



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



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- 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 Session Entry in EZReports



### Double Check Session Entry Readiness!

**YOU ARE READY TO ENTER SESSIONS IF STAFF MEMBERS HAVE ALSO BEEN ENTERED.**

#### Staff

Before adding Sessions, make sure **Staff** members have already been entered.

To check if staff members have been entered, follow this program director logon path: **Logon → Program → Manage Site → Logon to Site → Program → Staff**

A list of all 21<sup>st</sup> CCLC team members at this learning center should be found on the screen if you follow the **Staff** path above. If not all team members are listed, you need to back-up and complete Step 3: Entering Team Members. If a list of all 21<sup>st</sup> CCLC team members at this learning center is found on the screen after following the **Staff** path above, you are ready to move on to session entry!

### Set up Sessions

#### Overview

Sessions must be entered at the learning center level. Session information provides specific information about an activity. For example, if the “Activity” is “Academic: STEM” there could be multiple sessions (or classes) for this activity. Perhaps there is a session of this activity for 3<sup>rd</sup> and 4<sup>th</sup> graders and a different session of this activity for 5<sup>th</sup> and 6<sup>th</sup> graders. Through Session entry, you will have the opportunity to differentiate those classes. All sessions need to be created to show when the class occurs, and who teaches it. Adding sessions is easy when staff information has been entered. If a subcontractor facilitates (teaches) the session (class), you’ll need to add a **Provider**, which is covered in detail later in this document.

## Adding a Session

**Program Director Path: Site → Manage Site → Logon to Site → Activity → Manage Activity**  
**Learning Center Coordinator Path: Activity → Manage Activity**

Look for the Activity title that best describes the events offered in the session you are adding. Click the  icon in the action column next to the activity category (Figure 1).

ENRICHMENT: ARTS & MUSIC +										
Art	06/01/17-06/28/17 [M,T,W,Th,F]	12:30-01:30PM	P, K, 2, 3, 4, 5, 6		0	48				
Emi Arte Flamenco	06/01/17-06/12/17 [M,T,W,Th,F]	08:00-09:00AM	P, K, 1, 2, 3, 4, 5, 6		0	55				
ENRICHMENT: COMMUNITY SERVICE AND SERVICE LEARNING +										
No session found										
ENRICHMENT: ENTREPRENEURSHIP +										
Cooking and Nutrition	06/01/17-06/28/17 [M,T,W,Th,F]	11:30AM-12:30PM	P, K, 1, 2, 3, 4, 5, 6		0	58				
ENRICHMENT: MENTORING +										
No session found										
ENRICHMENT: PHYSICAL ACTIVITY +										
PE	06/01/17-06/28/17 [M,T,W,Th,F]	11:00-11:30AM	P, K, 1, 2, 3, 4, 5, 6		0	58				
FAMILY EVENTS + *										
Community Event	06/20/17-06/20/17 [T]	05:30-07:30PM	P, K, 1, 2, 3, 4, 5, 6		0					

Figure 1

After clicking the  icon, a pop-up window will open. Fill in available data fields. The fields with an \* are required; you will not be able to save if you do not enter data in those fields. Details about the required fields are provided on the next two pages.



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## Session Tab

**Session** | Staff & Provider

**Session Information for Activity 'Academics: Literacy'** Previous Next

Save & Continue Save & Close Cancel

**Session Information**

**Name:** Publishing Art and Writing \*

**Start Date:** 6 / 1 / 2017 (MM/DD/YYYY) \* **End Date:** 6 / 28 / 2017 (MM/DD/YYYY) \*

**Max Enrollment:** 0 **Location/Room No.:**

Click here if this session providing content using a **Computerized or Online Packaged Program**

**Days and Time Offered \*** View Calendar

Sun  Mon  Tue  Wed  Thu  Fri  Sat

**Start Time:** 09 : 30 AM **End Time:** 10 : 30 AM

Different time for different days

**Time \***

After School  Before School  
 During Lunch  During School  
 Evening  Weekend  
 Summer/Holiday

**Grade Level \***

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

**Staffing Level \***

1:>20  1:8-20  1:2-7  1:1

Save & Continue Save & Close Cancel

\*-Mandatory Fields

Figure 2



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



**Name:** If you will be entering more than one session for a given activity, don't name the Session the same name as the Activity. For example, if you're entering a Session under the Activity, "Academic: STEM," and you'll be entering two sessions, don't name both sessions "STEM." Switch it up! Name one session, "Space Grades 3 – 4," and the second session "Space Grades 5 – 6."

