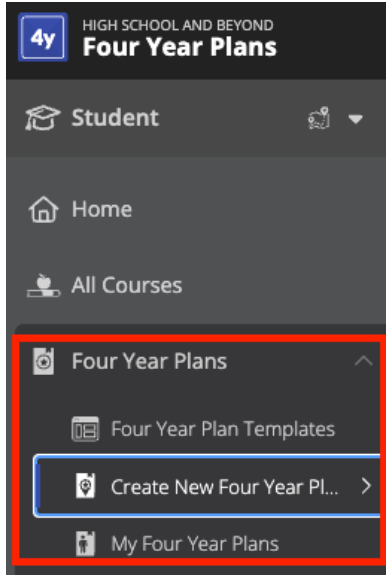


Create a New Four-Year Plan (Student) CONNECT

1. Start under **Four-Year Plans** in the left navigation menu and choose **Create New Four-Year Plan**.



2. First is the **Essentials** section, fill in the **Name of Plan**. Use a title that will be helpful and easy to remember. (e.g., Joe Smith Graduation Plan 2025-2029)
3. Click the **magnifying glass** in the **Four-Year Plan Template** field, and select the **checkbox** for the appropriate template.

Essentials

Name of Plan (required)

Four Year Plan Template (required)

4. Next is the **Career Options** section. Click the **magnifying glass** in the **Career Path** field and select the **checkbox** for the correct career path.
5. To enter a **Career Preference Type**, first choose from the **dropdown** menu whether the student's career preference is likely to be available as a **selection** or will need to be entered as **text**.

Career Options

Career Path (required)


Career Preference Type (optional)



Text


Selection


- If a **Selection**: Click the **magnifying glass** in the **Career Preference Selection** field and select the **checkbox** for the career preference selection.

Career Options

Career Path ⓘ (required) 

Career Preference Type ⓘ (optional) 


Selection 



Career Preference Selection ⓘ (required) 


  

- If a Text: Fill in the Career Preference Text.


Career Options

Career Path ⓘ (required) 

Agriculture, Food, and Natural Resources x  

Career Preference Type ⓘ (optional) 

Text 

Career Preference Text (optional) 


 Aa

6. Next is the Pathways and Post Secondary Plan section. Click the magnifying glass in the Graduation Pathway Option field and select the checkbox for the graduation pathway.

Pathways and Post Secondary Plan

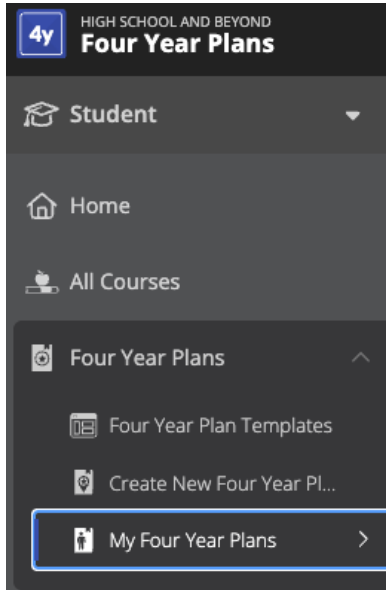
	Graduation Pathway Option (optional) 	Post Secondary Plan ⓘ (required) 
	<input type="text"/> 	<input type="text"/> 
	Graduation Pathway (Math) (required) 	Graduation Pathway (ELA) (required) 
	<input type="text"/> 	<input type="text"/> 

- Click to view the description in the Description column for further information. Click the "X" to close the pop-up window.

	Graduation Pathway Options	Description
	Graduation Pathway Option 	<input type="text"/>
<input type="checkbox"/>	General Post-Secondary Education	
<input type="checkbox"/>	Smarter Balanced HS Assessment or WA-AIM (ELA and/or Math)	Click to view description

7. Repeat the Graduation Pathway Option steps for the Post Secondary Plan, Graduation Pathway Option (Math), and Graduation Pathway Option (ELA).
8. Next, fill in any Student Notes section.
9. Click Save. (If the button reads Validate instead of Save, it means a required field has not been completed.)
10. You will see the Details tab for the plan, where you can continue to make edits if necessary.

11. To find this plan later, click under **Four Year Plans** in the left navigation menu and choose **My Four Year Plans**. 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**.

