

# Completing a Form

pd-help.frontlineeducation.com/hc/en-us/articles/115004310168-Completing-a-Form

*The navigation steps included in this article contain directions for both the legacy system and the Insights Platform. Follow the path specific to your application.*

Take note, this article provides generic information about forms completion. Because each district could conceivably use a different customized form, and fill it out differently, this article may not address your specific needs. Contact your organization's administrator if you require specific form information.

Forms requiring completion appear in the "Action Required" area of the LearningPlan section.

Legacy: Learning Plan (tab)

Platform: Learning Plan

Examples of forms that may require end-user completion include Pre or Post-Observation forms, Self-Reflection, and Goal Setting forms.

Forms that are ready to complete and submit have a status of "awaiting form submission", as shown in the following image, within the "Action Required" area of the LearningPlan section.

My Proposals

My Requests - Ben Learner

My Evaluation - Ben Learner

Scheduled Components

**FFT 2018 Announced Observation Form (v16.03) - FFT 2018 Announced Observation**  
Status: [scheduled](#)  
Date: 09/25/2018 10:00-10:00 AM EDT  
Where:  
With: Roberta Evaluator

Action Required

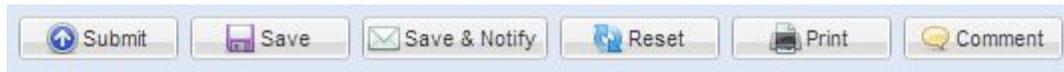
**FFT 2018 Pre-Observation Planning Form - FFT 2018 Announced Observation**  
Status: [awaiting schedule acceptance](#)  
Date: 09/20/2018 10:00-10:00 AM EDT  
Where:  
With: Roberta Evaluator  
Action: [Accept Schedule / Decline Schedule](#)

**FFT 2018 Teacher Self-Review Form (v16.03) - FFT 2018 Announced Observation**  
Status: [awaiting form submission](#)  
Action: [Open FFT 2018 Teacher Self-Review Form \(v16.03\) - FFT 2018 Announced Observation form for submission](#)

FFT 2018 Post-Observation Conference and Reflection Form - Announced #1 - FFT 2018 Announced Observation

To access and complete a form, click the blue **Action** link under the form name. (The link will contain the form name.) For example, as shown in the previous image, the link is labeled "Open FFT 2018 Teacher Self-review Form (v16.03) - FFT 2018 Announced Observation form for submission". Clicking the link displays the form in a separate tab.

Enter data on the form and use the buttons at the bottom of the form to perform an action. The following image illustrates the buttons found at the bottom of the form, and the list below describes their functionality.



- **Submit:** Sends the form to the administrator to take an action. Clicking "Submit" locks the form, and it can no longer be edited. However, an administrator can always "open a form back up" for editing, if needed.
- **Save:** Commits the data entered on a form as a draft, in order to work on it later. It is recommended that you save forms often, since there is no auto-save feature on the forms.
- **Save & Notify:** Saves the data entered on a form and provides the ability to send an email to a selected administrator.
- **Reset:** Clears all data entered on the form.
- **Comment:** Allows the user to add a comment on the form outside of the provided fields. Comments are appended to the bottom of the form and can be deleted or modified by the person who entered them.

#### Required Question

The exclamation point icon  appears when a question on the form requires completion. If an answer to a form question must be provided, the exclamation point appears next to the required field(s), as depicted in the following image.

N/A Rubric	
Criteria	Insufficient Evidence
N/A	<input type="text"/>
<a href="#">Enter Notes</a>	

 **Component 2b Critical Attributes:**