

DOE 21st Century Community Learning Centers

Quick Start User Guide version 2.1

UT SWORPS

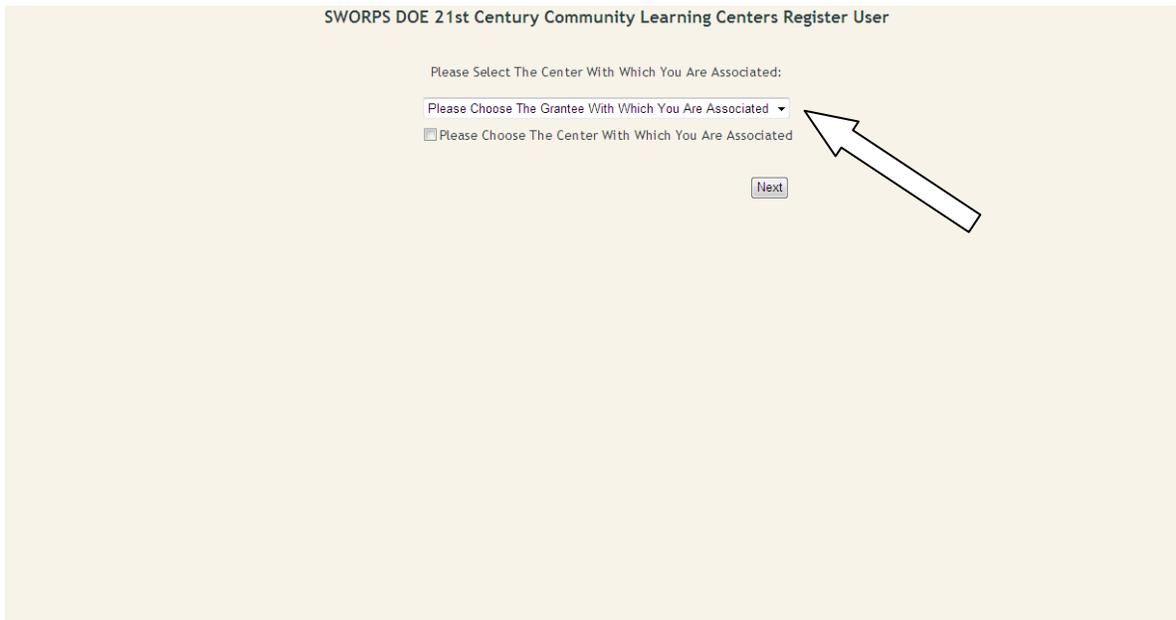
University of Tennessee College of Social Work Office for Research and Public
Service

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REGISTRATION SCREEN



SWORPS DOE 21st Century Community Learning Centers Register User

Please Select The Center With Which You Are Associated:

Please Choose The Grantee With Which You Are Associated ▾

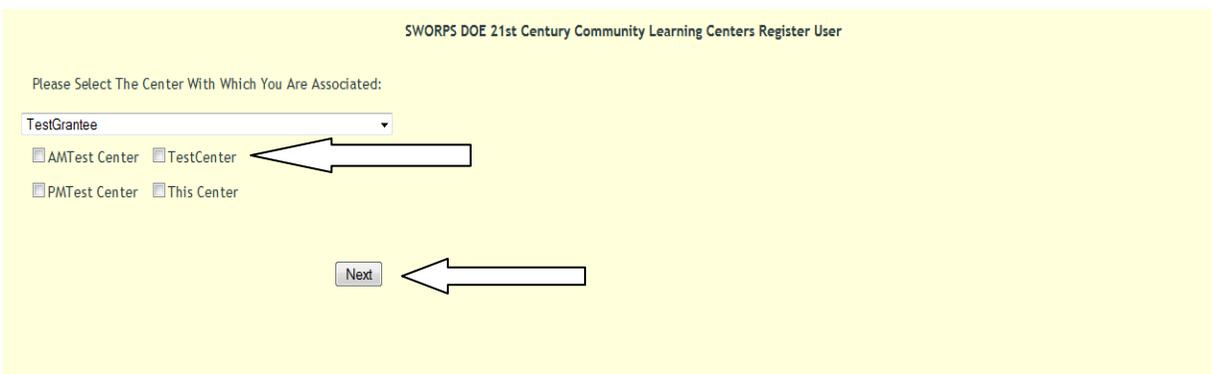
Please Choose The Center With Which You Are Associated

Next

An arrow points to the dropdown menu.

