

Middle School Course Plan

04/20/2026 9:05 pm EDT

A Middle School Graduation Program can be created to assist in gathering requests to be used for Master Scheduling. Assigning a Middle School Graduation Program will allow courses to be placed on a student's Course Plan that can later be turned into requests. When a student is assigned an NC Graduation Program, it will override any other graduation program assigned to the student.

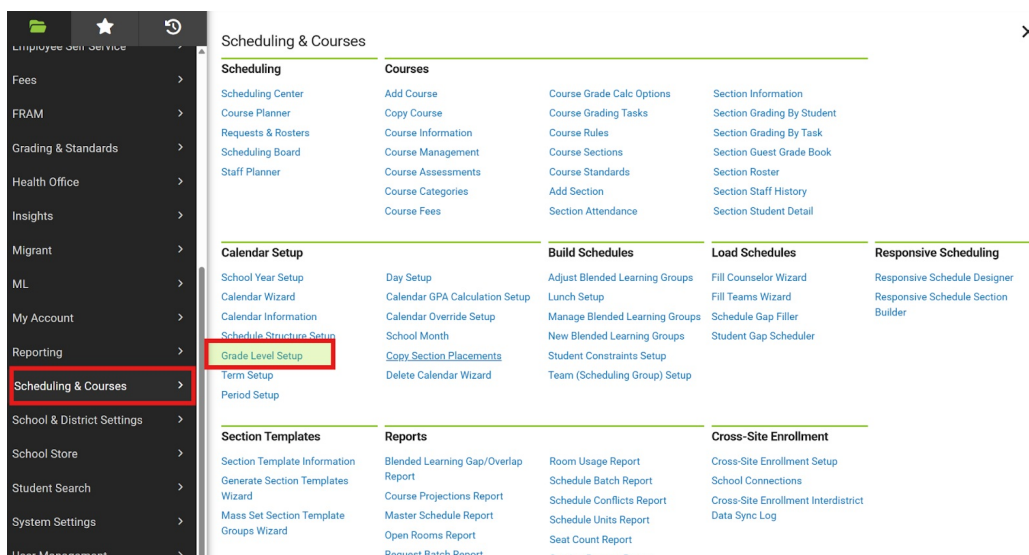


Please note PSUs **Should Not** create High School Graduation Programs. An NC Graduation Program must be assigned to high school students.

Grade Level Setup

Navigation: Scheduling & Courses > Calendar Setup > Grade Level Setup

Before adding a Middle School Graduation Program, Exclude from cumulative GPA/Rank Calculations must be unchecked for each grade level in the graduation program.



Scheduling & Courses				
Scheduling				
Scheduling Center	Add Course	Course Grade Calc Options	Section Information	
Course Planner	Copy Course	Course Grading Tasks	Section Grading By Student	
Requests & Rosters	Course Information	Course Rules	Section Grading By Task	
Scheduling Board	Course Management	Course Sections	Section Guest Grade Book	
Staff Planner	Course Assessments	Course Standards	Section Roster	
	Course Categories	Add Section	Section Staff History	
	Course Fees	Section Attendance	Section Student Detail	
Calendar Setup				
School Year Setup	Day Setup	Adjust Blended Learning Groups	Fill Counselor Wizard	Responsive Schedule Designer
Calendar Wizard	Calendar GPA Calculation Setup	Lunch Setup	Fill Teams Wizard	Responsive Schedule Section Builder
Calendar Information	Calendar Override Setup	Manage Blended Learning Groups	Schedule Gap Filler	
Schedule Structure Setup	School Month	New Blended Learning Groups	Student Gap Scheduler	
Grade Level Setup	Copy Section Placements	Student Constraints Setup		
Term Setup	Delete Calendar Wizard	Team (Scheduling Group) Setup		
Period Setup				
Section Templates				
Section Template Information	Blended Learning Gap/Overlap Report	Room Usage Report	Cross-Site Enrollment Setup	
Generate Section Templates Wizard	Course Projections Report	Schedule Batch Report	School Connections	
Mass Set Section Template Groups Wizard	Master Schedule Report	Schedule Conflicts Report	Cross-Site Enrollment Interdistrict	
	Open Rooms Report	Schedule Units Report	Data Sync Log	
	Request Batch Report	Seat Count Report		
		Request Batch Report		

- Select the appropriate **grade level**.
- Uncheck **Exclude from cumulative GPA/Rank Calculations**
- Click **Save**.

