Credit Summary

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Credit Summary 1

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Graduation Plan > Maintenance > Student > Individual Maintenance > Credit Summary

This tab displays the student's total credits needed, credits earned, courses/credits in progress, requested/scheduled courses/credits, and planned courses/credits, and will show if the student is lacking credits for graduation in one or more subjects.

You can also change a student's graduation plan and move courses from the student's graduation plan to course requests in Scheduling.

This tab is not enabled until you retrieve a student who has a graduation plan assigned. (Graduation plans can be assigned using Utilities > Grad Plan Assignment > By Individual (or By Group).)

Notes about course placement

The program determines which subject areas to place courses under based on the following fields. If the information is not found in the first table, the program goes to the next:

- For the current and prior years:
  - **Grad Plan Use Cd** on Grade Reporting > Maintenance > Student > Individual Maint > Grd/Crs Maint
  - **Grad Plan Use** on Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Course
  - **Grad Plan Use** on Grade Reporting > Maintenance > Master Schedule > District Schedule
  - **AAR Use** on Grade Reporting > Maintenance > Student > Individual Maint > Grd/Crs Maint
  - **AAR Use Cd** on Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Section
  - **AAR Use** on Grade Reporting > Maintenance > Master Schedule > District Schedule
  - **Service ID** on Grade Reporting > Maintenance > Master Schedule > District Schedule
- For next year:
  - **Grad Plan Use Cd** on Scheduling > Maintenance > Student Schedules > Course Requests
  - **Grad Plan Use Cd** on Scheduling > Maintenance > Master Schedule > Campus > Sections

- **Grad Plan Use Cd** on Scheduling > Maintenance > Master Schedule > District > Courses
- **AAR Use** on Scheduling > Maintenance > Master Schedule > Campus > Sections
- **AAR Use** on Scheduling > Maintenance > Master Schedule > District > Courses
- **Service ID** on Scheduling > Maintenance > Master Schedule > District > Courses

Local service IDs that end in XXX will be accepted in the student's graduation plan. For local service IDs that end in characters other than XXX, the first five digits must match the service ID in the district course table.

View data:

Select a student

❑ To retrieve a student's records, select the student in one of the following ways:

Student	Begin typing the student ID (with leading zeros) or last name. As you begin typing, a drop-down list displays students whose ID or last name *begins with* the numbers or characters you have typed. The drop-down list displays the students' full name and grade level. From the drop-down list you can select the student. The student can also be located by typing the name in one of the following formats: • Last name, comma, first name (smith, john) • Last name initial, comma, first name initial (s,j) • Comma, first name (,j)
Texas Unique Stu ID	Type all or part of the student's Texas Unique Student ID to retrieve students whose ID *begins with* the characters you typed. TWEDS Data Element: TX-UNIQUE-STUDENT-ID (E1523) If the student does not have a Unique ID, click TSDS Unique ID button to connect to the TSDS Unique ID Web Service and obtain an ID. Your LEA must have the appropriate credentials through Texas Education Agency Login (TEAL) before this functionality can be used. Review the Assign a TSDS Unique ID guide for additional information.
Directory	Click to select a student from the Directory.

(photo)	If a photo exists for the student, the student photo is displayed. From Registration > Maintenance > Student Enrollment, you can change the student photo: 1. Hover over the image, and click **Change**. The Change Student Photo window opens. 2. Click **Choose File**. Locate and open the file for the new image. 3. Click **Save**. The window closes, and the new image is displayed. Photos are not displayed in all applications. They are displayed in Attendance (Inquiry), Discipline, Grade Reporting, Graduation Plan, Health, Registration, and Scheduling. They are not displayed in Special Ed or Test Scores.

- The student's name, current grade level, 9th grade entry date, and cohort year are displayed.
- If multiple records exist for the student due to a grade level or status change, the most recent record is displayed.

Graduation Plan	The code and description of the graduation plan currently assigned to the student are displayed.
PEIMS Grad Type	The PEIMS graduation type code and description associated with the student's plan is displayed.

Subject Area	The subjects covered by the graduation plan assigned to the student are listed.
Credits Needed	The total number of credits required for the subject area is displayed. This is the total for the plan, not the grade level.
Credits Earned	The number of credits earned by the student in the subject to date is displayed. This covers all grade levels, not just the current grade level. To avoid duplication, a course marked as a transfer on the Crs Assign tab in Grade Reporting will not be considered for credits earned if the same course already appears as a non-transfer course taken on a different campus for the same school year and semester with the same semester grade, final grade, and credit awarded.
Credits in Progress	The number of credits the student will earn in the subject if he successfully completes the courses in which he is currently enrolled is displayed. The student's current working final average is not taken into consideration.
Credits Scheduled/Requested	The number of credits the student has scheduled or requested for the upcoming school year is displayed. These courses have not yet been attempted.
Remaining Plan Credits	The number of credits included in future years of the student's graduation plan is displayed. This number takes into account any scheduled credits for the upcoming school year. For example, a 10th grade student who has successfully taken English I and English II in 9th and 10th grades respectively, and has scheduled English III for 11th grade, will have one remaining plan credit for English IV.

Credits Lacking	This field takes into account the credits earned, in progress, and scheduled/requested, and remaining plan credits, and compares them to the credits required for the plan. Any difference is indicated. If all required credits have been accounted for in the subject area, a zero is displayed. Otherwise, the number is displayed and highlighted in red.
Total	The total is displayed at the bottom of each column.

Move to Request	❑ Click **Move to Request** to move the student's graduation plan next year courses to Scheduling course requests for the upcoming school year. You are prompted to confirm that you want to move requests to Scheduling. ❑ Click **OK**. • A student with record status 1 (*currently enrolled at this campus*) is changed to record status 2 (*currently enrolled at this campus, will return next year*). • A report is generated when the process is completed which indicates that all available courses moved, or lists any courses that did not move. **IMPORTANT:** Once graduation plan courses are moved to course requests, all maintenance on the next year courses must occur in Scheduling. You will no longer see the graduation plan courses for the next year grade level. The data will be displayed with the credit summary information.

Add/Change Plan	❑ Click **Add Plan** to assign a graduation plan for the student. ❑ Or, click **Change Plan**. If the student already has a plan assigned, the **Change Plan** button is displayed instead of the **Add Plan** button. A window opens allowing you to add or change the student's plan. ❑ Under **Grad Plan**, select the plan to assign to the student. ❑ Click **Execute** to assign the graduation plan to the student. ❑ You are prompted to confirm that you want to make the change. ❑ Click **OK**. The Grad Plan Assignment Summary report opens in a new window, 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. • The **Previous Grad Plan** field displays the code for the previous graduation plan, if it exists. Otherwise, the field displays “none.” • The **New Grad Plan** field displays the code for the new graduation plan. • 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. • When you change a student's graduation plan, the course subject areas (i.e., grad plan use codes) are automatically reassigned in the student's graduation plan. Any courses the student has already taken, is currently taking, or is scheduled to take next year will have the grad plan use code adjusted if necessary so courses appear under the correct subject area on the graduation plan. (**NOTE:** If a course is already set to at least one applicable subject area in the new graduation plan, the course's subject area will not be changed.) 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. **NOTE:** • Graduation plan courses in progress, requested/scheduled, or completed are not assigned. • If a student has at least one scheduling record, graduation plan courses for the scheduling grade level are not assigned.

Print Credit Detail	Generate a report of the data displayed on the page, including any unsaved data. **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.
PGP	Print the student's personal graduation plan. **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. This is the same report as Reports > SGP1000 - Student Personal Graduation Plan.

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