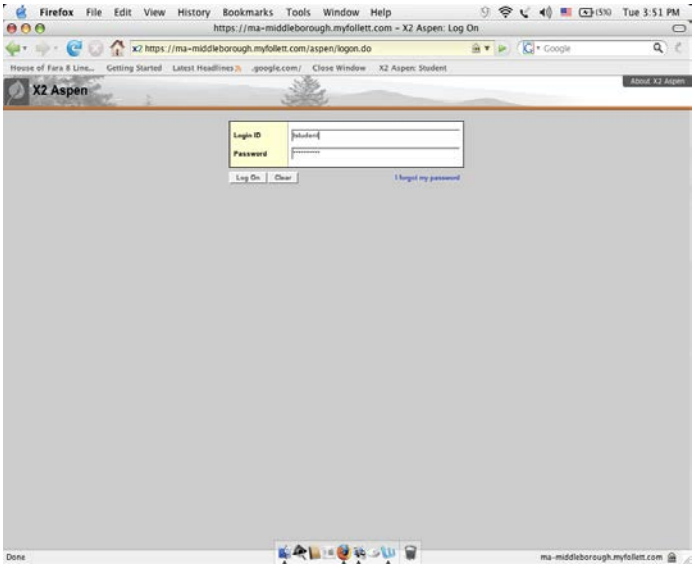
MIDDLEBOROUGH HIGH SCHOOL
ASPEN - QUICK TIPS
LOG ON TO THE SYSTEM & STUDENT COURSE REQUESTS

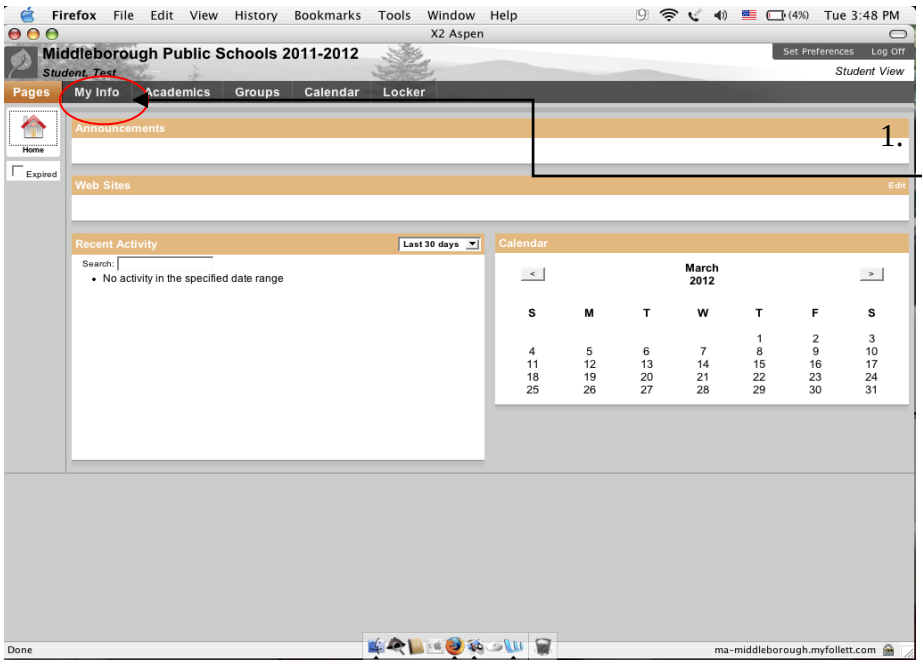
LOGGING IN

The link to the ASPEN log in page is:
https://ma-middleborough.myfollett.com/aspen/logon.do
and can be found on our District home page:
http://www.middleboro.k12.ma.us under Aspen
You can use this link from school, home, or from any computer with an internet connection.



