# **Entering Course Requests**

**Aspen: Student Overview** 



<u>Use your registration worksheet</u> as a guide as you complete your course requests in <u>Aspen</u>. (note: the link above will make a copy of the worksheet)

# Course requests must be completed in Aspen by each student between March 12, 2024 – March 20, 2024

#### Follow these steps:

- 1. Login to the Aspen Student Portal and go to the course request area.
- 2. Review the courses that were recommended for you. If any changes need to be made, please speak with your teacher or counselor. Counselors will be meeting with individual students between March 12 and April 4.
- 3. Go into **Entry Mode** in order to make your requests:
  - Add your elective courses under **Primary Requests** by choosing the subject and selecting the course.
  - Add a priority number to your course request. Use 1 for the course that is most important to you, 2 for the next most important and so on.
  - Add up to two direct alternates to your course request.
  - Add general alternates under Alternate requests and assign priorities to them.
  - Add a note for your counselor if needed. Examples include requesting 66 credits with Dean approval (rising Junior/Senior only), wanting to have no or one free block, etc.
  - Click the Post button.
- 4. Exit Entry Mode and **review all of your course selections** (including recommended courses and those you have just selected).

#### **Need Help?**

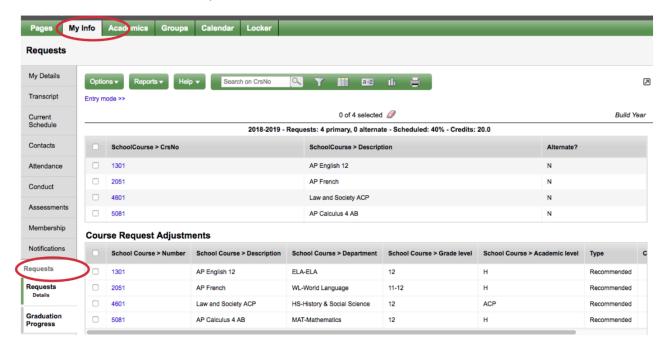
- Be sure to discuss your course selections with your parents/guardians, teachers, and counselors
- More detailed instructions for each step above are in the following pages of this document

## **Adding Course Requests in Aspen**

Instructions for students to review recommendations and add course and alternate requests online.

## 1. Navigating to the Course Request Area

- Log onto the Aspen Family/Student Portal by clicking on the Aspen Logo on the school or district website. Use your NPS login information to log on.
- Click on My Info in the top tabs, and then click on Requests on the side tab.



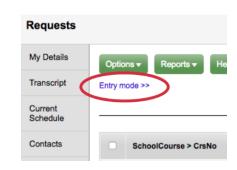
## 2. Reviewing Recommended Courses

You will see course requests on the **Requests** page (see above). You may need to click **<< Exit entry mode**.

- Upper Table Requests (what you will be scheduled for)
  - This includes the courses that were recommended for you. These cannot be changed online.
     If you need to change a course that requires a recommendation, you need to speak to your teacher and counselor.
  - When you add course requests in the next step, those courses will appear in this area.
- Lower Table Course Request Adjustments
  - These are the courses that have been recommended for you.

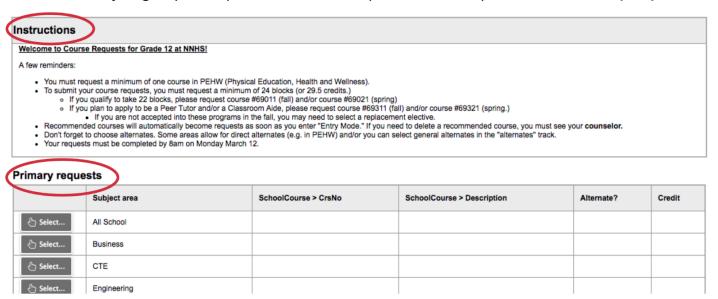
#### 3. Entry Mode

- To make any course requests, you must enter entry mode by clicking on the Entry mode >> link on the top left side of the page.
- You can exit Entry Mode later by clicking << Exit entry mode in the same place.



