

**CREATING CHANGE, INC**

**OUT-OF-SCHOOL TIME LEADERSHIP MANAGEMENT SYSTEM**

**OSTLMS**

**USER MANUAL**

**21<sup>ST</sup> CENTURY COMMUNITY LEARNING CENTERS**

**<https://mt.ostlms.com/Login.aspx>**

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## Students

### ***Adding New Students***

Data must be entered next to any heading that has a **red asterisk\*** next to it.

1. On the **Home** page, click on the **Add Student** icon
2. Next to **Current Center:**, Click the **Drop-Down Arrow** and click on the center's name
3. Enter the **Date Enrolled:** (Enter either the date the registration was handed in, or the first day of participation. Once entered, it cannot be changed).
4. Next to **Active:** click the **Yes** radio button
5. Enter **First Name, Last Name**
6. Enter the student's **Gender**
7. Enter the student's **Birth Date:**
8. Next to **Ethnicity (Race):** click the **Drop-Down Arrow** and choose the ethnicity. (Contact the School's Infinite Campus data entry personnel to obtain the official ethnicity status.)
9. Next to **Lunch Type:** click the **Drop-Down Arrow** and choose correct lunch type. (Contact the School's Infinite Campus data entry personnel to obtain the official Lunch Type.)
10. Next to **AIM Number:**, click the **Drop-Down Arrow** and enter the 9-digit AIM number. (This number is generated when a student is first entered in to the state Infinite Campus program. Contact the School's Infinite Campus data entry personnel to obtain the student's unique AIM number.)



### **Adding New Students, Continued**

11. Next to **Current Grade:**, click the **Drop-Down Arrow** and select the student's correct grade
12. Next to **District Number:**, click the **Drop-Down Arrow** and select your School
13. Next to **School Name:**, click on the **Drop-Down Arrow** and select the correct School Name based on the current grade of the student. (For example, if the student is in 4<sup>th</sup> grade select "X" elementary school, but if the student is in the 7<sup>th</sup> grade, select "X" School 7-8, and if the student is in 9<sup>th</sup> grade, select "X" High School.)
14. Next to **Special Needs:**, click on either the Yes or No radio button. (Contact the School's Infinite Campus data entry personnel to obtain the official Special Needs status.)
15. Next to **Limited English Proficiency:** click on either the Yes or No radio button. (Contact the School's Infinite Campus data entry personnel to obtain the official Limited English Proficiency status.)
16. Click on the **Add** link



### ***Creating a Temporary 9-Digit Student ID Number***

(If a student does not have a 9-digit state AIM number registered in the Infinite Campus system, use the following protocol to create a temporary student ID to enter on the Student Information page.)

1. Begin the number with the first two uppercase letters of your Center Name (i.e., Townsend Center = TO)
2. Add your School District Number (find the school district number by clicking on the **drop-down arrow** next to **District Number:** on the **Student Information** page. i.e. Townsend's School District Number = 1051)
3. Begin numbering the students with 001, then 002, etc
4. Example of a temporary ID number: TO1051001, TO1051002, etc.

### ***Finding the last Temporary Student ID Number created***

1. On the **Home** page, click on the **Student Search** icon
2. On the **STUDENT SEARCH INFORMATION** page, next to **Location**, click on the drop-down arrow and select your Center
3. Next to **Active:** click on text box next to Yes to remove the green check.
4. Click **Search**
5. In the Blue Heading bar, click on **AIM #**. (This will arrange all of the AIM #s in numerical order.)
6. Scroll down the list until the Temporary Student ID numbers appear.
7. Find the highest number created.
8. Create the new Temporary Student ID with the next chronological number (If the last number in the list is TO1051005, then use the new student number TO1051006.)



## ***Searching for Students***

1. On the **Home** page, click on the **Student Search** icon
2. On the **STUDENT SEARCH INFORMATION** page, search for students in any of the following ways:
  - a. Type in a **Student Number**
  - b. Type in a **First Name**
  - c. Type in a **Last Name**
  - d. Enter the **Grade:** (This choice shows all students in a specific grade.)
  - e. Enter the **Location:** (**NOTE: Enter the location for each search.** Choosing only Location shows all enrolled students in the center.)
3. **Active:**
  - a. Clicking inside **Yes** text box shows only **Active Students**
  - b. Clicking inside **No** text box shows only **Inactive Students**
  - c. Having no checks shows **Both Active and Inactive Students (This is the recommended choice.)**
4. Click **Search**
5. The list of student information will appear
6. Click directly on the student's name to open his/her **Student Information** page



## ***Re-activating Students***

1. On the **Home** page, click on **Student Search** icon
2. Enter **Last Name**
3. Select **Location**
4. Remove all check marks next to **Active**
5. Click **Search**
6. Click on Student's Name
7. Click **Yes** next to **Active**
8. Click **Update**



## ***Moving Students to Another Center***

### **1) To Move An Entire Grade:**

(For example, moving previous year 6<sup>th</sup> grade Elementary Center students, (K-5) to a Middle School Center, (6-8), for the current year)

- a) On the **Home** page, click on the **Student Search** icon.
- b) Select the **Grade**
- c) Select the current **Location**
- d) Next to **Active:** remove the check mark out of Yes/No box
- e) Click **Search**
- f) Click on first Student's Name
- g) In upper right-hand corner of the **STUDENT INFORMATION** page, click on **Change Center**
- h) Enter information into each text box that shows a **red asterisk\***  
**(NOTE: enter the dates the student LEFT the first Center and STARTED in the new center. This is NOT the same as the original ENROLLMENT date.)**
- i) Click **Update Location**
- j) Page will update back to **STUDENT INFORMATION** page. Scroll down to **School Name**, click on the drop-down arrow, and select correct **School Name**
- k) Click **Update**
- l) **STUDENT SEARCH INFORMATION** page will load back up
- m) Click on next Student, and repeat instructions a-k

### **2) To Move An Individual Student:**

- a) On **STUDENT SEARCH INFORMATION** page, enter student's **Last Name:**



### **Moving students to Another Center, Continued**

- b) Skip **Grade**
- c) Select the current **Location**
- d) Next to **Active:** remove check mark out of Yes/No box
- e) Click **Search**
- f) Click on the Student's Name
- g) Repeat instructions g-k above



## ***Updating Student Information Page***

**Creating Change (CCI) rolls the students into the next grade, but it does not roll the students into the next school or update any personal information.**

Since CCI does not change the School Names for students (example: Bergan PreK-1, Browning Elementary 2-3, Napi 4-6, MS, HS, etc.) you **must** update the school name for students moving to a new school within the district ***each year*** in Creating Change.

