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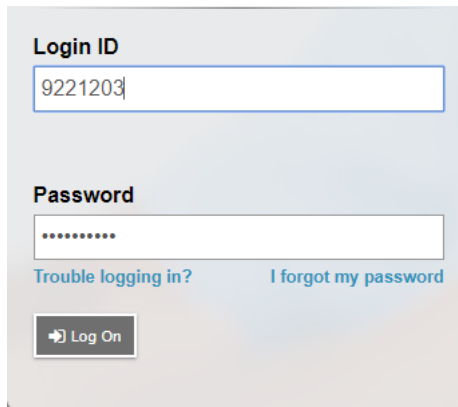
https://aspen.dcps.dc.gov

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

➡ Log On

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 in under your keyboard.
- If you need your password reset, please reach out to your school administration.

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

Submit Assignments – Submit assignments to teachers directly.

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

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

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

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

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

<u>**ASPEN Contact Information**</u>

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