Enhancements to
Aspen Curriculum & Learning

All users

New highlight videos

Quickly find out which 5.0 enhancements affect you. Go to **Help > Release Notes > Highlight Videos** to watch the five highlight videos aimed at these user types:

- Administrators
- Teachers
- Health staff
- Schedulers
- Students and family

Secondary passwords

For added security, your district can require users to enter a secondary password when logging on to Aspen, in addition to a primary password.

You may be able to change secondary password and security questions in your user preferences (**Set Preferences** > **Security**).

Aspen Mobile

Administrators, teachers, parents, and students can now log on to Aspen using a mobile device (tablet or smartphone) with Internet access. Aspen Mobile uses a device-friendly interface with touchscreen capabilities that lets you move quickly through the system. Three views are available:

- **Administrator:** Administrators can see student and staff information.
- **Staff:** Teachers can see student information, take class attendance, and view and enter assignment scores.
- **Student and Family Portals:** Student and Family portal users can see student class grades and assignments due today and tomorrow.

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To get to the full Aspen view, touch the **Go to Full Site** button on the Home page of all views.

If you have access to multiple views and schools, your default view and school (which are set in your user preferences) appear when you log on.

To help get familiar with Mobile functionality, three new Quick Reference Cards are available for:

- Teachers
- Administrators
- Students and families

Go to **Help** > **Quick Reference Cards** > **Mobile for Teachers, Mobile for Administrators,** and **Mobile for Students and Families.**

New help

All of the Curriculum & Learning help topics are now available in one user guide. Go to **Help** > **User Guides** > **Curriculum & Learning.**

The link to the training videos and lesson plans has been renamed from **eLearnings** to **Videos** (**Help** > **Videos**).

District, school, and system administrators

*Note: Be sure to watch the Aspen 5.0 **Highlights for System Administrators** video, available from **Help** > **Release Notes** > **Highlight Videos.***

Secondary passwords

For added security, you now have the option of requiring users to enter a secondary password when logging on to Aspen, in addition to their primary password.

To use secondary passwords:

1. Enable the new District Security preferences for secondary passwords (**District** > **Setup** > **Preferences** > **Security** category).
2. Run the **Reset Passwords** option (**Admin** > **Users** > **Options** > **Reset**

	Passwords) for secondary password. 3. For optional maintenance, set the secondary password settings in the user details (**Admin** > **User** > **Details**). 4. Users can change secondary password and security questions in their user preferences (**Set Preferences** > **Security**).
Internationalization	In Aspen, you can translate fields, tabs, and other user interface elements, either in parts or as a group, into other languages. Export strings of text for translation, and then import them back into Aspen once translation of the strings is complete. Most strings can be translated directly within Aspen.
New D field reference pick list/checkboxes	When linking a user-defined D field with a reference table, instead of having users scroll and select from a long pick list, you can now display the choices with checkboxes or a pick list. Or you can use a combination of checkboxes for the most frequently used choices, and a pick list for the others.
End-of-Year Rollover and student membership	In the District view, enrollment preferences are now found in the Membership preference category (**District** > **Setup** > **Preferences** > **Membership** category). The following are new district enrollment preferences: • **Adjust enrollment dates of future dated records:** Select this checkbox if Aspen should change future-dated membership records to the day prior to the date entered during the End-of-Year Rollover process. The default is deselected. For example, assume a district creates withdrawal records for all students on June 30th and entry records for all students returning to the same school in the next grade level on September 1st. If someone in registration already entered a withdrawal record for an individual student who is moving on July 10th, Aspen changes the date of the original withdrawal record to June 29th. • **Create withdrawal/entry records for all students:** Select this preference to have Aspen create a withdrawal and entry record for every student for the year during

Step 3 of the End-of-Year Rollover. The default is deselected.

If selected, the new **Withdraw and enroll students not changing schools** section appears on Step 3 of the End-of-Year Rollover wizard:

You can select a snapshot of students that will not be promoted, and then select withdrawal and entry dates, codes, and reasons for the students who will be returning to the same school in the next grade level.

Note: The snapshot of students who will not be promoted defaults as the snapshot selected on Step 4 of the wizard.

For example, you might want to create a withdrawal record for each student at the end of Grade 9 and an entry record for each of those students entering Grade 10 in the same high school.

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- **Prevent editing enrollment dates:** Select **Create withdrawal/entry records for all students** to prevent users from editing enrollment dates that appear in the new **Withdraw and enroll students not changing schools** section on Step 3 of the End-of-Year Rollover wizard. The default is deselected.

