

## Student Information System (Aspen)

Please submit a [technology request](#) if you require your login credentials.

### Subscribe to Email Notifications

Greater New Bedford Voc-Tech uses email notifications to keep you aware of certain items pertaining to your child's school day. Parents can subscribe to receive email messages when any of the following conditions occur:

- A new daily attendance record is created.
- A grade below the threshold you define is recorded.

#### To subscribe to email notifications:

1. In the Family portal, click the **Family** tab
2. Click the **Notification** side-tab
3. At the top of the page, any email addresses associated with your account appear. Select the checkbox next to each email address you want to receive notifications.
4. After viewing the description of each notification, select the **Subscribe** checkbox if you want to receive that email notification.
5. Your changes to this page are saved automatically. There is no Save button.
6. For each subscription, the system sends the appropriate messages to the designated email account.
7. To view / change this account, click **Set Preferences** on the settings bar at the top of the page, then select the **Security** tab.

### View Grades in the Portal

#### To view grades for your student:

1. In the Family portal, click the **Academics** tab  
**NOTE** – If you are a parent / guardian with multiple students, first you need to select the student whose grades you want to view.
2. If you want to view classes for the previous year or grade term, click the **Current Year** drop-down and select **Previous Year** or click the **Current Term** drop-down and select the appropriate term.

#### To view details about attendance and performance in a class:

1. Click the **Academics** tab.
2. Select the checkbox next to a course section and then click the **Details** side-tab.

#### To view the grades on specific assignments in a class:

1. Click the **Academics** tab.
2. Select the checkbox for the course you want to view assignments in.
3. Click the **Assignments** side-tab. The assignments page appears.
4. Click the **Category** drop-down to select the Category you want to view.
5. Click the **Grade Term** drop-down to select the Term you want to view.
6. To view more details click the assignment name.


### Email Teachers

#### To email your student's teachers:

1. In the Family portal, click the **Academics** tab
  - a. **NOTE** – If you are a parent / guardian with multiple students, first you need to select the student whose teacher you want to contact.
2. On the **Options** menu, click **Send Email**. The Mass Email pop-up shows the email address for ALL of the student's teachers in the **To:** box
3. To remove a teacher so that they do not receive this email, click the **X** next to the teacher's name. Aspen updates the number of total recipients.
4. In the **Subject** field, type a subject for the email.
5. To attach a file to the email, click **Add File** to find the file on your computer.
6. In the body of the email type your message.
7. Click the **Send** button at the bottom of the page. To confirm you want to send the message, click **Yes**.

### View Student Transcript information

#### To view transcript information for your student:

1. Click the **Family** tab.
2. Select the checkbox next to the name of the child whose transcript you want to view.
3. Click the **Transcript** side tab. Click the **Filter** menu  to select **All Records** (Default is **Current Year**).
4. Click the **Dictionary** menu  and select **All** to see past year's grades as well.
5. Click the **Year** link to drill into the details of any grade.
6. From this Transcript side tab you can also view a **Credit Summary** and a **Grade Point Summary** for your student.

### View Student Report Card & Progress Reports

1. Click the **Family** tab
2. Select the checkbox next to the name of the child whose report card or progress report you want to view
3. Click the **Documents** side tab - here you will see the most recent report card from each School Year.