

Templates

Planner	A	dd new t	emplate			Calendar		Load	New :	search
Templates >	Stud	Student Educational Plan Template								
	Dese	ription	Civil Engineering 2009-2010		Catalog	/ear	2009-2010 💌	Active?		
	Leve	el.	Undergradu	uate						
		r-11 200	0		-		_			r
		Fall 200	9		Spring 2010		-	Fall 2010	•	
		ENGR 0		2	ENGR 01102	2	-	Fall 2010 ENGR 01201	4	
	,		1101			2	•		10000	
		ENGR 0	1101 1140	2	ENGR 01102			ENGR 01201	4	
		ENGR 0	1101 1140 5105	2	ENGR 01102 MATH 01141	4		ENGR 01201 MATH 01235	4	

Each department may create and maintain their own templates which may be loaded on the Planner as a pre-defined plan by the student or advisor.

Please email **grad@rowan.edu** for access to create and maintain templates in GRAD for your department.

Office of the Registrar

http://www.rowan.edu/provost/registrar/grad.html

FOR MORE INFORMATION, PLEASE CONTACT:

Kathleen Johnston Assistant to the Registrar Office of the Registrar grad@rowan.edu 856-256-5438

This document and step-by-step videos are available at the IR Online Training Center

http://www.rowan.edu/irtraining

Create New Template

- I. Select **Templates** from the Planner tab
- 2. Search for template by Level, Catalog Year, Active/Inactive View or Template ID

Note: You may wish to search for a duplicate template prior to creating a new plan

3. Click Search button

Template Sea	rch				
Level	Undergraduate -				
Catalog Year	2009-2010 💌				
Show	Active and Inactive 🔹				
Template Id	e.g. T0012345				
	Search				

- 4. Choose **Add new template** from the drop-down selection
- 5. Select Calendar or Notes Mode

Worksheets	Planner Notes	GPA Calc		
Planner	Select a plan templ		Calendar Mode	Load
Templates 🔉	Select a plan templa	ate		
		accounting 2009-2010 Givil Engineering 2009-201 Gue's Test Plan	•	
	Show	Active and Inactiv	/e 🔻	
	Template Id	e.g	. T0012345	
		Search		



Create New Template, continued

- 6. Click Load button
- 7. Enter **Description** (i.e. template name) Note: Plan description is visible when selecting "Load in a pre-defined plan" on the Planner. It is recommended that you include the catalog year in the description to ensure the correct plan is selected.
- 8. Select **Catalog Year** from the drop-down selection
- 9. Mark Active check box to make plan visible for advisor and student when selecting "Load in a pre-defined plan" on the Planner

scription	Civil Engine	eering 2	2009-2010	Catalog Year	2009-2010 🔻	Active?	$\overline{\mathbf{v}}$
vel	Undergraduat	te	•				
Select T	Ferm	•	Select Term	•	Select Term	•]

- 10. Select Level from the drop-down selection
- 11. Select term from drop-down selection
- 12. Enter course number and credits

Note: Placeholder text must begin with a dash such as "- SCIENCE ELEC"

Fall 2009	•	Spring 2010	•	Fall 2010	-
ENGR 01101	2	ENGR 01102	2	ENGR 01201	4
MATH 01140	4	MATH 01141	4	MATH 01235	4
CHEM 06105	4	PHYS 02200	4	ENGR 01271	2
ENGL 01111	3	CS 01104	3	CEE 08305	3
GEOG 06193	3	-GEN ED/RWN EXP	0	- SCIENCE ELEC	o

13. Click Save Template button

Edit Existing Template

- I. Select **Templates** from the Planner tab
- 2. Search for template by Level, Catalog Year, Active/Inactive View or Template ID
- 3. Click Search button
- 4. Choose template you wish to edit from the drop-down selection
- 5. Select Calendar or Notes Mode
- 6. Click Load button
- 7. Make adjustments to template as needed
- 8. Click Save Template button

Rename Template

- I. Load template (steps I-6 above)
- 2. Edit Description as needed
- 3. Click Save Template button

Make Template Visible as "Pre-defined Plan" on the Planner

- I. Load template (steps I-6 above)
- 2. Mark Active check box to right of Catalog Year
- 3. Click Save Template button

Delete Template

- I. Load template (steps I-6 above)
- 2. Click **Delete** button Note: Deleting a template will not impact a pre-defined plan already saved in the student's Planner

Print Template

Select **Print** in far right corner of **Template** window. You may need to use your scroll bar at the bottom of the page to view.