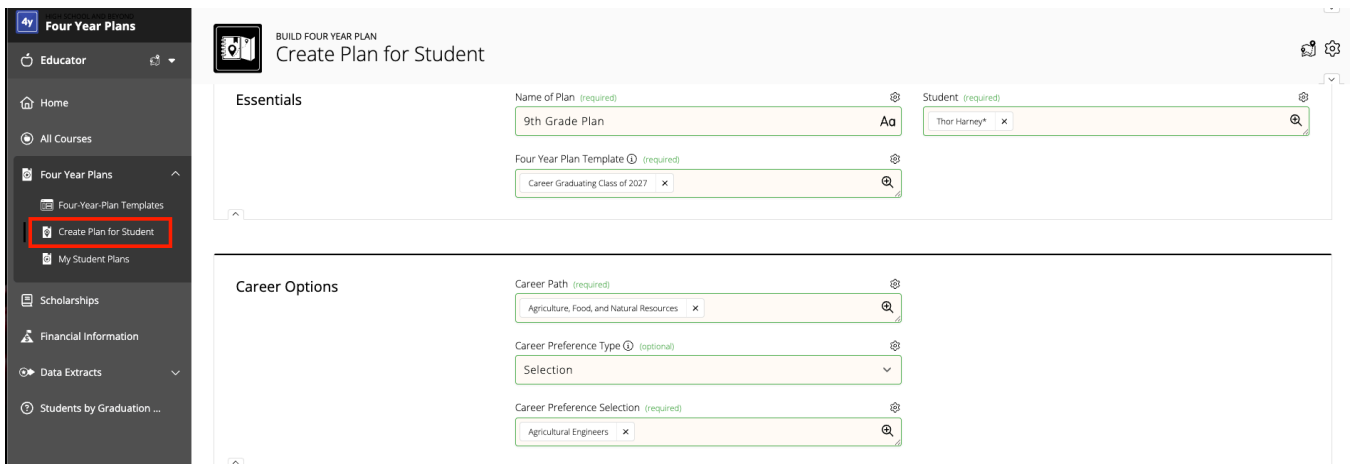


Create a Plan for Student (Educator) CONNECT

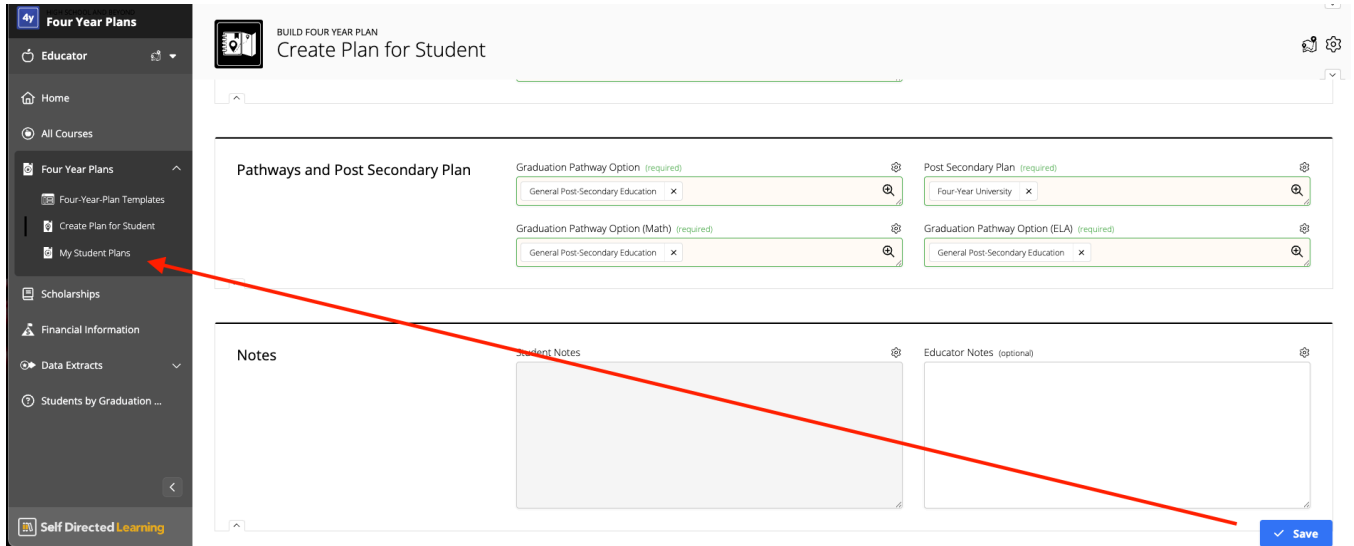
Here, you will learn how an educator can create a four-year plan for a student.

1. Start under **Four Year Plans** in the left navigation menu and choose **Create Plan for Student**.
2. First, fill in the **Name of Plan in the Essentials section**.
3. Click the **Student** field and select the **checkbox** for the student for whom you are creating the plan.
4. Click the **Four-Year Plan Template** field and select the **checkbox** for the appropriate template.
5. Next is the **Career Options** section. Click the **Career Path** field and select the **checkbox** for the correct career path.
6. To enter a **Career Preference Type**, first choose from the **dropdown menu** whether the student's career preference will likely be available as a **selection** or needs to be entered as **text**.
7. Click the **Career Preference Selection** field and select the **checkbox** for the career preference selection. Or, fill in the **Career Preference Text**.



