



Nova Scotia Public Education System

Graduation Plans

User Guide

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(Note: Student names appearing in this document are fictitious names)

1. GRADUATION PLANS

Graduation Plans are used by school counsellors to create a Graduation Plan Progress for each student to determine how that student is progressing towards the requirements to graduate from high school as set by the Nova Scotia Department of Education.

There are two types of Graduation Plans, contracts and post-secondary plans; we will only be concerned with graduation contracts. The available graduation contracts in Nova Scotia are:

- Diploma - NS HS Diploma (English) - Entering Grade 10 September 2017 or Later (Historic)
- Diploma - NS HS Diploma (English) (Historic)
- Diploma - IB Diploma (English/French) (Historic)
- Diploma - NS Adult HS Diploma (English) (Historic)
- Certificate - French Immersion Certificate (English) (Historic)
- Certificate - Integrated French Certificate (English) (Historic)
- Certificate - Options and Opportunities Certificate (English/French) (Historic)
- High Skills Major
 - Arts (Historic) and/or
 - Health and Wellness (Historic) and/or
 - Skilled Trades (Historic) and/or
 - Technology (Historic)
- Limit - Grade 10 Limit (Historic)
- List - Grade 11 Course List (Historic)
- Requirement - Grade 12 Requirement (Historic)

1.1. SUBJECT GROUPS

A graduation contract consists of several general headings or subject groups (e.g. Language, Communication, and Expression) that can be further broken down based on grade level (e.g. grade 10 or 12) or subject area (e.g. Physical Education, Canadian History, or Global Studies).

PowerSchool determines how to apply a credit to a subject group based on the credit type, which is determined when the graduation contract is created. Once all credits for a subject group are fulfilled, any additional credits will rollover and may apply to another subject group. This could result in credits specific to one subject group (i.e. Mathematics, Science and Technology) counting towards another subject group (i.e. Electives).

For example, a student has successfully completed Mathematics 10 (a two-credit course) and Construction Technology 10. One-credit of the Math 10 credit fulfills the **Mathematics 10** subject group, and the second credit of Math 10 will rollover into the **Other Science or Technology** subject group. Since the **Other Science or Technology** subject group is now fulfilled, the Construction technology 10 credit will now be applied to the Electives subject group. For more information see section 3.1 on Diplomas.

2. GRADUATION PLAN SELECTION

The graduation plan selection process involves selecting graduation contract(s) that the student must complete to graduate from a NS high school. There are two methods to complete the graduation plan selection process:

1. using the Start Page group function **Mass Graduation Plan Selection** (under **Student Administration** category), or
2. selecting a specific student and using the **Graduation Plan Selection** page from the **Postsecondary Readiness** student menu.

The graduation plan for a student usually consists of more than one graduation contract, such as a diploma, a certificate if applicable, as well as the Grade 10 Limit, Grade 11 Course List and Grade 12 Requirement. However, if a student is earning a NS Adult High School Diploma there will be no additional certificates added to their graduation plan.

2.1. GRADUATION PLAN SELECTION VIA GROUP FUNCTIONS

Graduation plans can be added to a group of students enrolled in the same program.

1. On the Start Page search for a group of students (i.e. ns_program=S005;grade_level=12). The Student Selection screen will be displayed with students for your selected group

Students

All

PP PR 1 2 3 4 5 6 7 8 9 10 11 12 RG F M X All ☐ Include Remote Enrollments

Stored Searches Stored Selections View Field List Advanced

Current Selection

Clear All

All: ns_program=S005;grade_level=12

Current Student Selection (8)

Student	Grade Level	Student Number	Date of Birth
Edwards, Robert	12	3500001650	01/01/2006
Finkbeiner, Maurice	12	3500001320	01/01/2005
Gloss, Sally	12	3500001296	01/01/2006
Howard, Phyllis	12	3500002377	01/01/2006
McCormick, Jeniffer	12	3500001809	01/01/2006
Neal, Markus	12	3500001189	01/01/2005
Rayes, Claudia	12	3500001304	01/01/2005

Select By Hand

Select Action

2. Select **Mass Graduation Plan Selection** from the **Select Action** dropdown box. The Graduation Plan Selection screen is displayed for the group of students.

