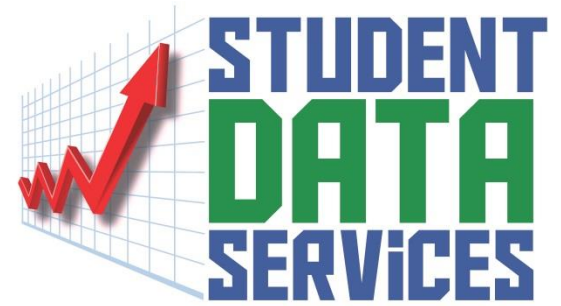




Academic Planner

Version 2351.5

ES BOCES
2025

Agenda

- Assign Tool Rights
- Verify Existing Information
- Create Rules
- Create a Credit Overflow Sequence
- Create Plans
- Assign Plans to Students or Open Plans for Portal User Selection
- Teacher Recommendations
- Administration Tools and Processes
- Analyze and Complete Plans
- Portal User Views

Assign Tool Rights

- **R** = Read- view the tab
- **W** = Write- save changes to an existing record
- **A** = Add- create and save a new record
- **D** = Delete
 - Consider making two groups for Academic Planner- one as a counselor/scheduler “user”, and a second as counselor/scheduler “admin”.
 - Remember that the majority of the Academic Planner setup process takes place in the next school year. Consider which calendar rights groups these users will need in addition to their tool rights.
 - Consider whether your users should have rights to the portal preferences page for updating Academic Planner preferences.

Assign Tool Rights

Student Information Tool Rights

The screenshot shows the 'Tool Rights' configuration page for the user 'adam.sandler'. The page is titled 'Tool Rights' with a star icon. The breadcrumb trail is 'User Management > User Accounts > Tool Rights'. A search bar for 'Search Campus Tools' is at the top. The left sidebar shows a tree view of tool categories: 'Instruction', 'Student Information', 'General', 'General Student Administration', 'Academic Planning' (highlighted), 'Programs', 'Academic Programs', 'Graduation Programs', 'Progress', and 'Course Plan'. The main area displays a table of tool rights for the 'Student Information' category. The table has columns for 'All', 'Read', 'Write', 'Add', and 'Delete'. The 'Academic Planning' category is expanded, showing sub-items: 'Academic Programs', 'Graduation Programs', 'Progress', and 'Course Plan'. The 'Academic Programs' and 'Graduation Programs' sub-items are further expanded, showing a list of programs with their respective rights. The 'Academic Programs' sub-item is expanded, showing a list of programs with their respective rights. The 'Graduation Programs' sub-item is expanded, showing a list of programs with their respective rights. The 'Progress' sub-item is expanded, showing a list of programs with their respective rights. The 'Course Plan' sub-item is expanded, showing a list of programs with their respective rights.

Tool Rights	All	Read	Write	Add	Delete
Instruction	☐	☐	☐	☐	☐
Student Information	☐	☐	☐	☐	☐
General	☐	☐	☐	☐	☐
General Student Administration	☐	☐	☐	☐	☐
Academic Planning	☐	☒	☒	☐	☐
Academic Programs	☐	☒	☒	☐	☐
Graduation Programs	☐	☒	☒	☐	☐
Progress	☐	☒	☒	☐	☐
Course Plan	☐	☒	☒	☐	☐

Program Admin Tool Rights

The screenshot shows the 'Tool Rights' configuration page for the user 'adam.sandler'. The page is titled 'Tool Rights' with a star icon. The breadcrumb trail is 'User Management > User Accounts > Tool Rights'. A search bar for 'Search Campus Tools' is at the top. The left sidebar shows a tree view of tool categories: 'English Learners', 'Health', 'Health Administration', 'Medicaid', 'Medicaid Administration', 'PLP', 'PLP Administration', 'Program Administration' (highlighted), 'Academic Plan Progress Batch Report', 'Academic Plan Status Report', 'Academic Program Setup', 'Batch Program Assignment Wizard', 'Course Plan Administration', 'Course Plan Batch Report', 'English Learners (EL) Accommodation Type Setup', 'English Learners (EL) Batch Update Wizard', 'English Learners (EL) Service Type Setup', 'Federal/State Program Update Wizard', 'Flags Setup', 'Graduation Program Setup', 'Program Sessions Setup', 'Print Session Report', 'Program Setup', and 'Program Detail Report'. The main area displays a table of tool rights for the 'Program Admin' category. The table has columns for 'All', 'Read', 'Write', 'Add', and 'Delete'. The 'Program Administration' category is expanded, showing a list of programs with their respective rights. The 'Academic Plan Progress Batch Report' sub-item is expanded, showing a list of programs with their respective rights. The 'Academic Plan Status Report' sub-item is expanded, showing a list of programs with their respective rights. The 'Academic Program Setup' sub-item is expanded, showing a list of programs with their respective rights. The 'Batch Program Assignment Wizard' sub-item is expanded, showing a list of programs with their respective rights. The 'Course Plan Administration' sub-item is expanded, showing a list of programs with their respective rights. The 'Course Plan Batch Report' sub-item is expanded, showing a list of programs with their respective rights. The 'English Learners (EL) Accommodation Type Setup' sub-item is expanded, showing a list of programs with their respective rights. The 'English Learners (EL) Batch Update Wizard' sub-item is expanded, showing a list of programs with their respective rights. The 'English Learners (EL) Service Type Setup' sub-item is expanded, showing a list of programs with their respective rights. The 'Federal/State Program Update Wizard' sub-item is expanded, showing a list of programs with their respective rights. The 'Flags Setup' sub-item is expanded, showing a list of programs with their respective rights. The 'Graduation Program Setup' sub-item is expanded, showing a list of programs with their respective rights. The 'Program Sessions Setup' sub-item is expanded, showing a list of programs with their respective rights. The 'Print Session Report' sub-item is expanded, showing a list of programs with their respective rights. The 'Program Setup' sub-item is expanded, showing a list of programs with their respective rights. The 'Program Detail Report' sub-item is expanded, showing a list of programs with their respective rights.

Tool Rights	All	Read	Write	Add	Delete
English Learners	☐	☒	☒	☐	☐
Health	☐	☒	☒	☐	☐
Health Administration	☐	☒	☒	☐	☐
Medicaid	☐	☒	☒	☐	☐
Medicaid Administration	☐	☒	☒	☐	☐
PLP	☐	☒	☒	☐	☐
PLP Administration	☐	☒	☒	☐	☐
Program Administration	☐	☒	☒	☐	☐
Academic Plan Progress Batch Report	☐	☒	☒	☐	☐
Academic Plan Status Report	☐	☒	☒	☐	☐
Academic Program Setup	☐	☒	☒	☐	☐
Batch Program Assignment Wizard	☐	☒	☒	☐	☐
Course Plan Administration	☐	☒	☒	☐	☐
Course Plan Batch Report	☐	☒	☒	☐	☐
English Learners (EL) Accommodation Type Setup	☐	☒	☒	☐	☐
English Learners (EL) Batch Update Wizard	☐	☒	☒	☐	☐
English Learners (EL) Service Type Setup	☐	☒	☒	☐	☐
Federal/State Program Update Wizard	☐	☒	☒	☐	☐
Flags Setup	☐	☒	☒	☐	☐
Graduation Program Setup	☐	☒	☒	☐	☐
Program Sessions Setup	☐	☒	☒	☐	☐
Print Session Report	☐	☒	☒	☐	☐
Program Setup	☐	☒	☒	☐	☐
Program Detail Report	☐	☒	☒	☐	☐

- ***Users can have access to only their students through a roster, the Counselor Caseload, or have access to all students through Student Information's "Allow unfiltered search" Read rights.***

Verify Existing Information - Course

- On Course tabs, make sure “Allow student requests”, “Allow teacher requests/recommendations”, “Repeatable”, and “Transcript” checkbox marks are set properly per course. *Portal course offerings will read from the active year course checks.*
 - Allow student requests
 - Allows a parent/student to add this course to their plan on the portal.
 - Allow teacher requests/recommendations
 - Allows a teacher to create Academic Planner suggestions under the Course Recommendations tool.
 - Repeatable
 - Allows a course to be chosen multiple times within the same plan (i.e. non-grade-specific spring/fall P.E. classes, or arts/elective classes)

GPA Weight 1	Bonus Points ☐	Transcript ☒	Required ☐
Type ▼			
Activity ▼			
Homeroom ☐	Allow student requests ☒	Allow teacher requests/recommendations ☒	Repeatable ☐
			Attendance ☒
			Positive Attendance ☐

- ***Improper Transcript checks will prevent correct Graduation Progress credit totals display as courses are posted/in progress.***

Verify Existing Information - Course

- Check your course credit offerings and the credit types associated with each course.
 - This can be accomplished by reviewing the canned [Grading & Standards> Reports> Course Credit Report](#) or with ad hoc reporting queries.
 - ***Remember each credit must have a TYPE and VALUE to post to transcript/plan progress correctly.***

Course Credit Report ☆

[Grading & Standards](#) > [Reports](#) > [Course Credit Report](#)

[About This Report](#)

Report Options

How would you like the report grouped?

- ☐ Group By Course
☒ Group By Credit Category

Display Active Courses Only



Output Options

Report Format

PDF ▼

Verify Existing Information —

Credit Groups

Credit Groups define how credits earned by students are counted on transcripts and are used in tracking a student's progress towards graduation.

Grading and Standards > School Standards Setup

- Make sure the correct credit group is aligned to this building.

The screenshot shows the 'School Standard Setup' interface for 'Angela Test HS'. The page title is 'School Standard Setup' with a star icon. The breadcrumb trail is 'Grading & Standards > Standards Setup > School Standard Setup'. The main heading is 'Credit Groups'. Below it is a search bar with the placeholder text 'Search Credit Groups' and a note 'Minimum 3 characters required.' Below the search bar is a table of credit groups. The first group, 'Angela HS Credits', is selected with a blue checkmark. The other groups are 'Christine HS credits', 'Dan HS Credits', 'High School Credit***', 'HS Credits', 'Hubbard HS Credit', 'Hubbard World Language', 'Jackie Test HS Credits', 'Jackie Test MS Credits', 'Joann HS credit', and 'New Arts/Music'. A 'Save' button is at the bottom left.

	Name
☒	Angela HS Credits
☐	Christine HS credits
☐	Dan HS Credits
☐	High School Credit***
☐	HS Credits
☐	Hubbard HS Credit
☐	Hubbard World Language
☐	Jackie Test HS Credits
☐	Jackie Test MS Credits
☐	Joann HS credit
☐	New Arts/Music

Academic Planning Prerequisites

The following areas must be appropriately established in order to properly use the Academic Planning Tool

Done	Task
	Establish Credit Groups . This is a list of credits a student can earn based on completion of grading tasks or achieving a certain level of scores. Credit Groups define what credits have been earned and under what group earned credits fall.
	Create Graduation Programs and/or Academic Programs. Creation of these programs includes any combination of the following: • Credit Requirements • Course Requirements • Test Requirements • Compound Requirements • Academic Requirements • <u>GPA</u> Requirements • Course Plan Templates See the Programs article for detailed guidance on creating Graduation and Academic Programs.
	Assign programs to students. This can be accomplished manually (one student at a time) on the Academic Planning Programs tab or through the Batch Assignment Tool .

Create Rules

- Select the calendar/year combination where the plan will be created.
 - Course/Section> Course Rules >  New Planning Rule
- Rules have two general types, planning rules and scheduling rules.
 - Once a rule is selected, its definition is written below the name.
- Select Parent of/ Child of.
 - Parent of is a one-to-many relationship and a course may be parent to many Child courses.
 - Child of is a one-to-one relationship that only refers to the Parent course.
 - Deleting a Parent or Child rule deletes the reciprocal course rule.

