

Groups and Pages

Aspen Pages can help all members of a school community easily share information and ideas. Pages are web pages you can set up at the district, school, classroom, or group level that are accessible via Aspen's **Pages** tab. First you create a group; then you determine whether you want that group to have its own Page. It is possible for any and every group in your district to have its own Page. If you initially decide that a

particular group does not need a Page and then change your mind, all you have to do is update the group's page status to create one.

System administrators can do any of the following:

- Create a group or a Page.
- Mass-create pages for classes.
- Add members.
- Create widget definitions.
- Add widgets to a Page.
- Edit widget content.
- Enable a Page.

Create a Group or a Page

Any group of people who need to share information can be grouped together in Aspen.

To create a group with or without a Page:

1. Do one of the following:
 - Log on to the District view, **District > Groups**.
 - Log on to the School view, **School > Groups**.
 - Log on to the Staff view, **My Info > Groups**.
- Note: The view that you are in while creating your group/Page affects who will have access to it. For example, a Page created in the School view cannot have district-wide access.*
2. On the **Options** menu, click **Add**.
3. Type the **Title** of the page.
4. Select the **Category** (for sorting purposes only).
5. Select a **Page Icon**.
6. Select the staff member who is the **Adult Responsible** for this group/Page.
7. Select a **Start Date** and **End Date**.
8. Click the **Page Status** drop-down to select:
 - **Disabled:** This group does not have a Page.
 - **Page enabled for admins only:** Only the page administrator and Adult Responsible (could be the same person) can view this Page.
 - **Page enabled for all members:** As soon as you add members, they will be able to view this Page.
9. Select the **Public for all Aspen users** checkbox to make it possible for all Aspen users to access this Page.
10. Type a **Page Label** (appears under the icon on the Pages list).
11. Select **Enable logging** if you want to be able to track Page access.
12. Click **Save**.

Mass-Create Pages for Classes

Aspen system administrators can mass-create class pages for use by teachers, students, and parents based on the school's master schedule.

1. Log on to the School view.
2. Click the **Schedule** tab.
3. Select the classes you want to build pages for.
4. Go to **Options > Show Selected**.
 - Note: Make sure you are looking at the sections you want to build Pages for. If you forget to click **Show Selected**, you will be building Pages for all sections in your master schedule.*
5. Go to **Options > Build Class Pages**.
6. By default, all of the widgets are selected to be included. Deselect any you do not want to appear.
7. Leave the **Disable newly created pages** checkbox selected (this prevents members from accessing the Page until it is complete).
8. Click **Submit**.

Notes:

- *The system creates one Page for each unique course number/teacher name combination. If you want, you can define a different Page for each section of a course (See the Groups and Pages — Staff quick reference card).*
- *By default, the teacher of each class is set as the page administrator, and the roster of students and their parents are the members.*
- *Once you create the class pages, it is up to teachers to populate the widgets with content and enable the Pages for all members.*

Add Members to a Group or Page

Once you create a group or a Page, you need to add members to it. You can then create group events and send members an email. The only people who can see a particular Page are its members.

Note: If you mass-created class pages, you do not need to complete this step.

To add members to a group or Page:

1. In the appropriate view, go to the **Groups** side-tab.
2. Select the group you want to add members to.
3. On the **Groups** side-tab, click **Members**. A list of any existing members appears.
4. Go to **Options > Add**.
5. In the dialog box, click the **Member type** drop-down to select a general category, such as **Students**.
6. Then, select the specific users you want to have access to the group/Page, such as the student names.
7. Click **OK**.

*Note: To designate one or more group members as page administrators, under the **Members** side-tab, click **People**. A list of group members and an **Administrator** column appear. Select the **Administrator** checkbox for the member(s) you want to be administrators of the Page.*

Add Widgets to a Page



1. Go to the view and Page you want to add the widget to.
2. In the top-right corner of the page, click **Edit Page**. The **Page Widgets** menu appears on the right.
3. Click a widget and drag it onto the page. A dotted line shows where it will appear. Release.

Notes:

- If you are a global page administrator and are not a member of the Pages that you manage, you cannot drag and drop widgets. Instead, you have to go into the District view, **District** tab, **Groups** side-tab. See *Add a Widget to a Page in online help*.
- You can have more than one instance of certain widgets on a Page. If a widget is grayed-out, it is not available to be added.
- You can also have multiple tabs per Page.

Create Widget Definitions (optional)

Although Aspen comes with a default set of widgets, you might like to add your own, such as a custom school news feed.

1. Log on to the District view.
2. Click **Admin > Widget Definitions**.
3. Go to **Options > Add**.
4. Type the **Title** and **ID** of the widget.
*Note: You must prefix the ID with **external_***
5. Select the **Disabled** checkbox.
6. Select the **Custom** checkbox.
7. At the **Source** field, click  to write the widget using HTML and/or Javascript, or  to upload the content.

8. At the **Default position** field, type where you want this widget to appear, using a word (**top**, **left**, or **right**) and a number.

*Note: The numbers aren't as important as the relationship between them. For example, **left2** is above **left4**. All top items span two columns.*

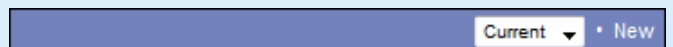
9. Select the **Allow on class pages** checkbox to allow users to add this widget to class pages.
10. Click **Save**.

*Note: To view the widgets allowed to be added to a class page, click the **Widget Definitions** side-tab. The list of widgets appears. Look at the **Allow on class pages** column.*

Edit Widget Content

As an administrator, you can add to or edit information in any of the widgets.

Each widget type is edited slightly differently. In general, look for a **New**, **Edit**, or **New entry** link in the top right corner of the title bar:



Enable a Page

If you want to enable a Page for your group, go into the group's details. Click the **Page Status** drop-down to select **Enabled for admins only**. Add widgets to your Page, then populate the widgets with content. When the Page is complete, return to the **Page Status** drop-down and select **Enabled for all members**.