

ONLINE COURSE REQUESTS

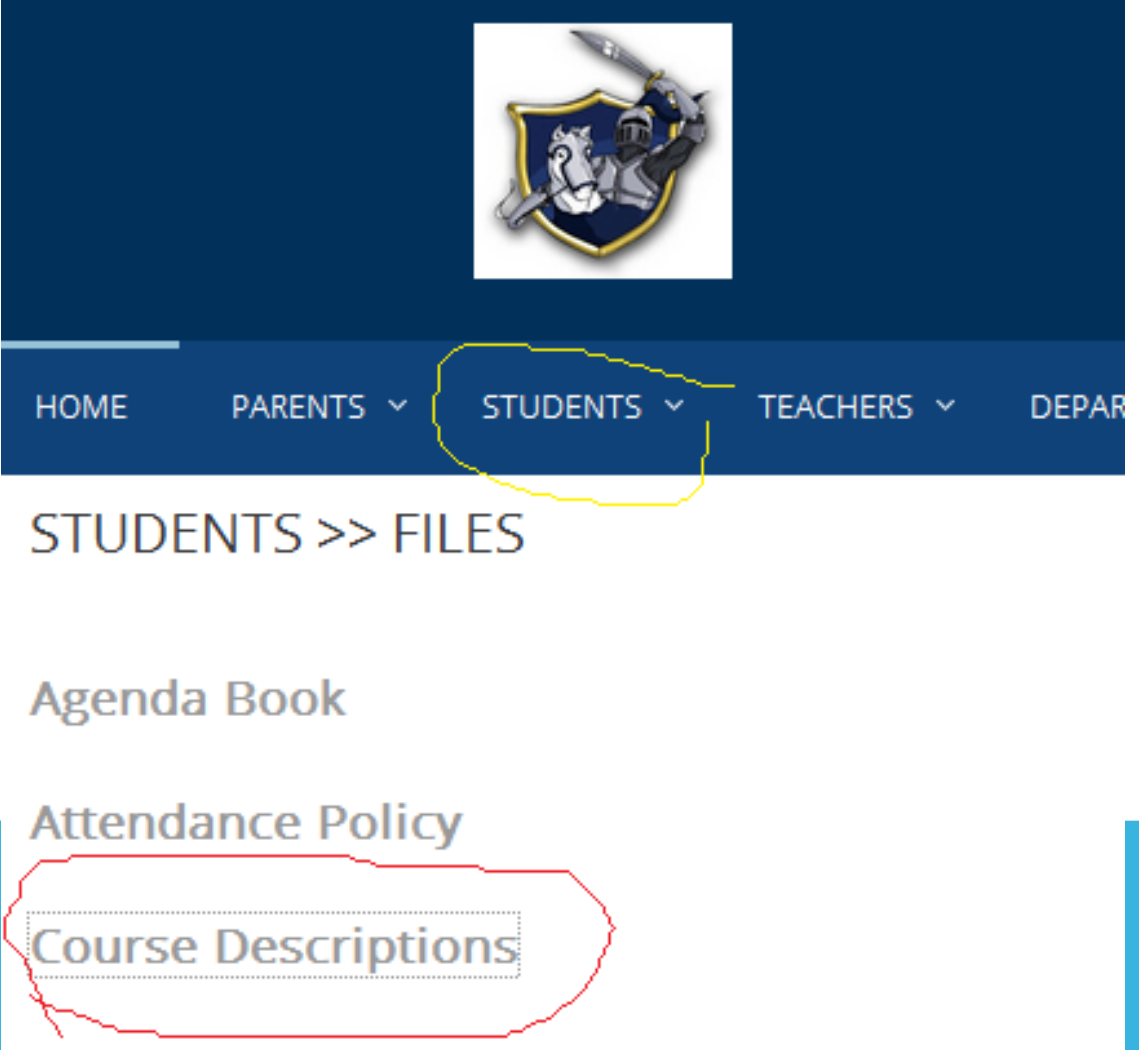
2018-2019

NEXT YEAR'S COURSE DESCRIPTIONS

Course Descriptions Booklet

- <http://somesetberkley.org/>
- Choose Students from top tab
- Drop menu → choose Files (at the bottom)

- Or students go the Guidance Department
- <http://somesetberkley.org/guidance.html>
 - Course of Studies



The screenshot shows the top navigation bar of the Somerset Berkley website. The navigation menu includes links for HOME, PARENTS, STUDENTS, TEACHERS, and DEPARTMENTS. The STUDENTS link is highlighted with a yellow circle, and a dropdown menu is visible below it, showing the option 'STUDENTS >> FILES'. Below the navigation bar, the text 'STUDENTS >> FILES' is displayed. Further down, the text 'Agenda Book' and 'Attendance Policy' are visible. A red circle highlights the 'Course Descriptions' link in the dropdown menu.

