

INFINITE CAMPUS COURSE SCHEDULING

Step One:

Students should log into their student infinite campus account.

Select Academic Plan and then click proceed to enter the student course planner

The screenshot shows the 'Academic Plan' section of the Infinite Campus interface. On the left is a dark sidebar with navigation links: Today, Calendar, Assignments, Grades, Grade Book Updates, Attendance, Schedule, Academic Plan (highlighted), Fees, Documents, Message Center, and More. The main content area is titled 'Academic Plan' and includes a warning message about mobile device access. Below the warning, there is a dropdown menu for 'Choose an Academic Plan' set to '2022 Graduation Plan (Graduation)'. Underneath, it says 'Graduation Requirements for the Class of 2022'. There are two dropdown menus for 'Post Grad Location' (set to 'In-State') and 'Post Grad Plans' (set to 'Employed Related'). A blue 'Proceed' button is visible, with a tooltip that says 'Proceed to plan'.

Step Two:

Use your completed enrollment card to select the classes that you would like to take next year.

Please make sure you select the correct courses within the grade level you will be entering for the upcoming school year. You can select a course by either clicking in the box and all the courses within that department that are available to you will be in a drop down box or type in the name of the course and it will pop up. Please note that there is a slight delay when adding a course. IF YOU CANNOT FIND THE COURSE YOU ARE LOOKING FOR, PLEASE MAKE SURE IT IS THE CORRECT DEPARTMENT.

You will notice that semester one classes are linked with semester two classes and will be added automatically. There is a slight delay so please give it a moment before selecting another course.

The screenshot shows the 'Course Plan Report' screen. At the top, there are tabs for 'Academic Plan', 'Save', 'Course Plan Report', and 'Progress Report'. Below the tabs, there is a search bar and a dropdown menu. The main content area is divided into sections for different grade levels: Grade: 09, Grade: 10, Grade: 11, and Grade: 12. Each grade level has a table of courses with columns for course name, credits, and a status indicator. The Grade: 12 section is highlighted, showing a table with columns for 'Language Arts (3.00 / 4.00)' and 'Mathematics (3.00 / 3.00)'. The 'Language Arts' section shows a list of courses, including '1201S1 English I - 0.50', '1201S2 English I - 0.50', '1201S1 English II - 0.50', '1201S2 English II - 0.50', '1201S1 English III - 0.50', '1201S2 English III - 0.50', '1201S1 English IV - 0.50', and '1201S2 English IV - 0.50'. The 'Mathematics' section shows a list of courses, including '3141A Geometry - 0.50', '3141B Geometry - 0.50', '3162A Algebra I - 0.50', '3162B Algebra I - 0.50', '3170S1 Math Analysis & Trig - 0.50', '3170S2 Math Analysis & Trig - 0.50', '3180S1 College Algebra - 0.50', and '3180S2 College Algebra - 0.50'. A red box highlights the '5551 Speech II - 0.50' course in the Grade: 12 section.

Step Three:

If you select a course and want to remove it, just click on the x next to the course and it will be deleted.

The screenshot shows the 'Academic Plan' interface for a 2022 Graduation Plan (Graduation). The counselor is Lauren Winemiller, Julie Bryan. The plan shows credits for Grades 9, 10, 11, and 12. The Science section for Grade 12 is highlighted with a red box, showing the course 4203S2 Anatomy & Physiology. The interface includes tabs for 'Academic Plan', 'Save', 'Course Plan Report', and 'Progress Report'. A search bar for the course catalog is also present.

