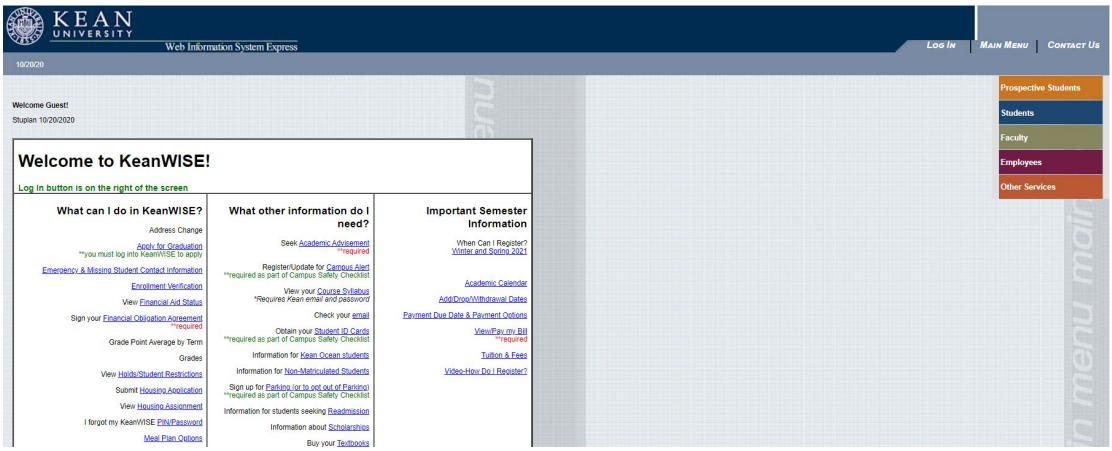
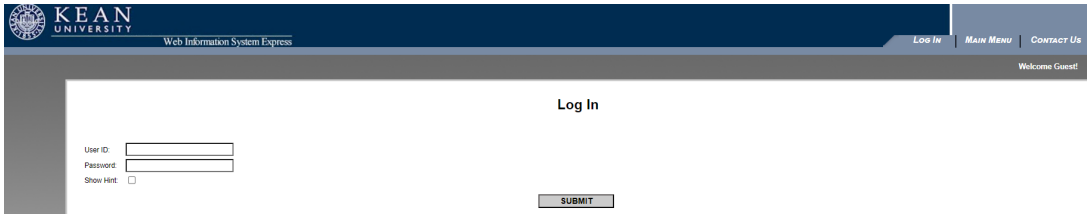
Manually Creating an Academic Plan in Student Planning

