Using the Family and Student Portals

User Guide
Version 5.0

http://www.follettsoftware.com/school-administration-software
# Table of Contents

**Using the Family and Student Portals** .......................................................... 5

- Creating an Aspen Account ........................................................................... 5
- Email Teachers .............................................................................................. 10

**Using Pages in the Family and Student Portals** ....................................... 11

- Home Page in the Portal .............................................................................. 12
- Use the To Do Widget .................................................................................. 13
- Submit Assignments Online ......................................................................... 14
  - Managing and Submitting Assignments in the Submit Assignments Widget ...... 15
  - Managing and Submitting Assignments in the To Do Widget ......................... 15
- Grant Aspen Access to Google Docs .............................................................. 16

**Academic, Athletic, Club, and Other Pages in the Portal** ............................ 18

- Use the Page Directory ................................................................................ 18
- Take an Online Quiz .................................................................................... 20
- Set Your Forum Preferences ....................................................................... 21
- Post to a Forum ............................................................................................ 22
- Take a Survey ............................................................................................... 25

**Viewing Student Information** ..................................................................... 25

- Student Details ............................................................................................ 26
- Student Contact Information ........................................................................ 26
- Student Attendance ....................................................................................... 26
- Student Health Information ......................................................................... 27
- Student Conduct Information ....................................................................... 28
- Student Transcript Information .................................................................... 29
- Assessment Scores ....................................................................................... 31
- Enrollment History ........................................................................................ 31
- Student Schedule .......................................................................................... 32
- Requests ....................................................................................................... 32
- Email Notifications ....................................................................................... 35

**Viewing Academic Information** ................................................................... 36

- View Classes ................................................................................................. 37
View Assignments ................................................................. 37
Complete a Google Doc Assignment ........................................ 38
View Class Attendance .......................................................... 39
Viewing Groups .................................................................... 39
View Student's Groups .......................................................... 40
View Fellow Group Members .................................................. 40
View Group Events ............................................................... 40
Using the Calendar ............................................................... 41
Determine Which Days to View .............................................. 41
Manage Your Assignments ..................................................... 42
Define Your Calendar Settings ............................................... 43
Use the Student Calendar ...................................................... 44
Setting Up Your Calendar ...................................................... 44
Using Your Calendar ............................................................ 45
Add Calendar Events ............................................................ 46
Use My Resources ............................................................... 47
Add Folders ........................................................................ 48
Add Files ............................................................................ 50
Add Weblinks ....................................................................... 52
Add Notes ............................................................................ 53
Edit Resources ..................................................................... 54
Keep Enough Free Space ..................................................... 56
Student Portal Locker ............................................................ 57
Report a Bullying Incident with the Portal Conduct Referral .... 58
Using Quest to Search for Digital Content .............................. 59
WebPath Express ................................................................. 59
One Search ......................................................................... 64
Digital Resources ............................................................... 66
Destiny Search ................................................................. 67
Index .................................................................................. 71
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, groups, and calendars.

**Note:** If you have not done so already, you need to [create an Aspen account](#).

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 **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
- Attendance

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.
- [Report a bullying incident](#) from the Home page.

### Creating an Aspen Account

At the login screen, parents and students can create an Aspen account.

1. Go to the Aspen login screen:
2. Click Request an account.
3. Select one of the following:
   - 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: Select this option if your student is enrolled in the system, but you do not yet have an Aspen account. You should have received a security code from Aspen, which will allow you to link your new account to existing information in the system.
   - I am a student new to Aspen: Select this option if you are enrolled in the system, but you do not yet have an Aspen account. You should have received a security code from Aspen, which will allow you to link your new account to existing information in the system.

Notes:
- You might not see all three options in the Account Type dialog box.
- 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's Aspen system administrator.

If you are a parent or student new to Aspen, a Validation Information pop-up appears:

Note: If you are a parent new to the district, you will not see this pop-up. Skip to step 6.
4. Enter the information in the fields.

**Notes:**

- Fields with a red asterisk * are required.
- The fields that you see might differ from what is shown.
- To complete the Security code field, check the email that you received from Aspen regarding your account. Copy and paste the code into the field.
- Enter your own date of birth.

5. Click **Next Step**.
6. Fill in the fields on the **Personal Information** pop-up:
Note: If you are a parent or student already enrolled in Aspen, the Personal Information pop-up contains pre-existing information. Update any outdated information.

