



DISTRICT OF COLUMBIA
PUBLIC SCHOOLS

Office of Data and Strategy

ASPEN Reference Guide

Viewing My Class Assignments



Using Aspen For DCPS Families

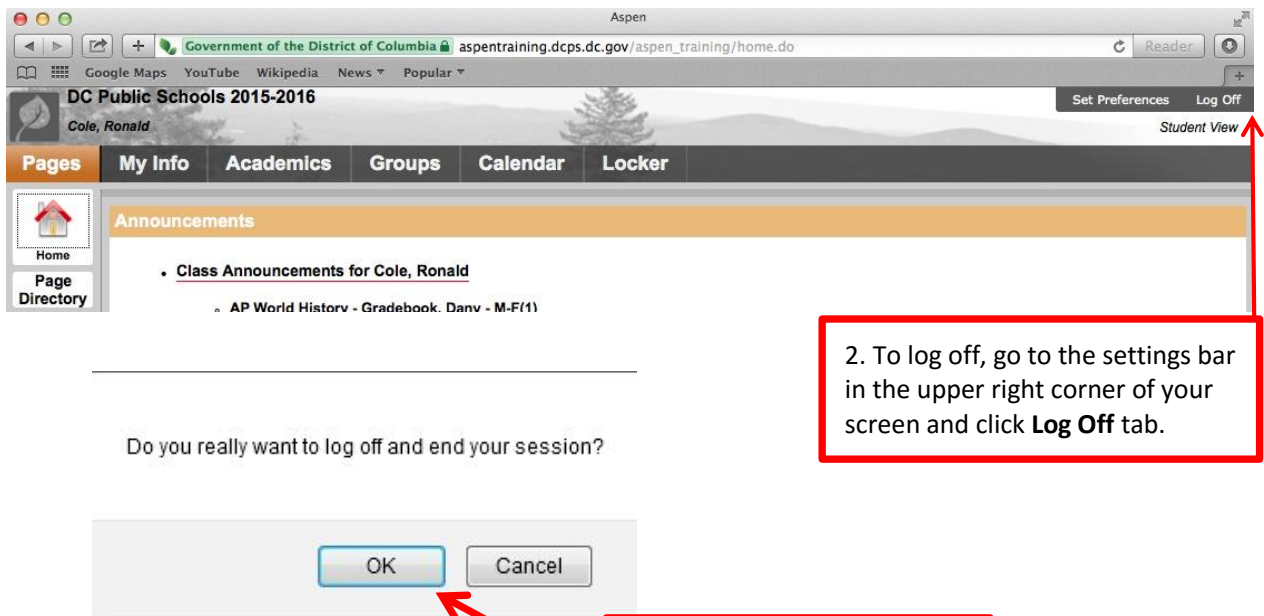
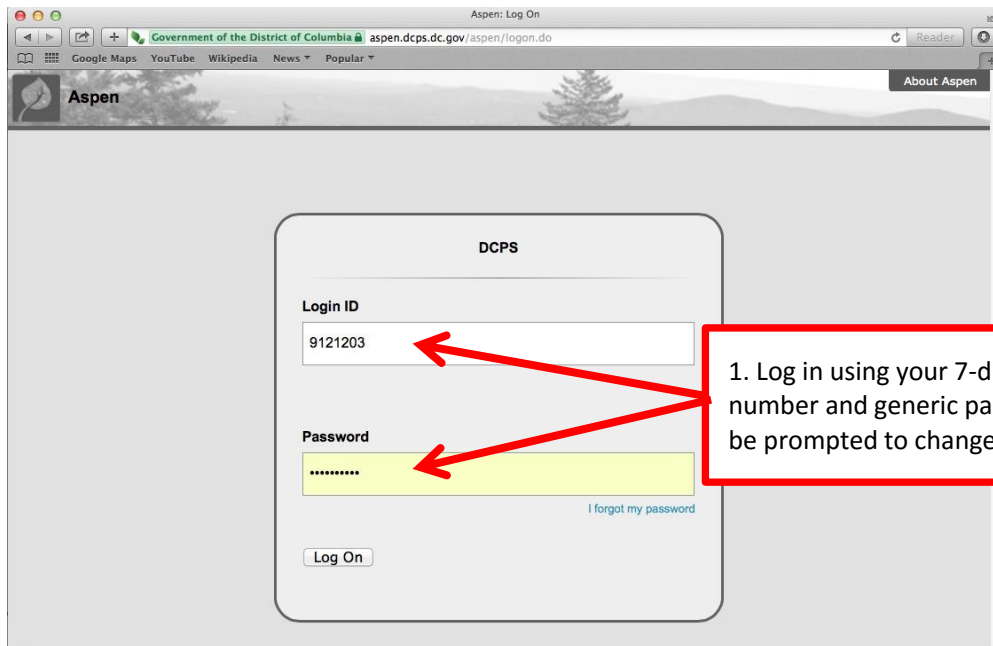
This guide makes it easy for a family to log on/off, navigate Aspen, search for information, and common terms used with Aspen.

