

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 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'), and 'ADMS Tools' (with sub-sections for 'Post a Message', 'Curriculum Manager', 'CTE Coding Manager', and 'Student Grad Plan'). The 'Student Grad Plan' tool is highlighted with a '2'. On the right side of the interface, there are sections for 'Navigator Activation Codes', 'Journey Activation Codes', and 'Communications'. A 'PRO TIP: Take a Tour' callout box is overlaid on the right side of the screenshot, containing text about taking a tour and a 'Check Messages' button.

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)

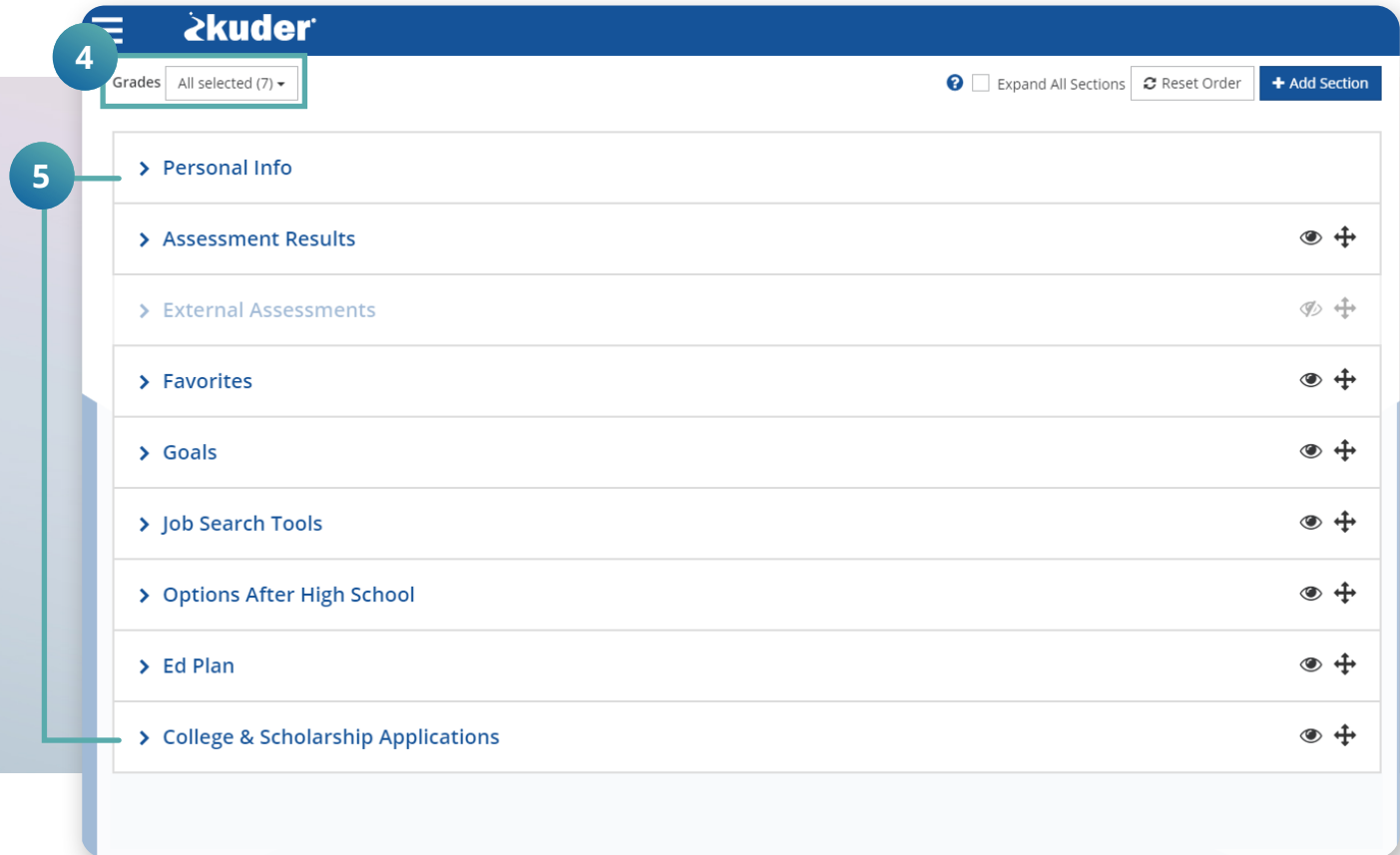
Communications
Messages
You have no messages from other administrators.
[Check Messages](#)

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)

The screenshot shows the Kuder Navigator interface for configuring a student's graduation plan. At the top, there is a header with the Kuder logo and a navigation menu. Below the header, there are several sections: Personal Info, Assessment Results, Job Search Tools, Ed Plan, and College & Scholarship Applications. The Assessment Results section is expanded, showing a list of assessments with checkboxes. The College & Scholarship Applications section is highlighted with a red box and a red circle labeled '6'. The Options After High School section is highlighted with a red box and a red circle labeled '7'. The Assessment Results section is highlighted with a red box and a red circle labeled '8'. The Assessment Results section is also highlighted with a red box and a red circle labeled '9'.

