

# **Monitor Plans**

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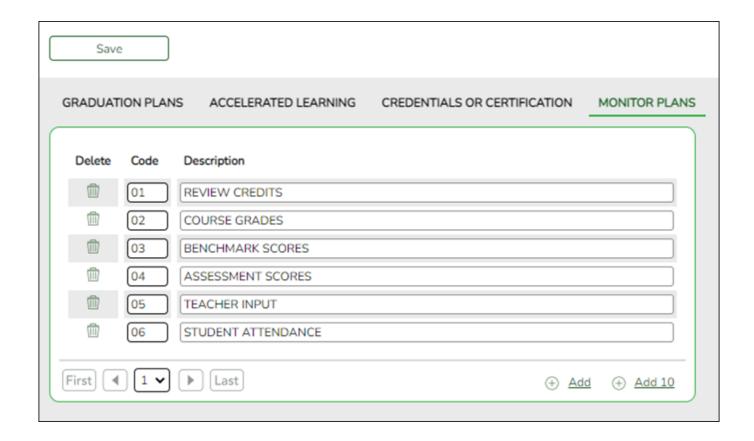
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## **Monitor Plans**

### 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  $\square$  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).



# **Back Cover**