7. Click **Next Step**.
8. Do one of the following:
   - If you are a student whose information has already been entered into Aspen (or a parent whose contact information has been entered), follow steps 9 and 10.
   - If you are a student whose information has already been entered into Aspen (or a parent whose contact information has been entered), follow steps 9 and 10.

9. Complete the fields in the **User Information** pop-up:

   ![User Information Pop-up](image)

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

10. 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.

    If you are a parent new to the district, complete the fields on the **Account Information** pop-up:
12. Click Create My Account. A window confirms that the account request was processed. It also notifies you that a verification email was sent to the email address provided.

**To complete the account registration process:**

1. Go to the email account that you listed as your primary email address.
2. Open the verification email from Aspen:

   ![Verification Email]

3. Click the link that follows **Click this link to verify your address.**

   **Note:** If instead you click the link that follows 'If you didn’t request an Aspen account, please click this link to cancel the request', you will delete the account creation request. Your account will not be enabled.
After verifying your address, you will receive another email confirming that an administrator has enabled the account for use:

![Email Example]

4. Click the link to go to the Aspen login screen.

**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 or Family portal, you can easily send emails 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, you need to select the student whose teacher you need to email first.

3. On the **Options** menu, click **Send Email**. The Mass Email dialog box appears with the email addresses for all of the student's teachers in the **To** box:
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.
Using the Family and Student Portals

- **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**: Click 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**.

**Home Page in the Portal**

Click the **Home** icon or Pages tab to view your Home page. 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 Home page.

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
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 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.

**Note:** This checkbox is a visual reminder only. The system does not verify that a student has actually completed an assignment.

For parents, the To Do widget includes a drop-down menu 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:

![To Do Widget Image]

**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 dialog box 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 ![Upload](#). The Submission Upload dialog box appears:

- Click **Browse** to navigate to the file you want to submit. The File Upload dialog box appears.
- Select the file and 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:

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.

For 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.

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

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Date Due</th>
<th>Status</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Newton's Laws Problems (Proj)</td>
<td>5/10/2010</td>
<td>Late</td>
<td></td>
</tr>
<tr>
<td>Package B (Test)</td>
<td>5/27/2010</td>
<td>Late</td>
<td></td>
</tr>
</tbody>
</table>

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 🔄. The Assignment Upload dialog box appears:

Click **Browse** to find the file on your computer, 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:
To Do

Overdue Online Assignments

<table>
<thead>
<tr>
<th>Course</th>
<th>Assignment</th>
<th>Category</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemistry</td>
<td>Lab 11 - Spectrometer</td>
<td>HW</td>
<td>8/13/2012</td>
</tr>
<tr>
<td>Jr English</td>
<td>Opinion Paper - Outside Reading Book 3</td>
<td>Outside Reading</td>
<td>8/14/2012</td>
</tr>
</tbody>
</table>

Today: Friday, August 17

<table>
<thead>
<tr>
<th>Course</th>
<th>Assignment</th>
<th>Category</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemistry</td>
<td>Temperature Lab</td>
<td>Lab</td>
<td></td>
</tr>
</tbody>
</table>

Tomorrow: Saturday, August 18

No assignments scheduled.

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 ![upload icon].

**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**

**Follett Aspen™
Curriculum & Learning**

In order for Aspen and Google Docs to be able 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 dialog box 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, Gmail, Google Docs, or Google Drive account, enter your Email and Password. Click Sign in.
   - If you do not have a Google, Gmail, Google Docs, or Google Drive account, click Sign Up. Complete the fields to create a Google account and 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 dialog box:

The Request for Permission dialog box 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.
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 Home page. 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:
Using the Family and Student Portals

- 19 -

- At the beginning of every school year, you need to use the Page Directory to add the Pages that 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 your Quick Access 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 dialog box 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 dialog box 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 Public 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:

   ![To Do widget](image)

   **Note:** To open the quiz without viewing the details of the assignment, click ⬜️.

3. Click the **Assignment name** to view the details of the assignment. Any information you need to complete the assignment appears.

   If the assignment is an online quiz, the quiz appears in the **Resources Provided by the Teacher** field.

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

The first question appears:

6. 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 review or change your original answers. Be sure to do your best answering each question. After you click Next, you are not able to make changes to previous answers.