Rule description →

Course Rules

0010 Algebra 1

 New Scheduling Rule
  New Planning Rule
  Save
  Delete

Rule Type	Rule Detail	Before	
Scheduling Rule	0010 Algebra 1	Before	0011 Algebra 2
Planning Rule	Prerequisite: before Algebra 2		

Planning Rule Detail

A Planning Rule defines relationships between courses across years, allowing students to effectively plan their school career and take courses that fit their needs. Planning rules are not used in the scheduling process.

*Rule
Prerequisite 

Prerequisite means that the student must have completed or planned to complete a course in an earlier year before planning the next course in the sequence. The course numbers entered in the Transcript/Course Number(s) field must be completed in the previous year before the student can take the selected course.

*Display Value
before Algebra 2

*Transcript/Course Number(s)
0011 

Credits Min GPA Value

Course Rules

- **Prerequisite**
 - Transcript/Course Number(s) entered must be completed (posted to transcript) before the student can take the course selected in the header.
- **Concurrent**
 - Students are required to take both (multiple) courses within the same year (Must be placed on both/all courses where a 'partnering' course is required.)
 - ❖ Prerequisite or Concurrent means that any course in the Transcript/Course Number(s) list must have been taken in a previous year or the same year as the current course
- **Equivalent**
 - When an Equivalent planning rule is saved, any courses entered in the Transcript/Course Number(s) field will also have an equivalent rule created.
 - ❖ Equivalent means that two courses cover the same content. For example, "Algebra 1, Honors", "Algebra 1", and "CBE Algebra 1" might all have different course codes, but if a student takes one Algebra course, they do not need to take the others.)

* Click Preview to review the Portal display.

Create Rules

- Enter the number of credits a student will need to earn in the Transcript/Course Number(s) list.
 - This field won't display when using the Equivalent rule.
- Enter the GPA minimum value a student must earn to continue with a course sequencing rule.
 - *This field won't display when Equivalent or Concurrent rules are selected, because they apply to a student taking courses within the same year.*

Rule

Rule description

Overall credits required for the rule to be effective, including originating course.

Planning Rule Detail

A Planning Rule defines relationships between courses across years, allowing students to effectively plan their school career and take courses that fit their needs. Planning rules are not used in the scheduling process.

*Rule

Prerequisite

Prerequisite means that the student must have completed or planned to complete a course in an earlier year before planning the next course in the sequence. The course numbers entered in the Transcript/Course Number(s) field must be completed in the previous year before the student can take the selected course.

*Display Value

Information text about the rule

*Transcript/Course Number(s)

Related course number(s) for rule

Preview

Credits

Min GPA Value

Minimum GPA value required for course(s) in rule.

Credit Groups

Create a Credit Overflow Sequence

Grading & Standards > Credit Groups Setup

- Make sure all of your groups are named and aligned appropriately to the Group(s) available in your school.
- Check the secondary alignment for each group.

The screenshot shows the Infinite Campus interface for Credit Group Setup. The top navigation bar is orange and contains a hamburger menu, a search icon, the Infinite Campus logo, the school name "23-24 Angela Test HS", a notification bell with a "5", a help icon, a grid icon, and a user profile icon. Below the navigation bar, the page title "Credit Group Setup" is displayed with a star icon. A breadcrumb trail at the bottom right reads "Grading & Standards > Grading Setup > Credit Group Setup". On the left side, there is a "New Group" button and a "Credit Group Tree" panel. The tree panel shows a hierarchical list of credit groups. Under "Angela HS Credits", the following groups are listed: MATH, Foreign Language, ART, ELECTIVES, ENGLISH, MUSIC, SCIENCE, SOCIAL STUDIES, HEALTH, and PHYSICAL EDUCATION. Under "Christine HS credits", the following groups are listed: Electives, English, Foreign Language, Health, Math, Music, Physical Education, and Science.

Credit Groups

Create a Credit Overflow Sequence

The **Credit Overflow Rollup** field will redirect excess credits from the current credit type. Once the current credit type has met its credit requirements, any additional credits will be placed in the credit type designated by the value in the Credit Overflow Rollup field.

The screenshot shows the 'Credit Group Setup' interface. On the left is a 'Credit Group Tree' with a hierarchical list of credit groups. On the right is the 'Credit Group Detail' form. The 'Credit Overflow Rollup' field is highlighted with an arrow, showing it is set to 'SCIENCE'.

The **Credit Overflow Override** field is set for a single course Grading Task. It is used to roll credits when the current credit type has met its credit requirements. The credits from the course will first try to roll up to the override credit type. If that credit type has met its requirements, it will then look at the overflow setup for the course's credit type.

The screenshot shows the 'Course Grading Tasks' interface. It includes a table of grading tasks for '0010 Algebra 1'. The 'Final Grade' task is highlighted. Below the table is the 'Course Grading Task Detail' form, which includes fields for 'Grading Task', 'Score Group', 'Term GPA', 'Credit', 'Credit Type', 'Credit Overflow Override', and 'Term Mask'. The 'Credit Overflow Override' field is highlighted with a yellow box.

Grading Task	Credit Group	Credit Type	Score Group	Credit	Term GPA	Post-only
Progress Report	Angela HS Credits	MATH	Progress Report			
Quarter	Angela HS Credits	MATH	Angela Test HS Numeric			
Mid Term Exam	Angela HS Credits	MATH	Angela Test HS Numeric			
Final Exam	Angela HS Credits	MATH	Angela Test HS Numeric			
Regents Exam	Angela HS Credits	MATH	Regents			
Final Grade	Angela HS Credits	MATH	Angela Test HS Numeric	1.000		

Credit Groups

Course - Create a Credit Overflow Sequence

- Designate where individual courses will roll on the transcript-posted grading task if different than the group roll.

❖ *Note-This per-course setting will take precedence over the group roll.*

Course Grading Tasks ★

Scheduling & Courses > Courses > Course Grading Tasks

0010 Algebra 1 Related Tools ▼

Save Delete Add Copy

Grading Task	Credit Group	Credit Type	Score Group	Credit	Term GPA	Post-only
Progress Report	Angela HS Credits	MATH	Progress Report			
Quarter	Angela HS Credits	MATH	Angela Test HS Numeric			
Mid Term Exam	Angela HS Credits	MATH	Angela Test HS Numeric			
Final Exam	Angela HS Credits	MATH	Angela Test HS Numeric			
Regents Exam	Angela HS Credits	MATH	Regents			
Final Grade	Angela HS Credits	MATH	Angela Test HS Numeric	1.000		

Icon Legend: Locked to Course Master Linked Course Catalog Unlocked Course Master Unlinked Course Managed

Course Grading Task Detail

Grading Task: Final Grade

*Score Group: Angela Test HS Numeric

Term GPA:

Credit:

Credit Type:

Credit Overflow Override:

Term Mask: ☐ Term 1 ☐ Term 2 ☐ Term 3 ☒ Term 4

[Add Course](#)
[Copy Course](#)
[Course Information](#)
[Course Assessments](#)
[Course Build Constraints](#)
[Course Categories](#)
[Course Fees](#)
[Course Grade Calc Options](#)
Course Grading Tasks

Create Plans

Student Information> Program Admin> Graduation Program Setup >  New

- Create plans for each diploma type. Enter the state's minimum graduation requirements.
 - If District decides to make a Special-Ed graduation plan *don't* check as "Available for selection on portal" so students can't select it as a grad option. Students/parent guardians on the "no requirement" plan will not be able to select or save courses into their plan, but they will be able to see their graduation progress without any deficiencies.
- NYSED Graduation Information -
<http://www.nysed.gov/curriculum-instruction/general-education-and-diploma-requirements>

****Created plans has a copy function, so create plans most-to-least complicated or least-to-most complicated.***

Create Plans

Example of a new plans setup page

Choose Graduation
Plan Name

Flag in student
header Y/N

Denotes a set
number of alternate
course credits to be
added within a plan
in the event that a
regularly planned
course can not be
scheduled.

Graduation Program Detail
Modifying a Graduation Program (Cohort Start Year, Cohort End Year, Active, or School) after students have been assigned may affect students' participation in the program.

***Name**
Regenys Diploma - Angela

Code
[Empty field]

***Category**
Graduation

Flagged
☒

Flag Image
[Grid of icons]

Designation
D: District

Cohort/Graduation Active Start Year
[Empty field]

Cohort/Graduation Active End Year
[Empty field]

School
Angela Test HS

***Credit Group**
Angela Test HS Credits

☒ Allow Planning of Alternates
8 Minimum number of Alternate credits next year

Diploma Type
779: Regents

Active
☒

DPSA Tier
[Empty dropdown]

State Reported
☒

Flag Color
[Blue square]

Flag Preview
[Graduation cap icon]

☒ Available for selection on portal

Deactivate program when is
not longer valid in NY State.
Deleting will skew historical
student program members.

Must be checked for
Parent/Student interaction on
the Portal. Otherwise, the
plan is for staff-only use and
view, and Portal users can
only view Academic Progress.
Leave "no requirements" plan
unchecked.

Click Save after completed.

Creating Graduation/Academic Plans

Once a plan is Saved, expand the plan to add detail to following categories.

Credit Requirements:

**Note the plan is tied to a specific calendar's credit group offerings so be sure to be on correct year and calendar*

- Add the number of credits per curriculum credit type that a student must receive in each year.
 - Types with no requirement values (no credits needed) **will not display** on the portal unless sequenced.
 - » For the IEP/no requirement plan, leave this grid blank (zeroes)
 - » If the student receives a credit in a non-required, non -displayed category, it does not display on the portal grid.

Community suggests options to hide a grade level from the requirement grid, but consider the impact either of the two actions will have on students.

1. Exclude from GPA/Rank calculations may unintentionally exclude a student's earned GPA .
2. Setting the grade level sequence number to zero will exclude the student in the enrollment roll forward process.

Therefore, it may be easier to ignore the 'unused' grade levels!

Save when complete

**Note the plan is tied to a specific calendar's credit group offerings so be sure to be on correct year and calendar*

Creating Graduation and Academic Plans

Display sequence reorders the plan 'types' on the portal and user view from the default alphanumeric sort.

Graduation Program Setup ★

Student Information > Program Administration > Graduation Program Setup

Save New

☒ Show District Programs

Graduation Programs

- Angela HS-Regents Diploma
 - Credit Requirements
 - Course Requirements
 - Test Requirements
 - Compound Requirements
 - Academic Program Requirements
 - GPA Requirements
 - Course Plan Template
- cindi program
- cindi program with more requirements
- cindi program without credit requirements

☐ Credit Requirements

Credit Requirements determine minimum credit levels for students to meet graduation requirements. For detailed information on entering data in these fields, refer to the [Knowledge Base](#).

Set the credit requirements for each Credit Type for each grade level. If there are no required credits entered in any grade level for a credit type, that credit type does not display on the Progress tab, Course Plan tab, the Academic Program Credit Summary on the Transcript, or Campus Portal unless a Display Sequence is entered.

Credit Requirements Detail - Angela HS-Regents Diploma

Credit Type	9th	10th	11th	12th	14th	Total	Display Seq
MATH	1	1	1	0	0	3	2
Foreign Language	0	0	1	0	0	1	5
ART	0	0	0.5	0	0	0.5	6
ELECTIVES	0	0.5	1	1	1	3.5	10
ENGLISH	1	1	1	1	0	4	1
MUSIC	0.5	0	0	0	0	0.5	7
SCIENCE	1	1	1	0	0	3	4
SOCIAL STUDIES	1	1	1	1	0	4	3
HEALTH	0	0	0.5	0	0	0.5	8
PHYSICAL EDUCATION	0.5	0.5	0.5	0.5	0	2	9
Total	5	5	7.5	3.5	1	22	

Change sequence here to district preference on how you want credit types to display on the Graduation planner progress page

Creating Graduation and Academic Plans

Course Requirements

- Instructions are available in the header for each of the field functions.
- For requirements, **only three** fields are required, others are optional. These three fields are **Requirement Description, Transcript Course Numbers and Minimum Credits needed**
- Checking **"Recommended"** will display the course as recommended on the portal, but the course doesn't have to be included in the Parent/Student plan before saving, even if "enforce rules" is checked.
- Checking **"Priority"** will affect schedule wizard loading for students whose recommendations have been converted to requests.
 - ❖ A student participating in this graduation plan with a recommendation-converted-to-request type will load on the roster prior to other students not in this grad. plan.

