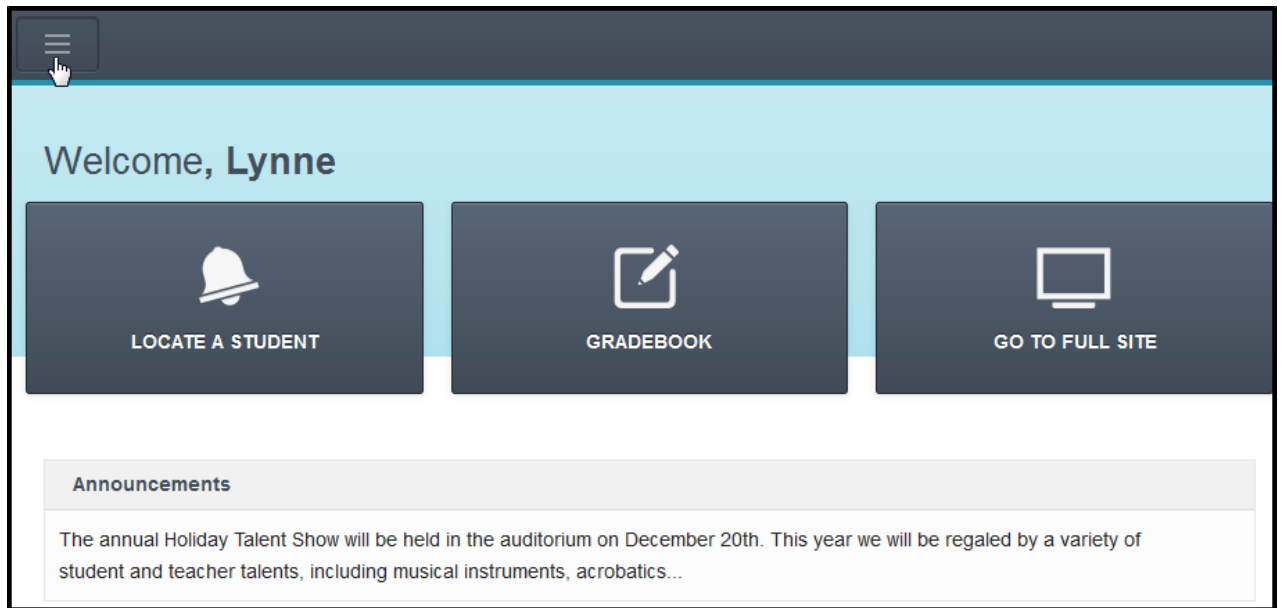


## Aspen Mobile for Teachers

When using any mobile device, such as a smartphone or tablet, type the url of your district's Aspen in the Address bar of a Web browser. The log on screen for Aspen Mobile for teachers automatically appears. Log on with your Aspen username and password to open Aspen Mobile for Teachers:



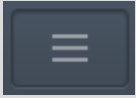
Aspen Mobile for Teachers is a touchscreen version of Aspen that you can use to...

- view your student's information
- view your own information
- quickly take and post class attendance
- enter scores for assignments

**Note:** The content and look of each screen adjusts to fit the screen size of the mobile device you are using.

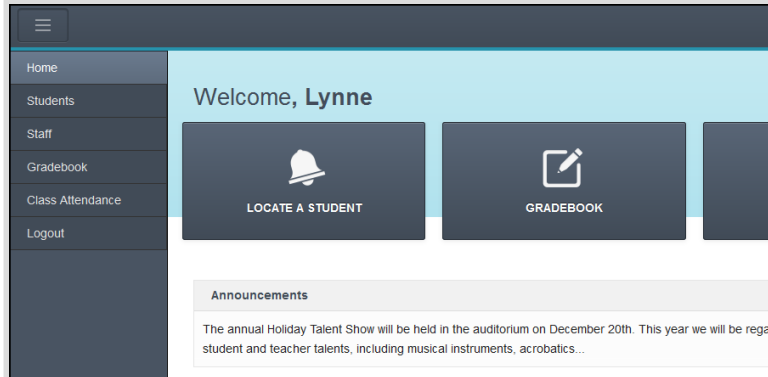
Use the following table to use Aspen Mobile for Teachers:

Tap...



To...