  Step 5 of the End-of-Year Rollover wizard now contains the *Withdraw selected students* section, which lets you completely withdraw students in the snapshot selected. Select to disable related user accounts and clear the values in the 'next school' fields for those students. This might be used to withdraw students who attended the district for a short time, such as exchange students.

Standards-based grading capabilities
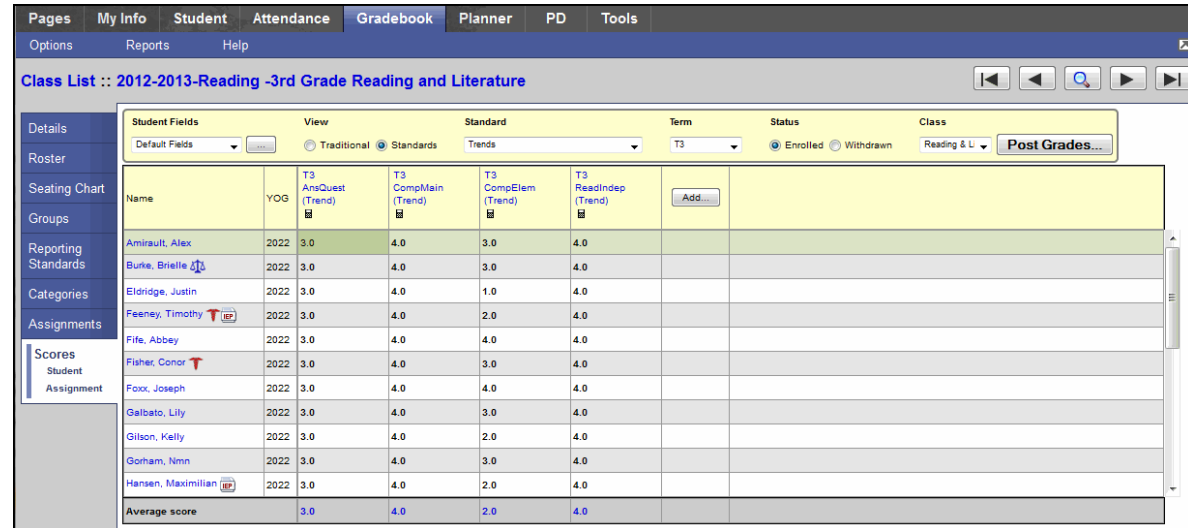
Enhanced standards-based grading capabilities let teachers align each assignment in their gradebooks to one or more report card standards (rubric criteria). Then, teachers can enter scores and track student progress for each report card standard:

Aspen uses these standards (rubric criteria) scores for assignments to calculate the end-of-term trend averages (using power law trending) and traditional averages for each reporting standard:

For informational purposes, each rubric criterion can be aligned with learning standards, such as standards from your district; or, if the district uses Aspen Curriculum & Learning, Common Core standards as provided by a subscription to Academic Benchmarks. When teachers align an assignment to a reporting standard (rubric criteria), the learning standards aligned to the reporting standard are automatically linked to the assignment, too.

Administrators can align learning standards to rubric criteria using the new **Standards** sub-tab on the Rubric Criterion dialog box (District view, **Assessment** > **Rubric Library**).

After administrators create rubrics and their criteria, they align the rubric with a course (School view, **Schedule** > **Courses**).

Then, to have the rubrics associated with courses appear on the **Reporting Standards** side-tab in the teachers' gradebooks, administrators use the new Prepare Reporting Standards Grading wizard (School view, **Grades** > **Grade Input** > **Options**).

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Attendance trends	In the School view (**Attendance** > **Class Trends** or **Daily Office**), you can now view daily and class attendance trends for the following on the same page: • Last two weeks • This week • Last four weeks • Month • Term Administrators and office staff can use this information to track any attendance trends for a student or group of students.
District fees, fines, and payments	Previously available only in the School view, Aspen's fees, fines, and payments feature has been added to the District view. Now district administrators can also keep a running balance for student accounts in the District view, **School > Cashier's Office.** Users can view fee and fine information from the **Student** tab, **Transactions** side-tab.
Student cases	*Note: The framework for student cases is available in 5.0; however, each district may have different requirements for their use. Customization to accompanying templates and workflows may be needed to fully implement them. Contact Aspen Technical Support for details.* A ***student case*** can be used for a variety of student events or processes which initiate a workflow and create a unique identifier for the event. Typically, student cases are related to a student's membership in a district and/or school, but they can be used for a variety of events, such as: • Registering a student • Preregistering a student • Transferring a student into the district • Changing a student's address • Adding or removing a student's wait list request for a school

