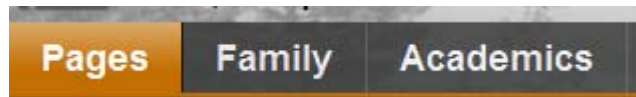


Getting started with Aspen

Go to: <http://www.amesburyma.gov/aspen>

Enter your **Login ID** and **Password**

Aspen organizes our student data into (top) **Tabs** !



And **Side Tabs**!
(along the left)

| Students | <i>Click this (top) tab...</i> | <i>To view your child's...</i> |
|------------------|--------------------------------|---|
| Details | Pages tab | Dedicated to informing you of: <ul style="list-style-type: none"> • Important Announcements • Recent Activity (attendance record, assignment grade, term grade postings) • A handy calendar to view • Task pane (to initiate a contact verification process) |
| Contacts | | |
| Daily Attendance | | |
| Transcript | Family tab | <ul style="list-style-type: none"> • Demographics (details), address, activities, ethnicity, photo • Contact names and phone numbers • Daily attendance • Transcripts and course information • Assessments, such as SAT and state-mandated test scores • Current class schedule • Documents • Notifications (Subscription option for email notifications) |
| Assessments | | |
| Schedule | | |
| Documents | Academics tab | <ul style="list-style-type: none"> • current schedule • grades • assignments • class attendance |
| Notification | | |

Want detailed instructions for Aspen Navigation?



Click on the **Help** menu found in the Academics or Family tab

Here, you will find access to online help, and a complete user guide you can download.

More help, specific to Amesbury, at <http://www.amesburyma.gov/aspensupport>

(over)

General Information About Use of The Aspen Family Portal

<http://www.amesburyma.gov/aspen>

ATTENDANCE & CONTACT/ADDRESS INFORMATION:

- Attendance concerns should be addressed to the main office of your child's school.
- In the event that errors are detected in your student's records, you should notify the school to have the data corrected.

GRADES

- Grade concerns should be addressed with the specific teacher via phone or e-mail. Amesbury Public Schools expect teachers to make their first priority classroom instruction; therefore teachers' responses will likely come before or after the school day. Teachers work diligently to respond to parents' communication requests within 24 hour or, in some instances, 48 hours. We value your interest in your child's education and welcome constructive correspondence.
- The way a teacher enters the due date of an assignment varies. It could mean the date the assignment was recorded in the grade book or the date the assignment is due. These choices are up to the individual and could vary from teacher to teacher.
- The frequency in which grades are posted will vary from teacher to teacher. If the information is not available in the Class Description in the Parent Portal, contact your child's teacher for information regarding how often grades will be posted.
- Calculated course percentages and grades may seem low or high at the beginning of a quarter, grade averages in the early part of a term can fluctuate greatly as assignments are graded. As more assignments are scored, the calculated grades will normally be closer to the final grade. Several missing assignments, projects or test grades may significantly affect the quarter grade.

SYSTEM & LOGIN ISSUES

- Illustrated instructions and FAQ information are available on the Town/Schools website at <http://www.amesburyma.gov/aspensupport>.
- Although you will be able to check your child's information at any time of day, there may be times when the system is down due to planned maintenance or an unplanned outage. Please check the system again within 24 hours.
- If you forget your password, click on the link titled, "I forgot my password" on the login page (www.amesburyma.gov/aspen or www.x2dev.net/amesbury) and you will receive instructions to reset your password to a new one.
- If you forget your login ID, please contact our system administrators: aspen@amesburyma.gov
- The Amesbury school district does not provide support for your home or work computer system.
- The Amesbury school district makes no warranties of any kind, whether expressed or implied, for the service it is providing via X2 Aspen.