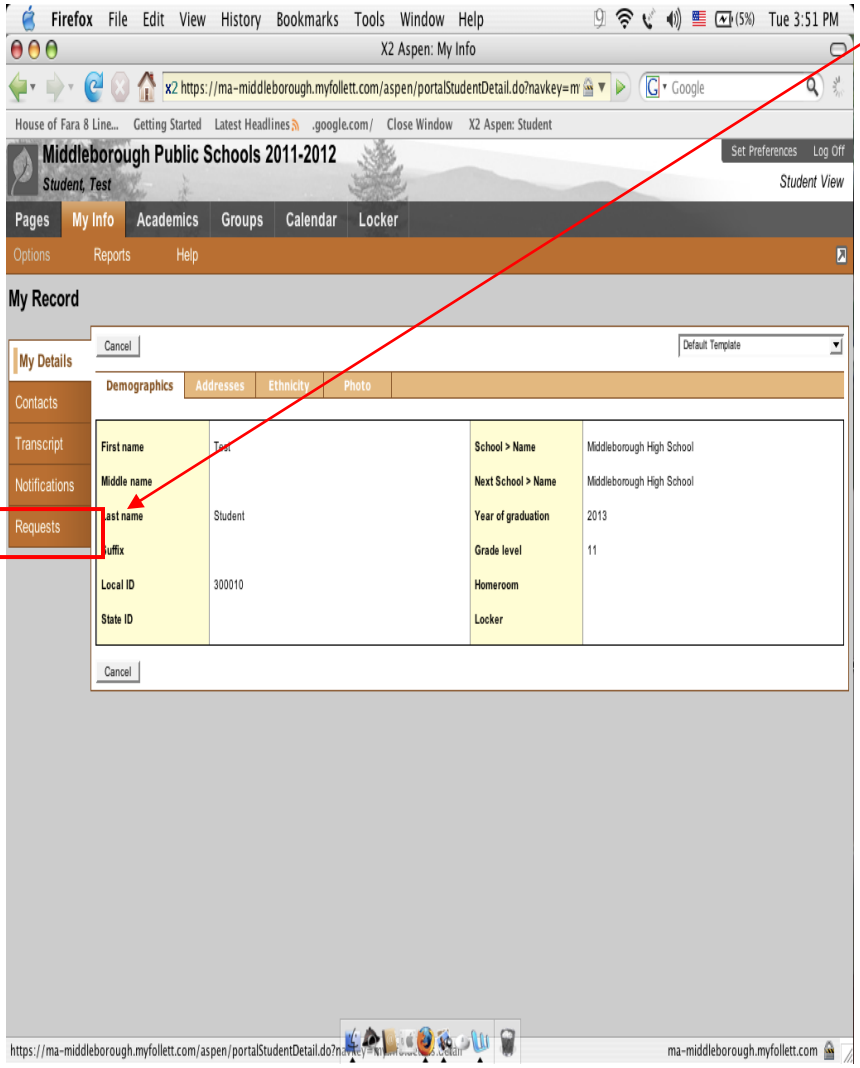
Here you will enter your Login ID and your Password (it is case-sensitive), and then click on the *Log On* button. Students who have never logged on to ASPEN will need to use the login and password on the label provided on the cover sheet of this packet. **If you get logged out or see an error message, logout and log back in. If your account has been disabled, please email Andrea Smith to have it activated: asmith@middleboro.k12.ma.us**

When you Log on to Aspen, you will automatically be in your Home Page.

