Student Portal Overview

Using the Family and Student Portals

Students and family members, particularly those who are primary adult contacts for a student, use the Family and Student portals to see the student's information, academic progress, assignment information, and more.
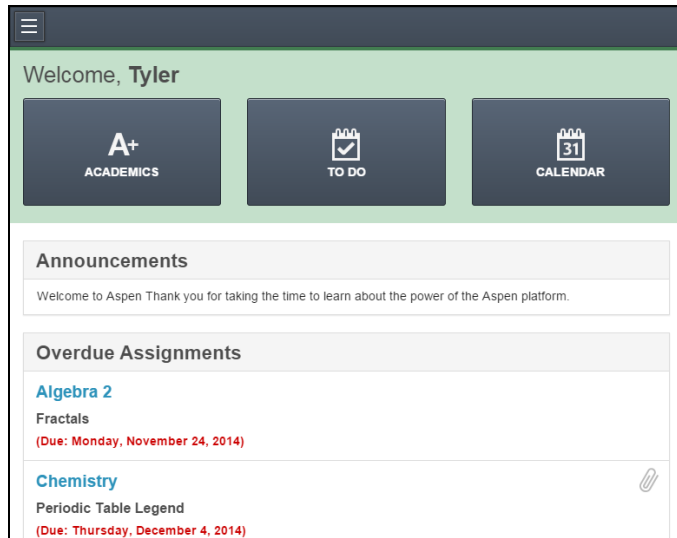
> **Note:** If you have not done so already, you need to create an Aspen account.

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

- Access the portals on a desktop computer, such as a laptop:

- Access Aspen Mobile on a mobile device, such as a smartphone or tablet:

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 contan the following:

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

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

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

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

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

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

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

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

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](#)
- Course Requests for next year

Subscribe to 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.

Note that you can also get reminders, announcements, and alerts via text using the free Follett Notifications app.

To subscribe to email notifications:

1. Do one of the following:

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

   - In the Student portal: Click the **My Info** tab.

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

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

4. After viewing the description of each email, select the **Subscribe** checkbox if you want to receive that email notification.

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

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

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

View Classes

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

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

> **Notes:**
> - If **Current Year/Current Term** is selected for the year/grade term drop-downs, then all classes that are current appear.
> - If **Previous Year/Current Term** is selected for the year/grade term drop-downs, then the filter reverts to Previous Year/All Terms.

To view details about attendance and performance in a class:

1. Click the **Academics** tab.

2. Select the checkbox next to a course section, and then click the **Details** side-tab.

    For each class you can see the following:

    - Course number and description (such as 100.1 Chemistry)

    - Term the student takes the class (such as Semester 1)

    - Schedule (which days and periods the class is held)

    - Teacher

    - Room

    - **Teacher Notes** section: Appears if the teacher has provided any comments about the class

    - **Attendance Summary:** Displays absences, tardies, and dismissals for each term, and a current total for the year

    - **Average Summary**: Lists assignment categories (such as Homework, Tests, Quizzes) with their weight toward your overall grade, a grade for each term, and the current average

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

> **Note:** Some of the features listed might not be available to you, based on your district's and school's use of Aspen.

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. The assignments page appears:

4. Click the **Category** drop-down to select:

- **All** to view all assignments

- A category to see only that type of assignment (for example, click **Tests** to view only test grades).

5. Click the **Grade Term** drop-down to select:

- **All** to view assignments from all terms

- A term to see only assignments from that term.

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

  The Score column lists your assignment score both as a fraction of the total possible points and as a percentage (shown graphically as a bar).
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  The actual grade the teacher entered for that assignment, whether numerical or letter-based, appears in parentheses to the right of the fraction:

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

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

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

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

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

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

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

6. To view more details, click the assignment name.
7. After you finish looking at the details, click **Cancel** to return to the list of assignments, or click any other side-tab or tab.

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

View 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.

Course Requests for Next Year

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.
5. 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.

6. 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.

7. 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.

8. 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:
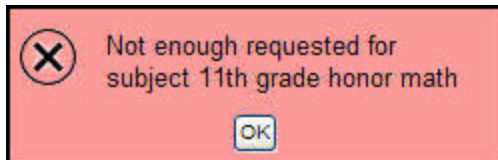

Note: Once your counselor approves your requests, you can no longer make changes to your course selections.

Using the Calendar

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

Your calendar can display the following:

- Assignments that your teachers assign.

- Appointments that you create.

