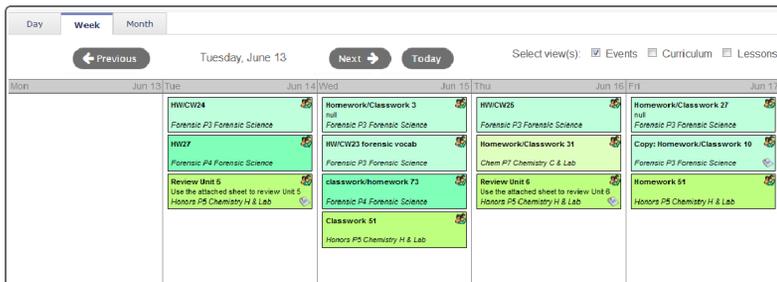## Determine the information that appears on your Planner

Click the **Day**, **Week**, or **Month** tab at the top of the page to change the timeframe to view.

Note: The **Day** and **Week** tabs display all assignments. The **Month** tab displays only up to three at a time. A drop-down appears below the third item if there are more than three times on that day. Click the triangle at the bottom to see the day view when there are more than three items.

On either side of the date(s) you are viewing, buttons to move between dates appear.

- Click **Previous** to view the day, week, or month previous to the one you are currently viewing.
- Click **Next** to view the day, week, or month after the one you are currently viewing.

Planner Icon Key For Day and Week View

| Icon	Indicates...
✉	The assignment has information you can download and review.
🔗	The assignment applies to other linked sections.
⛔	The assignment is private; it does not appear in the Student and Family portals.
✅	The assignment is public, and its grades and details appear in the portals.
ℹ	The assignment details are public, but the grades do not appear in the portals.
📋	The assignment has a file, quiz, or Google Doc attached to it.

Create an online quiz

Create online quizzes for your students to complete in the Student portal.

After you create a quiz, you can create an assignment and attach the quiz. The quiz appears in the Student portal between the **Date assigned** and **Date due**.

Aspen scores the quizzes based on the point values you define for each question.

To create online quizzes:

1. Log on to the Staff view.
2. From the Planner tab, select either the **Events** or **Lessons** view, and then click **My Resources**.
3. Click in the folder you want to save the quiz.
4. At the bottom of My Resources, click **Add**, and select **Online Quiz**.

   A pop-up appears.

5. Complete the fields.
6. Click the **Questions** sub-tab to define the questions for the quiz.
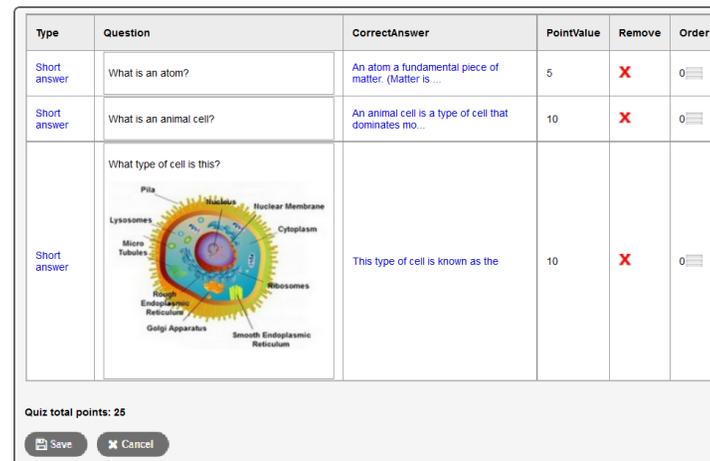
7. If you have created questions in your Question Bank, click **Browse Item Bank**. Select the questions you want to add to the quiz.
8. To add new questions to the quiz, click **Create Question.** Define the question information.
9. After you create and add all questions to the quiz, click **Save.** This quiz is now saved in My Resources.

## View the curriculum map for a course on your Planner

If your district or department creates curriculum maps for a course you are teaching, you can view the curriculum map, including all of its topics and lesson plans, from your Planner.

