

High School and Beyond Student Completion

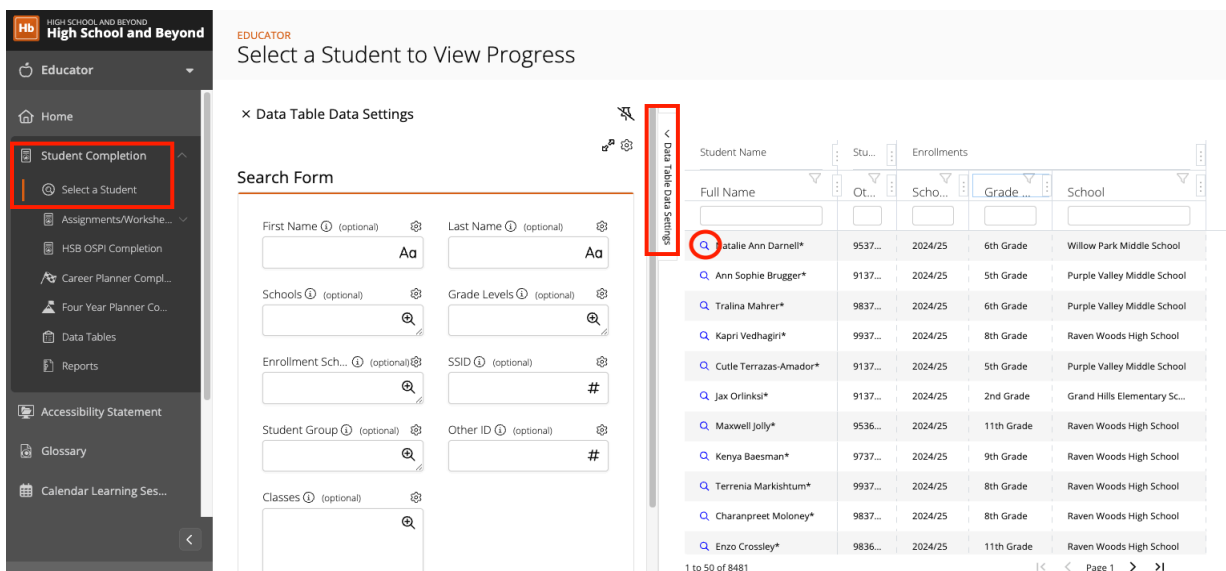
Here, you will learn how to manage student completion.

1. Start under **Student Completion** in the left navigation menu and choose one of the following.
 - **Select a Student:** Here, you can view the student's progress across various applications.
 - **Assignments/Worksheets:** Here, you can configure and manage assignments or worksheets for an individual student, student group, or class.
 - **Helpful Resource:** <https://support.schooldata.net/hc/en-us/articles/43398405059859>
 - **HSB OSPI Completion:** Here, you can view student completion of the Washington Office of Superintendent of Public Instruction (OSPI) requirements.
 - **Career Planner Completion:** Here, you can review student work completion in Career Planner.
 - **Four-Year Planner Completion:** Here, you can review student task completion in the Four-Year Plans.
 - **Data Tables:** Here, you can view the status of students in individual applications (Student Learning Plan Overviews, Credit Overviews, Tasks, and Statuses).
 - **Reports:** Here, you can download a High School and Beyond Student Completion Report.

Review Student Progress

Here, you will learn how to review the student's progress across various applications.

1. Start under **Student Completion** in the left navigation menu and choose **Select a Student**.
2. Use the **Data Table Data Settings** located on the far left to search for and identify the correct student. Upon entering your search criteria, the students will appear in a data table to the right.
3. Click the **magnifying glass** next to the student's name.



