



W S I P C

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My School Data

High School and Beyond

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## What is the High School and Beyond Planning Tool?

The State of Washington requires all students to create a “High School and Beyond” plan. This plan helps identify your Target Careers and areas of interest, and then helps to create a plan for classes in High School. Each year, the plan must be updated and reviewed.

The High School and Beyond Planning Tool contains three Tabs:

- **The Student Profile Tab:** Allows you to enter general information about yourself.
- **The My Plan Tab:** Contains three accordions to help you map things out:
  - My Goals: Where you can enter your Post-Secondary choices for Career or College
  - How Will I Get There?: A place to review the Graduation Requirements, State Exams, and Educational Milestones you need to achieve to graduate.
  - Four-Year Course Plan: An interactive tool for mapping out which classes to take and when to take them during high school in order to reach your goals.
- **The High School and Beyond Info Tab:** Explains more about the High School and Beyond Plan and how it is used.

## Accessing the High School and Beyond Plan

To Access a High School and Beyond Plan:

1. Access the My School Data Portal page (*for details on how to do this, see the document “How To Log In to My School Data” for your district’s particular Student Information System*)
2. From the District Portal, click the “High School and Beyond” Application icon (Figure 1)

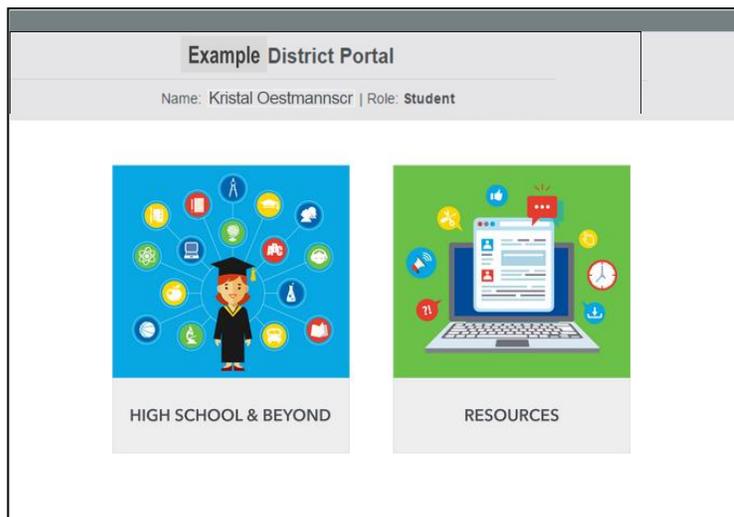


Figure 1 - District Portal

## Filling Out the “Student Profile” Tab

You can enter answers to the following questions on the Student Profile Tab (Figure 2):

- “Who Am I”: Talk about your interests and abilities
- “What Can I Become”: What are your ideas for work or study after High School?
- “How Will I Become That”: Thoughts and Ideas about what you need to do to achieve that goal.

The screenshot shows the 'My School Data' interface. At the top right, there are links for 'Portal Home', 'Log Out', 'Language', and 'Student Dashboard'. The main navigation bar includes 'Student Profile', 'My Plan', and 'HighSchool & Beyond Info'. The user's name 'Simone Lopezscr-002' and a progress indicator '18%' are displayed. Below the progress bar, there are three text input areas: 'Who Am I' (yellow background), 'What Can I Become' (green background), and 'How Will I Become That' (blue background). A 'PRINT' button is located below these sections. The WSIPC logo is at the bottom center.

Figure 2 - Student Profile

### Entering Information in the “Who Am I” section

- Click in the box and begin typing.

### Entering Information in the “What Can I Become” section

- Click in the box and begin typing.

### Entering Information in the “How Will I Become That” section

- Click in the box and begin typing.

### Notes:

1. At any time you can print your plan by clicking the “Print” button.
2. You can change the labels on the screen to be in Russian or Spanish; just click the “Languages” button in the top right corner.

