



Abington Public Schools

Student & Family Technology Guide

2023-2024

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Technology Helpdesk

Abington Public Schools Technology Services will now be using a new Helpdesk Portal, Incident IQ.

Students, please click the following link to enter a ticket:

<https://abingtonps.incidentiq.com>

Please click the Microsoft Azure button and log in with your school email/password if prompted.

If you are a family/community member and need to enter a ticket, please use the following link:

<https://abingtonps.incidentiq.com/guest/ZC4MKHTK/apssupport>

You will be prompted to add your name, personal email and child's school, as well as information regarding the technical issue you need assistance with. PLEASE NOTE: We do not provide username/password information via the Helpdesk Portal. If you need assistance with your child's username for email/Aspen/etc, please contact your child's school office.

Quick Fixes

Most device issues can be resolved by restarting the device.

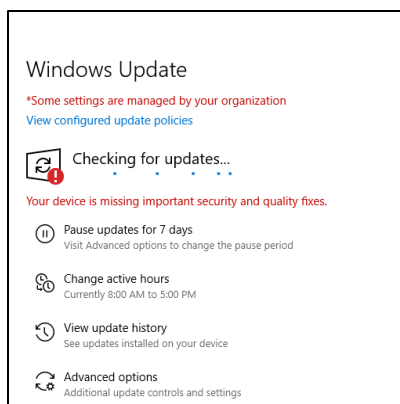
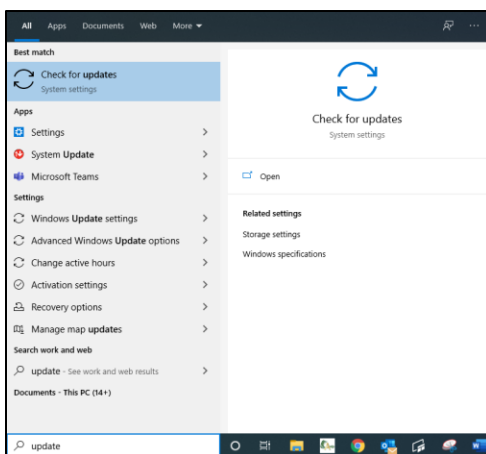
Restart



1. Click the Start menu (bottom left corner of screen)
 2. Click the circular power icon
 3. Select Restart
- (this is not the same as closing the laptop screen or shutting the computer down)

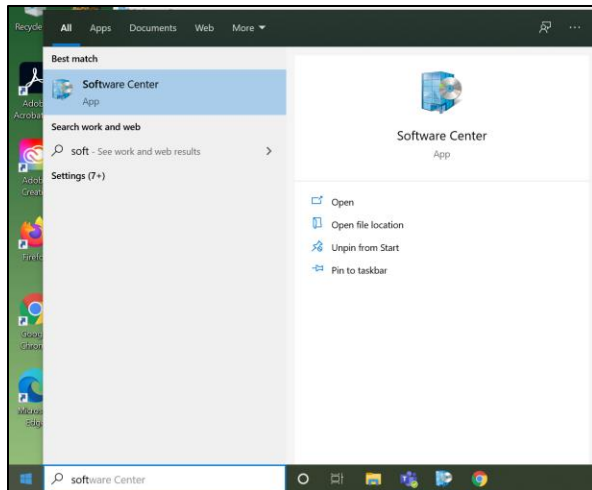
Update Windows

1. Click the Start menu (bottom left corner of the screen)
2. Start typing "update"
3. Click on **Check for updates** on the top right
4. Click on the link: "Check online for updates from Microsoft Update" (not the grey button)
5. When the updates finish, restart your device

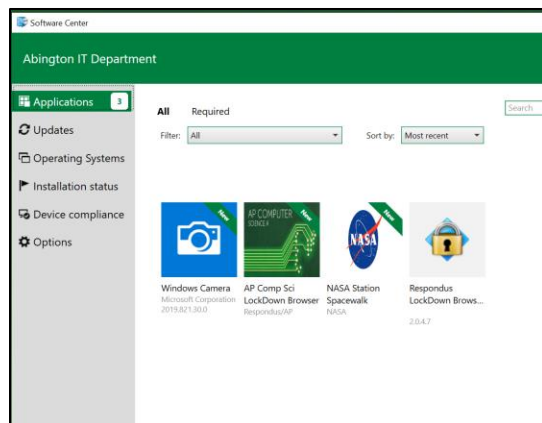


Software Center/Company Portal

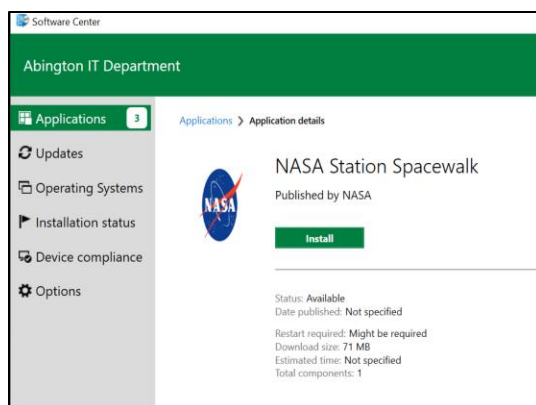
Students can install software, without admin privileges, from the Software Center while they are connected to the school WIFI.



- Click the Start menu (bottom left corner of screen)
- Start typing Software Center (or Company Portal)
- Click on the Software Center or Company Portal app



- Click on the app you want to install

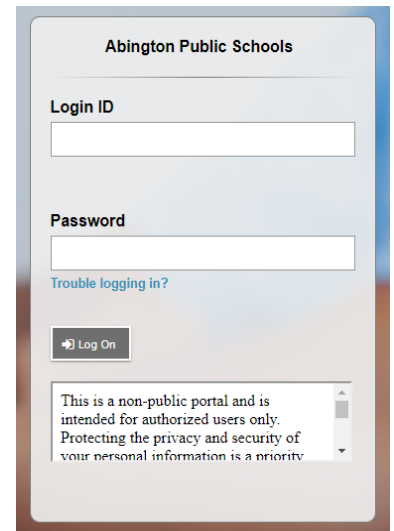


- Click Install

Accessing Student Information -Aspen

Student Logon

- Open an internet browser and navigate to <https://ma-abington.myfollett.com/>
- Log on: The username is the first part of the student email address (everything before the @ symbol)
- The password is the same as the student password for their email
- ❖ To view grade averages for all courses, click the **Academics** tab



Abington Public Schools

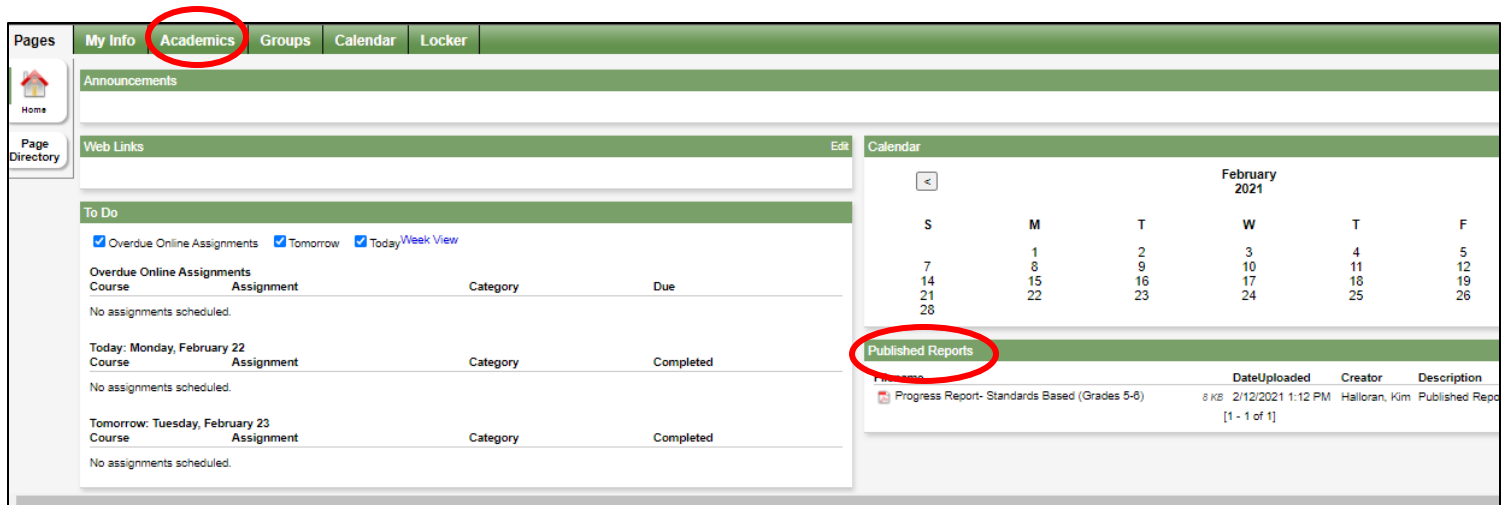
Login ID

Password

[Trouble logging in?](#)

Log On

This is a non-public portal and is intended for authorized users only. Protecting the privacy and security of your personal information is a priority.



The screenshot shows the 'Academics' tab selected in the top navigation bar. The 'To Do' section on the left lists 'Overdue Online Assignments' and 'Today: Monday, February 22'. The 'Calendar' section on the right shows a calendar for February 2021. The 'Published Reports' section at the bottom right is circled in red, showing a table of reports.