1. Go to KeanWise

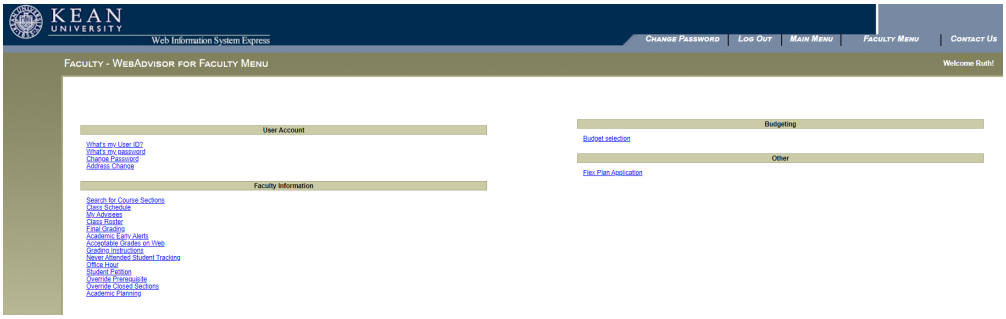


2. Login to your KeanWise account

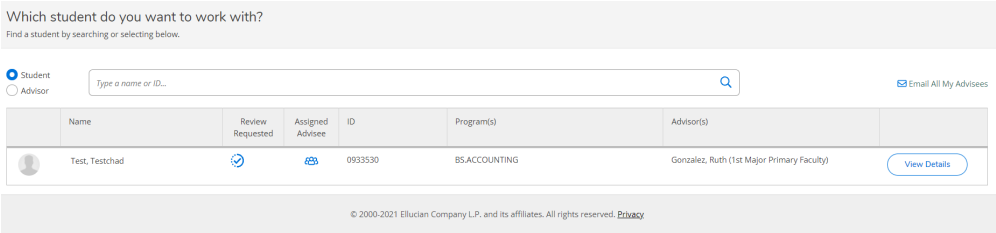


3. Select the Faculty meu from the options on the screen

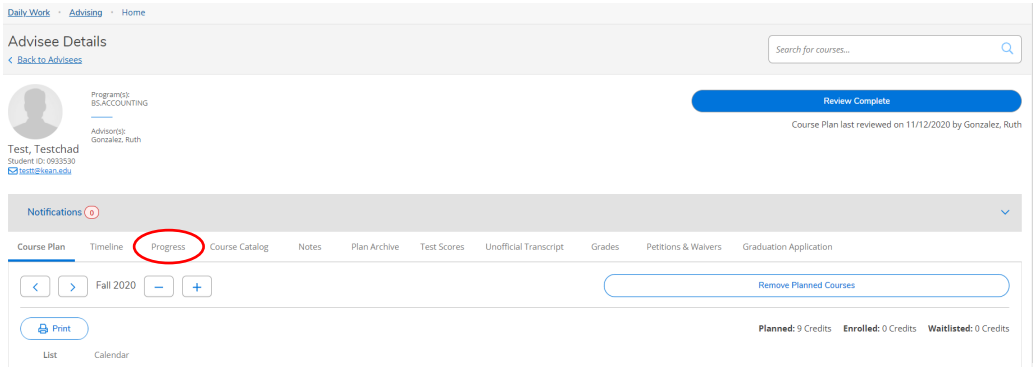
4. In the Faculty Information menu, select “Academic Planning”



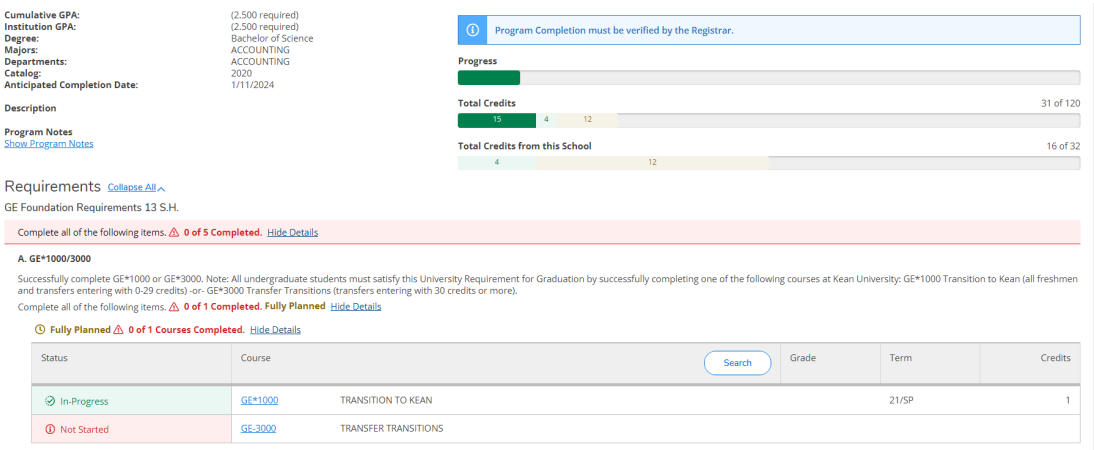
5. Either select a student from the list of assigned advisees or search for a student either by typing their name or ID# in the search bar



