Follett Aspen[™]

Walk-in Scheduling Quick Reference Guide

Version 5.2

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.

Course Requests	Student Schedule (114% scheduled - Class credits: 8.0)												
Course Allow over max Primary	Term code	FY	▼	5 Work mod	Manual	✓ Allo	w confli	cts 🔽	Allow	all over max 📄			
1 010 English 9 H		A	В	C		D		E		F			
190 World Cultures 2H 210 Honors Geometry		190-06	190-06	190-06		190-06	I	190-06	I	190-06	X		
390 Physical Science H	1	World Cultures 2H	World Cultures 2H Loewald, H	World Culti Loewald, H	es 2H	World Cultures 2H Loewald, H	0	World Cultures 2H Loewald, H	₽	World Cultures 2H Loewald, H	6		
X 432 Spanish 2		206 432-06	208 432-06	206		206 206 206	I	208 432-06	I	208 432-06	x		
1 535 Marketing	2	Spanish 2 Ziino, E	Spanish 2 Ziino, E	Spanish 2 Ziino, E	6	Spanish 2 Ziino, E	0	Spanish 2 Ziino, E	₽	Spanish 2 Ziino, E	₽		
1 701 Foods 2		109 911-02	109 911-02	109 109		109 109 109	I	109 911-02	x	109 911-02	x		
711 Clothing Tex 911 Fitness Fundamentals	3	Fitness Fundamentals	Fitness Fundamentals Maher, D	Fitness Fur Maher, D	and the later of t	Fitness Fundamentals		Fitness Fundamentals Maher, D	ď	Fitness Fundamentals Maher, D	ۍ ا		
911 Fitness Fundamentals Alternate		GYM-1	GYM-1	GYM-1		GYM-1		GYM-1		GYM-1	_		
		[FY] 535-01	[FY] 535-01 Marketing	Marketing		[FY] 535-01 Marketing	1 0	[FY] 535-01 Marketing	ĥ	[FY] 535-01 Marketing	× ⊕		
		120 -	Jenkins, E 120	Jenkins, E 120		Jenkins, E 120	0	Jenkins, E 120	0	Jenkins, E 120			
Show courses excluded from scheduling	-4	[FY] 711-01* 3	[FY] 711-01*	[FY] 711-0		I [FY] 711-01* 6		[FY] 711-01*	x	[FY] 711-01*	x		
Number		Clothing/Tex Hope, S	Clothing/Tex Hope, S	Clothing/T Hope, S		Clothing/Tex Hope, S	6	Clothing/Tex Hope, S	ď	Clothing/Tex Hope, S	ۍ		
Select Drop All Update		124	124	124		124	_	124	-	124			
		210-03 I Honors Geometry	210-03 Honors Geometry	210-03 Honors Ger	netry ₍	210-03 Honors Geometry	A	210-03 Honors Geometry	A	210-03 Honors Geometry	8		
	N	Harrison, N 306	Harrison, N 306	Harrison, N 306		Harrison, N 306		Harrison, N 306		Harrison, N 306			
		390-02 X Physical Science H	390-02 Physical Science H	390-02 Physical Se	and H	390-02 Physical Science H	I	390-02 Physical Science H	I	390-02 Physical Science H	X		
	6	Wilbur, A 😰	Wilbur, A 317	Wilbur, A 317	C	Wilbur, A 317	ග්	Wilbur, A 317	Ċ,	Wilbur, A 317	ß		
		010-01 English 9 H	010-01 English 9 H	1 010-01		1 010-01 English 9 H	X	010-01 English 9 H	X	010-01 English 9 H	X		
	7	Noller, M (4)	Noller, M	Noller, M	ć	Noller, M	6	Noller, M	6	Noller, M	6		
	Course Add Internet Information Add Internet												
	Select Drop All Lock All Reschedule 7												
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.													
If a cell is split, lo	ok for a	code before	the course	e numbe	rs. A	full-year co	ode	, such as	[F)	/] , means			
(3) conflicting courses	s were al	lowed to be	scheduled	l. Term	or sen	nester code	es,	such as [S1]	and [S2],		
means that the courses will be taken in different terms or semesters.													
A b indicates that a course is locked in position. Click Reschedule, and courses reschedule around													
locked courses. C	-		•			cuarcy and					i la		
• 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.													
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.													
Post: Saves the r	Post: Saves the new schedule. Seats in dropped sections are lost.												
8 Revert: Go back to the last posted schedule.													
(O) Poverty Co back	to the la	st nosted col	hodulo										

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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.

Co	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 ma
	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 Calcolus/Trig H					N	0	N			
	320	Chemistry H & Lab Add					N	0	N			
	631	Engineering Graphics					N	0	N			
_	nber	Drop Update	A	bd								

- 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.

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	V						
OK Canoel								

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.

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