- My Resources that you can use to store your documents.
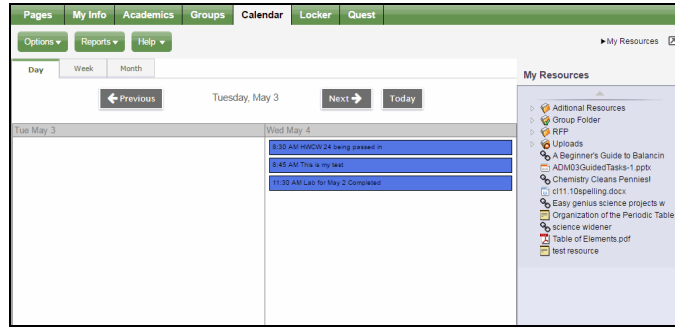
Determine Which Days to View

1. Click one of the following:

   - **Day** to view assignments and appointments for one day

   - **Week** to view assignments and appointments for one week

   - **Month** to view assignments and appointments for one month

Note: The **Day** and **Week** tabs display all assignments. The **Month** tab displays only up to three at a time. A drop-down list appears below the third item if there are more than three items on that day. Click the triangle at the bottom to see the day view when there are more than three items.

On either side of the date(s) you are viewing, buttons to move between dates appear:
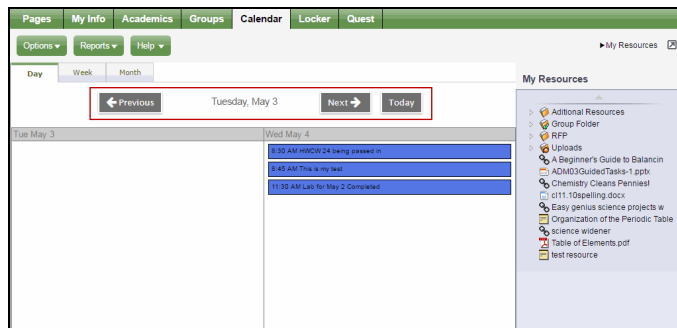
2. Do any of the following to move between dates:

   - Click **Previous** to view the day, week, or month previous to the one you are currently viewing.

   - Click **Next** to view the day, week, or month after the one you are currently viewing.

   - Click **This Week** to view the current week.

Manage Your Assignments

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

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

Click an assignment to view its details:
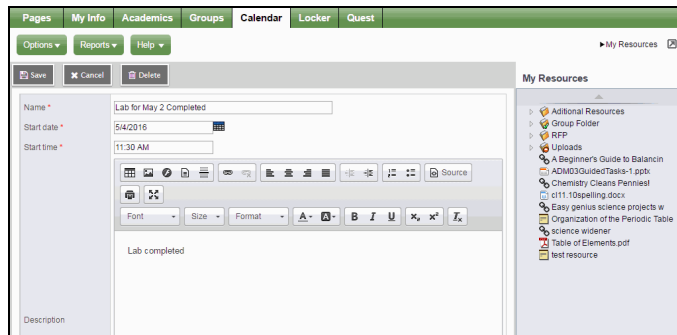
In the **Resources Provided by the Teacher** field, you might find documents or quizzes you either need to download, edit, and upload, or complete and submit online.

Click the **Document type** icon (such as) to open it.

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

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

Use My Resources

Use My Resources in Aspen's Student portal to store and organize your schoolwork.
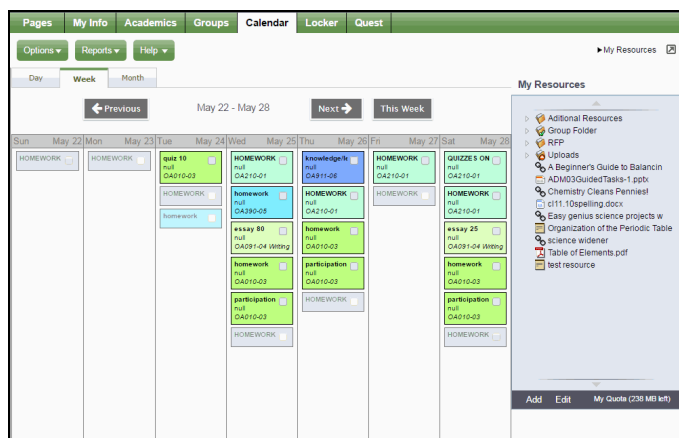You need to know how to do the following:

- Add folders
- Add files
- Add weblinks
- Add notes
- Edit resources
- Keep enough free space

To use My Resources:

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

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

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

Add Folders

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

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

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

To create folders in My Resources:

