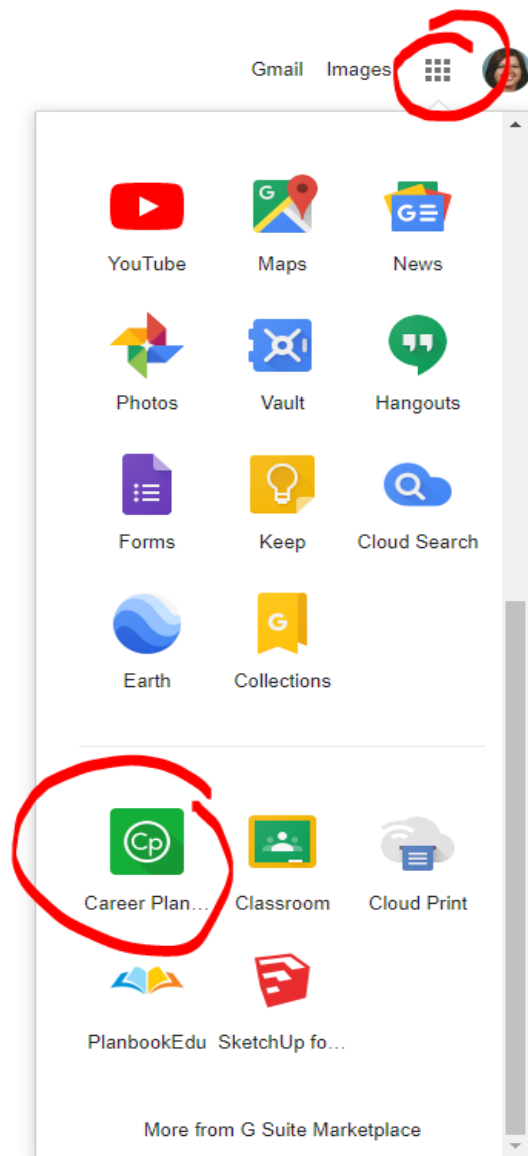


Four Year Planning in Career Planner

Students will need to be logged into their Google accounts to access Career Planner

For those who have not accessed Career Planner before:

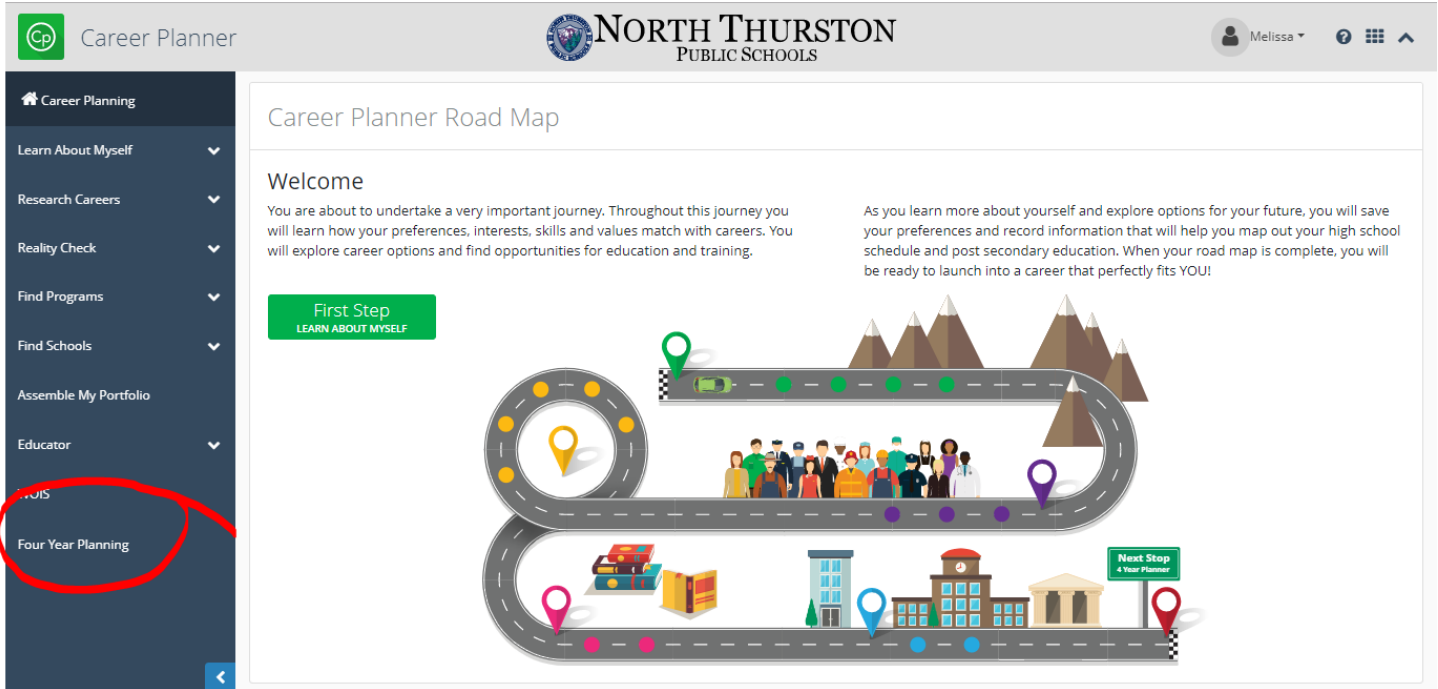
1. Click Google Apps
2. Click on “More” at the bottom of the menu
3. Scroll to the bottom and Select “Career Planner”
4. Click on “Career Planner” again to get into the program



