Lesson prerequisites

My Course Planner

Length:
35-45 minutes

About this lesson

Students will use Xello's **Course Planner** to build out their upcoming course plans. Students in 6th and 7th grade will focus on picking the classes they want to take in upcoming grades, while students in 8th-11th grade will plan ahead by picking out their future courses to meet their diploma requirements.

Learning objectives

By the end of this lesson, students will:

- use **Course Planner** to monitor academic progress and or credit requirements
- evaluate potential course options to ensure alignment with personal interests, prerequisites, and promotion or graduation goals
- design a comprehensive academic plan or multi-year pathway that satisfies upcoming course or diploma requirements
- explain their course selections in a Xello **Assignment** by connecting them to their evolving interests and post-secondary plans

Inquiry prompts

- How do the classes I take now help me explore my interests and prepare for the future?
- What steps do I need to take to ensure I meet my upcoming course requirements or high school graduation goals?

Before you begin

1. Create a Xello Assignment for the reflection portion of this lesson. You can use this prompt: "Identify one upcoming course that you are most excited about. Explain how this course will help you explore your interests or prepare for your post-high school goals. If you are updating an existing plan, how have your goals changed since last year?"
    1. **For educators teaching 6th and 7th grade:** If needed, watch the Course Planner for middle school educators video and review the Work with middle school course plans educator guide to familiarize yourself with **Course Planner** before guiding the class.
    2. **For educators teaching 8th-11th grade:** If needed, watch the Managing students' high school course plans video for educators and review the Work with high school course plans educator guide to get familiar with **Course Planner** before guiding your class through the planning process. (**Note:** 8th-grade educators must use the high school resources, as their students are planning for 9th grade).
2. Ensure that you are able to log into your demo student account in Xello, can access the **Plans** menu, and can project your screen so that students can follow along with you.

Materials required

- Computers or tablets with Internet access
- Projector
- Paper course selection sheets (optional, depending on your school's process)
- Educator Resources
    - Videos: Course Planner for middle school educators, Managing students' high school course plans
    - Guides: Work with middle school course plans, Work with high school course plans
- Student Resources
    - Videos: Plan your middle school courses in Xello , Plan your high school courses in Xello
    - Guides: Course Planner for middle school Course Planner for high school in Xello

Artifacts

Students:

- select and submit their upcoming courses in **Course Planner**
- reflect on their choices in a Xello Assignment

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3. To ensure students can access **Course Planner**, confirm the grade status in your Course Planner settings is turned on for the grade(s) you are working with. Be sure to review any important dates for course selection submissions.
4. Have the appropriate student **Course Planner** video and student guide ready for your class's specific grade (middle school resources for 6th-7th grade; high school resources for 8th-11th grade).

Teaching strategies

1. Kick the lesson off by discussing the importance of course planning. Explain that each year, students will re-evaluate their Xello course plan and modify selections based on their updated goals.
2. Lead a brief discussion to help students make informed course planning decisions. Ask: "Are there required high school courses for the after high school pathway you're considering?"
3. Suggest that students review relevant Program profiles in Xello to check requirements. You can demo this from your educator account, by opening the **Explore** menu and clicking on **Programs**.
4. Be sure to provide students with some time to review the **Course Guide** before they watch the video and log into Xello.
5. Play the student video that corresponds to the grade level of your classroom. (Plan your middle school courses for 6th-7th; Plan your high school courses for 8th-11th)
6. Distribute the appropriate student guide: Course Planner for middle school, for 6th-7th or Course Planner for high school in Xello, for 8th-11th so students can refer to the resource if needed.
7. From your educator account, access your demo student account to model how to access **Course Planner**. Open the **Plans** menu and click **Course Planner**.
8. For 6th & 7th Grade:
    - Show students the columns for each upcoming grade (6, 7, and 8).
    - Point out that subjects in green with a course code have already been selected by the student or teacher, while subjects in blue with a plus (+) sign are ready for them to pick.
    - Model clicking a subject, reading the short description, and clicking **Add** (or **Remove** if a mistake is made).
    - Show students how to check for alert icons next to a class, which are notes from the school that require them to read what to do next.
9. For 8th-11th Grade:
    - Model clicking the diploma dropdown to view diplomas and specializations.
    - Explain how the green progress bar and red number badge update to show earned and planned credits compared to the total number needed.

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- Show the grade columns (9, 10, 11, and 12) and share the pro tip to start in later grades and work backwards, because Xello will help them figure out prerequisites for earlier grades.
- Demonstrate how to use the requirements filters by ticking the credit boxes to view earned, planned, or remaining credits.
- Show how to resolve alerts (such as conflicts or missing prerequisites) and how to use the **Suggestions** button (marked with a red dot) to find alternative courses.

10. Have students log in to Xello. Instruct them to open the Course Guide and use the Xello **Course Planner** student guide to help them build or update their plans.
11. For 6th & 7th Grade:
    - Instruct students to fill all their required blue subjects. Once finished, they should click **Submit** at the bottom of the grade column to send the plan to their teacher.
12. For 8th-11th Grade:
    - Instruct students to ensure their chosen courses fulfill graduation requirements and align with their post-secondary goals. Once they clear any alerts and finish their plan, they should click **Submit**, which will display a locked symbol indicating it is ready for administrator approval.
13. Direct students to the Xello Assignment you created.
14. Once they have completed it, instruct them to click **Turn in** to submit it.