

Using the Family Portal

User Guide

Version 3.0



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Using the Family Portal

Family members, particularly those who are primary adult contacts for a student, use the Family view to view their students' information, academic progress, activities, and calendars.

Family members can view the following information for their students' records:

- [Demographics](#)
- [Contacts](#)
- [Attendance](#)
- [Health](#)
- [Conduct](#)
- [Transcripts](#)
- [Assessments](#)
- [Schedule](#)
- [Requests](#)
- [Enrollment](#)

For the current school year, family members can view the following academic information for each class in which their students are enrolled:

- [Details](#), including attendance and grades
- [Assignments](#), including grades
- [Attendance](#)

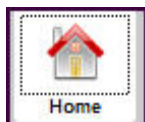
Family members can also:

- view the [activities](#) students are enrolled in (such as Band and Math team)
- use the [Calendar tab](#) to view a monthly calendar for each student. They can customize and color-code the calendar for each student to include their academic, extracurricular, and school events.

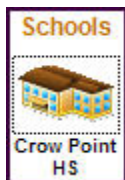
System administrators can assign user names and passwords for all family members, based on student contacts.

Using the Pages Tab

The Pages tab appears when you log on to Aspen. [The Pages tab](#) can contain several types of pages you might have access to:



- [The Home Page](#)



- [Your school's page](#)



- [Pages for each of your classes](#)



- [Other pages](#) (teams, clubs or groups you might belong to)

From the Pages tab, you can also do the following:

- Set preferences, such as your password and other information.
- Log off of Aspen.
- Go to one of the other tabs to view your information:

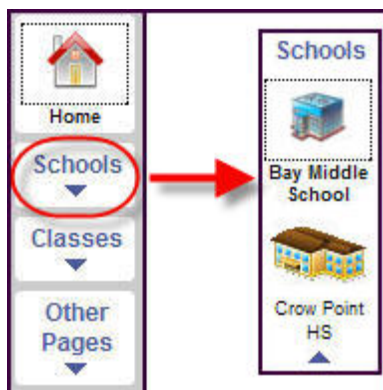
<i>Click this tab...</i>	<i>To...</i>
Family	View your student(s) information, such as contacts, transcripts, assessments, attendance, and conduct.
Academics	View your current schedule, and your grades, assignments, and attendance in each class.
Activities	View any extracurricular groups that you are a member of, group events, and other group members.

<i>Click this tab...</i>	<i>To...</i>
Calendar	View your monthly calendar, which you can customize to include due date reminders for your class assignments, events, and your school calendar.
Locker	Upload and save documents, such as Microsoft Word files or spreadsheets. The Locker tab acts as your virtual locker – you can store files in it.

After you click a tab, side-tabs appear on the left side of the page. Click the side-tabs to view additional information.

View Community Pages

All users have access to the Pages tab. Click the icons and page types on the left of the page to select the Page you want to view:



There are four possible types of pages you have access to:

- **Home page:** Default page.
- **Schools pages:** Accessible by all users in a school.
- **Classes pages:** Accessible by teachers for each of their classes, and by students via the Student portal.
- **Other Pages:** Include student group and staff group pages, such as the page for the Baseball team, or the Health page for nurses.

If you have access to more than one page within a type of page, the down arrow appears. Click the arrow to see which pages you have access to within that type of page.

Using the Home Page

The Home page is the first page listed on your Pages tab.

From here, you can do the following (depending on the preferences you set):

- View announcements for your student's classes, school, or district.
- View your student's recent attendance, conduct, and grades activity.
- Display and use personal school links.
- Display and use links to external Web sites (such as your school's Web site).
- Use a calendar.

View Recent Activity

Recent activity appears in a box on the Home page:

Aspen Public Schools 2008-2009
Abner, Anne

Change View Select Family Member Set Preferences Log Off

Home Family Academics Activities Calendar

Announcements Edit

Welcome to Aspen!

- Thank you for taking the time to learn about the Aspen student information platform.

