

# FACULTY GRAD PLAN ACCESS

## Table of Contents

Grad Plan .....	3
Faculty Questions re. Grad Planner .....	4
How Do I Make Notes on a Student's Grad Plan? .....	6
Can I Suppress Prerequisites? .....	10

# Grad Plan

## Faculty Questions re. Grad Planner

### What is the Graduation Planner?

The Graduation Planner is BYU-Idaho's online course planning tool for students. It provides students with one place to:

- See the courses they need to take and the order in which they should take them based on transfer credits, previously completed courses, and department-recommended course sequencing.
- Get an approved graduation plan leading to on-time graduation
- Create alternate plans in order to explore the impact of changing majors or catalog years on graduation date.
- Change their major (if they can get an approved alternate plan in the major to which they would like to change).

### How do I Access the Graduation Planner?

In order to access the Graduation Planner, follow these steps:

1. Visit <https://iplan.byui.edu>
2. Click the BYU-Idaho login button
3. Enter your BYU-Idaho credentials
4. Click Login and choose Grad Planner in the black navigation bar at the top of the page

### I Successfully Logged In, but I Don't See the Grad Planner Link

In order to access the Grad Planner, you need to be a member of the Grad Planner Faculty role in the BYU-Idaho Role Manager. If the link is missing, please do the following:

1. Create an email to [iplansupport@byui.edu](mailto:iplansupport@byui.edu) with the following subject: "Add to Faculty Grad Planner Role"
2. Please be sure to provide name, department, and email address in the body of the message

The BYU-Idaho I-Plan support team will generally respond to requests within 1 business day

## How Will the Graduation Planner Impact my Work?

Some faculty members may choose to use the Graduation Planner as an advising tool with students they mentor. However, Grad Planner is primarily a student-facing tool, and should have very little direct impact on faculty members unless they choose to engage with the tool.

## What Can I Do in the Graduation Planner as a Faculty Member?

Faculty can use the Grad Planner in a number of different ways:

- Use the tool to advise individual students assigned to them for mentoring
- Review grad plans of individual students and make recommendations of courses and their proper sequence for the student
- Faculty members can [make notes](#) for students on the plans they review

## Who Can I Contact with Questions?

There are several resources available to answer Grad Plan questions:

1. The BYU-Idaho Support Center (BSC)--The BSC can be contacted by calling extension 2900. The BSC is equipped to answer basic I-Plan questions, and is a good initial resource
2. College advising centers--College advising centers can also be a good source of information in the event that the BSC cannot answer a question. Please call extension 9800 to reach the main advising desk
3. I-Plan Support Team--The I-Plan support team is located in the Chapman building, and can respond to escalations from the BSC or advising centers. They can be contacted at [iplansupport@byui.edu](mailto:iplansupport@byui.edu) or by phone at extension 0984

# How Do I Make Notes on a Student's Grad Plan?

## Log in to I-Plan

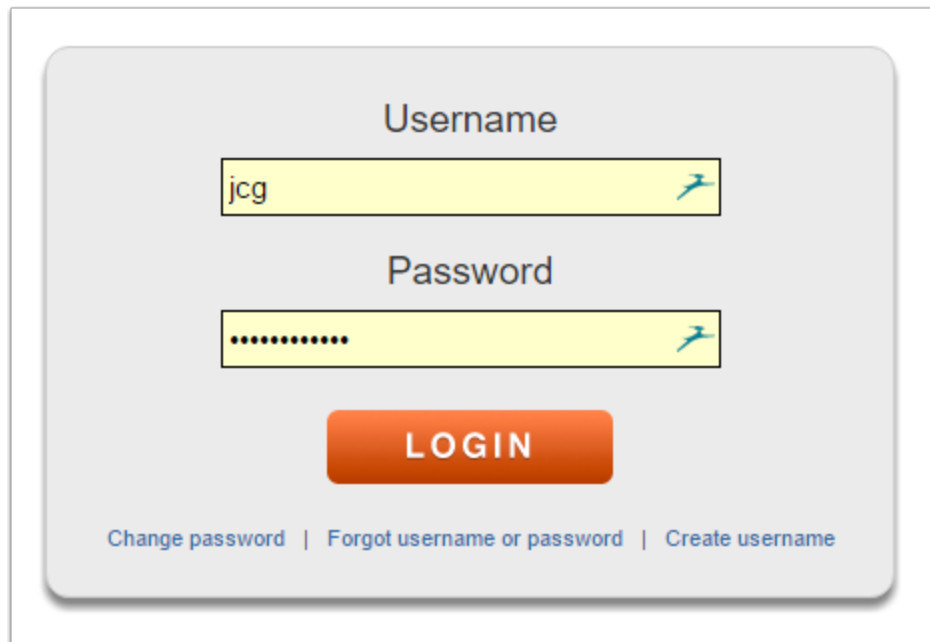
Go to <https://iplan.byui.edu> and click the BYU-Idaho login button



