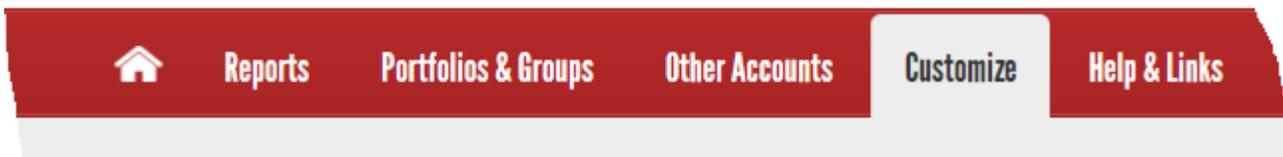


# COURSE PLANNER 2015



Idaho Career  
Information System

Site Administration



## SITE COURSE PLANNER - MAIN MENU



Presented by the Idaho Division of Professional-Technical Education, State Board of Education, Career Information System and your local professional-technical school. For more information contact CIS at [idahocis@labor.idaho.gov](mailto:idahocis@labor.idaho.gov) or call (208) 334-3705.



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Idaho Department of Labor  
C.L. "Butch" Otter, Governor    Kenneth D. Edmunds, Director  
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Where is course planner? At the very beginning. Or on the first tab—Plan

The screenshot shows the Idaho Career Information System (CIS) website. At the top, there is a header with the Idaho Department of Labor logo and the text 'Idaho Career Information System - CIS'. A navigation bar contains links for 'Plan', 'Assessments', 'Occupations', 'Education', 'Employment', and 'My Portfolio'. A search bar is located on the right. Below the navigation bar, there are several tabs: 'Career Plan', 'Getting Started', 'Looking Deeper', 'Next Steps', 'Writing Worksheet', and 'Report'. A callout box on the left contains the text: 'Click on Plan', 'Then getting started', 'Then make plans', 'Then Course Planner'. Red arrows point from this callout to the 'Plan' menu item and the 'Course Planner' link in the 'Getting Started - Make Plans' section. The 'Getting Started - Make Plans' section includes a sub-section 'Make Plans' with links for 'Education Plans', 'Experiential Learning Plans', 'Financial Plans', and 'Action Plan and Supports'. A graphic on the right side of the page reads 'THE BEST WAY TO PREDICT THE FUTURE IS TO PLAN IT'. The footer contains links for 'State Resources', 'Site Resources', and 'About Us', along with social media icons for WordPress, Facebook, and Twitter.





# COURSE PLANNER-STUDENT VIEW



Students access “Course Planner” from their “My Portfolio”, and then click on the link of “How do I plan my courses” or from the MEGA menu.

The screenshot shows the 'My Portfolio' page with a navigation bar at the top containing: Home, Plan, Assessments, Occupations, Education, Employment, and My Portfolio. A search bar is on the right. Below the navigation bar, the 'MY PORTFOLIO' section includes buttons for 'Help & Tutorials', 'Share My CIS Portfolio', and 'Print My CIS Portfolio'. Three main content areas are visible: 'Where are the pages and results I've saved?', 'How do I track my career activities?', and 'How do I plan my courses?'. A callout box points to the 'How do I plan my courses?' section, stating: 'Course Planner can be accessed through any course planner hyperlink or it may be selected from the mega menu under my portfolio or after selecting my portfolio it is under "How do I plan my courses?"'. A dark blue box on the right contains the text: 'View your CIS favorites and CIS assessment results. Save information for résumés and applications. Store your files and résumés.' Below this is a photo of a group of diverse students.

