

## COURSE PLANNING FAQS

### TRAINING #2 – DIPLOMA/PLANNER REQUIREMENTS

**Q: I would like to create another graduation stream. How can I do that?**

Navigate to the *Course Planner > Diploma/Planner Requirements* tab. Scroll down the page and click [Create Basic Diploma](#). The diploma that you have just created will be found under the *Select Diploma:* dropdown. This will create a simply diploma stream with a diploma name, several core requirements and groups within each of the requirements. All of which you will be able to modify. A reminder that only one diploma stream can be set as the default. If you are essentially creating a copy of an existing diploma stream, please contact your Implementation Manager who will be able to assist you.

**Q: Can students pick the graduation program they want when completing their 4-year plan?**

A: All primary graduation streams are selected for the student by their advisor. If a student is interested in changing their graduation stream, they are to speak with their advisor.

**Q: When I click on a required course slot, there are courses missing from this list that meet the graduation requirement. How can I add courses to this list?**

A: Those missing courses will need to be added to the list of possible courses that meet that diploma group. Navigate to *Course Planner > Diploma/Planner Requirements*, click on the Group (ex. English 9) and click *Add courses from discipline* dropdown to add courses to the list.

**Q: Our school operates on the “yearlong average” grading rule?**

A: We post only final grade marks. Until we receive final grade marks, we assume a pass to allow the student to plan courses.

**Q: If we have students who have taken credit recovery courses or night school, will those courses also appear on the planner?**

A: Yes, all completed courses, and courses in progress that count toward high school credit are to appear on the students' course planner. If those courses are not appearing, please contact your Implementation Manager. She/he will need to know specifically what course codes are to be visible to your students since we may have also received non-high school credit awarding courses in the mix.

**Q: Can the student delete courses?**

A: The student can only delete courses that he is planning to take next year or in a future year. Those courses that are completed (with a grade mark) or that the student is currently taking cannot be deleted by the student from his planner. That information is a copy of the data extracted from your Student Information System, which we receive from your IT Lead.

TRAINING #2 – DIPLOMA/PLANNER REQUIREMENTS...page 2

**Q: If students have taken high school credit courses in their 8<sup>th</sup> year will those appear on their planner?**

A: Yes, all courses that count toward high school credit are to appear on the student's course planner. If the student took the course prior to Year 9, then a new column will appear labelled "PREV COLUMN", situated prior to the Year 9 column. Instead of a four year plan, those students will have a five year plan. If those courses are not appearing, please contact your Implementation Manager. She/he will need to know specifically what course codes are to be visible to your students since we may have also received non-high school credit awarding courses in the mix.