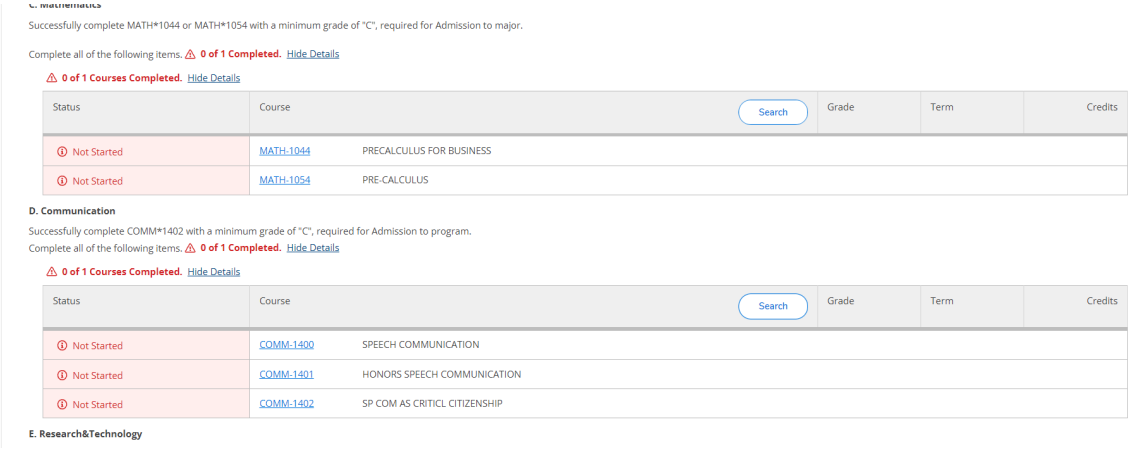
6. Once you have selected the student's record, click on the "Progress" tab



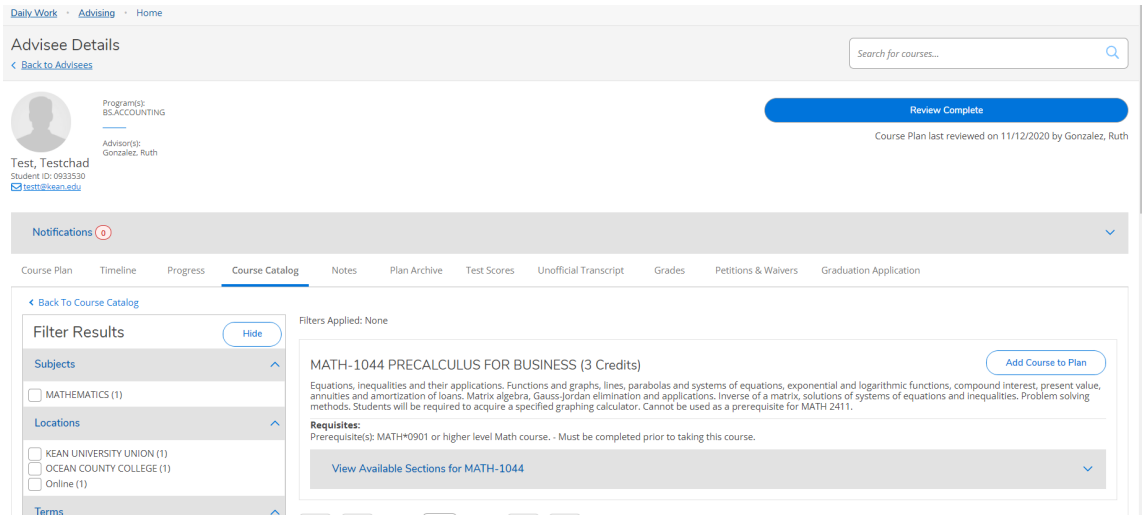
7. Review the student's program evaluation.