## Filling Out the “My Plan” Tab:

This tab is where you will actually create your High School and Beyond Plan. Each section of it is called an “Accordion” which opens when you click on it. It contains three accordions:

1. “My Goals”
2. “How Will I Get There?”
3. “Four-Year Course Plan.”

## Filling Out the “My Goals” Accordion

The “My Goals” accordion (Figure 3) asks you questions about your Post-Secondary choices and Target Careers, as well as preferred colleges, and potential areas of study. The page will expand based on your selections, and there are resource links available as well as Hyperlinks on the right side.

**MY GOALS**

---

**Target Careers** [Explore Careers Bureau of Labor Statistics](#)

\*1st Choice:  **Field Required**

2nd Choice:  **Field Required**

3rd Choice:  **Field Required**

---

What is your plan for postsecondary? (please make at least 1 selection)

\*1st Choice:

2nd Choice:

3rd Choice:

4th Choice:

---

**Preferred Colleges (please list at least 1)** [Explore College Options](#)

\*1st Choice:   **Field Required**

2nd Choice:

3rd Choice:

4th Choice:

5th Choice:

---

**Preferred Areas of Study (please list at least 1)**

\*1st Choice:  **Field Required**

2nd Choice:

3rd Choice:

4th Choice:

5th Choice:

---

**Which Branch of the Military Are You Planning to Join?** [Explore Military Programs](#)

\*1st Choice:  **Field Required**

2nd Choice:

3rd Choice:

4th Choice:

---

[PRINT](#)

Figure 3 - My Goals Accordion



For “High School Exams”:

- Click to select the “Taken” or “Planned” radio button

For the “Financial Planning” section:

- Check any boxes that are appropriate

In “Additional Experiences” fields (Activities, Extra Curricular, or Internships):

- Just click in each field and start typing.

### **Filling Out the “Four-Year Course Plan” Accordion**

The Four-Year Course Plan (Figure 5) is a place where you can map out classes needed to fulfill graduation requirements. The system populates your current or previously taken classes and shows you the credit totals towards the graduation requirements as defined by the district or the state.

You can see the status of each class quickly and easily:

- A “Check Mark” indicates a class is Historical; taken in the past
- A “Dot” indicates a class is Current; the student is registered for or taking the class in the current year
- An “Arrow” indicates a class is future; is planned but not yet registered for or begun
- Grade Level Override (GLO) classes are marked with a “G”
- Transfer classes are marked with a “T”
- Waiver classes are marked with a “W”

The number of credits for a class can be seen in the Credit Bubble:

- For Historical classes, it shows the number of credits earned (regardless of grade achieved)
- For Current classes, it shows the number of credits earned so far (may be zero currently) and the number of credits planned. These numbers are divided by a slash (/).
- For Future classes, it shows the number of credits planned.

There are checkboxes for the counselor to acknowledge they have reviewed the plan each year and a checkbox for a parent or guardian to note if they have reviewed it as well. There is a field at the bottom to add relevant notes and a “Print” button to create a hard-copy.

