Follett SOFTWARE

Aspen
Student Information System

Using the Family and Student Portals

Table of Contents

Using the Family and Student Portals

Students and family members, particularly those who are primary adult contacts for a student, use the Family and Student portals to see the student's information, academic progress, assignment information, and more.

Notes:

- If you have not done so already, you need to create an Aspen account.

- You can see frequently asked questions (and answers) about using the portals on a desktop/laptop.

A student and their parents/guardians can access the Student and Family portals in two ways:

- Access the computer, such as a laptop:

- Access , such as a smartphone or tablet:

Note: Your district's settings determine whether you use Aspen Mobile or Aspen Go for mobile access to your student's information.
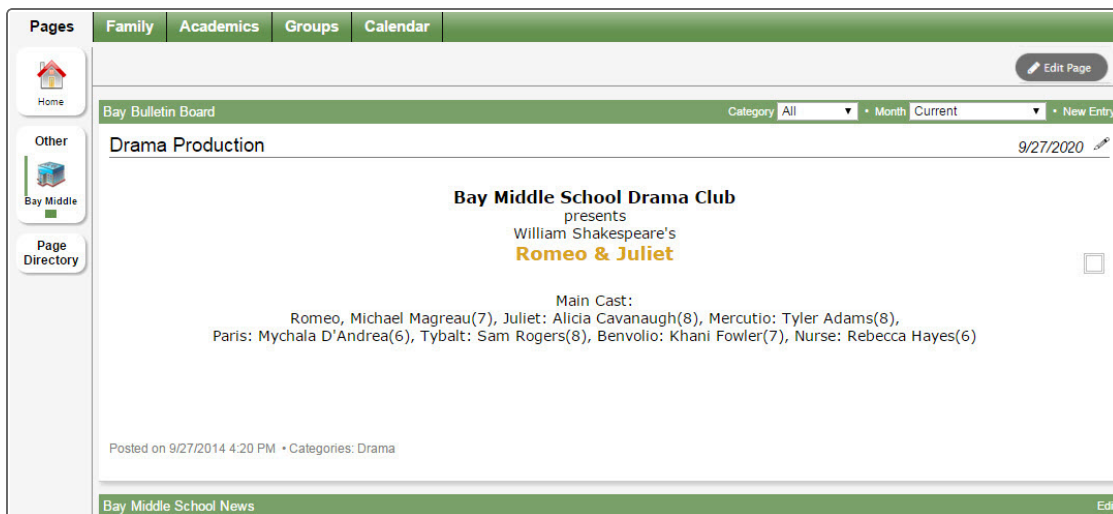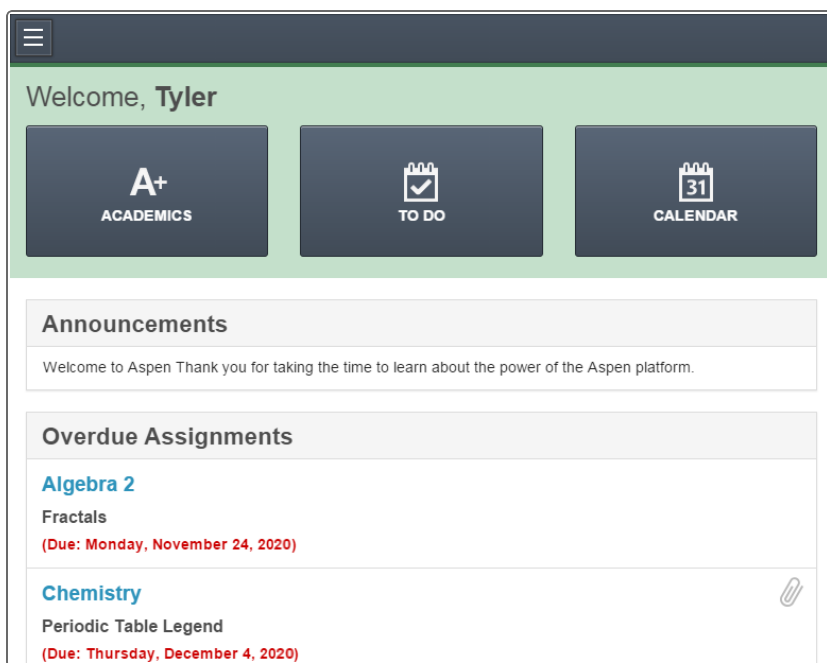
Aspen for Students and Families

Students and family members, particularly those who are primary adult contacts for a student, use the Family and Student portals to see the student's information, academic progress, groups and calendars.

Notes:

- If you have not done so already, you need to create an Aspen account.create an Aspen account.

- You can see frequently asked questions (and answers) about using the portals on a desktop/laptop.

With Aspen's Family and Student portals, teachers, parents and students have an arena for open communication. Parents have one login to access all of their children's information, and students can enter course requests online.

For a quick peek at your school, class and groups information, use the **Pages** tab.

Depending on how your district or school has the portal set up, you can use the tab**Family/My Info** tab to view information including demographics, attendance, conduct and transcripts.

For the current school year, use the **Academics** tab to view the following academic information for each class:

- Details, including student attendance summary and grades
- Assignments, including due dates and scores
  You can also:

- Use the **Groups** tab to view the groups the student is enrolled in (such as Band and Math team).
- Use the **Calendar** tab to view a monthly calendar. Customize and color-code the calendar for each student to include their academic, extracurricular and school events. You can also view assignments you should be working on and when they are due on your Calendar.
- Report a bullying incident from the homepage.
- Email teachers, and sign up for email subscriptions for when grades fall below a specified threshold.
- Receive email notificationsReceive email notifications on your mobile device from the district, school or teachers about announcements, alerts and events.
- Receive automatic notifications and messages on your mobile device.

> **Note**: Depending on your district's settings, you may need to verify the name and date of birth of your student(s) the first time you log on to the Family portal. In the desktop version of Aspen, enter this information for each student in your family in the **Request for Student Access** widget. Then, you can view your student's information in the Family portal.

Create an Aspen account with an email link

Most districts send an email to new users with a link and validation code to set up an account. If you do not receive the email, ask your school registrar if you have been given Family portal access, and confirm they have your correct email address.

> **Note:**
>
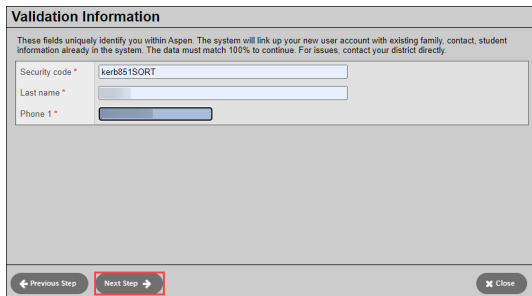> - Your/your child's school manages your Aspen user account. If you can't log in, contact your school. (Follett doesn't manage user accounts and can't help with system access.)

1. The email looks similar to the one below, with a validation code and a link. Click the link:
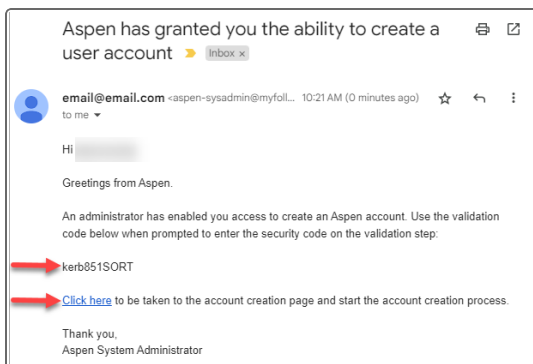
2. The Validation Information pop-up appears. Enter the validation code from the email, your last name, and phone number. Then click **Next Step**.

Validation Information

These fields uniquely identify you within Aspen. The system will link up your new user account with existing family, contact, student information already in the system. The data must match 100% to continue. For issues, contact your district directly.
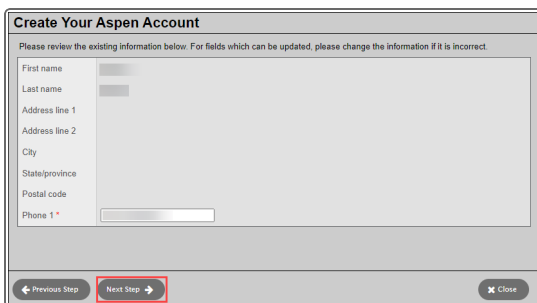
Security code *	kerb851SORT
Last name *	
Phone 1 *	

← Previous Step   Next Step →   ✖ Close

3. On this page, enter your name and address. Then click **Next Step**.

Create Your Aspen Account

Please review the existing information below. For fields which can be updated, please change the information if it is incorrect.

First name	
Last name	
Address line 1	
Address line 2	
City	
State/province	
Postal code	
Phone 1 *	
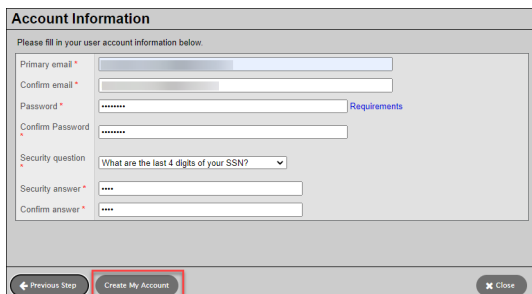
← Previous Step   Next Step →   ✖ Close

4. Enter your email address, password, and a security question/answer. (If the email address you enter is already associated with an Aspen user, Aspen will *not* create an account.) Click **Create My Account**.

Account Information

Please fill in your user account information below.

Primary email *	
Confirm email *	
Password *	•••••••• Requirements
Confirm Password *	••••••••
Security question *	What are the last 4 digits of your SSN?
Security answer *	••••
Confirm answer *	••••
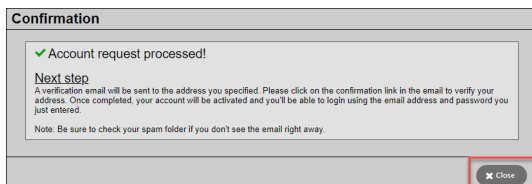
← Previous Step   Create My Account   ✖ Close

5. The final page confirms your request is being processed, and you will receive a verification email soon. Click **Close**.
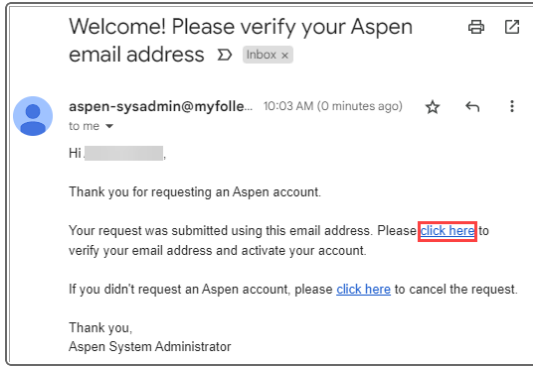
Confirmation

✔ Account request processed!

Next step
A verification email will be sent to the address you specified. Please click on the confirmation link in the email to verify your address. Once completed, your account will be activated and you'll be able to login using the email address and password you just entered.

Note: Be sure to check your spam folder if you don't see the email right away.

                                        ✖ Close

6. Log into your email account, and find the verification email. Click the link to activate your Aspen account.

7. The Email Validation screen confirms your Aspen account is now active. Click **Close**.

8. Your district will provide a URL for Aspen in your district. You can log in using your email account and password.
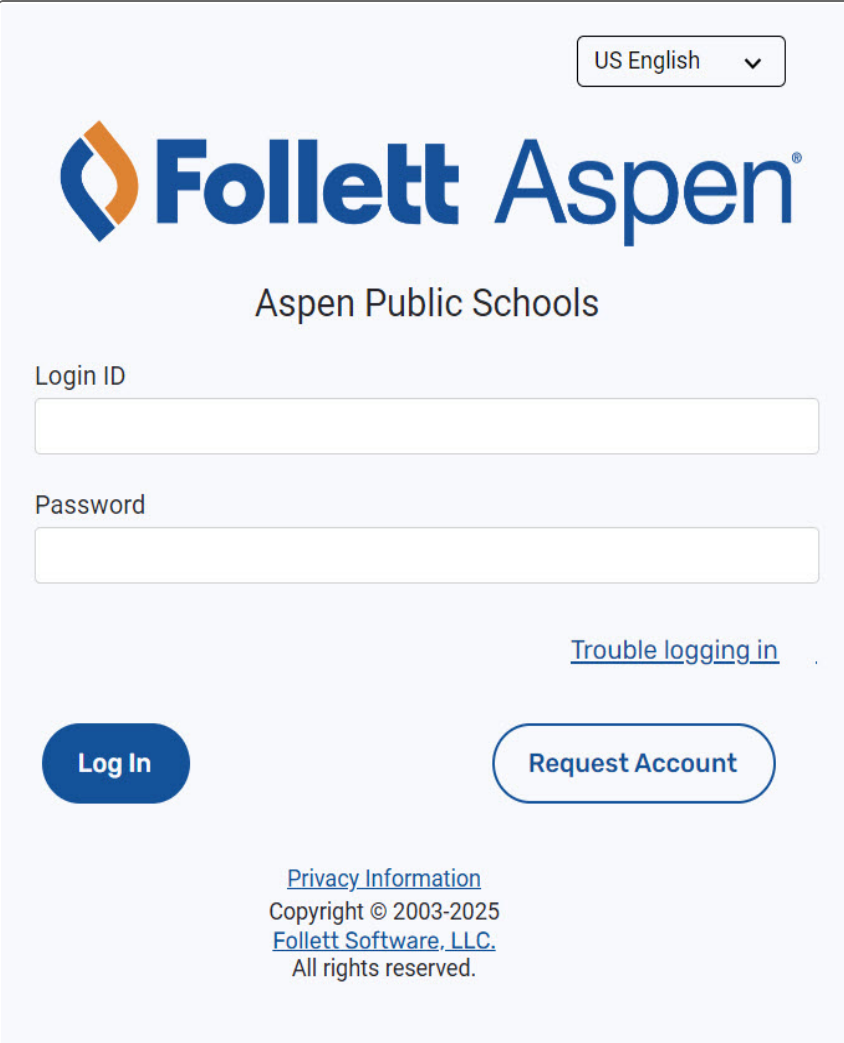
Create an Aspen account without an email link

Most districts send an email to new users with a link and validation code to set up an account. If you do not receive the email, ask your school registrar if you have been given Family portal access, and confirm they have your correct email address. This is the recommended way to set up an Aspen user account.

It is, however, possible to request an account from the Aspen login page.

Note: Your/your child's school manages your Aspen user account. If you can't log in, contact your school. (Follett doesn't manage user accounts and can't help with system access.)

1. If your district did not send you an email, you can request an account in Aspen. Go to the Aspen login screen.

2. Click **Request an account.**
3. The screen displays some (or all) of these options:
   - **I am a parent new to the district:** Select this option if the system does not contain any of your information (you have not received a security code from your district).
   - **I am a parent new to Aspen:** If your student is enrolled in the system, but you do not yet have an Aspen account, your district should have sent you an email with a security code and a link. Follow these instructions.
   - **I am a student new to Aspen:** If you are enrolled in the system, but you do not yet have an Aspen account, your district should have sent you an email with a security code and a link. Follow these instructions.

> **Notes:**
> - If you already requested an account but lost or did not receive the email containing the security code, click the **Click here** link at the bottom of the pop-up to have the message resent.
> - If you think you have information in Aspen but have not received a security code, contact your school.

4. If you selected **I am a parent new to the district**, the Personal Information pop-up appears. Enter your information in the fields.

> **Note**: Fields with a red asterisk * are required.

5. Click **Next Step.**
6. Complete the fields on the Account Information pop-up.

> **Note**: Click **Requirements** next to the **Password** field to see a list of the necessary characteristics to create a password.

7. Click **Create My Account.** A message confirms that the account request was processed. It also notifies you that a verification email was sent to the email address provided.
8. [Next, follow these instructions](#).

Use multi-factor authentication

Your district may have set up multi-factor authentication to add a layer of security to Aspen. If so, the first time you log in, you have a choice: verify using an authenticator app on your mobile device (could require [setup](#) on your part), or by receiving a code via email.

> **Note:** If your mobile device doesn't already have an authenticator app, there are many available to [download](#), including Google Authenticator, Microsoft Authenticator, and Authy.

To choose a multi-factor authentication method:

1. On the login page, enter your username and password. The Register Multi-factor Authentication pop-up appears.

2. Select how you want to use multi-factor authentication. Your selection will be your default sign-in method:

Method	What's needed	Required steps
Most commonly used		

Method	What's needed	Required steps
Scan a QR code	• Mobile device with a camera and authenticator app • Aspen on a desktop or laptop	a. Open an authenticator app on your mobile device, and use it to scan the QR code that appears in the Register Multi-factor Authentication pop-up on your desktop or laptop. A new entry appears in your authentication app, labeled Follett Software, LLC (*your username*). b. Proceed to step 3.
Receive a code via email	• Mobile device or desktop/laptop • Access to the email account listed in your Aspen account	a. In the Register Multi-factor Authentication pop-up, click or tap the **Email** sub-tab. b. Find a new email from Follett in your email account. c. Copy the confirmation code, and paste it into the pop-up in Aspen. d. Proceed to step 3.
Other methods		
Register your mobile device	Mobile device with an authenticator app	a. Using your mobile device, tap **Click here to register on this device** to open your default authenticator app. (If you don't have an authenticator app, you'll need to download one.) The authenticator should automatically add an entry for Aspen. b. Enter the six-digit code into the Register Multi-factor Authentication pop-up. c. Proceed to step 3.

Method	What's needed	Required steps
Copy a key	Mobile device that has an authenticator app but doesn't have a camera	a. Using your mobile device, click **Copy key.** b. Start a new email message, and paste the key you copied into it. c. Open your default authenticator app (or download one), click **+**, and use the manual entry method in your authentication app to paste the key again. A six-digit code appears. d. In the Register Multi-factor Authentication pop-up, paste or enter the six-digit code. e. Proceed to step 3.

Note: You can use an authenticator app (once set up) interchangeably with email verification, if, for example, you don't have access to the app when logging in, but do have access to email.

3. Click **Verify**. The Security Preference Update pop-up appears.

Security Preference Update

To enable self serve password recovery, please provide the following information

Primary Email

Security Question

What is your father's middle name?   ⌄
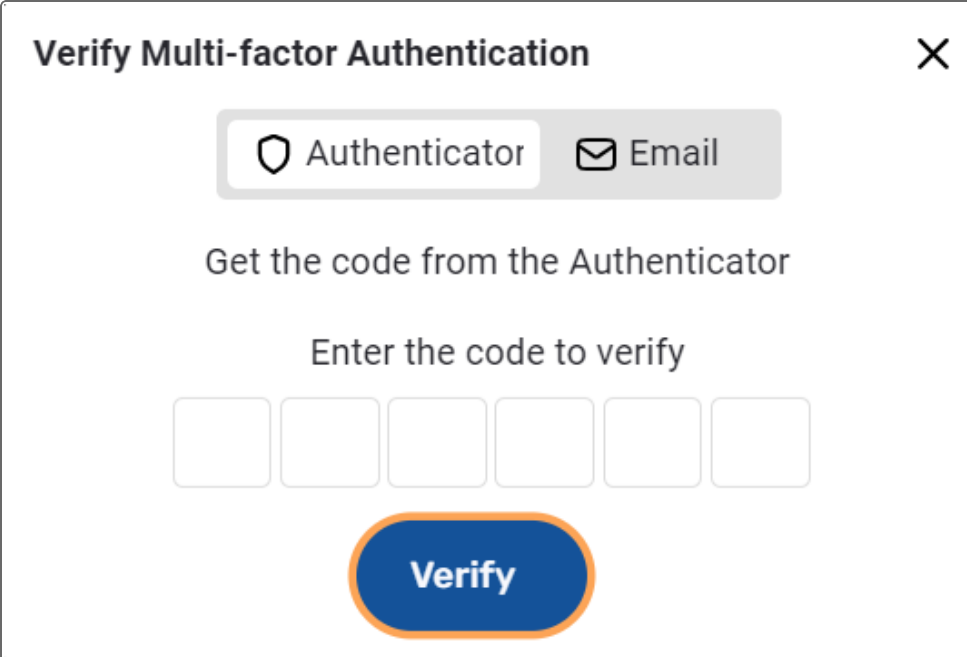
Security Answer

Confirm Security Answer

Submit   Later

4. Click **Later** to set your security preferences at a future login, or do the following:
    a. At **Primary Email**, enter your primary email address, if it did not automatically appear.
    b. Make a selection from the **Security Question** drop-down.
    c. Enter a **Security Answer**.
    d. At **Confirm Security Answer**, repeat the answer entered above.

> **Note**: You only need to choose an MFA method the first time you log in. Aspen remembers your preferred method on your next login.

To log in using multi-factor authentication:

1. On the login page, enter your username and password.
2. On the Verify Multi-factor Authentication pop-up, in the **Enter the code to verify** boxes, type the six digit confirmation code from your authenticator app or the email received from Follett.

Verify Multi-factor Authentication ✕

Authenticator   Email

Get the code from the Authenticator

Enter the code to verify

[ ] [ ] [ ] [ ] [ ] [ ]

Verify

3. Click **Verify**.

To download a multi-factor authentication app to your mobile device:

1. On your mobile device, open the app store for your operating system. (For Android, use Google Play; for Apple, use the App Store).
2. Search for "authenticator." There are many to choose from, such as Google Authenticator.
3. Install the app on your device.
4. Open the app. All authenticator apps allow you to scan a QR code.

Logging on to Aspen

Your district's settings determine how you log on to Aspen. Your district could provide your Aspen credentials, or allow you to use your Google, Microsoft, or other validation provider to log on to Aspen.

> **Note**: If you don't have an Aspen account, you can request one.

To log on using your Aspen Login ID and password:

1. Use your district's Aspen URL to navigate to the login page.
2. Enter your **Login ID** and **Password**.
3. Click **Log On**. Aspen appears.
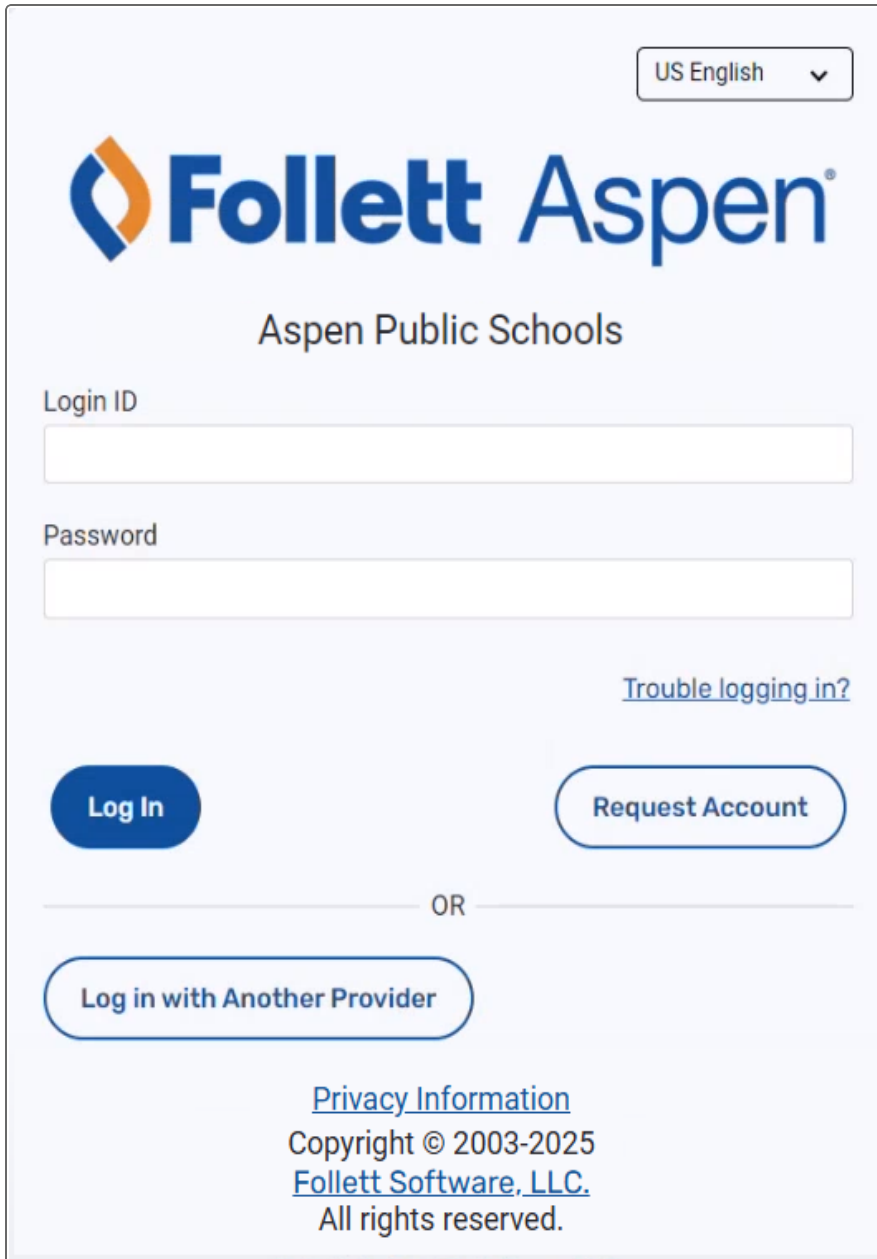
> **Note**: If your district uses multi-factor authentication, the Verify Multi-factor Authentication pop-

up appears before you can access Aspen. For more information, see [To login using multi-factor authentication](#).
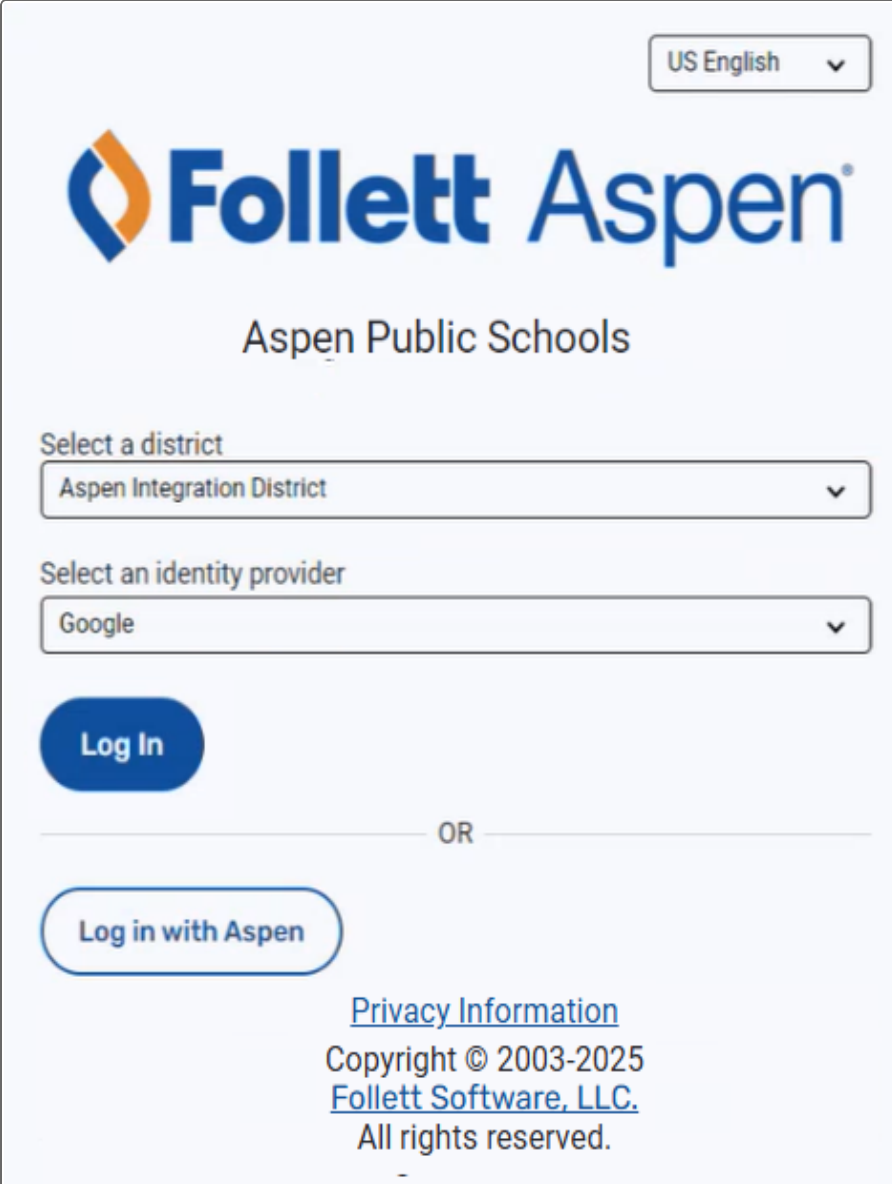
To log on using another provider:

Your district may allow you to log on to Aspen using another login provider, like Microsoft or Google. To do so:

1. Use your district's Aspen URL to navigate to the login page.

2. Click **Log in with Another Provider**.

3. From the **Select an identity** provider drop-down, choose your authentication provider.
4. Click **Log In**. This opens your browser to your provider's login page.
5. Log in using your provider's credentials. Aspen appears.

Reset your password

If you forget your password, use the steps below to reset it. You only need your Login ID. If you don't remember your Login ID, you need to retrieve that first.

To reset your password:

1. Open Aspen.
2. On the Login pop-up, click **Trouble logging in**. The 'Trouble logging in' pop-up appears.

Trouble logging in

Retrieve your Login ID if you want to retrieve your Login ID.

Reset your password if you have forgotten your password.

If you are having issues logging into the system, please contact your school administrator directly.

Your user account is managed by your school, not by Follett, and your school will be able to answer your requests or questions about access to the system.

Close

Notes:

- If you have multi-factor authentication enabled, click the **X** in the top-right corner to close the MFA pop-up.

- If your district doesn't allow you to reset your password using this method, you will see the following pop-up instead.

Trouble logging in

If you are having issues logging into the system, please contact your school administrator directly.

Your user account is managed by your school, not by Follett, and your school will be able to answer your requests or questions about access to the system.

Close

Click **Close,** and contact your school for assistance.

3. Click **Reset your password.** The following pop-up appears.

4. In the **Provide your Login ID** field, type your user ID.
5. Click **Recover Password**.
6. Open the email account associated with your Aspen account, and find the message with the subject "Password Reset Request."
7. Open the email, and click **Reset Password**. The Reset Password pop-up appears.

8. In the **Password** field, type your new password.
9. At **Confirm Password**, retype the password.
10. Click **Reset Password**.

Return to Aspen, and log in using your credentials.

Recover your Login ID

If you forget your Login ID, follow the steps below to recover it. If you have your Login ID but forgot your password, see Reset your password.

To recover your Login ID:

1. Open Aspen.
2. On the Login pop-up, click **Trouble logging in**. The 'Trouble logging in' pop-up appears.

Trouble logging in

Retrieve your Login ID if you want to retrieve your Login ID.

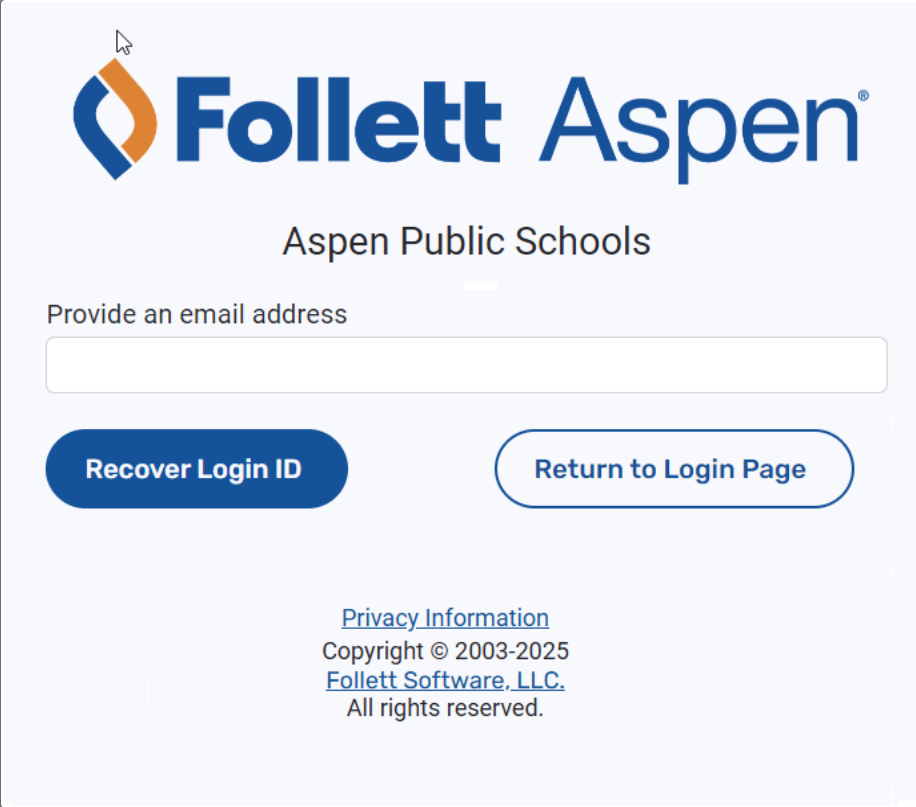Reset your password if you have forgotten your password.

If you are having issues logging into the system, please contact your school administrator directly.

Your user account is managed by your school, not by Follett, and your school will be able to answer your requests or questions about access to the system.

Close

Notes:

- If you have multi-factor authentication enabled, click the **X** in the top-right corner to close the MFA pop-up.

- If your district doesn't allow you to recover your Login ID using this method, you will see the following pop-up instead.

Trouble logging in

If you are having issues logging into the system, please contact your school administrator directly.

Your user account is managed by your school, not by Follett, and your school will be able to answer your requests or questions about access to the system.

Close

Click **Close,** and contact your school for assistance.

3. Click **Retrieve your Login ID**. The following pop-up appears.

4. At **Provide an email address**, type your email address. This must be the address associated with your Aspen account.
5. Click **Recover Login ID**.
6. Open your email account.
7. Open the message with the subject "Login Retrieve Request" to find your Login ID.

Return to Aspen, and log in using your credentials.

FAQs for Families New to Aspen

If this is your first time using Aspen, the following frequently asked questions (and answers) can help you get started. This info is for logging in to the Family portal on your computer.
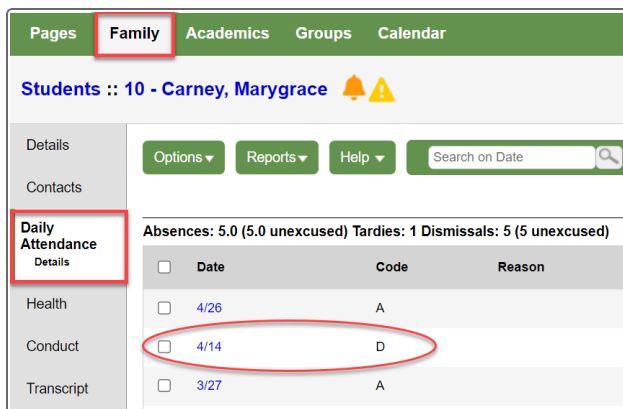
How can I see my child's absences?

1. Click the **Family** tab, and then select the student whose attendance you want to review (if you have more than one child in Aspen). To select the student, click the name or the checkbox next to it.
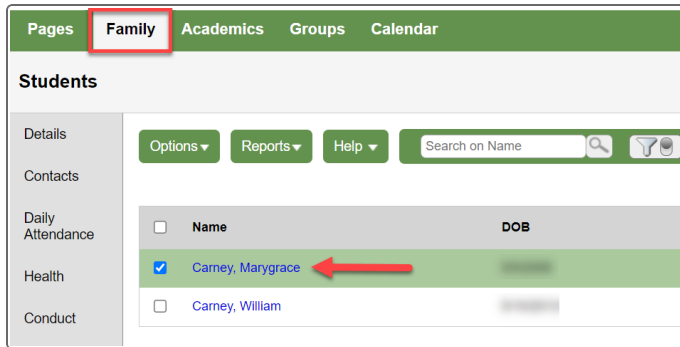
2. Click the **Daily Attendance** side-tab to view attendance information by date. Click a date for details about the absence.

What grade did my child get on last week's test?

1. Click the **Academics** tab, and then select the student whose grades you want to review.

2. Click the course name or select its checkbox, and then click the **Assignments** side-tab.

3. The assignment list shows dates, scores, and any feedback. Click an assignment name to view additional details.

Can I find out if my child receives a low assignment grade?

