# SchooLinks Course Catalog & Course Planner

**Student Required Steps** 

**Parent Required Steps** 



O&A









### Agenda

- SchooLinks Course Selection Process
  - Student view
  - Parent view
- SchooLinks Course Catalog
- Planning for Course Selection
- Additional SchooLinks Tools









### **Course Selection Timeline**

- February 3 Campus Deadline
  - Students Complete and Submit Course Planner in SchooLinks
  - Students submit Personalized Plan in SchooLinks
  - Parents view and Approve student Personalized Plans
  - Counselors approve courses in SchooLinks









# SchooLinks Course Selection Process: Student View

- Students access SchooLinks through their MyKaty account (ClassLink)
- All students 6-12 should have logged into SchooLinks at least once prior to course selection
  - If your student is new to Katy ISD the student needs to see their counselor (6-8) or College & Career Facilitator (9-12) for help with SchooLinks Onboarding
- Personalized Plan & Course Plan
  - Both must be "submitted" in SchooLinks prior to student meeting with counselor to verify courses for the 2025-2026 school year









# SchooLinks Course Selection Process: Student View

- If a student has never used course planner (5th graders and all new students), it will be blank when they open it
- Students must choose courses to meet all requirements (including PE for 5th graders)
- If a student is an 8th grader going to 9th grade (switching from a 3 year plan to a 4 year plan) course planner will be blank
- For current 6th, 7th, 10th, and 11th graders who have used course planner before course planner will be loaded with their historical courses, current schedule, and last year's course plan









- Current 5th graders
  - KAP Acknowledgement
  - KAP Auto enrollment Opt-Out for parents
  - Review and submit 3 year plan before meeting with their counselor
- Current 6th and 7th graders
  - Review Goals
  - Review and submit 3 year plan before meeting with their counselor









- Current 8th 11th graders
  - Review CCMR and Performance Acknowledgement and Endorsement information
  - Select CCMR and Performance Acknowledgements
  - Review Goals
  - Review and submit 4 year plan before meeting with their counselor











Events Scores and Performance

Course Catalog

Course Planner

Personalized Plan

**Record Requests** 

Experience Tracking

CCMR Academic Accountability

Personalized Plan

Help Article Visit our help center to <u>view the Personalized Plan help article</u>.













If your student is new to SchooLinks Personalized Plan this is what the screen will look like.













If your student previously completed the Personalized Plan this is what the screen will look like.











- Reviewing your Personalized Plan
  - Review each section, page by page
    - Each section will require the student to complete a task or respond to a question
  - Once finished with that section, Click Next
  - Once all parts have been reviewed, click Review Plan
- Submitting your Personalized Plan
  - Scroll to the bottom of page, Click on Submit







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8	Student Demo	Mode Exit Demo X (@ Switch User) (Arnold Rodriguez) 🗅 🖂 🏠 🔅
СП НОМЕ	< Back	Arnold Rodriguez (2019 - 2020)
SCHOOL		Education Code (TEC), §28.025(b-15), including four credits in science and four credits in mathematics to include Algebra II.
		Met
		O Not Met
CAREERS		
5 FINANCES		Submit This Plan
		Double check every section of this plan and make sure it matches your progress before submitting.
		Arnold Rodriguez
		Submit 🥥





- View previous courses completed
- View currently enrolled courses
- View future courses based on endorsement and courses entered on plan in previous years
- Students can edit future courses





#### **Accessing Course Planner as a Student**

#### Click <mark>School</mark> and select Course Planner.

- Available to students when Course Planner is opened.
- Also accessible from the student's to-do list.





#### **Course Plan History**

Keep track of course plans year-to-year.

- **Current** plan planning for next year.
- Historical plans no

longer editable.





#### Welcome Page

	<u>s</u>	school Course Planner	Student Demo Mode	Exit Demo X	③ Switch user	Thaddeus Aviles	0 🖂	¢ 🤉 🕸	
Ц	™ ث	Welcome		🖄 # 🗈 🐼 🕼 . _	\$©◇◇*≣	₿			
			Sd Sc You Fo Si 8 * A ⊞ R	We'll take you finalize your co grad requirement hool you'll attend next year hool inks High School ar graduation plan undation subjects Needs update Iternate courses Chosen en review your plan Make any Let's go	through the step purse plan to ments. very year other changes here	eps to leet		A guid that cl wha work currer	early indicates t needs to be ed on and the nt status of the plan.



#### **Program of Study**

First step in course planning if you offer programs.

- Select programs.
- Selected programs add requirements to plan for.

