

Parent Login Instructions – Aspen, Canvas & Library



Your Aspen/Canvas Login ID is your “Concordia Parent ID” which is on the ID card under your name. If you do not have a Parent ID Card you may request one by emailing idcards@concordiashanghai.org

Set Up Security Questions and Change Password

If you are new to Concordia, you should have received an email with a temporary password. If you did not receive an email, please email aspen@concordiashanghai.org to request your login information.

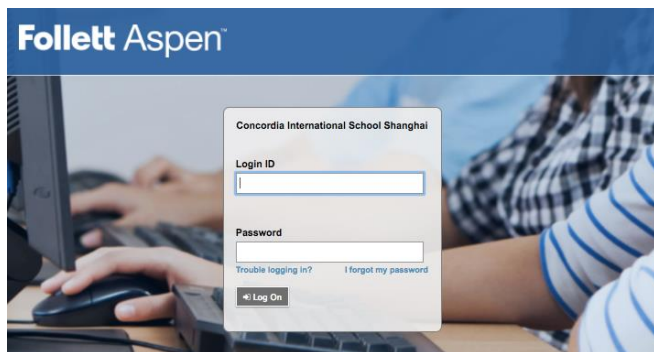
Once you have your ID Card and temporary password:

1. Go to <http://peoplepassword.concordiashanghai.org> and set up three security question-answers. You will use these security questions to reset your password in case you forget it.
2. Go to <http://forgotpassword.concordiashanghai.org> and change your temporary password to a new password of your choice. The password needs to be at least 12 characters long.

If you ever forget your password, go to <http://forgotpassword.concordiashanghai.org> and follow the onscreen directions to reset it.

Please email aspen@concordiashanghai.org if you have any issues.

Aspen (Student Information System)

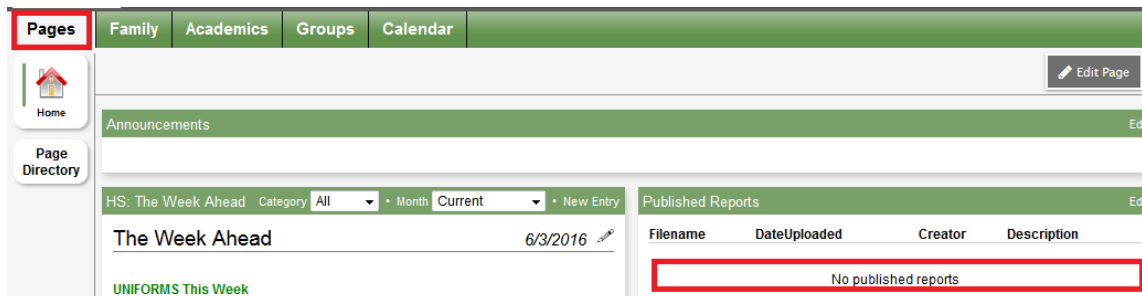


Aspen login page:

<http://aspen.concordiashanghai.org>

Login with your Parent ID and password.

Pages Tab:



During the end of the semesters, parents would receive emails about downloading the report card (K-8). Students and parents can find the report card under “Published Reports”

Family Tab:

Student number and password for student photos will show by default. After receiving the email from Lucas Digital, parents may use this information to login to the Lucas Digital website (<http://www.lucasdigitalshanghai.com/index.php/user/login>) and order pictures.

Click on the student name to view:

Details – student detail information

Contacts – parent information

Health – health visits, immunizations

Transcript – final grades by semester

Schedule – current schedule and course requests for HS

The screenshot shows the 'Family' tab selected in the top navigation bar. Below it, the 'Students' section is visible. On the left, a vertical menu lists various options: Details, Contacts, Daily Attendance, Health, Transcript, Schedule, Documents, and Notification. The 'Details' option is highlighted with a red box. In the main content area, there are buttons for 'Options', 'Reports', and 'Help', along with a search bar labeled 'Search on Name'. Below these is a table with columns for 'Name', 'Student Number', and 'pswd4photo'. The 'Student Number' and 'pswd4photo' columns are highlighted with a red box. The table contains one row with a checkbox, the letter 'L', the number '2029', and the number '915088'. The text '0 of 1 s' is visible to the right of the table.

