

Directions for Accessing Your Aspen Student Portal

ACCESSING LOGIN PAGE:

The Aspen Student Portal can be accessed from your **'My Apps'** page (<https://wcdsb.myontarioedu.ca>)

by clicking this icon →



Aspen EDU

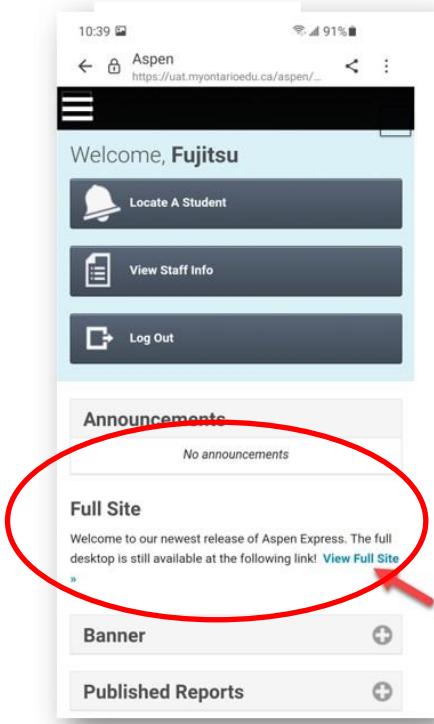
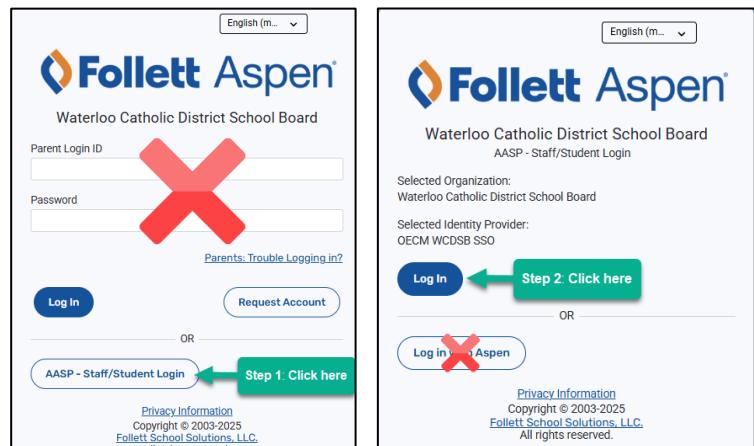
LOGGING INTO STUDENT PORTAL:

Log in by following these two steps:

Step 1: Click on the **AASP – Staff/Student Login** button

Step 2: Click on the **Log In** button

NOTE: If you are logging in from a WCDSB Board computer or Chromebook, you will not be prompted for your student WCDSB login and password. **However, if prompted in a different window, enter your student WCDSB login and password.**



USING A CELL PHONE?

Click on **View Full Site** to view your schedule correctly.

TERM DEFINITIONS

For students enrolled in Civics and Careers, your alternating 0.5 credit courses are designated by term.

Term	Definition	Civics and Careers	
S1	Semester 1	S1T1	Term 1
		S1T2	Term 2
S2	Semester 2	S2T1	Term 1
		S2T2	Term 2
FY	Full Year	.n/a	

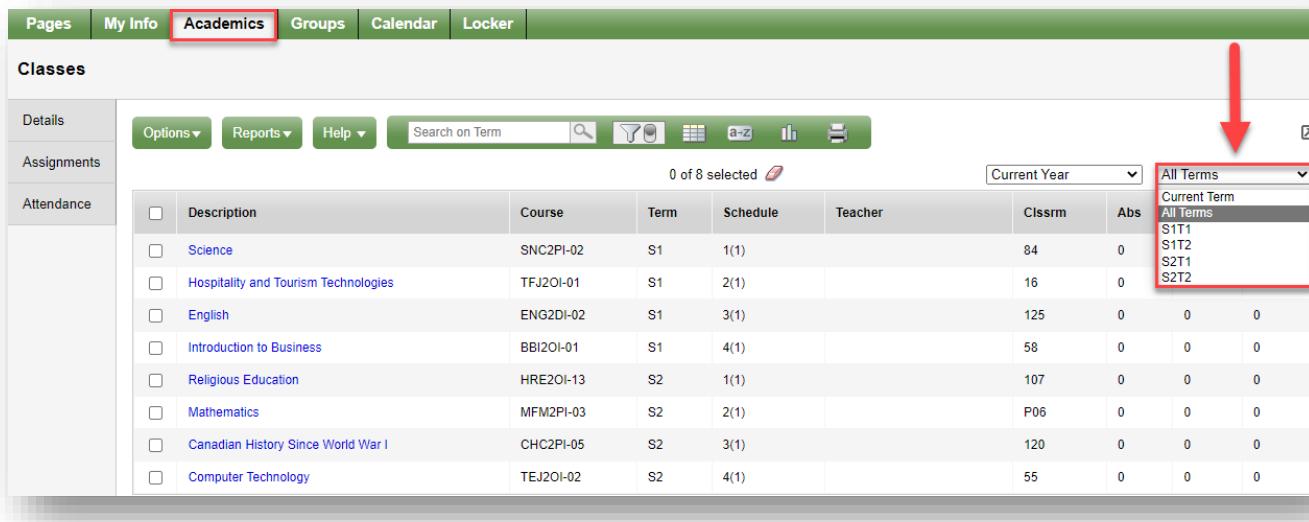
VIEW SCHEDULE

There are 2 ways you can view your schedule within Aspen's student portal page.

