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.

xello	Search for students, groups, and more		Q	Ashley Horn Main Street Public Scho 🗡
Actio	About student Saved options Goals	& Plans Course Planner Lesson progress	Assignments Surveys	Portfolios Parents Advisen
STUDENTS ^				Print Settings
Student list				
Student groups	Required High School Diploma		O Credits left	30 / 30 5 surplus credits. Learn why
FAMILIES	Requirements All requirements	Credits Earned	Planned Remaining	Suggestions
EDUCATORS	Grade 9 10 credits	Grade 10 Grade 1' 8.5 credits 6 credits	G	ade 12
FEATURES 🗸 🗸	English ENG1DI English 9 1 cr.	English, Essential ENG2LM English 10 1 cr. English		Not Submitted
REPORTS V	Math MATILI I Math 9 1 cr.			English (i) ENG4UL English 12 1 cr.
SETTINGS	Science SNCIDI Science 9 1 cr.		nity Living I Electives 11 0 cr.	English ENG3UG Electives 12 1 cr.
	Geography of Canada CGC1PB Geography 9 1 cr.		ction Technology Electives 11 1 cr.	AP Biology SCI401 Electives 12 1 cr.
	Core French FSF1DI Second Languag 1 cr.	Career Studies GLC2OH Career Studies 0.5 cr. SCI402	Electives 11 1 cr	English ENG2DI Electives 12 1 cr.
	Year-independent requirements 🕦			Accounting for a Small Bu BAN4E Electives 12 1 cr.
	Phys Ed PAF2OX Health & PE 1 cr.	Advanced Mathematical Pri MAT409 Electives 10 1 cr. Concep		Accounting Basics II BAJ4T Electives 12 1 cr.
	Dramatic Arts ADA4MI Arts 1 cr.	Career Studies - Gr. 10 Open GLC205 Electives 10 0.5 cr.		H Add Elective 12 O credits remaining

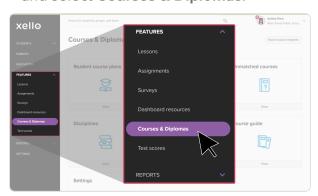
View your student's course plan	2
Track student course plan progress	3
Action incomplete course plans	4
Assign or recommend a course	4
Exempt a course	5
Remove a course	5
Action critical alerts	6
Approve course plans	7
Parent/guardian approval	7
Educator approval	7

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.

9

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

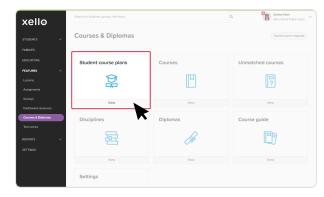


3 Apply filters to narrow the list to only those students you're assigned to review.

Name		Id io group V Send Student ID MSPS-12457821	Grade	School Man Street Public School	Dita options Graduation diploma High School Graduation	Total procits
Name		Student ID	Grade		Graduation diploma	Total prodits
🗌 👰 Alexander, Brian						
- W		MSPS-12457821	12	Main Street Public School		
Andread, Baller						
				reet Public School	High School Production	4
🗌 🙆 Andresni, By		THE		reet Public School	High School Graduation	9
🗌 🎯 Acaujo Pinheiro, Ana Cecilia			lers	rest Public Select	High School Graduation	8
🗌 🧓 Armock, Cohen				Fort Public School	High School Graduation	9
Armock, Halle		M5P5-65988754		Main Street Public School	High School Graduation	4
🗌 🙆 Armock, ka		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
	Arnus Prinetes, Ana Cecitia Arnus Prinetes, Ana Cecitia Arnus, Cothen Arnuck, Holle Arnuck, Ital Arnuck, Ital	Image: Section of the section of t	Anstar Printella, Anta Costita Antager Printella, An	Annoch Indo Annoch In	Annux, has Cacha Annux, has Cacha Annux, has Ann	Angel Parlame, Ban Carlon 11

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.

xello	Search for students, groups, and more		٩	Anality Hom Nein Street Public Scho Y
	Student course plans			
STUDENTS V				
FAMILIES	- Selected () Assign diploma V	dd to group 🗸 🛛 Send meisaige		Data options 🗸 🛛 🕅
EDUCATORS	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
Surveys	🗆 🙆 Armock, ka	MSP5987956895442	12 Main Street Public School	High School Diploma 22
Dishboard resources	🗌 🚇 Arnold, Aus 🛛 🚥	MSP5987956895411	B Main Street Public School	High School Diploma 8.5
Courses & Diplomas	🗌 🕘 Amold, Olivia 🛛 🚥	MSP5987956895386	10 Main Street Public School	High School Diploma 16
Student test scores	🗌 🎯 Boek, Suwan 🛛 🚥	MSP5987956895618	12 Main Street Public School	High School Diploma 23
REPORTS V	🗌 🧶 Barnure, Salah 🛛 \cdots	MSP5087056895614	9 Main Street Public School	High School Diploma 8
SETTINGS	🗌 📳 Boungott, Angel 🛛 \cdots	MSP5987956895453	8 Main Street Public School	High School Diploma 8.5
	🗌 🞯 Bisky, Sleven 🛛 🚥	MSP5187956895433	11 Main Street Public School	High School Diploma 19
	C 🙆 BINGE, BRYCE	MSP5987956895393	9 American Public School	•