In order to become a user of the system, you need to register.

1. Select the Grantee with which you are associated from the drop-down box.
2. A list of Centers available to the Grantee will show.
3. Select the center(s) for which you will be reporting by clicking the check box next to that center's name.



SWORPS DOE 21st Century Community Learning Centers Register User

Please Select The Center With Which You Are Associated:

TestGrantee ▾

AMTest Center TestCenter

PMTest Center This Center

Next

Arrows point to the dropdown menu, the 'TestCenter' checkbox, and the 'Next' button.

4. Click on the "Next" button. This will take you to the User Name Creation Screen.

USER NAME CREATION SCREEN

SWORPS DOE 21st Century Community Learning Centers Register User

Sign Up for Your New Account

User Name:

Password:

Confirm Password:

E-mail:

Now you will need to create your user name (no spaces), a password (eight characters) & your email address. Click the 'Create User' button to submit your profile data & proceed to the next screen.

SUCCESSFUL USER NAME CREATION

Complete

Your account has been created. Please email an [administrator](#), as they will have to approve your account before logging in. Thank you!

Links of Interest:

[Login Page](#)

[Contact 21stCCLC Site Administrators For Any Questions](#)

If the registration process was successful, you will see this screen. You should contact the Help Desk, by e-mail to receive approval at:

21stcclcAdmins@sworps.tennessee.edu

Please include your user name entered. Updates are done by the Help Desk periodically throughout each business day. You should be able to login possibly later in that day or by the next business day.

Once your permissions have been updated, you will login with the user name & password you created during the registration process.

To access the 21stCCLC site, you will use this link:

<https://21stcclc.sworps.tennessee.edu>

LOGIN SCREEN

The screenshot shows the login interface for the Tennessee Department of Education's 21st Century Community Learning Centers. At the top, it reads "Tennessee Department of Education" and "21st Century Community Learning Centers". Below this is a "Login to Site" form with fields for "User Name:" and "Password:". There is a checkbox for "Remember my login on this computer." and a note: "Note: This is not recommended for use on computers you share with others." A "Submit" button is located at the bottom right of the form. Below the form is a link: "Have you forgotten your password? Have it emailed to you here." Underneath that is a section titled "21st CCLC Maintenance Hours" with the text: "In order to keep this site up-to-date and bug-free, we want to alert you that the following hours may be used to perform maintenance: 6-8 AM EST/EDT Monday - Friday". At the bottom, it states: "The site may be down during these hours for short periods while we promote new versions of the website up, make database changes, and/or perform other maintenance tasks. Thank you for understanding."

This is the login screen you will see after using the link from the previous page or from doing a copy/paste of the link into your browser address line.

<https://21stcclc.sworps.tennessee.edu>

INVALID PASSWORD SCREEN

Tennessee Department of
Education

**21st Century Community Learning
Centers**

Login to Site

User Name:

Password:

Remember my login on this computer.
Note: This is not recommended for use on
computers you share with others.

Your login attempt was not successful. Please
try again.

[Have you forgotten your password? Have it emailed to you here.](#)

21st CCLC Maintenance Hours

In order to keep this site up-to-date and bug-free, we want to
alert you that the following hours may be used to perform
maintenance:

6-8 AM EST/EDT Monday - Friday

The site may be down during these hours for short periods
while we promote new versions of the website up, make
database changes, and/or perform other maintenance tasks.
Thank you for understanding.

Should you forget your password at any time, you will see the above message. You will also get this message if you have attempted to login with the incorrect password several times. To correct this problem, the next steps are the same,

1. Click on the link (under the login box) 'Have you forgotten your password? Have it emailed to you here.'

By clicking that link, you will be taken to the next screen to enter your username & have your password emailed to the address used when you registered.



