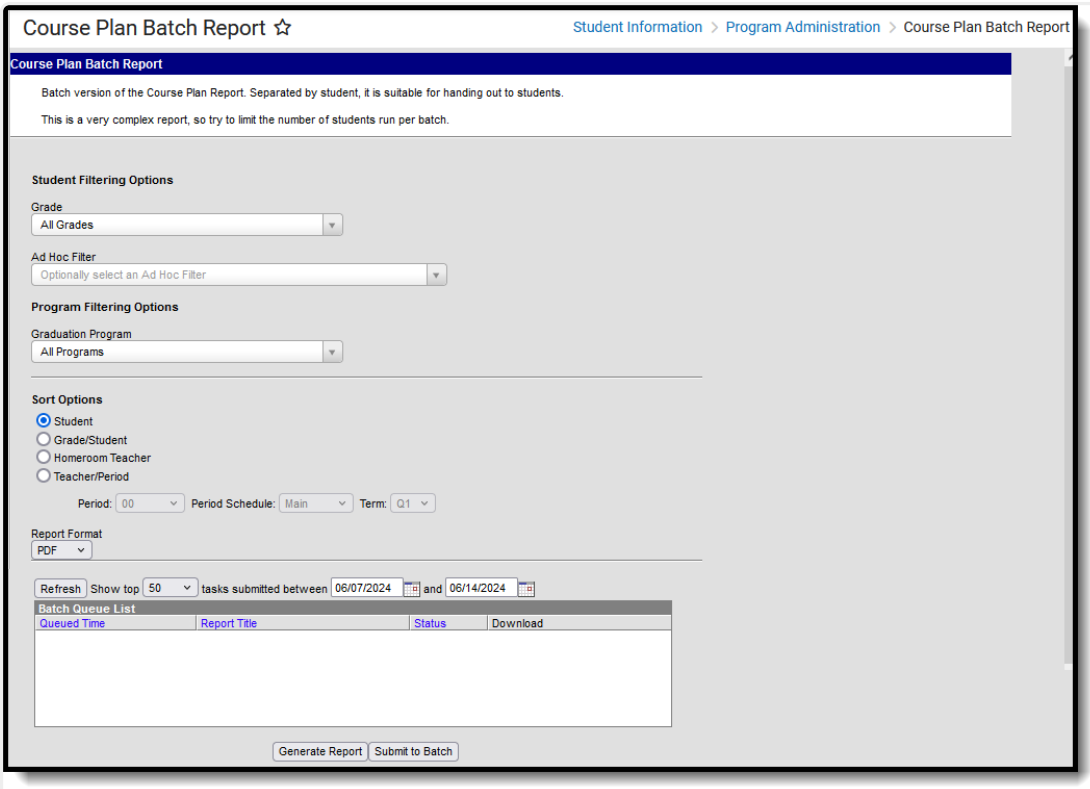
Course Plan Batch

Last Modified on 08/20/2026 10:52 am CDT

Path: Student Information > Program Administration > Course Plan Batch Report

The Course Plan Batch Report allows counselors and other administrators the ability to view a PDF report of several students' course plan. This same report can be generated one student at a time by printing the Course Plan Report from the student's Course Plan.



Select options and generate the report.

See the Course Plan Batch Tool Rights article for information on available tool rights.

Report logic

This report only generates information for the selected calendar in the Campus toolbar. Multiple calendars cannot be selected.

