

ASPEN QUICK TIPS

STUDENT COURSE REQUESTS

Please note: This past July, Aspen made significant changes to the appearance of the product. While the steps below are accurate, the images in this document may look slightly different from what you now see on the screen

Aspen has a variety of functions and applications that, in the future, we will expand our use of it. Feel free to click on different items on the screen to see what Aspen has to offer.

STUDENT COURSE REQUESTS

When you first log into the system {using the username and password you use on the computers in school}, you will be brought to the Student View Home Tab. At any time, if you are poking around the system and you do not know what screen you are on, you can always click on the *Pages* Top Tab {formerly called the *Home* Tab} to return to this page. Your screen may look slightly different.



1. Click on the My Info Top tab.

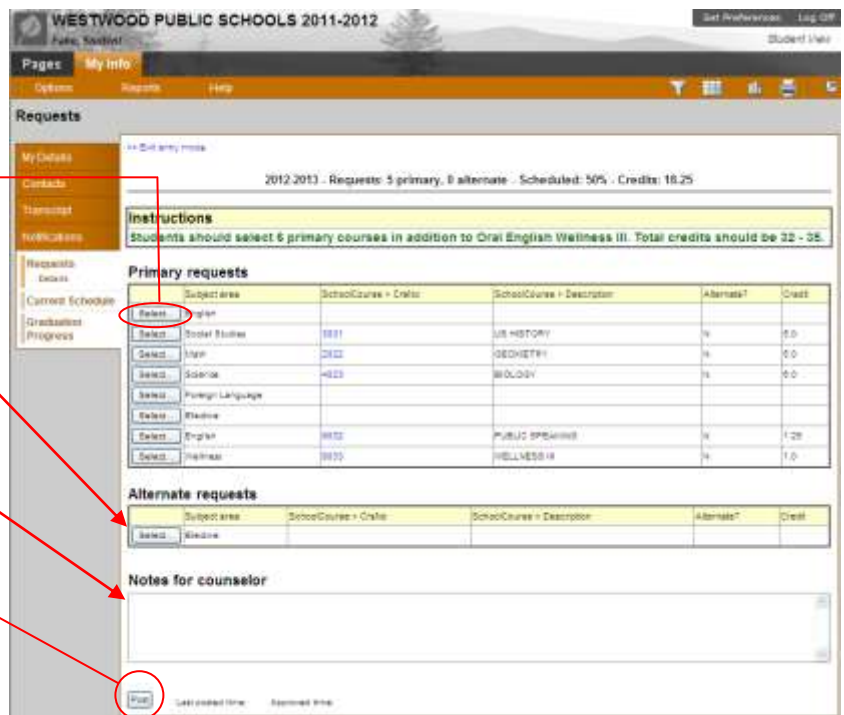
2. Then Click on the Requests Side Tab.



This will take you to the requests screen.

3. Simply click on the *Select . . .* button next to the subject that you want to make the request for. See next page for detailed instructions on how to make your selection.

- Under Alternate Requests, please choose 3 alternates for the elective you chose under Primary requests.
- If you want to send a message to your counselor, type them in the *Notes for Counselor* section. This is optional
- Be sure to click on the **Post** button when you are finished with both your requests and any message you type in.

