# Academic Planning

Last Modified on 04/15/2024 4:00 pm CDT

Best Practices and Things to Know | Suggested Academic Planning Tool Rights | Academic Planning Workflow | Use Basic Academic Planning Functionality

Tool Search: Academic Planning

Academic Planning allows schools to create an academic plan that encompasses a student's entire high school career, from 8th grade students moving into 9th grade all the way through their senior year.

Think of  Academic Planning as a Process that requires the use of several tools in Campus and several roles in a school.

# Best Practices and Things to Know

It is not required to use Academic Planning functionality, but if you do, there are certain things to consider.

- The articles linked in the Tools column below contain a Best Practices section for these considerations.
- Only one credit group is allowed per academic program.
- The Credit Summary report can only be generated from the student's Credit Summary tab, but you can see this information on the student's Transcript, by building an Ad hoc Filter, or generating other Grading and Standards Reports.
- Course Catalogs used in different schools (for example, the middle school and high school) should have different course numbers.
- The Course Plan tool is used by counselors to populate the student's academic plan. Students can see this academic plan on their Academic Planner in the Portal. In turn, counselors can see the changes the student may have made on the Academic Planner by viewing the Course Plan tool.
- If a student is scheduled (has a roster entry) into a course, grades for that course need to be posted to the transcript using the Transcript Post tool, instead of being manually entered.

# Suggested Academic Planning Tool Rights

▶ Click here to expand...

# Academic Planning Workflow

▶ Click here to expand...

# Use Basic Academic Planning

# Functionality

Using all available Academic Planning tools requires time to set up the information in Campus and it is understood some districts might not want to tackle that process right away. The procedures below provide information on using the basic functionality of academic planning.

▶ Click here to expand...