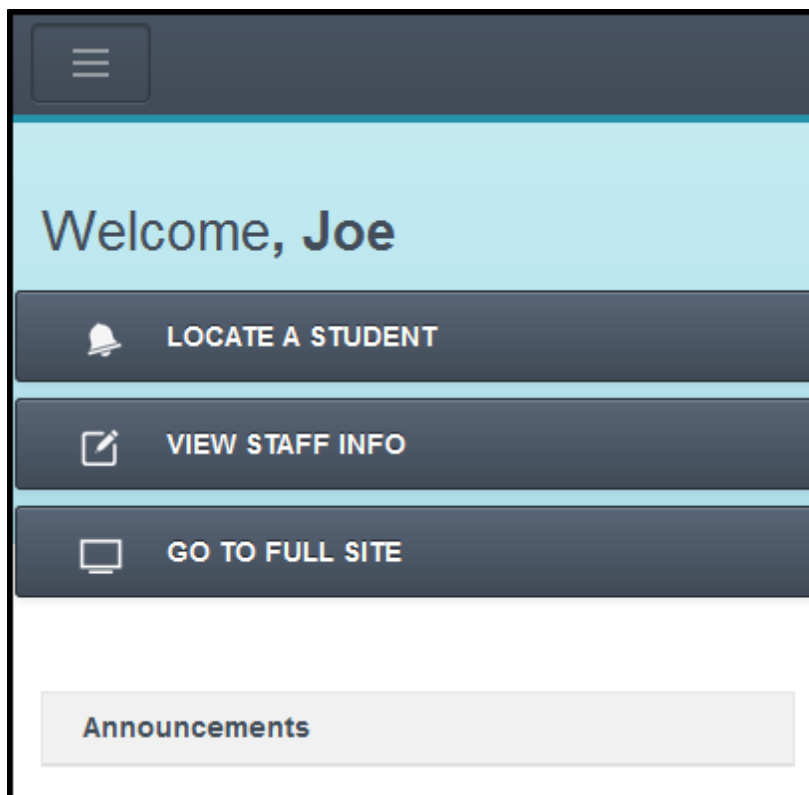


Aspen Mobile for Administrators

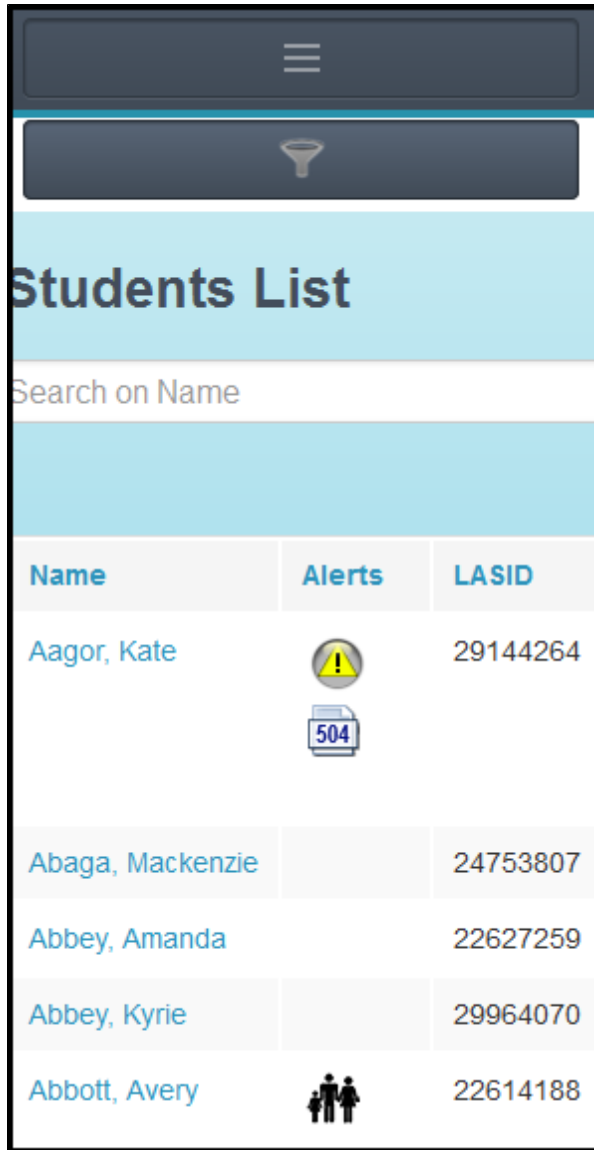
Aspen Mobile for administrators gives users quick access to student and staff information.

