



# Using the Family and Student Portals

User Guide  
Version 4.5

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Version 4.5

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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, groups, and calendars.

With Aspen's Family and Student portals, teachers, parents, and students have an arena for open communication. Parents have one login to access all of their children's information; and students can enter course requests online.

For a quick peek at your school, class, and groups information, [use the Pages tab](#).

Depending on how your district or school has the portal set up, you can use the **Family/My Info** tab to view the following information:

- [Demographics](#)
- [Contacts](#)
- [Attendance](#)
- [Health](#)
- [Conduct](#)
- [Transcripts](#)
- [Assessments](#)
- [Schedule](#)
- [Enrollment](#)
- [Notifications](#)

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
- [Attendance](#)

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.
- [Report a bullying incident](#) from the Home page.

## Using Pages in the Family and Student Portals

Pages are web pages that help keep you up-to-date on the latest information about academics, activities, and school. [The Pages tab](#) appears when you log on to Aspen and contains several types of pages you might have access to:



- [The Home Page](#)



- [Your school's Page](#)

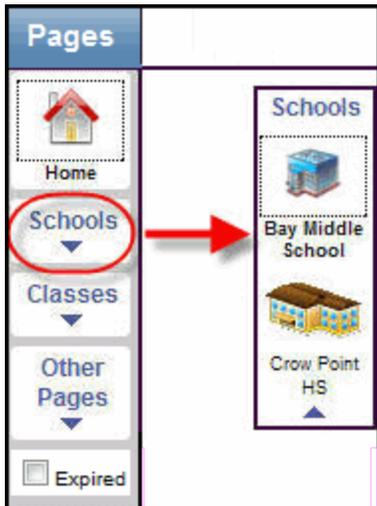


- [Pages for classes](#)



- [Other Pages](#) (teams, clubs, or groups student belongs to)

If you have access to more than one Page within a type of page, the down arrow appears. Click the arrow to see which Pages you have access to within that page type:



**Note:** If you do not have access to any group Pages, for example, you will not see **Other Pages**.

From the **Pages** tab, you can also:

## Using the Family and Student Portals

- Set preferences, such as your password and other information.
- Log off of Aspen.
- Go to one of the other tabs to view student information.

### School Pages in the Portal

To view the school Page for your student's school, click the **Pages** tab, then click **Schools**. Your school's Page contains widgets, such as a banner and blog, that are used to communicate information:

The screenshot shows a web portal interface. At the top, there are navigation tabs: Pages, Family, Academics, Groups, and Calendar. Below the tabs is a sidebar with icons for Home, Schools, Crow Point HS, Zachary's Classes, and Isabella's Classes. The main content area is titled 'Banner' and features a 'Welcome to Crow Point High School' message. Below the banner is a 'Mission Statement' section with a paragraph of text and a bulleted list of upcoming events: 'Don't forget the Senior Prom final planning meeting on Friday, May 14th.', 'Parent Conferences on Thursday, May 20th beginning at 6:30 pm', and 'Attention Seniors: Cap & Gown measurements this week at all three lunches!'. Below the banner is a 'Blog' section with a post titled 'Seize the Day' dated 5/28/2010. To the right of the blog is a 'Resource Library' section with a table listing files.

Filename	Date Uploaded
CPHS Handbook.pdf	86 KB 5/14/2010 2:58 PM

### Class Pages in the Portal

To view Pages for each class, click the **Pages** tab, then click **Classes**. If you are a parent with access to the portal for multiple students, classes appear for each of your students. After you click a student's name, an icon appears for each of the student's classes:



Click the class you want to view information for. The Page for that class appears:

The screenshot shows a web page for a "Cross Training" class. The page layout includes a navigation bar at the top with "Pages", "Family", "Academics", "Groups", and "Calendar". On the left is a sidebar with "Home", "Schools", "David's Classes", "James' Classes", "Homeroom", "English III", "Modern American Hist", and "Algebra II". The main content area features a banner with the text "CROSS TRAINING" and an image of sneakers. Below the banner is a description of cross-training and a list of required equipment. At the bottom, there is a "Blog" section with a dated entry and a "Class Information" table.

**Banner:**

**CROSS TRAINING**

**Cross-training** (also known as **conditioning**) refers to training in different ways to improve overall performance. It takes advantage of the particular effectiveness of each training method, while at the same time attempting to neglect the shortcomings of that method by combining it with other methods that address its weaknesses.

*Please be prepared for each and every cross training session.*

Always have the proper equipment available - at a minimum, you should maintain a gym bag with two pairs of cross-training sneakers, one pair of shorts, one part of training pants, two short sleeve shirts, and one long sleeve shirt.

Strong abs will improve your form, reduce injuries, and make you faster. Be consistent with your ab workouts!

In our cross training class, we will always focus on breathing - without breathing, life is less fun.

**Blog:** Category: All | Month: Current | New Entry

**Class Information:**

Course:	09251-001 Cross Training
Instructor:	Morgan, David (dmorgan@hotmail.com)
School:	Crow Point High School
Schedule:	C(3,6)
Room:	GYM A
Next meeting:	6/3/2010 9:59 AM

The banner usually displays general information about the class, or information your teacher might need you to know.

Your teacher might include a blog for the class, with dated entries. Entries might appear by category, or you can select which month of entries to view.

The Class Information widget displays the student's latest attendance and grade information in the class. It is also a good place to find the teacher's email address.

If the Submit Assignments widget appears on the page, you can [upload your assignments online](#).

## Other Pages in the Portal

View **Other Pages** for any clubs, teams, or groups the student belongs to:



Click the page name to view the information.

**Note:** Not all groups have their own Page.

## Submit Assignments Online

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:

Submit Assignments			
Assignment	Date Due	Status	Actions
<a href="#">Newton's Laws Problems (Proj)</a>	5/18/2010	Late	↑
<a href="#">Packet 6 (Test)</a>	5/27/2010	Late	↑

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 Assignment Upload dialog box appears:

**Assignment Upload**

**Assignment:** Homework - p513

Click **Browse...** to locate the file to upload, then click **Upload** to submit.

