PowerSchool Graduation Planner Setup

1) <u>The PS Graduation Planner must be set up in the District Office:</u>
   District > District > Graduation Planner Setup

2) **Creating a New Graduation Plan**
   a) On the Graduation Planner Setup page, click the New Graduation Plan button
   b) Enter a unique plan name; (*NOTE: the plan name cannot contain an apostrophe)

3) **Starting and Ending Years**
   a) Click on the Version you created and enter a starting year for which the rules go into effect. The starting Year can be zero. Leave ending year as '9999' if still in effect.
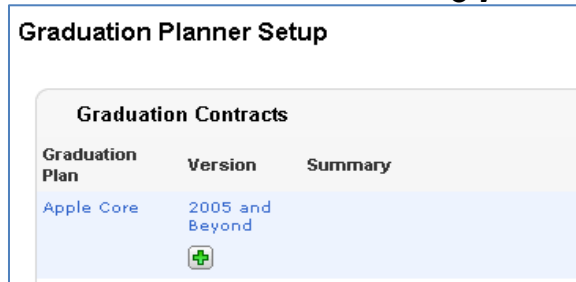

4) **Subject Areas and Requirements**
   a) Click on the Version (years range) to create subject groups, such as Math, English, Science, etc. You will see the screen below:
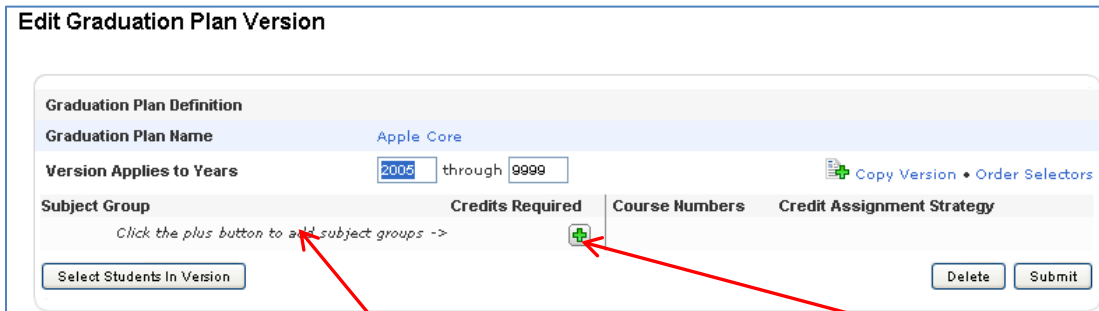
   b) Move the cursor over "*Click the plus button to add subject groups*" and click on the green plus sign that will appear to the right. The Edit Graduation Plan Requirement screen is shown below. On this screen, enter the new subject group and the number of required credits. Submit:
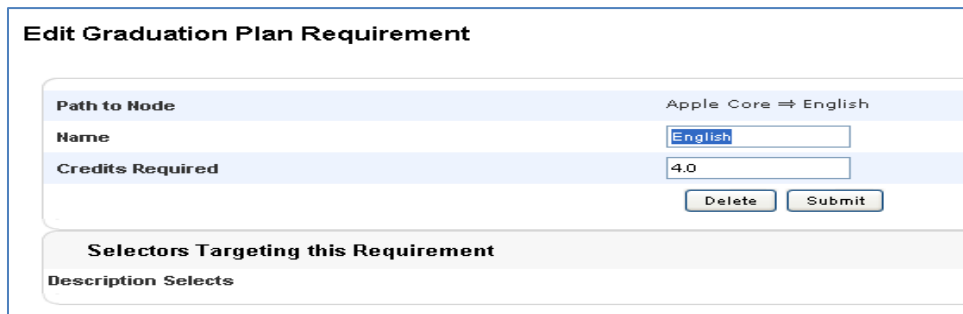
d) When you click Submit, you will automatically return to the Edit Graduation Plan Version screen. The group you just added will now show on this screen. Notice that *"Click the plus button to add subject groups"* has been replaced by *"Total Credits Required"*. The Total Credits Required will increase automatically as you add new subject groups.

e) To add the next subject group, move the cursor over "*Total Credits Required"* and the green plus sign will reappear. Click on it to add the next subject group. Repeat this process until you have added all Subject Groups needed for the graduation plan.

