

The Academic Planner displays the courses the student has planned to take in each school year (represented by grade level).


You can search for and add courses using the Course Catalog option, or if you know the course name or course number, you can add the courses directly to your plan.

Add Courses from the Course Catalog: Use the Course Catalog to locate courses that would be of interest to you. If you know the name of the course, enter that name in the field, or a partial name. Matching results 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, total number of credits given, course fees (if any), and an option to add that course to the plan.

Your counselor or administrator may have loaded required courses on your course plan. Please contact them with additional questions.

Students: Pick 14 Selections
( 1 course $\times 7$ hours in your day $\times 2$ Semesters $=14$ selections)


When completed the header next to your grade level should look like this:
Grade: 127.00 / 6.00

Search the Course Catalog

| $\mid$ |
| :--- |
| 1100 Lang Arts 9 |
| 1106 Milt Cult Lit |
| 1109 British Literature |
| 1111 Public Speaking |
| 1112 Modern Lit |
| 1114 Media Literacy |
| 1116 Literary Writ |
| 1118 Research Writing |
| 1120 Journ Writ |
| 1122 Adv Journ |

## 1106 Mult Cult Lit

0.500 credits of Language Arts

## Course Requirement(s):

Must meet course requirement: Language Arts Additional Recommended for Grade: 12

## Planning Rule(s):

Grade Level(s): Students in grades 11 \& 12 are eligible to take this course.

## Course Description:

contributed their rich traditions to help shape our identity as a nation. Asian American, Jewish American, Native American, African American and Mexican American contemporary and traditional lifestyles are reflected through twentieth century writers in novels, short stories, documentaries, and movies. The course will help prepare students for a changing world made up of diverse viewpoints, along with, historical perspectives and attitudes. Students taking this course should be good readers who can handle heavy reading requirements throughout the semester. Some of the readings are for more mature readers. The course will include short inclass writing assessments, essays, daily assignments, quizzes, and projects.

## Add Courses directly into your Academic Plan:

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 courses). 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 required and you have selected 14 courses ( 7.0 credits) . At the end of the process, you should have a clear idea of what courses they will be taking in each grade level.
5. Click the Save icon when finished.

Students: Pick 14 Selections
( 1 course $\times 7$ hours in your day $\times 2$ Semesters $=14$ selections)


When completed the header next to your grade level should look like this:
Grade: $127.00 / 6.00$


## Course Requirement Alerts:

## You are only required to complete course selections for next year.

However, feel free to complete additional grade levels.

Alerts are shown when you have not selected a course that is required for a certain grade level. When alerts are satisfied by selecting the course in your plan, the alert text is removed automatically.


## Add Alternate Courses to the Plan - Select 3 Courses

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.

Use the arrows to move the courses into the desired order. In the example below, if an alternate course is going to be placed on your schedule, it attempts to place the course first in the list.


Checklist for Completion:

- 14 selections in your Academic Plan (Shown in header as: Grade: XX 7.00 / 6.00)
- 3 selections in your Alternate section
- Please make your course selections by March $12^{\text {th }}$.