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.

7. On the page that has the last question(s), Finish appears at the bottom of the page. After completing the question(s) on this page, click Finish to save your answers. Aspen checks the Complete checkbox on your To Do widget. 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's 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 dialog box appears.
2. Click the **Communication** tab:

   ![Forum Preferences Dialog](image)

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’ll 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 appears. Do one of the following:
5. Select this checkbox to have this photo appear next to any posts you make to forums.
6. 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 don’t have one in the system, the **Use school photo** field doesn’t 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 have a Forum widget on them, so that members of the Page can discuss a topic of interest. The page administrator creates the topics, and you have the ability to post your feedback.

Forums are either moderated or unmoderated. If a forum is moderated, the 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's in Aspen or a generic silhouette appears, depending on your district and personal forum preferences.

**To post to a forum:**

1. In the Forum widget, click the name of the topic you want to view or respond to. Its details appear:

   ![Forum Widget Screenshot](image)

   1. **We're starting to gear up for the 2012 Senior Prom.**
      - Ideas are needed for possible themes.
      - Please share your thoughts so we can get a discussion going.
      - Click here to access last year's prom photos.

   2. Do one of the following:
      - To reply to a particular person's post, click **Reply**. The widget expands to include the post you are replaying to (grayed out). Type your response, using the rich text editor tools, if desired:
      - To reply to a particular person's post, click **Reply**. The widget expands to include the post you are replaying 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 responding to information that someone else posted, click Reply. If you have valuable information to share on the topic’s subject, click Add Post. For example, to comment that you like Kathy’s idea about holding a James Bond theme prom, click Reply. To state that you think a Tropical Paradise theme would be even better and solicit feedback on that idea, click Add Post.

3. 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 Home page, a class page, or any other page, if there is a new survey available, you will see it in your Survey widget with New in the Status column:

<table>
<thead>
<tr>
<th>Title</th>
<th>Start Date</th>
<th>End Date</th>
<th>Edit</th>
<th>Results</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring fling</td>
<td>3/24/2011</td>
<td>4/7/2011</td>
<td></td>
<td></td>
<td>Completed</td>
</tr>
</tbody>
</table>

To take a survey:

1. Click New in the row of the survey you want to take. You'll see an introductory page.
2. Click Begin at the bottom of the dialog box.
3. The next page displays one or more questions. Answer all of the questions, and then click Next at the bottom of the dialog box.

**Note:** If you do not see a Next button, you have reached the end of the survey.

4. Continue answering questions and clicking Next until you reach the end of the survey.

**Note:** If the survey has been set up to allow review, you can go back to previous questions by clicking Back. Otherwise, the Back button does not appear.

5. When you have reached the end of the survey, click Finish. The survey closes and displays in the Survey widget as Completed.

**Note:** You don't have to complete a survey in one sitting. If you do not complete it, it appears with a status of In progress until you go back in and answer the rest of the questions.

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
Using the Family and Student Portals

- Transcript information
- Assessment scores
- Student's schedule
- Enrollment History
- Course Requests for next year
- Transactions
- Documents
- Notifications

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:

<table>
<thead>
<tr>
<th>Term</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>All</td>
<td>All</td>
</tr>
<tr>
<td>All</td>
<td>All</td>
</tr>
<tr>
<td>T1</td>
<td>All</td>
</tr>
<tr>
<td>T2</td>
<td>All</td>
</tr>
<tr>
<td>T3</td>
<td>All</td>
</tr>
<tr>
<td>T4</td>
<td>All</td>
</tr>
</tbody>
</table>

   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:
   - In the Family portal: Click the Family tab.
   - In the Student portal: Click the My Info tab.
2. Click the Assessments side-tab.
3. To filter the types of assessments, at the Assessment Definition field, click and select the Assessment Definition you would like to view. To view all types of assessments, leave this field blank.
4. Click a date of an assessment. View the raw score, scale score, level of performance, and grade level when the exam was taken.
5. After you finish looking at the details, click Cancel to return to the list of assessments, or click any other side-tab or tab.

Enrollment History

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

1. Click the Family tab.
2. Click the Enrollment side-tab.
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 view:**

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 view:**

1. Click the My Info tab.
2. Click the My Info tab.
3. Click the My Info tab.

**Requests**

**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, then click Requests.

**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 date range, 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. Click the My Info tab.
3. Click the Requests side-tab. The Requests page appears:
4. 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.

