# Generating an Academic Progress Report (UGRD)

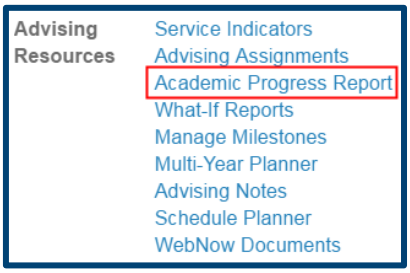
Navigation: *CalCentral* > **Student Lookup** > **Student Overview** page > **Advising Resources** section > **Academic Progress Report** link

The Academic Progress Report is a useful tool for academic planning and monitoring the requirements a student has fulfilled and those that are not satisfied yet.

1. Log in to *CalCentral*.

   Look up a student. On the **Student Overview** page,

   in the **Advising Resources** section (lower left corner), click on the **Academic Progress Report** link.



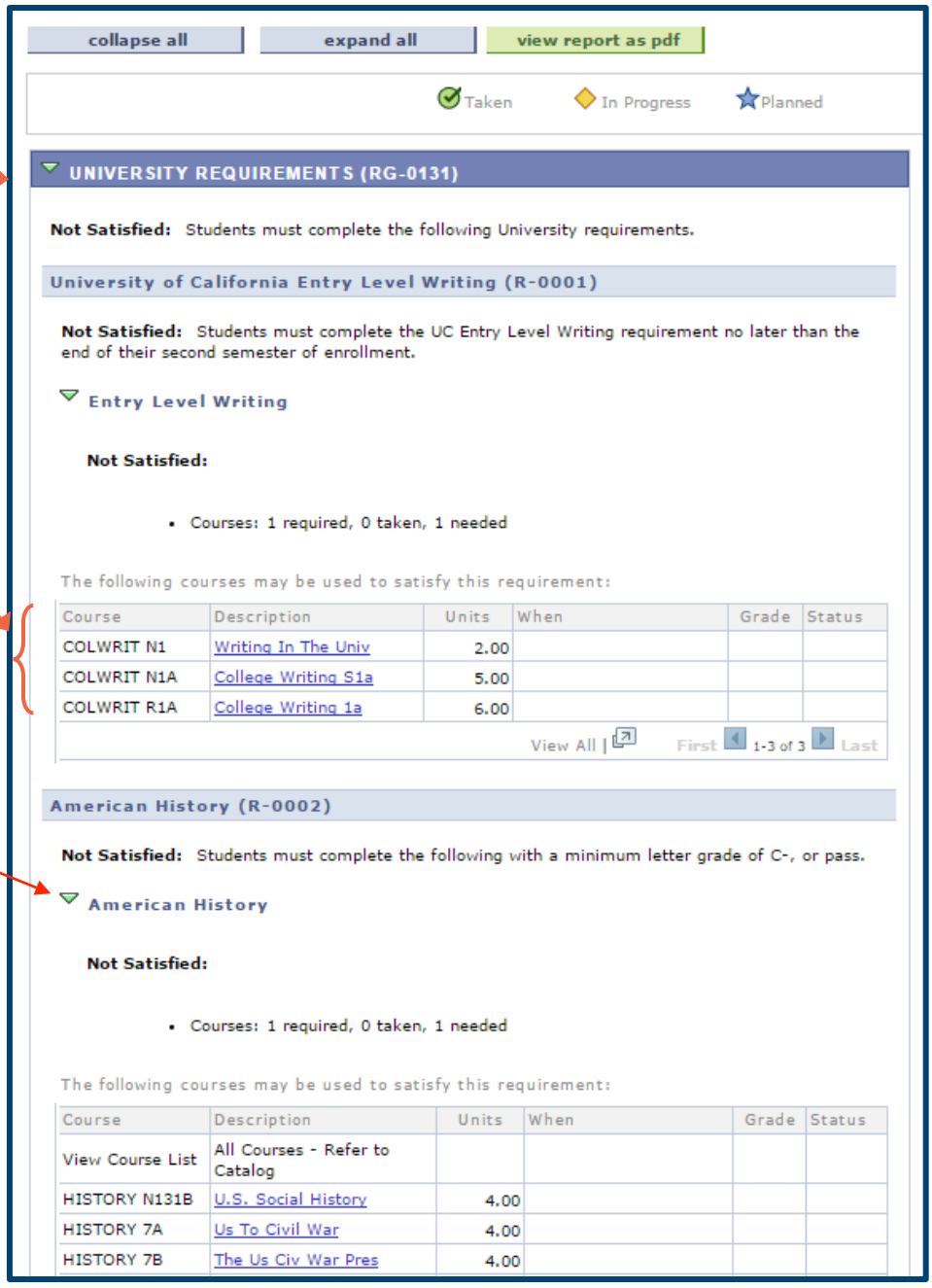
2. The **Academic Progress Report** appears.

