



You can send PDFs of open tasks to the desired recipients for review via the Frontline Collaboration Portal. Recipients can then sign and/or annotate the PDF as necessary. Once all recipients are finished, you can upload the PDF as a page on the applicable page or on the entire task and then complete the task as normal.

- 1 On the **Open Tasks** screen for the applicable task, select the **Print** checkbox for the page you want to download. Or, select the **Print** checkbox in the grid header to select all pages.
- 2 Click **Print**.

Open Tasks

Student: HIGH SCHO

Task: 2019-2020 IIEP

Buttons: Add Form, Upload Page, Verify, **Print**, Complete Task

Created By	Open By	Print	Completed
Administrator, ProgressBook	Administrator, ProgressBook	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Administrator, ProgressBook	Administrator, ProgressBook	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Administrator, ProgressBook	Administrator, ProgressBook	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

The task is downloaded and saved to your computer as a PDF file.

- 3 If you have New or Edit security privileges, you can access the Frontline Collaboration Portal from Special Services Classic. On the banner, click to open the navigation menu. Then, click **Collaboration Portal**. Or, navigate to <https://collaborationportal.frontlineeducation.com>.

The Frontline Collaboration Portal displays.

Collaboration Portal

Welcome back, Mary Smiles!

Find a student or document

Student Name	Collaboration Document Name	Created On	Recipient Status	Document Status
No records available.				

- 4 Complete the steps for uploading the PDF to the portal (see the "Uploading Documents Manually" section of the [Collaboration Portal User Reference Guide](#)).

The PDF displays in the grid with a **Document Status** of **Incomplete**. Recipients can now sign and/or annotate the PDF as necessary by completing the steps in the [Collaboration Portal Recipient User Guide](#).

Find a student or document

Student Name	Collaboration Document Name	Created On	Recipient Status	Document Status
Sherwin Adams	2019-2020 IIEP	06/08/2020	0/1 Submitted	Incomplete

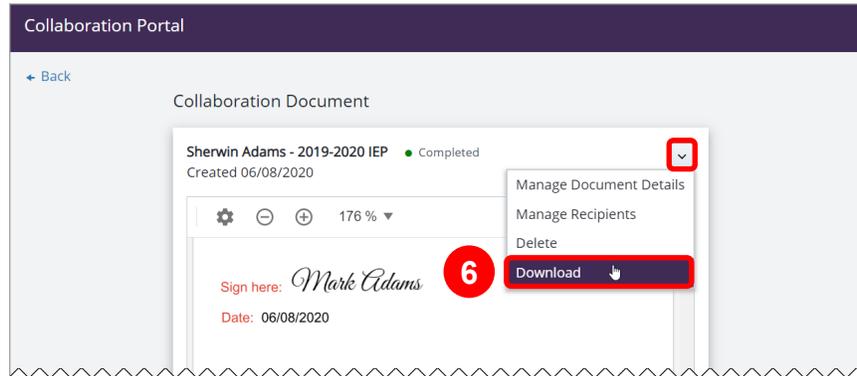
**see reverse side for more information*

Once all necessary signatures have been collected and/or all annotations have been made, the **Recipient Status** column updates to indicate that all recipients have submitted the PDF (e.g., **1/1 Submitted**), and the **Document Status** updates to **Completed**.

- 5 In the **Collaboration Document Name** column, click the name of the PDF.

A print preview of the PDF displays.

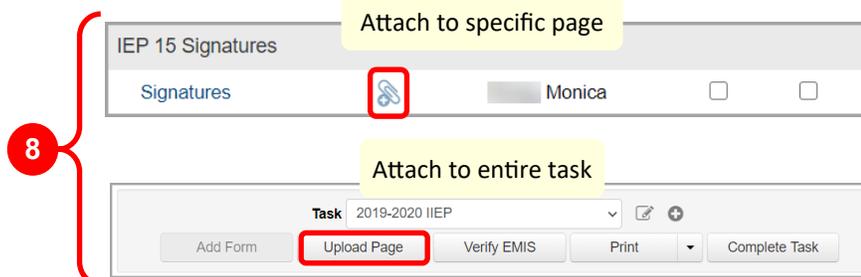
- 6 Click . Then, in the drop-down list that displays, click **Download**.



The PDF is downloaded and saved to your computer.

- 7 Navigate to the **Open Tasks** screen for the applicable task in SpecialServices Classic.

- 8 On the **Open Tasks** screen, to attach the PDF to a specific page, in the row of the desired page, click . Or, to attach the PDF to the entire task, click **Upload Page**.



If you clicked , the **Add Attachments** window opens. If you clicked **Upload Page**, the **Upload Page** window opens.

- 9 On the window that opens, enter a **Page Name** in the field.

- 10 In the **PDF File** area, click **Choose File**. Then, locate and select the signed PDF.

- 11 Click **Add Attachments** or **Upload Form** (depending on whether you are attaching the PDF to a specific page or to the entire task).



The window closes. If you attached the PDF to a specific page, the **Page Name** of the PDF displays below that page. If you attached the PDF to the entire task, the **Page Name** of the PDF displays below **Uploaded Pages** in the grid. You can now complete the task as normal.