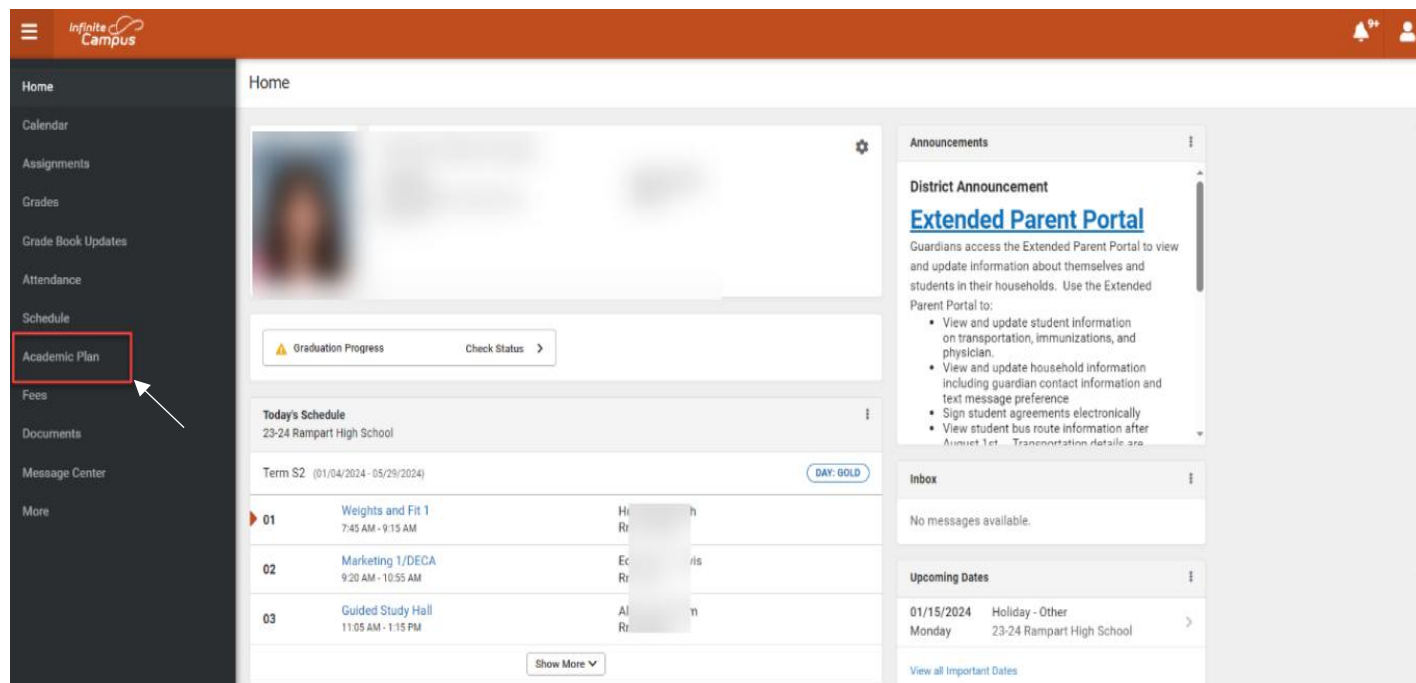
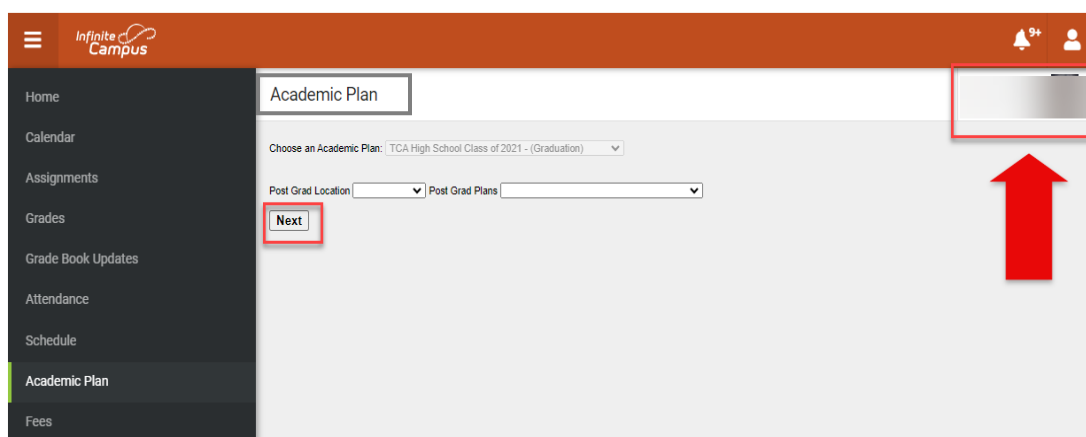


Course Registration: Instructions for utilizing the Academic Plan in the IC Parent Portal

- 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) In the Academic Plan, your student will click into the boxes for each subject area located under the column of their grade level. Students can choose from the list of courses displayed in a drop-down menu (example below) to build their 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 displays the Academic Plan for the TCA High School Class of 2021 - (Graduation). The plan is organized by subject area (English, Math, Science, Social Science, Foreign Language) and grade level (09, 10, 11, 12). Each subject area has a table with columns for each grade level. The Grade 11 column is highlighted with a red box. A red arrow points to a dropdown menu for English 11 courses, which lists options like 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 box labeled "Example of drop-down course options" points to this dropdown menu.

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 displays the Academic Plan for the TCA High School Class of 2021 - (Graduation). The plan is organized by subject area (English, Math, Science, Social Science, Foreign Language) and grade level (09, 10, 11, 12). Each subject area has a table with columns for each grade level. The Grade 12 column is highlighted with a red box.

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.