

HISD Course Planner Basics

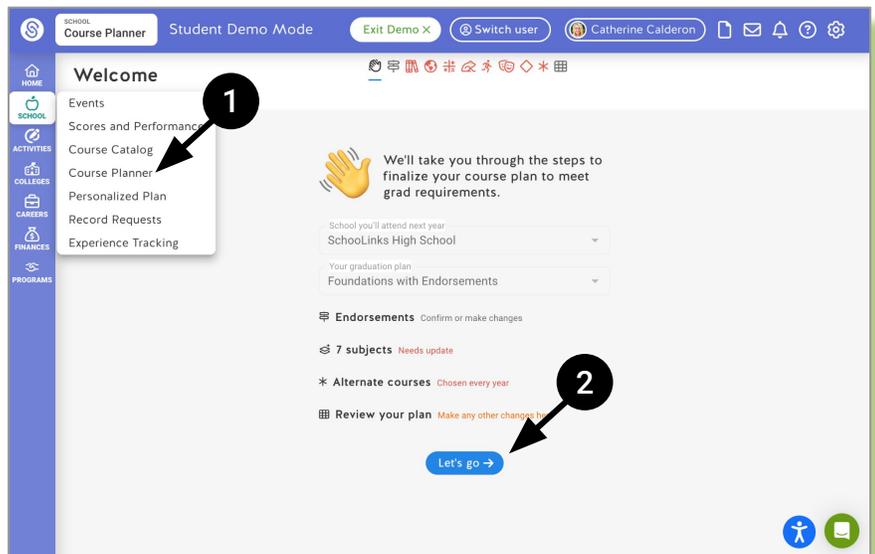
[High School student guide]

This step-by-step guide will show students how to access course planner, choose a program of study (if applicable), add courses to their plan, navigate the summary page of their course plan, and submit their plan.

(Student-Facing) Course Planner Video

To get started, log into your SchoolLinks account via Clever

- 1 Click on the School module in the left navigation panel then select Course Planner

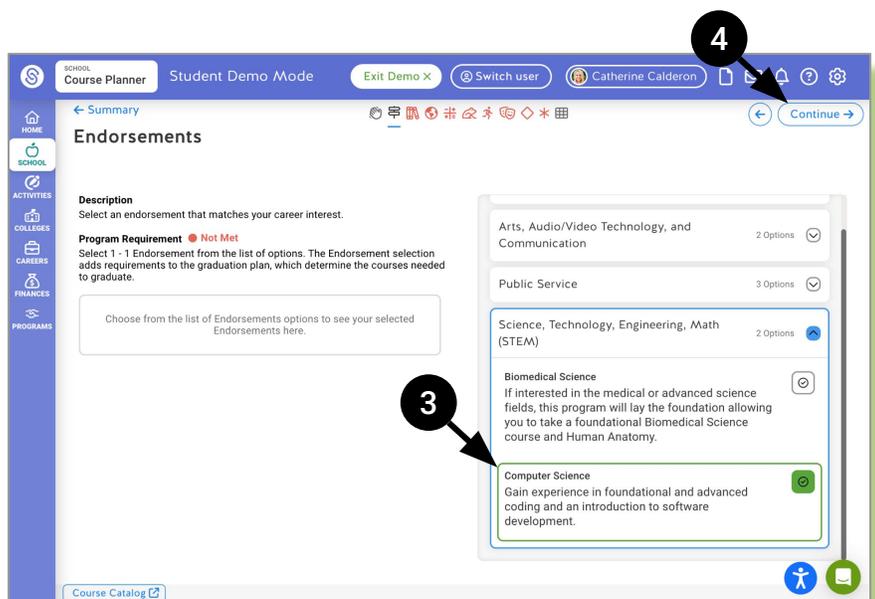


- 2 Review the welcome screen then click Let's go

- 3 Select one or more Program of Study if required

**Note: the name on this page may look different than what you see on your screen.*

- 4 Click Continue in the top right corner to move to the first core requirement





Core Requirement Page

The screenshot displays the 'English' core requirement page. At the top, there's a navigation bar with 'Course Planner', 'Student Demo Mode', and user information. Below this, a requirement bar (5) states 'Take 4 levels of English' with a red 'REQUIREMENTS NOT MET' indicator. A sequence selector (6) shows 'Foundational English' with a refresh icon. Underneath, four grade-level course selectors (7) are visible, each with an 'Add another course' button. A modal window is open, showing a search for 'English I (ENG101)' with 1.0 credits. A 'Continue' button (8) is located in the top right corner.

5 Requirement Bar

- Read a brief description of the requirement.
- Click the **View requirements details** link to view the sub-requirements
- The **View credit not shown** link will display if you have middle school course credits that count toward your high school graduation plan
- *Note: This bar will change from red to green when the core requirement has been met*

6 Sequence Selector

- Click the icon to view possible sequence options
- If no sequence is auto-applied, you may have the option to **select one**
- *Note: not all districts allow for the changing or selecting of a sequence*

7 Course Selector

- Click **Add another course** under each grade year to select a course(s).
- Click the icon on the course card to read the course description.
- Uncheck the sequence filter box Foundational English only to review other courses you can select

8 Click Continue to move through all core requirements.



Course Plan Summary Page

The screenshot shows the 'Course Plan Summary Page' for the 2023-2024 school year. The interface includes a top navigation bar with 'Exit Demo', 'Switch user', and user information. A left sidebar contains navigation icons for Home, School, Activities, Colleges, Careers, Finances, and Programs. The main content area displays a grid of course cards for each grade level (9th to 12th). The grid is organized by subject: English, Social Studies, Math, Science, Physical Education, Fine Arts, and Computer Science. Each course card shows the course name, ID, and credits. A red background highlights the Social Studies row, and red text in the grade headers (9th, 10th, 11th) indicates unmet credit requirements. A 'Band' course card has a red alert icon and text indicating missing prerequisites. At the bottom, a summary bar shows 'Credits: 24/20 planned' and 'Requirements: 7/8 met'. A 'Submit plan' button is located in the bottom right corner.

- 9 Core Requirement Rows**
 - Look for core requirement rows in red, this indicates the requirement is not yet met
 - Select the pencil icon at the right of each row to edit the requirement
- 10 Grade Level Requirement Columns**
 - Look for grade level credit requirements in red, this indicates the number of required credits for that grade is not yet met
- 11 Course Alerts**
 - Look for course alerts such as missing prerequisites or corequisites
- 12 Grad Plan Summary**
 - View graduation plan on-track status by credits and by core requirements
- 13 Additional Functionality**
 - View goals, view plan history, download plan as PDF, leave a comment for counselor
- 14 Submit Plan**
 - *Note: you are required to leave a note for your counselor if submitting with errors (red!)*