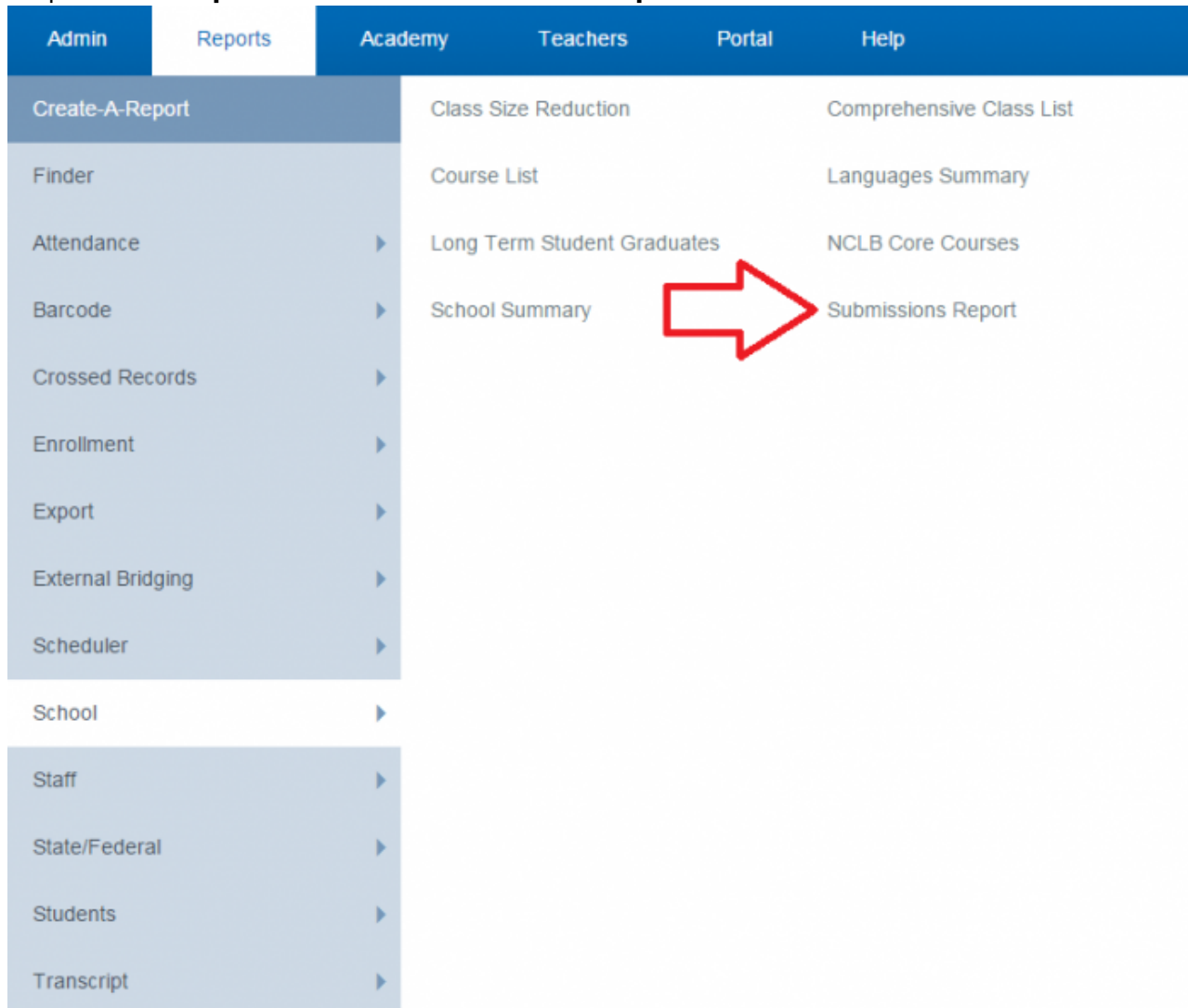


Submissions Report

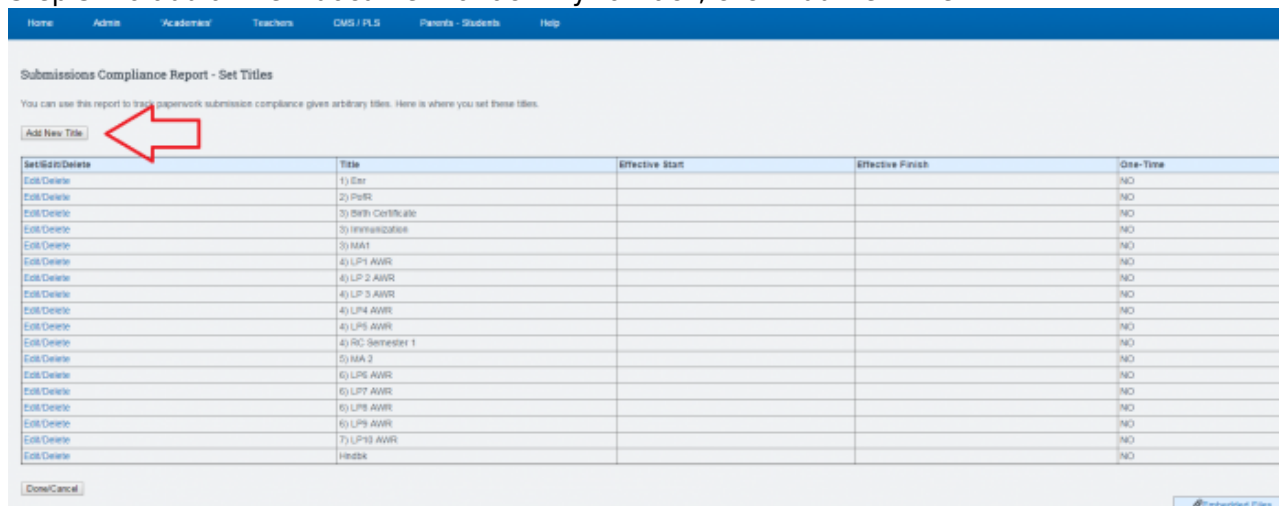
Use this report to track documents or activities that happen at least once a year or several times a year.