EDUCATOR
Select a Student to View Progress

× Data Table Data Settings

Search Form

First Name (optional) Last Name (optional)

Schools (optional) Grade Levels (optional)

Enrollment Sch... (optional) SSID (optional)





Student Group (optional) Other ID (optional)

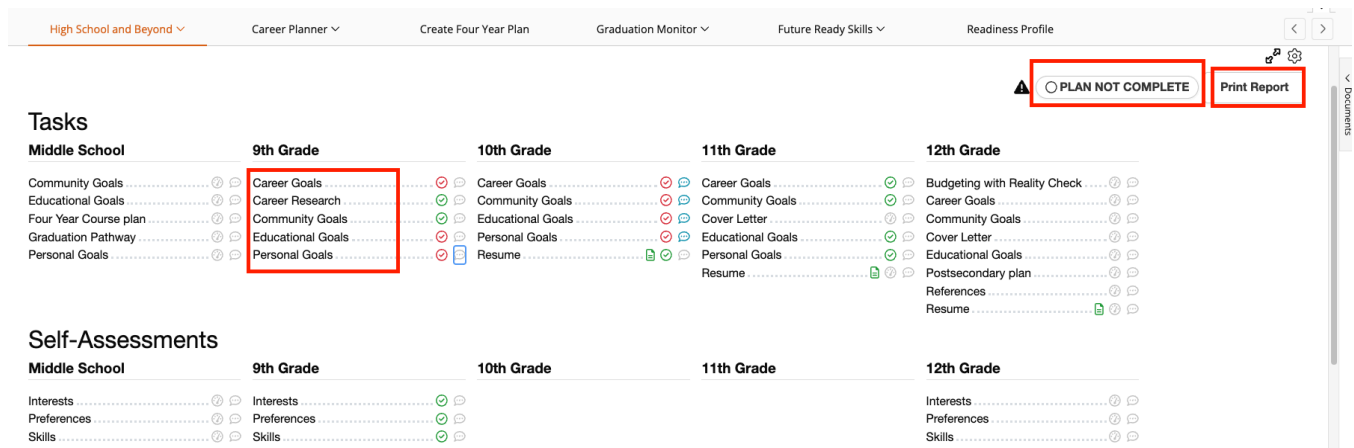
Classes (optional)

Student Name	Stu...	Enrollments	Full Name	Ot...	Scho...	Grade...	School
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
<input type="text" value=""/>	9537...	2024/25	atalie Ann Darnell*			6th Grade	Willow Park Middle School
<input type="text" value=""/>	9137...	2024/25	Ann Sophie Brugger*			5th Grade	Purple Valley Middle School
<input type="text" value=""/>	9837...	2024/25	Tralina Maher*			6th Grade	Purple Valley Middle School
<input type="text" value=""/>	9937...	2024/25	Kapri Vedhagiri*			8th Grade	Raven Woods High School
<input type="text" value=""/>	9137...	2024/25	Cutle Terrazas-Amador*			5th Grade	Purple Valley Middle School
<input type="text" value=""/>	9137...	2024/25	Jax Orlinksi*			2nd Grade	Grand Hills Elementary Sc...
<input type="text" value=""/>	9536...	2024/25	Maxwell Jolly*			11th Grade	Raven Woods High School
<input type="text" value=""/>	9737...	2024/25	Kenya Baesman*			9th Grade	Raven Woods High School
<input type="text" value=""/>	9937...	2024/25	Terrenia Markishtum*			8th Grade	Raven Woods High School
<input type="text" value=""/>	9837...	2024/25	Charanpreet Moloney*			8th Grade	Raven Woods High School
<input type="text" value=""/>	9836...	2024/25	Enzo Crossley*			11th Grade	Raven Woods High School

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4. A popover window defaults to the **High School and Beyond Tasks** screen view, which shows the student's progress within the High School and Beyond applications. **Note:** This page also allows movement to various applications, as listed in the tabs across the top of the page. (Career Planner, Four-Year Plan, Graduation Monitor, Future Ready Skills, Readiness Profile)
 - An indicator in the top right corner will indicate whether the plan is **complete/not**.
 - To print the students' High School and Beyond Plan, click **Print Report** in the top right corner.
 - Click any **task name** to view the task.
 - To the right of the task are the following icons.

