

Academic Planner (Portal)

[Select an Academic Program](#) | [Add Courses from the Course Catalog](#) | [Add Courses](#) | [Academic Plan Alerts and Warnings](#) | [Course Display](#) | [Credit Display](#) | [Planning Rules](#) | [Parent and Guardian Approval](#)

This document is written for use by parents and students. Districts can choose to provide this information to their parents and students or use it as a guide for creating district-owned documentation.

The Academic Planner displays the student's assigned Academic Program and the courses the student has planned to take in each school year (represented by grade level). Counselors have a similar view to this that allows them to see your chosen courses and make modifications, if necessary. Based on the assigned Academic Program, students must meet credit requirements, course requirements, test requirements and GPA requirements. The goal is to meet each requirement for each grade level.

Academic Planner Search the Course Catalog

Program: Gateway Curriculum Counselor: STAFF, HATTY
 Approved by parent/legal guardian

ALERT: Course requirement not met: AMERICAN GOVERNMENT
ALERT: Course requirement not met: US History
ALERT: Course requirement not met: Health
ALERT: Grade 12 does not have enough credits planned.

Grade: 09 7.50 / 6.00 Grade: 10 8.50 / 6.00 Grade: 11 4.00 / 6.00 Grade: 12 0.00 / 4.50

AMERICAN GOVERNMENT (0.00 / 1.00)

0.00 / 0.00	0.00 / 0.00	0.00 / 0.00	0.00 / 1.00
			Type to search or select courses

ALERT: Not enough credits selected in AMERICAN GOVERNMENT to meet the minimum plan requirements.

ART/HUMANITIES or CTE (1.00 / 1.00)

1.00 / 0.00	3.00 / 0.00	1.00 / 1.00	0.00 / 0.00
6707 JAZZ BAND - 0.50 6708 JAZZ BAND - 0.50	4615 SPANISH 5 (H) - 0.50 4616 SPANISH 6 (H) - 0.50 6131 CERAMICS 1 - 0.50 6132 CERAMICS 2 - 0.50 6707 JAZZ BAND - 0.50 6708 JAZZ BAND - 0.50	4637 AP SPANISH 7 - 0.50 6707 JAZZ BAND - 0.50	Type to search or select courses

4.00 credit overflow to ELECTIVES

COMPUTER LITERACY (0.50 / 0.50)

0.00 / 0.50	0.00 / 0.00	0.50 / 0.00	0.00 / 0.00
		9143 COMP LIT/APPLIC - 0.50	Type to search or select courses

ELECTIVES (8.50 / 4.50)

2.50 / 1.00	1.00 / 1.00	1.00 / 1.00	0.00 / 1.50
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Academic Planner

Select an Academic Program

When first accessing the Academic Planner, select and/or verify an **Academic Plan** from the dropdown list. Also select the desired **Post Grad Location** (where you are going to attend college) and your **Post Grad Plans**. Click the **Next** button when finished.

KATE	Academic Planner
Calendar >	Choose an Academic Plan: Gateway Curriculum
Schedule >	Post Grad Location: Out-of-State Post Grad Plans: Continuing Education
Attendance >	Next

Academic Plan Selection

Add Courses from the Course Catalog

Use the Course Catalog to locate courses that would be of interest to you. If you know the name of the course, enter that name in the field, or a partial name. Matching results display. When a course is chosen, a description displays, providing more information about the curriculum of the course, any planning rules set for the course, total number of credits given, course fees (if any), and an option to add that course to the plan.

The screenshot shows the Academic Planner interface with a search window open. The search window displays a list of courses starting with '22'. The course '2258 AP CALCULUS BC' is selected, and its details are shown in a pop-up window. The details include:

- Course Name:** 2258 AP CALCULUS BC
- Credits:** 0.500 credits of MATHEMATICS
- Course Requirement(s):** (None listed)
- Planning Rule(s):** Concurrent: Must take 2257 AP Calculus BC and 2258 AP Calculus BC in the same school year
- Course Description:**

PREREQUISITE: Successful completion of Trigonometry/Pre-Calculus; Grade of "C" or better.

