Accessing a List of Student Usernames

Log into the Kuder Administrative Database Management System (ADMS).
Click on the Administration tab.
Click on <u>User Name Report</u>.

1. Select "Kuder Navigator" in the Select Product box.
2. Click on the checkmark in the box next to "All Graduation Years" in the Select Criteria box to deselect all graduation years.
3. Click on the + symbol next to "All Graduation Year".
4. Click on the + symbol next to "(2020-2022) Middle School".
5. Click on the + symbol next to "(2019-2016) High School".
6. Click on the box next to the needed class.
7. Click on the "Search" button.

Viewing Student Education Plans

Log into the Kuder Administrative Database Management System (ADMS).
Click on the Reports tab.
Click on <u>Education Plans</u> under Activity Progress Reports.

1. Select "Education Plan Status" in the "Report Type" box.
2. Select the desired report in the "Report" box.
3. Select "Any School Year" in the "School Year" box.
4. Select "All grade levels" in the "Grade Level" box.
5. Click on the checkmark in the box next to "All Graduation Years" in the Select Criteria box to deselect all graduation years.
6. Click on the + symbol next to "All Graduation Year".
7. Click on the + symbol next to "(2020-2022) Middle School".
8. Click on the + symbol next to "(2016-2019) High School".
9. Click on the box next to the needed class.
10. Click on the "View Report" button.

Questions? Kuder Client Engagement is happy to help. Please feel free to give us a call at 877.999.6227, Monday – Friday, 7 a.m. – 6 p.m. Central Time.