Follett Aspen™

Using the Family and Student Portals

User Guide

Version 5.6

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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 portals on a desktop computer, such as a laptop:
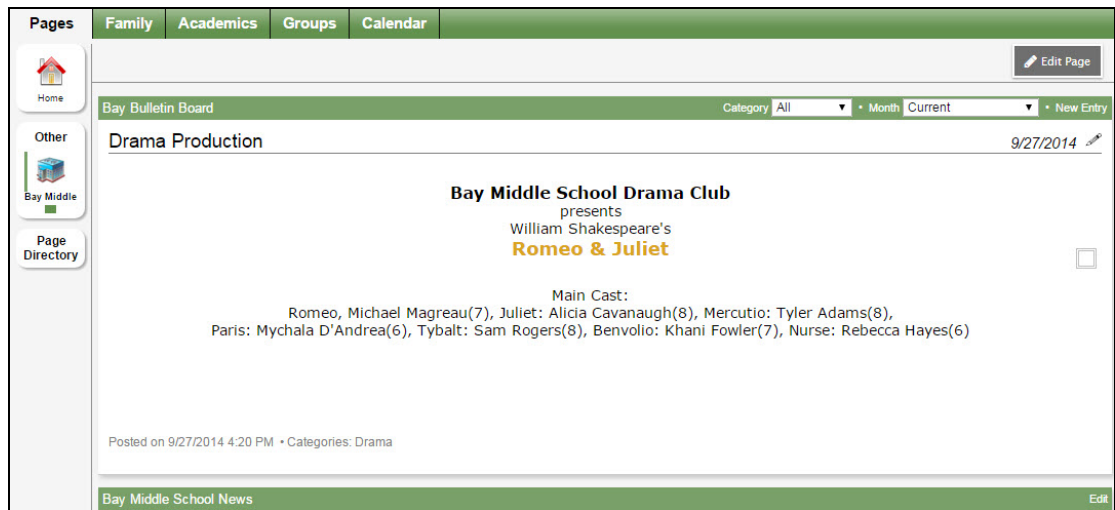
- Access Aspen Mobile on a mobile device, such as a smartphone or tablet:
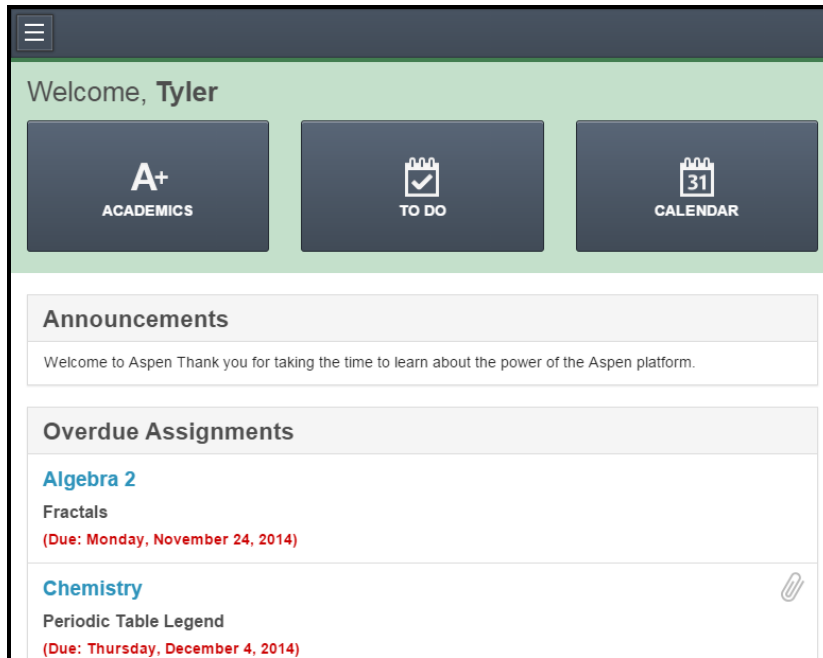
Aspen for Students and Families

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 tabFamily/My Info** tab to view information including demographics, attendance, conduct, and transcripts.

For the current school year, use the **Academics** tab to view the following academic information for each class:

- Details, including student attendance summary and grades
- Assignments, including due dates and scores

You can also:

- Use the **Groups** tab to view the groups the student is enrolled in (such as Band and Math team).
- Use the **Calendar** tab to view a monthly calendar. Customize and color-code the calendar for each student to include their academic, extracurricular, and school events. You can also view assignments you should be working on and when they are due on your Calendar.
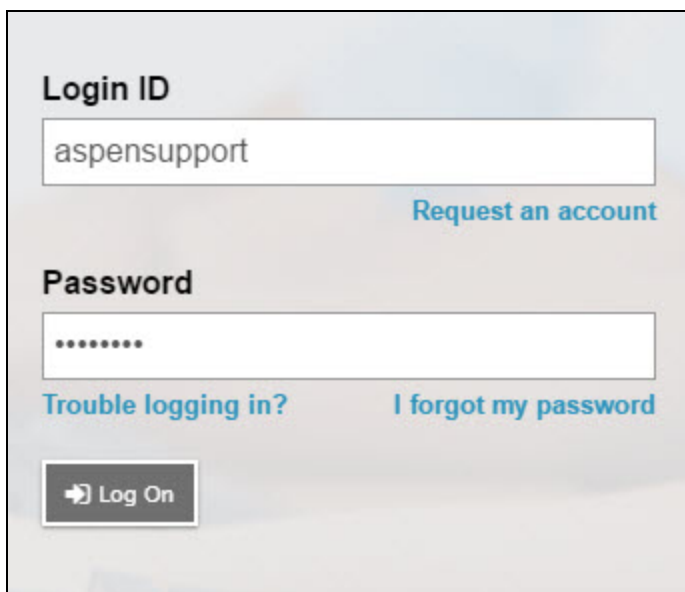
- Report a bullying incident from the Home page.
- Email teachers and sign up for email subscriptions for when grades fall below a specified threshold.
- Receive email notifications on your mobile device from the district, school, or teachers about announcements, alerts, and events.
- Receive automatic notifications and messages on your mobile device.

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:

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.

4. 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.

5. Click **Next Step.**

6. Fill in the fields on the Personal Information pop-up:

Personal Information

Please fill in the requested data below.

First name *	
Last name *	
Address line 1 *	
Address line 2	
City *	Abington ▼
State/province *	MA ▼
Postal code *	
Primary phone *	

← 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.

7. Click **Next Step.**

8. 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 *	
Confirm email *	
Password *	Requirements
Confirm Password *	
Security question *	What are the last 4 digits of your SSN? ▾
Security answer *	
Confirm answer *	

← Previous Step   Create My Account   ✖ Close

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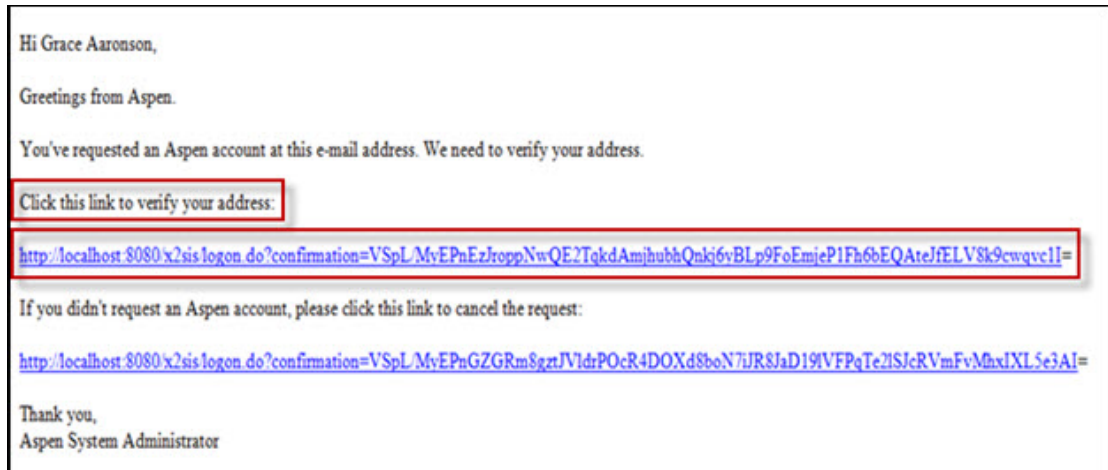
11. Click **Create My Account.** A window confirms that the account request was processed. It also notifies you that a verification email was sent to the email address provided.
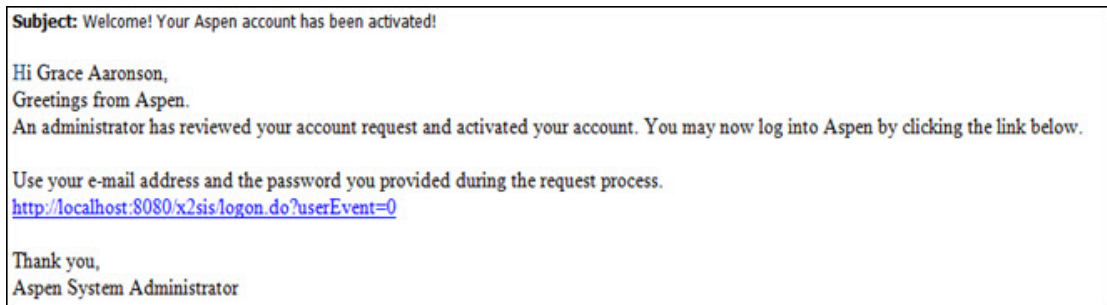
To complete the account registration process:

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

Hi Grace Aaronson,

Greetings from Aspen.

You've requested an Aspen account at this e-mail address. We need to verify your address.

Click this link to verify your address:

http://localhost:8080/x2sis/logon.do?confirmation=VSpL/MvEPnEzJroppNwQE2TqkdAmjhubhQnkj6vBLp9FoEmjeP1Fh6bEQAteJfELV8k9cwqvc1I=

If you didn't request an Aspen account, please click this link to cancel the request:

http://localhost:8080/x2sis/logon.do?confirmation=VSpL/MvEPnGZGRm8gztJVldrPOcR4DOXd8boN7iJR8JaD19lVFPqTe2lSJcRVmFvMhxIXL5e3AI=

Thank you,
Aspen System Administrator

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:

Subject: Welcome! Your Aspen account has been activated!

Hi Grace Aaronson,
Greetings from Aspen.
An administrator has reviewed your account request and activated your account. You may now log into Aspen by clicking the link below.

Use your e-mail address and the password you provided during the request process.
http://localhost:8080/x2sis/logon.do?userEvent=0

Thank you,
Aspen System Administrator

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:

   - 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:

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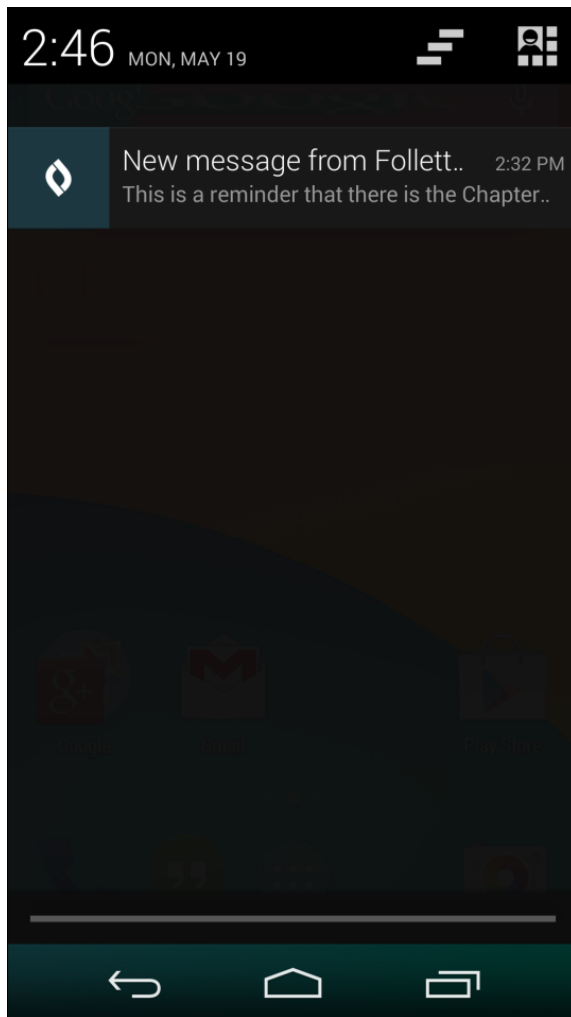
4. To remove a teacher so that they do not receive this email, click the **X** next to the teacher's name. Aspen updates the number of total recipients.

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:
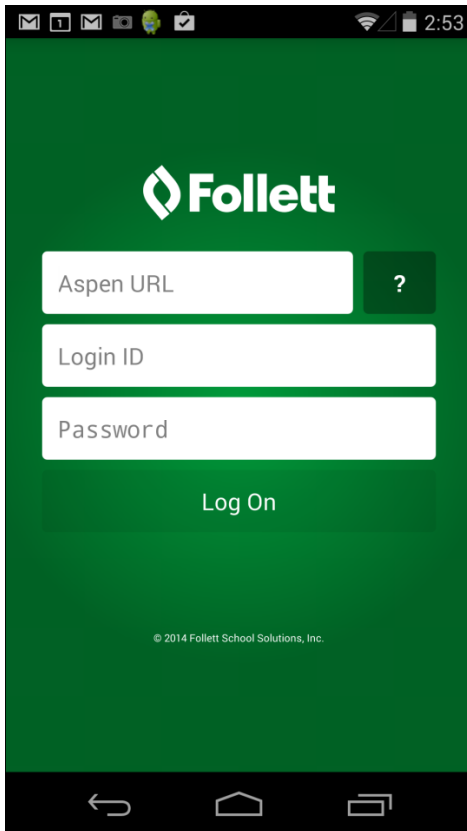
1. Go to the Play Store on your mobile device.
2. Tap [search icon].
3. In the search bar, type **Follett Notifications**.
4. Tap **follett notifications > Follett Notifications >** [Follett Notifications icon] **>** **INSTALL** **>** **ACCEPT**.

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:

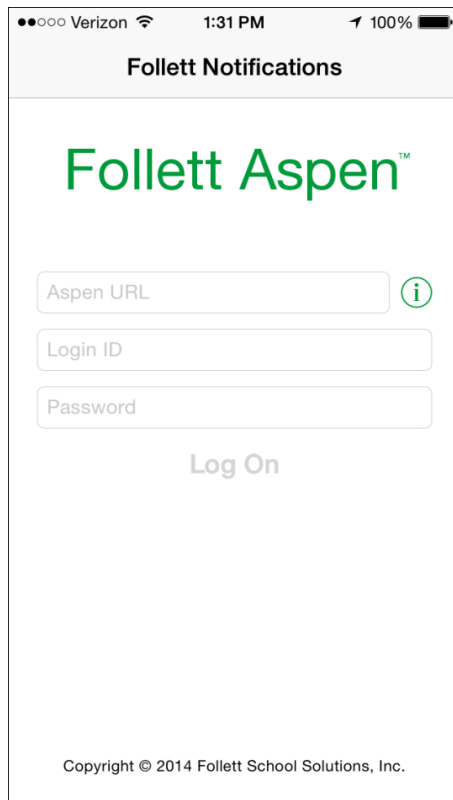1. Go to the App Store on your mobile device.

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 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	Teachers can identify the groups they will get notifications from at the district, school, or class level. 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. Also, teachers can set it so that they receive notifications when students are added to or dropped from classes.
Parents	Parents can identify the groups they will get notifications from at the district, school, and class level. 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. 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.
Students	Students can identify the groups they will get notifications from at the district, school, and class level. For example, students can set it so they do not receive notifications sent by the district office and do receive notifications from teachers. Also, students can set it so that they receive a notification whenever a grade is posted to Aspen below a predetermined threshold.

Configure Follett Notifications settings on your Android device:

1. From your Android mobile device, log on to Follett Notifications.

2. Tap ⁝ > Settings .

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.
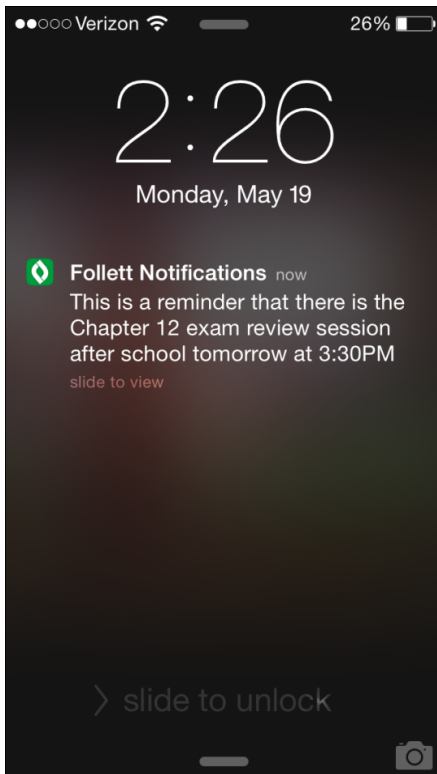
Notes:

- 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:

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.

