



21<sup>st</sup> Century Community Learning Centers  
Activity Entry in EZReports



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**There are eight steps to entering initial data into EZReports. These steps need to be completed before student attendance can be entered. The steps are (1) create learning centers, (2) enter grant information, (3) enter staffing, (4) create activities, (5) set-up sessions, (6) enter student data, (7) enroll students in sessions, and THEN (8) take attendance. This guidance is for Step 4, entering activities.**

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



## 21<sup>st</sup> Century Community Learning Centers Activity Entry in EZReports



### **DO NOT EVER ADD AN ACTIVITY CATEGORY**

In the past, it was the responsibility of subgrantees (listed as “Grantees” in EZReports) to enter Activities. This has changed beginning in FY18 (Academic Year 2017-2018). Activities are now uniform throughout all New Mexico subgrantees’ EZReports accounts. Please do not try to create Activities at the subgrantee (grantee) or learning center (site) level. Permissions for site-level activity creation have been disabled.

**Moving forward only SESSIONS will be added under the already created ACTIVITY categories.**

### **Overview**

Activities are broad categories of events under which the sessions, the specific events in which attendance is recorded, are grouped. In the past, subgrantees (grantees) created Activities, titled them, assigned them to Annual Performance Report (APR) categories, linked objectives to the Activities, and assigned Activities to learning centers (sites) (Figure 1).



# 21<sup>st</sup> Century Community Learning Centers Activity Entry in EZReports



**Add Activity** Add new activities for the grantee. [Read More...](#)

Activity | Grants | Objectives | Site

**Activity Information** Previous Next

Save & Continue | Save & Close | Cancel

**Activity Information**

Name:  \*

Special Event:  (Check if the activity is not a routine event)

Targeted Audience:  Student  Adult \*

Participants:  Student  Adult (Select one or more groups)

Description:  \*

[Maximum 1000 characters allowed.]

College and Career Readiness:  Yes  No

**Activity Categories \***

- Academics**
  - STEM
  - Literacy
  - Tutoring
  - Homework Help
  - English Learner Language Support
- Enrichment**
  - Entrepreneurship
  - Arts & Music
  - Physical Activity
  - Community Service/Service Learning
  - Mentoring
- Character Education**
  - Drug Prevention
  - Counselling Programs
  - Violence Prevention
  - Truancy Prevention
  - Youth Leadership
- College and Career Readiness**
  - College and Career Readiness
- Other** (Activities under this category will not be reported in 21st APR Reports)
  - Other

Save & Continue | Save & Close | Cancel

Figure 1



21<sup>st</sup> Century Community Learning Centers  
Activity Entry in EZReports



Going forward, Activities are created ONLY at the state level. The rationale for this relates directly to how data is pulled from our state database, EZReports, and reported within the federal database, 21APR.

At the subgrantee and learning center levels, it is natural to assume that the Activity/Session titles are the main priority in describing program offerings. While this can be true at the State, “Grantee”, and “Site” levels, it is not true at the federal level. Federal reporting around the events in which students participate is divided into Annual Performance Report (APR) categories of which there are 16, plus one Family Event category. The data from all the sessions under a given Activity (remembering that each Activity has but ONE APR category associated with it) are compiled and reported federally. The structure of this reporting is illustrated in Figure 2, a screenshot pulled the federal database, 21APR.

<b>ACTIVITIES</b>	
<b>Academics</b>	
<b>STEM</b>	
How often ?	<b>More than once a Week</b>
Times a Week :	<b>5</b>
Avg Hours per Session :	<b>Less than 1 hour</b>
Average Participants	<b>More than 30</b>
Is also College and Career Readiness ?	<b>NO</b>
<b>Tutoring</b>	
How often ?	<b>More than once a Month</b>
Times a Week :	<b>Weekly</b>
Avg Hours per Session :	<b>1-2 hours</b>
Average Participants	<b>Less than 5</b>
Is also College and Career Readiness ?	<b>NO</b>
<b>Enrichment</b>	
<b>Arts &amp; Music</b>	
How often ?	<b>More than once a Week</b>
Times a Week :	<b>4</b>
Avg Hours per Session :	<b>1-2 hours</b>
Average Participants	<b>5-10</b>
Is also College and Career Readiness ?	<b>YES</b>
<b>Physical Activity</b>	
How often ?	<b>More than once a Week</b>
Times a Week :	<b>5</b>
Avg Hours per Session :	<b>1-2 hours</b>

