


# Push to School Folder

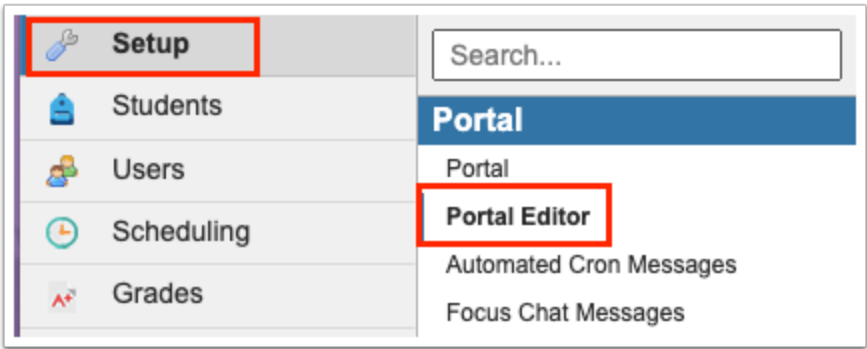
The "Push to School Folder" functionality allows the district to push state reporting files, such as verification reports, DOE and error reports, and FTE summary reports, to school-based users via the School Folder on the Portal. In order to use this functionality, the School Folder block must be added 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.

 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.

Panel Row/Col Control

ROWS + COLS +  
ROWS - COLS -

Title  
School Admin

☐ Default Dashboard

Profiles

☐ Scheduling

☒ School Admin

☐ School Assessment Coordinators

☐ School Guidance Counselor

☐ School Health

☐ School Help Desk-Data Support

☐ School Nurse

☐ School Office Clerk

**Dashboards**

School Admin

Blocks Graphs HTML

Choose A Program

Alerts Upcoming Events Click Here to add block

Find A Student Messages Click Here to add block

Featured Programs Click Here to add block Click Here to add block

Save

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

Panel Row/Col Control

ROWS + COLS +  
ROWS - COLS -

Title  
School Admin

☐ Default Dashboard

Profiles

☐ Scheduling

☒ School Admin

☐ School Assessment Coordinators

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**Dashboards**

School Admin

Blocks Graphs HTML

Choose A Program

Alerts Upcoming Events Click Here to add block

Find A Student Messages Click Here to add block

Featured Programs Click Here to add block Click Here to add block

Save

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

Panel Row/Col Control

ROWS + COLS +  
ROWS - COLS -

Title  
School Admin

☐ Default Dashboard

Profiles

☐ Scheduling

☒ School Admin

☐ School Assessment Coordinators

☐ School Guidance Counselor

☐ School Health

☐ School Help Desk-Data Support

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☐ School Office Clerk

**Dashboards**

School Admin

**Blocks** Graphs HTML

School Folder

Alerts Upcoming Events Click Here to add block

Find A Student Messages Click Here to add block

Featured Programs Click Here to add block Click Here to add block

Save

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

Panel Row/Col Control

ROWS + COLS +

ROWS - COLS -

Title

School Admin

☐ Default Dashboard Profiles

☐ Scheduling

☒ School Admin

☐ School Assessment Coordinators

☐ School Guidance Counselor

☐ School Health

☐ School Help Desk-Data Support

☐ School Nurse

☐ School Office Clerk

Dashboards

School Admin

Blocks Graphs HTML

School Folder

Alerts

Upcoming Events

Click Here to add block

Find A Student

Messages

Click Here to add block

Featured Programs

School Folder

Click Here to add block

Save

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**.