Option 1:

- Click on the **Academics** top tab.
- Select the drop-down menu for **Current Term** and select **All Terms**.

Using a cell phone? Scroll over to the right to view all columns.



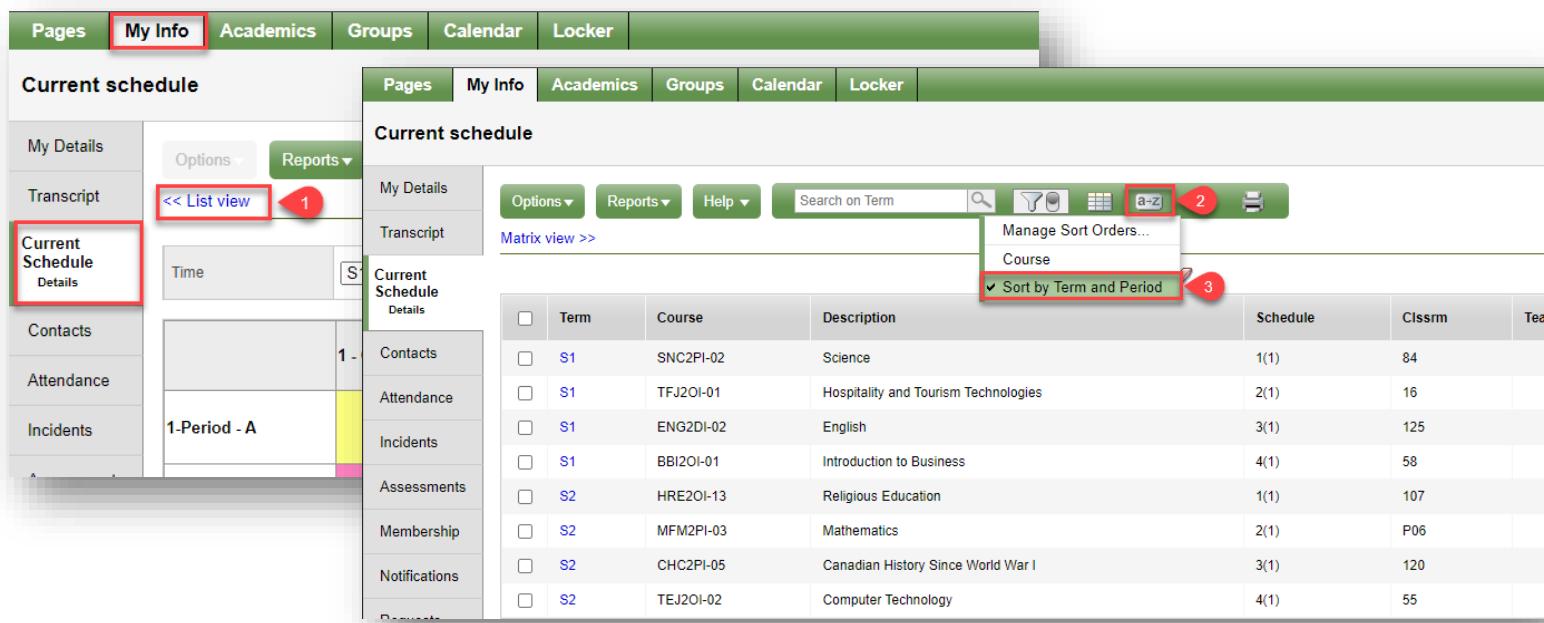
The screenshot shows the 'Academics' tab selected in the top navigation bar. The main content area is titled 'Classes' and displays a table of student classes. The 'Current Year' dropdown menu is open, showing the following options: 'All Terms', 'Current Term', 'All Terms', 'S1T1', 'S1T2', 'S2T1', and 'S2T2'. The 'All Terms' option is highlighted with a red box. A red arrow points to this dropdown menu.

Term	Course	Teacher	Clsrrm	Abs	0	0	0
S1	SNC2PI-02		84	0	0	0	0
S1	TFJ2OI-01		16	0	0	0	0
S1	ENG2DI-02		125	0	0	0	0
S1	BBI2OI-01		58	0	0	0	0
S2	HRE2OI-13		107	0	0	0	0
S2	MFM2PI-03		P06	0	0	0	0
S2	CHC2PI-05		120	0	0	0	0
S2	TEJ2OI-02		55	0	0	0	0

Option 2:

- Click on the **My Info** top tab and **Current Schedule** side tab.

1. Click on **<< List View** (blue hyperlink) to make this your default next time you login.
2. Click on the **a-z** button (sort order menu).
3. Select **Sort by Term and Period**.



The screenshot shows the 'My Info' tab selected in the top navigation bar. The 'Current Schedule' side tab is open, showing a list of classes. The 'a-z' button in the top navigation bar is highlighted with a red box. A red box also highlights the 'Sort by Term and Period' option in the sort order menu, which is currently selected. The table below shows the sorted class list.

Term	Course	Description	Schedule	Clsrrm	Teacher
S1	SNC2PI-02	Science	1(1)	84	
S1	TFJ2OI-01	Hospitality and Tourism Technologies	2(1)	16	
S1	ENG2DI-02	English	3(1)	125	
S1	BBI2OI-01	Introduction to Business	4(1)	58	
S2	HRE2OI-13	Religious Education	1(1)	107	
S2	MFM2PI-03	Mathematics	2(1)	P06	
S2	CHC2PI-05	Canadian History Since World War I	3(1)	120	
S2	TEJ2OI-02	Computer Technology	4(1)	55	