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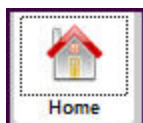
Click the **Home** icon or **Pages** tab to view your Home page. Often this is your school's Page and contains school news and announcements.

All students and parents automatically see the To do widget on their Home page.

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

Use the To Do Widget

All students and parents automatically see the To Do widget on their Home page. This widget helps students stay on top of assignments that require immediate attention.

By default, the To Do widget lists overdue online assignments, as well as all assignments that are due today and tomorrow. Students have the option of selecting a checkbox when they complete an assignment.

Notes:

- This checkbox is a visual reminder only. The system does not verify that a student has actually completed an assignment.
- 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 here.

For parents, the To Do widget includes a drop-down for selecting which child's assignments they want to view. By clicking into an assignment's details, parents can download and view the assignment that their child submitted.

Learn about the To Do widget:

- for students
- for parents

To use the To Do widget (for students):

In the To Do widget, your assignments that are overdue and due today and tomorrow automatically appear.

Note: Deselect the checkbox(es) of the assignments you do not want to view. For example, to not see tomorrow's assignments, deselect the **Tomorrow** checkbox.

1. To view the details of an assignment, click the assignment name. The Assignment pop-up appears.
2. Do any of the following:

   - To view and/or download the attachment, click the document in the **Attachments** field.
   - To take an online quiz, click the **Online Quiz** icon ✅.
   - To complete a document, the **Document Type** icon 🗎 appears. Open the document, and download it to your computer.

     Note: If the document is a Google Doc, there is one-time setup to allow Aspen and Google Docs to communicate. See Grant Aspen Access to Google Docs.

- If you are ready to upload your assignment, in the **Submissions** field, click ⬆. The Submission Upload pop-up appears

  - Click **Browse** to navigate to the file you want to submit. The File Upload pop-up appears.
  - Select the file, and then click **Open.**
  - Click **Upload.**

Your name is automatically appended to the file name, and the date and time of your submission are recorded. If you need to, you can click download, or delete the file.

To use the To Do widget (for parents):

The To Do widget automatically appears on your Home page:

Do any of the following:

- To select which child's assignments you want to view, click the drop-down in the top right corner of the widget.
- To change which assignments appear, deselect the checkbox(es) of the assignments that you do not want to see. For example, to not see tomorrow's assignments, deselect the **Tomorrow** checkbox.
- To view the details of an assignment, click the assignment name.
- To view the assignment that your child submitted, if any, click the **Download** icon 🖫. Open or save the file.

> **Notes:**
>
> - A checkmark in a particular row is your child's way of indicating that the assignment has been completed. This is for informational purposes only, as Aspen does not do any verification.
> - If the document you want to view is a Google Doc, there is one-time setup to allow Aspen and Google Docs to communicate. See Grant Aspen Access to Google Docs.

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
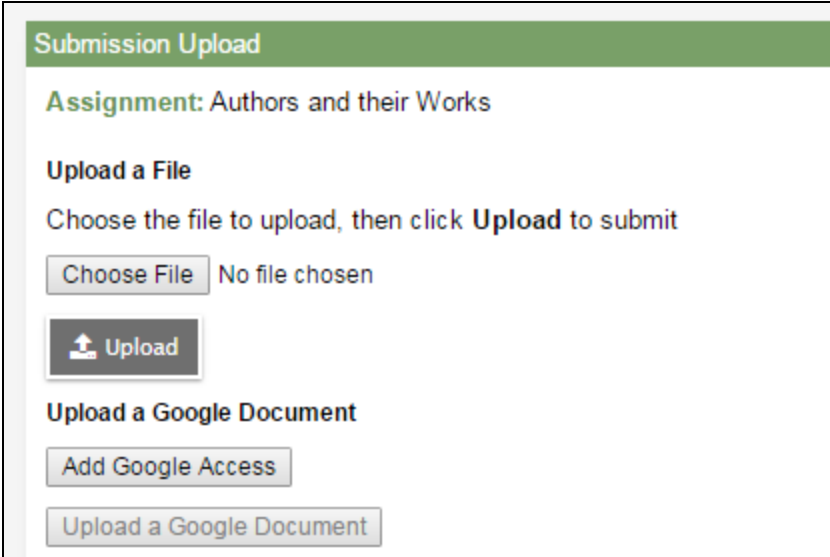- To Do widget on your Home page
- Your Calendar

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:

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				
☑ Overdue Online Assignments ☑ Today ☑ 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	☑
English 7	Authors and their Works 📄 ⬆		HW	☐

1. 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)

2. 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).

3. Click the file icons to open any documents or quizzes you need to complete the assignment. To upload your completed document, click ⬆.

Grant Aspen Access to Google Docs

In order for Aspen and Google Docs™ to communicate, users have to grant access between the applications (this is a one-time step that links your Google Docs account with your Aspen account).

You can use the following instructions to set up access. Or, the first time you try to add or view a Google Doc, the system will automatically prompt you to grant access.

To give permission for Aspen to access to your Google Docs:

1. Log on to Aspen.
2. On the settings bar, click **Set Preferences.** The Set Preferences pop-up appears.
3. Click the **Security** or **Communication** tab:

4. At the **Google Docs email** field, click **Add Google Access.**

5. If the Google Accounts page appears, do one of the following:

   - If you have a Google account, enter your email address, and click **Next.** Type your password, and click **Sign in**.

   - If you do not have a Google account, click **Create account**. Complete the fields to create a Google account, and then sign in.

   Note: If you are currently signed in to your Google account, no sign in is necessary. Your email address appears in the following pop-up.

   The "Request for Permission" pop-up appears:

6. Click **Allow access.**

> **Notes:**
>
> - On the **Security** and **Communication** tabs in your user preferences, the **Google Docs email** field is automatically populated with your email address, and the **Add Google Access** button becomes **Remove Access.**
> - If you later decide that you do not want Aspen and Google Docs to communicate, click **Remove Access** at the **Google Docs email** field.

Complete a Google Docs Assignment

You can complete a Google Docs™ assignment online in the Student portal.

There are two ways to complete an 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 the Student portal.
2. Do one of the following:

   - In the To Do widget, click the assignment name. The Assignment pop-up appears.
   - Click the **Calendar** tab, and then find and select the appropriate assignment. The assignment details appear.
   - Click the **Academics** tab, select the appropriate class, and then click the **Assignments** side-tab. Find the assignment you want to post a Google Doc for, and then click on the assignment name to view its details.

3. Click the document in the **Resources Provided by the Teacher** field. The document opens.
4. Complete the assignment.
5. When you are done, click **Post** next to the document name. The date and time the document was submitted appear:

6. After the due date for the assignment, you can open and view your teacher's comments on the document you posted.

To submit your Google Doc assignment:

For some assignments, you teacher might ask you to create your own document in Google Drive and then upload it. There are several places you can go to upload the Google Doc you created:
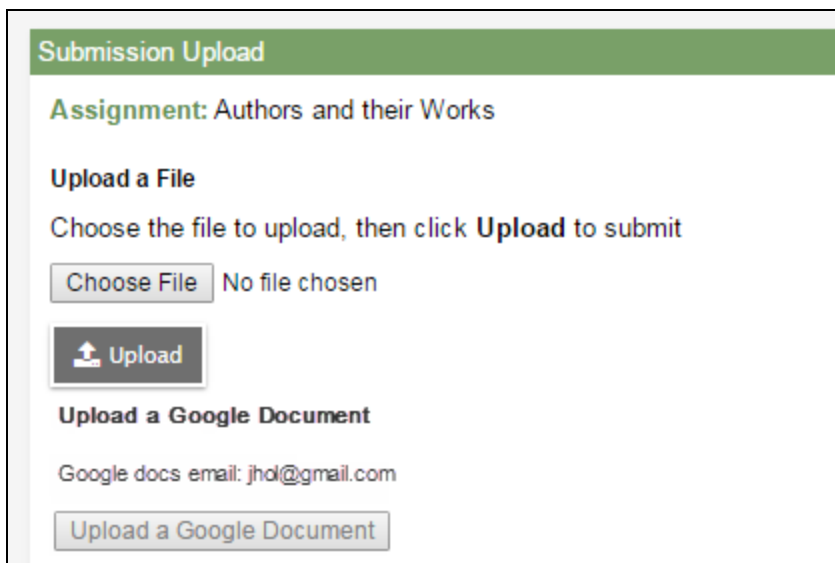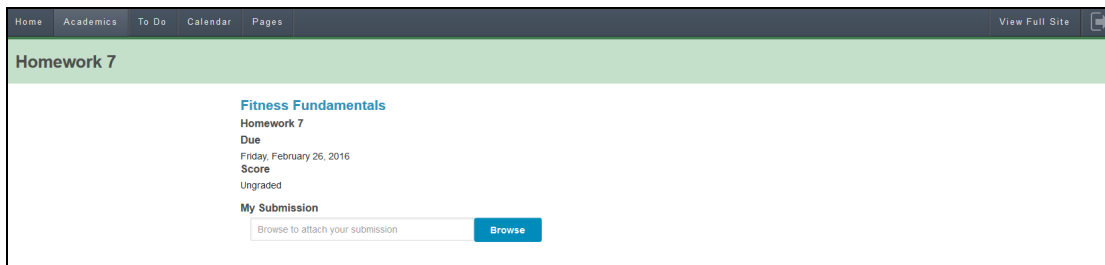
- To Do widget on your Home page
- Assignments widget on your Class Page
- **Academics** tab > **Assignments** side-tab
- The Calendar

Note: The "Online submission" window must be open to submit a Google Doc.

Submitting Google Doc Assignments in the To Do Widget

1. Log on to the Student portal.

2. Do one of the following:

- In the To Do widget, click the assignment name, and then click **Submit a File**.

- Click the 🔼 icon next to the assignment name.

The Submission Upload pop-up appears:

Note: You can only upload one file or one Google Doc, not both. Click **Browse** to submit an assignment online that is not a Google Doc.
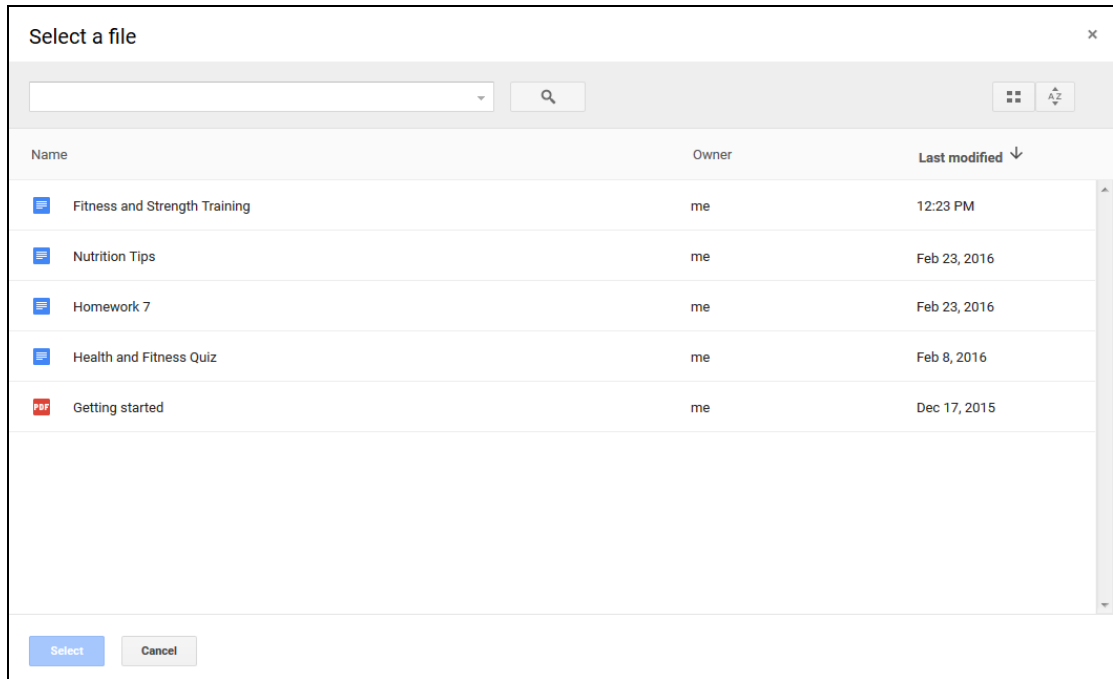
3. Click **Upload a Google Document**. The Submission pop-up appears:
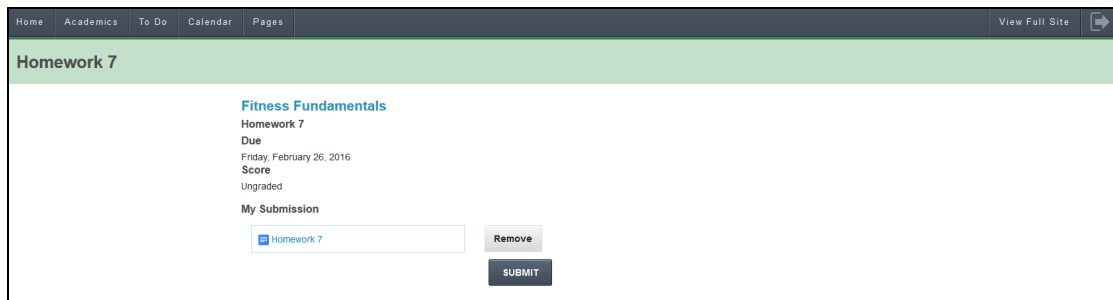

Note: When you select **Upload a Google Document** from the Aspen desktop, it automatically brings you to the Aspen Mobile interface.

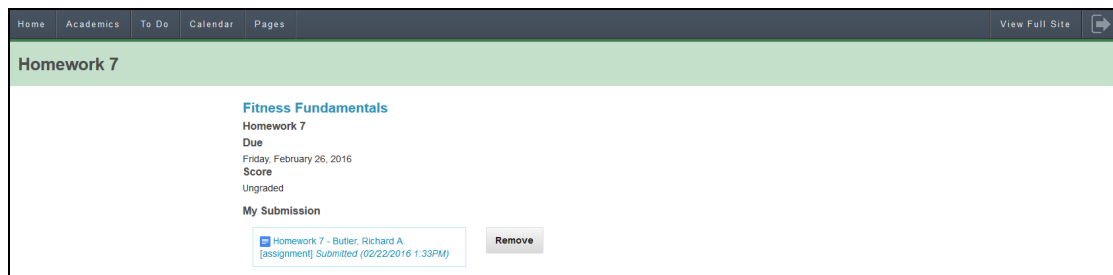4. Click **Browse** to attach your document. The Google Docs pick list appears:

5. Select the Google Doc you want to attach, and then click **Submit**:

Note: When you submit a Google Doc for an assignment, you might receive a busy/loading indicator while the file uploads.

When the file has successfully uploaded, a date and timestamp appear:

Notes:

- Click **Remove** to remove the assignment when the "Online submission" window is open. You will not be able to remove or resubmit your assignment if your teacher has already graded it.
- In the Family portal, parents can see when their student submitted an assignment, but they cannot upload, download, or delete any files.
- Click **View Full Site** to return to the Aspen desktop.

Submitting Google Doc Assignments from the Assignments Widget on Your Class Page

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

1. Log on to the Student portal.
2. On the **Pages** tab, select the appropriate class. The Submit Assignments widget appears on the Page.

   The following table explains the information in the widget:

Field	Description
Assignment	View the details of your assignment when you click the assignment name.
Date Due	View the date your assignment is due.
Status	View the status or your assignment. **Note:** If you already submitted a file, this column displays the date and time you submitted it. If it is late, the column displays Late.
Actions	Upload your file by clicking the 🔺 icon.

3. Click the 🔺 icon. The Submission Upload pop-up appears.
4. Click **Upload a Google Document**. Follow steps 4–5 in **Submitting Google Docs Assignments in the To Do widget**.

Notes:

- You can open and view any comments your teacher made on the document you submitted.
- If you try to open a document you placed in your Google trash, an error message appears.

