How to Journal on a Student

1. Sign into Aspen.
2. Click on Student
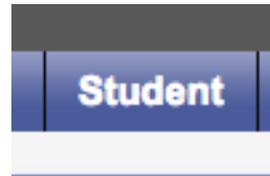
Student

3. Find the student you would like to make a journal entry on.

Then, click on student name.

4. On the left you will see this.

Details

Contacts

Attendance

Conduct

Academics

Transcript

Assessments

Schedule

Membership

Transactions
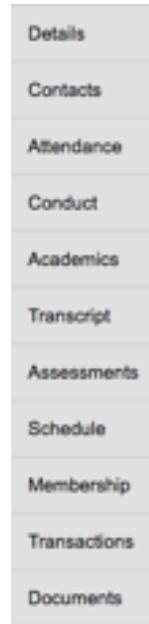
Documents

5. Click on Documents on the bottom.

6. You will see this open up.

7. Click on Journal

Documents

Journal
Details

Documents

IEPs

Ed. Plans

Forms

8. Then Click on Options towards the top of screen.

9. Then, click on Add

Options ▼   Reports

Add

Modify List

Query...

Show Selected

Omit Selected

10. You will see this screen open up.
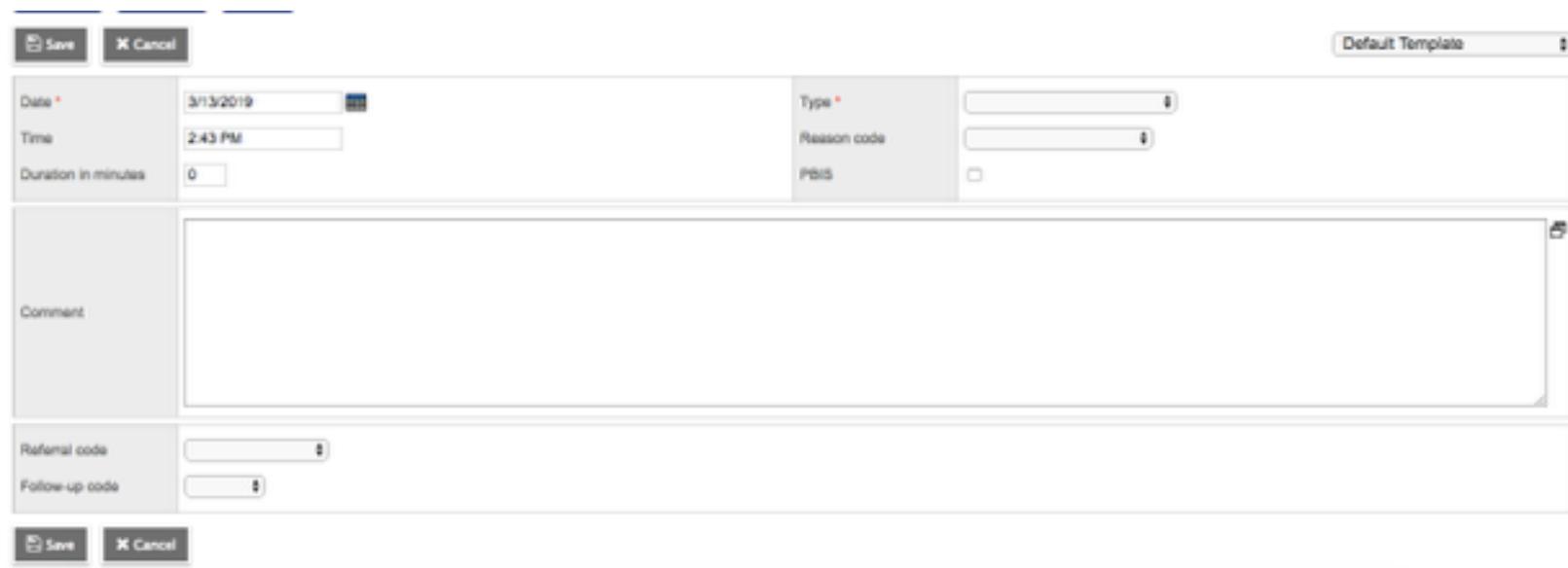
11. Fill out the date, time, type, reason code

    Then, fill out the information you would like to document in the Comment Section.

    When you pick a Referral code or Follow-Up code, you will have to send an email to that individual(s) for them to be notified. Aspen will not notify them.

Here is a list of the Referral code options.
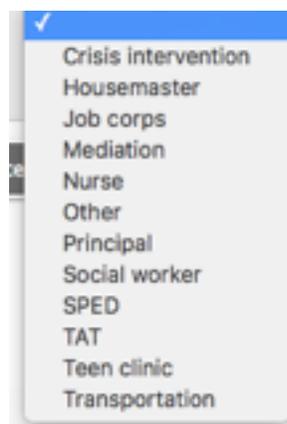
12. Click on Save to ensure it is logged into Aspen.