Graduation Planner
User Guide

PowerSchool 8.x
Student Information System

Contents

Preface

Use this guide to assist you while navigating PowerSchool. This guide is based on the PowerSchool online help, which you can also use to learn the PowerSchool Student Information System (SIS) and to serve as a reference.

The PowerSchool online help is updated as PowerSchool is updated. Not all versions of the PowerSchool online help are available in a printable guide. For the most up-to-date information, click **Help** on any page in PowerSchool.

Referenced Sections

This guide is based on the PowerSchool online help, and may include references to sections that are not contained within the guide. See the PowerSchool online help for the referenced section.

Security Permissions

Depending on your security permissions, only certain procedures may be available to you.

Navigation

This guide uses the > symbol to move down a menu path. If instructed to "Click **File > New > Window**," begin by clicking **File** on the menu bar. Then, click **New** and **Window**. The option noted after the > symbol will always be on the menu that results from your previous selection.

Notes

It is easy to identify notes because they are prefaced by the text "**Note:**."

Introduction

With the introduction of Graduation Planner, PowerSchool now provides a more robust tool for planning a student's academic career, tracking and reporting on their progress, and evaluating graduation readiness.

Note: Graduation Planner may be used as an alternative to or in conjunction with Graduation Requirements and Graduation Sets.

State Reporting

Graduation Planner is available for all states. However, at this time certain states will need to continue to use Graduation Requirements and Graduation Sets to ensure correct information is reported on their state-required reports. Refer to state-specific Tech Notes available on **PowerSource** for more information on whether or not your state requires the continued use of Graduation Requirements and Graduation Sets. For those states identified, Graduation Planner may be used, but required state reporting information will be reported out of Graduation Requirements and Graduation Sets.

District Setup

To get started, the following setup must be performed:

- Create a graduation plan.
- Edit all/individual version(s) of a graduation plan.
- Create a subject group.
- Create a credit assignment strategy.

Graduation Plans

Graduation plans provide the mechanism for schools to determine graduation requirements based on credit hours. There are two types of graduation plans you can create: graduation contracts and post-secondary preparation plans. Graduation contracts define the requirements a student must fulfill in order to graduate high school. Post-secondary preparation plans define the requirements a student must fulfill in order to attend a post-secondary institution, such as a state college or university.

How to View Graduation Plans

Use this procedure to view a list of all existing graduation plans.

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under Courses, click **Graduation Planner Setup**. The Graduation Planner Setup page appears. The following information appears:

Field	Description
Graduation Plan	The name of the graduation plan.
Version	The versions of the graduation plan.
Summary	The subject group(s) and requirements for each graduation plan.
Select Students	Click to make students associated to the graduation plan the current student selection and to display the student pages.
New Graduation Plan	Click to create a new graduation plan.

How to Create a Graduation Plan

Use this procedure to add as many graduation plans as needed.

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.

2. Under Courses, click **Graduation Planner Setup**. The Graduation Planner Setup page appears.
3. Click **New Graduation Plan**. The Edit Graduation Plan appears.
4. Use the following table to enter information in the fields:

Field	Description
Graduation Plan Name	Enter the name of the graduation plan. The name must be unique for the district.
Is Post-Secondary	Do one of the following: • To create a graduation contract, leave this checkbox blank. • To create a post-secondary graduation plan, select the checkbox.

5. Click **Submit**. The Graduation Planner Setup page displays the new graduation plan.

How to Edit a Graduation Plan

Use this procedure to edit graduation plan details.

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under Courses, click **Graduation Planner Setup**. The Graduation Planner Setup page appears.
3. Click the name of the graduation plan you want to edit. The Edit Graduation Plan appears.
4. Edit the information as needed. For field descriptions, see *How to Create a Graduation Plan*.

   Note: Click **Select Students in Plan** to make students associated to the graduation plan the current student selection and to display the student pages.

5. Click **Submit**. The Graduation Planner Setup page appears.

How to Delete a Graduation Plan

Use this procedure to delete a graduation plan that may have been created in error or that is no longer in use.

Note: If a graduation plan is associated to a student, it cannot be deleted. First remove all students and then the graduation plan may be deleted.

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under Courses, click **Graduation Planner Setup**. The Graduation Planner Setup page appears.

3. Click the name of the graduation plan you want to delete. The Edit Graduation Plan appears.
4. Click **Delete**. The Graduation Planner Setup page appears.

How to Convert a Graduation Set into Graduation Plan

Use this procedure to convert an existing graduation set into a graduation plan. For more information, see **Graduation Sets**.

