Submissions Report Use this report to track documents or activities that happen at least once a year or several times a year. Admin>Reports>Enrollment>Submissions Report It can also be accessed from each student's dashboard via the edit pencil on the master agreement block. Coming soon, the ability to access from the student quick-view popup. Step 1: Set Submission Titles. 1. Click on the Change Submission Titles button. 2. If you have any titles already in the system they will be listed. Click the Add New Title button to add another document or activity to track. If you want the titles in a particular order, number the titles. All titles will be listed in alpha order unless otherwise numbered. Notice you can use a number several times as the system will look at the number first then the letters and numbers after the first number to order. Number 10 will actually show after number 1 as it looks at the 1 not the 2 digits. If you want to show an effective start date for this title or if you want to retire the title, enter dates. 3. When you have all your titles as you wish, click the Done/Cancel button. Step 2: Choose view of students you wish to use. This report will list all staff members and their currently assigned students. A checkbox will appear for a student under a reporting period if: the student was actively enrolled (having 10 or more enrolled days) during the corresponding reporting period, otherwise no checkbox will appear. Set your primary location or leave at "All Learning Centers." Learning Centers is the primary enrollment group the student belongs to. You can also choose to order by staff member or show just a particular staff member Click Display. Light red – boxes that have not had any entries. Dark red – boxes with entries that have not been saved. Green – boxes with entries that have been saved. Step 3: Showing different results. You can show a list of all students with a) an item checked b) an item unchecked c) all students with checked and unchecked items Example: If you'd like to see which teachers have students who has not turned in Master Agreement 1, choose that teacher's name at the top of the page, then 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. Choose a primary learning center of leave at all. Chose a particular teacher or leave at all. 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. Click the Normal View button to go back to viewing all submission titles.