

The Kuder Navigator® Student Graduation Plan (Grad Plan) is a flexible tool designed to meet state mandates for student individual planning or other graduation requirements. Using a dynamic card design, it also provides a framework and guidance for students to utilize Navigator effectively and achieve college and

career readiness. Schools and districts can configure the Student Grad Plan to meet specific needs, monitor individual and group progress, and generate reports. The Grad Plan becomes a living document for the student to revisit, update, and submit for review each year.

## WANT TO LEARN MORE?

This how-to guide provides step-by-step instructions on using the Grad Plan. Still have questions? Contact Kuder Client Engagement at [clientengagement@kuder.com](mailto:clientengagement@kuder.com) or 877.999.6227.

## Get started — configure the student graduation plan.

The Grad Plan can be personalized and configured based on each school's specific needs and requirements.

The screenshot shows the Kuder Navigator administrative interface. The top navigation bar includes 'Home', 'Reports', 'Tools & Resources' (highlighted with a '1'), 'Administration', and 'Connect 2 Business'. Below the navigation bar, there is a main content area with several sections: 'Curriculum Resources' (with links for 'Direct Your Future' and 'Lesson Plans'), 'About Kuder Products' (with sub-sections for 'Kuder Navigator' and 'Kuder Journey', each containing links for 'Individual Login Instructions', 'Administrative Login Instructions', 'Quick Guide', and 'My Next Steps Overview'), and 'ADMS Tools' (with links for 'Post a Message', 'Curriculum Manager', 'CTE Coding Manager', and 'Student Grad Plan' (highlighted with a '2')). A 'PRO TIP: Take a Tour' callout box is overlaid on the right side, providing instructions on how to access the help tour. At the bottom of the screenshot, the 'kuder' logo is visible.

### PRO TIP: Take a Tour

Before getting started with configuring the Grad Plan, you can take a tour through the components and features to learn what is available and how to use it.

The help tour will automatically appear on your first use. Click through the tour using the Next, Previous, Close, and Finish buttons.

You can always click on the question mark to launch the tour again.

**Navigator Activation Codes**  
Used: (10)  
Remaining: (999990)

**Journey Activation Codes**  
Used: (14)  
Remaining: (999986)

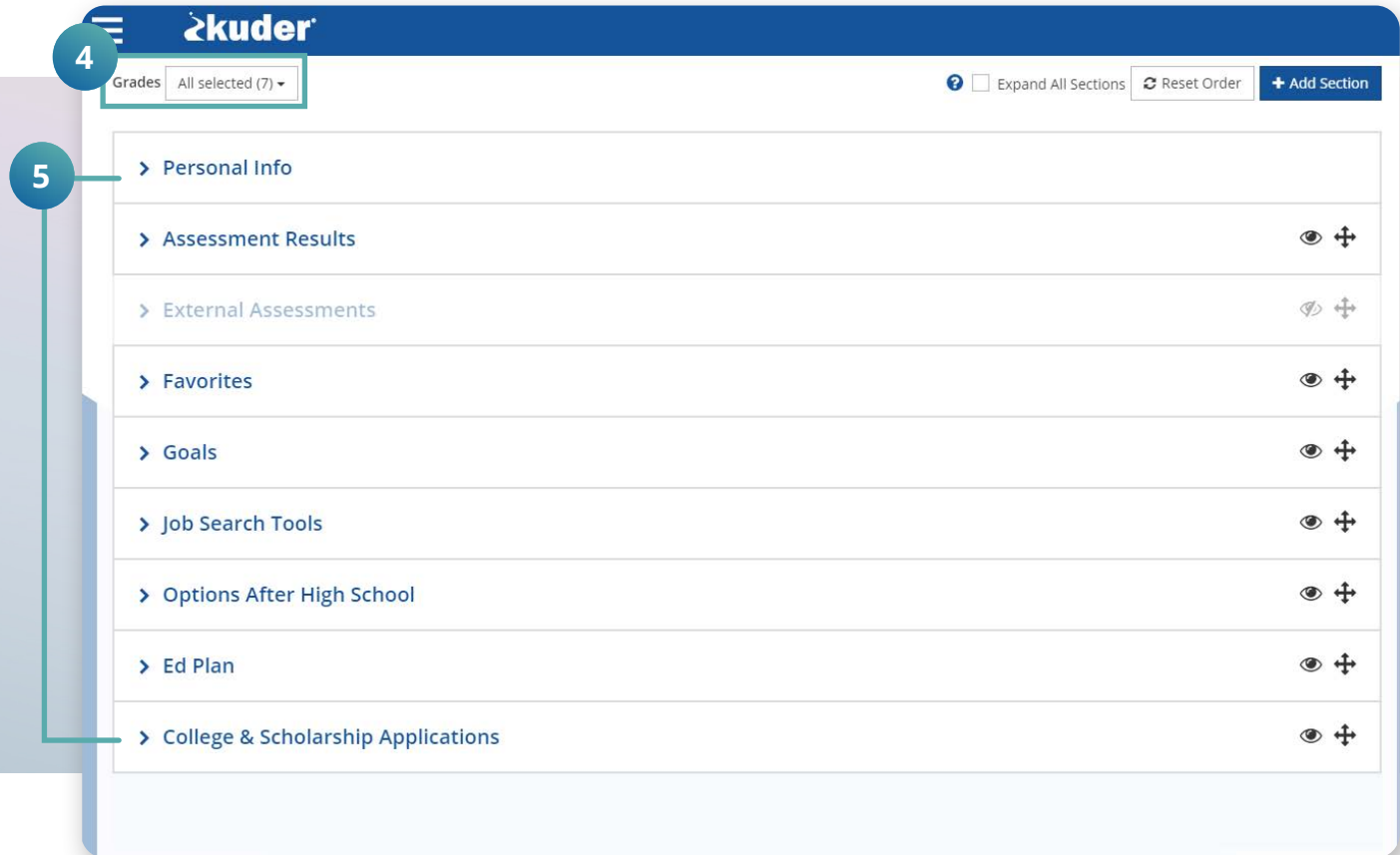
**Communications**  
**Messages**  
You have no messages from other administrators.  
[Check Messages](#)

