



Requesting and Printing Any Number of Approved Education Plans at One Time

Requesting a "Batch" of Education Plans

1. Begin by logging into your Administrative Database Management System, available at www.al.kuder.com. Click on the "Reports" tab and select "Education Plan Reports."
2. Define selection criteria for approved student plans, using longstanding functions.

Select Criteria

Organization Details
You may generate a report with data from all sites under your account by clicking the first box. To collect data from individual sites, click + to expand your site list.

Site: Kuder Bethony

Report Details
First, select a Report Type to indicate what data you are interested in: education plans, class enrollment, or areas of study. Then, select the specific Report that will fulfill your needs.

Report Type:
Report:

Education Plan Details
Select a school year and grade level from the drop-down menu below.

School Year:
Grade Level:

User Details
Select the student's graduation years.

Graduation Year: All Graduation Years

3. Click "View Report" to view list of students for which they wish to print a batch of plans.
4. Selecting "Download All Approved Plans" will make your requested report(s) available for printing in a batch.
 - Requests are queued, and you will receive a confirmation message.

Education Plans Approved Report
Individual Results

Review which education plans have been approved for students: student's name, student ID, and grade level. Sort data in the report by clicking on the column headers. To view a student's education plan, click the "View" icon under "Actions".

STUDENT	STUDENT ID	CURRENT GRADE LEVEL
Casey Anderson	451327	10

Selected Criteria
Product: Kuder Navigator
Site: Kuder Bethony
Grade Levels: All Grade Levels
School Year: Any School Year

Download All Approved Plans

Your request has been submitted. When the report has finished, and it is available for download and printing, it will appear in Requested Report Downloads (which you will see upon clicking OK).

Questions?

www.kuder.com | support@kuder.com | 877.999.6227



Viewing and Downloading Requested Batched Reports

To access requested education plan reports, simply click "Reports" and select "Education Plan Reports." Education Plan Reports pages have been updated to prominently display a list of requested reports, followed by the longstanding functionality to select criteria to define a report.

Within Requested Report Downloads, the following information is available for each report:

- Report name
- Date requested
- Name of requestor
- Status
 - It is important to understand the status of each requested report. The following are explanations of the potential values a user may see listed for a report's status:
 - **Pending:** The request has been submitted and is pending further action by the server. Unless there is a large number of requests causing a delay, reports will move from Pending to Processing in under 60 seconds.
 - **Processing:** The report is actively being processed by the server.
 - **Completed:** The report has been generated.
 - **Downloaded:** The report has been downloaded at least once.
 - **Error:** An error occurred trying to process the report. This is a rare scenario that will likely require investigation here.
- Name of the last user to download the report
- Summary of search criteria
- Link to downloadable report
 - Downloadable batched reports are available as pdf files via links listed in the "Link to Completed Report" column. In the event a batch report exceeds 100 pages, multiple files will be listed, organized by student last names. (Example: EdPlans.A-R.pdf.)

The screenshot shows the 'Education Plan Reports' page with a navigation bar (Home, Reports, Tools & Resources, Administration) and a sub-header 'Education Plan Reports'. Below the sub-header is a text block: 'Run various reports pertaining to education plan progress, planned class enrollment, areas of study students are pursuing, and more by filtering out the search criteria below. Click **View Report** when all criteria have been selected.' Below this is a table titled 'Requested Report Downloads' with columns: REPORT NAME, DATE REQUESTED, REQUESTED BY, STATUS, LAST DOWNLOADED BY, CRITERIA, and LINK TO COMPLETED REPORT. Two rows are visible, both with a status of 'Completed'.

Downloaded Reports

After selecting "Download Report" to the right of a requested report, the batch of approved education plans is displayed, and can be printed or saved to users' local drives.

The screenshot shows a detailed 'Education Plan' report. At the top, it includes fields for Student Signature, School Signature (dated 5/14/2014 by Susan Baselew), and Parent Signature. Below this is a table with columns for 9th, 10th, 11th, and 12th Grades, and a 'Credits' column. The table lists various courses such as Algebra IA, English B Standard, World History Advanced, Physical Education, and Career Readiness Elective, with corresponding credit values. A total row at the bottom shows 0.5 credits for 9th grade, 10.5 for 10th, 9.5 for 11th, 9.5 for 12th, and a total of 30.0 credits. The footer includes the Kuder logo, a date printed on 5/12/2015 at 8:30:26 PM, and a last revised date of 5/14/2014 at 8:30:14 AM.

Questions?