This screenshot shows a grid of options under the 'My Portfolio' header. The navigation bar is identical to the previous screenshot. The grid contains the following sections and links:

- My Portfolio**
  - View your CIS favorites and CIS assessment results.
  - Save information for résumés and applications.
  - Store your files and résumés.
  - [View My CIS Portfolio](#)
- Where are the pages and results I've saved?**
  - Favorites
  - Sort and Assessment Results
  - Stored Files and Links
- How do I track my career activities?**
  - Checklists
- How do I plan my courses?**
  - Course Planner** (circled in red with an arrow pointing to it)
- How do I create or update my résumé?**
  - Résumé Creator
  - Saved and Uploaded Résumés
- How do I create a career plan?**
  - Career Plan
- How do I track my school applications?**
  - Application Tracker
- Reports**
  - Combined Report of Assessments
  - Personal Learning Plan
- What are my unique strengths?**
  - Dependable Strengths
- What practice tests can I take?**
  - College Entrance/GED/ASVAB Tests
  - Advanced Academic Tests
  - Civil Service Tests

When a student gets to Course Planner he or she can do the following:

Choose the year of study to add classes into.

Select Courses—Subjects and Courses are preloaded by password manager.

The screenshot shows the 'COURSE PLANNER' interface. At the top, there is a header 'COURSE PLANNER' and a help icon. Below the header, there is a paragraph of text: 'You can create an Individual Course Plan to map out your courses during your four years of high school and further. [Here](#) is some information to help you decide which courses to enter. [Go Capital Softball!!!](#)'

There are two main sections for selecting the year of study:

- Choose which year of study you would like to plan.** This section has a dropdown menu that is currently open, showing the following options: All, Middle School Years, High School Years (highlighted in blue), Postsecondary Years, and Adult Years. A red arrow points to the 'High School Years' option. A callout box next to the dropdown says 'Pick the desired years for the plan'.
- Pathway** This section has a dropdown menu with 'Select' as the current option.

Below these sections, there is a section titled 'High School Years' and '9th Grade / School Year' with a dropdown menu set to '2013-2014'.

At the bottom, there is a table with columns for 'Subject', 'Course', 'Req.', 'Units', and 'Grade'. The table contains the following data:

Subject	Course	Req.	Units	Grade
Mathematics	Pre-Algebra	Req	4.0	
Social Studies	SS110 World Histo	Req	4.0	none



Once years of study are chosen, if the student has a pathway chosen those items can be added easily if the in-





# COURSE PLANNER-EDUCATOR VIEW



Your organization's password manager is the individual that data enters or batch uploads courses into course planner. Please check with your organization to see who has this permission .  
After logging into course planner, Select **"Customize"** and then select **"Create or Edit Course Planner."**

The screenshot shows the 'Idaho Career Information System Site Administration' interface. The top navigation bar includes 'Reports', 'Portfolios & Groups', 'Other Accounts', 'Customize', and 'Help & Links'. The 'Customize' menu is expanded, showing options like 'Checklists', 'Course Planner', and 'Privacy'. The 'Course Planner' option is circled in green, and a callout box points to it with the text 'Click here to begin to create course planner'. Another callout box points to the 'Customize' menu item with the text 'From home page click on Customize'.

**Idaho Career Information System Site Administration**

Go to CIS | Hide | LK CIS TRAINING SITE, Site Administration | Lance | 0 Messages | Log Out

Home | Reports | Portfolios & Groups | Other Accounts | **Customize** | Help & Links

**DASHBOARD - LK CIS TRAINING SITE** | ? Help & Tutorials

**Logins**

Account Type	Number of Logins since 8/1/2015
Portfolio	0
Site username or IP	2
Staff	0

[Go to full report](#)

**Portfolio Accounts**

Account Type	Number of portfolios at site
Active Portfolio	0
Portfolios created since 8/1/2015	0

[Go to full report](#)

**Modules with Saved Records**

CIS Module	All portfolios with saved records	Portfolios with records saved since 8/1/2015
	<b>ASSESSMENTS</b>	
	<b>FAVORITES</b>	

[Go to full report](#)

**Quick Links**

- [Reset Passwords](#)
- [Find a portfolio](#)
- [Curriculum](#)
- [Site Resources](#)
- [Portfolio Privacy](#)

**Customize**

- Create, edit, and activate checklists.
- Create and edit course planner content.
- Set portfolio privacy options.

