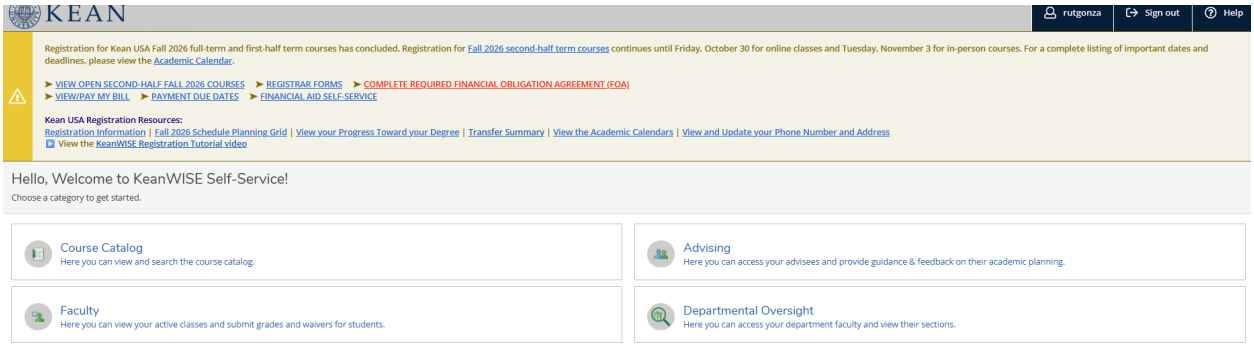
Manually Creating an Academic Plan in Student Planning

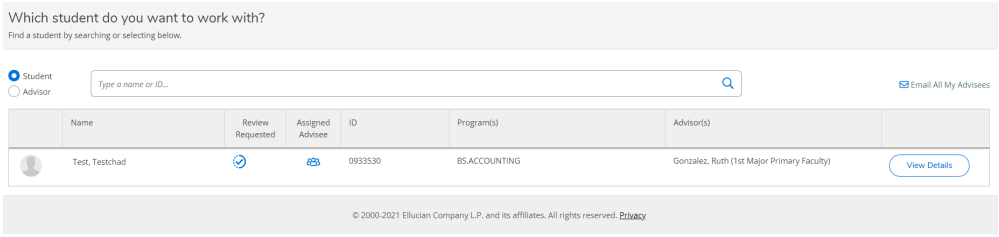
1. Login to your KeanWISE account using the below link.

   https://kean-ss.colleague.elluciancloud.com/Student

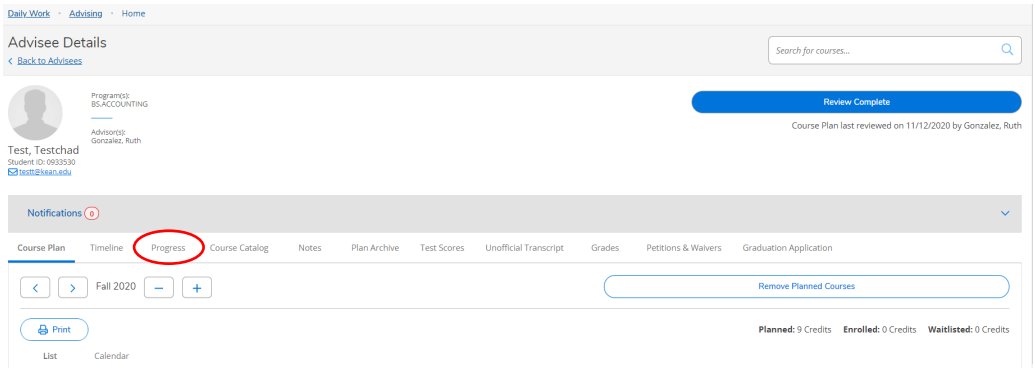
2. Select the Advising tile.



