

Printing & Exporting Plans of Study

We've improved the printing of the Plan of Study Tracking Report in the Professional Center. There are also improvements to the existing option for professional users to export student Plans of Study tracking data from within the Plan of Study Tracking Report.

Printing Plans of Study

1. **Sign in** to your Professional Center account.
2. Print Plans of Study in any one of three ways:
 - a. Access an individual student's portfolio, navigate to the **High School Planning** section, and click **Print This Plan of Study** on the student plan.
 - b. Access the **Plans of Study Tracking Report** on the **Reports** tab, select a set of Portfolios by graduation year, choose an individual portfolio, navigate to the **High School Planning** section, and click **Print This Plan of Study** on the student's plan.
 - c. Access the **Plans of Study Tracking Report** on the **Reports** tab, choose a set of Portfolios by graduation year, select up to 25 plans from the list, and click **Print Plans** in the sub-menu.
3. After selecting the print option, a new overlay window will appear:

Print Plan(s) of Study:
Choose the options you would like to include in your printouts:

Plan of Study Header:	<input checked="" type="radio"/> Show <input type="radio"/> Hide	<div style="border: 1px solid black; background-color: yellow; padding: 5px;">A header is the information at the top of a Plan of Study that includes student career and educational</div>
Print Format:	<input checked="" type="radio"/> Grid <input type="radio"/> List	<div style="border: 1px solid black; background-color: yellow; padding: 5px;">Choose whether to view the course plan in a list or a grid format.</div>
Recommended Courses:	<input type="radio"/> Show <input checked="" type="radio"/> Hide	<div style="border: 1px solid black; background-color: yellow; padding: 5px;">Choose whether Recommended Courses should appear or be hidden on the printout.</div>
Grade Levels:	<input type="radio"/> 6th-12th Grade <input type="radio"/> 6th-8th Grade <input checked="" type="radio"/> 9th-12th Grade	<div style="border: 1px solid black; background-color: yellow; padding: 5px;">Select the Grade Level(s) that you would like to have included on the printout.</div>
Parent/Guardian Reviews and Comments:	<input checked="" type="radio"/> Show <input type="radio"/> Hide	<div style="border: 1px solid black; background-color: yellow; padding: 5px;">Choose to Show or Hide Parent/Guardian Reviews and Comments.</div>

4. Choose your preferred options from the overlay window or leave the items set to the default, as shown above.
5. Plans will print according to the options you've selected. In addition, links and empty labels for notes will be hidden and page breaks will occur between individual plans when batch printing.

Export and Print Plans of Study

The top of the exported file now includes student names in Last Name and First name columns with extended summary information.

Summary Information:

- Report Name
- School or Program Name
- Selected Class or Group
- Report Date
- Number of Students Included
- Selected Graduation Year
- Selected Plan of Study Status

Additional columns with student identifiers have been added to each student record to:

- Make identification of students with multiple accounts easier
- Differentiate between students with the same last name

	A	B	C	D	E	F	G	H		L	M	N	O	P
1	Report Type: Plan of Study Tracking Report													
2	School/Program Name: Test High School - Culver City, CA													
3	Class or Group: 2011													
4	Report Generated: May 26 2011													
5	Number of portfolios: 2													
6	Portfolios by Graduation Year: 2011													
7	Plan of Study Status: NotOnTrack													
8	Last Name	First Name	Account N	Student ID	Birth Date	Grad Year	Gender			Is Re On Track	Submitted	Approved	Locked	
9	DOE	JANE	hsd25033	100001	02/14/19	2011	Female			24	No	No	No	No
10	DOE	JOHN	hsd29007	100002	03/03/19	2011	Male			20				

First & Last Name columns