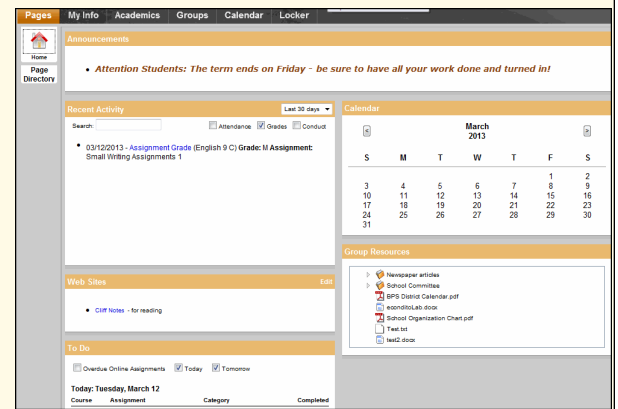




### Overview

The Aspen Student portal is your online link to all things for school, including:

- Information for your school, clubs, and activities
- Your personal information, such as transcripts and contacts
- Your assignments and grades in each class
- Your attendance records

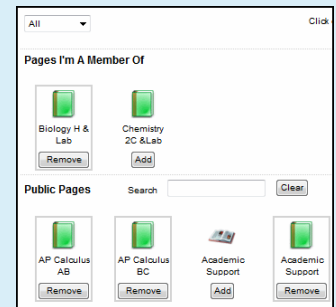


Your school provides you with a web address, and a login ID and password to access the Student portal.

### View Your Pages

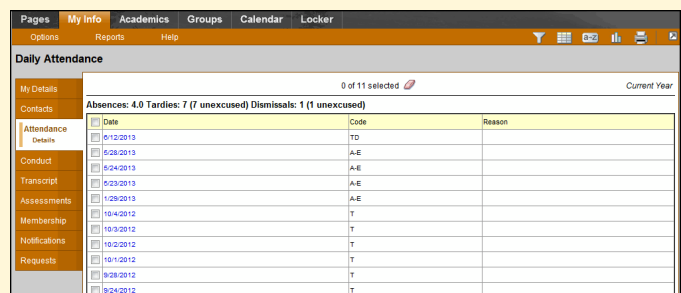
Pages in the Student portal are like mini webpages created for your classes, clubs, and activities. Your school Page might list the morning announcements and the date your next report card will be released. The Page for your soccer team might have links to local newspaper articles about recent games, practice schedules, and a workout blog. The Page for your Chemistry class might post the Periodic Table and lab notes.

1. As soon as you click **Log On**, the Home page appears. This page contains basic school information.
2. On the left is the **Quick Access** menu. Click **Page Directory** to add Pages to this menu. You can view **Pages I'm a Member of** and **Public Pages**. Click **Add** below each Page you want to add to your **Quick Access** menu (see screen at right):
3. Click **Close**. The **Quick Access** menu organizes Pages by category, such as *Academic*, *Club*, or *Athletic*. Click a category to access a Page within it. For example, click **Academic** to select the Page for your Biology class:



### View My Info

The **My Info** tab contains your personal information, such as your contacts, daily attendance and conduct records, transcript, and course requests for next year.





### View Information for Your Classes

View your assignments, grades, and attendance for each of your classes (as your teachers enter this information).

1. Click the **Academics** tab. A list of your current classes appears. Do one of the following:
  - Click a number in the **Course** column to view a summary of your progress in that class:

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
Classwork & Participation	10.0%	100.0			
Homework	10.0%	100.0			
quizzes	20.0%	91.0	A-		
Tests	60.0%				
Gradebook average	100.0%	95.5	A		
Posted grade					

- Select the checkbox next a class, then click the **Assignments** side-tab to view a list of your assignments and the grades you received for them. Or, click the **Attendance** side-tab to view a list of the days you were absent, tardy, dismissed, or any other attendance record by date:

AssignmentName	DateAssign	DateDue	Total points	Score	Assignment feedback
HW1	9/7/2012	9/7/2012	10.0	10.0	

2. Click the assignment name for an assignment, or a date attendance was entered for to view details.

### View Your Groups

1. Click the **Groups** tab to view a list of groups you are a member of.
2. Select the checkbox next to a group.
3. Click the **Events** side-tab to view a list of events for this group and their dates, times, and locations.

### Use Your Calendar

The **Calendar** tab is your online student agenda. Your assignments appear on the date due. You can also add appointments by clicking on a date.

- Click **Day** to view today, **Week** to view this week, or **Month** to view the current month.
- Click an assignment name to view more information.
- Use **My Resources** to store files and access files within your group folders.