






Introduction

X2 Aspen, like most student information systems, organizes data similar to a filing cabinet. Data is put into 'folders' of information, with tabs, side-tabs, and sub-tabs. Aspen also uses menus to complete actions, such as adding a new student, changing sort orders, and running reports.

1. **Access Level View** – Lists the school or district view name being accessed.
2. **Top Tabs** - Clicking a Top Tab opens a list of information and tasks to complete specific to that tab.
3. **Settings Bar** – Provides access to the different Views and allows User Preferences to be setup within the system.
4. **Menus** – Provide tasks specific to the tab as well as general menu tasks to include online help and manuals.
5. **Menu Icons** – Include  Filters,  Fields Sets,  Sort Order,  Printer, and  Maximize.

Filter- The filter menu can be used to determine the group of records that appear on the page.

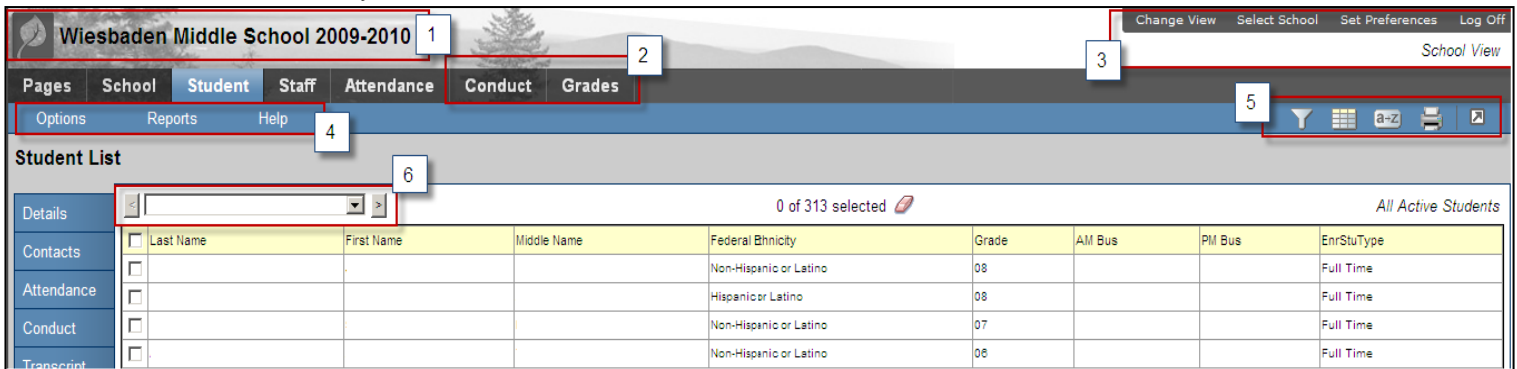
Field Sets- The field set menu can be used to customize the columns that appear in a list.

Sort Order- The sort order menu can be used to determine the order that records appear


Printer- The printer icon is a quick way to print documents in various formats (html, csv, txt, word)

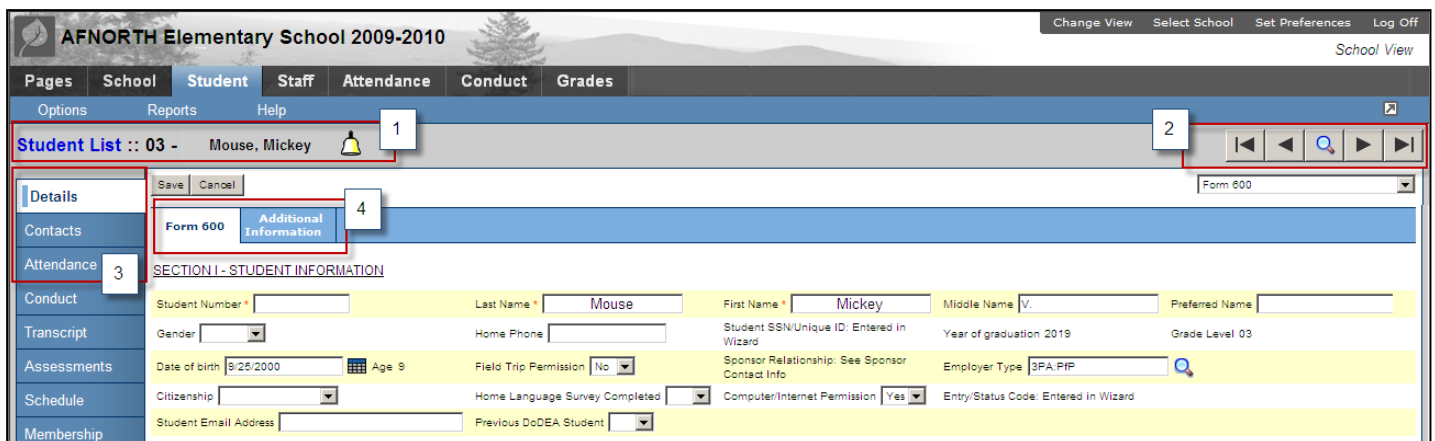
Maximize Setting- The maximize setting icon hides the side tabs and enlarges the field sets.