Open the side-bar menu:

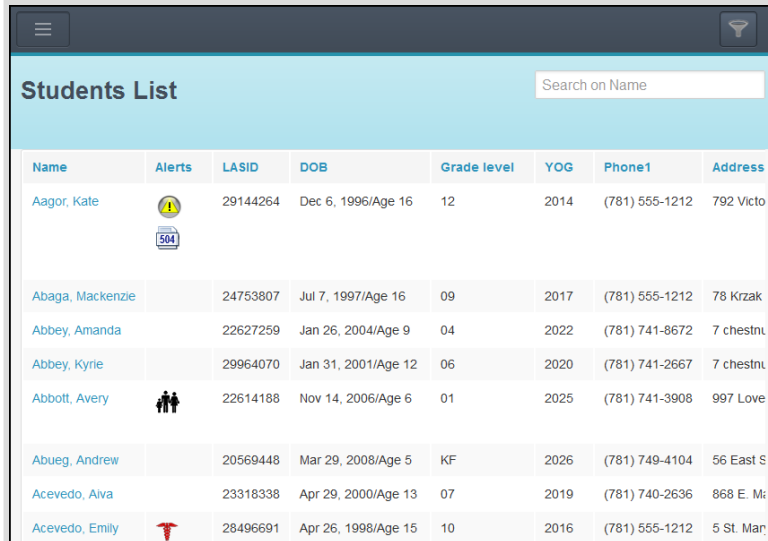


Open the Students List:

Students

or

LOCATE A STUDENT



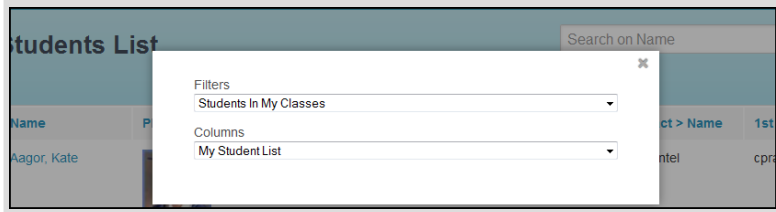
The list contains students you are currently teaching. To locate a specific student, do one of the following:

- Enter a name (last name, first name) in the **Search on Name** field to quickly locate a student.

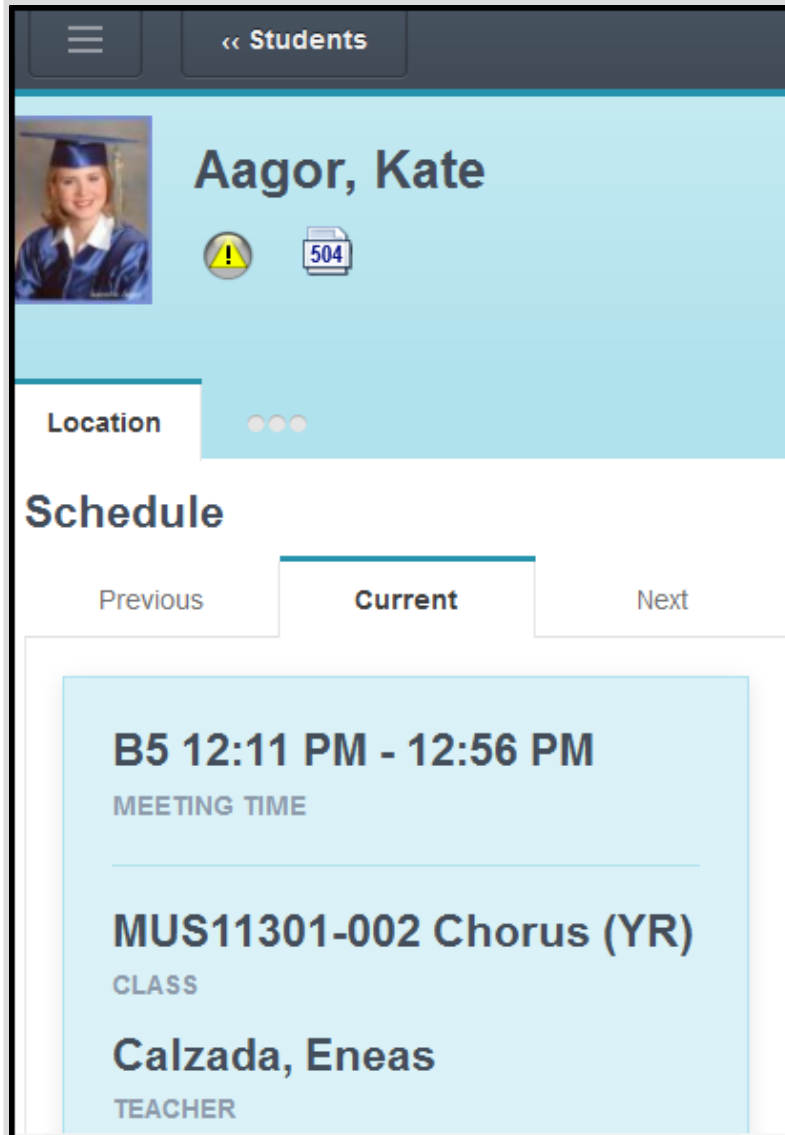


- Tap the **Filter** icon. Select a filter and/or a specific field set of columns you want to view:

Tap... To...



