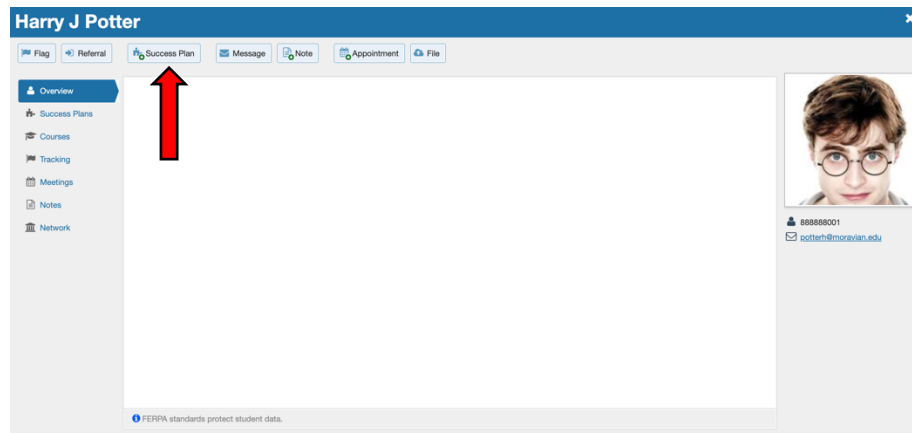


Create Student Success Plan in Momentum – INC for Completion of Course

1. Access student information in Momentum.
2. At the top of the student page, click on “Success Plan”



3. A pop-up window will appear. This is where you will create the plan. From the “Plan Type” Menu, chose “INC: Plan for Completion of Course”

A screenshot of the 'Add Success Plan for Harry J Potter' form. The form has a title bar with 'Add Success Plan for Harry J Potter', 'Never Mind', and 'Submit' buttons. The 'Plan Type' dropdown menu is open, showing 'INC: Plan for Completion of Course' selected. A red arrow points to the dropdown menu. Below the dropdown is the 'Plan Name' field, which contains the text: 'INC: Plan for Completion of Course'. This is followed by an 'Overview' section with a question mark icon, containing 'Probation conditions' and 'Student Exit Plan' text. Below this are fields for 'Tracking Item' (a dropdown menu), 'Due Date' (a date picker), and 'Course Context' (a dropdown menu). There is a large text area for 'Specific Recommendation'. At the bottom right are 'Add Item', 'Never Mind', and 'Submit' buttons. A red asterisk indicates required fields.

4. This will create a “To-Do” item that is related to the INC Success Plan. Scroll down to view the “To-Do: INC Success Plan, Step for Completion of course”.

A screenshot of the 'Add Success Plan for Harry J Potter' form, showing the 'To-Do' item created. The form has the same title bar as the previous screenshot. Below the 'Specific Recommendation' text area are 'Add Item', 'Never Mind', and 'Submit' buttons. Below these buttons is a 'To-Do' item with a red flag icon and the text: 'To-Do: INC Success Plan, Step for completion of course'. Below this is a paragraph of instructions: 'Please use the specific recommendation box to enter the grade for the class the student would receive with work completed as of today. If the INC work is not completed by the due dates established, this grade is what the student should expect to receive.' At the bottom right are 'Never Mind' and 'Submit' buttons. A red asterisk indicates required fields. A red arrow points to the 'To-Do' item.

- Click on the pencil icon to the right of the To-Do item (1). This will prompt you to then complete the section of information ABOVE the To-Do Items (2)

Add Success Plan for Harry J Potter [Never Mind] [Submit]

* Tracking Item (2)

Due Date

Course Context

Specific Recommendation

[Add Item] [Never Mind]

To-Do: INC Success Plan. Step for completion of course (1)

Please use the specific recommendation box to enter the grade for the class the student would receive with work completed as of today. If the INC work is not completed by the due dates established, this grade is what the student should expect to receive.

* Required fields [Never Mind] [Submit]

- Complete the section that starts with Tracking Item:
 - Tracking Item will auto-populate to match the To-Do item (1)
 - Due Date is Optional
 - Course Context is required; pick the class that is related to the Success Plan (2)
 - Add in the specific recommendations, as prompted by the To-Do item (3)
 - Once Completed, click "Update Item" (4). This will add the To-Do Item to the plan. You will now see your information in the To-Do item that you just updated (5)
 - Click submit (6)

Add Success Plan for Harry J Potter [Never Mind] [Submit]

(1) * Tracking Item

(2) * Course Context

(3) * Specific Recommendation

[Add Item] [Never Mind] (4)

(5) **To-Do: INC Success Plan. Step for completion of course**

Please use the specific recommendation box to enter the grade for the class the student would receive with work completed as of today. If the INC work is not completed by the due dates established, this grade is what the student should expect to receive.

* Required fields [Never Mind] [Submit] (6)

- The plan can now be found in the student's Momentum folder, under "Success Plans"