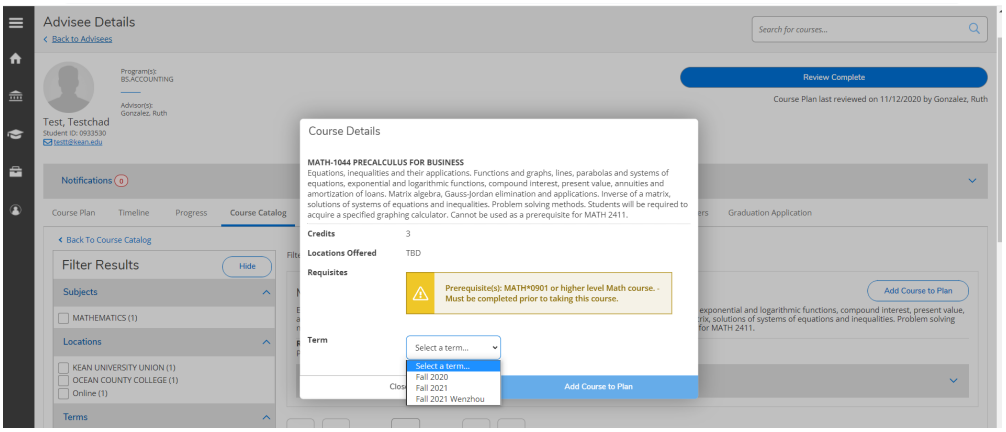
8. Any courses with a status of "not started" can be added to an academic plan.



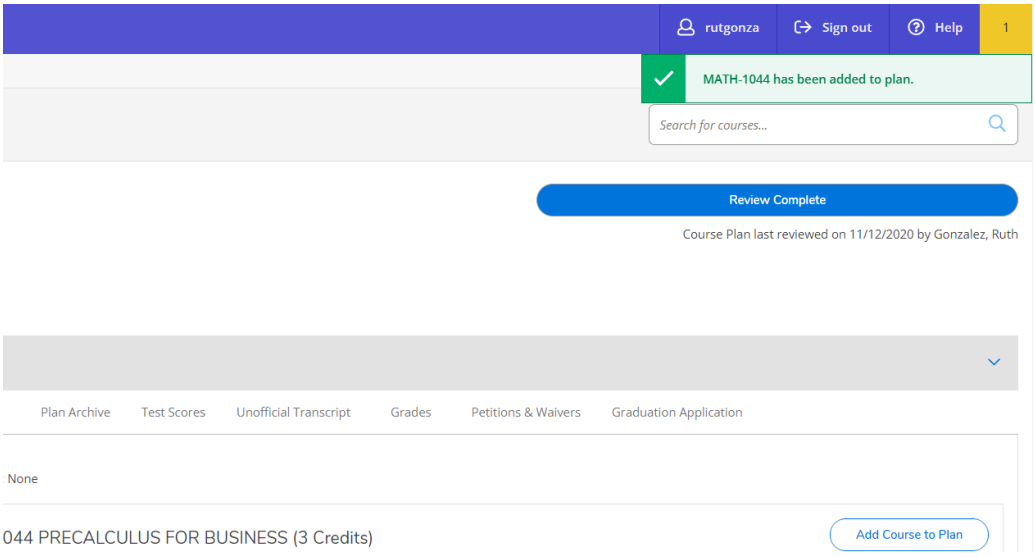
9. Click on the course number, this will open the course information from the "course catalog" tab



