

Student Guide to Course Selections

To enter your request:

1. Log in to your Aspen account
2. Click on the **My Info** Tab
3. Click the **Request** side tab. The request page appears

The screenshot shows the Aspen Request page. At the top, there is a navigation bar with tabs: Pages, My Info, Academics, Groups, Calendar, Locker, and Quest. Below this is a 'Requests' section with a sidebar on the left containing links for My Details, Transcript, Current Schedule, Contacts, Attendance, Conduct, Assessments, Notifications, Requests, Requests Details, and Graduation Progress. The main content area has a header with 'Options', 'Reports', and 'Help' buttons, a search bar, and a status bar indicating '2017-2018 - Requests: 0 primary, 0 alternate - Scheduled: 0% - Credits: 0.0'. Below the header is an 'Instructions' box with text about selecting electives and a deadline of February 27, 2017. The 'Primary requests' section is a table with columns for Subject area, School/Course > CrsNo, School/Course > Description, Alternate?, and Credit. The Subject area column contains a 'Select...' button for each of the following categories: English, Social Studies, Science, Foreign Language, CTBE, Fine Arts, Performing Arts, and Health/PE. Below the table is a 'Notes for counselor' text area and a 'Post' button.

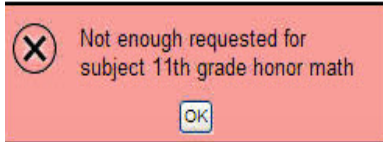
4. At the top of the page, in the instructions box, read and follow the instructions for entering your **requests**. **Note:** If any of your courses are required or recommended by your teachers, they might automatically appear as a request when you first view the Request page. Make sure you are in **'ENTRY'** Mode (under the Options button).
5. Select the checkbox in the **Select** column of the course(s) you want to **request, and click OK**. The **requests** appear on your Requests page.

Note: To remove a request from your **Requests** page, click the **Select** checkbox again to De-select the course.
6. In the **Notes for counselor** box, type any notes to your counselor regarding your requests. Your counselor can view these notes when you meet with him/her to review your course selections.

7. Your **requests** are automatically saved after you enter them on the **Request** page. Your counselor can view them anytime. You do not have to hit a save button after each request.

DO NOT HIT POST UNTIL YOU HAVE FINISHED ENTERING ALL OF YOUR REQUESTS.

8. When you finish entering **ALL** your **requests**, click **Post** at the bottom of the page. This lets your counselor know that you have finished entering **requests**. If you have not selected enough courses to satisfy the requirements for your academic track, the system will let you know which area you need to make more **requests** in:



Note: After posting your requests, you will have an individual meeting with your counselor to review and finalize course selections. This meeting will take place sometime in March.

You will be able to start entering course requests on Wednesday, February 10th.

Deadline for posting course requests for the 2021-2022 school year is midnight Thursday, Feb 25th.

To view an instructional video on Aspen/Follett course selections please visit:

<https://bit.ly/3d3iWem>