

Aspen Survival Guide – FAQ's

How do I log in?

Aspen is a web-based program that can be accessed through the following address:

ma-salem.myfollett.com

The link is posted on each school's website under the Faculty/Staff link. The site can be accessed through any browser; however, Firefox may be used without disabling pop-up blockers. For all other browsers please disable pop-up blockers.

To access Aspen for the first time

All users will use the following to log in:

Username: first and last name (no capitals, no spaces, i.e., johnsmith) Password:

AspenSalem1

You will then be instructed to set up a security question.

How do I change my password once I've logged in?

Once you log in, you will see your name at the top, right-hand corner of the page. Click your name then click **Set Preferences**. Under **Set Preferences**, select **Security** tab, go to **Password**, select change.

What if I changed my password and I forget it?

If you forget your password you can request help right from the sign in screen. On sign in screen click **I forgot my password**. You will be asked your security question and then be allowed to change your password. You may do this three times before needing IT assistance.

Aspen Help

At the top of each page (District, Student, Staff, Attendance, Assessment, Global) there is a **Help** tab. It is the 3rd button in from the left. From the **Help** button you can access short "how to" videos, quick reference cards and user guides on a variety of topics. Through the **Help** button you can also access Online Help, which allows users to search on any topic and provides a quick point of reference on that subject.

Student List

Details | Options | Reports | Help | Search on Name

< 1:Abad Heredia, Anth

☐ Name
☐ Abad Heredia, Anthony
☐ Abangawoh, Jurene
☐ Abbene, Charles
☐ Abboud, Logan
☐ Abboud, Michael

ASID	Alerts	Address
10166		
1540		5 Harr
126		2 Ros
1002735527	96806	133 N
1035501726	94724	133 N

Online Help
Release Notes
User Guides
Quick Reference Cards
Videos & Training Tools
About Aspen

I have logged in but need more access than I currently have. What can I do? Aspen access roles have been assigned to each user based on their position. If you need more access than you have been granted, please have an administrator at your school put a ticket into TSS explaining in detail what function it is you need to perform in Aspen. Our IT team will grant the access and will notify you of the change.

How do I see data on a student from prior school years?

To view historical records on any student from the main page, choose the **Student** tab (top line navigation tabs), select the student record. Record will be highlighted in green once you have successfully selected. Select **Details** for that student—upper left hand side of screen. Use left-side navigation bar for data element (attendance, conduct). Select topic then change the filter tab in top line navigations (**martini glass icon in the task bar**), select **All Records** for historical data.

Details | Options | Reports | Help | Search on Date

Absences: 2.0 (2.0 unexcused) Tardies: 6 (6 unexcused)

☐ Date
☐ 4/1/2016
☐ 2/1/2016
☐ 12/1/2015
☐ 9/18/2015
☐ 9/16/2015
☐ 9/15/2015

Code
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Manage Filters...
Current Year
✓ All Records

I can't find a student. How do I locate them?

Aspen automatically opens in **Active Students** view. Many times when a student cannot be found it is because they are not active. Select main **Student** tab, change the filter (martini glass next to search box in the task bar) to **All Records** then search for student name.

Student List

Details | Contacts | Attendance | Conduct | Transcript

Options ▾ Reports ▾ Help ▾ Search on Name 🔍

< 1:Abad Heredia, Anthony

Manage Filters...

- ✓ Active Students
- All Records
- Assignment Confirmation
- Active Student YOG = ?
- Duplicate LASID

0 of 4210 selected

<input type="checkbox"/>	Name	SASID
<input type="checkbox"/>	Abad Heredia, Anthony	10446
<input type="checkbox"/>	Abangawoh, Jurene	10737
<input type="checkbox"/>	Abbene, Charles	10114

How can I create custom screen views and reports?

Using the **Field Sets**, you can customize your data view. To customize this you need to use **Field Sets** (the grid icon in the task bar at the top of your screen). Click on the grid icon, select **Manage Field Sets**. Select **New**. Name your custom field set -- only you will be able to view this. From the left hand column select the field you want in your custom view and click **Add**. Repeat this step for all data fields you want to include. You can use the Up and Down icons to change the order in which the data appears on your screen/report. Once you have all fields selected click **Save**, then **Save** on the next page. To access your new **Field Set** click on the grid icon and it will appear on your list. Click on your custom **Field Set** name and your custom **Field Set** will appear on screen. There is no limit to the number custom **Field Sets** you create.

