



21st Century Community Learning Centers Traditional Learning Day Teacher Surveys



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Classroom behavior and participation for each active, regular attendee is assessed through the use of the federal teacher survey. Surveys are distributed electronically to one Traditional Learning Day Teacher (Day School Teacher) per active, regular attendee at year’s end. Prior to survey administration, teachers must be entered into EZReports and linked to students. This guidance is for entering Day School Teacher information.

- Website: www.ezreports.org/nm#### (Insert the academic year in the # placeholders, for example www.ezreports.org/nm1718/ or www.ezreports.org/nm1819/.)
- Username and Password: If you don’t already have a username, please contact the New Mexico 21st CCLC Data Support and Evaluation Specialist, Dr. Colleen McGannon O’Malley at cmcgannon@gmail.com.



21st Century Community Learning Centers Traditional Learning Day Teacher Surveys



Teacher Survey Overview

Overview

Students who have achieved regular attendee status (30+ days of attendance) during the fall and/or spring reporting periods are assessed regarding classroom behavior and participation through the use of the federal teacher survey. Each student is required to have either a Mathematics or English Language Arts teacher complete a survey on her or his performance. Traditionally, this occurs at year's end. Surveys will be distributed electronically through EZReports. The survey path is opened, a teacher is selected, and all students linked to that teacher appear in a drop-down menu. Those students are selected, and the survey request will be sent out to that teacher. The teacher can then fill out the surveys for each individual student electronically. The real-time completion rates along with the results are sent back to and compiled within the EZReports database.

As such, the name and contact information for math and/or English teachers during the traditional learning day (Day School Teachers) need to be entered into the database and linked to the students.

This manual serves to describe the Day School Teacher list which contains all entered information thus far, and the two methods from which you can choose to enter teacher data and link that information to the students. In addition, the electronic distribution Teacher Survey process is described.

Day School Teacher List

Overview

All teachers currently associated with a site can be viewed in this list. This list will be created from scratch during the first year of a grant cycle. Teacher data transfers to the new database each subsequent year. It is imperative that each teacher have a current email on file in order to receive and complete the federal teacher survey. Teacher data can be entered in one of two ways. If teacher records were created individually, then all fields in Figure 1, (with the exception of a phone number, which is not required), must be entered in order to save the record. Each year, please verify that all existing information is accurate. If teacher records were created using the spreadsheet upload, it is possible that some of the fields are blank. Edit the records accordingly to update the school, name, email, subject, and grade information, and/or to fill in the blanks as needed.

Path: Log in at the Site level → **Program** → **Day School Teacher**

| # | School | Last | First | Phone | Email | Subject | Grade | Action |
|---|------------|---------|--------|-------|---------------------|-----------------|-------|--------|
| 1 | Test111213 | Teacher | First | | TeacherF@school.edu | English/Reading | 6 | |
| 2 | Test111213 | Teacher | Second | | TeacherS@school.edu | Mathematics | 6 | |

Figure 1

Edit Existing Teacher Data

In the instance of a teacher whose email address, subject matter and/or grade level taught has changed, the record can be easily edited using the process described below, and shown in Figures 2 and 3.

Path: Log in at the Site level → **Program** → **Day School Teacher** → **Edit**

| # | School | Last | First | Phone | Email | Subject | Grade | Action |
|---|------------|---------|--------|-------|---------------------|-----------------|-------|--------|
| 1 | Test111213 | Teacher | First | | TeacherF@school.edu | English/Reading | 6 | |
| 2 | Test111213 | Teacher | Second | | TeacherS@school.edu | Mathematics | 6 | |

Figure 2

The following screen will open. Edit accordingly, then Save and Close.

