

## Aspen X2: The Family Portal

### How to Subscribe to Email Notifications for Grades, Conduct & Attendance

Log on to Aspen X2 at: <https://ma-weymouth.myfollett.com>

Click on the “Family” tab and the “Notification” side tab.

The screenshot shows the 'Weymouth Public Schools 2' Family Portal. The 'Family' tab is highlighted in red. The 'Notification' side tab is also highlighted in red. The main content area is titled 'Subscriptions for Email Notifications'. It shows two checked checkboxes for email addresses: '@aol.com' and '@weymouthps.org'. Below this is a table with columns 'Subscribe', 'Name', and 'Description'. The 'Attendance' row has a checked checkbox and a description. The 'Grades' row has a checked checkbox and a description. The 'Grades' row has a text input field with the value '70' and a red arrow pointing to it.

Subscribe	Name	Description
<input checked="" type="checkbox"/>	Attendance	This subscription will notify you of any attendance entry for this student.
<input checked="" type="checkbox"/>	Grades	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. 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 70 would trigger a notification for any grade entered that scaled below 70%.

The parent/guardian can select to subscribe to any or all of the three available areas; Attendance, Conduct, and/or Grades. Simply click in the checkbox to subscribe. Also, select the email at the top to which you would like the notifications sent to. Please check the email address for accuracy. If there is a problem with the email address, please contact your child’s school office to make a correction.

The grades notification subscription allows the family to enter a threshold grade with the default of 70%. Any grade entered during the week for an assignment that falls below the threshold will result in an email to the family on Saturday morning on a weekly basis.

If the family chooses to subscribe to the conduct notification they will receive an email on Saturday morning to let them know of any conduct entry that has been made for their child in Aspen X2 during the week. The attendance feature works the same way, sending an email on Saturday morning as well.