

# Reviewing Course Requests

## Aspen: Family Overview



The course registration process for students happens in multiple phases:

1. **Teachers** make recommendations for students, discuss them with the students, and enter them into Aspen.
2. **Students** go into Aspen and select their electives and alternates between **March 8 - March 18**.
3. **Counselors** review the student's course selections to ensure a full course load and that the student will be meeting graduation requirements.
4. **Verification day** allows students to make final edits to course selection and to add any electives or alternates that require teacher recommendation.

**Course requests must be completed in Aspen by each student between March 8, 2024 – March 18, 2024**

Families cannot make changes, but can view their student's course requests in Aspen.

### 1. Navigating to the Course Request Area

- Log onto the [Aspen Family/Student Portal](#).
  - If you have trouble logging in, [please visit this page](#) and scroll down to the **Frequently Asked Questions** section for some troubleshooting information.
- Click on the **Family** top tab and then select your child's name.
- Next, on the side tab, click **Schedule** and then **Requests**.
- On the page that appears, you can view the student's course requests and recommendations.

The screenshot shows the Aspen Family/Student Portal interface. At the top, there is a navigation bar with tabs: **Pages**, **Family**, **Academics**, **Groups**, and **Calendar**. The **Family** tab is circled in red. Below the navigation bar, there is a sidebar with options: **Details**, **Contacts**, **Daily Attendance**, **Health**, and **Conduct**. The **Schedule** option is circled in red, and an arrow points to it. Below the sidebar, there is a table of students with columns: **Name**, **DOB**, **Grade**, and **School > Name**. The table contains two rows: **Brady, Greg** (DOB: 2/4/2001, Grade: 11, School: Newton North High School) and **Brady, Marcia** (DOB: 1/1/2002, Grade: 10, School: Newton South High School). A red arrow points to the **Brady, Greg** row. Below the table, there is a dropdown menu with options: **Schedule**, **Schedule**, and **Requests**. The **Requests** option is circled in red.

## 2. Reviewing Requested and Recommended Courses

**NOTE: You may need to "Exit Entry Mode" to see course requests.**

School Course > Number	School Course > Description	School Course > Department	School Course > Grade level	School Course > Academic level	Type
1301	AP English 12	ELA-ELA	12	H	Recommended
2051	AP French	WL-World Language	11-12	H	Recommended
4601	Law and Society ACP	HS-History & Social Science	12	ACP	Recommended
5081	AP Calculus 4 AB	MAT-Mathematics	12	H	Recommended

On this page you can review your child's course selections:

- **Upper Table - Requests (what your child will be scheduled for)**
  - This includes the courses that were recommended for your child, as well as courses that the student has selected through the Aspen portal.
- **Lower Table - Course Request Adjustments**
  - These are the courses that have been recommended for your child.

## 3. Entry Mode

- Click on the **Entry mode>>** link to view your child's course selections.
- While students can make course requests in Entry mode, family accounts are **not allowed to make any changes**.
- You can exit Entry mode by clicking **<<Exit entry mode** in the same location.

**In Entry mode you can view:**

- **Instructions** for students for making requests. Make sure that your child has followed these instructions and made the appropriate requests.
- The elective courses that your child has requested under **Primary Requests**. To view details of the request, click on **Select...** next to the subject area.

Subject area	School Course > CrsNo	School Course > Description	Alternate?	Credit
All School				
Business				
TE				

Within the subject area, you can view what the student has entered for:

- **Priority** - a number used to indicate to schedulers which class is more important to the student in case of a conflict, 1 being the most important, 2 less important and so on.

A screenshot of a web application interface showing a table of course selections. The table has columns: Select, CourseNumber, CourseDescription, Number, Description, Academic level, Credit, Academic Hours, Prerequisite, Status, Priority, and an empty column. The 'Priority' column is circled in red. The first row is selected (checkbox checked) and shows CourseNumber 7151, CourseDescription Photography Minor 1, Number 7151, Description Photography Minor 1, Academic level N, Credit 1.25, Academic Hours 1.0, and Priority 0. The second row is not selected (checkbox unchecked) and shows CourseNumber 7011, CourseDescription Art Minor 1, Number 7011, Description Art Minor 1, Academic level N, Credit 2.5, Academic Hours 2.0, and Priority 0. The text '0 of 22 selected' is visible in the top right corner.

Select	CourseNumber	CourseDescription	Number	Description	Academic level	Credit	Academic Hours	Prerequisite	Status	Priority	
<input checked="" type="checkbox"/>	7151	Photography Minor 1	7151	Photography Minor 1	N	1.25	1.0			0	
<input type="checkbox"/>	7011	Art Minor 1	7011	Art Minor 1	N	2.5	2.0			0	

- **Direct alternates** - a course that can be used as a substitute in the schedule if the original class that it is linked to is not available.

