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
- 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.
- 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.
- 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.
- Step 7. Choose a list of students to view.
  -Set an applicable time frame on the left.
  - You can choose a list of students by Learning Center or by which Staff Member they are associated with.
  -Select the Learning Center or leave as All or Select Staff member or leave as all.
- Step 8. Click Display.

On this page:

- Green: Boxes with entries that have been saved.
- Light Red: Boxes that have not had any entries
- Dark Red: Boxes with entries that have not been saved.

Showing Different Results

You can show a list of all students with:

- 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. Click the Normal View button to go back to viewing all submission columns.
— Last Updated by Alexandria Barbato on 2016/03/08 20:14