



grad_plan_course_detail_body

Table of Contents



Select a student


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

Student	<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"> • Last name, comma, first name (smith, john) • Last name initial, comma, first name initial (s,j) • Comma, first name (,j)
Texas Unique Student ID	<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 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.</p> <p>Review the Assign a TSDS Unique ID guide for additional information.</p>
Directory	<p>Click to select a student from the Directory.</p>
(photo)	<p>If a photo exists for the student, the student photo is displayed.</p> <p>From Registration > Maintenance > Student Enrollment, you can change the student photo:</p> <ol style="list-style-type: none"> 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. <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>


- 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 selected subject is displayed. Click Change to select another subject.

<p>Required Plan Courses (left grid)</p>	<p>The available courses for the subject at the campus are listed. These courses were added to the district-level graduation plan (i.e., Maintenance > District > Graduation Requirements) 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. The list can be re-sorted.</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., Loc Crs on Grade Reporting > Maintenance > Student > Individual Maint > Prior Yr Transfer), 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 Select All 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>graduation plan courses (right grid)</p>	<p>The courses assigned to the student are listed by grade level, including any default courses that were assigned automatically.</p> <p>NOTE: 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 Maintenance > District > Tables > Graduation Plans are displayed for your reference.</p> <table border="1" data-bbox="448 1641 1473 1720"> <tr> <td data-bbox="448 1641 552 1720">Delete</td> <td data-bbox="552 1641 1473 1720">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>	Delete	Select any courses you want to remove from the student's graduation plan.
Delete	Select any courses you want to remove from the student's graduation plan.		

Click **Save**.

Cumulative Coursework and Credits table (bottom grid)

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 [Credit Detail](#) tab.

Any middle school courses taken for high school-level credit are included.



Back Cover