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Scheduling, click **Graduation Sets**. The Graduation Sets page appears.
3. Click the name of the graduation set you want to edit. The Graduation Requirement Set page appears.
4. Click **Convert to Graduation Plan**. The Edit Graduation Plan page appears.
5. View the created graduation plan to confirm it is correct. For more information, see *How to View a Graduation Plan*.

Graduation Plan Versions

Initially, each graduation plan is created as a single version, which is defined as valid for students entering the plan from the start of time ("0") through the end of time ("9999"). If the requirements for a particular plan change in any year, you can modify the existing plan so that it ends the previous year, and create a new version, which starts the year of the change (and remains in effect forever).

How to Create a Graduation Plan Version

Use this procedure to add as many versions needed for this graduation plan.

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under Courses, click **Graduation Planner Setup**. The Graduation Planner Setup page appears.
3. Click the **Plus (+)** button in the Version column to create a new version of a graduation plan. The Edit Graduation Plan Version page appears.
4. Use the following table to enter information in the fields:

Field	Description
Graduation Plan Name	The name of the graduation plan. Click to edit the graduation plan details. For more information, see *How to Edit a Graduation Plan*.
Version Applies to Years	Enter the start time and end time of the gradation plan. **Note:** Multiple versions in a plan may not overlap years.

5. Click **Submit**. The Graduation Planner Setup page appears.

How to Copy a Graduation Plan Version

Use this procedure to create a new copy of the given version, starting in a specified year. The system automatically adjusts other versions so that any version, which includes the new version's starting year, will end the year before, and the new version will continue as long as that old version did. This allows you to quickly "split" versions for a given year of entry.

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under Courses, click **Graduation Planner Setup**. The Graduation Planner Setup page appears.
3. Click the version of the graduation plan you want to edit. The Edit Graduation Plan Version appears.
4. Click **Copy Versions** to create a copy of this graduation plan. The Copy Version pop-up appears.
5. Enter the appropriate year in the **Create copy starting in year** field.
6. Click **Submit**. The Copy Version pop-up closes and the Graduation Planner Setup page appears.
7. Click **Submit**. The Graduation Planner Setup page appears.

How to Edit a Graduation Plan Version

Use this procedure to edit graduation plan version details.

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under Courses, click **Graduation Planner Setup**. The Graduation Planner Setup page appears.
3. Click the version of the graduation plan you want to edit. The Edit Graduation Plan Version appears.
4. Use the following table to enter information in the fields:

Field	Description
Graduation Plan Name	The name of the graduation plan. Click to edit the graduation plan details. For more information, see *How to Edit a Graduation Plan*.
Version Applies to Years	Enter the start year and end year of the gradation plan. **Note:** Multiple versions in a plan may not overlap years.
Copy Versions	See Step 4 of *How to Copy a Graduation Plan Version*.
Order Selectors	See Step 4 of *How to Use Order Selectors*.
Subject Group	See *Graduation Plan Subject Groups*.
Credit Required	See *Graduation Plan Subject Groups*.
Course Numbers	See *Credit Assignment Strategies*.

Field	Description
Credit Assignment Strategy	See *Credit Assignment Strategies.*
Select Students in Version	Click to make students associated to the graduation plan version the current student selection and to display the student pages.

5. To work with subject groups, see *Graduation Plan Subject Groups.*
6. To work with requirements, see *Credit Assignment Strategies.*
7. Click **Submit**. The Graduation Planner Setup page appears.

How to Use Order Selectors

Use this procedure to indicate the order by which credits are applied to selectors (subject groups). Selector order is only important when multiple selectors (subject groups) might all select a given credit type. This may happen when a single course appears in multiple selectors (subject groups), or when selectors (subject groups) include credit types. The "top" selector (subject group) will have the first opportunity to match any credit the student earns.

Note: If you have a mix of more-specific and less-specific selectors (subject groups), be sure the more-specific selectors are higher up in the list, as credit is applied to the first matching selector (subject group) in the list regardless of specificity.

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under Courses, click **Graduation Planner Setup**. The Graduation Planner Setup page appears.
3. Click the version of the graduation plan you want to edit. The Edit Graduation Plan Version appears.
4. Click **Order Selectors** to indicate the order by which credit type is applied to requirements. The Order Selectors pop-up displays a list of selectors.
5. Use the up and down arrows to sort the requirements.
6. Click **Submit**. The Order Selectors pop-up closes and the Graduation Planner Setup page appears.

How to Delete a Graduation Plan Version

Use this procedure to delete a graduation plan version that may have been created in error or that is no longer in use.

Note: If a graduation plan version is associated to a student, it cannot be deleted. First remove all students and then the graduation plan version may be deleted.

