

Printing Attendance Reports and Schedules in Aspen



What reports can I print?

Right now you can print your attendance report and your schedule.

Why do I need to print reports?

Starting in the very near future, attendance reports will no longer be distributed in homeroom. On Monday, all students started receiving an email to their FirstClass accounts every time a teacher marked them tardy or absent in a class.

It is your responsibility to check your email every day to see if you have any attendance issues that you need to clear up. If you have any unexcused absences, you will need to print out your attendance report so you can bring it to your teachers (or in some cases your administrator), who can then sign off unexcused absences that were **marked in error**. You should then submit that attendance report to Mrs. Merry in the Main Office, as you've done in the past. Any absence that is still unexcused after 72 hours will result in a detention and possible credit loss, in accordance with the attendance policy on pages 40-45 of the Parent/Student Handbook.

How do I log on?

You can log on to Aspen's Student Portal from any computer that connects to the Internet. This lets you access the system from anywhere – at home or at school.

1. Open your browser to connect to the Internet.
2. Go to <https://www.x2dev.net/concord/>
3. Enter your **login ID** and **password**.
4. Your login ID is your first initial followed by your last name, followed by your two-digit year of graduation. Your initial password is your student ID. You will be prompted to change your password and set up a security question the first time you log in.
5. The first time you log on, you will be prompted to change your password. The **Pages** tab will then appear.

What if I can't log in?

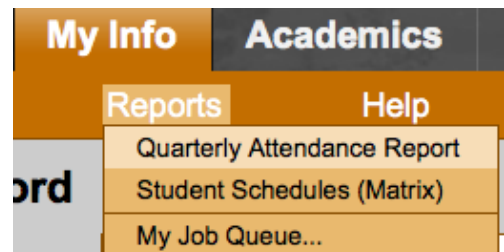
See **Mrs. Trainor** in the Main Office.

How do I print my attendance report?

1. Click on the **My Info** tab.



2. Click on the **Reports** dropdown menu, and then **Quarterly Student Attendance Report**.



3. Click on the magnifying glass next to Term and select the quarter that you want the attendance report for.

4. Click on **Run**. (You don't need to change any of the other values shown in this menu.) You may need to make the window a little larger to see the Run button, which is near the bottom left corner of the window.

The screenshot shows a web application window titled "Quarterly Attendance Report Portal Dev". On the left, there is a yellow sidebar with labels: "School", "School year", "Term", "Date", and "Format". The main content area has a form with the following fields: "School" (Concord Carlisle High School), "School year" (2011), "Term" (with a magnifying glass icon), "Date" (1/7/2011), and "Format" (Adobe Acrobat (PDF)). At the bottom left of the form area are "Run" and "Cancel" buttons.

5. The attendance report should open in Preview.

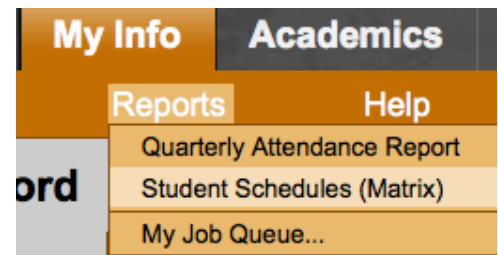
6. Click on **File – Print**. The report should now print.

How do I print my schedule?

1. Click on the **My Info** tab.



2. Click on the **Reports** dropdown menu, and then **Student Schedule Matrix**.



3. Click on **Run** – near the lower left corner. (You don't need to change any of the values shown in this menu.)

4. Click on **File – Print** from the browser menu. Your schedule should now print.

The screenshot shows a browser window titled "X2 Aspen: Student Schedule Matrix (Portal)". The address bar shows the URL "https://www.x2dev.net/asp3/runTool.do?sessionId=42...". The main content area is titled "Student Schedule Matrix (Portal)". It has a yellow sidebar with labels: "School", "Schedule term", "Students to include", "Search value", "Sort students by", and "Format". The main content area has a form with the following fields: "School" (Concord Carlisle Regional High School), "Schedule term" (with a magnifying glass and a red X icon), "Students to include" (All), "Search value" (empty text box), "Sort students by" (Name), and "Format" (Adobe Acrobat (PDF)). At the bottom left of the form area are "Run" and "Cancel" buttons.