**Checklists**

- Create, Edit, and Export Checklists
- Assign and Activate Checklists
- View Checklist Requirements
- Import Checklists

**Course Planner**

- Create and Edit Course Planner Content**
- Export/Import Course Planner Content
- Set Course Planner Custom Link

**Privacy**

- Set Portfolio Privacy Options

Site username or IP: 2  
Staff: 0  
[Go to full report](#)

**Portfolio Accounts**

Account Type	Number of portfolios at site
Active Portfolio	0
Portfolios created since 8/1/2015	0

[Go to full report](#)

**Modules with Saved Records**

CIS Module	All portfolios with saved records	Portfolios with records saved since 8/1/2015
	<b>ASSESSMENTS</b>	
	<b>FAVORITES</b>	

[Go to full report](#)

**Quick Links**

- [Reset Passwords](#)
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Select the subject drop down.

\*Note: subjects are preloaded and predetermined by Idaho CIS.  
Choose the subject that best matches your organization's course.

Add coursework either individually or by completing the Excel sheet and uploading.



When batch uploading using the Excel spreadsheet, be sure to click “Trial Run” button the first time to ensure information is correct. Incorrect information will be notated with an error coding. This packet contains a list of the error codes but it can also be found under status codes which appears only when uploading materials with errors

The screenshot shows the 'Export or Import Courses' section of the Site Administration interface. The 'Trial run' checkbox is highlighted with a red circle. The interface includes a navigation menu on the left and a main content area with options for 'Import Courses' and 'Trial run'.

The screenshot shows the 'Export or Import Courses' section after a trial run. A callout box points to the 'Status' column in the table, stating "Error status codes will appear." The table lists various courses with their details, including Subject, Course, CourseNumber, CreditHours, Special Notes, PathwayTitleOnly, PreferredSchoolYear, and Status.

Subject	Course	CourseNumber	CreditHours	Special Notes	PathwayTitleOnly	PreferredSchoolYear	Status
Humanities	Human Understanding	HU100	4			9	
Humanities	World Understanding	HU101	4	Must have HU 100 first		10	
Social Studies	World History	SOC 100	4			10	
Social Studies	US History	SOC 101	4			11	
Communications	English I	ENG 100	4			9	
Communications	English II	ENG 101	4			10	
Communications	Composition I	COMP 100	4			10	



Once created and loaded Course Planner, becomes continuously available to the student. Instructors with Staff accounts can view students' individual Course Plans by clicking Profiles.

**DASHBOARD - LK CIS TRAINING SITE**

**Logins**

Account Type	Number of Logins since 8/1/2015
Portfolio	4
Site username or IP	2
Staff	5

[Go to full report](#)

**Portfolio Accounts**

Account Type	Number of portfolios at site
Active Portfolio	4
Portfolios created since 8/1/2015	4

[Go to full report](#)

**Modules with Saved Records**

CIS Module	All portfolios with saved records	Portfolios with records saved since 8/1/2015
<b>ASSESSMENTS</b>		
Career Cluster Inventory	0	0
IDEAS	0	0
Interest Profiler	0	0

**Quick Links**

- [Reset Passwords](#)
- [Find a portfolio](#)
- [Curriculum](#)
- [Site Resources](#)
- [Portfolio Privacy](#)

Staff does not have access to development of Course Manager. To view Student Course Planner click Portfolio. Select student or group and open profiles.

Once the profiles list is open, select "View."

