

Setting up in EZ Reports: New 21st CCLC Grantees *this will walk you through steps if logged in at the Program Director level*	
Step 1: Log on to EZ Reports	<p><u>Website:</u> https://www.ezreports.org/indiana1718</p> <p><u>Username:</u> first initial of your first name and full last name; Example: John Smith would be jsmith</p>
Step 2: Checking Attendance	<p>1. Reports->DOE->APR Warnings->Attendance. You can customize your search by sites and/or semester. This report will show activities, sessions and days without attendance.</p> <ol style="list-style-type: none"> a. Click on the Calendar icon on the right to see which months are missing attendance. Days with no attendance will be highlighted in pink. b. You can also search for missing attendance data by month by going to: Reports -> Attendance -> Status by Month and clicking "Show Attendance Submission". Here you will confirm that all sites have submitted attendance from June 2017 through May 2018. All of the sites should have a 'Submitted' Status. If there is a red 'x' then that means that attendance is not submitted. <ol style="list-style-type: none"> i. If this is not complete: Notify your site coordinators that they must enter all attendance and/or submit the attendance for that month. ii. To submit attendance: Log on to site →Roster →Submit Attendance →Submit Attendance
Step 3: Check your service providers and Local Evaluator	<ol style="list-style-type: none"> 1. Program -> Service Providers. Here you will need to confirm that all of the providers for the 2017-2018 reporting period are correct and listed. If you have new providers, please add them. It is okay if you have partners listed who are not current for this year- in step 4.e. you will just not attach them to your grant for this year. 2. Program-> Local Evaluator. Please confirm that you have the correct contact information listed for your current Local Evaluator. Either Edit the current information, or delete and add a new Evaluator.
Step 4: Check your Grant Information	<ol style="list-style-type: none"> 1. Program -> Grant -> Edit Grant. Here you will need to confirm that all information in the following tabs is complete (repeat for each grant if you have more than one active): <ol style="list-style-type: none"> a. Grant tab: Review to ensure all information is complete. Be sure you have entered the 4 year funds as outlined in your grant proposal. b. Grant Objectives tab: Active STPMs should be entered in this section. Delete any non-current STPMs

	<ul style="list-style-type: none"> c. Other funds tab: At least one box should be checked. d. Site tab: Dates should be entered for all sites-this refers to grant dates, NOT site specific school year dates. Be sure you have entered the operational budgets for each site in the provided field “21st CCLC Fund (2016-2017)”. e. Provider/Partner tab: Make sure that you associate the active providers for your grant for 2017-2018. The list of providers here will pull from the list of providers listed under Program -> Service Provider/Partner. <ul style="list-style-type: none"> i. If you have any providers under Program -> Service Provider/Partner that are not showing up on this tab, then you must add that provider by clicking on Select Provider/Partner. ii. Please make sure to update primary contribution options for each provider/partner and fill out appropriate information regarding value of contribution, subcontract, etc. Enter a dollar value for each provider’s contributions (either in-kind contributions or actual paid services, or both).
<p>Step 4: Check the Site Information</p>	<p>1. Site -> Manage Site -> Edit Site. Here you will need to confirm and complete all tabs:</p> <ul style="list-style-type: none"> a. Site tab: Fields that should be left blank (unless IDOE has filled these in for you): #students/adults in previous program; NCES ID. **Also check proposed numbers for adults and students. Should match what is in your grant application with IDOE. b. Feeder School tab: Make sure you have all the appropriate feeder schools associated with your site. Add or delete as necessary. c. Semester Dates tab: Make sure all dates are filled in and accurate. d. If you have multiple sites, repeat these steps for all sites.
<p>Step 5: Check your Program Activities</p>	<p>1. Program-> Activity→Edit Activity: Check your Activities and objectives related to activities.</p> <ul style="list-style-type: none"> a. In the Activity tab, make sure all mandatory fields are completed. <ul style="list-style-type: none"> i. Classify the Activity Categories Section ii. Add an activity description