- Repeat for each grade level that will be included in the graduation program.

The screenshot shows a software interface with a 'Save' button highlighted in red. Below it is a table of grade levels:

Grade Level	Seq
IT	1
PR	2
PK	3
KG	5
1	6
2	7
3	8
4	9
5	10
6	11
7	12
8	13
9	14
10	15
11	16
12	17
13	18
UG	19

The right panel shows 'Grade Level Detail' for grade level 6. The 'Exclude from cumulative GPA/Rank calculations' checkbox is highlighted in red.

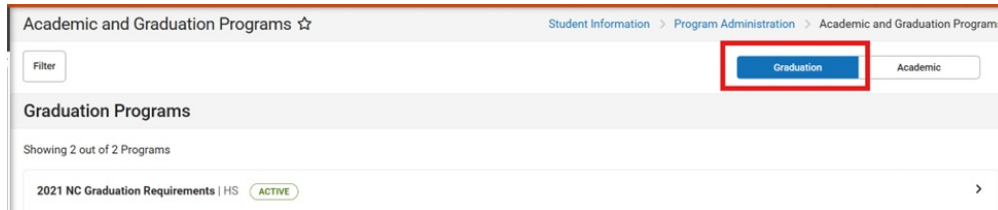
Add Graduation Program

Navigation: Student Information > Program Administration > Academic and Graduation Programs

The screenshot shows a navigation menu with the following structure:

- Main Menu
 - Data Manager Resources
 - Instruction
 - Student Information**
 - Attendance Office
 - Behavior Office
 - Census
 - Communication
 - Demonstration Webinar
 - Dependent Care
 - Employee Self Service
 - Fees
- PLP
 - PLP Caseload
 - PLP Contact Log
 - PLP Documents
 - PLP Team Members
- PLP Administration
 - PLP Plan Type Setup
 - PLP Progress Option Setup
 - PLP Service Position Setup
 - PLP Service Provider Setup
 - PLP Services Setup
 - PLP Template Bank Setup
- Program Administration
 - Academic and Graduation Programs**
 - Academic Plan Progress Batch Report
 - Academic Plan Status Report
 - 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
 - Flag Setup
 - Program Sessions Setup
 - Program Setup
- Program Participation
 - Career and Technical Education (CTE)
 - COE
 - Early Learning
 - FERPA
 - Foster Care
 - Gifted
 - Homeless
 - Migrant
 - Program Services
 - Section 504
 - Title Funded Programs
- Response to Intervention
 - RTI Batch Setup
 - RTI Caseload
 - RTI Contact Log
 - RTI Documents
 - RTI Team Members
- Response to Intervention Administration
 - RTI Intervention Position Setup
 - RTI Intervention Provider Setup
 - RTI Intervention Setup
 - RTI Plan Type Setup
 - RTI Preferences
 - RTI Template Bank Setup
- Special Ed
 - Exceptional Children (EC) Data Screen
 - Special Ed Caseload
 - Special Ed Contact Log
 - Special Ed Document Editor
 - Special Ed Documents
 - Special Ed Goal Monitoring

- Select **Graduation** in the upper right of the tool.



- Click **New** to add a new graduation program.



Program Details

Enter the program details. Required fields must be populated in order to save. Some fields are read only and cannot be changed.

