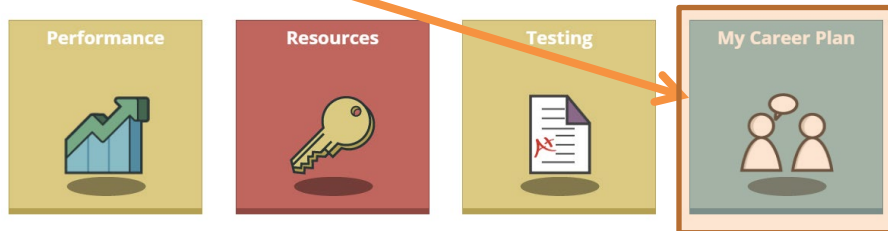# GCIS and the BRIDGE Advisement Checklist Activities
11th Grade (Task 16:11-2): Course Planner (Individual Graduation Plan) using a Pathway

- **WHAT:** This handout offers step-by-step instructions on completing your Individual Graduation Plan (IGP) using the Georgia Career Information System (GCIS).
- **WHY:** It helps you gain awareness and plan for each high school course you must complete to successfully graduate in the state of Georgia.
- **HOW:** With the handout, you can view easy-to-follow steps and screenshots used to design your required IGP. You will learn about and better understand the general high school course titles. When you get to high school, you can redesign the IGP with detailed course titles.
- **WHEN:** Don't delay, complete this task today. Once you complete your IGP, be sure to review it with your counselor/teacher and share it with your parent/guardian each year.
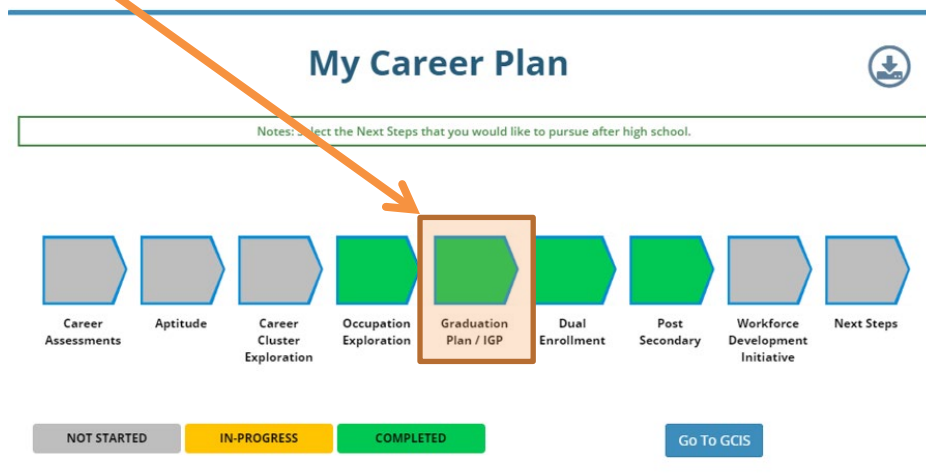
Let's Get Started

How Do I Complete My Individual Graduation Plan (IGP) in GCIS?

1. Log into your student portal provided by your school district.
2. Click on **SLDS Portal** on your dashboard. (The link name may vary depending on your SIS.)
3. Click the **My Career Plan** image. [This button will take you to the Georgia Career Information System (GCIS)].

4. Click **Graduation Plan/IGP** to add, modify, or delete courses for your **Individual Graduation Plan (IGP)**.

Effective: October 2019

5. Click **Complete your Graduation Plan**.

Graduation Plan

Graduation Plan   Status : Not Started

You have not added any course information in IGP.

Complete your Graduation Plan

Create Your Course Planner (Individual Graduation Plan) using a Pathway

| Home | Plan | Assessments | Occupations | Education | Employment | My Portfolio | Search |

COURSE PLANNER (INDIVIDUAL GRADUATION PLAN)   ? He

You can create an Individual Graduation Plan to map out your courses during your four years of high school and beyond. If you need some help, you can view and print the Georgia Department of Education's Graduation Requirements.

Home Page for North GA Tech College

Choose which year of study you would like to plan.   High School Core   **6**

7 Pathway 4 Year Individual Graduation P** ✱✱   Add to Course Plan   **8**

6. Choose the year(s) of study you wish to plan using the dropdown menu.
7. Select one of the options in the **Pathway** dropdown menu.
8. Click **Add to Course Plan**. (A second window will appear.)

Note: If the second window does not appear, this means you have a pop-up blocker that prevents you from seeing it. Please allow the pop-up window for GCIS. Then, repeat steps 6 through 8.

