

# Learner Tutorial Uploading Completion Survey List

1. Click the number under Show.

2. From the drop-down menu, click All.

The screenshot shows the 'Survey Submission List Upload' page. At the top, it says '07/28/2023 / in / by Michela Shako'. Below that, there's a 'Topic Progress' indicator and a 'Back to Lesson' link. A list of instructions follows: 'Screenshot your survey submission list below, or download an image of this page. Make sure to include all survey submissions by clicking "All" under the "Show" dropdown menu. Make sure to include your name in the image.', 'Upload the image at the bottom of the screen, using the Upload Assignment button.', and 'If you complete for courses at a later date, you can upload an updated survey submission list here.' The user's name 'Michela Shako' is displayed. Below the name is a 'Show' dropdown menu with a red box around it and a red arrow labeled '1' pointing to it. The dropdown menu is open, showing options: 5, 10, 25, 50, 100, and All. The 'All' option is highlighted with a red box and a red arrow labeled '2' pointing to it. To the right of the dropdown is a search box. Below the search box is a table with columns for course details and 'SUBMISSION DATE'. The table contains five rows of submission records. At the bottom, it says 'Showing 1 to 5 of 21 entries'.

Survey Submission List Upload

07/28/2023 / in / by Michela Shako

Topic Progress: ●

[← Back to Lesson](#)

- Screenshot your survey submission list below, or download an image of this page. Make sure to include all survey submissions by clicking "All" under the "Show" dropdown menu. Make sure to include your name in the image.
- Upload the image at the bottom of the screen, using the Upload Assignment button.
- If you complete for courses at a later date, you can upload an updated survey submission list here.

Michela Shako

Show

5 10 25 50 100 All

Search:

	SUBMISSION DATE
Completion Confirmation: DIS Resources: Case Investigation / Partner Services: Field Investigation and Notification	14:07:20 Aug 04, 2023
Completion Confirmation: Public Health Fundamentals: Epidemiology/Surveillance/Data: Analysis and Interpretation of Public Health Data	15:02:48 Jul 17, 2023
Completion Confirmation: Public Health Fundamentals: Epidemiology/Surveillance/Data: Introduction to Epidemiology	11:38:06 Jul 14, 2023
Completion Confirmation: Public Health Fundamentals: Social Determinants of Health: From Concepts to Practice: Health Equity, Health Inequities, Health Disparities, and Social Determinants of Health	18:32:13 Sep 20, 2023
Completion Confirmation: Public Health Fundamentals: Social Determinants of Health: From Concepts to Practice: Health Equity, Health Inequities, Health Disparities, and Social Determinants of Health	18:21:12 Sep 20, 2023

Showing 1 to 5 of 21 entries

3. From your browser Settings menu, click Print.

- *The browser menu may appear as three dots on the upper right corner of the screen.*

The screenshot shows a web browser window with the URL <https://learnsdph.org/topic/survey-submission-list-upload/>. The page content includes a "Back to Lesson" link, instructions for uploading survey submission lists, and a table of entries. The browser's settings menu is open, and the "Print" option is highlighted with a red box and a red arrow labeled "3".

Instructions:


- Screenshot your survey submission list below, or download an image of this page. Make sure to include all survey submissions by clicking "All" under the "Show" dropdown menu. Make sure to include your name in the image.
- Upload the image at the bottom of the screen, using the Upload Assignment button.
- If you complete for courses at a later date, you can upload an updated survey submission list here.

Michela Shako

Show: All

SURVEY NAME	SUBMISSION DATE
Completion Confirmation: DIS Resources: Case Investigation / Partner Services: Field Investigation and Notification	140720 Aug 04, 2023
Completion Confirmation: Public Health Fundamentals: Epidemiology/Surveillance/Data: Analysis and Interpretation of Public Health Data	15:02:48 Jul 17, 2023
Completion Confirmation: Public Health Fundamentals: Epidemiology/Surveillance/Data: Introduction to Epidemiology	11:38:06 Jul 14, 2023
Completion Confirmation: Public Health Fundamentals: Social Determinants of Health: From Concepts to Practice: Health Equity, Health Inequities, Health Disparities, and Social Determinants of Health	18:32:13 Sep 20, 2023
Completion Confirmation: Public Health Fundamentals: Social Determinants of Health: From Concepts to Practice: Health Equity, Health Inequities, Health Disparities, and Social Determinants of Health	18:21:12 Sep 20, 2023
Completion Confirmation: Public Health Fundamentals: Terminology: Definitions of Public Health Terms and Acronyms	15:03:31 Jul 17, 2023
Completion Confirmation: Public Health Fundamentals: Terminology: Everyday Words for Public Health Communication	20:55:03 Jul 11, 2023
Completion Confirmation: Public Health Fundamentals: Terminology: Glossary of Public Health Terms	11:37:28 Jul 14, 2023
Completion Confirmation: Public Health Fundamentals: Terminology: Public Health Terminology	11:08:59 Jul 13, 2023
Completion Confirmation: Public Health Fundamentals: Terminology: Public Health Terminology	11:08:38 Jul 13, 2023
Completion Confirmation: Public Health Fundamentals: Terminology: Public Health Terminology	18:33:09 Jul 12, 2023

