Reviewing Course Requests in Aspen

INSTRUCTIONS FOR PARENTS/GUARDIANS

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 themselves and select their electives and alternates between March 4th and March 10th, 2020.
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 at school 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 4th (5pm) - March 10th, 2020 (midnight)

Parents and Guardians are able to view the student's course requests in Aspen (but cannot make changes).

Here's how:

1. Navigating to the Course Request Area
   • Log onto the Aspen Family/Student Portal by clicking on the Aspen Logo on the school or district website or by going directly to https://ma-newton.myfollett.com/aspen/logon.do.
     ◦ If you have trouble logging in, please go to https://www.newton.k12.ma.us/Page/3129, and scroll down to the Frequently Asked Questions section for some troubleshooting information.
   • Click on the "Family" top tab and then select the student you'd like to work with by clicking their name
   • Next, on the side tab, click "Schedule" and then "Requests"
   • On the page that comes up, you can view the student's course requests and recommendations
2. Reviewing Requested and Recommended Courses

On this you can review the student's course selections:

- **Upper Table - "Requests" - a.k.a. what the student will be scheduled for**
  - this includes the courses that were recommended for the student as well as courses that the student has selected through the Aspen Portal
- **Lower Table - "Course Request Adjustments"**
  - these are the courses that were recommended

3. Entry Mode

- To make any course requests, the student must have entered entry mode. You may also enter entry mode by clicking on the "Entry mode>>" link on the top left side of the page. Here you can view the student's selections, but parents/guardians are not able to make any changes
- You can exit Entry Mode later by clicking "<<Exit entry mode" in the same place

In Entry Mode you can view:

- **Instructions** for students for making requests. Make sure that the student has followed these instructions and made the appropriate requests.
- The elective courses that the student has requested under "Primary Requests". To view details of the request, click on "Select..." next to the subject area.
Within the subject area, you can view what the student has entered for:

- **Priority (CTE Exploratory courses only)** - 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

<table>
<thead>
<tr>
<th>Select</th>
<th>CourseNumber</th>
<th>CourseDescription</th>
<th>Number</th>
<th>Description</th>
<th>Academic level</th>
<th>Credit</th>
<th>Academic Hours</th>
<th>Prequisite</th>
<th>Status</th>
<th>Priority</th>
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</thead>
<tbody>
<tr>
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<td>9711</td>
<td>Design Visual Comm Exploratory 11, 12</td>
<td>9711</td>
<td>Exploratory Design Visual Comm 11, 12</td>
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<td>2.5</td>
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<td>17311</td>
<td>TV Media Arts Exploratory 11, 12</td>
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<td>N</td>
<td>2.5</td>
<td>0.0</td>
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</tr>
</tbody>
</table>

- **Direct alternates (PEHW courses only)** - a course that can be used as a substitute in the schedule if the original class that it is linked to is not available.

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.

- 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.

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 log in to make any changes during the course requesting window.*