

Course Plan Admin Tool Rights

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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 ☆

[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

Create course requests ▾

The courses selected in the students' course plan will be created as scheduling course requests to the currently selected calendar for the grade the student will be enrolled in. A student with a course plan will replace all previously created course requests. Students without a course plan will leave their existing course requests unchanged. Changes to course plans will not automatically update course requests.
Ensure that you are creating requests in the future calendar that you are planning to schedule.

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Course Plan Administration

Available Tool Rights

R	W	A	D
<ul style="list-style-type: none"> • 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.