Four new tables in the Data Dictionary support student cases. By default, the System Administrator and Registrar user roles have been given access to the following tables:

- Student Case
- Student Case Child
- Student Case Person
- Student School Choice (can be created without linking to a student case)

Access the new Student Cases and School Choices functionality from the following locations:

- District view, **District** > **Membership** > **Student Cases/School Choices**
- District view, **Student** > **Membership** > **Cases/School Choices**
- School view, **School** > **Membership** > **Student Cases/School Choices**
- School view, **Student** > **Membership** > **Cases/School Choices**
- Staff view, **Student** > **Membership** > **Cases/School Choices**
- Health view, **Student** > **Membership** > **Cases/School Choices**
- Special Education view, **Student** > **Membership** > **Cases/School Choices**
- Family view, **Family** > **Membership** > **Cases/School Choices**
- Student view, **My Info** > **Membership** > **Cases/School Choices**

See student cases privileges.

Section-based grade scales	With this enhancement, teachers can align each grade within a grade scale they create in the gradebook to grades in the district grade scale. Then, teachers can align their grade scale to a specific section. When Aspen calculates the values in average columns for that section, it maps the grades the teacher enters to the appropriate grades in the district grade scale to calculate the averages.

This way, if a teacher creates a 1-4 grade scale, he can determine that a score of 3 in his grade scale is equal to a B on the district grade scale. Without doing so, Aspen calculates a score of 3 as a 75 (C) out of 100. |

	For teachers to align grades to district grades, administrators need to create alignment codes for each grade within a district grade scale (District view, **Grades** > **Grade Scales**). The *Alignment Code* column must be added to the field set.
	Then, teachers align grades within their grade scale to these alignment codes.
Improved security and usability	Several security enhancements in Aspen ensure users see the appropriate information in a useable manner:
	• Security tags can be applied to individual fields in Extended Data Dictionary tables (District view, **Admin** > **Security** > **Security** tags). • Secured templates
	Customizable templates for pop-ups display greater information with a single click, reducing the need to view multiple screens.
Email improvements	To improve email delivery by external Internet service providers, the District's *outgoing* email preferences have been moved to the Aspen configuration file.
	The *incoming* email preferences have also been modified with the new District **BCC Email address** preference (District view, **District** > **Setup** > **Preferences** > *Communication* category). This email address will be blind copied (BCC) on every email from all areas of Aspen (**Options** menu, mass emailings, published reports, etc.). Enter an email address here to receive a copy of every email sent through Aspen from throughout the district.
Centralized help updated more frequently	Aspen help is going online allowing for more frequent updates to online help, user guides, release notes, and Quick Reference Cards. These items are available from the **Help** menu and now will be updated in between major releases, if necessary.
	See Centralized Help preference.

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Secondary details	To give users quick access to information without leaving the page they are working on, you can now create user-defined fields that provide a pop-up link to a template with more details.

For example, you create a user-defined field that appears on the Student List. When a user clicks the value in that field, the template and all its information pops up in a new window, so the user doesn't have to leave the current screen to see it.

To create a secondary details pop-up:

1. When creating a user-defined field, select the new **Secondary Detail** data type at the **User data type** field.

2. Go to the list page the popup will display from. Copy the navkey from the URL in the Web browser's **Address** field.

3. Create a template with the fields of information to display when the user clicks the value in the user-defined field. In the **Context** field, paste the copied navkey, and type ***.detail.popup*** at the end of the navkey.

The template appears when a user clicks the value on the list page. |

***Schedulers** (For Aspen users who build and manage school and student schedules)*

*Note: Be sure to watch the Aspen 5.0 **Highlights for Schedulers** video, available from **Help** > **Release Notes** > **Highlight Videos**.*

Schedule expressions	The interface for schedule expressions has been enhanced so that you can now click on any day and period combination to highlight that cell in the grid. Also, you can click row and column headers to quickly select or deselect all cells in a row or column.

