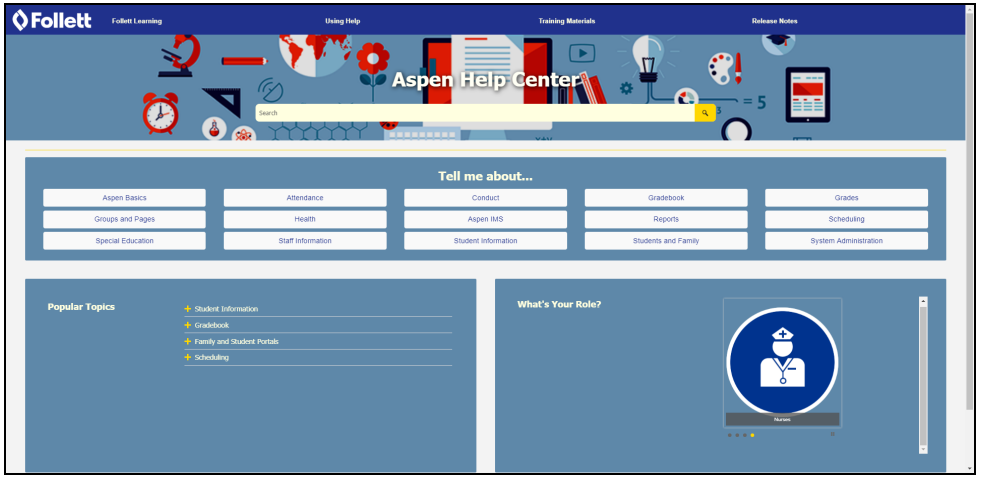
Aspen Release Notes--Version 5.9

Enhancements to Aspen SIS and IMS

All Users	
Online Help has a new look	We're excited to share Aspen online Help's bright new look. Go check it out! Just click the **Help** drop-down, and select **Help for this Page** or the **Help Center**. From the Aspen Help Center homepage, enter a term in the Search bar, or click a feature-related button. On each Help topic, a series of icons lets you remove highlighted colors from your search, print the topic or return to the homepage. The column on the right displays all Help topics, so it's easy to quickly jump around and find what you need. When you return to the homepage, you can click on links to the Follett Learning homepage, the Aspen Resource Center for training videos and materials, and the Release Notes: 

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5.9 Release Notes

All Users	
Access Destiny and Aspen using one sign-on	If you use Follett Destiny and Aspen, you can now log on to Destiny using your Aspen credentials. Contact Aspen Technical Support to have the Follett Authentication Server configured in Aspen. Once it's completed, you can log on once to use both applications!
Report Links widget now available in Staff view	You can now add the Report Links widget to your homepage. Then, create links to the reports you use most often in Aspen. Instead of selecting the report from the Reports menu, go to the Report Links widget, and click the report name (Staff view, **Pages >** *click* ***Edit Page*** *and select* ***Report Links***).

District, school and system administrators	
Aspen now has an API for Ed-Fi	Ed-Fi technology connects educational data systems. Aspen now has a certified ODS connection for Ed-Fi. Contact Aspen Technical Support for details.
Create, update and/or delete privileges related to secured reference codes	Record-level security lets you restrict user roles from using or viewing a record, based on a field associated with a reference table. Now you can set the type of access that user roles have with records associated with secured reference codes. Indicate whether the user role can create, update and/or delete records by selecting the corresponding checkboxes:

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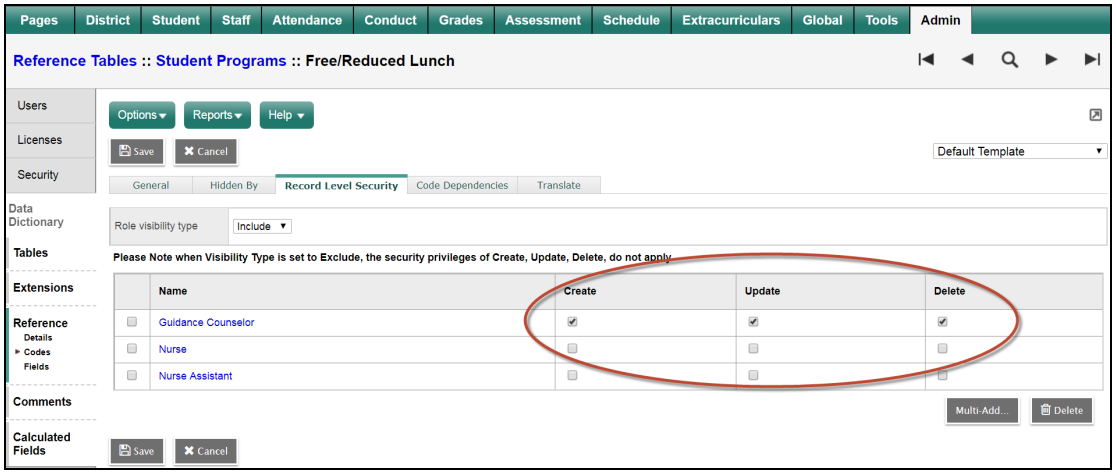
District, school and system administrators	
	 (District [Root Organization] view, **Admin > Data Dictionary > Reference**). *Select the reference table. On the **Reference** side-tab, click **Codes**. Select and open the reference code. Click the **Record Level Security** sub-tab.*)
Enable custom fields for teachers to collect and view additional student information	Enable custom fields on the Gradebook Student Information system table that teachers can use in the Gradebook. (District [Root Organization] view, **Admin > Data Dictionary >** *select **Gradebook Student Information** table* **> Fields**).
More information at drop-downs, pick lists and dynamic pick lists associated with reference tables	Provide more descriptive data using two new fields, **View fields** and **Data entry via view fields** (District [Root Organization] view, **Admin > Data Dictionary > Reference >** *select a reference table* **> Details**). **Example**: The Buildings reference table has a reference code of **Z2** for the Aaron building. Most users know the description (**Aaron**) rather than the code (**Z2**). You want users to quickly see and select **Aaron** from a drop-down, or for Aspen to auto-fill correctly if they start typing **Aaron** in a field.

