



Kuder Navigator® End of Year Checklist

This end-of-year checklist will assist you with harnessing the power of Navigator tools to gather insights and reporting of student outcomes for the year.

Student Activities

- Update My Goals.
- Update and submit a Graduation Plan for review.
- Select an Option After High School: [Plan for Education > Options After High School](#)
- Update and submit a 4-Year Education Plan: [My Ed Plans](#)
- Update Resume: [My Job Search Tools > My Resumes](#)
- Invite families to create a Parent Account to review and sign Student Graduation Plans as well as 4-year Education Plans: [Students Invite Parents in Account Settings > My Parent Accounts](#)

Reports

- Final Assessment Report: [Reports > Core](#)
- Review and approve 4-Year Education Plans: [Reports > Education Plans](#)
- Review and approve Graduation Plans: [Reports > Additional Reports > Reports > Graduation Plans Reports](#)
- Create Favorites report: [Reports > Additional Reports > Reports > Favorites Detail/Aggregate Reports](#)
- Review Student Goals: [Reports > Additional Reports > Reports > Goals Details Report](#)

Communications

- Print or Email the Family Letter with Assessment Results, Graduation Plan and/or Education Plans: [Admin Account > Tools & Resources > Helping Parents Get Involved](#)
- Share your results with school and district leadership.
- Students have access to their Kuder account over the summer. Encourage them to take advantage of College & Career Planning tools during summer months:
 - ACT/Peterson's Test Prep.
 - Explore College Match & Plan a College Visit.
 - Scholarship Search for 9th – 12th graders.
 - Review Occupations & Plan a Job Shadow Experience.

Housekeeping

- Districts not using Clever/SSO:** Transition graduated/no longer current student accounts from your Kuder database: [Access your Admin Account under Administration > Transition Users](#)
- [Contact our team](#) if you need assistance.
- [Register for upcoming webinar trainings.](#)
- Watch a video about Navigator's new interface coming in the fall: [Navigator for Educators & Admins.](#)