



Using the Family and Student Portals

User Guide
Version 5.10



<http://www.follettsoftware.com/school-administration-software>

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Version 5.10

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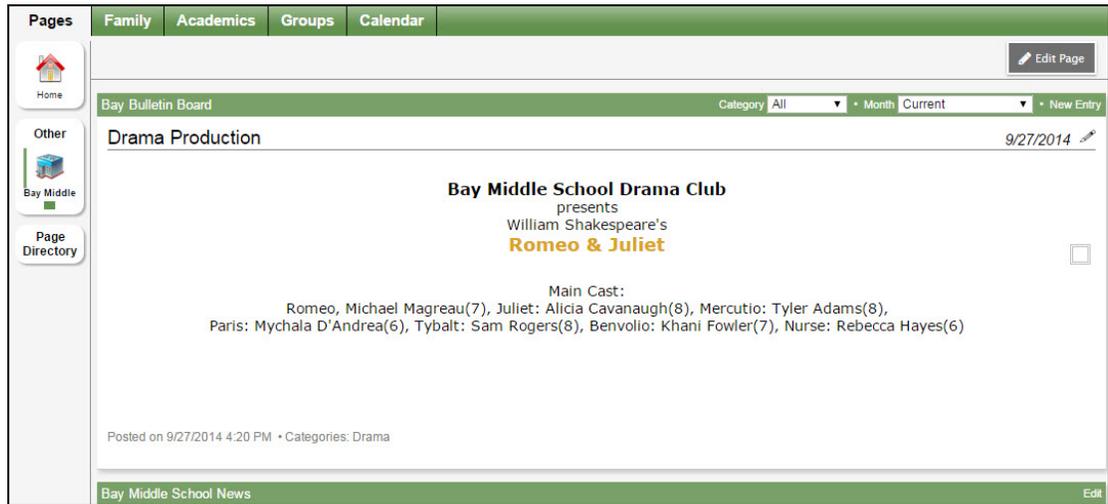
Using the Family and Student Portals

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.

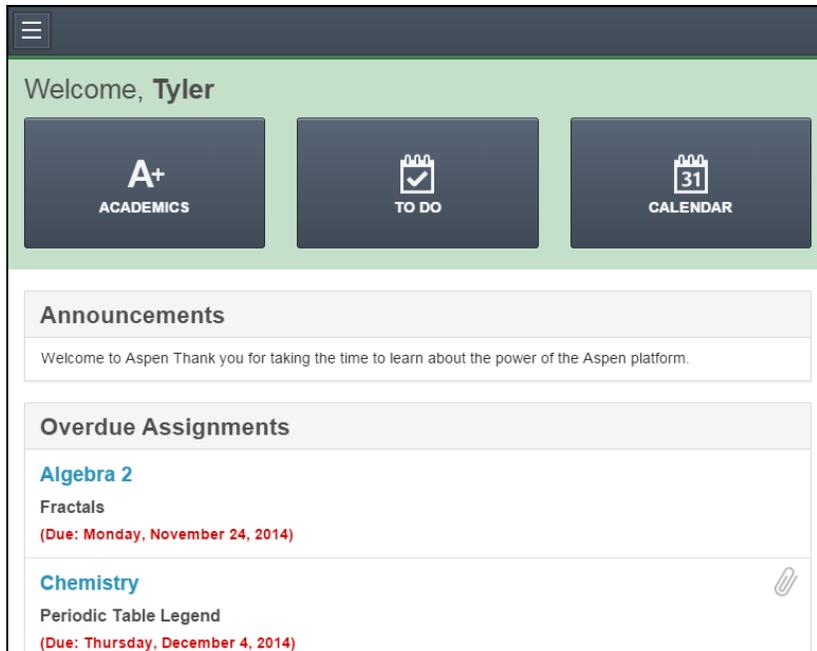
Note: If you have not done so already, you need to create an Aspen account.

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

- Access the computer, such as a laptop:



- Access , such as a smartphone or tablet:



Aspen for Students and Families

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](#) **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 homepage.
- Email teachers, and sign up for email subscriptions for when grades fall below a specified threshold.
- Receive email notifications on your mobile device from the district, school or teachers about announcements, alerts and events.
- [Receive automatic notifications and messages on your mobile device.](#)

Note: Depending on your district's settings, you may need to verify the name and date of birth of your student(s) the first time you log on to the Family portal. In the desktop version of Aspen, enter this information for each student in your family in the **Request for Student Access** widget. Then, you can view your student's information in the Family portal.

Creating an Aspen Account

At the login screen, parents and students can create an Aspen account.

Note: Your (or your child's) school manages your Aspen user account. If you cannot log in or have other problems, contact your school. (Follett does not manage user accounts and cannot help you access the system.)

1. Go to the Aspen login screen:

Login ID
aspensupport
[Request an account](#)

Password
.....
[Trouble logging in?](#) [I forgot my password](#)

Log On

2. Click **Request an account**.
3. Select one of the following:
 - **I am a parent new to the district:** Select this option if the system does not contain any of your information (you have not received a security code from your district).
 - **I am a parent new to Aspen:** Select this option if your student is enrolled in the system, but you do not yet have an Aspen account. You should have received a security code from Aspen, which will allow you to link your new account to existing information in the system.
 - **I am a student new to Aspen:** Select this option if you are enrolled in the system, but you do not yet have an Aspen account. You should have received a security code from Aspen, which will allow you to link your new account to existing information in the system.

Notes:

- You might not see all three options in the Account Type pop-up.
- If you already requested an account but lost or did not receive the email containing the security code, click the **Click here** link at the bottom of the pop-up to have the message resent.
- If you think you have information in Aspen but have not received a security code, contact your school's Aspen system administrator.

If you are a parent or student new to Aspen, a Validation Information pop-up appears.

Note: If you are a parent new to the district, you will not see this pop-up. Skip to step 6.

- Enter the information in the fields.

Notes:

- Fields with a red asterisk * are required.
- The fields that you see might differ from what is shown.
- To complete the **Security code** field, check the email that you received from Aspen regarding your account. Copy and paste the code into the field.
- Enter your own date of birth.

- Click **Next Step**.
- Fill in the fields on the Personal Information pop-up:

Personal Information

Please fill in the requested data below.

First name *	<input type="text"/>
Last name *	<input type="text"/>
Address line 1 *	<input type="text"/>
Address line 2	<input type="text"/>
City *	<input type="text" value="Abington"/>
State/province *	<input type="text" value="MA"/>
Postal code *	<input type="text"/>
Primary phone *	<input type="text"/>

← Previous Step
Next Step →
✕ Close

Note: If you are a parent or student already enrolled in Aspen, the Personal Information pop-up contains pre-existing information. Update any outdated information.

- Click **Next Step**.
- Do one of the following:
 - If you are a student whose information has already been entered into Aspen (or a parent whose contact information has been entered), follow steps 9 and 10.

- If you are a student whose information has already been entered into Aspen (or a parent whose contact information has been entered), follow steps 9 and 10.
9. Complete the fields in the Account Information pop-up:

Account Information

Please fill in your user account information below.

Primary email *	<input type="text"/>
Confirm email *	<input type="text"/>
Password *	<input type="password"/> Requirements
Confirm Password *	<input type="password"/>
Security question *	<input type="text" value="What are the last 4 digits of your SSN?"/>
Security answer *	<input type="text"/>
Confirm answer *	<input type="text"/>

Note: Click **Requirements** next to the **Password** field to see a list of the necessary characteristics to create a password.

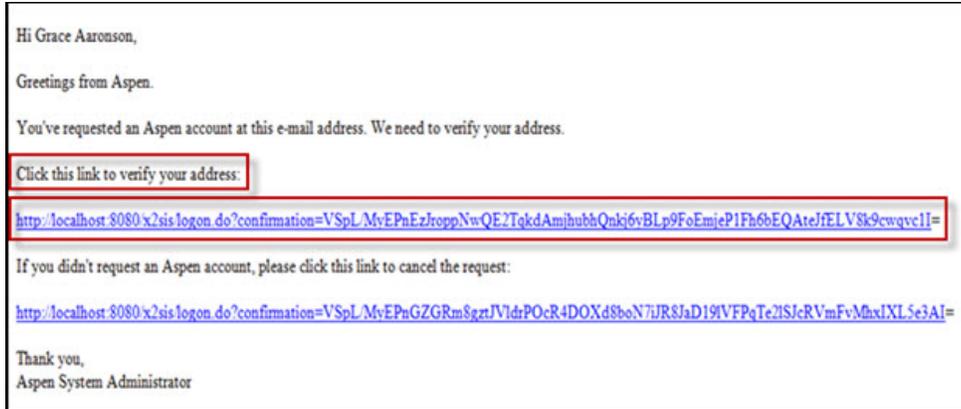
10. Click **Create my account**. A message confirms that the account request was processed. It also notifies you that a verification email was sent to the email address provided.

Note: Click **Requirements** next to the **Password** field to see a list of the necessary characteristics to create a password.

11. Click **Create My Account**. A window confirms that the account request was processed. It also notifies you that a verification email was sent to the email address provided.

To complete the account registration process:

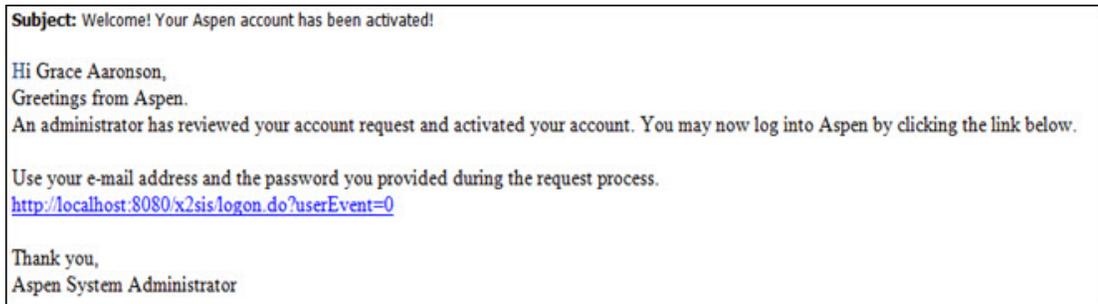
1. Go to the email account that you listed as your primary email address.
2. Open the verification email from Aspen:



3. Click the link that follows **Click this link to verify your address.**

Note: If instead you click the link that follows **'If you didn't request an Aspen account, please click this link to cancel the request'**, you will delete the account creation request. Your account will not be enabled.

After verifying your address, you will receive another email confirming that an administrator has enabled the account for use:



4. Click the link to go to the Aspen login screen.

Email Teachers

During the school year, you might need to contact a teacher or all of your teachers to get missing homework assignments when you are sick, or to schedule a conference.

In the Student and Family portals, you can easily send email directly to your or your student's teachers.

To send an email to your or your student's teacher(s):

1. Do one of the following:

Using the Family and Student Portals

- Log on to the Family portal.
 - Log on to the Student portal.
2. Click the **Academics** tab.

Note: If you are a parent or guardian using the Family portal and you have multiple students, first you need to select the student whose teacher you want to contact.

3. On the **Options** menu, click **Send Email**. The Mass Email pop-up shows the email addresses for all of the student's teachers in the **To** box:

From: <>

To: Sanborn, Aidan X Sato, John X Mcleod, Sarah X Davis, Catherine X
Gould, Wayne X Roit, Marie X Deware, Olivia X Howe, Leah X
Hanney, Shelley X

Total Recipients: 9

Include Primary Email Address
 Include Alternate Email Address

Bcc:

Subject:

Attachment:

Rich text editor toolbar:

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body p

Note: The **From** field displays your primary email address that you have on file with the school. To change this, click **Set Preferences**. Teachers' replies will be sent to this address.

4. To remove a teacher so that they do not receive this email, click the **X** next to the teacher's name. Aspen updates the number of total recipients.

5. If you want to blind copy another email address, or send a copy of this email to yourself, type the email address(es) in the **Bcc** field.
6. In the **Subject** field, type a subject for the email.
7. To attach a file to the email, click **Browse** to find the file on your computer.
8. In the **Text** box, type the text of the email. You can insert links and images, and use the other formatting tools.
9. Click **Send**. To confirm you want to send the message, click **Yes**.

Receiving Automatic Notifications on Your Mobile Device

Get important reminders, announcements, and alerts from teachers and school administrators by downloading the free Follett Notifications app to your Android or iOS (Apple) mobile device.

You are alerted and notifications appear like text messages on your smartphone or tablet:



To get automatic information about your important district news, events, grades, or other information on your mobile device:

1. [Download the Follett Notifications app.](#)
2. [Define the information you want to receive.](#)
3. [Review notification messages as you receive them.](#)

Download and Activate the Follett Notifications App (Mobile)

Get important reminders, announcements, and alerts from teachers and school administrators by downloading the free Follett Notifications app to your Android or iOS (Apple) mobile device.

Notes:

- Follett Notifications is currently available on Android 4.0+ and iOS 7.0+ devices.
- You will only receive notifications that were sent after you activate the app on your mobile device. Notifications sent prior to activation of the app will not appear.
- The Follett Notifications app is not currently available outside of the United States.

- [Download and activate the Follett Notifications app on your Android device](#)
- [Download and activate the Follett Notifications app on your iOS \(Apple\) device](#)

Download and activate the Follett Notifications app on your Android device:

1. Go to the Play Store on your mobile device.

2. Tap .

3. In the search bar, type **Follett Notifications**.

4. Tap **follett notifications** > **Follett Notifications** >

 > .





5. Type your **Aspen URL**. Once it is entered correctly, the field will turn green.

Note: If the Aspen URL is not entered correctly, the field turns red. If you have trouble, open Google Chrome™ and go to your Aspen Log On page. Copy and paste the URL into the **Aspen URL** field on the Follett Notifications Log On screen. You might want to bookmark this page on your mobile device, as you will be asked to provide the Aspen URL every time you log on to Follett Notifications.

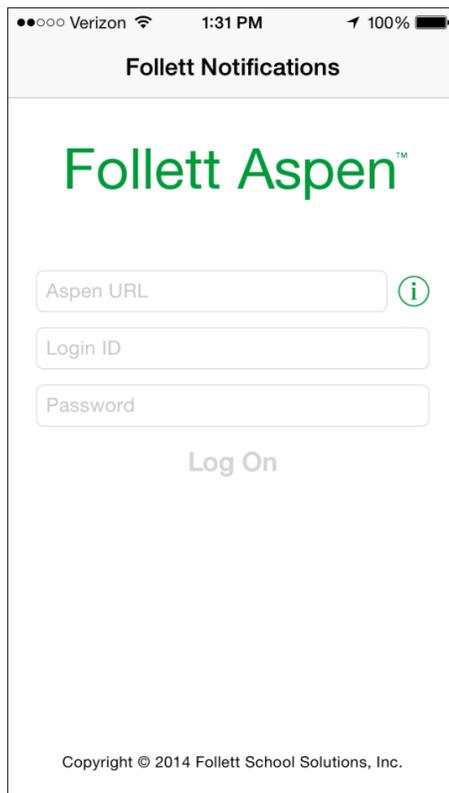
6. Type your **Login ID** and **Password**.
7. Tap **Log On**.

The Follett Notifications app is now activated on your Android device.

Download and activate the Follett Notifications app on your iOS (Apple) device:

1. Go to the App Store on your mobile device.
2. Tap .
3. In the search bar, type **Follett Notifications**.
4. Tap **follett notifications** >  > .
5. You will be asked to enter your Apple ID and password. Enter the information, and tap **OK**.
6. Once the app has installed, tap . The Log On screen appears.

Note: When downloading Follett Notifications, ensure that you enable push notifications on your iOS device. Follett Notifications will prevent you from logging on until push notifications are enabled.



7. Type your **Aspen URL**. Once it is entered correctly, the field turns green.

Note: If the Aspen URL is not entered correctly, the field turns red. If you have trouble, open Safari® and go to your Aspen Log On page. Copy and paste the URL into the **Aspen URL** field on the Follett Notifications Log On screen. You might want to bookmark this page on your mobile device, as you will be asked to provide the Aspen URL every time you log on to Follett Notifications.

8. Type your **Login ID** and **Password**.
9. Tap **Log On**.

The Follett Notifications app is now activated on your iOS device.

Configure Your Follett Notifications Settings (Mobile)

Once you have [activated the Follett Notifications app](#), you can identify the types of notifications you receive. Each user type can receive different notifications based on their role in Aspen:

User Type	Description
School administrators	School administrators can identify the groups they will get notifications from at the district or school level.
Teachers	<p>Teachers can identify the groups they will get notifications from at the district, school, or class level.</p> <p>For example, teachers can set it so they do not receive notifications sent by the district office and do receive them from the school they work in.</p> <p>Also, teachers can set it so that they receive notifications when students are added to or dropped from classes.</p>
Parents	<p>Parents can identify the groups they will get notifications from at the district, school, and class level.</p> <p>For example, parents can set it so they do not receive notifications sent by the district office and do receive notifications from their child's teachers.</p> <p>Also, parents can set it so that they receive a notification whenever a grade for their child is posted to Aspen below a predetermined threshold.</p>
Students	<p>Students can identify the groups they will get notifications from at the district, school, and class level.</p> <p>For example, students can set it so they do not receive notifications sent by the district office and do receive notifications from teachers.</p> <p>Also, students can set it so that they receive a notification whenever a grade is posted to Aspen below a predetermined threshold.</p>

Configure Follett Notifications settings on your Android device:

1. From your Android mobile device, log on to Follett Notifications.
2. Tap  > .
3. Select and deselect the checkboxes to turn notifications on and off for groups you are assigned to:

Using the Family and Student Portals

- : You will receive notifications from this group.
 - : You will not receive notifications from this group.
4. Tap  once you have configured your settings.

Configure Follett Notifications settings on your iOS (Apple) device:

1. From your iOS mobile device, log on to Follett Notifications.
2. Tap  .
3. Tap the toggles to turn notifications on and off for groups you are assigned to:
 - : You will receive notifications from this group.
 - : You will not receive notifications from this group.
4. Tap  once you have configured your settings.

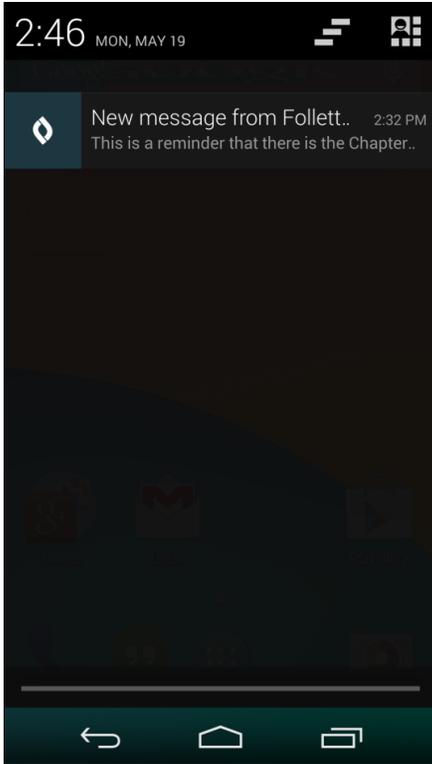
Review Follett Notifications Received on Your Mobile Device (Mobile)

Once you [activate the Follett Notifications app](#), you will begin receiving announcements and alerts on your mobile device. You will only see notifications sent to user groups you are part of and have enabled notifications for.

Notes:

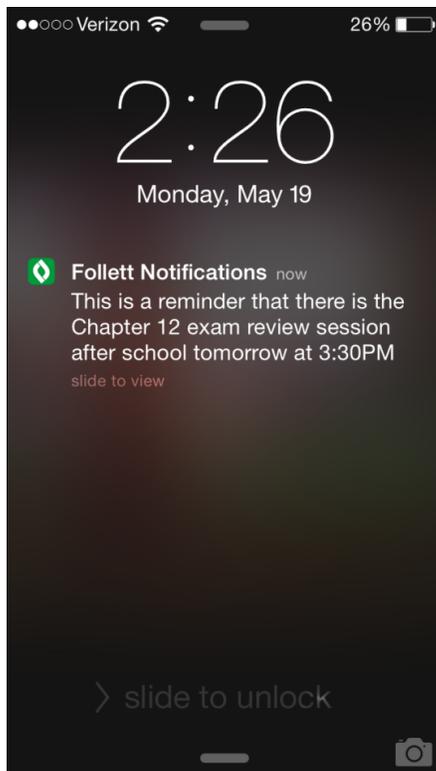
- You must be logged on to the Follett Notifications app to receive push notifications.
- You can only receive Follett Notifications on your mobile device; they cannot be received on your desktop.

This is how a notification looks on an Android device:



This is how a notification looks on an iOS (Apple) device:

Using the Family and Student Portals



The Follett Notifications app stores all of the notifications you have received from the groups you belong to.

Once you log on to the app, a list of the previous notifications you received appears, along with an icon indicating the notification type:

Icon	Description
	Alarm notifications remind you about meetings or events. For example, you might receive an alarm notification about the upcoming in-service day.
	Announcement notifications provide exciting news or events. For example, you might receive an announcement notification about the hiring of a new superintendent.
	Information notifications give details about an event. For example, you might receive an information notification that report cards are now available on the Home page of the Family portal.
	Warning notifications alert you to important events in the district. For example, you might receive a warning notification if one of the schools in the district goes into lock-down.

Unread notifications appear in black font. Read notifications appear in gray font.

Tap a notification to see the full message, the user group that it was sent to, and the date and time it was sent.

When reading a notification:

- **For Android users:** Tap  to delete the notification and  to return to the list of notifications.
- **For iOS (Apple) users:** Tap  to delete the notification and  to return to the list of notifications.

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:** 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:

Using the Family and Student Portals

- 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.

Home Page in the Portal



Click the **Home** icon or **Pages** tab to view your Home page. Often this is your school's Page and contains school news and announcements.