- For example: Browning Public School's district is divided into the following schools:
  - KW Bergan School for K-1 grades
  - Browning Elementary for 2-3 grades
  - Napi for 4-6 grades
  - Browning MS for 7-8 grades
  - Browning HS for 9-12 grades

As students move from KW Bergan School to the Browning Elementary, each Student Information page for all 2<sup>nd</sup> graders must be updated. Again, when students move from the Browning Elementary to Napi School (into 4<sup>th</sup> grade), update Student Information pages.

Contact the School's Infinite Campus Data Entry Personnel for students' official record on the following: **Lunch Type, School Name, School-Day Teacher Name, Special Needs, and Limited English Proficiency)**

1. On the **Home** page, click on the **Student Search** icon
2. **Do not** enter information in to **Student ID Number, First Name, or Last Name**
3. Next to **Grade**, click on the drop-down arrow and select the grade needed to be moved. (Example: In the KW Bergan (K-1) Center, select **Second Grade** as these are the students that need to be moved to the Browning Elementary (2-3).)
4. Select the **Location** where the students are currently enrolled: (Center Name) (i.e., KW Bergan)
5. **Active:** Click on the text box in front of Yes to remove the green check
6. Click **Search**
7. Click on each student's name to bring up his/her **Student Information** page
8. If necessary, **Change Center** for the student (**see pages 9-10 for directions**).
9. Scroll down to **Lunch Type:**, and click the drop down arrow to update to current year's lunch status



### **Updating Student Information Page, Continued**

10. Scroll down to **School Name:**, and click the drop-down arrow to update the School Name (i.e., from KW Bergan to Browning Elementary)
11. Next to **Special Needs:**, click the drop-down arrow and click on the appropriate radio button (Yes or No)
12. Next to **Limited English Proficiency:**, click the drop-down arrow and click on the appropriate radio button (Yes or No)
13. Click **Update**
14. The **STUDENT SEARCH INFORMATION** page will appear again
15. Continue directions 7-14 for all students on the Search page
16. Repeat directions for each grade level or student



## Courses

### Adding Courses

1. On the **Home** page, click on the **Add Courses** icon
2. On **ADD COURSE INFORMATION** page, in **Course Name:** text box:
  - a. type in the Course Name, **OR**
  - b. On right-hand side, click on [**Choose Existing**], when drop-down arrow appears, click on it and select a Course Name from the list
3. For **Grade:** Click on drop-down arrow and select grade.
  - o If serving more than one grade in the course, select "**Multi-Grade**".
4. For **Center:** Click on drop-down arrow and Select correct Center
5. For **Teacher:** Click on drop-down arrow and select correct Teacher
  - o Either choose the OST teacher who will take attendance for that course or select the Center Coordinator's name.
6. Enter **Start Date:** and **End Date:** of course
7. **Time of the Year:** Select either **School Year** or **Summer**
  - a. Once the Time of Year is selected, a drop-down of time-periods will appear.
  - b. Click on each one that applies
  - c. **Do not** choose Weekday During School
8. **Days of the Week:** Select each day the course has class each week
9. **Time Met for Day:** Select both Hours and Minutes the class meets each day
10. **Activity Information:**
  - a. **Category:** Select the **MOST APPLICABLE** from the drop-down list
  - b. **Activities:** Select the **MOST APPLICABLE** from the drop-down list
  - c. **Subjects:** Hold down the Control Key on the Keyboard and click on each subject that applies to the course
11. Click **Add Course**
12. The Calendar for the Course will appear with **green checks** for each day the course will be in session.
  - a. Remove any **green checks** for days the course will not be in session, i.e., Holidays, Vacation Days, etc.
  - b. At bottom of page, click **Add/Update Calendar**
  - c. A message will appear asking, "Do you want to update course calendar?" Click **OK**



## ***Changing Course Calendar***

1. On **Home** page, click on **View Courses** icon
2. Select your **Center**
3. Select the **Period**
4. Click **Re-load**
5. Click directly on the **Course Name**
6. Edit the **Start Date** and **End Date**, if needed
7. Edit the **Days of Week**: if needed
8. Edit the **Time Met for Day**: if needed
9. Scroll to bottom of page, and click on **Update**
10. The Course calendar will appear:
  - a. Click in the text box to add a **green check** to the days that have been added **OR**
  - b. Click on a **green check** to remove days course did not meet
11. Scroll to bottom of page, and click **Add/Update Calendar**
12. A message will appear asking, "Do you want to update course calendar?"
13. Click **OK**



## ***Creating Special Events***

1. On **Home** page, click on **Add Courses** icon
2. On **ADD COURSE INFORMATION** page, in **Course Name:** text box:
  - a. type the Course Name, **OR**
  - b. On right-hand side, click on **[Choose Existing]**, when drop-down arrow appears, click on it and select a Course Name from the list
3. For **Grade:** Click on drop-down arrow and select grade  
If serving more than one grade in the course, select **“Multi-Grade”**)
4. For **Center:** Click on drop-down arrow and Select correct Center
5. For **Teacher:** Click on drop-down arrow and select correct Teacher  
(Either choose the OST teacher who will take attendance for that course or select the Center Coordinator’s name)
6. Enter **Start Date:** and **End Date:** of course
7. **Time of the Year:** Select either **School Year** or **Summer**
  - a. Once you select the Time of Year, a drop-down of time periods will appear
  - b. Click on **Special Event**
  - c. **Do not** choose Weekday During School
8. Next to **Days of Week:** Select the day/s of the event
9. **Time Met for Day:** Select both Hours and Minutes the class meets each day  
(Select increments from the drop-down lists.)
10. Next to **Course Description:** Enter short explanation of event
11. **Activity Information:**
  - a. **Category:** Select the **MOST APPLICABLE** from the drop-down list
  - b. **Activities:** Select the **MOST APPLICABLE** from the drop-down list
  - c. **Subjects:** Hold down the Control Key on the Keyboard and click on each subject that applies to the course
12. Click **Add Course**
13. The Calendar for the Course will appear showing **green checks** for the day/s of the Special Event.
  - a. At bottom of page, click **Add/Update Calendar**
  - b. A message will appear asking, “Do you want to update course calendar?”
  - c. Click **OK**