## Student Grad Plan

The Grad Plan encompasses important career and academic standards to guide you in acquiring the knowledge, skills, and tools you need to be successful in your postsecondary education and career path. Your Grad Plan will help you identify goals and strategies to achieve your individual education and career goals as you prepare for your future.

- 1 Log into your Kuder Administrative Database Management System® (ADMS) account and select the **Tools & Resources** tab.
- 2 Click on **Student Grad Plan** under ADMS tools.
- 3 You may modify the Student Grad Plan title and introduction paragraph. For example, you may rename it to “Individual Career and Academic Plan (ICAP)” or “Individual Learning Plan (ILP)”. Changing the title will dynamically change the title in the student view within Navigator as well.

Configure the Student Graduation Plan (continued)



**4** Click on the dropdown menu next to **Grades** and select the grade levels to receive Grad Plan access.

**5** Eight default sections are provided when you configure the plan for the first time:

1. **Personal Info** – This section is required on all plans and will always stay in the first position.
2. **Assessment Results**
3. **External Assessments**
4. **Favorites**
5. **Goals**
6. **Job Search Tools**
7. **Options After High School**
8. **Ed Plan**

## Configure the Student Graduation Plan (continued)

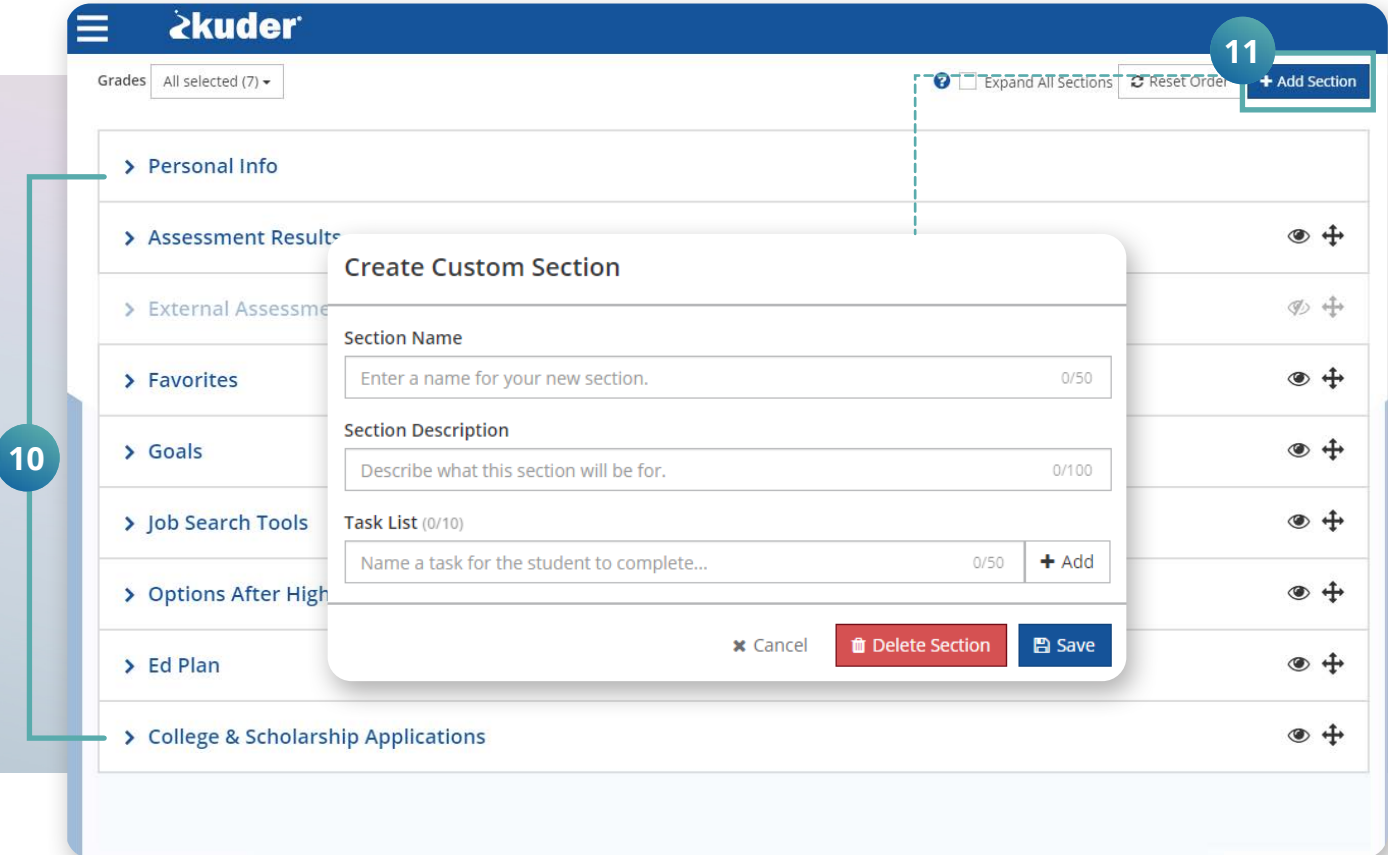
6 A ninth section, **College & Scholarship Applications**, is available if you have added the College Access Package to your Navigator system. Each section will become a “card” that the student will see and reference as they work through completing the plan.

