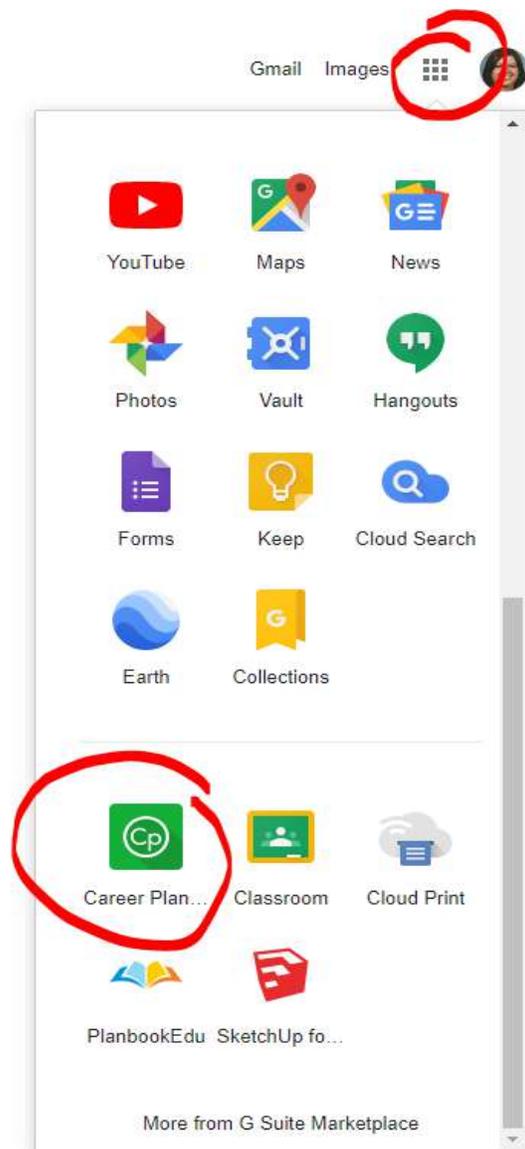


Four Year Planning in Career Planner

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.

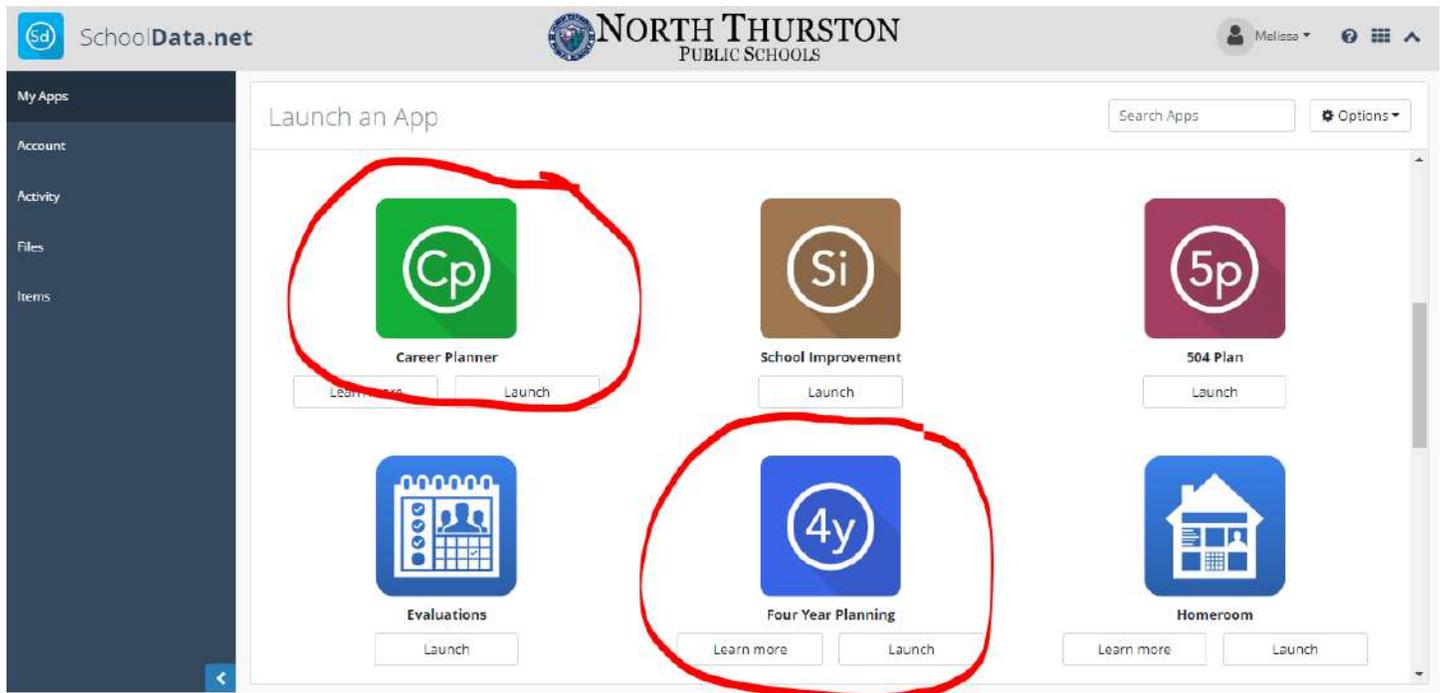
The screenshot shows the 'Career Planner Road Map' interface. The top header includes the 'Career Planner' logo, the 'NORTH THURSTON PUBLIC SCHOOLS' logo, and a user profile for 'Melissa'. A dark sidebar on the left lists navigation options: Career Planning, Learn About Myself, Research Careers, Reality Check, Find Programs, Find Schools, Assemble My Portfolio, Educator, 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. The message explains that users will learn about their preferences and explore career options. A green button labeled 'First Step LEARN ABOUT MYSELF' is visible. Below the text is a large graphic of a winding road with various icons representing career steps, including a car, a group of people, a graduation cap, and a building. A sign on the road reads 'Next Stop 4 Year Planning'.

