**ASPEN Quick Guide- Student Services School View (2022-2023)**

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| NOTE: TT = Top Tab ST = Side Tab |
| ENROLLING A NEW STUDENT |
| * *After logging into Aspen: Select Student Services View (top right-hand side of screen, drop down allows toggling between different views)*
* *Choose Student TT*
* *Choose Option > Enroll*
* *A pop-up window will appear “Enroll”*
* *Use magnifying glass to choose student (only students in your assigned school will appear) > Check the check box beside the student’s name and choose OK*

*\* If you leave this area blank use the filter icon (looks like a funnel) and filter for All Records. You can find the student there.** *For Case Manager use magnifying class to search for your name*
* *Choose the start date (use calendar for accuracy) – Start Date is defined as the day the plan is/was put into effect*
* *Choose the end date (use calendar for accuracy) – End Date is communicated by the Department and will reflect progress reporting periods*
* *Input Plan Name (Use spacing exactly as shown for Plan name):*
* *For IEPs – YT IEP School Year and Version ie:* **YT\_ IEP\_2022-2023v1**
* *For SSPs – YT SSP School Year and Version ie:* **YT\_SSP\_2022-2023v1**
* *Choose Run*
* *A popup message will appear with confirmation of a Student Services Plan being created. Close this popup message to continue*
* *Use the filter icon (looks like a funnel) to filter “My Current Cases” to refresh the screen with the newly enrolled student*
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| CREATING AND COMPLETING A NEW PLAN |
| * *After logging into Aspen: Select Student Services View (top right-hand side of screen, drop down allows toggling between different views)*
* *Choose Student TT*
* *Use the filter icon (looks like a funnel) to filter “My Cases” to view the list of students on your caseload*
* *Check the check box beside the student’s name and choose the Plan ST*
* *The shell of the plan that was created when enrolling the student will appear and the status will be Draft.*
* *Check the check box beside the plan name and choose ‘Details’ on the Plan ST. The plan will be draft until the start date comes into effect. A PLAN icon will appear when the content within the tabs is manipulated and saved.*
* *There are 5 tabs to be completed in the plan. Each tab must be completed. Please reference pages 16 – 21 in the* ***Individual Education Plans*** *PDF December 2021 v1.15*
* *To access the Individual Education Plans document >Aspen Log-in page > Resources > MyEducationBC.info > Resources > dropdown menu choose Student Services Resources >* ***Individual Education Plans*** *PDF*

 **Access to Learning Tab:**Click the +Add button on the right side (middle) of your screen to enter information and press Save button on left side* **Supplementary Plans:**
* *plans that don’t have programming elements for a student but rather what the staff directly “do” for the student*
* *include plans such as feeding/toileting/treatment, health medical plans where independence within the health/medical need requires someone/something (like equipment) to do the tasks or intervention for the student and safety plans*
* **Essential Supports:**
* *supports that if not provided for a student they would be unable to participate in the programing that has been created for them*
* *include access to equipment deemed necessary to build skill sets and independence (braille, interpreter, personal sound field system, augmentative communication devices)*
* *adaptations that support the student to be successful in their learning*
* *essential supports can be formally or informally assessed, but must reflect that a student has benefited over time from the use of these supports particularly to their identified need(s)*
* *essential supports can be used on both classroom and Department based assessments (ie. FSAs, DART, SWW, literacy and numeracy assessments)*
* *must be reflected in report card comments and indicate whether the support is an adaptation or modification*
* **Universal Classroom (UDL):**
* *Supports that can be offered to all students, available in the school setting*
* *Can include environmental/physical arrangements, instructional supports, behavioural supports, assessment supports, assignment supports and/or organizational supports*
* *Can mirror a student’s interest, strengths and learning preferences (input and output)*

 * **Plan Details Tab (5th tab):**
* *Parent Consulted check box: once you check this please be sure to note this entry in the LOG TT using Parent Consultation (See Aspen Quick Guide – Student Services View p 7-8)*
* *Use the following format to name the plan:*

 **YT\_ IEP\_2022-2023v1** **YT\_SSP\_2022-2023v1*** *If a student has more than one plan use the following format:*

 **YT\_IEP/BSP\_2022-2023v1** **YT\_SSP/BSP/SP\_2022-2023v1** |
| CHANGING CASE MANAGER |
| * *After logging into Aspen: Select Student Services View (top right-hand side of screen, drop down allows toggling between different views)*
* *Choose Student Top Tab (TT)*
* *Choose Filter Icon (looks like a funnel) > All Records*
* *The names of all students enrolled in Student Services School View at your school will appear*
* *Check the check box beside the student’s name and choose the Plan ST*
* *Click on the Plan Details tab*
* *To change Case Manager, use magnifying class to search for your name - select*
* *Click Save*
* *When you return to Student TT and filter “My Cases” the student’s name should appear on your caseload list.*