Graduation Plan Selection

Modify Graduation Plan for the currently selected 37 students:

Action to Take

- ☒ Add the selected plans (replacing versions of the same plan)
- ☐ Replace all student selections with the versions below
- ☐ Remove the selected plans

Graduation Contracts

- Certificate - French Immersion
- Certificate (English)
- Certificate - Integrated French
- Certificate (English)
- Diploma - IB Diploma

Unpick All

Post-Secondary Preparation Plans

Unpick All

NOTE: These changes are permanent and cannot be undone.
By selecting the Plan above, the version assigned to each student will be determined by the year they entered the graduation plan (for contracts) or their year of graduation (for post-secondary plans).

Submit

3. Select an **Action to Take**. The default option will append any new grad contracts to the students' current contracts. Choose the second option to overwrite and replace all current contracts with new ones. Choose option three to remove all grad contracts from the selected students.
4. Click on a Graduation Contract to assign that contract to the students' Graduation Plan.

Note: to remove a contract either click the minus button or click the Unpick All button to remove all contracts
5. Repeat step 4 for each Graduation Contract to be added to the students Graduation Plan. The order of contracts does not affect the Graduation Plan, it only determines the order the contracts are displayed on the **Graduation Plan Progress** screen. To change the order of contracts, click the up or down arrow.
6. Click the **Submit** button to save the Graduation Plan for the selected group of students.

2.2. GRADUATION PLAN SELECTION BY STUDENT

To create a graduation plan for an individual student:

1. Navigate to: **Start Page > Student Selection > Postsecondary Readiness > Graduation Plan Selection**

2. Enter the Year Entering Grade 10
3. Click on a Graduation Contract to add to the student's Graduation Plan
4. Repeat step 3 for each Graduation Contract to be added to the student's Graduation Plan
5. Enter the expected Year Entering Post-Secondary School for the student
6. Click the **Submit** button to save the Graduation Plan. The Graduation Plan Progress screen is displayed.

Note: When navigating to a student's record, there will be two grad plan links:

1. **Graduation Plan Progress** – this link represents the new grad plan functionality not yet in use in Nova Scotia. For now, this page remains blank.

2. **Historic Graduation Plan Progress** – navigate to this page to view any grad plans assigned to the student.

Graduation Planning

[Graduation Plan Progress](#)

[Graduation Plan Selection](#)

[Graduation Progress](#)

[Historic Graduation Plan Progress](#)

Note: If the Historic Graduation Plan Progress link does not appear for a student, then no plans are currently assigned to this student. Click the Graduation Plan Selection link to add one or more plans, and once added, the link will then appear.

2.3. ENABLE GRADUATION PROGRESS FOR THE PARENT PORTAL

A School Administrator will configure the option for parents/students to view the Graduation Plan Progress screen in the portal.

1. From the Start Page menu, click **School Management**, then **Display Preferences**, then **Additional Preferences**. The **Additional Preferences** page is displayed.
2. Go to the **Parent Portal Preferences** section and check the 'Disable View Grad Plan in the Student-Parent Portal' checkbox if you want to disable this page from view in the portal.
3. Click the **Submit** button.

3. GRADUATION PLAN PROGRESS

The **Historic Graduation Plan Progress** screen (located under the **Postsecondary Readiness** student menu) displays how a student is progressing towards achieving their graduation requirements based on their selected graduation contracts. In addition to viewing a student's graduation progress, there are four important items displayed at the top of the page that must not be overlooked:

1. Graduation Eligibility
2. French Immersion Certificate Eligibility?
3. Has This Student Graduated?
4. Graduation Eligibility Notes

Graduation Eligibility allows a school counsellor to indicate whether a student may graduate in the current school year. The **Graduation Eligibility Notes** field allows counsellors to identify abnormalities in the Graduation Contract. For example, a student may complete two courses within the same curriculum area and the counsellor can enter a note stating that only one credit will be used towards the completing the diploma requirements.

French Immersion Certificate Eligibility allows a counsellor to indicate whether a student may fulfill the requirements to earn a French Immersion certificate in the current school year.

Use the **Has This Student Graduated?** field to indicate when a student has successfully met the requirements to graduate with a high school diploma. **Set this field at the end of the school year just prior to the students' graduation ceremony and only when ready to generate final end of year transcripts.** Once a student has met the graduation requirements and this graduation indicator is set to 'Y', the statement on the transcript will read, "This student has successfully met the graduation requirements for the Province of Nova Scotia."

Below is a sample graduation progress plan.

