samegoal

Deadlines Updates: Reports and Printing

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Related:

- February 28, 2025: Admin-Only Deadlines Report
- June 14, 2024: Non-Admin Reports
- August 23, 2024: Deadlines for Non-Admin Users

We've recently added some new features for deadlines including the ability for administrative users to run a report to get a list of all deadlines for a given program in the district, as well as the ability for all users to be able to print a list of their deadlines.

Deadlines reports

Programs with deadlines in SameGoal now have deadlines reports. Administrative users can run these reports by going to **Reports**, selecting the special program they wish to see deadlines for, and then running the **Deadlines** report.

This report will generate a list of all deadlines in the district including information about what the deadline is, when it's due, the student it's for, who the deadlines is assigned to, and more.

Deadlines printing

Districts using the Pro of Plus version of SameGoal have access to the **Deadlines** tab which displays all deadlines assigned to the logged in user. Recently, we added the ability for users to be able to print their deadlines directly from the **Deadlines** tab.

While on the **Deadlines** tab, the printer icon will now become available. To print your deadlines, select which view you'd like to print (List, Day, Week, or Month), click on the printer icon and select **Print Deadlines List Page**.