



## Individual Graduation Plan

Louisiana Legislature mandates that each student complete an Individual Graduation Plan (IGP) by the end of eighth grade. Within the Louisiana Connect IGP, students will indicate their postsecondary aspirations as well as career cluster and area of concentration interests.

Students and Counselors can revisit the IGP each subsequent year to ensure that the student's interests are still accurately reflected and that their completed course work and standardized test results put them on track to reach their aspirations.

### My Individual Graduation Plan

Last Saved By: ZANER MORRISON, Student, 5/16/2012 6:12 PM

Edit Print

Basic Information			
Plan Type:	College and Career Diploma		
9th Grade Entry Date:	5/17/2012		
High School Attending:	Test High School		
Originating Middle School:	Out of state		
Postsecondary Plans:	4-Year Degree		
Extracurricular Activities and Skills:			
Diploma Endorsements:			
Curriculum:	LA Core 4		
Potential TOPS Eligibility <sup>1</sup> :	TOPS Opportunity, Performance and Honors Award		
<small>1: Final TOPS eligibility is determined by LOSFA once your FAFSA has been completed, your ACT score has been received, and the Department of Education has calculated your final grades. Visit <a href="http://www.osts.la.gov">www.osts.la.gov</a> to learn more about TOPS.</small>			
Primary Area of Concentration			
Primary Area of Concentration:	Advanced Studies/LA Core 4		
Career Area of Concentration (Optional)			
Career Cluster:			
Career Area of Concentration:			
Courses and Test Scores			
Courses:			
9th Grade	10th Grade	11th Grade	12th Grade
Test Scores:			
9th Grade	10th Grade	11th Grade	12th Grade
EOC Test Results: Fair or above	GEE/LAA2 Results: Approaching Basic or above	GEE/LAA2 Results: Approaching Basic or above	GEE/LAA2 Results: Approaching Basic or above

The IGP is present for students under the **My Portfolio** tab, and can be edited at any time unless the assigned counselor(s) has restricted that option. From the counselor perspective, a student's IGP can be viewed in his or her profile, located in Track Student Progress, under the **Students** tab.

The following will guide will walk users step by step through the process of completing and tracking the IGP.



Accessing a student’s IGP.....	3
Editing a student’s IGP .....	4
Components of the IGP .....	4
Basic Information .....	4
<i>Plan Type</i> .....	4
<i>High School Attending</i> .....	6
<i>Originating Middle School</i> .....	6
<i>Postsecondary Plans</i> .....	6
<i>Extracurricular Activities and Skills</i> .....	6
<i>Diploma Endorsements</i> .....	6
<i>Potential TOPS Eligibility</i> .....	6
<i>Curriculum</i> .....	6
Primary AOC.....	8
Career AOC (Optional) Section .....	8
<i>Career Cluster</i> .....	8
<i>Career Area of Concentration</i> .....	8
Courses and Test Scores .....	8
<i>Courses</i> .....	8
<i>Test Scores</i> .....	10
Signatures .....	10
Course Planner Workflow .....	11
<i>Course Planner Blank Template</i> .....	12
<i>Using a Structured Template</i> .....	14
<i>Course Catalog: Creating a master subject list</i> .....	14
<i>Step 1: Manage Subject Areas</i> .....	15
<i>Step 2: Add Courses to Subject Areas</i> .....	15
<i>Step 3: Setting Course Credits</i> .....	17
Developing a Course Plan .....	18
<i>Step 1: Create the Template</i> .....	18
<i>Step 2: Define the Plan</i> .....	18
<i>Step 3: Define Course Requirements</i> .....	19
<i>Step 4: Reviewing and activating your template</i> .....	21
Managing Course Plan Settings .....	22
Understanding the student’s process.....	22
<i>Student workflow to create their course plan</i> .....	22
<i>Accessing your students’ course plans from within your account</i> .....	23
Important notes regarding Course Plan maintenance .....	24



## Accessing a student's IGP

Counselor Navigation: Students > Track student Progress > IGP Bubble

Student Navigation: My Portfolio > Graduation Plan

## Track Student Progress

**Student Progress** Applications Community Service Expanding High School Choice TOPS Progress Tracker

Message Journal Entry Print IGP

**Search for Students**

Name:

Last Name Starting with:  to

Student ID:

Search by Group: All Students

Grad Year: 2013, 2014, 2015, 2016  
2013 2014 2015 2016

IGP Status:  Not Started  Started  Completed with all signatures

IGP AOC:

IGP Signatures Not Received:  Student  Parent  Counselor

Search Clear

**Student List**

<input type="checkbox"/>	Name	Graduation Year	College List	Scholarship List	College Preferences	IGP	Career Plan	Course History	Test Scores
<input type="checkbox"/>	Test Agyeman	2013	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	Nicholas Agyeman	2013	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	Nicholas	...	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Legend:  Started  Not Started

Click the bubble associated with an IGP to be brought to the student's IGP. The bubble will be green if the student's IGP has been saved by a user (Student or Community Admin/Counselor role). As long as "Edit" AND "Save" buttons have been clicked, the bubble will be green. Note: Once a student's IGP is "started," it will remain "started" (i.e., it cannot change back to "Not Started," even after student moves to the next grade level).

Search for students using the fields to the left. Additional functions on this page include:

- **Messaging:** message student(s) by clicking the checkbox beside each relevant student name, and click the "Message" button. Alternatively, you can also select all students on that page by clicking the checkbox at the far left corner of the Student List table and click "Message."
- **Journal Entries:** for one or more students by clicking the checkbox next to the student name(s) and then click the "Journal Entry" button.
- **View student Profile:** To view all of a particular student's information, not just the IGP, click directly on their name.

