Getting Started with the Aspen Family and Student Portals

Do you have any training videos?

There are a number of videos (under five minutes) you can watch to get an overview of what the Family and Student portals have to offer.

The Aspen Student and Family Video Series teaches basic skills that are helpful for both parents and students to watch, such as Subscribing to Email Notifications and Checking Grades. There are also titles geared towards students only, such as Accessing and Submitting Assignments Online and Using My Resources.

To access these videos:

1. Log on to Aspen.

2. Click one of the tabs (such as **Family**, **Academics**, **Groups**, or **Calendar)**.

3. Click the **Help** menu, then **eLearnings**.

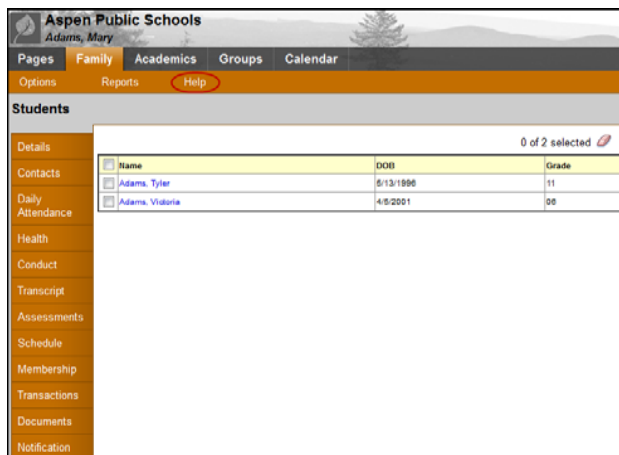4. Click **Video Series**, then **Aspen Student and Family**.

Aspen Student and Family Video Series Titles

Student Portal Overview

Family Portal Overview

Subscribing to Email Notifications

Using the Calendar

Checking Grades

Emailing Teachers

Requesting and Viewing Next Year's Courses

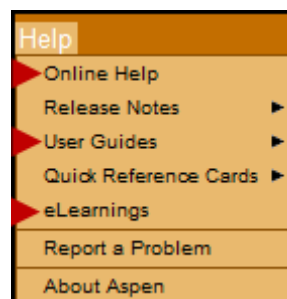Accessing and Submitting Assignments Online

Using My Resources

Note: There is a Quick Reference Card that goes along with each video. You can print it

What if I need more help?

Aspen is easy to navigate. The data is secure and can't be edited, so feel free to explore. If you have a question about how to do something, click the **Help** menu:

The following options appear:

Online Help: Click to open online Help, then click **Using the Family and Student Portals**. A table of contents, index, and search feature make it easy to find the information you need.

User Guides: Click to open, download, and print a PDF version of Family and Student Portals – User Guide.

eLearnings: Click to get access to the Aspen Student and Family Video Series, as well as Quick Reference Cards.

If you still have questions, email parentportalhs@swampscott.k12.ma.us

Follett Aspen™

What is Aspen?

Aspen is a secure, Web-based school information management system. It helps school districts track all types of student data – from attendance to conduct, grades to schedules, health to special education.

Your school district has been using Aspen with great success. We are now opening the Family and Student portals to increase communication among parents, students, teachers, and administrators.

What is a portal?

For each student, Aspen stores thousands of pieces of data, which only their teachers and school administrators have access to.

The Family portal is a part of Aspen that lets parents and guardians see certain information about their own children. The Student portal lets students see information about themselves.

Use your computer or smartphone to access the following:

Family contact and emergency information: Can be edited using the task widget.

Academic information: Get real-time access to your child's assignments and grades. You can even see progress reports and report cards.

Conduct, grades, attendance, and health visit information: Sign up to receive email notifications when new information is available.

Calendar events: Color-code events to see at a glance what each family member is doing.

Note: Some of the features listed in this brochure might not be available to you, based on your district's use of Aspen.

Is my child's information secure?

Aspen protects your student's information with the same advanced technology your bank uses to protect your financial accounts. Rest assured that all Aspen users only have access to information they need, and nothing more.

The Family and Student portals have been carefully configured to ensure that your student's information is confidential and can only be retrieved by you – the parent/guardian – authorized school personnel, and the student him- or herself.

How do I access the portal?
You can log on to Aspen's Family portal from virtually anywhere – all you need is an Internet connection.
This means you can be connected at home, work, or wherever you happen to be. You can even access the portal from your smartphone or other mobile device.
As a parent/guardian, you only need one login to securely access the information for all of your children.

1. Open your browser to connect to the Internet.

2. Go to the URL provided by your school.

3. Enter your **Login ID** and **Password**.

4. The first time you log on, you will be prompted to change your password. Your Home page will then appear.

*Use the following space
for your own records:*

Aspen Login ID:_____
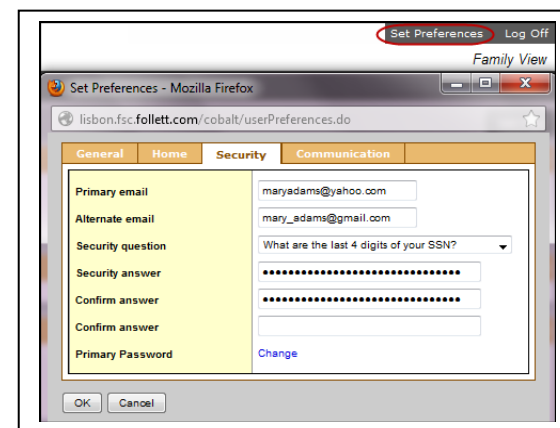
Password:_____

Keep in a safe place!

What if I have trouble logging on?

If you need help logging on to the Aspen Family or Student portal, or with your login ID or password, email parentportalhs@swampscott.k12.ma.us.

How do I change my email address or password?

From any page in the portal, click **Set Preferences** in the upper-right corner of the screen:

Here you can set several of your user preferences, including the following:

Email address

Password

Appearance of your Home page

Number of forum posts you want to see per page