Recent Activity Last 30 days

Search: Attendance Grades Conduct

▼ **Abner, Andrew (2)**

- 04/05/2009 - Assignment Grade (English I) Grade: 9 Assignment: Chapter 11 Quiz
- 04/01/2009 - Attendance (Absent)

Calendar


April 2009						
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		

To view recent activity:

1. Select the number of days in the past you want to view:
 - **Today**
 - **Last 7 days**
 - **Last 30 days**
 - **Last 60 days**

Note: The system remembers the last date range you viewed, and automatically displays information for all areas for that date range.

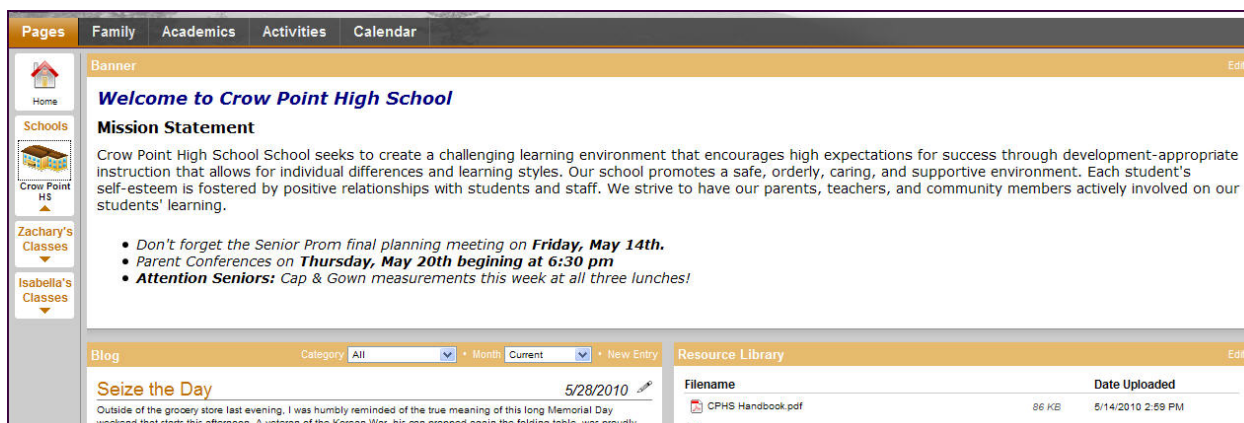
2. Select the **Attendance**, **Grades**, and/or **Conduct** checkboxes.

- Next to each student's name, a number lists how many records meet your search criteria. To view a student's information, click the arrow  next to his or her name. A summary of the record appears.
- To view specific information for a record, click the record. For example, if a student receives a grade for an assignment, click the record to view the assignment details.
- In the **Search** field, enter text you want to search for. For example, if you want to find the latest Latin grade, type **Latin**. To view all records again, delete the text in the **Search** field.

Note: You can determine whether you want recent activity to display on your Home page in your user preferences.

Using School Pages

To view the school page for your student(s) school, click the **Pages** tab, then click **Schools**. Your school's page contains areas of information called widgets that are used by your school to communicate information to you:



The screenshot displays the Family Portal interface for a school page. At the top, there is a navigation bar with tabs for 'Pages', 'Family', 'Academics', 'Activities', and 'Calendar'. The 'Pages' tab is selected. On the left side, there is a sidebar with icons for 'Home', 'Schools', 'Zachary's Classes', and 'Isabella's Classes'. The main content area is divided into several sections:

- Banner:** A yellow banner with the text 'Welcome to Crow Point High School' and an 'Edit' link.
- Mission Statement:** A section titled 'Mission Statement' with a paragraph of text describing the school's goals and a list of upcoming events:
 - Don't forget the Senior Prom final planning meeting on **Friday, May 14th**.
 - Parent Conferences on **Thursday, May 20th beginning at 6:30 pm**
 - **Attention Seniors: Cap & Gown measurements this week at all three lunches!**
- Blog:** A section with a dropdown menu for 'Category' (set to 'All') and a dropdown for 'Month' (set to 'Current'). It features a post titled 'Seize the Day' dated '5/28/2010' with a small icon of a pencil.
- Resource Library:** A section with a table listing resources. The table has columns for 'Filename' and 'Date Uploaded'. One resource is listed: 'CPHS Handbook.pdf' (86 KB) uploaded on '5/14/2010 2:59 PM'.

