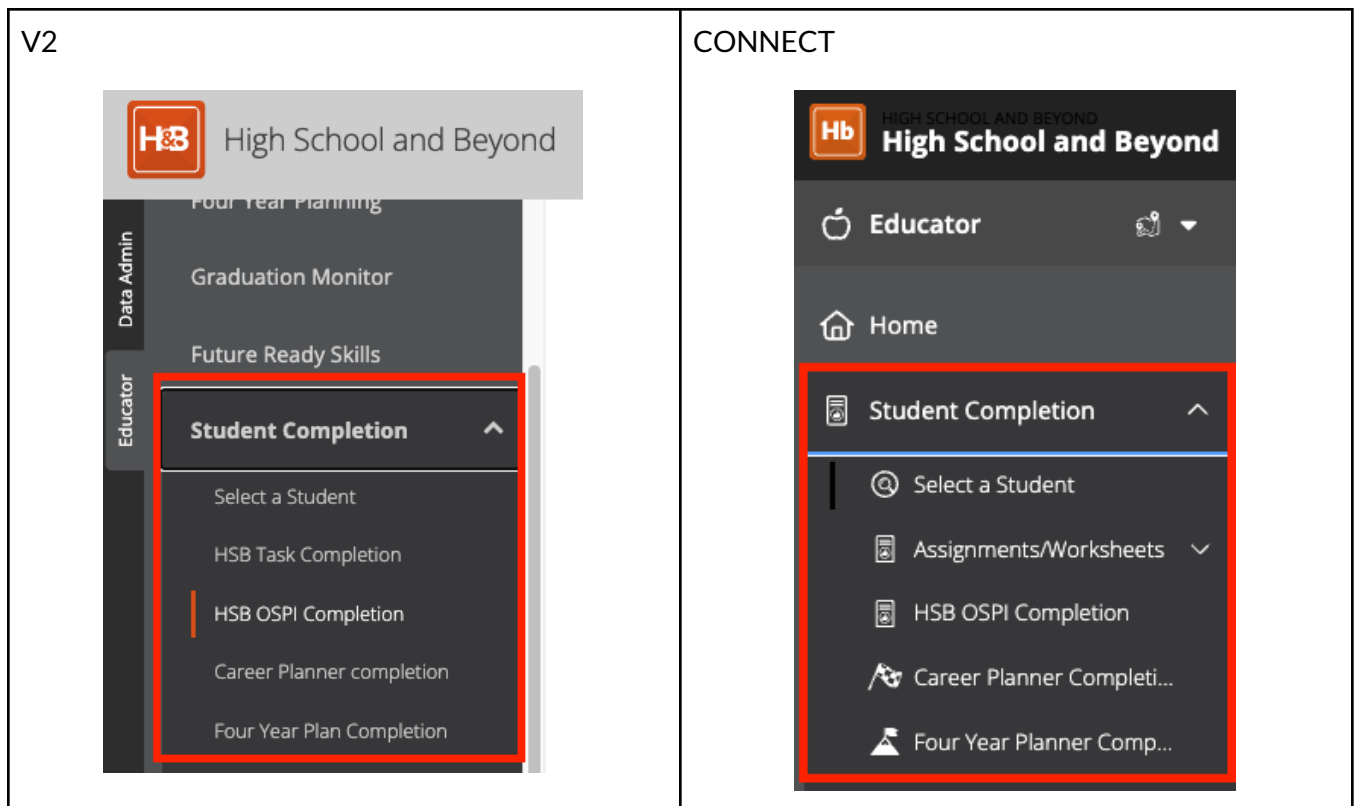


Data Exports for High School Beyond Transition

High School and Beyond Completion

1. Start under **Student Completion** in the left navigation menu in the High School and Beyond application.
2. Expand the **Student Completion** section on the left navigation panel and click on the desired section. Educators can pull students' information individually or by groups for **HSB Completion**, **HSB OSPI Completion**, **Career Planner Completion**, and **Four-Year Plan Completion**.



Select a Student Group V2

Helpful Resource: <https://support.schooldata.net/hc/en-us/sections/13622178093459>

1. Click the **Select Student Group** button in the top left.
2. Click the **checkbox** if you wish to **Exclude Withdrawn Students**.

Select Student Group Exclude Withdrawn Students

3. The **School Years** field on the left will default to the **Current School Year**. You can optionally select the School Years from the **Select** dropdown menu.
4. Click "**My Groups**" to view any classes assigned to you or groups you have created.

