Navigating the Parent Portal 2011-2012  https://x2/aspen/logon.do

Family Tab

In this tab you can navigate between the side tabs to find out more information: Details has basic demographics; Contacts lists contact information; Assessments has limited assessment data available; Schedule lists the student schedule; Membership contains enrollment information; Transactions contains Fees; Documents may contain forms.

Attendance Side Tab

In the Attendance tab you can view attendance records. To view previous years, select the filter that is shaped like a funnel and change to “all records”.

Transcript Side Tab

This tab contains information about grades that are posted to the transcript (IE: report card and progress reports). You may have to navigate through the filters to see all information—see below

Grade Point Summary Side Tab (High School Only)

In this tab you can view the weighted and un-weighted GPA of your student. GPA is calculated only twice per year.

Graduation Summary Side Tab (High School Only)

In the Graduation Summary you can view your child’s progress towards graduation and receiving NH State Scholar status. Please keep in mind that some courses meet two requirements so contact your guidance counselor if you have questions.

Notifications

In the Notifications tab you can sign up for automatic email alerts about attendance and grades. You will need to set the grade threshold for this to work.
Academics Tab

In the Academics tab you can view periodic updates of your child’s academic progress by class.

Class Details

When you select a class, by selecting the hyperlink, it will open a details page that lists summary information of your child’s performance and attendance. Note: if the teacher is using Total Point as their grading default the percentages in the weight column will always fluctuate.

Class Assignments

To view individual assignments and scores, select the Assignments side tab and the select the blue hyperlink to reveal more information.

Assignment Details

When you open the assignment you can view the score that was earned out of the total points available and a description of the assignment if one has been entered.

Calendar

Students and parents can view assignments in a calendar view for organizational purposes.

Additional Help

There is a Help drop down menu on the Options bar for additional information.

Note: The district has made it optional for middle and high school teachers to have their grade book public this Fall. As a result, some grades may not appear until T2 or S2.

There is additional information available on the school website, including a tutorial about navigating the portal. If you have password problems click on the link for I Forgot My Password and it will send it to your email.

If you never received your account information-contact the main office at your school and they will retrieve it for you.