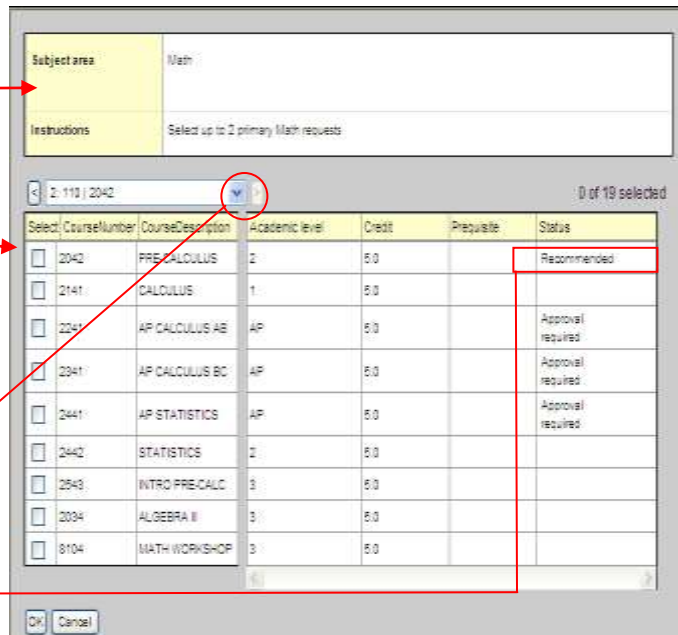


DETAILED INSTRUCTIONS FOR MAKING YOUR REQUEST FOR A SPECIFIC SUBJECT AREA:

Note: Please follow the instructions for each individual subject area as they may differ. Especially for electives, if you choose a single half-year (2.5 credits) course, you *must* choose a 2nd one to match it so you have the equivalent of a full year elective (5 credits).

When you click on the *Select . . .* button, you will see a box pop up similar to the one below.

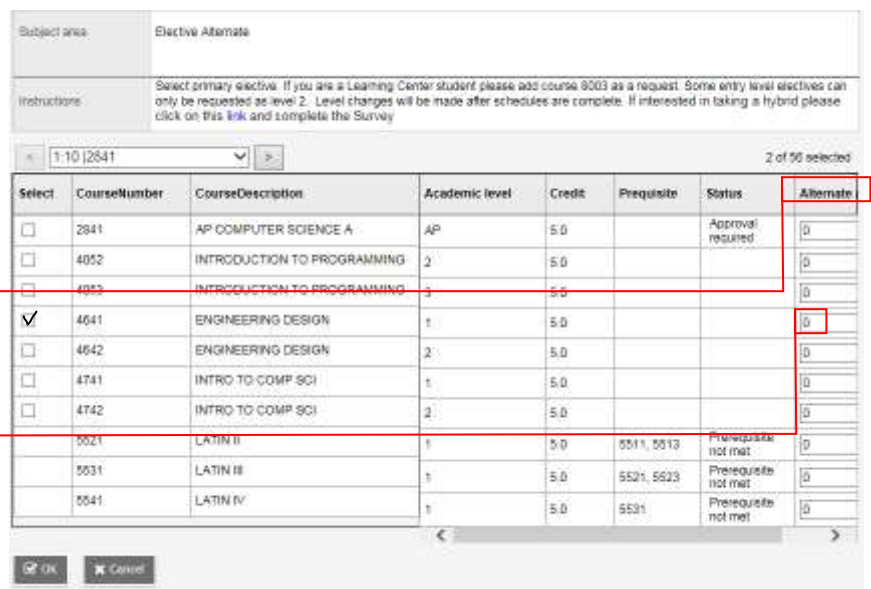
- In the top area, you will see the subject area you are requesting for and instructions.
- If you are eligible to take a course, there will be a check box available in the *Select* column. Simply check the box and click the OK button.
- If there are more courses available than will fit on the screen, you can click the arrow to scroll to the next page of courses.
- Under the *Status* column you will see which course your current teacher has recommended.
- Click on the OK button when you are finished with your selection.



For your Elective Alternate, as well as English & Social Studies Alternate for Senior year, there is the additional step of designating which alternate is your first choice, second, or third.

Follow the same steps as above for making a request for a specific subject area, except:

- You will see an additional column called “Alternate Priority”, although depending on your screen size, the column title may be partially cut off.
- Simply enter a number to designate your preference. In Aspen terms “0” (zero) would be your top choice, “1” your second choice, & “2” your third choice. (don’t ask us why they do this, they just do)



Again, when you have finished making all of your requests for each subject area and typed in any optional notes to your counselor; **you must click on the *Post* button at the bottom of the request screen for your requests to enter the system.**

Once you have posted your requests, your Guidance counselor is now able to view your requests and approve them or not.