Finance:

To check student's finance account information.

- 1 Click on **Details** side tab, click on the **Finance** sub-tab to check the information.


If you have more than one child at Concordia...

- 2 Click to search or switch between students

The screenshot shows the 'Finance' sub-tab selected in the left-hand menu. The top navigation bar remains the same. Below the 'Students' header, there are navigation arrows and a search icon, with a red box around them and a '2' in a blue circle. The 'Details' sub-tab is selected, and the 'Finance' sub-tab is highlighted with a red box and a '1' in a blue circle. Below the 'Finance' sub-tab, there are several tabs: Demographics, Addresses, Finance, TECH, Activities, Emergency, Transportation, Medical Forms, and ID Card. The 'Finance' tab is active, showing account information: Bank Name (交通银行上海新区支行), Account Name (上海协和国际外籍人员子女学校), Virtual Account No. (201023), and Tuition Paid Status. There are also buttons for 'Options', 'Reports', 'Help', and 'Cancel', and a 'Default Template' dropdown menu.

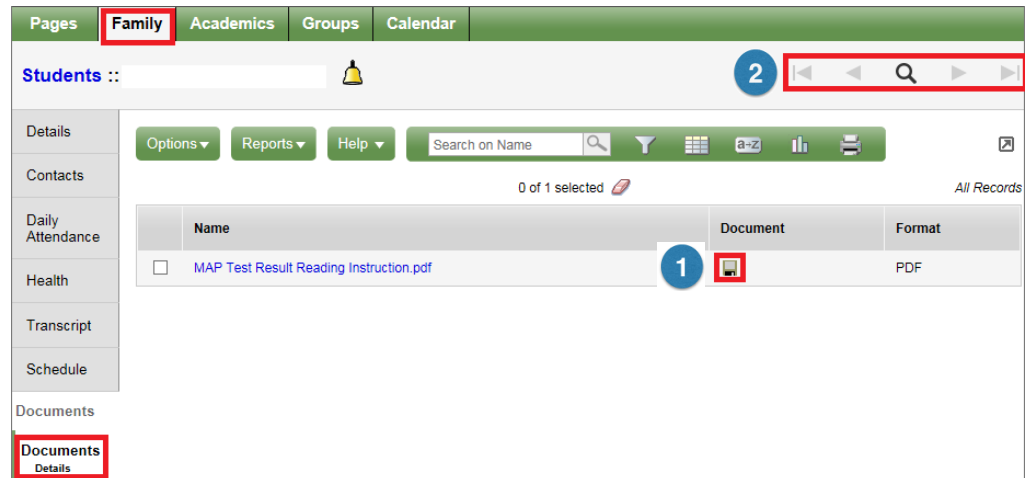
Documents:

To download student files

- 1 Click on the  icon to download the file

If you have more than one child at Concordia...

- 2 Click to search or switch between students



The screenshot shows the 'Family' page with a navigation bar at the top containing 'Pages', 'Family', 'Academics', 'Groups', and 'Calendar'. Below the navigation bar is a search bar with a bell icon and a search icon. A red box highlights the search bar and the search icon, with a blue circle '2' next to it. Below the search bar is a table with columns 'Name', 'Document', and 'Format'. A red box highlights the 'Document' column, with a blue circle '1' next to it. The table contains one row with the document name 'MAP Test Result Reading Instruction.pdf' and the format 'PDF'. Below the table is a sidebar with a 'Documents' section containing a 'Documents Details' link, which is highlighted with a red box.