Published Reports	DateUploaded	Creator	Description
Progress Report- Standards Based (Grades 5-8)	8 KB 2/12/2021 1:12 PM	Halloran, Kim	Published Rep

- ❖ **View published reports: Report Cards and Progress Reports:** click on the link at the bottom right, under Published Reports

View the grades on specific assignments in a class:

- ❖ Click the **Academics** tab
- ❖ Select the checkbox for the course you want to view assignments in
- ❖ Click the **Assignments** side-tab. The assignments page appears
- ❖ Click the **Category** drop-down to select:
 - ❖ **All** to view all assignments
 - ❖ A category to see only that type of assignment (for example, click **Tests** to view only test grades)
- ❖ Click the **Grade Term** drop-down to select:
 - ❖ **All** to view assignments from all terms
 - ❖ A term to see only assignments from that term

Pages My Info **Academics** Groups Calendar Locker

Classes :: 6004-006 - Science Grade 6

Details
Assignments Details
Attendance

Options Reports Help Search on DateDue

Category: All
Grade Term: T2

0 of 3 selected

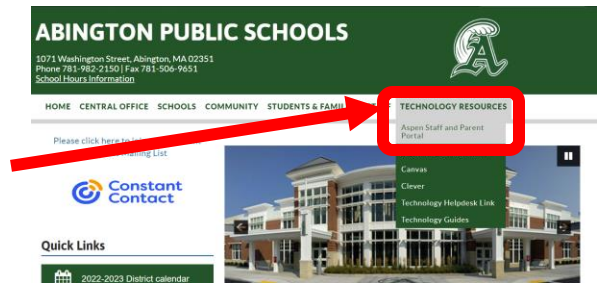
<input type="checkbox"/>	SeqNo	AssignmentName	DateAsgn	DateDue	Score
<input type="checkbox"/>	8	Forces that Shape the Earth Quiz	1/28/2021	1/28/2021	80% 80.0 / 100.0 (90)
<input type="checkbox"/>	7	Layers of Earth Quiz	1/13/2021	1/13/2021	84% 84.0 / 100.0 (84)
<input type="checkbox"/>	6	Lightyears Quiz	12/15/2020	12/15/2020	100% 100.0 / 100.0 (100)

Family Portal

If you have more than 1 child in attending Abington Public Schools, you can view all their information in one place: the Family Portal.

From the Abington Public Schools website:

- [Go to https://www.abingtonps.org/](https://www.abingtonps.org/)
- Click on Technology Resources
- Select Aspen Staff and Parent Portal



Or bookmark this link:

<https://ma-abington.myfollett.com/aspen/logon.do>

Login ID: your email address

Password: the one you set when you logged on the first time

A screenshot of the Abington Public Schools login portal. It features a 'Login ID' field with the placeholder text 'Your email address' and a 'Password' field with masked characters. Below the password field is a link for 'Trouble logging in?'. A 'Log On' button is at the bottom. A disclaimer at the bottom states: 'This is a non-public portal and is intended for authorized users only.'

[Video: How to Navigate Family Portal](#)

Homepage

Top Tabs

Announcements

To Do

Published Reports: Progress Reports, Report Cards

The screenshot shows the homepage of the Abington Public Schools 2022-2023 website. The top navigation bar includes 'Pages', 'Family', 'Academics', 'Groups', and 'Calendar'. The 'Pages' tab is selected, showing a sidebar with 'Home' and 'Page Directory'. The main content area is divided into three sections: 'Announcements', 'Web Links', and 'To Do'. The 'To Do' section has a dropdown menu to switch students. The 'Calendar' section shows a calendar for December 2022. The 'Published Reports' section lists various reports, including 'SBRC Elementary - WES', 'IEP Progress Report', and 'Report Cards - AMS (Grades 7-8)'.

Filename	DateUploaded
SBRC Elementary - WES	143 KB 12/9/2022 12:00 F
IEP Progress Report	7 KB 12/9/2022 11:22 A
Report Cards - AMS (Grades 7-8)	3 KB 12/9/2022 9:26 AA
Report Cards - AMS (Grades 7-8)	3 KB 12/9/2022 9:26 AA
Report Cards - Standard Based (Grades 3-6) AMS	2 KB 12/9/2022 9:24 AA

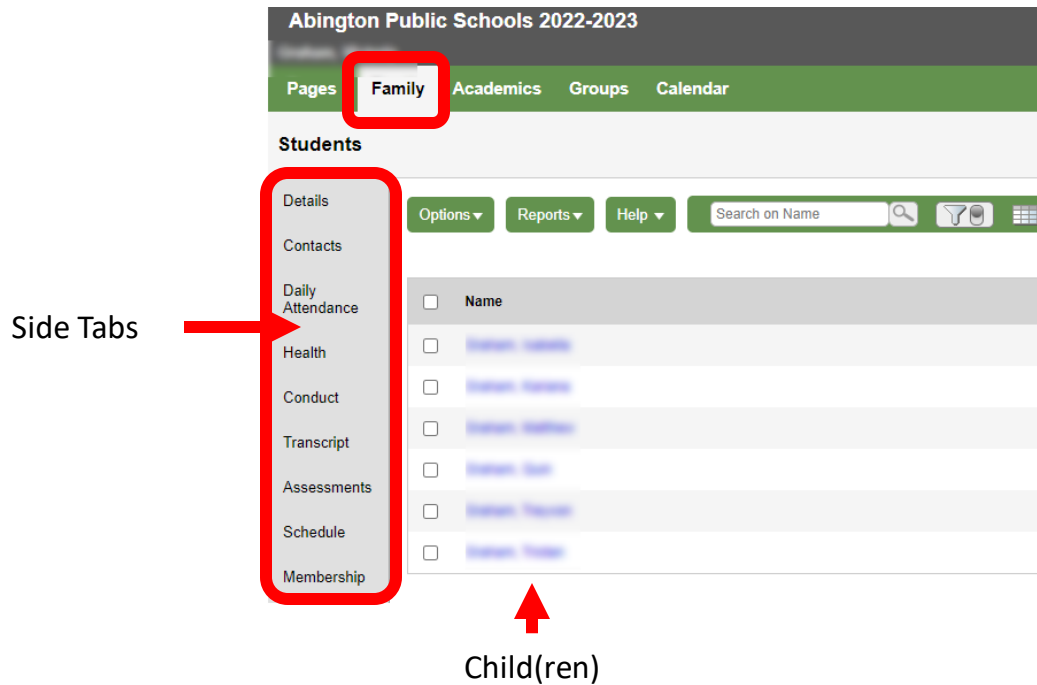
Click the drop-down to switch to a different student:

The screenshot shows the homepage of the Abington Public Schools 2022-2023 website. The 'To Do' section has a dropdown menu open, showing a list of students. A red box highlights the dropdown menu, and a red arrow points to it.

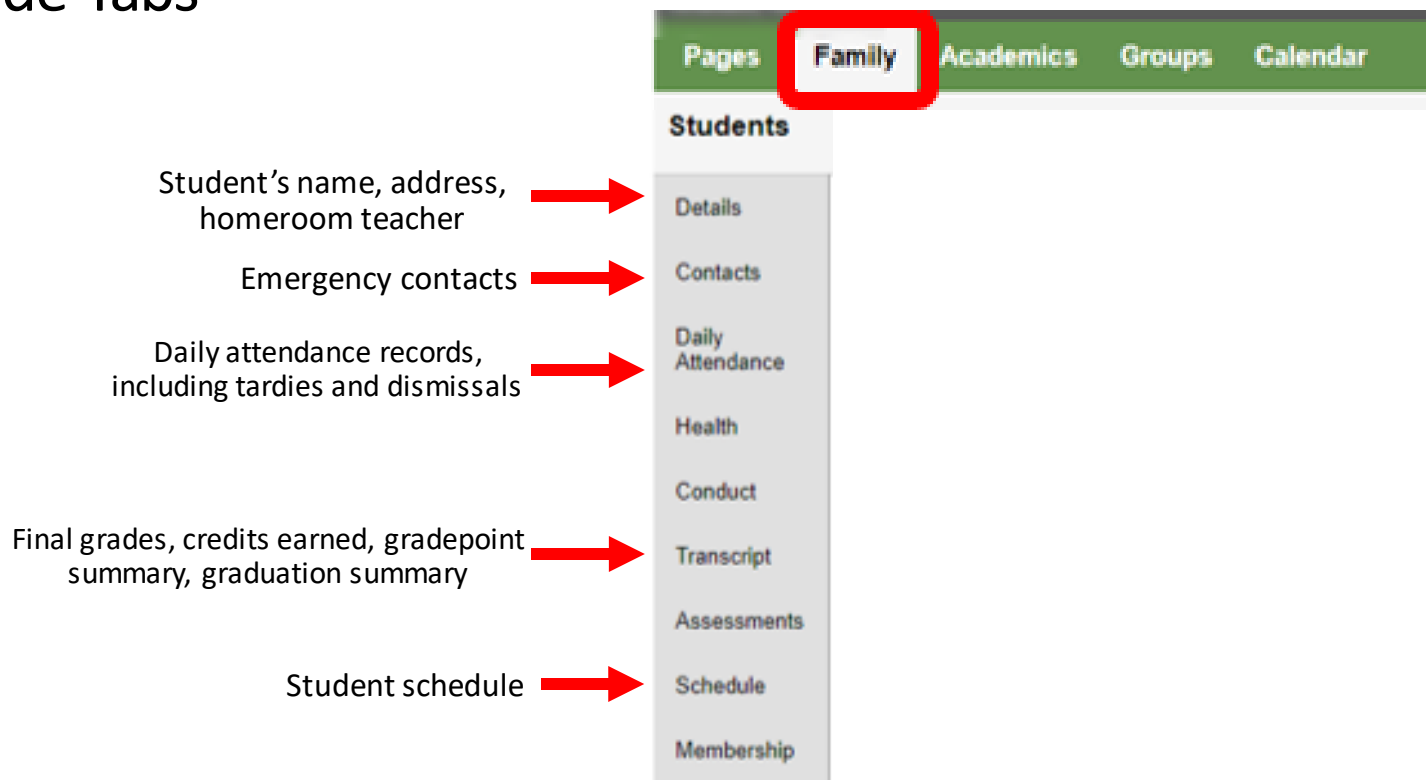
Course	Assignment	Category	Due
No assignments scheduled.			

Course	Assignment	Category	Completed
No assignments scheduled.			

