

## Course Requests in the Matrix View

1. Log on to the School view.
2. Select **Student > Schedule**.
3. On the **Schedule** side-tab, click **Workspace**.
4. In the top right-hand corner, click **Matrix view**.

Refer to the corresponding numbers below for details:

1. To see other times that course sections are available, place your mouse over a course in the **Course Requests** area. Cells of the schedule matrix are highlighted if the class is available at that time. In auto-shuffle mode, drag and drop the course name into a colored cell to schedule a section.
2. If a course request is unfulfilled, the course name appears in **red** in the **Course Requests** area.

The screenshot displays the 'Course Requests' interface. On the left, a sidebar lists various tabs like 'Details', 'Contacts', 'Attendance', etc. The main area shows a list of course requests with checkboxes and a 'Primary' column. A 'Pending Student Schedule Changes' section is at the bottom. On the right, the 'Student Schedule' matrix is shown with columns A, B, C, and D. A dropdown menu for 'Work mode' is set to 'Manual'. The matrix contains course names and status indicators (like 'X' and asterisks). A 'Post' button is visible at the bottom right of the matrix.

3. If a cell is split, look for a code before the course numbers. A full-year code, such as [FY], means conflicting courses were allowed to be scheduled. Term or semester codes, such as [S1] and [S2], means that the courses will be taken in different terms or semesters.
4. A indicates that a course is locked in position. Click **Reschedule**, and courses reschedule around locked courses. Click or to lock or unlock the section.
5. At the **Work Mode**, select one of the following:
  - Auto-Shuffle:** Aspen determines the next best place to put a course in the student's schedule.
  - Manual:** Drag and drop courses between periods and days on the matrix to find the best place for each course on the student's schedule.

6. If there is an asterisk next to a course number on the schedule, the changes made to that course have not been saved. Click **Post** to save the schedule.
7. **Reschedule:** The current schedule is deleted, and the system attempts to schedule the student in as many requested courses as possible. Changes are not permanent until you click Post.
8. **Post** (not shown): Saves the new schedule. Seats in dropped sections are lost. **Revert** (not shown): Go back to the last posted schedule.

## Course Requests in the List View

Requests that are not scheduled appear in red. Click the **red** text to schedule the course.

Course Requests		
Course		Allow over max
	<b>Primary</b>	
X 171 Area Studies 7		<input type="checkbox"/>
X 181 World Cultures 1		<input type="checkbox"/>
X 271 Foundations in Pre-Algebra		<input type="checkbox"/>
X 282 Pre-Algebra		<input type="checkbox"/>
X 371 Science 7		<input type="checkbox"/>
X 712 Health 7		<input type="checkbox"/>
X 910 Lang Arts A		<input type="checkbox"/>
X 950 Res. Rm LB 8 - 6x		<input type="checkbox"/>
X 983 Phys Ed / 8M		<input type="checkbox"/>

### To make a course request an alternate request:

- Click a course number.  
A pop-up appears.
- Select the **Is alternate course?** checkbox.
- At the **Alternate course priority** field, enter a number to set the priority. Type **1** to set the course as the first alternate, **2** for the second, and so on.
- Click the **Alternate course type** drop-down to select a type:
  - Substitute:** Used to replace primary requests when unavailable. This is the default type.
  - Auto-fill:** Used to fill any holes that are not occupied by primary requests.

## Find a course/section using Ctrl+F

If you know the name of a course or teacher you are looking for:


- Click in a column header to sort the pick list by description, teacher, or another attribute.
- Press **Ctrl+F**. The Find pop-up appears.
- Type the course/teacher you are looking for.
- Aspen automatically selects the closest match. If it is correct, click **OK**. If it is not correct, deselect the record, and select the correct course. Click **OK**.

## Add and drop courses

### Add Courses to the Schedule

- In the **Student Schedule** section, click **Select** to view all course sections. Use filters to find a course.
- Click an empty cell in the Matrix view to see all course sections offered at that time.
- If you know the course section number, type it in the **Course** field, and click **Add**. To schedule the course despite any conflicts, select the **Ignore warnings** checkbox.
- Drag and drop courses from course requests.

### Drop Courses From the Schedule

- Click  next to a course in the Matrix view.
- In the List view, select the checkbox next to the course(s), and click **Drop**.
- In the Matrix view, click **Drop all** to delete the entire schedule.

## Update transcripts to new section

If you switch a student from one section to another of the same course, and the student has a transcript record for the previous section, the "Update transcripts to new section" pop-up appears. To move grades from the original section to the new section on the student's transcript, select the **Update** checkbox, and click **OK**.

## Filter the Schedule Master pick list

In Matrix or List view, click **Select** in the Student Schedule area. In the top section of the pick list, the following checkboxes can be selected:

- Requested only:** Limit the course sections to courses the student requested.
- Valid sections only:** Limit the course sections to only courses that are open, belong to the student's team, and have the appropriate section type.
- Allow conflicts:** Schedule the student in any courses you select, despite any conflicts with course sections on their schedule.
- Allow over max:** Schedule the student in a course that has already reached its maximum enrollment number.