Career Planning (4 year planning) in Family Access – 8th Grade Students

Log into Skyward Family Access.

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

_Before_ starting their career plan (4 year plan) eighth grade students must declare an Endorsement **AND** an Endorsement Option.

Select Endorsement and endorsement option from the drop-down menus:
Review and click “I Agree” to electronically sign your endorsement selection.
After signing, a pop-up will appear letting students know that templates have been created to help build the 4 year plan.

Click “OK”.
All templates are directly tied to endorsements and endorsement options. Choose your pathway option from the drop-down menu. Students may refer to the FBISD HS Universal Course Selection sheet and High School Course Selection Guide to see all pathway options.
Once the template is selected, courses will automatically populate. Select “use template” on the right to keep the current template selected or “change template” to change to a different one.
Once selected, students may now edit their 4 year plan.

Core courses for English, Math, Science, and Social Studies, along with the courses required for the selected endorsement option are automatically populated. All core courses in the template are “on-level”. Students may edit their courses if they wish to take PreAP or AP courses. Students may also change the grade level a course is taken.

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

**Eighth grade students should pay special attention to editing the courses in their freshman year first.** These courses will become their course requests.

If time allows, students should then edit the courses for grades 10-12. Keep in mind, students will edit their 4 year plan every year.
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.
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.

Once complete, changes will automatically save.