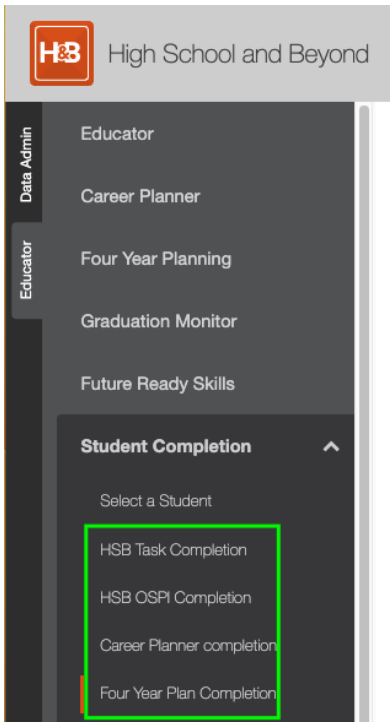
High School and Beyond Completion V2

In Student Completion, Educators can pull students by group to view their completion rates for High School and Beyond Task, High School and Beyond OSPI, Career Planner, and Four-Year Plan Tasks.

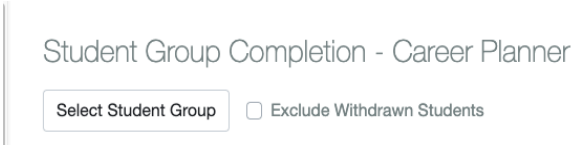
High School and Beyond Task Completion	• First, Last Name • SSID, Other ID • School • Grade • Advisor	• Resume • Preferences • Interests • Skills • Four-Year Plan Created	• Four-Year Status Letter • Career Goal • Educational Goal • HSB Complete
High School and Beyond OSPI Completion	• First, Last Name • 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**.

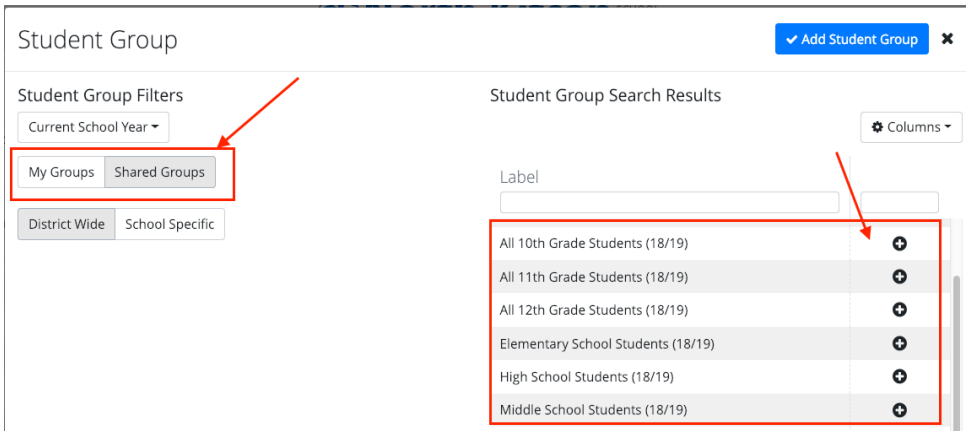
Once selected via the steps below, it will remember the last group chosen for the next time. Finally, click the box if you wish to **Exclude Withdrawn Students.**



In **My Groups**, you will see any classes assigned to you OR groups you created.

