Entering Electives in the Parent Portal in X2/Aspen

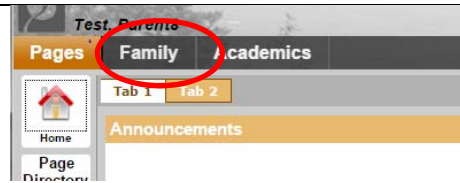|	
Log in to the Parent Portal at http://www.brookline.k12.ma.us/parentportal and click on the blue Aspen Parent Portal logo	To log into PSB's Parent Portal click the image below: Parent Portal
Enter your Login ID and password to logon	Brookline Public Schools **Login ID** test.parent1 **Password** •••••••••••• I forgot my password Log On

If you have forgotten your login information, please email datateam@psbma.org with your name and your child(ren)'s name(s). Please allow up to 3 business days for a reply, due to volume.

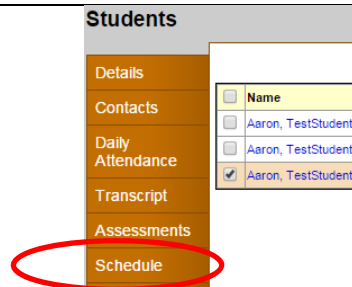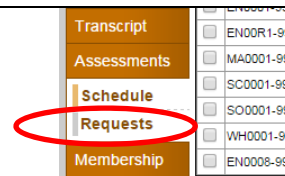|	
Click on the tab labeled **Family** in the upper left corner.	Test. Parents Pages Family Academics Tab 1 Tab 2 Home Announcements Page Directory
Select the student whose courses you need to select by clicking in the box next to their name.	**Students** Details / Contacts / Daily Attendance / Transcript 1 of 3 selected Name — DOB — Grade — School > Na Aaron, TestStudent1 — 1/1/2000 — 01 — Buffer Zone Aaron, TestStudent4 — 1/4/2000 — 08 — Amos A. Law Aaron, TestStudent8 — 9/8/2009 — 08 — Amos A. Law
Click on the tab labeled **Schedule** on the left hand side of the page.	**Students** Details / Contacts / Daily Attendance / Transcript / Assessments / Schedule Name Aaron, TestStudent1 Aaron, TestStudent4 Aaron, TestStudent8
Click on the tab labeled **Requests** that will appear below the Schedule tab	Transcript / Assessments / Schedule / Requests / Membership EN00R1-99 MA0001-99 SC0001-99 SO0001-99 WH0001-99 EN0008-99
Take note of and read the instructions available on the screen.	**Instructions** In the X2 Student Portal enter a Maximum of 7.0 credits as your PRIMARY Requests. If y Please enter general alternates (at the bottom of the screen) for your elective courses. For example - if would want FP4000 Foods of France, enter FP5300 as primary and FP4000 as alternate.

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In the first section, labeled "Primary Requests," you will enter a maximum of 7 credits of elective courses. These should be the courses that your child wants to take.

You can select multiple courses in a single subject area
You can choose to not select any courses in other subject areas that don't interest your child

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If you do not **POST** at the bottom of the screen y

Primary requests

	Subject area	SchoolCourse > CrsN
		PA3001

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To request a course:

Click on the Select button next to the subject area of the request you want to enter.

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Primary requests

	Subject area
Select...	Performing Arts

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<ol start="2">
Click through to identify the course(s) you want to request for your child. There may be multiple pages of courses. Use the forward and back arrows to navigate through the entire list.

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| < | 10 |PA1000 | > |

Select	CourseNumber	CourseDescription	Academic le
☐	PA1000	Concert Choir	02
☐	PA2201	Digital Music Production	02

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<ol start="3">
Place a check mark in the box next to the course(s) you want to request for your child.

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| < | 4:340 ICE4900 | > |

Select	CourseNumber	CourseDescription
☐	CE4900	Web Site Design
☐	CE9101	Digital Design Studio I
☐	CE9310	Digital Video Production I
☐	CE9320	Digital Video Production 2
☐	CE9600	Documentary Filmmaking
☑	CE9800	TV Production 101
☐	CE9900	TV Production 102

OK | Cancel

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<ol start="4">
Click OK. Repeat the process for all of the elective courses you want to request for your child.

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<ol start="5">
You must also enter 3.0 credits of Alternate requests for elective courses, to be used in the event that a course in the Primary request list is full. Repeat the above steps to select Alternates.

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Alternate requests

	Subject area
Select...	Elective- Alternate

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When you have finished entering course requests, click on the button labeled **Post** at the bottom of the page.
If you don't click POST, your requests will not be saved.
You will see a green popup briefly, informing you that your requests were saved and you will see a notice at the very bottom of the page indicated the Last Posted Time (this tells you when the requests were last saved)

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When you have posted, you can log out of Aspen.
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To review your child's course recommendations, click on the blue "Exit Entry Mode" in the upper left corner.
To return to the elective course requests screen, click on the blue "Entry Mode" in the upper left corner.
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Notes:

All 9th graders must have a Health & Fitness HF0900 course in their schedule. This course will already be in the request list and cannot be changed.
Z-Block electives meet at 7:30am, 5 times each week. Some courses require audition or the permission of the instructor. These courses should only be selected if the student is committed to the schedule.
You may receive an error message if you select too many courses in a single subject or too many courses overall. If this happens, unselect some courses and attempt to Post again.

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