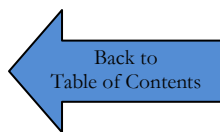


AMESBURY PUBLIC SCHOOLS

Aspen Family Portal: Parent User Guide

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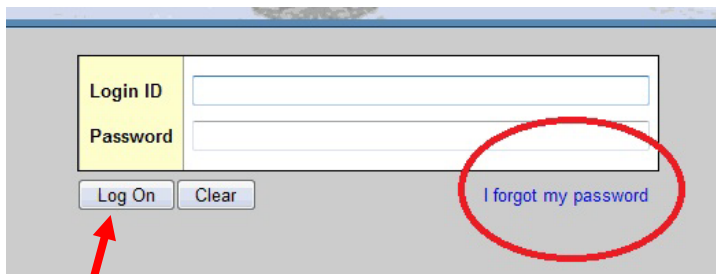


Getting Started

Logging into Aspen Family Portal

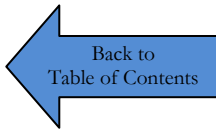
To log into the Aspen Family Portal, do the following:

1. Open a web browser (Internet Explorer, Firefox, Safari etc.)
***Note:** Be sure to disable any popup blocker you have enabled for your web browser
2. Go to the following URL: <http://www.amesburyma.gov/aspen>
3. Enter your **Login ID** and **Password** in the boxes provided (see screen shot below)



4. Click the **Logon** button

If you forget your password, click the “I forgot my password” link to obtain a new password.



Understanding Navigation

Locating information in Aspen Family Portal

Parents/Guardians who are the primary contact for a student may use the **Family Portal** to view the student's information and academic progress.

Access to the following is provided in the Family Portal:

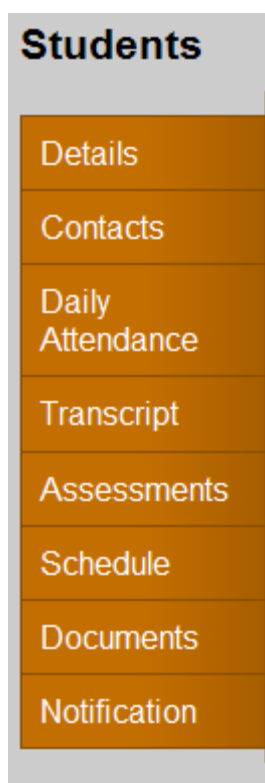
<i>Available on the....</i>	<i>View...</i>
Pages tab	<ul style="list-style-type: none">• Important Announcements• Recent Activity (attendance record, assignment grade, term grade postings)• A handy calendar to view• Task pane (contains a button to initiate a contact verification process)
Family tab	<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 (currently not used by Amesbury)• Notifications (Subscription option for email notifications)
Academics tab	<ul style="list-style-type: none">• Current schedule• Grades• Assignments• Class attendance

Student data in the Apen **Family Portal** is organized into (top) **Tabs** (see image below)



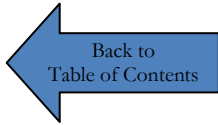
And **Side-Tabs** along the left

Example: The **Family** (top) **Tab** contains the following **Side-Tabs**:



When you click a (top) **Tab**, available **Side-Tabs** appear on the left of the page.

Click the **Side-Tabs** available to view additional information.



The Pages Tab

Using the Pages Tab

The **Pages** (top) **Tab** appears when you log on to Aspen. From the **Pages Tab**, you can do the following:

- Set preferences
- Log off of Aspen
- View announcements for your student's classes, school or district
- View your student's recent attendance and grades activity
- Initiate a contact verification task (specific instructions available [here](#))

Amesbury Public Schools 2010-2011 Set Preferences Log Off

Pages Family Academics Family View

Announcements

- Aspen will be offline from 6:00PM – 7:00PM on FRIDAY, JANUARY 28th for maintenance.

Websites Edit

Recent Activity Last 30 days

Search: Attendance Grades

- ▼ [Redacted] (47)
- 01/26/2011 - Assignment Grade (CPAmerican Studies/Early College 10) Grade: 80 Assignment: Jan20th Calendar
- 01/26/2011 - Assignment Grade (CPAmerican Studies/Early College 10) Grade: 75 Assignment: Pie Chart
- 01/26/2011 - Assignment Grade (CPAmerican Studies/Early College 10) Grade: 80 Assignment: Plagierisim
- 01/26/2011 - Assignment Grade (CPAmerican Studies/Early College 10) Grade: 70 Assignment: Desk Diagram
- 01/26/2011 - Assignment Grade (CPAmerican Studies/Early College 10) Grade: 80 Assignment: January 7th Calendar
- 01/26/2011 - Assignment Grade (CPAmerican Studies/Early College 10) Grade: 0 Assignment: To Do