Class Pages

To view pages for each of your student's classes, click the **Pages** tab, then click **Classes**. Classes appears for each of your students. After you click a student's name, an icon appears for each of the student's classes:



Click the class you want to view information for. The page for that class appears:

CROSS TRAINING

Cross-training (also known as **conditioning**) refers to training in different ways to improve overall performance. It takes advantage of the particular effectiveness of each training method, while at the same time attempting to neglect the shortcomings of that method by combining it with other methods that address its weaknesses.

Please be prepared for each and every cross training session.

Always have the proper equipment available - at a minimum, you should maintain a gym bag with two pairs of cross-training sneakers, one pair of shorts, one part of training pants, two short sleeve shirts, and one long sleeve shirt.

Strong abs will improve your form, reduce injuries, and make you faster. Be consistent with your ab workouts!

In our cross training class, we will always focus on breathing - without breathing, life is less fun.

Blog Category: All Month: Current + New Entry

Ford Ironman Triathlon 5/4/2010

Ford Ironman World Championship

FAQ for the Ford Ironman World Championship

Class Information

Course:	09251-001 Cross Training		
Instructor:	Morgan, David (dmorgan@hotmail.com)		
School:	Crow Point High School	Room:	GYM A
Schedule:	C(3,6)	Next meeting:	6/3/2010 9:59 AM

The Banner usually displays general information about the class, or information your teacher might need you to know.

Your teacher might include a blog for the class, with dated entries. Entries might appear by category, or you can select which month of entries to view.

The Class Information widget displays your latest attendance and grade information in the class. It is also a good place to find the teacher's email address.

If the Submit Assignments widget appears on the page, you can [upload your assignments online](#).

Other Pages

View Other Pages for any clubs, teams, or groups your student might belong to:



Click the page name to view the information.

Using the Family Tab

Depending on how your district or school has the Family Portal set up, you may use the **Family** tab to view the following information about a student:

- [Details](#)
- [Contacts](#)
- [Daily Attendance](#)
- [Health information](#)
- [Conduct information](#)
- [Transcripts](#)
- [Assessments](#)
- [Schedule](#)
- [Membership](#)
- Transactions
- Documents
- [Notification](#)

View Student Details

Here you can view student's details. Click the Family tab, and the Details side-tab, and then click one of the following sub-tabs:

- Addresses
- Activities
- Ethnicity
- Photo

View Student's Contacts

View the contact information your school has listed for the students. These are the people the school can call. To view details about the contact, click the contact's emergency priority number and you will be able to see the contact's:

- phone numbers
- addresses
- any mailings they receive concerning the student's schooling

Note: When you see the record navigation bar  on a page, click the buttons to move to the first record in a list, the previous record, search for a record by name, move to the next record, or the last record.


View Student's Daily Attendance

Click the Family tab, Daily Attendance side-tab to view the student's daily attendance record. The page lists each date the student was not fully present in school.

For each date, you can see the attendance code (usually *A* for absent, *T* for tardy, or *D* for dismissed), if it was excused, and the reason.

To view the details for a specific date:

1. Click the date.
2. For the date you selected, the page lists all the details of the attendance record, including:
 - absent
 - tardy
 - dismissed
 - if the above were excused
3. The page lists the portion of the day the student was absent, and any other attendance codes or reasons that apply (such as **FT** for field trip). At the bottom of the page, you can view the times the office recorded the student arrived or left school that day.
4. After you finish looking at the details, click **Cancel** to return to the list of attendance records, or click any other side-tab or tab.