Graduation Programs | Academic Programs | Programs | Program Sessions

Save | New

Regents Diploma - Angela HS

- Credit Requirements
- Course Requirements**
- Test Requirements
- Compound Requirements
- Academic Program Requirements
- GPA Requirements
- Course Plan Template

Course Requirements

Course Requirements determine the actual course(s) a student can take to meet graduation requirements. For detailed information on entering data in these fields, refer to the [Knowledge Base](#).

When entering information, provide enough detail in the **Requirement Description** so others reviewing this information (staff, parents/guardians, students, etc.) are clear on what the requirement is.

Enter a comma-separated list of courses in the **Transcript/Course Number(s)** and/or **State Code(s)** fields. The following wildcard symbols can be used: % (percent), _ (underscore), [] (brackets), and ! (exclamation point). For more information on wildcards and their use, see the [Knowledge Base](#).

Click **Preview** to display a list of the courses from the currently selected calendar that would be included in this requirement.

Select a **Grade** to highlight the courses in bold in the student's Course Plan for this grade level. Marking the **Recommended** checkbox turns the course requirement into a suggestion only (not reported for progress) and makes these courses bold in the student's Course Plan. Marking the **Priority** checkbox gives a priority loading preference to students in this program when using the Schedule Wizard to load course sections. Selecting a credit type under **Display Alert** determines where the alert message will display within the Course Planner. If this field is left blank, the alert message will display at the top of the Course Planner.

Requirement Description	Transcript/Course Numbers(s)	State Code(s)	Min Credits	Evaluate Credits from	Priority	Grade	Recommended	Seq
*Requirement Description Students must complete 4 years of English Credits	0040, 0041, 0042, 0043		4.000 Min GPA	Angela Test HS Credits - C Limit to Credit Type	☐		☐	
*Requirement Description Students must complete 3 years of Science Credits	0060, 0061, 0062, 0063		3.000 Min GPA	Angela Test HS Credits - C Limit to Credit Type	☐		☐	
*Requirement Description Students must complete 3 years of Math credits	0010, 0011, 0012, 0013		3.000 Min GPA	Angela Test HS Credits - C Limit to Credit Type	☐		☐	

The same rules apply as Credit Requirements: "The Year, School and Calendar in the Campus toolbar must be selected for the calendar to which these requirements apply."

Remember to **Save** when it's complete.

Creating Graduation and Academic Plans

Test Requirements

The Test Requirements area has the same rules and process as Course Requirements.

- Fields for codes and subject refer to matching the entries in [Student Information> Assessment Administration> Test Setup](#)
 - Selections here will narrow the eligible assessments.
- Evaluation mode allows for pooling or summarizing results from a singular or multiple test codes.
 - One score at or above Min Raw/Scale cutoffs
 - Count of passing tests (value set in “Count” field)
 - Sum of scores at or above Min Raw/Scale cutoff value
- At least one type of score must be entered into the corresponding fields (Raw/Scale) of the [Student Information> Assessment tab](#) to be audited against the plan.

Order for multiple test requirements in portal view.

Minimum Raw Score value that must be earned to satisfy requirement.

*Requirement Description	Test Code(s)	State Code(s)	Subject	*Evaluation Mode	Min Raw	Min Scale	Count	Seq
Description for portal and staff users.	List assessment codes, separated by commas, wildcards accepted	List assessment state codes, separated by commas, wildcards accepted	Choose a subject if defined in your tests.	Preview One score at or above Preview portal display.	Minimum Raw Score value that must be earned to satisfy requirement.	Minimum Scale Score value that must be earned to satisfy requirement.		

Remember to Save when it's complete.

Creating Graduation and Academic plans

Compound Requirements

- Compound Requirements allow the evaluation of a student's progress using logical operators 'AND' and 'OR' to combine other requirements
 - Requirements can only be created for one credit type to be evaluated at one time.

The screenshot displays the Infinite Campus user interface for creating requirements. At the top, there are dropdown menus for 'Year' (set to 22-23) and 'School' (set to Angela Test HS). Below these are tabs for 'Graduation Programs', 'Academic Programs', 'Programs', and 'Program Sessions'. The 'Graduation Programs' tab is active, showing buttons for 'Save Requirement', 'New Requirement', and 'Delete Requirement'. A 'Show District Programs' checkbox is checked. A tree view on the left lists various programs, with 'Compound Requirements' highlighted under the 'Regents Diploma - Angela HS' category. The main area shows a detailed description for 'Compound Requirements - Regents Diploma - Angela HS', explaining that these requirements allow for the use of logical operators 'AND' and 'OR' to combine other requirements. It also includes a 'Seq' field and a 'Description' field with a sample requirement text: 'Student can move on to this course after completing Algebra 1 and 2 and obtaining a passing numeric score of 65 or higher. Students can pass the course and not the regents to move into this course, with mandatory retake in January or August'.

- Requirements are entered with the same process as Course and Test, respectively; however there is an Assume Passed checkbox for tests that forces a Course Plan to assume the Test has been taken and passed, therefore ignoring the “enforce all rules” requirement to save a plan on the Portal.
- For more information about “Assume Passed” logic and behavior, see the Community Knowledge Base article for a description and screenshot examples of when alerts will display and how.

<https://kb.infinitecampus.com/help/enter-compound-requirements-for-academic-programs#EnterCompoundRequirementsforAcademicPrograms-AssumePassedLogicandScenarios>

Remember to **Save** when it's complete

Creating Graduation and Academic Plans

Compound Requirement Editor

Graduation Program Setup ★ Student Information > Program Administration > Gra

Save Requirement New Requirement Delete Requirement

understand the requirements. Compound Requirements should not be used with only 'AND' operators as this is redundant with existing individual requirements.

Compound Requirements - Angela HS Regents Diploma

Seq Description

Student can move on to this course after completing Algebra 1 and 2 and obtaining a passing numeric score of 65 or higher. Students can pass the course and not the regents to move into this course, with mandatory retake in January or August

Compound Requirement Editor

*Requirement Description Student can move on to this course after completing Algebra 1 and 2 and obtaining a passing numeric score of 65 or higher. Students can pass the course and not the regents to move into this course, with mandatory retake in January or August. Display Alert MATH Seq

Ref	Transcript/Course Number(s)	State Code(s)	*Min Credits	Evaluate Credits from	Priority	Grade
X 1	0012		1.000 Min GPA 65.000	Angela HS Credits - Credit (Limit to Credit Type		

Preview Preview

Ref	GPA Calculation	GPA Calculation Type	*Minimum Overall GPA
X 2	Unweighted	Unweighted GPA	65.0

Add Course Requirement Add Test Requirement Add Child Compound Requirement Add Academic Program Requirement Add GPA Requirement

*Logical Expression 1 AND 2

Allowed symbols: AND OR () Refs
Example Syntax: 1 AND (2 OR 3) AND 4 AND (5 OR 6)

Regular Course entry fields.

Add new requirements by type. Any combination is accepted.

Logical Expression entry box appears at the bottom of the last rule entered.

Creating Graduation Plans

Academic Program Requirements

Academic Program Requirements indicate any Academic Program a student must complete in order to meet the requirements of the Graduation Program. Students **must be** assigned to one and plan enough courses to complete the minimum number of required Academic Programs to satisfy this requirement.

Graduation Program Setup ★ [Student Information](#) > [Program Administration](#) > [Graduation Program Setup](#)

☒ Show District Programs

Graduation Programs

- Angela HS-Regents Diploma
 - Credit Requirements
 - Course Requirements
 - Test Requirements
 - Compound Requirements
 - Academic Program Requirements**
 - GPA Requirements
 - Course Plan Template
- cindi program
- cindi program with more requirements
- cindi program without credit requirements

Academic Program Requirements

Academic Program Requirements indicate any Academic Program a student must complete in order to meet the requirements of the Graduation Program. Students must be assigned to and plan enough courses to complete the minimum number of required Academic Programs to satisfy this requirement.

Academic Program Requirements Detail - Angela HS-Regents Diploma

*Requirement Description	*Academic Program Options	*Min Required	Seq
must pass	Angela CTE plan (CTE)	1	

Description of Requirement

Dropdown of Active Academic Plans

Minimum of Academic Programs required

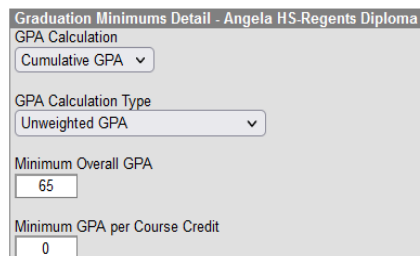
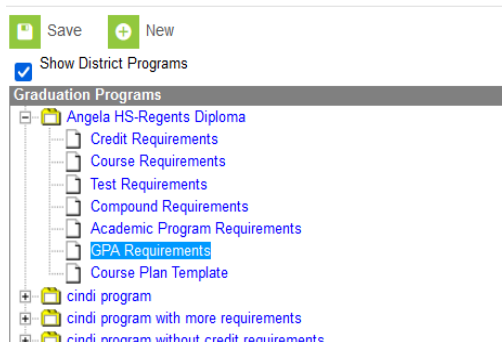
Creating Graduation and Academic plans

GPA Requirements

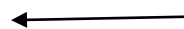
Calculation method choices come from [Grading & Standards>Grading Setup> GPA Calculation Setup](#)

Calculation type reads from [Grading & Standards> Score Groups & Rubric Setup> GPA Value column](#)

Graduation Program Setup ★



Minimum Overall GPA compares against the Cumulative GPA for the selected calculation type.



Minimum GPA per course credit compares the transcript-posted earned GPA value for the course.

Creating Graduation and Academic plans

– Course Plan Template

- Select a course catalog from A pre-planned or mapped recommended-courses template can be created and filled for all students within the Graduation Program. A course plan grid is displayed to be filled for each credit type and grade level associated with the program, and will be planned for each student upon graduation program assignment. It is not necessary for a template to meet rule requirements or grad requirements before saving.
- Enter each 'ideal' course a student in this plan would take, prior to individualizing to each student, per credit type and grade level.
- **Save Template is at the top of the tab.**

The screenshot shows the 'Course Plan Template' interface. On the left is a sidebar with a tree view under 'Graduation Programs'. The main area has a 'Calendar to select courses from:' dropdown set to '22-23 Angela Test HS' and a 'Clear Template' button. Below this is a grid for selecting courses by grade and subject.

Grade: 9th 3.0 / 4.5	Grade: 10th 4.0 / 5.5	Grade: 11th 3.0 / 7.5	Grade: 12th 3.0 / 3.5
ENGLISH (4.0 / 4.0)			
1.0 / 1.0 0040 English 9 - 1.0	1.0 / 1.0 0041 English 10 - 1.0	1.0 / 1.0 0042 English 11 - 1.0	1.0 / 1.0 0043 English 12 - 1.0
MATH (3.0 / 3.0)			
1.0 / 1.0 0010 Algebra 1 - 1.0	1.0 / 1.0 0011 Algebra 2 - 1.0	1.0 / 1.0 0012 Math 3 - 1.0	1.0 / 0.0 0013 Calculus - 1.0

Below the grid, there is a section for '1.0 credit overflow to SCIENCE' with an alert: 'ALERT: 0010 Algebra 1: before Algebra 2' and 'ALERT: 0011 Algebra 2: Before Math 3'. At the bottom, 'SOCIAL STUDIES (4.0 / 4.0)' is partially visible.

***It is recommended to do this on students course plan page, so it is individualized not generalized for all students in same plan**

Creating Graduation and Academic Plans

Copy Plan

- Highlight the created plan, click Copy Program (say “OK” to the warning message), and adjust the details and requirements of your plan to the next graduation type. Repeat as necessary.

