

# Graduation Planner



Management Technology  
Macomb Intermediate School District

# Graduation Planner Overview

Graduation Planner is a “robust” tool for planning a student’s academic career, tracking and reporting on their progress, and evaluating graduation readiness.

Graduation Planner may be used as an alternative to or in conjunction with Graduation Requirements and Graduation Sets.



# Graduation Planner Overview

## Graduation Sets (old):

Requirement	Req	Completed	Current	Needed
A	1.00	1.00		Completed
English 9	1.00	Honors Freshman English A 0.50 Honors Freshman English B 0.50		Completed
B	1.00	1.00		Completed
English 10	1.00	Honors Sophomore English A 0.50 Honors Sophomore English B 0.50		Completed
C	1.00	0.00		1.00
English 11	1.00		Advanced Placement Literature B	1.00
D	1.00	0.00		1.00
English 12	1.00			1.00
E	1.00	1.00		Completed
Algebra I	1.00	Algebra I A 0.50 Algebra I B 0.50		Completed

## Graduation Planner (new):

Graduation Contracts					
Subject Group	Earned	Enrolled	Requested	Required	Progress
• Applegrove High School		13.5	2	38.5	<div><div></div></div> 23
• Credits to Graduate		13.5	2	26	<div><div></div></div> 10.5
• Mathematics		2	0.5	4	<div><div></div></div> 1.5
• Algebra I		1		1	<div><div></div></div> ✓
	Algebra I A (508001)	0.5			
	Algebra I B (508002)	0.5			
• Algebra II		0	0.5	1	<div><div></div></div> 0.5
			Algebra II B (508022)	0.5	
• Geometry		1		1	<div><div></div></div> ✓
	Geometry A (508011)	0.5			
	Geometry B (508012)	0.5			
• Math Course Final Year of High School		0		1	<div><div></div></div> 1



# Graduation Planner Overview

## Graduation Planner (new):

Graduation Contracts					
Subject Group	Earned	Enrolled	Requested	Required	Progress
• Applegrove High School		13.5	2	38.5	<div><div></div></div> 23
• Credits to Graduate		13.5	2	26	<div><div></div></div> 10.5
• Mathematics		2	0.5	4	<div><div></div></div> 1.5
• Algebra I		1		1	<div><div></div></div> ✓
	Algebra I A (608001)	0.5			
	Algebra I B (608002)	0.5			
• Algebra II		0	0.5	1	<div><div></div></div> 0.5
			Algebra II B (608022)	0.5	
• Geometry		1		1	<div><div></div></div> ✓
	Geometry A (608011)	0.5			
	Geometry B (608012)	0.5			
• Math Course Final Year of High School		0		1	<div><div></div></div> 1

Progress Bar Legend: ■ Completed Credits ■ Current Enrollments ■ Requested Courses



# Graduation Planner Overview

## Plan Types (2):

### **Graduation Contracts:** High School

Graduation Planner. Provides a method to determine graduation requirements based on credit hours.

### **Post Secondary Preparation Plans:** Used to

define criteria for admission to post-secondary institutions.





# Graduation Planner Overview

Graduation Planner is available to:

- Administration
  - Teachers
  - Parents
  - Students
- Access can be enabled or disabled



# Graduation Planner Setup

## District Level:


- Define graduation requirements & set up plan versions

## School Level:

- Final Grade Setup for presuming completion
- Enable/Disable student & parent access to see Graduation Plan
- Assignment of Graduation Plan(s) to students.



# Graduation Planner Screen

Graduation Contracts			
1 Graduation Plan	2 Version	3 Summary	
Applegrove High School	2016 and Beyond	Credits to Graduate req 25 , Additional Credits req 12.5	4 Select Students
	2015	Credits to Graduate req 25 , Additional Credits req 12.5	Select Students
	2014	Credits to Graduate req 26 , Additional Credits req 12.5	Select Students
	Ending 2013	Credits to Graduate req 27.5 , Additional Credits req 12.5	Select Students
			
Post-Secondary Preparation Plans			
Graduation Plan	Version	Summary	
New Graduation Plan 5			

1. **Graduation Plan** – name of graduation plan
2. **Version** – specific plan for displayed graduation years
3. **Summary** – summary of requirements

4. **Select Students** – click to select students assigned to plan
5. **New Graduation Plan** – click to create a new plan





# Graduation Planner Setup

*District Setup > Graduation Planner Setup > New Graduation Plan*

**Edit Graduation Plan**

Graduation Plan Name	<input type="text"/>
Is Post-Secondary	<input type="checkbox"/>
<i>Note that post-secondary graduation plans will select versions based on the student's year of graduation rather than graduation plan entry year.</i>	
<input type="button" value="Submit"/>	


- Enter the Graduation Plan Name
- Determine if this is to be a post-secondary plan.
- Click the Submit button to save



# Graduation Planner Setup

After creating the plan name, click the “All Years” link in the Version column to define graduation criteria.

**Graduation Planner Setup**

Graduation Contracts		
Graduation Plan	Version	Summary
High School Graduation	<a href="#">All Years</a>	Select Students
		
Post-Secondary Preparation Plans		
Graduation Plan	Version	Summary
<a href="#">New Graduation Plan</a>		



# Graduation Planner Setup

**Edit Graduation Plan Version**

Graduation Plan Definition			
Graduation Plan Name	High School Graduation		
Version Applies to Years	0 through 9999		
<a href="#">Copy Version</a> • <a href="#">Order Selectors</a>			
Subject Group	Credits Required	Course Numbers	Credit Assignment Strategy
<a href="#">Click the plus button to add subject groups -&gt;</a> <a href="#">+</a>			
<a href="#">Select Students In Version</a>		<a href="#">Delete</a>	<a href="#">Submit</a>

Initially, each graduation plan is created as a single version, which is defined as valid for students entering the plan from the start of time (0) through the end of

time (9999). If the requirements for a particular plan change in any year, you can modify the existing plan so that it ends the previous year, and create a new version, which starts the year of the change.




# Graduation Planner Setup

**Edit Graduation Plan Version**

Graduation Plan Definition	
Graduation Plan Name	High School Graduation
Version Applies to Years	0 through 9999

[Copy Version](#) • [Order Selectors](#)

Subject Group	Credits Required	Course Numbers	Credit Assignment Strategy
<i>Click the plus button to add subject groups -&gt;</i> 			

[Select Students In Version](#) [Delete](#) [Submit](#)

**Version Applies to Years –**  
Defined as valid from the Start of Time (0) to the End of Time (9999).

- Enter a starting year, then enter an ending year. If unknown, leave as 9999.
- Click Submit.



# Graduation Planner Setup

- Once submitted, the Graduation Planner Setup screen will display. Here you can choose the correct version of the plan you would like to modify.
- Notice that if the ending year was entered as 9999, it will display the version as [Starting Year] and Beyond.
- If an actual ending year was entered, the version will display as [Starting Year] – [Ending Year].





# Graduation Planner Setup

- A plan can have multiple versions.
- It is also possible to have multiple plans.
- A new version of a plan would be created when the graduation requirements change for a graduating class.
- A new plan would be created if a certain group of students out of a graduating class had different requirements:

## Example Plans:

- High School Graduation (normal scenario)
- PE Waiver/No PE Requirement Plan
- Special Education Plan
- Other Scenario



# Graduation Planner Setup

Select the version of the plan you want to modify.

**Graduation Planner Setup**

Graduation Contracts		
Graduation Plan	Version	Summary
High School Graduation	All Years	Select Students

**Post-Secondary Preparation Plans**

Graduation Plan	Version	Summary
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New Graduation Plan

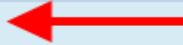



# Graduation Planner Setup


- **Graduation Plan Name** – This is the name of the plan you are currently in. You can click on the name to edit it.

**Edit Graduation Plan Version**

Graduation Plan Definition

Graduation Plan Name	High School Graduation	
Version Applies to Years	2013 through 9999	

 [Copy Version](#) • [Order Selectors](#)

Subject Group	Credits Required	Course Numbers	Credit Assignment Strategy
<i>Click the plus button to add subject groups -&gt;</i> 			

[Select Students In Version](#) [Delete](#) [Submit](#)



# Graduation Planner Setup

- **Version Applies to Years** – These are the years of the version. You can modify these, but they cannot overlap another versions years within that same plan.

**Edit Graduation Plan Version**



Graduation Plan Definition			
Graduation Plan Name	High School Graduation		
Version Applies to Years	2013 through 9999		
<a href="#">+ Copy Version</a> • <a href="#">Order Selectors</a>			
Subject Group	Credits Required	Course Numbers	Credit Assignment Strategy
Click the plus button to add subject groups -> <a href="#">+</a>			
<a href="#">Select Students In Version</a>		<a href="#">Delete</a>	<a href="#">Submit</a>



# Graduation Planner Setup

- **Copy Version** – Use this to copy that plans version. This will duplicate the current version and set it as a new version which you can make adjustments to.