| Grade: 09 | Grade: 10 | Grade: 11 | Grade: 12 |
|---|---|---|---|
| 8.50 / 7.00 | 8.00 / 7.00 | 7.00 / 7.00 | 1.00 / 5.00 |
| Language Arts (3.00 / 4.00) | | | |
| 1.00 / 1.00 1121S1 Honors English I - 0.50 1121S2 Honors English I - 0.50 | 1.00 / 1.00 1201S1 English II - 0.50 1201S2 English II - 0.50 | 1.00 / 1.00 LAU1301S1 English III - 0.50 LAU1301S2 English III - 0.50 | 0.00 / 1.00 Type to search or select courses |
| Mathematics (3.00 / 3.00) | | | |
| 2.00 / 1.00 3141A Geometry - 0.50 3141B Geometry - 0.50 3162A Algebra II - 0.50 3162B Algebra II - 0.50 | 1.00 / 1.00 3170S1 Math Analysis & Trig - 0.50 3170S2 Math Analysis & Trig - 0.50 | 1.00 / 1.00 3180S1 College Algebra - 0.50 3180S2 College Algebra - 0.50 | 0.00 / 0.00 Type to search or select courses |
| Science (3.00 / 3.00) | | | |
| 2.00 / 1.00 4125A Physical Science - 0.50 4125B Physical Science - 0.50 9401A Principles of Bio-med Sciences - 0.50 9401B Principles of Bio-med Sciences - 0.50 | 1.00 / 1.00 4200S1 Biology - 0.50 4200S2 Biology - 0.50 | 1.00 / 1.00 4400S1 Chemistry - 0.50 4400S2 Chemistry - 0.50 | 1.00 / 0.00 4203S1 Anatomy & Physiology - 0.50 4203S2 Anatomy & Physiology - 0.50 |

SAVE, SAVE, SAVE, and SAVE

The screenshot shows the 'Academic Plan' interface with the 'Save' button highlighted by a red arrow. The plan shows credits for Grades 9, 10, 11, and 12. The Science section for Grade 12 is highlighted with a red box, showing the course 4203S2 Anatomy & Physiology. The interface includes tabs for 'Academic Plan', 'Save', 'Course Plan Report', and 'Progress Report'. A search bar for the course catalog is also present.

| Grade: 09 | Grade: 10 | Grade: 11 | Grade: 12 |
|---|---|---|---|
| 8.50 / 7.00 | 8.00 / 7.00 | 7.00 / 7.00 | 2.00 / 5.00 |
| Language Arts (4.00 / 4.00) | | | |
| 1.00 / 1.00 1121S1 Honors English I - 0.50 1121S2 Honors English I - 0.50 | 1.00 / 1.00 1201S1 English II - 0.50 1201S2 English II - 0.50 | 1.00 / 1.00 LAU1301S1 English III - 0.50 LAU1301S2 English III - 0.50 | 1.00 / 1.00 1405S1 AP English LR - 0.50 1405S2 AP English LR - 0.50 |
| Mathematics (3.00 / 3.00) | | | |
| 2.00 / 1.00 3141A Geometry - 0.50 3141B Geometry - 0.50 3162A Algebra II - 0.50 3162B Algebra II - 0.50 | 1.00 / 1.00 3170S1 Math Analysis & Trig - 0.50 3170S2 Math Analysis & Trig - 0.50 | 1.00 / 1.00 3180S1 College Algebra - 0.50 3180S2 College Algebra - 0.50 | 0.00 / 0.00 Type to search or select courses |
| Science (3.00 / 3.00) | | | |
| 2.00 / 1.00 4125A Physical Science - 0.50 | 1.00 / 1.00 4200S1 Biology - 0.50 | 1.00 / 1.00 4400S1 Chemistry - 0.50 | 1.00 / 0.00 4203S1 Anatomy & Physiology - 0.50 |

The screenshot shows a message box with the following text:

Course Plan was saved.

The following Academic Plan requirements were not met:

- Minimum Credit Requirements not met:
Not enough credits selected in Social Studies to meet the minimum plan requirements.
Not enough credits selected in Alternates for grade 12 to meet the minimum plan requirements.
- Grade level Credit Requirements not met:
Grade 12 does not have enough credits planned.
- Course Requirements not met:
Course Requirement not met: Government
Course Requirement not met: Personal Finance

OK

The box above will state when the plan was saved. It will state you have not met requirements because you have not met all graduation requirements, but that is okay. Just click ok and