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District, school and system administrators	
	When you enter a value at **View fields** and enable **Data entry via view fields**, the following occurs at fields associated with a reference table: • Drop-downs display the value • Pick lists let users enter this value in the Search box (rather than search by reference code). • Dynamic pick lists search for and auto-fill based on this value. Once the user makes the selection, Aspen fills in the field with the actual reference code.
New posting columns and other enhancements to transcript definition columns	When you define transcript definition columns, you can now select **Class Tardies** or **Class Absences** at the **Column type** field. Aspen collects the number of class tardies or class absences from period attendance and displays it in the **Post** column. When you create a transcript definition column and select **Text Comment** as the **Column type**, you can now select type A, B, C or D fields (previously, only FieldD fields were allowed). (District [Root Organization] view, **Grades > Transcript Definitions > Columns**)
New subscription definition and subscription notification procedure for class attendance records	Enable the new **Class Attendance** subscription definition to let parents and students receive an email when a class attendance record is created or modified (District [Root Organization] view, **Tools > Subscriptions**). When you run the new Class Attendance Subscription Notification procedure, SYS-SUB-PERATT, Aspen finds any new class attendance records since the procedure was last run, and sends the email notifications to users who subscribe to them (District [Root Organization] view, **Tools > Procedures**). You can create a job to run the email notification procedure for class attendance records (District [Root Organization] view, **Tools > Procedures >** *select* ***Class Attendance Subscription Notification***).
New default average calculations for standards-based grading in School view	The default average calculation, **Standard Trend**, now appears on the **Average Calculations** side-tab in the School view (**Grades > Average Calculations**) for standards-based grading. By default, it calculates an average for trend scores within a grading term. To include scores from previous terms, the standard calculation can be associated with the **Standard**

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District, school and system administrators	
	Trend Average - Cumulative procedure that is shipped with the standard bundle (District view, **Tools > Procedures**). Contact your Customer Relationship Manager (CRM) for help customizing this calculation. The default average calculation, **Average of Standards**, now appears on the **Average Calculations** side-tab in the School view (**Grades > Average Calculations**) for standards-based grading. By default, it calculates the sum of all the standard trend averages, divided by the number of standards. This default average calculation can be customized. Contact your Customer Relationship Manager (CRM) for help.
User-defined fields added to Student Transportation system table	The **Student Transportation** system table has more user-defined fields: 20 new A fields (for a total of 40), 20 new B fields (for a total of 30) and 20 new C fields (for a total of 30). (District [Root Organization] view, **Admin > Data Dictionary > Tables >** *select* ***Student Transportation*** **> Fields**)
User-defined fields added to IEP Service system table	The **IEP Service** system table has more user-defined fields: 10 new A fields (for a total of 20), 5 new B fields (for a total of 15) and 5 new C fields (for a total of 10). (District [Root Organization] view, **Admin > Data Dictionary > Tables >** *select* ***IEP Service*** **> Fields**)
Lock a grade term after it ends	School administrators can lock a grade term after it ends (School view, **Grades > Grade Terms > Lock gradebook** field). Teachers cannot add or modify items in the Gradebook that are associated with a locked grade term. For example, when a grade term is locked, all assignments associated with it are read-only, and users cannot: • Create or edit the assignment • Edit or delete the assignment score • Delete (**Options > Delete**) or modify (**Options > Modify List**, **Options > Mass Update**) the assignment • Edit or delete the assignment's category • Add, edit or delete any associated resources or reporting standards • Shift the dates of the assignment

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District, school and system administrators	
	• Import an assignment when the grade term of the imported assignment is locked. See the Help topic "Locked Grade Terms" for more information.
Hide courses from attendance input	You can prevent staff members from taking period attendance for a class. The new **Hide from attendance** field is located on the **Course** system table (District [Root Organization] view, **Admin > Data Dictionary > Tables >** *select* ***Course*** *table* **> Fields**. This allows the **Hide from attendance** flag to be set in the district course catalog. The new **Hide from attendance** field is on the **School Course** system table (District [Root Organization] view, **Admin > Data Dictionary >Tables >** *select* ***School Course*** *table* **> Fields**. This allows the **Hide from attendance** flag to be set in the school course catalog.
Hide a rubric rating scale in Staff view	You can flag a rubric rating scale so it does not appear in the Staff view (**Gradebook > Scores**, **Gradebook > Reporting Standards > Rubric Rating Scales**). Select the new field, **Is hidden from gradebook?** (District view, **Assessment > Rubric Rating Scales > Ratings**). The hidden rating does not appear when a teacher selects a score using **CTRL +L** or **Options > Lookup** on the Gradebook Scores page. However, Aspen uses the hidden ratings when teachers update post columns to copy their term averages to the school's post columns. Hidden ratings appear in the School view (**Grades > Grade Input**) for users who need to enter or edit scores. In the Rubric Library, view hidden ratings by clicking **Show Hidden Descriptors** (District view, **Assessment > Rubric Library > Details**, *click the* ***Criteria*** *sub-tab*), then refresh the ratings.
View graduation requirement status in Intermediate Organization view	The **Graduation Summary** side-tab now appears in the Intermediate Organization view (Intermediate Organization view, **Student > Transcript > Graduation Summary**).
View graduation requirements for a group of students in District (Root Organization) and Intermediate Organization views	The **Graduation History** side-tab now appears in the District [Root Organization} and Intermediate Organization views (District [Root Organization] or Intermediate Organization view, **Schedule > Graduation History**).

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District, school and system administrators	
Forecast a student's graduation progress as of a future date	You can now forecast a student's graduation progress as of a future date, such as the end of the current school year. Just enter the date at the **View Summary Status as of Date** field (District [Root Organization] view, Intermediate Organization, School or Build view), **Student > Transcript > Graduation Summary**). The page shows all in-progress courses as if they were successfully completed by that date, with credits assigned. At the bottom of the page, the new **Course Breakdown-Excluded Credits** sub-tab displays the course breakdown with transcripts that are marked as excluded. Click the **Course - No Requirement Contribution** sub-tab to view the list of courses that the student has gained credit for, but that do not apply to the selected program of study. Click **Hide courses in excess of requirement**, and courses whose credits exceed the **Required unit** amount appear on the new **Course Breakdown - Exceeding Credits** sub-tab. In the School view, click **Include Requests for Forecast** to include the student's schedule requests in the forecast (School view, **Student > Schedule > Graduation Progress**). The district's build year must be defined for Aspen to include schedule requests in the forecast.
Assign graduation priority to courses within a program of study	Sometimes, a course can satisfy more than one graduation requirement within a program of study. Now, you can assign a priority number to the course, so that it satisfies a specific requirement before meeting any others. (District [Root Organization] view, **Schedule > Courses >** *select the course* **> Details**. *Click the* ***Requirement*** *sub-tab*). This course priority is automatically copied from year to year, but can be adjusted manually.
Create Graduation History procedure enhancements	The **Create Graduation History** procedure can now generate graduation requirement results for a future date, as well as nested graduation requirements. (District [Root Organization] view, **Tools > Procedures**)
Graduation History Export renamed	The Graduation History Export is now called Graduation History Summary Export (District [Root Organization] view, **Tools > Exports**). Access the export in the School view, **Schedule > Graduation > Graduation History > Options > Exports > Graduation History Summary Export**.
New Graduation History Generic Export	The new Graduation History Generic Export lets users export raw data from the Graduation Requirement History system table. Select the date to export data for (including a future date), and indicate whether to

