

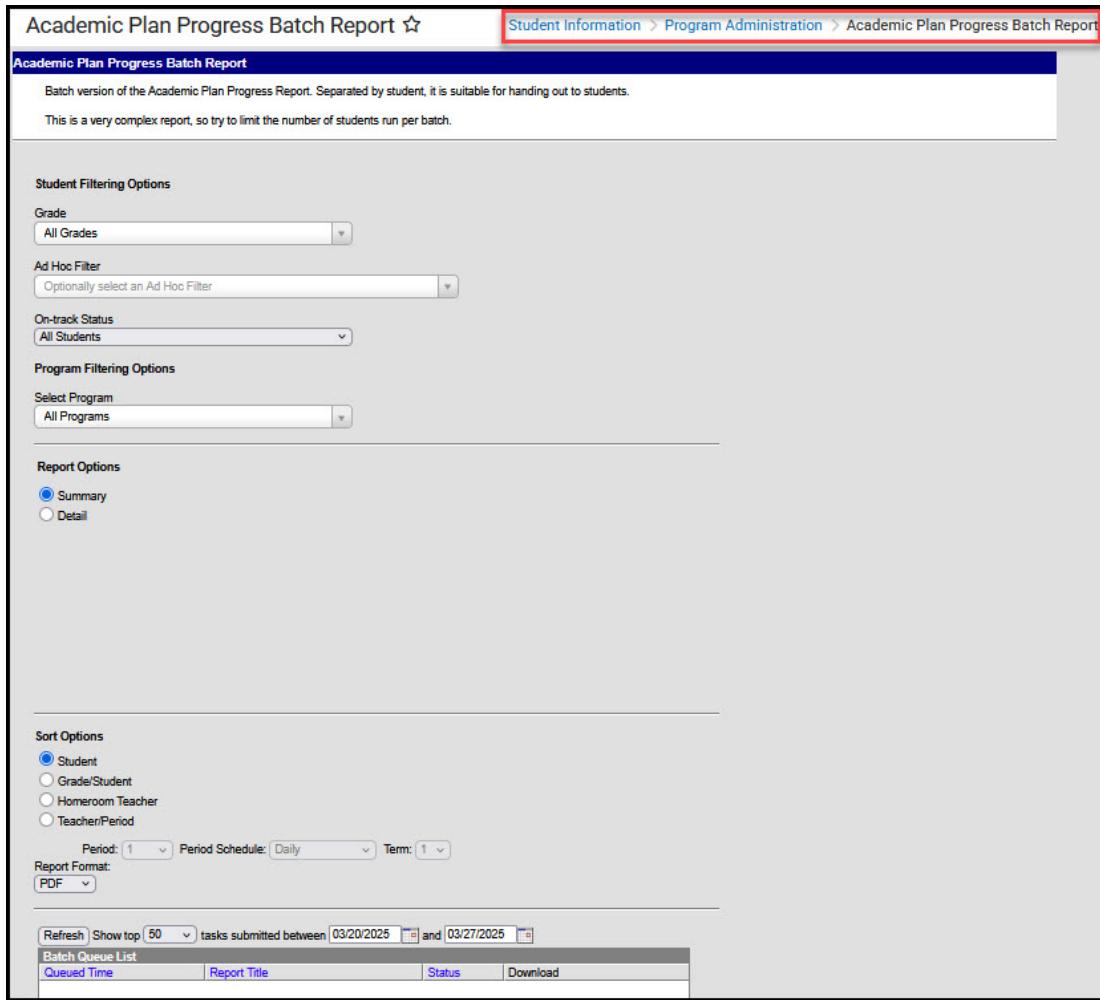
# Academic Plan Progress Batch Report Tool Rights

Last Modified on 12/14/2025 8:45 pm CST

The **Academic Plan Progress Batch Report** allows counselors and other administrators the ability to view a PDF report of several students' progress of their academic plan.

**Only Read rights are needed for users to generate this report.**

See the [Academic Plan Progress Batch](#) article to learn more about this tool.



The screenshot shows the 'Academic Plan Progress Batch Report' interface. At the top, a red box highlights the breadcrumb navigation: 'Student Information > Program Administration > Academic Plan Progress Batch Report'. Below the header, a dark blue bar contains the title 'Academic Plan Progress Batch Report' and a star icon. The main content area is divided into several sections: 'Student Filtering Options' (Grade dropdown set to 'All Grades', Ad Hoc Filter dropdown, On-track Status dropdown set to 'All Students'), 'Program Filtering Options' (Select Program dropdown set to 'All Programs'), 'Report Options' (Summary radio button selected), 'Sort Options' (Student radio button selected), and 'Report Format' (PDF dropdown). At the bottom, there are buttons for 'Refresh', 'Show top 50 tasks submitted between 03/20/2025 and 03/27/2025', and a 'Batch Queue List' table with columns: Queued Time, Report Title, Status, and Download.

## Suggested User Groups

- [Counselors](#)

See [User Groups and Suggested Roles](#) for more information.