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under Courses, click **Graduation Planner Setup**. The Graduation Planner Setup page appears.

3. Click the version of the graduation plan you want to delete. The Edit Graduation Plan Version appears.
4. Click **Delete**. The Graduation Planner Setup page appears.

Subject Groups

Once you have created a graduation plan, you then create subject groups within that graduation plan to track credit hours for specific subject areas, such as Arts, Electives, English, Foreign Language, Health, Math, Science, Social Studies, etc.

How to Create a Subject Group

Use this procedure to add as many subject groups needed for this graduation plan.

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under Courses, click **Graduation Planner Setup**. The Graduation Planner Setup page appears.
3. Click the version of the graduation plan for which you want to create a subject group. The Edit Graduation Plan Version appears.
4. Under Subject Group, click the **Plus (+)** button to create a new subject group. The Edit Graduation Plan Requirement page appears.

    Note: If the Plus (+) button does not appear, hover over Total Required Credits. The Plus (+) button becomes visible.

5. Use the following table to enter information in the fields:

Field	Description

Path to Node	By default, the newly created subject group will appear at the bottom of the subject group list.
	To move the subject group:
	
	1. Click the **Pencil** icon to change the placement of the subject group within the list. The Placement of Requirement pop-up appears.
	2. Do one of the following:
	
	   • Select the **As First Child Of** option to make the subject group a subset of the selected subject group.
	   • Select the **After Siblings** to make the subject group appear after the selected subject group.
	
	3. Click **Enter**. The Placement of Requirement pop-up closes.

Field	Description
Name	Enter the name of the requirement.
Credit Required	Enter the number of the required credits.

6. Click **Submit**. The Edit Graduation Plan Version page appears.

How to Create a Subject Group Subset

Use this procedure to add as many subject group subsets as needed for this graduation plan.

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under Courses, click **Graduation Planner Setup**. The Graduation Planner Setup page appears.
3. Click the version of the graduation plan for which you want to create a subject group. The Edit Graduation Plan Version appears.
4. Under Subject Group, hover over the subject group you want to add a subset to. The Plus (+) button becomes visible.
5. Click the **Plus (+)** button to create a new subject group subset. The Edit Graduation Plan Requirement page appears.
6. Enter the information as needed. For field description, see *How to Create a Subject Group*.
7. Click **Submit**. The Edit Graduation Plan Version page appears.

How to Edit a Subject Group

Use this procedure to edit a subject group or subject group subset details.

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under Courses, click **Graduation Planner Setup**. The Graduation Planner Setup page appears.
3. Click the version of the graduation plan for which you want to edit a subject group or subject group subset. The Edit Graduation Plan Version appears.
4. Click the name of the subject group of subject group subset you want to edit. The Edit Graduation Plan Requirement page appears.
5. Edit the information as needed. For field description, see *How to Create a Subject Group*.
6. Click **Submit**. The Graduation Planner Setup page appears.

How to Delete a Subject Group

Use this procedure to delete a subject group or subject group subset that may have been created in error or that is no longer in use.

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under Courses, click **Graduation Planner Setup**. The Graduation Planner Setup page appears.
3. Click the version of the graduation plan for which you want to delete a subject group or a subject group subset. The Edit Graduation Plan Version appears.
4. Click the name of the subject group or subject group subset you want to delete. The Edit Graduation Plan Requirement page appears.
5. Click **Delete**. The Graduation Planner Setup page appears.

Credit Assignment Strategies

Once you have created a subject group, the subject group can then be associated to courses and/or credit types, which determines how credit is tracked. Additionally, you may set the assignment strategy for a subject group, which allows overflow credit, any credit that is above and beyond the subject group's credit hour requirements, to be assigned to another subject group.

How to Create a Credit Assignment Strategy

Use this procedure to create a credit assignment strategy by associating courses and/or credit types to a selected subject group.

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under Courses, click **Graduation Planner Setup**. The Graduation Planner Setup page appears.
3. Click the version of the graduation plan for which you want to create a credit assignment strategy. The Edit Graduation Plan Version appears.
4. Hover over the subject group for which you want to create a credit assignment strategy. The subject group appears highlighted and two Plus (+) buttons become visible.
5. Click the **Plus (+)** button on the far right to create a credit assignment strategy. The Edit Graduation Plan Selector page appears.
6. Use the following table to enter information in the fields:

Field	Description
Description	The name of the subject group or subject group subset appears. Edit if needed.

