

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

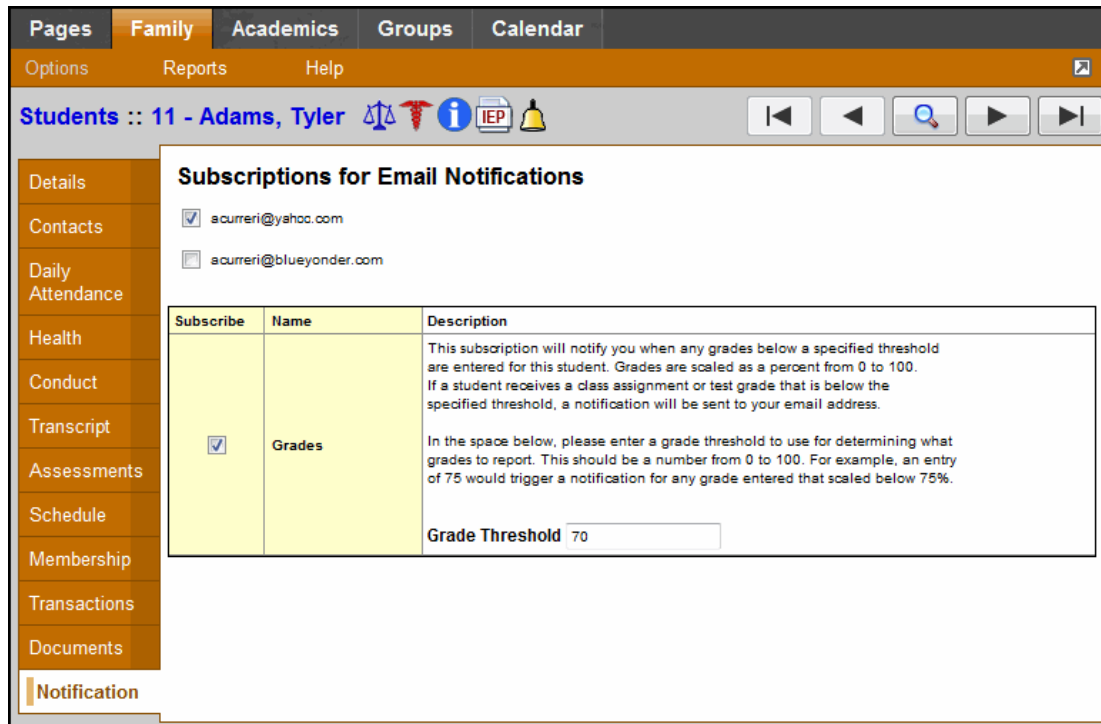
Email Notifications

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.

- To view more details, click the assignment name.
- 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:

- Click the **Academics** tab.
- Click the **Attendance** side-tab.
- 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:

- Click the **Family** tab.
- 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:

2013-2014 - Requests: 6 primary, 1 alternate - Scheduled: 7% - Credits: 5.0

Instructions
All students must select a minimum of five courses.

Primary requests

Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	Alternate?	Credit
Select... Electives	093	Writing Seminar	N	0.5
Select... Electives	356	Forensic Science	N	0.5
Select... English	033	English 11	N	1.0
Select... Foreign Language	433	Spanish 3	N	1.0
Select... Math				
Select... Science	323	Action Chemistry	N	1.0
Select... Social Studies	113	American Studies 2	N	1.0

Alternate requests

Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	Alternate?	Credit
Select... Special Education	959	Academic Support 11-12	Y	1.0

Notes for counselor
Mrs. Smith, I don't have the prerequisite so I can't request it, but Mrs. Hope recommended Honors Trig. What should I do?


