



Summer 2021

High School & Beyond

Data Admin

SchoolData.net



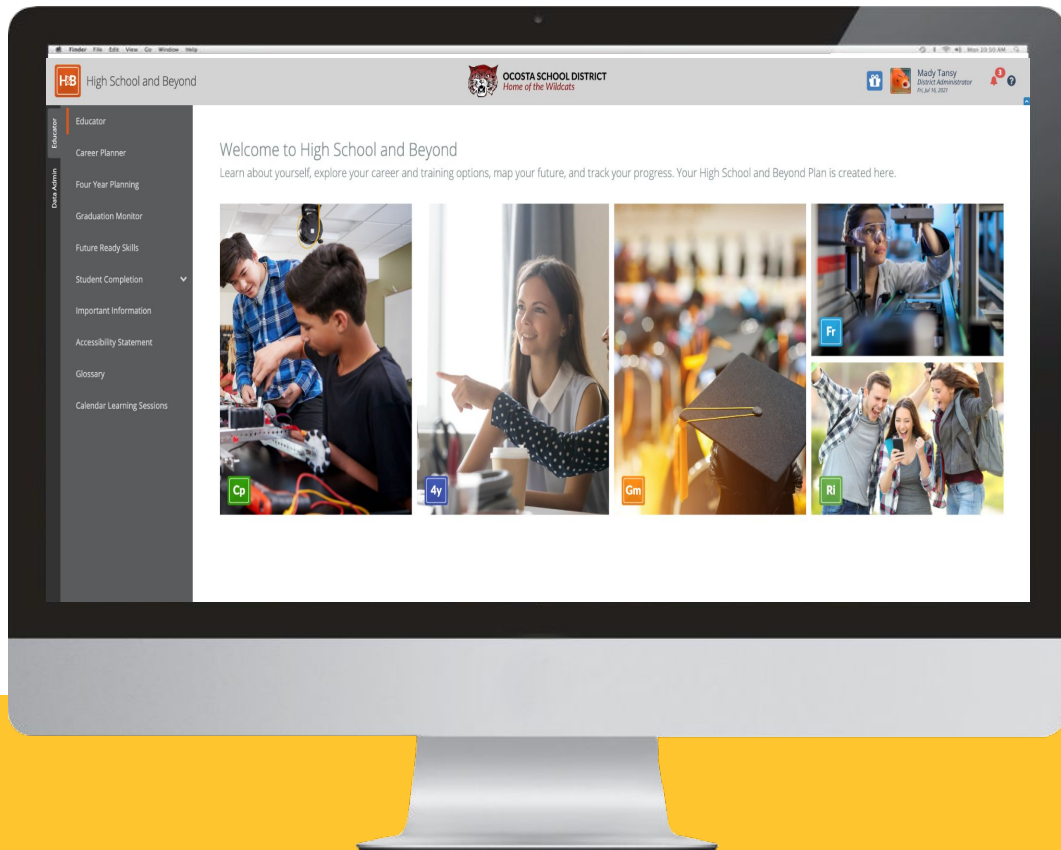
SHARE



COLLABORATE



LEARN



Course Registration and Resources

- Course Registration
 - Register for additional courses
 - Registered courses display as Enrolled
- Course Resources
 - Locate presentation by clicking the course details pdf
 - Links listed under Course Materials

SCHOOL DATA SOLUTIONS PROFESSIONAL DEVELOPMENT SYSTEM

Home **Course Registration** My Records FAQ

Course Registration

To view course information, click the in the "Info" column.

You can search for courses by:

- **Dates** - click on a specific date on the calendar widget or filter by start date below.
- **Criteria Search** - select an option from the drop-down menus below.
- **Key Search** - type a key word in one of the text filter boxes below.

Click on the blue help icon (upper right-hand corner) for more detailed instructions.

Criteria Search Category

Intended Audience Content Focus Learning Level

Key Search	Info	ID	Start Date	End Date	Title	Location	Instructor
		2	8/11/2020	8/11/2020	Support initiatives with Student Groups	Online Course	Wright, Jennifer
		3	8/13/2020	8/13/2020	Explore the new Dashboard Builder tool	Online Course	Wright, Jennifer
		4	8/19/2020	8/19/2020	Train the Trainer: Homeroom Dashboards	Online Course	Wright, Jennifer

Other Course Information
Course Materials [Student Group ProDev 8-11-2020.pdf](#)

My Courses

- My Records → My Courses
- View Course Details pdf
- Email Questions
- Complete Course Evaluation
 - We appreciate your feedback!
 - Available for 10 days
- Cancel Registration

SCHOOL DATA SOLUTIONS
PROFESSIONAL DEVELOPMENT SYSTEM

Home Course Registration **My Records** FAQ

My Records

My Records Information.

New Users: The first time through you are prompted to complete each page. *The information you provide will be used to contact you regarding your course registrations. Information will not be shared outside the system.* All fields marked with are required. Click the at the bottom right to go to the next page. If you check "Register as an Instructor" you will complete 3 pages; otherwise you will complete 2 pages.

After you complete My Records the first time, you can return at any time to view or update data. You will then see tabs for all My Records items: My Courses, Personal Info, Contact Info, Instructor Info (if applicable) and Reports. Click on a tab to view or update your information.

My Courses Personal Info Contact Info Reports

Use this information to identify the icons shown on this page.

Course Information Email Instructor Complete Evaluation Evaluation Due Date Missed Eval Completed Cancel Course

AV is the last column = Attendance Verification: NV=Not Verified, V=Verified, NS=No Show

Click to view session enrollment details Enrolled You are enrolled and expected to attend Cancelled You have cancelled your registration Wait List Do not attend unless you are notified a seat becomes available and you are enrolled. Combo Sessions are a combo of enrolled, cancelled, &/or Wait List.

When multiple pages of courses display, click the ... at the end to display all courses.

If you have filtered, click to return to the full view.

	ID	Start Date	Course	Location	Info	eMail	Eval	Cancel	Status	AV
	2	8/11/2020	Support initiatives with Student Groups 10:30 AM with Jennifer Wright in the GoToMeeting	Online Course						NV

Info eMail Eval Cancel Status

Clock Hour Transcripts

- Print Clock Hour Transcript from ProDev portal
 - My Records ⇒ Reports
- Transcript available 2 weeks after course
- Contact support@schooldata.net with questions

SCHOOL DATA SOLUTIONS PROFESSIONAL DEVELOPMENT SYSTEM

Home Course Registration **My Records** FAQ

My Records

My Records Information.

New Users: The first time through you are prompted to complete each page. *The information you provide will be used to contact you regarding your course registrations. Information will not be shared outside the system.* All fields marked with are required. Click the at the bottom right to go to the next page. If you check "Register as an Instructor" you will complete 3 pages; otherwise you will complete 2 pages.

After you complete My Records the first time, you can return at any time to view or update data. You will then see tabs for all My Records items: My Courses, Personal Info, Contact Info, Instructor Info (if applicable) and Reports. Click on a tab to view or update your information.

My Courses **Personal Info** **Contact Info** **Reports**

Click into the drop down box to select the desired report.

Select the PDF output option. For some reports you will also select the course.

Note: Your attendance in the course must be verified by the instructor before you can print a certificate or the course will be added to your transcript.