**Edit Graduation Plan Version**

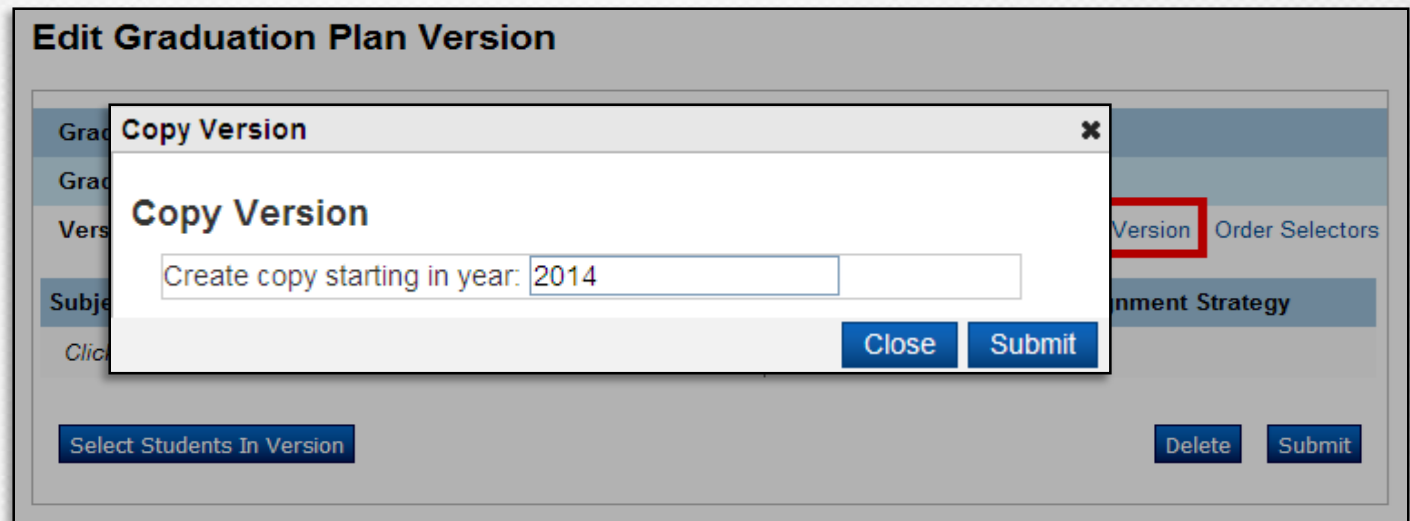
Graduation Plan Definition			
Graduation Plan Name	High School Graduation		
Version Applies to Years	2013	through	9999
			 <b>Copy Version</b> <a href="#">Order Selectors</a>
Subject Group	Credits Required	Course Numbers	Credit Assignment Strategy
Click the plus button to add subject groups ->			
<a href="#">Select Students In Version</a>		<a href="#">Delete</a>	<a href="#">Submit</a>





# Graduation Planner Setup

- **Copy Version** – The copy version screen will appear. Enter in a new starting year, then click Submit. This will automatically adjust the current plan to have the correct ending year.





The screenshot shows a web application interface for editing a graduation plan. A modal window titled "Copy Version" is open in the center, featuring a text input field with the value "2014" and two buttons: "Close" and "Submit". The background interface includes a sidebar with navigation links like "Grad", "Vers", "Subje", and "Click". The main content area has a "Version" tab highlighted with a red box, and other tabs like "Order Selectors" and "nment Strategy". At the bottom of the main area, there are buttons for "Select Students In Version", "Delete", and "Submit".



# Graduation Planner Setup

- **Order Selectors** – This determines what order the system should check through from your list of course groups in the plan.

**Edit Graduation Plan Version**

Graduation Plan Definition			
Graduation Plan Name	High School Graduation		
Version Applies to Years	2013	through	9999
			 Copy Version <b>Order Selectors</b>
Subject Group	Credits Required	Course Numbers	Credit Assignment Strategy
Click the plus button to add subject groups ->			

Select Students In Version


Delete Submit



# Graduation Planner Setup

- **Subject Group** – Displays the subject group used to track credit hour requirements.
- **Credits Required** – Displays the credits required for that group.

**Edit Graduation Plan Version**

Graduation Plan Definition	
Graduation Plan Name	High School Graduation
Version Applies to Years	<input type="text" value="2013"/> through <input type="text" value="9999"/> <a href="#">+ Copy Version</a> • <a href="#">Order Selectors</a>
<b>Subject Group</b>	<b>Credits Required</b> <b>Course Numbers</b> <b>Credit Assignment Strategy</b>
<i>Click the plus button to add subject groups -&gt;</i> 	



[Select Students In Version](#) [Delete](#) [Submit](#)



# Graduation Planner Setup

- **Course Numbers** – Displays a summary of the courses assigned to that subject group. This will also display if credit types are assigned to that subject group.

**Edit Graduation Plan Version**



Graduation Plan Definition			
Graduation Plan Name	High School Graduation		
Version Applies to Years	2013	through	9999
			 <a href="#">Copy Version</a> • <a href="#">Order Selectors</a>
Subject Group	Credits Required	Course Numbers	Credit Assignment Strategy
<i>Click the plus button to add subject groups -&gt;</i> 			
<a href="#">Select Students In Version</a>		<a href="#">Delete</a> <a href="#">Submit</a>	



# Graduation Planner Setup

- **Credit Assignment Strategy** – The assignment strategy allows overflow credits to be assigned to another subject group.

**Edit Graduation Plan Version**

Graduation Plan Definition			
Graduation Plan Name	High School Graduation		
Version Applies to Years	2013	through	9999
			 Copy Version • Order Selectors
Subject Group	Credits Required	Course Numbers	Credit Assignment Strategy
Click the plus button to add subject groups -> 			


Select Students In Version

Delete Submit






# Building the Graduation Plan

Click on the  button to add a new Subject Group.

### Edit Graduation Plan Version


Graduation Plan Definition			
Graduation Plan Name	High School Graduation		
Version Applies to Years	2013	through	9999
<div>Copy Version • Order Selectors</div>			
Subject Group	Credits Required	Course Numbers	Credit Assignment Strategy
Click the plus button to add subject groups ->			
<div>Select Students In Version</div>		<div>Delete Submit</div>	



# Building the Graduation Plan

- Enter the name of the requirement
- Enter the number of credits required
- Click Submit

**Edit Graduation Plan Requirement**

Path to Node	High School Graduation ⇒ (New)	
Name	<input type="text"/>	
Credits Required	<input type="text"/>	
<input type="submit" value="Submit"/>		

- Recommended to Create 2 top tier categories – Credits Required for Graduation and Additional Credits.



# Building the Graduation Plan

After creating the first top tier category, you will notice it adds the category to the list along with a “Total Credits Required” line.

**Edit Graduation Plan Version**


Graduation Plan Definition

Graduation Plan Name: High School Graduation


Version Applies to Years: 2013 through 9999 [Copy Version](#) • [Order Selectors](#)

Subject Group	Credits Required	Course Numbers	Credit Assignment Strategy
Total Credits Required:	36		
• Credits Required for Graduation	26		

[Select Students In Version](#) [Delete](#) [Submit](#)




# Building the Graduation Plan


When you hover over Total Credits Required or any of the subject groups, the row will highlight in dark blue and display a  button next to that group.


**Edit Graduation Plan Version**



**Graduation Plan Definition**

Graduation Plan Name: High School Graduation

Version Applies to Years: 2013 through 9999  Copy Version • Order Selectors


Subject Group	Credits Required	Course Numbers	Credit Assignment Strategy
Total Credits Required:	36 		
• Credits Required for Graduation	26		




Select Students In Version  Delete Submit

If you want to add another top tier category choose the  button next to Total Credits Required. If you want to add a child to a category click the  button next to that category.



# Building the Graduation Plan

Once you add the 2<sup>nd</sup> top tier category (Additional Credits), you can now start adding the subject groups. To do this, click the  button next to Credits Required for Graduation.

Graduation Plan Name		High School Graduation	
Version Applies to Years		2013	through 9999
		 Copy Version • Order Selectors	
Subject Group	Credits Required	Course Numbers	Credit Assignment Strategy
Total Credits Required:		36	
• Credits Required for Graduation	26		
• Additional Credits	10		
<a href="#">Select Students In Version</a>		<a href="#">Delete</a> <a href="#">Submit</a>	





# Building the Graduation Plan

## SAMPLE GRADUATION REQUIREMENTS

Michigan Merit Curriculum  
Requirements for:  
Class of 2011


Michigan Merit Curriculum High School Graduation Requirements	
<b>MATHEMATICS - 4 Credits</b>	
Algebra I Algebra II	Geometry One math course in final year of high school
<b>ENGLISH LANGUAGE ARTS - 4 Credits</b>	
English Language Arts 9 English Language Arts 10	English Language Arts 11 English Language Arts 12
<b>SCIENCE - 3 Credits</b>	
Biology Physics or Chemistry	One additional science credit
<b>SOCIAL STUDIES - 3 Credits</b>	
.5 credit in Civics U.S. History and Geography	.5 credit in Economics World History and Geography
<b>PHYSICAL EDUCATION &amp; HEALTH - 1 Credit</b>	
<b>VISUAL, PERFORMING AND APPLIED ARTS - 1 Credit</b>	
<b>ONLINE LEARNING EXPERIENCE</b> Course, Learning or Integrated Learning Experience	
<b>LANGUAGE OTHER THAN ENGLISH - 2 Credits</b> In grades 9-12; OR an equivalent learning experience in grades K-12 effective for students entering third grade in 2006 (Class 2016)	



# Building the Graduation Plan

Once the first subject group is added, you will see it starts to take the look of an outline as the “child” items are indented.

Subject Group	Credits Required	Course Numbers	Credit Assignment Strategy
Total Credits Required:		36	
• Credits Required for Graduation	26		
• Mathematics	4		
• Additional Credits	10		






Select Students In Version Delete Submit

Also notice that the total credits within child items do not factor into the “Total Credits Required” total. Only top tier items factor into this.



# Building the Graduation Plan

To add specific requirements to a subject group, click the  button next to that subject group.

Subject Group	Credits Required	Course Numbers	Credit Assignment Strategy
Total Credits Required: 36			
• Credits Required for Graduation	26		
• Mathematics	4		
• Additional Credits	10		


Select Students In Version Delete Submit




# Building the Graduation Plan

Add the name of the specific requirement and the credits required.

**Edit Graduation Plan Requirement**




Path to Node	High School Graduation ⇒ Credits Required for Graduation ⇒ Mathematics ⇒ (New)	
Name	<input type="text" value="Algebra I"/>	
Credits Required	<input type="text" value="1"/>	



Notice the Path to Node line now states that it is a child of Mathematics.



# Building the Graduation Plan

- Continue adding in all specific subject group requirements. Make sure to click the  button next to the main subject group and not the specific requirement.
- Only click the  button next to a specific requirement if you want to create a child item for that specific requirement, breaking that requirement out to be even more specific.
- When you're ready to add a new main subject group, make sure to click the  button next to the top tier category: "Credits Required for Graduation".





# Building the Graduation Plan

If a Red Exclamation appears next to a number, this indicates that the total of all children in a group totals more than its parent.

Re-evaluate that your totals are correct.

Subject Group	Credits Required	Course Numbers	Credit Assignment Strategy
<i>Total Credits Required:</i>		37	
• Credits Required for Graduation	26 !		
• Mathematics	4		
• Algebra I	1		
• Geometry	1		
• Algebra II	1		
• Senior Math (Set by Counselor upon completion)	1		
• English/Language Arts	4 ! +		+
• English 9	1		
• English 10	2		
• English 11	1		
• English 12	1		

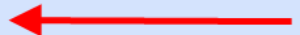
Children Have More Capacity than Parent



# Building the Graduation Plan

Once you are finished entering in all subject groups, the list should now look similar to this screenshot.