Student List

Details | Contacts | Attendance | Conduct | Transcript

Options ▾ Reports ▾ Help ▾ Search on Name 🔍

< 1:Abad Heredia, Anthony

Manage Field Sets...

- ✓ ID Compare

0 of 4210 selected

Name

Owner

Available Fields

Student

- Identifier
- Photo
- Last name
- First name
- Middle name
- Title
- Suffix
- Gender
- Date of birth
- Globally Unique Identifier
- Globally Unique Identifier 2
- Primary Phone
- Globally Unique Identifier 3
- Phone 2
- Name

Add >>

<< Remove

Selected Fields

Up

Down

Save Cancel

My field sets are customized how do I save or print my custom report?
 From your custom report, use the **printer icon in the tool bar** at the top of your screen, Quick Print. Click the icon and choose the format you wish to save or print in (TXT, CSV, Microsoft).

If you wish to place the data in an Excel spreadsheet, you need to choose CSV from the **Quick Print** menu. In **Open With**, select **Choose** and then select **Microsoft Excel** in the Microsoft Office menu.

Student List

Details

Contacts

Attendance

Conduct

Transcript

Options Reports Help

Search on Name

1:Abad Heredia, Anthony

	Name	SASID	ELD	LASID	Alerts	Address
<input type="checkbox"/>	Abad Heredia, Anthony	1044632338		100166		
<input type="checkbox"/>	Abangawoh, Jurene	1073706030		98540		5 Harrison Avenue

Create Quick Report...

Web Page (HTML)

TXT

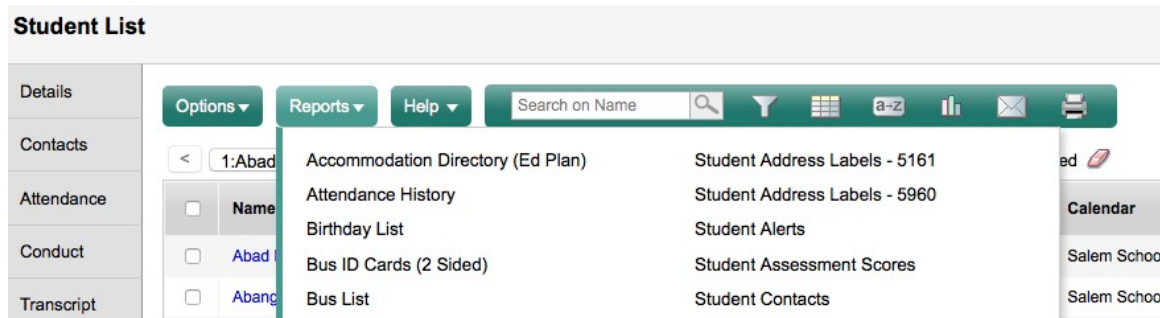
CSV

Microsoft Word (DOC)

A **Quick Reports** screen will appear. **You should check off box: This is a computer I use frequently** *and then* select the box: **I understand the risk, continue.**

On the next screen: **Open With** click **OK**. From your main navigation choose either Save As or print.

Is there a place I can find standard reports on student data? For every page there is a **Reports** tab in the top line navigation. By clicking **Reports** you can see what reports are available to you.



What if I need more help or need to make a request?

In-school support is available by contacting an Aspen Train the Trainer (3Ts). The following individuals are serving as 3Ts:

Bates:	Ann Larrabee, Thomas DeMontier
Bowditch:	Scarlett Wong, Jose Munoz
Carlton:	Tracy Angeramo, Jessica Eveleth
Collins:	Catherine Lally, Matthew Weaver
Horace Mann:	Letty Kerai
Saltonstall:	Carolyn Osbahr
SHS:	Lynne Mullen, Peter DiMauro
Salem Prep:	Jennifer Miller
Witchcraft:	Sara Calleja, Lyndsay McCarron

Helpful Hint:

Aspen uses color to help cue you as to what view you are working in: District

View	Green
School View	Blue
Staff View	Purple

Need More Help?

If you need additional support, please make that request using **TSS**. Go to school web site. Under **Faculty/Staff** tab, select **TSS**, select **Reporter** Password: **telltheteam**

In **Hardware ID** field enter the word **ASPEN**

In **Problem Report**, fill in as much information as you can. You will be provided a status report via your email.