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

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 Home page.

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:** 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.

**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
- Transactions
- Documents
- Notifications

**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:
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 screen are saved automatically. There is no **Save** button.

**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.

### 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.

### 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:
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:
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.
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 icon]) 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.

**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:

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:
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>
<tbody>
<tr>
<td>Edit Item</td>
<td>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:</td>
</tr>
<tr>
<td></td>
<td>• Download the item, edit it, and upload the edited version.</td>
</tr>
<tr>
<td></td>
<td>• Edit the version that's on your computer, upload it, and delete the unedited version.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> You cannot edit a folder.</td>
</tr>
</tbody>
</table>

| 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.                                                   |

<p>| Rename   | A rectangle appears around the folder name, and the text is highlighted. Type the new name and then press <strong>Enter</strong> on your keyboard.         |
|          | <strong>Note:</strong> You cannot rename a file.                                                                                                       |</p>
<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delete</td>
<td>A confirmation message appears. Click <strong>OK</strong>. <strong>Note:</strong> If you are running out of space and want to delete multiple files at once, click the <strong>My Quota</strong> link.</td>
</tr>
<tr>
<td>Copy</td>
<td>A copy of the file appears, with a number, starting with (2), appended to the file name. <strong>Note:</strong> You cannot copy a folder.</td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
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<th>LastMod</th>
<th>File Name</th>
<th>Repository Name</th>
</tr>
</thead>
<tbody>
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<td>grad.jpg</td>
<td>Andrews, Lillian - User Folder</td>
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