Post Last posted time: Approved time:

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:

Subject area	Science					
Instructions						
						1 of 3 selected
Select	CourseNumber	CourseDescription	Academic level	Credit	Prerequisite	Status
	320	Chemistry H & Lab	CP	1.0	320	Prerequisite
	321	Chemistry C & Lab	CP	1.0	321	Prerequisite
<input checked="" type="checkbox"/>	323	Action Chemistry	Std	1.0		Recommen
						III
<input type="button" value="OK"/> <input type="button" value="Cancel"/>						

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:

Primary requests					
	Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	Alternate?	Credit
<input type="button" value="Select..."/>	English	094	ENGLISH III	N	5.0
<input type="button" value="Select..."/>	Math	202	ALGEBRA I LV 2	N	5.0
<input type="button" value="Select..."/>	Science				
<input type="button" value="Select..."/>	Social Studies	111	MOD WORLD HIST	N	5.0
<input type="button" value="Select..."/>	Foreign Language				
<input type="button" value="Select..."/>	Health/PE	967	PHYS ED 1	N	2.5
<input type="button" value="Select..."/>		982	HEALTH NS	N	1.0
<input type="button" value="Select..."/>	General Elective	057	COMM SERVICE	N	5.0

Alternate requests					
	Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	Alternate?	Credit
<input type="button" value="Select..."/>	All subjects	056	COLL PREP ENG	Y	2.5

Notes for counselor

Mrs. Smith, can we talk about my English course selection ?

Last posted time: Approved time:

- 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.

- 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:

2013-2014 - Requests: 6 primary, 1 alternate - Scheduled: 7% - Credits: 5.0

Instructions
All students must select a minimum of five courses.

Primary requests

	Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	Alternate?	Credit
Select	Electives	093	Writing Seminar	N	0.5
Select		356	Forensic Science	N	0.5
Select	English	033	English 11	N	1.0
Select	Foreign Language	433	Spanish 3	N	1.0
Select	Math				
Select	Science	323	Action Chemistry	N	1.0
Select	Social Studies	113	American Studies 2	N	1.0

Alternate requests

	Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	Alternate?	Credit
Select	Special Education	959	Academic Support 11-12	Y	1.0

Notes for counselor
Mrs. Smith, I don't have the prerequisite so I can't request it, but Mrs. Hope recommended Honors Trig. What should I do?

[Post] Last posted time: Approved time:

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

- 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:

Not enough requested for subject 11th grade honor math

OK

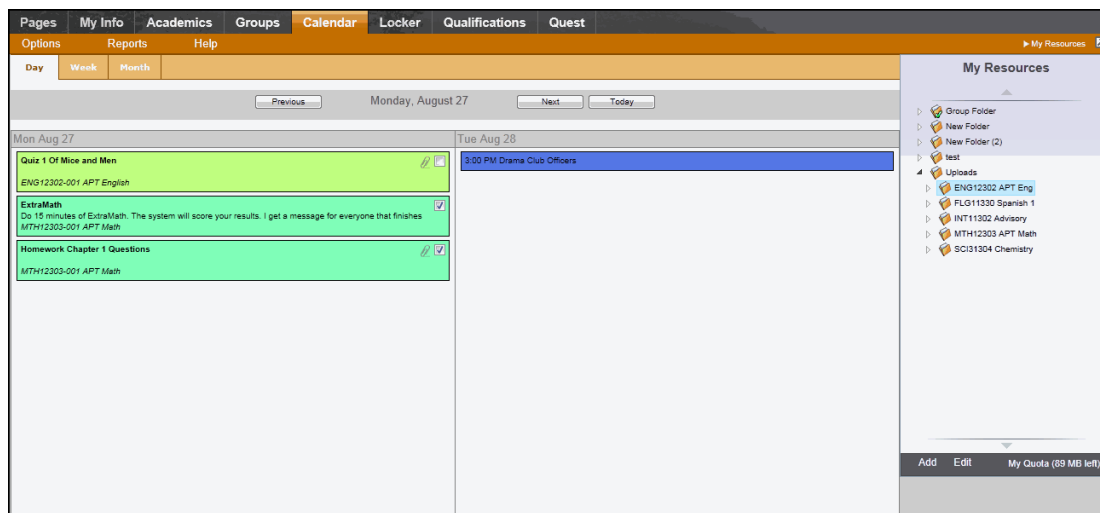
Note: Once your counselor approves your requests, you can no longer make changes to your course selections.

