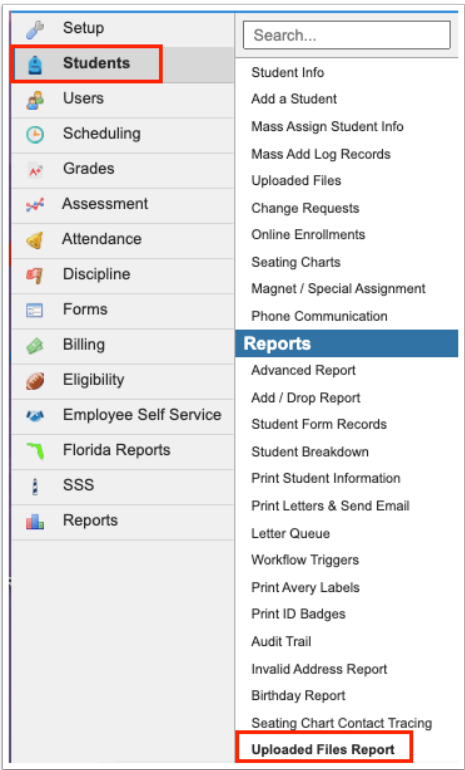


Uploaded Files Report

The Uploaded Files Report is used to search for files that have been uploaded to any student field with the type of File Upload. Users can search based on date range, uploader, student, student field, and file text. Files can be selected and exported to a zip file or to PDF.

Viewing the Uploaded Files Report

1. In the **Students** menu, click **Uploaded Files Report**.



2. Enter one or multiple criteria with which to generate the report. Leave all criteria blank to return uploaded files for all students.

- Date Range:** Limits report results to files uploaded in the specified date range.
- Uploader:** Limits report results to files uploaded by the selected user(s). Scroll and select the desired user(s), or type the user ID number, full name, or partial name into the filter and select the desired user(s).
- Student:** Limits report results to selected student(s). Scroll and select the desired student(s), or type the student ID number, full name, or partial name into the filter and select the desired student(s).

Student Field: Limits report results to files uploaded into the selected student field(s).

File Text: Limits report results to files that have the specified word or phrase either in the file title or mentioned in the file itself.

3. Click **Run Report**.

Uploaded Files Report

Criteria

Date Range → Uploader Student Source Student Field File Text

Default Run Report

Uploaded files that meet the search criteria are listed. The report includes the student name, file name, file type, field where the file was uploaded, date, and uploader.

4. To download one or multiple files, select the check box next to each item or click **Check All** at the top of the column to select all items.

Extract Data

Generate ZIP Archive Generate PDF

Report

Prev Page: 1 / 270 Next Export Filter: OFF Toggle Columns

Check All	Student	File Name	File Type	Field	Date/Time	Uploader
<input type="checkbox"/>	Charlie Abe	Grade 9 F Letter	pdf	Letter Log: Letter PDF	01/26/2022	
<input type="checkbox"/>	Dexter Acosta	IMG_1354	jpg	Proof Of Residence	09/29/2020	
<input type="checkbox"/>	Andrew Schmadeke	proof of birth	png	Proof Child's DOB	08/18/2020	
<input type="checkbox"/>	Andrew Schmadeke	proof_residence	png	Proof Of Residence	08/18/2020	
<input checked="" type="checkbox"/>	Liborio Pacheco	EL Plan 6-9-2020	pdf	ELL Plan Sheet	07/21/2020	
<input checked="" type="checkbox"/>	Maria Townsend	EL Plan 6-1-2020	pdf	ELL Plan Sheet	07/09/2020	
<input checked="" type="checkbox"/>	Alan Burkhardt	EL Plan 6-1-2020	pdf	ELL Plan Sheet	07/09/2020	
<input type="checkbox"/>	Karl Collier	EL Plan 6-1-2020	pdf	ELL Plan Sheet	07/09/2020	
<input type="checkbox"/>	David Cool	EL Plan 6-1-2020	pdf	ELL Plan Sheet	07/09/2020	
<input type="checkbox"/>	Ernest Eaglin	EL Plan 6-1-2020	pdf	ELL Plan Sheet	07/09/2020	
<input type="checkbox"/>	Louis Borrego	EL Plan 6-1-2020	pdf	ELL Plan Sheet	07/09/2020	
<input type="checkbox"/>	Tulla Alanis	EP_100147502_1119	pdf	Proof Of Residence	06/22/2020	
<input type="checkbox"/>	Tulla Alanis	ProgressReportV2_100025952_444	pdf	Progress Report	06/22/2020	
<input type="checkbox"/>	Atzin Mena	EP_100147507_658	pdf	Proof Of Residence	06/22/2020	
<input type="checkbox"/>	Atzin Mena	ProgressReportV2_100025951_5732	pdf	Progress Report	06/22/2020	
<input type="checkbox"/>	Roland Castillo	Rueben IEPv2Final_101198045_210	pdf	Proof Of Residence	06/22/2020	
<input type="checkbox"/>	Roland Castillo	Rueben ProgressReportV2_100967905_410	pdf	Progress Report	06/22/2020	
<input type="checkbox"/>	Addie Espinosa	EP_100134492_3840 (1)	pdf	Proof Of Residence	06/22/2020	
<input type="checkbox"/>	Addie Espinosa	ProgressReportV2_100116577_129	pdf	Progress Report	06/22/2020	
<input type="checkbox"/>	David Ferrer	IEPv2Final_101209189_642	pdf	Proof Of Residence	06/22/2020	
<input type="checkbox"/>	David Ferrer	ProgressReportV2_100851962_3915	pdf	Progress Report	06/22/2020	
<input type="checkbox"/>	Germinal Guillen	IEPv2Final_101192205_2233 (2)	pdf	Proof Of Residence	06/22/2020	
<input type="checkbox"/>	Germinal Guillen	ProgressReportV2_100571183_5740	pdf	Progress Report	06/22/2020	
<input type="checkbox"/>	Caifas Nino	ProgressReportV2_100937374_5558	pdf	Progress Report	06/22/2020	