Family Top Tab



Side Tabs



Schedule Side Tab

Matrix View

Click on the drop-down to select a term

Student schedule on current school day

Details

Contacts

Daily Attendance

Health

Conduct

Transcript

Assessments

Schedule

Schedule

Requests

Membership

Documents

Notification

Reports

Help

<< List view

Time

T2

	1 - Day 1	2 - Day 2	3 - Day 3	4 - Day 4	5 - Day 5	6 - Day 6
1.Period 1	197M4-002 CHORUS Shannon, Steven 1004	197M4-002 CHORUS Shannon, Steven 1004	197M4-002 CHORUS Shannon, Steven 1004	168M3-008 COMPUTER SCIENCE 8 Costantino, Joseph 1111	168M3-008 COMPUTER SCIENCE 8 Costantino, Joseph 1111	168M3-008 COMPUTER SCIENCE 8 Costantino, Joseph 1111
2.Period 2	128-008 HISTORY 8 McCarthy, D. Claus, B 2105	128-008 HISTORY 8 McCarthy, D. Claus, B 2105	128-008 HISTORY 8 McCarthy, D. Claus, B 2105	128-008 HISTORY 8 McCarthy, D. Claus, B 2105	128-008 HISTORY 8 McCarthy, D. Claus, B 2105	128-008 HISTORY 8 McCarthy, D. Claus, B 2105
3.Period 3	1381M-010 SCIENCE 8 Murphy, Erin 2108	1381M-010 SCIENCE 8 Murphy, Erin 2108	1381M-010 SCIENCE 8 Murphy, Erin 2108	1381M-010 SCIENCE 8 Murphy, Erin 2108	1381M-010 SCIENCE 8 Murphy, Erin 2108	1381M-010 SCIENCE 8 Murphy, Erin 2108
4.Period 4	149M4-005 SPANISH 1B Flaherty, Dianna 2106	149M4-005 SPANISH 1B Flaherty, Dianna 2106	149M4-005 SPANISH 1B Flaherty, Dianna 2106	149M4-005 SPANISH 1B Flaherty, Dianna 2106	149M4-005 SPANISH 1B Flaherty, Dianna 2106	149M4-005 SPANISH 1B Flaherty, Dianna 2106
5.Period 5	1191M-002 MATH 8 McCarthy, C. Gomes, J 2126	1191M-002 MATH 8 McCarthy, C. Gomes, J 2126	1191M-002 MATH 8 McCarthy, C. Gomes, J 2126	1191M-002 MATH 8 McCarthy, C. Gomes, J 2126	1191M-002 MATH 8 McCarthy, C. Gomes, J 2126	1191M-002 MATH 8 McCarthy, C. Gomes, J 2126
6.Period 6	1081M-005 ENGLISH 8 Giles-Lyman, Margaret 2124	1081M-005 ENGLISH 8 Giles-Lyman, Margaret 2124	1081M-005 ENGLISH 8 Giles-Lyman, Margaret 2124	1081M-005 ENGLISH 8 Giles-Lyman, Margaret 2124	1081M-005 ENGLISH 8 Giles-Lyman, Margaret 2124	1081M-005 ENGLISH 8 Giles-Lyman, Margaret 2124
7.Period 7	1158M-027 STEAM 8 Perkins, Samuel 2101B	1158M-027 STEAM 8 Perkins, Samuel 2101B	1158M-027 STEAM 8 Perkins, Samuel 2101B	1158M-027 STEAM 8 Perkins, Samuel 2101B	1158M-027 STEAM 8 Perkins, Samuel 2101B	1158M-027 STEAM 8 Perkins, Samuel 2101B

List View

Options

Reports

Help

Search on Schedule

0 of 10 selected

Matrix view >>

<input type="checkbox"/>	Course	Description	Schedule	Term	Clssrm
<input type="checkbox"/>	462-005	SPANISH 2 L2	1(D1) 2(D2) 3(D3) 4(D4) 5(D5) 6(D6)	FY	2208
<input type="checkbox"/>	322-002	BIOLOGY L2	1(D2-D7)	FY	1205
<input type="checkbox"/>	012-0001	ENGLISH 9 L2	2(D1,D3-D7)	FY	2215
<input type="checkbox"/>	981-003	HEALTH UNL	3(D1-D2,D4-D7)	S1	1210
<input type="checkbox"/>	921-002	COMPETITIVE GAMES 9/10 UNL	3(D1-D2,D4-D7)	S2	GYM B
<input type="checkbox"/>	112-0002	WORLD HISTORY L2	4(D1-D3,D5-D7)	FY	2223
<input type="checkbox"/>	211-001	ALGEBRA I L2	5(D1-D4,D6-D7)	FY	1218
<input type="checkbox"/>	600-001	DRAWING & PAINTING I UNL	6(D1-D5,D7)	S1	2201
<input type="checkbox"/>	609-004	DIGITAL ART & PHOTOGRAPHY 1	6(D1-D5,D7)	S2	2207
<input type="checkbox"/>	001-028	BRIDGE BLOCK	BB(D1-D7)	FY	1205



Academics Top Tab

Abington Public Schools 2022-2023

PagesFamilyAcademicsGroupsCalendar

Classes

DetailsAssignmentsAttendance

Options▼Reports▼Help▼Search on Term


Student

0 of 9 selected

Current YearCurrent Term

Description	Description	Course	Term	Teacher	Clsrm	Term Performance	Abs	Tdy	Dsm
<input type="checkbox"/> AP COMPUTER SCIENCE PRINCIPLES	AP COMPUTER SCIENCE PRINCIPLES	270-002	FY	Foley, Philip	2209	85.00	0	0	0
<input type="checkbox"/> PHYSICS L1	PHYSICS L1	391-002	FY	McGinness, John	1204	85.00	0	0	0
<input type="checkbox"/> ENGLISH 11 L1	ENGLISH 11 L1	031-002	FY	Tomlin, Megan	2216	75.00	0	0	0
<input type="checkbox"/> ACCELERATED ALG 2 & TRIG L1	ACCELERATED ALG 2 & TRIG L1	231-001	FY	Wakelin, Bridget	1216	85.00	0	0	0
<input type="checkbox"/> U.S. HISTORY 2 L1	U.S. HISTORY 2 L1	131-002	FY	DiPizio, Nicholas	2221	85.00	0	0	0
<input type="checkbox"/> BRIDGE BLOCK	BRIDGE BLOCK	001-059	FY	Pendrak, Julia	2203		0	0	0


Courses


Current Grade

Assignments Side Tab

Any assignments posted by the teacher are in the Academics top tab, Assignments side tab

DetailsAssignmentsAttendance

Options▼Reports▼Help▼Search on DateDue

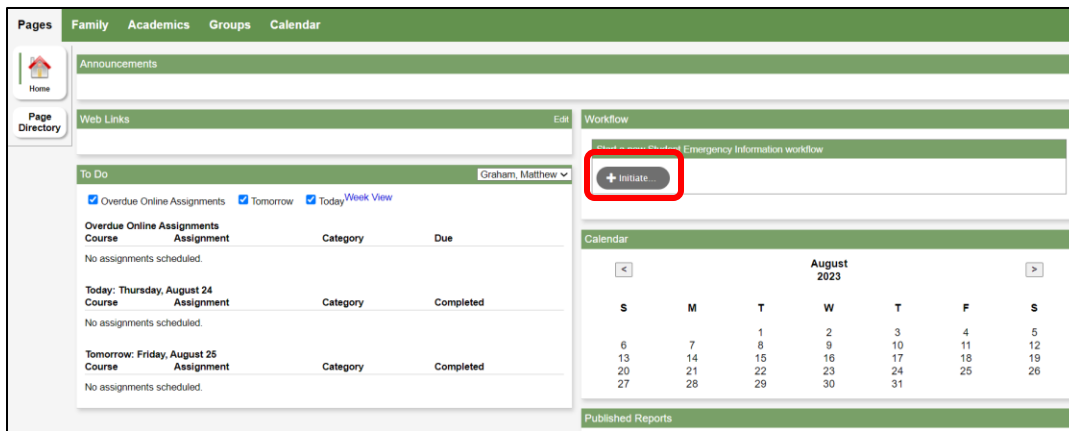
CategoryAllGrade TermT2

0 of 0 selected

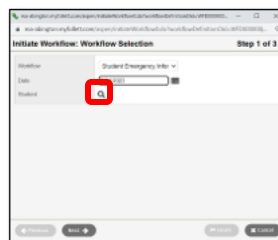
SeqNo	AssignmentName	DateAsgn	DateDue	Score	Assignment feedback
No matching records					

How to Update Student Emergency Info in Aspen

- Go to the Pages top tab
- Click the +Initiate button (window will open)



Click on the magnifying glass in the pop-up window



- Select a student from the next pop-up window, click OK
- Click Next



Look at the information on the left and, if anything is incorrect, enter the correct information in the blank field to the right

ma-abington.myfollett.com/asp/en/initiateWorkflow1.do?validWizard=true - Google Chrome

ma-abington.myfollett.com/asp/en/initiateWorkflow1.do?validWizard=true

Initiate Workflow: Details Step 2 of 3

Student Emergency Information Details for Williams, Benny

Student Demographic Information			
Legal Last Name: Williams	First Name: Benny	Middle Name: Test	Gender: M
Date of Birth: 11/29/2005	Birth City:	Home Language:	YOG: 2026
School: Abington HS		Grade: 10	Homeroom:
Hispanic: N	Race:		

Current Information	Requested Changes
Student Physical Address:	Student Physical Address:
Street:	<input type="text"/>
Apt:	<input type="text"/>
City, State Zip:	<input type="text"/>
Student Mailing Address:	Student Mailing Address:
	<input type="radio"/> Yes <input type="radio"/> Mailing and Physical Addresses Identical. (If yes, leave remaining boxes blank.) *
Mailing Street	<input type="text"/>
Mailing Apt.	<input type="text"/>
Mailing City, State Zip	<input type="text"/>
Student Phone	Student Phone
Preferred Phone:	<input type="text"/>

Military Family Status:
Check if the student is the child of one of the following:
☐ Yes, child of active duty member
☐ Yes, child of member or veteran who was medically discharged or retired in the last year
☐ Yes, child of member who died on active duty in the last year
☒ Does not apply

To update any information in the first section of the form (like legal name, home language) please contact the school office

ma-abington.myfollett.com/asp/en/initiateWorkflow1.do?validWizard=true - Google Chrome

ma-abington.myfollett.com/asp/en/initiateWorkflow1.do?validWizard=true

Initiate Workflow: Details Step 2 of 3

Student Emergency Information Details for Williams, Benny

Student Demographic Information			
Legal Last Name: Williams	First Name: Benny	Middle Name: Test	Gender: M
Date of Birth: 11/29/2005	Birth City:	Home Language:	YOG: 2026
School: Abington HS		Grade: 10	Homeroom:
Hispanic: N	Race:		

- SCROLL DOWN
- **Student Contact Info**
 - Click on the contact's last name to open contact info
 - Add changes in the pop-up window

Student Contact Information								
Use this section to update current contacts by clicking on the contact's last name.								
	Last Name	First Name	Relationship	Lives With Student?	Has Custody of Student?	May Pick Up Student?	Contact Updated?	Delete Requested?
<input type="checkbox"/>	Bykowski Jr	Richard	Uncle	N	N	Y		No
<input type="checkbox"/>	Graham	Victoria	Guardian	N	N	N		No
Use this section to add new contacts.								
	Last Name	First Name	Relationship	Lives With Student?	Has Custody of Student?	May Pick Up Student?		
No matching records								
<div> <div>Add</div> <div>Delete</div> </div>								
If there are any restrictions with regard to custody or the dismissal of the student, then the parent/guardian must provide the school with current legal documentation annually.								

