Student Online Course Requesting in Aspen

BARNSTABLE PUBLIC SCHOOLS
Achieving Excellence Together

1. Log into the Aspen Student Portal at https://ma-barnstable.myfollett.com/aspen/logon.do

    a. Username is **LastName_FirstNameYOG** (*example: Smith_John23*)

    b. Password is **the password set by the student** (to reset, click "Trouble logging in?")

2. Go to **My Info** top-tab > **Requests** side-tab

3. Click **Entry Mode**

4. The main course selection page is made up of 5 areas:

   a. **Selection overview & progress** – Displays # of requests made and total # credits

   b. **Instructions** – Students should read the guidelines and know the graduation requirements

   c. **Primary Requests** – Student course requests by subject, use "Select" button to make elective choices; core course recommendations will already appear and cannot be changed without teacher/counselor approval

   d. **Notes for Counselor** – Area for students to write any questions, concerns, etc. to their counselors

   e. **Post & Approval info** – Post button allows students to submit requests for approval by counselors

Options ▾ Reports ▾ Help ▾   Search on CrsNo

<< Exit entry mode

a — 2022-2023 - Requests: 4 primary, 0 alternate - Scheduled: 10% - Credits: 4.0

b — **Instructions**

Class of 2023 Course Selection Process

Welcome to the 2022-2023 course selection process. You will be selecting classes for your 12th grade school year. You will need to select courses that will total seven (7) credits. Seniors are required to take courses in English and Math (required each year). In addition, you will want to select courses that are challenging to you and also meet your personal and career-oriented goals. Colleges and other post-secondary programs will have specific requirements, so you will need to work with your counselor to ensure you are taking the appropriate classes.

See your teacher if you have specific questions about a recommendation, and see your school counselor if you have any other questions about the scheduling process or course options for next year.

Please review your program of studies to ensure you are fulfilling all of your graduation requirements.

Please include your parent(s)/guardian(s) in this process.

A link to the Program of Studies can be found here or on the Barnstable High School website under Quicklinks.

Please note: Some classes may not run if enrollment is low.

BHS Graduation Requirements
- 4 credits of English
- 3 credits of History, including World History, US History I, US History II
- 4 credits of Math, through Algebra II, including a credit of Math in the senior year
- 3 credits of Science
- 2 credits of World Language (same language)
- 1 credit of the Arts (includes any course in the Art and Applied Technology department and the Music department)

22 Credits Total

c — **Primary requests**

|	Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	Alternate?	Alt 1 > CrsNo	Alt 1 > Description	Alt 2 > CrsNo	Alt 2 > Description	SchoolCourse > Credit	Credit
Select...	English	0139	Newspaper and Journalism Studies II H	N					1.0	1.0
Select...	Math	0352	Calculus Honors	N					1.0	1.0
Select...	History/Social Sciences	0226	A.P. European History	N					1.0	1.0
Select...	Science	0440	A.P. Biology	N					1.0	1.0
Select...	World Language									
Select...	Art									
Select...	Music									
Select...	Wellness									

d — **Notes for counselor**

e — Post   Last posted time: Approved time:

5. In the **Primary Requests** section, **click the "Select" button next to an elective to choose a course in that subject.** Core course recommendations made by teachers will already be populated and are selected automatically – **if students wish to modify their core subject recommendations, they will need to work with their counselors.**
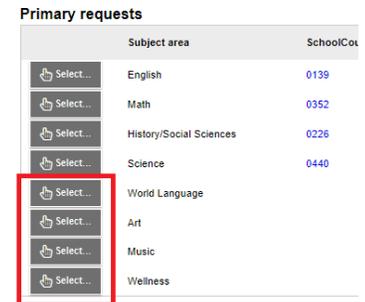
6. A smaller window will appear that lists all courses for that subject that are available to the student. **Check the empty box next to a course to choose it.** Courses in the list without a checkbox are not available to the student (due to prerequisites not met, grade level, etc).

7. **Students <u>MUST</u> also select up to two alternative "backup" courses, in priority order, for each primary course request.** For example, a student selects Chinese-Mandarin 1 as his primary request, and selects French 1 and Spanish 1, in order, as his alternates. This means if he can't get into Chinese-Mandarin 1 because it is full, he will be pushed to French 1 because it is his first alternate. If French 1 is also full, he will then be pushed to Spanish 1 because it is his second alternate.

Once the course and the alternate(s) have been selected, click "OK" to save for that subject.