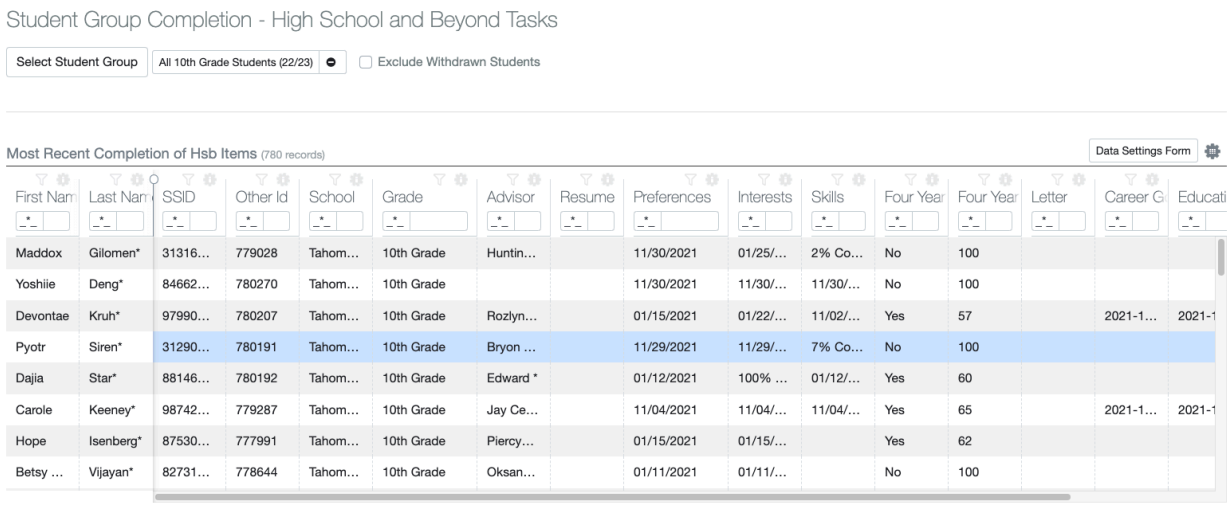
Helpful Resource: https://support.schooldata.net/hc/en-us/sections/13622178093459

Click **"Shared Groups" to view groups for the entire school or a specific** grade level. Then, toggle from District Wide to School Specific to select just your school.



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

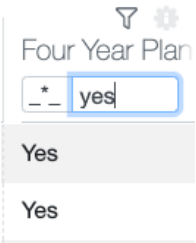
Information from **Assemble My Portfolio** is displayed.

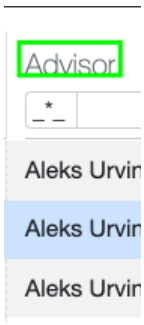


First Nam	Last Nam	SSID	Other Id	School	Grade	Advisor	Resume	Preferences	Interests	Skills	Four Year	Four Year	Letter	Career G	Educati
Maddox	Gilomen*	31316…	779028	Tahom…	10th Grade	Huntin…		11/30/2021	01/25/…	2% Co…	No	100			
Yoshiie	Deng*	84662…	780270	Tahom…	10th Grade			11/30/2021	11/30/…	11/30/…	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			

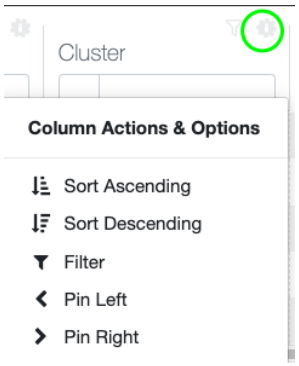
Searching and Sorting

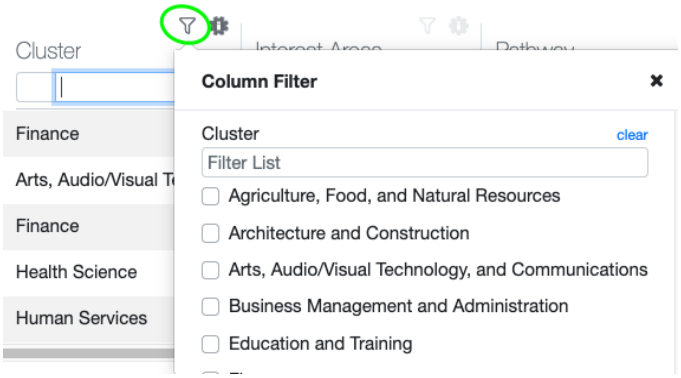
There are also several different filter options to narrow your searches. For example, type all or parts of a word in any search box to quickly filter the column or sort any field A-Z by clicking the column header.



