

Career Planning (4 year planning) in Family Access 9th – 11th Grade Students

Students in grades 9-11 created 4 year plans in Skyward last year. Students in these grades will edit the courses in their plan for the 2019-2020 school year.

Log into Skyward Family Access.

Navigate to “Career Plan” in the menu on the left hand side.

The screenshot displays the Skyward Student Access interface. At the top left is the Skyward logo, followed by the text "Student Access" and "SAMPLE19. STUDENT". A notification in the top right corner states "You have unread messages". On the left side, a vertical menu lists various options: Home, Online Forms, Calendar, Gradebook, Attendance, Student Info, Food Service, Schedule, Test Scores, Graduation Requirements, Career Plans (highlighted with a red box), Endorsements, Academic History, Portfolio, and Login History. The main content area features a blue banner with the text "An Online Form is now available to fill out" and instructions for parents to use a unique access code. Below this, there are two message cards from Rebecca McKellar. The first card, dated Friday, December 14, 2019, is an "Absence Reminder" with the text: "Good Afternoon, Please be aware that if you were absent on Friday December 14th (to must turn in your Exam Review Packet on Monday. It is worth 2 daily. The packet is posted on Schoology if you left yours at school. Have a great weekend! Ms. McKellar Reply". The second card, dated Thursday, December 13, 2019, is a "Homework Reminders" with the text: "Good Afternoon, Students have their Exam Review Packet due tomorrow at the end of Students should be annotating and answering the questions for all the. Teachers will complete the grading and editing. The packet will".

Once selected, students may now edit their 4 year plan.

The pencil icon on the top right hand corner of each course indicates the course may be edited.

Students may remove a course from their plan and replace with a different course. For example, a student may remove English II and replace it with PreAP English II.

Students may also change the grade level they wish to take the course. For example, if speech appears in grade 10, the student may change the course to grade 11.

Students should edit their courses for the upcoming school year first. These courses will become their requests.

If time allows, students should then edit the courses for remaining school years. Keep in mind, students will edit their 4 year plan *every year*.

Student Signature is Required (Sign) Guardian Signature is Required

Prior to Grade 09	Grade 09	Grade 10	Grade 11	Grade 12
▼ 2017 - 2018 Principles of Hum... Credits: 1.000 Weight: REGULAR Principles of Huma... Credits: 0.000 Weight: REGULAR Dropped	▼ 2018 - 2019 Algebra I Credits: 1.000 Weight: REGULAR Biology Credits: 1.000 Weight: REGULAR Eng I Credits: 1.000 Weight: REGULAR Principles of Hum... Credits: 1.000 Weight: REGULAR World Geo Credits: 1.000 Weight: REGULAR	▼ 2019 - 2020 Chem I Credits: 1.000 Weight: REGULAR Eng II Credits: 1.000 Weight: REGULAR Geometry Credits: 1.000 Weight: REGULAR Lifetime Nutritio... Credits: 0.500 Weight: REGULAR World Hist Credits: 1.000 Weight: REGULAR	▼ 2020 - 2021 Algebra II Credits: 1.000 Weight: REGULAR Eng III Credits: 1.000 Weight: REGULAR Human Growth & Dvpt Credits: 1.000 Weight: REGULAR Physics I Credits: 1.000 Weight: REGULAR US Hist Credits: 1.000 Weight: REGULAR	▼ 2021 - 2022 Econo Credits: 0.500 Weight: REGULAR Eng IV Credits: 1.000 Weight: REGULAR Practicum in Huma... Credits: 2.000 Weight: REGULAR Pre Cal Credits: 1.000 Weight: REGULAR US Govt Credits: 0.500 Weight: REGULAR

Graduation Requirements			
Area	Req	In Plan	
Total	26.000	19.500	
English Lang Arts	4.000	4.000	✓
English I	1.000	1.000	✓
English II	1.000	1.000	✓
English III	1.000	1.000	✓
Advanced English	1.000	1.000	✓
Mathematics	4.000	4.000	✓
Algebra I	1.000	1.000	✓
Geometry	1.000	1.000	✓
Advanced Mathematics	1.000	1.000	✓
Mathematics Electives	1.000	1.000	✓
Science	4.000	3.000	✓
Biology	1.000	1.000	✓
Integrated Phys & Chem...	1.000	1.000	✓
Advanced Science	1.000	1.000	✓
Science Electives	1.000	0.000	
Social Studies	3.000	3.000	✓
World History/World Ge...	1.000	1.000	✓
US History	1.000	1.000	✓
US Government	0.500	0.500	✓
Economics	0.500	0.500	✓
Physical Education	1.000	0.000	
Languages Other Than E...	2.000	0.000	
Level 1	1.000	0.000	
Level 2	1.000	0.000	
Fine Arts	1.000	0.000	
Speech	0.500	0.000	
Health	0.500	0.000	
General Electives	6.000	5.500	

Requirements of Declared Endorsements	
Public Services	
Option A: CTE	
Requirement	
Career and Technical Education	
Final Public Service Course	✓

Close up view:

Algebra I Edit Grade Level Remove Curriculum Biology Credits: 1.000 Weight: REGULAR	Chem I Credits: 1.000 Weight: REGULAR Eng II Credits: 1.000 Weight: REGULAR	Algebra II Credits: 1.000 Weight: REGULAR Eng III Credits: 1.000 Weight: REGULAR
Eng I Credits: 1.000 Weight: REGULAR	Geometry Credits: 1.000 Weight: REGULAR	Human Growth & Credits: 1.000 Weight: REGULAR

At the top of each grade year column, there is a button to “add curriculum”. Students use this button to add additional classes to their career plan.