- Summary	🖄 🛱 🔔 🐘 👬 🕄 🌊 💵	* 🗐 🔷 🛪 🌐	<ul><li>← Cont</li></ul>	inue
Program				
Description				
Select an endorsement that best matches your car	eer interests.	Alamo Academies	5 Options 1 Selected	0
Program Requirement  Met Select 1 - 3 Endorsements from the list of options. selection adds requirements to the graduation plar courses needed to graduate.	The Endorsement , which determine the	Arts & Humanities	7 Options	9
Aerospace Academy (AA)		Business/Industry	27 Options	9
The This program is designed to provide high school is technical training in airframe and power plant mechan college instructors, with paid summer internships with industry partners. Upon graduation, students will be p labeled be an energy of the students will be p	students with lics from o one of the repared for to their	Multidisciplinary	4 Options	9
Jobs in the aerospace industry where they can comple technical training toward their FAA license. Up to thirt hours are available for a post –secondary course of s to jobs as an Aircraft Turbines Mechanic or Aircraft Si	v college credit tudy. **Leads ructures	Public Service	13 Options	9
Mechanic		STEM	7 Options	0
				(
ourse Catalog [2]				



#### **Planning for Each Requirement**

- Students step through each graduation requirement.
- Courses added automatically with sequences, or manually selected.
- Real-time indication if the requirement is being met.

← Summary English	() = D <b>N</b> # ()	) 🛠 💵 汴 🕼 🔷 🕊 🌐	(←) Continue ·
English I, English II, English III, an ad View requirement details	dvanced English course		• REQUIREMENTS ME
9th	10th	11th	12th
P English ∂			
ENGLISH I (Pre AP) ⑦ 🕅 (101H) 1.0 credits	ENGLISH II (Pre AP) ⑦ 🕅 (102H) 1.0 credits	ENGLISH III (AP) (103A- ⑦ 🕅 4) 1.0 credits	ENGLISH IV (AP) (104A- ⑦ 🗐 4) 1.0 credits
+ Add another course	(+) Add another course	(+) Add another course	(+) Add another course



#### **Sequences Make it Easy**

- Paths of courses students typically take.
- Students can choose their sequence, or have one automatically applied.
- Can allow for students to select courses in certain years.
- Reduces errors and makes it easy to plan!

SchooLinks

← Summary		◎ 串 凸 開 # ⑤ ☆ 四 済 ⓒ ◇ ★ Ⅲ		$\overleftarrow{\leftarrow}  \text{Continue} \rightarrow$
English I, English II, Engl View requirement details	ish III, an advanced Englis	sh course		REQUIREMENTS NOT MET
9th Select	10th	11th	12th	
Choose a course	sequence to add:			
Add "AP Englis English I, English II, En	<b>h" courses</b> glish III, and AP English IV	Add "Standard English" courses English I, English II, English IV		
		© Clear Selection Cancel		
Course Catalog 🖸				C

#### **Browse and Add Courses**

- When browsing for a course, students see just the courses available to them for that requirement and grade.
- Easily search for courses.
- Click to add a course.
- See course details with the question icon.





#### **Browse and Add Courses: Filtering**

- Students can also filter courses by clicking the filter icon.
- Students can filter by grade, subject and tag.
- Counselors can also filter by school and explore outside the requirement's courses.









- Repeat Process for:
- Math
- Social Studies
- Science
- Languages Other Than English
- Physical Education
- Fine Arts

- Repeat Process for:
- Speech
- Health
- Career & Technical Education
- Electives
- Alternate Courses





### **Adding Alternate Courses if Required**

- Students select courses to take if one of their selections is not available.
- Only selected for *next year*.
- Selected in the order of preference.

rses in case you don't get in	to your
?	
? 🗊	
?	
	rses in case you don't get in ⑦ ⑪ ⑦ ⑪

first choices.

Alternate Courses



#### **Course Plan Summary**

- Shows an overview of the student's plan for graduation.
- Clearly indicates in red where requirements aren't met.
- Review, edit, and submit.





#### **Things Students Can Do**



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#### Warnings and Errors

SchooLinks

# Students get real-time feedback if any warnings or errors are found on their course plan.



#### **Student Submission**

Students submit their course plan for approval when they have finished their selections.

- Students CAN submit plans with warnings or errors.
- They will need to explain why.

Graduation Plan	Endorsements	
Address err	rors before submitting	$\times$
Your course plan contains the following erro	ors. What would you like to do?	
▲Languages other than English: T	here is <b>1 error</b> that must be fixed or addressed.	
▲ Physical Education: There is 1 er	ror that must be fixed or addressed.	
▲Fine Arts: There is <b>1 error</b> that mus	st be fixed or addressed.	
▲ Electives: There is <b>1 error</b> that mus	st be fixed or addressed.	
▲ Total Credits: 22.5 / 30 Planned		
▲ Yearly Credits Not Reached: You have not reached the minimum credi	its for grade 9, 10, 11 (7 credits)	
Fix the errors or submit it and	explain the errors below:	
	0/500 Cha	racters
Cancel	Submit & Approve Plan Submit P	lan
		_