The screenshot displays the 'Graduation Programs' interface. At the top, there are tabs for 'Graduation Programs', 'Academic Programs', 'Programs', and 'Program Sessions'. Below the tabs, a toolbar contains buttons for 'Save', 'Delete Program', 'New', and 'Copy Program'. The 'Copy Program' button is highlighted in yellow. A list of graduation programs is shown, including 'cindi program', 'cindi program with more requirements', 'cindi program without credit requirements', 'DanS Plan', 'plan with CTE', 'Regents Diploma -Angela HS', and 'Regents Diploma -Angela HS Copy(1)'. The 'Regents Diploma -Angela HS Copy(1)' program is selected. Below the list, the 'Graduation Program Detail' form is visible. The form includes fields for 'Name' (Regents Diploma -Angela HS Copy(1)), 'Program Type' (dropdown), 'State Program Code' (dropdown), 'Flagged' (checkbox), 'Flag Image' (grid of icons), 'Designation' (dropdown), 'Cohort/Graduation Active Start Year' (dropdown), 'Cohort/Graduation Active End Year' (dropdown), 'School' (dropdown), 'Credit Group' (dropdown), 'Allow Planning of Alternates' (checkbox), 'Minimum number of Alternate credits next year' (input field), 'Diploma Type' (dropdown), and 'HTML Description'. The 'Available for selection on portal' checkbox is also checked. The 'State Location ID' field is empty.

Assigning the Plan to Students

Plans can be assigned to students in 3 different ways:

1) Go directly to the student tab set and add it manually.

[Student Information](#) > [Academic Planning](#) > [Programs](#) > [New](#)



- Select the program and the start date.
 - Program types that are district wide will be offered at all times (assuming there's no restriction on cohort eligibility years). School programs will only be offered if the student has a current or future enrollment in that location.
- Add a pre-planned end date if desired (primarily for non-graduating plans, i.e. a middle school program)

Programs ☆

Mouse, Mickey Student #: 100030109 Grade: 10th DOB: 11/01/2006 Counselor: Snowman Olaf

Angela test HS Angela HS-Regents Diploma

[New Graduation Program](#) [New Academic Program](#) [Related Tools](#)

Program	Start Date	End Date	Program Type	Flag
Angela HS-Regents Diploma	07/01/2022		Graduation	

Click SAVE

Assign the Plan to Students

2) Enter students via the Batch Assignment Tool.

Student Information>Program Admin> Batch Program Assignment Wizard

- Select Type: Graduation.
- Select the Program

The screenshot shows the 'Batch Assignment Tool' interface. On the left is a navigation menu with options like 'Index', 'Search', 'Batch Assignment Tool', 'Arch Campus Tools', 'Sheerleaders', 'Jindi - Football', 'Employee Self Service', 'girls soccer', 'E-BOARD', 'my filter', 'Student Information', 'Census', 'Behavior', 'Health', 'Attendance', 'Scheduling', 'School Store', 'Activity Registration', 'Fees', 'Grading & Standards', 'Medicaid', 'Program Admin', 'Programs', 'Flags', 'Batch Assignment Tool', 'Course Plan Admin', and 'Batch Program Assignment Wizard'. The main area has a title bar 'Batch Assignment Tool' and a description: 'The Batch Assignment tool adds, deletes, or modifies the item selected in the Type field for the selected students(s). Students can only be assigned one graduation program.' Below this are sections for 'Select Type' (Graduation), 'Select Program' (Regents Diploma - Angela HS (Graduation)), 'Select Mode' (Add Participation, Delete Participation, Edit Participation), 'Select Filter' (Select Filter, Batch Add), 'Ad Hoc Filter' (Select one or more grade levels), 'Scheduling Group/Team(s) (Optional)' (Select one or more scheduling groups), 'Start Date', 'End Date', and an 'Update' button. At the bottom, there is a table with columns 'Queue Time', 'Report Title', 'Status', and 'Download'.

The screenshot shows the 'Batch Program Assignment Wizard' interface. At the top is a breadcrumb trail: 'Student Information > Program Administration > Batch Program Assignment Wizard'. Below the title bar 'Batch Assignment Tool' is a description: 'The Batch Assignment tool adds, deletes, or modifies the item selected in the Type field for the selected students(s). Students can only be assigned one graduation program.' The main area has sections for 'Select Type' (Graduation), 'Select Program' (Angela HS-Regents Diploma (Graduation)), 'Select Mode' (Add Participation, Delete Participation, Edit Participation), 'Start Date', 'End Date', 'Quick Search' (Active today: Yes, Grade: All, Name: , Sort: Grade, Name), 'All Students' (List of students with IDs), and 'Selected Students' (Empty list). Arrows are used to move students between the two lists.

From here you will select mode, add a Start date program begins (required) and add a filter by either Grade or AD HOC.

Click **Update** when the selections are correct.

Assigning the Plan to Students

3) Third option is to select student list by Batch Add.

Uses the same criteria for filtering the list as the Selection Editor for Ad Hoc: Active, Grade, Sort, or select by individual. Use Left-Right arrows to move highlighted names between the All Students and Selected Students list.

The screenshot shows the 'Batch Program Assignment Wizard' interface. At the top, there's a breadcrumb trail: 'Student Information > Program Administration > Batch Program Assignment Wizard'. Below this is a blue header bar with the text 'Batch Assignment Tool'. A note states: 'The Batch Assignment tool adds, deletes, or modifies the item selected in the Type field for the selected students(s). Students can only be assigned one graduation program.'

The main interface is divided into several sections:

- Select Type:** A dropdown menu currently set to 'Graduation'.
- Select Filter:** Two radio buttons: 'Select Filter' (unselected) and 'Batch Add' (selected and highlighted with a yellow box).
- Select Program:** A dropdown menu currently set to 'Angela HS-Regents Diploma (Graduation)'.
- Quick Search:** A box containing:
 - 'Active today:' with a 'Yes' dropdown.
 - 'Grade:' with an 'All' dropdown.
 - 'Name:' with a text input field and the label '(last name, first name)'.
 - 'Sort:' with a 'Grade, Name' dropdown.
- Select Mode:** Three radio buttons: 'Add Participation' (selected), 'Delete Participation', and 'Edit Participation'.
- Date Selection:** 'Start Date' and 'End Date' fields with calendar icons.
- Student Lists:** Two large list boxes. The left box is titled 'All Students' and contains a list of student names and IDs (e.g., '10th Hart, Bethany #100030108'). The right box is titled 'Selected Students' and is currently empty. Between the two boxes are two arrow buttons: a right-pointing arrow (--->) and a left-pointing arrow (<---).

Assign the Plan to Students: Open Plans for Portal Selection

Set plans for Portal selection, and allow a parent/guardian or student to select whichever plan they choose

Student Information> Program Admin> Graduation Program Setup> [select Program]> Program Detail > Mark the “Available for selection on Portal“ checkbox.

Graduation Program Detail

Modifying a Graduation Program (Cohort Start Year, Cohort End Year, Active, or School) after students have been assigned may affect students' participation in the program.

***Name**
Regents Diploma -Angela HS

Code
[]

***Category**
Graduation

Flagged
☒

Flag Image
[Grid of icons]

Designation
D: District

Cohort/Graduation Active Start Year
[]

Cohort/Graduation Active End Year
[]

School
Angela Test HS

***Credit Group**
Angela Test HS Credits

☒ Allow Planning of Alternates
8 Minimum number of Alternate credits next year

Diploma Type

Active
☒

DPSA Tier
[]

State Reported
☒

Flag Color
[Blue square]

Flag Preview
[Graduation cap icon]

☒ Available for selection on portal



Assign the Plan to Students: Open Plans for Portal Selection

- Plan type selection is governed by a tool check on the Portal Preferences page. *The lock function in the Course Planner is for course request/recommendations only, not plan type.*

[System Settings>Portal> Preferences> Portal Display Options](#) [Allow portal users to change program](#)

- The start date will be the first date they've saved the plan.
- If the user is over-writing an existing plan selection, the date in the Student's Academic Planning> Program tab will be updated to the new selection, and there will not be a history of the prior plan designation.
- Only the 'active year' displays to users of the portal.

Portal Display Options ★ System Settings > Portal Preferences > Portal Display Options

Display Options Template
School: Angela Test HS Template: Angela Test HS

Display Options

Enable tools and select display options for both the Campus Student and Campus Parent Portals (unless otherwise noted).

Academic Plan ▼ Student ▼ Parent —

Enable Academic Plan Tool ☒ Student ☒ Parent

Settings

Enforce All Rules	☐ Student ☐ Parent
Require approval by parent/legal guardian	☒ Parent
Display Course Fees	☐ Student ☒ Parent
Allow portal users to change program	☒ Student ☒ Parent
Allow to change course plans	☒ Student ☒ Parent

Assign the Plan to Students: Open Plans for Portal Selection

- Set the other preferences at this time.
 - **Enforce All Rules** will refer to Course Planning Rules as well as Course Requirements when validating the portal Save. *When marked, students can only save their academic plan if ALL planning rules and requirements have been fulfilled.*
When it is not marked, students can save their plan without meeting all requirements, but all planning rules must still be met. Warning message from failed requirements and failed planning rules display so users can see the issues but still save the entry.
 - **Require Approved by parent/legal guardian** will display a checkbox for the parent/guardian user to approve the academic plan. It is not required for saving the plan changes. It will display a checkbox for front-end user reference if checked, indicating that the parent has seen and agrees with the plan's selections.
 - **Display Course Fees** will display the course fee in the Course Catalog description search at the top of the Portal page. (It does not display fees as the user selects the course for the plan.) The course fee displayed is the fee associated with the course in the student's 'future enrollment' calendar.
 - Fees must be added at the time of or before course plans are being selected by portal users.
 - **Allow portal users to change programs** locks/unlocks the selection of new course plans (creates a read-only view for students when unchecked).
 - **Allow to change course plans** locks/unlocks the selection of new course plans (creates a read-only view for parent/guardian users when unchecked).

Student Course Recommendations

- Student must have a future enrollment.
- Student must be assigned to a Graduation Plan
- Courses need to have “Allow teacher requests/recommendations” in the **active** school year.
 - Any existing recommendations display in the Recommended Courses column.
 - Teachers have the option of removing courses that have already been selected by the student, a parent, or a counselor if the courses are unlocked in the student’s Course Planner page. If a student already has a course planned, but not for the next school year, the teacher is prevented from adding that course to a different year/grade level.

Click Save after any and/or all adjustments are made.

SELECT SECTION

SAVE

Name	Future Enrollment	Recommended Courses
9th: Hart, Rudy	23-24 Angela Test HS	Type to search or select courses
9th: Mouse, Mickey	23-24 Angela Test HS	Student does not have an active Academic Program.
11th: Mouse, Minnie	23-24 Angela Test HS	0010 Algebra 1 0011 Algebra 2 0012 Math 3 0013 Calculus
11th: Nicka, Steve	23-24 Angela Test HS	Student does not have an active Academic Program.
11th: Plant, Robert	23-24 Angela Test HS	Student does not have an active Academic Program.
10th: Princess, Aurora	23-24 Angela Test HS	Student does not have an active Academic Program.
11th: Princess, Cinderella	23-24 Angela Test HS	Student does not have an active Academic Program.

Existing Recommendation(s) for the next year

COURSE SELECTION(S)

Administration Tools and Processes

- Before implementing any parts of Academic Planning consider the timeline and workflow.
- Users can implement portions of Academic Planning and work with a limited-requirement workflow and then develop the full Academic Planning functionality over time.
 - Consider opening the plan to users in a filter-like format, take the input from a broad population and then narrow who has control and when throughout the process. **Until plans are locked as read only, all user types can over-write each other's course recommendations.**

The Academic Planning 'admin' staff user can always change plans and plan types.

Workflow Recommendation

Students and Parents



Teachers



Guidance Counselor

Common practice is to let the Students/Parents make their choices, then allow Teachers to make recommendations. Teachers should be made aware to NOT delete anything Students and/or Parents have selected and then let Guidance Counselors review and/or finalize.