Personal Information

School: Test111213 *
 Last Name: Teacher *
 First Name: First *
 Email: TeacherF@school.edu *
 Work Phone: [] - [] - []
 Mobile: [] - [] - []

Grade Level & Subject

Grade Level: PreK K 1 2 3 4 5 6 7 8 9 10 11 12

Subject for Grade "6": English/Reading Mathematics Science History Social Studies
 Writing Speaking Listening Health Music
 P.E. Academic Enrichment Art Reading Lab Computer Technology
 Science Lab Computer Literacy Conduct Math Lab Other

*-Mandatory Fields

Figure 3

Entering New Teacher Information, Option 1: Create Individual Records, then link to Individual Students.

Overview

Teacher records can be created manually. This process involves two phases: first, creating the teacher records, and then linking students to teachers. This process will assure that all required fields, most importantly the name and email address, will be entered as records that cannot be saved if the required data fields are blank. This is critical as the name and email address data is used to distribute the electronic teacher survey at year's end.

Create the Teacher Record.

Path: Log in at the Site level → **Program → Day School Teacher → Add Day School Teacher**

| # | School | Last | First | Phone | Email | Subject | Grade | Action |
|---|------------|---------|--------|-------|---------------------|-----------------|-------|--------|
| 1 | Test111213 | Teacher | First | | TeacherF@school.edu | English/Reading | 6 | |
| 2 | Test111213 | Teacher | Second | | TeacherS@school.edu | Mathematics | 6 | |

Figure 4

The screens, as seen in Figures 4 and 5, will be viewed when manually adding a new Day School Teacher. Fill in the required (*) fields by selecting the appropriate school from the drop-down menu, and entering the teacher’s name and email address. Accuracy is required for proper distribution of the teacher survey at year’s end.

Figure 5

After designating the grade level taught, the window, as seen in Figure 6, will expand to allow for subject matter selection. Select the subject matter taught, then click Save and Close. This teacher record has now been created!

Activity | Registration | Roster | Program | Upload | Reports | Surveys | Help | [Exit Site](#)

Add Day School Teacher

Save & Close | Save & Add Another | Cancel

Personal Information Previous | Next

School: --Select-- *
 Last Name: *
 First Name: *
 Email: accuracy@NeededForSurveys.com *
 Work Phone: [] - [] - []
 Mobile: [] - [] - []

Grade Level & Subject

Grade Level: PreK K 1 2 3 4 5 6 7 8 9 10 11 12

Subject for Grade "K":
 English/Reading Mathematics Science History Social Studies
 Writing Speaking Listening Health Music
 P.E. Academic Enrichment Art Reading Lab Computer Technology
 Science Lab Computer Literacy Conduct Math Lab Other

*-Mandatory Fields

Save & Close | Save & Add Another | Cancel

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Figure 6

To check data entry and verify this record has been successfully created and saved, open up the Day School Teacher List as described in Figure 1 (**Program > Day School Teacher**). The new information should be displayed.

Link Students to Teachers.

All students who attained regular attendance status (30+ days of attendance) based on fall and/or spring attendance are required to have their classroom behavior and participation skills assessed through the teacher survey. Of course, at the start of the year it is impossible to predict which students will attain regular attendee status. But, it is wise to link all students to teachers as early as possible. This prevents much work later in the year.

Because regular attendees could be either Active or Dropped, it is necessary to access student records on both lists. (A student may have attended 32 days, then stopped coming to program. Even if a student dropped after attending 30+ days, that student is still considered a “regular attendee” and should therefore have a Teacher Survey completed on her or his behalf.)

Path: Log in at the Site level → Registration → Manage Registration → Active Tab or Dropped Tab → Edit

The screenshot shows a web application interface for managing registration. At the top, there is a navigation bar with tabs: Activity, Registration, Roster, Program, Upload, Reports, Surveys, Help, and Exit Site. A dropdown menu is open under 'Registration', showing options like 'Manage Registration', 'Add Student', 'Add Adult', 'Register Student', 'Register Adult', 'Enroll by Activity', 'Enroll by Participant', and 'Student Badges'. A red arrow points from the 'Manage Registration' option in the menu to the 'Action' column of a table below.