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District, school and system administrators	
	include any nested requirements for the selected program of study. (District [Root Organization] view, **Schedule > Programs of Study > Options > Exports**).
Apply waivers to graduation requirements	Waivers can now be applied to graduation requirements in lieu of credits. (School view, **Student > Transcript > Programs of Study**)
Enforce total credits for a program of study	Sometimes, a student can have enough credits to satisfy individual graduation requirements, but lack the total number of credits required for his program of study. To prevent this, enable the **Enforce total** field on the programs of study details page (District view, **Schedule > Programs of Study > Details**).
Enhancements to Modify List when Attendance Activity Tracking preference is enabled	The following enhancements to Modify List apply to districts (root organizations), intermediate organizations and schools that have enabled the **Attendance activity tracking** Daily Attendance preference. If an override reason is required to modify the records in the list, then the **Override Reason** and **Activity Comment** fields appear on the Modify List page. You must enter an **Override Reason** for Aspen to save any edits in Modify List. If you select **Other** as the **Override Reason**, enter an **Activity Comment** to describe the reason. The selected override reason and activity comment will apply to all records that are modified.
Enhancements to Mass Update when Attendance Activity Tracking preference is enabled	The following enhancements to Mass Update apply to districts (root organizations), intermediate organizations and schools that have enabled the **Attendance activity tracking** Daily Attendance preference. If an override reason is required for modifying the records selected for Mass Update, then the **Override Reason** and **Activity Comment** fields appear on the Mass Update pop-up. Select an override reason for Aspen to save any edits in Mass Update. If you select **Other**, enter an **Activity Comment** to describe the reason. The selected override reason and activity comment will apply to all records that are updated.
Extracurricular Programs enhancement	Set up and manage the extracurricular programs in your district. In the District (Root Organization) view, users with the appropriate privileges can create a program, associate it with schools, and assign eligibility criteria for students, such as grade level or GPA (District [Root Organization] view, **Extracurriculars >**

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District, school and system administrators	
	Extracurricular Programs). In the School view, certain users can assign staff members as program administrators and add students to the program (School view, **Extracurriculars > Extracurricular Programs**). Run the Extracurricular Eligibility Status procedure to check that students meet the defined criteria (School view, **Extracurriculars > Extracurricular Programs > Details > Options**).
Attendance and Receipt printing no longer requires download of .jnlp file	Aspen now uses your browser's native print functionality. You are not prompted to download and install a java applet to set up printing.

Attendance Staff	
New Class Roster side-tab lets you take student period attendance in School view	Attendance personnel can use the new **Class Roster** side-tab to post class attendance on behalf of a classroom teacher. School view, **Attendance > Class Roster >** *select a class* **> Students**)
More information on the Daily Attendance Post Verification report	If a staff member other than the teacher posts attendance from the Daily Roster (School view, **Attendance > Daily Roster**), or posts to Daily Attendance from the Class Roster (School view, Attendance > Class Roster), this report shows the name of the staff member who posted attendance, in addition to the teacher's name and the time of the post.

Schedulers (For Aspen users who build and manage school and student schedules)	
New Conflict Matrix	The new **Conflict Matrix** side-tab shows a grid of the number of students who have requests for the same two courses. This number appears at the intersection of the courses. Click it to see the student names. (Build view, **Workspace > Conflict Matrix**)
Constraints on class sections based on section type	You can now restrict class sections to members of one or more team, house, section, platoon or section type. (Build view, **Workspace > Sections >***click section number*.) For more information, see the Help topic

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Schedulers (For Aspen users who build and manage school and student schedules)	
	"Restricting Sections by Team, House, Platoon or Section Type Codes."
View a student's schedule by date	You can now see a student's schedule by date (past or future). Select a date at the **Time** field when viewing a student's schedule. The **Date** field defaults to the current date. Select another date to show the schedule for that date. (School view, **Student > Schedule > Matrix view**)
Minimum assignment verification for teachers on Workspace tab	A new **Required** column on the **Workspace** tab, **Assignments** side-tab shows the required number of assignments for each teacher next to their current assignments. Also, a new "Hide teachers meeting minimum assignments" checkbox lets you show only the teachers who do not currently have enough assignments.
Ability to share buildings and facilities from year to year	You can now share buildings and facilities from year to year. This feature includes: • New district preference, "Enable school building assignments", lets you share buildings across the district. • New **Building Assignments** side-tab (School view, **School**) specifies which school a building is assigned to. • New **Building** drop-down in the School view, **Schedule > Rooms> Details** lets you select the building where the room is located. In the District view, you can copy building assignments forward to the next school year.
New Initialize Sections Procedure pick list	A new Initialize Sections Procedure pick list lets you use a customized procedure that replaces or augments the functionality of **Options > Initialize Sections** on the Workspace tab. Find this preference in School view, **School > Setup > Preferences > Schedule > Advanced** and Build view, **Scenario > Preferences >** *select School category* **> Advanced**.
Elementary scheduling: Display multiple groups in the Matrix View	You can now display multiple groups or teachers side by side in the Matrix View. (Build view, **Workspace > Matrix View**). For more information, see the Help topic "Schedule Classes and Recesses in an Elementary Schedule."
Elementary scheduling: Schedule	Now, you can use Class mode to schedule individual lunches and recesses in the Matrix View.

