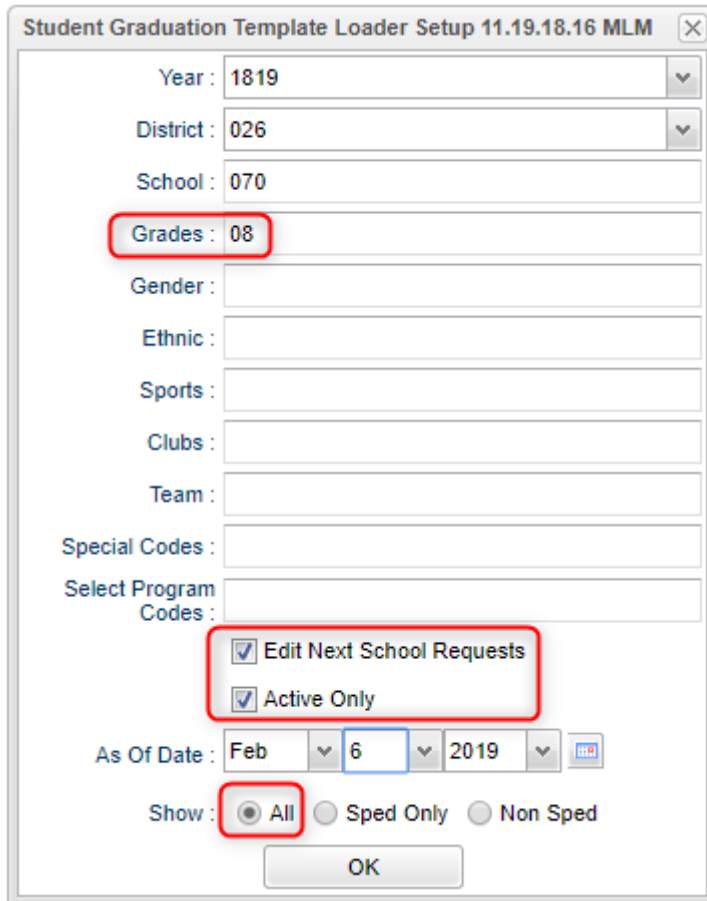


## Graduation Template Loader for 8<sup>th</sup> Graders Going to Other High School

The Graduation Template Loader in this scenario has current 8<sup>th</sup> grade students on the left, and Graduation Templates of the high schools they will be attending on the right.

The user identifies which students go in a desired template at the next high school he/she will be attending, then requests in the Grad Template are assigned to these students.

1. Go to **Scheduling / Loaders / Student Graduation Template Loader**.
2. At the setup, configure for current year, grade 08.
  - Place a check for “Edit Next School Students”
  - Place a check for “Active Only” with current date beneath.
  - Click “OK” to get a listing of students.



The screenshot shows the 'Student Graduation Template Loader Setup 11.19.18.16 MLM' dialog box. The 'Year' is set to 1819, 'District' to 026, and 'School' to 070. The 'Grades' field is set to 08 and is highlighted with a red box. Below the 'Grades' field, there are several empty input fields for 'Gender', 'Ethnic', 'Sports', 'Clubs', and 'Team'. The 'Special Codes' and 'Select Program Codes' fields are also empty. Two checkboxes are checked: 'Edit Next School Requests' and 'Active Only', both highlighted with a red box. The 'As Of Date' is set to Feb 6, 2019. The 'Show' section has three radio buttons: 'All' (selected and highlighted with a red box), 'Sped Only', and 'Non Sped'. An 'OK' button is at the bottom.

3. On the left will be students with a column showing next year school. On the right is a pick list of Graduation Templates for each of the high schools.
  - **Tip:** Sort the Grad Plans in School order to make browsing easier.
  - **Tip #2:** Click on the little exclamation icon to see the contents of the requests being assigned to the student.
4. Click to select students in the boxes to the left of each student’s name.
5. On the right, click the Graduation Plan to assign to these students. Make sure next school is same as site with graduation plan.
  - The system will ask for a confirmation. After clicking Yes, the column “Grad ID” will update with the code associated with the Grad Template.
6. Need to change a Template assigned to a student? Click the select box and select the Grad Template to assign to the student.