



## Grade Level Course Detail



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# Grade Level Course Detail

## **Graduation Plan > Maintenance > Student > Individual Maintenance > Grade Level Course Detail**

This tab allows you to view and update the courses in a student's graduation plan by subject and grade level. Initially, the student's plan consists of the default courses established in the district-level graduation plan assigned to the student. The courses can be adjusted as needed for the individual student.

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 will be accepted in the student's graduation plan.

**NOTE:** The first five digits must match the service ID in the district course table.

## Update data:



[Select a student](#)


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

<b>Student</b>	<p>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 <i>begins with</i> 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.</p> <p>The student can also be located by typing the name in one of the following formats:</p> <ul style="list-style-type: none"> <li>• Last name, comma, first name (smith, john)</li> <li>• Last name initial, comma, first name initial (s,j)</li> <li>• Comma, first name (,j)</li> </ul>
<b>Texas Unique Student ID</b>	<p>Type all or part of the student's Texas Unique Student ID to retrieve students whose ID <i>begins with</i> the characters you typed.</p> <p>If the student does not have a Unique ID, click <a href="#">TSDS Unique ID</a> 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.</p> <p>Review the <a href="#">Assign a TSDS Unique ID</a> guide for additional information.</p>
<b>Directory</b>	<p>Click to select a student from the <a href="#">Directory</a>.</p>


<b>(photo)</b>	<p>If a photo exists for the student, the student photo is displayed.</p> <p>From <a href="#">Registration &gt; Maintenance &gt; Student Enrollment</a>, you can change the student photo:</p> <ol style="list-style-type: none"> <li>1. Hover over the image, and click <b>Change</b>. The Change Student Photo window opens.</li> <li>2. Click <b>Choose File</b>. Locate and open the file for the new image.</li> <li>3. Click <b>Save</b>. The window closes, and the new image is displayed.</li> </ol> <p>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.</p>
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- 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.

<b>Graduation Plan</b>	The code and description of the graduation plan currently assigned to the student are displayed.
<b>PEIMS Grad Type</b>	The PEIMS graduation type code and description associated with the student's plan is displayed.
<b>Subject Area</b>	The selected subject is displayed. Click <b>Change</b> to select another subject.
<b>Required Plan Courses (left grid)</b>	<p>The available courses for the subject at the campus are listed. These courses were added to the district-level graduation plan (i.e., <a href="#">Maintenance &gt; District &gt; Graduation Requirements</a>) that is assigned to the student.</p> <p>The list does not include courses that are requested/scheduled, in progress, selected under a different subject, or already completed by the student. <a href="#">The list can be re-sorted.</a></p> <p>You can re-sort the grid by clicking on an underlined column heading. It will sort in ascending order. Click it again to sort in descending order.</p> <p>A triangle next to the column heading indicates the column by which the grid is currently sorted and whether it is sorted in ascending  or descending  order.</p> <p>If the course was taken as a Prior Yr Transfer course and there is a local course number (i.e., <b>Loc Crs</b> on <a href="#">Grade Reporting &gt; Maintenance &gt; Student &gt; Individual Maint &gt; Prior Yr Transfer</a>), and both the local course number and the service ID match a graduation plan course required for the subject area, the local course is not listed.</p> <p>From the left grid, select the available course(s) you want to add to the student's graduation plan. Or click <b>Select All</b> to select all courses in the grid.</p>

Click  (or the appropriate button for the grade level) to add the selected courses to the student's graduation plan for the appropriate grade level.

The selected courses are displayed in the right grid and appear dimmed in the left grid.

<p><b>graduation plan courses (right grid)</b></p>	<p>The courses assigned to the student are listed by grade level, including any default courses that were assigned automatically.</p> <p><b>NOTE:</b> Data is only displayed for future grade levels not in progress, requested, or scheduled. For example, only an 8th grade student would see the 9th, 10th, 11th, and 12th grade course requirements.</p> <p>Fields from <a href="#">Maintenance &gt; District &gt; Tables &gt; Graduation Plans</a> are displayed for your reference.</p> <table border="1" data-bbox="443 622 1477 701"> <tr> <td data-bbox="443 622 550 701"><b>Delete</b></td> <td data-bbox="550 622 1477 701">Select any courses you want to remove from the student's graduation plan.</td> </tr> </table> <p>Click  to remove the selected courses from the student's graduation plan for the grade level. The selected courses are removed from the right grid and displayed in the left grid.</p>	<b>Delete</b>	Select any courses you want to remove from the student's graduation plan.
<b>Delete</b>	Select any courses you want to remove from the student's graduation plan.		

Click **Save**.

<p><b>Cumulative Coursework and Credits table (bottom grid)</b></p>	<p>Credit details for the subject are displayed indicating completed coursework and projected credits. This is the student's historical data which may help you make decisions for the upcoming years. This is the same information that is displayed on the <a href="#">Credit Detail</a> tab.</p> <p>Any middle school courses taken for high school-level credit are included.</p>
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<p><b>Move to Request</b></p>	<p><input type="checkbox"/> Click <b>Move to Request</b> to move the student's graduation plan next year courses to Scheduling course requests for the upcoming school year.</p> <p>You are prompted to confirm that you want to move requests to Scheduling.</p> <p><input type="checkbox"/> Click <b>OK</b>.</p> <ul style="list-style-type: none"> <li>• A student with record status 1 (<i>currently enrolled at this campus</i>) is changed to record status 2 (<i>currently enrolled at this campus, will return next year</i>).</li> <li>• A report is generated when the process is completed which indicates that all available courses moved, or lists any courses that did not move.</li> </ul> <p><b>IMPORTANT:</b> 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.</p>
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**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  to go to the first page of the report.
- Click  to go back one page.
- Click  to go forward one page.
- Click  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.

<b>Print Credit Detail</b>	<p><a href="#">Generate a report of the data displayed on the page, including any unsaved data.</a></p> <p><b>Review the report using the following buttons:</b></p> <p>Click  to go to the first page of the report. Click  to go back one page. Click  to go forward one page. Click  to go to the last page of the report.</p> <p><b>The report can be viewed and saved in various file formats.</b></p> <p>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 <b>Close Report, Exit,</b> or <b>Cancel</b> button instead.</p>
<b>PGP</b>	<p><a href="#">Print the student's personal graduation plan.</a></p> <p><b>Review the report using the following buttons:</b></p> <p>Click  to go to the first page of the report. Click  to go back one page. Click  to go forward one page. Click  to go to the last page of the report.</p> <p><b>The report can be viewed and saved in various file formats.</b></p> <p>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 <b>Close Report, Exit,</b> or <b>Cancel</b> button instead. This is the same report as Reports &gt; SGP1000 - Student Personal Graduation Plan.</p>



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