- **Medical Contacts**
- **Medical Information**

Medical Contacts - Insurance			
Current Information		Requested Changes	
Name of Primary Care Doctor:	Dr Basta	Name of Primary Care Doctor:	<input type="text"/>
Doctor's Phone No.:		Doctor's Phone No.:	<input type="text"/>
Name of Dentist:		Name of Dentist:	<input type="text"/>
Dentist's Phone No.:		Dentist's Phone No.:	<input type="text"/>
Has Health Insurance:		Has Health Insurance:	<input type="text"/>
Name of Insurance:		Name of Insurance:	<input type="text"/>
Health Insurance Number:		Health Insurance Number:	<input type="text"/>
Medical Information			
Current Information		Requested Changes	
Allergies:	Peanut butter	Allergies:	<input type="text"/>
Medications:	Zertec	Medications:	<input type="text"/>
Other health conditions or medical illnesses:	Asthma	Other health conditions or medical illnesses:	<input type="text"/>

Consent

Click on the boxes to the left to give permission for:

- Medical Consents
- Student Image and School Work Consent
- Handbook Acknowledgement
- Select the circle below Verification Form Complete
- Enter a Date
- Click Next

Student Permissions

Medical Permissions and Consents

☒ I give permission to the School Nurse to share information relevant to my child's health condition with appropriate school personnel when needed to meet my child's health and safety needs.

I give permission to exchange information with my child's primary care provider and/or emergency personnel for the purpose of referral, diagnosis and treatment.

I understand in the event of a medical emergency my child may be transported to the nearest local hospital by ambulance. I will not hold the school district financially responsible for the emergency care and/or transportation for said child.

(The School Nurse may administer specific medications to students during school hours based on written protocols for these medications that have been developed in collaboration with the school physician. Copies of the protocols are available by request.)

Student's Image and School Work Permissions and Consents

The Abington Public Schools may use your child's image **image and/or school work** or newspapers/print (including class pictures and yearbooks), TV/video and website/Internet.

Should you request that your **child's image or school work** NOT be used for newspapers/print, TV/video and website/Internet, please provide your child's school with written notice as such.

☒ I hereby release the Abington Public Schools, the Abington School Committee, employees, volunteers, agents and other personnel from any liability and legal or equitable claims of any kind arising from or related to, such publication.

Student Parent Handbook Acknowledgement

☐ My student and I have access to and have read the Student Handbook, which is available online at www.abingtonps.org, and includes the school district's Computer/Network Acceptable Use Policy. We agree to adhere to the policies outlined in the Student Handbook.

LEGAL ACKNOWLEDGEMENT: By checking the button at right, I acknowledge that I have the legal right to make any changes made to this form.

Verification Form complete ☒ Date *

[< Previous](#) [Next >](#) [Finish](#) [Cancel](#)

- Click Finish

me-abington.myfoletts.com/open/initiateWorkflow2.do?valdWizard=true - Google Chrome

me-abington.myfoletts.com/open/initiateWorkflow2.do?valdWizard=true

Initiate Workflow: Confirmation Step 3 of 3

Workflow	Student Emergency Information
Student	Williams, Benny
Date	8/24/2023

[< Previous](#) [Next >](#) [Finish](#) [Cancel](#)

Unable to log into the Aspen Family Portal?

To update your student information, you must use your family portal account, not your student's portal account.

If you are one of the two primary contacts for an APS student, you should have received an email from aspen-sysadmin@myfollett.com with your log on information to the portal.

That email will also include information on how to set your password reset question, in case you need to recover your account password in the future.

If you cannot find the email, please enter a ticket at <https://abingtonps.incidentiq.com/> requesting an Aspen account password reset and someone from APS will resend the account email to you as soon as possible.

Accessing Online Resources

CLEVER – CANVAS - MICROSOFT

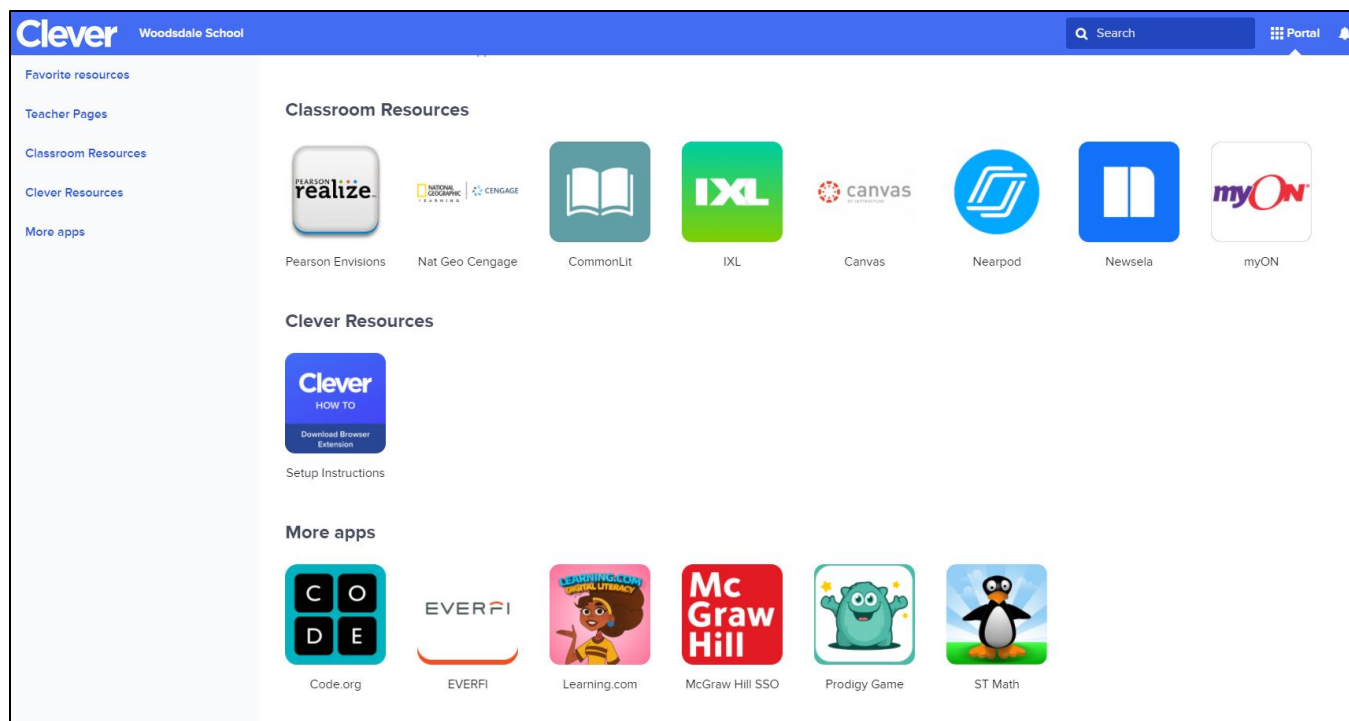
Clever



What is Clever?

Clever is an easy way for your child to log in and learn with all of the online resources selected by their teacher and district.

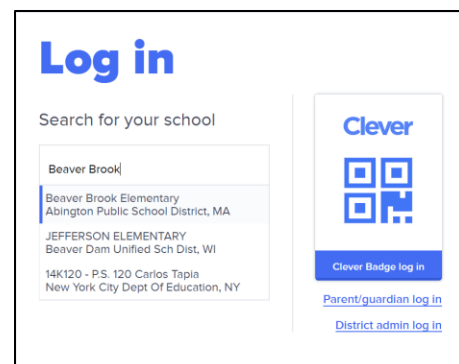
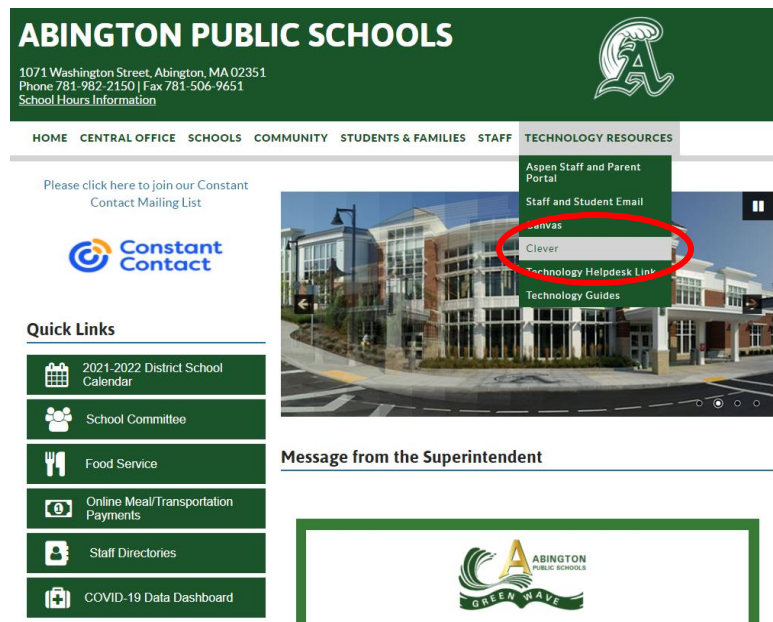
Schools use Clever so students can have all of their digital resources in one place. Clever also eliminates the need to remember multiple usernames and passwords.