5) Subject Group Subsets

Subsets are specific courses which must be taken as part of the required credits for a subject group. For example, all Ohio students must complete .5 credits each of American History and American Government as a part of their 3 required Social Studies credits. These courses can be listed as subsets within the Social Studies subject group. Adding subset courses does not add additional credits to the total credits requirement, it just indicates that these specific courses must taken as part of the total credits earned in that subject group.

a) To add a subset, move your cursor over the Subject Group to which you wish to add a subset. When the green plus sign immediately next to the subject group becomes visible, click on it to make the Edit Graduation Plan Requirement page appear. Then add the subset course(s) as shown:
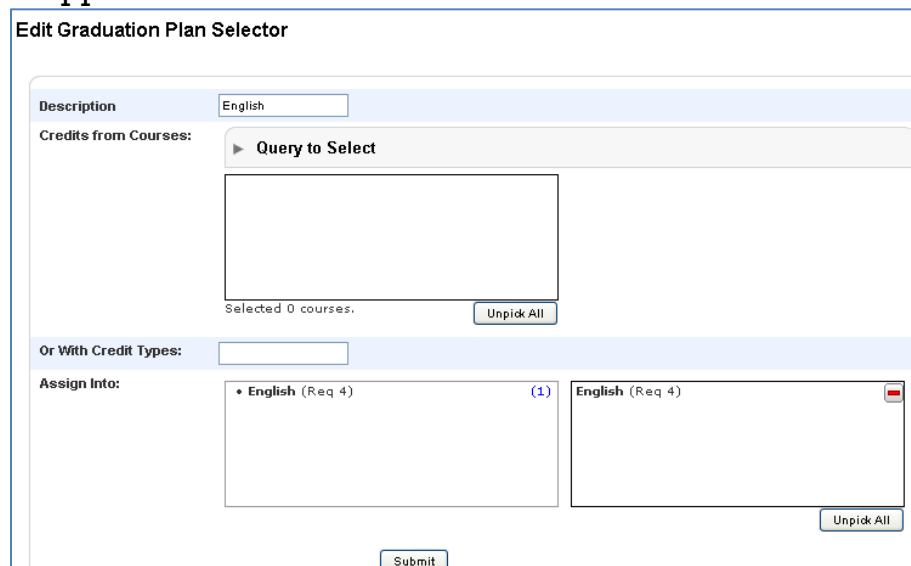

b) Repeat this process until all of your subset courses have been added for each Subject Group.

6) Assignment Strategies:
Once you have created all the Subject Groups and Subsets, you can assign specific courses and/or credit types that will meet the requirements for the group. These will determine how each student's credit is tracked. Additionally, you can set an assignment strategy for subject groups to allow for overflow credit. Overflow credit allows any credits earned beyond the required number for that subject group to be assigned to another group, such as electives.

a) To create an assignment strategy, move the cursor over a Subject Group, and click on the green plus sign on the far right, under "Credit Assignment Strategy". The following screen will appear.
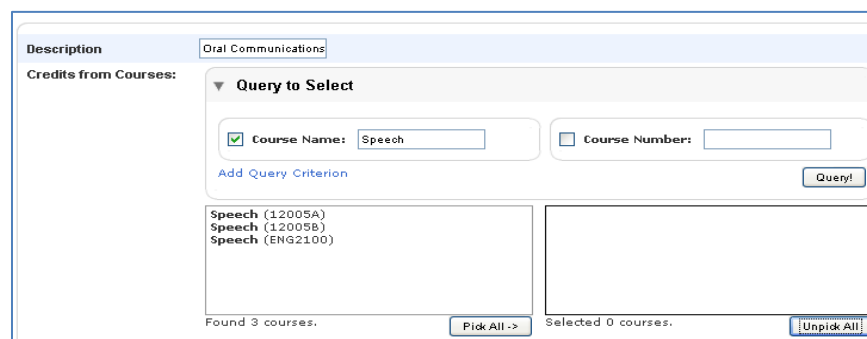