*Note: Louisiana Connect will infer a student's current grade level from the student's grad year, and a comparison of the current date to the systems standard definition of an academic year*



## Editing a student's IGP

Students, as well as Counselor/Community Administrator roles have access to editing a student's IGP. The appearance of the IGP will be the same as that for student users, with the following exceptions:

**Editing Test Scores:** Counselors are able to edit dropdown entries (select "Y" or "N") for Student's Test Scores under the "Courses and Test Scores" section.

**Ability to lock and unlock student IGP for editing by the student:** Counselor have the ability to disable a student's ability to edit the IGP by clicking on the lock icon on the upper right hand corner of Student's.



The Default setting for all student IGPs is "Unlocked". If a student's IGP is locked, then:

- Student will not be able to make any changes to his or her IGP (all fields will be inactive).
- When Student hovers over the "Edit" icon, a message will appear: "Please contact your counselor to edit your Graduation Plan."

**Recording of Signatures:** Only counselors have access to editing signature receipt dates.

## Components of the IGP

The following section breaks the IGP apart step by step. You will see a screenshot for each section, but please note that in the platform all sections are viewed as one whole Individual Graduation Plan. *Also, note that all screenshots are taken in "Edit" mode.*

### Basic Information

#### Plan Type

The first step of the process is to select an Individual Graduation Plan Type. We have outlined each plan type below, followed by the various components within the Basic information section. *Please note that by default, the College and Career Diploma option will be selected.*

#### College and Career Diploma

When this plan type is selected, Curriculum will default to LA Core 4. For more information on Curriculum selection please reference the Curriculum section of this document found on page six.



**Basic Information**

Plan Type:  College and Career Diploma  Career Diploma

9th Grade Entry Date:

High School Attending:

Originating Middle School:   
If not in LA, type in "Out of State"

Postsecondary Plans:

Extracurricular Activities and Skills: [+ Add an Activity or Skill](#)

Diploma Endorsements:  College and Career Diploma - no endorsements  
 Academic Endorsement  
 Career & Technical Endorsement TOPS Tech Option 1  
 Career & Technical Endorsement TOPS Tech Option 2  
 Other

Curriculum:  LA Core 4  LA Basic Core

Potential TOPS Eligibility<sup>1</sup>: TOPS Tech Option 1 Award  
[View TOPS Progress](#)

1: Final TOPS eligibility is determined by LOSFA once your FAFSA has been completed, your ACT score has been received, and the Department of Education has calculated your final grades. Visit [www.osfa.la.gov](http://www.osfa.la.gov) to learn more about TOPS.

**Primary Area of Concentration**

Primary Area of Concentration:

**Career Area of Concentration (Optional)**

Career Cluster:   
[+ Add a Career Cluster](#)

Career Area of Concentration:

**Career Diploma**

This plan type does not require a user to indicate Diploma Endorsements, Curriculum and Primary AOC

**Basic Information**

Plan Type:  College and Career Diploma  Career Diploma

9th Grade Entry Date:

High School Attending:

Originating Middle School:   
If not in LA, type in "Out of State"

Postsecondary Plans:

Extracurricular Activities and Skills: [+ Add an Activity or Skill](#)

Potential TOPS Eligibility<sup>1</sup>: TOPS Tech Option 1 Award  
[View TOPS Progress](#)

1: Final TOPS eligibility is determined by LOSFA once your FAFSA has been completed, your ACT score has been received, and the Department of Education has calculated your final grades. Visit [www.osfa.la.gov](http://www.osfa.la.gov) to learn more about TOPS.

**Career Area of Concentration**

Career Cluster:   
[+ Add a Career Cluster](#)

Career Area of Concentration:



### High School Attending

- If this field is blank, search for your school using the text box. When searching, less is more. For example: if your school name is Smith High School, you will want to only type in “Smith” to locate the school.

### Originating Middle School

- Search for your school using the text box. Again, less is more. For example: if your school name is Smith Middle School, you will want to only type in “Smith” to locate the school.

### Postsecondary Plans

- If the student has not specified a postsecondary plan in their Career Plan, the system will be blank and the student can select from the pick list.

### Extracurricular Activities and Skills

- Will include all Activity and Skill information previously entered by a student via “My profile.”
  - Counselor Navigation: Students > Track Student progress > Click on name
  - Student Navigation: Home > My Profile > Activities and Skills)
- If values have not yet been defined, users can click the “Add and Activity or Skill” link. After saving the new activity/skill will be added to the student’s profile and to the IGP’s list.

### Diploma Endorsements

- College and Career Diploma – no endorsements
- Academic Endorsement
- Career & Technical Endorsement TOPS Tech Option 1
- Career & Technical Endorsement TOPS Tech Option 2
- Other (with text box)

### Potential TOPS Eligibility

- If a student is eligible for the Taylor Opportunity Program for Students (TOPS) state scholarship it will be recorded here. There are five potential notifications displayed:
  - TOPS Opportunity, Performance and Honors Award
  - TOPS Tech Option 1 Award
  - TOPS Tech Option 2 Award
  - Not eligible
  - No data loaded
- Click on the link provided once data has been loaded in order to view students’ TOPS Progress. Note that data here cannot be manually edited, but rather only changed by a data import.

### Curriculum

Users can leverage the course planner tool located under the Planning tab to further define their curriculum plan. It is important to understand that curriculum selection here, will not change course plan selection in the portal. Please reference the Courses and Tests section for more information. Please note that by default, LA Core 4 will be selected.