5. Click **Generate Zip Archive** to generate and download a zip file of the selected files. Click **Generate PDF** to generate a PDF of the selected files, which can be downloaded to your computer or printed.

Extract Data

Generate ZIP Archive
Generate PDF

Report

« Prev Page: 1 / 270 Next »
Export
Filter: OFF
Toggle Columns

Check All	Student	File Name	File Type	Field	Date/Time	Uploader
<input type="checkbox"/>	Charlie Abe	Grade 9 F Letter	pdf	Letter Log: Letter PDF	01/26/2022	
<input type="checkbox"/>	Dexter Acosta	IMG_1354	jpg	Proof Of Residence	09/29/2020	
<input type="checkbox"/>	Andrew Schmadeke	proof of birth	png	Proof Child's DOB	08/18/2020	
<input type="checkbox"/>	Andrew Schmadeke	proof_residence	png	Proof Of Residence	08/18/2020	
<input checked="" type="checkbox"/>	Liborio Pacheco	EL Plan 6-9-2020	pdf	ELL Plan Sheet	07/21/2020	
<input checked="" type="checkbox"/>	Maria Townsend	EL Plan 6-1-2020	pdf	ELL Plan Sheet	07/09/2020	
<input checked="" type="checkbox"/>	Alan Burkhardt	EL Plan 6-1-2020	pdf	ELL Plan Sheet	07/09/2020	
<input type="checkbox"/>	Karl Collier	EL Plan 6-1-2020	pdf	ELL Plan Sheet	07/09/2020	
<input type="checkbox"/>	David Cool	EL Plan 6-1-2020	pdf	ELL Plan Sheet	07/09/2020	
<input type="checkbox"/>	Ernest Eaglin	EL Plan 6-1-2020	pdf	ELL Plan Sheet	07/09/2020	
<input type="checkbox"/>	Louis Borrego	EL Plan 6-1-2020	pdf	ELL Plan Sheet	07/09/2020	
<input type="checkbox"/>	Tulla Alanis	EP_100147502_1119	pdf	Proof Of Residence	06/22/2020	
<input type="checkbox"/>	Tulla Alanis	ProgressReportV2_100025952_444	pdf	Progress Report	06/22/2020	
<input type="checkbox"/>	Atzin Mena	EP_100147507_658	pdf	Proof Of Residence	06/22/2020	
<input type="checkbox"/>	Atzin Mena	ProgressReportV2_100025951_5732	pdf	Progress Report	06/22/2020	
<input type="checkbox"/>	Roland Castillo	Rueben IEPv2Final_101198045_210	pdf	Proof Of Residence	06/22/2020	
<input type="checkbox"/>	Roland Castillo	Rueben ProgressReportV2_100967905_410	pdf	Progress Report	06/22/2020	
<input type="checkbox"/>	Addie Espinosa	EP_100134492_3840 (1)	pdf	Proof Of Residence	06/22/2020	
<input type="checkbox"/>	Addie Espinosa	ProgressReportV2_100116577_129	pdf	Progress Report	06/22/2020	
<input type="checkbox"/>	David Ferrer	IEPv2Final_101209189_642	pdf	Proof Of Residence	06/22/2020	
<input type="checkbox"/>	David Ferrer	ProgressReportV2_100851962_3915	pdf	Progress Report	06/22/2020	
<input type="checkbox"/>	Germinal Guillen	IEPv2Final_101192205_2233 (2)	pdf	Proof Of Residence	06/22/2020	
<input type="checkbox"/>	Germinal Guillen	ProgressReportV2_100571183_5740	pdf	Progress Report	06/22/2020	
<input type="checkbox"/>	Caifas Nino	ProgressReportV2_100937374_5558	pdf	Progress Report	06/22/2020	