Four Year Planning:

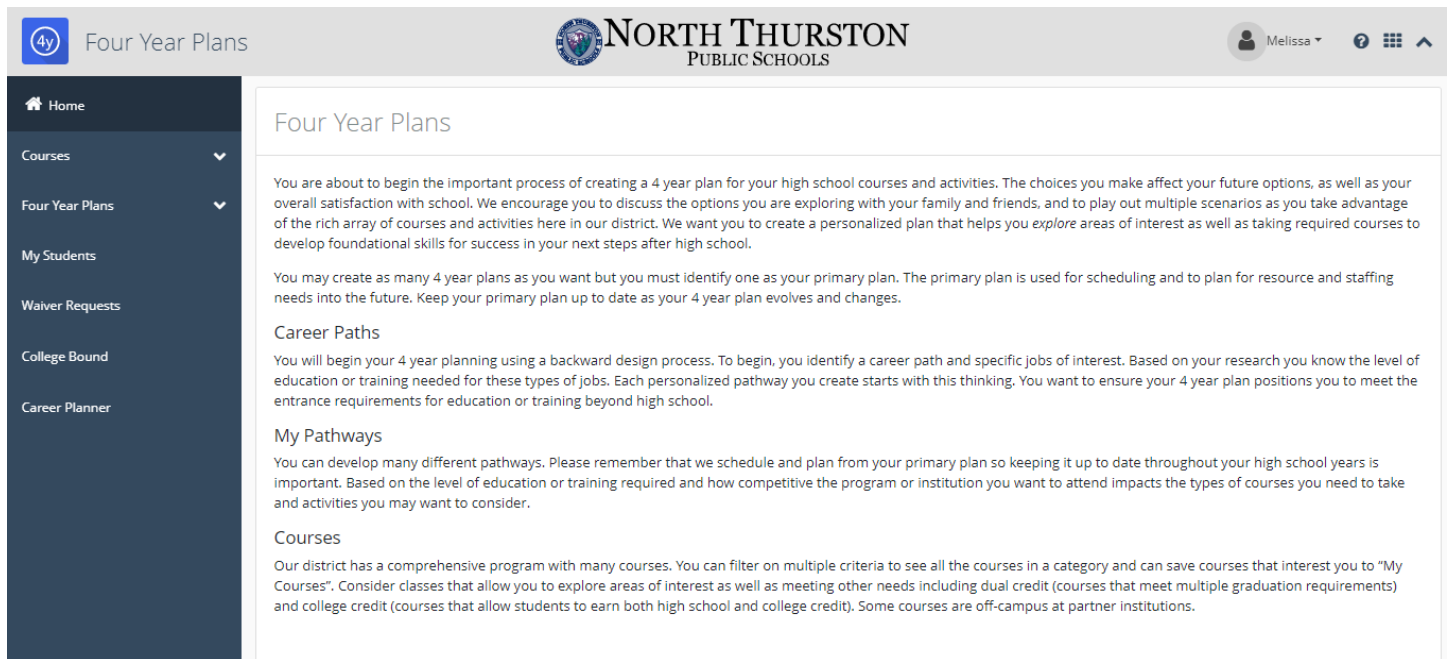
For students to access the Four Year Planning from Career Planner, they will select the last option on the left side of the page: **Four Year Planning**.

Student view may be slightly different as they will not have the Educator option dropdown.



The screenshot shows the 'Career Planner' interface for North Thurston Public Schools. The top navigation bar includes the 'Career Planner' logo, the school district name, and a user profile for 'Melissa'. The left sidebar contains a list of menu items: 'Career Planning', 'Learn About Myself', 'Research Careers', 'Reality Check', 'Find Programs', 'Find Schools', 'Assemble My Portfolio', 'Educator', 'JOBS', and 'Four Year Planning'. The 'Four Year Planning' option is circled in red. The main content area is titled 'Career Planner Road Map' and features a 'Welcome' message, a 'First Step LEARN ABOUT MYSELF' button, and an illustration of a winding road with various icons representing career planning steps.