SCREEN TO INDICATE THAT YOU NEED TO CONTACT THE HELP DESK



If you should you get this message, you will need to contact the Help Desk. You have attempted to login with an incorrect password several times & the system has locked the account.

The email address for the Help Desk is:

21stcclAdmins@sworps.tennessee.edu

On the subject line of your email use 'Locked out of my account'. You will be notified when your account is unlocked.

At that time, you can go back to the login page. As discussed previously, you will use the link 'Have you forgotten your password? Have it emailed to you here.' By clicking that link, you will be taken back to this screen to enter your username & have your password emailed to the address used when you registered.

MAIN MENU

The screenshot shows the main menu of the Department of Education website. The header includes the text "Department Of Education" and "21st Century Community Learning Centers". On the right side of the header, there are links for "Edit Roxie Blue's Account" and "Logout". The main content area is divided into a left sidebar menu and a main content area. The sidebar menu is expanded to show the following options: Home, Help Desk, Quick Start Guide (pdf), Center/Class Administration, Re-Enroll Attendees, Add / Edit Attendee, Reports, Attendance Summary, Regular Attendance Report, Data Integrity, and Null or Blank Student Ids. The main content area displays the breadcrumb "DOE > Home" and a welcome message: "Welcome to the DOE 21st Century Community Learning Centers site. Please use the menu to the left to guide your way through this website." The footer of the page contains the copyright information "©2010 - 2012 DOE / SWORPS".

From this screen you can contact the 21stCCLC Help Desk, work with the attendees at the Grantee/Center, add new attendee(s) to the Grantee/Center, and access various Reports.

The following pages of the Quick-Start manual will show each of the above choices & the various ways to navigate within the system.

HELP DESK SCREEN

The screenshot shows a web application interface. On the left is a navigation menu with the following items: Home, Help Desk (highlighted with a white arrow), Quick Start Guide (pdf), Center/Class Administration, Re-Enroll Attendees, Add / Edit Attendee, Reports, Attendance Summary, Regular Attendance Report, Data Integrity, and Null or Blank Student Ids. The main content area has a breadcrumb trail 'DOE > Home > Help Desk' and a heading 'SWORPS DOE 21st Century Community Learning Centers Site Contacts'. Below the heading is a blue hyperlink '21stCCLC Site Administrators' with a white arrow pointing to it.

By clicking on the Help Desk link from the menu, you will be taken to the Help Desk Contact Screen. This link will open a new window with the email template. This allows users to send an email directly to the DOE 21stCCLC Help Desk. If there are any problems or questions, you have ready access to the Help Desk email address to contact us.

The screenshot shows an email composition window. It includes a 'Send' button with an envelope icon, a 'To...' field containing '21stccAdmins@sworps.tennessee.edu', a 'Cc...' field, an 'Account' dropdown menu, and a 'Subject:' field containing 'DOE Site Contact'. The main body of the email is empty, with a vertical cursor at the beginning.

ADDING STUDENTS

The screenshot shows the Department of Education website interface. At the top, the header reads "Department Of Education" and "21st Century Community Learning Centers". On the right side of the header, there are links for "Edit Roxie Blue's Account" and "Logout". Below the header, the main content area is divided into a left sidebar menu and a main content area. The sidebar menu includes categories like "Home", "Center/Class Administration", "Reports", and "Data Integrity". Under "Center/Class Administration", the "Add / Edit Attendee" link is highlighted with a white arrow pointing to it. The main content area displays a welcome message: "Welcome to the DOE 21st Century Community Learning Centers site. Please use the menu to the left to guide your way through this website." At the bottom of the page, there is a footer with the text "©2010 - 2012 DOE / SWORPS".

To add Attendees to the Class Roll, select the Add/Edit Attendee link from the Main Menu. This will take you to the Demographic Information page to enter the enrollment information for each student.