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Schedulers (For Aspen users who build and manage school and student schedules)	
individual lunch and recess sections in Class mode	(Build view, **Workspace > Matrix View**. Select the **Class** schedule mode, and sort to show the schedule you want.)
Elementary scheduling: Add a note to a lunch group	You can now add a note to a lunch group to indicate which entrance students should use. The note appears in the Build view, **Student > Schedule > Details**.
Elementary scheduling: Configure multiple lunch buildings	You can configure multiple lunch buildings using the new **Lunch Configurations** side-tab. Set the start times, end times, intervals, number of tables and table capacity with lunch configurations. Lunch configurations apply to all scenarios. (Build view, **Scenario > Lunch Configurations**)

Teachers	
Quickly see description of attendance codes by hovering your cursor	In the Staff view, you can hover your cursor over a code in the **Attendance** column on an attendance page to view a description of the attendance code(s). • Staff view, **Attendance > Daily** • Staff view, **Attendance > Daily > Seating Chart** • Staff view, **Attendance > Trends** • Staff view, **Attendance > Class > Input** • Staff view, **Attendance > Class > Seating Chart** • Staff view, **Attendance > Class >Trends** • Staff view, **Attendance > Class > Trends > Student** • Staff view, **Gradebook > Seating Chart**
Quickly see whether students were absent or tardy on assignment due	At the **Display** field on your Scores page, select **Due Date**. Daily and class attendance codes appear in the grading cells. Hover your cursor over the code(s) to view a description of the absence. (Staff view,

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Teachers	
date	**Gradebook > Scores**).
Collect and view more student information in your Gradebook	Want to view more information on your Scores page, such as each student's nickname or textbook number? Now you can create custom fields to collect and see the information you need. Contact your system administrator for more information. (Staff view, **Gradebook > Scores**. Click the **Student Information** icon in the **Name** column to see the new **Student Data** tab on the pop-up).
New 'Indicates adjusted value' icon **for grades in Student and Family portals**	A new icon lets you know that the posted grade displayed in the Student and Family portals does not match the calculated grade in the Gradebook. These values might be different if you marked some assignments as private, or manually adjusted the term average in the Gradebook. When you hover over the icon, the message “Indicates adjusted value” appears. If enabled by your district, the icon appears next to the **Posted grade** in the Student and Family portals (**Academics > Details > Average Summary** section and on the Grades widget on the homepage) and in the Staff view (**Student > Academics > Details > Average Summary** section).
Locked grade terms	School administrators can lock a grade term after it ends. You cannot add or modify items in the Gradebook that are associated with a locked grade term. See the Help topic “Locked Grade Terms” for more information.
Staff 'Extra-curricular Activities' side-tab renamed	The **Extra-curricular Activities** side-tab is now called **PD Extracurricular** (Staff view, **My Info > PD Extracurricular**).
New Extracurricular Activities side-tab for students	View your students' extracurricular activities on the new **Extracurricular Activities** side-tab (Staff view, **Student > Membership > Extracurricular Programs**). Your system administrator must enable access to this side-tab. If you are a Program Administrator of an extracurricular activity and have the appropriate security privileges, you can: * View the programs you are associated with

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Teachers	
	* Add or delete program administrators * Add students to the program

Students and Families	
Receive an email about a student's class attendance	If your school uses Aspen email notifications, you can choose to receive an email when a new class attendance record is created for your student. In the Family view, click the **Family** tab, and then the **Notifications** side-tab. Select the **Subscribe** checkbox next to **Class Attendance**. In the Student view, click the **My Info** tab, and then the **Notifications** side-tab. Select the **Subscribe** checkbox next to **Class Attendance**.
New 'Indicates adjusted value' icon	Depending on your district's settings, you might notice a new icon. It indicates that the grade displayed in the Student and Family portals is different from the calculated grade in the teacher's Gradebook. These values might not match if the teacher marked some assignments as private, or manually adjusted the term average in the Gradebook. When you hover over the icon, the message "Indicates adjusted value" appears. (Student or Family view, **Academics > Details > Average Summary** section and on the Grades widget on the homepage.)
New verification step to view student information (Family portal users only)	Your district might have enabled a new verification step that you must complete before viewing student information in Aspen. If so, the "Request for Student Access" widget may appear the first time you log on to the Family portal. Just enter the first name and date of birth of your student(s). Aspen will then let you view student information as usual.

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Students and Families	
	Note: You must complete the "Request for Student Access" widget in the desktop version of Aspen. It is not available in Aspen Mobile. You cannot use the Family portal in either the desktop or mobile version of Aspen until you do so.
View information about your extracurricular programs	If you (or your student) belong to any extracurricular programs, you might be able to view information about them, depending on your district's preferences (Student view, **My Info > Membership > Extracurricular Programs**. Family view, **Family > Membership > Extracurricular Programs**).

Special Education Professionals	
My Current Cases filter functionality changed	The My Current Cases filter has been modified to exclude services that are no longer active. This is the new default filter. (Special Education view, **IEP >** **> My Current Cases**). (Special Education view, **Student >** **> My Current Cases**).
'My Current Cases - Active and Draft' filter added	The 'My Current Cases – Active and Draft' filter includes all Active, Draft and Pending Approval IEPs. (Special Education view, **IEP >** **> My Current Cases - Active and Draft**). (Special Education view, **Student >** **> My Current Cases - Active and Draft**).
My Cases - All filter	The My Cases – All filter includes all cases, including previous ones. (Special Education view, **IEP >** **> My Cases - All**). (Special Education view, **Student >** **> My Cases - All**).
Four new Special Education filters	The following filters are now available for all districts:

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Special Education Professionals	
	• Grade level=? • IEP Status=? • IEP Type=? • Provider=? Each filter prompts you for values to complete the query. (Special Education view, **IEP >** **>** *select filter*.
Records related to locked IEP cannot be modified or deleted	Aspen prevents the modification of IEP records when the IEP is locked. The ability to **Options > Add**, **Delete**, **Modify List** and **Mass Update** have been removed when on any of the related IEP side- tabs. The following records are locked when an IEP is locked: • Goals • Services • Accommodations • Disabilities This is controlled by the new Special Education Security privilege, assigned to the Special Education User and Special Education School User roles.
Some standard Special Education templates are locked and cannot be modified	Some standard Special Education templates are locked and cannot be modified. If you want to modify an existing template, make a copy of the template and edit the copy.