To view a curriculum map for a course you are assigned to teach on your Planner:

1. Log on to the Staff view.
2. Click the **Planner** tab.
3. At the top-right of your Planner, click **Curriculum Map**.
4. Click the **Course** drop-down to select the course you want to view the curriculum map for.
5. Use the curriculum map chart and timeline to view and print the topics and lesson plans.

Create and store your lesson plans

1. On the **Planner** tab, click the **Lessons** view.

2. For the current week, the grid displays a box for each day. Click a box to do any of the following for a class for a specific day:

   - **Add or edit lesson notes:** You can include links and images. Click **Save** to save your notes.
   - **Add resources:** My Resources appears. Click, drag, and drop files from your resources to the date.
   - **Add standards:** The standards pick list appears. Search for and select the standards this lesson plan addresses.
   - **Change the lesson plan date:** Type or click to select the new date, and click **OK**. Aspen moves all notes, resources and standards from the current date to the new date.
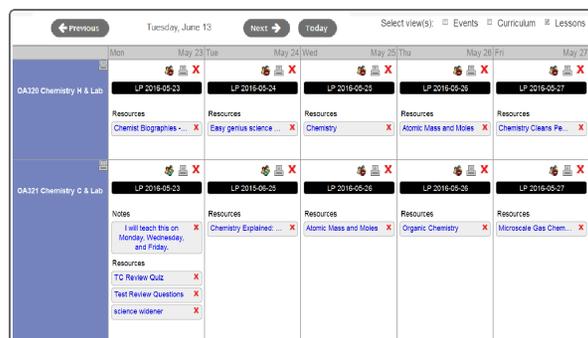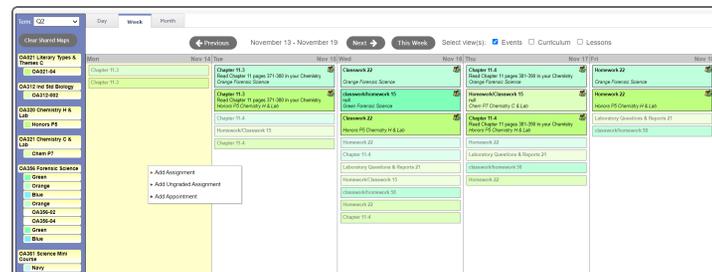

Aspen packages the lesson, with all of its resources and learning standards, as a lesson plan in My Resources for you to use again.

## Create assignments and appointments on your Planner

There are two ways to add graded and ungraded assignments:

1. Click on the date you want to assign the assignment or create the appointment for in your calendar. A menu appears:

2. Select the type of assignment or appointment you want to create for that date. The corresponding page appears.

3. Open My Resources and find a resource to drag and drop to a date on your calendar. The New Assignment page appears.

4. Enter the assignment information.

   If any of the files are Google Docs, you can make it possible for the student to edit the document. To do so, click **Make Student Editable** to the right of the document title.
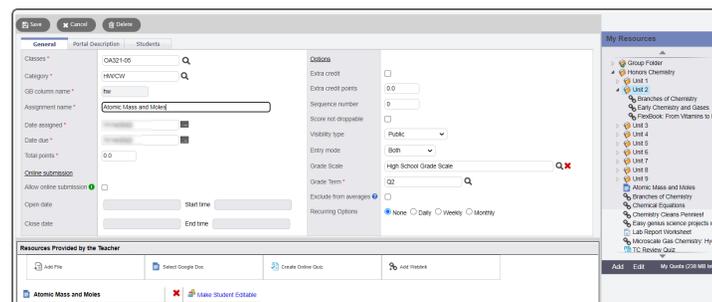
To edit an assignment or appointment, click the assignment or appointment on the calendar.

To delete an assignment, click the assignment or appointment on the calendar. On the **Options** menu, click **Delete Calendar Item**.