Subject Group	Credits Required	Course Numbers	Credit Assignment Strategy
<i>Total Credits Required:</i>		36	
• Credits Required for Graduation	26		
• Mathematics	4		
• Algebra I	1		
• Geometry	1		
• Algebra II	1		
• Senior Math (Set by Counselor upon completion)	1		
• English/Language Arts	4		
• English 9	1		
• English 10	1		
• English 11	1		
• English 12	1		
• Science	3		
• Biology	1		
• Physics or Chemistry	1		
• Additional Science Credit	1		
• Social Studies	3		
• Civics	0.5		
• Economics	0.5		
• U.S. History and Geography	1		
• World History and Geography	1		
• Physical Education & Health	1		



# Credit Assignment Strategy


As stated previously, the credit assignment strategy allows overflow credits to be assigned to another subject group.



Make sure the assignment strategy is set up correctly. If it is not set up correctly, completed courses/credits will not filter to the correct subject group.

If a course is only assigned to 2 subject groups and both have been fulfilled, the completed course will hide in the background. The Graduation Planner screen will not give any indication that there are hidden completed courses and it will not include those into the completed total amount.



# Credit Assignment Strategy

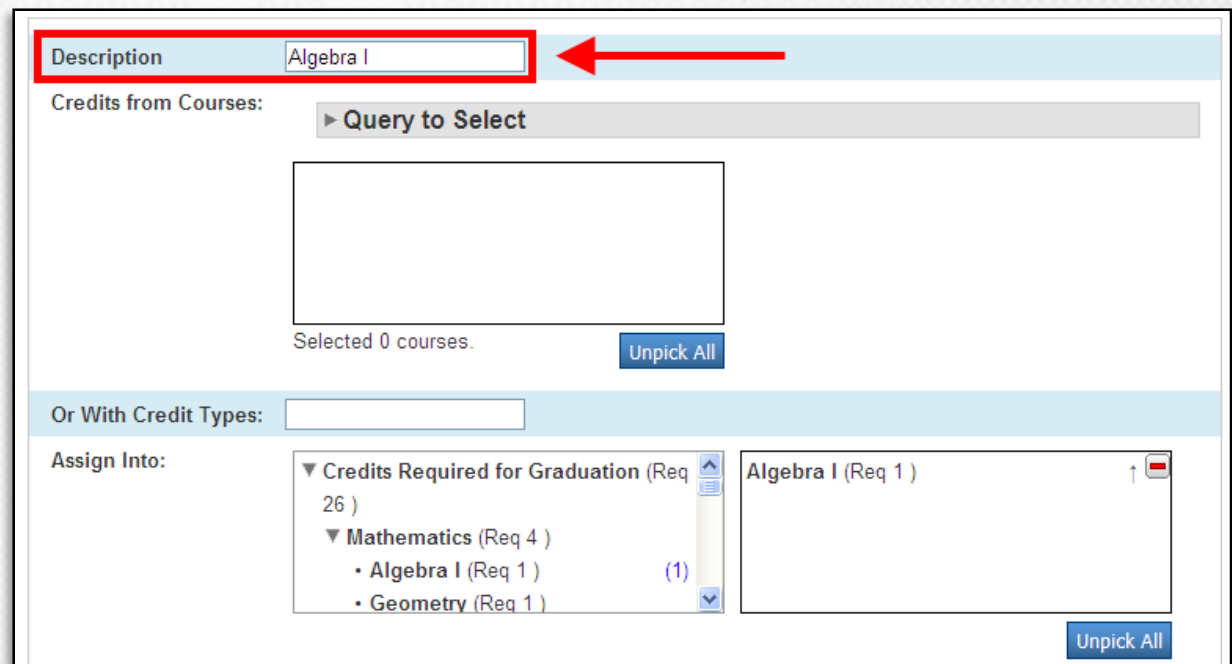
To add a credit assignment strategy, hover over the correct subject group/child, then click the  button in the Credit Assignment Strategy section.

Subject Group	Credits Required	Course Numbers	Credit Assignment Strategy
Total Credits Required:		36	
• Credits Required for Graduation	26		
• Mathematics	4		
• Algebra I	1		
• Geometry	1		
• Algebra II	1		
• Senior Math (Set by Counselor upon completion)	1		



# Credit Assignment Strategy

- **Description** – Defaults to the name of the Subject Group/Child item.



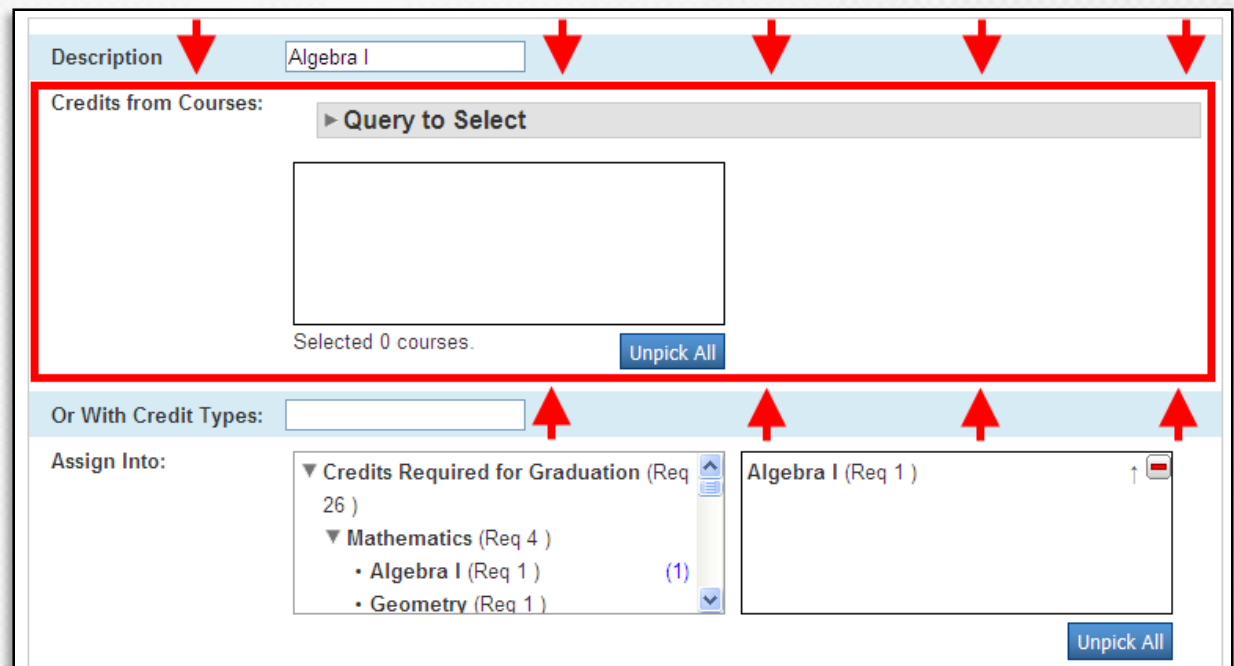
The screenshot shows a web-based interface for assigning credits. At the top, there is a light blue header bar with a label 'Description' and a text input field containing 'Algebra I'. A red rectangular box highlights this input field, and a red arrow points to it from the right. Below the header, the section 'Credits from Courses:' contains a button 'Query to Select' and a large empty rectangular box. Below the box, it says 'Selected 0 courses.' and there is a blue button 'Unpick All'. Below this, the section 'Or With Credit Types:' has an empty text input field. The 'Assign Into:' section features a tree view on the left with expandable categories: 'Credits Required for Graduation (Req 26 )', 'Mathematics (Req 4 )', 'Algebra I (Req 1 )' (with a blue '(1)' next to it), and 'Geometry (Req 1 )'. To the right of the tree is a list box containing 'Algebra I (Req 1 )' with an upward arrow and a red flag icon. A blue 'Unpick All' button is at the bottom right of the list box.





# Credit Assignment Strategy

- **Credits from Courses: Query to Select** – Expand to query based on Course Name/Number; or to add additional query criterion.

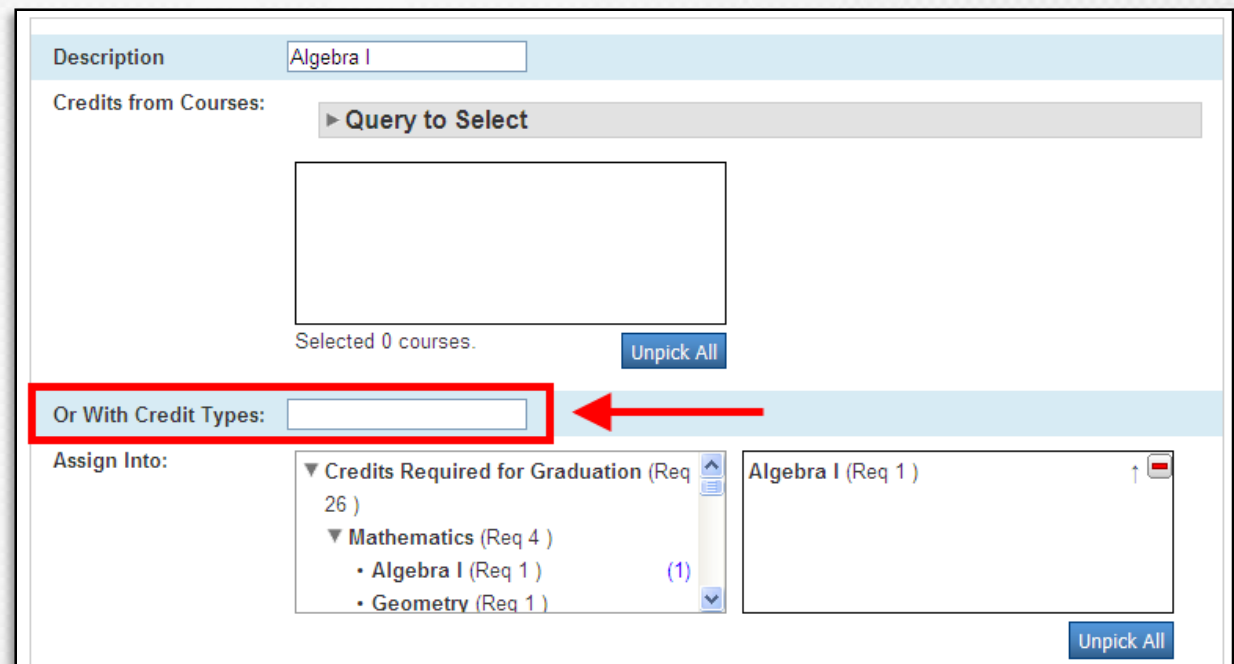


The screenshot displays the 'Credits from Courses' section of a graduation planner. A red box highlights the 'Query to Select' area, which is currently empty. Below this box, it says 'Selected 0 courses.' and there is an 'Unpick All' button. Above the box, the 'Description' field contains 'Algebra I'. To the right of the box, there are four red arrows pointing to the top of the box. Below the box, there is a section for 'Or With Credit Types:' with a dropdown menu. To the left of this section, there is a section for 'Assign Into:' with a tree view showing 'Credits Required for Graduation (Req 26)' and 'Mathematics (Req 4)' with sub-items 'Algebra I (Req 1)' and 'Geometry (Req 1)'. To the right of this section, there is a list box containing 'Algebra I (Req 1)' and an 'Unpick All' button. Red arrows point to the 'Or With Credit Types:' dropdown and the list box.



