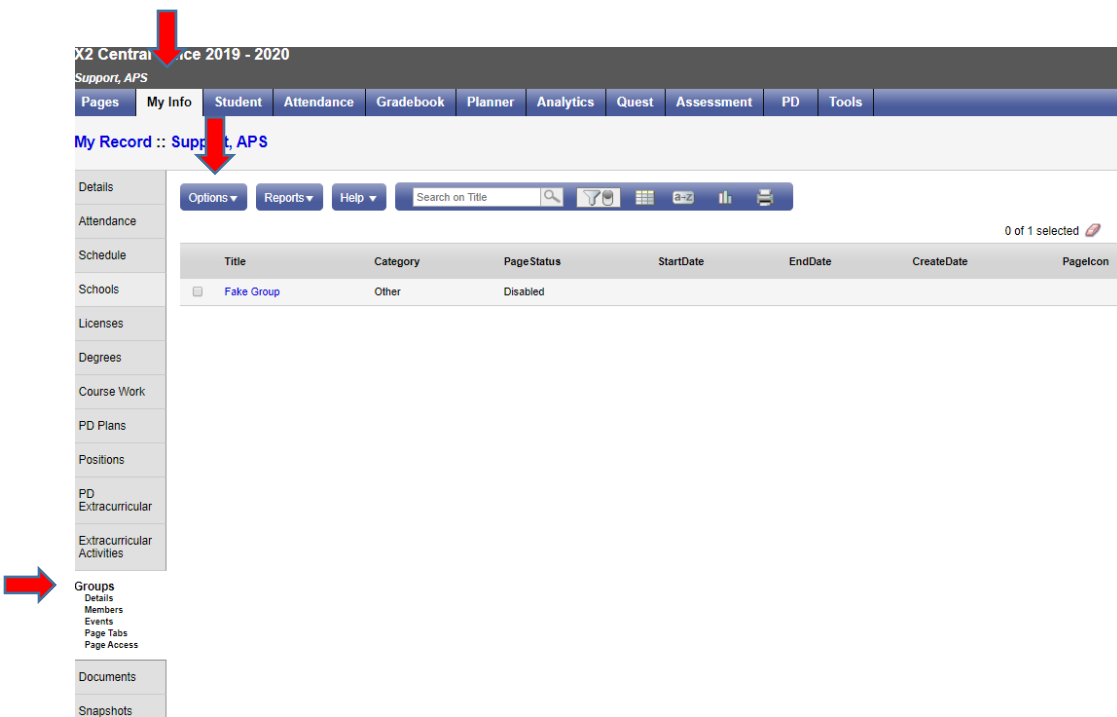


# Creating an Aspen Teacher/Class Page

1. Click on the **My Info** top tab>**Groups** side tab. The click on the **Options** menu and Select **Add**.



2. On the **New Group** page, enter the following information:

**Title-** Enter a Title for your teacher/class page

**Category-** Select “Academic”

**Icon-** Choose and Icon that represents your Class page

**Adult Responsible-** you do not need to enter, will automatically fill in with your name

**Start Date-** Enter the date you would like you page visible

**End Date-** enter 6/30/2020

**Page Status** –select “Page enabled for all members”

**Page Label-** Enter a short label for your page. This label will appear in the Student/Family portal under the icon you selected.

**Page for School Year-** Select “2019-2020”

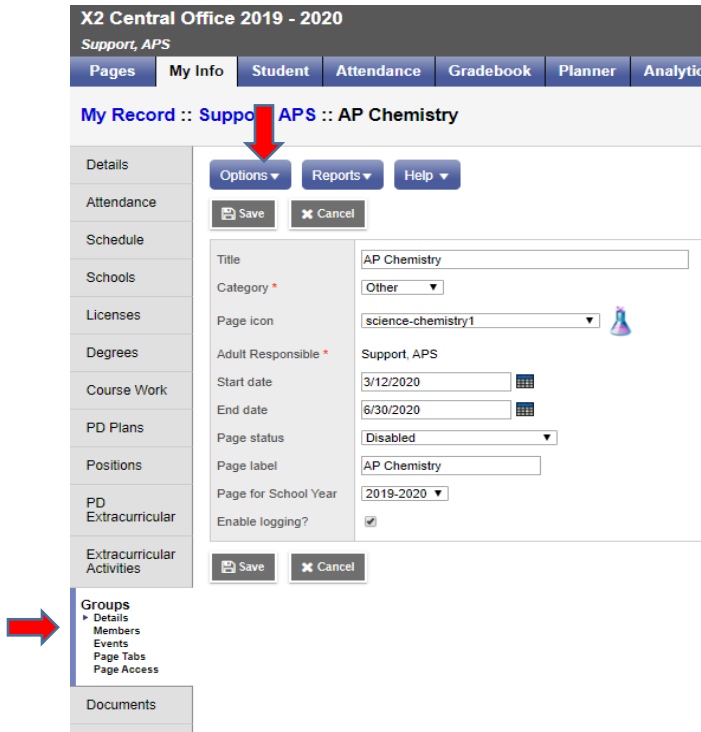
**Enable Logging-** select this checkbox to enable a page log. The log will show access date and time, user login and user name.

3. Click the **“Save”** button

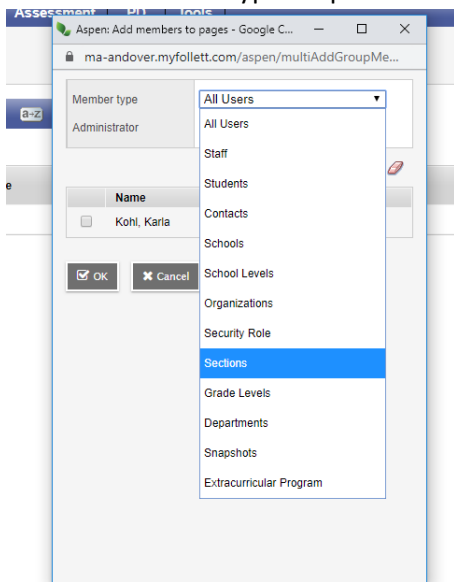
## Adding Members

The next step is to add Members to your Class page. These are the students and parents that will be able to view your teacher/class page in the portal.

1. While the details of your page are open, go to the **Groups** side tab and click on **“Members”**.



2. Click on **Options>Add**. The Add Members pop up will open. The easiest way to add Members will be by class section.
3. On the Member Type dropdown select **“Sections”**. A list of the class sections you teach will appear.



4. Select the Sections you would like to create the page for and click **“OK”**