This is the second semester of a one-year course designed to offer a formal Advanced Placement Calculus BC course for those students who have completed the equivalent of four years of college preparatory mathematics and have working knowledge of functions: linear, polynomial, rational, exponential, logarithmic, trigonometric, inverse trigonometric and piecewise-defined. The major topics of study are: functions, graphs and limits including parametric, polar and vectors; derivatives and applications of derivatives; integrals, applications of integrals, and fundamental Theorem of Calculus; anti-differentiation and applications of anti-differentiation; and polynomial approximations and series. Students must take the Advanced Placement Calculus BC Test given in May in order to receive AP weighting. This exam costs approximately \$87.00.
- Additional Info:** Graphing Calculators are required.
- Action:** Add to Grade 12

Course Catalog Searching

If this is the course you'd like to take, click the **Add to Grade** button. This places the course on your plan in the indicated grade level for that credit type.

The screenshot displays the Academic Planner interface. On the left is a navigation menu with options like Calendar, Schedule, Attendance, Grades, Behavior, Health, Assessment, Academic Planner, Graduation Progress, To Do List, Reports, Demographics, Family, Messages, Household Information, Family Members, User Account, Contact Preferences, and Access Log. The main content area shows details for course 3111 ENVIRON SCI 1, including its credit value (0.500), requirements, and description. Below this is a course selection grid for SCIENCE (2.50 / 3.00) with columns for 1.00 / 1.00, 1.00 / 1.00, 0.00 / 1.00, and 0.50 / 0.00. The 0.50 / 0.00 column contains a selection box for 3111 ENVIRON SCI 1 - 0.50. A red box highlights the 'Add to Grade 12' button, and a red arrow points from it to the selection box in the grid. An alert at the bottom states: 'ALERT: Not enough credits selected in SCIENCE to meet the minimum plan requirements.'

Adding a Course from the Course Catalog Search

Add Courses

1. Click in the text box below the number of credits for a certain grade level. Courses meeting that credit type display for selection.
2. Choose the desired course(s). When they are added, they display and the number of credits is updated. The credits assigned to a course appear after the course name.
3. Add enough credits for future years as needed. When the student has met the number of requirements, the alert that displays for each credit type stating not enough credits are selected disappears.
4. Repeat these steps for each credit type. At the end of the process, you should have a clear idea of what courses he will be taking in each grade level.
5. Click the **Save** icon when finished.

Grade: 09	7.50 / 6.00	Grade: 10	8.50 / 6.00	Grade: 11	4.00 / 6.00	Grade: 12	0.50 / 4.50
2202 ALGEBRA 1 S2 - 0.50		2221 ALG 2 S1 (H) - 0.50					
2202 CBE ALGEBRA 2 - 0.00		2222 COR ALG 2 S2 (H) - 0.50					
ALERT: Not enough credits selected in MATHEMATICS to meet the minimum plan requirements.							
PE/HSROTC (1.00 / 2.00)							
1.00 / 1.00		0.00 / 1.00		0.00 / 0.00		0.00 / 0.00	
5101 PE - 0.50	5102 PE - 0.50						
ALERT: Not enough credits selected in PE/HSROTC to meet the minimum plan requirements.							
SCIENCE (2.50 / 3.00)							
1.00 / 1.00		1.00 / 1.00		0.00 / 1.00			
3141 BIOLOGY 1 - 0.50		3201 CHEMISTRY 1 (H) - 0.50					
3142 BIOLOGY 2 - 0.50		3202 CHEMISTRY 2 (H) - 0.50					
ALERT: Not enough credits selected in SCIENCE to meet the minimum plan requirements.							
						5028 SPVSD CUR PE - 0.50	
						5029 SPVSD CUR PE - 0.50	
						5031 PE OPTIONS FALL - 1.00	
						5217 COND/WGHT TRNG - 0.50	
						5218 COND/WGHT TRNG - 0.50	
						5411 HSROTC I - 0.50	
						5412 HSROTC II - 0.50	
						5413 HSROTC III - 0.50	
						5414 HSROTC IV - 0.50	
						5416 HSROTC VI - 0.50	
						5417 HSROTC VII - 0.50	
						5418 HSROTC VIII - 0.50	
						5461 HSROTC ADV LDR - 1.00	
						5462 HSROTC ADV LDR - 1.00	

Adding Courses

Academic Plan Alerts and Warnings

Each time a change is made to the Academic Plan, all rules and requirements are reevaluated and updated alerts and messages display. The plan does not need to be saved to show these alerts. When the alerts have been satisfied, they will be removed.