## ***Adding Students to Single Courses***

1. On the **Home** page, click on the **View Courses** icon
2. Next to **Center:**, click on the drop-down arrow and select your Center
3. On the right-hand side of the page, next to "**Period:**" click the drop-down arrow and select the current program year
4. Click **Re-Load** (Click reload when entering this page to see all courses.)
5. Your **School Year Courses** and/or **Summer Courses** will appear in a table
6. Scroll to the row with the **Course Name**
7. On right-hand side of the row, click on **Edit Enrollees**
8. Click on **Add Student to class**
9. The list of all students that have been entered in to the OSTLMS system for this Center will appear
10. Click on the box in front of each student to be entered in to the course
11. At the bottom of the page, click on **Add Student**
12. Students who have been entered in to the course will appear in a box at the top of the page



### ***Adding Students to Single Courses after the Course's Start Date***

1. On the **Home** page, click on the **View Courses** icon
2. Next to **Center:**, click on the drop-down arrow and select your Center
3. On the right-hand side of the page, next to "**Period:**" click the drop-down arrow and select the current program year
4. Click **Re-Load** (Click reload when entering this page each time to see all courses.)
5. Your **School Year Courses** and/or **Summer Courses** will appear in a table
6. Scroll to the row with the **Course Name**
7. On right-hand side of the row, click on **Edit Enrollees**
8. The **CLASS ROSTER** will appear
9. Scroll to bottom of page, and click on **Add Student to class**
10. The **STUDENT LIST** will appear at bottom of page
11. Scroll through list and click on the text box next to the student/s that need to be entered in to the course.
12. Click on **ADD and Mark Absent till**. (This will enroll the student/s in to the course on the current day, and mark him/her/them absent from the start of the course to the current day.)
13. Student/s will now appear in the **CLASS ROSTER** at the top of the page.



## ***Adding Students to Multiple Courses***

1. On **Home** page, scroll over **Navigation** on top menu tabs
2. Scroll down and click on **Course Student**
3. Click the drop-down arrow next to the words **Program Year**, and select the current program year
4. Click the drop-down arrow next to **Center**, and select the center
5. Click the drop-down arrow next to **Grade** (this is the grade that has been entered for courses, which is usually multi-grade), and select the Grade
6. Click **Search**
7. Choose **Course(s)** from the **Course List** by clicking an **X** in the box(es) in front
8. Choose **Student(s)** from the **Student List** by clicking an **X** in the box(es) in front
9. Scroll to the bottom of the screen and click **Update**

**Students selected will now be enrolled in each of the selected courses.**



## **Deleting Courses**

(Never delete a course that has students and/or attendance attached to it.)

1. On the **Home** page, click on **View Courses**
2. Choose your **Center**
3. Choose the **Period**
4. Click **Reload**
5. **Remove all attendance and/or students from course**
  - a. Remove attendance **FIRST**:
    - i. In row of course to delete, click on Monthly
    - ii. Select month attendance was taken
    - iii. Remove all check marks for students' absences
    - iv. Click Update
    - v. Repeat i-iv for each month of the course before continuing
  - b. Removing Students:
    - i. In row of course to delete, click on Edit Enrollees
    - ii. In the Class Roster, click in text box in front of each student
    - iii. At bottom of page, click on Remove Student From Class
    - iv. The page will now show a blank Class Roster that says, "Add Student to class"
6. Return to View Courses page, click directly on the Course Name to delete
7. In the URL address bar, look at end of address.
  - a. The address will end with a "CGLTID=" number.
  - b. Write down the 5-digit number



Deleting Courses, Continued

8. On upper right-hand side of page, click **Modify Course**
9. In the header row, click on **CGLT** to arrange numbers chronologically
10. Scroll to the CGLT number that needs to be deleted
  - a. Verify Course Name
  - b. (REMEMBER: Do not delete courses with attendance/students enrolled.)
11. On right-hand side, click Delete
  - a. A message will appear, “Are you sure you want to delete the Course?”
12. Click **Confirm Delete**



## Attendance

### ***Class Attendance for All***

(This method is used if students are entered in to specific multiple courses and the need is to take attendance for entire center and all courses on a specific day.)

1. On the **Home** page, click on the **View Courses** icon
2. Click the drop-down arrow in the text box next to the word **Center:** and select the name of the center
3. Click the drop-down arrow next to **Period:**, and choose the current program year
4. Click **Reload**
5. Under **Center:**, click on **CLASS ATTENDANCE FOR ALL**
6. Next to **Date:**, enter the current day
7. Scroll to bottom of page and choose your **Page size:** (50,100, 200) the larger the page size, more students will be viewed on one page.
8. Scroll back to the top of the page
9. Move through the list of students, and click on the text box in front of each student's name **if they are ABSENT**
10. After entering attendance (absences) for the students on this page, click **Insert Attendance**  
(NOTE: Always click Insert Attendance before moving to a new page or the attendance will not save.)
11. A message will appear, "Do you wish to mark the checked students absent for each course they are enrolled in on this date?"
12. Click OK
13. If there is more than one page of students, move to the next page to enter remaining students' attendance
14. Repeat directions for all pages of students



## ***Attendance for Center***

1. On the **Home** page, click on the **View Courses** icon
2. Click the drop-down arrow in the text box next to the word **Center:** and select the name of the center
3. Click the drop-down arrow next to **Period:**, and choose the current program year
4. Click **Reload**
5. Under the **School Year Courses** heading in black, click on any of the **Attendance for Center** links on the left-hand side of the course rows
6. Next to **Select a Date:** enter the attendance date.
7. Scroll to the bottom of the page and choose your **Page size:** (50, 75, and 100) the larger the page size, more students will be viewed on one page.
8. Scroll back to the top of the page
9. Every course that is offered at your Center is in the table. (Text boxes in the columns for the Courses offered on the current day are outlined in blue. The text boxes for courses that are not offered on the current day are light gray.)
10. Click in a text box to place a check in each specific course that a student is **absent**. Leave the text boxes empty for the courses if the student is present. For example, if a student attends Homework Time, leave the box empty. If the student then leaves for the day, mark any course other than Homework Time as absent.
11. After entering attendance for the students on this page, click **Insert Attendance** **(NOTE: Always click Insert Attendance or Update before moving to a new page or the attendance will not save.)**
12. Move to the next page to enter remaining students' attendance
13. Repeat directions for all pages of students