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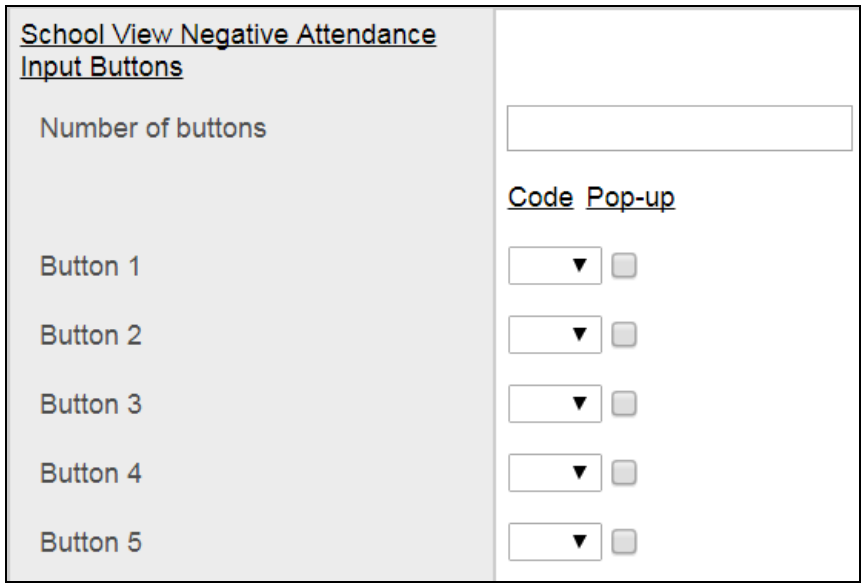
Health Professionals	
Screenings page automatically uses default field set specific to a screening	Now, when you select a screening type (such as Vision), the Screenings page automatically displays fields from the default field set that is associated with that screening. Click the **Field Set** menu to select a different field set. (Health view, **Screening > Screenings**)

New or updated preference	Where to access	Description
New **District (Root Organization), Intermediate Organization** and **School Class Attendance** preference 	District (Root Organization) view, **District > Setup > Preferences > Class Attendance** Intermediate Organization view, **Intermediate Organization > Setup > Preferences > Class Attendance** School view, **School > Setup > Preferences > Class Attendance**	Lets administrators set the number of attendance code buttons and attendance codes that appear on the Class Roster input page (School view, **Attendance > Class Roster > Student**) for courses using negative or positive attendance. **Note**: The **Negative Attendance Input Buttons** preference, on the **Basic** sub-tab in prior releases, now appears as **Staff View Negative Attendance Input Buttons** .

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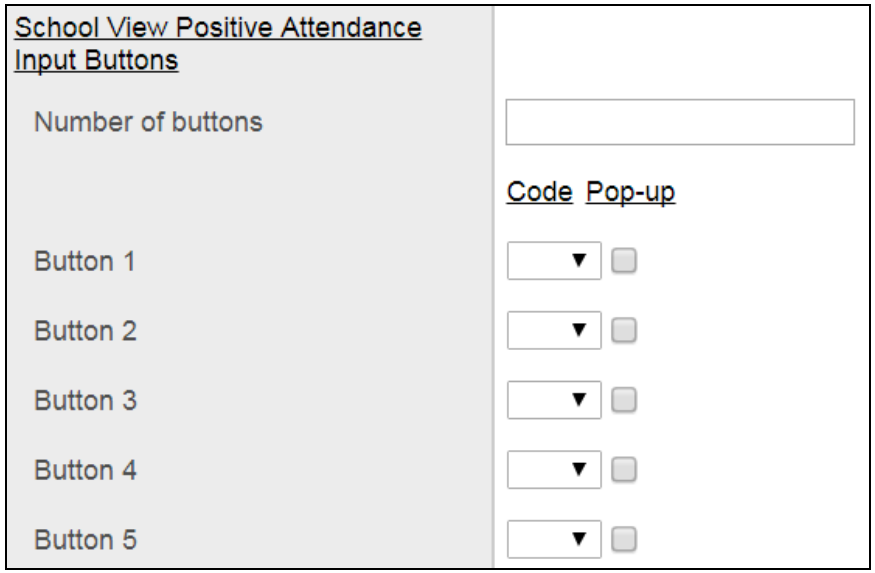
New or updated preference	Where to access	Description
		The **Positive Attendance Input Buttons** preference, on the **Advanced** sub-tab in prior releases, now appears as **Staff View Positive Attendance Input Buttons** .
New **District (Root Organization) General** preference 	District (Root Organization) view, **District > Setup > Preferences > General**	Lets districts lock system table data based on the date entered here. It works with the **Path to date** field that the system administrator can populate on the system table's details page. Aspen compares the lock date in the preference to the **Path to**

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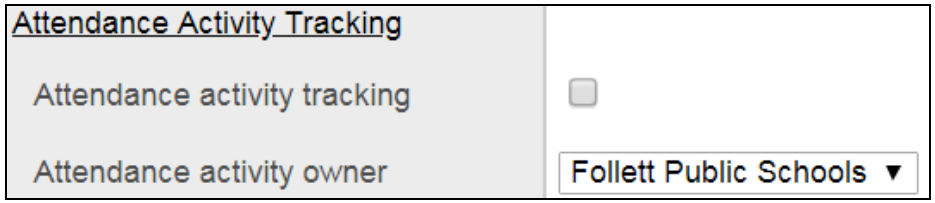
New or updated preference	Where to access	Description
		date field that the system administrator entered on the system table. If the record's date is before (or the same as) the date entered here, the record is locked and can only be edited by the system administrator or another user with the **Override archive lock date** privilege.
New **District (Root Organization), Intermediate Organization** and **School Daily Attendance** preference 	District (Root Organization) view, **District > Setup > Preferences > Daily Attendance** Intermediate Organization view, **Intermediate Organization > Setup > Preferences > Daily Attendance** School view, **School > Setup > Preferences > Daily Attendance**	Organizations can enable attendance activity tracking to record class and daily attendance activities. This helps control and identify which users and processes create, update and delete attendance records. Attendance activity tracking also forces the user to enter a reason why the record is being updated, based on the **Attendance Override Reasons** reference codes pick list. When the attendance activity tracking preference is enabled, the following features come into play:

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New or updated preference	Where to access	Description
		* Attendance Activity Tracking system table (District [Root Organization] view, **Admin > Data Dictionary > Tables**) contains the fields that store all student attendance activities and tracks who makes changes to student daily and class attendance records). * Security role edit privilege levels (ranging from 1 to 5, with 5 indicating the highest privilege level). Users can create, edit and delete daily and class attendance records, depending on the edit privilege level associated with their user roles (District [Root Organization] view, **Admin > Security >** *select a user role* **> Details > Student** category). **Note:** The default staff and instructor roles do not include edit privilege levels. Teachers do not have to enter a reason when taking daily or class attendance when attendance activity tracking is enabled.