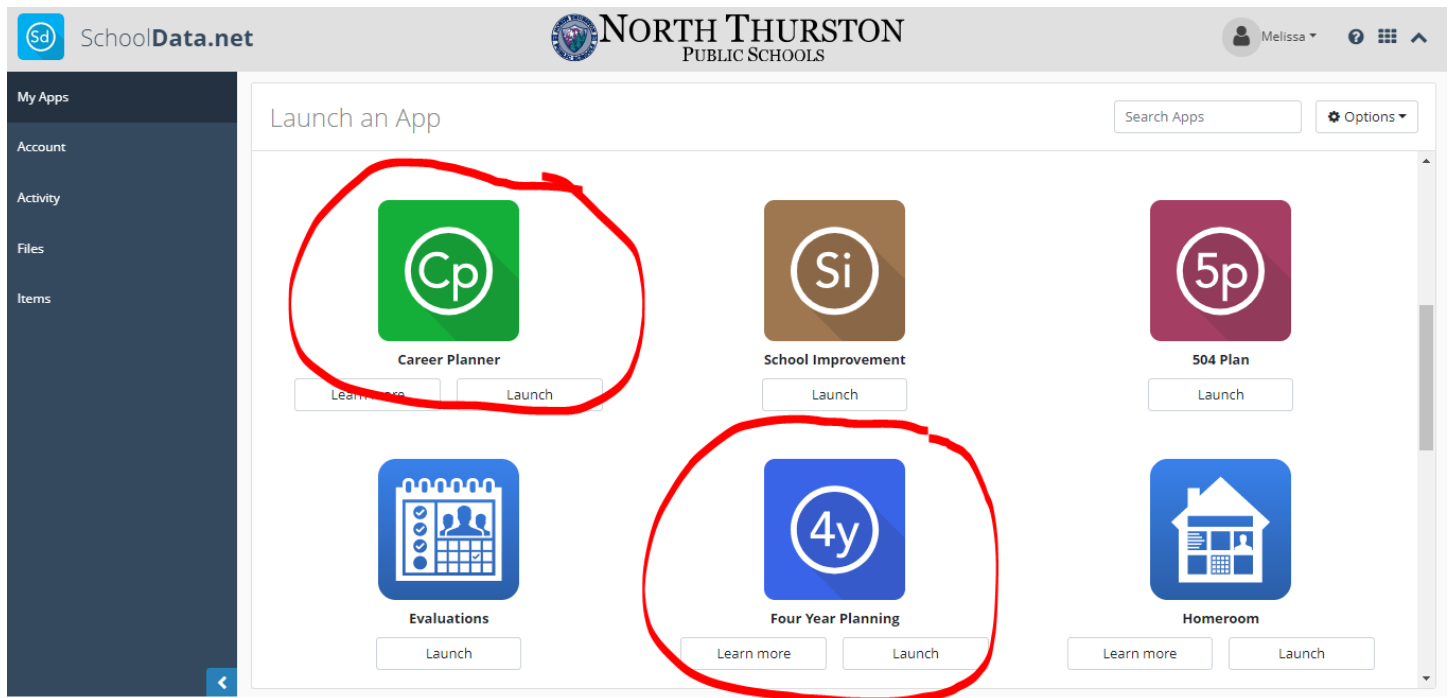
The Four Year Plan pages will open.



The screenshot shows the 'Four Year Plans' interface for North Thurston Public Schools. The top navigation bar includes the '4y' logo, the school district name, and a user profile for 'Melissa'. The left sidebar contains a list of menu items: 'Home', 'Courses', 'Four Year Plans', 'My Students', 'Waiver Requests', 'College Bound', and 'Career Planner'. The main content area is titled 'Four Year Plans' and contains several sections of text: 'You are about to begin the important process of creating a 4 year plan for your high school courses and activities...', 'You may create as many 4 year plans as you want but you must identify one as your primary plan...', 'Career Paths', 'My Pathways', and 'Courses'.

Four Year Planning may also be accessed from the SchoolData.net Dashboard.

1. Click Google Apps
2. Click on “More” at the bottom of the menu
3. Scroll to the bottom and Select “Career Planner”
4. Click on “Four Year Planning” to get into the program



The Four Year Planning site give students a visual representation of their four year plan/schedule. This plan can and should be updated as the student continues through their high school experience.

Students can view the **Common Four Year Plan** for NTPS high schools based on postsecondary goals. Although there are 3 options per high school, there is very little difference between the Diploma/Two-Year College, Four-Year College, and Competitive College plans. Slight differences appear during a the Junior and Senior years.

To view those plans, students will click on the **Four Year Plans** dropdown menu. There they will select **Common Four Year Plans**. They can either scroll through the options (NTHS, RRHS, THS) or select their home school using the **Filter Common Plans by School** dropdown menu.

