High School and Beyond Completion

To begin, log into https://[DISTRICT].schooldata.net/v2/high-school-and-beyond/#/educator

In Student Completion, Educators can pull students by groups to see **High School and Beyond Task Completion, High School and Beyond OSPI Completion, Career Planner Completion, and Four Year Plan Completion.**

| High School and Beyond Task Completion	- First, Last Name - SSID, Other ID - School - Grade - Advisor	- Resume - Preferences - Interests - Skills - Four-Year Plan Created	- Four-Year Status Letter - Career Goal - Educational Goal - HSB Complete
High School and Beyond OSPI Completion	- First, Last Name - SSID, Other ID - School - Grade - Advisor - Career Planner Self Assessments	- Career/Career Cluster Interests - Educational Goal - Career Goal - Four-Year Plan Created - Identified Waivers or Individualized PPR - Resume	- Graduation Pathway Met - Graduation Pathways - FAFSA - Financial Aid Survey - HSB Plan is Complete
Career Planner Completion	- First, Last Name - SSID, District ID - School - Grade - Advisor - Email - Graduation Pathway - Post Secondary Plan - Top 3 Preferences - Preferences Taken Date - Top 3 Interests - Interests Taken Date - Top 3 Career Clusters	- Top Career Cluster - Skills Taken Date - Reality Check - Careers Favorited - Careers - Career Clusters Favorites - Career Clusters - Programs Favorited - Programs - Schools Favorited - Schools - Work - Volunteering - Education	- Activities - Honor - Award - Scholarship - Other - Letters - Essays - Resumes Uploaded - Educational Goal - Career Goal - Community Goal - Personal Goal - Files Uploaded - Student ID
Four Year Plan Completion	- First, Last Name - SSID, Other ID - School - Grade - Advisor - Student Has Plan - Received Financial Information	- Plan Label - Status - Four-Year Plan Selected - Post Secondary Plan - Graduation Pathway - ELA - Math - ELA/Math	- CTE Course Sequence - ASVAB - Is Locked - Career Cluster - Career - Educator Notes - Student Notes

Expand the **Student Completion** section on the left navigation panel and click on the desired section.
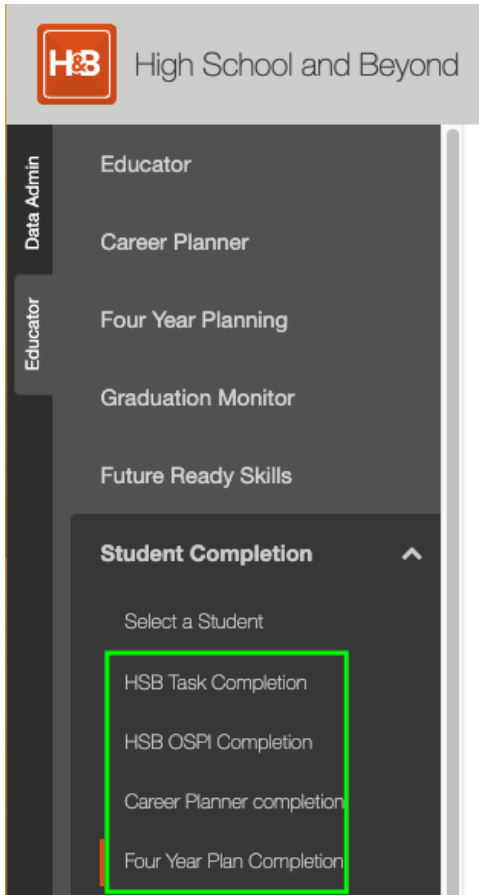
Click **Select Student Group**.

Once selected via the steps below, it will remember the last group selected for the next time. Finally, click the box if you wish to **Exclude Withdrawn Students.**
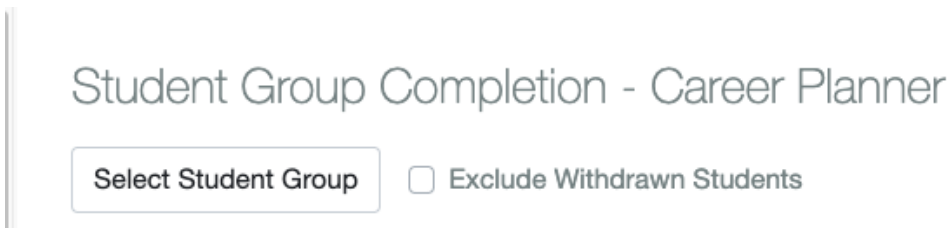
In **My Groups**, you will see any classes assigned to you OR groups you created. See Hr Basics - Student Groups for more information.

Click **Shared Groups** to see groups for a whole school or grade level. Then, toggle to **School Specific**, from **District Wide**, to select just your school.

Click the **+ icon** for the desired group. When a group is selected, click **Add Student Group.**

Information from **Assemble My Portfolio** is displayed.