All students and parents automatically see the on their Home page. You can do the following [\(depending on the preferences you set\)](#):

- View [announcements](#) for your or your student's classes, school, or district.
- [View your or your student's recent attendance, conduct, and grades activity.](#)
- Display and use personal [school links](#).
- Display and use links to [external websites](#) (such as your school's website).
- Use a [calendar](#).

You might also see the following widgets:

- **Published Reports:** Provides access to reports such as report cards.
- **Student Recent Activity:** Displays recent grade, conduct, and attendance activity.
- **Tasks:** Lets you use a wizard to verify contact information or [report a bullying incident](#).

View Recent Activity

You can add the Recent activity widget to the homepage. Click **Edit Page** and select **Student Recent Activity**. It appears in a box on the homepage:

The screenshot shows a web interface with a top navigation bar containing 'Pages', 'Family', 'Academics', 'Groups', and 'Calendar'. Below this is a sidebar with 'Home', 'Tyler's Classes', and 'Expired' options. The main content area has three sections: 'Announcements' with a message about the term ending on Friday, 'Recent Activity' with a search field and checkboxes for 'Attendance', 'Grades', and 'Conduct', and a list of activity records for 'Adams, Tyler (4)'. The records include dates and types of activity such as 'Attendance (Tardy)', 'Attendance (Absent)', 'Conduct (Action: Detention Incident: AWOL on 10/14/2011)', and 'Detention'.

To view recent activity:

1. Select the number of days in the past you want to view:
 - Today
 - Last 7 days
 - Last 30 days
 - Last 60 days

Note: The system remembers the last date range you viewed, and automatically displays information for all areas for that date range.

2. Select the **Attendance**, **Grades**, and/or **Conduct** checkboxes.
3. Next to each student's name, a number lists how many records meet your search criteria. To view a student's information, click the arrow  next to his or her name. A summary of the record appears.
4. To view specific information for a record, click the record. For example, if a student receives a grade for an assignment, click the record to view the assignment details.
5. In the **Search** field, enter text you want to search for. For example, if you want to find the latest Latin grade, type **Latin**. To view all records again, delete the text in the **Search** field.

Note: You can determine whether you want recent activity to display on your Home page in your [user preferences](#).

Note: If your school does not take period attendance for a course, it will not appear in the **Recent Activity** list.

Submit Assignments Online

You can manage your assignments online in the Student portal. See what is due today, tomorrow, and any assignments that are overdue. For Google Docs™ assignments, see [Complete a Google Docs Assignment](#).

There are several ways to manage and submit your assignments online:

- [Submit Assignments widget on the class Page](#)
- [To Do widget on your Home page](#)
- Your Calendar

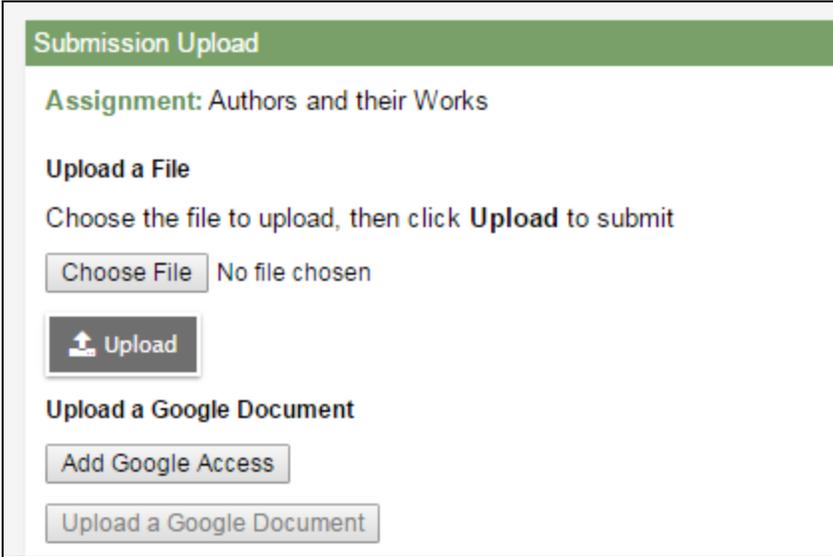
Managing and Submitting Assignments in the Submit Assignments Widget

If your teacher wants you to submit a file for an assignment online, the assignment appears in the Submit Assignments widget on the Page for that class.

To view more information about the assignment, click the name of the assignment. The assignment details appear.

The **Date Due** column displays the date you need to upload your file by.

The **Status** column displays the status of your assignment. If you already submitted a file, the column displays the date and time you submitted it. If it is late, the column displays **Late**. To upload your file to your teacher's gradebook, click . The Submission Upload pop-up appears:



Submission Upload

Assignment: Authors and their Works

Upload a File

Choose the file to upload, then click **Upload** to submit

Choose File No file chosen

 Upload

Upload a Google Document

Add Google Access

Upload a Google Document

Click **Browse** to find the file on your computer, and then click **Upload**. Your teacher receives your file in their online gradebook.

Note: In the Family portal, parents can see when students uploaded (or did not upload) assignments, but they are not able to upload, download, or delete files.

Managing and Submitting Assignments in the To Do Widget

Assignments can also appear in the To Do widget on your Home page:

To Do			
<input checked="" type="checkbox"/> Overdue Online Assignments		<input checked="" type="checkbox"/> Today	<input checked="" type="checkbox"/> Tomorrow
Week View			
Overdue Online Assignments			
Course	Assignment	Category	Due
No assignments scheduled.			
Today: Wednesday, July 20			
Course	Assignment	Category	Completed
No assignments scheduled.			
Tomorrow: Thursday, July 21			
Course	Assignment	Category	Completed
English 7	Quizzes 5 (Submitted)	Q	<input checked="" type="checkbox"/>
English 7	Authors and their Works  	HW	<input type="checkbox"/>

- Select the following checkboxes to determine which assignments to include:
 - Overdue Online Assignments** (online assignments that are overdue)
 - Today** (online assignments due today)
 - Tomorrow** (online assignments due tomorrow)
- Click **Week View** to view your Calendar for the current week, which displays all of your assignments (including online assignments or anything you have to hand in in class).
- Click the file icons to open any documents or quizzes you need to complete the assignment. To upload your completed document, click .

Academic, Athletic, Club, and Other Pages in the Portal

In addition to [the Home page](#), you likely have access to other types of Pages. Page access is determined by the groups that you are a member of.

For example, a student might see English Literature, Pre-Calculus, Biology, and American Studies pages; a basketball Page; a chess tournament Page; and an after-school program Page.

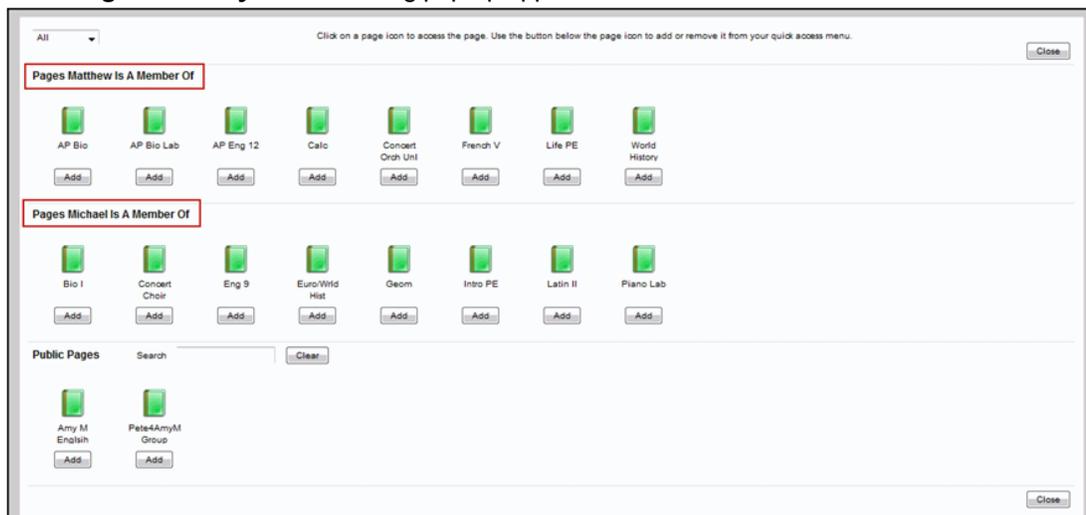
A parent has access to each of their children's Pages – including academic, athletic, club, and other Pages. Plus, if they are a member of the parent-teacher organization, they would have access to the PTO Page.

Notes:

- Not all classes, sports teams, clubs, and groups have their own Page.
- Just being a member of a Page does not mean that you automatically see it on your **Pages** tab. [Use the Page Directory](#) to add and remove Pages from your **Quick Access** menu as needed.
- Removing a Page from the Page Directory does not delete it.

To view Pages for yourself and your student(s):

1. Go to the Home page or **Pages** tab.
2. Click **Page Directory**. The following pop-up appears:



Note: If you have more than one student, you will see the Pages that each one is a member of.

3. For each of your students, click **Add** under the icon/name of the Page you want to add to your **Quick Access** menu.
4. Click **Add** under the name/icon of any public Pages you want to add.

Note: You can browse public Pages and add them to your **Quick Access** menu, but this does not mean that you are a member of the group. For example, if your school Page is a public Page, you would be able to read a blog that is posted but not create your own entries.

5. Click **Close**. The Pages you selected are accessible from your **Quick Access** menu.

Use the Page Directory

Use the Page Directory to determine which Pages appear in the Quick Access menu on the Pages tab and homepage. The Quick Access menu is the left-hand bar containing your favorite Pages.

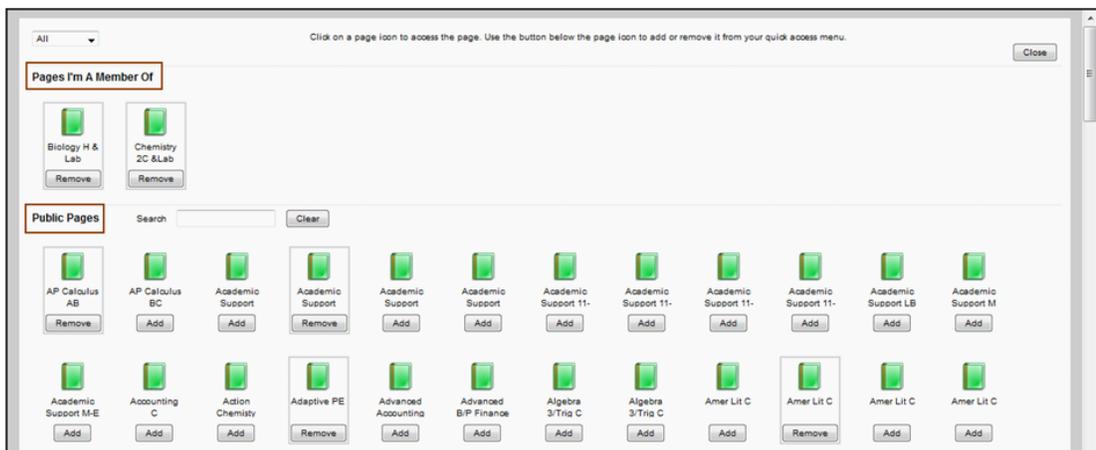
The Page Directory lets you see which Pages you are a member of, as well as add and remove Pages from the Quick Access menu. You can also browse a Page to decide whether you want to add it to your menu.

Notes:

- At the beginning of every school year, you need to use the Page Directory to add the Pages you want to see to your Quick Access menu. They do not automatically appear.
- In the Page Directory, all Pages that have been added to your Quick Access menu have a gray box around them as a quick visual cue.
- Throughout the school year, you can change which Pages appear on your Quick Access menu. For example, maybe you used to check the Drama Club Page often, but now that the performance is over, you do not need to visit that Page. You can remove it from your Quick Access menu; then, if you need to access it again in the future, you can add it back to the menu.

To view which Pages you have access to:

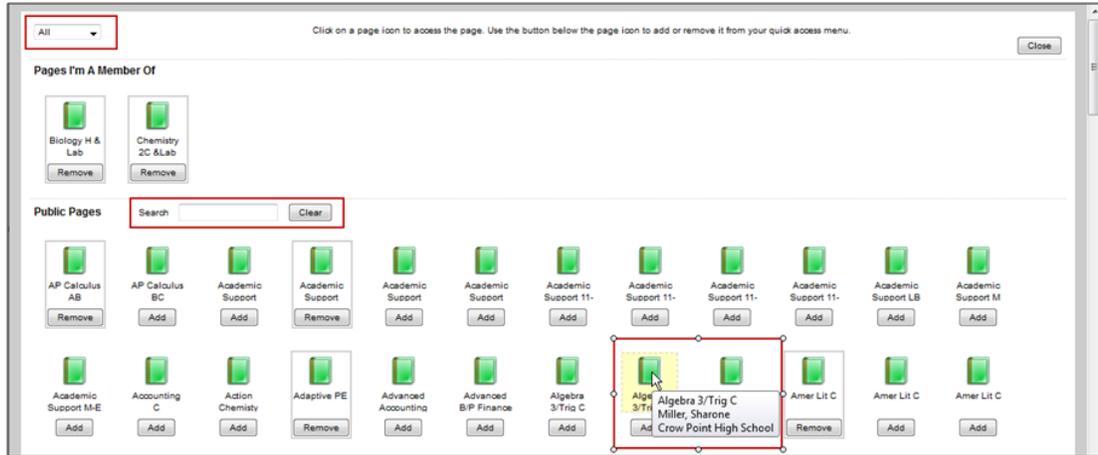
1. Go to the Home page or **Pages** tab.
2. Click **Page Directory**. The Page Directory pop-up appears:



Under **Pages I'm a Member Of**, an icon appears for each Page you are a member of, such as the Yearbook, Drama Club, or Varsity Soccer page.

Under **Public Pages**, an icon appears for each Page that all users are able to view, such as your school's Page or the district Page.

Using the Family and Student Portals



3. If there are a large number of Pages, there are two ways to narrow down the list. Do either or both of the following:

- Click the **All** drop-down at the top of the dialog box to select **Academic**, **Athletic**, **Club**, or **Other**. Only the type of Page you select appears. Select **All** to return to the full list of Pages.

Note: If you do not have access to a particular type of Page, you will not see it in your drop-down. For example, if you are not a member of any sports team that has a Page, **Athletic** will not be an option.

- Within the **Public Pages** area, in the **Search** field, type a key word, such as **Literature**. Any public Pages with that word in their name appear. To return to viewing all public Pages, click **Clear**.

Note: You can browse public Pages and add them to your **Quick Access** menu, but this does not mean that you are a member of the group. For example, if your school Page is a public Page, you would be able to read a blog that is posted but not create your own entries.

4. To determine which Pages appear in your **Quick Access** menu, do any of the following:

- To view a Page's details – the Page title, adult responsible, and which school the Page is associated with – hover over the Page icon.
- To browse a Page to see if you want to add it to your **Quick Access** menu, click the Page's icon. The Page opens, and the Page name appears under **Browsing** in the **Quick Access**



menu

- To add a Page to your **Quick Access** menu, under the Page's icon/name, click **Add**.

- To remove a Page from your **Quick Access** menu, under the Page's icon/name, click **Remove**.

Note: Removing a Page does not delete it; it just makes it unavailable to select from the **Quick Access** menu.

5. Click **Close**. The Pages you added are now accessible from your **Quick Access** menu.
6. To show and hide individual Pages on your **Quick Access** menu, do the following:
 - To show (expand) the Pages in a particular category, such as **Academic**, click the down arrow ▼ under **Academic**.
 - To hide (contract) the Pages in a particular category, click the up arrow ▲. The list of Pages in that category contracts.

Set Your Forum Preferences

If your district allows photos to be used for forums, you can decide whether you want the photo that is in Aspen to be displayed next to your forum posts. If you do not want to use the photo in the system, a generic silhouette will appear next to your name whenever you post to a forum.

To set your forum preferences:

1. On the settings bar, click **Set Preferences**. The preferences pop-up appears.
2. Click the **Collaboration** tab.
3. Under Forum Options, at the **Forum posts per page** field, type the number of posts you want to see on each page.

Note: For forums with a lot of posts, typing a small number means there will be many pages to click through; typing a big number means you will have to do more scrolling to get to the bottom of the page.

4. If your district allows school photos to be used in forums and you have a photo in Aspen, the **Use school photo** field and your photo appear. Do one of the following:
 - Select this checkbox to have this photo appear next to any posts you make to forums.
 - Deselect this checkbox to not use your school photo. A generic silhouette will appear next to your name for any posts you make to forums.

Note: If your district does not allow photos or your district allows photos but you do not have one in the system, the **Use school photo** field does not appear. A generic silhouette will appear next to your name if you post to a forum.

Post to a Forum

Some of your Pages will include a Forums widget, so that Page members can have online discussions. A forum typically represents a category or theme, and each can contain one or more topics where the discussions take place.

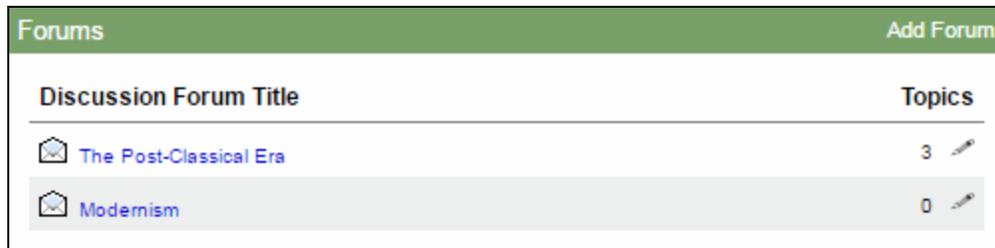
Note: Only Page administrators can create forums. Any Page member can create a topic for that forum.

Forums are either moderated or unmoderated. If a forum is moderated, a Page administrator has to approve your post before it can be viewed by all Page members. If a forum is unmoderated, your post can be seen by all Page members as soon as you submit it. Page administrators always have the option of hiding a post, even if it has been approved.

When you create or reply to a post, either the photo of yourself that is in Aspen or a generic silhouette appears, depending on your district and personal forum preferences.

To post to a forum:

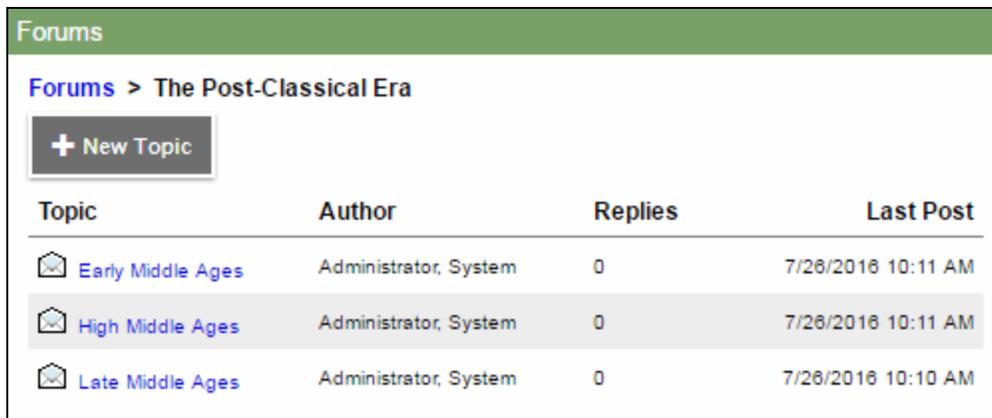
1. In the Forums widget, click the name of the forum you want to post to, such as The Post-Classical Era:



The screenshot shows a 'Forums' widget with a green header and an 'Add Forum' link. Below the header is a table with two columns: 'Discussion Forum Title' and 'Topics'. The table lists two forums: 'The Post-Classical Era' with 3 topics and 'Modernism' with 0 topics. Each row has a small envelope icon to the left of the forum name and a pencil icon to the right of the topic count.