FOUR-YEAR COURSE PLAN							
<input checked="" type="checkbox"/> 9th <input checked="" type="checkbox"/> 10th <input type="checkbox"/> 11th <input type="checkbox"/> 12th - Reviewed By Counselor <input type="checkbox"/> - Reviewed By Parent/Guardian							
SUBJECT AREA	GRADE-LEVEL OVERRIDES	GRADE 9	GRADE 10	GRADE 11	GRADE 12	TOTAL CREDITS	GRADUATION REQUIREMENTS
ENGLISH		<input checked="" type="checkbox"/> HONORS ENG 2 0.5 <input checked="" type="checkbox"/> HONORS ENG 1 0.5	<input type="checkbox"/> HONORS ENG 10B 0/0.5 <input type="checkbox"/> HONORS ENG 10A 0/0.5	<input type="checkbox"/> ENGLISH 11A 0.5 <input type="checkbox"/> AP ENG LIT B 0.5		3	4 75%
MATH		<input checked="" type="checkbox"/> ALGEBRA 1 0.5 <input checked="" type="checkbox"/> ALGEBRA 2 0.5	<input type="checkbox"/> GEOMETRY A 0/0.5 <input type="checkbox"/> GEOMETRY B 0/0.5			2	3 67%
SCIENCE		<input checked="" type="checkbox"/> CTE ENVRO SCI 1 0.5 <input checked="" type="checkbox"/> CTE ENVRO SCI 2 0.5	<input type="checkbox"/> BIOLOGY B 0/0.5 <input type="checkbox"/> BIOLOGY A 0/0.5		<input type="checkbox"/> HUMAN DEV A 0.5	2.5	3 83%
SOCIAL STUDIES	<input checked="" type="checkbox"/> WA State History 0.5		<input type="checkbox"/> WORLD HISTORY A 0/0.5 <input type="checkbox"/> WORLD HISTORY B 0/0.5			1.5	3 50%
PERSONALIZED PATHWAY REQUIREMENT (PPR)			<input type="checkbox"/> INTRO CUL ART A 0.5		<input type="checkbox"/> AG COMM/JOUR A 0.5 <input type="checkbox"/> DRAMA A 0.5	1.5	2 75%
HEALTH/FITNESS		<input checked="" type="checkbox"/> PHYS ED 0.5 <input checked="" type="checkbox"/> HEALTH 0.5 <input checked="" type="checkbox"/> PHYS ED 0.5	<input type="checkbox"/> SPANISH 1B 0/0.5	<input type="checkbox"/> AD SPORT MED 2A 0.5		2.5	2 100%
CAREER & TECHNICAL EDUCATION		<input checked="" type="checkbox"/> MICROSOFT OFF 1 0.5				0.5	1 50%
GENERAL ELECTIVES		<input checked="" type="checkbox"/> SPANISH 1 0 <input checked="" type="checkbox"/> CAREER CHOICES 0.5	<input type="checkbox"/> SPANISH 1A 0/0.5 <input type="checkbox"/> ACTIVELEADER A 0/0.5 <input type="checkbox"/> ACTIVELEADER B 0/0.5	<input type="checkbox"/> PLANT SCIENCE A 0.5		2.5	4 63%
ART						0	2 0%
<b>TOTAL</b>	0.5	5.5	6.5	2	1.5	16	24 65%

Figure 5 - Four Year Course Plan

To Add a Class

1. Click on the "Add Class" button
2. Click and select the Subject and Grade fields for the Subject Area where the class is to added
3. Click the "Class Search" field and scroll to find the Subject of the Class you want to add
4. Click and scroll on the "Select a Class" field; click on your choice
5. Click the "Save" button when done
6. Repeat these steps to add additional classes if needed.

**Note:** To close the “Add” box without saving, click the “X” in the upper right corner of the pop-up window

#### To Edit a Class

1. Click on the cell in the grid that you want to change
2. Click the “Edit” button
3. Make the desired changes to the class
4. Save your changes by clicking the “Save” button, or to abandon your edits, click the “X” in the upper right corner of the pop-up window

#### To Delete a Class

1. Click on the cell in the grid that you want to delete
2. Click the “Delete” button
3. You will be returned to the grid and your class will be deleted from that cell

#### **Notes:**

1. *Classes that have been taken in prior years cannot be deleted*
2. *At any time you can print the plan by clicking the “Print” button*

### **The “High School and Beyond Info” Tab**

This tab provides general, read-only information about the High School and Beyond plan graduation requirement. It also contains links that describe the plan and about programs of study. It can be shown in English, Russian or Spanish by clicking the “Languages” button in the top right of the screen.

## High School and Beyond for Counselors

Since the student is the one who creates the plan, the main function of the counselor is to review and help the student make adjustments to their plan. To this end, the counselor has read-only privileges on a student's plan except for one key area – the 4-year Course Plan. In this area, the counselor can add, change or delete classes in the same way the student can. The counselor can also add transfer, waiver and Grade Level Override (GLO) coursework. They also have Check Boxes available to signify their approval of the plan for each year.