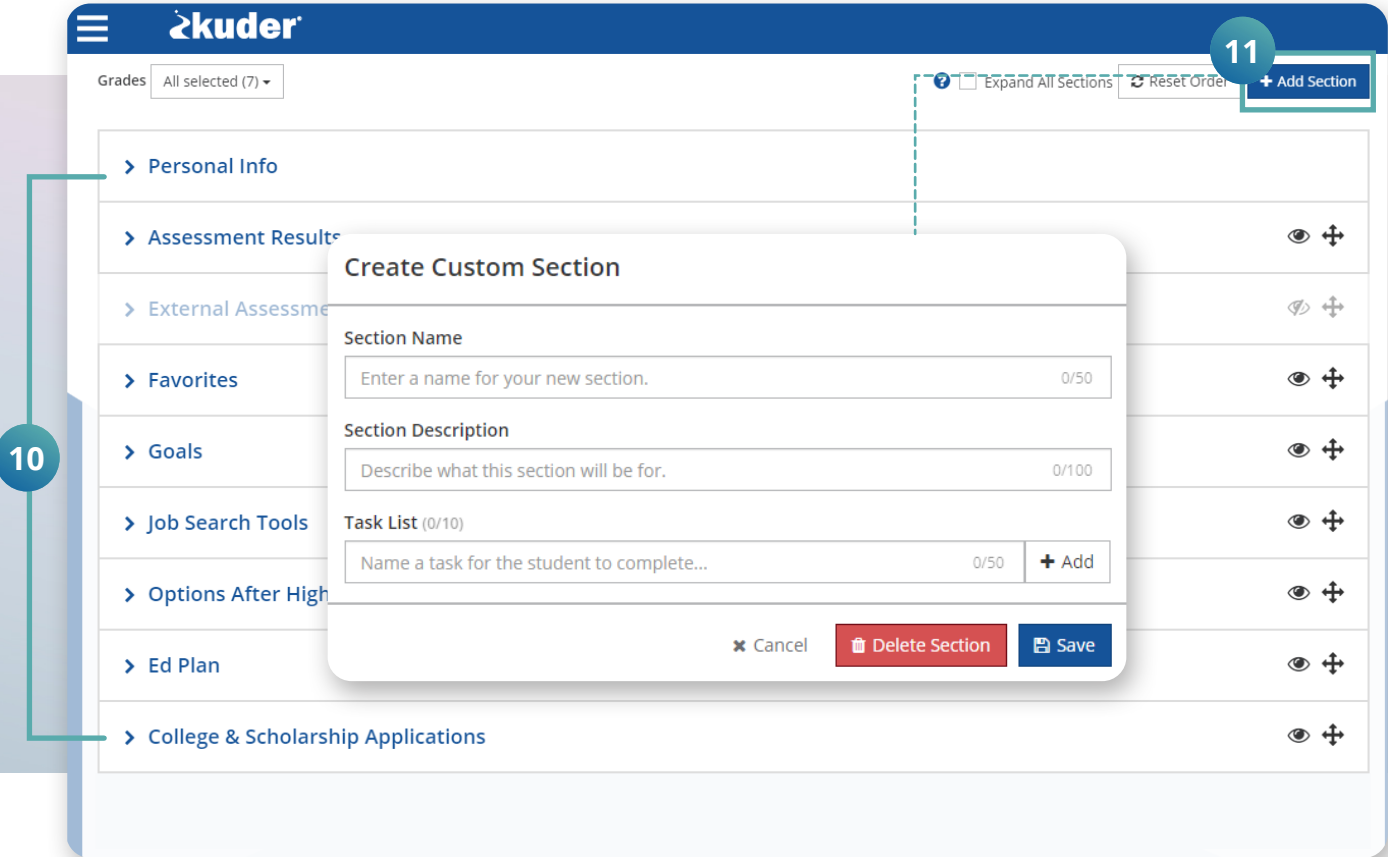
6 A ninth section, **College & Scholarship Applications**, is available if you have added the College Access Package to your Navigator system. Each section will become a “card” that the student will see and reference as they work through completing the plan.