You can turn on email notifications to learn about a low grade as soon as the teacher posts it. Notifications can be set at whatever grade percentage you choose.

1. Click the **Family** tab, and then select the student. Click the **Notification** side-tab.

2. On the Notification page:

   a. Select the email address(es) where you want notifications to be sent.

   b. Select the **Grades** checkbox.

   c. Enter a number at **Grade Threshold**. For example, to receive an email for every grade of 75 or

lower, type **75**.

Note: You can also set up notifications for attendance, conduct, and health here.

Where is my child now?

1. Click the **Family** tab, and then select the student whose schedule you want to see.

2. Click the **Schedule** side-tab. The student's schedule appears. You can select the semester, term, or year. Click **List view** to see info that way.

Email teachers

During the school year, you might need to contact a teacher or all of your teachers to get missing homework assignments when you are sick, or to schedule a conference.

In the Student and Family portals, you can easily send email directly to your or your student's teachers.

To send an email to your or your student's teacher(s):

1. Do one of the following:
   - Log on to the Family portal.
   - Log on to the Student portal.

2. Click the **Academics** tab.

   Note: If you are a parent or guardian using the Family portal and you have multiple students, first you need to select the student whose teacher you want to contact.

3. On the **Options** menu, click **Send Email**. The Mass Email pop-up shows the email addresses for all of the student's teachers in the **To** box.

> **Note**: The **From** field displays your primary email address that you have on file with the school. To change this, click **Set Preferences**. Teachers' replies will be sent to this address.

4. To remove a teacher so that they do not receive this email, click the **X** next to the teacher's name. Aspen updates the number of total recipients.

5. If you want to blind copy another email address, or send a copy of this email to yourself, type the email address(es) in the **Bcc** field.

6. In the **Subject** field, type a subject for the email.

7. To attach a file to the email, click **Browse** to find the file on your computer.

8. In the **Text** box, type the text of the email. You can insert links and images, and use the other formatting tools.

9. Click **Send**. To confirm you want to send the message, click **Yes**.

Using Pages in the Family and Student Portals

Pages are web pages that help keep you up-to-date on the latest information about academics, activities, and school. The **Pages** tab appears when you log on to Aspen and could contain the following:

- **Home Page:** Click to view your Home page. Often this is your school's Page.

- **Academic Pages:** Click the down arrow to view class pages in this category. At the beginning of each school year, you will have to use the Page Directory to add class pages to your **Quick Access** menu.

- **Athletic and Club Pages:** Click the appropriate down arrow to view Pages in the athletic and club categories, such as *JV Football* and *Drama Club.*

- **Other Pages:** Click the down arrow to view Other Pages, such as for a parent-teacher organization or after-school program.

- **Page Directory:** To view a screen that lets you add and remove Pages from your **Quick Access** menu, search Public Pages by keyword, and browse available Pages.

  > **Notes**:
  > - The categories of Pages that appear in the **Quick Access** menu depend on which groups you are a member of. For example, if you do not participate on a sports team that has a Page, you will not see the **Athletic** category.
  > - All Aspen users have a Home page and a Page Directory.
  > - Not all groups, clubs, teams, and classes have their own Page.

Following are some things you can do on the **Pages** tab:

- Use the To Do widget.
- Submit assignments online.
- Use the Page Directory.
- Take an online quiz. (Aspen Curriculum & Learning)
- Set your forum preferences.
- Post to a forum.
- Take a survey.

Homepage in the Portal

Click the **Home** icon or **Pages** tab to view your homepage. Often this is your school's Page and contains school news and announcements.

All students and parents automatically see the To Do widget on their homepage. You can do the following (depending on the preferences you set):

- View announcements for your or your student's classes, school, or district.
- View your or your student's recent attendance, conduct, and grades activity.
- Display and use personal school links.

- Display and use links to external websites (such as your school's website).
- Use a calendar.

You might also see the following widgets:

- **Published Reports:** Provides access to reports such as report cards.
- **Student Recent Activity:** Displays recent grade, conduct, and attendance activity.
- **Tasks:** Lets you use a wizard to verify contact information or report a bullying incident.

View Recent Activity

You can add the Recent activity widget to the homepage. Click **Edit Page** and select **Student Recent Activity**. It appears in a box on the homepage.
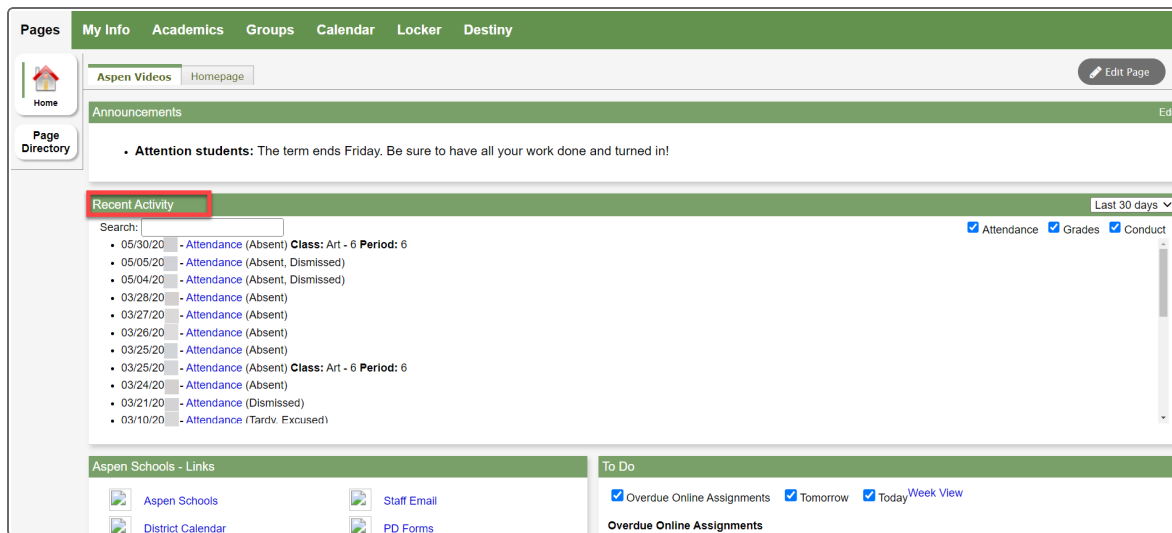
To view recent activity:

1. Select the number of days in the past you want to view:
   - **Today**
   - **Last 7 days**
   - **Last 30 days**
   - **Last 60 days**

   > **Note**: The system remembers the last date range you viewed, and automatically displays information for all areas for that date range.

2. Select the **Attendance**, **Grades**, and/or **Conduct** checkboxes.
3. Next to each student's name, a number lists how many records meet your search criteria. To view a student's information, click the arrow ▣ next to his or her name. A summary of the record appears.
4. To view specific information for a record, click the record. For example, if a student receives a grade for an assignment, click the record to view the assignment details.

5. In the **Search** field, enter text you want to search for. For example, if you want to find the latest Latin grade, type **Latin.** To view all records again, delete the text in the **Search** field.

> **Note**: You can determine whether you want recent activity to display on your Home page in your user preferences.

> **Note**: If your school does not take period attendance for a course, it will not appear in the **Recent Activity** list.

Use the To Do widget

All students and parents automatically see the To Do widget on their Home page. This widget helps students stay on top of assignments that require immediate attention.

By default, the To Do widget lists overdue online assignments, as well as all assignments that are due today and tomorrow. Students have the option of selecting a checkbox when they complete an assignment.

> **Notes:**
>
> * This checkbox is a visual reminder only. The system does not verify that a student has actually completed an assignment.
> * Sometimes students take classes at more than one school during a term. In those cases, assignments for the student's primary and secondary schools appear here.

For parents, the To Do widget includes a drop-down for selecting which child's assignments they want to view. By clicking into an assignment's details, parents can download and view the assignment that their child submitted.

Learn about the To Do widget:

* for students
* for parents

To use the To Do widget (for students):

In the To Do widget, your assignments that are overdue and due today and tomorrow automatically appear.

> **Note**: Deselect the checkbox(es) of the assignments you do not want to view. For example, to not see tomorrow's assignments, deselect the **Tomorrow** checkbox.

1. To view the details of an assignment, click the assignment name. The Assignment pop-up appears.
2. Do any of the following:
    * To view and/or download the attachment, click the document in the **Attachments** field.
    * To take an online quiz, click the **Online Quiz** icon ✔ .
    * To complete a document, the **Document Type** icon 🗅 appears. Open the document, and download it to your computer.

Note: If the document is a Google Doc, there is one-time setup to allow Aspen and Google Docs to communicate. See Grant Aspen Access to Google Docs.

- If you are ready to upload your assignment, in the **Submissions** field, click 🔓. The Submission Upload pop-up appears
  - Click **Browse** to navigate to the file you want to submit. The File Upload pop-up appears.
  - Select the file, and then click **Open.**
  - Click **Upload.**

Your name is automatically appended to the file name, and the date and time of your submission are recorded. If you need to, you can click download, or delete the file.

To use the To Do widget (for parents):

The To Do widget automatically appears on your Home page:

To Do			
☑ Overdue Online Assignments ☑ Today ☑ Tomorrow			Week View
Overdue Online Assignments			
Course	Assignment	Category	Due
No assignments scheduled.			
Today: Wednesday, July 20			
Course	Assignment	Category	Completed
No assignments scheduled.			
Tomorrow: Thursday, July 21			
Course	Assignment	Category	Completed
English 7	Quizzes 5	Q	☐

Do any of the following:

- To select which child's assignments you want to view, click the drop-down in the top right corner of the widget.
- To change which assignments appear, deselect the checkbox(es) of the assignments that you do not want to see. For example, to not see tomorrow's assignments, deselect the **Tomorrow** checkbox.
- To view the details of an assignment, click the assignment name.
- To view the assignment that your child submitted, if any, click the **Download** icon 🔓. Open or save the file.

Notes:

- A checkmark in a particular row is your child's way of indicating that the assignment has been completed. This is for informational purposes only, as Aspen does not do any

verification.
- If the document you want to view is a Google Doc, there is one-time setup to allow Aspen and Google Docs to communicate. See Grant Aspen Access to Google Docs.

Submit assignments online

You can manage your assignments online in the Student portal. See what is due today, tomorrow, and any assignments that are overdue. For Google Docs™ assignments, see Complete a Google Docs Assignment.

There are several ways to manage and submit your assignments online:

- Submit Assignments widget on the class Page
- To Do widget on your Home page
- Your Calendar

Managing and Submitting Assignments in the Submit Assignments Widget
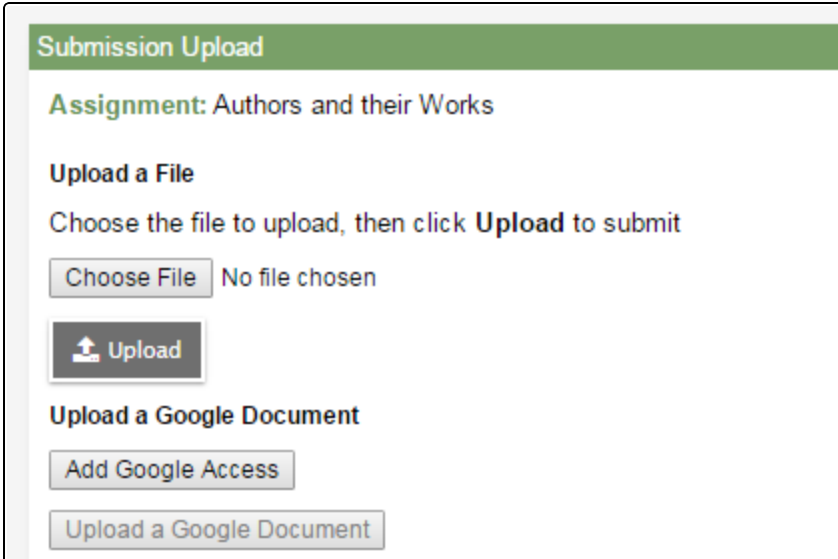
If your teacher wants you to submit a file for an assignment online, the assignment appears in the Submit Assignments widget on the Page for that class.

To view more information about the assignment, click the name of the assignment. The assignment details appear.

The Date Due column displays the date you need to upload your file by.

The Status column displays the status of your assignment. If you already submitted a file, the column displays the date and time you submitted it. If it is late, the column displays **Late.**To upload your file to your

teacher's gradebook, click ![icon]. The Submission Upload pop-up appears.

Click **Browse** to find the file on your computer, and then click **Upload.** Your teacher receives your file in their online gradebook.

Note: In the Family portal, parents can see when students uploaded (or did not upload) assignments, but they are not able to upload, download, or delete files.

Managing and Submitting Assignments in the To Do Widget

Assignments can also appear in the To Do widget on your Home page.

1. Select the following checkboxes to determine which assignments to include:
   - **Overdue Online Assignments** (online assignments that are overdue)
   - **Today** (online assignments due today)
   - **Tomorrow** (online assignments due tomorrow)

2. Click **Week View** to view your Calendar for the current week, which displays all of your assignments (including online assignments or anything you have to hand in in class).

3. Click the file icons to open any documents or quizzes you need to complete the assignment. To

   upload your completed document, click .

   Note: If the document is a Google Doc, there is one-time setup to allow Aspen and Google Docs to communicate. See Grant Aspen Access to Google Docs.

Grant Aspen access to Google Docs
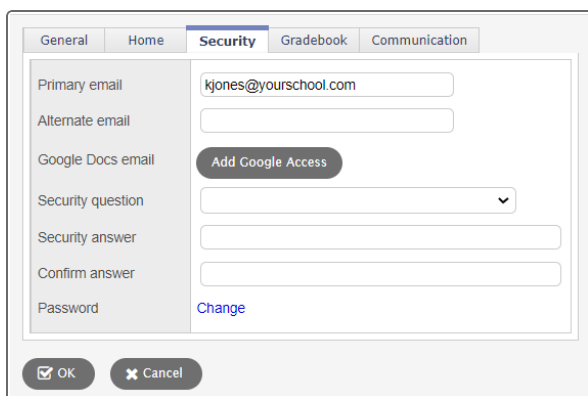
In order for Aspen and Google Docs™ to communicate, users have to grant access between the applications (this is a one-time step that links your Google Docs account with your Aspen account).

You can use the following instructions to set up access. Or, the first time you try to add or view a Google Doc, the system will automatically prompt you to grant access.

To give permission for Aspen to access to your Google Docs:

1. Log on to Aspen.
2. On the settings bar, click **Set Preferences.** The Set Preferences pop-up appears.

3. Click the **Security** or **Communication** tab.

4. At the **Google Docs email** field, click **Add Google Access.**
5. If the Google Accounts page appears, do one of the following:
    - If you have a Google account, enter your email address, and click **Next.** Type your password, and click **Sign in**.
    - If you do not have a Google account, click **Create account**. Complete the fields to create a Google account, and then sign in.

    > **Note**: If you are currently signed in to your Google account, no sign in is necessary. Your email address appears in the following pop-up.

The "Request for Permission" pop-up appears.
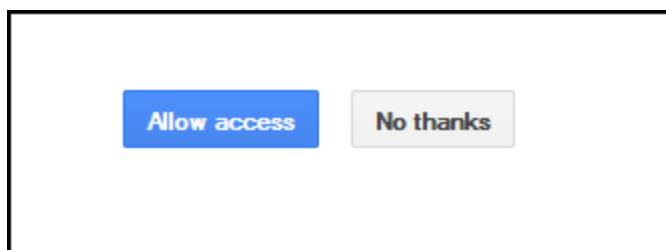
6. Click **Allow access.**

    > **Notes:**
    > - On the **Security** and **Communication** tabs in your user preferences, the **Google Docs email** field is automatically populated with your email address, and the **Add Google Access** button becomes **Remove Access.**
    > - If you later decide that you do not want Aspen and Google Docs to communicate, click **Remove Access** at the **Google Docs email** field.

Complete a Google Docs assignment

You can complete a Google Docs™ assignment online in the Student portal.

There are two ways to complete an assignment:

- By editing a Google Doc that your teacher attached and then posting it.

- By submitting your own Google Doc from your Google Drive™.

 **Note**: To open or view a Google Doc, you need a Google account. The first time you try to open a Google Doc, Google will ask you to grant access between the applications. This is a one-time step.

To post your student-edited Google Doc assignment:

1. Log on to the Student portal.
2. Do one of the following:
3. In the To Do widget, click the assignment name. The Assignment pop-up appears.
   - Click the **Calendar** tab, and then find and select the appropriate assignment. The assignment details appear.
   - Click the **Academics** tab, select the appropriate class, and then click the **Assignments** side-tab. Find the assignment you want to post a Google Doc for, and then click on the assignment name to view its details.
4. Click the document in the **Resources Provided by the Teacher** field. The document opens.
5. Complete the assignment.
6. When you are done, click **Post** next to the document name. The date and time the document was submitted appear:.When you are done, click **Post** next to the document name. The date and time the document was submitted appear:
7. After the due date for the assignment, you can open and view your teacher's comments on the document you posted.

To submit your Google Doc assignment:

For some assignments, your teacher might ask you to create your own document in Google Drive and then upload it. There are several places you can go to upload the Google Doc you created:

- To Do widget on your Home page
- Assignments widget on your Class Page
- **Academics** tab **> Assignments** side-tab
- The Calendar

  Note: The "Online submission" window must be open to submit a Google Doc.
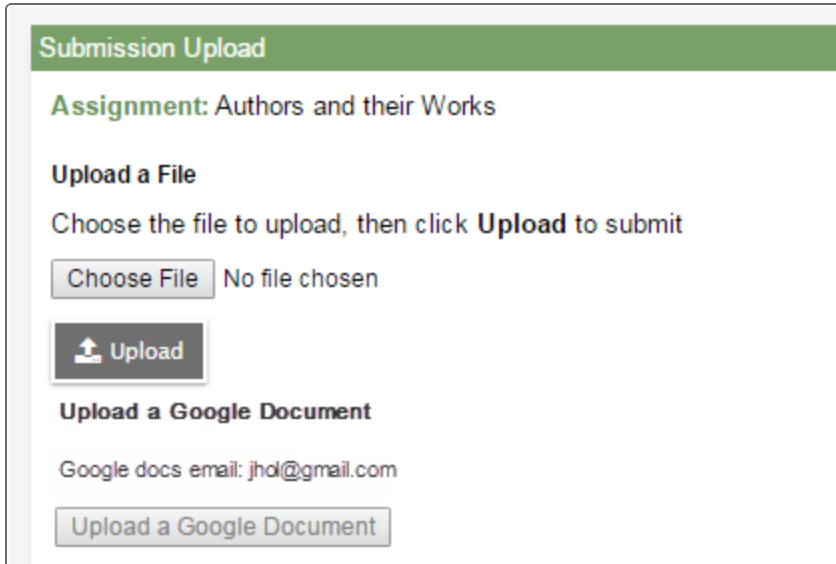
To submit Google Doc assignments in the To Do widget

1. Log on to the Student portal.
2. Do one of the following:

- In the To Do widget, click the assignment name, and then click **Submit a File**.
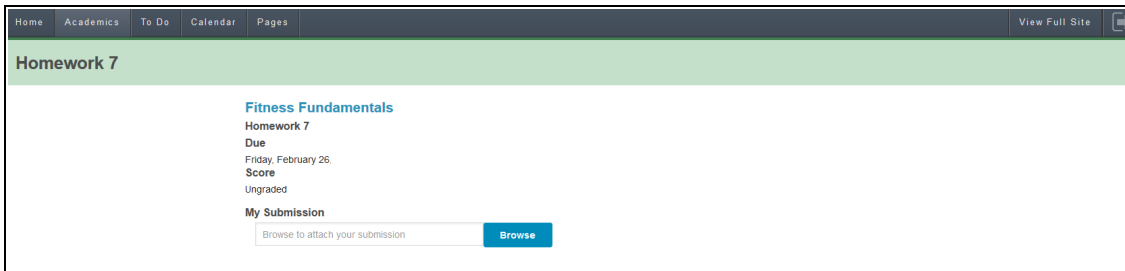- Click the ![icon] icon next to the assignment name.

  The Submission Upload pop-up appears:

  Submission Upload

  Assignment: Authors and their Works

  Upload a File

  Choose the file to upload, then click **Upload** to submit

  [Choose File] No file chosen

  [⬆ Upload]

  Upload a Google Document

  Google docs email: jhol@gmail.com

  [Upload a Google Document]

> **Note**: You can only upload one file or one Google Doc, not both. Click **Browse** to submit an assignment online that is not a Google Doc.

3. Click **Upload a Google Document**. The Submission pop-up appears:

| Home | Academics | To Do | Calendar | Pages | | View Full Site |

Homework 7

Fitness Fundamentals
Homework 7
Due
Friday, February 26.
Score
Ungraded

My Submission

[Browse to attach your submission] [Browse]

> **Note**: When you select **Upload a Google Document** from the Aspen desktop, it automatically brings you to the Aspen Mobile interface.

4. Click **Browse** to attach your document. The Google Docs pick list appears:

Select a file   ×

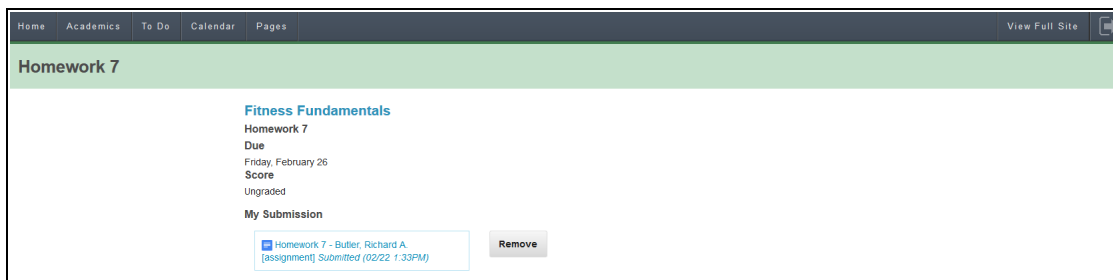| Name	Owner	Last modified ↓
Fitness and Strength Training	me	12:23 PM
Nutrition Tips	me	Feb 23
Homework 7	me	Feb 23
Health and Fitness Quiz	me	Feb 8
Getting started	me	Dec 17

Select   Cancel

5. Select the Google Doc you want to attach, and then click **Submit**:

| Home | Academics | To Do | Calendar | Pages | | View Full Site |

Homework 7

Fitness Fundamentals
Homework 7
Due
Friday, February 26
Score
Ungraded

My Submission

Homework 7   Remove

SUBMIT

> **Note**: When you submit a Google Doc for an assignment, you might receive a busy/loading indicator while the file uploads.

When the file has successfully uploaded, a date and timestamp appear:

| Home | Academics | To Do | Calendar | Pages | | View Full Site |

Homework 7

Fitness Fundamentals
Homework 7
Due
Friday, February 26
Score
Ungraded

My Submission

Homework 7 - Butler, Richard A.   Remove
[assignment] Submitted (02/22 1:33PM)

Notes:

- Click **Remove** to remove the assignment when the "Online submission" window is open. You will not be able to remove or resubmit your assignment if your teacher has already graded it.

- In the Family portal, parents can see when their student submitted an assignment, but they cannot upload, download, or delete any files.

- Click **View Full Site** to return to the Aspen desktop.

To submit Google Doc assignments from the Assignments widget on your Class page

If your teacher wants you to submit a file or Google Doc for an assignment online, the assignment appears in the Submit Assignments widget on the Page for that class.

1. Log on to the Student portal.

2. On the **Pages** tab, select the appropriate class. The Submit Assignments widget appears on the Page.

   The following table explains the information in the widget:

Field	Description
Assignment	View the details of your assignment when you click the assignment name.
Date Due	View the date your assignment is due.
Status	View the status or your assignment. **Note:** If you already submitted a file, this column displays the date and time you submitted it. If it is late, the column displays Late.
Actions	Upload your file by clicking the 🔼 icon.

3. Click the 🔼 icon. The Submission Upload pop-up appears.

4. Click **Upload a Google Document**. Follow steps 4–5 in **Submitting Google Docs Assignments in the To Do widget**.

Notes:

- You can open and view any comments your teacher made on the document you submitted.

- If you try to open a document you placed in your Google trash, an error message appears.

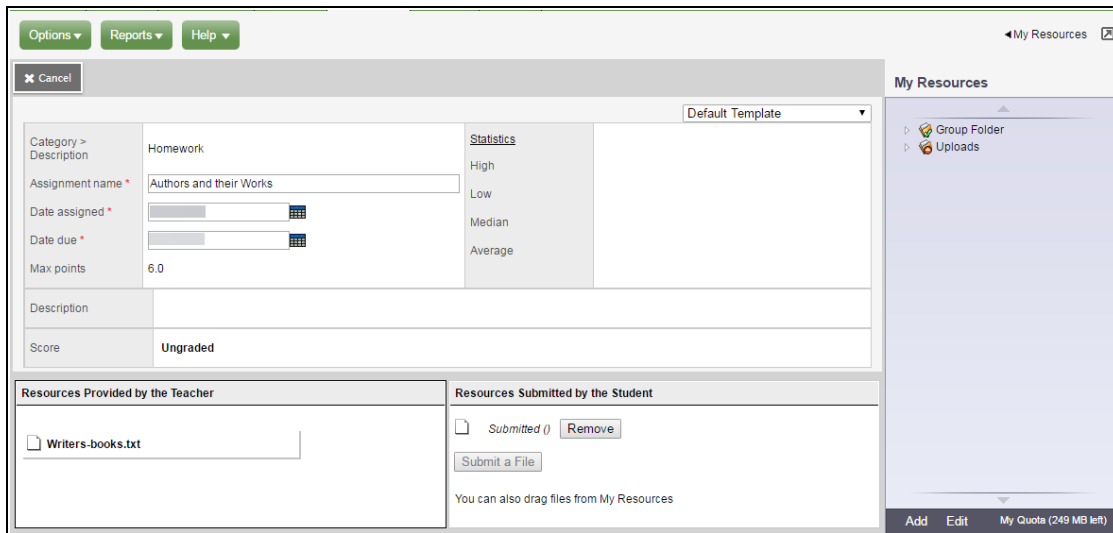### To submit Google Doc assignments from the Academics tab

1. Log on to the Student portal.
2. Click the **Academics** tab.
3. Select the class you want to submit the assignment for, and then click the **Assignments** side-tab.
4. Find the assignment you want to submit a Google Doc for, and then click the assignment name to views its details.

> **Note**: Use the filter box at the top of the page to narrow your search results by **Category** and **Grade Term**.

5. Click **Submit a File**.
6. Click the 📄 icon. The Submission Upload pop-up appears.
7. Click **Upload a Google Document**. Follow steps 4–5 in **Submitting a Google Doc Assignment from the To Do Widget**.

To submit Google Doc assignments from the calendar

1. Log on to the Student portal.
2. Click the **Calendar** tab.
3. Click the **Day, Week,** or **Month** sub-tab to find your assignment.
4. Select any assignment to view its details:

5. Click **Submit a File**. The Submission Upload pop-up appears.
6. Click **Upload a Google Document**. Follow steps 4–5 in **Submitting a Google Doc Assignment from the To Do Widget**.

Academic, Athletic, Club, and Other Pages in the Portal

In addition to the Home page, you likely have access to other types of Pages. Page access is determined by the groups that you are a member of.

For example, a student might see English Literature, Pre-Calculus, Biology, and American Studies pages; a basketball Page; a chess tournament Page; and an after-school program Page.

A parent has access to each of their children's Pages – including academic, athletic, club, and other Pages. Plus, if they are a member of the parent-teacher organization, they would have access to the PTO Page.

> **Notes:**
>
> - Not all classes, sports teams, clubs, and groups have their own Page.
> - Just being a member of a Page does not mean that you automatically see it on your **Pages** tab. Use the Page Directory to add and remove Pages from your **Quick Access** menu as needed.
> - Removing a Page from the Page Directory does not delete it.

To view Pages for yourself and your student(s):

1. Go to the Home page or **Pages** tab.
2. Click **Page Directory.** The following pop-up appears.
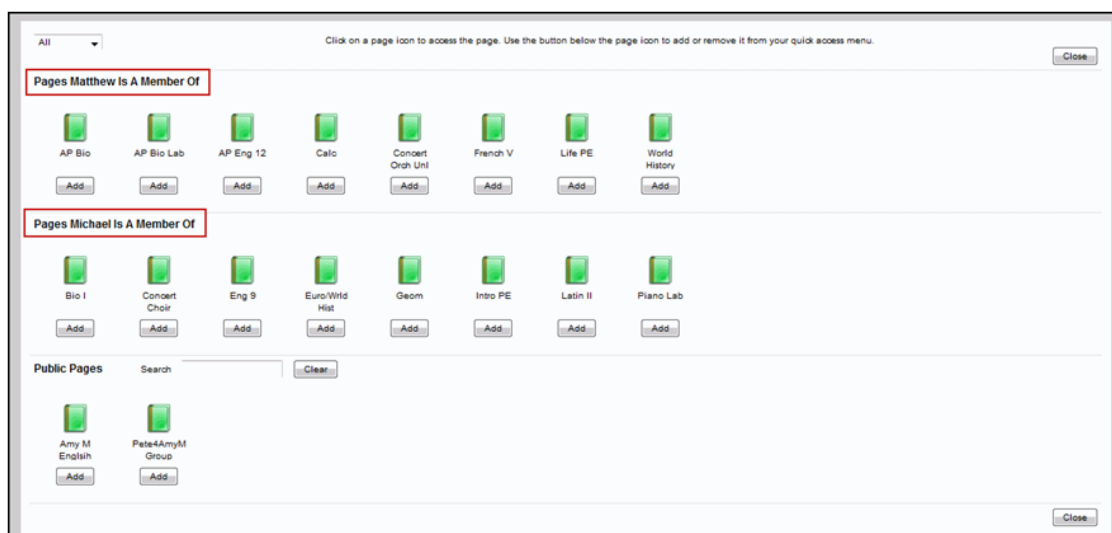
> **Note**: If you have more than one student, you will see the Pages that each one is a member of.

3. For each of your students, click **Add** under the icon/name of the Page you want to add to your **Quick Access** menu.
4. Click **Add** under the name/icon of any public Pages you want to add.

> **Note**: You can browse public Pages and add them to your **Quick Access** menu, but this does

> not mean that you are a member of the group. For example, if your school Page is a public Page, you would be able to read a blog that is posted but not create your own entries.

5. Click **Close.** The Pages you selected are accessible from your **Quick Access** menu.

Use the Page Directory

Use the Page Directory to determine which Pages appear in the Quick Access menu on the Pages tab and homepage. The Quick Access menu is the left-hand bar containing your favorite Pages.

The Page Directory lets you see which Pages you are a member of, as well as add and remove Pages from the Quick Access menu. You can also browse a Page to decide whether you want to add it to your menu.

> **Notes:**
>
> - At the beginning of every school year, you need to use the Page Directory to add the Pages you want to see to your Quick Access menu. They do not automatically appear.
> - In the Page Directory, all Pages that have been added to your Quick Access menu have a gray box around them as a quick visual cue.
> - Throughout the school year, you can change which Pages appear on your Quick Access menu. For example, maybe you used to check the Drama Club Page often, but now that the performance is over, you do not need to visit that Page. You can remove it from your Quick Access menu; then, if you need to access it again in the future, you can add it back to the menu.

To view which Pages you have access to:

1. Go to the Home page or **Pages** tab.
2. Click **Page Directory.** The Page Directory pop-up appears.
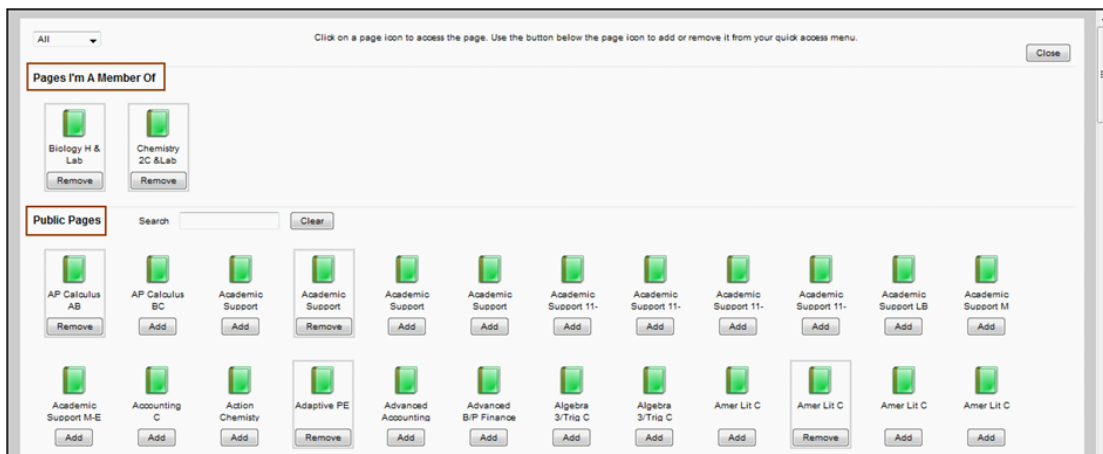
Under **Pages I'm a Member Of,** an icon appears for each Page you are a member of, such as the Yearbook, Drama Club, or Varsity Soccer page.

Under **Public Pages,** an icon appears for each Page that all users are able to view, such as your school's Page or the district Page.
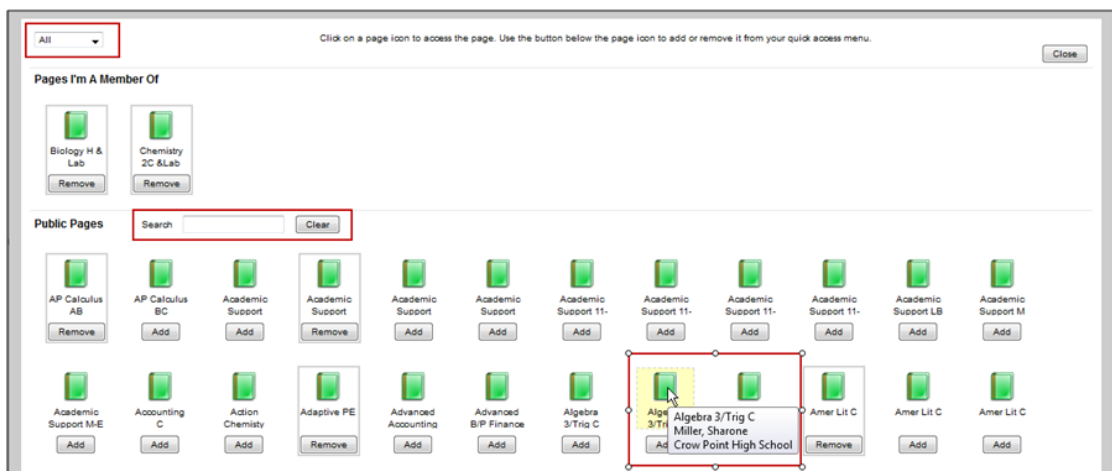

3. If there are a large number of Pages, there are two ways to narrow down the list. Do either or both of the following:

   - Click the **All** drop-down at the top of the pop-up to select **Academic, Athletic, Club,** or **Other.** Only the type of Page you select appears. Select **All** to return to the full list of Pages.

     Note: If you do not have access to a particular type of Page, you will not see it in your drop-down. For example, if you are not a member of any sports team that has a Page, **Athletic** will not be an option.

   - Within the **Pubic Pages** area, in the **Search** field, type a key word, such as **Literature.** Any public Pages with that word in their name appear. To return to viewing all public Pages, click **Clear.**

     Note: You can browse public Pages and add them to your **Quick Access** menu, but this does not mean that you are a member of the group. For example, if your school Page is a public Page, you would be able to read a blog that is posted but not create your own entries.

4. To determine which Pages appear in your **Quick Access** menu, do any of the following:

   - To view a Page's details – the Page title, adult responsible, and which school the Page is associated with – hover over the Page icon.
   - To browse a Page to see if you want to add it to your **Quick Access** menu, click the Page's icon. The Page opens, and the Page name appears under **Browsing** in the **Quick Access** menu

     .
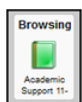
   - To add a Page to your **Quick Access** menu, under the Page's icon/name, click **Add.**
   - To remove a Page from your **Quick Access** menu, under the Page's icon/name, click **Remove.**

     Note: Removing a Page does not delete it; it just makes it unavailable to select from the

Quick Access menu.

5. Click **Close.** The Pages you added are now accessible from your **Quick Access** menu.
6. To show and hide individual Pages on your **Quick Access** menu, do the following:
   - To show (expand) the Pages in a particular category, such as **Academic,** click the down arrow
     ▼ under **Academic.**
   - To hide (contract) the Pages in a particular category, click the up arrow ▲. The list of Pages in that category contracts.

