

2. NAVIGATION BASICS

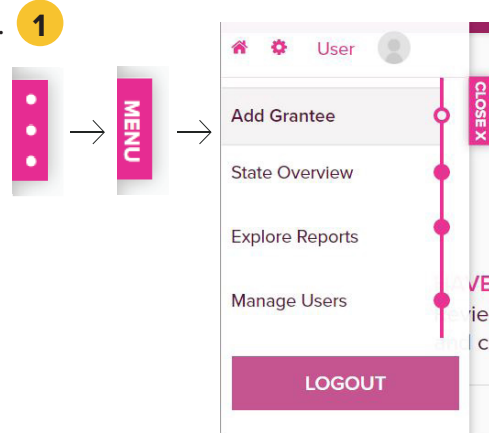
“How do I get there from here?”

1

MAIN MENU

Expand the Main Menu on the left to reveal context sensitive navigation options.

Fig. 1

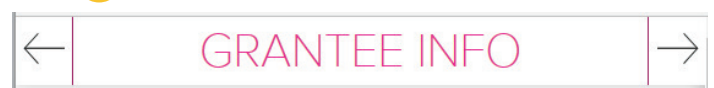


2

TOP NAV BUTTONS

Use the Forward and Back buttons when available in the header.

Fig. 2



3

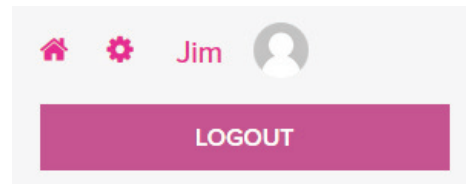
FOOTER BUTTONS

The Footer Buttons are available on every page.

Click Home to return to the Welcome Screen. Click the Gear or your name for Settings.

Click the profile icon to upload your photo and personalize your avatar!

Fig. 3



4. STATE OVERVIEW

“I’m an SEA, and I’m updating my Grantee Profiles.”

1 State Overview

2.1 Find Grantee in list

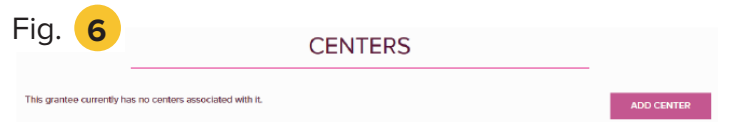
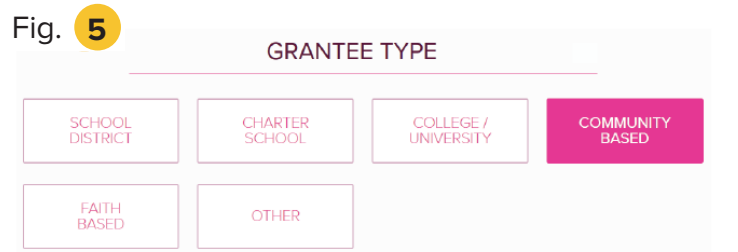
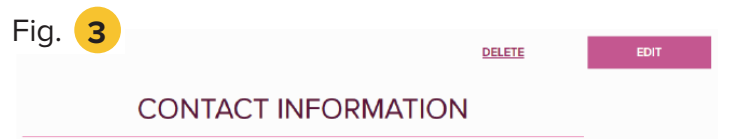
2.2 Click Grantee name or the down arrow then Edit

3 Review profile and click Edit button

4 Update Profile (Contact Info and Location)

5 Update Grantee Type

6 Click Update Grantee



TIP: GRANTEE LIST

Scroll down until you find the Grantee in the list, or begin typing Grantee name in the Search box. The list will auto-filter as you type.

TIP: GRANTEE TYPE

If you don't see your Grantee Type in the list, select OTHER.

4. STATE OVERVIEW

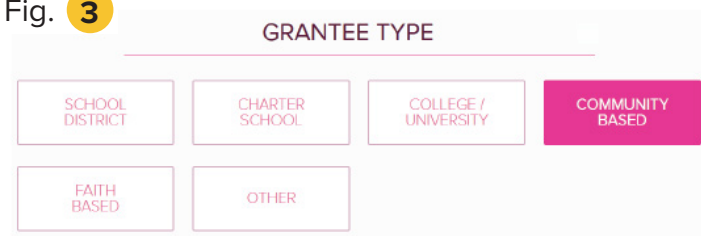
“I’m an SEA, and I’m adding a Grantee profile.”

- 1 Click State Overview
- 2 Enter profile
(Contact Info and Grantee Location)
- 3 Select Grantee Type
- 4 Enter Award Amount
- 5 Review Grantee
- 6 Save Grantee

Fig. 1



Fig. 3



TIP: AWARD AMOUNT

See Quick Guide 14 for guidance on entering award amount.

TIP: GRANTEE TYPE

If you don't see your Grantee Type in the list, select OTHER.

5. MANAGE CENTERS

“I’m a Grantee, and I’m adding my Centers.”