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

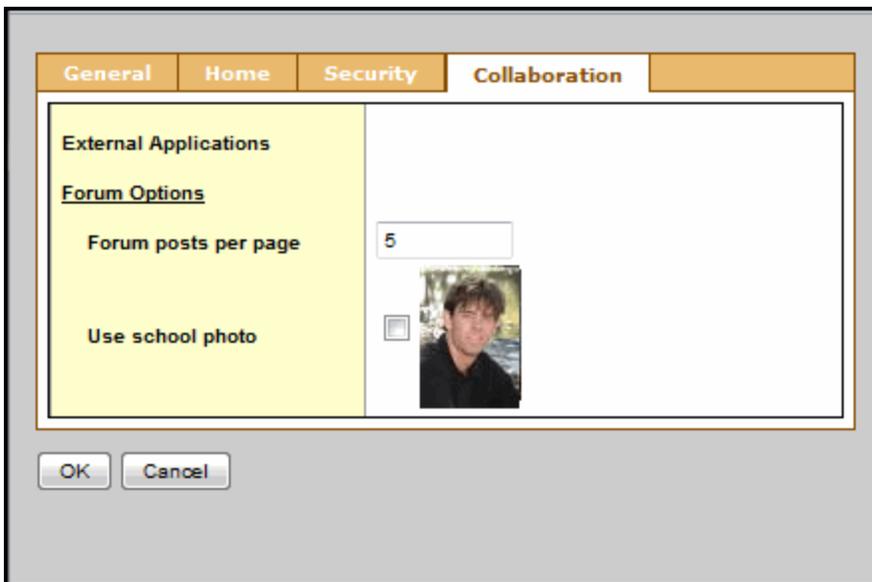
**Note:** In the Family portal, parents can see when students uploaded (or did not upload) assignments, but they are not able to upload, download, or delete files.

## Set Your Forum Preferences

If your district allows photos to be used for forums, you can decide whether you want the photo that's 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 dialog box 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'll 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 appears. 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 don't have one in the system, the **Use school photo** field doesn't appear. A generic silhouette will appear next to your name if you post to a forum.

## Post to a Forum

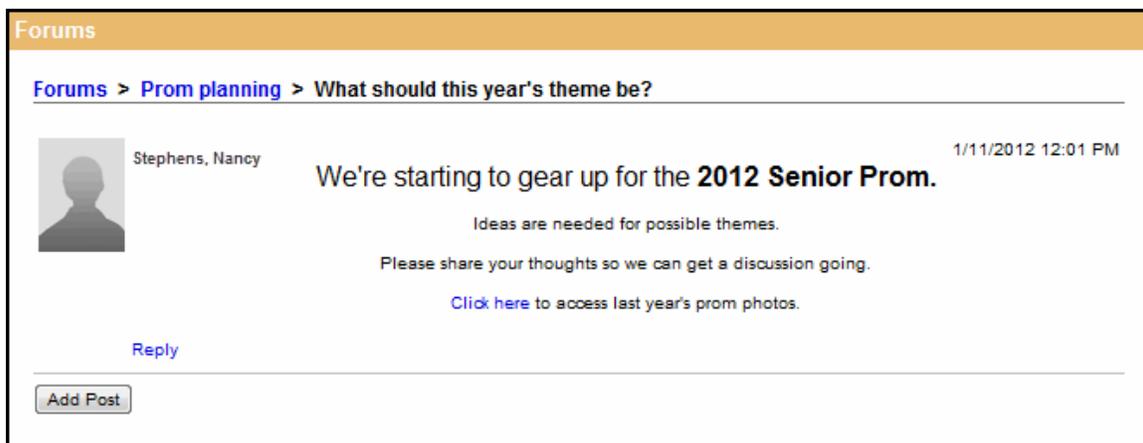
Some of your Pages will have a Forum widget on them, so that members of the Page can discuss a topic of interest. The page administrator creates the topics, and you have the ability to post your feedback.

Forums are either moderated or unmoderated. If a forum is moderated, the 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's in Aspen or a generic silhouette appears, depending on your district and [personal forum preferences](#).

### To post to a forum:

1. In the Forum widget, click the name of the topic you want to view or respond to. Its details appear:



The screenshot shows a forum widget with an orange header labeled 'Forums'. Below the header, the breadcrumb path is 'Forums > Prom planning > What should this year's theme be?'. The post is by 'Stephens, Nancy' with a silhouette profile picture, dated '1/11/2012 12:01 PM'. The main text of the post reads: 'We're starting to gear up for the **2012 Senior Prom.** Ideas are needed for possible themes. Please share your thoughts so we can get a discussion going. [Click here](#) to access last year's prom photos.' Below the post text is a 'Reply' link and an 'Add Post' button.

2. 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:

Forums

Forums > Prom planning > What should this year's theme be?

 Stephens, Nancy 1/11/2012 12:01 PM

**We're starting to gear up for the 2012 Senior Prom.**

Ideas are needed for possible themes.  
Please share your thoughts so we can get a discussion going.  
[Click here](#) to access last year's prom photos.

[Reply](#)

---



Stephens, Nancy said:

**We're starting to gear up for the 2012 Senior Prom.**

Ideas are needed for possible themes.  
Please share your thoughts so we can get a discussion going.  
[Click here](#) to access last year's prom photos.

body p

- 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 responding to information that someone else posted, click **Reply**. If you have valuable information to share on the topic's subject, click **Add Post**. For example, to comment that you like Kathy's idea about holding a James Bond theme prom, click **Reply**. To state that you think a Tropical Paradise theme would be even better and solicit feedback on that idea, click **Add Post**.

- 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, if there is a new survey available, you will see it in your Survey widget with **New** in the **Status** column:

Survey <span style="float: right;">Current ▾ • New</span>					
Title	Start Date	End Date	Edit	Results	Status
Spring fling	3/24/2011	4/7/2011			Completed
Food and nutrition	3/25/2011	4/8/2011			Completed
Transportation	3/29/2011	4/10/2011			New
From planning	3/29/2011	4/12/2011			Completed

### To take a survey:

1. Click **New** in the row of the survey you want to take. You'll see an introductory page.
2. Click **Begin** at the bottom of the dialog box.
3. The next page displays one or more questions. Answer all of the questions, and then click **Next** at the bottom of the dialog box.

**Note:** If you do not see a **Next** button, you have reached the end of the survey.

4. Continue answering questions and clicking **Next** until you reach the end of the survey.

**Note:** If the survey has been set up to allow review, you can go back to previous questions by clicking **Back**. Otherwise, the **Back** button does not appear.

5. When you have reached the end of the survey, click **Finish**. The survey closes and displays in the Survey widget as Completed.

**Note:** You don't have to complete a survey in one sitting. If you do not complete it, it appears with a status of **In progress** until you go back in and answer the rest of the questions.



Curriculum & Learning

## Use the Daily Planner Widget

The **Daily Planner** widget expands upon the functionality of the current **Class Information** widget. Each class appears as a colored bar, using the same color used for the class in the **Planner** (you can change the color in the Planner settings.)

The widget provides quick access to the following functions:

- Class seating chart
- Class grades

- Send class email

It also displays the period time (if your school is using the bell schedule), period name, and if there have been any roster changes. A **Send Email** button provides access to the Email Students tool.