Select Report:

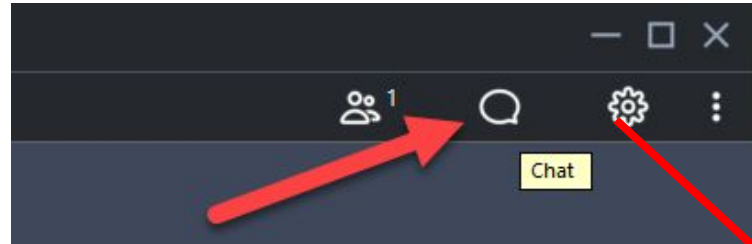
ID	Report Title
211	Attendance Certificate
226	Individual Course Clock Hour Report
212	Official Transcript

Copyright 2020 by alphaimage [Privacy Statement](#) [Terms Of Use](#)

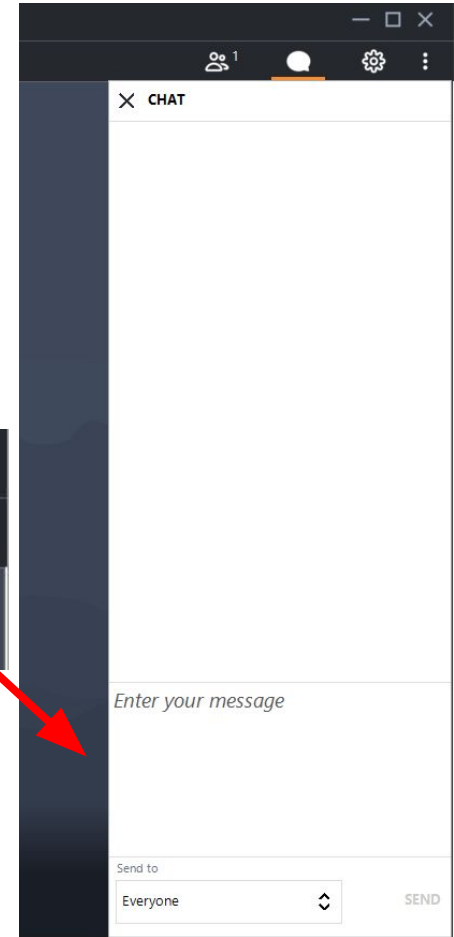
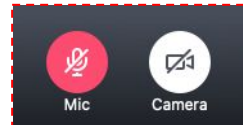
GoToMeeting - How to ask questions

We will start in a few minutes..

- In the GoToMeeting Toolbar, top right
- Click the chat bubble
- Type question
- Click send



At the bottom of the shared screen are tools to mute and turn off/on your camera.





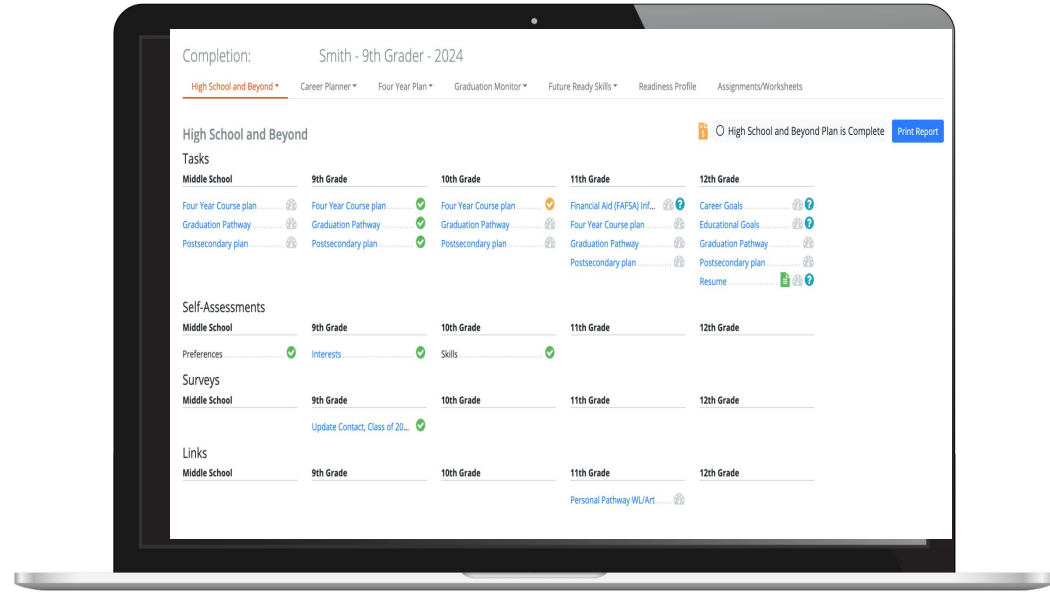
Agenda

- High School & Beyond Data Admin
- Four Year Plans Data Admin
- Graduation Monitor Data Admin
- Questions



Setting up Student's High School & Beyond Task Page

- How to add and edit Tasks, Self-Assessments, Surveys, Links
- Copying activities to multiple Graduation Years
- Calendar Learning Sessions



Students High School & Beyond Task Page

Completion:

Smith - 9th Grader - 2024

High School and Beyond ▾

Career Planner ▾

Four Year Plan ▾


Graduation Monitor ▾

Future Ready Skills ▾

Readiness Profile

Assignments/Worksheets

High School and Beyond

 High School and Beyond Plan is Complete

[Print Report](#)

Tasks

Middle School

Four Year Course plan 
Graduation Pathway 
Postsecondary plan 

9th Grade

Four Year Course plan 
Graduation Pathway 
Postsecondary plan 




10th Grade

Four Year Course plan 
Graduation Pathway 
Postsecondary plan 

11th Grade

Financial Aid (FAFSA) Inf...  
Four Year Course plan 
Graduation Pathway 
Postsecondary plan 

12th Grade

Career Goals  
Educational Goals  
Graduation Pathway 
Postsecondary plan 
Resume   

Self-Assessments

Middle School

Preferences 

9th Grade

Interests 

10th Grade

Skills 

11th Grade

12th Grade

Surveys

Middle School

9th Grade

Update Contact, Class of 20... 

10th Grade

11th Grade

12th Grade

Links

Middle School

9th Grade

10th Grade

11th Grade

12th Grade

Personal Pathway WL/Art 





Student Completion Status: adding Tasks

- **Graduation Year** - Students with this Graduation Requirement Base Year will have this on their Completion page.
- **Grade Level** - If 6th - 8th is selected, it will display under Middle School. 9th-12th will display under the respective grade.
- **Internal Task** - Actions for each of these can be different for a Student and Educator, dependant on the need.
- **Instructions** - a “?” with display next to the task if filled in; click to see the instructions.

Manage Internal Tasks 2024

Internal Tasks Links Surveys Self Assessments

High School and Beyond Internal Tasks (86 records) Filtered Ordered

Add Internal Task

Add Internal Task

High School & Beyond Self Assessments

Graduation Year (required) 2024 x Select

Grade Level (required) 11th Grade x Select

Internal Task (required) Resume x Select

Instructions (optional)

Begin filling in your resume as much as you can. In 12th grade you will finalize one for submission to meet your HSB Plan requirement.

Instructions

11th Grade

Begin filling in your resume as much as you can. In 12th grade you fill finalize one for submission to meet your HSB Plan requirement

Budgeting w

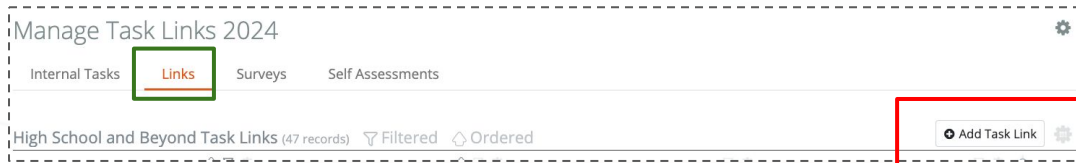
Resume ?

