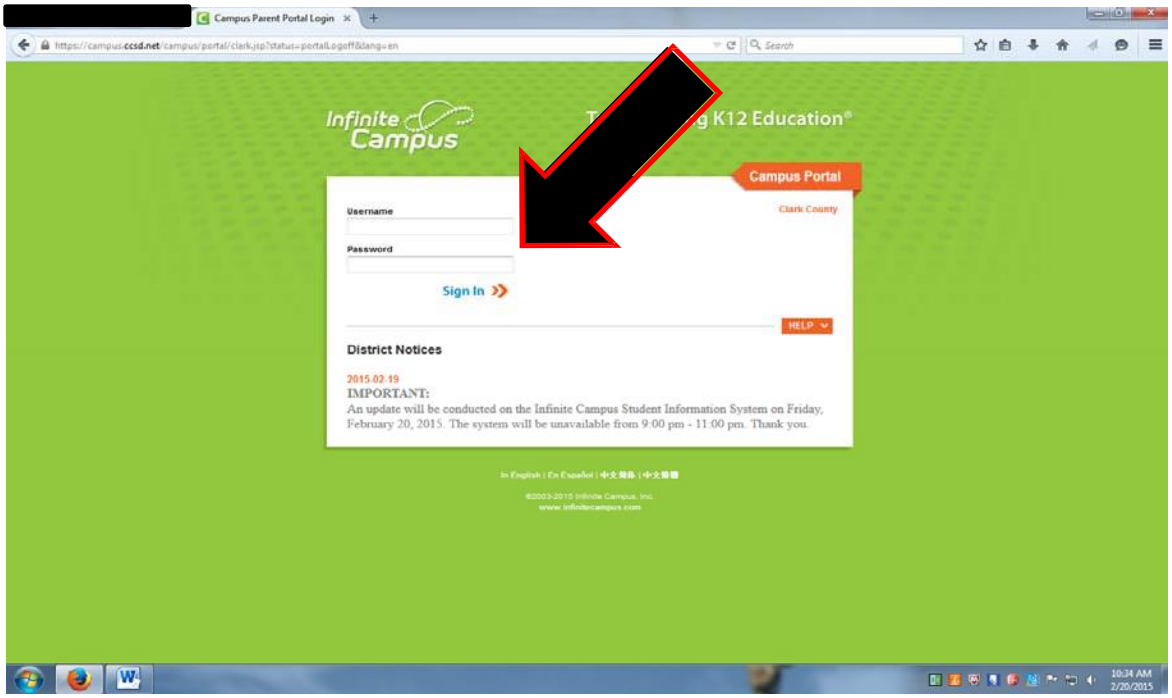
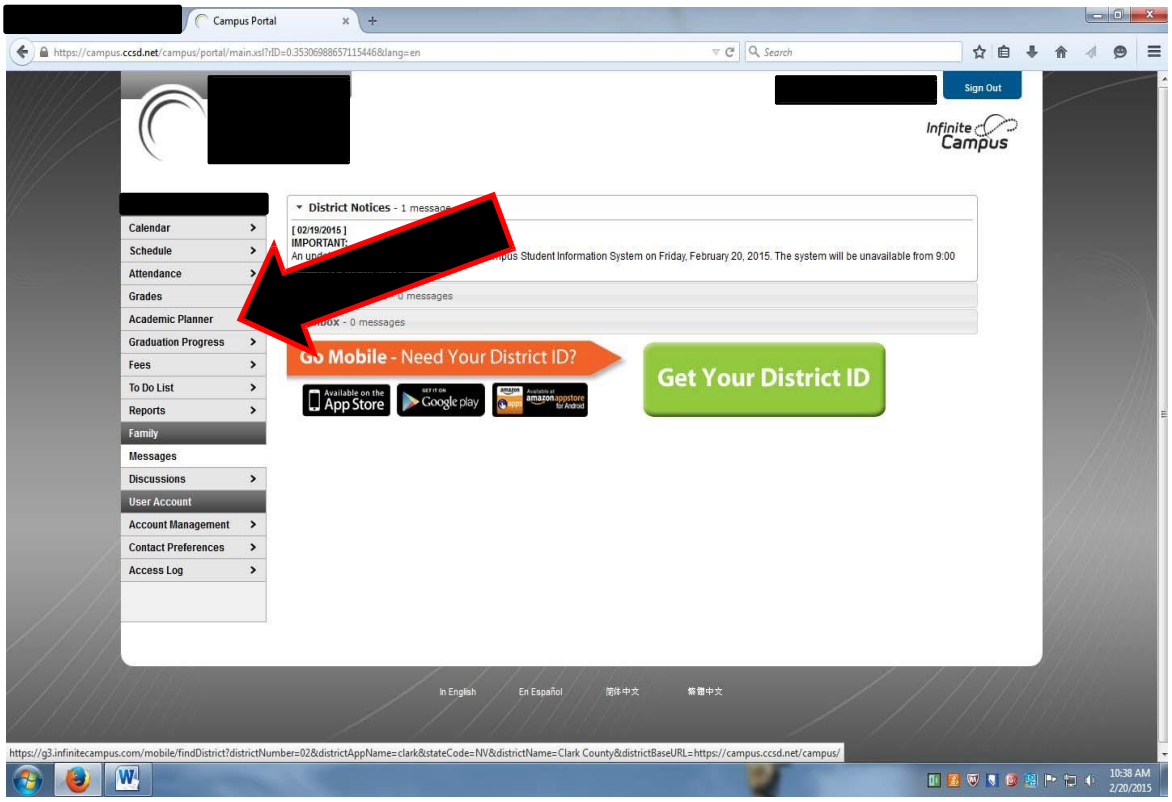
Infinite Campus Academic Plan Instructions – Parents & Students

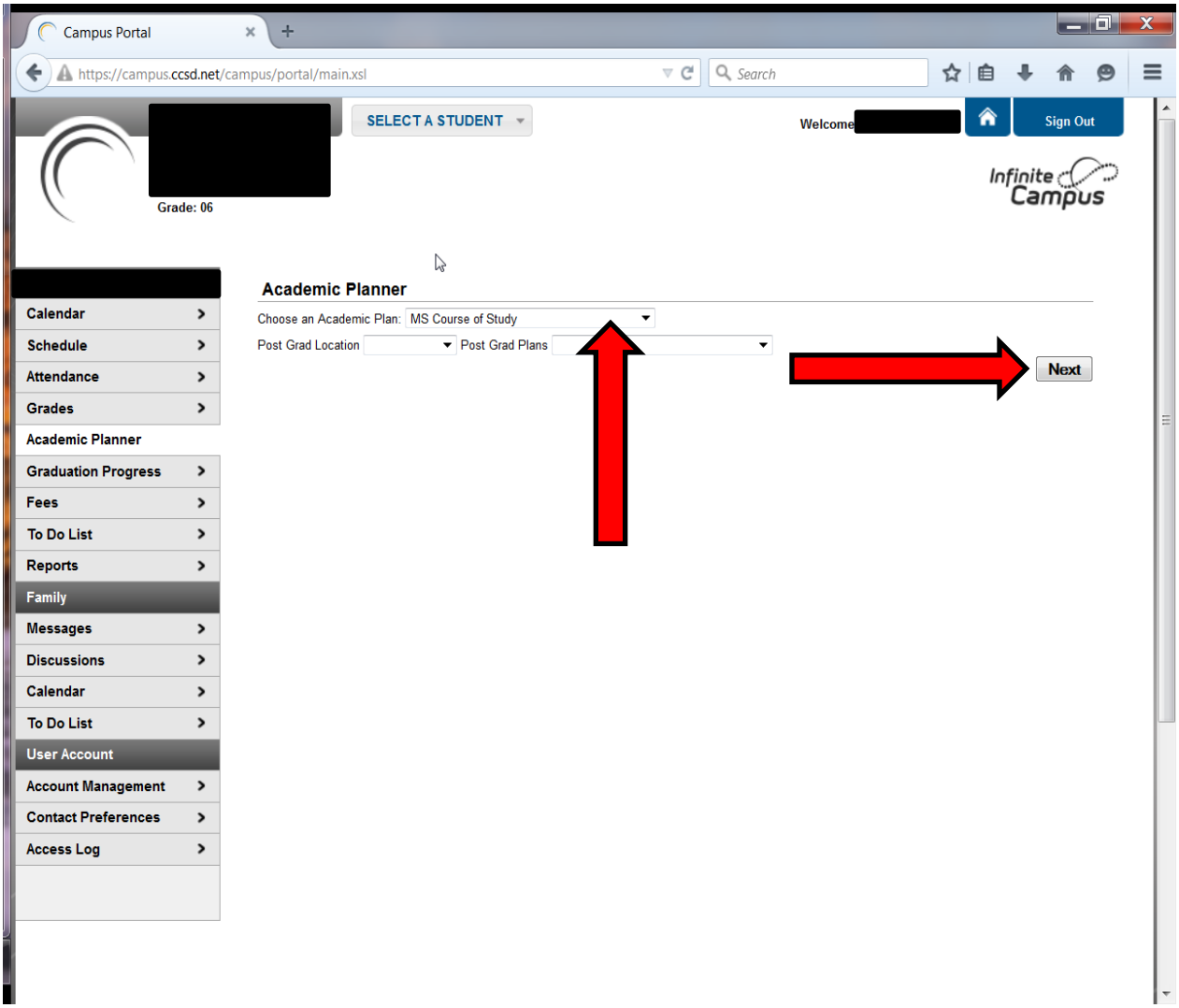
1. Login to your Infinite Campus account through the portal.



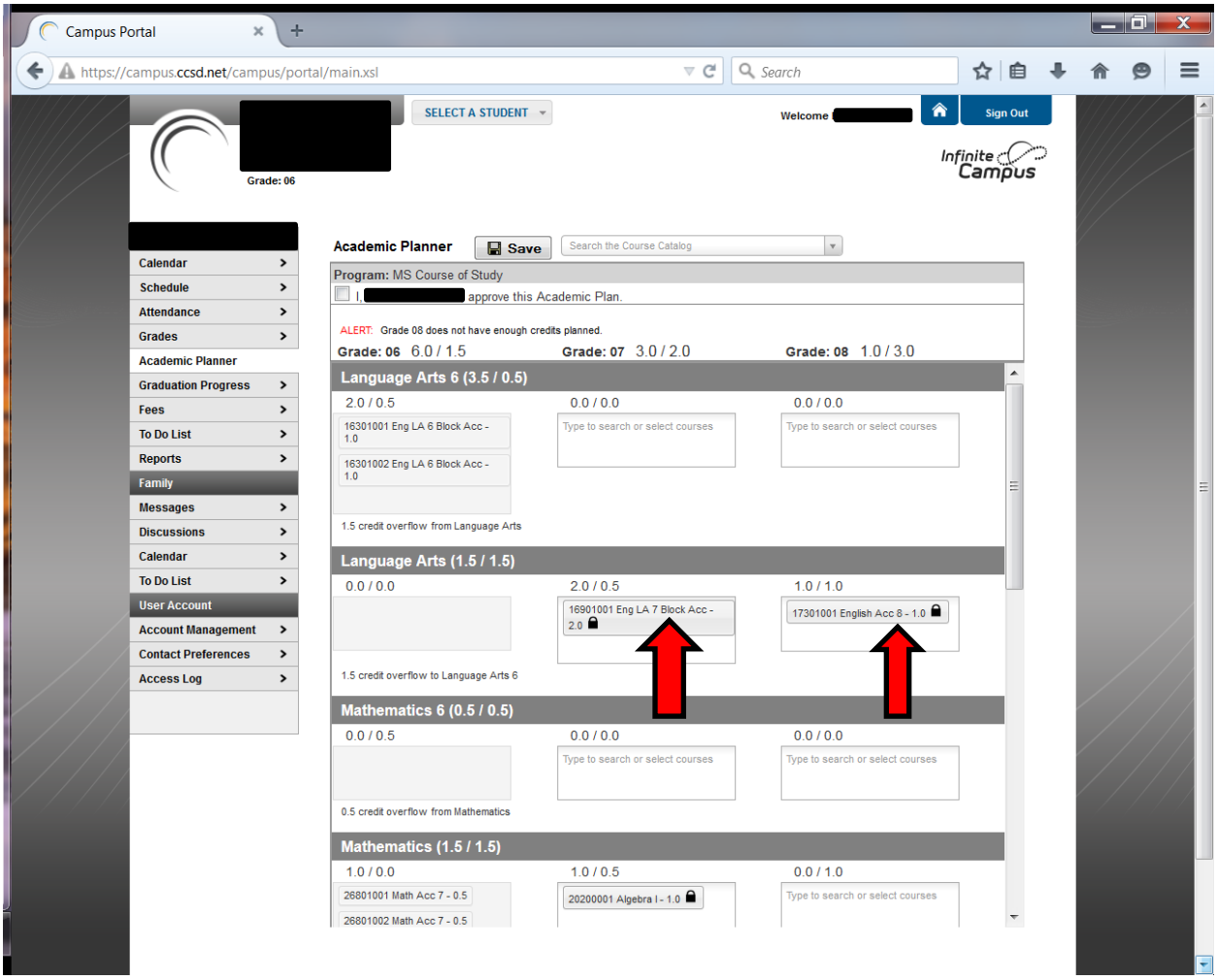
2. Click on Academic Planning.