Graduation Contracts

Diploma - NS HS Diploma (English) - Entering Grade 10 September 2017 or Later

Test Groups

Group Name	Group Type	Action	Completed
Diploma - NS HS Diploma (English) - Entering Grade 10 September 2017 or Later			

Test Legend: ✔ Passed ▲ Failed ◆ Waived

Subject Groups

Subject Group	Action	Earned	Enrolled	Requested	Waived Credits	Applied Waiver Credits	Required	Progress
Diploma - NS HS Diploma (English) - Entering Grade 10 September 2017 or Later		18			0	0	18	<div><div></div></div> ✔
Language, Communication, and Expression		4			0	0	4	<div><div></div></div> ✔
English Language Arts 10		1			0	0	1	<div><div></div></div> ✔
		ENGLISH 10 (ENG10)	1					
English Language Arts 11		1			0	0	1	<div><div></div></div> ✔
		ENGLISH 11 (ENG11)	1					
English Language Arts 12		1			0	0	1	<div><div></div></div> ✔
		ENGLISH_COMMUNICATIONS 12 (ECM12)	1					
Fine Arts: Art, Dance, Drama or Music		1			0	0	1	<div><div></div></div> ✔
		VISUAL ARTS 10 (VISART10)	1					
Mathematics, Science and Technology		6			0	0	6	<div><div></div></div> ✔
Mathematics 10		1			0	0	1	<div><div></div></div> ✔
		MATH ESSENTIALS 10 (MTHE10)	1					
Mathematics 11		1			0	0	1	<div><div></div></div> ✔
		MATH ESSENTIALS 11 (MTHE11)	1					
Mathematics 12		1			0	0	1	<div><div></div></div> ✔
		MATHEMATICS ESSENTIALS 12 (MTHE12)	1					
Biology, Chemistry, Science 10, Physics		1			0	0	1	<div><div></div></div> ✔
		SCIENCE 10 (SCI10)	1					
Approved Science		1			0	0	1	<div><div></div></div> ✔
		OCEANS 11 (OCN11Y11)	1					
Other Science or Technology		1			0	0	1	<div><div></div></div> ✔
		CONSTRUCTION TECHNOLOGY 10 (CNT10)	1					
Personal Development and Society		3			0	0	3	<div><div></div></div> ✔
Physical Education		1			0	0	1	<div><div></div></div> ✔
		PHYSICALLY ACTIVE LIVING 11 (PHEAL11)	1					
Canadian History		1			0	0	1	<div><div></div></div> ✔
		AFRICAN CANADIAN STUDIES 11 (ACS11)	1					
Global Studies		1			0	0	1	<div><div></div></div> ✔
		GLOBAL GEOGRAPHY 12 (GGS12)	1					
Electives		5			0	0	5	<div><div></div></div> ✔
		CAREER DEVELOPMENT 10 (CD10)	1					

Progress Bar Legend: ■ Completed Credits ■ Current Enrollments ■ Waived Credits ■ Requested Courses

The first line for a contract displays:

- Subject Group (contract name)
- Earned (how many credits a student has earned towards completing the contract)
- Enrolled (how many credits in which the student is currently enrolled that will count towards completing the contract)
- Requested (how many credits a student has requested that will count towards completing the contract)
- Required (how many credits are required before the contract is complete)
- Progress (a colour coded progress bar: Earned (dark green), Enrolled (light green), Requested (yellow), Required (white))

Graduation Contracts					
Subject Group	Earned	Enrolled	Requested	Required	Progress
• NS HS Diploma (English)	5	1	18	12	<div><div></div></div>

Once a student has earned all required credits to complete a contract the progress bar will be displayed in solid dark green and a check mark at the end.

3.1. DIPLOMAS

A graduation contract for a diploma displays the required credits to earn one of the NS high school diplomas (e.g. NS high school English/French, international baccalaureate, or adult high school) and possibly a certificate (e.g. French Immersion). A diploma is broken down into subject groups (e.g. Language, Communication, and Expression), that specifies how many credits a student must earn in each subject. A subject group may be further subdivided by grade level or a subset of the subject. This increases the visibility of which credits have been fulfilled and which credits are still required.

For details on the requirements for earning diplomas and certificates see the iNSchool [Graduation Diploma and Certificate Requirements](#) user guide.

