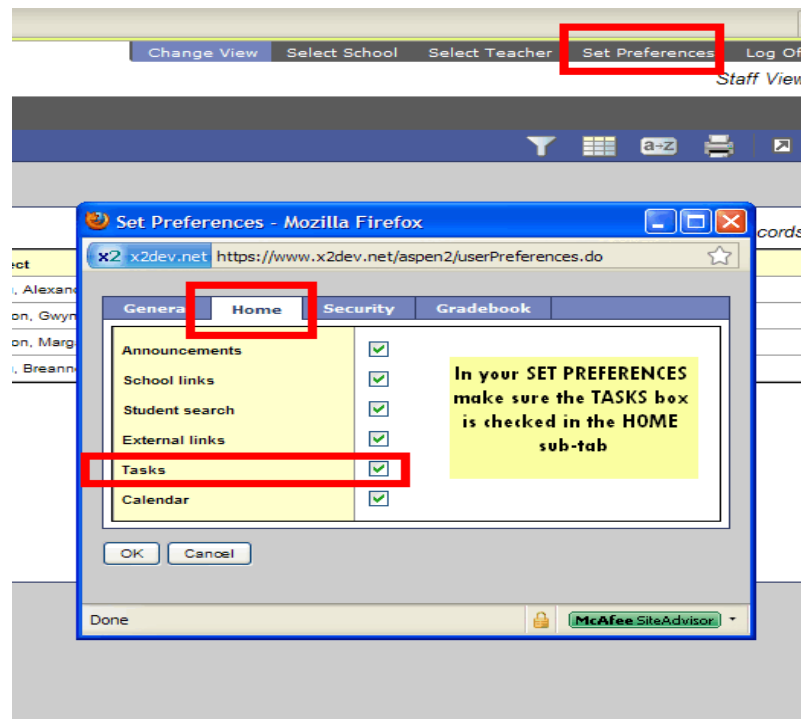


ON-LINE CONDUCT REFERRALS USING YOUR X2 ASPEN STAFF VIEW



Spencer Borden Elementary School 2010-2011
Mikolazyk, Christina L

Change View Select School Select Teacher Set Preferences Log Off Staff View

My Info Student Attendance Gradebook PD Tools

Announcements Edit

Class List

Student Search
 Search Include Archive

Favorites Edit

- B.M.C. Durfee High School
- Henry Lord Middle School
- Matthew J. Kuss Middle School
- Edmond P. Talbot Middle School
- James Madison Morton Middle School
- John J. Doran School
- James Tansey Elementary School
- Carlton Viveiros Elementary School
- Alfred Letoumeau Elementary School
- Frank M. Silvia Elementary School
- Mary Fonseca Elementary School

On your X2 Aspen homepage (PAGES Tab) should now display the TASKS widget where you can online referrals and receive updates of recently sent referrals.

OPEN TASKS will show any workflow that needs your attention. CLOSED TASKS will show any workflows that you have completed your part for.

NOTE: Clicking the EDIT link of this widget will bring you to the Workflow area of your TOOLS Tab and will give you an expanded view of your tasks on its own page.

Tasks Edit

Open Tasks
 Open Tasks
 Closed Tasks

Initiate...

Workflow	Task	Subject
No Tasks		

Detailed View

Calendar

November 2010

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20

TO CREATE A CONDUCT REFERRAL

The screenshot shows a 'Tasks' window with a blue header. On the right side, there is an 'Edit' link. Below the header, there is a yellow box with the text 'CLICK INITIATE TO START'. To the right of this box, the 'Initiate...' button is circled in red. On the left, there is a dropdown menu with 'Open Tasks' selected. Below the menu, there are columns for 'Workflow', 'Task', and 'Subject'. The text 'No Tasks' is centered below these columns. At the bottom right, there is a 'Detailed View' link.

The screenshot shows a browser window titled 'X2 Aspen: Initiate Workflow - Mozilla Firefox'. The address bar shows the URL: <https://www.x2dev.net/asp2/initiateWorkflow0.do;jsessionid=7E51E32C394F4EAFDF9E6A88813A7DBF.app&>. The page title is 'Initiate Workflow: Workflow Selection' and it is 'Step 1 of 3'. On the left, there is a graphic of a wand with stars. The main form has two fields: 'Workflow' and 'Date'. The 'Workflow' dropdown menu is open, showing three options: 'Conduct Referral', 'PD Activity Request', and 'Training Compliance'. A yellow banner at the bottom of the form says 'Choose CONDUCT REFERRAL from the workflow list and click NEXT'.

