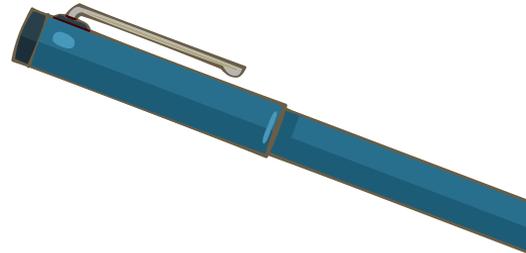# ASPEN

How to check your student's grades and attendance

Ms. J
School Counselor

# What is Aspen?

- Aspen is an online tool that keeps track of your grades, attendance, and assignments

- Your parents/guardians can also access Aspen to stay informed of what/how you are doing in school
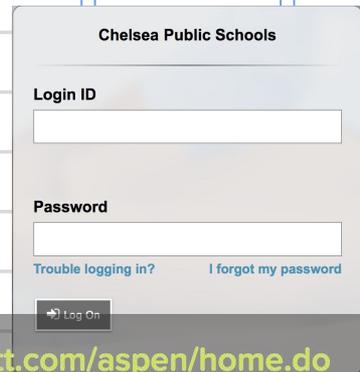
# Step 1

[ma-chelsea.myfollett.com/aspen/home.do](ma-chelsea.myfollett.com/aspen/home.do)

Bookmark this page on your toolbar as "Aspen-Check Grades Here"

# Step 2

Log on to Aspen using your Chromebook username and password.

**If your password is not working, we can get it for you.**

**Chelsea Public Schools**

Login ID

Password

Trouble logging in?                    I forgot my password

🔁 Log On

# Step 3 - Security Question

If your student has not used Aspen before, they will need to choose a security question.
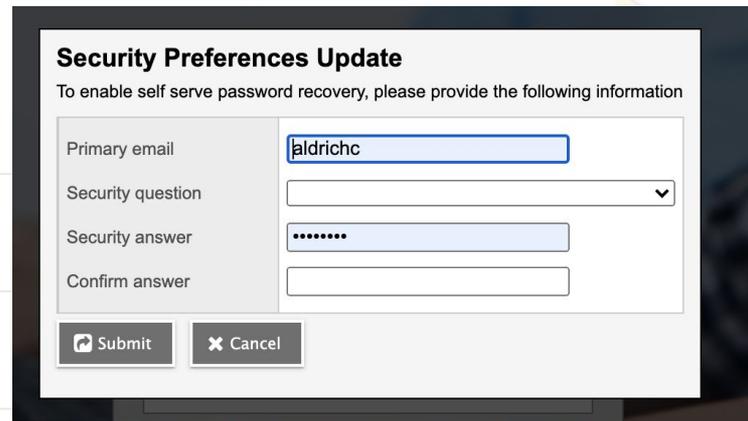
**This step should be done with your student so that they know the answer to the question.**

Their email address should be username@chelseaschools.com

You will need to pick a security question about your child. They need to know the answer to the question.

Type that answer 2 times (the exact same way)
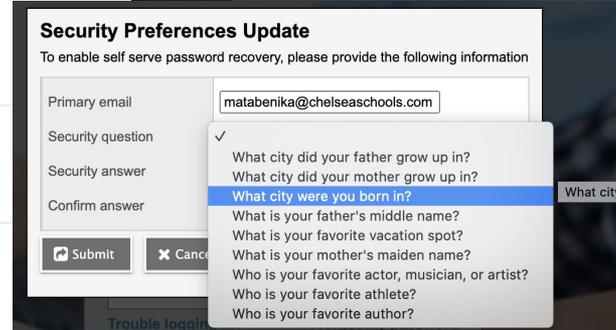
Click "**submit**"



**Security Preferences Update**
To enable self serve password recovery, please provide the following information

| Primary email | aldrichc |
| Security question | |
| Security answer | •••••••• |
| Confirm answer | |

Submit   Cancel



**Security Preferences Update**
To enable self serve password recovery, please provide the following information
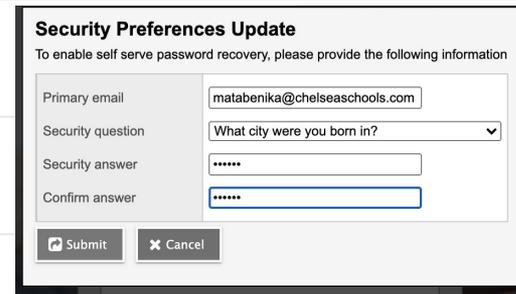
| Primary email | matabenika@chelseaschools.com |
| Security question | ✓ |
| Security answer | |
| Confirm answer | |

What city did your father grow up in?
What city did your mother grow up in?
What city were you born in?
What is your father's middle name?
What is your favorite vacation spot?
What is your mother's maiden name?
Who is your favorite actor, musician, or artist?
Who is your favorite athlete?
Who is your favorite author?

