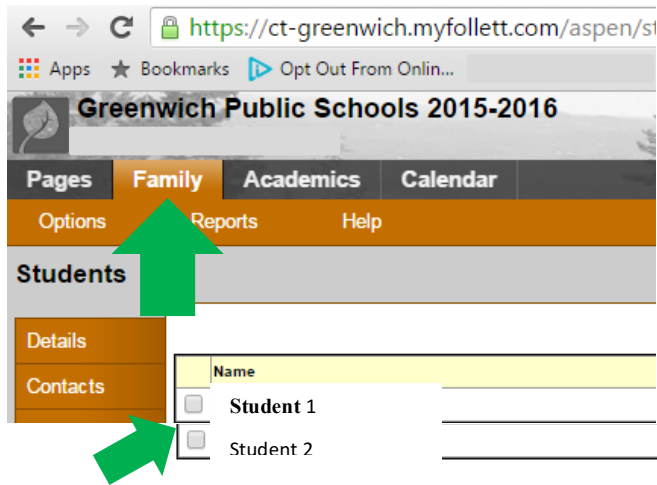


How to Set Notifications in Aspen

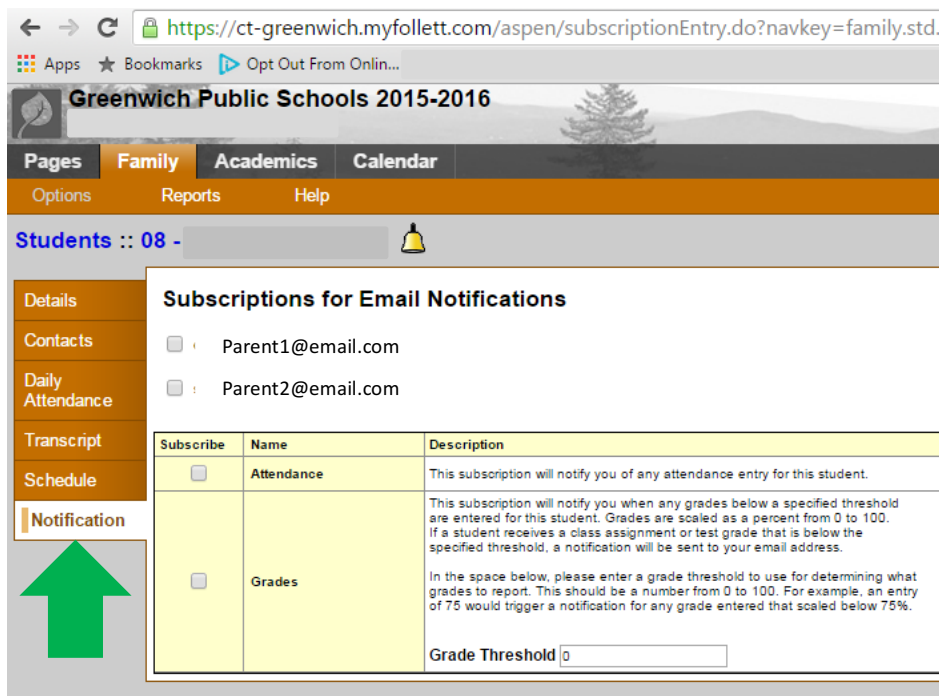
Logon page for family Aspen accounts: <https://ct-greenwich.myfollett.com>

After logging in, click on Family in the top left menu.



Check the box of the student for whom you would like to receive notifications.

Next, select Notifications from the left side menu.



Check the box next to the email address to which you wish to receive notifications.

Then, check the box next to the type of notifications you wish to receive: Attendance and/or Grade notifications.

Attendance notifications will send an email to the email address selected for any absent, tardy, or dismissed entries in your child's record. You will also be notified as to whether the attendance event was excused or unexcused.

For Grade notifications, select a Grade Threshold. You will receive an email for each assignment grade below the threshold entered. For example, if you enter the number 75, you will receive an email for each assignment that received a grade below 75%.

https://ct-greenwich.myfollett.com/asp/en/subscriptionEntry.do?navkey=family.std

Greenwich Public Schools 2015-2016

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Options Reports Help

Students :: 08 -

Subscriptions for Email Notifications

Parent1@email.com
 Parent2@email.com

Subscribe	Name	Description
<input type="checkbox"/>	Attendance	This subscription will notify you of any attendance entry for this student.
<input checked="" type="checkbox"/>	Grades	This subscription will notify you when any grades below a specified threshold are entered for this student. Grades are scaled as a percent from 0 to 100. If a student receives a class assignment or test grade that is below the specified threshold, a notification will be sent to your email address. In the space below, please enter a grade threshold to use for determining what grades to report. This should be a number from 0 to 100. For example, an entry of 75 would trigger a notification for any grade entered that scaled below 75%.

Grade Threshold

Notifications are automatically saved and turned on when you check the boxes and input the Grade Threshold.