The screenshot shows the 'Common Plans' page. The sidebar on the left has a 'Four Year Plans' menu item highlighted with a red circle. The main content area has a 'Filter Common Plans by School' dropdown menu also highlighted with a red circle. Below this, there is a list of plans for different schools and years (2024). Each plan has a 'Start Four Year Plan' button. The plans listed are:

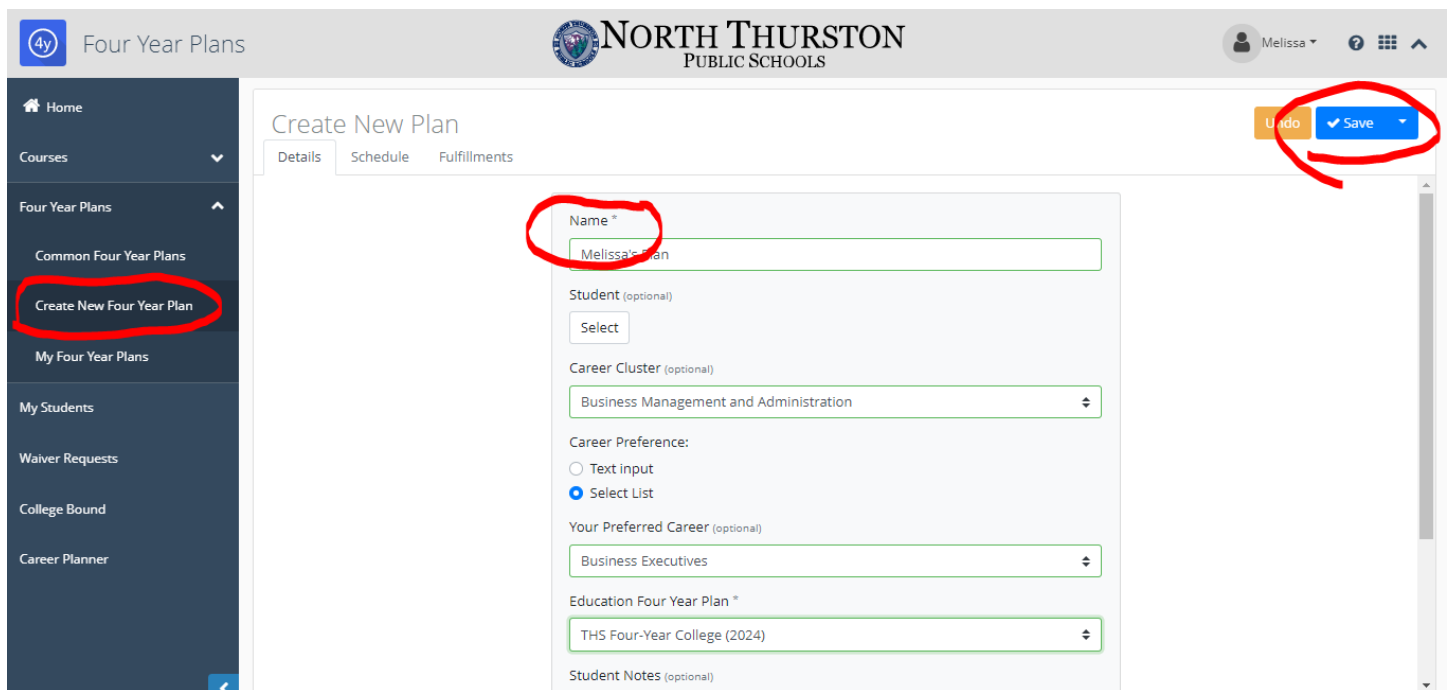
- NTHS Diploma/Two-Year College (2024)
- NTHS Four-Year College (2024)
- NTHS Competitive College (2024)
- RRHS Diploma/Two-Year College (2024)
- RRHS Four-Year College (2024)
- RRHS Competitive College (2024)
- THS Diploma/Two-Year College (2024)

Students can create their own Four Year Plan by clicking on either **Start Four Year Plan** from **Common Plans** page or by clicking on **Create New Four Year Plan** from the Four Year Plans dropdown menu.

