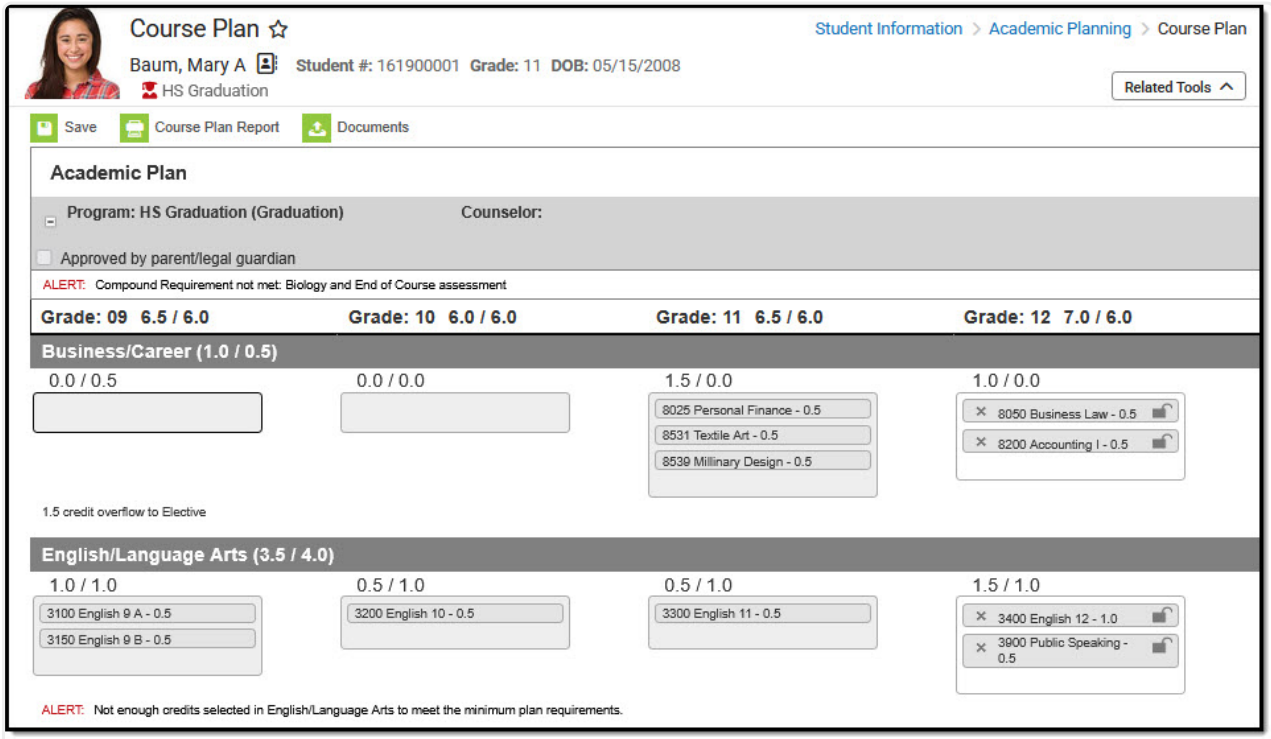
Course Plan (Academic Planning)

Last Modified on 10/09/2026 3:52 pm CDT

Path: Student Information > Academic Planning > Course Plan

The Course Plan tool displays the student's assigned Graduation Program and any assigned Academic Programs, as well as the courses the student has planned to take in each school year (represented by grade level). Staff use this tool to manage a student's Course Plan.

Students can add courses to their Course Plan in Campus Student by using the Academic Plan tool.



The Course Plan tool displays the courses a selected student is planned to take each school year.

See the Course Plan (Academic Planning) Tool Rights article for information about rights needed to use this tool.

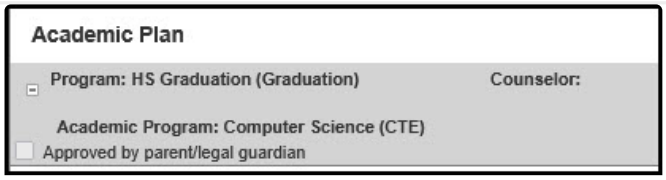
Summer School Calendars, Term Sequence, and Term Masks

Things to consider before setting up course plans:

- Terms in Summer School calendars should be sequenced higher than the last term sequence in

the normal school year calendar.
- The first term in sequence should never be a summer term unless your school's term masking for Grading Tasks has been set up to accommodate that choice.
- Sequencing of terms should not be changed once Grading Tasks and term masks are set for the active year. Doing so can cause issues in the Course Plan.
- Course Plan issues can occur if term sequencing is altered after Grading Tasks have been set up.

