

MIDDLEBOROUGH HIGH SCHOOL

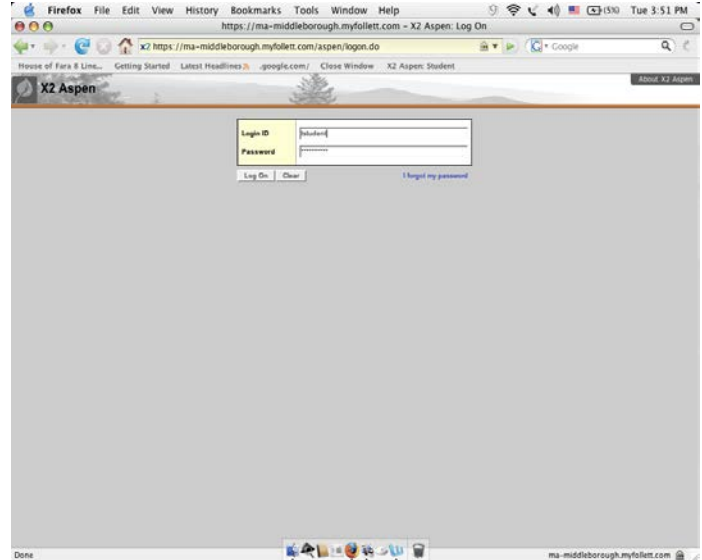
ASPEN - QUICK TIPS

LOG ON TO THE SYSTEM & STUDENT COURSE REQUESTS

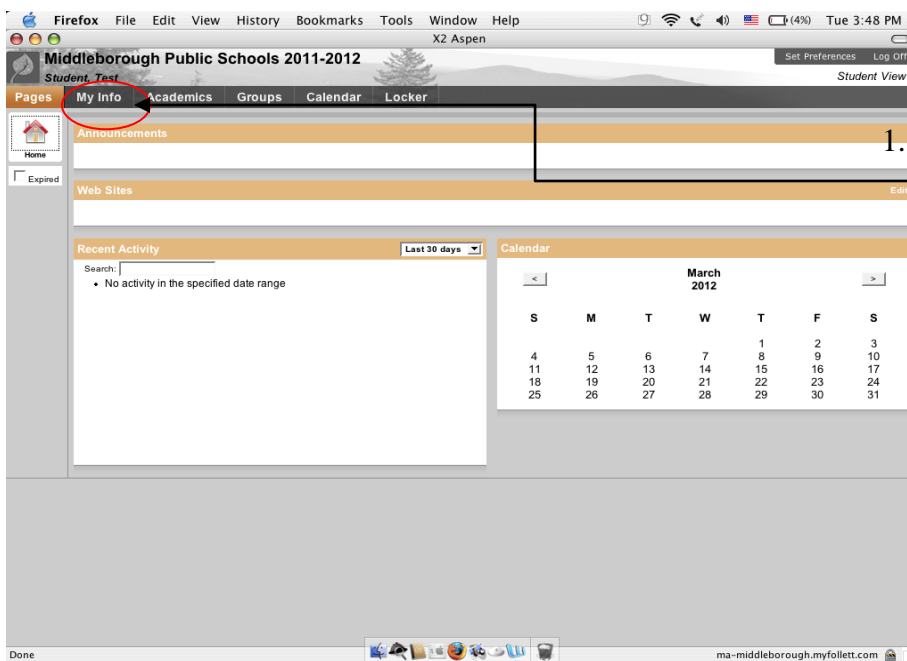
LOGGING IN

The link to the ASPEN log in page is:
<https://ma-middleborough.myfollett.com/aspn/login.do>
and can be found on our District home page:
<http://www.middleboro.k12.ma.us> under Aspen
You can use this link from school, home, or from any computer with an internet connection.

