



SchoolLinks Tasks

12th Grade – 2024-2025

TASKS FOR 24-25

FALL
SEMESTER

- Create a SMART goal for 12th grade (due September)
- Set a Post-secondary goal (due December)
- Explore Careers (due December)
- Post Secondary Planning and College Search (due September)
- Set up your Scholarship Match profile (due December)
- College Application Process Learning Unit (due September)
- Set up College applications page (due September)
- Submit College Applications (Fall Semester)
- Update Profile and Resume (due November)

TASKS FOR 24-25

**SPRING
SEMESTER**

- FAFSA Completion/screenshot upload (due February)
- Record College Acceptances (due April)
- Set up Personal Account for Alumni Access (due April)
- Add College Financial Aid Award Letters (due May)
- Add Scholarship Award Letters (due May)
- Senior End of Year Activity (due May)

Login to SchooLinks

- Log in to FBISD 1Link
- Select Clever
- Scroll and find SchooLinks icon (or type schoolinks in the search bar)



**FALL
SEMESTER
TASKS**

Post-Secondary and SMART Goals

Click Activities on left hand menu

- Select My Goals
 - By completing the Onboarding in August, you set your Career Goal and your Major/Training Goal.
- Click Future Path to select your Post-secondary goal
 - Select the option that you will pursue after high school
- Scroll down to SMART Goal area and click the button to Add a New SMART Goal
 - SMART is an acronym for Specific, Measurable, Achievable, Relevant, and Timely
 - Think of a goal for yourself for this year.
 - Follow the instructions to make a clear SMART Goal and fill in each part of SMART.
 - You can create more than one SMART goal for yourself – something to accomplish this semester and then something to accomplish in the Spring.



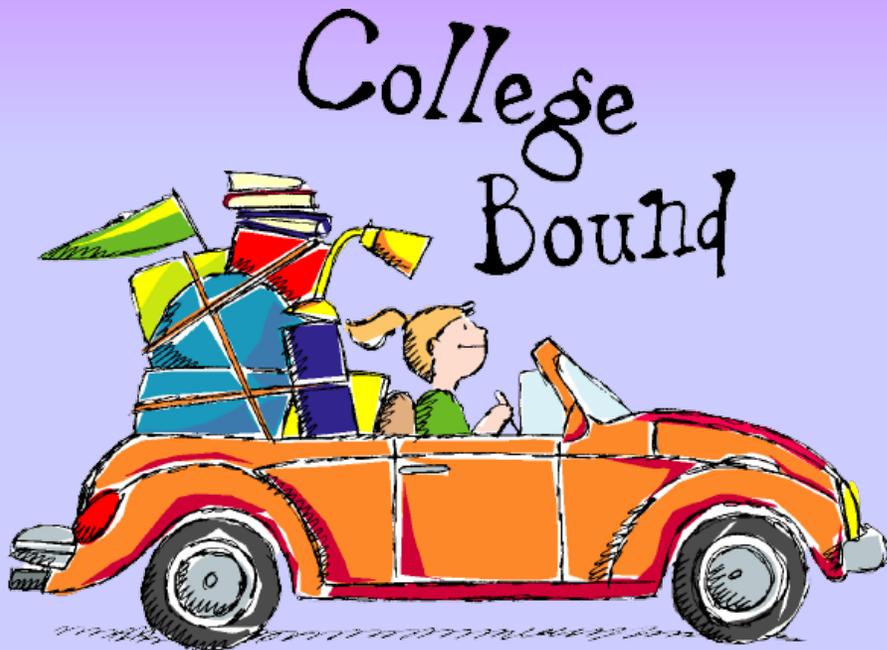
Explore Careers

- Navigate to your SchoolLinks Dashboard by clicking the Home button on the left-hand menu
- From your Student Dashboard, click on your To Do list
- Select Explore Careers, then Click the Go to feature button
- View/explore at least 5 career profiles in the Career Center
 - Questions to think about as you view each career:
 - Does this one interest you?
 - What type of education will you need?
 - What is the career outlook for this job?
 - Are there similar careers that this one led you to – one that is more interesting to you?