The Four Year Plan pages will open.

The screenshot shows the 'Four Year Plans' interface. The top header includes the '4y Four Year Plans' logo, the 'NORTH THURSTON PUBLIC SCHOOLS' logo, and a user profile for 'Melissa'. A dark sidebar on the left lists navigation options: Home, Courses, Four Year Plans, My Students, Waiver Requests, College Bound, and Career Planner. The main content area is titled 'Four Year Plans' and features a detailed introduction to the process of creating a 4-year plan. The text explains that users will begin with a backward design process, identifying a career path and specific jobs of interest. It also mentions that users can create as many 4-year plans as they want but must identify one as their primary plan. The interface includes sections for 'Career Paths', 'My Pathways', and 'Courses', each with a brief description of the process and options available.

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

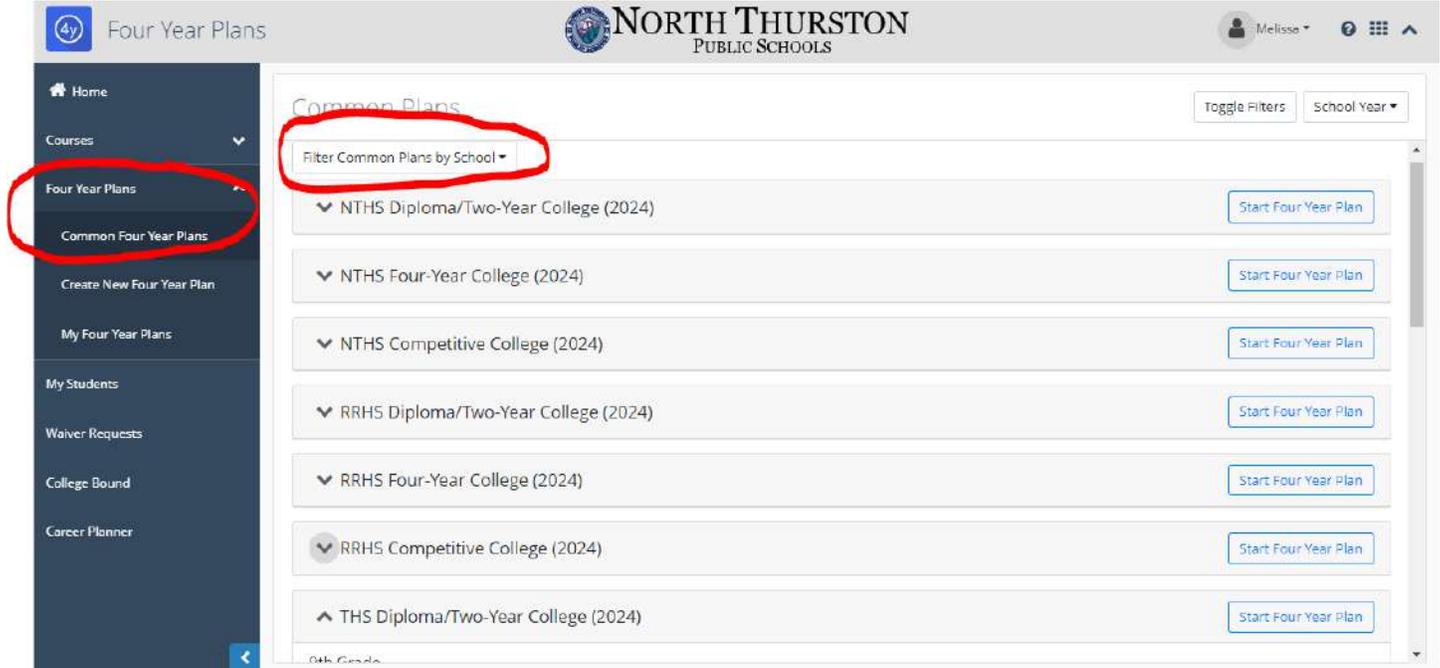
1. Click Google Apps
2. Click on “More” at the bottom of the menu
3. Scroll to the bottom and Select “Career Planner”
4. Click on “Four Year Planning” to get into the program