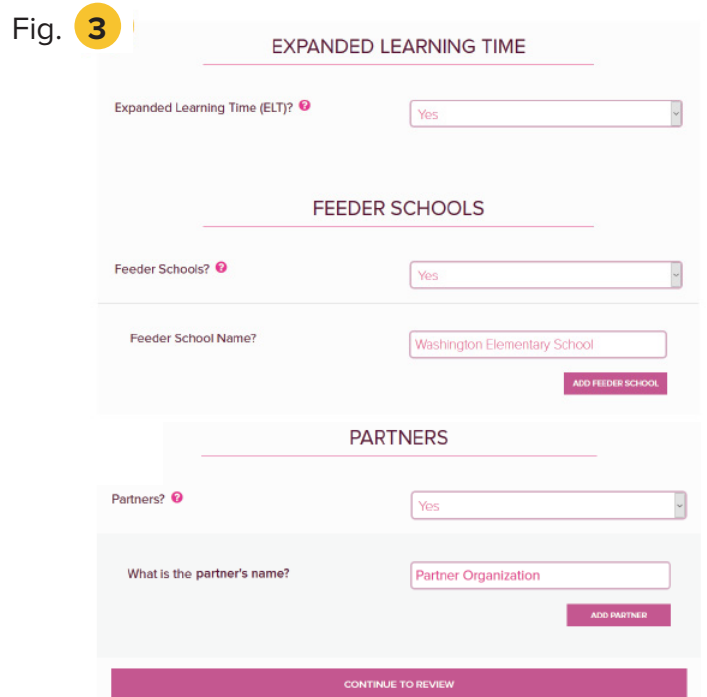
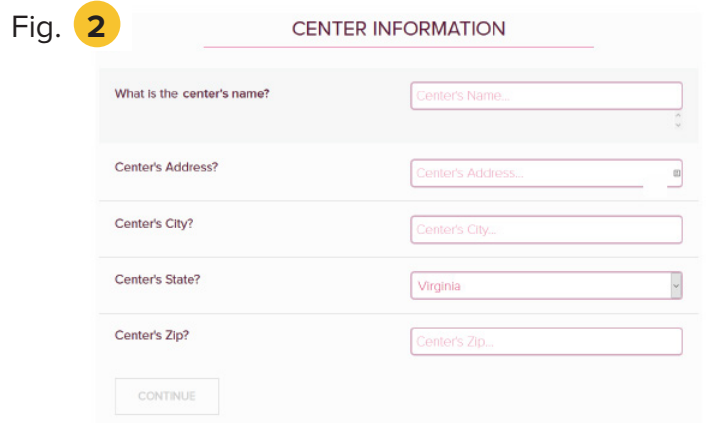
1 From Grantee Overview page, Click Add Center

2 Enter Center Info, Contact Info, and Center Type

3 Enter ELT, Feeder School, and Partner Information

4 Click Continue to Review

5 Scroll down and click Save Center



TIP: CENTER TYPE

If you don't see your Center Type in the list, select OTHER.

TIP: FEEDER SCHOOL AND PARTNER INFO

You only need to enter Feeder School and Partner Information for one Center. They will carry over to other Centers for that Grantee.

TIP: CENTERS CANNOT BE DELETED.

If Center is duplicated or obsolete, re-name the Center to “Null” and completely remove all data within the Center.

5. MANAGE CENTERS

“I’m a Grantee, and I’m updating my Centers.”

1

Find Center in List

2

Click Center name
or the down arrow then Edit

3

Review profile and make necessary changes

4

Click Continue to Review

5

Scroll down and click Save Center

Fig. 1

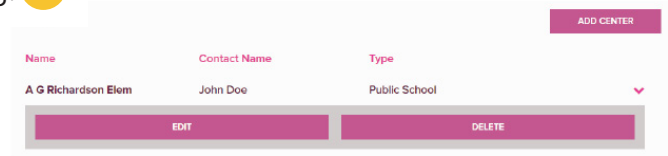


Fig. 3

A screenshot of a form titled 'CENTER INFORMATION'. It contains five input fields, each with a label and a placeholder: 'What is the center's name?' (Center's Name...), 'Center's Address?' (Center's Address...), 'Center's City?' (Center's City...), 'Center's State?' (Virginia), and 'Center's Zip?' (Center's Zip...). At the bottom left of the form is a button labeled 'CONTINUE'.

Fig. 4



Fig. 5



TIP: CENTER TYPE

If you don't see your Center Type in the list,
select OTHER.

“I’m adding Activities information.”

1 Click Center Name

1.1 Click Enter APR

2 Click Activities or Click on Enter APR data to begin

3.1 Select each topic in which you held activities

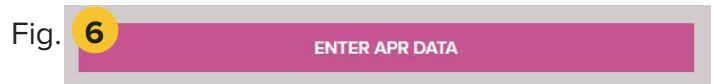
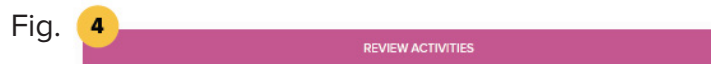
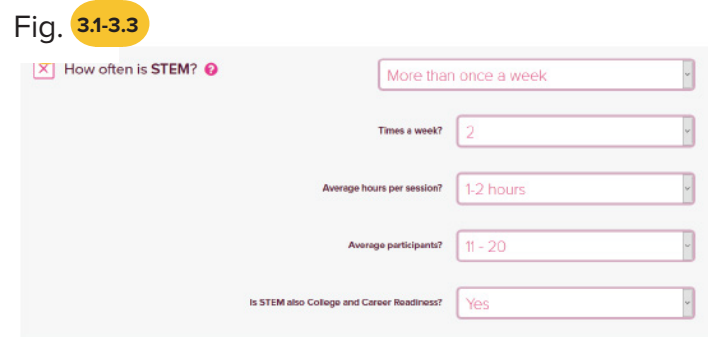
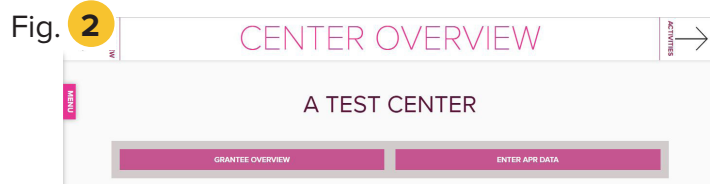
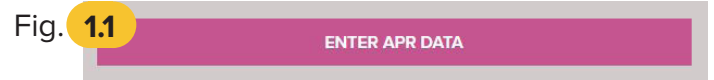
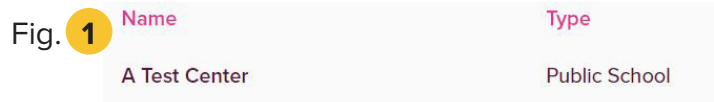
3.2 For each topic, enter frequency, hours, participants, and college & career readiness

3.3 Repeat these steps for each activity.

4 Click Review Activities when finished

5 Click Edit if you need to make changes

6 Click Continue to Staffing



TIP: REVIEW ACTIVITIES

If the Review Activities button is greyed out or unclickable, make sure you’ve filled in all of the required fields.