6. **Page Drop Down List** – This list shows you the first alphabetic listing of each page, similar to a dictionary.



Inside a record there are more items.

1. **Breadcrumbs** – Indicate where you are in the system and how you got there. You can click on a link in the breadcrumbs to quickly move back to a previous screen. This is the preferred method of navigation.
*Never use the back button, always navigate from within the Aspen program.
- Alert Icon** -  Indicates any alerts for that particular student.
2. **List Buttons** – These buttons allow you to scroll through the list of students, skip to the last or first student, or find a new student.
3. **Side – Tabs** – Provides data specific to the selected top tab
4. **Sub – Tabs** – Provides specific data inside the selected tab of data.



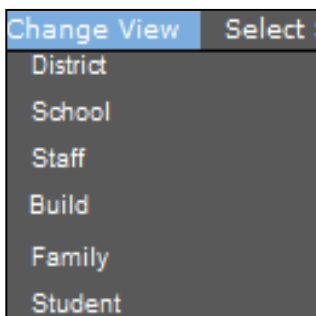
Changing Views and Schools

Click on **Change Views** – This changes the type of data you will be able to view and possibly update. The views you have access to are determined by your Role.

You will only see the views that relate to the Roles that you have been assigned.

- If you have more than one role, you may see various views in the drop down.
- Select the View that you need.

(Each View has a different color scheme.)



District – To access all students and staff in the district.

School – To access and views student and staff members in one specific school in the district.

Staff – This is the view the teachers use.

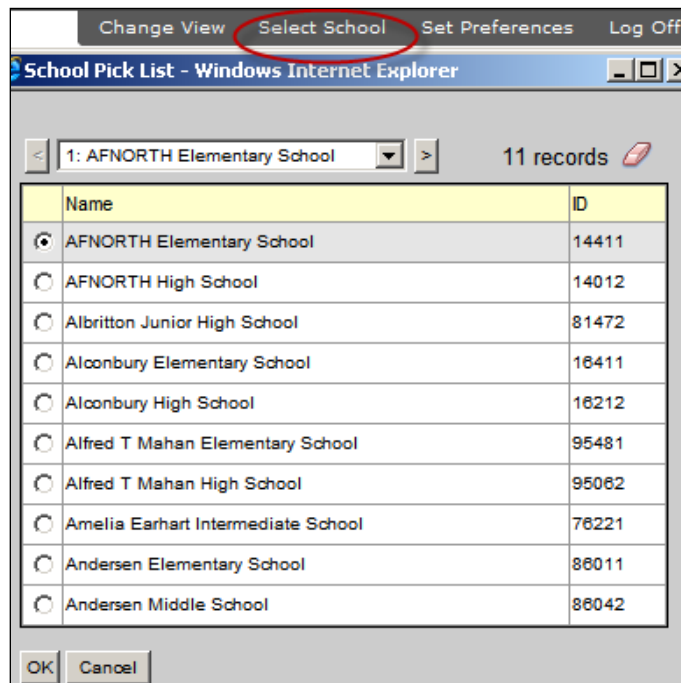
Build – To build a master schedule for your school

Family – As a parent to view all of your children’s attendance, grade and conduct information

Student – As a student to view assignments, grades, attendance, keep track of your activities, and store files in your virtual locker.

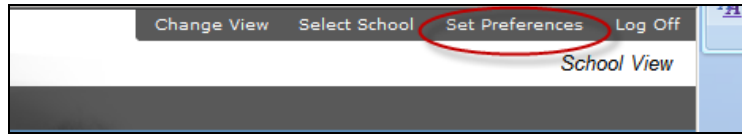
Click on **Select School** – This is used to switch schools if you have a role at more than one school.

- Select the school that you need.
- You will only see the schools for which you have a role.
- Click **OK**



Set Preferences

In the upper right hand corner click on **Set Preferences**



On the **General** Tab

- Set your auto-save interval
- Set the number of records displayed per page – recommended number of records is 25. If you have a larger number, the program may take significantly longer to refresh the screen .
- Show lower page controls adds an additional page drop down list to the bottom of the screen.
- Warn on save gives a warning every time the save button is selected.

A screenshot of the 'General' tab in the preferences window. The tab is highlighted in blue. The main content area has a yellow background. It contains several settings: 'Default View' is set to 'HQ' in a dropdown menu; 'Default school' is 'AFNORTH Elementary School' with a search icon; 'Auto-save interval (minutes)' is '5' in a text box; 'List Options' is a section header; 'Records per page' is '25' in a text box; 'Show lower page controls' is an unchecked checkbox; and 'Warn on save' is a checked checkbox.