Clever Single Sign-on



1. Browse to <https://abingtonps.org/>
2. On the right, under Technology Resources, click on Clever Logon OR you can browse directly to <https://clever.com/>
3. Click Log in as Student
4. Search for your school (if prompted)

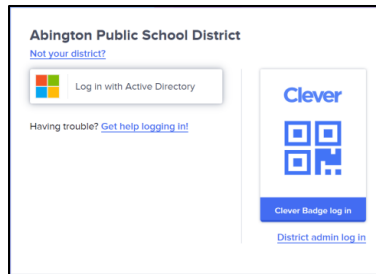




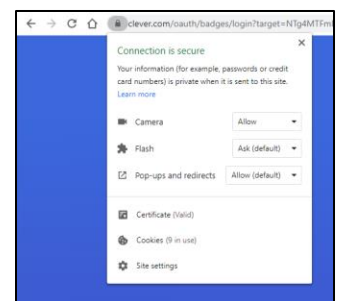
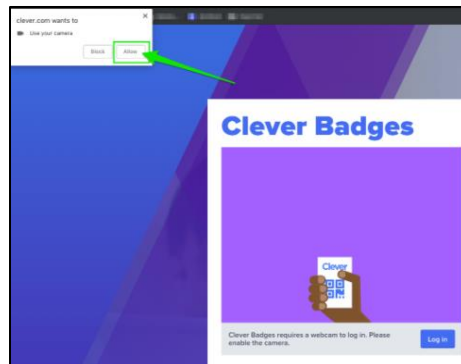
Clever: Grades K-4

K-4 can log in with their email address or use their **Clever Badge**

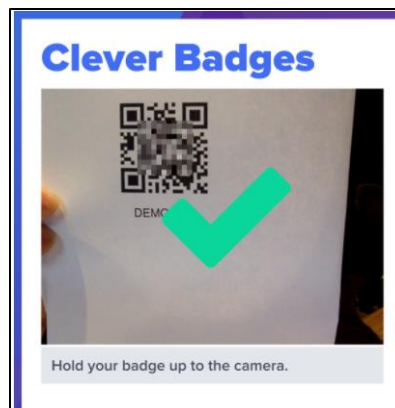
6. Click Clever Badge log in



7. If your internet browser asks you to allow clever.com to use your device's camera, select 'Allow' (or, click on the lock in the address bar to change the settings)



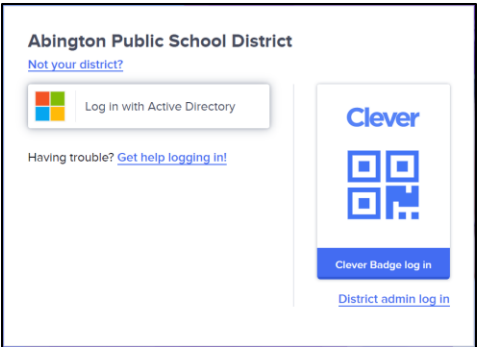
8. Hold your student's Badge up to the device's camera and wait for the green checkmark to log into Clever. If you have trouble, try moving the badge closer/further from camera until you get the green checkmark.





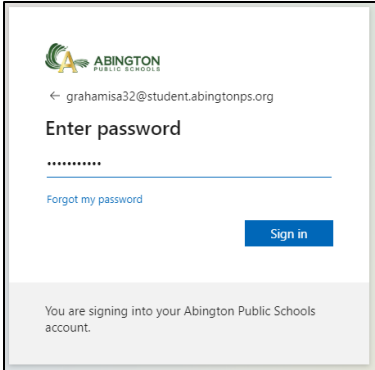
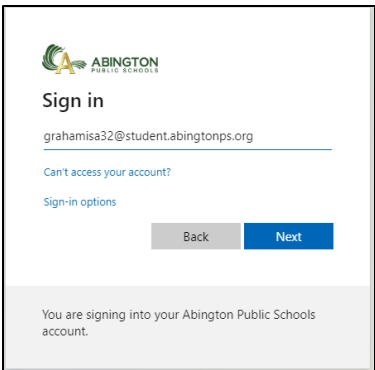
Clever: Grades 5-12

6. Click Login with **Active Directory**

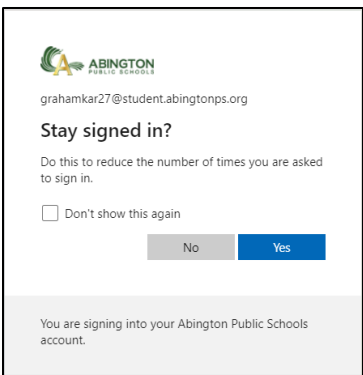


7. Enter student email address, click Next

8. Enter password, Click Sign in



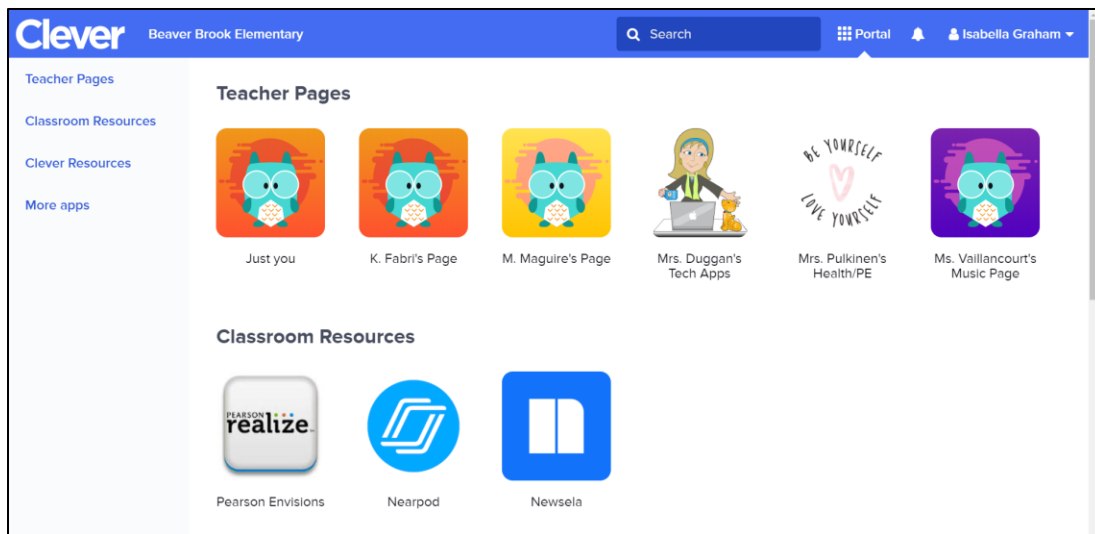
If you get this window, click Yes to stay signed in, and click on the checkbox to stop seeing the message





Clever Dashboard

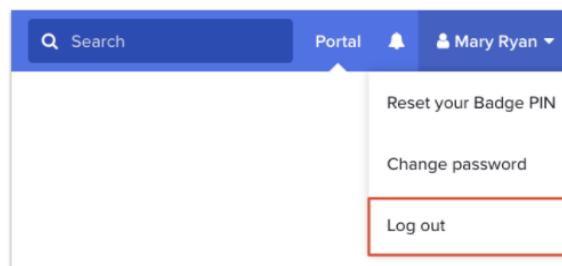
The Clever student dashboard is where you land after you sign in. The dashboard lists all the classes the student is in and the apps that are available.



9. Click on a Teacher page to access the apps for that class or use the search field at the top to find an app or link

Don't forget to log out when you are done

To log out of Clever, navigate to the Clever Portal, hovering over your name in the top-right corner, and click **Log out**.

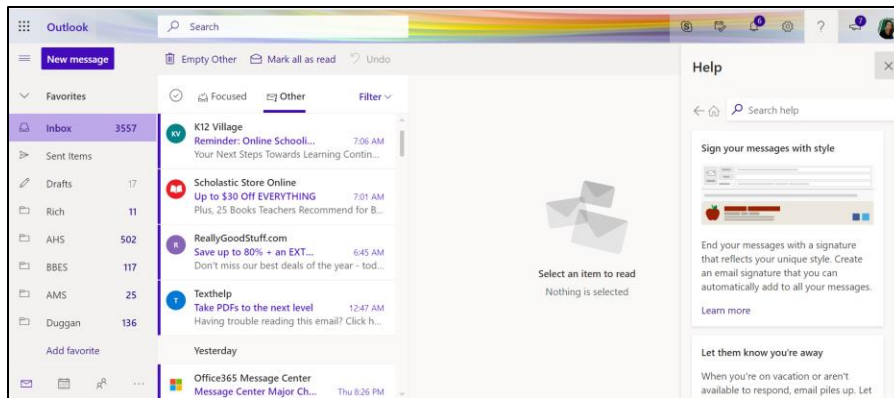


Microsoft

Outlook (Browser Version)



Outlook Email Basics



Create and send email

1. Choose **New Email** to start a new message
2. Enter a name or email address in the **To**, **Cc**, or **Bcc** field
3. If you don't see **Bcc**, see [Show, hide, and view the Bcc box](#)
4. In **Subject**, type the subject of the email message
5. Place the cursor in the body of the email message and start typing
6. After typing your message, choose **Send**

Links and Attachments in Email Messages

Tips:

- ❖ Be careful with any emails you receive that have links in them, even if the emails appear to come from APS staff or links have your name in them
- ❖ If you are unsure, ask the sender
- ❖ Be careful to avoid phishing scams

Phishing:

An internet scam where someone poses as an institution, like a school, and sends you a personalized message asking you to provide private information. The messages are designed to trick you into revealing sensitive information to the attacker (like in cases of identity theft) or to deploy malicious software on the victim's infrastructure (like ransomware).

How to Recognize a Phishing Email

Often, a phishing message will look like it's coming from someone you know. These clues indicate that the message is not legitimate:

- ❖ **Sense of urgency:** When the sender says you only have a limited time to respond.
- ❖ **Generic or missing greeting:** Real companies send messages that address customers by name.
- ❖ **Alert! Alert!:** The message sounds urgent, making you worry that something is wrong with your account.
- ❖ **Spoofing:** Spammers will impersonate APS staff/students in the hopes that familiar looking emails will entice you to click the email link.
- ❖ **Spelling and grammar errors:** A real company does not send out messages with such errors.
- ❖ **"Friend" in trouble:** You see a photo of someone you know, but the message isn't really from them.
- ❖ **Shortened URL:** A web address that has been condensed and that could mislead a user into going into a risky website.
- ❖ **Too good to be true:** Identity thieves often offer easy chances to win free money or prizes.

Example of Phishing Email

Sense of urgency

Generic or missing greeting

Sent: Tuesday, September 7, 2021 10:18:02 AM
To: High School Staff <HighSchool@abingtonps.org>
Subject: FINAL VERIFICATION ALERT :SESSION EXPIRED

Abingtonps

You are receiving this email because we are updating our database, your account must be put up-to-date and verified!

Follow the below link now to update within 48 hours to continue using our service

[Confirm now](#)

Warning: failure may cause permanent loss of data and files!

Thanks,
This email was sent from an unmonitored mailbox.
Privacy Statement

Alert! Alert!: The message sounds urgent, making you worry that something is wrong with your account.