In addition, the counselor has a dedicated dashboard in the Planner to monitor the progress of all their students as well as focus in on any one single student.

### Accessing a Student's High School and Beyond Plan

To Access a Student's Plan:

3. After you launch High School and Beyond from the My School Data Portal page, you are presented with a pop-up window that lists all students (See Figure 6)
4. Begin typing the student's name (first or last) in the entry field,  
or  
Use the scroll bar to scan the list of students.
1. When the student appears in the list, click their name to select
2. Click "Continue"

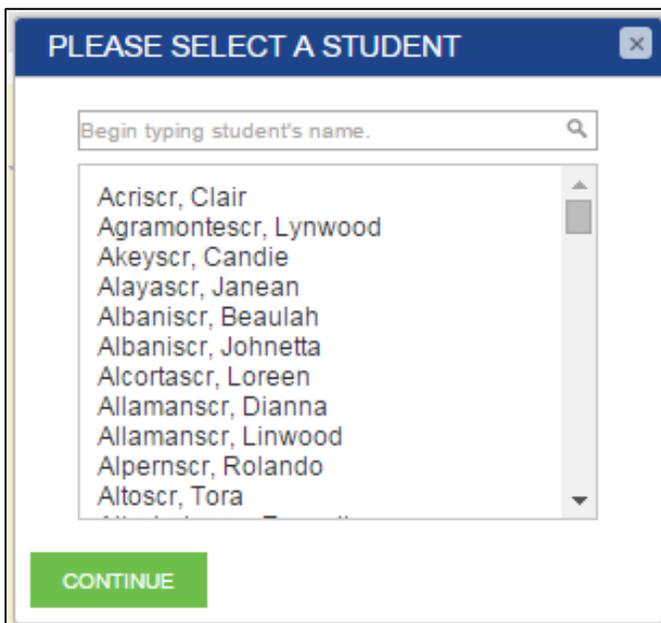


Figure 6 - Student Selection Screen

## Counselor Features on the 4-Year Course Plan

### The Counselor Check Boxes

Since a key to a successful HSB plan is the counselor's guidance, a student's HSB plan is only 100% complete when they have filled it out completely and you have reviewed and approved it. You can do this with the Counselor Approval Check Boxes on the 4-Year Course Plan accordion.

When you are ready to approve the current or a past year, simply click in the check box with your mouse.

**Note:** *Since classes can be moved between Subject Areas, a student can move around classes that have been taken in the past, so be sure to check all years of the plan before approving.*

### The Counselor and the Four Year Course Plan

On the Four-Year Course Plan the counselor has the ability to add coursework that may not be appropriate for the student to add to their own plan. (See Figure 7) This coursework includes:

1. Grade Level Override (GLO) Classes
  - a. These would be courses taken in grades prior to High School that qualify for HS credit.
  - b. To add a GLO class, you'll only need to add the class name and the number of credits.
2. Transfer Classes
  - a. These are classes taken in another district that do not already show in the Four-Year Course Plan.
  - b. If the class was taken in a district whose data is also in the warehouse, it may be available under the Historical classes.
  - c. Creating a Custom Transfer is an option if you need to add a class that isn't listed.
3. Waiver Classes
  - a. An example would be a PE course that was fulfilled via an outside athletic activity, etc.
  - b. If the class was taken in another warehouse district it may be available under this Historical classes.
  - c. Creating a Custom Waiver is an option if you need to add a class that isn't listed.

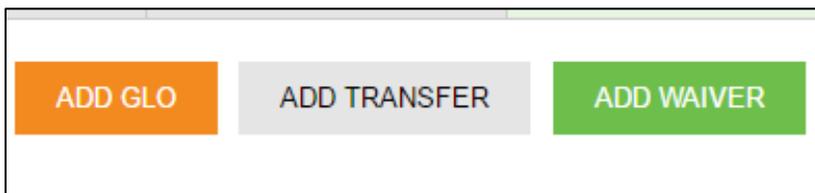


Figure 7 – Counselor Buttons on Four Year Course Plan

## The Counselor Dashboard

As a counselor, you have a specialized dashboard to help you monitor student plans. With this dashboard you can focus on just the students you need to review, but you can also see the big picture. It consists of three main elements, the Report and Breakdown chart, the Students Grid and the Graduation Requirements Customization screen.