# Credit Assignment Strategy

- **Or With Credit Types** – Enter the appropriate credit types. Use commas to separate multiple code types. This is used for out-of-district transfer credits.

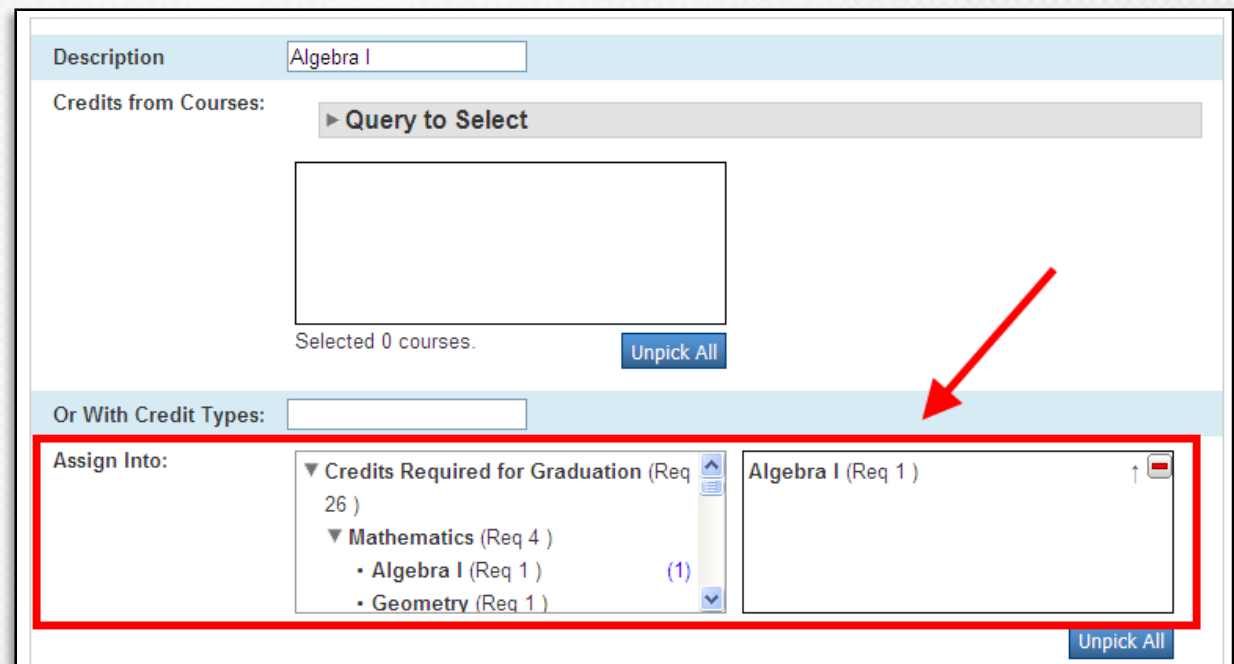


The screenshot displays the 'Graduation Planner' interface. At the top, the 'Description' field contains 'Algebra I'. Below it, the 'Credits from Courses' section shows a 'Query to Select' button and an empty list box with the text 'Selected 0 courses.' and an 'Unpick All' button. The 'Or With Credit Types' field is highlighted with a red box, and a red arrow points to it from the right. Below this, the 'Assign Into' section shows a tree view of 'Credits Required for Graduation (Req 26)' with 'Mathematics (Req 4)' expanded, showing 'Algebra I (Req 1)' and 'Geometry (Req 1)'. The 'Algebra I (Req 1)' is selected, and its details are shown in a box on the right, also with an 'Unpick All' button.



# Credit Assignment Strategy

- **Assign Into** – The list group on the left displays Subject Groups and Children. The list box on the right contains the current selection and the order of the assignment strategy.



Description: Algebra I

Credits from Courses: Query to Select

Selected 0 courses. Unpick All

Or With Credit Types:

Assign Into:

- ▼ Credits Required for Graduation (Req 26 )
  - ▼ Mathematics (Req 4 )
    - Algebra I (Req 1 ) (1)
    - Geometry (Req 1 )

Algebra I (Req 1 )

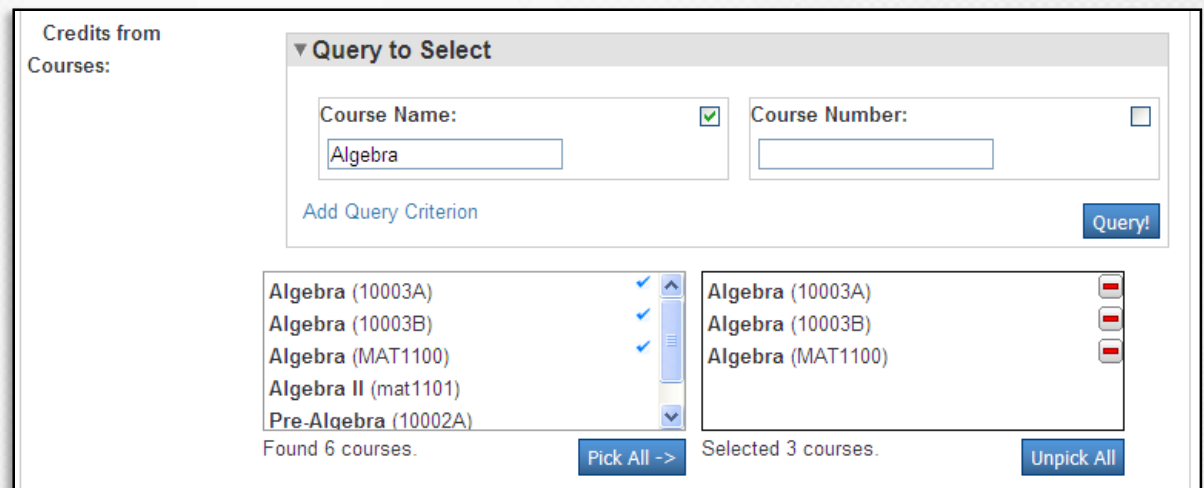
Unpick All



# Credit Assignment Strategy

To query for courses, expand the Query to Select box. Check the box to query by Course Name, Course Number, or both. Type in the correct information and click the Query! button.

A list of courses will display in the box below that you can select from. Notice items selected on the left receive a blue checkmark. To remove an item from the right, click the red minus button.



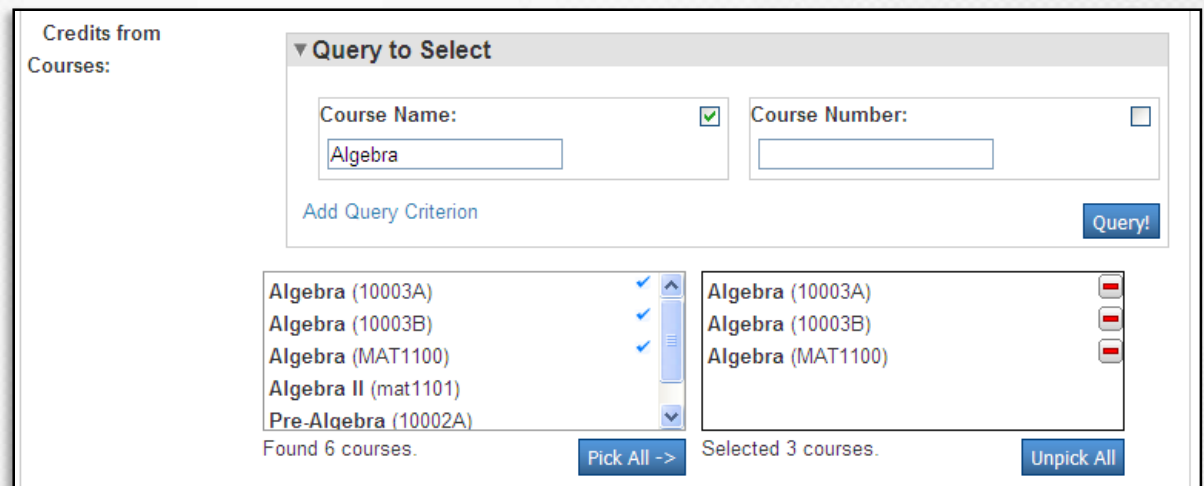
The screenshot shows a web interface for course selection. At the top, there's a section titled "Credits from Courses:". Below it is a "Query to Select" box. Inside this box, there are two input fields: "Course Name:" with a checked checkbox and "Course Number:" with an unchecked checkbox. The "Course Name" field contains the text "Algebra". Below these fields is a button labeled "Add Query Criterion" and a "Query!" button. Below the "Query to Select" box is a list of courses. The list is divided into two columns. The left column contains the following courses: "Algebra (10003A)", "Algebra (10003B)", "Algebra (MAT1100)", "Algebra II (mat1101)", and "Pre-Algebra (10002A)". Each course in the left column has a blue checkmark to its right. The right column contains the following courses: "Algebra (10003A)", "Algebra (10003B)", and "Algebra (MAT1100)". Each course in the right column has a red minus button to its right. Below the left list, it says "Found 6 courses." and there is a "Pick All ->" button. Below the right list, it says "Selected 3 courses." and there is an "Unpick All" button.



