

Building a Four-Year Career Plan in Skyward - Checklist

- ❑ **Watch** the Endorsement and Career Plans and **read** the High School Course Description Guide (HS CDG) to review Graduation Requirements, Endorsements and how to build Four-Year Career Plans.
 - Endorsement and Career Plans video: <https://youtu.be/1knm6me2P-c>
 - High School Course Description Guide (HS CDG): <http://www.lisd.net/Page/1937>
- ❑ **Declare an Endorsement** with a corresponding Option. *Requires an Electronic Signature.*
 - *This step **MUST** be completed **PRIOR** to building a Four-Year Career Plan in Skyward!*
- ❑ **Select a Career Plan template** to use based on your declared endorsement with option.
- ❑ **Cleanup unwanted or incorrect courses** in the Career Plan by changing the grade level of the course or removing the course.
 - *The template provides a generic suggestion of courses and may add unwanted or unnecessary courses to your plan. If so, remove unwanted courses and add courses that meet your needs.*
- ❑ **Add missing and/or additional courses** to your Career Plan by using the “+” feature in the Graduation and Endorsement Requirements section or the “Add Curriculum” feature above each grade column.
- ❑ **Ensure ALL Graduation and Endorsement Requirements are met** and that a checkmark ✓ is next to each requirement in your Career Plan.
- ❑ **Verify** that you have **no more than 8 credits planned for each grade level** and that your **overall credits planned equal or exceed 26 credits**.
- ❑ **Sign your Career Plan** by clicking on the “sign” link and providing an Electronic Signature.
- ❑ **Keep track** of your Graduation and Endorsement progress each school year in Skyward Student Access.
- ❑ **Update your Career Plan** as needed and **visit with your counselor BEFORE your senior year** (12th grade) to check your progress toward Graduation and earning an Endorsement.

Family Access: Students Building a Four-Year Career Plan

Students will now build their four-year high school plans in Skyward by using the *Career Plan* feature. Students can plan courses for 9th-12th grade that meet the graduation requirements of the Foundation High School Program (FHSP) and declared endorsement(s).

Before building your Career Plan, you MUST declare an endorsement FIRST.

Accessing Career Plans

1. Visit the LISD home page – <http://www.lisd.net/>
2. Select *Skyward* at the top of the page.
3. Select *Family Access Login* and use your network username and password.
4. Choose the *Career Plans* menu item.

Selecting a Career Plan Template

1. A new window will appear with a prompt about Career Plan Templates. **Read the prompt.**
2. Select **Ok**.
3. Select one of the endorsement templates from the dropdown menu and click **Select**.
4. Review your plan and decide to either keep the template, view a different template, or use no template.
 - a. To keep the template, click **Use Template**.
 - b. To view a different template, click **Change Template**.
 - c. To use no template, select **Do not use a template** from the dropdown menu.

 **Tip:** Click on **View Full Screen** to see an expanded view of your Career Plan.

Adding Courses

1. Using the “+” feature next to each course subject under Graduation and Endorsement Requirements:
 - a. Click on the blue **plus sign “+”** next to the course subject you wish to take.
 - b. Select the grade level of your choice (the grade you plan to take the course) from the dropdown menu.
 - c. Select **Show Curriculum** next to the grade level dropdown menu.
 - d. Select one of the courses that best meets your needs and click **Save**.
2. Using the “Add Curriculum” feature above each grade column:
 - a. Select **Add Curriculum** above the column of the grade when you plan to take the course.
 - b. Select the grade level of your choice (the grade you plan to take the course) from the dropdown menu.
 - c. Type the course number or course name in the search bar at the bottom of the window and press **Enter** on your keyboard.
 - d. Select one of the courses that best meets your needs and click **Save**.

 **Tip:** If the course you are looking for does not appear in the list, try entering the first 2-3 numbers of the course number or the first 2-3 letters of the course name instead.

Moving a Course to a Different Grade Level

1. Click on the edit button  to the right of the course you wish to move.
2. Select **Edit Grade Level** from the dropdown menu. *A new window will appear.*
3. Select the grade level of your choice (the grade you plan to take the course) from the dropdown menu and click **Save**. *The course will now appear in the column of the grade level you selected.*

Removing Courses

1. Click on the edit button  to the right of the course you wish to remove.
2. Select **Remove Curriculum** from the dropdown menu. *The course will disappear from the grade column.*

 **Tip:** Repeat the process of *Adding*, *Removing* and *Moving* courses as many times as needed to clean up and maintain your Career Plan.

Tracking Graduation and Endorsement Requirements

The Career Plan feature allows you to track your progress towards completion of the graduation requirements for the Foundation High School Program (FHSP) and your declared endorsement(s).

On the right side of the plan is a table labeled **Graduation Requirements** and **Requirements of Declared Endorsements**. The names of the courses and credits required are listed as well as the number of credits planned for each of the required courses. The number of credits planned includes courses that you have already earned credit for in addition to credits for courses you plan to take in the future.

When you have either received credit for a required course or have included it in your Career Plan, a checkmark ✓ will appear to the right of the credits for the required course. Having checkmarks ✓ next to **ALL** your course requirements indicates that you are likely on track to graduate and receive your declared endorsement(s).

If your Career Plan does NOT meet the requirements for graduation and receiving an endorsement, a checkmark ✓ will be MISSING next to the course(s) required and the credits in the **“In Plan”** column will be noted in **red** meaning that you will need to add additional courses that meet these requirements.

Overall, you must have no more than 8 credits per year and no less than 26 credits total to graduate. If you need assistance with your plan or have questions regarding graduation requirements, endorsements, or your progress towards graduation, please see your counselor.

Signing Your Plan with an Electronic Signature

1. Click **Sign** next to the “Student Signature is Required” statement underneath your name. *A new window will appear.*
2. Place a check in the box **“I Agree”** to electronically sign your Career Plan.
3. Click the **Ok** button at the bottom to complete the process.