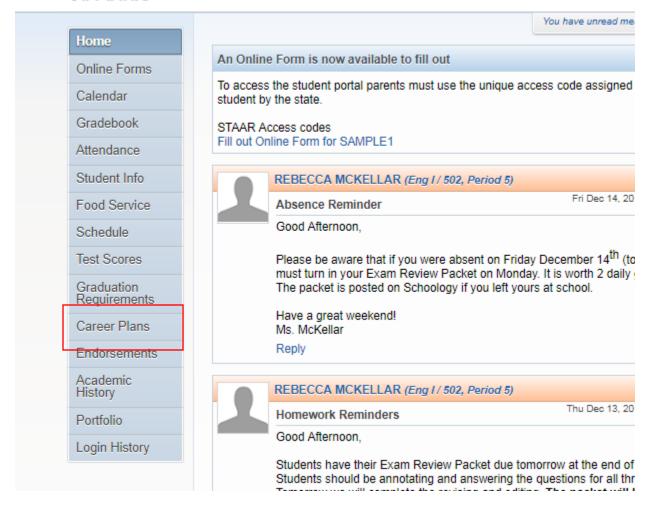
Career Planning (4 year planning) in Family Access 9th – 11th Grade Students

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.





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

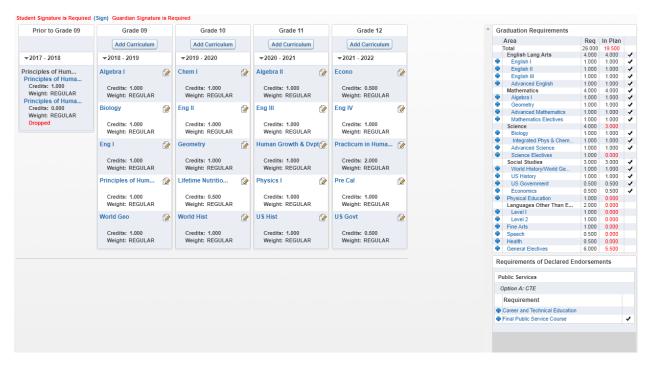
The pencil icon on the top right hand corner of each course indicates the course may be edited.

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.

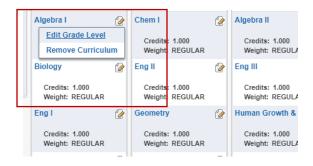
Students may also change the grade level they wish to take the course. For example, if speech appears in grade 10, the student may change the course to grade 11.

Students should edit their courses for the upcoming school year <u>first</u>. 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.

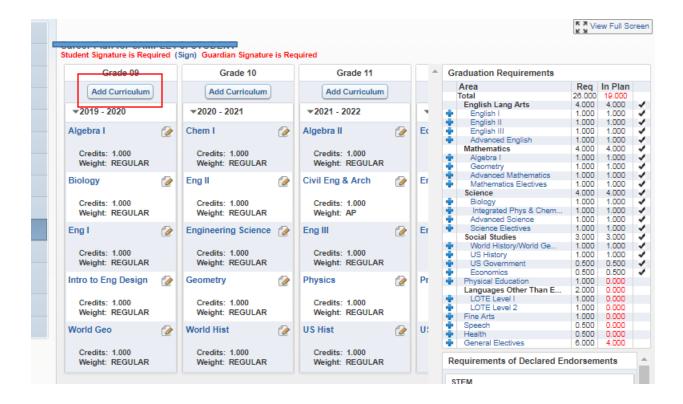


Close up view:

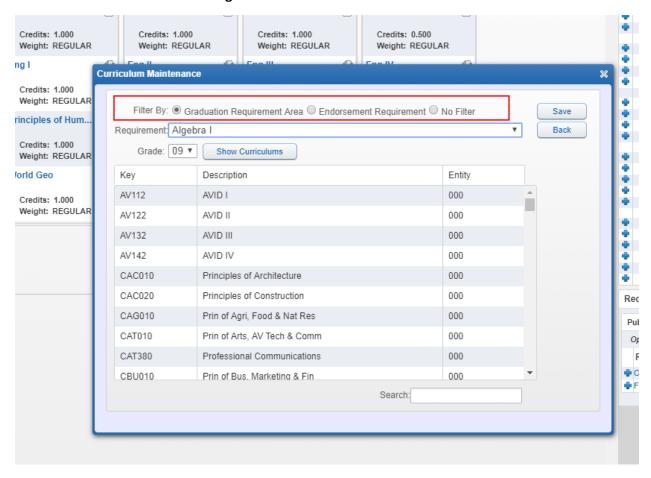


At the top of each grade year column, there is a button to "add curriculum". Students use this button to add additional classes to their career plan.

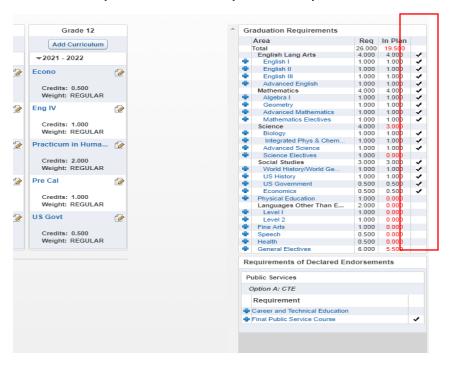
It is important to note that students may take a maximum of <u>7 credits</u> each year.



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 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.



When finished with edits, changes will automatically save.