### **Daily Attendance**

1. On the **Home** page, click on the **View Courses** icon
2. Click the drop-down arrow in the text box next to the word **Center:** and select the name of the center
3. Click the drop-down arrow next to **Period:**, and choose the current program year
4. Click **Reload**
5. Under **School Year Courses** or **Summer Courses**, scroll to course row where attendance will be taken
6. Scroll to right side and click on **Daily** (Note: If students are not entered in the course or the course is not offered on the specific day, a message will appear: "This course is already expired or course is not available on the selected date.")
7. Enter current date: or date for which attendance is to be taken.
8. Click **Reload**
9. Scroll to bottom of page and choose your **Page size:** (50, 100, and 200) the larger the page size, the more students you will view on one page.
10. Scroll back to the top of the page
11. Click on text box in front of each student's name who is **ABSENT**
12. After entering attendance for the students on this page, click **Insert Attendance**  
**(NOTE: Always click Insert Attendance before moving to a new page or the attendance will not save).**
13. If necessary, move to the next page to enter remaining students' attendance
14. Repeat directions for all pages of students



## **Monthly Attendance**

1. On the **Home** page, click on the **View Courses** icon
2. Click the drop-down arrow in the text box next to the word **Center:** and select the name of the center
3. Click the drop-down arrow next to **Period:**, and choose the current program year
4. Click **Reload**
5. Under **School Year Courses**, scroll to course row where attendance will be taken
6. Scroll to right side and click on **Monthly**
7. On the **MONTHLY ATTENDANCE** page, click on the drop-down arrow next to **Attendance For the Month of:**, and select the month for attendance
8. A table will appear with the headings **Student's Name**, **Enrolled Date**, and the **exact dates** the course was offered for that month
9. Click on the text box/es for each exact day that the student was absent for the month (i.e., if the student was absent on the third of the month, click on the text box under the 3<sup>rd</sup> in the blue heading row)
10. At the bottom of the page, click **SAVE** (**NOTE: Always click SAVE before moving to a new page or the attendance will not save**).
11. If necessary, click **next** to move to a new page of students to record their attendance



## **Keypad Attendance**

1. On the **Home** page, click on the **Student Attendance** icon
2. Next to **Please select a Location**, click on drop-down arrow and enter your Center
3. On **Student Attendance** page, click on **View All Students**
4. On **All Associated Students** page, click on **Print This Page** to make a copy of the students enrolled in courses for the current day (If there are students enrolled in different courses on different days of the week, this list needs to be printed each day of the first week to include all students attending the program. If a new student enrolls in a course, the list needs to be printed on the day he/she is enrolled to show his/her 5-digit code.)
5. Bring a printed list of students to the place where attendance will be taken on the current day.
6. On **Home** page, click again on **Student Attendance** icon
7. Next to **Please select a Location**, click on drop-down arrow and enter your Center
8. Click the cursor inside the text box next to **Student Number:**
9. Using the printed list of students with their 5-digit codes, have each student (or a designated adult) enter his/her number in to the text box
10. After a student enters his/her number, click the **Add** link
11. Enter all 5-digit codes for the students attending on the current day, remembering to click **Add** after each entry (**NOTE: Make certain cursor is blinking inside Student Number text box for each entry.**)
12. Click on text box in front of **Check box to view students that will be uploaded as present**
13. A table will appear showing the StudentID, Name, DATE, and Location. (Under the list of students, a message will appear to show that the list will automatically upload after 11:00 p.m. on the current day.)



### ***Special Event Attendance***

1. On the **Home** page, click on the **View Courses** icon
2. Click the drop-down arrow in the text box next to the word **Center:** and select the name of the center
3. Click the drop-down arrow next to **Period:**, and choose the current program year
4. Click **Reload**
5. Under **School Year Courses or Summer Courses**, scroll to the Special Event where attendance will be taken
6. Scroll over to right-hand side of Course row, and click on **Monthly**
7. Fill in each text box for number of attendees and success of the event
8. Click **Insert**



## Reporting

### ***New Program-Year Reporting***

At the beginning of each new program year, the following information must be added and/or edited in to the OSTLMS database.

### **Edit Site Information**

1. On **Home** page, click on **Manage Sites and Centers** icon
2. To the right of the Site Name, click on **Edit Site**
3. Enter current information in text boxes next to each heading
  - a. **Region Name:** choose your Regional Network area from the drop-down list
  - b. **Site Name:**
  - c. **State Contract:** This is the contract number that was assigned to the grant. It is listed as the Project Number on the Acceptance Letter.
  - d. **Site Organization Type:** choose best answer from drop-down menu
  - e. **Length of Grant:** 5 years
  - f. **Month of Award:** The month the initial award letter was received
  - g. **Year of Award:** The first year of the grant award
  - h. **Award Amount:** Enter amount received each year of grant
  - i. **District associated with Site:**
    - i. click on the 4-digit School district number
    - ii. scroll to bottom of list, hold down control-key on keyboard, and select 9999-Other
  - j. **Add Address and Contact Information**
  - k. **Enter a program description:** In under 1,000 characters (including spacing and punctuation), enter a description of your program.
  - l. **Enter sources of funding:** (indicate if any of the listed sources of funding are being utilized in conjunction with 21st CCLC funds to provide services to students and/or adult family members attending the program)
4. Click **Submit**



## Reporting Continued

**Edit Center information**

1. On the **Home** page, click on **Manage Sites and Centers** icon
2. Under **Location Name**, click on **Edit Center**
3. If necessary, edit information next to each heading with a red asterisk\*
4. Enter **Other Contact** Information
5. At bottom of page, click on **Add Center**