Vice-principals can quickly find which classroom a student who is wandering the halls should return to. Principals can find a teacher's home phone number with two taps.

Users type the url to your district's Aspen in the **Address** field of a browser of their mobile device, and Aspen Mobile appears. Users can create shortcuts on their Home screens for easy, one-tap access.



Aspen Mobile adjusts based on the screen size of your mobile device. For example, the Students List on your phone might look like this:



Or, like this on your tablet:

Name	Alerts	LASID	DOB	Grade level	YOG	Phone1	Address
Agor, Kate	 	29144264	Dec 6, 1996/Age 16	12	2014	(781) 555-1212	792 Victory Highway Drive Victo
Abaga, Mackenzie		24753807	Jul 7, 1997/Age 16	09	2017	(781) 555-1212	78 Krzak Way
Abbey, Amanda		22627259	Jan 26, 2004/Age 9	04	2022	(781) 741-8672	7 chestnut Crossing
Abbey, Kyrle		29964070	Jan 31, 2001/Age 12	06	2020	(781) 741-2667	7 chestnut Crossing
Abbott, Avery		22614188	Nov 14, 2006/Age 6	01	2025	(781) 741-3908	997 Loveday Way
Abueg, Andrew		20569448	Mar 29, 2008/Age 5	KF	2026	(781) 749-4104	56 East Street Road
Acevedo, Aiva		23318338	Apr 29, 2000/Age 13	07	2019	(781) 740-2636	868 E. Main Tpke
Acevedo, Emily		28496691	Apr 26, 1998/Age 15	10	2016	(781) 555-1212	5 St. Mary Circle

Use the following table to use Aspen Mobile for administrators:

Tap...	To...
	Open the side-bar menu:
	Open the Students List:

Tap...
To...

☰
🔍

Students List




Name	Alerts	LASID	DOB	Grade level	YOG	Phone1	Address
Aagor, Kate	 	29144264	Dec 6, 1996/Age 16	12	2014	(781) 555-1212	792 Victo
Abaga, Mackenzie		24753807	Jul 7, 1997/Age 16	09	2017	(781) 555-1212	78 Krzak
Abbey, Amanda		22627259	Jan 26, 2004/Age 9	04	2022	(781) 741-8672	7 chestnt
Abbey, Kyrie		29964070	Jan 31, 2001/Age 12	06	2020	(781) 741-2667	7 chestnt
Abbott, Avery		22614188	Nov 14, 2006/Age 6	01	2025	(781) 741-3908	997 Love
Abueg, Andrew		20569448	Mar 29, 2008/Age 5	KF	2026	(781) 749-4104	56 East S
Acevedo, Aiva		23318338	Apr 29, 2000/Age 13	07	2019	(781) 740-2636	868 E. M:
Acevedo, Emily		28496691	Apr 26, 1998/Age 15	10	2016	(781) 555-1212	5 St. Mar

