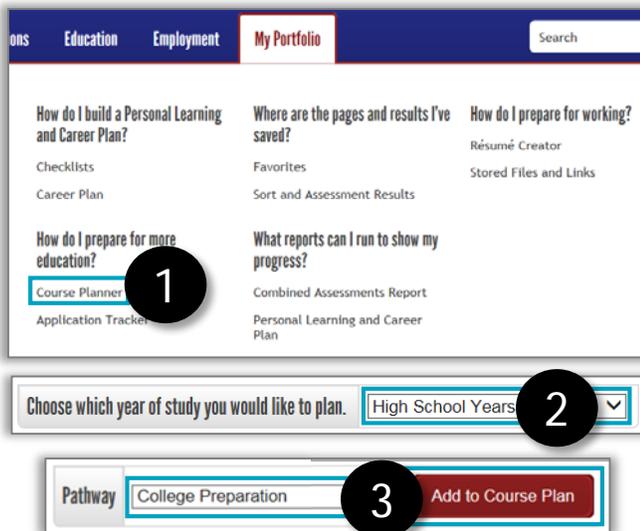


Course Planner (1 of 2)

The Course Planner lets you plan your classes for middle school, high school, college, and beyond. It will help you stay on track for graduation and help you take the courses related to your occupations of interest and career goals.

First, go to akcis.org and log in with your username and password.



1. Hover your mouse over the My Portfolio tab and click **Course Planner**.
2. Select the year(s) of study you would like to plan. The screen will refresh, showing a course framework reflecting the years of study you selected.
3. Select a Pathway you are interested in and click **Add to Course Plan**. Your Course Plan will populate with course options.

4. See tips below for completing your course plan. Your school has specific requirements to graduate; work with your Counselor to ensure your course plan will meet the graduation requirements. When you finish entering courses, click **Save Information**.

Use the plus symbol next to each course title to select a class, or type in your own.

Select *Year* for yearlong classes or *Fall* or *Spring* for semesters. Use *Fall*, *Winter*, or *Spring* for trimesters.

If you have to take this course to graduate, use *Required*. Use *Elective* for classes that aren't a graduation requirement.

Enter the amount of credit for passing this course.

9th Grade - Freshman / School Year Save Information

Subject	Course Title	Term	Required / Elective	Credits	Special Notes	Grade	Comments
Language Arts	Choose 1 Language Arts Class +	Full Year	Required	1	APS Eligible Co		
Mathematics	Choose 1 Math Class +	Full Year	Required	1	APS Eligible Co		
Science	Choose 1 Science Class +	Full Year	Required	1	APS Eligible Co		
World Languages	Choose 1 World Language Class +	Full Year	Required	1	APS Eligible Co		
Health and PE	Choose 1 PE Class +	Semester	Required	0.5			
Health and PE	Health +	Semester	Required	0.5			
Social Studies	*Alaska History/Alaska Studies +	Semester	Required	0.5	APS Eligible		
Social Studies	Choose 1 Social Studies Class +	Semester	Required	0.5	APS Eligible Co		
	+						
	+						

Continued on next page

Course Planner (2 of 2)

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Access and update your course plan at any time through your portfolio (step 1 on reverse).

Enter your final grades

Add your instructor's name and any other important information about the course

Click X's to delete courses

Subject	Course Title	Term	Required / Elective	Credits	Special Notes	Grade	Comments
Language Arts	Choose 1 Language Arts Class	Full Year			APS Eligible Co		X
Mathematics	Choose 1 Math Class	Full Year			APS Eligible Co		X

If needed, click **Add More Courses** to add more rows.

Save Information after making changes.

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? Help & Tutorials Print

Select Detailed or Summary Report

Complete Report - displays a detailed list of courses for each year

Condensed Report - displays a summary of courses by year and subject

OK Cancel

Print your course plan by clicking **Print** in the top right of the screen.

A window will appear. Select **Complete Report** or **Condensed Report**, then click **OK** to view and then print the report.

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The Career Plan tool in AKCIS can help you make education plans. Hover your mouse over My Portfolio, then click Career Plan.

- In high school sites, there are three levels to the Career Plan. Select a level, then click **Make Plans**. Click **Education Plans** and follow the instructions that appear.
- In college and adult sites, select **Full Planner**, then **How Do I Get There?**. Click **Make Plans** and do the **Make Education & Training Plans** activity.

High school students - use the **Helpful High School Courses** in your favorite occupations to identify courses that will prepare you for an occupation you like.