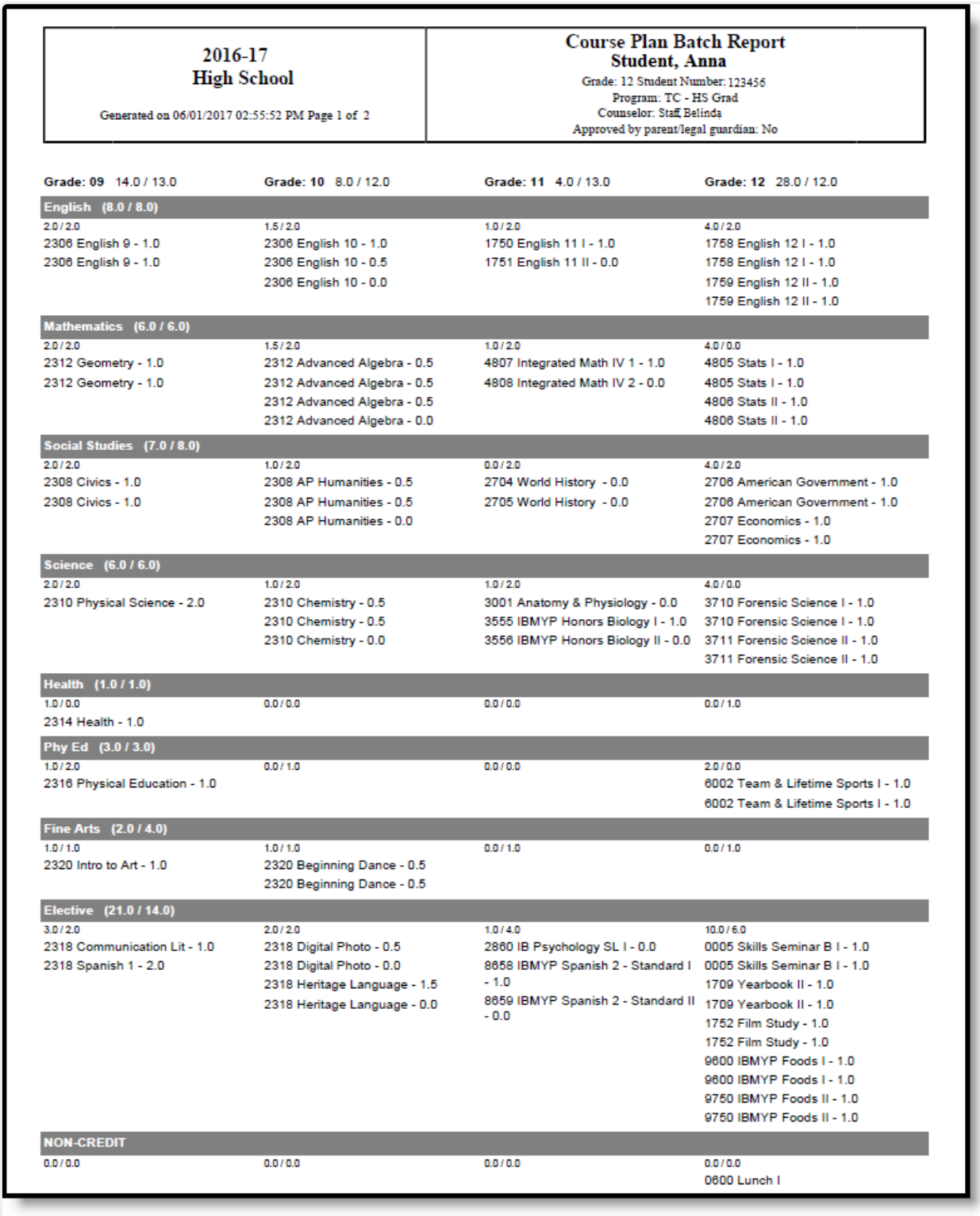
Only students who are assigned graduation programs are included in the report.

Report editor

Data Element	Description
Student Filter Options	
Grade	Filters the students included in the report to the selected grade levels of enrollment. All Grades can be selected. Because this is a complex report, it is recommended that a specific grade level be selected.
Ad hoc Filter	Select an existing filter of students. Only those students included in the filter are considered for inclusion in the report. This filter can be selected in addition to a grade level. For example, if the filter includes all students with the last name of A, and the grade level selection is set to 10, only students in grade 10 who also have a last name that starts with A are included in the report population.
Program Filtering Options	
Graduation Programs	Filters the programs included in the report to the selected graduation programs. The category assigned to the program displays in parentheses behind the program name. Academic programs are not included.
Sort Options	
Student	This option displays students alphabetical by last name.
Grade/Student	This option displays students first by grade level of enrollment (09, 10, etc.), then alphabetical by last name.
Homeroom Teacher	This option displays students by the homeroom teacher, then alphabetical by last name.
Teacher/Period	This option displays students by the selected teacher, period, period schedule and term selected in the corresponding dropdown list. Students who are scheduled as of the last calendar day print on the report.
Report Format	The report can be generated in either PDF or DOCX format.
Report Generation Options	
Generate Report	Use the Generate Report button to display the results of the report immediately.
Submit to Batch	Use the Submit to Batch option to determine when the report generates. Because this is a complex report, if your selected student number is more than 50, use the Submit to Batch option.