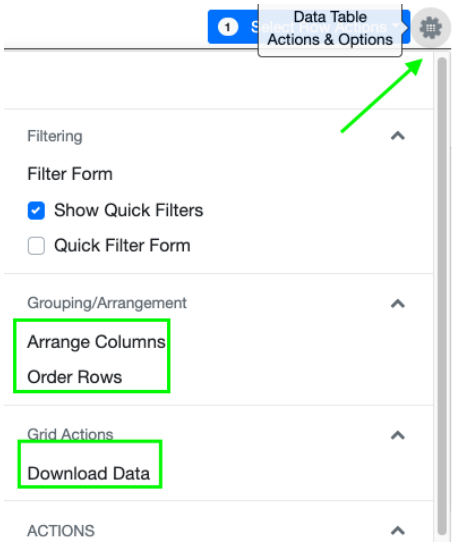


Click on **Column Actions & Options Gear** or the **Column Filter** to view other selections.





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.

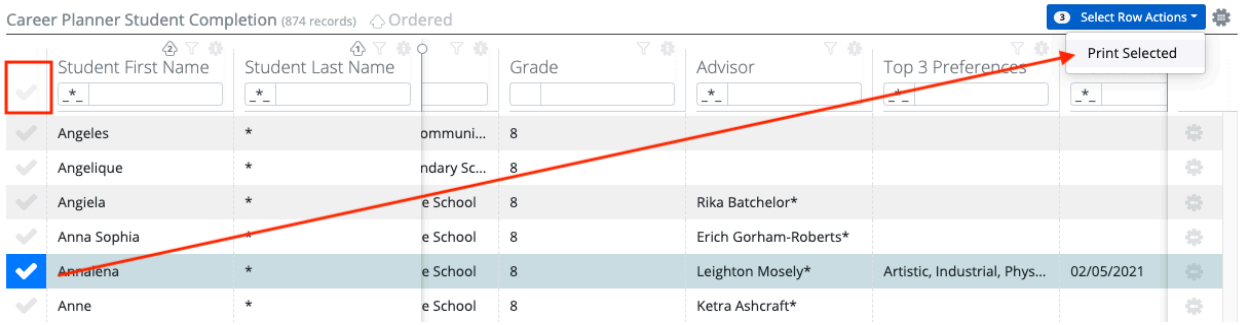


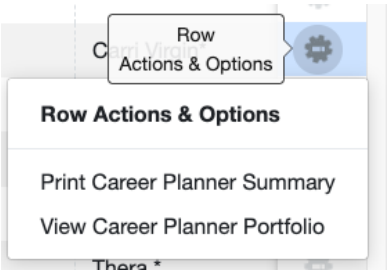
Print

Career Planner Completion

Click the checkmark to the left of the student name for one or more students. To print all the students, click the checkmark above their names.

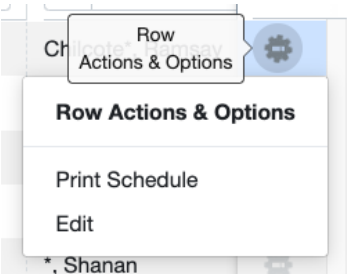
Or click the **Select Row Actions** dropdown—print **Career Planner Summary** to generate a PDF report detailing each selected student, one student per report.





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.