Discussion Forum Title	Topics
 The Post-Classical Era	3 
 Modernism	0 

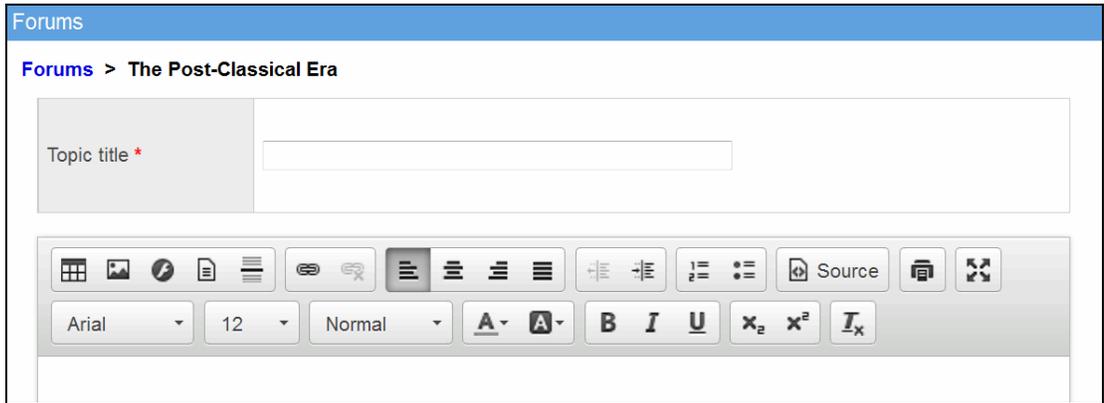
A list of existing topics appears:



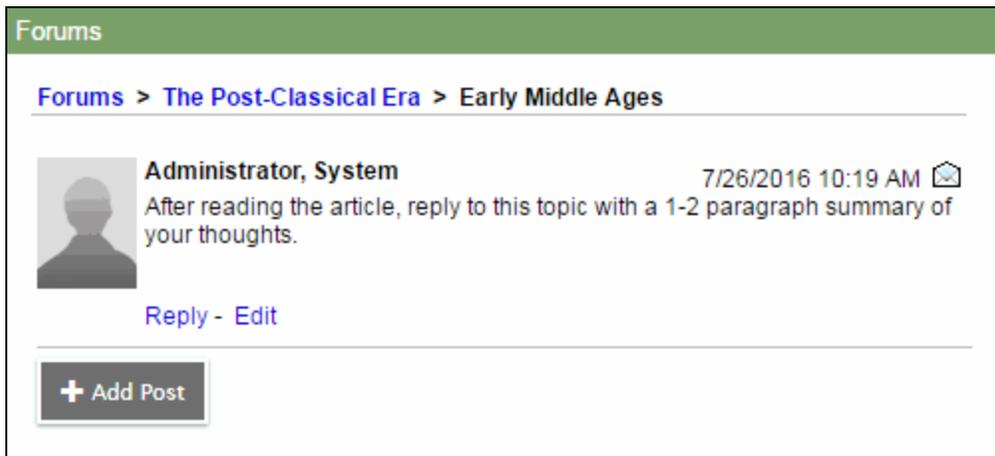
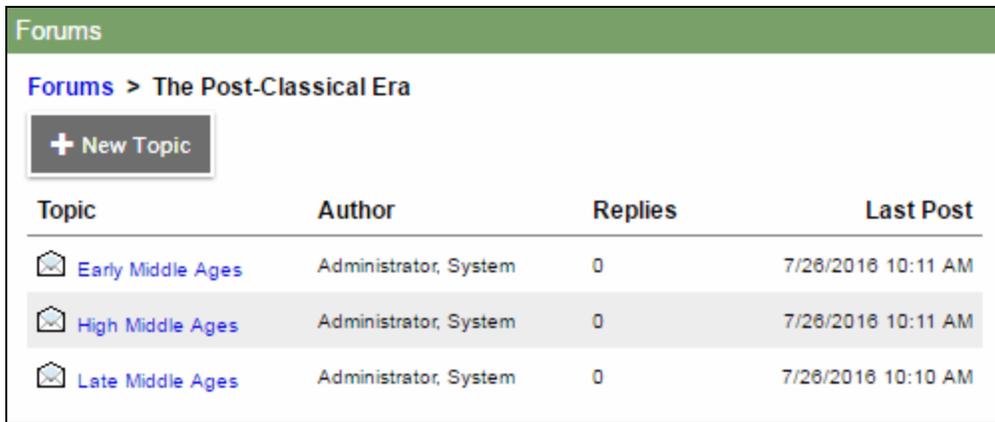
The screenshot shows the 'Forums > The Post-Classical Era' page. It features a '+ New Topic' button and a table with four columns: 'Topic', 'Author', 'Replies', and 'Last Post'. The table lists three topics: 'Early Middle Ages', 'High Middle Ages', and 'Late Middle Ages', all created by 'Administrator, System' with 0 replies and a last post date of 7/26/2016.

Topic	Author	Replies	Last Post
 Early Middle Ages	Administrator, System	0	7/26/2016 10:11 AM
 High Middle Ages	Administrator, System	0	7/26/2016 10:11 AM
 Late Middle Ages	Administrator, System	0	7/26/2016 10:10 AM

2. Do one of the following:



- Click the name of the topic you want to view. Its details appear:



3. Do one of the following:

Using the Family and Student Portals

- To reply to a particular person's post, click **Reply**. The widget expands to include the post you are replying to (grayed out). Type your response, using the rich text editor tools, if desired:
- To create a new post on the forum's topic, click **Add Post**. Type your message, using the rich text editor tools, if desired.

Note: If you are not sure whether to reply to a post or add a new one:

- Click **Reply** if you have something to say in response to a post someone else made. For example, to say that you agree with Ann's comments about the early Middle Ages, click **Reply** at the bottom of her post.
- Click **Add Post** if you have information to share on the topic's subject that is not necessarily in response to a specific comment someone else made. For example, to summarize your thoughts about an article on the early Middle Ages, click **Add Post**.

4. Click **Save**.

Notes:

- If the forum is moderated, your post will have to be approved or edited by the Page administrator before it is available for all members to read. You can see your own post while it is awaiting review—it says **(Requires Moderation)** at the top.
- If the forum is unmoderated, anything you post will be immediately accessible by all Page members. Page administrators have the option of hiding a post at any time.

Take a Survey

When you go to your Home page, a class Page, or any other Page in Aspen, if there is a new survey available, you will see it in your Survey widget with **New** in the **Status** column:

Survey						All	New
Title	StartDate	EndDate	Edit	Results	Status		
Class Presidential Elections	2/2/2016	2/4/2016			Completed		
Fitness Survey	10/3/2016	10/7/2016			New		

To take a survey:

1. Click **New**. An introductory page shows information about the survey.
2. Click **Begin** at the bottom-right of the pop-up.

3. The next page displays one or more questions, depending on how the survey was designed. Answer all of the questions, and then click **Next** at the bottom of the pop-up.
4. Continue answering questions and clicking **Next** until you reach the end of the survey.

Notes:

- If you need to go back to previous questions, click **Back**.
- If the **Next** button is disabled and grayed out, you have reached the end of the survey.

5. When you reach the end of the survey, click **Finish**.

The survey closes and displays in the Survey widget as **Completed**.

Note: You do not have to complete a survey in one sitting. If you do not complete it, it appears in the Survey widget with a status of **In progress**.

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

Student Details

To view student details:

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 **Details/My Details** side-tab, and then click one of the following sub-tabs:
 - Demographics
 - Addresses
 - Ethnicity
 - Photo

Student Contact Information

To view student contact information:

Note: These are the people the school can call regarding you/your student.

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 **Contacts** side-tab.
3. Click the contact's emergency priority number. You will be able to see the contact's:
 - phone numbers
 - addresses
 - any mailings they receive concerning the student's schooling

Student Attendance

To view student attendance records:

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 **Daily Attendance/Attendance** side-tab.
3. Click a date. For the date you selected, the page lists all the details of the attendance record, including:
 - absences
 - tardies
 - dismissals
 - if the above were excused

4. The page lists the portion of the day marked absent, and any other attendance codes or reasons that apply (such as **FT** for field trip). At the bottom of the page, view the times of arrival to or departure from school that day, as recorded by the office.
5. After you finish looking at the details, click **Cancel** to return to the list of attendance records, or click any other side-tab or tab.

Student Health Information

Parents can view health information about their students including:

- [office visits](#)
- [immunizations](#)
- [medical conditions](#)
- [screenings](#)
- [medications](#)

To view details about your student's health office visits:

1. Click the **Family** tab.
2. Click the **Health** side-tab.
3. Click a visit date. For the health office visit you select, the page displays specific information, including primary complaint code, treatment code, and action code.
4. After you finish looking at the details, click **Cancel** to return to the list of health office visit records, or click any other side-tab or tab.

To view details about your student's immunizations:

1. Click the **Family** tab.
2. Click the **Health** side-tab, then click **Immunizations**.
3. Next to each series name, the page lists the dates of each dose your student has received.
4. Click the series name to view the details of an immunization series

To view a list of medical conditions the school district has on file for the student:

1. Click the **Family** tab.
2. Click the **Health** side-tab, then click **Conditions**.
3. For each medical condition, the page displays the condition's type, code, and summary.

To view the health screenings the student has completed (such as vision or hearing tests):

1. Click the **Family** tab.
2. Click the **Health** side-tab, then click **Screenings**.
3. For each screening, the page displays the screening name, date, result, and summary.

To view any medications the school district administers to the student:

1. Click the **Family** tab.
2. Click the **Health** side-tab, then click **Medications**.
3. For each medication, the page lists the medication name, type, start date, stop date, frequency, and time of administration.

Student Conduct Information

The **Conduct** side-tab gives you access to view:

- conduct incident details
- actions taken for the conduct incident
- detentions served (or results of actions taken)

To view the details of a conduct incident:

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 **Conduct** side-tab.
3. Click an incident code. The page lists the date, time, location, and description.
4. After you finish looking at the details, click **Cancel** to return to the list of conduct records, or click any other side-tab or tab.

To view any actions for a conduct incident (such as detention or parent meeting):

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 **Conduct** side-tab, and then click **Actions**.

3. Click an incident date. The page lists the incident code, action code, start date of the action, value of the action in points, and if the incident is closed and completed.
4. After you finish looking at the details, click **Cancel** to return to the list of conduct records, or click any other side-tab or tab.

To view the results of a conduct action:

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 **Conduct** side-tab, and then click **Detentions Served**. The page lists the actions served, comments, incident code, incident description, action code, start and end dates, penalty, and if it was served.
3. After you finish looking at the details, click **Cancel** to return to the list, or click any other side-tab or tab.

Student Transcript Information

Students and parents can view the following information regarding the student's transcript:

- [transcript record](#)
- [credit summary](#)
- [grade point summary](#)
- [program of study](#)
- [graduation summary](#)

From the **Transcript** side-tab, use the **Filter** menu  to select one of the following:

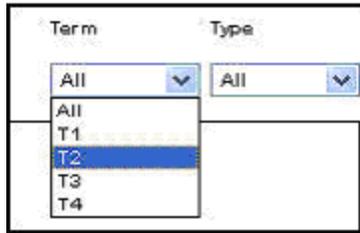
- **All Records** to view all grades earned
- **Current Year** to view grades earned this school year
- **Current School** to view grades the student earned the current school

To view details of the transcript record:

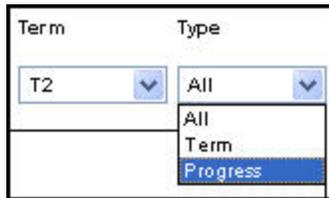
1. Do one of the following:
 - In the Family portal: Click the **Family** tab.
 - In the Student portal: Click the **My Info** tab.
2. Click the **Transcript** side-tab.
3. Click the year in the row of the grade you want to view.
4. View the class information and a summary of the final grade at the top of the page.

Using the Family and Student Portals

- At the bottom of the page, you can view all the grades and comments earned in the class. To view only grades from a specific term, click the **Term** drop-down and select a term:



To view only term grades or only progress grades, click the **Type** drop-down and select **Term** or **Progress**:



- After you finish looking at the details, click **Cancel** to return to the list of classes, or click any other side-tab or tab.

To view a summary of credits:

- Do one of the following:
 - In the Family portal: Click the **Family** tab.
 - In the Student portal: Click the **My Info** tab.
- Click the **Transcript** side-tab, then click **Credit Summary**. The Credit Summary page lists the credits earned for each school year.
 - The **Transcript Credits** column shows the number of credits earned based on the courses completed that year.
 - The **Adjusted Credits** column shows the number of credits the school manually added, if any.
 - The **Total Credits** column shows the total number of credits, including the transcript and adjusted credits.

To view a grade point summary:

- 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 **Transcript** side-tab, then click **Credit Summary**.

The system calculates the basic GPA by adding the total points the student earns, and dividing that total by the total number of courses the student completes. Therefore, for each school year, the page displays two sections of information that the system uses to calculate the student's GPA for that year.

The first section displays the number of points earned on the transcript, any adjusted points, and total points. The other half of the row displays the number of transcript courses, any adjusted courses, and the total number of courses.

Look at the Course Breakdown to view the breakdown of points earned for each course on the transcript.

To view the program of study:

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 **Transcript** side-tab, then click **Programs of Study**.

To view the graduation summary:

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 **Transcript** side-tab, then click **Graduation Summary**.

Assessment Scores

To view the details of an assessment score:

Note: This can include any assessments completed (such as PSATs or SATs), if recorded by the school.

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 **Assessments** side-tab.
3. To filter the types of assessments, at the **Assessment Definition** field, click  and select the Assessment Definition you would like to view. To view all types of assessments, leave this field blank.
4. Click a date of an assessment. View the raw score, scale score, level of performance, and grade level when the exam was taken.
5. After you finish looking at the details, click **Cancel** to return to the list of assessments, or click any other side-tab or tab.

Enrollment History

Note: This includes whether the student was enrolled, withdrawn, or transferred in the district.

1. Click the **Family** tab.
2. Click the **Membership** side-tab, and click **Enrollment**.
3. To view details of an enrollment record, click an enrollment type. For each enrollment record, the page displays:
 - Type of enrollment (usually a one-digit code the district uses to identify the type of enrollment, such as **W** for withdrawal)
 - Date of record
 - Code
 - Reason (for example, moving out of town)
 - Status (active or inactive)
 - YOG (year of graduation)
 - School name
4. After you finish looking at the details, click **Cancel** to return to the list of records, or click any other side-tab or tab.

Student Schedule

To view the student's schedule in the Family portal:

1. Click the **Family** tab.
2. Click the **Schedule** side-tab. View the student's schedule for the current school year. 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 S1, or Semester 1)
 - Schedule (which days and periods the student takes the class, such as A(1-6))

- Teacher
 - Room
3. Click **>>Matrix** and **<<List** in the upper-left corner of the page to switch between the matrix view of the schedule and the list view of the schedule.

To view the student's schedule in the Student portal:

1. Click the **My Info** tab.
2. Click the **Schedule** side-tab.

Course Requests for Next Year

Your district might allow students to enter course requests in the Student portal. Then, parents can [view these requests in the Family portal](#).

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 time, 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**.

Using the Family and Student Portals

- 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 your school allows you to set the priority for your courses, you can type a number in the **Priority** column to prioritize them. 1 is the highest priority. Leave the field blank if you do not want to set a priority value.

Example: If you have three elective courses and you want to prioritize them, you would type 1 for the course you want most, 2 for the course you want second most, and 3 for your third choice. Your priorities might look like this:

Select	CourseNumber	CourseDescription	mic level	Credit	Prerequisite	Status	Priority
<input type="checkbox"/>	OA091	Writing Seminar		0.0			<input type="text" value="2"/>
<input type="checkbox"/>	OA130AP	Microeconomics AP		0.0			<input type="text" value="1"/>
<input type="checkbox"/>	OA355	Science Team		0.0			<input type="text"/>
<input type="checkbox"/>	OA356	Forensic Science		0.0			<input type="text"/>
<input type="checkbox"/>	OA357	Intro to Human Anatomy & Physiology		0.0			<input type="text" value="3"/>

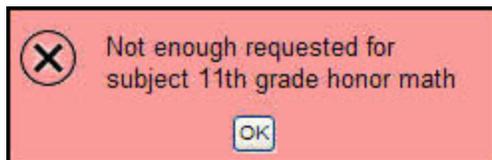
6. Select the checkbox in the **Select** column of the course(s) you want to request, and click **OK**. The requests now appear on your Requests page.

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.

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, and then click **Requests**.

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 class 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:

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Subscribe	Name	Description
<input type="checkbox"/>	Attendance	This subscription will notify you of any attendance entry for this student.
<input type="checkbox"/>	Class Attendance	This subscription will notify you of any class attendance entry for this student.
<input type="checkbox"/>	Conduct	This subscription will notify you of any conduct incident by this student.
<input type="checkbox"/>	Grades	This subscription will notify you when any grades below a specified threshold are entered for this student. Grades are scaled as a percent from 0 to 100. If a student receives a class assignment or test grade that is below the specified threshold, a notification will be sent to your email address. In the space below, please enter a grade threshold to use for determining what grades to report. This should be a number from 0 to 100. For example, an entry of 75 would trigger a notification for any grade entered that scaled below 75%. Grade Threshold 0 <input type="text"/>
<input type="checkbox"/>	Health Visit	This subscription will notify you of any visit to the school nurse by this student.

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.

Viewing Academic Information

The **Academics** tab gives you access to view:

- [classes](#)
- [assignments](#)
- [class attendance](#)

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.

- Grade scale grades associated with the course (appears depending on your district's settings)
- **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: If the **Indicates adjust value** icon  appears, it means that your teacher has adjusted this grade and it does not match the calculated grade that is posted in their Gradebook.

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:

Classes :: OA010-05 - English 9 H

Options Reports Help Search on DateDue

Category: All Grade Term: All

1:6/8/2016 | all written ... 0 of 107 selected All Records

AssignmentName	DateAsgn	DateDue	Description	GBColumnName	Score
all written essays / graphs 25	6/3/2016	6/8/2016	writi 25	writi 25	96% 4.8 / 5.0 (A)
all written essays / graphs 34	6/5/2016	6/5/2016	writi 34	writi 34	86% 1.72 / 2.0 (B)
outside reading 6	6/5/2016	6/5/2016	readi 6	readi 6	100% 4.0 / 4.0 (4)
quiz and tests 8	6/5/2016	6/5/2016	quiz 8	quiz 8	100% 3.0 / 3.0 (3)
all written essays / graphs 21	5/25/2016	5/28/2016	writi 21	writi 21	100% 2.0 / 2.0 (2)
quiz and tests 15	5/25/2016	5/28/2016	quiz 15	quiz 15	100% 3.0 / 3.0 (3)

- 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).
- 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).

The actual grade the teacher entered for that assignment, whether numerical or letter-based, appears in parentheses to the right of the fraction:

Final Model Romance Poem	1	10/29/2015	10/29/2015	1.0	89%	89.0 / 100.0 (89)
Writing that explains shield choices	1	10/29/2015	10/29/2015	0.5	76%	78.0 / 100.0 (78)
Level F unit 4 quiz	1	10/23/2015	10/23/2015	1.0	75%	75.0 / 100.0 (75)

Assignment score as a percentage Your score / Total possible points (Grade teacher entered for the assignment)

"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*.

- 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.

Curriculum Maps

The Curriculum Maps side-tab in the Family and Student portals shows the curriculum map for the selected class. Curriculum maps provide an overview of the entire course's structure and content.

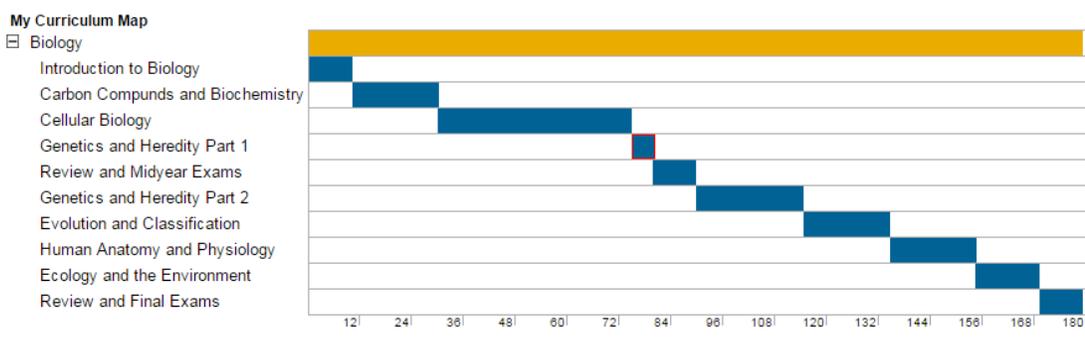
Note: Depending on the way your district/school set up Aspen, you might not see curriculum maps.

To view and print the entire map:

1. Click the **Academics** tab, **Details** side-tab.
2. Find and select the class you want to see the curriculum map for.
3. Click the **Curriculum Map** side-tab.
4. Click the gold bar at the top of the timeline to select it. This bar represents the map header.
5. Click **View**. The map and its content appears.
6. To print the entire map, click **Print**. Any lesson plans print, too.

To view and print the content of a specific map topic (unit):

1. Above the curriculum map, click **Expand** to show the curriculum map topics:



2. Click a blue bar on the timeline that represents the topic you want to view.
3. Click **View**. The information for the topic appears.
4. Click **Print**. Any lesson plans print, too.

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.

Viewing Groups

The **Groups** tab allows you to view the following:

- [groups' details](#)
- [other members of the groups](#)
- [scheduled events associated with the groups](#)

View Student's Groups

To view details regarding a group that the student belongs to:

1. Click the **Groups** tab.
2. Click the **Details** side-tab.

Click a group to view the following details:

- Group name
- Group Category (such as Athletics or Academics)
- Position (student's position within the group, if any, such as Captain or Secretary)
- Advisor's name

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 Fellow Group Members

To view the members of a group:

1. Click the **Group** tab.
2. Select the group.
3. Click the **Members** side-tab. The page lists each of the fellow members' names.

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 Group Events

Students' group events appear on the calendar in the portals.

To view details for a group's event:

1. Click the **Groups** tab.
2. Select the group.
3. Click the **Events** side-tab. For each event, the page lists the following:
 - Date
 - Time
 - Summary (a description of the event)
 - Location
4. To view an event's details, click the event's name.

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.

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.

Using the Family and Student Portals

The screenshot displays a student portal interface. At the top, there are navigation tabs: Pages, My Info, Academics, Groups, Calendar, Locker, and Quest. Below these are utility buttons: Options, Reports, and Help. The main content area shows a calendar view for Tuesday, May 3. The calendar is currently set to 'Day' view, with 'Week' and 'Month' options also visible. Navigation buttons for 'Previous', 'Next', and 'Today' are present. The calendar shows two columns: 'Tue May 3' and 'Wed May 4'. Under 'Wed May 4', there are three entries: '8:30 AM HWCW 24 being passed in', '8:45 AM This is my test', and '11:30 AM Lab for May 2 Completed'. On the right side, there is a 'My Resources' sidebar containing a list of files and folders, including 'Additional Resources', 'Group Folder', 'RFP', 'Uploads', 'A Beginner's Guide to Balancin', 'ADM03GuidedTasks-1.pptx', 'Chemistry Cleans Pennies!', 'cl11.10spelling.docx', 'Easy genius science projects w', 'Organization of the Periodic Table', 'science widener', 'Table of Elements.pdf', and 'test resource'.

