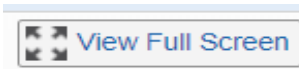


Career Plan Course Selection

Note: The district Career Plan templates are intended to serve as a guide to families when planning for graduation. All courses except the required Endorsement course can be changed to accommodate academic level and interest.

□ Selecting a Career Plan Template

You will only need to complete this step if you did not already choose an Endorsement/Pathway in Skyward.




TIP: Click on View Full Screen to see an expanded view of your Career Plan as you edit it in the steps that follow.

□ Adding Courses




1. Use the “Add Curriculum” feature above each grade column.
 - a. Select Add Curriculum above the column of the grade when you plan to take the course.
 - b. Type the course number or part of the course name in the search bar at the bottom of the window and press Enter.
 - c. Select the course you want added to your plan for that grade level and click Save.
2. Use the “+” feature next to each course subject under the Graduation Requirements portion on the right side of the Career Plan screen.
 - a. Click on the blue plus sign “+” next to the course subject you wish to take.
 - b. Select the grade level you plan to take the class and hit Show Curriculums OR type in the course code.
 - c. Select the course you want to add to your plan for that grade level and click Save.

□ Removing Courses

1. Click on the edit button  to the right of the course you wish to remove. (If a course does NOT have this button, it is required for the Endorsement/Pathway you selected and cannot be deleted.)
2. Select Remove Curriculum from the dropdown menu.

□ Moving a Course to a Different Grade Level

1. Click on the edit button  to the right of the course you wish to move.
2. Select Edit Grade Level from the dropdown menu. *A new window will appear.*
3. Select the grade level you plan to take the course and click Save.

□ Verify that you have 7 CREDITS for next school year!

1. Delete any boxes in your Career Plan that should not be in your schedule for next year.

□ Signing Your Plan with an Electronic Signature

1. Click Sign next to the “Student Signature is Required” statement underneath your name. A new window will appear.
2. Place a check in the box “I Agree” to electronically sign your Career Plan
3. Click the OK button at the bottom to complete the process
4. Remind your parent/guardian to log in to their Family Access account and sign it too!