Course Plan Administration - Start here

Last Modified on 07/28/2026 4:51 pm CDT

The Course Plan Administration tool is used to perform batch operations on multi-year student course plans for a selected school or all the schools in a district. **How-to guides** are presented in the order in which they appear for selection in the tool.

How-to guides

- Calculate On-Track Status
- Clear All Parent and Legal Guardian Approvals
- Create Course Requests
- Lock Course Plans
- Unlock Course Plans
- Post Certifications
- Post Diplomas
- Post Seals
- Calculate Direct Post Secondary Admission Tier (MN & WI)
- Update Student Status

Reference

- Graduation Options

Administrator Setup

- Course Plan Administration Tool Rights