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:

The screenshot shows a user interface with a top navigation bar containing tabs for Pages, My Info, Academics, Groups, Calendar, Locker, and Quest. Below this is a secondary bar with Options, Reports, and Help dropdown menus. The main area is a calendar view for Tuesday, May 3. A red box highlights the navigation controls: a 'Previous' button with a left arrow, the current date 'Tuesday, May 3', a 'Next' button with a right arrow, and a 'Today' button. Below the navigation bar, the calendar shows two columns: 'Tue May 3' and 'Wed May 4'. Under 'Wed May 4', there are three assignment entries: '9:30 AM HWCW.24 being passed in', '8:45 AM This is my test', and '11:30 AM Lab for May 2 Completed'. To the right of the calendar is a 'My Resources' sidebar with a list of items including 'Additional Resources', 'Group Folder', 'RFP', 'Uploads', and various documents like 'A Beginner's Guide to Balancin', 'ADM03GuidedTasks-1.pptx', 'Chemistry Cleans Pennies!', 'ci11.10spelling.docx', 'Easy genius science projects w', 'Organization of the Periodic Table', 'science widener', 'Table of Elements.pdf', and 'test resource'.

2. Do any of the following to move between dates:

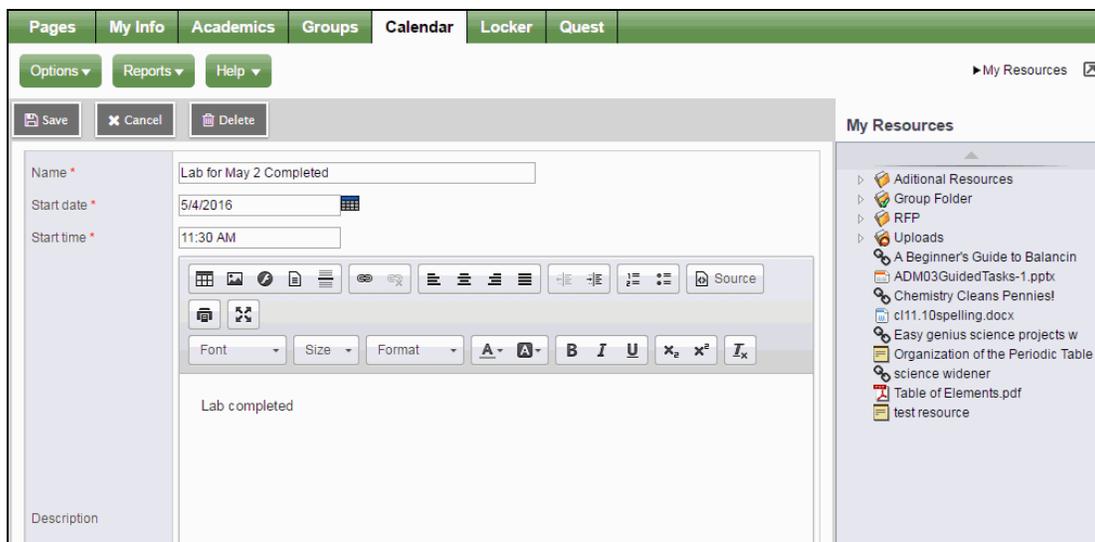
- Click **Previous** to view the day, week, or month previous to the one you are currently viewing.
- Click **Next** to view the day, week, or month after the one you are currently viewing.
- Click **This Week** to view the current week.

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.

Define Your Calendar Settings

Define your calendar settings to determine how your classes appear on your calendar.

To define your calendar settings:

1. Click the **Calendar** tab.
2. On the **Options** menu, click **Calendar Settings**. The Settings page appears:

✕ Cancel

Show weekends

Activate Reminders

Calendars

Name	Color	Options
My Events		
Follett Public Schools		
Crow Point High School		
Summer School		
Knitting Club		

* Please note that changes to the Planner settings will affect the appearance of the To Do widget.

✕ Cancel

3. Use the following table to define your calendar settings:

Field	Description
Show Weekends	Select this checkbox if you want to see Saturdays and Sundays on your calendar.
Activate Reminders	Select this checkbox if you want to display a line on each date you should be working on an assignment. If you do not select this checkbox, the assignment only appears on the date it is due.
Color	Determine the highlighter colors that represent your classes and appointments on your planner. In the Color column, click the color box next to the class. The Color Chooser appears. Click a color, and click OK . Within each class , you can click All Categories to open the Category pick list. Select only the assignment categories you want to appear in the color you selected for the class. <div style="background-color: #0056b3; color: white; padding: 5px; margin-top: 10px;">Note: The colors for appointments is set by the My Events color.</div>

4. Click **Save**.

Use the Student Calendar

Use the **Calendar** tab to view and keep track of your past, current, and upcoming assignments.

You can also add appointments to your calendar.

Setting Up Your Calendar

1. On the **Options** menu, click **Calendar Settings**. The Settings page appears:

✖ Cancel

Show weekends

Activate Reminders

Calendars

Name	Color	Options
My Events		
Follett Public Schools		
Crow Point High School		
Summer School		
Knitting Club		

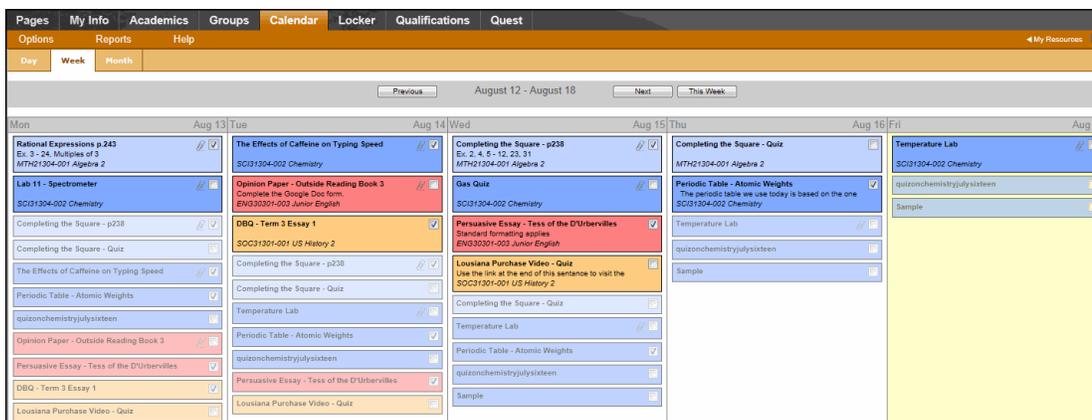
* Please note that changes to the Planner settings will affect the appearance of the To Do widget.

✖ Cancel

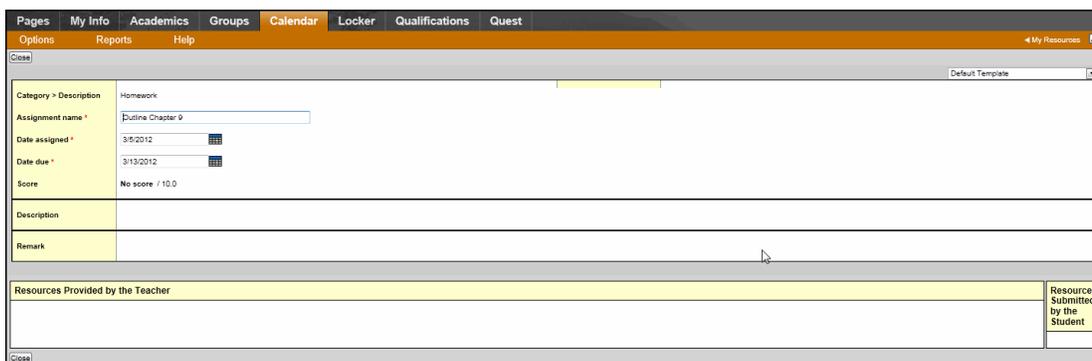
2. Use the following table to define your calendar settings:

Field	Description
Show Weekends	Select this checkbox if you want to see Saturdays and Sundays on your calendar.

Using the Family and Student Portals



2. Click **Previous** to view the previous day, week or month, or click **Next** to view the next day, week, or month. Click **This Week** to return to the current week.
3. For each day, click any assignment to view its details:



4. If an assignment is due on a date, the text and color is dark. After you complete the assignment, select the checkbox to indicate you are finished. If you select the **Activate Reminders** checkbox in your settings, reminders appear in lighter text and color for assignments that are not due on a date, but are listed.
5. If a **Paper clip** icon  appears for an assignment, you must upload or enter information online to complete that assignment.

Add Calendar Events

Any events you have created appear on your calendar in the color you defined in your [calendar settings](#).

To add a new event:

1. On the **Options** menu, click **Add Appointment**:

The screenshot shows a web application interface for creating a calendar event. The interface has a top navigation bar with tabs: Pages, My Info, Academics, Groups, Calendar, Locker, and Quest. Below the navigation bar are buttons for Options, Reports, and Help, and a link for My Resources. The main area contains a form with fields for Name, Start date, and Start time. Below these fields is a rich text editor with a toolbar containing icons for grid, image, link, list, and source, as well as text formatting options like font, size, bold, italic, underline, subscript, and superscript. The form also has a Description field. Save and Cancel buttons are located at the top and bottom of the form.

2. Type a **Start date**, or click  to select a date.
3. Type a **Start time**, if applicable.
4. Type a summary of the event (such as *Braces off!*). The summary appears in that day on your calendar.
5. Type a description if desired.
6. Click **Save**.

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](#)

Using the Family and Student Portals

- [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 screenshot displays the 'My Resources' interface. At the top, there are navigation tabs: Pages, My Info, Academics, Groups, Calendar, Locker, and Quest. Below these are buttons for Options, Reports, and Help. The main area shows a calendar for the week of May 22 to May 28. The calendar is organized into columns for each day, with various tasks and assignments listed in colored boxes. On the right side, there is a 'My Resources' sidebar containing a list of folders and files, including 'Additional Resources', 'Group Folder', 'RFP', and 'Uploads'. The sidebar also shows a file list with names like 'A Beginner's Guide to Balancin', 'ADM03GuidedTasks-1.pptx', and 'Chemistry Cleans Pennies!'. At the bottom of the sidebar, there are buttons for 'Add', 'Edit', and 'My Quota (238 MB left)'.

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

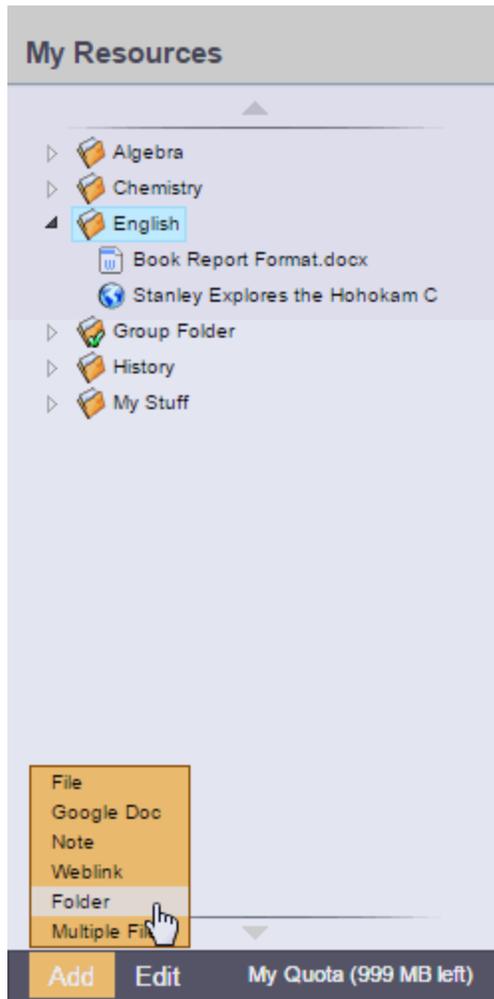
Add your own folders to My Resources to organize your school work. For example, you might make a folder for the current year. Within that folder, create a folder for each class. Then, within each class folder, you can store your files, links, and even notes. My Resources can act like your online class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

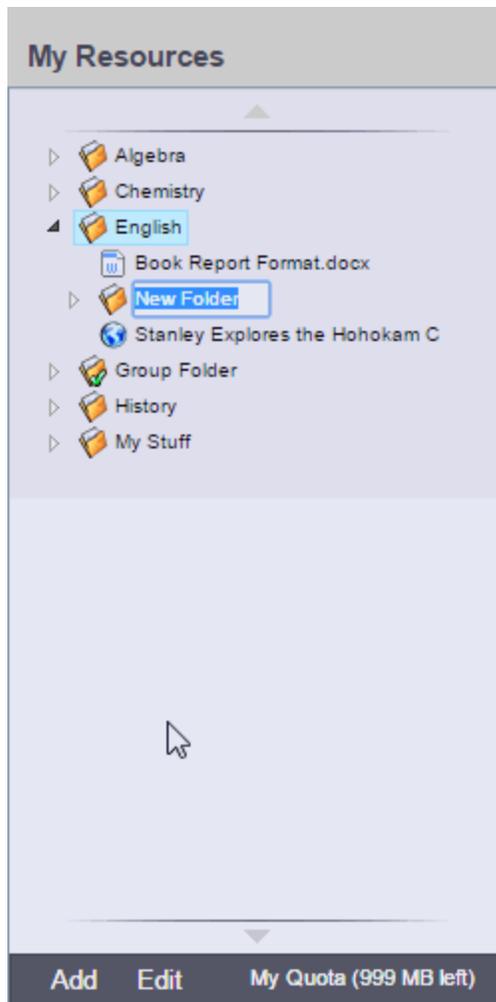
Note: My Resources has a storage quota set by your district; you have a limited amount of storage space.

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:



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

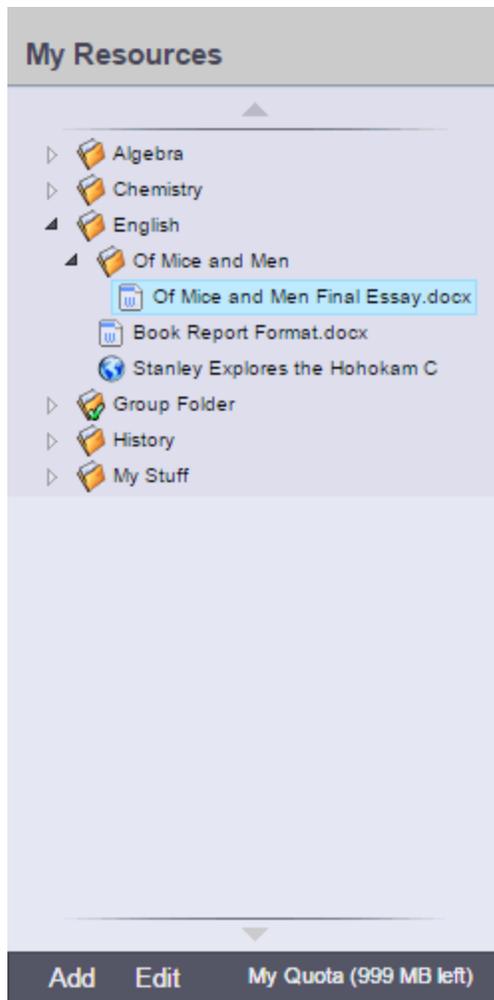
My Resources is a great place to store drafts of your work. This way, you can access them from any computer with Internet access.

There are two ways to add files to My Resources:

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

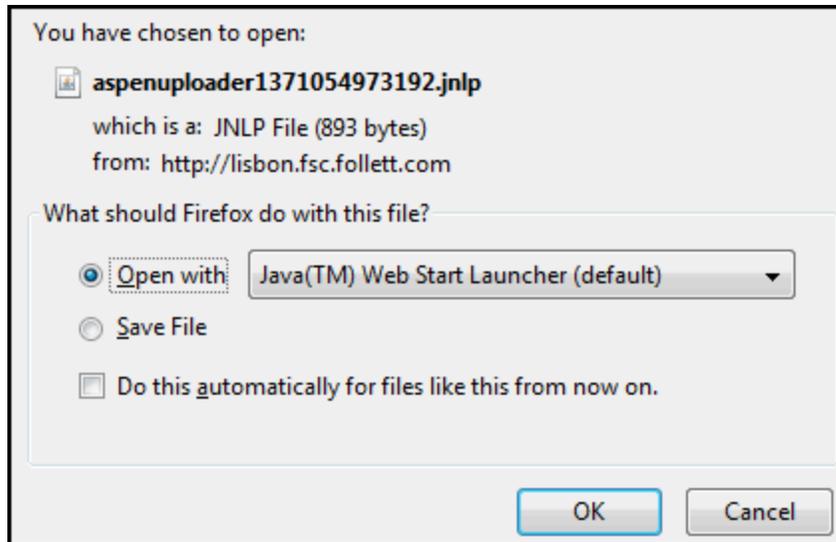
To add one file to My Resources:

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**. The file appears in the folder:

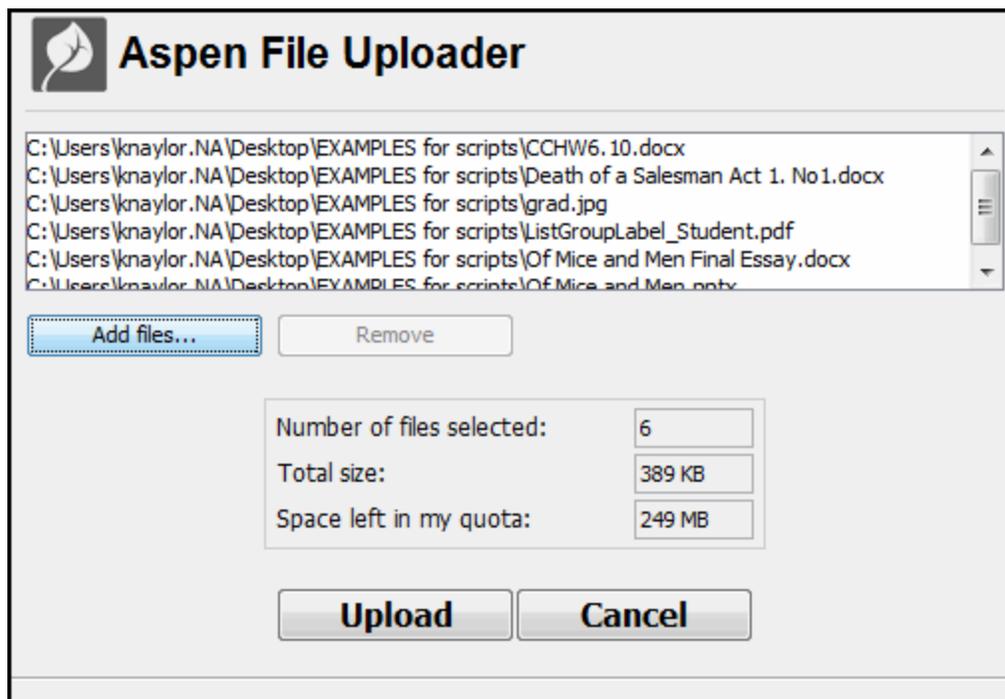


To add multiple files to My Resources:

1. Select the folder you want to store the files in.
2. At the bottom of My Resources, click **Add**, 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:

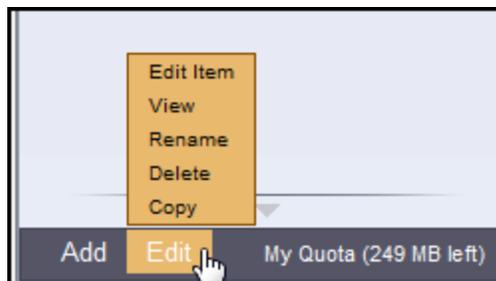
1. Select the folder you want to store the files in.
2. At the bottom of My Resources, click **Add**, and then click **Note**.
3. In the **Title** field, type a title for your note. This is the title that appears in My Resources.
4. In the **Text** box, type your text. You can use the formatting in the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

5. Click **Save**.

Note: 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:



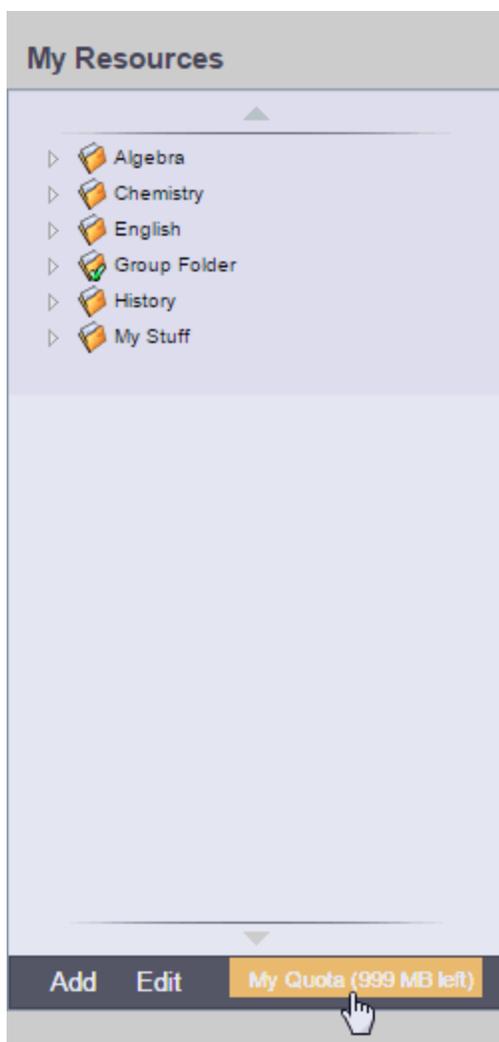
2. Select one of the following to edit the files in My Resources:

Field	Description
Edit Item	<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 is on your computer, upload it, and delete the unedited version. <hr/> <p>Note: You cannot edit a folder.</p>
View	<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 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. • 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>
Rename	<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>
Delete	<p>A confirmation message appears. Click OK.</p>

Field	Description
	<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.

Report a Bullying Incident with the Portal Conduct Referral

Students and parents can report bullying incidents through the Portal Conduct Referral. Use the wizard to report bullying incidents that a student witnessed or in which they were the victim.

