



ASCENDER GUIDES



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



# Table of Contents

**Admin - Form Usage - Form Completion Data** ..... 1



# 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>	<p>This field is only displayed once you have selected a form.</p> <p>Select the view:</p> <ul style="list-style-type: none"> <li>• District - View all records for the selected form for all students in the district.</li> <li>• Campus - View all records for the selected form for all students at a particular campus. The <b>campus</b> drop-down field appears allowing you to select the campus.</li> <li>• Parent/Guardian - View or delete all records for the selected form for one specific parent/guardian. Additional fields are displayed to allow you to locate the parent.</li> <li>• A grid is displayed which lists all parents who currently have acceptance records for the selected form, and the number of records.</li> <li>• You can select a parent by clicking <b>Select</b> in the grid, or click <b>Select all</b> to select all parents in the grid.</li> <li>• If the grid is too long, you can search for a specific parent by user name or by email address. <ol style="list-style-type: none"> <li>1. Type a user name or email address.</li> <li>2. Click <b>Search</b>. If a matching parent is found who has acceptance records for the selected form, the parent is displayed.</li> <li>3. Click <b>Select</b> to select the parent.</li> </ol> </li> <li>• To clear the records according to the specified criteria: <ol style="list-style-type: none"> <li>1. Click <b>Delete</b>. A message is displayed prompting you to confirm that you want to delete the records.</li> <li>2. Click <b>OK</b>. A message indicates the number of records deleted.</li> </ol> </li> </ul>
<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). 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. 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



## Back Cover