Navigating Aspen

Once you are logged on, you will see the **home page** pictured below. Navigate to other pages in Aspen by clicking the **Top Tabs**. At any time within Aspen, return to the **home page** by clicking the **Pages** top tab.

1. **Top Tabs** allow you to quickly switch between types of information.
2. See attendance, conduct and grade history in the **Recent Activity** box.
3. Families with multiple students will see them listed here.
   - Use the ▶ next to a student’s name to expand or collapse that student’s information
4. Use the checkboxes to control which information you are viewing.
5. See upcoming tasks and assignments in the **To Do** box.
   - a. With all of the boxes checked as shown above, you will see assignments due today, tomorrow, and those that are overdue.
   - b. Clear any box, and assignments with due dates that match that box will not be shown.
6. The **Calendar** box is not interactive. It is provided as a resource to quickly see a month at a glance when looking at student due dates.
The Academics Top Tab

This tab is where you can find your students’ class schedule, and at the middle school and high school levels, current grading information.

When you first click the Academics top tab, you will see an overview of all of your student’s classes. If you have multiple students in the district, you will be able to switch between them using the drop down box at the top of the chart.

For middle school and high school level students, the course names are listed on the left, and the current grade average is listed toward the right.

The Schedule column shows the period of the class during the day, and to the right you can see the Teacher and classrooms.

Term Avg shows you the current score calculated from your teacher’s gradebook. If you want more detail on a class, click the blue Course number link.

Email Teachers

From this class list, you can send an email to all, or just one of your student’s teachers.

Use the Options link in the upper left corner to select, Send Email.

An email window will appear. Teacher email addresses will be listed in the To: field, in light blue boxes. You may remove any you do not wish to send your message to by clicking the X in the right corner of the box showing their names.

Write your message, and click Send.

Aspen will send the message, and send you a copy to your registered email address.

You can also select one teacher by checking the box next to the course code. Then go to Options and choose Show Selected. Go back to Options and choose Send Email. Now you’ll have an email window for the teacher of the class you selected.
Academics for secondary students:

The image to the left shows a class detail screen. This is what you will see when you click on a course name from your student’s schedule.

You can still see the class name, and teacher name, and attendance summary.

This screen adds a breakdown of your totals by category.

Want to find out which assignments are affecting your student’s score? Click on the Assignments side tab.

When viewing the Assignments side tab, you will see a list of assignments for the current class.

The date assigned and due date display here, along with the Max points.

The student’s earned score on the assignment is in the Score column.

If a teacher entered any comments, you’ll see them in the Assignment feedback column. The
The Family Top Tab

This tab allows you to access the information that Aspen has recorded for your family.

Click on a student’s name to see his or her details, then use the side tabs to switch between basic details, your contacts, attendance history, conduct history, and other information.

Groups Top Tab

Not everyone will have information in the Groups top tab. You must first be assigned to a group by a teacher or other staff member. These could be groups within a class, or groups of students combined from several different classes.

The Groups top tab will allow you see information about the group, who the other members are, and upcoming events as they are entered by the teacher or staff member in charge.

The Calendar Top Tab

The Calendar top tab compiles all of your due dates and assignments into one display.

You can switch between students with the drop down box at the top of the calendar.

Each day will show you a list of assignments that are due.

Click on any assignment to be taken to the Assignment Detail screen for more information.