7 Use the arrow > next to the name of each section to open or close it. Use the eye icon to hide it. Hiding it will ensure it doesn't appear as a card for students. Use the cross icon to move sections up and down. This determines the order in which

8 When you open a specific section, you can select which items will appear on a card by checking or unchecking the boxes. For example, when you open the Assessment Results section, there are three items that may be selected for students to see:

- ✓ Kuder Career Interests Assessment
- ✓ Kuder Skills Confidence Assessment
- ✓ Super's Work Values Inventory-revised

Configure the Student Graduation Plan (continued)



- 9 All boxes are checked by default. You may individually check or uncheck items or use the Select All or Deselect All buttons.
- 10 Review each section and determine what information you want to appear in the plan for students, and whether you want that section to be included.
- 11 In addition to the sections provided, you may choose to add a custom section using the Add Section button. Custom sections are always placed as the last cards in the plan. For each custom section, you must complete the following information:
  - ✓ Section Name
  - ✓ Section Description
  - ✓ Task List (Add up to 15 tasks you want students to complete related to the custom section.)

## Configure the Student Graduation Plan (continued)

Grades All selected (7) ?  Expand All Sections ↺ Reset Order + Add Section

- > Personal Info
- > Assessment Results 👁️ +
- > External Assessments 👁️ +
- > Favorites 👁️ +
- > Goals 👁️ +
- > Job Search Tools 👁️ +
- > Options After High School 👁️ +
- > Ed Plan 👁️ +
- > College & Scholarship Applications 👁️ +

13 Submit

**12** Once you have configured all the sections, you must click on the Submit button to publish the plan to your students' view in Navigator. If you return and make changes to the Grad Plan later, be sure to click Submit again to save and republish your changes to the student view.

### IMPORTANT NOTE

Items added to custom sections must be manually checked off by the student when complete.

You can also ask students to detail the completion of a custom task or section by journaling about it in the Note Taker or by uploading related documents using the [My Documents](#) tool.

