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.

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

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- Assessment scores
- Student's schedule
- Enrollment History
- Course Requests for next year
- Transactions
- Documents
- Notifications

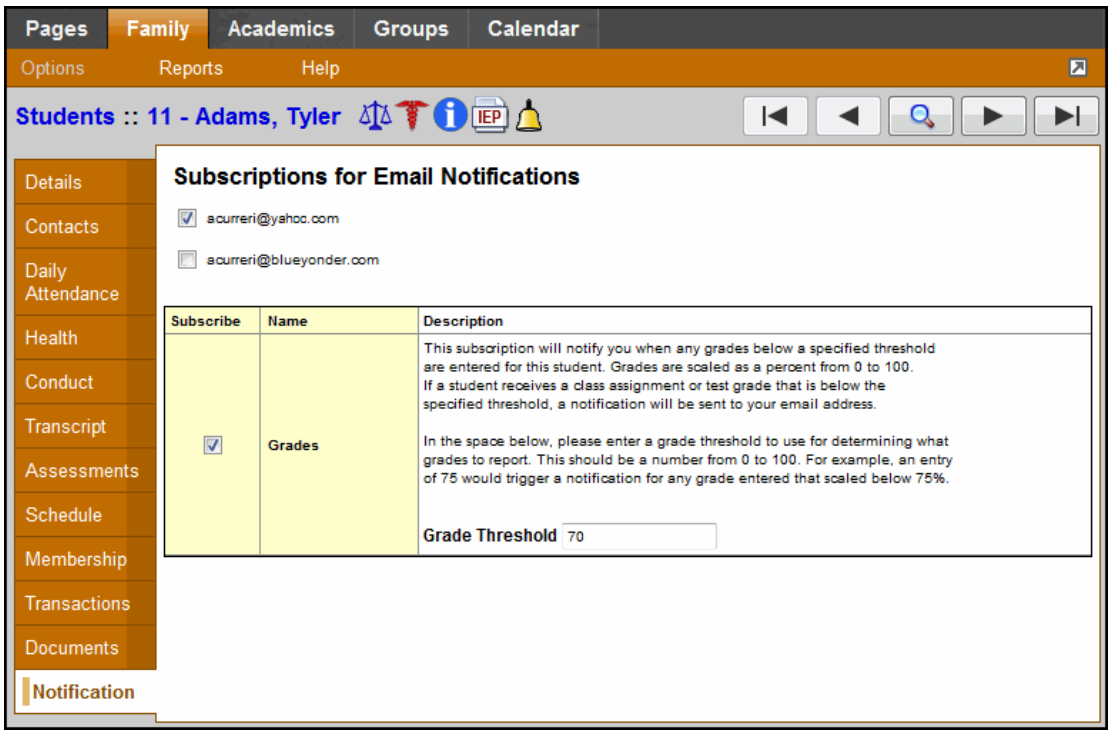
Email Notifications

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.

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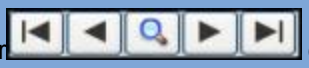
If the teacher included or student posted a file, it appears in the **Resources Provided by the Teacher/Resources Submitted by the Student** fields. Click the file name to view, open, or save the file.

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.

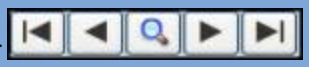
Note: When you see the record navigation bar  on a page, click the buttons to move to the first record in a list, the previous record, search for a record by name, move to the next record, or the last record.