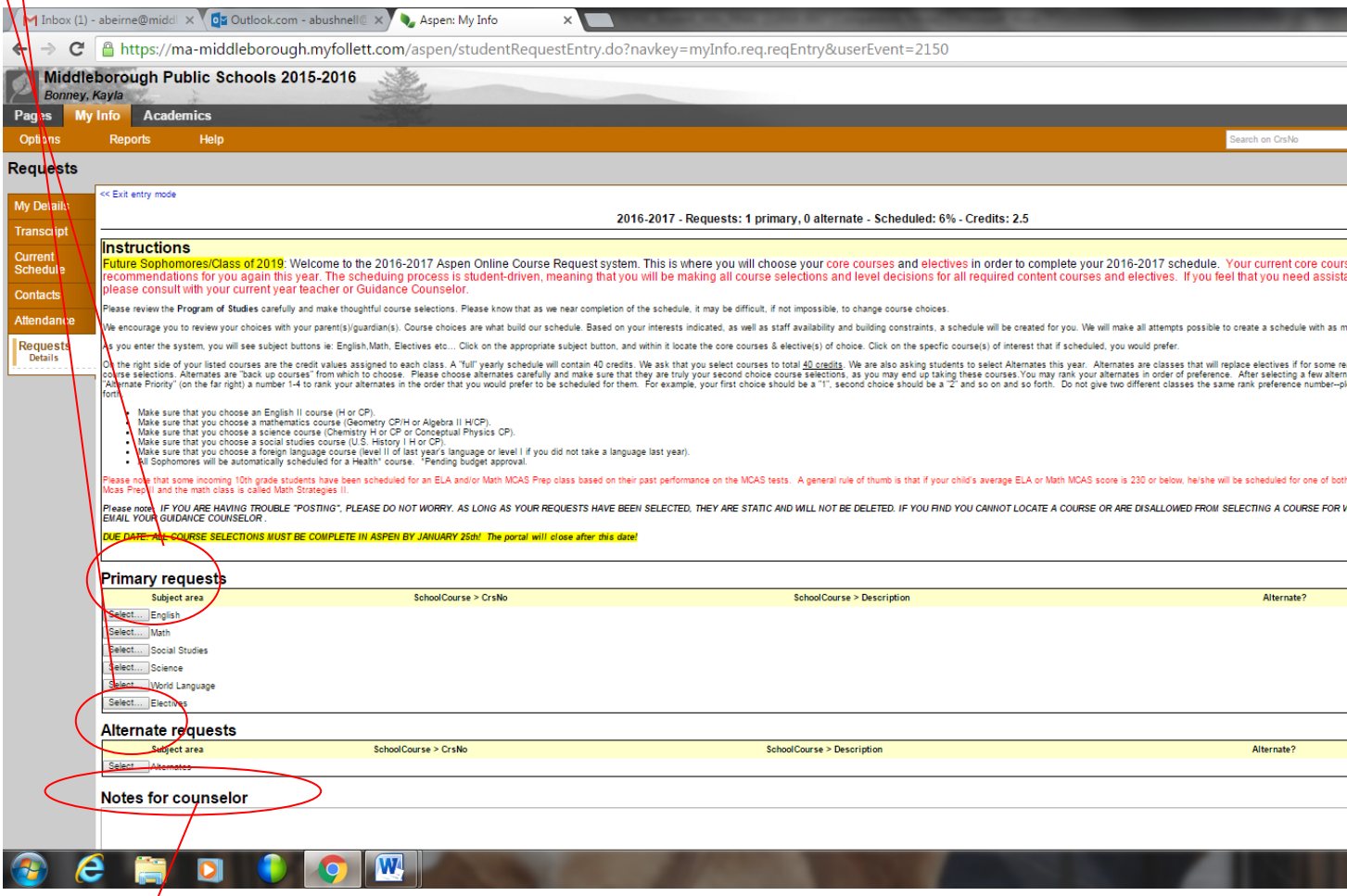


1. Select *My Info*, near the top, left corner of your screen.

2. Now click on the *Requests* side tab This will take you to the *Requests* screen (below).



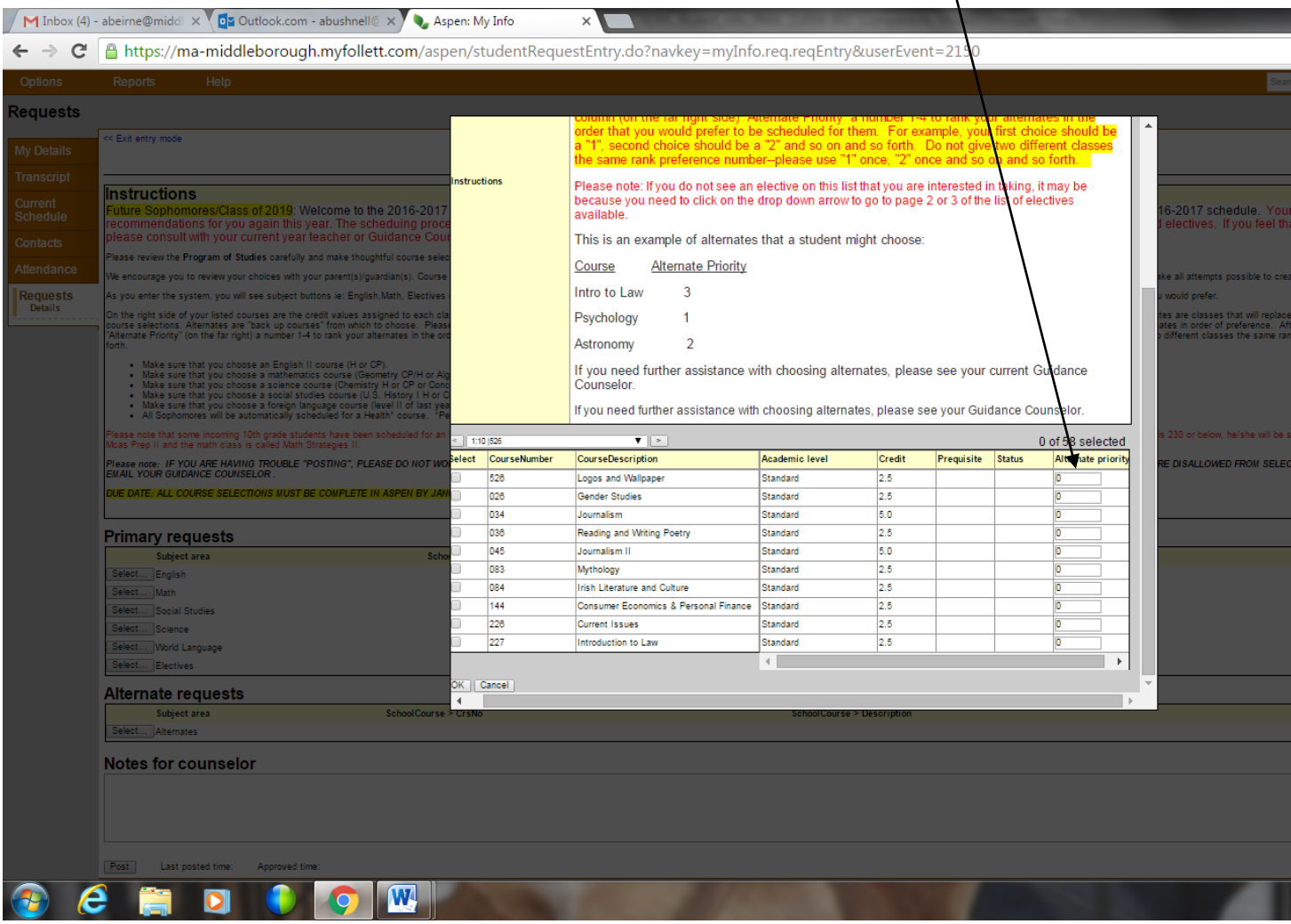
3. **COURSE REQUESTS – Primary Requests and Alternate Requests (Electives).** Simply press the *Select* button next to the subject area in which you want to choose your core courses and electives. Under *Alternate Requests*, please choose <u>up to 4</u> alternates courses as "back up" electives in case you don't get scheduled for your first choice electives.



