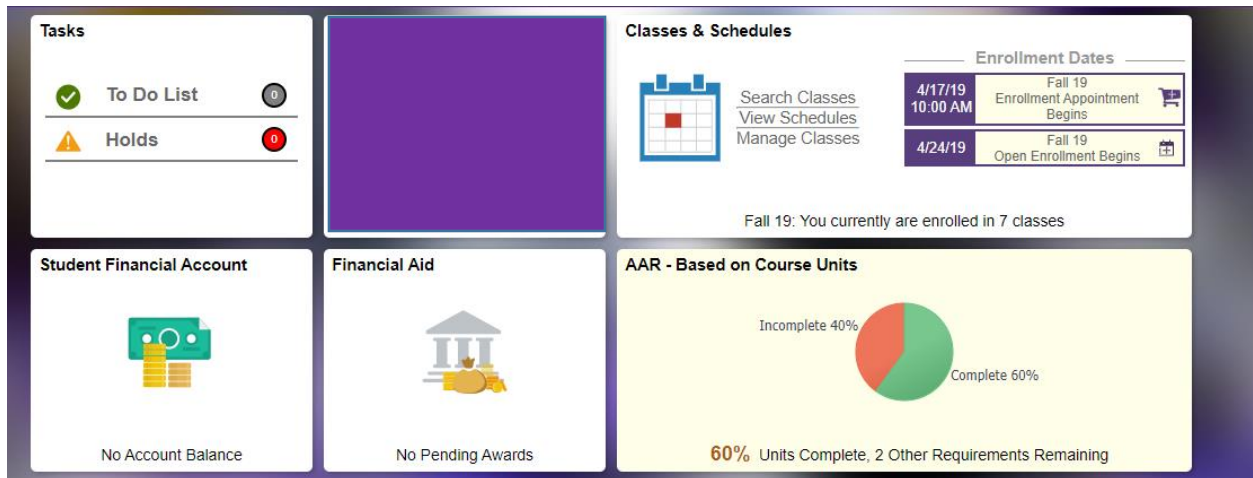


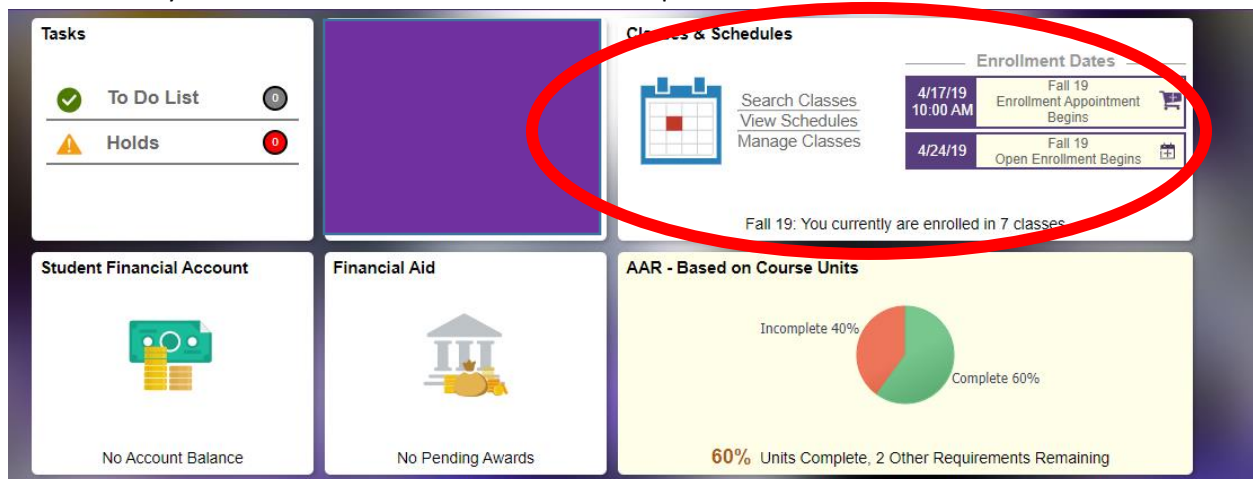
My Planner- Access Guide

This guide will help you step by step on how to access My Planner. This guide will also walk you through how to enroll using My Planner.