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<https://aspen.dcps.dc.gov>

Log into Aspen using the URL above.

*Please note that the recommended browsers are Mozilla Firefox or Google Chrome whether on PC or MAC.



3. A dialog box will be displayed: Click **OK** to confirm you want to log off.

Password Tips

- Don't write your username and password on a sticky and put it under your keyboard.
- If you need your password reset, please see your Administrator at your school for help.

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Class Announcements – Posted by teachers of your current schedule.

The screenshot shows the Aspen student portal for a user named Cole, Ronald. The navigation bar includes Pages, My Info, Academics, Groups, Calendar, and Locker. The main content area is divided into several sections:

- Announcements:** A section titled "Class Announcements for Cole, Ronald" containing a sub-item "AP World History - Gradebook, Dany - M-F(1)" with a note: "Remember to bring in coat donations for the Coat Drive, do not worry about washing them, I will take them to get cleaned."
- Recent Activity:** A section with a "Last 30 days" filter and a search box. It lists three recent assignments:
 - 09/14/2016 - Assignment Grade (AP World History) Grade: 89 Assignment: Chapter 1 Test Multiple Choice
 - 09/14/2016 - Assignment Grade (AP World History) Grade: 5 Assignment: Period in Time You Would Visit
 - 09/14/2016 - Assignment Grade (AP World History) Grade: 10 Assignment: What Is History
- Web Sites:** A section with an "Edit" link.
- Tasks:** A section with an "Open Tasks" dropdown, an "Initiate..." button, and a table with columns: Received, Workflow, Task, Subject. The table currently shows "No Tasks".

Recent assignments and activity for current classes.

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My Info: Shows information about the student, their schedule, contacts, and more.

The screenshot shows the 'My Info' page in the Aspen system. The 'My Info' tab is highlighted in the navigation bar. Below the navigation bar, there are links for 'Options', 'Reports', and 'Help'. The main content area is titled 'Current schedule' and includes a 'Transcript' section with a '<< List view' link. A 'Time' dropdown menu is set to 'S2'. Below this is a table showing the current schedule for each day of the week (Monday through Friday) across six periods. Each cell in the table contains the course name, teacher, and room number.