Credits from Courses	1. Click **Query to Select**.
	2. Enter your search criteria:
	    a. To search for by course name, select **the Course Name** checkbox and enter the name of the course you want to search for.
	    b. To search for by course number, select **the Course Number** checkbox and enter the number of the course you want to search for.
	    c. To search by other criteria:

Field	Description
	1. Click **Add Query Criterion** and choose another search criteria from the pop-up menu. A secondary pop-up menu appears based on your selection. 2. Choose the appropriate value from the pop-up menu. 3. Enter the appropriate value in the field (if applicable). 4. Repeat Step 1 through Step 3 for each additional criterion. 3. Click **Query**. Results appear in the Found Course list box. 4. In the Found Courses list box, click the course(s) that you want to associate to the graduation plan selector. The course(s) appear in the Selected list box. **Note:** Use the **Minus (-)** button next to an item to remove the item or the **Unpick All** button to remove all items from the list box.
Or with Credit Types	Enter the appropriate credit types. Separate multiple credit types with commas **Note:** If a credit type is entered, the stored grades which match this selector include not only those from any selected courses, but also those with the given credit type. This allows a district to bring in out-of-district transcripts without giving a student course-specific credit.
Assign Into	In the list box on the left, click the name of the graduation requirements you want to assign the selected course(s) to. The selected graduation requirements appear in the list box on the right. Credits for the selected courses or credit types will be allocated to the first requirement in the list until it is full, then to the next requirement. **Note:** Use the **Minus (-)** button next to an item to remove the item or the **Unpick All** button to remove all items from the list box.

7. Click **Submit**. The Graduation Planner Setup page appears.

How to Edit a Credit Assignment Strategy

Use this procedure to edit a credit assignment strategy.

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under Courses, click **Graduation Planner Setup**. The Graduation Planner Setup page appears.
3. Click the version of the graduation plan for which you want to edit a credit assignment strategy. The Edit Graduation Plan Version appears.
4. Click the course numbers of the subject group for which you want to edit a credit assignment strategy. The Edit Graduation Plan Selector page appears.
5. Edit the information as needed. For field descriptions, see *How to Create a Credit Assignment Strategy*.
6. Click **Submit**. The Graduation Planner Setup page appears.

How to Delete a Credit Assignment Strategy

Use this procedure to delete a credit assignment strategy that may have been created in error or that is no longer in use.

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under Courses, click **Graduation Planner Setup**. The Graduation Planner Setup page appears.
3. Click the version of the graduation plan for which you want to delete a credit assignment strategy. The Edit Graduation Plan Version appears.
4. Click the course numbers of the subject group for which you want to delete a credit assignment strategy. The Edit Graduation Plan Selector page appears.
5. Click **Delete**. The Graduation Planner Setup page appears.

School Setup

Once you are finished setting up graduation planner at the district level, the following setup must be performed at the school level:

- Set the Options for Presuming Complete setting.
- Set the Allow Students/Parents to See Graduation Plan Progress setting.
- Set the Allow Students/Parents to Select Post-Secondary Plans setting.

Options for Presuming Complete

Entering value indicates the number of days after the end of enrollment that you want graduation plans to include the enrollment as in progress. This number allows the administrator some number of days between the end of a term and the storage of grades for that term. A negative number allows specification of the number of days before the day the enrollment ends, for instances where the school typically records grades prior to enrollments ending (rare).

How to Set Options for Presuming Complete

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Grading, click **Final Grade Setup**. The Final Grade Setups page appears.
3. Enter the appropriate value in the **Options for presuming complete** field.
4. Click **Submit**. The Final Grades Setups page displays the new final grade.

Allow Students/Parents to See Graduation Plan Progress

Using the **Allow students/parents to see Graduation Plan Progress** setting, indicate whether or not you want parents and students to be able to access the Graduation Plan Progress page in the PowerSchool Student and Parent portal. For more information, see *Graduation Plan Progress*.

How to Enable/Disable the Graduation Plan Progress Page

1. On the start page, choose **School** under Setup in the main menu. The School Setup page appears.
2. Under General, click **Graduation Planner Setup**. The Graduation Planner Setup page appears.
3. Do one of the following:

    - Select the **Allow students/parents to see Graduation Plan Progress** option to permit students/parents to access the Graduation Plan Progress page in the PowerSchool Student and Parent portal.
    - Deselect the **Allow students/parents to see Graduation Plan Progress** option to not permit students/parents to access the Graduation Plan Progress page in the PowerSchool Student and Parent portal.

4. Click **Submit**. The Graduation Planner Setup page refreshes.

Allow Students/Parents to Select Post-Secondary Plans

Using the **Allow students/parents to select Post-Secondary Plans** setting, indicate whether or not you want the **Select Post-Secondary Plans** link to appear on the Graduation Plan Progress page in the PowerSchool Student and Parent portal. For more information, see *Post-Secondary Graduation Plans*.

