



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



### Contents

Registering students whose information was uploaded to the prior year’s database.....	2
Register Students.....	2
Entering New Student Data .....	3
Overview.....	3
Adding a Student through Manual Data Entry .....	3
Personal Information .....	4
Registration Information.....	6
Using the Demographic Upload to Enroll Students.....	10
The Student Demographics Template .....	13
Entering Data in the Template .....	13
Uploading a Completed Template.....	20
If there is an error .....	21
<b>After a Successful Upload .....</b>	<b>22</b>
Register Students.....	22



**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 6, entering student data.**

- 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 Learning Center Entry in EZReports



### Registering students whose information was uploaded to the prior year's database

All student data that was entered into EZReports migrates into the new annual database in May, creating a pool of students from which to choose the following year. This includes students who were active, dropped, deleted, or may have never attended program. The latter would be the case especially for subgrantees who used the Student Demographic spreadsheet template for a district or school. The grade levels for all students already entered in the database have been automatically advanced by one grade level.

The process for registering these students is as follows:

#### Register Students

Students whose information migrated from the previous year's database and who are attending program during the current year may be quickly registered. This can be completed by the Program Director or the Learning Center Coordinator.

**Program Director Path: Logon → Site → Manage Site → Logon to Site → Registration → Register Student**

**Learning Center Coordinators Path: Logon → Registration → Register Student**

The uploaded students will appear on the screen - ready to be registered in program.

## Entering New Student Data

### Overview

The most straightforward way to add students to EZReports is through manual data entry. There are other options available for adding students, such as coordination with the school district’s information technology (IT) department, or using a demographic spreadsheet which is downloaded then uploaded through EZReports and contains really specific codes.

While the most straightforward way to enter student data (adding one student at a time) is more time consuming initially, it does come with a decreased chance of errors (and, thereby, a decreased chance of migraine headaches and time spent troubleshooting later!). If your technology skills are strong, please feel free to use any entry method you’d like! If you frequently find yourself “at odds” with technology, or just want to avoid potential frustrations, it might be a better idea for you to stick with the straightforward, manual data entry method.

### Adding a Student through Manual Data Entry

**Program Director Path: Site → Manage Site → Logon to Site → Registration → Add Student**

**Learning Center Coordinator Path: Registration → Add Student**

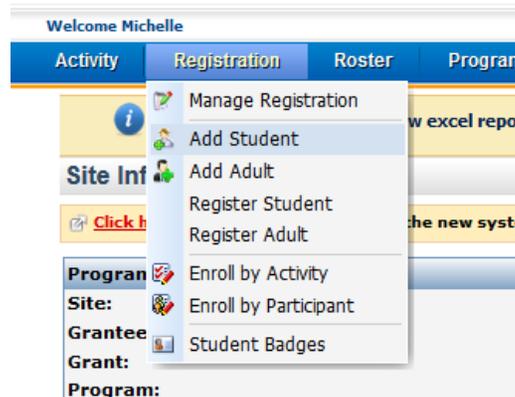


Figure 1

After selecting **Add Student** from the drop-down menu (Figure 1), you will be on the **Personal** tab (Figure 2).

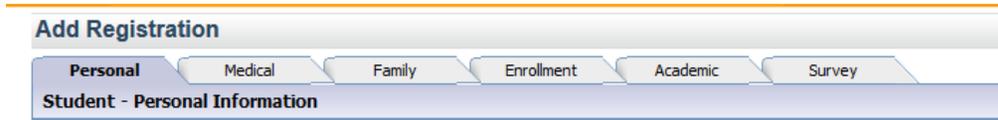
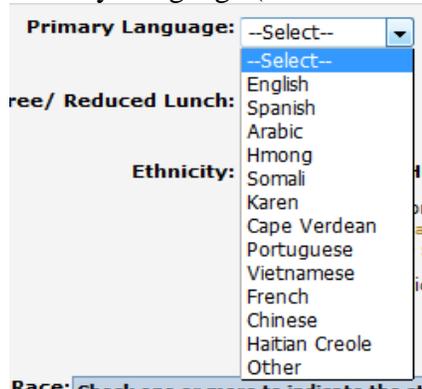