5. Click **"Shared Groups"** to view groups for the entire school or a specific grade level.
6. In Shared Groups, click the **School Specific** button.
7. Click the **Select** button to the right and choose your school from the dropdown menu.
8. Optionally, filter further by **Grade, Activity, or Teacher**.
9. Click the "+" icon for the desired group on the right.
10. Click **"Add Student Group"** in the top right corner.

Student Groups ➔ [Add Student Groups](#) ✕

Student Group Filters

School Years (optional) Select ▾

Current School Year Select ▾

My Groups **Shared Groups**

District Wide **School Specific** Select ▾

Grade **Activity** **Class** **Teacher**

Select ▾

Student Group Search Results Columns ▾

Label	
Students attending Tahoma Senior High School (2...	+
10th Grade at Tahoma Senior High School (24/25)	+
Current 8th Grade attending TSHS in 25/26 (24/25)	+
Current 10th Grade attending TSHS in 25/26 (24/25)	+
11th Grade at Tahoma Senior High School (24/25)	+
12th Grade at Tahoma Senior High School (24/25)	+

Select a Student Group CONNECT

1. Click the Edit Page Data Settings to the right of the page title.

EDUCATOR: HSB OSPI COMPLETION

HSB OSPI Completion [Edit](#)

2. Click the **Student Group** field to filter as described in the V2 instructions.

Data Table Data Settings

School Year (optional) 2024/25

Student Group Type (optional)

My Custom Student Groups

Shared Automatic Student Groups

My Automatic Student Groups

Automatic Student Group Type

Automatic Student Group Type (optional)

District-Wide **School Specific**

School(s) (optional)

Tahoma Senior High School

Student Group Type (optional)

Grade Activity Teacher

Class School Wide

Selected: 0 [View Selected](#)

Ordered

Student Group Name	Student Group
Bilingual Education students attending Tahoma Senior High School (24/25)	Bilingual Education
Students attending Tahoma Senior High School (24/25)	Students attending

1 to 2 of 2 Page 1 50 per page

[Cancel](#) [Accept](#)

3. Select **Yes/No** from the Exclude Withdrawn Students dropdown menu.
4. Click **Save** in the bottom right.

Essentials

Student Group (optional)

Exclude Withdrawn Students (optional)

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

Student Group Completion - High School and Beyond Tasks

Select Student Group Exclude Withdrawn Students

Most Recent Completion of Hsb Items (780 records)

Data Settings Form

First Name	Last Name	SSID	Other Id	School	Grade	Advisor	Resume	Preferences	Interests	Skills	Four Year	Four Year	Letter	Career G	Educati
Maddox	Gilomen*	31316...	779028	Tahom...	10th Grade	Huntin...		11/30/2021	01/25/...	2% Co...	No	100			
Yoshiie	Deng*	84662...	780270	Tahom...	10th Grade			11/30/2021	11/30/...	11/30/...	No	100			
Devontae	Kruh*	97990...	780207	Tahom...	10th Grade	Rozlyn...		01/15/2021	01/22/...	11/02/...	Yes	57		2021-1...	2021-1
Pyotr	Siren*	31290...	780191	Tahom...	10th Grade	Bryon ...		11/29/2021	11/29/...	7% Co...	No	100			
Dajia	Star*	88146...	780192	Tahom...	10th Grade	Edward *		01/12/2021	100% ...	01/12/...	Yes	60			
Carole	Keeney*	98742...	779287	Tahom...	10th Grade	Jay Ce...		11/04/2021	11/04/...	11/04/...	Yes	65		2021-1...	2021-1
Hope	Isenberg*	87530...	777991	Tahom...	10th Grade	Piercy...		01/15/2021	01/15/...		Yes	62			
Betsy ...	Vijayan*	82731...	778644	Tahom...	10th Grade	Oksan...		01/11/2021	01/11/...		No	100			

Career Planner V2

Additionally, in **Career Planner Completion**, a selected download and print option generates a PDF report detailing each selected student, one student per report.

1. Click the **checkmark** to the left of one or more student names.
2. Click the **Selected Row Actions** button to the far right and choose Print Career Planner Summary.