**Assignments** due on the day being displayed appear in the class bar. **Appointments** that you have created in the Planner also appear in the widget.

### **Class Section Colors**

When you first log on to Aspen, the colors for the class sections are randomly assigned. You can edit these by going to the **Planner** tab and clicking **Planner Settings** on the **Options** menu. You can then select custom colors for each class section. For instructions on changing the appearance of the Planner, see [Planner Settings](#).

### **Bell Schedule Start Time**

The start time for the period is only displayed if your school uses a bell schedule.

### **Adding Assignments**

You cannot create assignments in the Daily Planner widget. Assignments created in the gradebook show in the schedule for that day. Assignments can now also be created in the Planner. Once created, there is no difference between an assignment created in the gradebook or the Planner.

### **Editing Assignments in the Widget**

If an assignment appears in the class section, you can edit it by simply clicking the title of the assignment. This opens the Edit Assignment form.

### **Navigation**

Use the **Next** and **Previous** buttons to view the details for other days. Click the **Today** button to return to the details for the current day.

**Note:** When you navigate to the **Planner** tab, the default date displayed will be the current date displayed in the Daily Planner widget.

### **Appointments**

Appointments are personal reminders that only appear in your Planner. They are created on the **Planner** tab. If you are using the bell schedule, they will be inserted between class sections. If you are not using the bell schedule, all appointments will appear at the top of the Daily Planner, before the class sections.

You can view the details for an appointment by double-clicking it. This opens the Edit Appointment form.

### **To create an appointment:**

You can only create an appointment in the Planner. To create an appointment, go to the **Planner** tab, then click **Add Appointment** from the **Options** menu.

**To delete an appointment:**

1. Double-click the appointment, and then click **Delete** on the Edit Appointment Form.
2. Click the appointment to select it, then click **Delete Calendar Item** from the **Options** menu.

**To edit an appointment color:**

The color of appointments can be changed in the Planner Settings. Go to the **Planner** tab and click **Planner Settings** on the **Options** menu. Under **Calendars**, set the color of **My Events** to a new color.

## 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](#)
- Transactions
- Documents

### 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:

Term	Type
All	All
All	
T1	
T2	
T3	
T4	

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

Term	Type
T2	All
	All
	Term
	Progress

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

### To view a summary of credits:

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

### To view a grade point summary:

- Do one of the following:
  - In the Family portal: Click the **Family** tab.
  - In the Student portal: Click the **My Info** tab.
- 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.

## Student Schedule

### To view the student's schedule:

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
- Schedule matrix

**To view the schedule matrix:**

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

**Enrollment History**

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

1. Click the **Family** tab.
2. Click the **Enrollment** side-tab.
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.

## Viewing Academic Information

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

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

### View Classes

The Classes page on the **Academics** tab lists classes for the current school year and a summary of attendance and performance in the class you selected:

- The top of the page shows you information about the class.
- The Attendance Summary displays absences, tardies, and dismissals for each term, and a current total for the year.
- The Average Summary lists the assignment categories (for example, Homework, Tests, Quizzes) in the class, with a grade for each term and the current average.

#### To view details about attendance and performance in a class:

1. Click the **Academics** tab.
2. Click the **Detail** tab.
3. Click a course number. For each class, you can see the following:
  - Course number and description (such as 100.1 Chemistry)
  - Term the student takes the class (such as Semester 1)
  - Schedule (which days and periods the class is held)
  - Teacher
  - Room
  - Current term average
  - Current year average
  - Number of absences, tardies, and dismissals

### View Assignments

#### To view the grades on specific assignments in a class:

1. Click the **Academics** tab.
2. Select the checkbox for the course you want to view assignments in.
3. Click the **Assignments** side-tab.
4. Click the **Category** drop-down to select:
  - **All** to view all assignments, or
  - A category to see only that type of assignment (for example, click **Tests** to view only test grades).
5. Click the **Grade Term** drop-down to select:

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

The list displays the name, date assigned, date due, maximum points possible to receive, and number of points or score actually received for each assignment. Any remarks the teacher entered for the score also appear.

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

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

### View Class Attendance

The **Attendance** side-tab lists any dates not in class for the entire period, due to an absence, tardy or dismissal, and any reason provided.

#### To view details for a class attendance record:

1. Click the **Academics** tab.
2. Click the **Attendance** side-tab.
3. Click a date.

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

## 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 to manage your time. To make the calendar most helpful, be sure to click the [Preferences](#) side-tab to set your calendar preferences.

Depending on what you choose to include, the calendar can show:

- Due dates for assignments
- Activity dates
- Important dates from your school and district calendars, such as holidays and vacations
- In the Student portal: Dates for personal events you add to your calendar. Click the **Events** side-tab to add these.

You can also color-code these dates so that you know that all yellow items are the dates you have tests in a specific class, and all red items are days off from school.

## Set Your Calendar Preferences

Use the **Preferences** side-tab to customize your calendar.

**Note:** In the Family portal, if you are a family member with multiple students, click the **Student** drop-down and select the student you want to define calendar preferences for. You can define different preferences for each student.

### To set your calendar preferences:

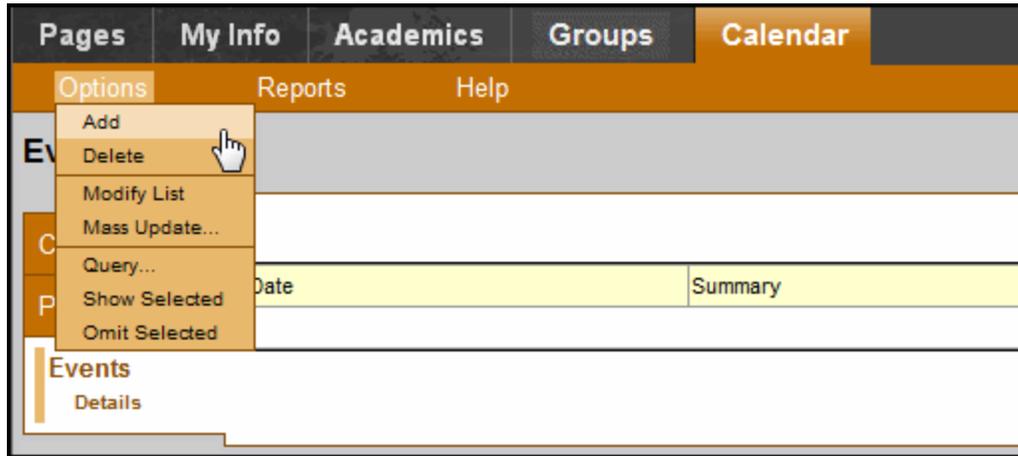
1. Select the **Show weekends** checkbox if you want your calendar to show Saturdays and Sundays.
2. Specify a color for each calendar you want to include:
  - In the Student portal: Select a **My Events** color to include any personal events you add to your calendar. Click the **Events** side-tab to add events to your calendar. For example, you might want to add a note about the day you have a dentist appointment and will be dismissed early. You, members of your family who use the Family portal, and Aspen system administrators can view your personal events.
  - In the Family portal: Select a **My Events** color to include the events your student adds to his or her calendar.
    - Select colors for the district and school calendars if you want to see those events. The district calendar might include vacation dates and holidays. The school calendar might include dates such as parent/teacher conferences.
  - If you include a class, your calendar displays due dates for assignments in that class. If you only want to see assignments for a specific category, click **All Assignments** in the **Options** column. A list of grade categories appears (such as *Homework*, *Tests*, *Quizzes*). Select which categories you want to include, and click **OK**.
3. Click **Save** to save your settings.
4. Click the **Calendar** side-tab to see how your preferences appear.