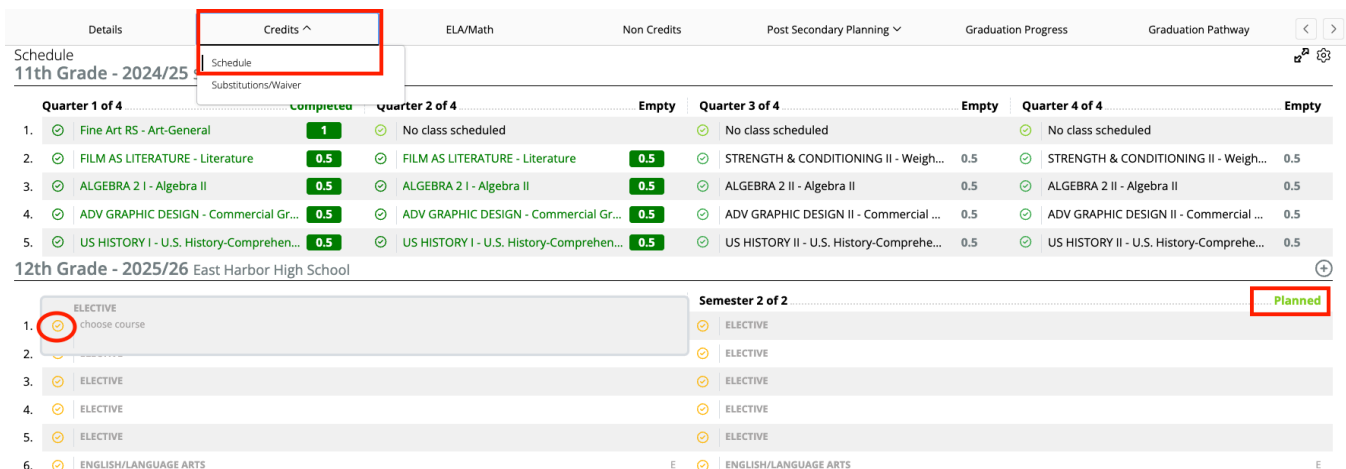


Schedule

Now add courses to your Four-Year Plan. Your schedule includes completed (past) and scheduled (current) courses. It also suggests courses for planned (future) grades/years.

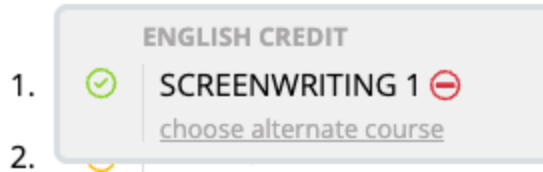
IMPORTANT! You will only fill out the Future Years. Your prior year courses will appear automatically. For example, if you are in 9th grade, you will only fill out 10th, 11th, and 12th-grade courses.

1. Click the **Credits** tab at the top of the page and select **Schedule**.
2. To add courses, hover over one of the periods and click **Choose Course**.



The screenshot shows the 'Credits' tab selected in the top navigation bar. Below it, the 'Schedule' section is visible for '11th Grade - 2024/25'. The schedule is organized into quarters: Quarter 1 of 4 (Completed), Quarter 2 of 4 (Empty), Quarter 3 of 4 (Empty), and Quarter 4 of 4 (Empty). Courses listed include Fine Art R5 - Art-General (1 credit), FILM AS LITERATURE - Literature (0.5 credits), ALGEBRA 2 I - Algebra II (0.5 credits), ADV GRAPHIC DESIGN - Commercial Gr... (0.5 credits), and US HISTORY I - U.S. History-Comprehen... (0.5 credits). Below this, the '12th Grade - 2025/26' section is shown for 'East Harbor High School'. It features a 'Semester 2 of 2' section with a 'Planned' status. The first period is labeled 'ELECTIVE choose course' and has a 'Choose Course' button circled in red.

- The list of courses that appear will be **filtered** to the student's **Grade Level, Graduation Requirement, and School**. To **add a course**, click the **checkbox** to the left of the course name. **NOTE:** You will now see the added course in the plan. To remove it, click the **"-" icon**.
- Continue to add the remaining courses to the plan.



- 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 particular space), or the class may have a **prerequisite**.
- If it is a year-long course, you may see a confirmation window asking if you would like to use the selection for the whole term. Select the button:
 - This course is for the specific slot only**
 - Use the whole term.**
- Your advisor may **"Lock"** the plan to prevent any changes. You will need to contact them to **"unlock"** it.

Utilize the Career Cluster

- When choosing a course, use the **My Career Cluster Column**.
- Type in **"yes,"** or use the funnel to select yes. This filters the choices list to only those with a career cluster matching the selection on the details page of this four-year plan.
- 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.
- To **learn more about a course**, hover over the **Description** column cell.
- 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.

Ordered

	Fav	Course Code	Grad. Req.	Description	My Career Cluster	Career Cluster(s)
<input type="checkbox"/>	<input type="checkbox"/>	01053	E	Literature courses offer the opportunity for students to study and refle...	No	
<input type="checkbox"/>	<input type="checkbox"/>	01053	E	Literature courses offer the opportunity for students to study and reflect upon the themes presented in the body of literature being presented. Students improve their critical-thinking skills as they determine the underlying assumptions and values within the reading selection and as they understand how the work reflects society's problems and culture. Oral discussion is an integral part of literature courses, and written compositions are often required. Literature courses may survey represent...	No	
<input type="checkbox"/>	<input type="checkbox"/>	01104	E	Creative Writing courses offer students the opportunity to develop and...	No	
<input type="checkbox"/>	<input type="checkbox"/>	01149	E	Other Composition courses.	No	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	01151	E	Public Speaking courses enable students, through practice, to develop...	No	
<input type="checkbox"/>	<input type="checkbox"/>	01153	E	Forensic Speech-Debate courses offer students the opportunity to lear...	No	