Please leave a note for your counselor if you do not see a class that you would like to take or if you need to tell the counselor something that is important to your schedule. For instance, you failed P.E. during your freshman year and you are entering your senior year and still need to make up the class, but you can't sign up for it—let your counselor know!

Important Note about Alternates

You may choose to rank your alternates in order of your preference. For instance, rank your first choice alternate as a "1" and your last choice alternate as a "4". Do not rank two alternates with the same number. Type in a "1", "2", "3" or "4" in the space under "Alternate Priority" to rank order your alternate electives.

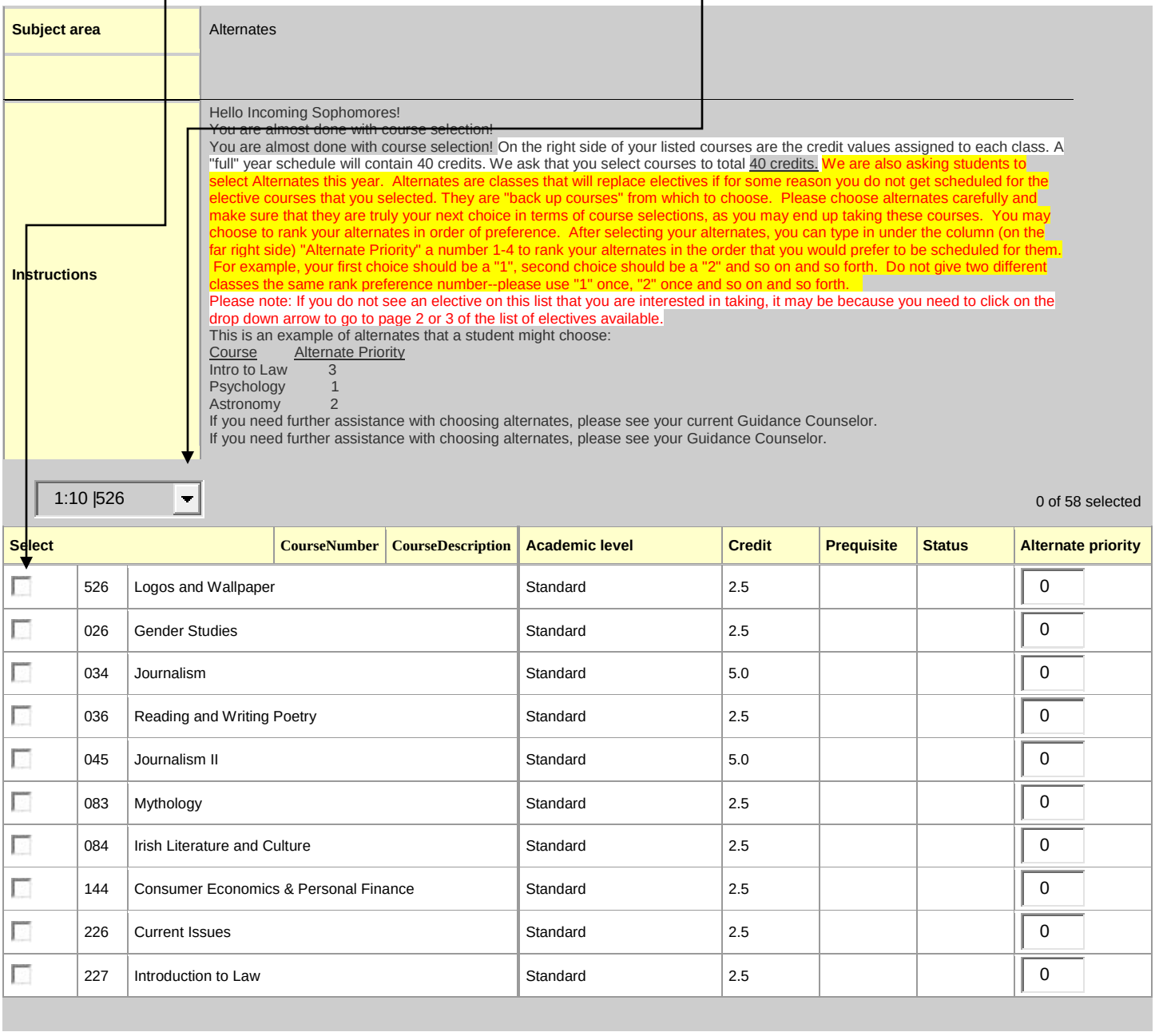


Once you have completed your course selections, you should then click on the button at the bottom of the page that says "POST". Don't worry if you forget to click on POST as your selections will be automatically saved in the ASPEN system anyway.

DETAILED INSTRUCTIONS FOR MAKING YOUR REQUEST FOR A SPECIFIC SUBJECT AREA:

When you click on the *Select . . .* button, you will see a box pop up similar to the one below.

- In the top area, you will see the subject area you are requesting for and instructions.
- If you would like to take a course, simply check the box and click the OK button. Note: To remove a request from your requests page, click the Select checkbox again to deselect it.
- If there are more courses available than will fit on the screen, you can click the arrow to scroll to the next page of courses.
- Click on the OK button when you are finished with your selection.



Subject area Alternates

Instructions

Hello Incoming Sophomores!
~~You are almost done with course selection!~~
You are almost done with course selection! On the right side of your listed courses are the credit values assigned to each class. A "full" year schedule will contain 40 credits. We ask that you select courses to total 40 credits. We are also asking students to select Alternates this year. Alternates are classes that will replace electives if for some reason you do not get scheduled for the elective courses that you selected. They are "back up courses" from which to choose. Please choose alternates carefully and make sure that they are truly your next choice in terms of course selections, as you may end up taking these courses. You may choose to rank your alternates in order of preference. After selecting your alternates, you can type in under the column (on the far right side) "Alternate Priority" a number 1-4 to rank your alternates in the order that you would prefer to be scheduled for them. For example, your first choice should be a "1", second choice should be a "2" and so on and so forth. Do not give two different classes the same rank preference number--please use "1" once, "2" once and so on and so forth.
Please note: If you do not see an elective on this list that you are interested in taking, it may be because you need to click on the drop down arrow to go to page 2 or 3 of the list of electives available.
This is an example of alternates that a student might choose:

Course	Alternate Priority
Intro to Law	3
Psychology	1
Astronomy	2

If you need further assistance with choosing alternates, please see your current Guidance Counselor.
If you need further assistance with choosing alternates, please see your Guidance Counselor.

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0 of 58 selected

Select	CourseNumber	CourseDescription	Academic level	Credit	Prequisite	Status	Alternate priority
☐	526	Logos and Wallpaper	Standard	2.5			0
☐	026	Gender Studies	Standard	2.5			0
☐	034	Journalism	Standard	5.0			0
☐	036	Reading and Writing Poetry	Standard	2.5			0
☐	045	Journalism II	Standard	5.0			0
☐	083	Mythology	Standard	2.5			0
☐	084	Irish Literature and Culture	Standard	2.5			0
☐	144	Consumer Economics & Personal Finance	Standard	2.5			0
☐	226	Current Issues	Standard	2.5			0
☐	227	Introduction to Law	Standard	2.5			0