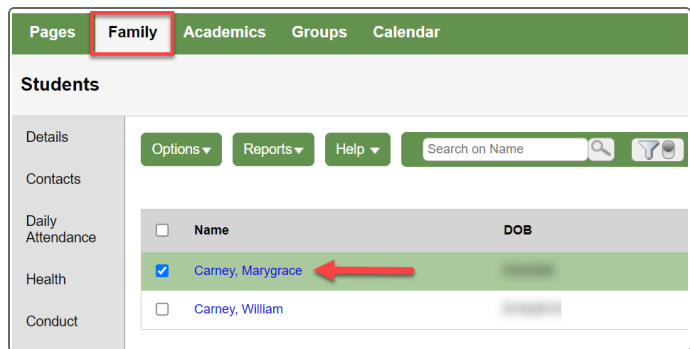


FAQs for Families New to Aspen

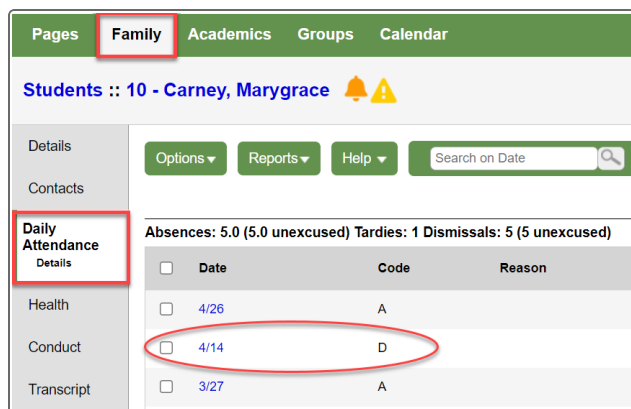
If this is your first time using Aspen, the following frequently asked questions (and answers) can help you get started. This info is for logging in to the Family portal on your computer.

How can I see my child's absences?

1. Click the **Family** tab, and then select the student whose attendance you want to review (if you have more than one child in Aspen). To select the student, click the name or the checkbox next to it.

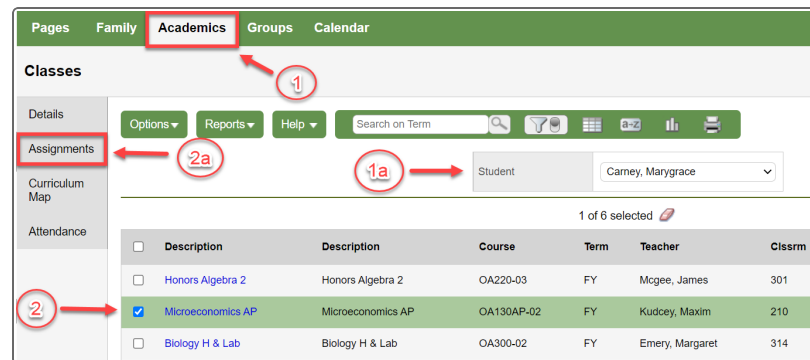


2. Click the **Daily Attendance** side-tab to view attendance information by date. Click a date for details about the absence.

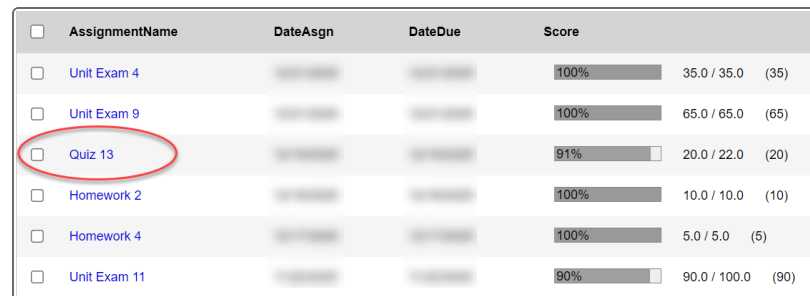


What grade did my child get on last week's test?

1. Click the **Academics** tab, and then select the student whose grades you want to review.
2. Click the course name or select its checkbox, and then click the **Assignments** side-tab.

