# ASPEN GUIDE

# School View: Entering DART Data into Aspen

Note: You may also use Staff View, and follow the Teacher instruction guide.

**Fall Data Entry** (Date: October 9, 2020)

1. Assessment TopTab > Student Assessments SideTab > Assessment Entry SubSideTab
2. When you first go in, it looks blank:



3. Click on the Pick List icon (magnifying glass), and select the 98 - DART assessment:



4. Click on the Select button below the word Students.

Make a choice that makes sense to you, so that the number of selected students is more than zero. You may see more options, depending on your school.

Click OK.

5. All the student names will appear.  They will look like this:

| Name | Pupil # | ⊞ | ☐ | School > Name | GrdLvl | Date * | | Rubric Scale Level | Strategies | Comprehension | Analysis | Comments |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| ▮▮▮▮ | ▮▮▮▮ | ⊞ | ☐ | Christ the King Elementary 🔍 ✖ | ⌄ | 09/10/2020 | ▦ | 0 | 0 | 0 | 0 | 0 |

- Verify that your school name is correct.
- Select the Grade Level.
- Verify that the date matches the standard for this session:
  - Fall: October 9, 2020
  - Spring: May 21, 2021
- Enter a Rubric Scale Level: 1-10
- Enter a Strategies score: 1-4
- Enter a Comprehension score: 1-4
- Enter a Analysis score: 1-4
- Enter a Comments on Completion score: 1-4

Note: Your work is automatically saved as you work.


**Spring Data Entry** (Date: May 21, 2021)

1. To add an additional record for Spring, you follow Steps 1-4, so that you can see your list of students.

2. Click the small + icon in the header.  This will add a new row for every student:



Alternately, you can click the + icon for an individual student, next to their pupil number, if you are only entering a single record.

3. Follow Step 5 for data entry.


# Frequently Asked Questions

**What if a new student arrives, and I don't see a record?**
Follow Steps 1-4.  In Step 4, click Selection and choose that student.