

# Unlock Course Plans

Last Modified on 02/02/2026 1:00 pm CST

## 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.

Course Plan Administration ☆

Student Information > Program Administration > Course Plan Administration

Course Plan Administration

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.

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.

Batch Queue List

Queued Time	Report Title	Status	Download
02/07/2014 01:40:26 PM	Calculate on-track status	Completed	<a href="#">Get the report</a>
02/07/2014 12:07:38 PM	Calculate on-track status	Completed	<a href="#">Get the report</a>
02/07/2014 11:12:37 AM	Calculate on-track status	Completed	<a href="#">Get the report</a>
02/05/2014 01:37:48 PM	Post diplomas	Completed	<a href="#">Get the report</a>
02/05/2014 01:32:03 PM	Post diplomas	Completed	<a href="#">Get the report</a>
02/04/2014 04:06:44 PM	Calculate on-track status	Completed	<a href="#">Get the report</a>

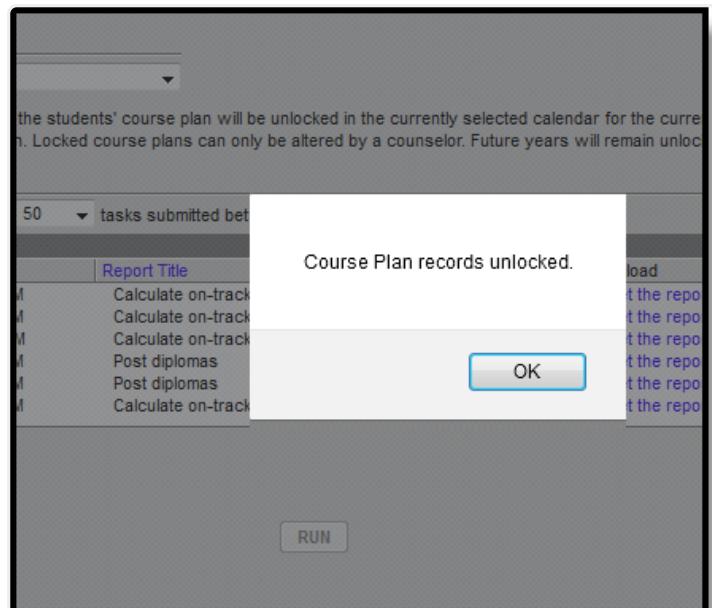
Refresh Show top 50 tasks submitted between 02/04/2014 and 02/11/2014

RUN

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*