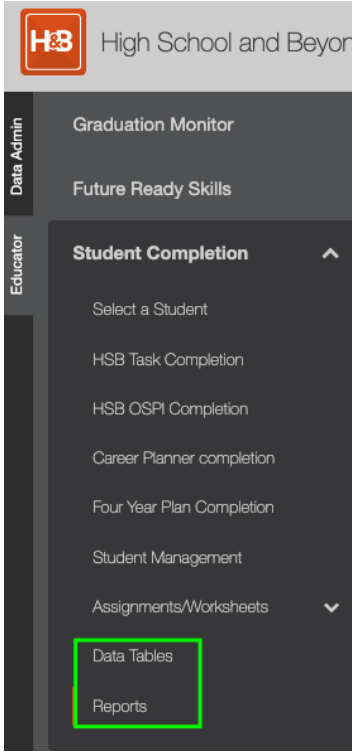


More Student Completion - Data Tables, Reports V2

In Student Completion, Educators can pull up lists of students by group to view various information in the High School Beyond Bundle using the Data Tables or Reports categories.

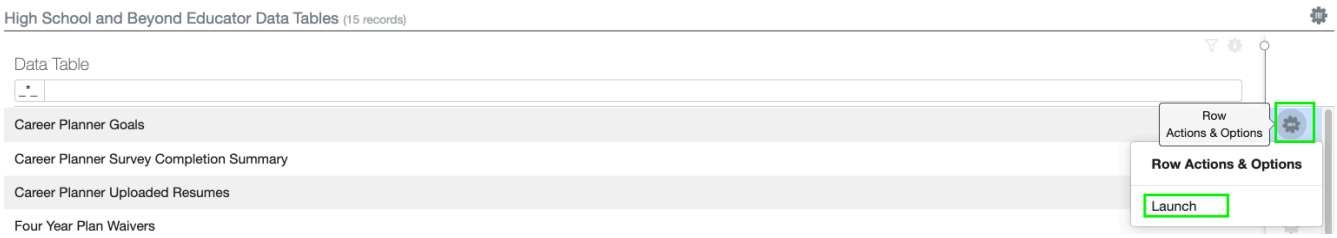
Data Tables

Expand the "Student Completion" section on the left navigation panel and click on the "Data Tables" section.



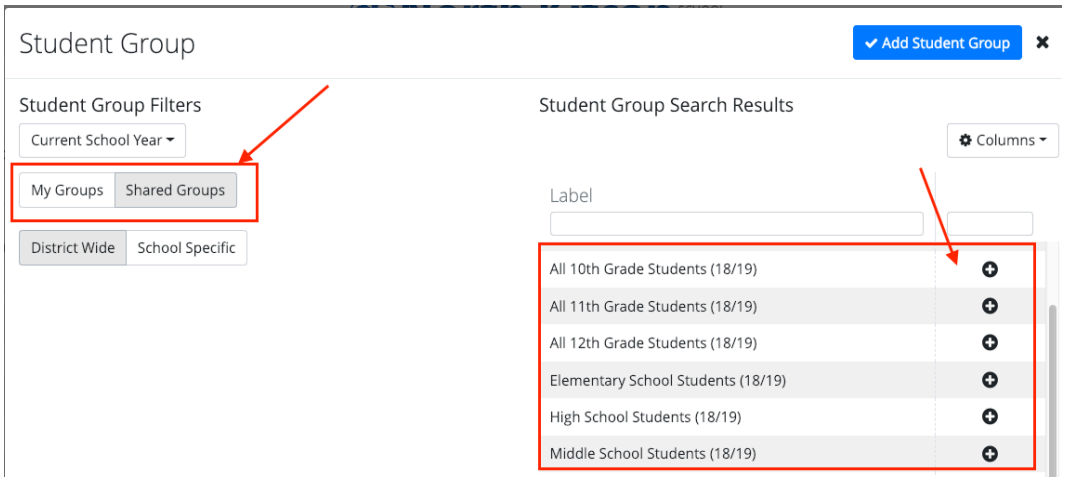
Data Tables

From the list of **Data Tables**, click the **Row Actions & Options** gear icon you wish to use and select **Launch**.