### The Report and Breakdown Chart

The Report and Breakdown chart shows you the “Big Picture” of how the students are doing as a whole. (See Figure 8) The first part shows you a graph indicating the percentage of total students who have completed their plans (100%). The second part shows you the same data but broken down into a count of the number of students who are complete and the number who are incomplete.

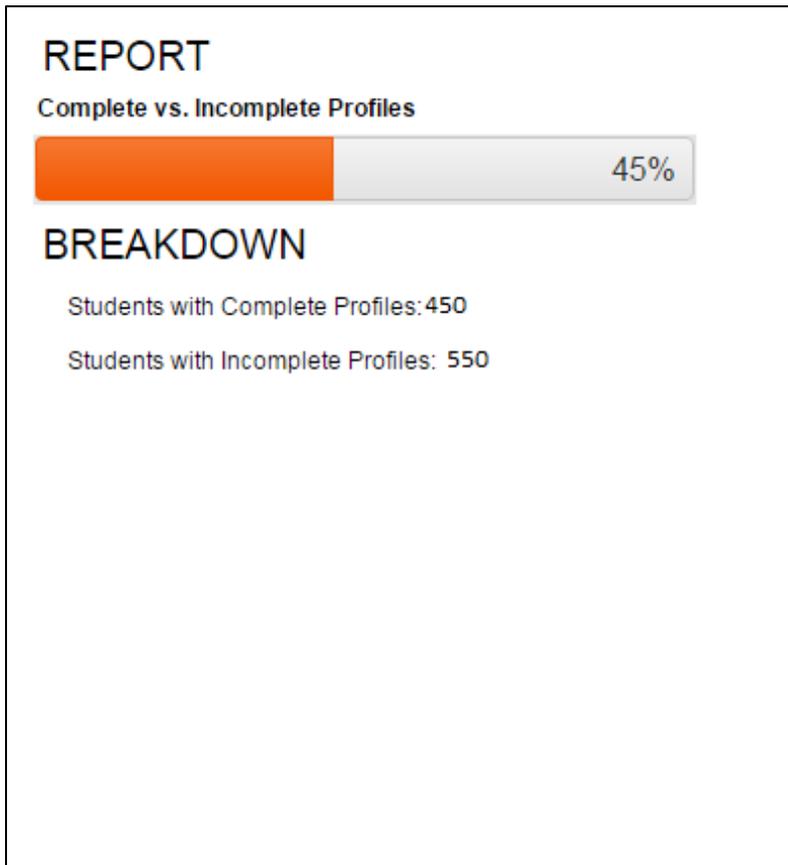


Figure 8 - Report and Breakdown Chart

## The Students Grid

The Students Grid (Figure 9) allows you to view details of the status of a student's progress and to quickly access their Student Profile and Course Plan. It also allows you to see easily see which students are complete, incomplete or that need a review. Because the data is in a grid, it can be filtered, sorted and grouped to narrow down the list to just the students you want to focus on. The data in the grid can also be exported to an Excel Spreadsheet.