## Add Calendar Events

Any events you have created appear.

**To add a new event:**

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



The New Event page appears.

2. Type a date, or click  to select a date.
3. Type a 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 location.
6. Type a description if desired.
7. Click **Save**. If you [set your preferences](#) to include **My Events**, the event shows in the date you entered. You, members of your family who use the Family portal, and Aspen administrators can view your personal events.

## Student Portal Locker

Students can upload and save files in the virtual locker. For example, from your home computer, you might upload an English essay, or a spreadsheet you created for Math class. Then, when you arrive at school, you can access your file from any computer.

A list of files you uploaded appears.

### To upload a new file:

1. Enter a name for the file, so that you know what it is when you look in your online locker.
2. Click the **Locker** tab.
3. On the **Options** menu, click **Add**. The New Folder/File page appears.
4. Type a **Name** for the file.
5. Click **Upload** , then click **Browse** to find the file on your computer. Select the file, and click **Import**.
6. Click **Save**.

### To download a file from your locker:

1. Click the **Locker** tab.
2. Click the file name.
3. Click **Download** , and choose a location on your computer to save the file.

### To delete a file from your locker:

1. Click the **Locker** tab.
2. Select the checkbox next to the name of the file you want to delete.
3. On the **Options** menu, click **Delete**.

## Course Requests

In the Family portal:

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

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

In the Student portal:

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

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

To enter your requests:

1. Log on to the Student view.
2. Click the **My Info** tab.
3. Click the **Requests** side-tab. The Requests page appears:

2011-2012 - Requests: 7 primary, 1 alternate - Scheduled: 71% - Credits: 28.5					
<b>Instructions</b>					
Each student must select at least one English, one Math, one science and one social study course					
<b>Primary requests</b>					
	Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	Alternate?	Credit
Select...	English	094	ENGLISH III	N	5.0
Select...	Math	021	AMERICAN LIT	N	5.0
Select...	Math	202	ALGEBRA I LV 2	N	5.0
Select...	Science				
Select...	Social Studies	111	MOD WORLD HIST	N	5.0
Select...	Foreign Language				
Select...	Health/PE	967	PHYS ED 1	N	2.5
Select...	Health/PE	982	HEALTH NS	N	1.0
Select...	General Elective	057	COMM SERVICE	N	5.0
<b>Alternate requests</b>					
	Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	Alternate?	Credit
Select...	All subjects	058	COLL PREP ENG	Y	2.5

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 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:

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 you are allowed to select a course other than the course recommended for you, your counselor is notified.

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:

<b>Subject area</b>		Art					
<b>Instructions</b>		Select one Art course for an alternate.					
<input type="button" value="1: 10 07112"/>							0 of 12 selected
CourseNumber	CourseDescription	Academic level	Credit	Prerequisite	Status	Select	Alternate priority
07112	Art I Minor	Std	2.5			<input type="checkbox"/>	1
07123	Art I Major	CP	5.0			<input type="checkbox"/>	0
07212	Art II Minor	Std	2.5			<input type="checkbox"/>	0
07223	Art II Major	CP	5.0			<input type="checkbox"/>	0
07043	Photography I Minor	CP	2.5			<input type="checkbox"/>	0
07334	Graphics Major	AP	5.0			<input type="checkbox"/>	0
07333	Graphics Minor	CP	2.5			<input type="checkbox"/>	2
07442	Art as Communication	Std	2.5			<input type="checkbox"/>	0
07012	Ceramics I Minor	Std	2.5		Course in progress		0
07023	Ceramics II Minor	CP	2.5		Recommended	<input type="checkbox"/>	0
<input type="button" value="OK"/>		<input type="button" value="Cancel"/>					

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:

Primary requests					
	Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	Alternate?	Credit
Select...	English	094	ENGLISH III	N	5.0
Select...	Math	021	AMERICAN LIT	N	5.0
Select...	Math	202	ALGEBRA I LV 2	N	5.0
Select...	Science				
Select...	Social Studies	111	MOD WORLD HIST	N	5.0
Select...	Foreign Language				
Select...	Health/PE	967	PHYS ED 1	N	2.5
Select...	Health/PE	982	HEALTH NS	N	1.0
Select...	General Elective	057	COMM SERVICE	N	5.0

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

**Notes for counselor**

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

Last posted time: Approved time:

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

- After you complete your requests, click **Post**. 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.

## Email Notifications

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

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

### To subscribe to email notifications:

1. Do one of the following:
  - In the Family portal: Click the **Family** tab.
  - In the Student portal: Click the **My Info** tab.
2. Click the **Notification** side-tab:

The screenshot shows the 'Subscriptions for Email Notifications' interface. At the top, there are navigation tabs: Pages, Family, Academics, Groups, and Calendar. Below these are sub-tabs: Options, Reports, and Help. The user is logged in as 'Students :: 11 - Adams, Tyler'. The left sidebar contains various menu items: Details, Contacts, Daily Attendance, Health, Conduct, Transcript, Assessments, Schedule, Membership, Transactions, Documents, and Notification (which is highlighted). The main content area is titled 'Subscriptions for Email Notifications'. It lists two email addresses: 'scurreri@yahoo.com' with a checked checkbox, and 'scurreri@blueyonder.com' with an unchecked checkbox. Below this is a table with three columns: 'Subscribe', 'Name', and 'Description'. The 'Grades' row has a checked checkbox, the name 'Grades', and a description that explains the notification triggers when a grade is below a specified threshold. A 'Grade Threshold' of 70 is entered in a text box next to the 'Grades' row.

