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.

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.

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.