References

Student Completion Status: adding Links



- **Graduation Year** - Students with this Graduation Requirement Base Year will have this on their Completion page.
- **Grade Level** - If 6th - 8th is selected, it will display under Middle School. 9th-12th will display under the respective grade.
- **Task Link** - this would be the URL that the Student or Educator would be directed to when clicked.
- **Task Label** - text entered will display on the completion page.



Add Task Link

High School & Beyond Self Assessments

Graduation Year (required) Select	Grade Level (required) Select
2024 x	12th Grade x
Task Label (required)	Task Link (required)
Resume Verification	https://docs.google.com/forms/d/e/1FAIpQLSeMrKBbA8l4PtI_eGhtsKg

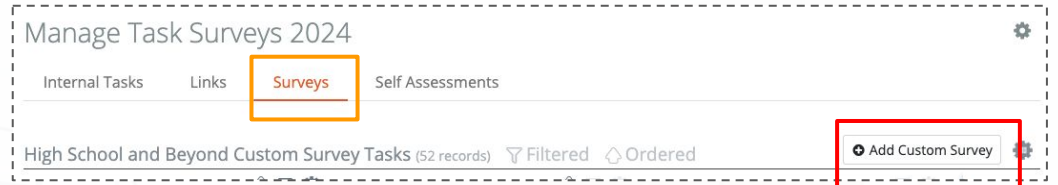
✓ Add ✕



Student Completion Status: adding Surveys



- **Graduation Year** - Students with this Graduation Requirement Base Year will have this on their Completion page.
- **Grade Level** - If 6th - 8th is selected, it will display under Middle School. 9th-12th will display under the respective grade.
- **Custom Survey*** - these are created with the help of SchoolData.net and added in Career Planner to be listed here. All districts should have the Financial Aid Reflection Survey.



Add Custom Survey

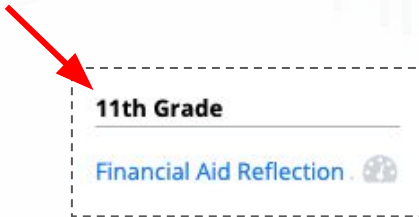
High School & Beyond Self Assessments

Graduation Year (required) Select
2024 x

Grade Level (required) Select
11th Grade x

Custom Survey (required) Select
Financial Aid Reflection x

✓ Add x



*See the Career Planner slides for more on Custom Surveys.



Student Completion Status: adding Self Assessments

- **Graduation Year** - Students with this Graduation Requirement Base Year will have this on their Completion page.
- **Grade Level** - If 6th - 8th is selected, it will display under Middle School. 9th-12th will display under the respective grade.
- **Self Assessment** - these are standard across all districts from the Learn About Myself area of Career Planner application. At this time Interests, Preferences, and Skills are the only ones present.

Manage Self Assessments 2024

Internal Tasks Links Surveys **Self Assessments**

High School & Beyond Self Assessment Tasks (103 records) Filtered Ordered

Add Record

Add Record

High School & Beyond Self Assessments

Graduation Year (required) Select 2024 x

Grade Level (required) Select 11th Grade x

Self Assessment Type (required) Select Interests x

Add x

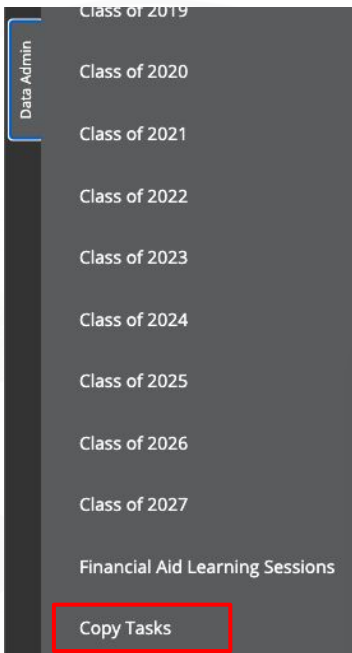
11th Grade

Interests

Preferences

Skills

Student Completion Status: Copy tasks/page Setup



Once one Graduation Requirement Base Year layout is setup, the user can copy over all tasks (Tasks, Self Assessments, Surveys, Links).

This tool is helpful for two reasons:

1. brand new set up is easier
2. when there is a new graduation requirement base year

Copy High School and Beyond Tasks

Copy High School and Beyond Tasks

Graduation Year to Copy From (required) [Select](#)

Graduation Year(s) to Copy to (required) [Select](#)

[Submit](#)

Calendar Learning Sessions

Calendar Learning Sessions

August 2021

today



Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9 5p Career Day Event	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24 1p Financial Information Day	25	26	27	28
29	30 6:15p Open Mic Night	31	1	2	3	4
5	6	7	8	9	10	11

Financial Aid Learning Session Additions



Entry

Add Record ✓ Add ✕

Financial Aid Learning Session

Title (required)
Financial Aid application assistance Zoom session

Date (optional)
9/14/20

Time
06 : 00 PM
⌚ Time is set to 6:00 PM. | Clear time

Data Admin

- Class of 2019
- Class of 2020
- Class of 2021
- Class of 2022
- Class of 2023
- Class of 2024
- Class of 2025
- Class of 2026
- Class of 2027
- Financial Aid Learning Sessions**

Enter in dates for Financial Aid sessions so students and parents know when sessions are offered.

Results

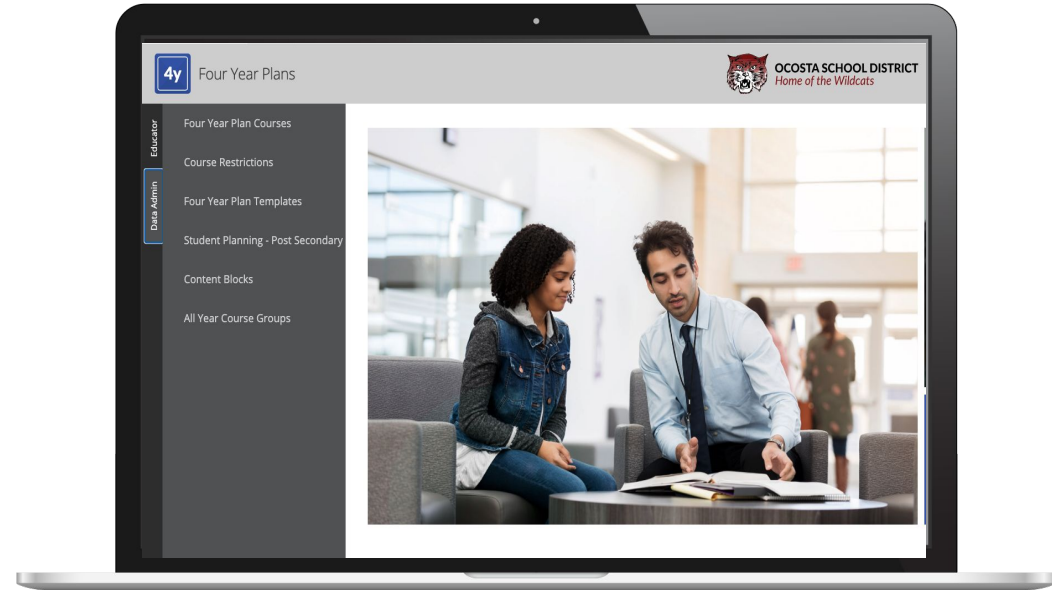
September 2020

today < >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14 5p Financial Aid application as	15	16 5p Financial Aid application as	17	18	19
20	21	22	23	24	25	26