Take an online quiz

Sometimes, your teachers might create online quizzes. You can take these quizzes in the Student portal.

To take an online quiz:

1. Log on to the Student portal.
2. On your Home page, look at the To Do widget:

4. Click the **Assignment name**. Any information you need to complete the assignment appears.

   If the assignment is an online quiz, the quiz appears in the **Attachments** field.

5. Click the quiz to open it.
6. Read the instructions or information on the first page, then click **Begin**.

   The first question appears.

7. Follow the directions to answer the question(s) on the page. When you are done, click **Next** at the bottom of the page.

STOP: If you cannot click **Back** at the bottom of the page, your teacher has designed this quiz so that you **CANNOT** go back and review or change your original answers. If you cannot click **Back**, be sure you have done your best answering the question. After you click **Next**, you cannot go back to change it.

If you **CAN** click the **Back** button, your teacher has designed the quiz so that you can return to previous questions for review or changes.

8. On the page that has the last question(s), **Finish** appears at the bottom of the page. Click **Finish** to save your answers. A message confirms that your completed quiz was submitted successfully. The teacher can now review and score your quiz.

Set your forum preferences

If your district allows photos to be used for forums, you can decide whether you want the photo that is in Aspen to be displayed next to your forum posts. If you do not want to use the photo in the system, a generic silhouette will appear next to your name whenever you post to a forum.

To set your forum preferences:

1. On the settings bar, click **Set Preferences.** The preferences pop-up appears.
2. Click the **Collaboration** tab.
3. Under Forum Options, at the **Forum posts per page** field, type the number of posts you want to see on each page.

   Note: For forums with a lot of posts, typing a small number means there will be many pages to click through; typing a big number means you will have to do more scrolling to get to the bottom of the page.

4. If your district allows school photos to be used in forums and you have a photo in Aspen, the **Use school photo** field and your photo appear. Do one of the following:
   - Select this checkbox to have this photo appear next to any posts you make to forums.
   - Deselect this checkbox to not use your school photo. A generic silhouette will appear next to your name for any posts you make to forums.

   Note: If your district does not allow photos or your district allows photos but you do not have one in the system, the **Use school photo** field does not appear. A generic silhouette will appear next to your name if you post to a forum.

Post to a forum

Some of your Pages will include a Forums widget, so that Page members can have online discussions. A forum typically represents a category or theme, and each can contain one or more topics where the discussions take place.

Note: Only Page administrators can create forums. Any Page member can create a topic for that forum.

Forums are either moderated or unmoderated. If a forum is moderated, a Page administrator has to approve your post before it can be viewed by all Page members. If a forum is unmoderated, your post can be seen by all Page members as soon as you submit it. Page administrators always have the option of hiding a post, even if it has been approved.

When you create or reply to a post, either the photo of yourself that is in Aspen or a generic silhouette appears, depending on your district and personal forum preferences.

To post to a forum:

1. In the Forums widget, click the name of the forum you want to post to, such as The Post-Classical Era.

   A list of existing topics appears.

2. Do one of the following:

   - Click the name of the topic you want to view. Its details appear.
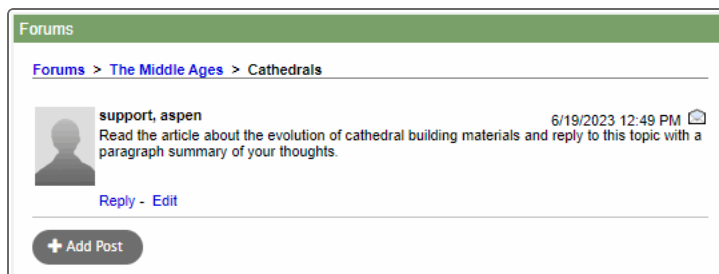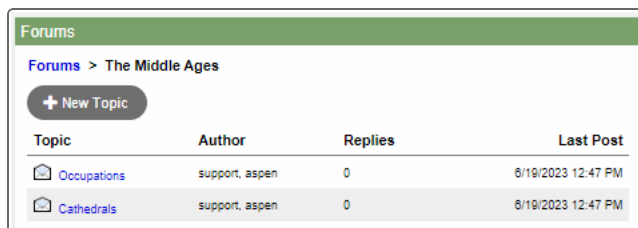
3. Do one of the following:

    *   To reply to a particular person's post, click **Reply.** The widget expands to include the post you are replying to (grayed out). Type your response, using the rich text editor tools, if desired:

    *   To create a new post on the forum's topic, click **Add Post.**Type your message, using the rich text editor tools, if desired.

    > **Note:** If you are not sure whether to reply to a post or add a new one:
    >
    > *   Click **Reply** if you have something to say in response to a post someone else made. For example, to say that you agree with Ann's comments about the early Middle Ages, click **Reply** at the bottom of her post.
    >
    > *   Click **Add Post** if you have information to share on the topic's subject that is not necessarily in response to a specific comment someone else made. For example, to summarize your thoughts about an article on the early Middle Ages, click **Add Post**.

4. Click **Save.**

   > **Notes:**
    >
    > *   If the forum is moderated, your post will have to be approved or edited by the Page administrator before it is available for all members to read. You can see your own post while it is awaiting review—it says (Requires Moderation) at the top.
    >
    > *   If the forum is unmoderated, anything you post will be immediately accessible by all Page members. Page administrators have the option of hiding a post at any time.

Take a survey

When you go to your Homepage, a class Page, or any other Page in Aspen, if there is a new survey available, you will see it in your Survey widget with **New** in the Status column.

To take a survey:

1. Click **New**. An introductory page shows information about the survey.
2. Click **Begin** at the bottom-right of the pop-up.
3. The next page displays one or more questions, depending on how the survey was designed. Answer all of the questions, and then click **Next** at the bottom of the pop-up.
4. Continue answering questions and clicking **Next** until you reach the end of the survey.

> **Notes:**
> - If you need to go back to previous questions, click **Back**.
> - If the **Next** button is disabled and grayed out, you have reached the end of the survey.

5. When you reach the end of the survey, click **Finish.**

   The survey closes and displays in the Survey widget as **Completed.**

> **Note**: You do not have to complete a survey in one sitting. If you do not complete it, it appears in the Survey widget with a status of **In progress.**

Viewing Student Information

In the Student portal, you can view information about yourself from the **My Info** tab. In the Family portal, you can view information about your student from the **Family** tab.

Depending on how your district has the portal set up, you can view the following information:

- Details
- Contacts
- Attendance
- Health information
- Conduct information
- Transcript information
- Assessment scores
- Student's schedule
- Enrollment History
- Course Requests for next year

Student Details

To view student details:

1. Do one of the following:
   - In the Family portal: Click the **Family** tab.
   - In the Student portal: Click the **My Info** tab.

2. Click the **Details/My Details** side-tab, and then click one of the following sub-tabs:
   - Demographics
   - Addresses
   - Ethnicity
   - Photo

Student Contact Information

To view student contact information:

> **Note**: These are the people the school can call regarding you/your student.

1. Do one of the following:
   - In the Family portal: Click the **Family** tab.
   - In the Student portal: Click the **My Info** tab.

2. Click the **Contacts** side-tab.
3. Click the contact's emergency priority number. You will be able to see the contact's:
   - phone numbers
   - addresses
   - any mailings they receive concerning the student's schooling

Student Attendance

To view student attendance records:

1. Do one of the following:
   - In the Family portal: Click the **Family** tab.
   - In the Student portal: Click the **My Info** tab.

2. Click the **Daily Attendance/Attendance** side-tab.

3. Click a date. For the date you selected, the page lists all the details of the attendance record, including:

- absences
- tardies
- dismissals
- if the above were excused

4. The page lists the portion of the day marked absent, and any other attendance codes or reasons that apply (such as **FT** for field trip). At the bottom of the page, view the times of arrival to or departure from school that day, as recorded by the office.

5. After you finish looking at the details, click **Cancel** to return to the list of attendance records, or click any other side-tab or tab.

Student Health Information

Parents can view health information about their students including:

- office visits
- immunizations
- medical conditions
- screenings
- medications

To view details about your student's health office visits:

1. Click the **Family** tab.
2. Click the **Health** side-tab.
3. Click a visit date. For the health office visit you select, the page displays specific information, including primary complaint code, treatment code, and action code.
4. After you finish looking at the details, click **Cancel** to return to the list of health office visit records, or click any other side-tab or tab.

To view details about your student's immunizations:

1. Click the **Family** tab.
2. Click the **Health** side-tab, then click **Immunizations.**
3. Next to each series name, the page lists the dates of each dose your student has received.
4. Click the series name to view the details of an immunization series

To view a list of medical conditions the school district has on file for the student:

1. Click the **Family** tab.
2. Click the **Health** side-tab, then click **Conditions.**
3. For each medical condition, the page displays the condition's type, code, and summary.

To view the health screenings the student has completed (such as vision or hearing tests):

1. Click the **Family** tab.
2. Click the **Health** side-tab, then click **Screenings.**
3. For each screening, the page displays the screening name, date, result, and summary.

To view any medications the school district administers to the student:

1. Click the **Family** tab.
2. Click the **Health** side-tab, then click **Medications.**
3. For each medication, the page lists the medication name, type, start date, stop date, frequency, and time of administration.

Student Conduct Information

The **Conduct** side-tab gives you access to view:

- conduct incident details
- actions taken for the conduct incident
- detentions served (or results of actions taken)

To view the details of a conduct incident:

1. Do one of the following:
   - In the Family portal: Click the **Family** tab.
   - In the Student portal: Click the **My Info** tab.

2. Click the **Conduct** side-tab.

3. Click an incident code. The page lists the date, time, location, and description.
4. After you finish looking at the details, click **Cancel** to return to the list of conduct records, or click any other side-tab or tab.

To view any actions for a conduct incident (such as detention or parent meeting):

1. Do one of the following:
   - In the Family portal: Click the **Family** tab.
   - In the Student portal: Click the **My Info** tab.

2. Click the **Conduct** side-tab, and then click **Actions.**

3. Click an incident date. The page lists the incident code, action code, start date of the action, value of the action in points, and if the incident is closed and completed.

4. After you finish looking at the details, click **Cancel** to return to the list of conduct records, or click any other side-tab or tab.

To view the results of a conduct action:

1. Do one of the following:
   - In the Family portal: Click the **Family** tab.
   - In the Student portal: Click the **My Info** tab.

2. Click the **Conduct** side-tab, and then click **Detentions Served.** The page lists the actions served, comments, incident code, incident description, action code, start and end dates, penalty, and if it was served.

3. After you finish looking at the details, click **Cancel** to return to the list, or click any other side-tab or tab.

Student Transcript Information

Students and parents can view the following information regarding the student's transcript:

- transcript record
- credit summary
- grade point summary
- program of study
- graduation summary

From the **Transcript** side-tab, use the **Filter** menu to select one of the following:

- **All Records** to view all grades earned
- **Current Year** to view grades earned this school year
- **Current School** to view grades the student earned the current school

To view details of the transcript record:

1. Do one of the following:
   - In the Family portal: Click the **Family** tab.
   - In the Student portal: Click the **My Info** tab.

2. Click the **Transcript** side-tab.

3. Click the year in the row of the grade you want to view.

4. View the class information and a summary of the final grade at the top of the page.

5. At the bottom of the page, you can view all the grades and comments earned in the class. To view only grades from a specific term, click the **Term** drop-down and select a term.

To view only term grades or only progress grades, click the **Type** drop-down and select **Term** or **Progress**.

6. After you finish looking at the details, click **Cancel** to return to the list of classes, or click any other side-tab or tab.

To view a summary of credits:

1. Do one of the following:
    - In the Family portal: Click the **Family** tab.
    - In the Student portal: Click the **My Info** tab.

2. Click the **Transcript** side-tab, then click **Credit Summary.** The Credit Summary page lists the credits earned for each school year.
    - The *Transcript Credits* column shows the number of credits earned based on the courses completed that year.
    - The *Adjusted Credits* column shows the number of credits the school manually added, if any.
    - The *Total Credits* column shows the total number of credits, including the transcript and adjusted credits.

To view a grade point summary:

1. Do one of the following:
    - In the Family portal: Click the **Family** tab.
    - In the Student portal: Click the **My Info** tab.

2. Click the **Transcript** side-tab, then click **Credit Summary.**

    The system calculates the basic GPA by adding the total points the student earns, and dividing that total by the total number of courses the student completes. Therefore, for each school year, the page displays two sections of information that the system uses to calculate the student's GPA for that year.

The first section displays the number of points earned on the transcript, any adjusted points, and total points. The other half of the row displays the number of transcript courses, any adjusted courses, and the total number of courses.

Look at the Course Breakdown to view the breakdown of points earned for each course on the transcript.

To view the program of study:

1. Do one of the following:
   - In the Family portal: Click the **Family** tab.
   - In the Student portal: Click the **My Info** tab.

2. Click the **Transcript** side-tab, then click **Programs of Study.**

To view the graduation summary:

1. Do one of the following:
   - In the Family portal: Click the **Family** tab.
   - In the Student portal: Click the **My Info** tab.

2. Click the **Transcript** side-tab, then click **Graduation Summary.**

Assessment Scores

To view the details of an assessment score:

> **Note:** This can include any assessments completed (such as PSATs or SATs) if recorded by the school.

1. Do one of the following:
   - Log on to the Family view: Select **Family > Assessments**.
   - Log on to the Student view: Select **My Info > Assessments**.

2. At **Assessment Definition**, click 🔍 and select the assessment definition you want to view.
3. Select the assessment, and then click **Details**. View the raw score, scale score, level of performance, and grade level when the exam was taken.
4. Click **Cancel** to return to the list of assessments.

Enrollment History

> **Note:** This includes whether the student was enrolled, withdrawn, or transferred in the district.

1. Click the **Family** tab.
2. Click the **Membership** side-tab, and click **Enrollment**.
3. To view details of an enrollment record, click an enrollment type. For each enrollment record, the page displays:
   - Type of enrollment (usually a one-digit code the district uses to identify the type of enrollment, such as **W** for withdrawal)
   - Date of record
   - Code
   - Reason (for example, moving out of town)
   - Status (active or inactive)
   - YOG (year of graduation)
   - School name

4. After you finish looking at the details, click **Cancel** to return to the list of records, or click any other side-tab or tab.

Student Schedule

To view the student's schedule in the Family portal:

1. Click the **Family** tab.
2. Click the **Schedule** side-tab. View the student's schedule for the current school year. For each class, you can see the following:
   - Course number and description (such as 100.1 Chemistry)
   - Term the student takes the class (such as S1, or Semester 1)
   - Schedule (which days and periods the student takes the class, such as A(1-6))
   - Teacher
   - Room
3. Click **>>Matrix** and **<<List** in the upper-left corner of the page to switch between the matrix view of the schedule and the list view of the schedule.

To view the student's schedule in the Student portal:

1. Click the **My Info** tab.
2. Click the **Schedule** side-tab.

Course Requests for Next Year

Your district might allow students to enter course requests in the Student portal. Then, parents can view these requests in the Family portal.

In the Student portal:

View and enter your requests for next year's courses. Your school will determine the date range when you can select courses. During this time, you can come here to enter and make changes at any time.

When you finish, click **Post** to notify your counselor that you are done.

To enter your requests:

1. Log on to the Student view.
2. Select **My Info > Requests**. The Requests page appears.
3. At the top of the page, in the **Instructions** box, read and follow the instructions for entering your requests.

   > **Note**: If any of your courses are required or recommended by your teachers, they might automatically appear as requests when you first view the Requests page.

4. In the **Primary requests** box, select your requests for the different subject areas. For example, to select your request for a math course, click **Select** next to Math. The courses you can request appear.

   Use the following tips when selecting a course to request:
   - If your teacher recommended a course, a checkmark appears in the *Select* column. That course becomes a course request when you click **OK.**

- The *Status* column displays information about the course, such as if the course is full, or if this is the course your current teacher recommended for you. Depending on the subject, you can either select any course, or are required to accept the courses recommended for you.

- If your teacher entered comments about a recommendation for you, appears in the *Status* column. Click the icon to view the comments.

- If your school allows you to set the priority for your courses, you can type a number in the *Priority* column to prioritize them. 1 is the highest priority. Leave the field blank if you do not want to set a priority value.

> **Example**: If you have three elective courses and you want to prioritize them, you would type 1 for the course you want most, 2 for the course you want second most, and 3 for your third choice. Your priorities might look like this:
>
> | Select | CourseNumber | CourseDescription | mic level | Credit | Prequisite | Status | Priority |
> |--------|--------------|-------------------|-----------|--------|------------|--------|----------|
> | | OA091 | Writing Seminar | | 0.0 | | | 2 |
> | | OA130AP | Microeconomics AP | | 0.0 | | | 1 |
> | | OA355 | Science Team | | 0.0 | | | |
> | | OA356 | Forensic Science | | 0.0 | | | |
> | | OA357 | Intro to Human Anatomy & Physiology | | 0.0 | | | 3 |

5. Select the checkbox in the *Select* column of the course(s) you want to request, and click **OK.** The requests now appear on your Requests page.

> **Note**: To remove a request from your Requests page, click the **Select** checkbox again to deselect it.

6. In the **Notes for counselor** box, type any notes to your counselor regarding your requests. Your counselor can view these notes when reviewing your requests.

   Your requests are automatically saved after you enter them on the Requests page. Your counselor can view them anytime.

7. After you complete entering your requests, click **Post** at the bottom of the page. This lets your counselor know that you are finished entering requests. If you have not selected enough courses to satisfy requirements for your academic track, the system lets you know which area you need to make more requests in:
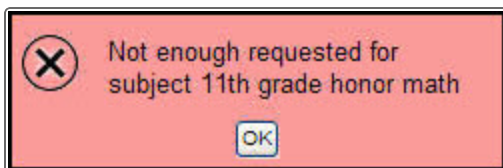
> **Note**: Once your counselor approves your requests, you can no longer make changes to your course selections.

In the Family portal:

To view the student's course requests for the next year:

1. Click the **Family** tab.
2. Click the **Schedule** side-tab, and then click **Requests.**

Subscribe to email notifications

When your school uses email notifications, parents and students can subscribe to receive email messages about the following events:

- Conduct
- Health visit
- Daily attendance
- Class attendance
- Minimum grade (a grade falls below a threshold you define)

> **Note**: Aspen creates a record for each event and gives it a timestamp. Your district sets up a "job" that tells Aspen to send the emails. The timing of when the email is sent depends on the timestamp on the record and when your district runs the job (usually within a seven-day window).
>
> **Example**: In the Hale school district, Aspen runs the job to send email notifications for conduct incidents every Tuesday night. On Tuesday April 1, Aspen runs the job as usual. On Wednesday April 2, Cole has a conduct incident. When Aspen runs the job on Tuesday, April 8, an email notification is sent for Cole. This is because the incident's timestamp is after April 1, and falls within the window of when the job was run (April 1 through April 8).

To subscribe to email notifications:

1. Do one of the following:
   - In the Family portal: Click the **Family** tab.
   - In the Student portal: Click the **My Info** tab.

2. Click the **Notification** side-tab.

3. At the top of the page, any email addresses associated with your account appear. Select the checkbox next to each email address you want to receive notifications.
4. After viewing the description of each email, select the **Subscribe** checkbox if you want to receive that email notification.

> **Note**: For the **Grades** notification, define a **Grade Threshold** between 1 and 100. The system will send an email when the student receives a grade below that percentage.

For each subscription, the system sends the appropriate messages to the designated email account. To view/change this account, click **Set Preferences** on the settings bar at the top of the page, then the **Security** sub-tab.

> **Note**: Your changes to this page are saved automatically. There is no **Save** button.

Pay a fee online by credit card in the Family portal

Depending on your district's settings, you can pay a fee online using a credit or debit card. Then, print a receipt for your records. (Online payment processing is also available in Aspen Go.)

To make an online credit card payment:

1. Log on to the Family view.
2. Click the **Family** tab. The Students page lists your Aspen student(s).
3. Select the checkbox next to the student whose fees your want to pay (if you have more than one Aspen student).

4. Click the **Transactions** side-tab. A list of your student's fees appears:

> **Note**: Depending on your district's setting, you might need to select the student's school from the **Online Accounts Payable** drop-down. This ensures the payment is applied to the correct school, if your student has fees from more than one.

5. Select the checkbox next to the fee(s) you want to pay. The Pay Online button appears:

> **Note**: You cannot pay a portion of a fee. When you select the checkbox next to a fee, the entire amount due will be charged to your credit card.

6. Click **Pay Online**. The New Online Credit Card Payment page appears:

7. Click **Make Online Payment**. The Summary page lists the sub total, any additional fees, and the total payment amount:

8. Click **Proceed to Payment**. Aspen redirects you to the payment processor page for your school or district.
9. Enter the information to complete your payment. The payment processor's page closes, and you

return to a receipt page in Aspen:

10. Click **Print Receipt** if you would like a copy of the online credit card payment receipt.

Viewing Academic Information

The **Academics** tab gives you access to view:

- classes
- assignments
- assignment details
- curriculum maps
- Google Doc assignments
- class attendance

View classes

The class details page on the Academics tab lists classes for the current or previous school year, as well as a summary of attendance and performance for each class.

If you want to view classes for the previous year or grade term, click the **Current Year** drop-down and select **Previous Year**, or click the **Current Term** drop-down and select the appropriate term. The classes for the year/term you selected appear.

Notes:

- If **Current Year/Current Term** is selected for the year/grade term drop-downs, then all classes that are current appear.
- If **Previous Year/Current Term** is selected for the year/grade term drop-downs, then the filter reverts to Previous Year/All Terms.
- When you click the **Academics** tab, a list of your classes appears. If zero (**0**) values appear in the attendance columns, it might mean that your school does not take period attendance for the class. If so, the message "Attendance is not collected for this course" appears when you hover your cursor over the **0**.

To view details about attendance and performance in a class:

1. Click the **Academics** tab.
2. Select the checkbox next to a course section, and then click the **Details** side-tab.
   For each class you can see the following:
   - Course number and description (such as 100.1 Chemistry)
   - Term the student takes the class (such as Semester 1)
   - Schedule (which days and periods the class is held)
   - Teacher
   - Room
   - Grade scale grades associated with the course (appears depending on your district's settings)
   - **Teacher Notes** section: Appears if the teacher has provided any comments about the class
   - **Attendance Summary:** Displays absences, tardies, and dismissals for each term, and a current total for the year
   - **Average Summary**: Lists assignment categories (such as Homework, Tests, Quizzes) with their weight toward your overall grade, a grade for each term the current average, and last posted grade

> **Note**: **N/A** in the **Weight** row means the teacher does not use weights to calculate averages for this class.

- Semester running total and overall cumulative average for the selected class (bottom of the page). Note that if your school or district has included a description of how these averages are calculated, appears. Hover your cursor over the icon to view the description.
- **Final grade**

> **Notes**:
>
> - If the **Indicates adjust value** icon appears, it means that your teacher has adjusted this grade, and it does not match the calculated grade that is posted in their Gradebook.
> - Some of the features listed might not be available to you, based on your district's and school's use of Aspen.

View assignments

This topic describes how to view assignments in the Student portal. You can also view [assignment detail information in the Family portal](#).

To view the grades on specific assignments in a class:

1. Click the **Academics** tab.
2. Select the checkbox for the course you want to view assignments in.
3. Click the **Assignments** side-tab. The assignments page appears.

AssignmentName	DateAsgn	DateDue	Score		
Mad-Minute 1	10/14	10/14	100%	100.0 / 100.0	(100)
Tests 7	10/14	10/14	92%	92.0 / 100.0	(92)
Homework 58	10/8	10/9	100%	100.0 / 100.0	(100)
Homework 22	10/7	10/8	100%	100.0 / 100.0	(100)
Homework 64	10/3	10/4	100%	100.0 / 100.0	(100)
Mad-Minute 2	10/4	10/4	80%	80.0 / 100.0	(80)
Homework 37	10/1	10/3	100%	100.0 / 100.0	(100)

4. Click the **Category** drop-down to select:
   - **All** to view all assignments
   - A category to see only that type of assignment (for example, click **Tests** to view only test grades).

5. Click the **Grade Term** drop-down to select:
   - **All** to view assignments from all terms
   - A term to see only assignments from that term.

   The list displays the name, date assigned, date due, weight, and score for each assignment.

   The Score column lists your assignment score both as a fraction of the total possible points and as a percentage (shown graphically as a bar).

   The actual grade the teacher entered for that assignment, whether numerical or letter-based, appears in parentheses to the right of the fraction:

	AssignmentName	DateAsgn	DateDue	Score	Assignment score as a percentage	Assignment feedback
☐	Mad-Minute 1	10/14	10/14	100%	100.0 / 100.0 (100)	
☐	Mad-Minute 2	10/4	10/4	80%	80.0 / 100.0 (80)	Your score/Total possible points (Grade teacher entered for the assignment)
☐	Mad-Minute 4	9/27	9/27	108%	108.0 / 100.0 (108)	
☐	Mad-Minute 7	9/20	9/20	72%	72.0 / 100.0 (72)	
☐	Mad-Minute 3	9/2	9/6	92%	92.0 / 100.0 (92)	

"Excluded from averages" appears if a teacher blocked an assignment's score from students' averages. "Missing" appears if an online assignment was not submitted on time.

> **Note**: If the teacher allowed students to review a graded online quiz, 🔍 appears next to the score. Click 🔍 to see the results of your graded quiz.

Any special codes the teacher associated with an assignment also appear in the Score column, such as the following:

Special code	Description
Exempt	Aspen will not count this assignment when calculating the student's average.
Calculate as zero	Aspen counts this assignment as a zero when calculating the student's average.
Calculate as full point value	Aspen includes this assignment's total points when calculating the student's average.
Calculate as missing	Assignment was not submitted.

Any remarks the teacher entered for the score appear in the **"Assignment feedback"** column.

If the teacher included or student posted a file, it appears in the "Resources Provided by the Teacher" or "Resources Submitted by the Student" fields. Click the file name to view, open, or save the file.

> **Note**: To submit an assignment online, see Submit Assignments Online.

6. To view more details, click the assignment name.
7. After you finish looking at the details, click **Cancel** to return to the list of assignments, or click any other side-tab or tab.
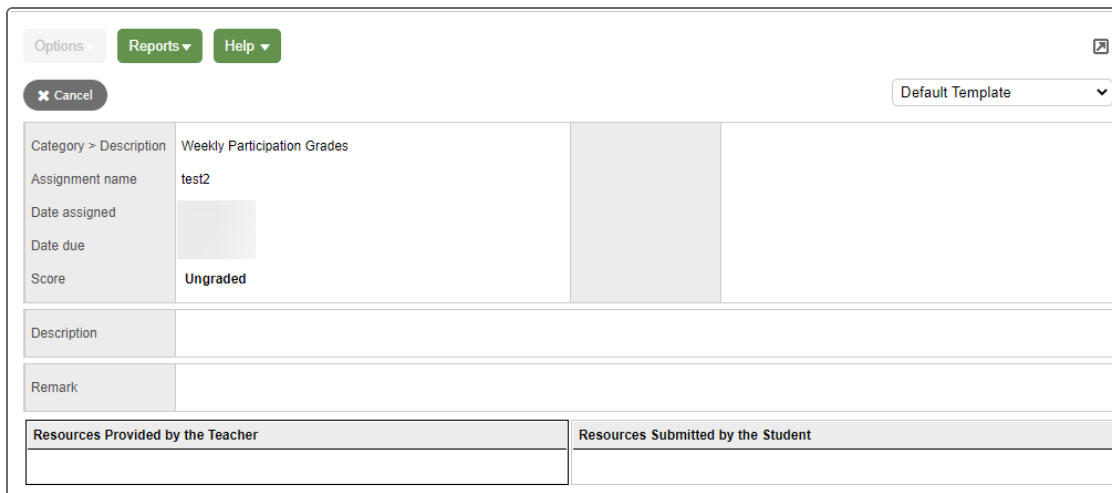
> **Note:** When you see the record navigation bar ⏮ ◀ 👤 ▶ ⏭ on a page, click the buttons to move to the first record in a list, the previous record, search for a record by name, move to the next record, or the last record.

View assignment details

This read-only page shows your student's score for an assignment, as well as statistics for the class.

To view an assignment's details:

1. Log on to the Family view.
2. Select **Academics > Assignments**.
3. Click **Details** on the **Assignments** side-tab. The Assignments Details page appears.

The following table describes the information that appears on the page.

Field	Description
Category > Description	The type of assignment, such as quiz, test or special project.
Assignment name	The unique name of the assignment.
Date assigned	The date the teacher gave the assignment to students.
Date due	The date the assignment is due.
Max points	The total number of points a student could earn from this assignment.
<u>**Statistics**</u>	
High	The highest score in the class for the assignment.
Low	The lowest score in the class for the assignment.
Median	The score that has an equal number of scores higher, and lower, than it.
Average	The simple average of the students' scores, in which the sum of all scores is divided by the total number of scores.
Description	If the teacher entered a description for the assignment, it appears here.
Score	This is your student's grade for the assignment.

4. Click **Cancel** to leave the page.

Curriculum Maps

The Curriculum Maps side-tab in the Family and Student portals shows the curriculum map for the selected class. Curriculum maps provide an overview of the entire course's structure and content.

> **Note**: Depending on the way your district/school set up Aspen, you might not see curriculum maps.

To view and print the entire map:

1. Click the **Academics** tab, **Details** side-tab.
2. Find and select the class you want to see the curriculum map for.
3. Click the **Curriculum Map** side-tab.
4. Click the gold bar at the top of the timeline to select it. This bar represents the map header.
5. Click **View**. The map and its content appears.
6. To print the entire map, click **Print**. Any lesson plans print, too.

To view and print the content of a specific map topic (unit):

1. Above the curriculum map, click **Expand** to show the curriculum map topics:
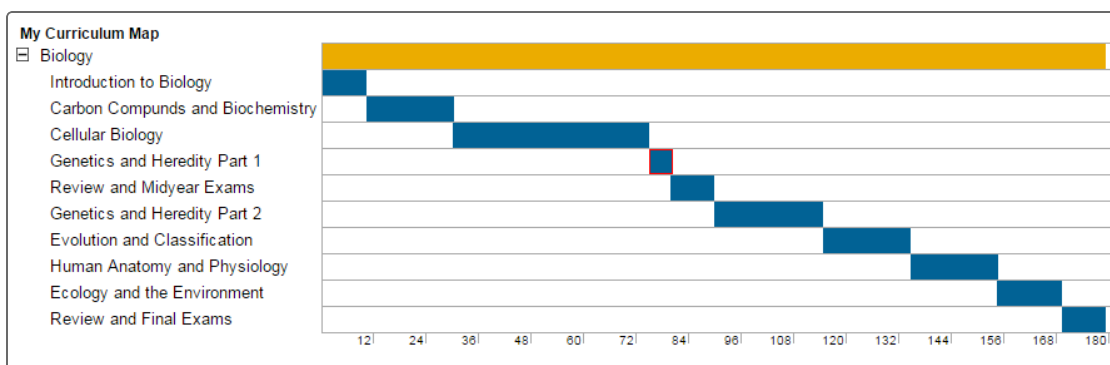
2. Click a blue bar on the timeline that represents the topic you want to view.
3. Click **View**. The information for the topic appears.
4. Click **Print**. Any lesson plans print, too.

Complete a Google Docs assignment

You can complete a Google Docs™ assignment online in the Student portal.

There are two ways to complete an assignment:

- By editing a Google Doc that your teacher attached and then posting it.

- By submitting your own Google Doc from your Google Drive™.

    Note: To open or view a Google Doc, you need a Google account. The first time you try to open a Google Doc, Google will ask you to grant access between the applications. This is a one-time step.

To post your student-edited Google Doc assignment:

1. Log on to the Student portal.
2. Do one of the following:
3. In the To Do widget, click the assignment name. The Assignment pop-up appears.
    - Click the **Calendar** tab, and then find and select the appropriate assignment. The assignment details appear.
    - Click the **Academics** tab, select the appropriate class, and then click the **Assignments** side-tab. Find the assignment you want to post a Google Doc for, and then click on the assignment name to view its details.

4. Click the document in the **Resources Provided by the Teacher** field. The document opens.

5. Complete the assignment.

6. When you are done, click **Post** next to the document name. The date and time the document was submitted appear:.When you are done, click **Post** next to the document name. The date and time the document was submitted appear:

7. After the due date for the assignment, you can open and view your teacher's comments on the document you posted.

To submit your Google Doc assignment:

For some assignments, your teacher might ask you to create your own document in Google Drive and then upload it. There are several places you can go to upload the Google Doc you created:

- To Do widget on your Home page
- Assignments widget on your Class Page
- **Academics** tab **> Assignments** side-tab
- The Calendar

> **Note**: The "Online submission" window must be open to submit a Google Doc.

To submit Google Doc assignments in the To Do widget

1. Log on to the Student portal.

2. Do one of the following:

   - In the To Do widget, click the assignment name, and then click **Submit a File**.

   - Click the 📄 icon next to the assignment name.

The Submission Upload pop-up appears:

> **Note**: You can only upload one file or one Google Doc, not both. Click **Browse** to submit an assignment online that is not a Google Doc.

3. Click **Upload a Google Document**. The Submission pop-up appears:

> **Note**: When you select **Upload a Google Document** from the Aspen desktop, it automatically brings you to the Aspen Mobile interface.

4. Click **Browse** to attach your document. The Google Docs pick list appears:

5. Select the Google Doc you want to attach, and then click **Submit**:

Note: When you submit a Google Doc for an assignment, you might receive a busy/loading indicator while the file uploads.

When the file has successfully uploaded, a date and timestamp appear:

Notes:

- Click **Remove** to remove the assignment when the "Online submission" window is open. You will not be able to remove or resubmit your assignment if your teacher has already graded it.
- In the Family portal, parents can see when their student submitted an assignment, but they cannot upload, download, or delete any files.
- Click **View Full Site** to return to the Aspen desktop.

To submit Google Doc assignments from the Assignments widget on your Class page

If your teacher wants you to submit a file or Google Doc for an assignment online, the assignment appears in the Submit Assignments widget on the Page for that class.

1. Log on to the Student portal.
2. On the **Pages** tab, select the appropriate class. The Submit Assignments widget appears on the Page.

   The following table explains the information in the widget:

Field	Description
Assignment	View the details of your assignment when you click the assignment name.
Date Due	View the date your assignment is due.
Status	View the status or your assignment. **Note:** If you already submitted a file, this column displays the date and time you submitted it. If it is late, the column displays Late.
Actions	Upload your file by clicking the 🖸 icon.

3. Click the 🖸 icon. The Submission Upload pop-up appears.
4. Click **Upload a Google Document**. Follow steps 4–5 in **Submitting Google Docs Assignments in the To Do widget**.

Notes:

- You can open and view any comments your teacher made on the document you submitted.
- If you try to open a document you placed in your Google trash, an error message appears.

To submit Google Doc assignments from the Academics tab

1. Log on to the Student portal.
2. Click the **Academics** tab.
3. Select the class you want to submit the assignment for, and then click the **Assignments** side-tab.
4. Find the assignment you want to submit a Google Doc for, and then click the assignment name to views its details.

> **Note**: Use the filter box at the top of the page to narrow your search results by **Category** and **Grade Term**.

5. Click **Submit a File**.
6. Click the ⬆ icon. The Submission Upload pop-up appears.
7. Click **Upload a Google Document**. Follow steps 4–5 in **Submitting a Google Doc Assignment from the To Do Widget**.

To submit Google Doc assignments from the calendar

1. Log on to the Student portal.
2. Click the **Calendar** tab.
3. Click the **Day, Week,** or **Month** sub-tab to find your assignment.
4. Select any assignment to view its details:

5. Click **Submit a File**. The Submission Upload pop-up appears.
6. Click **Upload a Google Document**. Follow steps 4–5 in **Submitting a Google Doc Assignment from the To Do Widget**.

View class attendance

The **Attendance** side-tab lists any dates not in class for the entire period, due to an absence, tardy or dismissal, and any reason provided.

To view details for a class attendance record:

1. Click the **Academics** tab.
2. Click the **Attendance** side-tab.
3. Click a date.

> **Note:** When you see the record navigation bar ⏮ ◀ 👤 ▶ ⏭ on a page, click the buttons to move to the first record in a list, the previous record, search for a record by name, move to the next record, or the last record.

