

Grad Planner - For Families

As students enter the grad program at HCOS (Grade 10-12), they begin building their transcript and accumulate credits towards a Dogwood Diploma. The *Grad Planner* in Encom is used for planning and tracking student progress through the various graduation requirements in BC.

Dogwood 2018 Graduation Planner: Grade 12

Graduation Planner

Download PDF Course Selection Report of Courses

NAME GRADE BIRTH DATE (AGE) Anthony Kuchma GRAD ADVISOR - /80 CREDITS QUICK ADD COURSES INTERACTIVE ADD COURSES

Subject / Section	Credits	Grade 10	Grade 11	Grade 12
English Language Arts	0 /12	x	x	x
Mathematics	0 /8	x	x	
Science	0 /8	x	x	
Social Studies	0 /8	x	x	
Arts Education/ADST	0 /4		x	
Career Education	0 /8		x	
Physical and Health Education	0 /4	x		

Legend

- An empty checkbox.
- + A course is ready to be added to the Graduation Planner.
- The GA has recommended the student take this course.
- Associated to a course the student is enrolled in.
- Associated to a course the student is active in [has an active date].
- The credits for this course were transferred from a different school.
- Associated to a completed courses and has a passing mark.

The Grad Planner seen in Encom reflects the graduation program a student is currently enrolled in. The examples below are all from the Dogwood diploma planner, but planners also exist for the Adult Dogwood and School Completion certificates. The planner format will automatically update with the appropriate planner and requirements when a Grad Advisor updates the Graduation program a student is enrolled in as required.

The Grad Planner gives an up-to-date summary of what courses have been completed, courses in progress or enrolled, and courses or credits still required for graduation.

Courses completed at schools outside of HCOS need to be manually added to the Grad Planner. Please inform your Grad Advisor when these are completed.

How do I see my student's Grad Planner?

Please note, Grad Planners are only set up and available for students as they prepare to enter the grad program. Initial setup of the Grad Planner will take place as students meet with their Grad Advisor in the spring of Grade 9.

You can access your student's grad planner by [logging into Encom](#). For more information on how to access Encom please [see here](#). Once logged in, click the [See More Items](#) for this Student link at the

bottom of their overview.

██████████ - Grade 12 (Active Term)

August 1, 2021 to Present ████ **Grade 12 / DL** ████ ████ ████
TERM DATES GUARDIAN GRADE / PROGRAM TEACHER GRAD ADVISOR PO

\$0.00 / \$0.00 **[Not selected]**
RELEASED / FUNDED AMOUNTS TUITION

Additional Resources	Course Selection	Family Tuition Portal (2022-2023)	Individual Education Plan
Online Course Progress	Re-enrollment or Graduation	Report Card	Resource Manager
SE/LS Designation and IEP Sign-Off	SE/LS Loan Agreement	Student's Account	Student Learning Plan

[See more items for the student](#)

Select 'Graduation Planner' to open up your student's grad planner.

Learning Objects

Additional Resources	Course List
Graduation Planner	Learning Standards
Report Card	Student Learning Plan

The next screen will take you to your student's Grad Planner. If you see:

No Grad Planner

A Grad Planner hasn't been created for this student yet.

Please contact the student's Grad Advisor for assistance.

Please e-mail technical support at tech@onlineschool.ca if you need help with this message.

Message ID: 1d661d89-583a-49c3-b865-140def6d74da at 2022-01-17 2:46 PM

Please contact your Grad Advisor and they will create a planner if needed.

What Am I Looking At?

There are two main components to the Grad Planner.

Part 1: Overview

At the top is a summary that gives an overview of what courses a student has completed, is currently enrolled and/or active in, and what requirements still need to be completed.

The screenshot shows the 'Graduation Planner' interface. At the top, there are three buttons: 'Download PDF', 'Course Selection', and 'Report of Courses'. Below this is a summary bar for student 'Brad Lemon', with fields for NAME, GRADE, BIRTH DATE (AGE), GRAD ADVISOR, and CREDITS (78 / 80). The main table displays requirements for graduation, categorized by subject/section, with columns for Credits, Grade 10, Grade 11, and Grade 12. A legend on the right explains the symbols used in the table.