VIEW TRANSCRIPT

Viewing your transcript

- Login to Aspen
- Choose Transcript side tab
- View this year's courses

Transcript

My Details

Options ▾

Reports ▾

Help ▾

Search on Year



a-z



Transcript

Transcripts

Details

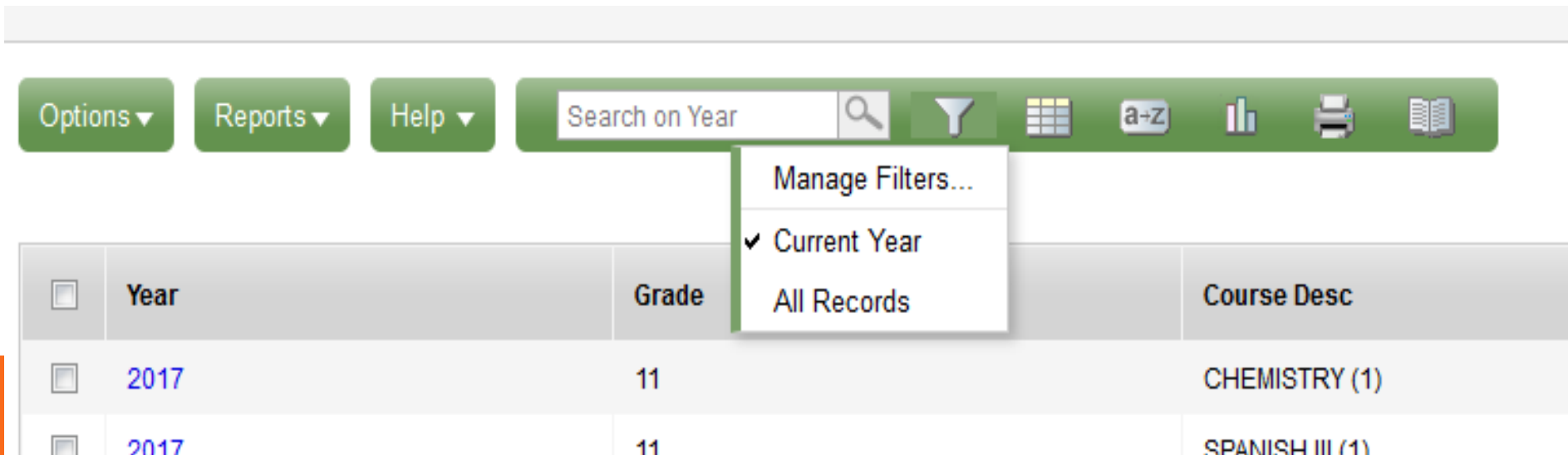
Credit
Summary

<input type="checkbox"/>	Year	Grade	Course Desc
<input type="checkbox"/>	2017	11	CHEMISTRY (1)
<input type="checkbox"/>	2017	11	SPANISH III (1)

VIEW TRANSCRIPTS (CONTINUED)

Viewing ALL years

- ❖ Go to the little funnel (filter icon)
- ❖ Click on the funnel and choose **All Records**
- ❖ All courses taken should be on the list
- ❖ Verify Graduation Requirements have been met.



The screenshot shows a software interface for viewing transcripts. At the top, there is a green navigation bar with buttons for 'Options', 'Reports', and 'Help'. To the right of these buttons is a search bar labeled 'Search on Year' with a magnifying glass icon. Next to the search bar is a funnel icon (filter), a grid icon, an 'a-z' icon, a bar chart icon, a printer icon, and a document icon. A dropdown menu is open from the funnel icon, showing three options: 'Manage Filters...', 'Current Year' (which is selected with a checkmark), and 'All Records'. Below the navigation bar is a table with the following columns: a checkbox, 'Year', 'Grade', and 'Course Desc'. The table contains two rows of data, both for the year 2017 and grade 11. The first row is for 'CHEMISTRY (1)' and the second row is for 'SPANISH III (1)'. The bottom of the image features a decorative graphic with orange and blue geometric shapes.

<input type="checkbox"/>	Year	Grade	Course Desc
<input type="checkbox"/>	2017	11	CHEMISTRY (1)
<input type="checkbox"/>	2017	11	SPANISH III (1)

GRADUATION REQUIREMENTS

Somerset Berkley Regional High School Graduation Requirements

Students should carefully review the requirements before registering for courses

Core Requirements

English	4 years: English courses	(24 credits)
Social Studies	3 years: Early U.S. History, Mod. U S. History, Mod. World History	(18 credits)
Mathematics	3 years: Any combination	(18 credits)
Science	3 years: Any combination	(21 credits)
Physical Education	4 years	(8 credits)
Health I & II	2 semesters	(2 credits)
Fine & Performing Arts	6 credits: Any combination	(6 credits)
Technology Education	6 credits: Any combination	(6 credits)

A total of 144 credits are required to graduate.
In addition, students must pass MCAS.

