

# Plymouth Public Schools Aspen Parent and Student Portal User Guide

## Logging into the site

Login credentials for parent accounts will be emailed to their primary email address once the account is created. Students can get their login credentials from their teacher. The password is temporary and you will need to change it upon your first login. It is best if your first login is done on a desktop computer and NOT on a smartphone or similar device.

If you forget your password, you can click the “I forgot my password” link on the login screen, answer your security question that you will setup when you first login and a new temporary password will be emailed to you. You will then need to change it upon login.

<https://ma-plymouth.myfollett.com/>



Parents: If you need assistance with your account, please submit a [support request form](#) found on the Aspen page of our district website.

Students: If you need assistance with your account, please check with your teacher on your school’s protocol for receiving assistance.

## Basic Navigation

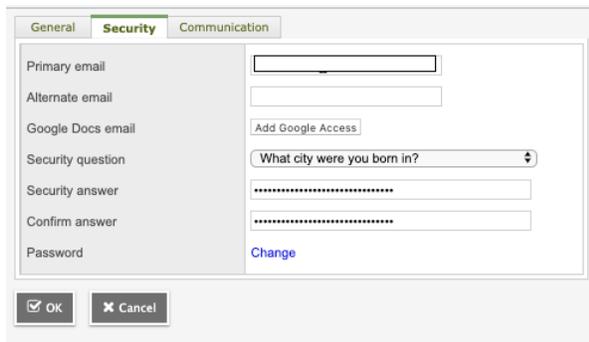
There are top tabs and side tabs that will display different information as described in the sections of this user guide.



## Home Page

### Setting Preferences

Click on your name in the upper right corner of the home page to set your security preferences:

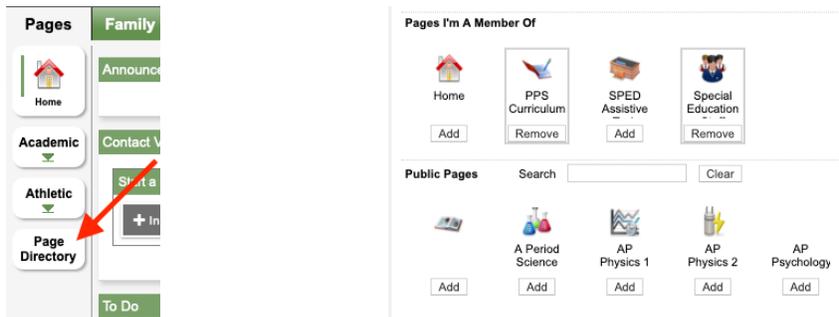


Click on the security tab of the popup window (as shown above) to update your primary and alternate email address, security question that will be asked if you click "I forgot my password" on the login screen and this is also where you can change your password. Your primary email address is where any emails sent from Aspen (by the school) will go. Parents: If you change your email address and want your login ID to change as well, please submit a [support request form](#) found on the Aspen page of our district website.

## Pages

The district home page will be your default when you login but you can add and switch to other pages for which your child is a member to see class or activity specific information.

To add pages, click on the Page Directory button on the side of the home page. You will then see a popup of various pages you can Add by clicking the Add button. The “Pages I’m a Member of” are pages your student has to be assigned to by the person who created the page. The Public Pages are available to any Aspen User.



Once you have added the pages you would like, click the Close button. You will now see the pages on the side of your home screen. They will be in categories: Academic, Athletic, Club or Other. When you click on one of the categories, the specific pages will appear and you can click on them to view them.

## Widgets

Widgets are the individual sections of the home page that contain a variety of information or tasks. The following widgets are on our Plymouth Parent Portal Home page:

**Announcements:** The district or school will post relevant announcements here

**Contact Verification:** Parents can update their contact information by clicking on the Initiate button, selecting a student, and making any necessary updates to that information. Instructions for this can be found in the Group Resources widget.

