


# Monitor Plans

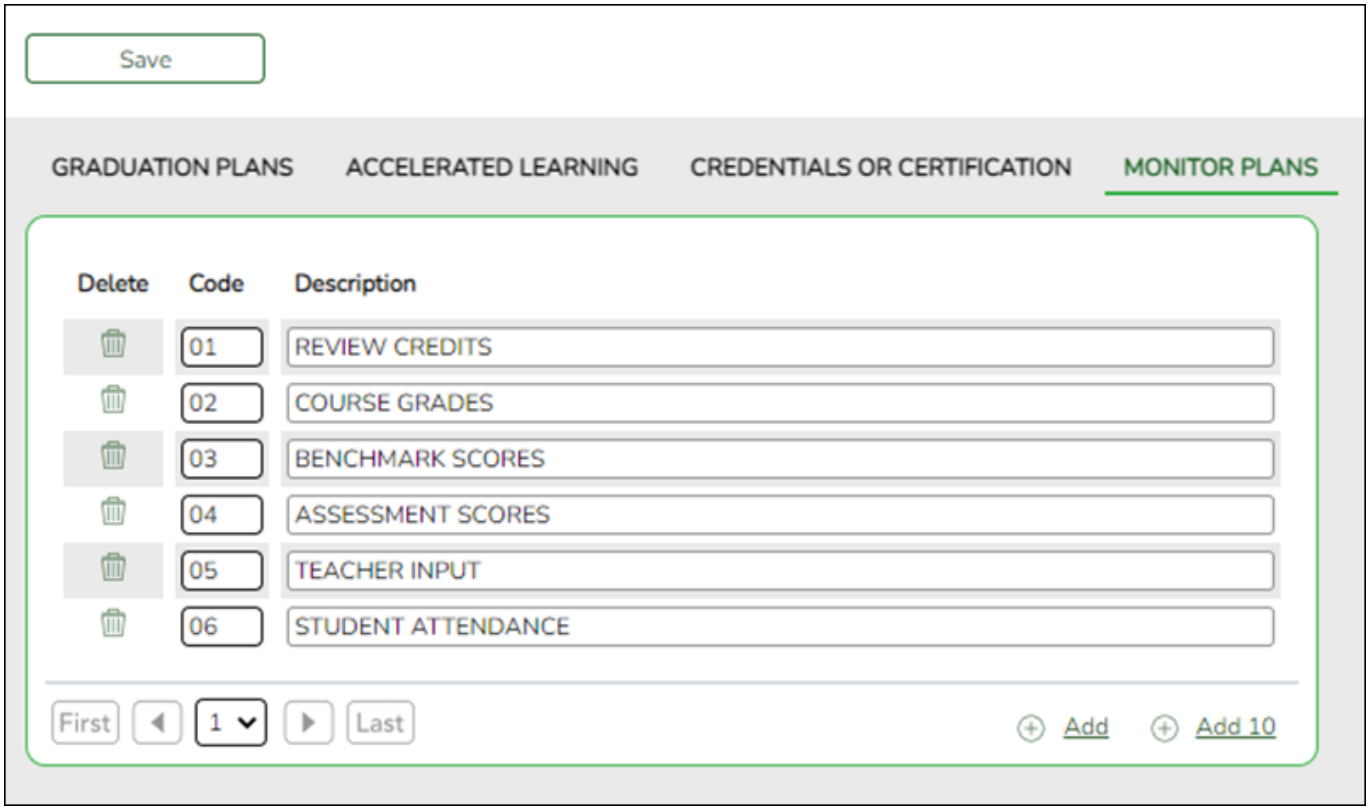
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# Monitor Plans

***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** or **Add 10** to add one or 10 blank rows to the grid.

| | |
|---|---|
| **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.

**NOTE:** 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.

---



Delete a row.

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.

2. Click **Save**. You are prompted to confirm that you want to delete the row. Click **Yes** to continue. Otherwise, click **No**.

You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).

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.

| | |
|---|---|
| **Code** | Type a unique, two-digit code for the criteria. |
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