Setup	Search...
Students	Missing Children Report
Users	Health Services Reports
Scheduling	Talented Twenty
Grades	EWS
Assessment	Students in Both Survey 2 and 3
Attendance	Cohort Reports
Discipline	P-EBT Data Collection
Forms	K12 Extract Field Defaults
Billing	Survey - Production Discrepancies
Eligibility	WDIS Extract Field Defaults
Employee Self Service	View Background Tables
<b>Florida Reports</b>	FES Import Exceptions
SSS	<b>Assessment</b>
Reports	Pre-ID Extracts
	Process Assessments
	<b>Setup</b>
	<b>Florida Reports Setup</b>
	School List Setup
	Pre-ID Template Setup
	EOY Processing
	Hope Scholarship Incident Process
	Import Peer Data
	FES Enrollment/Scheduling Process

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

<div>Search</div> <div> Alternate Membership  Background Tables (Appendices)  <b>District Options</b>  FES Payment File Upload  FES Student List File Upload  Florida Files (NWRDC)  Local EOC  Magic Batch School Control  Pre-ID  Survey Dates  Term Dates </div>	<div>Select the desired Florida State Reporting options to use in the current school year.</div> <div> <div>Set Florida Options</div> <div>Rollover Florida Options</div> </div> <div> District Name: Focus County Schools  Florida State Reporting Option  <input checked="" type="checkbox"/> Variable Course Number Lengths (Length 7-n)  Time to Check for New O-files: Y  FTE Threshold: 0.0000  District Cost Differential (DCD): 0.0000  <input type="checkbox"/> Scale FTE in surveys 2 &amp; 3 based on number of days in term.  <input type="checkbox"/> Carry over DJJ survey 2 &amp; 3 days to summer sessions  <input type="checkbox"/> Cap FTE to 250 minutes for 09-12 Blended Learning Courses over 250 Class Minutes, Weekly.  <input type="checkbox"/> Check semester content when pulling and comparing virtual schedules and grades in survey 4  <input type="checkbox"/> Allow non Course History grades to match to inactive virtual schedules for survey 4  <input type="checkbox"/> Limit grade records pulled to only those marked as course history for survey 4  <input type="checkbox"/> Do not pull records with WF or WP course grades in survey 4  <input type="checkbox"/> Do not pull active virtual schedule records with no grade records in survey 4  <input type="checkbox"/> Verification Reports - Output errors for fields with missing data that get defaults in the extracts  <input type="checkbox"/> Verification Reports - Output errors for fields with missing data and an incorrect default code set  <input type="checkbox"/> Verification Reports - Hide date inputs on verification report screens.  Verification Reports - Max Number of Error Records to Display per Edit: Y  <input type="checkbox"/> Class Size Report - Do not use Rotation Days  <input type="checkbox"/> DMV - Send Gradelevels 30 &amp; 31  <input type="checkbox"/> DMV - Allow Users to Pull Second School Enrollment Records  <input type="checkbox"/> Enrollment Discrepancies - Do not show future enrollment records. </div>
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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.

☐ Teachers In/Out Field - Flag teachers missing reading endorsement as out-of-field if teaching Tier 3 Reading Intervention students.  
 In/Out Field Report Page Size (If left blank default will be 20): none  
☐ Pull Industry Certifications from Course History  
☐ Print control characters on text files downloaded through DOE & Error Reports.  
 Number of Days Until File in School Folder Expires:   
☐ WDIS - Pulling Survey F 2023-2024 from current school year 2022-2023  
 WDIS - Hours reported as next highest integer value (ceiling) rather than with regular rounding: No Formats ▼  
☐ WDIS - Disable AGE Attendance Threshold Policy

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

- Alternate Membership
- Background Tables (Appendices)
- District Options**
- FES Payment File Upload
- FES Student List File Upload
- Florida Files (NWRDC)
- Local EOC
- Magic Batch School Control
- Pre-ID
- Survey Dates
- Term Dates

Select the desired Florida State Reporting options to use in the current school year.

**Set Florida Options** **Rollover Florida Options**

District Name: Focus County Schools

☒ Variable Course Number Lengths (Length 7~n)

Time to Check for New O-files: Y

FTE Threshold: 0.0000

District Cost Differential (DCD): 0.0000

☐ Scale FTE in surveys 2 & 3 based on number of days in term.

☐ Carry over DJJ survey 2 & 3 days to summer sessions

☐ Cap FTE to 250 minutes for 09-12 Blended Learning Courses over 250 Class Minutes, Weekly.