- Home
 - Help Desk
 - Quick Start Guide (pdf)
- Center/Class Administration
 - Re-Enroll Attendees
 - Add / Edit Attendee**
- Reports
 - Attendance Summary
 - Regular Attendance Report
- Data Integrity
 - Null or Blank Student Ids

DOE > Add / Edit Attendee

[Back](#)

Grantees / Centers
Choose a Grantee and Center with which this Attendee is associated

Grantee:

Center:

Name / Id Information

State-Issued Student Id:

Last Name:

First Name:

Middle Name:

Date(s)

Date of Birth:

Program Enrollment Date:

Grade Level At Registration

Grade Level:

Other Information

Ethnicity:

Gender:

[Back](#)

After completing the information in each field, click on the Add attendee button located at the bottom of the screen.

Attendee Entry Successful

Entry Details

Center / Location	TestCenter, TN
Attendee Name	Doe, John Q.
Attendee Date of Birth	7/3/2003

Grade Level At Registration

Other Details

Back

Add Another Attendee

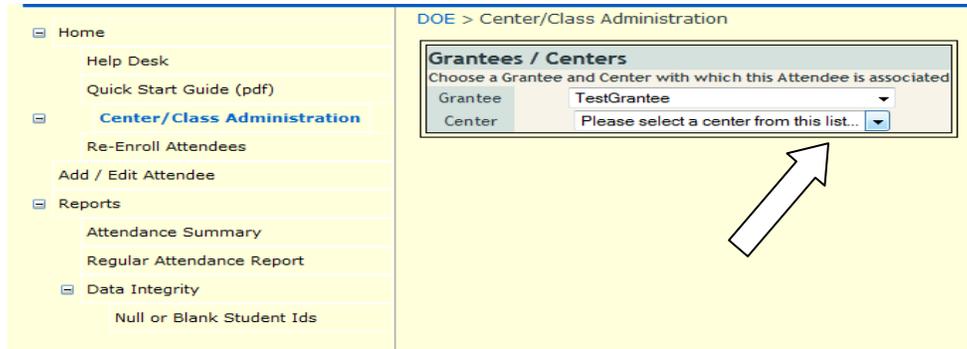
Center Attendees

You will now have links to edit what you have just entered, add another attendee, or return to the Center Attendees List.

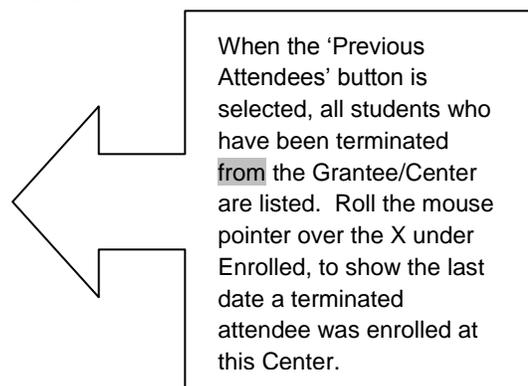
CENTER/CLASS ADMINISTRATION – DISPLAYING GRANTEES

Click on 'Class/Center Administration' on the left side of the screen, then choose the Grantee & Center that pertains to the Participation data you wish to enter.

Should the Grantee chosen have more than 1 Center, a click on the Center drop-down box will show you all the Centers associated with that Grantee.



When the 'Previous Attendees' button is selected, all students who have been terminated from the Grantee/Center are listed. The same ascending/descending sort orders are also valid on this screen. Roll the mouse pointer over the X under Enrolled, to show the last date a terminated attendee was enrolled at this Center. Once a Center is chosen, by default all the current attendees will be shown. But previous attendees or all attendees may also be chosen for additional population information.



DOE > Center/Class Administration

Grantees / Centers
 Choose a Grantee and Center with which this Attendee is associated

Grantee:

Center:

Current Attendees
 Previous Attendees
 All Attendees

Quick-Choose Attendees

Select A Grade Level To Select Attendees Which Correspond

Classroom / Center Attendees

Select/Unselect All
 Show records per page.
 Navigate To Page: [1](#) [2](#)

