

# Course Plan Administration

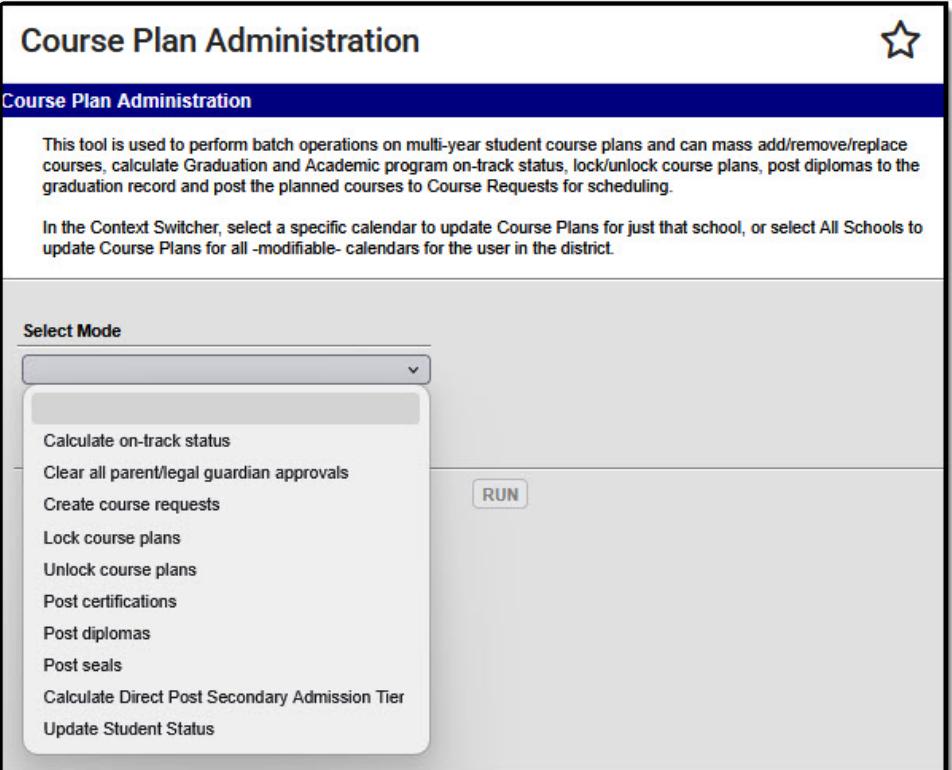
Last Modified on 02/02/2026 2:15 pm CST

## Tool Search: Course Plan Administration

The Course Plan Administration tool performs operations to lock and unlock course plans, clear parent/guardian approval, calculate program on-track status, post diplomas and planned courses to Course Requests for scheduling for multiple students at once, post certifications and seals, and update student status. Minnesota districts also see a mode to calculate direct post secondary admission tier. Use this tool after students have entered Course Plans and counselors have reviewed course plans.

In the Context Switcher, select a specific calendar to update Course Plans for just that school, or select All Schools to update Course Plans for all modifiable calendars to which you have access in the district.

Choose different options by selecting the appropriate mode from the **Select Mode** dropdown list.



The screenshot shows the 'Course Plan Administration' tool. At the top, there is a blue header bar with the title 'Course Plan Administration' and a yellow star icon. Below the header, a dark blue sub-header bar contains the text: 'This tool is used to perform batch operations on multi-year student course plans and can mass add/remove/replace courses, calculate Graduation and Academic program on-track status, lock/unlock course plans, post diplomas to the graduation record and post the planned courses to Course Requests for scheduling.' Underneath this, another sub-header bar says: 'In the Context Switcher, select a specific calendar to update Course Plans for just that school, or select All Schools to update Course Plans for all -modifiable- calendars for the user in the district.' The main content area is titled 'Select Mode' and features a dropdown menu with the following options: 'Calculate on-track status', 'Clear all parent/legal guardian approvals', 'Create course requests', 'Lock course plans', 'Unlock course plans', 'Post certifications', 'Post diplomas', 'Post seals', 'Calculate Direct Post Secondary Admission Tier', and 'Update Student Status'. To the right of the dropdown is a 'RUN' button. At the bottom of the tool window, the text 'Course Plan Administration' is repeated.

See the [Course Plan Admin Tool Rights](#) article for information on available tool rights.

# Calculate On-Track Status

This mode calculates each student's status towards successful completion of the assigned Academic Program. This process looks at each student's [Progress](#) or [Course Plan](#) tab and caches the calculation each time those tools are viewed or saved. This allows the status and corresponding error messages to be available in Ad hoc Reporting.