☐ Check semester content when pulling and comparing virtual schedules and grades in survey 4

☐ Allow non Course History grades to match to inactive virtual schedules for survey 4

☐ Limit grade records pulled to only those marked as course history for survey 4

☐ Do not pull records with WF or WP course grades in survey 4

☐ Do not pull active virtual schedule records with no grade records in survey 4

## Pushing Files to the School Folder

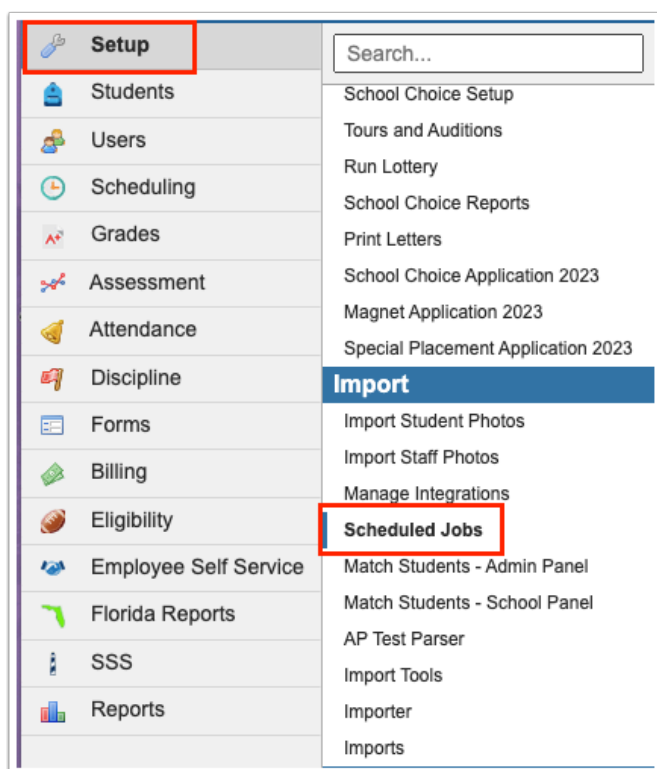
The district can push state reporting files to the School Folder for school users to view.

## Florida DOE Extracts and Verification Reports Scheduled Job

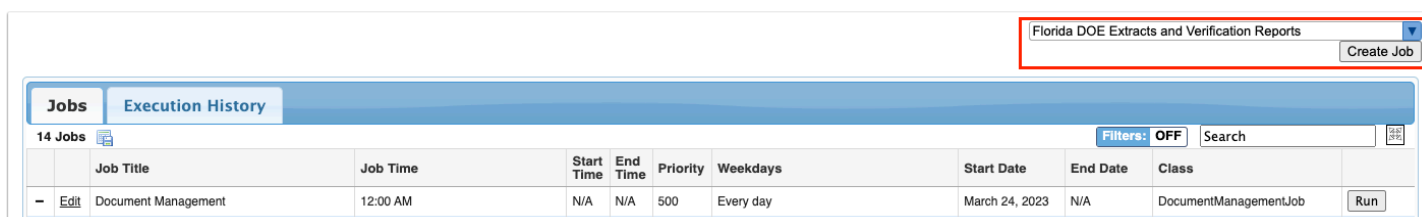
When the "Push Verification Report Results to School Folder" option is selected for the Florida DOE Extracts and Verification Reports scheduled job, the selected schools will receive a link to view the the verification reports for their school in the School Folder block.

 See [Scheduled Jobs](#) for more details on how to create and edit scheduled jobs.

