

Each view in Aspen has its own color scheme. The School view is blue. You might have access to more than one view.

tabs: Click to see a different category of data.

Do not use your browser's **Back** button to navigate. This might cause errors. Instead, use the tabs or the breadcrumbs.

breadcrumbs: Click text in blue to jump to that page in Aspen.

side-tabs: Click to drill deeper into the category of data selected in the tab.

alert icons: Click to view student-specific information.

record navigation bar: Click to move to the first, previous, next, or last record in the list.

sub-tabs: Click to select a type of data related to the side-tab.

Dates: There are four ways to enter dates in Aspen:

- Click
- Type the date yourself. If you type **092616**, the system will format it as **9/26/16**.
- Type a lowercase **t**, and the system will enter today's date.
- Type **t + 30**, and the system will enter today's date plus 30 days (insert number of choice).

List pages

The following is true for all list pages in Aspen, such as the Student List:

- To do a quick search, press **CTRL-F**.
- You can select students across many pages by selecting their checkboxes. Look at the record counter to see your selection total.
- Click the checkbox in the top left corner of the list to select all the records on the page you're looking at.
- Click to set the record counter back to zero (deselect all records).

menu bar: Click the name or icon for page-specific options.

record counter

Aspen security

- Don't write your username and password on a sticky and put it under your keyboard!
- If you are going to step away from your desk, log off the system by clicking **Log Off**.
- Do not just close your browser to exit the system, as this leaves a security breach. Be sure to click **Log Off** or quit your browser.

This is the Aspen Home page.

settings bar: Click to change views or schools (if available), set preferences, and log off the system.

When creating or editing announcements, a built-in spell checker will alert you to any words it doesn't recognize. A rich-text editor makes it easy to change the font size, color, and formatting.

Use this section of the page to post links to frequently visited websites.

If there are certain reports you use frequently, put links to them here for one-click access.

The quickest way to find student demographic information is by using the Student Search box.

To clear search results, click **Home**

Use the Tasks area to manage tasks assigned to you or initiate a new task (if you have proper privileges). Click a task name to view its details.