OneDrive




[Tutorial: Intro to OneDrive](#)

To get to your OneDrive...

1. Open a web browser (like Chrome or Firefox)
2. Navigate to www.abingtonps.org
3. Click on the link for Staff and Student Email Logon
4. Login with the student username and password (this brings you to your inbox)
5. Click on the "waffle" at the top left
6. Click on the Cloud icon

ABINGTON PUBLIC SCHOOLS

1071 Washington Street, Abington, MA 02351
Phone 781-982-2150 | Fax 781-506-9651
[School Hours Information](#)



HOME CENTRAL OFFICE SCHOOLS COMMUNITY STUDENTS & FAMILIES STAFF TECHNOLOGY RESOURCES

Please click here to join our Constant
Contact Mailing List



Aspen Staff and Parent
Portal

Staff and Student Email

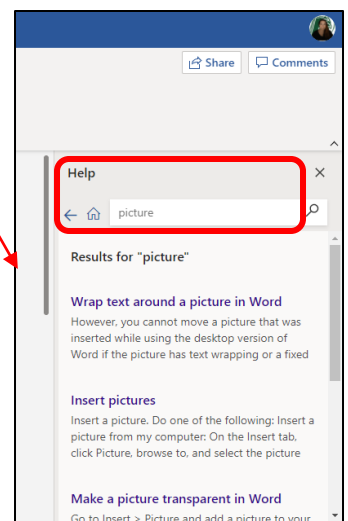
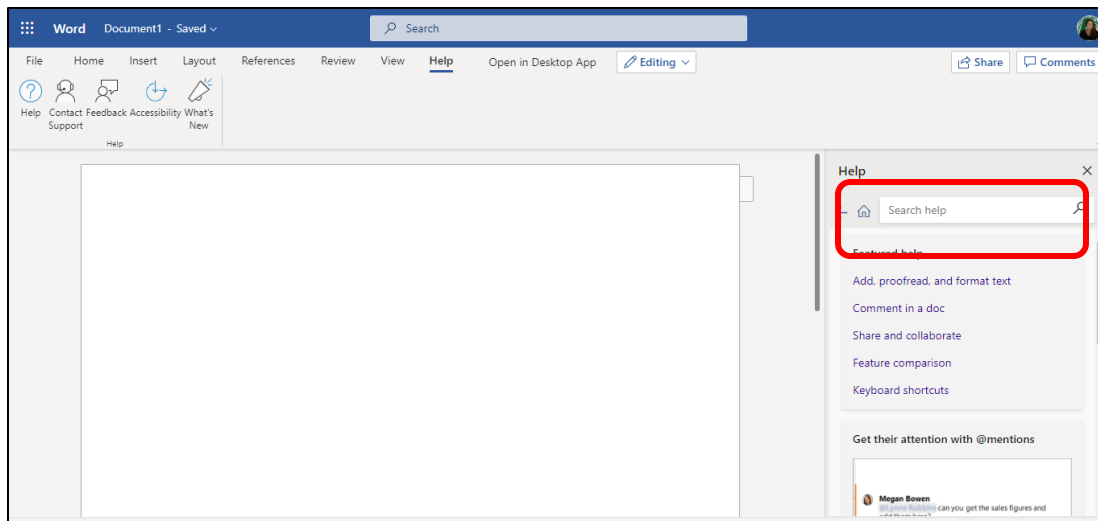
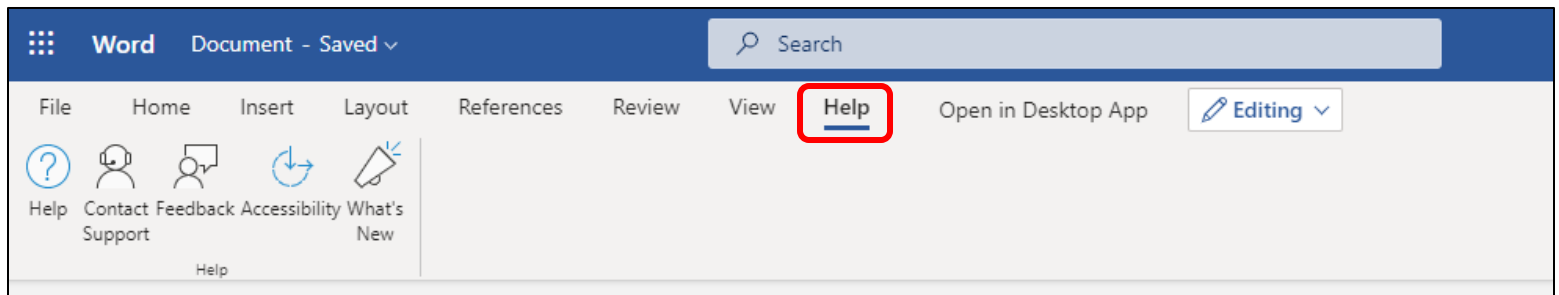
Canvas

Clever

Microsoft Help

1. Click on Help (or ?) from the ribbon in any app, including in the browser version
2. Ask your teacher for help
3. Send a ticket through the [Technology Services Portal](#)

When you click on Help in the ribbon, you will see a menu with several options. Click on the Help icon to search the topics.



Canvas



Canvas LMS

Student log on directions:

1. Browse to <https://abingtonps.org/>
2. Go to the Technology Resources tab and click on Canvas
3. Enter your APS email address and password
4. Click Sign in

ABINGTON PUBLIC SCHOOLS
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School Hours Information

HOME CENTRAL OFFICE SCHOOLS COMMUNITY STUDENTS & FAMILIES STAFF TECHNOLOGY RESOURCES

Please click here to join our Constant Contact Mailing List

Constant Contact

Quick Links

- 2021-2022 District School Calendar
- School Committee
- Food Service
- Online Meal/Transportation Payments
- Staff Directories
- COVID-19 Data Dashboard

TECHNOLOGY RESOURCES

- Aspen Staff and Parent Portal
- Staff and Student Email
- Canvas**
- Canvas
- Canvas
- Technology Helpdesk Link
- Technology Guides

Message from the Superintendent

August 26, 2021

Click here for the latest communication from Superintendent Peter Schafer regarding the Massachusetts Department of Secondary and

ABINGTON PUBLIC SCHOOLS

Sign in

grahamisa32@student.abingtonps.org

[Can't access your account?](#)

[Sign-in options](#)

[Back](#) [Next](#)

You are signing into your Abington Public Schools account.

ABINGTON PUBLIC SCHOOLS

← grahamisa32@student.abingtonps.org

Enter password

[Forgot my password](#)

[Sign in](#)

You are signing into your Abington Public Schools account.

ABINGTON PUBLIC SCHOOLS

grahamkar27@student.abingtonps.org

Stay signed in?

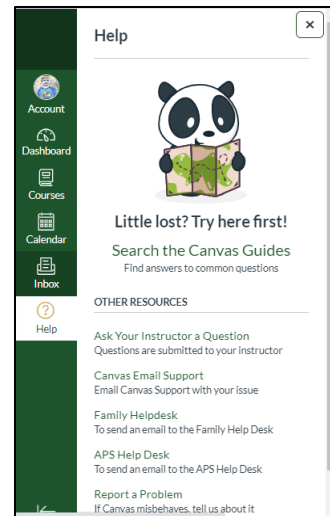
Do this to reduce the number of times you are asked to sign in.

☐ Don't show this again

[No](#) [Yes](#)

You are signing into your Abington Public Schools account.

Canvas Help




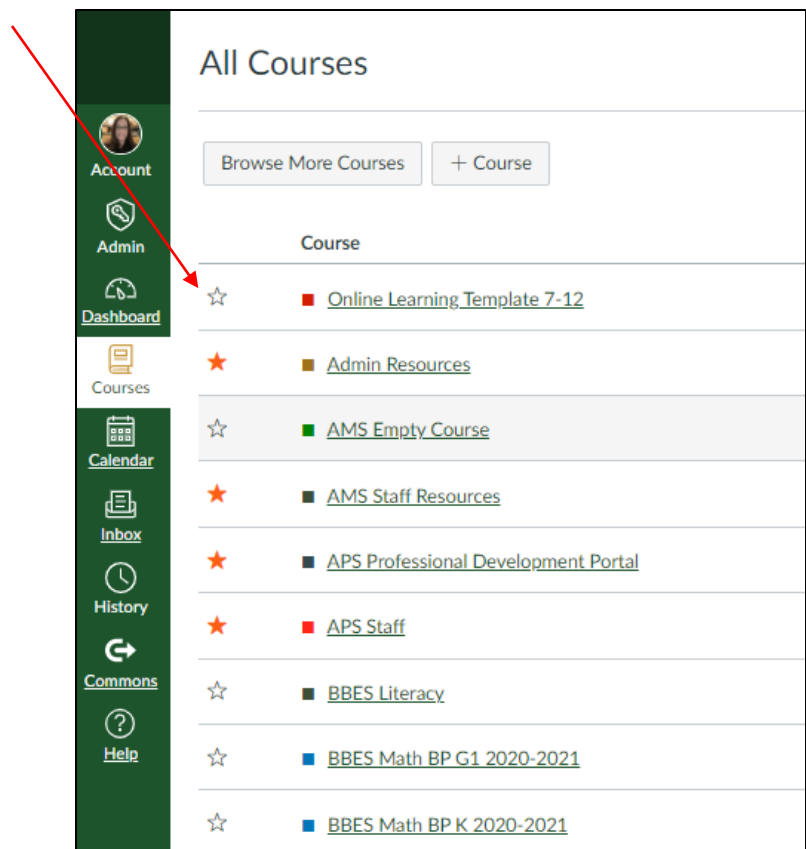
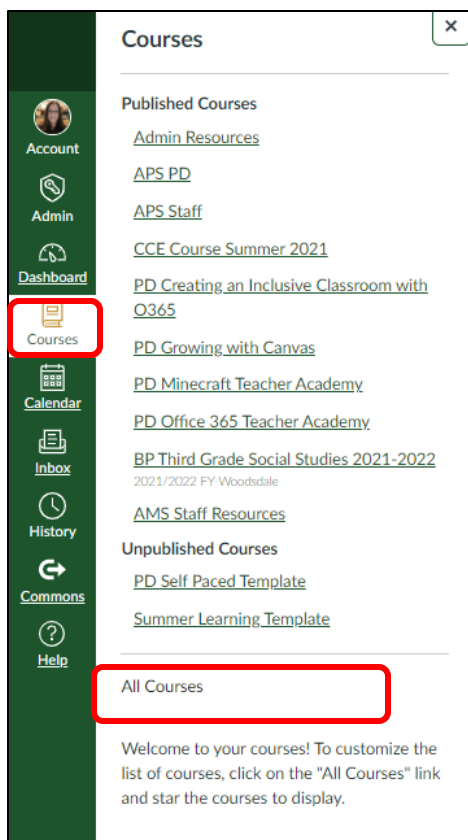
1. Check the Canvas Guides
2. Ask your teacher for help
3. Send a ticket through the [Technology Services Portal](#)

Click on a link below to access the resource.