Subject area	World Language
Instructions	

< | 1:10 |0514 ▼ | >   👆 Select All   1 of 25 selected

Select	CourseNumber	CourseDescription	Academic level	Credit	Prequisite	Status	Alternate 1	Alternate 2	
☑	0514	Chinese-Mandarin I	CP	1.0			0522 French I ▼	0554 Spanish I ▼	
	0517	Chinese-Mandarin II H	Honors	1.0	0514	Prerequisite not met	▼	▼	
	0577	Chinese-Mandarin III H	Honors	1.0	0517	Prerequisite not met	▼	▼	
	0579	Chinese-Mandarin IV H	Honors	1.0	0577	Prerequisite not met	▼	▼	
☐	0522	French I	CP	1.0			▼	▼	
	0511	French II CP	CP	1.0	0522	Prerequisite not met	▼	▼	
	0510	French II Honors	Honors	1.0	0522	Prerequisite not met	▼	▼	
	0520	French III Honors	Honors	1.0	0510	Prerequisite not met	▼	▼	
	0523	A.P. French Language and Culture	AP	1.0	0520	Prerequisite not met	▼	▼	
	..02	French V: The World of French H		0.0		No offering	▼	▼	

☑ OK   ✖ Cancel

Be sure to use the forward and backward arrows to scroll through the entire list of courses for each subject! The number on the right will indicate how many courses there are to choose from in that subject.

Subject area	World Language
Instructions	

`< | 10 |0514 ▼ | >`   Select All   1 of 25 selected

Select	CourseNumber	CourseDescription	Academic level	Credit	Prequisite	Status	Alternate 1	Alternate 2	
☑	0514	Chinese-Mandarin I	CP	1.0			▼	▼	
	0517	Chinese-Mandarin II H	Honors	1.0	0514	Prerequisite not met	▼	▼	
	0577	Chinese-Mandarin III H	Honors	1.0	0517	Prerequisite not met	▼	▼	
	0579	Chinese-Mandarin IV H	Honors	1.0	0577	Prerequisite not met	▼	▼	
☐	0522	French I	CP	1.0			▼	▼	
	0511	French II CP	CP	1.0	0522	Prerequisite not met	▼	▼	
	0510	French II Honors	Honors	1.0	0522	Prerequisite not met	▼	▼	
	0520	French III Honors	Honors	1.0	0510	Prerequisite not met	▼	▼	
	0523	A.P. French Language and Culture	AP	1.0	0520	Prerequisite not met	▼	▼	
	1502	French V: The World of French H		0.0		No offering	▼	▼	

☑ OK   ✖ Cancel

8. As courses are chosen, the **overview & progress area** (above the instructions) will update to show the current number of requests made and total credits. Generally, students need to have 7 credits worth of classes for every year.

2022-2023 - Requests: 4 primary, 0 alternate - Scheduled: 10% - Credits: 4.0 ➡ 2022-2023 - Requests: 7 primary, 0 alternate - Scheduled: 18% - Credits: 7.0

9. **To change a selection for a subject**, click on the "Select" button for that subject again, uncheck the course that had been checked, and check the box for another course instead. Then click "OK" to save the new choice.

10. **Not all courses need to be selected in one session;** students can leave their Requests page at any time and all progress made will be automatically saved. Students may return to their Requests page to continue the course request process any time during the course request time window.

11. Students may write questions, concerns, etc. to the counselor in the **Notes for Counselor** area.

Notes for counselor
I would like to find out about taking Honors Chemistry, even though I was recommended for CP.

12. **Once all selections have been made and the student is ready to submit them for approval by the counselor, click the "Post" button** at the bottom of the screen. Students may post and re-post any number of times, until either the counselor approves them or the request time window closes.

Notes for counselor

Post   Last posted time: Approved time:

After each time the student posts, the date and time of the latest posting will then be displayed next to the button.

Post   Last posted time: 12/2/2021 9:02 AM   Approved time:

13. **If a student hasn't made sufficient selections** – for example, choices from all required subjects, or correct number of total credits – or has made too many, **posting will not be allowed and an error message will appear**. Students must modify or add to their selections to meet the requirements before the portal will allow posting.
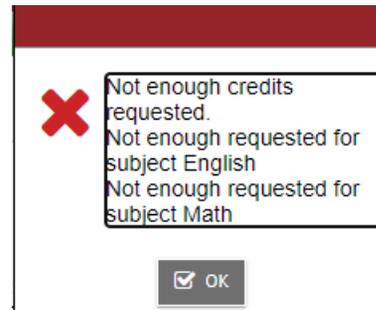
14. **Students may continue to make changes to their requests in the portal**, <u>**even after posting,**</u> until the counselor approves the requests or the request time window closes.

15. After the counselor approves a student's course selections, the time and date of the approval will be displayed in that same area as the last posted time, so students know their requests have been approved.
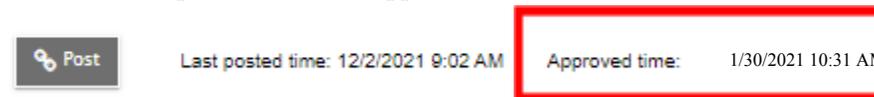
16. **If any changes need to be made after requests have been approved or the window has closed**, the student will need to work directly with the counselor.

17. **If a student intends to have a schedule with less than 7 credits**, due to being part of Project Excel or Dual-Enrollment or for other reasons, the student will need to work directly with the counselor.