Career Planner Student Completion (874 records) Ordered

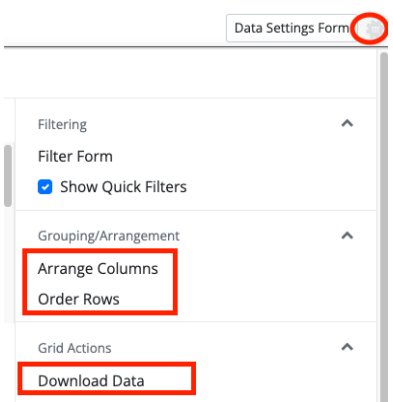
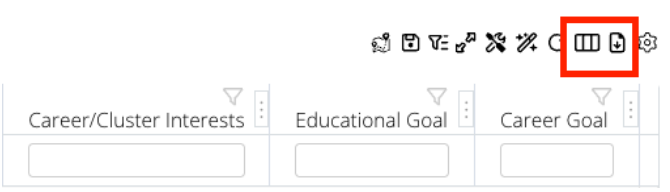
Select Row Actions

<input type="checkbox"/>	Student First Name	Student Last Name	Grade	Advisor	Top 3 Preferences	Print Selected
<input type="checkbox"/>	*	*		*	*	
<input checked="" type="checkbox"/>	Angeles	*	8	ommuni...		
<input checked="" type="checkbox"/>	Angelique	*	8	ndary Sc...		
<input checked="" type="checkbox"/>	Angiela	*	8	e School	Rika Batchelor*	
<input checked="" type="checkbox"/>	Anna Sophia	*	8	e School	Erich Gorham-Roberts*	
<input checked="" type="checkbox"/>	Annalena	*	8	e School	Leighton Mosely*	Artistic, Industrial, Phys... 02/05/2021
<input checked="" type="checkbox"/>	Anne	*	8	e School	Ketra Ashcraft*	



Career Planner CONNECT

1. Click the **Row Actions Gear** to the far right of the student and choose **Print Career Planner Summary**.

Download and Print

<p>V2</p> <ol style="list-style-type: none"> 1. Click on the Data Table Actions and Options Gear above the table, which allows you to Arrange Columns, Order Rows, or Download the Data. 	<p>CONNECT</p> <ol style="list-style-type: none"> 1. Click the Show Column Panel icon to arrange and order columns. 2. Click the Download Data Table icon. 
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You will receive a notification that the file is ready to download. **Click here** to download it. An email will also be generated.


<p>Notifications Dismiss all Notifications</p> <div style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 10px; margin-top: 10px;"> <p>File Ready to Download</p> <p>The file 'Bundled Report Files.zip' is ready to download. Click here to download it now.</p> <p>5/23/23 12:47 PM Dismiss</p> </div>	<div style="text-align: center; margin-bottom: 20px;">  </div> <p>Hi Teri,</p> <p>We've prepared a report for you and it's ready to download now.</p> <p>Let's go!</p> <p>When you click a blue link below, to view or download your data, you'll need to log in. Simply log in using your district credentials and you'll be directed to your data!</p> <div style="text-align: center; margin-top: 20px;"> <div style="border: 1px solid #ccc; background-color: #f0f0f0; padding: 5px; width: fit-content; margin: 0 auto;"> <p style="font-size: 8px; margin: 0;">Career Plan Student Summary Student Group for Anna Vantsevych.pdf</p> </div> <div style="border: 1px solid #ccc; background-color: #fff; padding: 10px; width: 100px; margin: 5px auto; text-align: center;">  </div> <div style="background-color: #007bff; color: white; padding: 5px; width: 100px; margin: 5px auto; text-align: center; font-size: 8px;"> Download This Data </div> </div>
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Helpful Resource: <https://support.schooldata.net/hc/en-us/articles/16894340563859>

More Student Completion Data Tables, Reports


1. In the **High School and Beyond** application, start under **Student Completion** in the left navigation menu and choose **Data Tables** or **Reports**.
2. From the list of **Data Tables**, click the **Row Actions Gear** to the far right and select **Launch**. From the list of **Reports**, click the **Row Actions Gear** to the far right and select **Print**.

High School and Beyond Educator Data Tables (19 records)

Data Table	Row Actions & Options
Career Planner Goals	Row Actions & Options 
Career Planner Survey Completion Summary	Row Actions & Options
Career Planner Top Choices by Student or Group	Row Actions & Options
Career Planner Uploaded Resumes	Row Actions & Options

Note: The 'Launch' button in the 'Row Actions & Options' menu for 'Career Planner Top Choices by Student or Group' is highlighted with a red box.

