

# Academic Plan Progress Batch

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The Academic Plan Progress Batch Report allows counselors and other administrators the ability to view a PDF report of several students' progress of their academic plan. This same report can be generated one student at a time by printing the Academic Plan Progress report from the student's [Academic Planning Progress](#) tab.

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## Academic Plan Progress Batch Report ☆

[Student](#) > [Program Administration](#) > Academic Plan Progress Batch Report

**Academic Plan Progress Batch Report**

Batch version of the Academic Plan Progress Report. Separated by student, it is suitable for handing out to students.

This is a very complex report, so try to limit the number of students run per batch.

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**Student Filtering Options**

Grade

Ad Hoc Filter

On-track Status

**Program Filtering Options**

Select Program

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**Report Options**

Summary  
 Detail

(Select one or more options)

Select All  
 Credit Type Details  
 Course Requirement Details  
 Test Requirement Details  
 Compound Requirement Details  
 Academic Program Requirement Details

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**Sort Options**

Student  
 Grade/Student  
 Homeroom Teacher  
 Teacher/Period

Period:  Period Schedule:  Term:

Report Format:

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Show top  tasks submitted between  and

Batch Queue List			
Queued Time	Report Title	Status	Download

*Academic Plan Progress Batch Report*

## Report Logic

This report only generates information for the selected calendar in the Campus toolbar. Multiple calendars cannot be selected.

Only students who are assigned graduation programs are included in the report.

## Report Editor

Data Element	Description
<b>Student Filter Options</b>	
<b>Grade</b>	Filters the students included in the report to the selected grade level of enrollment. All Grades can be selected. Because this is a complex report, it is recommended that a specific grade level be selected.
<b>Ad hoc Filter</b>	Select an existing filter of students. Only those students included in the filter are considered for inclusion in the report. This filter can be selected in addition to a grade level. For example, if the filter includes all students with the last name of A, and the grade level selection is set to 10, only students in grade 10 who also have a last name that starts with A are included in the report population.
<b>On-track Status</b>	Select this option to return student who are off-track only (behind in program requirements), on-track only (met or exceeded program requirements) or All Students (on-track status is not considered).
<b>Program Filtering Options</b>	
<b>Select Program</b>	Reports information for the selected program only. When <b>All Programs</b> is selected, all <b>Graduation Programs</b> and <b>Academic Programs</b> assigned to the students are returned (if <b>Academic Programs</b> are available). When a specific Graduation Program or Academic Program is selected, only information on the selected program is returned.
<b>Report Options</b>	
<b>Summary</b>	The summary report includes information on the student's assigned graduation program, their on-track status, and the student's progress.
<b>Detail</b>	The detail report includes all of the information in the summary report, plus the information on the specifics of the requirement, and allows the selection of the following (one or all): <ul style="list-style-type: none"> <li>• Credit Type Details</li> <li>• Course Requirement Details</li> <li>• Test Requirement Details</li> <li>• Compound Requirement Details</li> <li>• Academic Program Requirement Details</li> </ul>
<b>Sort Options</b>	
<b>Student</b>	This option displays students alphabetical by last name.
<b>Grade/Student</b>	This option displays students first by grade level of enrollment (09, 10, etc.), then alphabetical by last name.
<b>Homeroom Teacher</b>	This option displays students by the homeroom teacher, then alphabetical by last name.

Data Element	Description
<b>Teacher/Period</b>	This option displays students by the selected teacher, period, period schedule and term selected in the corresponding dropdown list. Students who are scheduled as of the last calendar day print on the report.
<b>Report Format</b>	The report prints in either PDF or DOCX formats.
<b>Report Generation Options</b>	
<b>Generate Report</b>	Use the Generate Report button to display the results of the report immediately.
<b>Submit to Batch</b>	Use the Submit to Batch option to determine when the report generates. Because this is a complex report, if your selected student number is more than 50, use the Submit to Batch option.

## Generate the Report

1. Select the **Grades** to include in the report.
2. Select the **Ad hoc Filter** to use to further narrow the results of the report, if desired.
3. Select the desired **On-track Status** for the students.
4. Select the desired **Academic Program**.
5. Select the desired **Report Options** and **Sort Options**.
6. Select the desired **Report Format**.
7. Click the **Generate Report** button or the **Submit to Batch** button.

19-20 High School		Academic Plan Progress Batch Report							
Generated on 11/25/2019 12:49:37 PM Page 1 of 1		Student, Alexa Grade: 11 Student Number: 123456 Program: HS Standard Diploma Class of 2017 through 2019 (Graduation) Counselor: Staff, Patty							
Credit Type	09	10	11	12	Credit Status			Overflow	Total
					ER	IP	PL		
Computer Education and Technology	0.0 / 0.5		0.5 / 0.0		0.0	0.5			0.5 / 0.5
Economics			0.5 / 0.5		0.0	0.5			0.5 / 0.5
Electives	1.5 / 1.0	1.5 / 2.0	0.5 / 0.0	0.5 / 1.0	3.0	0.5	0.5	6.5	10.5 / 4.0
English	1.0 / 1.0	1.0 / 1.0	1.0 / 1.0	1.0 / 1.0	2.0	1.0	1.0		4.0 / 4.0
Government				1.0 / 1.0	0.0		1.0		1.0 / 1.0
Health	0.5 / 0.5				0.5				0.5 / 0.5
Humanities	1.5 / 0.0	1.0 / 0.5	3.0 / 0.5	1.0 / 0.0	2.5	3.0	1.0	-5.5	1.0 / 1.0
Math	1.0 / 1.0	0.0 / 1.0	1.0 / 1.0	1.0 / 1.0	1.0	1.0	1.0		*3.0 / 4.0
Physical Education	1.0 / 0.0	1.0 / 1.0	0.0 / 0.5	0.0 / 0.5	2.0				2.0 / 2.0
Science	1.0 / 1.0	1.0 / 1.0	1.0 / 1.0	1.0 / 0.0	2.0	1.0	1.0	-1.0	3.0 / 3.0
U.S. History			0.0 / 1.0		0.0				*0.0 / 1.0
World History or Geography	0.0 / 0.5	1.0 / 0.0		0.0 / 0.5	1.0				1.0 / 1.0
<b>Total</b>	<b>7.5 / 5.5</b>	<b>6.5 / 6.5</b>	<b>7.5 / 5.5</b>	<b>5.5 / 5.0</b>	<b>14.0</b>	<b>7.5</b>	<b>5.5</b>		<b>27.0 / 22.5</b>