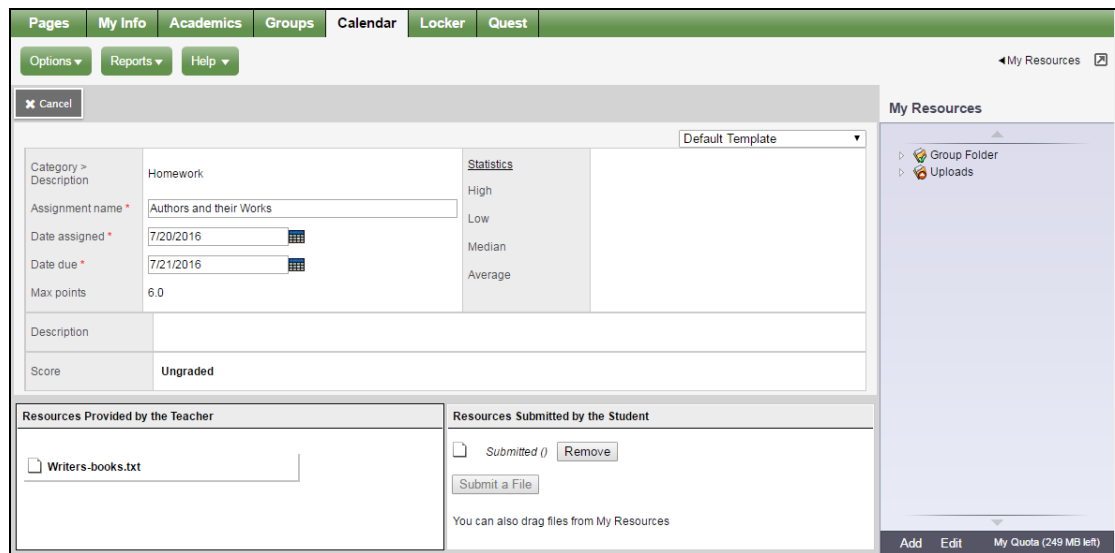**Submitting Google Doc Assignments from the Academics Tab**

1. Log on to the Student portal.
2. Click the **Academics** tab.
3. Select the class you want to submit the assignment for, and then click the **Assignments** side-tab.
4. Find the assignment you want to submit a Google Doc for, and then click the assignment name to views its details.

> **Note:** Use the filter box at the top of the page to narrow your search results by **Category** and **Grade Term**.

5. Click **Submit a File**.
6. Click the ⬆ icon. The Submission Upload pop-up appears.
7. Click **Upload a Google Document**. Follow steps 4–5 in **Submitting a Google Doc Assignment from the To Do Widget**.

Submitting Google Doc Assignments from the Calendar

1. Log on to the Student portal.
2. Click the **Calendar** tab.
3. Click the **Day, Week,** or **Month** sub-tab to find your assignment.
4. Select any assignment to view its details:

5. Click **Submit a File**. The Submission Upload pop-up appears.
6. Click **Upload a Google Document**. Follow steps 4–5 in **Submitting a Google Doc Assignment from the To Do Widget**.

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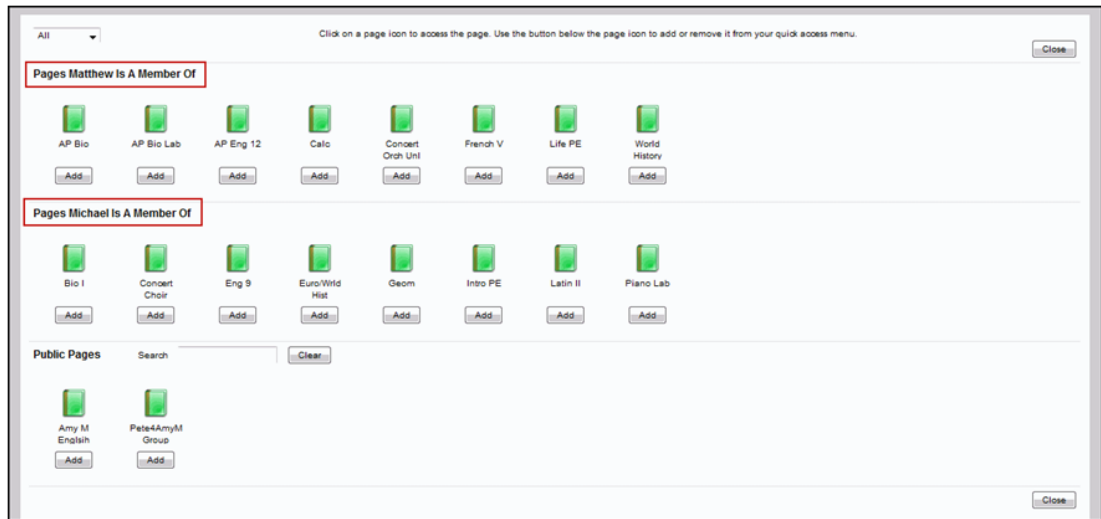
Note: If you have more than one student, you will see the Pages that each one is a member of.

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 Home page. 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 that 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 your **Quick Access** 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 dialog box appears:
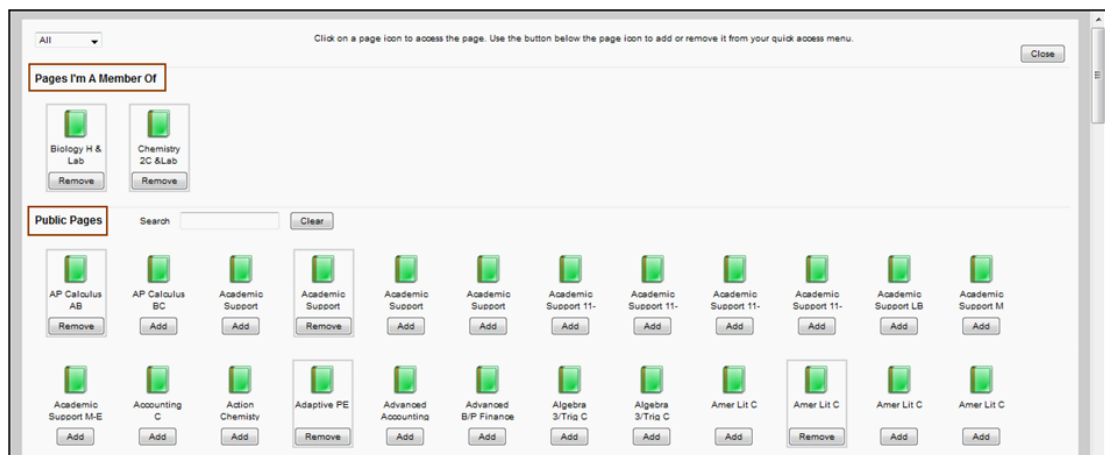
Under **Pages I'm a Member Of,** an icon appears for each Page you are a member of, such as the Yearbook, Drama Club, or Varsity Soccer page.

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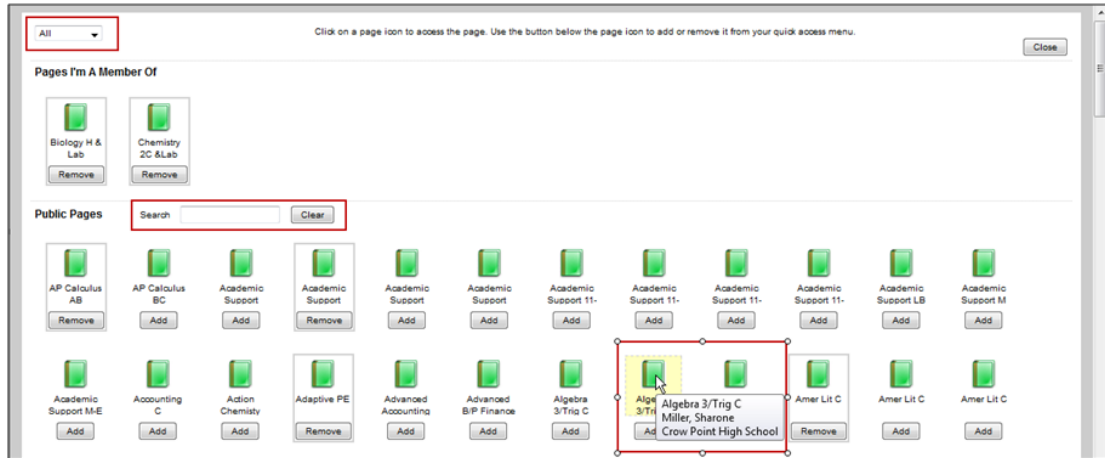
3. If there are a large number of Pages, there are two ways to narrow down the list. Do either or both of the following:

- 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 **Pubic 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.

Take an Online Quiz

Sometimes, your teachers might create online quizzes. You can take these quizzes in the Student portal.

To take an online quiz:

1. Log on to the Student portal.
2. On your Home page, look at the To Do widget:

3. Click the **Assignment name**. Any information you need to complete the assignment appears.

   If the assignment is an online quiz, the quiz appears in the **Attachments** field.

4. Click the quiz to open it.
5. Read the instructions or information on the first page, then click **Begin**.

   The first question appears.

6. Follow the directions to answer the question(s) on the page. When you are done, click **Next** at the bottom of the page.

> **STOP:** If you cannot click **Back** at the bottom of the page, your teacher has designed this quiz so that you **CANNOT** go back and review or change your original answers. If you cannot click **Back**, be sure you have done your best answering the question. After you click **Next**, you cannot go back to change it.
>
> If you **CAN** click the **Back** button, your teacher has designed the quiz so that you can return to previous questions for review or changes.

7. On the page that has the last question(s), **Finish** appears at the bottom of the page. Click **Finish** to save your answers. A message confirms that your completed quiz was submitted successfully. The teacher can now review and score your quiz.

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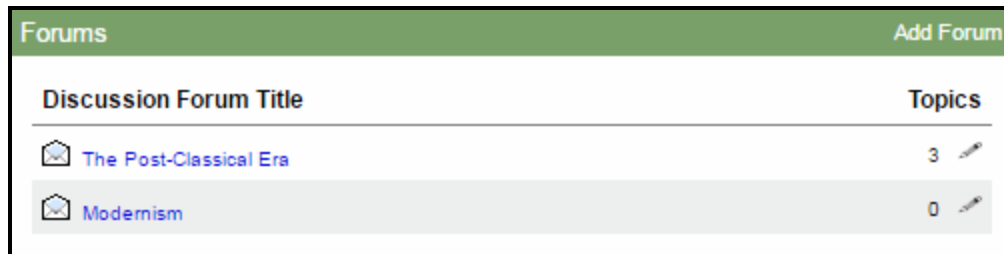
> **Note:** Only Page administrators can create forums. Any Page member can create a topic for that forum.

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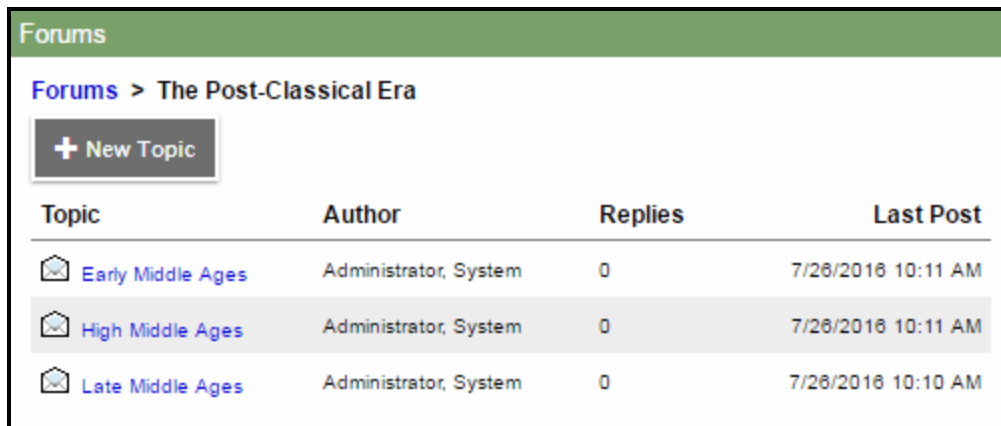
1. In the Forums widget, click the name of the forum you want to post to, such as The Post-Classical Era:

   A list of existing topics appears:

2. Do one of the following:

Forums

Forums > The Post-Classical Era

Topic title *	

body p

Save   Cancel

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

Forums

Forums > The Post-Classical Era

+ New Topic

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
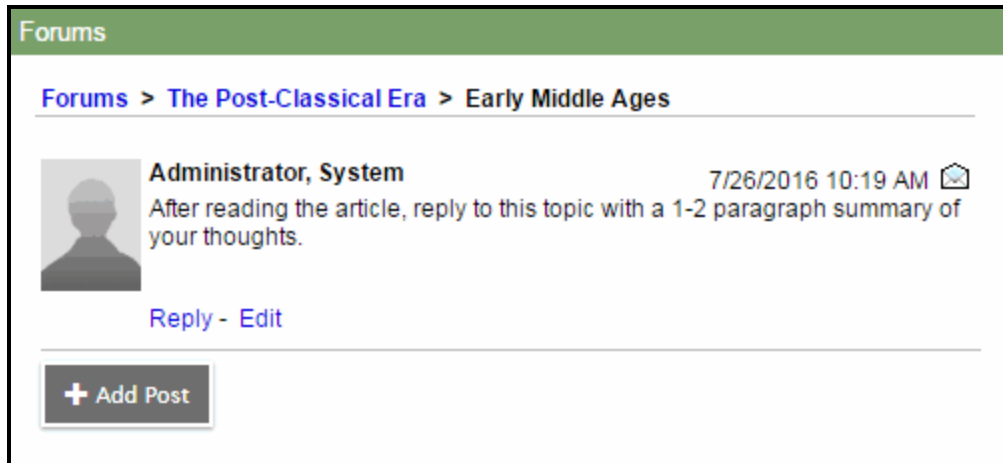
3. Do one of the following:

- 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](#)
- 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.

5. 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:
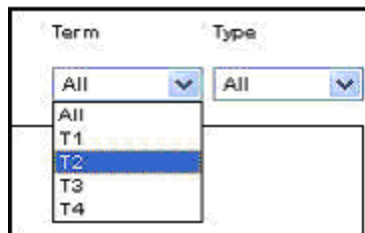
To view only term grades or only progress grades, click the **Type** drop-down and select **Term** or **Progress:**

6. 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:

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 **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:

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 **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

In the Family portal:

To view the student's course requests for the next year:

1. Click the **Family** tab.
2. Click the **Schedule** side-tab, then click **Requests.**

In the Student portal:

View and enter your requests for next year's courses. Your school will determine the date range when you can select courses. During this date range, you can come here to enter and make changes at any time.

When you finish, click **Post** to notify your counselor that you are done.

To enter your requests:

1. Log on to the Student view.

2. Click the **My Info** tab.

3. Click the **Requests** side-tab. The Requests page appears.

4. At the top of the page, in the **Instructions** box, read and follow the instructions for entering your requests.**Note:** If any of your courses are required or recommended by your teachers, they might automatically appear as requests when you first view the Requests page.

5. In the **Primary requests** box, select your requests for the different subject areas. For example, to select your request for a math course, click **Select** next to Math. The courses you can request appear.

   Use the following tips when selecting a course to request:

   - If your teacher recommended a course, a checkmark appears in the *Select* column. That course becomes a course request when you click **OK.**

   - The *Status* column displays information about the course, such as if the course is full, or if this is the course your current teacher recommended for you. Depending on the subject, you can either select any course, or are required to accept the courses recommended for you.

   - If your teacher entered comments about a recommendation for you, 📝 appears in the *Status* column. Click the icon to view the comments.

   - If you are entering alternate requests, you can type a number in the *Priority* column to prioritize them; type *1* next to the alternate you want to try to be scheduled in first, type *2* in the next alternate you would want on your schedule, and so on.

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

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

7. In the **Notes for counselor** box, type any notes to your counselor regarding your requests. Your counselor can view these notes when reviewing your requests.

   Your requests are automatically saved after you enter them on the Requests page. Your counselor can view them anytime.

8. After you complete entering your requests, click **Post** at the bottom of the page.This lets your counselor know that you are finished entering requests. If you have not selected enough courses to satisfy requirements for your academic track, the system lets you know which area you need to make more requests in:
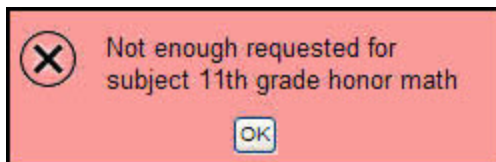
> **Note:** Once your counselor approves your requests, you can no longer make changes to your course selections.

Subscribe to Email Notifications

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

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

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

To subscribe to email notifications:

1. Do one of the following:

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

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

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

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

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

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

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

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.