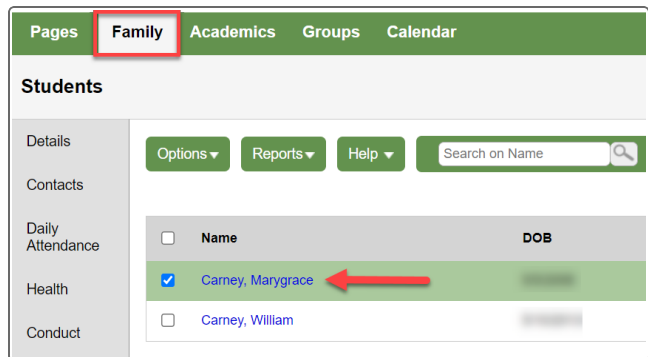


3. The assignment list shows dates, scores, and any feedback. Click an assignment name to view additional details.

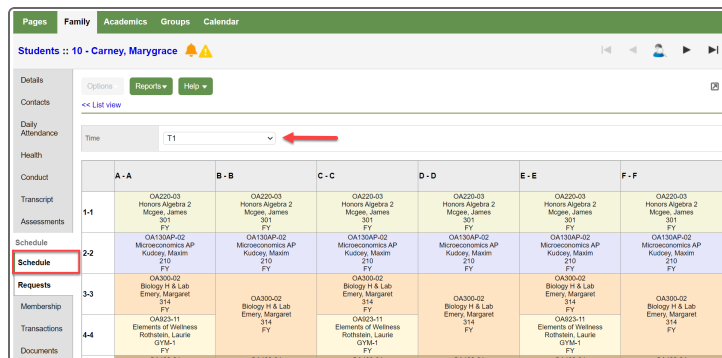


Where is my child now?

1. Click the **Family** tab, and then select the student whose schedule you want to see.



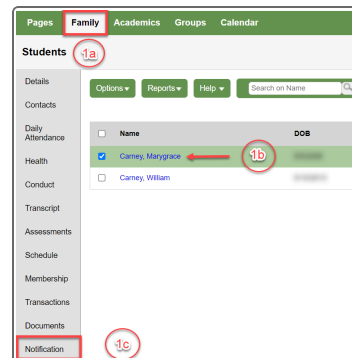
2. Click the **Schedule** side-tab. The student's schedule appears. You can select the semester, term, or year. Click **List view** to see info that way.



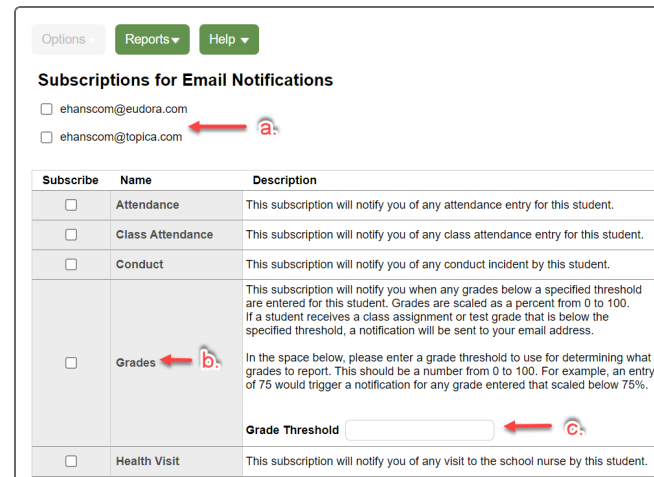
Can I find out if my child receives a low assignment grade?

You can turn on email notifications to learn about a low grade as soon as the teacher posts it. Notifications can be set at whatever grade percentage you choose.

1. Click the **Family** tab, and then select the student. Click the **Notification** side-tab.



2. On the Notification page:
 - a. Select the email address(es) where you want notifications to be sent.
 - b. Select the **Grades** checkbox.
 - c. Enter a number at **Grade Threshold**. For example, to receive an email for every grade of 75 or lower, type **75**.



Note: You can also set up notifications for attendance, conduct, and health here.