STUDENTS				
Drag a column header and drop it here to group by that column				
First Name	Last Name	Grade	%Complete	Status
<a href="#">Vonda</a>	<a href="#">Faselscr</a>	10	91	Review
<a href="#">Edmund</a>	<a href="#">Prouesescr</a>	11	91	Review
<a href="#">Lynwood</a>	<a href="#">Agramontescr</a>	11	9	Incomplete
<a href="#">Candie</a>	<a href="#">Akeyscr</a>	12	9	Incomplete
<a href="#">Kristal</a>	<a href="#">Oestmannscr</a>	10	82	Incomplete
<a href="#">Particia</a>	<a href="#">Neadscr</a>	10	55	Incomplete
<a href="#">Kristal</a>	<a href="#">Oestmannscr</a>	10	55	Incomplete
<a href="#">Domitila</a>	<a href="#">Annscr</a>	11	45	Incomplete
<a href="#">Tasha</a>	<a href="#">Aquadoscscr</a>	12	100	Complete
<a href="#">Kira</a>	<a href="#">Markwellscr</a>	12	0	Incomplete
<a href="#">Janean</a>	<a href="#">Alayascr</a>	12	0	Incomplete

Figure 9 - Students Grid

The Students Grid shows data in columns for the first and last name of the student, their grade level, their Percent Complete and their latest status ("Complete", "Incomplete" or "Review"). By clicking the blue hyperlinked name, you can jump to their student profile and start looking at their plan.

**To Sort a Column:** Click on the heading in that column. The first click sorts it in Ascending order, the second click sorts it in Descending order and the third click clears the sorting.

**To Group a Column:** Click and drag the column heading into the band just above the headings.

**To Filter a Column:** Click the Filter button in the column heading just to the right of the text. A pop-up window will open and you can select filtering criteria. You can filter on more than one column at a time.

**To Export the Data in the Grid:** Click the Export button and, depending on your browser settings, the data will open in a spreadsheet or in a .csv file.

To See details of a student’s progress: Hover your mouse over a student’s name and a pop-up box will be shown with details about different areas of their plan. (See Figure 10)

STUDENTS				
Drag a column header and drop it here to group by that column				
First Name	Last Name	Grade	%Complete	Status
Vonda	Faselscr	10	91	Review
Name: Vonda Faselscr Counselor Approved: no Guardian Approved: no Who Am I Complete: yes What Can I Become Complete: yes How Will I Become That Complete: yes Has College Plans: no Preferred Colleges Count: 0 Has Military Plans: no Preferred Military Count: 0 Post Secondary Plans Count: 2 Preferred Majors Count: 0 Target Careers Count: 3 Exams Count: 9 Internship Experience Complete: no Activity Experience Complete: yes Extra Curricular Experience Complete: yes Course Subjects Complete Percent: 1			91	Review
Kristal	Oestmannscr	10	55	Incom
Domitila	Annschr	11	45	Incom

Figure 10 - Seeing Student Plan Details at a Glance

## Customizing Graduation Requirements

One of the features on the Counselor Tab is the button to customize the number of credits in each of the State Subject areas to fit the district's credit requirements. (See Figure 11). When changes are made to this matrix, the credit requirements for all students in the district with that Graduation year will be changed.

**MODIFY REQUIREMENTS FOR DISTRICT**
✕

Changes were last made to these custom district requirements by you at 11:14

SUBJECT	2017	2018	2019	2020
English	<input type="text" value="4.5"/>	<input type="text" value="4"/>	<input type="text" value="4"/>	<input type="text" value="4.125"/>
Math	<input type="text" value="3"/>	<input type="text" value="3"/>	<input type="text" value="3"/>	<input type="text" value="3"/>
Science	<input type="text" value="2"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="3"/>
Social Studies	<input type="text" value="3"/>	<input type="text" value="3"/>	<input type="text" value="3"/>	<input type="text" value="3"/>
Personalized Pathway Requirement(PPR)			<input type="text" value="2"/>	<input type="text" value="2"/>
Art	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="2"/>
Health / Fitness	<input type="text" value="2"/>	<input type="text" value="2"/>	<input type="text" value="2"/>	<input type="text" value="2"/>
Career & Technical Education	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="1"/>
General Electives	<input type="text" value="4"/>	<input type="text" value="4"/>	<input type="text" value="4"/>	<input type="text" value="4"/>
TOTAL	20.5	20	24	24.125

SAVE
CANCEL

Figure 11 – Customize Graduation Requirements Matrix