Follett Aspen™

Version 5.9

Each view in Aspen has its own color scheme.
The School view is blue.
You might have access to more than one view.

tabs: Click to see a different category of data.

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

breadcrumbs: Click text in blue to jump to that page in Aspen.

alert icons: Click to view student-specific information.

record navigation bar: Click to move to the first, previous, next, or last record in the list.

side-tabs: Click to drill deeper into the category of data selected in the tab.

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 **092617,** the system will format it as **9/26/17.**
- 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).
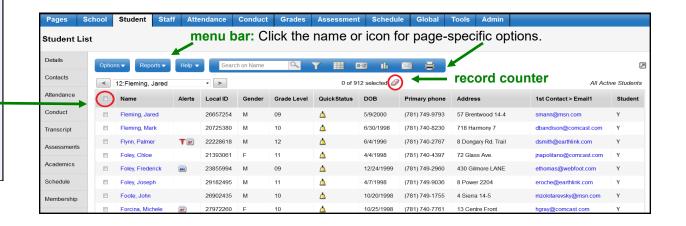

List pages

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).

menu bar: Click the name or icon for page-specific options.

record counter

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System Fundamentals
Quick Reference Card

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.

This is the Aspen Home page.

settings bar: Click to change views or schools (if available), set preferences, and log off the system.

Crow Point High School 2015-2016 | School View ▼ | 🔔 Select School | Administrator, System ▼ | 🕪 Log Off

Pages | School | Student | Staff | Attendance | Conduct | Grades | Assessment | Schedule | Global | Tools | Admin

🏠 Home
Other ▼
Page Directory

Welcome to Crow Point High School

Crow Point High School seeks to create a challenging learning environment that encourages high expectations for success through development-appropriate instruction that allows for individual differences in learning styles. Our school promotes a safe, orderly, caring, and supportive environment. Each student's self-esteem is fostered by positive relationships with students and staff. We strive to have our parents, teachers, and community members actively involved in our students' learning.

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.

The quickest way to find student demographic information is by using the Student Search box.

To clear search results, click **Home** 🏠

Favorites *Edit*
- Crow Point High School
- Bay Middle School
- North Elementary School
- South Elementary School
- Out of District Placements
- History School

Student Search
[   ] [Search] ☐ Include Archive ☐ Secondary Students

Tasks *Edit*
Closed Tasks ▼ [Initiate...]

Received	Workflow	Task	Subject	Outcome	Date Closed
6/28/10 3:46 PM	Contact Verification	Post Change	Adams, Tyler	Post	7/1/2010

[1 of 1]   Detailed View

Use this section of the page to post links to frequently visited websites.

Websites *Edit*
- NCES - National Center for Education Statistics
- X2 Development Corporation

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.

Reports *Edit*
- District Enrollment
- Enrollment Activity
- Workflow Compliance

Calendar
◁ January 2013 ▷

S	M	T	W	T	F	S
	1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

If there are certain reports you use frequently, put links to them here for one-click access.

♦ Follett