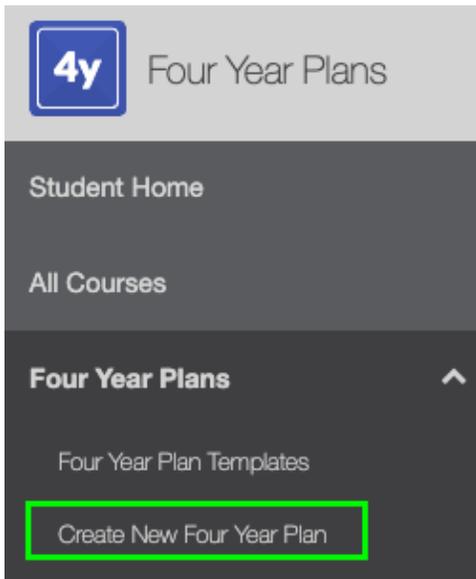


## Building a Four-Year Plan - Student Instructions

Login to [https://\[yourdistrict\].schooldata.net/v2/high-school-and-beyond/#/four-year-planning/](https://[yourdistrict].schooldata.net/v2/high-school-and-beyond/#/four-year-planning/)

Click **Create New Four-Year Plan** from the left navigation menu.



Fill out all Required fields.

- **Name of Plan:** A Title or Name of a Plan you will remember.
- **Career Cluster:** Select one of the Career Cluster options.
- **Career Preference #1:** SELECT means you can select one of the options for Career Preference #2. TEXT means you can type in a Career in Career Preference #2.
- **Career Preference #2:** You can either SELECT a Career or type one using TEXT Input, depending on your Career Preference #1 selection.
- **Four-Year Plan Template:** Select the Template you'd like to use to build your plan.
- **Student Notes:** This is optional, but you can write notes to educators.
- **Educator Notes:** Here is where Educators can write notes back to you.
- **Post Secondary Plan:** Select one of the options available for what you'd like to do after High School.
- **Graduation Pathway:** Select the pathway you'd like to use to graduate.

Click **Save** when finished.

## Schedule

Now add courses to your Four Year Plan (**IMPORTANT! You will only fill out Future Years. Your prior year courses will appear automatically. For example, if you are in 9th grade, you will only fill out 10th, 11th, and 12th-grade courses.**)

Your schedule includes completed (past) and scheduled (current) courses. It also suggests courses for planned (future) grades/years.

Click **View Mode** **Click to Edit** to change the courses for a planned year.

11th Grade - 2026/27 Bayou Vista High School ▾
View Mode Click to Edit
⤴

To add courses, hover over one of the **Orange Graduation Requirements** and click **Choose Course**.

10th Grade - 2022/23 Tahoma Senior High School ▾
View Mode Click to Edit
⤴

Semester 1 of 2 <span style="float: right; color: green;">Planned</span>	Semester 2 of 2 <span style="float: right; color: green;">Planned</span>
1. <input checked="" type="checkbox"/> GEOMETRY (S1)	<input checked="" type="checkbox"/> GEOMETRY (S2)
2. <input checked="" type="checkbox"/> ENGLISH 10 (S1)	<input checked="" type="checkbox"/> ENGLISH 10 (S2)
3. <input checked="" type="checkbox"/> SOCIAL STUDIES <span style="float: right; font-size: small;">US, WH, CV, SSE</span>	<input checked="" type="checkbox"/> PHYSICAL SCIENCE WITH EARTH SYSTEMS (S2)
4. <input checked="" type="checkbox"/> choose course <span style="float: right; font-size: small;">⚙️</span>	<input checked="" type="checkbox"/> ELECTIVE
5. <input checked="" type="checkbox"/> ELECTIVE	<input checked="" type="checkbox"/> HEALTH AND FITNESS <span style="float: right; font-size: small;">H, F</span>
6. <input checked="" type="checkbox"/> ELECTIVE	<input checked="" type="checkbox"/> ELECTIVE
7. <input checked="" type="checkbox"/> ELECTIVE	<input checked="" type="checkbox"/> ELECTIVE
8. <input checked="" type="checkbox"/> ELECTIVE	<input checked="" type="checkbox"/> ELECTIVE

The list of courses that appear will be **filtered** to your School, the Graduation Requirement you selected, and the Grade Level selected. To **add a course**, click on the **checkmark** to the left of the course.

### Courses

School Year 2022/23
Grade Level 10th Grade
School Your School

Select (463 records)
⌵ Filtered
⬆ Ordered

	F	Course Co	Grad. Req.	Description	My Career Cluster	Career Cluster(s)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	GOE204	CV, SSE	ESS CIVICS I - Civics	No	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	GOE205	CV, SSE	ESS CIVICS II - Civics	No	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	SOC100	SSE, WSH	WASHINGTON STATE HISTORY	No	Government and Public Admin...
<input checked="" type="checkbox"/>	<input type="checkbox"/>	SOC111	SSE, WH	WORLD STUDIES 1	No	Government and Public Admin...
<input checked="" type="checkbox"/>	<input type="checkbox"/>	SOC112	SSE	MODEL UNITED NATIONS/INT...	No	Government and Public Admin...

Now you will see your added course on your plan.

