



DISTRICT OF COLUMBIA
PUBLIC SCHOOLS

Office of Data and Strategy

Aspen Reference Guide: *Viewing My Class Assignments*

March 2018

Using Aspen for DCPS Families

This guide makes it easy for a family to log on/off, navigate Aspen, search for information, and common terms used with Aspen.

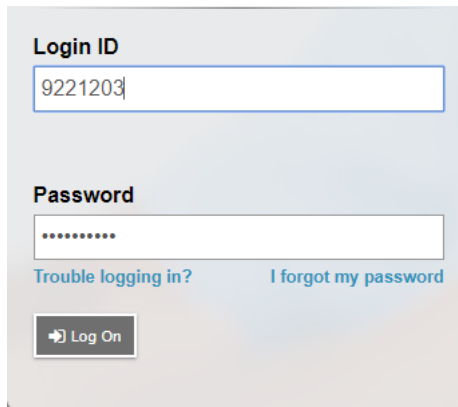
Aspen Reference Guide – Viewing My Class Assignments

<https://aspen.dcps.dc.gov>

Log into Aspen using the URL above.

*Please note that the recommended browsers are Mozilla Firefox or Google Chrome whether on PC or MAC.

1. Log in using your 7-digit Student ID number and generic password. You will be prompted to change your password.



Login ID
9221203

Password
.....

[Trouble logging in?](#) [I forgot my password](#)

2. To log off, go to the settings bar in the upper right corner of your screen and click Log Off tab.

Do you really want to log off and end your session?

OK

Cancel

Password Tips

- Don't write your username and password on a sticky and put it under your keyboard.
- If you need your password reset, please reach out to your school administration.

Aspen Reference Guide – Viewing My Class Assignments

Class Announcements – Posted by the teachers of the classes you are currently taking.



The screenshot shows the Aspen Reference Guide interface. At the top, there are navigation tabs: Pages, My Info, Academics, Groups, Calendar, and Locker. Below these, there is a sidebar with icons for DCPSS, Academic, Cinematic Arts Production, Eng 1, Johnson 16, and Page Directory. The main content area is divided into three sections:

- Announcements:** Titled "Class Announcements for Anderson, Crystal", it lists two classes:
 - AP English Lang & Composition - Wallace, Genesis - M,TH(F) with a note: "No Extra Credit will be given after 2/1/18. Please submit all assignments prior to that date."
 - Cinematic Arts Production A - Dubose, Harmony - M,W(1) FRI 1(S) with a note: "Please ramember to bring in donations for coast drive, do not worry about washing them, I will take them to get cleaned."
- Submit Assignments:** Shows "A50-002 Cinematic Arts Production A" and states "There are currently no assignments available to submit".
- Class Information:** Shows "A50-002 Cinematic Arts Production A" with details:
 - Course: A50-002 - Cinematic Arts Production A
 - Instructor: Dubose, Harmony (hdubose@gmail.com)
 - School: School Without Walls HS
 - Schedule: M,W(1) FRI 1(S)
 - Room: 27
 - Next meeting: 1/5/2018 1:46 PM

Below the class information, there are two tables:

Attendance	Term 1	Term 2	Term 3	Term 4
Absent				
Tardy				
Dismissed				

Averages	Term 1	Term 2	Term 3	Term 4
Assessments	100.0 A	86.67 B+		
Participation	100.0 A	84.0 A		
Practice & Application		100.0 A		
Gradebook average	100.0 A	94.07 A		

Submit Assignments – Submit assignments to teachers directly.

Class Information – Shows important information regarding grades, attendance, class meeting time/date,

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My Info: Shows student schedule, contact information, and more.

