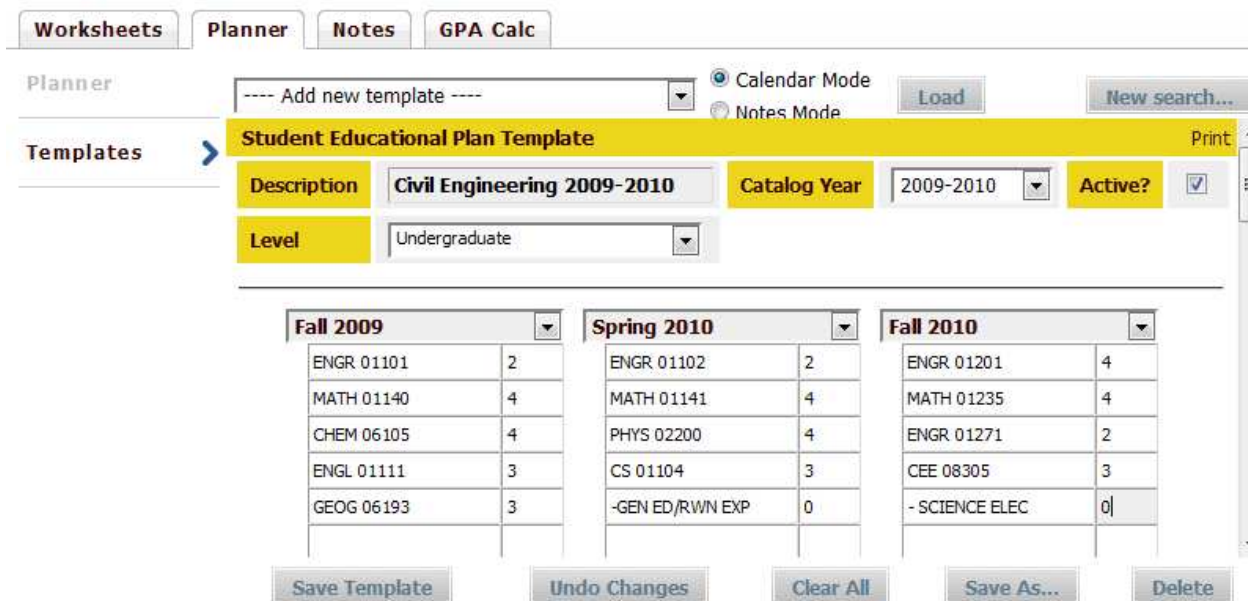


## Templates



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](mailto: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:

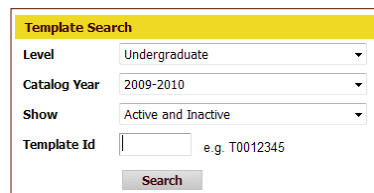
Kathleen Johnston  
*Assistant to the Registrar*  
 Office of the Registrar  
[grad@rowan.edu](mailto:grad@rowan.edu)  
 856-256-5438

### Create New Template

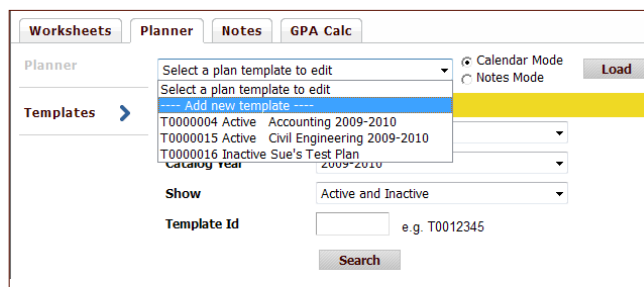
1. Select **Templates** from the Planner tab
2. Search for template by Level, Catalog Year, Active/Inactive View or Template ID

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

3. Click **Search** button



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

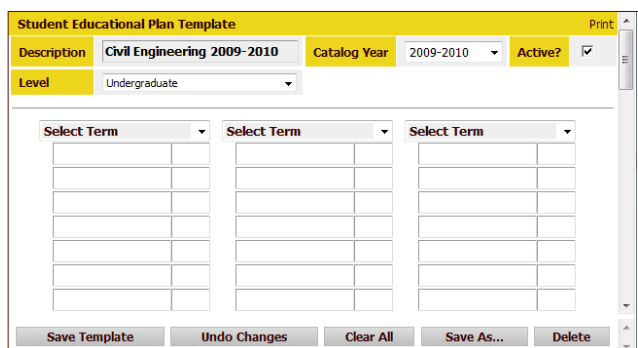


This document and step-by-step videos are available at the IR Online Training Center

<http://www.rowan.edu/irtraining>

## 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



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/RWIN EXP 0	-SCIENCE ELEC 0

13. Click **Save Template** button

## Edit Existing Template

1. 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

1. Load template (steps 1-6 above)
2. Edit **Description** as needed
3. Click **Save Template** button

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

1. Load template (steps 1-6 above)
2. Mark **Active** check box to right of Catalog Year
3. Click **Save Template** button

## Delete Template

1. Load template (steps 1-6 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.