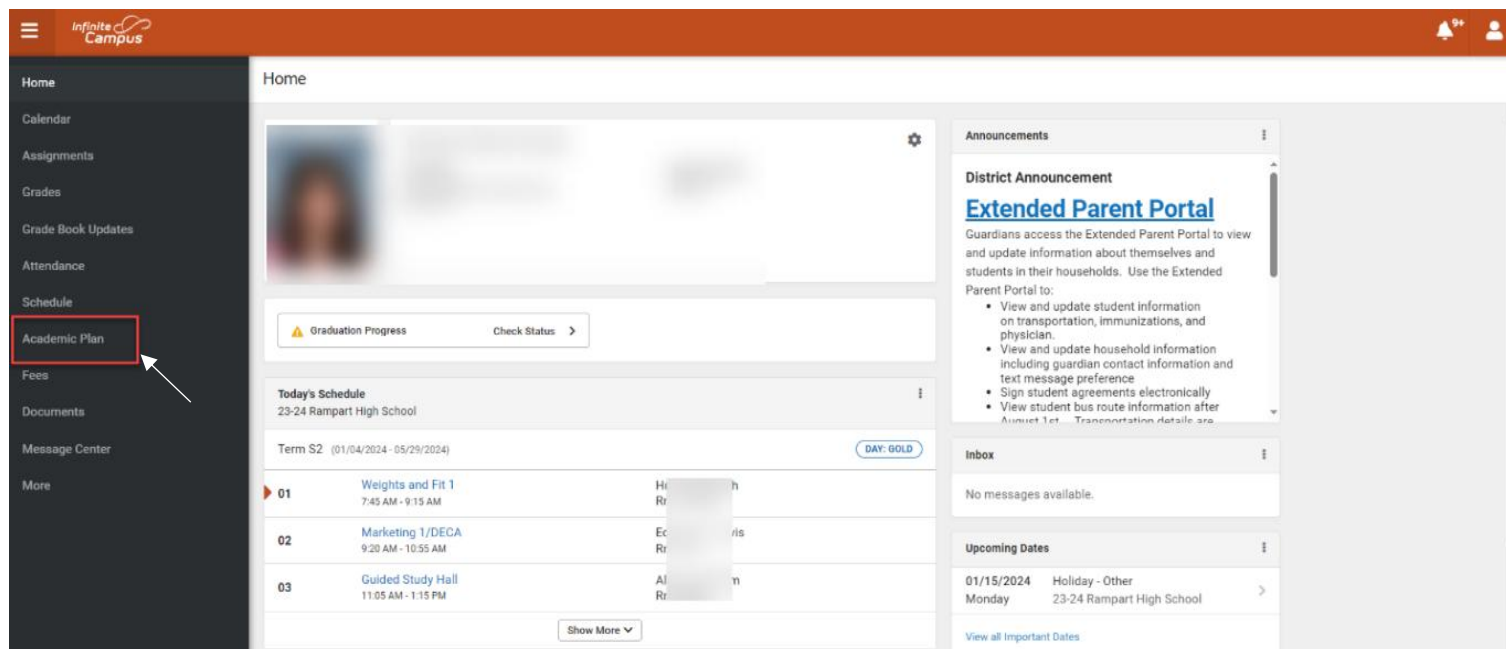
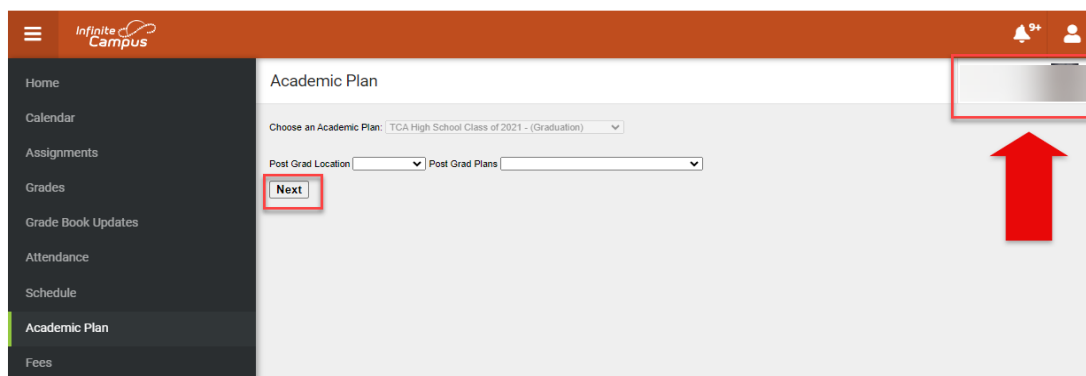