**Add/Edit Out-of-School Time (OST) Teachers**

**Out-of-School Time Teachers are after-school staff.** The personnel who work for the Center's afterschool program.

1. On the **Home** page, place cursor on the **Navigation** link at top of page.
2. Scroll down to and click on **View OST Teachers**
3. **To add a new Out-of-School Time (OST) Teacher:**
  - a. Click on **Add New Employee**
  - b. In the top section of the **EMPLOYEE'S PERSONAL INFORMATION** page, fill in all areas that have a **red asterisk\*** next to the heading
  - c. On the bottom of the page, under **EMPLOYEE POSITION INFORMATION**, click on appropriate radio button for access rights to the OSTLMS system as follows:
    - i. **Site Director:** The Site Director has access to all Site and Center level data. Directors also have access to all courses that are assigned to those employees that they supervise.
    - ii. **Supervisor:** The Supervisor (Center Coordinator) has access to all Center level data. Center Coordinators also have access to all courses that are assigned to those employees that they supervise.
    - iii. **Teacher:** Teachers have access to courses they are assigned. They can set goals on students in their assigned centers. Teachers can take attendance in their courses, and add or remove students



## Reporting Continued

from their courses. However, they cannot create or edit courses or student data.

- iv. **Paraprofessionals, Aids and Volunteers:** This group of personnel can only access the system to take a survey.
  - d. Next to **Security Requirements Completed:** click on the **Yes** radio button to indicate that a background check was done for the employee.
  - e. Next to **Select Site:**, click on drop-down arrow and choose the site
  - f. Next to **Supervisor:** click on the drop-down arrow and choose the appropriate Supervisor.
  - g. Next to **Employee Center:** in left-hand text box, under **Available Centers**, click on the Center where the employee needs access.
  - h. In between the text boxes, click on the **double-arrow key** to move Center name to the **Assigned Centers** text box for the employee
  - i. Click **Save**
4. **To edit employee information:**
- a. Follow directions 1-2 above.
  - b. Click directly on employee's name
  - c. Edit information where necessary
  - d. At the bottom of the page, click **Save**



## Add School Day Teachers

**School Day Teachers are classroom teachers who teach during the regular school day.**

1. On the **Home** page, click on **Navigation** on top page
2. Scroll down list and click on **School Day Teacher**
3. Enter **Teacher Name:** (First and Last Name)
4. Enter **Teacher E-mail** address: **(NOTE: It is extremely important that the Teachers' e-mail addresses are correct and current.)**
5. Click the **Drop-Down Arrow** under **School System:** (Your School System's 4-digit District number and School Name will appear. Click directly on the name to enter.)
6. Click on Appropriate **School Name:** (Hold down the Control-key on the computer's keyboard, and enter more than one School Name if necessary.)
7. Choose the **Grade Assign:** (If a teacher is assigned to more than one grade, hold down the control-key on the computer's keyboard, and click on each grade he/she is assigned. **Do not** use Multi-grade.)
8. Click **ADD**
9. The School System, School Name, and Grade will appear in a table
10. Click on **Insert School Day teacher information** (Once the new information is loaded, **School Day Teacher info added successfully** will appear at the top of the page)
11. The new School Day Teacher will now appear in alphabetical order in the table of teachers on the page.



## Edit School Day Teachers

1. On the **Home** page, click on **Navigation** on top menu bar
2. Scroll down the list and click on **School Day Teacher**
3. In the School Day Teacher table, scroll through the **Teacher Name** column to find the teacher to be edited
4. On the right-hand side of the row, in the farthest right-hand column, under **Action**, click on **Edit**
5. Edit necessary information at top of page
6. Click **Update** (Once the new information is loaded, **School Day Teacher info updated successfully** will appear at the top of the page.)
7. The updated School Day Teacher information will now appear in the table of teachers

## Add New Students

(See **Adding New Students**, page 4)

## Update Returning Students' Information Pages

(See **Update Student Information Page**, pages 11-12)

## Associate School Day Teachers with Students

1. First, update School Day Teacher page
2. Collect Teachers' current year classroom list of students
3. On **Home** page, in header bar, scroll over **Navigation**
4. Scroll down and click on **Associate Day Teacher**
5. Next to **Site:**, click on drop-down arrow and select Site name
6. Next to **Center:**, click on drop-down arrow and select Center name
7. Next to **Grade:**, click on drop-down arrow and select grade
8. Next to **Active:**, remove check mark from both **Yes** and **No** text boxes
9. Click **Search**



### Associate School Day Teachers with Students, Continued

10. Under **School Day Teacher List**, on the left-hand side, click on the teacher's name to associate to students
11. Under **Student List**, on the right-hand side, click in the text box in front of each student enrolled in that teacher's class.
12. Scroll down and click on **Update**
13. A "Message from webpage" will pop up and ask, "**Do you want to update?**", click **OK**
14. The Students' Information Pages will automatically be updated with the current year's School Day Teacher

### **Add New Courses**

(see **Adding Courses**, page 13)

### **Add Students to Courses**

(see **Adding Students to Single Courses**, **Adding Students to Single Courses After the Course's Start Date**, **Adding Students to Multiple Courses**-pages 16-18)



## Typical Operations

1. On the **Home** page, click on the **Manage Sites and Centers icon**
2. On the **SITE AND CENTER INFORMATION** page, under **Location Name**, click on **Edit Center**
3. At the top of the **CENTER INFORMATION** page, click on **Typical Operations**
4. On the **Typical Operations** page, select the current **Program Year: 20xx-20xx** (The 21<sup>st</sup> CCLC Program Year runs from June 1, 20XX to May 31, 20xx)
5. Click **Create**
6. Enter **First/Last Day of Summer Program:**
7. Enter **First/Last Day of School Year Program:**
8. Read through each item, and enter all information that applies for the Center for both School Year Program and Summer Program.
9. Select **Grade Levels this Center Serves:** (Select all that apply-**Do not select Multi-grade.**)
10. Enter **Regular Program Participants (Attend 30+ days) To Be Served:** (Enter an estimate of the number of program participants who will participate **30 days or more** throughout the program year.)
11. Enter **Total Students (Enrolled in the program) To Be Served:** (Enter an estimate of the number of students who will participate at least one day throughout the program year.)
12. Enter the number of **adult family members anticipated to be served at this center per year**
13. **Select the appropriate priority that each of the items in the table has in the center:** (N/A, High, Medium, Low)  
*(Each row must have a radio button selected. If areas are not used, select NA.)*
14. In the bottom table, enter the **activities, by Subject Area, that the center intends to provide:** (N/A, High, Medium, Low)