School administrators set certain display options on the portal. For the Academic Planner, one of those options is to enforce all rules. When this is enabled, the academic plan cannot be saved unless all rules and requirements are satisfied.

Warnings

- Warnings display in black font when there is a failure to meet a Credit Requirement or a Course Requirement.
- Plans can still be saved when warnings exist.

Alerts and Errors

- Students who have an Academic Plan that has an error cannot save changes they've made to their course plan from the Portal.
- Alerts display when:
 - A grade does not have enough credits planned.
 - A credit type does not have enough credits planned.

Depending on your school's selection of Portal options, an academic plan can only be saved if the selected courses meet all requirements and planning rules. It may be possible to save the selected courses without

meeting all requirements, but all planning rules must still be met.

Warning messages from failed requirements and failed planning rules display, explaining the issues that need to be corrected.

The screenshot displays the Academic Planner interface for a Gateway Curriculum program. The interface includes a 'Save' button, a search bar for the Course Catalog, and a 'Counselor' field. The program is 'Gateway Curriculum' and is not approved by a parent/legal guardian. The current grade is 09 with 7.50 / 6.00 credits, and the next grade is 10. The course plan shows several courses, including 2202 AMERICAN GOVERNMENT, 2202 US HISTORY, 2202 HEALTH, 2221 ALGEBRA 2, 2222 CORRELATION ALGEBRA 2, 5101 PE, 5102 PE, 3141 BIOLOGY 1, 3201 CHEMISTRY 1, and 3111 ENVIRONMENTAL SCIENCE 1. Alerts indicate that requirements for AMERICAN GOVERNMENT, US History, Health, and PE/HSROTC are not met. A warning message states that minimum credit requirements are not met in several subjects: AMERICAN GOVERNMENT, ENGLISH, HEALTH, MATHEMATICS, PE/HSROTC, SCIENCE, and U.S. HISTORY. The interface also shows a 'Course Plan was saved' message and an 'OK' button.

Warnings and Alerts

Course Display

A course is available for selection when the course is marked as active. Courses that appear in the dropdown lists are pulled from the student's most future enrollment calendar, based on the primary enrollment (partial or special education enrollments are not used).

- Courses that are set to be recommended from a course requirement display in bold text.
- Courses that have been completed (have been posted to the transcript) and in-progress courses (student is currently scheduled into) display as such when hovering over the course (see Image 7).
- Courses that can be taken multiple times display for each grade level. Students can select these courses in any grade level. (see Image 8).
- Courses that have planning rules associated with them that have not been satisfied display in gray text when choosing courses in the dropdown list when choosing courses.
- Courses that have a planning rule of Parent of/Child of display both the parent course and the child courses.
 - The correct credit value for each course (parent and child) displays.
 - The correct total value per credit type for each course (parent and child) displays.
 - The correct total value per grade level displays for each course (parent and child).
 - When a parent course is removed from the course plan, the child courses are also removed.
 - A child course with a different credit type displays in the correct credit type frame and displays the correct credit amount. All child courses display as locked.
 - When selecting a course with a Parent of rule, and the child course has a different credit type, the credit type displays after each course to identify which credit type they are associated.
- Planned courses that do not meet planning rules assigned on the course display as a planning rule violation (see Image 9).
- If a student has not taken or planned a required course tied to a course requirement, an alert displays (see Image 10).