Viewing Groups

The **Groups** tab allows you to view the following:

- groups' details
- other members of the groups
- scheduled events associated with the groups

View student's groups

To view details regarding a group that the student belongs to:

1. Click the **Groups** tab.
2. Click the **Details** side-tab.

   Click a group to view the following details:

   - Group name
   - Group Category (such as Athletics or Academics)
   - Position (student's position within the group, if any, such as Captain or Secretary)
   - Advisor's name

> **Note:** When you see the record navigation bar ⏮ ◀ 👤 ▶ ⏭ on a page, click the buttons to move to the first record in a list, the previous record, search for a record by name, move to the next record, or the last record.

View fellow group members

To view the members of a group:

1. Click the **Group** tab.
2. Select the group.
3. Click the **Members** side-tab. The page lists each of the fellow members' names.

> **Note:** When you see the record navigation bar on a page, click the buttons to move to the first record in a list, the previous record, search for a record by name, move to the next record, or the last record.

View group events

Students' group events appear on the calendar in the portals.

To view details for a group's event:

1. Click the **Groups** tab.
2. Select the group.
3. Click the **Events** side-tab. For each event, the page lists the following:
   - Date
   - Time
   - Summary (a description of the event)
   - Location
4. To view an event's details, click the event's name.

> **Note:** When you see the record navigation bar on a page, click the buttons to move to the first record in a list, the previous record, search for a record by name, move to the next record, or the last record.

Using the Calendar

Use the **Calendar** tab to manage your assignments and time. To make the calendar most helpful, be sure to click **Calendar Settings** on the **Options** menu to define your calendar settings.

Your calendar can display the following:

- Assignments that your teachers assign.
- Appointments that you create.
- My Resources that you can use to store your documents.
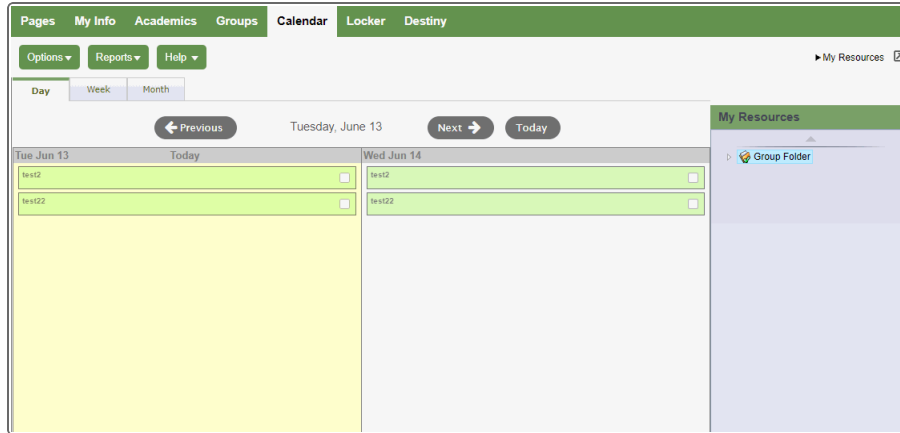
Determine Which Days to View

1. Click one of the following:
   - **Day** to view assignments and appointments for one day
   - **Week** to view assignments and appointments for one week
   - **Month** to view assignments and appointments for one month

     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 items 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.
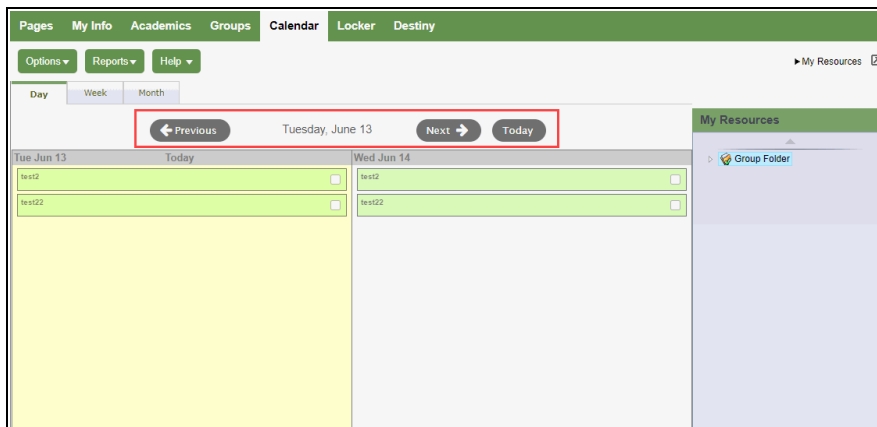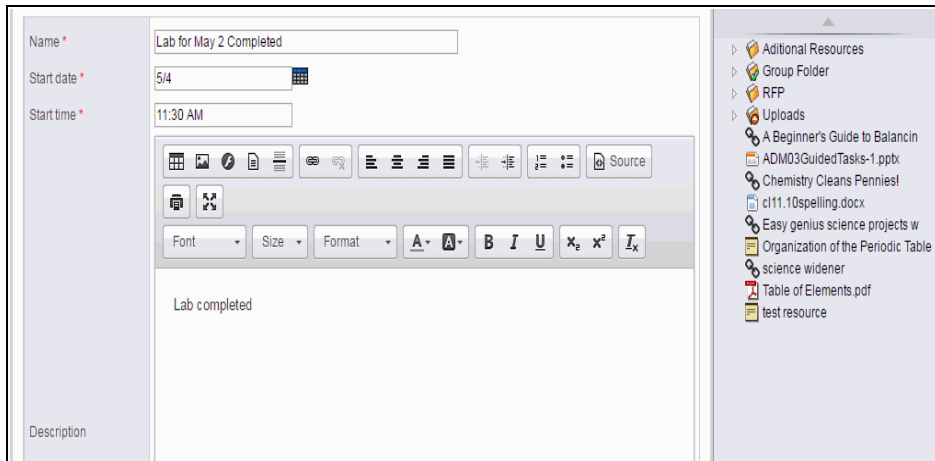
2. Do any of the following to move between dates:
   - Click **Previous** to view the day, week, or month previous to the one you are currently viewing.
   - Click **Next** to view the day, week, or month after the one you are currently viewing.
   - Click **This Week** to view the current week.

Manage Your Assignments

Any assignments due on a specific date appear towards the top of the day. If you select the **Activate Reminders** checkbox in your calendar settings, assignments you should be working on appear at the bottom of the date in a lighter color.

> **Note**: The Paper clip [icon] icon indicates that the assignment has an attachment. You must click the assignment to view the details and access the attachment in the **Resources Provided by the Teacher** field.

Click an assignment to view its details:

In the **Resources Provided by the Teacher** field, you might find documents or quizzes you either need to download, edit, and upload, or complete and submit online. Click the **Document type** icon (such as [icon]) to open it.

If you upload your homework document to My Resources, you can click, drag, and drop your file into the **Resources Submitted by the Student** field to submit your homework to your teacher.

> **Note**: Sometimes students take classes at more than one school during a term. In those cases, assignments for the student's primary and secondary schools appear on the calendar.

Define your calendar settings

Define your calendar settings to determine how your classes appear on your calendar.

To define your calendar settings:

1. Click the **Calendar** tab.
2. On the **Options** menu, click **Calendar Settings.** The Settings page appears:

3. Use the following table to define your calendar settings:

Field	Description
Show Weekends	Select this checkbox if you want to see Saturdays and Sundays on your calendar.
Activate Reminders	Select this checkbox if you want to display a line on each date you should be working on an assignment. If you do not select this checkbox, the assignment only appears on the date it is due.
Color	Determine the highlighter colors that represent your classes and appointments on your planner. In the *Color* column, click the color box next to the class. The Color Chooser appears. Click a color, and click **OK.** Within each class , you can click **All Categories** to open the Category pick list. Select only the assignment categories you want to appear in the color you selected for the class. **Note**: The colors for appointments is set by the *My Events* color.

4. Click **Save.**

Use the student calendar

Use the **Calendar** tab to view and keep track of your past, current, and upcoming assignments.

You can also add appointments to your calendar.

Setting Up Your Calendar

1. On the **Options** menu, click **Calendar Settings.** The Settings page appears.

💾 Save	✖ Cancel		
Show weekends	☑		
Activate Reminders	☐		

Calendars

Name	Color	Options
My Events	🟥	
Follett Public Schools	🟧	
Crow Point High School	🟨	
Robotics	🟪	All categories

* Please note that changes to the Planner settings will affect the appearance of the To Do widget.

2. Use the following table to define your calendar settings:

Field	Description
Show Weekends	Select this checkbox if you want to see Saturdays and Sundays on your calendar.
Activate Reminders	Select this checkbox if you want to see a reminder for each date within the date range of an assignment (date assigned through date due). The reminder line is a lighter color on the days the assignment is not due, and darker for the date the assignment is due. Including reminder lines is a good way to keep a current to-do list of what you should be working on for all your classes. **Note:** If you select this checkbox, your calendar could contain many assignment reminder lines for each date.
Color	Determine the highlighter colors that represent your sections and appointments on your planner. In the **Color** column, click the color box next to the item. The Color Chooser appears. Click a color, and then click **OK.** Within each class section, you can click **All Categories** to open the Category pick list. Select only the assignment categories you want to appear in the color you selected for the class (for example, you might want all quizzes to appear in red). **Note**: The colors for appointments is set by the **My Events** color.

3. Click **Save.**

Using Your Calendar

1. Click the **Day, Week,** or **Month** sub-tab to determine how many days to view.
2. Click **Previous** to view the previous day, week or month, or click **Next** to view the next day, week, or month. Click **This Week** to return to the current week.
3. For each day, click any assignment to view its details.
4. If an assignment is due on a date, the text and color is dark. After you complete the assignment, select the checkbox to indicate you are finished. If you select the **Activate Reminders** checkbox in your settings, reminders appear in lighter text and color for assignments that are not due on a date, but are listed.
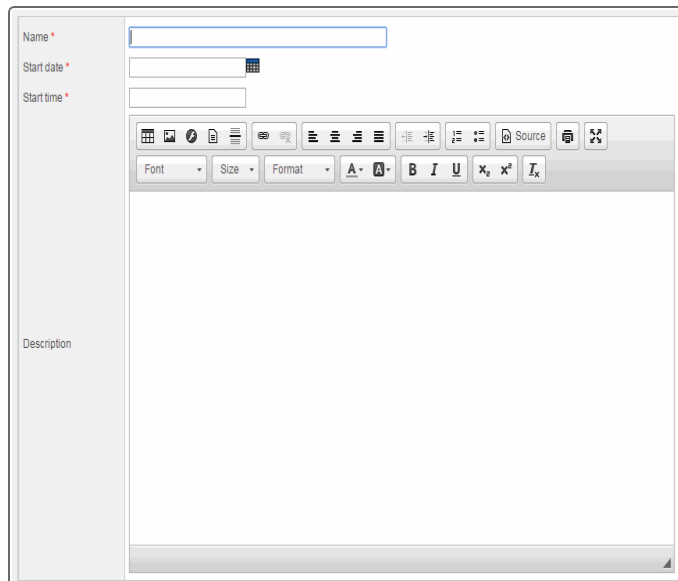
5. If a **Paper clip** icon appears for an assignment, you must upload or enter information online to complete that assignment.

Add calendar events

Any events you have created appear on your calendar in the color you defined in your calendar settings.

To add a new event:

1. On the **Options** menu, click **Add Appointment.**

2. Type a **Start date**, or click to select a date.
3. Type a **Start time**, if applicable.
4. Type a summary of the event (such as *Braces off!*). The summary appears in that day on your calendar.
5. Type a description if desired.
6. Click **Save.**

Use My Resources

Use My Resources in Aspen's Student portal to store and organize your schoolwork.

You need to know how to do the following:

- Add folders
- Add files
- Add weblinks
- Add notes

- Edit resources
- Keep enough free space

To use My Resources:

1. Log on to the Student portal, and then click the **Calendar** tab.
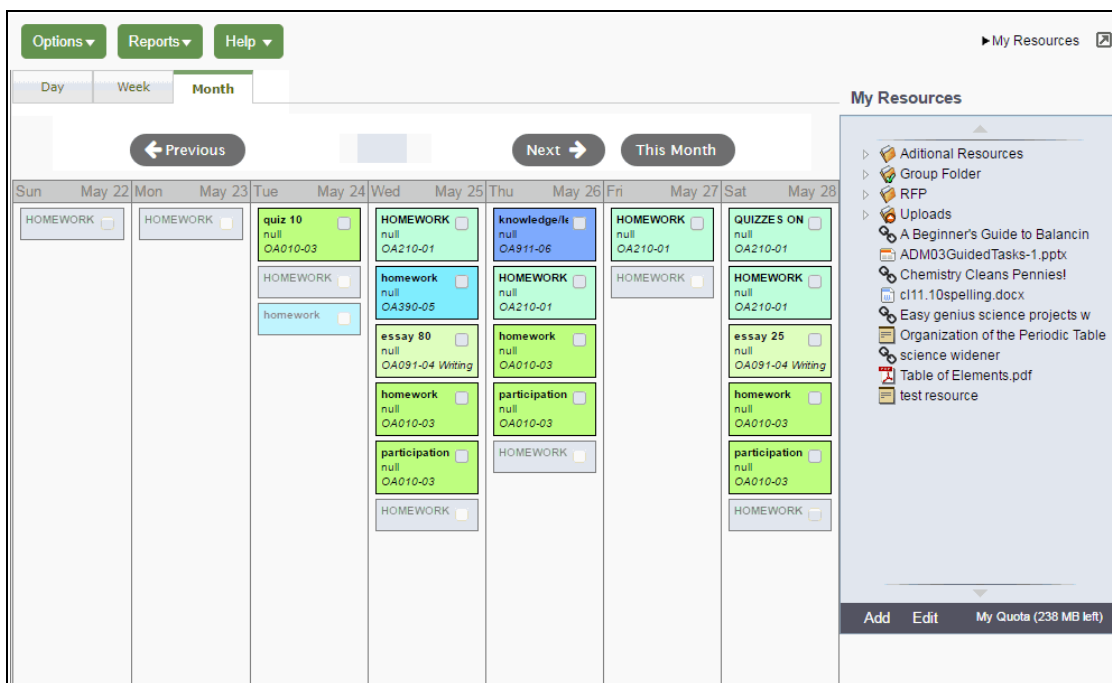
2. In the upper-right corner, click **My Resources.** My Resources opens.

The Group folder automatically appears. Inside it, there is a folder for each group you belong to, such as each of your classes, the debate team, and the yearbook club.

You can access files and links within those folders, but you cannot edit them.

Add Folders

Add your own folders to My Resources to organize your school work. For example, you might make a folder for the current year. Within that folder, create a folder for each class. Then, within each class folder, you can store your files, links, and even notes. My Resources can act like your online class binder!

You can also create a student portfolio to store your best work from each school year. This way, when senior year rolls around, you have quick and easy access to all of your portfolio pieces. You can even link to your portfolio video that you have posted on the web.

> **Note**: My Resources has a storage quota set by your district; you have a limited amount of storage space.

To create folders in My Resources:

1. Be sure that the Group Folder is not selected.
2. At the bottom of My Resources, click **Add**, and then **Folder**:

My Resources

▷ 📗 Group Folder
▲ 📙 Uploads
   ▷ 📁 OA110AP American Studies 2 AP
   ▷ 📁 OA252 Math Topics
   ▷ 📁 OA356 Forensic Science
   ▲ 📁 OA391 Conceptual Physics C
      📄 Moles Worksheet.docx
      📄 Reaction Time.docx
   ▷ 📁 OA864 Ind Std Orch
   ▷ 📁 OA911 Fitness Fundamentals
  📄 New Text Document.txt

| File |
| Google Doc |
| Note |
| Weblink |
| Folder 🖱 |
| Multiple Files |

Add   Edit   My Quota (249 MB left)
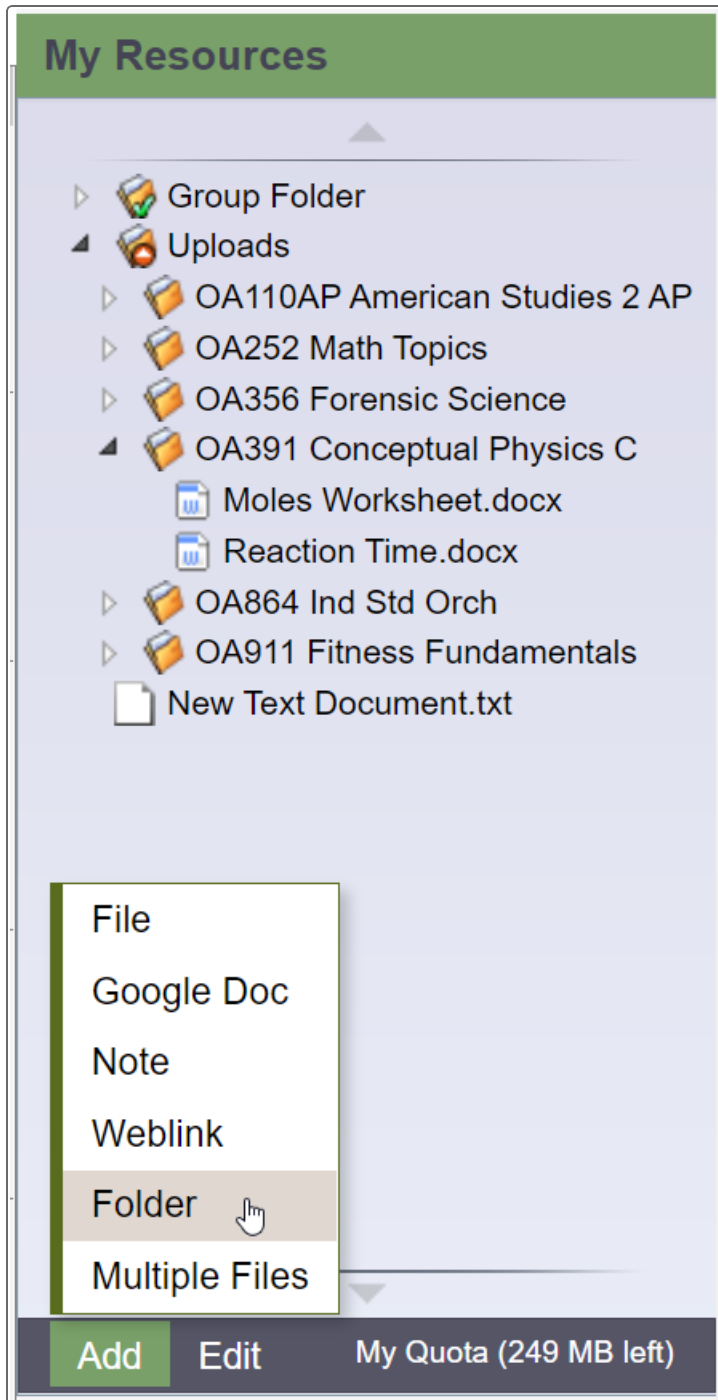
A new folder appears in My Resources:

My Resources

- ▷ 📁 Group Folder
- ◢ 📁 Uploads
  - ▷ 📁 OA110AP American Studies 2 AP
  - ▷ 📁 OA252 Math Topics
  - ▷ 📁 OA356 Forensic Science
  - ◢ 📁 OA391 Conceptual Physics C
    - 📄 Moles Worksheet.docx
    - 📄 Reaction Time.docx
  - ▷ 📁 OA864 Ind Std Orch
  - ▷ 📁 OA911 Fitness Fundamentals
- ▷ 📁 New Folder
  - 📄 New Text Document.txt

Add   Edit   My Quota (249 MB left)
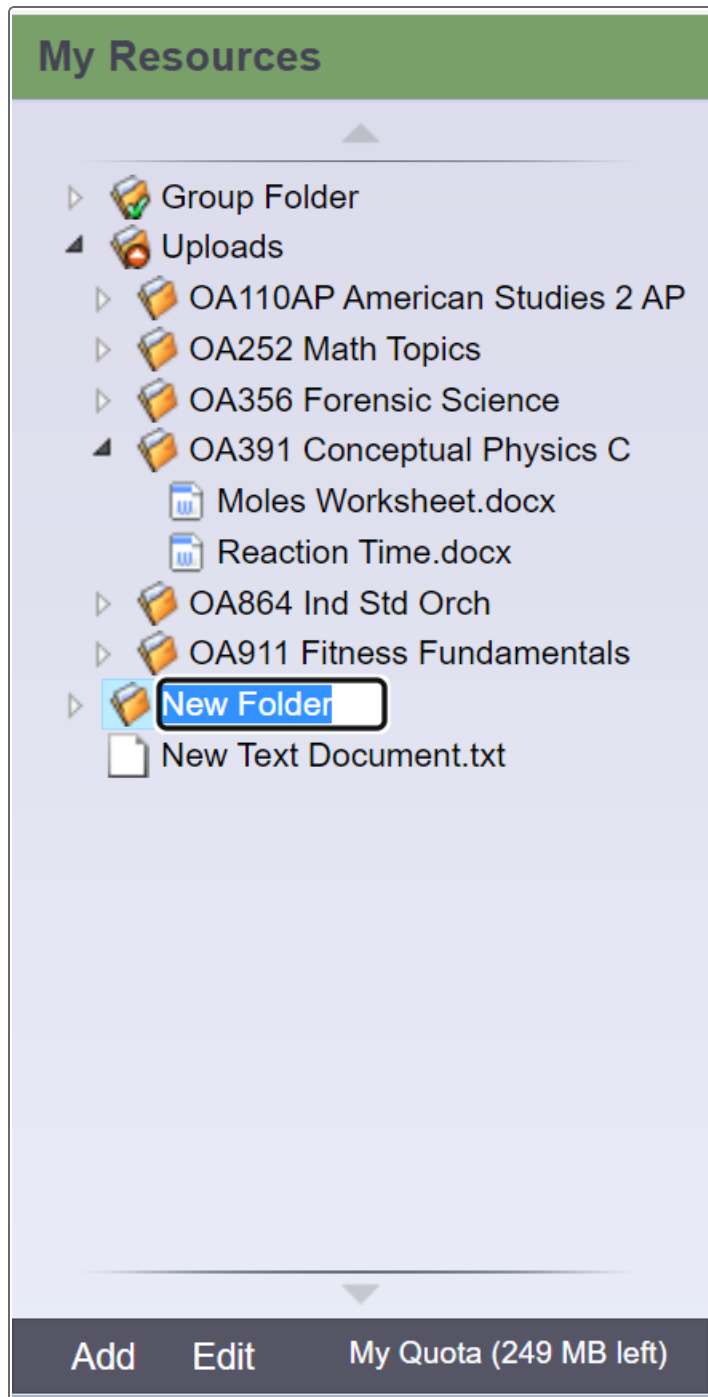
3. Type a name, and then press **ENTER.**
4. To make a folder within that folder, select the folder; and then click **Add > Folder**. The new folder appears within the folder you first created.

Note: If your district allows custom Group Resources for each tab on a page, any folder you add to My Resources that matches the name of a tab does not appear in other tabs on the page. An example would be

if you had a tab for each of the three groups in your class, Red, Blue and Green, a folder named Green would not appear in the Red and Blue tabs.

> **Note:** You can click, drag, and drop files, links, notes, and folders within the My Resources folders that you create.

Add Files

My Resources is a great place to store drafts of your work. This way, you can access them from any computer with Internet access.

There are two ways to add files to My Resources:

- Add one file at a time.
- Add multiple files.

To add one file to My Resources:

1. Select the folder you want to store the file in.
2. At the bottom of My Resources, click **Add**, and then click **File.** The Upload pop-up appears.
3. Next to the file field, click **Browse** to find the file on your computer.
4. Click **Open.**
5. If you want, type a description of the file in the **Description** field.

6. Click **Save.**

My Resources

▷ 📁 Group Folder
◢ 📁 New Folder
◢ 📁 Uploads
  ◢ 📁 OA110AP American Studies 2 AP
    📄 DBQ Essay 3.docx
    📄 Of Mice and Men Final Essay.doc
  ▷ 📁 OA252 Math Topics
  ▷ 📁 OA356 Forensic Science
  ▷ 📁 OA391 Conceptual Physics C
  ▷ 📁 OA864 Ind Std Orch
  ▷ 📁 OA911 Fitness Fundamentals
  📄 New Text Document.txt

Add   Edit   My Quota (249 MB left)
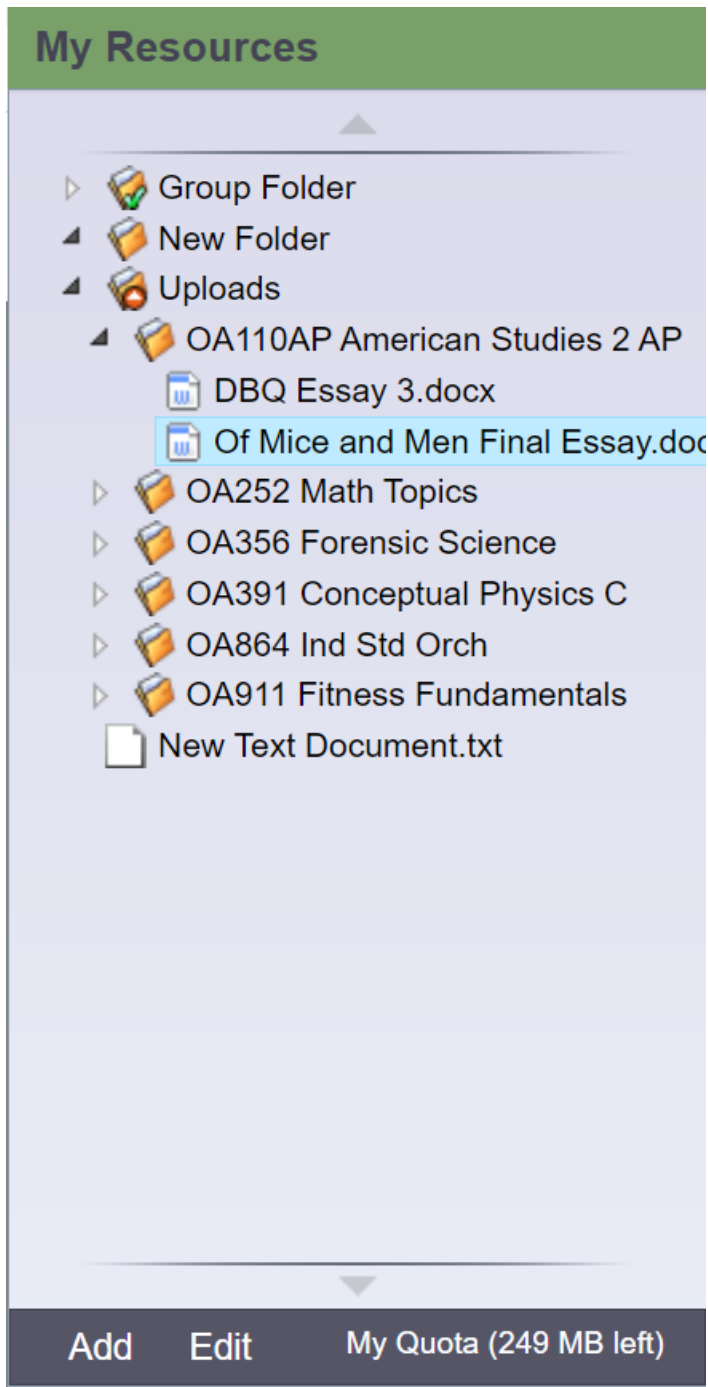
To add multiple files to My Resources:

1. Select the folder you want to store the files in.
2. At the bottom of My Resources, click **Add**, and then click **Multiple Files.** Select how you want to open the Aspen Uploader, and then click **OK:**
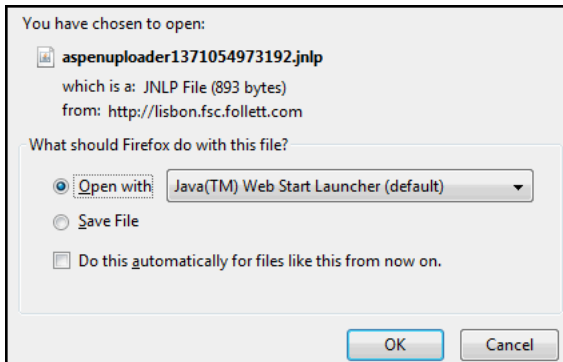
The Aspen File Uploader appears:
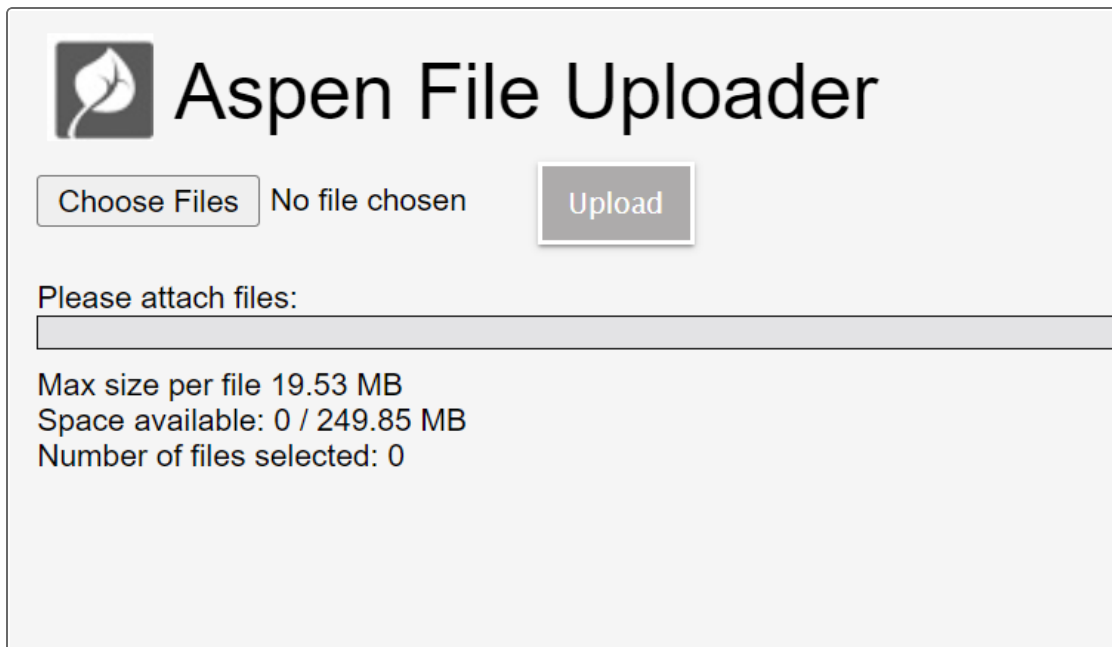
3. Click **Choose Files.**
4. On your computer, find the files you want to upload. To select more than one file, press **CTRL** while you click each file name if you are using a PC, or press **Command** if you are using a Mac.
5. Click **Open.** The file names appear in the Aspen File Uploader.
6. Click **Upload.** The Aspen File Uploader uploads all of the files to the folder you selected.

Add Weblinks

Store links to websites in My Resources. For example, you might have a folder that is holding all of the resources you need for your history paper. You can store the link to each of your online sources in that folder, right alongside your draft, and any other resources you might need.

To add a weblink to My Resources:

1. Go to the web address you want to save in My Resources.
2. Copy the web address in the **Address** bar of your web browser.
3. In My Resources, select the folder you want to store the files in.
4. At the bottom of My Resources, click **Add**, and then click **Weblink.**
5. Type a **Name** and **Description** to help you identify the link.
6. In the **URL** field, paste the web address that you copied in Step 2.
7. Click **Save.**

Add Notes

Create and save notes within My Resources. For example, if you can use your tablet or laptop in class, you might type your notes for class and save them. Or, if you are at the library doing research for a paper, you can type your notes, and copy weblinks into your notes to save all of your information.

To add notes to My Resources:

1. Select the folder you want to store the files in.
2. At the bottom of My Resources, click **Add**, and then click **Note.**
3. In the **Title** field, type a title for your note. This is the title that appears in My Resources.
4. In the **Text** box, type your text. You can use the formatting in the text editor, such as bulleted lists or different fonts.

5. Click **Save.**

> **Note:** You can also upload Google Docs™ to My Resources for easy access.

Edit Resources

1. To edit a resource, select a file, folder, note, or link, and click **Edit** at the bottom of My Resources:
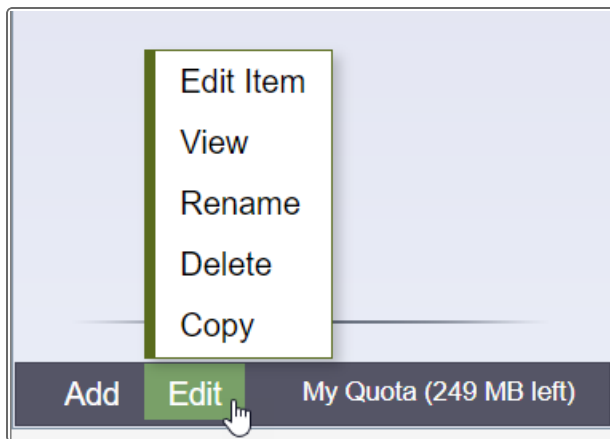
2. Select one of the following to edit the files in My Resources:

Field	Description
Edit Item	A details pop-up appears, where you can edit details such as file name, description, and file location. You cannot edit the contents of a file. To do that, you need to do one of the following: • Download the item, edit it, and upload the edited version. • Edit the version that is on your computer, upload it, and delete the unedited version. **Note**: You cannot edit a folder.
View	Based on your selection, one of the following occurs: • **For a folder:** The folder expands (if it was already expanded, nothing happens). • **For a file:** The file opens directly, or a pop-up asks you whether you want to save or open the file. • **For a note:** The note details appear, where you can make edits. • **For a Google Doc™:** You need to have a Google account and might need to grant Aspen access to Google Docs. • **For a video:** The video opens in a new window. • **For a web page:** The web page opens in a new window. **Note**: Clicking **Edit** and then **View** is the same as double-clicking the item.
Rename	A rectangle appears around the folder name, and the text is highlighted. Type the new name, and then press **Enter** on your keyboard. **Note**: You cannot rename a file.
Delete	A confirmation message appears. Click **OK.** **Note**: If you are running out of space and want to delete multiple files at once, click the **My Quota** link.
Copy	A copy of the file appears, with a number, starting with **(2)**, appended to the file name. **Note**: You cannot copy a folder.

Keep Enough Free Space

You have a limited amount of storage space in My Resources, which is determined by your school district. The amount of storage space you have is called a quota. View the amount of space you have used at the

bottom of My Resources:
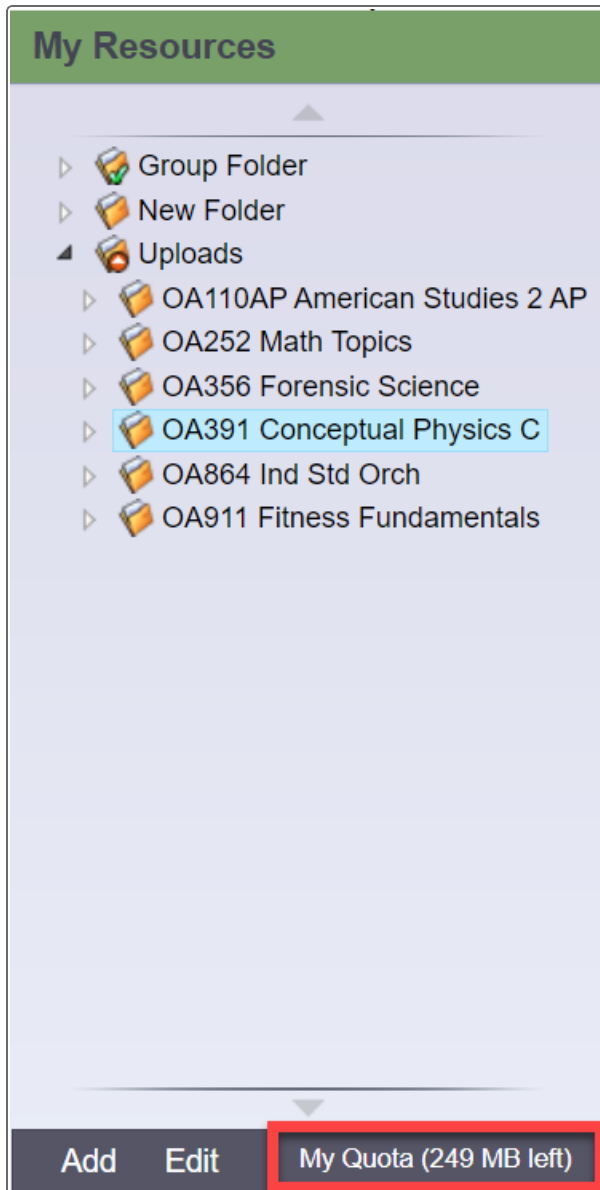
Click **My Quota** to see all of your resources and the amount of space they take.