Four Year Plans Data Admin

- Editing/Adding Four Year Plan Courses
- Four Year Plan Templates
- Post Secondary Plan options
- Content Blocks
- All Year Course Groups



Four Year Plan Courses

All Courses

Get started by selecting courses for achievement and interest to accomplish your career path(s)

Four Year Plan Courses (615 records)

Is Favorit	Course Code	Requirement	Course Description	Career Path(s)	Course Narrative	School	Grade Level(s)
<input type="checkbox"/>	ARB200		ARABIC 2 COMPETENCY - Arab...		Arabic II courses build upon sk...	West Valley High School	11
<input checked="" type="checkbox"/>	ARB300	WL	ARABIC 3 COMPETENCY - Arab...		Arabic III courses prepare stud...	West Valley High School	11
<input checked="" type="checkbox"/>	ARB400	WL	ARABIC 4 COMPETENCY - Arab...		Arabic IV courses prepare stud...	West Valley High School	11
<input checked="" type="checkbox"/>	BUS204		MARKETING 101 - Principles of...		Principles of Marketing course...	West Valley High School	9 , 10 , 11 , 12
<input checked="" type="checkbox"/>	BUS205		MARKETING 102 - Principles of...		Principles of Marketing course...	West Valley High School	10 , 11 , 12
<input checked="" type="checkbox"/>	BUS206		WEB DESIGN 101 - Web Page ...	Arts, A/V Tech & Communicati...	Web Page Design courses teac...	West Valley High School	9 , 10 , 11 , 12
<input checked="" type="checkbox"/>	BUS207		WEB DESIGN 102 - Web Page ...	Arts, A/V Tech & Communicati...	Web Page Design courses teac...	West Valley High School	9 , 10 , 11 , 12
<input checked="" type="checkbox"/>	BUS209		COMPUTER SCIENCE PRINCIPL...	Information Technology	Computer Science Principles c...	West Valley High School	9 , 10 , 11 , 12
<input checked="" type="checkbox"/>	BUS216		SCHOOL STORE 101 - Entrepre...		Entrepreneurship courses hel...	West Valley High School	9 , 10 , 11 , 12
<input checked="" type="checkbox"/>	BUS217		SCHOOL STORE 102 - Entrepre...		Entrepreneurship courses hel...	West Valley High School	10 , 11 , 12
<input checked="" type="checkbox"/>	BUS218		MULTIMEDIA - Introduction to ...		Introduction to Communicatio...	West Valley High School	9 , 10 , 11 , 12
<input checked="" type="checkbox"/>	BUS218		MULTIMEDIA 101 - Introductio...		Introduction to Communicatio...	West Valley Hs Freshman Cam...	9
<input checked="" type="checkbox"/>	BUS219		MULTIMEDIA 102 - Introductio...		Introduction to Communicatio...	West Valley Hs Freshman Cam...	9

1 - 50 of 615

Page 1 of 13

50 per page

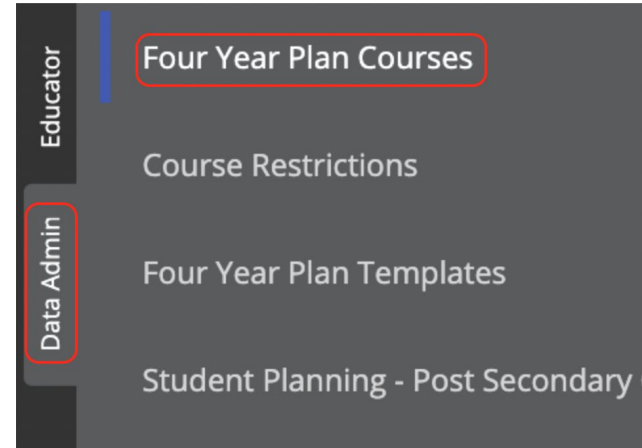


How to View Four Year Plan Courses

To View Four Year Plan Courses, go to:

1. **Four Year Plan Application**
2. Select **Data Admin Role**
3. Select **Four Year Plan Courses**

Here you can see all of the Active and Inactive courses in the district. (Active Course means available to students to select from. Inactive means it is hidden from the students.)



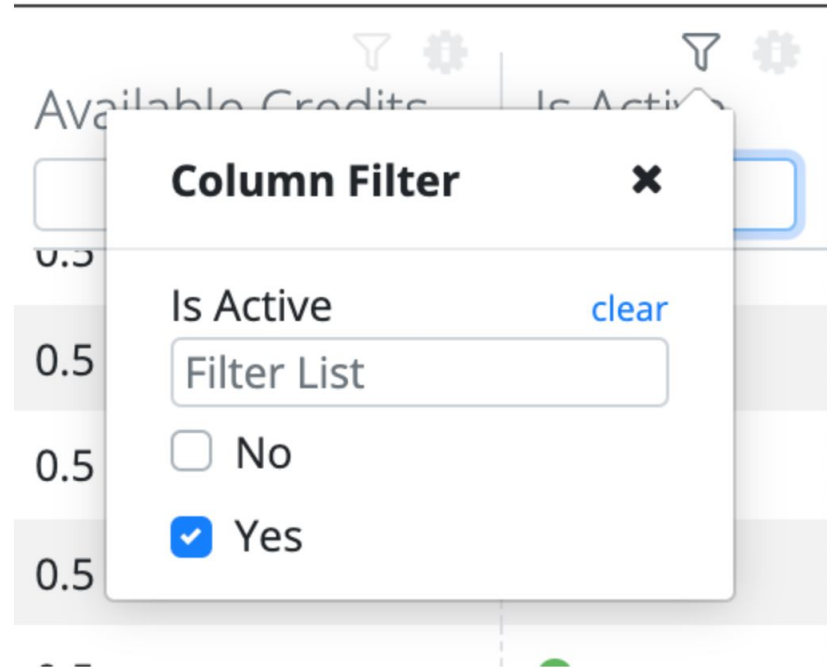
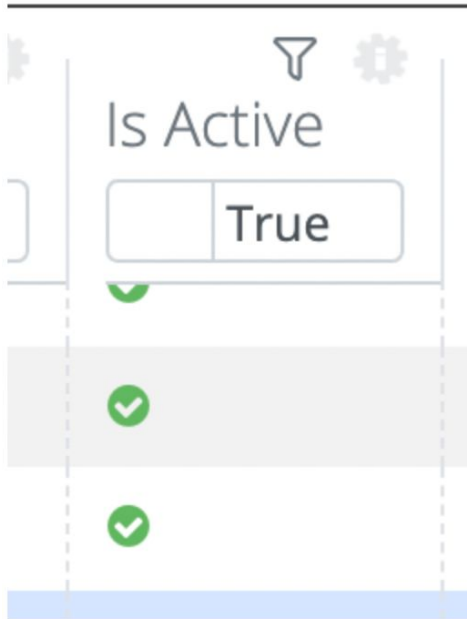
Four Year Plan Courses (1755 records) Filtered Ordered Add Course

State Course	Requirement	Course Code	Course Description	School	Included Grade L	Excluded Grade L	Grade
11001		BUS222	MULTIMEDIA COMMUNICATIO...	West Valley High School			9
11101		BUS223	MEDIA & JOURNALISM - Journa...	West Valley High School			10,11,12
11101		BUS224	DIGITAL STORY TELLING - Jour...	West Valley High School			
11153		BUS225	GRAPHIC DESIGN PRODUCTIO...	West Valley High School			9,10,11,12
11153		BUS226	GRAPHIC DESIGN PRODUCTIO...	West Valley High School			9,10,11,12
10011		BUS229	CREATIVE CODING FOR GAME ...	West Valley High School			9,10,11,12
01001	E	ENG101	FR ENGLISH 101 - English/Lang...	West Valley Hs Freshman ...			9
01001	E	ENG101	LANGUAGE ARTS 101 - English...	West Valley High School			9,10,11,12

How to View All Active/Inactive Courses

By default the system will display all active courses. To view inactive courses, go to the “Is Active Column”

Click on the filter icon to then select both Yes/True and No/False




How to Edit a Four Year Plan Course

To edit a Four Year Plan course, click on the gear icon to the very right of the row of your desired course.