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.



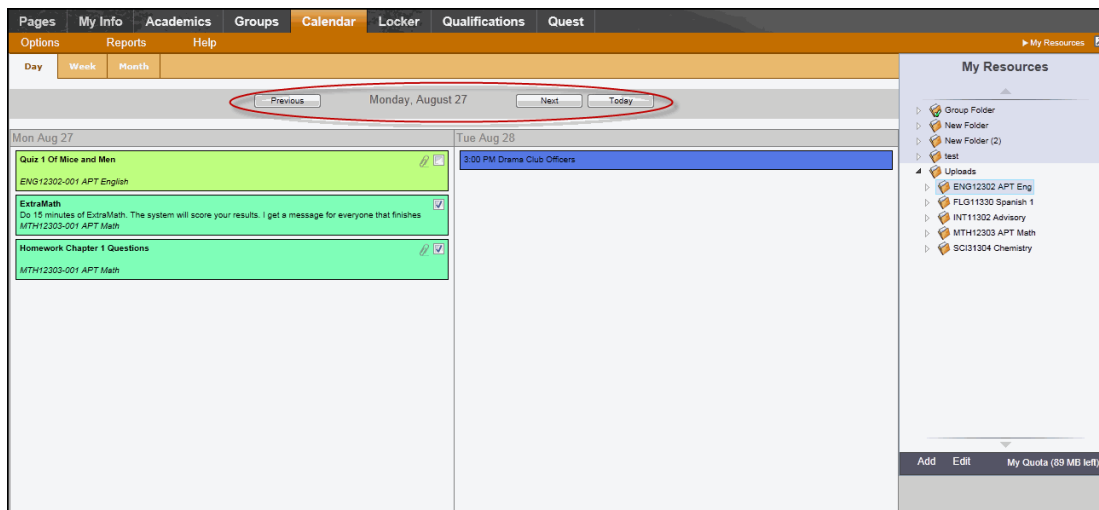
Determine Which Days to View

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:

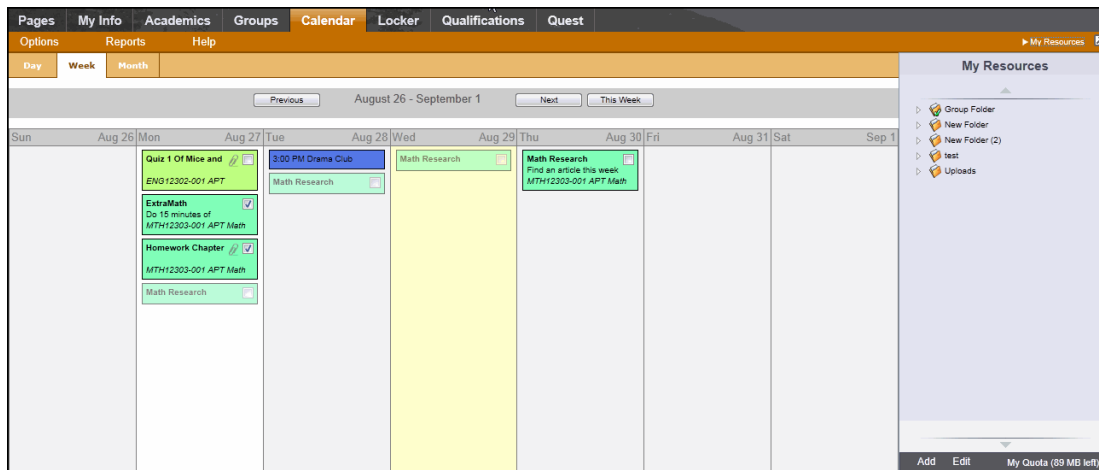



Do the following to move between dates:

- 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.