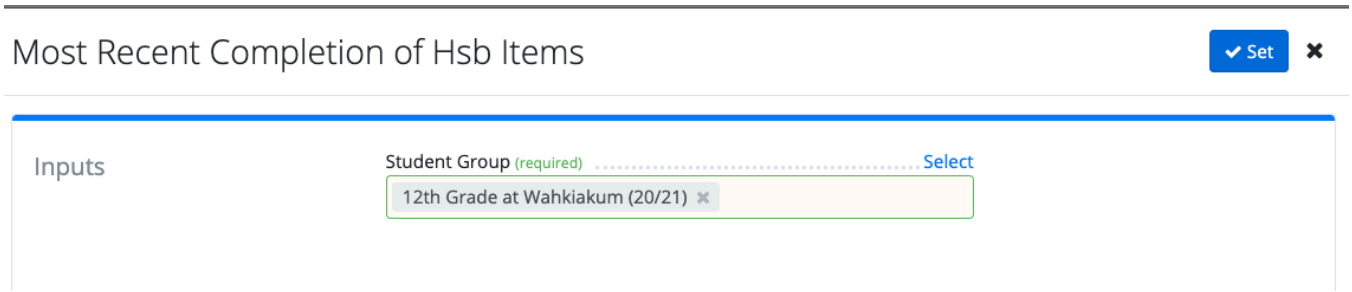


Click Select **Student Group.** In **My Groups,** you will see any classes assigned to you OR groups created for your use.

Click **"Shared Groups"** to view groups for the entire school or a specific grade level. Then, toggle from District Wide to School Specific to select just your school.

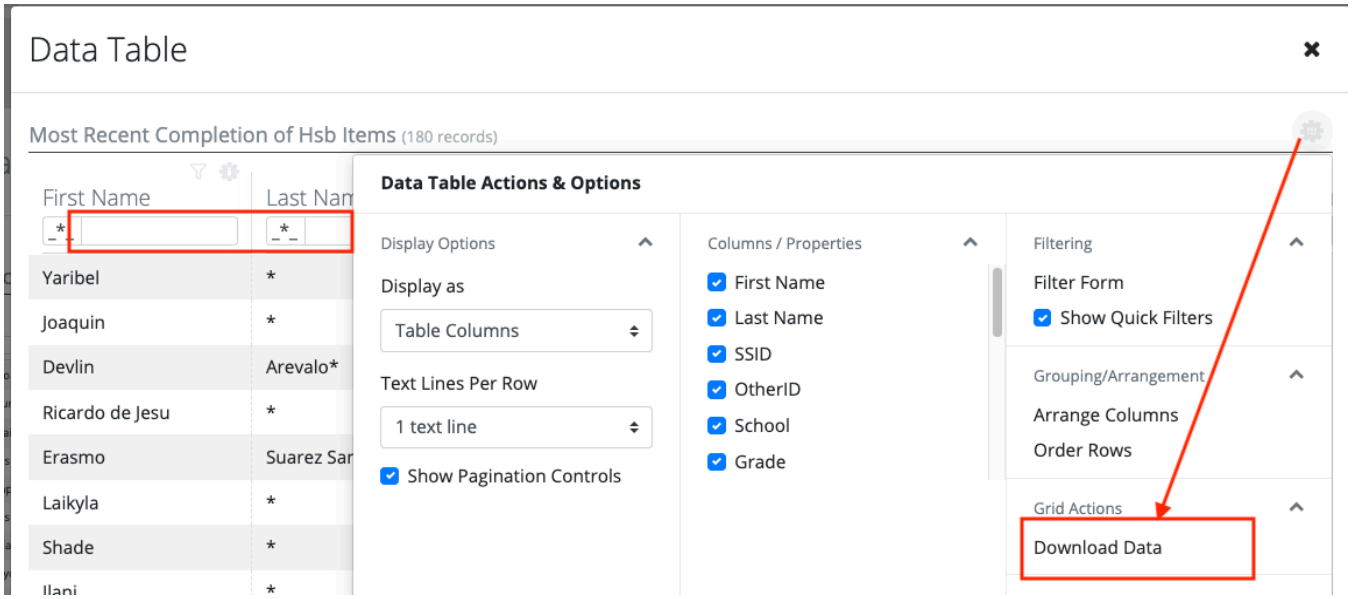


Click the **+ icon** for the desired group. When the group is selected, click Set.



