

# Graduation Sets and Graduation Progress in PowerSchool

## Graduation Sets

Use graduation sets to track student graduation progress. Graduation sets are sets of course requirements for which students must earn a specified number of credits. For example, you can create a graduation set for this year's incoming ninth graders.

Within a graduation set, create different subject area requirements, such as Science, Math, and English. Within each subject area requirement, define the number of credits students must earn to fulfill that requirement. For more information, see [Graduation Requirements](#).

Monitor students' progress towards earning the credits they need to complete a predefined set of requirements for graduation from your school or entrance to a higher education institution. For more information, see [Graduation Progress](#).

### How to Add a Graduation Set

Create graduation sets to determine the number of credits in specific subject categories a student must earn to graduate. Define the graduation set and then define individual subject area requirements within the set by using course groups or individual course numbers.

1. On the start page, choose [School](#) from the main menu. The School Setup page appears.
2. Under Scheduling, click **Graduation Sets**. The Graduation Sets page appears.
3. Click **New**. The Graduation Requirement Set page appears.
4. Enter the name of the graduation set.
5. Click **Submit**. The Graduation Sets page displays the new graduation set.

### How to Edit a Graduation Set

Edit the name of a graduation set. To add, edit, or delete graduation requirements associated with the graduation set, see [Graduation Requirements](#).

1. On the start page, choose [School](#) from the main menu. The School Setup page appears.
2. Under Scheduling, click **Graduation Sets**. The Graduation Sets page appears.
3. Click the name of the graduation set you want to edit. The Graduation Requirement Set page appears.
4. Edit the name of the graduation set.
5. To convert the graduation set into a graduation plan, click **Convert to Graduation Plan**. The Edit Graduation Plan page appears. Enter information as needed and then click Submit. For more information, see the Graduation Planner User Guide available on PowerSource.
6. Click **Submit**. The Graduation Sets page displays the edited graduation set.

### How to Convert a Graduation Set into a Graduation Plan

Any existing graduation set may be converted to a graduation plan. For more information, see [Graduation Planner](#) or the *Graduation Planner User Guide* available on [PowerSource](#).

1. On the start page, choose [School](#) from the main menu. The School Setup page appears.
2. Under Scheduling, click **Graduation Sets**. The Graduation Sets page appears.
3. Click the name of the graduation set you want to edit. The Graduation Requirement Set page appears.
4. Click **Convert to Graduation Plan**. The Edit Graduation Plan page appears.
5. Edit the information as needed.
6. Click **Submit**. The Graduation Planner Setup page appears.

### How to Delete a Graduation Set

Deleting a graduation set also deletes any associated graduation requirements.

1. On the start page, choose [School](#) from the main menu. The School Setup page appears.
2. Under Scheduling, click **Graduation Sets**. The Graduation Sets page appears.
3. Click the name of the graduation set you want to delete. The Graduation Requirement Set page appears.
4. Click **Delete**. The Selection Deleted page appears.
5. Click **Back** to return to the Graduation Sets page.

**Note:** If a "Warning Page Expired" message appears, click the **PowerSchool** logo to return to the start page.

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### Graduation Progress

The information on this page is a compilation of the student's grades and the graduation requirements for your school. For most people it is view-only, so you will not be able to make any changes. If you find an error, it must be corrected either in the student's grades or in the requirements.

### How to View Student Graduation Progress

1. On the start page, search for and select a student. For more information, see [Search and Select](#).
2. Under Academics, choose **Graduation Progress** from the student pages menu. The Graduation Progress page appears.
3. Choose the appropriate graduation requirement set from the **Graduation Requirement Set** pop-up menu.
4. Click **Submit**. The Graduation Progress page displays the student's progress towards graduation.

**Note:** A course may appear more than once on a student's graduation requirements page, most likely because that class fulfills multiple requirements and not because the student enrolled in

the class more than once. For more information about how to enter graduation requirements or change how graduation requirements appear in PowerSchool, see [Graduation Requirements](#).

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## Graduation Plans

Once graduation planner is set up, you can then begin working with students managing graduation plans and generating graduation progress summaries.

Using the Graduation Plan Selection page, you can manage graduation plans for individual students.

