

Aspen Student Guide



What is Aspen?

Aspen is a secure, Web-based school information management system produced by X2 Development Corporation for school districts. The system manages all facets of student data – attendance, grades, and schedules.

What information can I access with Aspen?

- Address and contact info
- Attendance, including attendance reports
- Academics, including class grades and transcript info.
- Class Schedule.

How do I access the system?

You can log on to Aspen's Family Portal from any computer that connects to the Internet. This lets you access the system from anywhere – at home or at school.

1. Open your browser to connect to the Internet.
2. Go to <https://www.x2dev.net/concord/>
3. Enter your **login ID** and **password**.
4. Your login ID is your first initial followed by your last name, followed by your two-digit year of graduation. Your homeroom teacher should have given you your password.
5. The first time you log on, you will be prompted to change your password. The **Pages tab** will then appear.

What if I can't log in?

See Mrs. Trainor in the Main Office.

The Pages Tab (The Home Page)

When you log into Aspen, you'll be on the Pages tab, which is the home page. From there, you can go to the other tabs to view your information:



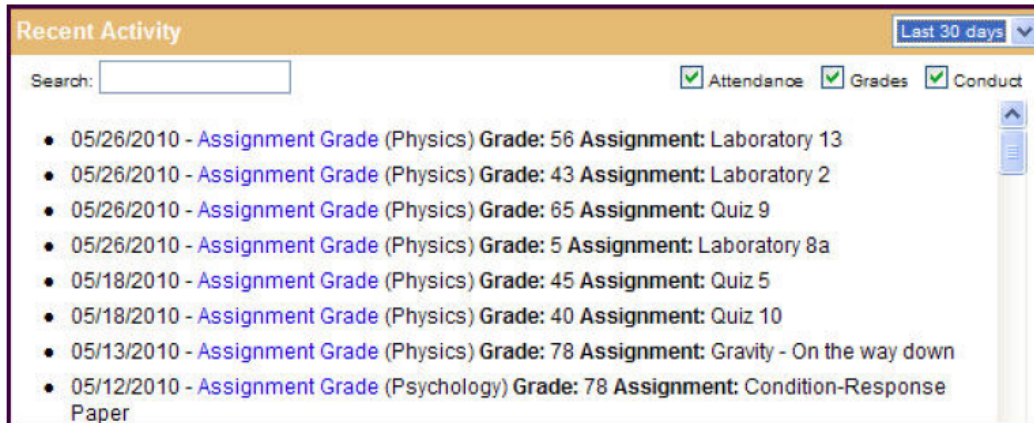
Click this tab ...	To ...
My Info	View your information, such as contacts at your home, transcripts, assessments, and <u>daily</u> attendance.
Academics	View your current schedule, class assignments and grades, and attendance in each class.
Calendar	View your monthly calendar, which you can customize to include due date reminders for your class assignments and events.
Locker	Upload and save documents, such as Microsoft Word files or spreadsheets. The Locker tab acts as your virtual locker – you can store files in it.

After you click a tab, side-tabs appear on the left side of the page. Click on the side tabs to view additional information.

How do I ...

View recent activity?

Recent activity appears in a box on the Pages tab:



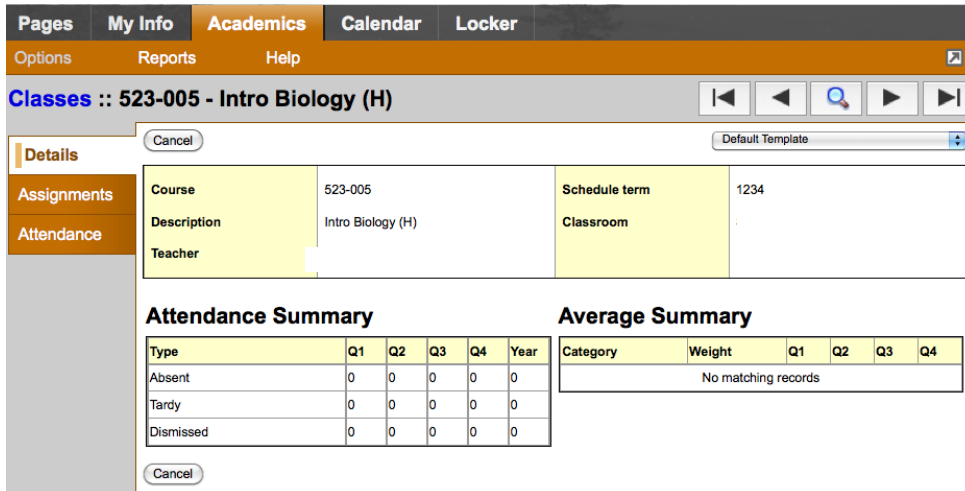
The screenshot shows a window titled "Recent Activity" with a search bar and a "Last 30 days" filter. There are three checkboxes: "Attendance" (checked), "Grades" (checked), and "Conduct" (checked). The list of activity includes:

- 05/26/2010 - Assignment Grade (Physics) Grade: 56 Assignment: Laboratory 13
- 05/26/2010 - Assignment Grade (Physics) Grade: 43 Assignment: Laboratory 2
- 05/26/2010 - Assignment Grade (Physics) Grade: 65 Assignment: Quiz 9
- 05/26/2010 - Assignment Grade (Physics) Grade: 5 Assignment: Laboratory 8a
- 05/18/2010 - Assignment Grade (Physics) Grade: 45 Assignment: Quiz 5
- 05/18/2010 - Assignment Grade (Physics) Grade: 40 Assignment: Quiz 10
- 05/13/2010 - Assignment Grade (Physics) Grade: 78 Assignment: Gravity - On the way down
- 05/12/2010 - Assignment Grade (Psychology) Grade: 78 Assignment: Condition-Response Paper

Select the **Attendance** and/or **Grades** checkboxes. (You won't have a Conduct checkbox.)

See my grades and attendance in a particular class?

1. Click on the **Academics** tab.
2. Click on the course number of the class that you want to view. You'll see something like the screen below.



The screenshot shows the "Academics" tab with a navigation bar (Pages, My Info, Academics, Calendar, Locker) and sub-tabs (Options, Reports, Help). The main content area is titled "Classes :: 523-005 - Intro Biology (H)".

Details

Course	523-005	Schedule term	1234
Description	Intro Biology (H)	Classroom	
Teacher			

Attendance Summary

Type	Q1	Q2	Q3	Q4	Year
Absent	0	0	0	0	0
Tardy	0	0	0	0	0
Dismissed	0	0	0	0	0

Average Summary

Category	Weight	Q1	Q2	Q3	Q4
No matching records					

3. Once school begins, there will be some numbers in these fields!