Once rendered, you can search for a student or specific information in the column headers.

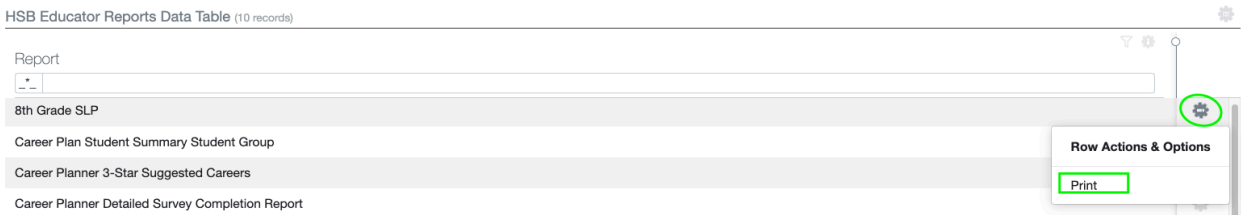
Click the **Action Gear** icon and select Download Data to generate a spreadsheet report that includes all students and the information displayed in the table.



Career Planner Goals	• Student Group • Goal Type (Academic, Career, Community, Educational, Interest, Personal) NOTE: Leave blank to include all types. • Exclude Withdrawn Students (True/False)
Career Planner Survey Completion Summary	• Student Group • Assignments • Exclude Withdrawn Students (True/False)
Four-Year Plan Waivers	• School • Student Group • Exclude Withdrawn Students (True/False)
Graduation Pathways Met vs. Not Met	• Students • Student Group • School Years
High School and Beyond Completion Status	• Student Group • Exclude Withdrawn Students (True/False)
High School and Beyond Plan Current Year Reviews By Student Group	• Student • Student Group
High School and Beyond Task Messages	• Student • Student Group
Next Year Courses Export for PowerSchool by Four-Year Plans **Next Year Courses Export for Qmlativ by Four-Year Plans** **Next Year Courses Export for Skyward by Four-Year Plans**	No selections are needed for these Data Tables. This contains each student's course requests for next year. The information is in a specific format and needs to be exported from HSB and imported into PowerSchool, Qmlativ, or Skyward.
Planned Credits	• Student Group
Review Status of 8th Gr Student Learning Plans	• Student • Student Group
Student Career Planner Survey Answers	• Student Group • Survey • Exclude Withdrawn Students (True/False)
Top 3 Career Clusters	• Student Group

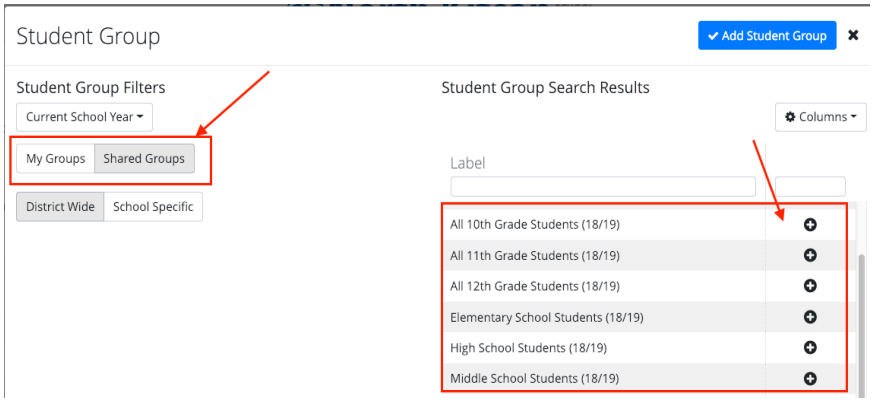
Reports

From the list of **Reports**, click the **Row Actions & Options** gear icon you wish to use and select **Print**.

