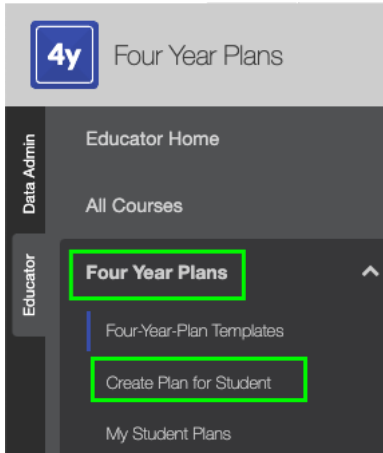


## Building a Four-Year Plan - Educator Instructions

Login to [https://\[yourdistrict\].schooldata.net/v2/four-year-planning/educator](https://[yourdistrict].schooldata.net/v2/four-year-planning/educator)

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



Fill out all Required fields.

**BUILD FOUR YEAR PLAN**  
Create New Plan

Undo Save

Details	Name of Plan <small>(required)</small>	Student <small>(required)</small> <a href="#">Select</a>
	Sample	testy 12 x
	Career Cluster <small>(required)</small> <a href="#">Select</a>	Career Preference #1 <small>(optional)</small>
	Education and Training x	Select List - allows you to SELECT a Career from a list in Career Pr
	Career Preference #2 <small>(optional)</small> <a href="#">Select</a>	Four Year Plan Template <small>(required)</small> <a href="#">Select</a>
	Computer Engineers x	Four Year Colleges (2022) x
Student Notes <small>(optional)</small>	Educator Notes <small>(optional)</small>	
Notes from the student	Notes for an Educator	
Post Secondary Plan <small>(required)</small> <a href="#">Select</a>	Graduation Pathway <small>(required)</small> <a href="#">Select</a>	
Four-Year University x	SAT or ACT scores on ELA and/or Math x	

- **Name of Plan** (required): A Title or Name of a Plan you will remember.
- **Name of Student** (required)
- **Career Cluster** (required): Select one of the Career Cluster options from the drop-down menu.
- **Career Preference #1** (optional):
  - 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** (optional): SELECT a Career or type from the drop-down menu or type one using TEXT Input, depending on your Career Preference #1 selection.
- **Four-Year Plan Template** (required): Select the Template you'd like to use to build your plan from the drop-down menu.
- **Student Notes** (optional): Student written notes to educators.
- **Educator Notes** (optional): Educator written notes to the student.
- **Post Secondary Plan** (required): Select one of the options from the drop-down menu for what they'd like to do post High School.
- **Graduation Pathway**: Select the pathway the student wants to graduate from the drop-down menu.

Click **Save** when finished.

## Schedule

Now add **courses** to the Four Year Plan (**IMPORTANT! You will only fill out Future Years. Student Completed and Scheduled courses will populate automatically.**)

**BUILD FOUR YEAR PLAN** Cancel Next

Details **Credits** Assessments Non Credits Graduation Pathway Post Secondary Planning Graduation Monitor

**11th Grade - 2021/22** West Valley High School View Mode Click to Edit

Semester 1 of 2		Scheduled	Semester 2 of 2		Scheduled
1.	ART & DESIGN 101 - Visual Arts-Comprehensive	0.25	1.	UNITED STATES HISTORY 102 - Modern U.S. History	0.25
2.	JUNIOR ENGLISH 301 - English/Language Arts III (11th grade)	0.25	2.	PHOTO AND DESIGN - Introduction to Communication	0.25
3.	HORTICULTURE SCIENCE 101 - Horticultural Science	0.25	3.	HORTICULTURE SCIENCE 102 - Horticultural Science	0.25
4.	GEOM A 202 - Geometry	0.25	4.	GEOMETRY A 203 - Geometry	0.25
5.	UNITED STATES HISTORY 101 - Modern U.S. History	0.25	5.	SCIENCE FICTION IN LITERATURE - Literature of a Genre	0.25
6.	SELF DETERMINATION 122 CK - Tutorial	0.25	6.	SELF DETERMINATION 222 CK - Tutorial	0.25
7.	RAM STRONG 201 - Career Exploration	0.125	7.	RAM STRONG 202 - Career Exploration	0.125