b) There are **two options for associating credit** to Subject Groups. You may add specific courses or Credit types*. You do have the option to use both methods. NOTE: Districts that imported Historical Grades from eSIS > Credit Details screen should check to make sure the appropriate Credit Types are associated with each of their courses.
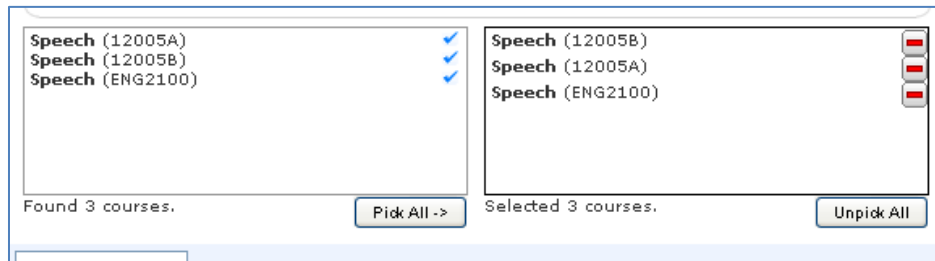*Using Credit types only creates less clutter on the page, but shows less information.*

1) Assigning specific courses by name or course number.
Use the Query To Select button to locate courses using the course name or course number functions. In the example shown below, we queried "Speech" in the course name box:

From the list of courses that appear on the left side, you may select by clicking on the course, or by using the 'Pick All" button, which moves all the courses to the box on the right. In the example below, we used Pick All:
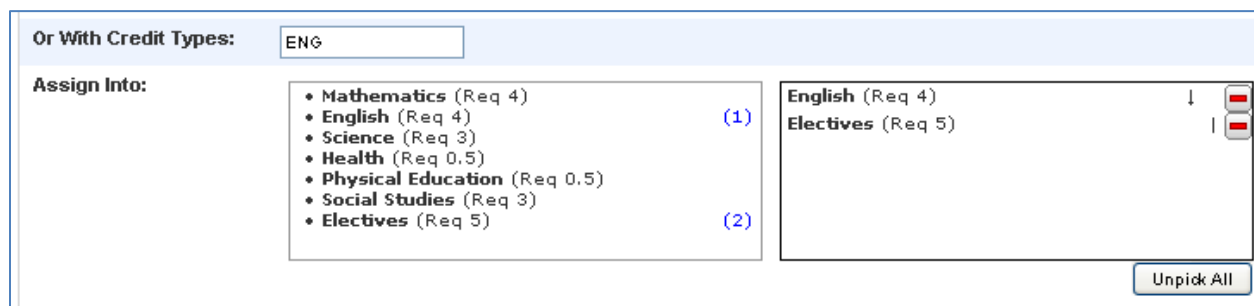


```
Speech (12005A)                    ✓        Speech (12005B)
Speech (12005B)                    ✓        Speech (12005A)
Speech (ENG2100)                   ✓        Speech (ENG2100)

Found 3 courses.          Pick All ->    Selected 3 courses.          Unpick All
```

NOTE: You may also click on the blue "Add Query Criterion" to choose from additional filtering options. Once you have made your selections, make sure the "Assign Into" box on the right contains the correct subject group and click Submit.

2) Assigning strategies using Credit Type.
   Enter a Credit Type code in the "Or With Credit Types" box to create a strategy that allows all courses associated with that Credit Type to meet the requirements. (To include credits from multiple credit types, separate the credit type codes by comma – no spaces.)

   In the example below, we chose two Subject Groups: English and Electives. Credit will be assigned to the English subject group (the top one) until credit requirements have been met, then assign any additional credits in that subject area to the second credit type, which is Electives.


```
Or With Credit Types:    ENG

Assign Into:
                         • Mathematics (Req 4)                English (Req 4)        ↓
                         • English (Req 4)            (1)     Electives (Req 5)      |
                         • Science (Req 3)
                         • Health (Req 0.5)
                         • Physical Education (Req 0.5)
                         • Social Studies (Req 3)
                         • Electives (Req 5)          (2)
                                                                             Unpick All
```

NOTE: For a subset of a main subject area requirement, be sure to add the main subject area to the "Assign Into" box, AFTER the subset area. Add Electives as the third level.

