Academic Planner: System Set Up - Study Guide

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The Academic Planner allows schools to manage a student's academic plan through their entire school career. Academic Planning is a process that requires the use of several tools in Campus and several roles in a school. This study guide covers the components necessary to enable the basic functionality of the Academic Planner.

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Credits

Credit Groups

Credit Groups define how credits earned by students are counted on transcripts and are used in tracking a student's progress towards graduation.

+ Documentation

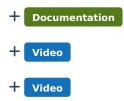# Course Set Up

Course Masters

A Course Master defines elements of courses from a district level, providing courses with the same number, naming convention, and setup for grading throughout the district. Changes made to the Course Master are also applied to the courses at the schools.

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Add Course Wizard

The Add Course Wizard provides the data entry for basic course information. This editor contains the same fields and options as the Course editor. The Add Course Wizard can be used for schools that use the Course Master tools and those that do not.

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+ **Video**

+ **Video**

Grading Tasks (Course Masters)

The Grading Tasks tab lists the items that teachers grade as part of the grading process. These tasks include mid-term grades, quarter grades, semester grades, etc. These grading tasks are created in the Grading Tasks tool in the Grading and Standards area.

+ **Documentation**

+ **Video**

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Course Recommendations

Student Course Recommendations

The Student Course Recommendations tool allows teachers to recommend future courses for students. Future courses must be within the same department as the current course and the student must have a future enrollment.

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Graduation Programs

Graduation Programs

Graduation Programs show a student's progress toward graduation based on the requirements entered for the program.

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Assign Credit and GPA Requirements

Administrators can assign a required number of credits for a credit group. This allows Graduation Program requirements to be predicated upon completion of a certain number of courses in a specific Credit Group.

The GPA (Grade Point Average) Requirements editor indicates the overall GPA and GPA per course credit the student in this program needs to successfully complete the program's requirements.

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+ Documentation

+ Video

Create Course Plan Templates

The Course Plan Template allows counselors/administrators to create course plans for graduation programs. When students are assigned to that program, the Academic Planner automatically adds the courses from the Course Plan Template into the student's Course Plan.

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Batch Assignment

Batch Assignment Tool

The Batch Assignment Tool adds, deletes or modifies the selected flag or programs to (or from) the selected students' Flags tab, Program (Academic Planning) tab, CTE tab, Programs tab, and Program Session tab.

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Portal

Portal Preferences

The Display Options allow schools to determine which features appear on the Campus Portal for students and parents. This is a school-wide tab, meaning the high school in a district may have different options selected than a middle school. The Academic Planner may be made available to display in the Portal by selecting its options on the Display Options tab.

+ **Documentation**

Reports

Academic Plan Progress Batch

The Academic Plan Progress Batch Report allows counselors and other administrators to view a PDF report of several students' progress on their academic plans.

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Academic Plan Status

The Academic Plan Status Report indicates whether a student's graduation or academic program is on-track to meet minimum program requirements to graduate. Use this report to look for missing data, errors in student plans, or signs that there may be an error in transcript data or in the setup requirements.

+ **Documentation**

Course Plan Batch

The Course Plan Batch Report allows counselors and other administrators to view a PDF report of several students' course plans.

+ **Documentation**

Course Projections Report

The Course Projections Report uses planned courses from student academic plans to make course projections for future years.

+ **Documentation**

Calculate On-Track Status

The Calculate on-track status mode of the Course Plan Admin tool calculates each student's status toward successful completion of the assigned Academic Program.

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