Figure 2

### Personal Information

The student information needed to complete the first section of this tab, **Personal Information**, is as follows:

1. Last Name
2. First Name
3. Date of Birth
4. Gender
5. Home address
6. Primary Language (select from the drop-down menu)



7. Free/Reduced Lunch Eligibility
8. Ethnicity (Hispanic/Latino or No)
9. Race

It should also be noted that total student numbers in Gender, Free/Reduced Lunch Eligibility, Ethnicity, and Race are included in the Annual Performance Report (APR). In order to best report the population of students that attend your program, ensure that data entry in this step is as accurate as possible. As such, use “unknown” with extreme caution. A true “unknown” is acceptable. Permanent use of “unknown” as a placeholder for a required data field is unacceptable.

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

\*-Mandatory Fields

Save & Continue Save & Close Cancel

---

### Personal Information

**Student Last Name:**  \* [Find](#)

**Student Middle Name:**

**Student First Name:**  \*

**Date of Birth:**  /  /  (MM/DD/YYYY) \*

**Age:**  (Years)

**Gender:** -- Select -- \*

**Address 1:**  \*

**Address 2:**

**City:**  \*

**State:**

**Zip:**  -  \*

**County:**

**Phone Number:**  -  -

**Alternate Phone:**  -  -

**Email:**

**Primary Language:** --Select--  \*

**Eligible for Free/ Reduced Lunch:**  Yes  No  Unknown

**Ethnicity: Is this student Hispanic or Latino?**

Yes, Hispanic or Latino  
(A person of Cuban, Mexican, Puerto Rican, Cuban, South or Central American, or other Spanish culture or origin, regardless of race.)

No, not Hispanic or Latino

Unknown \*

**Race: Check one or more to indicate the student's race\***

- White**  
A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- Black or African American**  
A person having origins in any of the black racial groups of Africa.
- Asian**  
A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Native Hawaiian or Pacific Islander**  
A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- American Indian or Native Alaskan**  
A person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.
- Some Other Race**  
A person providing write-in entries such as multiracial, mixed, interracial, Wesort, or a Hispanic/Latino group (for example, Mexican, Puerto Rican, or Cuban)
- Unknown**  
Declined to State/Unknown

Figure 3



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



### Registration Information

The second section of the **Personal** tab is **Registration Information**. The student information needed to complete this section is as follows:

1. School (What school does this student attend during the traditional learning day?)
2. Grade (What grade is the student in this academic year?)
3. Education Programs (Does the student have any of the following education considerations: Bilingual, ESL/LEP, Special Education, Gifted & Talented?) Written options include “Yes,” “No,” and “Unknown.” Acceptable responses include “Yes” or “No.” The number of “yes” students in each of these categories is included in the Annual Performance Report (APR). In order to best report the population of students that attend your program, ensure that data entry in this step is as accurate as possible.

**Registration Information**

Registration Date:  /  /  (MM/DD/YYYY) \*

Student School: -- Select -- \*

Grade: -- Select -- \*

State StudentID:

District StudentID:

Registered By:

Transportation Mode: -- Select --

Bus Route:

How Referred:

[Maximum 255 characters allowed.]

Why Referred:

[Maximum 255 characters allowed.]

Education Program: **Select Education Programs \***

Check this box if no education program is applicable.

**Bilingual**

Yes  No  Unknown

**ESL/LEP**

Yes  No  Unknown

**Special Education**

Yes  No  Unknown

**Homeless**

Yes  No  Unknown

**Gifted & Talented**

Yes  No  Unknown

Save & Continue Save & Close Cancel

Select **Save and Continue**.

Next, you will be on the **Family** tab. The only required (\*) information on this screen is Parent/Guardian information.