On the **Home** Tab

- Select or deselect the items that you want to see on your home page.

On the **Security** Tab

- We strongly suggest you use the same password for Aspen that you use for logging onto your computer.
- Ensure that your email is your School email address.
- Security Question/Answer – in case you forget your password you can answer the question and reset your password
- Password – this is where you can change your password if needed.

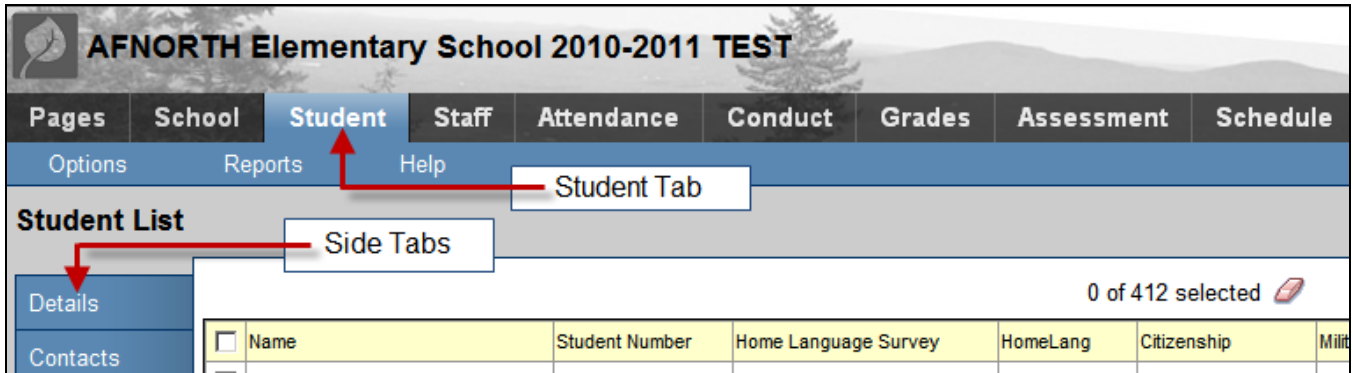
A screenshot of the 'Home' tab in the preferences window. The 'Home' tab is highlighted with a red circle. The main content area has a yellow background. It contains a list of items with checkboxes: 'Announcements' (checked), 'Favorites' (checked), 'Student search' (checked), 'Student Address Changes' (unchecked), 'Websites' (checked), 'Tasks' (unchecked), 'Reports' (checked), and 'Calendar' (checked). At the bottom, there are 'OK' and 'Cancel' buttons.

On the **Receipt** Tab (This is only for School Office)

- If you would like to print Attendance receipts be sure and select the **Print attendance receipts** box.
- Select **Show preview** if you want to see the receipt before it is sent to the printer.
- In the **Number of copies** list the number you would like print.

A screenshot of the 'Receipts' tab in the preferences window. The 'Receipts' tab is highlighted in blue. The main content area has a yellow background. It contains three settings: 'Print attendance receipts' is a checked checkbox; 'Show preview' is an unchecked checkbox; and 'Number of copies' is '1' in a text box. At the bottom, there are 'OK' and 'Cancel' buttons.

Student Lists



Select the **Student Tab** to access the Student List

- The Student List is your online filing cabinet which contains student records.
- Access all of a student's information — such as demographics, contacts, conduct, attendance, enrollment, and schedule — from the Student List.

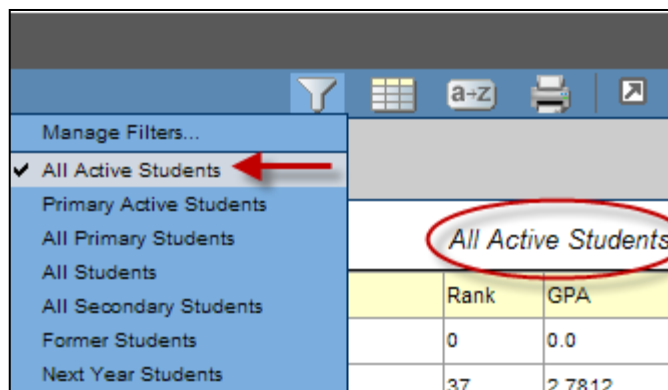
Note: The Student List initially contains active students only.

To view students that have left and transferred to another school, on the Student List page, from the **Filter** icon menu, select **Former Students**

To return to listing active students only, from the **Filter** icon menu, select **All Active Students**.