These calculations are very taxing on the server. Use this mode if you are running progress reports after posting course information to the transcript or after closing a grading window.

**Select Mode**

Calculate on-track status

The on-track status and error messages will be refreshed for every student in the calendar. These statuses are automatically updated as students/counselors use the course planner, but are not automatically calculated after grading windows and transcript posts. If you have not posted grades/transcripts after students used the planner you do not need to run this.

This is a complex process and can take a long time to complete. You can monitor job status in Batch Queue.

Refresh Show top 50 tasks submitted between 05/18/2022 and 05/25/2022

Batch Queue List			
Queued Time	Report Title	Status	Download

Submit to Batch

*Calculate on-track status Mode*

1. Select the **Calculate on-track status** mode from the dropdown list.
2. Click the **Submit to Batch** button. A **Batch Queue Reporting Options** window displays.
3. Select the desired options of **High Priority** or **Keep Until I Delete**, and indicate the Start Date/Time.
4. Click **OK** when finished.
5. When the report has completed, click the **Get the report** link in the Batch Queue List. The report displays in PDF format, listing the operation performed, the calendar ID from the calendar selected in the Campus toolbar, and the number of calculations performed.

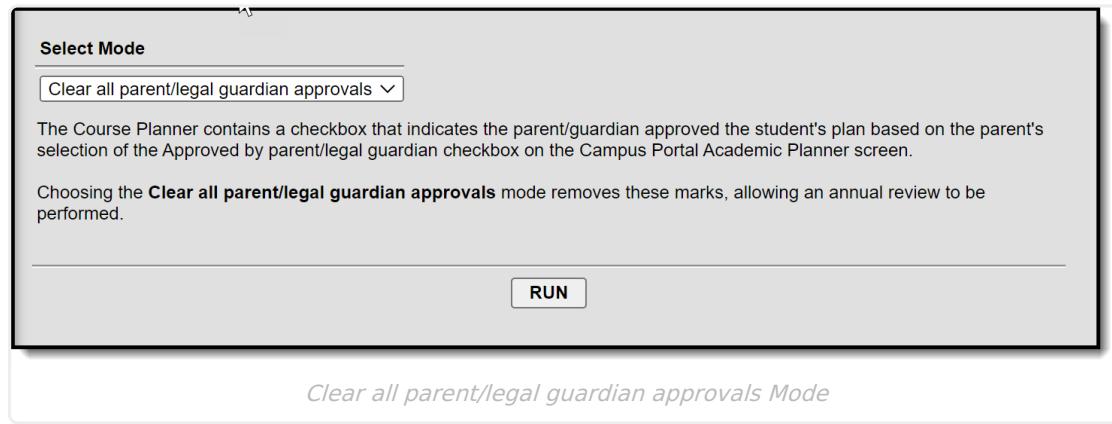
Records:1		
operation	calendarID	total
Calculate on-track status	1763	1392

*Results*

# Clear All Parent and Legal Guardian Approvals

The [Course Plan](#) tool contains a checkbox that indicates the parent/guardian approved the student's plan based on the parent's selection of the Approved by parent/legal guardian checkbox on the [Portal Academic Planner](#) screen.

Choosing the **Clear all parent/legal guardian approvals** mode removes these marks, allowing an annual review to be performed. This action should be done before course plans are modified for the next school year.



**Select Mode**

Clear all parent/legal guardian approvals

The Course Planner contains a checkbox that indicates the parent/guardian approved the student's plan based on the parent's selection of the Approved by parent/legal guardian checkbox on the Campus Portal Academic Planner screen.

Choosing the **Clear all parent/legal guardian approvals** mode removes these marks, allowing an annual review to be performed.

**RUN**

*Clear all parent/legal guardian approvals Mode*

1. Select the **Clear all parent/legal guardian approvals** mode from the dropdown list.
2. Click the **Run** button when finished.
3. A pop-up message indicating approvals have been cleared displays. Click **OK** to acknowledge this.

## Create Course Requests

This mode takes the courses selected in the students' [course plan](#) for the next grade level and creates them as scheduling course requests. This should be done after calendars and enrollments are rolled forward for the next school year, and teachers have entered [Course Recommendations](#) for students.

Once planned courses have been created as course requests, those courses are considered a priority and display in bold on the [Request Batch Report](#).

- Courses from a course plan replace all previously created course requests for that student.
- Students without a course plan will leave their existing course requests unchanged.
- Changes to course plans will not automatically update course requests.