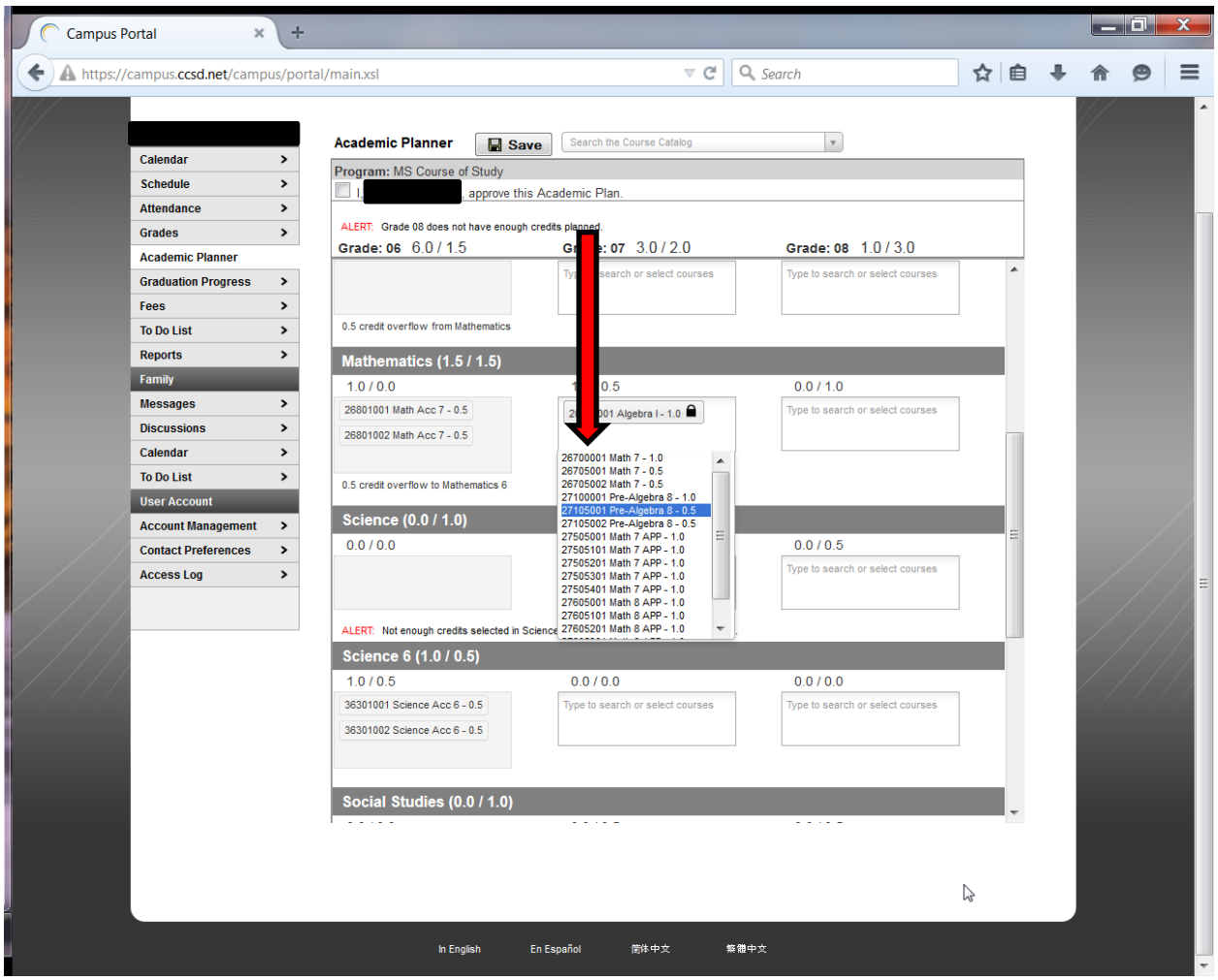
3. Look at the academic plan (assigned by the counselor – **DO NOT CHANGE**) and click next. It should say "MS Course of Study" for 6th and 7th grade students; and 21st Century Course of Study for 8th grade students.



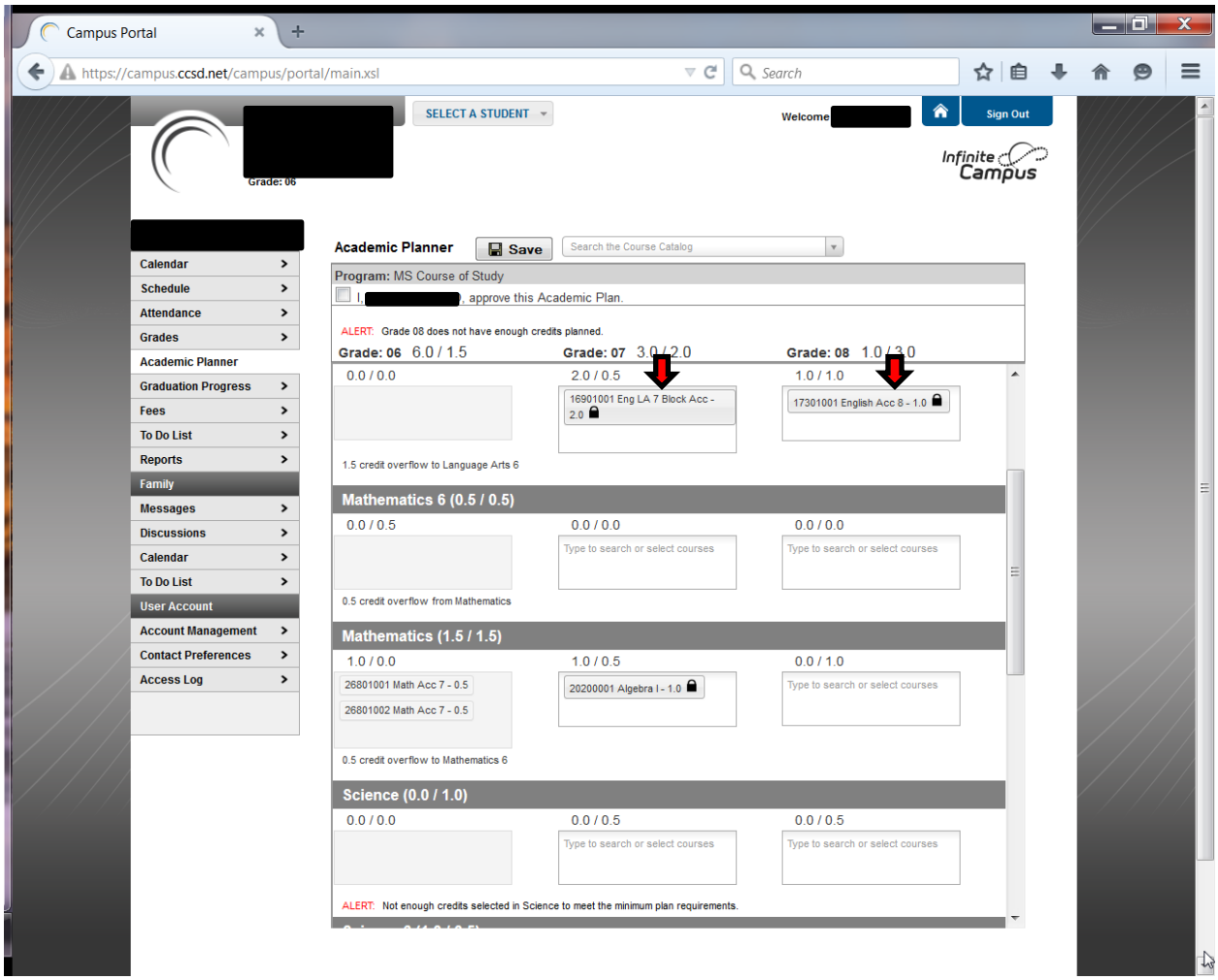
4. View teacher recommendations.



