

Managing Groups and Pages

Aspen Pages can help all members of a school community easily share information and ideas. Pages are web pages you can set up at the district, school, classroom, or group level that are accessible via Aspen's Pages tab.

Groups and Pages are combined in Aspen.

First you create a group; then you determine whether you want that group to have its own Page. It is possible for any and every group in your district to have its own Page. If you initially decide that a particular group does not need a Page and then change your mind, all you have to do is change the group's page status to create one.

Pages can have a variety of widgets, including announcements, blogs, group resources, links to web-sites of interest, and more. The page administrator maintains and updates content on the Page. It is possible for a student to be the administrator of a Page, but there is always a designated staff member who is ultimately responsible for that Page's contents.

Use the Page Directory to determine which of the Pages you have access to you want to be easily accessible. You can add and remove Pages from the Quick Access menu (removing a Page does not delete it).

Build class Pages

Aspen system administrators can mass-create class pages for use by teachers, students, and parents based on the school's master schedule. For example, administrators can create all of the English department Pages at once.

To mass-create class Pages based on the school schedule:

1. Log on to the **School** view.
2. Click the **Schedule** tab. Your school's master schedule appears.
3. Select the classes you want to build Pages for, such as everything in the Math department.
4. On the **Options** menu, click **Show Selected**.
5. On the **Options** menu, click **Build Class Pages**.
6. By default, all of the widgets are selected to be included. Deselect any that you do not want to appear on your Pages.
7. Leave the **Hide Forums in Family Portal** checkbox selected to prevent parents and others with access to the Family portal from seeing forums on their Pages.
8. Leave the **Disable newly created pages** checkbox selected to prevent members from accessing the Page until it is complete. If you deselect this checkbox, as soon as you click **Submit**, parents and students will have access to these Pages.
9. Click **Submit**.

Now, the teacher can add content to the widgets on the Page.

Create a group or Page

In order to create a Page, you have to create a group first. Then you decide whether to fully enable, partially enable, or disable your group's page status.

Users with the appropriate security role privileges can create groups in Aspen. By default, this includes system administrators, school administrators, and teachers.

If you create a group without a Page, such as Chorus, and decide in the future that you would like this group to have a Page, all you have to do is go into the group's details and enable its page status.

To create a group with a Page:

1. Log on to the Staff view. Click the **My Info** tab, then the **Groups** side-tab.
2. On the **Options** menu, click **Add**.
The New Group page appears.
3. Fill out the fields in the New Group page.

Now you need to add members to your group. If you created a group with a Page, adding members is how you give users Page access.

Add members

After you create a Page, you give users access to it by making them members of the group. For example, the only people who will see the Debate Club Page on their Pages tab are the members of the Debate Club group.

To add members to a group/Page:

1. Depending on where your group/Page was created, do one of the following:
 - For the district: Select **District > Groups**.
 - For an intermediate organization: Select **Intermediate Organization > Groups**.
 - For a school: Select **School > Groups**.
 - For staff: Select **My Info > Groups**.
2. The Groups page appears. Select the checkbox next to the group you want to add members to, and then click **Members** on the side-tab.
3. Select **Options > Add**. The "Add members to pages" pop-up appears.
4. Click the **Member type** drop-down to filter the users by type. Some member types are only available in certain views, and the fields vary according to the member type selected.
5. Select the user(s) you want to have access to the Page. For example, if you selected **Sections**, choose the particular section number containing the students you want to add to the group.
6. If you want the user(s) you selected to be the administrator of the Page (able to add, delete and edit widgets and widget content), select the **Administrator** checkbox.
7. Click **Save**.

Add widgets to a Page

While viewing the Page you want to add widgets to, click **Edit Page**. Then drag and drop as needed.

Enable a Page

If you want to enable a Page for your group, go into the group's details. Click the **Page Status** drop-down to select **Enabled for admins only**. Add widgets to your Page, then populate the widgets with content. When the Page is complete, return to the **Page Status** drop-down and select **Enabled for all members**.

Add/edit content to each widget on a Page

Forums

Used for creating an online discussion with students.

Topic	Author	Replies	Last Post
Where should it be held?	Stephens, Nancy	0	1/11/2012 1:48 PM
(M) What should this year's theme be?	Stephens, Nancy	1	1/11/2012 12:01 PM

Submit Assignments

Used for the Student portal. Students can upload assignment files for teachers to receive in their Aspen Gradebooks.

Assignment	Date Due	Status	Actions
Laboratory 8a (Lab)	5/14/2012	Submitted (5/5/2011 8:42 AM)	📁 📄 ✖
Newton's Laws Problems (Proj)	5/16/2012	Late	📁
Quiz 7 (Quiz)	5/26/2012	Submitted (5/26/2011 10:09 AM)	📁 📄 ✖
Packet 6 (Test)	5/27/2012	Due	📁

Blog

Used to relay information through dated entries. Filter entries by category and month.

Current Information	Category	Month	New Entry
Crow Point High School Drama Club	All	Current	
<h3>High School Drama Club excels at conference</h3> <p>The Crow Point High School Drama Club attended the New England Theater Conference in New York last month. Twenty-five students participated in workshops and a Theater Odyssey. Several students won Excellence awards. Freshman Peroy Walker and sophomore Samantha Barrill won awards in musical theater.</p> <p>In addition, five students who were awarded excellence in set and lighting design and costumes and make-up design. This marked the ninth consecutive year that Crow Point has participated in this event.</p> <p>Posted on 12/12/2011 9:40 AM - Categories:</p>			

Group Resources

Can be added to any Page as an online repository for documents that need to be accessed by a group of users.

Group Resources	Edit
<ul style="list-style-type: none"> Content Folder <ul style="list-style-type: none"> 2011-2012 School Calendar.pdf Aspen Public Schools 	

Files can be organized in folders. Click a file name to open or save the document.

You can upload web links, files, notes and folders.

Class Information

Used to display information on class pages. For teachers, schedule information for the class appears.

In the Student and Family portals, the widget includes the latest grade and attendance information for the student (see screen).

Class Information				
Course:	00303-001 English III			
Instructor:	Venkatesh, Chamberlain (cvenkatesh@msn.com)			
School:	Crow Point High School	Room:	H201	
Schedule:	B(1-2,4-5)	Next meeting:	5/27/2010 8:34 AM	
Attendance		Averages		
	1	2	3	4
Absent	0	0	0	0
Tardy	0	0	0	0
Dismissed	0	0	0	0
Essay	87.0	74.0	80.0	
Homework	88.0	72.0	90.0	
Participation	91.0	91.0	90.0	
quiz	70.0	76.0	83.0	
Test	79.0	76.0	88.0	
Overall	82.0	77.0	85.0	

Survey

Can be added to any Page. Anyone with access to that Page can take the survey. It can even be used like a quiz.

Title	Start Date	End Date	Edit	Results	Status
Spring fling	3/24/2011	4/7/2011	📄	📄	Completed
Food and nutrition	3/25/2011	4/9/2011	📄	📄	Completed
Transportation	3/29/2011	4/10/2011	📄	📄	New
Prom planning	3/29/2011	4/12/2011	📄	📄	Completed