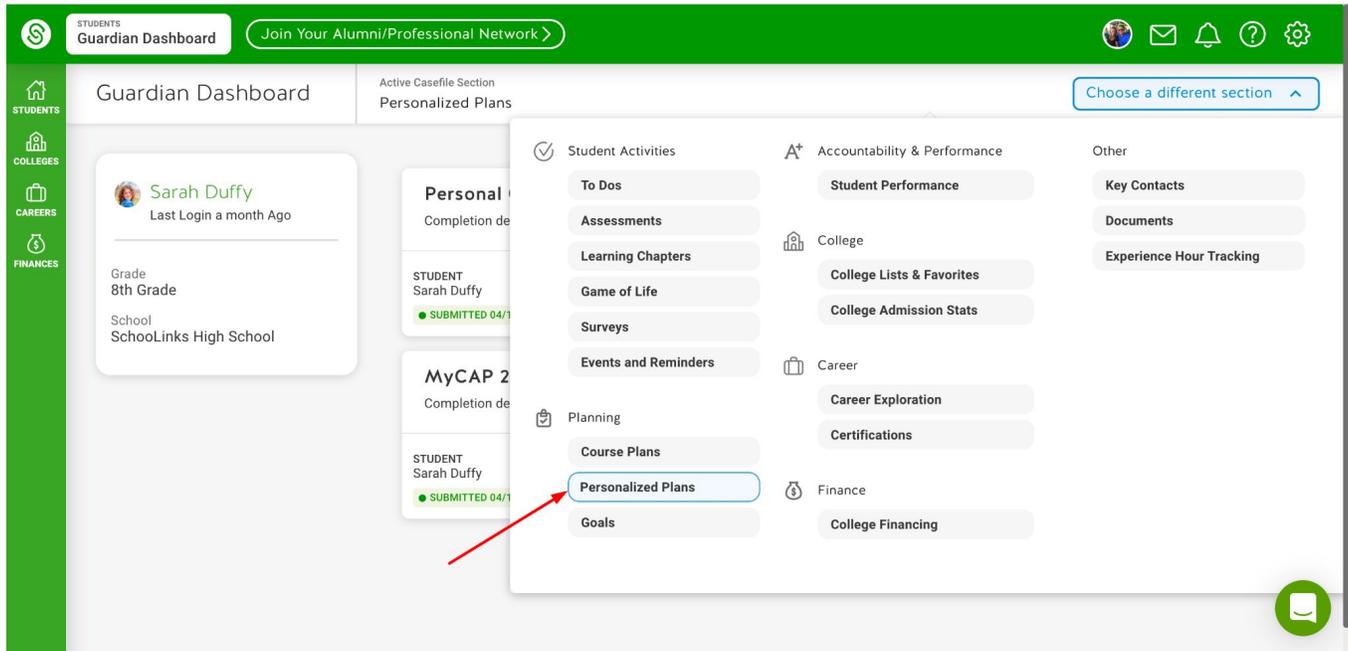
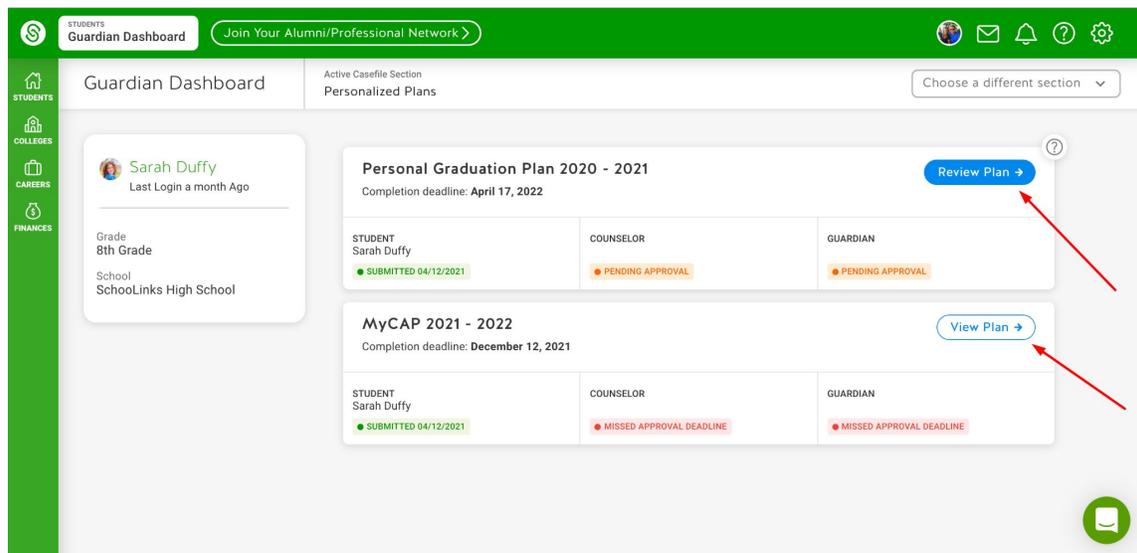


How to View and Approve Your Student's Course Plan

1. Navigate to the Casefile Sections dropdown and then select **Personalized Plans**.



2. Click View Plan for the current school year plan. You can also view an older plan with the Review Plan button.



3. After reviewing the plan, at the bottom of the page type your name to electronically sign the plan. Then click the **Approve** button to approve your student's course plan.
4. If you need to request changes to a student's plan leave a comment directly on the plan (this will be visible to both the counselor and the student)

The screenshot displays the 'Personalized Plans' interface for Sarah Duffy (2020 - 2021), an 8th grade student at SchoolLinks High School. The interface includes a navigation bar with 'Personalized Plans' and 'Join Your Alumni/Professional Network' options. A yellow banner instructs the user to review the plan and approve it at the bottom, with a link to 'add a comment'. A red arrow points to the 'COMMENT' button in the top right corner. The plan title is 'SchoolLinks Public Schools Personal Graduation Plan', with a completion deadline of 'April 17th, 2022'. The plan is divided into three columns: STUDENT (Sarah Duffy, SUBMITTED 04/12/2021), COUNSELOR (PENDING APPROVAL), and GUARDIAN (PENDING APPROVAL). The main content area shows two sections: '1 Career Interest Inventory' with a personality profile of ISFJ (Introversion, Sensing, Feeling, Judging) and traits of Quiet, Friendly, Responsible, Conscientious, Loyal, Considerate, Kind, Stable, Practical; and '2 Goals' with 'Post Secondary Plans'.