**Student - Family Information** Previous Next

Save & Continue Save & Close Cancel

**Household Information**

How many people live in your household:

How many children (persons under the age of 18) live in your household:

What is your annual household income:  Select Range

Enter Exact Amount

Link Sibling De-Link Edit Delete

**Sibling(s) Information**

Name	Date of birth	Address	Phone
No sibling found			

Add Parent/Guardian Link Registered Adult De-Link

**Parent/Guardian Information \***

Name	Lives with Child	Home Phone	Work Phone	Mobile	Can Pickup	Relationship	Action
No parent/guardian found							

Add Other Emergency Contact

**Emergency Contact Information**

Name	Email	Mobile	Home Phone	Work Phone	Can Pickup	Action
No emergency contact found						

Add Other Adult Authorized to Picku

**Adults authorized to pick up the student**

Name	Address	Home Phone	Work Phone	Mobile	Relationship	Action
No other adults are authorized to pick up						

\* Mandatory Fields

Save & Continue Save & Close Cancel

Figure 4

Select “Add Parent/Guardian” (Figure 4) and a pop-up window will appear.

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

The only required information (\*) in the pop-up window is the first and last name of the parent (Figure 5). You may choose to enter information regarding the living arrangements (Does this person live with the student?) and pick-up authorization (Can this person pick up the student from school?).

**Add Parent/Guardian**

**Add Parents/Guardian Information**

Last Name:  \*      First Name:  \*

Date of Birth:  /  /  (MM/DD/YYYY)       Primary Parent

Same as Student address       Lives with child

Address 1:       Address 2:

City:       State:  New Mexico      Zip:  -  -

Home Phone:  -  -       Work Phone:  -  -  X       Cell:  -  -

Email:       Relationship:  --Select--

Marital Status:  --Select--      Employment:  --Select--

Occupation:       Highest Level of Education:  --Select--

Primary Language:  --Select--       Authorized to Pick up the student

\*-Mandatory Fields

Figure 5

You can complete as much information as you'd like in the database. You are required only to complete the mandatory fields (\*). Select **Save & Close**.

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

You can check to ensure the student information was saved by navigating to **Registration → Manage Registration**. You should see the student listed there (Figure 6).

The screenshot shows the EZReports interface with the 'Registration' tab selected. A dropdown menu is open under 'Manage Registration', listing options like 'Add Student', 'Add Adult', 'Register Student', and 'Enroll by Activity'. Below the menu, there are summary tables and a main list of participants.

Proposed	Registered	Active	Dropped	Regular
0	0	0	0	0

Registered	Active	Dropped	Regular
1	1	0	0

#	Last Name ▲	First Name	Type	DOB	District StudentID	Req. Date	Grade	Total	Attendance			Action	
									Smr	Fall	Spr		
1.	Test	Test	<span style="color: green;">N</span> S	01/01/08		07/01/16	3						

N Regular participants (with 30 or more days of attendance in Fall & Spring)  
N Regular participants (with 30 or more days of attendance in Summer, Fall & Spring)  
N Participants can't be enrolled as required release is marked as 'Unknown'/'No'  
N Participants not yet enrolled

Figure 6

After you enter the first student, please check to ensure the data is being recorded/saved correctly, and then repeat this process for each student enrolled in the 21<sup>st</sup> CCLC program at the learning center.

## Using the Demographic Upload to Enroll Students

To enroll students using the demographic spreadsheet, you must login at the Program Director level. First, download the Excel template from EZReports and enter data manually or coordinate with the person responsible for your district’s information technology (IT) department. Coordinating with the district’s IT person may expedite the process. The district may be able to write a program or format a template to export data from the district database into the EZReports Excel template.

EZReports allows you to download two templates from its database: short form and long form. The short form has the required fields for a student to be entered in EZReports. The long form has extra fields that may be tracked if a subgrantee or learning center is interested. For the PED, the short form is sufficient. The short demographics form contains the basic demographic information such as name, date of birth, address, parent information, etc. It meets all of the requirements for 21<sup>st</sup> CCLC but doesn’t collect much additional data. You can always add data to student records at a later date.

The long student demographics form collects a lot more information about the students. It collects everything that the short form does, but it also allows you to enter and upload information about students’ transportation modes, medical conditions, emergency contacts, family contact information, parent education information, etc.

