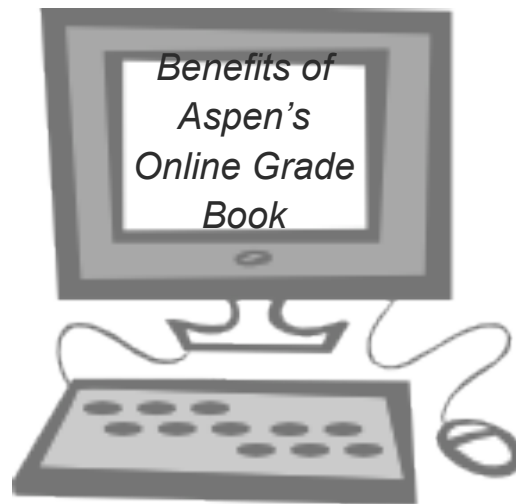




Effective 2/2/2015

Aspen Student Grade Book Now Available Online!

With Aspen access VLUS parents/guardians will be able to login to their accounts to view announcements, attendance, assignments, course calendar, teacher/class pages, and family information. Starting Monday, February 2, 2015, class grades, assignments and attendance will be available for families view. Student access...Coming Soon!



- * Enhances communication about school progress between parents/guardians, students and the school
- * Provides easy access to class assignments, grades, and current progress
- * Tracks missing work and changes in grade when late work is submitted or missed work is made up
- * Provides information and helps facilitate “How your child is doing in school?” conversations
- * Decreases reliance on the “Take Home Tuesday” to find out what’s going on
- * Enables meaningful communication between teachers and parents/guardians

FAQs About the Online Grade Book

Q: When will the Aspen Grade Book feature be up & running? Grades are live as of 2/2/15!

Q: Will I be able to view grade for all my student's classes? Yes. All teachers are using the online grade book tool. If you can't see a grade book, contact the teacher.

Q: Why do some classes have many assignments listed in the grade book and others do not? No two courses are alike. The number of assignments/exams and the time frame in which they will be corrected will vary from course to course and teacher to teacher.

Q: If I have a concern about a posted grade, what should I do? Talk with your child first. S/he may understand the grade and give an explanation. If this doesn't happen, email or call your student's teacher.

Q: What should I do if an assignment is listed as missing? Talk to your child about the missing assignment. Once the assignment is turned in, it could be several days before a teacher posts the grade. If an assignment that your child has turned in is listed as missing, and the grade is not posted, ask your child to talk to the teacher about the status of the assignment. If these steps do not resolve the concern, contact the teacher.

Q: What should I do if my child disagrees with an assignment/test score as listed in the grade book? Discuss the concern with your child. Have your child talk with the teacher to clear up the grade issue in question. Ask your child if you can see the graded assignment. If these steps do not resolve your concern, contact the teacher.

Q: How often will grades be posted? Some teachers will post grades for homework and class work on a daily basis while others will post grades every few days or on a weekly basis. However, assignment and assessment grades will be posted within two weeks after the due or test date. If more than two weeks are needed for an assignment or assessment, the teacher will notify students.

Q: What is the best way to contact a teacher? Aspen enables you to email your child's teacher directly.

Q: When can I expect a response from a teacher? A teacher will get back to you within 2 school days, often sooner.

Q: How accurate is the grade I see in terms of my student's report card grade? Student progress and grades are fluid. A major assignment, project, or exam can have a significant effect on a grade. A missed assignment or first draft of an assignment can produce a misleading grade. See ongoing grades as signs of measured progress and opportunities for your student to improve their achievement.

Q: What should I do if I believe my student's class or school attendance is not accurate? Discuss the concern with your child. Tell your student to clear up the absence with their teacher or dean. If these steps do not resolve your concern, contact your child's Dean of Students. This information is available on Aspen.

Q: What if I don't remember my Aspen account or password? Where can I get help using the Aspen System? On the CPS webpage, a link to Aspen ELearning Videos is available. Students must request for password assistance from the instructional technology specialist or the technology support technician at their school. Parents, please use the 'Forgot Password' feature on the log in screen.