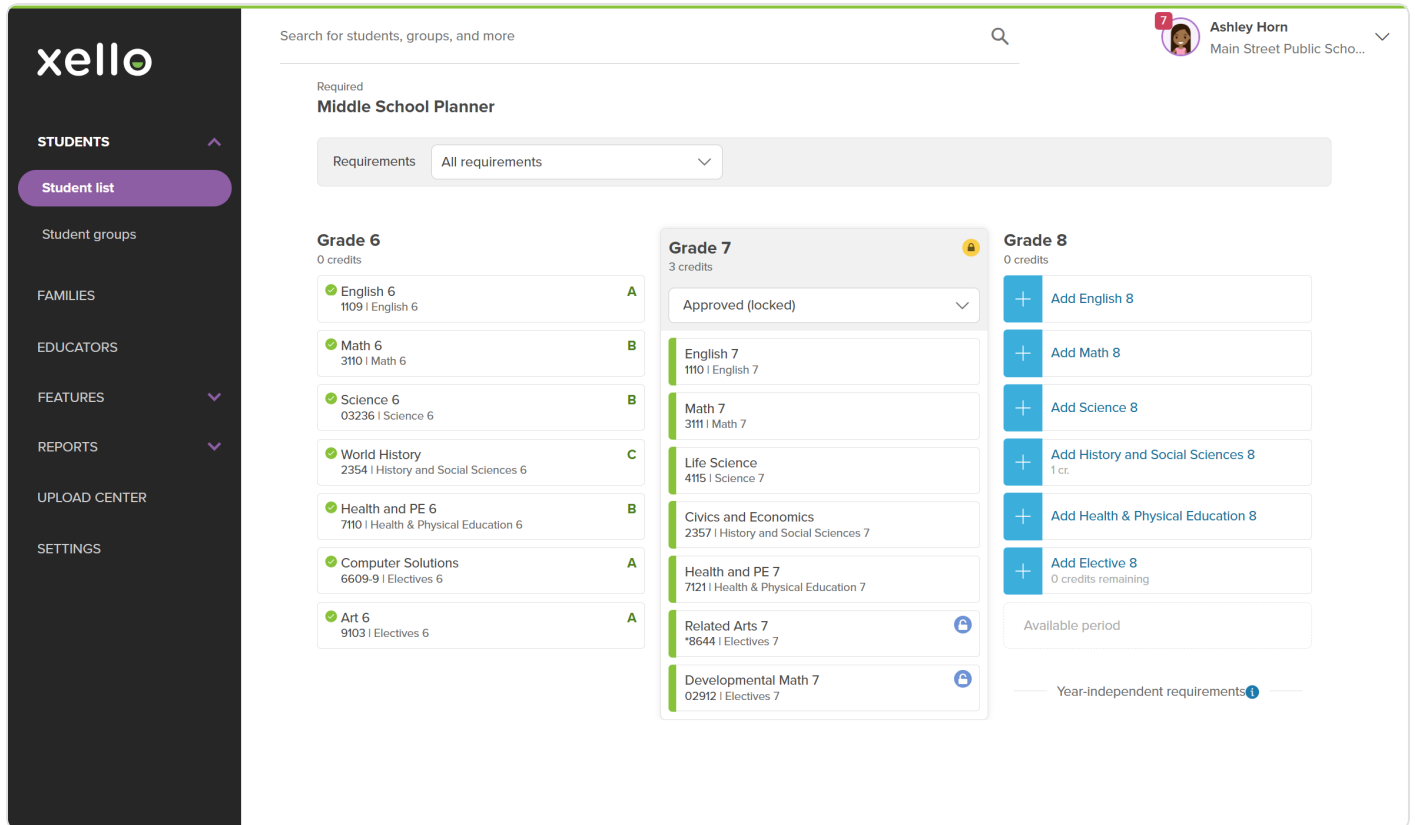


Work with middle school course plans

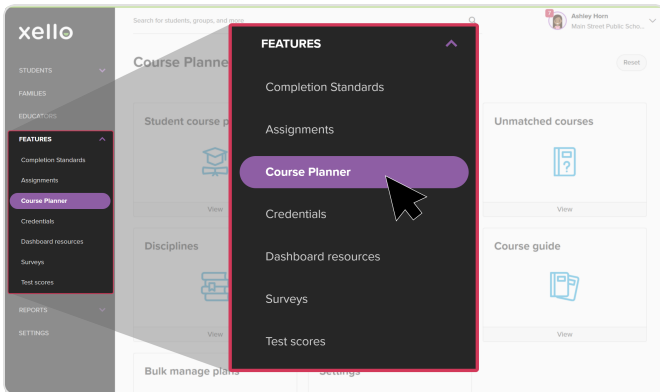
Middle school is a key time for students to start exploring their interests and building confidence in their choices. Use this guide to support them in creating their course plans in Xello, helping them stay on track and have confidence in their choices.



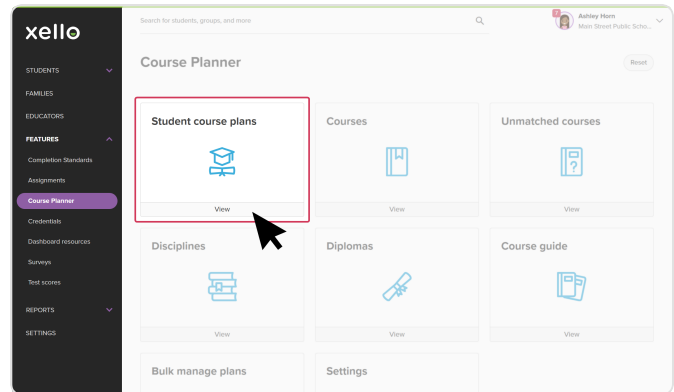
- View your student's course plan 2
- Track student course plan progress 3