If you choose to report the incident anonymously, you will not be contacted if more information is needed in the investigation.

To initiate a Portal Conduct Referral:

1. On your Home page, in the Tasks widget, click **Initiate**. The Initiate Workflow wizard displays Step 1.
2. Click the **Workflow** drop-down to select **Portal Conduct Referral**.
3. At the **Date** field, today's date automatically appears. Type or click  to select a different date.
4. If you would like to remain anonymous, select the **Report anonymously checkbox**.

Note: If you choose to report anonymously, a conduct manager will not be able to contact you for more information about the incident.

5. Click **Next**. The wizard displays Step 2:

Initiate Workflow: Details
Step 2 of 3

Offending student *

Victim

Incident date *

Incident time

Incident location

Incident description *

📄

← Previous
Next →
⇒ Finish
✕ Cancel

6. Use the following table to enter information in the fields:

Field	Description
Offending student	Type the name of the student who was the aggressor of the incident.
Victim	Type the name of the student who was victimized by the offending student.
Incident date	Type of click to select the date the incident occurred.
Incident time	Type the time the incident occurred.
Incident location	Click this drop-down to select the location the incident occurred.
Incident description	Type details about how the incident occurred.

7. Click **Next**. The wizard displays Step 3.

8. Confirm the information and click **Finish** to submit the workflow, or click **Back** to edit the information.

Note: If the conduct manager needs more information, and you did not report anonymously, the Portal Conduct Referral will re-open in your Tasks area. Click **Referral** next to the workflow to view questions entered by the conduct manager and provide additional information.

Aspen Mobile for Students and Families

With Aspen's Student and Family portals, teachers, parents and students have an arena for open communication. And, parents can see all of their children's information with a single login.

To access all features of the portals, log on to the full site by typing your district's Aspen URL into a web browser on your desktop or laptop computer.

For quick, convenient portal access, however, you can log on to Aspen Mobile. This streamlined, on-the-go version of Aspen lets you check your or your student's information anytime, anywhere – even from a smartphone or tablet.

Notes:

- In some districts, when parents log on to the Family portal from their desktop or laptop, Aspen Mobile opens automatically.
- Aspen Mobile adjusts based on the screen size of your mobile device or browser window. What you see might be slightly different than what is shown here.
- Students and families will see slightly different sets of screens in their respective portals.
- [To receive automatic notifications about district events, important news, grades entered, and other information, download and activate the Follett Notifications app.](#)

To access Aspen Mobile for students and families:

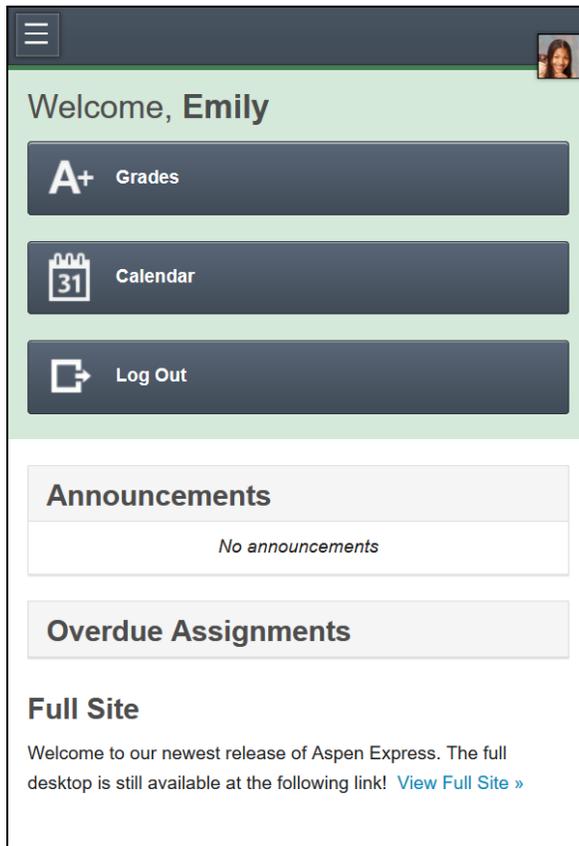
1. On your mobile device, type your district's Aspen URL into the address bar of a web browser. The login screen appears.

Tip: Create a bookmark or shortcut to Aspen Mobile on your device's Home screen.

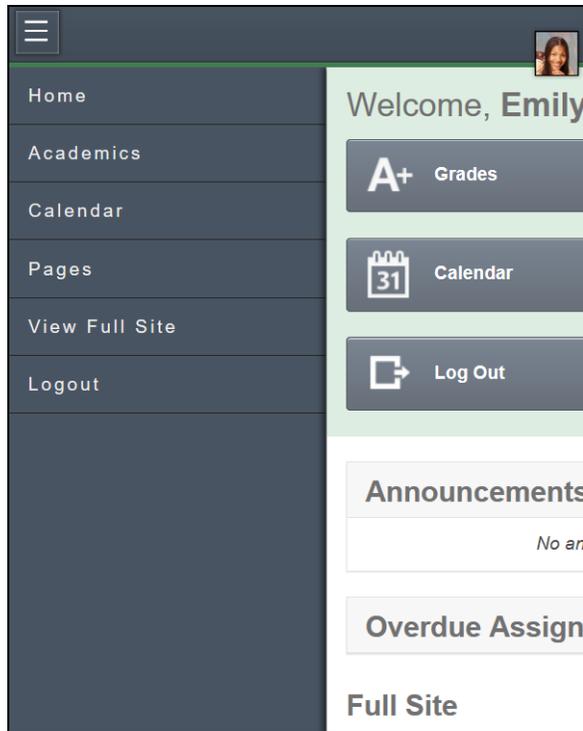
2. Type your Aspen **Login ID** and **Password**, and click **LOG ON**. Aspen Mobile opens.

On your Home screen, district announcements appear, as well as buttons to tap for more information. The Home screens look different in the Student and Family portals, as described below.

Student portal Home screen:



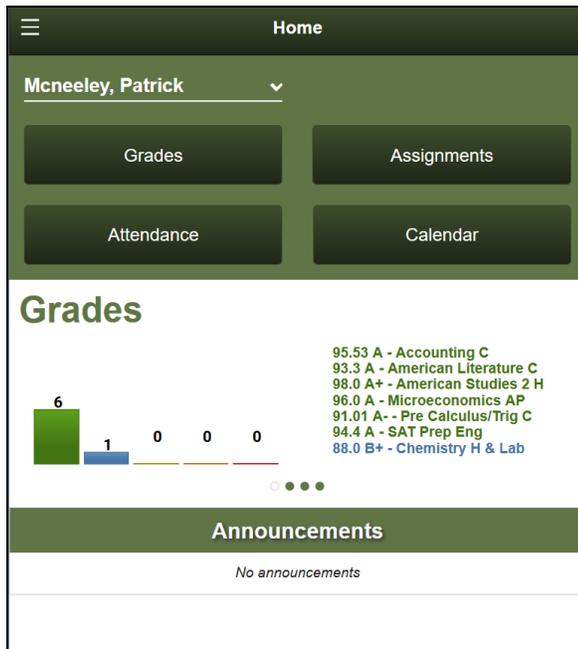
Tap a button on the Home screen, or tap  for more options:



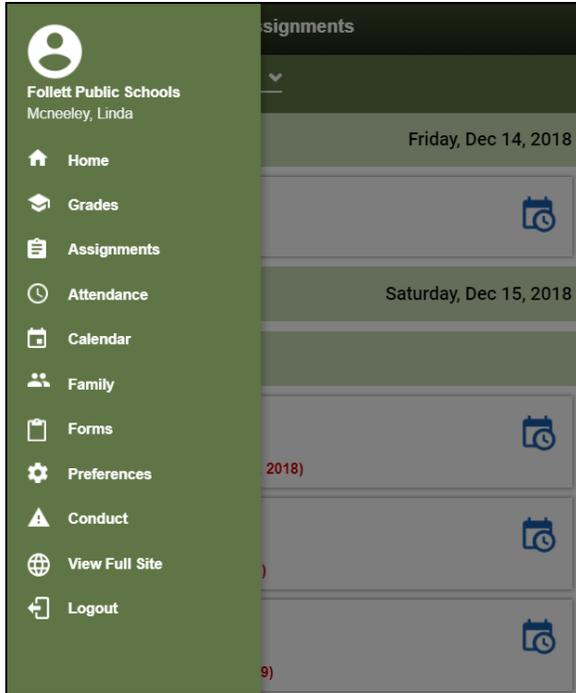
Tap:

- **Home** to return to the Home screen.
- [Academics](#) to see details and assignments for each class.
- [Calendar](#) to see school and district events and assignments with due dates.
- [Pages](#) to get a quick peek at your school, class, and group information.
- **View Full Site** to go to the desktop version of Aspen.
- **Logout** to exit.

Family portal Home screen:



Tap a button on the Home screen, or tap  for more options:



Tap:

- **Home** to return to the Home screen.
- [Grades](#) to review grades by year and term.
- [Assignments](#) to view current, long-term and overdue assignments.
- [Attendance](#) to see overall and class attendance information.
- [Calendar](#) to see school and district events and assignments with due dates.
- [Family](#) to see your student's demographics, contacts and groups, depending on how your district or school set up the portal. You can also sign up for email subscriptions.
- [Forms](#) to complete and submit forms, such as permission slips, on your device (if available in your district).
- [Preferences](#) to change any of your Aspen Mobile preferences.
- [Conduct](#) to view conduct incidents.
- **View Full Site** to go to the desktop version of Aspen.
- **Logout** to exit.

Note: **Attendance**, **Family** and **Preferences** are available only in the Family portal in Aspen Mobile.

Note: The Grades widget on the Home screen will be updated in a future release to accommodate different grading preferences.

If you have more than one student in Aspen, tap the student name in the top-left of the screen, and then tap the other child's name.

Checking Your Academic Progress (Aspen Mobile)

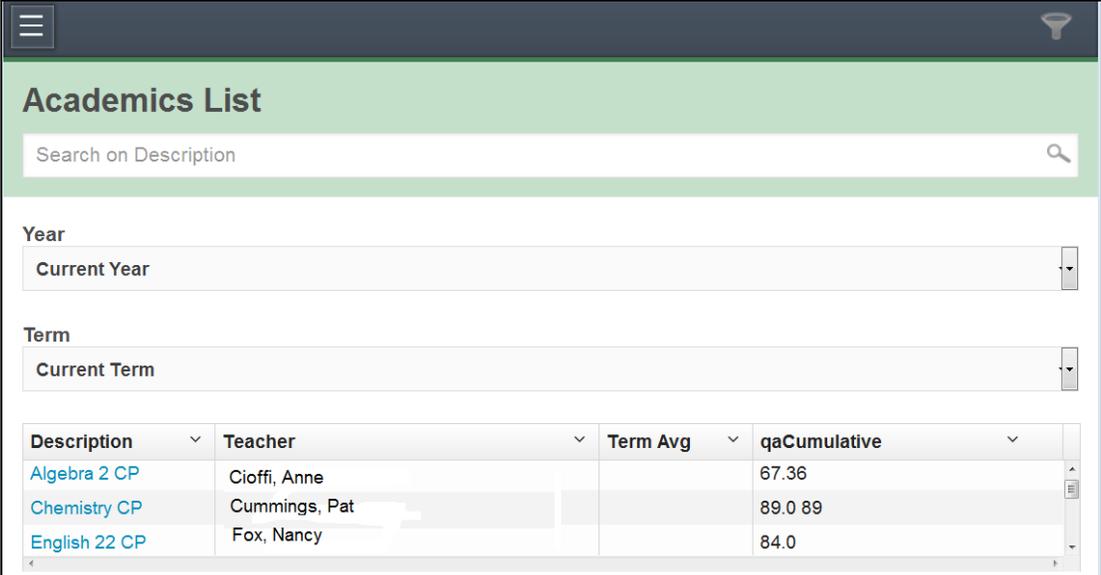
Use Aspen Mobile to monitor your academic progress by class, category, assignment and standards.

Note: Aspen Mobile adjusts based on the screen size of your mobile device or browser window. What you see might be slightly different than what is shown here.

To access academics:

1. Log on to Aspen Mobile using your phone or tablet.

2. Tap  > **Academics**. A list of your classes appears:



Description	Teacher	Term Avg	qaCumulative
Algebra 2 CP	Cioffi, Anne		67.36
Chemistry CP	Cummings, Pat		89.0 89
English 22 CP	Fox, Nancy		84.0

Notes:

- This list displays classes for the current year and term. If you want to view classes for the previous year or grade term, click the **Year** drop-down and select **Previous Year**, or click the **Term** drop-down and select the appropriate term.
- Sometimes students take classes at more than one school during a term. In those cases, classes for the student's primary and secondary schools appear on the list.

Notes: There are several ways to modify this list:

- Tap  to determine the columns that appear.
- Type a description in **Search on Description** to search for a class by name. This is helpful if you have a long list of classes and do not want to scroll.
- Tap any column header to sort it in ascending alphabetical order. Tap it again to sort it in descending order.

To check grades:

1. Tap a class name. A summary of class performance appears:

		Term 1	Term 2	Term 3	Term 4	Summer
U.S. History I CP						
Average Summary						
Alternative Assignments	Weight	10.0%	10.0%	10.0%	10.0%	10.0%
	Avg	100.0	0.0			
Homework	Weight	20.0%	20.0%	20.0%	20.0%	20.0%
	Avg	98.0			97.0	
Quizzes	Weight	40.0%	40.0%	40.0%	40.0%	40.0%
	Avg	95.0			99.0	

There are four sections on this screen:

Section	Description
Teacher	This section appears if the teacher has provided any comments about this

Notes	class.								
Average Summary	<p>This section shows the following:</p> <ul style="list-style-type: none"> • Category: A breakdown of the Gradebook by assignment type category. • Weight: A percentage showing how much the category is worth toward the overall grade. • Average: Your average grade for assignments in this category. • Term Columns: Broken out by quarter, trimester, or semester, depending on your district’s calendar. Each term has an associated grade: <table border="1" data-bbox="636 562 1427 682"> <thead> <tr> <th>Category</th> <th>Weight</th> <th>Q1</th> <th>Q2</th> </tr> </thead> <tbody> <tr> <td>Homework</td> <td>50.0%</td> <td>93.3 A</td> <td>96.3 A</td> </tr> </tbody> </table> <ul style="list-style-type: none"> • Gradebook average: The calculated grade average for each term. • Posted grade: The grade posted for report cards. This does not show a grade until the teacher posts grades using Aspen. <p>Note: A blank cell for a category means no grade has been entered yet.</p> <p>Note: If the Indicates adjusted value icon  appears, it means that your teacher has adjusted this grade, and it does not match the calculated grade posted in their Gradebook.</p>	Category	Weight	Q1	Q2	Homework	50.0%	93.3 A	96.3 A
Category	Weight	Q1	Q2						
Homework	50.0%	93.3 A	96.3 A						
Running Totals	This section shows the average of all assignments included in the date range for the current term or semester. This can give a more accurate snapshot of your or your student’s performance than the current term average, which does not take previous terms into account.								
Standard Summary	This section provides data about standards the teacher has aligned to assignments, as well as your or your student’s progress in meeting each standard.								
Attendance Summary	This section provides your or your student’s term and yearly total of the attendance codes tracked for your district, such as “absent”, “tardy” and “dismissed”.								

2. Tap a category name in Average Summary to see all of its associated assignments and details. For example, to check a grade for a quiz taken yesterday, tap **Quiz**. The category summary appears:

U.S. History I CP Quizzes

Quizzes Overall Average
97.0

Quizzes Term
[Dropdown menu]

Quizzes Grade Summary

Assignment	Grade	Due Date
Section 4.2 Quiz	94 / 100 (94)	10/29/15
Section 4.1 Quiz	97 / 100 (97)	10/12/15
Thirteen Colonies and French and Indian War Quiz	93 / 100 (93)	10/2/15

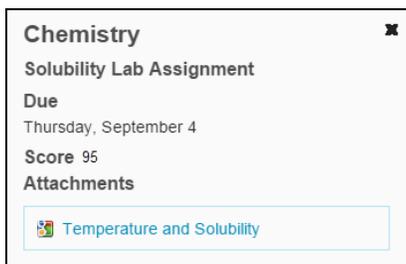
This screen shows the following information:

Section	Description
(Category) Overall Average	This section shows the current running average for the category.
(Category)Term	Tap the drop-down to select the term you want to view category assignment data for.
(Category) Grade Summary	<p>This area shows the assignment name, grade and due date for all assignments.</p> <p>The Grade column lists your assignment score, the total possible points for the assignment, and the actual grade the teacher entered for that assignment (in parentheses).</p> <p>"Excluded from averages" appears if a teacher blocked an assignment's score from students' averages.</p> <p>"Missing" appears if an online assignment was not submitted on time.</p> <p>Any special codes the teacher associated with an assignment also appear in the Score column, such as the following:</p> <p>Exempt: Aspen will not count this assignment when calculating the student's average.</p>

	<p>Calculate as zero: Aspen counts this assignment as a zero when calculating the student's average.</p> <p>Calculate as full point value: Aspen includes this assignment's total points when calculating the student's average.</p> <p>Calculate as missing: Assignment was not submitted.</p>
Upcoming (Category) Assignments	This area shows assignments the teacher made that are not yet due.

Note: Tap any blue column header to sort the data in that table in ascending alphabetical order. Tap it again to sort in descending order.

3. Tap an assignment name to see its details, including a description, due date, score and attachments:



Notes:

- You can download a file in Aspen Mobile by tapping its name or the icon.
- You cannot open a Google Docs™ document that your student has submitted for an assignment. It is shared by the student and teacher only.
- If an assignment is an online quiz, a file with the  icon appears in the **Attachments** field. Students can tap the icon to take the quiz in the Student portal.

Checking Your Student's Assignments (Aspen Mobile)

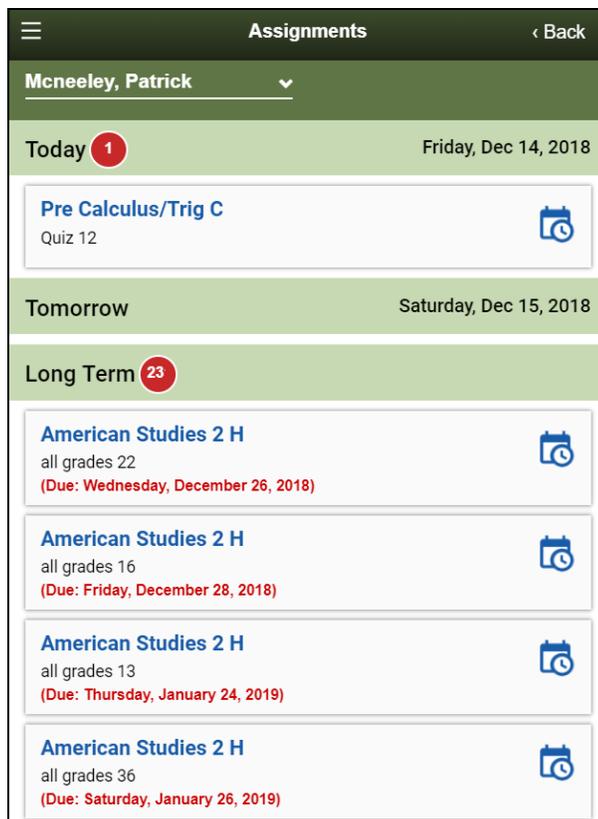
Tap Assignments in Aspen Mobile to check any assignments that are due today or tomorrow, and those that are overdue.

Notes:

- Aspen Mobile adjusts based on the screen size of your mobile device or browser window. What you see might be slightly different than what is shown here.
- The following screenshots are based on the Parent portal in Aspen Mobile. Students will see a slightly different set of screens.
- Sometimes students take classes at more than one school during a term. In those cases, assignments from the student's primary and secondary schools appear here.

1. Log on to Aspen Mobile.
2. From the Home screen, tap **Assignments**. A list of assignments due today, tomorrow, long term and overdue appears:

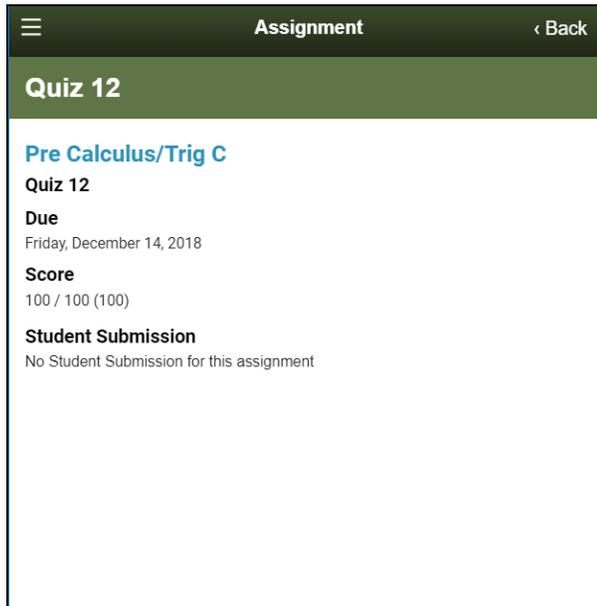
Note: If you have more than one Aspen student, you can select their name from the drop-down at the top of the screen.



Using the Family and Student Portals

Any overdue assignments appear at the top of the screen.

3. Click an assignment name for details:



4. Tap **<Back** to return to the Assignments screen.

Checking Your Student's Grades (Aspen Mobile)

Use Aspen Mobile to monitor your student's grades by term, class and assignment.

Notes:

- Aspen Mobile adjusts based on the screen size of your mobile device or browser window. What you see might be slightly different than what is shown here.
- The following screenshots are based on the Family portal in Aspen Mobile. Students will see a slightly different set of screens.