If the **Use multiple rooms** or **Use multiple teachers** checkbox is selected, you can click the **Room number** or **Teacher name** in each cell of the ***Days/Periods*** grid to select the other teacher or room for that time. The resulting pick list contains only those rooms or |

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teachers that are available during that time. Click the **Show all rooms** or **Show all staff** checkbox to include all rooms and teachers, even if they are not available during that time.

Schedule patterns

In addition to *Simple* and *Compound* patterns, schools can now create *Component-based* schedule patterns. Component-based schedule patterns are compound patterns in which each component, or period/day possibility, can float.

For example, a school might create a pattern in which a course must meet a total of five times during a cycle in the *Days/Periods* grid. Then, click **Add** to move the pattern to the *Components* grid. When **Preview Arrangements** is clicked, the *Days/Periods* grid continually displays all of the options Aspen will consider for courses with these components.

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	Component-based patterns are designed to work in conjunction with the new Course Pattern Exclusion rule. After creating a component-based pattern to fit a course, schools need to define the patterns that would not fit that course, and then match them to the course in a Course Pattern Exclusion rule. See New rules. For example, a school might have courses that must meet five times within a cycle, but wants to exclude any pattern that schedules the course twice in the same day.
	Now, after users click **Add** on the **Options** menu, the **Schedule pattern style** is selected (**Simple**, **Compound**, **Component-Based**). The selection at this field determines the fields and options that appear on the New Schedule Pattern page.
	Also, like schedule expressions, the interface for schedule patterns has been enhanced to let users click the *Days* or *Periods* column or row header to select or deselect all cells in a column or row.
Dynamic teacher assignment	Schools can now define courses that teachers are qualified to teach on the new **Assignments** side-tab on the **Staff** tab in the Build view. Then, Aspen can assign teachers to courses they are qualified to teach. Schools might use this for electives they offer, or to spread the courses offered within a department across the teachers in that department.
	When a scenario is built (**Workspace** > **Options** > **Build** > **Build**) and teachers have courses listed on their **Assignments** side-tab, schools can select one of the following options at the new **Dynamic Teacher Assignment** field:
	Do not attempt: Aspen does not reference courses on the **Assignments** side-tab on the **Staff** tab. **Leave blank if no teacher available**: If a course is not listed for any teacher on the **Assignments** side-tab on the **Staff** tab, Aspen does not assign any teacher to the course. **Assign available teacher only:** Aspen assigns teachers to a course only if they have it listed on the **Assignments** side-tab on the **Staff** tab.

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Assign additional teachers to course section	Several teachers can now be assigned to teach a portion of a course section on the Workspace (Build view, **Workspace** > **Details**). Users identify a primary teacher in the **Staff Name** field, and then select additional teacher(s) at the **Additional Staff** field. The **Split Resource Mode** field should not be set to **Not Allowed.** Schools then must create a new Course Resource Assignment rule to specify when and how Aspen can schedule the teachers into the section. See New rules.
Staff percentage scheduled maximum limit	Enter a value in the new **Scheduled Time Percent** field (Build view, **Staff** > **Details**) to determine the maximum percent Aspen can schedule a staff member during a cycle. For example, if a user enters **80** for a teacher, Aspen can only schedule that teacher 80% of the schedule cycle.
New rules	Two new scheduling rules have been created: • Use the *Course Pattern Exclusion* rule to define the patterns that cannot be used for the courses you select. This rule can be used in conjunction with the new Component-based schedule pattern to identify any of the schedule patterns you want to exclude. For example, your school may have courses that meet during the period after lunch. Use a Course Pattern Exclusion rule to identify the courses that should not be scheduled after lunch and any schedule patterns that include that period after lunch. • Use the *Course Resource Assignment Split* rule to specify how to divide staff and room resources for a course. This rule is used in conjunction with the new **Split Resource Mode** field on a section on the **Workspace** tab. For this rule, complete fields on three sub-tabs: 1. On the **General** sub-tab, define the minimum and maximum number of teachers and rooms the system can use to split sections. Also, identify the courses (these courses must have additional staff and the **Split Resource Mode** option 'on' for

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the sections of the course). For example, two courses and their sections of freshman English can be split between two teachers, and two rooms.