**If user selects LA Core 4 Curriculum:**

**Basic Information**

Plan Type:  College and Career Diploma  Career Diploma

9th Grade Entry Date: 5/17/2012

High School Attending: Test High School

Originating Middle School: Out of state  
If not in LA, type in "Out of State"

Postsecondary Plans: 4-Year Degree

Extracurricular Activities and Skills: [Add an Activity or Skill](#)

Diploma Endorsements:  College and Career Diploma - no endorsements  
 Academic Endorsement  
 Career & Technical Endorsement TOPS Tech Option 1  
 Career & Technical Endorsement TOPS Tech Option 2  
 Other

Curriculum:  LA Core 4  LA Basic Core

Potential TOPS Eligibility<sup>1</sup>: TOPS Tech Option 1 Award  
[View TOPS Progress](#)

1: Final TOPS eligibility is determined by LOSFA once your FAFSA has been completed, your ACT score has been received, and the Department of Education has calculated your...

---

**Primary Area of Concentration**

Primary Area of Concentration: Advanced Studies/LA Core 4

---

**Career Area of Concentration (Optional)**

Career Cluster: Select  
[Add a Career Cluster](#)

Career Area of Concentration: Select

**Primary Area of Concentration** will display as Advanced Studies / LA Core 4 (*non-editable*).

**Career Area of Concentration (Optional):**

- Career Cluster pick list will display any career cluster the student has defined with their "Career Plan"
  - Counselor Navigation: Students > Track Student progress > Career Plan
  - Student Navigation: My Portfolio > Career Plan > My Career Profile
- If values have not yet been defined, users can click the Add Career Cluster link.
- What displays in the Career AOC will depend on which Career cluster has been selected.

**If user selects LA Basic Core:**

**Basic Information**

Plan Type:  College and Career Diploma  Career Diploma

9th Grade Entry Date: 5/17/2012

High School Attending: Test High School

Originating Middle School: Out of state  
If not in LA, type in "Out of State"

Postsecondary Plans: 4-Year Degree

Extracurricular Activities and Skills: [Add an Activity or Skill](#)

Potential TOPS Eligibility<sup>1</sup>: TOPS Tech Option 1 Award  
[View TOPS Progress](#)

1: Final TOPS eligibility is determined by LOSFA once your FAFSA has been completed, your ACT score has been received, and the Department of Education has calculated your...

---

**Career Area of Concentration**

Career Cluster: Select  
[Add a Career Cluster](#)

Career Area of Concentration: Select

**Primary Area of Concentration** section is not valid and will be hidden in all views (Edit, Display, Print).

**Career Area of Concentration:**

- Career Cluster pick list will display any career cluster the student has defined with their "Career Plan"
  - Counselor Navigation: Students > Track Student progress > Career Plan,
  - Student Navigation: My Portfolio > Career Plan > My Career Profile
- If values have not yet been defined, users can click the Add Career Cluster link.
- What displays in the Career AOC will depend on which Career cluster has been selected.



## Primary AOC

This section will only appear when “College and Career” plan is selected in conjunction with LA Core 4 curriculum. The Primary AOC will default to Advanced studies/LACore 4.

## Career AOC (Optional) Section

### Career Cluster

- Career Cluster pick list will display any career cluster the student has defined with his or her Career Plan.
  - Counselor Navigation: Students > Track Student progress > Career Plan,
  - Student Navigation: My Portfolio > Career Plan > My Career Profile
- If values have not yet been defined, users can click the “Add a career Cluster” link.
- What displays in the Career AOC will depend on which Career cluster has been selected.

*Note: If Career Cluster is set to Education & Training, the related Area of Concentration menu will NOT include Advanced Studies / LA Core 4.*

### Career Area of Concentration

- In all cases where a Career Cluster field is set to Government and Public Administration, the system will set the related Career Area of Concentration to “JROTC”, which is the only available option.

## Courses and Test Scores

The Courses and Test Scores section will display the student’s course plan as it exists at the time of viewing and a table tracking successful completion of relevant standardized tests.

### Courses

This section displays planned and completed courses by grade level. If a course plan has not been created and course data has not been loaded for the student, then the table will include only the header row and one blank content row as shown below.

Courses and Test Scores			
<b>Courses:</b>			
9th Grade	10th Grade	11th Grade	12th Grade
<b>Test Scores:</b>			
9th Grade	10th Grade	11th Grade	12th Grade



**Important information regarding Course Plans**

In order for your students to have a course plan in place and therefore see this information within the IGP the student must first hand enter a course plan into a default blank form in their account OR the Community Administrator at your school must set up the plan templates for students to leverage.

**Please reference the Course Planner Workflow content included in the last section of this document.**

All Louisiana course catalog data should be present in your account. You will use this data to define required course plans.

If a student selects “LA Basic Core” plan within their course planner, it will not change or effect the “Curriculum” selection within the IGP.

If a course plan has been completed and a final grade is available, it will be displayed in line with the related course name.

**Courses:**

9th Grade		10th Grade		11th Grade		12th Grade	
Journey to Careers	A	Architectural Drafting	A	Physics I		Senior Project	
Basic Technical Drafting	B	English II	C+	Civil Eng & Architecture		Entrepreneurship	
English I	B	Geometry	A	Digital Media		Senior Applications in English	
Health	B	Physical Education	A	English III		Pre Calculus	
Algebra I	A	Physical Science	B	Algebra II		Physics II	
Physical Education	A	Civics	B	World History			
Biology	B	Free Enterprise	A				
American History	A						

If a student does not have a course plan, yet grades have been loaded, this section will still remain blank. To see a student’s grades in this scenario navigate to Students > Track student progress > Academics and scores.

