

## ASPEN Advanced 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:

The screenshot shows the ASPEN Advanced Class home page. The 'Family' tab is selected in the top navigation bar. The page layout includes a left sidebar with navigation options like 'Home', 'Academic', 'Other', and 'Page Directory'. The main content area features a 'Tasks' section with a table that has columns for 'Received', 'Workflow', 'Task', and 'Subject'. Below the tasks section is a 'Workflow' section and a 'Banner' section. The banner contains text about 'Published Reports' for the 1st Semester Report Cards for MHS students. A table with columns 'Filename' and 'DateUploaded' is shown under the 'Published Reports' section. At the bottom of the banner, it states: 'These will be available for you to look at until Tuesday, February 7, 2017. You may print a copy if you would like one for your records.'

3. Have parents click on the Family tab:

This screenshot is identical to the previous one, showing the ASPEN Advanced Class home page with the 'Family' tab selected. The 'Family' tab in the top navigation bar is highlighted with a red circle.

4. Have parents click on the “notification” side tab on the Family page:

The screenshot shows the 'Family' page in ASPEN Advanced Class. The 'Notification' side tab is highlighted with a red circle. The page displays a list of options for students, including 'Details', 'Contacts', 'Daily Attendance', 'Transcript', 'Assessments', 'Schedule', 'Membership', 'Documents', and 'Notification'. A green 'Options' button is visible next to the 'Details' option.

- Have the parents click on the email addresses they would like notifications to be sent, click on subscribe, and determine the threshold of when the parent will receive notifications. \*If they have multiple children, they will need to do it for each child\*

Students :: 08 - Student Name [redacted] [bell icon]

Options Reports Help

### Subscriptions for Email Notifications

[redacted]@marietta-city.k12.ga.us

Subscribe	Name	Description
<input checked="" type="checkbox"/>	Grades	<p>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.</p> <p>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%.</p> <p>Grade Threshold <input type="text" value="99"/></p>

- Next have parents click on the assessments side tab

Pages Family A

Students

Details Option

Contacts

Daily Attendance

Transcript

**Assessments**

Schedule

Membership

Documents

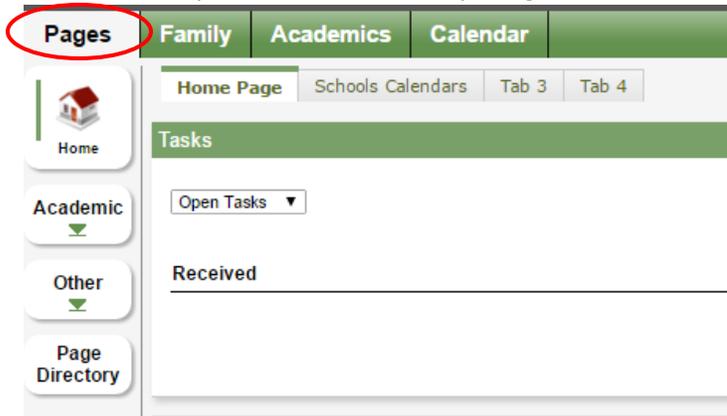
Notification

- Parents will see the following screen. They are sorted by date.

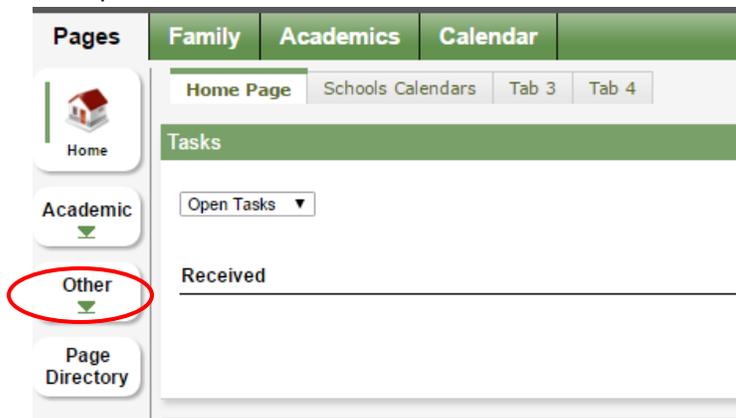
<input type="checkbox"/>	12/5/2014	0.0	MAP	0.0
<input type="checkbox"/>	4/15/2015	0.0	Georgia Milestones EOG	0.0
<input type="checkbox"/>	4/25/2015	0.0	MAP	0.0
<input type="checkbox"/>	4/25/2015	0.0	MAP	0.0

- Parents can click on the date to view the assessment results.

9. Next have the parents click on the top “Pages” tab



10. Have parents click on the “Other” side tab



11. Have the parent click on the SLDS logo



12. Once inside that site, parents can view their child’s test results and lexile reading levels over time or they can search for resources provided by the state

