Submissions Report

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

1/4

• Step 1. Go to Reports>School>Submissions Report

Admin	Reports	Acad	demy Teachers	Portal	Нер
Create-A-Re	port		Class Size Reduction		Comprehensive Class List
Finder			Course List		Languages Summary
Attendance		•	Long Term Student Gr	aduates	NCLB Core Courses
Barcode		•	School Summary	\Box	Submissions Report
Crossed Rec	ords	•			
Enrollment		•			
Export		•			
External Brid	ging	•			
Scheduler		•			
School		•			
Staff		•			
State/Federa	I	•			
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.

u can use this report to track paperwork su	bmission compliance given arbitrary titles. Here is where you set these t	firs.		
dd Nev Title				
et/Edit/Delete	Title	Effective Start	Effective Finish	One-Time
th Delete	t) Enr			ND
di/Delete	2) PelR			ND
01/Detete	3) Birth Certificate			ND
01/Delete	3) Immunization			NO
di/Delete	30 MA4			NO
dit/Delete	4) LP1 AWR			NO
dit/Delete	4) LP 2 AWR			ND
diff. Delete	4) LP 3 AWR			ND
560 Detete	4) L/P4 AWR			NO
500/Delete	4) LP5 AWR			NO
di/Delete	4) RC Semester 1			NO
dit/Delete	5) MA 2			NO
1db/Delete	6) LP6 AWR			NO
100/Delete	6) LP7 AWR			NO
500/Delete	6) LP8 AWR			NO
on/Delete	6) LP9 AWR			NO
dit/Delete	7) UP10 AWR			NO
dit/Delete	Hedbk			NO

 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. Add	itionally, you may specify an
Title:	
Effective Enrollment Start Date: (optional)	
Effective Enrollment Finish Date: (optional)	
One-Time	

- 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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- You can choose a list of students by Learning Center or by which Staff Member they are associated with.

Show staff members whose primary location is:	
(All Learning Centers) •	
°OR*	
Show student list or staff member:	
(All Staff Members) (All Staff Members)	
(Must be set to 'Show Student List' or 'All Staff Members' to limit location)	
	Export CS
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-Select the Learning Center or leave as All or Select Staff member or leave as all.

• Step 8. Click Display.

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2016 - 2016 Alexandria Barbato				lepot Checked Repot Unchecked Romat View Reset.										Tes.				
				3) Birth Certificate														
ampos, Jordan 9 (02/12/	2016 - Current)	8																
Doly, Adrenne 10 (02/12/	2015 - Current)																	
olmes, Spencer 12 (02/12/	2016 - Current)	8																
loward. Christine 2 (02/15/	2016 - Current)	8																
Jackson, Nora 12 (02/12/	(2016 - Current)	8	2															
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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.

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.

- Last Updated by Max Williams on 2016/03/21 17:21

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Last update: 2017/01/18 23:44