Here you will enter your Login ID and your Password (it is case-sensitive), and then click on the *Log On* button. Students who have never logged on to ASPEN will need to use the login and password on the label provided on the cover sheet of this packet. **If you get logged out or see an error message, logout and log back in. If your account has been disabled, please email Katie Goodine to have it activated: kgoodine@middleboro.k12.ma.us**



When you Log on to Aspen, you will automatically be in your Home Page.



1. Select *My Info*, near the top, left corner of your screen.

2. Now click on the *Requests* side tab
This will take you to the *Requests* screen (below).

The screenshot shows a web browser window displaying the Middleborough Public Schools 2011-2012 student portal. The browser is Firefox, and the address bar shows the URL: <https://ma-middleborough.myfollett.com/aspn/portalStudentDetail.do?navkey=m>. The page title is "Middleborough Public Schools 2011-2012" and the user is logged in as "Student, Test".

The navigation menu includes "Pages", "My Info", "Academics", "Groups", "Calendar", and "Locker". Below this, there are links for "Options", "Reports", and "Help".

The main content area is titled "My Record" and contains a "My Details" form. The form has tabs for "Demographics", "Addresses", "Ethnicity", and "Photo". The "Demographics" tab is active, showing the following information:

First name	Test	School > Name	Middleborough High School
Middle name		Next School > Name	Middleborough High School
Last name	Student	Year of graduation	2013
Suffix		Grade level	11
Local ID	300010	Homeroom	
State ID		Locker	

The "Requests" tab in the left sidebar is highlighted with a red box. A red arrow points from the text above to this tab. The "Cancel" button is visible at the bottom of the form.

3. **COURSE REQUESTS – Primary Requests and Alternate Requests (Electives).** Simply press the *Select* button next to the subject area in which you want to choose your core courses and electives. Under *Alternate Requests*, please choose up to 4 alternates courses as “back up” electives in case you don’t get scheduled for your first choice electives.

Instructions
Future Sophomores/Class of 2019: Welcome to the 2016-2017 Aspen Online Course Request system. This is where you will choose your **core courses** and **electives** in order to complete your 2016-2017 schedule. Your current core course recommendations for you again this year. The scheduling process is student-driven, meaning that you will be making all course selections and level decisions for all required content courses and electives. If you feel that you need assistance, please consult with your current year teacher or Guidance Counselor.

Please review the Program of Studies carefully and make thoughtful course selections. Please know that as we near completion of the schedule, it may be difficult, if not impossible, to change course choices.

We encourage you to review your choices with your parent(s)/guardian(s). Course choices are what build our schedule. Based on your interests indicated, as well as staff availability and building constraints, a schedule will be created for you. We will make all attempts possible to create a schedule with as many of your choices as possible.

As you enter the system, you will see subject buttons ie: English, Math, Electives etc... Click on the appropriate subject button, and within it locate the core courses & elective(s) of choice. Click on the specific course(s) of interest that if scheduled, you would prefer.

On the right side of your listed courses are the credit values assigned to each class. A "full" yearly schedule will contain 40 credits. We ask that you select courses to total 40 credits. We are also asking students to select Alternates this year. Alternates are classes that will replace electives if for some reason your core selections. Alternates are "back up courses" from which to choose. Please choose alternates carefully and make sure that they are truly your second choice course selections. As you may end up taking these courses. You may rank your alternates in order of preference. After selecting a few alternates, you may want to use "Alternate Priority" (on the far right) a number 1-4 to rank your alternates in the order that you would prefer to be scheduled for them. For example, your first choice should be a "1", second choice should be a "2", and so on and so forth. Do not give two different classes the same rank preference number—pick one.

- Make sure that you choose an English II course (H or CP).
- Make sure that you choose a mathematics course (Geometry CPH or Algebra II H/CP).
- Make sure that you choose a science course (Chemistry H or CP or Conceptual Physics CP).
- Make sure that you choose a social studies course (U.S. History I H or CP).
- Make sure that you choose a foreign language course (level II of last year's language or level I if you did not take a language last year).
- All Sophomores will be automatically scheduled for a Health course. *Pending budget approval.

