

STEP 6: Please read carefully the basic instructions for each department before you select any courses to make sure you are making the best choices. (Figure 6)

IMPORTANT NOTE: Teachers will make important recommendations that will appear automatically as selections for you. If you wish to keep those selections, move on to another subject to select.

STEP 7: When you have found the courses that you wish to select, simply check the boxes in front of the course(s) to select it(them). To complete the selection, click on **OK** in the bottom left corner.

IMPORTANT NOTE: If you are choosing a full-year course, you must select each semester separately as shown in Figure 6. By checking only one box, you are only selecting one semester.

Subject area English

Instructions **GRADUATION REQUIREMENTS:** All freshmen must take English 1. Sophomores must take English 2. Juniors must take one of the following full year courses: English 3 or a combination of semester courses in which one must be in reading and the other in writing. Seniors must take one of the following full year courses: English 4 or a combination of semester courses in which one must be in reading and the other in writing. Journalism is also available for graduation credit.

4:430 | 0263 0 of 58 selected

Select	CourseNumber	CourseDescription	Academic level	Credits	Prerequisite
<input type="checkbox"/>	0263	ENGLISH 4	L2	0.5	
<input type="checkbox"/>	0264	ENGLISH 4	L2	0.5	
<input checked="" type="checkbox"/>	0275	AP ENGLISH LANG/COMP	L4	0.5	
<input checked="" type="checkbox"/>	0276	AP ENGLISH LANG/COMP	L4	0.5	
<input type="checkbox"/>	0284	WRITING WORKSHOP	L2	0.5	
<input type="checkbox"/>	0286	COLLEGE COMPOSITION	L3	0.5	
<input type="checkbox"/>	0290	CREATIVE WRITING	L3	0.5	
<input type="checkbox"/>	0304	FOLKLORE/MYTHOLOGY	L2	0.5	
<input type="checkbox"/>	0306	FOLKLORE/MYTHOLOGY	L3	0.5	
<input type="checkbox"/>	0314	SHORT FICTION	L2	0.5	

OK CANCEL

Figure 6

Notes for counselor

Post Last posted time: Approved time:

Figure 7

STEP 8: After you have made all of your selections, you may want to send a message to your guidance counselor to explain your choices or any special considerations that they need to be aware of.

In the box at the main screen, please type in a message and they will see it when they check all of your selections to make sure you have met the proper requirements for graduation. (Figure 7).

STEP 9: To complete the entire process, simply select the **POST** button in the lower left bottom of the screen and you will be sending your selections to your counselor for approval.

IMPORTANT FINAL NOTES:

1. Your school administrators will inform you of the opening and closing of the course selection time frame window to select courses. Once the window closes, you will not be able to make any selections or changes unless you see your guidance counselor.
2. You can never select too few or too many classes. Aspen will guide you on your course selections and will let you know if you have chosen under or over the correct number of selections.
3. Please consult with your teachers and parents regarding your selections.
4. Parents cannot change or select courses for you in the family portal. All selecting and changes must be done from a Student Portal account. It is important to share your selections with your parents/guardians.

ELECTRONIC COURSE SELECTION PROCEDURE HIGH SCHOOL STUDENTS ONLY



Starting with the 2015-2016 school year, Manchester School District high school students must select their courses for the following school year electronically by using the student portal in Aspen. Before the student begins the process, some preparation must be done:

- Students must be able to login into their individual Aspen accounts.
- Student must have a pre-conceived idea of the courses they wish to select by discussing their choices with teachers and parents.

STEP 1: Login into Aspen (Figure 1) by using a **WEB BROWSER** and **NOT A SMARTPHONE** device using the URL listed below.

<https://nh-manchester.myfollett.com>

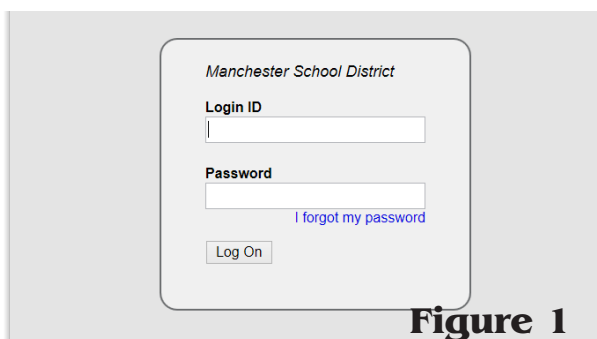


Figure 1

STEP 2: Once a student logs in, they select the MY INFO top tab and locate REQUESTS at the bottom of the side tab menu (Figure 2).

STEP 3: A new screen will pop up showing specialized instructions depending on the grade level of the student. (Figure 3). A senior view is shown below.

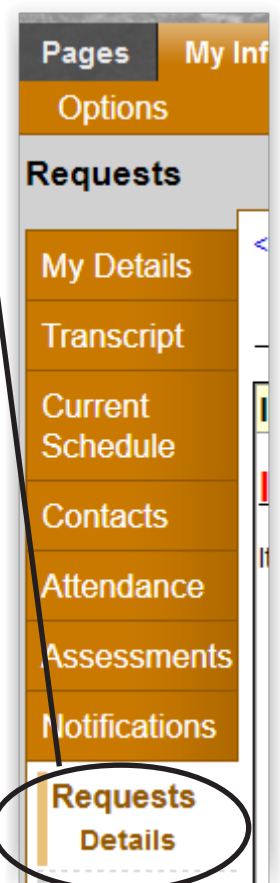


Figure 2

Instructions

Important information for soon to be Seniors! (Class of 2016)

Items to consider:

- Make sure your total credits add up to minimum of 5.0 credits and a maximum of 7.0 credits
- Make sure you have an **English 4** class or an **English elective** (totaling 1.0 credits) selected
- Make sure you have completed your mathematics sequence of 3 years, one of which has to be the successful completion of **Algebra 1**
- Make sure you have selected an **Economics** class
- Make sure you have completed your **Science** requirement
- Make sure you have completed your **Physical Education** requirement or have arranged an **ELO** or **Team Sports** credit
- Make sure you have completed your **Arts** elective requirement (Art or Music class) and have earned at least a 0.5 credit
- Refer to the **Program of Studies** of the **Student Handbook** for other specific graduation requirements.

Please discuss your course selections with your parent or guardian and your guidance counselor.

Figure 3

STEP 4: Below the specialized instructions, a PRIMARY REQUESTS listing of all of the academic categories will appear. Click on a subject area to see a list of courses (Figure 4).

Primary requests

Select...	Subject area
Select...	Art
Select...	Business
Select...	English
Select...	Math
Select...	EL
Select...	Family & Consumer Science
Select...	Health/PE
Select...	Library Science
Select...	Music
Select...	MST CTE
Select...	Science
Select...	Social Studies
Select...	Technology Education
Select...	World Languages
Select...	SPED

Notes for counselor

Figure 4

Subject area English

Instructions **GRADUATION REQUIREMENTS:** All freshmen must take English 1. Sophomores must take English 2. Juniors must take one of the following full year courses: English 3 or a combination of semester courses in which one must be in reading and the other in writing. Seniors must take one of the following full year courses: English 4 or a combination of semester courses in which one must be in reading and the other in writing. Journalism is also available for graduation credit.

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<input type="checkbox"/>	0314	SHORT FICTION	L2	0.5	

Figure 5

STEP 5: Once the list appears, go through the entire list to find the course(s) you wish to select. To scroll through the listing, use the left-right arrows to find the course that you wish to select. (Figure 5)