


[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.

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/Edit/Delete	Title	Effective Start	Effective Finish	One-Time
Edit/Delete	1) Etr			NO
Edit/Delete	2) PofR			NO
Edit/Delete	3) Birth Certificate			NO
Edit/Delete	3) Immunization			NO
Edit/Delete	3) MA1			NO
Edit/Delete	4) LP1 AWR			NO
Edit/Delete	4) LP 2 AWR			NO
Edit/Delete	4) LP 3 AWR			NO
Edit/Delete	4) LP4 AWR			NO
Edit/Delete	4) LPS AWR			NO
Edit/Delete	4) RC Semester 1			NO
Edit/Delete	5) MA 2			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) LP10 AWR			NO
Edit/Delete	Headb			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"/> <input type="button" value="Calendar"/>
Effective Enrollment Finish Date: (optional)	<input type="text"/> <input type="button" value="Calendar"/>
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

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Edit/Delete	3) Birth Certificate			NO
Edit/Delete	3) Immunization			NO
Edit/Delete	3) MA1			NO
Edit/Delete	4) LP1 AWR			NO
Edit/Delete	4) LP 2 AWR			NO
Edit/Delete	4) LP 3 AWR			NO
Edit/Delete	4) LP4 AWR			NO
Edit/Delete	4) LPS AWR			NO
Edit/Delete	4) RC Semester 1			NO
Edit/Delete	5) MA 2			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) LP10 AWR			NO
Edit/Delete	Headb			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 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.

Alexandria Barbato		2015 - 2016																		
		1) Bar	2) PWR	3) Birth Certificate	3) 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) LPT AWR	6) LP8 AWR	6) LP9 AWR	7) LP10 AWR	Health	
Campos, Jordan	9 (02/12/2016 - Current)	✓	✓																	
Dohy, Adrienne	10 (02/12/2016 - Current)	✓	✓																	
Holmes, Spencer	12 (02/12/2016 - Current)	✓	✓																	
Heckart, Christine	2 (02/15/2016 - Current)	✓	✓																	
Jackson, Nora	12 (02/12/2016 - Current)	✓	✓																	
Loonik, Sibbey	12 (02/12/2016 - 02/16/2016)	✓	✓																	
Malaspina, Jessica	3 (02/15/2016 - Current)	✓	✓																	
Thompson, Kate	8 (02/15/2016 - Current)	✓	✓																	

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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