

# ASPEN QUICK TIPS

## STUDENT COURSE REQUESTS

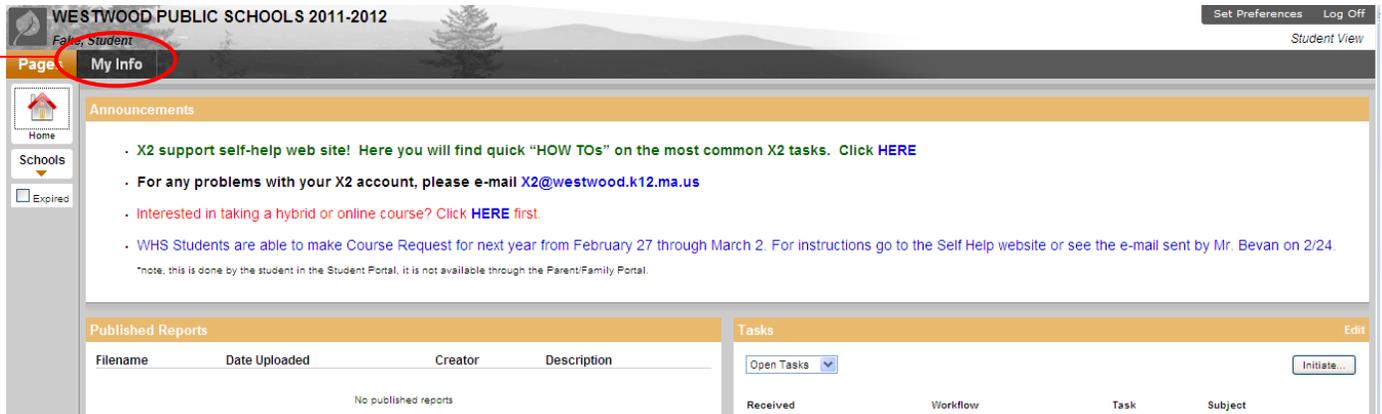
For on-line, video instructions go to our internal Aspen Self-Help website:

<http://www.townhall.westwood.ma.us/index.cfm/page/Aspen-Portal-Self-Help-for-ParentsStudents/pid/28522>

X2 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 X2 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.

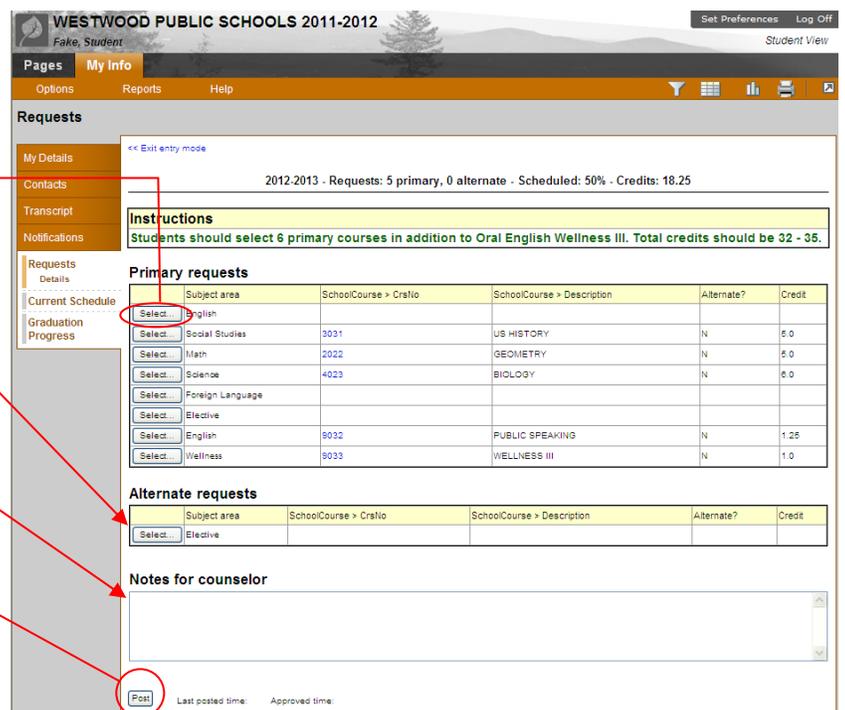
2. Then Click on the Requests Side Tab.



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:

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.

Select	CourseNumber	CourseDescription	Academic level	Credit	Prerequisite	Status
<input type="checkbox"/>	2042	PRE-CALCULUS	2	5.0		Recommended
<input type="checkbox"/>	2141	CALCULUS	1	5.0		
<input type="checkbox"/>	2241	AP CALCULUS AB	AP	5.0		Approval required
<input type="checkbox"/>	2341	AP CALCULUS BC	AP	5.0		Approval required
<input type="checkbox"/>	2441	AP STATISTICS	AP	5.0		Approval required
<input type="checkbox"/>	2442	STATISTICS	2	5.0		
<input type="checkbox"/>	2543	INTRO PRE-CALC	3	5.0		
<input type="checkbox"/>	2034	ALGEBRA II	3	5.0		
<input type="checkbox"/>	8104	MATH WORKSHOP	3	5.0		

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.

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