Academic and Graduation Program assignments



Academic and Graduation Program assignments appear in a student's academic plan.

The collapsible Course Plan header lists the programs to which a student is assigned.

A student's assignment to Academic and Graduation Programs can be changed, if appropriate, during their high school career. This does not impact credits earned, but may require updating of the student's course plan to ensure that program requirements are met.

Each student:

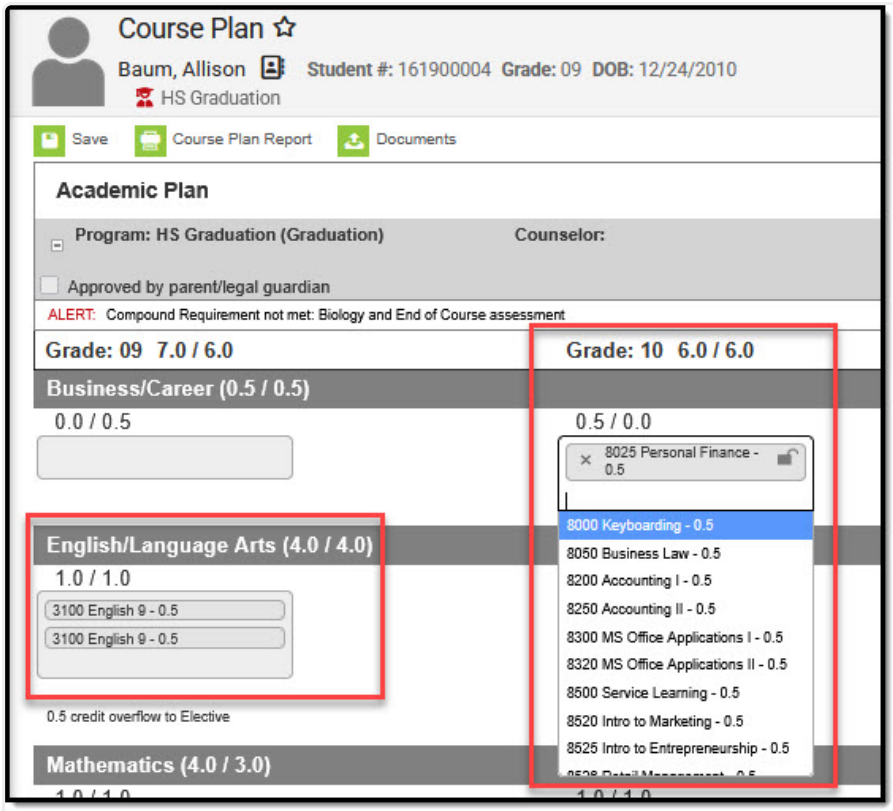
- Can only be assigned to one Graduation Program
- Does not have to be assigned to an Academic Program
- May be assigned to multiple Academic Programs
- Must be assigned to a Graduation Program in order for a Course Plan to be created

Middle school grade levels only display if the student has earned high school credit in middle school courses.

Add courses to a plan

General Information:

- A student must be assigned a Graduation Program in order to use the Course Plan.
- Graduation Program Credit Requirements are used to display grade levels and credit types in the Course Plan grid
- The assigned program must have credit requirements in order for courses to be added to the plan.
- A message displays if the assigned program does not have any credit requirements.
- Course requirements can be added after Credit Requirements have been defined for the selected plan.

