



Course Planner How-To Guide

Welcome to Xello's course planner! You will be selecting your classes for next year using this platform.

Part 1: How to access Xello and your course plan

Step 1. Go to <https://www.sunprairieschools.org/>

Step 2. Select the MYSP for Staff and Students icon on the right



Step 3. Select the Xello icon

Step 4. Select green Course Planner

Part 2: How to choose and submit your courses

Step 1. To choose a course, click on the blue plus sign labeled "Add ____"

Step 2. You will see a list of courses available. Clicking on the title of the course will expand the offering and provide more detailed information about the course. It will also list the prerequisite required for the course (if applicable). If you decide to proceed with that course, select the blue "Add" button. If a course is a year-long, you will receive an alert letting you know that both semesters will be added to your plan. Click "Ok, got it!" to acknowledge.

Step 3. Continue with the above process until you are finished selecting courses. To efficiently search for specific classes, you can type keywords into the search bar. To return your course plan overview at any time, select the black "Done" box in the very upper right corner.



A red minus symbol means you are missing a prerequisite and you will not be able to submit



A blue "i" symbol means there is a course note (any fees, recommendations, service learning available etc.)

Step 4. You will be required to select alternate courses as well. Please thoughtfully select classes you are interested in taking. Xello will place students in their selected alternates in the event their first choices are not available.

Step 5. When you have selected all courses for the next school year, click on the **SUBMIT** button when it is open. **Do not submit until you have double checked all your course selections and alternates

Congratulations on completing your course plan!



Scheduling Tips

Compacted courses: Compacted courses are an opportunity to accelerate and complete two year-long classes in one year, thus earning 2 credits. Students will have compacted classes every day, completing the 1st full class during first semester and the subsequent class during second semester. (Example: Semester 1 - Geometry; Semester 2 - Algebra II) *** IMPORTANT NOTE: Compacted courses must be taken all year long. (Example: If you select Geometry Compacted A and B, you also need to add Algebra II Compacted A and B as well).

Bundled Courses: Two courses that are taught together so that the curriculum can be offered in a more flexible, creative and interesting way. Two teachers team together for bundled courses. The key objectives for the courses remain the same. The curriculum is interwoven together so that both classes seamlessly enhance and complement each other. The courses are for 2.0 credits (two year-long classes bundled together). Examples: Pre-calculus/Physics; English 10/US History. Selecting a bundled class in Xello will automatically add all other required co-requisites.

Academies: We are offering opportunities for students to enroll in a specialized program of study with complementary, integrated classes worth 2 total credits. We are offering three academy options this year: Global Foods and Sustainability, Business Academy, or Marketing: Sports and Entertainment. If you are interested in one of these, please search the keyword "Academy" and add the appropriate courses. In your Xello course plan, selecting one course that is part of an academy will automatically add all other required co-requisites.

Study Halls: Select Study Hall A for first semester and Study Hall B for second semester. Students do not receive credit for study hall and are allowed to take only 1 study hall per semester, if they so choose.

Additional tip: Students must fill out all alternate course boxes before you are able to submit a schedule.

Please email your current counselor if you need an override on a course in Xello or for any questions you have specific to your individual course plan:

High School Student Services

[Sun Prairie East High School Student Services](#)

[Sun Prairie West High School Student Services](#)

[Prairie Phoenix Academy Student Services](#)

Middle School Student Services

[Central Heights Middle School Student Services](#)

[Patrick Marsh Middle School Student Services](#)

[Prairie View Middle School Student Services](#)