**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* |
| 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* |
| 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* |
| 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* |
| 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* |
| 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* |
| 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* |
| LOG TOP TAB  A 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*** |
| 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* |
| 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* |