Pages: **My Info** | Academics | Groups | Calendar | Locker

Current schedule

Transcript: Options | Reports | Help

Current Schedule Details: << List view

Contacts: Time: S1

	M - Monday	T - Tuesday	W - Wednesday	TH - Thursday	FRI 1 - Friday 1	FRI 2 - Friday 2
1-6	6	6	6	6	6	6
2-1	A50-002 Cinematic Arts Production A Dubois, Harmony 27	HC7-002 US History & Geography: Glided Age to Present Mccall, Morgan 24	A50-002 Cinematic Arts Production A Dubois, Harmony 27	HC7-002 US History & Geography: Glided Age to Present Mccall, Morgan 24	HJB-001 Introduction to Street Law (1.0) Blandon, Makayla 227	V38-001 Computer Science Concepts Barnes, Grace 27
3-2	S41-002 Physics I Freeman, Renee 30	M61-004 AP Calculus AB Morris, Imanie 230	S41-002 Physics I Freeman, Renee 30	M61-004 AP Calculus AB Morris, Imanie 230	S41-002 Physics I Freeman, Renee 30	M61-004 AP Calculus AB Morris, Imanie 230
4-3	AA7-001 Lunch Williams, Detrice Commons A	AA7-001 Lunch Williams, Detrice Commons A	AA7-001 Lunch Williams, Detrice Commons A	AA7-001 Lunch Williams, Detrice Commons A	AA4U-023 Ungraded Advisory HS Cunningham, Camila 330	AA4U-023 Ungraded Advisory HS Cunningham, Camila 330
5-4	E08-003 AP English Lang & Composition Wallace, Osestis 327	E08-003 AP English Lang & Composition Wallace, Osestis 327	E08-003 AP English Lang & Composition Wallace, Osestis 327	E08-003 AP English Lang & Composition Wallace, Osestis 327	AA7-001 Lunch Williams, Detrice Commons A	AA7-001 Lunch Williams, Detrice Commons A
6-5	HJB-001 Introduction to Street Law (1.0) Blandon, Makayla 227	V38-001 Computer Science Concepts Barnes, Grace 27	HJB-001 Introduction to Street Law (1.0) Blandon, Makayla 227	V38-001 Computer Science Concepts Barnes, Grace 27	A50-002 Cinematic Arts Production A Dubois, Harmony 27	HC7-002 US History & Geography: Glided Age to Present Mccall, Morgan 24

Calendar: Shows calendar of events such as due dates for assignments contact information per day, week, or month.

Pages: **My Info** | Academics | Groups | **Calendar** | Locker

Options | Reports | Help | My Resources

Day | Week | Months

← Previous | January, 2018 | Next → | This Month

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
Upcoming Assessment	Upcoming Assessment	Upcoming Assessment	Upcoming Assessment	Upcoming Assessment	Upcoming Assessment	Copy Term 2 Assessment 3
			Copy Term 2 Assessment 2 Term 2 Assessment 1	Copy Term 2 Assessment 2 Term 2 Assessment 3	Term 2 Assessment 1 Copy Term 2 Assessment 2	
	Copy Term 2 Assessment 2	Copy Term 2 Assessment 1				

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Academics: Shows Current Term, Courses, Student Progress, Assignments and more.

The screenshot shows the 'Academics' tab selected in the top navigation bar. Below the navigation bar, there are tabs for 'Details' and 'Assignments'. The 'Assignments' tab is active, displaying a table of classes. The table has columns for Description, Course, Term, Teacher, Classrm, and Term Performance. There are 9 classes listed.

Description	Description	Course	Term	Teacher	Classrm	Term Performance
Ungraded Advisory HS	Ungraded Advisory HS	AA4U-023	FY	Cunningham, Camilla	330	
Introduction to Street Law (1.0)	Introduction to Street Law (1.0)	HJB-001	FY	Blandon, Makayla	227	
Physics I	Physics I	S41-002	FY	Freeman, Renee	30	
Lunch	Lunch	AA7-001	FY	Williams, Detrice	Commons A	
AP English Lang & Composition	AP English Lang & Composition	E08-003	FY	Wallace, Genesis	327	89.0 B-
US History & Geography: Glided Age to Present	US History & Geography: Glided Age to Present	HC7-002	FY	Mccall, Morgan	24	
AP Calculus AB	AP Calculus AB	M61-004	FY	Morris, Imanie	230	97.7 A
Cinematic Arts Production A	Cinematic Arts Production A	A50-002	S1	Dubose, Harmony	27	94.07 A
Computer Science Concepts	Computer Science Concepts	V38-001	S1	Barnes, Grace	27	

Assignments: Shows assignments per course, toggle between categories and terms, or view all

The screenshot shows the 'Assignments' tab selected for the course 'AP English Lang & Composition'. A dropdown menu is open, showing options for 'Category' (All) and 'Grade Term' (Term 1, Term 2, Term 3, Term 4). The main table displays a list of assignments with columns for AssignmentName, DateAsgn, DateDue, Weight, and Assignment feedback.

AssignmentName	DateAsgn	DateDue	Weight	Assignment feedback
Assessments 2	11/2/2017	11/10/2017	10.0	88% 89.0 / 100.0 (09)
Assessments 3	11/3/2017	11/10/2017	50.0	Ungraded
Term 2 Assignment 1	11/3/2017	11/10/2017	5.0	Ungraded

ASPEN Contact Information

Help Desk Telephone: 202-442-9281 (Option 1)

Email: dcps.aspen@dc.gov

Website: <https://aspen.dcps.dc.gov>

Hours of Operation: Monday - Friday 8am - 5pm

*Please note that the recommended browsers are Firefox or Google Chrome on PC or MAC