

1. **Research courses of interest** using your grade-specific Planning Sheet and the LHS Course Guide. Use keyboard shortcut Control-F (or Command-F) to quickly search the course guide.

2. Access Academic Plan

Log into [Infinite Campus](#) with your student login information. Once you are logged in, you will see an option for Academic Plan on the left side of the screen. Click on Academic Plan.

- The Academic Planner displays the student's assigned Academic Program and courses the student has planned to take at each grade level.

3. Select an Academic Program

When first accessing the Academic Planner, select and/or verify an **Academic Plan** from the dropdown lists. You should already be assigned the **HS Grad Guidelines (Graduation)**. Also, select the desired **Post Grad Location** (where you are going to attend college) and your **Post Grad Plans**. Click the **Next** button when finished.

Academic Plan

Choose an Academic Plan:

Post Grad Location: Post Grad Plans:

Next

4. Add Courses using drop down menus (option 1)

- Under each subject area you want to add a class, click in the text box under your upcoming grade. Courses meeting that credit type display for selection (reference screenshot below)
- Choose the desired course(s). When selected, the course displays and the number of credits is updated. The credits assigned to a course appear after the course name.
- Repeat these steps for each course selection. At the end of the process, you should have a clear idea of what courses you have requested for the upcoming school year. All requests are subject to approval and availability.
- **Don't forget to select your Alternates!**
- **Click the Save icon when finished.**

PE/Health (0.00 / 0.50)

0.00 / 0.50 0.00 / 0.00 0.00 / 0.00 0.00 / 0.00

ALERT: Not enough credits selected in PE/Health to meet the minimum plan requirements.
ALERT: Course Requirement not met: PE/Health

Science (3.00 / 3.00)

1.00 / 1.00 1.00 / 1.00 1.00 / 1.00

03001H05012 Earth Science Hon - 0.50
03051H05032 Biology Hon - 0.50

03101H05012 Chemistry Hon - 0.50
03101H05022 Chemistry Hon - 0.50

03165H05012 AP Physics 1 - 0.50
03165H05022 AP Physics 1 - 0.50

Type to search or select courses

- 08002G05012 Team Sports - 0.50
- 08002G05022 Team Sports - 0.50
- 08005G05012 Fitness/Conditioning Aerobics - 0.50
- 08005G05022 Fitness/Conditioning Aerobics - 0.50
- 08009E05012 Weight Training Adv - 0.50
- 08009E05022 Weight Training Adv - 0.50

Social Sciences: American History (1.00 / 1.00)

Academic Plan **Save** **Course**

Program: HS Grad Guidelines (Graduation)

Approved by parent/legal guardian

5. Add Courses using the Course Catalog (option 2)

Use the **Search the Course Catalog** option, in the top right corner, to locate courses. If you know the name of the course, enter that name in the field, or a partial name. Matching results display. When a course is chosen, a description displays, providing more information about the curriculum of the course, any planning rules set for the course, total number of credits given, course fees (if any), and an option to add that course to the plan. Courses can only be added for grade levels that have related credit requirements.

- Courses can only be added if you/your student has not previously taken the course.
- Courses can only be added if it is not currently on the plan.

If this is the course you'd like to take, click the **Add to Grade** button. Courses can be added to any future grade level, however for now just focus on next year.. This places the course on your plan in the indicated grade level for that credit type.

The screenshot shows the 'Academic Plan' interface. At the top, there are buttons for 'Save', 'Course Plan Report', and 'Progress Report'. Below these, there's a search bar labeled 'Search the Course Catalog'. A dropdown menu is open, showing search results for 'Engi'. The results are:

- 21004G05012 Engineering 1
- 21006G05012 Engineering 2
- 21007G05012 Engineering 3

 The current plan shows 'Grade: 09 6.250 / 6.000', 'Grade: 10 6.250 / 6.000', and 'Grade: 11 0.000 / 5.000'. A red warning icon is next to the Grade 11 credit total. Below the grade information, there are progress bars for 'English (2.000 / 4.000)' and other subjects.

The screenshot shows the 'Course Search Result' for '21004G05012 Engineering 1'. The course is worth 0.500 credits of Fine Arts/CTE. The requirements are:

- Course Requirement(s):** Must meet course requirement: Fine Arts/CTE
- Planning Rule(s):** Parent Of: 21004G05012 Principles of Engineering Parent Of 21004G05022 Principles of Engineering
- Course Description:** Engineering 1 is designed to introduce students to the STEM cluster for students interested in learning more about careers in engineering and technology. This course covers basic skills required for engineering and technology fields of study. Upon completion of this course, students are able to identify and explain the steps in the engineering design process. They can evaluate an existing engineering design, use fundamental sketching and engineering drawing techniques,

 At the bottom, there are four buttons: 'Add to Grade 11', 'Add to Alternates Grade 11', 'Add to Grade 12', and 'Add to Alternates Grade 12'.

6. Add Alternate Courses to the Plan (REQUIRED)

Adding alternate courses is done the same way as entering other courses. Enter alternative courses to take in the event the planned courses cannot be scheduled. Alternate courses are placed on the schedule based on the order assigned to the alternate courses. Use the arrows to move the courses into the desired order.

The screenshot shows the course selection interface. There are two main sections: 'Non-credit' and 'Alternates'. In the 'Non-credit' section, there are two empty boxes and two buttons: '99125G00012 Boys Cross Country' and '99231G00028 Free Period'. In the 'Alternates' section, there is a search bar and a dropdown menu with the following options:

- 11101G05044 Editing - 0.50
- 11103G05014 Broadcast Production - 1.00
- 11104G05034 Publication Prod: Yearbook - 1.00
- 11154G05014 Graphic Design/ Illustration I - 0.50
- 11154G05034 Graphic Design & Illustr II - 0.50
- 12051G05011 Intro to Business - 0.50
- 12054G05011 Legal Environment

 An 'ALERT' message at the bottom states: 'Not enough credits selected in Alternates for grade 12 to meet the minimum plan requirements.'

Note the following:

- If you fail to select alternate courses and your desired course(s) is not available, you will be placed into course(s) by admin/counseling based upon availability. Schedule changes are not guaranteed.
- If a course is already planned as a desired course, it cannot be planned as an alternate in the same year it is planned.
- Courses planned as alternates do not satisfy planning rules. If an alternate course is planned and it violates a planning rule, the course is included in the list of alerts.
- Courses that are part of a compound requirement display in bold.
- Click the **Save** icon when finished.