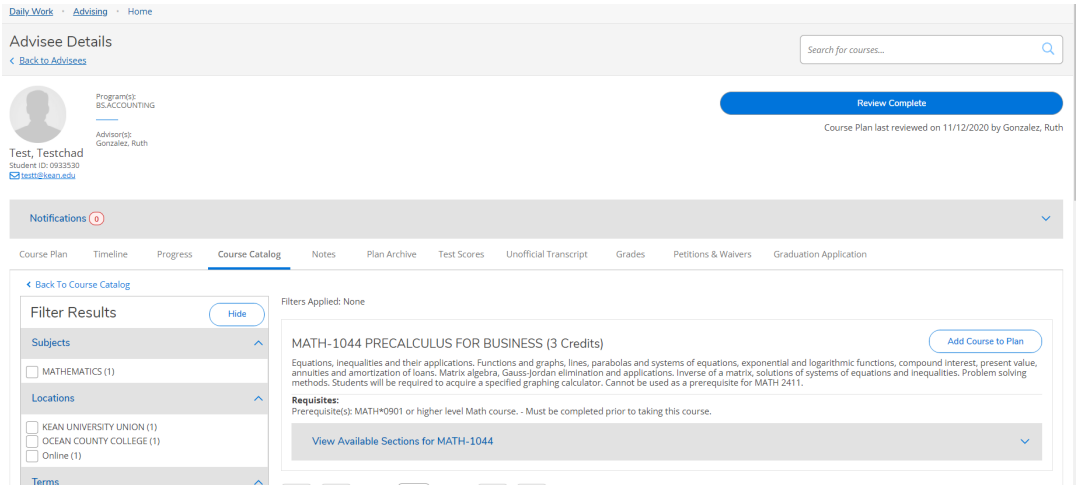
10. a. Click on the "Add Course to Plan" button
    b. From the course details box use the term drop down menu to add the course to the desired term.
    c. Click on "Add course to Plan"



d. A confirmation message will appear on the top right corner of the screen

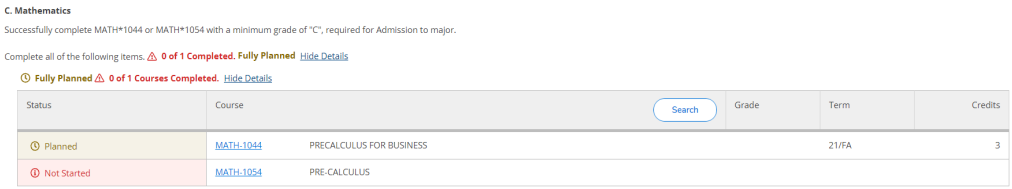


11. Return to the program evaluation by clicking on the "Progress" tab. Repeat steps 7-10 as needed.

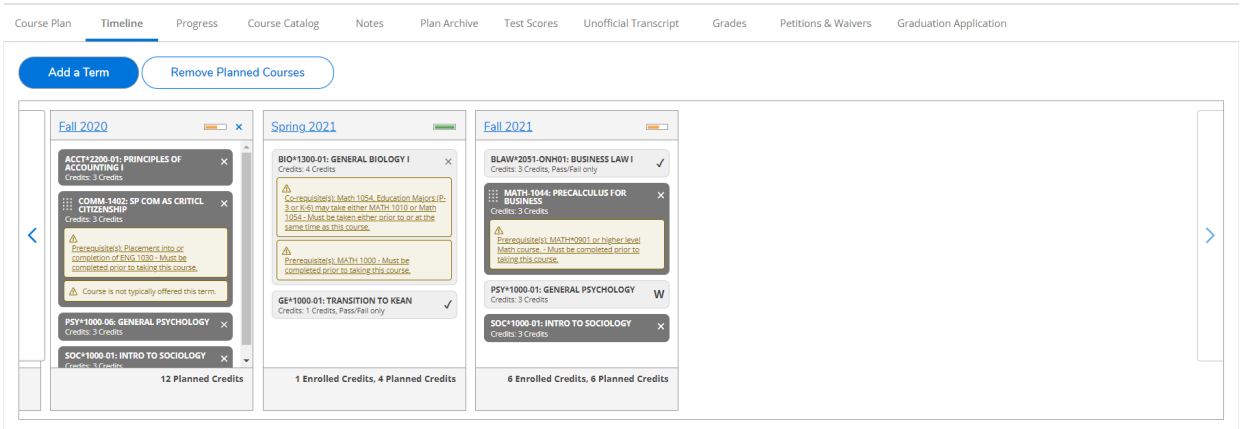


Note: Planned courses can be seen in the program evaluation and in the timeline. See samples below.