2. Then, on the **Patterns** sub-tab, add the possible schedule patterns for the course sections, and determine how resources (teachers and rooms) should be split within each possible pattern:
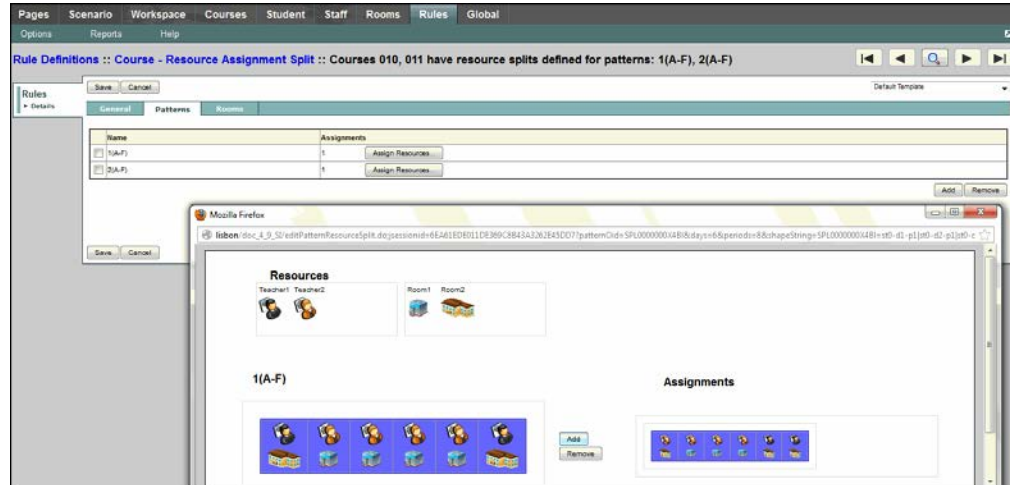
Drag and drop teacher resources and room resource combination possibilities into the pattern, and click **Add** to add them to the *Assignments* box for the course.

3. Lastly, on the **Rooms** sub-tab, specify lists of rooms the system can possibly schedule the split sections in.

*Note: If rooms are not specified on the **Rooms** sub-tab, Aspen uses the standard room assignment hierarchy.*

New Room Matrix view

Now, in the School and Build views, the Room Matrix view is available. Use either the standard list of courses assigned to a room, or click **Matrix view** to see the courses assigned to the room in a grid format.

Note: The list view contains all courses with the room identified as the preferred room for

	the course. The matrix view displays only courses actually scheduled into the room.

*Note: Be sure to watch the Aspen 5.0 **Highlights for Teachers** video, available from **Help** > **Release Notes** > **Highlight Videos.***

Lesson plans on curriculum map chart	With this enhancement, teachers can more easily differentiate their own lesson plans from the district's exemplar lesson plans on curriculum maps aligned to their courses (Staff view, **Gradebook** > **Curriculum Map**). The bars that represent lesson plans on the curriculum map chart appear in the following patterns, with hover text indicating the lesson plan's origin: • Exemplar • Exemplar, edited by teacher • Teacher-created
Standards-based grades for assignments and term grades	Enhanced standards-based grading capabilities let you align each assignment in your gradebook to one or more report card standards (rubric criteria). *New **Reporting Standards** side-tab* These report card standards appear on the new **Reporting Standards** side-tab on the **Gradebook** tab. At the district-level, learning standards can be aligned to these reporting standards and appear in the *Standards* column. You can also create your own reporting standards on the **Reporting Standards** side-tab to track student progress information for your own use. You have the option of aligning these reporting standards to learning standards to document which ones are being covered within assignments. This way, learning standards are not directly aligned to an assignment. You create reporting standards that group learning standards, and then apply the reporting standards to assignments.

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You can enter scores and track student progress for each report card standard.

*New **Standards** sub-tab when creating a new assignment*

Assignments are aligned to reporting standards on the **Standards** sub-tab on the New Assignment page.

For example, as an English teacher, you might align a literature test with the following reporting standards: *Comprehends Main Idea, Comprehends Elements of Literature*, and *Answers Questions in Complete Sentences*. Then, for each student, you enter a score for each reporting standard.

Updating standards grades post columns

When you **Update Post Columns** at the end of a grade term (**Gradebook** > **Scores** > **Options** > **Update Post Columns**), Aspen uses the standards scores you enter for assignments to calculate the end-of-term trend averages (using power law trending) or traditional averages for each reporting standard.

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This allows transcripts and report cards to contain student trend averages in meeting reporting standards (rubrics). Aspen continues to calculate traditional averages for each standard for reference.

Note: If you have aligned learning standards with assignments before the 5.0 release, Aspen automatically creates a reporting standard for each learning standard so that it appears on the assignment correctly.