# Credit Assignment Strategy

It is possible to Query multiple times as well. Simply change the values you entered and click the Query! button again. This will display a new list of courses on the left side that you can add to your currently selected courses on the right.

Notice you can also click on the “Add Query Criterion” link which will allow you to search on things like Credit Type, Department, Subject Area, etc.



The screenshot displays the 'Credits from Courses' section of a graduation planner. It features a 'Query to Select' panel with search criteria for 'Course Name' (set to 'Algebra') and 'Course Number'. Below the search panel is a list of available courses on the left and a list of selected courses on the right. The left list includes 'Algebra (10003A)', 'Algebra (10003B)', 'Algebra (MAT1100)', 'Algebra II (mat1101)', and 'Pre-Algebra (10002A)'. The right list shows 'Algebra (10003A)', 'Algebra (10003B)', and 'Algebra (MAT1100)'. Buttons for 'Add Query Criterion', 'Query!', 'Pick All ->', and 'Unpick All' are visible.

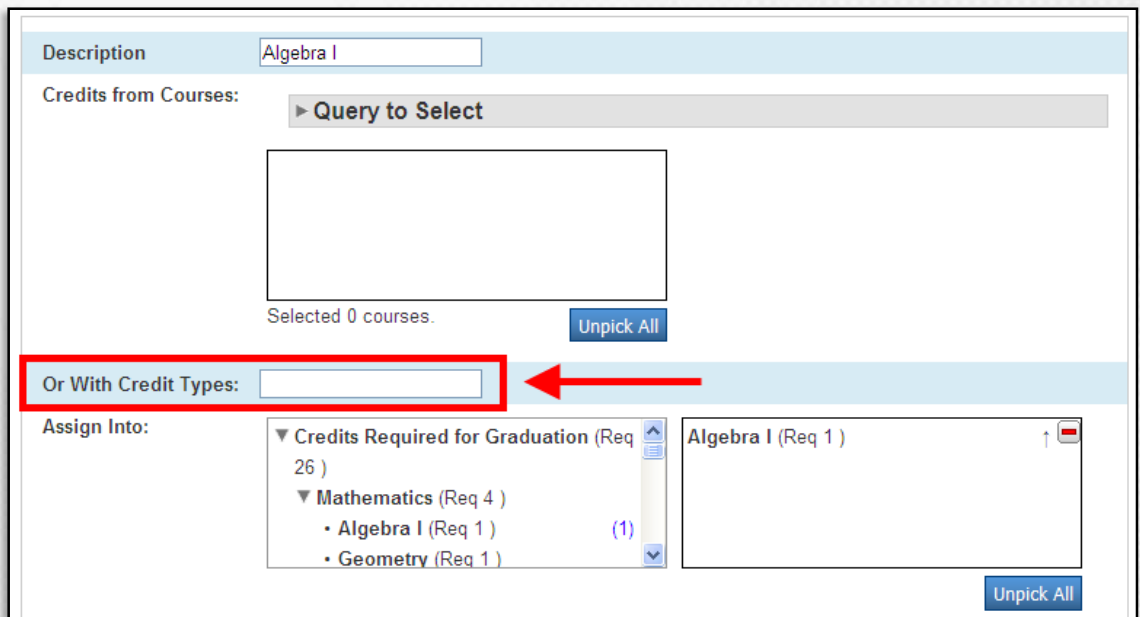
Credits from Courses:	
<b>Query to Select</b>	
Course Name: <input type="text" value="Algebra"/>	Course Number: <input type="text"/>
<a href="#">Add Query Criterion</a> <a href="#">Query!</a>	
<div>Algebra (10003A) ✓</div> <div>Algebra (10003B) ✓</div> <div>Algebra (MAT1100) ✓</div> <div>Algebra II (mat1101)</div> <div>Pre-Algebra (10002A)</div> <div>Found 6 courses.</div>	<div>Algebra (10003A)</div> <div>Algebra (10003B)</div> <div>Algebra (MAT1100)</div> <div>Selected 3 courses.</div>
<a href="#">Pick All -&gt;</a>	<a href="#">Unpick All</a>





# Credit Assignment Strategy

Once you have performed the query and selected all courses that meet the requirement, type in any credit types related to this subject group in the “Or With Credit Type” field.



The screenshot displays a software interface for assigning credits. At the top, the 'Description' field contains 'Algebra I'. Below it, the 'Credits from Courses' section shows a 'Query to Select' button and an empty list box with the text 'Selected 0 courses.' and an 'Unpick All' button. The 'Or With Credit Types' field is highlighted with a red box and a red arrow pointing to it. Below this, the 'Assign Into' section shows a tree view of requirements: 'Credits Required for Graduation (Req 26)' expanded to show 'Mathematics (Req 4)' which includes 'Algebra I (Req 1)' (marked with a blue '(1)') and 'Geometry (Req 1)'. To the right, a list box contains 'Algebra I (Req 1)' with an 'Unpick All' button at the bottom.



# Credit Assignment Strategy

Now you will have to determine the Assignment Strategy. Select the order in which you want the completed courses for this subject group to filter down. The current subject group will be displayed by default. Remember to place the Additional Credits category at the end.

Click submit when complete.

Description: Algebra I

Credits from Courses: [Query to Select](#)

Selected 0 courses. [Unpick All](#)

Or With Credit Types:

Assign Into:

- ▼ Credits Required for Graduation (Req 26 )
- ▼ Mathematics (Req 4 )
  - Algebra I (Req 1 ) (1)
  - Geometry (Req 1 )

Algebra I (Req 1 ) [Unpick All](#)



# Credit Assignment Strategy

Once you have set up all of the required subject groups, you will set up the Electives group. You will want to assign every course (theoretically) into this category.

Even though courses may be duplicated in the assignment listing, courses assigned to other subject groups will not filter down into the Electives group until each of the other groups that the course is assigned into has been filled.



# Credit Assignment Strategy

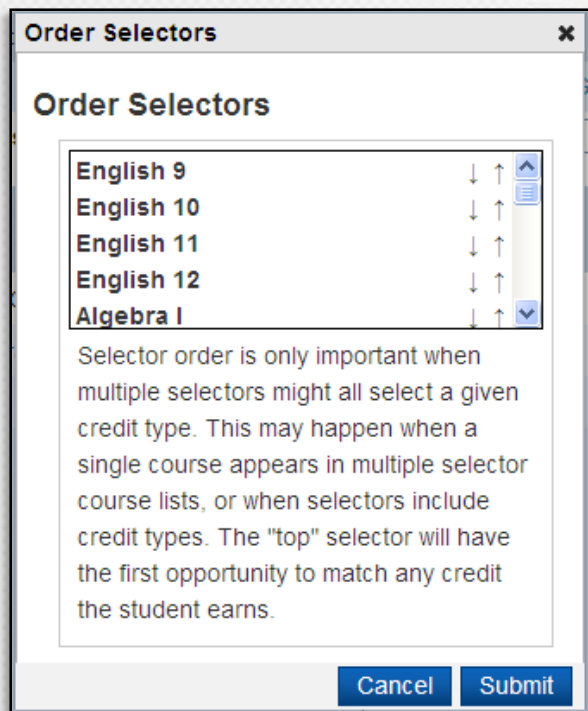
The Graduation Plan should now display information in all parts of the screen. It will show a sample of the courses assigned to each subject group, any credit types assigned, and the assignment strategy.

Credits Required for Graduation		26	
Mathematics	4		
Algebra I	1	10003A, 10003B, MAT1100 or Credit Type Of ALG1	Algebra I > Electives > Additional Credits
Geometry	1	10004A, 10004B, MAT2001 or Credit Type Of GEOM	Geometry > Electives > Additional Credits
Algebra II	1	mat1101 or Credit Type Of ALG2	Algebra II > Electives > Additional Credits
Senior Math (Set by Counselor upon completion)	1	Credit Type Of SMAT	Senior Math (Set by Counselor upon completion) > Electives > Additional Credits
English/Language Arts	4		





# Order Selectors



The next part to set up is the Order Selectors area. The selector order is important when multiple selectors have the same course and/or credit type selected.

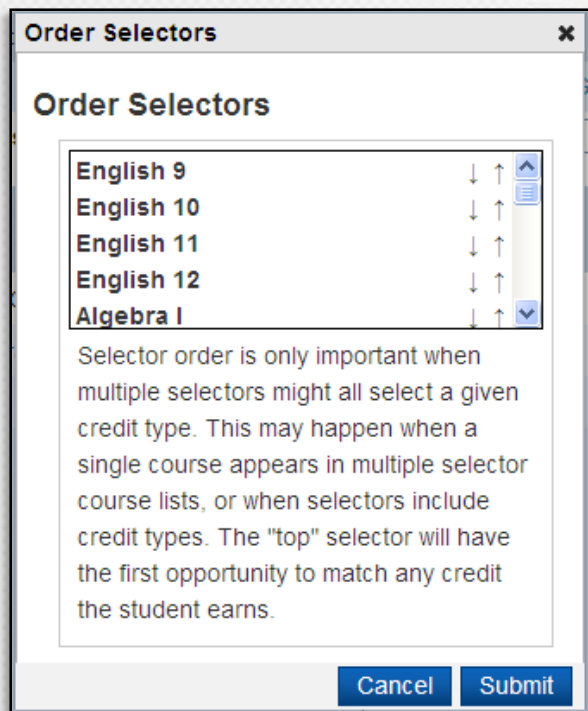
The “top” selector has the first opportunity to match any credit the student earns.

To order selectors, click the arrows on the right to move item either up or down.





# Order Selectors



Be sure to check this each time you add selectors to a graduation plan. When adding new items, it will add them to the end of the list.

On the initial setup of the plan, it will take the order in which you set up each course group.

You will notice the selector group of “Additional Credits” will not appear in the listing. This is because nothing starts in this group. All are passed down.



# Graduation Plan Complete

The graduation plan is now complete!




The next few slides will cover:

- Process for Deleting a Graduation Plan
- School Setup
- Assigning Graduation Plans to students (single & multiple)
- Graduation Plan Progress Screens
- Graduation Plan Progress Reports
- Parent/Teacher View



# Deleting a Graduation Plan

A Graduation Plan cannot be deleted if it is linked to a student. Students must be unlinked from all versions within that plan. Start by clicking the Select Students link next to the plan you want to delete.