TOOL TIPS

Whenever you see a question mark in a circle, you can click it to see more information about that topic.

6. ACTIVITIES

★ Saves with every click!

ACADEMIC

STEM, Literacy, Tutoring, Homework Help, and English Language Learners Support

ENRICHMENT

Entrepreneurship, Arts & Music, Physical Activity, Community/Service Learning, and Mentoring

CHARACTER EDUCATION

Drug Prevention, Counseling Programs, Violence Prevention, Truancy Prevention, and Youth Leadership

COLLEGE AND CAREER READINES

College and Career Readiness

“I’m adding Staffing information.”

1 Click Center Name

1.1 Click Enter APR

2 Click Activities, then Staffing

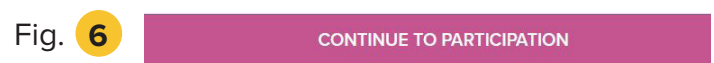
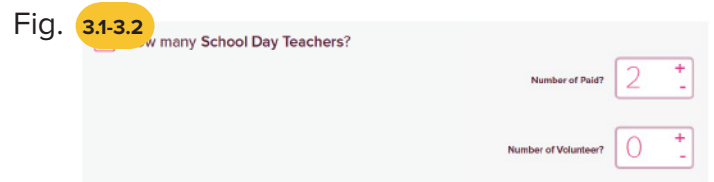
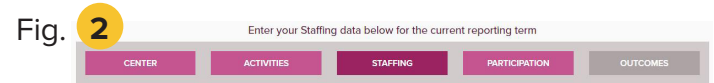
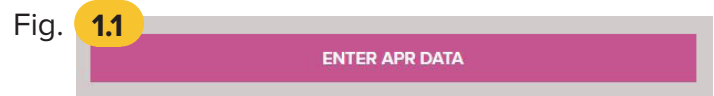
3.1 Select each Staff Member type as needed

3.2 For each Staff Member type, enter the number of paid and volunteer

4 Click Review Staffing when finished

5 Click Edit if you need to make changes

6 Continue to Participation



TIP: REVIEW STAFFING

If the Review Staffing button is greyed out or unclickable, make sure you’ve filled in all of the required fields.

TOOL TIPS

Whenever you see a question mark in a circle, you can click it to see more information about that topic.

8. PARTICIPATION

★ Saves with every click!

“I’m adding Participation information.”

1 Click Enter APR

2 Click Participation

3.1 Select each Grade Level as needed

3.2 For each Grade Level, enter the number of participants at that grade level

4 For each grade range (PreK-5th & 6th-12th) enter aggregate attendance

5 For each grade range (PreK-5th & 6th-12th) enter aggregate race/ethnicity

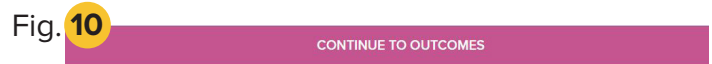
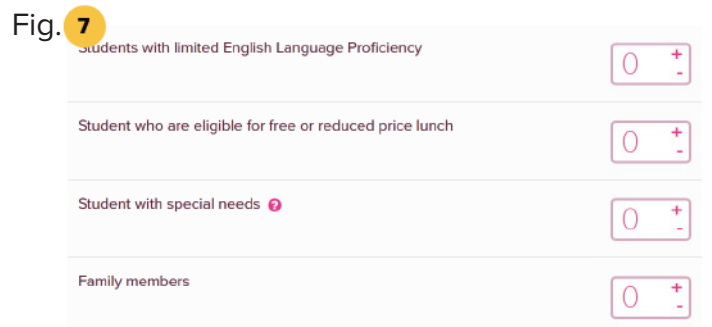
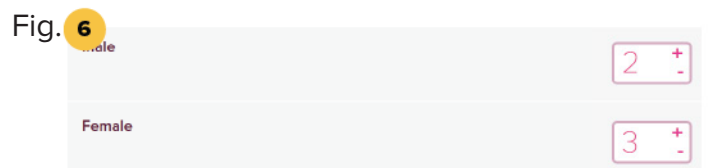
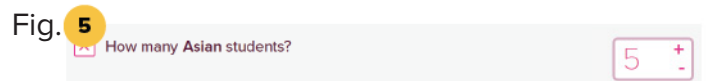
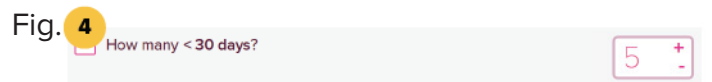
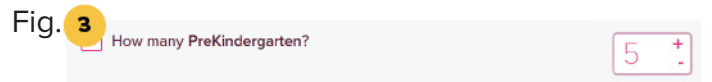
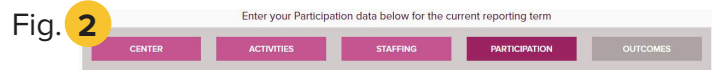
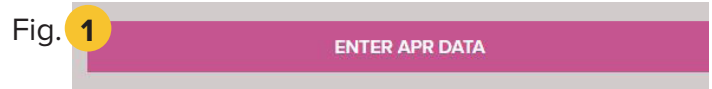
6 For each grade range (PreK-5th & 6th-12th) enter aggregate sex

7 For each grade range (PreK-5th & 6th-12th) enter population specifics

8 Click Review Participation

9 Click Edit if you need to make changes

10 Continue to Outcomes



TIP: CONTINUE AND REVIEW PARTICIPATION

If the Review or Continue to Outcomes buttons are greyed out or unclickable, make sure you've filled in all of the required fields and that all the required numbers balance.

TOOL TIPS

Whenever you see a question mark in a circle, you can click it to see more information about that topic.

9. OUTCOMES - STATE ASSESSMENTS

★ Saves with every click!

“I’m adding State Assessments Data.”

