

[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.

HomeAdminAcademicsTeachersCMS / PLSParents - StudentsHelp

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) Enr			NO
Edit Delete	2) PolR			NO
Edit Delete	3) Bth Certificate			NO
Edit Delete	3) Immunization			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) LPS AWR			NO
Edit Delete	4) RC Semester 1			NO
Edit Delete	5) MAt			NO
Edit Delete	6) LP6 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	Hidden			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.

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Edit Delete	3) Bth Certificate			NO
Edit Delete	3) Immunization			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) LPS AWR			NO
Edit Delete	4) RC Semester 1			NO
Edit Delete	5) MAt			NO
Edit Delete	6) LP6 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	Hidden			NO

Done/Cancel

Embedded Files

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

- 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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