

## **Aspen Student Information System HELP**

### **Quick Reference Cards** (Cheat Sheets/FAQs)

When first learning to use Aspen, the Quick Reference Cards can be tremendous help. If there are tasks that you do frequently, print the Quick Reference Card for that task and keep it handy at your computer. To locate the Quick Reference Cards, log into Aspen, Click *Help Menu-Quick Reference Cards*.

The Quick Reference cards contain guided steps or summaries of the most common tasks. They provide a quick way to look up a frequently used feature or process. We strongly recommend that you check the Quick Reference Cards for your help before looking elsewhere.

### **Video Tutorials & Training Tools** (Training Toolkits)

Aspen contains several Training Toolkits designed to help you learn about specific features in Aspen. Each toolkit provides a comprehensive overview of one aspect of Aspen using a variety of training materials, including lesson plans, videos, and quick reference guides. To locate the videos and training tools, log into Aspen, Click the *Help Menu - Videos and Training Tools*.

### **Online Help**

There is a comprehensive online help system with instructions on how the system is set up and ways to perform common tasks. A table of contents, index, and search feature make it easy to find the information you need. To locate Online Help, log into Aspen, Click the *Help Menu - Online Help*.

### **User Guides**

PDF Versions of all of the Aspen user guides, such as Basic Navigation and Managing Students, are posted in Aspen for your reference. You may refer to and print these as needed. To locate the User Guides, log into Aspen, Click the *Help Menu - User Guides*.

### **Training Booklets**

The Aspen training booklets provided during the January 2017 training sessions provide a wealth of information for using the system and serve as a good reference guide.

### **Training Session Video Recordings**

Many of the January 2017 District training sessions were recorded. A link to the recorded training sessions can be found in the Aspen Staff Resources folder on the staff landing page on the District website.

### **Web Help Desk**

If you are unable to locate the help you need in any of the above resources, please submit a District 86 Web Help Desk ticket, request type "Aspen Student Information System".