

The High School Planner Page: A How-To Guide

The **High School Planner** helps you map out grades 9 through 12 by subject and track credits toward graduation. You lay out each year's courses in a grid, set how many credits each subject needs, and mark courses complete as they finish. Your plan saves to your account, and a completed course flows onto the **Transcript** in its grade-year column.

This guide walks through every function on the page.

credit requirements save to your account, and a course you mark **Complete** flows onto the transcript in its grade-year column.

● Ada 9-12

● Linus

TEXAS GRADUATION REQUIREMENTS

Parent-issued diploma; no state diploma

Requirements by State →

20 of 23 required credits planned

Required credits by subject Edit the names and required credits to match your plan.

English / Language Arts		4 / 4	×
Mathematics		3 / 3	×
Science		3 / 3	×
Social Studies		3 / 3	×
World Language		2 / 2	×
Fine Arts		1 / 1	×
PE / Health		1 / 1	×
Electives		3 / 6	×

+ Add a subject area

Ada's 4-Year Plan

Reset to sample

Subject	Grade 9	Grade 10	Grade 11
English / Language Arts 4/4 cr	⌘ ● English 9 1 × + Add	⌘ ● English 10 1 × + Add	⌘ ● American Literature 1 + Add
Mathematics 3/3 cr	⌘ ● Algebra I 1 × + Add	⌘ ● Geometry 1 × + Add	⌘ ● Algebra II 1 + Add
Science 3/3 cr	⌘ ● Biology 1 × + Add	⌘ ● Chemistry 1 × + Add	⌘ ● Physics 1 + Add
Social Studies 3/3 cr	⌘ ● World History 1 × + Add	⌘ ● U.S. History 1 × + Add	⌘ ● Government / Econ 1 + Add
World Language 2/2 cr	⌘ ● Spanish I 1 × + Add	⌘ ● Spanish II 1 × + Add	+ Add
Fine Arts 1/1 cr	⌘ ● Art I 1 × + Add	+ Add	+ Add
PE / Health 1/1 cr	⌘ ● PE / Health 1 × + Add	+ Add	+ Add

Electives 3/6 cr	+ Add	Computer Science 1 × + Add	Personal Finance 0.5 × + Add
Credits per year	7	6	4.5

Planned
In progress
Complete

Click a dot to change status, or drag the ≡ handle to move a course between grades and subjects. A complete course shows a ↗ transcript link.

Grades on record — Ada
These build the transcript →

English 2 grades	A (92%)	History 1 grade	B (85%)	Math 3 grades	A (95%)
Science 1 grade	A (91%)				

0 courses marked complete in the plan. Mark courses complete as they finish, then finalize credits and grades on the transcript.

Opening the page

From the main menu on the left, open the menu and click **High School Planner**. If you have not added any students yet, the page asks you to add one on the **Family** page first. At the top right, an **Open transcript** → link takes you to the matching transcript at any time.

Use the **student tabs** near the top to switch between children. A student whose grade level is 9 to 12 shows a small **9–12** badge.

State graduation requirements

Just under the tabs, a card shows your state's graduation requirements when you have set a **Homeschool State** on the Family page. If you have not, it points you there, or to the **Requirements by State** page, so you can plan against the right targets.

Required credits by subject

The **summary** card shows your total planned credits against the total required, with a progress bar. Below it, you can edit the subject areas and how many credits each needs:

- Change a subject's **name** in its box.
- Set the **required credits** for that subject in the number box (for example, 4 for English).

- Click **×** to remove a subject area, or **+ Add a subject area** to add one.

Each subject row also shows how many credits you have planned so far against its requirement, filling in as you plan courses.

The 4-year plan grid

The heart of the page is a grid with one row per subject and a column for **Grade 9** through **Grade 12**. This is where you place each year's courses. Changes save on their own; a small **Saving... / Saved** note by the heading confirms it.

Add a course

1. Find the subject row and grade-year column for the course.
2. Click **+ Add** in that cell.
3. Type the **course name** and its **credits** (for example, 1 or 0.5).

Set a course's status

Each course has a small **status dot**. Click it to cycle through:

- **Planned** (not started)
- **In progress**
- **Complete**

When you mark a course **Complete**, a small **grade** box appears so you can record the grade for the transcript (for example, A or B+), along with a ↗ link to see it on the transcript. Completed courses are the ones that flow onto your transcript in their grade-year column.

Move or reorder a course

Drag the ☰ handle on a course to move it to a different grade or subject, or to reorder courses within a cell.

Totals and reset

- The **Credits per year** row at the bottom totals each year's credits.

- **Reset to sample** clears your plan back to a starting sample layout (useful when you want to begin fresh).
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Grades on record

Below the grid, the **Grades on record** card summarizes the grades you have entered for this student on the **Grades** page, by subject, with an average where available. These, together with the courses you mark complete, are what build the transcript. Add grades on the Grades page and they accumulate here automatically.

From plan to transcript

The planner is where you design the four years; the **Transcript** is where you finalize them. As a course finishes, mark it **Complete** (and record its grade), then open the transcript to review the credits and grades and print the final document.

Quick reference

I want to...	Do this
Switch students	Click a student's tab at the top
See my state's graduation rules	Set your Homeschool State on the Family page
Set required credits for a subject	Edit the number in Required credits by subject
Add or remove a subject area	+ Add a subject area , or ✕ on a row
Add a course to a year	+ Add in the subject × grade cell → type name and credits
Mark a course complete	Click its status dot until it reads Complete, then enter the grade
Move a course between years/subjects	Drag its ☰ handle to another cell
Start the plan over	Reset to sample
Finalize the transcript	Open the transcript from the top-right link