

Making Your 4-Year Course Plan...

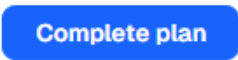
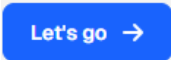
...SchoolLinks Course Plan Instructions

Part of being college & career ready is having a purposeful plan of courses to support postsecondary goals. Naperville 203 students create these plans within the SchoolLinks platform. These plans are reviewed and updated annually and used to create the student course schedule at each high school. Below is a step-by-step guide to assist students in this process. Please review the Overview section of the [Naperville CUSD 203 High School Program Planning Guide](#) before beginning and as needed, contact your counselor for questions or assistance.

Creating 4-Year Plans (Using Course Planner) as a Student

1. Log in to SchoolLinks: <https://app.schoollinks.com>

2. On the left navigation menu, click on “Plan” , and then select the Course Planner option.

3. Select the  button. The window should show your next year’s high school and your graduation plan (2023+). On the Welcome page, select the  button at the bottom of the page to continue.

Tip: If you can’t see the blue “Let’s go” button, you may need to decrease your Zoom.

4. Read the instructions on the screen. SchoolLinks will walk you through each step. After each step, select the  button in the top right corner of your screen. If you would like to move between the different steps you may use the navigation icons near the top of the page also.



- a.  **Select a Career Pathway:** Selecting a Career Pathway is required. [Click here for more information about Career Pathways](#) and [view this section of the Program Planning Guide](#). Some pathways lead to an endorsement on a high school diploma. Select the Continue button in the upper right corner of your screen.
- b. When you have selected at least one Career Pathway and you are creating your four-year plan for the first time, temporarily skip the step(s) of adding courses to complete the Career Pathway Requirements by selecting the “Continue” button. You should return to this step after the Select a Consumer Economics Course step. When you return to this step add courses to meet the Career Pathway Requirements. When you are ready to move on to the next step, select the Continue button.
- c.  **Select Communication Arts Courses:** Students need four (4.0) credits or eight semesters of [Communication Arts courses](#) to graduate high school.
 - i. SchoolLinks will give you an option to “⊕ Add another course” for each grade level that you have not yet completed. If you have selected/completed courses previously, you will see those listed.

- ii. Select the “⊕ Add another course” and a list of possible courses will appear. Select the course that you would like to add. Click the  icon on any course to open a full description of the course. If you no longer would like to enroll in the course you have selected, select the delete/remove icon  next to the course. Be sure to remove both semesters of a full-year course.
 - iii. Continue through each section and repeat this process of adding courses until you have selected all courses needed to meet graduation requirements. Remember that this is a plan, and each year you will review and update your selected courses to ensure that you are meeting graduation requirements and choosing classes to prepare you for your goals/plans after high school.
 - iv. If you see  on a course you have selected, read what the action item/error is and resolve it. [See below for common errors and solutions](#). You will see the band at the top change from  **REQUIREMENTS NOT MET** to  **REQUIREMENTS MET** when you have added enough courses to meet the requirements and there are no errors or additional actions needed.
 - v. When you are ready to move on to the next step, select the Continue button on the upper right corner of the webpage.
- d.  **Select Mathematics Courses:** Students need three (3.0) credits or six semesters of [Mathematics courses](#) to graduate high school. Follow the same process as you did for selecting Communication Arts courses. When you are ready to move on to the next step, select the Continue button.
 - e.  **Select Science Courses:** Students need two (2.0) credits or four semesters of [Science courses](#) to graduate high school. Follow the same process as you did for selecting Communication Arts courses. When you are ready to move on to the next step, select the Continue button.
 - f.  **Select Social Studies Courses:** Students need two and one-half (2.5) credits or five semesters of [Social Studies courses](#), including 0.5 credit of Civics and 1.0 credit of US History, to graduate high school. Follow the same process as you did for selecting Communication Arts courses. When you are ready to move on to the next step, select the Continue button.
 - g.  **Select Fine Arts Courses:** Students need one-half (0.5) credit or one semester of Fine Arts courses (i.e., [Music](#), [Art](#), and [Theatre](#) courses) to graduate high school. Follow the same process as you did for selecting Communication Arts courses. When you are ready to move on to the next step, select the Continue button.
 - h.  **Select Career and Technical Education (CTE) Courses:** Students need one (1.0) credits or two semesters of CTE courses (i.e., [Agriscience](#), [Business](#), [Family and Consumer Sciences](#), or [Technology and Engineering Education](#) courses) to graduate high school. Follow the same process as you did for selecting Communication Arts courses. When you are ready to move on to the next step, select the Continue button.
 - i.  **Select Physical Education (PE) Courses:** Students need three and one-half (3.5) credits or seven semesters of [PE courses](#) to graduate high school. Follow the same process as you did for selecting Communication Arts courses. When you are ready to move on to the next step, select the Continue button.