Generate the report

1. Select the **Grades** to include in the report.
2. Select the **Ad hoc Filter** to use to further narrow the results of the report, if desired.
3. Select the desired **Graduation Program**.
4. Select the desired **Sort Options**.
5. Select the desired **Report Format.**
6. Click the **Generate Report** button or the **Submit to Batch** button.



2016-17
High School

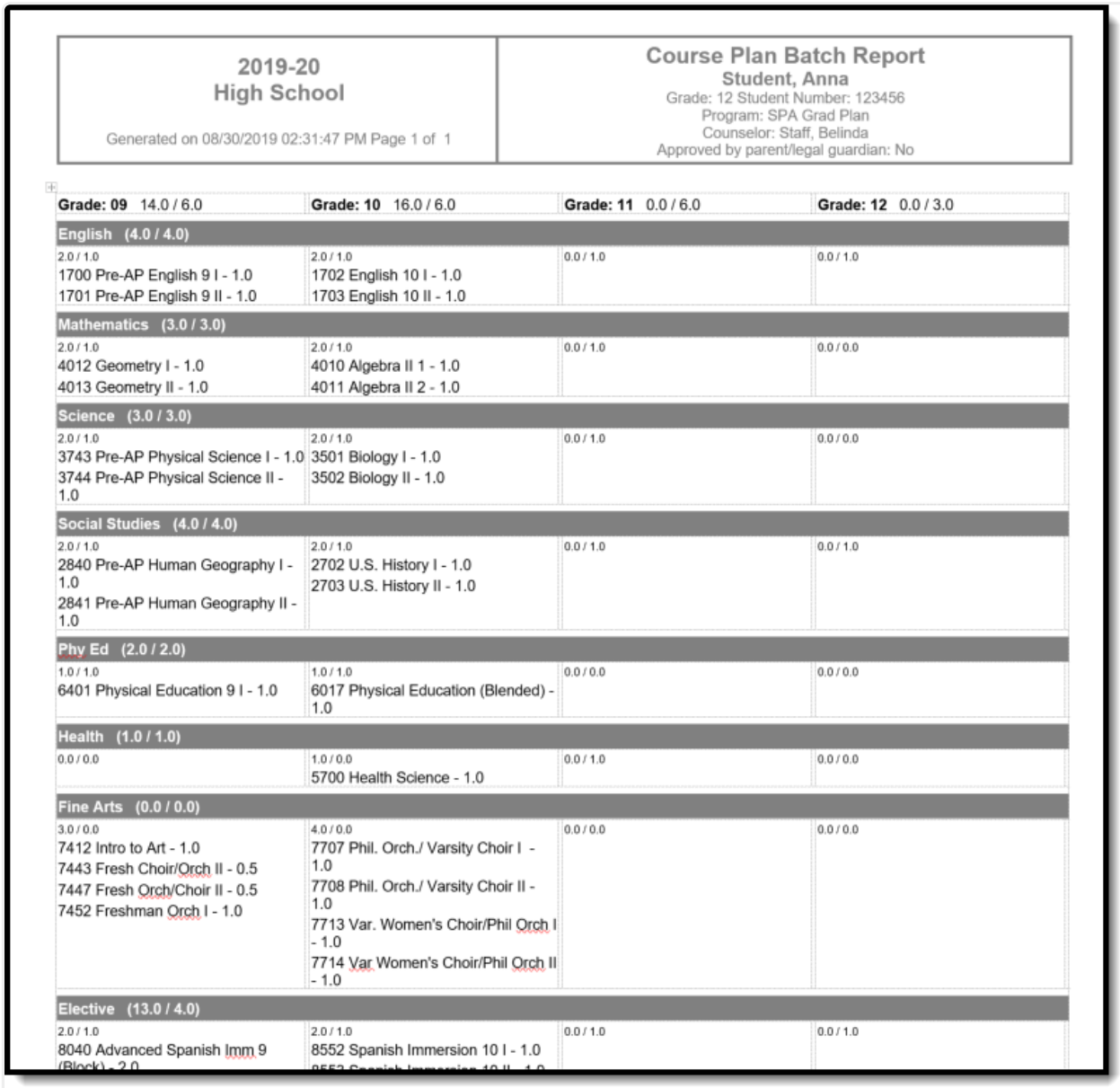
Generated on 06/01/2017 02:55:52 PM Page 1 of 2