Calendar < >

January 2011

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Tasks Edit

Open Tasks

Received	Workflow	Task	Subject
No Tasks			

Announcements pane:
View announcements for your student's classes, school, or district

Set Preferences menu:
Allows you to edit your general **display** options, change your **email address**, **security questions**, and **password**

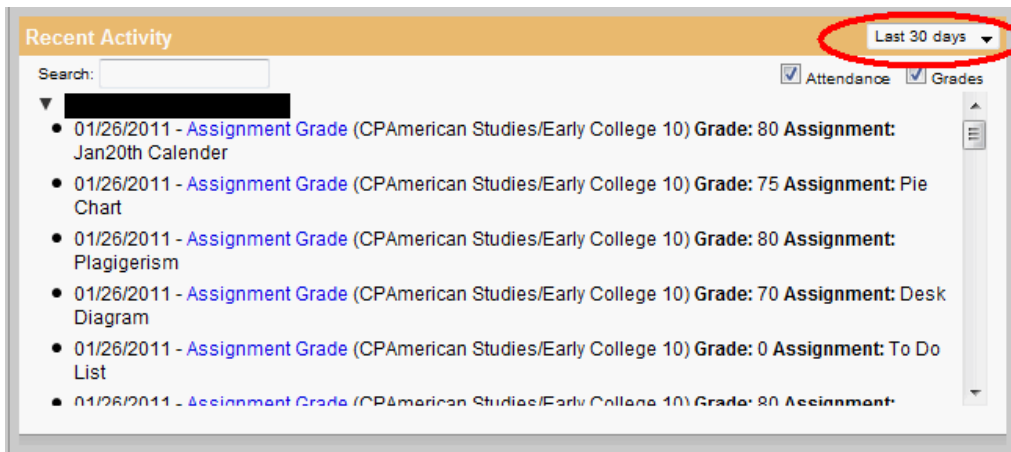
The screenshot shows a parent portal interface. At the top right, there is a 'Set Preferences' link circled in red. Below the navigation bar, there is an 'Announcements' section with a red circle around the title and a message: 'Aspen will be offline from 6:00PM – 7:00PM on FRIDAY, JANUARY 28th for maintenance.' Below that is a 'Recent Activity' section with a red circle around the title and a list of activities including 'Assignment Grade' and 'Attendance'. To the right is a 'Calendar' for January 2011. At the bottom right, there is a 'Tasks Pane' with an 'Initiate...' button circled in red. A callout box points to this button with the text: 'Use the **Initiate** button to complete the contact verification process (For more information [Click Here](#))'.

Recent Activity Pane:
View **recent activity** recorded in the parent portal. Classroom **assignment grades**, **term grades** and **attendance** records will be appear as such items are posted in the system

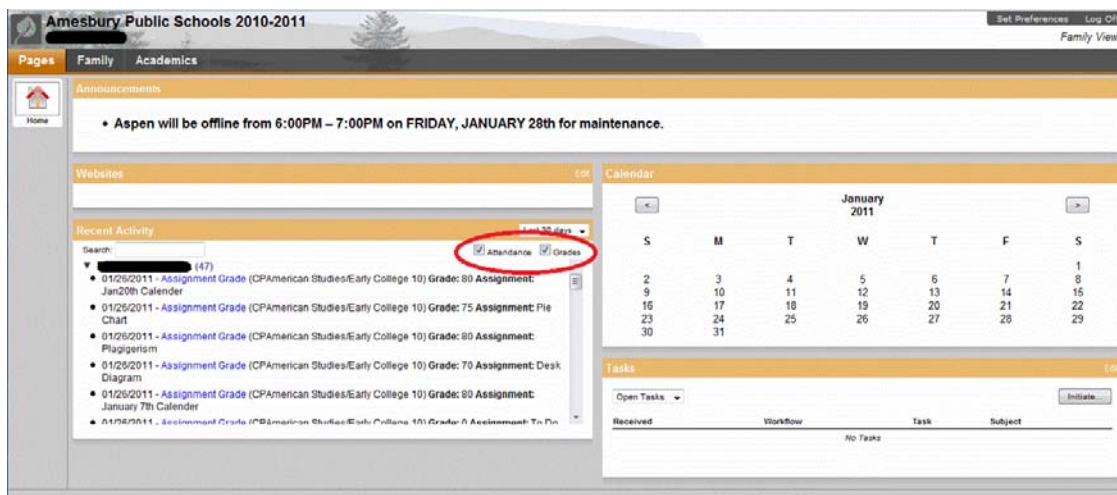
Recent Activity Pane

To view **recent activity**:

1. Select the number of days you want to view from the drop-down menu by clicking on the arrow. Your options available are: Today, Last 7 days, Last 30 Days or Last 60 days



2. You can choose which items you want visible in **Recent Activity** by checking or un-checking the boxes provided (see image below)



***Note:**

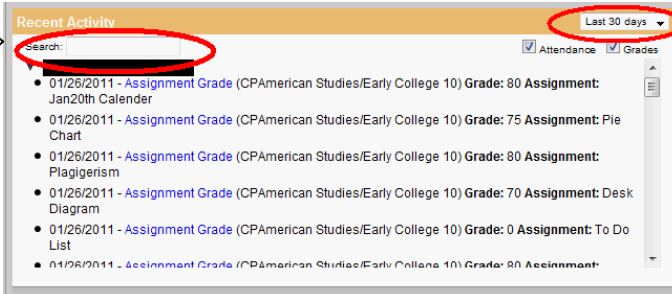
The system remembers your selection. You can change your options at any time.