Course plans are not directly editable within the IGP. Above the IGP Courses section, you will see a link to the student’s course planner (Planning > Course Plan).

- This link will only be visible if “course plan templates” are being leveraged as opposed to the default blank form
- This link will only be presented to students when the course plan has a status of Draft. It will be presented to Counselor/Community Administrator users in all cases.
- Any changes made to the Course Plan will be saved in the Course Plan and reflected in the IGP.



### Test Scores

This section will indicate whether or not the student has met the required proficiency levels for relevant standardized tests by grade level. This information may be hand entered by a student or displayed after test score data has been loaded.

- Specified tests imported through a data load will appear in this section. Note that student-entered data will not be included
  - If the student has not taken the test, the dropdown will remain blank.
- The system will infer the grade a student was in when they took a test so you will not have to define this data point.
- For all tests where the proficiency level was reached during the intended grade level you will see a “Y” value and a checkmark will be displayed.
- For all tests where the proficiency level was not reached you will see an “N” value and an X will be displayed.

Test Scores:			
9th Grade	10th Grade	11th Grade	12th Grade
EOC Test Results: Fair or above	GEE/LAA2 Results: Approaching Basic or above	GEE/LAA2 Results: Approaching Basic or above	GEE/LAA2 Results: Approaching Basic or above
Algebra I EOC	English Language Arts	Science	English Language Arts
Y	Mathematics	OR Social Studies	Mathematics
	EOC Test Results: Fair or above	EOC Test Results: Fair or above	Science OR Social Studies
	Biology EOC	English III EOC	EOC Test Results: Fair or above
	English II EOC	US History EOC	English EOC
	Geometry EOC		Math EOC
			Science or Social Studies EOC

Note that all dropdowns will be enabled for counselor users, even if pre-populated they can be edited. Dropdowns that have been prepopulated due to imported data will be disabled for student users.

### Signatures

The Signatures section displays the dates when counselor, student, and parent signatures were received outside of the Louisiana Connect system as indicated by a Counselor or Community Administrator user. You will see signature sections (Counselor, Student, and Parent) for each high school grade level (9, 10, 11, 12).

Louisiana Connect will infer a student’s current grade level from the student’s grad year, and a comparison of the current date to the systems standard definition of an academic year.

If a signature date has not been saved for the current grade level, you will see a warning icon. Once a date has been saved, the warning icon will be removed. If a student is in grade level 8, no signatures are necessary and no warning icons will be displayed.



Signatures				
	9th Grade	10th Grade	11th Grade	12th Grade
Counselor Signature				
Student Signature			2/1/2012	
Parent Signature			2/1/2012	

To record a signature as being received:

- Click on the calendar icon in the appropriate grade column
- Click on the appropriate date in the popup calendar
- Click “Save”

Note: Only counselors have access to editing signature receipt dates

### Course Planner Workflow

The Individual Graduation Plan is powered by the Course Planner in Louisiana Connect. This component has two methods of functionality – one where the student creates his or her own plan independent of counselor influence and the other where students must subscribe to Course Planner templates pre-defined by a Community Administrator. The key differences between these two methods are outlined in the image below. Further explanation on these differences is explained on the subsequent pages.

	Blank Form	Structured Template
Requires setup by Community Admin		
Populates the IGP		
Is default setting		
Academic data auto populates		
Counselor can initiate students’ plan		
Counselor can view students’ plans	Only within IGP	In IGP and “Planning” tab
Counselor can edit students’ plans		
Counselor can approve students’ plans		



### Course Planner Blank Template

If you or the Community Administrator at your high school has opted for students to create their own course plans, there are some unique differences that you should be aware of. First, students will have full control over their plans and these will **non-editable to an assigned counselor or administrator**. Furthermore, as a Counselor or Community Admin the only insight you will have a student's Course Planner is through his or her IGP.

*Note: Louisiana Connect will default to this selection. To change options, navigate to the Manage Setting sub-header of the Community tab (see image on page 22),*

This setting is intended for communities that have not yet implemented courses into their system and would still like to give students an opportunity to record their current and expected high school courses. Although counselors will not be able to edit plans made in this format, it will still provide an excellent starting point to discuss a student's high school progression.

From the Student perspective:

- Navigate to: Planning > Course Planner
- Click Edit My Course Plan

The pop-up that appears, (*see below*) allows students to manually enter Subject Areas as well as Credits Required in those subjects. At the bottom of the window is the option for a student to include additional areas, as well as notes regarding the plan.

Subject Areas	Credits Required

*Note: there is also the option to check the box called Use Default Subject Areas, which will populate the Subject Areas list with system defaults.*



After clicking “Next,” students are brought to the second step, where they now have the option to input specific courses to those subjects as well as grades and credits associated with them. This window is exactly the same as a Community Administrator would see if the second option for the Course Planner had been selected.

The screenshot shows a web application window titled "Edit My Course Plan". It is divided into four sections for different grade levels: 09, 10, 11, and 12. Each section contains a table with columns for "Subject Area", "Course Name", "Final Grade", and "Credits Earned".

Grade Level: 09				Grade Level: 10	
Subject Area	Course Name	Final Grade	Credits Earned	Subject Area	Course Name
Language Arts				Select	
Select				Select	
Earth Science				Select	
Theology				Select	
Language Arts				Select	
Select				Select	
Select				Select	
Select				Select	
Select				Select	
Select				Select	
Select				Select	

Below each table is an "Add more ..." button with a dropdown menu set to "1" and a "Go" button.

Grade Level: 11				Grade Level: 12	
Subject Area	Course Name	Final Grade	Credits Earned	Subject Area	Course Name
Select				Select	
Select				Select	
Select				Select	

After all information has been added the student can save and exit the Course Planner editor. He or she can continue to update information as needed, even without the approval of a counselor.