- 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.



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/Get/Delete	Title	Effective Start	Effective Finish	One-Time
Edit/Delete	1) Exit			NO
Edit/Delete	2) PHS			NO
Edit/Delete	3) Birth Certificate			NO
Edit/Delete	3) Immunizations			NO
Edit/Delete	3) MAT			NO
Edit/Delete	4) LP1 AWR			NO
Edit/Delete	4) LP2 AWR			NO
Edit/Delete	4) LP3 AWR			NO
Edit/Delete	4) LP4 AWR			NO
Edit/Delete	4) LP5 AWR			NO
Edit/Delete	4) RC Semester 1			NO
Edit/Delete	5) MA 3			NO
Edit/Delete	6) LPS AWR			NO
Edit/Delete	6) LPT AWR			NO
Edit/Delete	6) LPS AWR			NO
Edit/Delete	6) LPS AWR			NO
Edit/Delete	7) LPS AWR			NO
Edit/Delete	Headline			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.

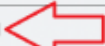
Home Admin Academics Teachers CMS / PLS Parents - Students Help

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/Delete	Title	Effective Start	Effective Finish	One-Time
Edit/Delete	1) Enr			NO
Edit/Delete	2) PofR			NO
Edit/Delete	3) Birth Certificate			NO
Edit/Delete	3) Immunization			NO
Edit/Delete	3) MAA1			NO
Edit/Delete	4) LP1 AWR			NO
Edit/Delete	4) LP2 AWR			NO
Edit/Delete	4) LP3 AWR			NO
Edit/Delete	4) LP4 AWR			NO
Edit/Delete	4) LP5 AWR			NO
Edit/Delete	4) RC Semester 1			NO
Edit/Delete	5) MAA 2			NO
Edit/Delete	6) LP6 AWR			NO
Edit/Delete	6) LP7 AWR			NO
Edit/Delete	6) LP8 AWR			NO
Edit/Delete	6) LP9 AWR			NO
Edit/Delete	7) LP10 AWR			NO
Edit/Delete	Handok			NO

[Done/Cancel](#) 

[Embedded Files](#)

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

Submissions Compliance Report (Manual)

This report will list all staff members and their currently assigned students. A checkbox will appear for a student under a n periods by clicking on the "Change Submission Titles" button.

Select an applicable timeframe: 2015 - 2016 ▼

OR

☐ as of [Reset to today](#)

- 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) ▼
(Must be set to 'Show Student List' or 'All Staff Members' to limit location)

Export CSV

Display

Embedded Files

-Select the Learning Center or leave as All or Select Staff member or leave as all.

- Step 8. Click Display.

Home

Admin

Academics

Teachers

CMS / PLS

Parents - Students

Help

▼

All Learning Centers

OR

as of

[Reset to today](#)

OR

Show student list or staff member:

Barbato, Alexandra

▼

(Must be set to "Show Student List" or "All Staff Members" to limit location)

Export CSV

Display

Results for 2015 - 2016

Generated on 02/22/2016, 03:02pm

Reminder: Click Save at the bottom of the screen when you have finished making changes.

To view reports on checked/unchecked records, select a column and click Report Checked/Unchecked.

To return, click Normal View.

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.

Report Checked

Report Unchecked

Normal View

Reset

Alexandria Barbato		2015 - 2016																		Hydrix
		1) Enr	2) PWR	3) Birth Certificate	2) Immunization	3) MA 1	4) LP1 AWR	4) LP 2 AWR	4) LP 3 AWR	4) LP4 AWR	4) LP5 AWR	4) RC Semester 1	5) MA 2	6) LP6 AWR	6) LP7 AWR	6) LP8 AWR	6) LP9 AWR	7) LP10 AWR		
Campos, Jordan	9 (02/12/2016 - Current)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
Dely, Adrienne	10 (02/12/2016 - Current)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
Holmes, Spencer	12 (02/12/2016 - Current)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
Howard, Christine	2 (02/15/2016 - Current)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
Jackson, Nora	12 (02/12/2016 - Current)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
Looman, Britney	12 (02/12/2016 - 02/16/2016)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
Malaspiro, Jessica	3 (02/15/2016 - Current)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
Thompson, Katie	9 (02/15/2016 - Current)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		

Save

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.

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Last update: **2017/01/25 18:34**