Academic Planning

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Classic View: Program Admin > Programs

Search Terms: Academic Planning, Programs

Academic Planning allows schools to plan a student's academic plan through their entire high school career, from 8th grade students moving into 9th grade all the way through their senior year.

Think of Academic Planning as a Process that requires the use of several tools in Campus and several roles in a school.

Best Practices and Things to Know

It is not required to use Academic Planning functionality, but if you do, there are certain things to consider.

- The articles linked in the Tools column below will contain a Best Practices section for these considerations.
- Only one credit group is allowed per academic program.
- The Credit Summary report can only be generated from the student's Credit Summary tab, but you can see this information on the student's Transcript, by building an Ad hoc Filter, or generating other Grading and Standards Reports.
- Course Catalogs used in different schools (for example, the middle school and high school) should have different course numbers.
- The Course Plan tool is used by counselors to populate the student's academic plan. Students can see this academic plan on their Academic Planner in the Portal. In turn, counselors can see the changes the student may have made on the Academic Planner by viewing the Course Plan tool.
- If a student is scheduled (has a roster entry) into a course, grades for that course need to be posted to the transcript using the Transcript Post tool, instead of being manually entered.

Suggested Academic Planning Tool Rights

▶ Click here to expand...

The following tool rights are suggested tool rights for each type of user (role) when incorporating Academic Planning into your school's process. As always, additional tool rights may be given to allow a specific user or user group the ability to successfully perform the tasks of his/her job.

For more information on tool rights, see the Tool Rights article.

Description of Tool Rights

Tool Rights determine the level of access users have to tools throughout Campus. This article refers to tool rights in abbreviated form (i.e., R, W, A, D or any combination of the four). In general, user rights are cumulative; therefore, a user who has A rights always has RW rights, unless otherwise noted. Sub-rights appear as *italicized*.

Right	Description
R (Read)	The **R** right indicates the information on the corresponding tool may be viewed by the user. When applicable, the user is also allowed to print information. The user will **NOT** have access to the Save, Add or Delete icons in the action bar.
W (Write)	The **W** right indicates the user may view and modify the information on the corresponding tool. The Save icon in the action bar will be functional. This right allows the user to modify only existing data in the area since adding new data is controlled by the **A** right. This right includes the ability to change or remove data from a specific field. A user always has **R** rights if they have **W** rights.
A (Add)	The **A** right indicates the user may view, modify and add to the information on the corresponding tool. The New and Add icons in the action bar will be functional. This right allows the user to add new data/records. A user will generally have **RW** rights if they have **A** rights. Details and exceptions are noted in this article.
D (Delete)	ASSIGN THIS RIGHT WITH CAUTION. The **D** right indicates the information on the corresponding tool may be deleted. The Delete icon in the action bar will be functional. This right provides the ability to completely remove an existing record, including all data contained within the record. The ability to change/remove data from a field is controlled through the **W** right. A user will generally have RWA rights if they have **D** rights. Details and exceptions are noted in this article.

RWAD Rights assigned at the module or folder level give those rights to all features within the module. For example, giving RW rights to the System Administration Calendar folder assigns RW rights to all tools within that folder, including any subrights.

Campus Administrators

Module	Area	Assigned Tool Rights
Grading and Standards	Credit Groups	RWAD
	Course Master	RWAD
	Course Catalog	RWAD
Scheduling	Course	RWD

Module	Area	Assigned Tool Rights
	Grading Tasks	RWAD
	Course Rules	RWAD
Student Information	Student Transcripts	RWAD
System Administration	Calendar Wizard	R
	Portal Display Options	RW
Ad hoc Reporting	All Tools	RWAD, where applicable
Programs	Graduation Programs	RWAD
	Academic Programs	RWAD
	Flags/Academic Program Assignment Tool	R
	Course Plan Admin	R
	Reports	R

Counselors

Module	Area	Tool Rights
Student Information Academic Planning	Academic Program	RWAD
	Grad Progress	R
	Course Plan	RW
Student Information General	Credit Summary	R
Programs	Graduation Programs	RWAD
	Academic Programs	RWAD
	Flags/Academic Program Assignment Tool	R
	Course Plan Admin	R
	Reports	R
Ad hoc Reporting	All Tools	RWAD, where applicable
Scheduling Reports	Course Projections	R

Teachers

Module	Area	Tool Rights
Campus Instruction	Student Course Recommendations	RW

Students and Parents

Students and parents need an account to access the Portal.

Academic Planning Workflow

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Before beginning this process, gather the necessary documents for:

- State Graduation Requirements
- District Graduation Requirements
- Course Requirements
- Course Prerequisites
- School Course Catalog
- Student Handbook

Also, verify and/or assign tool rights for appropriate staff.

