

ASPEN Quick Guide- Student Services View (2019-2020)

NOTE: TT = Top Tab
ST = Side Tab

ENROLLING A NEW STUDENT

- 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
- 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 glass; search for your name using the magnifying glass
 - 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_2019-2020v1
 - For SSPs – YT SSP School Year and Version ie: YT_SSP_2019-2020v1
 - 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 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 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 11 – 17 in the **Inclusive Education Plans** document July 2019 v1.7

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*
- *skill sets and independence are not a goal*
- *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 programming 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 (important for history for use of the supports on the Literacy and Numeracy Assessment)*
- *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 assessment (eg. 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*

UPLOADING DOCUMENTS (Applicable only to Students Enrolled in Student Services)

Documents to be uploaded:

- Supplementary Plans
- Student Learning Plans (StLPs)
- Behaviour Support Plans (BSPs)
- Safety Plans (SP)
- Articulation Therapy Plans* This is done by the Speech Language Pathologist

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_2019-2020v1
 - Student_Learning_Plan_2019-2020v1
 - Behaviour_Support_Plan_2019-2020v1
 - Safety_Plan_2019-2020v3
- 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 > Inclusive Education Plan Report
 - Popup window "Inclusive Education Plan Report"
 - Plan Type > Toggle between IEP/SSP according to which plan the student has
 - 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/SS. 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 (use calendar for accuracy) – End Date is communicated by the Department and will reflect progress reporting periods
 - 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

Information with regards to Communicating Student Learning on Student Learning Plans/Student Support Plans will be given at the October 2019 LAT Conference

Reporting Period 1:

- Version 1 Plans/P1 Progress Reporting > Department driven dates sent out by May 1 of the current school year

Reporting Period 2:

- Version 2 Plans/P2 Progress Reporting > December 1 – March 31 (review date to be determined by school team)

Reporting Period 3:

Version 3 Plans/P3 Progress Reporting > April 1 – Last day of current school year (review date to be determined by school team)

PROGRESS REPORTING

**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/SSP) 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 and Objectives of the IEP/SSP*

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
 - 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 magnify glass to choose student to make a Log about. This allows you to see the plans they have and Log according to the 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*

Problem Solving:

Can't find a student name when enrolling

A renewed plan is blank

Plan has been exited