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

Description	Course	Description	Term	Teacher	Clssrm	Term Performance	Abs	Tdy	Dsm
English 9 H	OA010-05	English 9 H	FY	Moran, James	213		10	0	0
Spanish 2	OA432-06	Spanish 2	FY	Mcguire, Amanda	109		10	0	0
Fitness Fundamentals	OA911-08	Fitness Fundamentals	FY	Rothstein, Laurie	GYM-1		7	0	0
World Cultures 2H	OA190-05	World Cultures 2H	FY	Smith, Sean	205		9	0	0
Conceptual Physics H	OA390-04	Conceptual Physics H	FY	Picardi, James	321		8	1	0
Orchestra	OA853-01	Orchestra	FY	Babanikas, Amanda	C120		7	0	0
Honors Geometry	OA210-01	Honors Geometry	FY	O'Connor, Jake	310		4	0	0

Notes:

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

To view details about attendance and performance in a class:

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

   For each class you can see the following:

   - Course number and description (such as 100.1 Chemistry)
   - Term the student takes the class (such as Semester 1)
   - Schedule (which days and periods the class is held)
   - Teacher
   - Room
   - **Teacher Notes** section: Appears if the teacher has provided any comments about the class
   - **Attendance Summary:** Displays absences, tardies, and dismissals for each term, and a current total for the year
   - **Average Summary**: Lists assignment categories (such as Homework, Tests, Quizzes) with their weight toward your overall grade, a grade for each term, and the current average
   - Semester running total and overall cumulative average for the selected class (bottom of the page). Note that if your school or district has included a description of how these averages are calculated, appears. Hover your cursor over the icon to view the description.

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

View Assignments

To view the grades on specific assignments in a class:

1. Click the **Academics** tab.
2. Select the checkbox for the course you want to view assignments in.
3. Click the **Assignments** side-tab. The assignments page appears:

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

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

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

- **All** to view assignments from all terms
- A term to see only assignments from that term.

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

The Score column lists your assignment score both as a fraction of the total possible points and as a percentage (shown graphically as a bar). .

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

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

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

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

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

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

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

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

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

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

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:
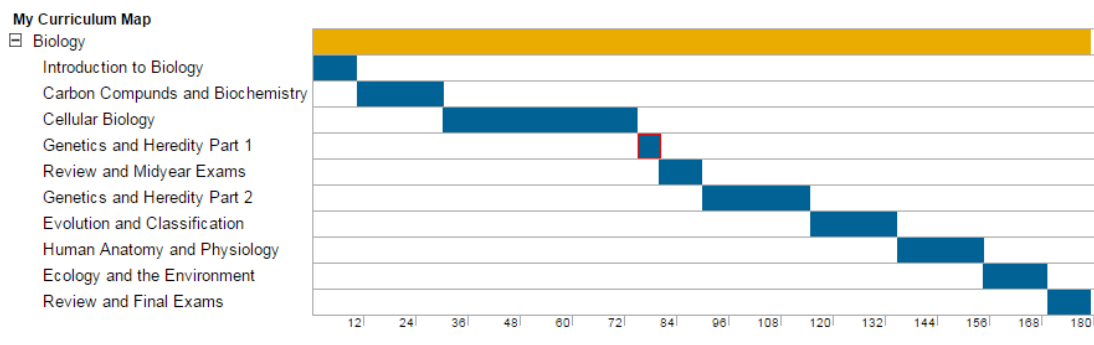
2. Click a blue bar on the timeline that represents the topic you want to view.

3. Click **View**. The information for the topic appears.

4. Click **Print**. Any lesson plans print, too.

Complete a Google Docs Assignment

You can complete a Google Docs™ assignment online in the Student portal.

There are two ways to complete an 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 the Student portal.

2. Do one of the following:

- In the To Do widget, click the assignment name. The Assignment pop-up appears.

- Click the **Calendar** tab, and then find and select the appropriate assignment. The assignment details appear.

- Click the **Academics** tab, select the appropriate class, and then click the **Assignments** side-tab. Find the assignment you want to post a Google Doc for, and then click on the assignment name to view its details.

3. Click the document in the **Resources Provided by the Teacher** field. The document opens.

4. Complete the assignment.

5. When you are done, click **Post** next to the document name. The date and time the document was submitted appear:

6. After the due date for the assignment, you can open and view your teacher's comments on the document you posted.

To submit your Google Doc assignment:

For some assignments, you teacher might ask you to create your own document in Google Drive and then upload it. There are several places you can go to upload the Google Doc you created:

- To Do widget on your Home page
- Assignments widget on your Class Page
- **Academics** tab > **Assignments** side-tab
- The Calendar

Note: The "Online submission" window must be open to submit a Google Doc.

Submitting Google Doc Assignments in the To Do Widget

1. Log on to the Student portal.

2. Do one of the following:

   - In the To Do widget, click the assignment name, and then click **Submit a File**.

   - Click the ⬆ icon next to the assignment name.

   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

Google docs email: jhol@gmail.com

[Upload a Google Document]

> **Note:** You can only upload one file or one Google Doc, not both. Click **Browse** to submit an assignment online that is not a Google Doc.

3. Click **Upload a Google Document**. The Submission pop-up appears:

| Home | Academics | To Do | Calendar | Pages | | View Full Site | ➡ |

Homework 7

Fitness Fundamentals
Homework 7
Due
Friday, February 26, 2016
Score
Ungraded
My Submission

[Browse to attach your submission] [**Browse**]

> **Note:** When you select **Upload a Google Document** from the Aspen desktop, it automatically brings you to the Aspen Mobile interface.

4. Click **Browse** to attach your document. The Google Docs pick list appears:

5. Select the Google Doc you want to attach, and then click **Submit**:

Note: When you submit a Google Doc for an assignment, you might receive a busy/loading indicator while the file uploads.

When the file has successfully uploaded, a date and timestamp appear:

Notes:

- Click **Remove** to remove the assignment when the "Online submission" window is open. You will not be able to remove or resubmit your assignment if your teacher has already graded it.
- In the Family portal, parents can see when their student submitted an assignment, but they cannot upload, download, or delete any files.
- Click **View Full Site** to return to the Aspen desktop.

Submitting Google Doc Assignments from the Assignments Widget on Your Class Page

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

1. Log on to the Student portal.
2. On the **Pages** tab, select the appropriate class. The Submit Assignments widget appears on the Page.

   The following table explains the information in the widget:

Field	Description
Assignment	View the details of your assignment when you click the assignment name.
Date Due	View the date your assignment is due.
Status	View the status or your assignment. **Note:** If you already submitted a file, this column displays the date and time you submitted it. If it is late, the column displays Late.
Actions	Upload your file by clicking the ⬆ icon.

3. Click the ⬆ icon. The Submission Upload pop-up appears.
4. Click **Upload a Google Document**. Follow steps 4–5 in **Submitting Google Docs Assignments in the To Do widget**.

Notes:

- You can open and view any comments your teacher made on the document you submitted.
- If you try to open a document you placed in your Google trash, an error message appears.

Submitting Google Doc Assignments from the Academics Tab

1. Log on to the Student portal.
2. Click the **Academics** tab.
3. Select the class you want to submit the assignment for, and then click the **Assignments** side-tab.
4. Find the assignment you want to submit a Google Doc for, and then click the assignment name to views its details.

> **Note:** Use the filter box at the top of the page to narrow your search results by **Category** and **Grade Term**.

5. Click **Submit a File**.
6. Click the 🔺 icon. The Submission Upload pop-up appears.
7. Click **Upload a Google Document**. Follow steps 4–5 in **Submitting a Google Doc Assignment from the To Do Widget**.

Submitting Google Doc Assignments from the Calendar

1. Log on to the Student portal.
2. Click the **Calendar** tab.
3. Click the **Day, Week,** or **Month** sub-tab to find your assignment.
4. Select any assignment to view its details:

5. Click **Submit a File**. The Submission Upload pop-up appears.
6. Click **Upload a Google Document**. Follow steps 4–5 in **Submitting a Google Doc Assignment from the To Do Widget**.

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.
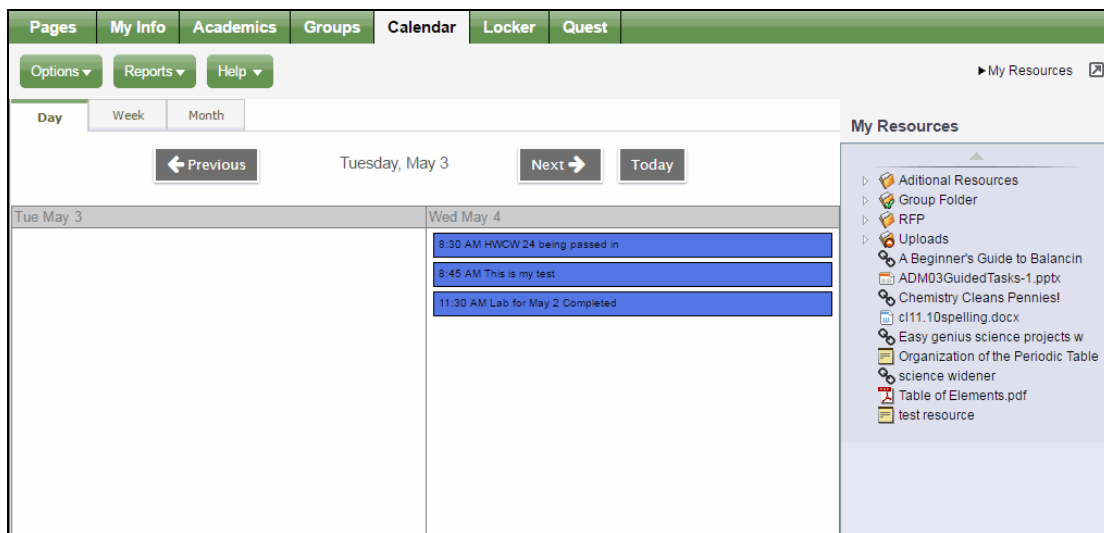
Determine Which Days to View

1. Click one of the following:

   - **Day** to view assignments and appointments for one day
   - **Week** to view assignments and appointments for one week
   - **Month** to view assignments and appointments for one month

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

   On either side of the date(s) you are viewing, buttons to move between dates appear:
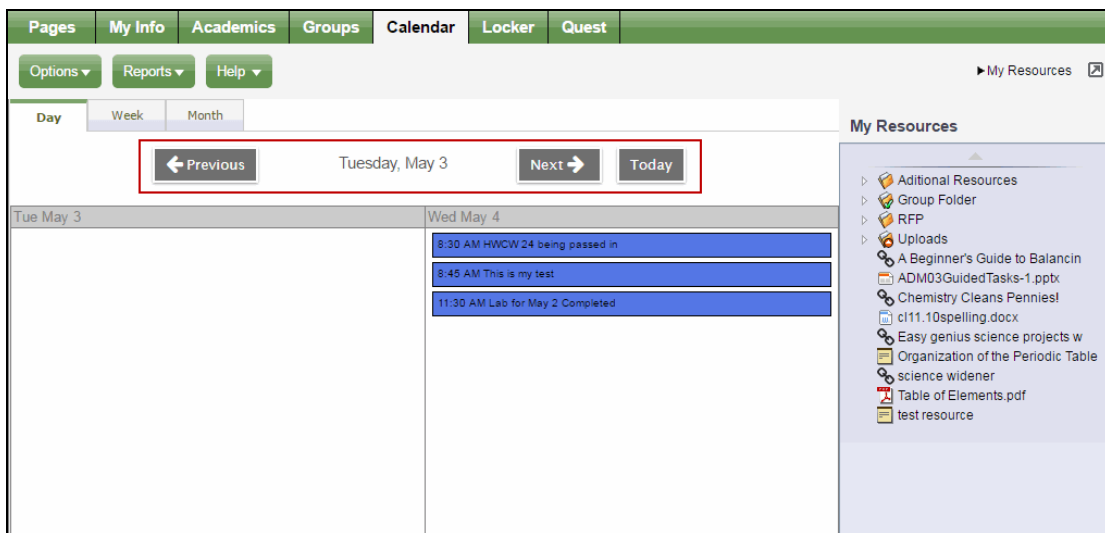
2. Do any of the following to move between dates:
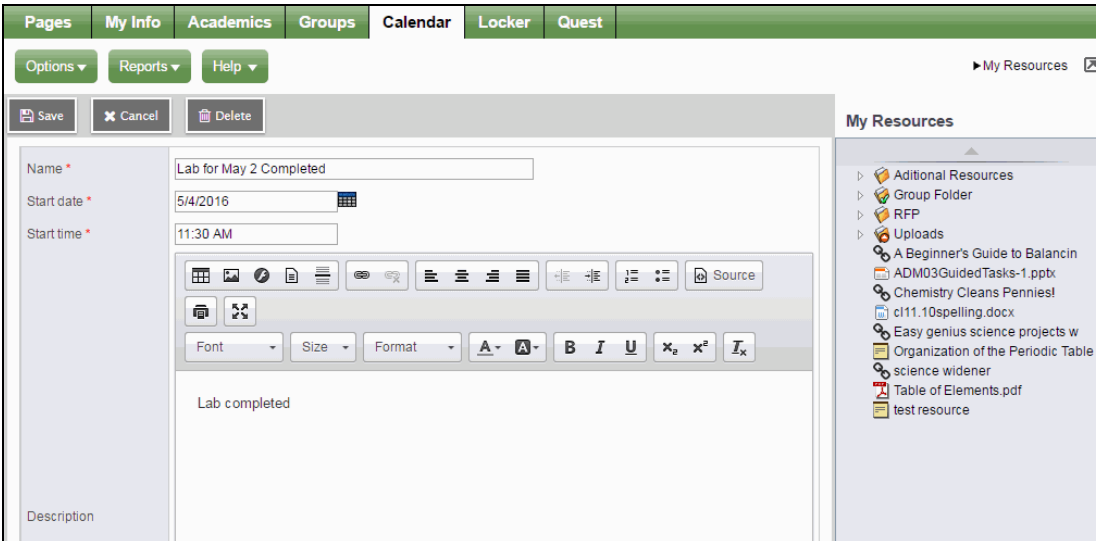
- Click **Previous** to view the day, week, or month previous to the one you are currently viewing.
- Click **Next** to view the day, week, or month after the one you are currently viewing.
- Click **This Week** to view the current week.

Manage Your Assignments

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

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

Click an assignment to view its details:

In the **Resources Provided by the Teacher** field, you might find documents or quizzes you either need to download, edit, and upload, or complete and submit online. Click the **Document type** icon (such as ⬚) to open it.

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

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

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:

Name	Color	Options
Cancel		
Show weekends ✔		
Activate Reminders ✔		
Calendars		
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. **Note:** The colors for appointments is set by the *My Events* color.

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.

Activate Reminders	Select this checkbox if you want to see a reminder for each date within the date range of an assignment (date assigned through date due). The reminder line is a lighter color on the days the assignment is not due, and darker for the date the assignment is due. Including reminder lines is a good way to keep a current to-do list of what you should be working on for all your classes: **Note:** If you select this checkbox, your calendar could contain many assignment reminder lines for each date.
Color	Determine the highlighter colors that represent your sections and appointments on your planner. In the **Color** column, click the color box next to the item. The Color Chooser appears. Click a color, and then click **OK.** Within each class section, 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 (for example, you might want all quizzes to appear in red). **Note:** The colors for appointments is set by the **My Events** color.
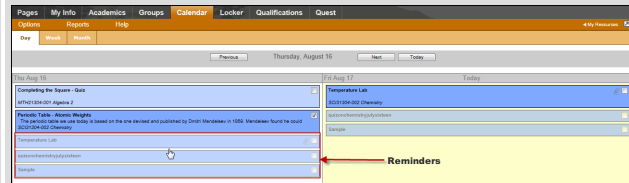
3. Click **Save.**

Using Your Calendar

1. Click the **Day, Week,** or **Month** sub-tab to determine how many days to view:
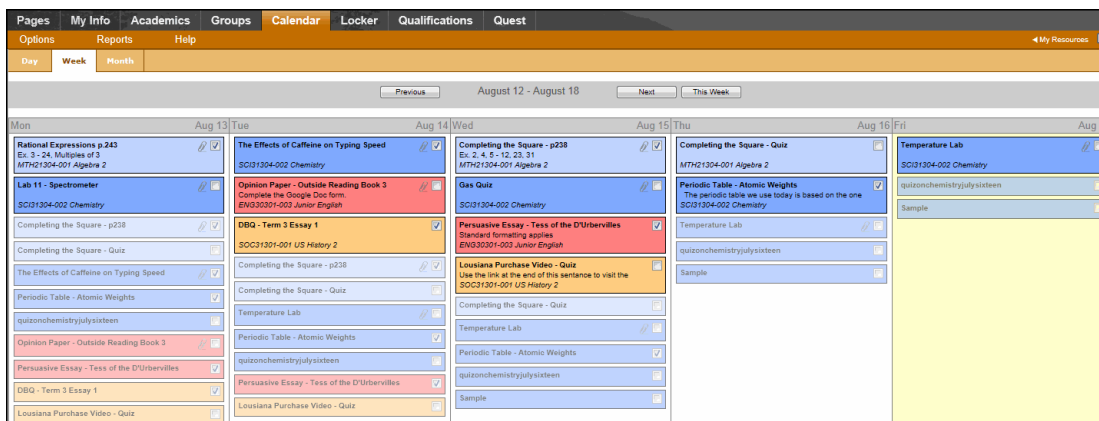
2. Click **Previous** to view the previous day, week or month, or click **Next** to view the next day, week, or month. Click **This Week** to return to the current week.

