

Aspen: Parent Users Guide

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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

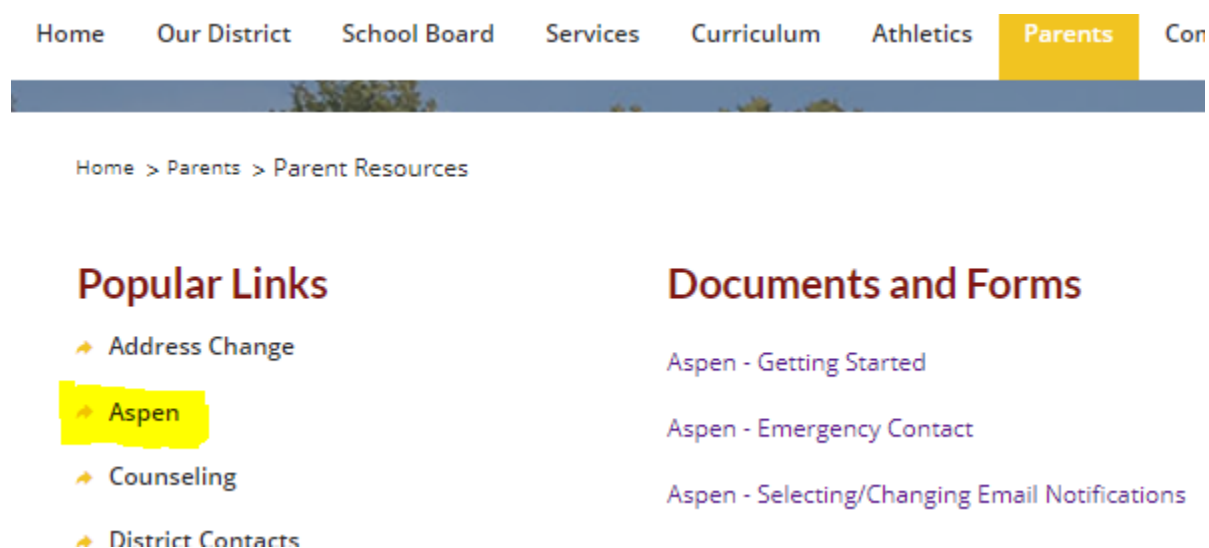
Getting an Aspen Account/ID

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 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.bigspringsd.org). 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

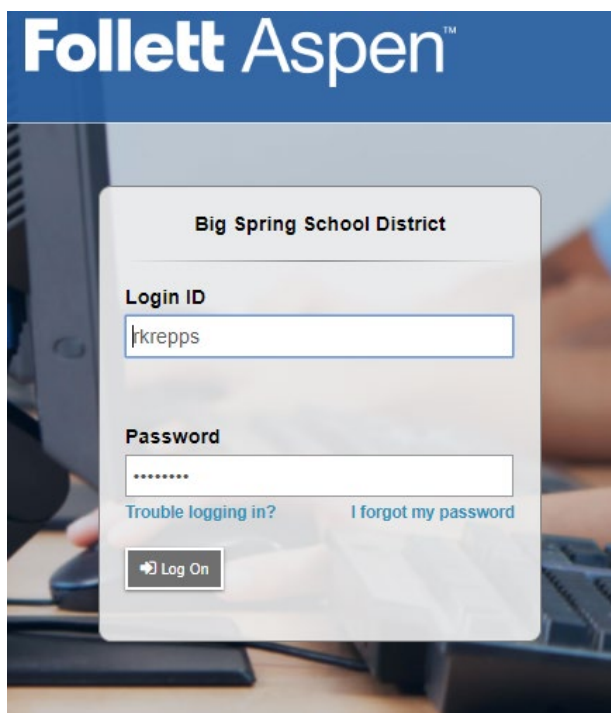
You can access the Aspen portal via the district web site (www.bigspringsd.org) by clicking on the Parents tab shown in the image below.



You can also access the portal directly at:

<https://pa-bigspring.myfollett.com/aspen/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.



The image shows a login portal for Follett Aspen. At the top, the logo "Follett Aspen™" is displayed in white on a blue background. Below the logo, the text "Big Spring School District" is centered. The login form consists of two input fields: "Login ID" with the text "krepps" entered, and "Password" with a masked password "*****". Below the password field, there are two links: "Trouble logging in?" and "I forgot my password". At the bottom of the form is a "Log On" button with a right-pointing arrow icon.

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)

Search: [Redacted] (43)

- 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

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			

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, [Redacted]							0	0	0

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

Students :: 06 - [redacted]			
Details			
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

Pages

Family

Academics

Groups

Calendar

Students :: 05 -

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

☐

@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	<div>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.</div> <div>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%.</div> <div>Grade Threshold <input type="text"/></div>

IMAGE3 – Address

Pages

Family

Academics

Groups

Calendar

Students :: 06 -

Details

Contacts

Daily Attendance

Conduct

Transcript

Assessments

Schedule

Documents

Options

Reports

Help

Cancel

Default Template

Demographics

Addresses

Transportation

Physical Address

Address line 1

Road

Address line 2

Address line 3Carlisle, PA 17015

Mailing Address

Address line 1

Road

Address line 2

Address line 3Carlisle, PA 17015

Cancel

[Top of doc](#)

7 | Page

IMAGE 4 – Bus/Transportation



Pages

Family

Academics

Groups

Calendar

Students :: 06 -  

Details

Options

Reports

Help

Cancel

Default Template

Demographics

Addresses

Transportation

Contacts

Daily Attendance

Conduct

Transcript

Assessments

Schedule

Documents

Notification

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

Report Cards

Report Cards are posted for viewing, saving, and printing in PDF format on the main family view page. This page is the first displayed upon logging in to Aspen. Depending on the length of announcements posted you may need to scroll down to the Published Reports Section.