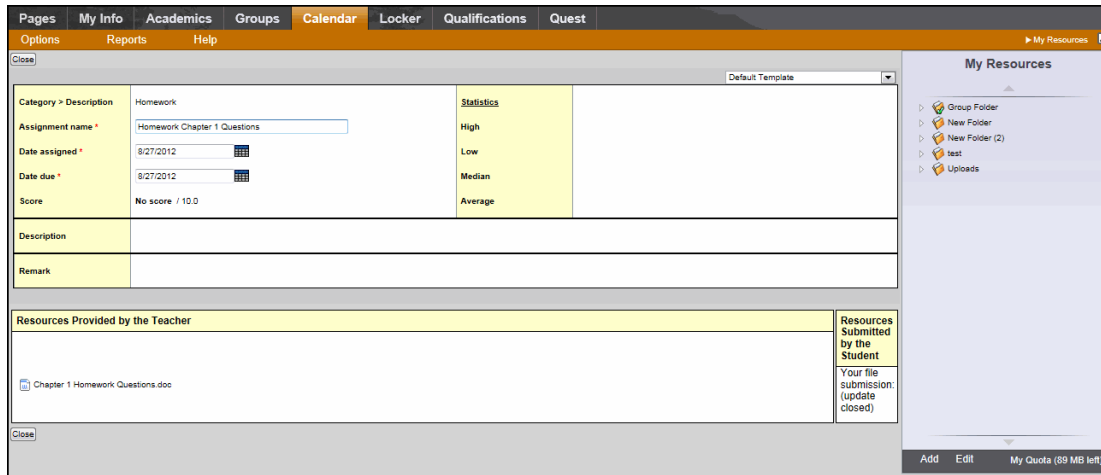
Manage Your Assignments


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, ) 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

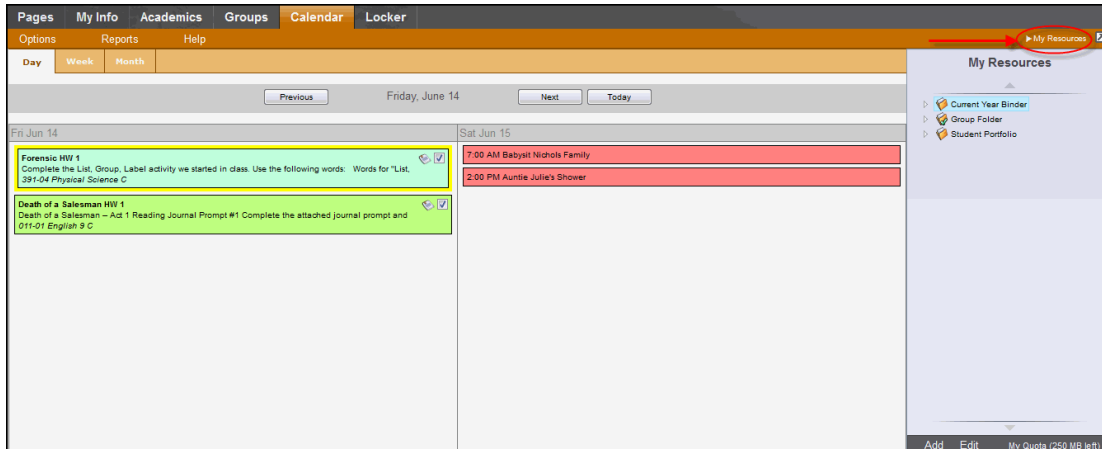
Use My Resources in Aspen's Student portal to store and organize your schoolwork.

