

Course Request

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Course Request

ASCENDER StudentPortal > Course Request

The Course Selection page allows you to select and submit course requests for your next year school schedule.

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ASCENDER StudentPortal Navigation Features

Navigation tools are located along the left side of the page, or in the top-right corner. Some tools function differently on mobile devices.

MOBILE DEVICE USERS: On a mobile device, tap \equiv to access the side menu.

Selected Student

Your name and photo are displayed in the top-left corner. The photo is only displayed if provided by the district.

Course Requests Units Remaining

The number of units available for you for course requests is displayed.

Navigation

You can access your data if enabled by the district.

About Me - Your name and current, campus, grade level, and team are displayed. Verify that this information is correct.

Attendance - You can view your detailed attendance, as well as a calendar view and totals.

Grades - You can view your semester, cycle, and assignment grades. Click **M** to expand the grades menu.

Other Tools

= - Click to hide the left-side navigation bar. Click again to display the navigation bar.

٨ - Various sections throughout StudentPortal can be collapsed or expanded. Most data is expanded by default. Click \wedge to hide the section from view. Click \vee to show the section.

Top-right

Our Click to view ASCENDER StudentPortal online Help.



 Θ \sim - Click to log out of ASCENDER StudentPortal.

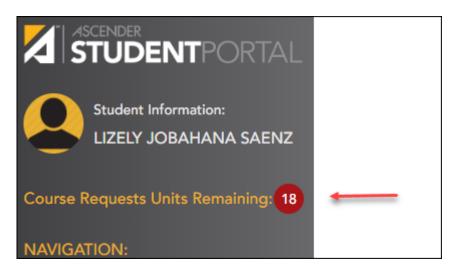
Bottom-left

- Click to log out of ASCENDER StudentPortal.

NOTE: If you log on to the application and you are only able to view the Confirmation page, you have either already submitted your course requests, or your campus has changed the application settings to view only. If no courses are listed on the Confirmation page, you have not requested courses for the next school year and will need to meet with your counselor.

Course Requests Units Remaining:

To begin selecting courses, you must have the appropriate number of **Course Requests Units Remaining** available. The **Course Requests Units Remaining** field is located in the left-side navigation bar.



Course Requests Units Remaining is the number of units available for you to select from the **Available Courses** section.

- Most courses are worth two units because the course is two semesters long. The units depend on your campus and the number of semesters required for the course.
- The number of units required for each course is displayed in the **Units** column of the **Available Courses** section.
- Once **Course Requests Units Remaining** is zero, a warning message is displayed notifying you that you will not be able to select additional courses unless you remove a previously selected course from the **Requested Courses** section.

- Course Requests Units Remaining will decrease as you add courses.
- Course Requests Units Remaining will increase as you remove courses.

Select courses:

Subjects are listed across the top of the page.

Course Selectio	n						
Language Arts Speech	Mathematics	Science	Social Studies	Economics/Free Enterprise	Health	P.E./Equivalent	Other

 \Box Click the subject area you want to view.

When you click a subject area, the list of courses under the **Available Courses** section will change to correspond with the subject selected. For example, when you click **Science**, all courses in the **Available Courses** section will change to science classes available at your campus.

			nguage Art	-			Courses			
Add	Alt	Number	¢ Course	 Units 	Drop	Alt	Number \$	Subject	Course	Units
+	Α	0115	ELA - DUAL	0	×	(1)	1200	Language Arts	CREATIVE	1
+	Α	0100	ELA 1	0						
+	Δ	0122	ELA 1	0	Alterr	nate C	ourses F	or (rema	aining 2) :	
+	Α	0121	ELA 1 DUAL	0	1200	CREA	TIVE WR	NITIN		
+	Λ	0200	ELA 2	0	Drop	Rank	Number	\$ Subject	Course	¢ Units
+	Α	0215	ELA 2 DUAL	0	×	1 .	1051	Language Arts	TECH	0

You can click the **Number** or **Course** column heading to sort the columns in ascending order by course number and course name.

Left grid:

□ Under **Available Courses**, click **+** to add a course.

- The course is moved to the **Requested Courses** list (right grid) and is no longer displayed under **Available Courses**.
- The **Course Requests Units Remaining** field decreases by the appropriate number of units.

Right grid:

□ To remove a course from the **Requested Courses** list, click in the **Drop** column.

- The course moves back to the **Available Courses** list (left grid) and is no longer displayed under **Requested Courses**.
- Course Requests Units Remaining increases by the appropriate number of units.