HSB Educator Reports Data Table (12 records)

Report	Row Actions & Options
8th Grade SLP	Row Actions & Options 
Career Plan Student Summary Student Group	Row Actions & Options
Career Planner 3-Star Suggested Careers	Row Actions & Options
Career Planner Detailed Survey Completion Report	Row Actions & Options

Note: The 'Print' button in the 'Row Actions & Options' menu for '8th Grade SLP' is highlighted with a red box.

3. Select the **Students**, **Student Group**, **Exclude Withdrawn Students**, and any other required information.
4. Click **Set/Save Settings**.

Career Planner Goals

Set ✕

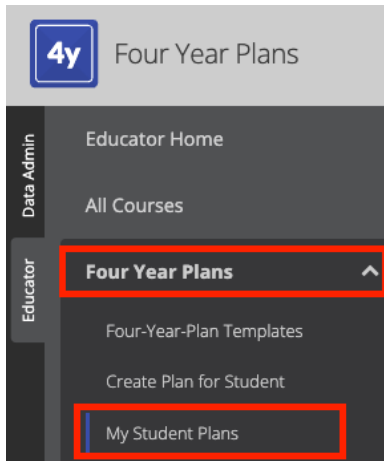
Please Make a Selection for All Required Fields ^

Student Group (optional) Select <input type="text"/>	Goal Type (optional) Select <input type="text"/>
	Exclude Withdrawn Students (optional) <input type="text"/>

5. In Data Tables, use the **Data Table Actions & Options Gear**, then choose **"Download Data"** at the top right in **V2** or use the **Download Data Table icon** at the top right in **CONNECT**.
6. In Reports, you will be notified that the file is ready to download. **Click here** to download it. An email will also be generated.


Four-Year Plans


1. To access the **Four-Year Plans application**, navigate to **Four-Year Plans** in the left menu and select '**My Student Plans**'.



2. Click the **Data Settings Form button** at the top right, select the student group, and click **Set**.
3. Select multiple plans by clicking on one or more **checkmarks** to the far left of a student's name.
4. Click the **Select Row Actions button** in the top right corner and choose Print Selected.
5. Click the **Row Action Gear icon** to the far right, allowing the educator to choose **Print**.

Four Year Plans for Educator (645 records) Ordered

Data Settings For 2 Select Row Actions 

Student	Grade Level	School	Plan Name	Primary Plan	Is Locked	Plan Template	Career Cluster
<input checked="" type="checkbox"/>	9	Tahoma Senior High ...	Sample Copy(10)	Yes	No	Tahoma Senior High ...	Agriculture, Food, ar 
<input checked="" type="checkbox"/>	11	Tahoma Senior High ...	dsfsadfdfsdfasdf	No	Yes		
<input type="checkbox"/>	11	Tahoma Senior High ...	test	No	No		
<input type="checkbox"/>	11	Tahoma Senior High ...	Test Plan Nov 2019	Yes	Yes		
<input type="checkbox"/>	11	Tahoma Senior High ...	Student Plan	No	No		
<input type="checkbox"/>	11	Tahoma Senior High ...	asdfasdf	No	No		

Row Actions & Options

Print

Edit

Make Primary Plan

Delete

Career Planner - Assemble My Portfolio

Students should select and download any files that have been uploaded.

1. Click **Assemble My Portfolio** in the left navigation menu.
2. Select the **Overview tab** at the top of the page.
3. Under the **Add Files** section, click and download any files that have been added.

MY PORTFOLIO
Overview

Overview Resumes Compositions Goals Assignments/Worksheets Top Choices

▼ Arts, Audio/Visual Technol... ▼ Art History ▼ 160 Driving Academy

Interests 100%
Skills 100%
Values 0%
External Self Assessments

EXPERIENCES **RECOGNITIONS** **COMPOSITIONS** **GOALS**

Work Honors Letters Educational
Volunteering Awards Essays Career
Education Scholarships Resumes Community
Activities Other Personal

1

Add Files

Homeroom Connect Data Admin Basics Training.Ppt

4. Click the **Resume tab** and choose **Print /Upload Resumes**.
5. Under the **Add Files** section, click and download any files that have been added.
6. Follow similar steps for the following:
 - a. **Compositions tab: Letters and Essays.**
 - b. **Goals tab: Educational, Career, Community, Personal**
 - c. **Assignments/Worksheets tab**

Helpful Resource: <https://support.schooldata.net/hc/en-us/articles/360023636313>