## Enter your BYU-Idaho credentials

Enter your BYU-Idaho credentials and click "LOGIN"

# BYU-Idaho Online Knowledgebase



A login form with a light gray background. It features two input fields: "Username" with the text "jcg" and "Password" with masked characters. Both fields have a blue cursor icon on the right. Below the fields is an orange "LOGIN" button. At the bottom, there are three links: "Change password", "Forgot username or password", and "Create username", separated by vertical bars.

## Navigate to Professional Development

Click the Professional Development link in the navigation bar at the top



## Find the Correct Student

Use the filter options to find the student you are looking for. The filters you can choose from are listed below:

1. College
2. Department
3. Major
4. Sub-Program
5. Status
  - Not Started--No action has been taken by student
  - Approved--Plan has been approved by the system
  - Unapproved--Plan has errors that need to be addressed

# BYU-Idaho Online Knowledgebase

- In-Progress--Student has made modifications to the plan
- Pending--Student has submitted plan for assistance
- Advisor Recommendation--Advisor has reviewed the plan and made recommendations
- Recommended Plan Applied--Student has accessed grad plan, but made no changes
- Advisor In-Progress--Advisor has made recommendations but not sent them

## 6. Academic Standing

## 7. Plan Type

- Declared--Plan corresponds to student's declared major
- Alternate--Student created an alternate plan to explore other major options

## 8. Holds

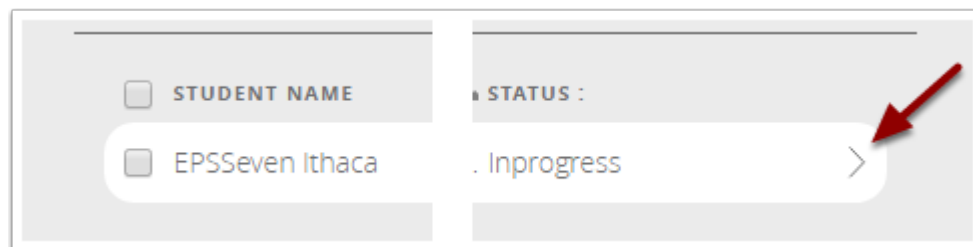
## 9. Catalog Year

There is also a text search field that allows you to search by student name or I-Number

💡 Selecting the top level of each dropdown menu removes the filter as a criterion from your search, e.g. choosing "Status" in the Status dropdown menu allows you to view students with any status instead of filtering out all states but one.

## View the Student's Grad Plan

Open the grad plan of the selected student by clicking the arrow on the right hand side of the row



## Open an Academic Year and Leave Your Note






- Scroll down to the section of the plan that displays the academic years and click the academic year for which you wish to leave a note
- Click the comment icon and enter your note
- Click Add Note to save your comment for the student




# BYU-Idaho Online Knowledgebase

Spring 2019

13

 Jesus Christ Everlasting ... FDREL250	2
 New Testament FDREL212	2
 Environmental Stewards... FDSCI203	3
 American Foundations FDAMF101	3
 Business Statistics FDSCI203	3

This is the comment icon



I do not recommend taking two religion classes in one semester.

CANCEL & DISCARD

Add Note

## Can I Suppress Prerequisites?

Prerequisites can be suppressed. For the time-being, if you need to suppress any prerequisites, we request that you contact your college's advising center and work with your college coordinators to get prerequisites suppressed.

This feature will be available to faculty at a future date.