Below the navigation bar, there is a 'Registration Summary - Adults' table with columns: Proposed, Registered, Active, Dropped, Regular. The values are: Proposed: 0, Registered: 2, Active: 2, Dropped: 0, Regular: 0.

Below the summary table, there is a search bar with 'Student Name' and 'Contains' fields, and 'Find' and 'Clear' buttons.

Below the search bar, there are buttons for 'Add Student', 'Add Adult', 'Delete Multiple', and 'Drop Multiple'. There are also icons for 'Edit', 'Drop', 'Delete', and 'Attendance'.

Below the buttons, there is a 'View 200 Participants per Page Go' and 'Page 1'.

Below that, there is a 'List of Active : Click on the column heading to sort' section with a table:

| # | Last Name ▲ | First Name | Type | DOB | District StudentID | Reg. Date | Grade | Attendance | | | Action | |
|----|-------------|------------|------|----------|--------------------|-----------|-------|------------|-----|------|--------|-----|
| | | | | | | | | Total | Sum | Fall | | Spr |
| 1. | Adult | Number 1 | A | | | 09/15/17 | Adult | | | | | |
| 2. | Adult | Number 2 | A | | | 09/15/17 | Adult | | | | | |
| 3. | Person | Happy | S | 01/02/09 | | 09/15/17 | 5 | | | | | |
| 4. | Smith | Tammy | S | 01/01/08 | | 09/15/17 | 4 | | | | | |
| 5. | Test | Test | S | 01/01/08 | | 10/05/17 | 4 | | | | | |

At the bottom of the screenshot, there are status messages: 'Participants dropped and subsequently reactivated', 'Regular participants (with 30 or more days of attendance in Fall & Spring)', and 'Regular participants (with 30 or more days of attendance in Summer, Fall & Spring)'.

Figure 7

After selecting the edit icon, as seen in Figure 7, the individual student record will open. Assign a minimum of one teacher using the following path. You may also have to designate, again, the subject taught by clicking the appropriate box. Then, click Save and Close. **Teacher 1 is the “default” teacher to whom EZReports will send each student’s survey.** As such, if many 21st CCLC students have the same teachers, and the math teacher is different than the English teacher, please take the time to vary which teachers are entered as Teacher 1. This will allow many teacher voices to be heard, and it will also prevent overwhelming one teacher at the end of the year!

Path: Academic tab → Teacher 1 drop-down menu.

The screenshot shows the 'Academic' tab for a student named 'Person Happy'. The 'Day School Teacher Information' section is highlighted with a red box. Two red arrows point to the 'Teacher1' dropdown menu and the 'Subject' checkboxes. The dropdown menu is open, showing 'Teacher, First' and 'Teacher, Second'. The checkboxes are for 'English/Reading', 'Mathematics', 'Science', and 'History'.

Figure 8



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Check the accuracy of data entry.

At any point in the year, feel free to check and see which students have teachers linked appropriately and which do not. This can be done by opening each individual student's record and viewing the Academic tab, or by downloading the current information as described in the next section.

Entering New Teacher Information, Option 2: Download the site list of students, enter teacher information in the spreadsheet, upload one file back to EZReports.

Overview

To use this option, download an EZReports template that lists of all of the enrolled students, and then enter the teacher information in the template. The template providing the list of students is populated into an Excel spreadsheet. After downloading the template from the EZReports database, save the file. Then, using the SAVED file, enter teacher information in the appropriate column for each student. That completed file is then uploaded to EZReports. Each teacher not currently in the database prior to the upload will be automatically placed in the Day School Teacher list after the upload. Additionally, this process links the students and teachers without having to open up each student's record individually. Please take care to enter the name AND email address of the teacher as these are both necessary to distribute the electronic federal survey.

These steps can also be followed to easily audit which students do not have teacher information linked in their records.