5. If recommendations appear with a locked padlock next to them, these are teacher recommendations and **<u>cannot</u>** be changed. If you disagree with the teacher recommendation, click in the white space of the box and add your recommendation.

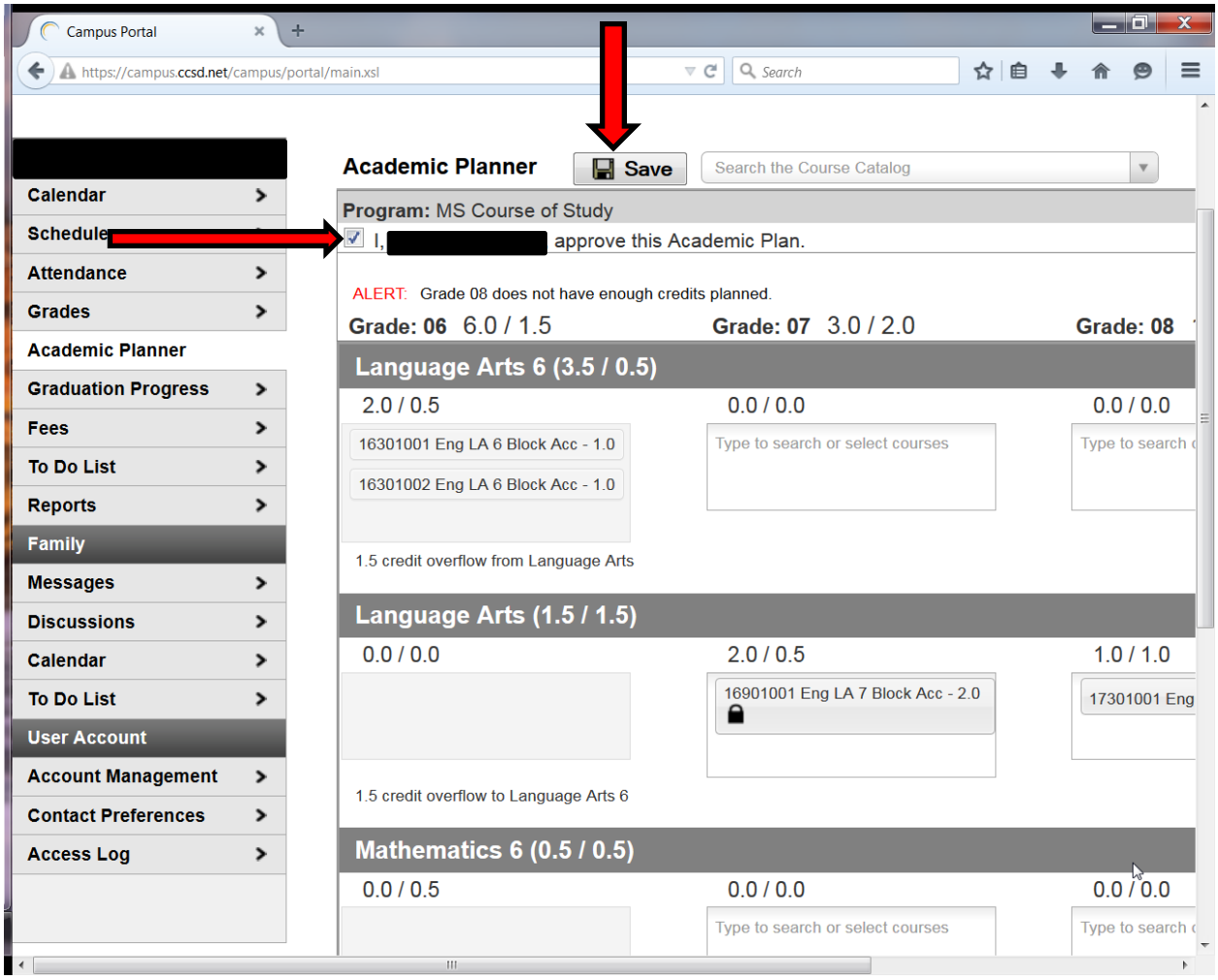


6. **Make selections for classes in all three (3) years listed, in all