### PRO TIP: Naming Sections

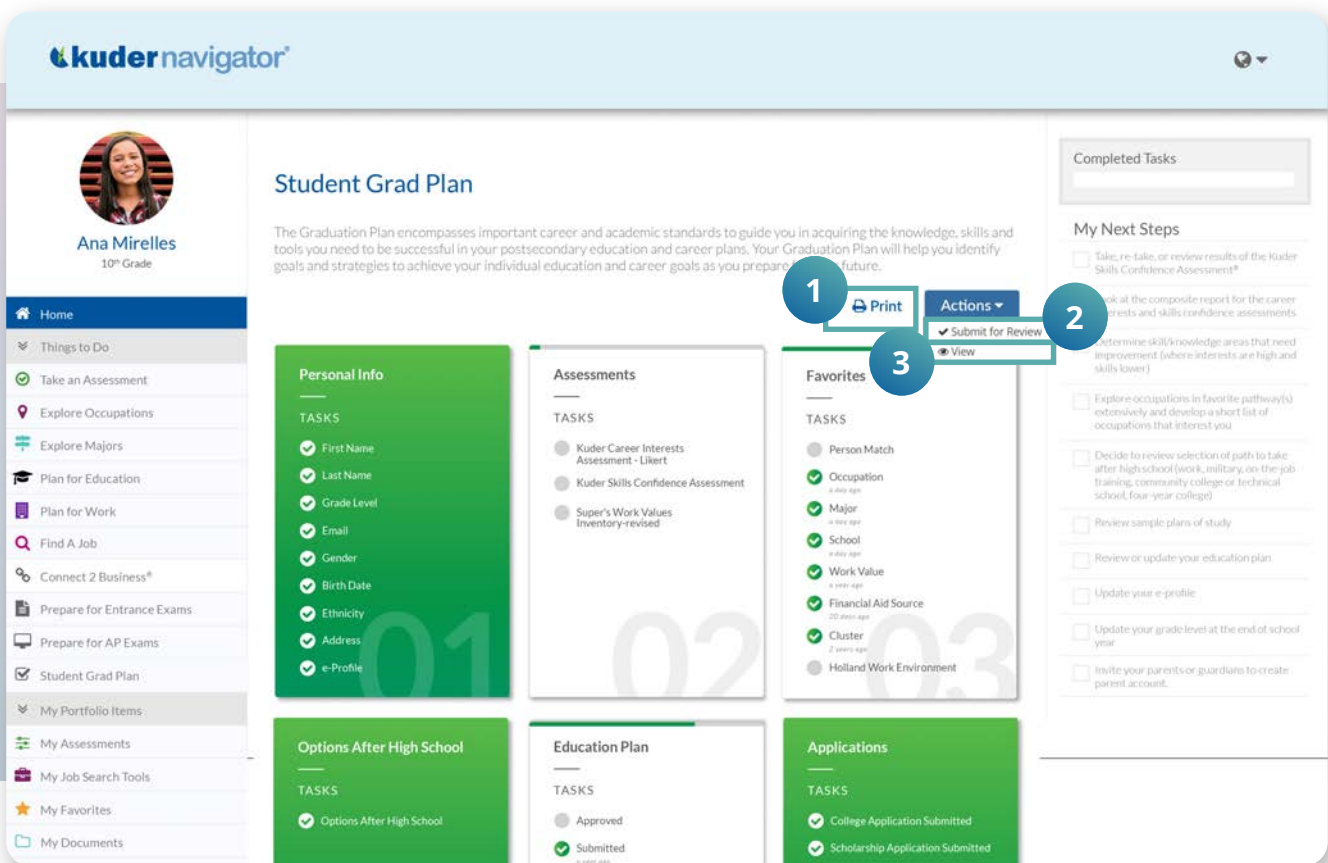
Make the section name instructional, such as "Check off these to-dos" or "Work-based Learning: Mark when complete."

## Student Use — completing the student graduation plan

Students will access the Grad Plan from Navigator’s main menu. The Grad Plan’s menu title will be the same title you gave the plan when you were configuring it.

Students may use the Grad Plan’s cards to guide their use of Navigator or as they work through the system – take assessments, explore occupations and majors, plan for education, plan for work, and find a job. They may also use the Grad Plan to check their progress.

Once a student completes all items within a card, it changes from white to green to indicate their progress. There is also a green progress bar at the top of incomplete (white) cards. As a student completes an item such as selecting an option after high school, it will automatically be checked off on the appropriate card. Items within custom added sections will need manually checked off by the student.



The Grad Plan also allows students to:

- 1 Print the plan using the **Print** icon/link at the top of the page.
- 2 Use the **Actions** button to **Submit for Review**, which marks the plan as “Ready to Review” for administrators through the ADMS and, if applicable, for parents. This also puts the student’s signature on the plan with the date this action took place.
- 3 Use the **Actions** button to **View** the plan in a separate window. This view, like the print option, provides information on the student’s progress with each card.



## Reporting — track individual and group progress.

From the ADMS, you can view individual and aggregate student progress and data on the Grad Plan.