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:

![Primary requests table](image)

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 you are entering alternate requests, you can type a number in the Priority column to prioritize them; type 1 next to the alternate you want to try to be scheduled in first, type 2 in the next alternate you would want on your schedule, and so on:

<table>
<thead>
<tr>
<th>Subject area</th>
<th>SchoolCourse &gt; Credits</th>
<th>SchoolCourse &gt; Description</th>
<th>Alternate?</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select</td>
<td>English</td>
<td>905</td>
<td>N</td>
<td>5.0</td>
</tr>
<tr>
<td>Select</td>
<td>American Lit.</td>
<td>922</td>
<td>N</td>
<td>5.0</td>
</tr>
<tr>
<td>Select</td>
<td>Algebra I LV 2</td>
<td>2502</td>
<td>N</td>
<td>5.0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Subject area</th>
<th>SchoolCourse &gt; Credits</th>
<th>SchoolCourse &gt; Description</th>
<th>Alternate?</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select</td>
<td>Social Studies</td>
<td>111</td>
<td>N</td>
<td>5.0</td>
</tr>
<tr>
<td>Select</td>
<td>English Language</td>
<td>987</td>
<td>N</td>
<td>3.0</td>
</tr>
<tr>
<td>Select</td>
<td>Health/PE</td>
<td>982</td>
<td>N</td>
<td>1.0</td>
</tr>
<tr>
<td>Select</td>
<td>English Elective</td>
<td>987</td>
<td>N</td>
<td>5.0</td>
</tr>
</tbody>
</table>

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:

![Image of a notification message](image)

**Note:** Once your counselor approves your requests, you can no longer make changes to your course selections.

**Email Notifications**

When your school uses email notifications, parents and students can subscribe to receive email messages when any of the following conditions occur:

- A new daily attendance record is created.
- A new conduct record is created.
- A new visit to the health office record is recorded.
- A grade below the threshold you define is recorded.
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:

   ![Notification Side-Tab Image]

3. At the top of the page, any email addresses associated with your account appear. Select the check-box 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 screen are saved automatically. There is no Save button.

**Viewing Academic Information**

The Academics tab gives you access to view:
- View Classes -

The Classes page on the Academics tab lists classes for the current school year and a summary of attendance and performance in the class you selected:

- The top of the page shows you information about the class.
- The Attendance Summary displays absences, tardies, and dismissals for each term, and a current total for the year.
- The Average Summary lists the assignment categories (for example, Homework, Tests, Quizzes) in the class, with a grade for each term and the current average.

To view details about attendance and performance in a class:

1. Click the Academics tab.
2. Click the Detail tab.
3. Click a course number. 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
   - Current term average
   - Current year average
   - Number of absences, tardies, and dismissals

- View Assignments -

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.
4. Click the Category drop-down to select:
   - All to view all assignments, or
   - 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, or
   - A term to see only assignments from that term.

The list displays the name, date assigned, date due, maximum points possible to receive, and number of points or score actually received for each assignment. A bar indicating where your score fell in relation to the best possible score appears. Any remarks the teacher entered for the score also appear.
If the teacher included or student posted a file, it appears in the Resources Provided by the Teacher/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.

---

**Complete a Google Doc Assignment**

Your teacher might create an assignment that you must complete and submit online using Google Docs.

**Note:** To open or view a Google Doc, you need a Google, Gmail, Google Docs, or Google Drive 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.

The file appears in your To Do widget on your class page, and on your Calendar.

**To complete your assignment:**

1. Do one of the following:
In the To Do widget, click the assignment name. The Assignment dialog box appears.

Click the Calendar tab. Find and select the appropriate assignment. The assignment details appear.

2. Click the document in the Resources Provided by the Teacher field. The document opens.
3. Complete the assignment online.
4. Click Post next to the document name when you are done. The date and time the document was submitted appear.

After the due date for the assignment, you can open and view your teacher’s comments on the document you post.

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.
Using the Calendar

Use your 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

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 times 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.
Do 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 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 (for example, ![Document Type Icon](image)) to open it.

If you upload your homework document in 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.