Graduation Contracts					
Subject Group	Earned	Enrolled	Requested	Required	Progress
• NS HS Diploma (English)	5	1	18	12	<div><div></div></div>
• Language, Communication, and Expression	3	1	4		<div><div></div></div>
• English Language Arts 10	1		1		<div><div></div></div> ✓
ENGLISH 10 (ENG10)	1				
• English Language Arts 11	1		1		<div><div></div></div> ✓
ADVANCED ENGLISH 11 (xENG11AD)	1				
• English Language Arts 12	0	1	1		<div><div></div></div>
AP ENGLISH 12 (ENG12AP)		1			
• Fine Arts: Art, Dance, Drama or Music	1		1		<div><div></div></div> ✓
DRAMA 10 (DRA10)	1				

If a student earns more than the required number of credits for a subject group, then that credit may be applied to a different subject group (e.g. Personal Development and Society). The subject group to which the credit is applied depends on how the additional subject groups for the contract are configured, and whether or not the credits for the additional subject groups have already been fulfilled. (See Subject Groups in Section 1.1).

For example, if a student has completed Drama and Visual Arts, then one credit will be counted towards the subject group Language, Communication and Expression and the other credit would be counted towards the Elective subject group. Or if a student has completed Drama and Dance, then the Drama credit can be counted towards the subject group Language, Communication and Expression and the Dance credit can be counted towards Personal Development – Physical Education. But if the Personal Development – Physical Education credit has already been earned, then the Dance credit can be counted towards Electives.

Sometimes credits may not be displayed for a graduation contract or may be displayed more than once. For example, a student may earn a credit that will not apply to their graduation contract, as they have already fulfilled all of the requirements to which that credit could apply. In these instances, you may see credits displayed under Grade 12 Requirement or Grade 10 Limit but not under the diploma.

Additionally, a student may upgrade a course, in this instance the course may be displayed twice on the Graduation Plan Progress screen; once for the credit already earned, and again for the course in which the student is enrolled. In this instance, after the student has successfully completed the course, a School Administrator would edit the Historical Grade of the credit with the lowest mark and delete the Earned Credit Hours value.

The NS Adult HS Diploma is slightly different than the graduation contracts for NS High School (English/French) or IB, because only Grade 11 and 12 credits count towards this diploma. There is a subject group Grade 10 Courses to which all Grade 10 credits are applied, but it has been configured to not display these credits on the Graduation Plan Progress screen. Additionally, the progress bar for this subject group will always be white.

3.2. GRADE REQUIREMENTS

The grade specific graduation contracts, Grade 12 Requirement, Grade 11 Course List, and Grade 10 Limit outline the required credits for each grade level that must be earned to graduate with a NS high school diploma. They specify the number of credits that must be earned at Grade 12, list the courses taken or enrolled in at the Grade 11 level, and the limit of credits that can be earned at the Grade 10 level.

Note the description included in the subject groups for these graduation contracts and then the number of credits displayed under the headings for Earned, Enrolled and Required. To meet graduation requirements in Nova Scotia only seven grade 10 credits will be counted and five grade 12 credits must be earned. However, the required number of credits was increased to 20 for each grade specific graduation contract, this allows school administration and school counsellors to view all grade 10, 11 and 12 credits that a student has earned or in which they are currently enrolled.

Graduation Contracts				
Subject Group	Earned	Enrolled	Requested	Required
• Requirement - Grade 12 Requirement	8			20
• Grade 12 Credits (at least 5 credits required for graduation).	8			20
ENGLISH 12 (ENG12)	1			
MATHEMATICS 12 (MTH12)	1			
CORE FRENCH 12 (FRE12)	1			
BIOLOGY 12 (BIOL12)	1			
CHEMISTRY 12 (CHE12)	1			
PHYSICS 12 (PHY12)	1			
ART 12 (xART12)	1			
CALCULUS 12 (xCALC12)	1			
• List - Grade 11 Course List	8			20
• Grade 11 Credit List	8			20
ENGLISH 11 (ENG11)	1			
MATHEMATICS 11 (MTH11)	1			
BIOLOGY 11 (BIOL11)	1			
PHYSICS 11 (PHY11)	1			
CORE FRENCH 11 (FRE11)	1			
DRAMA 11 (DRA11)	1			
TOURISM 11 (TOUR11)	1			
CHEMISTRY 11 (CHE11)	1			
• Limit - Grade 10 Limit	8			20
• Grade 10 Credits (only 7 permitted to count towards graduation).	8			20
ENGLISH 10 (ENG10)	1			
MATHEMATICS 10 (MTH10)	1			
SCIENCE 10 (SCI10)	1			
ART 10 (xART10)	1			
PHYSICAL EDUCATION 10 (PHE10)	1			
CORE FRENCH 10 (FRE10)	1			
BUSINESS 10 (BUS10)	1			
HISTORY 10 (HIST10)	1			
Progress Bar Legend: ■ Completed Credits ■ Current Enrollments ■ Requested Courses				