1. Be sure that the Group Folder is not selected.

2. At the bottom of My Resources, click **Add**, and then **Folder**:

A new folder appears in My Resources:

My Resources

- ▷ 📔 Algebra
- ▷ 📔 Chemistry
- ◢ 📂 English
  - 📄 Book Report Format.docx
  - ▷ 📁 New Folder
  - 🌐 Stanley Explores the Hohokam C
- ▷ 📔 Group Folder
- ▷ 📔 History
- ▷ 📔 My Stuff

Add   Edit   My Quota (999 MB left)
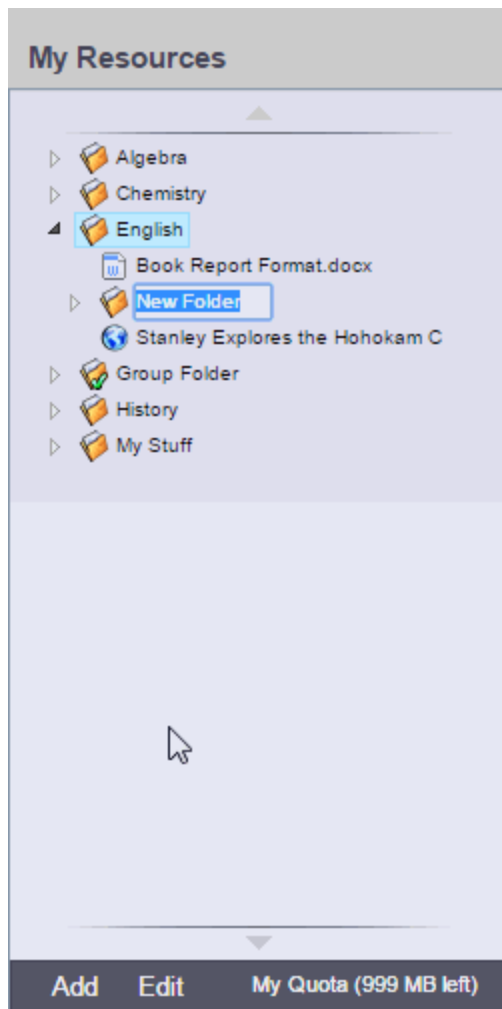
3. Type a name, and then press **ENTER.**

4. To make a folder within that folder, select the folder; and then click **Add > Folder**. The new folder appears within the folder you first created.

Note: If your district allows custom Group Resources for each tab on a page, any folder you add to My Resources that matches the name of a tab does not appear in other tabs on the page. An example would be if you had a tab for each of the three groups in your class, Red, Blue and Green, a folder named Green would not appear in the Red and Blue tabs.

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

Add Files

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

There are two ways to add files to My Resources:

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

To add one file to My Resources:

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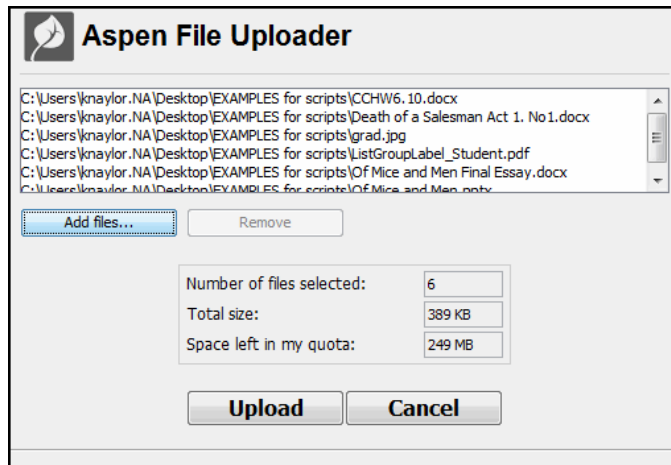6. Click **Save.**

To add multiple files to My Resources:

1. Select the folder you want to store the files in.
2. At the bottom of My Resources, click **Add**, and then click **Multiple Files.** Select how you want to open the Aspen Uploader, and then click **OK:**
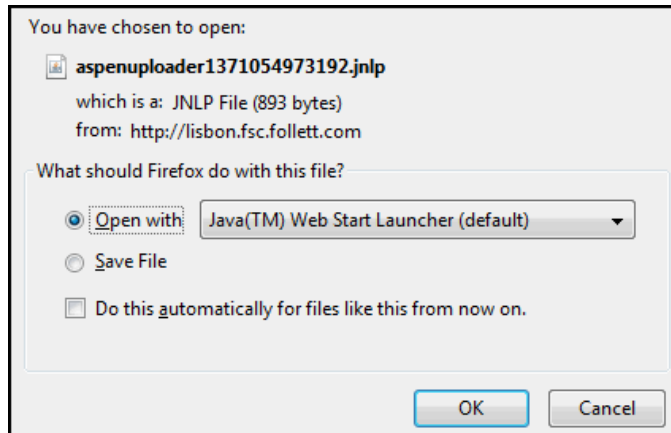
The Aspen File Uploader appears:

3. Click **Add files.**

4. On your computer, find the files you want to upload. To select more than one file, press **CTRL** while you click each file name if you are using a PC, or press **Command** if you are using a Mac.

5. Click **Open.** The file names appear in the Aspen File Uploader.

6. Click **Upload.** The Aspen File Uploader uploads all of the files to the folder you selected.

Add Weblinks

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

To add a weblink to My Resources:

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

Add Notes

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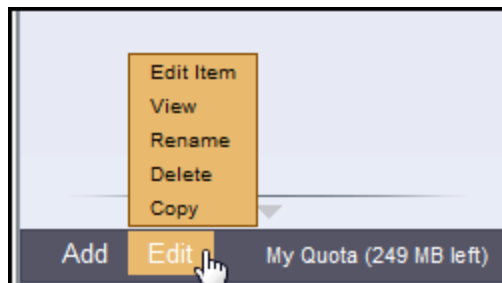
To add notes to My Resources:

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

> **Note:** If your school district subscribes to Aspen IMS, you can also upload Google Docs™ to My Resources for easy access.

Edit Resources

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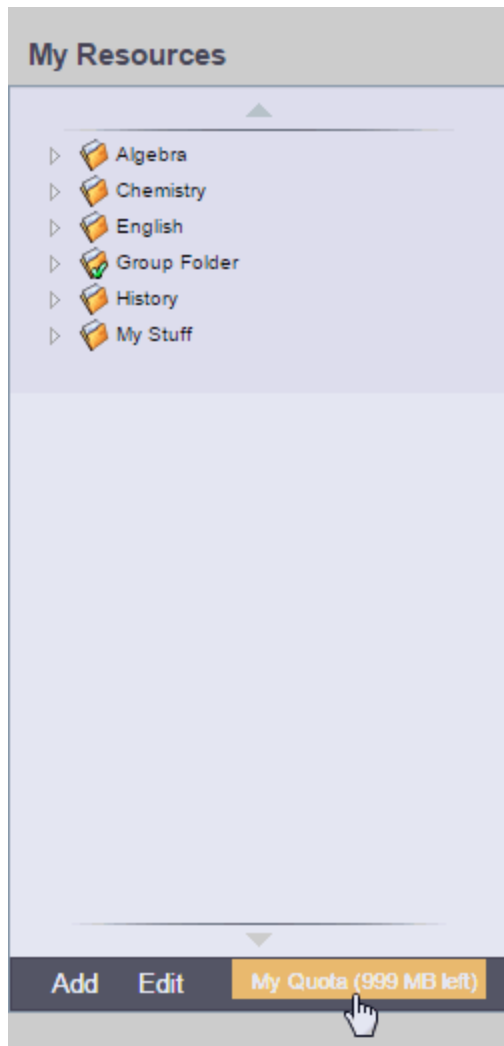
2. Select one of the following to edit the files in My Resources:

Field	Description
Edit Item	A details pop-up appears, where you can edit details such as file name, description, and file location. You cannot edit the contents of a file. To do that, you need to do one of the following: • Download the item, edit it, and upload the edited version. • Edit the version that is on your computer, upload it, and delete the unedited version. **Note:** You cannot edit a folder.
View	Based on your selection, one of the following occurs: • **For a folder:** The folder expands (if it was already expanded, nothing happens). • **For a file:** The file opens directly, or a pop-up asks you whether you want to save or open the file. • **For a note:** The note details appear, where you can make edits. • **For a Google Doc™:** You need to have a Google account and might need to grant Aspen access to Google Docs. **Note:** This is a feature of Aspen IMS. • **For a video:** The video opens in a new window. • **For a web page:** The web page opens in a new window.

Field	Description
	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:

My Resources

- ▷ 📁 Algebra
- ▷ 📁 Chemistry
- ▷ 📁 English
- ▷ 📁 Group Folder
- ▷ 📁 History
- ▷ 📁 My Stuff

Add　**Edit**　My Quota (999 MB left)

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

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

[Delete] [Cancel]

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.