Next to the student's name, a number displays how many records meet your selected criteria.

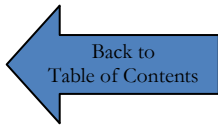
You may need to click on the number to display the summary of the record available.

To view specific information for a particular record displayed, click the (blue) hyperlinked title. This will take you to the entry details for the item. For example, in the image below, [Assignment Grade](#) is a (blue) hyperlinked title. Clicking on this link will provide more information about the entry.

You can search for specific events. Enter the text you wish to search for in the text box provided.



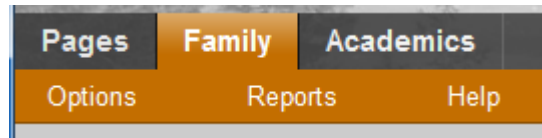
The screenshot shows a 'Recent Activity' window. At the top right, there is a dropdown menu set to 'Last 30 days'. Below this is a search bar with the text 'Search:' and a red circle around it. To the right of the search bar are two checkboxes: 'Attendance' and 'Grades', both of which are checked. Below the search bar is a list of activity items, each starting with a date and a blue hyperlinked title 'Assignment Grade'. The list includes items for 'Jan20th Calender', 'Pie Chart', 'Plagigenism', 'Desk Diagram', and 'To Do List'. Each item also shows a grade and an assignment name. A red circle is also drawn around the 'Last 30 days' dropdown menu.



The Family Tab

Using the Family Tab

1. Click on the **Family** tab



The following **Side-Tabs** provide to access.....

Students	
Details	Details: Contains the student's demographics data: address, ethnicity and photo on file
Contacts	Contacts: See who the school can call in case of emergency. Note: priority of 0 is the highest priority contact listed
Daily Attendance	Daily Attendance: View the date(s) a student was absent, tardy or dismissed from school
Transcript	Transcript: Lists the student's current year course credits and posted term averages
Assessments	Assessments: Lists assessments the student has completed
Schedule	Schedule: Allows you to view the student's schedule by quarter, year or semester
Documents	(Currently not used by Amesbury)
Notification	Notifications: Subscribe to email notifications to receive a message when an attendance record is recorded or a grade is posted that is below a specified threshold

View Student Details

Details

Click on the **Details Side-tab**, and then click on one of the *sub-tabs* to view the available information:

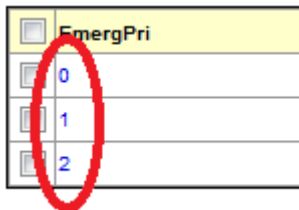
- Addresses
- Activities
- Ethnicity
- Photo

View Student Contacts

Contacts

Click on the **Contacts Side-tab** to view the contact information your school has on record. Listed contacts are the people the school can call.

To view the details of a particular contact listed, click on the (blue) contact priority number. (Note: 0 priority is the highest priority contact listed.)



<input type="checkbox"/>	EmergPri
<input type="checkbox"/>	0
<input type="checkbox"/>	1
<input type="checkbox"/>	2

For each contact listed

You can view....

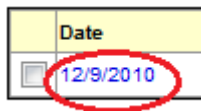
- Phone number on record
- Address on record
- Any mailings the contact receives concerning the student's schooling

View Student Daily Attendance

Daily
Attendance

Click on the **Daily Attendance Side-tab** to open the attendance records listed for the student.

If you wish to learn more about the attendance record(s) displayed, click on the date to view the record details:



View Student Transcript data

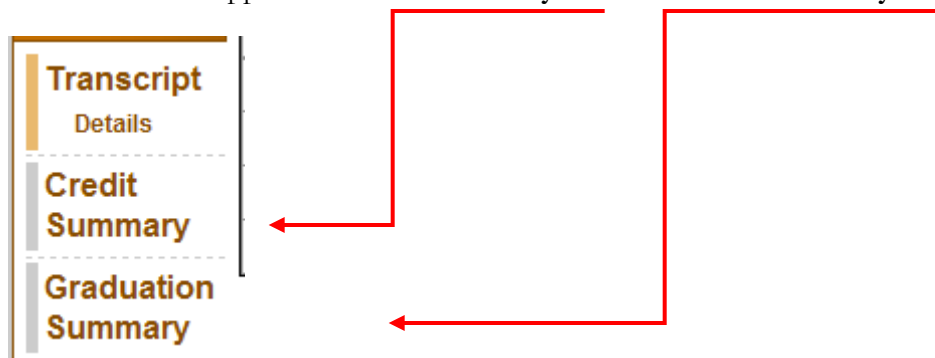
Transcript

The **Transcript Side-tab** gives you access to view:

- Transcript details
- Credit summary
- Graduation Summary

Click on the **transcript Side-tab** to see a list of the student's current year courses, final grades and credits earned.