- Enter a **name** that is descriptive and unique up to 50 characters.
 - If schools offer different courses, consider adding the school's name or abbreviation to differentiate between plans.
- Select **MS** as the Credit Group.
- Enter a **Code** (optional).
- Leave Available for Selection on Portal **unchecked**.
- Leave State Reported **unchecked**.
- Check to **Allow Planning of Alternates** (optional).
- Enter the **Minimum Number of Alternate Credits** that should be selected (required if allowing alternates)
- Enter the **Academic Start/End Year** (optional).
- If a school is selected, the program will only be available to students enrolled at the selected school.
- Check **Flagged** to display a flag for a student that is assigned the program (optional).
- Enter a **description** of the program using the HTML Description box (optional).
- Click **Save & Stay** to update the program information.

Academic and Graduation Programs ☆ Student Information > Program Administration > Academic and Graduation Programs

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

Name: (Required) <input type="text" value="Middle School Course Plan"/>	Category: (Required) Graduation	Credit Group: (Required) MS	Code: <input type="text"/>
Active: <input checked="" type="checkbox"/>	Available for Selection on Portal: <input type="checkbox"/>	State Managed: No	State Reported: <input type="checkbox"/>
Academic Start Year: ⓘ <input type="text"/>	Academic End Year: ⓘ <input type="text"/>	Allow Planning of Alternates: <input checked="" type="checkbox"/>	Min # of Alt Credits Next Year: (Required) 1.000
School: <input type="text"/>	Diploma Type: <input type="text"/>	Flagged: <input type="checkbox"/>	Flag Preview: <input type="checkbox"/> <input type="button" value="Edit Flag"/>

Credits Requirements

- Select the **Credit Requirements** tab.
- Enter the appropriate **number** of "credits" needed to complete a student's schedule for each grade level.
 - Even though middle school courses will not have "credits" this lets the system know how many courses should be included for a student.
- Click **Save & Stay** to update the credit requirements.

Academic and Graduation Programs ☆ [Student Information](#) > [Program Administration](#) > [Academic and Graduation Programs](#)

Edit Graduation Program | Middle School Course Plan - MS

Last Modified: Green, Marissa 4/20/26, 7:38 AM

Program Details | **Credit Requirements** | Program Criteria | Course Plan Template

Set the credit requirements of each Credit Type for each grade level.

CREDIT TYPE	6	7	8	TOTAL	DISPLAY ORDER
Middle	<input type="text" value="7.000"/>	<input type="text" value="7.000"/>	<input type="text" value="7.000"/>	21	<input type="text"/>
Total	7	7	7	21	

There are not values that need to be entered for the Program Criteria tab.

Course Plan Template

- Select the **Course Plan Template** tab.
- In the Non-Credit area, select the **courses** from the dropdown that for each grade level. These courses will be placed on each student's Course Plan when the program is assigned to the student.
- Click **Save & Stay** when all required courses are added.

Edit Graduation Program | Middle School Course Plan - MS

Last Modified: Green, Marissa 4/20/26, 7:38 AM

Program Details Credit Requirements Program Criteria **Course Plan Template**

Calendar:

25-26 Jefferson Middle School ▼

Clear All

GRADE: 6 0/21

GRADE: 7 0/21

GRADE: 8 0/21

Middle (0/21)

0/7

Type to search or select cours...

0/7

Type to search or select cours...

0/7

Type to search or select cours...

Non-credit

10562Y0 ELA Grade 6 ✕

20062Y06 Math Grade 6 ✕

30062Y06 Science Grade 6 ✕

40062Y06 Social Studies ... ✕

60462Y0 Health and PE G... ✕

10572Y07 Language Arts... ✕

20072Y07 Math Grade 7 ✕

30072Y07 Science Grade 7 ✕

40072Y07 Social Studies ... ✕

60472Y07 Health and PE ... ✕

10582Y08 Language Arts... ✕

20082Y08 Math Grade 8 ✕

30082Y08 Science Grade 8 ✕

40082Y08 Social Studies ... ✕

60482Y08 Health and PE ... ✕



Courses with HS Credit Type will not be available to select for this plan. Consider using a placeholder course for students to select in place of Middle School for High School credit courses. These placeholder courses can be replaced with the correct code using the Requests & Rosters tool.