Administration Tools and Processes

- Student and Parent plan type controls are based on the Portal Display Options tab. Consider when to allow portal plan type selection and when to turn off this option.
- Student and Parent course planning controls are separated, based on the Portal Display Options tab. Consider when to allow parent plan control versus student plan control, and when to turn each off completely (read-only).

Portal Display Options ★ System Settings > Portal Preferences > Portal Display Options

Display Options Template
School: Angela Test HS Template: Angela Test HS

Display Options

Enable tools and select display options for both the Campus Student and Campus Parent Portals (unless otherwise noted).

Expand All Collapse All

Academic Plan		Student	Parent
Enable Academic Plan Tool		☒	☒
Settings			
Enforce All Rules		☐	☐
Require approval by parent/legal guardian			☒
Display Course Fees		☐	☒
Allow portal users to change program		☒	☒
Allow to change course plans		☒	☒

Administration Tools and Processes

- Teachers have access through the Student Course Recommendation tool rights in Campus Instruction. Consider when to add and remove access to this tool right.

Tool Rights	
▼ Instruction	☐ All
▶ Overview	☒ All
▼ Students	☒ All
Roster	☒ All
Advisory	☒ All
Include Non-Advisory Sections	☒ All
Attendance	☒ All
Class Serve	☒ All
Lockers	☒ All
Edit Lockers	☒ All
Positive Attendance	☒ All
Seating Charts	☒ All
Student Groups	☒ All
Course Requests	☒ All
Student Course Recommendations	☒ All
▶ Grades	☒ All
▶ Scheduling	☒ All
▶ Reports	☒ All

Administration Tools and Processes - Single Student

- Navigate to the Academic Planning Selection to view if the student is on track.
Student Information > Academic Planning> Progress
- Green cells comply with the plan, Red cells show a deficiency and Yellow show overflow
- Expand each credit type to see in-progress and plan selection detail.
 - Failing In-Progress and NULL In-Progress scores change the cell color to Orange. In-Progress scores read from the grade book columns only, so if Grade Calc Options or Composites are not set properly, or scores are posted (without assignment calculation detail), the In-Progress detail may report “No Score”.
- Expand Course, Test, and GPA Requirement areas for specific compliance detail.
- Click printer icon for the canned progress report for this student. This report offers Summary or Detail information of plan and compliance.

22-23 Angela Test HS (74) Generated on 01/06/2023 11:26:56 AM Page 1 of 1	Academic Plan Progress Report Mouse, Minnie Grade: 11th Student Number: 100030110 Program: Regents Diploma-Angela HS (Graduation) Counselor:
--	---

* Asterisks indicate student does not meet requirement

Credit Type	9th	10th	11th	12th	14th	Credit Status ER IP PL	Overflow	Total
ELECTIVES		0.0/0.5	3.0/1.0	0.0/1.0	0.0/1.0	0.0 3.0	0.5	3.5/3.5
ENGLISH	1.0/1.0	1.0/1.0	1.0/1.0	0.0/1.0		2.0 1.0		*3.0/4.0
MATH	1.0/1.0	1.0/1.0	1.0/1.0			2.0 1.0		3.0/3.0
SOCIAL STUDIES	1.0/1.0	1.0/1.0	0.0/1.0	0.0/1.0		2.0		*2.0/4.0
SCIENCE	1.0/1.0	1.0/1.0	1.0/1.0			2.0 1.0		3.0/3.0
Foreign Language		1.0/1.0				0.0 1.0		1.0/1.0
ART		0.0/0.5				0.0		*0.0/0.5
MUSIC		0.0/0.5				0.0		*0.0/0.5
HEALTH		1.0/0.5				0.0 1.0	-0.5	0.5/0.5
PHYSICAL EDUCATION	0.5/0.5	0.5/0.5	0.5/0.5	0.0/0.5		1.0 0.5		*1.5/2.0
Total	4.5/4.5	4.5/5.5	8.5/7.5	0.0/3.5	0.0/1.0	9.0 8.5		*17.5/22.0

Course Requirements
 Student must complete 1 year of Art credits
 Students must complete 1 year of Foreign Language
 Students must complete 1 year of Music Credits
 Students must complete 3 years of Math credits
 Students must complete 3 years of Science Credits
 Students must complete 4 years of English Credits
 Students must take 1 year of Health
 Students must take 3 and 1/2 years of electives
 Students must take 4 years of Physical Education
 Students must take 4 years of Social Studies credits

Test Requirements	Evaluation Criteria	Progress
Algebra 1 regents -numeric score of 65 or better needed to obtain credit	One test score is at or above Raw: 65.000	Raw: 98.000 Scale: 98.000

Compound Requirements	Progress
Student can move on to this course after completing Algebra 1 and 2 and obtaining a passing numeric score of 65 or higher. Students can pass the course and not the regents to move into this course, with mandatory retake in January or August	*Not Complete

GPA Requirement	Progress
Minimum GPA required to graduate: 2.000	91.667

Programs Progress Course Plan

Academic Plan Progress

few progress toward Graduation or Academic Program: Regents Diploma-Angela HS (Graduation)

Asterisks indicate student does not meet requirement

redit Type	9th	10th	11th	12th	14th	Credit Status ER IP PL	Overflow	Total
+ ELECTIVES		0.0/0.5	3.0/1.0	0.0/1.0	0.0/1.0	0.0 3.0	0.5	3.5/3.5
+ ENGLISH	1.0/1.0	1.0/1.0	1.0/1.0	0.0/1.0		2.0 1.0		*3.0/4.0
+ MATH	1.0/1.0	1.0/1.0	1.0/1.0			2.0 1.0		3.0/3.0
+ SOCIAL STUDIES	1.0/1.0	1.0/1.0	0.0/1.0	0.0/1.0		2.0		*2.0/4.0
- SCIENCE	1.0/1.0	1.0/1.0	1.0/1.0			2.0 1.0		3.0/3.0

Grade	Course	Status	Score	Credit toward Academic Plan
9th	0060 Earth Science	Earned	95	1.0
10th	0061 Living Environment	Earned	77	1.0
11th	0062 Chemistry	In-Progress	No Score	1.0
+ Foreign Language			1.0/1.0	0.0 1.0
ART			0.0/0.5	0.0
MUSIC			0.0/0.5	0.0
+ HEALTH			1.0/0.5	0.0 1.0
+ PHYSICAL EDUCATION			0.5/0.5 0.5/0.5 0.0/0.5	1.0 0.5
otal			4.5/4.5 4.5/5.5 8.5/7.5 0.0/3.5 0.0/1.0	9.0 8.5

Test Requirements		Evaluation Criteria		Progress	
Algebra 1 regents -numeric score of 65 or better needed to obtain credit		One test score is at or above Raw: 65.000		Raw: 98.000 Scale: 98.000	
Date	Test Name	Raw Score	Scale Score	Result Code	Description
06/10/2021	Regents Common Core Algebra I - Jun	98.000	98.000		

Compound Requirements	Progress
Student can move on to this course after completing Algebra 1 and 2 and obtaining a passing numeric score of 65 or higher. Students can pass the course and not the regents to move into this course, with mandatory retake in January or August	*Not Complete
Course Requirement No courses taken.	
GPA Requirement Calculation Requirement Progress Unweighted (Unweighted) 2.000 No GPA	

GPA Requirement	Progress
Minimum GPA required to graduate: 2.000	91.667

Administration Tools and Processes – Single Student

- The drop down selection allows a user to compare compliance towards a plan in which the student is not participating.
 - Once the selection is made, the printed report displays information for the plan that is being displayed on the tab at the time. The printed report's header will reflect change.
 - The Academic Plan Progress Report lists progress by student in summary or detail option.

 Academic Plan Progress

Assigned Graduation Program: Angela HS-Regents Diploma (Graduation)

Assigned Academic Programs:

- Angela CTE plan (CTE)

View progress toward Graduation or Academic Program: Angela HS-Regents Diploma (Graduation) ▼

Asterisks indicate student does not meet requirement

Credit Type	9th						
ENGLISH	1.0 / 1.0						
MATH	1.0 / 1.0						
SOCIAL STUDIES	1.0 / 1.0						
SCIENCE	1.0 / 1.0						
Foreign Language							
ART							
MUSIC	0.0 / 0.5						
HEALTH							
PHYSICAL EDUCATION	0.5 / 0.5						
ELECTIVES	0.0 / 1.0	0.0 / 0.5	1.0 / 1.0	4.0 / 1.0	1.0	4.0	

Current Program Participation

Angela HS-Regents Diploma (Graduation)

Angela CTE plan (CTE)

Other Graduation Programs

cindi program (Graduation)

cindi program with more requirements (Graduation)

cindi program without credit requirements (Graduation)

DanS Plan (Graduation)

plan with CTE (Graduation)

Other Academic Programs

cindi cte academic program (CTE)

CTE program name (CTE)

Dan CTE (CTE)

do not use-AF (Seal)

DRAFT - Seal of Civic Readiness (Seal)

23-24 Angela Test HS (74) Generated on 03/21/2024 09:55:06 AM Page 1 of 1	Academic Plan Progress Report Mouse, Minnie Grade: 12th Student Number: 100030110 Program: Angela CTE plan (CTE) Counselor:
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* Asterisks indicate student does not meet requirement

Course Requirements		Progress
Must complete .5 credit gaming course		*0.0 / 0.5
Test Requirements		Evaluation Criteria
Recieve a passing score of 65 or more on tech CTE state test		One test score is at or above Raw: 65.000
		Raw: 79.000
GPA Requirement		Progress
Minimum GPA required for completion: 2.000		94.417
Certifications		Evaluation Criteria
CDOS		One test score is at or above Raw: 65.000
		Passed

Academic Plan Progress Report

This report will display the student's progress towards completion of an Academic Plan

Report Type: ☒ Summary ☐ Detail

Report Format: ☒ PDF ☐ DOCX

Administration Tools and Processes- Single Student administration:

- Navigate to the Course Plan tab to see and edit the student's plan detail.
 - Users with access to this tab can save an incomplete plan, even if rules are enforced in Portal Preferences.
 - Locked/unlocked icons display, as well as the parent/guardian approval status.
 - Course Plan Report prints the full detail of course selections.

STUDENT INFORMATION > ACADEMIC PLANNING > COURSE PLAN TAB

Course Plan ☆ Student Information > Academic Planning > Course Plan

Mouse, Minnie Student #: 100030110 Grade: 12th DOB: 02/02/2010 Counselor: Snowman Olaf

Angela HS-Regents Diploma Angela CTE plan

[Related Tools](#) ^

[Save](#) [Course Plan Report](#)

Program: Angela HS-Regents Diploma (Graduation)

Academic Program: Angela CTE plan (CTE)

Approved by parent/legal guardian

ALERT: Angela CTE plan Course Requirement not met: Must complete 5 credit gaining course

ALERT: Course Requirement not met: Student must complete 1 year of Art credits

ALERT: Course Requirement not met: Students must complete 4 years of English Credits

ALERT: Course Requirement not met: Students must take 3 and 1/2 years of electives

ALERT: Course Requirement not met: Students must take 4 years of Physical Education

ALERT: Course Requirement not met: Students must take 4 years of Social Studies credits

ALERT: Academic Program Requirement not met: must pass

Grade: 9th 4.5 / 5.0 Grade: 10th 6.5 / 5.0 Grade: 11th 0.0 / 7.5 Grade: 12th 5.5 / 3.5 Grade: 14th 0.0 / 1.0

ENGLISH (3.0 / 4.0)

1.0 / 1.0 1.0 / 1.0 0.0 / 1.0 1.0 / 1.0 0.0 / 0.0

0040 English 9 - 1.0 0041 English 10 - 1.0 0043 English 12 - 1.0 Type to search or select courses

ALERT: Not enough credits selected in ENGLISH to meet the minimum plan requirements.

