

## **Instructions for Online Course Selection**

***9<sup>th</sup> grade students***

***Course Requests for School Year 2016-2017***

1. Go to <http://studentdata.k12.somerville.ma.us> to access Aspen X2. Sign in to your Aspen X2 account.
2. Click on "My Info" and then "Requests"
3. If you are in Entry Mode, click "Exit Entry Mode" at the top of the screen to see your current requests and your teacher recommendations.
4. To change or add to your current requests, click "Entry Mode."
5. Review the instructions at the top of the page.
6. Click on "select" next to the subject area where you'd like to choose a course. You can choose more than one course in a subject area. Click the arrow to scroll through all of the course options in this category. If you don't find the course you are looking for in a specific subject, you can choose it under the "Special Programs, Electives, Other" section.
7. If you would like to choose an alternate course that will be submitted as a request if your primary request cannot be accommodated, make that selection under "Alternate 1."
8. Click "OK" when you have chosen all of the courses you'd like in a particular subject area.
9. When you have made all of your selections, click "Post" to save your choices.
10. Remember that your course selection card must match your online course requests exactly and your card must be signed by a parent/guardian.
11. All online course requests must be complete by March 4<sup>th</sup>. Submit your signed course selection card to your house secretary by March 4<sup>th</sup>.