

grad_plan_utility_group_body

Table of Contents

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. This the plan *to which* you are changing students.
Grade Level	Select the current year grade level of the students to whom you are assigning the graduation plan.
Grad Plan	Select the graduation plan *currently assigned* to the students. *No Plan* - Retrieve only students who have a blank graduation plan field. *All Students* - Retrieve all students.

❑ Click **Retrieve**.

The student's name and grade level are displayed.

- If there are multiple pages, page through the list.

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Status	The field indicates if the student is active or withdrawn.

❑ Select the students to whom you want to assign the new graduation plan.

Or, select **Select All** to select all students (across all pages, if multiple pages of students exist).

❑ 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.


ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS
ASCENDER GUIDES
ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS

Back Cover