



Submissions Report

Administration>Reports>Enrollments>Submissions Report

You can create a submissions report to track documents received in the office. In this example, the following records are being tracked.

- Student Handbook
- Master Agreement 1
- Master Agreement 2
- Learning Period 1
- Learning Period 2
- Learning Period 3
- Learning Period 4
- Learning Period 5
- Report Card 1
- Report Card 2

You can choose to review reports by

- Items checked
- Items not checked
- All Items (normal view)
- By Learning Center
- By Staff Member
- By Year

Students no longer enrolled show their enrollment date highlighted in yellow. Their squares show gray.

When you click on a square to show you have received a document, it show blue until the page is saved, then it turns green.

You can click on any student name or teacher name to redirect to their dashboard.

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 reporting period if the student was actively enrolled (having 10 or more enrolled days) during the corresponding reporting period, otherwise no checkbox will appear.

[Change Submission Titles](#)

Select an applicable timeframe: <input type="text" value="2008 - 2009"/>	Show staff members whose primary location is: <input type="text" value="(All Learning Centers)"/>
	Show student list or staff member: <input type="text" value="(All Staff Members)"/>
Display	

Results for 2008 - 2009
Generated on 11/29/2008, 08:26am

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](#)

		2008 - 2009									
Kathleen Brenneman Save		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		1Hnbk	1MA	2MA	LP1	LP2	LP3	LP4	LP5	RC1	RC2
Adams, Jon	9 (08/10/2008 - 09/10/2008)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Asimov, Isaac	10 (07/15/2008 - Current)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Baker, Joyce	5 (06/17/2008 - 11/01/2008)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Broderick, Samantha	10 (11/12/2008 - Current)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Doe, Sandra	5 (06/17/2008 - Current)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jenkins, Jennifer	6 (07/21/2008 - Current)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mason, Marjorie	12 (06/17/2008 - Current)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maxim, Thomas	10 (06/17/2008 - Current)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>