

Academic Planning - Best Practices

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Tool Search: Academic Planning

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

Academic Planning is 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.
- Academic Planning considers all enrollment types.
- Only one credit group is allowed per academic program.
- The Credit Summary report can only be generated from the student's [Credit Summary](#) tab. However, this information can be viewed 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, middle school and high school) should have unique 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 student's changes 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 must be posted to the transcript using the [Transcript Post](#) tool. Grades may not be manually entered.

Academic Planning Workflow

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Before beginning this process, gather the necessary documents for:

- State Graduation Requirements
- District Graduation Requirements
- Course Requirements
- Course Prerequisites
- School Course Catalog
- Student Handbook

Also, verify and/or assign [tool rights](#) for appropriate staff.

Task		Campus Location
Curriculum Director		
1.	Set up Credit Groups and Credit Types .	Grading and Standards > Credit Groups
2.	Create Course Masters and Course Catalogs .	Grading and Standards > Course Masters Grading and Standards > Course Catalogs
3.	Set Credit Overflow Override on the Course Grading Task or on the Course Master Grading Tasks.	Scheduling > Courses > Grading Task Grading and Standards > Course Masters > Grading Task
5.	Review the Transcript Report Preferences .	System Administration > Preferences > Reports > Transcript
6.	Set Course Planning Rules .	Scheduling > Courses > Course Rules > Planning Rules
7.	Set Course Editor checkboxes related to Academic Planning.	Scheduling > Courses > Course
8.	Roll calendars forward .	System Administration > Calendar > Calendar Wizard > Create New Calendars by Rolling Forward
9.	Create an ad hoc report to see Course Rule information .	Ad hoc Reporting > Filter Designer
10.	Create Graduation Programs : <ul style="list-style-type: none"> • Create Graduation Programs • Assign Credit Requirements • Enter Course Requirements • Establish Test Requirements • Enter Compound Requirements • Set GPA Requirements • Create Course Plan Templates 	Program Admin > Programs > Graduation Programs

Task		Campus Location
	Create Academic Programs : <ul style="list-style-type: none"> • Create Academic Programs • Enter Course Requirements • Establish Test Requirements • Enter Compound Requirements • Create Course Plan Templates 	Program Admin > Programs > Academic Programs
Counselor		
11.	Assign academic programs to students, either manually or in batch . When the program has been assigned: <ul style="list-style-type: none"> • Verify the assignment on the Program tab. • View the student's Progress tab. • View the student's Course Plan. 	Student Information > Academic Planning > Programs Program Admin > Batch Assignment Tool
Campus Administrator		
12.	Mark the <i>Academic Planner</i> to display in the Portal/Campus Student .	System Administration > Portal > Preferences > Display Options
Student and Parent/Guardian		
13.	Review progress toward graduation in the Portal	Portal > Academic Progress
14.	(Student) Create or update the academic plan in the Portal (Parent) Review and approve the child's academic plan in the Portal	Portal > Academic Planner
15.	Print the Academic Plan Progress report.	Portal > Academic Planner
Counselor		
16.	View the student's approved course plan . Work with the student to establish a course plan for the coming year of enrollment. <ul style="list-style-type: none"> • If a student cannot be scheduled into a desired course, courses marked as alternate can be added to the course plan. • Students who transfer to another school in the district and have already planned courses can modify their course plan to fit the courses at the new school. • Courses can be planned for students enrolling after the start of the school year. 	Student Information > Academic Planning > Course Plan

Task		Campus Location
17.	Calculate the student's on-track status .	Program Admin > Course Plan Admin
18.	Generate the following reports to assist in the management of student academic plans: <ul style="list-style-type: none"> • Academic Plan Status Report • Academic Plan Progress Batch • Course Plan Batch 	Program Admin > Reports > Academic Plan Status Report Program Admin > Reports > Academic Plan Progress Batch Program Admin > Reports > Course Plan Batch
Teacher		
19.	Enter Student Course Recommendations .	Campus Instruction > Student Course Recommendations
Counselor		
20.	Prepare for scheduling students into courses for the next school year by: <ul style="list-style-type: none"> • Review graduation and academic programs; modify as needed. • Review the Checklist for Scheduling • Lock course plans • Create Course Requests • Generate the Course Projections Report 	Program Admin > Programs Program Admin > Course Plan Admin Scheduling > Reports > Course Projections
21.	Post diplomas for graduating students .	Program Admin > Course Plan Admin
22.	Reset course plans for future changes by: <ul style="list-style-type: none"> • Clearing the Approved by parent/legal guardian checkbox • Unlocking course plans 	Program Admin > Course Plan Admin

Use Basic Academic Planning Functionality

Using all available Academic Planning tools requires time to set up the information in Campus. Because of the time requirement, some districts may not want to wait to implement this process. The procedures below provide information on using the basic functionality of academic planning.

► [Click here to expand...](#)

Create and Assign a Basic Academic Plan

If your school has not set up academic programs and you need to use Credit Summary with the option of Completed/Required, follow these steps. See the [Create Graduation Programs](#) or the [Create Academic Programs](#) for complete instructions.

Step 1. Create New Program

1. Navigate to the [Programs](#) tool.
2. Select the **New Program** icon. A **Program Detail** editor will appear to the right.
3. Enter the **Name** of the Graduation or Academic Program.
4. Select the **Credit Group** assigned to High School for graduation
5. Click the Save icon.

Step 2. Enter Credit Requirements

After saving the new program, expand it and choose [Credit Requirements](#).

1. In grade 12, enter minimum amount of credits required to receive a diploma.
2. Enter a **Sequence** value. Only credit types with an assigned credit requirement will display in alphabetical order on Grad Progress unless a sequence is entered.
3. Click the **Save** icon.

Step 3. Assign students to the new program

1. Navigate to the [Batch Assignment Tool](#).
2. Select the **Program** (ex., HS Graduation) to add to the student's information.
3. Enter a **Start Date**.
4. Select the grade to assign the program.
5. Click the **Update Flag/Academic Program** button.

Step 4. Calculate Student Status

1. Navigate to the [Course Plan Admin](#) tool.
2. Select Calculate on-track status mode.
3. Click the **Submit to Batch** button.

View Student Graduation Progress when assigned a Basic Academic Plan

A student must be assigned an Academic Program to see remaining credits toward graduation.

1. Navigate to Student Information and search for and select the desired student.
2. Expand the Academic Planning option and select the [Progress](#) tab.

Report Student Graduation Progress when assigned a Basic Academic Plan

1. Navigate to the [Academic Plan Status Report](#).

2. Select the Student Filters:
 1. Select the **Academic Program** assigned to students
 2. Select the grade level (optional).
 3. Select a Status (All students, On-track only, Off-track only).
 3. Click the **Generate Report** button.
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