Note: When you see the record navigation bar  on a page, click the buttons to move to the first record in a list, the previous record, search for a record by name, move to the next record, or the last record.

View Student's Health Information

Use the Health side-tab to view the student's:

- visits to the health office
- immunizations list
- medical conditions
- health screenings
- medications list

To view details of a student's visit to the school health office:

1. Click the **Family** tab.
2. Click the **Health** side-tab.
3. Click a visit date. For the health office visit you select, the page displays the following information:
 - Date
 - Time in
 - Time out
 - Visit type
 - Primary complaint code
 - Treatment code
 - Action code
 - Referred by Staff Name
 - Responsible Staff Name
 - Location code
 - Body temperature
 - Pulse
 - Pulse type
 - Blood pressure – systolic
 - Blood pressure – diastolic
 - Notes
4. After you finish looking at the details, click **Cancel** to return to the list of health office visit records, or click any other side-tab or tab.

To view the immunization series required the student:

1. Click the **Family** tab.
2. Click the **Health** side-tab, then click **Immunizations**.
3. Next to each series name, the page lists the dates of each dose your student has received.
4. Click the series name to view the details of an immunization series.

To view a list of the medical conditions the school district has on file for student:


1. Click the **Family** tab.
2. Click the **Health** side-tab, then click **Conditions**.
3. For each medical condition, the page displays the condition's type, code, and summary.

To view the health screenings the student has completed (such as vision or hearing tests):

1. Click the **Family** tab.
2. Click the **Health** side-tab, then click **Screenings**.
3. For each screening, the page displays the screening name, date, result, and summary.

To view the medications the school district administers to the student:

1. Click the **Family** tab.
2. Click the **Health** side-tab, then click **Medications**.
3. For each medication, the page lists the medication name, type, start date, stop date, frequency, and time of administration.

Note: When you see the record navigation bar  on a page, click the buttons to move to the first record in a list, the previous record, search for a record by name, move to the next record, or the last record.

View Student's Conduct Incidents

The Conduct side-tab gives you access to view:

- conduct incident details
- actions taken for the conduct incidents
- detentions served (or results of actions taken)

To view the details of a conduct incident:


1. Click the **Family** tab.
2. Click the **Conduct** side-tab.
3. Click an incident code. The page lists the date, time, location, and description.
4. After you finish looking at the details, click **Cancel** to return to the list of conduct records, or click any other side-tab or tab.

To view the any actions for the incident (such as detention or parent meeting):


1. Click the **Family** tab.
2. Click the **Conduct** side-tab, and then click **Actions**.
3. Click an incident date. The page lists the incident code, action code, start date of the action, value of the action in points, and if the incident is closed and completed.
4. After you finish looking at the details, click **Cancel** to return to the list of conduct records, or click any other side-tab or tab.

To view the results of the conduct action :

1. Click the **Family** tab.
2. Click the **Conduct** side-tab, and then click **Detentions Served**. The page lists the actions served, comments, incident code, incident description, the action code, the start date, the end date, the penalty, and if it was served.
3. After you finish looking at the details, click **Cancel** to return to the list, or click any other side-tab or tab.

Note: When you see the record navigation bar  on a page, click the buttons to move to the first record in a list, the previous record, search for a record by name, move to the next record, or the last record.

View Student's Transcript

The transcript lists all of a student's current year classes and his or her final grade and credits earned. When in the Family Portal, Family tab, on the Transcript side-tab, click  to select one of the following:

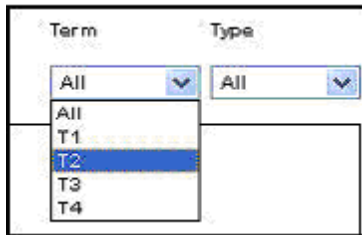
- All Records to view all grades the student earned
- Current Year to view grades the student has earned this school year
- Current School to view grades the student earned at his or her current school

The Transcript side-tab gives you access to view:

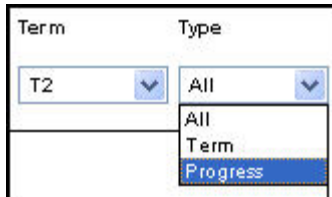
- transcript details
- credit summary: lists the credits the student has earned for each school year
- grade point summary: lists the grade points the student earns, which the school uses to calculate the student's GPA
- programs of student
- graduation summary

To view details of the student's transcript record and details of a specific grade:

1. Click the **Family** tab.
2. Click the **Transcript** side-tab.
3. Click the year in the row of the grade you want to view.
4. View the class information and a summary of the student's final grade at the top of the page.
5. At the bottom of the page, you can view all the grades and comments the student earned in the class. To view only grades from a specific term, click the **Term** drop-down and select a term:



To view only term grades or only progress grades, click the **Type** drop-down and select **Term** or **Progress**:



6. After you finish looking at the details, click **Cancel** to return to the list of classes, or click any other side-tab or tab.

To view a summary of credits:

1. Click the **Family** tab.
2. Click the **Transcript** side-tab, then click **Credit Summary**. The Credit Summary page lists the credits the student has earned for each school year.
 - The **Transcript Credits** column shows the number of credits the student earned based on the courses he or she completed that year.
 - The **Adjusted Credits** column shows the number of credits the school manually added for the student, if any.
 - The **Total Credits** column shows the total amount of credits, including the transcript and adjusted credits.

To view a summary of the grade point:

1. Click the **Family** tab.
2. Click the **Transcript** side-tab, then click **Credit Summary**.

The system calculates the basic GPA by adding the total points the student earns, and dividing that total by the total number of courses the student completes. Therefore, for each school year, the page displays two sections of information that the system uses to calculate the student's GPA for that year.

The first section displays the number of points the student earned on his or her transcript, any adjusted points, and total points. The other half of the row displays the number of transcript courses, any adjusted courses, and the total number of courses.

Look at the **Course Breakdown** to view the breakdown of points the student earned for each course on his or her transcript.

To view the student's programs of study:

1. Click the **Family** tab.
2. Click the **Transcript** side-tab, then click **Programs of Study**.

To view the student's graduation summary:

1. Click the **Family** tab.
2. Click the **Transcript** side-tab, then click **Graduation Summary**.


Note: When you see the record navigation bar  on a page, click the buttons to move to the first record in a list, the previous record, search for a record by name, move to the next record, or the last record.

View Student's Assessments

The Assessments page lists any assessments the student has completed (such as PSATs or SATs), if recorded by the school.

To view the details of a score:

1. Click the **Family** tab.
2. Click the **Assessments** side-tab.
3. Click a date of an assessment. View the date of the assessment, the student's raw score, the scale score, the level of performance, and grade level when the student took the exam.
4. After you finish looking at the details, click **Cancel** to return to the list of assessments, or click any other side-tab or tab.

Note: When you see the record navigation bar  on a page, click the buttons to move to the first record in a list, the previous record, search for a record by name, move to the next record, or the last record.

View Student's Schedule**To view the student's schedule:**

1. Click the **Family** tab.
2. Click the **Schedule** side-tab. View the student's schedule for the current school year. For each class, you can see the:
 - Course number and description (such as 100.1 Chemistry)
 - Term the student takes the class (such as S1, or Semester 1)
 - Schedule (which days and periods the student takes the class, such as A(1-6))
 - Teacher

- Room

To view the schedule matrix:

1. Click the **Family** tab.
2. Click the **Schedule** side-tab, then click **Matrix**.

To view the student's course requests for the next year:

1. Click the **Family** tab.
2. Click the **Schedule** side-tab, then click **Requests**.

View Student's Membership (Enrollment) Records

To view the student's enrollment history (when he or she was enrolled, withdrawn, or transferred in the district):

1. Click the **Family** tab.
2. Click the **Enrollment** side-tab.
3. To view details of an enrollment record, click an enrollment type. For each enrollment record, the page displays:
 - Type of enrollment (usually a one-digit code the district uses to identify the type of enrollment, such as **W** for withdrawal)
 - Date of record
 - Code
 - Reason (for example, moving out of town)
 - Status (active or inactive)
 - YOG (year of graduation)
 - School name
4. After you finish looking at the details, click **Cancel** to return to the list of records, or click any other side-tab or tab.

