

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.

The screenshot displays the 'Course Requests' sidebar on the left and the 'Student Schedule' matrix on the right. The sidebar lists courses like '010 English 9 H' and '190 World Cultures 2H'. The matrix shows a grid of course sections across 7 rows and 6 columns (A-F). Callouts 1-8 highlight key features: 1 (course selection), 2 (unfulfilled request), 3 (split cell with [FY] code), 4 (lock icon), 5 (Work mode: Manual), 6 (asterisk on [FY] 711-01*), 7 (Reschedule button), and 8 (Post button).

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 dialog box 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			<input type="checkbox"/>
030	American Literature Pre AP					N	0	N			<input type="checkbox"/>
110AP	American Studies 2 AP					N	0	N			<input type="checkbox"/>
130AP	Microeconomics AP					N	0	N			<input type="checkbox"/>
240	Pre Calculus/Trig H					N	0	N			<input type="checkbox"/>
320	Chemistry H & Lab					N	0	N			<input type="checkbox"/>
631	Engineering Graphics					N	0	N			<input type="checkbox"/>

Number

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' dialog box 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	<input checked="" type="checkbox"/>

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.

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 dialog box 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**.