

Aspen is a secure, web-based school information management system. Aspen manages all facets of student data, including attendance, grades, and schedules.

How do I access the system?

You can log on to Aspen's Student Portal from any computer that connects to the Internet. It provides access to the system from anywhere – your home and/or your office. Open your browser to connect to the Internet.

Type in: aspen.quincypublicschools.com

Enter your Login ID and Password. The first time you log on, you will be prompted to change your password. Your new password should contain at least **ONE UPPER CASE LETTER** and at least **ONE NUMBER**. Minimum of 6 digits. The password will be encrypted for security reasons.

How do I change my password or set up my account for password retrieval if I ever forget it? From any page, click **Set Preferences** in the upper-right corner of the screen. Select the **Security Tab**. Here you will enter your primary and secondary email address. Answer one of the security questions in the drop down menu. This email (case sensitive) and question would be asked should you choose the “I forget my password” button on the log in screen. Your password will be emailed back to you after successfully answering the security question.

Student Portal for parents, students, teachers, and administrators collaborating to communicate effectively and efficiently.

Students and family members, particularly those who are primary adult contacts for a student, use the Student portal to see the student's information, academic progress, groups, and calendars.

Various features that you can access through the Aspen Student Portal:

- Student Attendance
- Teacher Assignments
- Student Grades
- Interim Reports
- Calendars
- Report Cards
- Virtual Student Locker
- And so much more...

Quincy Public Schools IT Team will continue adding additional functionality to the Student Portal throughout this school year.

Is my 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.

Home Page in the Portal is your school's Page and contains school news and announcements.

Specific Information about your child from the **My Info tab**:

- Demographics, address, ethnicity, student photo, contact names, phone numbers, daily attendance, transcripts and course information, and current class schedule

Academics tab:

- Current schedule, grades, assignments and class attendance (parents please note that full implementation of the academic portion of the student portal is not mandatory for teachers at this time)

Calendar tab:

- Monthly calendar with events. You can customize the calendar by choosing the categories you want listed and color-code due date reminders for class assignments, activity events and the school year calendar. See at a glance what your child is doing!

Student Portal Locker

Students can upload and save files in the virtual locker. For example, from your home computer, you might upload an English essay, or a spreadsheet you created for Math class. Then, when you arrive at school, you can access your file from any computer. A list of files you uploaded appears.

To upload a new file from your locker:

Enter a name for the file, so that you know what it is when you look in your online locker.

Click the **Locker tab**.

On the options menu, click Add.

The New Folder/File page appears.

Type a Name for the file.

Click Upload, then click browse to find the file on your computer. Select the file, and click *Import*; Click *Save*.

To download a file from your locker:

Click the Locker tab.

Click the file name.

Click Download, and choose a location on your computer to save the file.

To delete a file from your locker:

Click the Locker tab.

Select the checkbox next to the name of the file you want to delete.

On the Options menu, click delete.

Use the following space for your own records:

Aspen Login ID: _____

Password: _____

Keep in a safe place!

What if I need more help with Aspen?

Aspen is easy to navigate. The data is secure and view-only. Feel free to explore. If you have a question about how to do something, utilize the **HELP** menu.

A table of contents, index, and search feature make it easy to find the information you need. There are a number of videos (under five minutes) you can view for an overview of the Student Portal and it's features.

Check out the **User Guides**, click to open, download and print a PDF version of **Using the Student Portal**.

Quincy School Committee

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Quincy Public Schools

*Connecting Homes - Schools
and
Student Performance*

Aspen Student Portal Guide for Parents



**Empowering and Enabling
Parents Access to
Information** through the
Aspen Student Portal