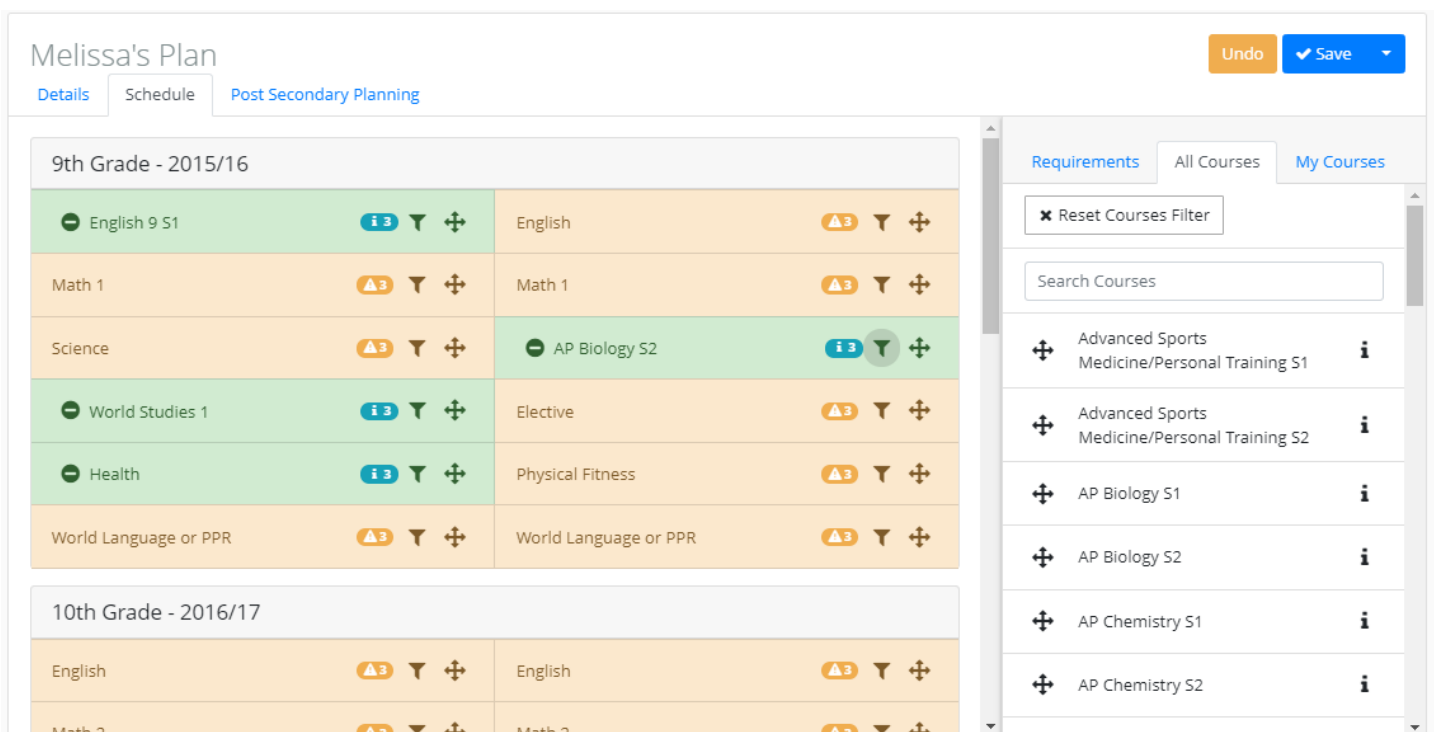
The screenshot shows a detailed view of a plan for Timberline High School. The sidebar on the left has a 'Create New Four Year Plan' menu item highlighted with a red circle. The main content area shows the 'Start Four Year Plan' button for the selected plan, also highlighted with a red circle. The page displays the course selection for 9th, 10th, 11th, and 12th grades. The courses listed are:

- 9th Grade: English 9, Math 1, Science, Social Studies (World Studies 1) / Elective, Health / Physical Fitness, World Language or PPR
- 10th Grade: English 10, Math 2, Science, Fine Arts 1, Social Studies (World Studies 2/3), World Language or PPR
- 11th Grade: English 11, Math 3, Science, Social Studies (U.S. History), Physical Fitness, CTE
- 12th Grade: English 12, Fine Arts 2 or PPR, Social Studies (Civics) / Elective, Elective, Elective, Elective

Required items to start a new plan are **Name** and **Education Four Year Plan** and are indicated with an asterisk (*). Students may add optional information; Career Cluster, Your Preferred Career, and Student Notes. Click the blue **Save** button in the top right to move onto the **Schedule** building.




Students will drag and drop courses they are enrolled in or plan on enrolling in throughout high school. Boxes appearing in orange/red are required course. Boxes in green are enrolled classes. Boxes may also be moved between semesters or years.