Viewing and entering standards scores

To view and enter standards-based grades in the gradebook, select a **Traditional** or **Standards** view of the Scores page. When using the **Standards** view, you must then select a standard to view and enter scores for. Once a standard is selected, the Scores page displays any score for that standard.

You can also enter all standards grades for a single student by clicking a student's name, or a single assignment for all students by clicking the **Enter Scores for Assignment** icon.

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Updates to the Scores page	You can enter scores for one assignment at a time on the Scores page by doing any of the following: • Click the new **Assignment** link on the **Scores** side-tab. • Click the new **Enter Scores for Assignment** 🔾 icon in the column header on the Scores page. • Click the new **Class** drop-down on the header of the Scores page to quickly select a class and view its scores by class.
Class nicknames	Easily identify your class sections in the gradebook by defining a nickname for each section on the Class Details page (Staff view, **Gradebook** > **Details**). For example, if you have three sections of 9th grade CP English, create a nickname for each section. The nickname appears in several places, including: • Teacher Classes widget on the Home page • **Class** drop-down on the Scores page • Breadcrumbs on each page being accessed for the section • **Planner** tab • **Attendance** tab
Attendance trends	You can enter attendance on the Attendance Trends pages (Staff view, **Attendance** > **Daily** and **Class**). Each time you access the Attendance Trends page, only the trends appear. To enter attendance, click the new **Enable Attendance Buttons** link. The date defaults to today. The attendance code buttons appear next to each student name for every date. Click the appropriate codes to enter attendance, and click the new **Post** button to post the attendance to the School view.

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Track missing assignments	You can now track the number of assignments students missed or did not submit during a grading term.

*To track missing assignments using the **Missing** column on the Scores page:*

1. At **Tools** > **Special Codes,** create one or more special codes that can be entered for assignments students do not turn in. The **Report as missing** checkbox must be selected when creating those special codes. Also, determine if entering a special code affects student averages.

2. In your user preferences, you must select the **Show missing column** checkbox. To have Aspen include assignments that were due before today and do not have scores entered for them in the missing total, select the **Count empty as missing** checkbox.

3. On the Scores page, enter the special codes created to use for missing assignments. Each time the code(s) are entered for an assignment, Aspen calculates the total number for that grading term in the *Missing* column.

*Note: The **Missing** column and its values appear only on the teacher's Scores page; students, parents, and office staff cannot view these values. The values are for teacher information only.*

Aspen Mobile for teachers	From a mobile device, teachers can log on to Aspen Mobile, which has a new interface allowing for easy touchscreen use.

Use Aspen Mobile on your phone or tablet to view student information, staff information, class attendance, and your gradebook.

Aspen Mobile's Home page contains the **Students, Staff, Gradebook,** and **Class Attendance** tabs at the top of the screen. Or you can use one of the following buttons to access information quickly:

- **Locate a Student**
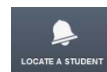
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	Press a student's name on the list of your current students or type the student's name in the search field to view the **Location**, **Contacts**, **Class Attendance**, **Schedule** and **Journal** tabs for that student.

- **Gradebook**

  The list of your classes for the current year appears. When a class name is touched, the list of assignments appears. Filter by category, number (such as *Last 20 assignments*), and scored or unscored assignments. Touch an assignment name to enter scores for the assignment.

- **Go to Full Site**

  Your Home page for the full Aspen Staff view appears.

| **Section-based grade scales** | You can align each grade within a grade scale you create in the gradebook to grades in the district grade scale. Then, you can align your grade scale to a specific section. When Aspen calculates the values in average columns for that section, it maps the grades you entered to the appropriate grades in the district grade scale to calculate the averages.

This way, if you create a 1-4 grade scale, you can determine that a score of 3 in your grade scale is equal to a B on the district grade scale. Without doing so, Aspen calculates a score of 3 as a 75 (C) out of 100.

After administrators create alignment codes for each grade within a district grade scale, teachers can align grades within their grade scale to these alignment codes (Staff view, **Tools** > **Grade Scales** > **Grades**). |
|--|--|
| **New QRC for setting up gradebook at beginning of year** | The new **Gradebook – Beginning-of-Year Setup** Quick Reference Card walks you through the steps of setting up your gradebook.