### Detailed Reports by Student

The screenshot displays the Kuder Navigator ADMS interface. At the top, a navigation bar includes 'Home', 'Reports', 'Tools & Resources', 'Administration', and 'Connect 2 Business'. The 'Reports' tab is highlighted with a circled '1'. Below the navigation bar, a text block explains the reporting capabilities. The main content area is divided into several sections: 'Assessment Reports' (with a 'Core' sub-section), 'Activity Progress Reports' (with sub-sections for 'Registration', 'Assessments', 'Education Plans', and 'Job Preparation Tools'), and 'CTE Reports'. A circled '2' points to the 'Additional Reports' section. On the right side, there is a 'Chat with Kuder Client Engagement' widget, a 'My Profile' section, and a 'Communications' section. A circled '3' points to a 'Student Grad Plan' dropdown menu that is open, showing 'Detailed Reports by Student' as the selected option.

- 1 Log into your ADMS account and select the **Reports** tab.
- 2 Click on **Additional Reports**.
- 3 Under Student Grad Plan (or the name that you have given the plan during configuration), click on the **Detailed Reports by Student** link to view a complete list of students and their progress on the plan.



Detailed Reports by Student (continued)

**4** Table Filters

Keyword:  From:  To:  Grade:

Status:

Name	Grade	Status	Status Date	Actions
Akshara Shrivastav	10th	Started	09/26/2019	
Anastasia Cenovich	10th	Reviewed	10/15/2019	
Ashley Smith	10th	Started	10/15/2019	
Bravon Hill	10th	Reviewed	10/15/2019	
Camilla Lopez	10th	Reviewed	10/17/2019	
Cameron Ross	10th	Started	10/23/2019	
DeAndre Smith	10th	Started	11/05/2019	
Elise McPhearson	10th	Started	11/05/2019	
Ellis Anderson	10th	Reviewed	11/16/2019	
Emily Sheen	10th	Started	11/20/2019	
Emilia Giovanni	10th	Started	11/23/2019	
Estíma Hassan	10th	Started	12/03/2019	

- 4** You may filter the student list by:
- Keyword
  - Date Range
  - Grade
  - Status (Started, Ready for Review, or Reviewed)

- 5** The student list table provides the following information:
- Student Name
  - Grade
  - Status (Started, Ready for Review, or Reviewed)
  - Status Date (date when the status last changed to Started, Ready for Review, or Reviewed)
  - Actions

## Detailed Reports by Student (continued)

Keyword
From
To
Grade

Status
Reset

6
Column Visibility
Copy
Excel
PDF

Name	Grade	Status	Status Date	Actions
Akshara Shrivastav	10th	Started	09/26/2019	
Anastasia Cenovich	10th	Reviewed	10/15/2019	
Ashley Smith	10th	Started	10/15/2019	
Bravon Hill	10th	Reviewed	10/15/2019	
Camilla Lopez	10th	Reviewed	10/17/2019	
Cameron Ross	10th	Started	10/23/2019	
DeAndre Smith	10th	Started	11/05/2019	
Elise McPhearson	10th	Started	11/05/2019	
Ellis Anderson	10th	Reviewed	11/16/2019	
Emily Sheen	10th	Started	11/20/2019	
Emilia Giovanni	10th	Started	11/23/2019	
Fatima Hassan	10th	Started	12/03/2019	
Hollis Bilson	10th	Started	12/10/2019	
Harper Thorpe	10th	Started	12/11/2019	

**6** You may take the following actions:

- Use the **Column visibility** button to display or hide columns on the student list table.
- Use the **Copy** button to copy all the rows in the student list table to your clipboard.
- Use the **Excel** button to download the student list as an Excel file.
- Use the **PDF** button to download the student list as a PDF file.
- Click on the **Name**, **Grade**, **Status**, or **Status Date** columns to sort information.
- Use the eye icon in the **Actions** column to view a student's Grad Plan.
- Use the print icon in the **Actions** column to print a student's Grad Plan.
- If a student has submitted their plan for review, a signature icon will appear in the **Actions** column. Click on the icon to review the student's Grad Plan. Then, at the bottom of the plan you may **Click to sign** and add your signature with the date to the plan.
  - This will also change the status of that student's plan from Ready to Review to Reviewed. Note: Once a student has submitted their plan for review, the status will never return to Started. It will be either Ready for Review if the student resubmits after making additional changes, or **Reviewed** after an administrator or parent has signed it.
  - Parents will use their Kuder Navigator account, if a student has provided them access, to access the plan if submitted for review and sign off on the plan in a similar way.

## Section Reports by Student

The screenshot shows the Kuder Navigator Reports interface. At the top, a navigation bar includes 'Home', 'Reports', 'Tools & Resources', 'Administration', and 'Connect 2 Business'. The 'Reports' tab is selected. Below the navigation bar, there is a text block explaining the variety of reports available. The main content area is divided into several sections: 'Assessment Reports' (with a 'Core' sub-section), 'Activity Progress Reports' (with sub-sections for 'Registration', 'Assessments', 'Education Plans', and 'Job Preparation Tools'), 'CTE Reports', and 'Additional Reports'. On the right side, there is a 'Chat with Kuder Client Engagement' section, a 'My Profile' section with user information and activation codes, and a 'Communications' section with 'Messages'. A dropdown menu for 'Student Grad Plan' is open, showing 'Detailed Reports By Student' and 'Section Reports by Student' (highlighted with a green box).