**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:

   ![Calendar Settings](image)

3. Use the following table to define your calendar settings:
<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Show Weekends</td>
<td>Select this checkbox if you want to see Saturdays and Sundays on your calendar.</td>
</tr>
<tr>
<td>Activate Reminders</td>
<td>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.</td>
</tr>
<tr>
<td>Color</td>
<td>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.</td>
</tr>
</tbody>
</table>

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:

2. Use the following table to define your calendar settings:
<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Show Weekends</td>
<td>Select this checkbox if you want to see Saturdays and Sundays on your calendar.</td>
</tr>
<tr>
<td>Activate Reminders</td>
<td>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:</td>
</tr>
<tr>
<td>Color</td>
<td>Determine the highlighter colors that represent your sections and appointments on your planner.</td>
</tr>
<tr>
<td></td>
<td>In the Color column, click the color box next to the item. The Color Chooser appears. Click a color, and click OK.</td>
</tr>
<tr>
<td></td>
<td>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).</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> The colors for appointments is set by the My Events color.</td>
</tr>
</tbody>
</table>

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 the details of the assignment:

4. If an assignment is due on a date, the text and color is dark. After you complete the assignment, click 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 on line to complete the 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**: 

---

**Using the Family and Student Portals**

---

[Image of a calendar interface with assignments and event details]
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 your Aspen Student portal, and click the **Calendar** tab.
2. In the upper-right corner, click **My Resources**. Your 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 can't 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:** Your 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**. Then, click **Folder**:
A new folder appears in My Resources:
3. Type a name and press ENTER.
4. To make a folder within that folder, select the folder, and click Add, then Folder. The new folder appears within the folder you first created.

**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. Then, click File. The Upload window 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. The file appears in the folder:

![Image: My Resources]

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. Then, click Multiple Files. Select how you want to open
the Aspen Uploader, and click OK:
The Aspen File Uploader appears:

3. Click **Add files**.
4. Find the files you want to upload on your computer. 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.
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**. 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**. 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 adding bulleted lists or using different fonts. You can also insert weblinks or images:
5. Click **Save**.

**Note:** If your school district subscribes to Aspen Curriculum & Learning, 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. Then, select one of the following to edit the files in your My Resources:
<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
</table>
| Edit Item | A details pop-up appears, where you can edit details such as file name, description, and file location. 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's 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 dialog box 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.  

**Note:** This is a feature of Aspen Curriculum and Learning.  
- **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.

**Student Portal Locker**

Students can upload and save files in the virtual locker. For example, from your home computer, you might upload an English essay, or a spreadsheet you created for Math class. Then, when you arrive at school, you can access your file from any computer.

A list of files you uploaded appears.

**To upload a new file:**

1. Enter a name for the file, so that you know what it is when you look in your online locker.
2. Click the **Locker** tab.
3. On the **Options** menu, click **Add**. The New Folder/File page appears.
4. Type a **Name** for the file.
5. Click **Upload** 🔄, then click **Browse** to find the file on your computer. Select the file, and click **Import**.
6. Click **Save**.

**To download a file from your locker:**

1. Click the **Locker** tab.
2. Click the file name.
3. Click **Download**, and choose a location on your computer to save the file.

**To delete a file from your locker:**

1. Click the **Locker** tab.
2. Select the checkbox next to the name of the file you want to delete.
3. On the **Options** menu, click **Delete**.
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:

6. Use the following table to enter information in the fields:
<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Offending student</td>
<td>Type the name of the student who was the aggressor of the incident.</td>
</tr>
<tr>
<td>Victim</td>
<td>Type the name of the student who was victimized by the offending student.</td>
</tr>
<tr>
<td>Incident date</td>
<td>Type of click ☑️ to select the date the incident occurred.</td>
</tr>
<tr>
<td>Incident time</td>
<td>Type the time the incident occurred.</td>
</tr>
<tr>
<td>Incident location</td>
<td>Click this drop-down to select the location the incident occurred.</td>
</tr>
<tr>
<td>Incident description</td>
<td>Type details about how the incident occurred.</td>
</tr>
</tbody>
</table>

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.

---

**Using Quest to Search for Digital Content**

Accessed from Aspen's Staff and Student views, Quest includes four search tools to help teachers and students easily locate and identify appropriate digital content.

