

Parent Login Instructions – Aspen & Canvas



Your Aspen/Canvas Login ID is your “Concordia Parent ID” which is on the ID card under your name. If you do not have a Parent ID Card you may request one by emailing idcards@concordiashanghai.org

Set Up Security Questions and Change Password

If you are new to Concordia, you should have received an email with a temporary password. If you did not receive an email, please email aspen@concordiashanghai.org to request your login information.

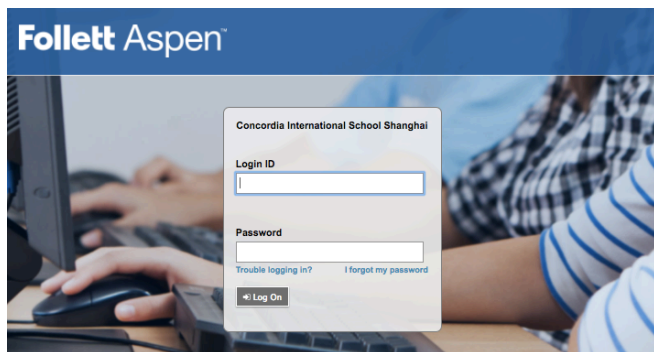
Once you have your ID Card and temporary password:

1. Go to <http://peoplepassword.concordiashanghai.org> and set up three security question-answers. You will use these security questions to reset your password in case you forget it.
2. Go to <http://forgotpassword.concordiashanghai.org> and change your temporary password to a new password of your choice. The password needs to be at least 12 characters long.

If you ever forget your password, go to <http://forgotpassword.concordiashanghai.org> and follow the onscreen directions to reset it.

Please email aspen@concordiashanghai.org if you have any issues.

Aspen (Student Information System)



Aspen login page:

<http://aspen.concordiashanghai.org>

Login with your Parent ID and password.

Pages Tab:

A screenshot of the Aspen 'Pages' tab interface. The top navigation bar includes 'Pages', 'Family', 'Academics', 'Groups', and 'Calendar'. The 'Pages' tab is selected. Below the navigation bar, there are sections for 'Announcements', 'The Week Ahead' (dated 6/3/2016), and 'Published Reports'. The 'Published Reports' section is highlighted with a red box and contains the text 'No published reports'.

During the end of the semesters, parents would receive emails about downloading the report card (K-8). Students and parents can find the report card under “Published Reports”

Family Tab:

Student number and password for student photos will show by default. After receiving the email from Lucas Digital, parents may use this information to login to the Lucas Digital website (<http://www.lucasdigitalshanghai.com/index.php/user/login>) and order pictures.

Click on the student name to view:

Details – student detail information

Contacts – parent information

Health – health visits, immunizations

Transcript – final grades by semester

Schedule – current schedule and course requests for HS

Notification – set up email notifications for grades and health office visits

The screenshot shows the 'Family' tab selected in the top navigation bar. On the left, a sidebar menu is highlighted with a red box, containing options: Details, Contacts, Daily Attendance, Health, Transcript, Schedule, and Notification. The main content area is titled 'Students' and features a search bar and buttons for 'Options', 'Reports', and 'Help'. Below this is a table with columns for 'Name', 'Student Number', and 'pswd4photo'. Two rows are visible, with the 'Student Number' and 'pswd4photo' columns highlighted by a red box. The first row shows 'At' with student number '202' and password '961850'. The second row shows 'Ah' with student number '20' and password '931878'.

Academics Tab:

To view a student's class performance...

- 1 Click on the course
- 2 Then click on **Assignments**

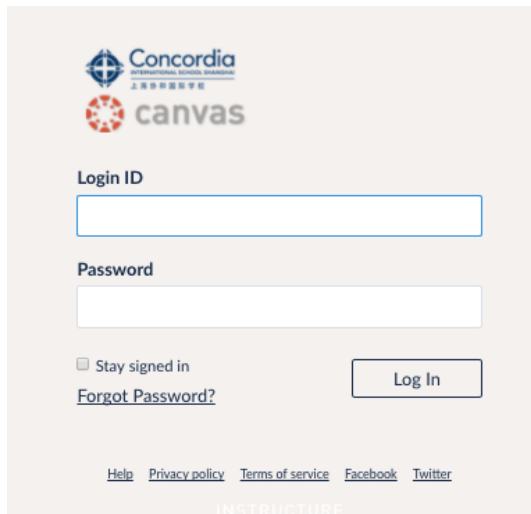
At the left side, you can see assignment details.

If you have more than one child at Concordia...

- 3 Click on Student dropdown box to switch between students.