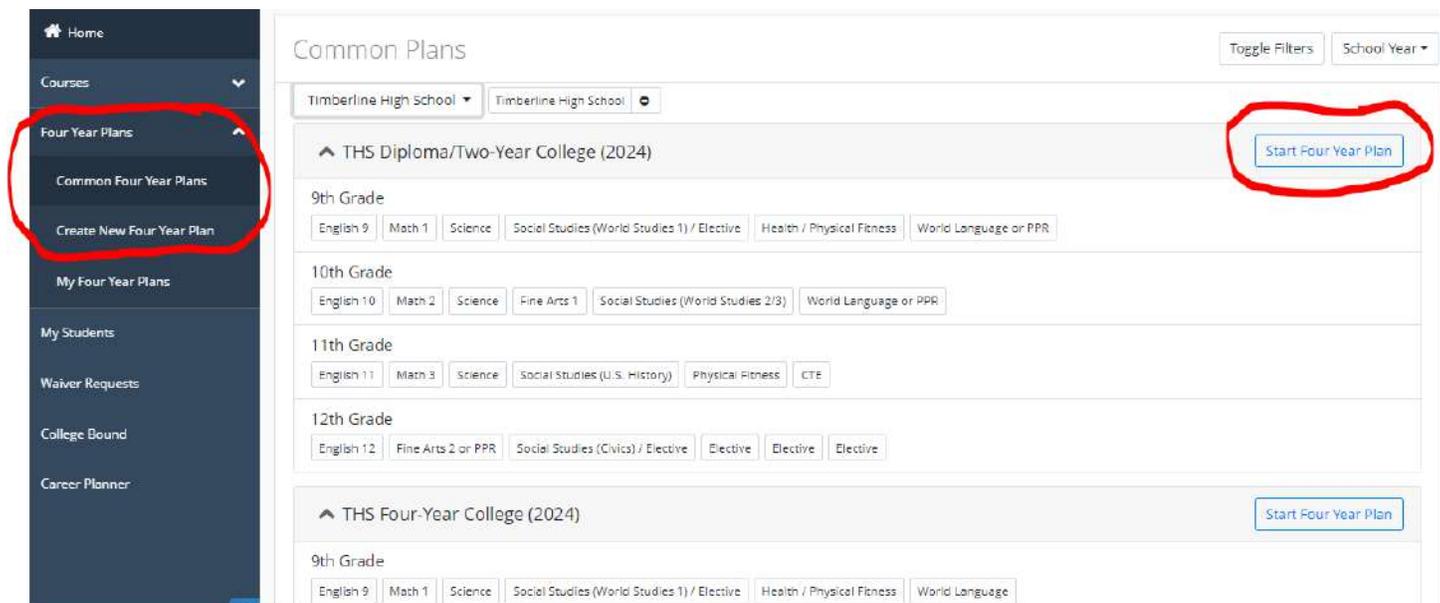
The Four Year Planning site give students a visual representation of their four year plan/schedule. This plan can and should be updated as the student continues through their high school experience.

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.

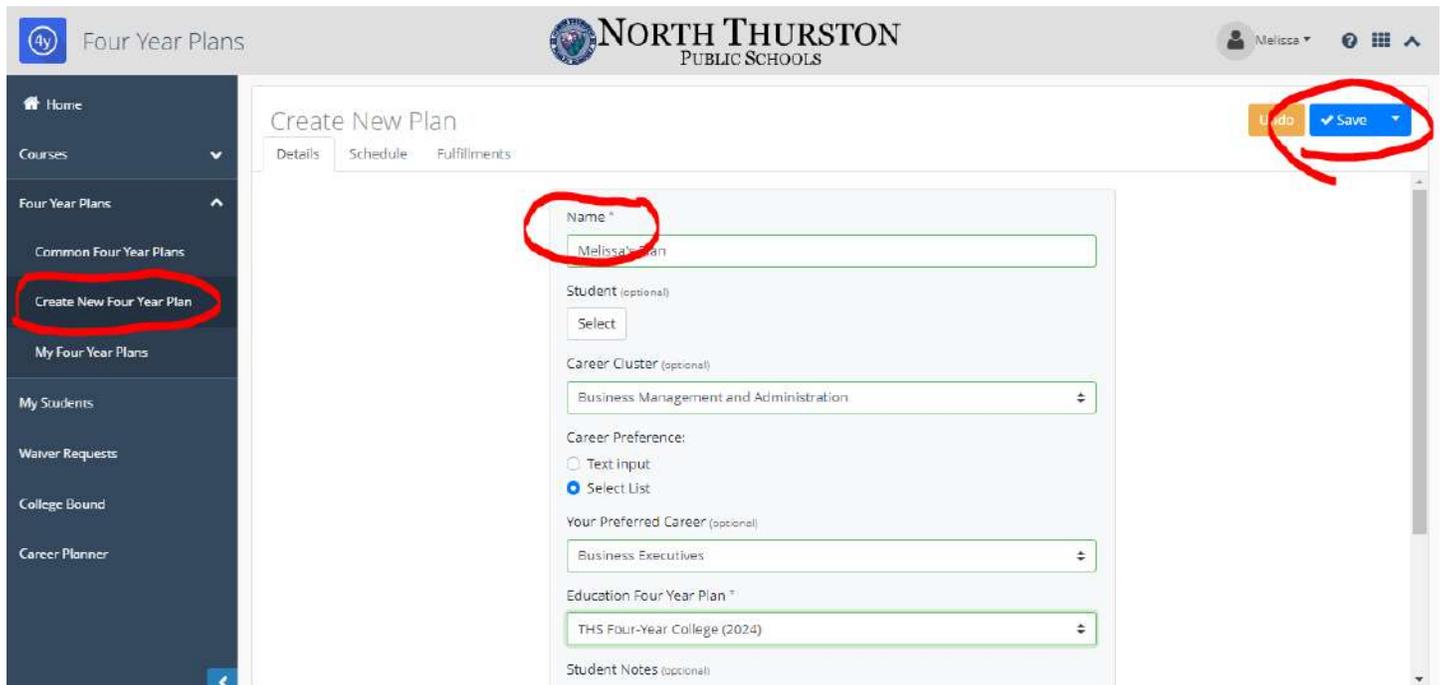
To view those plans, students will click on the **Four Year Plans** dropdown menu. There they will select **Common Four Year Plans**. They can either scroll through the options (NTHS, RRHS, THS) or select their home school using the **Filter Common Plans by School** dropdown menu.



