Unlock Course Plans

Last Modified on 10/22/2022 9:33 am CDT

PATH: *Program Admin > Course Plan Admin > Unlock Course Plans*

This mode unlocks courses in the student's Course Plan for the selected calendar for the grade level in which the student is currently enrolled. When courses on a course plan are not locked, students have the ability to make changes using the Academic Planner tool in the Portal.

Plans that are locked can only be modified by a counselor.

Unlock Course Plans Mode

Unlock Course Plans

1. Select the **Unlock Course Plans** mode from the dropdown list.
2. Click the **Run** button.
3. A pop-up message indicating course plans have been unlocked. Click **OK** to acknowledge this.
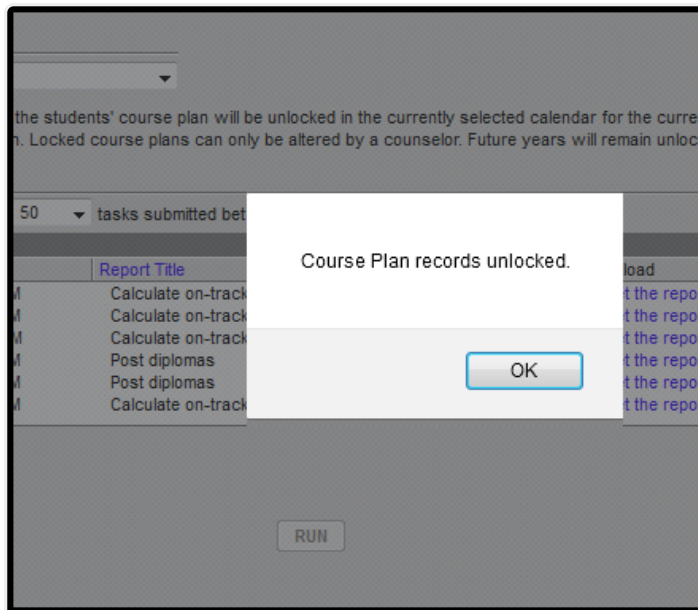
Course Plan Records Unlocked