3. At the top of the page, any email addresses associated with your account appear. Select the checkbox next to each email address you want to receive notifications.
4. After viewing the description of each email, select the **Subscribe** checkbox if you want to receive that email notification.

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

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

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

## Report a Bullying Incident with the Portal Conduct Referral

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

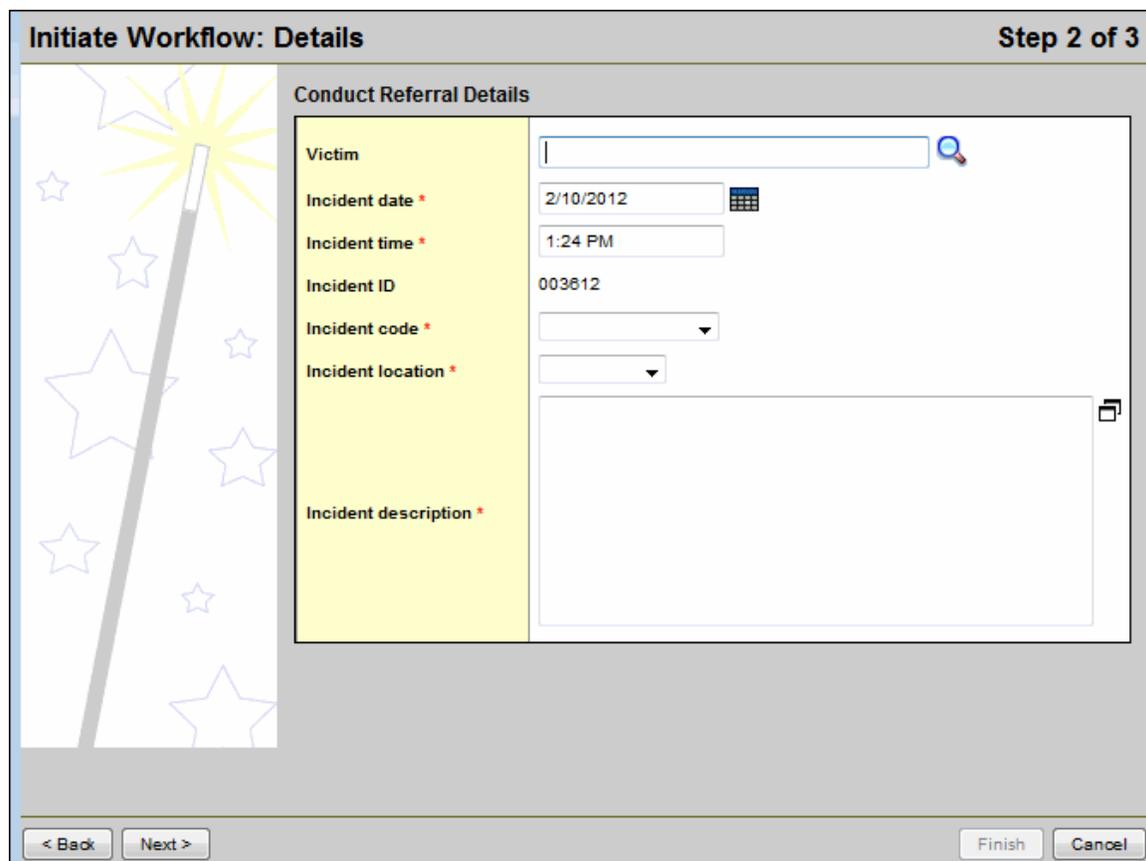
If you choose to report the incident anonymously, you will not be contacted if more information is needed in the investigation.

### To initiate a Portal Conduct Referral:

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

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

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



**Initiate Workflow: Details** **Step 2 of 3**

**Conduct Referral Details**

Victim	<input type="text"/>
Incident date *	2/10/2012 
Incident time *	1:24 PM
Incident ID	003612
Incident code *	<input type="text"/>
Incident location *	<input type="text"/>
Incident description *	<input type="text"/>

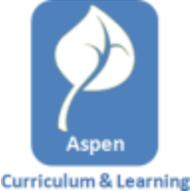
< Back    Next >    Finish    Cancel

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

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

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



## Using the Planner

The Planner is an enhanced calendar view for teachers and students. The **Day**, **Week**, and **Month** sub-tabs display colored sticky notes for each of the assignments that are due that day, as well as any appointments that have been created:

The Planner has three tabs to narrow how much of the calendar is displayed:

- Day
- Week
- Month

The **Day** and **Week** tabs show all sticky notes while the **Month** tab shows only up to three at a time. A drop-down list appears below the third item if there are more than three times on

that day. Click the triangle at the bottom to see the day view when there are more than three items.

**Related topics:**

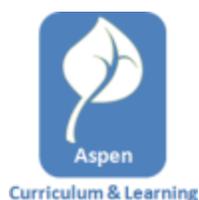
[Planner Settings](#)

[Adding and Editing Assignments in the Planner](#)

[Using Appointments in the Planner](#)

[Managing Assignments \(Sticky Notes\) in the Planner](#)

[Managing My Resources](#)



**Use Appointments in the Planner**

Appointments are personal reminders that only appear in your Planner. They can only be created on the **Planner** tab. Appointments appear as a single line (assignments appear as a three-line box.) You can change the color for appointments by going to **Planner Settings** on the **Options** menu.

**To create an appointment:**

1. Click the **Planner** tab.
2. On the **Options** menu, click **Add Appointment**.
3. Use the following table to enter information in the fields:

Field	Description
Name	Type the name of the appointment
Start Date	Type the date on which the appointment begins, or click on the calendar icon to select the date.
Start Time	Type the start time of the appointment.
Description	Type a description of the appointment.

4. Click **Save**.

**To view and edit an appointment:**

1. Double-click the appointment you want to view or edit. The Edit Appointment form appears.
2. Make any edits you want.
3. Click **Save**.

### To delete appointments:

Appointments can *only* be deleted in the Planner. There are two ways to delete an appointment in the Planner:

- Double-click the appointment, and then click **Delete** on the Edit Appointment Form.
- Click the appointment to select it, then click **Delete Calendar Item** on the **Options** menu.

### To change an appointment color:

1. Click the **Planner** tab.
2. On the Options menu, click **Planner Settings**.
3. Under **Calendars**, set the color of **My Events** to a new color.



### Curriculum & Learning **Manage My Resources**

**My Resources** is a virtual thumb drive, or digital locker, in which you can store files, links, notes and more. Each user has their own, private My Resources.

My Resources includes folders for organizing content.

Items can be either uploaded from your local hard drive (such as PDF and JPG files), or created in My Resources (such as assignment templates and notes.)