For the purpose of this guide we will use the short form template; the process is largely the same for each template.

**Program Director Path: Log in → Upload → Student Demographics (Short) → Download Blank Template (Figures 7 & 8)**



Figure 7

Figure 8

If using **Explorer**, you should select “Save As” (Figure 9) and save the file as a name you will remember in a location you will remember. After saving, find and open the template. When you begin to enter data, make sure you are entering data into the saved document (and be sure to save frequently as you go!). Do not enter data into a temporary file; enter it directly into the file you have saved to your computer.

Figure 9

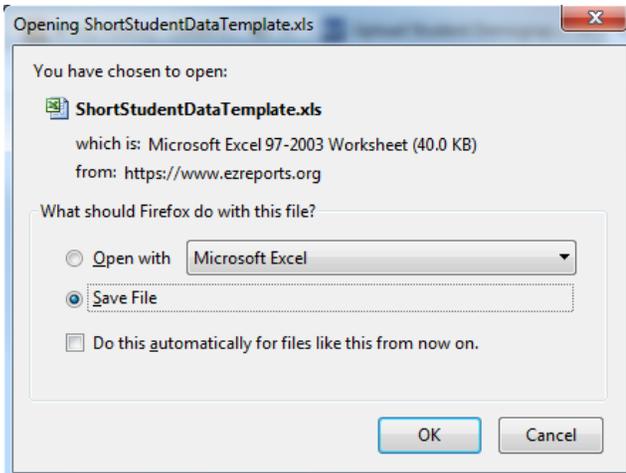


Figure 10

If using **Mozilla Firefox**, once you have downloaded the blank template, click “Save File” (Figure 10) on the pop-up window and click “Ok.”

If using **Mozilla Firefox**, most often, you can access the “Saved” file by clicking the download icon in the upper right hand corner of the screen (Figure 11).

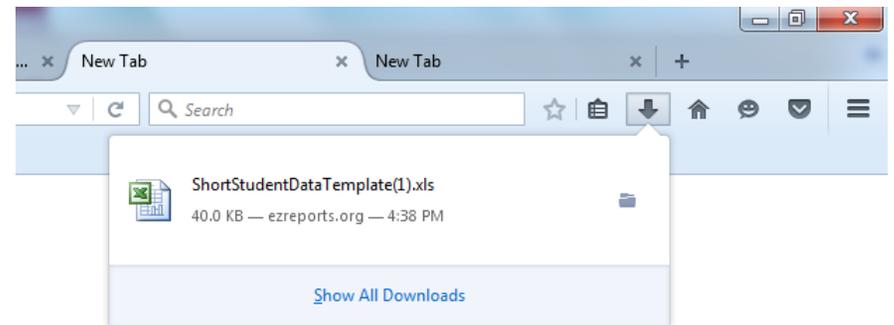


Figure 11

Click on the file name to open it (Figure 11) and then save the Excel template as a file name you will remember in a location you will remember. After saving, find and open the template. When you begin to enter data, make sure you are entering data into the saved document (and be sure to save frequently as you go!). Do not enter data into a temporary file; enter it directly into the file you have saved to your computer.

## The Student Demographics Template

The Excel workbook template has three Excel worksheets, or tabs, within the file (Figure 12).

1. **Participant Data** sheet where you will enter the data (or have an IT team member merge data into the tab).
2. **Instructions** sheet, which provides references for entering the data on the **Participant Data** sheet.
3. **Master Files**, which provides additional instructions and codes for the participant data sheet. The codes indicate how certain fields must appear on the participant sheet in order for the template to upload into EZReports.