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)



10

11

- 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)

The screenshot shows the 'Configure the Student Graduation Plan' interface. At the top, there is a 'Grades' dropdown menu set to 'All selected (7)'. To the right, there are three buttons: a help icon, 'Expand All Sections', 'Reset Order', and 'Add Section'. Below these are several sections, each with a right-pointing chevron and a visibility icon (an eye with a plus sign). The sections are: Personal Info, Assessment Results, External Assessments, Favorites, Goals, Job Search Tools, Options After High School, Ed Plan, and College & Scholarship Applications. At the bottom right, a green 'Submit' button is highlighted with a blue callout box containing the number '13'.

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 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 highlighted. 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'), 'CTE Reports', and 'Additional Reports'. On the right side, there is a 'Chat with Kuder Client Engagement' widget, a 'My Profile' section, and a 'Communications' section. A 'Student Grad Plan' dropdown menu is shown at the bottom right, with 'Detailed Reports by Student' highlighted.

- 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)

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Student Grad Plan

4 Table Filters

Keyword

From

To

Grade

Status

5

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	👁️ 🗑️

- 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

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, there is a navigation bar with tabs: Home, Reports, Tools & Resources, Administration, and Connect 2 Business. The 'Reports' tab is highlighted. Below the navigation bar, there is a main content area with a header that reads: "There are a variety of reports you can generate using the powerful Kuder® Administrative Database Management System. Select one of the options below to learn valuable information about users in your organization or for data-driven decision making regarding your career programs."

The main content area is divided into several sections:

- Assessment Reports:** Includes a bar chart icon and a section titled "Core" with the text: "Assessment Reports provide data on how individuals rank on their interests, skills, and work values assessments. Access the most popular reports with the Core Reports to generate detailed breakdowns by selecting from a variety of criteria options."
- Activity Progress Reports:** Includes icons for "Registration", "Assessments", "Education Plans", and "Job Preparation Tools". Below these icons is the text: "Monitor activity progress related to registration, assessment completion, education plans, and job preparation tools."
- CTE Reports:** Includes an icon of three people and a list of report categories: "College Application Reporting", "College Application by Student", "College Application by Institution", "College Application by Student", "College Application by Institution", "College Application by Institution", "College Application by Institution", "College Application by Institution".
- Additional Reports:** Includes a list of report categories: "College Application Reporting", "College Application by Student", "College Application by Institution", "College Application by Student", "College Application by Institution", "College Application by Institution", "College Application by Institution", "College Application by Institution".

On the right side of the interface, there is a sidebar with the following sections:

- Chat with Kuder Client Engagement:** Includes a "Live Help" button and the text: "Questions? Chat with the Kuder Client Engagement Team now! Call us at 877.999.6227 or Email clientengagement@kuder.com".
- My Profile:** Includes the text: "Welcome: Sally Hansen E-mail: ahrendsenb@kuder.com" and an "Edit" button.
- Navigator Activation Codes:** Includes the text: "Used: (10) Remaining: (999990)".
- Journey Activation Codes:** Includes the text: "Used: (14) Remaining: (999986)".
- Communications:** Includes a "Messages" section.

At the bottom right, there is a "Student Grad Plan" dropdown menu with the following options:

- Detailed Reports By Student
- Section Reports by Student

- 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)

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Student Grad Plan

4 Table Filters

Section <input type="text" value="College Scholarship Applications"/>	Custom Section <input type="text" value="Work-based Learning To Dos"/>	Keyword <input type="text" value="Student name, grade, etc."/>	Grade <input type="text" value=""/>
College Application <input type="text" value="Any"/>	Scholarship Application <input type="text" value="Any"/>	<input type="button" value="Reset"/>	

5

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	📄 🔄

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

Custion Section

Keyword

Grade

College Application

Scholarship Application

6

Column Visibility

Copy

Excel

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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, a navigation bar includes 'Home', 'Reports', 'Tools & Resources', 'Administration', and 'Connect 2 Business'. The main content area is titled 'There are a variety of reports you can generate using the powerful Kuder® Administrative Database Management System. Select one of the options below to learn valuable information about users in your organization or for data-driven decision making regarding your career programs.'