Course Plan Batch Report
Student, Anna

Grade: 12 Student Number: 123456
Program: TC - HS Grad
Counselor: Staff, Belinda
Approved by parent/legal guardian: No

Grade: 09 14.0 / 13.0	Grade: 10 8.0 / 12.0	Grade: 11 4.0 / 13.0	Grade: 12 28.0 / 12.0
English (8.0 / 8.0)			
2.0 / 2.0	1.5 / 2.0	1.0 / 2.0	4.0 / 2.0
2306 English 9 - 1.0	2306 English 10 - 1.0	1750 English 11 I - 1.0	1758 English 12 I - 1.0
2306 English 9 - 1.0	2306 English 10 - 0.5	1751 English 11 II - 0.0	1758 English 12 I - 1.0
	2306 English 10 - 0.0		1759 English 12 II - 1.0
			1759 English 12 II - 1.0
Mathematics (6.0 / 6.0)			
2.0 / 2.0	1.5 / 2.0	1.0 / 2.0	4.0 / 0.0
2312 Geometry - 1.0	2312 Advanced Algebra - 0.5	4807 Integrated Math IV 1 - 1.0	4805 Stats I - 1.0
2312 Geometry - 1.0	2312 Advanced Algebra - 0.5	4808 Integrated Math IV 2 - 0.0	4805 Stats I - 1.0
	2312 Advanced Algebra - 0.5		4806 Stats II - 1.0
	2312 Advanced Algebra - 0.0		4806 Stats II - 1.0
Social Studies (7.0 / 8.0)			
2.0 / 2.0	1.0 / 2.0	0.0 / 2.0	4.0 / 2.0
2308 Civics - 1.0	2308 AP Humanities - 0.5	2704 World History - 0.0	2706 American Government - 1.0
2308 Civics - 1.0	2308 AP Humanities - 0.5	2705 World History - 0.0	2706 American Government - 1.0
	2308 AP Humanities - 0.0		2707 Economics - 1.0
			2707 Economics - 1.0
Science (6.0 / 6.0)			
2.0 / 2.0	1.0 / 2.0	1.0 / 2.0	4.0 / 0.0
2310 Physical Science - 2.0	2310 Chemistry - 0.5	3001 Anatomy & Physiology - 0.0	3710 Forensic Science I - 1.0
	2310 Chemistry - 0.5	3555 IBMYP Honors Biology I - 1.0	3710 Forensic Science I - 1.0
	2310 Chemistry - 0.0	3556 IBMYP Honors Biology II - 0.0	3711 Forensic Science II - 1.0
			3711 Forensic Science II - 1.0
Health (1.0 / 1.0)			
1.0 / 0.0	0.0 / 0.0	0.0 / 0.0	0.0 / 1.0
2314 Health - 1.0			
Phy Ed (3.0 / 3.0)			
1.0 / 2.0	0.0 / 1.0	0.0 / 0.0	2.0 / 0.0
2316 Physical Education - 1.0			6002 Team & Lifetime Sports I - 1.0
			6002 Team & Lifetime Sports I - 1.0
Fine Arts (2.0 / 4.0)			
1.0 / 1.0	1.0 / 1.0	0.0 / 1.0	0.0 / 1.0
2320 Intro to Art - 1.0	2320 Beginning Dance - 0.5		
	2320 Beginning Dance - 0.5		
Elective (21.0 / 14.0)			
3.0 / 2.0	2.0 / 2.0	1.0 / 4.0	10.0 / 6.0
2318 Communication Lit - 1.0	2318 Digital Photo - 0.5	2860 IB Psychology SL I - 0.0	0005 Skills Seminar B I - 1.0
2318 Spanish 1 - 2.0	2318 Digital Photo - 0.0	8658 IBMYP Spanish 2 - Standard I - 1.0	0005 Skills Seminar B I - 1.0
	2318 Heritage Language - 1.5		1709 Yearbook II - 1.0
	2318 Heritage Language - 0.0	8659 IBMYP Spanish 2 - Standard II - 0.0	1709 Yearbook II - 1.0
			1752 Film Study - 1.0
			1752 Film Study - 1.0
			9600 IBMYP Foods I - 1.0
			9600 IBMYP Foods I - 1.0
			9750 IBMYP Foods II - 1.0
			9750 IBMYP Foods II - 1.0
NON-CREDIT			
0.0 / 0.0	0.0 / 0.0	0.0 / 0.0	0.0 / 0.0
			0600 Lunch I

