


# Making Your 4-Year Course Plan...

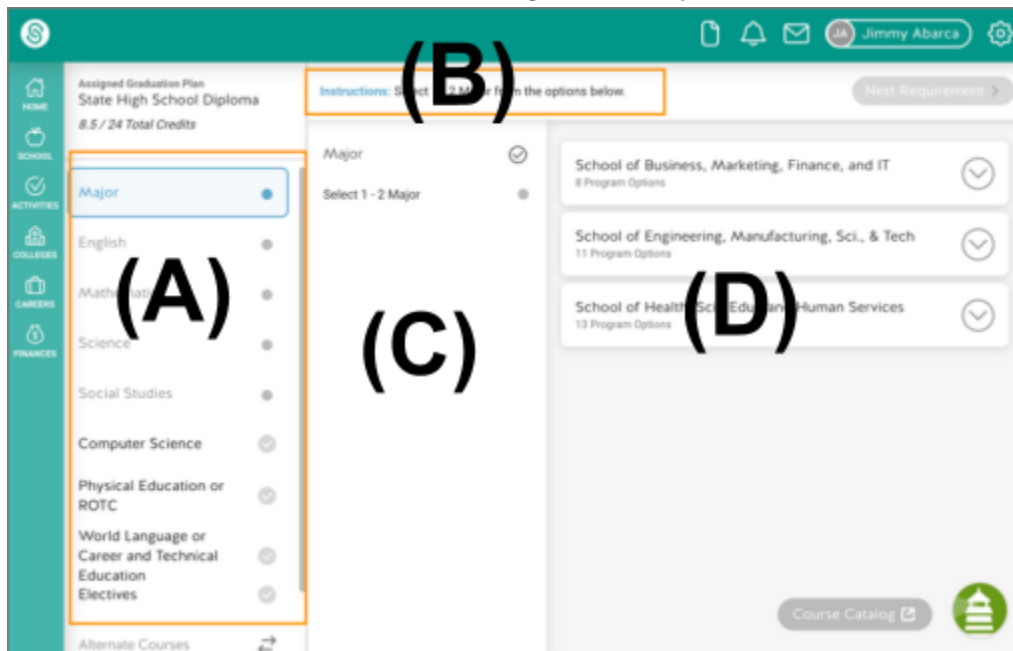
## SchoolLinks Course Plan Instructions

Part of being college & career ready is having a purposeful plan of courses to support postsecondary goals. Naperville 203 students create these plans within the SchoolLinks platform. These plans are reviewed annually and used to create the student course schedule at each high school. Below is a step-by-step guide to assist in this process. As always, please contact your counselor for questions or assistance.

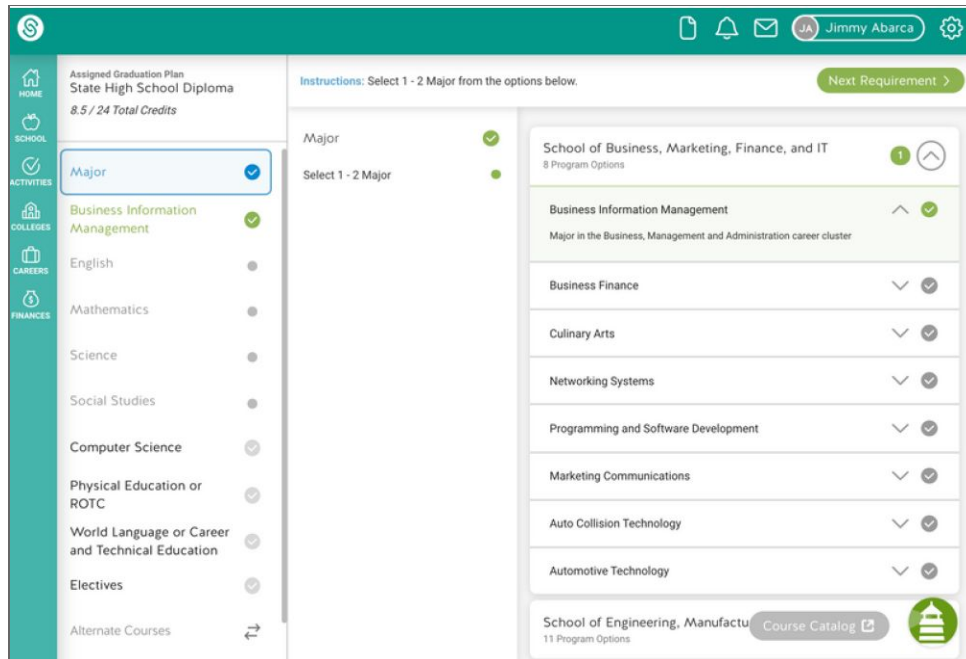
### Creating 4-Year Plans (Course Plans) as a Student