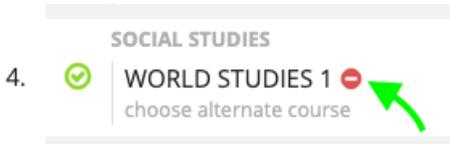
10th Grade - 2022/23 Tahoma Senior High School Edit Mode Click to View ⚙️

Semester 1 of 2		Planned	Semester 2 of 2		Planned
1.	MATH GEOMETRY (S1) <small>choose alternate course</small>	M, M1, M2, M3	1.	MATH GEOMETRY (S2) <small>choose alternate course</small>	M, M1, M2, M3
2.	ENGLISH ENGLISH 10 (S1) <small>choose alternate course</small>	E	2.	ENGLISH ENGLISH 10 (S2) <small>choose alternate course</small>	E
3.	SCIENCE PHYSICAL SCIENCE WITH EARTH SYSTEMS (S1) <small>choose alternate course</small>	S, SL	3.	SCIENCE PHYSICAL SCIENCE WITH EARTH SYSTEMS (S2) <small>choose alternate course</small>	S, SL
4.	SOCIAL STUDIES WORLD STUDIES 1 <small>choose alternate course</small>	US, WH, CV, SSE	4.	ELECTIVE choose course	
5.	HEALTH AND FITNESS choose course	H, F	5.	HEALTH AND FITNESS choose course	H, F
6.	ELECTIVE choose course		6.	ELECTIVE choose course	
7.	ELECTIVE choose course		7.	ELECTIVE choose course	

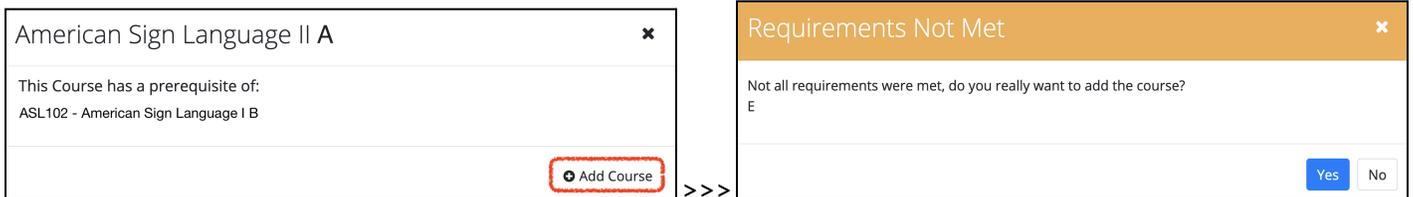
Continue to add the remaining courses to your plan.

## Helpful tips:

To remove a course, click on the **Red Minus** Button to the right of the course.



If a **course warning** pops up, be sure to read the text. For example, it may mean Requirements Not Met (trying to add the wrong type of course to a certain space. Or the class may have a prerequisite.



Students may have as many plans as they wish, but only ONE plan can be the **Primary Plan**. A primary plan is the student's most serious plan. The primary plan also controls the student **Graduation Monitor Tracker Bar** and is used for **reporting purposes**.

## Utilize the Career Cluster

1. Use the **My Career Cluster Column** and type in “**yes,**” or use the funnel to select yes. This filters the choices list to only those with a career cluster matching what was selected on the details page on this Four Year Plan.

Select (575 records) Filtered Ordered

Course Co	Grad. Req.	Description	My Career Cluster	Career Cluster(s)
<a href="#">BUS209</a>		COMPUTER SCIENCE PRINCIP...	Yes	Information Technology

- A different way to filter is to use the **Career Cluster** filter to select the one on the plan or any other career cluster to see the classes offered.

Select (575 records) Filtered Ordered

Course Co	Grad. Req.	Description	My Career Cluster	Career Cluster(s)
<a href="#">BUS206</a>	CTE	WEB DESIGN 101 - Web Page ...	No	Arts, AV Tech & Commun...
<a href="#">BUS207</a>	CTE	WEB DESIGN 102 - Web Page ...	No	Arts, AV Tech & Commun...

To learn more about a course: Click the Course Code [blue hyperlink](#) for a description, fees, prerequisites, co-requisites, or notes.

Course Co	Grad. Req.	Description	My Career Cluster
<a href="#">BUS206</a>	CTE	WEB DESIGN 101 - Web Page ...	No
<a href="#">BUS209</a>		COMPUTER SCIENCE PRINCIP...	Yes
<a href="#">FAD512</a>	ART, CTE	ART & DESIGN 101 - Visual Ar...	

WEB DESIGN 101 - Web Page ...  
Web Page Design courses teach their knowledge of site planning as Extensible Hypertext Markup Language (HTML) and Cascading Style Sheets to develop and m...

To mark a course for a later time: Click the heart icon to the left of the course code to favorite for quick access later.

Course Co	Grad. Req.	Description	My Career Cluster
<a href="#">BUS206</a>	CTE	WEB DESIGN 101 - Web Page ...	No
<a href="#">BUS209</a>		COMPUTER SCIENCE PRINCIP...	Yes
<a href="#">FAD512</a>	ART, CTE	ART & DESIGN 101 - Visual Ar...	

Your advisor may **“Lock”** the plan to prevent any changes. You will need to contact them to **“unlock”** it.