There are 3 parts: **Requirement Group**, **Requirement**, and **Courses**.

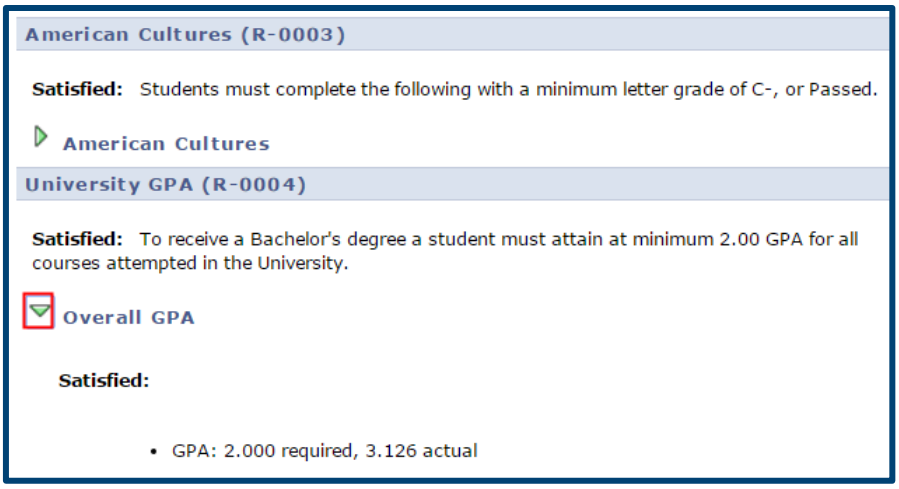
**Requirements** that are **unfulfilled** are **expanded**, while sections with **satisfied requirements** will default to **collapsed**.

You can expand (or collapse) to see more (or less) details by clicking the green triangles.

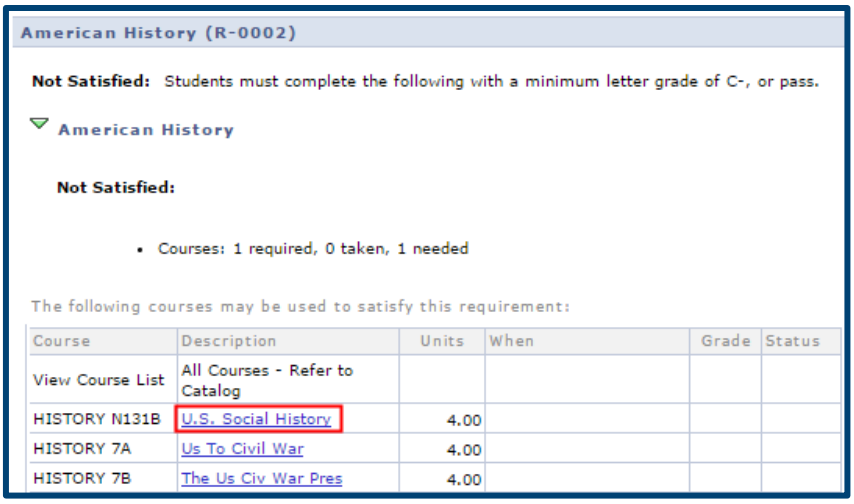
Note: There is also an "Expand All" button at the top of the page.



**3.** A satisfied requirement will not show the details unless you click the green triangle to expand the section and see how the requirement was satisfied.