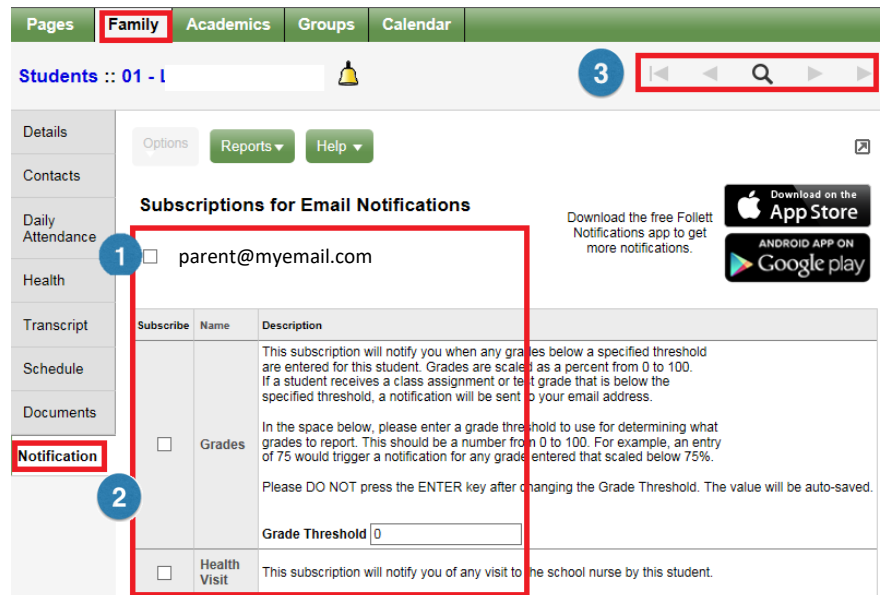
Notification:

Set up email notifications for grades and health office visits.

- 1 Click in the check box in front of the email address to receive notifications.
- 2 Click the subscribe box for **Grades** and enter the 'Grade Threshold' for notifications.

Click the subscribe box to receive notifications for **Health Visits**.

- 3 Click to search or switch between students.



The screenshot shows the 'Family' page with a navigation bar at the top containing 'Pages', 'Family', 'Academics', 'Groups', and 'Calendar'. Below the navigation bar is a search bar with a bell icon and a search icon. A red box highlights the search bar and the search icon, with a blue circle '3' next to it. Below the search bar is a section titled 'Subscriptions for Email Notifications'. A red box highlights the 'parent@myemail.com' email address, with a blue circle '1' next to it. Below the email address is a table with columns 'Subscribe', 'Name', and 'Description'. A red box highlights the 'Grades' row, with a blue circle '2' next to it. The 'Grades' row has a 'Subscribe' checkbox, the name 'Grades', and a description that includes a 'Grade Threshold' input field with the value '0'. Below the 'Grades' row is the 'Health Visit' row, which has a 'Subscribe' checkbox, the name 'Health Visit', and a description that includes the text 'This subscription will notify you of any visit to the school nurse by this student.'

Academics Tab:

To view a student's class performance...

- 1 Click on the course
- 2 Then click on **Assignments**
At the left side, you can see assignment details.

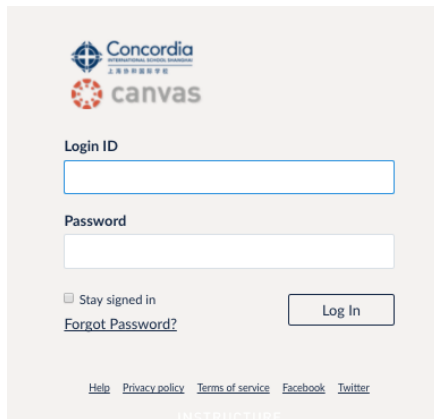
If you have more than one child at Concordia...

- 3 Click on Student dropdown box to switch between students.

The screenshot shows the Academics tab interface. The top navigation bar includes Pages, Family, Academics (highlighted), Groups, and Calendar. Below this is the 'Classes' section. On the left, a sidebar menu has 'Details', 'Assignments' (selected), and 'Attendance'. The main area features a search bar and a 'Student' dropdown menu. Below these is a table with the following data:

Description	Course	Description	Term	Teacher
Math 7A	1212-001	Math 7A	FY	Carroll, S
Science 7	1302-002	Science 7	FY	Gingerich
Advisory 6&7&8	1411-002	Advisory 6&7&8	FY	Halula, C
Grade 7/8 Learner Track Bridging	1808-002	Grade 7/8 Learner Track Bridging	FY	Yao, Yuar
Humanities 7	1002-003	Humanities 7	FY	Halula, C
Phoenix Band 6-8	1506-001	Phoenix Band 6-8	FY	Allen, Da
Physical Education 7/8	1704-004	Physical Education 7/8	FY	Lyons, Gr
Reflective Spiritual Being 7/8	1602-001	Reflective Spiritual Being 7/8	T1	Halula, C

Canvas (Learning Management System, MS & HS)

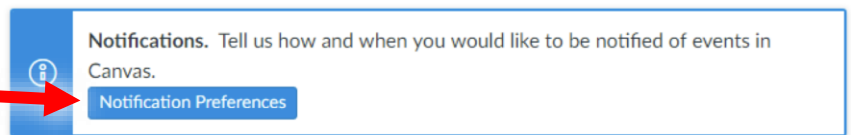


The image shows the login page for Concordia University's Canvas LMS. At the top left is the Concordia logo and the Canvas logo. Below the logos are two input fields: "Login ID" and "Password". There is a "Log In" button to the right of the password field. Below the password field, there is a checkbox for "Stay signed in" and a link for "Forgot Password?". At the bottom, there are links for "Help", "Privacy policy", "Terms of service", "Facebook", and "Twitter".

Login page: <http://canvas.concordiashanghai.org>

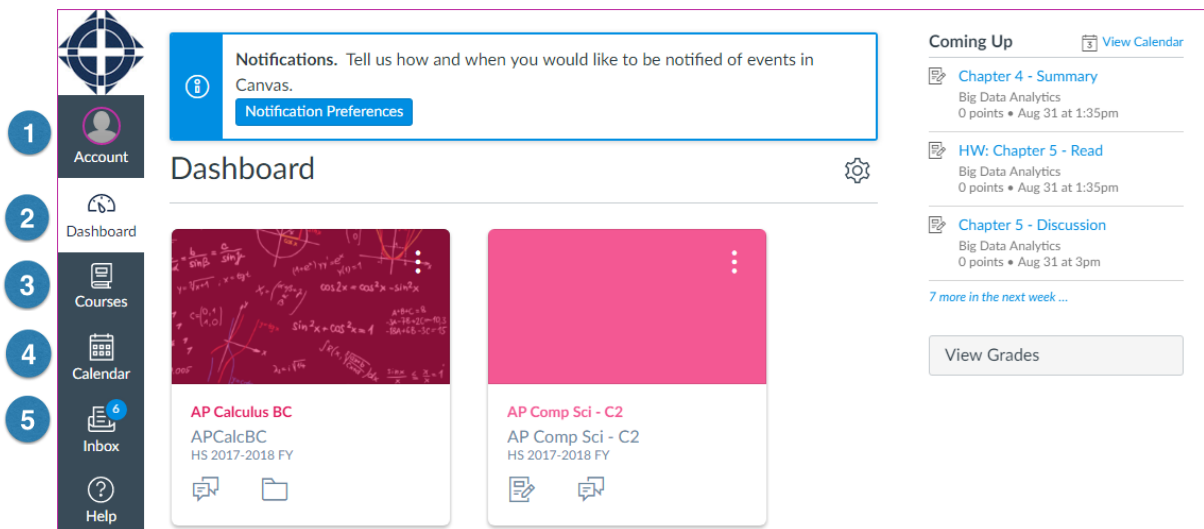
Login with your Parent ID and password.

When you first login, click this box to set your email notifications.