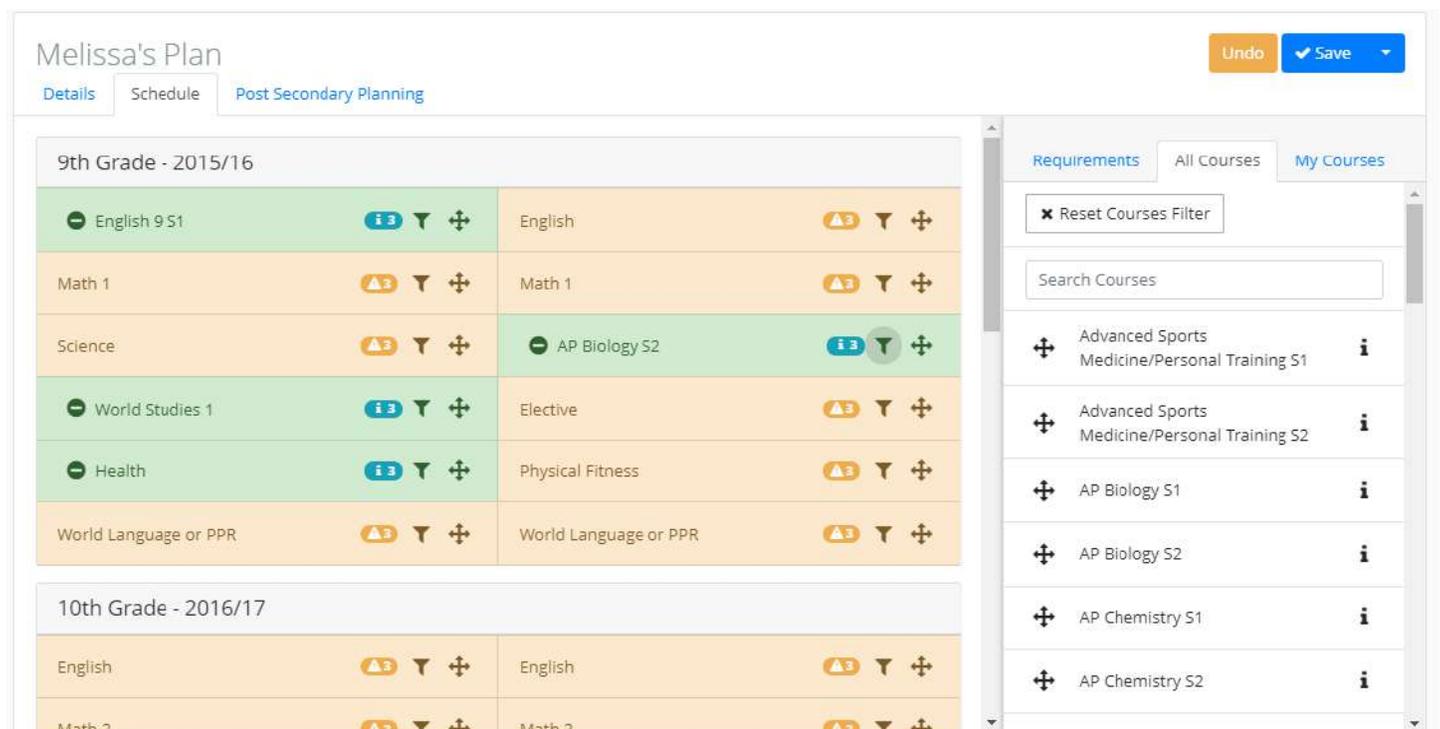
Students can create their own Four Year Plan by clicking on either **Start Four Year Plan** from **Common Plans** page or by clicking on **Create New Four Year Plan** from the Four Year Plans dropdown menu.



