

# U-46 Course Planner Basics

[student guide]

This step-by-step guide will show students how to access course planner, choose a program of study, add courses to their plan, navigate the summary page of their course plan, and submit their plan.

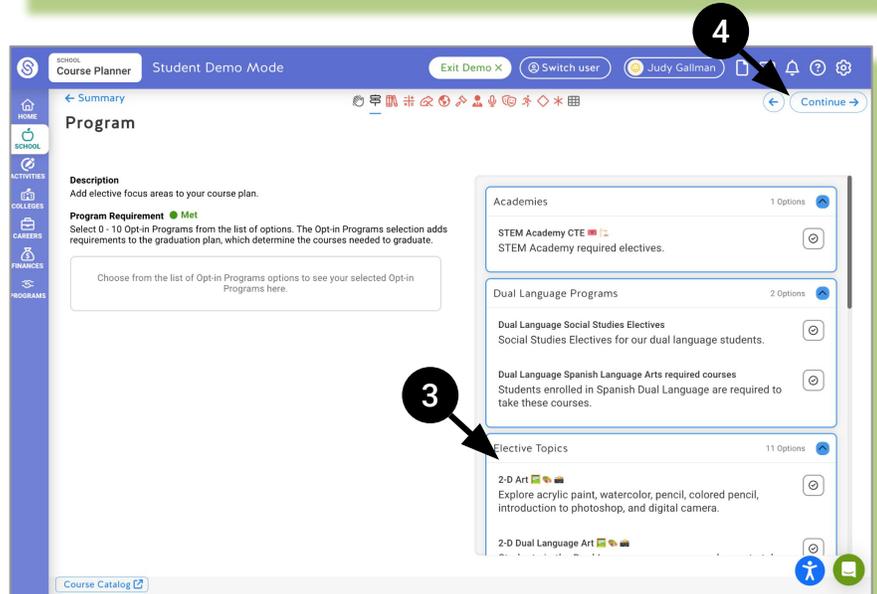
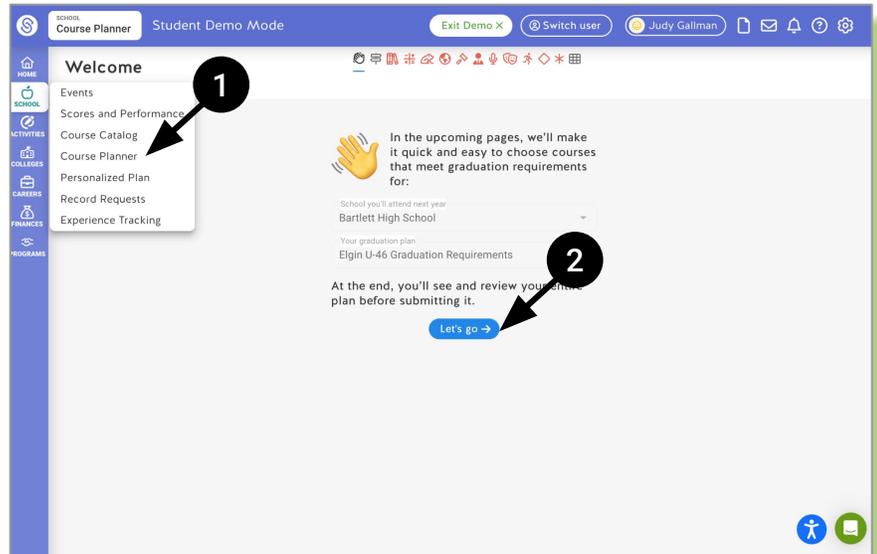
[Watch this video to learn more!](#)