With a web-like interface, the four search engines help you navigate the Internet and your library collection, refine search results, and easily and efficiently access resources:

- WebPath Express
- Digital Resources
- One Search
- Destiny Search

---

### WebPath Express

Available to all Aspen Curriculum & Learning users in the Staff and Student views, WebPath Express provides instant access to grade-appropriate, educator-approved Websites.

WebPath Express provides a safe, credible, and appropriate search experience by filtering content so students only access educator-reviewed Websites.
To use WebPath Express:

1. Log on to the Staff or Student view.
2. Click the **Quest** tab:

3. On the **Websites** side-tab, type a search term or phrase in the **Search** field.
4. Click **Search**. The search results from WebPath Express appear in the **Websites** side-tab:

5. If there are too many results, you can narrow your search to show only certain types of information. Under **Narrow Your Search** on the right side, click one or more of the following categories to limit your search:
### Narrow Your Search

- Grade Level [All]
- Domain [All]
- Topic [All]
- Format Type [All]
- Source Type [All]
- Language [All]
<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade Level [All]</td>
<td>Click 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.</td>
</tr>
</tbody>
</table>
|                     | All  
|                     | PreK-2 (1)  
|                     | 3-5 (42)  
|                     | 6-8 (173)  
|                     | 9-12 (262) |
| Domain [All]        | Click 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. |
|                     | 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)  
|                     | .us (1)  
|                     | .uk (7)  
<p>|                     | .us (1)  |</p>
<table>
<thead>
<tr>
<th><strong>Option</strong></th>
<th><strong>Description</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Topic [All]</strong></td>
<td>Click a topic to show only results from one topic, or click <strong>All</strong> to show results from all topics. Each search result has one or more topics associated with it. Topics can be names or descriptive phrases.</td>
</tr>
<tr>
<td>All</td>
<td></td>
</tr>
<tr>
<td>Academic writing (2)</td>
<td></td>
</tr>
<tr>
<td>Addams, Jane,—1860-1935 (1)</td>
<td></td>
</tr>
<tr>
<td>Advertising (1)</td>
<td></td>
</tr>
<tr>
<td>Aeschylus (3)</td>
<td></td>
</tr>
<tr>
<td>Affluent consumers (1)</td>
<td></td>
</tr>
<tr>
<td>African American actors--Biography (2)</td>
<td></td>
</tr>
<tr>
<td>African American artists--Biography (1)</td>
<td></td>
</tr>
<tr>
<td>African American dancers (1)</td>
<td></td>
</tr>
<tr>
<td>African American entertainers--Biography (1)</td>
<td></td>
</tr>
<tr>
<td>African American musicians (2)</td>
<td></td>
</tr>
<tr>
<td>African American painting (1)</td>
<td></td>
</tr>
<tr>
<td>African American women singers (1)</td>
<td></td>
</tr>
<tr>
<td>African Americans--Folklore (1)</td>
<td></td>
</tr>
<tr>
<td>African Americans--Social life and customs (1)</td>
<td></td>
</tr>
<tr>
<td>African authors (1)</td>
<td></td>
</tr>
<tr>
<td>Almond (1)</td>
<td></td>
</tr>
<tr>
<td>American Anti-Imperialist League (5)</td>
<td></td>
</tr>
<tr>
<td>American authors (2)</td>
<td></td>
</tr>
<tr>
<td>American authors--Biography (1)</td>
<td></td>
</tr>
<tr>
<td><strong>Format Type [All]</strong></td>
<td>Click a format type to show results in one format type, or click <strong>All</strong> to show results in all format types.</td>
</tr>
<tr>
<td>All</td>
<td></td>
</tr>
<tr>
<td>Animation (1)</td>
<td></td>
</tr>
<tr>
<td>Audio (5)</td>
<td></td>
</tr>
<tr>
<td>Biography (76)</td>
<td></td>
</tr>
<tr>
<td>Image collection (9)</td>
<td></td>
</tr>
<tr>
<td>Video (4)</td>
<td></td>
</tr>
</tbody>
</table>
### One Search

One Search helps Aspen staff and student users view and utilize the full range of their library resources and online subscriptions in one easy search.

Accessed via the Internet anytime, from anywhere, One Search allows users to view a complete list of search results at once, instead of one-by-one.

**To use One Search:**

1. Log on to the Staff or Student view.
2. Click the **Quest** tab.
3. On the **Websites** side-tab, type a search term or phrase in the **Search** field.
4. Click **Search**.
5. Click the **One Search** side-tab to view the search results.