Assign Graduation Plans to Students

Assign the newly created graduation program to all students. Courses can be modified at the student level as needed.

Navigation: Menu > Student Information > Program Administration > Batch Program Assignment Wizard

- Select **Graduation** as the type.
- Select the **Middle School Program** created in the steps above.
- Select **Add Participation** mode.
- Enter the **Start Date** of the current date. Programs are not active and available on a student's course plan if using a future date.
- Choose to add students using a **Select Filter** or **Batch Add**.
 - Using the select filter can narrow results by Grade, Ad Hoc or Scheduling Group/Team
 - Using Batch Add can narrow results by specific students.
- Click **Update** to add the program to the filtered students.

Batch Program Assignment Wizard ☆ Student Information > Program Administration > Batch Program Assignment Wizard

Batch Assignment Tool

The Batch Assignment tool enables batch updates to multi-year student course plans by adding, deleting, or modifying the selected item in the Type field for chosen students, who may only have one graduation program. It also manages course assignments, tracks graduation and academic progress, locks or unlocks plans, posts diplomas, and updates Course Requests.

Select Type
 Graduation

Select Filter Batch Add

Select Program
 Middle School Course Plan (Graduation)

Select Filters (at least one)
 Grade(s): x 8

Select Mode
 Add Participation
 Delete Participation
 Edit Participation

Ad Hoc Filter
 Select an Ad Hoc Filter

Scheduling Group/Team(s) (Optional)
 Select one or more scheduling groups.

Start Date: 4/20/2026 End Date: []

Update

Assigning the program will assign the corresponding grade level courses to each student. Alternate options are available based on the program details information.

Academic Plan

Program: Middle School Course Plan (Graduation) Counselor: []

Approved by parent/legal guardian

Grade: 06 0.0 / 7.0 ALERT: Grade 06 does not have enough credits planned.	Grade: 07 0.0 / 7.0 ALERT: Grade 07 does not have enough credits planned.	Grade: 08 0.0 / 7.0 ALERT: Grade 08 does not have enough credits planned.
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Middle (0.0 / 21.0)

0.0 / 7.0	0.0 / 7.0	0.0 / 7.0
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ALERT: Not enough credits selected in Middle to meet the minimum plan requirements.

Non-credit

<ul style="list-style-type: none"> x 10562Y0 ELA Grade 6 x 20062Y06 Math Grade 6 x 30062Y06 Science Grade 6 x 40062Y06 Social Studies Gr 6 x 60462Y0 Health and PE Grade 6 	<ul style="list-style-type: none"> x 10572Y07 Language Arts Grade 7 x 20072Y07 Math Grade 7 x 30072Y07 Science Grade 7 x 40072Y07 Social Studies Gr 7 x 60472Y07 Health and PE Gr 7 	<ul style="list-style-type: none"> x 10582Y08 Language Arts Grade 8 x 20082Y08 Math Grade 8 x 30082Y08 Science Grade 8 x 40082Y08 Social Studies Gr 8 x 60482Y08 Health and PE Gr 8
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Alternates

Alternate courses may be selected for scheduling if a student cannot be scheduled into a planned course. Use the directional arrows to order the Alternates by preference.

0.0 / 1.0	0.0 / 0.0	0.0 / 0.0
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Type to search or select courses

ALERT: Not enough credits selected in Alternates for grade 06 to meet the minimum plan requirements.

Grad Plan assignment will not impact the current year student schedule.

- A student may only be assigned to one graduation program at a time.
- Graduation plans can be updated manually or in batch if/when a student needs a different plan.
- Changing the student's graduation program does not change recorded data regarding things such as classes taken and grades earned.

Plans must be turned into requests in the future year. Use the [Course Plan Administration | Infinite Campus](https://kb.infinitecampus.com/help/course-plan-admin) (<https://kb.infinitecampus.com/help/course-plan-admin>) tool to convert planned courses to requests.

Once planned courses are converted to requests, updates to requests can be completed using Requests & Rosters or Walk in Scheduler for an individual student.

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