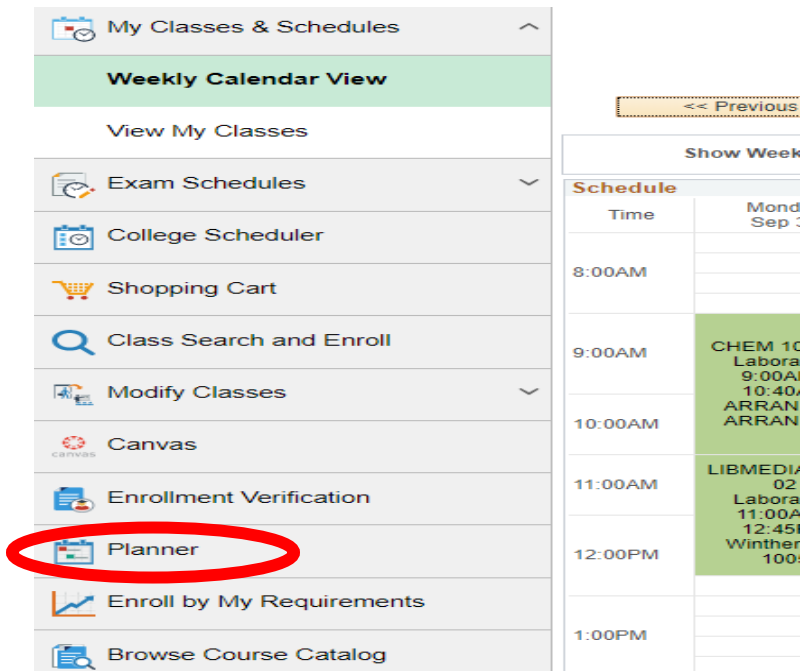
1. Begin by logging into your personal WINS account.



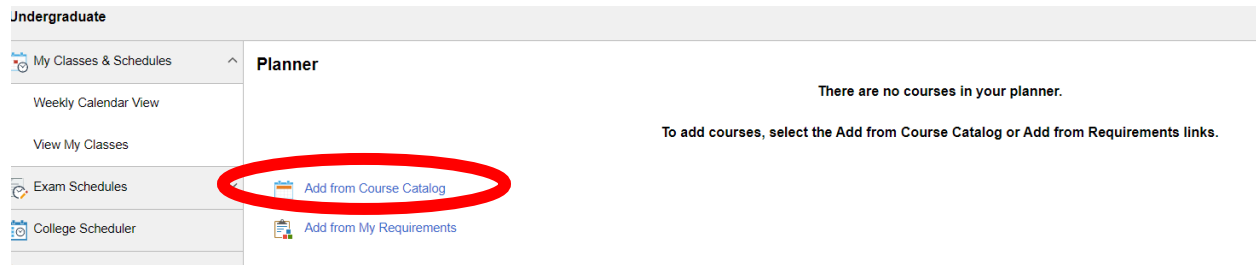
2. Then you will select the classes and schedule square.



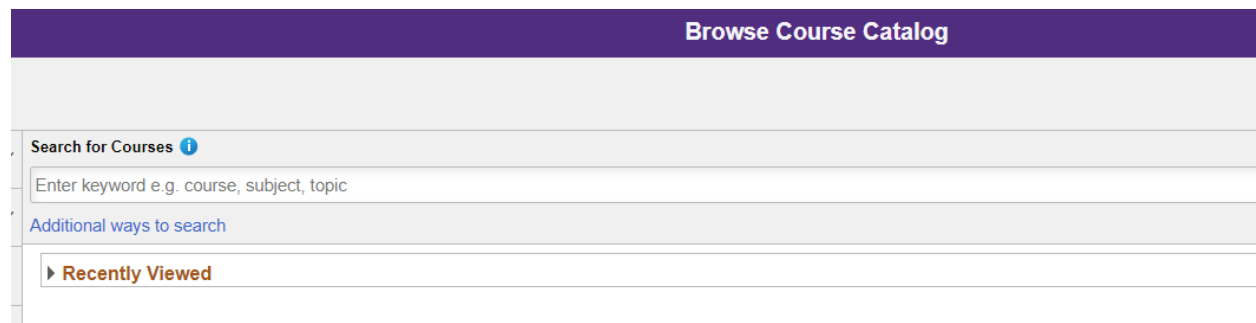
3. This will bring you to your schedule page. Select the “planner” option on the left side of the screen



3. Now you will be on the home page for my planner. Select “add from course catalog”.



5. You will now be on browse course catalog page. From here you will be able to browse and add courses to the planner



6. In order find the courses needed, search by subject name.

The screenshot shows the top of a course catalog website. At the top is a purple header with the text "Browse Course Catalog". Below the header is a search section. The search bar is highlighted with a red oval and contains the text "Search for Courses" followed by a blue information icon. Below the search bar is a placeholder text "Enter keyword e.g. course, subject, topic". Underneath the search bar is a link "Additional ways to search". Below that is a section titled "Recently Viewed" with a right-pointing arrow.

7. To find a specific course you have to search the course name or subject area of the course. If you search a subject (ELEMMID, SPECED, SPECFLD) all courses with that subject name will appear.