Access it from **Help > Quick Reference Cards.** |

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*Note: Provide a link to the Aspen 5.0 **Highlights for Students and Family Users** video on your portal's Home page. You can also access it from **Help** > **Release Notes** > **Highlight Videos**.*

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Aspen Mobile	Student and Family portal users can log on to Aspen from a mobile device. Aspen Mobile provides a new interface for easy touchscreen use with a mobile device.
	Students and families can use Aspen mobile on their phones or tablets to quickly view their grade and assignment information.
	On the Home page of Aspen Mobile, touch one of the following buttons to access information:

Note: Parents or guardians of families with more than one student select the picture of the appropriate student in the top-right corner of the screen.

- **Academics** A+ ACADEMICS
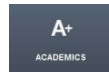
  The list of the student's classes and term averages appear. Touch the term average to view the assignment grades for the term.

- **Tasks** TASKS
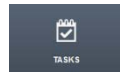
  The list of assignments due today and tomorrow appears. Touch an assignment name to view details. If the assignment has an attachment, you can view the file.

- **Go to Full Site** GO TO FULL SITE

  The student's Home page for the full Student portal appears.

Assignment grades	With this enhancement, a bar appears next to each assignment grade. The bar is filled with color to represent the student's score in comparison with the possible score.

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Note: Be sure to watch the Aspen 5.0 **Highlights for Health Users** video, available from **Help** > **Release Notes** > **Highlight Videos.**

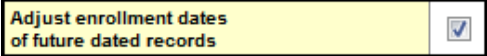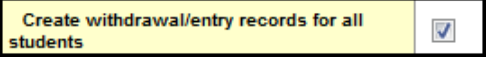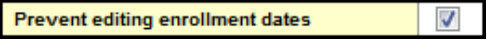|	
Multiple medications per visit	Nurses can now record multiple medications in a single visit. It is no longer necessary to create separate log entries for each medication administered. Nurses can now: • Set multiple administration times in a single medication order. • Record administration of multiple medications to a student during one visit on one health visit log. • Edit the dose amount of an administered medication in the visit log. Specify default values for the medication order in the visit log.

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Changes to preferences

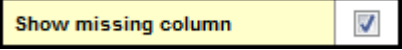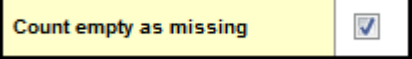| New or updated preference	Where to access	Description
New **District General** preference ☑ Use Centralized Help	District view, **District** > **Setup** > **Preferences** > **General** category	Allows access to more frequent updates to online help, user guides, release notes, and Quick Reference Cards, which are available from the **Help** menu. *For self-hosted districts:* If you want help included with Aspen updates (which may not be the most up-to-date version), do not select this preference.
New **District General** preference **Fields to copy to School from School Attribute** End Of Year Rollover Fields to copy to School from School Attribute	District view, **District** > **Setup** > **Preferences** > **General** category	Changes values stored in the School table, such as school name, school year, etc., from one school year to the next. You can pre-enter the changes here so you don't forget to enter them later; and they will take effect when you complete the End-of-Year Rollover.
New **District Membership** preference Adjust enrollment dates of future dated records ☑	District view, **District** > **Setup** > **Preferences** > **Membership** category	Allows the End-of-Year Rollover to automatically adjust enrollment dates on future dated records. When selected, Aspen automatically adjusts the date of any membership record that follows a membership record being created by the End-of-Year Rollover. The date becomes the date before the record created by the rollover.

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New **District Membership** preference `Create withdrawal/entry records for all students ☑`	District view, **District** > **Setup** > **Preferences** > **Membership** category	Creates withdrawal and entry records during the End-of-Year Rollover process for students not changing schools. When selected, the new *Withdraw and enroll students not changing schools* section appears on Step 3 of the End-of-Year Rollover wizard. A withdrawal and entry record is created for every student returning to the same school.
New **District Membership** preference `Prevent editing enrollment dates ☑`	District view, **District** > **Setup** > **Preferences** > **Membership** category	Prevents users from editing the dates that default for the withdrawal and entry records created for students not changing schools. Used in conjunction with the **Create withdrawal/entry records for all students** preference. If this is also selected, users cannot edit the dates that default in the *Withdraw and enroll students not changing school* section on Step 3 of the End-of-Year Rollover wizard.