3. For each day, click any assignment to view its details:
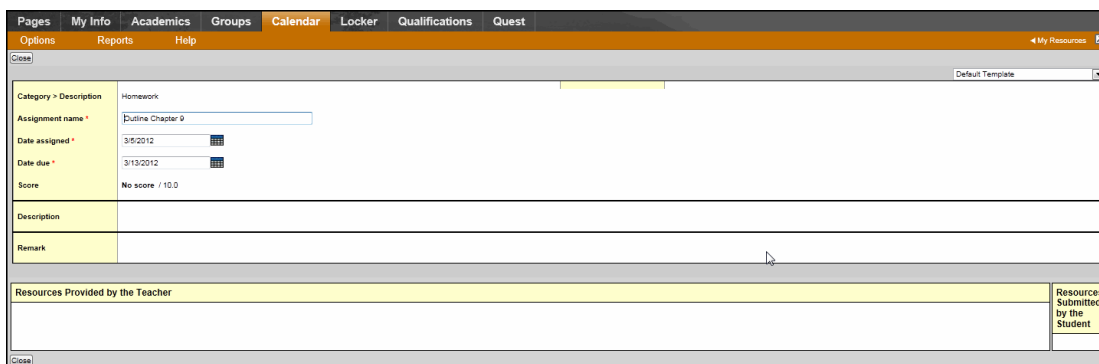
4. If an assignment is due on a date, the text and color is dark. After you complete the assignment, select the checkbox to indicate you are finished. If you select the **Activate Reminders** check-box in your settings, reminders appear in lighter text and color for assignments that are not due on a 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:**

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

To use My Resources:

1. Log on to the Student portal, and then click the **Calendar** tab.
2. In the upper-right corner, click **My Resources.** My Resources opens:
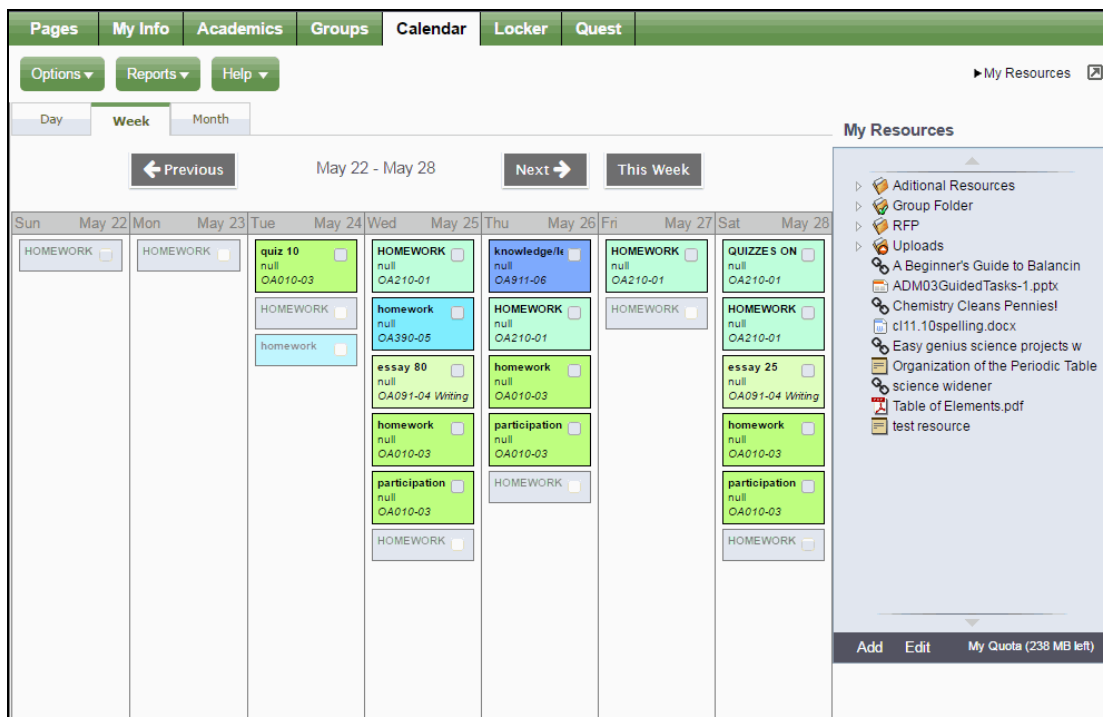
The Group folder automatically appears. Inside it, there is a folder for each group you belong to, such as each of your classes, the debate team, and the yearbook club.

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

Add Folders

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

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

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

To create folders in My Resources:

1. Be sure that the Group Folder is not selected.
2. At the bottom of My Resources, click **Add**, and then **Folder**:
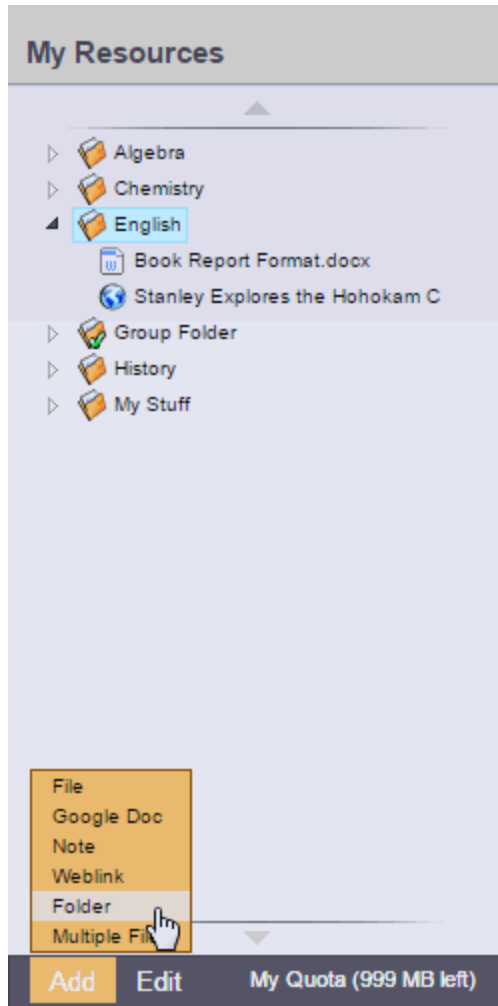
A new folder appears in My Resources:
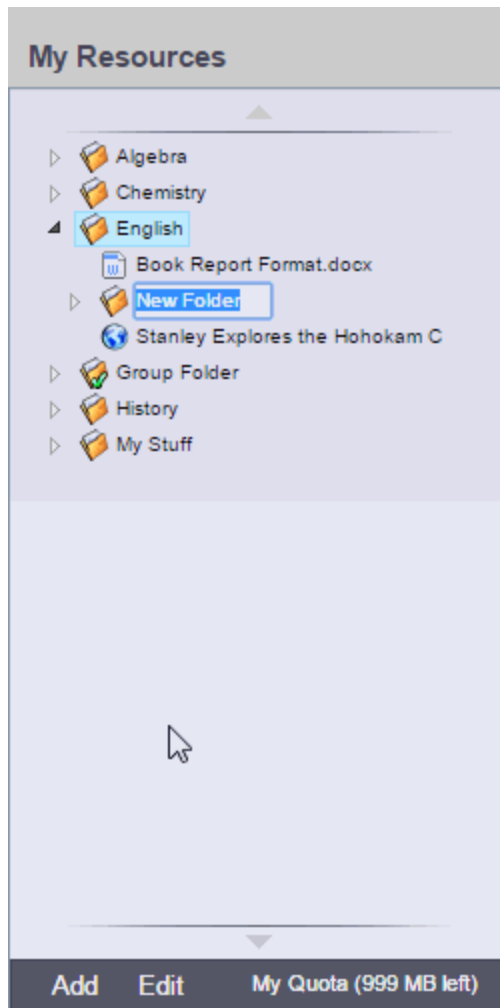
3. Type a name, and then press **ENTER.**
4. To make a folder within that folder, select the folder; and then click **Add > Folder**. The new folder appears within the folder you first created.

> **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:
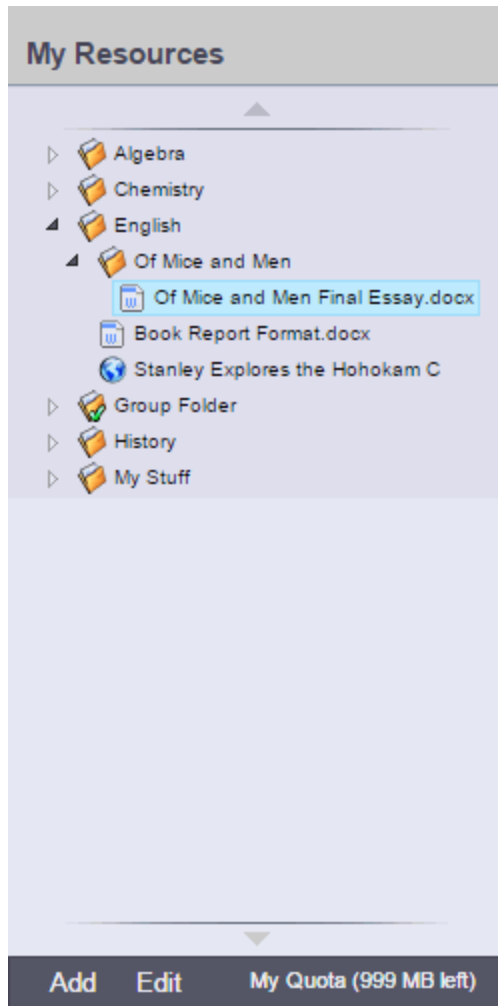
To add multiple files to My Resources:

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:**
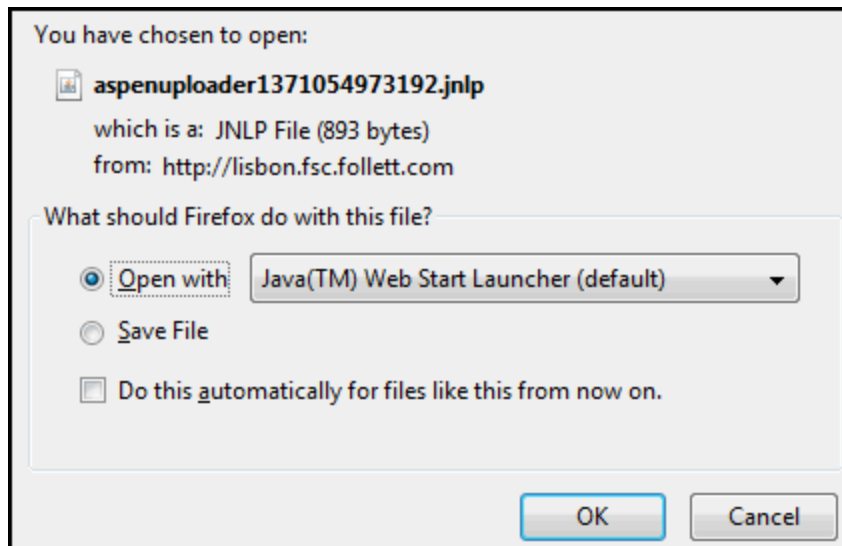
The Aspen File Uploader appears:
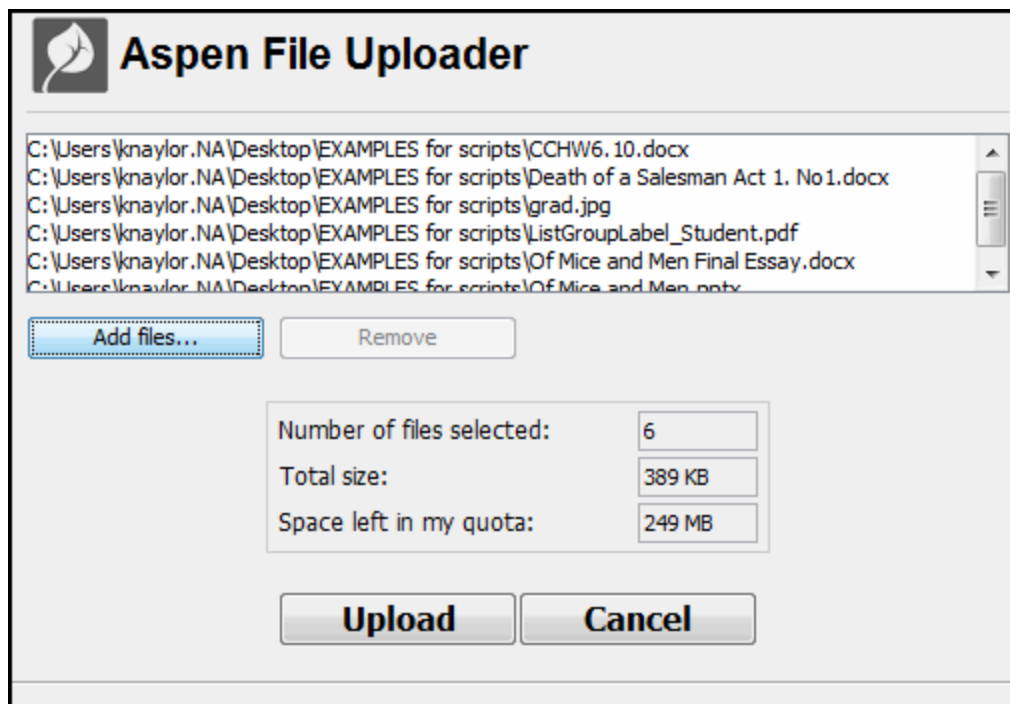
3. Click **Add files.**

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

Edit Resources

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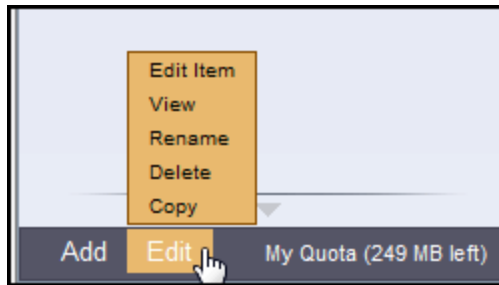
2. Select one of the following to edit the files in My Resources:

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

Field	Description
	• **For a video:** The video opens in a new window. • **For a web page:** The web page opens in a new window. **Note:** Clicking **Edit** and then **View** is the same as double-clicking the item.
Rename	A rectangle appears around the folder name, and the text is highlighted. Type the new name, and then press **Enter** on your keyboard. **Note:** You cannot rename a file.
Delete	A confirmation message appears. Click **OK.** **Note:** If you are running out of space and want to delete multiple files at once, click the **My Quota** link.
Copy	A copy of the file appears, with a number, starting with **(2)**, appended to the file name. **Note:** You cannot copy a folder.

Keep Enough Free Space

You have a limited amount of storage space in My Resources, which is determined by your school district. The amount of storage space you have is called a quota. View the amount of space you have used at the bottom of My Resources:

My Resources

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

Add   Edit   My Quota (999 MB left)
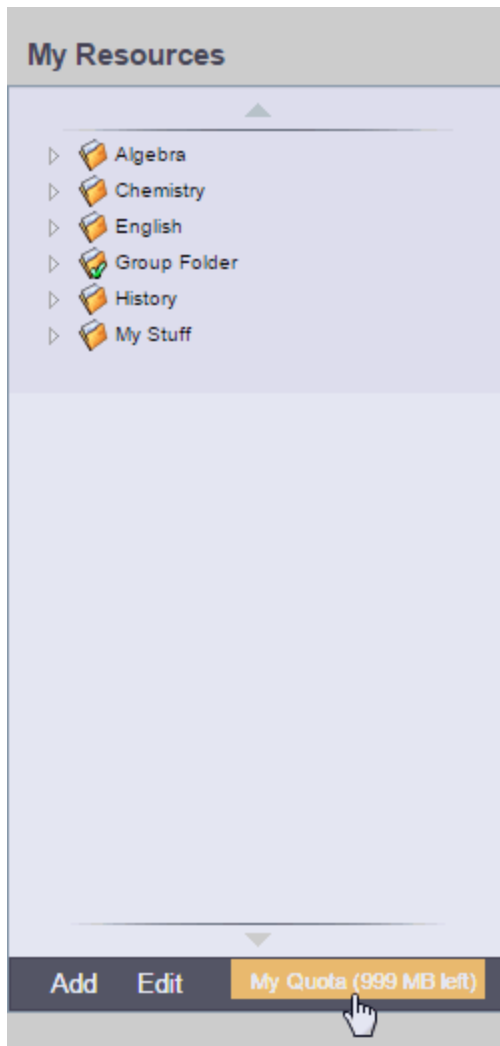
Click **My Quota** to see all of your resources and the amount of space they take:

Andrews, Lillian
Using 408 KB of your 250 MB (0.16%)

0 of 7 selected 🖊

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

Delete   Cancel

If you are running low on available space, select several files you no longer need, and click **Delete.** Keep in mind that once you delete files, you can no longer access them.

