## **ASSIGN PLANS MANUALLY**

You may assign or change graduation plans for students individually as part of the Individual Maintenance page.

## Maintenance > Student > Individual Maintenance

Retrieve a student.

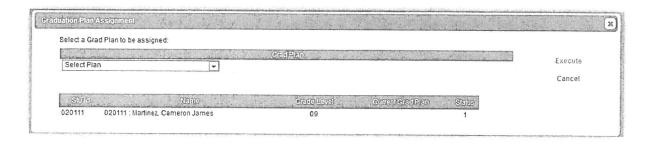
Save	Student	Retrieve	Move to Request	Print Credit Detail
	Texas Unique Stu ID:	Directory	Add Plan	PGP

Click the Add Plan button to add a graduation plan for a student without one.

	Student: 020111:	Martinez, Cameron James		Retrieve	Move to Request	Print Credit Detail
	Texas Unique Stu		1	Directory	Add Plan	PGP
	Grade Level: 09	9th Grd Entry Dt: 08-12-2016	Graduation Plan			

☐ If the student already has a graduation plan, the button will say Change Plan.

Under Grad Plan, select the plan.



A warning message indicating that unsaved changes will be lost is displayed.

Click OK to continue.

The student is assigned the graduation plan, and the Grad Plan Assignment Summary report showing course assignments and assignment exceptions is displayed.