**Ensure that you are creating requests in the future calendar that you are planning to schedule.**

**Select Mode**

▼

The courses selected in the students' course plan will be created as scheduling course requests to the currently selected calendar for the grade the student will be enrolled in. A student with a course plan will replace all previously created course requests. Students without a course plan will leave their existing course requests unchanged. Changes to course plans will not automatically update course requests.

**Ensure that you are creating requests in the future calendar that you are planning to schedule.**

**RUN**

*Create course requests Mode*

1. Select the **Create Course Requests** mode from the dropdown list.
2. Click the **Run** button.
3. A pop-up message indicating course requests were saved displays. Click **OK** to acknowledge this.

## Lock Course Plans

This mode locks courses in the student's [Course Plan](#) for the selected calendar for the grade level in which they will be enrolled. Locked course plans can only be modified by a counselor. Future years will remain unlocked.

**Select Mode**

▼

The courses selected in the students' course plan will be locked in the currently selected calendar for the current grade the student will be enrolled in. Locked course plans can only be altered by a counselor. Future years will remain unlocked.

**RUN**

*Lock course plans Mode*

1. Select the **Lock Course Plans** mode from the dropdown list.
2. Click the **Run** button.
3. A pop-up message indicating course plans have been locked. Click **OK** to acknowledge this.

## Unlock Course Plans

This mode unlocks courses in the student's [Course Plan](#) for the selected calendar for the grade level in which the student is currently enrolled. When courses on a course plan are not locked, students have the ability to make changes using the [Academic Planner](#) tool in the Portal.

Plans that are locked can only be modified by a counselor.

### Select Mode

Unlock course plans

The courses selected in the students' course plan will be unlocked in the currently selected calendar for the current grade the student will be enrolled in. Locked course plans can only be altered by a counselor. Future years will remain unlocked.

**RUN**

*Unlock course plans Mode*

1. Select the **Unlock Course Plans** mode from the dropdown list.
2. Click the **Run** button.
3. A pop-up message indicating course plans have been unlocked. Click **OK** to acknowledge this.

## Post Certifications

This mode will post certifications for students who have met the criteria previously set for an Academic Program.

### Select Mode

Post certifications

This tool looks at all grade levels in the selected calendar.

Certifications will be posted to the student's Academic Plan based on the requirements defined in the Academic Program. The tool will post one unique certification and can be filtered to only passing scores.

Certification Date - Will first look to see if a test score date exists from the student's assessment record. If there is no test score date, it will populate the date entered. If no date is entered, it will be left blank.

This process is complex and job status can be monitored in Batch Queue.

### Post Options

#### \*Effective Date

09/19/2022



#### \*Select Academic Programs

All Active Programs

#### Certification Date

09/19/2022



Passed Certifications Only

Refresh Show top 50 tasks submitted between 09/12/2022 and 09/19/2022

#### Batch Queue List

Queued Time Report Title Status Download

**Submit to Batch**

*Post certifications mode*

1. Select the **Post certifications** mode from the dropdown list.
2. Change the **Effective Date** if needed. It defaults to the current date.

3. Choose program(s) to post certifications for from the **Select Academic Programs** options. You will only see programs listed here that have certification criteria defined for them in [Academic Program Setup](#).
4. Add a Certification Date if desired. This is not a required field. If a date is entered here, it will only be added for assessments that do not already have a date associated with them.
5. Mark the **Passed Certifications Only** checkbox if you do not want to record attempted certifications.
6. Click the **Submit to Batch** button. A **Batch Queue Reporting Options** window displays.
7. Select the desired options of **High Priority** or **Keep Until I Delete**, and indicate the Start Date/Time.
8. Click **OK** when finished.
9. When the report has completed, click the **Get the report** link in the Batch Queue List. The report displays in PDF format, listing student number, student name, program name, certification name and passed status.

## Post Diplomas

**This option ONLY evaluates graduation plans for twelfth grade students.**

This mode recalculates a 12th grade student's on-track status, and for those students who meet the requirements of their assigned graduation program, a diploma associated with their program is awarded to them.

- If a student's Graduation Diploma Type is already populated, the other Diploma fields and Enrollment fields will NOT be updated.
- If the student's on-track status is Yes and Diploma Type is empty, the Diploma Type field populates, along with the Diploma Date and Diploma Period (fall, spring, etc.).
- If the student's on-track status is No, none of the diploma fields will be updated.

To update the Enrollment End Date and End Status on the Enrollment record, the Enrollment End Date and End Status values must be entered on this tool. A student's enrollment record will only be updated if both of the enrollment fields are empty.

To end enrollments without populating the Diploma Type field on the Graduation record, use the [Enrollment End Batch](#) tool.