How to Enable/Disable the Post-Secondary Plans Selection

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under General, click **Graduation Planner Setup**. The Graduation Planner Setup page appears.
3. Do one of the following:

   - Select the **Allow students/parents to select Post-Secondary Plans** option to permit students/parents to access the post-secondary plans selector on the Graduation Plan Progress page in the PowerSchool Student and Parent portal.
   - Deselect the **Allow students/parents to select Post-Secondary Plans** option to not permit students/parents to access the post-secondary plans selector on Graduation Plan Progress page in the PowerSchool Student and Parent portal.

4. Click **Submit**. The Graduation Planner Setup page refreshes.

Students

Student Search

Once graduation planner is set up, you can then conduct student searches based on graduation planner information.

Search by Graduation Plan

To search for students based on graduation plan, you can use the **Search Students** function on the PowerSchool Start Page using the alias **GradPlan**. As with all searches, GradPlan searches may be chained. Using any of the following comparators, you can find students with grad plans where the name matches the given criteria:

Comparator	Meaning
=	Equals
#	Does not equal
in	Is [field] present in the search argument?
contains	Is the search argument contained in the [field]?

For more information about searching, see *Student Search*.

How to Search for Students By Graduation Plan

For example, to select all of your 12th graders in the "MIT" plan:

1. On the start page, enter **GradPlan contains MIT** in the **Search Students** field.
2. Click the **Search** icon. The page displays a list of all students with graduation plans that contain "MIT" in the name.
3. Enter **&Grade_Level is 12** in the **Search Students** field. The page narrows the list of students to only those students with graduation plans that contain "MIT" in the name and who are in the twelfth grade.
4. Do one of the following:

   - Click the name of the student whose record you want to work with.
   - To work with the entire group of students, choose a function from the group functions pop-up menu at the bottom of the list.

Work With Students

Once graduation planner is set up, you can then begin working with students managing graduation plans and generating graduation progress summaries.

Graduation Plans

Using the Graduation Plan Selection page, you can manage graduation plans for individual students.

How to Select a Graduation Plan

1. On the start page, search for and select a student. For more information, see *Student Search*.
2. Under Academics, choose **Graduation Plan Selection** from the student pages menu. The Graduation Plan Selection page appears.
3. Use the following table to enter information in the fields:

Field	Description
Year Entering Graduation Plan	Enter the year the student will begin the graduation plan. **Note:** This setting affects the default version the student will be assigned if the name is selected instead of a specific version.
Graduation Contracts	In the list box on the left, click the name or the specific version of the graduation contract you want to select. The selected graduation contract appears in the list box on the right. To remove a graduation contract from the list box on the right, click the **Minus (-)** button next to the graduation contract you want to remove. To remove all graduation contracts from the list box on the right, click the **Unpick All** button. If selecting multiple graduation contracts, use the up and down arrows to indicate the order in which you want the items to appear in the Graduation Plan Progress page. **Note:** If the name is selected instead of a specific version, the student will be assigned the version of the plan, which matches their **Year Entering Graduation Plan** setting.
Year Entering Post-Secondary School	Enter the year the student will go to the post-secondary school. **Note:** This setting affects the default version the student will be assigned if the name is selected instead of a specific version.
Post-Secondary Preparation Plans	In the list box on the left, click the name or the specific version of the post-secondary preparation plan you want to select. The selected post-secondary preparation plan appears in the list box on the right. To remove a post-secondary preparation plan from the list box on the right, click the **Minus (-)** button next to the

Field	Description
	post-secondary preparation plan you want to remove.
	To remove all post-secondary preparation plans from the list box on the right, click the **Unpick All** button. If selecting multiple post-secondary preparation plans, use the up and down arrows to indicate the order in which you want the items to appear in the Graduation Plan Progress page.
	Note: If the name is selected instead of a specific version, the student will be assigned the version of the plan, which matches their **Year Entering Post-Secondary Preparation Plans** setting.

4. Click **Submit**. The Graduation Plan Progress page appears.

How to Edit a Graduation Plan Selection

1. On the start page, search for and select a student. For more information, see *Student Search*.
2. Under Academics, choose **Graduation Plan Selection** from the student pages menu. The Graduation Plan Selection page appears.
3. Edit the information as needed. For field descriptions, see *How to Select a Graduation Plan*.
4. Click **Submit**. The Graduation Plan Progress page appears.

