

[admin](#)

## Submissions Report

Use this report to track documents or activities that happen at least once a year or several times a year.

- Step 1. Go to **Reports>School>Submissions Report**

Admin	Reports	Academy	Teachers	Portal	Help
Create-A-Report		Class Size Reduction		Comprehensive Class List	
Finder		Course List		Languages Summary	
Attendance	▶	Long Term Student Graduates		NCLB Core Courses	
Barcode	▶	School Summary		Submissions Report	
Crossed Records	▶				
Enrollment	▶				
Export	▶				
External Bridging	▶				
Scheduler	▶				
School	▶				
Staff	▶				
State/Federal	▶				
Students	▶				
Transcript	▶				

- Step 2. Click on Edit Submissions Columns  
Note: If you have columns in the system already, they will be listed.
- Step 3. To add an new document or activity to track, click Add New Tile.

HomeAdminAcademicsTeachersCMS / PLSParents - StudentsHelp

Submissions Compliance Report - Set Titles

You can use this report to track paperwork submission compliance given arbitrary titles. Here is where you set these titles.

Add New Title

Set/Edit/Delete	Title	Effective Start	Effective Finish	One-Time
<a href="#">Edit</a>	1) Enr			NO
<a href="#">Edit</a>	2) PoR			NO
<a href="#">Edit</a>	3) Birth Certificate			NO
<a href="#">Edit</a>	3) Immunization			NO
<a href="#">Edit</a>	3) MAM			NO
<a href="#">Edit</a>	4) LP1 AWR			NO
<a href="#">Edit</a>	4) LP 2 AWR			NO
<a href="#">Edit</a>	4) LP 3 AWR			NO
<a href="#">Edit</a>	4) LP4 AWR			NO
<a href="#">Edit</a>	4) LP5 AWR			NO
<a href="#">Edit</a>	4) RC Semester 1			NO
<a href="#">Edit</a>	5) MA 2			NO
<a href="#">Edit</a>	6) LP6 AWR			NO
<a href="#">Edit</a>	6) LP7 AWR			NO
<a href="#">Edit</a>	6) LP8 AWR			NO
<a href="#">Edit</a>	6) LP9 AWR			NO
<a href="#">Edit</a>	7) LP10 AWR			NO
<a href="#">Edit</a>	INDEX			NO

Done/Cancel

Embedded Files

- Step 4. Give the Column a title (if you want your columns to be in a specific order, you must number them), enter Effective Enrollment Start and End dates if you desire.

Submissions Compliance Report - Add/Edit

Enter the submission title below. Additionally, you may specify an

Title:	<input type="text"/>
Effective Enrollment Start Date: (optional)	<input type="text"/>
Effective Enrollment Finish Date: (optional)	<input type="text"/>
One-Time	<input type="checkbox"/>

- Step 5. If the document is only needed once, click the box. Click save.
- Step 6. When you have all the tiles you want, click the Done/Cancel button.

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<a href="#">Edit</a>	2) PoR			NO
<a href="#">Edit</a>	3) Birth Certificate			NO
<a href="#">Edit</a>	3) Immunization			NO
<a href="#">Edit</a>	3) MAM			NO
<a href="#">Edit</a>	4) LP1 AWR			NO
<a href="#">Edit</a>	4) LP 2 AWR			NO
<a href="#">Edit</a>	4) LP 3 AWR			NO
<a href="#">Edit</a>	4) LP4 AWR			NO
<a href="#">Edit</a>	4) LP5 AWR			NO
<a href="#">Edit</a>	4) RC Semester 1			NO
<a href="#">Edit</a>	5) MA 2			NO
<a href="#">Edit</a>	6) LP6 AWR			NO
<a href="#">Edit</a>	6) LP7 AWR			NO
<a href="#">Edit</a>	6) LP8 AWR			NO
<a href="#">Edit</a>	6) LP9 AWR			NO
<a href="#">Edit</a>	7) LP10 AWR			NO
<a href="#">Edit</a>	INDEX			NO

Done/Cancel

Embedded Files

- Step 7. Choose a list of students to view.  
-Set an applicable time frame on the left.



- an item checked
- and item unchecked
- all students with check and unchecked items.

Example: If you'd like to see which teachers have students who have not turned in Master Agreement 1:

- Step 1. Choose that teacher's name at the top of the page
- Step 2. Check the 3) MA 1 column radial button at the top of the column, and click the Report Unchecked button.

This report can be printed or exported to a csv (Excel) worksheet.

A yellow background for a student's enrollment date range indicates that a student was last assigned to the staff member, but currently not assigned to anyone.

Jackson, Nora	12	(02/12/2016 - Current)
Looman, Brittney	12	(02/12/2016 - 02/19/2016)
Malaspino, Jessica	3	(02/15/2016 - Current)

Click the Normal View button to go back to viewing all submission columns.

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