Using Quest to Search for Digital Content

The Internet is full of content, but it can be hard to find specific, appropriate, and relevant content for your classroom.

Accessed from Aspen's Staff view and the Student portal, the **Quest** tab includes up to four search tools to help teachers and students access appropriate digital content.

Use Quest's search tools to navigate the Internet and your library collection, refine search results, and efficiently access resources. Each tool has its own side-tab:

- WebPath Express: A digital content subscription of more than 80,000 credible, content-safe, and age-appropriate websites that are evaluated and assessed by educators regularly.

> **Note:** WebPath Express is an additional subscription your district can purchase with Aspen IMS.

- One Search: A school's collection of subscription and free online databases.
- Digital Resources: A school's digital resources, which might include Follett's Resources Services, or another digital resources service.
- Destiny: A school's library resources, available through a link to Destiny Library Manager.

When you find a great link or resource, you can drag and drop it into My Resources. This way, you can instantly share it on a Page by placing it in a group folder, or store it in a personal folder to access when you need it.

For example, as a teacher, you might find a great website for students to use when completing tonight's lesson. Drag and drop the link from the search tool on the **Quest** tab to a folder for that unit in My Resources:

Then, as you create the assignment, drag and drop the links from My Resources to the **Resources Provided by the Teacher** section. Your students can go to the Student portal to access the links and any other resources you provide for them:

WebPath Express

WebPath Express provides instant access to grade-appropriate, educator-approved websites.

> **Note:** WebPath Express is an additional subscription your district can purchase with Aspen IMS.

To use WebPath Express:

1. Log on to the Staff view or Student portal.
2. Click the **Quest** tab:

3. On the **Websites** side-tab, type a search term or phrase in the **Search** field.
4. Click **Search.** The search results from WebPath Express appear on the **Websites** side-tab:

5. If there are too many results, you can narrow your search to show only certain types of inform-
ation. Under **Narrow Your Search** on the right side, click one or more categories:

Option	Description
▼ Grade Level [All] ⦿ All ◯ PreK-2 (1) ◯ 3-5 (42) ◯ 6-8 (173) ◯ 9-12 (262)	Select one grade level to show only results for the selected grade level, or click **All** to show results for all grade levels. The entire possible list is shown here. You might see a smaller list, depending on the search results.
▼ Domain [All] ⦿ All ◯ .au (2) ◯ .ca (2) ◯ .com (93) ◯ .de (1) ◯ .dk (1) ◯ .edu (59) ◯ .fi (10) ◯ .gov (22) ◯ .hk (1) ◯ .info (1) ◯ .net (5) ◯ .org (92) ◯ .pl (1) ◯ .se (1) ◯ .ua (1) ◯ .uk (7) ◯ .us (1)	Select a domain suffix to show only results from one domain, or click **All** to show results from all domains. All domain suffix types that are included in the search results are included in this list.

Option	Description

▼ Topic [All]
 	
⦿ All
◯ Academic writing (2)
◯ Addams, Jane,--1860-1935 (1)
◯ Advertising (1)
◯ Aeschylus (3)
◯ Affluent consumers (1)
◯ African American actors--
   Biography (2)
◯ African American artists--
   Biography (1)
◯ African American dancers (1)
◯ African American entertainers--
   Biography (1)
◯ African American musicians (2)
◯ African American painting (1)
◯ African American women
   singers (1)
◯ African Americans--Folklore (1)
◯ African Americans--Social life and
   customs (1)
◯ African authors (1)
◯ Almond (1)
◯ American Anti-Imperialist
   League (5)
◯ American authors (2)
◯ American authors--Biography (1)
	Select a topic to show only results from one topic, or click **All** to show results from all topics.
	
	Each search result has one or more topics associated with it. Topics can be names or descriptive phrases.

▼ Format Type [All] ◯ All ◯ Animation (2) ◯ Audio (12) ◯ Biography (62) ◯ eBook (5) ◯ Image collection (11) ◯ Interactive (2) ◯ Video (14)	Select a format type to show results in one format type, or click **All** to show results in all format types.

Option	Description
▼ Source Type [All] ◉ All ⚪ Encyclopedia (9) ⚪ Magazine (4) ⚪ News Source (17) ⚪ Primary Source Material (9)	Select a source type to show results from one source type, or click **All** to show results from all source types.
▼ Language [All] ◉ All ⚪ English (300) ⚪ French (1) ⚪ Spanish (1)	Select a language to show results in one language, or click **All** to show results in all languages.

Note: Each selection you make is cumulative, so previous selections are still valid when you make others. For example, if you select a grade-level range of *3–5* and then select a format type of *Biography*, the list includes all results with both the *3–5 grade range* and the *Biography* format type. To remove one of the options you selected, click the option again, and select **All.**

One Search

One Search helps Aspen IMS staff and student users view and utilize the full range of their online subscriptions in one easy search.

Accessed via the Internet, One Search lets users see a complete list of search results at once, instead of one-by-one.

To use One Search:

1. Log on to the Staff view or Student portal.
2. Click the **Quest** tab, and then the **One Search** side-tab.
3. Type a search term or phrase in the **Search** field.
4. Click **Search** to view search results:

5. Under Select Databases, click on each database type to select or deselect results to display:

Option	Description
	Click **Select All** to show results from all encyclopedia subscriptions. Click **Select None** to omit encyclopedia subscriptions from the results. Select one or more encyclopedia subscriptions to include in the results. Click **Apply Changes** to save your selections.
	Click **Select All** to show results from all Internet libraries. Click **Select None** to omit results from Internet libraries. Select one or more Internet libraries to include in the results. Click **Apply Changes** to save your selections.

Option	Description
	Click **Select All** to show results from all reference databases. Click **Select None** to omit the results from reference databases. Select one or more reference databases to include in the results. Click **Apply Changes** to save your selections.

Digital Resources

Use a single search to find resources from several databases available on a Follett server.

You can access all available databases without the need to create and remember multiple usernames and passwords.

To access Digital Resources:

1. Log on to the Staff view or Student portal.
2. Click the **Quest** tab, and then the **Digital Resources** side-tab.
3. Type a search term or phrase in the **Search** field.
4. Click **Search** to view search results:

5. If there are too many results, you can narrow your search to show only certain types of resources. Under **Narrow Your Search**, do any of the following:

- Click **SelectAll** to show results from all providers.
- Click **SelectNone** to omit all providers from the results.
- Select one or more providers to include in the results, and then click **Apply Changes** to save your selections.

Destiny Search

Destiny Search finds resources owned by your school district.

> **Note:** To see Destiny Search, your district and school must use Destiny Library Manager.

To use Destiny Search:

1. Log on to the Staff view or Student portal.
2. Click the **Quest** tab, and then the **Destiny** side-tab.
3. Type a search term or phrase in the **Search** field.
4. Click **Search** to view search results:

5. If there are too many results, you can narrow your search to show only certain types of resources. Under **Narrow Your Search** on the right side, click one or more categories:

Option	Description
Author [All] • All • Aller, Susan Bivin. (1) • Anesko, Michael. (1) • Ashmore, Wayne. (1) • Bodden, Valerie. (1) • Caravantes, Peggy, (1) • Diorio, Mary Ann L. (1) • Fleischman, Sid, (1) • Heims, Neil. (1) • Lathbury, Roger. (1) • MacLeod, Elizabeth. (1) • Meyers, Karen, (1) • Nault, Jennifer. (1) • Phillips, Jerry (1) • Twain, Mark, (1) • Vickers, Rebecca. (1)	Select an author to only show results from that author, or select **All** to show results from all authors.
Subject [All] • All • Adventure stories, American (1) • American literature (1) • Authors, American (6) • Authorship (1) • Boys in literature (1) • Children's stories (1) • Fiction (1) • Humorists, American (1) • Journalists (1) • Mississippi River (1) • Mississippi River Valley (1) • Narration (Rhetoric (1) • Point of view (Literature (1) • Realism in literature (1) • Regionalism in literature (1) • Sawyer, Tom (Fictitious character (1) • Steamboats (1) • Twain, Mark (9)	Select a subject to only show results on that subject, or select **All** to show results on all subjects.

Option	Description
▼ Genre [All] ◉ All ○ Biography (6) ○ Juvenile literature (8)	Select a genre to only show results from that genre, or select **All** to show results from all genres.
▼ Series [All] ◉ All ○ Art of creative prose (1) ○ Backgrounds to American literature (1) ○ Engaged reader (1) ○ History in literature (1) ○ Just the facts biographies (1) ○ My favorite writer (1) ○ Snapshots: images of people and places in history (1) ○ Understanding literature (1) ○ World writers (1)	Select a series to only show results from that series, or select **All** to show results from all series.
▼ Language [All] ◉ All ○ English (300) ○ French (1) ○ Spanish (1)	Select a language to only show results in that language, or select **All** to show results in all languages.

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:

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 access to the portals, however, you can log on to Aspen Mobile, a streamlined, on-the-go version of Aspen that lets you check your or your student's information anytime, anywhere—even from your smartphone or tablet.
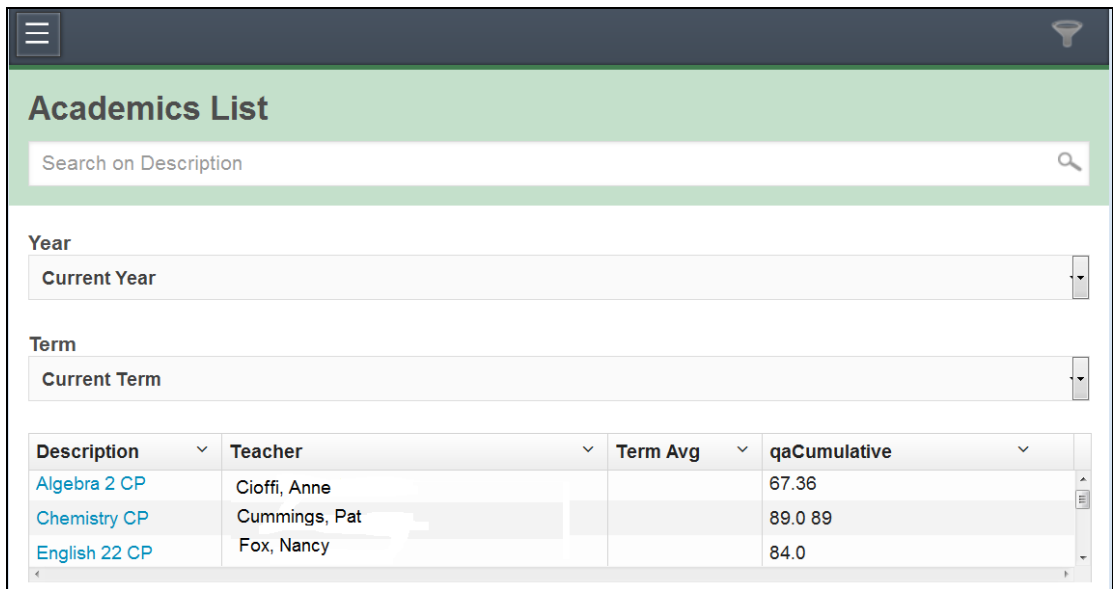
Notes:

- 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 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 page 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, the following information appears:

- District announcements
- Overdue assignments
- A link to the full site
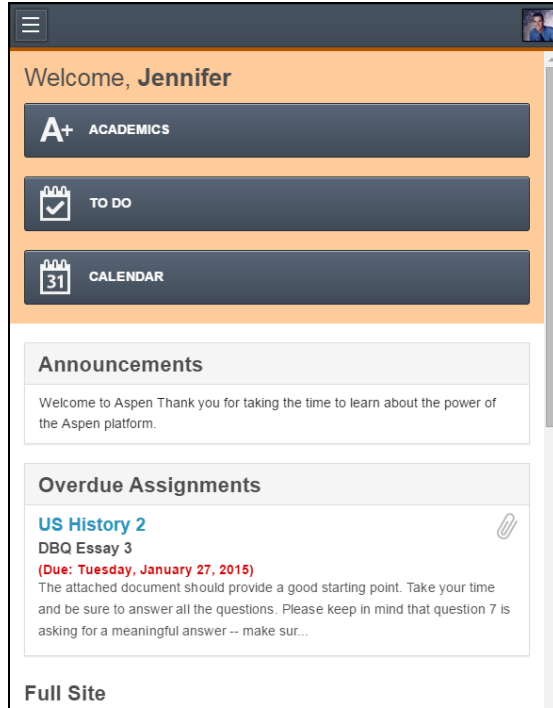
You can use Aspen Mobile to see a variety of student information:

- Tap **Academics** to email teachers directly, if logged on as a parent or family member, and see details and assignments for each class.

- Tap **To Do** to review assignments due today and tomorrow, as well as those that are overdue.

- Tap **Calendar** to see school and district events and assignments with due dates.

- Tap **Family** to see your student's demographics, attendance, conduct, and transcript data, depending on how your district or school set up the portal. You can also sign up for email subscriptions.

  Note: **Family** is available only in the Family portal in Aspen Mobile.

- Tap **Pages** to get a quick peek at your school, class, and group information.

- Tap **Preferences** [gear icon] to change any of your Aspen Mobile preferences.

  Note: **Preferences** is available only in the Family portal in Aspen Mobile.

To get around in Aspen Mobile:

- To access **Academics**, **To Do**, or **Calendar**, tap the appropriate name at the top of the Home screen.

- For any other option, tap [menu icon] and then select what you want, such as **Pages**.

- For parents: If you have more than one student enrolled in your district, tap the student's photo in the upper-right corner and then the student's name.
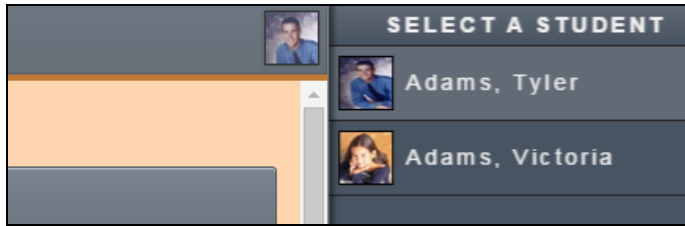
Checking Student Academic Progress (Aspen Mobile)

Use Aspen Mobile to monitor your or your student's academic progress by class, category, assignment, and standards. Parents can also use Aspen Mobile to email teachers.

> **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 academics:

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

2. Tap [A+ ACADEMICS]. A list of your or your student's classes appears:

Notes:
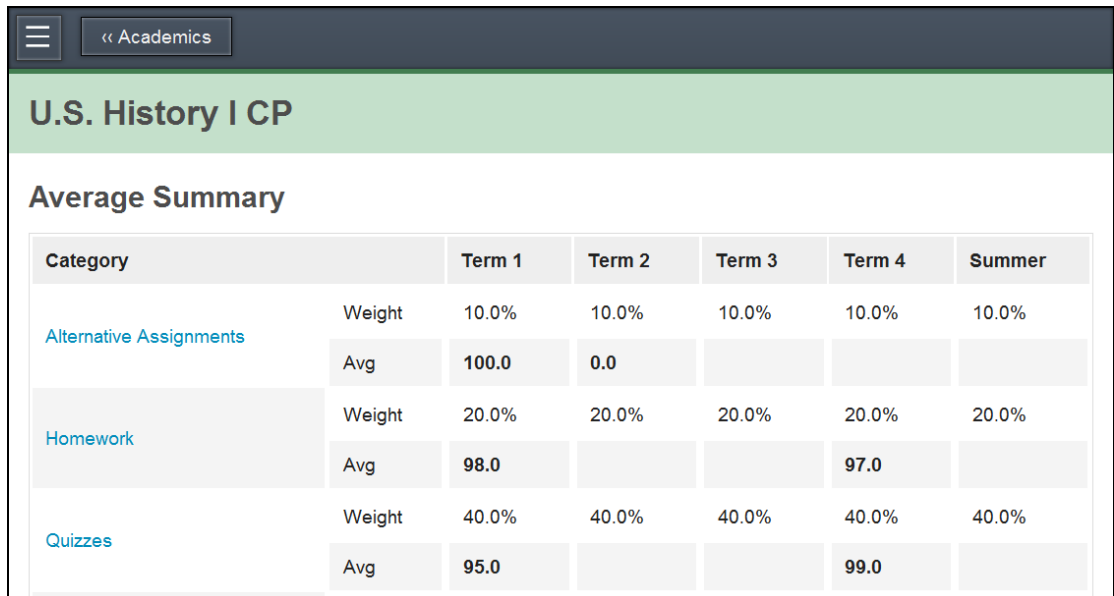
- This list displays classes for the current year and term. If you want to view classes for the previous year or grade term, click the **Year** drop-down and select **Previous Year**, or click the **Term** drop-down and select the appropriate term.
- Sometimes students take classes at more than one school 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 [icon] 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:

☰	‹‹ Academics						
U.S. History I CP							

Average Summary

Category		Term 1	Term 2	Term 3	Term 4	Summer
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 Notes	This section appears if the teacher has provided any comments about this class.