Please note that some incoming 10th grade students have been scheduled for an ELA and/or Math MCAS Prep class based on their past performance on the MCAS tests. A general rule of thumb is that if your child's average ELA or Math MCAS score is 230 or below, he/she will be scheduled for one of both (MCAS Prep I) and the math class is called Math Strategies II.

Please note: IF YOU ARE HAVING TROUBLE "POSTING", PLEASE DO NOT WORRY. AS LONG AS YOUR REQUESTS HAVE BEEN SELECTED, THEY ARE STATIC AND WILL NOT BE DELETED. IF YOU FIND YOU CANNOT LOCATE A COURSE OR ARE DISALLOWED FROM SELECTING A COURSE FOR ANY REASON, PLEASE CONTACT YOUR GUIDANCE COUNSELOR.

DUE DATE: ALL COURSE SELECTIONS MUST BE COMPLETE IN ASPEN BY JANUARY 25th! The portal will close after this date!

Primary requests

Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	Alternate?
Select... English			
Select... Math			
Select... Social Studies			
Select... Science			
Select... World Language			
Select... Electives			

Alternate requests

Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	Alternate?
Select... Alternates			

Notes for counselor

Please leave a note for your counselor if you do not see a class that you would like to take or if you need to tell the counselor something that is important to your schedule. For instance, you failed P.E. during your freshman year and you are entering your senior year and still need to make up the class, but you can't sign up for it—let your counselor know!

Important Note about Alternates

You may choose to rank your alternates in order of your preference. For instance, rank your first choice alternate as a “1” and your last choice alternate as a “4”. Do not rank two alternates with the same number. Type in a “1”, “2”, “3” or “4” in the space under “Alternate Priority” to rank order your alternate electives.

Instructions

Future Sophomores/Class of 2019. Welcome to the 2016-2017 recommendations for you again this year. The scheduling process please consult with your current year teacher or Guidance Counselor.

Please review the **Program of Studies** carefully and make thoughtful course selections. We encourage you to review your choices with your parent(s)/guardian(s).

As you enter the system, you will see subject buttons ie: English, Math, Electives.

On the right side of your listed courses are the credit values assigned to each class. Please note that some incoming 10th grade students have been scheduled for a Math Prep II and the math class is called Math Strategies II.

Please note: **IF YOU ARE HAVING TROUBLE "POSTING", PLEASE DO NOT WRITE OR EMAIL YOUR GUIDANCE COUNSELOR.**

DUPLICATE DATE: ALL COURSE SELECTIONS MUST BE COMPLETE IN ASPEN BY JANUARY 15, 2016.

Primary requests

Subject area: English, Math, Social Studies, Science, World Language, Electives

Alternate requests

Subject area: SchoolCourse > Description

Notes for counselor

Post Last posted time Approved time

Instructions (highlighted): column (on the far right side) Alternate Priority a number 1-4 to rank your alternates in the order that you would prefer to be scheduled for them. For example, your first choice should be a "1", second choice should be a "2" and so on and so forth. Do not give two different classes the same rank preference number—please use "1" once, "2" once and so on and so forth.

Please note: If you do not see an elective on this list that you are interested in taking, it may be because you need to click on the drop down arrow to go to page 2 or 3 of the list of electives available.

This is an example of alternates that a student might choose:

Course	Alternate Priority
Intro to Law	3
Psychology	1
Astronomy	2

If you need further assistance with choosing alternates, please see your current Guidance Counselor.

