xello

Work with student course plans

Now that your students are using **Course Planner** to create a high school course plan that supports intentional course selections, including specialized diploma requirements, follow this guide for tips on how to make your review process a breeze.

vello	Search for students, groups, and more		٩	Ashley Horn Main Street Public Scho
	About student Saved options Goals & Plans	Course Planner Lesson progress As	signments Surveys Port	folios Parents Advisen >
STUDENTS				Print Settings
Student list				
Student groups	Required High School Diploma	0	You have 0.5 surplus of	30 / 30 credits. Learn why
FAMILIES	Requirements All requirements	✓ Credits □ Earned □ Plan	nned 🗌 Remaining	Suggestions
EDUCATORS	Grade 9 Grade 10 credits 8.5 credits	0 Grade 11 6 credits	Grade 12	
FEATURES 🗸 🗸	English ENG1DI English 9 1 cr. ENG2LI	Essential English I cr. English 10 1 cr.	1 1 cr. Not Subm	itted V
	Math MAT1LI I Math 9 1 cr. Found	tions of Mathematics Math 10 1 cr. Functions and App MCF3MI Math 11	plications 1 cr. English ENG4UL 1	English 12 1 cr.
SETTINGS	Science SNCIDI Science 9 1 cr. SNC2PI	Community Living KGLCNB Electives	11 0 cr. English ENG3UG	Electives 12 1 cr.
	Geography of Canada CGC1PB Geography 9 1 cr. History	Essential Construction Tech TCK3EC Electives	11 1 cr. AP Biolog SCI401 E	y Electives 12 1 cr.
	Core French FSFIDI Second Languag 1 cr. Career GLC2O	Studies AP Chemistry I Career Studies 0.5 cr.	11 1 cr. English ENG2DI I	Electives 12 1 cr.
	Year-Independent requirements	Co-operative Educ COOP1 Electives 1	cation - 1 c 1 cr. Accountin BAN4E E	ig for a Small Bu Electives 12 1 cr.
	Phys Ed PAF2OX Health & PE 1 cr. Advan MAT409	ed Mathematical Pri Electives 10 1 cr. Concepts of Politik POLI432 Electives	cal Comm 11 1 cr. Accountin BAJ4T E	ig Basics II lectives 12 1 cr.
	Dramatic Arts ADA4MI Arts 1 cr.	Studies - Gr. 10 Open I Electives 10 0.5 cr.	+ Add 0 cre	I Elective 12 adits remaining

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View your student's course plan

Ensure your students are on track to meet their requirements, see their planned courses for upcoming years, and view any alerts on their course plan.

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1 From your educator account, click **Features** and select Courses & Diplomas.



3 Apply filters to narrow the list to only those students you're assigned to review.

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students V Families	Student course plans			Data options	Fire
EDUCATORS	Name	Student ID Grade	School	Graduation diploma	Total prodita
FEATURES ^	🗌 🕘 Alexander, Brian 🛛 🚥	MSP5-12457821 12	Main Street Public School	High School Graduation	2
Assignments	🗌 🕘 Andreoni, Balley \cdots		reet Public School	High School Graduation	4
Surveys	🗌 🙆 Andresei, Ily 🛛 🚥	Eiltore	reet Public School	High School Graduation	9
Deshboard resources Courses & Diplomas	🗌 🎯 Araujo Pinheiro, Ara Cecilia 🚥	T inters	reet Public Select	High School Graduation	8
Test scores	🗌 🧶 Armock, Cohen 🛛 🚥		Foot Public School	High School Graduation	9
REPORTS V	🗌 🌍 Armock, Helle 🛛 🚥	MSPS-65988754 8	Main Street Public School	High School Graduation	4
SETTINGS	🗌 🙆 Armock, in 🛛 🚥	MSPS-87542198 12	Main Street Public School	High School Graduation	9
	🗌 🕘 Amold, Ava 🛛 🚥	MSPS-21548798 12	Main Street Public School	High School Graduation	8
	🗌 🕘 Amold, Olivia 🛛 🚥	MSPS-97461345 12	Main Street Public School	High School Graduation	0
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Tip: Once you're on a student profile, quickly view the next or previous student in the list by clicking their name at the top of the page.

2 Click Student course plans to open the student list.



4 Click on a student name to view that student's course plan.

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	Student course plans				
	- Selected (I) Assign diploma V	Add to group 🗸 Send message		Data options 🗸	THen
	Name	Student ID	Grade School	Graduation diploma	Total credits
FEATURES ^	🗌 👰 Armock, Cohen 🛛 🚥	MSPS987956895410	9 Main Street	Public School High School Diploma	8
Lessons Assignments	🗹 🚱 Armock, Halle 🔪 🚥	MSP5987956895441	12 Main Street	Public School High School Diploma	21.5
	- 🕘 Armock, ko	MSPS987956895442	12 Main Street	Public School High School Diploma	22
Dashboard resources	🗌 🚇 Arnold, Ann 🛛 \cdots	MSP5087956895411	8 Main Street	Public School High School Diploma	8.5
Courses & Diplomas	🗌 🙆 Amold, Olivia 🛛 🚥	MSPS987956895386	10 Main Street	Public School High School Diploma	16
	🗌 🞯 Baek, Suwan 🛛 😶	MSPS987956895618	12 Main Street	Public School High School Diploma	23
	🗌 🥥 Barnurr, kalah 🛛 🚥	MSP5087956895614	9 Main Street	Public School High School Diploma	8
	🗌 📳 Boumpart, Angel 🛛 🚥	MSP5987956895453	8 Main Street	Public School High School Diploma	8.5
	🗌 🞯 Bisky, Sleven 🛛 🚥	MSP5187956895433	11 Main Street	Public School High School Diploma	19
	🗆 🙆 BINGE, BRYCE 🛛 🚥	MSP5987956895393	9 American Pu	ublic School	