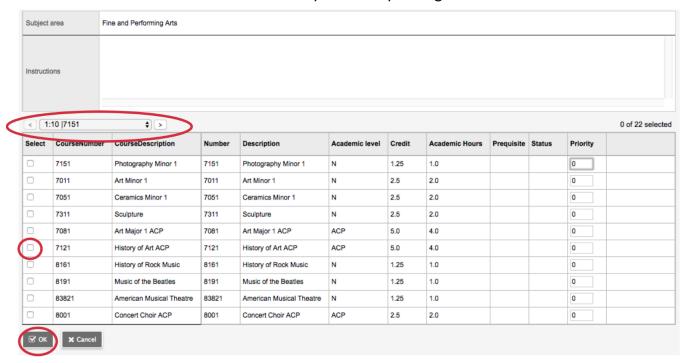
## 4. Adding Elective Courses

Once you are in Entry Mode, you will see the **Instructions** for registration (please read carefully), as well as subject groups that you can use to make your elective requests under **Primary requests**.



#### To request a course:

- Click **Select...** next to the subject area for the course that you would like to request.
- Find the course that you would like to request. If courses are listed over several pages, use the left and right arrows above the table to move from page to page.
- Click the select box next to the course you are requesting and then click OK.



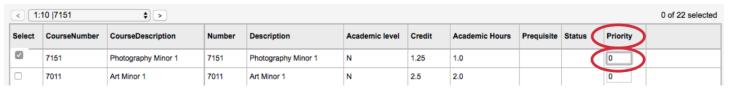
Remember that only courses that DO NOT require a recommendation from a teacher are available to be selected online. If you would like to request such a course, you must speak with your teacher and/or add it to your registration form, with your teacher's signature on Verification Day.

## 5. Adding Priorities

As you add elective courses, you can add a priority number to indicate the course's importance to you. This allows schedulers to know which class to schedule you for in case of a conflict.

#### To add a priority:

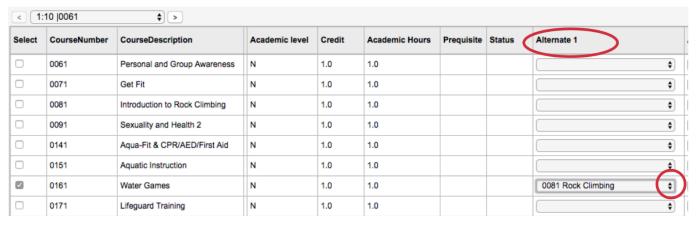
- Find the **Priority** column to the far right of the course you are selecting.
- Click in and type in a number to indicate your priority.
   (1 is the most important, 2 less important, and so on)
- Click OK to save.
- Repeat for each course request you make, but do not use the same priority number twice.



## 6. Adding Direct Alternates

A direct alternate is a course that can be used as a substitute in your schedule if the original class that you have linked it to is not available.

You will be able to add a direct alternate for a class if you see a column labeled **Alternate 1** next to the course you requested in the previous step.



#### To add a direct alternate:

- Next to the course that you are requesting, click the arrows to view drop down menu of courses in the Alternate 1 column.
- Choose the class that you would like as an alternate for your original course request.
- You may choose to add a 2nd and 3rd direct alternate for your original course request.
- Click OK to save your choices.

## 7. Adding General Alternates

A general alternate class can be used as a substitute to any of your original class requests if needed.

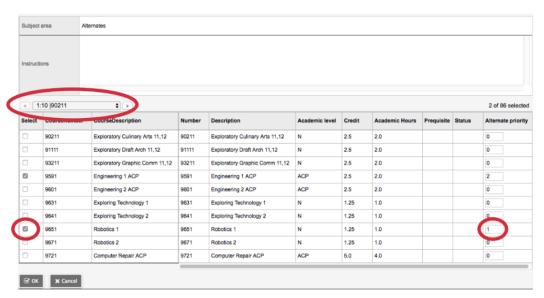
#### To add a general alternate:

- Look for the table labeled Alternate requests
- Click on Select...



- Choose the course(s) that you would like as general alternates by checking the check box. Remember that you can navigate to other pages by using the right and left arrows.
- Prioritize your general alternates. These priorities are different from the priorities that you
  assigned to your course requests. Put a 1 in the **Priority** column next to the alternate that you
  would prefer,

2 next to your second choice and 3 next to your third choice.



#### 8. Notes for Counselors

At the bottom of the page there is a box where you can leave a note for your counselor about your course selections. Example: You can indicate here any errors or changes in a teacher's recommendation.



#### 9. Posting

Click the Post button when you have finished your course selections. Your counselor will be notified.

#### 10. Reviewing Your Requests

- Click << Exit entry mode on the top left side of the page.</li>
- $\circ$  Review your course selections, in the upper table. (see step 1)
- If you need to make any adjustments, return to Entry mode, make your changes according to these instructions, and re-post.