

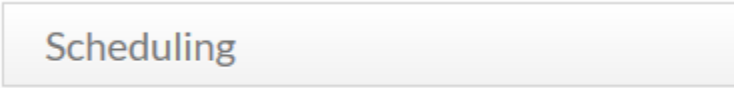


# **ASPIRE**

Course Requests and Scheduling for  
Students

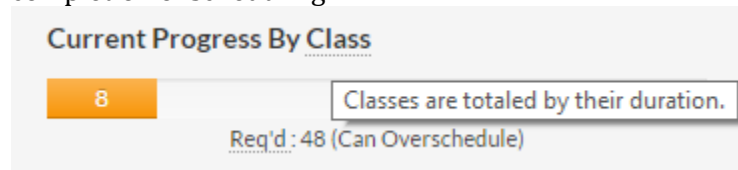
## Scheduling

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. Your schedule will appear 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.



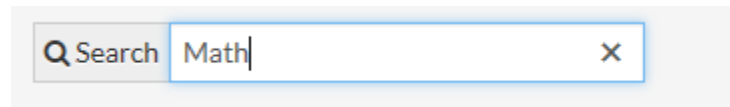
## Searching for Courses

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

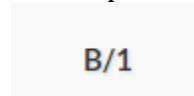
- 1) You may click on the requirements on the right to get a list of those courses that fall under that requirement.

Graduation Requirements				
Lombardi High School 2017				
Overall Credit	32.00	9.25	6.75	16.00
Requirement	Req'd	Earn	Plan	Need
Language Arts	4.00	1.25	0.75	2.00
Foreign Language	—	1.25	0.75	
Mathematics	3.00	1.50	1.50	
Science Biol	1.00	1.00	—	
Science Physical	1.00	0.25	0.75	
Science Total	3.00	1.25	0.75	1.00
World Geography	0.50	0.50	—	
World Civ	0.50	0.50	—	
US Studies	1.00	0.00	—	1.00
US Govt & Citizen	0.50	0.00	—	0.50
Soc Studies Opt	—	0.00	—	
Health Education	0.50	0.00	—	0.50
Fitness Total	1.50	0.50	0.50	0.50
The Arts	1.50	0.75	1.25	
Financial Lit	0.50	0.00	—	0.50
Computer Tech	0.50	0.00	—	0.50
Career & Tech Ed	1.00	0.25	1.25	
Electives		1.50	0.00	

- 2) You may start typing in the search box to search for a course by: course name, course number, teacher, period, term (T1,T2 etc.) or semester (S1 or S2). This search will limit to only those courses, teacher, 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 number in the period box on your schedule template. When you click on the number in the 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.

**MA-Mathematics**

Sec Math II B (52324) Credit: 0.50

<p>A/3 B/3</p> <p>Ellingburg, L. Room: D207</p> <p>S2</p>	<p>A/4 B/4</p> <p>Ellingburg, L. Room: D207</p> <p>S2</p>	<p>A/5 B/5</p> <p>Raulston, J. Room: D105</p> <p>S2</p>
<p>A/2 B/2</p> <p>Lanford, C. Room: D209</p> <p>S2</p>	<p>A/3 B/3</p> <p>Lanford, C. Room: D209</p> <p>S2</p>	<p>A/4</p> <p>Lanford, C. Room: D209</p> <p>S2</p>
<p>B/4</p> <p>Lanford, C. Room: C107</p> <p>S2</p>		

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

### Replacing a Course

Click on the period and you will see a list of those courses available during that period.

B/2	QA Stan...	Math II Secondary	1.00 Credit
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Click on the course you would like to replace the old course

**Biology (3520) Credit: 1.00**

**B/2**

Homsombath, M

34 seats available

Room: 230

**3520 -1** YS

This message will appear letting you know which class you are already scheduled for and confirming you want to replace it. By clicking “Replace” you will place yourself in that course. By clicking “cancel”, your schedule will remain.

**Replace Class** ✕

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You are already scheduled for this period. Would you like to replace this class?

Math II Secondary **5236-1** YS B/2

**Add Class**

Biology **3520-1** YS B/2

Cancel Replace Class ▶

Your schedule will now show as the following.

B/2	QA Stan...	Biology	1.00 Credit <span style="color: red; font-weight: bold;">✕</span>
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### Deleting a Course

By clicking on the red “x” in the course box, you can delete that course from your schedule. NOTE: Once you click the red “x”, the course will disappear immediately.

B/2	QA Stan...	Biology	1.00 Credit <span style="color: red; font-weight: bold;">✕</span>
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## Reviewing and Printing Schedule

To review your schedule and print it, click on the “View Schedule Only” button below the schedule

 View Schedule Only

This will bring up the schedule only where you can print your schedule.

### Selene Parenti 2014-15 Schedule

Print

Go Back

#	Semester 2	
A/1	Japanese 1 B Eslick, C Room E103	0.50 Credit
A/2	English 10 B Whatcott, J Room C205	0.50 Credit
A/3	Woodworking Dagsen, P Room F111	0.50 Credit
A/4	Fit For Life Girls Aluidrez, T Room A100	0.50 Credit
A/5	Sec Math II B Raulston, J Room D105	1.00 Credit
B/1	Medical Anatomy & Physiology B Neighbor, K Room E203	0.50 Credit
B/2	Chemistry B Garlett, G Room D200	0.50 Credit
B/3	Welding Tech 1 B Zittel, M Room F108	0.50 Credit
B/4	Chemistry B Garlett, G Room D200	0.50 Credit
B/5	Sec Math II B Raulston, J Room D105	1.00 Credit