xello

Add your classes to Course Planner

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

Access Course Planner

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

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!