**Select Mode**

This option ONLY evaluates academic plans for twelfth grade students.

The on-track status is recalculated and any student who meets the requirements of their assigned Graduation program will earn the diploma type awarded by that program.

If a student's Diploma Type is already populated, the other Diploma fields and Enrollment fields will NOT be updated.

If the student's on-track status is Yes and Diploma Type is empty, this tool will populate the Diploma Type, Diploma Date and Diploma Period fields. If the student's on-track status is No, none of the diploma fields will be updated.

To update Enrollment End Date and End Status on the Enrollment record, both Graduation Options Enrollment End Date and End Status must be entered. A student's enrollment record will only be updated if both of the enrollment fields are empty.

To end enrollments without populating the Diploma Type field on the Graduation record, use Enrollment End Batch.

**Graduation Options**

**\*Effective Date**  
 

**\*Select a Graduation Program**

Diploma Type  
*Determined by Graduation Program unless diploma type has already been set in the graduation record*

Diploma Date  
 

Diploma Period  
 

Enrollment End Date  
 

Local End Status  
 

---

tasks submitted between   and  

Batch Queue List			
Queued Time	Report Title	Status	Download
(This table is currently empty)			

*Post diplomas Mode*

## Graduation Options

The Post Diplomas mode contains the following fields that need to be populated before this mode is completed.

Field	Description
<b>Effective Date</b>	Defaults to the current date. Students who do not have an active enrollment on the date entered will not have diplomas posted.
<b>Select a Graduation Program</b>	Selection indicates the program for which diplomas will be posted. All active graduation programs are available for selection. There is no logic associated with program hierarchy, meaning any program can be selected without adverse affects, as long as twelfth grade students are assigned to that program.

Field	Description
<b>Diploma Type</b>	The Diploma Type set on the Graduation Program is populated for the student on his graduation tab, unless this value has already been populated there.
<b>Diploma Date</b>	Indicates the date the diploma was received, usually the last day of school. This date is populated on the graduation tab.
<b>Diploma Period</b>	Indicates the time of year the student received the diploma. This date is populated on the graduation tab.
<b>Enrollment End Date</b>	Indicates the date the student's enrollment ended. This may be the same date the diploma was received or it could be a different date. It officially ends the student's enrollment, so ensure all grades and reporting have been completed before populating this information.
<b>Local End Status</b>	Indicates the reason the student's enrollment ended. For this purposes, use the reason most closely linked to student graduated. This value populates the student's Local End Status and State End Status fields on the enrollment record.

- Do not run Post diplomas prior to final grading.
- Updating diploma fields and enrollment fields when the enrollment end date is before grading functions are completed will end each roster record before students have been graded. This causes the in-progress courses to be removed from the Grad Progress logic, and the Academic Plan Progress Report will show the student as not being on-track.

1. Select the **Post Diplomas** mode from the dropdown list.
2. Update the **Effective Date** if needed.
3. Select a **Graduation Program** from the dropdown list.
4. If necessary, enter a **Diploma Date** and **Diploma Period**.
5. If necessary, enter an **Enrollment End Date** and **Local End Status**.
6. Click the **Submit to Batch** button. A **Batch Queue Reporting Options** window displays.
7. Select the desired options of **High Priority** or **Keep Until I Delete**, and indicate the **Start Date/Time**.
8. Click **OK** when finished.
9. When the report has completed, click the **Get the report** link in the Batch Queue List. The report displays in a new browser window, listing the operation performed, the calendar ID from the calendar selected in the Campus toolbar, and the number of diploma posted.

Records:1		
operation	calendarID	total
Post diplomas	1717	1

Post Diplomas Result

## Post Seals

The Post Seals mode is used to post seals for students who have met the requirements set for an academic program. A student must have a graduation record in order for seals to post. Seals will be posted to the Graduation tool.

**Select Mode**

Post seals ▼

This tool is ran for all grade levels at the selected calendar.

Seals will be posted to the Student's Academic Plan based on the requirements determined in the Academic Plan Detail. The tool will post one unique seal per plan and can be filtered to only passing scores. When selecting a Program Type of Seal there are no validations in place. Seals post to the student's Graduation tab exactly as configured.

**Post Options**

**\*Effective Date**

**\*Select Academic Programs**

**Date Earned**

Refresh Show top 50 tasks submitted between 08/03/2022   and 08/10/2022

**Batch Queue List**

Queued Time	Report Title	Status	Download

Submit to Batch

*Post Seals Mode*

In order for seals to post for an academic program to the graduation tool, Seal must be selected as the Program Type when the academic program is created in Academic Program Setup.