View Search Results

12 results for keyword:"ELEMMID"

ELEMMID 324 - TEACHING OF SCIENCE IN THE ELEMENTARY/MIDDLE SCHOOL 3 units Typically Offered Fall/Winterim Only
ELEMMID 362 - CHILDREN'S LITERATURE 3 units Typically Offered All Terms
ELEMMID 363 - THE TEACHING OF SOCIAL STUDIES IN THE ELEMENTARY/MIDDLE SCHOOL 3 units Typically Offered Fall/Spring Only
ELEMMID 364 - TEACHING SOCIAL STUDIES IN THE MIDDLE GRADES 3 units Typically Offered Fall/Spring Only
ELEMMID 365 - STRATEGIES FOR TEACHING VISUAL LITERACY 3 units Typically Offered Fall Only
ELEMMID 370 - VISUAL LITERACY AND PERFORMING ARTS INTEGRATION IN THE CLASSROOM 5 units Typically Offered Fall/Spring Only
ELEMMID 418 - MIDDLE SCHOOL SEMINAR: FOCUS ON ASSESSMENT 1 unit Typically Offered Fall/Spring Only
ELEMMID 419 - ELEMENTARY SCHOOL SEMINAR: FOCUS ON CULTURALLY RELEVANT PRACTICES 1 unit

8. Then, select the course you need.

View Search Results

12 results for keyword:"ELEMMID"

The screenshot shows the search results page for the keyword "ELEMMID". The first result is highlighted with a red oval. The results are as follows:

ELEMMID 324 - TEACHING OF SCIENCE IN THE ELEMENTARY/MIDDLE SCHOOL 3 units Typically Offered Fall/Winterim Only
ELEMMID 362 - CHILDREN'S LITERATURE 3 units Typically Offered All Terms
ELEMMID 363 - THE TEACHING OF SOCIAL STUDIES IN THE ELEMENTARY/MIDDLE SCHOOL 3 units Typically Offered Fall/Spring Only

9. From here, you can add the course to your planner. Select it by clicking the box on the right side of the screen.

ELEMMID 324
TEACHING OF SCIENCE IN THE ELEMENTARY/MIDDLE SCHOOL

[View Classes](#) [Add to Planner](#)

Course Detail

Course Career	Undergraduate
Units	3.00
Grading	Student Option
Course Component	Discussion
Campus	Main Campus
Academic Group	Education & Prof St - College
Academic Organization	Curriculum & Instruction Dept

Enrollment Information

10. After you have added the course, a green notification will appear. This is confirmation that the course has been added to the planner. Then select "course search results" to return to the class list.

[← Course Search Results](#)

Undergraduate
University of Wisconsin - Whitewater

ELEMMID 324

TEACHING OF SCIENCE IN THE ELEMENTARY/MIDDLE SCHOOL

This course is in your planner under Terms Unassigned, Unassigned.

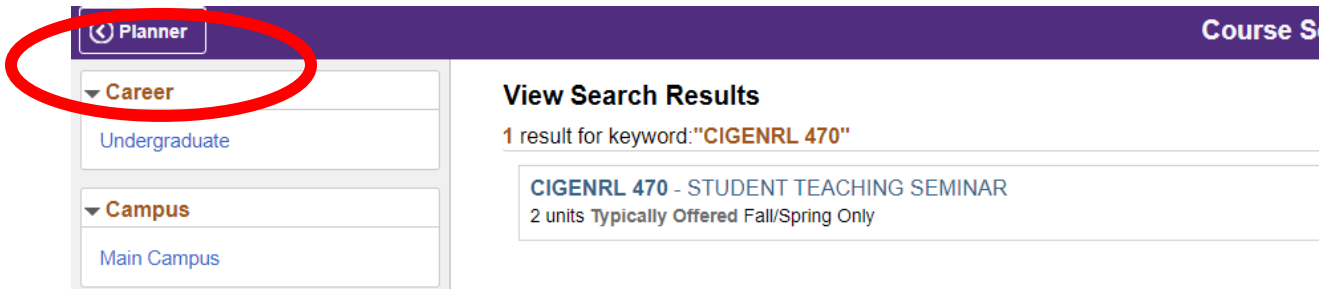
11. You now need to complete this process with all classes needed in the future. Make sure to select all classes necessary with the topic the searched (example: ELEMMID)

View Search Results

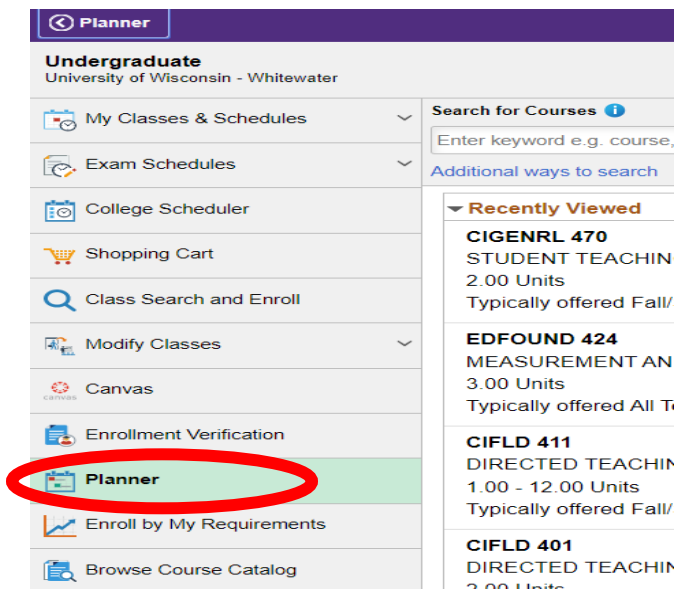
12 results for keyword:"ELEMMID"