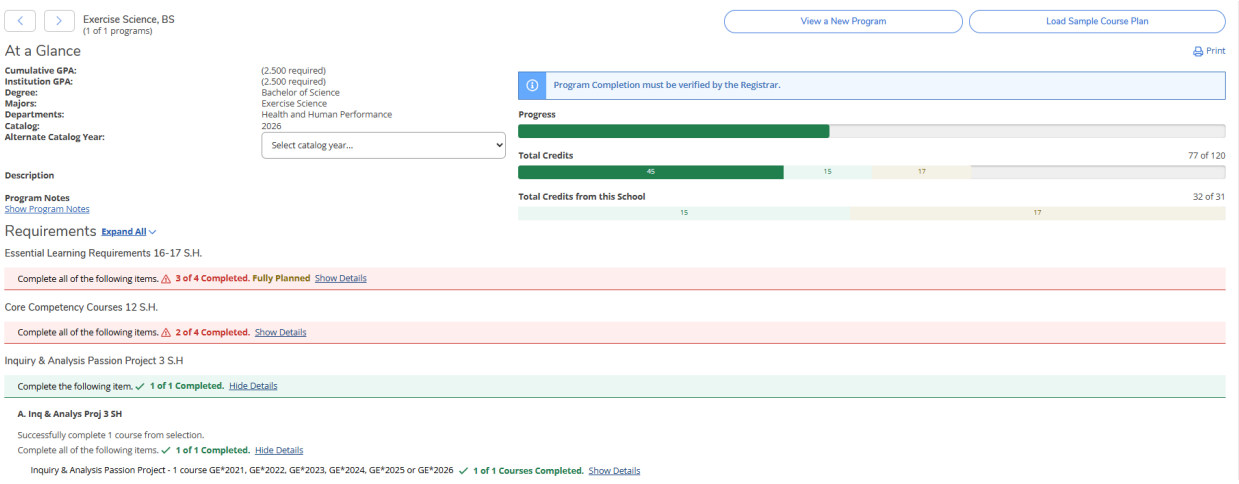
3. Select a student from the list of assigned advisees or search for a student either by typing their name or ID# in the search bar. Select the “view details” button to access a student’s record.



4. Go to the “Progress” tab.



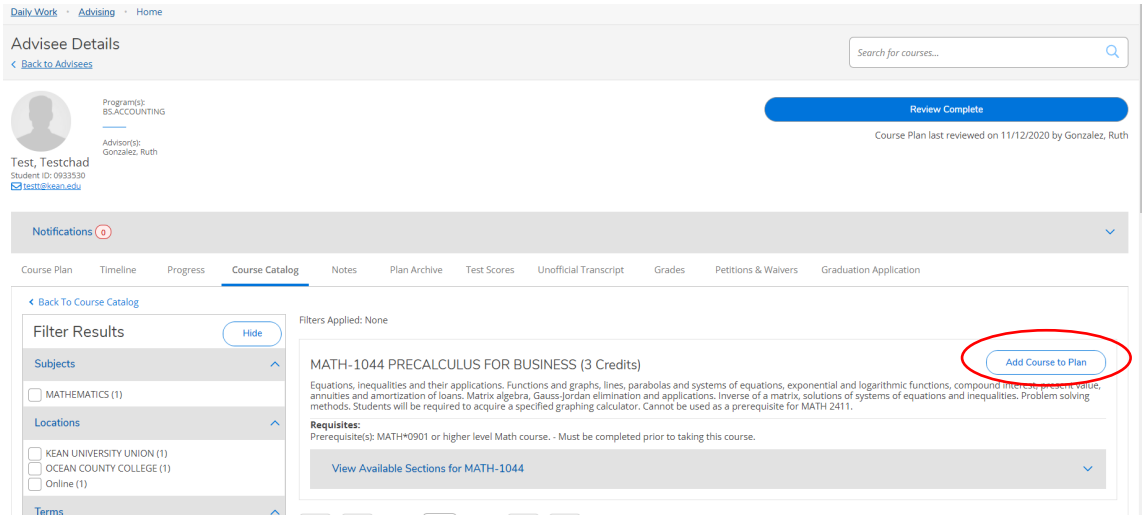
5. Review the Progress Page (program requirements).



