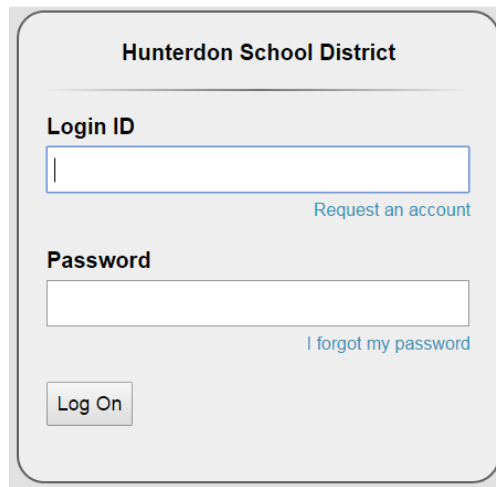


Hunterdon Central Regional High School Aspen Parent Portal

As a Hunterdon Central parent or guardian, your student's information is available through our Aspen Family Portal. This includes information such as grade, attendance, assignments, conduct, and contact information.

Accessing Aspen

Access the portal at <https://nj-hcrhs.myfollett.com/aspen/>. This will bring you to the login page:



The screenshot shows the login page for the Hunterdon School District Aspen Parent Portal. The page has a light gray background and a rounded rectangular border. At the top, it says "Hunterdon School District". Below that, there are two input fields: "Login ID" and "Password". To the right of the "Login ID" field is a link that says "Request an account". To the right of the "Password" field is a link that says "I forgot my password". At the bottom left of the form is a "Log On" button.

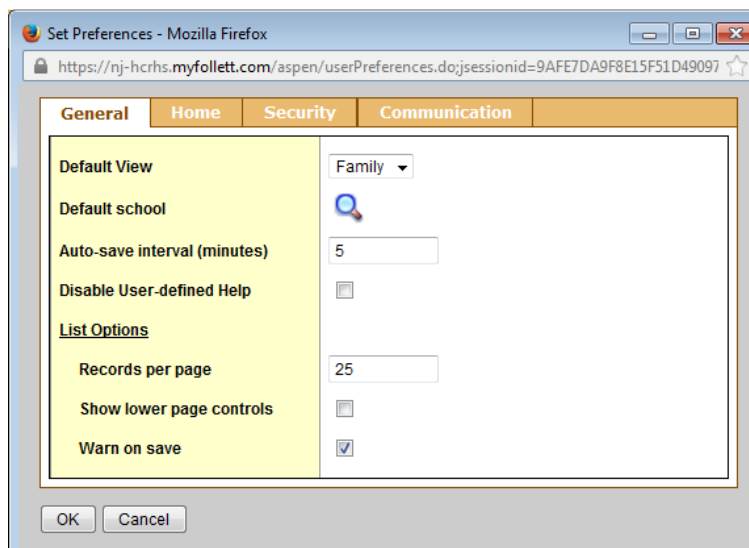
Please note that pop-ups from this site must be allowed.

Navigation

Please note that you should not use the back button on your browser. Using the browser back button can interfere with Aspen and result in an error message. Instead, move to the various parts of the family portal by clicking the appropriate tabs and links that are available. Blue text denotes a link and is clickable.

Preferences

The button **Set Preferences** appears in the upper right portion of the screen (to the left of "Log Off") and can be used to change some of your Aspen settings. When you click **Set Preferences**, the following window appears:



The screenshot shows a "Set Preferences" dialog box in Mozilla Firefox. The window title is "Set Preferences - Mozilla Firefox". The address bar shows the URL: <https://nj-hcrhs.myfollett.com/aspen/userPreferences.do;jsessionid=9AFE7DA9F8E15F51D49097>. The dialog box has four tabs: "General", "Home", "Security", and "Communication". The "General" tab is selected. The settings are as follows:

Setting	Value
Default View	Family
Default school	[Search icon]
Auto-save interval (minutes)	5
Disable User-defined Help	<input type="checkbox"/>
<u>List Options</u>	
Records per page	25
Show lower page controls	<input type="checkbox"/>
Warn on save	<input checked="" type="checkbox"/>

At the bottom of the dialog box are "OK" and "Cancel" buttons.