ELEMMID 324 - TEACHING OF SCIENCE IN THE ELEMENTARY/MIDDLE SCHOOL 3 units Typically Offered Fall/Winterim Only
ELEMMID 362 - CHILDREN'S LITERATURE 2 units Typically Offered All Terms
ELEMMID 363 - THE TEACHING OF SOCIAL STUDIES IN THE ELEMENTARY/MIDDLE SCHOOL 3 units Typically Offered Fall/Spring Only

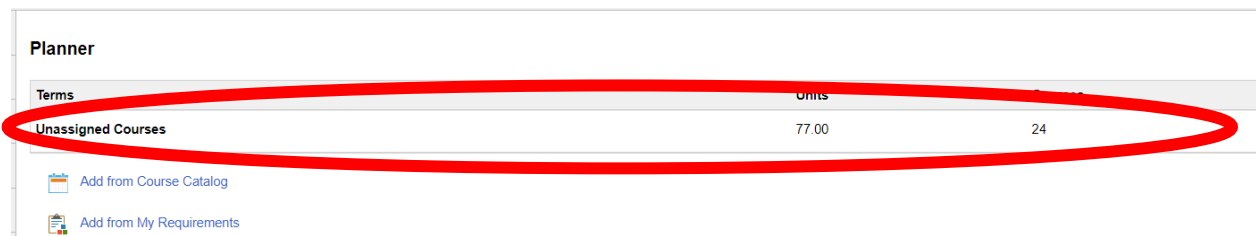
12. Once you have completed adding all courses for that topic you can select the "planner" button to go back to the search screen. You can then search the next subject.



13. When all future classes have been added you can select planner in the left column on the screen to return to the “my planner” homepage.



14. All courses you have added to the planner will now be in the unassigned courses tab of “my planner”.



15. You will then see all unassigned courses. From here you will be able to select classes and assign them to semesters. You should start by selecting a class.

Unassigned Courses

Course	Description	Credits	Terms Offered	Status
CIFLD 401	DIR TEACH/ALT PLACE ELM	2.00	Fall/Spring Only	Planned
CIFLD 411	DIRECTED TEACHING - ELEM	3.00	Fall/Spring Only	★ Planned
CIGENRL 470	STUDENT TEACHING SEMINAR	2.00	Fall/Spring Only	★ Planned
EDFOUND 424	MEAS & EVAL IN ELEM SCHL	3.00	All Terms	★ Planned
ELEMMID 324	TCH SCIENCE ELM/MDL SCHL	3.00	Fall/Winterim Only	★ Planned
ELEMMID 324	TCH SCIENCE ELM/MDL SCHL	3.00	Fall/Winterim Only	★ Planned
ELEMMID 362	CHILDREN'S LITERATURE	3.00	All Terms	★ Planned
ELEMMID 363	TCHNG SS IN ELEM/MIDDLE S	3.00	Fall/Spring Only	★ Planned
ELEMMID 370	VISUAL & PERFORM IN CLASS	5.00	Fall/Spring Only	★ Planned
ELEMMID 418	MIDDLE SCHOOL SEMINAR	1.00	Fall/Spring Only	★ Planned
ELEMMID 419	ELEMENTARY SCHOOL SEMINAR	1.00		★ Planned
ELEMMID 425	TCHNG MATH ELM/MDL GRADES	3.00	All Terms	★ Planned
HEALTHED 382	ELEMNTRY HEALTH EDUCATION	2.00	Fall/Spring Only	★ Planned

16. Then you can select the move to term button.

CIFLD 411
DIRECTED TEACHING - ELEMENTARY

This course is in your planner under Unassigned Term.

Course Detail

Course Career | Undergraduate

Move to Term | View Classes | Delete

17. A pop up will then allow you to select the semester from a drop-down. Select the semester the course needs to be assigned to, then click "save"

Course Career Undergraduate

Cancel Move to Term Save

CIFLD 411 Unassigned

Move course to term

Academic Organization

Typical

laboratory experience under the guidance of carefully selected, qualified cooperating
te at least 3-6 credits of directed teaching on this campus regardless of the number

18. You can then select the planner button, which will return you to the homepage.

The screenshot shows a dark purple navigation bar at the top with a white left-pointing arrow and the word "Planner" in white text. Below this is a light gray header with the word "Undergraduate" in bold. A sidebar on the left contains four menu items: "My Classes & Schedules", "Exam Schedules", "College Scheduler", and "Shopping Cart", each with a corresponding icon and a downward arrow. The main content area on the right is titled "2022 Spring Term" and contains a table with the following content:

Course
CIFLD 411
Total Units

19. Repeat steps 14-17 with all other unassigned courses. You will see new semesters appear below the unassigned tab as you add classes to new semesters.