---

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Source Type</strong></td>
<td>Click a source type to show results from one source type, or click <strong>All</strong> to show results from all source types.</td>
</tr>
<tr>
<td><strong>Language</strong></td>
<td>Click a language to show results in one language, or click <strong>All</strong> to show results in all languages.</td>
</tr>
</tbody>
</table>

**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**.
6. Click on each database type to select or deselect results to display:
<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
</table>
| **Encyclopedias**      | - **Select All | Select None**  
  - Wikipedia - Free  
  - Apply Changes  
  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.                                                                 |
| **Internet Libraries** | - **Select All | Select None**  
  - Five Systems - Free  
  - Apply Changes  
  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.                                                                 |
| **Reference Databases**| - **Select All | Select None**  
  - About.com - Free  
  - Atlapedia Online - Free  
  - Bartleby.com - Free  
  - Library of Congress Online Catalog - American Memory - Free  
  - Library of Congress Online Catalog - National Jukebox - Free  
  - Library of Congress Online Catalog - Pictures - Free  
  - Apply Changes  
  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**

Quickly locate and view district and web resources in a single search.

Digital Resources organizes your research databases so staff and students can quickly view and utilize the full range of your library resources and online subscriptions in one easy search.
The search includes multiple resources, including the library collection and free and subscription databases. A complete list of search results is available at one glance.

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

**Destiny Search**

Destiny Search finds resources owned by your school district.

**To use Destiny Search:**

1. Log on to the Staff or Student view.
2. Click the Quest tab.
3. On the **Websites** side-tab, type a search term or phrase in the **Search** field.
4. Click **Search**.
5. Click the **Destiny** side-tab to view the search results:

![Search Destiny](image)

6. If there are too many results, you can narrow your search to show only certain types of resources. Under **Narrow Your Search** on the right side, click one or more of the following categories to limit your search:
Using the Family and Student Portals