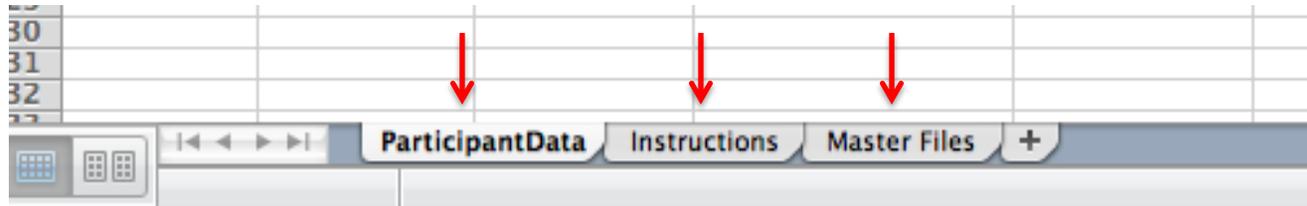


Figure 12

## Entering Data in the Template

You have the option to enter the data into the template manually or to work with your district IT team to have them run a program to merge data into the template. Either way, EZReports has required fields that must be completed and has a format that must be followed.

The top two rows are set by Thomas Kelly Software Associates and must stay exactly as they are. They indicate the field names (**required fields are in red**) and the format in which the data must be entered.

NOTE: All mandatory fields (**marked in red**) must remain in the template; they cannot be deleted. The fields that are not mandatory may be deleted. Fields can be reordered but they cannot be renamed and new fields cannot be added. Do not alter the field names in the top row and follow the suggested formatting in the second row. From the 3<sup>rd</sup> row onwards, you can add student data to be uploaded in the system.

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

As in Figure 13, from left to right - first, there are the **State and District Student IDs**. You do not have to enter a student ID, but can if you want to track student outcomes by Student IDs (this can help later in the year if tracking standardized testing results).

A	B	C	D	E	F
<b>State Student ID</b>	<b>District Student ID</b>	<b>Last Name</b>	<b>Middle Name</b>	<b>First Name</b>	<b>DOB</b>
<a href="#">Master File</a>	<a href="#">Master File</a>	max 50 chars		max 50 chars	mm/dd/yyyy

Figure 13

Next are the student’s **Last Name**, **Middle Name**, **First Name** and **Date of Birth (DOB)**. The last name, first name, and date of birth are mandatory fields, indicated by the red text. The date of birth must be entered in this format mm/dd/yyyy.

Continuing to the right is the **School Code** (Figure 14). This references what school the student attends during the traditional learning day. If you do not know what the school code is, you can find it by using [this link](#).

Or, you can find a school’s code in the EZReports page where you selected “Download Blank Template.” The school code entered when creating the learning center is also recorded there. Select “List of School Codes,” as identified in Figure 15.

F	G	H	I
	<b>School Code</b>	<b>Start Date</b>	<b>Gender Code</b>
yyyy	<a href="#">Download your List of School Master File</a>	mm/dd/yyyy (Applicable ONLY if School of non-deleted students is changed)	<a href="#">Master File</a>

Figure 14

Figure 15



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



The next field is **Start Date** (Figure 16).

F	G	H	I
	<b>School Code</b>	<b>Start Date</b>	<b>Gender Code</b>
yyyy	<a href="#">Download your List of School Master File</a>	mm/dd/yyyy (Applicable ONLY if School of non-deleted students is changed)	<a href="#">Master File</a>

Figure 16

This field acts as a mandatory field while changing a School Code through upload. If **School Code** needs to be changed after it has already been initially entered (for example, a student transfers schools in the middle of the year), then the new **School Code** needs to be entered in the **School Code** field and a valid date of school change needs to be entered in the **Start Date** field. If the school code is being entered for the first time during the academic year, or is not changing from the first time it was entered for the academic year, then the date entered in the field **Start Date** will not be considered.

The **MAJORITY** of the time, you don't need to worry about entering a **Start Date**. 😊

Next, the **Gender Code** is a required field and requires the format be entered as F or M (Figure 17). (Yes, agender, bigender, feminine-of-center; masculine-of-center, and gender-fluid should all be options, but it's not programmed into the database codes as of FY18.)

Gender	
Code	Name
M	Male
F	Female

Figure 17

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

Moving right along, **Street Address** is required, **Apartment Number (#)** should be entered when applicable, **City, State Code, Zip** and **Phone** are all required fields. All of our **State Codes** should be entered as NM. Listing an **Email** address is optional (Figure 18).

