



### Overview of Groups and Pages

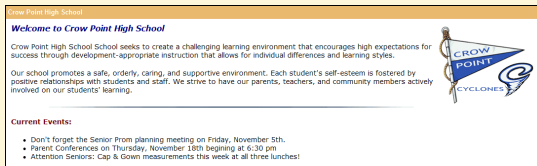
Aspen Pages can help all members of a school community easily share information and ideas. Pages are web pages for your school, classes, sports teams, extra-curricular activities, and more. They are accessible via Aspen's **Pages** tab.

Groups and Pages are combined in Aspen. Some but not all groups have their own Page. Students and parents only have access to a Page if the student is a member of that particular group (such as drama club, varsity soccer, or English 101). All users have a Home page (see below). Pages (see Page 2) are managed by staff members and are optional. Not every class and group has its own Page.

### Use your Home page to do the following...

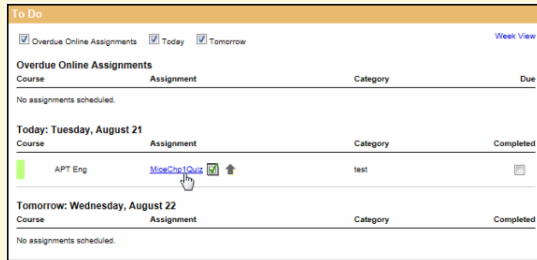
#### Read Announcements

Contains the latest news and information about your school:



#### Use the To Do Widget

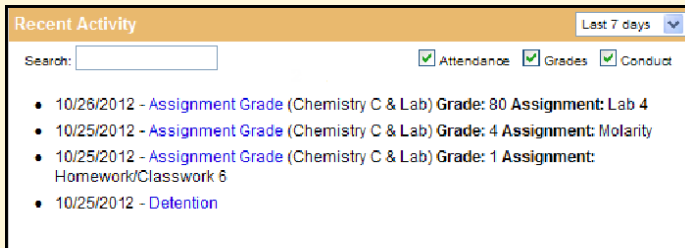
Lets you see which current assignments are due or overdue:



**Note:** The **Completed** checkbox is for student use only — the system does not verify assignment completion.

#### View Recent Activity

Provides access to the student's latest attendance, grades, and conduct information. Also, class assignments set up for online submission appear:



Do any of the following:

- Click the drop-down in the title bar to narrow or broaden the search time period.
- Type key word(s) in the **Search** field and press **Enter**.
- Select or deselect the checkboxes to view or hide **Attendance**, **Grades**, and **Conduct** information.
- Click a blue link to go directly to the page containing that information in Aspen.

### Access Websites of Interest

Used to post links to websites you visit often:



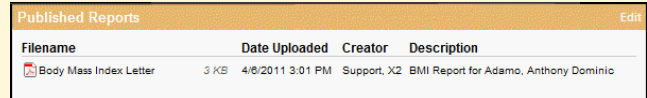
Click a link to go directly to that website.  
**Note:** You have to set this up yourself.

To add a link:

1. In the title bar, click **Edit**.
  2. Click **New**.
  3. Type a **Name** (appears on the Home page), **Description** (optional), and **Link** (website address, such as *www.yahoo.com*).
- Note:** You can copy and paste into this field.

### View Published Reports

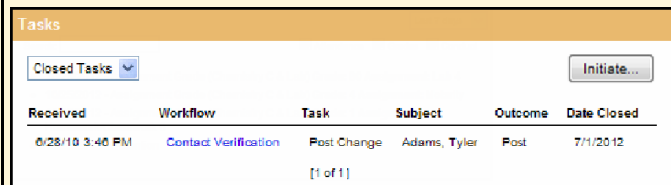
Lets you access published reports, such as report cards and transcripts:



Click a file name to download any of your reports for long-term storage.

