of Birth	relStdPsnOid.psnDob

Following is the first step of the Student Registration wizard with the default fields:

**Student Admission: Select Student** Step 1 of 4

**New student**

Last name

First name

Gender

Date of birth

Search for related student

← Previous    Next →    Finish    Cancel

Following is the Pull tab of the Create Secondary School Associations pop-up with the default fields:

Push    **Pull**

Secondary school

District year

Start date

End date

Last name

First name

Gender

Date of birth

See the Help topic "Define District (Root Organization) Membership Preferences" for details.

**Specify fields used for Student Search when using Push or Pull transfer**

A system administrator can now specify which fields users see in the Student Pick List results when transferring students. A new preference, *Fields for student transfer search matching* (District [Root Organization] view, **District [Root Organization] > Setup > Preferences > select Membership category**), specifies the fields which appear in the Student Pick List when creating a Pull or Push transfer.

Fields for student transfer search matching   

Following is the Student Pick List accessed from the Transfer Student pop-up:

< 121:Franciosi |Patricia > 3706 records

Search on LastName

	LastName	FirstName	MiddleName	YOG	Student Number
<input checked="" type="radio"/>	Franciosi	Patricia	Leigh	2023	XXXXXXX
<input type="radio"/>	Frank	Allen	Joseph	2028	XXXXXXX
<input type="radio"/>	Frank	Julia	Donna	2027	XXXXXXX
<input type="radio"/>	Frank	Katharine	Merilyn	2033	XXXXXXX
<input type="radio"/>	Franzoni	Joseph		2030	XXXXXXX
<input type="radio"/>	Franzoni	Paul		2029	XXXXXXX
<input type="radio"/>	Fraone	Jackson	Shawn	2025	XXXXXXX
<input type="radio"/>	Fraone	Laura	Veronica	2024	XXXXXXX
<input type="radio"/>	Fraser	Louise		2030	XXXXXXX
<input type="radio"/>	Fraser	Nicole	Priscila	2031	XXXXXXX

OK  Cancel

The default field values for this preference are:

Field	ID
Last Name	relStdPsnOid.psnNameLast
First Name	relStdPsnOid.psnNameFirst
Middle Name	relStdPsnOid.psnNameMiddle
Year of Graduation	stdYog
Student Number	stdIDLocal

See the Help topic "Define District (Root Organization) Membership Preferences" for details.

**Specify fields required in a strict search for registration and creation of secondary school associations**

A system administrator can now specify which fields are required when searching for students to register and when creating secondary school associations. The new preference, *Fields for strict search* (also in the **Membership** category), specifies the fields that are required to match an existing student record when registering a student or when creating a secondary school association. You must also enable the *Use strict search* preference (**District [Root Organization] > Setup > Preferences > select Membership** category).

*Fields for strict search* must be a subset of the fields (and can be all the fields) specified in the *Fields for student registration search matching* preference (**District [Root Organization] > Setup > Preferences > select Membership** category.)



Fields for strict search

relStdPsnOid.psnNameLast,relStdPsnOid.psnGenderCode, r

When **Use strict search** is enabled, strict search fields specified in the *Fields for strict search* preference are required to find an exact match. The strict search fields are marked with a red asterisk in the first step of the Student Registration wizard (School view, **Student > Options > Registration > Register Student**) and on the Pull tab when creating secondary school associations (School view, **Student > Options > Create Secondary School Associations**).

The search will look for all students that match all strict search fields. If one or more strict search fields have no values, then a match will not be found. If there are additional non-strict fields listed in Step 1 of the Student Registration wizard or on the Pull tab when creating secondary student associations, those values need not be entered for matching students to be found. If values are entered in the additional, non-strict search fields, then the search will look for all students that match all the entered values.

The screenshot shows a 'New student' form with the following fields: 'First name' (text input), 'Last name \*' (text input), 'Gender \*' (dropdown menu), and 'Date of birth \*' (text input with a calendar icon and 'Age' label). The asterisks on the last three fields indicate they are strict search fields.

