

# Aspen: Parent Users Guide

## Table of Contents

	Page #
<a href="#">Overview</a> .....	2
<a href="#">Benefits of Aspen SIS</a> .....	2
<a href="#">Getting an Aspen Account</a> .....	3
<a href="#">How to access Aspen</a> .....	3
<a href="#">Aspen Portal</a> .....	5
<a href="#">Pages Tab</a> .....	6
<a href="#">Family Tab</a> .....	6
<a href="#">Email notifications</a> .....	7
<a href="#">Bus Transportation</a> .....	8
<a href="#">Academics/Grades</a> .....	9
<a href="#">Groups</a> .....	9
<a href="#">Calendar</a> .....	9
<a href="#">Back to School Gateway</a> .....	10
<a href="#">Emergency Contact changes</a> .....	11
<a href="#">Address changes</a> .....	11

## Overview

Aspen is the student information system (SIS) platform used in the Big Spring School District. The system safely and securely stores data like class schedules, school events, grades, individual health records and education plans. It is a powerful resource tool for staff, students and parents.

## Benefits of Aspen SIS

- Quick access to timely, actionable data
- Comprehensive, customized state reporting
- Robust gradebook for traditional and standards-based scoring
- Master scheduling; arrange class and event schedules that best fit the needs of students
- Health database that provides access to student medical information and tracks individual health needs

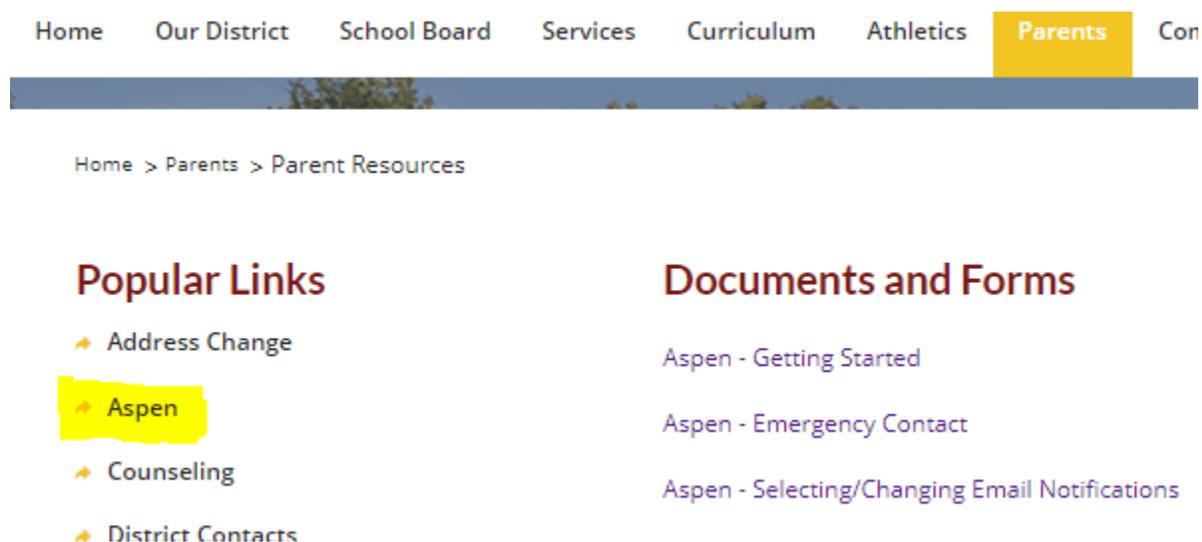
## Getting an Aspen Account/ID

To receive an Aspen account, you must be the parent or legal guardian of the student. You can take a picture and email a copy of your driver's license, along with the students name to [lmartin@bigspring.k12.pa.us](mailto:lmartin@bigspring.k12.pa.us) or stop by the district office at 45 Mount Rock Road and present your drivers license between the hours of 7:30 AM and 3 PM, Monday through Friday.

The address on the driver's license must match the address the district has on file for you. If you have a change of address card, include it with the email or bring it with you to the district office. If you have recently moved, you will need to complete a change of address form and bring it to the district office. This form along with instructions is available on the district website under the Parents tab ([www.bigspring.k12.pa.us](http://www.bigspring.k12.pa.us)). The form is also available at the district office. Please remember to bring proof of residency (utility bill, rental agreement, etc.).