To access grade information:

1. Log on to Aspen Mobile using your phone or tablet.
2. Tap **Grades**. A list of your student's classes appears:

Note: If you have more than one Aspen student, you can select their name from the drop-down at the top of the screen.

Grades		
Mcneeley, Patrick		
Current Year		Current Term
class	term avg	more
Accounting C	95.53 A	▼
American Literature C	93.3 A	▼
American Studies 2 H	98.0 A+	▼
Chemistry H & Lab	88.0 B+	▼
Microeconomics AP	96.0 A	▼
Pre Calculus/Trig C	91.01 A-	▼
SAT Prep Eng	94.4 A	▼

Notes:

- This list displays classes for the current year and term. 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 **All Terms** or the appropriate term.
- Sometimes students take classes at more than one school during a term. In those cases, classes for the student's primary and secondary schools appear on the list.

The bar chart at the top shows term grades by class. They are divided into groups, based on the percentage earned from the maximum possible score:

Using the Family and Student Portals

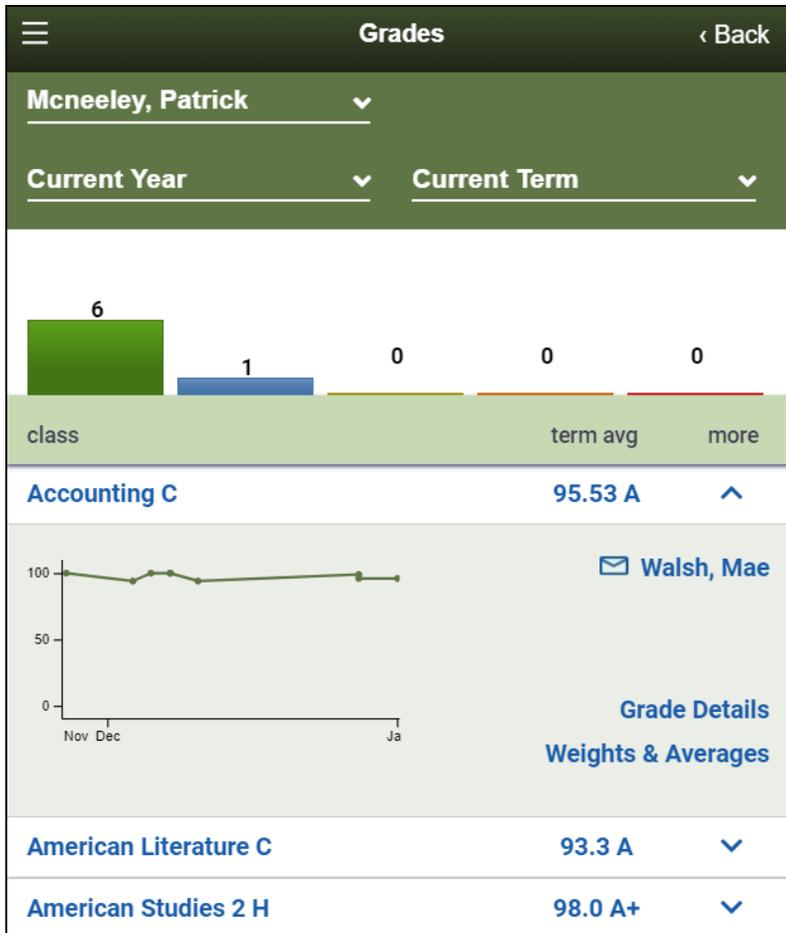


Tap a bar to see details. By tapping **6**, this parent sees that his student has 6 term grades in the highest percentile and their details:

Current Year	
 class	Accounting C 95.53 A
	American Literature C 93.3 A
	American Studies 2 H 98.0 A+
	Microeconomics AP 96.0 A
	Pre Calculus/Trig C A- 91.01
	SAT Prep Eng 94.4 A

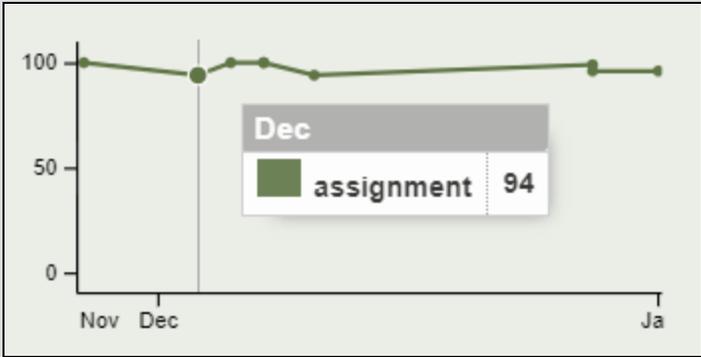
To check grades:

1. To see a summary of class performance, tap a class name. Or, in the **more** column, tap  in the row for the class. The class details appear:



2. There are four different parts of the screen you can tap to view more information, as described below.

Field	Description
Class performance line chart	Tap a point on the line chart to see assignment(s) and score (s) for the selected period:



Teacher's email link



Tap the teacher's name to send an email. Your preferred email service launches, with the teacher's email address in the **To:** field.

Grade Details

Tap to view assignments and grades for the selected class:

☰
Grade Details
⏪ Back

Accounting C ▾
Current Term ▾

Assignment Name	Grade	Date
Chapter Quiz 10	96	1/1/19
Clsk 1	99	12/28/18
Clsk 10	96	12/28/18
Chapter Quiz 5	94	12/11/18
Clsk 18	100	12/8/18
Clsk 21	100	12/8/18
TEST 2	100	12/6/18
Chapter Quiz 8	94	12/4/18
Clsk 20	100	11/27/18

Tap an assignment to see its details, such as the due date and score:

Assignment	
	<p>Accounting C</p> <p>Chapter Quiz 5</p> <p>Due Tuesday, December 11, 2018</p> <p>Score 94 / 100 (94)</p> <p>Student Submission No Student Submission for this assignment</p>
Weights & Averages	Tap to view grade information for the class:

Weights & Avg. ← Back				
Accounting C ▼				
QUIZ	Q1	Q2	Q3	Q4
Avg.	96.4 A	94.67 A	96.5 A+	94.75 A
Weight	80.0%	80.0%	80.0%	80.0%
Classwork	Q1	Q2	Q3	Q4
Avg.	98.86 A+	99.0 A+	98.0 A+	100.0 A+
Weight	20.0%	20.0%	20.0%	20.0%
TEST	Q1	Q2	Q3	Q4
Avg.		100.0 A+	99.0 A+	
Weight	0.0%	0.0%	0.0%	0.0%
Overall	Posted	Posted	Posted	Posted
Posted grade	96.71	96.17	97.4	95.8
Running Totals	Avg. Over Time			
Cumulative				

The screen displays a breakdown of the Gradebook by assignment type and category, including:

- **Weight:** A percentage showing how much the category is worth toward the overall grade.
- **Average:** Your average grade for assignments in this category.
- **Term Columns:** Broken out by quarter, trimester or semester, depending on your district's calendar. Each term has an associated grade.
- **Posted grade:** The grade posted for report cards. This does not show a grade until the teacher posts grades using Aspen.
- **Running Totals:** The average of all assignments included in the date range for the current term or semester. This can give a more accurate snapshot of your student's performance than the current term average, which does not take previous terms into account.

- **Avg. Over Time:** Bar chart shows averages by category per grading period. Tap it to view scores for each category.

Managing Your Events and Assignments Using the Calendar (Aspen Mobile)

The Calendar in Aspen Mobile helps you manage district and school events, as well as your assignments and time. The Calendar can show the following:

- Assignments that teachers have made for you
- School and district events
- Appointments and events that parents can create from a desktop or laptop

You decide how you want to see your Calendar:

- [By date](#)
- [By class](#)

Also, you can use the Calendar to [manage assignments](#).

Notes:

- Aspen Mobile adjusts based on the screen size of your mobile device or browser window. What you see might be slightly different than what is shown here.
- The **All Classes** link displays classes for the current term.
- 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.

To access the Calendar:

1. Log on to Aspen Mobile.

2. Tap . The Calendar shows the current month:

Using the Family and Student Portals

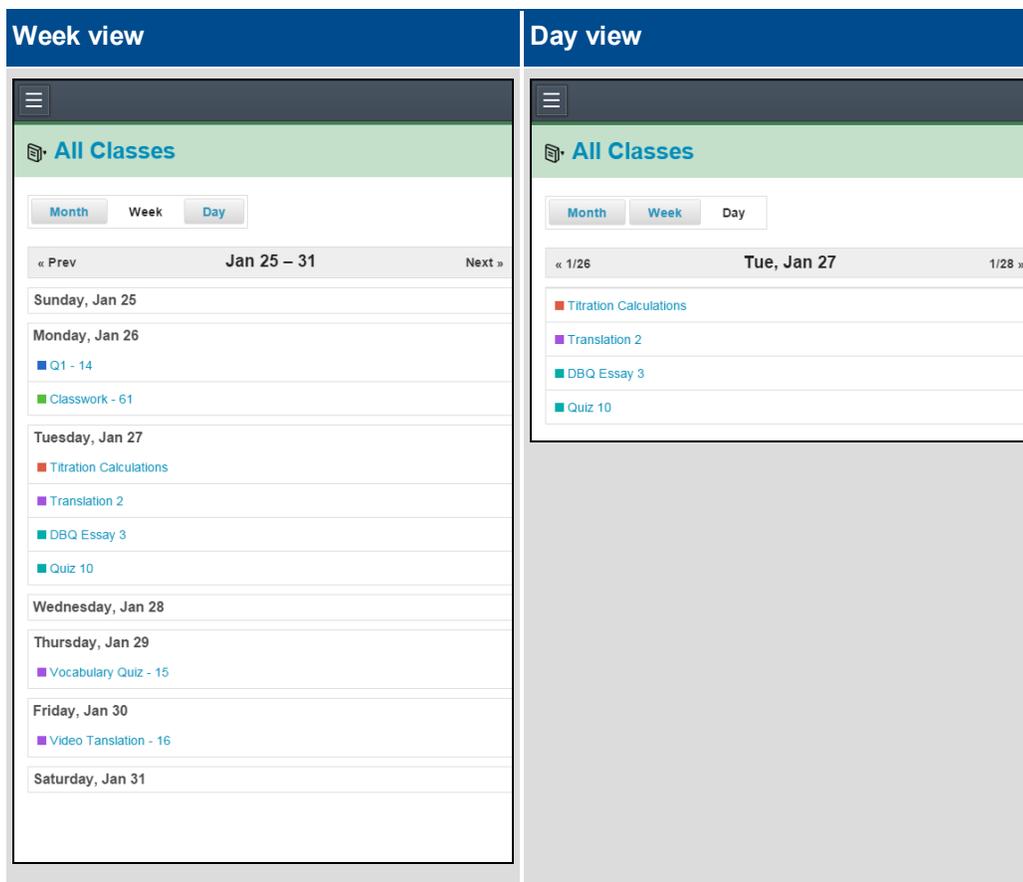
The screenshot shows a calendar interface for February 2019. At the top, there are tabs for 'Month', 'Week', and 'Day'. The calendar grid shows dates from 27th to 28th of January, 29th to 31st of February, and 1st to 2nd of March. Each date cell contains a list of assignments with their respective counts. For example, on February 29th, there are assignments for Participation (48), Responsibility (27), and HW/Part/Prep (41). On February 30th, there are Homework (32), homework (22), and homework (49). On February 31st, there are Labs and activities (12), Normal Assignments (9), and Quizzes (12). On March 1st, there are sketchbooks (2), participation (17), and Essays (18). On March 2nd, there are Participation (24), Responsibility (3), and Essays (6). The assignments are color-coded: green for Participation, purple for Homework, red for Normal Assignments, orange for Quizzes, blue for Essays, and yellow for Projects.

To manage your view by date:

Tap one of the following:

- Month
- Week
- Day

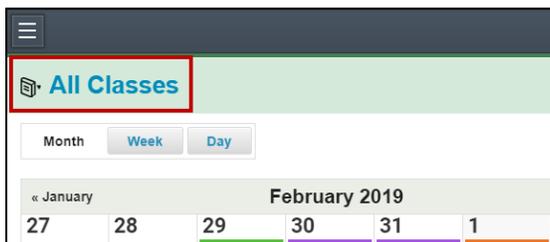
Note: The **Day** and **Week** tabs display all assignments. The **Month** tab displays only up to three at a time. If there are more than three assignments on a day, a text indicator lets you know how many more there are. Tap any date in the month view to see the full list of assignments for that day.



To manage your view by class:

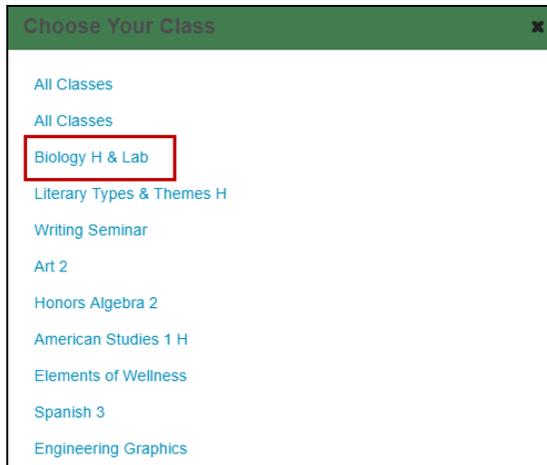
By default, assignments for all classes appear on the Calendar. You can filter this view so that only one class appears.

1. Tap **All Classes** at the top of the page.



2. Tap the class you want to see the assignments for.

Using the Family and Student Portals



All other assignments disappear from view.

3. Repeat this process to see assignments for other classes or to show all classes again.

Manage Your Assignments

Assignments are due on the date they appear on the Calendar. Tap an assignment name to see its details, including the class, date due and total available points.

Any resources the teacher attached to this assignment are also available to download.

Using the Calendar in the Family Portal (Aspen Mobile)

The Calendar in Aspen Mobile helps you manage district and school events, as well as your student's assignments and time. The Calendar can show the following:

- Assignments that teachers have made for your student
- School and district events

Notes:

- Aspen Mobile adjusts based on the screen size of your mobile device or browser window. What you see might be slightly different than what is shown here.
- The following screenshots are based on the Family portal in Aspen Mobile. Students will see a slightly different set of screens.
- The **All Classes** link displays classes for the current term.
- 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.

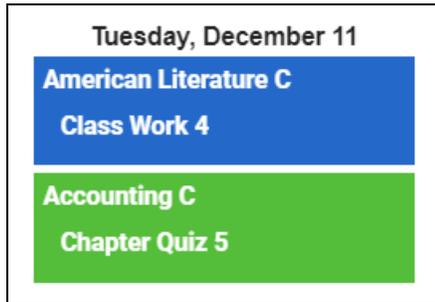
To access the Calendar:

1. Log on to Aspen Mobile.
2. On the Home screen, tap **Calendar**. The Calendar shows the current month:

Calendar							< Back
Mcneeley, Patrick							All Classes
<November		December 2018			January>		
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
25	26	27 all grad... Practic... Clsk 20	28 Homew... Class W... Chapter... +1 more	29	30 Homew...	1	
2	3 Practic... Unit Ex... Quiz 2	4 all grad... Chapter...	5	6 TEST 2	7 Test 11	8	
9	10 Practic... Clsk 18 Clsk 21	11 Class W... Chapter...	12 all grad... Homew... Class W...	13 all grad... Practic...	14 Quiz 12	15	
16	17 all grad... Homew...	18 Quizzes... Tests a...	19 all grad... Quiz 12	20 Practic... Test an...	21	22	
23	24	25	26	27	28	29	

Using the Family and Student Portals

Assignments are due on the date they appear on the Calendar. Click a date to see all assignments and appointments for that day:



Manage Your View

You can manage what you see on the Calendar by student (if logged on to the Family portal), month and class:

- If you have more than one student enrolled in Aspen, you view the data for each student separately. Tap your student's name in the top-left corner, and then tap the name of your other student.
- The Calendar defaults to the current month. Click < or > to view prior or future months.
- The Calendar displays information for **All Classes**. To view a single class, tap the **All Classes** drop-down, and select a class.

Viewing Student Information (Aspen Mobile)

In Aspen Mobile, tap Family to see information about your student(s).

Notes:

- Aspen Mobile adjusts based on the screen size of your mobile device or browser window. What you see might be slightly different than what is shown here.
- This feature is available only in the Family portal in Aspen Mobile.
- Your district's and school's settings determine the information the information that appears here.
- If you have more than one student in Aspen, tap the student name in the top-left of the screen, and then tap the other child's name.

To view student information:

1. Log on to Aspen Mobile using your phone or tablet.

2. Tap  > .

Depending on how your district set up the portal, you can see the following information:

- Details
- Contacts
- Notifications
- Groups

Student Details

Student details include a variety of information about your student, including:

- Demographic information
- Addresses
- GPA
- Ethnicity

1. To see student demographic details, tap  > .
2. Tap **Notification** > **Details**. The Details screen appears:

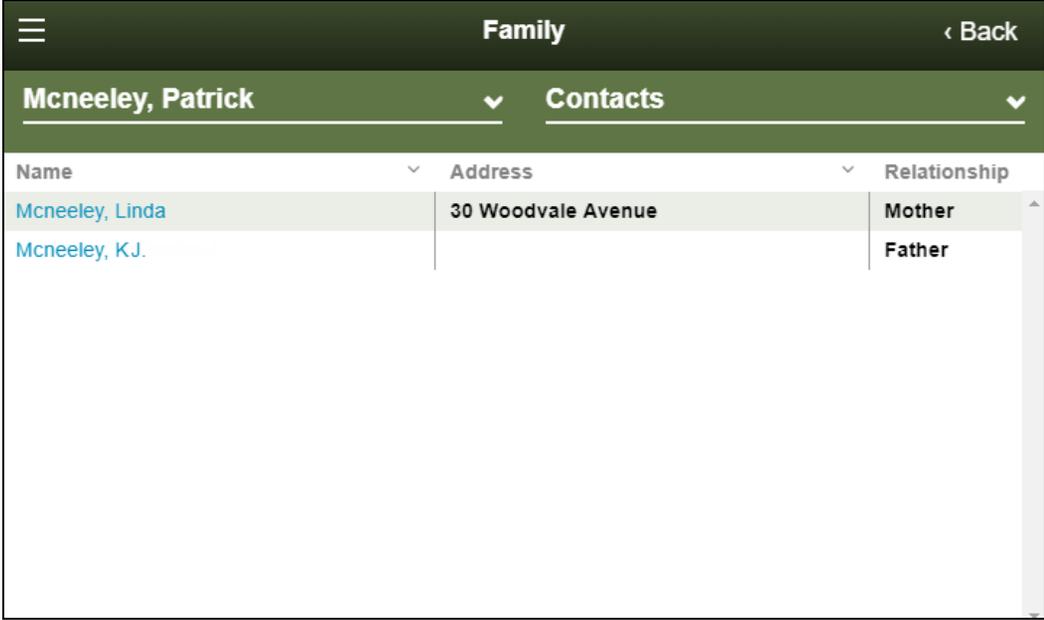
The screenshot shows a mobile application interface for a family portal. At the top, there is a dark green header with a hamburger menu icon on the left, the word "Family" in the center, and a "Back" button on the right. Below the header is a green bar containing the student's name "Mcneeley, Patrick" and a dropdown arrow, followed by the word "Details" and another dropdown arrow. The main content area is white and features a section titled "Demographics" in bold, underlined text. Below this title, several fields are listed with their corresponding values: Name (Mcneeley, Patrick), Local ID (26632381), Unique State ID (1329485685), Gender (M), Date of birth (Feb 3, 2000/Age 18), School > Name (Crow Point High School), Year of graduation (2020), Grade Level (11), Enrollment status (Active), and Homeroom (304). At the bottom of the form, there is a section titled "Addresses" in bold, underlined text, followed by a label "Physical Address" and a large, empty text input field.

3. Tap **<Back** to return to the Home screen, or tap a different option under **Notification**.

Student Contact Information

Contacts are people the school can call regarding your student.

1. To view this information, tap  > .
2. Tap **Notification > Contacts**. You can view the contact's:
 - Address
 - Relationship
 - Phone numbers



Name	Address	Relationship
Mcneeley, Linda	30 Woodvale Avenue	Mother
Mcneeley, KJ.		Father

Note: Tap any column header to sort it in ascending alphabetical order. Tap it again to sort it in descending order.