1 Click Enter APR

2 Click on Outcomes

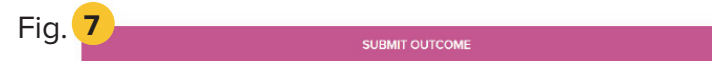
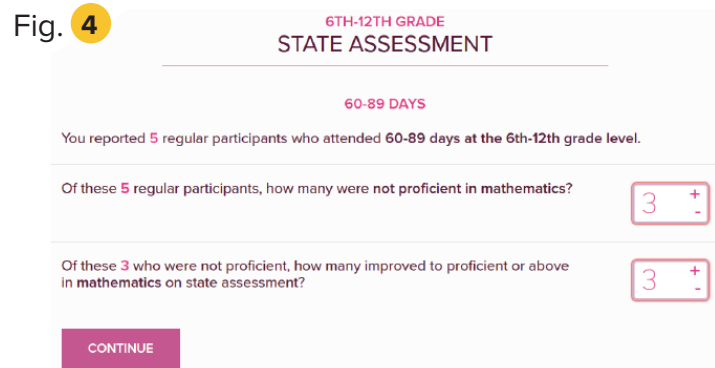
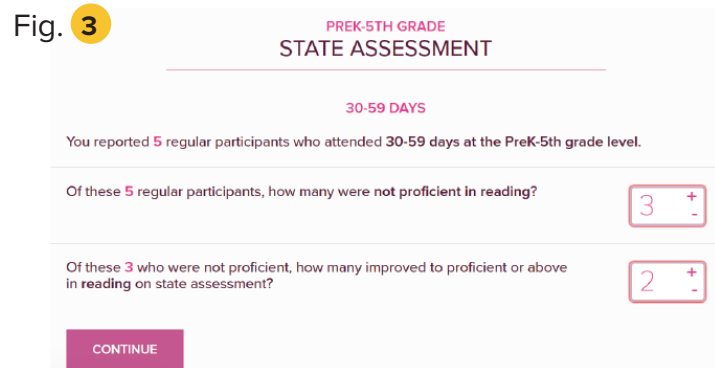
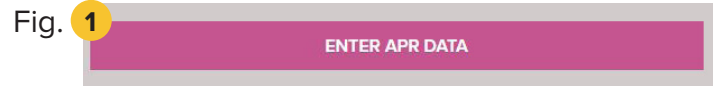
3 Enter State Assessment Reading proficiency data for grade PreK-5 students, if applicable, who attended for 30-59 days, 60-89 days, then for 90+ days

4 Enter State Assessment Math proficiency data for grade 6-12 students, if applicable, who attended for 30-59 days, 60-89 days, then for 90+ days

5 Click Review Outcomes

6 Click Edit if you need to make changes

7 Click Submit Outcomes



TIP: CONTINUE AND REVIEW OUTCOMES

If the Continue or Review Outcomes buttons are greyed out or unclickable, make sure you’ve filled in all of the required fields and that all the required numbers balance.

TOOL TIPS

Whenever you see a question mark in a circle, you can click it to see more information about that topic.

TIP:

If your Center did not collect State Assessment results for this term, and you will not be reporting on State Assessments, check “No Data To Report”.

10. OUTCOMES - TEACHER REPORTED

★ Saves with every click!

“I’m adding Teacher Reported Data.”

1 Click Enter APR

2 Click Activities, then Staffing, then Partic., then Outcomes

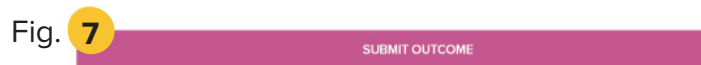
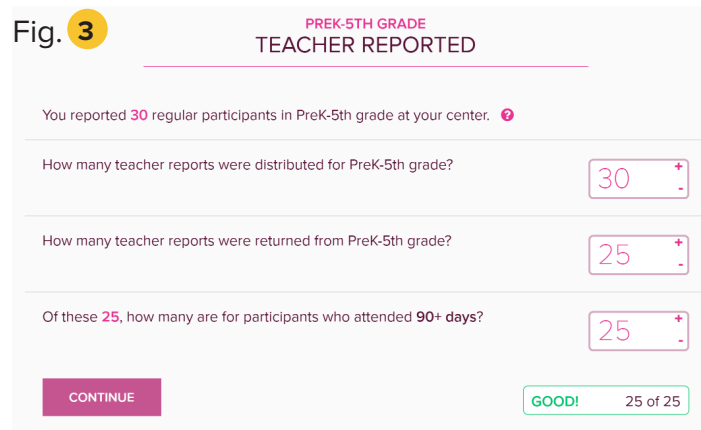
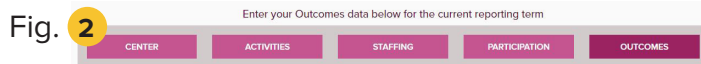
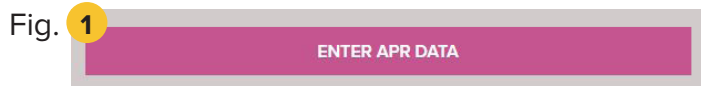
3 Enter Teacher Reported data and improvement data for grade PreK-5th students, if applicable, for regular (30+ days) participants

4 Enter Teacher Reported data and improvement data for grade 6th-12th students, if applicable, for regular (30+ days) participants

5 Click Review Outcomes

6 Click Edit if you need to make changes

7 Click Submit Outcomes



TOOL TIPS

Whenever you see a question mark in a circle, you can click it to see more information about that topic.

TIP: CONTINUE AND REVIEW OUTCOMES

If the Continue or Review Outcomes buttons are greyed out or unclickable, make sure you’ve filled in all of the required fields and that all the required numbers balance.

TIP:

If your Center did not collect Teacher Reported results for this term, and you will not be reporting on Teacher Reported check “No Data To Report”.

11. OUTCOMES - GRADES

★ Saves with every click!

“I’m adding Grades Data.”