## How to access Aspen

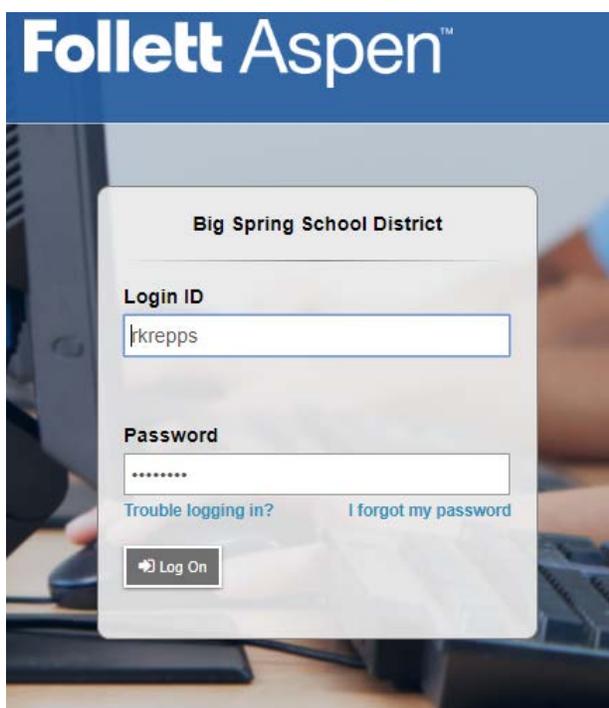
You can access the Aspen portal via the district web site ([www.bigspring.k12.pa.us](http://www.bigspring.k12.pa.us)) by clicking on the Parents tab shown in the image below.



You can also access the portal directly at:

<https://pa-bigspring.myfollett.com/aspden/logon.do>.

To enter the portal, type in your Login ID and Password and click on the Log On button. If you do not know your password, use the I forgot my password link to have a password reset verification email sent to you.



# Aspen Portal

After a successful login you will land on the portal screen (image 1). This screen is a dashboard view of the portal. On this screen you will see tab folders for Pages, Family, Academics, Groups and Calendar. Each are described below.

IMAGE 1

**Big Spring School District 2018-2019**

Pages | **Family** | Academics | Groups | Calendar

Home | Page Directory

**Recent Activity** (Last 30 days)

- 10/22/2018 - Assignment Grade (Computer 6) Grade: 10 Assignment: Smoking Spreadsheet
- 10/22/2018 - Assignment Grade (Science 6) Grade: 5 Assignment: Matter Level 4
- 10/22/2018 - Assignment Grade (English 6) Grade: 24 Assignment: Summarizing Comic
- 10/17/2018 - Attendance (Absent, Excused) Class: Social Studies 6 Period: 2
- 10/17/2018 - Assignment Grade (Social Studies 6) Grade: 6 Assignment: Unit 1 Lesson 16 Summarizer
- 10/17/2018 - Assignment Grade (Health 6) Grade: 10 Assignment: Finish Health Notes/ Begin Review
- 10/16/2018 - Assignment Grade (English 6) Grade: 9 Assignment: Transitions in Writing Quiz

**Emergency Information Update**

**Announcements**

- The link to complete the Back to School Gateway has been reopened. Click [HERE](#)

You will need your student's ID#. The student's birthdate will be used as the password. The date needs to be formatted using 2 digits for month, 2 digits for day, and 4 digits for year. Each should be separated with a "/". For example, 01/01/2001

**Grades**

Description	Teacher	Schedule term	Q1	Q2	Q3	Q4	YTD	Abs	Tdy	Dsm
Art 6	Shambaugh, Laura	Q4						0	0	0
Computer 6	Mistishen, Nicholas	Q1	100.0				100.0	0	0	0
Elective 6	Reisinger, Rebekah	Q4						0	0	0
Elective 6	McIntire, Jenna	Q1						0	0	0
Elective 6	Shambaugh, Laura	Q2						0	0	0
Elective 6	Kump, Matthew	Q3						0	0	0
English 6	Nerone, Luke	FY	98.21				98.21	0	0	0
Family &	Showaker,							0	0	0

**Published Reports**

Filename	DateUploaded	Creator	Description
No published reports			

**Calendar**

October 2018

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			

**To Do**

Overdue Online Assignments  Today  Tomorrow [Week View](#)

**Overdue Online Assignments**

Course	Assignment	Category	Due
No assignments scheduled.			

Today: Monday, October 22

**Pages Tab** – click on this to see or return to the dashboard ([image 1](#))

**Family Tab** – this tab will list all students in your family, by clicking on student name you will have access to demographic ([image 2](#)), address ([image 3](#)) and bus/transportation ([image 4](#)) information for each student.

