

Course Planner in Xello

Use this quick guide to orient yourself with Xello's Course Planner and successfully build out your upcoming course plans.

The screenshot shows the Xello Course Planner interface. At the top, there are navigation icons for Home, About Me, Explore, and Plans. The main heading is "Course Planner".

- 1**: A dropdown menu for "Required" diplomas, currently set to "High school graduation diploma". To the right, a progress bar shows "Credits left" with a value of 16 / 28.
- 2**: A filter bar for "Requirements" with options for "All requirements", "Credits", "Earned", "Planned", and "Remaining". A "Suggestions" button is on the right.
- 3**: A list of Grade 9 courses (8 credits total): English 9 Advanced (1 cr.), Algebra 1 (1 cr.), Science essential (1 cr.), World Geography (0.5 cr.), World History (0.5 cr.), Foundations of physical fitness (1 cr.), Spanish 9 Advanced (1 cr.), Computer studies (1 cr.), and Basic agriculture science (1 cr.).
- 4**: A list of Grade 10 courses (8 credits total): English II (1 cr.), Math 10 (1 cr.), Science (1 cr.), American History and Politics (1 cr.), Phys Ed (1 cr.), Math 10A (0.5 cr.), Art - Music (0.5 cr.), and Art I (1 cr.). A red minus sign is next to the Science course.
- 5**: A list of Grade 11 courses (0 credits): Add English 11 (1 cr.), Add Math 11 (1 cr.), Add Science 11 (1 cr.), Add Social studies 11 (1 cr.), and Add Elective 11 (4 credits remaining). Below are "Available period" slots.
- 6**: A list of Grade 12 courses (0 credits): Add English 12 (1 cr.), Add Math 12 (1 cr.), Add Science 12 (1 cr.), Add Social studies 12 (1 cr.), and Add Elective 12 (4 credits remaining). Below are "Available period" slots.

At the bottom, a blue button labeled "Ready to submit" is highlighted.

1 Diploma and progress

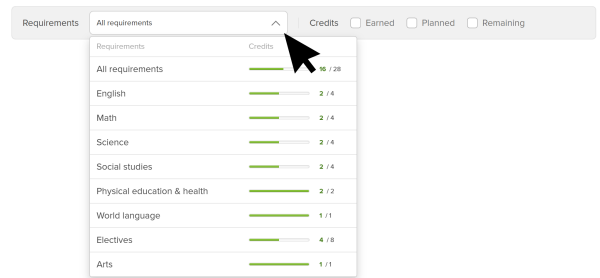
Click the diploma dropdown to view all your diplomas and specializations. The green progress bar and red number badge will update to let you know how many credits you have earned and planned so far compared to the total number of credits you need.

This close-up shows the "Required" diploma dropdown menu. It lists three options: "High school graduation diploma" (12 credits left), "Career Pathway" (5 credits left), and "Certificate of Instruction" (30 credits left). A red badge with the number 12 is next to the "Credits left" label. A "Show more" link is at the bottom.

2 Requirements

Use the requirements dropdown to view exactly how many credits are left in each required subject.

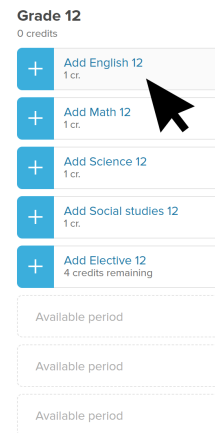
Tick the credit boxes so you can filter your course plan by the number of credits you've earned, planned, or have remaining.



3 Grade columns

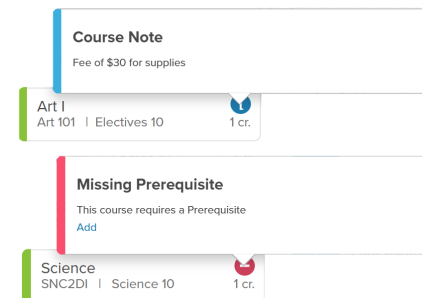
There's one column for each grade of high school, so you can plan ahead by picking out your future courses. Your diploma requirements, along with electives, and free periods are listed in each grade. Click a subject to see the available courses you can choose from.

Pro tip: Start in the later grades and work your way backwards! Xello will then help you figure out prerequisites and requirements for earlier grades.



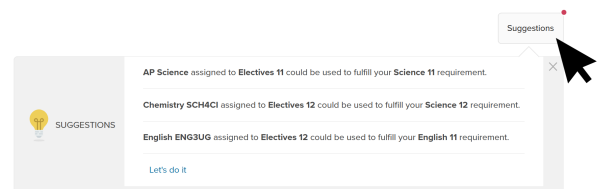
4 Alerts

You might see an alert on a course you've chosen. This can happen if there's a conflict, a missing prerequisite, or if there's additional information about the course. When you click the alert, it'll let you know what you need to do to clear it.



5 Suggestions

This handy **Suggestions** button will give you alternative courses that are more beneficial to your plan. A little red dot will indicate if there's a suggestion available.



6 Ready to submit

Once you're done with your plan, click **Ready to submit**. If there are any problems, you'll get a message with what you need to fix. After you submit your plan, you'll see a locked symbol at the top of the column. This means it's ready for your administrator to approve.