8. Next is the **Pathways and Post-Secondary Plan** section. Click the **Graduation Pathway Option** field and select the **checkbox** for the graduation pathway.
9. Repeat similarly for the **Post Secondary Plan, Graduation Pathway Option (Math), and Graduation Pathway Option (ELA)** fields.
10. Fill in any **Student/Educator Notes**.
11. Click **Save**. (If the button reads Validate instead of Save, it means a required field has not been completed.)
12. You will see the **Details tab** for the plan, where you can continue to make edits if necessary.

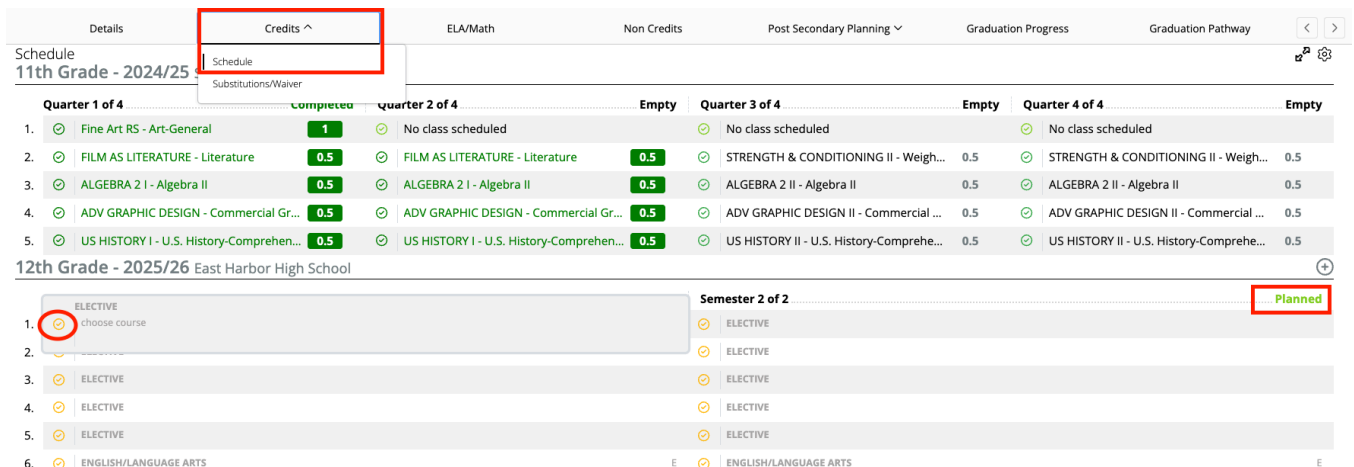
13. To find this plan later, click under **Four-Year Plans** in the left navigation menu and choose **My Student Plans/My Four-Year Plans**. Students may have as many plans as they wish, but only one plan can be designated as the **Primary Plan**. A primary plan is the student's most serious plan. The primary plan also controls the student **Graduation Monitor Tracker Bar** and is used for **reporting purposes**.



Schedule

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

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**.



3. 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**.

4. Continue to add the remaining courses to the plan.

ENGLISH CREDIT

1. ✔ **SCREENWRITING 1** ⊖
[choose alternate course](#)
2. ⊖

- 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.**

Utilize the Career Cluster

1. When choosing a course, use the **My Career Cluster Column**.
2. 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.
3. 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.
4. To **learn more about a course**, hover over the **Description** column cell.
5. To **mark a course for later use**, click the **heart icon** to the left of the course code to favorite it for quick access.

Ordered 🔍 🗨️ 📄 🏠 ⚙️

	Fav	Course Code	Grad. Req.	Description	My Career Cluster	Career Cluster(s)
<input type="checkbox"/>	<input type="heart"/>	01053	E	Literature courses offer the opportunity for students to study and refle...	No	
<input type="checkbox"/>	<input type="heart"/>	01054	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="heart"/>	01104	E	Creative Writing courses offer students the opportunity to develop and...	No	
<input type="checkbox"/>	<input type="heart"/>	01149	E	Other Composition courses.	No	
<input checked="" type="checkbox"/>	<input type="heart"/>	01151	E	Public Speaking courses enable students, through practice, to develop ...	No	
<input type="checkbox"/>	<input type="heart"/>	01153	E	Forensic Speech-Debate courses offer students the opportunity to lear...	No	