Post-Secondary Planning and College Search

**Click Activities
on Left-hand menu:**



- Select Learning
- Click Post Secondary Planning and College Search
 - View the short video and answer the short survey for
 - My Postsecondary Options
 - How to Search for Colleges
 - Reach Out to a College
 - Click Campus Lifestyle Link and complete Campus Lifestyle survey
- Navigate back to your To-Do list to ensure you completed all parts of the Post Secondary Planning and College Search activity

Scholarship Matching

- Click Finances from left-side menu and select Scholarship Matching
- Complete the questions for Eligibility criteria, then click Next
- Select your area of interest, then click Next (*can be left blank*)
- Select any colleges you may be interested in applying to, then click View Matches (*can be left blank*)
- List can be sorted by Best Match, Largest \$\$ amount, or Closest Deadline
- Click on a Scholarship to view details
 - You can mark scholarships as favorites (this is a good idea so you won't have to search for it again)
 - If you decide to apply, click the Apply button to go to the scholarship website or application form. Make sure you mark this scholarship as Applied



**Search Often,
Apply Often**

Your goal should be 1-2 applications per month during 11th grade, 1 per week during 12th grade

College Application Learning Process

- Navigate to your SchoolLinks Dashboard by clicking the Home button on the left-hand menu
- From your Student Dashboard, click on your Activities, then Learning Hub
- Select The College Application Process
- View/explore at least 5 career profiles in the Career Center
 - Watch the five videos and complete the questionnaire where applicable.



College Application Set up, cont.

- Complete SchoolLinks FERPA Waiver
 - Read the information about FERPA and what it means to waive or not waive your rights.
 - Check box that reads “I have fully read and understood...”
 - Check box to WAIVE or DO NOT WAIVE
 - Waiving your right to read any recommendations at a later date allows colleges to know that recommenders know they can be open, candid, and honest in their recommendation.
 - Not waiving your rights, can make teachers uncomfortable writing a letter for you and possibly declining your recommendation request.
 - Type your full legal name in the Signature box
 - Click the box that reads “I understand that my waiver...”
 - Click the Sign Waiver button
- Click the button “Finish application setup”



FERPA
Family Education Rights
and Privacy Act

Add & Submit Applications in SchoolLinks

- Navigate to your College Application Manager – click Colleges, select College Applications.
- The College Application Manager is a tool used by students to:
 - Request application documents, such as transcripts and letters of recommendation,
 - Manage & track application requirements,
 - Add application results, and
 - Indicate enrollment decisions.
- Teachers and Counselors will not be able to submit anything on your behalf if you have not *marked your application as Complete and Submitted*.
- It is important you understand the different parts of the College Application Manager to ensure OUR parts can be sent in a timely manner.

Add & Submit Applications in SchoolLinks

- SchoolLinks has a partnership with Common App.
- If you are using Common App to apply to some schools, you will need to connect your Common App account to your SchoolLinks account to simplify the process of requesting and tracking your application documents in SchoolLinks.
- Need help connecting to your Common App account? [Click Here](#)
- Make sure you understand what steps of the application process need to be taken in SchoolLinks vs. Common App.



Updating Your Profile and Creating a Resume

Locate your Name at the top of your SchoolLinks homepage and click to view your profile.



- By updating your profile with your experiences, bragging points, academics, awards, etc. you are basically creating a resume.
- Once your profile is complete, you can click on the little page icon in the upper right-hand corner of your profile screen: 
- Enter the requested information and click the button to download your resume.

**SPRING
SEMESTER
TASKS**

FAFSA Completion / Graduation Requirement

- You must **UPLOAD** a screenshot of one of these submissions to your SchoolLinks College Financing page.
- Refer to the message sent in SchoolLinks on Monday, Dec 2 with instructions on how to update your status in SchoolLinks.



Record College Acceptances



- Update your College Application Manager with your accepted colleges
- Upload a copy of your acceptance letter – can be a picture of the actual letter or a screenshot of your acceptance email.

Set up Personal Account for Alumni Access

From SchoolLinks Dashboard, look at To Dos for April 2025

- Select Set up Personal Account for Alumni Access and click the green button, Got to feature.
- Under Additional login options, click to Add email.
 - Enter your personal email and Save.
 - After graduation, when SchoolLinks rolls students to the next grade level (approximately mid-July), this will be your login to access SchoolLinks and request transcripts in the future.



Add College Financial Aid Award Letters



- This can be done from your College Application Manager or on your College Financing page (if you have already marked the college acceptance).
- Upload copy of your Award Letter
- Enter all of the information that is asked, including
 - All Gift Aid
 - Cost of Attendance
 - Offered Loans (this does not indicate you are accepting them)

Add Scholarship Awards

- Click Finances from left-side menu and select College Financing
- Select the pencil under Third-Party Scholarships
- Add all scholarships received from outside parties here.



Senior End of Year Activity

Go to To Do List on your SchoolLinks homepage

COMPLETING THIS ACTIVITY WILL TELL US WHERE YOU WILL ATTEND COLLEGE AND REQUEST YOUR FINAL TRANSCRIPT.

- Look at Tasks under April 2025 and select Senior Year End Activity. Click the green Go to feature button.
- Update your contact information, click next.
- Select your plans after high school
- Update your applications
- Select the college you will attend (where you are enrolling).
 - If you have not uploaded your acceptance letter for that school do so when prompted
 - Answer any other questions
 - Add any outstanding scholarships you received.