Download a Student List from EZReports.

Downloading the complete list of students assures that all past and future regular attendees (30+ days) have accurate teacher information on file.

Path: Log in at the Site level → Upload → Academic Upload → Select the feeder school → Select student ID → Select Student Type ALL → Upload Teacher Information Teacher 1 and Teacher 2 → Download Data Template

The screenshot shows the 'Academic Data Upload' page. At the top, there is a navigation bar with tabs for Activity, Registration, Roster, Program, Upload, Reports, Surveys, and Help. The 'Upload' tab is active, and a sub-tab 'Academic Data Upload' is selected. Below the navigation bar, the page title is 'Upload Student Academic Information'. A 'Download Template' section provides instructions on how to generate an Excel template. The main form area includes several sections: 'Select Feeder School' with a dropdown menu showing 'Test111213'; 'Select Student ID' with radio buttons for 'State StudentID' and 'District StudentID'; 'Select Student Type' with radio buttons for 'All Students', 'All Regular Students', and 'Students with Attendance in' (with a 'School Year' dropdown), and a checkbox for 'Do not include dropped student'; and 'Upload Teacher Information' with checkboxes for 'Teacher 1', 'Teacher 2', and 'Teacher 3', along with checkboxes for 'Upload Day School Attendance' and 'Upload Day School GPA'. At the bottom of the form are two large buttons: 'Download Blank Template' and 'Download Data Template'. Below the form are links for 'View Instructions' and 'List of Subjects', and a 'View Uploaded Records' button with a note: 'Please click the "View Uploaded Records" button to view the uploaded records and you can delete unwanted uploads from there.' At the very bottom, there is an 'Upload Excel Data File' section with the instruction: 'Please select the Student academic information file to be uploaded by browsing your computer and click "Upload File" button.'

Figure 9

The popup, as seen in Figure 10, will appear. Click “Click here to save this document to your computer.” The Excel file will appear in the lower left corner of the window. Open it, and save this student list spreadsheet using a name that clearly identifies the file.