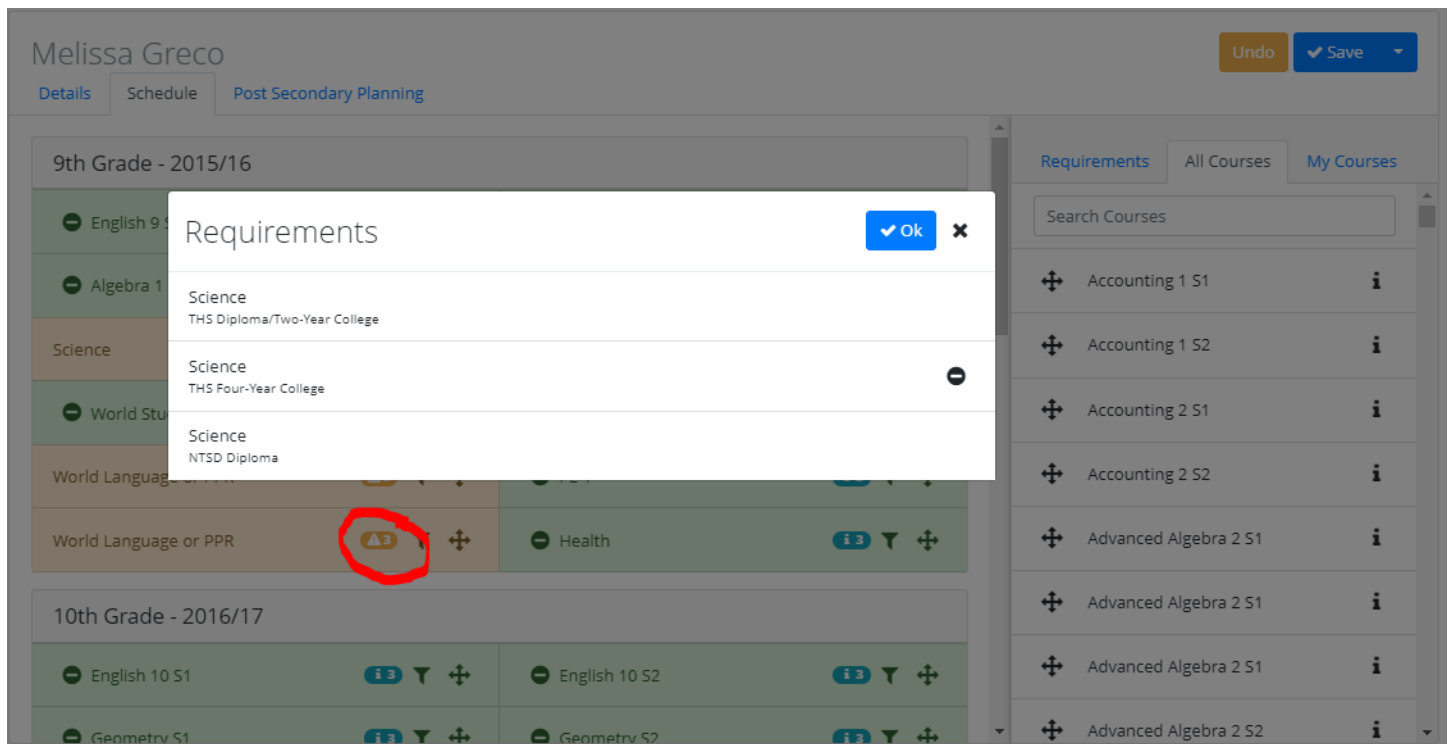
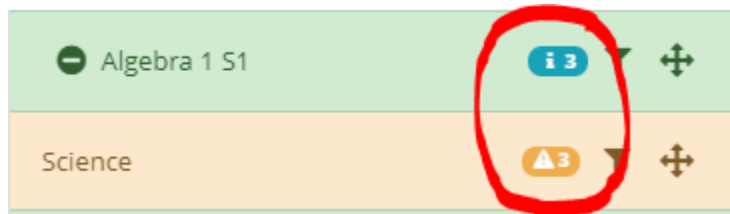
NOTE: This is a one size for all scheduler and not all student schedules will be an exact match.


Schedule Icons:

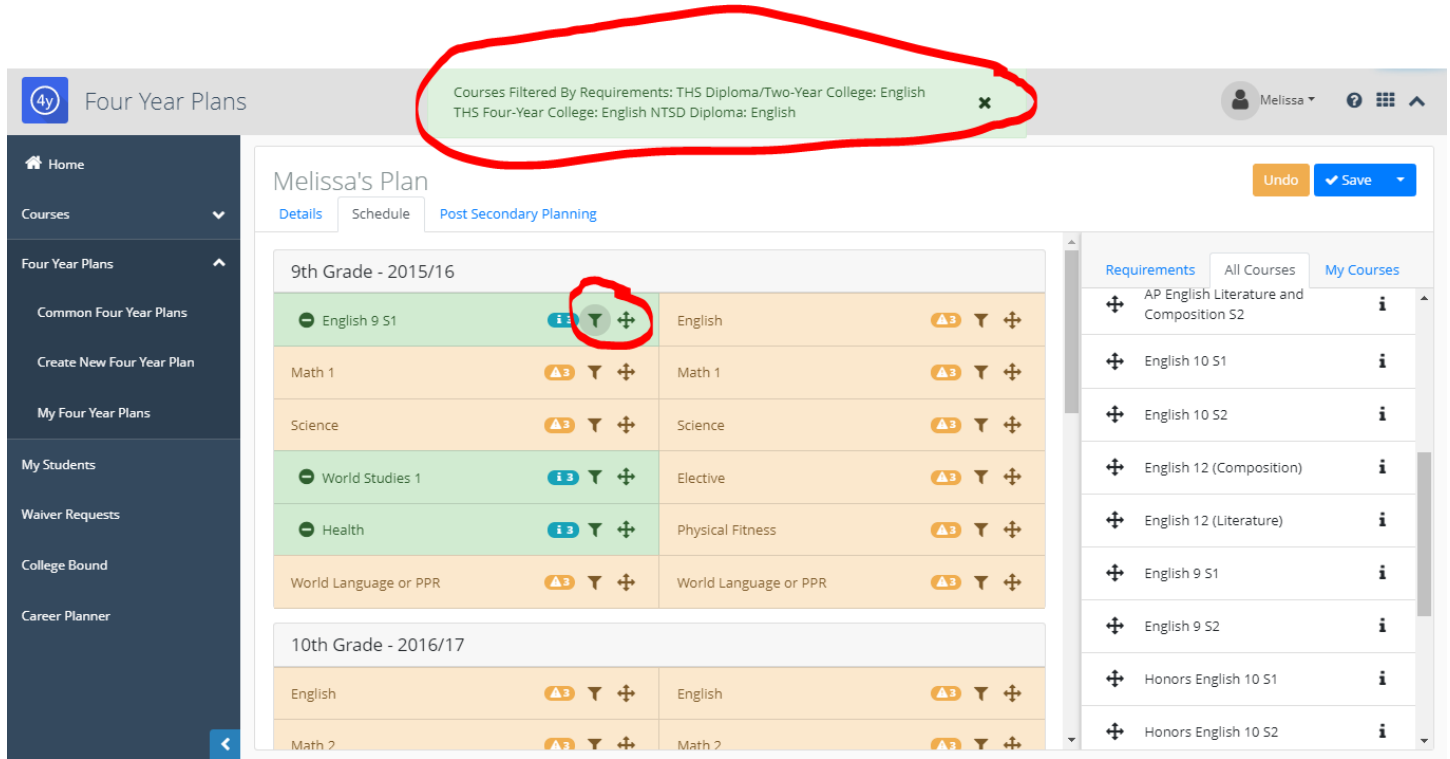
When working with the schedules, students may want to be familiar with the following icons.