How to Remove a Graduation Plan

1. On the start page, search for and select a student. For more information, see *Student Search*.
2. Under Academics, choose **Graduation Plan Selection** from the student pages menu. The Graduation Plan Selection page appears.
3. Use the following table to enter information in the fields:

Field	Description
Graduation Contracts	To remove a graduation contract from the list box on the right, click the **Minus (-)** button next to the graduation contract you want to remove.
	To remove all graduation contracts from the list box on the right, click the **Unpick All** button.
Post-Secondary Preparation Plans	To remove a post-secondary preparation plan from the list box on the right, click the **Minus (-)** button next to the post-secondary preparation plan you want to remove.
	To remove all post-secondary preparation plans from the list box on the right, click the **Unpick All** button.

4. Click **Submit**. The Graduation Plan Progress page appears.

Graduation Plan Progress

The Graduation Progress page displays the student's four-year graduation plan, any post-secondary plans, and the progress of each of those plans. Progress is indicated by the use of a color-coded bar. Dark green indicates earned credits; light green indicates currently enrolled credits; and yellow indicates requested/planned credits. A green checkmark indicates that a requirement has been completely satisfied with earned credits.

Note: This procedure may also be performed via **Start Page > PowerScheduler > Selected Students > Graduation Plan Progress**.

How to View a Student's Graduation Plan Progress

1. On the start page, search for and select a student. For more information, see *Student Search*.
2. Under Academics, choose **Graduation Plan Progress** from the student pages menu. The Graduation Plan Progress page displays the following information for each plan:

   - Subject Group
   - Earned
   - Enrolled
   - Requested
   - Required
   - Progress

3. Click the name of a Subject Group to view additional information.

Work With Groups

Once graduation planner is set up, you can then begin working with groups of students managing graduation plans and generating graduation progress reports and summaries.

Graduation Plans

Using the group Graduation Plan Selection page, you can manage graduation plans for a selection of students.

How to Select a Graduation Plan

1. On the start page, search for and select a group of students. A list of students appears in the Current Student Selection section. For more information, see *Select a Group of Students*.
2. Click the **[Select Function]** arrow. The Group Functions pop-up menu appears.

3. Under Graduation, choose **Graduation Plan Selection**. The Graduation Plan Selection page appears.

   Note: Alternatively, if you have a current selection of students, you can choose **Special Functions** under Functions in the main menu and then click **Groups Functions**.

4. Use the following table to enter information in the fields:

Field	Description
Action to Take	Select the **Add the selected plans** option.
Graduation Contracts	In the list box on the left, click the name or the specific version of the graduation contract you want to select. The selected graduation contract appears in the list box on the right.
	To remove a graduation contract from the list box on the right, click the **Minus (-)** button next to the graduation contract you want to remove.
	To remove all graduation contracts from the list box on the right, click the **Unpick All** button.
	If selecting multiple graduation contracts, use the up and down arrows to indicate the order in which you want the items to appear in the Graduation Plan Progress page.
	Note: If the name is selected instead of a specific version, the student will be assigned the version of the plan that matches their **Year Entering Graduation Plan** setting on the Graduation Plan Selection student page.
Post-Secondary Preparation Plans	In the list box on the left, click the name or the specific version of the post-secondary preparation plan you want to select. The selected post-secondary preparation plan appears in the list box on the right.
	To remove a post-secondary preparation plan from the list box on the right, click the **Minus (-)** button next to the post-secondary preparation plan you want to remove.
	To remove all post-secondary preparation plans from the list box on the right, click the **Unpick All** button.
	If selecting multiple post-secondary preparation plans, use the up and down arrows to indicate the order in which you want the items to appear in the Graduation Plan Progress page.
	Note: If the name is selected instead of a specific version, the student will be assigned the version of the plan that matches their **Year Entering Post-Secondary Preparation Plans** setting on the Graduation Plan Selection student page.

5. Click **Submit**. The Changes Recorded page appears.

How to Replace a Graduation Plan

1. On the start page, search for and select a group of students. A list of students appears in the Current Student Selection section. For more information, see *Select a Group of Students*.
2. Click the **[Select Function]** arrow. The Group Functions pop-up menu appears.
3. Under Graduation, choose **Graduation Plan Selection**. The Graduation Plan Selection page appears.

   Note: Alternatively, if you have a current selection of students, you can choose **Special Functions** under Functions in the main menu and then click **Groups Functions**.