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New or updated preference	Where to access	Description
		* Required **Override Reason** field and pick list. This field appears when users who have an edit privilege level assigned to their user roles create, edit or delete the attendance record. The user must provide an override reason in order to save the attendance record. * **Attendance History** icons and pop-up. The icon indicates that a student had a daily or class attendance record for that day. It appears on daily and class attendance lists, as well as detail and entry pages. Click the icon to see a list of attendance activities in the Attendance History pop-up. Attendance history icons appear in green, yellow or red, indicating to the user whether they can edit the attendance record, based on their edit privilege level.
New **District (Root Organization) Security** preference	District (Root	Hides **Person** system table

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New or updated preference	Where to access	Description
	Organization) view, **District > Setup > Preferences > Security**	fields from users when they create field sets. To hide a field, enter its OID path. Use a comma to separate each OID path you enter. Listed fields will be hidden in field sets for all user roles. This preference is just one step in the process. See "Restrict Access to Person System Table Fields" in Help for more information. **Example**: To prevent staff members from viewing each other's date of birth and gender, enter: **relStfPsnOid_psnDob,relStfPsnOid_psnGenderCode**. Used in conjunction with user role privileges and template edits, the date of birth field can still be displayed in the student details, while being hidden from staff details.

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New or updated preference	Where to access	Description
		Note: To let a staff member view these fields, enable the **Override excluded fields** privilege for their user role (District (Root Organization) view, **Admin > Security > Roles > Details**). **Note**: Use global lists to find and delete any user-owned field sets that currently use these fields (District [Root Organization] view, **Global > System > Field Set > List**).
New **District (Root Organization), Intermediate Organization** and **School Daily Attendance** preference 	District (Root Organization) view, **District > Setup > Preferences > Daily Attendance** Intermediate Organization view, **Intermediate Organization > Setup > Preferences > Daily Attendance**	This field is disabled by default. When deselected, users can take attendance from the Daily Roster and save without necessarily creating a post record (School view, **Attendance > Daily Roster > Students** or **Trends**). Select this checkbox if you want a post record created whenever a user posts from the Daily Roster.

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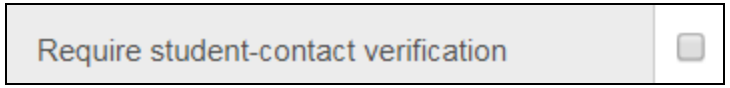
New or updated preference	Where to access	Description
	School view, **School > Setup > Preferences > Daily Attendance**	
New **District (Root Organization), Intermediate Organization** and **school Family/Student Portal** preference 	District (Root Organization) view, **District > Setup > Preferences > Family/Student Portal**	Provides a verification step the first time a contact logs on to the Family portal. If this preference is enabled, Family portal users must enter their student's first name and date of birth in the "Request for Student Access" widget on the homepage before they can view any information. If your district currently uses the Family portal and you enable this preference, a message asks whether you want Aspen to automatically verify contacts who already have portal access. If you click **Yes**, those users will not see any difference when they log on to the Family portal. If you click **No**, contacts must enter the first name and date of birth of their student(s) the first time they log on to the portal, before they can view any information.

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New or updated preference	Where to access	Description
		Users must enter the information in the desktop version of Aspen, not Aspen mobile.
New **District (Root Organization)** and **school Family/Student Portal** preference 	District (Root Organization) view, **District > Setup > Preferences > Family/Student Portal** School view, **School > Setup > Preferences > Family/Student Portal**	When this preference is enabled at the district (root organization) level, it appears at the school level to let the school administrator decide whether to enable it or not for their school. When enabled at the School level, the preference allows the **Indicates adjusted value** icon to appear next to the **Posted grade** in the Student and Family portals (**Academics > Details > Average Summary** section and on the Grades widget on the homepage) and in the Staff view (**Student > Academics > Details > Average Summary** section). The icon indicates that the posted grade displayed in the Student and Family portals is different from the calculated portal averagaegrade in the teacher's Gradebook. These

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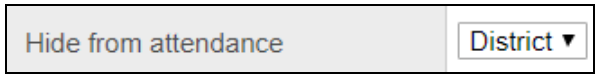
New or updated preference	Where to access	Description
		values might not match if the teacher marked some assignments as private, or manually adjusted the term grade in the Gradebook. When the user hovers over the icon, the message “Indicates adjusted value” appears.
New **District (Root Organization) Schedule** preference 	District (Root Organization) view, **District > Setup > Preferences > Schedule**	Controls the **Hide from attendance** field on Course Detail pages. When **Hide from attendance** is enabled, it prevents staff from taking period attendance for the class and all its sections. The **Hide from attendance** preference appears in the **Course Field Ownership** section. If set to **District**, then the **Hide from attendance** field will be enabled on Course Details pages in the district course catalog (District [Root Organization], **Schedule > Courses > Details**), and the field is read-only in the School view.

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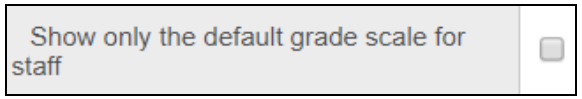
New or updated preference	Where to access	Description
		If the **Hide from attendance** preference is set to **School**, then the **Hide from attendance** field can be enabled on Course Details pages in the school course catalog (Intermediate Organization or School view, **Schedule > Courses > Details >***select* ***Grading*** *tab*). Courses hidden from attendance will not appear on attendance input lists.
New **District (Root Organization) Grade** preference 	District (Root Organization) view, **District > Setup > Preferences > Grade**	Lets your district (root organization) override an individual grade in a grade scale. The override lets you remove the grade, or modify its value. Associate the override with selected school(s) and/or courses(s). See the help topic "Create an Override for a Grade Scale's Grade" for more information.
New **District (Root Organization) Grade** preference 	District (Root Organization) view, **District > Setup > Preferences > Grade**	If enabled, then users in the Staff view can only view and select the grade scale entered here.