Students can delete courses selected in their schedule by clicking on the  icon.

The information icon appears in two forms:  or  icon. The pop-up screen will show the same information and just an indication that there are 3 options to fulfill this requirement: Diploma/Two-Year College, Four-Year College, or NTSD Diploma. The blue is for courses already selected and golden is for courses still needing to be selected.




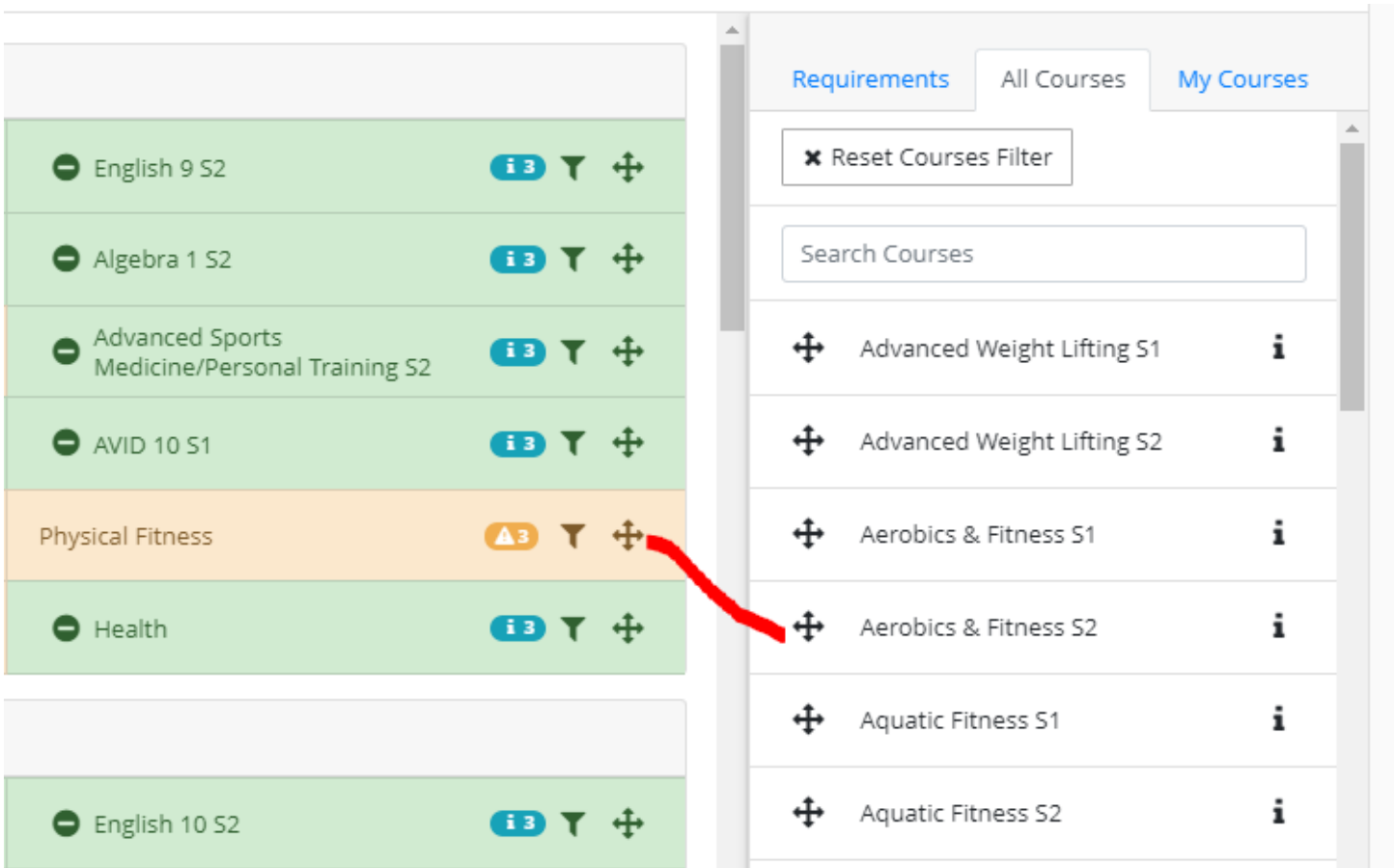
The filter icon  allows students to narrow down their search for specific courses. Students may filter courses by requirements for specific programs (i.e. Two-Year College, Four-Year College, NTSD Diploma) as well as courses specific to their home high school.