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.



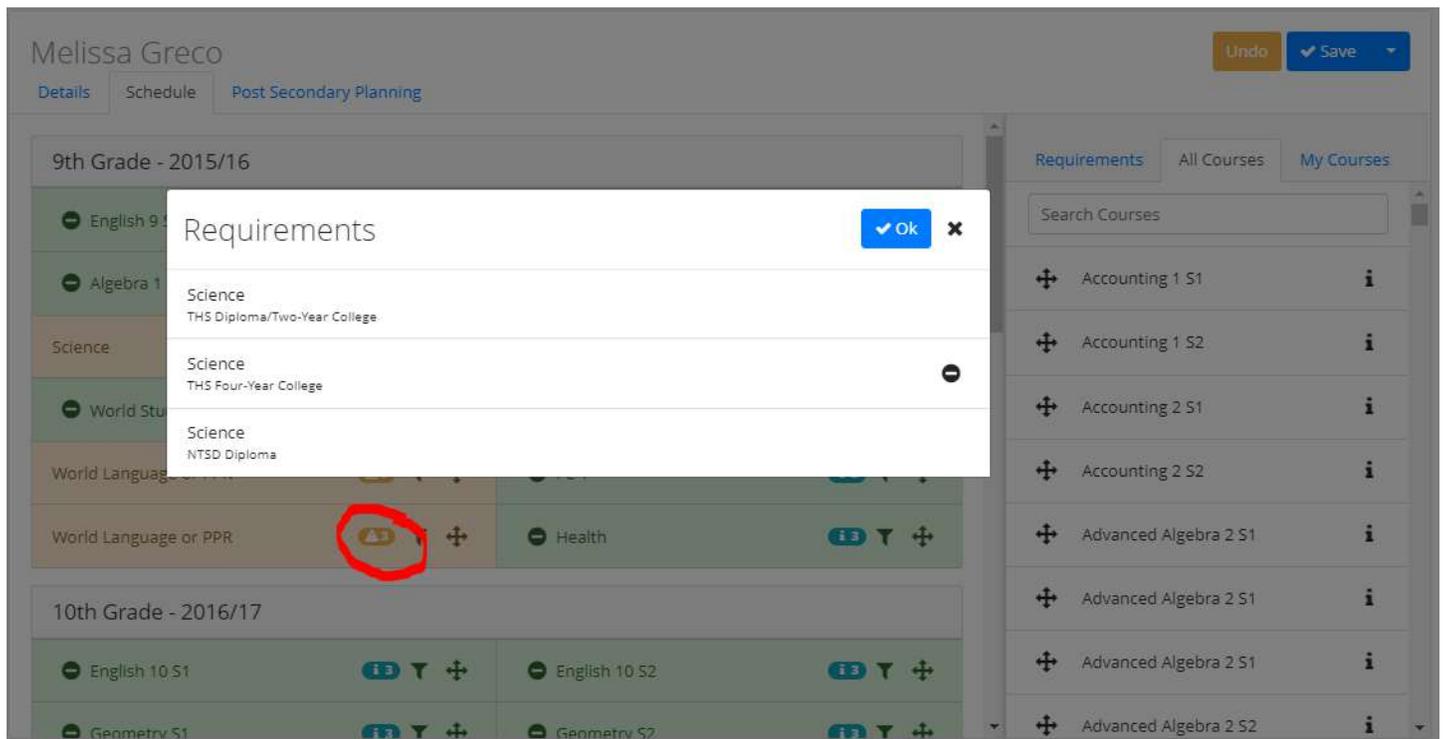
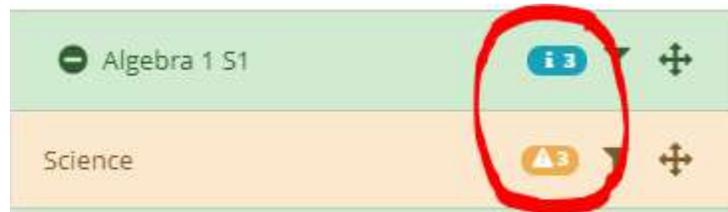
NOTE: This is a one size for all scheduler and not all student schedules will be an exact match.