Task		Campus Location
Curriculum Director		
1.	Set up Credit Groups and Credit Types.	Grading and Standards > Credit Groups
2.	Create Course Masters and Course Catalogs.	Grading and Standards > Course Masters Grading and Standards > Course Catalogs

Task		Campus Location
3.	Set Credit Overflow Override on the Course Grading Task or on the Course Master Grading Tasks.	Scheduling > Courses > Grading Task Grading and Standards > Course Masters > Grading Task
5.	Review the Transcript Report Preferences.	System Administration > Preferences > Reports > Transcript
6.	Set Course Planning Rules.	Scheduling > Courses > Course Rules > Planning Rules
7.	Set Course Editor checkboxes related to Academic Planning.	Scheduling > Courses > Course
8.	Roll calendars forward.	System Administration > Calendar > Calendar Wizard > Create New Calendars by Rolling Forward
9.	Create an ad hoc report to see Course Rule information.	Ad hoc Reporting > Filter Designer

Task		Campus Location
10.	Create Graduation Programs: • Create Graduation Programs • Assign Credit Requirements • Enter Course Requirements • Establish Test Requirements • Enter Compound Requirements • Set GPA Requirements • Create Course Plan Templates	Program Admin > Programs > Graduation Programs
	Create Academic Programs: • Create Academic Programs • Enter Course Requirements • Establish Test Requirements • Enter Compound Requirements • Create Course Plan Templates	Program Admin > Programs > Academic Programs
Counselor		
11.	Assign academic programs to students, either manually or in batch. When the program has been assigned: • Verify the assignment on the Program tab. • View the student's Progress tab. • View the student's Course Plan.	Student Information > Academic Planning > Programs Program Admin > Batch Assignment Tool
Campus Administrator		

	Task	Campus Location
12.	Mark the *Academic Planner* to [display in the Portal/Campus Student](#).	System Administration > Portal > Preferences > Display Options
Student and Parent/Guardian		
13.	Review [progress towards graduation](#) in the Portal	Portal > Academic Progress
14.	(Student) Create or update the [academic plan](#) in the Portal (Parent) [Review and approve](#) the child's academic plan in the Portal	Portal > Academic Planner
15.	Print the [Academic Plan Progress](#) report.	Portal > Academic Planner
Counselor		
16.	View the student's approved [course plan](#). Work with the student to establish a course plan for the next years of enrollment. - If a student cannot be scheduled into a desired course, [courses marked as alternate](#) can be added to the course plan. - For students who transfer to another school in the district and have already planned courses, their course plan can be modified to fit the courses at the new school. - For students new to the school after the start of the school year, courses can be planned for the current year.	Student Information > Academic Planning > Course Plan

Task		Campus Location
17.	Calculate the student's on-track status.	Program Admin > Course Plan Admin
18.	Generate the Program Admin Reports to assist in the management of student academic plans.	Program Admin > Reports > Academic Plan Status Report Program Admin > Reports > Academic Plan Progress Batch Program Admin > Reports > Course Plan Batch
Teacher		
19.	Enter Student Course Recommendations.	Campus Instruction > Student Course Recommendations
Counselor		
20.	Prepare for scheduling students into courses for the next school year by: • Review graduation and academic programs, and modify as needed. • Review the Checklist for Scheduling • Lock course plans • Create Course Requests • Generate the Course Projections Report	Program Admin > Programs Program Admin > Course Plan Admin Scheduling > Reports > Course Projections
21.	Post diplomas for graduating students.	Program Admin > Course Plan Admin

Task		Campus Location
22.	Reset course plans for future changes by: - Clearing the Approved by parent/legal guardian checkbox - Unlocking course plans	Program Admin > Course Plan Admin

Use Basic Academic Planning Functionality

Using all available Academic Planning tools requires time to set up the information in Campus and it is understood some districts might not want to tackle that process right away. The procedures below provide information on using the basic functionality of academic planning.

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Create and Assign a Basic Academic Plan

If your school has not set up academic programs and you need to use Credit Summary with the option of Completed/Required, follow these steps. See the Create Graduation Programs or the Create Academic Programs for complete instructions.

Step 1. Create New Program

1. Navigate to the Programs tool.
2. Select the **New Program** icon. A **Program Detail** editor will appear to the right.
3. Enter the **Name** of the Graduation or Academic Program.
4. Select the **Credit Group** assigned to High School for graduation
5. Click the Save icon.

Step 2. Enter Credit Requirements

After saving the new program, expand it and choose Credit Requirements.

1. In grade 12, enter minimum amount of credits required to receive a diploma.
2. Enter a **Sequence** value. Only credit types with an assigned credit requirement will display in alphabetical order on Grad Progress unless a sequence is entered.
3. Click the **Save** icon.

Step 3. Assign students to the new program

1. Navigate to the Batch Assignment Tool.
2. Select the **Program** (ex., HS Graduation) to add to the student's information.

3. Enter a **Start Date**.
4. Select the grade to assign the program.
5. Click the **Update Flag/Academic Program** button.

Step 4. Calculate Student Status

1. Navigate to the Course Plan Admin tool.
2. Select Calculate on-track status mode.
3. Click the **Submit to Batch** button.

View Student Graduation Progress when assigned a Basic Academic Plan

A student must be assigned an Academic Program to see remaining credits toward graduation.

1. Navigate to Student Information and search for and select the desired student.
2. Expand the Academic Planning option and select the Progress tab.

Report Student Graduation Progress when assigned a Basic Academic Plan

1. Navigate to the Academic Plan Status Report.
2. Select the Student Filters:
    1. Select the **Academic Program** assigned to students
    2. Select the grade level (optional).
    3. Select a Status (All students, On-track only, Off-track only).
3. Click the **Generate Report** button.

Previous Versions