

## Graduation Plan - Quick Reference

✓ Step	Breadcrumb
<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</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 (two 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> </ul>
Delete graduation plans.	Graduation Plan > Utilities > Delete Graduation Plans
Allow students to update graduation plans.	txMyZone > 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 <b>Print PGP</b>)</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