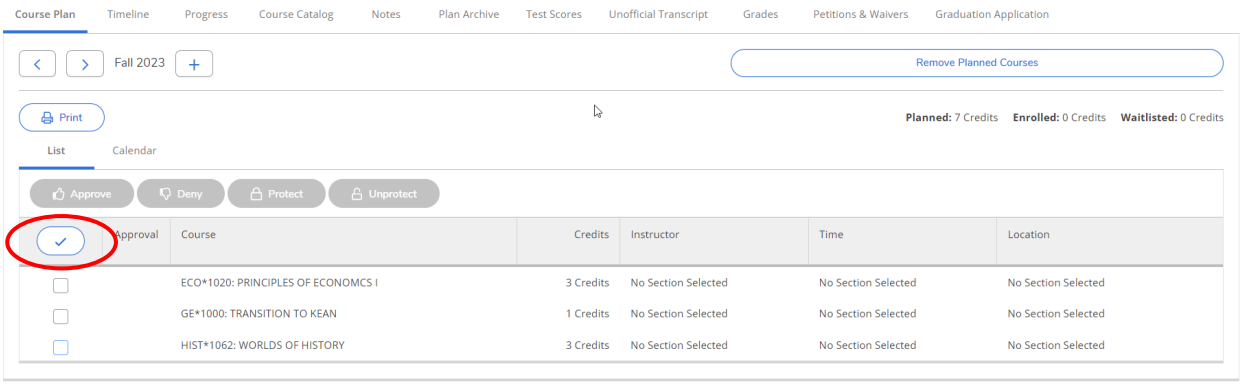
**Progress view: (the status of planned courses will change from "not started" to "planned" in the program evaluation as shown below)