Records per page is a setting that controls the number of records that you can view at a time. It is recommended that you set this to a value that does not require you to scroll your browser to view records. Most users find that a number in the 15 to 25 range is suitable. After making any changes to your preferences, click **OK**.

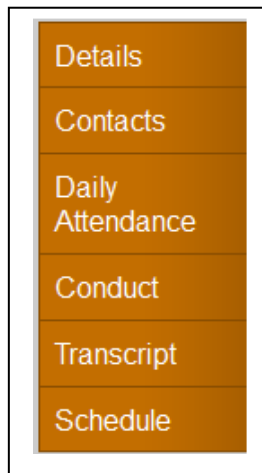
Pages Top Tab

The leftmost top tab is the **Pages** top tab. On this page is located an area in which announcements pertaining to Aspen appear.

The **Recent Activity** area lists recent information pertaining to attendance, assignments, grades, and conduct. This list can be filtered using the various controls such as check boxes, a drop down list, and a search field. The **To Do** area displays information pertaining to past, current, and future assignments. This information can also be controlled using various check boxes.



Family Top Tab

This tab contains a listing of your students that are currently attending Hunterdon Central. It also contains the following side tabs:



Select a student and click on the one of these tabs to bring up the related information for this student, as described below:

- **Transcript side tab: *Transcripts sub-side tab***

When you click the **Transcript** side tab, you will be placed in the **Transcripts** sub-side tab. Select the filter icon located near the upper right  and then click **All Records**. Then select the "book" icon which is also located near the upper right  and then select **All**.

- **Transcript side tab: *Credit Summary sub-side tab***

Click the **Credit Summary** sub-side tab to view the total number of credits earned for each school year as well as the overall total.

- **Transcript side tab: *Grade Point Summary sub-side tab***

Click the **Grade Point Summary** sub-side tab to view your student's current GPA. The **GPA** drop down (circled below) enables you to switch between non-weighted GPA and weighted GPA:

The cumulative GPA appears in the last column (labeled **GPA**) of the gray **Total** line. The second grid shows the course breakdown.

- **Details side tab**

Demographic information is included in the **Details** side tab. This includes general demographic information, physical and mailing addresses, race and ethnicity, and photo:

Clicking on **Details** brings you to general **Demographics** information such as name, ID, year of graduation, and grade level. You can then click on each of the tabs shown (**Addresses, Ethnicity, Photo**) to obtain the other demographic information.

- **Contacts side tab**

Clicking the **Contacts** side tab brings you to the grid containing contacts as well as pertinent information related to them:

0 of 3 selected

<input type="checkbox"/>	EmergPri	Name	Address	Relationship	Phone	Cell Phone	Bus Phone	LivesWith	GradeMail	ConductMail	OtherMail	ReceiveEmail	Email
--------------------------	----------	------	---------	--------------	-------	------------	-----------	-----------	-----------	-------------	-----------	--------------	-------

Clicking on the number in the **EmergPri** column will bring you to the details for the selected contact. After viewing the details of a contact, you can return to the grid by clicking cancel.

- **Daily Attendance side tab**

Click the **Daily Attendance** side tab to view daily attendance records. *Note: attendance records for each class are located in the **Academics** top tab.* The grid contains the following fields:

Date	Code	Reason	Absent?	Tardy?	Dismissed?
------	------	--------	---------	--------	------------

Clicking the date on an attendance record will bring you to the details of that record. The details include the following information:


Date
Absent?
Tardy?
Dismissed?
Excused?
Portion absent
Other code
Other code 2
Reason

After viewing the details of an absence, you can return to the grid by clicking cancel.

- **Conduct side tab: Incidents sub-side tab**

When you click the **Conduct** side tab, you will be placed in the **Incidents** sub-side tab and you will see current year conduct incidents. These are displayed in a grid that show the following fields:

Date	Code	Addl Codes	Investigation
------	------	------------	---------------

Note that "Current Year" appears in the upper right above the grid. This indicates that only current year incident records appear in the grid. To see incident records from previous years, select the filter icon located near the upper right  and then click **All Records**. All incident records will be displayed in the grid.


