

Academic Planner

Course Plans

Select an Academic Program

When first accessing the Academic Planner, select and/or verify an **Academic Plan** from the dropdown list. Also select the desired **Post Grad Location** (where you are going to attend college) and your **Post Grad Plans**. Click the **Next** button when finished.

KATE

- Calendar >
- Schedule >
- Attendance >

Academic Planner

Choose an Academic Plan: Gateway Curriculum ▼

Post Grad Location Out-of-State ▼ Post Grad Plans Continuing Education ▼

Next

Add Courses from the Course Catalog

Use the Course Catalog to search for courses that would be of interest to you. Matching results will display. When a course is chosen, a description displays, providing more information about the curriculum of the course, any planning rules set for the course, and total number of credits given.

The screenshot shows an 'Academic Planner' interface. At the top left, there is a 'Save' button. Below it, the program is set to 'Gateway Curriculum (Honors)'. A search box labeled 'Search the Course Catalog' contains the text '22'. A dropdown menu shows search results, with '10722 AUTO TECH III L - 0.50' selected. Other visible results include '2022 AUDIT MATH - 0.00', '2201 ALGEBRA 1 S1 - 0.50', '2202 ALGEBRA 1 S2 - 0.50', '2211 GEOMETRY S1 - 0.50', '2212 GEOMETRY S2 - 0.50', '2215 FRML GEO S1 (H) - 0.50', and '2216 FRML GEO S2 (H) - 0.50'. The main area shows a course entry for 'Grade: 12' with '3.50 / 4.50' credits. A detailed view for '2258 AP CALCULUS BC' is overlaid, showing it is worth '0.500 credits of MATHEMATICS'. The course requirements state: 'Concurrent: Must take 2257 AP Calculus BC and 2258 AP Calculus BC in the same school year'. The prerequisites are: 'Successful completion of Trigonometry/Pre-Calculus; Grade of "C" or better.' The description notes it is the second semester of a one-year course for students with college preparatory math background. The background shows a list of other courses like 'HEALTH (0.50 / 0.50)' and 'MATHEMATICS'.

Add Courses from the Course Catalog

- Courses can only be added if you student has not previously taken the course.
- Courses can only be added if it is not currently on the plan.

If this is the course you'd like to take, click the **Add to Grade** button. Courses can be added to any future grade level. This places the course on your plan in the indicated grade level for that credit type.

The screenshot displays a student's academic planner interface. On the left is a navigation menu with options like Calendar, Schedule, Attendance, Grades, Behavior, Health, Assessment, Academic Planner, Graduation Progress, To Do List, Reports, Demographics, Family, Messages, Household Information, Family Members, User Account, Contact Preferences, and Access Log. The main content area shows details for course 3111 ENVIRON SCI 1, including its credit value (0.500), requirements, and description. A red box highlights the 'Add to Grade 12' button. Below this, a plan view for 'SCIENCE (2.50 / 3.00)' shows a grid of course slots. A red box highlights the '0.50 / 0.00' credit entry for 3111 ENVIRON SCI 1, with a red arrow pointing from the 'Add to Grade 12' button to it. An alert at the bottom states: 'ALERT: Not enough credits selected in SCIENCE to meet the minimum plan requirements.'

Add Courses

1. Click in the text box below the number of credits for a certain grade level. Courses meeting that credit type display for selection.
2. Choose the desired course(s). When they are added, they display and the number of credits is updated. The credits assigned to a course appear after the course name.
3. Add enough credits for future years as needed. When the student has met the number of requirements, the alert that displays for each credit type stating not enough credits are selected disappears.
4. Repeat these steps for each credit type. At the end of the process, you should have a clear idea of what courses he will be taking in each grade level.

Grade: 09	7.50 / 6.00	Grade: 10	8.50 / 6.00	Grade: 11	4.00 / 6.00	Grade: 12	0.50 / 4.50
2202 ALGEBRA 1 S2 - 0.50 2202 CBE ALGEBRA 2 - 0.00		2221 ALG 2 S1 (H) - 0.50 2222 COR ALG 2 S2 (H) - 0.50					
ALERT: Not enough credits selected in MATHEMATICS to meet the minimum plan requirements.							
PE/HSROTC (1.00 / 2.00)							
1.00 / 1.00		0.00 / 1.00		0.00 / 0.00		0.00 / 0.00	
5101 PE - 0.50 5102 PE - 0.50							5028 SPVSD CUR PE - 0.50 5029 SPVSD CUR PE - 0.50 5031 PE OPTIONS FALL - 1.00 5217 COND/WGHT TRNG - 0.50 5218 COND/WGHT TRNG - 0.50 5411 HSROTC I - 0.50 5412 HSROTC II - 0.50 5413 HSROTC III - 0.50 5414 HSROTC IV - 0.50 5416 HSROTC VI - 0.50 5417 HSROTC VII - 0.50 5418 HSROTC VIII - 0.50 5461 HSROTC ADV LDR - 1.00 5462 HSROTC ADV LDR - 1.00
ALERT: Not enough credits selected in PE/HSROTC to meet the minimum plan requirements.							
SCIENCE (2.50 / 3.00)							
1.00 / 1.00		1.00 / 1.00		0.00 / 1.00			
3141 BIOLOGY 1 - 0.50 3142 BIOLOGY 2 - 0.50		3201 CHEMISTRY 1 (H) - 0.50 3202 CHEMISTRY 2 (H) - 0.50					
ALERT: Not enough credits selected in SCIENCE to meet the minimum plan requirements.							

