

# Select Courses Through ASPEN

1. Log on to your ASPEN account.
2. Select My Info (top tab) and then Requests (side tab)

Darien Public Schools 2014-2015  
 Pages: My Info Academics Groups Calendar Locker  
 Options Reports Help

Requests  
 2015-2016 - Requests: 14 primary, 0 alternate - Scheduled: 0% - Credits: 6.0

Instructions

Primary requests

Select	Subject area	SchoolCourse - CrsNo	SchoolCourse - Description	Alternate?	SchoolCourse - Summary	Credit
<input type="checkbox"/>	English	EN0202-330A	300 American Literature/Studies	N		0.5
<input type="checkbox"/>	English	EN0202-330B	300 American Literature/Studies	N		0.5
<input type="checkbox"/>	Health/PE	000PE11112	PE 11112	N		0.0
<input type="checkbox"/>	Health/PE	000PE1112B	PE 11112	N		0.0
<input type="checkbox"/>	History	HST202-330A	300 American History Studies	N		0.5
<input type="checkbox"/>	History	HST202-330B	300 American History Studies	N		0.5
<input type="checkbox"/>	Math	MAT202-630A	300 Algebra 2	N		0.5
<input type="checkbox"/>	Math	MAT202-630B	300 Algebra 2	N		0.5
<input type="checkbox"/>	Science	SC0701-630A	300 Physics 1	N		0.5
<input type="checkbox"/>	Science	SC0701-630B	300 Physics 1	N		0.5
<input type="checkbox"/>	World Language	FL0404-630A	300 Spanish 4	N		0.5
<input type="checkbox"/>	World Language	FL0404-630B	300 Spanish 4	N		0.5

Notes for counselor

Post Last posted time Approved time

3. You will see the list of courses that your teachers have recommended for you.
4. Your academic courses have been selected but you still need to select your electives. You should only click on the Electives Select button to open the pick list.
5. Use the arrow button to move through the pages of Electives. Select the box next to the course you would like to take.

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Instructions

Primary requests

Electives 11

0 of 71 selected

Select	CourseNumber	CourseDescription	Academic level
<input type="checkbox"/>	ART202-600X	400 Honors Art	Honors
<input type="checkbox"/>	ART202-600X	300 Art History	Standard
<input type="checkbox"/>	ART201-600X	900 Graphic Design 1	Standard
<input type="checkbox"/>	ART202-601X	900 Graphic Design 2	Standard
<input type="checkbox"/>	ART202-600X	900 Mixed Painting & Envr. Sculpture	Standard
<input type="checkbox"/>	ART201-600X	850 Drawing & Painting 1	Standard
<input type="checkbox"/>	ART202-600X	850 Drawing & Painting 2	Standard
<input type="checkbox"/>	ART101-600X	400 Drawing & Painting 3 Honors	Honors
<input type="checkbox"/>	ART303-600X	900 Sculpture	Standard
<input type="checkbox"/>	ART304-600X	900 Drawing	Standard

Use the arrow button to move through the electives picklist. Select the box next to the course you would like to take.

6. Next, you need to account for your alternates. These courses will let us know what to schedule in case we are not able to fit your first choice. Look to the right of your first choice. There is a box that says "Alternate 1". Please put your alternate choice there, using the drop down box.

7. Next to that box, there is a box that says "Alternate 2" Put your second alternate choice in this box. You should have two alternates for each elective.

The screenshot displays the 'Darlen Public Schools 2014-2015' course selection interface. The main window shows a 'Requests' section with a 'Primary requests' table. A modal window is open for selecting courses, showing a table with columns for 'CourseNumber', 'CourseDescription', 'Alternate 1', and 'Alternate 2'. A dropdown menu is open for the 'Alternate 1' column, showing a list of course options. A tooltip is visible over the 'OK' button, providing instructions: 'Check the box next to the course you would like as your first choice as an Elective. Use the scroll bar to move over to the Alternate 1 and Alternate 2 so it appears and select a course for your 1st and 2nd Alternate.'

Select	CourseNumber	CourseDescription	Alternate 1	Alternate 2
<input type="checkbox"/>	ART102-990X	400 Honors Art	ART201-990X 900 Graphic Design 1	
<input checked="" type="checkbox"/>	ART103-990X	300 Art History		
<input type="checkbox"/>	ART201-990X	900 Graphic Design 1		
<input type="checkbox"/>	ART201-991X	900 Graphic Design 2		
<input type="checkbox"/>	ART202-990X	900 Mixed-Media & Engr. Sculpture		
<input type="checkbox"/>	ART301-990X	990 Drawing & Painting 1		
<input type="checkbox"/>	ART302-990X	990 Drawing & Painting 2		
<input type="checkbox"/>	ART101-990X	400 Drawing & Painting 3 Honors		
<input type="checkbox"/>	ART303-990X	900 Sculpture		
<input type="checkbox"/>	ART304-990X	900 Drawing		

8. Once you have entered choices select Ok and then Post.

9. Remember that students need to take at least six courses plus PE each semester, unless you will be a senior taking at least three 400 level courses.

10. Students need to meet with their counselor after they select their courses. The timeframe to do this is 2/26/18-3/20/18. The order that your counselor sees their students will have no bearing on the ability to create your schedule, as long as you see them by 3/20. We appreciate your patience if your counselor's schedule may be difficult to initially make an appointment.