Typical Operations Continued

***(Each row must have a radio button selected. If areas are not used, select NA.)***

15. At bottom of page, click **Update**



## Partners

1. On the **Home** page, click on the **Manage Sites and Centers** icon
2. To the right of the Site Name, click on **Edit Site**
3. On the top of the page, in the middle, click on **Add-Edit Partners**
4. Click on the drop-down arrow and select the correct **Program Year**
5. Next to **Partner Name:**, type in the name
6. Next to **Organization Type:**, click on the drop-down arrow, and select the organization
7. Next to **Primary Contribution:**, hold control-key down on keyboard, and highlight each type of contribution made by the partner
8. Next to **In-Kind/Matching Monetary Value:** type in the estimated amount contributed to the program. For example, if your program had to pay for the goods or services being offered, what is the estimated amount the program would have had to pay?
9. Next to **Budget Category:**, click on the drop-down arrow, and select a category
10. Next to **Active/Inactive:**, check for Active
11. Optional: enter **Partner Notes and Justification**
12. Click on **Add Partner**



## **Mid-year Reporting**

(Add/edit the following information to the system for the Mid-Year Report. An e-mail is sent in early December with the due date for the report. It will be due to the OPI in February of each program year.)

### **Courses**

Enter all courses to date (see **Adding Courses** directions, page 13)

### **Attendance**

Enter all attendance through the end of January (see **Attendance** directions, pages 21-26)

### **Mid-year Review Questions**

(**Note:** Consortiums must have responses to the questions from each center. Only Site Directors have access to questions in the database.)

1. Watch for current year Review Questions in an e-mail in early December
2. **Compose and SAVE the answers to the questions in an MS Word document**
3. On the **Home** page, click on **Manage Sites and Centers** icon
4. Under **Site Name**, click on **Edit Site**
5. On the top right-hand side of the page, click on **Review Questions**
6. Select the **Program Year**
7. Click **Create New** radio button
8. Click **Go**
9. Next to **School Year**: click on drop-down arrow and select current Program year
10. Next to **Session**: click on drop-down arrow and select **Mid-Year**
11. **Copy/paste** the Word document answers into the text fields in OSTLMS.
12. Once all narratives have been entered, click **Insert** at the bottom of the page

**NOTE:** If leaving the computer for more than 20 minutes, click **Insert** to save.

- a. To complete/edit questions, follow instructions 3-6
- b. Click **Completed/In Progress**
- c. Click **Go**
- d. Blue Header bar will appear with SL, School Year, Session, Edit, and Delete. To the right of **Mid Year**, click **Edit**
- e. Continue with instructions 9-12



Mid-year Reporting, Continued

**Sites/Centers**

Update both Site and Center Information (See **Edit Site and Center Information**, pages 27-28)

**Typical Operations**

Review and update (see **Typical Operations** directions, page 33-34)

**Partners**

Update if necessary (See **Partners** directions, page 35)

**Objectives**

Review, **update status** if necessary (See **Objectives** direction # 9, page 40)

**Update 30+ Day Students' Information**

(See **Associate School Day Teachers** pages 31-32)



Mid-year Reporting, Continued

### Printing Mid-year Center Progress Report

1. On **Home** page, click on **Reports** icon
2. On Reports page, click on **Site/Center Progress Report**
3. On **Center Progress Report** page:
  - a. Next to **Program Years:**, click on drop-down arrow and select current year
  - b. Next to **Sites:**, click on drop-down arrow and select the Site
  - c. Next to **Locations:**, click on drop-down arrow and select Center
  - d. Next to **Include Objectives and Typical Operations**, click on the **Yes** radio button
  - e. Next to **Include Review Questions**, click on the **Yes** radio button
  - f. A text box will appear. Click drop-down arrow and select **MID YEAR**
  - g. Click **GO**
4. When the **Center Progress Report** page appears, click **Print This Page**
5. A printer dialogue page appears, click **Print**



## ***Year-end Reporting***

### **Add/Edit Staffing**

1. On **Home** page, click on **Manage Sites and Centers**
2. Under **Location Name**, to right of Center Name, click on **Edit Center**
3. On top of the **CENTER INFORMATION** page, click on **Add – Edit Staffing**
4. On **STAFFING INFORMATION** page, in text box next to **Program Year**, click on drop-down arrow and choose current program year
5. Enter number of staff members next to each **Type of Staff Member** for both **School Year** and **Summer Program**.

Enter **Paid/Volunteer** staffing for **School Year** and **Summer Program**

6. Enter **Number of Paid Staff who are not paid by 21st CCLC Grant funds:**
7. Enter **the number of paid staff that regularly staffed the center during the reporting period who left the program and were replaced during the reporting period with a new staff person:**
8. Optional: Add comments relating to staff at the center
9. Click **Update**



## Year-end Reporting, Continued

**Objectives**

(At year-end, the current year's objectives must be closed out and the new upcoming year's objectives must be written.)

**Adding an Objective**

1. On Home page, click on **Manage Sites and Centers** icon
2. Under **Site Name**, click on the **Edit Site**
3. Under **ADD SITE INFORMATION**, click on **Add/Edit Objectives**
4. Fill in all fields with a text boxes next to each heading
5. **Objective:**
  - a. Each yearly objective should reflect the Goals, Strategies and Action Steps written in the OPI E-grants application
  - b. Must be specific to the current year and measureable through:
    - i. A Standardized Test
    - ii. A Pre/Post Measure
    - iii. Survey
    - iv. Other
6. **Weight:**

How much emphasis will be placed on this objective this year?
7. **Linked To:**

Highlight the Goal that this objective is addressing
8. **GPRA Domain** (Government Performance and Reporting Act of 1993)
  - a. What is the purpose of this Objective?
  - b. Hold down the Control-key to select multiple domains
9. **Status:**

Next to Status, click on drop-down arrow and select the best description.
10. **Category:**

Click on the drop-down arrow and select the best category
11. **Activities:**

Hold down the Control-key to select multiple activities



## Year-end Reporting, Continued

**12. Timeline for Activities:**

How often will you provide activities that will address this objective?