- ❖ **Recommended that students speak with teachers to discuss the elective courses offered in the individual departments.**

ONLINE COURSE REQUESTS

Choosing Electives Online

- Sign on to Aspen using your login and password.
- Choose top tab **My Info**
- Select the bottom side tab **Requests**
- If the portal is open you will see **Entry Mode>>** under the options menu, click to enter
- If it says Entry mode not available, you cannot enter course requests

Pages My Info Academics Groups Calendar Locker

Requests

My Details Options Reports Help Search on CrsNo [Filter] [Grid] [a-z] [Bar Chart] [Print]

Transcript **Entry mode >>**

Current

0 of 0 selected

ONLINE COURSE REQUESTS (CONTINUED)

Entry Mode

- Instructions are Year of Graduation specific
- Be sure your year of graduation matches the year of graduation

Options ▾ Reports ▾ Help ▾ Search on CrsNo 🔍 📏 📊 📄

[<< Exit entry mode](#)

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

Instructions

Class of 2020 Course Selection Process

Welcome to the 2017-2018 Course Selection Process. You will be selecting your elective courses for your 10th grade school year. Please review your courses taken to verify that you have satisfied your Fine Art and Technology requirements. If not, it is recommended that you choose electives in those areas. You may choose (1) 2 full-time electives for a total of 12 credits or (2) 1 full-time elective and 2 part-time electives in the Primary requests section. These selections should be your first choices. Alternative courses are selected under the Alternate Requests sections in the same manner.

Teachers have made recommendations for courses and levels in the major subject areas - English, Social Studies, Math, Science, and World Language. In addition, students will be automatically placed into Physical Education. These course will total 33 credits. Students that were unable to take Health I, must see their Guidance Counselor to be scheduled for 2017-2018 school year.

Course descriptions are found on the Somerset Berkley Regional High School website (somersetberkeley.org under the Students top tab and then choose files)

Once all of your selections are made, you must exit entry mode for the requests to be accepted.

Students are required to meet with their Guidance Counselors before the end of the 2016-2017 school year.

ONLINE COURSE REQUESTS (CONTINUED)

Entering Course Requests

- Primary requests table
 - Departments
 - Not all departments will be listed
 - English, Math, Science, Social Studies and some World Language teachers will be choosing the next course in the sequence for next year's students.
 - Select a department

Primary requests

	Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	Alternate?	Credit
<input type="button" value="Select..."/>	Art				
<input type="button" value="Select..."/>	Business				
<input type="button" value="Select..."/>	English				
<input type="button" value="Select..."/>	Health				
<input type="button" value="Select..."/>	Math				
<input type="button" value="Select..."/>	Technology				
<input type="button" value="Select..."/>	Music				

ONLINE COURSE REQUESTS (CONTINUED)

Selecting Electives

- Choose a department –
- Example – Technology
- Course Number
 - Description
 - Levels
 - Credits
 - Prerequisites
 - Status
 - Alternates - Optional
 - Priority - Optional

Subject area	Technology								
Instructions	Students may selecti <ul style="list-style-type: none"> 2 part-time technology courses for 6 credits. 1 full-time technology course plus 1 part-time course for 9 credits. 1 full-time technology course. NO technology courses 								
<input type="text" value="1:0 603103"/>									
Select	CourseNumber	CourseDescription	Academic level	Credit	Prerequisite	Status	Alternate 1	Alternate 2	Priority
<input type="checkbox"/>	603103	ADV. TV MEDIA PRODUCTION	Unleveled	6.0		Approval required	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
<input type="checkbox"/>	601103	INTRO TO TV MEDIA PRODUCTION	Unleveled	6.0			<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
<input type="checkbox"/>	601806	WEB DESIGN 3P/C	Unleveled	3.0			<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
	602103	TV MEDIA PRODUCTION	Unleveled	6.0	601103	Prerequisite not met	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
<input type="checkbox"/>	610106	ENG. DESIGN (1)	Honors	6.0			<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
<input type="checkbox"/>	610206	ROBOTIC ENG (1)	Honors	6.0			<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
	610306	GRAPHICS ENG I (1)	Honors	6.0		Course completed	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
<input type="checkbox"/>	610506	CPTR DR/DS I TP(1)	Honors	6.0			<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
<input type="checkbox"/>	610606	ADV DRFT/DS TP (1)	Honors	6.0		Approval required	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
<input checked="" type="checkbox"/>	610706	ADV GRAPHIC ENG (1)	Honors	6.0		Approval required	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
<input type="button" value="OK"/> <input type="button" value="Cancel"/>									

ONLINE COURSE REQUESTS (CONTINUED)

Selecting Electives

- Choose a course by checking the box in the first column
- In some departments, students are allowed to choose more than one course.
- If there is no check box, that course is not accessible to you at this time.