The default values for this preference are:

Field	ID
Last Name	relStdPsnOid.psnNameLast
Gender	relStdPsnOid.psnGenderCode
Date of Birth	relStdPsnOid.psnDob

This preference affects the following student registration areas:

District [Root Organization] view, **Student > Options > Registration > Register Student** and School view, **Student > Options > Registration > Register Student**:

The screenshot shows the 'Student Admission: Select Student' wizard, Step 1 of 4. It contains the 'New student' form from the previous image, plus a checkbox labeled 'Search for related student' with a green checkmark. At the bottom, there are navigation buttons: 'Previous', 'Next', 'Finish', and 'Cancel'.

School view, **Student > Options > Create Secondary School Association > select the Pull tab**:

See the Help topic "Define District (Root Organization) Membership Preferences" for details.

### Generate attendance receipts from Daily Attendance Office Input page

System administrators can specify which Student Daily Attendance reference codes generate printed attendance receipts. A new field, **Receipt printing**, was added to the Student Daily Attendance Codes reference table (District [Root Organization] view, **Admin > Data Dictionary > Tables > Reference > select Student Daily Attendance Codes > Codes > select a code**). When the **Receipt printing** field is enabled for a code, Aspen will generate an attendance receipt when that code is entered on the Daily Attendance Office Input page (School view, **Attendance > Daily Office**). The **Receipt printing** fields for all Student Daily Attendance codes are enabled by default.

The *Enable receipt printing* preference (School view, **School > Setup > Preferences > select Receipt Printing category**) and the *Print daily attendance receipts* user preference must also be enabled to print attendance receipts.

See the Help topic "Create Student Attendance Codes" for details.

### Enter comments directly on Class Attendance Input page

When entering attendance, teachers can now type a comment directly on the Class Attendance Input page, without having to click into a pop-up window (Staff view, **Attendance > Class > Input**). The teacher just clicks an attendance code button (other than *Present*), and types the comment in the **Comment** column.

LASID	Name	YOG	Code	Comment	Class Attendance	Daily Attendance
00000000	Abreu, Jac	2023	<input type="button" value="A"/> <input type="button" value="T"/> <input type="button" value="D"/> <input type="button" value="P"/>	<div style="border: 1px solid gray; padding: 2px;">           Student missed period E due to illness.         </div>	A <a href="#">[edit]</a>	A

For the **Comment** column to appear, the Aspen administrator must enable the *Display comment column* preference (School view, **Setup > Preferences > select Class Attendance category**).

See the Help topic "Enter Class Attendance" for details.

### Print attendance receipts from Class Office page

Staff members can now print a receipt from the Class Attendance Office Input page when they enter class attendance for a student (School view, **Attendance > Class Office**). For the receipt to print, staff must enable the *Print Class attendance receipts* user preference, located on the **Receipts** sub-tab. (The **Print attendance receipts** field was renamed **Print Daily attendance receipts**.)

General	Home	Security	Gradebook	Receipts	Communication						
<table border="1"> <tr> <td>Print Daily attendance receipts</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Print Class attendance receipts</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Show preview</td> <td><input checked="" type="checkbox"/></td> </tr> </table>						Print Daily attendance receipts	<input checked="" type="checkbox"/>	Print Class attendance receipts	<input checked="" type="checkbox"/>	Show preview	<input checked="" type="checkbox"/>
Print Daily attendance receipts	<input checked="" type="checkbox"/>										
Print Class attendance receipts	<input checked="" type="checkbox"/>										
Show preview	<input checked="" type="checkbox"/>										
<input checked="" type="checkbox"/> OK <input type="checkbox"/> Cancel											

The *Enable receipt printing* preference (School view, **School > Setup > Preferences > select Receipt Printing category**) must also be enabled to print class attendance receipts.

School administrators enter the content that should appear on the receipt in the new Receipt Printing preference, *Class attendance receipt content*. (The **Attendance receipt content** field was renamed **Daily attendance receipt content**). (School view, **School > Setup > Preferences > select Receipt Printing category**)

When staff members enter attendance on the Class Attendance Office Input page, they can record a student's arrival/departure in the **Time In** and **Time Out** fields on the pop-up. Then, they click the **Save and Print** button on the period column pop-up to generate the class attendance receipt. (School view, **Attendance > Class Office**)

See the Help topic "Define District (Root Organization) Receipt Printing Preferences" for details.