MATH (3.0 / 3.0)

1.0 / 1.0 1.0 / 1.0 0.0 / 1.0 1.0 / 0.0 0.0 / 0.0

0010 Algebra 1 - 1.0 0011 Algebra 2 - 1.0 0012 Math 3 - 1.0 Type to search or select courses

SOCIAL STUDIES (3.0 / 4.0)

1.0 / 1.0 2.0 / 1.0 0.0 / 1.0 0.0 / 1.0 0.0 / 0.0

0020 Global History 1 - 1.0 0021 Global History 2 - 1.0 Type to search or select courses Type to search or select courses

0023 History in the making - 1.0

23-24 Angela Test HS (74)		Course Plan Report Mouse, Minnie							
Generated on 02/29/2024 01:32:19 PM Page 1 of 1		Grade: 12th Student Number: 100030110 Program: Angela HS-Regents Diploma (Graduation) Counselor: Approved by parent/legal guardian: No							
Grade: 9th	4.5 / 5.0	Grade: 10th	6.5 / 5.0	Grade: 11th	0.0 / 7.5	Grade: 12th	5.5 / 3.5	Grade: 14th	0.0 / 1.0
ENGLISH (3.0 / 4.0)									
1.0 / 1.0		1.0 / 1.0		0.0 / 1.0		1.0 / 1.0		0.0 / 0.0	
0040 English 9 - 1.0		0041 English 10 - 1.0				0043 English 12 - 1.0			
MATH (3.0 / 3.0)									
1.0 / 1.0		1.0 / 1.0		0.0 / 1.0		1.0 / 0.0		0.0 / 0.0	
0010 Algebra 1 - 1.0		0011 Algebra 2 - 1.0				0012 Math 3 - 1.0			
SOCIAL STUDIES (3.0 / 4.0)									
1.0 / 1.0		2.0 / 1.0		0.0 / 1.0		0.0 / 1.0		0.0 / 0.0	
0020 Global History1 - 1.0		0021 Global History 2 - 1.0				0023 History in the making - 1.0			
SCIENCE (3.0 / 3.0)									
1.0 / 1.0		1.0 / 1.0		0.0 / 1.0		1.0 / 0.0		0.0 / 0.0	
0060 Earth Science - 1.0		0061 Living Environment - 1.0				0063 Physics - 1.0			
Foreign Language (1.0 / 1.0)									
0.0 / 0.0		0.0 / 0.0		0.0 / 1.0		2.0 / 0.0		0.0 / 0.0	
						0071 Spanish 2 - 1.0			
						0071 Spanish 2 - 1.0			
ART (0.0 / 0.5)									
0.0 / 0.0		0.0 / 0.0		0.0 / 0.5		0.0 / 0.0		0.0 / 0.0	
MUSIC (0.5 / 0.5)									
0.0 / 0.5		1.0 / 0.0		0.0 / 0.0		0.0 / 0.0		0.0 / 0.0	
		1000 Music - 1.0							
HEALTH (0.5 / 0.5)									
0.0 / 0.0		0.0 / 0.0		0.0 / 0.5		0.5 / 0.0		0.0 / 0.0	
						1112 Health - 0.5			
PHYSICAL EDUCATION (1.0 / 2.0)									
0.5 / 0.5		0.5 / 0.5		0.0 / 0.5		0.0 / 0.5		0.0 / 0.0	
1113 Gym - 0.5		1113 Gym - 0.5							
ELECTIVES (1.5 / 3.5)									
0.0 / 0.0		0.0 / 0.5		0.0 / 1.0		0.0 / 1.0		0.0 / 1.0	

Administration Tools and Processes – Multiple Students

Student Information > Program Administration > Academic Plan Progress Batch Report

The Academic Plan Progress Batch Report allows counselors and other administrators the ability to view a PDF report of several students' progress of their academic plan. This same report can be generated one student at a time by printing the Academic Plan Progress report from the student's Academic Planning Progress tab.

The screenshot shows the 'Academic Plan Progress Batch Report' interface. At the top, it says '23-24 Angela Test HS'. Below the title, there are filters for 'untrack status' (set to 'All Students') and 'Program Filtering Options' (set to 'All Programs'). On the left, 'Report Options' are set to 'Summary'. At the bottom, there are 'Sort Options' (set to 'Student') and 'Report Format' (set to 'PDF'). A 'Batch Queue List' table is visible at the bottom, with columns for 'Queued Time', 'Report Title', 'Status', and 'Download'. The interface includes a 'Generate Report' button and a 'Submit to Batch' button.

23-24 Angela Test HS (74)						Academic Plan Progress Batch Report Mouse, Minnie				
Generated on 02/29/2024 01:28:13 PM Page 1 of 1						Grade: 12th Student Number: 100030110 Program: Angela HS-Regents Diploma (Graduation) Counselor:				
* Asterisks indicate student does not meet requirement										
Credit Type	9th	10th	11th	12th	14th	Credit Status			Overflow	Total
ENGLISH	1.0 / 1.0	1.0 / 1.0	0.0 / 1.0	1.0 / 1.0		2.0	ER	IP	PL	*3.0 / 4.0
MATH	1.0 / 1.0	1.0 / 1.0	0.0 / 1.0	1.0 / 0.0		2.0			1.0	2.0 / 3.0
SOCIAL STUDIES	1.0 / 1.0	2.0 / 1.0	0.0 / 1.0	0.0 / 1.0		3.0				*3.0 / 4.0
SCIENCE	1.0 / 1.0	1.0 / 1.0	0.0 / 1.0	1.0 / 0.0		2.0	1.0			3.0 / 3.0
Foreign Language			0.0 / 1.0	2.0 / 0.0		0.0	2.0		-1.0	1.0 / 1.0
ART			0.0 / 0.5			0.0				*0.0 / 0.5
MUSIC	0.0 / 0.5	1.0 / 0.0				1.0			-0.5	0.5 / 0.5
HEALTH			0.0 / 0.5	0.5 / 0.0		0.0	0.5			0.5 / 0.5
PHYSICAL EDUCATION	0.5 / 0.5	0.5 / 0.5	0.0 / 0.5	0.0 / 0.5		1.0				*1.0 / 2.0
ELECTIVES		0.0 / 0.5	0.0 / 1.0	0.0 / 1.0	0.0 / 1.0	0.0			1.5	*1.5 / 3.5
Total	4.5 / 5.0	6.5 / 5.0	0.0 / 7.5	5.5 / 3.5	0.0 / 1.0	11.0	5.5			*16.5 / 22.0
Course Requirements										Progress
Student must complete 1 year of Art credits										*0.0 / 0.5
Students must complete 1 year of Foreign Language										2.0 / 1.0
Students must complete 1 year of Music Credits										1.0 / 0.5
Students must complete 3 years of Math credits										3.0 / 3.0
Students must complete 3 years of Science Credits										3.0 / 3.0
Students Must complete 4 years of English Credits										*3.0 / 4.0
Students must take 1 year of Health										0.5 / 0.5
Students must take 3 and 1/2 years of electives										*0.0 / 3.5
Students must take 4 years of Physical Education										*1.0 / 2.0
Students must take 4 years of Social Studies credits										*2.0 / 4.0
Test Requirements										Progress
Algebra 1 regents -numeric score of 65 or better needed to obtain credit										Raw: 00.000
										Scale: 98.000
Compound Requirements										Progress
Student can move on to this course after completing Algebra 1 and 2 and obtaining a passing numeric score of 65 or higher. Students can pass the course and not the regents to move into this course, with mandatory retake in January or August										Complete
Academic Program Requirements										Progress
must pass										*Not Complete
GPA Requirement										Progress
Minimum GPA required to graduate: 2.500										\$2.450

Administration Tools and Processes

Student Information>Program Administration> Course Plan Administration

Besides controlling the process through user access, there are admin tools that will help users keep the stored information in order.

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

Calculate on-track status ▼

The on-track status and error messages will be refreshed for every student in the calendar. These statuses are automatically updated as students/counselors use the course planner, but are not automatically calculated after grading windows and transcript posts. If you have not posted grades/transcripts after students used the planner you do not need to run this.

This is a complex process and can take a long time to complete. You can monitor job status in Batch Queue.

Refresh

Show top 50 ▼ tasks submitted between 02/22/2024 and 02/29/2024

Batch Queue List

Queued Time	Report Title	Status	Download
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Submit to Batch

Administration Tools and Processes

Student Information> Program Admin> Course Plan Admin>Lock Course Plans

- **Lock Course Plans** will allow the Campus Academic Program Admin to control which years' requests can be altered, per-calendar.
 - Lock to allow a parent/student or teacher user a read-only review of the existing recommendations before finalizing as requests.
 - This can be used in conjunction with the Portal parent approval checkbox, or allow teachers to suggest courses in addition to locked selections.
 - Select Mode from dropdown and click Run. A popup confirmation displays, and no Batch Queue report is recorded.

The screenshot displays the 'Course Plan Administration' web interface. At the top, a dark blue header bar contains the title 'Course Plan Administration'. Below this, a light gray banner provides a description: '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.' The main content area has a gray background. It features a 'Select Mode' label above a dropdown menu currently set to 'Lock course plans'. Below the dropdown, a text block explains: 'The courses selected in the students' course plan will be locked in the currently selected calendar for the current grade the student will be enrolled in. Locked course plans can only be altered by a counselor. Future years will remain unlocked.' A 'RUN' button is positioned below the text. On the right side, a white modal popup is open, displaying the message 'Course Plan records locked.' with an 'OK' button at the bottom.

Administration Tools and Processes

Student Information> Program Admin> Course Plan Admin> Unlock Course Plans

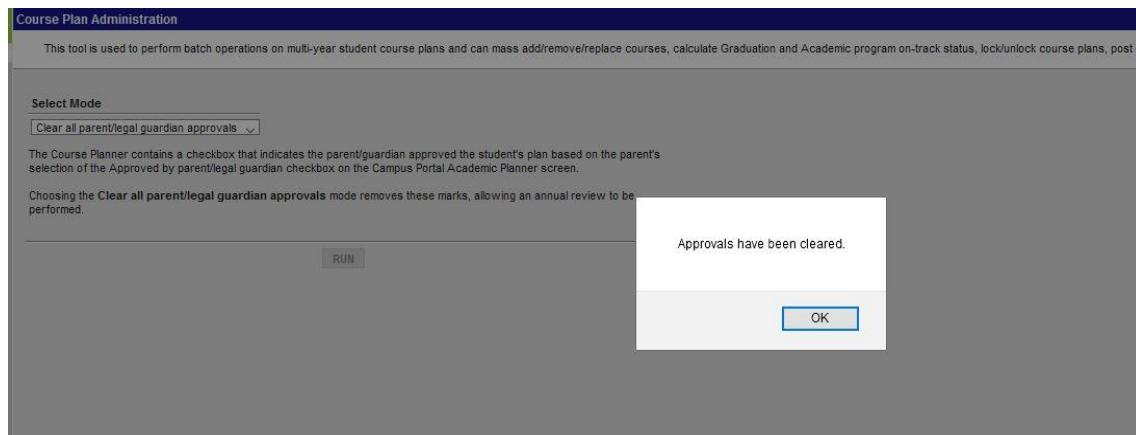
- ***Unlock Course Plans*** will allow the Campus Academic Program Admin to remove the locks for alterations.
 - Plan unlock will be determined by district preference and timeline.
 - Select Mode from dropdown and click Run. A popup confirmation displays, and no Batch Queue report is recorded.

The screenshot displays the 'Course Plan Administration' window. At the top, a dark blue header bar contains the title 'Course Plan Administration'. Below this, a light gray bar provides a description: '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...'. The main area has a 'Select Mode' section with a dropdown menu currently set to 'Unlock course plans'. Below the dropdown, a note states: 'The courses selected in the students' course plan will be unlocked in the currently selected calendar for the current grade the student will be enrolled in. Locked course plans can only be altered by a counselor. Future years will remain unlocked.' A 'RUN' button is positioned below the text. On the right side, a white modal popup is open, displaying the message 'Course Plan records unlocked.' with an 'OK' button at the bottom.