*Note: In this method there is no relation between manual entries and the Academics File. Meaning, any grades associated with the Student in Louisiana Connect will not be shown here in this version of the Course Planner.*



## Using a Structured Template

**NOTE:** Prior to starting to build your community's Course Planners, you will need to have loaded either your "Course Catalog" file or your "Academic Session and Course" files.

By default, all Louisiana course catalog data should be present in your account. You will use this data to define required course plans.

### Course Catalog: Creating a master subject list

The Course Catalog tab is where you can manage and organize the elements that will be used in various Course Plans you create. The Course Plans tab is where you can actually create these plans.

The primary subject area and secondary subject areas are listed as optional in the Data Dictionary, however, if you have included them in your course catalog data upload, you can search for courses based on this criteria.

Course ID	Course Name	Primary Subject Area	Secondary Subject Area	Credits	Pre	Active	Edit	Delete
1013	ACAD LITERACY 1 .6	English		5.00	No	Yes		
1026	10TH GR ENG 1	English		5.00	No	Yes		
1030	9TH GR ENG 1	English		5.00	No	Yes		
1042	10TH GR ENG 1H	English		5.00	No	Yes		

You will notice various options under the Course Catalog tab. These options are meant to be used in a specific order. Let us walk through each option and understand its functionality.

### Add Courses

- The **Add Courses** button will allow you to hand enter courses into the system, up to twenty at a time. Should you use this, you will not have to utilize the other options listed below as you will be prompted for this information during the hand entering process.

**NOTE:** This option is convenient for making quick, small additions to your course planner, but is not convenient for loading your entire course catalog.

- If you load your data via the **Data Importing tool**, you will need to utilize the tools listed below in the following order:



### Step 1: Manage Subject Areas

Manage Subject Areas is where you define the naming convention for the subject areas in which courses will be categorized. Review the various parts below to understand the necessary components of this step:

You will have the ability to indicate if you would like to use the default subject areas rather than identifying your own by clicking the Use Default Subject Areas **Go** button.

- Directly below this button will be a Replace available Subject Areas check box. Only check this box if you want to replace all previously defined subject areas with the default values shown in the left hand column.

In the “Available” column you can indicate what, other than the standard subject area titles found on the left hand side, you would like to categorized classes under. Separate multiple values with a comma.

The “In Use” Column identifies what subject areas have been defined and are currently available for adding.

**Save** When you are finished or **Cancel** to start over!

Category	Subject Areas	Use Default Subject Areas	Go
Separate multiple subject areas by commas (eg. Theater, Literature)			
Applied Arts	Available	<input type="checkbox"/>	<input type="button" value="Go"/>
Business	Available	<input type="checkbox"/>	<input type="button" value="Go"/>
Computer Science	Available	<input type="checkbox"/>	<input type="button" value="Go"/>
Elective	Available	<input type="checkbox"/>	<input type="button" value="Go"/>
English	Available	<input type="checkbox"/>	<input type="button" value="Go"/>
Foreign Language	Available	<input type="checkbox"/>	<input type="button" value="Go"/>
Health	Available	<input type="checkbox"/>	<input type="button" value="Go"/>
Mathematics	Available	<input type="checkbox"/>	<input type="button" value="Go"/>
Physical Education	Available	<input type="checkbox"/>	<input type="button" value="Go"/>
Science	Available	<input type="checkbox"/>	<input type="button" value="Go"/>
Social Science	Available	<input type="checkbox"/>	<input type="button" value="Go"/>
Visual or Performing Arts	Available	<input type="checkbox"/>	<input type="button" value="Go"/>

Available	In Use
Applied Arts	Applied Arts
Business	Business
Computer Science	Computer Science
Elective	Elective
English	English,Language Arts
Foreign Language	Foreign Language
Health	Health
Mathematics	Mathematics
Physical Education	Physical Education
Science	Science
Social Science	Religion,Social Science
Visual or Performing Arts	Visual or Performing Arts

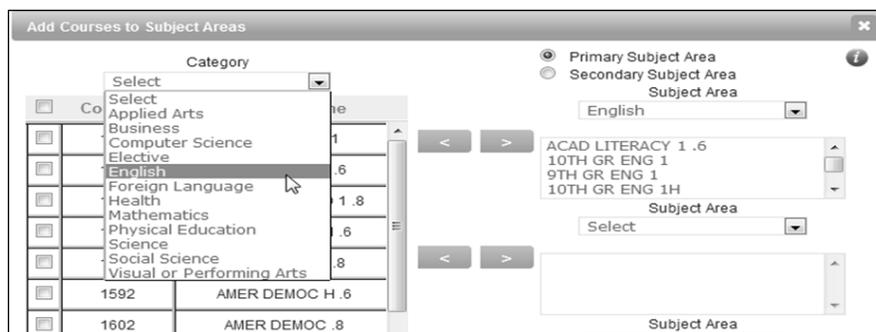
### Step 2: Add Courses to Subject Areas

Once you have defined what subject areas you want to “bucket” your courses into, you will need to assign courses to those subject areas. Start by clicking **Add Courses to Subject Areas**.