The option to Edit or Delete said course is displayed. (We strongly suggest to not delete courses, but to inactivate them instead.)

Four Year Plan Courses (1755 records) Filtered Ordered Add Course


State Course	Requirement	Course Code	Course Description	School	Included Grade L	Excluded Grade L	Grade	
11001		BUS221	MULTIMEDIA COMMUNICATIO...	West Valley High School	*	*	9	
11001		BUS222	MULTIMEDIA COMMUNICATIO...	West Valley High School	*	*	9	
11101		BUS223	MEDIA & JOURNALISM - Journa...	West Valley High School	*	*	10,11,12	
11101		BUS224	DIGITAL STORY TELLING - Jour...	West Valley High School	*	*	9,10,11,12	
11153		BUS225	GRAPHIC DESIGN PRODUCTIO...	West Valley High School	*	*	9,10,11,12	
11153		BUS226	GRAPHIC DESIGN PRODUCTIO...	West Valley High School	*	*	9,10,11,12	
10011		BUS229	CREATIVE CODING FOR GAME ...	West Valley High School	*	*	9,10,11,12	
01001	E	ENG101	FR ENGLISH 101 - English/Lang...	West Valley Hs Freshman ...	*	*	9	
01001	E	ENG101	LANGUAGE ARTS 101 - English...	West Valley High School	*	*	9,10,12	

Row Actions & Options

Edit

Delete

Four Year Plan Courses (1755 records) Filtered Ordered Add Course

State Course	Requirement	Course Code	Course Description	School	Included Grade L	Excluded Grade L	Grade	
11001		BUS221	MULTIMEDIA COMMUNICATIO...	West Valley High School	*	*	9	
11001		BUS222	MULTIMEDIA COMMUNICATIO...	West Valley High School	*	*	9	
11101		BUS223	MEDIA & JOURNALISM - Journa...	West Valley High School	*	*	10,11,12	

Row Actions & Options

Continue Editing Four Year Plan Courses

You are able to make adjustments such as changing the State Course Code, adding a Narrative, changing the credit amounts, etc. When finished making changes, click the “Update” button in the top right corner.

Edit Course

✓ Update

Four Year Plan Course

Course Code <small>(required)</small> ... Select	Subject Area <small>(required)</small> ... Select	Available Credits <small>(required)</small>
<input type="text" value="BUS222"/>	<input type="text" value="More than one conten..."/>	<input type="text" value="0.5"/>

Course Description (optional)

School <small>(optional)</small> Select	Career Path <small>(optional)</small> Select	Fee <small>(optional)</small>
<input type="text" value="West Valley High School"/>	<input type="text"/>	<input type="text"/>

Course Narrative (optional)

Prerequisites (optional)

Course is All Year (optional)

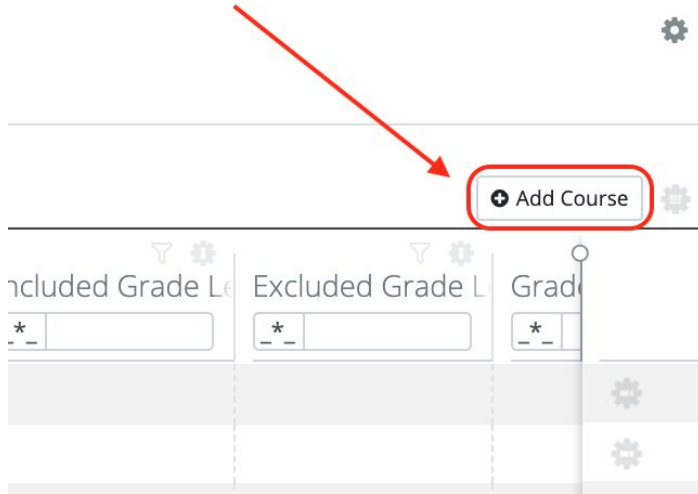
Min Homework Hours per Week <small>(optional)</small>	Max Homework Hours per Week <small>(optional)</small>
<input type="text"/>	<input type="text"/>

Corequisite (optional)

Note

How to Add a Four Year Plan Course

To add a course, go to the top right and select **Add Course**.



Add/fill in all the required fields in the pop up window. Once that has been completed, select **Save/Update**.

A screenshot of a 'Add Course' pop-up window. The window title is 'Add Course' and it has a 'Validate' button with a checkmark and a close 'x' button. The form is titled 'Four Year Plan Course' and contains several fields:

- Course Code (required)**: A dropdown menu with a 'Select' button.
- Subject Area (required)**: A dropdown menu with a 'Select' button.
- Available Credits (required)**: A text input field.
- Course Description (optional)**: A large text area.
- School (optional)**: A dropdown menu with a 'Select' button.
- Career Path (optional)**: A dropdown menu with a 'Select' button.
- Fee (optional)**: A text input field.
- Course Narrative (optional)**: A large text area.
- Prerequisites (optional)**: A large text area.
- Course is All Year (optional)**: A dropdown menu with a downward arrow.
- Min Homework Hours per Week (optional)**: A text input field.
- Max Homework Hours per Week (optional)**: A text input field.

Four Year Plan Templates

FOUR YEAR PLAN TEMPLATE TESTER

West Valley High School Graduating Class of 2020

9th Grade - 2016/17 West Valley Hs Freshman Campus ▾

[View Mode](#) [Click to Edit](#) ▾

Semester 1 of 2		Needed	Semester 2 of 2		Needed
1.	<input checked="" type="checkbox"/> WORLD LANGUAGE	AP/IB, WL	<input checked="" type="checkbox"/> WORLD LANGUAGE	WL	
2.	<input checked="" type="checkbox"/> ENGLISH/LANGUAGE ARTS	E	<input checked="" type="checkbox"/> ENGLISH/LANGUAGE ARTS	E	
3.	<input checked="" type="checkbox"/> GEOM A 202 - Geometry		<input checked="" type="checkbox"/> MATH	M, M1, M2, M3	
4.	<input checked="" type="checkbox"/> BIOLOGY 101 - Biology		<input checked="" type="checkbox"/> SCIENCE	S, SL	
5.	<input checked="" type="checkbox"/> SOCIAL STUDIES	US, WH, CV, SSE	<input checked="" type="checkbox"/> SOCIAL STUDIES	US, WH, CV, SSE	
6.	<input checked="" type="checkbox"/> HEALTH & FITNESS	H, F	<input checked="" type="checkbox"/> HEALTH & FITNESS	H, F	