Subject / Section	Credits	Grade 10	Grade 11	Grade 12
English Language Arts	8 /12	✓	🕒	✗
Mathematics	8 /8	✓	🕒	🕒
Science	8 /8	✓	🕒	🕒
Social Studies	8 /8	✓	🕒	🕒
Arts Education/ADST	4 /4	✓		
Career Education	4 /8		✗	
Physical and Health Education	4 /4	✓		
Elective Courses	34 /28	🕒		
↩ Christian Studies Credits	18 /8	🕒		
Required Grade 12 Credits	12 /16			✗
Required Graduation Program Assessments		✗		✗
Notes and Comments				

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- 🕒 Associated to a course the student is active in [has an active date].
- ✓ 🕒 The credits for this course were transferred from a different school.
- ✓ 🕒 Associated to a completed courses and has a passing mark.

- A green box with a check mark indicates the student has successfully completed that requirement for graduation.
- An orange box with a clock indicates the student is currently enrolled in a course(s) with HCOS that satisfy that requirement. The course may or may not be yet activated.
- A grey box with an 'X' indicates that the student has not yet enrolled in or completed one or more courses that will fulfill that requirement.

The 'Credits' column gives a quick snapshot of the categories where a student has completed the required number of credits, and which categories have not yet been fully addressed.

Graduation Planner

Download PDF Course Selection Report of Courses

NAME GRADE BIRTH DATE [AGE] Brad Lemon GRAD ADVISOR 78 /80 CREDITS

Subject / Section	Credits	Grade 10	Grade 11	Grade 12
English Language Arts	8 /12	✓	○	✕
Mathematics	8 /8	✓	○	○
Science	8 /8	✓	○	○
Social Studies	8 /8	✓	○	○
Arts Education/ADST	4 /4	✓		
Career Education	4 /8	✕		
Physical and Health Education	4 /4	✓		
Elective Courses	34 /28	○		
↩ Christian Studies Credits	18 /8	○		
Required Grade 12 Credits	12 /16	✕		
Required Graduation Program Assessments		✕	✕	
Notes and Comments				

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- 📅 Associated to a course the student is enrolled in.
- 📅 Associated to a course the student is active in [has an active date].
- ✓📅 The credits for this course were transferred from a different school.
- ✓📅 Associated to a completed courses and has a passing mark.

The 'Legend' box explains the icons that are used below in the more detailed, second portion of the Grad Planner.

Graduation Planner

Download PDF Course Selection Report of Courses

NAME GRADE BIRTH DATE [AGE] Brad Lemon GRAD ADVISOR 78 /80 CREDITS

Subject / Section	Credits	Grade 10	Grade 11	Grade 12
English Language Arts	8 /12	✓	○	✕
Mathematics	8 /8	✓	○	○
Science	8 /8	✓	○	○
Social Studies	8 /8	✓	○	○
Arts Education/ADST	4 /4	✓		
Career Education	4 /8	✕		
Physical and Health Education	4 /4	✓		
Elective Courses	34 /28	○		
↩ Christian Studies Credits	18 /8	○		
Required Grade 12 Credits	12 /16	✕		
Required Graduation Program Assessments		✕	✕	
Notes and Comments				

Legend

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- ✓📅 The credits for this course were transferred from a different school.
- ✓📅 Associated to a completed courses and has a passing mark.

Part 2: Detailed Course Requirements

The overview is followed by a more detailed description of the student's current overall standing. This includes information on completed courses, courses in progress, and courses the student may want to plan for in future semesters.

English Language Arts 8 /12 credits

Grade 10	Grade 11	Grade 12
<p>Choose two 2-credit courses</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Composition 10 <input type="checkbox"/> Creative Writing 10 <input checked="" type="checkbox"/> Literary Studies 10 <input type="checkbox"/> New Media 10 <input type="checkbox"/> Spoken Language 10 	<p>Choose one 4-credit course:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Composition 11 <input type="checkbox"/> Creative Writing 11 <input checked="" type="checkbox"/> Literary Studies 11 <input type="checkbox"/> New Media 11 <input type="checkbox"/> Spoken Language 11 <p>Student is enrolled and activated in this course (course is in progress)</p>	<p>Required 4-credit course:</p> <ul style="list-style-type: none"> <input type="checkbox"/> English Studies 12 <p>Grad Advisor is recommending Student take this course in the future.</p>

Student has completed the course with a final grade and credits assigned.

