

Viewing Student Requests in the Family Portal

Parents can view teacher recommendations and student course requests through the Aspen Portal. The portal provides a read only view of the course recommendations and student requests. Parents cannot enter requests for students. Students enter their requests through their own portal access.

After logging into Aspen:

1. Click on the **Family** tab
2. Select student
3. Click on the **Schedule Side** Tab
4. Click on the **Requests Side** Tab

The screenshot shows the Aspen Portal interface. At the top, there are navigation buttons for 'Options', 'Reports', and 'Help', along with a search bar labeled 'Search on CrsNo'. Below this, there is a status bar indicating '0 of 0 selected' and 'Build Yr'. The main content area displays a table with columns for 'SchoolCourse > CrsNo', 'SchoolCourse > Description', and 'Alternate?'. Below the table, there is a section titled 'Course Request Adjustments' with a table listing various courses. Each row includes a checkbox, the course number, description, department, grade level, academic level, type, comment, and user name.

| SchoolCourse > CrsNo | SchoolCourse > Description | Alternate? |
|----------------------|----------------------------|------------|
| No matching records | | |

| <input type="checkbox"/> | School Course > Number | School Course > Description | School Course > Department | School Course > Grade level | School Course > Academic level | Type | Comment | User > |
|--------------------------|------------------------|-----------------------------|----------------------------|-----------------------------|--------------------------------|-------------|---------|-----------------|
| <input type="checkbox"/> | 0231 | C-English 2A | English | 10 | C | Recommended | | HOFFM JACQU |
| <input type="checkbox"/> | 0232 | C-English 2B | English | 10 | C | Recommended | | HOFFM JACQU |
| <input type="checkbox"/> | 2521 | C-Spanish 2 A | World Languages | 88 | C | Recommended | | QUJILE RAFAE |
| <input type="checkbox"/> | 2522 | C-Spanish 2 B | World Languages | 88 | C | Recommended | | QUJILE RAFAE |
| <input type="checkbox"/> | 3231 | C-Biology A | Science | 88 | C | Recommended | | BURNI KATHI |
| <input type="checkbox"/> | 3232 | C-Biology B | Science | 88 | C | Recommended | | BURNI KATHI |

5. To view requests, click on **Entry Mode** below the Options button

The screenshot shows the Aspen Portal interface with the 'Entry Mode' selected. At the top, there is a status bar indicating '2017-2018 - Requests: 0 primary, 0 alternate - Scheduled: 0% - Credits: 0.0'. Below this, there is a section titled 'Instructions' with a sub-section 'Class of 2020' containing text about the course selection process. Below the instructions, there is a section titled 'Primary requests' with a table listing various subject areas. Each row includes a 'Select...' button, the subject area name, and columns for 'SchoolCourse > CrsNo', 'SchoolCourse > Description', 'Alternate?', and 'Credit'.

| | Subject area | SchoolCourse > CrsNo | SchoolCourse > Description | Alternate? | Credit |
|--|-----------------------|----------------------|----------------------------|------------|--------|
| <input type="button" value="Select..."/> | English | | | | |
| <input type="button" value="Select..."/> | English Repeat | | | | |
| <input type="button" value="Select..."/> | English Electives | | | | |
| <input type="button" value="Select..."/> | ELL English | | | | |
| <input type="button" value="Select..."/> | ELL English Electives | | | | |
| <input type="button" value="Select..."/> | SPED English (AD) | | | | |

6. Click on the **Select Button** to the left of the Subject Area you want to view the courses available for a student to request.

(Over)

| <input type="text" value="1:10 2113"/> | | ← Page Selector | 0 of 18 selected | | |
|--|--------------|--|---|--------------|--------|
| Select | CourseNumber | CourseDescription | Summary | Prerequisite | Status |
| <input type="checkbox"/> | 2113 | H-Latin 1 A & B | Latin 1 - Honors is an accelerated course for stud... | | |
| <input type="checkbox"/> | 2123 | H-Latin 2 A & B | Latin 2 - Honors begins with an accelerated review... | | |
| <input type="checkbox"/> | 2311 | C-French 1 A & B | French 1 - College provides an introduction to the... | | |
| <input type="checkbox"/> | 2313 | H-French 1 A & B | French 1 - Honors is an accelerated course offered... | | |
| <input type="checkbox"/> | 2321 | C-French 2 A & B | French 2 - College encompasses a continued explana... | | |

7. In the pop up window, view the options check the Select box or boxes you would like to request and then click OK
 - a. Click on the Page Selector arrow above the selection area to see additional choices when there are more than 10 options. (This will only appear on classes with more than 10 choices)

2017-2018 - Requests: 0 primary, 0 alternate - Scheduled: 0% - Credits: 0.0

Instructions

Class of 2020

Welcome to the 2017-2018 Course Selection Process.
You will be selecting courses for your 10th grade school year.
You will need to select courses totaling 35 credits.
Sophomores are required to take English, Social Studies, Math, Science and Phys Ed/Phys Ed Alternative courses.
Please review the Course Catalog located on the Lowell High School web site.
Please include your parents in the scheduling process.

Primary requests

| | Subject area | SchoolCourse > CrsNo | SchoolCourse > Description | Alternate? | Credit |
|--|-----------------------|----------------------|----------------------------|------------|--------|
| <input type="button" value="Select..."/> | English | | | | |
| <input type="button" value="Select..."/> | English Repeat | | | | |
| <input type="button" value="Select..."/> | English Electives | | | | |
| <input type="button" value="Select..."/> | ELL English | | | | |
| <input type="button" value="Select..."/> | ELL English Electives | | | | |
| <input type="button" value="Select..."/> | SPED English (AD) | | | | |

8. Select next Category and repeat until finished.
9. In the Alternate Requests section, students will select up to 4 classes that will aid counselors in filling schedules for classes that cannot be filled.
10. View notes for Counselor section, leave any information you would like your counselor to know.

Alternate requests

| | Subject area | SchoolCourse > CrsNo | SchoolCourse > Description | Alternate? | Credit |
|--|--------------|----------------------|----------------------------|------------|--------|
| <input type="button" value="Select..."/> | Alternates | | | | |

Notes for counselor

11. To view requests, click on **Exit Entry Mode** below the Options button at the top of the screen