



## Swampscott High School 2018 Course Selection Process Instructions

Please visit the Swampscott High School Course Selection Page to view the Program of Studies: <https://high.swampscotts.org/program-studies-course-selection/>

### **To view teacher recommendations:**

1. Log in to Aspen at: <https://ma-swampscott.myfollett.com/aspen/logon.do>
2. Click on the Family Top Tab
3. Select the student you want to see recommendations for by checking the box on the left next to their name
4. Click on schedule side tab
5. Click on requests
6. Click on exit entry mode to get to requests screen

### **To select electives from the requests screen**

1. Click on entry mode
2. Click on the select button next to electives
3. Use the left and right arrows to get from page to page on the list of electives
4. Use the scroll left and scroll down bars to view all electives
5. Place a check in the box next to the elective your child would like
6. Scroll over to place an alternate choice in case the elective is either full or does not run due to low enrollment.
7. If you are selecting multiple electives you can prioritize by numbering them in the last column called priority. 1 is the highest priority
8. Click OK button when finished
9. Click post to submit the elective choices
10. Only those logged in as a student may leave a note for a counselor in Aspen

### **Miscellaneous notes**

- If you need to reset your aspen password or need your username please email: [techsupporths@swampscott.k12.ma.us](mailto:techsupporths@swampscott.k12.ma.us) for a high school student or [aspensupportms@swampscott.k12.ma.us](mailto:aspensupportms@swampscott.k12.ma.us) for an 8th grade student
- If you wish to initiate an override or underide, all forms are located in the schools. For current SHS students, this process is initiated by the student with the guidance counselor. For grade 8 students, forms are in the main office. *Please note that we will not consider requests after the due date as the scheduling will be under way.*