10th Grade - 2017/18 West Valley High School ▾

[View Mode](#) [Click to Edit](#) ▾

Semester 1 of 2		Needed	Semester 2 of 2		Needed
1.	<input checked="" type="checkbox"/> WORLD LANGUAGE	WL	<input checked="" type="checkbox"/> WORLD LANGUAGE	WL	
2.	<input checked="" type="checkbox"/> ENGLISH/LANGUAGE ARTS	E	<input checked="" type="checkbox"/> ENGLISH/LANGUAGE ARTS	E	
3.	<input checked="" type="checkbox"/> MATH	M, M1, M2, M3	<input checked="" type="checkbox"/> MATH	M, M1, M2, M3	
4.	<input checked="" type="checkbox"/> SCIENCE	S, SL	<input checked="" type="checkbox"/> SCIENCE	S, SL	
5.	<input checked="" type="checkbox"/> SOCIAL STUDIES	US, WH, CV, SSE	<input checked="" type="checkbox"/> SOCIAL STUDIES	US, WH, CV, SSE	
6.	<input checked="" type="checkbox"/> HEALTH & FITNESS	H, F	<input checked="" type="checkbox"/> HEALTH & FITNESS	H, F	

11th Grade - 2018/19 West Valley High School ▾

[View Mode](#) [Click to Edit](#) ▾

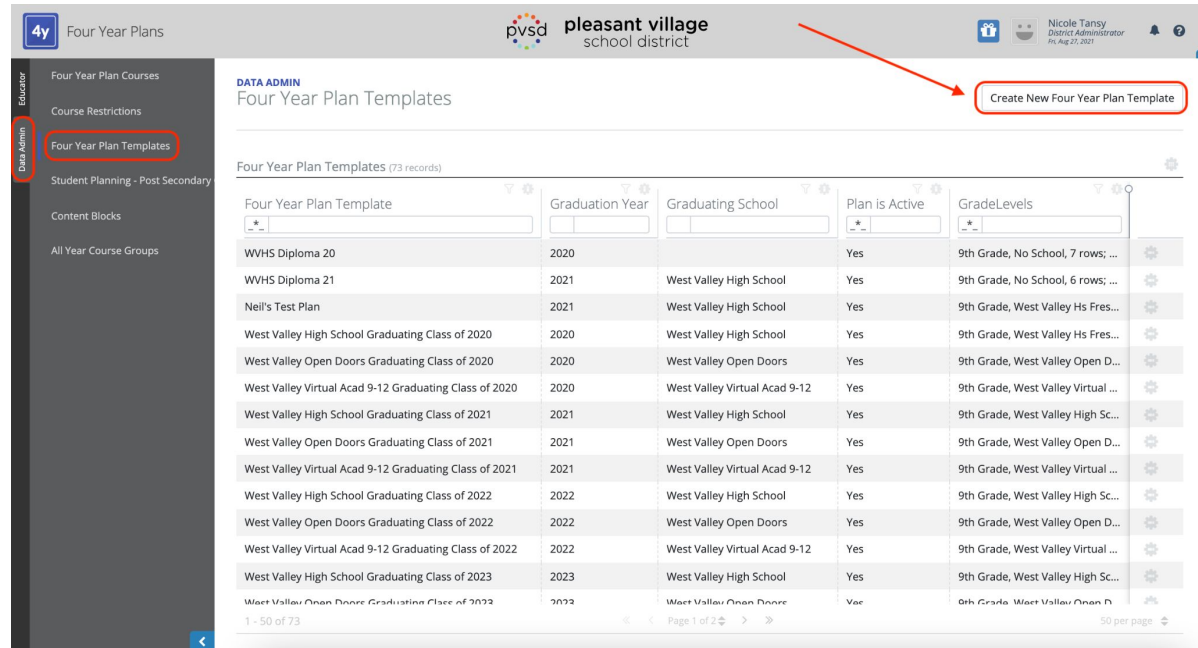
Semester 1 of 2		Needed	Semester 2 of 2		Needed
1.	<input checked="" type="checkbox"/> ART	ART	<input checked="" type="checkbox"/> ART	ART	
2.	<input checked="" type="checkbox"/> ENGLISH/LANGUAGE ARTS	E	<input checked="" type="checkbox"/> ENGLISH/LANGUAGE ARTS	E	



How to Create a Four Year Plan Template

We will create a new Template for each Graduating Year (we have the ability to duplicate Templates, so you need only to create one template and then copy it for the remaining Graduating Years.) You can also create as many Templates as you'd like.

- To start, go to:
1. Four Year Planning Application
 2. Select the **Data Admin Role**
 3. Select **Four Year Plan Templates**
 4. Select **Create New Four Year Plan Template**



The screenshot shows the 'Four Year Plan Templates' page in the Data Admin role. The page header includes the '4y Four Year Plans' logo, the 'pvsd pleasant village school district' logo, and the user's name 'Nicole Tansy District Administrator'. A red arrow points to a 'Create New Four Year Plan Template' button in the top right corner. The main content area displays a table of existing templates with columns for 'Four Year Plan Template', 'Graduation Year', 'Graduating School', 'Plan is Active', and 'GradeLevels'. The table contains 15 rows of data, including various diploma and test plans for the years 2020 through 2023.

Four Year Plan Template	Graduation Year	Graduating School	Plan is Active	GradeLevels
WWHS Diploma 20	2020		Yes	9th Grade, No School, 7 rows; ...
WWHS Diploma 21	2021	West Valley High School	Yes	9th Grade, No School, 6 rows; ...
Neil's Test Plan	2021	West Valley High School	Yes	9th Grade, West Valley Hs Fres...
West Valley High School Graduating Class of 2020	2020	West Valley High School	Yes	9th Grade, West Valley Hs Fres...
West Valley Open Doors Graduating Class of 2020	2020	West Valley Open Doors	Yes	9th Grade, West Valley Open D...
West Valley Virtual Acad 9-12 Graduating Class of 2020	2020	West Valley Virtual Acad 9-12	Yes	9th Grade, West Valley Virtual ...
West Valley High School Graduating Class of 2021	2021	West Valley High School	Yes	9th Grade, West Valley High Sc...
West Valley Open Doors Graduating Class of 2021	2021	West Valley Open Doors	Yes	9th Grade, West Valley Open D...
West Valley Virtual Acad 9-12 Graduating Class of 2021	2021	West Valley Virtual Acad 9-12	Yes	9th Grade, West Valley Virtual ...
West Valley High School Graduating Class of 2022	2022	West Valley High School	Yes	9th Grade, West Valley High Sc...
West Valley Open Doors Graduating Class of 2022	2022	West Valley Open Doors	Yes	9th Grade, West Valley Open D...
West Valley Virtual Acad 9-12 Graduating Class of 2022	2022	West Valley Virtual Acad 9-12	Yes	9th Grade, West Valley Virtual ...
West Valley High School Graduating Class of 2023	2023	West Valley High School	Yes	9th Grade, West Valley High Sc...
West Valley Open Doors Graduating Class of 2023	2023	West Valley Open Doors	Yes	9th Grade, West Valley Open D...

Creating a New Plan Template

Add important details to the new template such as: Name of the template (Ex: [Name of High School & Grad Year]), graduation year and the associated school.

Note: When creating a new template, we suggest leaving the template “inactive” until the template is complete. This is so students are not able to build their four year plans based on the template before it is finished.

MANAGE FOUR YEAR PLAN TEMPLATE
Create New Plan

Undo Save

Details

Details

Name (required)	<input type="text" value="Test Template"/>	<input type="checkbox"/> Is Active
Graduation Year (required)	<input type="text" value="2023"/>	Select
School (required)	<input type="text" value="West Valley High School"/>	Select

Adding Grade Levels

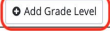
Grade levels will be created based on each school. To start, select: **Add Grade Level**.

MANAGE FOUR YEAR PLAN TEMPLATE
Test Template

Details **Grade Levels** Slot Class Terms Students

Manage Grade Levels

Four Year Plan Grade Levels (0 records)
No data to display.