**PORTFOLIO SELECT**

Select View | Search Settings | Help & Tutorials

Searched on Graduation Year for '2020'

[Reset Passwords](#) |  | [Click to Search](#)

Select | Unselect | Export | Export for Upload | Print | Send Message

	Last Name	First Name	Username	Unique ID	Password	Last Use	Grad Year	Edit	Delete	View	Files
<input type="checkbox"/>	Bombshell	Becky	SPBecky	04001	<a href="#">Reset</a>	08/13/2015	2020	<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">View</a>	
<input type="checkbox"/>	Cartman	Eric	SPEric	01001	<a href="#">Reset</a>	08/13/2015	2020	<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">View</a>	
<input type="checkbox"/>	Kaldor	LP	trainerlp		<a href="#">Reset</a>	09/09/2015	2020	<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">View</a>	
<input type="checkbox"/>	TheKrazy	Kyle	SPKyle	02001	<a href="#">Reset</a>	08/13/2015	2020	<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">View</a>	
<input type="checkbox"/>	TheMan	Stan	SPStan	03001	<a href="#">Reset</a>	08/17/2015	2020	<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">View</a>	

[Total records = 5]

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Once open, staff can select what to view by selecting either “Complete Reports” or “Condensed Reports.”

View Selected Item

**View these portfolio items:**

- Career Plan
- Checklists
  - Grade 7
  - Grade 8
  - Grade 9
  - Grade 10
  - Grade 11
  - Grade 12
  - Get Prepared
  - Build Your Résumé & Cover Letter
  - Jump Start Your Job Search
  - Ace the Interview
- Course Planner
  - Complete Report  
(detailed list of courses for each year)
  - Condensed Report  
(summary of courses by year and subject)
- Personal Learning Plan
- Application Tracker
- Résumé Creator
  - Personal Information
- Stored Files and Links
- Parents
- Visitors

Course Planner is greyed out until student adds information, and cannot be selected

**Stan TheMan** **My CIS Portfolio**   
Generated by Idaho Career Information System

**Course Planner**

9th Grade						
Subject	Course Title	Term	Req.	Units	Grade	Notes
Mathematics	Pre Algebra	Fall	Req			
Communications	English I	All Year	Req			

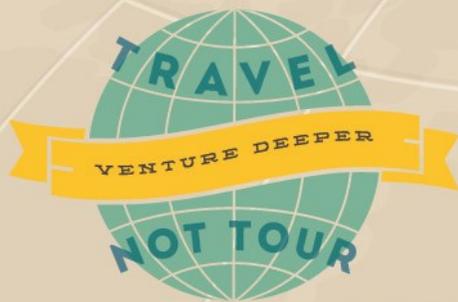
Stan TheMan - My CIS f

If student has created course planner, This is the report generated view

All grades that Course Planner is created for will show or appear. In this example only 9th grade was completed by the student.







# COURSE PLANNER STATUS CODES



- C1 = Course cannot be blank**
- C2 = Course name too long (max 100 characters)**
- C3 = Course name contains an unrecognized character (check for smart quotes, en dash, em dash, trademark symbol, accent characters, or any other special characters)**
- CH2 = Credit Hours too long (max 10 characters)**
- CH3 = Credit Hours contains an unrecognized character (check for smart quotes, en dash, em dash, trademark symbol, accent characters, or any other special characters)**
- CN2 = Course Number too long (max 20 characters)**
- CN3 = Course Number contains an unrecognized character (check for smart quotes, en dash, em dash, trademark symbol, accent characters, or any other special characters)**
- DB = Duplicate course (same subject, course name, and course number) in data base, or other data error**
- DUP = Duplicate entry (same subject, course name, and course number) within the Excel spreadsheet**
- NW = Not written because of previous row's database error (duplicate course or other error)**
- PSY3 = Preferred School Years is not a list of predefined school year numbers for this site, or multiple numbers are not separated by commas (e.g., "9,10" for Freshman and Sophomore years)**
- PT2 = Pathway Title Only should be "Yes" or blank**
- S1 = Subject cannot be blank**
- S2 = Subject too long (max 100 characters)**
- S3 = Subject is not in state-defined list of subjects**
- SN2 = Special notes too long (max 100 characters)**
- SN3 = Special notes contain an unrecognized character (check for smart quotes, en dash, em dash, trademark symbol, accent characters, or any other special characters)**

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