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 - Exempt a course 5
 - Remove a course 5
- Action critical alerts 6
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View your student's course plan

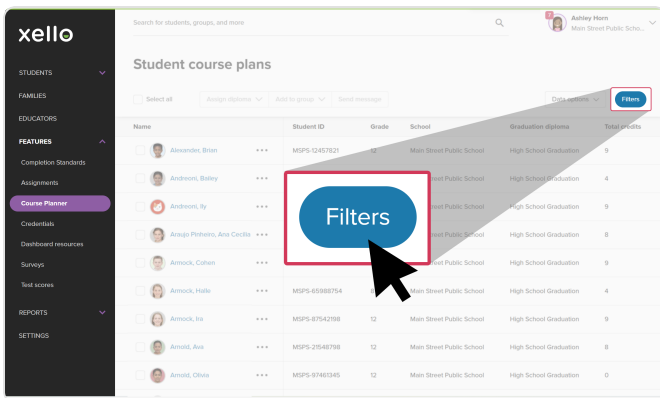
1 From your educator account, click **Features** and select **Course Planner**.



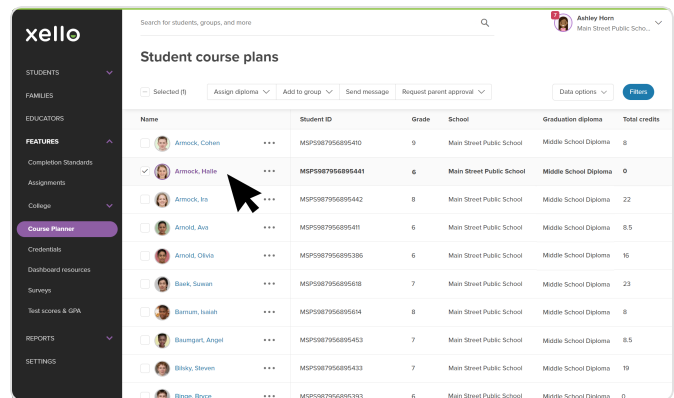
2 Click **Student course plans** to open the student list.



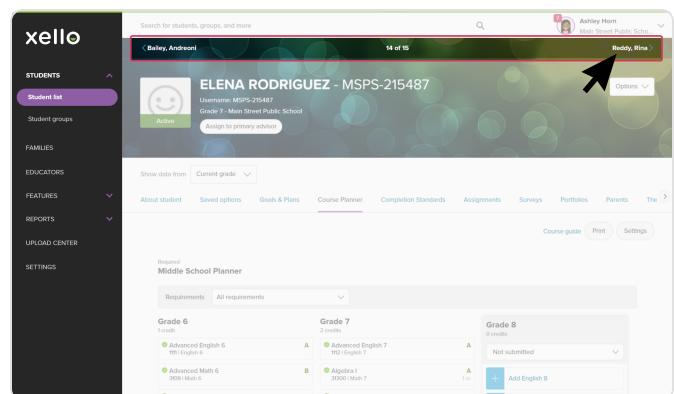
3 Apply filters to narrow the list to only those students you're assigned to review.