**12th Grade - 2022/23** West Valley High School View Mode Click to Edit

Semester 1 of 2		Planned	Semester 2 of 2		Planned
1.	ELECTIVE		1.	ELECTIVE	
2.	ELECTIVE		2.	ELECTIVE	
3.	ELECTIVE		3.	ELECTIVE	
4.	ELECTIVE		4.	ELECTIVE	
5.	ART	ART	5.	ART	ART
6.	ENGLISH/LANGUAGE ARTS	E	6.	ENGLISH/LANGUAGE ARTS	E

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		Planned	Semester 2 of 2		Planned
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	US, WH, CV, SSE	<input checked="" type="checkbox"/> PHYSICAL SCIENCE WITH EARTH SYSTEMS (S2)		
4.	<input checked="" type="checkbox"/> choose course		<input checked="" type="checkbox"/> ELECTIVE		
5.	<input checked="" type="checkbox"/> ELECTIVE		<input checked="" type="checkbox"/> HEALTH AND FITNESS	H, F	
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 the student's **Grade Level, Graduation Requirement, and School**. 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"/>		GOE204	CV, SSE	ESS CIVICS I - Civics	No	
<input checked="" type="checkbox"/>		GOE205	CV, SSE	ESS CIVICS II - Civics	No	
<input checked="" type="checkbox"/>		SOC100	SSE, WSH	WASHINGTON STATE HISTORY	No	Government and Public Admin...
<input checked="" type="checkbox"/>		SOC111	SSE, WH	WORLD STUDIES 1	No	Government and Public Admin...
<input checked="" type="checkbox"/>		SOC112	SSE	MODEL UNITED NATIONS/INT...	No	Government and Public Admin...

Now you will see the added course in the plan.

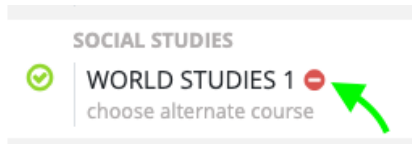
10th Grade - 2022/23 Tahoma Senior High School Edit Mode Click to View ⚙ ^

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

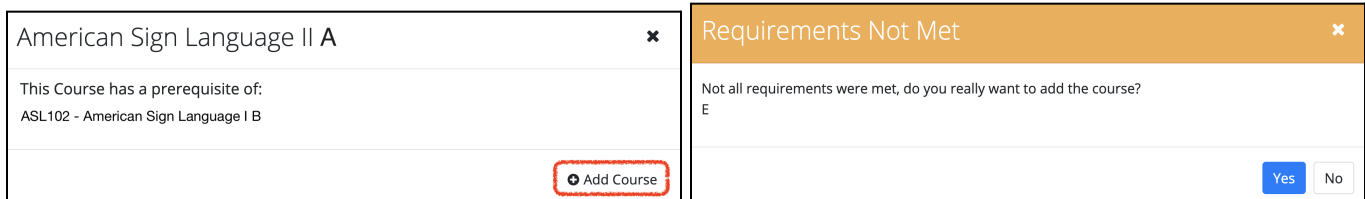
Continue to add the remaining courses to the plan.

## Helpful tips:

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



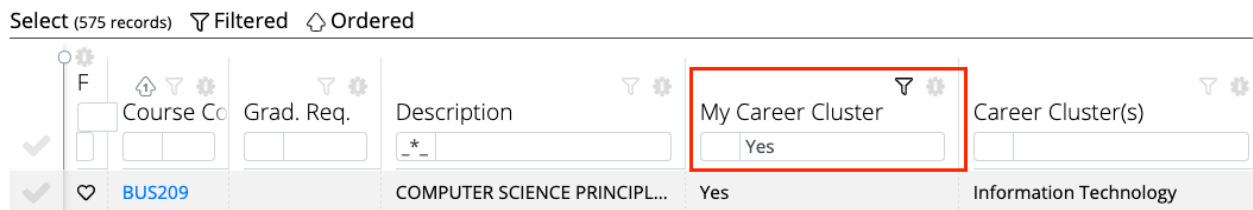
If a course warning pops up, be sure to read the text. For example, it may mean **Requirments Not Met** (trying to add the wrong type of course to a particular space.) Or the class may have a **prerequisite**.