\* Asterisks indicate student does not meet requirement

Academic Plan Progress Report, Summary View

**19-20  
High School**

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**Academic Plan Progress Batch Report  
Student, Alexa**

Grade: 11 Student Number: 123456  
Program: HS Standard Diploma Class of 2017 through 2019 (Graduation)  
Counselor: Staff, Patty

\* Asterisks indicate student does not meet requirement

Credit Type	09	10	11	12	Credit Status			Overflow	Total
					ER	IP	PL		
Computer Education and Technology	0.0 / 0.5		0.5 / 0.0		0.0	0.5			0.5 / 0.5
<b>Grade</b>	<b>Course</b>		<b>Status</b>	<b>Score</b>	<b>Credit toward Academic Plan</b>				
11	S11000304 CET Computer Science I S1		In-Progress	A 103.33%	0.5				
Economics			0.0 / 0.5		0.0				*0.0 / 0.5
Electives	1.5 / 1.0	1.5 / 2.0	1.5 / 0.0	1.5 / 1.0	3.0	1.5	1.5	5.0	11.0 / 4.0

Grade	Course	Status	Score	Credit toward Academic Plan	Credit Explanation
09	S1083208 Advisory I S1 for Credit	Earned	P	0.25	
09	S1104201 Mythology S1	Earned	C		0.5 credit overflow from Humanities
09	S1109901 Reading Strategies S1	Earned	B	0.5	
09	S1116102 Creative Art II S1	Earned	A		0.5 credit overflow from Humanities
09	S2083208 Advisory I S2 for Credit	Earned	P	0.25	
09	S2104201 Mythology S2	Earned	C		0.5 credit overflow from Humanities
09	S2109901 Reading Strategies S2	Earned	B	0.5	
10	CTE1605401S1 Culinary Arts I	Earned	C		0.5 credit overflow from Humanities
10	CTE1605401S2 Culinary Arts I	Earned	D		0.5 credit overflow from Humanities
10	S1083209 Advisory II S1 for Credit	Earned	P	0.25	
10	S1109901 Reading Strategies S1	Earned	A	0.5	
10	S1231401 Aerobics I S1	Earned	A		0.5 credit overflow from Physical Education
10	S2083209 Advisory II S2 for Credit	Earned	P	0.25	

Academic Plan Progress Report, Detail View

**19-20  
High School**

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**Academic Plan Progress Batch Report  
Student, Alexa**

Grade: 11 Student Number: 123456  
Program: HS Standard Diploma Class of 2017 through 2019 (Graduation)  
Counselor: Staff, Patty

\* Asterisks indicate student does not meet requirement

Credit Type	09	10	11	12	Credit Status			Overflow	Total
					ER	IP	PL		
Computer Education and Technology	0.0 / 0.5		0.5 / 0.0		0.0	0.5			0.5 / 0.5

Grade	Course	Status	Score	Credit toward Academic Plan					
11	S11000304 CET Computer Science I S1	In-Progress	A 103.33%	0.5					
Economics			0.0 / 0.5		0.0				*0.0 / 0.5
Electives	1.5 / 1.0	1.5 / 2.0	1.5 / 0.0	1.5 / 1.0	3.0	1.5	1.5	5.0	11.0 / 4.0

Grade	Course	Status	Score	Credit toward Academic Plan	Credit Explanation
09	S1083208 Advisory I S1 for Credit	Earned	P	0.25	
09	S1104201 Mythology S1	Earned	C		0.5 credit overflow from Humanities
09	S1109901 Reading Strategies S1	Earned	B	0.5	
09	S1116102 Creative Art II S1	Earned	A		0.5 credit overflow from Humanities
09	S2083208 Advisory I S2 for Credit	Earned	P	0.25	
09	S2104201 Mythology S2	Earned	C		0.5 credit overflow from Humanities
09	S2109901 Reading Strategies S2	Earned	B	0.5	
10	CTE1605401S1 Culinary Arts I	Earned	C		0.5 credit overflow from Humanities
10	CTE1605401S2 Culinary Arts I	Earned	D		0.5 credit overflow from Humanities
10	S1083209 Advisory II S1 for Credit	Earned	P	0.25	
10	S1109901 Reading Strategies S1	Earned	A	0.5	
10	S1231401 Aerobics I S1	Earned	A		0.5 credit overflow from Physical Education

Academic Plan Progress Report, Detail View - DOCX Format