

### 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 classroom or group level that are accessible via Aspen's Pages tab.

As a teacher, it is possible to create your own class Pages. Or, your Aspen system administrator can create them for you. If this is the case, you do not need to add members or widgets to your Page.

You just need to populate the widgets with content (blog entries, photos, etc.).

You can only add students to Pages that you have access to — if you want to add a student to a Page that is not in one of your classes, a school/Aspen system administrator will have to do it.

It is also possible for you to create a group directly from a class roster. If you want, you can then easily enable a Page for this group (see Page 2).

### Create a Page for Each of Your Classes

You can create a class Page for any or all of your classes.

1. Log on to the Staff view.
2. Select **My Info > Groups**.
3. Select **Options > Add**.
4. Type a **Title** (this doesn't appear anywhere).
5. Select the **Category** (for sorting purposes only).
6. Select a **Page Icon**.
7. For **Adult Responsible**, the default value and only option is your own name.
8. Select a **Start date** and **End date**.
9. Click the **Page status** drop-down to select **Page enabled for admins only**.
10. Type a **Page label** (appears under the icon on the Pages list).
11. Select **Enable logging** to track Page access.

#### Notes:

- In order to view the Page, you must log off and log back on to Aspen.
- Now you have to add members (the section roster), add widgets, and add content to widgets.
- When your Page is complete, return to its details page (**My Info > Groups > Details**) and change its **Page status** to **Page enabled for all members** (your students and their parents).
- It is also possible to create a group without a Page, such as a book club, using the instructions above. Just set the **Page status** drop-down to **Disabled**.

### Add Widgets to a Page

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

### Add Members to a Group or Page

**Note:** If your Aspen administrator created your class Pages for you, you can skip this step.

1. Log on to the **Staff** view, **My Info > Groups**.
2. Select the group you want to add members to, such as a class section.
3. Select **Groups > Members**.
4. Select **Options > Add**.
5. Click the **Member type** drop-down to select a general category of users, such as **Students** or **Sections**.
6. Then, select the specific users you want to have access to the group/Page, such as the student names or course section number.
7. Click **Save**.

#### Notes:

- To designate one or more page administrator, click the **Members** side-tab, then **People**.
- Teachers are always the Adult Responsible and page administrator for any Page they create. You have the option of selecting additional page admin(s), who could be students.

### Notes on the Submit Assignments Widget

In order for a class assignment to appear in the Submit Assignments widget, you must enter online submission dates.

1. Log on to the Staff view.
2. Select **Gradebook > Assignments**.
3. Go to the desired assignment's details page.
4. Under **Online submission**, type an **Open date**, use the calendar, or type **t** for today.
5. Enter a **Close date** (after this date, the assignment no longer appears in this widget).


### Create Groups from the Roster

It is possible to create group sets for a class, and groups within each group set. For example, the Reading group set could have groups for different reading levels, such as *reds*, *whites*, and *blues*.

#### To create a group set and groups within the set:

1. Log on to the Staff view.
2. Click the **Gradebook** tab. The Class List appears.
3. Select the class you want to create a group set for, and click the **Groups** side-tab.
4. To create a new group set, select **Options > Add**.
5. Type a name for the group set, and click **Save**.
6. In the **Add Group** field at right, type a name for a group within the group set.
7. Click **Add Group**. Repeat steps 6-7 as needed.
8. Click, drag, and drop students from the **Ungrouped Students** box to the new groups.

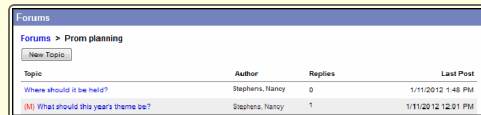
#### Notes:

- Click  to define each group's details (see Page 1) and to create a Page for the group to access using the Student and Family portals.
- A student can only be a member of one roster group at a time (but an unlimited number of class pages and other groups).
- If you are having trouble viewing your group, on the **My Info** tab, **Groups** side-tab, make sure to select the **All Records** filter.
- Once your group is created, you can easily add members who are not part of the course roster and create a Page for it (on group's details page, change the **Page Status** drop-down to **Enabled**).

### Add/Edit Content to Each Widget on a Page

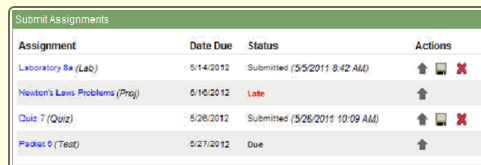
#### Forums

Used for creating an online discussion with students.



#### Submit Assignments

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



#### Group Resources

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



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.

#### Blog

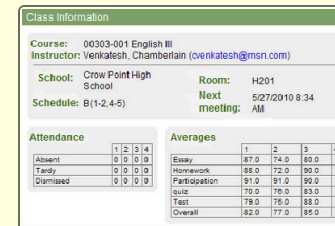
Used to relay information through dated entries. Filter entries by category and month.



#### 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).



#### 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.