Administration Tools and Processes

Student Information> Program Admin> Course Plan Admin >Clear all parent/legal guardian approvals

- ***Clear all parent/legal guardian approvals*** will clear the checkbox from the portal page.
 - This check is linked to the guardian's user account, and not the calendar year displayed in the portal. Checks must be cleared annually before a new year's Academic Planner process begins.
 - Select Mode from dropdown and click Run. A popup confirmation displays, and no Batch Queue report is recorded.



Administration Tools and Processes

Student Information> Program Admin> Course Plan Admin > Create Course Requests

- **Create course requests** is a manual tool to write all existing recommendations as course requests in the walk-in scheduler request panel.
 - Course Plans **must be locked** to create R-type instead of (unlocked) E-type requests for Schedule Wizard/Walk-in Scheduler tools.
 - Make sure the calendar header selection is **“next” year** when running the tool.
 - If this isn’t selected, the current header calendar’s requests may be over-written and no requests will be created.
 - Course requests created by the planner will over-write any existing requests (even those that are locked!).
 - Changes made to the course plan after requests are created will not be reflected in the walk-in scheduler request panel.
 - Select Mode from dropdown and click Run. A popup confirmation displays, and no Batch Queue report is recorded.

The screenshot shows a web application window titled "Course Plan Administration". Below the title bar, there is a descriptive text: "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 t".

The main content area has a section titled "Select Mode" with a dropdown menu currently showing "Create course requests". Below this, there is a paragraph of instructions: "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."

At the bottom of the main content area, there is a "RUN" button. To the right of the main content area, there is a white modal box with the text "Requests saved." and an "OK" button.

Analyze Plans

[Student Information](#)> [Program Admin](#)> [Course Plan Admin](#)> [Calculate on-track students](#)

- ***Calculate on-track status*** will update the course plan status information for all students per-calendar after any new grade and/or transcript posts have taken place.
 - Although any singular student's status is updated whenever a student/parent/front-end user views a student's graduation progress or course plan, this tool enforces calculation for all students, guaranteeing the most up-to-date plan status report.
 - Using this tool consistently will keep the Ad Hoc Filter fields' data up-to-date.
 - Because this assesses every student, Campus recommends running this via 'Submit to Batch', and if at all reasonable, setting the queue during off-hours.
 - Once the report is generated, click the "Get the report link" to open up the summary of calculations performed.

Records:1		
operation	calendarID	total
Calculate on-track status	259	8

Analyze Plans

[Student Information](#)> [Program Admin](#)> [Academic Plan Status Report](#)

This report outputs whether a student's academic plan is on-track to meet minimum program requirements. The on-track status and warning messages are calculated any time a student, parent, or counselor views a student's Academic/Graduation Program progress or Course Plan. The on-track status can also be calculated from Course Plan Admin.

It is recommended that a user run Calculate on-track status under Course Plan Admin prior to running this report.

- Reports the on-track status for students selected.
 - Selections made in this area narrow the student pool being evaluated. **Not making any selections (or narrowing by the student fields only) compares the student** progress against their currently-assigned plan.
 - Secondary “Additional Report Options” allows the user to make a comparison for a plan in which the student is not participating.
 - Reports generated (as opposed to batched) do not leave a retrievable report in the queue.
 - Because this assesses multiple students, Campus recommends running this via ‘Submit to Batch’, and if at all reasonable, setting the queue during off-hours.

Analyze Plans

Student Information> Program Admin> Academic Plan Status Report

Academic Plan Status Report

It is recommended that a user run Calculate on-track status using the Course Plan Administration tool prior to running this report.

The Academic Plan Status Report can be used to determine whether a student's academic performance is on track to meet the requirements for a program. It can also be used to find students who are not assigned to an academic or graduation program. The on-track status and associated warning messages are calculated any time a student, parent, or counselor views a student's Progress or Course Plan.

Select Student Filters (intersection of all filters)

- ☒ Show all students and progress towards assigned Graduation program
- ☐ Show students assigned at least one Academic Program and progress towards all active assigned Academic Programs
- ☐ Show students assigned to and progress towards a specific Graduation or Academic Program:
- Optionally filter by program
- ☐ Show students without an active:
- ☐ Graduation Program
- ☐ Academic Program

Student Filters

Sort students without active plan

Grade

Optionally filter by grade

Sort by Grade

Ad Hoc Filter

Optionally select an Ad Hoc Filter

Filter by Ad Hoc

On-track Status

All students

Sort by All or On/Off track students

Additional Report Options

Selecting a program below allows a district to evaluate a subset of students towards a specific program, not their assigned program. This can be used with any or all filters chosen above to reduce the subset of data to be analyzed. This option will increase the time to generate the report.

Graduation or Academic Program to evaluate

Use student's current program

Sort by Graduation or Academic Program

Report Format

PDF

Report Format Options: PDF, CSV, or DOCX

Refresh Show top 50 tasks submitted between 12/30/2022 and 01/06/2023

Batch Queue List

Queued Time	Report Title	Status	Download
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Complete Plans

Student Information> Program Admin> Course Plan Admin> Post Diplomas

- Posts Diplomas to Student Information> General> Graduation (tab) based on the assigned student program and associated diploma type.
 - Read entire tab before posting. A calendar and year combination must be selected to run the tool because of the “twelfth grade” notification.

Select Mode

Post diplomas

This option **ONLY** evaluates academic plans for twelfth grade students.

The on-track status is recalculated and any student who meets the requirements of their assigned academic program will earn the diploma type awarded by that program.

If a student's Diploma Type is already populated, the other Diploma fields and Enrollment fields will NOT be updated.

If the student's on-track status is Yes and Diploma Type is empty, this tool will populate the Diploma Type, Diploma Date and Diploma Period fields. If the student's on-track status is No, none of the diploma fields will be updated.

To update Enrollment End Date and End Status on the Enrollment record, both Graduation Options Enrollment End Date and End Status must be entered. A student's enrollment record will only be updated if both of the enrollment fields are empty.

To end enrollments without populating the Diploma Type field on the Graduation record, use Enrollment End Batch.

Student Information> Program Admin> Course Plan Admin> Post Seals

- The Post Seals mode is used to post seals for students who have met the requirements set for an academic program. A student must have a graduation record in order for seals to post. Seals will be posted to the Graduation tab.

Select Mode

Post seals

This tool is ran for all grade levels at the selected calendar.

Seals will be posted to the Student's Academic Plan based on the requirements determined in the Academic Plan Detail. The tool will post one unique seal per plan and can be filtered to only passing scores. When selecting a Program Type of Seal there are no validations in place. Seals post to the student's Graduation tab exactly as configured.

Post Options

***Effective Date**
02/17/2023

***Select Academic Programs**

Date Earned

Complete Plans

Student Information> Program Admin> Course Plan Admin> Post Diplomas

- Posted plans will generate a batch queue report, but this list is user account specific.

Select Mode

Post diplomas

This option **ONLY** evaluates academic plans for twelfth grade students.

The on-track status is recalculated and any student who meets the requirements of their assigned Graduation program will earn the diploma type awarded by that program.

If a student's Diploma Type is already populated, the other Diploma fields and Enrollment End Date will NOT be updated.

If the student's on-track status is Yes and Diploma Type is empty, this tool will populate the Diploma Type, Diploma Date and Diploma Period fields. If the student's on-track status is No, none of the diploma fields will be updated.

To update Enrollment End Date and End Status on the Enrollment record, both Graduation Options Enrollment End Date and End Status must be entered. A student's enrollment record will only be updated if both of the enrollment fields are empty.

To end enrollments without populating the Diploma Type field on the Graduation record, use Enrollment End Batch.

Graduation Options

*Effective Date

03/07/2024

*Select a Graduation Program

Diploma Type

Determined by Graduation Program unless diploma type has already been set in the graduation record

Diploma Date

Diploma Period

Enrollment End Date

Local End Status

Refresh

Show top

50

tasks submitted between

02/29/2024

and

03/07/2024

Batch Queue List

Queued Time	Report Title	Status	Download
03/07/2024 10:50:19 AM	Calculate on-track status	Completed	Get the report

Complete Plans

Student Information> Program Administration> Course Plan Administration> Update Student Status

- This mode updates student status based on requirements set in academic plans. Updates to status are dependent on completion of the requirements that have been defined in the Compound Requirements tool for an academic program.

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, calc and post the planned courses to Course Requests for scheduling.

Select Mode

Update Student Status ▼

Student Status will be updated based on the requirements set in Academic Plans. Status updates are dependent on the completion of set requirements.

This process is complex and job status can be monitored in Batch Queue.

Refresh

Show top 50 ▼

tasks submitted between 03/15/2024 and 03/22/2024

Batch Queue List

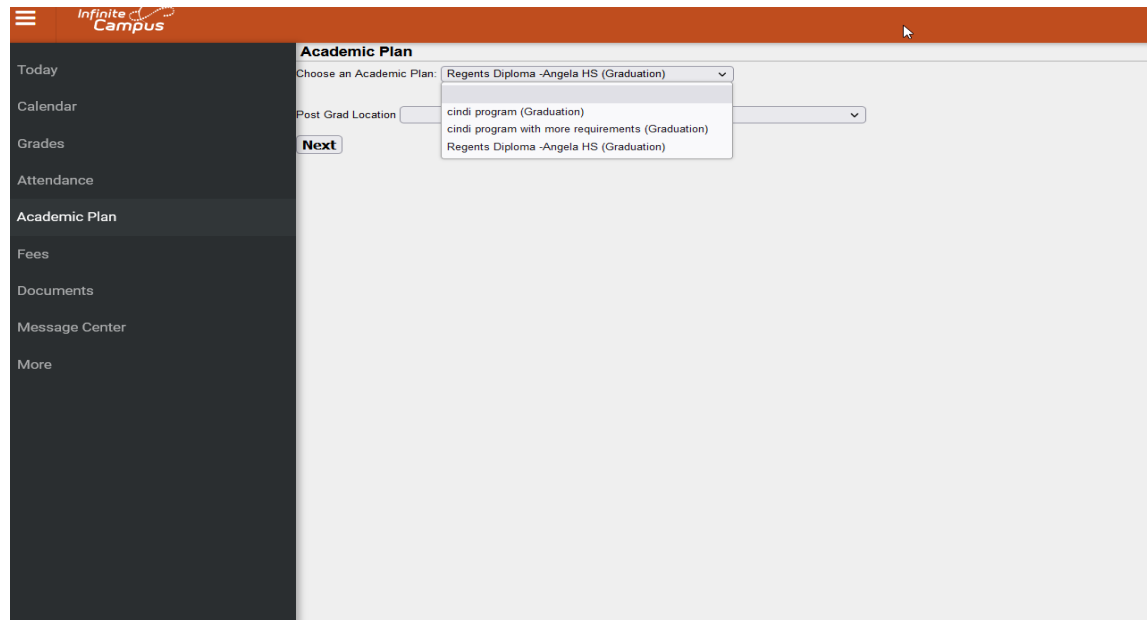
Queued Time	Report Title	Status	Download
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Submit to Batch

Complete Plans

Portal User Views

- Academic Planning needs to be enabled on the Portal.
 - Students/Parents can select a plan if it's marked “*Available*” on the plan, and change the assigned plan if “*Allow portal users to change program*” is checked on the Portal Preferences page. The description displays below the plan selection.



The screenshot shows the Infinite Campus portal interface. On the left is a dark sidebar with a menu containing: Today, Calendar, Grades, Attendance, Academic Plan (highlighted), Fees, Documents, Message Center, and More. The main content area has an orange header with the Infinite Campus logo. Below the header, the title "Academic Plan" is displayed. The form includes a dropdown menu labeled "Choose an Academic Plan:" with "Regents Diploma -Angela HS (Graduation)" selected. Below this is a "Post Grad Location" field with a dropdown menu showing three options: "cindi program (Graduation)", "cindi program with more requirements (Graduation)", and "Regents Diploma -Angela HS (Graduation)". A "Next" button is located to the left of the dropdown menu.

