

Creating 4 Year Plans (Course Plans) as a Student

• In this article, we will explain to students step by step how to create and complete their 4 year course plans

1. Accessing Course Planner - Hover on School on the left navigation menu, click Course Planner.

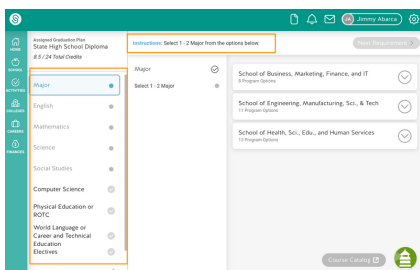
2. Pick a plan and click on "Not Started" on that course plan card

3. Read instructions on the screen:

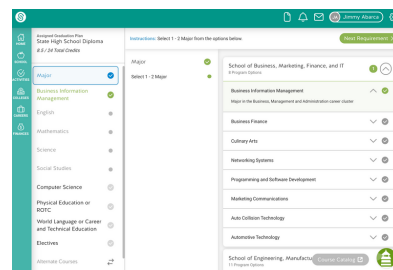
- Left panel shows all requirements
- Top part shows instructions
- Mid panel shows student's status on meeting the requirement
- Right panel is where students choose pathways/programs/majors/courses

Note: Your district might not have pathways/programs/majors/, if that's the case, you won't see this step:

Before selecting a *pathway/program/major*



After selection



4. Click on the green "Next Requirement" on the top right corner to advance

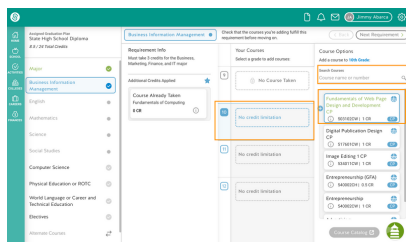
5. Pause and understand what you are seeing

- If you are a returning student, you will see some courses filled already
- If you are an 8th grader, you will see a blank course planner
- If you are an 8th grader, who has earned high school credits, it will show up under the *blue star* in the middle panel

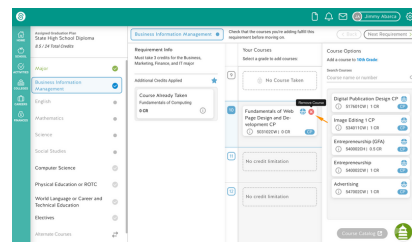
6. Finding, adding, removing courses for a requirement

- Depending on the type of picker set for the requirement, students will have different flexibility level to choose courses
- Select a grade in the third panel, students will be able to see all courses available to be requested in the 4th panel
- Students can also search by course name or number to look up for a course faster
- Click on the course card to add
- Click on the red remove button to remove from selection

Choosing courses



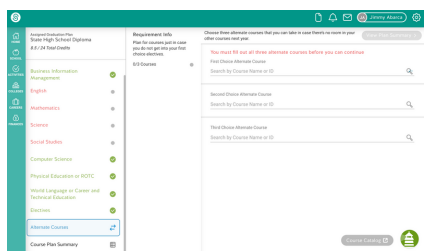
Deleting a course from selection



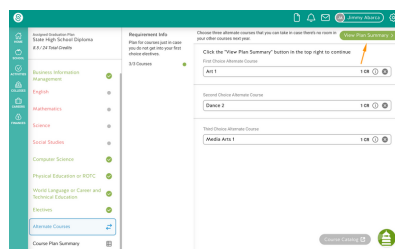
7. Make sure **you read the Requirement Info** on the second panel to understand what to choose

8. Advance through all requirements by following instructions and choosing courses, the UI (User Interface) will tell you if you are meeting graduation requirements or not.

9. Choose alternate courses if required by your district



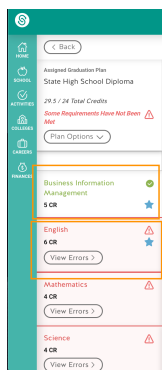
10. Click on "View Plan Summary"



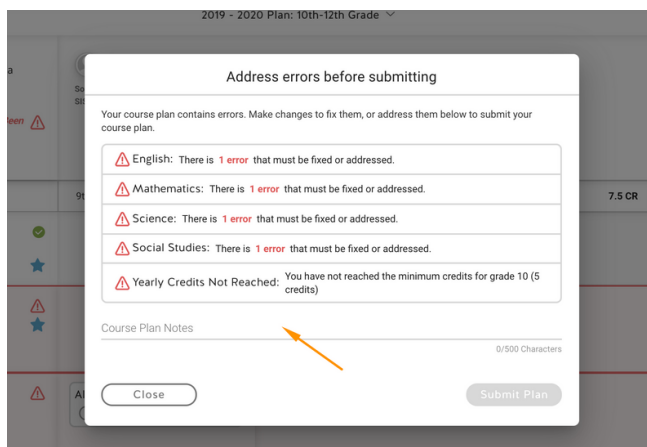
11. On the Plan Summary page, you will see your requirement status

- Green checkmark = requirement is met
- Red error = you will need to double check and correct errors

Check requirements



Submitting with error, and adding a note



12. After you're done with the course plan, click on "Submit Plan" on the top right corner

Note: You can submit a plan with errors, simply write a note and indicate why you think the errors are not important and you still meet graduation requirements.

Questions?

- You can't find a course? A course name is wrong? Please contact your counselor, SchoolLinks inputs information based on what's given to SchoolLinks

- Not sure what courses, pathways to pick, or its requirements? Please ask your counselor, SchoolLinks is not an academic advisor
- Not sure about how to use the course planner? Click the chat button to talk to us

Download this how-to guide: [Creating 4 Year Plans as a Student](https://files.helpdocs.io/v21tav9i47/other/1570596155512/schoolinks-how-do-i-course-plan-as-a-student-1570596039.pdf)
(<https://files.helpdocs.io/v21tav9i47/other/1570596155512/schoolinks-how-do-i-course-plan-as-a-student-1570596039.pdf>).