It is important to note that students may take a maximum of 7 credits each year.

The screenshot displays a graduation requirements planning interface. At the top, a red banner indicates "Student Signature is Required (Sign) Guardian Signature is Required". The main area is divided into three columns for Grade 09, Grade 10, and Grade 11. Each column has an "Add Curriculum" button at the top. Below these buttons are lists of courses for the years 2019-2020, 2020-2021, and 2021-2022 respectively. Each course entry includes the course name, credits (1.000), and weight (REGULAR or AP). To the right, a "Graduation Requirements" table lists various areas and their required and in-plan credits. A "Requirements of Declared Endorsements" section is partially visible at the bottom.

Area	Req	In Plan
Total	26.000	19.000
English Lang Arts	4.000	4.000
English I	1.000	1.000
English II	1.000	1.000
English III	1.000	1.000
Advanced English	1.000	1.000
Mathematics	4.000	4.000
Algebra I	1.000	1.000
Geometry	1.000	1.000
Advanced Mathematics	1.000	1.000
Mathematics Electives	1.000	1.000
Science	4.000	4.000
Biology	1.000	1.000
Integrated Phys & Chem...	1.000	1.000
Advanced Science	1.000	1.000
Science Electives	1.000	1.000
Social Studies	3.000	3.000
World History/World Ge...	1.000	1.000
US History	1.000	1.000
US Government	0.500	0.500
Economics	0.500	0.500
Physical Education	1.000	0.000
Languages Other Than E...	2.000	0.000
LOTE Level 1	1.000	0.000
LOTE Level 2	1.000	0.000
Fine Arts	1.000	0.000
Speech	0.500	0.000
Health	0.500	0.000
General Electives	6.000	4.000

Students may search for courses to by graduation requirement area or endorsement area. They may also use “no filter” to search through all courses.

The screenshot shows a 'Curriculum Maintenance' dialog box overlaid on a web application. The dialog box has a blue header and a white body. At the top, there are three radio buttons for filtering: 'Graduation Requirement Area' (selected), 'Endorsement Requirement', and 'No Filter'. Below this is a 'Requirement' dropdown menu set to 'Algebra I' and a 'Grade' dropdown set to '09'. A 'Show Curriculums' button is to the right of the grade dropdown. On the right side of the dialog, there are 'Save' and 'Back' buttons. The main content is a table with three columns: 'Key', 'Description', and 'Entity'. The table lists several courses, including AVID I-IV, Principles of Architecture, Principles of Construction, and others. A search box is located at the bottom right of the dialog.

Key	Description	Entity
AV112	AVID I	000
AV122	AVID II	000
AV132	AVID III	000
AV142	AVID IV	000
CAC010	Principles of Architecture	000
CAC020	Principles of Construction	000
CAG010	Prin of Agri, Food & Nat Res	000
CAT010	Prin of Arts, AV Tech & Comm	000
CAT380	Professional Communications	000
CBU010	Prin of Bus. Marketina & Fin	000

The section on the right indicates all required credits. A check mark means that the student has a course in their plan that meets that particular requirement.

Area	Req	In Plan	
Total	26.000	19.500	
English Lang Arts	4.000	4.000	✓
English I	1.000	1.000	✓
English II	1.000	1.000	✓
English III	1.000	1.000	✓
Advanced English	1.000	1.000	✓
Mathematics	4.000	4.000	✓
Algebra I	1.000	1.000	✓
Geometry	1.000	1.000	✓
Advanced Mathematics	1.000	1.000	✓
Mathematics Electives	1.000	1.000	✓
Science	4.000	3.000	
Biology	1.000	1.000	✓
Integrated Phys & Chem...	1.000	1.000	✓
Advanced Science	1.000	1.000	✓
Science Electives	1.000	0.000	
Social Studies	3.000	3.000	✓
World History/World Ge...	1.000	1.000	✓
US History	1.000	1.000	✓
US Government	0.500	0.500	✓
Economics	0.500	0.500	✓
Physical Education	1.000	0.000	
Languages Other Than E...	2.000	0.000	
Level 1	1.000	0.000	
Level 2	1.000	0.000	
Fine Arts	1.000	0.000	
Speech	0.500	0.000	
Health	0.500	0.000	
General Electives	6.000	5.500	

Requirement	
Career and Technical Education	
Final Public Service Course	✓

When finished with edits, changes will automatically save.