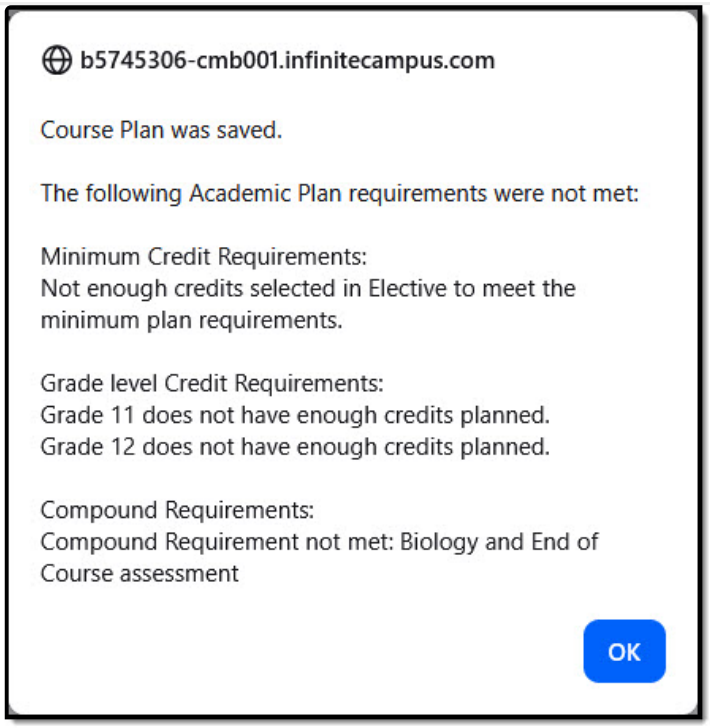


The Course Plan tool is used to add courses to a student's course plan.

Editing of the Course Plan for the current or a past grade level is disabled when at least one course is scheduled for the student.

The Course Plan displays the Credit Types and how many credits of each type are planned vs. required to be earned at each grade level of the assigned Graduation Plan.

1. Click the field corresponding to a credit type and grade level, for example Grade 10 Business/Career. Courses meeting that credit type display in a dropdown list. You may also choose to search for a specific course or course number.
2. Select the desired course(s). The selected courses display in the field and the planned vs. required number of credits updates. The credits assigned to a course appear after the course name.
3. Add enough credits for future years as needed. When the student has met the number of requirements, the alert that displays for each credit type stating not enough credits are selected disappears.
4. Repeat these steps for each credit type. At the end of the process, the student should have a clear idea of what courses he will be taking in each grade level.
5. Note that courses available for selection in the Non-credit category are those that do not have a credit amount and/or department assigned to them. This allows courses such as Study Hall or other options that don't earn credit or don't involve instruction to be added to a student's course plan.
6. Click the Save icon when finished. A confirmation appears that also serves as a notification when there are plan requirements that have not been met.



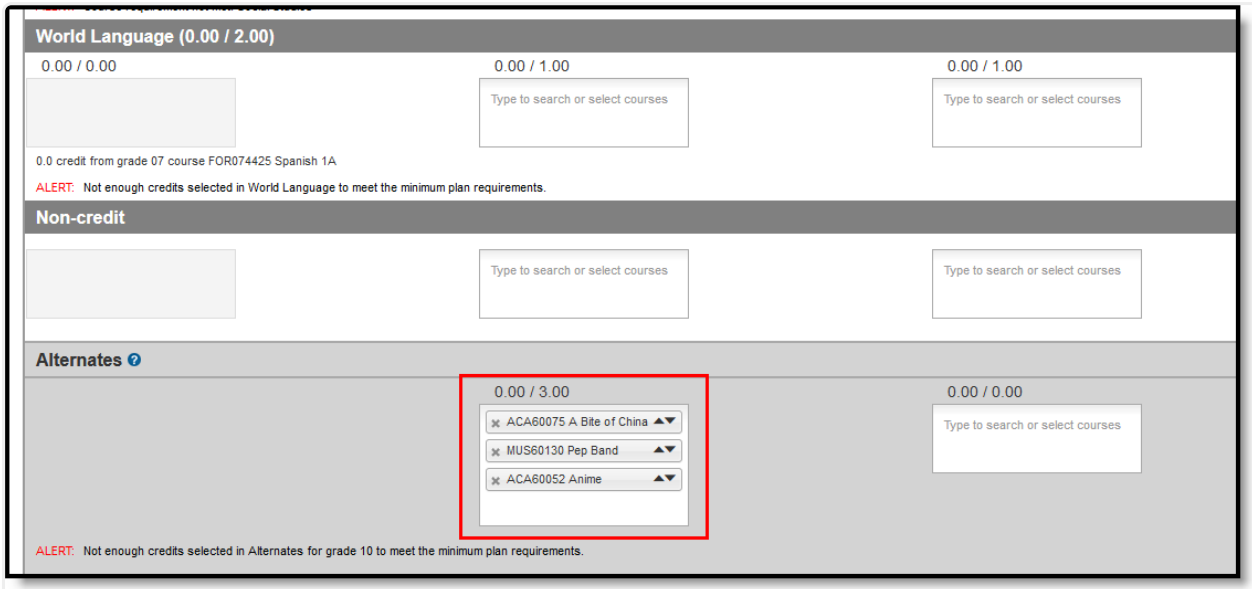
An alert message displays when changes to a course plan are saved.

