

The Course Planner allows you to create and store your high school education plan by recording the courses you have taken, are taking, and plan to take in the future. With help from your counseling department, this education plan will help you organize your courses to meet your career goals.

Some things to consider . . .

There are a lot of factors you need to consider when putting together your education plan. What level of education do you need to pursue your career goals? What subject areas are important for your career path? You need to choose courses that will meet the requirements of the post-secondary programs you want to enter after high school. If you are planning on attending a college or university, you will need more advanced academic level courses. You may want to take applied courses for career exploration.

No matter what careers you are interested in, you need to ensure that your education plan fulfills your high school's graduation requirements.

Parent and students can also view a video demonstration prior to following the step by step directions.

****On Youtube a demonstration video to be viewed****

<http://www.youtube.com/watch?v=rfMO5l09hFM>

Part 1: Access

Step 1. Access EDP and Course Planner at Home

Visit the district website-go to QUICK LINKS, click on EDP Course Planner then the Career Cruising Icon. This will take you to the EDP login page.



Step 2. Access your Personal Information on your EDP and Course Planner.

Enter EDP User Name: Student Zangle ID number

Enter EDP Password: Birth date (mmddyyyy, ie: 05181995) or student generated.

Step 3. Click on the blue COURSE PLANNER button on the left menu bar in your EDP.

You will now see your personalized Course Planner. This represents a chart of all available years at your school. Past courses and marks will be seen under the years you have already completed. Use your mouse to hover or click on a course code to see the full course descriptions.

The years with empty slots are areas that you can add courses to your planner. You can add a course by clicking on the plus (+) icon in an empty slot. See Part 2 for more on adding courses.

The yellow slots represent a collection of required courses that you must choose from. This is set up by your counseling department to ensure that you are meeting graduation requirements.

The year that has a dashed box around it represents next year's courses. You will be required to submit these course selections based upon your graduation class deadline. When you submit your courses, your selections are locked. Print a course authorization sheet, and return it to the counseling office with a parent or guardian signature. You can view your authorization sheet at any time by clicking on the printer icon at the top right of your Planner.



Part 2: Adding a Course

Required Courses (yellow slots)

Step 1. Click on the plus (+) icon of an empty yellow slot.

Step 2. You will see all the related courses that are offered under that discipline. You can hover or click on the course codes for more information on other courses. You will only be able to select from the yellow highlighted boxes courses.

Step 3. When you **hover or click** on a **course code** you will also see the pre-requisite requirements for the course.

Step 4. Select a course by clicking on the plus (+) icon.

Elective Courses (white slots)

Step 1. Click on the plus (+) icon of an empty white slot.

Step 2. Choose a selection criteria:

Select By Discipline - This is a customized list that your school creates to help you choose courses.

Select By Career Cluster – This allows you to search for courses at your school that apply to broad fields of study. Select an option from the drop menu to continue.

Step 3. You will see all the related courses that are offered under that discipline. You can hover or click on the course codes for more information on other courses.

Step 4. When you hover or click on a course code you will also see the pre-requisite requirements for the course. Please take note to the following alerts: **(blue) read warning and follow the directions and/or (red) read warning. (You will not be able to submit with red buttons, you must email or see your counsellor).**

Step 5. If you have specific careers that you have saved to your portfolio, then you will see a "Careers That Interest Me" option list at the bottom of your course list. Select a career and click on the binocular icon to see more information on that specific career.

Step 6. Select a course by clicking on the plus (+) icon.

Alternate Courses (grey slots)

Please choose 6 alternate classes in this area as a back up for your elective courses, it's **IMPORTANT** that you fill in all 6 slots. Follow the steps 1-5 for choosing Elective Courses.

Part 3: Diplomas and Certifications

Step 1. Click on the Diploma and Certification tab in the Course Planner. Here you will see the graduation requirements specific to your school. It will indicate what areas you have achieved, planned and which areas are still required.

Step 2. Click on the Requirements link on the top left of your Diploma and Certification tab. This offers additional information.

Part 4: Course Submission

Complete the entire column with dashed border, and then review selections before submitting. When you press the **SUBMIT** button, your class selections are locked for 2012-2013 and cannot be changed! Print course authorization sheet, obtain parent/guardian signature and return to counselling **the Monday after your lock in dates. Class of 2013 (2/13), Class of 2014 (2/27) and Class of 2015 (3/5)**

Part 5: Checklist for Course Planner

- Be sure to complete all course selections for 2012-2013.
- Discuss any areas of concern (Course Planner alerts or warnings) with your counselor.
- I have **submitted** my course selections for 2012-2013 **based upon your graduation class deadline. Class of 2013 (2/10), Class of 2014 (2/17) and Class of 2015 (3/2)**
- I have returned my course authorization sheet with parent/guardian signature to my counselor.

Finally... Click on "View Details" (right side of the completion status bar) and you will be told which items need to be completed to reach the mandatory 100% completion status. For your EDP click the grey LOGOUT button to close your Educational Development Plan (EDP). If you have any questions about the completion status, email your child's guidance counselor.