**Notifications** - On the Family tab you will find navigation links on the left side of the screen that will provide details regarding attendance, conduct, etc. Of special note is the link titled Notification. Under notifications you can sign up to receive emails related to your student’s attendance, conduct and grades ([image 2.1](#))

**IMAGE 2 - Demographics**

Options Reports Help

Cancel Default Template

Demographics Addresses Transportation

Name	[redacted]	School > Name	Big Spring Middle School
Local identifier	[redacted]	Year of graduation	2025
Gender	F	Grade Level	06
Date of birth	[redacted] Age 12	Enrollment status	Active
		Homeroom	112

Cancel

IMAGE 2.1 – Email Notifications

Big Spring School District 2018-2019 Log Off

Pages | Family | Academics | Groups | Calendar

Students :: 05 - [Redacted] Navigation icons

Details

Contacts

Daily Attendance

Conduct

Transcript

Assessments

Schedule

Documents

**Notification**

Options | Reports | Help

### Subscriptions for Email Notifications

Download the free Follett Notifications app to get more notifications.

Download on the App Store | ANDROID APP ON Google play

[Redacted]@gmail.com

Subscribe	Name	Description
<input type="checkbox"/>	Attendance	This subscription will notify you of any attendance entry for this student.
<input type="checkbox"/>	Conduct	This subscription will notify you of any conduct incident by this student.
<input type="checkbox"/>	Grades	<p>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.</p> <p>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%.</p> <p>Grade Threshold <input type="text"/></p>

IMAGE3 – Address

Pages | Family | Academics | Groups | Calendar

Students :: 06 - [Redacted] Navigation icons

Details

Contacts

Daily Attendance

Conduct

Transcript

Assessments

Schedule

Documents

Options | Reports | Help

Default Template

Demographics | **Addresses** | Transportation

Physical Address		Mailing Address	
Address line 1	[Redacted] Road	Address line 1	[Redacted] Road
Address line 2		Address line 2	
Address line 3	Carlisle, PA 17015	Address line 3	Carlisle, PA 17015

IMAGE 4 – Bus/Transportation

Pages Family Academics Groups Calendar

Students :: 06 - [REDACTED] 🔔

Options Reports Help

Cancel Default Template

Demographics Addresses **Transportation**

**2018-2019 Bus Information will be posted by August 17th.**

Changes will be made daily after the initial post. Please continue to review each day before the start of school for any adjustments/changes due to additional students being added to the bus routes.

Times are approximate and your student should be at their designated stop 5-10 minutes prior to the time listed.

AM Bus #	020
Approx. Pickup Time	6:43 AM
AM Bus Stop	275 Milwick Rd
PM Bus #	020
Approx. Drop-Off Time	3:42 PM
PM Bus Stop	275 Milwick Rd

**Academics Folder Tab** – this tab will link you to a table (image 5) showing the students class descriptions, teachers, grades, absences and tardy information. More detailed information is available by clicking on a specific class description.

**IMAGE 5**

The screenshot shows a web interface with a green navigation bar at the top containing tabs for Pages, Family, Academics (highlighted in yellow), Groups, and Calendar. Below the navigation bar is a 'Classes' section. On the left is a sidebar with links for Details, Assignments, Curriculum Map, and Attendance. The main content area features a toolbar with 'Options', 'Reports', and 'Help' buttons, a search box labeled 'Search on Term', and various icons for filtering and sorting. Below the toolbar is a 'Student' dropdown menu. A table below shows a list of classes with columns for Description, Course, Term, Teacher, Clsrm, Term Performance, Abs, and Tdy. The table is currently showing 0 of 9 selected items.

<input type="checkbox"/>	Description	Description	Course	Term	Teacher	Clsrm	Term Performance	Abs	Tdy
<input type="checkbox"/>	Spanish I	Spanish I	M7200-3	FY	Anderson, Megan	204	101.3 A	0	0
<input type="checkbox"/>	Social Studies 6	Social Studies 6	M6020-10	FY	Penner, Scott	114	100.0 A	1	0
<input type="checkbox"/>	English 6	English 6	M6001-3	FY	Nerone, Luke	112	98.21 A	0	0
<input type="checkbox"/>	Science 6	Science 6	M6030-8	FY	Brown, Alison	116	100.0 A	0	0
<input type="checkbox"/>	Independent Study	Independent Study	M6137-2	FY	Gibb, Stacey	107		0	0
<input type="checkbox"/>	HR	HR	M6999-2	FY	Nerone, Luke	112		0	0
<input type="checkbox"/>	Health 6	Health 6	M6090-15	Q1	Deutsch, Jesse	514	100.0 A	0	0
<input type="checkbox"/>	Computer 6	Computer 6	M6140-11	Q1	Mistishen, Nicholas	200	100.0 A	0	0
<input type="checkbox"/>	Elective 6	Elective 6	M6053-6	Q1	McIntire, Jenna	531		0	0