	<ul style="list-style-type: none"> iii. Specify Targeted Audience iv. Repeat steps for all activities b. In the Objectives tab, make sure that all relevant Objectives have been checked
<p>Step 6: Update your Administration Tab</p>	<ul style="list-style-type: none"> 1. Administration → Grade Type <ul style="list-style-type: none"> a. Make sure all schools have appropriate grading schemes b. Note: your site coordinators will not be able to enter grades correctly if you do not complete this section. If they begin to enter grades prior to you confirming your options you will not be able to make changes until grades are deleted for all students. 2. Administration->Grading Period. Be sure you have completed this step during Start-Up or Mid-Year Checks. <p>You will notice that Fall Final and Spring Final Grades are required (per federal requirements). You will not need to enter corresponding dates for these two required periods. You have the option to add other grading periods that you want to be able to enter grades for, however that is not required.</p> 3. Administration->Manage Tests. This year the test section has been modified. You MUST ensure that ISTEP Spring 2018 is listed as a test in this section under the ISTEP STATE LEVEL name. If you do not see it you will click ADD Assessment across from "ISTEP STATE LEVEL" You will then select spring 2018 for the period, and select the date. Remember to save/close.
<p>Step 7: Update Demographic Information</p>	<ul style="list-style-type: none"> 1. Student-level Demographics Report Reports → Wizard: Use this to see what students may be missing demographic information. <ul style="list-style-type: none"> a. Report Type Tab: Select 'List' Report on 'Student' and Reported Output should be 'Student Demographics' b. Report Fields: <ul style="list-style-type: none"> i. General Fields- 'First Name' and 'Last Name' ii. Student Demographics- "Ethnicity, Race, Education/Special Need, Eligible for Free/Reduced Lunch, Transportation Mode' iii. Click 'View Excel Report' Any field that says 'unknown' will need to be updated (minus the Foster Care Category) 2. If you are missing demographic information, here are some tips:

	<ul style="list-style-type: none"> a. Free/Reduced Lunch status (located in student’s profile). May be entered manually (at the site level) or by using an upload (at the program level). a. Student-level Demographics: LEP, Special Ed., Gifted/Talented Status (located in student’s profile). May be entered manually at the site level, or by using the Student Demographic uploads at the program level. b. Student-level Demographics: Transportation Status (located in student’s profile). May be entered manually at the site level, or by using the Student Demographic (Long) upload at the program level. (Unfortunately, you cannot use the Short Upload to enter this information.)
<p>Step 8: Collect Information for all Students</p> <p>The following information must be collected for any student with at least 1 day of attendance in the school year (who are listed in the active tab of your registration page). You only need to report information for active summer students if you have chosen to keep them in the system.</p>	<ul style="list-style-type: none"> 1. Test scores (ISTEP). <ul style="list-style-type: none"> a. You DO enter ISTEP scores into EZ Reports. Do NOT enter Proficiency Levels for ISTEP into EZ Reports. IDOE will do this for you. b. Test scores may be entered manually or by upload. Only Program Directors can use the upload feature. c. You do NOT have to enter any other assessments into EZ Reports unless specifically required by your local evaluator. (Acuity, DIBELS, NWEA scores etc.) 2. Grades. <ul style="list-style-type: none"> a. Grades may be entered manually or by upload. Only Program Directors can use the upload feature. b. Surveys may be entered manually or by upload. (Unlike the test scores and grades, this template is found at the site level.) c. Remember: whatever your school’s grading schedule, you MUST enter a grade into Fall Final and into Spring Final for Math and English/Reading.
<p>Step 9: Collect Information for Regular Attending Participants (RAP’s)</p> <p>The following information must be collected for regularly attending participants. This means any student with 30 days of attendance in the fall and spring. Do not include summer attendance in this number.</p>	<ul style="list-style-type: none"> 1. Teacher Surveys. <ul style="list-style-type: none"> a. Collect and enter only ONE survey per student, preferably from a math or reading teacher. If you collected more than one survey, just enter one. b. Be sure to select spring for the semester you are entering survey data for. c. Teachers can be sent electronically under the survey tab, or they can be uploaded at the site level via excel template OR entered manually in the student’s Profile/Survey Tab (Registration>>Manage Registration. Edit a Student. Survey Tab).