Additional *sub-tabs* appear for **Credit Summary** and **Graduation Summary**



Click on the **Credit Summary sub-tab** to view a running record of credits earned and credits in progress:

School Year	Grade level	Transcript Credits	Adjusted Credits	Total Credits
2010	09	18.0000	0.0000	18.0000
2011	10	2.0000	0.0000	2.0000
Total		20.0000	0.0000	20.0000

Click on **Graduation Summary sub-tab** to view a student's progress towards meeting graduation requirements:

Printer Friendly Version

Programs of Study: AMS

Code	Description	Required unit	Credits waived	Credits completed	Completed Status
Technology			3.0	3.0	✓
Total		0.0	0.0	3.0	0% completed

Course Breakdown

Requirement	School Year	Grade level	Number	Description	Equivalent content code	Included	Credits Gained
Technology				No matching records			

***Important:** When you click on graduation summary, be sure the appropriate school is selected under **Program of Study**, otherwise the summary will not be accurate:

Printer Friendly Version

Programs of Study: AMS

Code: Technology

Description: Technology

***Note:** Be patient while the graduation summary loads. It may take up to 15 seconds to pull the required data for display.

View Student Assessment data Assessments

Click on the **Assessments Side-Tab**

Recorded MCAS scores for the student are available.

0 of 9 selected

All Records

Date	AssessmentDef > Name	GrdLvl	RawScore	ScaleScore	PerfLvl	Topic Dev	Conventions	Long Comp.Total
3/19/2007	MCAS ELA	06	43.0	252.0	P			
5/14/2007	MCAS Math	06	25.0	218.0	W			
3/24/2008	MCAS ELA	07	58.0	250.0	P			
3/26/2008	MCAS ELA Long Comp.	07	0.0	0.0		7	7	14

View Student Schedule

Schedule

Click on the **Schedule Side-Tab** and the student schedule Matrix will appear:

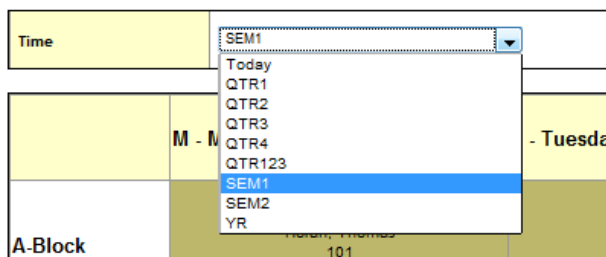
<< List view

Time	SEM1				
	M - Monday	T - Tuesday	W - Wednesday	R - Thursday	F - Friday
A-Block	908-001 H Band Horan, Thomas 101	908-001 H Band Horan, Thomas 101	908-001 H Band Horan, Thomas 101	908-001 H Band Horan, Thomas 101	908-001 H Band Horan, Thomas 101
1st-Block	[QTR1] 223-009 CP Integrated Math 2A Regis, Jessica M 130	[QTR1] 223-009 CP Integrated Math 2A Regis, Jessica M 130	[QTR1] 223-009 CP Integrated Math 2A Regis, Jessica M 130	[QTR1] 223-009 CP Integrated Math 2A Regis, Jessica M 130	[QTR1] 223-009 CP Integrated Math 2A Regis, Jessica M 130
	[QTR2] 705-003 CP Digital Imaging Tech 2 Stanley, Joe 138	[QTR2] 705-003 CP Digital Imaging Tech 2 Stanley, Joe 138	[QTR2] 705-003 CP Digital Imaging Tech 2 Stanley, Joe 138	[QTR2] 705-003 CP Digital Imaging Tech 2 Stanley, Joe 138	[QTR2] 705-003 CP Digital Imaging Tech 2 Stanley, Joe 138
2nd-Block	028-001 CPAmerican Studies/Early Collage 10 Rivers, April 229/231	028-001 CPAmerican Studies/Early Collage 10 Rivers, April 229/231	028-001 CPAmerican Studies/Early Collage 10 Rivers, April 229/231	028-001 CPAmerican Studies/Early Collage 10 Rivers, April 229/231	028-001 CPAmerican Studies/Early Collage 10 Rivers, April 229/231

For each class listed, you can see the:

- Course Number and description
- Term the student is enrolled in the class (QTR1, 2 or 3, SEM1 , 2 or YR)
- Schedule (which days and period the class occurs)
- Teacher
- Room

Additional viewing options are available by click the drop down menu:



To view the student's course requests for next year, click on the **Requests Side-tab**



If a student has requested a course, it will be listed here.