The screenshot shows the 'Four Year Plans' interface for a user named Melissa. At the top, a green notification bar states: 'Courses Filtered By Requirements: THS Diploma/Two-Year College: English THS Four-Year College: English NTSD Diploma: English'. Below this, the main area displays 'Melissa's Plan' with tabs for 'Details', 'Schedule', and 'Post Secondary Planning'. The plan is organized by grade level: '9th Grade - 2015/16' and '10th Grade - 2016/17'. Each course row includes a filter icon (a downward arrow) and a plus sign. On the right side, there is a 'Requirements' panel with tabs for 'Requirements', 'All Courses', and 'My Courses'. The 'Requirements' panel shows a list of courses filtered by the selected requirement, including 'AP English Literature and Composition S2', 'English 10 S1', 'English 10 S2', 'English 12 (Composition)', 'English 12 (Literature)', 'English 9 S1', 'English 9 S2', 'Honors English 10 S1', and 'Honors English 10 S2'. The filter icon in the 'English 9 S1' row of the main plan is circled in red.

Courses will be filtered on the right side of the screen specific to the requirement selected (i.e. Selecting the English filter will show all English courses offered at Timberline – or home school)

The final icon students should be aware of is the move icon . This allows students to move not only required courses between semesters and/or years, but also to move selected courses to their designated sections.

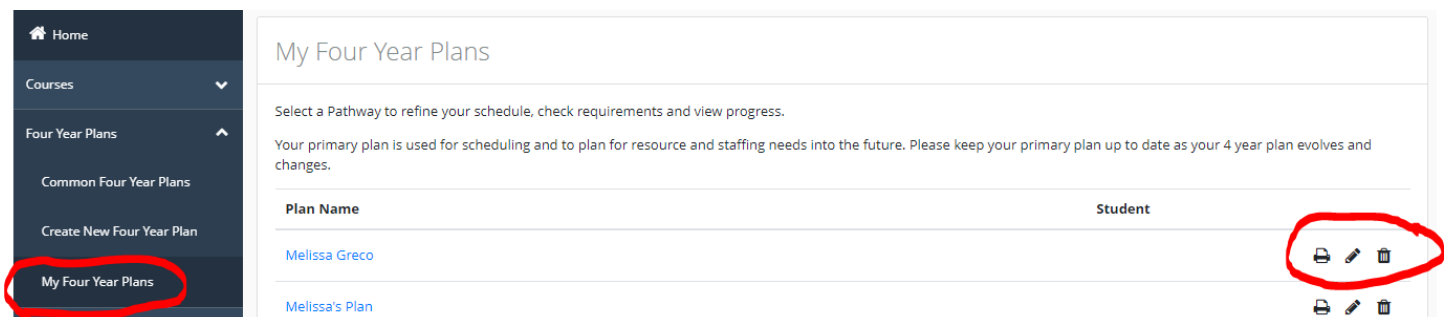


The screenshot shows a user interface for course selection. On the left, a list of courses is displayed with icons for information, filter, and move. The 'Physical Fitness' course is highlighted in orange and has a red arrow pointing to its move icon. On the right, a list of sections is shown under the 'My Courses' tab. The 'Aerobics & Fitness S2' section is highlighted, and the red arrow points from the move icon of 'Physical Fitness' to this section.

Make sure that students **save** their schedules.

Accessing Saved Plans:

Students can access saved plans by clicking on **My Four Year Plans**. There they have the option to print, edit, or delete their plans.



The screenshot shows the 'My Four Year Plans' interface. The 'My Four Year Plans' menu item is circled in red. The main content area shows a table with columns for 'Plan Name' and 'Student'. The first row is 'Melissa Greco' and the second is 'Melissa's Plan'. The print, edit, and delete icons for the first row are circled in red.

Some safe guards have been set in place to help students navigate through the creation of their plans. Examples below.

Prerequisite:

The screenshot shows a course planning interface for 'Melissa's Plan' with tabs for 'Details', 'Schedule', and 'Post Secondary Planning'. A modal dialog box is open over the course grid, displaying the title 'American Literature S2' and the message: 'This class has a prerequisite of: 11th or 12th grade status'. The dialog includes an 'Ok' button and an 'Add Course' button. The background interface shows a grid of course options and a list of requirements on the right side.

Saving Warning:

The screenshot shows the same course planning interface for 'Melissa's Plan'. A modal dialog box with an orange header and white body is open, displaying the message: 'Warning! The Schedule is unsaved.' Below the message are two buttons: 'Continue without Saving' and 'Save & Continue'. The background interface shows the course grid and requirements list, with 'Undo' and 'Save' buttons visible in the top right corner.