

Course Planner Basics

[student guide]

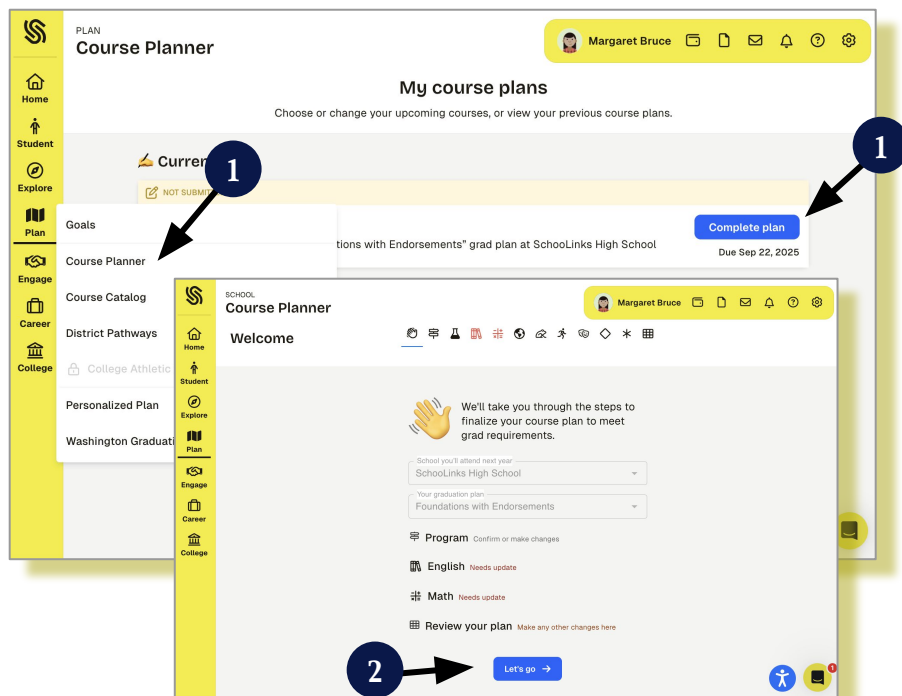
This step-by-step guide will show students how to access course planner, choose a program of study (if applicable), add courses to their plan, navigate the summary page of their course plan, and submit their plan.

To get started, log into your SchoolLinks account

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

Click complete plan for the current school year.

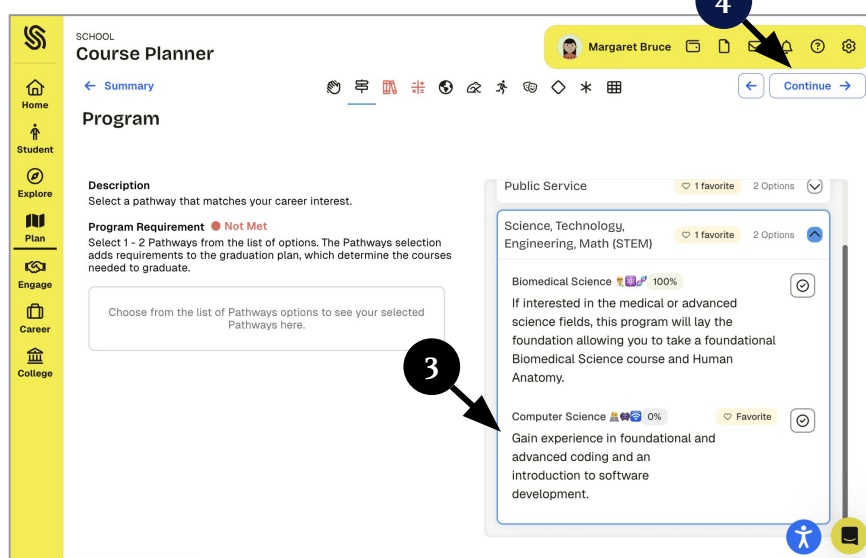
- 2 Review the welcome screen then click Let's go



- 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

English

Take 4 levels of English. [View requirement details](#) [View 1 credit not shown](#) **REQUIREMENTS NOT MET**

2025-2026 • 9th grade **2026-2027 • 10th grade** **2027-2028 • 11th grade** **2028-2029 • 12th grade**

TAKEN COURSES **NEXT YEAR'S COURSES** **FUTURE COURSES**

SEQUENCE:
Foundational English

English I (ENG101)
0.5 / 1.0 credits ✓ | A

[Add another course](#) [Add another course](#)

Add a course...