1. Log in to SchoolLinks: <https://app.schoollinks.com>
2. On your dashboard, hover on "School"  on the left navigation menu, and click Course Planner.
3. Pick a plan and click on "Not Started" on that course plan card
4. Read instructions on the screen:
  - (A) Left panel shows all requirements
  - (B) Top part shows instructions
  - (C) Mid panel shows your status on meeting the requirement
  - (D) Right panel is where you choose pathways/courses

Screen Before Selecting a Pathway/Courses

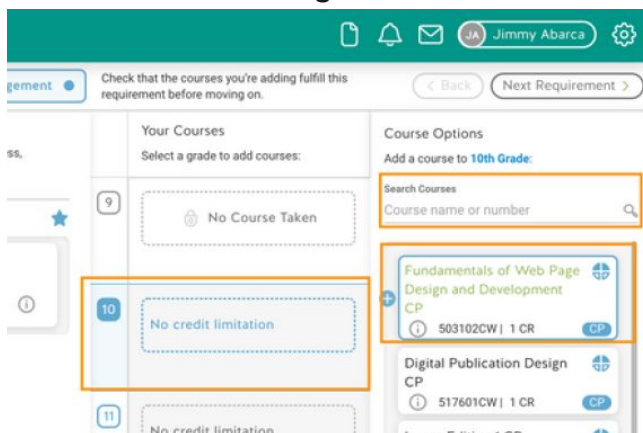


## Screen After Selecting a Pathway

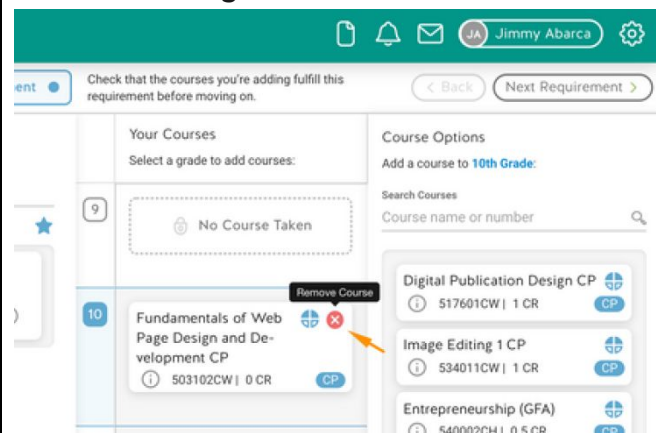



5. Click on the green **"Next Requirement"** button on the top right corner to advance
6. Pause to review and understand your course planner
  - If you are a returning student, you will see some courses filled already
  - If you are an 8th grader, you will see a blank course planner
7. Finding, adding, removing courses for a requirement
  - In the third panel "Your Courses," select a grade and then you will be able to see all courses available to be requested in the fourth panel "Course Options." Be sure to add courses to each grade
  - In the fourth panel, you can also search by course name or number
  - In the Course Options panel, click on the course card to add it to your courses
  - To remove an added course, in the third panel, click on the red remove button at the upper corner of the course card