3. Tap **<Back** to return to the Home screen, or tap a different option under **Notification**.

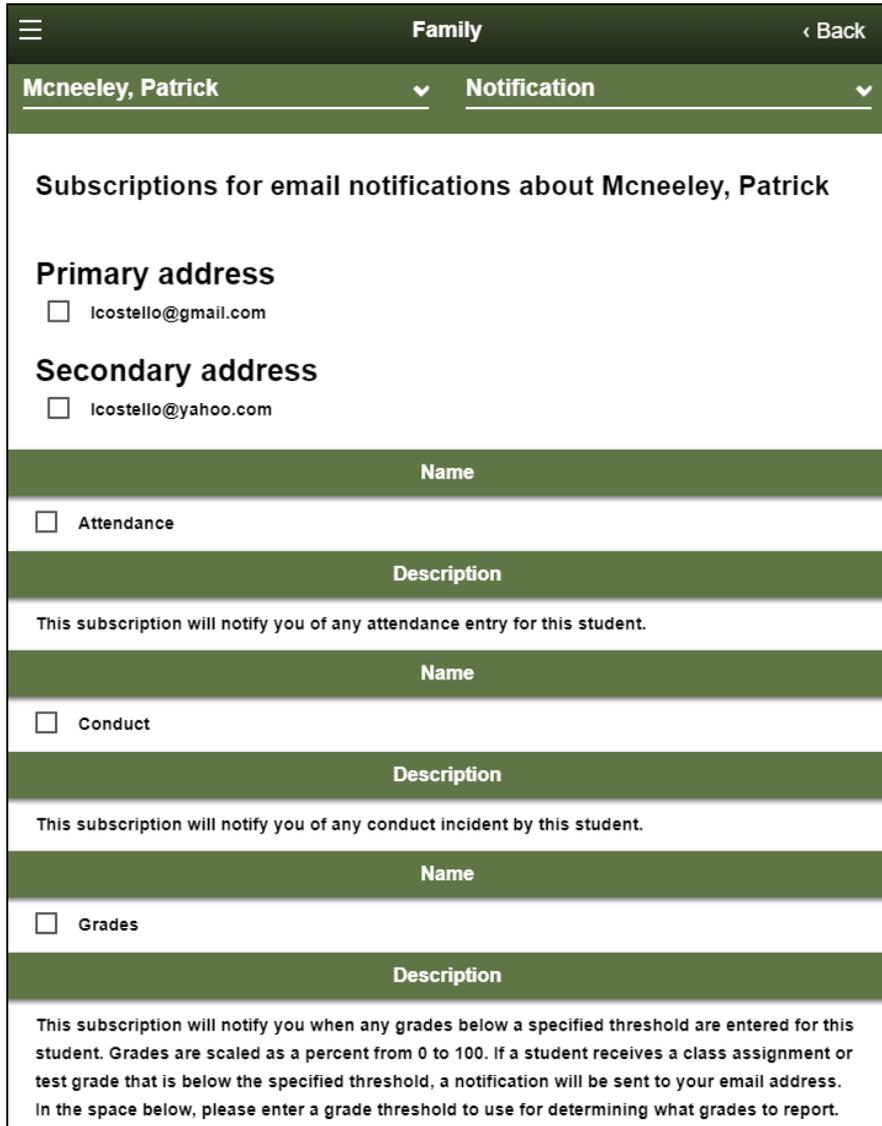
Notifications

If your school uses email notifications, parents can subscribe to receive email messages when any of the following conditions occur:

- A new class or daily attendance record is created.
- A new conduct record is created.
- A grade below the threshold you define is recorded.
- A new visit to the health office record is recorded.

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

1. To subscribe to email notifications, tap  > . The Notifications screen appears:



The screenshot shows a mobile application interface for the 'Family' portal. At the top, there is a header with a menu icon, the text 'Family', and a 'Back' button. Below the header, the user's name 'Mcneeley, Patrick' and the current screen 'Notification' are displayed. The main content area is titled 'Subscriptions for email notifications about Mcneeley, Patrick'. It lists three subscription categories: 'Primary address', 'Secondary address', and three other categories (Attendance, Conduct, Grades). Each category has a checkbox and a description. The 'Primary address' category has a checkbox for 'Icostello@gmail.com'. The 'Secondary address' category has a checkbox for 'Icostello@yahoo.com'. The 'Attendance' category has a checkbox and a description: 'This subscription will notify you of any attendance entry for this student.' The 'Conduct' category has a checkbox and a description: 'This subscription will notify you of any conduct incident by this student.' The 'Grades' category has a checkbox and a description: 'This subscription will notify you when any grades below a specified threshold are entered for this student. Grades are scaled as a percent from 0 to 100. If a student receives a class assignment or test grade that is below the specified threshold, a notification will be sent to your email address. In the space below, please enter a grade threshold to use for determining what grades to report.'

2. At the top of the page, any email addresses associated with your account appear. Tap the checkbox next to each email address you want to receive notifications.
3. After reading the description of each subscription, tap the checkbox next to its name 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.

4. Tap **Submit** to save.

Note: For each subscription, the system sends the appropriate messages to the designated email account. To view/change this account, tap **Preferences**.

Groups

You can see a detailed list of the groups your student belongs to, including:

- Group name
- Group category (such as Club, Class, Academics, etc.)
- Advisor's name

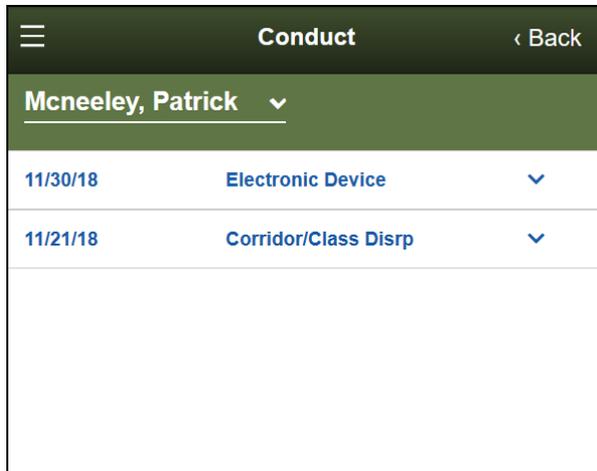
1. To see the list your student belongs to, tap **Groups**.
2. Tap **<Back** to return to the Home screen, or tap a different option under **Notification**.

Viewing Student Conduct (Aspen Mobile)

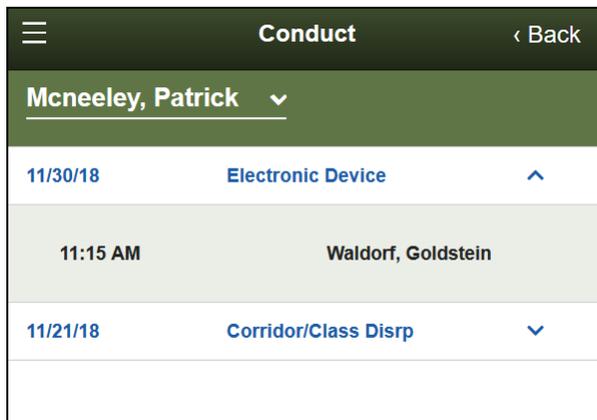
Review conduct incidents that were documented in Aspen by a staff member.

To view conduct incidents:

1. Tap  > . Conduct incidents for the student appear:



2. Tap an incident to see its time and the associated staff member:



3. Tap a different incident to view its details. Or, tap **<Back** to return to the Home screen, or tap



to select a different option from the menu.

Complete a Google Docs Assignment in Aspen Mobile

You can complete a Google Docs™ assignment from your smartphone or tablet using Aspen Mobile.

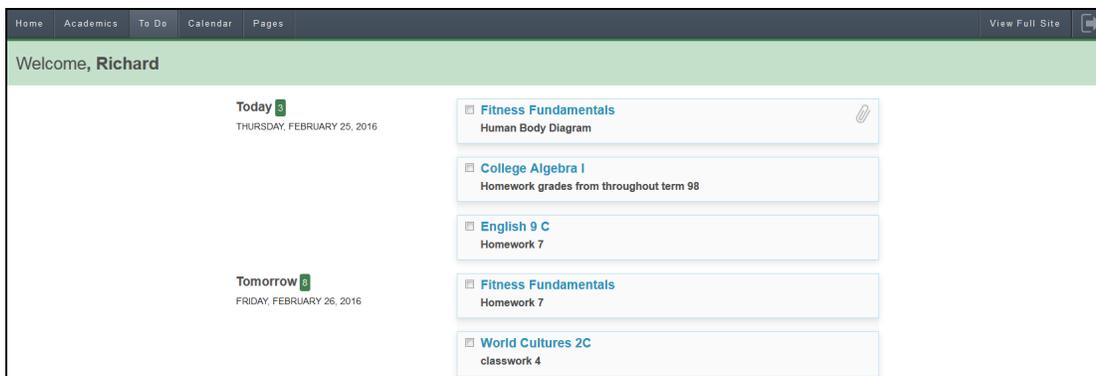
There are two ways to complete a Google Docs assignment:

- By [editing a Google Doc](#) that your teacher attached and then posting it.
- By [submitting your own Google Doc](#) from your Google Drive™.

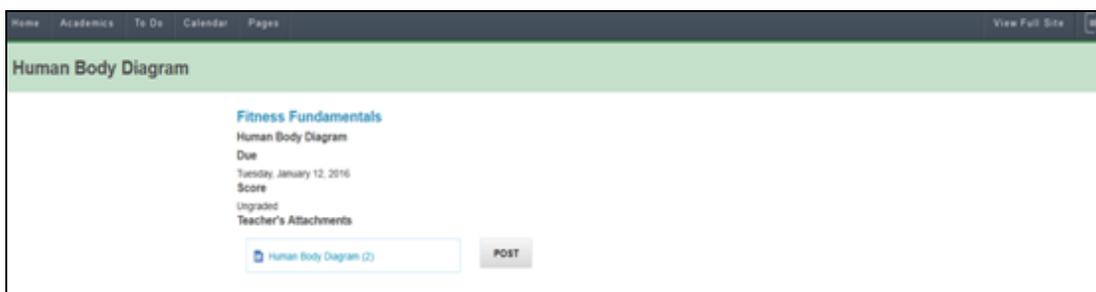
Note: To open or view a Google Doc, you need a Google account. The first time you try to open a Google Doc, Google will ask you to grant access between the applications. This is a one-time step.

To post your student-edited Google Doc assignment:

1. Log on to Aspen Mobile.
2. Tap the **To Do** tab. The assignment list appears:



3. Your list of assignments appears beside the date they are due. Tap the assignment to post a student-editable Google Doc. The assignment details appear:

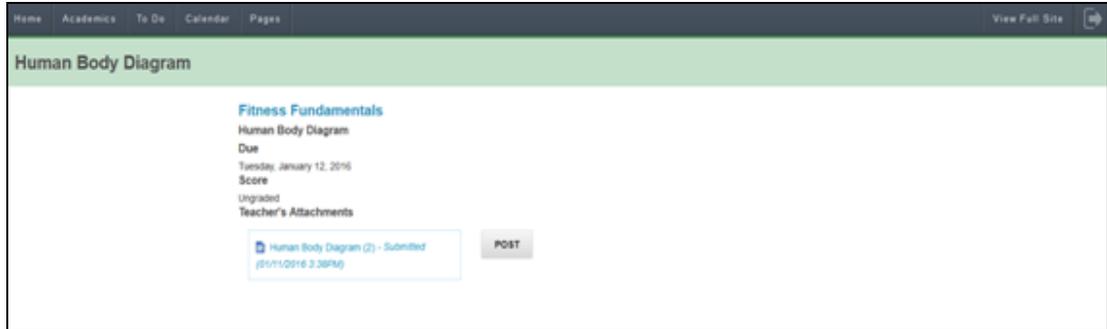


Notes:

- The assignment details shows the Teacher's Attachments only. You cannot submit your own Google Doc from your Google Drive.
- The icon to the left of the assignment indicates the file type.

4. Click **Post**. Your student-edited Google Doc is posted to the teacher's gradebook:

Using the Family and Student Portals

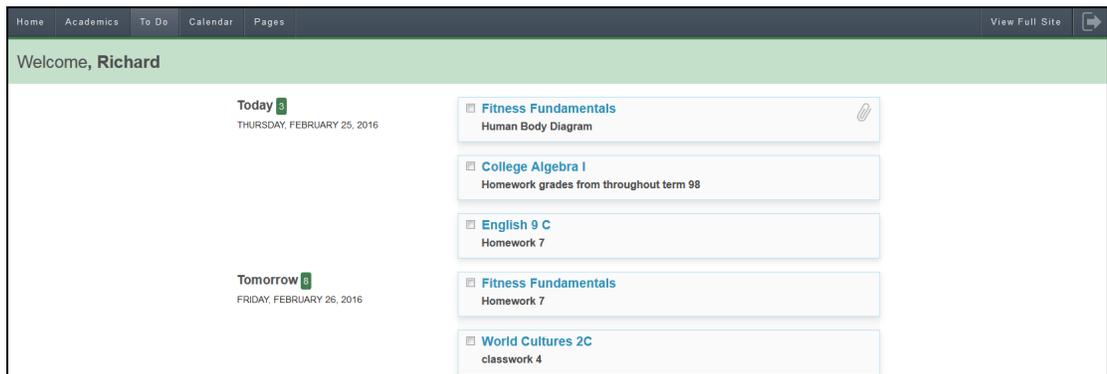


Notes:

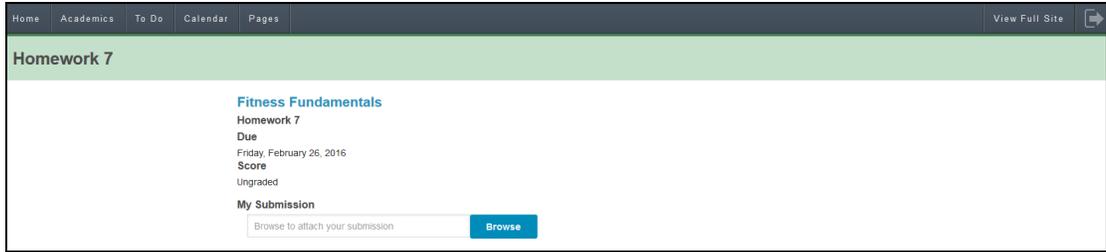
- The date/timestamp appears when you post a student-edited Google Doc.
- If it is before the **Online submission Close date** and the teacher has not graded the assignment, you can make edits to the document and post it again.

To submit your Google Doc assignment from Google Drive:

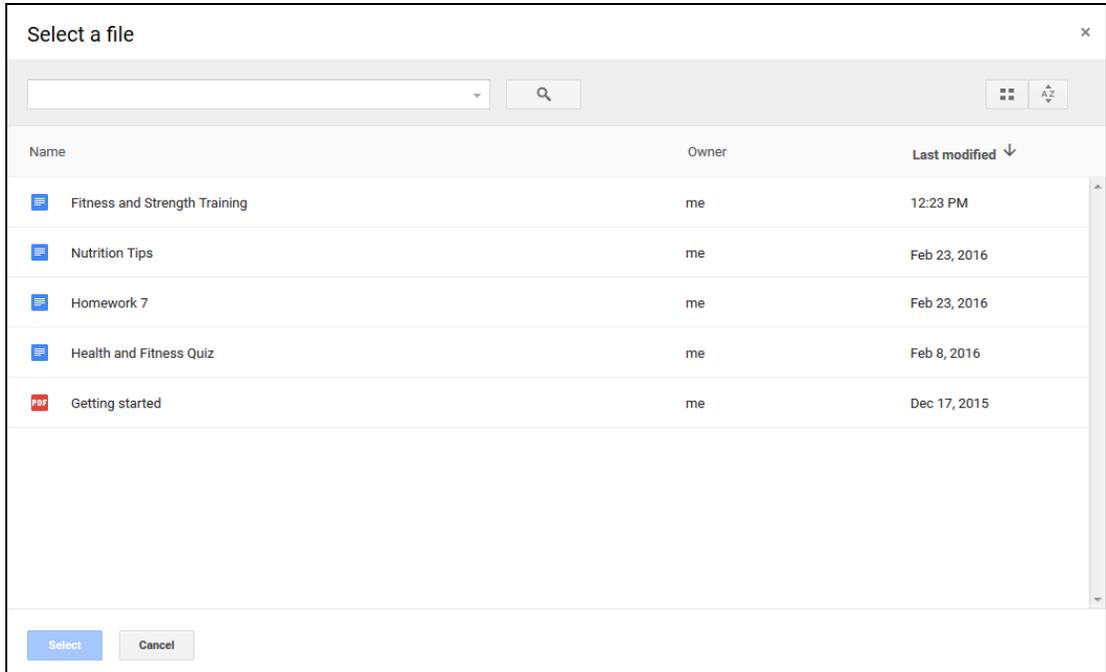
1. Log on to Aspen Mobile.
2. Tap the **To Do** tab. The assignment list appears:



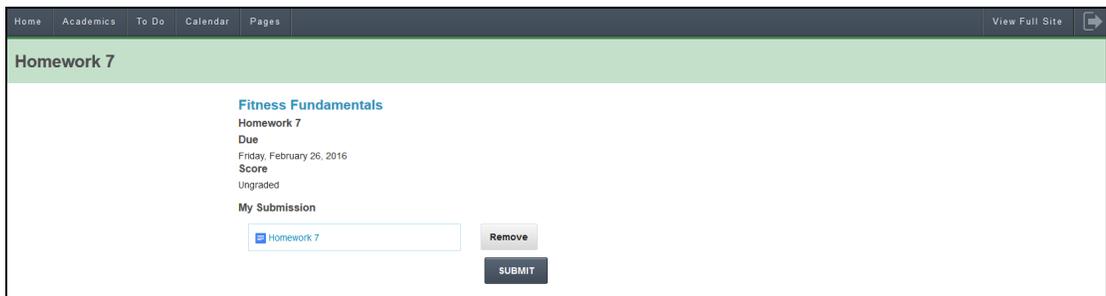
3. Your list of assignments appears beside the date they are due. Tap the assignment you want to submit a Google Doc for. The assignment details appear:



- Click **Browse** to select the Google Doc you want to submit. The Google Docs pick list appears:



- Select the file you want to upload. The file appears in the submission window:



- Click **Submit**. The Google Doc is submitted:

Using the Family and Student Portals



Notes:

- The "Online submission" window must be open to submit a Google document.
- The date/timestamp appears when you have successfully submitted a Google Doc.
- Click **Remove** to remove the assignment if the "Online submission" window is open. You cannot remove or resubmit your assignment once your teacher grades it.
- If you try to open a document you placed in your Google trash, you will receive an error message from Google.

Download a Group Resource in Aspen Mobile

In Aspen Mobile, you can view a Google Docs™ document or download other files from the Group Resources widget.

1. Log on to Aspen Mobile.
2. Tap the **Pages** tab.
3. Select the Page you want to view. The Page appears:



4. In **Group Resources**, click the file name or icon to open or download the document.

Viewing Aspen Pages (Aspen Mobile)

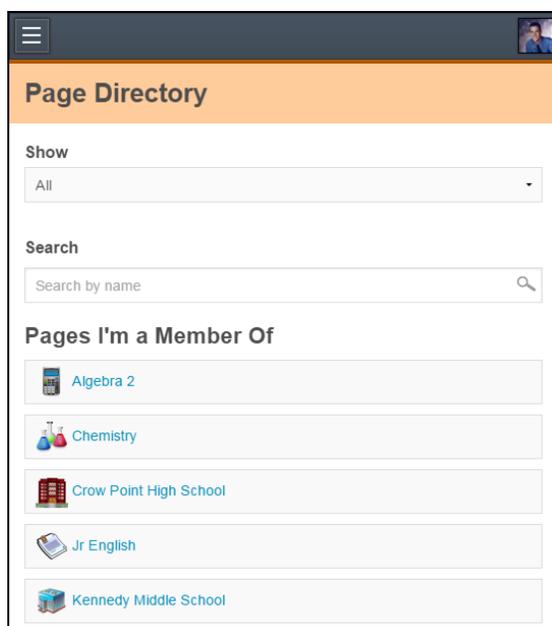
In Aspen, any class, club, sport, and other group can set up a Page for its members to access. This lets you stay on top of information anywhere, anytime using your mobile device.

Note: Aspen Mobile adjusts based on the screen size of your mobile device or browser window. What you see might be slightly different than what is shown here.

To access Pages:

1. Log on to Aspen Mobile.

2. Tap  > . The Page Directory appears:



The Page Directory lists the Pages you are assigned to as a member, as well as any Pages that are public for any Aspen user in the district.

Note: Reduce the number of Pages in your view by doing one of the following:

- Use the **Show** drop-down to display Pages of a certain type. For example, select **Class** to show only Pages associated with academic classes:



A screenshot of a 'Show' filter dropdown menu. The word 'Show' is at the top left. Below it is a white rectangular box containing the text 'All' and a small downward-pointing arrow on the right side.

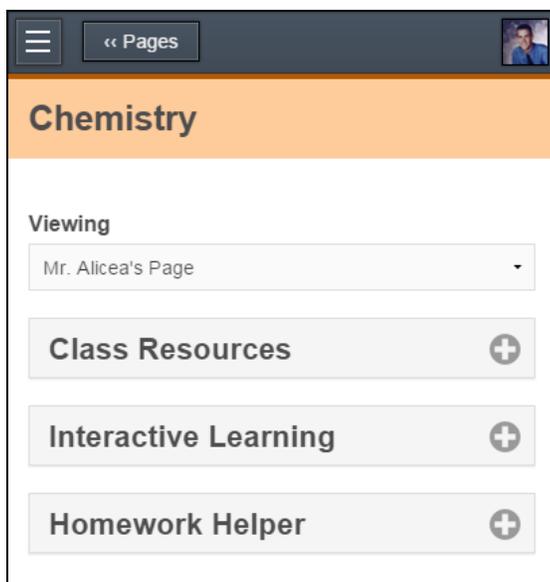
- Use the **Search** filter to look for a specific Page by name:



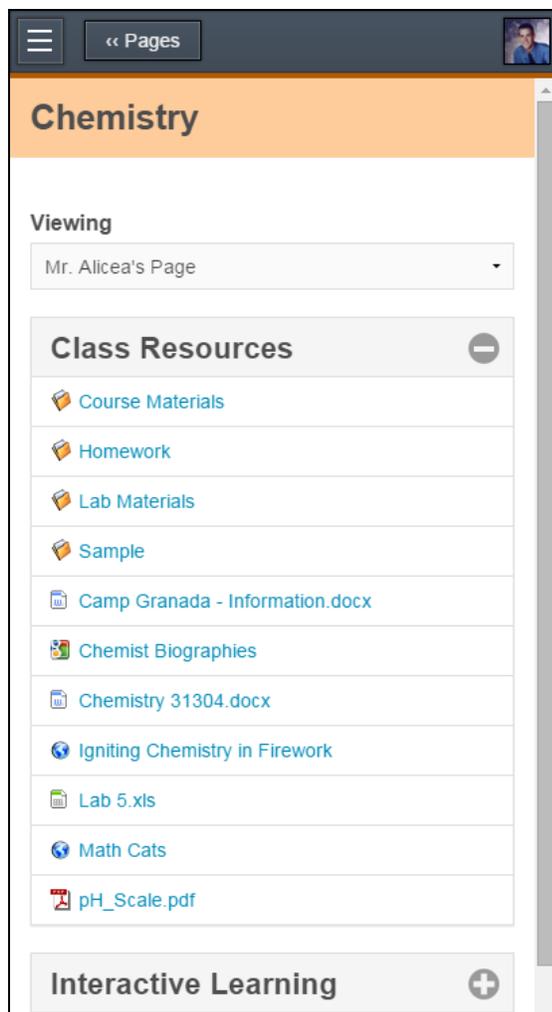
A screenshot of a 'Search' filter input field. The word 'Search' is at the top left. Below it is a white rectangular box containing the placeholder text 'Search by name' and a magnifying glass icon on the right side.