The dashboard is divided into several sections:

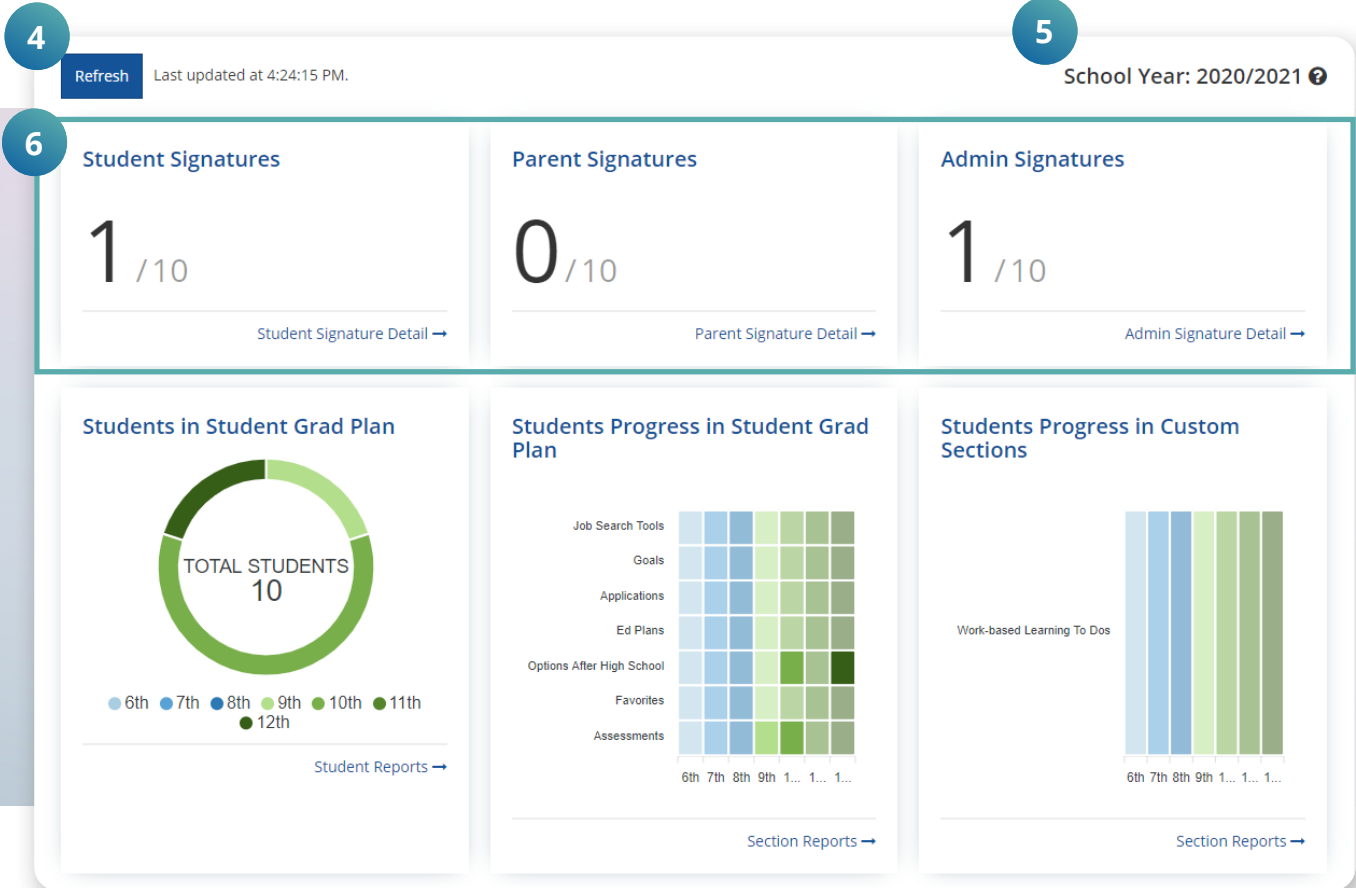
- Assessment Reports:** Features a 'Core' section with a bar chart and text: 'Assessment Reports provide data on how individuals rank on their interests, skills, and work values assessments. Access the most popular reports with the Core Reports to generate detailed breakdowns by selecting from a variety of criteria options.'
- Activity Progress Reports:** Includes icons for 'Registration', 'Assessments', 'Education Plans', and 'Job Preparation Tools'. A description states: 'Monitor activity progress related to registration, assessment completion, education plans, and job preparation tools.'
- CTE Reports:** Located at the bottom left, featuring an icon of three people.
- Additional Reports:** A section highlighted by callout 2, containing a grid of report categories.

