



Middle School Academic Planning

Step 1:

Complete your Scheduling Planning Form

DUBLIN CITY SCHOOLS
All course descriptions can be found in the MS Academic Programs 2020-2026 on the Dublin City Schools website under Middle School Scheduling.

Scheduling Planning Form: 8th Grade (rising 8th grader for SY15-16)

Student Full Name: _____ Student ID: _____
 Current Elementary School: _____
 Middle School for 25/26: _____

All 8th graders will be assigned the following YEAR-LONG academic classes

606 Language Arts 6	613 Science 6	618 Social Studies 6
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Math Placement

Students currently in Math 5, will select 603 Math 6. Students currently in Math 5-6, you will select from 603 Math 6, 703 Math 7, or 702 Math 7B. Students will consult with their current math teacher and parents in order to make the best scheduling decision.

All 8th graders will be assigned the following TRIMESTER classes

660 - Art 6	665 - Physical Education 6	670 - Modern Literacy 6
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All 8th graders will select 3 TRIMESTERS of elective classes

635 Creative Mindsets 6	1 Trimester	691 Study Center 6	1 Trimester
674 Video & Communications 6	1 Trimester	692 Study Center 6	2 Trimesters
678 Global Studies 6	1 Trimester	693 Study Center 6	3 Trimesters
680 Leadership & Service 6	1 Trimester		

Select 3 TRIMESTERS of courses from above.
 Note: Students requesting 3 trimesters of Study Center only need to select 693.

1.	2.	3.
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Select 1 alternate TRIMESTER course.

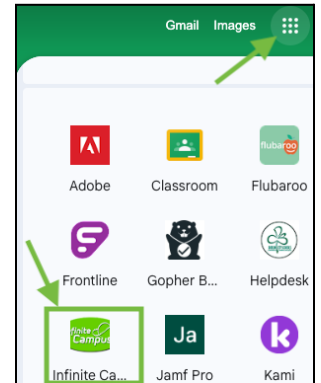
1.

Step 2:

Complete your Academic Plan in Infinite Campus to make your course requests.

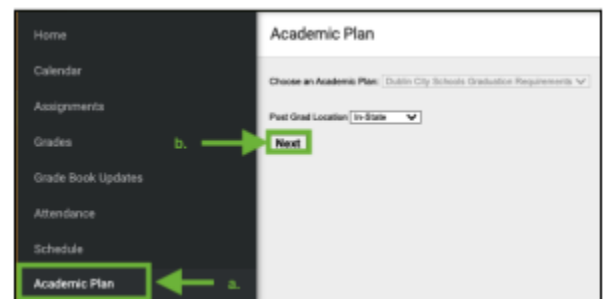
1. Login to Infinite Campus

- Go to the Waffle and choose Infinite Campus (works best on a Chromebook where you are logged in.)
- OR**
- Start on the Dublin City Schools homepage.
 - Click on the Infinite Campus icon on the toolbar.
 - Click on the Login to Parent/Student Portal icon.
 - Click on Campus Student.
 - Click on the Single Sign On SSO button. If you are already logged into your Google account, you will be logged in automatically. If not, you will need to sign in using your Dublin Google account.



2. Start your Academic Plan

- Click on Academic Plan on the left menu bar.
- Click Next.
- You will see your 3-year middle school plan. While next year's courses are the priority for scheduling, you are encouraged to complete your 3-year plan as you consider your elective choices.





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3. Make your course selections

- Some required courses may already be visible in your plan.
- Click in the box below each subject area and select the course you are requesting.
 - You can easily find the courses by typing the course name or course code found in the MS Academic Programs document.
- To change a selection, click on the “x” next to the course name and enter your new choice.

The screenshot shows the 'Academic Plan' interface. At the top, there are buttons for 'Save' and 'Course Plan Report', and a search bar for the course catalog. Below this, the program is identified as 'Dublin City Schools Graduation Requirements (Graduation)'. Alerts are shown in red text: 'ALERT: Course Requirement not met: Financial Literacy - 0.50 Credit Required' and 'ALERT: Course Requirement not met: Physical Education'. The plan shows progress for Grade 09 (5.75 / 5.75) and Grade 10 (0.00 / 5.25). The current selection for English (1.00 / 4.00) shows 'ENGL ENGLISH I - 0.50' and 'ENGL ENGLISH II - 0.50'. Alerts indicate 'Not enough credits selected in English to meet the minimum plan requirements.' The Mathematics (1.00 / 4.00) section shows 'MATH ALGEBRA I - 0.50' and 'MATH ALGEBRA II - 0.50', with an alert: 'Not enough credits selected in Mathematics to meet the minimum plan requirements. Course Requirement not met: Algebra II or Equivalent - 1.0 Credit'. Physical Science (1.00 / 1.00) shows 'PHYS PHYSICAL SCIENCE I - 0.50' and 'PHYS PHYSICAL SCIENCE II - 0.50'. Life Science (0.00 / 1.00) is currently empty.

Things to note:

1. Alerts

- You will see an alert if you try to select a course for which you have not met the prerequisite. These alerts will be indicated in **red** on your Academic Plan. The course causing the alert should be removed and another course selected.
- If you think an alert is incorrect, follow up with your counselor to discuss the issue.

2. Alternative Courses

- It is not always possible to schedule all of your first choice electives due to scheduling constraints. Choose alternate trimester electives and place them in the “Alternates” area at the bottom of the course plan.

This screenshot shows the 'Alternates' section at the bottom of the Academic Plan. It lists several alternative courses with their respective credit values: '0.50 / 0.50' for 'HEALTH EDUCATION', '0.00 / 0.00' for 'ELECTIVE', and '0.00 / 0.00' for 'NON-CREDIT'. The 'Alternates' section is highlighted with a green box and an arrow, indicating where to place alternate courses.

3. Save your plan

- Make sure you click the Save button at the top of the page.
- When you click save, you will be alerted to any errors. Try to correct the errors and save again. Reach out to your school counselor during school hours if you need assistance.