If you are running low on available space, select several files you no longer need, and click **Delete.** Keep in mind that once you delete files, you can no longer access them.

Using Destiny to Search for Digital Content

The internet is full of content, but it can be hard to find resources that are specific, appropriate, and relevant for your classroom.

Accessed from Aspen's Staff view and Student portal, the Destiny tab includes up to four search tools to help teachers and students find appropriate digital content.

Use Destiny's search tools to navigate the internet and your library collection, refine search results, and efficiently access resources. Each tool has its own side-tab:

- WebPath Express™: A digital content subscription of more than 80,000 credible, content-safe, and age-appropriate websites that are evaluated and assessed by educators regularly.

  Note: WebPath Express is an additional subscription your district can purchase.

- One Search™: A school's collection of subscription and free online databases.
- Digital Resources: A school's digital resources, which might include Follett's Resources Services, or another digital resources service.
- Destiny: A school's library resources, available through a link to Destiny Library Manager.

When you find a link or resource worth saving, you can drag and drop it into My Resources. This way, you can instantly share it on a Page by placing it in a group folder, or store it in a personal folder to access when you need it.

For example, as a teacher, you might find a great website for students to use when completing tonight's lesson. Drag and drop the link from the search tool on the **Destiny** tab to a folder for that unit in My Resources.

Then, as you create the assignment, drag and drop the links from My Resources to the **Resources Provided by the Teacher** section. Your students can go to the Student portal to access the links and any other resources you provide for them.

WebPath Express

WebPath Express provides instant access to grade-appropriate, educator-approved websites.

> **Note**: WebPath Express is an additional subscription your district can purchase.

To use WebPath Express:

1. Log on to the Staff view or Student portal.
2. Click the **Destiny** tab.

3. Type a search term or phrase in the **Search** field.

4. Click **Search.** The search results from WebPath Express appear.

5. If there are too many results, you can show only certain types of information. Under **Narrow Your Search** on the right side, click one or more categories.

Option	Description
	Select one grade level to show only results for the selected grade level, or click **All** to show results for all grade levels.
	The entire possible list is shown here. You might see a smaller list, depending on the search results.

Option	Description
▼ Domain [All] ⦿ All ◯ .au (2) ◯ .ca (2) ◯ .com (93) ◯ .de (1) ◯ .dk (1) ◯ .edu (59) ◯ .fi (10) ◯ .gov (22) ◯ .hk (1) ◯ .info (1) ◯ .net (5) ◯ .org (92) ◯ .pl (1) ◯ .se (1) ◯ .ua (1) ◯ .uk (7) ◯ .us (1)	Select a domain suffix to show only results from one domain, or click **All** to show results from all domains. All domain suffix types that are included in the search results are included in this list.
▼ Topic [All] ⦿ All ◯ Academic writing (2) ◯ Addams, Jane,--1860-1935 (1) ◯ Advertising (1) ◯ Aeschylus (3) ◯ Affluent consumers (1) ◯ African American actors--Biography (2) ◯ African American artists--Biography (1) ◯ African American dancers (1) ◯ African American entertainers--Biography (1) ◯ African American musicians (2) ◯ African American painting (1) ◯ African American women singers (1) ◯ African Americans--Folklore (1) ◯ African Americans--Social life and customs (1) ◯ African authors (1) ◯ Almond (1) ◯ American Anti-Imperialist League (5) ◯ American authors (2) ◯ American authors--Biography (1)	Select a topic to show only results from one topic, or click **All** to show results from all topics. Each search result has one or more topics associated with it. Topics can be names or descriptive phrases.
▼ Format Type [All] ◯ All ◯ Animation (2) ◯ Audio (12) ◯ Biography (62) ◯ eBook (5) ◯ Image collection (11) ◯ Interactive (2) ◯ Video (14)	Select a format type to show results in one format type, or click **All** to show results in all format types.

Option	Description
Source Type [All] ◉ All ● Encyclopedia (9) ● Magazine (4) ● News Source (17) ● Primary Source Material (9)	Select a source type to show results from one source type, or click **All** to show results from all source types.
Language [All] ◉ All ● English (300) ● French (1) ● Spanish (1)	Select a language to show results in one language, or click **All** to show results in all languages.

Note: Each selection you make is cumulative, so previous selections are still valid when you make others. For example, if you select a grade-level range of *3–5* and then select a format type of *Biography*, the list includes all results with both the *3–5 grade range* and the *Biography* format type. To remove one of the options you selected, click the option again, and select **All.**

One Search

One Search helps staff and students view and utilize the full range of their online subscriptions.

Accessed via the internet, One Search lets users see a complete list of district and web resources in a single search, instead of one-by-one.

To use One Search:

1. Log on to the Staff view or Student portal.
2. Select **Destiny > One Search™**.
3. Type a search term or phrase in the **Search** field.

4. Click **Search** to view search results.

5. Under **Select Databases**, click on each database type to select or deselect results to display.
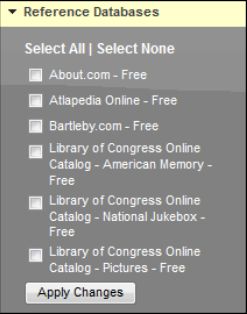
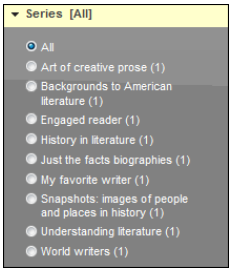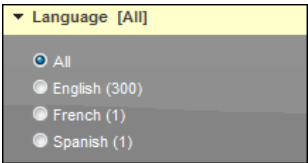| Option	Description
	Click **Select All** to show results from all encyclopedia subscriptions. Click **Select None** to omit encyclopedia subscriptions from the results. Select one or more encyclopedia subscriptions to include in the results. Click **Apply Changes** to save your selections.
	Click **Select All** to show results from all Internet libraries. Click **Select None** to omit results from Internet libraries. Select one or more Internet libraries to include in the results. Click **Apply Changes** to save your selections.

Option	Description
	Click **Select All** to show results from all reference databases. Click **Select None** to omit the results from reference databases. Select one or more reference databases to include in the results. Click **Apply Changes** to save your selections.
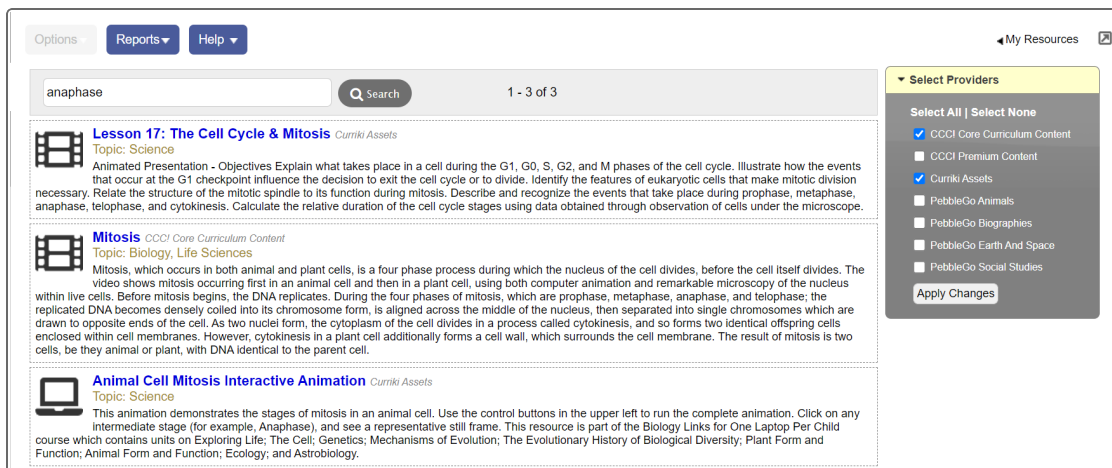
Digital Resources

Use a single search to find resources from several databases available on a Follett server. These include free resources, and those owned by your district.

You can access all available databases without the need to create and remember multiple usernames and passwords.

To access Digital Resources:

1. Log on to the Staff view or Student portal.
2. Select **Destiny > Digital Resources**.
3. Type a search term or phrase in the **Search** field.
4. Click **Search** to view search results.

5. If there are too many results, you can narrow your search to show only certain types of resources. Under **Select Providers**, do any of the following:
   - Click **Select All** to show results from all providers.
   - Click **Select None** to omit all providers from the results.

- Select one or more providers to include in the results, and then click **Apply Changes** to save your selections.

Destiny Search

Use Destiny Search to find resources owned by your school district.

> **Note:** To see Destiny Search, your district and school must use Destiny Library Manager.

To use Destiny Search:

1. Log on to the Staff view or Student portal.
2. Select **Destiny > Destiny™**.
3. Type a search term or phrase in the **Search** field.
4. Click **Search** to view search results.
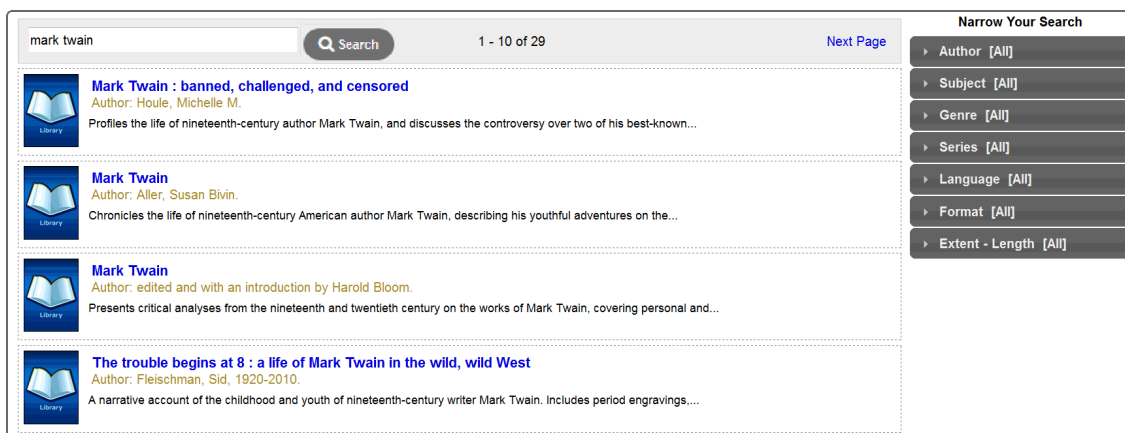
5. If there are too many results, you can show only certain types of resources. Under **Narrow Your Search** on the right side, click one or more categories.

Option	Description
▼ Author [All] ⦿ All ○ Aller, Susan Bivin. (1) ○ Anesko, Michael. (1) ○ Ashmore, Wayne. (1) ○ Bodden, Valerie. (1) ○ Caravantes, Peggy, (1) ○ Diorio, Mary Ann L. (1) ○ Fleischman, Sid, (1) ○ Heims, Neil. (1) ○ Lathbury, Roger. (1) ○ MacLeod, Elizabeth. (1) ○ Meyers, Karen, (1) ○ Nault, Jennifer. (1) ○ Phillips, Jerry (1) ○ Twain, Mark, (1) ○ Vickers, Rebecca. (1)	Select an author to only show results from that author, or select **All** to show results from all authors.
▼ Subject [All] ⦿ All ○ Adventure stories, American (1) ○ American literature (1) ○ Authors, American (6) ○ Authorship (1) ○ Boys in literature (1) ○ Children's stories (1) ○ Fiction (1) ○ Humorists, American (1) ○ Journalists (1) ○ Mississippi River (1) ○ Mississippi River Valley (1) ○ Narration (Rhetoric (1) ○ Point of view (Literature (1) ○ Realism in literature (1) ○ Regionalism in literature (1) ○ Sawyer, Tom (Fictitious character (1) ○ Steamboats (1) ○ Twain, Mark (9)	Select a subject to only show results on that subject, or select **All** to show results on all subjects.
▼ Genre [All] ⦿ All ○ Biography (6) ○ Juvenile literature (8)	Select a genre to only show results from that genre, or select **All** to show results from all genres.

Option	Description
	Select a series to only show results from that series, or select **All** to show results from all series.
	Select a language to only show results in that language, or select **All** to show results in all languages.
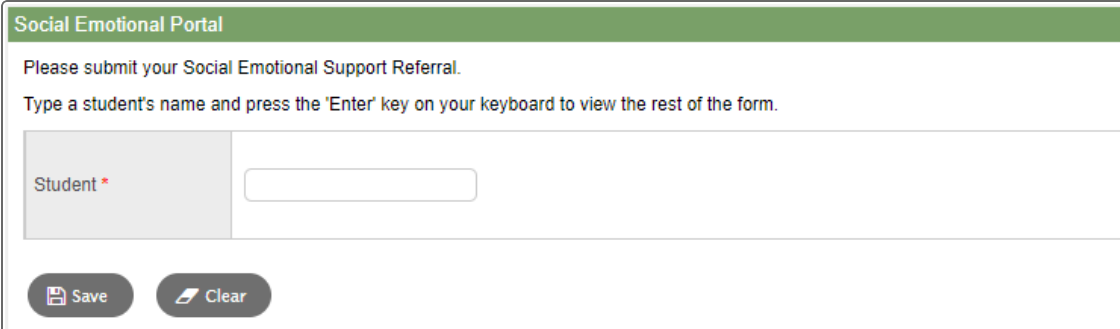
Using the Social and Emotional Support Module

Your district might use the Social and Emotional Support module, which helps identify and support students who need assistance with academic or personal challenges.

The process starts when a referral is entered into the Social and Emotional Portal Referral widget. A parent, teacher, or any other person with an Aspen login can submit the referral. Students can also refer themselves or a friend they are concerned about.

To enter a referral for a student:

1. Log on to the Family or Student portal.

2. Click the **Pages** tab to view your homepage. The Social Emotional Portal Referral widget appears.

3. At the **Student** field, type the name of the student you are submitting a referral for.

4. Click **Save**. The widget expands.

5. The email address associated with your Aspen login appears at the **Referrer Email** field. You can change the email address, if needed. A valid email address is required to submit the referral.

6. At **Relationship to Student**, click the drop-down to make a selection.

7. At **Issues/Concerns prompting recommendation**, type the reason the student needs assistance.

8. At **Additional Concerns**, type any other thoughts or supporting information.

9. Click **Save**.

You can check whether a staff member has received your referral.

To check on a referral you submitted:

1. Log on to the Family or Student view.

2. Select **Social > Cases**. The page displays the referral(s) you submitted.

When a staff member changes the status of the referral, the student's name will no longer appear on this list.

Check in to the Social Emotional Support module

You school might ask you to check in each time you receive services through the Social and Emotional Support module. School officials could provide a location where you can sign in using the Social Emotional Check-In widget.
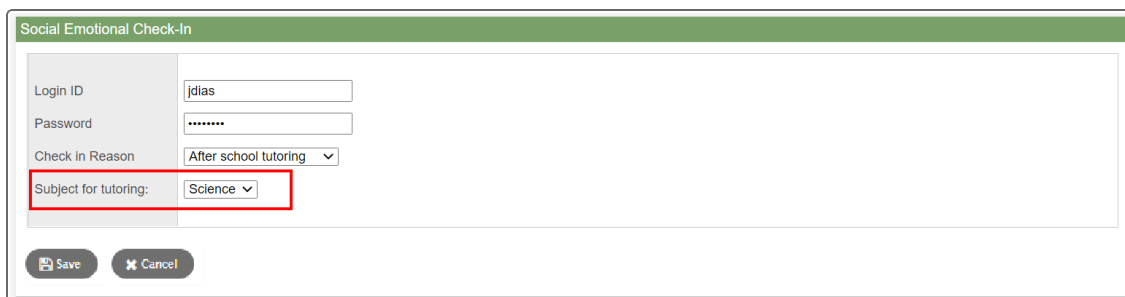
To check in:

1. Find the sign-in kiosk at your school. The Social Emotional Check-In widget appears on the homepage.

2. In the widget, enter your Aspen **Login ID** and **Password**.
3. Click the **Check in Reason** drop-down to make a selection. Depending on your selection, additional fields may appear. For example, if you selected "After school tutoring", a field might ask which subject.

4. Click **Save**. You are checked in and can receive services.

> **Note**: If you think another student could use assistance, you can enter a referral for them in the Social Emotional Portal Referral widget on this page.

Using the Continuing Education Portal

Aspen's Continuing Education portal lets parents, students, and other community members sign up for classes and activities offered by their district (if available). This portal is accessible using the desktop version of Aspen and Aspen Go (if available in your district).

To access the Continuing Education portal:

1. Log on to Aspen.
2. Do one of the following:
   - For desktop:
     - If you are already an Aspen user, your default view appears. For example, the parent of an Aspen student sees the Family view when they log in. From the **view** drop-down, select

Continuing education:

The Pages tab in the Continuing Education portal appears. Click **Registration**.

○ If you are new to Aspen, the Pages tab in the Continuing Education portal appears. Click **Registration**.

The Course Registration page appears.

- For Aspen Go (mobile version):

○ If you are already an Aspen user, your default view appears. For example, the parent of an

Aspen student sees the Family view when they log in. Tap the user icon in the top corner. Tap **Select a Portal** on the pop-up, and then tap **Continuing Ed Portal**:

-

The Continuing Ed Home Page appears. Use the menu button to navigate the application:

- If you are new to Aspen, the Home Page in the Continuing Ed portal appears.

  Click the **Menu** icon :

The Continuing Ed menu appears.

o

To browse courses:

1. Do one of the following:
   - <u>Desktop</u>: Select **Registration > Course Catalog**.
   - <u>Aspen Go</u>: Tap **Course Catalog**.
   The Browse Courses page appears.

2. Click or tap **Select Category**. Select a category of courses to review, or **All** to review all course offerings. The list of courses appears.

3. To view details about a course, click or tap its name or course number. The Details page appears.

4. Do one of the following:

   - Click or tap the **Back** button to return to the Browse Courses page.

   - Click or tap **Register** to enroll in the course. Jump to step 3 in "To enroll in a course".

To enroll in a course:

1. Do one of the following:

   - Desktop: Select **Registration > Course Registration**.

   - Aspen Go: Tap the **Menu** icon   **> Course Registration**.

   The Course Registration page appears.

2. Click or tap **Initiate**. The **Start** sub-tab appears.

3. Click or tap the **Registration Option** drop-down, and select whether you are registering for yourself or one of your children. If you choose **Register one of my students for courses**, the **Select a student** field appears. At that drop-down, select the student you are registering.

4. Click or tap the **Courses** sub-tab.

5. At **Select one or more course categories**, click or tap the drop-down, and select a category (or categories) for the course(s), or select **All**.

6. At **Select one or more courses**, click or tap the drop-down, and select the course(s).

7. Click or tap the **Submit** sub-tab. The message *Continuing Education course request is complete* appears.

8. Click or tap the **Submit** button to complete the process.

You can click or tap **Return to forms list** to go back to the Course Registration page.

> **Notes**:
>
> - If you need to take a break during the enrollment process, click or tap **Save & Close**. You can return where you left off later.
>
> - If you begin a registration form but decide to cancel before submitting it, click **Delete**.
>
> - Once a course registration has been submitted, you can view the submitted registration form, or withdraw from the courses selected on that form, on the Course Registration page. You can also withdraw from a single course on the Course Enrollments page or the course section's Details page.

To view course enrollments (and withdraw, if needed):

1. Do one of the following:
   - Desktop: Select **Registration > Course Enrollments**.

   - Aspen Go: Tap the **Menu** icon > **Course Enrollments**.
   The Course Enrollments page appears.

2. At the name drop-down, select the person whose enrollments you want to view. The page displays the course enrollments and whether there is a wait list for any of the selections.

3. To withdraw from a course, do one of the following:
   - Click or tap **Edit** next to the course name. A **Withdraw** link appears. Click or tap **Withdraw**. A confirmation message appears.

   - Click or tap the course name to view its Details page, then click or tap **Withdraw**. A confirmation message appears.

4. Click or tap **Yes, Withdraw** to cancel the enrollment, or **Close** to exit.

Report a bullying incident with the Portal Conduct Referral

Students and parents can report bullying incidents through the Portal Conduct Referral. Use the wizard to report bullying incidents that a student witnessed or in which they were the victim.

If you choose to report the incident anonymously, you will not be contacted if more information is needed in the investigation.

To initiate a Portal Conduct Referral:

1. On your Home page, in the **Tasks** widget, click **Initiate.** The Initiate Workflow wizard displays Step 1.
2. Click the **Workflow** drop-down to select **Portal Conduct Referral.**
3. At the **Date** field, today's date automatically appears. Type or click to select a different date.
4. If you would like to remain anonymous, select the **Report anonymously checkbox.**

   > **Note**: If you choose to report anonymously, a conduct manager will not be able to contact you for more information about the incident.

5. Click **Next.** The wizard displays Step 2.

Initiate Workflow: Details	Step 2 of 3
Conduct Referral Details	
Victim	
Incident date *	
Incident time *	4:18 PM
Incident ID	
Incident code *	
Incident location *	
Incident description *	
← Previous Next →	Finish ✗ Cancel

6. Use the following table to enter information in the fields:

Field	Description
Offending student	Type the name of the student who was the aggressor of the incident.
Victim	Type the name of the student who was victimized by the offending student.
Incident date	Type of click ▦ to select the date the incident occurred.
Incident time	Type the time the incident occurred.
Incident location	Click this drop-down to select the location the incident occurred.
Incident description	Type details about how the incident occurred.

7. Click **Next.** The wizard displays Step 3.
8. Confirm the information and click **Finish** to submit the workflow, or click **Back** to edit the information.

Note: If the conduct manager needs more information, and you did not report anonymously, the Portal Conduct Referral will re-open in your Tasks area. Click **Referral** next to the workflow to view questions entered by the conduct manager and provide additional information.

Aspen Mobile for Students and Families

With Aspen's Student and Family portals, teachers, parents, and students have an arena for open communication. And, parents can see all of their children's information with a single login.

To access all features of the portals, log on to the full site by typing your district's Aspen URL into a web browser on your desktop or laptop computer.

For quick, convenient portal access, however, you can log on to Aspen Mobile. This streamlined, on-the-go version of Aspen lets you check your or your student's information anytime, anywhere – even from a smartphone or tablet.

> **Notes:**
>
> - In some districts, when parents log on to the Family portal from their desktop or laptop, Aspen Mobile opens automatically.
> - Aspen Mobile adjusts based on the screen size of your mobile device or browser window. What you see might be slightly different than what is shown here.
> - Students and families will see slightly different sets of screens in their respective portals.
> - Your district's settings determine whether you use Aspen Mobile or Aspen Go for mobile access to your student's information.

To access Aspen Mobile for students and families:

1. On your mobile device, type your district's Aspen URL into the address bar of a web browser. The login screen appears.

   > **Tip**: Create a bookmark or shortcut to Aspen Mobile on your device's Home screen.

2. Type your Aspen **Login ID** and **Password**, and click **LOG ON**. Aspen Mobile opens.

On your Home screen, district announcements appear, as well as buttons to tap for more information. The Home screens look different in the Student and Family portals, as described below.

Student portal Home screen

Tap a button on the Home screen, or tap for more options.

Tap:
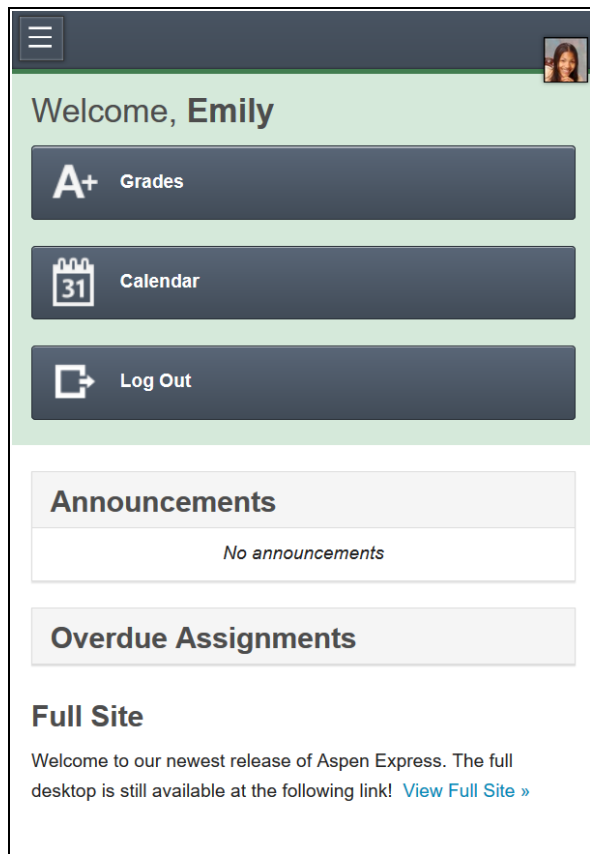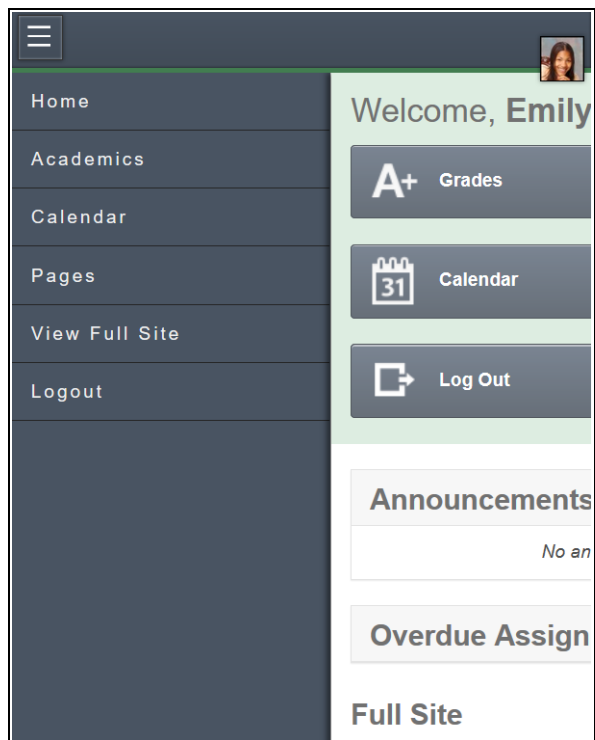
- **Home** to return to the Home screen.
- **Academics** to see details and assignments for each class.
- **Calendar** to see school and district events and assignments with due dates.
- **Pages** to get a quick peek at your school, class and group information.
- **View Full Site** to go to the desktop version of Aspen.
- **Logout** to exit.

Family portal Home screen
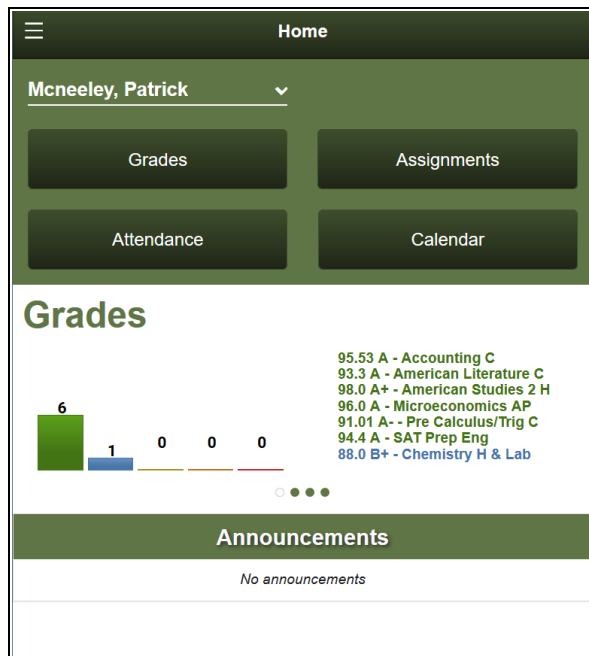
The Home screen has four widgets:

- **Grades**: Bar chart shows term grades by class. They are divided into groups, based on the percentage earned from the maximum possible score.
- **Attendance**: The chart represents the daily attendance for the current week. The daily attendance codes on the chart include:
  - A – absent (red box)
  - T – tardy (green box)
  - D – dismissed (green box)
  - E – excused
  - Blue box – student present; no daily attendance record today
  - White box –student present; no daily attendance record for that day (not today)

    Note: If your school takes second daily attendance, only the morning attendance code appears.

- **Assignments**: Boxes display the number of assignments due.
- **Calendar**: Color-coded bars indicate assignments due, appointments or events for the day.

Tap a button on the Home screen, or tap ☰ for more options.

Tap:
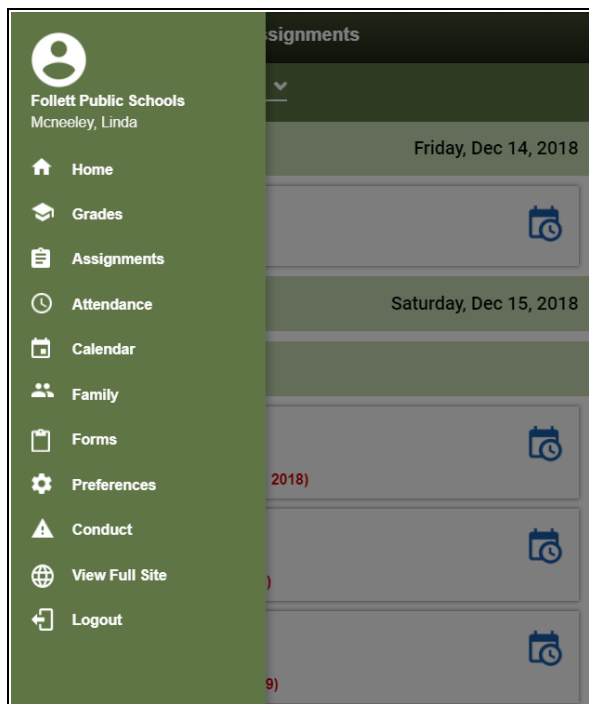
- **Home** to return to the Home screen.
- **Grades** to review grades by year and term.
- **Assignments** to view current, long-term and overdue assignments.
- **Attendance** to see daily and class attendance information.
- **Calendar** to see school and district events and assignments with due dates.
- **Family** to see your student's demographics, contacts and groups, depending on how your district or school set up the portal. You can also sign up for email subscriptions.
- **Forms** to complete and submit forms, such as permission slips, on your device (if available in your district).
- **Preferences** to change any of your Aspen Mobile preferences.
- **Conduct** to view conduct incidents.
- **View Full Site** to go to the desktop version of Aspen.
- **Logout** to exit.

> **Note**: **Attendance**, **Family,** and **Preferences** are available only in the Family portal in Aspen Mobile.

If you have more than one student in Aspen, tap the student name in the top-left of the screen, and then tap another child's name to switch to viewing that child's info.
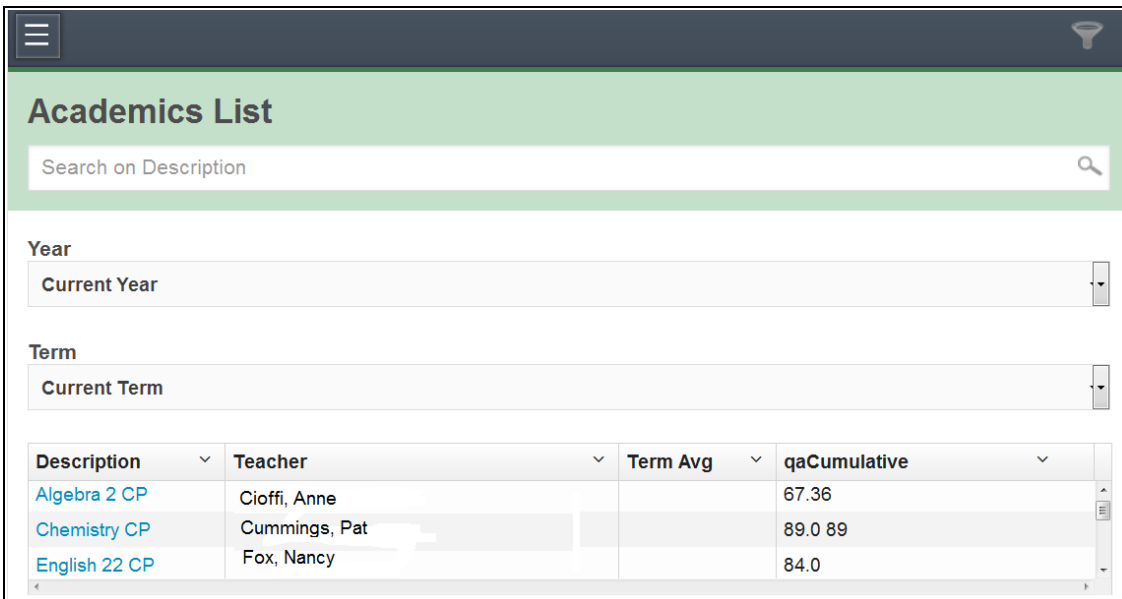
Checking Your Academic Progress (Aspen Mobile)

Use Aspen Mobile to monitor your academic progress by class, category, assignment and standards.

Note: Aspen Mobile adjusts based on the screen size of your mobile device or browser window. What you see might be slightly different than what is shown here.

To access academics:

1. Log on to Aspen Mobile using your phone or tablet.

2. Tap ☰ > **Academics**. A list of your classes appears.

Notes:

- This list displays classes for the current year and term. If you want to view classes for the previous year or grade term, click the **Year** drop-down and select **Previous Year**, or click the **Term** drop-down and select the appropriate term.
- Sometimes students take classes at more than one school during a term. In those cases, classes for the student's primary and secondary schools appear on the list.
- This icon 🚫 means that scores are not collected for the course.

Notes: There are several ways to modify this list:

- Tap ▼ to determine the columns that appear.
- Type a description in **Search on Description** to search for a class by name. This is helpful if you have a long list of classes and do not want to scroll.
- Tap any column header to sort it in ascending alphabetical order. Tap it again to sort it in descending order.

To check grades:

1. Tap a class name. A summary of class performance appears.

☰	‹‹ Academics					

U.S. History I CP

Average Summary

Category		Term 1	Term 2	Term 3	Term 4	Summer
Alternative Assignments	Weight	10.0%	10.0%	10.0%	10.0%	10.0%
	Avg	100.0	0.0			
Homework	Weight	20.0%	20.0%	20.0%	20.0%	20.0%
	Avg	98.0			97.0	
Quizzes	Weight	40.0%	40.0%	40.0%	40.0%	40.0%
	Avg	95.0			99.0	

There are four sections on this screen:

Section	Description
Teacher Notes	This section appears if the teacher has provided any comments about this class.

Section	Description
Average Summary	This section shows the following: • **Category**: A breakdown of the Gradebook by assignment type category. • **Weight**: A percentage showing how much the category is worth toward the overall grade. **Note**: **N/A** in the **Weight** row means the teacher does not use weights to calculate averages for this class. • **Average**: Your average grade for assignments in this category. • **Term Columns**: Broken out by quarter, trimester or semester, depending on your district's calendar. Each term has an associated grade. <table><tr><td>Category</td><td>Weight</td><td>Q1</td><td>Q2</td></tr><tr><td>Homework</td><td>50.0%</td><td>93.3 A</td><td>96.3 A</td></tr></table> • **Gradebook average**: The calculated grade average for each term. • **Posted grade**: The grade posted for report cards. This does not show a grade until the teacher posts grades using Aspen. **Note**: A blank cell for a category means no grade has been entered yet. **Note**: If the **Indicates adjusted value** icon appears, it means that your teacher has adjusted this grade, and it does not match the calculated grade posted in their Gradebook.
Running Totals	This section shows the average of all assignments included in the date range for the current term or semester. This can give a more accurate snapshot of your or your student's performance than the current term average, which does not take previous terms into account.
Standard Summary	This section provides data about standards the teacher has aligned to assignments, as well as your or your student's progress in meeting each standard.
Attendance Summary	This section provides your or your student's term and yearly total of the attendance codes tracked for your district, such as "absent", "tardy" and "dismissed".

2. Tap a category name in **Average Summary** to see all of its associated assignments and details. For example, to check a grade for a quiz taken yesterday, tap **Quiz**. The category summary appears.

This screen shows the following information:

Section	Description
(Category) Overall Average	This section shows the current running average for the category.
(Category)Term	Tap the drop-down to select the term you want to view category assignment data for.