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.**

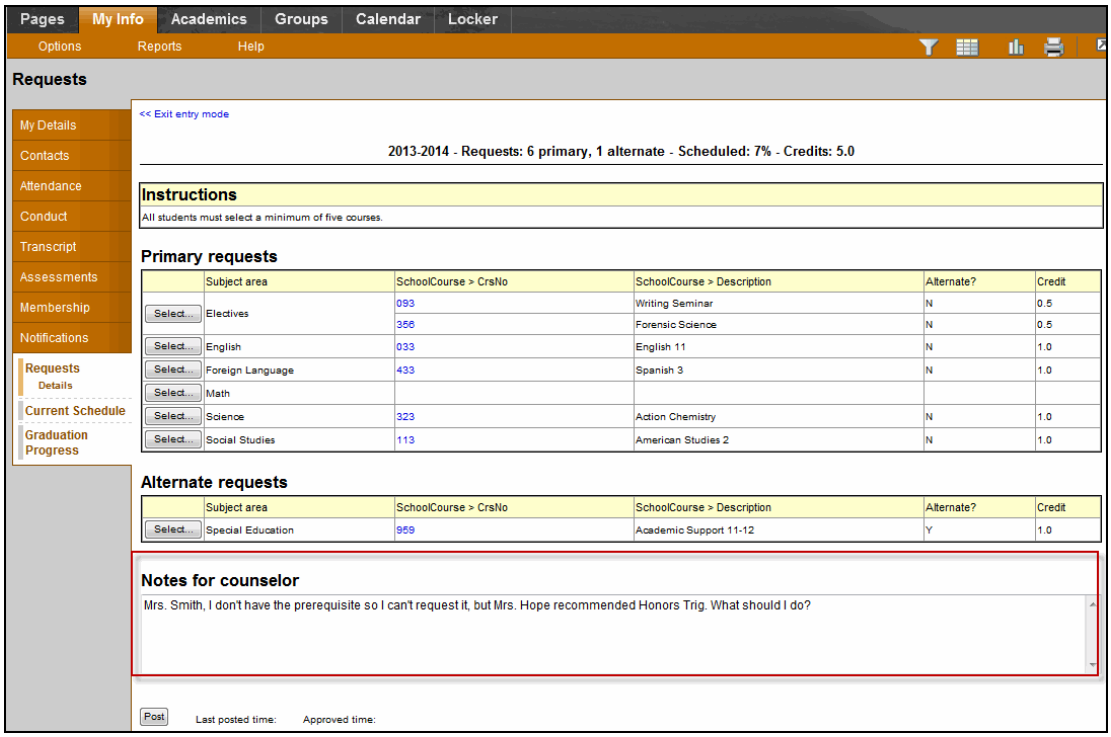
In the Student portal:

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:

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Subject area	Science
Instructions	

1 of 3 selected

Select	CourseNumber	CourseDescription	Academic level	Credit	Prequisite	Status
	320	Chemistry H & Lab	CP	1.0	320	Prerequisite
	321	Chemistry C & Lab	CP	1.0	321	Prerequisite
✓	323	Action Chemistry	Std	1.0		Recommen

OK 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
Select...	English	094	ENGLISH III	N	5.0
		021	AMERICAN LIT	N	5.0
Select...	Math	202	ALGEBRA I LV 2	N	5.0
Select...	Science				
Select...	Social Studies	111	MOD WORLD HIST	N	5.0
Select...	Foreign Language				
Select...	Health/PE	967	PHYS ED 1	N	2.5
		982	HEALTH NS	N	1.0
Select...	General Elective	057	COMM SERVICE	N	5.0

Alternate requests

	Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	Alternate?	Credit
Select...	All subjects	056	COLL PREP ENG	Y	2.5

Notes for counselor

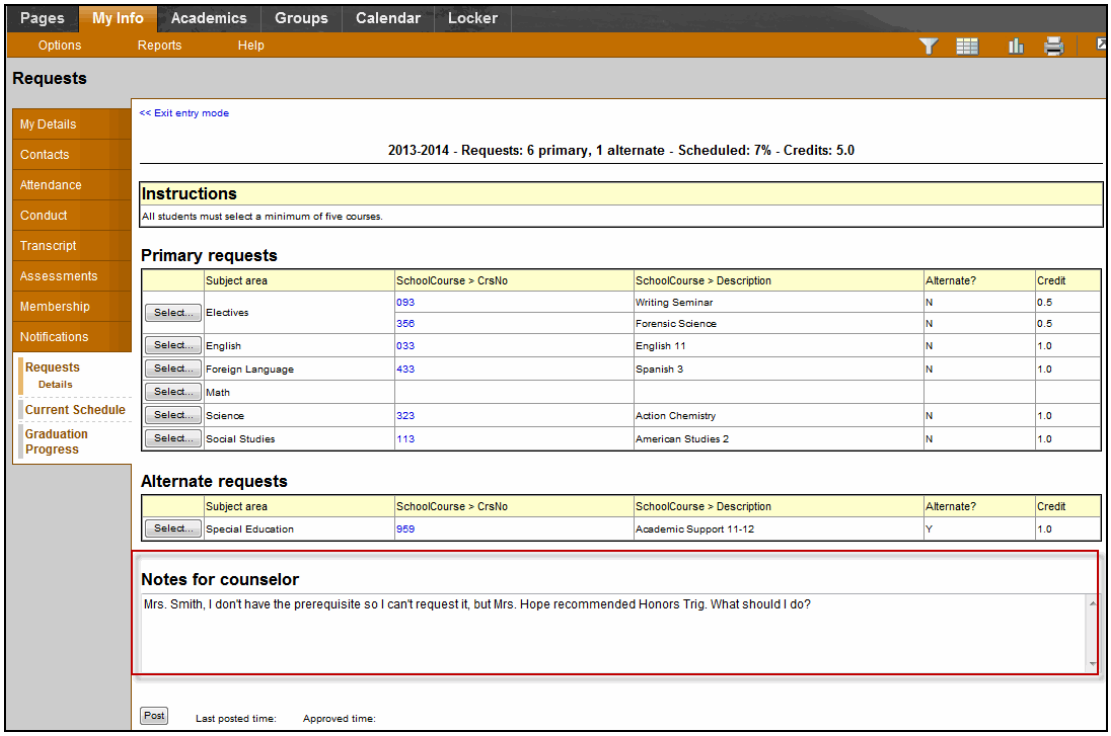
Mrs. Smith, can we talk about my English course selection ?