	M - Monday	T - Tuesday	W - Wednesday	Th - Thursday	F - Friday
1-Period 1	HP4NT-01 AP World History Gradebook, Dany 333	HP4NT-01 AP World History Gradebook, Dany 333	HP4NT-01 AP World History Gradebook, Dany 333	HP4NT-01 AP World History Gradebook, Dany 333	HP4NT-01 AP World History Gradebook, Dany 333
2-Period 2	M3410-Honors 02 Geometry Part B 1.0 Teacher, Twenty-nine 341	M3410-Honors 02 Geometry Part B 1.0 Teacher, Twenty-nine 341	M3410-Honors 02 Geometry Part B 1.0 Teacher, Twenty-nine 341	M3410-Honors 02 Geometry Part B 1.0 Teacher, Twenty-nine 341	M3410-Honors 02 Geometry Part B 1.0 Teacher, Twenty-nine 341
3-Period 3	TG2NT-01 Generating Clean Electrons Wiscount, Melanie 239	TG2NT-01 Generating Clean Electrons Wiscount, Melanie 239	TG2NT-01 Generating Clean Electrons Wiscount, Melanie 239	TG2NT-01 Generating Clean Electrons Wiscount, Melanie 239	TG2NT-01 Generating Clean Electrons Wiscount, Melanie 239
4-Period 4	S4110-01 Physics I Gathers, Stacey 342	S4110-01 Physics I Gathers, Stacey 342	S4110-01 Physics I Gathers, Stacey 342	S4110-01 Physics I Gathers, Stacey 342	S4110-01 Physics I Gathers, Stacey 342
5-Period 5	E51-STEM Eng&Humanities II Little, DeWayne 335	E51-STEM Eng&Humanities II Little, DeWayne 335	E51-STEM Eng&Humanities II Little, DeWayne 335	E51-STEM Eng&Humanities II Little, DeWayne 335	E51-STEM Eng&Humanities II Little, DeWayne 335
6-Period 6					

Calendar: Shows calendar of events such as due dates for assignments per day, week, or month.

The screenshot shows the 'Calendar' page in the Aspen system. The 'Calendar' tab is highlighted in the navigation bar. Below the navigation bar, there are links for 'Options', 'Reports', and 'Help'. The main content area is titled 'Calendar' and includes a 'Day', 'Week', and 'Month' view selector. The current view is 'Month' for September 2016. The calendar shows dates from 28 to 17. Events are listed for specific dates: 'SCA #1' on Friday, September 2nd; 'Daily Independent' on Tuesday, September 6th; and '9/8 Participation', '9/6 Participation', and '9/9 Participation' on Friday, September 9th.

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Academics: Shows Current Term courses, student progress, other details, and assignments.

The screenshot shows the Aspen Academics interface. The 'Academics' tab is highlighted in the navigation bar. Below the navigation bar, there is a 'Classes' section with a table of current term courses. A red arrow points from the 'Academics' tab to the table.

Description	Description	Course	Term	Teacher	Classrm	Current Performance
<input type="checkbox"/> AP World History	AP World History	HP4NT-01	FY	Gradebook, Dany	333	
<input type="checkbox"/> Geometry Part B 1.0	Geometry Part B 1.0	M3410-Honors 02	S2	Teacher, Twenty-nine	341	
<input type="checkbox"/> Generating Clean Electrons	Generating Clean Electrons	TG2NT-01	S2	Wiscount, Melanie	239	
<input type="checkbox"/> Physics I	Physics I	S4110-01	S2	Gathers, Stacey	342	
<input type="checkbox"/> Eng&Humanities II	Eng&Humanities II	E51-STEM	S2	Little, DeWayne	335	

The screenshot shows the Aspen Academics interface with the 'Assignments' tab selected for the course 'HP4NT-01 - AP World History'. A red box highlights the 'Assignments Details' tab, and a red arrow points from the 'Assignments' tab in the first screenshot to this one. A dropdown menu is open, showing options for 'All', 'Term 1', 'Term 2', 'Term 3', and 'Term 4'. Below the dropdown is a table of assignments.

AssignmentName	DateAsgn	DateDue	Score	Assignment feedback
<input type="checkbox"/> Chapter 1 Test Multiple Choice	4/15/2016	4/15/2016	89% <input type="text" value="89.0 / 100.0 (89)"/>	
<input type="checkbox"/> Ungraded assignment	4/14/2016	4/14/2016	No score	
<input type="checkbox"/> Period in Time You Would Visit	4/13/2016	4/13/2016	100% <input type="text" value="5.0 / 5.0 (5)"/>	
<input type="checkbox"/> What Is History	4/11/2016	4/11/2016	100% <input type="text" value="10.0 / 10.0 (10)"/>	

Assignments: Shows assignments per course, toggle between categories and terms, or view all to view grades per assignments.