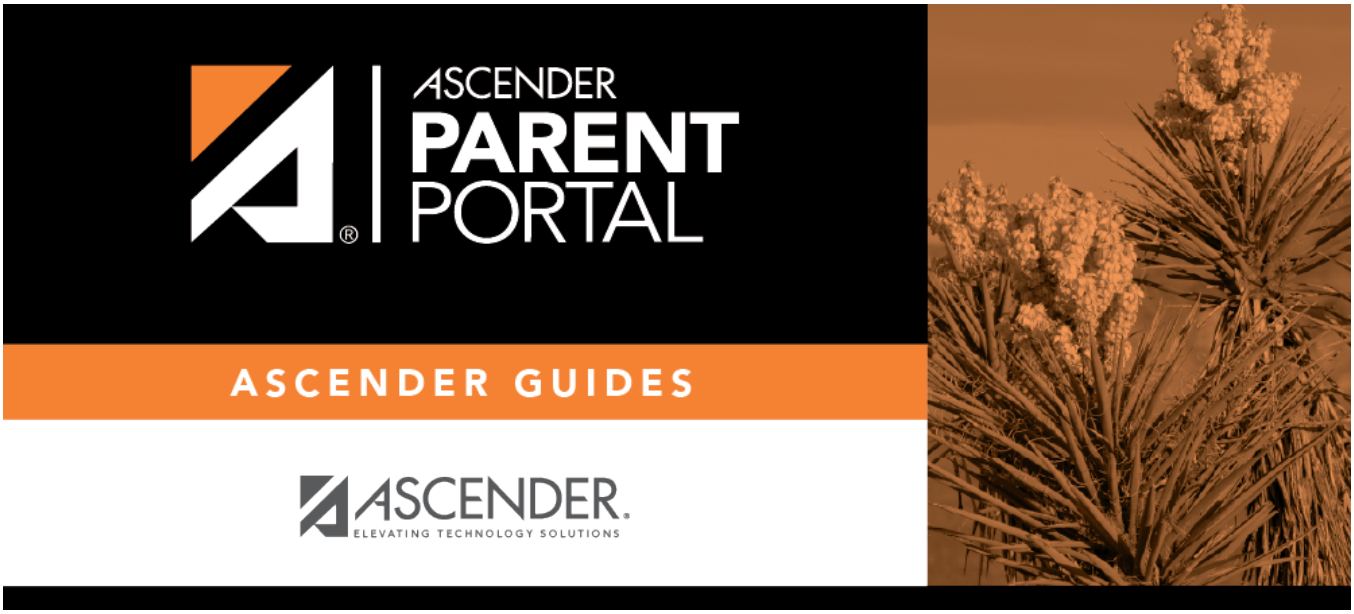



# Admin - Form Usage - Form Completion Data

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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.

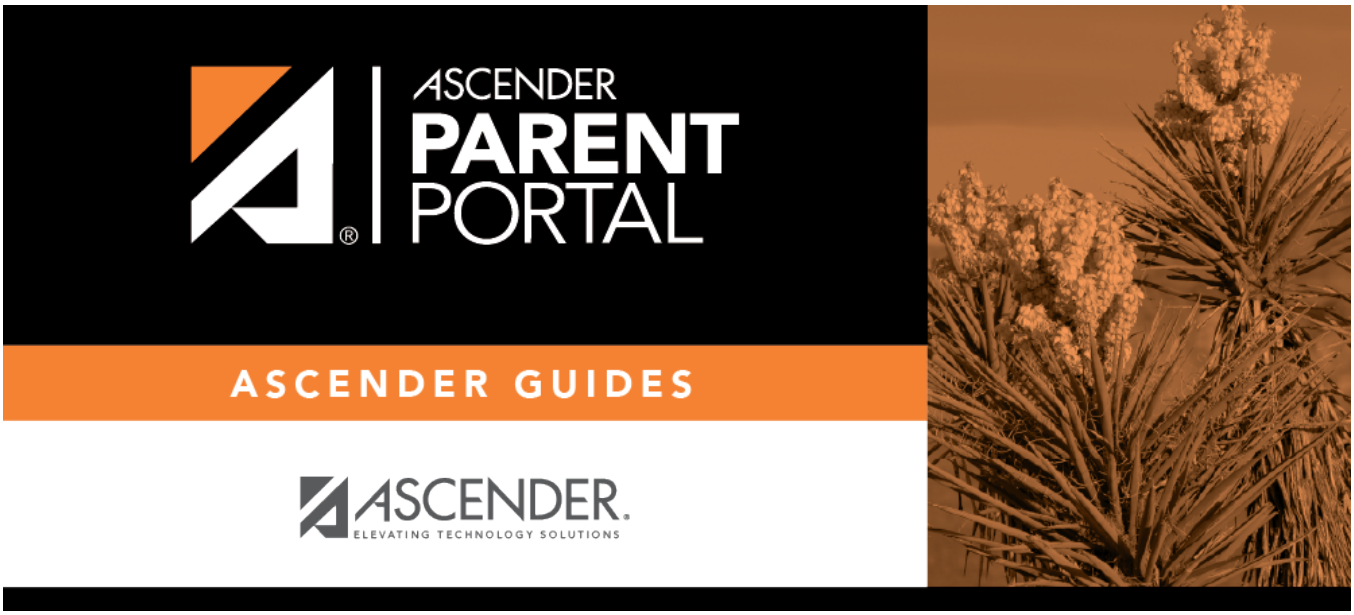
Note that different options are available depending on your log on access.

| | |
|---|---|
| **Select a form** | Select the form for which you want to view acceptance data. Once you select a form, the **Select a level** field appears. |
| **Select a level** | This field is only displayed once you have selected a form.<br><br>Select the view:<br>• District - View all records for the selected form for all students in the district.<br><br>• Campus - View all records for the selected form for all students at a particular campus. The **campus** drop-down field appears allowing you to select the campus.<br><br>• 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.<br>• A grid is displayed which lists all parents who currently have acceptance records for the selected form, and the number of records.<br><br>• You can select a parent by clicking **Select** in the grid, or click **Select all** to select all parents in the grid.<br><br>• If the grid is too long, you can search for a specific parent by user name or by email address.<br>1. Type a user name or email address.<br>2. Click **Search**. If a matching parent is found who has acceptance records for the selected form, the parent is displayed.<br>3. Click **Select** to select the parent.<br>• To clear the records according to the specified criteria:<br>1. Click **Delete**. A message is displayed prompting you to confirm that you want to delete the records.<br>2. Click **OK**. A message indicates the number of records deleted. |
| **Total Students Matching Criteria** | 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:

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


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