Post Last posted time: Approved time:

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.

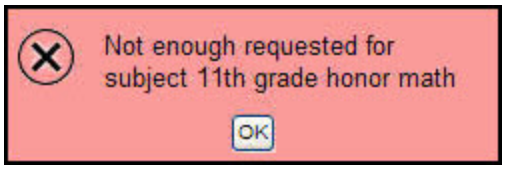
> **Note:** To remove a request from your Requests page, click the **Select** checkbox again to deselect it.

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.

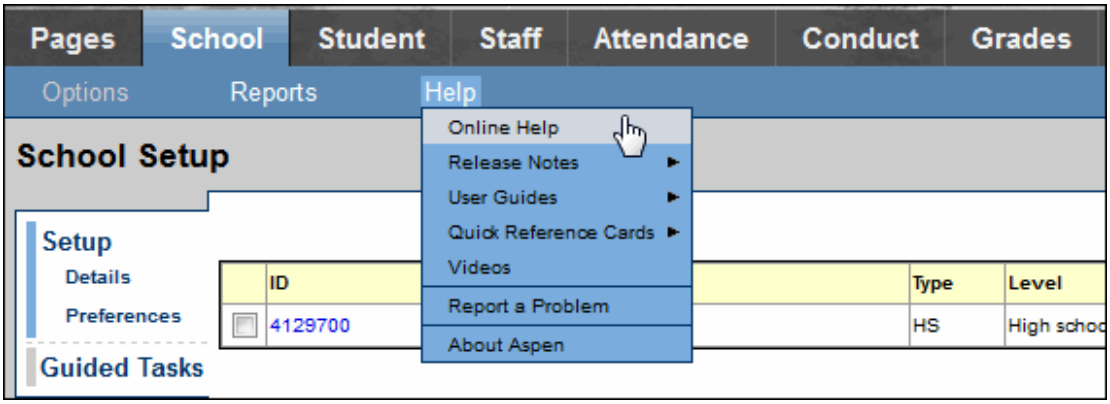
7. After you complete entering your requests, click **Post** at the bottom of the page.This lets your counselor know that you are finished entering requests. If you have not selected enough courses to satisfy requirements for your academic track, the system lets you know which area you need to make more requests in:



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

Use the Help Menu

Go to the **Help** menu to access information that will make using Aspen easier and more efficient. When you have a question about how to do something in the system, come to this menu first:



The **Help** menu contains the following options:

- **Online Help:** Click to view an online help system with instructions on how the system is set up and ways to perform common tasks. A table of contents, index, and search feature make it easy to find the information you need.
- **Release Notes:** Click to view a list of major changes and new features that have been added to the system in recent releases.
- **User Guides:** Click to open a PDF version of all of the Aspen user guides, such as Basic Navigation and Managing Students. Refer to and print these as needed. They are updated with each release.
- **Quick Reference Cards:** Click to access sheets on guided steps or summaries of the most common tasks used by a user role (such as a nurse) or in a particular Aspen view (such as the Health view). They provide a good refresher after attending a training or a quick way to look up a frequently used feature or process.
- **Videos:** Click to access training videos, lesson plans, and quick reference guides to help you learn Aspen and train others.
- **Report a Problem:**If your district uses the feature and you have appropriate privileges, the**Report a Problem**option appears. Click toreport a problem to your district's IT department.
- **About Aspen:** Click to view which version of the system you are currently using.