

Each view in Aspen has its own color scheme. Tabs and headers in the School view are blue. You might have access to more than one view.

Do not use your browser's **Back** button to navigate. This might cause errors. Instead, use the tabs or the breadcrumbs.

This screenshot shows the 'Student List' view for a specific student, Kristyn M. Abreu. The interface includes a top navigation bar with tabs for Pages, School, Student, Staff, Attendance, Conduct, Grades, Assessment, Schedule, Extracurriculars, Global, Tools, and Admin. The 'Student' tab is active. On the left, a sidebar lists various categories like Details, Contacts, Attendance, Conduct, Transcript, Assessments, Academics, Schedule, Membership, and Transactions. The main area displays the student's details, including name, date of birth, and phone numbers. Red arrows and numbered boxes highlight specific features: 1 points to the 'Details' tab, 2 to the 'Conduct' tab, 3 to the 'Demographics' sub-tab, 4 to the record navigation bar (first, previous, next, last), 5 to the 'Demographics' sub-tab, and 6 to the date of birth field.

- Breadcrumbs:** Click text in blue to jump to that page in Aspen.
- Tabs:** Click to see a different category of data.
- Side-tabs:** Click to drill deeper into the category of data selected in the tab.
- Record navigation bar:** Click to move to the first, previous, next, or last record in the list.
- Sub-tabs:** Click to select a type of data related to the side-tab.
- Dates:** There are four ways to enter dates in Aspen:
 - Click .
 - Type the date yourself. If you type **092622**, the system will format it as **9/26/22**.
 - Type a lowercase t, and the system will enter today's date.
 - Type t + 30, and the system will enter today's date plus 30 days (insert number of choice).

7. **List pages:** The following is true for all list pages in Aspen, such as the Student List:

- To do a quick search, press **Ctrl - F**.
- You can select students across many pages by selecting their checkboxes. Look at the record counter to see your selection total.
- Click the checkbox in the top left corner of the list to select all the records on the page you're looking at.
- Click  to set the record counter back to zero (deselect all records).

8. **Menu bar:** Click a drop-down or icon for page-specific options.

This screenshot shows the 'Student List' view in Aspen. The top navigation bar is the same as in the previous screenshot. The 'Student List' tab is active. The main area displays a list of students with columns for Name, Alerts, Local ID, Gender, Grade Level, Quick Status, DOB, Primary phone, Address, and 1st Contact. A search bar is visible at the top of the list area. Red arrows and numbered boxes highlight specific features: 7 points to the 'Student List' tab, and 8 points to the menu bar (Options, Reports, Help) and search bar.

Name	Alerts	Local ID	Gender	Grade Level	Quick Status	DOB	Primary phone	Address	1st Contact > E
Abd'Allah Muhammad, Kayla		20001140	F	05		2005-11-13	(781) 740-9147	2 Sidney Ave.	asayles@worldr
Aborn, Thomas		21419510	M	10		2000-12-28	(335) 424-9697	60 King Philip A1	jaborn@gmail.c
Abramson, Danielle		26793606	F	10		2001-11-24	(781) 749-8926	2045 Crabapple Path	bloomey@msn.
Abreu, Kristyn M.		22285152	F	09		2001-12-28	(781) 741-3367	962G Spruce St	nkilkelly@msn.c
Adams, Emily		25393442	F	10		2001-02-03	(781) 749-8399	69 Pleasant 2204	bhardie@earthli
Adams, Melina		29929309	F	11		2000-04-24	(508) 740-4712	4 Greenview Lane	mab65@hootm
Adams, Michael W.		26450394	F	11		2000-05-11	(764) 654-8765	10 Partridge Way 14-7	ssrando@gmail
Agnant, Jane		25538846	F	09		2001-11-21	(781) 741-8051	97 Janet 52	shassan@topic
Ahearn, Emily		20308483	F	11		2000-11-22	(781) 740-1149	6 Concerto Court Avenue	smalone@earth
Alach, Jared		23205840	M	09		2002-01-13	(781) 749-8683	1 Sunset Avenue	amcdonough@t

Aspen security

- Don't write your username and password on a sticky and put it under your keyboard!
- If you are going to step away from your desk, log off the system by clicking **Log Off**.
- Do not just close your browser to exit the system, as this leaves a security breach. Be sure to click **Log Off** or quit your browser.

Aspen homepage

1. Click to change views or schools (if available), set preferences, and log off the system.
2. When creating or editing announcements, a built-in spell checker will alert you to any words it doesn't recognize. A rich-text editor makes it easy to change the font size, color, and formatting.
3. Use this section of the page to post links to frequently visited websites.
4. If there are certain reports you use frequently, put links to them here for one-click access.
5. The quickest way to find student demographic information is by using the Student Search box.
6. Use the Tasks area to manage tasks assigned to you or initiate a new task (if you have proper privileges). Click a task name to view its details.
7. These are just a few of the available widgets. Click **Edit Page** to see a complete list of widgets (administrators only.)

Crow Point High School School view ▾ Select school support, aspen ▾ Log Off

Pages School Student Staff Attendance Conduct Grades Assessment Schedule Extracurriculars Global Tools Admin 7 Edit Page

Aspen Videos Homepage

Banner Edit

Announcements Edit

• November 21: Aspen has been updated. Press F5 to update your browser. ← 2

Aspen Schools - Links Edit

Aspen Schools	Staff Email	3
District Calendar	PD Forms	
CPHS Sports Schedules	School Committee	

Report Links Edit

• 504 Plan 4

Tasks Edit

Open Tasks ▾ 6 + Initiate...

Received	Workflow	Task	Subject
2019-01-29 14:37	Observation and Evaluation	Conduct Observations	Allen, Elizabeth
2018-11-01 13:22	Contact Verification	Post Change	Abreu, Kristyn M

Student Search

Search Include Archive Secondary Students

Calendar

S	M	T	W	T	F	S
3	4	5	6	7	1	2
10	11	12	13	14	8	9
17	18	19	20	21	15	16
24	25	26	27	28	22	23
					29	30

Follett Destiny Search

SEARCH