J	K	L	M	N	O	P
<b>Street Address</b>	<b>Apartment #</b>	<b>City</b>	<b>State Code</b>	<b>Zip</b>	<b>Phone</b>	<b>Email</b>
			<a href="#">Master File</a>	99999-9999	999-999-9999	

Figure 18

Further to the right in the Excel template, enter the student’s **Registration Date (Figure 19)**.

Q	R	S	T	U	V
<b>Registration Date</b>	<b>Primary Language Code</b>	<b>Primary Language Other</b>	<b>Grade Level Code</b>	<b>Race Code</b>	<b>Ethnicity Code</b>
mm/dd/yyyy	<a href="#">Master file</a>		<a href="#">Master file</a>	<a href="#">Master File(separate by comma if many)</a>	Enter H for Hispanic, N for Non Hispanic, U for Unknown

Figure 19

This is an optional field, but is very helpful later in the year when running reports that are not specifically “attendance” reports. If you enter the registration date it should be in the format mm/dd/yyyy. **Registration Date** of existing students can be changed through upload only for students who are not yet registered. For registered students the **Registration Date** needs to be changed manually from the **Personal tab** (see the manual entry steps above).

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

Next, complete the column regarding the student’s primary language. The values that you can enter in the **Primary Language Code** field are provided in the Master Files tab (third sheet in workbook) and pasted here, in Figure 20, as well.

Primary Language	
Code	Name
A	Arabic
E	English
S	Spanish
K	Karen
M	Somali
H	Hmong
[Leave Blank]	Other

Figure 20

The **Grade Level** code is a required field. This column reports what grade level the student is in during the current academic year (Figure 21).

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

Figure 21

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

**Race Code** is also required. The options are outlined below, in Figure 22. This data is included in the Annual Performance Report (APR). In order to best report the population of students that attend your program, ensure that data entry in this step is as accurate as possible.

Race	
Code	Name
1	White
2	Black or African American
4	Asian
5	Native Hawaiian or Pacific Islander
6	American Indian or Native Alaskan
9	Some Other Race
U	Declined to State/Unknown

Figure 22

The **Ethnicity Code**, is also a required field for EZReports and must be entered as H for Hispanic, N for Non-Hispanic and U for unknown (Figure 23). This data is included in the Annual Performance Report (APR). In order to best report the population of students that attend your program, ensure that data entry in this step is as accurate as possible.

Ethnicity	
Code	Name
H	Hispanic
N	Non-Hispanic
U	Unknown

Figure 23



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



Now, for the last eight columns...

Free or Reduced Lunch	Parent Last Name	Parent First Name	Parent Cell Phone	Limited English Proficiency	Special Education	Gifted & Talented	Homeless
Enter 1 for Yes 0 for No	max 50 chars	max 50 chars	999-999-9999	Enter 1 for Yes 0 for No U for Unknown			

Figure 24

Although marked as optional, the New Mexico Public Education Department (PED) needs the **Free or Reduced Lunch** field to be completed. It should be filled out with 1 for yes or 0 for no. This data is included in the Annual Performance Report (APR).

The same is true for the **Limited English Proficiency** (English Language Learners), **Special Education**, **Gifted/ Talented** and **Homeless** (students experiencing homelessness) columns. All of these are coded as a 1 for yes, 0 for no. This data is included in the Annual Performance Report (APR).

The **Parent First Name** and **Parent Last Name** columns are required. You may elect to enter a cell phone number.

Be sure to save the information as you enter it if you are entering the data manually. Also, be sure to save the file in a safe and recognizable place so you can locate it later. Once you have completed the template or received a completed template from your district, upload it directly to EZReports.

## Uploading a Completed Template

Once you have completed the template or received a completed template from your district you can upload it directly to EZReports. Save the completed template in a safe and recognizable place; your “Desktop” or “My Documents” is recommended.