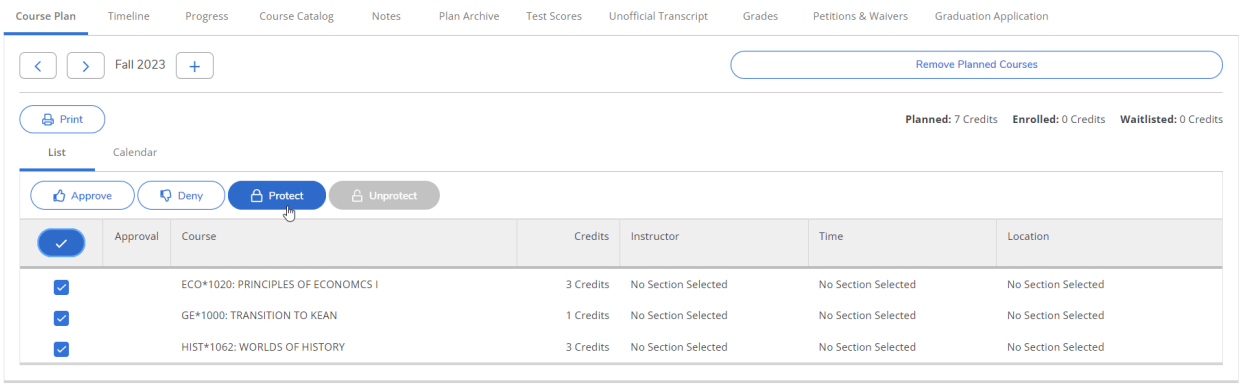


** Timeline View (courses can be removed from a term or moved to another term by clicking and dragging)

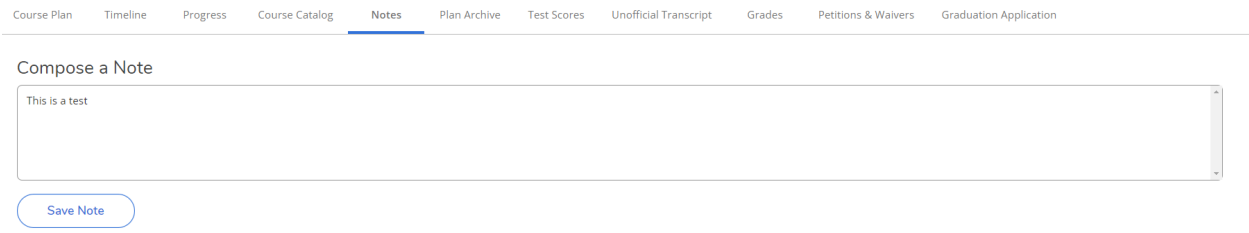
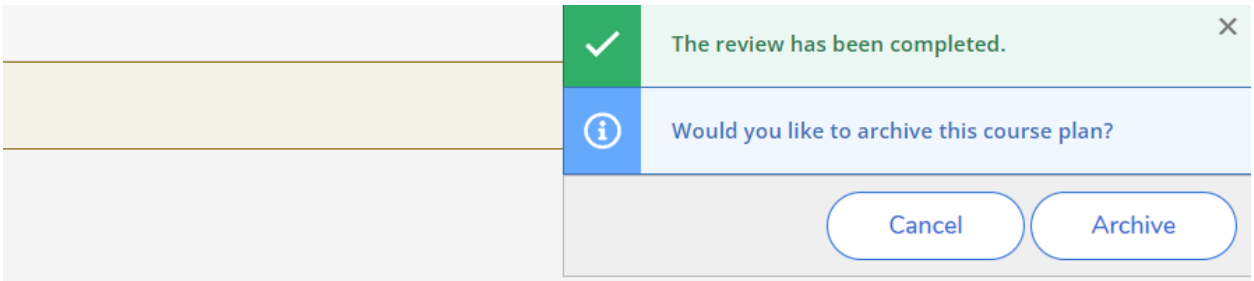
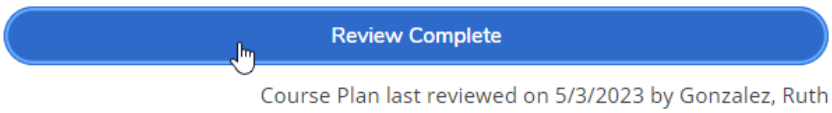
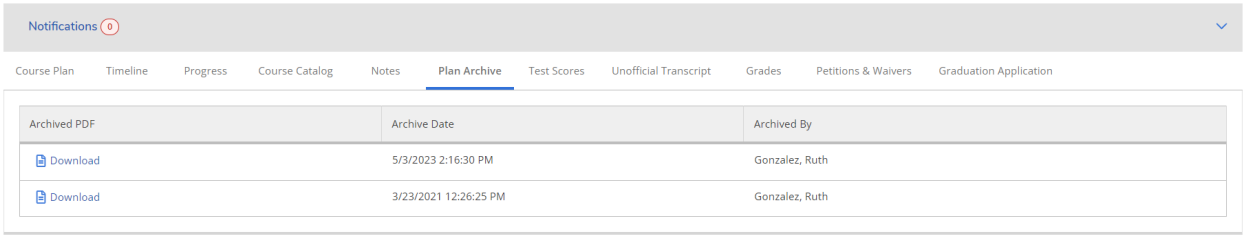


12. Once all the recommended courses have been added to the plan, click on the "course plan" tab. The courses added to the plan for the corresponding term will be listed there. Click on the check mark (circled in red, in the 1st screenshot below) to select all the courses. Once all the courses have been selected click on the "protect" option. (2nd screenshot below). This will lock the courses in that semester and students will not be able to delete or move them to another term.





13. Course recommendations for electives or other requirements for which a specific course is not listed in Progress page, can be made by selecting the “Notes” tab. Type in the applicable information in the box and then save it by clicking on the “save note” button.



14. Click on the “Review Complete” button. A notification will appear in green in upper right-hand corner of the screen. You will also see a message asking you if you would like to archive the course plan. Click on “archive” and a PDF version will be created. The PDF can be viewed by selecting the “Plan Archive” tab. (2nd screenshot below).