ASPIRE

Course Requests and Scheduling for Students
Scheduling

To get to the scheduling screen, click on Scheduling from the list on the right side of your screen.

You will see a schedule layout for the terms you are allowed to request courses. Your school may allow you to request courses for the entire year, or just the a specific term. on the left and your graduation requirements on the right. Below this, you will see a Search bar with a list of courses below that.

You will see a Status Bar above your schedule layout indicating how far along you are in the completion of scheduling. NOTE: This will vary dependant on how many periods your school has.

Searching for Courses

There are three ways to search and select courses. Each of these will bring up the

1) You may click on the requirements on the right to get a list of those courses that fall under that requirement.
2) You may start typing in the search box to search for a course by: course name, course number, teacher, period. This search will limit to only those courses, teacher or period for which you enter. NOTE: your school must allow searching by teacher name. Contact your counselor if searching for teacher does not return results. Searching for a teacher will limit the results to the courses taught by that teacher only.

3) You may click on the green “+” in a period box on your schedule template. When you click on the “+” in a box, the list will return only those courses available during that period.

Selecting a Course

Once you have searched for a course, you can click on the course name and open the options that course if offered.

Click on the course you want added to your schedule and it will be inserted into your schedule.