	Red checkmark: This indicates Revisions Requested .
	Green checkmark: This indicates the task has been approved .
	Communication Message: This will open the Communication Messages by Task popover window.
	Question Mark: This indicates instructions .

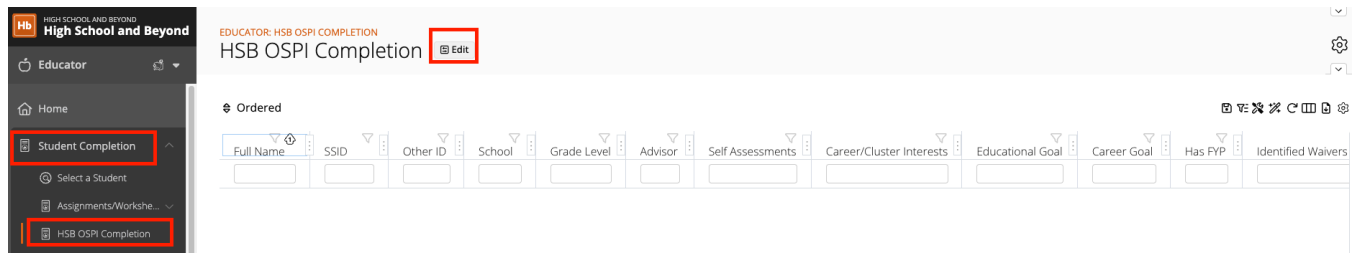


Review High School and Beyond OSPI Completion

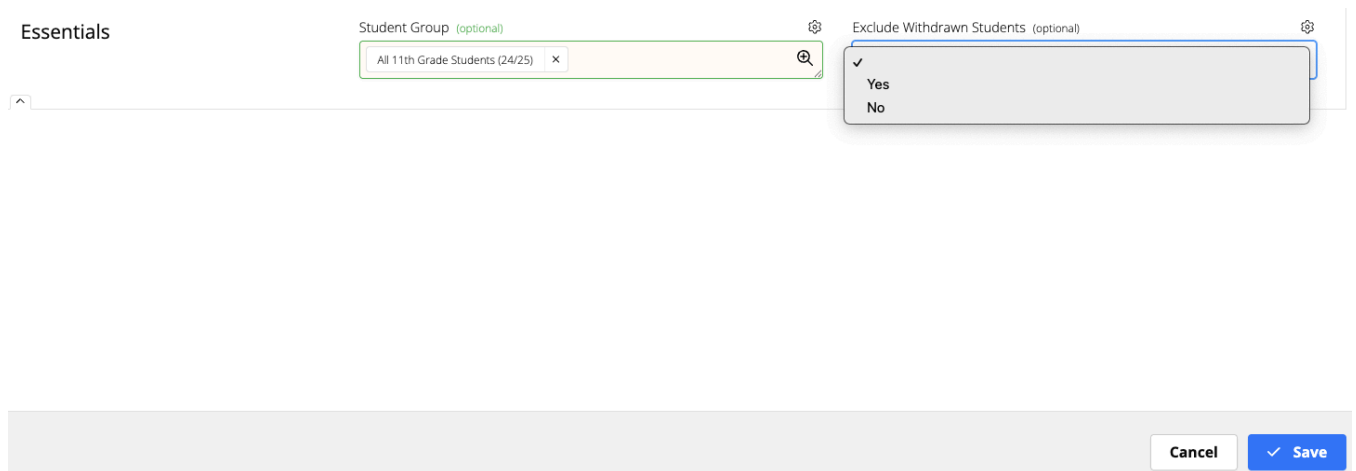
Here, you will learn how to review individual student completion of the Washington Office of Superintendent of Public Instruction (OSPI) Requirements.

1. Start under **Student Completion** in the left navigation menu and choose **HSB OSPI Completion**.
2. You will see a data table listing individual students and their completion status of various High School and Beyond OSPI graduation requirements.

- Click "**Edit Page Data Settings**" to the right of the page title to modify the student group you are viewing.



