

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

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 glass 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

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*