



# graduation\_plan\_quick\_checklist



# Table of Contents



<b>Graduation Plan - Quick Checklist</b>	
<b>✓ Step</b>	<b>Breadcrumb</b>
<b>Create Graduation Plans</b>	
Set up district-level graduation plans.	Graduation Plan > Maintenance > District > Tables > Graduation Plans
Add requirements for each graduation plan.	Graduation Plan > Maintenance > District > Graduation Requirements
<b>Assign Graduation Plans</b>	
Assign graduation plans to a group of students.	Graduation Plan > Utilities > Grad Plan Assignment > By Group
Assign graduation plan to a student (two options).	<ul style="list-style-type: none"> <li>• Graduation Plan &gt; Utilities &gt; Grad Plan Assignment &gt; By Individual</li> <li>• Graduation Plan &gt; Maintenance &gt; Student &gt; Individual Maintenance (click <b>Add Plan</b>)</li> </ul>
<b>View/Update/Delete/Print Graduation Plans</b>	
View/print information about a student's credits.	<ul style="list-style-type: none"> <li>• Graduation Plan &gt; Maintenance &gt; Student &gt; Individual Maintenance &gt; Credit Summary</li> <li>• Graduation Plan &gt; Maintenance &gt; Student &gt; Individual Maintenance &gt; Credit Detail</li> <li>• Graduation Plan &gt; Maintenance &gt; Student &gt; Individual Maintenance (click <b>Print Credit Detail</b>)</li> </ul>
Update student graduation plans (three options).	<ul style="list-style-type: none"> <li>• Graduation Plan &gt; Maintenance &gt; Student &gt; Individual Maintenance &gt; Grade Level Course Detail</li> <li>• Graduation Plan &gt; Utilities &gt; Grad Plan Course Change</li> <li>• Graduation Plan &gt; Maintenance &gt; Student &gt; Individual Maintenance (click Change Plan)</li> </ul>
Delete graduation plans.	Graduation Plan > Utilities > Delete Graduation Plans
Allow students to update graduation plans.	StudentPortal > Student Graduation Plan
<b>Move Course Requests to Scheduling</b>	
Move requests by grade level.	Graduation Plan > Utilities > Mass Move to Request
Move requests for an individual student.	Graduation Plan > Maintenance > Student > Individual Maintenance
<b>Create &amp; Maintain Personal Graduation Plans (PGPs)</b>	
Set up district tables.	Graduation Plan > Maintenance > District > Tables
Maintain a student's PGP.	Graduation Plan > Maintenance > Student > Individual Maintenance > PGP
Print PGPs (two options).	<ul style="list-style-type: none"> <li>• Graduation Plan &gt; Maintenance &gt; Student &gt; Individual Maintenance (click Print PGP)</li> <li>• SGP1000 - Student Personal Graduation Plan</li> </ul>
<b>Maintain Performance Acknowledgements</b>	
Maintain a student's performance acknowledgement information.	Graduation Plan > Maintenance > Student > Individual Maintenance > Performance Acknowledgement



## Back Cover