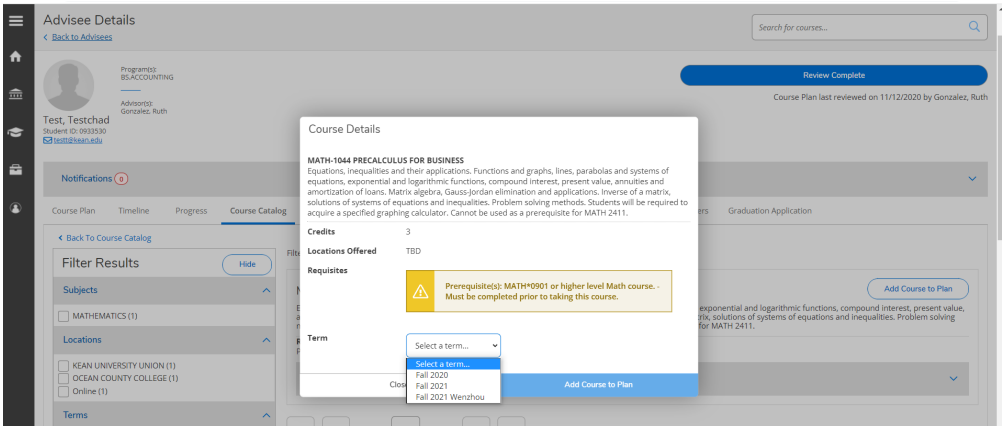
6. Any courses with a status of “not started” can be added to an academic plan.

Status	Course		Search	Grade	Term	Credits
Transfer Equivalency	EXSC*4626	Prescript Ex. Program		TA	2026SU	3
In-Progress	EXSC*3510	Physiology of Exercise			2026FA	3
Planned	EXSC*3612	Prin of Pers & Group Training			2027SP	3
Planned	EXSC*3511	Physiology of Exercise Lab			2027SP	1
Not Started	EXSC*2900	Biomechanics & Motor Learning				
Not Started	EXSC*3617	Group & Personal Training Lab				
Not Started	EXSC*4605	Statistics in Exercise Sci				
Not Started	EXSC*4629	Exsc Test & Interpretation				
Not Started	EXSC*3692	Clinical Experience: Exsc				
Not Started	EXSC*4627	Clinical Practice in Exsc				

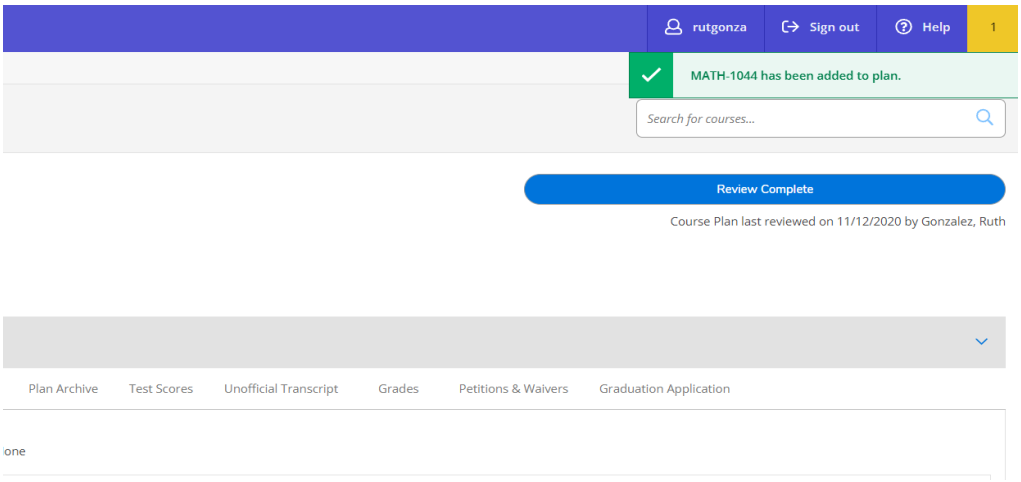
7. Click on the course number, this will open the course information from the “course catalog” tab.



