Follett Aspen™
Curriculum & Learning

Version 5.0

# Using Your Planner
Quick Reference Card

Use the **Planner** tab in the Staff view as your online teacher plan book. You can create, view, and edit assignments for your sections, as well as manage personal appointments. In addition, view the district curriculum maps and lesson plans for your courses.

Determine the Information That Appears on Your Planner

Click the **Day**, **Week**, or **Month** tab at the top of the page to change the timeframe to view:
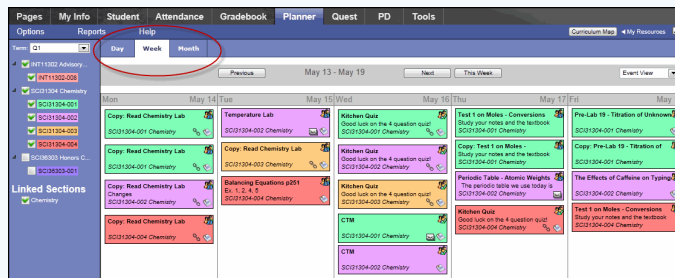
*Note: The **Day** and **Week** tabs display all assignments. The **Month** tab displays only up to three at a time. A drop-down list appears below the third item if there are more than three times on that day. Click the triangle at the bottom to see the day view when there are more than three items.*

On either side of the date(s) you are viewing, buttons to move between dates appear:
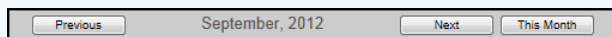
- Click **Previous** to view the day, week, or month previous to the one you are currently viewing.

- Click **Next** to view the day, week, or month after the one you are currently viewing.

- Click **This Week** to view the current week, or **This Month** to view the current month.

Create Assignments/Appointments on Your Planner

1. Do one of the following:

   - To create an assignment or appointment, click on the date you want to assign the assignment or create the appointment for in your calendar. Click **Add Assignment**, **Add Ungraded Assignment**, or **Add Appointment**. The New Assignment or New Appointment page appears.

   - To create an assignment with an attachment, open My Resources, and click, drag and drop files, links, an online quiz, or a Google Doc to a date. The New Assignment page appears with the attachment in the **Resources Provided by the Teacher** field.

2. Enter the assignment or appointment information.
3. To edit an assignment or appointment, click the assignment or appointment on the calendar. To delete one, click the assignment or appointment, and on the **Options** menu, click **Delete Calendar Item**.

Planner Icon Key For Day and Week View

Icon	Indicates...
✉	The assignment has information you can download and review.
🔗	The assignment applies to other linked sections.
👥	The assignment is private; it does not appear in the Student and Family portals.
👥	The assignment is public, and its grades and details appear in the portals.
👥	The assignment details are public, but the grades do not appear in the portals.
📄	The assignment has a file, quiz, or Google Doc attached to it.

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View District Curriculum Maps and Lesson Plans for Your Courses

1. On your planner, click the drop-down menu in the upper-right corner to select **Curriculum View.**

2. Click the **Day, Week,** or **Month** sub-tab to determine the amount of time displayed on your planner.

3. In the column on the left-hand side of the page, select the term and sections, or linked sections, you want to view the curriculum map for.

4. Click a map name to view the overview information for the entire map. The map appears, and the start and end dates default to the dates defined in the curriculum map at the district level. You can modify these dates. If the curriculum map includes resources such as presentation files or handouts, click the file to download it.

5. To view a lesson plan, click the **Lesson Plan** icon. The lesson plan and any attachments appear.
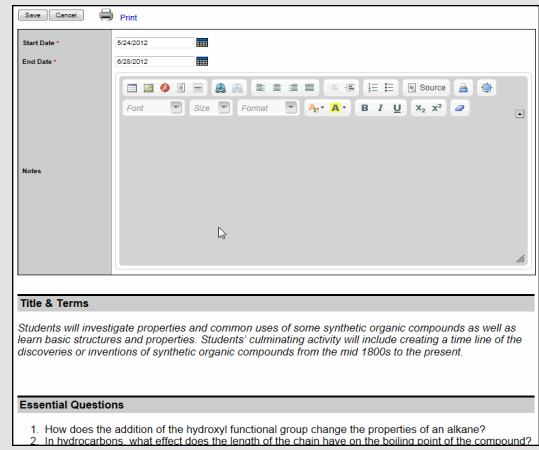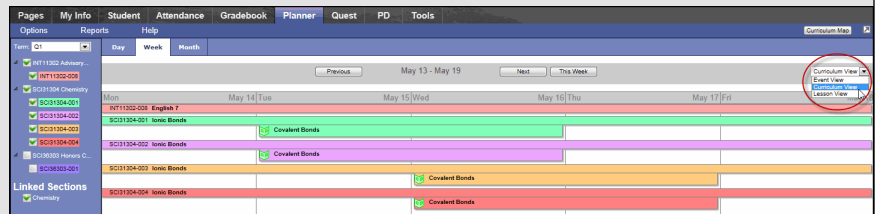
   Note: You can edit these plans and add your own to the map on the Gradebook > Curriculum Maps.

6. To print a map or lesson plan, at the top of the dialog box, click **Print.**

Create and Store Your Lesson Plans

1. On the **Planner** tab, click **Lesson View** from the drop-down to view your plan book grid.
2. For the current week, the grid displays a box for each day. Click a box to do any of the following for a class for a specific day:
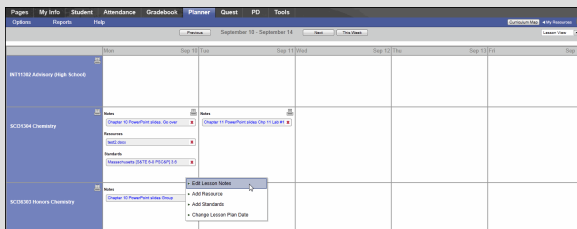
- **Add or edit lesson notes:** You can include links and images. Click **Save** to save your notes.
- **Add resources:** My Resources appears. Click, drag, and drop files from your resources to the date.
- **Add standards:** The standards pick list appears. Search for and select the standards this lesson plan addresses.
- **Change the lesson plan date:** Type or click ▦ to select the new date, and click **OK.** Aspen moves all notes, resources, and standards from the current date to the new date.

Note: Click 🖶 next to the course name to print lesson plan notes, including a list of attached resources and standards for the class for that week. Click 🖶 in the date box to print the lesson plan notes for the class on that date only.

Create an Online Quiz

1. Do one of the following:
   - In the Event View, cick the date you want to create a quiz. Click **Add Assignment.** The New Assignment page appears. In the **Resources Provided by the Teacher** field, click **Create Online Quiz.**
   - Click **My Resources.** To create a new quiz, click in the folder you want to save the quiz. At the bottom of My Resources, click **Add,** and select **Online Quiz.** To use an existing quiz, find the quiz in My Resources, and click, drag and drop it into the date you want to assign it.

2. On the **Setup** sub-tab, create the cover page for the quiz by filling in the fields.

3. Click the **Questions** sub-tab to define the questions for the quiz, or click **Browse Item Bank** to select the questions you already created in your Question Bank.

4. To add new questions to the quiz, click **Add.**

*Note: In your Question Bank, you can select the **Exclude from Shared Item bank** checkbox to keep the question from appearing in the school, district, and other teachers' question banks.*

5. After you create and add all questions to the quiz, click **Save.** This quiz is now saved in **My Resources.** Students log on to the Student portal to take the quiz online.

6. To score quizzes or view automatic scores for Multiple Choice questions, go to the Scores page.