



Parent: How to See Your Student's Report Card in Aspen Cheat-sheet with Screenshots

→ [Click Here to Make a Copy](#)

Objective: How to see your student's report card in Aspen.

Sign in

- Go to <https://ma-npsk.myfollett.com/aspen/logon.do>.
- Login using your username and password.

← → ↻ 🏠 ma-npsk.myfollett.com/aspen/logon.do 🔍 🌐 ⭐

Accessing Your Student's Report Card

- Click on the Family top tab.

Nantucket Public Schools 2022-2023
Parent Last Name, Parent First Name

Pages **Family** Academics Calendar

Home

Page Directory

Announcements

Banner

To verify your student data click [here](#). Click on [this link](#) for help.

Para verificar sus datos de estudiante haga clic [aquí](#). Haga clic en [este enlace](#) para obtener ayuda.

Para verificar seus dados de aluno clique [aqui](#). Clique [neste link](#) para obter ajuda.

- Check the box of the student whose report card you would like to view.

Nantucket Public Schools 2022-2023
Parent's Last Name, Parent's First Name

Pages **Family** Academics Calendar

Students

Details Options Reports Help Search on Name [Icons]

Contacts 0 of 1 selected

	Name	DOB	Grade	School > Name
Health	<input type="checkbox"/> Student's Last Name, Student's First Name	Student's Date of Birth	Student's Grade Level	Student's School Name

Daily Attendance

Assessments

Schedule

Membership

Documents

Notification

Nantucket Public Schools 2022-2023
Parent Last Name, Parent First Name

Pages **Family** Academics Calendar

Students

Details Options Reports Help Search on Name [Filter] [Grid] a-z

Contacts 1 of 1 selected

Name	DOB	Grade	School > Name
<input checked="" type="checkbox"/> Student's Last Name, Student's First Name	Student's Date of Birth	Student's Grade Level	Student's School Name

Health
 Transcript
 Assessments
 Schedule
 Membership
 Documents
 Notification

- Click on Documents on the left-hand side of the screen.

Nantucket Public Schools 2022-2023
Parent Last Name, Parent First Name

Pages **Family** Academics Calendar

Students

Details Options Reports Help Search on Name [Filter] [Grid] a-z

Contacts 1 of 1 selected

Name	DOB	Grade	School > Name
<input checked="" type="checkbox"/> Student's Last Name, Student's First Name	Student's Date of Birth	Student's Grade Level	Student's School Name

Health
 Transcript
 Assessments
 Schedule
 Membership
 Documents
 Notification

- Sort by Upload Date by clicking on the Upload-date header.

Pages Family Academics Calendar

Students :: Student's Grade Level - Student's Last Name, Student's First Name

Options Reports Help Search on Name

1:Elementary Report Cards 5 0 of 31 selected

Name	Document	Upload-date
<input type="checkbox"/> Elementary Report Cards 5 PDF		11/02/2022
<input type="checkbox"/> Elementary Report Cards 5 PDF		11/02/2022
<input type="checkbox"/> Elementary Report Cards 5 PDF		11/02/2022
<input type="checkbox"/> Elementary Report Cards K-4 PDF		11/02/2022
<input type="checkbox"/> HS Report Card with PDF		11/02/2022
<input type="checkbox"/> HS Report Card with PDF		11/02/2022
<input type="checkbox"/> HS Report Card with PDF		11/02/2022
<input type="checkbox"/> HS Report Card with PDF		11/02/2022

- You may need to click more than once until the arrow next to the header is facing downwards. This will allow you to view the most recent report card near the top of the list.

Pages Family Academics Calendar

Students :: Student's Grade - Student's Last Name, Student's First Name

Options Reports Help Search on Upload-date

1:Elementary Report Cards 5 0 of 31 selected

Name	Document	Upload-date
<input type="checkbox"/> HS Report Card with PDF		11/02/2022
<input type="checkbox"/> HS Report Card with PDF		11/02/2022
<input type="checkbox"/> HS Report Card with PDF		11/02/2022
<input type="checkbox"/> HS Report Card with PDF		11/02/2022
<input type="checkbox"/> HS Report Card with PDF		11/02/2022
<input type="checkbox"/> HS Report Card with PDF		11/02/2022
<input type="checkbox"/> HS Report Card with PDF		11/02/2022
<input type="checkbox"/> HS Report Card with PDF		11/02/2022

- Click on the desired report card.

Pages Family Academics Calendar

Students :: Student's Grade - Student's Last Name, Student's First Name

Options Reports Help Search on Upload-date

0 of 31 selected

Name	Document	Upload-date
HS Report Card		11/10/2021
HS Report Card with PDF		11/10/2021
HS Report Card		11/10/2021

- Click on the black icon next to the Document header.

Pages Family Academics Calendar

Students :: Student's Name :: HS Report Card with PDF

Options Reports Help

Cancel

Name	HS Report Card with PDF
Type	Other
Document	
Filename	11/10/2021_HS Report Card with PDF.pdf
Format	PDF

Cancel

Documents

Documents

Details

Notification

- Click on the downloaded PDF at the bottom of your browser to view the desired report card.

The screenshot displays a web application interface with a green navigation bar at the top containing 'Pages', 'Family', 'Academics', and 'Calendar'. Below this, a breadcrumb trail reads 'Students :: [redacted] :: HS Report Card with PDF'. A left-hand sidebar lists various student-related categories: Details, Contacts, Daily Attendance, Health, Transcript, Assessments, Schedule, Membership, Documents, and Notification. The 'Documents' section is expanded to show 'Documents' and 'Details'. In the main content area, there are three buttons: 'Options', 'Reports', and 'Help'. Below these are two 'Cancel' buttons. A table-like structure shows details for the report card: Name (HS Report Card with PDF), Type (Other), Document (with a download icon), Filename ([redacted]_HS Report Card with PDF.pdf), and Format (PDF). A large black arrow originates from the 'Reports' button and points down to the browser's download bar at the bottom, which shows a downloaded file named [redacted]_HS_R....pdf.