

SCHEDULING 2021-22

XELLO DIRECTIONS

1. Go to FHS website, select Counseling, select Scheduling 2021-22
2. Watch the Course Planner Video
3. Click **Login to Course Planner**
4. Login with your login information:
Username: LPSM-your student ID number (example: LPSM-12345678)
Password: your LPS assigned password
5. Under **Goals and Plans** - click **Course Planner**
6. Find the grade you will be in NEXT year
7. Click on the **Blue +** by LA, Math, Social Studies, Science, and Electives to add classes in each area. You can scroll between core subjects and electives by using the arrows across the top. **If you have failed a core class at any point - only enter electives and alternates. Your counselor will enter your core classes. Log off without submitting. Your selections will be saved.**
8. Review descriptions of classes and required prerequisites by clicking on the name of the class.
9. Click ADD to add a class to your course request
10. Once you have added 12 classes (6 for each semester) click DONE
11. Enter FOUR alternates to be used if your 1st choice electives are not available
12. Review your classes. You should have 6 credits at the top.
If you see a **blue icon** - there is additional information you should know.
If you see a **red alert** - there is something that needs to be fixed or you have selected a class that requires counselor approval.
13. Once you have reviewed and made any necessary changes click READY TO SUBMIT. If you have a class that requires counselor approval it will not let you submit. Log off without submitting and your counselor will approve and submit your selections. Your selections will be saved.

