

Add your classes to Course Planner

Use **Course Planner** in Xello to pick the classes you want to take in upcoming grades.

The screenshot shows the Xello Course Planner interface. At the top, there's a navigation bar with 'xello' logo and icons for Home, About Me, Explore, and Plans. A search icon, heart icon, and user profile icon are on the right. Below the navigation bar is the 'Course Planner' title and a 'Course guide' link. The main content area is titled 'Required Middle School Requirements' and has a dropdown menu set to 'All requirements'. It is divided into three columns for Grade 6, Grade 7, and Grade 8. Grade 6 has 0 credits and lists seven elective options with their respective course numbers and credit values. Grade 7 has 0 credits and lists three required courses (World History 7, Health and PE 6, and Advanced English 7) and one elective (Advanced Math 7). Grade 8 has 2 credits and lists three required courses (Advanced English 8, World Geography, and Advanced Geometry (SOL)) and three elective options (Add Science 8, Add Health & Physical Education 8, and Add Elective 8). A 'Ready to submit' button is located at the bottom of the Grade 7 column.

Access Course Planner

After you log in to Xello, open the **Plans** menu and click **Course Planner**.

The screenshot shows the Xello dashboard for a user named Ashley. The dashboard includes a 'To-do list' with various tasks and progress indicators. A navigation menu is visible in the top right corner, with 'Plans' selected. A red box highlights the 'Plans' menu, and a black arrow points to the 'Course Planner' option within it. Other options in the 'Plans' menu include 'Goals', 'Course Planner', 'Matchmaker', 'Personality Style', 'Mission Complete', 'Learning Style', and 'Skills Lab'. A 'Related' section on the right lists 'Pathways', 'Portfolios', and 'My Saved Options'. The dashboard also features sections for 'Portfolios' and 'Links & resources'.

Choose your classes

There will be columns for each middle school grade.

Some of the subjects will be in green and have a course name with a course code. That means either you or your teacher have already picked this course.

Other subjects will be in blue and have a plus (+) sign next to it. This means the subject is ready for you to pick a class.

To start picking your classes:

- 1 Click the subject you want to start with. This will open the list of classes for that subject.
- 2 Click the class name to open and read a short description of what you'll learn.
- 3 If you want to take that class, click **Add**.
 - Don't worry if you made a mistake, you can click **Remove** to pick another class.
- 4 When you're ready to move on to the next subject, you can find it at the top, next to the subject you're picking.
- 5 Back on the course planner page with all the grades, the classes you picked will have been added and the subjects turned green.

Alerts

Sometimes you might see an icon next to the class after you've added it. This is a note from your school. Click the icon to read the message so you know what to do next.

Submit your plan

When you've picked all your classes and your plan is finished:

- 1 At the bottom of the grade column, click **Ready to submit**.
- 2 This will send your plan to your teacher. They'll take a look to make sure everything is okay!

