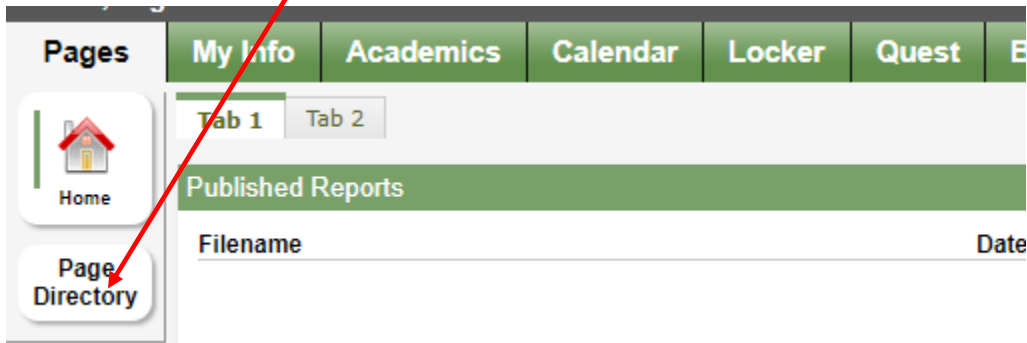


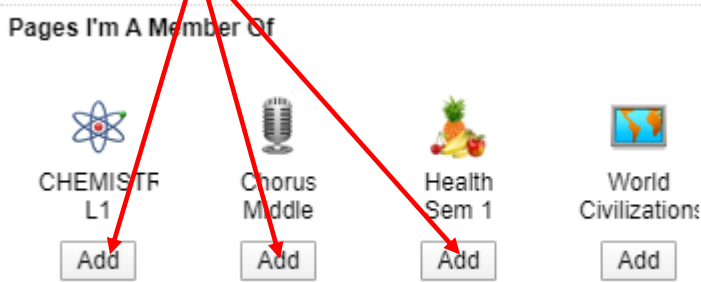
Adding a Teacher Class Page(s) to your Student and/or Family Portal Page

You only need to do this once

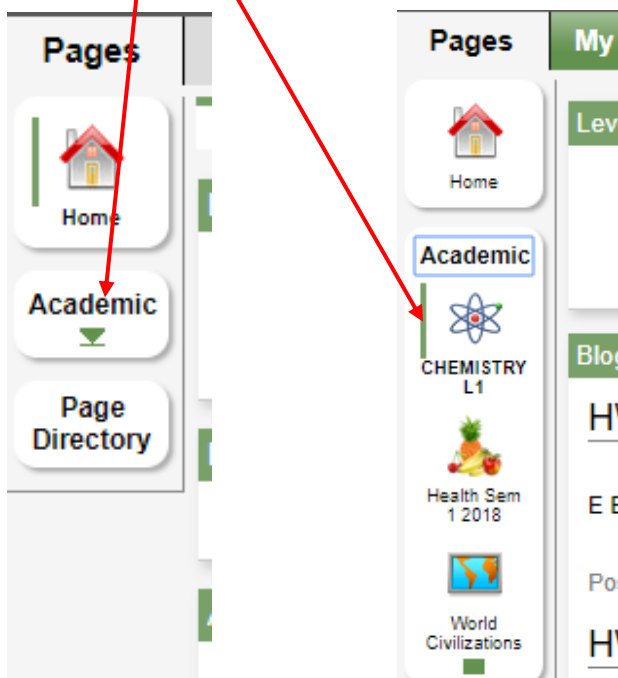
- 1) Log on to the Aspen Portal.
- 2) Click on page directory.



- 3) Click on Add for each Academic class, then click on close.



- 4) A new Academic side tab appears. When selected you will now see your classes icons.
- 5) Click on the class you would like to see Aspen class pages for.



- 6) Class pages are now displayed.
- 7) Some may have more than one tab.