To view more details about a particular incident click the code. After viewing the details of an incident, you can return to the grid by clicking cancel.

- **Conduct side tab: Actions sub-side tab**

By clicking the **Actions** sub-side tab you will see current year conduct actions. These are displayed in a grid that show the following fields:

Incident > Date	Incident > Code	Incident > Addl Codes	Conduct Action	Description	Start	Penalty
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Note that "Current Year" appears in the upper right above the grid. This indicates that only current year conduct action records appear in the grid. To see conduct action records from previous years, select the filter

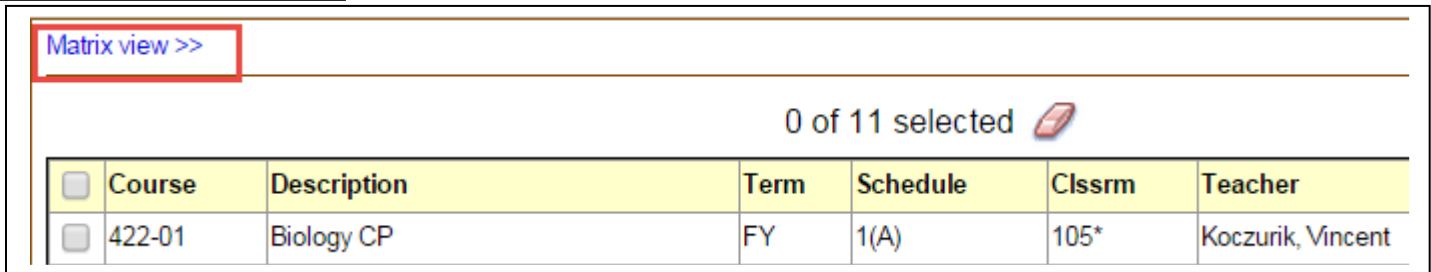
icon located near the upper right  and then click **All Records**. All conduct action records will be displayed in the grid.


To view more details about a particular conduct action click the date. After viewing the details of a conduct action, you can return to the grid by clicking cancel.

- **Schedule side tab: *Schedule sub-side tab***

The current schedule is available in both "List view" and "Matrix view". In List view, a list of current year courses appears as a list in a grid with the following fields (*Please note that the words "Matrix view" represent a link that, when clicked, take you to Matrix view. When you see these words, you are in List View*):

Snapshot of LIST VIEW

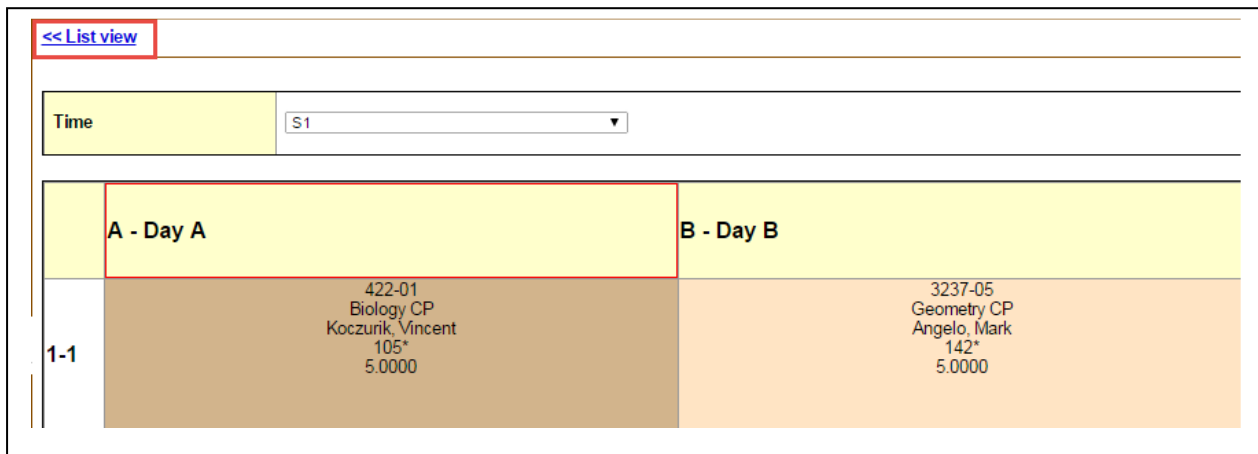


0 of 11 selected 

<input type="checkbox"/>	Course	Description	Term	Schedule	Clssrm	Teacher
<input type="checkbox"/>	422-01	Biology CP	FY	1(A)	105*	Koczurik, Vincent

