


# Monitor Plans

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***Graduation Plan > Maintenance > District > Tables > Monitor Plans***

This tab allows you to maintain a district-level code table of criteria for monitoring graduation plans (e.g., interim progress reports, benchmark scores, or student attendance). These criteria populate the **Monitor Plan** fields on the PGP tab.

## Update data:

Existing codes are displayed in order by code.

Click **+Add** to add one blank row. A blank row is added to the grid. Or, click **+Add 10** to add ten blank rows to the grid.

| Field | Description |
|---|---|
| **Code** | Type a unique, two-digit code for the criteria. |
| **Description** | Type a description of the code, up to 35 characters. |

Click **Save**.

To update a description, type over the existing description and save.

You can only update the description; you cannot update a code. To change a code, you must delete and re-enter the code and description.

## Other functions and features:

| | |
|---|---|
| | Delete a row.<br>1. Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time.<br><br>2. Click **Save**. You are prompted to confirm that you want to delete the row. Click **Yes** to continue. Otherwise, click **No**.<br><br>You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved). |


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