- 1 Log into your ADMS account and select the **Reports** tab.
- 2 Click on **Additional Reports**.
- 3 Under Student Grad Plan (or the name that you have given the plan during configuration), click on the **Section Reports by Student** link to view a complete list of students and their progress on specific sections of the Grad Plan.

Section Reports by Student (continued)

**4** Table Filters

Section: College Scholarship Applications  
 Custom Section: Work-based Learning To Dos  
 Keyword: Student name, grade, etc.  
 Grade: [Dropdown]  
 College Application: Any  
 Scholarship Application: Any  
 [Reset]

**5**

First Name	Last Name	Grade	College Application	Scholarship Application	Actions
Akshara	Shrivastav	10th	Completed	Not Completed	[Print] [Share]
Anastasia	Cenovich	10th	Completed	Completed	[Print] [Share]
Ashley	Smith	10th	Not Completed	Not Completed	[Print] [Share]
Bravon	Hill	10th	Completed	Completed	[Print] [Share]
Camilla	Lopez	10th	Not Completed	Not Completed	[Print] [Share]
Cameron	Ross	10th	Completed	Not Completed	[Print] [Share]
DeAndre	Smith	10th	Completed	Completed	[Print] [Share]
Elise	McPhearson	10th	Completed	Completed	[Print] [Share]
Ellis	Anderson	10th	Not Completed	Not Completed	[Print] [Share]
Emily	Sheen	10th	Not Completed	Not Completed	[Print] [Share]
Emilia	Giovanni	10th	Completed	Completed	[Print] [Share]
Estina	Hasson	10th	Completed	Completed	[Print] [Share]

**4** You may filter the student list by:

- Section
- Custom Section
- Keyword
- Grade
- College Application Status
- Scholarship Application Status

**5** The student list table provides the following information:

- First Name
- Last Name
- Grade
- Section Item Name(s). For example, under the Assessments section, the items listed include: Interests, Skills, and Work Values. For each of those items, you're able to see if it is Any, Not Completed, or Completed.

Section Reports by Student (continued)

**Section**

**Custom Section**

**Keyword**

**Grade**

**College Application**

**Scholarship Application**

6

Column Visibility

Copy

Excel

PDF


First Name	Last Name	Grade	College Application	Scholarship Application	Actions
Akshara	Shrivastav	10th	Completed	Not Completed	
Anastasia	Cenovich	10th	Completed	Completed	
Ashley	Smith	10th	Not Completed	Not Completed	
Bravon	Hill	10th	Completed	Completed	
Camilla	Lopez	10th	Not Completed	Not Completed	
Cameron	Ross	10th	Completed	Not Completed	
DeAndre	Smith	10th	Completed	Completed	
Elise	McPhearson	10th	Completed	Completed	
Ellis	Anderson	10th	Not Completed	Not Completed	
Emily	Sheen	10th	Not Completed	Not Completed	
Emilia	Giovanni	10th	Completed	Completed	
Fatima	Hassan	10th	Completed	Completed	
Hollis	Bilson	10th	Not Completed	Not Completed	
Harper	Thorpe	10th	Completed	Not Completed	

6 You may take the following actions:

- Use the **Column Visibility** button to display or hide columns on the student list table.
- Use the **Copy** button to copy all the rows in the student list table to your clipboard.
- Use the **Excel** button to download the student list as an Excel file.
- Use the **PDF** button to download the student list as a PDF file.
- Click on the **First Name**, **Last Name**, **Grade**, or any of the section item columns to sort information.
- Use the document icon in the **Actions** column to view that section of the student's Grad Plan and sign off.
- Use the print icon in the **Actions** column to print a student's Grad Plan.