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Track student course plan progress

In your educator account, run the **Submission summary** report to assess your students' progress in planning their courses towards graduation. With this report you'll see a breakdown of the total number (and percentage) of students in each grade by submission status. The statuses are:

- Incomplete students' course planners are blank or not all requirements are filled in
- Complete all requirements are filled in on students' course plans, but are not submitted
- Submitted students' upcoming year's course plans have been successfully submitted
- Approved by educator students' course plans have been approved by an educator or counselor
- **4-yr plans approved by parent** students' 4-year course plans have been approved by a parent/guardian
- Not returning students who are not returning the next year
- Approved by parent students' course plans have been approved by the parent/guardian

To run a Submission summary report:

1 From your educator account, click **Reports** and select **Student work**.



3 Click on the status so you can see the full list of students whose course plans are in that particular state.

2 Scroll to the **Course Planner submission** card and click the **Select report** dropdown to choose **Submission summary** report.



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STUDENTS V	Submission summary							
FAMILIES	Submission summary 🗸 🗸							Data options v
EDUCATORS FEATURES V	SUBMISSION SUMMARY							
	laungkia 132							
Student work Lesson progress								
Assignments								
Student engagement	50194M 152	Approved by ordered M2	•	134		y own saprowet by 195	2444T	
Family engagement	Submission status	8	9	10	11	12	Total students	Percentage
SETTINGS	Incomplete	28	19	29	31	26	133	14.7
	Complete	32	26	31	24	19	132	94.6
	Submitted	27	26	20	33	26	132	14.6

Action incomplete course plans

Students' course plans might be unsubmitted for several reasons, such as the student being unsure of which courses to select or receiving an alert on one of their courses that requires assistance to clear. You can help students prepare their course plans for submission through the following actions:

- Assign or recommend a course
- Exempt a course
- Remove a course
- Action critical alerts
- Approve course plans
 - Parent/guardian approval
 - Educator approval

Assign or recommend a course

As an educator, you can assign or recommend a course to a student if necessary. For example, you might:

- assign a course if it's a requirement for a student, or if the course is by administrative approval only
- recommend a course if it's suited to a student's interests and strengths

To assign or recommend a course for a student:

 In the appropriate grade of the student's course plan, click the correct subject.



2 Find the desired course and click either **Assign** or **Recommend**.



FYI: On your student's **Course Planner**, a closed lock symbol will indicate the course was assigned and they cannot make changes.



An opened lock indicates the course was recommended and they can make changes.

Exempt a course

You may need to exempt a student from a course requirement. For example, to comply with a student's Individualized Education Plan (IEP).

To exempt a course:

- 1 From the student's course plan, click the subject you wish to exempt.
- 2 From the top left of the course, click **Exempt** requirement to remove this subject as a requirement for the student.



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Remove a course

You can help your students out by removing a course from their plan for them.

To remove a course from a student's plan:

- 1 On the student's course plan, find and click the course that you wish to remove.
- 2 Next to the course, click **Remove**.



Action critical alerts

While filling out the course planner, you or your students may receive an alert on a chosen course. Only red alerts require action on your part.



Red alert

A red circle with a white dash through the middle means there is a conflict with the student's course plan. Clicking on the red alert will bring up a modal window with directions to resolve the alert.

Possible conflicts include:

- The student is missing a prerequisite for a course.
- The student is missing a corequisite for a course.
- A course requires approval from an educator before the student can submit.

i Blue alert

A blue circle with the letter "i" in the middle provides additional information of interest about a course. Clicking on it will open a modal window with further details.

White alert

If there is a white circle with gray dash through it, a red alert has already been resolved and you can view what action was taken. The white alert also allows you to undo the action that was taken while it was a red alert.

Critical alerts report

Tip: Make your job easier by running a quick report to view a list of students whose course plans have alerts that require action.

To run a **Critical alerts** report:

- 1 From your educator account, click **Reports** and select **Student work**.
- 2 Scroll to the **Course Planner submission** card and click the **Select report** dropdown to choose **Critical alerts**.



Approve course plans

Give your Xello administrators confidence that all your students' course plans are ready for course scheduling or completion standards.

Parent/guardian approval

Whether through online verification or hard-copy signatures, your school may require parent/guardian approval before you sign off on a student's course plan. If your school has enabled **Xello Family**, you can track which plans have been approved and who you may need to follow-up with.

Check out <u>Course Planner parent/guardian approval</u> to learn how to send approval requests and how to run a report on approval status. Or visit <u>Print a</u> <u>student's course plan</u> to learn how to print course plans for distribution to families.

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Grade 9	Grade 10 Approval required	Grede 11	Grade 12			
English (ENGPI) Inglas 9 Tec	English (ENG2FL) Ingen 10 Tex					
Mada pAPAMDip nation to To:	Moth (MPM22K) Moth 10 Fet					
Science (INCID) Science 1 1 c.	Science (SNC201) Science 10 1 cc					
Business Computer Information Systems (BESBC Disclose 9 1 cc	50 Social Studies (531/201) Social Studies 10 Stat					
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Arti (Art 10) Arti - 10 To:	Health & Phys Ed Phys 84 10 1 m					
	Access					
Required ()	1					
riigii school Graduat	1011		Credits Remaining			

Educator approval

You're ready to begin approving course plans now that you feel confident that your students' plans are ready with the following:

- Any alerts have been actioned
- Plans meet graduation requirements
- Plans have been reviewed by a parent/guardian
- Courses for next year are ready for scheduling

To approve a student's course plan:

- 1 On the student's profile, click the **Course Planner** tab.
- 2 Under the grade of the course plan submitted, click the dropdown menu and select **Approved (locked)**.

