Viewing Student Progress

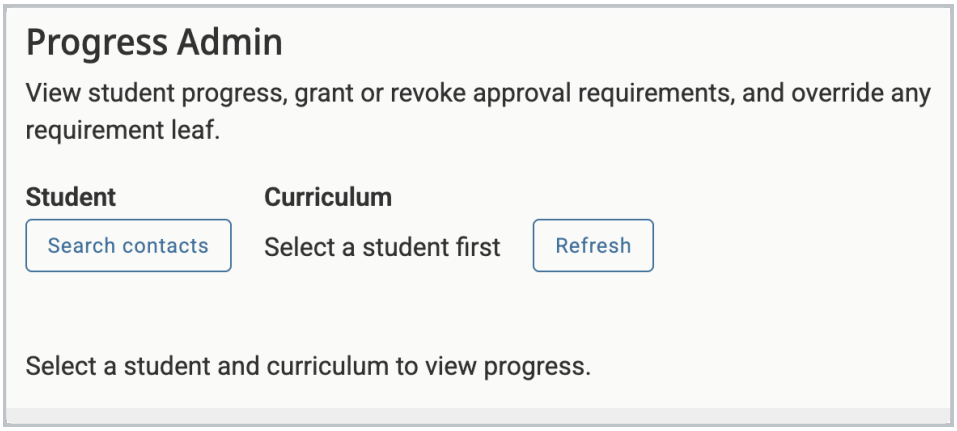
The **Student Progress** page shows you how a single student is doing in a curriculum. You can see every requirement in the curriculum, its status, and how close the student is to meeting it. You can also grant an approval, revoke an approval, or override a requirement for the student.

> **Security Note**
>
> You need the **Manage Curricula** role right to use Student Progress. The menu link appears with Read access, but the page looks up a student's curricula and saves changes only with Full access to Manage Curricula.

Opening Student Progress

- In the Connect25 left menu, select **Curricula > Student Progress**.

Finding a Student



1. Under **Student**, select **Search contacts** and choose the student. You can choose one student at a time.
2. Under **Curriculum**, choose a curriculum from the list. The list shows the curricula the student is part of, with the cohort code in parentheses after each name.

Once you have chosen both, the page loads the student's progress. If you choose a different student, the curriculum selection clears so you can pick again.

Select **Refresh** to reload the student's progress.

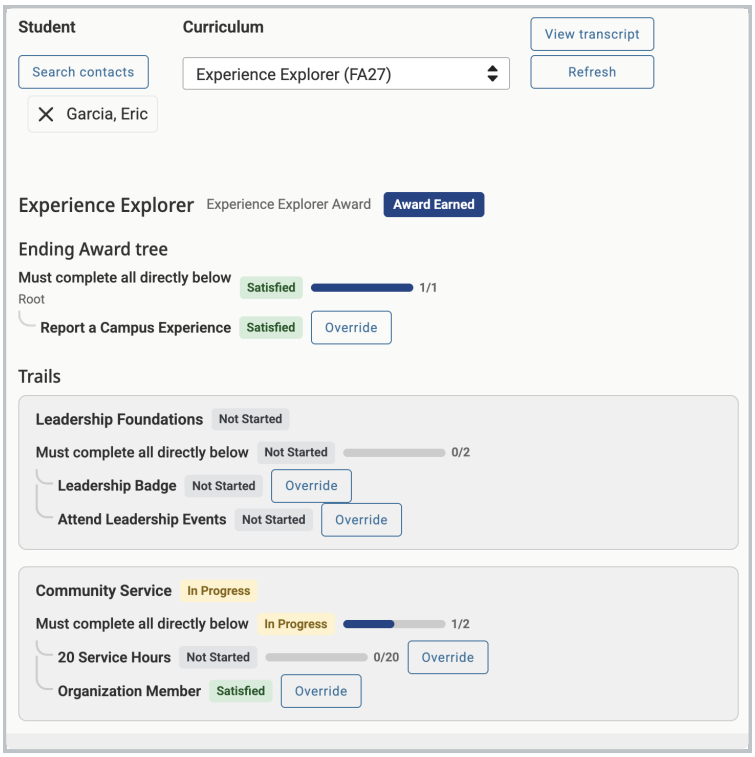
Reading the Progress Display

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At the top you see the curriculum name and, if the curriculum has one, the name of its ending award. When the student has earned the curriculum, an **Award Earned** label appears beside it.