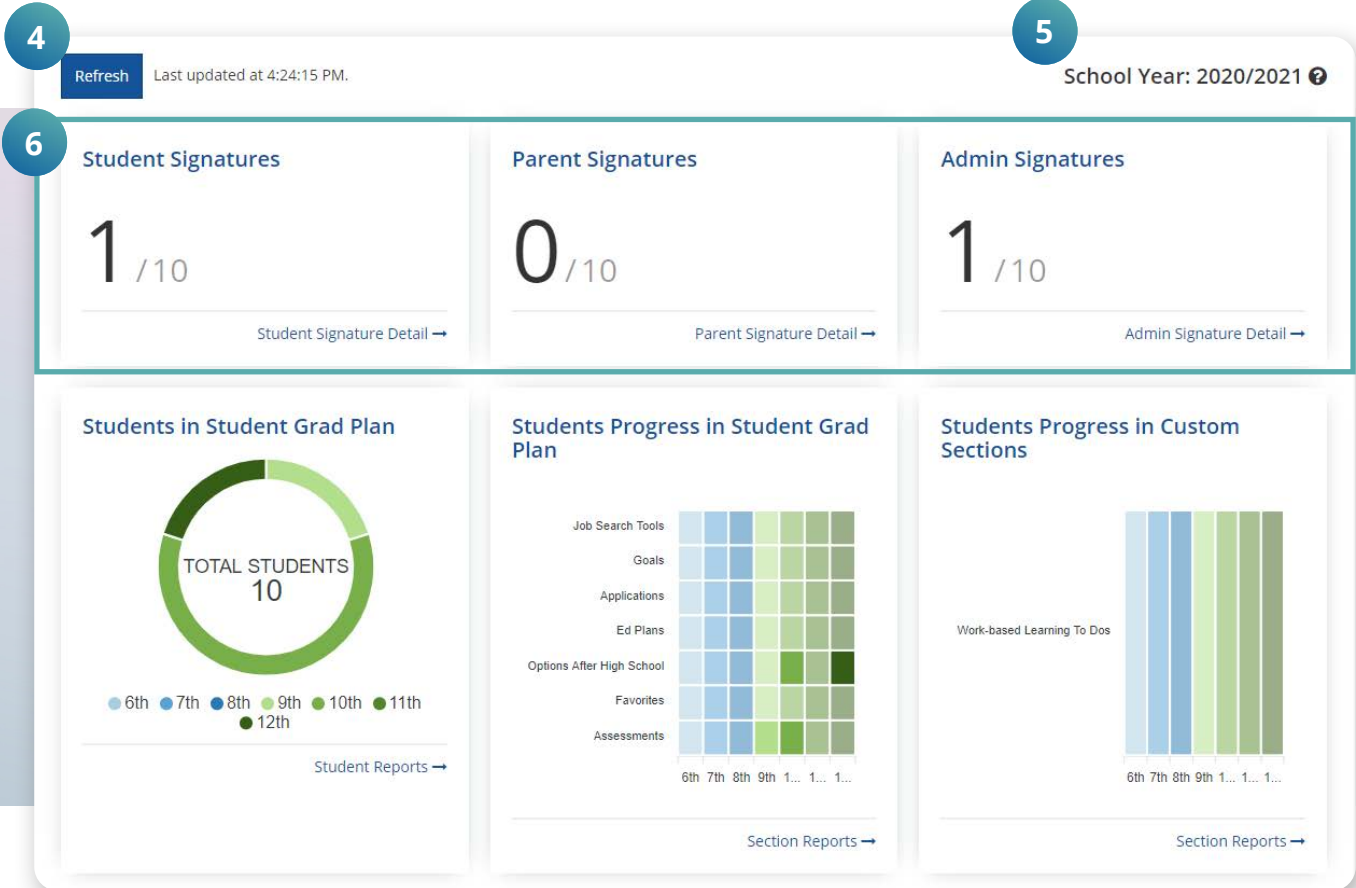
Dashboard

The screenshot shows the Kuder Navigator dashboard interface. At the top, there is a navigation bar with tabs for 'Home', 'Reports', 'Tools & Resources', 'Administration', and 'Connect 2 Business'. The 'Reports' tab is highlighted with a green box and a callout '1'. Below the navigation bar, there is a text block explaining the reporting capabilities. The main content area is divided into several sections: 'Assessment Reports' (with a 'Core' sub-section), 'Activity Progress Reports' (with sub-sections for 'Registration', 'Assessments', 'Education Plans', and 'Job Preparation Tools'), and 'CTE Reports'. The 'Additional Reports' section is highlighted with a green box and a callout '2'. On the right side, there is a 'Chat with Kuder Client Engagement' section, a 'My Profile' section with user information and activation codes, and a 'Communications' section. In the bottom right corner, a 'Kuder Admin' menu is shown with a callout '3', containing a 'Logout' button and 'Home' and 'Dashboard' options.

- 1 Log into your ADMS account and click on the **Reports** tab.
- 2 Click on **Additional Reports**.
- 3 Click on the menu icon  and select **Dashboard**.