MATHEMATICS (4.00 / 4.00)

1.00 / 1.00	0.50 / 1.00	1.00 / 1.00	1.00 / 1.00
2215 FRML GEO 1 (H) - 0.50 2216 FRML GEO 2 (H) - 0.50	2227 ALG 2 STEM S1 (H) - 0.50	2231 TRIGONOMETRY (H) - 0.50 2232 PRE-CALCULUS (H) - 0.50	2011 EARLY COLLEGE MATH 096 - 0.50 2258 AP CALCULUS BC - 0.50
Earned 0.50 credits towards Academic Program		In-Progress 0.50 credits towards Academic Program	

0.0 credit from grade 08 course 2201 CBE ALGEBRA 1 S1
0.50 credit overflow from SCIENCE

ALERT: 2258 AP CALCULUS BC - 0.50: Must take 2257 AP Calculus BC and 2258 AP Calculus BC in the same school year
ALERT: Course requirement not met: Algebra

Credits Earned, Credits In-Progress

Grade: 09	Grade: 10	Grade: 11	Grade: 12
1.00 / 6.00	0.50 / 6.00	0.50 / 6.00	1.50 / 4.50
ART/HUMANITIES or CTE (1.00 / 1.00)			
1.00 / 0.00	0.50 / 0.00	0.50 / 1.00	0.00 / 0.00
10313 CULINARY ART I - 0.50 6703 CONCERT BAND - 0.50	6703 CONCERT BAND - 0.50	6703 CONCERT BAND - 0.50	6703 6703 CONCERT BAND - 0.50
1.00 credit overflow to ELECTIVES			

Repeating Course

Grade: 09	5.50 / 6.00	Grade: 10	3.00 / 6.00	Grade: 11	6.25 / 6.00	Grade: 12	4.50 / 4.50
MATHEMATICS (4.00 / 4.00)							
<p>In this example, this alert is Planning Rule violation because the student also needs to take the 2257 Calculus course in the same school year.</p>		<p>1.00 / 1.00</p> <p>2231 TRIGONOMETRY (H) - 0.50</p> <p>2232 PRE-CALCULUS (H) - 0.50</p>		<p>1.00 / 1.00</p> <p>2011 EARLY COLLEGE MATH 096 - 0.50</p> <p>2258 AP CALCULUS BC - 0.50</p>			
<p>0.0 credit from grade 08 course 2201 CBE ALGEBRA 1 S1 0.50 credit overflow from SCIENCE</p> <p>ALERT: 2258 AP CALCULUS BC - 0.50: Must take 2257 AP Calculus BC and 2258 AP Calculus BC in the same school year ALERT: Course requirement not met: Algebra</p>							

Planning Rule Violation

Grade: 09	5.50 / 6.00	Grade: 10	3.00 / 6.00	Grade: 11	6.25 / 6.00	Grade: 12	4.50 / 4.50
MATHEMATICS (4.00 / 4.00)							
<p>1.00 / 1.00</p> <p>2215 FRML GEO</p> <p>2216 FRML GEO</p>		<p>0.50 / 1.00</p> <p>Algebra has not been taken by the student, thus the course requirement alert displays.</p>		<p>1.00 / 1.00</p> <p>2231 TRIGONOMETRY (H) - 0.50</p> <p>2232 PRE-CALCULUS (H) - 0.50</p>		<p>1.00 / 1.00</p> <p>2011 EARLY COLLEGE MATH 096 - 0.50</p> <p>2258 AP CALCULUS BC - 0.50</p>	
<p>0.0 credit from grade 08 course 2201 CBE ALGEBRA 1 S1 0.50 credit overflow from SCIENCE</p> <p>ALERT: 2258 AP CALCULUS BC - 0.50: Must take 2257 AP Calculus BC and 2258 AP Calculus BC in the same school year ALERT: Course requirement not met: Algebra</p>							