After you find the student you are looking for, tap the student's name and the student's current location appears:

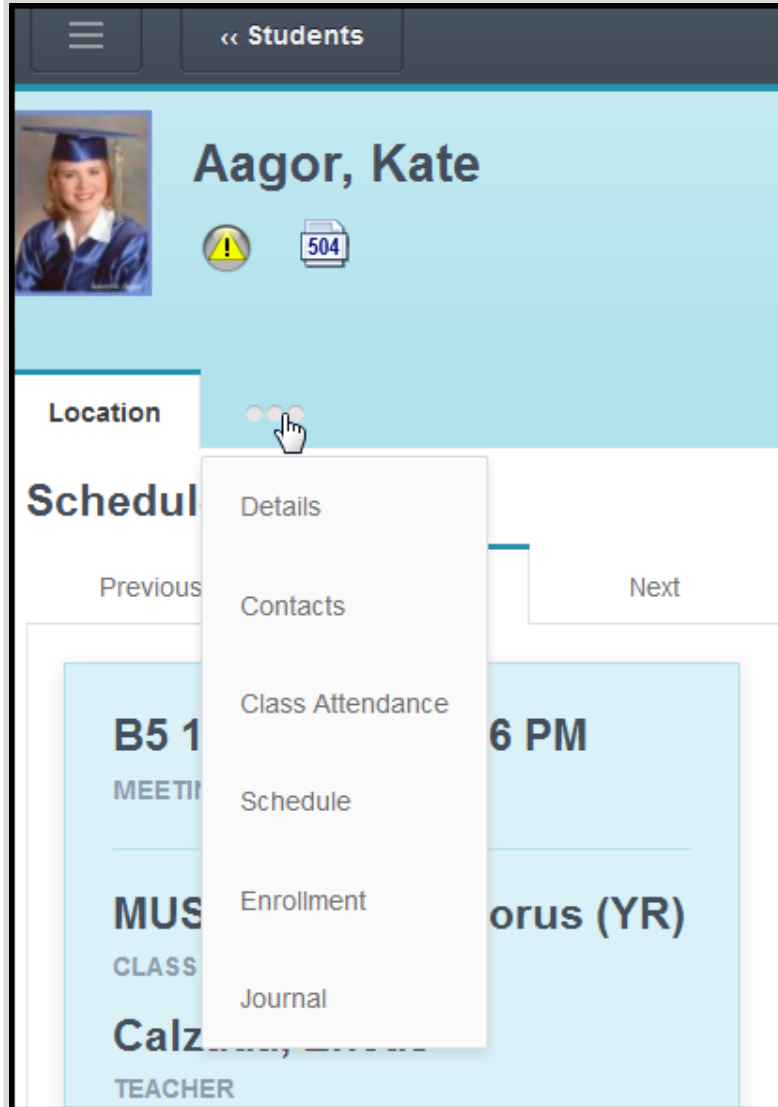


Tap **Previous** to see the class they had before this, or **Next** to view his or her next class.

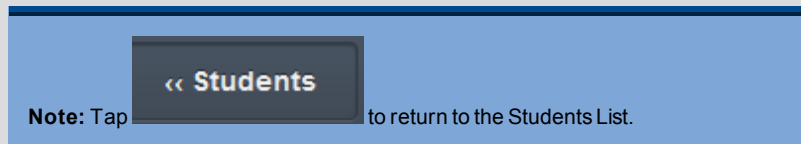
Tap...

To...

If your screen is small, click the three dots to view the other tabs of information available for each student:



Tap a tab name to view that information. For example, tap **Contacts** to find a parent's phone number or email address.



Tap...

To...