Graduation Contracts			
Graduation Plan	Version	Summary	
01 - PSUG - High School Graduation - *Subject Groups Only*	2013 and Beyond 	Credits Required for Graduation req 26 , Additional Credits req 10	<a href="#">Select Students</a>
02 - PSUG - High School Graduation - *Groups and Strategies*	2013 and Beyond 	Credits Required for Graduation req 26 , Additional Credits req 10	<a href="#">Select Students</a>
High School Diploma	All Years 	English req 4 , Math req 4 , Science req 2 , Social Studies req 2 , Physical Education/Health req 3 , Fine Arts req 2 , Life Skills req 1.5 , Technology Education req 1.5 , Electives req 2	<a href="#">Select Students</a>



Select Students

Select Students

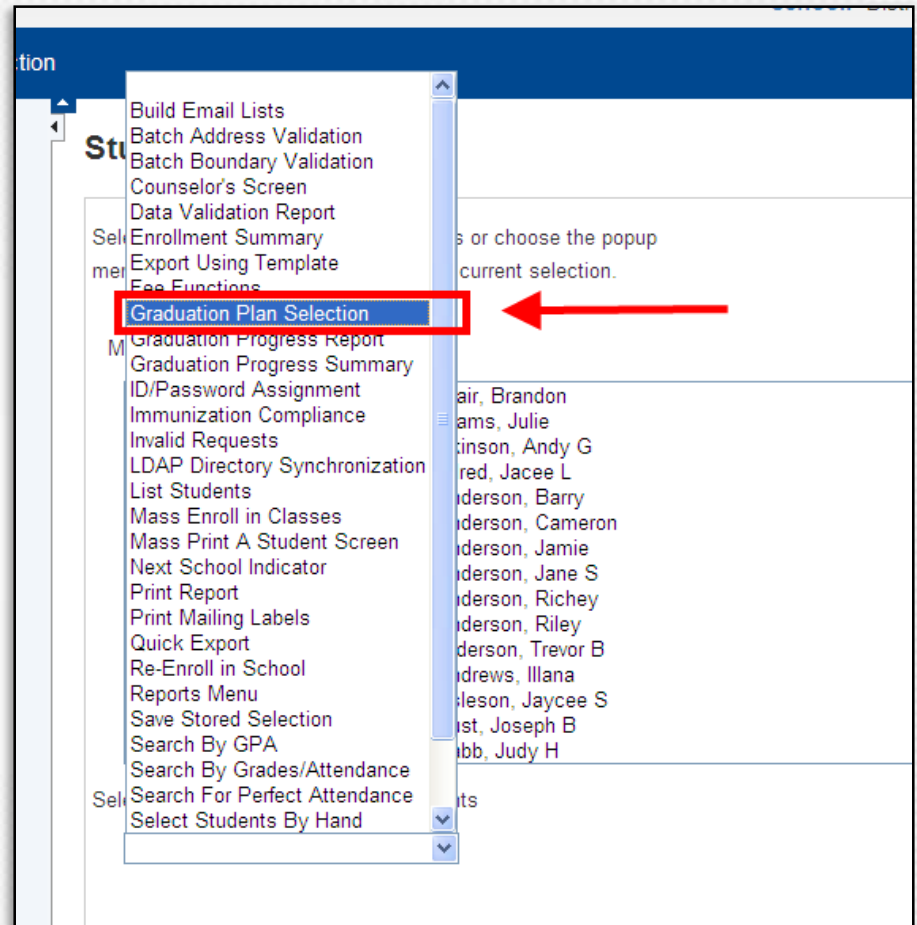
Select Students



# Deleting a Graduation Plan

A student selection list will be displayed.

Select Graduation Plan Selection from the pop-up menu at the bottom of the list.





# Deleting a Graduation Plan

Click the Remove the selected plans radio button.

Select the Graduation Plan from the Graduation Contracts left list box.

Click Submit.

Modify Graduation Plan for the currently selected 205 students:

**Action to Take**

☐ Add the selected plans (replacing versions of the same plan)  
☐ Replace all student selections with the versions below  
☒ Remove the selected plans

**Graduation Contracts**

01 - PSUG - High School Graduation - \*Subject Groups Only\*  
02 - PSUG - High School Graduation - \*Groups and Strategies\* (1)  
High School Diploma

02 - PSUG - High School Graduation - \*Groups and Strategies\*

Unpick All

**Post-Secondary Preparation Plans**

Unpick All

**NOTE:** These changes are permanent and can not be undone.  
By selecting the Plan above, the version assigned to each student will be determined by the year they entered the graduation plan (for contracts) or their year of graduation (for post-secondary plans).

Submit





# Deleting a Graduation Plan

Once all students are removed, go back into the Graduation Planner Setup screen in District Setup. Select the name of the plan you want to delete.

Graduation Contracts			
Graduation Plan	Version	Summary	
01 - PSUG - High School Graduation - *Subject Groups Only*	2013 and Beyond	Credits Required for Graduation req 26 , Additional Credits req 10	Select Students

Now select the Delete button.

**\*\*WARNING\*\*** - there is no button to confirm deletion!

Is Post-Secondary

Note that post-secondary graduation plans will select versions based on the student's year of graduation rather than graduation plan entry year.

Plan Versions	2013 and Beyond	Credits Required for Graduation req 26 , Additional Credits req 10
---------------	-----------------	--

Select Students In Plan

→ 

Delete

Submit



# School Setup


## Graduation Planner Setup

School under Setup > Graduation Planner Setup under General

Start Page > School Setup > Graduation Planner Setup

Two Options:

- Allow students/parents to see Graduation Plan Progress
- Allow students/parents to see Post-Secondary Plans



**Graduation Planner Setup**

**Settings**

☐ Allow students/parents to see Graduation Plan Progress ☐ Allow students/parents to select Post-Secondary Plans

Submit

# School Setup

## Final Grade Setup

School under Setup > Final Grade Setup under Grading

Start Page > School Setup > Final Grade Setups for PowerTeacher

- Used to define the number of days after the end of enrollment to consider the course as “in progress”.
- Negative number can be used to indicate the number of days before then end of enrollment.

**\*\*Not Required\*\***

### Options for presuming complete ( Course Prerequisite rules and Graduation Plan Progress )

Enter the number of days after the end of enrollment that you want the course prerequisite rule evaluator to presume completion and Graduation Plans to include the enrollment as “in progress”. This number allows the administrator some number of days between the end of a term and the storage of grades for that term.

A negative number allows specification of the number of days before the day the enrollment ends, for instances where the school typically records grades prior to enrollments ending (rare).

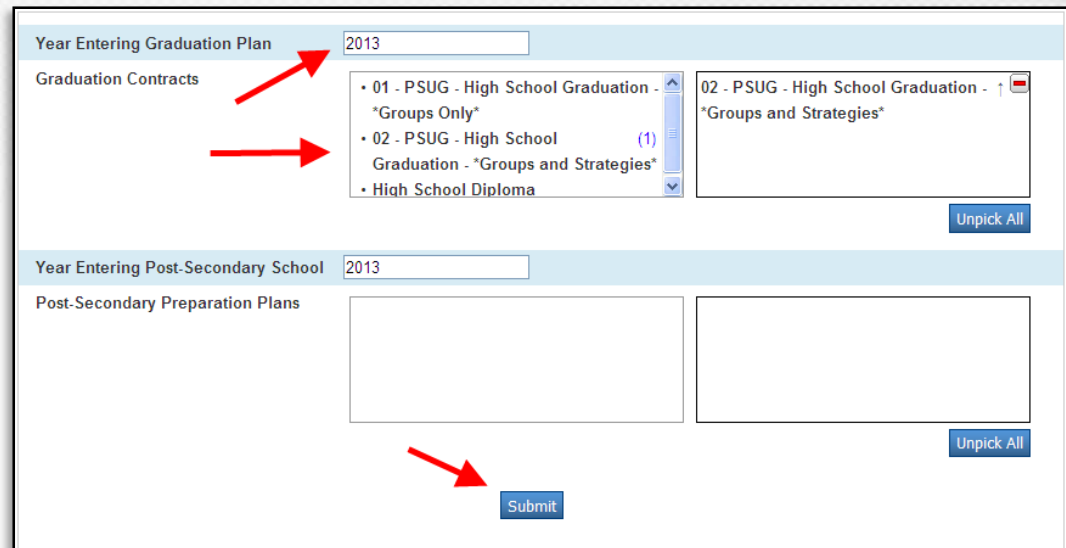
Submit



# Assigning Graduation Plan(s)

## Single Student

- Select Student
- Select Graduation Plan Selection
- Enter Year Entering Graduation Plan
- Click Graduation Plan(s) in Graduation Contracts left list box
- Click Submit



The screenshot shows the 'Graduation Planner' interface. At the top, there is a section for 'Year Entering Graduation Plan' with a dropdown menu set to '2013'. Below this is a 'Graduation Contracts' section with a list box on the left containing three items: '01 - PSUG - High School Graduation - \*Groups Only\*', '02 - PSUG - High School Graduation - \*Groups and Strategies\*' (highlighted with a blue background and a '(1)' next to it), and 'High School Diploma'. A red arrow points to the '02' item in the list box. To the right of the list box is a preview area showing '02 - PSUG - High School Graduation - \*Groups and Strategies\*'. Below the 'Graduation Contracts' section is a section for 'Year Entering Post-Secondary School' with a dropdown menu set to '2013'. Below this is a 'Post-Secondary Preparation Plans' section with two empty text boxes. A red arrow points to the 'Submit' button at the bottom right of the interface.

