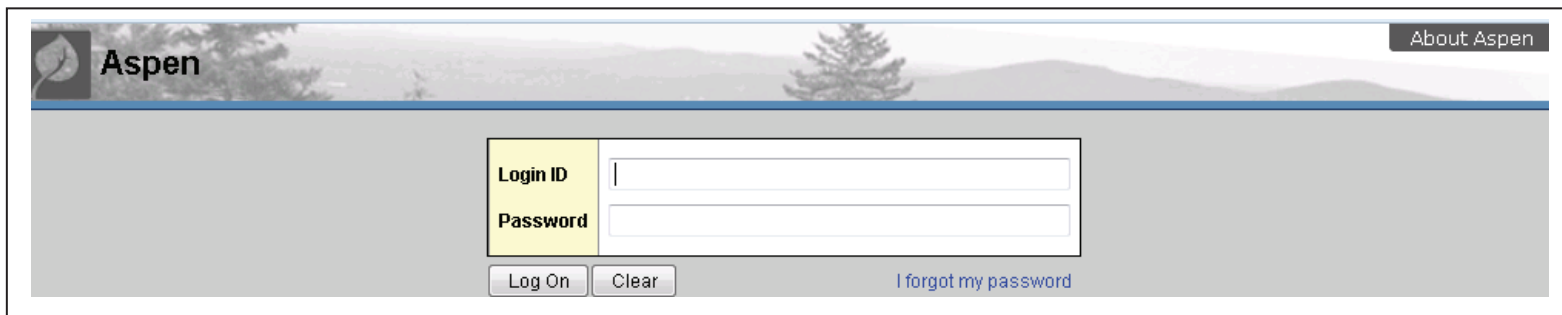


## Hunterdon Central Regional High School Aspen Student Portal

As a Hunterdon Central student, you are able to view your student information online through Aspen's Student Portal. This includes information such as progress reports, report cards, course grades from previous years, attendance, conduct, and contact information.

### Accessing Aspen

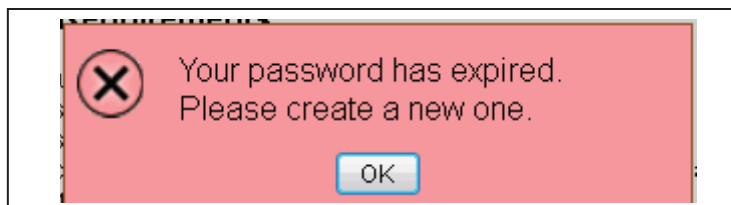
Access the portal at <https://nj-hcrhs.myfollett.com/aspen/> on Mozilla Firefox. This will bring you to the login page:



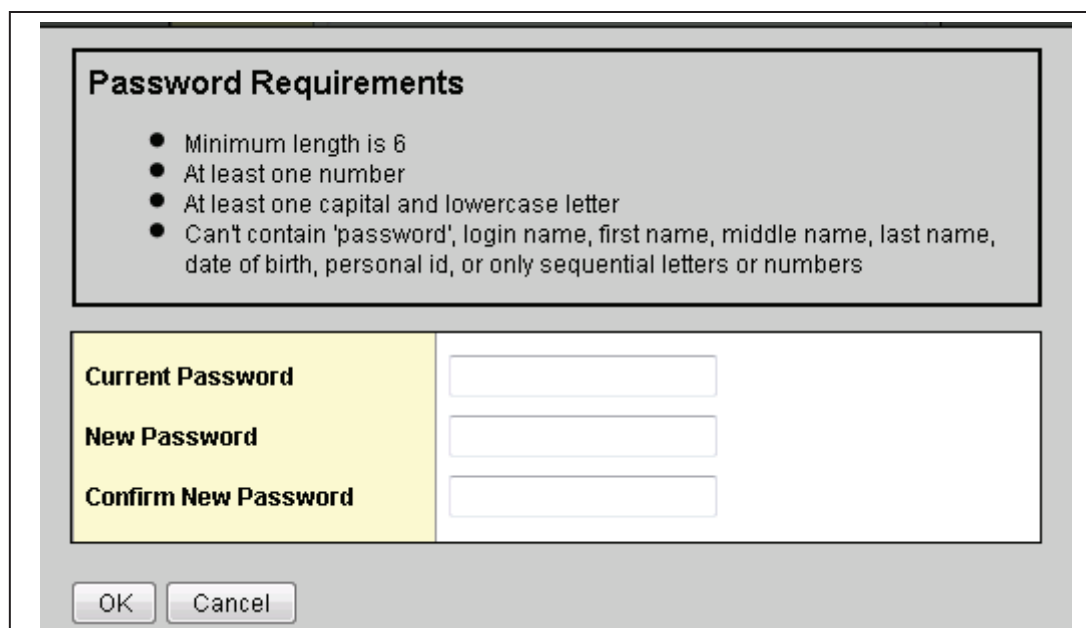
The screenshot shows the Aspen Student Portal login page. At the top left is the Aspen logo. At the top right is a link for "About Aspen". The main content area contains a login form with two input fields: "Login ID" and "Password". Below the "Password" field are two buttons: "Log On" and "Clear". To the right of the "Log On" button is a link that says "I forgot my password".

