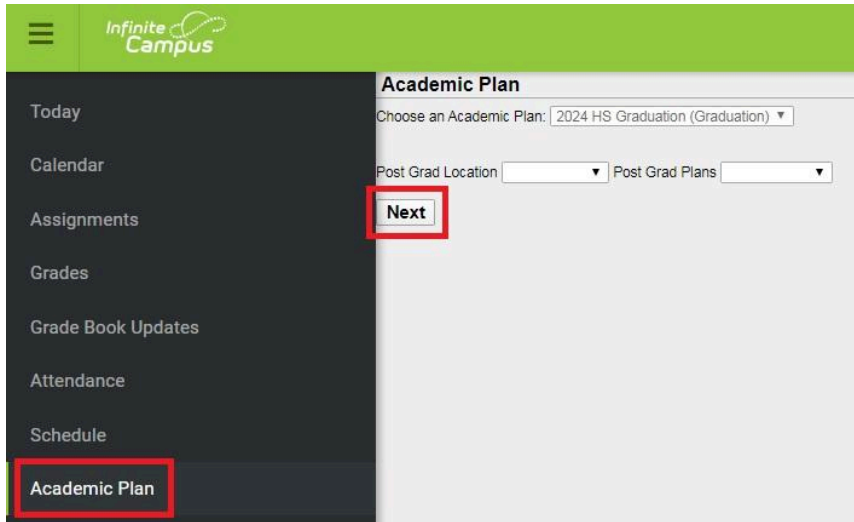


Campus Student - Multi Year Academic Planner

- Log in to your Campus Portal Account
 - <https://beatricene.infinitecampus.org/campus/portal/beatrice.jsp>
- If needed, click the 3 lines on the upper left to open the index.



- Select Academic Planner from the Index.
 - Your Academic Plan will already be assigned to you.
 - OPTIONAL - Enter your Post Grad Location
 - OPTIONAL - Enter your Post Grad Plans
 - Choose Next



- The Academic Planner displays the student's assigned Academic Program and the courses the student has planned to take in each school year (represented by grade level). Based on the assigned Academic Program, students must meet credit requirements, course requirements, and GPA requirements. The goal is to meet each requirement for each grade level.
 - You will see Alerts telling you if you need to adjust your planned courses to meet the Grad Plan
 - Some Required Courses have already been added for you.

Academic Plan							
Save		Course Plan Report		Progress Report			
Search the Course Catalog							
Program: 2024 HS Graduation (Graduation)							
Grade: 09	20.0 / 70.0	Grade: 10	20.0 / 70.0	Grade: 11	10.0 / 70.0	Grade: 12	10.0 / 50.0
Communications (0.0 / 5.0)							
0.0 / 5.0		0.0 / 0.0		0.0 / 0.0		0.0 / 0.0	
Type to search or select courses		Type to search or select courses		Type to search or select courses		Type to search or select courses	
ALERT: Not enough credits selected in Communications to meet the minimum plan requirements.							
English (40.0 / 40.0)							
10.0 / 10.0		10.0 / 10.0		10.0 / 10.0		10.0 / 10.0	
* 010041 English I - 5.0 * 010042 English I - 5.0		* 010061 English II - 5.0 * 010062 English II - 5.0		* 010081 English III - 5.0 * 010082 English III - 5.0		* 010131 English IV - 5.0 * 010132 English IV - 5.0	
Health (0.0 / 5.0)							
0.0 / 5.0		0.0 / 0.0		0.0 / 0.0		0.0 / 0.0	
Type to search or select courses		Type to search or select courses		Type to search or select courses		Type to search or select courses	
ALERT: Not enough credits selected in Health to meet the minimum plan requirements. ALERT: Course Requirement not met: Health							
Physical Education (0.0 / 10.0)							
0.0 / 5.0		0.0 / 5.0		0.0 / 0.0		0.0 / 0.0	
Type to search or select courses		Type to search or select courses		Type to search or select courses		Type to search or select courses	
ALERT: Not enough credits selected in Physical Education to meet the minimum plan requirements.							

- **Add Courses**

- Click into a box under the Grade and Credit type to choose courses that are available. Required Courses will display in **bold**.
- Use the Course Catalog to locate courses that would be of interest to you. If you know the name of the course, enter that name in the field, or a partial name. Matching results display. When a course is chosen, a description displays, providing more information about the course - credit, course fees (if any), and an option to add that course to the plan.

The screenshot shows the 'Academic Planner' interface. On the left, there's a 'Program: 2020 HS Graduation' section with 'Grade: 09 80.0 / 70.0' and 'Communications (5.0 / 5.0)'. A search bar 'Search the Course Catalog' is highlighted with a red box. Below it, a list of courses is shown, including '009999 Transfer', '010041 English I - 5.0', '010042 English I - 5.0', '010045 Odysseyware English I Sem 1 - 5.0', '010055 ~English II 2nd sem - 5.0', '010058 Odysseyware English 1 Sem 2 - 5.0', '010061 English II - 5.0', '010062 English II - 5.0', '010065 ~English II 1st sem - 5.0', '010069 Odysseyware English II Sem 1 - 5.0', '010070 Odysseyware English II Sem 2 - 5.0', '010075 ~English I Sem 1 - 5.0', '010081 English III - 5.0', '010082 English III - 5.0', '010083 ~English III 1st sem - 5.0', '010084 ~English III 2nd sem - 5.0', and '010086 Odysseyware English III 1st sem - 5.0'. On the right, a detailed view for '010082 English III' is shown, including '5.000 credits of English', 'Course Requirement(s): Must meet course requirement: English III Recommended for Grade: 11', 'Planning Rule(s):', and 'Course Description:'. At the bottom, there are buttons 'Add to Grade 10', 'Add to Grade 11', and 'Add to Grade 12'.

- **Remove a Course**

- Hit the x next to the course in the section it was entered.

The screenshot shows a course entry in the Academic Planner. The entry is '014653 ~Oral Communications - 5.0'. A red box highlights a small 'x' icon next to the course name, which is used to remove the course from the plan.

- **Check alerts and make adjustments as needed.**

The screenshot shows the 'Alerts' section of the Academic Planner. It displays three red alert messages: 'ALERT: Not enough credits selected in English to meet the minimum plan requirements.', 'ALERT: Course requirement not met: English III', and 'ALERT: Course requirement not met: English IV'. Below the alerts, there's a section for 'Math (5.0 / 5.0)'.

- **When done hit SAVE**

The screenshot shows the 'Save' button in the Academic Planner, which is a small button with a floppy disk icon and the text 'Save'.

[Click HERE for more Instructions about the Academic Planner](#)