**Groups Folder Tab** – This area is currently not used.

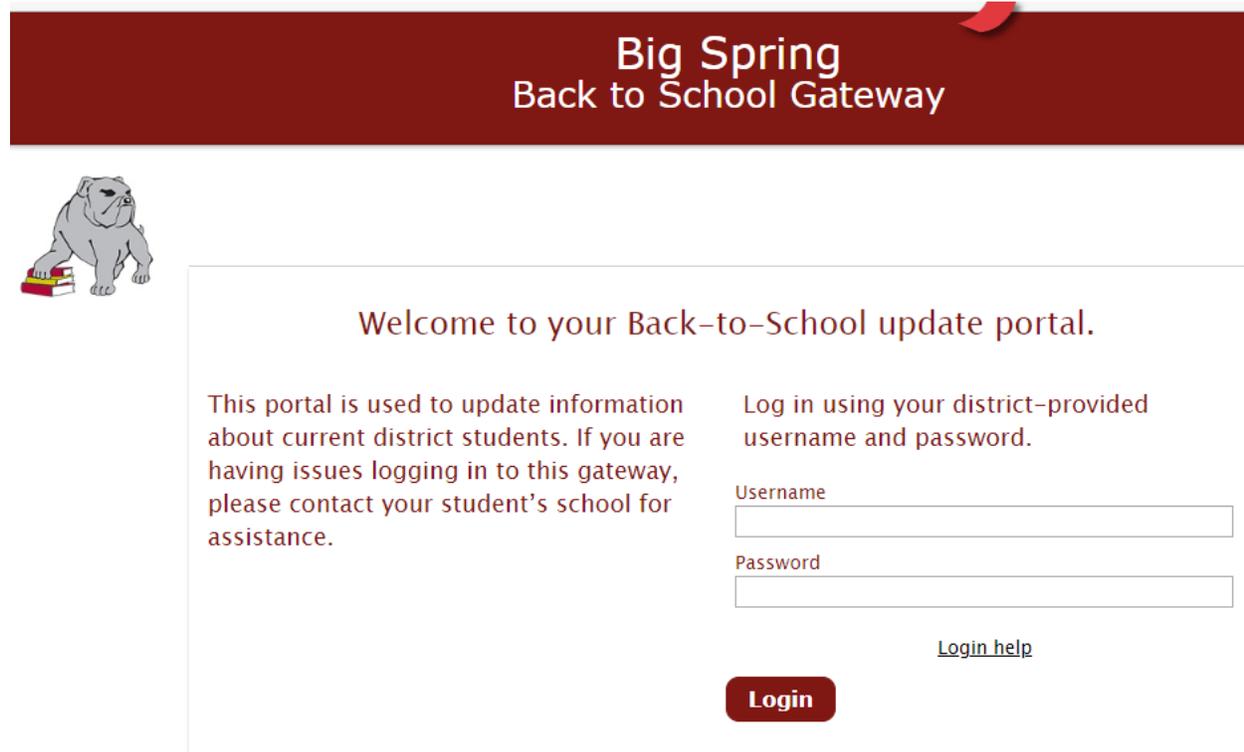
**Calendar Folder Tab** – This folder has limited use by some teachers. This is an area that the district may expand in the future.

## Back to School Gateway

The Big Spring School District has initiated a new system to update and verify contact information and other important demographic information for each school student. Each family is asked to complete the Back to School Gateway process.

From the Aspen Parent Portal, the link to the Back to School Gateway system can be found on the Pages Tab under Announcements (see image 1 on page 5).

The username for the Back to School Gateway will be the student ID number which can be located by clicking on the [Family Tab](#) and the student name (see image 2 on page 6). The 6-digit local identifier is the student ID number. The password will be the student date of birth. The date of birth must be entered as a 2-digit month, 2-digit day, and 4-digit year and should include the /. For example: 01/01/1995



**Big Spring**  
Back to School Gateway



Welcome to your Back-to-School update portal.

This portal is used to update information about current district students. If you are having issues logging in to this gateway, please contact your student's school for assistance.

Log in using your district-provided username and password.

Username

Password

[Login help](#)

**Login**

An **Emergency Contact Change Form** is available to delete an existing contact or replace an emergency contact, during the Back to School Gateway process or at the District Office. The Information Change Form should be completed and returned to the District Office, 45 Mt. Rock Road, Newville or can be faxed to (717) 776-4428 or e-mailed to [shoover@bigspring.k12.pa.us](mailto:shoover@bigspring.k12.pa.us).

To update an address for a biological parent or guardian, an **Address Change Form** should be completed and must include Proof of Residency and be returned to the District Office, 45 Mt. Rock Road, Newville or faxed to (717) 776-4428 or e-mailed to [shoover@bigspring.k12.pa.us](mailto:shoover@bigspring.k12.pa.us). The address change form is available on the [district web site](#) under the Parents tab, address change link.