

## Basic Navigation

Aspen IMS is your district's Instructional Management System. It contains your district's curriculum, and provides your teachers with virtual classroom space to engage students in learning. IMS works seamlessly with their Aspen gradebooks to enter and track student progress.

- [Settings bar](#)
- [Tabs, side-tabs, and sub-tabs](#)
- [Menus](#)
- [Fields](#)
- [Field sets](#)
- [Breadcrumbs](#)

## Using the Settings Bar

The settings bar is at the top right-hand corner of every page in your Aspen IMS:

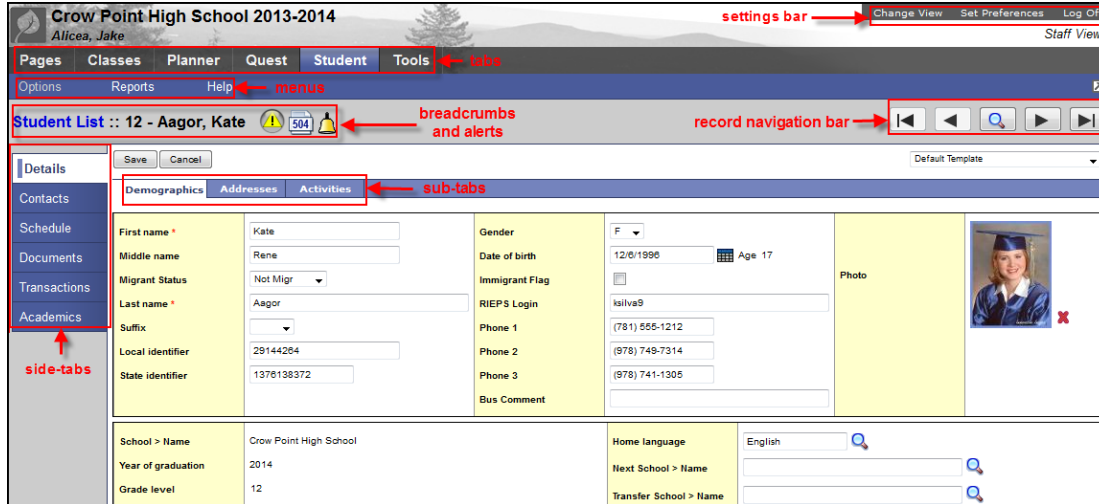


On the settings bar, you can do the following:

- Click [Set Preferences](#) to set your user preferences when using Aspen. For example, you can change your password or indicate that you want to be warned to save information when editing a column on a list.
- Click [Log Off](#) to log off from the system. For security reasons, it is important to log off before leaving your desk. Closing the browser window without first logging off from Aspen keeps the user session open. To minimize security risks, always click **Log Off** before closing the browser window.

## Use Tabs, Side-Tabs, and Sub-tabs

Aspen is similar to a filing cabinet – it organizes folders of information with tabs, side-tabs, and sub-tabs:



The same tabs appear at the top of each page so that you can quickly access another folder of information.

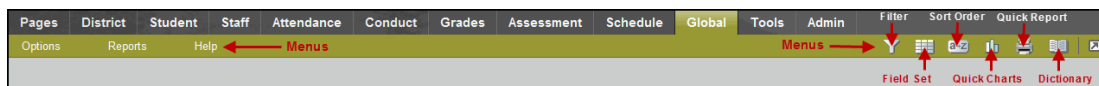
**Note:** The tab you select is a different color than the rest.

After you click a tab, side-tabs specific to that tab appear on the left side of the page.

**Note:** To quickly access information on a sub-tab for a specific record, select that record's checkbox and then click the side-tab.

## Using Menus

For every tab, menus appear below the tab names:



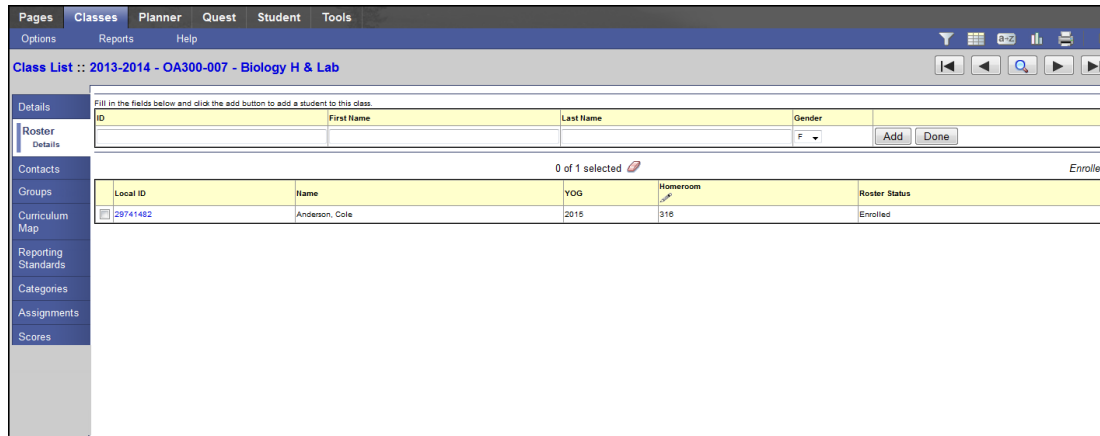
Depending on the page, a combination of the following menus appears:

- [Options menu](#)
- [Reports menu](#)
- [Help menu](#)
- [Field Set menu](#)

- [Filter menu](#)
- [Sort Order menu](#)
- [Quick Chart menu](#)

## Use Breadcrumbs

Aspen leaves breadcrumbs at the top of each page to remind you of the path you took to access the page you are currently using:



The breadcrumbs contain each page you accessed to arrive at the current page. For example, the user in the screenshot above clicked the **Classes** tab, and selected the *AP Biology* class.

Any breadcrumb in blue is a link to that page. For example, if you click **Class List**, the list of your classes appears.

Use breadcrumbs to quickly return to the most recent pages and information you used.

**Note:** If you use your browser's **Back** button for navigation, you will get errors. Instead, use breadcrumbs and the tabs at the top of every page to navigate the system.