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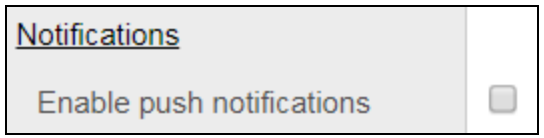
New or updated preference	Where to access	Description
		Example: If you enter the high school grade scale here, high school teachers can only select this grade scale in the Gradebook user preferences, when they click **Options > Lookup** on their Scores page, and when they create an assignment or an assignment category.
Preference moved from the **General** to the **Communication** category 	District (Root Organization) view, **District > Setup > Preferences > Communication**	
New **School** and **Build Schedule** preference	School view, **School > Setup > Preferences > Schedule > Advanced**; Build view, **Build > Scenario > Preferences > School > Advanced**	Lets you designate which user-defined fields you want copied from the Build Master Schedule table to the Master Schedule table when you commit it.
New **District (Root Organization) General** preference	District view, **District > Setup > Preferences > Advanced**	Allows buildings to be shared across the district.

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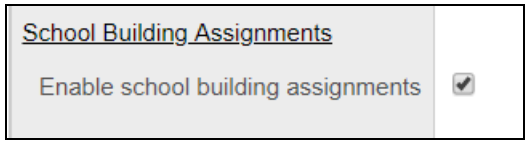
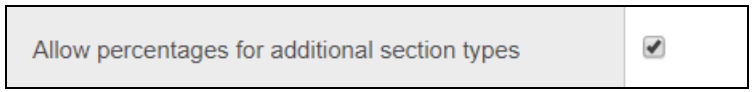
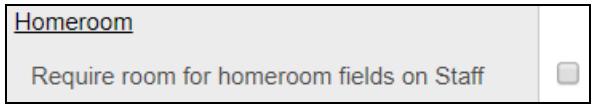
New or updated preference	Where to access	Description
		
New **School Schedule** preference 	School view, **School > Setup > Preferences > Schedule**	Lets you restrict the homeroom entry to only valid homeroom values.
New **School Schedule** preference 	School view, **School > Setup > Preferences > Schedule**	Lets you use percentages to allocate students into sections based on section type
New **School Schedule** preference 	School view, **School > Setup > Preferences > Schedule**	Changes the homeroom fields on the Staff detail page from text fields to pick-list fields. Only valid homerooms can be selected.

Changes to System Tables, 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*** system tables and user role security privileges in Aspen:

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New or updated privilege	***Default roles affected***	***Description***	***Where to access*** *District view*, ***Admin > Security > Roles > Details***
New table: **Attendance Activity Tracking**		When the **Attendance activity tracking** preference is enabled, the Attendance Activity Tracking system table lists the fields that track daily and class attendance activities and all the student-related attendance fields for an attendance event. This table also tracks who makes changes to student attendance records, as well as any associated override reason. The **Edit privilege level** associated with a user security role determines which user roles can create, edit or delete attendance records. Many fields associated with the new table are used in the daily and class attendance tables. New	

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New or updated privilege	***Default roles affected***	***Description***	***Where to access*** *District view*, ***Admin > Security > Roles > Details***
		fields added to the Attendance Activity tracking table include: * **Attendance Override Reason** * **Attendance Activity Comment** * **Source View** * **Priority #**	
New table: **Oauth App Client**		Stores client information. In the future, this client information may be used by another application for granting OAuth access to the district.	
New tables: **Extracurricular Activity, Extracurricular Criteria, Extracurricular School Program Administrators, Extracurricular School Student Members**		To support the Extracurricular Programs enhancement	
New field: Graduation Requirement History **(GRADUATION_**		This field tracks the results date when running	

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New or updated privilege	*Default roles affected*	*Description*	***Where to access*** *District view*, ***Admin > Security > Roles > Details***
REQUIREMENT_HISTORY) table Now includes new field: **Status as of date**		the Graduation History Summary Export (District [Root Organization] view, Schedule > **Programs of Study > Options > Exports**). (District [Root Organization] view, **Admin > Data Dictionary > Tables >** *select* ***Graduation Requirement History*** *table* **> Fields**.)	
New field: Student Contact **(CTJ_PORTAL_ ACCESS_VERIFIED_IND)** table Now includes new field: **Contact access verified**		Indicates whether a contact's relationship to a student has been verified. The **Contact access verified** field appears in the District (Root Organization), Intermediate Organization and School views, **Student > Contact > Details**, when the **Require student-contact verification** preference is enabled (District [Root	

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New or updated privilege	*Default roles affected*	*Description*	***Where to access*** *District view*, ***Admin > Security > Roles > Details***
		Organization] view, **District** [Root Organization], **Setup > Preferences > Family/Student Portal** category). When enabling the preference, the system administrator indicates whether Aspen should automatically verify existing portal users or not. If **Yes**, then **Contact access verified** is set to **Y**, and existing contacts will not notice any change when they log on to the Family portal. If **No**, **Contact access verified** is set to N, and the contact must enter the student's first name and date of birth in the new **Request for Student**	

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New or updated privilege	***Default roles affected***	***Description***	***Where to access*** *District view*, ***Admin > Security > Roles > Details***
		Access widget in the Family portal to become verified and have access to the student's information. **Note**: Contacts must complete the **Request for Student Access** widget in the desktop version of Aspen. It is not available in Aspen Mobile. They cannot use the Family portal in either the desktop or mobile version of Aspen until they do so.	
New field: Data Field Config Attribute **(DATA_ FIELD_CONFIG)** table Now includes new field: **ExternalID**			
Update to table: **Grade Average Calculation**	Privileges enabled for:	This table stores a new	**Grades** category

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New or updated privilege	***Default roles affected***	***Description***	***Where to access*** *District view*, ***Admin > Security > Roles > Details***
New default average added: **Average of Standards**	System Administrator (C, R, U, D, G, M) and the School Administrator (C, R, U, D, G, M)	default average, **Average of Standards,** that can be modified. This average calculates the sum of all the standard trend averages, divided by the number of standards.	
Update to table: **Grade Average Calculation** New default average added: **Standard trend**	Privileges enabled for: System Administrator (C, R, U, D, G, M) and the School Administrator (C, R, U, D, G, M)	This table stores a new default average, **Standard trend**, that can be modified.	**Grades** category
Updated privileges for the **Student Attendance** and **Student Class Attendance** system tables**:** **Edit privilege level 5** **Edit privilege level 4** **Edit privilege level 3** **Edit privilege level 2** **Edit privilege level 1**		When the **Attendance activity tracking** preference is set, Aspen recognizes a user role's edit privilege level. Users can create, edit and delete attendance records depending on the edit privilege level associated with their user role. The System Administrator user role has all edit privilege levels enabled by default,	**Student** category