View Notifications



Click on the **Notification Side-Tab** and the notification subscription window will appear:

The screenshot shows a software interface with a top navigation bar containing 'Pages', 'Family', and 'Academics'. Below this is a sub-menu with 'Options', 'Reports', and 'Help'. The main content area is titled 'Students ::' and contains a 'Subscriptions for Email Notifications' window. This window displays a table with the following data:

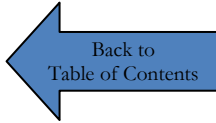
Subscribe	Name	Description
<input type="checkbox"/>	Attendance	This subscription will notify you of any attendance entry for this student. 0
<input checked="" type="checkbox"/>	Grades	This subscription will notify you when any grades below a specified threshold are entered for this student. Grades are scaled as a percent from 0 to 100. If a student receives a class assignment or test grade that is below the specified threshold, a notification will be sent to your email address. In the space below, please enter a grade threshold to use for determining what grades to report. This should be a number from 0 to 100. For example, an entry of 75 would trigger a notification for any grade entered that scaled below 75%. Grade Threshold 70

Descriptive information about the categories is provided on screen. Please read the available notification descriptions carefully.

If you wish to subscribe to email notifications for attendance or grades, click in the box provided to place a checkmark indicating your wish to subscribe to email notifications.

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

If you are receiving too many or too few email communications, you may wish to change your notification subscriptions. You can do so at any time.



The Academics Tab

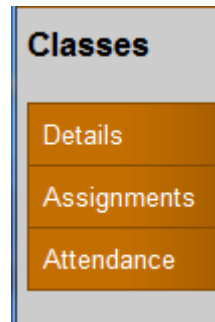
Using the Academics Tab

1. Click on the **Academics tab**



The **Academics Tab** gives you access to view a student's:

- Classes
- Assignments
- Class Attendance

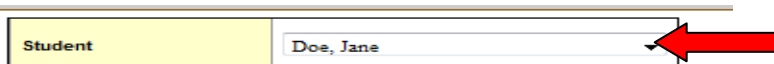


When you click on the **Academics Tab** the student's classes for the current school year are displayed in a table with the course number, description, term, schedule, teacher, classroom, term average, class attendance (absences, tardies and dismissals) across the top.

Course	Description	Term	Schedule	Teacher	Classrm	Term Avg	Abs	Tdy	Dism
223-009	CP Integrated Math 2A	QTR1	1st(M-F)	Regis, Jessica M	130		0	0	0
322-004	CP Astronomy	QTR1	4th(M-F)	Beaudoin, Kathy	244		0	0	0
705-003	CP Digital Imaging Tech 2	QTR2	1st(M-F)	Stanlev, Joe	138	80.98 B-	1	0	0



***NOTE:** If you have access to more than one student, a drop down box will appear at the top of the page. This box displays the name of the student record you are currently viewing. You can choose another student record by clicking on the arrow and selecting the name of the student you wish to view.



Details, Assignments, and Attendance Side-Tab information is available for each course listed :

Classes			
Course	Description	Term	Schedule
223-009	CP Integrated Math 2A	QTR1	1st(M-F)
322-004	CP Astronomy	QTR1	4th(M-F)
705-003	CP Digital Imaging Tech 2	QTR2	1st(M-F)
961-002	Phys Ed 10	QTR2	4th(M-F)
224-001	CP Integrated Math 2B	QTR3	1st(M-F)
328-002	CP Oceanography	QTR3	3rd(M-F)
800-002	CP Art I	QTR3	4th(M-F)
703-005	CP Digital Imag. Tech 1	QTR4	1st(M-F)
959-007	CP Health	QTR4	3rd(M-F)
225-004	CP Integrated Math 2C	QTR4	4th(M-F)
526-003	CP Spanish 3	SEM1	3rd(M-F)
028-001	CP American Studies/Early College 10	YR	2nd(M-F)
908-001	H Band	YR	A(M-F)

For each class listed in the table, you can see the following:

- Course number and description
- Term the student enrolled in the class
- Schedule (which days and periods the student takes the class)
- Teacher
- Room
- Current term average
- Current year average
- Number of excused (e) or Unexcused (u) absences, tardies and dismissals from class

To view details about the student's attendance and performance in a particular class:

1. Click on the (blue) course number for the class

Course	Description	Term	Schedule
223-009	CP Integrated Math 2A	QTR1	1st(M-F)
322-004	CP Astronomy	QTR1	4th(M-F)
705-003	CP Digital Imaging Tech 2	QTR2	1st(M-F)
961-002	Phys Ed 10	QTR2	4th(M-F)
224-001	CP Integrated Math 2B	QTR3	1st(M-F)
326-002	CP Oceanography	QTR3	3rd(M-F)
800-002	CP Art I	QTR3	4th(M-F)
703-005	CP Digital Imag. Tech 1	QTR4	1st(M-F)
959-007	CP Health	QTR4	3rd(M-F)
225-004	CP Integrated Math 2C	QTR4	4th(M-F)
526-003	CP Spanish 3	SEM1	3rd(M-F)
028-001	CP American Studies/Early College 10	YR	2nd(M-F)
908-001	H Band	YR	A(M-F)

2. The **details** window will open displaying general information about the course, an attendance summary and average summary.

