

Overview

You can use Family Connection to prepare for success after high school. Use this quick guide to get started with the Success Planning tools in Family Connection.

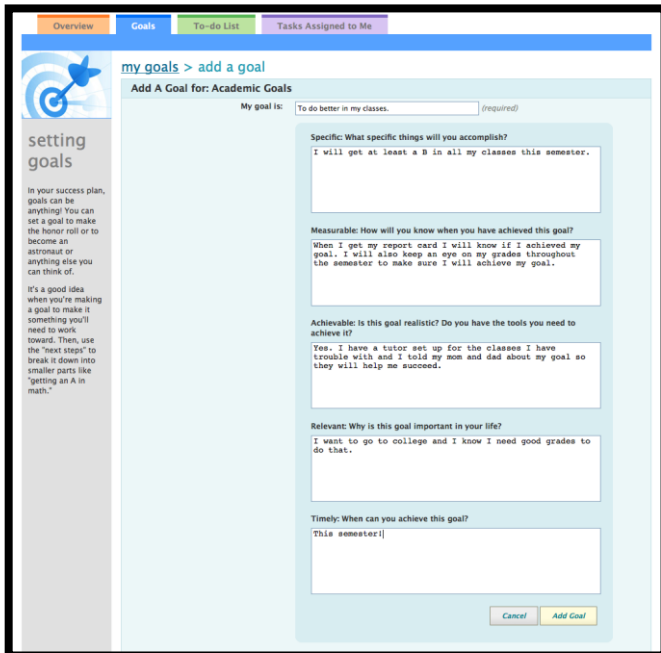
To access the Success Planning tools in Family Connection, log in and click the **My Planner** tab.

Define your Goals

The **My Planner** tab provides several tools relating to accomplishing your goals.

To create a goal in Family Connection:

1. Click the **My Planner** tab in Family Connection.
2. Click the **Goals** tab.
3. Select a goal type from the **Add a New Goal** drop-down menu.
4. Enter your goal in the **My Goal Is** field. This is required.
5. Complete the other fields.
6. Click the **Add Goal** button.

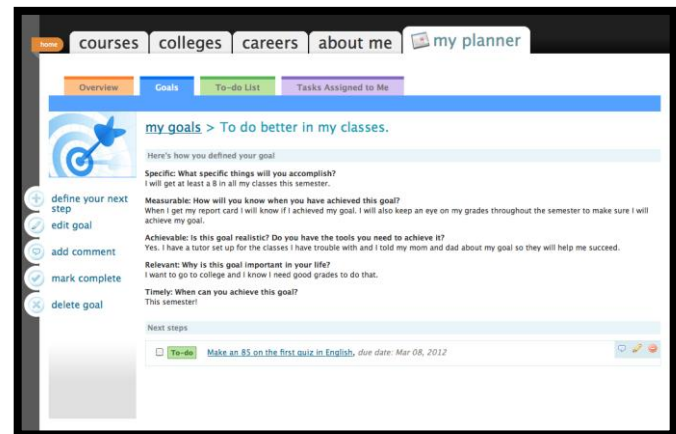


Accomplish your Goals

Once you have established your goals, you can define your next steps for meeting your goal.

To add a to-do for your goal:

1. Click the **My Planner** tab in Family Connection.
2. Click the **Goals** tab.
3. Click a goal.
4. Click the **Define Your Next Step** button.
5. Enter the to-do in the **Next Step** field.
6. Enter a due date for the to-do by clicking the calendar and clicking a date. The field will be populated automatically.
7. Click the **Add** button.
8. You can comment on your to-do items by clicking **Add Comment** and entering your comment in the provided text box. Click the **Add Comment** button to submit your comment to your counselor.



Track Tasks

Your school counselor may provide you with tasks to complete.

To view your tasks:

1. Click the **My Planner** tab in Family Connection.
2. Click the **Tasks Assigned to Me** tab.
3. Your list of tasks appears.
4. Required tasks are indicated with a star icon and tasks required for graduation are indicated with a graduate icon.
5. Click a task to see detailed information.
6. If you have completed the task, click **Mark Complete** and click the **Yes** button on the window asking if you are sure you want to mark the task as complete.
7. If you have a question about a task that has been assigned to you, click **Raise Hand** and enter your question in the provided text box. Click the **Submit Question** button to submit your question to your counselor.