

# EACS Student Course Planner Guide

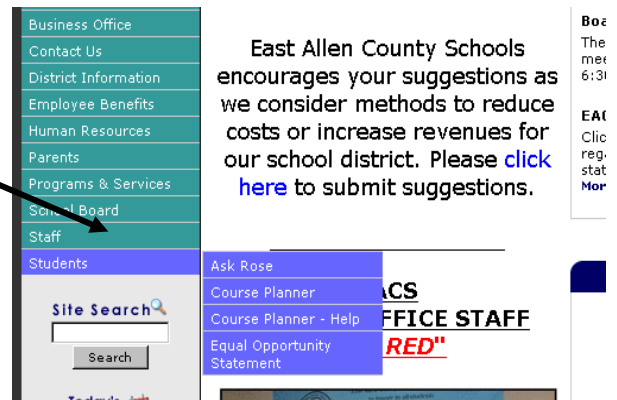
1. Log into East Allen County Schools Home webpage: <http://www.eacs.k12.in.us/>

2. Locate on the left side of the screen the “**Students**” link.

3. Left click on “**Course Planner.**”

You must have the most recent version of Adobe FLASH Player software from [www.macromedia.com](http://www.macromedia.com).

Course Planner directions are available under the “**Course Planner – Help**” link.



4. Login page for the **Course Planner** will then be displayed.

5. Enter your “**User Name.**”

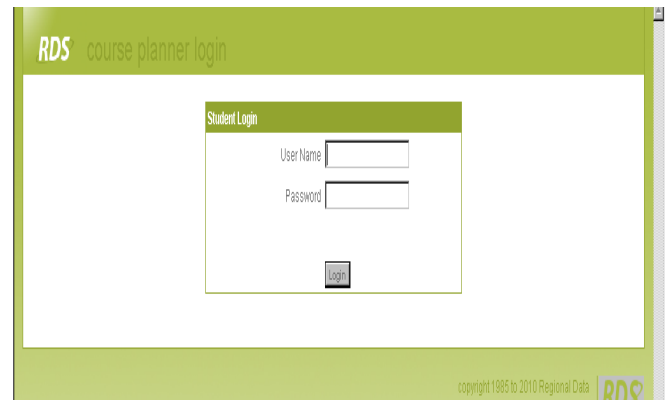
“User Name” is established as the first 15 characters of your last name and the first 3 letters of first name.

User Name is NOT case sensitive!

**Example: Kimberly Peterson –**

**User Name: PetersonKim**

6. Enter your “**Password.**” Password is your student id number. **Example: 7600000**



7. Left click on the “**LOGIN**” grey button.

8. Password will expire after you have successfully logged in. Enter your current “**Password**” (as defined in Step 6 above), create a “**New Password,**” and type again in “**Repeat New Password**” field.

9. After you have entered a new password, left click on “**CHANGE PASSWORD AND LOGIN**”.



Course Request for 09/10 Heritage Jr. Sr High School			
Current Grade:	10	GPA:	9.81818
Next Year Grade:	11	Rank:	33 / 154
ISTEP Scores:	English - 09/16/2008	558 (GQE Pass)	Science
	Math - 09/16/2008	835 (GQE Pass)	Social Studies
			n/a
			n/a

Core 40 Requirements

Welcome to the EACS Course Planner System for 2009/10 School Year

Please select, in the right-hand side of the screen below, the courses you are interested in taking for the school year 2009/10. You may also enter alternate courses by flagging them as such to a specific course request. Refer to specific school instructions for further detail.

For a complete description and guide of courses, please reference the following link: [EACS Course Catalog](#)

For diploma definitions and requirements, click on the following links:  
[EACS Core 40 Diploma](#)   [40 - Academic Honors](#)   [Core 40 - Technical Honors](#)

PLEASE NOTE THE FOLLOWING:

- Some courses have already been chosen for you by your school counselors and appear in the slots below.
- The order or Semester the courses appear are not a reflection of your schedule for next year.
- By making course selections, you are simply filling applicable slots for a five-period day (Three Semester schedule (15 open slots), Middle schools may have more available slots.
- Students should plan on meeting with their school Guidance Counselor soon to discuss specific plans for their academic future and meeting necessary graduation requirements.