Edit Grade Level

Update ✕

Grade Level

Grade Level (required) Select

School (required) Select

Number of Rows (required)

Class Term Type (required) Select

MANAGE FOUR YEAR PLAN TEMPLATE
Test Template

Details **Grade Levels** Slot Class Terms Students

Manage Grade Levels

Four Year Plan Grade Levels (4 records)

Grade	School	Number of Rows	Class Term Type
9th Grade	West Valley High School	6	Semester
10th Grade	West Valley High School	6	Semester
11th Grade	West Valley High School	6	Semester
12th Grade	West Valley High School	6	Semester

Grade Level: (Ex) 9

School: Same school selected earlier

Number of Rows: Think of this as the number of periods or classes (Example: **Semester based schools generally have 6 rows.**)

Class Term Type: Select your term type such as **Semester, Trimester, etc.**

Continue until all grade levels are added.

Adding Slot Class Terms

When making an edit/adding items (including adding grade levels), it is important to select the **Refresh** button seen on the right to view the most recent updates.

To start building/adding to the template select: **Add Slot Class Term**

MANAGE FOUR YEAR PLAN TEMPLATE
Test Template

Details Grade Levels Slot Class Terms Students

Manage Slot Class Terms

Four Year Plan Slot Class Terms (0 records) **Add Slot Class Term**

No data to display.

Preview

9th Grade - 2019/20	West Valley High School	Refresh <-
10th Grade - 2020/21	West Valley High School	^
11th Grade - 2021/22	West Valley High School	^
12th Grade - 2022/23	West Valley High School	^

Adding Slot Class Terms

Here we are going to add a Slot Class Term for EVERY GRADE and EVERY TERM TYPE. This means we will have two slots in Row 1, one slot for Semester 1, one slot for Semester 2.

Grade Level: 9th Grade

Slot/Period: 1

Class Term: Semester 1 of 2

Graduation Requirements Summary

Group: Select your Subject (**Ex:** English)

Add Slot Class Term

Add x

Slot Class Term

Grade Level (required) [Select](#) Slot/Period (required) Class Term (required) [Select](#)

9th Grade x 1 Semester 1 of 2 x

Graduation Requirements Summary Group (required) [Select](#)

English x

Slot Class Term Label (optional)

Course Restrictions (optional) [Select](#) Default Course (optional) [Select](#)

Requires AP/IB (optional)

Note: Every time a new Slot Class Term is added, select **REFRESH** to view the Preview

MANAGE FOUR YEAR PLAN TEMPLATE
Test Template

Details Grade Levels **Slot Class Terms** Students

Manage Slot Class Terms

Four Year Plan Slot Class Terms (1 records) Ordered [Add Slot Class Term](#)

Grade	Row	Term	Graduation Requirements Summary Group	Display Label
9th Grade	1	Semester 1	English	

Preview 9th Grade - 2019/20 [Refresh](#) West Valley High School

Semester 1 of 2 **Needed**

1.	ENGLISH	
----	---------	--

10th Grade - 2020/21 West Valley High School

11th Grade - 2021/22 West Valley High School

12th Grade - 2022/23 West Valley High School



Continue Adding Slot Class Terms

Now that we have Semester 1 for First “Period”, let’s create Semester 2.

Click: Add Slot Class Term

Grade Level: 9

Slot Period: 1

Class Term: Semester 2 of 2

Graduation Requirement: English
(Don’t forget to **REFRESH** the preview)

Continue adding slot class terms until the entire template is filled/complete.

MANAGE FOUR YEAR PLAN TEMPLATE
Test Template

Details Grade Levels Slot Class Terms Students

Manage Slot Class Terms

Four Year Plan Slot Class Terms (2 records) Ordered Add Slot Class Term

Grade	Row	Term	Graduat	Display Label
9th Grade	1	Semester 1	English	
9th Grade	1	Semester 2	English	

Preview Refresh

9th Grade - 2019/20 West Valley High School

Semester 1 of 2	Semester 2 of 2
1. ENGLISH E	ENGLISH E

10th Grade - 2020/21 West Valley High School

11th Grade - 2021/22 West Valley High School

12th Grade - 2022/23 West Valley High School

Viewing Students Using Four Year Plan Template

Now that all of the Slot Class Terms have been added, we suggest going back to the details page and setting the template as **Active**.

Once the template is active/available for students to build their four year plans off of, users can now go to the **Students** tab to view all of the students using their Four Year Plan Template.

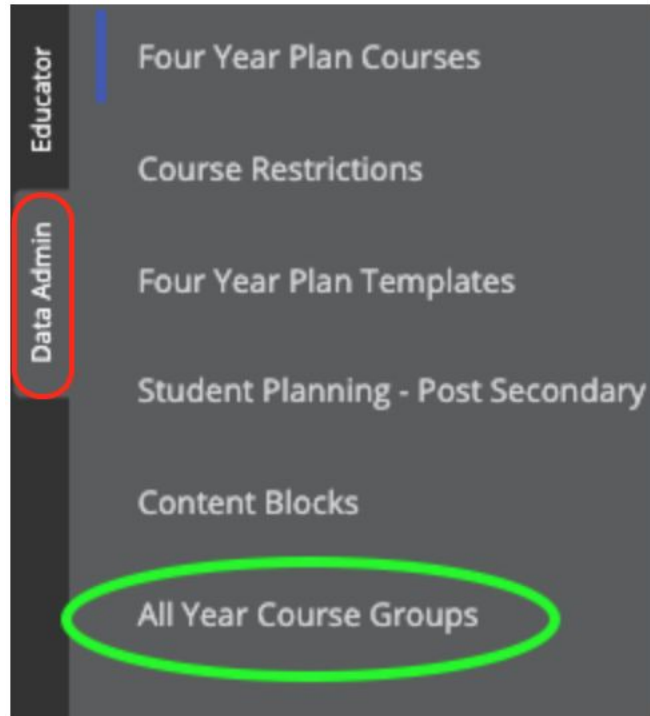
The screenshot shows a web interface for managing a 'Test Template'. At the top left, it says 'STUDENTS Test Template'. On the right, there are 'Cancel' and 'Next' buttons with gear icons. Below this is a navigation bar with tabs: 'Details', 'Grade Levels', 'Slot Class Terms', and 'Students' (which is selected and underlined). The main content area is titled 'Students' and shows 'Student Four Year Plans By Four Year Plan Template (173 records)'. Below this is a table header with two columns: 'Student' and 'Plan'. Each column has a search filter icon and a gear icon. The 'Student' column has a search box with a '*' and '-' symbol. The 'Plan' column has a search box with a '*' and '-' symbol. On the far right, there is a vertical scroll bar.

How to Associate All Year Course Groups

All Year Course Groups give you the option to tie two courses together. This is generally done for the First Semester course and tying it to the Second Semester course, for example, tying English 9 S1 to English 9 S2. The idea is that when students select the first course on their Four Year Plan, the system would automatically apply the second course to their second semester slot.

Go to:

1. Four Year Planning Application
2. Select **Data Admin Role**
3. Select **All Year Course Groups**



All Year Course Groups

Click: **Add Record**

Four Year Plan All Year Course Groups (4 records)

[Add Course Group](#)

▼	All Year Course Group	
▼	Second Year Math: Trimesters	
▼	Marketing All Year Semesters	
▼	Test	
▼	SPANISH 1	

Add Course Group

Course Group

Label (required)

World History Gr 9

✓ Add ✕

Name the Course Group. For example, if you were tying World History 9 courses together, you could name the course group “World History Gr 9”.