*Please note that Mozilla Firefox is the browser that should be used. Additionally, pop-ups from this site must be allowed.*

Login using the credentials provided by your homeroom teacher. The following message will appear:



Click OK. Then, following the Password Requirements specified, create a new password:



The screenshot shows a dialog box titled "Password Requirements". It contains a list of requirements:

- Minimum length is 6
- At least one number
- At least one capital and lowercase letter
- Can't contain 'password', login name, first name, middle name, last name, date of birth, personal id, or only sequential letters or numbers

Below the requirements are three input fields labeled "Current Password", "New Password", and "Confirm New Password". At the bottom of the dialog box are "OK" and "Cancel" buttons.

Be sure to enter the temporary password provided by your homeroom teacher in the space labeled "Current Password" and then enter the password you would like to use in the spaces labeled "New Password" and "Confirm New Password". Click OK.

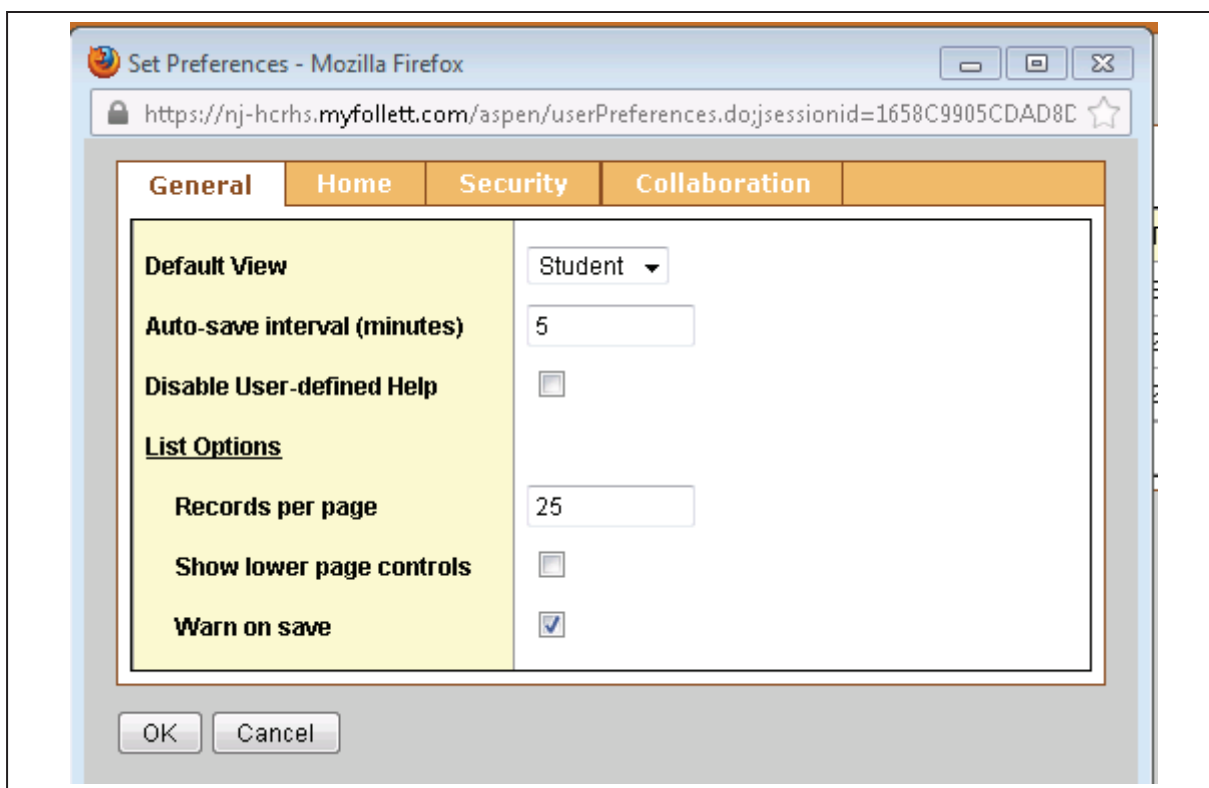
## Navigation

### **NEVER USE THE BACK BUTTON ON YOUR BROWSER!**

Do **NOT** use the back button! The back button is part of your web browser. Aspen is a web application that is contained entirely within the browser. Using the browser back button can interfere with Aspen and result in an error message. Instead, move to the various parts of the student 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:



**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. There is also an area containing "published reports" in which reports such as quarterly progress reports and report cards will appear. These are reports that you will be able to download as well as print:

Filename	Date Uploaded	Creator	Description
Report Cards (letter size) 3 KB	12/5/2012 2:12 PM	Aspen, Publisher1	HCRHS Report Card

[1 - 1 of 1]

## My Info Top Tab

This tab contains the following side tabs:

- My Details
- Contacts
- Attendance
- Conduct
- Transcript
- Requests

Clicking on the one of these tabs will bring up the related information, 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 and you will see the grades you have received so far this year. These grades are displayed in a grid that show the following fields:

0 of 4 selected

Current Year - High School

<input type="checkbox"/>	Year	Grade	Course Desc	Final Grade	Credit Earned	LC	Marking Period 1	MP1 Exam	Marking Period 2	MP2 Exam	Marking Period 3	MP3 Exam	Marking Period 4	MP4 Exam
--------------------------	------	-------	-------------	-------------	---------------	----	------------------	----------	------------------	----------	------------------	----------	------------------	----------

Note that "Current Year - High School" appears in the upper right above the grid. This indicates that only those grades from courses taken at Hunterdon Central during the current year appear in the grid. To see courses from previous years, select the filter icon located near the upper right:



and then click **All Records**. All of your grades, including current year grades, will be displayed in the grid.