### How to Select a Graduation Plan

1. On the start page, search for and select a student. For more information, see [Search and Select](#).
2. Under Academics, choose **Graduation Plan Selection** from the student pages menu. The Graduation Plan Selection page appears.
3. Use the following table to enter information in the fields:

Field	Description
Year Entering Graduation Plan	<p>Enter the year the student will begin the graduation plan.</p> <p><b>Note:</b> This setting affects the default version the student will be assigned if the name is selected instead of a specific version.</p>
Graduation Contracts	<p>In the list box on the left, click the name or the specific version of the graduation contract you want to select. The selected graduation contract appears in the list box on the right.</p> <p>To remove a graduation contract from the list box on the right, click the <b>Minus (-)</b> button next to the graduation contract you want to remove.</p> <p>To remove all graduation contracts from the list box on the right, click the <b>Unpick All</b> button.</p> <p>If selecting multiple graduation contracts, use the up and down arrows to indicate the order in which you want the items to appear in the Graduation Plan Progress page.</p> <p><b>Note:</b> If the name is selected instead of a specific version, the student will be assigned the version of the plan, which matches their <b>Year Entering Graduation Plan</b> setting.</p>

Year Entering Post-Secondary School	<p>Enter the year the student will go to the post-secondary school.</p> <p><b>Note:</b> This setting affects the default version the student will be assigned if the name is selected instead of a specific version.</p>
Post-Secondary Preparation Plans	<p>In the list box on the left, click the name or the specific version of the post-secondary preparation plan you want to select. The selected post-secondary preparation plan appears in the list box on the right.</p> <p>To remove a post-secondary preparation plan from the list box on the right, click the <b>Minus (-)</b> button next to the post-secondary preparation plan you want to remove.</p> <p>To remove all post-secondary preparation plans from the list box on the right, click the <b>Unpick All</b> button.</p> <p>If selecting multiple post-secondary preparation plans, use the up and down arrows to indicate the order in which you want the items to appear in the Graduation Plan Progress page.</p> <p><b>Note:</b> If the name is selected instead of a specific version, the student will be assigned the version of the plan, which matches their <b>Year Entering Post-Secondary Preparation Plans</b> setting.</p>

4. Click **Submit**. The Graduation Plan Progress page appears.

### How to Edit a Graduation Plan Selection

1. On the start page, search for and select a student. For more information, see [Search and Select](#).
2. Under Academics, choose **Graduation Plan Selection** from the student pages menu. The Graduation Plan Selection page appears.
3. Edit the information as needed. For field descriptions, see [How to Select a Graduation Plan](#).
4. Click **Submit**. The Graduation Plan Progress page appears.

### How to Remove a Graduation Plan

1. On the start page, search for and select a student. For more information, see [Search and Select](#).
2. Under Academics, choose **Graduation Plan Selection** from the student pages menu. The Graduation Plan Selection page appears.
3. Use the following table to enter information in the fields:

Field	Description
Graduation	To remove a graduation contract from the list box on the right,

Contracts	<p>click the <b>Minus (-)</b> button next to the graduation contract you want to remove.</p> <p>To remove all graduation contracts from the list box on the right, click the <b>Unpick All</b> button.</p>
Post-Secondary Preparation Plans	<p>To remove a post-secondary preparation plan from the list box on the right, click the <b>Minus (-)</b> button next to the post-secondary preparation plan you want to remove.</p> <p>To remove all post-secondary preparation plans from the list box on the right, click the <b>Unpick All</b> button.</p>

4. Click **Submit**. The Graduation Plan Progress page appears.

### Graduation Plan Progress

The Graduation Progress page displays the student's four-year graduation plan, any post-secondary plans, and the progress of each of those plans. Progress is indicated by the use of a color-coded bar. Dark green indicates earned credits; light green indicates currently enrolled credits; and yellow indicates requested/planned credits. A green checkmark indicates that a requirement has been completely satisfied with earned credits.

**Note:** This procedure may also be performed via **Start Page > PowerScheduler > Selected Students > [Graduation Plan Progress](#)**.

### How to View a Student's Graduation Plan Progress

1. On the start page, search for and select a student. For more information, see [Search and Select](#).
2. Under Academics, choose **Graduation Plan Progress** from the student pages menu. The Graduation Plan Progress page displays the following information for each plan:
  - Subject Group
  - Earned
  - Enrolled
  - Requested
  - Required
  - Progress
3. Click the name of a Subject Group to view additional information.

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