Average Summary	This section shows the following: • **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: | Category	Weight	Q1	Q2
---	---	---	---
Homework	50.0%	93.3 A	96.3 A	 • **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. **Note**: A blank cell for a category means no grade has been entered yet.
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:

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	This area shows the assignment name, grade, and due date for all assignments. 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). "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. Any special codes the teacher associated with an assignment also appear in the **Score** column, such as the following: **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.
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:

Chemistry   ✖

Solubility Lab Assignment

Due
Thursday, September 4

Score 95

Attachments

📄 Temperature and Solubility
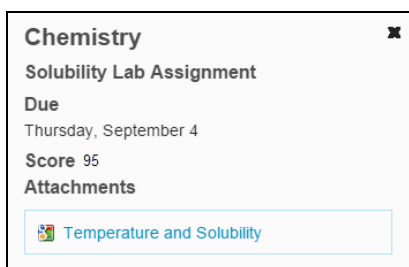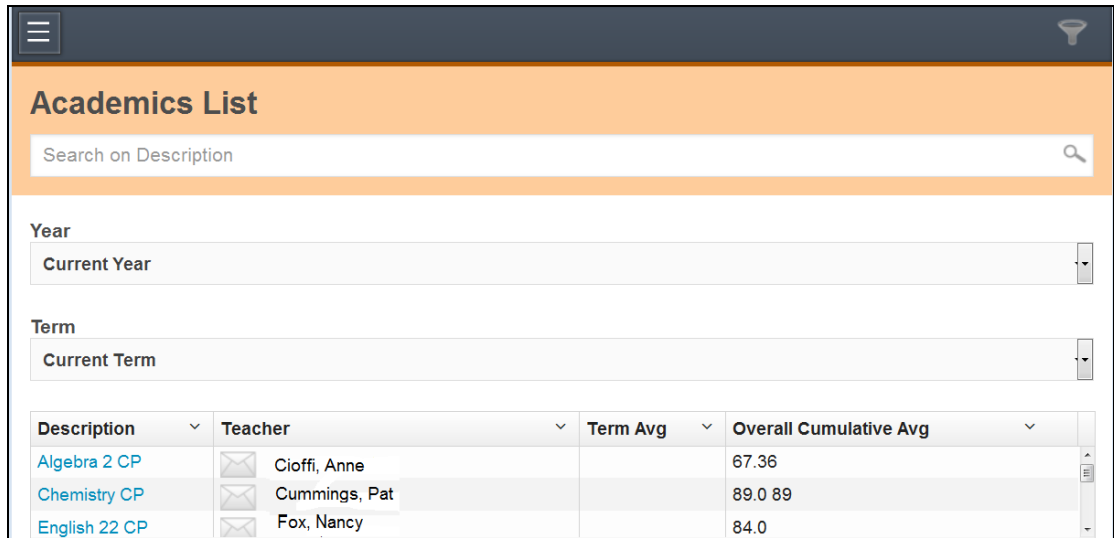
Notes:

- 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.

To email a teacher:

Note: This feature is available only in the Family portal in Aspen Mobile.

- While logged on as a parent or family member, in the Academics area, tap ✉ next to the name of the teacher you want to email:

Your preferred email service launches, with the teacher's email address in the **To:** field.

Checking Your Student's Attendance Data (Aspen Mobile)

During lunch, you are curious about your daughter's quarter attendance data, so you log on to Aspen Mobile.

Here you can view overall attendance data and by day or class.

> **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 check attendance:

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

2. Tap > .

   A list of your student's overall attendance data appears:

This screen shows all of the attendance data by type that your district documents, including excused, unexcused, tardies, and dismissed.

> **Note**: Tap any blue column header to sort the attendance data in ascending alphabetical order. Tap it again to sort it in descending order.

3. Tap **View daily attendance list** to see a detailed list of the attendance data:

4. Tap **View attendance by class** to see attendance data for a particular class. This brings you to Academics.

Managing Assignments Using the 'To Do' Area (Aspen Mobile)

Tap **To Do** 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.

To access the To Do area:

1. Log on to Aspen Mobile.

2. Tap [TO DO]. A list of assignments due today, tomorrow, and overdue appears:
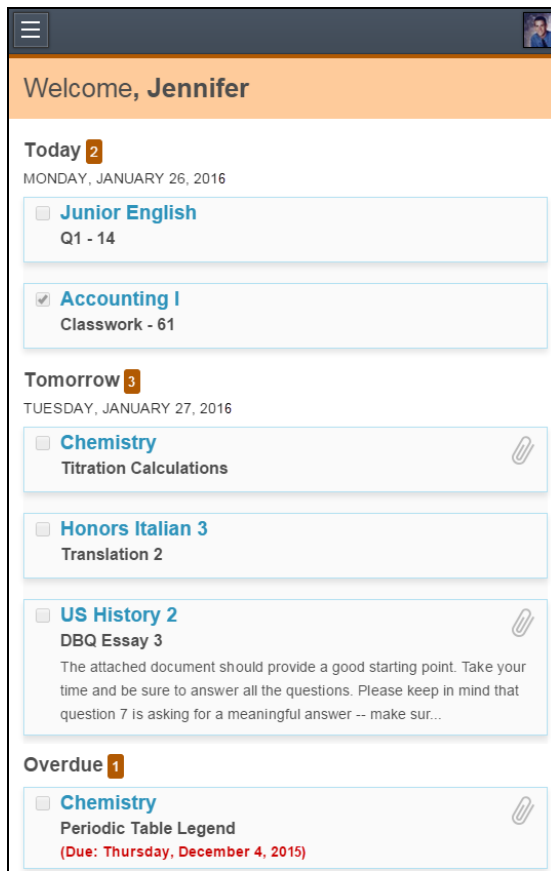
The following information appears on the To Do screen:

Information	What it tells you
Number indicator next to each list header Today [2] ← MONDAY, JANUARY 26, 2016	The number of assignments in the list.
Paperclip icon ☐ **Chemistry** Titration Calculations 📎	There is at least one attachment associated with the assignment.
Checkbox ☑ **Accounting I** Classwork - 61	When you or your student selects the checkboxes in the To Do area after completing an assignment, the checkbox automatically appears selected in the Family portal. This gives parents a way to help manage their student's work. **Note**: The checkbox is only a visual cue students can use to manage their work. Aspen Mobile does not verify that the assignment was completed.
Text on an assignment ☐ **US History 2** DBQ Essay 3 The attached document should provide a good starting point. Take your time and be sure to answer all the questions. Please keep in mind that question 7 is asking for a meaningful answer -- make sur...	Assignments can include three pieces of information: • Class name • Assignment title • Assignment description
Red text on overdue assignments ☐ **Chemistry** Periodic Table Legend (Due: Thursday, December 4, 2015) ←	Overdue assignments show the date the assignment was due in red.

3. Tap an assignment name to see its details, including title, description, due date, score (if it has been graded), and attachments:
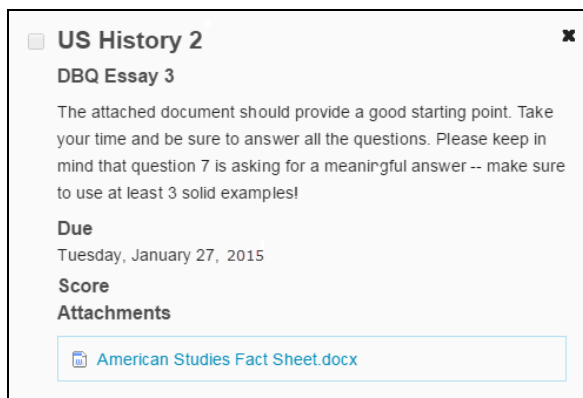
Attachments typically have one of the following icon identifiers as well:

- : Web link
- : Microsoft Word document
- : Microsoft PowerPoint
- : Note
- : .mp4
- : Microsoft Excel
- : PDF
- : Image file

> **Note**: Other file types, such as .mp3, can also be attached in Aspen Mobile and display the general file icon .

4. Tap any attachment to download.

Managing Events and Assignments Using the Calendar (Aspen Mobile)

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

- Assignments that teachers have made for you or your student.
- 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 student
- 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 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. Tap [31 CALENDAR]. The Calendar shows the current month:

Manage Your View

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

To manage your view by student:

If you have more than one student enrolled in Aspen, you view the data for each student separately.

1. Tap the student picture in the upper-right corner of the screen:
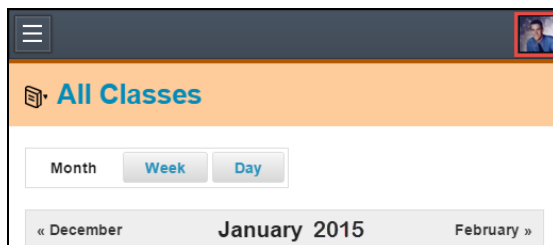
2. Then tap the name of the student whose calendar you want to see:
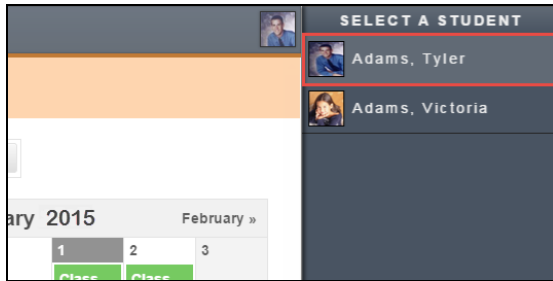
Note: This feature is available only in the Family portal in Aspen Mobile.

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.

Week view	Day view

≡

📖· **All Classes**

Month Week Day

« Prev   Jan 25 – 31   Next »

Sunday, Jan 25

Monday, Jan 26
■ Q1 - 14
■ Classwork - 61

Tuesday, Jan 27
■ Titration Calculations
■ Translation 2
■ DBQ Essay 3
■ Quiz 10

Wednesday, Jan 28

Thursday, Jan 29
■ Vocabulary Quiz - 15

Friday, Jan 30
■ Video Tanslation - 16

Saturday, Jan 31

≡

📖· **All Classes**

Month Week Day

« 1/26   Tue, Jan 27   1/28 »

■ Titration Calculations
■ Translation 2
■ DBQ Essay 3
■ Quiz 10

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.

≡

📖· **All Classes**

Month Week Day

« December   **January** **2015**   February »

28 29 30 31 **1** 2 3
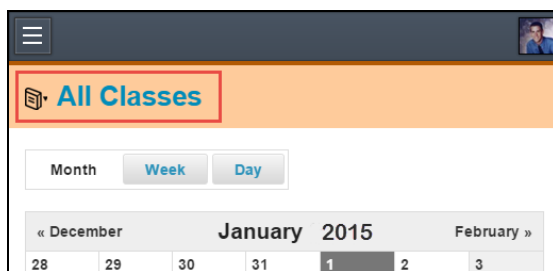
2. Tap the class you want to see the assignments for.
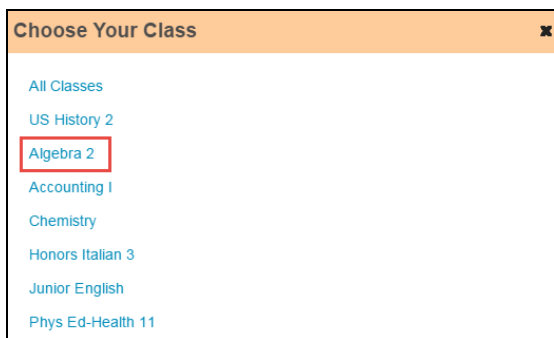
All other assignments disappear from view.

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, gradebook information, dates assigned and due, total available points, grade scale, and grade term.

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

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:
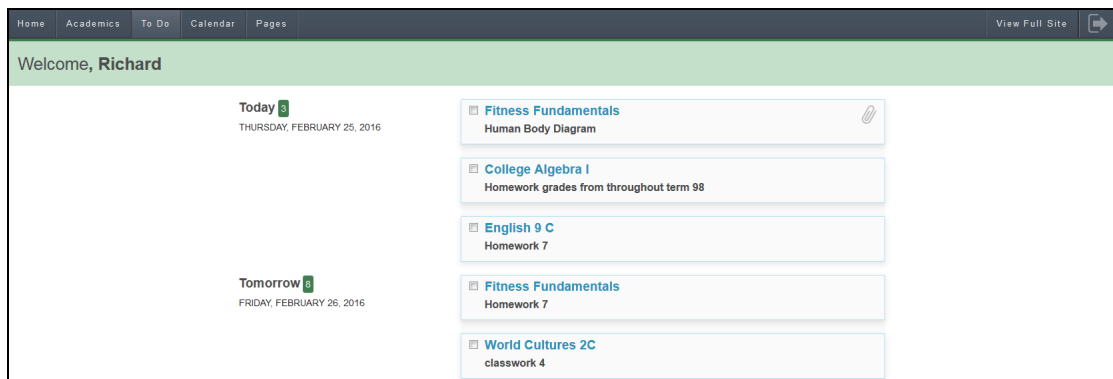
3. Your list of assignments appears beside the date they are due. Tap the assignment to post a student-editable Google Doc. The assignment details appear:
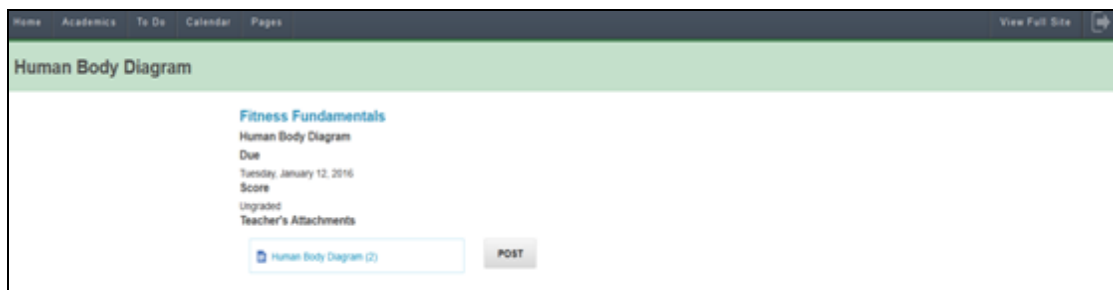
> **Notes:**
> - The assignment details shows the Teacher's Attachments only. You cannot submit your own Google Doc from your Google Drive.
> - The icon to the left of the assignment indicates the file type.

