

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

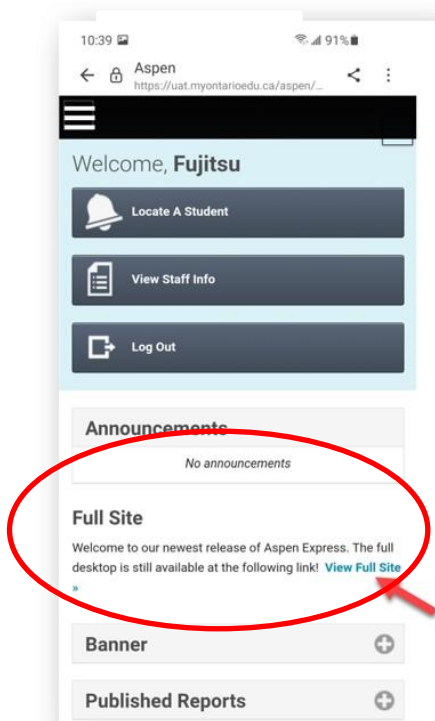
LOGGING INTO STUDENT PORTAL:

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 Aspen student portal interface. The top navigation bar includes 'Pages', 'My Info', 'Academics' (highlighted), 'Groups', 'Calendar', and 'Locker'. Below the navigation bar, the 'Classes' section is visible. On the left, there are tabs for 'Details', 'Assignments', and 'Attendance'. The main content area displays a table of classes with columns: Description, Course, Term, Schedule, Teacher, Classrm, and Abs. A red box highlights the 'Current Term' dropdown menu, which is open, showing 'All Terms' as the selected option. A red arrow points to the dropdown menu.

Description	Course	Term	Schedule	Teacher	Classrm	Abs
Science	SNC2PI-02	S1	1(1)		84	0
Hospitality and Tourism Technologies	TFJ2OI-01	S1	2(1)		16	0
English	ENG2DI-02	S1	3(1)		125	0
Introduction to Business	BBI2OI-01	S1	4(1)		58	0
Religious Education	HRE2OI-13	S2	1(1)		107	0
Mathematics	MF2PI-03	S2	2(1)		P06	0
Canadian History Since World War I	CHC2PI-05	S2	3(1)		120	0
Computer Technology	TEJ2OI-02	S2	4(1)		55	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 Aspen student portal interface. The top navigation bar includes 'Pages', 'My Info' (highlighted), 'Academics', 'Groups', 'Calendar', and 'Locker'. Below the navigation bar, the 'Current schedule' section is visible. On the left, there are tabs for 'My Details', 'Transcript', 'Current Schedule Details' (highlighted), 'Contacts', 'Attendance', and 'Incidents'. The main content area displays a table of classes with columns: Term, Course, Description, Schedule, Classrm, and Teacher. A red box highlights the '<< List View' link. Another red box highlights the 'a-z' button, which is open, showing 'Sort by Term and Period' as the selected option. Red circles with numbers 1, 2, and 3 indicate the sequence of steps.

Term	Course	Description	Schedule	Classrm	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	MF2PI-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	