

## Uploading IGP to Pathways

1. Create the student's IGP for the 4-years of high school

Course	Grad. Req.	A-G Req.	Grade 9		Grade 10		Grade 11		Grade 12	
			Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring
History/ Social Science	30	A: 30	World History A	World History B	US History A	US History B	Govt.	Econ.		
English	30	B: 40	English 9A	English 9B	English 10A	English 10B	English 11A	English 11B	English 12A	English 12B
Mathematics	20	C: 30	Pre-Algebra A	Pre-Algebra B	Geometry A	Geometry B	Algebra 2A	Algebra 2B	Pre-Calc	Pre-Calc
Science	20	D: 20 w/ lab	Physical Science A	Physical Science B	Chemistry A	Chemistry B	Physics A	Physics B		
World Language	10	E: 20			WLG 2A	WLG 2B	WLG 3A	WLG 3B		
Visual/ Performing		F: 10	Voice 1A	Voice 1B	Art 1A	Art 1B				
Electives <small>Extra core courses count towards the elective category.</small>	90	G: 50	CTE Sports Med.	CTE Sports Med.					Elective	Elective
<b>Total Credits</b>	<b>200</b>	<b>200</b>	35	35						

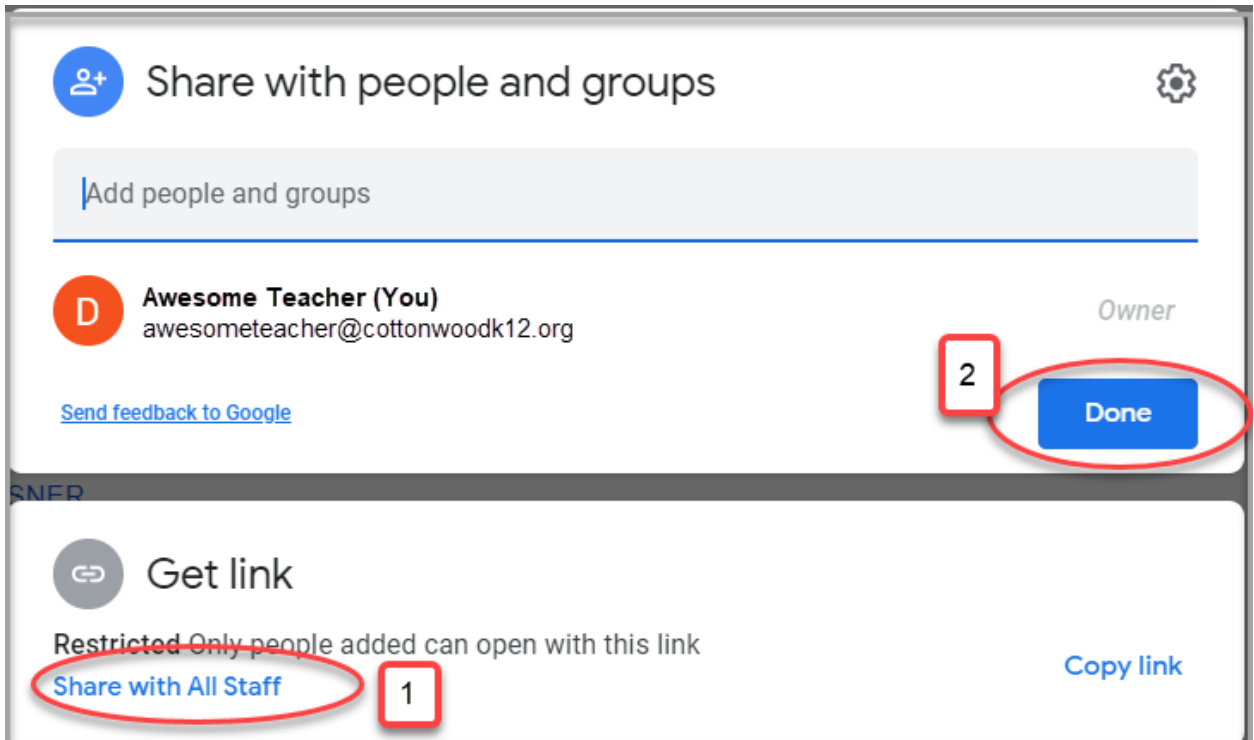
**OTHER REQUIREMENTS:** Math must include 10 credits of Algebra / Science must include 10 credits of Physical Science and 10 credits of Life Science / History must include World History, US History, Government, and Economics.

