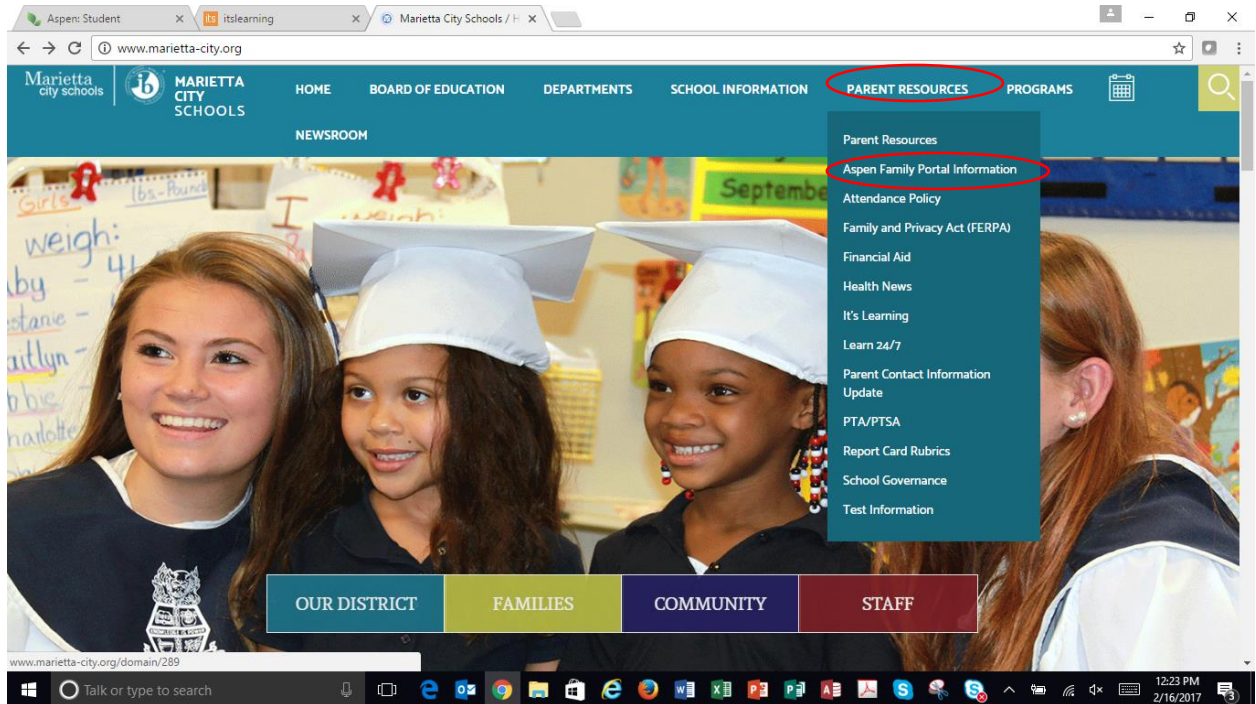


Aspen Beginner Course

1. First let parents know that they must have an email address to create an Aspen account. If parents do not have an email account, have them create one through gmail.
2. Take the parents to the Marietta City Schools homepage and hover their mouse over the “Parent Resources” tab.



3. Have parents click on the “Aspen Family Portal” option. Once they are on this page, parents that need it translated have that option by clicking on the translate languages tab at the top of the web page.
4. If parents have not created an account, they will need to click on the “Aspen Portal Family Account Registration”

RESOURCES

- ▶ [Aspen Family Portal Account Registration](#)
- ▶ [Aspen Help Desk](#)

5. Parents will need to know their child’s Social Security number or student GTID number to register (they can get the GTID number from the school) *Note – I only believe the form online is in English and parents only need to fill out one form even if they have multiple students in the system*
6. If a parent already has an account, but has forgotten their password, they will need to click on the “Aspen Help Desk” to receive a new one (see screenshot above)

- Once parents have received an email with their registration information they may log into the system. *If parents have requested a new password through the Aspen Help Desk, it may take 24 hours or longer to get the new password*
- For parents to login have them click on the Aspen leaf icon



RESOURCES

- ▶ Aspen Family Portal Account Registration
- ▶ Aspen Help Desk

- Once parents login they should see the following screen:

The screenshot shows the Aspen Family Portal dashboard. At the top, there are tabs for 'Family', 'Academics', and 'Calendar'. The 'Academics' tab is selected. Below the tabs, there is a 'Tasks' section with a dropdown menu for 'Open Tasks' and an 'Initiate...' button. A table with columns 'Received', 'Workflow', 'Task', and 'Subject' is visible, with 'No Tasks' displayed. Below this is a 'Workflow' section. A red circle highlights the 'Banner' section, which contains the following text: 'Parents and Students, 1st Semester Report Cards for MHS students are now available just below. Scroll down, and on the right side, look for the section "Published Reports". Your student(s) Report Cards are available for you to look at there:'. Below the text is a table titled 'Published Reports' with columns 'Filename' and 'DateUploaded'. At the bottom, there is a note: '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.'

Point out the banner on the page and let parents know that this is where there will be any important updates about the system

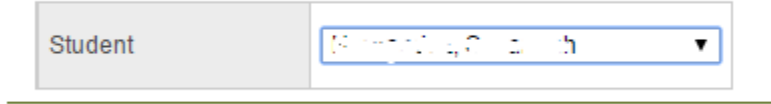
- Have the parents click on the Academics tab at top

This screenshot shows the same Aspen Family Portal dashboard as the previous one, but with the 'Academics' tab at the top highlighted by a red circle. The rest of the page content is partially visible, including the 'Tasks' section and the 'Published Reports' table.

11. This will open their child's current grades:

<input type="checkbox"/>	Description	Description	Term	Teacher	Classrm	Term Performance	Abs	Tdy	Dsm
<input type="checkbox"/>	Spanish II AB	Spanish II AB	FY	Saucedo, Arelí	432	100.0 A	1	0	0
<input type="checkbox"/>	Theatre Arts Grade 8 Enhanced	Theatre Arts Grade 8 Enhanced	FY	Grogan-Wallace, Kayce	420	95.0 A	0	2	0

12. If parents have more than one child in the system they may click on student button above the grade and choose their other child to view his/her grades



13. Finally, since many parents may use a mobile device to access information. Have the parents go to the app store on their phone and download the Marietta City Schools app.

14. Once downloaded, show parents that there is a link to Aspen through the Marietta City Schools app, so that they can view their child's grades and attendance through the app.