The screenshot shows a "Planner" page with a table of terms and units. Below the table are two buttons: "Add from Course Catalog" and "Add from My Requirements".

Terms	Units
Unassigned Courses	65.00
2022 Spring Term	12.00

[Add from Course Catalog](#)
[Add from My Requirements](#)

20. When complete the unassigned tab will disappear. All courses should be in the future planned terms.

The screenshot shows a "Planner" page with a table of terms, units, and courses. Below the table are two buttons: "Add from Course Catalog" and "Add from My Requirements".

Terms	Units	Courses
2020 Spring Term	15.00	5
2020 Fall Term	14.00	4
2021 Spring Term	14.00	6
2021 Fall Term	17.00	6
2022 Spring Term	14.00	2

[Add from Course Catalog](#)
[Add from My Requirements](#)

21. To enroll in courses by planned terms you will go to my planner homepage and select the term you are enrolling in.

Planner Delete All

Terms	Units	Courses
2020 Spring Term	15.00	5
2020 Fall Term	14.00	4

22. You can select the course you would like to enroll in.

2020 Spring Term

Course	Description	Units	Typically Offered
ELEMMID 324	TCH SCIENCE ELM/MDL SCHL	3.00	Fall/Winterim Only
MATH 149	MATH ELEM TEACHER II	3.00	Fall/Spring/Summer Only

23. Then view classes by selecting the button on the right.

ELEMMID 324
TEACHING OF SCIENCE IN THE ELEMENTARY/MIDDLE SCHOOL

Move Term **View Classes**

This course is in your planner under Term 2020 Spring Term.

[Course Detail](#)

24. Then select the term you are enrolling in.

Select a Value

- Terms prior to 2019 Fall Term
- Terms on or after 2019 Fall Term
- 2019 Fall Term**

25. Then select the class section, time, and professor.

ELEMMID 324
TEACHING OF SCIENCE IN THE ELEMENTARY/MIDDLE SCHOOL

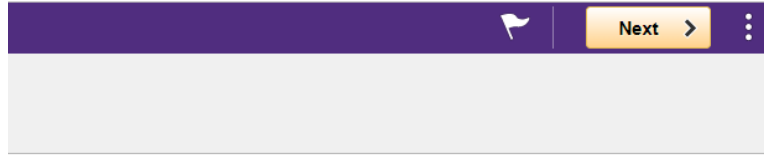
Course Information

Class Selection

Select a class option

Option	Status	Session	Discussion, Sec 02, 1432	09/03/2019 - 12/13/2019	Monday 2:00PM to 4:30PM	Room	Instructor	Seats
1	Open	Regular Academic Session	Discussion, Sec 02, 1432	09/03/2019 - 12/13/2019	Monday 2:00PM to 4:30PM	OFF CAMPUS	Tom F...	Open Seats 13 of 25
2	Open	Regular Academic Session	Discussion, Sec 03, 1433	09/03/2019 - 12/13/2019	Wednesday 2:00PM to 4:30PM	OFF CAMPUS	Eryca Card	Open Seats 12 of 25
3	Closed	Regular Academic Session	Discussion, Sec 01, 1130	09/03/2019 - 12/13/2019	Thursday 12:00PM to 2:30PM	Winther 3006	Liesl Gapinski	Closed

26. Now select the “next” button.



Days and Times	Seats
Monday 2:00PM to 4:30PM	Open Seats 13 of 25

27. You will now review class references. Click the button in the right corner to accept terms.

Fall Term 2019
Undergraduate
University of Wisconsin - Whitewater

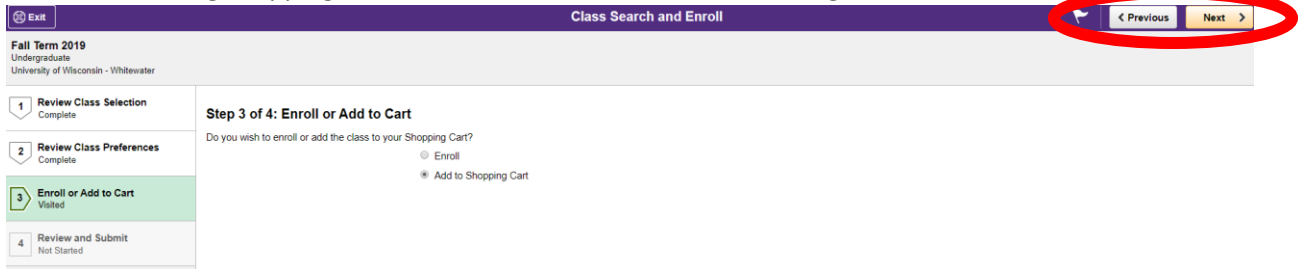
1 Review Class Selection Complete	Step 2 of 4: Review Class Preferences ELEMMD 324 TEACHING OF SCIENCE IN THE ELEMENTARY/MIDDLE SCHOOL Discussion, Sec 02, 1432 - Open Grading Basis Graded	Accept
2 Review Class Preferences In Progress		
3 Enroll or Add to Cart Not Started		
4 Review and Submit Not Started		