Expand Collapse	<input type="checkbox"/>	<u>Enrolled?</u>	<u>Grade Level</u>	<u>Last Name</u>	<u>First Name</u>	Middle Name	State Id	<u>Birth Date</u>
+	<input type="checkbox"/>	✓ Enrolled: 1/4/2012	1	Clark	Joe	M	023457	1/2/2004
+	<input type="checkbox"/>	✓ Enrolled: 3/25/2011	6	Contrary	Mary		5568125	10/2/2001
+	<input type="checkbox"/>	✓ Enrolled: 8/16/2011	1	Doe	Jane	Q.	5654825	8/1/2005
+	<input type="checkbox"/>	✓ Enrolled: 8/16/2011	2	Doe	John	Q.	4568735	7/3/2003
+	<input type="checkbox"/>	✓ Enrolled: 5/28/2010	2	Dumpty	Humpty			7/20/2004
+	<input type="checkbox"/>	✓ Enrolled: 6/1/1997	1	Explorer	Dora	The		8/5/1991
+	<input type="checkbox"/>	✓ Enrolled: 9/1/2010	4	Hellman	Lillie			3/30/1999
+	<input type="checkbox"/>	✓ Enrolled: 9/1/1998	K	Lan	Kai			5/1/1993
+	<input type="checkbox"/>	✓ Enrolled: 6/17/2011	3	McAdoo	Wackadoo			1/1/2003
+	<input type="checkbox"/>	✓ Enrolled: 9/1/2000	K	Muffett	Little	Miss		6/21/1995

There are several ways to sort the attendees. By clicking on the headers 'Enrolled', 'Grade Level', 'Last Name', 'First Name' & 'Birth Date', you can sort the list of attendees in either ascending or descending order by that header. A second click will reverse the sort order.

There is a drop down menu of how the list of the number of attendees that can be displayed on a page. Should the number of attendees chosen to display not show all enrolled at this Center, there is the ability to navigate to the additional pages.

Classroom / Center Attendees

Select/Unselect All Show records per page. Navigate To Page: [1](#) [2](#)

Expand Collapse	<input type="checkbox"/>	<u>Enrolled?</u>	<u>Grade Level</u>	<u>Last Name</u>	<u>First Name</u>	Middle Name	State Id	<u>Birth Date</u>
+	<input type="checkbox"/>	✓ Enrolled: 1/4/2012	1	Clark	Joe	M	023457	1/2/2004
+	<input type="checkbox"/>	✓ Enrolled: 3/25/2011	6	Contrary	Mary		5568745	10/2/2001
+	<input type="checkbox"/>	✓ Enrolled: 8/16/2011	1	Doe	Jane	Q.	5654825	8/1/2005
+	<input type="checkbox"/>	✓ Enrolled: 8/16/2011	2	Doe	John	Q.	4568735	7/3/2003
+	<input type="checkbox"/>	✓ Enrolled: 5/28/2010	2	Dumpty	Humpty			7/20/2004
+	<input type="checkbox"/>	✓ Enrolled: 6/1/1997	1	Explorer	Dora	The		8/5/1991
+	<input type="checkbox"/>	✓ Enrolled: 9/1/2010	4	Hellman	Lillie			3/30/1999
+	<input type="checkbox"/>	✓ Enrolled: 9/1/1998	K	Lan	Kai			5/1/1993
+	<input type="checkbox"/>	✓ Enrolled: 6/17/2011	3	McAdoo	Wackadoo			1/1/2003
+	<input type="checkbox"/>	✓ Enrolled: 9/1/2000	K	Muffett	Little	Miss		6/21/1995

CENTER/CLASS ADMINISTRATION – EXPAND/COLLAPSE

If needing to edit and Attendee's information, the plus '+' sign will expand into additional boxes for more demographic information for that attendee. A second click will close the expanded box.