Section	Description
(Category) Grade Summary	This area shows the assignment name, grade and due date for all assignments. The **Grade** column lists your assignment score, the total possible points for the assignment, and the actual grade the teacher entered for that assignment (in parentheses). "Excluded from averages" appears if a teacher blocked an assignment's score from students' averages. "Missing" appears if an online assignment was not submitted on time. Any special codes the teacher associated with an assignment also appear in the **Score** column, such as the following: **Exempt**: Aspen will not count this assignment when calculating the student's average. **Calculate as zero**: Aspen counts this assignment as a zero when calculating the student's average. **Calculate as full point value**: Aspen includes this assignment's total points when calculating the student's average. **Calculate as missing**: Assignment was not submitted.
Upcoming (Category) Assignments	This area shows assignments the teacher made that are not yet due.

Note: Tap any blue column header to sort the data in that table in ascending alphabetical order. Tap it again to sort in descending order.

3. Tap an assignment name to see its details, including a description, due date, score and attachments.

Chemistry   ✖
Solubility Lab Assignment
Due
Thursday, September 4
Score 95
Attachments

📊 Temperature and Solubility
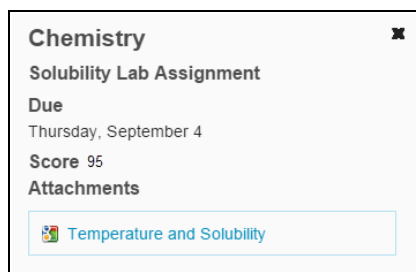
Notes:

- You can download a file in Aspen Mobile by tapping its name or the icon.
- You cannot open a Google Docs™ document that your student has submitted for an

assignment. It is shared by the student and teacher only.

- If an assignment is an online quiz, a file with the icon appears in the **Attachments** field. Students can tap the icon to take the quiz in the Student portal.

Checking Your Student's Assignments (Aspen Mobile)

Tap Assignments in Aspen Mobile to check any assignments that are due today or tomorrow, and those that are overdue.

Notes:

- Aspen Mobile adjusts based on the screen size of your mobile device or browser window. What you see might be slightly different than what is shown here.
- The following screenshots are based on the Parent portal in Aspen Mobile. Students will see a slightly different set of screens.
- Sometimes students take classes at more than one school during a term. In those cases, assignments from the student's primary and secondary schools appear here.

1. Log on to Aspen Mobile.
2. From the Home screen, tap **Assignments**. A list of assignments due today, tomorrow, long term and overdue appears.

   Note: If you have more than one Aspen student, you can select their name from the drop-down at the top of the screen.
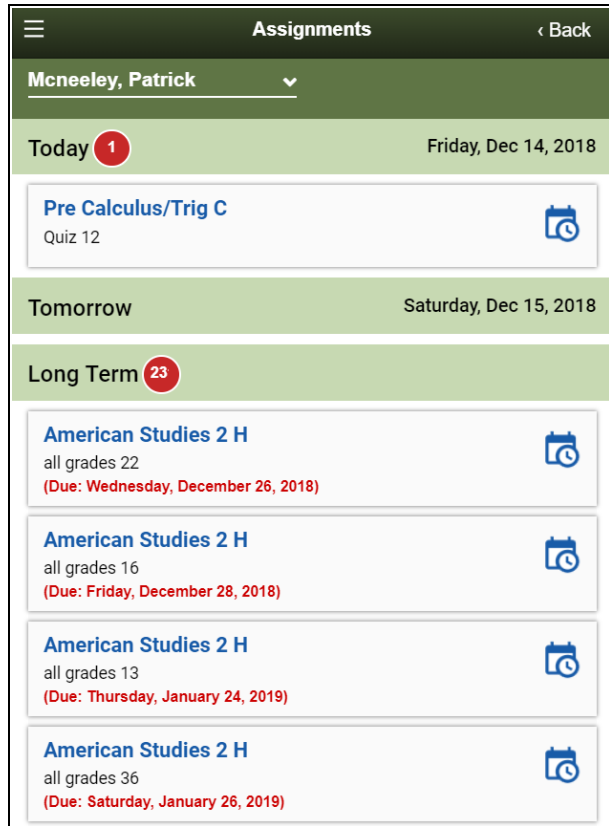
Any overdue assignments appear at the top of the screen.

3. Click an assignment name for details.
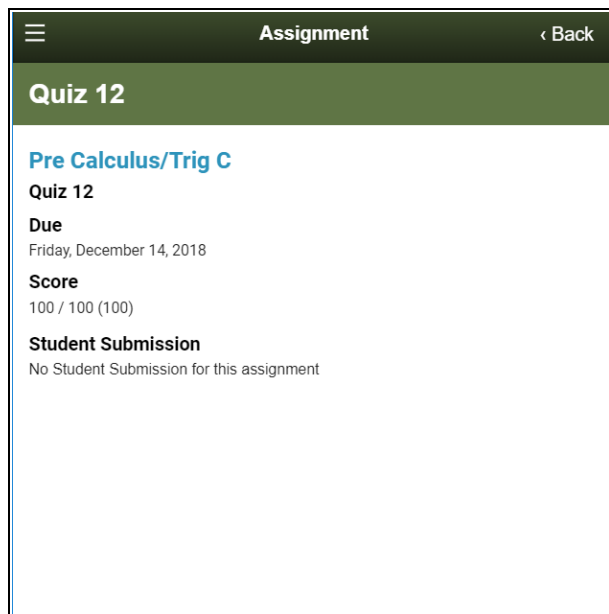
4. Tap **< Back** to return to the Assignments screen.

Checking Your Student's Grades (Aspen Mobile)

Use Aspen Mobile to monitor your student's grades by term, class and assignment.

> **Notes:**
>
> - Aspen Mobile adjusts based on the screen size of your mobile device or browser window. What you see might be slightly different than what is shown here.
> - The following screenshots are based on the Family portal in Aspen Mobile. Students will see a slightly different set of screens.

To access grade information:

1. Log on to Aspen Mobile using your phone or tablet.
2. Tap **Grades**. A list of your student's classes appears.

> **Note**: If you have more than one Aspen student, you can select their name from the drop-down at the top of the screen.

Notes:

- This list displays classes for the current year and term. If you want to view classes for the previous year or grade term, click the **Current Year** drop-down and select **Previous Year**, or click the **Current Term** drop-down and select **All Terms** or the appropriate term.

- Sometimes students take classes at more than one school during a term. In those cases, classes for the student's primary and secondary schools appear on the list.

- This icon means that scores are not collected for the course.

The bar chart at the top shows term grades by class. They are divided into groups, based on the percentage earned from the maximum possible score.
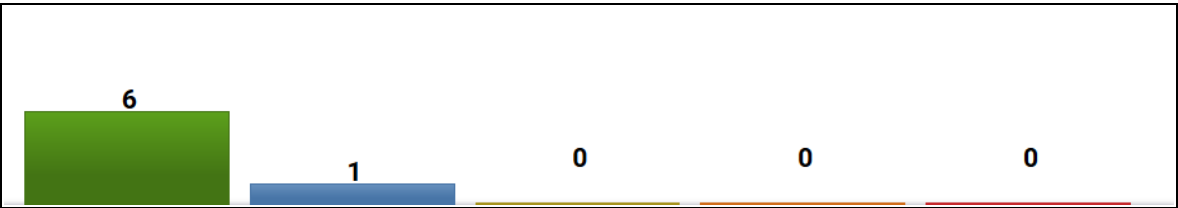
Tap a bar to see details. By tapping **6**, this parent sees that his student has 6 term grades in the highest percentile and their details.

Accounting C	95.53 A
American Literature C	93.3 A
American Studies 2 H	98.0 A+
Microeconomics AP	96.0 A
Pre Calculus/Trig C	91.01 A-
SAT Prep Eng	94.4 A
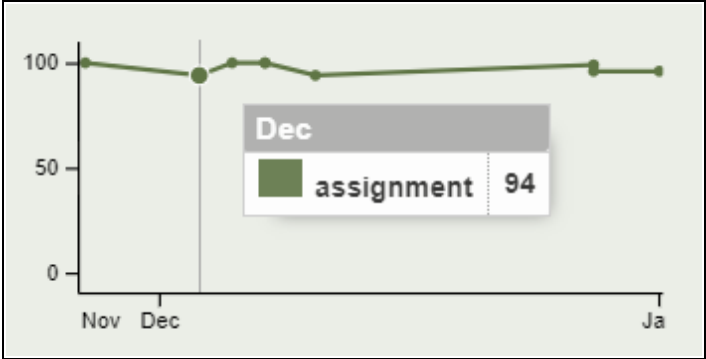
To check grades:
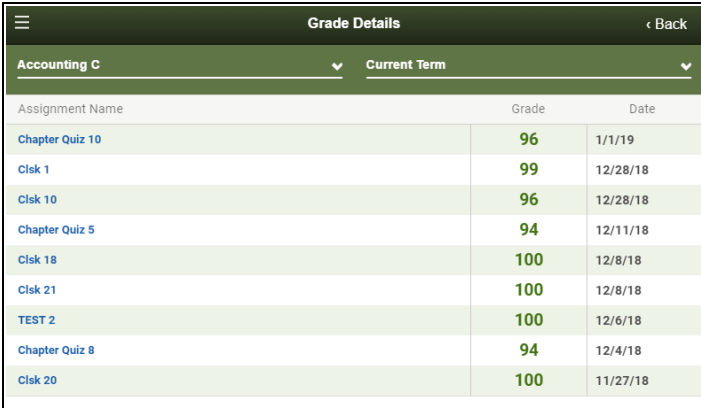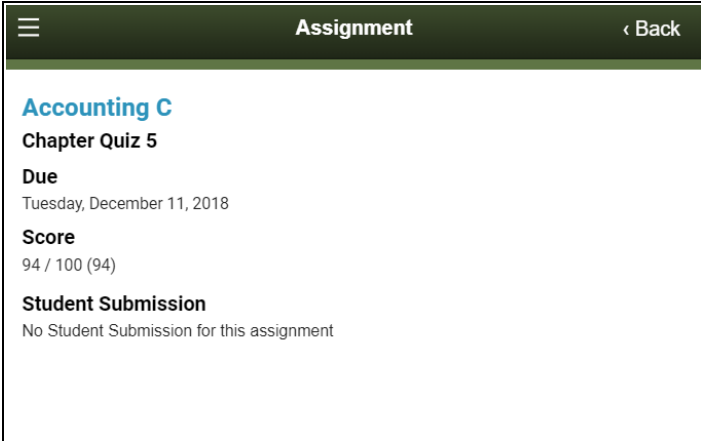
1. To see a summary of class performance, tap a class name. Or, in the **more** column, tap ⌄ in the
   row for the class. The class details appear.
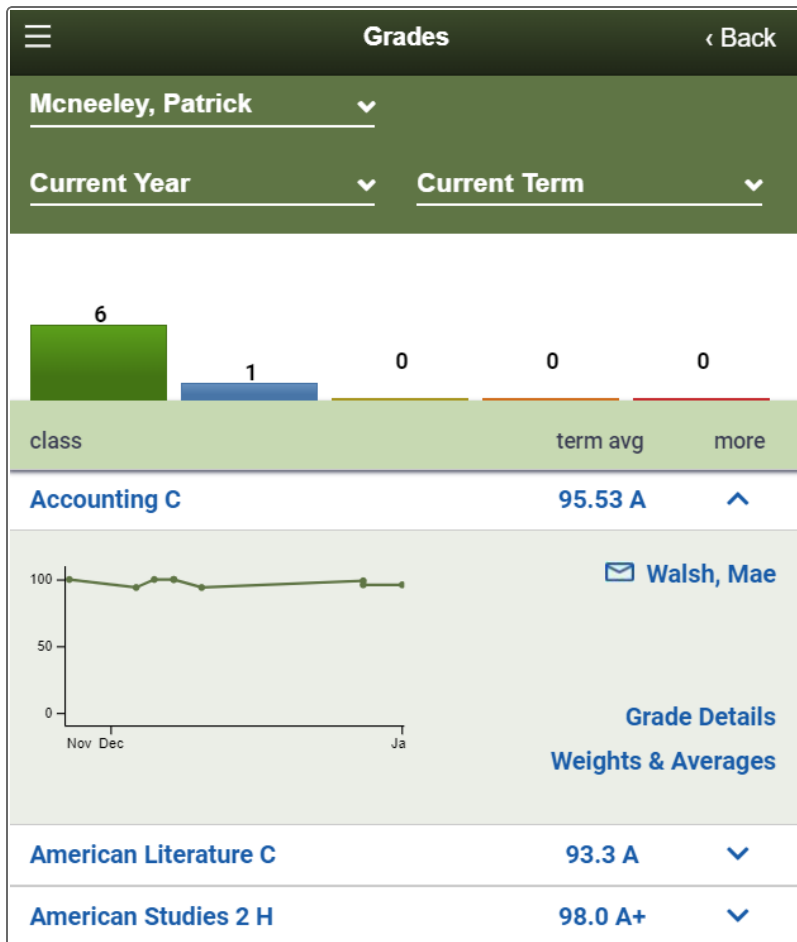
3. There are four different parts of the screen you can tap to view more information, as described below.

Field	Description
Class performance line chart	Tap a point on the line chart to see assignment(s) and score(s) for the selected period. **Dec** assignment 94
Teacher's email link	✉ **Walsh, Mae** Tap the teacher's name to send an email. Your preferred email service launches, with the teacher's email address in the **To:** field.

Field	Description
Grade Details	Tap to view assignments and grades for the selected class.

Grade Details ≡ ‹ Back

Accounting C ⌄   Current Term ⌄

Assignment Name	Grade	Date
Chapter Quiz 10	96	1/1/19
Clsk 1	99	12/28/18
Clsk 10	96	12/28/18
Chapter Quiz 5	94	12/11/18
Clsk 18	100	12/8/18
Clsk 21	100	12/8/18
TEST 2	100	12/6/18
Chapter Quiz 8	94	12/4/18
Clsk 20	100	11/27/18

Tap an assignment to see its details, such as the due date and score.

Assignment ≡ ‹ Back

Accounting C

Chapter Quiz 5

Due
Tuesday, December 11, 2018

Score
94 / 100 (94)

Student Submission
No Student Submission for this assignment

Field	Description
Weights & Averages	Tap to view grade information for the class. The screen displays a breakdown of the Gradebook by assignment type and category, including: • **Weight**: A percentage showing how much the category is worth toward the overall grade. > **Note**: **N/A** in the **Weight** row means the teacher does not use weights to calculate averages for this class. • **Average**: Your average grade for assignments in this category. • **Term Columns**: Broken out by quarter, trimester or semester, depending on your district's calendar. Each term has an associated grade. • **Posted grade**: The grade posted for report cards. This does not show a grade until the teacher posts grades using Aspen. • **Running Totals**: The average of all assignments included in the date range for the current term or semester. This can give a more accurate snapshot of your student's performance than the current term average, which does not take previous terms into account. • **Avg. Over Time**: Bar chart shows averages by category per grading period. Tap it to view scores for each category.

Checking Your Student's Attendance Data (Aspen Mobile)

During lunch, you are curious about your daughter's attendance data, so you log on to Aspen Mobile. You can see her daily and class attendance data, including future dates. (For example, you told the school your daughter will be dismissed early next Friday, missing last period.)

Notes:

- Aspen Mobile adjusts based on the screen size of your mobile device or browser window. What you see might be slightly different than what is shown here.
- This feature is available only in the Family portal in Aspen Mobile.

To check attendance:

1. Log on to Aspen Mobile using your phone or tablet.
2. On the Home screen, tap **Attendance**.

   The Daily Summary attendance page appears. It displays the types of daily attendance data that your district documents, including excused and unexcused absences, tardies and dismissals. The types are listed by term, and totaled for all terms.

≡	Attendance				‹ Back
Mcneeley, Patrick ⌄	**Daily Summary**				⌄
Type	Q1	Q2	Q3	Q4	Total
Excused absences	0	0	0	1	1
Unexcused absences	0	1	1	0	2
Tardies	0	1	1	2	4
Dismissed	0	0	0	2	2

3. Tap **Daily Summary > Class Totals** to view attendance data by class.

class	absence	tardy	dismiss
Accounting C 🚫	6	0	0
American Literature C	4	0	0
American Studies 2 H	4	0	0
Chemistry H & Lab	2	0	0
Microeconomics AP	2	0	0
Pre Calculus/Trig C 🚫	6	0	0
SAT Prep Eng	1	0	0
Science Mini Course	1	0	0
	absence	tardy	dismiss

Days Absent: 3

If there is data in an attendance column for a class, you can tap it to see the date of the absence, tardy or dismissal.

Note: 🚫 appears next to a class if attendance is not taken for it. If you click or hover over the icon, you will see "Attendance is not collected for this course".

The daily absence totals appear at the bottom, next to **Days Absent**.

Managing Your Events and Assignments Using the Calendar (Aspen Mobile)

The Calendar in Aspen Mobile helps you manage district and school events, as well as your assignments and time. The Calendar can show the following:

- Assignments that teachers have made for you
- School and district events
- Appointments and events that parents can create from a desktop or laptop

You decide how you want to see your Calendar:

- By date
- By class

Also, you can use the Calendar to manage assignments.

> **Notes**:
>
> - Aspen Mobile adjusts based on the screen size of your mobile device or browser window. What you see might be slightly different than what is shown here.
> - The following screenshots are based on the Family portal in Aspen Mobile. Students will see a slightly different set of screens.
> - The **All Classes** link displays classes for the current term.
> - Sometimes students take classes at more than one school during a term. In those cases, assignments for the student's primary and secondary schools appear on the Calendar.

To access the Calendar:

1. Log on to Aspen Mobile.

2. Tap [CALENDAR]. The Calendar shows the current month.
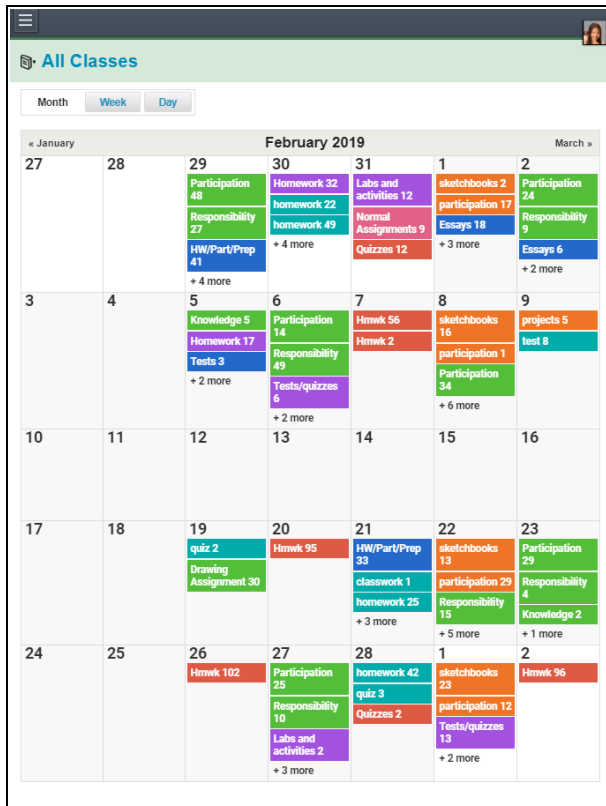
To manage your view by date:

Tap one of the following:

- Month
- Week
- Day

> **Note**: The **Day** and **Week** tabs display all assignments. The **Month** tab displays only up to three at a time. If there are more than three assignments on a day, a text indicator lets you know how many more there are. Tap any date in the month view to see the full list of assignments for that day.

Week view	Day view
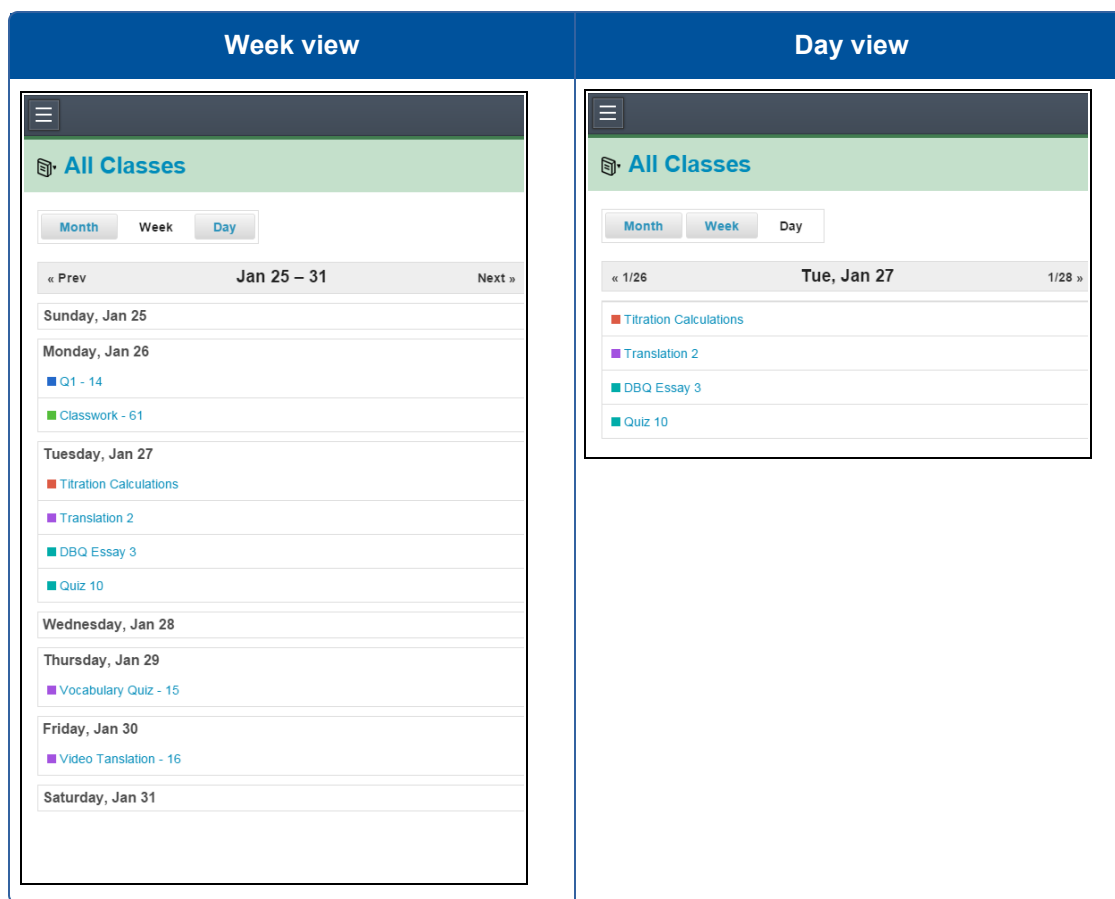
To manage your view by class:

By default, assignments for all classes appear on the Calendar. You can filter this view so that only one class appears.

1. Tap **All Classes** at the top of the page.
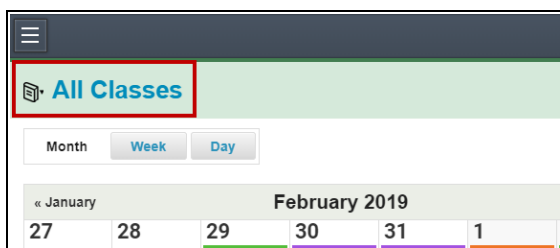
2. Tap the class you want to see the assignments for.
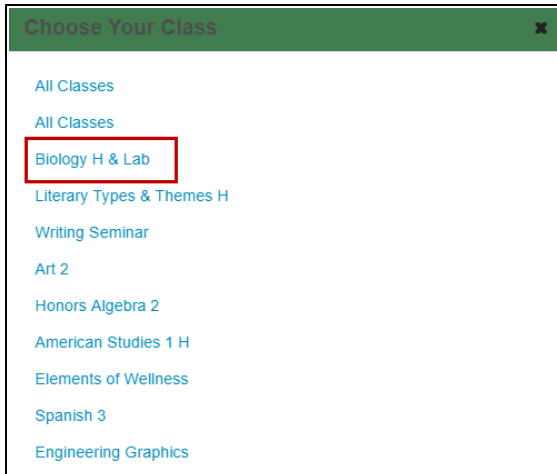
All other assignments disappear from view.

3. Repeat this process to see assignments for other classes or to show all classes again.

Manage Your Assignments

Assignments are due on the date they appear on the Calendar. Tap an assignment name to see its details, including the class, date due and total available points.

Any resources the teacher attached to this assignment are also available to download.

Using the Calendar in the Family Portal (Aspen Mobile)

The Calendar in Aspen Mobile helps you manage district and school events, as well as your student's assignments and time. The Calendar can show the following:

- Assignments that teachers have made for your student
- School and district events

Notes:

- Aspen Mobile adjusts based on the screen size of your mobile device or browser window. What you see might be slightly different than what is shown here.
- The following screenshots are based on the Family portal in Aspen Mobile. Students will see a slightly different set of screens.
- The **All Classes** link displays classes for the current term.
- Sometimes students take classes at more than one school during a term. In those cases, assignments for the student's primary and secondary schools appear on the Calendar.

To access the Calendar:

1. Log on to Aspen Mobile.
2. On the Home screen, tap **Calendar**. The Calendar shows the current month.

Assignments are due on the date they appear on the Calendar. Click a date to see all assignments and appointments for that day.
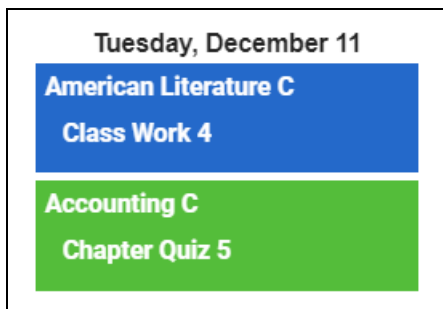
Manage Your View

You can manage what you see on the Calendar by student (if logged on to the Family portal), month and class:

- If you have more than one student enrolled in Aspen, you view the data for each student separately. Tap your student's name in the top-left corner, and then tap the name of your other student.

- The Calendar defaults to the current month. Click **<** or **>** to view prior or future months.

- The Calendar displays information for **All Classes**. To view a single class, tap the **All Classes** drop-down, and select a class.

Viewing Student Information (Aspen Mobile)

In Aspen Mobile, tap **Family** to see information about your student(s).

> **Notes**:
>
> - Aspen Mobile adjusts based on the screen size of your mobile device or browser window. What you see might be slightly different than what is shown here.
> - This feature is available only in the Family portal in Aspen Mobile.
> - Your district's and school's settings determine the information the information that appears.
> - If you have more than one student in Aspen, tap the student name in the top-left of the screen, and then tap the other child's name.

To view student information:

1. Log on to Aspen Mobile using your phone or tablet.

2. Tap **>** .

   Depending on how your district set up the portal, you can see the following information:

- Details
- Contacts
- Notifications
- Groups

Student Details

Student details include a variety of information about your student, including:

- Demographic information
- Addresses
- GPA
- Ethnicity

1. To see student demographic details, tap [☰] **>** [👥 **Family**] .

2. Tap **Notification > Details**. The Details screen appears.

3. Tap **< Back** to return to the Home screen, or tap a different option under **Notification**.

Student Contact Information

Contacts are people the school can call regarding your student.

1. To view this information, tap ☰ **>** 👥 Family .

2. Tap **Notification > Contacts**. You can view the contact's:

- Address
- Relationship
- Phone numbers

> **Note**: Tap any column header to sort it in ascending alphabetical order. Tap it again to sort it in descending order.

3. Tap **< Back** to return to the Home screen, or tap a different option under **Notification**.

Notifications
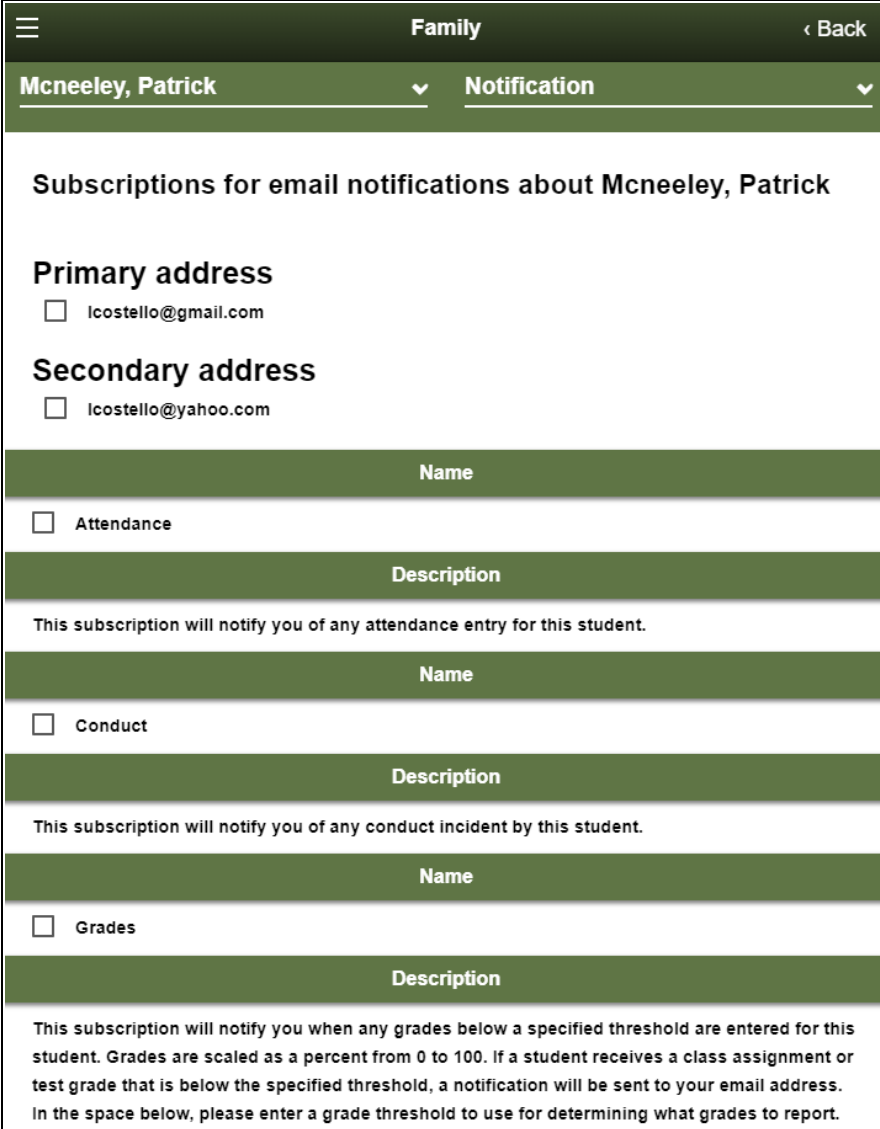
If your school uses email notifications, parents can subscribe to receive email messages about the following events:

- Conduct
- Health visit
- Daily attendance
- Class attendance
- Minimum grade (a grade falls below a threshold you define)

> **Note**: Aspen creates a record for each event and gives it a timestamp. Your district sets up a "job" that tells Aspen to send the emails. The timing of when the email is sent depends on the timestamp on the record and when your district runs the job (usually within a seven-day window).

> **Example**: In the Hale school district, Aspen runs the job to send email notifications for conduct incidents every Tuesday night. On Tuesday April 1, Aspen runs the job as usual. On Wednesday April 2, Cole has a conduct incident. When Aspen runs the job on Tuesday, April 8, an email notification is sent for Cole. This is because the incident's timestamp is after April 1, and falls within the window of when the job was run (April 1 through April 8).

1. To subscribe to email notifications, tap ☰ > [👥 **Family**]. The Notifications screen appears.

2. At the top of the page, any email addresses associated with your account appear. Tap the checkbox next to each email address you want to receive notifications.

3. After reading the description of each subscription, tap the checkbox next to its name to receive that email notification.

> **Note**: For the **Grade**s notification, define a **Grade Threshold** between 1 and 100. The system will send an email when the student receives a grade below that percentage.

4. Tap **Submit** to save.

> **Note**: For each subscription, the system sends the appropriate messages to the designated email account. To view/change this account, tap **Preferences**.

Groups

You can see a detailed list of the groups your student belongs to, including:

- Group name
- Group category (such as Club, Class, Academics, etc.)
- Advisor's name

1. To see the list your student belongs to, tap **Groups**.

2. Tap **< Back** to return to the Home screen, or tap a different option under **Notification**.

Viewing Student Conduct (Aspen Mobile)

Review conduct incidents that were documented in Aspen by a staff member.

To view conduct incidents:

1. Tap ☰ > ⚠ Conduct . Conduct for the student appear.

2. Tap an incident to see its time and the associated staff member.
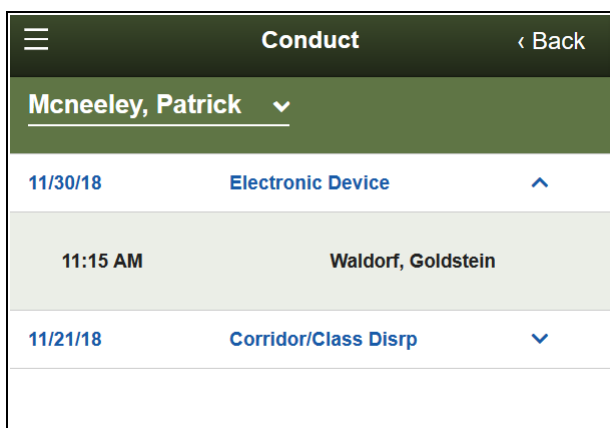
3. Tap a different incident to view its details. Or, tap **<Back** to return to the Home screen, or tap ☰ to select a different option from the menu.

Complete a Google Docs assignment in Aspen Mobile

You can complete a Google Docs™ assignment from your smartphone or tablet using Aspen Mobile.

There are two ways to complete a Google Docs assignment:

- By editing a Google Doc that your teacher attached and then posting it.
- By submitting your own Google Doc from your Google Drive™.

Note: To open or view a Google Doc, you need a Google account. The first time you try to open a Google Doc, Google will ask you to grant access between the applications. This is a one-time step.

To post your student-edited Google Doc assignment:

1. Log on to Aspen Mobile.
2. Tap the **To Do** tab. The assignment list appears.
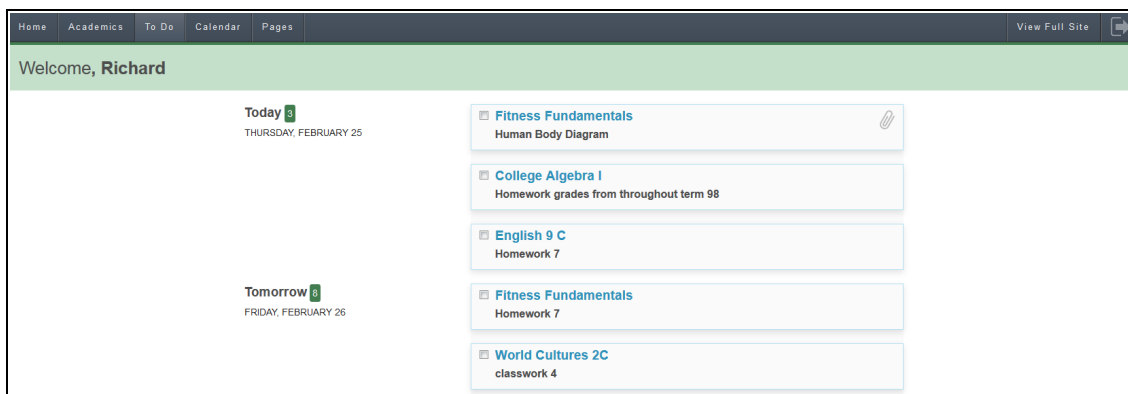
3. Your list of assignments appears beside the date they are due. Tap the assignment to post a student-editable Google Doc. The assignment details appear.
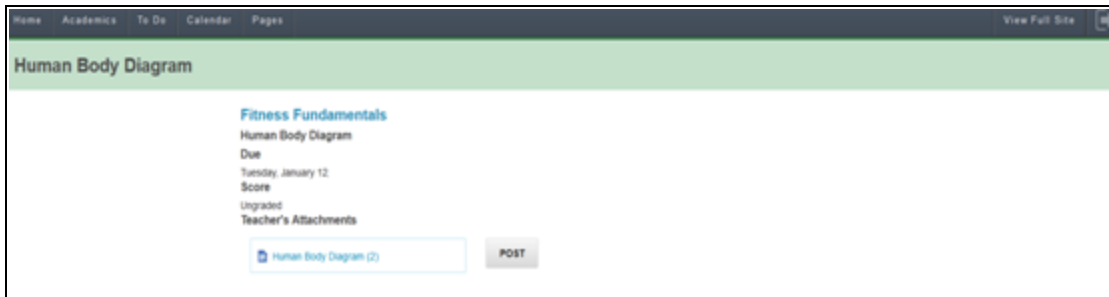
Notes:

- The assignment details shows the Teacher's Attachments only. You cannot submit your own Google Doc from your Google Drive.
- The icon to the left of the assignment indicates the file type.