28. Now you can select to enroll in a course or add to shopping cart.

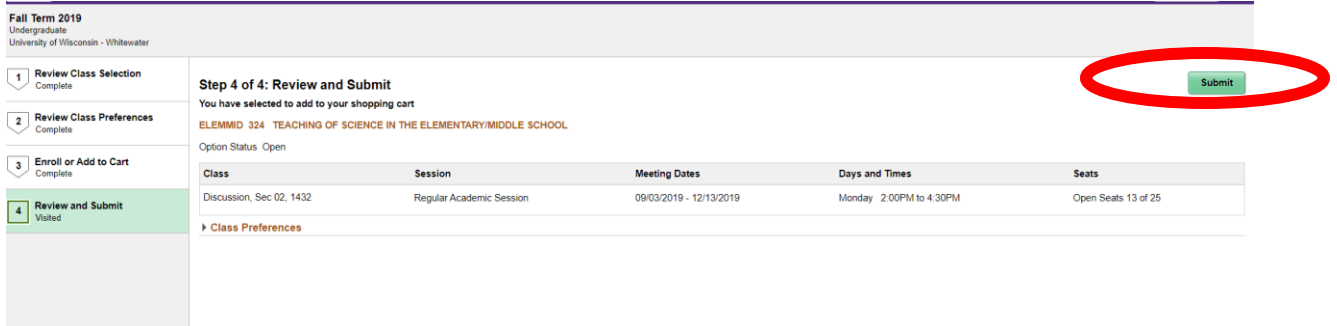
Fall Term 2019
Undergraduate
University of Wisconsin - Whitewater

1 Review Class Selection Complete	Step 3 of 4: Enroll or Add to Cart Do you wish to enroll or add the class to your Shopping Cart? <input checked="" type="radio"/> Enroll <input type="radio"/> Add to Shopping Cart
2 Review Class Preferences Complete	
3 Enroll or Add to Cart Visited	
4 Review and Submit Not Started	

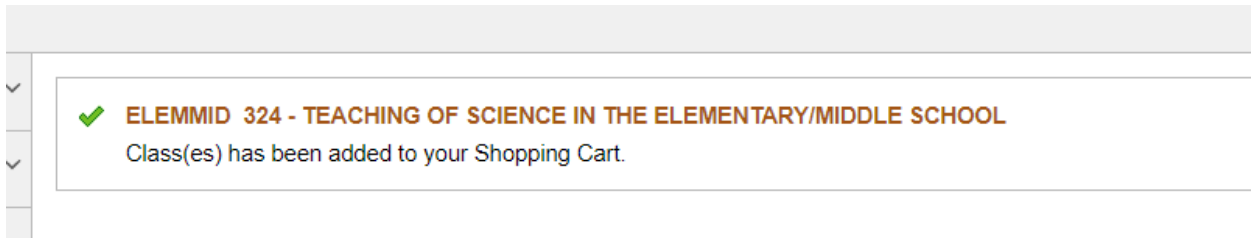
29. after selecting shopping cart, then select the next button in the right corner.



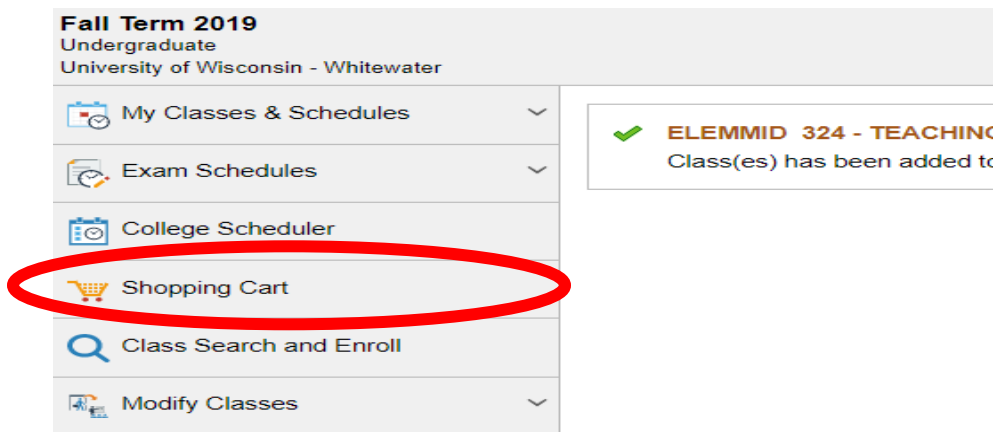
30. Now, review the class and click submit



31. The class is then added to the shopping cart and you can complete steps 21-30 with all courses you wish to enroll in.