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select	CourseNumber	CourseDescription	Academic level	Credit	Prerequisite	Status	Alternate priority
<input type="checkbox"/>	528	Logos and Wallpaper	Standard	2.5			0
<input type="checkbox"/>	028	Gender Studies	Standard	2.5			0
<input type="checkbox"/>	034	Journalism	Standard	5.0			0
<input type="checkbox"/>	036	Reading and Writing Poetry	Standard	2.5			0
<input type="checkbox"/>	045	Journalism II	Standard	5.0			0
<input type="checkbox"/>	063	Mythology	Standard	2.5			0
<input type="checkbox"/>	084	Irish Literature and Culture	Standard	2.5			0
<input type="checkbox"/>	144	Consumer Economics & Personal Finance	Standard	2.5			0
<input type="checkbox"/>	228	Current Issues	Standard	2.5			0
<input type="checkbox"/>	227	Introduction to Law	Standard	2.5			0

Once you have completed your course selections, you should then click on the button at the bottom of the page that says “POST”. Don’t worry if you forget to click on POST as your selections will be automatically saved in the ASPEN system anyway.

DETAILED INSTRUCTIONS FOR MAKING YOUR REQUEST FOR A SPECIFIC SUBJECT AREA:

When you click on the *Select . . .* button, you will see a box pop up similar to the one below.

- In the top area, you will see the subject area you are requesting for and instructions.
- If you would like to take a course, simply check the box and click the OK button. Note: To remove a request from your requests page, click the Select checkbox again to deselect it.
- If there are more courses available than will fit on the screen, you can click the arrow to scroll to the next page of courses.
 - Click on the OK button when you are finished with your selection.

Subject area	Alternates								
Instructions	<p>Hello Incoming Sophomores! You are almost done with course selection! You are almost done with course selection! On the right side of your listed courses are the credit values assigned to each class. A "full" year schedule will contain 40 credits. We ask that you select courses to total 40 credits. We are also asking students to select Alternates this year. Alternates are classes that will replace electives if for some reason you do not get scheduled for the elective courses that you selected. They are "back up courses" from which to choose. Please choose alternates carefully and make sure that they are truly your next choice in terms of course selections, as you may end up taking these courses. You may choose to rank your alternates in order of preference. After selecting your alternates, you can type in under the column (on the far right side) "Alternate Priority" a number 1-4 to rank your alternates in the order that you would prefer to be scheduled for them. For example, your first choice should be a "1", second choice should be a "2" and so on and so forth. Do not give two different classes the same rank preference number--please use "1" once, "2" once and so on and so forth.</p> <p>Please note: If you do not see an elective on this list that you are interested in taking, it may be because you need to click on the drop down arrow to go to page 2 or 3 of the list of electives available.</p> <p>This is an example of alternates that a student might choose:</p> <table style="margin-left: 20px;"> <tr> <td style="border-bottom: 1px solid black;">Course</td> <td style="border-bottom: 1px solid black;">Alternate Priority</td> </tr> <tr> <td>Intro to Law</td> <td>3</td> </tr> <tr> <td>Psychology</td> <td>1</td> </tr> <tr> <td>Astronomy</td> <td>2</td> </tr> </table> <p>If you need further assistance with choosing alternates, please see your current Guidance Counselor. If you need further assistance with choosing alternates, please see your Guidance Counselor.</p>	Course	Alternate Priority	Intro to Law	3	Psychology	1	Astronomy	2
Course	Alternate Priority								
Intro to Law	3								
Psychology	1								
Astronomy	2								

1:10 | 526
0 of 58 selected

Select	CourseNumber	CourseDescription	Academic level	Credit	Prerequisite	Status	Alternate priority
<input type="checkbox"/>	526	Logos and Wallpaper	Standard	2.5			0
<input type="checkbox"/>	026	Gender Studies	Standard	2.5			0
<input type="checkbox"/>	034	Journalism	Standard	5.0			0
<input type="checkbox"/>	036	Reading and Writing Poetry	Standard	2.5			0
<input type="checkbox"/>	045	Journalism II	Standard	5.0			0
<input type="checkbox"/>	083	Mythology	Standard	2.5			0
<input type="checkbox"/>	084	Irish Literature and Culture	Standard	2.5			0
<input type="checkbox"/>	144	Consumer Economics & Personal Finance	Standard	2.5			0
<input type="checkbox"/>	226	Current Issues	Standard	2.5			0
<input type="checkbox"/>	227	Introduction to Law	Standard	2.5			0