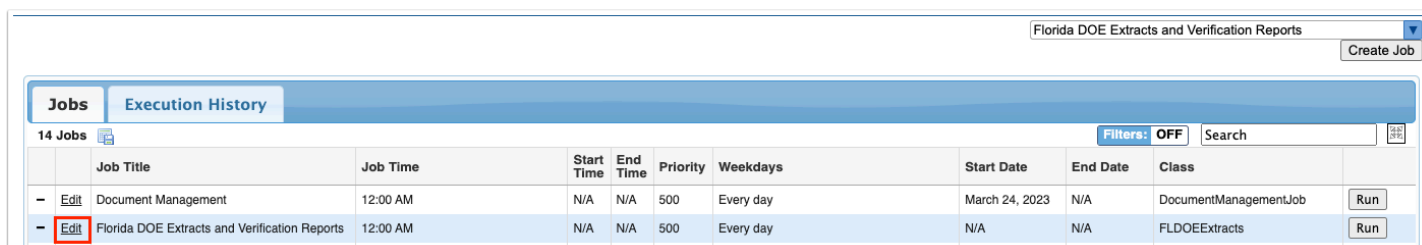
1. In the **Setup** menu, click **Scheduled Jobs**.



2. If the job has not yet been 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)**.

Back Save

Florida DOE Extracts and Verification Reports

Keep the execution history for the selected timeframe (Default: 30).

30

Start Date

If set, this is the first day the cron job will run.

End Date

If set, this is the last day the cron job will run.

E-mail address

The results of the cron job will be sent to this address.

School Year:

Default School Year

Program(s):

Extracts (Initials), Verif...

Extract Area(s):

PK-12

Survey(s):

Survey 2

Extract(s):

English Language Learners Information (PK-12), E...

☐ Don't Update Verification Overview Tables (Used for District Verification Usage Report)

☒ Push Verification Report Results to School Folder
 

School(s):

Adult Education - 9103 (449103), Batman Scholarship - 3518 (...)

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.

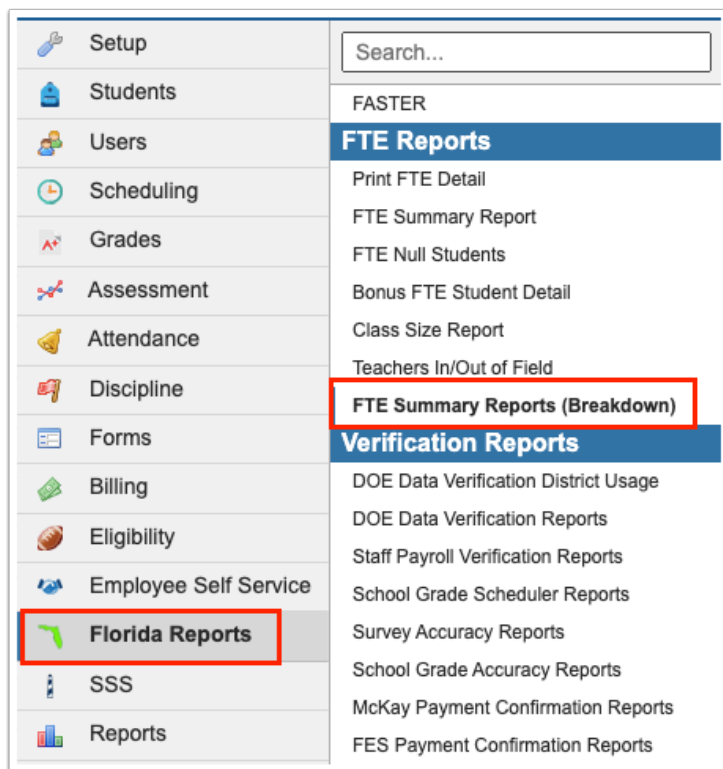
## FTE Summary Reports (Breakdown)

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.

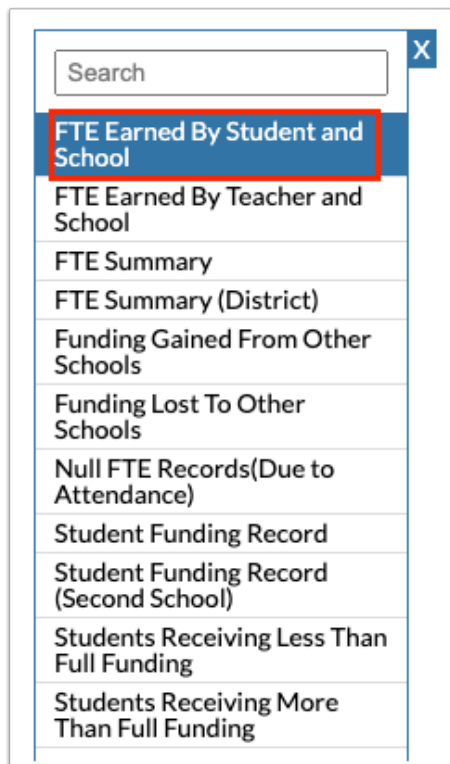


See [FTE Summary Reports \(Breakdown\)](#) for more details on each report's use.

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



2. Click the report to generate on the left side of the screen.



3. Select the report criteria at the top of the screen.



Survey: Survey 3
☒ Search All Schools

Format: Estimate (Initial)
Initial Table: Generated Initial

FTE Type: Reported FTE

Push PDF to School Folder(s)

Print PDF

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.

Survey: Survey 3
☒ Search All Schools

Format: Estimate (Initial)
Initial Table: Generated Initial

FTE Type: Reported FTE

Push PDF to School Folder(s)

Print PDF

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**.

Setup	Search...
Students	<b>Verification Reports</b>
Users	DOE Data Verification District Usage
Scheduling	DOE Data Verification Reports
Grades	Staff Payroll Verification Reports
Assessment	School Grade Scheduler Reports
Attendance	Survey Accuracy Reports
Discipline	School Grade Accuracy Reports
Forms	McKay Payment Confirmation Reports
Billing	FES Payment Confirmation Reports
Eligibility	Combined Student FTE Records (Claims)
Employee Self Service	WDIS Data Verification District Usage
<b>Florida Reports</b>	<b>Download DOE &amp; Error Reports</b>
SSS	<b>Extracts</b>
Reports	Generate DOE Extracts
	Generate McKay Extracts

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

**This page provides access to DOE supplied reports.**

Survey:  ▼

Extract:  ▼

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.

School Folder		
<input type="checkbox"/> View Dismissed		
Date Published	Download Report	Dismiss
02/18/22 09:52am	Survey 2 Verification Reports (440041)	<input type="checkbox"/>
09/09/20 02:51pm	Survey 2 Verification Reports (440041)	<input type="checkbox"/>
10/24/19 11:38am	Student Demographic Information: Initial or Batch Edit Listing	<input type="checkbox"/>
07/24/19 02:17pm	F71345 Recalibrated FTE by District, School, Program (F71345) [Survey 4]	<input type="checkbox"/>

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.

School Folder		
<input type="checkbox"/> View Dismissed		
Date Published	Download Report	Dismiss
02/18/22 09:52am	Survey 2 Verification Reports (440041)	<input type="checkbox"/>
09/09/20 02:51pm	Survey 2 Verification Reports (440041)	<input type="checkbox"/>
10/24/19 11:38am	Student Demographic Information: Initial or Batch Edit Listing	<input type="checkbox"/>
07/24/19 02:17pm	F71345 Recalibrated FTE by District, School, Program (F71345) [Survey 4]	<input type="checkbox"/>

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)	<input type="checkbox"/>
09/09/20 02:51pm	Survey 2 Verification Reports (440041)	<input type="checkbox"/>
09/08/20 01:18pm	Survey 2 Verification Reports (440041)	<input checked="" type="checkbox"/>
10/24/19 11:38am	Student Demographic Information: Initial or Batch Edit Listing	<input type="checkbox"/>
07/24/19 02:17pm	F71345 Recalibrated FTE by District, School, Program (F71345) [Survey 4]	<input checked="" type="checkbox"/>
02/15/18 04:22pm	FTE Summary - 0041	<input checked="" type="checkbox"/>
02/15/18 10:56am	Student Discipline/Resultant Action: Initial or Batch Edit Listing	<input checked="" type="checkbox"/>
02/15/18 10:16am	FTE Summary - 0041	<input checked="" type="checkbox"/>