

DSBN Secondary

How to Access Your Schedule in Aspen

1. Login with your DSBN email or username and password. Remember to use the **AASP button**, not the Log On button.
2. Click the My Info button at the top left-hand corner underneath your name.
3. Click on the Current Schedule button along the left-hand side of the screen.
4. Your schedule appears, sorted by course name. Click on the word Term to sort by semester/term.

You should have a screen that appears like the following:

The screenshot displays the District School Board of Niagara 2021-2022 user interface. At the top, there is a header with the board name and a Log Off button. Below the header, there are navigation tabs for Pages and My Info. The main content area is titled "Current schedule" and includes a sidebar with options like My Details, Transcript, Current Schedule, Contacts, Attendance, Membership, Notifications, and Requests. The main area shows a table of courses with columns for Course, Description, Term, Schedule, Classrm, and Teacher. The table is sorted by Term, and the "Matrix view >>" link is highlighted.

<input type="checkbox"/>	Course	Description	Term ▲	Schedule	Classrm	Teacher
<input type="checkbox"/>	ADA1O1-02	Dramatic Arts	S1	4(1)	152	Ingrao, MAXWELL
<input type="checkbox"/>	BTT1OC-M12	Information and Communication Technology in Business	S1	2(1)		
<input type="checkbox"/>	CGC1DC-M14	Issues in Canadian Geography	S1	4(1)		
<input type="checkbox"/>	ENG1DC-M13	English	S1	3(1)		
<input type="checkbox"/>	MTH1W1-03	Mathematics, Grade 9	S1	3(1)	157	Mellikov-Delong, Natasha
<input type="checkbox"/>	PAF1OC-M11	Healthy Living and Personal and Fitness Activities	S1	1(1)		
<input type="checkbox"/>	PPL1OM-01	Healthy Active Living Education	S1	1(1)	B gym	Frazer, Robert
<input type="checkbox"/>	TUJ1O1-02	Exploring Technologies	S1	2(1)	146	Prest, Christopher
<input type="checkbox"/>	CGC1D1-06	Geography of Canada	S2	4(1)	212	Sarvis, Adam
<input type="checkbox"/>	ENG1D1-08	English	S2	3(1)	133	Bootsma, Marita
<input type="checkbox"/>	FSF1D1-05	Core French	S2	2(1)	200	Stapleton, Julie
<input type="checkbox"/>	SNC1D1-04	Science	S2	1(1)	104	Odreman, Janine

You may also view the schedule as what is called "Matrix View". Click the Matrix View link to enter that mode. You can then use the School and Time dropdown controls to choose which schedule you would like to see based on the school you choose and the semester/term combination you choose.

In Figure 1 below, Matrix View is showing the student's schedule at Welland Centennial Secondary School, for Semester 1, Term 1.

Current schedule

My Details: Options, Reports, Help

Transcript: << List view

Current Schedule Details: School: Welland Centennial Secondary, Time: S1T1

Period	Cycle	Course
1-Period - A	1 - Cycle - 1	PPL10M-01 Healthy Active Living Education Frazer, Robert B gym
2-Period - B		TJ101-02 Exploring Technologies Prest, Christopher 146
3-Period - C		MTH1W1-03 Mathematics, Grade 9 Melikov-Delong, Natasha 157
4-Period - D		ADA101-02 Dramatic Arts Ingrao, MAXWELL 152
5-Period - E		
6-Period - F		
LUNCH-Period - LUNCH		
HMROOM-Period - HMROOM		

In Figure 2 below, the school has been changed to Lifetime Learning Centre which will show ONLY the on-line or eLearning courses being taken.

- Remote synchronous courses will show in periods 1-4 and will have a “-M” in their code
- eLearning asynchronous courses will show in periods 6 and will show “-E” in their code

Current schedule

My Details: Options, Reports, Help

Transcript: << List view

Current Schedule Details: School: Lifetime Learning Centre, Time: S1

Period	Cycle	Course
1-Period 1	1 - Cycle - 1	PAF10C-M11 Healthy Living and Personal and Fitness Activities
2-Period 2		BTT10C-M12 Information and Communication Technology in Business
3-Period 3		ENG1DC-M13 English
Lunch-Lunch		
4-Period 4		CGC1DC-M14 Issues in Canadian Geography
5-Period 5		
6-Period 6		

You can switch back to List View to show all the courses at all the schools by clicking on the << List view link.

Please click the **Log Off** icon at the top right-hand corner of the window when you are finished viewing your schedule.