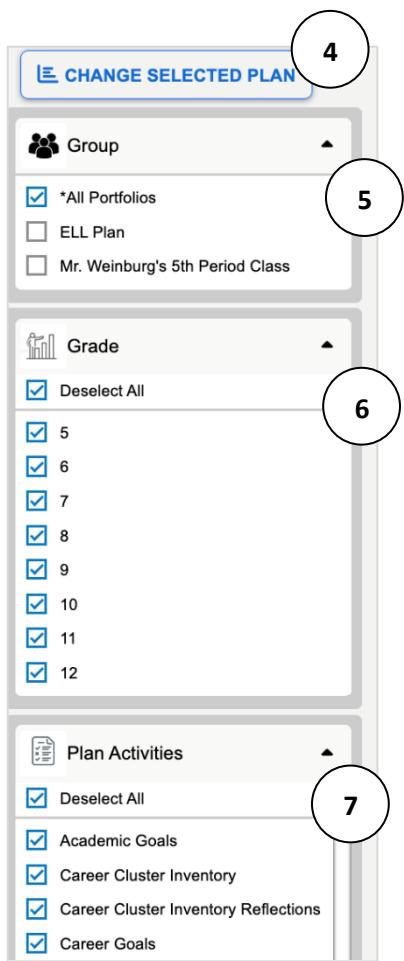
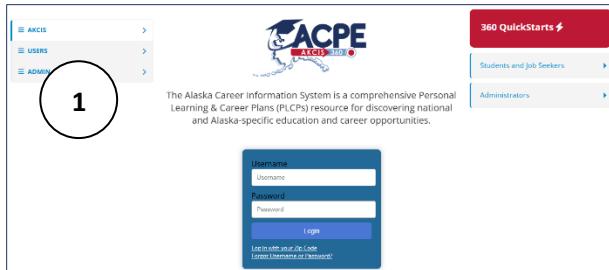


Career Plan Reporting

Career Plan Reporting allows site administrators and staff to track user progress through Career Plan and send reminders for incomplete activities. Use this tool to view activity responses and completion data for individual users, groups, grades, specific activities, or all



1. Select **ADMIN** and log in with a site administrator or staff account.

2. Select **Reports**.

3. Select **Personal Learning & Career Plan**.

4. Change **Selected Plan** to report on the different plans available at your site.

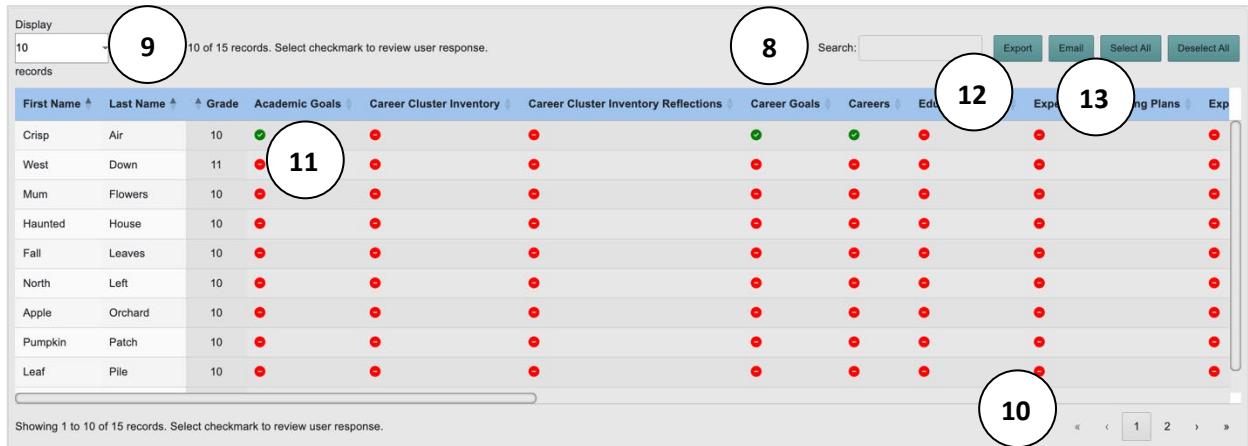
5. Use **checkboxes** to view the report by a group(s) of users established in Admin Tools. Default is set to All Portfolios.

6. Use **checkboxes** to view report by specific grade(s).

7. Use **checkboxes** to add or remove Career Plan Activities from report.



Career Plan Reporting



The screenshot shows a table of user data with the following columns: First Name, Last Name, Grade, Academic Goals, Career Cluster Inventory, Career Cluster Inventory Reflections, Career Goals, Careers, Education, Employment, and Learning Plans. Each cell contains a small circular icon representing activity status. The table has 15 rows, with the first 10 visible and a scroll bar on the right. At the top, there are buttons for 'Display' (set to 10), 'Search' (input field), 'Export' (green button), 'Email' (blue button), 'Select All' (green button), and 'Deselect All' (blue button). A message at the top says '10 of 15 records. Select checkmark to review user response.' A message at the bottom says 'Showing 1 to 10 of 15 records. Select checkmark to review user response.' Numbered callouts point to specific elements: 9 points to the 'Display' dropdown, 10 points to the bottom message, 11 points to a red circle in the 'Academic Goals' column of the 11th row, 8 points to the 'Search' input field, 12 points to the 'Export' button, and 13 points to the 'Email' button.

First Name	Last Name	Grade	Academic Goals	Career Cluster Inventory	Career Cluster Inventory Reflections	Career Goals	Careers	Education	Employment	Learning Plans
Crisp	Air	10	●	●	●	●	●	●	●	●
West	Down	11	●	●	●	●	●	●	●	●
Mum	Flowers	10	●	●	●	●	●	●	●	●
Haunted	House	10	●	●	●	●	●	●	●	●
Fall	Leaves	10	●	●	●	●	●	●	●	●
North	Left	10	●	●	●	●	●	●	●	●
Apple	Orchard	10	●	●	●	●	●	●	●	●
Pumpkin	Patch	10	●	●	●	●	●	●	●	●
Leaf	Pile	10	●	●	●	●	●	●	●	●
Showing 1 to 10 of 15 records. Select checkmark to review user response.										

8. **Search** for specific users by typing the first few letters of their first or last name.
9. Change how many users are displayed using the drop-down.
10. **Navigate** between multiple pages of users.
11. Select a circle icon to see user responses for an activity.
 - a. Green with checkmark indicates a completed activity.
 - b. Red with dash indicates an incomplete activity.
 - c. Completion is determined using the metrics in Career Plan Editor.
 - d. Activity responses open in a new window.
12. **Export** a report of career plan activity status by user.
 - a. Choose which users to include.
 - i. Use **Group** or **Grade** filters if needed (see steps 5-6).
 - ii. To include **all users** in table, use **Select All**.
 - iii. To include **specific users**, select the row(s) for those users.
 - b. Choose which activities to include.
 - i. Use the **Plan Activities** filter if needed (see step 7).
 - c. Select **Export** to generate the report.
13. **Email** user(s) a reminder about incomplete activities.
 - a. Choose which user(s) to email.
 - i. Use **Group** or **Grade** filters if needed (see steps 5-6).
 - ii. To email **all users** in table, use **Select All**.
 - iii. To email **specific users**, select the row(s) for those users.
 - b. Choose which activities to include.
 - i. Use the **Plan Activities** filter if needed (see step 7).
 - ii. Only incomplete activities will be included in email to user.
 - c. Review the email preview.
 - i. The template includes placeholders for first name, last name, AKCIS link, and activity. These fields populate automatically for each user when the email is sent.
 - d. Select **Send Emails** to complete.