4. Use the following table to enter information in the fields:

Field	Description
Action to Take	Select the **Replace all student selections with the versions below** option.
Graduation Contracts	In the list box on the left, click the name of the graduation contract you want to select. The selected graduation contract appears in the list box on the right. **Note:** Use the **Minus (-)** button next to an item to remove the item or the **Unpick All** button to remove all items from the list box.
Post-Secondary Preparation Plans	In the list box on the left, click the name of the post-secondary preparation plan you want to assign to the student. The selected post-secondary preparation plan appears in the list box on the right. **Note:** Use the **Minus (-)** button next to an item to remove the item or the **Unpick All** button to remove all items from the list box.

5. Click **Submit**. The Changes Recorded page appears.

How to Remove a Graduation Plan

1. On the start page, search for and select a group of students. A list of students appears in the Current Student Selection section. For more information, see *Select a Group of Students*.
2. Click the **[Select Function]** arrow. The Group Functions pop-up menu appears.
3. Under Graduation, choose **Graduation Plan Selection**. The Graduation Plan Selection page appears.

Note: Alternatively, if you have a current selection of students, you can choose **Special Functions** under Functions in the main menu and then click **Groups Functions**.

4. Use the following table to enter information in the fields:

Field	Description
Action to Take	Select the **Remove the selected plans** option.
Graduation Contracts	To remove a graduation contract from the list box on the right, click the **Minus (-)** button next to the graduation contract you want to remove.
	To remove all graduation contracts from the list box on the right, click the **Unpick All** button.
	Note: If the name is selected instead of a specific version, the student will be removed from all versions of the plan.
Post-Secondary Preparation Plans	To remove a post-secondary preparation plan from the list box on the right, click the **Minus (-)** button next to the post-secondary preparation plan you want to remove.
	To remove all post-secondary preparation plans from the list box on the right, click the **Unpick All** button.
	Note: If the name is selected instead of a specific version, the student will be removed from all versions of the plan.

5. Click **Submit**. The Changes Recorded page appears.

Graduation Progress Reports

Use the Graduation Progress Report to creates a printable graduation progress report for the selected students in their selected plans.

Warning: This report may adversely impact the performance of the system if run for too large a selection of students. Plan to run this report at off-peak times, or check with your system administrator prior to running.

Note: Due to browser differences, some browsers may fail to properly print this report. The fully supported browsers for this report are Internet Explorer 6.0+ on Windows, Safari 2.0+ on OS X, and Firefox 3.0+ on all platforms.

How to View the Graduation Progress Report

1. On the start page, search for and select a group of students. A list of students appears in the Current Student Selection section. For more information, see *Select a Group of Students*.
2. Click the **[Select Function]** arrow. The Group Functions pop-up menu appears.
3. Under Graduation, choose **Graduation Progress Report**. The Graduation Progress Report Parameters page appears.

Note: Alternatively, if you have a current selection of students, you can choose **Special Functions** under Functions in the main menu and then click **Groups Functions**.

4. Use the following table to enter information in the fields:

Field	Description
Students	The current selection of students.
Include page for students with no plan	Select the appropriate option: • **Skip students with no plan** • **Include all students**

5. Click **Submit**. The Graduation Progress Report page displays the following information for each student:

   - The student's name and student number.
   - The student's graduation contracts, including subject group, earned, enrolled, requested, required, and progress.
   - The student's post-secondary preparation plans, including subject group, earned, enrolled, requested, required, and progress.

6. To view additional information:

   a. Click the name of a subject group. The subject group pop-up appears.
   b. Click **Close** when done.

7. To print the report:

   Note: Instructional text that appears on the page will not be sent to the printer. When printing, each student's Graduation Progress Report will be printed on a separate page.

   a. Turn on printing of "backgrounds" in your printer settings. Shading and colorations in this report are all "backgrounds" and not printing backgrounds will generally lead to illegible printouts.
   b. Turn off printing of "header" information in your browser settings. If this is not off, each page printed will include (depending on browser) the URL of this page, a page number, and a time stamp. These are generally not desired for this report.
   c. Use your browser's "Print Preview" feature to confirm that the output is correct prior to sending to the printer. You may adjust text size using the text font size controls of your browser. You may also control landscape/portrait printing via your browser settings. Doing so may prevent table cells from spanning page breaks and instances where the report appears too small in the final output.
   d. Use your browser's "Print" feature to print the report.

Graduation Progress Summary

Use Graduation Progress Summary to view a summary of graduation plan progress against specified requirements of a user-selected plan.

How to View the Graduation Progress Summary

1. On the start page, search for and select a group of students. A list of students appears in the Current Student Selection section. For more information, see *Select a Group of Students*.
2. Click the **[Select Function]** arrow. The Group Functions pop-up menu appears.
3. Under Graduation, choose **Graduation Progress Summary**. The Graduation Progress Summary Parameters page appears.

