# Quick Guide for Teachers to Access Learning Plans on Aspen

## Log in to Aspen (School View) with user name and password

* Click on Student Top Tab
* Choose student and click on blue student number under the column Student ID
* The Student Demographic page will open
* Click on Documents Side Tab – 5 subheadings will appear
* Click on the Plans Sub Heading
* The Student’s Learning Plans will appear
* The Active Learning Plan will appear at the bottom of the list

To Run a Student Learning Plan Report:

* Check on the blue hyperlink of the Plan you wish to print
* Choose Reports > Inclusive Education Plan Report
* Popup window “Inclusive Education Plan Report”
* Print in French Language > all the headings are in French
* Format: Default is Adobe > keep the default
* If a student hat YT IEP Designation the plan will run as an IEP; without the Designation it will run as an SSP
* Choose Run

To View a Plan uploaded in the Documents Section:

* Log in to Aspen (School View) with user name and password
* Click on Student Top Tab
* Choose student and click on blue student number under the column Student ID
* The Student Demographic page will open
* Click on Documents Side Tab – 5 subheadings will appear
* Click on Documents again
* Plans will appear. Click on the floppy disk icon under the documents heading to upload/read student plan