**Code:** There is no "correct" answer for this data field. Just name it a logical code so you'll be able to recognize which Session is being referenced when you or another team member sees the code on an attendance screen. For example, "Marketing and Advertising Grades 3 – 4" might be coded MA3-4.

**Start Date and End Date:** What is the first day this session (or class) takes place? What is the last day this session (or class) takes place?

**Days and Time Offered:** Check the boxes beside the days this session will be offered, and then enter the start and end time for the session using the drop-down menus. If the session is offered during different times on different days, no need to worry, that scenario is covered, too. You can check a box indicating this and a pop-up screen will appear so you can record different times on different days.

**Time:** There are seven options from which to choose. You need only check the appropriate box. (Most often, the box checked will be "After School," "Before School," or "Summer/Holiday.")

**Grade Level:** Check the boxes of the grade levels that are enrolled in this session.

**Staffing Level:** This question requests what the student teacher ratio is. There are four options from which to choose. You need only select the appropriate radio button.

Click **Save and Continue**. You will now be on the **Staff and Provider** tab.



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### Staff and Provider Tab

This section of Session entry provides a way to record which team member is facilitating the Session (or class). Click **Add Staff** and select the appropriate team member from the drop-down menu in the pop-up window and click **“Save and Close”** to link the staff to the Session. Click **Save and Close** on the **Staff & Provider** tab when you are done adding staff and you will return to the Manage Activity page. *Note: With the exception of two staff types, “Administrators” and “Other Non-teaching School Staff,” all staff members must be associated with a session in order to be included in the summer, fall, and spring federal staffing reports.*

**At least one staff member should be linked to each session.**

### When to Link Providers

A **“Provider”** is a subcontractor. A subcontractor is an external organization that provides services for students, families, or 21<sup>st</sup> CCLC staff. A few examples of “Providers” would include: Cooking with Kids, Tools for Learning, GUTS, Assistance Dogs of the West, or *Name of Town* Police Department, etc.

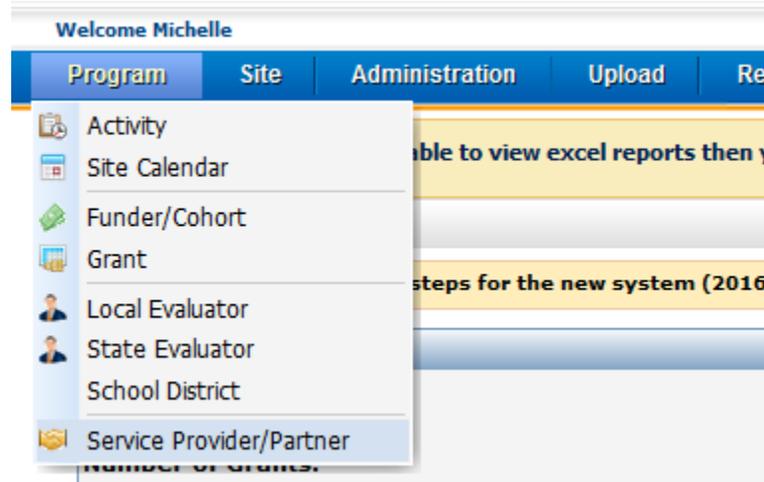
**Providers don’t always need to be linked to a session.** If the session is facilitated by a “regular” 21<sup>st</sup> CCLC team member, no Provider should be linked. If the learning center is located at a Boys and Girls Club and Boys and Club team members facilitate the majority of the sessions, Boys and Girls Club does not need to be linked as a Provider (because the BGC team members are the “regular” 21<sup>st</sup> CCLC team members/instructors).

**Providers are sometimes linked to a session.** If a subcontractor comes-in to facilitate a specialized session, like Karate, Architecture, Computer Programming, etc. and that subcontractor is not a “regular” 21<sup>st</sup> CCLC team member, then that subcontractor should be linked to the session. If the learning center is located at a public school, and Boys and Girls comes-in to facilitate one or two sessions, that is when Boys and Girls Club SHOULD be linked as a Provider.