On the right side, there is a 'Chat with Kuder Client Engagement' section with contact information and a 'Live Help' button. Below that is a 'My Profile' section for 'Sally Hansen' with an 'Edit' button. Further down are 'Navigator Activation Codes' (Used: 10, Remaining: 999990) and 'Journey Activation Codes' (Used: 14, Remaining: 999986). A 'Communications' section with 'Messages' is also visible.

In the bottom right corner, a 'Kuder Admin' menu is shown, containing a 'Logout' button, a 'Home' button, and a 'Dashboard' button. Callout 3 points to this menu.

- 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)

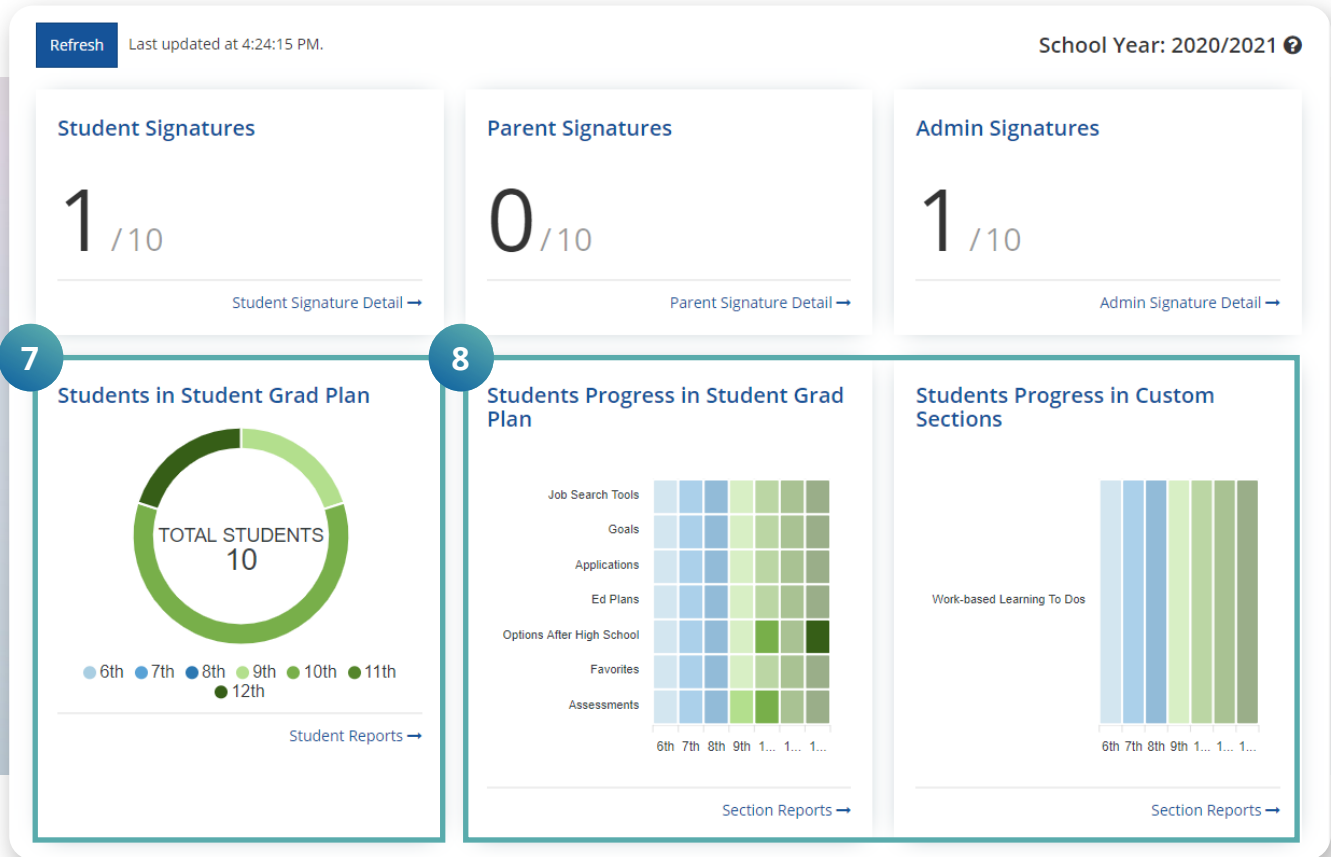


- 4 There are six sets of data:
- Student Signatures – counts of signatures by students.
 - Parent Signatures – counts of signatures by parents.
 - Admin Signatures – counts of signatures by admins.
 - Students in the Student Grad Plan (or the name you have assigned instead of “Student Grad Plan”) – 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.

