

grad_plan_utility_assign_individual_body

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Grad Plan	Select the graduation plan you want to assign to one or more students. The description of the plan and the PEIMS graduation type description are displayed.

❑ Click **+Add** to add a student.

A blank row is added to the grid.

Student	Begin typing the student's name or ID (including leading zeros). As you begin typing the number, a drop-down list displays students whose name or ID *begins with* the characters you have typed. The student's grade level is displayed in parentheses, and WD is displayed if the student is withdrawn or a no show. From the drop-down list, select the student. If you do not know the student ID, click ⋮ to search for a student in the directory.

The student's name and grade level are displayed.

Current Grad Plan	If a graduation plan is currently assigned to the student, the code for the plan is displayed.
Status	The field indicates if the student is active or withdrawn.
🗑	Remove a student from the list.

❑ Click **Execute**.

You are prompted to confirm that you wish to continue. Click **OK**.

The Grad Plan Assignment Summary report opens, which provides a list of graduation plan changes and default assignments that occurred as a result of assigning a graduation plan to the student(s) for the first time.

Report data:

Previous Grad Plan	The code for the previous graduation plan is displayed if it exists. Otherwise, "none" is displayed.
New Grad Plan	The code for the new graduation plan is displayed.

If any courses were added, they are listed, including the course number, course title, credits, and service ID. Otherwise, assignment exceptions will indicate why courses were not added.

View, print, or save the report.

Review the report using the following buttons:

Click First to go to the first page of the report.
Click ◀ to go back one page.
Click ▶ to go forward one page.
Click Last to go to the last page of the report.

The report can be viewed and saved in various file formats.

Click  to save and print the report in PDF format.

Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.

Click  to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.


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