1 Click Enter APR

2 Click Activities, then Staffing, then Partic., then Outcomes

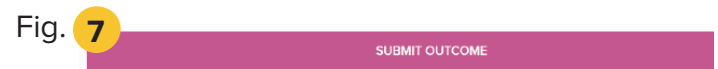
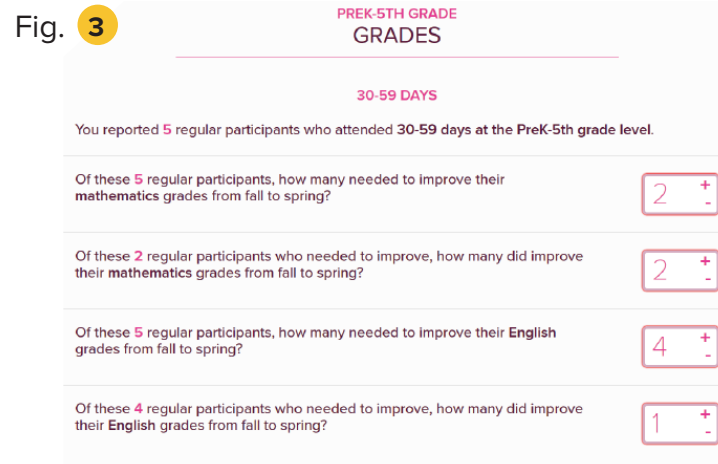
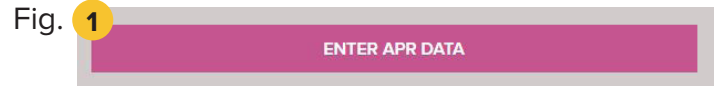
3 Enter Grades, Math and English, proficiency data for grade PreK-5th students, if applicable, for regular (30+ days) participants

4 Enter Grades, Math and English, proficiency data for grade 6th-12th students, if applicable, for regular (30+ days) participants

5 Click Review Outcomes

6 Click Edit if you need to make changes

7 Click Submit Outcomes



TOOL TIPS

Whenever you see a question mark in a circle, you can click it to see more information about that topic.

TIP: CONTINUE AND REVIEW OUTCOMES

If the Continue or Review Outcomes buttons are greyed out or unclickable, make sure you’ve filled in all of the required fields and that all the required numbers balance.

TIP:

If your Center did not collect Grades results for this term, and you will not be reporting on Grades, check “No Data To Report”.

12. EXPLORE REPORTS – CHECK STATUS

“I’m an SEA, and I’m checking to see how data entry is going.”

1 Click Explore Reports

Fig. 1



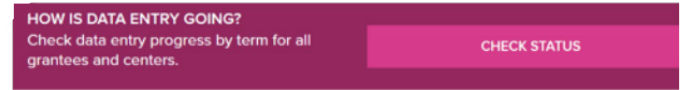
2 Click 2015-Current

Fig. 2



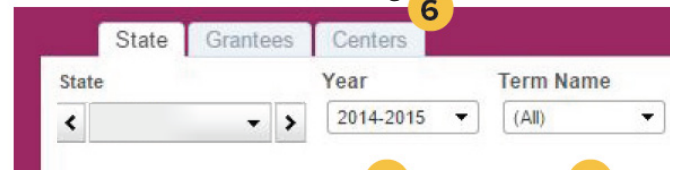
3 Click Check Status

Fig. 3



4 Select Year (2014-2015, etc.)

Fig. 6



5 Select Term (All, Summer, Fall, Spring)

Fig. 4

Fig. 5

6 Select View (State, Grantees, Centers)

CHECK STATUS TIP

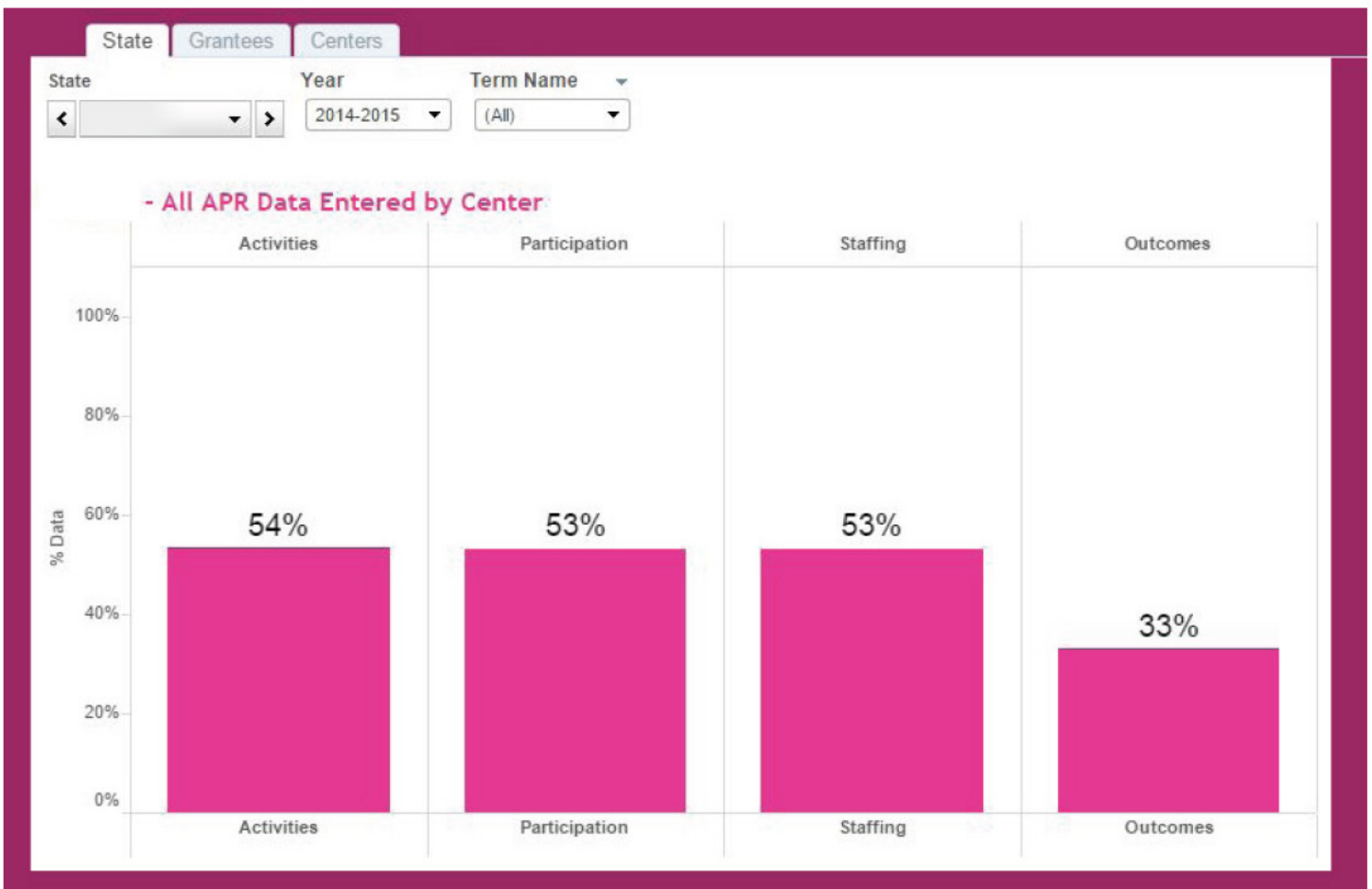
The Check Status reports indicate whether or not data have been entered for Centers. They do not evaluate whether the data entered are accurate or complete. You need to look at each Center’s data to make those determinations.

