Personal Learning Plan Administrative Rule

24:43:11:01. "All students in grades 9 through 12 must have a personal learning plan. The personal learning plan must document a minimum of 22 units of credit."

24:43:01:01 " 'Personal learning plan,' a plan based on a student's skills and interests that identifies the specific coursework a student needs to reach the student's academic and career goals;"

Steps for setting up SDMyLife powered by Xello Course Planner

STEP 1: Ensure Accurate Data

Make sure course data in Infinite Campus is accurate.
Items to review: course codes, course names, credit values, grade levels offered
This prepares you for step 5.
What data will be extracted from IC? https://tinyurl.com/runpwywt

STEP 2: Provide Course Guidebook

Provide your school's Course Guidebook to Xello.
This should include:

- course name
- course code
- course description
- recommended grade level(s)
- credit value, pre-requisite(s)
- diploma and graduation requirements

STEP 3: Extraction Decision

Decide how your district will extract 2 Infinite Campus data files (Course Codes & Student Courses)

STEP 4: FTP Credentials

Pay Infinite Campus to extract files ($500 per year per district)

Enter FTP credentials in to Infinite Campus

STEP 5: Extract Files

Run extract. Instructions: https://tinyurl.com/46ctujjm

STEP 6: Files to Xello

Infinite Campus will provide files

OR

Have in-district Infinite Campus person extract files

Download FTP client on local computer [filezilla or WinSCP] & enter FTP credentials

Manually extract. Instructions: https://tinyurl.com/2nrv349

In-district Infinite Campus person drops files into FTP

STEP 7: Inform Xello

Inform Onboarding Manager at Xello

STEP 8: Next Steps

1. Learn more about Course Planner: https://tinyurl.com/5mnzs8w
2. Submit updated Student Courses data file at minimum each semester

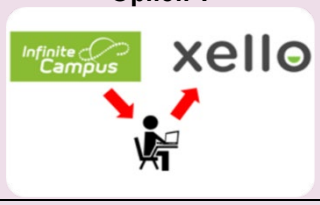
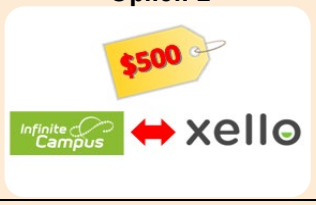
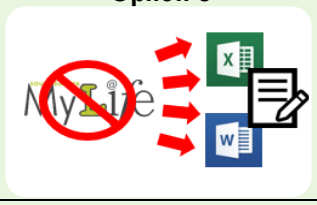
Updated: August 2021

sdmylife powered by xello
Course Planner

According to Administrative Rule 24:43:11:01. "All students in grades 9 through 12 must have a personal learning plan. The personal learning plan must document a minimum of 22 units of credit."

SDMyLife is an online tool all South Dakota students can use to create a personal learning plan (PLP) and complete a course planner. While it is not required for students to use SDMyLife to meet administrative rule 24:43:11:01, it can be a great way for them to connect their career interests to their academic goals. For more information about PLPs, visit http://sdmylife.com/personal-learning-plan/.

Below are the options for meeting the course planner requirement. To utilize the updated course planner in SDMyLife powered by Xello, districts must provide data from their student information system.

Options:	**Option 1**	**Option 2**	**Option 3**
			
Course planner details	District IT staff prepare the data files required for the Xello course planner by extracting data from their student information system and transferring it to Xello through a SFTP.	Infinite Campus offers a user interface which automatically exports the course related files required for Course Planner and sends the files to Xello via SFTP. This feature offered by Infinite Campus activates an import feature making it possible to use Course Planner as a course selection tool.	Students can use different methods to complete their course planners. These methods can include paper/pencil, Microsoft Word or Excel or any other software or method they choose. If desired, these options may be able to be uploaded to a student's SDMyLife account.
Infinite Campus data transfers to SDMyLife	Yes	Yes	N/A
SDMyLife data imported to Infinite Campus	No	Yes	N/A
Cost	FREE	$500/year per district to Infinite Campus for user interface and import capability	FREE
Xello Support	Xello will provide steps to extract the data and assistance throughout the process.	Xello will provide assistance throughout the process.	N/A
Work of SDMyLife Advisor	SDMyLife advisor will guide students in selecting appropriate courses (from IC data) based on their career interest and academic goals.	SDMyLife advisor will guide students in selecting appropriate courses (from IC data) based on their career interest and academic goals.	Individuals working with PLPs may need to create a template for students to complete. This may include manually updating the courses each year.
Course Planner Warnings	Xello course planner provides warnings for prerequisites, grad requirement, age appropriateness, etc.	Xello course planner provides warnings for prerequisites, grad requirement, age appropriateness, etc.	Advisor would need to review students course plans to ensure appropriate courses are planned, prerequisites are taken, previous courses are passed, age appropriateness, meets grad requirements, etc.
Work of Student	Students would update planned courses each year. Previous courses would update automatically from Infinite Campus data.	Students would update planned courses each year. Previous courses would update automatically from Infinite Campus data.	Students would manually select courses. They would also need to manually update the past courses and update planned courses each year.

Xello also works with other student information systems. Email Megan.Tatum@state.sd.us or help@xello.world to get started with Xello's course planner.