High School Years

9th Grade / School Year Select ∨   Save Information

Subject	Course Title	Term	Req.	Credits	Course #	Grade	Note
English/Language Ai ∨	9th Gr Literature & Comp	+	All Year ∨	Required ∨	1.0 ∨			
∨		+	∨	∨	∨			
∨		+	∨	∨	∨			

Add More Courses   Save Information

10th Grade / School Year Select ∨   Save Information

Subject	Course Title	Term	Req.	Credits	Course #	Grade	Note	
English/Language Ai ∨	10th Gr Literature/Composition	+	All Year ∨	Required ∨	1.0 ∨			✗
∨		+	∨	∨	∨			✗
∨		+	∨	∨	∨			✗

Add More Courses   Save Information

11th Grade / School Year Select ∨   Save Information

Subject	Course Title	Term	Req.	Credits	Course #	Grade	Note	
English/Language Ai ∨	11th Gr American Literature & Comp	+	All Year ∨	∨	1.0 ∨			✗
∨		+	∨	∨	∨			✗
∨		+	∨	∨	∨			✗

Add More Courses   Save Information

12th Grade / School Year Select ∨   Save Information

Subject	Course Title	Term	Req.	Credits	Course #	Grade	Note	
English/Language Ai ∨	12th Grade Literature (Req.)	+	All Year ∨	∨	1.0 ∨			✗
∨		+	∨	∨	∨			✗
∨		+	∨	∨	∨			✗

Add More Courses   Save Information

✱✱ This example highlights a pre-built pathway called "4-Year Individual Graduation Plan". Your school may have additional options you can select in the dropdown menu. ✱✱

Pathway Requirements Summary

Requirements Summary for: 4-Year Individual Graduation Plan

School Year	Requirements
9th Grade	9th Grade Requirements
10th Grade	10th Grade Requirements
11th Grade	11th Grade Requirements
12th Grade	12th Grade Requirements

9

Apply to Year:
- ☑ 9th Grade
- ☑ 10th Grade
- ☑ 11th Grade
- ☑ 12th Grade

10

Tip → Step 10: Place a checkmark in the box for applicable grade(s)

- ○ Add
- ◉ Replace all courses in selected school years (existing courses with grades will not be overwritten)
- ○ Replace all courses for school years up to grade 12 (existing courses with grades will not be over...)

11

[OK] [Cancel]

12

Tip → Step 11: Select applicable radio button

Course List for: 4-Year Individual Graduation Plan

9th Grade

Subject	Course Title	Note	Term
English/Language Arts	09th Grade English/Language Arts		Awaiting
Mathematics	09th Grade Math		Awaiting
Science	09th Grade Science		Awaiting
Social Studies	09th Grade Social Studies		Awaiting
Health and PE	Physical Education		Awaiting
Health and PE	Health		Awaiting
Electives	Elective Course 1		Awaiting

10th Grade

Subject	Course Title	Note	Term
English/Language Arts	10th Grade English/Language Arts		Awaiting
Other	CTAE and/or Modern Language/Latin and/or Fine Arts		Awaiting
Electives	Elective Course 2		Awaiting
Mathematics	10th Grade Math		Awaiting
Science	10th Grade Science		Awaiting
Social Studies	10th Grade Social Studies		Awaiting

11th Grade

Subject	Course Title	Note	Term
English/Language Arts	11th Grade English/Language Arts		Awaiting
Mathematics	11th Grade Math		Awaiting
Other	CTAE and/or Modern Language/Latin and/or Fine Arts		Awaiting
Science	11th Grade Science		Awaiting
Electives	Elective Course 3		Awaiting
Social Studies	11th Grade Social Studies		Awaiting

12th Grade

Subject	Course Title	Note	Term
Science	12th Grade Science		Awaiting
Electives	Elective Course 4		Awaiting
English/Language Arts	12th Grade English/Language Arts		Awaiting
Mathematics	12th Grade Math		Awaiting
Other	CTAE and/or Modern Language/Latin and/or Fine Arts		Awaiting

13

9. Summary of each grade level included in pathway and the requirements student should complete.
10. Choose the school years you want to add to your Course Planner (Individual Graduation Plan).
11. Select how you would like the pathway courses to display in your Course Planner (Individual Graduation Plan).
   a. Add
   b. Replace all courses in selected school years (existing courses with grades will not be overwritten)
   c. Replace all courses for school years up to grade 12 (existing courses with grades will not be overwritten)
12. Click **OK** to accept the courses or **Cancel** to decline.
13. View your courses.

Pathway Results

The following courses will appear as your high school **Course Planner/IGP**.

14. Click **Save Information**.

☺ Congratulations! You completed this activity. ☺