

Welcome to X2 Aspen: A Student Information System

The Public Schools of Brookline

X2 Aspen is the student information system the Public Schools of Brookline uses to manage the different types of information school districts need to track: grades, attendance, schedules, health, special education. With an account, teachers can see demographic information, IEPs, health alerts, schedules, and attendance records for the students in their classes. Below is information on how to access X2, view IEPs, and take classroom attendance. Educational Technology Specialists are available in each building to assist with teacher's use of X2. Technical issues and password-reset requests should be reported to the Help Desk.

Your X2 Account

To login from home or school:

Login screen: <https://sis.brookline.k12.ma.us/x2sis/logon.do>

Username: Should be first initial and last name

Ex.

Name:	Joe Brookline
Username:	jbrookline

Password: welcome (on first login, you will be prompted to change your password)

Note: Browsers used for accessing X2 should have Pop up blocker disabled.

Using X2 to View an Individualized Education Program (IEP) on a Student

To See Class List with IEP Status and a summary view of IEP:

1. Log on to X2 using your user id and password
2. From the "pages" tab, click on the grades icon next to the class in the class lists section
3. A list of students in the class will be listed. If a student has an IEP there will be a small IEP icon  next to the student's name.
4. Click on the IEP icon  to see a summary of the plan

Note: Throughout X2, the IEP alert icon when visible will take you to a summary view of the student's IEP

To View the IEP of a Student You Know Has One:

1. Log on to X2 using your user id and password
2. Click on "Student" Top tab
3. Click on the student's name or use 'Control F' to bring up the finder for student name. Key in student name. Student name will be highlighted, select student by clicking on name
4. Click on 'Documents' side tab
5. Click on IEPs side tab
6. Click 'Active' IEP (or other IEP you wish to view)
7. Navigate through the pages of the IEP using the top tabs

Using X2 to Take Daily Attendance in the Staff View

In the Staff view, PK-8 teachers can take both Daily or Class attendance depending on the setup at each school. Most will take Daily attendance during a homeroom period. Some might take Daily attendance during a regular class period, usually Period 1. After you take attendance and post the attendance to the School view (your school's office), you can no longer edit or enter Daily attendance for that date. Any student that enters the daily attendance homeroom or period after you post Daily attendance has to report to the office.

To enter Daily Attendance as a teacher in the Staff view:

1. Log on to the Staff view.
2. Click the **Attendance top tab**. (Do not click on the attendance icons on your home page because these are for Class attendance.)
3. Click the **Daily** side-tab. The Daily Attendance page displays the list of students you are responsible for taking attendance for. This is either a homeroom period or classroom period of students that your school uses for Daily attendance.
4. In the **Code** column, click the appropriate code for students who are not present. A is for Absent, TP is for Tardy Present:

The screenshot shows the 'Daily Attendance' page in the X2 Aspen system. The page title is 'Amos A. Lawrence School 2010-2011' and the user is 'Charpentier, Pamela A.'. The 'Attendance' tab is selected. The table below shows 18 records, all marked as 'Present'. The 'Code' column contains buttons for 'A', 'TP', and 'P'. The 'Attendance for: 9/2/2010' is displayed at the top right of the table area.

Local identifier	Name	Year of graduation	Attendance	Code
700523	Arias, Jossie	2016	Present	A TP P
1001395	Elmore, Elijah	2016	Present	A TP P
178013	Fang, Yeu	2016	Present	A TP P
177138	Gilman, Benjamin	2016	Present	A TP P
1001704	Grella, Aaron	2016	Present	A TP P
701913	Hirata, Yuma	2016	Present	A TP P
177297	Jakubowski, Maya	2016	Present	A TP P
001602	Leung, Jesse	2016	Present	A TP P
216074	Morganstern, Max	2016	Present	A TP P
177134	Murphy, Amber	2016	Present	A TP P
178120	Murray, Helen	2016	Present	A TP P
002328	Penna, Monet	2016	Present	A TP P
002340	Sass, June	2016	Present	A TP P
702393	Seto, Sakura	2016	Present	A TP P
701271	Shea, Julia	2016	Present	A TP P
1001420	Swardstrom, Vera Swas	2016	Present	A TP P
576216	Swartz, Jared	2016	Present	A TP P
701629	Williams, Ronique	2016	Present	A TP P

If the student is tardy, click on TP. A tardy window will open up where you can change the arrival time if necessary. The time that appears is the server time at the time of clicking on the TP. Then click OK to save the time, close the tardy window, and get back to the student list.

5. When you are finished entering codes for all the students, click **Post** at the top or bottom of the page. The system confirms you want to post. Click **OK**. The system sends the records you enter to the school's office. The date and time you posted appear at the bottom of the page.

(Even if all students are Present, the teacher should go to their Attendance top tab and click Post so that the front office will know that they have taken attendance and all the students are present.)

Warning: After you click **Post**, you cannot change an attendance record and re-post it to the office. If you need to make changes, contact the office.