

Check Grades and Attendance in the Aspen Parent Portal

How do I log in?

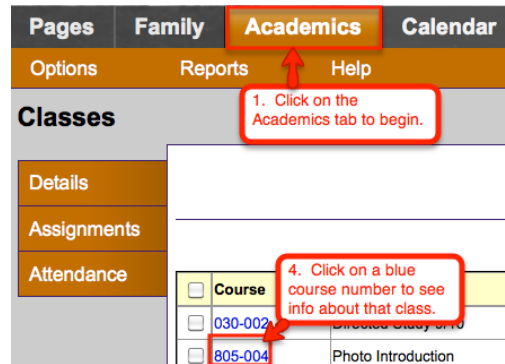
Go to <https://ma-concord.myfollett.com/aspen/logon.do> and log in using the user name and password that were mailed to you in September. You will have to change your password the first time you log in.

What if I've lost my letter, or my user name and/or password aren't working?

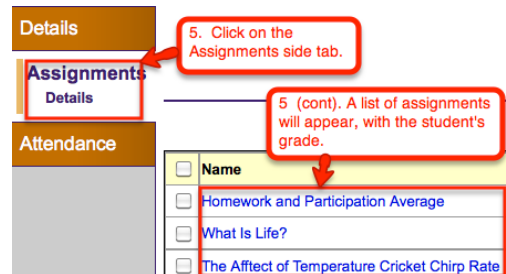
If you need to reset your password, click on the **I forgot my password** link on the login page, and follow the directions. If that doesn't work, or if you have a different issue, please send an email to ParentPortal@concordps.org describing the problem you're having.

How do I look at my child's grades?

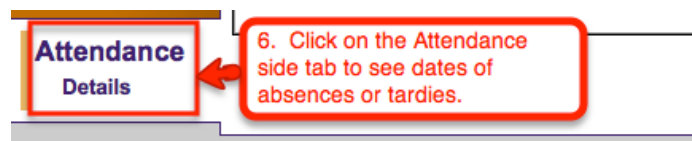
1. Click on the **Academics** top tab.
2. A list of your child's courses will appear.
3. If you have more than one child at the high school, you will see the **Student** drop-down menu in the middle of the top of the page. (If you only have one child at the high school, there won't be a Student drop-down menu.)
4. Click on one of the course numbers. You will see a screen with summary attendance and grade information for that class.



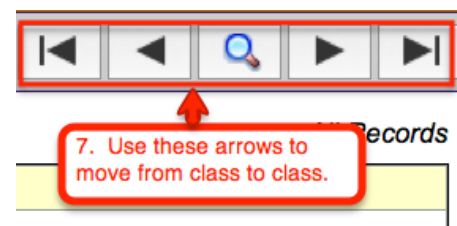
5. Click on the **Assignments** side tab to see a list of assignments, and your child's grades for each assignment. (Note – the list of assignments is not available for all classes.)



6. Click on the **Attendance** side tab to see the dates of any absences or tardies.



7. To see info for other classes, either use the black arrows at the upper right corner of the page, or click again on the **Academics** top tab, and then click on another blue course number.



8. To see info for another child, click on the **Academics** top tab, and select that child from the **Student** drop-down menu.

Printing a report for the first time

The first time you print a report, you may need to turn off the Firefox pop-up blocker. See below for instructions.

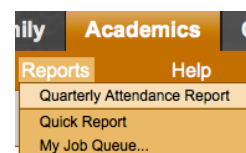
Printing an attendance report

1. Click on the **Academics** tab.



2. Note that if you have more than one child at the high school, you will see the **Student** drop-down menu in the middle of the top of the page. If you only have one child at the high school, there won't be a Student drop-down menu.
3. If you do have a student drop-down menu, select the student from whom you wish to print a report card.

4. Select the **Academics** tab, and then click on **Reports**. See the screen shot shown at right.



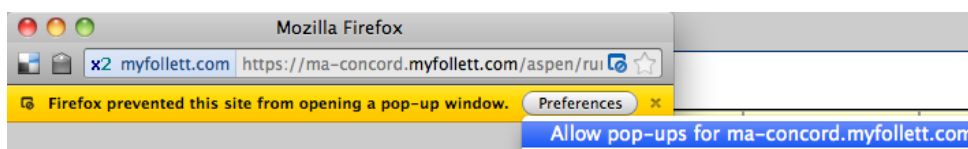
5. Click on **Quarterly Attendance Report**.

6. You will see the screen shown at right.

School	Concord Carlisle High School
School year	2012
Term	
Date	10/3/2011
Format	Adobe Acrobat (PDF)

7. Click on the  next to **Term**, select the appropriate term, and click **OK**. Then click **Run** on the screen shown at right.

8. The attendance report is a pdf file, so it will open in whatever application that pdf files normally open with on your computer. You MAY see the screen shown below the first time you print an attendance report. If you do, click on the **Preferences** button, and select the option shown, which will allow the report to print.



9. Close the window shown above and repeat steps 4 – 7. The report should now run, and open in whatever application normally handles pdf files on your computer.

10. If your attendance report doesn't open in step 8, click on the **Reports** dropdown menu, and then **My Job Queue**.



11. Click on the link **Finished (click to view)**. Your report should now open.

Job	Format	Run Time	Status
<input type="checkbox"/> Quarterly Attendance Report	PDF	10:17 AM	Finished (click to view)