Course Registration: Instructions for utilizing the Academic Plan in the IC Parent Portal

- 1) To get started, log into your Infinite Campus Parent Portal or Student Portal. Once you are logged in, you will be directed to the "Message Center" page, which features a menu on the left side of the screen. From this menu, locate and click on "Academic Plan."



- 2) You will be directed to the entry page of the Academic Plan. If you have multiple students linked to your Parent Portal account, please ensure that the correct student's name is displayed in the upper right corner of your screen. If the wrong student is shown, click on their name to access a drop-down list of all students associated with your account. Select the appropriate student to view their Academic Plan.



- 3) Once the correct student is selected in the upper right corner of your screen, click "Next" or "Proceed" to view their courses for the next school year. There is no need to fill in "Post Grad" boxes.
- 4) After you click "Next," you will be directed to your student's "Academic Plan" for the 2026-2027 school year. This is where students will select their courses for the upcoming school year.

- 5) Located under the **9th grade column** of the Academic Plan, your student will click on the boxes for each grade level subject area (English, Science, etc.). Choose from a list of courses on the drop-down menu (example below) to build course requests. Study Hall is found in the “Non-credit” drop-down section at the bottom of the page.

The screenshot shows the Infinite Campus Academic Plan interface. The left sidebar contains navigation links: Home, Calendar, Assignments, Grades, Grade Book Updates, Attendance, Schedule, Academic Plan (highlighted), Fees, Documents, Message Center, and More. The main area is titled 'Academic Plan' and includes a 'Save' button and a 'Course Plan Report' button. Below this is a search bar for the Course Catalog. The main content is a grid with columns for Grade 09, Grade 10, Grade 11, and Grade 12. Each grade column has a header with the grade and a credit requirement (e.g., Grade 09: 14.0 / 12.0). The rows represent subject areas: English (3.0 / 8.0), Math (3.0 / 6.0), Science (3.0 / 6.0), Social Science (2.0 / 7.0), and Foreign Language (3.0 / 6.0). Each cell in the grid contains a dropdown menu for selecting a course. A red box highlights the Grade 09 column. Another red box highlights the Grade 11 column, where a dropdown menu is open, showing a list of course options: 4103A American Lit & Composition - 1.0, 4103B American Lit & Composition - 1.0, 4107HA Amer Studies Honors English - 1.0, and 4107HB Amer Studies Honors English - 1.0. A red arrow points to the dropdown menu, and a red box with the text 'Example of drop-down course options' points to the dropdown list.

This screenshot shows the same Infinite Campus Academic Plan interface, but with the 'SAVE' button highlighted in red. The grid shows course selections for Grade 09, Grade 10, Grade 11, and Grade 12 across subject areas like English, Math, Science, and Social Science. The 'SAVE' button is located at the top left of the grid area, next to the 'Course Plan Report' button.

Once your student has selected their courses for the upcoming 2026-2027 school year, be sure to click the **"SAVE"** button. Disregard any error messages that may appear when saving your plan; the plan is saved in IC. To print a copy of the Academic Plan, click the "Course Plan Report" button located at the top of the page, next to the save button.

Please note: It is not necessary to complete the entire Academic Plan for each grade level. Students only need to fill out their grade level for the upcoming school year. However, if desired, students are welcome to complete the additional years of their Academic Plan. Students can make course changes to the Academic Plan while the registration window is open.

If you have any questions, contact the Scheduling Specialist, Mrs. Norman, by email at mnorman@asd20.org or by phone at #719-488-6382.