Dashboard (continued)

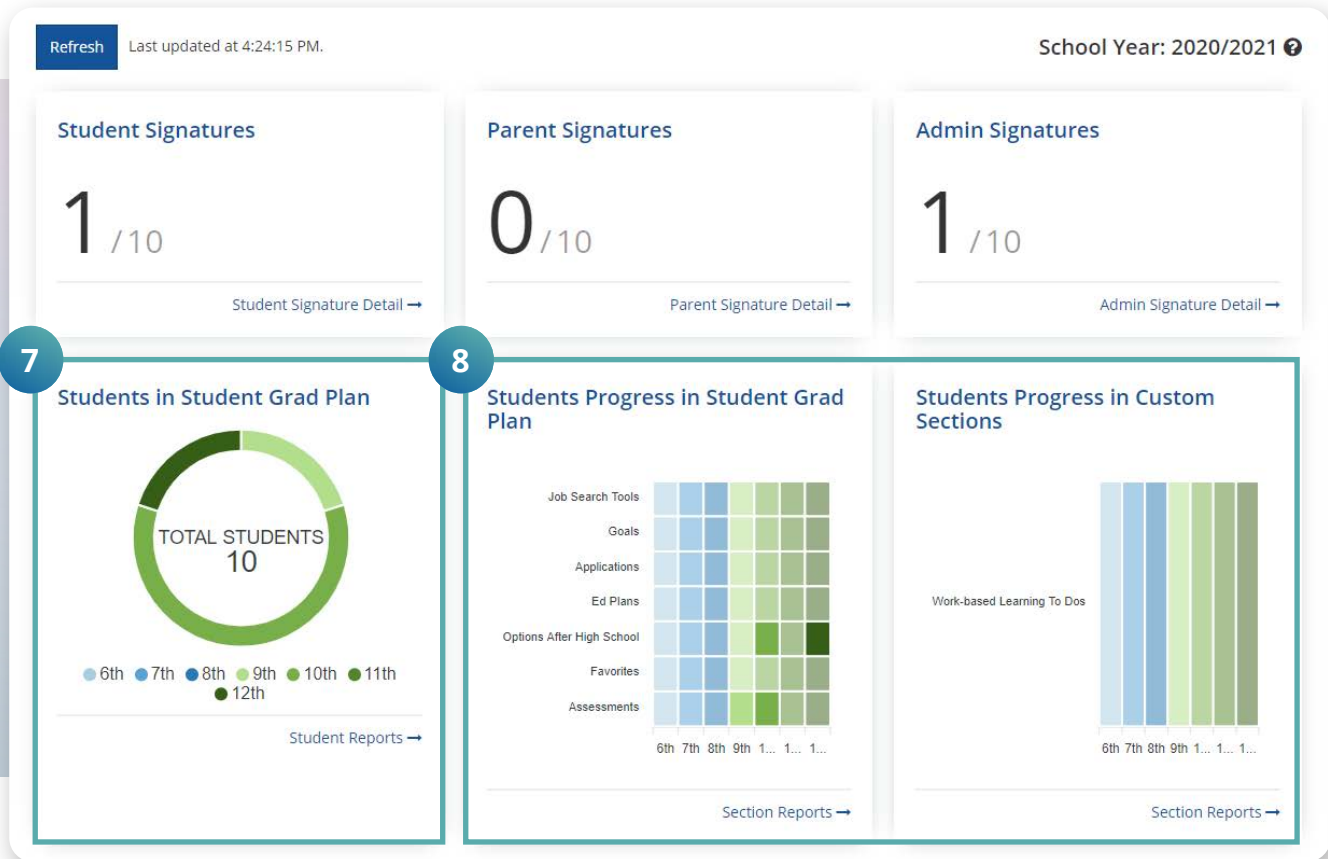


- 4 There are six sets of data:
- Student Signatures – counts of signatures by students.
  - Parent Signatures – counts of signatures by parents.
  - Admin Signatures – counts of signatures by admins.
  - Students in the Student Grad Plan (or the name you have assigned instead of “Student Grad Plan”) – count of students eligible to use the graduation plan tool.
  - Student Grad Plan Sections – heat map indicating amount of progress on completing each grad plan section. You may have two sets of this data if you’ve entered custom sections on the Grad Plan.

5 All data is for the current school year, indicated in the upper right-hand corner.

6 For the Signatures data sets, you’re able to see counts for Student Signatures, Parent Signatures, and Admin Signatures. A student virtually signs their Grad Plan when they select Submit for Review. For each data set, the first number is the number of signatures and the second number is the total number of students eligible to use the graduation plan tool.

Dashboard (continued)



- 7 **Students in Student Grad Plan** is the number of students eligible to use the Grad Plan tool. The graph shows the total number in the middle and the color sections represent the breakdown by grade level. Only the grade levels that you have selected to have access to the grad plan will appear.
- 8 The **Grad Plan Sections** show the progress of each section by grade level. For each box on the heat map chart, the color will range from white/light gray to dark green. The darker the green indicates more progress in the section. Hover over an individual box to see the count for that section and grade.

Questions? We're here to help.

