## Overview

Using Family Connection, you can help your student prepare for success after high school. Use this quick guide to get started with the tools described below.

## Course Planning

To access the Course Planning tools in Family Connection, log in and click the **Courses** tab.
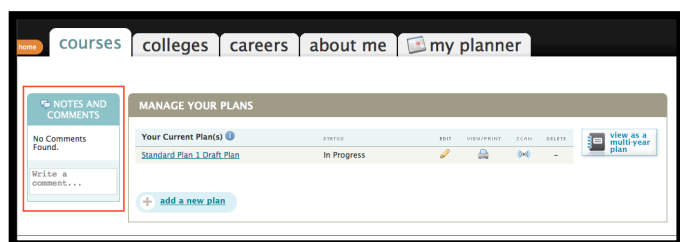
To **view** your student's course plan:

1. Log into Family Connection.
2. Click the **Courses** tab.
3. Click the **View My Current Multi-year Plan** link.
4. If your student has not created a course plan, you will see a message letting you know.
5. If your student has created a course plan, you can view the courses he or she plans to take.
6. You can print your student's course plan by clicking the **Print This Page** link.



To **comment** on your student's course plan:

1. Log into Family Connection.
2. Click the **Courses** tab.
3. Click the **Manage my Course Plans** link.
4. Enter your comment in the **Write a Comment** box on the left side.



To **approve** a course plan:

1. Log into Family Connection.
2. Click the **Courses** tab.
3. Click the **Manage my Course Plans** link.
4. Click the **Your Approval Is Needed** button.
5. The plan appears. Click either **I Approve This Plan** or **I Don't Approve This Plan**. The plan status will be updated based on your selection.

## Success Planning (My Planner)

To access the planning tools in Family Connection, log in and click the **My Planner** tab.

To **view** your student's tasks and to-dos:

1. Click the **My Planner** tab in Family Connection.
2. Click **To-do List** tab.
3. A list of to-dos created by your student appears.
4. Click the **Tasks Assigned to Me** tab.
5. A list of tasks assigned to your student by a school staff member appears.

To **comment** on a to-do:

1. Click the **My Planner** tab in Family Connection.
2. Click the **To-do List** tab.
3. Click the to-do (a link next to the green To-do box).
4. Click **Add Comment** in the left column.
5. Enter your comment in the box.
6. Click the **Add Comment** button.
7. Your comment will appear in the **Recent Updates** section under the to-do information.
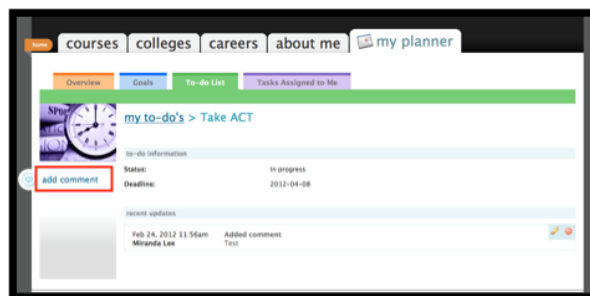


To **comment** on a task:

1. Click the **My Planner** tab in Family Connection.
2. Click the **Tasks Assigned to Me** tab.
3. Click a task from the list.
4. Click **Add Comment** in the left column.
5. Enter your comment in the box.
6. Click the **Add Comment** box.
7. Your comment will appear in the **Recent Updates** section under the task information.