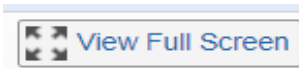


Career Plan Course Selection

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!