To view a Page:

1. Tap a Page name to view it:



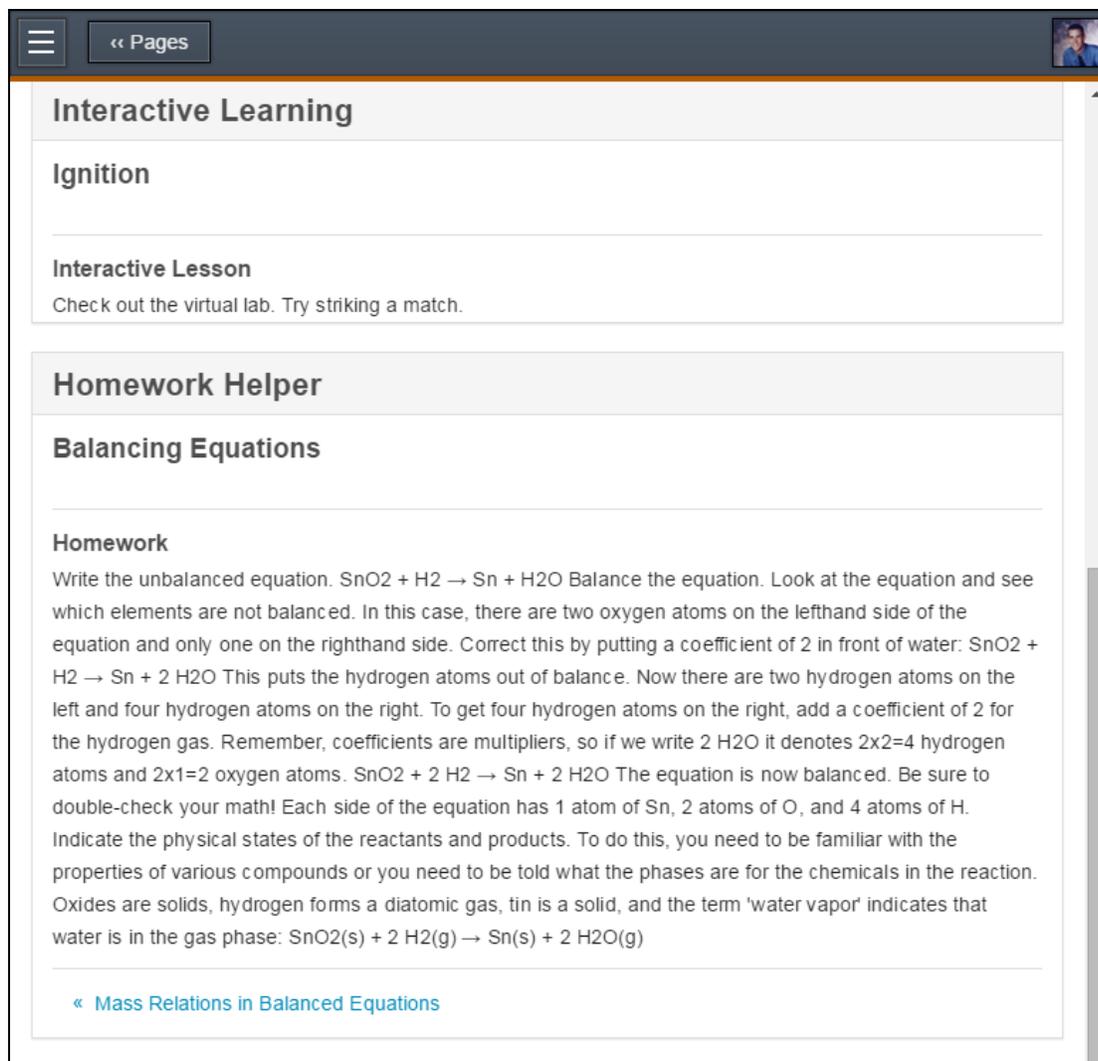
2. The way a Page appears in Aspen Mobile depends on your screen size:
 - If you are viewing a Page on a device with a smaller screen, such as a smartphone, Pages appear with a list of expandable widgets on it.
 - Tap  to expand the widget and see its content:



- Tap  to minimize the widget.

Note: You can download a file in Aspen Mobile by tapping its name.

- If you are viewing a Page on a mobile device with a larger screen, such as a tablet, the content within the widgets automatically expands:



« Pages

Interactive Learning

Ignition

Interactive Lesson

Check out the virtual lab. Try striking a match.

Homework Helper

Balancing Equations

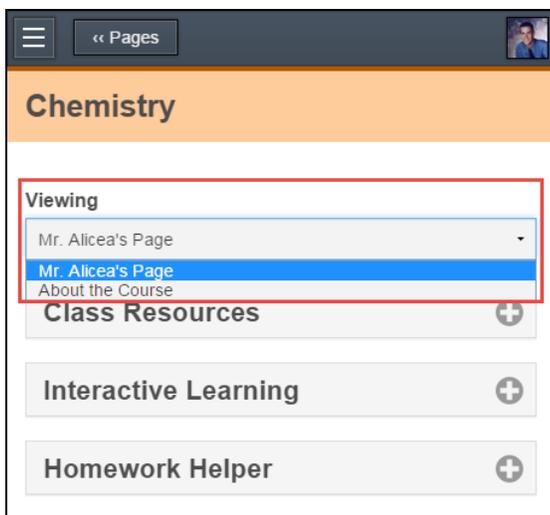
Homework

Write the unbalanced equation. $\text{SnO}_2 + \text{H}_2 \rightarrow \text{Sn} + \text{H}_2\text{O}$ Balance the equation. Look at the equation and see which elements are not balanced. In this case, there are two oxygen atoms on the lefthand side of the equation and only one on the righthand side. Correct this by putting a coefficient of 2 in front of water: $\text{SnO}_2 + \text{H}_2 \rightarrow \text{Sn} + 2 \text{H}_2\text{O}$ This puts the hydrogen atoms out of balance. Now there are two hydrogen atoms on the left and four hydrogen atoms on the right. To get four hydrogen atoms on the right, add a coefficient of 2 for the hydrogen gas. Remember, coefficients are multipliers, so if we write $2 \text{H}_2\text{O}$ it denotes $2 \times 2 = 4$ hydrogen atoms and $2 \times 1 = 2$ oxygen atoms. $\text{SnO}_2 + 2 \text{H}_2 \rightarrow \text{Sn} + 2 \text{H}_2\text{O}$ The equation is now balanced. Be sure to double-check your math! Each side of the equation has 1 atom of Sn, 2 atoms of O, and 4 atoms of H. Indicate the physical states of the reactants and products. To do this, you need to be familiar with the properties of various compounds or you need to be told what the phases are for the chemicals in the reaction. Oxides are solids, hydrogen forms a diatomic gas, tin is a solid, and the term 'water vapor' indicates that water is in the gas phase: $\text{SnO}_2(\text{s}) + 2 \text{H}_2(\text{g}) \rightarrow \text{Sn}(\text{s}) + 2 \text{H}_2\text{O}(\text{g})$

[« Mass Relations in Balanced Equations](#)

Note: For widgets with several entries, such as blogs, scroll through them by tapping the blue links beneath the content.

- If the Page has more than one tab, the **Viewing** drop-down appears. Tap a tab name to view it:



Note: Some widgets, such as Surveys and Forums, only appear in the full site.

Managing Parent Settings (Aspen Mobile)

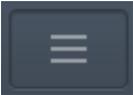
In Aspen Mobile, parents can customize their settings.

Notes:

- Aspen Mobile adjusts based on the screen size of your mobile device or browser window. What you see might be slightly different than what is shown here.
- This feature is available only in the Family portal in Aspen Mobile.

To access the Preferences area:

1. Log on to Aspen Mobile.

2. Tap  > . The Preferences screen appears:

Using the Family and Student Portals

The screenshot shows a mobile application interface titled "Preferences" with a "Back" button. It is divided into two main sections: "General" and "Security".

General Section:

- Primary Email:** A text input field containing "lcostello@gmail.com".
- Confirm Email:** A text input field containing "lcostello@gmail.com".
- Alternate Email:** A text input field containing "lcostello@yahoo.com".
- Google Docs Email:** A greyed-out text input field.

Security Section:

- Security Question:** A dropdown menu.
- Security Answer:** A text input field with a red error message below it: "Security Answer is required."
- Confirm Security Answer:** A text input field with a red error message below it: "Security Answer is required."
- Password:** A section with a "Change Password" link and an information icon.

At the bottom right, there are two buttons: "Cancel" and "Submit".

On this screen, you can set the following:

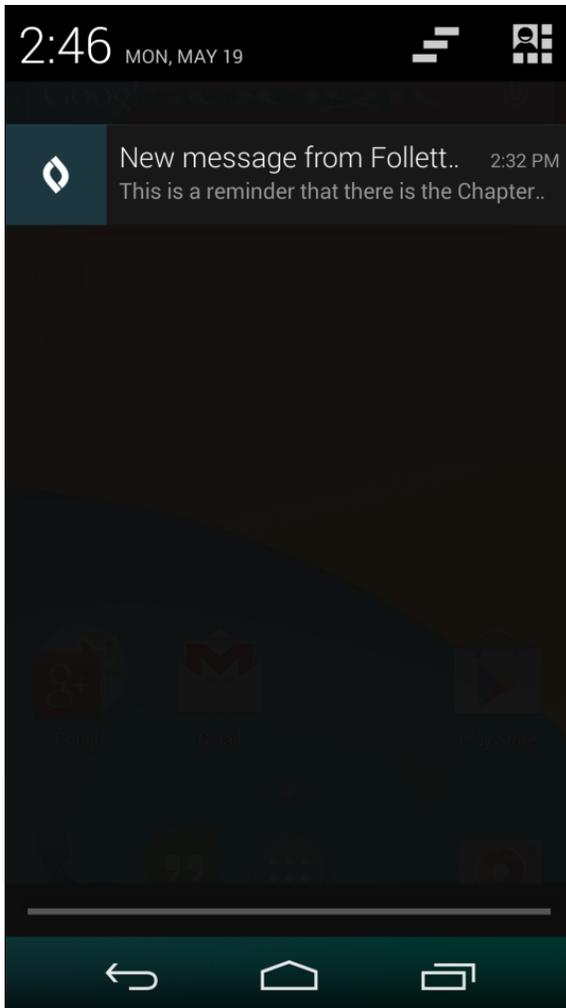
- **Primary Email:** Email address you want email subscriptions sent to.
- **Alternate Email:** Secondary email address you want email subscriptions sent to.
- **Google Docs Email:** Email address associated with your Google Docs™ account.
- **Security Question:** Question to assist you with password resets.
- **Security Answer:** Your personalized answer to the security question.
- **Password:** An option to change your password.

3. Tap **Submit** to save.

Receiving Automatic Notifications on Your Mobile Device

Get important reminders, announcements, and alerts from teachers and school administrators by downloading the free Follett Notifications app to your Android or iOS (Apple) mobile device.

You are alerted and notifications appear like text messages on your smartphone or tablet:



To get automatic information about your important district news, events, grades, or other information on your mobile device:

1. [Download the Follett Notifications app.](#)
2. [Define the information you want to receive.](#)
3. [Review notification messages as you receive them.](#)

Download and Activate the Follett Notifications App (Mobile)

Get important reminders, announcements, and alerts from teachers and school administrators by downloading the free Follett Notifications app to your Android or iOS (Apple) mobile device.

Notes:

- Follett Notifications is currently available on Android 4.0+ and iOS 7.0+ devices.
- You will only receive notifications that were sent after you activate the app on your mobile device. Notifications sent prior to activation of the app will not appear.
- The Follett Notifications app is not currently available outside of the United States.

- [Download and activate the Follett Notifications app on your Android device](#)
- [Download and activate the Follett Notifications app on your iOS \(Apple\) device](#)

Download and activate the Follett Notifications app on your Android device:

1. Go to the Play Store on your mobile device.

2. Tap .

3. In the search bar, type **Follett Notifications**.

4. Tap **follett notifications > Follett Notifications >**



>





>



5. Type your **Aspen URL**. Once it is entered correctly, the field will turn green.

Note: If the Aspen URL is not entered correctly, the field turns red. If you have trouble, open Google Chrome™ and go to your Aspen Log On page. Copy and paste the URL into the **Aspen URL** field on the Follett Notifications Log On screen. You might want to bookmark this page on your mobile device, as you will be asked to provide the Aspen URL every time you log on to Follett Notifications.

6. Type your **Login ID** and **Password**.
7. Tap **Log On**.

The Follett Notifications app is now activated on your Android device.

Download and activate the Follett Notifications app on your iOS (Apple) device:

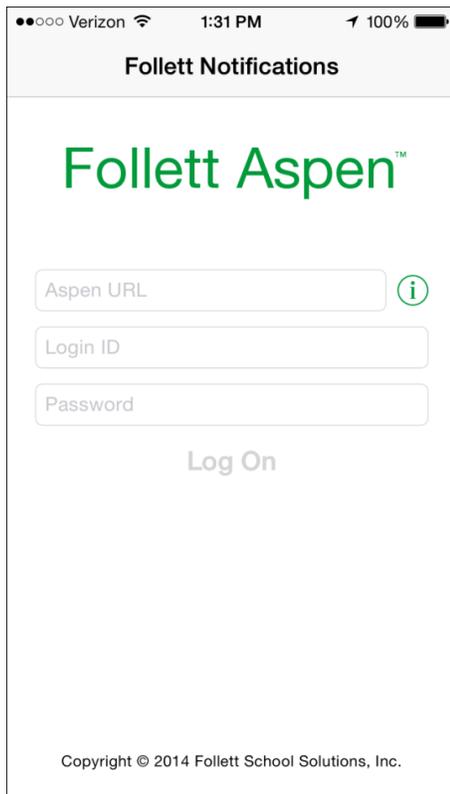
1. Go to the App Store on your mobile device.

2. Tap  [Search](#).

Using the Family and Student Portals

3. In the search bar, type **Follett Notifications**.
4. Tap **follett notifications** > **FREE** > **INSTALL**.
5. You will be asked to enter your Apple ID and password. Enter the information, and tap **OK**.
6. Once the app has installed, tap **OPEN**. The Log On screen appears.

Note: When downloading Follett Notifications, ensure that you enable push notifications on your iOS device. Follett Notifications will prevent you from logging on until push notifications are enabled.



7. Type your **Aspen URL**. Once it is entered correctly, the field turns green.

Note: If the Aspen URL is not entered correctly, the field turns red. If you have trouble, open Safari® and go to your Aspen Log On page. Copy and paste the URL into the **Aspen URL** field on the Follett Notifications Log On screen. You might want to bookmark this page on your mobile device, as you will be asked to provide the Aspen URL every time you log on to Follett Notifications.

8. Type your **Login ID** and **Password**.
9. Tap **Log On**.

The Follett Notifications app is now activated on your iOS device.

Configure Your Follett Notifications Settings (Mobile)

Once you have [activated the Follett Notifications app](#), you can identify the types of notifications you receive. Each user type can receive different notifications based on their role in Aspen:

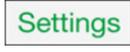
User Type	Description
School administrators	School administrators can identify the groups they will get notifications from at the district or school level.
Teachers	<p>Teachers can identify the groups they will get notifications from at the district, school, or class level.</p> <p>For example, teachers can set it so they do not receive notifications sent by the district office and do receive them from the school they work in.</p> <p>Also, teachers can set it so that they receive notifications when students are added to or dropped from classes.</p>
Parents	<p>Parents can identify the groups they will get notifications from at the district, school, and class level.</p> <p>For example, parents can set it so they do not receive notifications sent by the district office and do receive notifications from their child's teachers.</p> <p>Also, parents can set it so that they receive a notification whenever a grade for their child is posted to Aspen below a predetermined threshold.</p>
Students	<p>Students can identify the groups they will get notifications from at the district, school, and class level.</p> <p>For example, students can set it so they do not receive notifications sent by the district office and do receive notifications from teachers.</p> <p>Also, students can set it so that they receive a notification whenever a grade is posted to Aspen below a predetermined threshold.</p>

Configure Follett Notifications settings on your Android device:

1. From your Android mobile device, log on to Follett Notifications.
2. Tap  > .
3. Select and deselect the checkboxes to turn notifications on and off for groups you are assigned to:

- : You will receive notifications from this group.
 - : You will not receive notifications from this group.
4. Tap  once you have configured your settings.

Configure Follett Notifications settings on your iOS (Apple) device:

1. From your iOS mobile device, log on to Follett Notifications.
2. Tap  .
3. Tap the toggles to turn notifications on and off for groups you are assigned to:
 - : You will receive notifications from this group.
 - : You will not receive notifications from this group.
4. Tap  once you have configured your settings.

Review Follett Notifications Received on Your Mobile Device (Mobile)

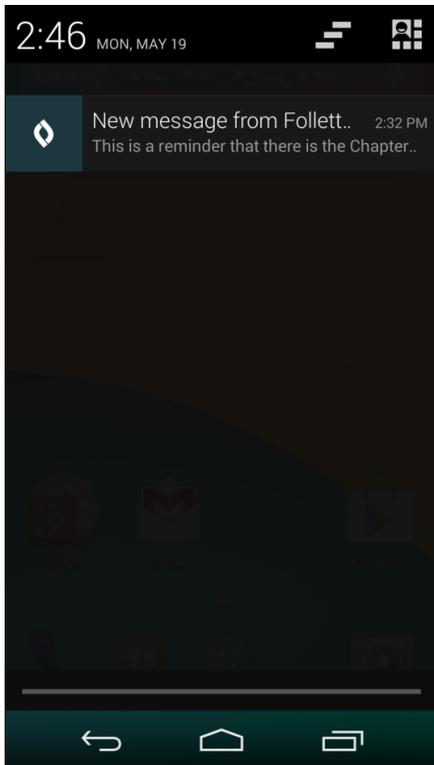
Once you [activate the Follett Notifications app](#), you will begin receiving announcements and alerts on your mobile device. You will only see notifications sent to user groups you are part of and have enabled notifications for.

Notes:

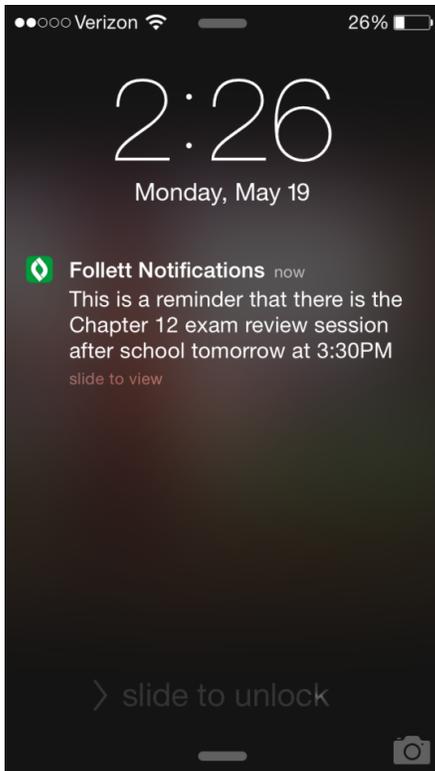
- You must be logged on to the Follett Notifications app to receive push notifications.
- You can only receive Follett Notifications on your mobile device; they cannot be received on your desktop.

This is how a notification looks on an Android device:

Using the Family and Student Portals



This is how a notification looks on an iOS (Apple) device:



The Follett Notifications app stores all of the notifications you have received from the groups you belong to.

Once you log on to the app, a list of the previous notifications you received appears, along with an icon indicating the notification type:

Icon	Description
	Alarm notifications remind you about meetings or events. For example, you might receive an alarm notification about the upcoming in-service day.
	Announcement notifications provide exciting news or events. For example, you might receive an announcement notification about the hiring of a new superintendent.
	Information notifications give details about an event. For example, you might receive an information notification that report cards are now available on the Home page of the Family portal.
	Warning notifications alert you to important events in the district. For example, you might receive a warning notification if one of the schools in the district goes into lock-down.

Unread notifications appear in black font. Read notifications appear in gray font.

Tap a notification to see the full message, the user group that it was sent to, and the date and time it was sent.

When reading a notification:

- **For Android users:** Tap  to delete the notification and  to return to the list of notifications.
- **For iOS (Apple) users:** Tap  to delete the notification and  to return to the list of notifications.

Completing and Submitting Forms (Aspen Mobile)

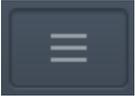
Depending on your district's settings, you can complete and submit a form, such as a permission slip, on your mobile device.

Notes:

- Aspen Mobile adjusts based on the screen size of your mobile device or browser window. What you see might be slightly different than what is shown here.
- This feature is only available in the Family portal.

To complete a mobile form:

1. Log on to Aspen Mobile using your phone or tablet.

2. Tap  > . A list of your student's forms appears:

Forms		
Piatek, AI ▾		
Name	On File	Add
Emergency Student Data	9/10/2018	
Media Release Consent Form	10/4/2018	
Project Up-Start Student Eligibility	9/10/2018	

3. Tap the form you want to complete.
4. Complete the form, and then tap **Submit**.

Note: Aspen returns to the Forms list. The date and time you submitted the form appears in the **On File** column.

5. To view a pdf of the submitted form, click the date/time of its submission.

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