Your Completed Courses	Requested Courses
<b>Language Arts</b> Eng 10-1 08-09 Sem 1 C English9-2 08-09 Sem 3 In Progress Eng 10-2 08-09 Sem 3 In Progress English9-1 07-08 Sem 1 C English9-2 07-08 Sem 3 F	Subject: Language Arts Course: LA1206 - Novels Length: One Semester Alternate?: not an alternate <input type="button" value="Help"/> <input type="button" value="Add Course"/> ?
<b>Mathematics</b> Geometry-1 08-09 Sem 1 F Alg I-1 08-09 Sem 2 In Progress Geometry-2 08-09 Sem 3 In Progress Alg I-1 07-08 Sem 2 F Alg I-2 07-08 Sem 3 C	<b>Course Selections</b> <input checked="" type="checkbox"/> InChorus-1 <input checked="" type="checkbox"/> InChorus-2 <input checked="" type="checkbox"/> InChorus-3 <input checked="" type="checkbox"/> Chem I-1 <input checked="" type="checkbox"/> Chem I-2 <input checked="" type="checkbox"/> US Hist-1 <input checked="" type="checkbox"/> US Hist-2 <input checked="" type="checkbox"/> Eng 11-1 <input checked="" type="checkbox"/> Eng 11-2
<b>Social Studies</b> WidHisCv-1 08-09 Sem 2 In Progress WidHisCv-2 08-09 Sem 3 In Progress	<input type="checkbox"/> Parent Approval <input type="button" value="Approve"/>
<b>Science</b> BiolGen-1 08-09 Sem 1 F	Please consider you course selections carefully. Course changes will only be considered when there is an administrative error. Seniors may sign up for ICE. However, placement will be
<b>Notes or Special Requests</b> <input type="button" value="Save Notes"/>	

10. The top area of the screen will display your current/next year grade levels. GPA and class rank are calculated at the end of each Trimester. GQE Status will also be displayed. A “Welcome” instruction message will also be displayed with links to State and EACS Diploma Requirements.

11. The Course Planner provides a summary (left side) of “Your Completed Courses,” (Transcript grades), as well as those currently in progress.

12. To select courses for next school year, go to the “Requested Courses” area (right side), select the applicable subject. To do so, left click on the “Subject” drop down menu.

13. Left click on the “Course” drop down menu and select a Course (will display alphabetically by course title) and make a selection from list.

14. The “Length” of the course has been predefined by your school.

15. Left click on the “ADD COURSE” button to add the course to the course request area. Left clicking on the red “X” button next to a course will remove the course from your selected list.

16. Repeat Steps 11 – 14 above to add courses until all slots have been filled. Slots may appear vertical or horizontal based upon the school’s definition.

17. Alternates for courses may be chosen by selecting the “Subject” and “Course.” Next select the “Alternate?” drop down and choose the course you want this course to represent as the alternate. Left click on “ADD COURSE” button to save this course as an alternate. A blue “A” will be next to the course you have selected an alternate to be represented. Left clicking on the blue “A” will remove a course’s alternate.

18. Special notes to your Guidance Counselor may be added at the bottom left “Notes or Special Requests” area. Type in the note, and then left click on “SAVE NOTES” button to retain.

19. After all courses have been added, parents should review. A parent instruction message may also be presented to review. Left click in the check box , then on the “APPROVE” button in the black “Parent Approval” area to tag as “Parent Approved”. Once parent approval has been tagged, NO further changes can be made to the Course Planner selections. Students must contact the school guidance office to make any changes.

20. Left click on the “LOGOUT” button (top right corner) to exit the program when finished.