Graduation Plan - Quick Reference

✔ Step	Breadcrumb
Create Graduation Plans	
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
Assign Graduation Plans	
Assign graduation plans to a group of students.	Graduation Plan > Utilities > Grad Plan Assignment > By Group
Assign graduation plan to a student (two options).	• Graduation Plan > Utilities > Grad Plan Assignment > By Individual • Graduation Plan > Maintenance > Student > Individual Maintenance(click **Add Plan**)
View/Update/Delete/Print Graduation Plans	
View/print information about a student's credits.	• Graduation Plan > Maintenance > Student > Individual Maintenance > Credit Summary • Graduation Plan > Maintenance > Student > Individual Maintenance > Credit Detail • Graduation Plan > Maintenance > Student > Individual Maintenance (click **Print Credit Detail**)
Update student graduation plans (three options).	• Graduation Plan > Maintenance > Student > Individual Maintenance > Grade Level Course Detail • Graduation Plan > Utilities > Grad Plan Course Change • Graduation Plan > Maintenance > Student > Individual Maintenance (click **Change Plan**)
Delete graduation plans.	Graduation Plan > Utilities > Delete Graduation Plans
Allow students to update graduation plans.	txMyZone > Student Graduation Plan
Move Course Requests to Scheduling	
Move requests by grade level.	Graduation Plan > Utilities > Mass Move to Request
Move requests for an individual student.	Graduation Plan > Maintenance > Student > Individual Maintenance
Create & Maintain Personal Graduation Plans (PGPs)	
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).	• Graduation Plan > Maintenance > Student > Individual Maintenance (click **Print PGP**) • SGP1000 - Student Personal Graduation Plan
Maintain Performance Acknowledgements	
Maintain a student's performance acknowledgement information.	Graduation Plan > Maintenance > Student > Individual Maintenance > Performance Acknowledgement