**Academic Program Detail**

Modifying an Academic Program (Cohort Start Year, Cohort End Year, Active, or School) after students have been assigned may affect students' participation in the program.

**\*Name**

**\*Program Type**

Active

State Code (CIP) State  
   Reported

Cluster

Flagged

*Academic Program Detail*

1. Select the **Post Seals** mode from the dropdown list.
2. Update the **Effective Date** if needed.
3. Select the **Academic Program(s)** to post seals for.
4. Enter a date in the **Date Earned** field.
5. Click the **Submit to Batch** button. A **Batch Queue Reporting Options** window displays.
6. Select the desired options of **High Priority** or **Keep Until I Delete**, and indicate the **Start Date/Time**.

7. Click **OK** when finished.
8. When the report has completed, click the **Get the report** link in the Batch Queue List. The report displays in a new browser window.

## Calculate Direct Post Secondary Admission Tier (MN & WI)

This mode will calculate a student's highest tier attained for Direct Post Secondary Admissions (DPSA). This Calculation will cycle through GRAD Programs that have been identified lowest to highest for use in DPSA calculation. This process will then post the highest calculated on track Grad Program to each 12th grade students enrollment for the following fields DPSA calculated Tier & DPSA Reported Tier. This calculation will be run on demand and write or overwrite the calculated value each time the process is run. Upon completion of the calculation there will be a detail report displaying each student and the tier they were set to.

**Select Mode**

Calculate Direct Post Secondary Admission Tier

The DPSA Calculated Tier value will be refreshed for every student in the calendar.

This is a complex process and can take a long time to complete. You can monitor job status in Batch Queue.

Refresh Show top 50  tasks submitted between 07/06/2022  and 07/13/2022

Batch Queue List			
Queued Time	Report Title	Status	Download

*Calculate Direct Post Secondary Admission Tier Mode*

1. Select the **Calculate Direct Post Secondary Admission Tier** mode from the dropdown list.
2. Click the **Submit to Batch** button. A **Batch Queue Reporting Options** window displays.
3. Select the desired options of **High Priority** or **Keep Until I Delete**, and indicate the **Start Date/Time**.
4. Click **OK** when finished.
5. When the report has completed, click the **Get the report** link in the Batch Queue List. The report displays in a new browser window, listing the student name, student number, calendar name, and tier status.

If no graduation program has the DPSA Tier field set, the report will display an error message indicating 'No active Graduation Program has DPSA Tier value set.'

For Minnesota users, please see the [Minnesota Direct Admissions Extract article](#) for more information.

# Update Student Status

This mode updates student status based on requirements set in academic plans. Updates to status are dependent on completion of the requirements that have been defined in the Compound Requirements tool for an academic program.

**Select Mode**

Update Student Status

Student Status will be updated based on the requirements set in Academic Plans. Status updates are dependent on the completion of set requirements.

This process is complex and job status can be monitored in Batch Queue.

Include inactive students ?

Include end dated programs ?

Refresh Show top 50 tasks submitted between 09/26/2025 and 10/03/2025

Queued Time	Report Title	Status	Download
09/30/2025 11:00:21 AM	Update student status	Completed	<a href="#">Get the report</a>
09/30/2025 10:31:57 AM	Update student status	Completed	<a href="#">Get the report</a>
09/30/2025 10:21:40 AM	Update student status	Completed	<a href="#">Get the report</a>
09/30/2025 09:25:01 AM	Calculate direct admission tier	Completed	<a href="#">Get the report</a>
09/30/2025 09:23:11 AM	Calculate direct admission tier	Completed	<a href="#">Get the report</a>
09/30/2025 09:12:44 AM	Update student status	Completed	<a href="#">Get the report</a>
09/30/2025 09:10:27 AM	Update student status	Completed	<a href="#">Get the report</a>

**Submit to Batch**

Update Student Status Mode

1. Select the **Update Student Status** mode from the dropdown list.
2. Mark **Include inactive Students** if you wish to include students with an end date on their enrollment in the update.
3. Mark **Include end dated programs** if you wish to include students who are no longer active in their assigned Academic Programs in the update.
4. Click the **Submit to Batch** button. A **Batch Queue Reporting Options** window displays.
5. Select the desired options of **High Priority** or **Keep Until I Delete**, and indicate the **Start Date/Time**.
6. Click **OK** when finished.
7. When the report has completed, click the **Get the report** link in the Batch Queue List. The report displays in a new browser window indicating the number of students whose status has been updated. For information related to which students are assigned which status, use the Ad hoc filter designer.