<u>Set Notifications as a Student</u>	<u>Set Notifications for a Single Course</u>	<u>Canvas Overview</u>
<u>User Settings: Notifications, Profile picture</u>	<u>Canvas Student Guide</u>	<u>Your Grades</u>
<u>Assignments Overview</u>	<u>Assignment Submissions</u>	<u>Your Calendar</u>

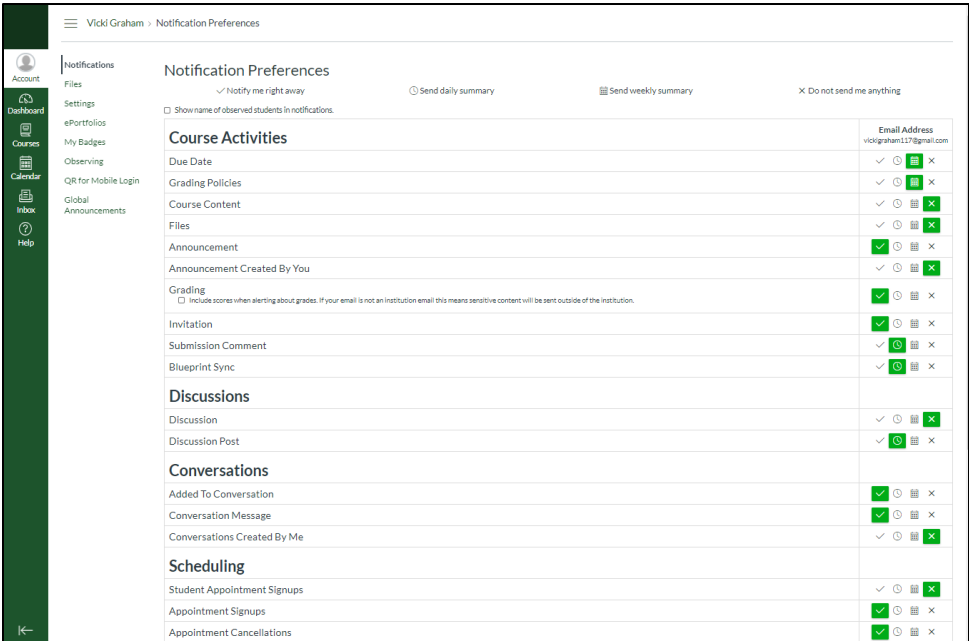
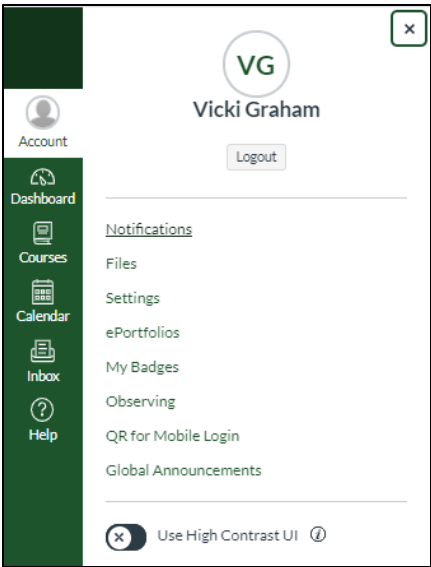
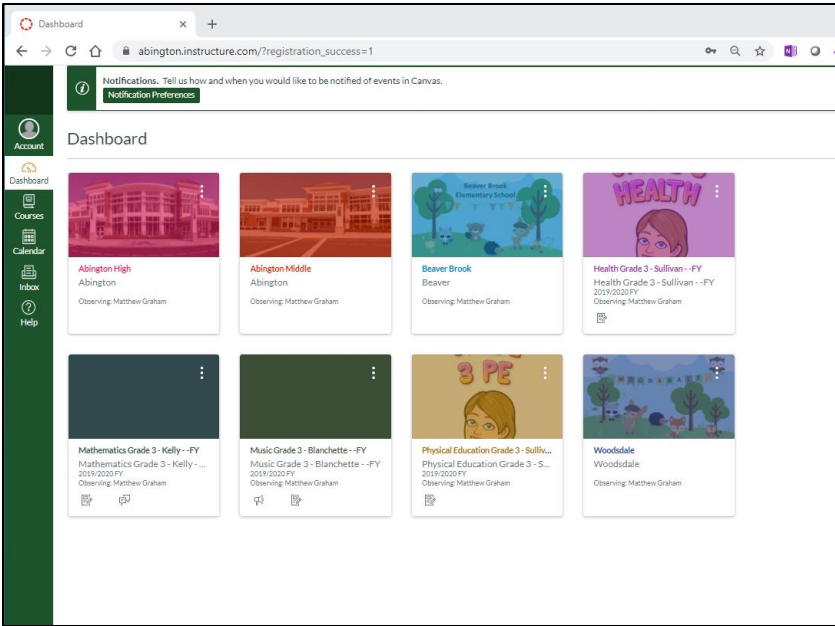
Add/Remove Courses on the Dashboard

- Go to **Courses** in the global navigation menu
- Choose **All Courses** at the bottom
- Courses with a star filled in will appear on the dashboard 
- Select the star next to a course to add it to your dashboard
- Deselect the star to remove a course from the dashboard



Canvas Notifications

Click on the message at the top of the student dashboard that says **Notification Preferences** or click Account and select Notifications.



To change a notification setting, click on the option you want. It will save automatically. There are 4 options:

Notify me right away

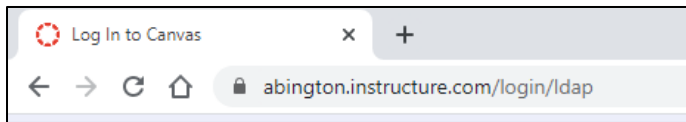
Send daily summary

Send weekly summary

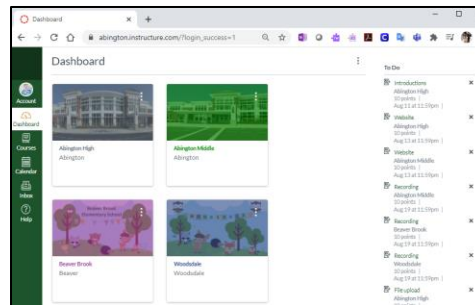
Do not send me anything

How to Find Assignments

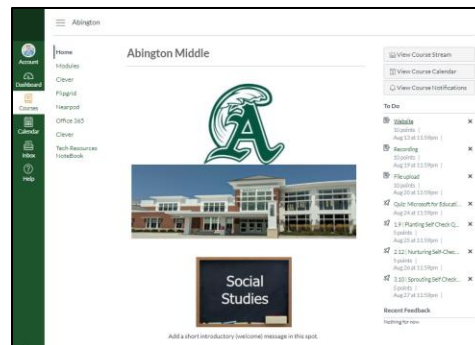
1. Log in to Canvas

A screenshot of the Canvas login page for Abington Middle School. The page has a header with the school logo and name. Below the header is a login form with fields for 'Email' (containing 'grahammat29@student.abingtonps.org') and 'Password' (masked with dots). There is a 'Log In' button and links for 'Parent of a Canvas User?', 'Forgot Password?', and 'Stay signed in'. At the bottom, there are links for 'Intranet', 'Privacy Policy', 'Accessibility Policy', 'Facebook', and 'Twitter'.

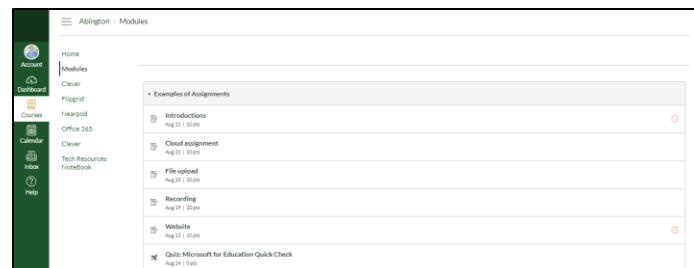
2. Click on the Course



3. Click on Modules



4. Click on the Assignment



How to View Feedback

- Open the assignment from Assignments or Modules in the Course Navigation Menu OR go to Grades and click on the assignment.
- Click the link that says [View Feedback](#) in the top right.