Submit   Cancel



**Security Preferences Update**
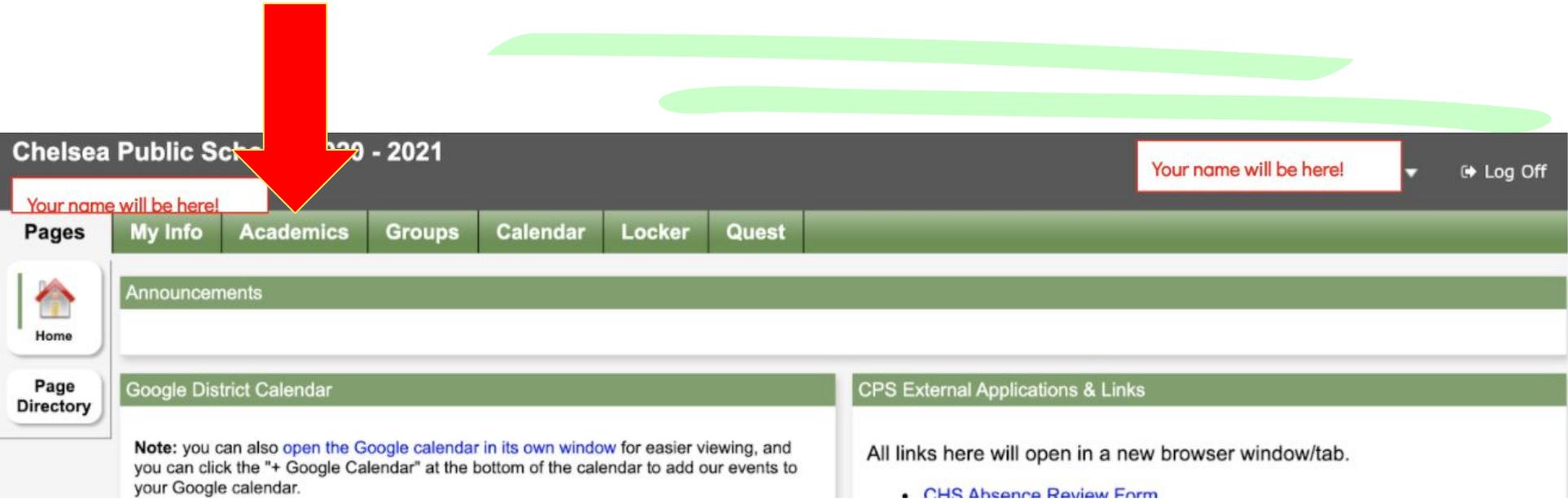To enable self serve password recovery, please provide the following information

| Primary email | matabenika@chelseaschools.com |
| Security question | What city were you born in? |
| Security answer | •••••• |
| Confirm answer | •••••• |

Submit   Cancel

# Step 4: Academic Tab

**Chelsea Public Sch_____ __20 - 2021**

Your name will be here!

Your name will be here! ▼   ↪ Log Off

| Pages | My Info | Academics | Groups | Calendar | Locker | Quest |

**Home**

**Page Directory**

## Announcements

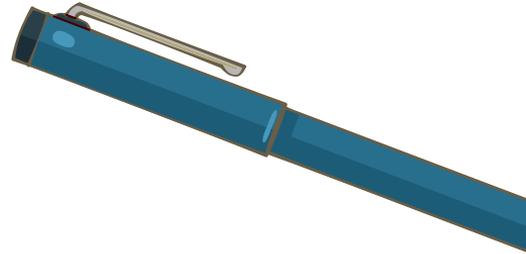## Google District Calendar

**Note:** you can also open the Google calendar in its own window for easier viewing, and you can click the "+ Google Calendar" at the bottom of the calendar to add our events to your Google calendar.
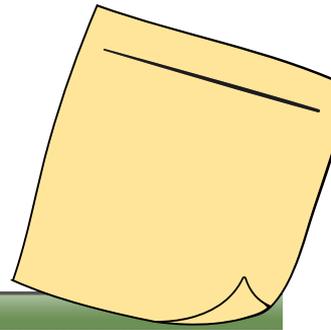
## CPS External Applications & Links

All links here will open in a new browser window/tab.