If you have taken courses at Hunterdon County Polytech, you can see those courses as well as those taken at Hunterdon Central by clicking the "book" icon which is also located near the upper right:



and selecting **All**.

To view more details about a particular course, including progress report comments and report card comments, click the year. Please note that progress report comments and report card comments are not available for school years prior to 2012-13. After viewing the details of a course, you can return to the grid by clicking cancel.

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

Click the **Credit Summary** sub-side tab to view the total number of credits that you have 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 current GPA. The **GPA** drop down (circled below) enables you to switch between non-weighted GPA and weighted GPA:

GPA Non Weighted GPA		Grade Term MP2						
School Year	Grade Level	Transcript Points	Adjusted Points	Total Points	Transcript Courses	Adjusted Courses	Total Courses	GPA

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

- **My Details side tab**

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

## My Record

**My Details**

Contacts

Cancel

Demographics

Addresses


Ethnicity

Photo

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

- **Contacts side tab**

Clicking the **Contacts** side tab brings you to the grid containing your 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.

- **Attendance side tab**

Click the **Attendance** side tab to view your 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
------	------	--------


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

<b>Date</b>
<b>Is absent?</b>
<b>Is tardy?</b>
<b>Is dismissed?</b>
<b>Is excused?</b>
<b>Portion absent</b>
<b>Other code</b>
<b>Other code 2</b>
<b>Reason</b>

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 your current year conduct incidents. These are displayed in a grid that show the following fields:

0 of 0 selected 				<i>Current Year</i>	
Code	Date	Time	Location	Description	

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 of your 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 your current year conduct actions. These are displayed in a grid that show the following fields:

0 of 0 selected 				<i>Current Year</i>	
Incident > Date	Incident > Code	Conduct Action	Start	Penalty	Closed?

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 of your 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.

- **Request side tab: Requests sub-side tab**


This is where you will enter your course requests for next year. Instructions for this will be provided when next year scheduling approaches.

- **Request side tab: Current Schedule sub-side tab**

The current schedule is available in both "List view" and "Matrix view". In List view, a list of your current year courses appears as a list in a grid with the following fields:

**Screenshot of LIST VIEW**

[Matrix view >>](#)

0 of 12 selected  [All Records](#)

<input type="checkbox"/>	Course	Description	Term	Schedule	Classrm	Teacher
<input type="checkbox"/>	047-01	Poetry	Q3	2a-2b(A-B)	821	Malzone, Karen
<input type="checkbox"/>	085-01	Hon College English	Q4	1a-1b(A-B)	649*	Freeman, Lori

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

**Screenshot of MATRIX VIEW**

[<< List view](#)


Time: Q2

	A - Day A	B - Day B
1-1a	156-01 Pol Sci & Constitutional Law Dennison, Keith 310* 5.0000	156-01 Pol Sci & Constitutional Law Dennison, Keith 310* 5.0000
2-1b		
3-2a	365-01 Comp Sci 2 Java Twisler, Daniel 918* 2.5000	365-01 Comp Sci 2 Java Twisler, Daniel 918* 2.5000
4-2b		

It is suggested that you set the drop down labeled **Time** to either **Today** or to the quarter of interest such as **Q2** for quarter 2. To switch between Matrix view and List view, use the links provided (circled in red above).

## Academics Top Tab

Click the Academics top tab to view your class attendance. The grid that appears contains your attendance totals by class and includes the following fields:

0 of 4 selected 										Current Term	
<input type="checkbox"/>	Course	Description	Term	Schedule	Teacher	Classrm	Term Avg	Abs	Tdy	Dsm	

**Please note that the value that appears in the column "Term Avg" is your assignment average for the current term only. It does not include any previous term assignments or exams.**

Also, please note the meaning of the following abbreviations:



- **Abs**                    Absent: full block absence
- **Tdy**                    Tardy: late to class
- **Dsm:**                   Dismissed: left class early

By default, only your current term classes appear. To view all of your current year classes select the filter icon located near the upper right:



and then click **All Records**. All of your current year classes will be displayed in the grid.

To view the attendance records for a class click the course number (course column). To view the details about a particular attendance record, click the date. After viewing the details, you can return to the grid for that particular class by clicking cancel. To return to the grid containing all classes, click **Classes** in the upper left:

Classes : 448-02-AP Physics (C) 					
Attendance		0 of 1 selected 		All Records	
Details	Date	Code	Reason		

You can also use the large arrow buttons in the upper right to move to the first, next, previous, or last class in the class grid.