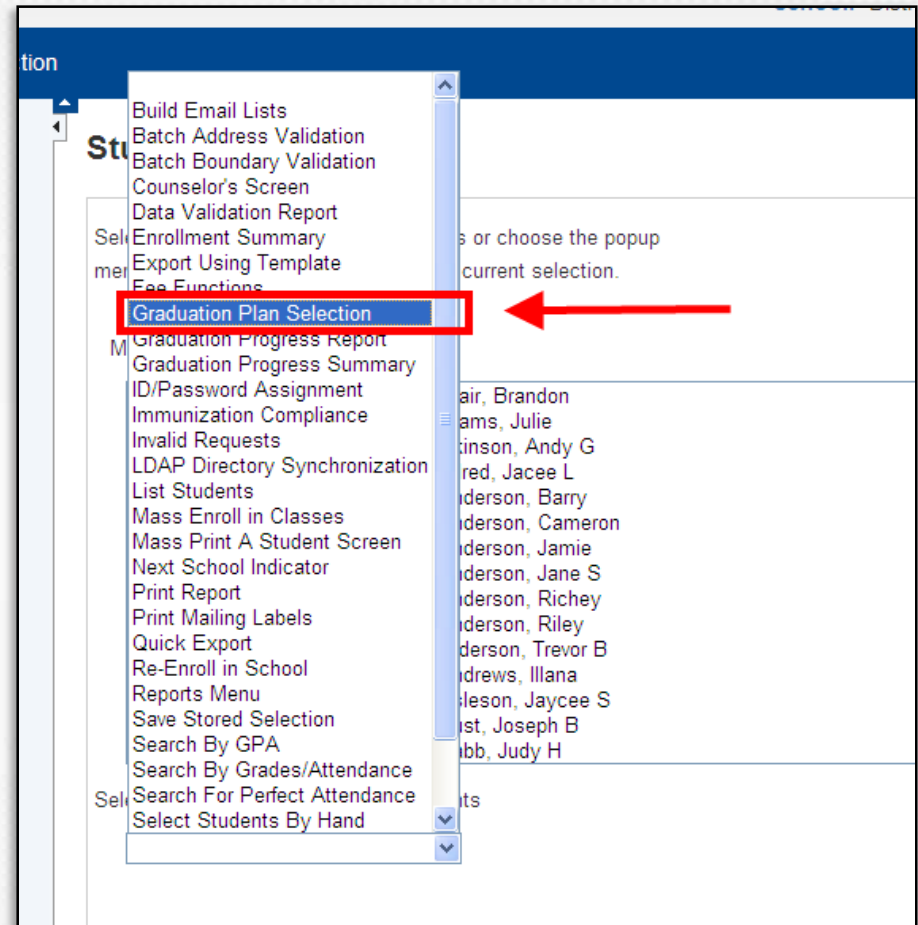




# Assigning Graduation Plan(s)

## Multiple Students

- Select Students
- Select Graduation Plan Selection from Functions Pop-up list
- Assignment can also be performed by going to:  
Special Functions >  
Group Functions >  
Graduation Plan Selection





# Assigning Graduation Plan(s)

## Multiple Students

### Action to Take:

- Add the selected plans (replacing versions of the same plan)
- Replace all student selections with the versions below
- Remove the selected plans

Modify Graduation Plan for the currently selected 205 students:

**Action to Take** →

- ☐ Add the selected plans (replacing versions of the same plan)
- ☐ Replace all student selections with the versions below
- ☐ Remove the selected plans

**Graduation Contracts**

- 01 - PSUG - High School Graduation - \*Subject Groups Only\*
- 02 - PSUG - High School Graduation - \*Groups and Strategies\*
- High School Diploma

**Post-Secondary Preparation Plans**

**NOTE: These changes are permanent and can not be undone.**  
By selecting the Plan above, the version assigned to each student will be determined by the year they entered the graduation plan (for contracts) or their year of graduation (for post-secondary plans).

**Submit**



# Assigning Graduation Plan(s)

## Multiple Students

### Graduation Contracts:

- Click the plan in the left list box.
- Use the arrows in the right list box to determine display order.
- Click red minus button to remove a single plan.
- Click Unpick All to remove all plans.

Modify Graduation Plan for the currently selected 205 students:

**Action to Take**

- ☐ Add the selected plans (replacing versions of the same plan)
- ☐ Replace all student selections with the versions below
- ☐ Remove the selected plans

**Graduation Contracts**

→

- 01 - PSUG - High School Graduation - \*Subject Groups Only\*
- 02 - PSUG - High School Graduation - \*Groups and Strategies\* (1)
- High School Diploma

- 02 - PSUG - High School Graduation - \*Groups and Strategies\*

Unpick All

**Post-Secondary Preparation Plans**

Unpick All

**NOTE:** These changes are permanent and can not be undone.  
By selecting the Plan above, the version assigned to each student will be determined by the year they entered the graduation plan (for contracts) or their year of graduation (for post-secondary plans).

Submit



# Graduation Plan Progress

- Select Student
- Click Graduation Plan Progress under Academics
- Plans are listed in the order defined on the Graduation Plan Selection screen



# Graduation Plan Progress

Graduation Plan Progress includes:

- Subject Group
- Courses and credits completed
- Courses and credits currently enrolled
- Total number of credits required
- Progress bar:
  - Completed courses in dark green
  - Currently enrolled courses in light green
  - Requested courses in yellow
  - Number of credits needed
- Check mark indicates requirements have been met



# Graduation Plan Progress

## Graduation Plan Progress Sample

Graduation Contracts					
Subject Group	Earned	Enrolled	Requested	Required	Progress
• 02 - PSUG - High School Graduation - *Groups and Strategies*	18	4		36	<div><div></div></div> 14
• Credits Required for Graduation	14	2		26	<div><div></div></div> 10
• Mathematics	1			4	<div><div></div></div> 3
• Algebra I	1			1	<div><div></div></div> ✓
Algebra (MAT1100)	0.5				
Algebra (MAT1100)	0.5				
• Geometry	0			1	<div><div></div></div> 1
• Algebra II	0			1	<div><div></div></div> 1
• Senior Math (Set by Counselor upon completion)	0			1	<div><div></div></div> 1
• English/Language Arts	2			4	<div><div></div></div> 2
• English 9	1			1	<div><div></div></div> ✓
English 1 (ENG1000)	0.5				

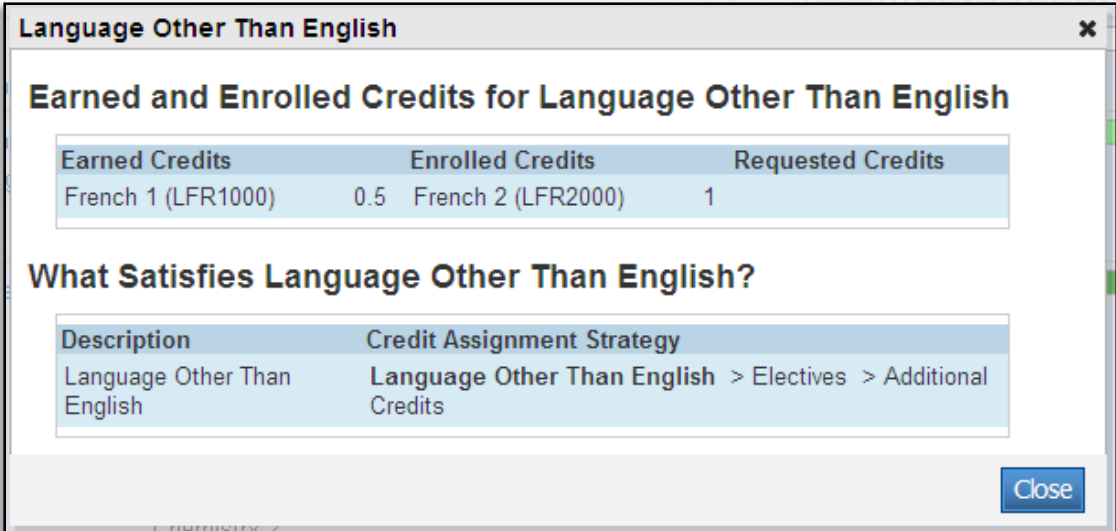




# Graduation Plan Progress

## Pop-up Windows

- Clicking the Graduation Plan or Subject Group opens a pop-up window that displays:
  - Earned Credits
  - Enrolled Credits
  - Requested Credits
- Credit Assignment Strategy included for Subject Groups



**Language Other Than English**

**Earned and Enrolled Credits for Language Other Than English**

Earned Credits	Enrolled Credits	Requested Credits
French 1 (LFR1000)	0.5	French 2 (LFR2000) 1

**What Satisfies Language Other Than English?**

Description	Credit Assignment Strategy
Language Other Than English	Language Other Than English > Electives > Additional Credits

Close



# Reports

## Graduation Progress Report

- Select a student or a group of students
  - Selecting large group of students may impact system performance
  - Run report at off-peak times for large groups
- Select Graduation Progress Report from Functions pop-up list
- Report can also be ran by going to:  
Special Functions > Group Functions > Graduation Progress Report



# Reports

## Graduation Progress Report

- Report options include:
  - Skip students with no plan
  - Include all students
- Click the Submit button to generate the report to the screen

**Graduation Progress Report Parameters**

Option	Value
Students	The selected 31 students
Include page for students with no plan	<input checked="" type="radio"/> Skip students with no plan <input type="radio"/> Include all students

**Warning:** This report may adversely impact the performance of the system if run for too large a selection of students. Plan to run this report at off-peak times, or check with your system administrator prior to running.