The screenshot shows the same browser window as the previous one, but now the 'Workflow' dropdown is set to 'Conduct Referral' and the 'Date' field is set to '11/9/2010'. Below these fields is a 'Student Selection' section with two radio buttons: 'Selected' and 'Snapshot'. The 'Selected' radio button is selected. Below the 'Student Selection' section, there is a yellow box with a list of instructions:

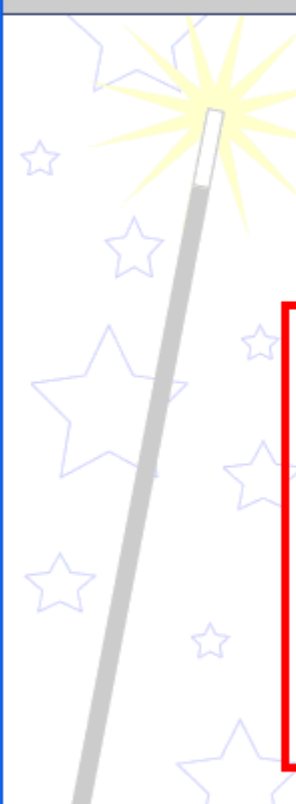
1. Choose CONDUCT REFERRAL from the workflow list.
2. Edit the DATE if the incident did not happen today. This will be the date used.
3. Once you choose the referral from the list the STUDENT SELECTION area will appear.
4. Select the student or students for the referral. You will be able to pick from any student in your school and can choose more than one student of which separate referrals will be created for each student.
5. Click NEXT to continue

At the bottom of the page, there are navigation buttons: '< Back', 'Next >', 'Finish', and 'Cancel'.

X2 Aspen: Initiate Workflow - Mozilla Firefox

x2dev.net https://www.x2dev.net/asp2/initiateWorkflow1.do?validWizard=true

Initiate Workflow: Details Step 2 of 3



Conduct Referral Details

Incident date *	11/9/2010
Incident time *	8:21 AM
Incident ID	173067
Incident location *	Classroom

Incident description *

1. Edit the date, time and location as needed.
2. TYPE in a complete description of the incident. This will be used by the administrator when speaking with the student and may end up on the referral that is sent home.
3. Click NEXT to continue

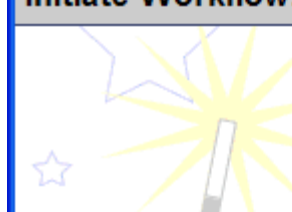
< Back Next > Finish Cancel

Done McAfee SiteAdvisor

X2 Aspen: Initiate Workflow - Mozilla Firefox

x2dev.net https://www.x2dev.net/asp2/initiateWorkflow2.do?validWizard=true

Initiate Workflow: Confirmation Step 3 of 3



Workflow	Conduct Referral
Number to Initiate	1
Date	11/9/2010

Click NEXT on Step 3 of the wizard to SUBMIT your referral to the conduct administrator for the student. You can see your completed referral in the Closed section of your TASKS box on your homepage.

Done McAfee SiteAdvisor

Tasks Edit

Closed Tasks Initiate...

Received	Workflow	Task	Subject	Outcome	Date Closed
9/17/10 9:52 AM	Conduct Referral	Referral	Ahmed, D. (Student)	Complete	9/17/2010
9/1/10 10:37 AM	Conduct Referral	Referral	Addison, M. (Student)	Complete	9/1/2010
9/1/10 10:37 AM	Conduct Referral	Referral	Adulon, K. (Student)	Complete	9/1/2010
2/5/10 2:22 PM	Conduct Referral	Referral	Abel, A. (Student)	Complete	2/5/2010

[1 - 4 of 4] [Detailed View](#)

NOTE: If you click into the Conduct Referral link you can see any updates to the referral or print out a copy

WHAT HAPPENS NEXT?

Your referral is automatically directed to the conduct administrator for the student. The referrals show up as Open Tasks in their Task Box. They will then review your referral and act upon it with one of 3 choices.





POST – means they will officially act on the referral and it will become part of the student conduct record for the student.

NO ACTION – means the administrator has read the referral but will not take any further action.

MORE INFO NEEDED – means the referral needs more information from you. The administrator is sending it back for you to edit the information (that you will need to submit again) so they can properly act on your referral.

Workflow Checklist - Mozilla Firefox

https://www.x2dev.net/aspn2/checklistPopup.do;jsessionid=3975DE4368DED183416EFD2E90D162F8.app83?workflowOid=W

Conduct Referral Checklist		Camara, Jinae Jayde		
Phase Name	Date Due	Completed	Completed By	
✓ Referral	1/12/2010	Bustin, Bradford Joseph	 	
✓ Determine action Post	1/13/2010	Desmarais, Matthew J	 	

Close

Teachers can view the status of the referral workflow as needed. The pencil icon allow you to see the online version of the referral. The printer icon allows you to print out a copy.