In the following example, credits of American History in excess of the requirement will be applied to the main subject, Social Studies, and when that requirement is fulfilled, excess American History credits will be filtered into Electives.

Description	American History
Credits from Courses:	▸ **Query to Select**

American History 1st Semester (6031) ▬
American History 2nd Semester (6032) ▬

Selected 2 courses.   [Unpick All]

Or With Credit Types:	

Assign Into:

- English (Req 4)
- ▾ Social Studies (Req 3)   (2)
  - • American Government (Req 0.5)
  - • American History (Req 0.5)   (1)
- • Math (Req 4)

American History (Req 0.5)   ↓ ↑ ▬
Social Studies (Req 3)   ↓ ↑ ▬
Electives (Req 5)   ↑ ▬

[Unpick All]

c) The screen below shows an example of a completed Graduation Plan which uses both Credit Types and Specific Courses in the assignment strategies:

Graduation Plan Definition

Graduation Plan Name   2014 Diploma

**Version Applies to Years**   [0]   through [9999]   📋 Copy Version   • Order Selectors

Subject Group	Credits Required	Course Numbers	Credit Assignment Strategy
Total Credits Required:	20		
• Mathematics	4	Credit Type Of MAT	**Mathematics** > Electives
• English	4	Credit Type Of ENG	**English** > Electives
• Science	3	Credit Type Of SCI	**Science** > Electives
• Health	0.5	Credit Type Of HEA	**Health** > Electives
• Physical Education	0.5	Credit Type Of PE	**Physical Education** > Electives
• Social Studies	3	Credit Type Of SS	**Social Studies** > Electives
• Electives	5	123456789, 21002, 21010 ... (22 courses)	**Electives**
		Credit Type Of ENG	English > **Electives**
		Credit Type Of HEA	Health > **Electives**
		Credit Type Of MAT	Mathematics > **Electives**
		Credit Type Of PE	Physical Education > **Electives**
		Credit Type Of SCI	Science > **Electives**
		Credit Type Of SS	Social Studies > **Electives**

7) <u>Order Selectors</u> – determines how specific courses are assigned in the Grad Planner.

a) When using Subsets, it is important to adjust the Order Selectors in order to associate specific courses to the Subset, instead of to the Credit Type. The Order Selector will assign courses to a Subject Group or Subset using the order they are listed in the Order Selectors. Priority is assigned from the top down. The Order Selectors window can be opened by clicking on the blue link on the Edit Graduation Planner screen. *The link is circled in red on the screen shot shown above.*

b) For example, if you created Algebra 2 a Subset of Math, and want all Algebra 2 courses to be listed under the Subset Algebra 2 instead of the Math Subject Group, Algebra 2 must be listed above Math in the Order Selector. Credits will still go into the Math totals, but the courses will show in the Algebra 2 Subset. The screen shot below shows proper setup for Math and Algebra 2.
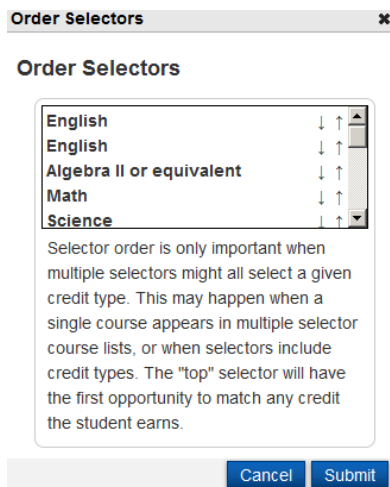
c) We also recommend that the Electives Subject Group always be last in the Order Selectors, as Electives rarely take precedent over other Subject Groups or Subsets.