A screenshot of a web application interface showing a table of course selections with an 'Alternate 1' column. The table has columns: Select, CourseNumber, CourseDescription, Academic level, Credit, Academic Hours, Prerequisite, Status, Alternate 1, and an empty column. The 'Alternate 1' column is circled in red. The first row is not selected (checkbox unchecked) and shows CourseNumber 0061, CourseDescription Personal and Group Awareness, Academic level N, Credit 1.0, Academic Hours 1.0, and an empty Alternate 1 field. The second row is not selected (checkbox unchecked) and shows CourseNumber 0071, CourseDescription Get Fit, Academic level N, Credit 1.0, Academic Hours 1.0, and an empty Alternate 1 field. The third row is not selected (checkbox unchecked) and shows CourseNumber 0081, CourseDescription Introduction to Rock Climbing, Academic level N, Credit 1.0, Academic Hours 1.0, and an empty Alternate 1 field. The fourth row is not selected (checkbox unchecked) and shows CourseNumber 0091, CourseDescription Sexuality and Health 2, Academic level N, Credit 1.0, Academic Hours 1.0, and an empty Alternate 1 field. The fifth row is not selected (checkbox unchecked) and shows CourseNumber 0141, CourseDescription Aqua-Fit & CPR/AED/First Aid, Academic level N, Credit 1.0, Academic Hours 1.0, and an empty Alternate 1 field. The sixth row is not selected (checkbox unchecked) and shows CourseNumber 0151, CourseDescription Aquatic Instruction, Academic level N, Credit 1.0, Academic Hours 1.0, and an empty Alternate 1 field. The seventh row is selected (checkbox checked) and shows CourseNumber 0161, CourseDescription Water Games, Academic level N, Credit 1.0, Academic Hours 1.0, and Alternate 1 0081 Rock Climbing. The eighth row is not selected (checkbox unchecked) and shows CourseNumber 0171, CourseDescription Lifeguard Training, Academic level N, Credit 1.0, Academic Hours 1.0, and an empty Alternate 1 field.

Select	CourseNumber	CourseDescription	Academic level	Credit	Academic Hours	Prerequisite	Status	Alternate 1	
<input type="checkbox"/>	0061	Personal and Group Awareness	N	1.0	1.0				
<input type="checkbox"/>	0071	Get Fit	N	1.0	1.0				
<input type="checkbox"/>	0081	Introduction to Rock Climbing	N	1.0	1.0				
<input type="checkbox"/>	0091	Sexuality and Health 2	N	1.0	1.0				
<input type="checkbox"/>	0141	Aqua-Fit & CPR/AED/First Aid	N	1.0	1.0				
<input type="checkbox"/>	0151	Aquatic Instruction	N	1.0	1.0				
<input checked="" type="checkbox"/>	0161	Water Games	N	1.0	1.0			0081 Rock Climbing	
<input type="checkbox"/>	0171	Lifeguard Training	N	1.0	1.0				

Students can also enter General Alternates. A general alternate is a class that could be used as a substitute to any of the original class requests if needed. To view the general requests, return to the main entry mode screen and look for the **Alternate requests** box.

A screenshot of a web application interface showing a table titled 'Alternate requests'. The title is circled in red. The table has columns: Subject area, SchoolCourse > CrsNo, SchoolCourse > Description, SecType, Alternate?, Priority, Alt 1 > CrsNo, Alt 2 > CrsNo, and Credit. The first row shows a 'Select...' button in the Subject area column and 'Alternates' in the SchoolCourse > CrsNo column.

Alternate requests								
Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	SecType	Alternate?	Priority	Alt 1 > CrsNo	Alt 2 > CrsNo	Credit
Select...	Alternates							

- Click on the **Select ...** button to view more options and details.
- Students should also add a priority to each of these alternates to show their preference in case a general alternate is used in their schedule.

## 4. Notes for Counselors

At the bottom of the page there is a box where the student can leave a note for their counselor about course selections. Example: Students can indicate here any errors/changes in a teacher's recommendation.

A screenshot of a web application interface showing a text box for 'Notes for counselor'. The title is circled in red. Below the text box is a 'Post' button and fields for 'Last posted time' and 'Approved time'.

## 5. Posting

At the bottom of the page, the student should have posted the course selections. You will see a timestamp there of when the student hit the **Post** button.

**Remember - parents and guardians can only view the student's course requests. Students must login to make any changes during the course requesting window.**