Classroom / Center Attendees

Select/Unselect All Show records per page. Navigate To Page: [1](#) [2](#)

Expand Collapse	<input type="checkbox"/>	<u>Enrolled?</u>	<u>Grade Level</u>	<u>Last Name</u>	<u>First Name</u>	Middle Name	State Id	<u>Birth Date</u>
+	<input type="checkbox"/>	✓ Enrolled: 1/4/2012	1	Clark	Joe	M	023457	1/2/2004
+	<input type="checkbox"/>	✓ Enrolled: 3/25/2011	6	Contrary	Mary		5568745	10/2/2001
+	<input type="checkbox"/>	✓ Enrolled: 8/16/2011	1	Doe	Jane	Q.	5654825	8/1/2005
+	<input type="checkbox"/>	✓ Enrolled: 8/16/2011	2	Doe	John	Q.	4568735	7/3/2003
+	<input type="checkbox"/>	✓ Enrolled: 5/28/2010	2	Dumpty	Humpty			7/20/2004
+	<input type="checkbox"/>	✓ Enrolled: 6/1/1997	1	Explorer	Dora	The		8/5/1991
+	<input type="checkbox"/>	✓ Enrolled: 9/1/2010	4	Hellman	Lillie			3/30/1999
+	<input type="checkbox"/>	✓ Enrolled: 9/1/1998	K	Lan	Kai			5/1/1993
+	<input type="checkbox"/>	✓ Enrolled: 6/17/2011	3	McAdoo	Wackadoo			1/1/2003
+	<input type="checkbox"/>	✓ Enrolled: 9/1/2000	K	Muffett	Little	Miss		6/21/1995

Selecting the plus '+' sign opens an a drop-down box which gives more choices for viewing, adding or editing the demographic, participation, & enrollment information for an attendee.

Expand Collapse	<input type="checkbox"/>	<u>Enrolled?</u>	<u>Grade Level</u>	<u>Last Name</u>	<u>First Name</u>	Middle Name	State Id	<u>Birth Date</u>													
-	<input type="checkbox"/>	✓ Enrolled: 10/21/2011	3	Bear	Harry	D.	123456	8/20/2003													
		<table border="1"> <thead> <tr> <th>Ethnicity</th> <th>Enrollment Date</th> <th>Gender</th> <th>Edit Attendee</th> <th>Add Participation</th> <th>Edit Participation</th> <th>Enrollment Info.</th> </tr> </thead> <tbody> <tr> <td>Black / African American</td> <td>10/21/2011</td> <td>Male</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Ethnicity	Enrollment Date	Gender	Edit Attendee	Add Participation	Edit Participation	Enrollment Info.	Black / African American	10/21/2011	Male									
Ethnicity	Enrollment Date	Gender	Edit Attendee	Add Participation	Edit Participation	Enrollment Info.															
Black / African American	10/21/2011	Male																			
+	<input type="checkbox"/>	✓ Enrolled: 1/4/2012	2	Clark	Joe	M	023457	1/8/2004													

EXPANDING THE CHOICES FOR AN ATTENDEE

When the 'Edit Attendee' icon is clicked, a new screen will open showing all current demographic information previously entered for this attendee.

Expand Collapse	<input type="checkbox"/>	<u>Enrolled?</u>	<u>Grade Level</u>	<u>Last Name</u>	<u>First Name</u>	Middle Name	State Id	<u>Birth Date</u>											
-	<input type="checkbox"/>	✓ Enrolled: 10/21/2011	3	Bear	Harry	D.	123456	8/20/2003											
		<table border="1"> <thead> <tr> <th>Ethnicity</th> <th>Enrollment Date</th> <th>Gender</th> <th>Edit Attendee</th> <th>Add Participation</th> <th>Edit Participation</th> <th>Enrollment Info.</th> </tr> </thead> <tbody> <tr> <td>Black / African American</td> <td>10/21/2011</td> <td>Male</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Ethnicity	Enrollment Date	Gender	Edit Attendee	Add Participation	Edit Participation	Enrollment Info.	Black / African American	10/21/2011	Male							
Ethnicity	Enrollment Date	Gender	Edit Attendee	Add Participation	Edit Participation	Enrollment Info.													
Black / African American	10/21/2011	Male																	
+	<input type="checkbox"/>	✓ Enrolled: 1/4/2012	2	Clark	Joe	M	023457	1/8/2004											

This is the new screen that shows all the current demographic information for this attendee. Here you may edit any of the fields, click on 'Edit Attendee' button to save, or click 'Back' to return to the Grantee/Center screen without saving any changes. This screen is similar to the screen used to add a new attendee.