*NOTE: Change the case manager’s name after you have renewed the existing plan. That way your name is attached to the new plan, rather than the plan written previously.* |
| UPLOADING DOCUMENTS (Applicable only to Students Enrolled in Student Services) |
| *Documents to be uploaded:** *Supplementary Plans*
* *Student Support Plans (SSPs)*
* *Behaviour Support Plans (BSPs)*
* *Safety Plans (SP)*

**Directions:*** *After logging in to Aspen: Select Student Services View (top right-hand side of screen, drop down allows toggling between different views)*
* *Choose Student TT*
* *Use the filter icon (looks like a funnel) to filter “My Cases” to view the list of students on your caseload*
* *Check the check box beside the student’s name and choose the Document ST*
* Click on Documents again
* *Choose Options (blue button) > Select Add*
* *Populate the popup window:*
* *Name: Type the following Plan Names using the current school year and current version*
* Supplementary\_Plan\_2022-2023v1
* YT\_SSP\_2022-2023v1
* YT\_BSP\_2022-2023v1
* YT\_SP\_2022-2023v1
* *Type: Other*
* *Arrow: Click on arrow to get the document selection window. Choose file from your computer and choose import after file has been selected*
* *Format: N/A (ignore)*
* *Save*
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| PRINTING AN IEP OR SSP |
| **Directions:*** *After logging in to Aspen: Select Student Services View (top right-hand side of screen, drop down allows toggling between different views)*
* *Choose Student TT*
* *Use the filter icon (looks like a funnel) to filter “My Cases” to view the list of students on your caseload*
* *Check the blue hyperlink of the student you wish to print the plan for*
* *Choose the Plan ST*
* *Check on the blue hyperlink of the Plan you wish to print*
* *Choose Reports > Individual Education Plan Report*
* *Popup window “Individual Education Plan Report”*
* *If the student has an IEP Designation the plan will print with the title* ***Individual Education Plan***
* *If the student does not have an IEP Designation the plan will print with the title* ***Student Support Plan***
* *Print in French Language > all the headings are in French*
* *Format: Default is Adobe > keep the default*
* *Choose Run*
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| RENEWING AN EXISTING IEP OR SSP |
| * *After logging in to Aspen: Select Student Services View (top right-hand side of screen, drop down allows toggling between different views)*
* *Choose Student TT*
* *Use the filter icon (looks like a funnel) to filter “My Cases” to view the list of students on your caseload*
* *Check the check box beside the student’s name and choose Plan ST*
* *Choose Options (blue button) > Renew plan*
* *A popup window will appear “Renew Plan”*
* *Use magnify glass to choose student*
* ***Use magnify glass to choose the plan that you want to copy*** *> if you miss this step the information from the plan you are copying will not be carried forward in the renewed IEP/SSP. It will make a blank plan.*
* *Choose the Start Date (use the calendar for accuracy). Start Date is defined as the day the plan is/was put into effect.* ***The existing plan End Date should be the same as the renewed plan’s Start Date so the plan is not exited***
* *Choose the end date communicated by the Department*
* *Make changes to the 5 tabs of the IEP as necessary for the next reporting period*
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| REPORTING PERIODS AND CORRESPONDING COMMUNICATING STUDENT LEARNING  |
| *You must report on an IEP 3 times during the school year. We suggest using the Progress Report Feature in Student Services View on Aspen**A detailed handout, with explicit instructions for Progress Reporting is available* ***Review dates for each Progress reporting period are determined by the school*****Reporting Period 1:*** *Version 1 Plans/P1 Progress Reporting > September 1, 2022 – November 30, 2022*