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.



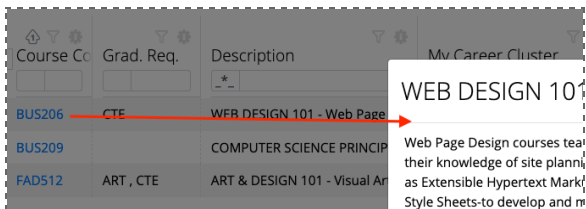
2. A different way to filter is to use the **Career Cluster** filter to select the one on the plan or any other career cluster to see the classes offered.

act (575 records) Filtered Ordered

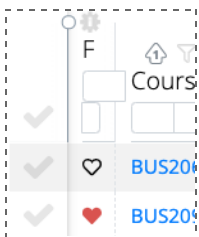
Course Co	Grad. Req.	Description	My Career Cluster	Career Cluster(s)
<a href="#">BUS206</a>	CTE	WEB DESIGN 101 - Web Page ...	No	Arts, AV Tech & Commun...
<a href="#">BUS207</a>	CTE	WEB DESIGN 102 - Web Page ...	No	Arts, AV Tech & Commun...

For this to provide intended results for students, annual management is needed in the SchoolData.net Four Year Plans setup on the Career Path fields for your school's courses. This is done with the Data Admin persona in the Four Year Plan Courses table. Career Paths should be identified based on specific purses for a Career Path or CTE pathways providing credits the students need to satisfy that career pathway.

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

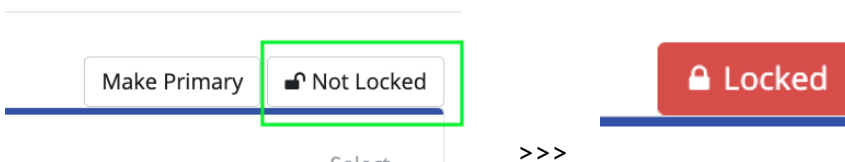


To mark a course for a later time: Click the **heart icon** to the left of the course code to favorite for quick access later.



You may also wish to “Lock” their plan, which prevents them from making changes. See [How-to-Lock-Four-Year-Plans](#) for more information.

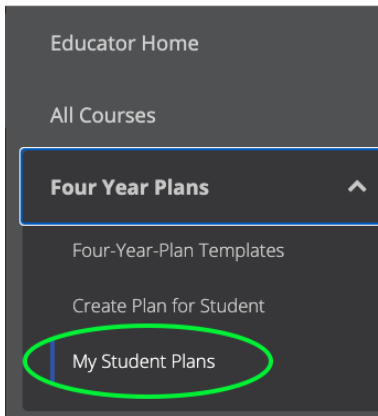
On the **Details** page of the student's plan (the same page we selected the student and their Graduation Pathway, Post Secondary Pathway, etc.) will have a “**Not Locked**” button in the top right corner. Click on the said button to lock the plan. To unlock the plan again, press the “**Locked**” button.



## PRIMARY PLAN

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. It is also the plan that would be used if the district wanted to use our Four Year Application for future **Course Requests**. The primary plan also controls the student **Graduation Monitor Tracker Bar** and is used for **reporting purposes**.

To mark it as primary, click **My Student Plans** in the left navigation menu.



**Search** for the Student's name or the name of their Plan. Then click the **gear icon** to the very right of the row and select **"Make Primary Plan."** You can also see if the Plan is their Primary based on the "Primary Plan" column.

Four Year Plans for Educator (9 records) Filtered Ordered

Student	Plan Name	Primary Plan	Is Locker	Plan Ten	Career	Job	Post Sec	Graduation Pathway	Grade Level
Acevedo-Morales, Enr...	John Smith's Plan	No	Yes	West V...	Archite...		Tour E...	General Post-Second...	11

The 'Primary Plan' column for the first row is circled in green. A gear icon is circled in green at the end of the row. A dropdown menu is open, showing 'Make Primary Plan' circled in green.

Have additional questions? Reach out to us at [support@schooldata.net](mailto:support@schooldata.net)