NOTE: If a course is displayed in the **Requested Courses** list and you do not have the ability to remove it, it was added by your campus, and you will need to meet with a counselor to discuss it.

Select alternate courses:

• From the **Available Courses** list, click A to add an alternate course.

Avail	able	Courses	- Language A	rts
Add	Alt	Number \$	Course	Units
+	A	1200	CREATIVE WRITIN	1
+	A	0115	ELA - DUAL	0
+	A	0100	ELA 1	0
+	A	0122	ELA 1	0

A pop-up window opens allowing you to select the course for which you want to add this alternate course.

The window lists your requested courses. Click a course to select it.

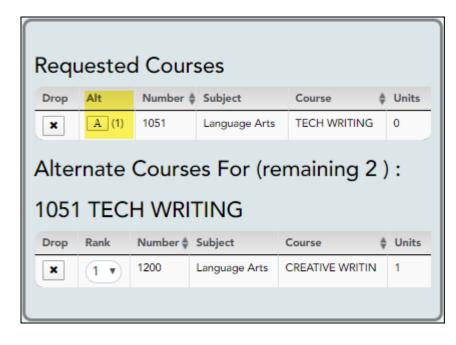
In the example above, if the TECH WRITING course is not available, the CREATIVE WRIT course will be substituted.

When you click the course, the window closes, and the selected alternate course is displayed in the **Alternate Courses For** list and is no longer displayed in the **Available Courses** list.

NOTE:

- Only courses with an assigned course number are available.
- Only three alternate courses may be selected per course.
- A proxy course (i.e., a group of courses that are scheduled together) cannot be added as an alternate.

Under **Requested Courses**, the **Alt** column displays in parentheses the number of alternate courses added for the course.



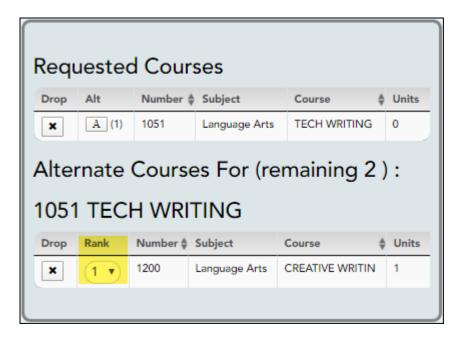
 \Box Click \blacksquare to view the alternate courses.

The alternate courses are displayed in the **Alternate Courses For** list.

□ To remove an alternate course from the **Alternate Courses For** list, click in the **Drop** column next to the appropriate course.

- The course is displayed in the **Available Courses** list and is no longer displayed in the **Alternate Courses For** list.
- If a course is displayed in the **Alternate Courses For** list and you do not have the ability to remove it, it was added by your campus, and you will need to meet with a counselor to discuss it.

□ Under **Alternate Courses For** in the **Rank** field, you can rank the order in which you want the alternate courses to be applied to your course requests.



For example, if a course is not available, the alternate course with a rank of 1 will be the first alternate course attempted to replace it. If that course cannot be applied, the course with a rank of 2 will be attempted, and so on.

NOTE: If the counselor has specified the rank order, it cannot be changed.

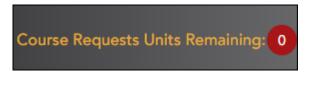
□ Before submitting your course requests, confirm each of the following:

□ All information on the About Me page is correct.

□ You are satisfied with your selections.

No changes can be made once you click Submit.

Course Requests Units Remaining is equal to zero.

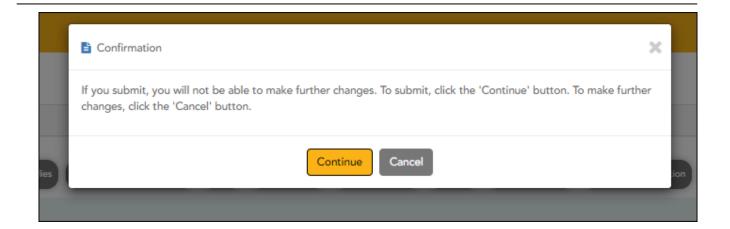


If **Course Requests Units Remaining** is <u>not</u> zero when the request is submitted, a warning message will notify you that you still have units remaining, and you will need to meet with your campus counselor at a later date to complete your schedule. Click **Continue** if you wish to proceed.

B Warning	×
You still have units available. If you choose to continue, you may have empty periods in your schedule. You to meet with a counselor at a later date to correct this issue. If you submit, you will not be able to make fur changes. To submit, click the 'Continue' button. To make further changes, click the 'Cancel' button.	
Continue Cancel	

□ Click **Submit** to submit your list.