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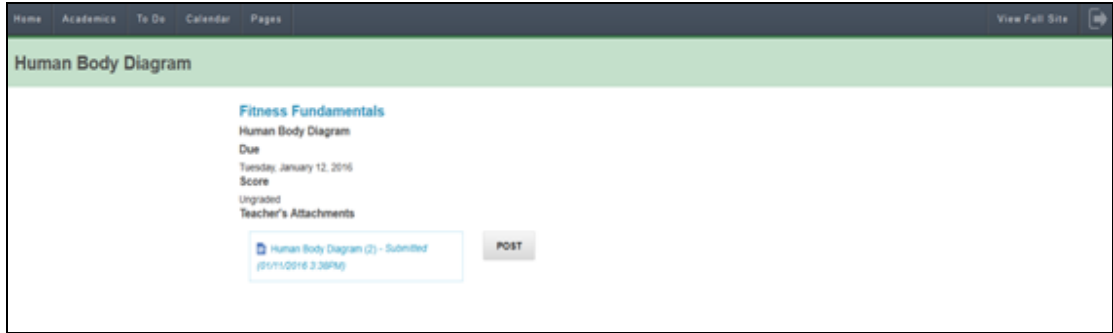
Notes:

- 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:
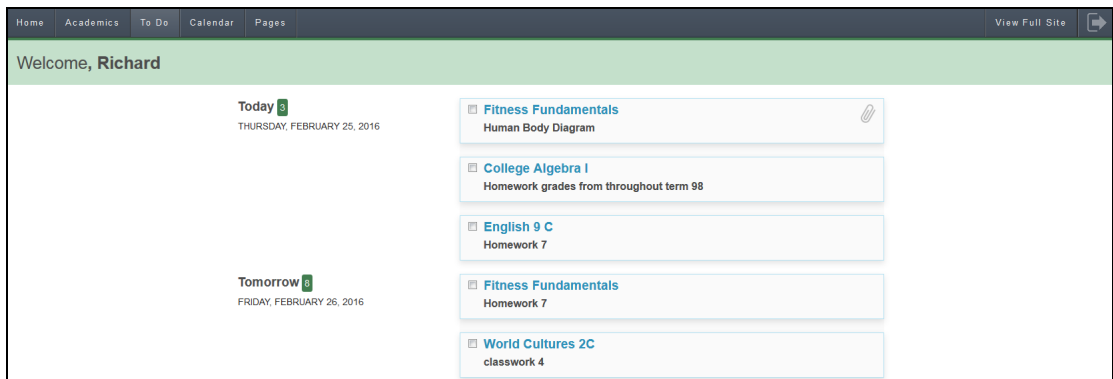
3. Your list of assignments appears beside the date they are due. Tap the assignment you want to submit a Google Doc for. The assignment details appear:
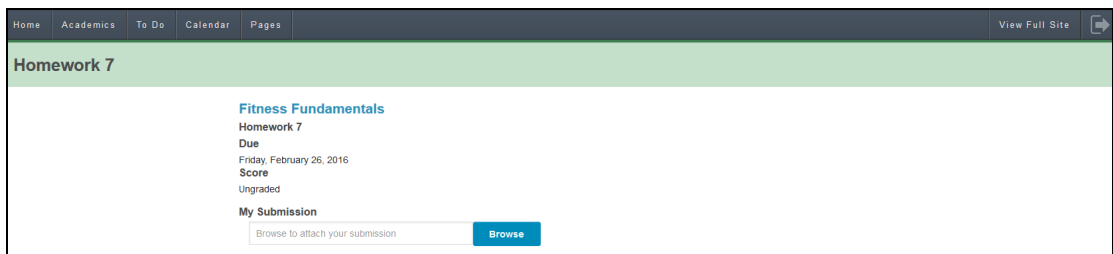
4. Click **Browse** to select the Google Doc you want to submit. The Google Docs pick list appears:

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

6. Click **Submit**. The Google Doc is submitted:
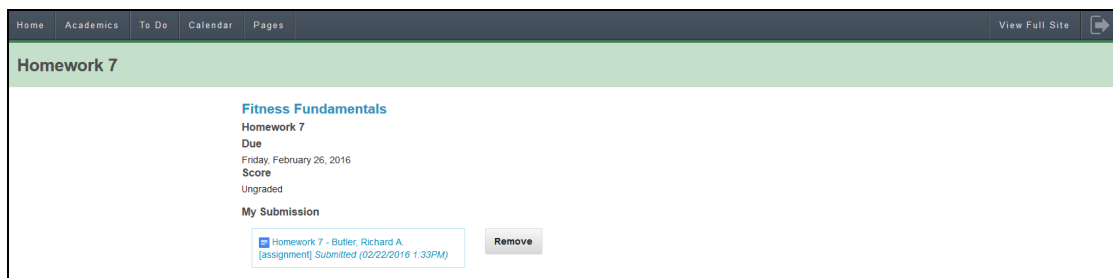
Notes:

- 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 Student Information (Aspen Mobile)

In Aspen Mobile, tap **Family** to see information about your student.

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 view student information:

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

2. Tap [☰] > [Family] .

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

   - Details
   - Contacts
   - Incidents
   - Notifications
   - Groups

   Depending on your screen size, tap [☰] and then tap to select an option.

Student Details

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

- Demographics
- Addresses
- Activities
- Ethnicity
- Photo

To see student details, tap **Details**, and then tap one of the following links:
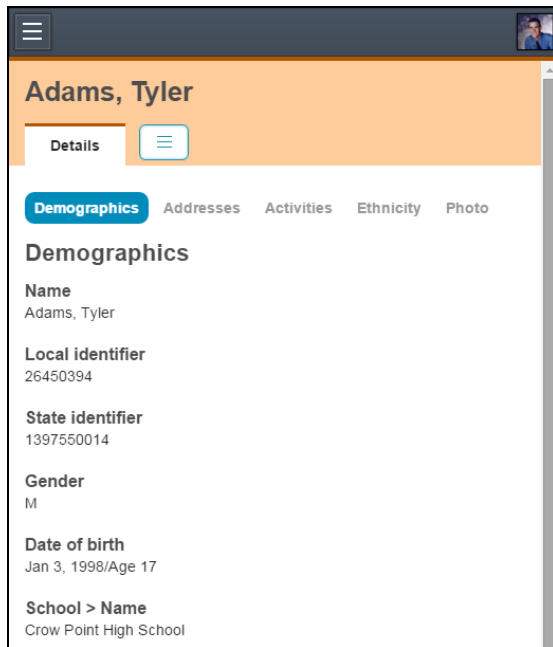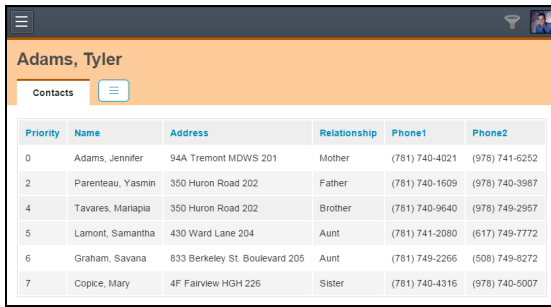
Student Contact Information

Contacts are people the school can call regarding your student.

To view this information, tap **Contacts**. You can view the contact's:

- Address
- Relationship
- Phone numbers

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

Incidents

Incidents include any conduct referrals documented in Aspen about your student by a staff member. This list includes:

- Code
- Date
- Time
- Location
- Description
- Investigation

To see student conduct information, tap **Incidents**:

Notifications

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

- A new daily attendance record is created.
- A new conduct record is created.
- A 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 **Notifications**:

2. At the top of the page, any email addresses associated with your account appear. Tap the check-box 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**.
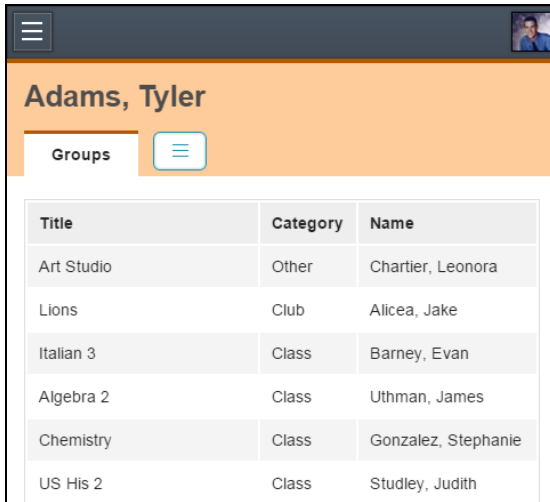
Groups

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

To see the list your student belongs to, tap **Groups**:

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.

> **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 Pages:

1. Log on to Aspen Mobile.

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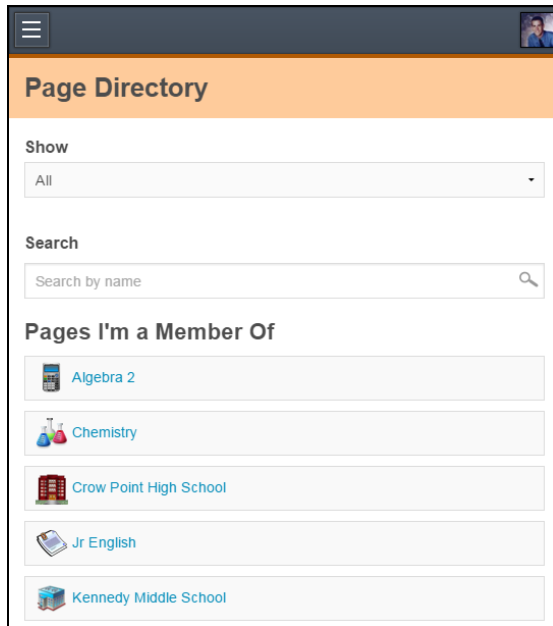
The Page Directory lists the Pages you are assigned to as a member, as well as any Pages that are public for any Aspen user in the district.

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:

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

To view a Page:

1. Tap a Page name to view it:
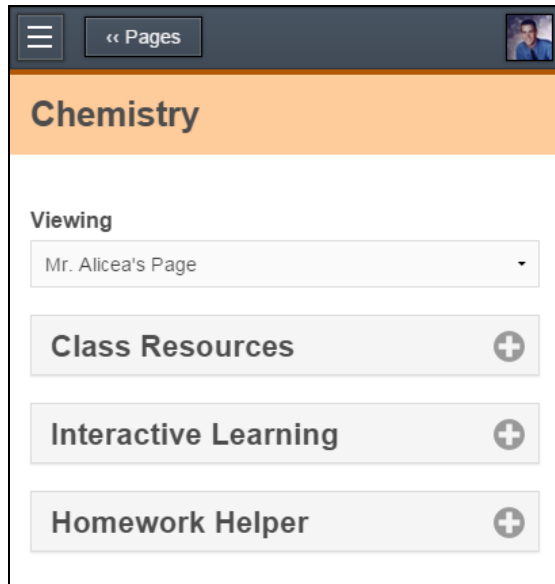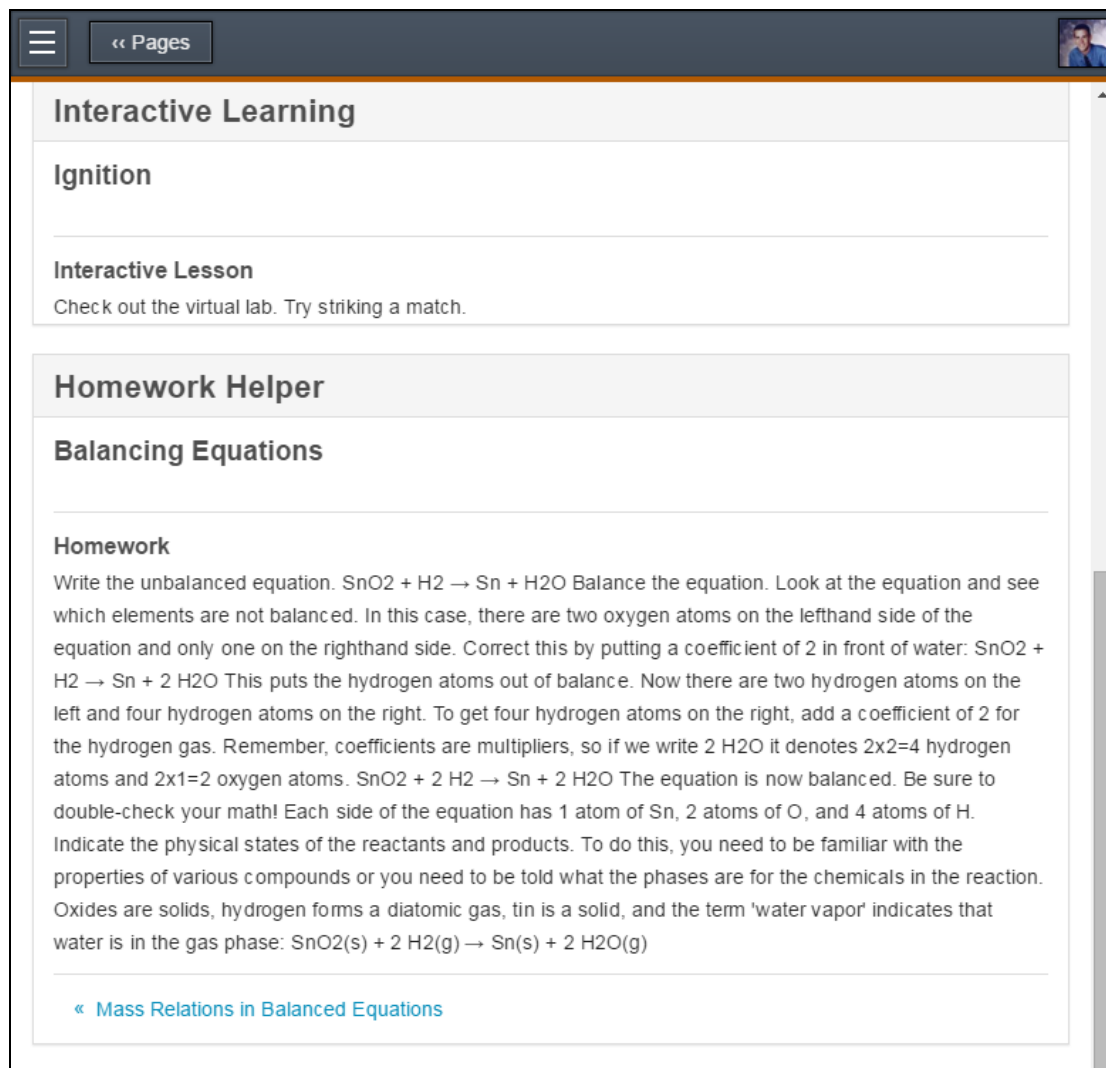
2. The way a Page appears in Aspen Mobile depends on your screen size:

    - 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:
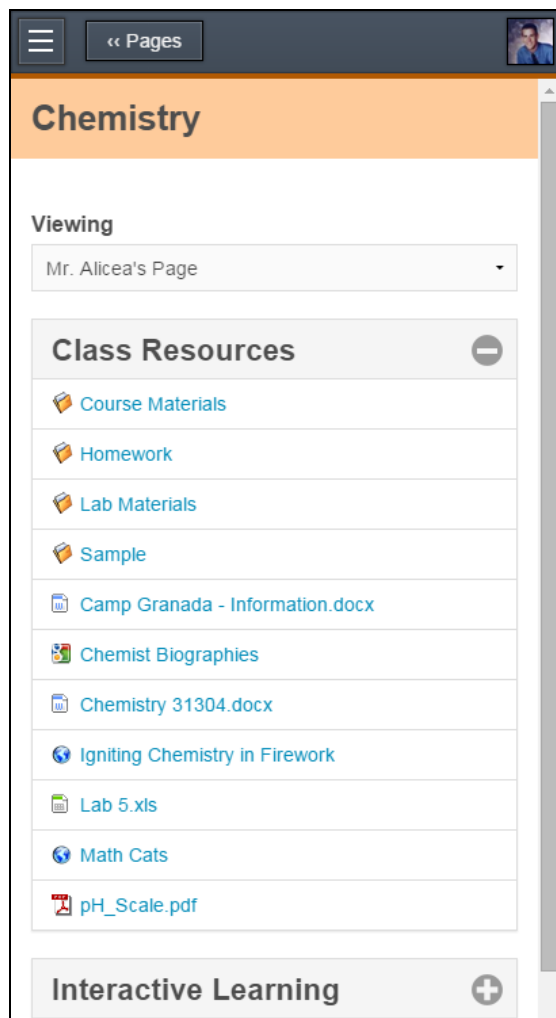
- Tap ⊖ to minimize the widget.

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:

Interactive Learning

Ignition

Interactive Lesson

Check out the virtual lab. Try striking a match.

Homework Helper

Balancing Equations

Homework

Write the unbalanced equation. SnO2 + H2 → Sn + H2O 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: SnO2 + H2 → Sn + 2 H2O 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 H2O it denotes 2x2=4 hydrogen atoms and 2x1=2 oxygen atoms. SnO2 + 2 H2 → Sn + 2 H2O 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: SnO2(s) + 2 H2(g) → Sn(s) + 2 H2O(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.

3. If the Page has more than one tab, the **Viewing** drop-down appears. Tap a tab name to view it:
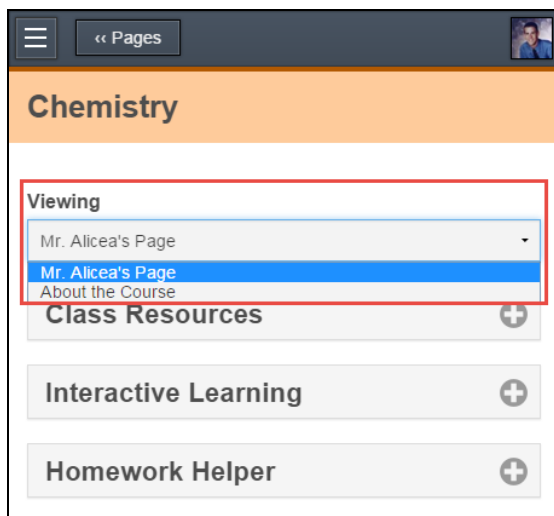
Note: Some widgets, such as Surveys and Forums, only appear in the full site.

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 [⚙] or [Preferences]. The Preferences screen appears:

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 >** [1. Follett Notifications Follett Software FREE] **>** [INSTALL] **>** [ACCEPT].

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 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	Teachers can identify the groups they will get notifications from at the district, school, or class level. 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. Also, teachers can set it so that they receive notifications when students are added to or dropped from classes.
Parents	Parents can identify the groups they will get notifications from at the district, school, and class level. 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. 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.
Students	Students can identify the groups they will get notifications from at the district, school, and class level. For example, students can set it so they do not receive notifications sent by the district office and do receive notifications from teachers. Also, students can set it so that they receive a notification whenever a grade is posted to Aspen below a predetermined threshold.

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 ⟨◇ Settings⟩ 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 ▤ > Settings .

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 Done 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:

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.

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