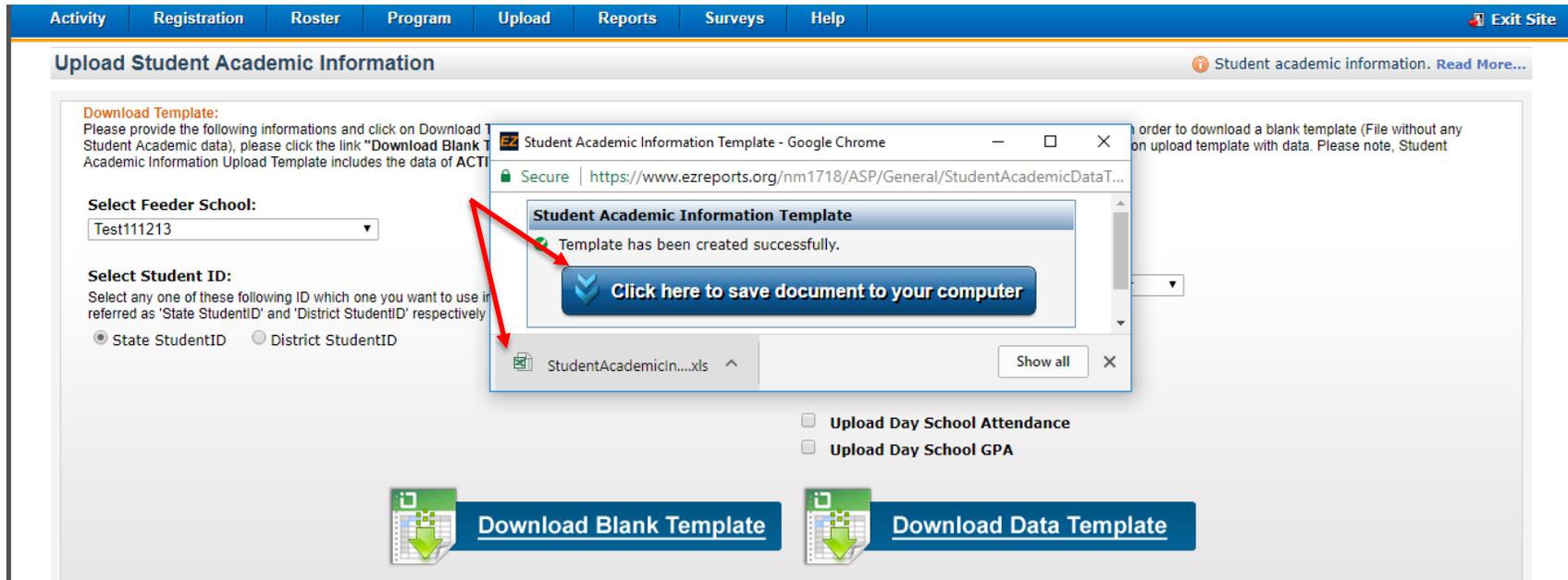


Figure 10



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Edit existing and/or enter new teacher data. This can also be used to audit completion.

It is critical to understand that the column headings **with red text titles** are required for a successful upload. In this process, there is no worry around red column errors because all information has already been entered into EZReports during student registration. What is critical to note is that because teacher information is not required for a successful upload, *impartial teacher records can be created*. This means that a teacher’s name can be entered WITHOUT an email address. They will be entered into the Day School Teacher list WITHOUT an email address. This creates a problem when it comes time to email the surveys. A teacher and the associated students will be identified, but the survey will not be able to be sent. This problem can be corrected then by editing the record at that time, however, it is easier to assure that it is done accurately on the front end.

Open the spreadsheet from the location where it was saved. Click “Enable Editing.” Fill in the information for students whose Teacher 1 name, email, and subject is blank. Teacher 2 is optional, and is not required by the Public Education Department. Edit information for other students if it has changed.

Remember that Teacher 1 is the designated as the default survey recipient. If possible, distribute an even number of students among teachers.

| | A | B | C | D | E | F | G | H | I | J | K |
|---|-----------------|--------------|--------------|------------|-------------|----------------|---------------------|---------------------|---|-----------------|---------------|
| 1 | State StudentID | Last Name | First Name | DOB | School Code | Teacher1 Name | Teacher1 Email | Is Primary Teacher1 | Teacher1 Subject | Teacher1 RoomNo | Teacher2 Name |
| 2 | | max 50 chars | max 50 chars | mm/dd/yyyy | | max 120 chars | | write 1 or 0 | Please check "List of Subjects" in the upload window and enter codes separated by commas. | | max 120 chars |
| 3 | | Person | Happy | 01/02/2009 | 12121212 | Teacher, First | TeacherF@school.edu | 0 | | | |
| 4 | | Smith | Tammy | 01/01/2008 | 12121212 | | | | | | |
| 5 | | Test | Test | 01/01/2008 | 12121212 | | | | | | |
| 6 | | | | | | | | | | | |
| 7 | | | | | | | | | | | |

Figure 11

To find the numerical list of subjects, click on “List of Subjects.”

Activity Registration Roster Program **Upload** Reports Surveys Help [Exit Site](#)

Upload Student Academic Information Academic Data Upload [Student academic information. Read More...](#)

Download Template:
Please provide the following informations and click on Download Template to generate excel template to upload student's Academic Information for the selected School. In order to download a blank template (File without any Student Academic data), please click the link "Download Blank Template". Please click the link "Download Data Template" to generate the student academic information upload template with data. Please note, Student Academic Information Upload Template includes the data of ACTIVE and DROPPED students.