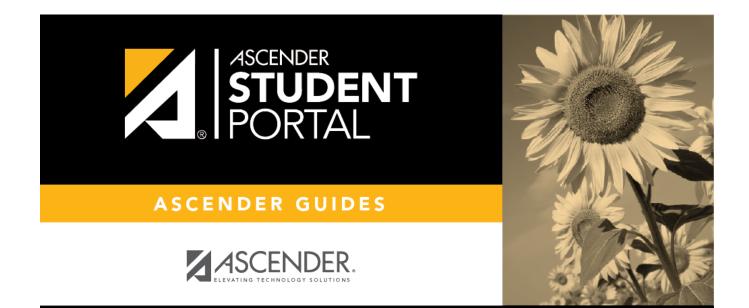
A message is displayed confirming your choice to submit your request.



- Click **Continue** to view the Confirmation page.
- Or, click **Cancel** to continue adding or removing courses.

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	Campus N	lessage									
		_					_				_
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	+	School	Credits								Credits
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	Language Arts ENG 1	School Year 2017/2018	Credits	Earned 1.0	Grade 079	Grade 075	Grade 077	Progress 0.0	Scheduled/Requested 0.0		Credits
	Language Arts ENG 1 ENGLISH II	School Year 2017/2018 2018/2019	Credits	Earned 1.0 0.5	Grade 079	Grade 075	Grade 077	Progress 0.0 0.0	Scheduled/Requested 0.0 0.0		Credits
	Language Arts ENG 1 ENGLISH II ENGLISH II	School Year 2017/2018 2018/2019 2018/2019	Credits	Earned 1.0 0.5 0.0	Grade 079	Grade 075	Grade 077	Progress 0.0 0.0 0.0 0.0	Scheduled/Requested 0.0 0.0 0.0 0.0		Credits
	Language Arts ENG 1 ENGLISH II ENGLISH II ENGLISH III	School Year 2017/2018 2018/2019 2018/2019 2019/2020	Credits	Earned 1.0 0.5 0.0 0.0	Grade 079	Grade 075	Grade 077	Progress 0.0 0.0 0.0 1.0	Scheduled/Requested 0.0 0.0 0.0 0.0 0.0 0.0		Credits
	Language Arts ENG 1 ENGLISH II ENGLISH II ENGLISH III READING I	School Year 2017/2018 2018/2019 2018/2019 2019/2020 2019/2020 12th	Credits	Earned 1.0 0.5 0.0 0.0 0.0 0.0	Grade 079	Grade 075	Grade 077	Progress 0.0 0.0 0.0 1.0	Scheduled/Requested 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0	Plan Credits	Credits
	Language Arts ENG 1 ENGLISH II ENGLISH II READING I ENGLISH I	School Year 2017/2018 2018/2019 2018/2019 2019/2020 2019/2020 12th Grade 12th	Credits	Earned 1.0 0.5 0.0 0.0 0.0 0.0 0.0	Grade 079	Grade 075	Grade 077	Progress 0.0 0.0 1.0 1.0	Scheduled/Requested 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0	Plan Credits	Credits
	Language Arts ENG 1 ENGLISH II ENGLISH II READING I ENGLISH I ENGLISH I A	School Year 2017/2018 2018/2019 2018/2019 2019/2020 2019/2020 12th Grade 12th	Credits Needed	Earned 1.0 0.5 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0	Grade 079	Grade 075	Grade 077	Progress 0.0 0.0 1.0 1.0 0.0	Scheduled/Requested 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0	Plan Credits	Credits Lacking
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	Language Arts ENG 1 ENGLISH II ENGLISH II READING I ENGLISH I ENGLISH I A	School Year 2017/2018 2018/2019 2018/2019 2019/2020 2019/2020 12th Grade 12th	Credits Needed	Earned 1.0 0.5 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0	Grade 079	Grade 075	Grade 077	Progress 0.0 0.0 1.0 1.0 0.0	Scheduled/Requested 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0	Plan Credits	Credits Lacking
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	Language Arts ENG 1 ENGLISH II ENGLISH II READING I ENGLISH I ENGLISH I-A Total	School Year 2017/2018 2018/2019 2018/2019 2019/2020 2019/2020 12th Grade 12th Grade	Credits Needed	Earned 1.0 0.5 0.0 0.0 0.0 0.0 0.0 1.5	Grade 079	Grade 075	Grade 077	Progress 0.0 0.0 1.0 1.0 0.0	Scheduled/Requested 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0	Plan Credits	Credits Lacking
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Back Cover