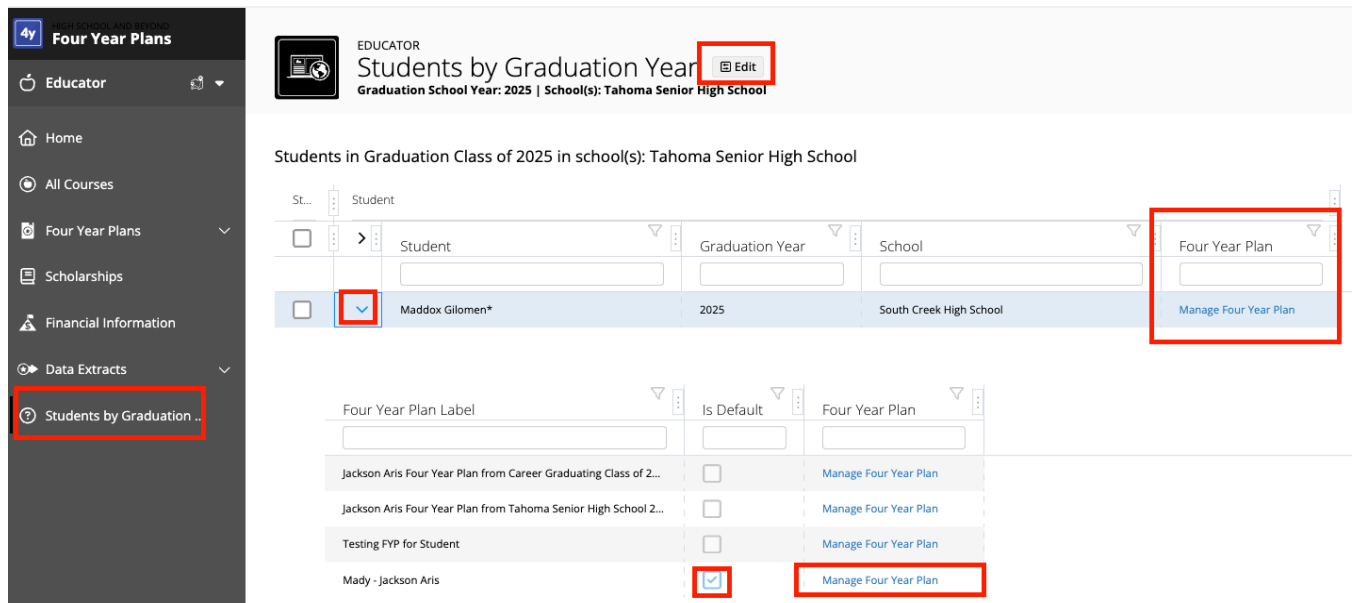
Create a Plan for Multiple Students at Once

1. Start under **Students by Graduation Year** in the left navigation menu.
2. To view a data table for the first time, click the **magnifying glass** in the **Graduation Year** field and select the graduation class school year. Select the **School(s)** field similarly and click **Save**.
3. To change the present data table page settings, click the **Edit Page Data Settings** button next to the page title, select the **Graduation Year** and **School(s)** fields, and click **Save**.



Graduation Year (required) School(s) (required)

4. Click the **Manage Four-Year Plan** in the **Four-Year Plan** column to manage the default Four-Year Plan.
5. Click the **arrow** next to the student's name to reveal the student's Four-Year Plans.
6. The **checkbox** in the **"Is Default"** column indicates whether a plan is the default.
7. Click **Manage Four-Year Plan** in the **Four-Year Plan** column to edit the plan.



EDUCATOR
Students by Graduation Year Edit
 Graduation School Year: 2025 | School(s): Tahoma Senior High School

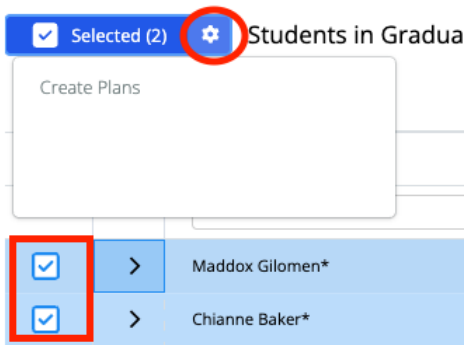
Students in Graduation Class of 2025 in school(s): Tahoma Senior High School

St...	Student	Graduation Year	School	Four Year Plan
<input type="checkbox"/>	Maddox Gilomen*	2025	South Creek High School	<input type="text"/> Manage Four Year Plan
<input type="checkbox"/>	Jackson Aris Four Year Plan from Career Graduating Class of 2...			<input type="checkbox"/> Manage Four Year Plan
<input type="checkbox"/>	Jackson Aris Four Year Plan from Tahoma Senior High School 2...			<input type="checkbox"/> Manage Four Year Plan
<input type="checkbox"/>	Testing FYP for Student			<input type="checkbox"/> Manage Four Year Plan
<input checked="" type="checkbox"/>	Mady - Jackson Aris			<input checked="" type="checkbox"/> Manage Four Year Plan

Four Year Plan Label | Is Default | Four Year Plan

8. You can create a four-year plan for multiple students at once by clicking one or more **checkboxes** to the far left of each student's name or selecting the top checkbox to select all.

9. Click the **Selected Gear** in the top left and choose **Create Plans**.



10. Click the **Four-Year Plan Template** field, click the **checkbox** for the template of choice, and click **Save**.