Subject area: Art

Instructions: Students may choose up to 2 Art courses. Students that have not satisfied their Fine Art graduation requirement are encouraged to select courses from either the Art Department or Music Department.

< 2:140 |605164 > 0 of 16 selected

Select	CourseNumber	CourseDescription	Level	Credit	Prerequisite	Status
<input type="checkbox"/>	605164	INTRO TEXTILES/FASHION DESIGN		3.0		
<input type="checkbox"/>	605105	DIG PHOTO3P/C		3.0		
<input type="checkbox"/>	620108	INTRO TO POTTERY		3.0		
<input type="checkbox"/>	621208	DRAWING & 2 DIMENSIONAL DESIGN		3.0		
<input checked="" type="checkbox"/>	622108	JEWELRY/STGL		3.0		
<input type="checkbox"/>	624108	EXPLORATIONS IN ART		3.0		Course in progress

OK Cancel

SELECTING DIRECT ALTERNATES - OPTIONAL

Subject area	Technology								
Instructions	Students may select: <ul style="list-style-type: none"> • 2 part-time technology courses for 6 credits. • 1 full-time technology course plus 1 part-time course for 9 credits. • 1 full-time technology course. • NO technology courses 								
<input type="text" value="1.0 603103"/>									
Select	CourseNumber	CourseDescription	Academic level	Credit	Prerequisite	Status	Alternate 1	Alternate 2	Priority
<input type="checkbox"/>	603103	ADV. TV MEDIA PRODUCTION	Unleveled	6.0		Approval required	<input type="text"/>	<input type="text"/>	0
<input type="checkbox"/>	601103	INTRO TO TV MEDIA PRODUCTION	Unleveled	6.0			<input type="text"/>	<input type="text"/>	0
<input type="checkbox"/>	601806	WEB DESIGN 3P/C	Unleveled	3.0			<input type="text"/>	<input type="text"/>	0
<input type="checkbox"/>	602103	TV MEDIA PRODUCTION	Unleveled	6.0	601103	Prerequisite not met	<input type="text"/>	<input type="text"/>	0
<input type="checkbox"/>	610106	ENG. DESIGN (1)	Honors	6.0			<input type="text"/>	<input type="text"/>	0
<input type="checkbox"/>	610206	ROBOTIC ENG (1)	Honors	6.0			<input type="text"/>	<input type="text"/>	0
<input type="checkbox"/>	610306	GRAPHICS ENG I (1)	Honors	6.0		Course completed	<input type="text"/>	<input type="text"/>	0
<input type="checkbox"/>	610506	CPTR DR/DS I TP(1)	Honors	6.0			<input type="text"/>	<input type="text"/>	0
<input type="checkbox"/>	610606	ADV DRFT/DS TP (1)	Honors	6.0		Approval required	<input type="text"/>	<input type="text"/>	0
<input checked="" type="checkbox"/>	610706	ADV GRAPHIC ENG (1)	Honors	6.0		Approval required	<input type="text"/>	<input type="text"/>	0
<input type="button" value="OK"/> <input type="button" value="Cancel"/>									

- Direct alternates may be selected in the drop down area – Alternate1 and Alternate 2
- These are courses within the same department.
- Alternative courses will not appear on the student’s selection list.
- Alternates can be viewed in the Entry Mode selection list by clicking into the “first choice”, the alternate codes will be listed.

ONLINE COURSE REQUESTS (CONTINUED)

Completing Course Requests

- Students must exit Entry mode to have your selections accepted
- Students are allowed to modify their course selections during the open enrollment period .

Changing Course Requests

- Go back into Entry mode.
 - To remove a course, just remove the check (clicking on it removes the check)
 - To add a course, just find it and put a check in the box.

STUDENTS MUST EXIT ENTRY MODE FOR ANY CHANGE TO BE RECORDED IN ASPEN.



ONLINE COURSE REQUESTS

Parent Portal Access

- Login to Aspen
- Choose the student (if there are more than one within the SPS/SBRHS)
- On the Side Tab, Choose Schedule.
 - Within the Schedule there is a sub tab.
 - Choose Requests.
 - The list will be there if the students has made their selections and exited Entry mode.

COURSE REQUESTS

Things to note

Students

- cannot change the levels the teachers have selected for them. The guidance counselors can make level adjustments for their students.
- should talk to their teachers if they wish to double in any of the major subjects.
- should read the course descriptions before making choices based on the name of the course.
- schedule will be developed and students will be loaded into classes based on the electronic course requests.
- must select elective courses if they have preferences.

Students that do not enter any requests may have to take whatever courses are available to them after the schedule is built.