

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 12 - March 20**.
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 12, 2024 – March 20, 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. The table has columns: **Name**, **DOB**, **Grade**, and **School > Name**. Two students are listed: **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.

| Name | DOB | Grade | School > Name |
|---------------|----------|-------|--------------------------|
| Brady, Greg | 2/4/2001 | 11 | Newton North High School |
| Brady, Marcia | 1/1/2002 | 10 | Newton South High School |

2. Reviewing Requested and Recommended Courses

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

The screenshot shows the Aspen portal interface. At the top, there are navigation buttons for 'Options', 'Reports', and 'Help', along with a search bar for 'CrNo'. Below this, a status bar indicates 'Entry mode >>' and '0 of 4 selected'. A summary line shows '2018-2019 - Requests: 4 primary, 0 alternate - Scheduled: 40% - Credits: 20.0'. The main content consists of two tables. The first table, titled 'Course Request Adjustments', has columns for 'SchoolCourse > CrsNo', 'SchoolCourse > Description', and 'Alternate?'. It lists four courses: 1301 (AP English 12), 2051 (AP French), 4601 (Law and Society ACP), and 5081 (AP Calculus 4 AB). The second table, titled 'Course Request Adjustments' (repeated), has columns for 'School Course > Number', 'School Course > Description', 'School Course > Department', 'School Course > Grade level', 'School Course > Academic level', and 'Type'. It lists the same four courses with their respective departments, grade levels, and academic levels, all marked as '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.

The screenshot shows a sidebar menu titled 'Requests'. It includes sections for 'My Details', 'Transcript', 'Current Schedule', and 'Contacts'. In the 'Transcript' section, the link 'Entry mode >>' is circled in red. At the bottom of the sidebar, there is a search bar with the placeholder text 'SchoolCourse > CrsNo'.

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.

The screenshot shows two sections. The first section, titled 'Instructions', contains a heading 'Welcome to Course Requests for Grade 12 at NNHS!' and a list of reminders:

- You must request a minimum of one course in PEHW (Physical Education, Health and Wellness).
- To submit your course requests, you must request a minimum of 24 blocks (or 29.5 credits).
 - If you qualify to take 22 blocks, please request course #69011 (fall) and/or course #69021 (spring)
 - If you plan to apply to be a Peer Tutor and/or a Classroom Aide, please request course #69311 (fall) and/or course #69321 (spring).
 - If you are not accepted into these programs in the fall, you may need to select a replacement elective.
- Recommended courses will automatically become requests as soon as you enter "Entry Mode." If you need to delete a recommended course, you must see your counselor.
- Don't forget to choose alternates. Some areas allow for direct alternates (e.g. in PEHW) and/or you can select general alternates in the "alternates" track.
- Your requests must be completed by 8am on Monday March 12.

 The second section, titled 'Primary requests', is a table with columns for 'Subject area', 'SchoolCourse > CrsNo', 'SchoolCourse > Description', 'Alternate?', and 'Credit'. It lists three subject areas: 'All School', 'Business', and 'TE'. Each row has a 'Select...' button next to the subject area name.

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.

| 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.

| 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.

| Alternate requests | | | | | | | | | | |
|--------------------|--------------|----------------------|----------------------------|---------|------------|----------|---------------|---------------|--------|--|
| Select... | 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.

Notes for counselor

Last posted time: 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.