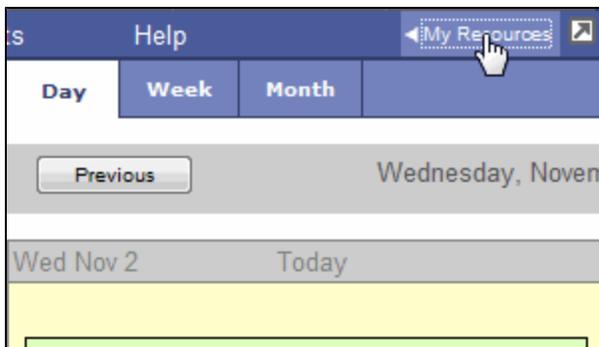
To share links and files with students, you can attach items in My Resources to assignments by clicking and dragging.

Click on any file from My Resources and drag it to a date in the calendar to open a new assignment form and attach that file to the assignment.

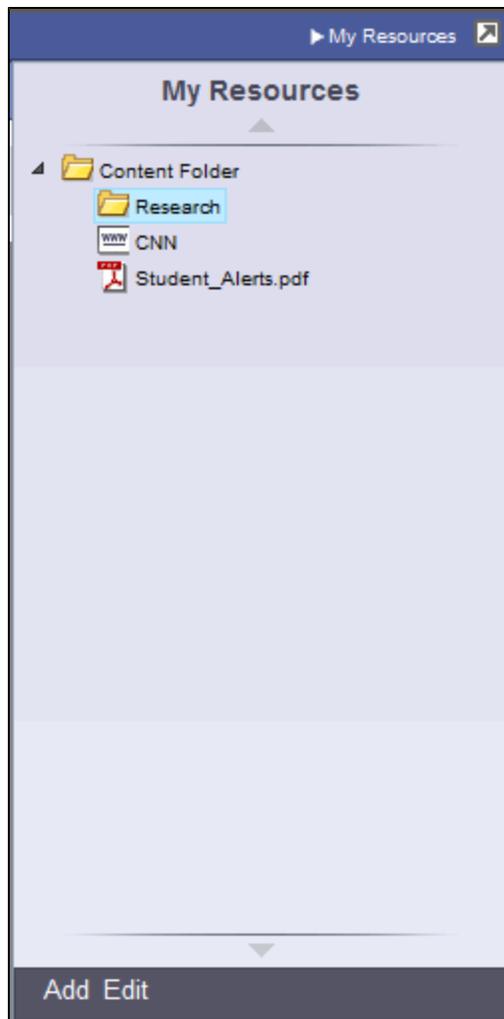
### Accessing My Resources

My Resources is only available in the **Planner** tab.

To open My Resources, click **My Resources** in the top right-hand side of the page:



The My Resources panel expands:



To close My Resources, click **My Resources** again.

The following items are supported in My Resources:

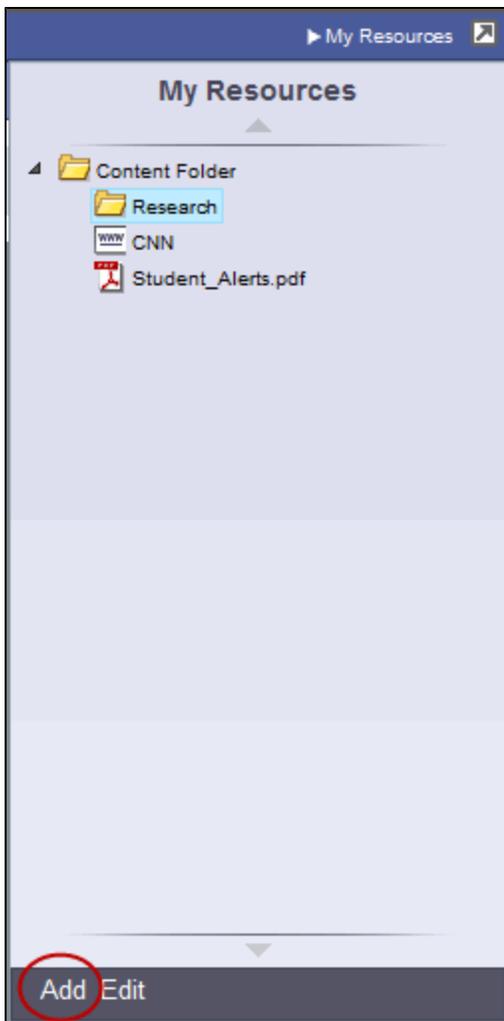
- Web links
- Files (PDFs, image files, Word files, etc.)
- Notes
- Assignment templates
- Folders

### **Adding Items to My Resources**

Use the following procedures to add items to My Resources.

#### **To add a web link:**

1. At the bottom of the My Resources panel, click **Add**:



2. Select **Web Link** from the menu that appears. The Details panel appears:

A screenshot of a "Details" panel for a resource. The panel has a blue header with the word "Details". Below the header, there is a form with four fields: "Type" (set to "Web Link"), "Name \*" (set to "US Department of Education"), "Description \*" (set to "Link to the US Department of Education's main site."), and "URL \*" (set to "http://ed.gov/"). At the bottom of the panel, there are two buttons: "Save" and "Cancel".

3. Use the following table to fill in the fields:

**To add a file:**

1. At the bottom of the My Resources panel, click **Add**.
2. Select the file from the menu that appears. The Detail panel appears.
3. Use the following table to fill in the fields:

Field	Description
Type	Not an editable field.
File	Type the label that appears in My Resources and in assignments if you add the link to an assignment. Storage and sharing of files of any type. For some file types (such as PDF, JPG, and
Description	Type a description of the file.

**Note:** Files uploaded to **My Resources** cannot be edited in **My Resources**. You have to download a file to the hard drive on your computer, edit the file, and then upload it again if you want to edit the file that's stored on **My Resources**.

**To add a note:**

1. At the bottom of the My Resources panel, click **Add**.
2. Select the note from the menu that appears. The Detail panel appears.
3. Use the following table to fill in the fields:

Field	Description
Type	Not an editable field.
Title	Type a description of the file.
Text	Type the text of your note.

Notes contain a **Title**, which is the label displayed in My Resources and in any assignment, and a **Text** field, which can be formatted.

**To add an assignment template:**

1. At the bottom of the My Resources panel, click **Add**.
2. Select the item type that you want to create. The Detail panel appears.