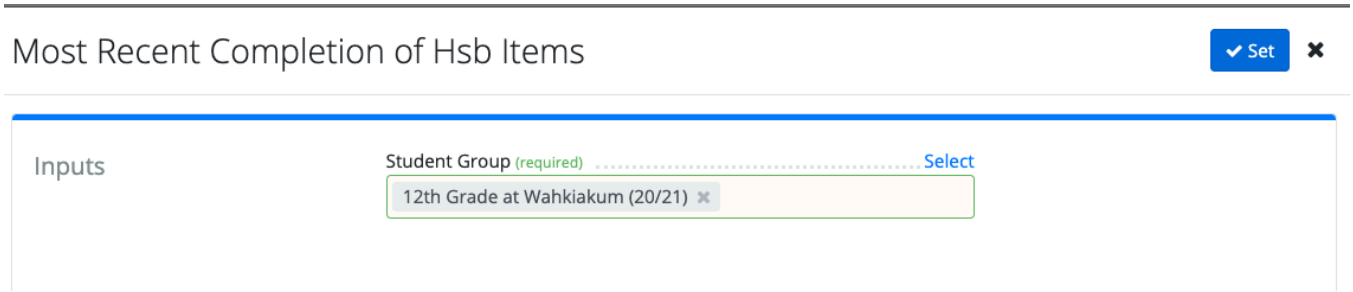


Click Select **Student Group.** In **My Groups,** you will see any classes assigned to you OR groups created for your use.

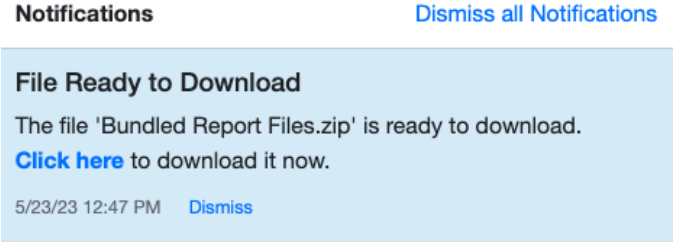
Click **"Shared Groups"** to view groups for the entire school or a specific grade level. Then, toggle from District Wide to School Specific to select just your school.

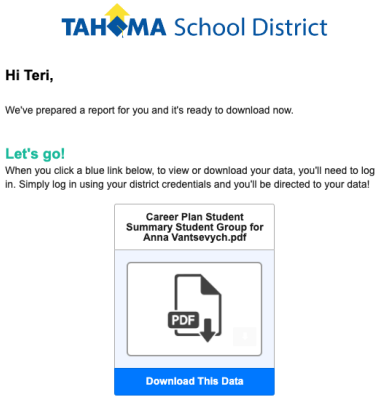


Click the **+ icon** for the desired group. When the group is selected, click **Set**.



You will receive a notification that the file is ready to download. **Click here** to download it. An email will also be generated.





8th Grade SLP	• Students • Student Group
Career Plan Student Summary Student Group	• Students • Student Group
Career Planner 3-Star Suggested Careers	• Students • Student Group
Career Planner Detailed Survey Completion Report	• Students • Student Group
Four-Year Plan Career Validation	• Student Group
High School Beyond Completion Report	• Students • Student Group • Pages • Duplex Printing • Exclude Withdrawn Students (True/False)
High School Beyond Goals Report	• Students • Student Group • Pages • Duplex Printing
Personalized Pathway Requirement Report	• Students • Student Group
Progress Towards Graduation	• Students • Student Group • Exclude Withdrawn Students (True/False)
Resume Entries	• Students • Student Group