

# BHS ONLINE COURSE REQUESTS

## INSTRUCTIONS FOR STUDENT PORTAL AVAILABLE MARCH 6-MARCH 20

Log on to X2— <https://ma-brookline.myfollett.com/aspn>

Log in ID: usually grad year +last name + first initial e.g.:21jonesk (must be all lowercase letters)

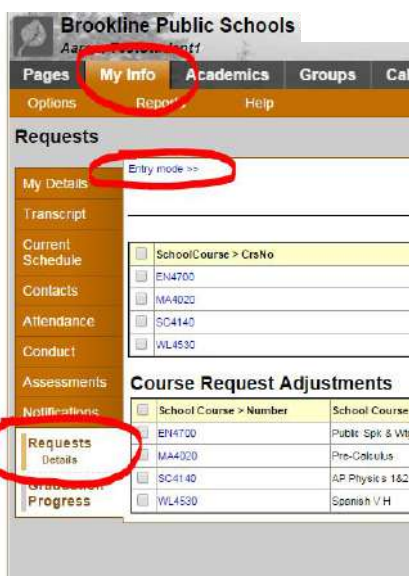
Any student needing a portal reset should email: [student\\_help@psbma.org](mailto:student_help@psbma.org)

### To enter requests:

**STEP 1:** Select the **My Info** Tab

**STEP 2:** Select the **Requests** Side Tab and select **"entry mode"** in the left corner.

*You will see all of the courses teachers have recommended and comments left by your teachers. Read the comments to help make decisions about your overall course load. Students enter choices for option courses (this is mostly for rising seniors). Also, students choose alternates for first choice courses.*



In the portal you should see comments made by your teachers about the courses they have recommended for you. It is vital that you use this information to determine which the best courses are for you.

**STEP 3:** Select a subject area in order to enter your course requests and see your teacher's recommendation. Choose the courses you want but remember the total number of credits

requested cannot exceed 7.25. Rising 10<sup>th</sup> and 11<sup>th</sup> graders can mainly just add Elective (CTE, VA, PA) and H&F courses in the portal. Underclassmen who wish to take more than one course in a subject must contact the guidance counselor. Rising 12<sup>th</sup> grade students can choose from all of the option courses as well to create full schedule.

### Primary requests

	Subject area	SchoolCourse > CrsNo
Select...	English	EN4700
Select...	Math	MA4020
Select...	Social Studies	
Select...	Science	SC4140
Select...	World Language	WL4530
Select...	Performing Arts	
Select...	Visual Arts	
Select...	Health & Fitness	
Select...	Career & Tech Ed	
Select...	Optional Class	
Select...	Elective - Z block	

### Alternate requests

	Subject area	SchoolCourse
Select...	Health & Fitness-Alternate	
Select...	Optional Class-Alternate	
Select...	Elective- Alternate	

*Note that your teachers have made recommendations as to the level and next sequential course they feel is best suited for you. These recommendations will already be selected for you. These recommendations cannot be changed in the portal. If you wish to change first discuss with your parents and your teacher, then your Guidance Counselor and the Curriculum Coordinator. The last day to request an override or change is April 3.*

#### STEP 4:

Rising 12<sup>th</sup> grade students (and 10<sup>th</sup> grade students for English) can now add alternate course choices for recommended courses using the pop up on the right side of the screen. (See example) You can also choose an alternate for option courses—for example—if you wish to take Legal Studies but would want to take Psychology if you did not get scheduled for Legal, then enter Psych. as the alternate for Legal in the Option course window.

The screenshot shows a web interface for selecting courses. At the top, there are fields for 'Subject area' (set to 'English') and 'Instructions'. Below this is a table with columns: Select, CourseNumber, CourseDescription, Academic level, Credit, Prerequisite, Status, and Alternate. The table lists several English courses, with 'EN4700 Public Spk & Wtg' selected. To the right of the table, a pop-up menu titled '1 of 9 selected' allows choosing an alternate course. The list of alternates includes EN4020, EN4030, EN4220, EN4430, EN4530, EN4600, EN4700, EN4800, and EN4900. 'EN4600 Fiction and Film' is highlighted as the selected alternate.

Select	CourseNumber	CourseDescription	Academic level	Credit	Prerequisite	Status	Alternate
<input type="checkbox"/>	EN4020	Stranger in Lit	02	1.0			
<input type="checkbox"/>	EN4030	Stranger in Lit H	03	1.0			
<input type="checkbox"/>	EN4220	Biography & Autobiography	02	1.0			
<input type="checkbox"/>	EN4430	English Lit H	03	1.0			
<input type="checkbox"/>	EN4530	Eurpn Lit H	03	1.0			
<input type="checkbox"/>	EN4600	Craft of Writing	02	1.0			
<input checked="" type="checkbox"/>	EN4700	Public Spk & Wtg	02	1.0		Recommended	
<input type="checkbox"/>	EN4800	Fiction and Film	02	1.0			
<input type="checkbox"/>	EN4900	Comm For Entrepreneurs	02	1.0			

**NOTE: SENIORS MUST ENTER AN ALTERNATE ENGLISH COURSE—If you do not an alternate will be entered for you**

#### Step 5 Enter up to 7.25 credits

The key concept is to plan a 7 block schedule for next year. You should map out how to get to the seven (or fewer) needed to fill a day. For most students this is 5 academics and ½ year H&F, leaving 1.5 open slots for electives or senior option courses. However for many students there are also support classes to be factored in: Learning Center, AALSP, Tutorial, etc...

The portal will limit you to 7.25 primary requests. 7.25 allows a student 7 full classes and Athletics for H&F. Students not using athletics should only enter 6.5 primary requests and then select a .25 or .5 H&F class. You will not be able to POST until you have entered your H&F class. You will not be able to POST if you select more than 7.25 credits. Students can also enter one Z-block class if committed to the 7:30am schedule. (Note that Z-block classes will appear for now as 0 credits—this is just for the course request window—please check the course catalog for the proper credit for these courses.)



#### Pro Tip

*Send a note to your Guidance Counselor*

##### Notes for counselor

Hi Mr. Schiff  
Can I talk to you about taking AP Gov for next year?  
I'm not sure it will fit.

All info must be entered into the portal by Tuesday March 20. Students having difficulty with the portal should contact their Guidance Counselor and/or come to the two Counselor Help sessions in the Library on March 13 and 14.

**Step 6: POST!! If you do not POST at the bottom of the screen your choices will not be saved.**