3. Use the following table to fill in the fields:

Field	Description
Type	Not an editable field.
Name	Type the name you want to use for the assignment template.
Description	Type a description of the file.
Max Points	Type the maximum number of points for this assignment.
Score cannot be dropped	Select this checkbox if you want to disallow this score from being dropped.
Extra Credit	Select this checkbox if this is an extra credit assignment.
Extra Credit Points	Type the number of extra credit points for this assignment.
Entry Mode	Select the entry mode: <ul style="list-style-type: none"> <li>• Both</li> <li>• Numeric</li> <li>• Letter</li> </ul>

**Note:** Dragging the Assignment Template to the Planner will create a new assignment with the selected sections and due date.

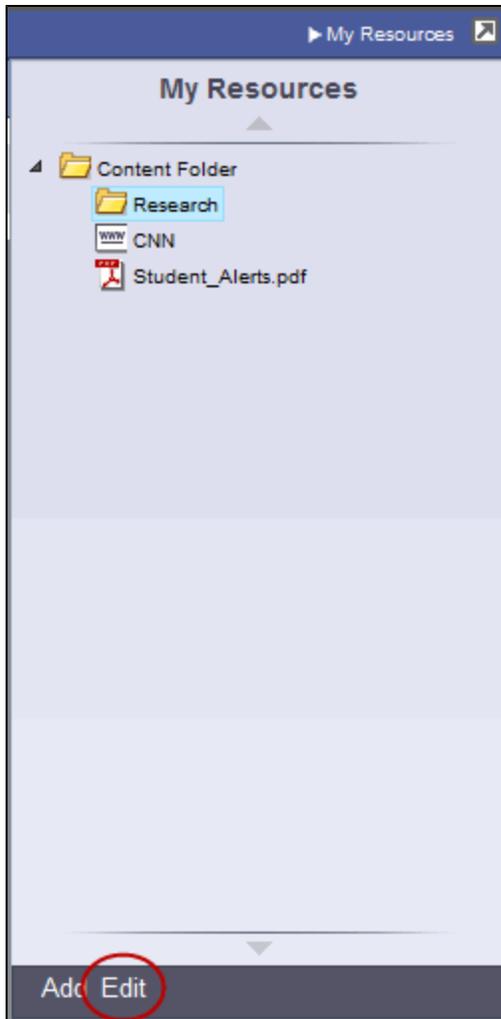
**TIP:** You can create an Assignment Template by dragging an existing assignment from the Planner *into* My Resources.

### Using the Edit Menu

From the **Edit** menu you can edit My Resource items.

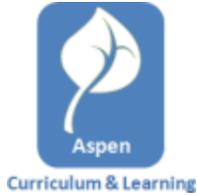
#### To use the Edit menu:

1. At the bottom of My Resources, click **Edit**:



2. Select one of the following from the menu that appears:

Menu Item	Description
<b>Edit Item</b>	Opens the Details Form and lets you edit the contents. You can also replace the file if you are editing a file item.
<b>View</b>	Attempts to open the item. Will open or save a file, open a URL link in a browser window, or open the Details Form for a note. This is the same as double-clicking the item.
<b>Rename</b>	Allows you to rename the item in the My Resources panel. This is the same as opening the item's Details Form and editing the label. <b>Note:</b> You cannot rename files.
<b>Delete</b>	Deletes the selected item.
<b>Copy</b>	Makes a copy of the item, with the name "Copy of" X.



## Work with Assessments

Assessment documents will be created for you and placed in your My Resources. An assessment document can then be attached to an assignment that is made to the students.

When a student clicks the **Assessment** link, Aspen launches the assessment in a separate browser window.

The following question types are supported:

- Multiple choice
- True/false
- Fill in the blank

Assessments can score into the gradebook. The score is calculated based on a percentage of the total score based on the number of questions answered correctly. All questions in the Assessment carry equal weight.

For a non-scoring tutorial, individual questions can have **Show Correct** and **Check Answer** buttons to display the correct answer or immediate feedback.



## Use Google Docs Curriculum & Learning

Google Docs is a free, web-based office suite and storage service from Google. Aspen and Google Docs are integrated, giving users the ability to store and share Google Docs files.

Google Docs can include documents, presentations, spreadsheets, forms, drawings, and tables. If a teacher does not have Microsoft Word on their computer, they can create a Google Doc instead (as long as they have a Google email account or Google ID).

In order for users to be able to upload or open a Google Doc, they need to have a Google email address listed as their alternate email address in Aspen. And, they need to give permission for Aspen to access their Google Docs.

Learn how to do the following:

- [Add an Alternate Email Address](#)
- [Grant Aspen Access to Google Docs](#)

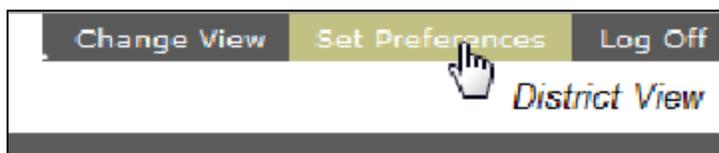


## Add an Alternate Email Address Curriculum & Learning

To set up Google Docs, you must provide your Google Docs account email address to Aspen as your alternate email.

**To add an alternate email address to an account:**

1. **On the settings bar, click Set Preferences. The Set Preferences page appears.**



2. Click the **Security** tab:

The screenshot shows a user interface for the Aspen system. At the top, there are five tabs: General, Home, Security (selected), Gradebook, and Collaboration. Below the tabs is a form with a yellow background on the left side containing labels for 'Primary email', 'Alternate email', 'Security question', 'Security answer', 'Confirm answer', and 'Password'. The 'Alternate email' field is highlighted in yellow and contains the text 'john\_doe@gmail.com'. The 'Primary email' field contains 'john\_doe@myschool.com'. The 'Security question' is a dropdown menu with the text 'What are the last 4 digits of your SSN?'. The 'Security answer' and 'Confirm answer' fields are masked with dots. The 'Password' field has a 'Change' link next to it. At the bottom of the form are 'OK' and 'Cancel' buttons.

3. In the **Alternate email** field, enter the email address for your Google Docs account.
4. Click **OK**.



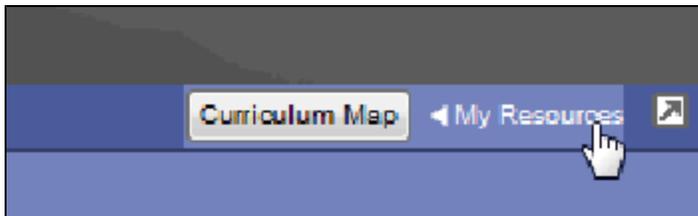
**Curriculum & Learning Grant Aspen Access to Google Docs**

In order to be able to access Google Docs in Aspen, your Aspen system administrator must add your Google email address as your alternate email.