# Reports

## Graduation Progress Report

- Printing instructions listed at the top of the screen
  - Turn on printing of backgrounds
  - Turn off printing of header information
  - Use Print Preview to confirm output

Start Page > Special Functions > Group Functions > Graduation Progress Report Parameters > Graduation Progress Report

### Instructions for Printing

Page breaks will be output when this page is printed. This instructional text will not be sent to the printer.  
 Note that due to browser differences, some browsers may fail to properly print this report. **The fully supported browsers for this report are Internet Explorer 8.0+ on Windows, Safari 4.0+ on OS X, and Firefox 3.6+ on all platforms.**

Tips for printing:

- **Turn on printing of backgrounds.** Shading and colorations in this reports are all "backgrounds", and not printing backgrounds will generally lead to illegible printouts.
- Turn **off** printing of "header" information in your browser settings. If this is not off, each page printed will include (depending on browser) the URL of this page, a page number, and a time stamp. These are generally not desired for this report.
- It is advised that you use your browsers "Print Preview" feature to confirm that the output is correct prior to sending to the printer. **You may adjust text size using the text font size controls of your browser. You may also control landscape/portrait printing via your browser settings.** Doing so may fix cases where table cells end up spanning page breaks or where the report appears too small in the final output

▼ Brandon Adair (3)

### Graduation Contracts

Subject Group	Earned	Enrolled	Requested	Required	Progress
• 02 - PSUG - High School Graduation - "Groups and Strategies"	18	4	36		14
• Credits Required for Graduation	14	2	26		10
• Mathematics	1		4		3

- Supported browsers
  - Internet Explorer 6.0+
  - Safari 2.0+
  - Firefox 3.0+





# Reports

## Graduation Progress Summary

- Graphical representation of student's grad plan progress
- Select student or groups of students
  - Selecting large group of students may impact system performance
  - Run report at off-peak times for large groups
- Select Graduation Progress Summary from Functions pop-up list
- Report can also be ran by going to:  
Special Functions > Group Functions > Graduation Progress Summary





# Reports

## Graduation Progress Summary

- Select Plan Version to Display
- Selectors will be displayed in the Columns to Display left list box
- Click appropriate selectors
- Use arrows in right list box to order selectors
- Click submit to generate

**Graduation Progress Summary Parameters**

Option	Value
Students	The selected 31 students
Plan Version to Display	<div>▼ 01 - PSUG - High School Graduation - *Groups Only* • 2013 and Beyond ▼ 02 - PSUG - High School Graduation - *Groups and Strategies*</div>
Columns to Display	<div>▼ 02 - PSUG - High School Graduation - *Groups and Strategies* ▼ Credits Required for Graduation • Mathematics • Algebra I</div> <div>Credits Required for Graduation Mathematics English/Language Arts Science Social Studies</div>

Options depend upon plan selection

Unpick All

Warning: This report may adversely impact the performance of the system if run for too large a selection of students. Plan to run this report at off-peak times, or check with your system administrator prior to running.

Submit



# Reports


## Graduation Progress Summary

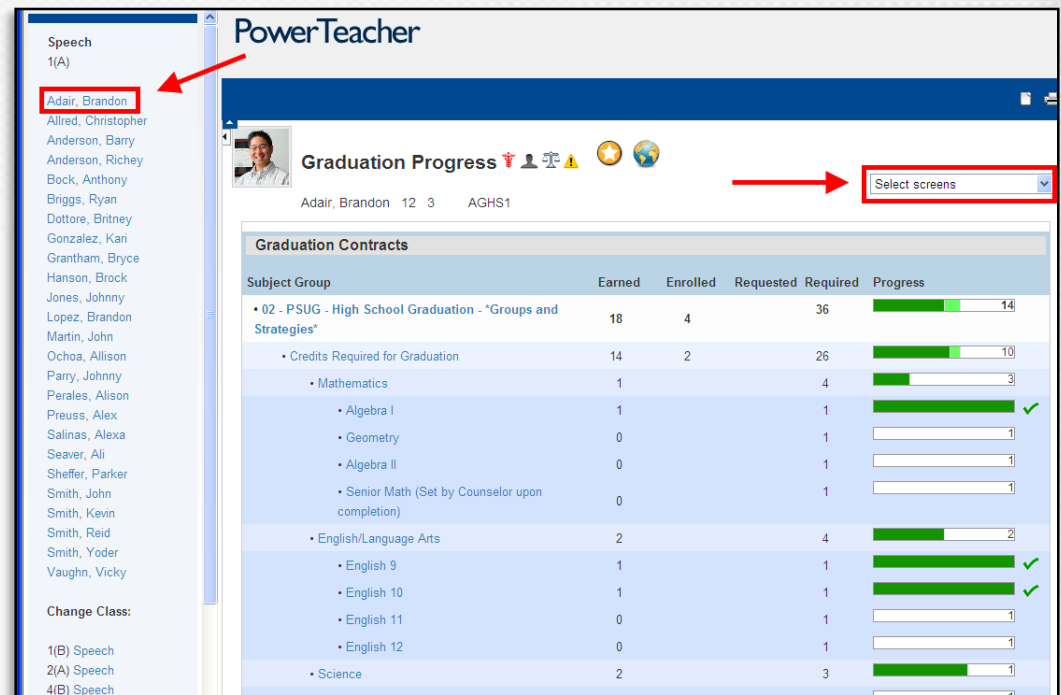
### Graduation Progress Summary Report Sample

	Credits Required for Graduation Req 26	Mathematics Req 4	English/Language Arts Req 4	Science Req 3	Social Studies Req 3	Physical Education & Health Req 1	Visual, Performing, and Applied Arts Req 1	Online Learning Experience Req 1	Language Other Than English Req 2	Electives Req 7
Brandon Adair (3)	<div><div></div><div>10</div></div> 14 → 16	<div><div></div><div>3</div></div> 1	<div><div></div><div>2</div></div> 2	<div><div></div><div>1</div></div> 2	<div><div></div><div>2.5</div></div> 0.5	<div><div></div><div>1</div></div> 1	<div><div></div><div>1</div></div> 1	<div><div></div><div>1</div></div> 0	<div><div></div><div>0.5</div></div> 0.5 → 1.5	<div><div></div><div>6</div></div> 6 → 7
Corby Adams (4)	<div><div></div><div>12.5</div></div> 10 → 13.5	<div><div></div><div>4</div></div> 0	<div><div></div><div>3</div></div> 0.5 → 1	<div><div></div><div>1.5</div></div> 0.5 → 1.5	<div><div></div><div>1</div></div> 1.5 → 2	<div><div></div><div>1</div></div> 1	<div><div></div><div>1</div></div> 1	<div><div></div><div>1</div></div> 0	<div><div></div><div>2</div></div> 0	<div><div></div><div>5.5</div></div> 5.5 → 7
Julie Adams (2)	<div><div></div><div>10</div></div> 15 → 16	<div><div></div><div>3</div></div> 1	<div><div></div><div>2.5</div></div> 1.5	<div><div></div><div>0.5</div></div> 2.5	<div><div></div><div>2.5</div></div> 0.5	<div><div></div><div>1</div></div> 1	<div><div></div><div>1</div></div> 1	<div><div></div><div>1</div></div> 0	<div><div></div><div>0.5</div></div> 0.5 → 1.5	<div><div></div><div>7</div></div> 7
Emmy Ahlberg (5)	<div><div></div><div>12.5</div></div> 10.5 → 13.5	<div><div></div><div>4</div></div> 0	<div><div></div><div>3</div></div> 0.5 → 1	<div><div></div><div>1.5</div></div> 1.5	<div><div></div><div>1</div></div> 1.5 → 2	<div><div></div><div>1</div></div> 1	<div><div></div><div>1</div></div> 1	<div><div></div><div>1</div></div> 0	<div><div></div><div>2</div></div> 0	<div><div></div><div>5</div></div> 5 → 7
Andy G Aikinson (6)	<div><div></div><div>11</div></div> 13.5 → 15	<div><div></div><div>2.5</div></div> 1.5	<div><div></div><div>2</div></div> 2	<div><div></div><div>1</div></div> 2	<div><div></div><div>3</div></div> 0	<div><div></div><div>1</div></div> 1	<div><div></div><div>1</div></div> 0	<div><div></div><div>1</div></div> 0	<div><div></div><div>1.5</div></div> 1.5	<div><div></div><div>5.5</div></div> 5.5 → 7
Scott Alfonso (7)	<div><div></div><div>13</div></div> 10 → 13	<div><div></div><div>3</div></div> 1	<div><div></div><div>2</div></div> 1.5 → 2	<div><div></div><div>2.5</div></div> 0.5	<div><div></div><div>2</div></div> 1	<div><div></div><div>1</div></div> 1	<div><div></div><div>1</div></div> 0	<div><div></div><div>1</div></div> 0	<div><div></div><div>1</div></div> 0 → 1	<div><div></div><div>1.5</div></div> 5 → 6.5
Victor C Allen (8)	<div><div></div><div>9</div></div> 15 → 17	<div><div></div><div>2</div></div> 1 → 2	<div><div></div><div>2</div></div> 2	<div><div></div><div>1.5</div></div> 1.5	<div><div></div><div>1</div></div> 2	<div><div></div><div>1</div></div> 1	<div><div></div><div>0.5</div></div> 0.5	<div><div></div><div>1</div></div> 0	<div><div></div><div>1</div></div> 0.5 → 1	<div><div></div><div>6.5</div></div> 6.5 → 7



# Teacher View

- Login to PowerTeacher
- Select a Class by clicking on the backpack  icon for that course
- Select a Student
- Click Select Screen and select Graduation Plan Progress



**PowerTeacher**

Adair, Brandon 12 3 AGHS1

**Graduation Contracts**

Subject Group	Earned	Enrolled	Requested	Required	Progress
• 02 - PSUG - High School Graduation - *Groups and Strategies*	18	4		36	<div><div></div></div> 14
• Credits Required for Graduation	14	2		26	<div><div></div></div> 10
• Mathematics	1			4	<div><div></div></div> 3
• Algebra I	1			1	<div><div></div></div> ✓
• Geometry	0			1	<div><div></div></div> 1
• Algebra II	0			1	<div><div></div></div> 1
• Senior Math (Set by Counselor upon completion)	0			1	<div><div></div></div> 1
• English/Language Arts	2			4	<div><div></div></div> 2
• English 9	1			1	<div><div></div></div> ✓
• English 10	1			1	<div><div></div></div> ✓
• English 11	0			1	<div><div></div></div> 1
• English 12	0			1	<div><div></div></div> 1
• Science	2			3	<div><div></div></div> 1



# Parent/Student Portal

- Login to Parent/Student portal
- Select Grade History
- Select View Graduation Progress

PowerSchool

Brandon

Navigation

- Grades and Attendance
- Grade History**
- Attendance History

Grade History: Adair, Brandon

[View Graduation Progress](#)

Course Q1 Grade

PowerSchool

Brandon

Navigation

- Grades and Attendance
- Grade History
- Attendance History
- Email Notification
- Teacher Comments
- School Bulletin
- Class Registration
- Balance
- My Calendars
- School Information
- Account Preferences

Graduation Progress: Adair, Brandon

Select Post-Secondary Plans

Subject Group	Earned	Enrolled	Requested	Required	Progress
• 02 - PSUG - High School Graduation - "Groups and Strategies"	18	4	36		14
• Credits Required for Graduation	14	2	26		10
• Mathematics	1		4		3
• Algebra I	1		1		1
• Geometry	0		1		1
• Algebra II	0		1		1
• Senior Math (Set by Counselor upon completion)	0		1		1
• English/Language Arts	2		4		2
• English 9	1		1		1
• English 10	1		1		1



# Questions/Comments/End