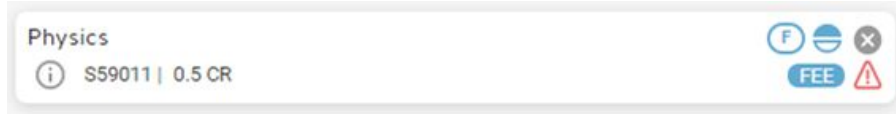
### Choosing Courses



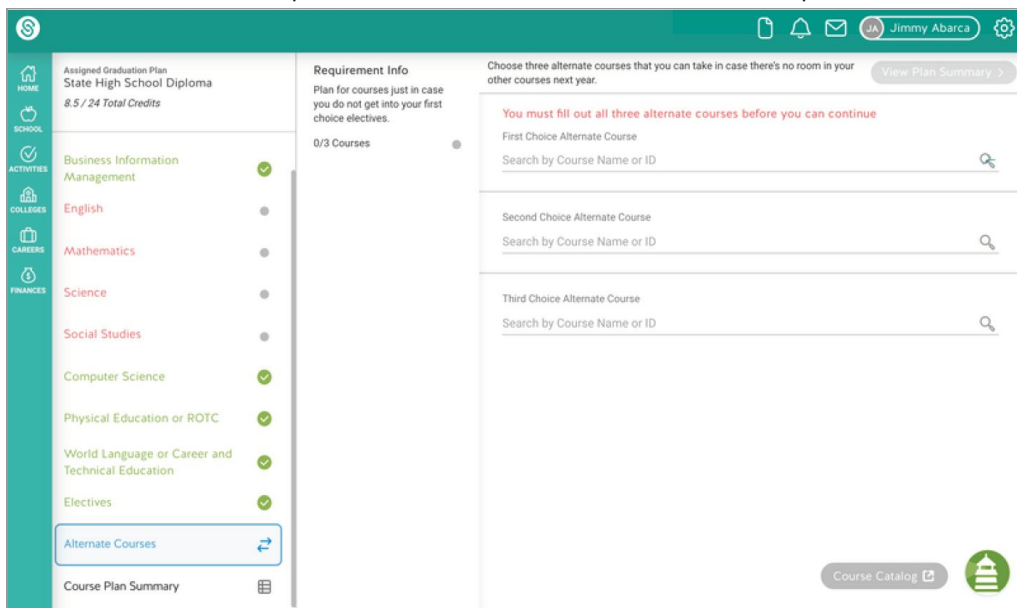
### Removing a Course from Selection



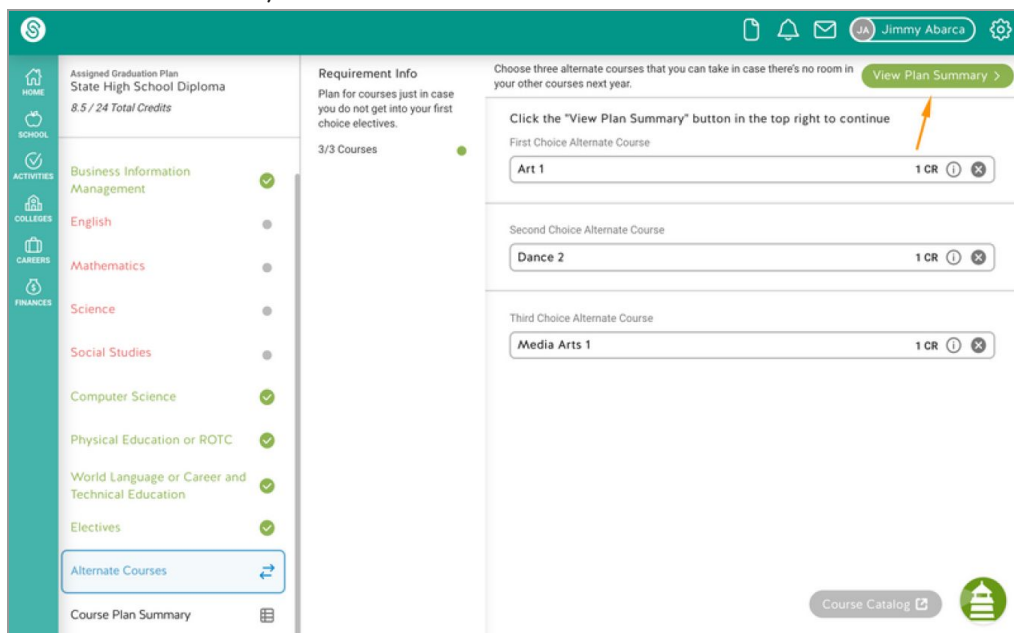
- Make sure you read the **Requirement Info** on the second panel to understand your choices
- Icons in the upper right of the course card show additional information. Once you choose the course, and it appears in the third panel, you may see a  among the icons. This alert indicates that a prerequisite or corequisite has not yet been met. Click the course card to view the full course description and the reason for the error alert.