NAVIGATING CANVAS

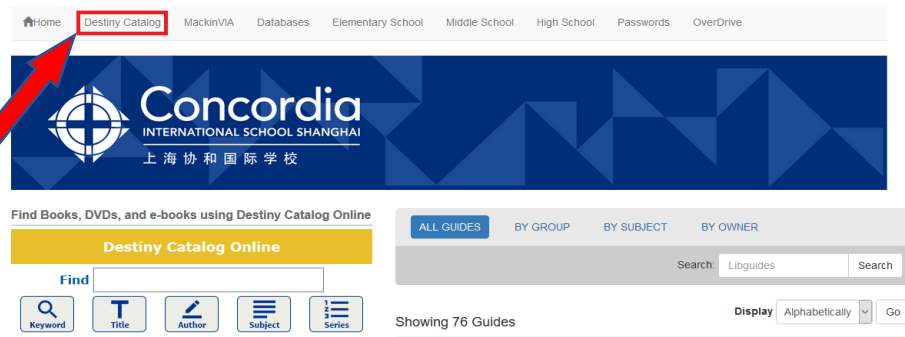
- 1 **Account** – parents can change settings like notifications
- 2 **Dashboard** – student current available courses, click on the course block to view the content
- 3 **Courses** – list view of courses available
- 4 **Calendar** – check course assignments/events in a calendar view
- 5 **Inbox** – a copy of messages sent by teachers through Canvas



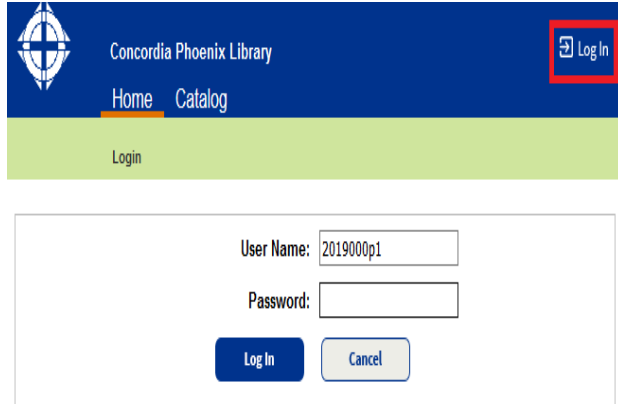
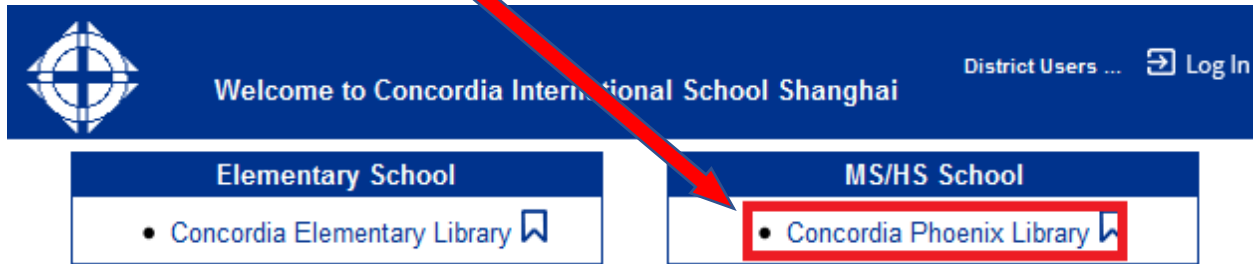
The image shows a screenshot of the Canvas dashboard. On the left is a vertical navigation menu with icons and labels: "Account" (1), "Dashboard" (2), "Courses" (3), "Calendar" (4), "Inbox" (5), and "Help". The main content area features a "Notifications" box at the top with a "Notification Preferences" button. Below this is the "Dashboard" heading. There are two course blocks: "AP Calculus BC" (APCalcBC, HS 2017-2018 FY) and "AP Comp Sci - C2" (AP Comp Sci - C2, HS 2017-2018 FY). On the right side, there is a "Coming Up" section with a "View Calendar" link, listing items like "Chapter 4 - Summary", "HW: Chapter 5 - Read", and "Chapter 5 - Discussion". At the bottom right is a "View Grades" button.

