

1. **Research courses of interest** using your grade-specific Planning Sheet and the GMHS Course Guide. Use the tabs at the bottom of the course guide to find courses within specific areas.

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 to the **HS Grade 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.

The screenshot shows the 'Academic Plan' section of a web application. It features a dropdown menu for 'Choose an Academic Plan' with 'HS Grad Guidelines (Graduation)' selected. Below it are two more dropdown menus: 'Post Grad Location' with 'Out-of-State' selected and 'Post Grad Plans' with 'Four Year Public' selected. A 'Next' button is located at the bottom left of the form.

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

- Under each subject area you want to add a class, click 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.**

The screenshot displays the course selection interface. It is divided into sections for different subject areas. The 'PE/Health (0.00 / 0.50)' section shows four empty boxes for course selection, with an alert message: 'ALERT: Not enough credits selected in PE/Health to meet the minimum plan requirements. ALERT: Course Requirement not met: PE/Health'. The 'Science (3.00 / 3.00)' section shows three boxes, each containing a list of courses with their credit values. A dropdown menu is open on the right, showing a search bar and a list of courses including '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', and '08009E05022 Weight Training Adv - 0.50'.

The screenshot shows the 'Academic Plan' summary and action buttons. It includes a 'Save' button with a floppy disk icon and a 'Course' button with a printer icon. Below these buttons, there are two checkboxes: 'Program: HS Grad Guidelines (Graduation)' which is checked, and 'Approved by parent/legal guardian' which is unchecked.

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'. A search bar labeled 'Search the Course Catalog' contains the text 'Engi'. Below the search bar, a dropdown menu lists three courses: '21004G05012 Engineering 1', '21006G05012 Engineering 2', and '21007G05012 Engineering 3'. The 'Engineering 3' option is highlighted in blue. The main area of the plan shows a table with columns for 'Grade: 09', 'Grade: 10', and 'Grade: 11'. The 'English (2.000 / 4.000)' course is listed under Grade 09. The 'Engineering 3' course is being added to Grade 11, with a credit requirement of 0.000 / 1.000.

The screenshot shows the 'Course Search Result' for '21004G05012 Engineering 1'. The course is listed as '0.500 credits of Fine Arts/CTE'. The 'Course Requirement(s)' section states 'Must meet course requirement: Fine Arts/CTE'. The 'Planning Rule(s)' section states 'Parent Of: 21004G05012 Principles of Engineering Parent Of 21004G05022 Principles of Engineering'. The 'Course Description' section states '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 'Alternates' section of the Academic Plan. There are several empty input fields for adding alternate courses. A dropdown menu is open, showing a list of courses: '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', and '12054G05011 Legal Environment'. The '12051G05011 Intro to Business - 0.50' option is highlighted in blue. Below the dropdown, there is a search bar with the text 'Type to search or select courses'. At the bottom, there is an 'ALERT: 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.