

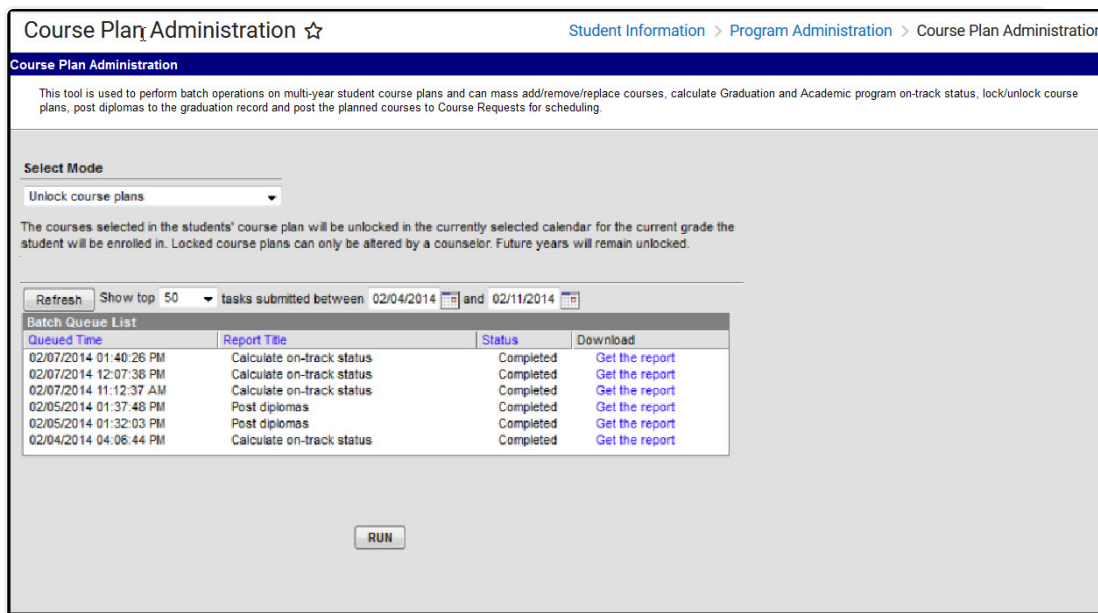
Unlock Course Plans

Last Modified on 10/21/2024 8:19 am CDT

Tool Search: Course Plan Administration

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.



The screenshot shows the 'Course Plan Administration' tool interface. At the top, there is a breadcrumb trail: 'Student Information > Program Administration > Course Plan Administration'. Below this, the page title is 'Course Plan Administration ☆'. A blue header bar contains the text 'Course Plan Administration'. Below the header, a paragraph explains the tool's purpose: '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.' Below this, there is a 'Select Mode' section with a dropdown menu currently set to 'Unlock course plans'. A note states: '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.' Below the note, there are controls for 'Refresh', 'Show top 50', and a date range filter for 'tasks submitted between 02/04/2014 and 02/11/2014'. A table titled 'Batch Queue List' displays the following data:

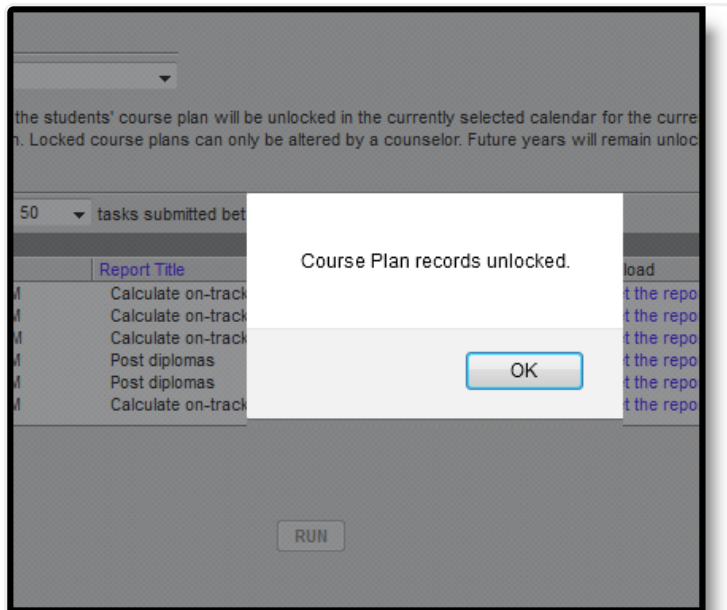
Queued Time	Report Title	Status	Download
02/07/2014 01:40:28 PM	Calculate on-track status	Completed	Get the report
02/07/2014 12:07:38 PM	Calculate on-track status	Completed	Get the report
02/07/2014 11:12:37 AM	Calculate on-track status	Completed	Get the report
02/05/2014 01:37:48 PM	Post diplomas	Completed	Get the report
02/05/2014 01:32:03 PM	Post diplomas	Completed	Get the report
02/04/2014 04:06:44 PM	Calculate on-track status	Completed	Get the report

At the bottom of the interface, there is a 'RUN' button.

Unlock Course Plans Mode

Unlock Course Plans

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.



Course Plan Records Unlocked