Portal User Views

- Graduation Progress should be enabled on the Portal Preferences
 - Student progress can be compared against any plan that may be selected on the portal.
 - Plan has to be marked “Available for selection on portal”, or else the student can only be compared to their staff/district-assigned plan. The student has to be enrolled in the building if the plan is school- specific.
 - The tab contains a print option at the bottom of the tab, with both summary and detail reports available.

The screenshot displays the Infinite Campus portal interface. On the left is a dark sidebar with navigation links: Today, Calendar, Grades, Attendance, Academic Plan, Fees, Documents (highlighted), Message Center, and More. The main content area is titled 'Documents' and includes a 'School Year' dropdown set to '22-23'. Under 'Report Card', it shows 'Angela test Report Card hs 20/21' and '22-23 Angela Test HS'. An 'Other' section lists 'Academic Progress' (with 'Academic Plan Progress Report' highlighted), 'Program Participation', and 'Program Participation Report'. On the right, the 'Academic Plan Progress Report' section shows 'Report Options', a description, a dropdown for 'View progress toward Graduation or Academic Program' (set to 'Regents Diploma -Angela HS (Graduation)'), 'Report Type' (radio buttons for 'Summary' and 'Detail'), and 'Report Format' (radio buttons for 'PDF' and 'DOCX'). At the bottom right are 'Generate Report' and 'Close' buttons.

Portal User Views

Home
Calendar
Grades
Attendance
Academic Plan
Fees
Documents
Message Center
More

Documents

Other (Documents not related to a specific school year)
Academic Progress

Academic Plan Progress Report
Program Participation

Academic Plan Progress Report
Report Options

This report will display the student's progress toward completion of an Academic Plan.

View progress toward Graduation or Academic Program *

Angela HS-Regents Diploma (Graduation)

Report Type *

Summary
Detail

Report Format *

PDF
DOCX

24-25 Angela Test HS (74) Generated on 02/29/2024 01:46:05 PM Page 1 of 1	Academic Plan Progress Report Mouse, Minnie Grade: 12th Student Number: 100030110 Program: Angela HS-Regents Diploma (Graduation) Counselor:
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* Asterisks indicate student does not meet requirement

Credit Type	9th	10th	11th	12th	14th	Credit Status			Overflow	Total
						ER	IP	PL		
ENGLISH	1.0 / 1.0	1.0 / 1.0	0.0 / 1.0	1.0 / 1.0		2.0		1.0		*3.0 / 4.0
MATH	1.0 / 1.0	1.0 / 1.0	0.0 / 1.0	1.0 / 0.0		2.0		1.0		3.0 / 3.0
SOCIAL STUDIES	1.0 / 1.0	2.0 / 1.0	0.0 / 1.0	0.0 / 1.0		3.0				*3.0 / 4.0
SCIENCE	1.0 / 1.0	1.0 / 1.0	0.0 / 1.0	1.0 / 0.0		2.0		1.0		3.0 / 3.0
Foreign Language			0.0 / 1.0	2.0 / 0.0		0.0		2.0	-1.0	1.0 / 1.0
ART			0.0 / 0.5			0.0				*0.0 / 0.5
MUSIC	0.0 / 0.5	1.0 / 0.0				1.0			-0.5	0.5 / 0.5
HEALTH			0.0 / 0.5	0.5 / 0.0		0.0		0.5		0.5 / 0.5
PHYSICAL EDUCATION	0.5 / 0.5	0.5 / 0.5	0.0 / 0.5	0.0 / 0.5		1.0				*1.0 / 2.0
ELECTIVES		0.0 / 0.5	0.0 / 1.0	0.0 / 1.0	0.0 / 1.0	0.0			1.5	*1.5 / 3.5
Total	4.5 / 5.0	6.5 / 5.0	0.0 / 7.5	5.5 / 3.5	0.0 / 1.0	11.0		5.5		*16.5 / 22.0

Course Requirements	Progress
Student must complete 1 year of Art credits	*0.0 / 0.5
Students must complete 1 year of Foreign Language	2.0 / 1.0
Students must complete 1 year of Music Credits	1.0 / 0.5
Students must complete 3 years of Math credits	3.0 / 3.0
Students must complete 3 years of Science Credits	3.0 / 3.0
Students Must complete 4 years of English Credits	*3.0 / 4.0
Students must take 1 year of Health	0.5 / 0.5
Students must take 3 and 1/2 years of electives	*0.0 / 3.5
Students must take 4 years of Physical Education	*1.0 / 2.0
Students must take 4 years of Social Studies credits	*2.0 / 4.0

Test Requirements	Evaluation Criteria	Progress
Algebra 1 regents -numeric score of 65 or better needed to obtain credit	One test score is at or above	Raw: 98.000
	Raw: 65.000	Scale: 98.000

Compound Requirements	Progress
Student can move on to this course after completing Algebra 1 and 2 and obtaining a passing numeric score of 65 or higher. Students can pass the course and not the regents to move into this course, with mandatory retake in January or August	Complete

Academic Program Requirements	Progress
must pass	*Not Complete

GPA Requirement	Progress
Minimum GPA required to graduate: 2.500	92.400

Portal User Views

- The student's existing course information is read-only
 - Users can search the course catalog using the dropdown, where course detail displays.
 - Error-dependent warning messages will display when a user tries to save a plan that doesn't meet the full requirements.
 - The “Approved by parent/legal guardian” box is read-only for the student when displayed.

Academic Plan

- Program: Regents Diploma -Angela HS (Graduation)
 Academic Program: Angela CTE plan (CTE)
 Approved by parent/legal guardian

ALERT: Course Requirement not met: Students Must complete 4 years of English Credits
 ALERT: Course Requirement not met: Students must take 3 and 1/2 years of electives
 ALERT: Course Requirement not met: Students must take 4 years of Physical Education
 ALERT: Course Requirement not met: Students must take 4 years of Social Studies credits

Grade: 9th 4.5 / 5.0	Grade: 10th 6.5 / 5.0	Grade: 11th 8.5 / 7.5	Grade: 12th 0.0 / 3.5	Grade: 14th 0.0 / 1.0
ENGLISH (3.0 / 4.0)				
1.0 / 1.0 0040 English 9 - 1.0	1.0 / 1.0 0041 English 10 - 1.0	1.0 / 1.0 0042 English 11 - 1.0	0.0 / 1.0 Type to search or select courses	0.0 / 0.0 Type to search or select courses
ALERT: Not enough credits selected in ENGLISH to meet the minimum plan requirements.				
MATH (3.0 / 3.0)				
1.0 / 1.0 0010 Algebra 1 - 1.0	1.0 / 1.0 0011 Algebra 2 - 1.0	1.0 / 1.0 0011 Algebra 2 - 1.0	0.0 / 0.0 Type to search or select courses	0.0 / 0.0 Type to search or select courses
ALERT: Compound Requirement not met: Student can move on to this course after completing Algebra 1 and 2 and obtaining a passing numeric score of 65 or higher. Students can pass the course and not the regents to move into this course, with mandatory retake in January or August				
SOCIAL STUDIES (3.0 / 4.0)				
1.0 / 1.0 0020 Global History 1 - 1.0	2.0 / 1.0 0021 Global History 2 - 1.0	0.0 / 1.0	0.0 / 1.0	0.0 / 0.0

New York State Graduation Requirements

New York State Diploma Requirements Applicable to All Students Enrolled in Grades 9-12

	Minimum Number of Credits
English	4
Social Studies <i>Distributed as follows:</i> • U.S. History (1 credit) • Global History and Geography (2 credits) • Participation in Government (1/2 credit) • Economics (1/2 credit)	4
Science <i>Distributed as follows:</i> • Life Science (1 credit) • Physical Science (1 credit) • Life Science or Physical Science (1 credit)	3
Mathematics	3
World Languages	1 *
Visual Art, Music, Dance, and/or Theater	1
Physical Education (participation each semester, 1/4 credit earned per semester)	2
Health	1/2
Electives	3 1/2
Total	22

1.) Pathways A student must either: • pass an additional Regents examination in a different course (mathematics, science, or social studies); or • pass an additional Department approved alternative in a different course (English, mathematics, science, or social studies); or • pass a Department approved pathway assessment (Arts, CDOS, World Languages); or • successfully complete a Department approved CTE program, including the associated 3-part technical assessment; or • successfully complete all the requirements for earning the CDOS Commencement Credential. Reference Multiple Pathways and Department Approved Alternative Examinations.
2.) Appeals Appeals are subject to local district approval. Reference Appeals, Safety Nets, and Superintendent Determination.
3.) Special Endorsements Honors: A student earns a computed average of at least 90 on the Regents examinations applicable to either a Regents diploma or a Regents diploma with advanced designation. No more than 2 Department approved alternatives can be substituted for Regents examinations. The locally developed Checkpoint 8 examination in World Languages is not included in the calculation. Mastery in Math and/or Science: A student meets all the requirements for a Regents diploma with advanced designation AND earns a score of 85 or better on 3 math Regents examinations and/or 3 science Regents examinations. Technical Endorsement: A student meets the requirements for either a local diploma, a Regents diploma or a Regents diploma with advanced designation AND successfully completes a Department approved CTE program including the 3-part technical assessment. Reference the Endorsements and Seals webpage or NYS Diploma/Credential Requirements for additional information pertaining to awarding special endorsements to students with exam exemptions due to COVID-19.
4.) World Languages Exemption Students with a disability may be excused from the required units of credit in World Languages if so indicated on their IEP, but they must still earn 22 units of credit to graduate. Such student who seeks a Regents diploma with advanced designation does NOT have to complete the 5-unit sequence in the Arts or CTE in lieu of the sequence in World Languages in order to meet the assessment requirements for the advanced diploma.
5.) Superintendent Determination of a Local Diploma Students with a disability who are unable to attain a local diploma through the various safety net provisions may be eligible for a Superintendent Determination of a local diploma under certain conditions. Reference Appeals, Safety Nets, and Superintendent Determination.
6.) Exemptions due to the COVID-19 Public Health Emergency Students granted an exemption from any examination due to COVID-19 are not required to pass such specific examination to meet the assessment requirements for any diploma type. Reference the following FAQs: June/August 2020, January 2021, June/August 2021, and January 2022 (USHG only).
7.) Seal of Civic Readiness A select number of NYS schools will pilot the Seal of Civic Readiness during the 2021-22 school year. Reference the Civic Readiness Initiative.
8.) Family Resources Three flyers, a tracking tool, and presentation materials are available to support students' and families' understanding of the NYS Diploma Requirements. Reference Understanding NYS Diploma Requirements ~ Family Resources. Flyers and tracking tool are translated into eleven different languages.

Teacher course Recommendations vs Requests: Additional Information

The **Student Course Recommendations** tool allows teachers to recommend future courses for students within the same Credit Type or Department as the current course if the student has a future enrollment.

Student Course Recommendations are similar to **Teacher Course Requests**. The difference is that *recommendations* are used in academic planning where as *Course Requests* are used in scheduling. In order for the course recommendations feature to work, the student must have an assigned Academic Program.

Recommendations suggest courses for the next school year, which appear on the student's **Course Plan**. In comparison, **Teacher Course Requests** record a teacher's permission for a student to take another course at some point within the same school, courses which appear in the student's Walk-In Scheduler.

The link below will provide more information on Student Course Recommendations in the Campus Community Knowledge Base:

<https://kb.infinitecampus.com/help/student-course-recommendations-instruction>

Campus Best Practice Tip

- **Never delete a record unless it is a true data error.**
 - If a plan is no longer applicable because State minimums have changed and/or students will not graduate after meeting an old plan's requirements **deactivate** the plan rather than delete it. Remove the active checkmark from the plan's front page after assigning all students to new plans.

Questions?

Reference Campus Community for additional information, hands-on practice, and videos: <https://community.infinitecampus.com>

You can also reach us via email at
infinitecampushelp@esboces.org
or call the help desk at 631-844-5721



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