1 Click on the School module in the left navigation panel then select Course Planner

2 Review the welcome screen then click Let's go

3 Select one or more Program of Study

4 Click Continue in the top right corner to move to the first core requirement



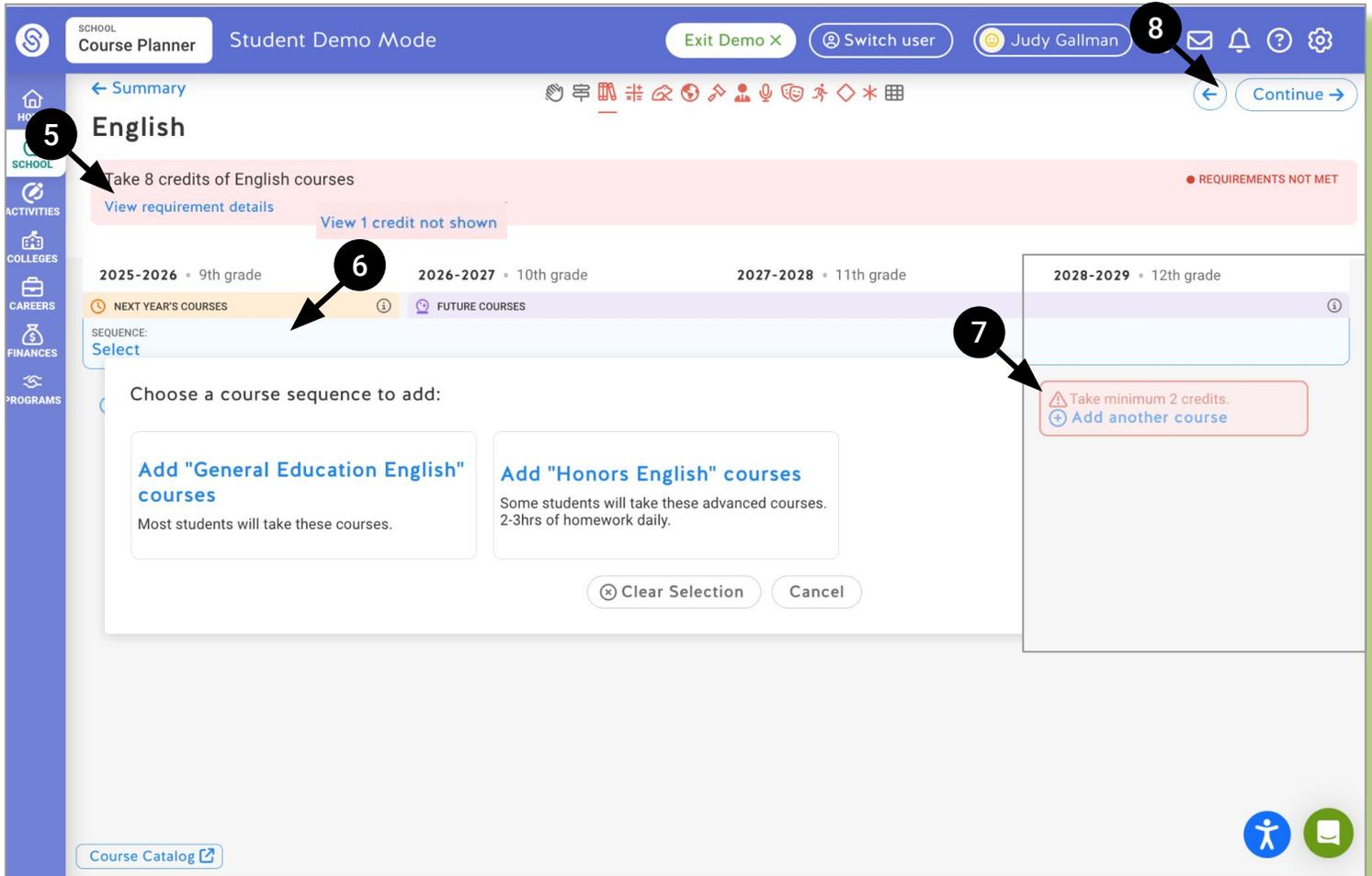
## IMPORTANT NOTES

If you are currently enrolled in a **Magnet Academy**, please ensure that you select the Academy.

If you are currently enrolled in dual language, please select both items under the **Dual Language Program**.



## Core Requirement Page



### 5 Requirement Bar

- Read a brief description of the requirement.
- Click the **View requirements details** link to view the sub-requirements
- The **View credit not shown** link will display if you have middle school course credits that count toward your high school graduation plan
- *Note: This bar will change from red to green when the core requirement has been met*

### 6 Sequence Selector

- Click the  icon to view possible sequence options
- If no sequence is auto-applied, you may have the option to **select** one
- *Note: not all requirements will allow you to change or select a sequence*

### 7 Course Selector

- Click **Add another course** under each grade year to select a course(s).
- Click the  icon on the course card to read the course description.

### 8 Click Continue to move through all core requirements.



## Course Plan Summary Page

The screenshot shows the 'Course Plan Summary Page' for a student in 'Student Demo Mode'. The page displays a course plan for the 2024-2025 school year, categorized by subject: English, Mathematics, Science, U.S. History, and Civics. The plan is organized into columns for each grade level: 9th, 10th, 11th, and 12th. Each course entry includes the course name, code, credits, and a status indicator (e.g., '10/10' in red). A 'Submit plan' button is visible at the bottom right, along with a 'Student submission Due 12/31/24' notice. Callouts 9, 10, 11, 12, and 13 point to specific features: 9 points to the subject requirement rows, 10 points to the grade level credit requirements, 11 points to the graduation plan summary, 12 points to the top navigation bar, and 13 points to the 'Submit plan' button.

- 9 **Core Requirement Rows**
  - Look for core requirement rows in red, this indicates the requirement is not yet met
  - Select the pencil icon at the right of each row to edit the requirement
- 10 **Grade Level Requirement Columns**
  - Look for grade level credit requirements in red, this indicates the number of required credits for that grade is not yet met
- 11 **Grad Plan Summary**
  - View graduation plan on-track status by credits and by core requirements
- 12 **Additional Functionality**
  - View goals, view plan history, download plan as PDF, leave a comment for counselor
- 13 **Submit Plan**
  - *Note: you are required to leave a note for your counselor if submitting with errors (red!)*