Narrow Your Search

- Author [All]
- Subject [All]
- Genre [All]
- Series [All]
- Language [All]
<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Author</strong> [All]</td>
<td>Click an author to only show results from the selected author, or click <strong>All</strong> to show results from all authors.</td>
</tr>
<tr>
<td>All</td>
<td></td>
</tr>
<tr>
<td>Aller, Susan Bin. (1)</td>
<td></td>
</tr>
<tr>
<td>Anesko, Michael. (1)</td>
<td></td>
</tr>
<tr>
<td>Ashmore, Wayne. (1)</td>
<td></td>
</tr>
<tr>
<td>Bodden, Valerie. (1)</td>
<td></td>
</tr>
<tr>
<td>Caravantes, Peggy. (1)</td>
<td></td>
</tr>
<tr>
<td>Diorio, Mary Ann L. (1)</td>
<td></td>
</tr>
<tr>
<td>Fleischman, Sid, (1)</td>
<td></td>
</tr>
<tr>
<td>Heims, Neil. (1)</td>
<td></td>
</tr>
<tr>
<td>Lathbury, Roger. (1)</td>
<td></td>
</tr>
<tr>
<td>MacLeod, Elizabeth. (1)</td>
<td></td>
</tr>
<tr>
<td>Meyers, Karen, (1)</td>
<td></td>
</tr>
<tr>
<td>Nault, Jennifer. (1)</td>
<td></td>
</tr>
<tr>
<td>Phillips, Jerry (1)</td>
<td></td>
</tr>
<tr>
<td>Twain, Mark, (1)</td>
<td></td>
</tr>
<tr>
<td>Vickers, Rebecca. (1)</td>
<td></td>
</tr>
<tr>
<td><strong>Subject</strong> [All]</td>
<td>Click a subject to only show results on the selected subject, or click <strong>All</strong> to show results on all subjects.</td>
</tr>
<tr>
<td>All</td>
<td></td>
</tr>
<tr>
<td>Adventure stories, American (1)</td>
<td></td>
</tr>
<tr>
<td>American literature (1)</td>
<td></td>
</tr>
<tr>
<td>Authors, American (6)</td>
<td></td>
</tr>
<tr>
<td>Authorship (1)</td>
<td></td>
</tr>
<tr>
<td>Boys in literature (1)</td>
<td></td>
</tr>
<tr>
<td>Children's stories (1)</td>
<td></td>
</tr>
<tr>
<td>Fiction (1)</td>
<td></td>
</tr>
<tr>
<td>Humorists, American (1)</td>
<td></td>
</tr>
<tr>
<td>Journalists (1)</td>
<td></td>
</tr>
<tr>
<td>Mississippi River (1)</td>
<td></td>
</tr>
<tr>
<td>Mississippi River Valley (1)</td>
<td></td>
</tr>
<tr>
<td>Narration (Rhetoric (1)</td>
<td></td>
</tr>
<tr>
<td>Point of view (Literature (1)</td>
<td></td>
</tr>
<tr>
<td>Realism in literature (1)</td>
<td></td>
</tr>
<tr>
<td>Regionalism in literature (1)</td>
<td></td>
</tr>
<tr>
<td>Savvyer, Tom (Fictitious character (1)</td>
<td></td>
</tr>
<tr>
<td>Steamboats (1)</td>
<td></td>
</tr>
<tr>
<td>Twain, Mark (9)</td>
<td></td>
</tr>
<tr>
<td>Option</td>
<td>Description</td>
</tr>
<tr>
<td>-----------------</td>
<td>--------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Genre [All]</td>
<td>Click a genre to only show results from the selected genre, or click All to show results from all genres.</td>
</tr>
<tr>
<td></td>
<td>- All</td>
</tr>
<tr>
<td></td>
<td>- Biography (6)</td>
</tr>
<tr>
<td></td>
<td>- Juvenile literature (8)</td>
</tr>
<tr>
<td>Series [All]</td>
<td>Click a series to only show results from the selected series, or click All to show results from all series.</td>
</tr>
<tr>
<td></td>
<td>- All</td>
</tr>
<tr>
<td></td>
<td>- Art of creative prose (1)</td>
</tr>
<tr>
<td></td>
<td>- Backgrounds to American literature (1)</td>
</tr>
<tr>
<td></td>
<td>- Engaged reader (1)</td>
</tr>
<tr>
<td></td>
<td>- History in literature (1)</td>
</tr>
<tr>
<td></td>
<td>- Just the facts biographies (1)</td>
</tr>
<tr>
<td></td>
<td>- My favorite writer (1)</td>
</tr>
<tr>
<td></td>
<td>- Snapshots: images of people and places in history (1)</td>
</tr>
<tr>
<td></td>
<td>- Understanding literature (1)</td>
</tr>
<tr>
<td></td>
<td>- World writers (1)</td>
</tr>
<tr>
<td>Language [All]</td>
<td>Click a language to only show results in the selected language, or click All to show results in all languages.</td>
</tr>
<tr>
<td></td>
<td>- All</td>
</tr>
<tr>
<td></td>
<td>- English (300)</td>
</tr>
<tr>
<td></td>
<td>- French (1)</td>
</tr>
<tr>
<td></td>
<td>- Spanish (1)</td>
</tr>
</tbody>
</table>
Index

A
academic info, viewing 36
access to Google Docs 16
accounts, user 5
action, conduct 28
activities 39
assessment scores 31
assignment grades 37
assignments, portal 14, 37
attendance, class 39

B
browsing Pages 19
bullying
  reporting an incident as student or parent 58

C
calendars
  adding events 46
    preferences, Family portal 43
class attendance 39
class details 37
Classes page 37
conduct
  Portal Conduct Referral 58
conduct action 28
conduct information 28
contacts 26
create Aspen account 5

demographics 26
Destiny Search 67
detentions 29

E
e-mail notifications 35
emergency contact information 26
enrollment 31
events, group 40

F
families
  using the portal 5
forums 22

G
Google Docs 16
grades, assignment 37
Grant Access 16
group events 40
group membership 40
group membership, student 40

H
health information
  viewing details 27
Home page
  portal 12
  Surveys 25
homework 14

I
incidents, conduct 28

L
lockers 57

N
notification, email 35

O
One Search 64
Index

P
Page Directory 18
Pages
using in the portals 11
Public Pages 19

Q
Quest 59

R
request an account 5
requests
entering
through the portal 32

S
schedule, student 32
scores, viewing 31
student details 26
student groups 40
student schedule 32
submit assignments online 14
subscribe to email notifications 35
surveys
taking 25

T
take a survey 25
test scores 31
To Do widget 12
transcripts 29

W
WebPath Express 59