- There are two available types of “Subject Areas”:
  - Primary Subject Areas : Indicates that a course primarily relates to a certain subject category



- Secondary Subject Areas: Although a course may be related to a certain subject area, it may also be relevant in another subject area. In this instance, you would find that course and also indicate the Secondary subject area
- You will see all the course that you either hand entered or loaded via the data loading tool listed in the left hand column to make the list more easily manageable.
- Use the “Category” pick list which will filter any categories you indicated when loading the course catalog. This pick-list (shown below) correlates to fields listed in the data dictionary as “Primary Category” and “Secondary Category”. Although optional, populating these fields in your data file will make this step of adding courses to subject areas more manageable as you will have the ability to filter by category.
- Select a subject Area Category (As defined in Manage Subject Area – Step 1) that you would like to relate to your courses.
- Check the boxes next to the courses on the left that you would like to relate to that subject area.
- Once you have made all of your selections for that subject area, press the right arrow to carry those courses over to the appropriate “Bucket”. If you made a mistake or wish to uncategorize the course, highlight the selection and press the left arrow.
- Once you have categorized all courses in their “primary subject areas,” repeat the process for any courses that may also relate to “Secondary Subject Areas.” Be sure to fill in the “Secondary Subject Areas” option in the upper right hand portion of the window.
- Once all categorizations are complete, click **Save and Close** at the bottom of the window.



- When the page refreshes after saving, you will see the results of your categorizations.

Course ID	Course Name	Primary Subject Area	Secondary Subject Area	Credits	Pre	Active	Edit	Delete
<input type="checkbox"/>	1122 Art History	Social Science	Elective	1.00	No	Yes		
<input type="checkbox"/>	1123 American History	Social Science		1.00	No	Yes		
<input type="checkbox"/>	1124 Government Science	Social Science		1.00	Yes	Yes		
<input type="checkbox"/>	1125 Earth science	Science		1.00	No	Yes		
<input type="checkbox"/>	1126 Environmental Improvement	Elective		1.00	Yes	Yes		

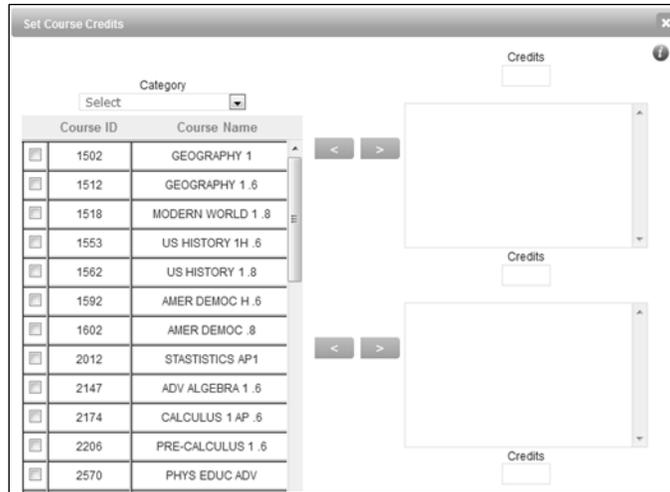


### Step 3: Setting Course Credits

If you chose to not indicate Course Credit value in your Data load, you will need to do that within the Add Course Credits section. The steps are identical to that of “Add Course to Subject Area” (Step 2).

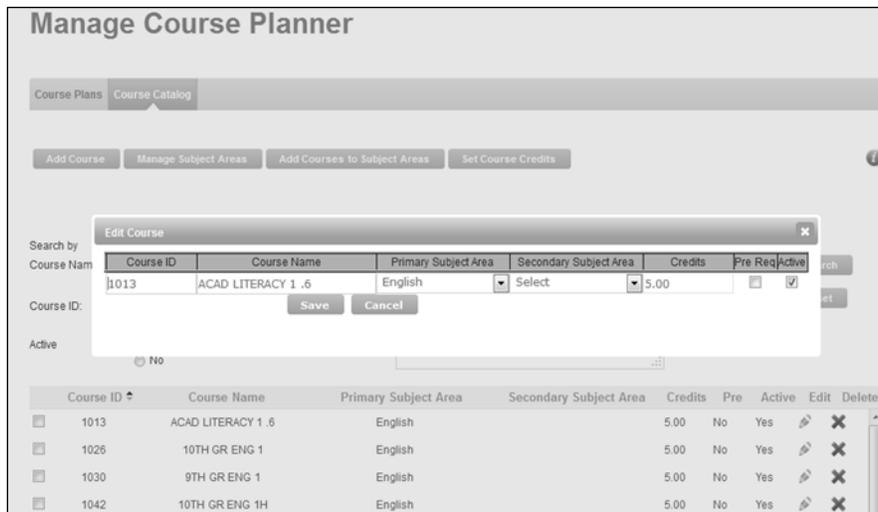
Once you have assigned credits as needed, be sure to click **Save and Close** to save your work.

- Choose the course for which you would like to assign credit value. Carry it to the appropriate box using the right arrows button
- Indicate the credit value. Place all courses with identical credit value in the same box



Once you have Managed Subject Areas, Assigned Courses to Subject Areas, and Assigned Course Credits, all of this information will be available on the main Course Catalog Page and can be edited at any time.

- You may also choose to edit the information about these courses by clicking on the edit button on the *Course Catalog* page.





## Developing a Course Plan

Once you have organized the courses within your course catalog, you can move on from the “Course Catalog” tab to the “Course Plans” tab where you will build the individual graduation year templates. We recommend that you set up one year at a time and then copy it into other graduation years. This will ensure that you set up the plan properly and avoid extra work.

### Step 1: Create the Template

- Click on **Add Course Plan**
  - Give the course plan a name and indicate what graduation years this plan will be relevant for.
  - As you build an archive of course plans, you will be able to copy and existing plan in the existing plan section of the course plans.
  - Choosing **Save** will save this basic information.

- Choose **Next** to continue building your plan.