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

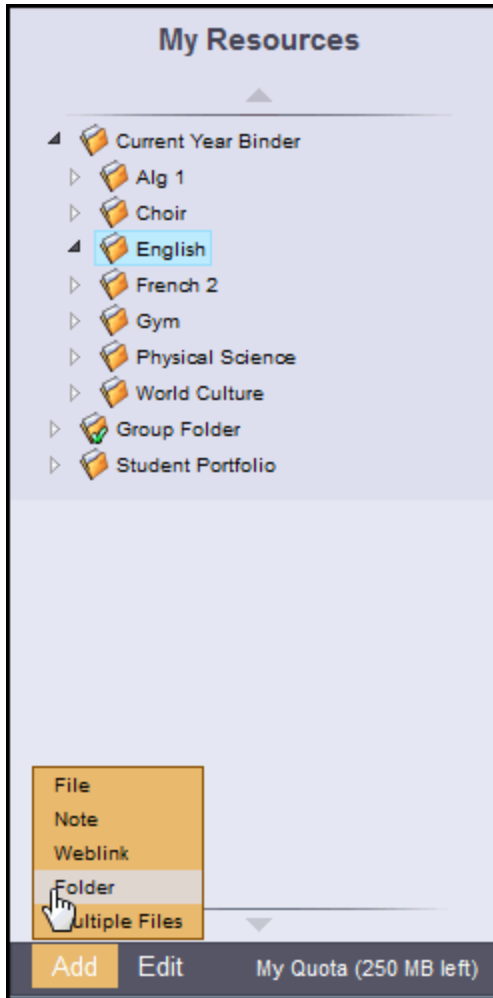
Add your own folders to My Resources to organize your school work. For example, you might make a folder for the current year. Within that folder, create a folder for each class. Then, within each class folder, you can store your files, links, and even notes. My Resources can act like your online class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

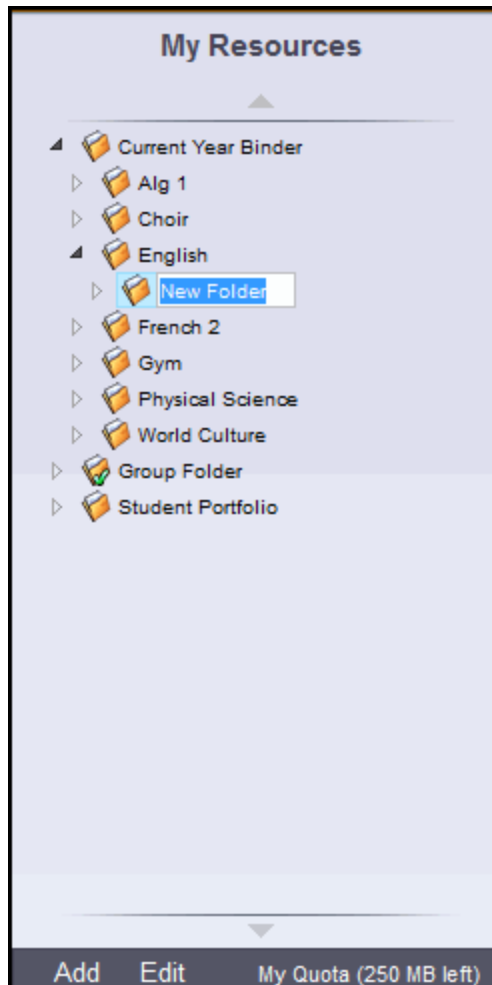
Note: Your My Resources has a storage quota set by your district; you have a limited amount of storage space.

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

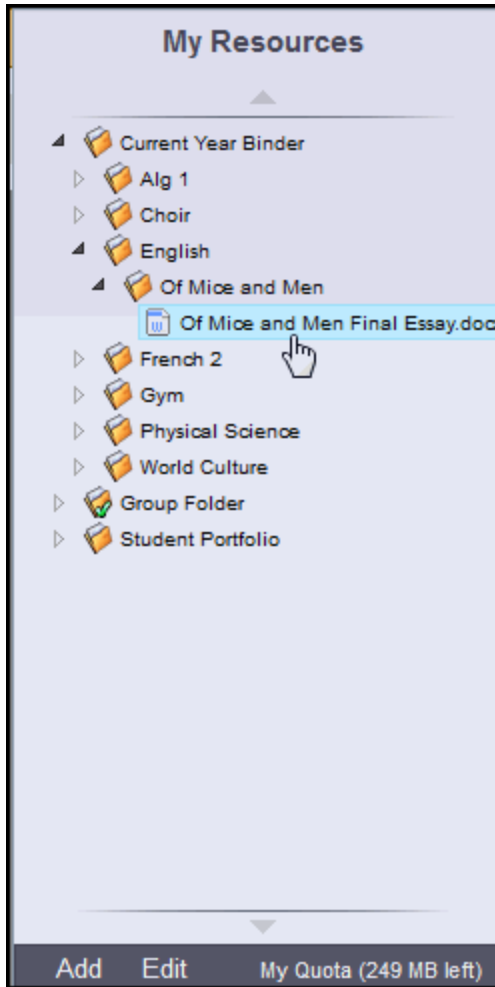
My Resources is a great place to store drafts of your work. This way, you can access them from any computer with Internet access.