All Year Course Groups

Now we will see our new group in the original list. To add courses to the Course Group, click on the gear icon to the right of the row. Then click: **Add Course**.



A screenshot of a web interface showing a list of course groups. The first group is expanded, showing 'SPANISH 1' and 'World History Gr 9'. A gear icon to the right of the 'World History Gr 9' row has been clicked, opening a 'Row Actions & Options' menu. The 'Add Course' option in this menu is highlighted with a red circle and a red arrow points to it from the right.

Add Record

✓ Add ✕

Courses

Four Year Plan Course (required) Select

HTY201 ✕

Class Term (required) Select

Semester 1 of 2 ✕

Here we will select the first Course in the group. We will then verify that this first course will be Semester 1 of 2. Once finished, click: **Add**.

All Year Course Groups

Once we add that first Course to the Course Group, we'll be brought back to the original page where we can view all Course Groups. We'll expand the Course Group we made (World History) and we can now see the first course added. To add the Second course, we'll click on the gear icon along the side of the Course Group, and then click: **Add Course**.

The screenshot shows a web application interface for managing course groups. At the top, it says "Four Year Plan All Year Course Groups (5 records)" and has an "Add Course Group" button. Below is a list of course groups, each with a dropdown arrow on the left and a gear icon on the right. The groups are: "All Year Course Group", "Second Year Math: Trimesters", "Marketing All Year Semesters", "Test", "SPANISH 1", and "World History Gr 9". The "World History Gr 9" group is expanded, showing a "Details (1 records)" section. This section has a table with columns for "Course Code", "Course Description", and "Class Term". The first row contains "HTY201", "WORLD HISTORY - Ancient and Medieval History", and "Semester 1 of 2". A "Row Actions & Options" menu is open over the "World History Gr 9" row, with the "Add Course" option highlighted. The gear icon for "World History Gr 9" and the "Add Course" option are circled in green.

Course Code	Course Description	Class Term
HTY201	WORLD HISTORY - Ancient and Medieval History	Semester 1 of 2

All Year Course Groups

Now we will add the second semester course.

Add Record Add ✕

Courses ^

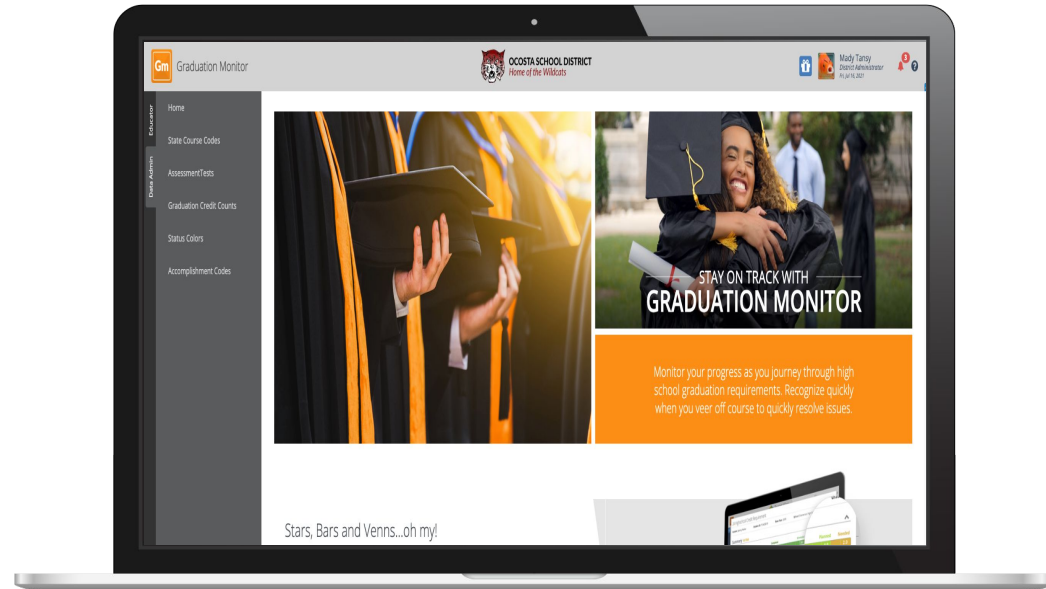
Four Year Plan Course (required) Select	Class Term (required) Select
<input type="text" value="HTY104 ✕"/>	<input type="text" value="Semester 2 of 2 ✕"/>

World History Gr 9		
Details (2 records)		
Course Code	Course Description	Class Term
<input type="text" value="*_"/>	<input type="text" value="*_"/>	<input type="text" value="*_"/>
HTY201	WORLD HISTORY - Ancient and Medieval History	Semester 1 of 2
HTY104	MODERN WORLD HISTORY - Modern World Hi...	Semester 2 of 2

Once the second semester course has been added, we can see the two courses under the Course Group.

Graduation Monitor Data Admin

- State Course Codes
- Assessment Tests
- Graduation Credit Counts
- Status Colors
- Accomplishment Codes



Graduation Monitor Customization [GM printable doc](#)



State Course Codes

Each row is a **State Course Code**, by default only those that are used on a course are displayed. Each column to the right represents a **Graduation Requirement**.

State Course Codes with Graduation Fulfillments (228 records) Filtered Ordered

Courses	ELA	Math	Science	Social Studies	Health and Fitness	Other Credit Requirements
State Course Code	E	M M1 M2 M3	S SL	US WH CV WSH	H F	SSE ART CTE WL
01001	Yes <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
01002	Yes <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

If there is a **green check** in it, then that State Course Code is tied to that subject or sub-type.

In the example, in **Four Year Plans** on courses with the State Course Code **01001**, it will display an **E** noting it is tied to **English**.

Four Year Plan Courses (12 records) Filtered

State Course	Requirement	Course Code
01001	E	ENG101



Graduation Monitor Customization



Graduation Credit Counts

Each row is a **Graduation Base year**; each column to the right represents a **Graduation Requirement Credit Count**.

Graduation Monitor Credit Counts (6 records)																			
Base Year	ELA			Math			Science		Social Studies			Health and Fitness		Other Credit Requirements					
	E	M	M1	M2	M3	S	SL	US	WH	CV	H	F	CR	SSE	ART	CTE	WL	EL	
2019	4	3	1	1	1	3	2	1	0.5	0.5	0.5	1.5	24	1	2	1	2	4	
2020	4	3	1	1	1	3	2	1	0.5	0.5	0.5	1.5	24	1	2	1	2	4	

The **number in the count** is what used to calculate **On Track**, **At Risk**, or **Requirement Met** status for each **Graduation Requirement**.

Viewing a student's Graduation Monitor status, it will show credit tally if a student is **On Track**, **At Risk** or **Requirement Met** in the necessary categories.

Completion: Alexandrei *

Career Planner * Four Year Plan * Future Ready Skills * **Graduation Monitor *** High School and Beyond * Readiness Profile Assignments/Worksheets

Graduation Status: Alexandrei *

☆ Not Calculated ☆ Waived ☆ At Risk ☆ On Track ☆ Requirement Met ☆ No Target Present

Graduation Status

Graduation Requirement Types

Graduation Requirement Subjects

Overall Credits Required Credits: 24

Completed Scheduled Planned Anticipated Needed Waived Manual

English/Language... 4 | Math 3 | Science 3 | Social Stud... 3 | Worl... 2 | Heal... 2 | Art 2 | 1 | Elective 4



Credit Amounts and Colors

Overall Credits **Required Credits: 24**

Show Detail View



Completed Scheduled Planned Anticipated Needed Waived Manual