### Step 2: Define the Plan

You will then be prompted to define the framework of the course Plan. Let’s review the various elements of this step:

- Fill out the appropriate information and press **Next** to continue.
  - **Plan Name** - Notice the graduation year selected in the previous step appends the title
  - **Minimum Credits Per Year** – What is the minimum number of credits students must take each year under this plan
  - **Minimum Credits Per Subject** – This will be how many credits needed for each subject that track for graduation over the entire plan years (usually four). These subject credit numbers should total up to the number of years the plan covers multiplied by the minimum credits required per year. For example, a four-year plan that requires students to take at minimum 8 credits per year should have a total of 32 credits for minimum credits per subject.



- **General Notes** – These comments will appear on each Student’s planner. Be sure the correct year for your curriculum guide is referenced.

Add/Edit Course Plan																																				
<b>Step 2: Define Plan</b>																																				
Plan Name:	Regular Diploma 2014																																			
Academic Years:	4																																			
Minimum Credits Per Academic Year:	7																																			
Minimum Credits Per Subject Area:	<table border="1"> <tr><td><input type="checkbox"/></td><td>Religion</td><td>1</td><td><input type="checkbox"/></td><td>Health</td></tr> <tr><td><input type="checkbox"/></td><td>Applied Arts</td><td>4</td><td><input type="checkbox"/></td><td>Mathematics</td></tr> <tr><td><input type="checkbox"/></td><td>Business</td><td>2</td><td><input type="checkbox"/></td><td>Physical Education</td></tr> <tr><td><input type="checkbox"/></td><td>Computer Science</td><td>4</td><td><input type="checkbox"/></td><td>Science</td></tr> <tr><td>5</td><td>Elective</td><td>4</td><td><input type="checkbox"/></td><td>Social Science</td></tr> <tr><td>4</td><td>English</td><td></td><td><input type="checkbox"/></td><td>Visual or Performing Arts</td></tr> <tr><td>4</td><td>Foreign Language</td><td></td><td><input type="checkbox"/></td><td>Language Arts</td></tr> </table>	<input type="checkbox"/>	Religion	1	<input type="checkbox"/>	Health	<input type="checkbox"/>	Applied Arts	4	<input type="checkbox"/>	Mathematics	<input type="checkbox"/>	Business	2	<input type="checkbox"/>	Physical Education	<input type="checkbox"/>	Computer Science	4	<input type="checkbox"/>	Science	5	Elective	4	<input type="checkbox"/>	Social Science	4	English		<input type="checkbox"/>	Visual or Performing Arts	4	Foreign Language		<input type="checkbox"/>	Language Arts
<input type="checkbox"/>	Religion	1	<input type="checkbox"/>	Health																																
<input type="checkbox"/>	Applied Arts	4	<input type="checkbox"/>	Mathematics																																
<input type="checkbox"/>	Business	2	<input type="checkbox"/>	Physical Education																																
<input type="checkbox"/>	Computer Science	4	<input type="checkbox"/>	Science																																
5	Elective	4	<input type="checkbox"/>	Social Science																																
4	English		<input type="checkbox"/>	Visual or Performing Arts																																
4	Foreign Language		<input type="checkbox"/>	Language Arts																																
Maximum Courses Per Academic Year:	7																																			
Grade Type:	Letter																																			
Minimum Passing Grade:	D+																																			
General Notes:	For students to stay on track with regular course requirements																																			

### Step 3: Define Course Requirements

In this next step you will be defining the course requirements that make up each year within the course plan and then identifying what courses are available for completion for those credits for each year. Scroll down the page to view each grade level. For each year you will need to:

- Indicate which subject area will be active, meaning students can take courses within that area. Do this by placing a check box next to each subject area you wish to activate. You have the option to mark all as active via a convenient checkbox in the upper right hand corner.
- Identify the amount of credits that are required for that subject area in that particular year. You can also indicate recommended amount. *Please note that after you have completed each year, the total of the required credits should add up to the totals indicated within the “minimum credits per subject area” you identified in the previous step.*
- Add available courses to define which classes students can select from to fulfill those required credits. You defined these subject area “buckets” during the Add Courses to Subject Areas step above, under *Course Catalog*.

**Recommended Subjects:** Indicate the number of course that you would like the student plan to take for each subject area each year if above and beyond required number of course for that subject area. Students will choose from a list of “Available” Classes.

**Required Subjects:** Indicate the number of courses a student is required to take each year to fulfill graduation requirements. If there is a particular course they need to take, place it in the required bucket.



Add/Edit Course Plan

Step 3: Define Course Requirements

Plan Name: Regular Diploma 2014

Year 1 Grade Level: 09      Year 2 Grade Level: 10

Year 3 Grade Level: 11      Year 4 Grade Level: 12

Subject Areas	Active	Required	Recommended	Available Courses	Subject Areas	Active	Required	Recommended	Available Courses
Religion	<input checked="" type="checkbox"/>	1		Edt	Religion	<input type="checkbox"/>			Edt
Applied Arts	<input type="checkbox"/>			Add	Applied Arts	<input type="checkbox"/>			Add
Business	<input type="checkbox"/>			Add	Business	<input type="checkbox"/>			Add
Computer Science	<input type="checkbox"/>			Add	Computer Science	<input type="checkbox"/>			Add
Elective	<input checked="" type="checkbox"/>	1		Edt	Elective	<input checked="" type="checkbox"/>	1		Edt
English	<input checked="" type="checkbox"/>	1		Edt	English	<input checked="" type="checkbox"/>	1		Edt
Foreign Language	<input checked="" type="checkbox"/>	1		Edt	Foreign Language	<input checked="" type="checkbox"/>	1		Edt
Health	<input type="checkbox"/>			Edt	Health	<input type="checkbox"/>			Add
Mathematics	<input checked="" type="checkbox"/>	1		Edt	Mathematics	<input checked="" type="checkbox"/>	1		Edt
Physical Education	<input type="checkbox"/>			Add	Physical Education	<input checked="" type="checkbox"/>	1		Edt
Science	<input checked="" type="checkbox"/>	1		Edt	Science	<input checked="" type="checkbox"/>	1		Edt
Social Science	<input checked="" type="checkbox"/>	1		Edt	Social Science	<input checked="" type="checkbox"/>	1		Edt
Visual or Performing Arts	<input type="checkbox"/>			Add	Visual or Performing Arts	<input type="checkbox"/>			Add
Language Arts	<input type="checkbox"/>			Add	Language Arts	<input type="checkbox"/>			Add

- Click on **Add** under the Available Courses column to add classes for students to see.