There are two ways to add files to My Resources:

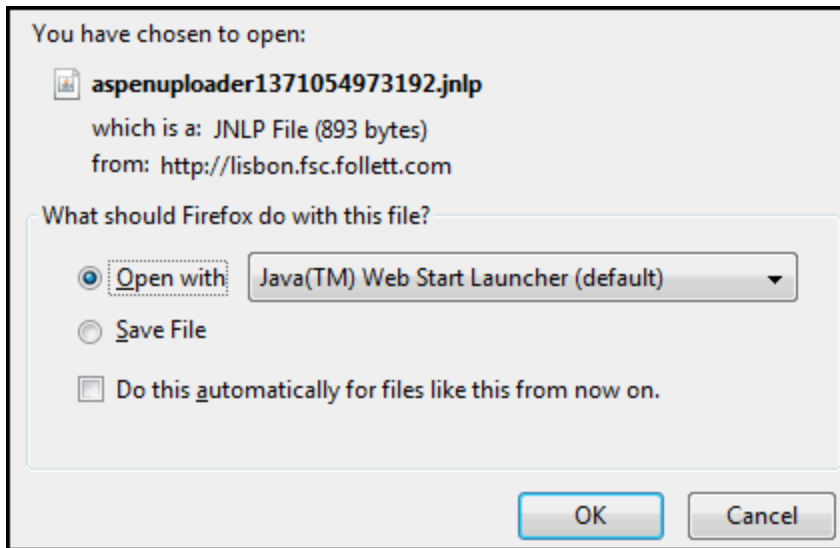
- Add one file at a time.
- Add multiple files.

To add one file to My Resources:

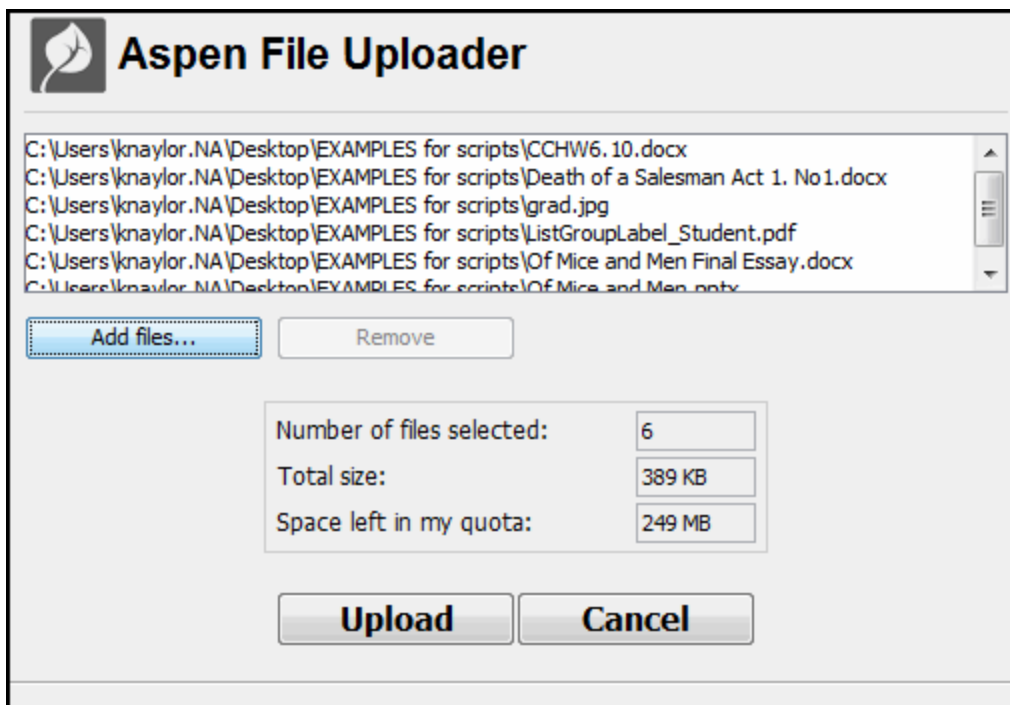
1. Select the folder you want to store the file in.
2. At the bottom of My Resources, click **Add**. Then, click **File**. The Upload window appears.
3. Next to the file field, click **Browse** to find the file on your computer.
4. Click **Open**.
5. If you want, type a description of the file in the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



