

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.

A screenshot of a web form for retrieving a student. It includes a 'Save' button on the left. The main area has two input fields: 'Student:' and 'Texas Unique Stu ID:'. To the right of these fields are two buttons: 'Retrieve' and 'Directory'. Further to the right are two buttons: 'Move to Request' and 'Print Credit Detail'. Below these are two more buttons: 'Add Plan' and 'PGP'.

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

A screenshot of the same web form as above, but with data entered. The 'Student:' field contains '020111 : Martinez, Cameron James'. The 'Texas Unique Stu ID:' field contains '2550213886'. The 'Retrieve' and 'Directory' buttons are present. The 'Add Plan' button is highlighted. Below the form, there is a summary of student information: 'Grade Level: 09', '9th Grd Entry Dt: 08-12-2016', 'Graduation Plan:', 'Cohort: 2020', and 'PEIMS Grad Type:'.

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

Under Grad Plan, select the plan.

A screenshot of a dialog box titled 'Graduation Plan Assignment'. It has a close button in the top right corner. The main text says 'Select a Grad Plan to be assigned:'. Below this is a dropdown menu with 'Select Plan' selected. To the right of the dropdown are two buttons: 'Execute' and 'Cancel'. Below the dropdown is a table with the following data:

Stu Id	Name	Grade Level	Current Grad Plan	Status
020111	020111 : Martinez, Cameron James	09		1

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.