



## 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 "Reports" tab and select "Education Plan Reports."
2. Define selection criteria for approved student plans, using longstanding functions.

Click on the

**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 Bethney

**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 the 'Sort' icon. To view a student's education plan, click the 'View' icon under 'Actions'.

STUDENTS	STUDENT ID	CURRENT GRADE LEVEL
Casey Anderson	451327	10

**Selected Criteria**  
Product: Kuder Navigator  
Site: Kuder-Bethney  
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.

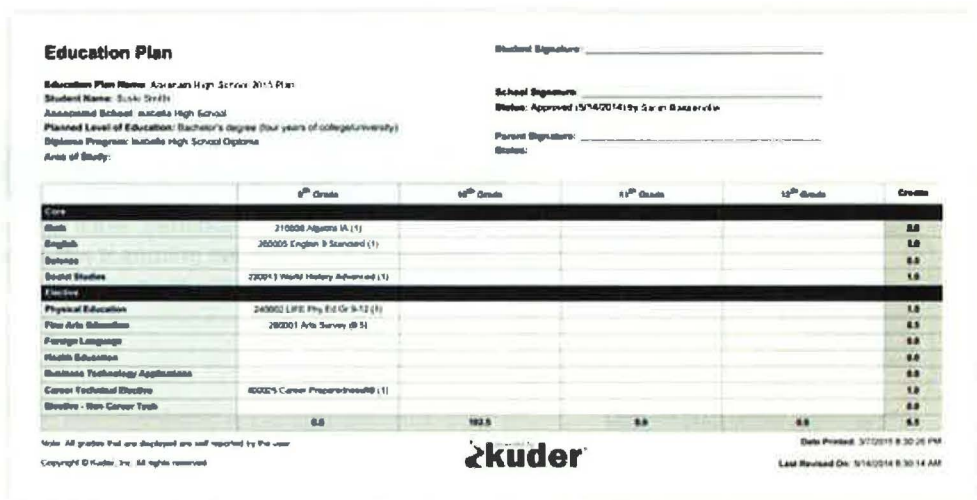
Within Requested Report Downloads, the following information is available for each report:

- 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.)



### 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.



## Questions?