areas. For example, if you are currently a 6th grader, you will select your English7, and/or English 7 Acc classes. You will also select Math 7, US History for grade 7, and Science 7. Below is an example for recommendations for English LA Block 7 Acc, English Acc 8.**



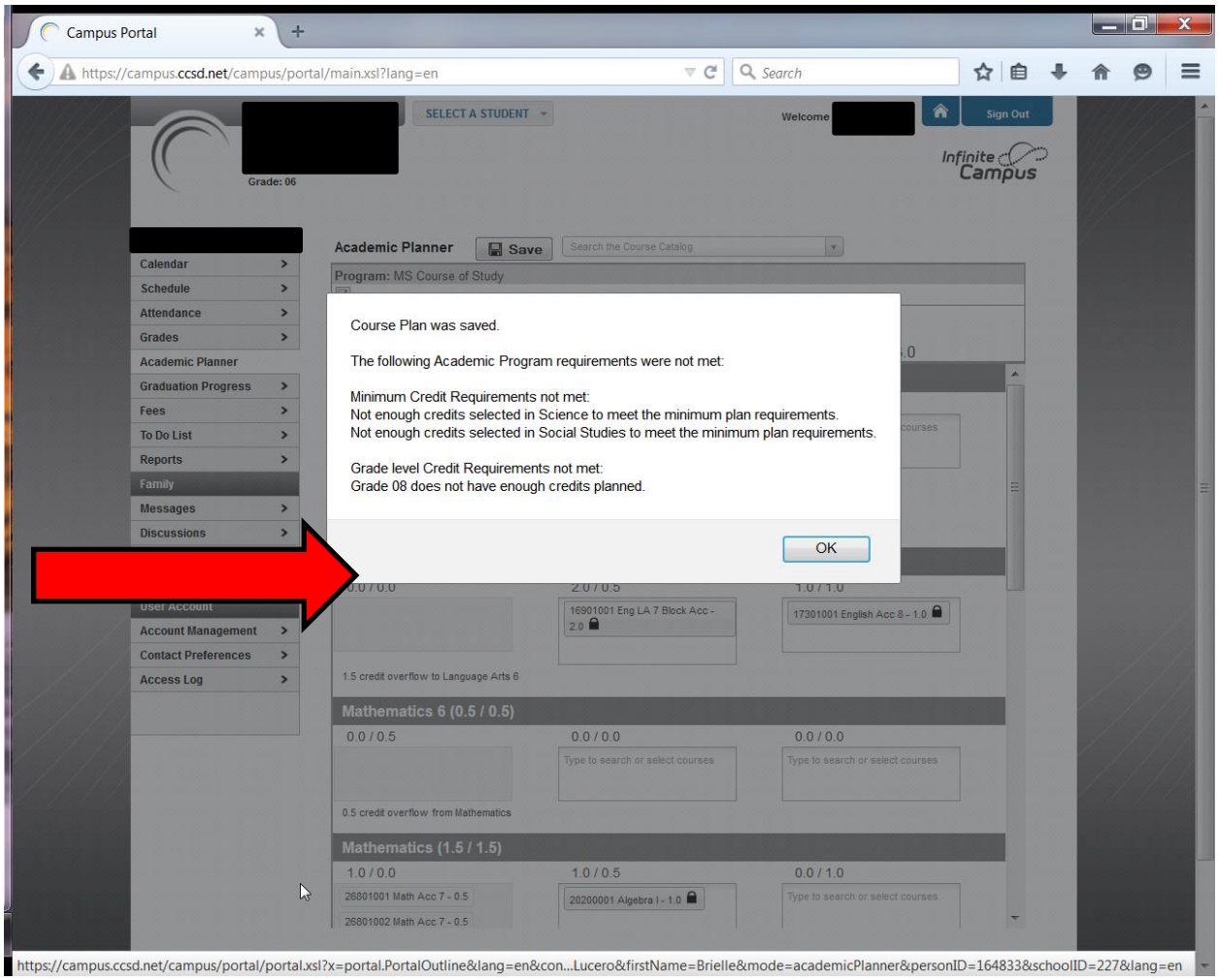
By the time you have completed your academic plan, each box should have one class in it (first and second semester classes). Again, if there are recommendations already in the box with a padlock next to them, these are locked teacher recommendations and can only be changed by counselors. **If you agree with the recommendation, there is no further action required. If you disagree with the recommendation, simply click inside the box (white space) and add your recommendation.** These new recommendations will show with an unlocked padlock next to them, and can only be locked by counselors.

7. Once all boxes have been filled in, and your plan is complete, scroll up to the top of the page, click the box stating you approve the plan, and click save.



ALL ACADEMIC PLANS NEED TO BE COMPLETED BY MARCH 18, 2015.

Once you click save, a message box will appear informing you the plan was saved and also if the plan is missing any information. If your plan is missing information, please do not worry. Counselors will begin meeting with students individually to review and finalize the academic plans.



ALL ACADEMIC PLANS NEED TO BE COMPLETED NO LATER THAN MARCH 18, 2015.

8. Sign out of the portal.

If you have questions or concerns with completing the academic plan, please do not hesitate to contact our counseling office by calling 702-799-4699, extension 4301 (6th), 4302 (8th), 4303(7th).