**13. Personnel Required:**

Hold down the Control-key to select multiple personnel

**14. Primary Evaluation Strategy:**

Which strategy will be used to determine if the objective was met?

15. When all required fields are completed, click **Add Objective**

**Year-end Close of Objectives:**

1. On Home page, click on **Manage Sites and Centers** icon
2. Under **Site Name**, click on the **Edit Site**
3. Under **ADD SITE INFORMATION**, click on **Add/Edit Objectives**
4. **Scroll down to objectives at bottom of the page**
5. **For each objective, click Edit**
6. In text box next to **Comments:**, answer the questions below
  - a. Met the Objective? How? What made it successful? How has this objective benefited the program in its path to fulfilling the 21<sup>st</sup> CCLC goals?
  - b. Did not meet the Objective? Why? What were the barriers? What could the program do to help meet the objective in the following year? Will the objective be edited?

**Roll-over Partners**

(Roll-over any current year partners that will be utilized in the next program year.)

1. On the **Home** page, click on the **Manage Sites and Centers** icon
2. To the right of the Site Name, click on **Edit Site**
3. On the top of the page, in the middle, click on **Add-Edit Partners**
4. Scroll to bottom of page. Click inside each text box in front of next year's continuing partners.
5. Click on **Roll Partner(s) into next Program year**



## Year-end Reporting, Continued

**Review Questions**

(**Note:** Consortiums must have responses to the questions from each center, however, only Site Directors have access to questions in the database.)

1. On the **Home** page, click on **Manage Sites and Centers** icon
2. Under **Site Name**, click on **Edit Site**
3. On the top right-hand side of the page, click on **Review Questions**
4. Select the **Program Year**
5. Click **Create New** radio button
6. Click **Go**
7. Next to **Session:** click on drop-down arrow and select **End Year**
8. Compose and **save** the narratives in **Word**
9. Copy/paste narratives into the text fields in OSTLMS
10. Once all narratives have been entered, click **Insert** at the bottom of the page

**NOTE:** If computer will be inactive for more than 20 minutes, click **Insert** to save before leaving station.

- a. To complete/edit questions, follow instructions 1-4, then
- b. Click **Completed/In Progress**
- c. Click **Go**
- d. Click **Edit** to the right of **End Year**
- e. Continue with instructions 8-10



## Year-end Reporting, Continued

**Social Data Reporting**

1. Click on **Social Data** icon
2. On the Social Data Information page, click on drop-down arrows to enter:
  - a. Site:
  - b. Center:
  - c. Year:
3. Click on:
  - a. **List Students** –print two copies of this list and close window (this includes all enrolled students)
  - b. Click **Social Data Collection Sheet**   icon (This sheet can be pulled up either as a Word document or a PDF)- print two copies of this document (found on page 29)
4. Present the copies to:
  - a. the School Resource Officer (SRO), or whoever collects the behavioral and/or substance juvenile offences data at your school. That person only fills in the information at the top of the Social Data Collection Sheet that refers to **behavioral and Substance Abuse offenses**.
  - b. the person who records discipline referrals at your school. That person only fills in the information at the bottom of the Social Data Collection Sheet that specifies **Discipline Referrals**.
5. To enter information collected, on **Home** page, click on **Social Data**
6. On the Social Data Information page, click on drop-down arrows to enter:
  - a. Site:
  - b. Center:
  - c. Year:
7. Click on **Open Form**



## Year-end Reporting, Continued

8. Enter "**Number of students in school(s) and grade levels associated to *Your Center***" (The schools and grade levels served at this center are listed at the top of the page. The total school(s) population(s) needs to be added together and entered here. **NOTE:** This is the school enrollment population served by the Afterschool program.
9. Enter the data from the completed **Montana 21<sup>st</sup> CCLC Social Data Collection** sheet in to the appropriate text boxes
  - a. Juvenile Offenses
    - i. Behavior Related
    - ii. Substance related
  - b. Discipline Referrals.
10. Click **Update**
11. To pull up a report, on the Social Data Information page, click on **Go to Reports**
12. Click on drop-down arrows to enter:
  - a. Site:
  - b. Center:
  - c. Year:
13. Click on **Submit**



## Social Data Collection Form

### Montana 21<sup>st</sup> CCLC Social Data Collection

The data collected below will be entered into the 21<sup>st</sup> Century Community Learning Centers (CCLC) Management System providing an enhanced understanding of the social impact of the after-school programs sponsored by the 21<sup>st</sup> CCLC. Please report the number of students committing behavioral and substance abuse offenses and having discipline referrals. In addition, please review the attached list of 21<sup>st</sup> Century students and enter the number of participants committing behavioral and substance abuse offenses and having discipline referrals. Please note the definitions for all three categories below.

**Year:**

**School:**

**Report the number of students with behavioral and/or substance abuse** offenses which are documented in the School Discipline Codes/Expulsion Suspension Report.

**School Related Data** (for all students enrolled in a school):

Number of students committing **behavioral offenses** (disruptive behavior, offenses against property, offenses against persons, fighting, weapons, felonies, etc.) during the year: \_\_\_\_\_ (These are the same offenses used in the School Discipline Codes/Expulsion Suspension Report.)

Number of students committing **substance abuse offenses** (drugs, alcohol, and tobacco) during the year: \_\_\_\_\_ (These are the same offenses used in the School Discipline Codes/Expulsion Suspension Report.)

**21<sup>st</sup> CCLC Related Data** (for those students enrolled in an afterschool program)

From the attached list of 21<sup>st</sup> CCLC students, enter the number of students committing **behavioral offenses** (fighting, assault, battery, harassment, vandalism, theft, etc.) during the year: \_\_\_\_\_ (These are the same offenses used in the School Discipline Codes/Expulsion Suspension Report.)

From the attached list of 21<sup>st</sup> CCLC students, enter the number students committing **substance abuse offenses** (drugs, alcohol, and tobacco) during the year: \_\_\_\_\_ (These are the same offenses used in the School Discipline Codes/Expulsion Suspension Report.)

**Discipline Referrals** occur during the school day or during an afterschool program in which a principal, teacher, or other school personnel has handled the event. **Do not** double count. If a student commits an offense, which is counted in the report above, **do not** report the student below for that offense.