**4.** You can click on a **Course link** to view information about the course.

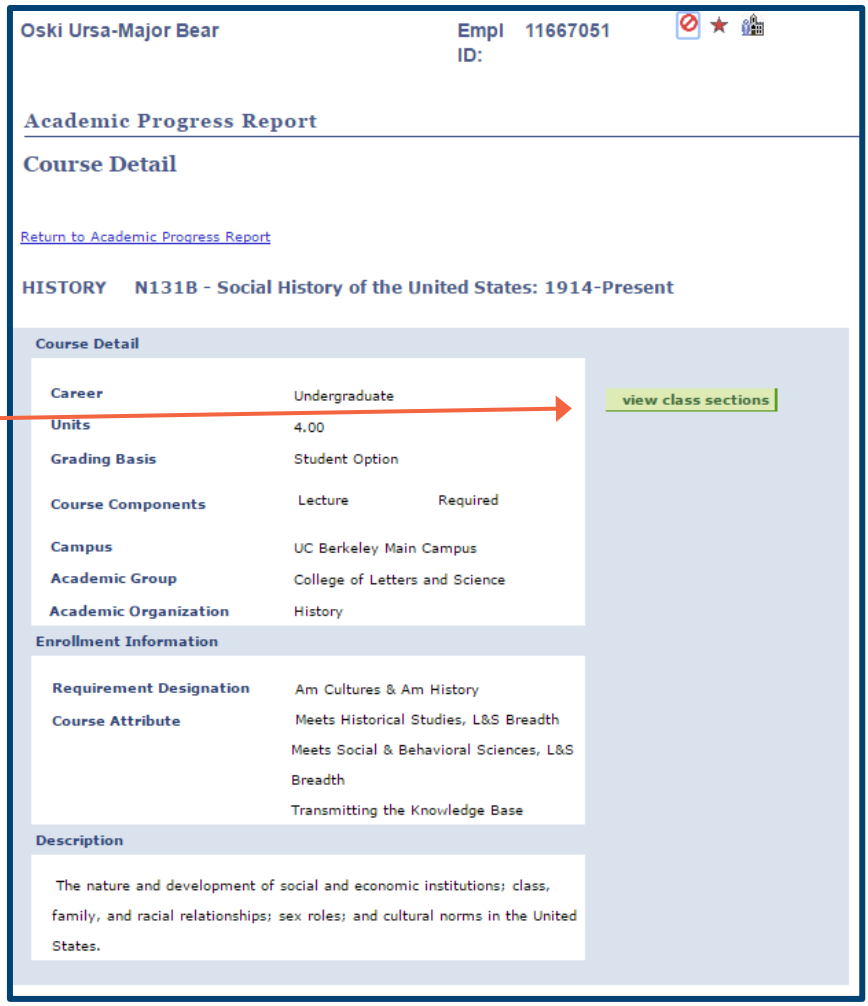


5. **Course Detail** displays.

   There are 2 important links.

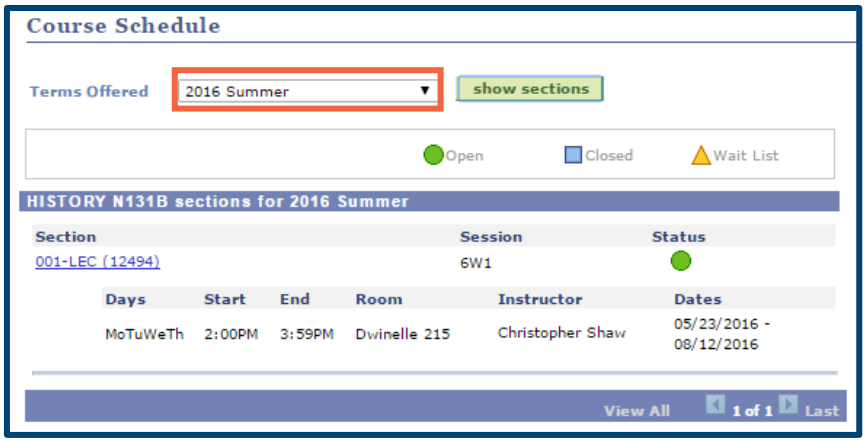
   One **returns to the Academic Progress Report.**

   The other allows you to **view class sections** of the course.




