



STUDENT GRADES IN ASPEN

Students can now view a history of all of their grades through Aspen. This is the data that would be on your Official Transcript, but it is not Official without the Transcript paper, a stamp, and a school's official signature.

To access your Grades:

- 1. On Westlane's website, go to "Student & Staff Login" tab**
- 2. In "My Apps", choose Aspen SIS**
- 3. Go to "My Info"**
- 4. Choose "Transcripts"**
- 5. Click on the filter button (it looks like a funnel) to the right of the magnifying glass, and select "All Records"**