32. When completed, you can view their shopping cart by selecting the tab on the left side of the screen.



33. You can review all courses and enroll by selecting the check box for each course and then the “enroll” button in the right corner.

The screenshot shows a 'Your Shopping Cart' table with columns: Select, Availability, Class, Description, Session, Days and Times, Room, Instructor, Units, Seats, and Preferences. The 'Select' column contains a checkbox, which is circled in red. The 'Enroll' and 'Delete' buttons in the top right corner are also circled in red.

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
<input type="checkbox"/>	Open	Discussion, Sec 02, 1432	ELEMMID 324 TCH SCIENCE ELMMDL SCHL	Regular Academic Session	Monday 2:00PM to 4:30PM	OFF CAMPUS	T. Young	3.00	Open Seats 13 of 25	Change Preferences

34. To ensure all classes are planned for the future you can view the “planned by requirements AAR”. Click the Classes & Schedules tile on the student center homepage.

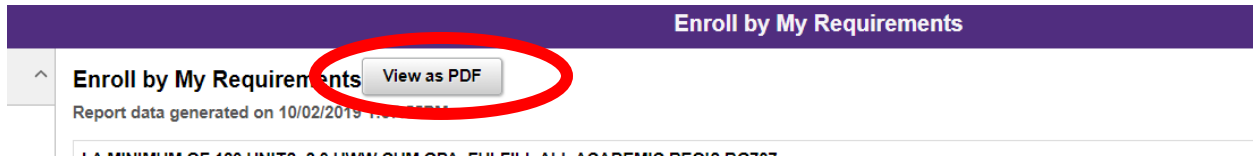
The screenshot shows a student center dashboard with several tiles. The 'Classes & Schedules' tile is circled in red. It includes a calendar icon, links for 'Search Classes', 'View Schedules', and 'Manage Classes', and an 'Enrollment Dates' section with a table.

Enrollment Dates	
4/17/19 10:00 AM	Fall 19 Enrollment Appointment Begins
4/24/19	Fall 19 Open Enrollment Begins

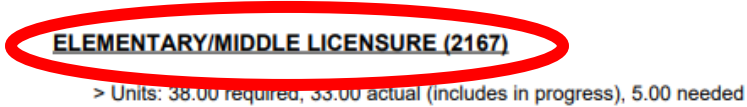
35. Then, you can select “enroll by requirements” to view an AAR with the planned classes accounted for.

The screenshot shows a navigation menu with the following items: Weekly Calendar View, View My Classes, Exam Schedules, College Scheduler, Shopping Cart, Class Search and Enroll, Modify Classes, Canvas, Enrollment Verification, Planner, Enroll by My Requirements (circled in red), and Browse Course Catalog.

36. You can now select view as a PDF.



37. The “licensure area” will be bolded due to student teaching credits.



6. STUDENT TEACHING: SELECT ONE OF THE FOLLOWING:

A. SELECT ONE OF THE FOLLOWING FOR 2 CREDITS: CIFLD 402, CIFLD 408, OR SPECFLD 410

<u>Term</u>	<u>Subject</u>	<u>Number</u>	<u>Course</u>	<u>Grade</u>	<u>Units</u>	<u>Type</u>
Spring 21	SPECFLD	410	GEN EDUC FLD EXPERIENCE		2.00	PL

B. SELECT ONE OF THE FOLLOWING FOR 2 CREDITS: CIFLD 401 OR CIFLD 406

<u>Term</u>	<u>Subject</u>	<u>Number</u>	<u>Course</u>	<u>Grade</u>	<u>Units</u>	<u>Type</u>
Fall 21	CIFLD	401	DIR TEACH ALT PLACE ELM		2.00	PL

38. At the end of the AAR, Course history will show all classes that are planned. These courses will contain the code PL.

Course History:

Term	Subject	Cat	Title	Grade	Units Taken	Points	Type	
Spring 19	COMM	110	INTRO TO PUBLIC SPEAKING		AB	3.00	10.500	TR
Spring 19	COMM	999	COMM ELECTIVES	GEGS	A	3.00	12.000	TR
Spring 19	ENGLISH	90W	FUNDAMENTALS OF ENGL - WAIVER		T	0.00	0.000	TE
Spring 19	ENGLISH	91W	BASIC WRITING SKILLS - WAIVER		T	0.00	0.000	TE
Spring 19	ENGLISH	101EX	FRESHMAN ENGLISH - EXAM		T	3.00	9.000	TE
Spring 19	HISTRY	999	HISTRY ELECTIVES	GEGH	A	4.00	16.000	TR
Spring 19	MATH	230	INTRO TO STATISTICS	GEGM	A	3.00	12.000	TR
Spring 19	MISC	999	MISC ELECTIVES		A	4.00	16.000	TR
Spring 19	MUSC	999	MUSC ELECTIVES	GEGA	A	2.00	8.000	TR
Spring 19	PHILSPHY	251	LOGIC	GEGH	A	3.00	12.000	TR
Spring 19	PHILSPHY	261	INTRODUCTION TO ETHICS	GEGH	AB	3.00	10.500	TR
Spring 19	PSYCH	211EX	INTRODUCTORY PSYCH - EXAM	GEGS	T	3.00	9.000	TE
Spring 19	RELIGST	999	RELIGST ELECTIVES	GEGH	A	4.00	16.000	TR
Spring 19	THEATRE	999	THEATRE ELECTIVES	GEGA	B	3.00	9.000	TR
Spring 19	EDFNDRPC	210	INTRO TO EDUC & TEACHING		A	3.00	12.000	EN
Spring 19	EDFOUND	222	CHILD DEVELOPMENT		A	3.00	12.000	EN
Spring 19	EDFOUND	243	FOUND OF ED IN PLUR SOC	GIDV	A	3.00	12.000	EN
Spring 19	GENED	140	GLOBAL PERSPECTIVES	GEGS	B	3.00	9.000	EN
Spring 19	SPECED	205	INTRO TO SPECIAL EDUC		A	3.00	12.000	EN
Summer 19	BIOLOGY	214	ECOLOGY AND SOCIETY	GEGM	B	3.00	9.000	EN
Summer 19	SPECED	321	CHARACTERISTICS OF EBD		A	3.00	12.000	EN
Summer 19	ENGLISH	102	WRITING/READING/RESEARCH		A	3.00	12.000	EN
Summer 19	MATH	141	FUNDAMTLS OF COLL ALGEBRA		A	4.00	16.000	EN
Fall 19	LIBMEDIA	201	TECHNOLOGY FOR TEACHERS			1.00	0.000	PL
Fall 19	GENED	390	WORLD OF IDEAS	GEGH		3.00	0.000	PL
Fall 19	CHEM	100	EVERYDAY CHEMISTRY (GL)	G EGL		4.00	0.000	PL
Fall 19	PEGNRL	192	PERS HLTH & FITNESS LIFE	GEGW		1.00	0.000	PL
Fall 19	MATH	148	MATH ELEM TEACHER I	GEGQ		3.00	0.000	PL
Fall 19	SPECED	322	CHARACTERISTICS OF ID			3.00	0.000	PL
Fall 20	ELEMMID	370	VISUAL & PERFORM IN CLASS			5.00	0.000	PL
Fall 20	SPECED	326	INT INDV DIAG/ASSMNT EEN			3.00	0.000	PL
Spring 21	SPECED	361	INCLUSIVE METHODS			3.00	0.000	PL
Spring 21	HEALTHED	382	ELEMNTRY HEALTH EDUCATION			2.00	0.000	PL
Spring 21	ELEMMID	418	MIDDLE SCHOOL SEMINAR			1.00	0.000	PL
Spring 21	SPECED	458	COLLABORATION/INSTRUCTION			3.00	0.000	PL
Spring 21	SPECFLD	410	GEN EDUC FLD EXPERIENCE			2.00	0.000	PL
Spring 21	ELEMMID	363	TCHNG SS IN ELEM/MIDDLE S			3.00	0.000	PL
Fall 21	ELEMMID	425	TCHNG MATH ELM/MDL GRADES			3.00	0.000	PL
Fall 21	READING	462	LITERACY INSTR ELE/MID GR			5.00	0.000	PL
Fall 21	SPECED	360	BEH MGT INCLUSION			3.00	0.000	PL
Fall 21	CIFLD	401	DIR TEACH ALT PLACE ELM			2.00	0.000	PL
Fall 21	EDFOUND	424	MEAS & EVAL IN ELEM SCHL			3.00	0.000	PL
Fall 21	ELEMMID	419	ELEMENTARY SCHOOL SEMINAR			1.00	0.000	PL
Spring 22	CIFLD	411	DIRECTED TEACHING-ELEM			1.00	0.000	PL
Spring 22	CIGENRL	470	STUDENT TEACHING SEMINAR			2.00	0.000	PL

39. Milestones should be bolded. All other areas of the AAR should be unbolded. If they are not, you must add the necessary courses to complete those requirements (See steps 5-15).

MILESTONES (2083)- ELEMENTARY EDUCATION BSE, ELEMENTARY/MIDDLE EMPHASIS

ADMISSION TO PROFESSIONAL EDUCATION

HUMAN RELATIONS REQUIREMENT

TO RECEIVE ENDORSEMENT FOR LICENSURE, STUDENTS MUST HAVE A 3.0 GPA IN MAJOR CONTENT AREAS