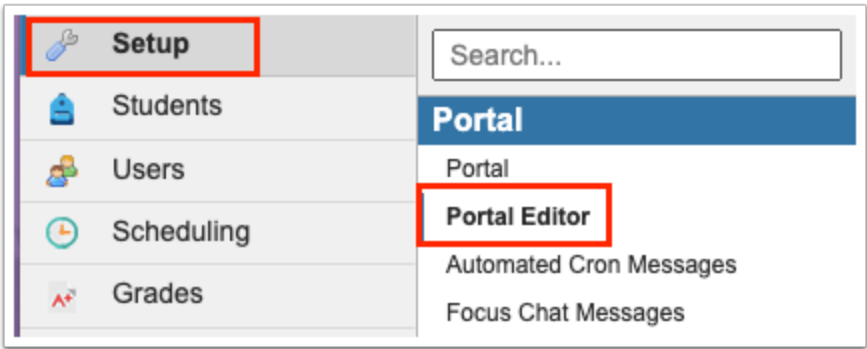# Push to School Folder

The "Push to School Folder" functionality allows the district to push state reporting files, such as verification reports, DOE and error reports, and FTE summary reports, to school-based users via the School Folder on the Portal. In order to use this functionality, the School Folder block must be added to the Portal for the appropriate profiles using the Portal Editor. There is also a setting for the School Folder in Florida Reports Setup to determine how many days files display before they expire.

Adding the School Folder Block to the Portal

In the Portal Editor, the School Folder block must be added to the Portal for the appropriate profiles in order for those users to view the files that were pushed out by the district.

ℹ️   See Portal Editor for detailed instructions on adding or editing dashboards.

1. In the **Setup** menu, click **Portal Editor**.

2. On the left side of the screen, use the **Dashboards** pull-down to select the dashboard to add the School Folder to.

3. Ensure the appropriate profiles are selected for the dashboard.

4. In the **Blocks** tab on the left side of the screen, select **School Folder** in the pull-down.

5. Click the block in the layout where you want the school folder to display.

6. Click **Save**. Repeat this process for other dashboards that need access to the School Folder.

Setting the District Options for the School Folder

In the Florida Reports Setup screen, the "Number of Days Until File in School Folder Expires" district option determines how long files display in the School Folder before they expire. The default setting is "none," which means files will not expire.

1. In the **Florida Reports** menu, click **Florida Reports Setup.**

2. Click the **District Options** tab.

3. Scroll down and locate the setting **Number of Days Until File in School Folder Expires.**

4. Click the text box and enter a number.

5. Click **Set Florida Options** at the top of the screen to save.

Pushing Files to the School Folder

The district can push state reporting files to the School Folder for school users to view.

Florida DOE Extracts and Verification Reports Scheduled Job

When the "Push Verification Report Results to School Folder" option is selected for the Florida DOE Extracts and Verification Reports scheduled job, the selected schools will receive a link to view the the verification reports for their school in the School Folder block.

ℹ️   See Scheduled Jobs for more details on how to create and edit scheduled jobs.

