Course Plan Admin Tool Rights

Last Modified on 12/14/2025 8:45 pm CST

The Course Plan Administration tool performs operations to lock and unlock course plans, clear parent/guardian approval, calculate program on-track status, post diplomas and planned courses to Course Requests for scheduling for multiple students at once, post certifications and seals, and update student status.

See the Course Plan Administration article for additional information.

Course Plan Administration

Available Tool Rights

R	W	A	D
• Access and view the Course Plan Administration tool. • Select different modes to update the course plan data. • Enter the required fields for running the updates or submitting the update to the batch queue. • View completed reports from the Batch Queue.	N/A	N/A	N/A

Suggested User Groups

- Counselors User Group

- See User Groups and Suggested Roles for more information.