Below that, requirements are shown in tree form, with sub-requirements indented under the requirement they belong to:

- **Ending Award tree** — The requirements for the curriculum's ending award. This section appears when the curriculum has one.
- **Trails** — One block for each trail in the curriculum, with its own requirement tree. Each block shows the trail name, its focus area when it has one, and the trail's status. A **Summit Earned** label appears when the student has earned the trail's summit. Trails are listed in the order they build on each other, then by their catalog order, then by name.



Groups and Requirements

Each line in a tree is either a group or a requirement. A group line describes how many of the items directly below it the student has to complete:

- **Must complete all directly below**

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- **Complete any directly below**
- **Complete [number] of the items directly below**
- **Earn [number] credits from the items directly below**

If a group has a name, the name appears under its description. A requirement line shows the requirement's own name when it has one. Otherwise it shows a standard description based on its type, such as **Earn a badge**, **Attend events**, **Complete service hours**, **Submit an experience**, **Advisor approval**, **Hold an organization role**, **Complete a trail**, or **Included requirements**. Course requirements show the course, course rule, or external requirement.

Statuses

Each line shows a status label:

- **Satisfied** — The student has met the requirement.
- **In Progress** — The student has started the requirement but has not met it yet.
- **Not Started** — The student has not started the requirement.
- **Not Yet Open** — The requirement is not open to the student yet.
- **Expired** — The requirement is past its deadline.
- **Locked** — The requirement is not available to the student at this time.

A requirement that an administrator has overridden also shows a **Waived** label. See "Overriding a Requirement" below.

Counts and Dates

- **x of y counts** — When a requirement has a target number, a progress bar appears with the student's current count and the target, written as `current/target`, for example 2/5.
- **Dates** — When a requirement has an open or close date, the date or date range appears on the line, using your date and time format preferences.
- **Pending Approval** — Appears when the student has an experience waiting for review. See Reviewing Student Experiences.
- **Denied** — Appears with the reason when the student's experience was denied.

Granting and Revoking Approval

Some requirements are **Advisor approval** requirements. An administrator grants these directly.

Grant an Approval

1. On the requirement line, select **Grant**. This button appears while the requirement is not yet **Satisfied**.
2. In the **Grant Approval** window, enter an **Approval Reason**. The reason is required.
3. Select **Grant Approval**.

Revoke an Approval

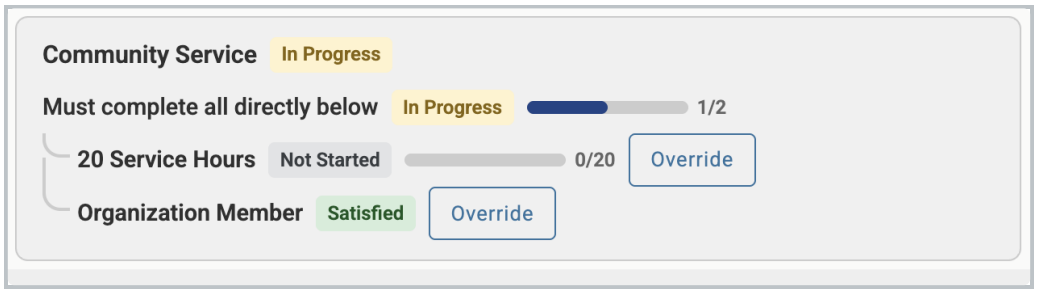
1. On the requirement line, select **Revoke**. This button appears once the requirement is **Satisfied**.

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2. Confirm to continue.

Overriding a Requirement

An override lets you count a single requirement as met for one student, for example when the student completed equivalent work outside Connect25. An overridden requirement shows **Waived**.



Create an Override

1. On the requirement line, select **Override**.
2. In the **Override** window, enter a **Reason for override**. The reason is required.
3. Select **Override**.

Clear an Override

1. On the overridden requirement line, select **Clear override**. The reason you entered appears beside the button.
2. Confirm to continue.

If an action cannot be saved, a message appears with the error and the requirement stays as it was. In the reason windows, select **Cancel** to close the window without saving.

Viewing a Student's Transcript

When a student is selected, a **View transcript** button may appear beside **Refresh**. It opens the Transcript Designer preview for that student. See the Designing Co-Curricular Transcripts for details.

The button appears only if you can both edit the transcript template and view any student's transcript.

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