1. In the **Setup** menu, click **Scheduled Jobs**.
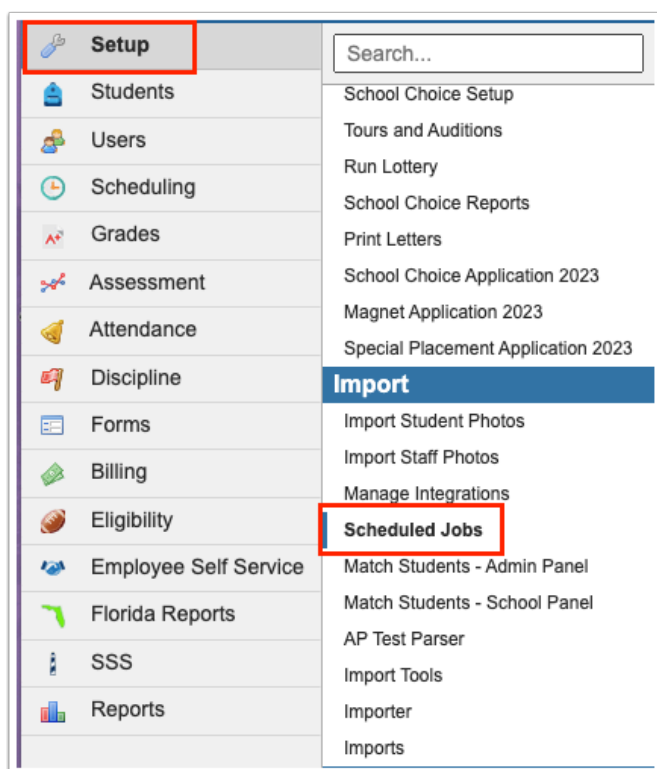
2. If the job has not yet been be created, select **Florida DOE Extracts and Verification Reports** in the pull-down at the top-right corner of the screen and click **Create Job**.
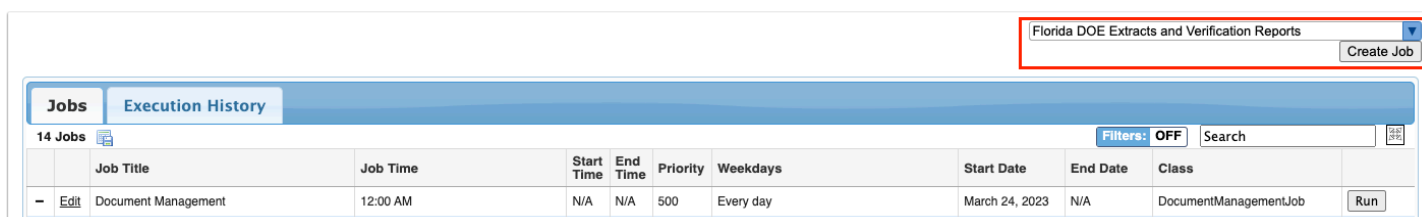
If the job has already been created, click **Edit** next to the Florida DOE Extracts and Verifications Reports job in the Jobs list.
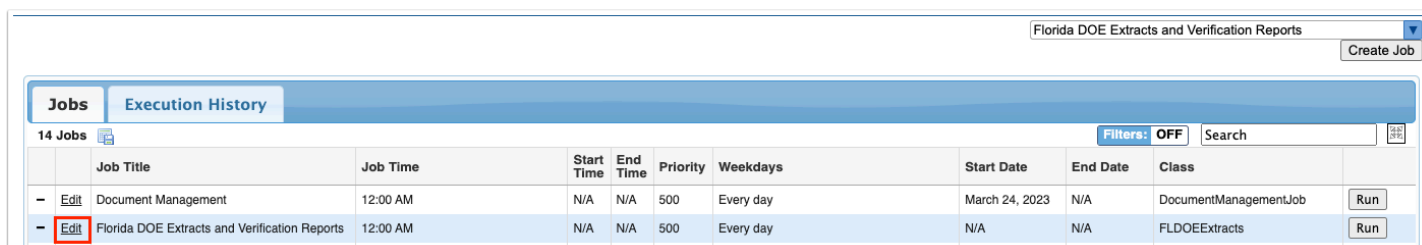
3. Enter the settings for the scheduled job, including the **School Year, Program(s), Extract Area(s), Survey(s),** and **Extract(s).**

4. Select **Push Verification Report Results to School Folder** and select the **School(s).**

5. Click **Save** at the top of the screen.

When the job runs, the School Folder for the selected schools will display a link to view the verification reports for their school.

FTE Summary Reports (Breakdown)

The FTE Summary Reports (Breakdown) screen allows district staff to run a variety of FTE summary reports based on the O-file or initial file for surveys 1-4. The reports can be run for one school or all schools in the district. The reports can be published to School Folder(s) for school staff to review.

ℹ️ See FTE Summary Reports (Breakdown) for more details on each report's use.