4. Select **Save as PDF** as the printer within the Print menu.



The screenshot shows a 'Print' dialog box overlaid on a web page. The dialog box has a 'Printer' section with a dropdown menu currently set to 'Save as PDF'. A red box highlights this dropdown, and a red arrow with the number '4' points to it. Other printer options listed include Snagit 2023, OneNote (Desktop), Microsoft Print to PDF, and HP82CE5D (HP Officejet Pro 6230). Below the printer list are options for 'Even pages only' and a page range input field. The background page is titled 'Survey Submission List Upload' and includes a header for the 'POPULATION HEALTH DIVISION' and 'SAN FRANCISCO DEPARTMENT OF PUBLIC HEALTH'. The page content includes a 'Topic Progress' link, a 'Back to Lesson' link, and a list of instructions for uploading survey submissions.

**Print**  
Total: 4 pages

Printer

Save as PDF

Save as PDF

Snagit 2023  
Ready

OneNote (Desktop)  
Ready

Microsoft Print to PDF  
Ready

HP82CE5D (HP Officejet Pro 6230)

Even pages only

e.g. 1-5, 8, 11-13

More settings ▾

Print using system dialog... (Ctrl+Shift+P)

Save Cancel

POPULATION HEALTH DIVISION  
SAN FRANCISCO DEPARTMENT OF PUBLIC HEALTH  
CENTER FOR LEARNING & INNOVATION

## Survey Submission List Upload

07/28/2023 / in / by Michela Shako

**Topic Progress:** [<https://learnsfdph.org/topic/survey-submission-list-upload/>]

[← Back to Lesson](https://learnsfdph.org/lessons/survey-submission-list-upload/) [<https://learnsfdph.org/lessons/survey-submission-list-upload/>]

- Screenshot your survey submission list below, or download an image of this page. Make sure to include all survey submissions by clicking "All" under the "Show" dropdown menu. Make sure to include your name in the image.
- Upload the image at the bottom of the screen, using the Upload Assignment button.
- If you complete for courses at a later date, you can upload an updated survey submission list here.

Michela Shako

5. Make sure All Pages are selected within the Print menu.

6. Click Print.

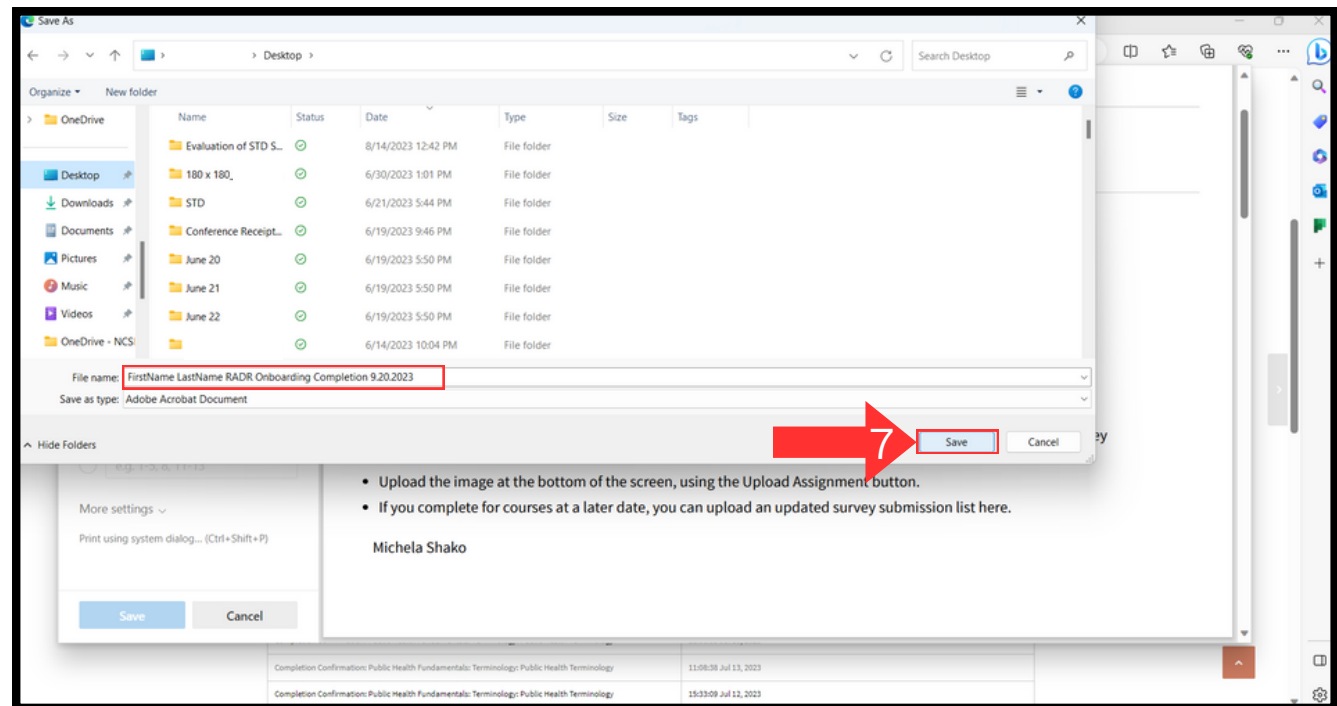
The screenshot shows a print dialog box with the following sections:

- Print**: Total: 4 sheets of paper
- Printer**: Save as PDF
- Copies**: 1
- Layout**: Portrait (selected), Landscape
- Pages**: All (selected), Odd pages only, Even pages only, e.g. 1-5, 8, 11-13
- Color**: Print (highlighted), Cancel

The main content area shows a table of survey entries:

SURVEY NAME	SUBMISSION DATE
Completion Confirmation: DIS Resources: Case Investigation / Partner Services: Field Investigation and Notification	14:07:20 Aug 04, 2023
Completion Confirmation: Public Health Fundamentals: Epidemiology/Surveillance/Data: Analysis and Interpretation of Public Health Data	15:02:48 Jul 17, 2023
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Completion Confirmation: Public Health Fundamentals: Social Determinants of Health: From Concepts to Practice: Health Equity, Health Inequities, Health Disparities, and Social Determinants of Health	18:32:13 Sep 20, 2023
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Completion Confirmation: Public Health Fundamentals: Terminology: Definitions of Public Health Terms and Acronyms	15:03:31 Jul 17, 2023

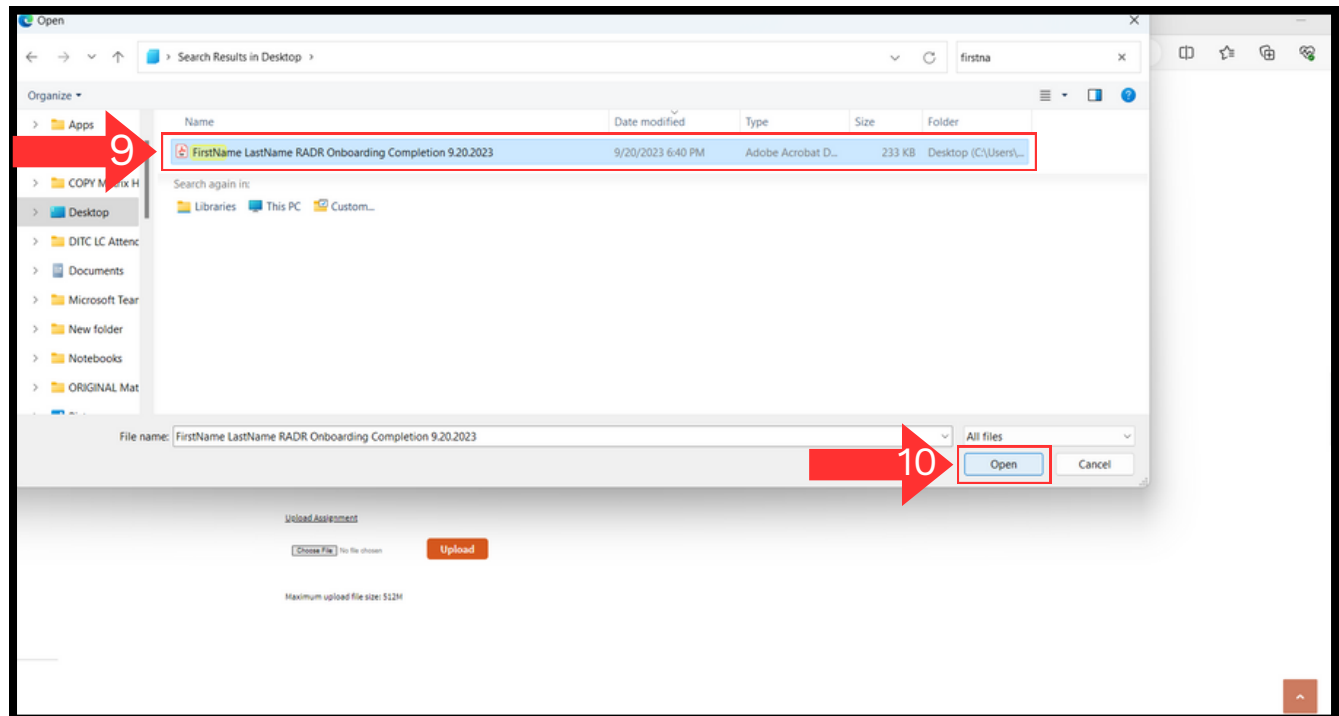
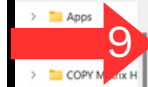
7. Name the file and choose where it should be saved to. Include your name, the date, and any other information requested by your supervisor in the file name. Click Save.



8. Back on the Assignment page, click Choose File.



9. Select the file from your computer.



10. Click Open.



11. Click Upload.

A green confirmation message will appear once your file is successfully uploaded.