\*Four years of math, three of science, and three of World Language are recommended for a-g. Extra "A-F" category courses satisfy the "G" requirement.

2. Go to the top right corner of the screen and click "Share."



3. Click the link at the bottom left side "Share with All Staff."



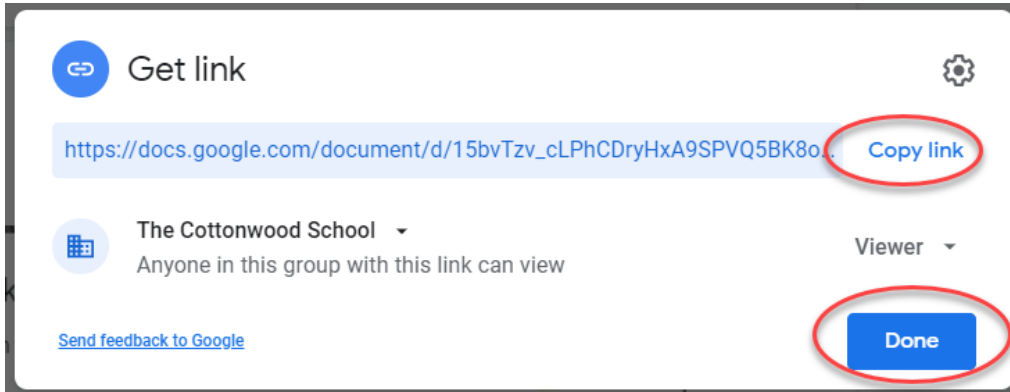
4. Click either link you prefer from the ones highlighted. "All Staff" or "Anyone with the link."

The screenshot shows the 'Get link' dialog in Google Docs. At the top, there is a 'Get link' header with a gear icon. Below it is a text box containing the document URL: [https://docs.google.com/document/d/1GoOJl0cxysvJr56xFLEG548\\_BfSL...](https://docs.google.com/document/d/1GoOJl0cxysvJr56xFLEG548_BfSL...) and a 'Copy link' button. Below the URL is a dropdown menu currently set to 'All Staff' and a 'Viewer' role dropdown. A modal menu is open over the 'All Staff' dropdown, listing 'Restricted', 'All Staff' (with a checkmark and highlighted in yellow), 'HSTs', 'The Cottonwood School', and 'Anyone with the link' (highlighted in yellow). A 'Done' button is visible on the right side of the dialog.

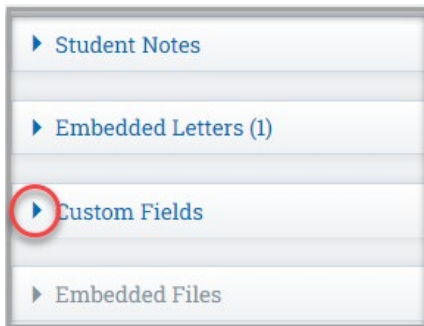
5. Allow anyone with the link to be able to be a "Viewer" or "Commenter."

The screenshot shows the 'Share with people and groups' dialog in Google Docs. At the top, it says 'Share with people and groups' and 'Shared with [redacted], Jonas Heppner, and Karson Davis'. Below this is the 'Get link' dialog. The 'All Staff' dropdown is highlighted in yellow, and the text 'Anyone in this group with this link can comment' is highlighted in yellow. The role dropdown is set to 'Commenter'. A modal menu is open over the role dropdown, listing 'Viewer', 'Commenter' (with a checkmark and highlighted in yellow), and 'Editor'.

6. Click “Copy Link.”



7. Go to the student’s Dashboard on Pathways and scroll down to the bottom of the page where it states “Custom Field” and upload the link here. (You may need to click the arrows to open the Custom Fields & IGP (Individual Graduation Plan) sections.)



8. Paste your copied IGP link to the “IGP Google Link.” Also, add the date you are adding the IGP and click “Save Custom Fields.”

