

## Steps for Amesbury High School 2016-2017 Online Course Selection

The window for online course selection runs from Monday, February 29th to Thursday, March 24th for all students. Once the window closes, Guidance Counselors will meet with all students to review their course selections for next year.

1. Log into your Aspen student portal
  - Course selections can only be made in a student portal account; parent portal accounts can only view course selections
2. Select the My Info top tab
3. Select the Requests side tab
  - You may toggle between views on this page. Please make sure you are in Entry Mode view.
4. Select courses
  - Instructions: Listed courses are either required/recommended for your grade level
  - Primary requests:
    - i. Select a subject area and a pop up window will appear with general instructions and a link to the Program of Studies for YOG specific requirements
    - ii. The pick list of courses for that subject area indicates which courses you have already taken, whether you have met a course pre-requisite, and which courses are available for next year
    - iii. To make a selection, check the box to the left of the course name and click 'ok'
    - iv. You must select a minimum of 16 credits; if you are in Band/Chorus you must select a minimum of 18 credits
  - Alternates: Global alternates are used to replace any elective course, from any subject area, in the event of a scheduling conflict
    - i. You should enter 3 alternate choices
    - ii. The Alternate priority column to the right can be used to give your selections a priority number with priority 1 being the alternate that is used first
5. Use the 'Notes for Counselor' box underneath to leave your guidance counselor a note if you need to register for a course not listed, or if you have a question about a course.
6. Review course selections with your parents
7. Finishing steps
  - Reached your credit minimum? Click the 'Post' button under the 'Notes' box. This will let your guidance counselor know that you are all set.  
OR
  - Not at your credit minimum? Make an appointment with your guidance counselor to figure out those last few choices.

Congratulations! You have now entered your course requests for next year! This information will be used to gauge interest in new courses, determine which courses ultimately run, and how many sections of each course are needed.