

Setting up in EZ Reports: Returning 21st CCLC Grantees	
<p>Data Carry-over: The new school year (2018-2019) will start June 1st, 2018. However, we will keep the current EZ Reports system open till July 31, 2018 to enable you to complete entering data and run reports for the current school year.</p>	<p>The 2018-2019 (NEW) EZ Reports system will have the following data carried over:</p> <ol style="list-style-type: none"> 1. All Participants 2. All Staff 3. All service providers / vendors 4. All Activities 5. All grant and site related data <p>The 2018-2019 (NEW) EZ Reports system will NOT include:</p> <ol style="list-style-type: none"> 1. Sessions 2. Enrollments 3. Surveys 4. Academic data 5. Attendance
<p>Semester Dates</p>	<ol style="list-style-type: none"> 1. In 2018-2019, the following dates will be populated: <ol style="list-style-type: none"> a. Summer-06-01-2018 to 08-15-2018 b. Fall-08-16-2018 to 12-31-2018 c. Spring-01-01-2019 to 07-15-2019 2. If your site did not have a 21st CCLC summer program in the 2017 system then the same option will be applied to 2018 summer. If this is not correct then please uncheck and enter dates for your summer program. We encourage you to review and correct these dates specific to your program ASAP.
<p>Student Registration</p>	<p>In 2018-2019 system, you will not have any student under the "Manage Registration" screen. All existing students will be moved to "Registration→Register Student" list at the site level and you will be able to search and select them to register for summer 2018 or fall 2018.</p>
<p>Enrollment and Attendance</p>	<p>In 2018-2019 system the following options will not be allowed:</p> <ul style="list-style-type: none"> • Student enrollment in simultaneous session with Daily Attendance • Automatic Enrollment with Daily Attendance <p>You can use Automatic Enrollment only with session attendance. This means you will take attendance for each session daily (as scheduled).</p> <p>Note: After the switch over is done, if you enter data below in 2017-2018 system then you will have to enter that data again in the 2018-2019 system, if needed.</p>

	<ol style="list-style-type: none"> 1. New Students 2. New Adults 3. New Activities 4. New Providers 5. New Staff 6. New Teachers
<p>Step 1: Log on to EZ Reports</p>	<p><u>Website:</u> https://www.ezreports.org/indiana1718 <u>Username:</u> first initial of your first name and full last name; Example: John Smith would be jsmith</p>
<p>Steps for Program Directors</p>	<p>Note: Please do the following steps before creating sessions, enrolling students and recording attendance:</p> <ol style="list-style-type: none"> 1. Navigate to Site→Manage Site→Select Site→Edit Site→Semester Dates Tab <ol style="list-style-type: none"> a. Correct the site semester days (indicate by checking the box for no summer programming if you do not have a 21st CCLC Summer Program—be sure to repeat for each site) 2. Navigate to Site→Scheduled Holidays Set up holidays for 2018-2019
<p>Steps for Site Coordinators</p>	<ol style="list-style-type: none"> 1. Your “Enrollment/Attendance Options” are the same as last year. If you want to change these options, please contact technical support BEFORE entering any attendance for summer/fall. 2. Navigate to Activity→Manage Activity→Edit Activity to review and correct the “activity categories” 3. Navigate to Program→Staff→Edit Staff to review and correct staff information 4. Navigate to Program→Day School Teacher→Edit Teacher to review and correct day school teacher information (remember these are school day teachers for students, not afterschool staff). 5. New sessions should be created only after your program director has finished setting up the holidays/semester dates. 6. The grade level of all students has been increased by one grade. Please check and correct this info for those students who did not get promoted. Also please ensure to check the student’s school and correct any details if needed. 7. Register new summer students 8. Enter any new summer staff 9. Enter new summer activities 10. Enter new summer sessions 11. Enroll students into sessions <ol style="list-style-type: none"> a. You enroll students at the site level under

	<p align="center">Registration→Enroll by Activity OR Enroll by Participant</p> <p>12. Enter attendance for summer</p>
<p>Summer Setup</p>	<p>Note:</p> <ul style="list-style-type: none"> • Use one host site for students across multiple sites • You should never change the students school in their profile from their school year site <p>If your summer program is hosted at one of your sites, but students across multiple sites attend there, please do the following for set up before registering/enrolling students in summer sessions:</p> <ol style="list-style-type: none"> 1. Navigate to Site→Manage Site→Select the summer site→Edit Site <ol style="list-style-type: none"> a. Go to the feeder schools tab and be sure to add all appropriate feeder schools (and/or sites) that students may come from. 2. Log on to your summer site and navigate to Registration→Register Student to register any appropriate students for summer programming. Then you can enroll/take attendance for these students. 3. After summer ends, you can drop those summer students that belong at other sites, and follow Step 1 in this section to drop feeder schools/sites that do not apply during the fall <ol style="list-style-type: none"> a. This step will make your list much more manageable when you go to Registration→Register Student for fall set up. You will also be able to then register students at their school year sites for fall/spring programming 4. To get a report on summer attendance, navigate to Reports→Attendance→Participant Attendance By Semester
<p>Frequently Asked Questions</p>	<ul style="list-style-type: none"> • What do I have to do before the current year EZ Reports System (2017-2018) goes offline? <ul style="list-style-type: none"> ○ You will not have access to the current EZ Reports system after July 31st, 2018. Please do the following prior to 2017-2018 EZ Reports System goes offline: <ul style="list-style-type: none"> ▪ Complete attendance for Spring 2018 ▪ Check APR Attendance errors for spring (Reports→DOE→APR→Attendance). Filter at the top of the table by “spring” and make corrections or exceptions as necessary. ▪ Complete entry of academic data

	<ul style="list-style-type: none">▪ Run any reports that you may need for later use• How do I get started on the new EZ Reports System (2018-2019)?<ul style="list-style-type: none">○ Complete system startup tasks which will be displayed when you logon to the new system (and are displayed below).
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