Generate the report in PDF format.



2019-20
High School

Generated on 08/30/2019 02:31:47 PM Page 1 of 1

Course Plan Batch Report
Student, Anna
Grade: 12 Student Number: 123456
Program: SPA Grad Plan
Counselor: Staff, Belinda
Approved by parent/legal guardian: No

Grade: 09 14.0 / 6.0	**Grade: 10** 16.0 / 6.0	**Grade: 11** 0.0 / 6.0	**Grade: 12** 0.0 / 3.0
English (4.0 / 4.0)			
2.0 / 1.0 1700 Pre-AP English 9 I - 1.0 1701 Pre-AP English 9 II - 1.0	2.0 / 1.0 1702 English 10 I - 1.0 1703 English 10 II - 1.0	0.0 / 1.0	0.0 / 1.0
Mathematics (3.0 / 3.0)			
2.0 / 1.0 4012 Geometry I - 1.0 4013 Geometry II - 1.0	2.0 / 1.0 4010 Algebra II 1 - 1.0 4011 Algebra II 2 - 1.0	0.0 / 1.0	0.0 / 0.0
Science (3.0 / 3.0)			
2.0 / 1.0 3743 Pre-AP Physical Science I - 1.0 3744 Pre-AP Physical Science II - 1.0	2.0 / 1.0 3501 Biology I - 1.0 3502 Biology II - 1.0	0.0 / 1.0	0.0 / 0.0
Social Studies (4.0 / 4.0)			
2.0 / 1.0 2840 Pre-AP Human Geography I - 1.0 2841 Pre-AP Human Geography II - 1.0	2.0 / 1.0 2702 U.S. History I - 1.0 2703 U.S. History II - 1.0	0.0 / 1.0	0.0 / 1.0
Phy Ed (2.0 / 2.0)			
1.0 / 1.0 6401 Physical Education 9 I - 1.0	1.0 / 1.0 6017 Physical Education (Blended) - 1.0	0.0 / 0.0	0.0 / 0.0
Health (1.0 / 1.0)			
0.0 / 0.0	1.0 / 0.0 5700 Health Science - 1.0	0.0 / 1.0	0.0 / 0.0
Fine Arts (0.0 / 0.0)			
3.0 / 0.0 7412 Intro to Art - 1.0 7443 Fresh Choir/Orch II - 0.5 7447 Fresh Orch/Choir II - 0.5 7452 Freshman Orch I - 1.0	4.0 / 0.0 7707 Phil. Orch./ Varsity Choir I - 1.0 7708 Phil. Orch./ Varsity Choir II - 1.0 7713 Var. Women's Choir/Phil Orch I - 1.0 7714 Var Women's Choir/Phil Orch II - 1.0	0.0 / 0.0	0.0 / 0.0
Elective (13.0 / 4.0)			
2.0 / 1.0 8040 Advanced Spanish Imm 9 (Block) - 2.0	2.0 / 1.0 8552 Spanish Immersion 10 I - 1.0	0.0 / 1.0	0.0 / 1.0

Generate the report in DOCX format.