Figure 2



## 21<sup>st</sup> Century Community Learning Centers Activity Entry in EZReports



Based on the requirements of federal data reporting, the APR Category is the foundation for compiling and retrieving accurate data. As such, all Activity titles are now identical to the APR categories. In the example provided in Figure 3, the EZReports Activity title is Academics: Literacy. It has that title because the APR Category is: Academics: Literacy. Again, all activities are already named at the state-level, but it is still the responsibility of the subgrantees to add SESSIONS under the appropriate, pre-created ACTIVITY categories.

**View Activity Academics: Literacy** ⓘ Add new activities for the site. [Read More...](#)

**Activity** | Objectives

**Activity Information** Previous Next

Close

**Activity Information**

**Activity Name:** Academics: Literacy \*

**Special Event:**  (Check if the activity is not a routine event)

**Targeted Audience:**  Student  Adult \*

**Participants:**  Student  Adult (Select one or more groups)

**Description:** Sessions promote Language Arts \*

[Maximum 1000 characters allowed.]

**College and Career Readiness:**  Yes  No

**Activity Categories \***

**Academics**

- STEM
- Literacy
- Tutoring
- Homework Help
- English Learner Language Support

Figure 3



## 21<sup>st</sup> Century Community Learning Centers Activity Entry in EZReports



By creating all activities at the state-level, all NM 21<sup>st</sup> CCLC team members can have a clearer view of how each learning center’s program will translate into federal level data. This should also aid in the appropriate placement of sessions within Activities because the APR category is front and center as the Activity title.

The Activity list at each site will initially appear as Figure 4 does. Figure 4 depicts the partial list, but is sufficient as an example.

### Manage Activity Manage all activities and sessions scheduled at the site. [Read More...](#)

Select Activities
Display sessions for:  Fall  Spring  Summer

[Calendar](#) [Add](#) [Edit](#) [View](#) [Delete](#)

View  Sessions per Page 
Page 1

Activity	Staff /	Enrollment		Action
Session	Schedule	Time	Grade Levels	Provider
Max	Cur			
ACADEMIC: TUTORING +				+ [img] X
No session found				
ACADEMICS: ENGLISH LANGUAGE LEARNER SUPPORT +				+ [img] X
No session found				
ACADEMICS: HOMEWORK HELP +				+ [img] X
No session found				
ACADEMICS: LITERACY +				+ [img] X
No session found				
ACADEMICS: STEM +				+ [img] X
No session found				
CHARACTER EDUCATION: COUNSELLING PROGRAMS +				+ [img] X
No session found				
CHARACTER EDUCATION: DRUG PREVENTION +				+ [img] X
No session found				
CHARACTER EDUCATION: TRUANCY PREVENTION +				+ [img] X

Figure 4



## 21<sup>st</sup> Century Community Learning Centers Activity Entry in EZReports



In the past, some subgrantees (grantees) have chosen to enter all of a given day's program offerings under one session. While easier to set-up, this approach skews reporting in that the depth and breadth of the offerings are grouped into but one category. It will take more effort up-front to create multiple sessions each program day, but it is FAR better to report 1 hour of STEM, 1 hour of Physical Activity, and 1 hour of Arts and Music per day than it is to report 3 hour of STEM if, in fact, students are participating in a variety of events (sessions). If learning centers (sites) use the daily attendance entry option, this additional initial set-up will not yield additional work later (in terms of attendance entry).

### **Special Event**

Special events are noted in the Activity list using “\*”. Special events are one time sessions that include Family Events or Field Trips. Attendance for these events are taken using a procedure that differs from normal entry, and that is discussed in Guide #8, which details how attendance is taken.

***If you encounter any technical difficulties, contact the New Mexico 21st CCLC Data Support and Evaluation Specialist, Dr. Colleen McGannon O'Malley ([cmcgannon@gmail.com](mailto: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, then Ctrl + v to paste).***