12. EXPLORE REPORTS – CHECK STATUS

7

STATE VIEW:

This chart shows the percentage of APR data entered by Center in aggregate at the State level in each category. In the example below, 54% of Centers in this state have data entered for Activities, 53% for Participation, 53% for Staffing, and 33% for Outcomes for 2014-2015.

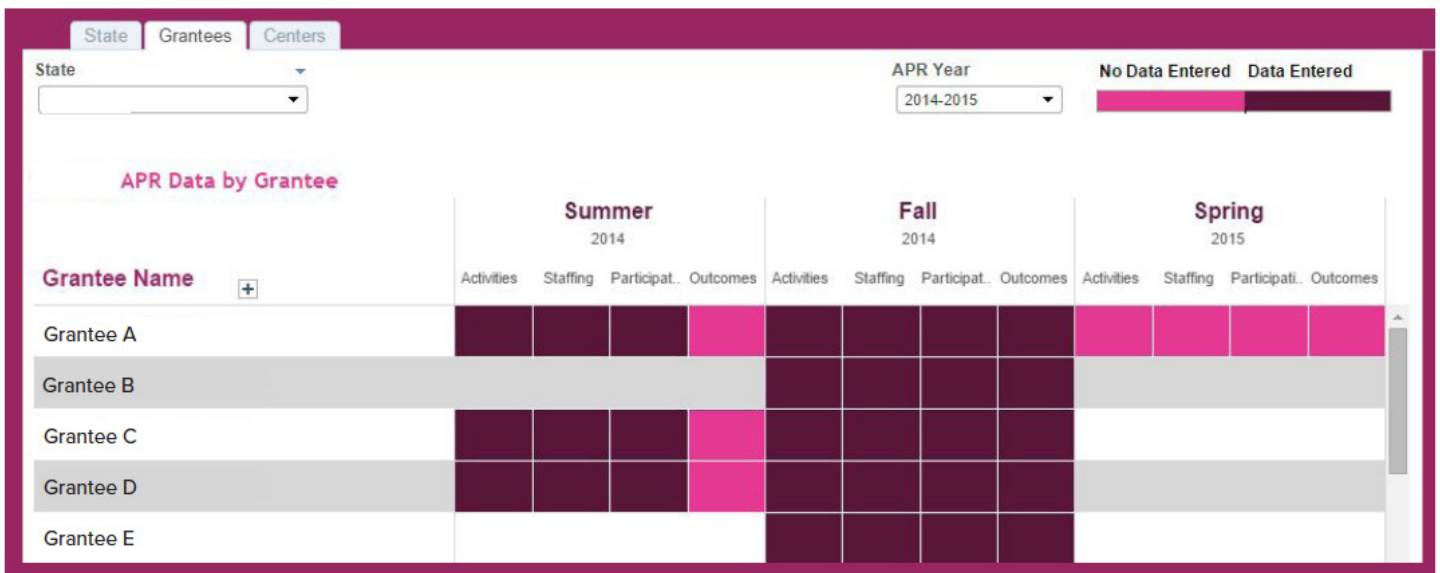


12. EXPLORE REPORTS – CHECK STATUS

8

GRANTEES VIEW:

This chart indicates where data have or have not been entered according to Grantee. In the example below, all of Grantee A's centers have data entered for Activities, Staffing, and Participation for the Summer, all four sections for the Fall, and no data entered for Summer Outcomes or Spring.



12. EXPLORE REPORTS – CHECK STATUS

9

CENTERS VIEW:

This chart indicates where data have or have not been entered for individual Centers for Grantee A. In the example below, Center A has data entered for each section for Summer and Fall. The Spring term has not yet been entered at all.

Contact information is displayed below the chart so that you can easily email or call the Grantee responsible for entering the data, if appropriate for your state.

State
APR Year

No Data Entered
 Data Entered

Grantee A **APR Data by Center**

Center Name	Summer 2014				Fall 2014				Spring 2015			
	Activities	Staffing	Particip..	Outcom..	Activities	Staffing	Particip..	Outcom..	Activities	Staffing	Particip..	Outcom..
Center A												
Center B												
Center C												

Contact Info by Grantee

Grantee Name	Grantee Contact	Grantee Email	Grantee Phone
Grantee A	John Doe	JohnDoe@email.com	555-555-5555

Contact Info by Center

Center Name	Center Contact	Center Email	Center Phone
Center A	John Doe	JohnDoe@email.com	333-333-3333
Center B	Jane Doe	JaneDoe@email.com	444-444-4444
Center C	Joe Doe	JoeDoe@email.com	555-555-5555

13. CERTIFY DATA

“I’m an SEA Super User, and I want to Certify my Data.”

