

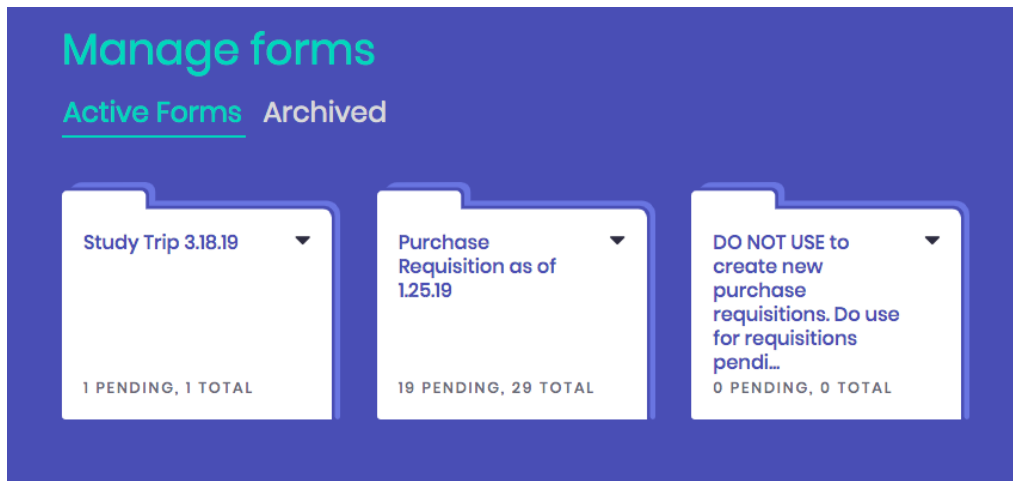
# Informed K12 Tracking Study Trip Forms



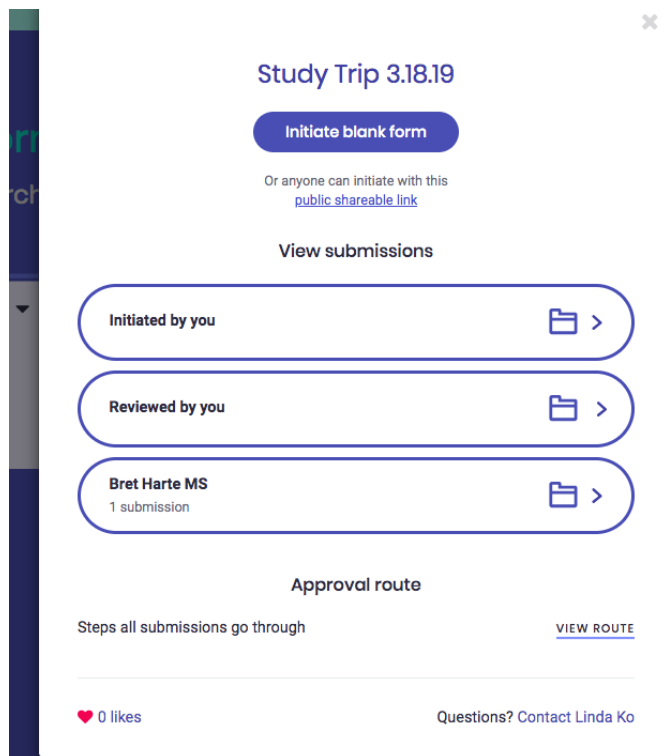
Hayward Unified is launching a paperless Study Trip form! In order to track a study trip form at your site, first, log into your InformedK12 account at [app.informedk12.com](http://app.informedk12.com). Once logged in, you will see different folders of forms on your home screen. Click into the “Study Trip” form folder to track a submission.

## How do I track a Study Trip form at my site?

1. On your home screen, you will see **folders for forms that you have initiated in the past or have been granted tracker access to.**



2. Click onto the “**Study Trip 3.18.19**” folder to see the pop-up screen below. Here you have the ability to select submissions that fall into three different categories “**Initiated by you, Reviewed by you or all at your particular site**”





# Informed K12 Tracking Study Trip Forms

- After selecting the category you wish to access, it will automatically take you to the **submissions page**. On the left-hand side, you have the **ability to filter by pending, completed, denied, and archived forms**. The **top filters highlighted in blue (last activity, school site, teacher name, etc.)** allows you to search or filter for a specific selection of submissions. The **“Waiting On”** also allows you to see who and what step of the approval route the form is on.

**Study Trip 3.18.19**  
 0 likes 1 submission

Initiate form

Search all submissions

Last Activity Status Initiated By Waiting On School Site Teacher Name Date of Trip Destination

YEP Check box

LAST ACTIVITY	STATUS	WAITING ON	INITIATED BY	DESCRIPTION
3/31/19 12:42PM	Saved Progress	Step 1: John Doe	John Doe	ST0000001, Bret Harte MS, Teacher Test, 4/10/19, San Francisco Museum, YEP Check box: no

1-1 of 1 1

- Downloading forms and sending reminders to approver:** In order to download a form or send a reminder email to an approver, a form is currently waiting on, **select the check-box to the left of the last-activity column**. Once selected, you will see a **Tiel box appear on the top of the screen**. Select “Download” to see the different options (single PDF, Individual PDFs, or spreadsheet). **If you want to send a reminder to an approver the form is currently waiting on, select “Send Reminder” and follow the instructions.**

**Study Trip 3.18.19**  
 0 likes 1 submission

Initiate form

1 submission selected Send Reminder Download Archive

Last Activity Status Initiated By Waiting On School Site Teacher Name Date of Trip Destination

YEP Check box

LAST ACTIVITY	STATUS	WAITING ON	INITIATED BY	DESCRIPTION
<input checked="" type="checkbox"/> 3/31/19 12:42PM	Saved Progress	Step 1: John Doe	John Doe	ST0000001, Bret Harte MS, Teacher Test, 4/10/19, San Francisco Museum, YEP Check box: no

1-1 of 1 1

**Questions?** Check out our [help center](#) or email [Support@informedk12.com](mailto:Support@informedk12.com) or call 929-322-4255!