To Display all Students

- Select the **Filter** icon to the right of your screen
- Select **All Active Students**
- In the upper right hand side of the screen, above the column headings, shows the filter you are viewing



Finding Students on the Student List

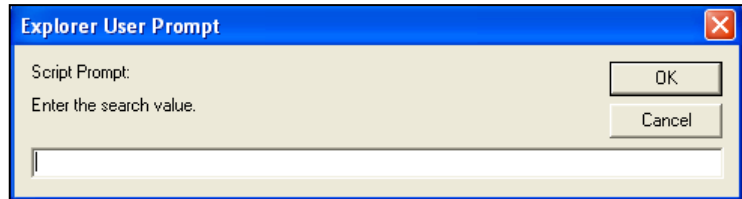
Three Ways to Find Students

Make sure that your popup blockers are turned off. That includes all Yahoo and Google popup blockers.

Select the **Student** Tab

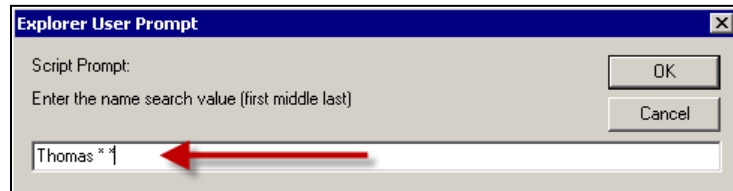
A. To find students by name; Press (**CTRL+F**)

1. In the Find dialog box, type one of the following:
 - Student's last name
 - Student's full name (last name, first name)
2. Click **OK** or press **ENTER**
3. The cursor will select the first student that meets the criteria.



B. To view a list of students and find by partial name; Press (**CTRL+I**)

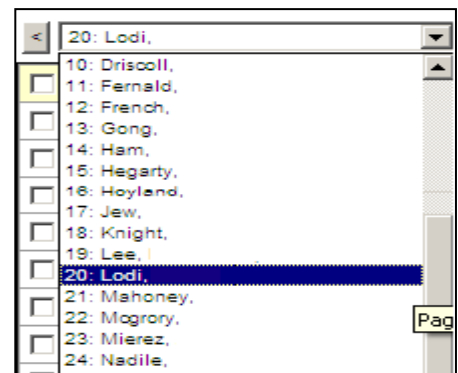
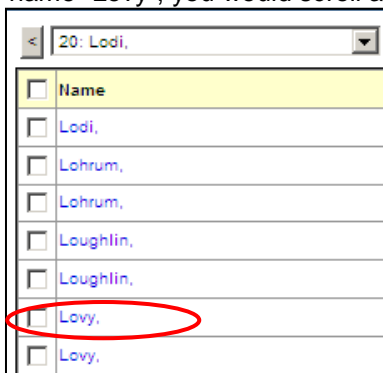
1. In the Find dialog box, type the student's first initial, or the first few letters of the student's first or last name. You may use an * (asterisk) as a wild card for any unknown part of the name. For instance if you only know the student's first name type in the first name with an * * after it. The example will find everyone with a first name of Thomas.
Note: Be sure to add a space between each initial, asterisk, or partial name.



2. Click **OK** or press **ENTER**.
3. The system displays a list of students who match the initials search you created.

C. Use the Page Drop-Down

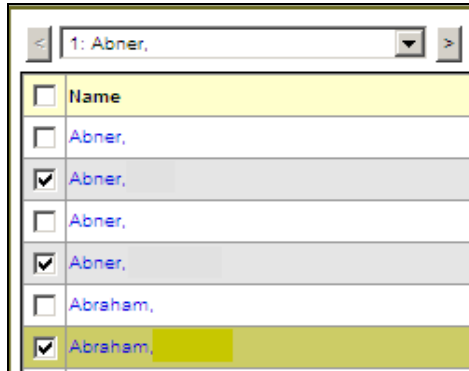
1. Click the **Page Drop Down** menu located above the student name heading.
2. Select the name on the Page List that is alphabetically before the name you are looking for. For instance if you are looking for the name "Lovy", you would scroll and click on "Lodi".



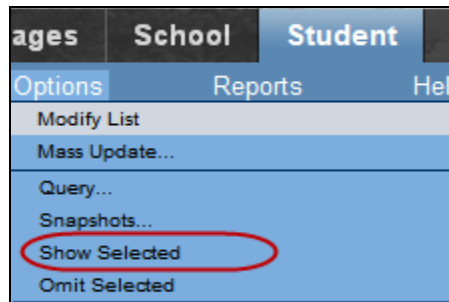
Create a Subset of Students

You can narrow down a group of records you need to view or work with at just one time. An example would be to group students in a homeroom, or assign them to a bus route.

1. Find the students you would like to update through either a query or just sorting through the list.
2. Select the students you want to group together by checking the box to the left of the name.



3. From the **Options** menu select **Show Selected**



4. Only the selection of chosen students will now be displayed.