Select Feeder School:
Test111213

Select Student ID:
Select any one of these following ID which one you want to use in template. This fields are referred as 'State StudentID' and 'District StudentID' respectively in the Template.
 State StudentID District StudentID

Select Student Type:
 All Students
 All Regular Students
 Students with Attendance in School Year
 Do not include dropped student

Upload Teacher Information:
 Teacher 1 Teacher 2 Teacher 3
 Upload Day School Attendance
 Upload Day School GPA

[Download Blank Template](#) [Download Data Template](#)

[View Instructions](#) [List of Subjects](#)

[View Uploaded Records](#) Please click the "View Uploaded Records" button to view the uploaded records and you can delete unwanted uploads from there.

Upload Excel Data File:
Please select the **Student academic information file** to be uploaded by browsing your computer and click 'Upload File' button.



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Upload the data back into EZReports.

After the student list has been downloaded and the information has been edited and/or entered as needed, upload this Excel spreadsheet back into EZReports.

Path: Upload → Academic Upload → Choose file → Upload file.

The “Choose file” button will open a popup window. From here, selected the file that contains the complete set of student and teacher information.

The “Upload File” button will upload that file into EZReports.

Students and teachers are now linked in the database.

The “Upload Statistics” table will provide a summary of what was uploaded. During the upload process, files without the required information will be noted as red errors. In this area of the database, there will be NO RED ERROR MESSAGES because required fields (student information) were pre-filled. This means that teacher data could be missing, but the only indication of that will be in checking the file for blanks or in looking at each student’s records individually. In the example depicted in Figure 12, two students had missing teacher information, yet it shows that three student records were uploaded. Which, is true, but not for teacher data.

To quickly assess accuracy, view the file that was uploaded by clicking on the View File icon in the Action column.

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Upload Day School Attendance
 Upload Day School GPA

[View Instructions](#) | [List of Subjects](#)

[View Uploaded Records](#)
Please click the "View Uploaded Records" button to view the uploaded records and you can delete unwanted uploads from there.

Upload Excel Data File:
Please select the **Student academic information file** to be uploaded by browsing your computer and click 'Upload File' button.

EZReports
 No file chosen
 *

The student academic information upload data file includes the following excel worksheet:
AcademicData: Student academic information data needs to be entered into this sheet. Please ensure that the sheet name ('AcademicData') and column headings are not changed.
Please Note: 'Days Present' column in Manage Registration -> Edit Student-> Student Academic Tab will get automatically populated with the difference of days in 'Total Days Enrolled' and 'Total Days Absent' for all the three semesters.

| Upload Statistics | | | | | | |
|---------------------------------------|----------------------|-------------------|-------------|-------------------------|-------------------|--------|
| Upload File | Upload Date | File Size (Bytes) | File Status | Students in Upload File | Students Uploaded | Action |
| Test Site_Teacher Upload_ October.xls | 10/5/2017 1:09:16 PM | 31744 | Valid | 3 | 3 | |

*-Mandatory Fields
 - View Error
 - View File
 - Delete

Figure 12



21st Century Community Learning Centers Traditional Learning Day Teacher Surveys



Check the accuracy of data entry.

At any point in the year, you can check to see which students have teachers linked appropriately and which do not. This can be done by opening each individual student's record and viewing the Academic tab, or by downloading the student spreadsheet as described above.

To reiterate:

The "Upload Statistics" table will allow you to easily see a summary of what was uploaded. During the upload process, files without the required information will be noted as red errors. In this area of the database, there will be NO RED ERROR MESSAGES because required fields (student information) were pre-filled. This means that teacher data could be missing, but the only indication of that will be in checking the file for blanks or in looking at each student's records individually.

If you encounter any technical difficulties, contact the NM 21st CCLC Data Support and Evaluation Specialist, Dr. Colleen McGannon O'Malley (cmcgannon@gmail.com). Due to the technical nature of data entry, if possible, please include a screenshot visually showing the issue you're encountering in EZReports (Ctrl + Print Screen to copy and Ctrl + v to paste the screenshot into an email or Word document).