Science 8 /8 credits

Grade 10	Grade 11 / Grade 12
<p>Required 4-credit course</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Science 10 	<p>Choose one 4-credit course: (Grade 11 or Grade 12)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Physics 11 <input type="checkbox"/> Life Science 11 <input type="checkbox"/> Chemistry 11 <input type="checkbox"/> Earth Science 11 <input type="checkbox"/> Science for Citizens 11 <input type="checkbox"/> Environmental Science 11 <input type="checkbox"/> Physics 12 <input checked="" type="checkbox"/> Anatomy & Physiology 12 <input type="checkbox"/> Chemistry 12 <input type="checkbox"/> Geology 12 <input type="checkbox"/> Environmental Science 12 <input type="checkbox"/> Specialized Science 12 <p>Student is enrolled in this course, but has not been activated</p>

English Language Arts 2 /12 credits

Grade 10	Grade 11	Grade 12
<p>Choose two 2-credit courses</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Composition 10 <input type="checkbox"/> Creative Writing 10 <input type="checkbox"/> Literary Studies 10 <input type="checkbox"/> New Media 10 <input type="checkbox"/> Spoken Language 10 	<p>Choose one 4-credit course:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Composition 11 <input type="checkbox"/> Creative Writing 11 <input type="checkbox"/> Literary Studies 11 <input type="checkbox"/> New Media 11 <input type="checkbox"/> Spoken Language 11 	<p>Required 4-credit course:</p> <ul style="list-style-type: none"> <input type="checkbox"/> English Studies 12

Student has completed this course with another school. Transfer credits have been applied.

At the bottom of the Grad Planner, you will see a section named 'other' that summarizes important requirements for graduation.

For example, the student below has three courses that meet the grade 12 required credits. They have completed Spanish 12, are enrolled and active in Entrepreneurship 12 and are enrolled in Anatomy and Physiology 12. This will satisfy 12 of the 16 required credits, however both English Studies 12 and Career-Life Connections still need to be completed before this section can be marked 'complete' as these are both required grade 12 level courses.

Other

Required Grade 12 Credits 12 /16 credits

At least 16 credits of the 80 must be at the Grade 12 level, including Grade 12 **Language Arts** ✖ course and **Career-Life Connections** ✖ .

- Anatomy & Physiology 12
- Entrepreneurship 12
- Spanish 12

The student below is shown to have enrolled in 4 of the 8 credits required to earn an **HCOS Graduation certificate** in addition to their Dogwood Diploma. This student's planner shows two different 2-credit offerings, one completed and one in progress. These credits also count towards a

student's elective course requirements and can be concurrently applied towards the Dogwood Diploma.

Christian Studies Credits 4 / 8 credits

An HCOS Graduation certificate is awarded to students with eight HCOS Christian Studies credits.

- CS: Discovering Who You Are 10
- CS: Exploring History, the Bible, and Evidence for Christ 12

Additionally, there will be a summary of which of the required Graduation assessments a student has completed and which ones still need to be taken.

Required Graduation Program Assessments

<input checked="" type="checkbox"/> Grade 10	<input type="checkbox"/> Grade 12
<input checked="" type="checkbox"/> Numeracy 10	<input type="checkbox"/> Literacy 12
<input checked="" type="checkbox"/> Literacy 10	

Clicking on any of the Graduation Assessments found here will open a box that contains more information. This information will be updated by our Provincial Assessment coordinator following each assessment session as well as when scores are reported.

Numeracy 10

Completed Yes

Assessment Date

Student scored a 3 on the Numeracy Assessment

How do I get the Grad Planner updated?

If you have questions about your grad planner or have something you think needs to be updated, please contact your Grad Advisor.

The grad planner automatically updates when courses are completed with HCOS (a final grade has been entered on a student's report card).

If you have completed a course with another school, or have completed training that qualifies you for external credits, you will need to inform your Grad Advisor. They will then manually update your Grad Planner to reflect those achievements.

Other questions?

See our [FAQ page](#) here or reach out to your Grad Advisor.

Revision #8

Created 27 January 2022 20:02:15 by Trish Vandop

Updated 18 June 2025 16:34:00 by Chelsea Bitgood