   Note: Alternatively, if you have a current selection of students, you can choose **Special Functions** under Functions in the main menu and then click **Groups Functions**.

4. Use the following table to enter information in the fields:

Field	Description
Students	The current selection of students.
Plan Version to Display	Click the name of the graduation plan for which you want to view a summary. The selected graduation plan appears in the Columns to Display the list box on the left.
Columns to Display	Click the graduation plan, subject groups, and/or subject group subsets you want to appear in the summary. The selected items appear in the list box on the right. Use the up and down arrows to indicate the order in which you want the items to appear in the summary. **Note:** Use the **Minus (-)** button next to an item to remove the item or the **Unpick All** button to remove all items from the list box.

5. Click **Submit**. The Graduation Progress Summary page displays the following information for each plan:

   - Subject Group
   - Earned
   - Enrolled
   - Requested
   - Required
   - Progress

6. Click the name of a Subject Group to view additional information.

PowerTeacher

Once graduation planner is set up, teachers can then begin working with students generating graduation progress summaries.

Graduation Plan Progress

The Graduation Progress page displays the student's four-year graduation plan, any post-secondary plans, and the progress of each of those plans. Progress is indicated by the use of a color-coded bar. Dark green indicates earned credits; light green indicates currently enrolled credits; and yellow indicates requested/planned credits. A green checkmark indicates that a requirement has been completely satisfied.

How to View Graduation Plan Progress

Use this procedure to view course requirements and completion status.

1. On the Student Information page, choose **Graduation Plan Progress** from the **Select screens** pop-up menu. The Graduation Progress page displays the following information for each plan:

   - Subject Group
   - Earned
   - Enrolled
   - Requested
   - Required Progress

2. Click the name of a Subject Group to view additional information.
3. Click **Close** when you are done viewing.

PowerSchool Student and Parent Portal

Once graduation planner is set up, parents can then begin monitoring their student's graduation plan progress and managing any post-secondary plans.

Graduation Plan Progress

The Graduation Progress page displays the student's four-year graduation plan, any post-secondary plans, and the progress of each of those plans. Progress is indicated by the use of a color-coded bar. Dark green indicates earned credits; light green indicates currently enrolled credits; and yellow indicates requested/planned credits. A green checkmark indicates that a requirement has been completely satisfied.

Note: This procedure is only available if enabled by your school.

How to View Graduation Plan Progress

Use this procedure to view course requirements and completion status.

1. On the main menu, do one of the following:

   - Click **Grades History**. The Grade History page appears.
   - Click **Class Registration** and then **View future course requests**. The [Scheduling Year] Course Requests page.

2. Click **View Graduation Progress**. The Graduation Progress page displays the following information for each plan:

   - Subject Group
   - Earned
   - Enrolled
   - Requested
   - Required Progress

3. Click the name of a Subject Group to view additional information.
4. Click **Close** when you are done viewing.

Post-Secondary Graduation Plans

Post-secondary preparation plans define requirements that must be fulfilled in order to attend a post-secondary institution, such as a state college or university. Using the post-secondary plans selector, you can select the applicable post-secondary plans in order to monitor your student's progress and ensure that they achieve their goals.

Note: This procedure is only available if enabled by your school.

How to Select a Post-Secondary Plan

Use this procedure to select a post-secondary plan.

1. On the main menu, do one of the following:

   - Click **Grades History**. The Grade History page appears.
   - Click **Class Registration** and then **View future course requests**. The [Scheduling Year] Course Requests page.

2. Click **View Graduation Progress**. The Graduation Progress appears.
3. Click **Select Post-Secondary Plans**. The Post-Secondary Plans Selection page appears.
4. In the first box, click the name of the post-secondary plan you want to select. The name appears in the second box.
5. Repeat Step 4 for each post-secondary plan you want to select.
6. Click **Submit**. The Graduation Progress page appears.

How to Remove a Post-Secondary Plan

Use this procedure to remove a post-secondary plan.

1. On the main menu, do one of the following:

   - Click **Grades History**. The Grade History page appears.
   - Click **Class Registration** and then **View future course requests**. The [Scheduling Year] Course Requests page.

2. Click **View Graduation Progress**. The Graduation Progress appears.
3. Click **Select Post-Secondary Plans**. The Post-Secondary Plans Selection page appears.
4. In the box on the right, click the **Minus (-)** button next to the name of the post-secondary plan you want to delete. The post-secondary plan no longer appears.
5. Repeat Step 4 for each post-secondary plan you want to delete.
6. Click **Submit**. The Graduation Progress page appears.