- j.  **Select a Health Education Course:** Students need one-half (0.5) credit or one semester of [Health Education](#) to graduate high school. Typically students take Health during their sophomore/10th grade year. Follow the same process as you did for selecting Communication Arts courses. When you are ready to move on to the next step, select the Continue button.
- k.  **Select a Consumer Economics Course:** Students need one-half (0.5) credit or one semester of [Consumer Economics](#) to graduate high school. Follow the same process as you did for selecting Communication Arts courses. When you are ready to move on to the next step, select the Continue button or at this time return to the Career Pathways Requirements step(s) that you may have temporarily skipped earlier.
- l.  **Select Elective Courses:** Students need three and one-half (3.5) additional credits or seven semesters of additional courses from any department/subject in order to graduate high school with the required 21 credits. Follow the same process as you did for selecting Communication Arts courses. Elective courses may include a [World and Classical Language](#), [Study Hall](#), [Driver Education](#), or any other course of interest. When you are ready to move on to the next step, select the Continue button.
- m.  **Select Alternate Courses:** For the upcoming school year, you need to select *three* alternate courses. These courses may be included in your schedule if a course that you selected is no longer available. Follow the same process as you did for selecting Communication Arts courses. When you are ready to move on to the next step, select the Continue button.
- n.  **View Summary:** This view will show all the courses that you selected for all four school years all on one page. Below are some things to review and check.
 - i. Across the top you will see the grade levels with a box next to it. For example, **9th Grade** 7.5/5 indicates that in 9th Grade, you scheduled 7.5 credits. You may need to make a change. During the school year, students must have a minimum of 5 credits and a maximum of 7 credits. Because there are 7.5 selected, you will need to remove 0.5 credits. Check the box next to each grade that you haven't completed to make sure that the first number is at least 5 but not more than 7.
 - ii. Scroll up/down the summary page and look for any action items/errors  and resolve them. [See below for common errors and solutions.](#)
 - iii. For each school year, if you selected any semester courses, make sure that there is another semester course that pairs with it. As a reminder first semester course codes end in 1 and second semester course codes end in 2.
 - iv. At the bottom of the page, make sure that the credits and requirements are green and have been met. If not, take action to meet the 21 credit graduation requirement and the other requirements needed.

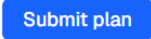
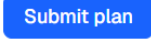
Credits: 29/21 planned 

Requirements: 29/21 met 

Other Options
 - v. If you need to make changes to the course that you selected, click on the pencil icon  in that row. It will take you back to that section.
 - vi. Then select the Other Options button. A side menu will appear.
 1. You may download your plan to a PDF to discuss it with a trusted adult.
 2. You can review the history of the changes made to your plan.
 3. You can reset your plan to the last submitted version of the plan (from

the previous school year).

4. You can check if your current plan meets the requirements for [Illinois Global Scholar Certificate](#) or for [NCAA/NAIA Athletic Eligibility](#).

5. When you are ready, select the  button on the lower right of your webpage. If you have any any action items/errors  , SchooLinks will ask you to fix them or to explain the errors in the Course Plan Notes box. Then select  (or wait to meet with your counselor before submitting). Hooray! You're all set! If your counselor has any questions, you will be contacted.

SCHOOLINKS SYMBOLS KEY			
Symbol	What it means	Symbol	What it means
	Action needed; possible error		Course information
	Delete/Remove Selected Course		Welcome page (shows the school you'll attend next year and your graduation plan)
	Career Pathway		Communication Arts
	Mathematics		Science
	Social Studies		Fine Arts
	Career and Technical Education (CTE)		Physical Education Health Education
	Consumer Economics		Electives
	Alternative Courses		Summary page (where a student's entire four-year plan can be viewed and downloaded to a PDF)

COMMON ACTION ITEMS/ERRORS	
Note	Resolution
You're missing the prerequisite	Click on the note to find out what the prerequisite is. A prerequisite is a class that must be taken before you can take the selected course. • If you have not met the prerequisite, then add the prerequisite to your course planner. • If you have met the prerequisite in an alternate way (e.g., in junior high or during summer school) and SchoolLinks just doesn't know it, ignore the .
You're missing the corequisite	Click on the note to find out what the corequisite is. A corequisite is a class that must be taken either before or at the same time as the selected course. • If you have not met the corequisite, then add the corequisite to your course planner. • If you have met the corequisite in an alternate way (e.g., in junior high or during summer school) and SchoolLinks just doesn't know it, ignore the .

Questions

You can't find a course? A course name seems wrong?

Not sure what courses, pathways to pick, or its requirements?

View the [HS Program Planning Guide](#) and then speak to your counselor or another trusted adult.