- Advance through all requirements by selecting the **“Next Requirement”** button and following instructions and choosing courses, SchoolLinks will tell you if you are meeting graduation requirements or if there are any errors. Choose alternate courses if required.

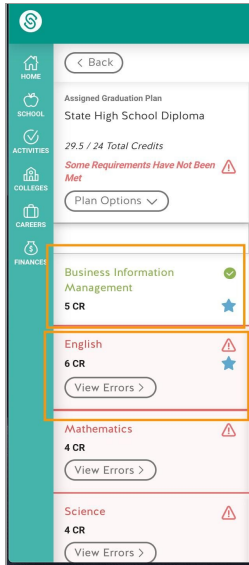


- Click on **“View Plan Summary”**

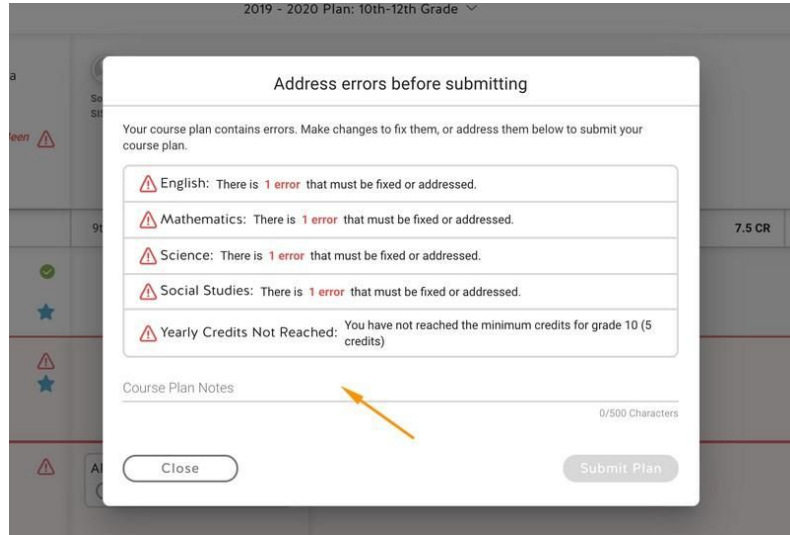


12. On the Plan Summary page, you will see your requirement status
- Green checkmark = requirement is met
  - Red error = you will need to double check and correct errors

### Check Requirements



### Submitting with error, and adding a note



13. After you're done with the course plan, click on "**Submit Plan**" on the top right corner. **You will be required to address errors (⚠️) before submitting** or to enter a course plan note to indicate why you think the errors are not important/relevant and you still meet graduation requirements. Your counselor will approve your plan when you meet with him/her, so please **be sure to resolve errors prior to this meeting.**

### Questions

You can't find a course? A course name is wrong?  
Not sure what courses, pathways to pick, or its requirements?  
Please ask your counselor.