- Click the **magnifying glass** in the Student Group field, select the **School Year** from the dropdown menu.
- Select the **Student Group Type** radio button and click the **checkbox** for the **Student Group Name** to the right.
- Select **Yes/No** from the **Exclude Withdrawn Students** dropdown menu. **Yes** indicates withdrawn students will not be included.
- Click **Save**.

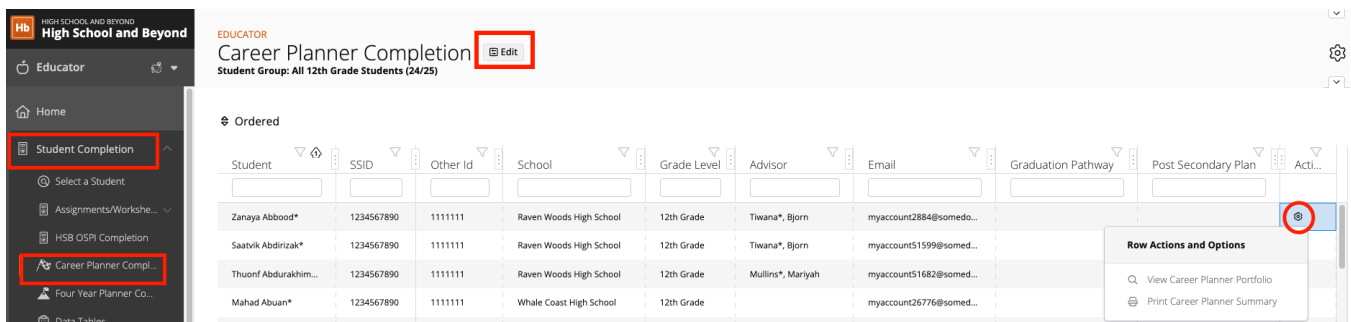


Review Career Planner Completion

Here, you will learn how to review student work completion in Career Planner.

- Start under **Student Completion** in the left navigation menu and choose **Career Planner Completion**.
- You will see a data table of individual students and whether they have completed various Career Planner tasks.
- Click "**Edit Page Data Settings**" to the right of the page title to modify the student group you are viewing.
- Click the **magnifying glass** in the Student Group field, select the **School Year** from the dropdown menu.

5. Select the **Student Group Type** radio button and click the **checkbox** for the **Student Group Name** to the right.
6. Select **Yes/No** from the **Exclude Withdrawn Students** dropdown menu. **Yes** indicates withdrawn students will not be included.
7. Click **Save**.
8. Click the **Row Actions Gear** to the far right and choose the following.
 - **View Career Planner Portfolio:** This will open the **High School and Beyond** in the **Career Planner: Portfolio** screen view in a new browser tab.
 - **Print Career Planner Summary**



The screenshot displays the 'Career Planner Completion' interface for an educator. The left sidebar navigation menu has 'Student Completion' and 'Career Planner Completion' highlighted with red boxes. The main content area shows a table of student completion data with an 'Edit' button highlighted in red. A 'Row Actions and Options' menu is open on the right, showing 'View Career Planner Portfolio' and 'Print Career Planner Summary' options.

