

I.H.S. Online Course Requesting

Aspen Student Access

[2017-18 Program of Study](#)

1. Log into Aspen
2. Click “My Info” top tab
3. Click “Requests” side tab

Ipswich School District 2016-2017

Pages **My Info** Academics Groups Calendar Locker Quest

Requests

My Details Options Reports Help Search on CrsNo

Transcript << Exit entry mode

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

Contacts **Instructions**

Attendance Welcome to the 2017-18 course selection process for incoming 12th graders. Following is a list of academic and elective courses available to add to your schedule next year. Please review our core classes in May. Please refer to the Program of Studies at www.ipsk12.net/POS for complete course descriptions. If you have any questions about your schedule or are interested in II Studies please see Guidance.

Assessments **Primary requests**

Subject area	SchoolCourse > CrsNo	SchoolCourse > Description
No matching records		

Notifications **Alternate requests**

Subject area	SchoolCourse > CrsNo	SchoolCourse > Description
Select...	Art	
Select...	Engineering Technology	

Requests **Requests Details**

Graduation Progress

4. You will see courses that have been assigned to you already.
 - a. Take note of these courses - they will disappear temporarily when you go into “Entry Mode”.
 - b. Click “Exit entry mode” to bring these courses back into view.

5. Click on “Entry Mode”

Ipswich School District 2015-2016 Student View

Pages **My Info** Academics Groups Calendar Locker Quest

Options Reports Help Search on CrsNo

Requests

My Details **Entry mode >>** 0 of 6 selected Build Year

Transcript **2016-2017 - Requests: 6 primary, 0 alternate - Scheduled: 19% - Credits: 25.0**

SchoolCourse > CrsNo	SchoolCourse > Description	Alternate?
<input type="checkbox"/> *R01	STEM - 9/10	N
<input type="checkbox"/> *R04	Humanities - 9/10	N
<input type="checkbox"/> *R05	Advisory - 9/10	N
<input type="checkbox"/> ELA01H	English 9 Honors	N
<input type="checkbox"/> SCI01H	Biology 1 Honors (LAB)	N
<input type="checkbox"/> SST11H	Modern World History Honors	N

Membership **Course Request Adjustments**

School Course > Number	School Course > Description	School Course > Department	School Course > Grade level	School Course > Academic level	Type	Comment	User > Name
<input type="checkbox"/> ELA01H	English 9 Honors	English	Grade 9	2	Recommended		Schwenkmeyer, Kelly
<input type="checkbox"/> SCI01H	Biology 1 Honors (LAB)	Science	Grade 9	2	Recommended		Schofield, Laura
<input type="checkbox"/> SST11H	Modern World History Honors	Social Studies	Grade 11	2	Recommended		Binette, Martin

Notifications **Requests Details**

Graduation Progress

6. Click “Select” next to subject area of interest to view list of courses
7. Select Primary request for electives

8. Click checkbox next to the Course Number to select

Subject area: Social Studies

Instructions: Social Studies electives available for incoming 12th graders to choose in combination with other subject area electives:

1 10 | SST01CP2 | 0 of 20 selected

Select	CourseNumber	CourseDescription	Academic level	Credit	Prerequisite	Status
<input checked="" type="checkbox"/>	SST01CP2	American Government Close Up CP2	1	2.5		
<input type="checkbox"/>	SST02CP2	American Government CP2	1	2.5		
<input type="checkbox"/>	SST03CP2	Criminal Justice CP2	1	2.5		
<input type="checkbox"/>	SST04CP2	Criminology Forensic Science CP2	1	5.0		
<input type="checkbox"/>	SST05CP2	Current Events CP2	1	2.5		
<input type="checkbox"/>	SST06CP2	Facing History and Ourselves CP2	1	2.5		
<input type="checkbox"/>	SST07CP2	Famous Figures in History CP2	1	2.5		
<input type="checkbox"/>	SST08CP2	Middle Eastern Studies CP2	1	2.5		
<input type="checkbox"/>	SST10CP2	Modern Europe CP2	1	2.5		
<input type="checkbox"/>	SST13CP2	Psychology II CP2	1	2.5		

OK Cancel

9. Use "Alternate requests" section to select and prioritize secondary options

Subject area: Music

Instructions: Music electives available for incoming 12th graders to choose in combination with other subject area electives:

0 of 3 selected

Select	CourseNumber	CourseDescription	Academic level	Credit	Prerequisite	Status	Alternate priority
<input type="checkbox"/>	MUS14CP2	Music Theory I	1	2.5			0
<input type="checkbox"/>	MUS15CP2	Guitar Experience	1	2.5			0
<input type="checkbox"/>	MUS17CP2	Music Theory II	1	2.5			0

OK Cancel

10. If you do not see the course you seek in this screen, click the down or right arrow to access the next screen

11. Click "OK" and you will see the courses you select for each subject

12. Use the bottom section for information you would like to communicate with your Guidance counselor

- a. For example if you would like to be considered for an Honors contract next year

Notes for counselor

Can I be added to the Honors statistics class for Math?

13. To change a selection:

- a. Click "Select"
- b. Uncheck the box
- c. Click "OK"

Subject area: Music

Instructions: Music electives available for incoming 12th graders to choose in combination with other subject area electives:

1 of 3 selected

Select	CourseNumber	CourseDescription	Academic level	Credit	Prerequisite	Status	Alternate priority
<input type="checkbox"/>	MUS14CP2	Music Theory I	1	2.5			0
<input checked="" type="checkbox"/>	MUS15CP2	Guitar Experience	1	2.5			0
<input type="checkbox"/>	MUS17CP2	Music Theory II	1	2.5			0

OK Cancel

14. When you are ready to "Post" your course requests:

- a. Click "Post" at the bottom of the screen
- b. After you "Post" you may continue to make changes until the close of the Online Requesting period

Requests posted successfully.

OK