

How to view course  
recommendations and  
choose electives in  
Student view

# Log in to Aspen

The screenshot shows the website for Swampscott Public Schools 2014-2015. The header includes the school name, a logo, and links for 'Set Preferences' and 'Log Off'. Below the header is a navigation bar with 'Pages', 'Family', 'Academics', 'Groups', and 'Calendar'. A sidebar on the left contains 'Home' and 'Page Directory'. The main content area is divided into sections: 'Announcements', 'Calendar' (showing a calendar for March 2015), 'Survey' (with a table of columns: Title, StartDate, EndDate, Status), 'Web Sites' (with an 'Edit' link), and 'Recent Activity' (with a 'Last 30 days' filter).

**Swampscott Public Schools 2014-2015** [Set Preferences](#) [Log Off](#)  
*Family View*

**Pages** **Family** **Academics** **Groups** **Calendar**

Home  
**Page Directory**

**Announcements**

**Calendar**

< **March 2015** >

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**Survey**

Title	StartDate	EndDate	Status
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**Web Sites** [Edit](#)

**Recent Activity** [Last 30 days](#)

# Click on My Info

Swampscott Public Schools 2014-2015

Set Preferences Log Off

Student View

Pages **My Info** Academics Groups Calendar Locker

Home

Page Directory

### Announcements

### Calendar

March 2015

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### Survey

Title	StartDate	EndDate	Status
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### Web Sites

Edit

### Recent Activity

Last 30 days

# Click on Requests

The screenshot shows a web browser window displaying a student information system. The browser's address bar shows the URL: <https://ma-swampscott.myfollett.com/aspden/portalStudentDetail.do?navkey=myInfo.details.detail>. The page title is "Swampscott Public Schools 2014-2015". The navigation menu includes "Pages", "My Info", "Academics", "Groups", "Calendar", and "Locker". Below this, there are sub-menus for "Options", "Reports", and "Help".



The main content area is titled "My Record" and features a sidebar with the following links: "My Details", "Transcript", "Current Schedule", "Contacts", "Attendance", "Conduct", "Assessments", "Membership", "Notifications", and "Requests". The "Requests" link is highlighted with a red circle.

The "My Details" section is active, showing a form with the following fields:

Demographics		Addresses		Ethnicity	
First name		School > Name	Swampscott High School		
Middle name		Next School > Name	Swampscott High School		
Last name		Year of graduation			
Suffix		Grade level			
Local ID		Homeroom			
State ID		Locker			

The Windows taskbar at the bottom shows the system clock as 11:34 AM on 4/14/2015.

You can view your course recommendations by clicking on EXIT ENTRY MODE or choose an elective by clicking SELECT next to Elective

Students :: 08 -  

[<< Exit entry mode](#)

2015-2016 - Requests: 9 primary, 0 alternate - Scheduled: 96% - Credits: 33.75

### Instructions

Welcome to the 2015-2016 Course Selection Process  
All grade 9 students will be scheduled for a minimum of 30 credits and a maximum of 35 Credits

### Primary requests

	Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	SecType	Alternate?	AltPri	Alt 1 > CrsNo	Alt 2 > CrsNo	Credit
<a href="#">Select...</a>	Electives								

### Notes for counselor

Last posted time: Approved time:

Choose your electives for next year (note you use arrows to go to next page of electives (there are many pages))

Subject area	Electives
Instructions	<p>****NEW To fulfill Senior PE recommendation, students can choose Leadership Activities or Active Games. Advanced PE does NOT fulfill this requirement but can be taken in addition to one of these.</p> <p>Students are required to take 3 courses (one is Computer Applications) in Career Technology or Fine Arts to meet their graduation requirement.</p> <p>Yearbook requires pre-approval from adviser</p> <p>VIRTUAL HIGH SCHOOL (VHS ONLINE) courses are available to all students in grades 10-12 but require a separate application that you can get from your Guidance Counselor. Visit <a href="http://www.govhs.org">www.govhs.org</a> for courses and information.</p> <p>Studio Art II requires successful completion of Studio Art I</p> <p>Studio Art III requires successful completion of Studio Art II</p> <p>Intro to Photography****MUST**** have a working manual film camera, two rolls of black and white TX or TMAX 400 Film</p> <p>TV Production II requires successful completion of TV Production I</p> <p>TV Production III requires teacher recommendation</p> <p>Media Literacy II requires successful completion of Media Literacy I</p> <p>Honors Media Literacy III requires successful completion of Media Literacy I and II</p> <p>First year Languages can be taken as an elective at the CP1 level without recommendation</p>