Course		223-009	Schedule term		QTR1
Description		CP Integrated Math 2A	Schedule		1st(M-F)
Teacher		Regis, Jessica M	Classroom		130
Attendance Summary					
Type	Q1	Q2	Q3	Q4	Year
Absent	0	0	0	0	0
Late	0	0	0	0	0
Dismissed	0	0	0	0	0
Average Summary					
Category	Weight	Q1	Q2	Q3	Q4
Homework	25.0%	35.19 B			
Quiz	25.0%	76.45 C			
Test	50.0%	71.17 C			
Overall	100.0%	75.89 C			

3. Click on the **Assignments Side-tab**.

Name	Category > Code	Date/Assign	Date/Due	Max points	Weight	Score
Volume and Surface Area of Spheres review	HW	12/3/2010	12/6/2010	2.0	25.0	Not set
2.7 Exponents Homework	HW	12/6/2010	12/7/2010	2.0	25.0	No sc
2.8 Doubling and Halving	HW	12/7/2010	12/8/2010	2.0	25.0	No sc
2.6.2.8 Quiz	Quiz	12/8/2010	12/8/2010	100.0	25.0	Not set
Chapter 2 Test	Test	12/9/2010	12/9/2010	100.0	50.0	No sc
December HW 13-17	HW	12/13/2010	12/17/2010	10.0	25.0	No sc
3.2 Quiz - systems by substitution	Quiz	12/15/2010	12/15/2010	100.0	25.0	Not set
3.3 Quiz - Graphing Systems	Quiz	12/20/2010	12/20/2010	100.0	25.0	No sc
December HW 20-22	HW	12/20/2010	12/22/2010	4.0	25.0	No sc
3.4 Quiz - systems by -	Quiz	12/22/2010	12/22/2010	100.0	25.0	Not set
Review End of Chapter 3 Homework	HW	1/3/2011	1/6/2011	6.0	25.0	No sc
Chapter 3 Test	Test	1/6/2011	1/6/2011	100.0	50.0	No sc
Parabolas Homework	HW	1/10/2011	1/14/2011	4.0	25.0	Not set
4.14.2 Quiz Parabolas	Quiz	1/14/2011	1/14/2011	100.0	25.0	No sc
Factoring Group Quiz	Quiz	1/20/2011	1/20/2011	100.0	25.0	No sc
4.3.4.6 Quiz	Quiz	1/26/2011	1/26/2011	100.0	25.0	Not set

- Select the appropriate **Category** and grade **term** from the drop-down boxes provided at the top of your screen. (The default for category is *all*, but if you only want to see assignments in a specific category – such as homework or tests and quizzes- you can make that change here)

Select the appropriate grade term (Quarter 1, 2,3, 4 or All)

Category	All
Grade Term	Q2

The table displayed on screen shows the assignment names, category code, date assigned, date due, maximum points the student could have received for the assignment, and the number of points, or grade, the student actually received.

Details		Category	All				
Assignments		Grade Term	Q2				
Attendance		0 of 16 selected					
Name	Category > Code	DateAsgn	DateDue	Max points	Weight	Score	
<input type="checkbox"/> Volume and Surface Area of Spheres review		12/3/2010	12/6/2010	2.0	25.0	No score	
<input type="checkbox"/> 2.7 Exponents Homework	HW	12/6/2010	12/7/2010	2.0	25.0	No score	
<input type="checkbox"/> 2.8 Doubling and Halving	HW	12/7/2010	12/8/2010	2.0	25.0	No score	
<input type="checkbox"/> 2.0-2.8 Quiz	Quiz	12/8/2010	12/8/2010	100.0	25.0	No score	
<input type="checkbox"/> Chapter 2 Test	Test	12/8/2010	12/8/2010	100.0	50.0	No score	
<input type="checkbox"/> December HW 13-17	HW	12/13/2010	12/17/2010	10.0	25.0	No score	
<input type="checkbox"/> 3.2 Quiz - systems by substitution	Quiz	12/15/2010	12/15/2010	100.0	25.0	No score	
<input type="checkbox"/> 3.3 Quiz - Graphing Systems	Quiz	12/20/2010	12/20/2010	100.0	25.0	No score	
<input type="checkbox"/> December HW 20-22	HW	12/20/2010	12/22/2010	4.0	25.0	No score	
<input type="checkbox"/> 3.4 Quiz - systems by --	Quiz	12/22/2010	12/23/2010	100.0	25.0	No score	
<input type="checkbox"/> Review End of Chapter 3 Homework	HW	1/3/2011	1/6/2011	6.0	25.0	No score	
<input type="checkbox"/> Chapter 3 Test	Test	1/6/2011	1/6/2011	100.0	50.0	No score	
<input type="checkbox"/> Parabolas Homework	HW	1/10/2011	1/14/2011	4.0	25.0	No score	
<input type="checkbox"/> 4.1&4.2 Quiz Parabolas	Quiz	1/14/2011	1/14/2011	100.0	25.0	No score	
<input type="checkbox"/> Factoring Group Quiz	Quiz	1/20/2011	1/20/2011	100.0	25.0	No score	
<input type="checkbox"/> 4.3&4.5 Quiz	Quiz	1/26/2011	1/26/2011	100.0	25.0	No score	