1 Click Certify Data

2 Click CERTIFY DATA Link to Skip to Step 4

3 OPTIONAL: Complete One or More Justification Fields to Explain How You Collected Your Data

4 Check the Boxes and Click Certify Data

Fig. 1

READY TO CERTIFY YOUR DATA?

Submit final data and provide justification for policy decisions to explain how your data has been entered.

CERTIFY DATA

Fig. 2

HOW TO CERTIFY YOUR DATA

Scroll to the bottom of the page, click the checkboxes, and click the [CERTIFY DATA](#) button.

Fig. 3

THE FOLLOWING PERCENTAGE OF CENTERS IN FLORIDA HAVE ENTERED DATA FOR ACTIVITIES:

39% in Summer

67% in Fall

80% in Spring

MY JUSTIFICATION FOR SUBMITTING ACTIVITIES IS:

You have 10000 characters left.

Fig. 4

- By clicking the CERTIFY DATA button, I affirm that the data that has been entered for Florida for 2014 - 2015 are valid and accurate to the best of my knowledge.
- I understand that once I have clicked the CERTIFY DATA button below, no additional changes or modifications can be made by any user to 2014 - 2015 data for Florida.

CERTIFY DATA

JUSTIFICATION TIP

The Justification fields are available for you to explain the decisions your state made while collecting your data. This is where you can define when your terms start and end. This is where you can describe recorded data that didn't necessarily have a clear category (e.g., Cooking Club – did you list it under STEM or under Drug Prevention?).

Anything you need the Department to know about the hows, wheres, and whys of your data, enter it here.

Each field has a 10,000 character limit.

CERTIFICATION TIP

CERTIFICATION IS NOT AN ACTION TO BE TAKEN LIGHTLY!

Once you Certify Data, you are done for the year. You cannot go back and make any additional changes or modifications.

Before you Certify Data, it is of utmost importance that you examine your data carefully using the Explore Reports process.

Any necessary changes that are identified while you are exploring reports must be made *before* you Certify. There are no exceptions to this rule.

14: ADDING AWARD AMOUNTS FOR GRANTEES

“I’m an SEA, and I’m adding the total dollar amount for each Grantee for the current reporting period.”

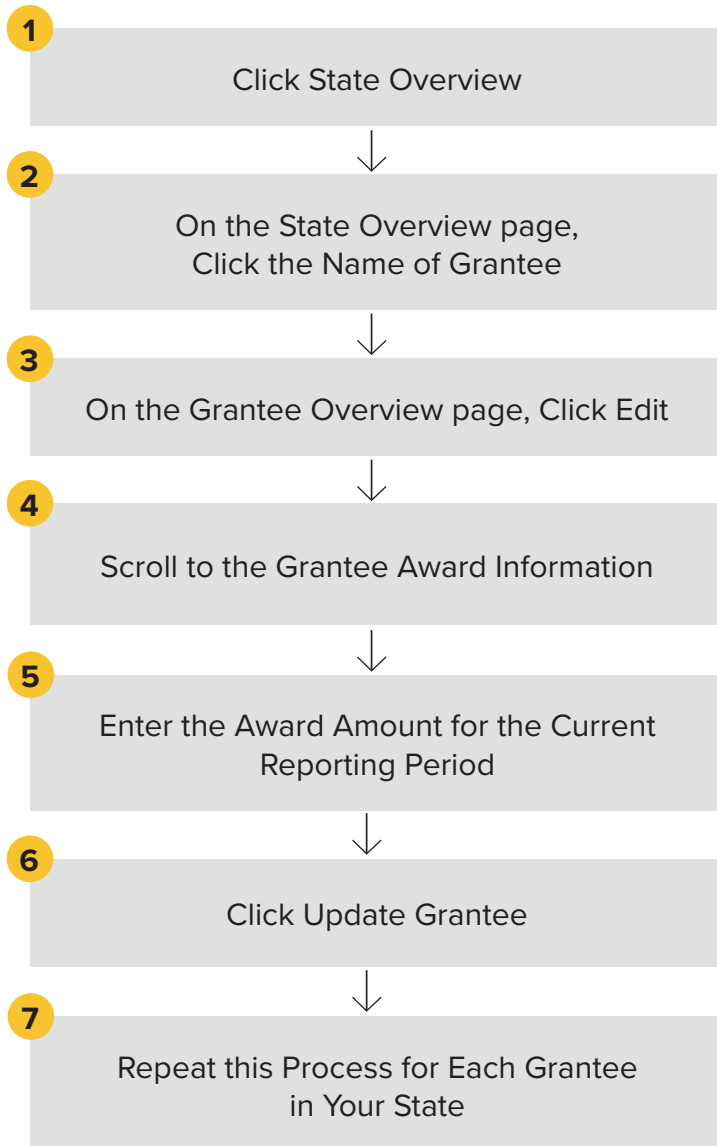


Fig. 1



Fig. 2

Name	Type	2016-17 Award
Test Grantee	Other	\$443,444

Fig. 3

Name	Type	2016-17 Award
Test Grantee	School District	\$0

Fig. 4

GRANTEE AWARD INFORMATION

What is the total award amount for this grantee in performance period?

Amount for 2014 - 2015:

Fig. 5

Amount for 2014 - 2015:

Fig. 6



TOOL TIPS

Whenever you see a question mark in a circle, you can click it to see more information about that topic.

USER TIP

Only SEA Super Users (and SEA Users who have been granted this responsibility) can edit this information. Grantee Users will be able to view but not edit this information.

14: ADDING NUMBER OF NEW AWARDS

“I’m an SEA, and I’m adding the total number of new awards for the current reporting period.”

SEA Super Users have the Award responsibility by default.

SEA Users must be granted this responsibility before they can enter and view this information.

(See Quick Guide 3: Manage Users for instructions.)