< 1:10 | 954.1 > 7 of 70 selected

Select	CourseNumber	CourseDescription	Academic level	Credit	Prerequisite	Status
<input type="checkbox"/>	954.1	ACTIVE GAMES CP JR/SR PE QTR	Standard	1.25		
<input type="checkbox"/>	953.1	LEADERSHIP ACTIVITIES CP JR/SR PE QTR	Standard	1.25		
<input type="checkbox"/>	087.1	ACADEM.STRAT/TECH	Standard	1.25		
<input type="checkbox"/>	634.1	ACCOUNTING I CP1	Standard	5.0		
<input type="checkbox"/>	973.1	ADVANCED PE	Standard	1.25		
<input type="checkbox"/>	289.1	ECONOMICS IN YOUR WORLD	Standard	2.5		

# Choose alternate courses in case your first choice is full. Scroll to the right. Click OK then POST!

**Instructions**

VIRTUAL HIGH SCHOOL (VHS ONLINE) courses are available to all students in grades 10-12 but require a separate application that you can get from your Guidance Counseor. Visit [www.govhs.org](http://www.govhs.org) for courses and information.

Studio Art II requires successful completion of Studio Art I

Studio Art III requires successful completion of Stuido Art II

Intro to Photography\*\*\*MUST\*\*\* have a working manual film camera, two rolls of black and white TX or TMAX 400 Film

TV Production II requires successful completion of TV Production I

TV Production III requires teacher recommendation

Media Literacy II requires successful completion of Media Literacy I

Honors Media Literacy III requires successful completion of Media Literacy I and II

First year Languages can be taken as an elective at the CP1 level without recommendation

1:10 | 954.1 7 of 70 selected


Select	CourseNumber	CourseDescription	Alternate 1	Alternate 2
<input type="checkbox"/>	954.1	ACTIVE GAMES CP JR/SR PE QTR	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	953.1	LEADERSHIP ACTIVITIES CP JR/SR PE QTR	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	087.1	ACADEM. STRAT/TECH	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	634.1	ACCOUNTING I CP1	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	973.1	ADVANCED PE	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	289.1	ECONOMICS IN YOUR WORLD	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	652.1	ADVERTISING CP1	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	812.1	AP ART HISTORY	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	851.1	AP MUSIC THEORY	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	830B.1	BAND (PERCUSSION)	<input type="text"/>	<input type="text"/>

OK Cancel


Review your course recommendations (by clicking on Exit Entry Mode) Click Entry Mode to choose your electives.

Swampscott Public Schools 2014-2015

Pages Family Academics Groups Calendar  
Options Reports Help

Students :: 08 - 

[Entry mode >>](#)

0 of 9 selected 

2015-2016 - Requests: 9 primary, 0 alternate - Scheduled: 96% - Credits: 33.75

<input type="checkbox"/>	SchoolCourse > CrsNo	SchoolCourse > Description	SecType	Alternate?	AltPri	Alt 1 > CrsNo	Alt 2 > CrsNo	TPYView	Periods per cycle	Include in scheduling
<input type="checkbox"/>	111.1	ENGLISH I CP1		N	0			1/1	5.0000	Y
<input type="checkbox"/>	168.1	WRITING ACROSS THE CURRICULUM CP1		N	0			1/2	5.0000	Y
<input type="checkbox"/>	211.1	ANCIENT WORLD HISTORY I CP1		N	0			1/1	5.0000	Y
<input type="checkbox"/>	312.1	ALGEBRA I CP2		N	0			1/1	5.0000	Y
<input type="checkbox"/>	412.1	SPANISH II CP1		N	0			1/1	5.0000	Y
<input type="checkbox"/>	501.1	BIOLOGY CP1		N	0			1/1	5.0000	Y
<input type="checkbox"/>	610.1	COMPUTER APPS		N	0			1/2	5.0000	Y
<input type="checkbox"/>	941.1	CONTEMP AD ISS I		N	0			1/4	5.0000	Y
<input type="checkbox"/>	951.1	FOUNDATION FOR FITNESS I		N	0			1/2	5.0000	Y

**Course Request Adjustments**

<input type="checkbox"/>	School Course > Number	School Course > Description	School Course > Department	School Course > Grade level	School Course > Academic level	Type
<input type="checkbox"/>	111.1	ENGLISH I CP1	English	Grade 9	Standard	Recom
<input type="checkbox"/>	211.1	ANCIENT WORLD HISTORY I CP1	Social Studies	Grade 9	Standard	Recom
<input type="checkbox"/>	312.1	ALGEBRA I CP2	Mathematics	Grade 9	Standard	Recom
<input type="checkbox"/>	412.1	SPANISH II CP1	Foreign Language	All	Standard	Recom
<input type="checkbox"/>	501.1	BIOLOGY CP1	Science	Grade 9	Standard	Recom