Add alternate courses to a plan

Students and counselors can enter alternative courses to take in the event the student cannot be scheduled into desired courses.

In order to add alternate courses to a plan, the Graduation Program must be marked to allow the planning of alternate courses. Planning rules assigned at the course level are followed when planning alternates. If the Graduation Program is not marked to allow alternates, the Alternates panel will not display at the bottom of the Course Plan.

See the Academic and Graduation Programs: Graduation Program Setup article to learn how to do this.



Alternate courses display in their own section in a student's academic plan.

Alternate courses are added the same way as other courses.

1. Under Alternates, Click the field corresponding to the grade level for which you wish to add alternate courses. Available courses display in a dropdown list. You may also choose to search for a specific course or course number.
2. Select the desired course(s).
3. Use the arrows to move the courses into the desired order in which an administrator or counselor should try to place the student in the even they cannot be scheduled into non-alternate courses.

Customers using Campus .2611 and newer will be able to schedule students into Alternate courses via the Scheduling Board if they wish to do so.

Alternate course requests display with a Type of "A" in the Walk-In Scheduler, in the order in which they are saved on the Course Plan, so staff know the preferred order in which they should attempt to manually schedule a student into their alternate requests.

Note the following:

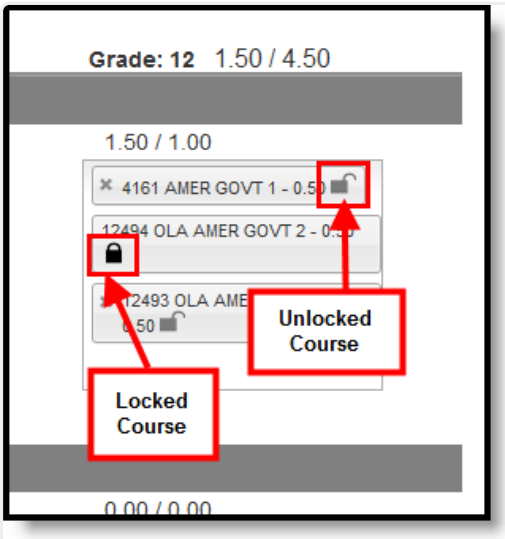
- Alternate courses can only be planned for future years. A current year freshman student can only plan alternates for the sophomore, junior and senior years.
- If a course is already planned as a desired course, it cannot be planned as an alternate in the same year it is planned. It can be added as an alternate in a different year.
- Courses planned as alternates do not satisfy planning rules. If an alternate course is planned and it violates a planning rule, the course is included in the list of alerts.
- Counselors cannot lock or unlock alternate courses.
- Courses that are part of a compound requirement display in bold in the selection area when a Grade Level is specified or is marked as Recommended in Course Requirements.

Lock courses on a plan

Courses required for graduation should be locked. When students create their course plan on the Portal, the counselor can review the plan, make changes if needed, and lock the appropriate courses.

Any courses that are unlocked can be changed by either the counselor or the student.

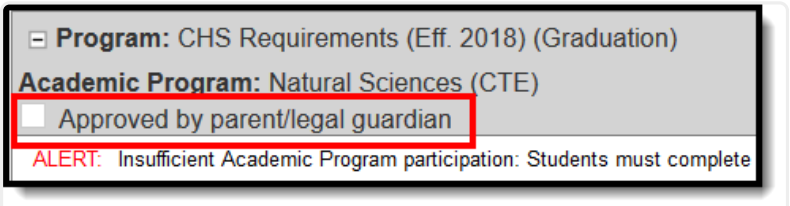
- To lock a course, click the opened padlock icon by the course. This changes the image to a locked padlock and indicates the course cannot be removed from the plan.
- To unlock a course, click the locked padlock icon by the course. This changes the image to an unlocked padlock and indicates the course can be removed from the plan.