### Program Director Path: Upload → Student Demographics (Short) → Choose File

When choosing your file for upload, navigate your computer directory to where you saved the completed template, select the document name and click **open** in the dialog box or click on the file icon (quickly) twice. Your Excel template name should now appear next to the “browse” option on the upload page; click **Upload File**.

**Upload Student Demographic Data (Short)** i Import student demographics from district database. [Read More...](#)

**Download blank Template:**  
Please click the following link to get the BLANK student demographic upload template. Save the template on your computer.

**Download Updated Student Data Template:**  
Please use this template if you are doing a mass update of data field(s) for students who are already registered in the program.

**Upload Template:**  
Please select the student data file to be uploaded by browsing your computer and click 'Upload File' button.

no file selected

**Important Note:**

- ▶ [Click Here](#) to view State Student ID AND District Student ID upload instructions.
- ▶ In order to **change the School of Active/Dropped Students**, please download the latest template, put the respective **Start Dates** and then upload.
- ▶ A new field for **Email** has been added for students. Please download the latest upload template to upload the Email ids of students.

[View Instructions](#)

[List of School codes](#)

Figure 25

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

After you upload the template you will see the number of students uploaded, the number of errors and file status. EZReports will give you the option to view the file that you uploaded, delete the file you uploaded, or download an error file if your upload had any errors. The status will be in the Upload Statistics section, which is at the bottom of the Upload page similar to Figure 26.

Upload Statistics							
View 20 Records per Page <input type="button" value="Go"/>		This is the download errors option. Page 1					
Please click the View Error icon to download the error file where the error(s) are mentioned in three columns at the end. These columns are Invalid Key Error (Column AC), Invalid Data Error(Column AD), Missing Data Error(Column AE). <u>Scroll to right</u> of the error file to check these three columns for the error details.							
File Name	Date	Size (Bytes)	Total Students	Students Uploaded	Errors	File Status	Action
ShortStudentDataTemplate_OR1.xls	9/10/2012 2:40:27 AM	41472	1	1	0	Valid	
ShortStudentDataTemplate_OR1.xls	9/10/2012 2:38:44 AM	41472	1	0	1	Valid	
ShortStudentDataTemplate_OR21.xls	9/10/2012 1:27:33 AM	111616	155	153	2	Valid	

Figure 17

### If there is an error

If there is an error, the number of students not uploaded due to error will appear in the “errors” column. Go to the “action” column and download the errors file, which will be on the far left of that column and have an exclamation point on it. Click on that icon, select **save file** in the dialog box that appears and **save** it to a place that you recognize. Go to the location where you saved the errors file and open it, scroll all the way to the right - this is where the error messages will appear. The error status is provided by student so that you know why each student that did not successfully upload.

The most common errors are:

- *Invalid Key Data*, which indicates that there is incomplete student information (usually the last name, first name or date of birth).
- *Invalid Data Error* means that a field was entered in the incorrect format or using the wrong code for a field such as an incorrect race, school or gender code.
- *Missing Data Error* means that data is missing in one or more of the required fields.

After downloading the error file you can correct the errors for each student, save the corrected template, and follow the upload process described above to upload the corrected template.



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



### After a Successful Upload

#### Register Students

The students that were uploaded successfully are now associated with the feeder school code that was entered in the template. These students must now be REGISTERED. This can be completed by the Program Director or the Learning Center Coordinator.

**Program Director Path: Logon → Site → Manage Site → Logon to Site → Registration → Register Student**

**Learning Center Coordinators Path: Logon → Registration → Register Student**

The students' names that were just uploaded will appear on the screen - ready to be registered in program.

If no one goes to the **Register Student** page and actually registers the students in the program, the students who were just uploaded will not appear in the **Manage Registration** section, and will not be able to be enrolled in any sessions (classes).

If you choose to enter student data via the Demographic Spreadsheet upload, especially if the IT Department assists you in creating your spreadsheet, populated with data from the entire school's enrollment, you may have students uploaded into the database that never actually enroll in the 21<sup>st</sup> CCLC program. These students should never be marked as "registered" in EZReports.

*If you encounter any technical difficulties, 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)). 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).*