6. To save a report, including the search criteria and other filters set, click the **Save** icon at the top of the screen.

Uploaded Files Report

Criteria

06/01/2020 → 07/07/2022
Date Range

Uploader

Student

Source

Student Field

File Text

Default

Save
Run Report

Extract Data

Generate ZIP Archive
Generate PDF

Report

« Prev Page: 9 / 10 Next »
Export
Filter: OFF
Toggle Columns

Check All	Student	File Name	File Type	Field	Date/Time	Uploader
<input type="checkbox"/>	Jonathan Roberts	ESE Referral Form	pdf	ESE Referral- Form 7	06/01/2020	
<input type="checkbox"/>	Jonathan Roberts	ESE Referral Data Form	pdf	PST SIS Entry ESE Referral- Form 6	06/01/2020	
<input type="checkbox"/>	Jonathan Roberts	James Maker ESE Referral Packet	pdf	Speech-Language Screening Report- Form 8	06/01/2020	
<input type="checkbox"/>	Jonathan Roberts	James Maker Grades STAR Reading Eggs RTI Intervention I	pdf	Supportive Data For Summary I - Form 5	06/01/2020	
<input type="checkbox"/>	Jonathan Roberts	RTI II Plan Summary	pdf	Supportive Data For Summary II	06/01/2020	

7. Enter a **Report Name** and click **Save**.

8. Click the **X** to close the pop-up window.

X
Save Report

Report Name:

Save

The report is now available in the pull-down, and can be selected and regenerated as needed.

Uploaded Files Report

Criteria

Date Range → [June 2020 to Present] Uploader [v] Student [v] Source [v] Student Field [v] File Text [v]

Extract Data

[Generate ZIP Archive] [Generate PDF]

9. To modify a previously saved report, select the report in the pull-down, make any desired changes to the criteria, and click the **Update** icon.

Uploaded Files Report

Criteria

Date Range → [June 2020 to Present] Uploader [v] Student [v] Source [v] Student Field [v] File Text [v]

Extract Data

[Generate ZIP Archive] [Generate PDF]

10. In the pop-up window, click **Save**, and click **X** to close the window.

This will overwrite the previously saved report with your new changes.

Save Report

Report Name:
June 2020 to Present

[Save]

11. To delete a saved report, select the report and click the **Delete** icon.

Uploaded Files Report

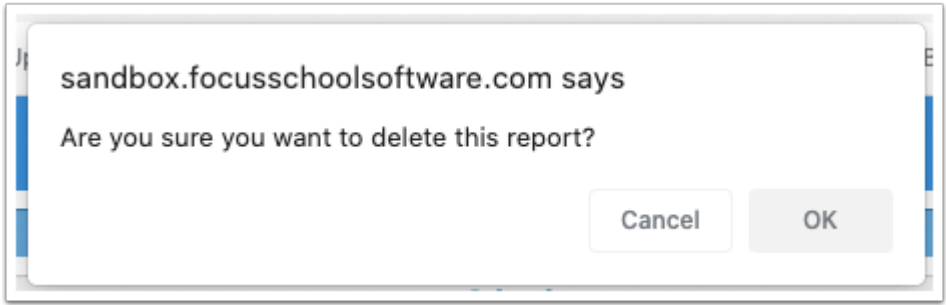
Criteria

Date Range → [June 2020 to Present] Uploader [v] Student [v] Source [v] Student Field [v] File Text [v]

Extract Data

[Generate ZIP Archive] [Generate PDF]

12. In the confirmation message, click **OK**.



i Like other saved reports, saved Uploaded Files Reports can be accessed from the Saved Reports screen under the Reports menu. If the report was created by you, you will also be able to access it by clicking the report name in the Reports menu.