- To view more details, click the **Assignment Name**.

Details		Category	All				
Assignments		Grade Term	Q2				
Attendance		0 of 16 selected					
Name	Category > Code	DateAsgn	DateDue	Max points	Weight	Score	
<input type="checkbox"/> Volume and Surface Area of Spheres review		12/3/2010	12/6/2010	2.0	25.0	No score	
<input type="checkbox"/> 2.7 Exponents Homework	HW	12/6/2010	12/7/2010	2.0	25.0	No score	
<input type="checkbox"/> 2.8 Doubling and Halving	HW	12/7/2010	12/8/2010	2.0	25.0	No score	
<input type="checkbox"/> 2.0-2.8 Quiz	Quiz	12/8/2010	12/8/2010	100.0	25.0	No score	
<input type="checkbox"/> Chapter 2 Test	Test	12/8/2010	12/8/2010	100.0	50.0	No score	
<input type="checkbox"/> December HW 13-17	HW	12/13/2010	12/17/2010	10.0	25.0	No score	
<input type="checkbox"/> 3.2 Quiz - systems by substitution	Quiz	12/15/2010	12/15/2010	100.0	25.0	No score	
<input type="checkbox"/> 3.3 Quiz - Graphing Systems	Quiz	12/20/2010	12/20/2010	100.0	25.0	No score	
<input type="checkbox"/> December HW 20-22	HW	12/20/2010	12/22/2010	4.0	25.0	No score	
<input type="checkbox"/> 3.4 Quiz - systems by --	Quiz	12/22/2010	12/23/2010	100.0	25.0	No score	
<input type="checkbox"/> Review End of Chapter 3 Homework	HW	1/3/2011	1/6/2011	6.0	25.0	No score	
<input type="checkbox"/> Chapter 3 Test	Test	1/6/2011	1/6/2011	100.0	50.0	No score	
<input type="checkbox"/> Parabolas Homework	HW	1/10/2011	1/14/2011	4.0	25.0	No score	
<input type="checkbox"/> 4.1&4.2 Quiz Parabolas	Quiz	1/14/2011	1/14/2011	100.0	25.0	No score	
<input type="checkbox"/> Factoring Group Quiz	Quiz	1/20/2011	1/20/2011	100.0	25.0	No score	
<input type="checkbox"/> 4.3&4.5 Quiz	Quiz	1/26/2011	1/26/2011	100.0	25.0	No score	

6. When you are finished looking at the details, click **Cancel** button (at the top or bottom of the window) to return to the list of class assignments.

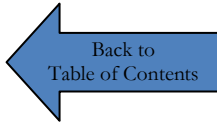
Category > Description	Homework
Name	Volume and Surface Area of Spheres review
Date assigned	12/3/2010
Date due	12/6/2010
Max points	2.0
Weight	25.0
Score	No score
Description	

View Student's Class Attendance

The **Attendance Side-Tab** lists any date(s) the student was not in class for the entire period. For each date listed, you can see if the student was absent, tardy, or dismissed, and any reason provided.

Date	Code	Reason
No matching records		

Click on the date listed to view more information



Family View Menu Items

Set Preferences

Click on the **set preferences** menu to access your **general** viewing options, change your **email** address, **security** questions, and **password**



Amesbury Public Schools 2010-2011

Pages Family Academics

Home

Announcements

- Aspen will be offline from 6:00PM – 7:00PM on FRIDAY, JANUARY 28th for maintenance.