Course Requirement Violation

Credit Display

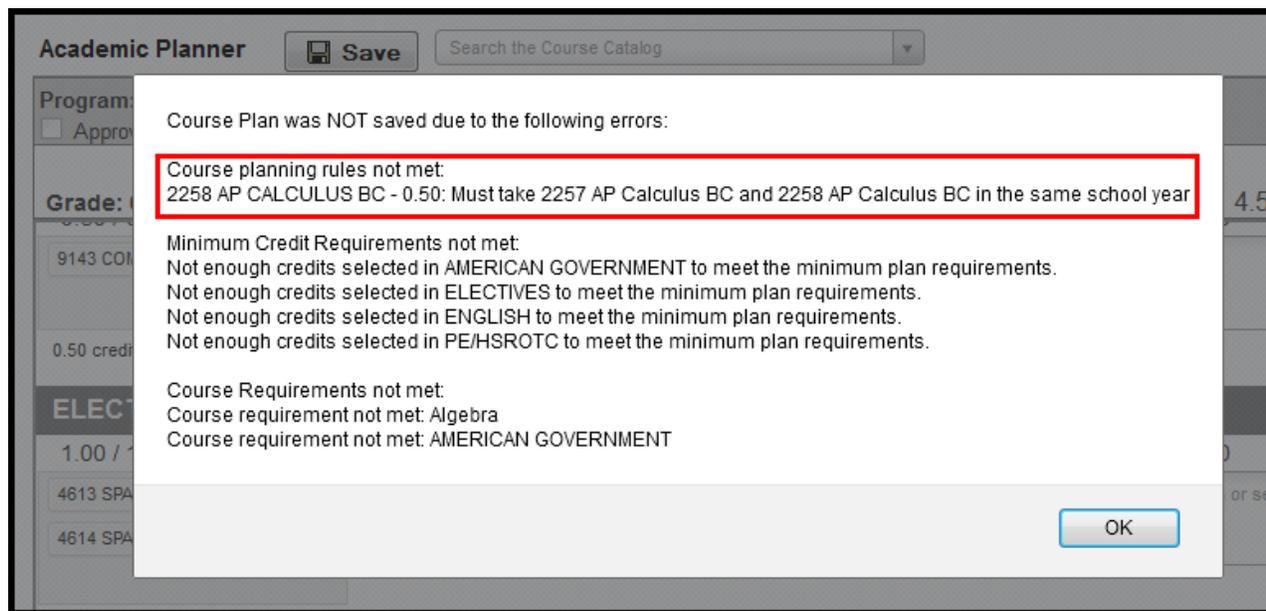
Existing credits applied to high school courses (those from middle school or transferred credit) display in the credit type section to which they apply. Any credit assigned to the credit type that is considered overflow displays as well.

ELECTIVES (4.25 / 4.50)			
<p>1.00 / 1.00</p> <p>4613 SPANISH 3 - 0.50</p> <p>4614 SPANISH 4 - 0.50</p>	<p>0.00 / 1.00</p>	<p>0.25 / 1.00</p> <p>3219 CHEM LAB (H) - 0.25</p>	<p>0.00 / 1.50</p> <p>Type to search or select courses</p>
<p>0.5 credit from grade 08 course 4611 CBE SPANISH 1 0.5 credit from grade 08 course 4612 CBE SPANISH 2 2.00 credit overflow from ART/HUMANITIES or CTE 0.50 credit overflow from COMPUTER LITERACY 0.50 credit overflow from HEALTH</p> <p>ALERT: Not enough credits selected in ELECTIVES to meet the minimum plan requirements.</p>			
ENGLISH (2.50 / 4.00)			

Credit Overflow Assigned

Planning Rules

Principals, counselors and other staff at the school work together to maintain the courses available for students. As part of this setup, they may have added certain rules that determine when students can plan a course for a certain year. These rules are visible when selecting courses from the Course Catalog (see Image 3) and when saving the Academic Planner.



Course Planning Rules Violation

Because of these rules, the courses in the Academic Planner may display differently. The following table provides details on these rules.

