Blue Hills Regional Technical School

| **James P. Quaglia**
Superintendent-Director | **Steven M. Moore**
Assistant Superintendent for Business & Personnel | **Jill M. Rossetti**
Principal |

July 25, 2016

Dear Parent/Guardian:

Blue Hills Regional Technical School provides access to student records through the Aspen X2 Student Portal. The portal allows parents and guardians to login 24/7 from anywhere with Internet access and see current information about their child's grades, attendance, schedules and contact information. Blue Hills encourages students and parents to use the online grading system to increase student accountability and ownership over grades while allowing parents to keep track of their child's progress.

Continuing this year, students will receive progress reports and report cards via the grading portal instead of receiving a hard copy. Teachers are expected to update all student assignments and grades so that they are viewable to students and parents during the weeks indicated below. Please be aware that teachers still need ample time to post grade and post student assignments.

Should you need a hard copy of a progress report or report card, please contact Ms. Courtney Wall in the Academic Director's office at extension 253 or via email at cwall@bluehills.org.

	Online Progress Reports Updated	**Online Report Cards Updated**
Term 1	Friday, October 7, 2016	Wednesday, November 16, 2016
Term 2	Thursday, December 8, 2016	Wednesday, January 25, 2017
Term 3	Thursday, February 16, 2017	Wednesday, April 12, 2017
Term 4	Grade 12, TBA* Grades 9, 10, and 11, TBA	Grade 12, TBA* Grade 9, 10, 11 TBA

We look forward to enhancing communication about your child's academic and vocational progress at Blue Hills. If you have any questions about grades in individual classes, please encourage your child to speak with their classroom teacher. If you have questions about the Aspen X2 Grading Portal in general, please contact your child's guidance counselor.

Sincerely,

Jill Rossetti

Jill Rossetti, Principal

Enclosures: (2)

Blue Hills Regional

Technical School

800 Randolph Street
Canton, MA 02021
781-828-5800

Directions for Access to Aspen X2 Parental/Student/ Faculty Portal

1. Go to www.bluehills.org
2. Click on **X2 Parental/Student/Faculty Portal**
   a. Type in child's Login ID which is their **first initial, last name** (for example, if your name is John Doe, your username would be doe)
3. Type in your password
   a. Which is your local ID number
4. Then click the **Log On** button
5. To Enable Security Preferences update, please enter the following:
   a. Email address
   b. Security question
   c. Security answer
   d. Confirm answer
6. Then click **Submit**

Blue Hills Regional Technical High School

Login ID

Password

Log On

Security Preferences Update

To enable self serve password recovery, please provide the following information

Email Address	jp72xvo@aol.com
Security question	
Security answer	
Confirm answer	

Submit   Later

How do I look at my child's attendance?

1. Click on the **My Info** top tab.
2. Click on the **Attendance** side tab.

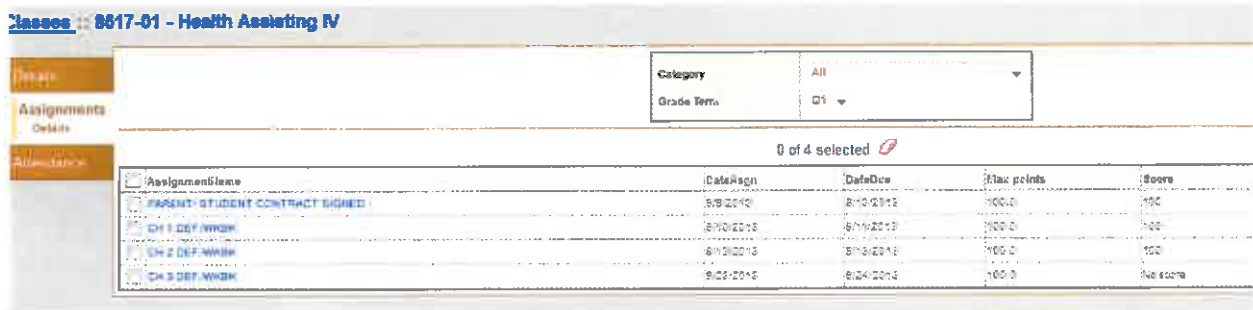| Pages | My Info | Academics | Groups | Calendar | Locker |

Options   Reports   Help

Daily Attendance

My Details

Contacts

Attendance Details

Transcript

Assessments

0 of 10

Absences: 7.0 (1.0 unexcused) Tardies: 1 Dismissals: 4 (2 unexcused)

	Date	Code
☐	6/9/2012	D
☐	4/24/2012	AT-E
☐	3/26/2012	A-E
☐	3/23/2012	A-E

How do I look at my child's grades?

3. Click on the **Academics** top tab.
4. A list of your courses will appear.
5. Click on one of the course numbers. You will see a screen with a grade summary for that class.
6. Click on the **Assignments** side tab to see a list of assignments, and your grades for each assignment.
7. To see information for other classes, either uses the arrows at the upper right corner of the page, or click again on the **Academics** top tab, and then click on another blue course number.

How do I change password/email address?

1. Click **Set Preferences** in the upper right corner of any screen.
2. Under the **security tab**, you can change these items.