8. a. Click on the “Add Course to Plan” button.
   b. In 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”.



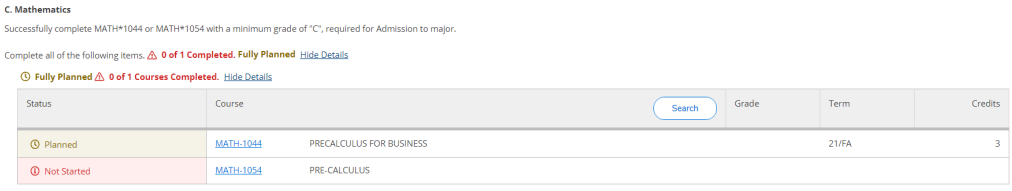
d. A confirmation message will appear on the top right corner of the screen.



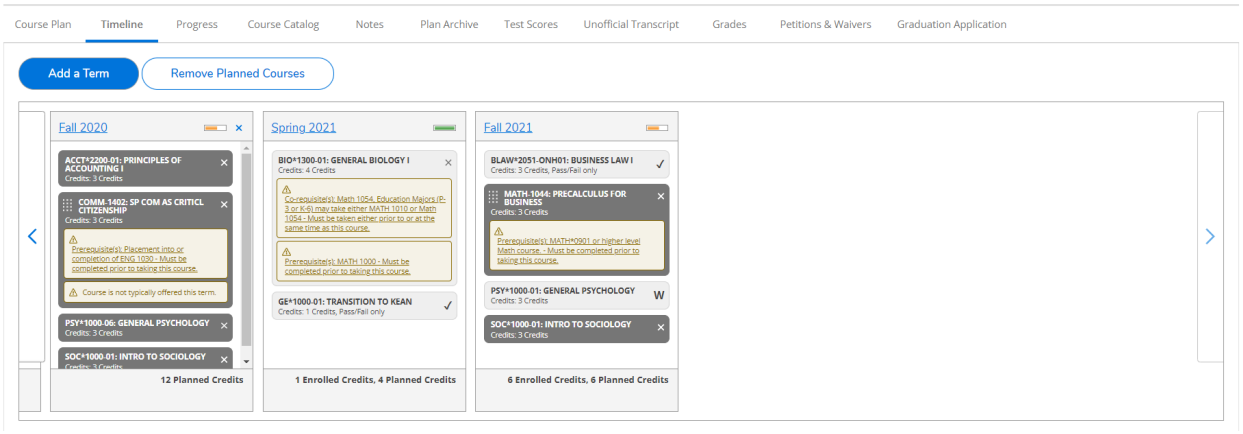
9. Return to the program evaluation by clicking on the “Progress” tab. Repeat steps as needed.

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

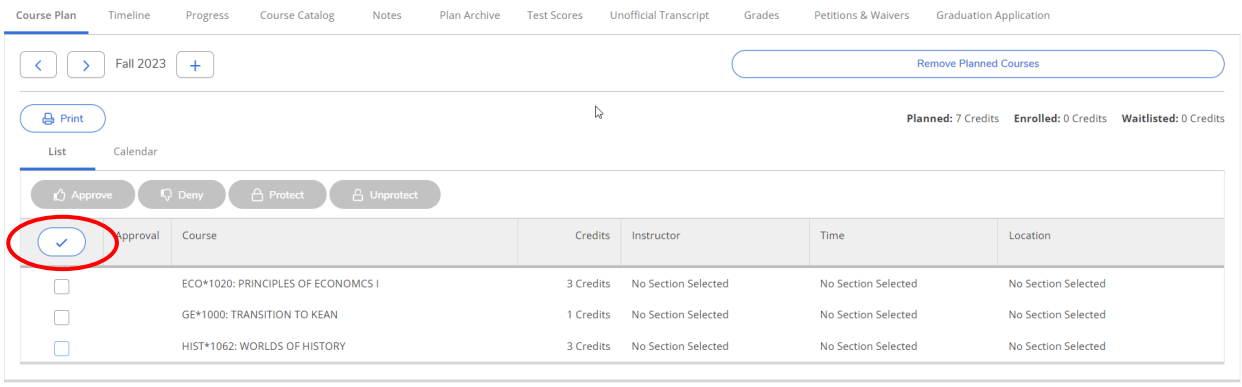
**Progress view: (the status of planned courses will change from “not started” to “planned” in the program evaluation as shown below)