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



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.



Track student course plan progress

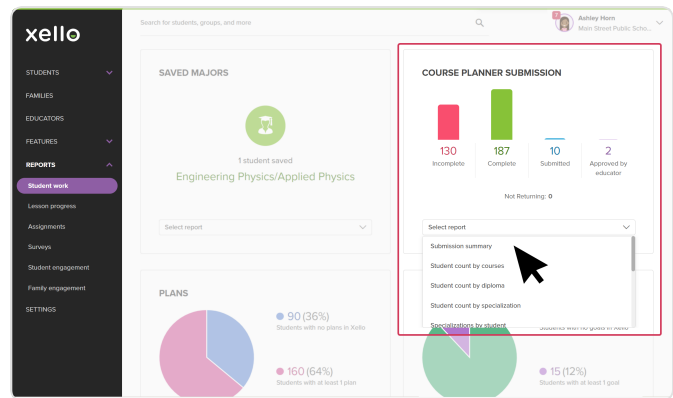
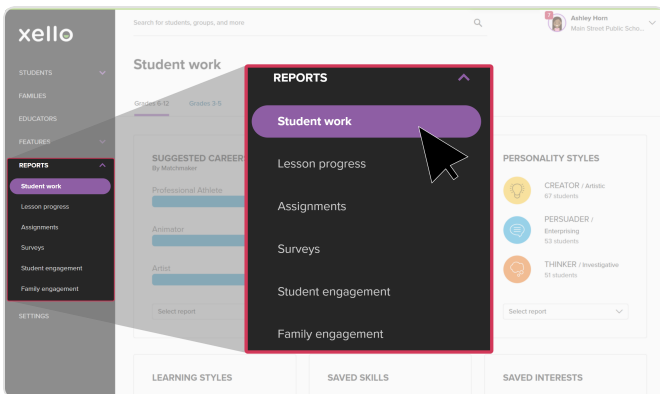
In your educator account, run the **Submission summary** report to assess your students' progress in planning their courses towards graduation. With this report you'll see a breakdown of the total number (and percentage) of students in each grade by submission status. The statuses are:

- **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
- **Not returning:** Students who are not returning the next year
- **Courses approved by parent:** A parent/guardian has approved the student's course plan
- **Courses pending parent approval:** A parent/guardian has not yet approved the course plan

To run a **Submission summary** 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 **Submission summary** report.



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

A screenshot of the 'Submission summary' report. It features a bar chart showing the distribution of submission statuses across grades 8-12. Below the chart is a table with the following data:

Submission status	8	9	10	11	12	Total students	Percentage
Incomplete	28	19	29	31	26	133	14.7
Complete	32	26	31	24	19	132	14.6
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

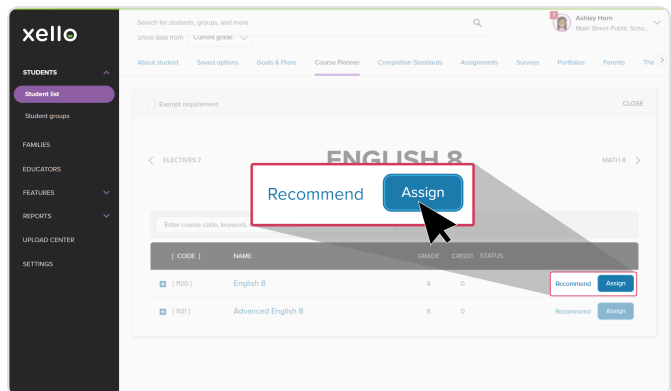
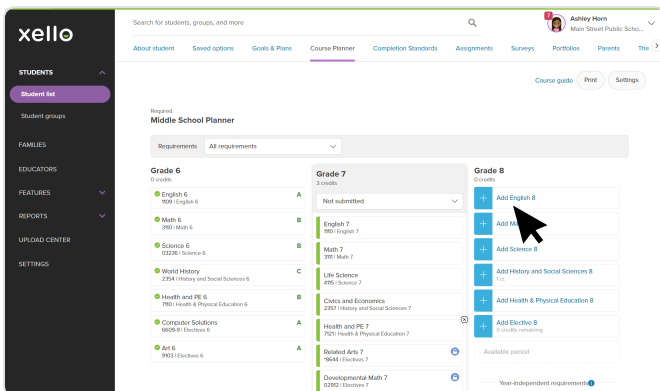
As an educator, you can assign or recommend a course to a student. For example, you might:

- assign a course if it's a requirement, 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:

1 In the upcoming grade of the student's course plan, click the subject you want to work with.

2 Look through the list to find the course. Click on it to learn more. Once you've found the one you want click **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.

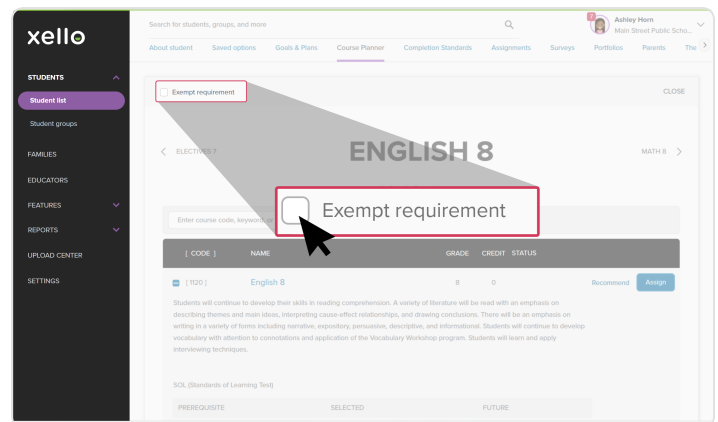
English 7 1110 English 7		1 cr.
Math 7 3111 Math 7		1 cr.

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.

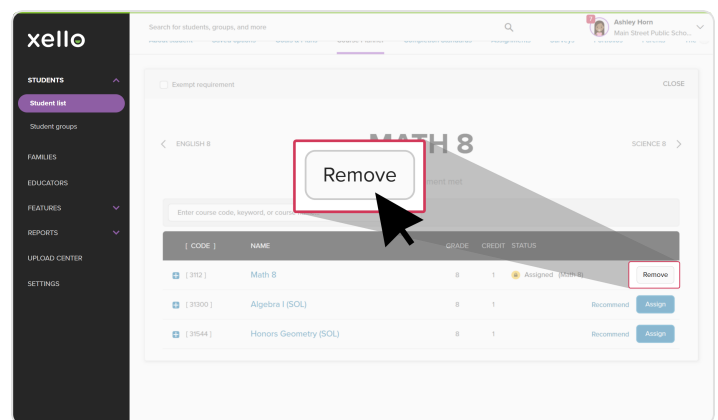


Remove a course

You can help your students 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.

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.

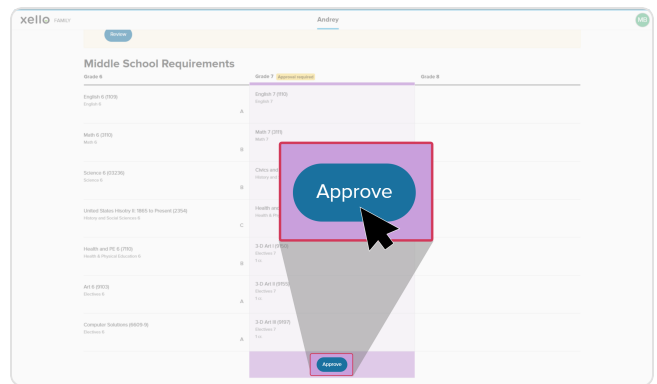
Approve course plans

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 [Course Planner parent/guardian approval](#) to learn how to send approval requests and how to run a report on approval status. Or visit [Print a student's course plan](#) to learn how to print course plans for distribution to families.



Educator approval

If you feel confident that your students' plans are ready, you can begin approving their plans. Make sure your students' plans are ready with the following:

- Any alerts have been actioned
- Plans meet 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)**.