- CHS Absence Review Form

Click "Academics" at the top

# Step 5: Grades and Attendance

**TO VIEW YOUR STUDENT'S GRADES:**

Click the class where it is highlighted in blue
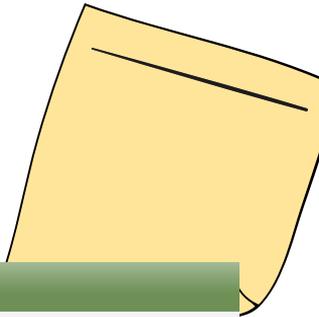
| Pages | My Info | **Academics** | Groups | Calendar | Locker | Quest |
|-------|---------|---------------|--------|----------|--------|-------|

## Classes

Details

Assignments

Attendance

Option... | ...ports ▾ | Help ▾ | Search on Term 🔍

0 of 11 selected

Current Year | Current Term

| | Course | Term | Teacher | Primary Staff > Email1 | Clssrm |
|---|--------|------|---------|------------------------|--------|
| ☐ | Ind Student Online | Ind Online-001 | 1234 | | |
| ☐ | Math/Gr 6 | W216-001 | 1234 | Rodriguez, Cindy I; Cherone, Lara Ann; Nollett, Elaine | rodriguezc@chelseaschools.com | S411 |
| ☐ | Math 2/Gr 6 | W221-001 | 1234 | Rosa, Christine | rosac@chelseaschools.com | S416 |
| ☐ | ELA/Gr 6 | W112-001 | 1234 | Cherone, Lara Ann; Schwaeber, Carlie Emma; Nollett, Elaine | schwaeberc@chelseaschools.com | S418 |
| ☐ | Sci/Gr 6 | W412-001 | 1234 | Ferraz, Stephanie B; Nollett, Elaine | ferrazs@chelseaschools.com | S412 |
| ☐ | Hist/Gr 6 | W321-001 | 1234 | Aldrich, Chelsey Lynn; Nollett, Elaine | aldrichc@chelseaschools.com | S415 |
| ☐ | Art/Gr 6 | W612-001 | 1UA | Porto, Jennifer P | portoj@chelseaschools.com | S-Art |
| ☐ | Tech/Gr 6 | W812-002 | 2UA | Coughlin, Charles | coughlinch@chelseaschools.com | S-Tech |
| ☐ | Health/Gr 6 | W752-003 | 3UA | Comeiro, Anthony | comeiroa@chelseaschools.com | |
| ☐ | PE/Gr 6 | W712-004 | 4UA | Derori, Aziz J | deroria@chelseaschools.com | S-Gym |
| ☐ | Music/Gr 6 | W652-005 | 5UA | Carubia, Melanie D | carubiam@chelseaschools.com | S-Music |

# Step 5: Grades and Attendance

You will see grades and attendance for that class.

| Pages | My Info | **Academics** | Groups | Calendar | Locker | Quest |
|-------|---------|---------------|--------|----------|--------|-------|

**Classes** :: W113-001 - ELA/Gr 7

**Details**

Assignments

Attendance

Options ▾   Reports ▾   Help ▾

✖ Cancel

| Teacher | Murphy, Alyssa ; Bailey, Damon | Classroom | S311 |
|---------|-------------------------------|-----------|------|

## Attendance Summary

| Type | SUM | QT1 | QT2 | QT3 | QT4 | Year |
|------|-----|-----|-----|-----|-----|------|
| Absent | 0 | 4 | 1 | 0 | 0 | 5 |
| Tardy | 0 | 0 | 1 | 0 | 0 | 1 |
| Dismissed | 0 | 0 | 0 | 0 | 0 | 0 |

## Average Summary

| Category | | SUM |
|----------|--|-----|
| Homework | Weight | 20.0% |
| | **Avg** | |
| Notebooks | Weight | 25.0% |

# Step 5: Grades and Assignments



**TO VIEW ASSIGNMENTS:**

1. Check the box next to the class
2. Click Assignments