**To Do:** This is a snapshot of upcoming assignments that are due for the student. You can select the student in the upper right corner of this widget if you have more than one. You can also jump to the student’s calendar by clicking the “Week View” link. If you click on the assignment name, it will provide you with a description of that assignment in a popup window.

**Web Sites:** This is where you can add links to any other web sites you may access on a regular basis such as: teacher websites, educational sites, athletic sites or any other school related site. You can click on the Edit link in the upper right corner of this widget to add links. Click on New to add a website and then click Save when you are done adding, editing or deleting sites from your widget.

**Group Resources:** This contains any resource documents that the district or school adds. For example, the instructions for updating your contact information.

**Recent Activity:** This shows any attendance, grade or conduct records that have been added for your student. You can select which of those types you would like to view and how far back you would like to view them. Clicking on any of these assignments, attendance, or grade entries will take you to that specific record.

**Tasks:** This is a widget that is only utilized by staff but cannot be removed for specific user types.

**Grades:** If you click in this widget, you will see your student's current averages for their classes (grades 6-12 only)

## Family

Click on the Family top tab, check the box next to the student for which you would like to see information and click any one of the following side tabs to see the given information:

Details	Student identification information, address, and list of outstanding fees
Contacts	Current contact information in order of emergency priority. Priority 1 and 2 are legal guardians. All others should be in the order you would want them called in an emergency. These can be updated using the Contact Verification procedure on the home page.
Daily Attendance	List of absences, tardies and/or dismissals for the current year
Conduct	List of any conduct records that have been added by the school
Transcript	List of posted grades for the current school year. Click on the filter icon  and select current year or all records to see more data. For high school students, you can also see their credit summary, grade point summary, and graduation summary by clicking on those side tabs after opening the transcript records
Assessments	A list of standardized testing scores (MCAS, SAT, ACCESS). Click on the red X next to Assessment Definition to see all assessments
Schedule	View the student's current schedule. Click on the "Matrix view >>" link to see the schedule in a matrix by period and day. You can also see a student's course requests for incoming grade 9-12 school years when those are entered by teachers and students
Membership	Enrollment records for the student
Transactions	Fees and payments for school related expenses (i.e. overdue books, athletic fees, etc...)
Notification	Subscribe to attendance notifications here. You will receive an email anytime an attendance record is added to your student's record. The notification app will provide you with more notifications on conduct and grades but our district does not recommend relying on this as those records are not always entered real time and are subject to change.

Clicking on the bell  next to your student's name will give you a summary of their current period and next period (real time) as well as their current attendance.

## Academics

This is where you can get much more detailed information about your child’s classes, assignments, and grades. When you click on the Academics top tab you will see a list of your student’s classes. Select the student for which you want to view class data at the top of the page then click the box next to one of them and then click the side tabs to get more details on that class as follows:

Details	Class attendance summary – class attendance is only recorded for high school students. Current and finalized grades for each term – categories and weights are also shown which are based upon the individual teacher’s grading policy. “NEASC” grades are for school accreditation purposes only and do not have any bearing on the student’s transcript or graduation requirements.
Assignments	Select the grading category (or All) and the grade term at the top to see all of the assignments for that particular category and term.
Attendance	This will show attendance for the selected course if it is recorded – class attendance is only required to be taken at the high schools.

You can use the left and right arrows and the magnifying glass to move to or find different classes.



## Groups

If your child is part of a group, athletic or extracurricular, and the coach/advisor has created this group in Aspen, you will see them listed here. You can see the details of the group as well as any Events the coach/advisor has added for this group. You can switch between your children (if you have more than one) using the dropdown at the top of the page.

## Calendar

The calendar will show any assignments your student has due on a particular day and/or events associated with any groups for which they are a member. Students can check the box next to each assignment as they complete them as a way to stay organized. You can view the calendar by Day, Week, or Month by clicking the top tabs on the calendar. You can also switch between children by selecting them in the drop down at the top of the page.