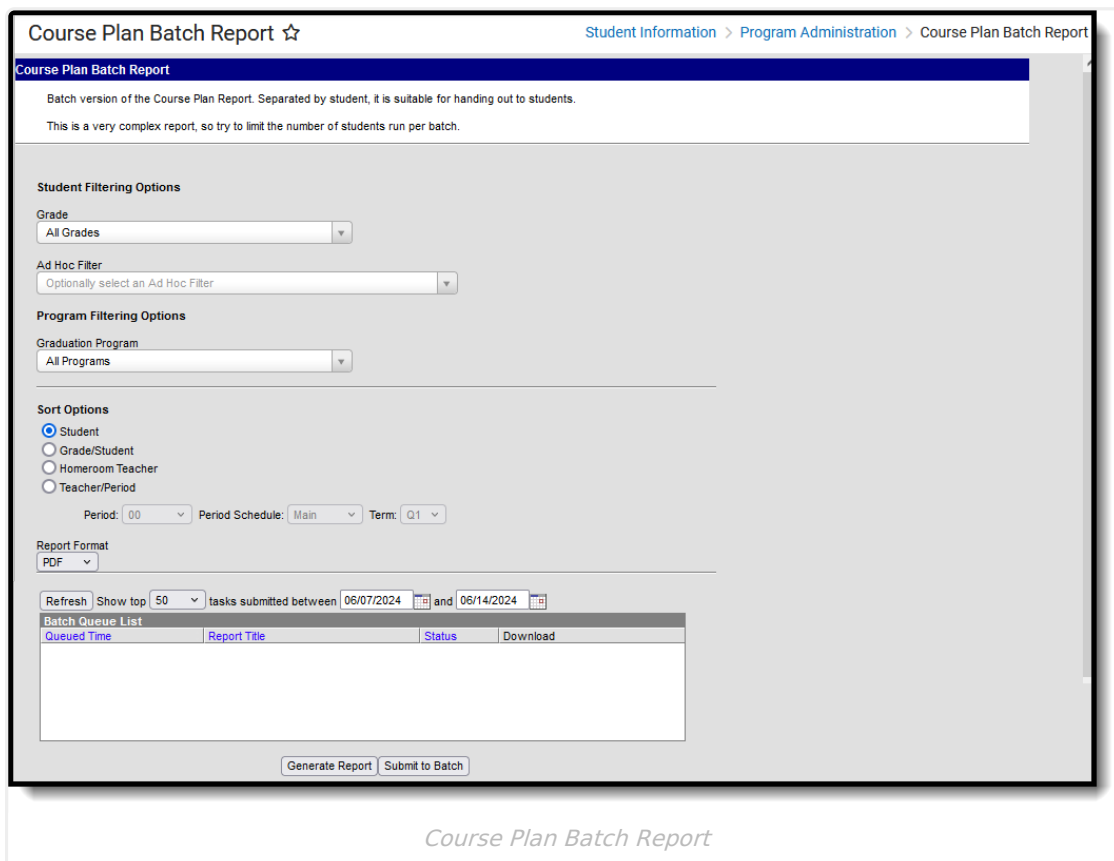


Course Plan Batch Report Tool Rights

Last Modified on 12/22/2025 2:33 pm CST

The **Course Plan Batch Report** allows counselors and other administrators the ability to view a PDF report of several students' course plan.

See the [Course Plan Batch](#) article for additional information.



The screenshot shows the 'Course Plan Batch Report' tool interface. At the top, there is a breadcrumb trail: 'Student Information > Program Administration > Course Plan Batch Report'. Below this is a header bar with the title 'Course Plan Batch Report' and a star icon. The main content area contains several sections: 'Student Filtering Options' with a 'Grade' dropdown set to 'All Grades' and an 'Ad Hoc Filter' dropdown; 'Program Filtering Options' with a 'Graduation Program' dropdown set to 'All Programs'; 'Sort Options' with radio buttons for 'Student' (selected), 'Grade/Student', 'Homeroom Teacher', and 'Teacher/Period'; 'Report Format' with a dropdown set to 'PDF'; and a date range filter showing 'tasks submitted between 06/07/2024 and 06/14/2024'. At the bottom, there is a 'Batch Queue List' table with columns for 'Queued Time', 'Report Title', 'Status', and 'Download'. Below the table are 'Generate Report' and 'Submit to Batch' buttons.

Available Tool Rights

R	W	A	D
<ul style="list-style-type: none"> Access and view the Course Plan Batch tool. Generate the Course Plan Batch Report. 	N/A	N/A	N/A

Suggested User Groups

- [Counselors User Group](#)

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