**Reporting Period 2:*** *Version 2 Plans/P2 Progress Reporting > November 30, 2022 – March 31, 2023*

**Reporting Period 3:*** *Version 3 Plans/P3 Progress Reporting > March 31, 2023 – September 1, 2023*
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| PROGRESS REPORTING (Detailed handout available)\*Note: It is highly recommended that you print the IEP you are reporting for easy reference |
| * *After logging in to Aspen: Select Student Services View (top right-hand side of screen, drop down allows toggling between different views)*
* *Choose Plan TT*
* *Use the filter icon (looks like a funnel) to filter “My Cases” to view the list of students on your caseload*
* *Check the blue hyperlink of the student you wish to create the progress report for*
* *Choose Progress ST*
* *Choose Option (blue button) > add > fill in content requested*
* *Reporting Period*
* *P1 Progress Reporting*
* *P2 Progress Reporting*
* *P3 Progress Reporting*
* *\* Any additional versions of plans and/or reporting should be referenced within these reporting periods and corresponding progress reporting dates. ie: if additional updates/changes were done to a version 2 plan, that plan version would note 2.1 and the additional reporting would reflect the date with the P2 Progress Reporting period.*
* *IEP Goal > Identifier*
* *Use magnify glass to choose goal (reference the printed Plan (IEP) as recommended)*
* *Staff Name:*
* *Use magnify glass to choose case manager or type name*
* *Progress Code*
* *Choose progress code based on evaluation of performance of P1 or P2 or P3 goals and objectives*
* *Progress*
* *Detailed progress as it relates to progress code*
* *Comment:*
* *Detailed comments based on work habits, effort, observations, data, strengths and stretches*
* *Repeat for* ***ALL*** *Goals of the IEP*
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| PRINTING PROGRESS REPORTS |
| * *After logging in to Aspen: Select Student Services View (top right-hand side of screen, drop down allows toggling between different views)*
* *Choose Plan TT*
* *Use the filter icon (looks like a funnel) to filter “My Cases” to view the list of students on your caseload*
* *Check the check box of the student you wish to create the Progress Report for*
* *Choose Progress ST*
* *To print progress on all goals and objectives for the progress reporting period:*
* *Check all check boxes of the goal/objective or check the check box at the very top of them all*
* *Choose Reports > IEP Progress Report*
* *Popup window – fill in the content:*
* *Reporting Period: Choose from the following:*
* *P1 Progress Reporting*
* *P2 Progress Reporting*
* *P3 Progress Reporting*
* *Start and End Date:*
* *Choose according to the Progress Reporting Periods*
* *P1 September 1, 2022 – November 30, 2022*
* *P2 November 30, 2022 – March 31, 2023*
* *P3 March 31, 2023 – September 1, 2023*
* *Staff:*
* *Use magnify glass to choose LAT/Case Manager*
* *Format:*
* *Default is Adobe > keep the default*
* *Choose Run*

*To print progress on an individual goal/objective:** *Check all check box of the goal/objective*
* *Choose Reports > IEP Progress Report*
* *Popup window – fill in the content:*
* *Reporting Period: Choose from the following:*
* *P1 Progress Reporting*
* *P2 Progress Reporting*
* *P3 Progress Reporting*
* *Start and End Date:*
* *Choose according to the Progress Reporting Periods*
* *Staff:*
* *Use magnify glass to choose LAT/Case Manager*
* *Format:*
* *Default is Adobe > keep the default*
* *Choose Run*

*To print an overview of the progress for a certain progress reporting period:** *Choose Plan TT*
* *Use the filter icon (looks like a funnel) to filter “My Cases” to view the list of students on your caseload*
* *Check the check box of the student you wish to create the Progress Report for*
* *Choose Progress ST*
* *Choose Reports > Quick Report*
* *Choose the NEXT button through all the following popup screens*
* *When the NEXT button grayscales choose FINISH*
* *Report will populate*
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| LOG TOP TABA place to record interactions with the student and family, meetings and notes from the review |
| * *After logging in to Aspen: Select Student Services View (top right-hand side of screen, drop down allows toggling between different views)*
* *Choose Log TT*
* *Use the filter icon (looks like a funnel) to filter “My Cases” to view the list of students on your caseload*
* *Student Plan:*
* *Use the magnifying glass to choose student for a Log entry. This allows you to see the plans they have and Log according to their current plan*
* *IEP Service:*
* *Use magnify glass to choose Student > Choose OK*
* *Choose +Add Button*
* *Choose Event Type from drop down menu*
* *IEP Review: date and staff name* ***will print*** *on the IEP. This* ***does not*** *replace a Progress Report*
* *Incident Report: N/A this is not being used at this time*
* *Meeting Notes: log any meeting regarding the student. This* ***will not*** *print on the IEP*
* *Parent Consultation: Use this to log the date and any notes regarding the parent consultation when the check box on the Plan Details tab of the IEP or SSP is checked*
* *Phone call/email: Log phone calls/emails regarding the student*
* ***Always press SAVE*** *(far left side of entry)* ***after each log entry***
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| PRINTING LOG TT – SPECIFIC STUDENT |
| * *After logging in to Aspen: Select Student Services View (top right-hand side of screen, drop down allows toggling between different views)*
* *Choose Log TT*
* *Use the filter icon (looks like a funnel) to filter “My Cases” to view the list of students on your caseload*
* *Choose the check box beside the specific student’s logs you wish to print*
* *Choose Options > Show Selected*
* *Choose Reports > Quick Report*
* *Choose the next button through all the following popup screens*
* *When the NEXT button grayscales choose finish*
* *Report will populate*
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| PRINTING LOG TT – ALL STUDENTS ON CASELOAD |
| * *After logging in to Aspen: Select Student Services View (top right-hand side of screen, drop down allows toggling between different views)*
* *Choose Log TT*
* *Use the filter icon (looks like a funnel) to filter “My Cases” to view the list of students on your caseload*
* *Check all check boxes of the logs you want to print or check the check box at the very top of them all*
* *Choose Reports > Quick Reports*
* *Choose the next button through all the following popup screens*
* *When the NEXT button grayscales choose finish*
* *Report will populate*
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