Course Requests in the Matrix View

Log on to the Build view. Click **Student > Schedule.** Under the **Schedule** side-tab, click **Workspace.** 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.

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 • **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:** Saves the new schedule. Seats in dropped sections are lost.
   Revert: Go back to the last posted schedule.

Course Requests in the List View

- Requests that are not scheduled appear in red. Next to the course description, click **Add...** to see available sections.

- To make a course request an alternate request:
  1. Click a course number. A pop-up appears.
  2. Select the **Is alternate course?** checkbox.
  3. 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.
  4. Click the **Alternate course type** drop-down. 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.

Course Requests

Show courses excluded from scheduling

	Number	Description	SecType	SectNo	Staff > Name	TermCode	Alternate?	AltPri	Inclusion?	Alt 1 > CrsNo	Alt 2 > CrsNo	Allow over max
☐	026	SAT Prep Eng					N	0	N			☐
☐	030	American Literature Pre AP					N	0	N			☐
☐	110AP	American Studies 2 AP					N	0	N			☐
☐	130AP	Microeconomics AP					N	0	N			☐
☐	240	Pre Calculus/Trig H					N	0	N			☐
☐	320	Chemistry H & Lab Add...					N	0	N			☐
☐	631	Engineering Graphics					N	0	N			☐

Number [_____] [Add]

[Select...] [Drop] [Update]

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.

Find a Course/Section Using CTRL+F

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

1. Click in a column header to sort the pick list by description, teacher, or another attribute.
2. Press **CTRL+F.** The Find pop-up appears.
3. Type the course/teacher you are looking for.
4. 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.**

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.**

Update transcripts to new section

Current transcript record	New transcript record	Update
00204-002 English II	00203-003 English II	☑

[OK] [Cancel]

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 his or her schedule.

- **Allow over max:** Schedule the student in a course that has already reached its maximum enrollment number.