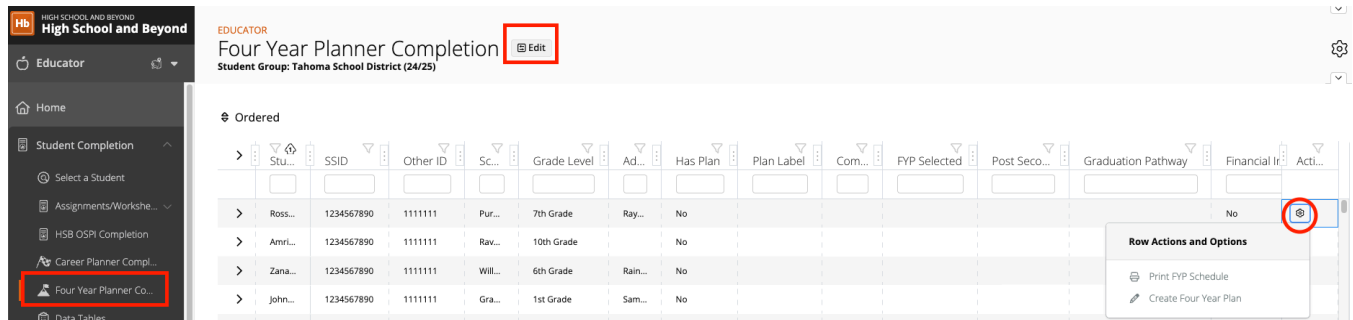
Student	SSID	Other Id	School	Grade Level	Advisor	Email	Graduation Pathway	Post Secondary Plan	Acti...
Zanaya Abbood*	1234567890	1111111	Raven Woods High School	12th Grade	Tiwana*, Bjorn	myaccount2884@somed...			
Saatvik Abdrizak*	1234567890	1111111	Raven Woods High School	12th Grade	Tiwana*, Bjorn	myaccount51599@somed...			
Thuonf Abdurakhim...	1234567890	1111111	Raven Woods High School	12th Grade	Mullins*, Maryyah	myaccount51682@somed...			
Mahad Abuan*	1234567890	1111111	Whale Coast High School	12th Grade		myaccount26776@somed...			

Review the Four-Year Planner Completion Data Table

Here, you will learn to review student task completion in Four-Year Plans.

1. Start under **Student Completion** in the left navigation menu and choose **Four-Year Planner Completion**.
2. You will see a data table listing individual students, including all details for their four-year plan.
3. If no students are visible, use the **Edit Page Data Settings** button at the top of the page, next to the title, to select an alternative **student group**.
4. Click the **magnifying glass** in the Student Group field, select the **School Year** from the dropdown menu.
5. Select the **Student Group Type** radio button and click the **checkbox** for the **Student Group Name** to the right.
6. Select **Yes/No** from the **Exclude Withdrawn Students** dropdown menu. **Yes** indicates withdrawn students will not be included.
7. Click **Save**.
8. Click the **arrow** to the far left of a student to reveal more detailed plan and status information.
9. Click the **Row Actions Gear** to the far right and choose the following.

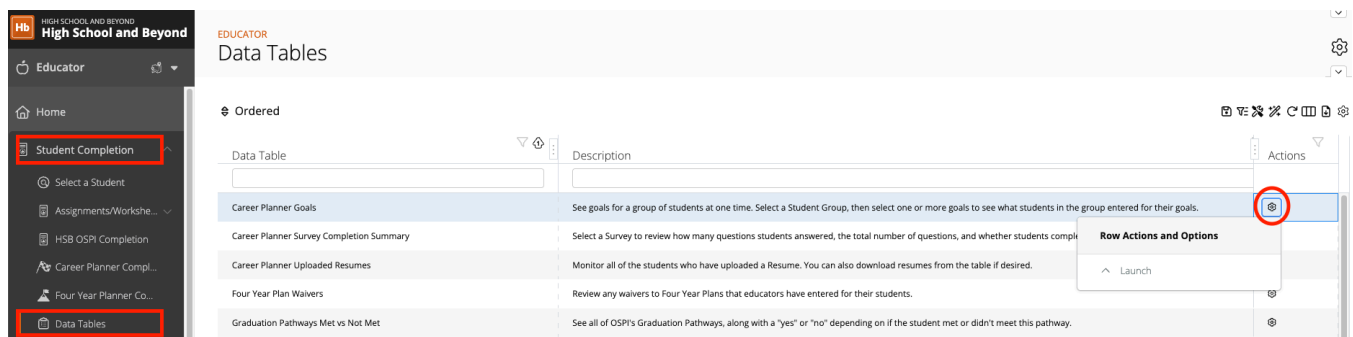
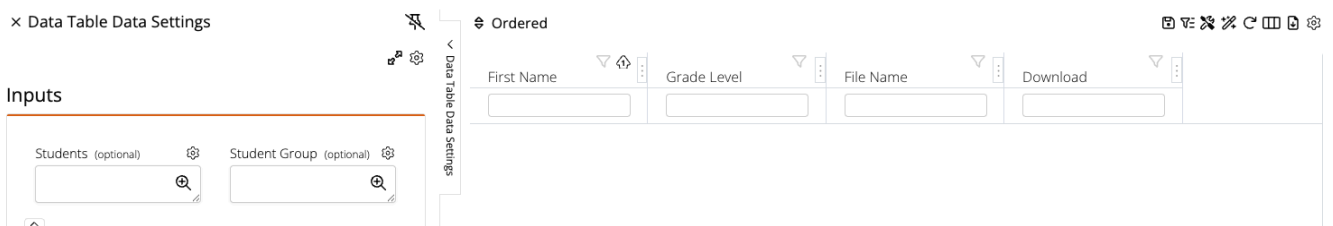
- **Print FYP Schedule**
- **Configure:** This will open the **High School and Beyond** popover window in the **Four-Year Plan: Schedule** screen view.



