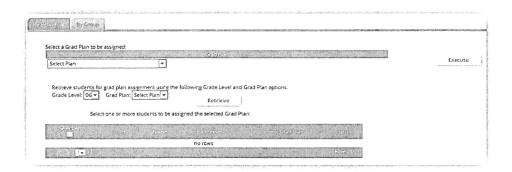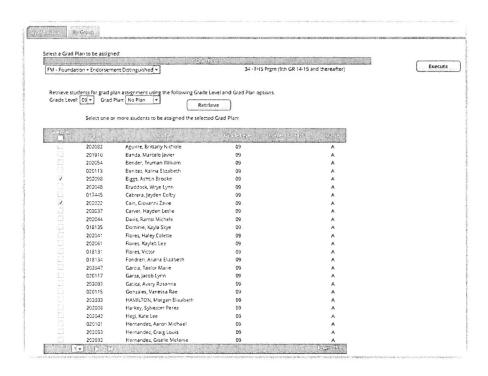# ASSIGNING GRADUATION PLAN – GROUP

Grad Plan Assignment by Group allows you to retrieve students by grade level and the type of graduation plan they have assigned and then assign them a different graduation plan.

Utilities > Grad Plan Assignment > By Group

- ☐ Under Grad Plan, select a graduation plan you want to assign to a group of students
- ☐ In the Grade Level field, select the current grade level for which you would like to retrieve students.
- ☐ In the Grad Plan field, select the current graduation plan for which you would like to retrieve students.
    - ○ Select No Plan to retrieve only students who have a blank in their graduation plan field
    - ○ Select All Student to retrieve all students
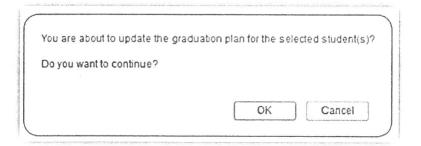- ☐ Click Retrieve.

☐ Select
  ○ Individual students
  ○ Select All

Select All ☐	Stu Id	Name	Grade Level	Current Grad Plan	Status
☐	202082	Aguirre, Brittany Nichole	09		A
☐	201910	Banda, Marcelo Javier	09		A
☐	202054	Bender, Truman William	09		A
☐	020113	Benitez, Kalina Elizabeth	09		A
☑	202098	Biggs, Ashtin Brooke	09		A
☐	202048	Braddock, Wrye Lynn	09		A
☐	017445	Cabrera, Jayden Colby	09		A
☑	202022	Cain, Giovanni Zavie	09		A
☐	202037	Carver, Hayden Leslie	09		A
☐	202044	Davis, Ramsi Michele	09		A
☑	018135	Dominie, Kayla Skye	09		A
☐	202041	Flores, Haley Colette	09		A
☐	202061	Flores, Kayleb Lee	09		A
☐	018131	Flores, Victor	09		A
☐	018134	Fondren, Ariana Elizabeth	09		A

Click Execute.

A warning message indicating that you are about to update select student graduation plans is displayed.

Click OK to continue.

> You are about to update the graduation plan for the selected student(s)?
>
> Do you want to continue?
>
> [OK]   [Cancel]

Student are assigned the graduation plan, and the Grad Plan Assignment Summary report showing the previous graduation plan, student grade level, new graduation plan, and courses added to student request, if applicable, is displayed.