Staff

View your information on file:

☰
<< Staff

Alicea, Jake

Details
Attendance
Accruals
Leaves
Schools
Documents

**Demographics**

FIRST NAME Jake	SCHOOL > NAME Crow Point High School	TRANSFER PENDING N
MIDDLE NAME Matthews	LOCAL IDENTIFIER 90724	ADT UPLOAD Y
LAST NAME Alicea	STATE IDENTIFIER 87100883	USER TYPE Faculty
SUFFIX -	TYPE Teacher	GROUP Faculty
MAIDEN/PREVIOUS NAME -	POSITION TYPE Teacher	PHONE 1 SMS N

Tap your name, and then the **Details, Attendance, Accruals, Leaves, Schools, Appointments, or Documents** tabs to view your information on file.

Gradebook

The list of your classes for the current year appears:

☰

Class List

**Full Schedule**

Class Name	Track ID	Room	Start time	End time
Biography 9 (W)	SCI11301-02	100 A	6:30 AM	7:30 AM
Chemistry	SCI31304-002	106	7:30 AM	8:28 AM
Chemistry	SCI31304-003	106	10:33 AM	12:07 PM
Physics 1	SCI31351-002	104	12:56 PM	8:26 PM
Chemistry	SCI31304-001	106		

Tap a class name. The list of the latest assignments you have created in that class appears:

Gradebook

OR

GRADEBOOK

Tap...

To...

Chemistry SCI31304-002

Attendance Grading

Assignments GRADING   All Categories Latest 20 Assignments

Unscored Assignments

Assignment	Due Date	Total Points	No. of Grades	Category	Term
Homework 12	Thursday, September 26, 2013	10	17	HW	Q1
Homework 9	Monday, September 23, 2013	10	17	HW	Q1
Test 1	Friday, September 20, 2013	100	17	Test	Q1
Homework 7	Thursday, September 12, 2013	10	17	HW	Q1

The screen always defaults to the list of assignments that you do not have scores entered for all students. Do one of the following to filter the list of assignments:

- Tap **Scored** to view scored assignments. For example, if you are walking around the classroom while students are working and a student inquires about a recent score they received, you can tap Scored, then the assignment to view the student's score.
- Tap **All Categories** to select a specific category on the menu.
- Tap **Latest 20 Assignments** to tap another number of assignments to view.

Note: You can also tap the Attendance tab to take and post class attendance.

Tap an assignment name to enter scores for the assignment:

Homework 12 ASSIGNMENT

Students GRADING

Student Name	Grade Entry	
	Input	Scale
Aagor, Kate	<input type="text" value="10"/>	<input type="checkbox"/>
Adams, Tyler	<input type="text" value="10"/>	<input type="checkbox"/>
Aubee, Eneas	<input type="text" value="1"/>	<input type="checkbox"/>
Caswell, Olivia	<input type="text" value="10"/>	<input type="checkbox"/>
Clark, Dalynn	<input type="text" value="10"/>	<input type="checkbox"/>

Tap **Input** to enter scores directly, or tap **Scale** to select scores from the

Tap...

To...

grade scale for this assignment. Aspen Mobile automatically saves your entries.

To take and post class attendance

**Class List**

**Current Class**

Class Name	Track ID	Room	Start time	End time
Physics 1	SCI1351-002	104	12:56 PM	8:26 PM

**Full Schedule**

Class Name	Track ID	Room	Start time	End time
Biology 9 (W)	SCI11301-02	100 A	6:30 AM	7:30 AM
Chemistry	SCI31304-002	106	7:30 AM	8:28 AM
Chemistry	SCI31304-003	106	10:33 AM	12:07 PM
Physics 1	SCI1351-002	104	12:56 PM	8:26 PM

Your current class appears at the top of the page. Tap a class name to take attendance:

Class Attendance

**Biology 9 (W) SCI11301-02**



Attendance | Grading

Students ATTENDANCE  **POST ATTENDANCE**

Name	Class	A	T	EX	D	TXT	P
Carlson, Nicole	A	[A]	[T]	[EX]	[D]	[TXT]	[P]
Carney, Brianna	Present	[A]	[T]	[EX]	[D]	[TXT]	[P]
Carney, Stephen	Present	[A]	[T]	[EX]	[D]	[TXT]	[P]
Carr, Veronica	Present	[A]	[T]	[EX]	[D]	[TXT]	[P]

Tap the codes to mark students absent, tardy, or any other code you need to, and tap **Post Attendance**.

**Note:** To access this class' gradebook, tap **Grading**.

Tap...	To...
 <b>LOG OUT</b>	Log out of Aspen and secure your Aspen session.
<b>View Full Site »</b>	Open the desktop version of Aspen on your mobile device.
or  <b>GO TO FULL SITE</b>	