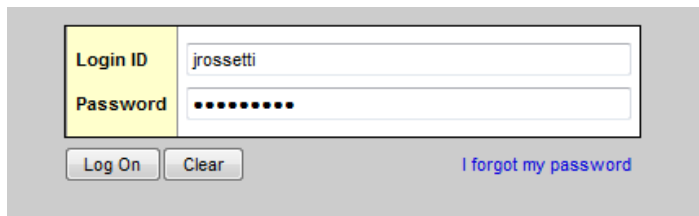March 15, 2017

Dear Students and Families:

During the period from *Monday, March 27th through Monday, April 10th* you and your child will have the opportunity to register for courses for the 2017-2018 school year by using the X2 Aspen Portal. This is the eighth year the course selection process will be done online.

To complete the course registration, please access the online X2 Student Portal at:
https://ma-bluehills.myfollett.com/aspen/logon.do

Please look for instructions on the Blue Hills Web site (www.bluehills.org) and on the X2 Aspen Portal. In this packet, you will find instructions on how to complete the online course selection as well as information you should consider when making your choices. Your child's login ID is their first initial last name (Jill Rossetti would be jrossetti) and your child's username is usually their local student ID number or their selected password.

Please note that the deadline to post course selections online is **Monday, April 10, 2017.**

Teachers have spent the last few weeks making recommendations for core academic subjects and vocational programs. When you first log into the Student Portal (following the instructions in this packet), you will see the courses that have been recommended for you. We build the entire schedule and assign faculty based on the information we receive from students and families during the course selection period. Once a student has submitted their course selections, they will be expected to remain in those courses for the next year. Please refer to the Program of Studies for information pertaining to Blue Hills' graduation requirements to ensure that you are enrolling in the necessary courses. **You can find the Program of Studies online at www.bluehills.org under the Quick Links on the right hand side of the homepage.**

We strongly recommend that you meet with your Guidance Counselor to review your course selections for next year during the weeks of **March 27th through April 7th**. All final placements are dependent upon a student's final average in their current courses. **Changes of mind will not be permitted. Changes after the add/drop period will not be allowed except for unusual and extenuating circumstances. Please refer to the Program of Studies for more information on the Add/Drop period**.

It is extremely important that you carefully make choices regarding your courses for next year. Please contact the Guidance Office at 781-828-5800 extension 232, or email your individual counselor.

Sincerely,

Jill Rossetti
Principal

Enter Requests Online in the Student Portal

In the Student Portal:

View and enter your requests for next year's courses. You can select courses from **Monday, March 27th through Monday, April 10th.** During this date range you can enter and make changes at any time.

When you finish, please click **Post** to notify your guidance counselor that you are done.

To enter your requests:

1. Log on to the Student view.
2. Click the **My Info** tab.
3. Click the **Requests** side-tab. The Requests page appears:
4. At the top of the page, in the instructions box, read and follow the instructions for entering your requests. **Note: If any of your courses are required or recommended by your teachers, they might automatically appear as requests when you first review the Requests page.**

Instructions

Under **Primary Requests**, please hit SELECT and choose one each of the following courses:

- (1) English
- (1) Math
- (1) History
- (1) Science
- (1) Social Studies
- (1) Physical Education
- (1) Spanish (approved elective) <u>OR</u>
- (1) Elective

Make your selections and hit OK. If you have selected Spanish as your Elective, click POST at the bottom. You have completed the course selection process. Approved Electives are *by approval only* from the Academic Director and/or the Special Education Director.

Under **Alternate Requests**:

If you have <u>not chosen Spanish</u>, please hit SELECT and check each elective. **Prioritize your first, second, and third choice.** Make your selection and hit OK. Click POST at the bottom. This will notify your guidance counselor that you have completed the course selection process.

Primary requests

	Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	Alternate?	AltPri	Credit
Select...	Health/PE	9027	Phys Ed/Health 12	N	0	1.0
Select...	Math	2337	Trigonometry - CP	N	0	2.0
Select...	Science	6637	Earth Science 12 - CP	N	0	1.0
Select...	Social Studies	7037	U.S. Government & Politics-CP	N	0	1.0
Select...	Vocational Tech Program	8117	Automotive Technology IV	N	0	8.0
Select...	English	1337	Literature & Writing IV - CP	N	0	2.0
Select...	Spanish					

Use the following tips when selecting a course to request:

- If your teacher recommended a course, a checkmark appears in the *Select* column. That course becomes a course request when you click OK.
- The Status column displays information about the course, such as if the course is full, or if this is the course your current teacher recommended for you. Depending on the subject, you can either select any course, or are required to accept the courses recommended for you.
- If your teacher entered comments about a recommendation for you the ⬚ appears in the *Status* column. Click the icon to view the comments.
- <mark>**Remember**: to type a number in the **alternate column** for your electives; You must drag the slider to see the Alternate box. Type **1** next to the alternate you want to try to be scheduled for in first, type **2** in the next alternate you would want on your schedule, and so on:</mark>

Subject area	Electives
Instructions	*PLEASE NOTE - IF YOU HAVE CHOSEN SPANISH, DO NOT COMPLETE THIS SECTION. You have completed your course selections. If you have not chosen Spanish, please check each elective below and prioritize your first, second, and third choice. Hit OK. Click POST at the bottom. This will notify your guidance counselor that you have completed the course selection process. We will try our best to accommodate every student's first choice.

Make sure you click the elective check box first.

Type 1 for 1st choice and 2 for second choice

0 of 3 selected

Select	CourseNumber	CourseDescription	Academic level	Credit	Prequisite	Status	Alternate
☐	4437	Environmental Science & Ecology	3	1.0			0
☐	4837	Sociology	3	1.0			0
☐	4937	Music Appreciation	3	1.0			0

OK   Cancel

5. Select the checkbox in the *Select* column of the course(s) you want to request, and click **OK**. The requests now appear on your Requests page. Note: To remove a request from your Requests page, click the *Select* checkbox again to deselect it.

6. In the Notes for counselor box, type any notes to your counselor regarding your requests. Your counselor can view these notes when reviewing your requests. Your requests are automatically saved after you enter them on the Requests page. Your counselor can view them at anytime.

Notes for counselor

Mrs. Smith, I don't have the prerequisite so I can't request it, but Mrs. Hope recommended Honors Trig. What should I do?

7. After you complete entering your requests, click **Post** at the bottom of the page. This lets your counselor know that you are finished entering requests. If you have not selected enough courses to satisfy requirements for your academic track, the system lets you know which area you need to make more requests in:

⊗ Not enough requested for subject 11th grade honor math

OK
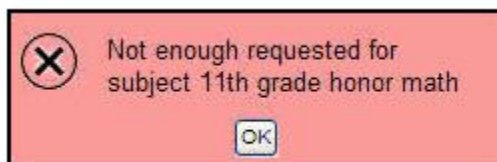
Note: Once your guidance counselor approves your requests, you can no longer make changes to your course selections.