Websites

Recent Activity

Search: [] Attendance Grades

- 01/26/2011 - Assignment Grade (CPAmerican Studies/Early College 10) Grade: 80 Assignment: Jan 20th Calendar
- 01/26/2011 - Assignment Grade (CPAmerican Studies/Early College 10) Grade: 75 Assignment: Pie Chart
- 01/26/2011 - Assignment Grade (CPAmerican Studies/Early College 10) Grade: 80 Assignment: Plagiarism
- 01/26/2011 - Assignment Grade (CPAmerican Studies/Early College 10) Grade: 70 Assignment: Desk Diagram
- 01/26/2011 - Assignment Grade (CPAmerican Studies/Early College 10) Grade: 80 Assignment: January 7th Calendar
- 01/26/2011 - Assignment Grade (CPAmerican Studies/Early College 10) Grade: 0 Assignment: To Do

Calendar

January 2011

S	M	T	W	T	F	S
2	3	4	5	6	7	1
9	10	11	12	13	14	8
16	17	18	19	20	21	15
23	24	25	26	27	28	22
30	31					29

Tasks

Open Tasks [] Initiate...

Received	Workflow	Task	Subject
No Tasks			

General Viewing Options screen:

General Home Security

Auto-save interval (minutes) 5

List Options

Records per page 25

Show lower page controls

Warn on save

OK Cancel

Home Screen viewing options:

(you can check or uncheck the panes you wish to see on the Pages tab)

General Home Security

Announcements

Favorites

Student search

Recent Activity

Websites

Tasks

Calendar

OK Cancel

Security Options screen:

Enter or correct your primary email address, enter an alternate email address, select a security question, provide the answer and confirm the answer to your selected security question, and change password

**Note: It is important that you keep your primary email address up to date . Your primary email address will be used for subscription notifications and password recovery!*

General Home Security

Primary email

Alternate email

Security question Who is your favorite athlete?

Security answer

Confirm answer

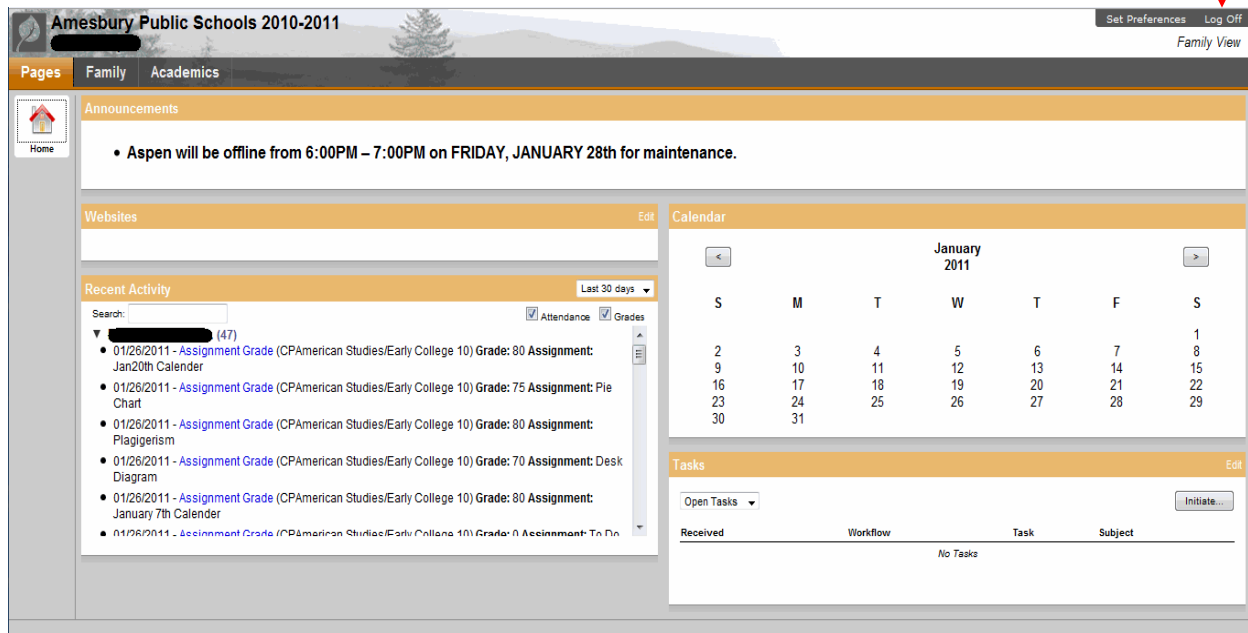
Password Change

OK Cancel

Log Off

Always **Log Off** when you are done viewing data in the Aspen Family Portal . This is one of the **most important** steps you can take to keep your child’s data secure

Simply click the **Log Off button** found in the upper right corner of the screen. It is available on all tabs (Pages, Family & Academic)



We hope this user guide has been helpful to you!

If you need additional help:

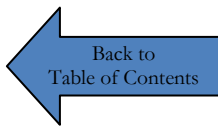


Click on the **Help** menu found in the Academics or Family tab

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

You can also find additional resources located in the related files and related links by going to the school district’s website and clicking on “Aspen Family Portal”

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



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.