



ASCENDER GUIDES



## **Admin - Form Usage - Form Completion Data**



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# Admin - Form Usage - Form Completion Data

## ASCENDER ParentPortal Admin > Form Management > Form Usage > Form Completion Data

This page is only available to users who log on to ASCENDER ParentPortal with a district- or campus-level security administrator user name.

This section allows you to view data from the Form Acceptance tables. These tables store data that is collected when a parent makes changes online to his student's registration information or accepts the data that is currently stored in the registration tables. You can retrieve and delete data for a specific form for the entire campus or district, as well as by parent.

If you are viewing data at the district or campus level, you can export the report to a spreadsheet.

Note that different options are available depending on your log on access.

|   |  |
|---|--|
| <b>Select a form</b>                    | Select the form for which you want to view acceptance data. Once you select a form, the <b>Select a level</b> field appears.                         |
| <b>Select a level</b>                   |  |
| <b>Total Students Matching Criteria</b> | The total number of students at the selected campus or district who have submitted the selected form is displayed. The data details can be exported. |

### Export data:

|                                       |  |
|---------------------------------------|--|
| <b>Students With Completed Forms</b>  | Export a list of students who have records indicating that the data has been accepted (with or without changes).<br>The report includes the following data: campus, grade level, student name, and contact information for the parent/guardian who accepted the form data. |
| <b>Students With Incomplete Forms</b> | Export a list of students who do not have records indicating that the data has been accepted.<br>The report includes the following data: campus, grade level, student name, and the contact information for parent 1.  |

- If you are viewing data at the district level, a district-wide report is generated.
- If you are viewing data at the campus level, a campus-wide report is generated.

Click the right **Export** button to



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