xello

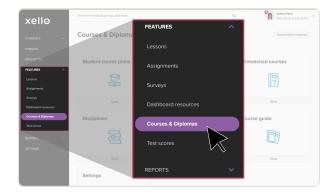
Track student course plan progress

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.



Stochus Subanission summary Dichologi Prochologi P	xello		Search for students, groups, and	mate					۹		Ashley Horn Main Street Public Scho.	~
Displayers Displayers Bundle for origination Image: Strategy of the str	STUDENTS	~	Submission su	mmary								
Number Number RADRES PLANESONE PLANEAUVE RADRES Image: Ima	FAMILIES		Submission summary 🗸 🗸								Data options 🗸 Filter	
Normal Control Normal Control Neuron Normal Control Neuron Normal Control Description Normal Control Server Normal Contro S	EDUCATORS											
Name Note Later properties International States Internatin States International States	FEATURES		SUBMISSION SUMMARY									
Lanar program Security	REPORTS											
Argements Scrept Subart regereration factory organization TREES Argements Subart regereration Subart regere	Student work											
Same Same <th< th=""><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th></th<>												
Surveys State Bit manual State State State Processing State State State State State State State	-											
Finity coganitation radiantic and a second s						_						
SETTRAS Educational statut B 9 10 11 Telestation Percentage SETTRAS 28 19 29 31 26 113 143								- Г				
Incompilitie 28 19 29 31 25 133 147			Submission status		8	9	10	11	12	Total students	Percentage	
Complete 22 26 21 24 19 122 14.6	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			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

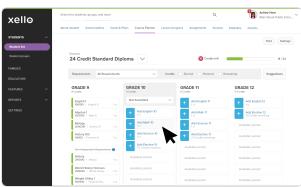
Assign or recommend a course

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

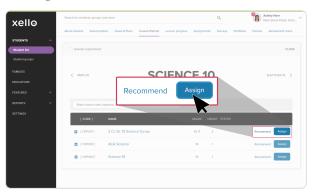
- assign a course if it's a requirement for a student, or if the course is by administrative approval only
- recommend a course if it's suited to a student's interests and strengths

To assign or recommend a course for a student:

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

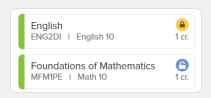


2 Find the desired course and click either **Assign** or **Recommend**.



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.

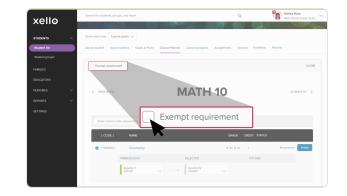


Exempt a course

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.



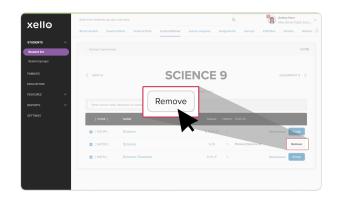
xello

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

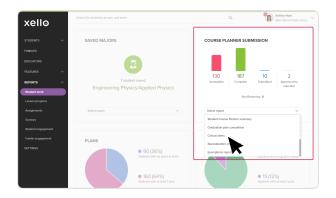
If there is a white circle with gray dash through it, a red alert has already been resolved and you can view what action was taken. The white alert also allows you to undo the action that was taken while it was a red alert.

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.

Grade 7		Grade 11	Grade 12
Gridal 9	Grade 10 Approval required	Grade 11	Grade 12
English (ENGP)	English (ENG2HJ)		
English 9	English 10 Les		
1ec			
Math (MPMID)	Noti (MPM23K)		
Math 0	Math 10		
tα	10.		
Science (SNCED)	Science (SNC2D1)		
Science 9	Science 10 1-03		
1α.			
Basiness Computer Information Systems (BEOBCS7)	Social Studies (SSH2D)		
Electives 9	Social Studies 10 1 (3		
10.			
Choirt (FAN22)	Art I (AFA2A)		
Electives 9	AC10		
166			
Art Mrt 100	Health & Phys Ed		
A19-12	Physical 3D		
1et			
	Accorn		
Required (1)			
High School Graduatio	n		🚯 Credits Remainin

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)**.