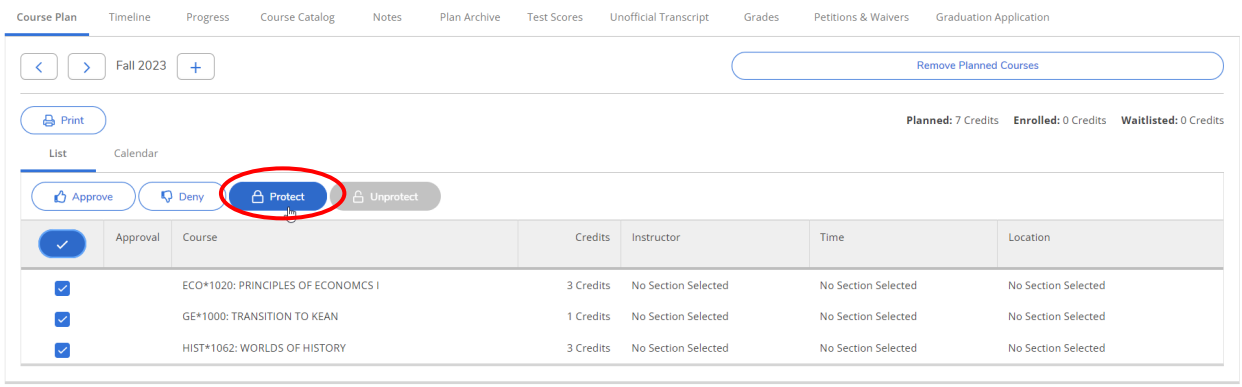


** Timeline View (courses can be removed from a term or moved to another term by clicking and dragging them).



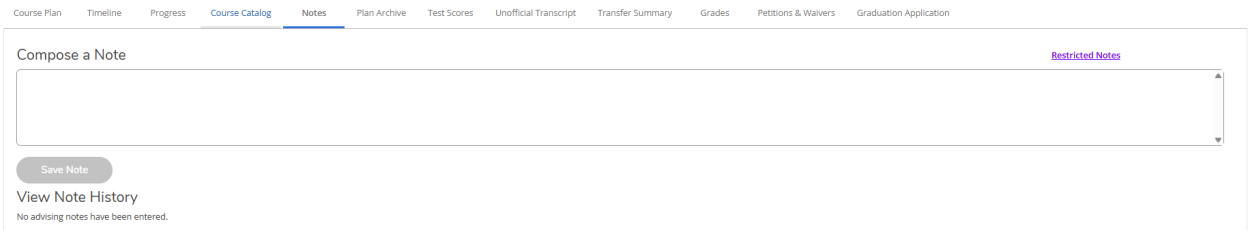
10. (Steps 10-12 are optional)
    Courses added to the student's plan can be protected. Protecting a course prevents it from being moved from one term to another or deleting from that term. Select the "course plan" tab, the courses added to the plan will be listed there. Click on the check mark (circled in red, in the first screenshot below) to select the course(s). Once all selections have been made, click on the "protect" option (circled in red in the second screenshot below). Please note that once a course is protected, it can only be unprotected by the original person who protected it.





11. Course recommendations for electives or other requirements for which a specific course is not listed in the 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. Notes added in the “restricted notes” section are only visible to the advisor and not to the student.



12. Manually created plans can be archived. 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).