Add Alternate Courses to the Plan

- Adding alternate courses is done the same way as entering other courses. Enter alternative courses to take in the event the planned courses cannot be scheduled. Alternate courses are placed on the schedule based on the order assigned to the alternate courses.
- If a course is already planned as a desired course, it cannot be planned as an alternate in the same year it is planned. But it can be added as an alternate in a different year. A student could plan to take a World Affairs course in the junior year, but could add it as an alternate in the sophomore year.
- Use the arrows to move the courses into the desired order. In the example below, if an alternate course is going to be placed, the Wizard attempts to place the course first in the list (3046 AP Environmental Science) before placing the second course in the list (9008 Sports & Entertainment Market).

The screenshot displays the 'Academic Planner' interface. On the left is a navigation menu with items like 'Academic Progress', 'Transportation', 'Fees', 'School Choice', 'To Do List', 'Reports', 'Demographics', 'Family', 'Messages 1', 'Discussions', 'Household Information', 'Family Members', 'Fees', and 'Payments'. The main area shows a 'Social Studies (4.0 / 4.0)' plan with four columns representing credit requirements: 0.0 / 1.0, 1.0 / 1.0, 1.0 / 1.0, and 2.0 / 1.0. The 1.0 / 1.0 columns contain '2700 Human Geography I - 1.0' and '2702 U.S. History I - 1.0'. The 2.0 / 1.0 column contains '2705 World History II - 1.0' and '2707 Economics - 1.0'. Below this is an 'Alternates' section, highlighted with a red border, which has three columns: 2.0 / 3.0, 0.0 / 0.0, and 0.0 / 0.0. The 2.0 / 3.0 column contains a list of three alternate courses: '3046 AP Environmental Science I - 1.0', '9008 Sports & Entertainment Market - 1.0', and '0069 Study Hall A'. The other two columns are empty search boxes. At the bottom, a red 'ALERT' message states: 'Not enough credits selected in Alternates for grade 10 to meet the minimum plan requirements.'

Alerts & Warnings

Alerts and Errors

- Students who have an Academic Plan that has an error cannot save changes they've made to their course plan from the Portal.
- Alerts display when:
 - A grade does not have enough credits planned.
 - A credit type does not have enough credits planned.

The screenshot shows the 'Academic Planner' interface. At the top, there is a 'Save' button and a search bar. Below this, the program is set to 'Gateway Curriculum' and the counselor is listed. A checkbox for 'Approved by parent/legal guardian' is present. The main area displays course requirements for 'Grade: 09' and 'Grade: 10'. Several red-bordered boxes highlight specific alerts: 'ALERT: Course requirement not met: AMERICAN GOVERNMENT', 'ALERT: Course requirement not met: US History', 'ALERT: Course requirement not met: Health', and 'ALERT: Grade 12 does not have enough credits planned'. A modal dialog box is open, displaying a 'Warning Message' in black text: 'Course Plan was saved. The following Academic Program requirements were not met: Minimum Credit Requirements not met: Not enough credits selected in AMERICAN GOVERNMENT to meet the minimum plan requirements. Not enough credits selected in ENGLISH to meet the minimum plan requirements. Not enough credits selected in HEALTH to meet the minimum plan requirements. Not enough credits selected in MATHEMATICS to meet the minimum plan requirements. Not enough credits selected in PE/HSROTC to meet the minimum plan requirements. Not enough credits selected in SCIENCE to meet the minimum plan requirements. Not enough credits selected in U.S. HISTORY to meet the minimum plan requirements. Course Requirements not met: Course requirement not met: US History. Course requirement not met: Health. Grade level Credit Requirements not met: Grade 12 does not have enough credits planned.' An 'OK' button is at the bottom of the dialog.

Warnings

Warnings display in black font when there is a failure to meet a Credit Requirement or a Course or Compound Requirement. A *compound requirement includes both a course and a test requirement.* Plans can still be saved when warnings exist.