DOE > Add / Edit Attendee

Name / Id Information

State-Issued Student Id

Last Name

First Name

Middle Name

Date(s)

Date of Birth 

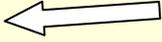
Grade Level At Registration

Grade Level

Other Information

Ethnicity

Gender



[Back](#)

EXPANDING THE CHOICES FOR AN ATTENDEE---ADDING PARTICIPATION DETAILS FOR AN ATTENDEE

When you click on the icon under 'Add Participation', a pop-up box appears where you are able to enter a total time spent for an activity for the date chosen

Expand Collapse	<input type="checkbox"/>	Enrolled?	Grade Level	Last Name	First Name	Middle Name	State Id	Birth Date											
-	<input type="checkbox"/>	✓ Enrolled: 10/21/2011	3	Bear	Harry	D.	123456	8/20/2003											
		<table border="1"> <thead> <tr> <th>Ethnicity</th> <th>Enrollment Date</th> <th>Gender</th> <th>Edit Attendee</th> <th>Add Participation</th> <th>Edit Participation</th> <th>Enrollment Info.</th> </tr> </thead> <tbody> <tr> <td>Black / African American</td> <td>10/21/2011</td> <td>Male</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Ethnicity	Enrollment Date	Gender	Edit Attendee	Add Participation	Edit Participation	Enrollment Info.	Black / African American	10/21/2011	Male							
Ethnicity	Enrollment Date	Gender	Edit Attendee	Add Participation	Edit Participation	Enrollment Info.													
Black / African American	10/21/2011	Male																	
+	<input type="checkbox"/>	✓ Enrolled: 1/4/2012	2	Clark	Joe	M	023457	1/8/2004											

This pop-up screen allows you to choose an Activity Family, Offering and SubOffering for any date & enter the amount of time this attendee spent in that Activity Family. If no date is chosen, the current date is the default. Once saved, you can 'Reset' the screen in order to enter additional Activity Families &/or dates with time spent in each activity to be added for this attendee.

Select A Grade Level To Select Attendees Which Corres

Classroom / Center Attendees

Select/Unselect All Show 10 records p

Expand Collapse	<input type="checkbox"/>	Enrolled?								
-	<input type="checkbox"/>	✓ Enrolled: 1/4/201								
		<table border="1"> <thead> <tr> <th>Ethnicity</th> <th>Enrollment Date</th> <th>Gender</th> <th>Att</th> </tr> </thead> <tbody> <tr> <td>White</td> <td>1/4/2012</td> <td>Male</td> <td></td> </tr> </tbody> </table>	Ethnicity	Enrollment Date	Gender	Att	White	1/4/2012	Male	
Ethnicity	Enrollment Date	Gender	Att							
White	1/4/2012	Male								
+	<input type="checkbox"/>	✓ Enrolled: 3/25/20								
+	<input type="checkbox"/>	✓ Enrolled: 8/16/20								
+	<input type="checkbox"/>	✓ Enrolled: 8/16/20								
+	<input type="checkbox"/>	✓ Enrolled: 5/28/20								

Add Participation

Fill in the Participation Details of Joe Clark and Click Save

Select Activity Family / Activity Offering

Family ←

Offering ←

SubOffering ←

Date

Time Hours Minutes

[Close / Cancel](#)

EXPANDING THE CHOICES FOR AN ATTENDEE---EDIT PARTICIPATION FOR AN ATTENDEE

If you choose the icon under 'Edit Participation,' a new screen will pop up where you can view the attendee's participation in any of the Activity Families. You can also edit the time for any participation.