Courses can be locked or unlocked on a plan.

Parent/Guardian approval

Schools may wish parents to review and approve course plans students build in the Portal to help ensure the student is taking the correct courses in the correct time frame with the adequate amount of credits in a certain term, with a desired amount of rigor and challenge.



Parent/Guardian approval can be indicated.

Counselors can see that the parent/guardian has approved the plan from the Course Plan tool. If the student or counselor makes changes to the plan after the parent/guardian has marked the

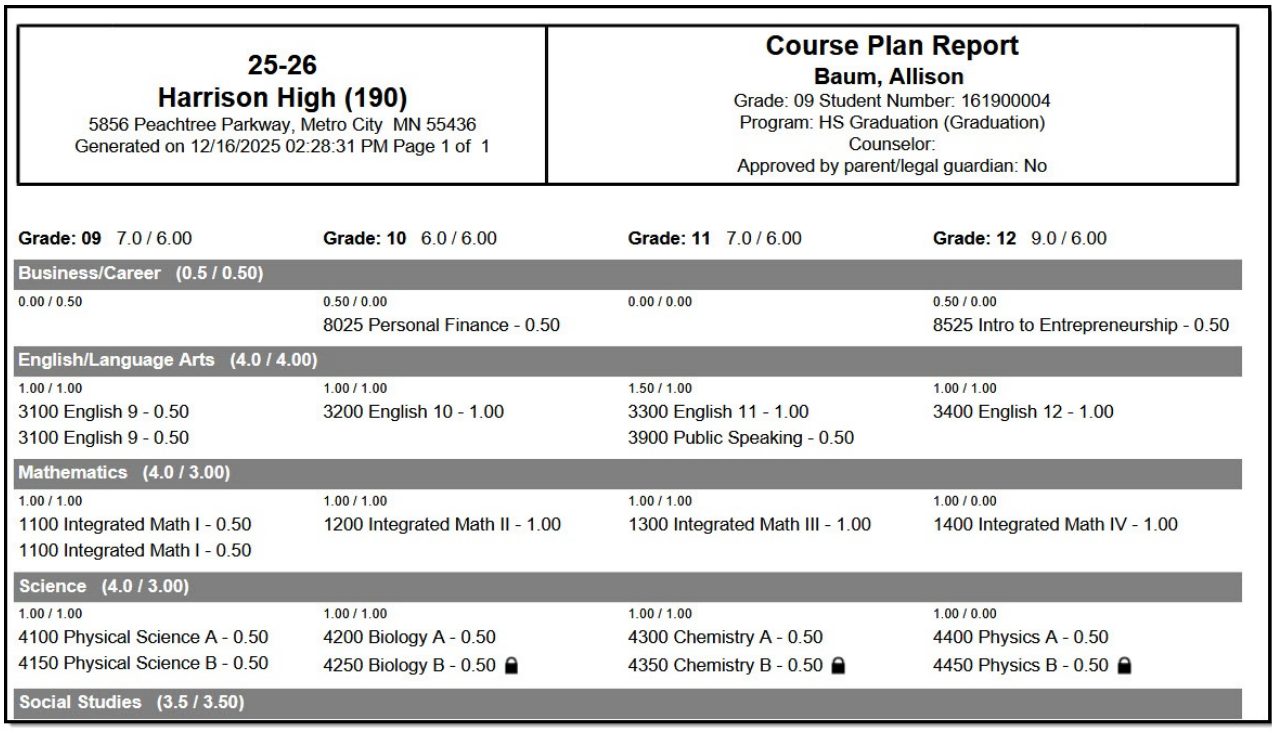
checkbox, that checkbox does not reset. This is a read-only field for the counselor and can only be removed when using the Course Plan Admin tool.

Note the following:

- An independent student (emancipated minor) cannot sign for themselves.
- A parent can mark the approved checkbox without the plan being completed.
- A parent can mark the approved checkbox but cannot save if the plan has errors.

