# VIEWING A PUBLISHED REPORT IN ASPEN

Published Reports are a tool for seeing information in Aspen in a convenient manner, without having to click through the system. This is most commonly used for, but not limited to, Report Cards, Progress Reports & student schedules at WHS and TMS throughout the school year.

<u>Here is how you view a published report</u>

When a published report is available the system will generate and send an e-mail letting you know it is accessible. It is important to know that you do not need this e-mail to view a report; it is simply a notification letting you know it is available. Also, as a mass-generated e-mail, many users will find the notification e-mail delivered to their SPAM or Junk folders instead of their main inbox.

1. Log onto the Parent Portal in Aspen
2. On the left hand side of the page you will see the section for Published Reports. (Your screen may look slightly different)
3. Click on the Filename of the Published Report



Depending on your browser and its settings your computer will ask you if you want to open or save the document. It may even just open the document for you.

We suggest that you print a hard copy or download a copy and save it as these Published Reports are only available for a limited time.