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New or updated privilege	*Default roles affected*	*Description*	***Where to access*** *District view*, ***Admin > Security > Roles > Details***
		and can set edit privilege levels for other user roles. Five checkboxes appear in the **Other** column for the **Student Attendance** and **Student Class Attendance** system tables. Each checkbox represents an **Edit privilege level** ranging from level 1 through level 5 (level 5 has the most editing privileges). When the **Attendance activity tracking** preference is enabled by the district (root organization), intermediate organization or school: * A user can edit or delete student attendance records that were created or edited by someone with the same, or lower, edit privilege level.	

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New or updated privilege	***Default roles affected***	***Description***	***Where to access*** *District view*, ***Admin > Security > Roles > Details***
		* A user with a lower edit privilege level (or no edit privilege level) cannot edit or delete student attendance records that were created or edited by someone with a higher privilege level. * If a student attendance record is edited by a user with a higher privilege level, then that record is locked (read only) for all users with lower privilege levels. * A user with an edit privilege level must enter an attendance activity tracking override reason when changing a student's existing attendance activity. * A user with no edit privilege level, such as staff and instructor, does	

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New or updated privilege	*Default roles affected*	*Description*	***Where to access*** *District view*, ***Admin > Security > Roles > Details***
		not need to provide an attendance override reason when creating, modifying or deleting student daily and class attendance records. These users are not prompted to enter an attendance override reason. * In the Staff view, teachers can edit attendance records that they created or edited. Teachers can view, but not edit, an attendance record if the person who created or edited it has an edit privilege level that is higher than their own. To allow teachers to create or edit attendance records without entering a required override reason, do not assign an edit privilege level to any of the user's role(s).	

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New or updated privilege	*Default roles affected*	*Description*	*Where to access* *District view*, ***Admin > Security > Roles > Details***
		If the **Attendance activity tracking** preference is not enabled, Aspen ignores a user's edit privilege level. Update (**U**), Delete (**D**) and Mass Update (**M**) user role privilege restrictions take precedence over edit privilege levels. For example, if the user does not have Update (**U**) privilege for the Student Attendance table, he cannot edit records on that table, regardless of his edit privilege level.	
Updated privilege for the **School Year Context** system table**:** **Override archive lock date**		The new **Archive lock date** preference lets districts lock system table data based on date. This preference works with the **Path to date** field on a system table's details page.	**District** category

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New or updated privilege	***Default roles affected***	***Description***	***Where to access*** *District view*, ***Admin > Security > Roles > Details***
		Aspen compares the archive lock date preference to the date entered in the **Path to date** field on the system table. If the record's date is before (or the same as) the archive lock date, the record is locked and can only be edited by the system administrator or another user with this privilege. Users who have the **Override archive lock date** privilege enabled can edit archived records by selecting **Force save** in Advanced Mass Update (**Options > Mass Update >***click* ***Advanced***). **Example**: If a user who does not have the **Override archive lock date** privilege runs Mass	

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New or updated privilege	*Default roles affected*	*Description*	*Where to access* *District view*, ***Admin > Security > Roles > Details***
		Update, Aspen skips the records with dates prior to the **Archive lock date**. If the system administrator, whose role has that privilege enabled, runs Advanced Mass Update and selects **Force save**, Aspen will update all the records, including the archived ones. As before, Mass Update skips records that are read-only or that do not pass validation.	
Updated privilege for the **Field Set** system table: **Override excluded fields preference**		The new **Fields to exclude in field sets** preference lets districts specify fields to hide from users when they create field sets. (For example, some districts may not want staff members to view each others' date of birth or gender.) Enable this field to let a user role	**Core** category

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New or updated privilege	*Default roles affected*	*Description*	*Where to access* *District view*, ***Admin > Security > Roles > Details***
		view the hidden fields.	
Updated privilege for the **Student** system table. **Change status/YOG for students** is now two privileges: **Change status** and **Change YOG for students**		The **Change status/YOG for students** privilege is now broken out into two separate privileges: **Change status** and **Change YOG for students**. When **Change status** is enabled, then **Change Student Status** appears on the Options menu (District [Root Organization], Intermediate Organization and School views, **Student > Options > Registration**). When **Change YOG for students** is enabled, then **Promote/Demote Student** appears on the **Options** menu. When both **Change status** and **Change YOG**	**Student** category

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New or updated privilege	*Default roles affected*	*Description*	*Where to access* *District view*, ***Admin > Security > Roles > Details***
		for students are enabled, then **Change Student Status** and **Promote/Demote Student** appear on the **Options** menu.	
New privileges for the **Extracurricular School Program** system table: **Extracurricular Access** and **Global Manager**	Privileges enabled for: System Administrator	Select **Extracurricular Access** for the **Extra-curricular Programs** side-tab to appear, with read-only access. **Global Manager** allows a school user to manage all extracurricular school activ-ities, such as associating staff members with programs, adding students, and running the Extracurricular Eligibility Status procedure.	**Extracurricular** category
New user roles: **Extracurricular District Admin** and **Extracurricular School Admin**		The **Extracurricular District Admin** role is for the district-level user who creates and manages extracurricular programs. The **Extracurricular**	

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New or updated privilege	*Default roles affected*	*Description*	*Where to access* *District view*, ***Admin > Security > Roles > Details***
		School Admin role manages the extracurricular programs in the School view.	
New field: **Allow user edit of locked IEP** in the following tables: **Special Education - Manage or Add Progress Reports** **Special Education Manager** **Special Education Manager (with Amendments** **Special Education Manager - School** **Special Education Manager - Temporary** **Special Education Manager - Limited** **Special Education User** **Special Education User - read only** **Special Education User - School** **Special Education Workflow Admin**		**Allow user edit of locked IEP** gives permission for the user to modify Goals, Services, Accommodations and Disabilities for a locked IEP.	**Organization** category

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