



## PUBLICATION #10

**TO:** SLT Members and Principals  
**FROM:** QPS Information Technology Team  
**DATE:** February 3, 2014  
**RE: ASPEN IMPLEMENTATION UPDATE**

Quincy Public Schools continues to make significant progress with the implementation of Aspen, Quincy's Student Information System. Within this publication, we would like to share and highlight current initiatives and recent events, including Aspen's Student Portal, Parent Academy, Scheduling Module, and Additional Support and Resources.

Quincy Public Schools is currently implementing the **Aspen Student Portal** to middle and high school students and parents. The **Student Portal** provides access to a wide range of student data such as Attendance, Grades, Interim Reports, Report Cards, Calendars, Class Schedules, Assessments, Teacher Assignments, Student Locker, and so much more.

Parents now have instant access to academic information so that they can monitor student progress, giving them the ability to address areas of concern immediately. Students can view assignments, verify teacher receipt of homework, and grades for their completed assignments.

Approximately **78%** of QPS middle and high schools students/parents have already successfully logged in and are currently utilizing the Aspen Student Portal and its exciting features. In the weeks ahead, we will be working to increase this number further. The QPS Informational Technology Team will offer additional trainings for parents via PTO meetings and small group morning and/or evening sessions at sites. In addition, we plan to work in collaboration with the Principals and Student Support Staff to assist students in the introduction and log-in process to the Aspen Student Portal for course scheduling.

**Parent Academy** ~ Quincy Public Schools Educational and Informational Technology Teams recently sponsored a **Parent Academy** *Empowering and Enabling Middle School Parents Access to Information through the Aspen Student Portal* on Tuesday, January 28, 2014.

The **Parent Academy** was held at Central Middle School and was attended by approximately 45 middle school parents. After a brief introduction to the Aspen program, QPS Aspen trainers led parents to log-in to the Aspen Student Portal and explore the various features of the Portal and their student's academic information.

Parent feedback was informative and the Exit Surveys clearly indicated that participants unanimously agreed that their knowledge of the Aspen Student Information System increased as a result of the **Parent Academy** presentation. Parents also confirmed that this information will assist them in supporting their child's academic performance.

**Scheduling Module** ~ High School and Middle School POS/Scheduling Team members, including Principals, Assistant Principals, and Student Support Staff attended Aspen's *Prepare to Build Scheduling Workshop* on January 30 and 31 to learn about creating each school's master schedule in Aspen for the upcoming school year. Although first-year scheduling in Aspen requires significant setup, most of this will carry forward into future school years, ultimately simplifying the scheduling process. The High School Program of Studies and Scheduling Team has also initiated the process to allow teachers to complete online course recommendations through the Gradebook and for students in grades 8-11 to complete their high school course requests through the Aspen Student Portal in March 2014. Additional information will soon follow.

**Aspen Support and Resources** ~ Aspen provides **Online Help** within the Student Portal, including User Guides, Quick References Cards, and Short "How to Videos." On the Quincy Public School website, information on the accessing and navigating the Student Portal can be found under "Parent Links" as well as shared in the Aspen monthly Publications posted on the main page.

As we continue our Aspen implementation in the months ahead, we'll share additional communication about other Aspen modules including Teacher Pages, Curriculum & Learning, and Special Education.

Special thanks to the many QPS Team members, including the Quincy School Committee, Superintendent's Leadership, Principals, Assistant Principals, Deans, Student Support Staff, Curriculum Assessment and Management, Informational Technology, Educational Technology, and Secretaries for their collaborative effort and support throughout the implementation process.

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