The screenshot shows the 'Published Reports' section of the Aspen system. It features a table with the following columns: Filename, DateUploaded, Creator, and Description. A single report is listed: 'Report Card - Grades K-5 SB - 2020 - NEW' with a size of 93 KB, uploaded on 11/4/2020 at 11:55 AM, created by Baker, Robert, and described as 'Report card for Test, Student1'. Below the table is a 'Calendar' section for November 2020, showing a grid of days from Sunday to Saturday.

Filename	DateUploaded	Creator	Description
Report Card - Grades K-5 SB - 2020 - NEW	93 KB 11/4/2020 11:55 AM	Baker, Robert	Report card for Test, Student1

[1 - 1 of 1]

Calendar

November 2020

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					

Students logging into Aspen will see...

The screenshot shows the Aspen system home page for a student. The top navigation bar includes 'Pages', 'My Info', 'Academics', 'Groups', 'Calendar', 'Locker', and 'Quest'. The main content area is divided into several sections: 'Recent Activity' (with a search bar and filters for Attendance, Grades, and Conduct), 'Announcements' (with three items: 'Need to update your address?', 'To update phone numbers, e-mail addresses, or emergency contacts', and 'The end of the First Marking Period for secondary students'), 'Grades' (with a link to view academic information), 'To Do' (with checkboxes for Overdue Online Assignments, Tomorrow, and Today/Week View), and 'Published Reports' (with a table of reports). The 'Published Reports' table is identical to the one in the previous screenshot. The 'Calendar' section at the bottom right is also identical to the one in the previous screenshot. The bottom of the page shows the date 'Today: Wednesday, November 4'.

Pages: My Info, Academics, Groups, Calendar, Locker, Quest

Recent Activity: Search, Last 30 days, Attendance, Grades, Conduct

Announcements:

- Need to update your address? Please click [Address Change](#). You must provide 2 forms of proof of residency. For details, click [Information](#).
- To update phone numbers, e-mail addresses, or emergency contacts, click [Information Change](#). Biological parents cannot be deleted without legal documentation of restricted or terminated parental rights.
- The end of the First Marking Period for secondary students is November 10, 2020.

Grades: Click to view academic information

To Do: ☒ Overdue Online Assignments, ☒ Tomorrow, ☒ Today/Week View

Overdue Online Assignments: Course, Assignment, Category, Due

No assignments scheduled.

Today: Wednesday, November 4

Published Reports

Filename	DateUploaded	Creator	Description
Report Card - Grades K-5 SB - 2020 - NEW	93 KB 11/4/2020 12:02 PM	Baker, Robert	Report card for Test, Student1

[1 - 1 of 1]

Calendar

November 2020

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

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 the 'Academics' tab selected in a navigation bar. Below the navigation bar is a 'Classes' section. On the left is a sidebar with links: Details, Assignments, Curriculum Map, and Attendance. The main area contains a toolbar with 'Options', 'Reports', and 'Help' buttons, a search bar, and a student selection dropdown. Below this is a table with columns: Description, Description, Course, Term, Teacher, Clssrm, Term Performance, Abs, and Tdy. The table lists 9 classes for a student, including Spanish I, Social Studies 6, English 6, Science 6, Independent Study, HR, Health 6, Computer 6, and Elective 6.

	Description	Description	Course	Term	Teacher	Clssrm	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

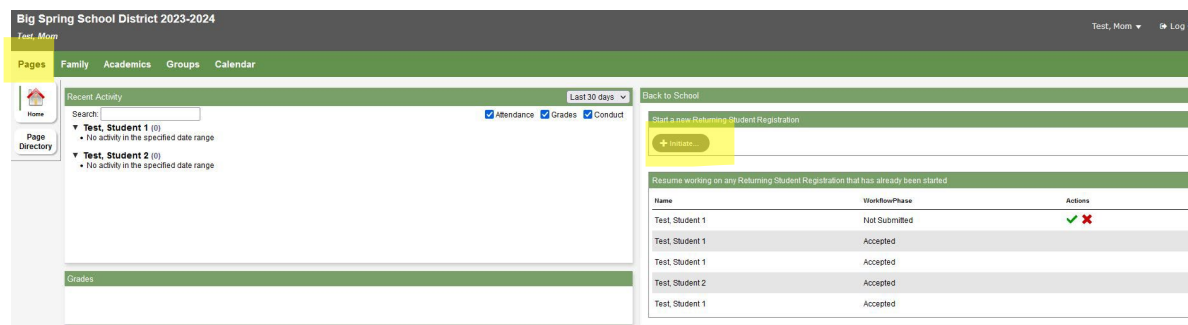
Back to School Process

- Starting with the 23-24 School Year we will utilize Aspen to capture Back to School information. This includes:

- Parents updating email, phone numbers, emergency contacts
- Parents electronically accepting Beginning of the Year forms

- Acceptable Use Policy
- Building Handbook
- FERPA/Photo Permissions

Parents Begin in Aspen Pages



Click on “Initiate” under the Back to School section

For more details on the Back-to-School process go to the district website at: www.bigspringsd.org, click on Parents and look for the user’s guide under documents and forms.

An **Information/Emergency Contact Change Form** is available on the [district web site](#) to delete an existing contact or replace an emergency contact. This form can also be completed on a kiosk computer in the District Office, 45 Mt. Rock Road, Newville.

An **Address Change Form** is available on the [district web site](#) under the Parents tab, address change in the popular links section. This form can also be completed on a kiosk computer in the District Office, 45 Mt. Rock Road, Newville.