Schedule Icons:

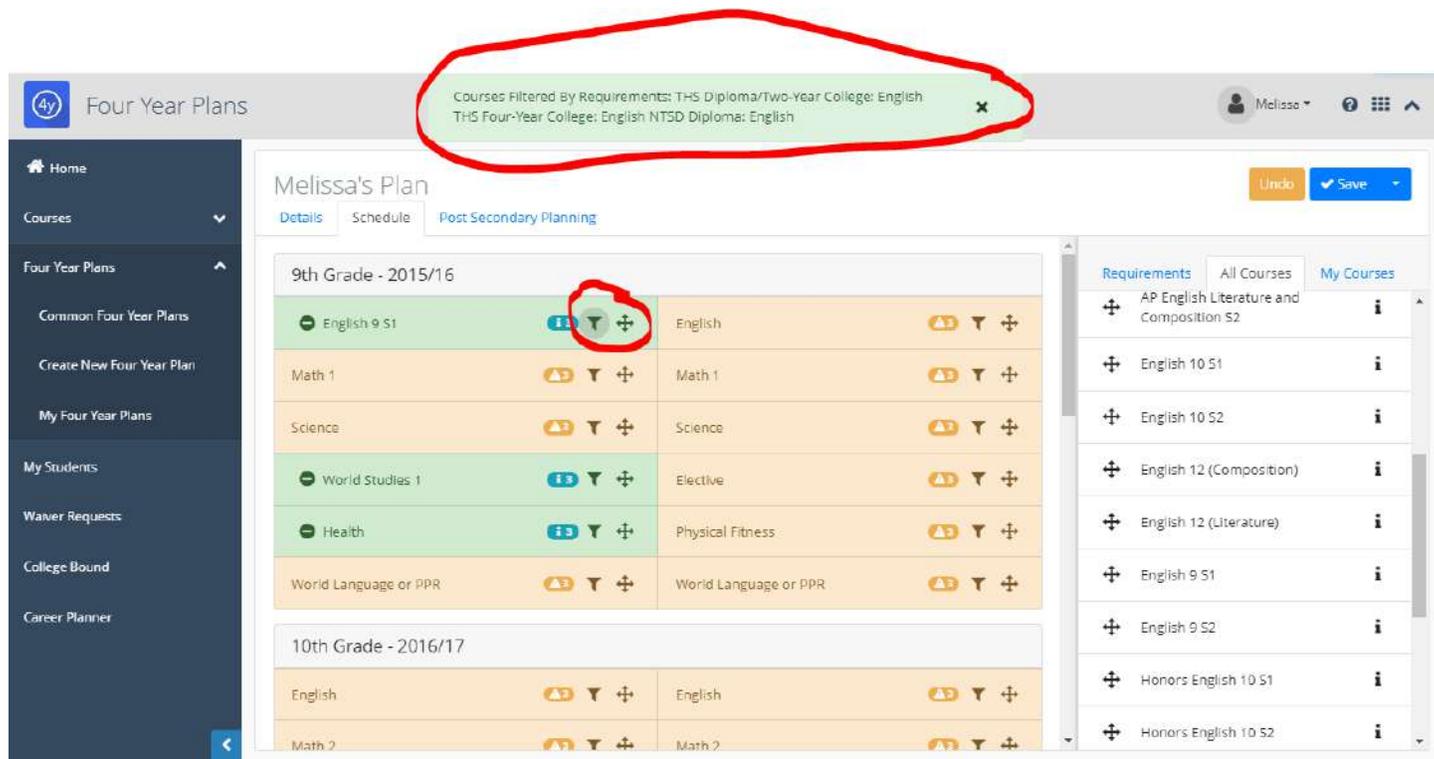
When working with the schedules, students may want to be familiar with the following icons.

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.