Subscribe to Email Notifications

If your school uses email notifications, parents and students can subscribe to receive email messages when any of the following conditions occur:

- A new attendance record is created.
- A new conduct record is created.
- A new visit to the health office record is recorded.
- A grade below the threshold you define is recorded.

To subscribe to these email notifications:

1. Click the **Family** tab in the Family portal or the **My Info** tab in the Student portal.
2. Click the **Notification** side-tab:

Students :: 10 - Acharya, Jean

Subscriptions for Email Notifications

ogreene@yahoo.com

ogreene@earthlink.com

Subscribe	Name	Description
<input checked="" type="checkbox"/>	Attendance	This subscription will notify you of any attendance entry for this student.
<input checked="" type="checkbox"/>	Conduct	This subscription will notify you of any conduct incident by this student.
<input checked="" type="checkbox"/>	Grades	This subscription will notify you when any grades below a specified threshold are entered for this student. Grades are scaled as a percent from 0 to 100. If a student receives a class assignment or test grade that is below the specified threshold, a notification will be sent to your email address. In the space below, please enter a grade threshold to use for determining what grades to report. This should be a number from 0 to 100. For example, an entry of 75 would trigger a notification for any grade entered that scaled below 75%.
		Grade Threshold <input type="text" value="70"/>
<input checked="" type="checkbox"/>	Health Visit	This subscription will notify you of any visit to the school nurse by this student.

3. At the top of the page, any email addresses associated with your account appear. Select the checkbox next to each email address you want to receive notifications for.
4. After viewing the description of each email, select the **Subscribe** checkbox if you want to receive that email notification.

Note: For the **Grades** notification, define a **Grade Threshold** between 1 and 100. The system will send an email when the student receives a grade below that percentage.

For each subscription, the system sends the appropriate messages to the designated email account. To view/change this account, click **Set Preferences** on the settings bar at the top of the page, then the **Security** sub-tab.

Using the Academics Tab

The Academics tab gives you access to view the student's:

- [classes](#)
- [assignments](#)
- [class attendance](#)

View the Student's Classes

The Classes page on the Academics tab lists the student's classes for the current school year and a summary of the student's attendance and performance in the class you selected:

- The top of the page shows you information about the class.

- The Attendance Summary shows you the student's absences, tardies, and dismissals for each term, and a current total for the year.
- The Average Summary shows you a list of the grade categories (for example, Homework, Tests, Quizzes) in the class, with a grade for each term and the student's current average.


To view details about the student's attendance and performance in a class:

1. Click the **Academics** tab.
2. Click the **Detail** tab.
3. Click a course number. For each class, you can see the following:
 - Course number and description (such as 100.1 Chemistry)
 - Term the student takes the class (such as S1, or Semester 1)
 - Schedule (which days and periods the student takes the class)
 - Teacher
 - Room
 - Current term average
 - Current year average
 - Number of absences, tardies, and dismissals

View Student's Assignments

To view the grades on specific assignments in this class:

1. Click the **Academics** tab.
2. Click the **Assignments** side-tab.
3. Click the **Category** drop-down to select if you want to see all assignments, or click the name of a specific category to see only that type of assignment (for example, click **Tests** to view only test grades).
4. Click the **Grade Term** drop-down and select **All** to see assignments from all terms, or select a specific term to see only assignments from that term. The list shows you the assignment names, date assigned, date due, maximum points the student could have received, and the number of points, or grade, the student actually received.
5. To view more details, click the assignment name.
6. After you finish looking at the details, click **Cancel** to return to the list of assignments, or click any other side-tab or tab.