☒ Foundational English only

English IV - Research Project (ENG104)
0.5 credits

English IV - Advanced Literature (ENG4L)
0.5 credits


[Course Catalog](#)

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

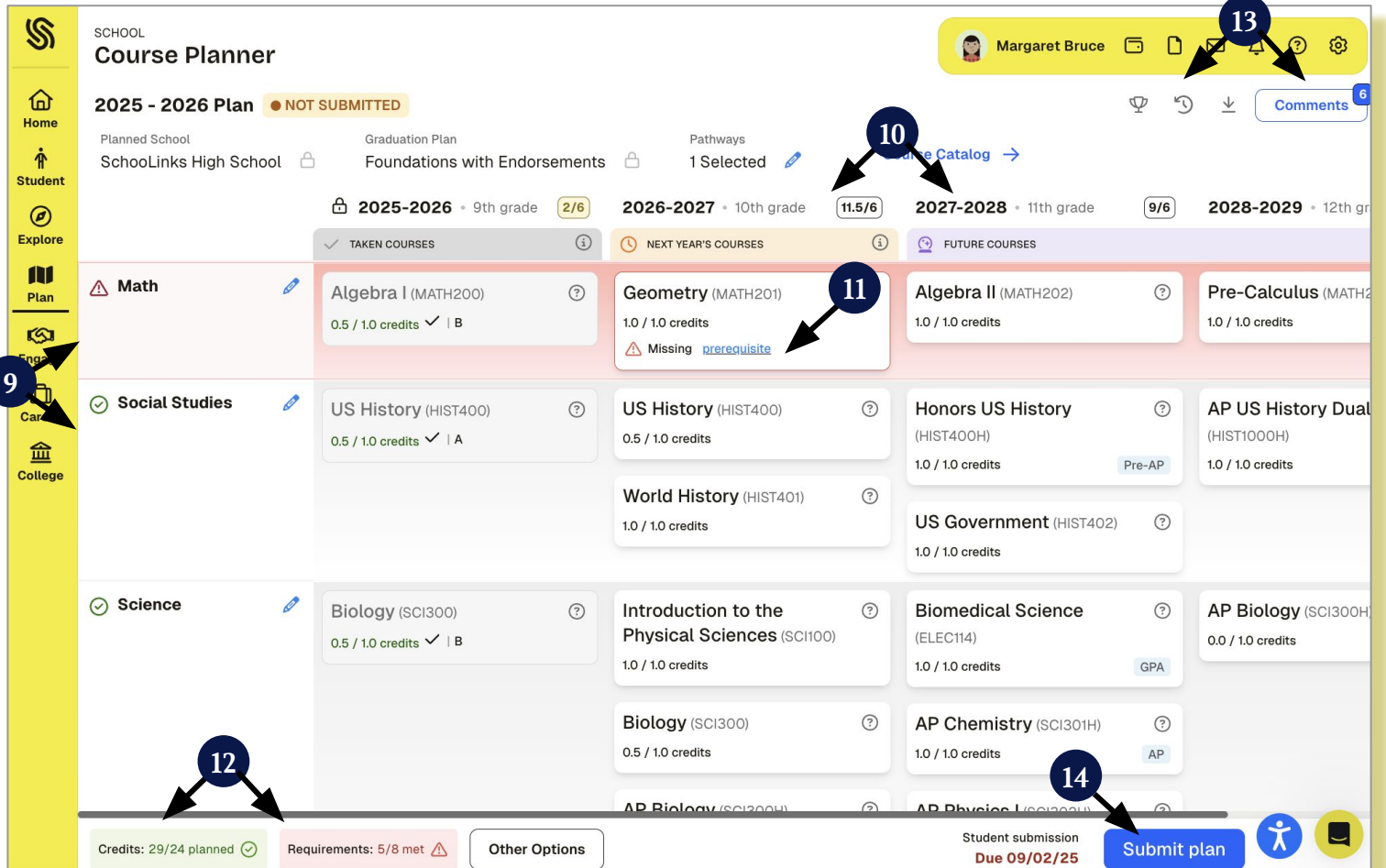
Note: not all districts allow for the changing or selecting of a sequence

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.

8 Click Continue to move through all core requirements.

Course Plan Summary Page



The screenshot shows the 'Course Planner' interface for Margaret Bruce. The page is titled '2025 - 2026 Plan' and is marked 'NOT SUBMITTED'. It displays a grid of courses for grades 9th through 12th. The grid is organized by subject (Math, Social Studies, Science) and grade level. Courses are listed with their names, credits, and status (e.g., '0.5 / 1.0 credits' or '1.0 / 1.0 credits'). A red background indicates that the requirements for the current grade are not yet met. Numbered callouts point to specific features: 9 points to the 'Math' row header; 10 points to the '2025-2026' grade column header; 11 points to a 'Missing prerequisite' alert in the 'Geometry' course; 12 points to the 'Credits: 29/24 planned' and 'Requirements: 5/8 met' summary at the bottom; 13 points to the user profile and navigation icons at the top right; and 14 points to the 'Submit plan' button at the bottom right.

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!)*