

Acknowledging a Form

pd-help.frontlineeducation.com/hc/en-us/articles/115004157627-Acknowledging-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.

Forms set with the Acknowledgement step require end-user acknowledgement after the form has been submitted by the administrator. Forms awaiting acknowledgement appear in the Action Required section of the LearningPlan page.

Legacy: Learning Plan (tab)

Platform: Learning Plan

To acknowledge a form under Action Required, locate a form with the status of "awaiting acknowledgement" and click the blue action link. (Note, the link will contain the form name.)

The screenshot shows a navigation menu with 'My Proposals', 'My Requests- Ben Learner', and 'My Evaluation -'. Under 'My Evaluation -', there are sections for 'Scheduled Components' (None) and 'Action Required'. A form titled 'Teacher Observation - Announced Observation' is listed with a status of 'awaiting acknowledgment', a submission date of '04/05/2018 10:33 AM EDT', and an action link 'Acknowledge Teacher Observation - Announced Observation'.

View the form and click **Acknowledge** at the bottom of the form.

Take note, other actions may also be performed on a form awaiting acknowledgement:



- **Comment:** Click the Comment button to add personal remarks to the form. Comments are appended to the bottom of a form.
- **Print:** Click Print to send the form to a selected printer for a hard copy.

After clicking "Acknowledge," the form status will change to "Awaiting Finalization," and an email notification about your acknowledgement is routed to the appropriate administrator.

