

ASPEN Intermediate Class

1. Have parents log into Aspen. *If parents have forgotten their password they will need to request a new one through the help desk. It may take 24 hours or longer for the password to be reset.
2. Once parents have logged into the system they should see the following screen:

3. Have parents scroll down the homepage to view resources, such as the following links:

Announcements

- Quick Links for K-12 students and parents:
 - [Student Password Help](#)

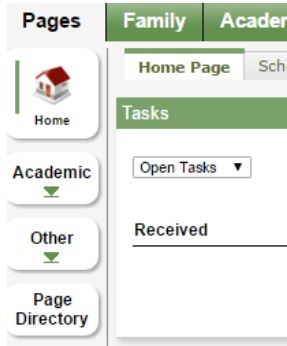
4. Continue to have parents scroll down to see the recent activity and report sections on the page:

Filename	DateUploaded	Creator	Description
Report Cards - 2017	86 KB 2/15/2017 2:24	PMHynninen, Karen	Report card
Report Cards for grades 3-5	90 KB 2/15/2017 1:20	PMHynninen, Karen	Report card

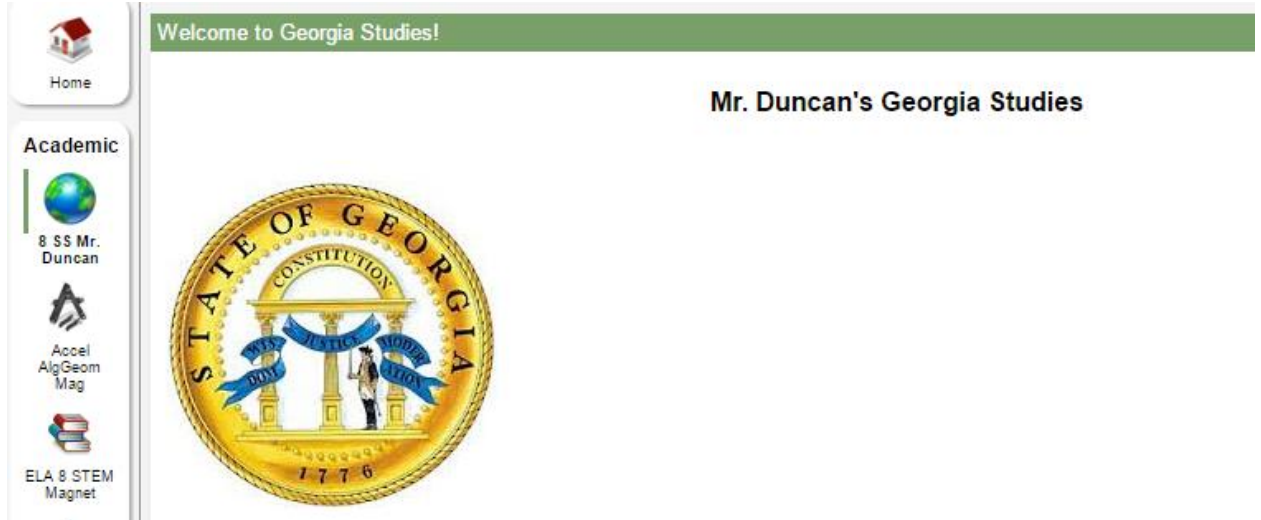
*Let parents know that here they can quickly view recent grades that have been entered and that this is also where to find report cards

*The may also sort the recent activity by amount of time

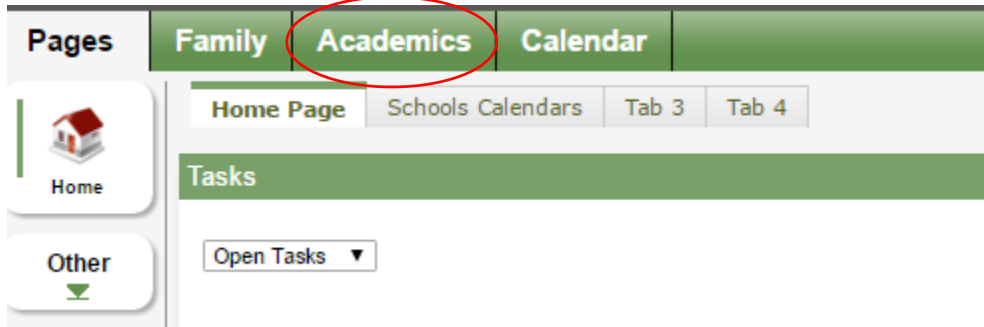
- Have the teachers click on the academics side tab



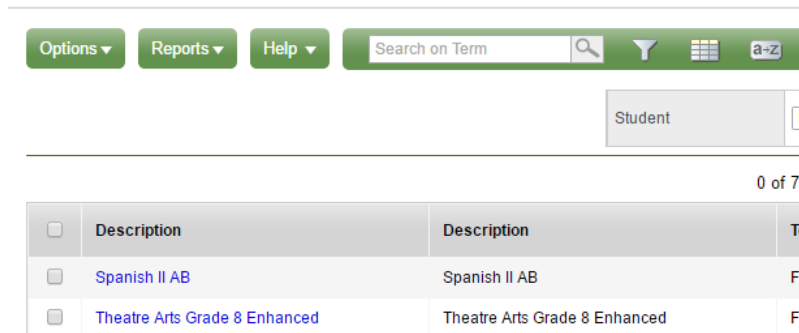
- This will open any pages that their child's teacher has created a page of information about



- Parents can click on the different icons to view the different teacher/course pages
- Finally show parents how to email a teacher by clicking on the top academics tab:



- That will take the parents to the child's list of classes and current grades



10. Have the parent click on the class that they would want to email the teacher for and then click on options and they would choose email to send the email to the teacher

The screenshot shows a web interface with a table and a dropdown menu. At the top, there are three buttons: 'Options', 'Reports', and 'Help', each with a downward arrow. To the right is a search box labeled 'Search on Term'. Below these is a dropdown menu with three options: 'Send Email...', 'Show Selected', and 'Omit Selected'. Below the menu is a table with two columns labeled 'Description' and one row with 'Spanish II AB' checked.

<input type="checkbox"/>	Description	Description
<input checked="" type="checkbox"/>	Spanish II AB	Spanish II AB