Review the Status of Students in Individual Applications

Here, you will learn how to review the status of students or individual applications (Student Learning Plan Overviews, Credit Overviews, Tasks, and Statuses).

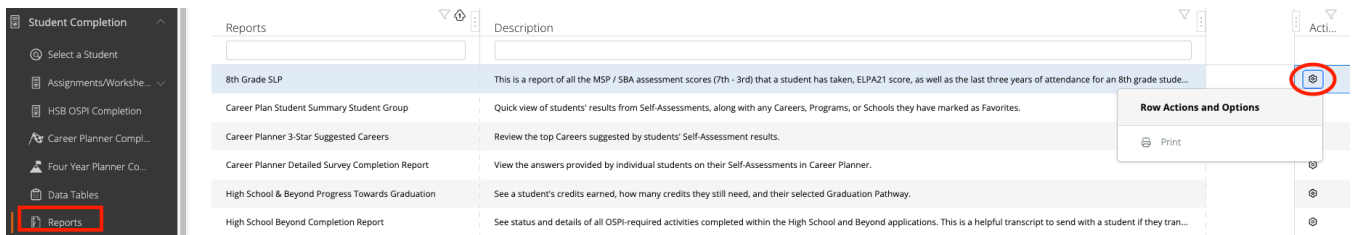
1. Start under **Student Completion** in the left navigation menu and choose **Data Tables**.
2. You will see a list of various data table choices and their descriptions.
3. Click the **Row Actions Gear** to the far right and choose **Launch**.
4. Use the Data Table Data Settings to filter search results, which will appear in the data table to the right.

Download a High School and Beyond Student Completion Report

Here, you will learn how to download a High School and Beyond Student Completion Report.

1. Start under **Student Completion** in the left navigation menu and choose **Reports**.
2. You will see a data table of reports and their details.
3. Click the **Row Actions Gear** to the far right and choose **Print**.
 - **Note:** You may be able to choose from a dropdown menu to **Duplex Print** or **Exclude Withdrawn Students** in some options.
 - Select a **Student** or **Student Group** field. Select one or more **checkboxes** next to the student or student group and click **Accept**.
 - Click **Save**.



Reports	Description	Acti...
8th Grade SLP	This is a report of all the MSP / SBA assessment scores (7th - 3rd) that a student has taken, ELPA21 score, as well as the last three years of attendance for an 8th grade stude...	⚙️
Career Plan Student Summary Student Group	Quick view of students' results from Self-Assessments, along with any Careers, Programs, or Schools they have marked as Favorites.	⚙️
Career Planner 3-Star Suggested Careers	Review the top Careers suggested by students' Self-Assessment results.	⚙️
Career Planner Detailed Survey Completion Report	View the answers provided by individual students on their Self-Assessments in Career Planner.	⚙️
High School & Beyond Progress Towards Graduation	See a student's credits earned, how many credits they still need, and their selected Graduation Pathway.	⚙️
High School Beyond Completion Report	See status and details of all OSPI-required activities completed within the High School and Beyond applications. This is a helpful transcript to send with a student if they tran...	⚙️