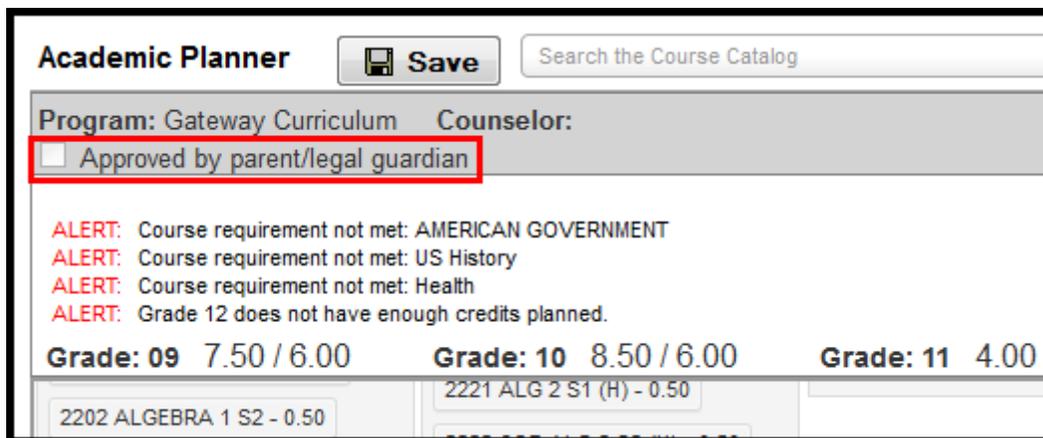
Planning Rule	Course Display	Catalog Search Display	Alerts, Warnings and Errors
Prerequisite	A course displays in red when a student selects a course that has a prerequisite rule but has not previously taken that prerequisite course or has not planned the prerequisite course.	<p>If the prerequisite was met, the course cannot be selected for the same year in which the prerequisite course was taken. But the course can be selected in other years.</p> <p>Both courses remain in the course catalog search results.</p> <p>If the prerequisite was not met, the course cannot be selected and all buttons display in gray (inactive).</p>	<p>If a course is missing its prerequisite(s) on the course plan, the user receive an error when attempting to save.</p> <p>If a student takes the Prerequisite course(s) but does not meet or exceed the credit value to meet the requirement, an alert displays.</p> <p>If a student takes the Prerequisite course(s) but does not meet or exceed the Min GPA Value to meet the</p>

			requirement, an alert displays.
Equivalent	Courses display in red if the user selects more than one course listed as an equivalent.	<p>A student can only take one course in the equivalent rule.</p> <p>If the course and one of its equivalents has already been taken or planned, the course cannot be selected.</p>	N/A
Concurrent	Courses display in red if the student hasn't selected a course that meets the concurrent rule.	<p>If a concurrent course is searched but its counterpart has not been requested, the course can be selected.</p> <p>If a concurrent course is searched and its counterpart has been requested, the course can be selected.</p>	<p>If both courses have not been selected in the same year, an alert message displays.</p> <p>If only one of the courses has been selected, an alert message displays.</p> <p>Failure to meet or exceed the credit minimum requirement triggers an Alert message.</p>
Prerequisite and Concurrent	A course that is selected on the student's course plan and has a prerequisite or concurrent rule displays in RED on a student's course plan screen if they haven't taken or planned to take the course(s) that meet the prerequisite or concurrent rule.	<p>If a prerequisite or concurrent course is not in the course plan, user can search and select the course.</p> <p>If a prerequisite or concurrent course is in the course plan, any remaining prerequisite or concurrent course can be added in any year in the course plan.</p>	<p>An alert message displays if a course is selected and the user has not selected the other course in a previous year or in the same school year.</p> <p>Failure to meet the minimum credit requirement triggers an alert message. The student must meet or exceed this credit value on their transcript to meet the requirement.</p> <p>Failure to meet or exceed the minimum GPA requirement triggers an alert</p>

			message. The student must meet or exceed this value to be considered as on-track.
Parent Of	<p>Only the Parent Course is available for selection in the Course Plan. The Parent Course credit is a total of all the courses included in the parent/child setup.</p> <p>If there is credit overflow, it displays the total amount of credits as a sum of the parent child courses.</p>	If the parent course is already on the course plan, it displays in gray.	N/A
Child Of	Courses marked as Child Of are not available for selection in the Course Plan.	N/A	N/A

Parent and Guardian Approval

When you are finished building your academic plan, have your parents/guardians review it by having them log into the Portal with their own username and password and mark the Approved by parent/legal guardian checkbox.



Parent/Guardian Approval