### Enhanced tracking of Social and Emotional Support module cases

New fields – **Open Date** and **Close Date** – were added to the Social Emotional Support details page. When a staff member changes a case's status to **Open**, they must enter a date in the **Open Date** field. And, they must enter a date in the **Close Date** field when the status is changed to **Closed**. These dates help the Social Emotional Support (SES) case manager or administrator determine the amount of time referrals stay in a particular status, and the number of days from when a case is opened to when it is closed. (School view, **Social > Cases > select a case > Details**)

See the Help topic "Process a Social and Emotional Support Module Referral" for details.

### Assign a priority to Social and Emotional Support module cases

The SES case manager or administrator can now assign priorities to incoming referrals so staff can respond appropriately. The options at the **Referral Priority** field are **High**, **Medium**, and **Low**. (School view, **Social > Cases > select a case > Details**)

See the Help topic "Process a Social and Emotional Support Module Referral" for details.

### Add resolution comments to Social and Emotional Support module cases

There is now a **Resolution** field on the Social Emotional Support Referral Form. The SES case manager or administrator can describe the steps taken to resolve the case in this free text field. This field must be populated when the status is changed to **Closed**. (School view, **Social > Cases > select a case > Details**)

See the Help topic "Process a Social and Emotional Support Module Referral" for details.

# Teachers

## Display select groups on the Scores page

Teachers can now display smaller groups of students on the Scores page, making it easier to enter comments and/or scores for them.

Teachers create group sets, and groups, in the Staff view, *Gradebook > select a course section > Groups*. To view the students and enter scores, the teacher navigates to the Scores page (*Staff view, Gradebook > select a course section > Scores*). At the **Students** drop-down, the teacher can select a group set or a single group. The Scores page displays only those students in the selected group set or group. The teacher can then enter comments and/or scores for that set of students.

**Example:** A teacher creates two group sets: Blue and Red. The Blue group set consists of two groups, B1 and B2. The Red group set consists of two groups, R1 and R2. On the Scores page, the teacher selects **Blue** at the **Students** drop-down. The students in the Blue group set (composed of the B1 and B2 groups) appear. The teacher could select **B2** from the **Students** drop-down to only display that group of students.

**Note:** The **Fill-Down Values** option helps teachers enter scores quickly. To enter the same value for all (or most) students, a teacher can type a score for the first student, then press **CTRL+D** or select **Options > Fill-Down Values**. Then manually edit the few values that are different.

To view all students in the section, the teacher selects **All** at the **Students** drop-down.

See the Help topic "Create a Group From the Roster (for teachers)" for details.

## View deleted assignment scores

Teachers can now view a deleted assignment score. On the Gradebook Scores page, click in the cell of the deleted score, then press **CTRL+H** or select **Options > Current Cell History**. The Change History pop-up displays a **Time stamp**, **Previous Value**, and other information.

Change History for Today

User > Name	Time stamp	Previous Value	Changed Value	Reason	Comment
Woolf, Luiz	7/27/2022 1:12 PM	○ 30	Deleted		
Woolf, Luiz	7/27/2022 1:10 PM		30		

To revert to a previous value, select the appropriate button and click OK. Otherwise, to return to scores grid click Close.

Click the button next to the score to revert to, and then click **OK** to return to the Scores page. (*Staff view, Gradebook > Scores*)

See the Help topic "Enter Assignment Scores on the Scores Page" for details.

## Quest tab renamed

In the Staff view, the **Quest** tab is now called **Destiny**. (*Staff view, Destiny*)