### Manage Your Tasks

If there are any tasks you are responsible for, such as the Contact Verification workflow, they appear in this area:



Do either or both of the following:

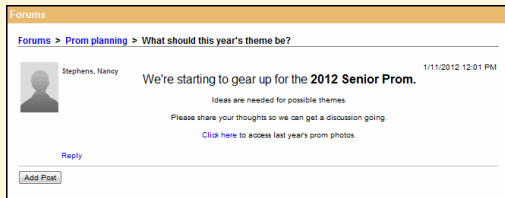
- Click the drop-down to choose between **Open Tasks** and **Closed Tasks**.
- Click a workflow name to go to the checklist for that workflow.



**Use your Pages to do the following...**

*Note: The content of these Pages is managed by staff and therefore may vary.*

**View/Post to a Forum**



Parents can just read posts; students can read and reply to a post or add their own.

**Submit Assignments**

Students can upload assignment files for teachers to receive in their Aspen gradebooks:

Assignment	Date Due	Status	Actions
Laboratory 8a (Lab)	5/14/2012	Submitted (5/5/2011 8:42 AM)	↑ ↓ ✕
Newton's Laws Problems (Proj)	5/16/2012	Late	↑
Quiz 7 (Quiz)	5/26/2012	Submitted (5/26/2011 10:09 AM)	↑ ↓ ✕
Packat 6 (Test)	5/27/2012	Due	↑

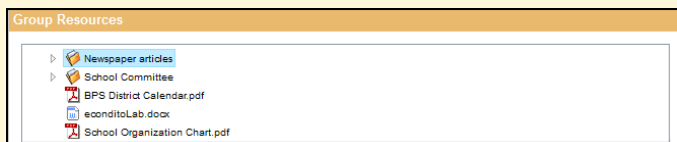
*Note: In order for an assignment to appear here, the teacher has to set up the assignment to allow electronic submission.*

For each assignment, the following options are available:

- Click the assignment name to view assignment details and a description.
- Click to upload your file.
- Click to download a file to your computer.
- Click to delete a file.

**Access Group Resources**

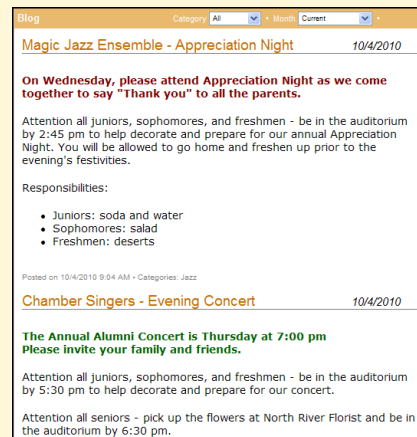
Serves as an online repository for documents that need to be accessed by a group of users:



- Files can be organized in folders.
- Click a file name to open or save the document.
- You can upload web links, files, notes, and folders into the My Resources area of this widget.

**Read Blogs**

Used to relay information through dated entries. Filter entries by **Category** and **Month**:



**View Class Information**

Includes the latest grade and attendance information for the class the student is currently attending:

**Class Information**

**Course:** 00303-001 English III  
**Instructor:** Venkatesh, Chamberlain (cvenkatesh@msn.com)

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**School:** Crow Point High School      **Room:** H201  
**Schedule:** B(1-2,4-5)      **Next meeting:** 5/27/2012 8:34 AM

**Attendance**

	1	2	3	4
Absent	0	0	0	0
Tardy	0	0	0	0
Dismissed	0	0	0	0

**Averages**

	1	2	3	4
Essay	87.0	74.0	80.0	
Homework	88.0	72.0	90.0	
Participation	91.0	91.0	90.0	
quiz	70.0	76.0	83.0	
Test	79.0	75.0	88.0	
Overall	82.0	77.0	85.0	

Click the instructor's email address to send an email to him or her.

**Take a Survey**

Might include a survey or poll on a subject of interest:

Title	Start Date	End Date	Edit	Results	Status
Spring filing	3/24/2011	4/7/2012			Completed
Food and nutrition	3/25/2011	4/8/2012			Completed
Transportation	3/29/2011	4/10/2012			New
Prom planning	3/29/2011	4/12/2012			Completed

Click **New** in the row of the survey you want to take to open it. Follow the instructions. Note that survey must be completed once it is started.