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.
5. Click **Open**. The file names appear in the Aspen File Uploader.
6. Click **Upload**. The Aspen File Uploader uploads all of the files to the folder you selected.

Add Weblinks

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

To add a weblink to My Resources:

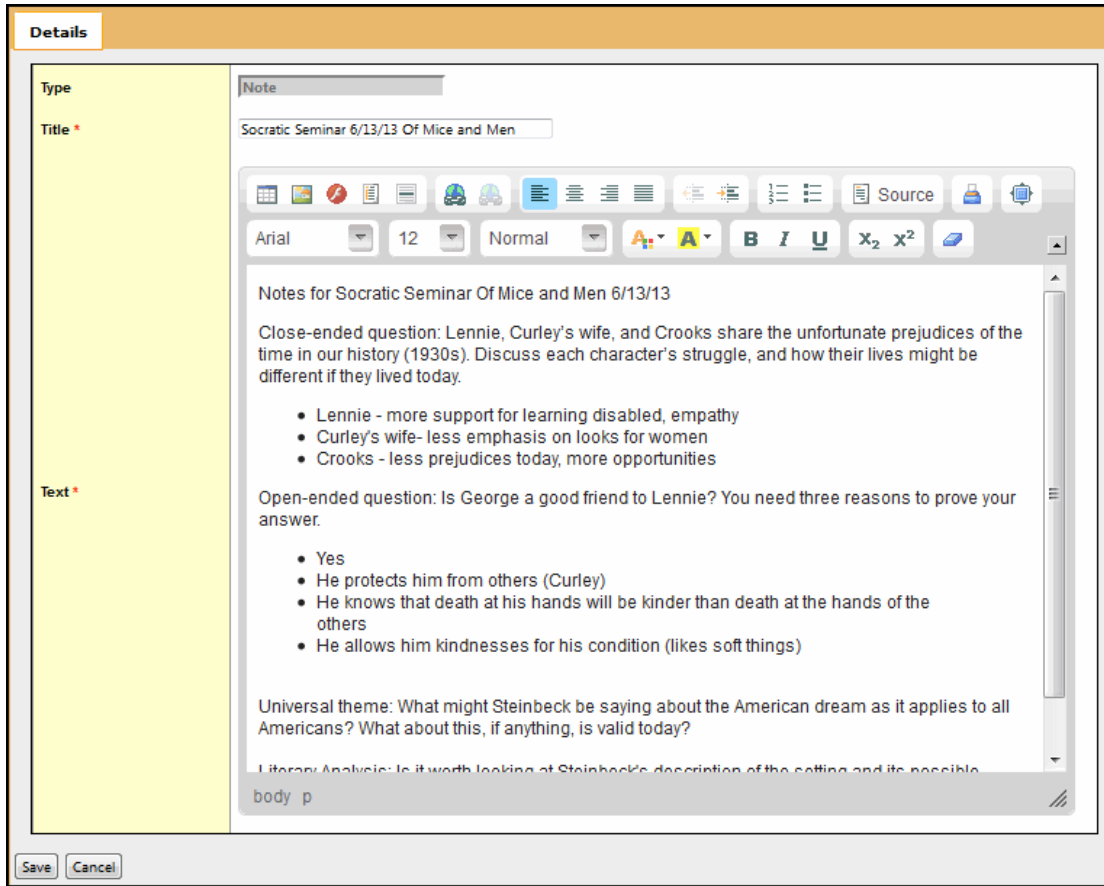
1. Go to the web address you want to save in My Resources.
2. Copy the web address in the **Address** bar of your web browser.
3. In My Resources, select the folder you want to store the files in.
4. At the bottom of My Resources, click **Add**. Then, click **Weblink**.
5. Type a **Name** and **Description** 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:

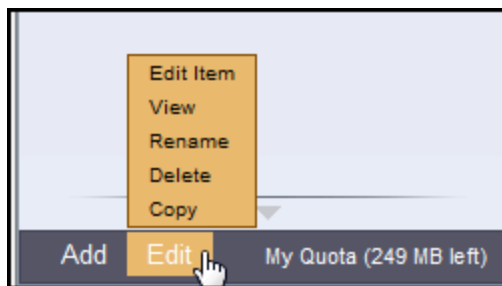


5. Click **Save**.

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:

Field	Description
<p>Edit Item</p>	<p>A details pop-up appears, where you can edit details such as file name, description, and file location.</p> <p>You cannot edit the contents of a file. To do that, you need to do one of the following:</p> <ul style="list-style-type: none"> • 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. <hr/> <p>Note: You cannot edit a folder.</p>
<p>View</p>	<p>Based on your selection, one of the following occurs:</p> <ul style="list-style-type: none"> • 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. <hr/> <p>Note: This is a feature of Aspen Curriculum and Learning.</p> <ul style="list-style-type: none"> • For a video: The video opens in a new window. • For a web page: The web page opens in a new window. <hr/> <p>Note: Clicking Edit and then View is the same as double-clicking the item.</p>
<p>Rename</p>	<p>A rectangle appears around the folder name, and the text is highlighted. Type the new name and then press Enter on your keyboard.</p> <hr/> <p>Note: You cannot rename a file.</p>

Field	Description
Delete	<p>A confirmation message appears. Click OK.</p> <p>Note: If you are running out of space and want to delete multiple files at once, click the My Quota link.</p>
Copy	<p>A copy of the file appears, with a number, starting with (2), appended to the file name.</p> <p>Note: You cannot copy a folder.</p>


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:

Andrews, Lillian
Using 408 KB of your 250 MB (0.16%)

0 of 7 selected 

<input type="checkbox"/>	File Size	LastMod	File Name	Repository Name
<input type="checkbox"/>	0.22 MB	6/12/2013 12:39 PM	grad.jpg	Andrews, Lillian - User Folder
<input type="checkbox"/>	0.10 MB	6/12/2013 12:39 PM	ListGroupLabel_Student.pdf	Andrews, Lillian - User Folder
<input type="checkbox"/>	0.04 MB	6/12/2013 12:39 PM	Of Mice and Men.pptx	Andrews, Lillian - User Folder
<input type="checkbox"/>	0.02 MB	6/12/2013 12:32 PM	Of Mice and Men Final Essay.docx	Andrews, Lillian - User Folder
<input type="checkbox"/>	0.02 MB	6/12/2013 12:39 PM	Of Mice and Men Final Essay (2).docx	Andrews, Lillian - User Folder
<input type="checkbox"/>	0.01 MB	6/12/2013 12:39 PM	Death of a Salesman Act 1. No1.docx	Andrews, Lillian - User Folder
<input type="checkbox"/>	0.01 MB	6/12/2013 12:39 PM	CCHW6.10.docx	Andrews, Lillian - User Folder

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.