Searching and Sorting

There are also several different filter options to narrow your searches. For example, type all or parts of a word in any search box to quickly filter the column or sort any field A-Z by clicking the column header.
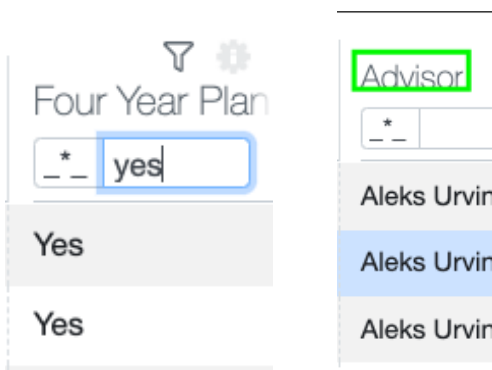
Click on **Column Actions & Options Gear** or the **Column Filter** to view other selections.
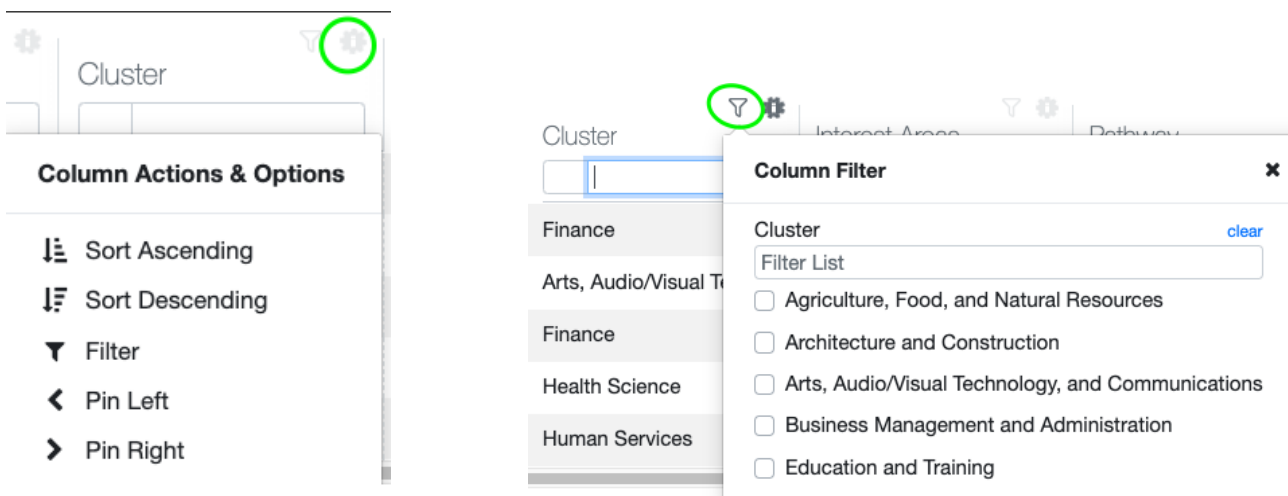
Clicking on the **Data Table Actions and Options Gear** above the table allows you to **Arrange Columns, Order Rows, or Download the Data** for further work and use.
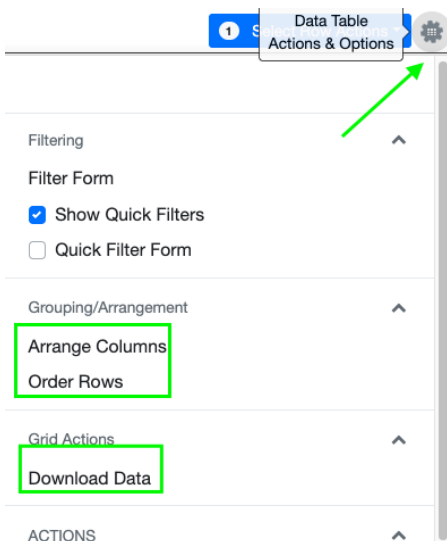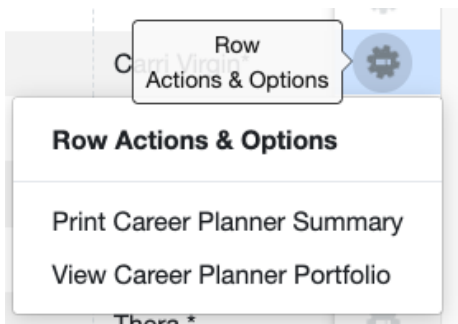
Print

Career Planner Completion

Click the checkmark to the left of the student name for one or more students. If you want to print all in the list, click the checkmark above the individual students.

Or Click the **Select Row Actions** dropdown. **Print Career Planner Summary** to generate a PDF report detailing each selected student, one student per report.

Four Year Completion

In **Four Year Completion,** the **Row Actions and Options Gear** allows you to **Print a Schedule** for that row or **Edit** the four-year plan for that row.