New **District Membership** preferences for Student Waiting Lists, Student Cases, School Assignment, and Student Case ID Number Generation **Student membership procedure** **Student Waiting Lists** Current round 1 Max entries per student and year 3 Read-only date range To Customization procedure **Student Cases** Default student case dictionary Search procedure SYS-STC-001 **School Assignment** School choice fields relSssScaOid.relScaSklOid.sklSchoolID,relSssScaOid.rel: Show wait lists ☑ Show sibling school choices ☑ **Student Case ID Number Generation** Auto assign ☑ Next value 1 Increment 1 Length 6 Prefix	District view, **District** > **Setup** > **Preferences** > **Membership** category	Defines all details on using Student Waiting Lists, Student Cases, School Assignment, and Student Case ID Number Generation.
New **District Staff** preference **Require unique IDs** ☐	District view, **District** > **Setup** > **Preferences** > **Staff** category	Determines if staff members are required to have unique local IDs.

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New **User** preference on the **Gradebook** sub-tab Show missing column ☑	**Set Preferences** > **Gradebook**	Lets teachers track the total number of missing assignments for each student during a grading term in the new *Missing* column on the Scores page. When selected, the *Missing* column displays the total number of assignments the teacher marks as missing during that grading term. Teachers create special codes with the **Report as missing** checkbox selected. Any time they enter those special codes for an assignment, it counts towards the value in the *Missing* column.
New **User** preference on the **Gradebook** sub-tab Count empty as missing ☑	**Set Preferences** > **Gradebook**	Counts any assignment without a score in the total that appears in the new *Missing* column. Used in conjunction with the new **Show Missing column** preference above. When this is selected, Aspen includes any assignments that do not have a score in the *Missing* column total.

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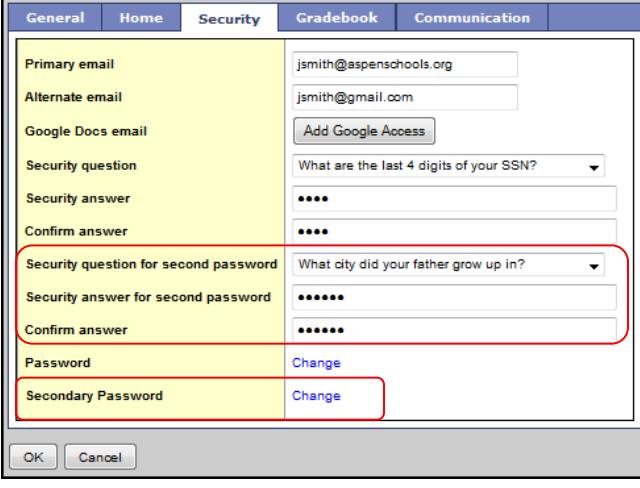
New District **Security** preferences:	District view, **District** > **Setup** > **Preferences** > **Security** category	Allows district to re-enable an account for a user who has successfully reset their password. Allows district to require users to enter a secondary password when logging onto Aspen.

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New **User Security** preferences	**Set Preferences** > **Security**	Allows user to set security question and answer for secondary password, and to change secondary password.

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Changes to User Roles and Privileges

Review your user roles to ensure the settings are appropriate for the default user roles used in your district and any customized roles you've created from Aspen's default roles.

The following table lists *new* and *updated* user role security privileges in Aspen:

New or updated privilege	Default roles affected	Description	Where to access District view, **Admin > Security > Roles > Details**
New table: **Exam Entry Control**	Privileges enabled for: • Exams Officer (C, R, U, D, G, M) • System Administrator (C, R, U, D, G, M) • Staff (R)	For UK schools.	**Assessment** category
New table: **School Attributes**	• The School Attribute table's privileges are grouped with the School table and do not have separate security privileges.		

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New tables: **Student Case** **Student Case Child** **Student Case Person** **Student School Choice**	Privileges enabled for: • Registrar (C, R, U, D, G, M) • System Administrator (C, R, U, D, G, M)	Allows users to use school choices and student cases for a variety of student events or processes which initiate a workflow and create a unique identifier for the event, usually related to the student's membership.	**Student** category
New tables: *Student Transportation* *Student Wait List*	Privileges enabled for: • System Administrator (C, R, U, D, G, M)	Used for tracking student transportation and wait lists for schools.	**Student** category
New table: *School Capacity*	Privileges enabled for: • System Administrator (C, R, U, D, G, M)	Used for tracking school capacity.	**School** category
New table: *Staff Attendance Sub*	Privileges enabled for: • Personnel Manager (C, R, U, D, G, M) • School Administrator (C, R, U, D, G, M) • System Administrator (C, R, U, D, G, M)	Used for tracking attendance for staff subs.	**Staff** category