1. In the **Florida Reports** menu, click **FTE Summary Reports (Breakdown).**

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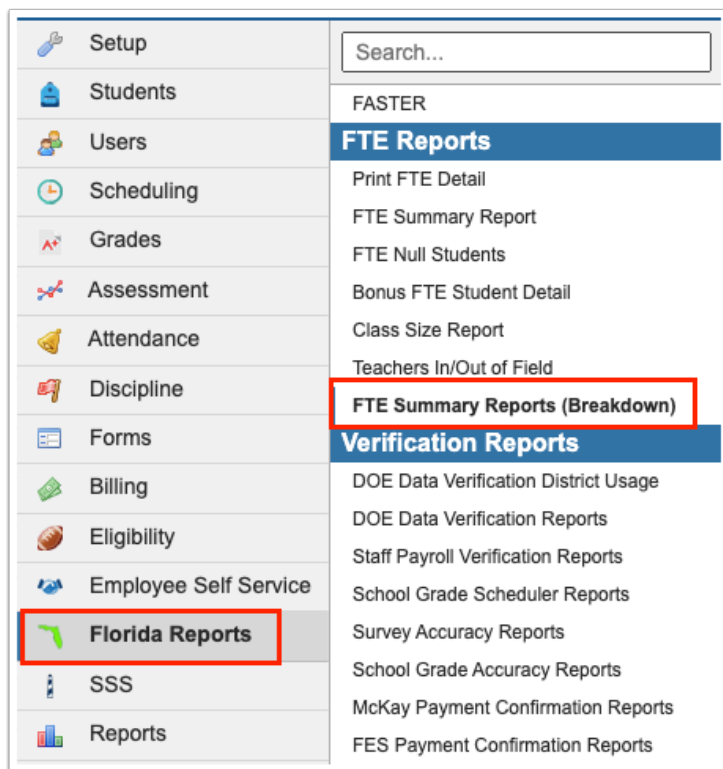
2. Click the report to generate on the left side of the screen.
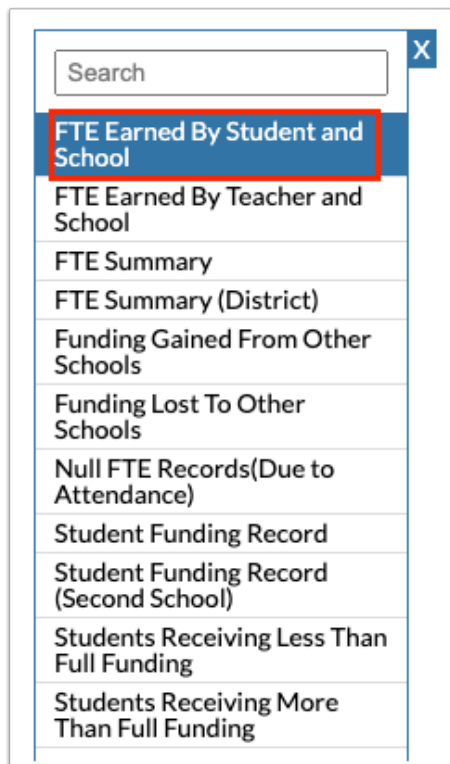
3. Select the report criteria at the top of the screen.

4. To publish the report to the School Folder(s), click the **Push PDF to School Folder(s)** button at the top-right corner of the screen.

The selected report will be sent to the appropriate School Folder. If "Search All Schools" was selected on the report, PDFs will be sent to each school's School Folder. School staff will only be able to access reports for schools they have permissions to. The PDF of the report contains a signature line so that school staff can sign off on the report if the district requires it.

Download DOE & Error Reports

Files from the Download DOE & Error Reports screen can be pushed to School Folders for school users to review.

🛈   See Download DOE & Error Reports for more details on using this screen.

1. In the **Florida Reports** menu, click **Download DOE & Error Reports**.

2. Select the applicable **Survey** and **Extract**. Click **List Files**.

3. In the list of Available Files, select the desired file.

Available Files

Select which file you would like to download:
- ○ O-File (F60775O)
- ○ Initial or Batch Edit Listing (F60780)
- ○ Initial or Batch Records in Error (F60786)
- ○ Duplicate Report (Initial Only) (F60805)
- ○ Validation Records in Error (F62584)
- ○ Validation/Exception Report (F60802)
- ○ Validation/Exception Report (F70752)

4. Select the **File Format**.

File Format: Text File ⬍

5. Click **Push to School Folders**.

Download File   Push to School Folders

The selected file will be sent to each school's School Folder.

Viewing, Downloading, and Dismissing Files in the School Folder

Once the district has pushed a file to the School Folder, school staff who have a Portal dashboard that contains the School Folder block will see links to the files. School staff will only see files for their own school. The files will remain in the School Folder block until they are dismissed by the user, or they will automatically expire after the number of days set in the district option.

The files/reports available to the school will display in the School Folder on the Portal.

After clicking a link, the file will download or the report will open in a new tab or window.

To hide a file from the School Folder, select **Dismiss**. The file will only be hidden for that particular user; all other users with access to the School Folder will still see the full list.

To view files that have been dismissed, select **View Dismissed**. Dismissed files will be listed with the Dismiss check box selected.

School Folder

☑ **View Dismissed**

Date Published	Download Report	Dismiss
02/18/22 09:52am	Survey 2 Verification Reports (440041)	☐
09/09/20 02:51pm	Survey 2 Verification Reports (440041)	☐
09/08/20 01:18pm	Survey 2 Verification Reports (440041)	☑
10/24/19 11:38am	Student Demographic Information: Initial or Batch Edit Listing	☐
07/24/19 02:17pm	F71345 Recalibrated FTE by District, School, Program (F71345) [Survey 4]	☑
02/15/18 04:22pm	FTE Summary - 0041	☑
02/15/18 10:56am	Student Discipline/Resultant Action: Initial or Batch Edit Listing	☑
02/15/18 10:16am	FTE Summary - 0041	☑