Number of all students receiving discipline referrals during the year: \_\_\_\_\_

Number of 21st CCLC students receiving discipline referrals during the year: \_\_\_\_\_

We appreciate your assistance. Thank you.

Please return to \_\_\_\_\_ by \_\_\_\_\_



## Progress Monitor Directions

The Progress Monitor is only used to crosscheck that the correct current-year School Day Teacher is attached to the correct current-year student, and the current-year lunch type is entered correctly. Enter all attendance for the current year, then:

1. Click **Progress Monitor** on the **Navigation Bar**
2. Next to **Program Year**: click on drop-down arrow and choose **correct year**
3. Next to **Location**, click on the drop-down arrow and select your **Center**
4. Next to **Number of days attended** > enter **30**
5. Click **Search**

### On the PROGRESS MONITOR/GRADES GOAL page:

6. When the Student's **Progress Monitor** appears, confirm that the **School Day Teacher** is correct.
7. If the Day Teacher needs to be corrected, click directly on student's name
8. The **Student Information** page will appear.
9. Correct **School Day Teacher Name**
10. Click **Update**
11. Click **Back** button on top of page to go back to Progress Monitor page
12. Continue steps 6-12 as necessary for each student on the list



## Teacher Survey

### School Day Teacher-Adding/Editing

All School Day Teachers must be added/edited to the system in order to launch a successful survey. **See New Program-Year Reporting, School Day Teachers-Adding and School Day Teachers-Editing** (pages 30-31)

### Launch a Survey

1. Open Creating Change
2. Cross-check students attending **30+ days** have the **current year's School Day Teacher Name** entered on their **Student Page**  
Follow Progress Monitor directions, page 46
3. When all 30+ students have been assigned a teacher, under **Administration** tab, click on **Launch Survey**
4. Click the **Distribute** button next to **Teacher Survey**
5. Choose the **Program Year**

If there are more than 40 students attending 30+ days, send surveys by grade level, or no more than 40 at one time, to avoid overloading the school's e-mail system.

6. Next to **Location**, choose the Center
7. Next to **Attendance Days** >= type in **30** (those that appear have 30+ days)
8. Click **Go**
9. Click **Check/Uncheck All** to select all students (a check means the survey will be sent for that student)
10. In **Message body** text box, there is an existing message for teachers. A specific message for the teachers of your regular students may be added.
11. Click **Send Survey**



## Check Survey Results

1. On **Home** page, click on **Reports**
2. Click on **Teacher Survey Report**
3. Click on radio button in front of **Center**
4. Click on drop-down arrow and select current **Program Year**
5. Click on drop-down arrow and select the **Site**
6. Click on drop-down arrow and select the **Center**
7. Click **GO**

## Close Courses

1. On **Home** page, click on **View Courses**
2. Enter the **Center**
3. Click **Reload**
4. Under School Year Courses, on right-hand side of each row, click on red link, [Course End Data](#)
5. A small window will open. For each course:
  - a. Enter **Typical Number of Students per Day**:
  - b. Enter **Typical number of adult family members per day**: (these are family participants in activities (i.e., Family literacy, parenting classes, etc.; not parents who volunteer for the program))
6. Click Add
7. Repeat instructions 4-6 for every School Year Course and Summer Course



## OSTLMS Reports

### *Student Report*

1. Click on **Reports** icon
2. Click on **Student** icon
3. On left-hand side, under **Report Parameters**:
4. Next to **Assigned to classes during**:, click on drop-down arrow and select current year
5. Next to **Sites**:, click on drop-down arrow and select a site
6. Next to **Locations**:, highlight the Center
7. Next to **Number of days attended**: in the **>=** text box, enter 1 for one day or more, and enter 30 for thirty days or more (Do not enter a number in the **<=** text box)
8. On right-hand side under **Report Headers**, click in text box in front of **First name**, **Last name**, and any other header in the list for information on the students)
9. Scroll to bottom of page, and click on **Report**
10. When report appears, click on the Last name header to sort the students by last name.
11. Above the blue header line, click **Export to Excel**
12. A File Download box will appear, click on **Open**
13. To Rename the file, click on Excel icon in top left, and click on **Save As**.
14. Choose a destination at the top under **Save in**
15. Name the document at the bottom next to **File name**
16. Click Save



## ***Courses Report***

1. Click **Back to Main Menu**
2. Click on **Courses**
3. Choose **20xx-20xx** next to **Program Year**
4. Select your **Site**
5. Everything related to courses at this site appears
6. Click the **Next Page** button to view the rest of the report
7. To return to the first page click the **Previous Page** button
8. On the first page click **Print** to have this report printed
9. When the printable window appears, click the **Printer** icon on your tool bar
10. Close out of the printable window



## **Sites Report**

1. Click **Back to Main Menu**
2. Click on **Sites**
3. Choose **20xx-20xx** next to **Program Year**
4. Select your **Site**
5. Everything related to this site appears
6. Click the **Next Page** button to view the rest of the report
7. To return to the first page click the **Previous Page** button
8. On the first page click **Print** to have this report printed
9. When the printable window appears, click the **Printer** icon on your tool bar
10. Close out of the printable window



## ***Centers Report***

1. Click **Back to Main Menu**
2. Click on **Centers**
3. Choose **20xx-20xx** next to **Program Year**
4. Select your **Site**
5. Choose a **Center**
6. Click **Go**
7. Everything related to this center appears
8. Click the **Next Page** button to view the rest of the report
9. To return to the first page click the **Previous Page** button
10. On the first page click **Print** to have this report printed
11. When the printable window appears, click the **Printer** icon on your tool bar
12. Close out of the printable window
13. If there are more centers, choose the next center and click **Go**
14. Continue with steps 39-43 for each center



## ***Student Achievement Data Report***

1. Click **Back to Main Menu**
2. Click on **Student Achievement Data**
3. Choose **20xx-20xx** next to **Program Year**
4. Select your **Site**
5. Everything related to student achievement data appears
6. Click the **Next Page** button to view the rest of the report
7. To return to the first page click the **Previous Page** button
8. On the first page click **Print** to have this report printed
9. When the printable window appears, click the **Printer** icon on your tool bar
10. Close out of the printable window