8) Assigning a Graduation Plan to Individual or Groups of Students:

a) To assign a Graduation Plan to an individual student, select the student on the start screen. Under Academics, choose Graduation Plan Selection. On the Graduation Plan Selection screen (shown below), fill in the "Year Entering Graduation Plan" box with the proper year, click on the plan you wish to assign to the student, and Submit.
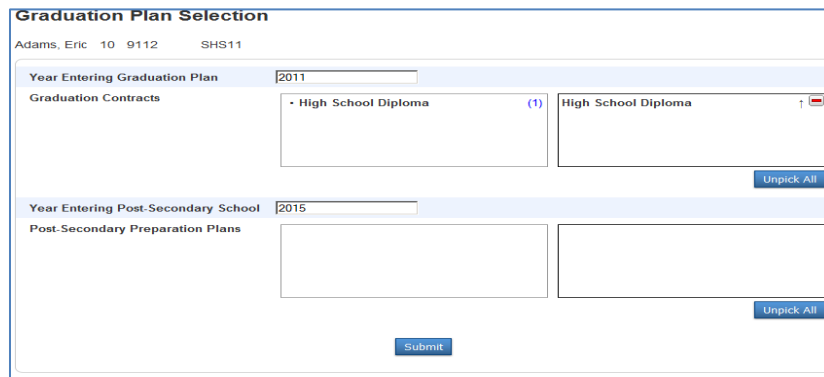
b) <u>To assign a Graduation Plan to a group of students</u>, select the students and click Graduation Plan Selection from the Group Functions list. The screen below appears:

Choose the plan(s) you want to assign to your students by clicking on it. The plan will then appear in the lower box. Click Submit to assign the plan.

c) If you have chosen to assign multiple graduation plans to a student, you can use the up & down arrows in the lower box next to indicate which plan you want to appear first on the Graduation Plan Progress page.

9) <u>**Viewing an Individual Student's Graduation Plan Progress**</u>

a) For Individual Students, select the student, and choose Graduation Plan Progress from the menu at the left. The Graduation Plan Progress screen appears:

The Graduation Plan Progress screen displays the following information for each plan:
   o Subject Group
   o Credits Earned thus far
   o Credits for which the student is currently enrolled
   o Credits for which the student has requests
   o Credits Required for graduation
   o A graphic representation (green bar) showing their progress thus far

10) <u>Viewing/Printing Graduation Progress Reports for a Group of Students</u>

    a) Select the group of students you wish to include in the report. From the Group Functions list, choose Graduation Progress Report. Or, if a current selection of students has been selected, you may access Special Functions > Group Functions > Graduation Progress Report. Submit. Graduation Plan Progress Reports will appear for all students in your Selection. The screen will be similar to the one below:

    b) To print the report, you will use your internet browser printer settings and adjust for landscape orientation, etc. The instructions shown at the top of the screen will not be printed. Use the browser's Back button when you are finished viewing the report, to return to PowerSchool.

11) <u>To Create a Graduation Progress Summary</u>:

    a) Select a group of students on the start page, then from the Functions list, choose Graduation Progress Summary. The following screen appears:

    b) Select the Name of the Graduation plan you wish to view & click Submit:

    c) Students who have completed all the requirements will have a screen similar to the one below, showing the number of credits required and the credits earned. Their display will not have a green progress bar inside the box, as they have completed all requirements. Their screen will look similar to the following example:

English	Math	Science	Social Studies	Physical Education/Health	Fine Arts	Life Skills	Technology Eduation	Electives
Req 4	Req 4	Req 2	Req 2	Req 3	Req 2	Req 1.5	Req 1.5	Req 2
4	4	2	2	3	2	1.5	1.5	2
0	0	0	0	0	0	0	0	0

d) Students who have <u>not</u> yet completed their graduation requirements will have a similar screen, but their's will include the green bar illustrating their current progress toward meeting the requirements for each subject area:

English	Math	Physical Education	Health	Science	Soc Studies
Req 4	Req 4	Req 0.5	Req 0.5	Req 3	Req 3
3	3	0.25	0.5	2	3
1	1	0.25	0	1	0

12) **Placing Graduation Plans on the Parent Portal**

To enable or disable viewing of Graduation Plans on the Parent Portal:

a) Start Page > School > Graduation Planner Setup will take you to the following:
b) select or deselect the following options

Settings

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

Submit