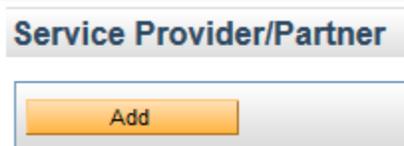
### How to Enter Providers

In order to link **Providers** to a session, they must first be entered in EZReports, following the entry method similar to how **Staff** must be entered before they can be linked to a session. It is best to enter providers from the program director level logon. If Providers are entered from the learning center coordinator level logon, **Providers** will be duplicated in the EZReports database, and that creates unnecessary confusion later.

**Program Director Path: Program → Service Provider/Partner**



Next, select “Add.”





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Enter the required information (\*) on the **Partner/Provider** screen **AS WELL AS A DESCRIPTION.**

**Add a Provider/Partner**

Save & Close   Save & Add Another   Cancel

**Organization Information**

Organization Name:  \*

Organization Type: --Select-- \*

Description:  [Maximum 1000 characters allowed.]

Notes:  [Maximum 1000 characters allowed.]

**Director Information**

Last Name:  \*      Email:

First Name:  \*      Work Phone:  -  -  X  \*

Address 1:  \*      Mobile:  -  -

Address 2:       Fax:  -  -

State: New Mexico      County: -- Select --

City:  \*      Zip:  -  \*

**Organization Work Information**

Transportation Provided:

License/Accreditation:       Type of License/Accreditation:

**Organization Location Information**

Location	Contact Person	Phone	Email	Action
No Locations added for the provider/partner				

\*-Mandatory Fields

### How to Link Providers

After the Provider has been entered using the Program Director level login, return to edit the Session.

**Program Director Path: Site → Manage Site → Logon to Site → Activity → Manage Activity**

**Learning Center Coordinator Path: Activity → Manage Activity**

When you return to edit the Session, you'll need to select the pencil and paper icon in the action column . Be sure you select the edit icon in the SESSION row, NOT the ACTIVITY row, as circled in Figure 3.

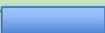
ACADEMICS: LITERACY +							+  
Publishing Art and Writing	06/01/17-06/28/17 [M,T,W,Th,F]	09:30-10:30AM	P, K, 1, 2, 3, 4, 5, 6		0	58	 
ACADEMICS: STEM +							+  
Technology	06/01/17-06/28/17 [M,T,W,Th,F]	01:30-03:30PM	K, 1, 2, 3, 4, 5, 6		0	58	 

Figure 3

After selecting the edit icon in the session row, select the **Staff & Provider** tab, as circled in Figure 4.



Figure 4

Once in the **Staff & Provider** tab, select **Add Provider** and the subcontractor you just entered will be available in the drop-down menu of a pop-up window. Click **“Save and Close”** to link the Provider to the session. Click **Save and Close** on the Staff & Provider tab when you are done adding the Provider and you will return to the Manage Activity page.



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**REPEAT THIS PROCESS UNTIL ALL SESSIONS HAVE BEEN ADDED.**

### Deleting a Session

**Program Director Path: Site → Manage Site → Logon to Site → Activity → Manage Activity**  
**Learning Center Coordinator Path: Activity → Manage Activity**

Click the **X** to the right of the session that you want to delete. The X is at the far right of the page, as shown in Figure 5. .

NOTE: You can only delete a session that does not have attendance or any students enrolled. Also, be sure you're on the **SESSION** row vs. the **ACTIVITY** row.

<b>ACADEMICS: LITERACY +</b>									
Publishing Art and Writing	06/01/17-06/28/17 [M,T,W,Th,F]	09:30-10:30AM	P, K, 1, 2, 3, 4, 5, 6	Talmadge	0	58			
<b>ACADEMICS: STEM +</b>									
Technology	06/01/17-06/28/17 [M,T,W,Th,F]	01:30-03:30PM	K, 1, 2, 3, 4, 5, 6	Torrez	0	58			

Figure 5

## Icons to be Familiar with in the Session Sections

Throughout the database there are common icons that serve various functions. Below are the icons you will see in the sessions section and what they mean.



Review Session calendar, scheduled dates, add and remove individual dates



or  Delete Session



Edit Session information



Add new Session

***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).***