4. Click **Post**. Your student-edited Google Doc is posted to the teacher's gradebook.
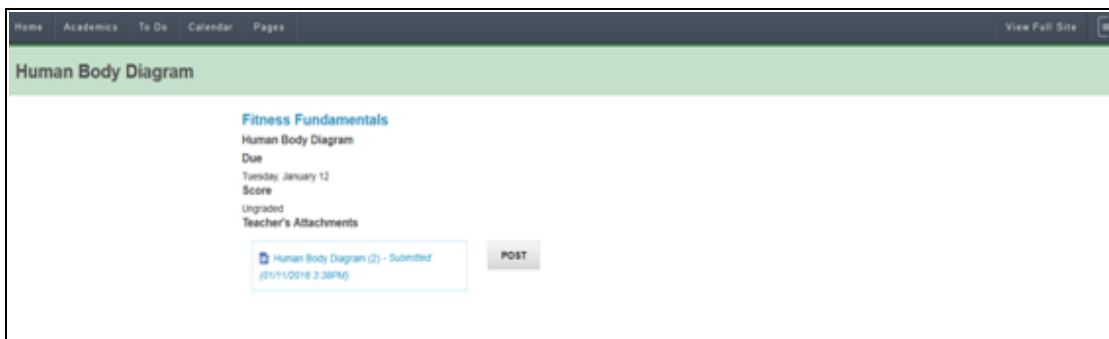
Notes:

- The date/timestamp appears when you post a student-edited Google Doc.
- If it is before the **Online submission Close date** and the teacher has not graded the assignment, you can make edits to the document and post it again.

To submit your Google Doc assignment from Google Drive:

1. Log on to Aspen Mobile.
2. Tap the **To Do** tab. The assignment list appears.
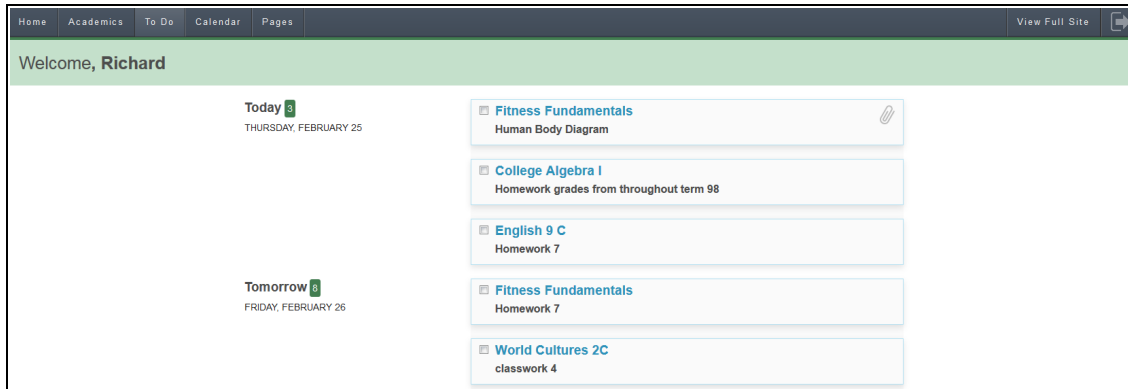
3. Your list of assignments appears beside the date they are due. Tap the assignment you want to submit a Google Doc for. The assignment details appear.
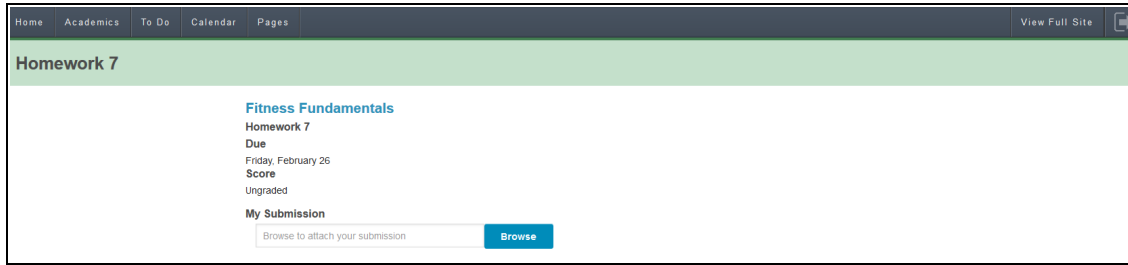
4. Click **Browse** to select the Google Doc you want to submit. The Google Docs pick list appears.
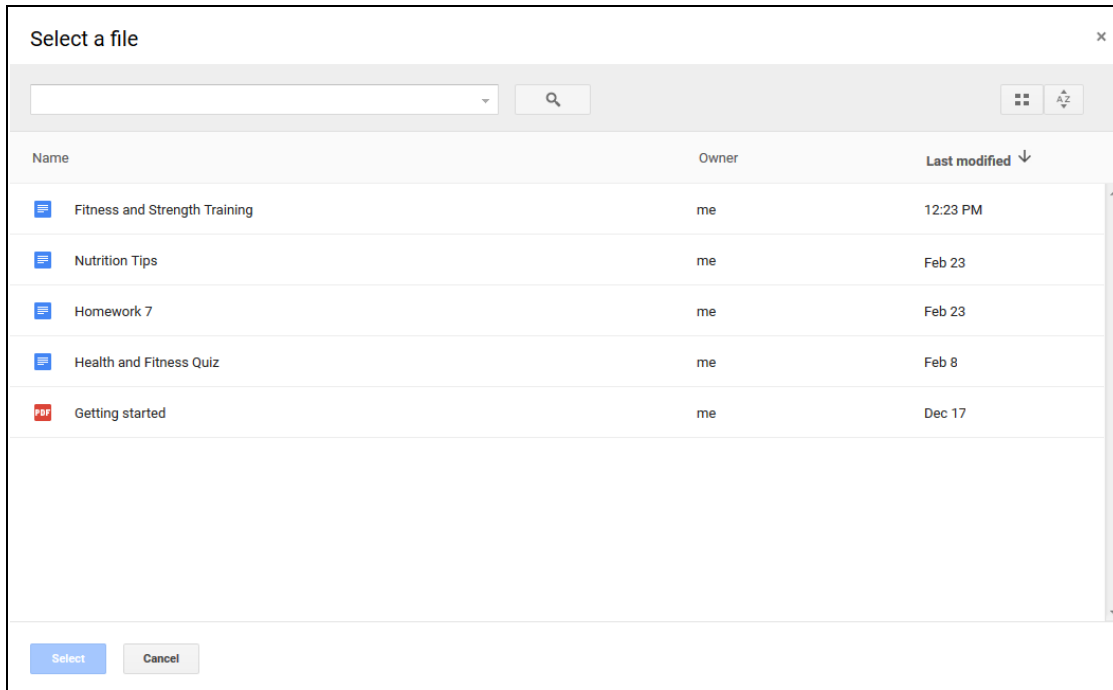
5. Select the file you want to upload. The file appears in the submission window.
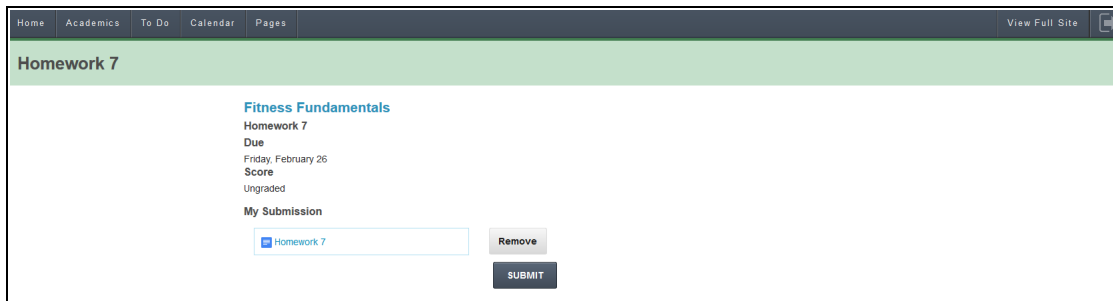
6. Click **Submit**. The Google Doc is submitted:
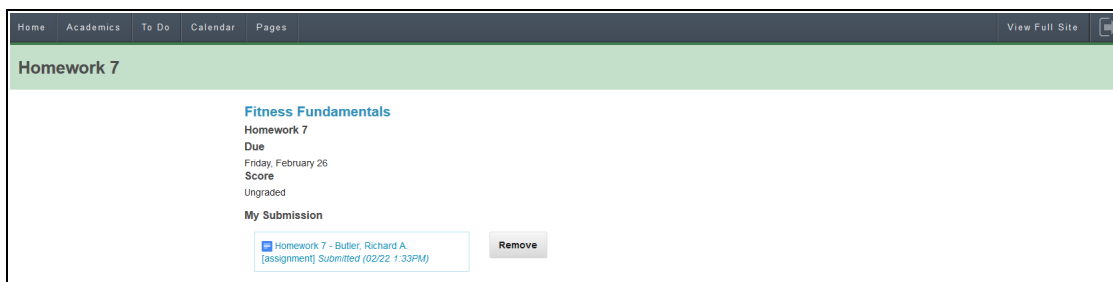
Notes:
- The "Online submission" window must be open to submit a Google document.

- The date/timestamp appears when you have successfully submitted a Google Doc.
- Click **Remove** to remove the assignment if the "Online submission" window is open. You cannot remove or resubmit your assignment once your teacher grades it.
- If you try to open a document you placed in your Google trash, you will receive an error message from Google.

Download a Group Resource in Aspen Mobile

In Aspen Mobile, you can view a Google Docs™ document or download other files from the Group Resources widget.

1. Log on to Aspen Mobile.
2. Tap the **Pages** tab.
3. Select the Page you want to view. The Page appears.
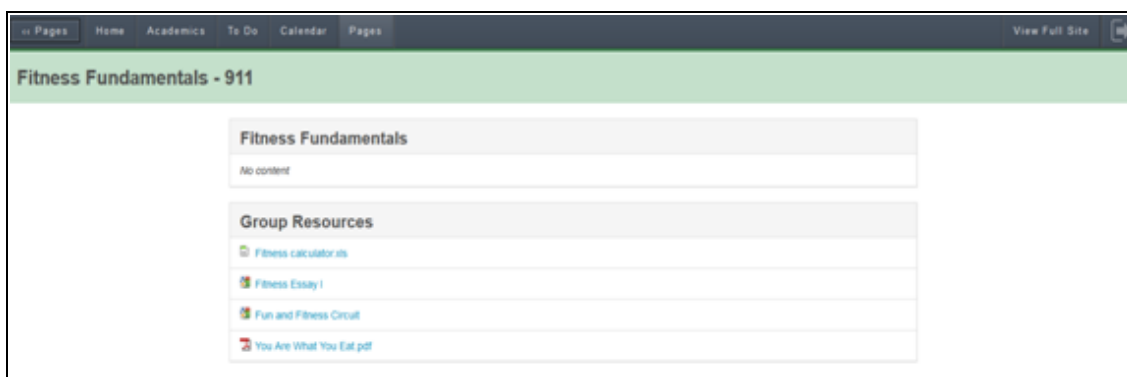
4. In **Group Resources**, click the file name or icon to open or download the document.

Viewing Aspen Pages (Aspen Mobile)

In Aspen, any class, club, sport, and other group can set up a Page for its members to access. This lets you stay on top of information anywhere, anytime using your mobile device.

> **Note**: Aspen Mobile adjusts based on the screen size of your mobile device or browser window. What you see might be slightly different than what is shown here.

To access Pages:

1. Log on to Aspen Mobile.

2. Tap ☰ > **Pages**. The Page Directory appears.
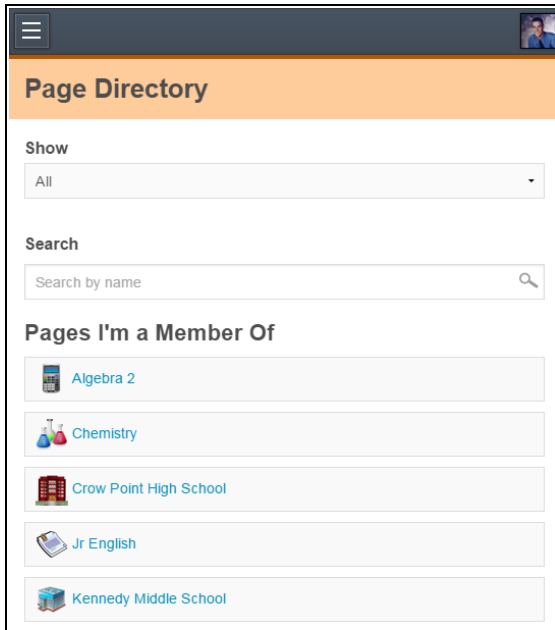
The Page Directory lists the Pages you are assigned to as a member, as well as any Pages that are public for any Aspen user in the district.

> **Note**: Reduce the number of Pages in your view by doing one of the following:
>
> - Use the **Show** drop-down to display Pages of a certain type. For example, select **Class** to show only Pages associated with academic classes.
>
>
>
> - Use the **Search** filter to look for a specific Page by name.
>
>

To view a Page:

1. Tap a Page name to view it.
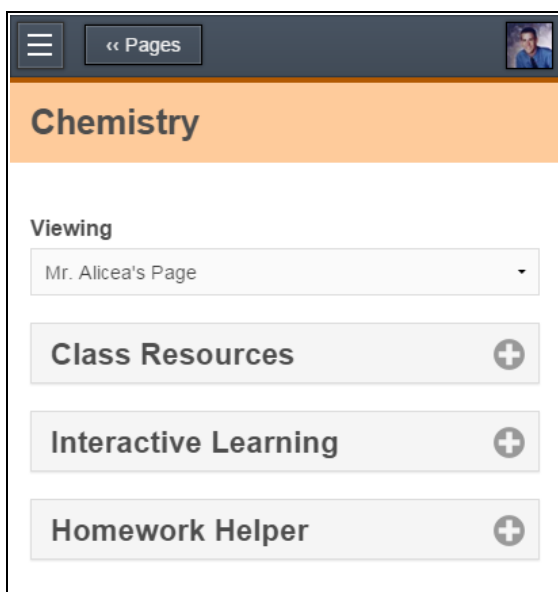
2. The way a Page appears in Aspen Mobile depends on your screen size:
   - If you are viewing a Page on a device with a smaller screen, such as a smartphone, Pages appear with a list of expandable widgets on it.
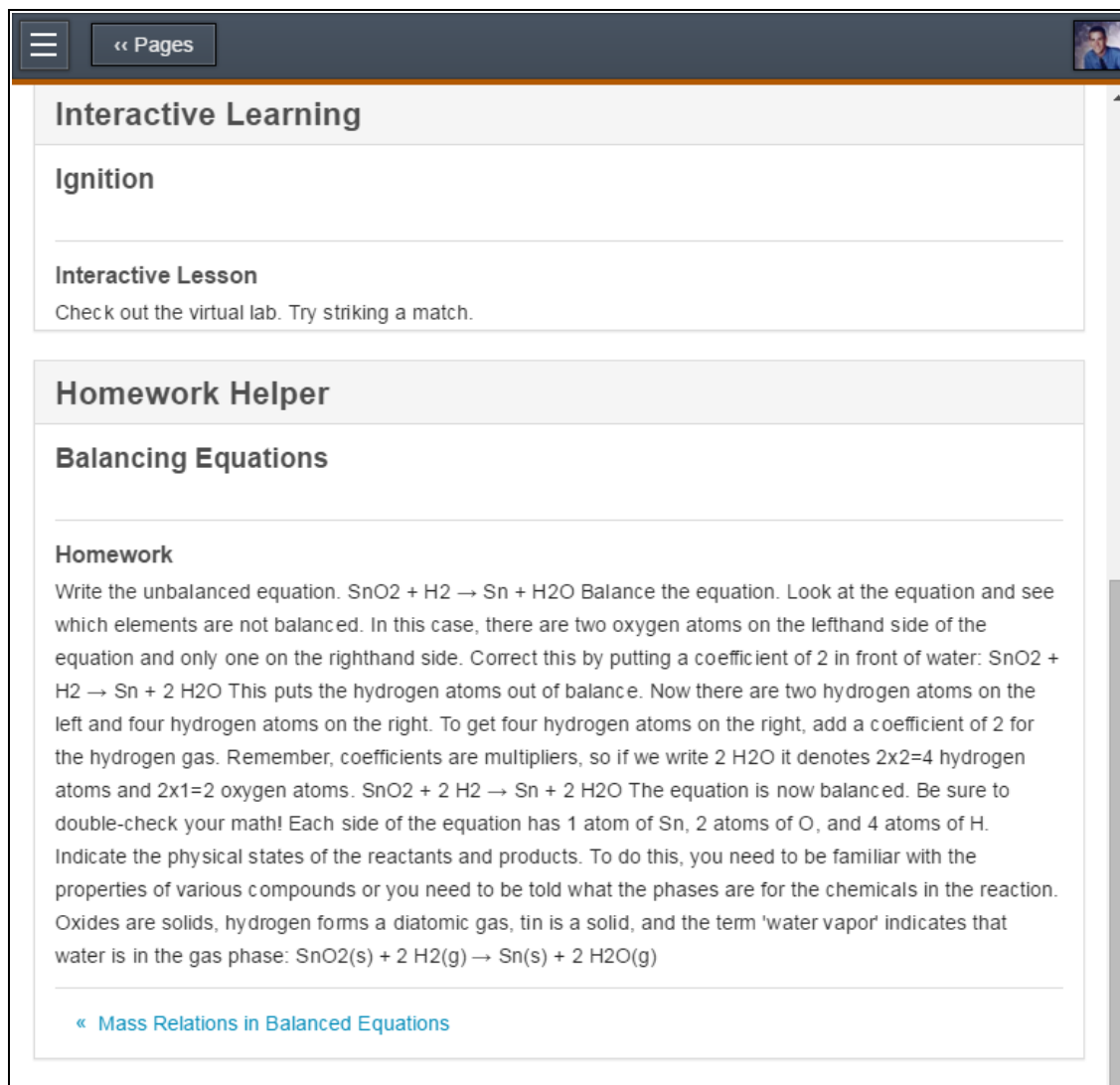
- Tap ⊕ to expand the widget and see its content.
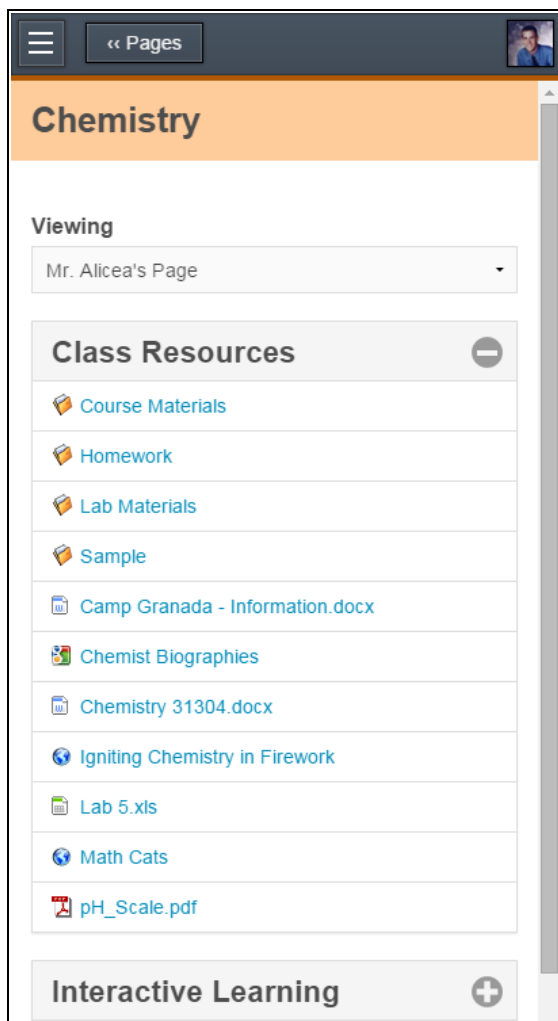
- Tap ⊖ to minimize the widget.

  Note: You can download a file in Aspen Mobile by tapping its name.

- If you are viewing a Page on a mobile device with a larger screen, such as a tablet, the content within the widgets automatically expands.

Note: For widgets with several entries, such as blogs, scroll through them by tapping the blue links beneath the content.

3. If the Page has more than one tab, the **Viewing** drop-down appears. Tap a tab name to view it.
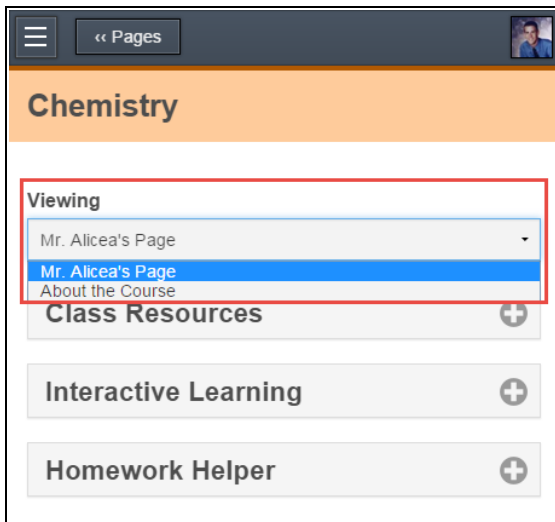
> **Note**: Some widgets, such as Surveys and Forums, only appear in the full site.

Managing Parent Settings (Aspen Mobile)

In Aspen Mobile, parents can customize their settings.

> **Notes**:
>
> - Aspen Mobile adjusts based on the screen size of your mobile device or browser window. What you see might be slightly different than what is shown here.
> - This feature is available only in the Family portal in Aspen Mobile.

To access the Preferences area:

1. Log on to Aspen Mobile.

2. Tap **>** . The Preferences screen appears.

3. Depending on your district's settings, you can set the following on this screen:

- **Preferred language**: This is reserved for a future release.
- **Primary Email**: Email address you want email subscriptions sent to.
- **Alternate Email**: Secondary email address you want email subscriptions sent to.
- **Google Docs Email**: Email address associated with your Google Docs™ account.
- **Primary phone**: Your preferred contact number.
- **Security Question**: Question to assist you with password resets.
- **Security Answer**: Your personalized answer to the security question.
- **Password**: An option to change your password.

4. Tap **Submit** to save.

Completing and Submitting Forms (Aspen Mobile)

Depending on your district's settings, you can complete and submit a form, such as a permission slip, on your mobile device.

> **Notes**:
>
> - Aspen Mobile adjusts based on the screen size of your mobile device or browser window. What you see might be slightly different than what is shown here.

- This feature is only available in the Family portal.

To complete a mobile form:

1. Log on to Aspen Mobile using your phone or tablet.

2. Tap [☰] **>** [📋 Forms] . A list of your student's forms appears.

3. Tap the form you want to complete.
4. Complete the form, and then tap **Submit**.

   Note: Aspen returns to the Forms list. The date and time you submitted the form appears in the **On File** column.

5. To view a pdf of the submitted form, click the date/time of its submission.

Aspen Go

Aspen Go is a quick, convenient way to review student academic progress from a phone or tablet. Aspen Go has a Family view and a Student view.

Note: Your district's settings determine whether you use Aspen Go or Aspen Mobile for mobile access to student information.

To use Aspen Go:

1. On your mobile device, type or tap the URL provided by your district.

2. Enter your Aspen **Login ID** and **Password**, and then tap **Log On**. Aspen Go opens.

   If you are a parent:

   Your Home Page displays any district, school, and staff announcements, and a menu to tap for more information.
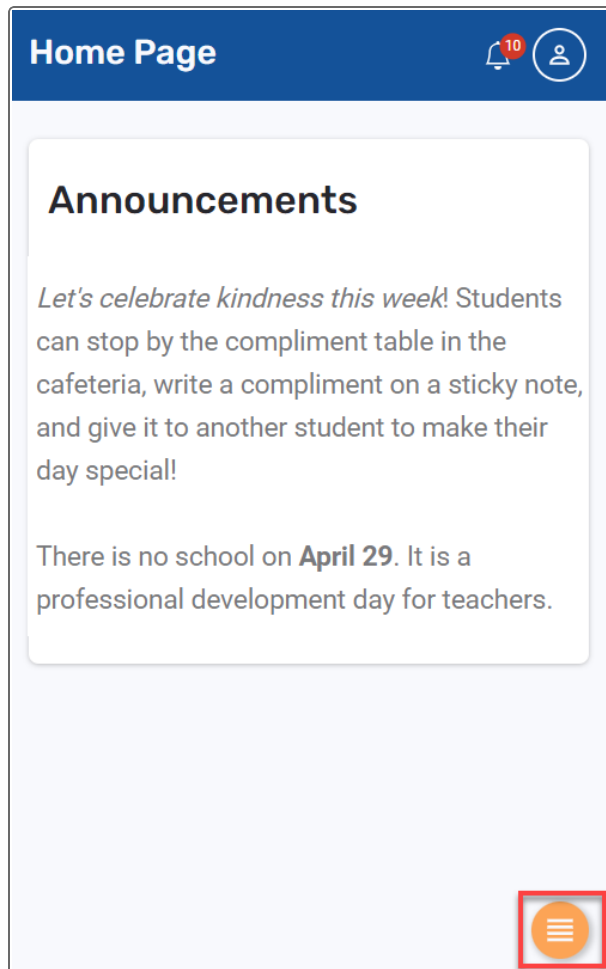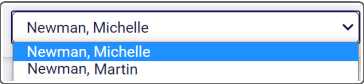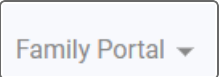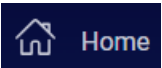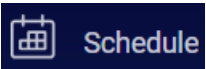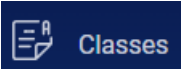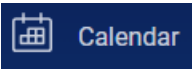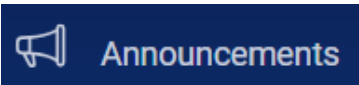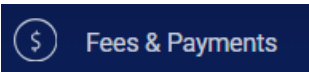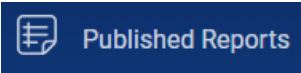
   If you are a student:
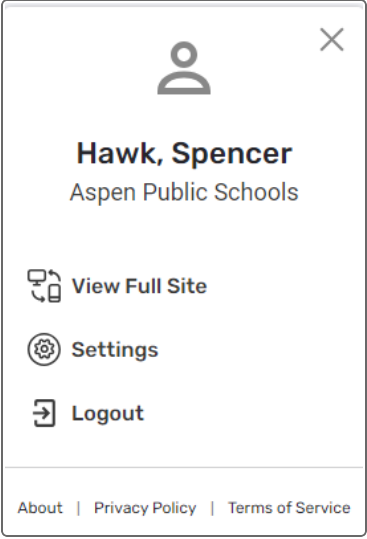
   My Schedule shows today's classes, but you can swipe to view yesterday's or tomorrow's schedule. Tap a class name for details, or tap the menu at the bottom to view other information.
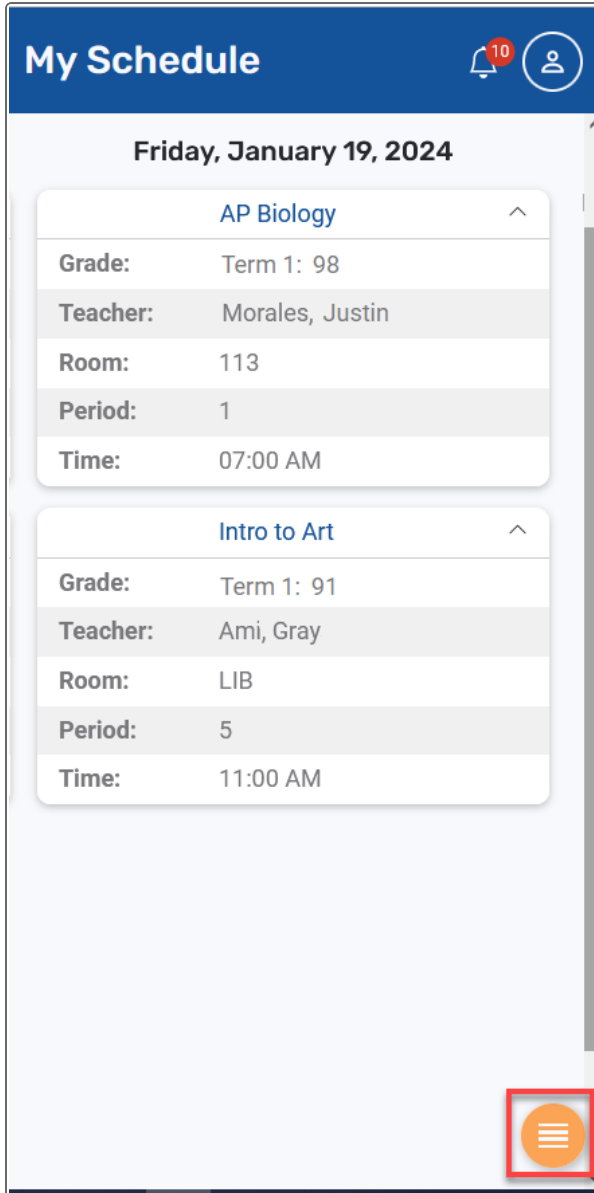
Note: Aspen adjusts based on the screen size of your mobile device or browser window. What you see might be slightly different than what is shown.

3. Use the following table to navigate.

Tap	To
Newman, Michelle ▾ Newman, Michelle Newman, Martin	Select the student you want to view. (Family portal only)
Family Portal ▾	Select a different portal view. Users can select the **Continuing Ed Portal**, if available in their district.
🏠 Home	Return to the Home Page. (Family portal only)
🗓 Schedule	View class schedule for today, tomorrow, and yesterday. (Student portal only)
Classes	View academic progress for a selected year and term by class, category (such as quizzes or tests), and assignment. (Family and Student portals)
🗓 Calendar	View a calendar that shows when your student's assignments are due. (Family portal only)
📢 Announcements	View district and school announcements. (Announcements appear on the Home Page in the Family portal and as a menu option in the Student portal.)
Forms	Complete, submit, and review school forms, including returning student registration forms. (Family portal only)
$ Fees & Payments	Pay student fees using a credit or debit card. (Family portal only, if allowed by your district)
Published Reports	View documents from your school or district, such as report cards. (Family and Student portals)
👤 New Student	Complete, submit, and review new student registrations. (Family portal only)

Tap	To
🔔	View district and school notifications. (The Notifications icon appears in the banner in the Family and Student portals.)
Hawk, Spencer Aspen Public Schools ⟲ View Full Site ⚙ Settings → Logout About | Privacy Policy | Terms of Service	• Tap **Select a Portal** to choose a view that is available to you (for example, Family Portal, Student Portal, or Continuing Education Portal, if used by your district) • Tap **View Full Site** to go to the desktop version of Aspen. (Family and Student portals) • Tap **Settings** to change your Aspen user preferences. • Tap **Logout** to exit.

Checking Your Schedule

When students log on to Aspen Go, the My Schedule screen appears. It defaults to today's schedule. Swipe left to view yesterday's schedule, or swipe right for tomorrow's:

The screen displays the class name, teacher's name, room number, period, and the grade most recently posted for the class.

Notes:

- The Grade field displays the value posted to your transcript for the class.

  Example: The screenshot above was taken during Term 2. Since grades are not yet posted for Term 2, the posted grades for Term 1 appear.

- If no term grade is posted, the Grade field is blank.

- Your final grade will also appear here when posted.

Use these tips to navigate:

- The school selector at the top defaults to **All Schools**. If you take classes at more than one school, tap the drop-down to select a specific school and view your classes there.

- Class details, including the teacher's name and room number, appear under each class name. To

  hide these details, click ⌃ next to the class name.

- Tap a class name to view the Assignments screen for that class.

Checking Assignments

In Aspen Go, the Assignments screen displays a concise list of student assignments across all classes.

Notes:

- Aspen adjusts based on the screen size of your mobile device or browser window. What you see might be slightly different than what is shown.

- Your district's settings determine whether you use Aspen Go or Aspen Mobile for mobile access to student information.

To view student assignments:

1. Log on to Aspen Go.

2. Tap **Assignments**. The Assignments screen appears. It lists assignments due today, tomorrow, and

other upcoming assignments, as well as their due dates.
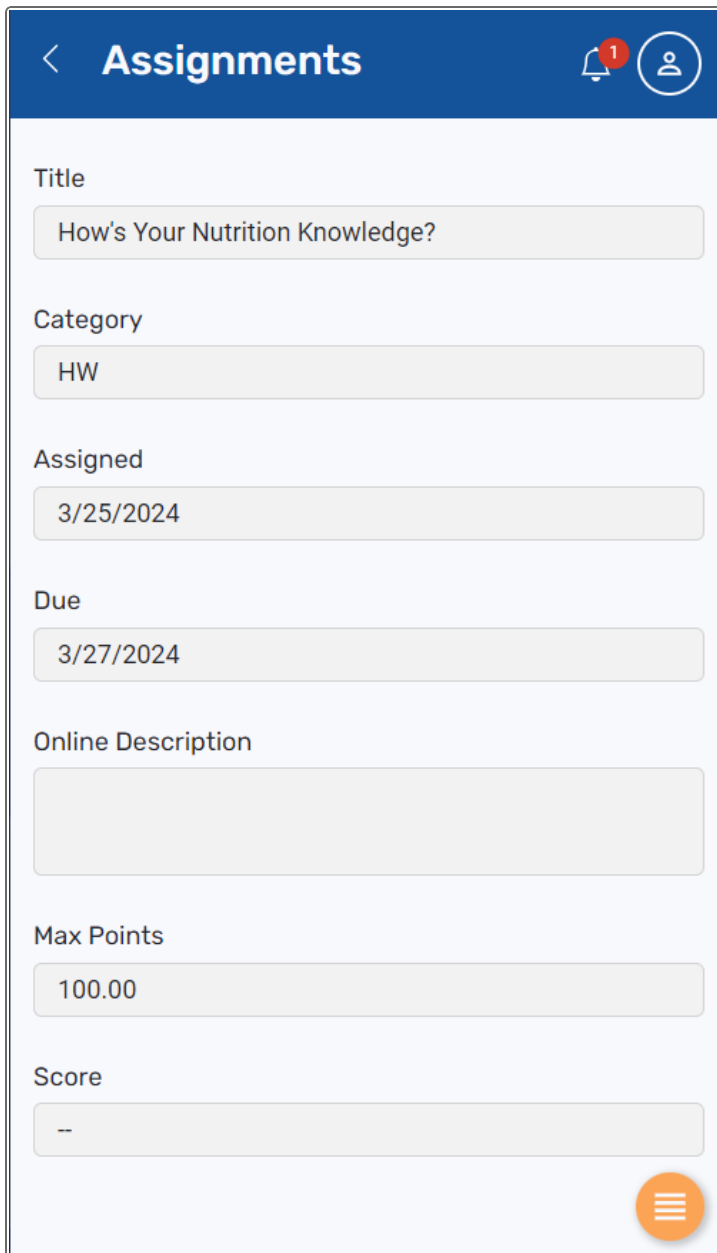
Note: If you are a parent with more than one student, select the student you want to view from the drop-down at the top of the screen.

3. Tap an assignment name for more information. The Details screen displays the date assigned, date due, points available, a description, and more.

4. Tap to return to the Assignments screen.

Viewing Student Attendance

Log on to Aspen Go to review daily and class attendance data.

Note: Aspen adjusts based on the screen size of your mobile device or browser window. What you see might be slightly different than what is shown.