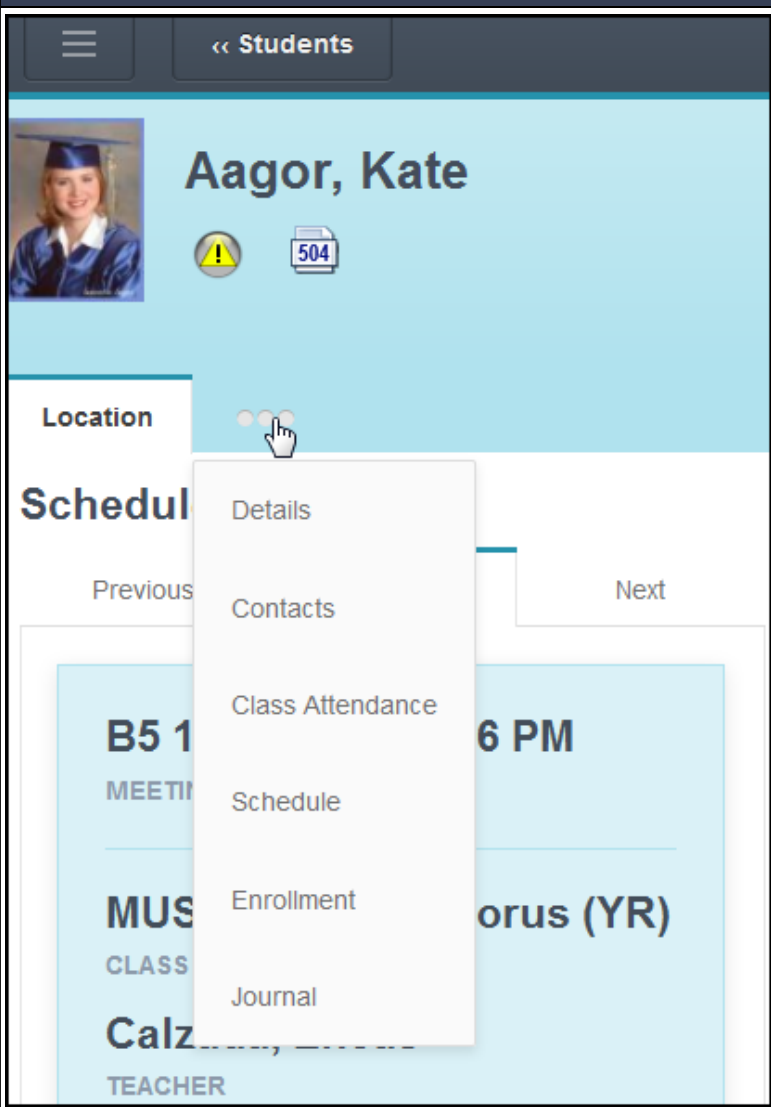

To locate a specific student, do one of the following:

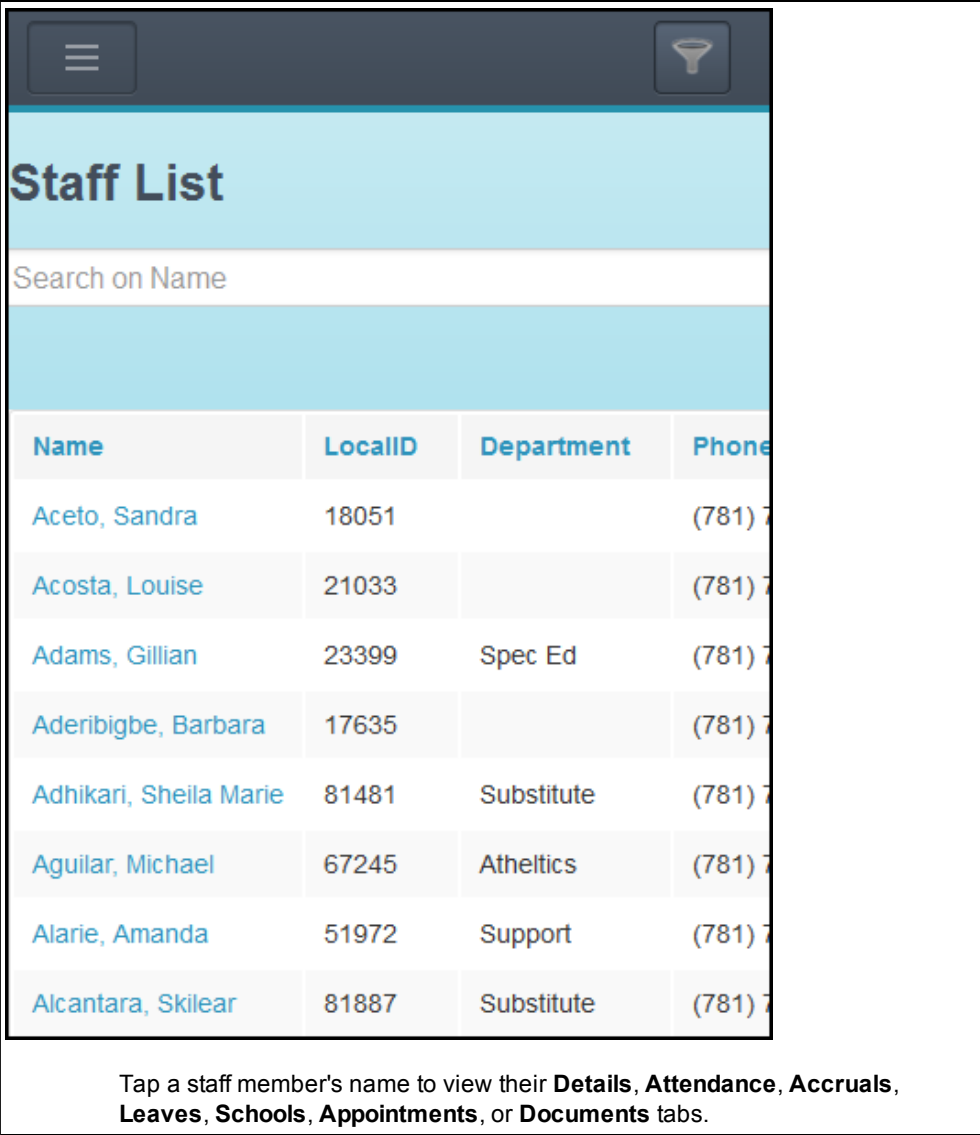
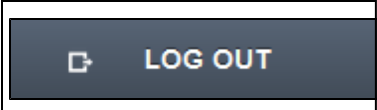
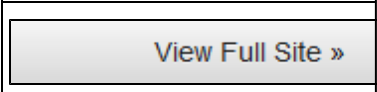
- Tap a student's name.
- Enter a name (last name, first name) in the **Search on Name** field to quickly locate a student.
- Tap the **Filter** icon. Select a filter and/or a specific field set you want to view:

Filters
✕

After you find the student you are looking for, and tap the student's name, the student's location appears:

<p>Tap...</p>	<p>To...</p> <div style="border: 1px solid black; padding: 10px;"> <div style="background-color: #333; color: white; padding: 5px;"> ☰ « Students </div> <div style="background-color: #add8e6; padding: 10px; margin-top: 5px;">  <div style="margin-left: 10px;"> <h2 style="margin: 0;">Aagor, Kate</h2> <div style="display: flex; gap: 10px;">   </div> </div> </div> <div style="background-color: #add8e6; padding: 5px; margin-top: 5px;"> <p style="margin: 0;">Location ⋮</p> </div> <div style="background-color: white; padding: 10px; margin-top: 5px;"> <h3 style="margin: 0;">Schedule</h3> <div style="display: flex; justify-content: space-around; border-bottom: 1px solid #ccc; padding-bottom: 5px;"> Previous Current Next </div> <div style="background-color: #add8e6; padding: 10px; margin-top: 10px; border: 1px solid #ccc;"> <p style="font-weight: bold; font-size: 1.2em;">B5 12:11 PM - 12:56 PM</p> <p style="font-size: 0.8em; color: #666;">MEETING TIME</p> <hr style="border: 0.5px solid #add8e6; margin: 10px 0;"/> <p style="font-weight: bold; font-size: 1.2em;">MUS11301-002 Chorus (YR)</p> <p style="font-size: 0.8em; color: #666;">CLASS</p> <p style="font-weight: bold; font-size: 1.2em;">Calzada, Eneas</p> <p style="font-size: 0.8em; color: #666;">TEACHER</p> </div> </div> <p style="margin-top: 10px; font-size: 0.9em;">Tap Previous to see the class they had before this, or Next to view his or her next class.</p> <p style="margin-top: 10px; font-size: 0.8em;">If your screen is small, click the three dots to view the other tabs of information available for each student:</p> </div>
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Tap...	To...
	 <p>Tap a tab name to view that information.</p> <div data-bbox="621 1440 1424 1583" style="background-color: #4a7ebb; color: white; padding: 10px;"> <p style="text-align: center;"><< Students</p> <p>Note: Tap << Students to return to the Students List.</p> </div>
 <p>VIEW STAFF INFO</p>	<p>Go to the Staff List:</p>

Tap...	To...
	 <p>Tap a staff member's name to view their Details, Attendance, Accruals, Leaves, Schools, Appointments, or Documents tabs.</p>
	<p>Log out of Aspen and secure your Aspen session.</p>
	<p>Open the desktop version of Aspen on your mobile device.</p>