The screenshot shows the 'Academics' tab selected in the top navigation bar. On the left, a sidebar menu is highlighted with a red box, containing options: Details, Assignments, and Attendance. The main content area is titled 'Classes' and features a search bar and buttons for 'Options', 'Reports', and 'Help'. Below this is a dropdown menu labeled 'Student' with 'At' selected, highlighted by a red box and a blue circle with the number '3'. Below the dropdown is a table with columns for 'Description', 'Course', 'Description', 'Term', and 'Teacher'. A red box highlights the 'Description' column, and a blue circle with the number '1' is next to the 'Grade 7/8 Learner Track Bridging' row. The table lists various courses such as Math 7A, Science 7, and Physical Education 7/8.

Canvas (Learning Management System, MS & HS)

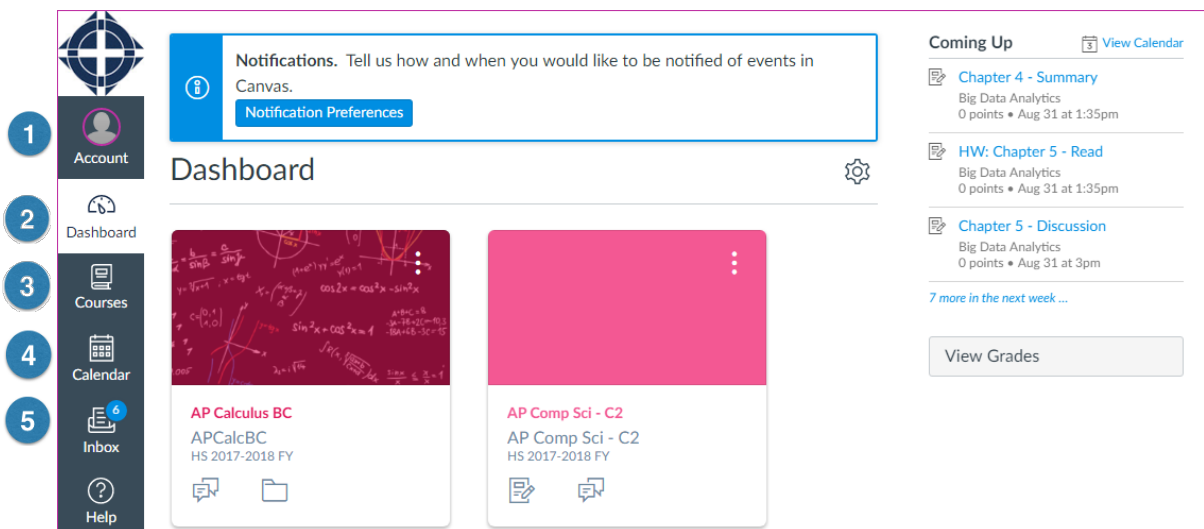


The image shows the login page for the Canvas LMS at Concordia International School Shanghai. At the top left is the school's logo and name. Below it is the Canvas logo. The page has two input fields: "Login ID" and "Password". There is a "Log In" button to the right of the password field. Below the password field is a checkbox for "Stay signed in" and a link for "Forgot Password?". At the bottom, there are links for "Help", "Privacy policy", "Terms of service", "Facebook", and "Twitter".

Login page: <http://canvas.concordiashanghai.org>

Login with your Parent ID and password.

- 1 **Account** – parents can change settings like notifications
- 2 **Dashboard** – student current available courses, click on the course block to view the content
- 3 **Courses** – list view of courses available
- 4 **Calendar** – check course assignments/events in a calendar view
- 5 **Inbox** – a copy of messages sent by teachers through Canvas



The image shows the Canvas dashboard interface. On the left is a navigation sidebar with icons for Account, Dashboard, Courses, Calendar, Inbox, and Help. The main area features a "Notifications" banner, a "Dashboard" title, and two course cards: "AP Calculus BC" and "AP Comp Sci - C2". On the right, there is a "Coming Up" section with a calendar icon and a "View Grades" button.

1 Account

2 Dashboard

3 Courses

4 Calendar

5 Inbox

Help

Notifications. Tell us how and when you would like to be notified of events in Canvas.
Notification Preferences

Dashboard

AP Calculus BC
APCalcBC
HS 2017-2018 FY

AP Comp Sci - C2
AP Comp Sci - C2
HS 2017-2018 FY

Coming Up View Calendar

Chapter 4 - Summary
Big Data Analytics
0 points • Aug 31 at 1:35pm

HW: Chapter 5 - Read
Big Data Analytics
0 points • Aug 31 at 1:35pm

Chapter 5 - Discussion
Big Data Analytics
0 points • Aug 31 at 3pm

7 more in the next week ...

View Grades