To check attendance:

1. Log on to Aspen Go.

2. Tap **Attendance**. The Daily Attendance screen appears. It displays the types of daily attendance data your district documents, such as excused and unexcused absences, tardies, and dismissals. It defaults to **Today**, but you can select **Current Week**, **Current Grade Term**, or **Previous Grade Term** from the drop-down:
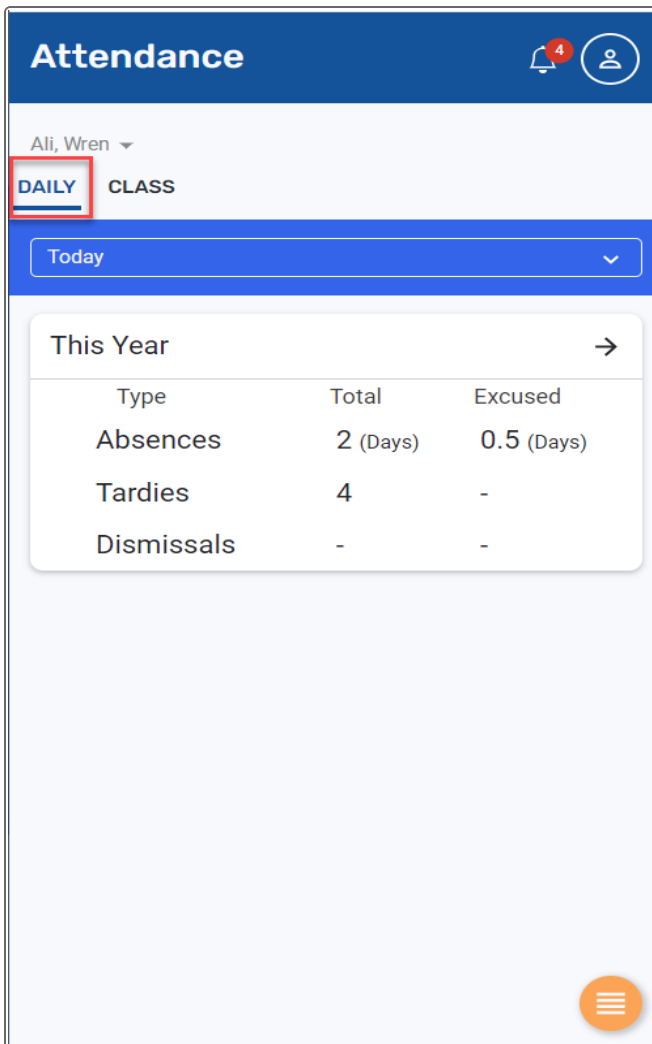
Note: If you are a Family portal user who has more than one Aspen student, select the student you want to view from the drop-down at the top of the screen.

3. Tap **Class** to view class attendance records. The screen defaults to **Today**, but you can select **Current Week**, **Current Grade Term**, **Previous Grade Term**, or **This Year** from the drop-down:
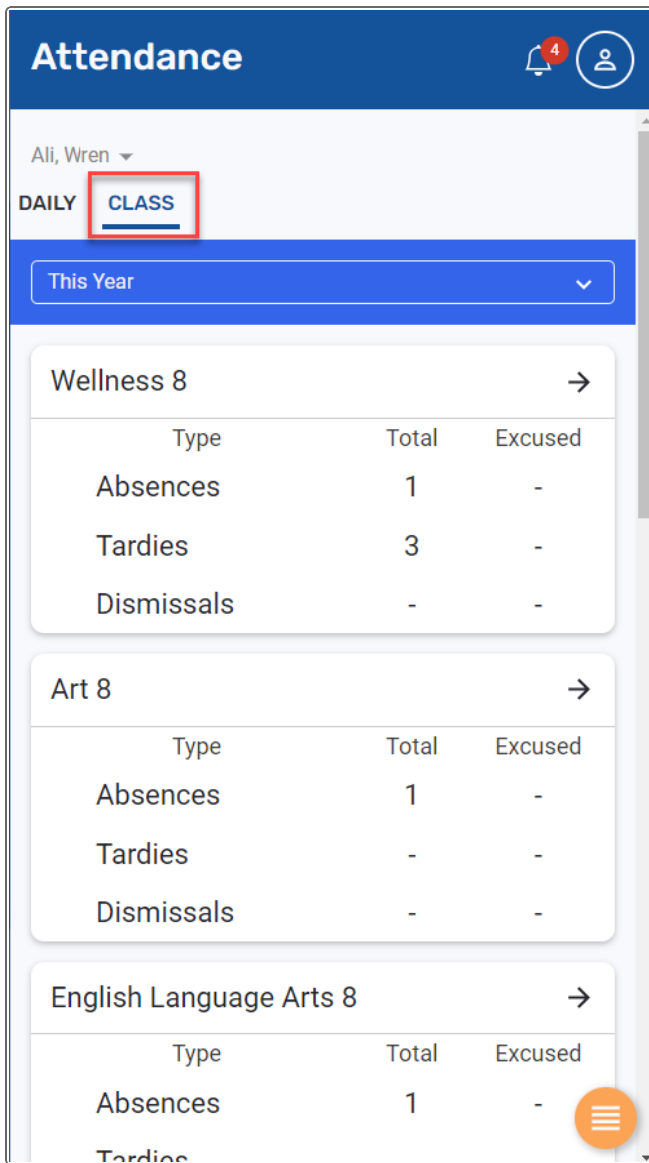
Viewing Class Information

Use Aspen Go to monitor academic progress in each class.

> **Note**: Aspen adjusts based on the screen size of your mobile device or browser window. What you see might be slightly different than what is shown.

To view class information:

1. Log on to Aspen Go.

2. Tap **Classes**. The Classes screen displays the name of each class and teacher, and the student's performance for the selected term:
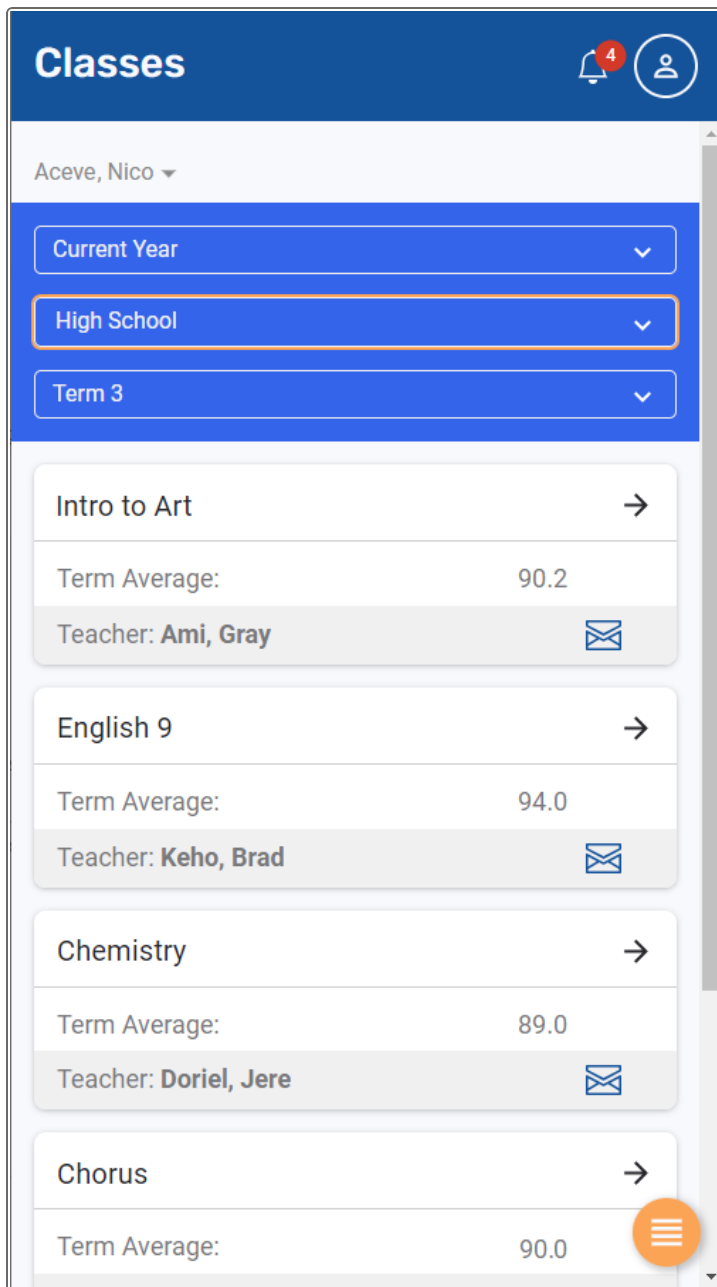
Note: Depending on your school's and district's settings, the screen displays a Term Average or Cumulative heading. You may see a letter grade, a numeric value, or both. Neither heading

> appears when All Terms is selected from the drop-down.

Use these tips to navigate:

- If you are a parent with more than one Aspen student, tap the drop-down at the top of the screen to select the student you want to view (Family portal only).

- If the student attends more than one school, tap the school name to change it and view the student's classes at that location.

- To view classes for a previous year or grade term, click the **Current Year** drop-down and select **Previous Year**. Or, click the **Current Term** drop-down and select the appropriate term; or select **All Terms**.

3. For details, tap a class name or $\rightarrow$. The Assignments screen shows assignment names and due dates for the selected class.

4. Tap the **Current Term** drop-down to view a specific term, or **All Terms**. To view assignments for a specific category, such as quizzes or homework, tap **All Categories**, and then tap your selection.

5. Tap [<] to return to the Classes screen.

Viewing Published Reports

In Aspen Go, parents and students can view report cards and other documents published by their district and school. When a document is ready for review, Published Reports appears as a menu option (*Screenshot shows Student view*):
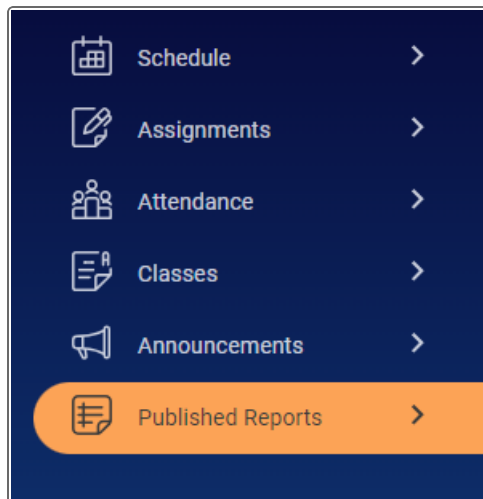
> **Notes**:

- Aspen adjusts based on the screen size of your mobile device or browser window. What you see might be slightly different than what is shown.

- Your district's settings determine whether you use Aspen Go or Aspen Mobile for mobile access to your student's information.

To view a published report:

1. Log on to Aspen Go.

2. Tap **Published Reports**. The Published Reports screen shows the date the report was created,

whether someone has opened the document, and the file type.
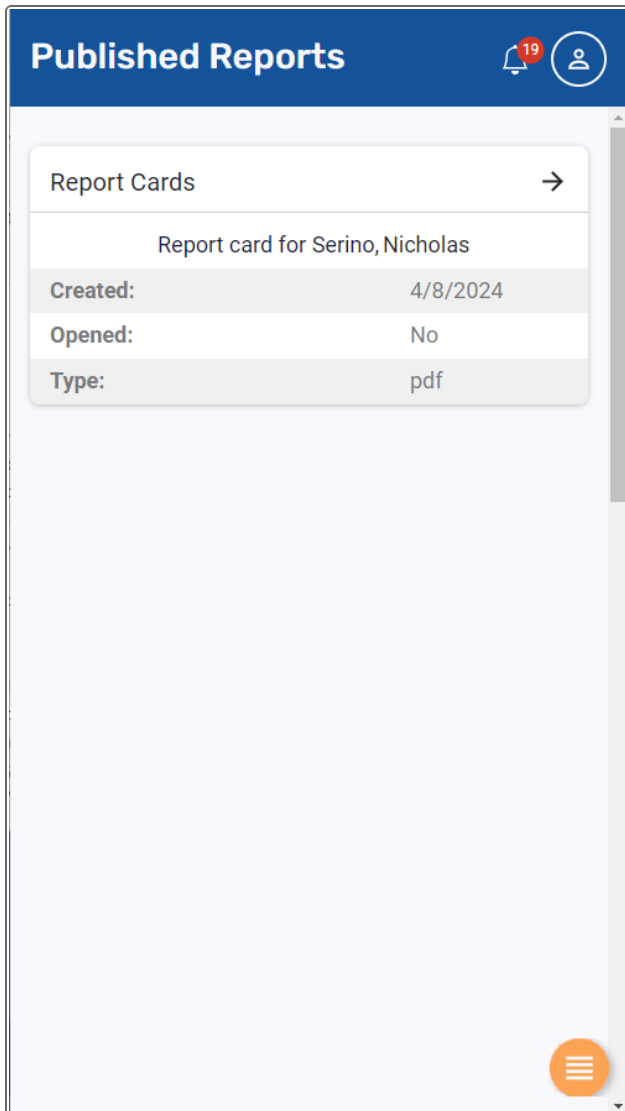
3. Tap → or the report name to open and view it.

4. When you are done, tap [<] to return to the Published Reports screen.

Checking Your Student's Calendar

In Aspen Go, check your student's Calendar for an overall view of their assignment load. (The Calendar does not appear in the Student view.)

To view the Calendar:

1. Log on to Aspen Go.

2. Tap **Calendar**. The Calendar screen shows the assignments due on each date.
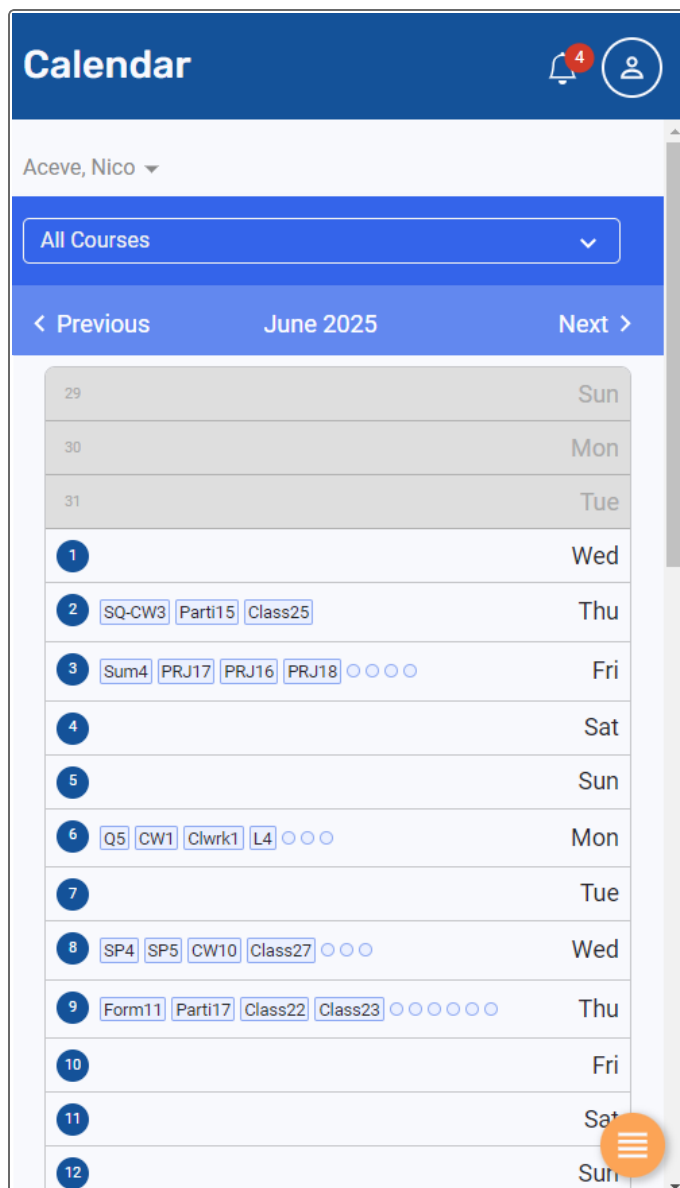
Notes:

- If you have more than one student, select the student you want to view from the drop-down at the top of the screen.

- The Calendar view defaults to **All Courses**. To view assignments for just one course, tap the **All Courses** drop-down and then tap the course.

- You can view other months by tapping **Previous** or **Next**.

Completing Forms
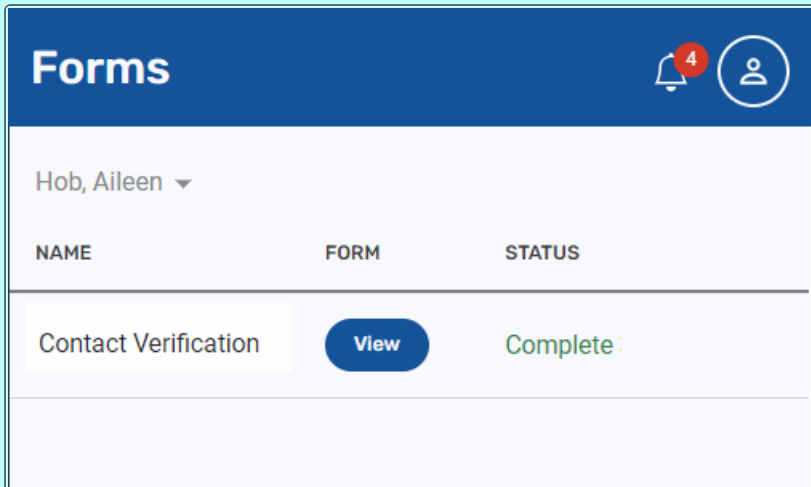
Depending on your district's settings, you can complete and submit forms, such as the <u>Student Registration form</u>, in Aspen Go.

To complete a form:

1. Log on to Aspen Go.

2. Tap **Forms**.

3. If you have more than one Aspen student, use the drop-down at the top of the screen to select the student you want to work with. The Forms screen lists the form(s) available for that student.

4. Tap **New** or **Resume** to open the form.

5. Follow the instructions to complete and submit the form.

   Notes:

   - Click [<] to exit the form and return to the Forms screen.

   - You can view a form you submitted by tapping **View**.

Register a returning student

Depending on your district's settings, you can complete and submit a returning student registration form in [Aspen Go](#).

To complete a returning student registration form:

1. Log on to Aspen Go.

2. Tap **Forms**.

3. If you have more than one Aspen student, use the drop-down at the top of the screen to select the student you want to work with. The Forms screen lists the form(s) available for that student.

4. Tap **New** next to **Returning Student Registration**.

5. Tap each tab, and review the information. Edit as needed.

   > **Note**: If you need to take a break, tap **Save & Close**. You can come back later, and pick up where you left off.

6. The last tab is **Submit**. Tap the **Submit** button. A message confirms the registration has been submitted successfully.

7. Tap **Return to Forms list** or any option on the menu.

Paying Fees and Fines

Parents can make payments using a credit or debit card in Aspen Go (if this feature is enabled by their district). (This feature is also available in [Aspen desktop](#).)

To make a payment:

1. Log on to Aspen Go.

2. Tap **Fees & Payments**. The Fees & Payments screen displays all of your student's Outstanding (unpaid) fees:

Note: You can tap **All Fees** to view all paid and unpaid fees, and **Payments** to view all payments.

3. If your student has fees from multiple schools, select the school from the drop-down. The Outstanding fees for that school appear.

4. Tap the checkbox next to the fee(s) to pay, and then tap **Make Payment**. A Summary screen lists the item(s), a sub total, any fees, and the total amount to pay:
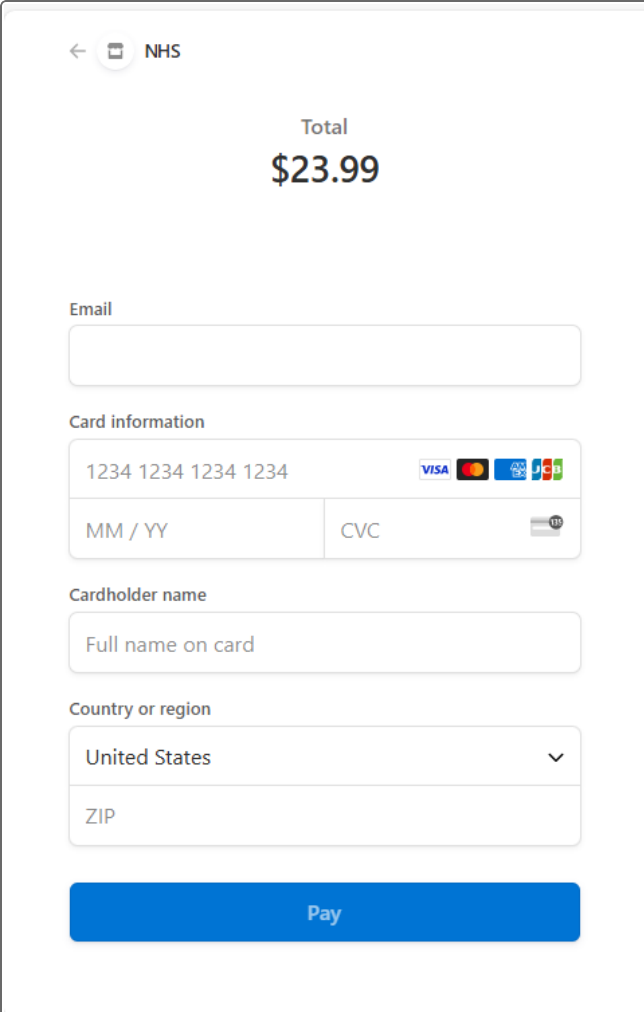
5. Tap **Proceed to Payment**. Aspen goes to the payment processor site.

6. Enter your payment information, and then tap **Pay**.

7. After the payment is processed, you are returned to Aspen. A details screen displays information about the transaction, including a Reference Number. You can tap **Receipt** to view a receipt:
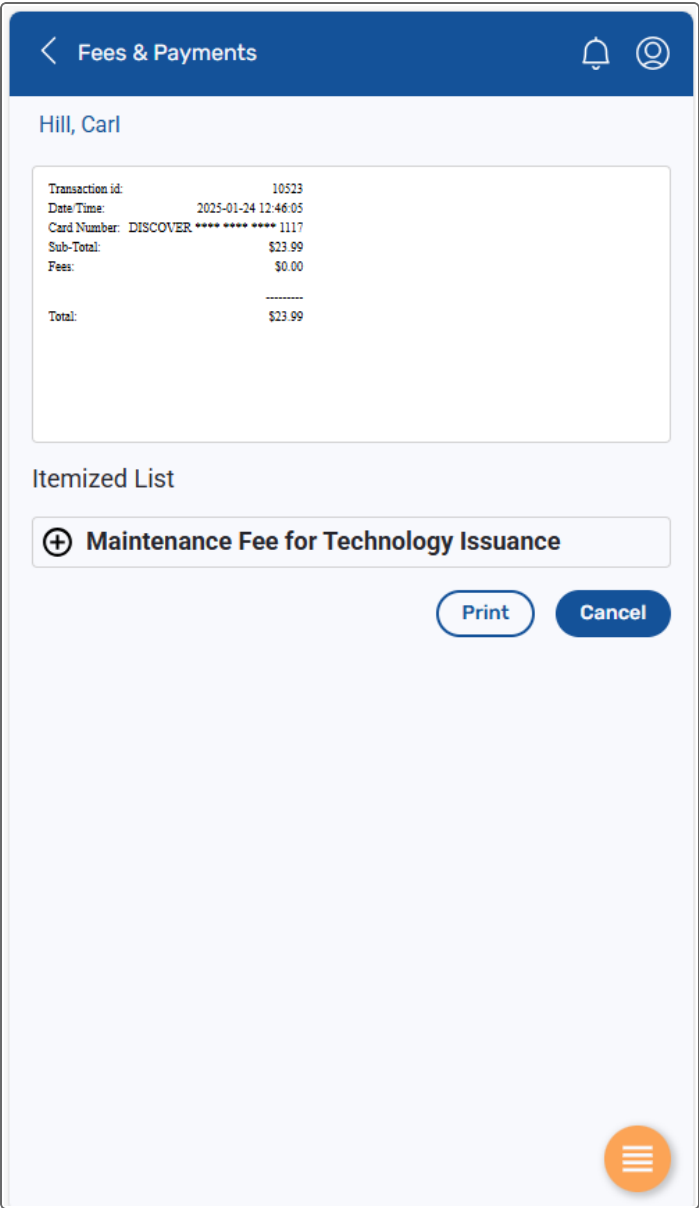
Registering a Student in Aspen Go

If your child is not currently enrolled at a school in this district (for example, you moved, or your child attended private school or was home-schooled), you can register them using your phone or mobile device.

To register your student:

1. Log on to Aspen Go.

2. Tap **New Student**.

3. Tap **Initiate**. The New Student Registration Start screen appears. The name of each tab, or screen, that you will review appears at the top.

4. Select the school year you are registering the student for, and then tap ⬤→ . The Student Information screen appears.

5. Enter your student's information on each screen, as described below.

6. On the final tab, tap **Submit**. The district can review the registration and will follow up with you.

> **Note**: If you need to take a break at any time, tap **Save & Close**. Your form is saved to finish later.

Registration Form tabs

Start tab

1. Tap the school year you are registering for.

2. Tap **Next**.

Student tab

This screen is broken up into several sections.

- **Student Information**: Enter your student's legal first, middle, and last name. This information should match their birth certificate. If the student doesn't have a middle name, select the **No middle name** checkbox. You can enter an alternate name at **Preferred Name**.

- **Birth and Citizenship**: Enter the student's city and country of birth, and other information.

- **Age and Grade Level**: Enter your student's date of birth and grade level.

- **Ethnicity and Race**: Select all that apply.

- **Phone Information**: Enter the primary phone number(s) associated with your student.

- **Address Information**:

  ○ **Physical address**: Tap **Add** to enter the student's home address (required).

  ○ **Mailing address**: Enter only if different from physical address. If you answer **No** at **Mailing address same as physical**, tap **Add** to enter the student's mailing address.

- **Housing/Residence**: Tap each question to make your selection, and then tap ⬤→ .

School tab

You might be asked to select a school here, or review information about how your district assigns students to schools. Tap .

Family/Contacts tab
Parent/Guardian/Other Contact

Enter contact information for the people who should be notified in case of school closure or other urgent issues. At least one parent or guardian must be entered.

1. If you are the primary contact, your name appears. Tap it to review and complete your information.

2. Tap **Add** to enter another contact's name and relationship to the student.

3. If this contact should be allowed to view the student's academic, attendance, and other information in the portal, tap **Yes** at **Allow portal access**.

4. To indicate the first person the school should contact, enter **1** at **Contract Order/Priority**. *You need to enter at least one phone number for the student's primary contact.*

5. Answer the **Contact Questions**.

6. Enter a physical and mailing address for the contact. These fields are optional for contacts who do not have custody of the student.

7. To enter another contact for the student, tap **Add** and repeat the steps.

Legal Information: Tap to select your responses. You may need to provide copies of related documents to the school.

Siblings: The name(s) of sibling(s) who attend school in the district appear.

1. Tap a name to review the information.

2. Tap **Add** to enter another student, if needed.

3. Tap .

Additional Info tab

This tab contains other information collected by your district. Select your responses, and then tap .

Language tab

Tap to enter information about the language(s) the student and family speak. Tap .

Health tab

Tap to enter the student's health and medical information. Tap .

Services tab

Tap to enter information about any special education support, disability accommodations, or social and emotional health services for your child. Tap

.

Documents tab

Families are required to submit documents to prove residency in the district. Your district accepts the documents listed, and might ask you to bring these and/or other documents to school in person.

It can help to upload documents beforehand. To do so:

1. Tap **Add**.

2. Type the document's name.

3. Select the **Type** of document.

4. Tap **Choose File**.

5. Tap the file, and tap **Open**.

6. Tap **Upload**.

7. Repeat these steps for each document you want to upload. When you are done, tap .

Submit tab

On the final tab:

1. Type any additional information you want the registrar to review.

2. Tap each tab, check the information you entered, and edit as needed.

3. When you are done, tap **Submit**.

The registrar can review the information you submitted and will contact you.

Setting Your Preferred Language

Many districts offer their Aspen users multiple language options. You can set your default language at login or in your User Settings (if this option is available in your district).

> **Note:** You only need to select a language if you want to change the default (English).

To set your preferred language at login:

1. Log on to Aspen Go. The login page appears.

2. Use the drop-down to select a language.
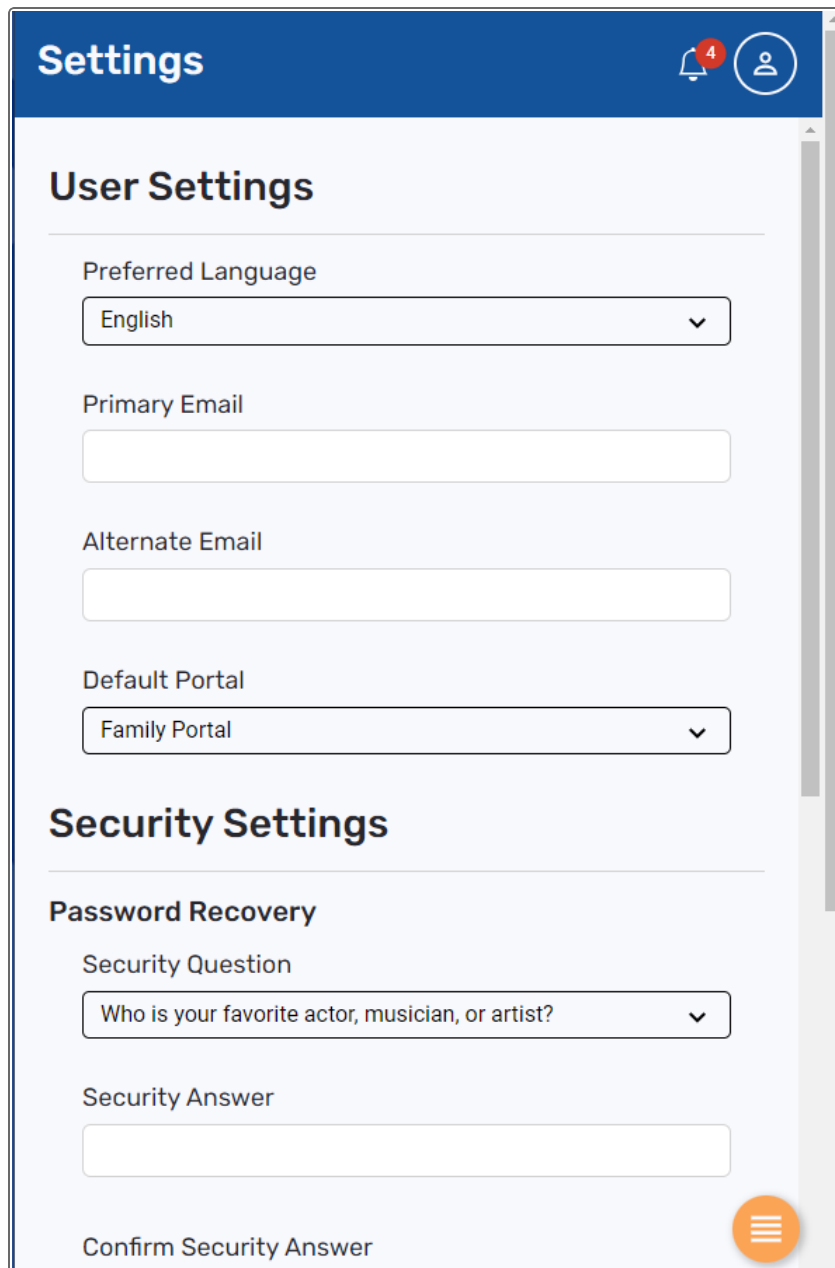
3. The page refreshes and displays the selected language. Type your **Login ID** and **Password**.

4. Click or tap **Log In**.

To set your preferred language in your User Settings:

1. Log on to Aspen Go.

2. Click or tap the user icon in the top corner, and then tap **Settings**. The User Settings screen

appears.

3. Make a selection at the **Preferred Language** drop-down.
4. Click or tap **Submit**. The page refreshes and appears in the selected language.

Using the Continuing Education Portal

Aspen's Continuing Education portal lets parents, students, and other community members sign up for classes and activities offered by their district (if available). This portal is accessible using the desktop

version of Aspen and Aspen Go (if available in your district).

To access the Continuing Education portal:

1. Log on to Aspen.
2. Do one of the following:
   - For desktop:
     ◦ If you are already an Aspen user, your default view appears. For example, the parent of an Aspen student sees the Family view when they log in. From the **view** drop-down, select **Continuing education**:

The Pages tab in the Continuing Education portal appears. Click **Registration**.

   ◦ If you are new to Aspen, the Pages tab in the Continuing Education portal appears. Click **Registration**.

The Course Registration page appears.

   - For Aspen Go (mobile version):
     ◦ If you are already an Aspen user, your default view appears. For example, the parent of an Aspen student sees the Family view when they log in. Tap the user icon in the top

corner. Tap **Select a Portal** on the pop-up, and then tap **Continuing Ed Portal**:

○

The Continuing Ed Home Page appears. Use the menu button to navigate the application:

○ If you are new to Aspen, the Home Page in the Continuing Ed portal appears.

Click the **Menu** icon :

The Continuing Ed menu appears.

○

To browse courses:

1. Do one of the following:
    *   <u>Desktop</u>: Select **Registration > Course Catalog**.
    *   <u>Aspen Go</u>: Tap **Course Catalog**.
    The Browse Courses page appears.

2. Click or tap **Select Category**. Select a category of courses to review, or **All** to review all course offerings. The list of courses appears.

3. To view details about a course, click or tap its name or course number. The Details page appears.

4. Do one of the following:

   - Click or tap the **Back** button to return to the Browse Courses page.

   - Click or tap **Register** to enroll in the course. Jump to step 3 in "To enroll in a course".

To enroll in a course:

1. Do one of the following:

   - Desktop: Select **Registration > Course Registration**.

   - Aspen Go: Tap the **Menu** icon **> Course Registration**.

   The Course Registration page appears.

2. Click or tap **Initiate**. The **Start** sub-tab appears.

3. Click or tap the **Registration Option** drop-down, and select whether you are registering for yourself or one of your children. If you choose **Register one of my students for courses**, the **Select a student** field appears. At that drop-down, select the student you are registering.

4. Click or tap the **Courses** sub-tab.

5. At **Select one or more course categories**, click or tap the drop-down, and select a category (or categories) for the course(s), or select **All**.

6. At **Select one or more courses**, click or tap the drop-down, and select the course(s).

7. Click or tap the **Submit** sub-tab. The message *Continuing Education course request is complete* appears.

8. Click or tap the **Submit** button to complete the process.

   You can click or tap **Return to forms list** to go back to the Course Registration page.

> **Notes**:
>
> - If you need to take a break during the enrollment process, click or tap **Save & Close**. You can return where you left off later.
>
> - If you begin a registration form but decide to cancel before submitting it, click **Delete**.
>
> - Once a course registration has been submitted, you can view the submitted registration form, or withdraw from the courses selected on that form, on the Course Registration page. You can also withdraw from a single course on the Course Enrollments page or the course section's Details page.

To view course enrollments (and withdraw, if needed):

1. Do one of the following:

   - <u>Desktop</u>: Select **Registration > Course Enrollments**.

   -
   <u>Aspen Go</u>: Tap the **Menu** icon   **> Course Enrollments**.
   The Course Enrollments page appears.

2. At the name drop-down, select the person whose enrollments you want to view. The page displays the course enrollments and whether there is a wait list for any of the selections.

3. To withdraw from a course, do one of the following:

   - Click or tap **Edit** next to the course name. A **Withdraw** link appears. Click or tap **Withdraw**. A confirmation message appears.

   - Click or tap the course name to view its Details page, then click or tap **Withdraw**. A confirmation message appears.

4. Click or tap **Yes, Withdraw** to cancel the enrollment, or **Close** to exit.

Managing User Settings

You can customize your user experience in Aspen Go.

> **Note**: Aspen adjusts based on the screen size of your mobile device or browser window. What you see might be slightly different than what is shown.

To access your user preferences:

1. Log on to Aspen Go.

2. Tap the user icon in the top corner. A pop-up appears.
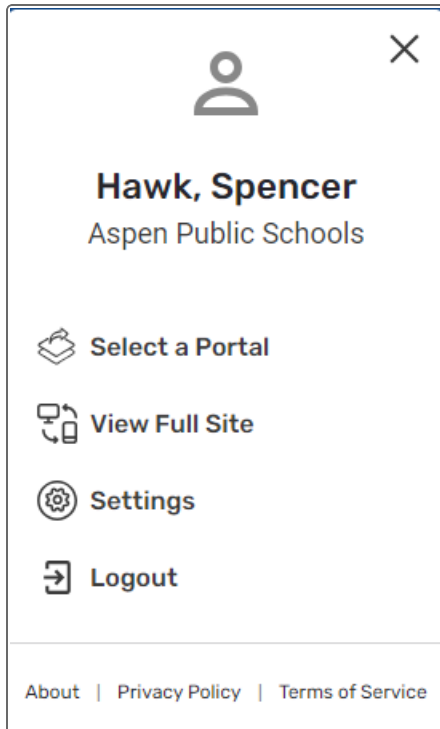
3. Tap **Settings**.

4. Depending on your district's settings, you can update the following on this screen:

   - Preferred language

   - Primary email

   - Alternate email

   - Default portal (such as Family portal, Student portal, or Continuing Education, if used by your district)

   - Security question (for password recovery)

   - Security answer

   - Password

5. Tap **Submit** to save your settings.

Index

transcripts
    viewing in the portals 53

U

using forums
    for students 46

V

viewing student course requests 57

W

WebPath Express 96