Submission Details Grade: complete

Vaping remote assignment 11/16 [Re-submit Assignment](#)

Vaping-Prevention-Remote-Learning-Worksheet (3).docx 44.7 KB

[View Feedback](#)

Preview your submission and view teacher feedback, if available

Add a Comment:

Media Comment Attach File

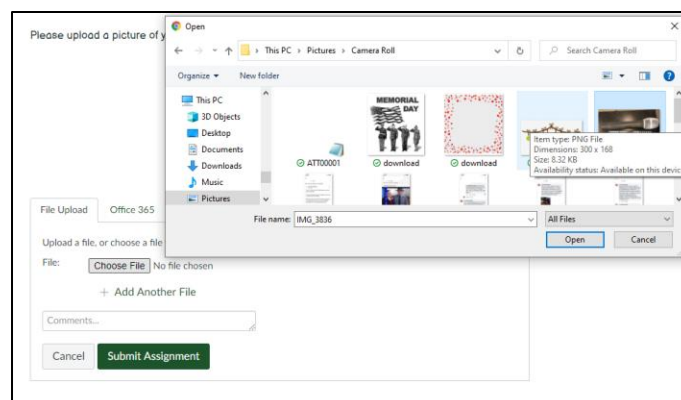
[Save](#)

How to Submit a Picture in Canvas

Tutorial:

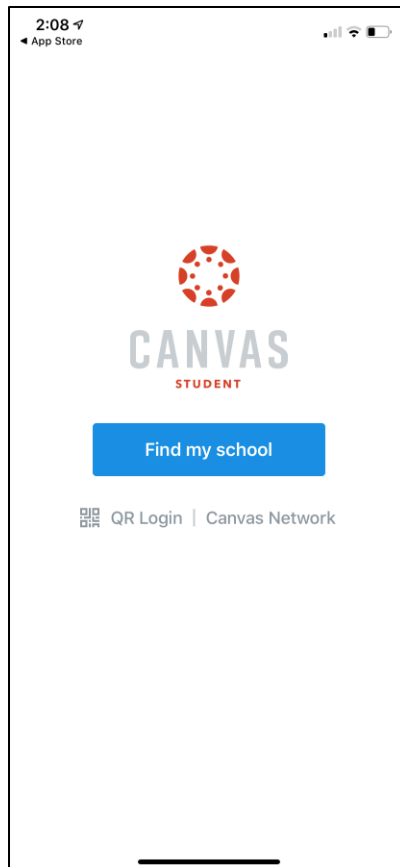
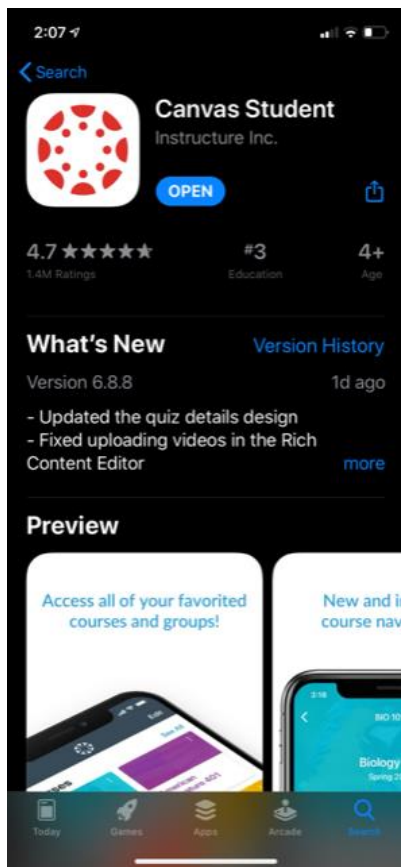
https://youtu.be/TJRUUM_04w0

- From the Canvas assignment, click Submit Assignment
- Scroll down and click on File Upload
- Take the picture
 - Go to Start->Camera
 - Take the picture
 - Go back to Canvas
- Scroll down and click on File Upload
- Take the picture
- Go back to Canvas
- Click Choose File
- Find and select the picture you just took
- Click Choose File
- Click Submit Assignment



Canvas Student App

Android or iOS



[Student Android Guide](#)



[Student iOS Guide](#)



[Tutorial: Canvas Student App](#)

*You can set push notifications in the mobile app.



Canvas LMS Observer Role

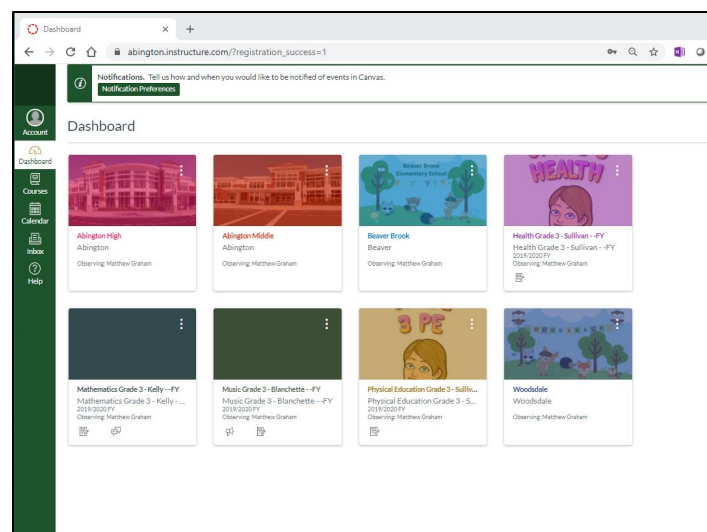
The parent/guardian role is called an “Observer” in Canvas.

Observers can view all published course information:

- Pages
- Assignments
- Grades
- Calendar events

*Observers can not submit work or interact with the course.

Observers can also message the child’s teachers using the Inbox and receive a variety of notifications.



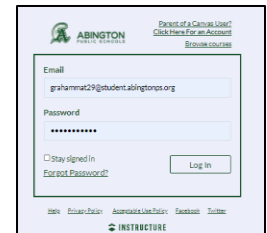
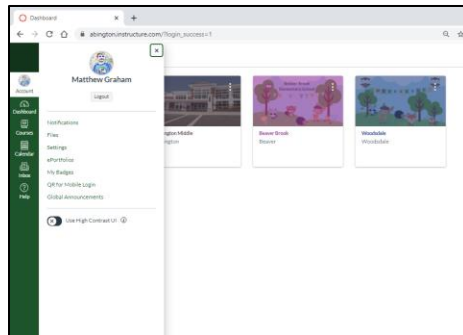
Observer Dashboard

Pairing Code

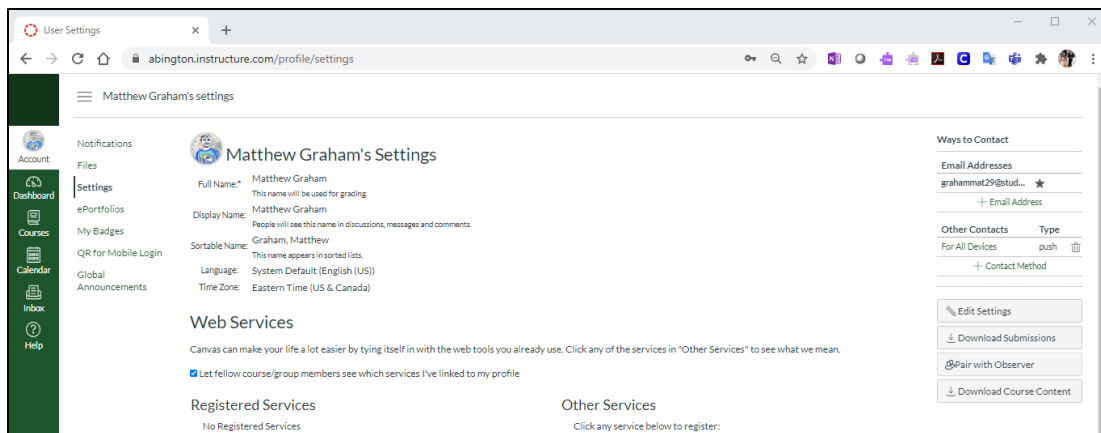
To create an Observer account, you will need a pairing code for your student.

1. To get the pairing code, log in to Canvas as the student you want to observe

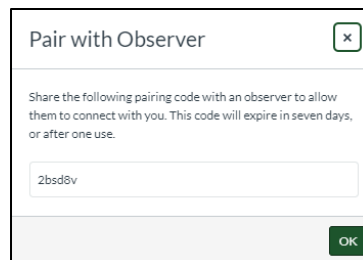
2. Click Account
3. Click Settings



4. Click Pair with Observer

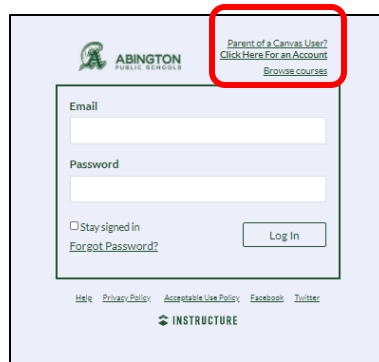


5. Copy the code (ctrl + c) or write it down and click OK



Create an Observer Account

1. Go to <https://abington.instructure.com/login/canvas>
2. Click on the link “Parent of a Canvas User? Click here for an Account”

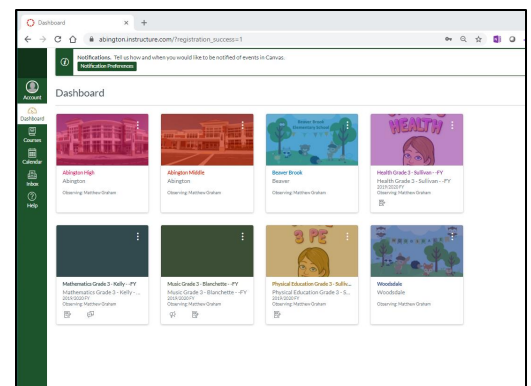


3. Fill in the information (including the pairing code)

A screenshot of the 'Parent Signup' form. The form is titled 'Parent Signup' and has a close button (X) in the top right corner. It contains several input fields: 'Your Name' with the value 'Kate Smith', 'Your Email' with the value 'katesmith@gmail.com', 'Password' with masked characters, and 'Re-enter Password' with masked characters. There is a 'Student Pairing Code' field with a link 'What is a pairing code?' next to it. Below these fields is a checkbox labeled 'You agree to the terms of use and acknowledge the privacy policy.' At the bottom right are two buttons: 'Cancel' and 'Start Participating'.

4. Click Start Participating

This will bring you to the Observer Dashboard



Canvas Video Guides Observer



Canvas Observer Video Guides

[Tutorial: How to Generate a Student Pairing Code](#)

[Tutorial: How to Create an Observer Account](#)

[Tutorial: How to Change Language Settings](#)

[Tutorial: How to Navigate Canvas as an Observer](#)

[Tutorial: How to Email your Child's Teacher](#)

Canvas Observer Quick Reference Sheet

Create an account

- Go to <https://abington.instructure.com/login/canvas>
- Click on the link “Parent of a Canvas User? Click here for an Account”
- Fill in the information (including the pairing code)
- Click Start Participating

Student pairing code

- Log in to Canvas as the student
- Click Account
- Click Settings
- Click Pair with Observer
- Copy the code and click OK

Pairing your observer account with multiple student(s)

- Log in to the observer account
- Click Account
- Select Observing
- Enter the pairing code
- Click the green add student button
- Repeat as needed until all students are added

Language Settings

- Log in to the observer account
- Click Account
- Click Settings
- Click Edit Settings
- Select your language from the drop-down menu next to Language
- Click Update Settings

Email your child's teacher

- Click on 'Inbox' from the Global Navigation menu.
- Then, click on the 'Compose a New Message' icon.
- Select the course from the dropdown menu.
- Type the name of your instructor or choose teacher(s) from the list.
- Add a subject and message, then click the 'Send' button.

Student & Family Technology Guide