- Students can edit plans until counselor approval OR March 18, whichever comes first.
- Guardians can approve plans until March 18 or Campus deadline, whichever comes first.
- Course Planner Overview
   <u>https://www.loom.com/share/d563524b1e804f0e98b909a86eaa5</u>
   <u>6da?sid=07939460-acf4-4046-bfee-e70dced63d0a</u>











- Parent Access for SchooLinks
  - Go to <u>www.katyisd.org</u>

- Click on the MyKaty icon
- Use your Home Access Center (HAC) username and password to log into HAC

Need help logging into MyKaty or HAC? Scan the QR Code for District Technology Resources











• Click on the SchooLinks icon

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	EXAM						<b>20</b> <b>35</b>				
Canvas	2024-25 Exam Exemption Cr	A+ Benefits	A+ Calendars	A+ District Transfer Assi	A+ Education Foundation	A+ Educational Resources	A+ External Apps	A+ KIDSS	A+ KLP	A+ Library Resources	A+ Parent Resources
	<b>Bb</b> 46		<b>S</b>				Katy Source	Kay Independent School Dearier			
A+ Social Media	A+ Staff Resources	A+ Textbooks	A+ Transportation	GIS Admin	GIS Public	Google Drive	Katy 1 Source	Katy ISD Website	Katy Surveys	Microsoft 365	Microsoft Outlook
B	R	8	EXAM EXEMPTION REQUEST.	tcp	PLUS 360 TAC						
Password Self Service	Raptor	SchooLinks	SEER - Semester Exam Exem	TCP Web Clock	Teacher Access Center (TA						



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### SchooLinks Course Selection Process: Parent View- Approve Plan









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### SchooLinks Course Selection Process: Parent View- Approve Plan

- How to View your Student's Personalized Plan
  - From your guardian account, click the Choose a different section drop down, then select Personalized Plans.









• Click **View Plan** for the current school year plan. You can also view an older plan with the **Review Plan** button.

8	Guardian Dashboard	umni/Professional Network		🛞 🖂 🗘 🔅						
い STUDENTS	Guardian Dashboard Active Casefile Section Personalized Plans Choose a different se									
				$\bigcirc$						
CAREERS	Sarah Duffy Last Login a month Ago	Personal Graduation Plan 20 Completion deadline: April 17, 2022	020 - 2021	Review Plan →						
FINANCES	Grade 8th Grade School	STUDENT Sarah Duffy • SUBMITTED 04/12/2021	COUNSELOR  PENDING APPROVAL	GUARDIAN   PENDING APPROVAL						
	SchooLinks High School	MyCAP 2021 - 2022 Completion deadline: December 12, 2021		(View Plan →						
		STUDENT Sarah Duffy	COUNSELOR	GUARDIAN						
		• SUBMITTED 04/12/2021	MISSED APPROVAL DEADLINE	MISSED APPROVAL DEADLINE						
				Q						









- How to Approve your Student's Personalized Plan
  - After reviewing the plan, scroll down to the bottom of the screen
  - Type your First and Last Name to electronically sign the plan
  - Click Approve
- Once the guardian approves the plan, the plan cannot be changed.
- Guardians can approve plans until March 18 or Campus deadline, whichever comes first.
  - If the plan is not approved by deadline, the guardian will not be able to go back and sign









• Once approved, under Guardian, the note will change to Submitted and the date (See Student for example)

8	DISTRICT Personalized Plans	۲	⊠ ↓ ? ‡				
	← Back		Sarah Duffy (2020 - 2021) 8th grade • SchooLinks High School				
COLLEGES		le. he student.					
CAREERS	SchooLinks Put Personal Gra	olic Schools aduation Plan			Completion deadline April 17th, 2022		
FINANCES	STUDENT Sarah Duffy • SUBMITTED 04/12/2021		OUNSELOR     PENDING APPROVAL	GUARDIAN			
		Career Interest Inventor Personality Profile ISFJ (Introversion, Sensing, F Personality Traits Quiet, Friendly, Responsible,	Dry eeling, Judging) Conscientious, Loyal, Considerate, Kind, Stable, Practical				
	2 Goals						











When student submits the plan, the parent will receive an email to approve the plan. Ideally, KISD prefers for the parent to wait to approve the until AFTER the student has met with the counselor. Once the plan has been approved by the parent, changes cannot be made.



Meet with Counselor to review and approve Course Planner & Personalized Plan

> Following the meeting the counselor notifies parent to approve the plan.

\*Students can edit plans until counselor approval OR March 18, whichever comes first.

\*Guardians can approve plans until March 18 or Campus deadline, whichever comes first.





### SchooLinks Course Catalog











### **SchooLinks Course Selection Process**

• For campus specific questions contact your campus counseling department.