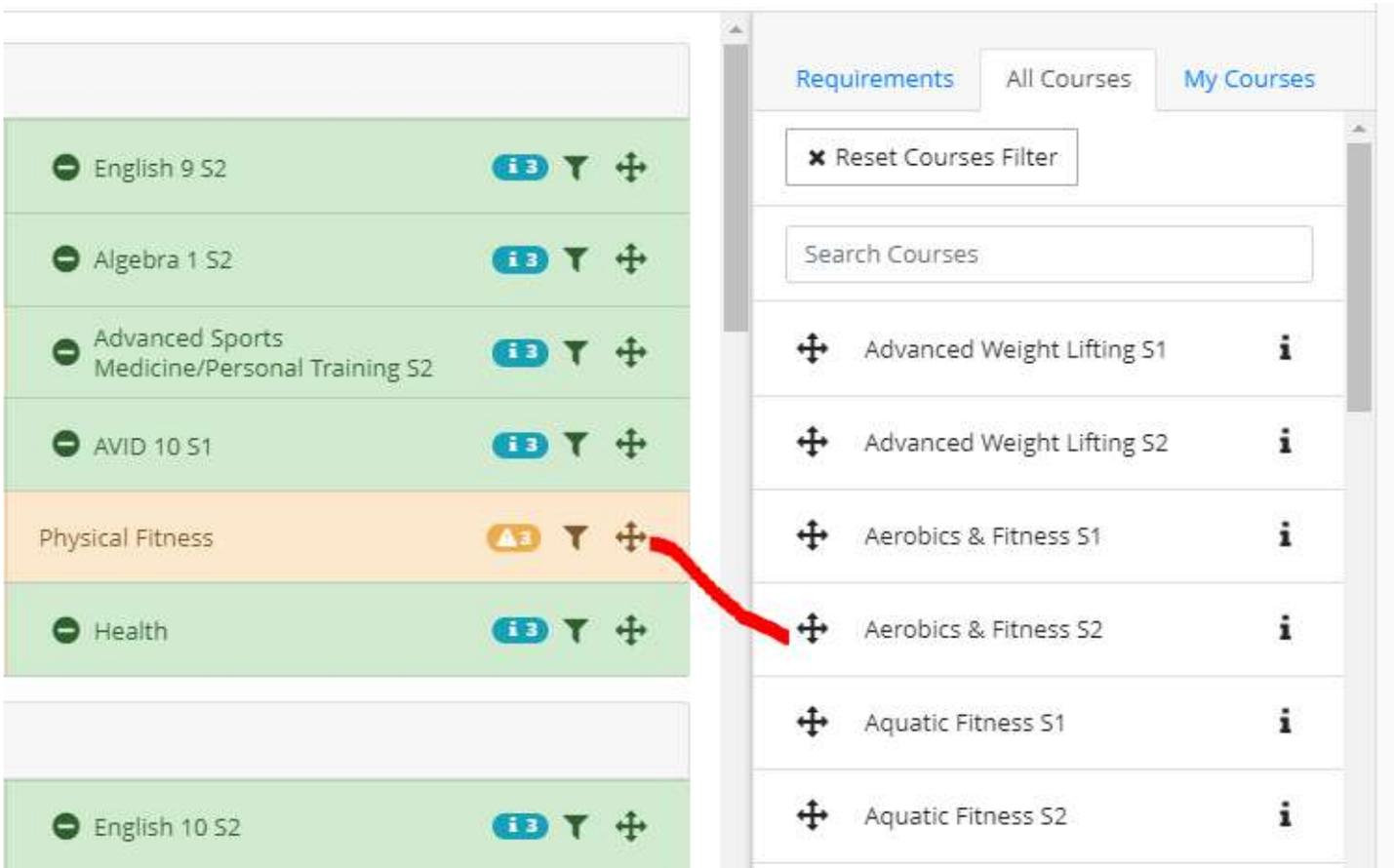


The screenshot shows the 'Four Year Plans' interface for a user named Melissa. At the top, a notification bar states: 'Courses Filtered By Requirements: THS Diploma/Two-Year College: English THS Four-Year College: English NTSD Diploma: English'. Below this, the main area is titled 'Melissa's Plan' and includes tabs for 'Details', 'Schedule', and 'Post-Secondary Planning'. The 'Details' tab is active, showing a list of courses for '9th Grade - 2015/16' and '10th Grade - 2016/17'. The first row in the 9th grade list is 'English 9 S1', which is highlighted in green and has a filter icon circled in red. To the right, a 'Requirements' panel is visible, showing a list of course options filtered by the selected requirement.

Grade	Course	Filter	Subject	Options
9th Grade - 2015/16	English 9 S1	English	English	Filter, Undo, Save
	Math 1	Math 1	Math 1	Filter, Undo, Save
	Science	Science	Science	Filter, Undo, Save
	World Studies 1	Elective	Elective	Filter, Undo, Save
	Health	Physical Fitness	Physical Fitness	Filter, Undo, Save
	World Language or PPR	World Language or PPR	World Language or PPR	Filter, Undo, Save
10th Grade - 2016/17	English	English	English	Filter, Undo, Save
	Math 2	Math 2	Math 2	Filter, Undo, Save

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.