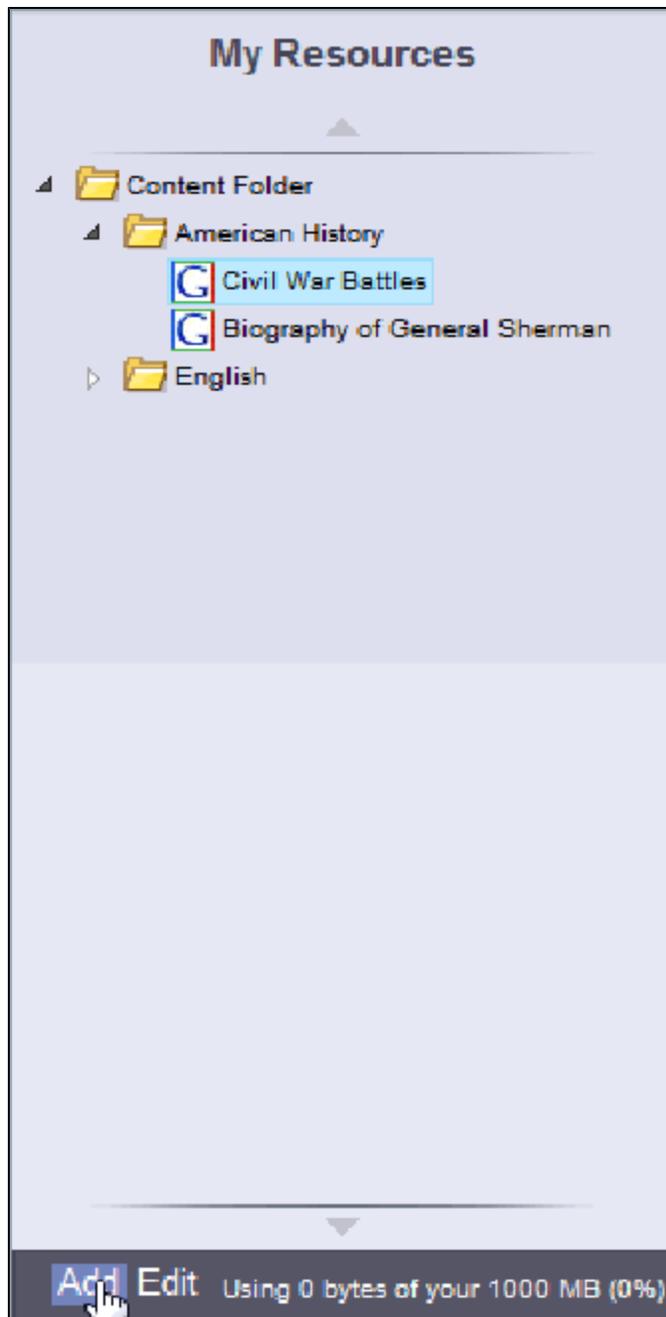
**To grant Aspen access to Google Docs:**

Use the following procedure to give Aspen access to a user's Google Docs.

1. **Log on to Aspen as the student or staff member.**
2. Click the **Planner** tab (teacher) or the **Planner** widget (student).
3. Click **My Resources**.



4. In My Resources, click the **Add** button and select Google Docs:



5. A Google accounts page appears.
6. Click **Grant Access**.



## Curriculum & Learning **Destiny Quest Integration**

The Quest page in the Staff, Student and Family views is a search engine incorporating four different databases:

- [Web Path Express](#)
- [One Search](#)
- [Digital Resources \(DCPI\)](#)
- [Destiny Search](#)



## Curriculum & Learning **Configure Web Path Express**

### To configure Web Path Express

1. Log on to the District view.
2. Click the **District** tab.
3. On the Setup side-tab, click **Preferences**.
4. Click the **Category** drop-down menu and select Remote Services.  
The Remote Services preferences page appears.
5. Complete the fields in the Web Path Express section according to the following table:

Field	Description
<b>Service host</b>	Type the URL of the Web Path Express server.
<b>Service port</b>	Type the port number you want to use to access the Web Path Express server.



## Curriculum & Learning **Configure One Search**

### **To configure One Search**

1. Log on to the District view.
2. Click the **District** tab.
3. On the Setup side-tab, click **Preferences**.
4. Click the **Category** drop-down menu and select **Remote Services**.  
The Remote Services preferences page appears.
5. Complete the fields in the One Search section according to the following table:

<b>Service host</b>	Type the URL of the One Search server.
<b>Service port</b>	Type the port number you want to use to access the One Search server.

6. Click the **Save** button.

### **To add databases to One Search**

1. Log on to the District view.
2. Click the **District** tab.
3. On the Setup side-tab, click **Preferences**.
4. Click the **Category** drop-down menu and select Remote Services.  
The Remote Services preferences page appears.
5. Click the **Launch** button in the One Search section.  
The Follett One Search Database Information page appears
6. Click the **Add Databases** button.  
The Assignable Databases page appears.
7. Click the **Add** button next to all the databases you want to make available.
8. The Add Databases page appears.
9. Select the options you want for the database(s) you added.
10. Click the **Save** button.

### **To delete databases to One Search**

1. Log on to the District view.
2. Click the **District** tab.

3. On the Setup side-tab, click **Preferences**.
4. Click the **Category** drop-down menu and select Remote Services.  
The Remote Services preferences page appears.
5. Click the **Launch** button in the One Search section.  
The Follett One Search Database Information page appears
6. Click the **Add Databases** button.  
The Assignable Databases page appears.
7. Click the **Add** button next to all the databases you want to make available.  
The Add Databases page appears.
8. Select the options you want for the database(s) you added.
9. Click the **Save** button.



### Curriculum & Learning **Configure Digital Resources (DCPI)**

#### **To configure Digital Resources (DCPI)**

1. Log on to the District view.
2. Click the **District** tab.
3. On the Setup side-tab, click **Preferences**.
4. Click the **Category** drop-down menu and select Remote Services.  
The Remote Services preferences page appears.
5. Complete the fields in the Digital Resources (DCPI) section according to the following table:

Field	Description
<b>Service host</b>	Type the URL of the DCPI server.
<b>Service port</b>	Type the port number you want to use to access the DCPI server.

6. Click the **Launch** button.



Curriculum & Learning **Configure Destiny Search**

**To configure Destiny Search**

1. Log on to the District view.
2. Click the **District** tab.
3. On the Setup side-tab, click **Preferences**.
4. Click the **Category** drop-down menu and select Remote Services.  
The Remote Services preferences page appears.
5. Complete the fields in the Destiny Search section according to the following table:

Field	Description
<b>Service URL</b>	Type the URL for Destiny Search website.
Site	Type the Destiny Search site ID. This ID is found in the Destiny Admin page.

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