In Matrix view, current year courses are displayed by term, block, and day:

Snapshot of MATRIX VIEW



<< List view

Time	A - Day A	B - Day B
S1	422-01 Biology CP Koczurik, Vincent 105* 5.0000	3237-05 Geometry CP Angelo, Mark 142* 5.0000
1-1		

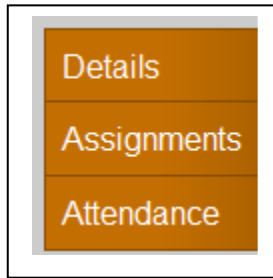
It is suggested that you set the drop down labeled **Time** to either **Today** or to the semester of interest such as **S1** for semester 1. To switch between Matrix view and List view, use the links provided (outlined in red above).

- **Schedule side tab: *Requests sub-side tab***

This is where course requests for next year will be selected and submitted. Instructions for this will be provided when next year scheduling approaches.


Academics Top Tab

The Academics top tab, contains the following sub tabs:



If you have more than one student attending Hunterdon Central, use the drop down list provided to make a selection. The following can then be seen pertaining to the selected student:

Course List and Summary

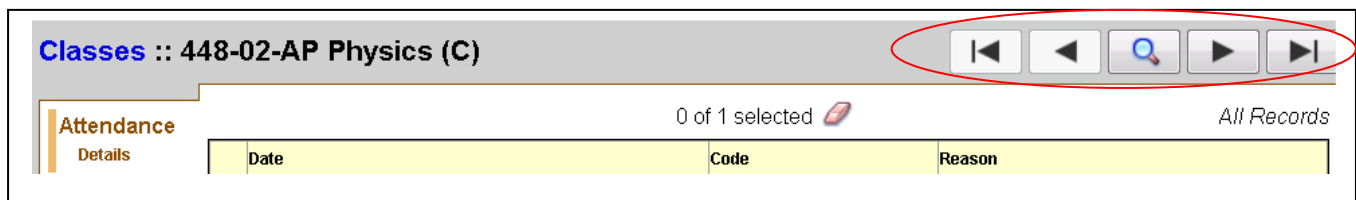
By default, only current term classes appear. To view all current year classes, select the filter icon located near the upper right  and then click **All Records**. All current year classes will be displayed in the grid.

The following fields are displayed:

<input type="checkbox"/>	Description	Course	Description	Term	Teacher	Clssrm	Current Performance	Abs	Tdy	Dsm
--------------------------	-------------	--------	-------------	------	---------	--------	---------------------	-----	-----	-----

To see additional detail about a course, select the course by clicking on the course number. Both an attendance summary and an average summary are included in the details.

After viewing the details, you can return to the list of classes by clicking cancel or you can move between the details of the listed classes by using the large arrow buttons in the upper right as shown below.



Assignments

Click on the **Assignments** side tab to view assignments for the selected course. The drop downs provided can be used to filter the list by category (test, homework, projects, etc.). Please note that the only valid **Grade Term** is **MP1**. The fields displayed in the grid are:

<input type="checkbox"/>	AssignmentName	DateAsgn	DateDue	Category > Desc	Score	Assignment feedback
--------------------------	----------------	----------	---------	-----------------	-------	---------------------

Attendance

Click on the **Attendance** side tab to view all of the attendance records in the selected course. The fields displayed in the grid are:

Date	Period	Code	Reason	Absent?	Tardy?	Dismissed?
------	--------	------	--------	---------	--------	------------

Please note the meaning of the following:

- Absent: full block absence
- Tardy: late to class
- Dismissed: left class early