6. Having clicked on the **View Class Sections** button, this information appears below the course description.

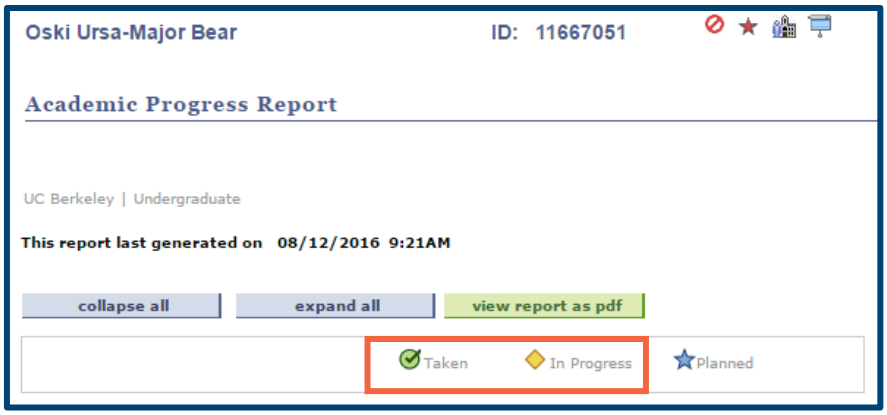
   To see information for other semesters, select a term in the **Terms Offered** drop-down, then click the **show sections** button.

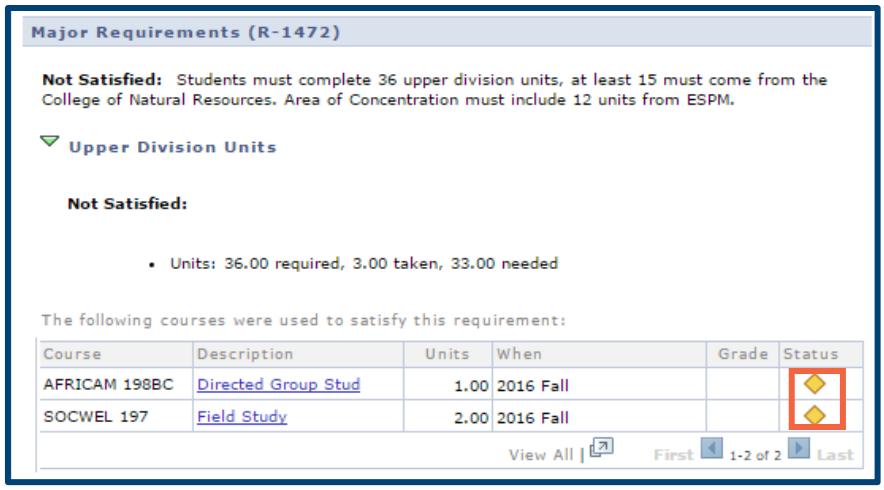


**7.** We have clicked to return the **Academic Progress Report**.

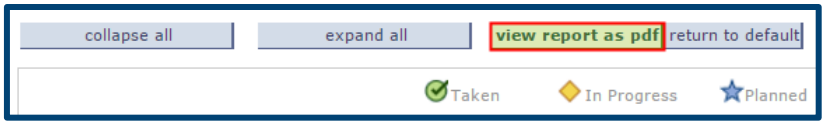
Notice the status icons near the top of the APR window. You will see either **Taken** or **In Progress**.

Note: The status of **Planned** is not used, as that is tied to additional functionality that UCB is not implmenting.

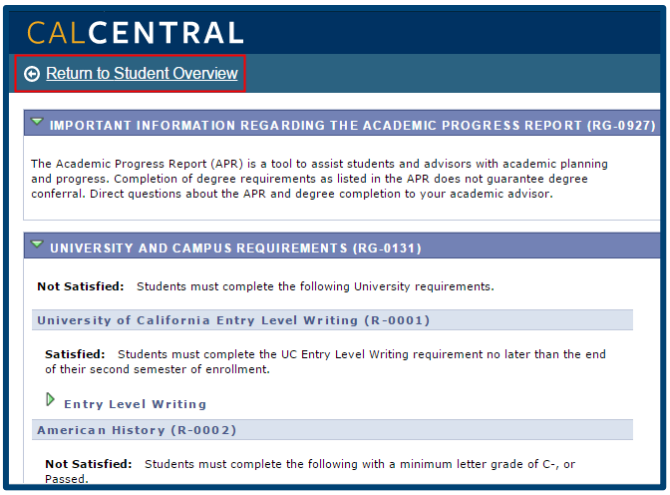



**8.** Additionally, you can click the **view report as pdf** button to save this version of the report.



9. When you are done, you can click the **Return to Student Overview** link at the top of the page to return to CalCentral.




## Support:

For questions or assistance, please contact SIS Support.

- Call **510-664-9000** (press **option 6** to reach SIS support)
- Email: **sishelp@berkeley.edu**
- Submit a ticket: **https://shared-services-help.berkeley.edu/new_ticket/it**

For more resources, such as job aids and videos, visit: **sis.berkeley.edu/training**