1

Click State Overview

Fig. 1

HAVE DATA TO REPORT?

Review or edit your statewide settings, grantee and center profiles, and center APR data.

STATE OVERVIEW

2

Enter the Number of New Awards for the Current Reporting Period

Fig. 2

NEW AWARDS

Enter the total number of new awards from the RFP or RFA competition for the year indicated. If your state held multiple competitions during this performance year, enter the TOTAL number of new awards for the entire year. If your state held no competitions during this performance year, enter 0.

How many **new** awards were granted for the 2016 - 2017 performance period?

0

TOOL TIPS ?

Whenever you see a question mark in a circle, you can click it to see more information about that topic.

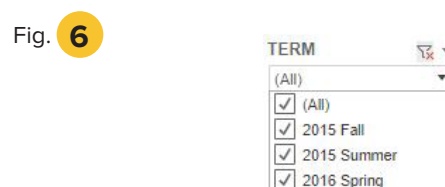
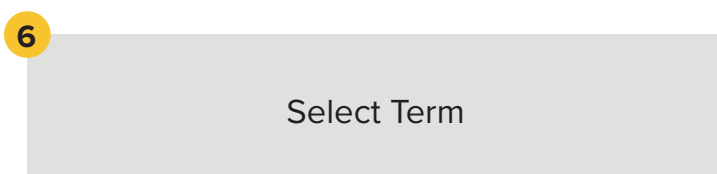
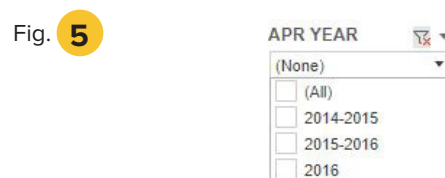
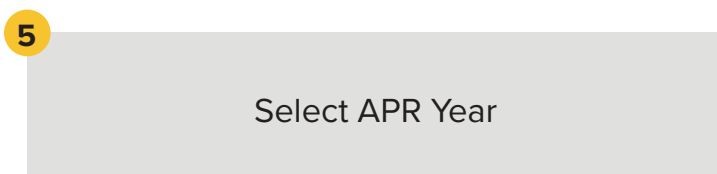
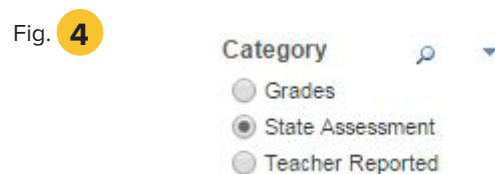
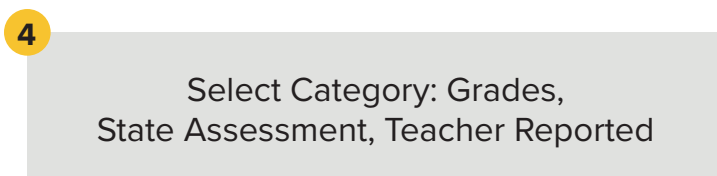
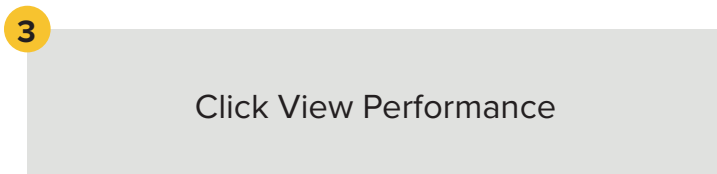
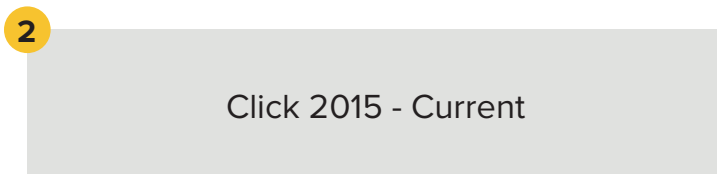
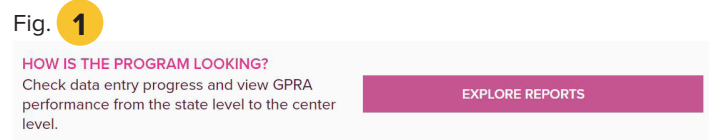
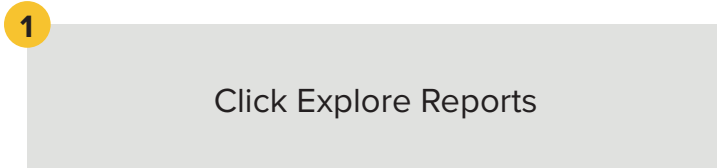
AUTOSAVE TIP

This data is automatically saved as you type. There is no need to click a save button.

15: EXPLORE REPORTS - VIEW PERFORMANCE

“I’m an SEA, and I’m checking to see GPRA performance in my state.”

SEA Super Users have the Award responsibility by default.
SEA Users must be granted this responsibility before they can enter and view this information.
(See Quick Guide 3: Manage Users for instructions.)



15: EXPLORE REPORTS - VIEW PERFORMANCE

7

Select Subject: Grades, State Assessment, Teacher Reported

Fig. 7

Three SUBJECT dropdown menus are shown side-by-side. Each menu has a dropdown arrow and a list of options with checkboxes. The first menu has options: (All), English Grades, and Math Grades. The second menu has options: (All), Math Assessment, and Reading Assessment. The third menu has options: (All), Behavior, and Homework. All checkboxes are checked.

8

Select Grade level

Fig. 8

A GRADE LEVEL dropdown menu is shown. It has a dropdown arrow and a list of options with checkboxes. The options are: (All), 1. PreK thru 5th Grade, and 2. 6th thru 12th Grade. All checkboxes are checked.

9

Select Days Attended

Fig. 9

A DAYS ATTENDED dropdown menu is shown. It has a dropdown arrow and a list of options with checkboxes. The options are: (All), 30-59 Days, 60-89 Days, and 90+ Days. All checkboxes are checked.