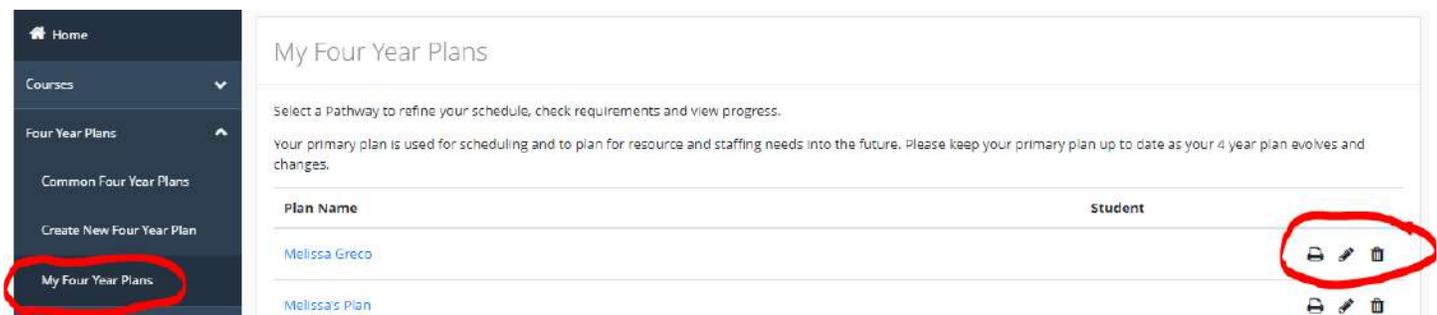


The screenshot displays a user interface for course management. On the left, a list of courses is shown, including English 9 S2, Algebra 1 S2, Advanced Sports Medicine/Personal Training S2, AVID 10 S1, Physical Fitness (highlighted in orange), Health, and English 10 S2. Each course entry has an information icon (i), a filter icon (funnel), and a move icon (crosshair). The move icon for 'Physical Fitness' is circled in red, and a red arrow points from it to the right-hand panel. The right-hand panel shows a list of course sections, including Advanced Weight Lifting S1, Advanced Weight Lifting S2, Aerobics & Fitness S1, Aerobics & Fitness S2, Aquatic Fitness S1, and Aquatic Fitness S2. Each section entry has a move icon (crosshair) and an information icon (i).

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

Accessing Saved Plans:

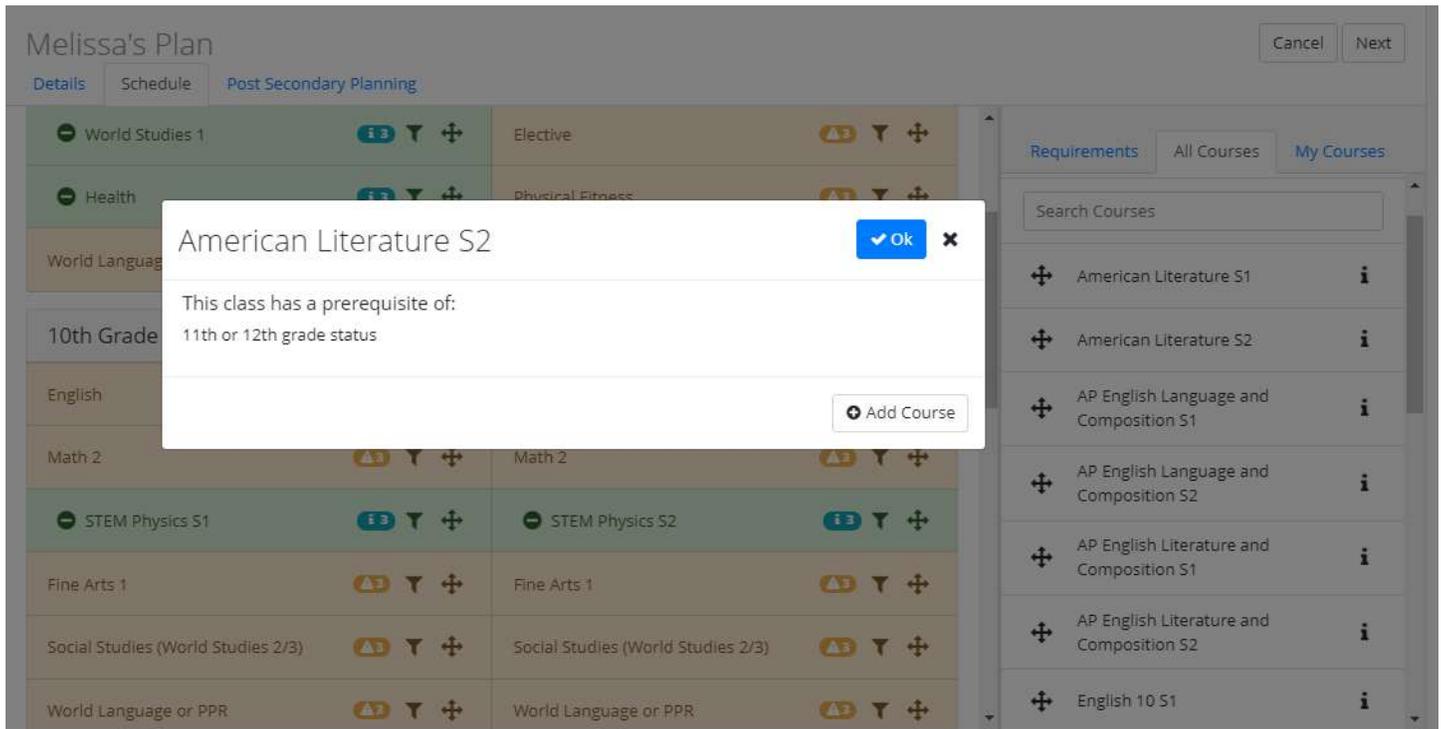
Students can access saved plans by clicking on **My Four Year Plans**. There they have the option to print, edit, or delete their plans.



The screenshot shows the 'My Four Year Plans' interface. On the left, a sidebar menu has 'My Four Year Plans' highlighted in red. The main content area displays a table of saved plans. The table has two columns: 'Plan Name' and 'Student'. The first row shows 'Melissa Greco' under 'Plan Name' and 'Melissa's Plan' under 'Student'. The second row shows 'Melissa's Plan' under 'Plan Name' and 'Melissa's Plan' under 'Student'. At the end of each row, there are three icons: a printer icon, an edit icon, and a delete icon. These icons 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:



Saving Warning:

