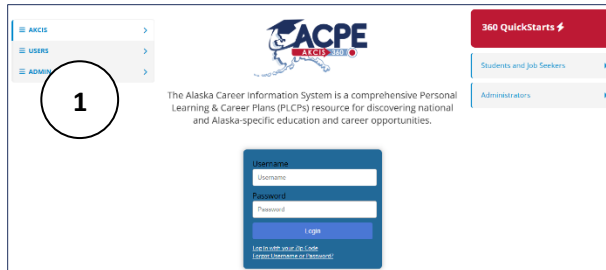
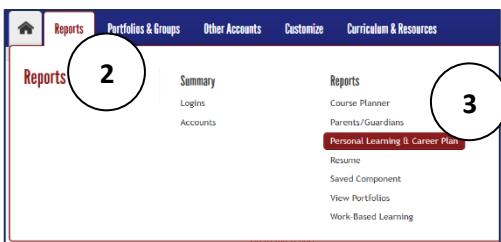


# Career Plan Reporting

**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

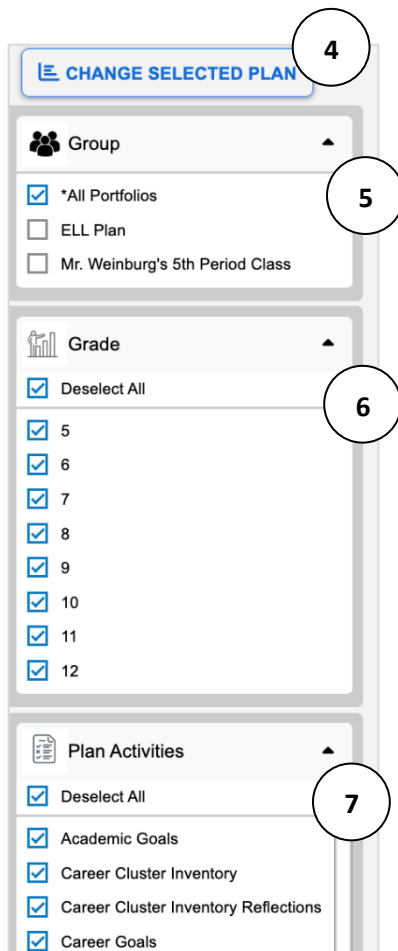


1. Select **ADMIN** and log in with a site administrator or staff account.



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 web application for Career Plan Reporting. At the top, there's a 'Display' dropdown set to '10' (callout 9) and a 'Search' field (callout 8). To the right are buttons for 'Export', 'Email', 'Select All', and 'Deselect All'. Below this is a table with columns: First Name, Last Name, Grade, Academic Goals, Career Cluster Inventory, Career Cluster Inventory Reflections, Career Goals, Careers, Ed, Exp, and Plans. The first row shows 'Crisp, Air' with grade '10'. The 'Academic Goals' column has a green checkmark (callout 11), while other columns have red dashes. Callout 12 points to the 'Export' button, and callout 13 points to the 'Email' button. At the bottom, a pagination bar shows 'Showing 1 to 10 of 15 records' and page numbers '1' and '2' (callout 10).

First Name	Last Name	Grade	Academic Goals	Career Cluster Inventory	Career Cluster Inventory Reflections	Career Goals	Careers	Ed	Exp	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	-	-	-	-	-	-	-	-

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.

