

Check Your Course Requests in Your Aspen Portal!



- Log on to Aspen.
- If you are a student, follow the instructions on slide/page 2.
- If you are a parent/guardian, follow the instructions on slide/page 3.



Please note: Counselors are still meeting with juniors this week and next to select courses for next year, and are still entering course requests into the system for students in all grades. Please don't panic if you don't see any requests in just yet!

If you see an error or would like to make a change, email your School Counselor no later than April 6, 2018 at 2:30 pm. After this date/time, no elective changes can be made by students. Please note that course level placement for 2018-19 is ultimately dependent upon this year's final grades.

IN THE STUDENT PORTAL...

1. At the top, click on the *My Info* Tab.

2. On the left, click on *Requests*.

Pages | **My Info** | Academics | Groups | Calendar

Requests

My Details | Options | Reports | Help | Search on CrsNo

Transcript | Entry mode not available

Current Schedule | 0 of 19 selected

2018-2019 - Requests: 16 primary, 3 alternate - Scheduled: 91% - Credits: 36.0

<input type="checkbox"/>	SchoolCourse > CrsNo	SchoolCourse > Description	Alternate?	Priority
<input type="checkbox"/>	00SHS1	Study Hall Placeholder - S1	N	0
<input type="checkbox"/>	00SHS2	Study Hall Placeholder - S2	N	0
<input type="checkbox"/>	0600	Lunch Sem 1	N	0
<input type="checkbox"/>	0601	Lunch Sem 2	N	0
<input type="checkbox"/>	1402	CP Environmtl Sci	N	0
<input type="checkbox"/>	2402	English 12	N	0
<input type="checkbox"/>	3420	Sr Math Topics	N	0
<input type="checkbox"/>	5553	Psychology	N	0
<input type="checkbox"/>	5563	Ethics	N	0
<input type="checkbox"/>	6127	Intro Law	N	0
<input type="checkbox"/>	7401	Art Explorer	Y	3
<input type="checkbox"/>	7433	Adv Digital Design	Y	2
<input type="checkbox"/>	7446	Photo II	Y	1
<input type="checkbox"/>	7538	Intro to Engineering Design	N	0
<input type="checkbox"/>	7579	Woodworking Process	N	0
<input type="checkbox"/>	8512	Phys Ed	N	0
<input type="checkbox"/>	8521	Health 12	N	0
<input type="checkbox"/>	8532	Phys Ed	N	0
<input type="checkbox"/>	8542	Phys Ed	N	0

3. Alternate courses will be designated with a Y in the *Alternate* column.

4. In the *Priority* column, all primary choices = 0. First backup elective choice = 1, second backup = 2, etc.

IN THE FAMILY PORTAL...

The screenshot shows the Family Portal interface. At the top, there are tabs for Pages, Family, Academics, Groups, and Calendar. The Family tab is selected. Below the tabs, there is a search bar and a table of course requests for the 2018-2019 school year. The table has columns for SchoolCourse > CrsNo, SchoolCourse > Description, SecType, Alternate?, and Priority. Red circles and arrows highlight specific cells in the table, and a red bracket groups the Priority column.

<input type="checkbox"/>	SchoolCourse > CrsNo	SchoolCourse > Description	SecType	Alternate?	Priority
<input type="checkbox"/>	00SHS1	Study Hall Placeholder - S1		Y	3
<input type="checkbox"/>	00SHS2	Study Hall Placeholder - S2		Y	4
<input type="checkbox"/>	0600	Lunch Sem 1		N	0
<input type="checkbox"/>	0601	Lunch Sem 2		N	0
<input type="checkbox"/>	130M	CP Chemistry (M)		N	0
<input type="checkbox"/>	220H	Honors American Lit		N	0
<input type="checkbox"/>	3030	Algebra I Seminar		N	0
<input type="checkbox"/>	3060	Algebra II		N	0
<input type="checkbox"/>	443H	Spanish III Honors		N	0
<input type="checkbox"/>	520H	Hon U.S. History		N	0
<input type="checkbox"/>	6101	Financial Literacy		N	0
<input type="checkbox"/>	6117	Principles of Marketing		Y	8
<input type="checkbox"/>	6120	Publications I		N	0
<input type="checkbox"/>	6127	Intro Law		N	0
<input type="checkbox"/>	6129	Law Seminar		Y	1
<input type="checkbox"/>	6133	Intro to Word Processing		Y	2
<input type="checkbox"/>	7401	Art Explorer		Y	7
<input type="checkbox"/>	7402	Art Studio		Y	5
<input type="checkbox"/>	7445	Photo I		Y	6
<input type="checkbox"/>	7470	Chamber Orchestra		N	0
<input type="checkbox"/>	8411	Health 10		N	0

1. At the top, click on the *Family* Tab.

2. On the left, click on *Schedule*.

3. Under *Schedule*, Click on *Requests*.

4. Alternate courses will be designated with a Y in the *Alternate* column.

5. In the *Priority* column, all primary choices = 0. First backup elective choice = 1, second backup = 2, etc.