Course Plan Report

The course plan report displays the student's current plan, including alternates. Alerts, warnings, and errors are not included.



25-26
Harrison High (190)
5856 Peachtree Parkway, Metro City MN 55436
Generated on 12/16/2025 02:28:31 PM Page 1 of 1

Course Plan Report
Baum, Allison
Grade: 09 Student Number: 161900004
Program: HS Graduation (Graduation)
Counselor:
Approved by parent/legal guardian: No

Grade: 09 7.0 / 6.00	**Grade: 10** 6.0 / 6.00	**Grade: 11** 7.0 / 6.00	**Grade: 12** 9.0 / 6.00
Business/Career (0.5 / 0.50)			
0.00 / 0.50	0.50 / 0.00 8025 Personal Finance - 0.50	0.00 / 0.00	0.50 / 0.00 8525 Intro to Entrepreneurship - 0.50
English/Language Arts (4.0 / 4.00)			
1.00 / 1.00 3100 English 9 - 0.50 3100 English 9 - 0.50	1.00 / 1.00 3200 English 10 - 1.00	1.50 / 1.00 3300 English 11 - 1.00 3900 Public Speaking - 0.50	1.00 / 1.00 3400 English 12 - 1.00
Mathematics (4.0 / 3.00)			
1.00 / 1.00 1100 Integrated Math I - 0.50 1100 Integrated Math I - 0.50	1.00 / 1.00 1200 Integrated Math II - 1.00	1.00 / 1.00 1300 Integrated Math III - 1.00	1.00 / 0.00 1400 Integrated Math IV - 1.00
Science (4.0 / 3.00)			
1.00 / 1.00 4100 Physical Science A - 0.50 4150 Physical Science B - 0.50	1.00 / 1.00 4200 Biology A - 0.50 4250 Biology B - 0.50 🔒	1.00 / 1.00 4300 Chemistry A - 0.50 4350 Chemistry B - 0.50 🔒	1.00 / 0.00 4400 Physics A - 0.50 4450 Physics B - 0.50 🔒
Social Studies (3.5 / 3.50)			

A warning displays when generating this report if changes to the Course Plan have not been saved. To generate the Course Plan Report:

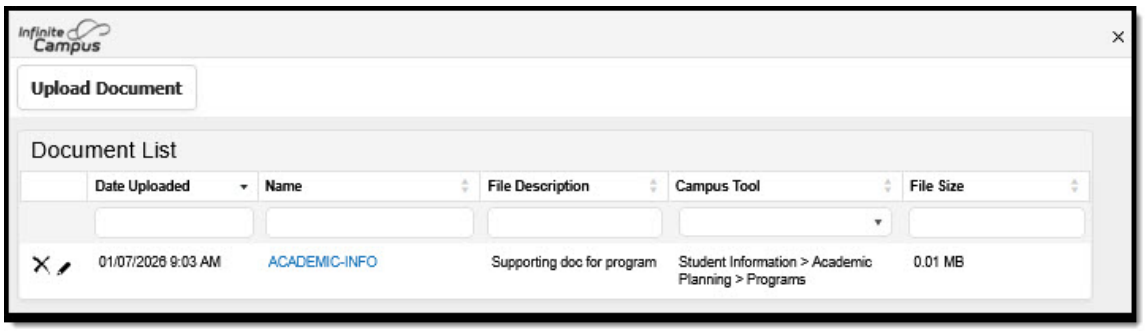
1. Select the Course Plan Report icon
2. Choose the Report Format (PDF or DOCX)
3. Click Generate Report.

Note the following:

- When a course is assigned the "parent of/child of" course planning rule, the Course Plan report lists all of the courses associated with that rule (parent and child courses). It also lists the correct credit value, total credit value per credit type and per grade level for all of the courses.
- The report includes in-progress courses, planned non-credit courses, and current year planned courses. Grading task credits not associated with the student's program are not displayed. This means courses that provide multiple types of credit do not display on the report.
- This report can be generated for multiple students using the Course Plan Batch Report.

Documents

To view documents, click the Documents button on the action bar. See the Student Person Documents article for more information.



Course Plan Documents