## Changes to Preferences

New or updated preference	Where to access	Description
New District (Root Organization) preference: <b>Editable data for transfer students</b>	District (Root Organization) view, <b>District (Root Organization) &gt; Setup &gt; Preferences &gt; select Membership category</b>	Prefixes entered here represent tables of information that can be edited at the receiving school for incoming student transfers. The defaults are the Student Schedule table, <b>SSC</b> , and the Student Program Participation table, <b>PGM</b> .
Changed District (Root Organization) preference: <b>Student transfer initiation</b>	District (Root Organization) view, <b>District (Root Organization) &gt; Setup &gt; Preferences &gt; select Membership category</b>	A new option, <b>Schedule</b> , appears in the drop-down. <b>Schedule</b> must be selected for a school to schedule a future student transfer.
New District (Root Organization) preference: <b>Fields for student registration search matching</b>	District (Root Organization) view, <b>District (Root Organization) &gt; Setup &gt; Preferences &gt; select Membership category</b>	Specify which fields appear in the Student Registration wizard when registering a student and on the Pull tab of the Create Secondary School Associations pop-up.
New District (Root Organization) preference: <b>Fields for student transfer search matching</b>	District (Root Organization) view, <b>District (Root Organization) &gt; Setup &gt; Preferences &gt; select Membership category</b>	Specify the fields which appear in the Student Pick List when creating a Pull or Push transfer.
New District (Root Organization) preference: <b>Fields for strict search</b>	District (Root Organization) view, <b>District (Root Organization) &gt; Setup &gt; Preferences &gt; select Membership category</b>	Specify the fields that are required to match an existing student record when registering a student or when creating a secondary school association.
New School preference: <b>Push AM/PM from Class Office</b>	School view, <b>School &gt; Setup &gt; Preferences &gt; select Daily Attendance category</b>	Reserved for future use.



New or updated preference	Where to access	Description
New School preference: <b>Display comment column</b>	School view, <b>School &gt; Setup &gt; Preferences</b> > <i>select <b>Class Attendance</b> category</i>	Lets teachers click an attendance code button and type a comment in the <b>Comment</b> column on the Class Attendance Input page. (Staff view, <b>Attendance &gt; Class &gt; Input</b> )
New School preference: <b>Class Attendance receipt content</b>	School view, <b>School &gt; Setup &gt; Preferences</b> > <i>select <b>Receipt Printing</b> category</i>	Content entered here appears on class attendance receipts printed from the Class Attendance Office Input page (School view, <b>Attendance &gt; Class Office</b> ).
Changed School preference: <b>Attendance receipt content</b> renamed <b>Daily Attendance receipt content</b>	School view, <b>School &gt; Setup &gt; Preferences</b> > <i>select <b>Receipt Printing</b> category</i>	

## Changes to System Tables, User Roles, and Privileges

Review your user roles to ensure the settings are appropriate for the default user roles used in your district (root organization) and any customized roles you've created from Aspen's default roles. The following table lists new and updated system tables and user role security privileges in Aspen:

New or updated table	Default roles affected	Description	Where to access
Updated system table: <b>Student</b>		Two new fields support the ability to schedule a future student transfer. <b>Transfer Enrollment Date</b> represents the date to send a student from the sending school to the receiving school.  <b>Transfer Details</b> is a blob field used to track data until the transfer date occurs.	District (Root Organization) view, <b>Admin &gt; Data Dictionary &gt; Tables &gt; select Student.</b>
Updated system table: <b>Person</b>		A new logical field, <b>Semiprivate</b> , was added for the ability to flag a student as semiprivate (PSN_SEMIPRIVATE_IND)	District (Root Organization) view, <b>Admin &gt; Data Dictionary &gt; Tables &gt; select Person</b>
Updated system table: <b>View Template</b>		A VCHAR 50-character column was added, Template ID (VWT_ID).	District (Root Organization) view, <b>Admin &gt; Data Dictionary &gt; Tables &gt; select View Template</b>
Updated system table: <b>Reference Table</b>		A VCHAR 50-character column was added, Ref Table ID (RTB_ID)	District (Root Organization) view, <b>Admin &gt; Data Dictionary &gt; Tables &gt; select Reference Table</b>
Updated system table: <b>Field Set</b>		A VCHAR 50-character column was added, Field Set ID (FSN_ID)	District (Root Organization) view, <b>Admin &gt; Data Dictionary &gt; Tables &gt; select Field Set</b>
Updated system table: <b>Filter</b>		A VCHAR 50-character column was added, Filter ID (FTR_ID)	District (Root Organization) view, <b>Admin &gt; Data Dictionary &gt; Tables &gt; select Filter</b>





New or updated table	Default roles affected	Description	Where to access
Updated system table: <b>Query</b>		A VARCHAR 50-character column was added, Query ID (QRY_ID)	District (Root Organization) view, <b>Admin &gt; Data Dictionary &gt; Tables &gt; select Query</b>