Note: When you see the record navigation bar  on a page, click the buttons to move to the first record in a list, the previous record, search for a record by name, move to the next record, or the last record.

View Student's Class Attendance

The Attendance side-tab lists any dates the student was not in class for the entire period. For each date, you can see if the student was absent, tardy, or dismissed, and any reason provided.

To view details for a class attendance record:

1. Click the **Academics** tab.
2. Click the **Attendance** side-tab.
3. Click a date.

Note: When you see the record navigation bar  on a page, click the buttons to move to the first record in a list, the previous record, search for a record by name, move to the next record, or the last record.

Using the Activities Tab


The **Activities** tab allows you to view

- [details of the student's activities](#)
- [other members of the student's activities](#)
- [scheduled events associated with the student's activities](#)

View Student's Activities

To view a list of activities (groups) the student is involved in:

1. Click the **Activities** tab.
2. Click the **Details** side-tab. For each activity, the page lists the group name, the group category (such as athletic or academic), the student's role in the group, and the staff advisor.


Note: When you see the record navigation bar  on a page, click the buttons to move to the first record in a list, the previous record, search for a record by name, move to the next record, or the last record.

View Student's Fellow Activity Members

To view the members of an activity:

1. Click the **Activities** tab.
2. Click the **Members** side-tab. For each of the fellow members in an activity, the page lists the following:
 - Name

- Year of graduation
 - Role (such as secretary)
 - Manage Events (if the member can manage events)
 - Manage Members (if the member can manage members)
4. To view details on a member, click the member's name. The following appears:
- Name
 - Year of graduation
 - Role (such as secretary)
 - Manage Events (if the member can manage events)
 - Manage Members (if the member can manage members)

Note: When you see the record navigation bar  on a page, click the buttons to move to the first record in a list, the previous record, search for a record by name, move to the next record, or the last record.

View Student's Events


The Activities tab, Events side-tab lists any events on the calendar for a selected activity. For example, if the activity is track team, it might list all of the track meets this season.

For each event, the page lists the following:

- Date
- Time
- Summary (a description of the event)
- Location

To view details for one event:

1. Click the **Activities** tab.
2. Click the **Events** side-tab.
3. Click the event name.

Note: When you see the record navigation bar  on a page, click the buttons to move to the first record in a list, the previous record, search for a record by name, move to the next record, or the last record.

Using the Calendar Tab

Use the calendar to manage your time. To make the calendar most helpful, be sure to click the [Preferences](#) side-tab to set your calendar preferences.

Depending on what you choose to include, the calendar can show you:

- Due dates for assignments
- Activity dates
- Important dates from your school and district calendars, such as holidays and vacations

You can also color-code these dates so that you know that all yellow items are the dates you have tests in a specific class, and all red items are days off from school.

Set Calendar Preferences

Use the Preferences side-tab to customize your calendar.

Note: If you are a family member with multiple students, select the student you want to define calendar preferences for. You can define different preferences for each student.

To set your calendar preferences:

1. Select the **Show weekends** checkbox if you want your calendar to show weekends.
2. Specify a color for each calendar you want to include:
 - Select a My Events color to include any personal events you add to your Calendar. Click the **Events** side-tab to add events to your calendar. For example, you might want to add a note about the day you have a dentist appointment and will be dismissed early. Only you or an Aspen administrator can view your personal events.
 - Select colors for the district and school calendars if you want to see those events. The district calendar might include vacation dates and holidays. The school calendar might include dates such as parent/teacher conferences.
 - If you include a class, your calendar shows you any due dates for assignments in that class. If you only want to see assignments for a specific category, click **All Assignments** in the **Options** column. A list of grade categories appears (such as *Homework, Tests, Quizzes*). Select which categories you want to include, and click **OK**.

Important: Be sure to click **Save** to save your settings.

3. Click **Calendar** to see how your preferences appear.