Library System (<http://library.concordiashanghai.org>)

Click on **Destiny Catalog**

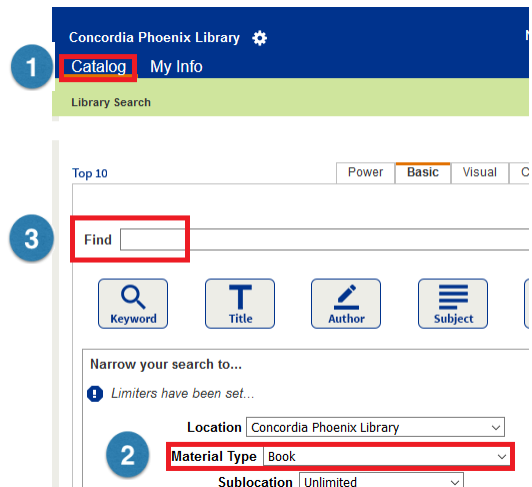


Click on **Concordia Phoenix Library**



Click on **Log In**. Username and Password is your Parent ID and password.

- 1 Click on **Catalog** tab
- 2 Choose **book** for the **Material Type** dropdown list
- 3 **Find** the book




Searched for (scar island). Searched in: Concordia Phoenix Library.

[Not what you're looking for? [Refine your search?](#) [Browse Subjects?](#)] **Selected List:**

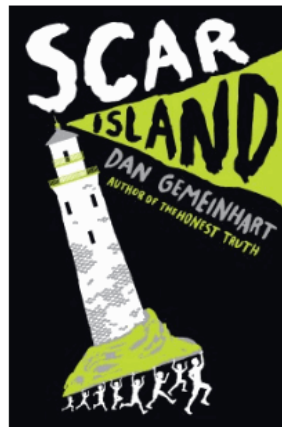
Titles: 1 - 4 of 4

Sort By



Scar Island 
Call #: mF GEM Gemeinhart, Dan.
Sublocation: MS/HS Library
Published 2017
Reading Level: 4.5 Interest Level: 3-6
Lexile: 610L

Click on **Details**

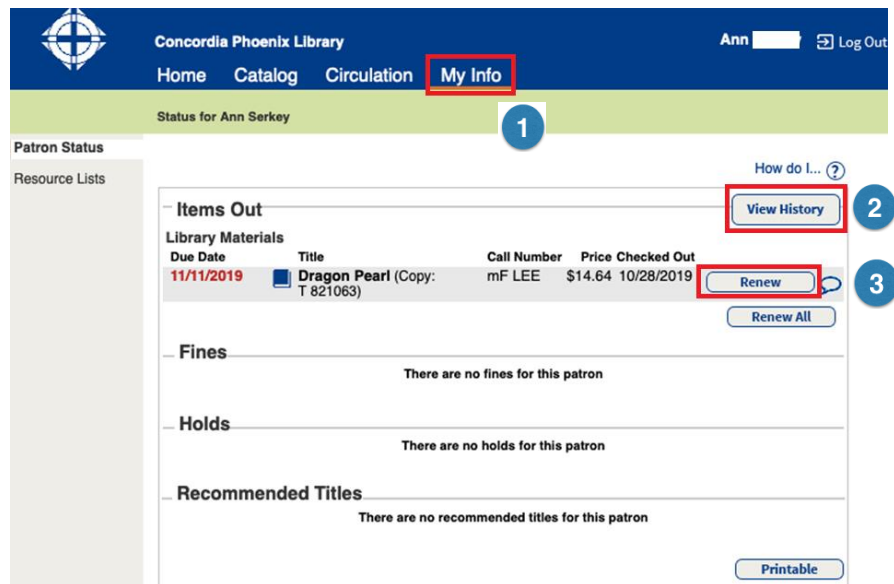


Scar Island
Dan Gemeinhart.
Local copies available: 0 of 1. Estimated wait unknown. (Hold requests in queue: 3)
There are no off-site copies of this title. [See all...](#)





Hold the book currently unavailable



Concordia Phoenix Library
Home Catalog Circulation **My Info**

Status for Ann Serkey 1

Patron Status
Resource Lists

How do I... ? 2

Items Out 2

Due Date	Title	Call Number	Price	Checked Out
11/11/2019	Dragon Pearl (Copy: T 821063)	mF LEE	\$14.64	10/28/2019

3

Fines
There are no fines for this patron

Holds
There are no holds for this patron

Recommended Titles
There are no recommended titles for this patron

1 Click on **My Info**

2 **View History**

3 **Renew**