

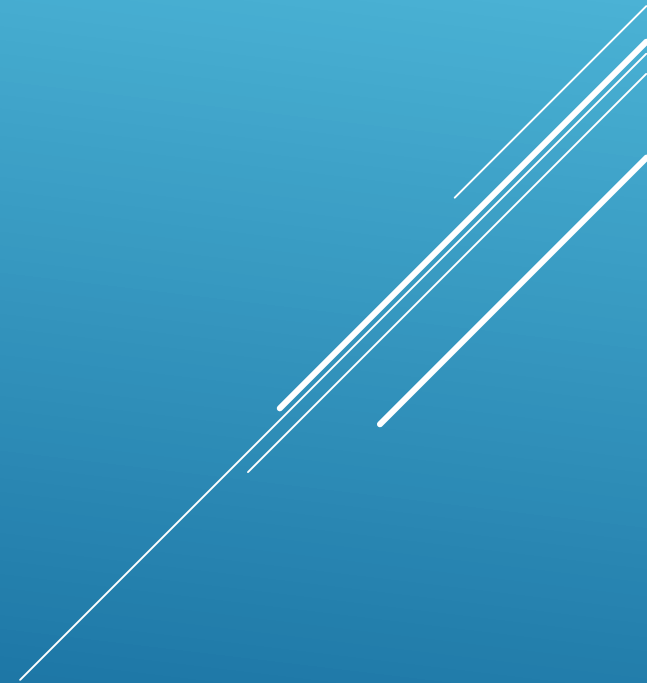
HOW TO CREATE MY SCHEDULE



Step 1 – Log in to your students Aspire account – Username is the SIS number

If you have forgotten your password contact the front office at 801-756-9805

Step 2 – Once you are logged in select “Scheduling” located on the right hand side



(It is best to put in your math first, all other required classes, your 3rd period LLS class, and then work on adding electives to your schedule)

Step 3 - Select the class period you would like to schedule and a list of classes available for that period will appear below.

☰ Scheduling

Schedule 2017-18

#	All Year (2 Semesters)	
	Semester 1	Semester 2
A/1		
A/2		
A/3		
A/4		
A/5		
B/1		
B/2		
B/3		
B/4		
B/5	<div style="font-size: 8px; font-weight: bold; background-color: #f0f0f0; padding: 2px;">Mountainville...</div> 9 - Computer Technology Dustin, M 0.50 Credit	<div style="font-size: 8px; font-weight: bold; background-color: #f0f0f0; padding: 2px;">Mountainville...</div> 9 - PE -Participation Skills Bills, J 0.50 Credit

[View Schedule Only](#) [Schedule Approval Audit](#)

All
Requested

AV-Arts, Visual Core

[6-8 - Art Foundations \(6809\)](#) Credit: 0.50

[Animation/Drawing \(614\)](#) Credit: 0.50

EL-Elective

[9 - Release Time \(918\)](#) Credit: 0.00

[PE - Elective \(931\)](#) Credit: 0.50

Status

Mountainville Academy 2017-18 Schedule

Current Progress By Class

0

Req'd : 72

Current Progress By Credit

1.00

Req'd : 9.00

Show School Messages

Graduation Requirements

Not found for selected student.

Requirement	Req'd	Earn	Rqst	Schd	Need
Overall Credit	0.00	0.00	0.00	0.00	-
Electives		0.00	0.00	0.00	

Step 4 - Click on the class you would like to take. A box indicating the teacher, room and course will appear. S1 is a 1st Semester class, S2 is a 2nd Semester class, and YS is for a year class.

Step 5 - Locate the class/teacher you would like to take and click on that box. The box will turn grey and, after a couple of seconds, your class will appear above in your schedule.

The screenshot shows a scheduling interface with a list of classes and a graduation requirements table on the right.

Class List:

- 9 - Computer Technology** (0.50 Credit) - Teacher: Dustin, M
- 9 - PE - Participation Skills** (0.50 Credit) - Teacher: Bills, J
- LE-Lang. Arts-English**
 - Mythology (712) Credit: 0.50
- MA-Mathematics**
 - 7 - Intermediate Math 1 (6832) Credit: 1.00
- AV-Arts, Visual Core**
 - 6-8 - Art Foundations (6809) Credit: 0.50
 - Frei, S (B/2) - 30 seats available, Room: 209, 6809-12, **S1**
 - Frei, S (B/2) - 30 seats available, Room: 209, 6809-15, **S2**
- IT-Info. Tech. Core**
 - 9 - Creative Coding (816) Credit: 0.50
- EL-Elective**
 - Body Conditioning (940) Credit: 0.50
 - Court Sports (936) Credit: 1.00
 - Creative Writing (912) Credit: 0.50
 - Film (927) Credit: 0.50
 - Theater (6820) Credit: 0.50

Graduation Requirements Table:

Graduation Requirements					
Not found for selected student.					
Requirement	Req'd	Earn	Rqst	Schd	Need
Overall Credit	0.00	0.00	0.00	0.00	—
Electives		0.00	0.00	0.00	

Step 6 – Make sure to schedule for a complete year of classes. (red arrows show examples of an incomplete schedule.)

Step 7 - When you have scheduled all required courses and the allowed electives and you are happy with your schedule you can log out of Aspire. Your schedule is now saved.

Scheduling

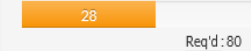
Schedule 2017-18

#	All Year (2 Semesters)	
	Semester 1	Semester 2
A/1	6-8 - Art Foundations Frei, S Q Room 209 0.50 Credit	
A/2	8 - Intermediate Math 2 Dustin, M Q Room 217	1.00 Credit
A/3	9 - Learning Strategies Packard, A Q Room 26	1.00 Credit
A/4	9 - Language Arts McKell, K Q Room 30	1.00 Credit
A/5	Creative Writing Romney, M Q Room 31 0.50 Credit	
B/1	9 - World Civilizations Winterton, B Q Room 25 0.50 Credit	9 - Geography For Life Winterton, B Q Room 25 0.50 Credit
B/2		
B/3	9 - Learning Strategies Packard, A Q Room 26	1.00 Credit
B/4		
B/5	9 - Computer Technology Dustin, M Q Room 217 0.50 Credit	9 - PE -Participation Skills Bills, J Q Room GYM 0.50 Credit

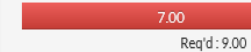
Status

Mountainville Academy 2017-18 Schedule

Current Progress By Class



Current Progress By Credit



Graduation Requirements

Not found for selected student.

Requirement	Req'd	Earn	Rqst	Schd	Need
Overall Credit	0.00	0.00	0.00	0.00	-
Electives		0.00	0.00	0.50	

[View Schedule Only](#) [Schedule Approval Audit](#)

Q Search Period: B/1

All Requested