**Available Courses:** Subject courses that are available to students – if a student is required to take a course in a particular subject area, but there is not specific class required, they can choose from a list of available course to fill that requirement.

Add/Edit Available Courses

Year 1, Religion

Use the Shift or Control key to select multiple courses

Course ID	Course Name

> <

Required	
Course ID	Course Name
1166	Religious Studies

> <

Available	
Course ID	Course Name

> <

Not Available	
Course ID	Course Name

Save Cancel

- If you find there is a course that was not categorized properly, or is not appearing in the pick list, simply click the **Save** button in the lower portion of the screen, and navigate back to “Step 2: Add Courses to Subject Areas” to re-evaluate the courses you placed in each subject area.
- Once you have completed this process for each year, be sure to press **Save** to save all your hard work.



#### Step 4: Reviewing and activating your template

Once you have completed the process of setting up your course plan and have saved your work, you will see this, and subsequent plans, on the main course plan page.

Manage Course Planner					
Course Plans		Course Catalog			
Add Course Plan					
Ord.	Name	Created By	Graduation Year	Status	Actions
1	2017 2017	Test cadmin	2017	Active	🔒 🔍 ✎ ✕

- You can review, edit, activate/deactivate, or delete this plan at any time by utilizing the following icons as seen above:
- In the Actions Column, you may choose to:
  - **View:** The course plan template in the format it will appear to the student/parent
  - **Deactivate your plan:** If, after review, you wish to activate your course plan you will press this icon. This is also where you will come to deactivate your plan should you ever find you need to. De-activating a plan will not affect any students currently utilizing this template but will make it unavailable to students moving forward.
  - **Edit:** You can edit your course plan at any time by clicking this icon. Be sure to save any changes you make. Note that if making edits to a plan while activated, those edits WILL be visible to students utilizing that template.
  - **Delete:** If you want to delete a course plan at any time, you will want to press this icon. Once deleted, this plan cannot be recovered. a plan will not affect any students currently utilizing this template but will make it unavailable to students moving forward.



## Managing Course Plan Settings

The default Community setting for course planner is set to allow students to develop their own course plans from the available course catalog. Once you have your plan templates structured, you will need to go in and change this setting.

The Course Planner tool is available only if the current community is not advisory managed and the condition "Counselors must review and approve student course plans" is met. If Counselors must review all student course plans, then Counselors and Community Admins will navigate to this functionality by going to Planning > Course Planner. **However, this setting must first be activated in the Manage Settings menu from within the Community tab.**

Navigate to Community > Manage Settings> Course Plans

## Understanding the student's process

Once you have completed all the steps above, your students can access your course plans in Louisiana Connect. You also have access to these plans and can work with your students on building the appropriate structure for success.

### Student workflow to create their course plan

If you have modified the community setting to allow students to use defined course plans, they can access them by doing the following: *(please note the following is what the student will need to do while logged in).*

- The student will see the option to **Edit My Course Plan**
- Once they choose that option, they will see a popup window where they can select the appropriate course plan template from a pick list.
  - If you created multiple course plan options relevant to that student's graduation year, they would appear in the pick list.



- Once they have chosen the appropriate course plan, click **Submit** to go to the next step.

- The next step will involve their picking the classes they want to take in each subject area to fulfill course credits as structured in your course plan detail.
  - The pick list next to each subject area contains the course categorized by you during Step 3: Define Course Requirements.

- Once they have selected their courses for each year, be sure to hit **Save** to save the work that was just done.
- If you indicated in your community course plan settings that you require a counselor and / or Parent's approval of the proposed course plan, your student will need to press the **Submit for Approval** option.
- If at any point, prior to the course plan being approved, the student wants to change to a different course plan, he or she can hit the **Back** button while in the **Edit my course planner** function

### Accessing your students' course plans from within your account

Whether you would like to review/approve your students' course plans or help them start a course plan, you can do this from within your account.

- After you have located your student, you can do one of two things:



- Click directly on the Course Plan status bubble: This option will only work if your student has initiated the course plan process on their end
- Or, click directly on the student profile icon to be brought to “View student Information” When the page refreshes, Click on the *Course Plan* tab
  - If your student has started their course plan and submitted for approval, you will see the option to **Edit My Course Plan** or to **Approve**.
  - If the student has not yet begun the process, you will only see the option to **Edit My Course Plan**.
- Parents can also see their student’s course plan and make edits/suggestions using the following navigation and following the same workflow listed above

### Important notes regarding Course Plan maintenance

Once the course plan has been agreed upon and approved by all parties, edits can no longer be made.

- Credits are automatically filled in after course history data is downloaded into Louisiana Connect after each grading period
- The system is set up for “copying” templates from one graduation year to another and also from one track to another. We recommend completing ONE year/track first and then copy to the others in order to set up your planner appropriately.