samegoal

Draft Watermark

A "Draft" watermark appears on documents when printed until each document is marked complete (with a few exceptions for ongoing documents such as progress reports or forms that require majority parent input).

Displaying a "Draft" watermark on documents until they are marked complete helps districts better communicate to parents and other team members when a given document contains all required information and signatures, especially when meetings are held remotely.

Tip Parents should not be given documents with a draft watermark. Before you give a document to a parent/guardian to sign, mark the document complete. If you're unsure how to incorporate "Draft" watermarks into your meeting and document finalization, see Holding Meetings for suggested workflows.

View a draft watermark

Steps *To view a document containing a "Draft" watermark:*

1. Visit an incomplete document.
2. Click the icon at the top right.
3. Select the document view you wish to print (i.e. section, full document).
4. The "Draft" watermark will appear across all the pages.

Tip "Draft" watermarks can be disabled by administrative users at the district level. When this setting changes, the print preview will be updated to either display or not display the "Draft" watermark (according to the district setting) the next time a print preview is generated. However, if the document has not been updated since the last time a print preview was generated, it may be displaying a cached print preview from before the "Draft" watermark setting was updated. If you make a small change to the document and try printing again, the "Draft" watermark should be updated.