Choose A Date, Activity Offering, Both, or Neither and Click Search To View Participation Results

Date 

Activity

Select Activity Family / Activity Offering

Family

Offering

SubOffering

Results

Date	Activity Family	Activity Offering	Activity SubOffering
1/3/2012	Academic Assistance	Skills Practice-Homework Help	Other Academic Subjects
1/3/2012	Arts & Recreation	Creative Arts	Cooking
1/23/2012	Academic Assistance	Skills Practice-Homework Help	Other Academic Subjects
2/15/2012	Arts & Recreation	Recreation	Other Recreation Activities
2/15/2012	Academic Assistance	Skills Practice-Homework Help	Other Academic Subjects

Click On A Participation Result Above To Edit / Delete the record

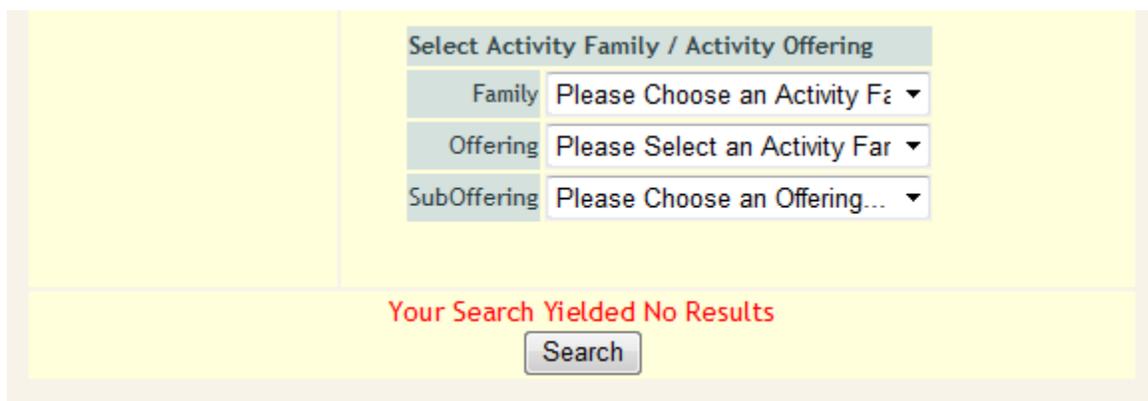
Time Hours Minutes

[Reset](#) [Save](#) [Delete](#) [Back](#)

There are 2 ways to search for participation for the chosen attendee. If the 'Search' button is clicked with both the date & the activity fields left blank, the search results will show all activities on all dates for this attendee. This action will open the results area of the screen to list the activities. You can view or edit the time spent in any of the activities visible for this attendee.

If the date and/or the Activity Family fields are chosen before the 'Search' button is clicked, the search results will be only for the specific date &/or specific grouping of activities. This action will open the area of the screen under the 'Results' bar to list those activities. The activities &/or times can be viewed, edited or deleted then in the expanded results area.

If a search, regardless of the method, does not find any activities, you will get a message 'Your search yielded no results'. This message indicates that the attendee has not participated in any activities at this center or no activity participation data has been entered for this attendee, depending on the search method used.



The screenshot shows a search interface with a yellow background. At the top, there is a section titled "Select Activity Family / Activity Offering" with three dropdown menus: "Family" (Please Choose an Activity Fa...), "Offering" (Please Select an Activity Far...), and "SubOffering" (Please Choose an Offering...). Below these is a red message: "Your Search Yielded No Results". At the bottom center is a "Search" button.

EDITING THE PARTICIPATION FOR AN ATTENDEE---AFTER GENERAL SEARCH

In this example, no choices were made before the Search button was clicked. This allows for a general search for all activities on all dates for this attendee.

Choose A Date, Activity Offering, Both, or Neither and Click Search To View Participation Results

Date 

Activity

Select Activity Family / Activity Offering

Family Please Choose an Activity Fa ▾

Offering Please Select an Activity Far ▾

SubOffering Please Choose an Offering... ▾

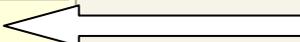
Results

Date	Activity Family	Activity Offering	Activity SubOffering
1/3/2012	Academic Assistance	Skills Practice-Homework Help	Other Academic Subjects
1/3/2012	Arts & Recreation	Creative Arts	Cooking
1/23/2012	Academic Assistance	Skills Practice-Homework Help	Other Academic Subjects
2/15/2012	Arts & Recreation	Recreation	Other Recreation Activities
2/15/2012	Academic Assistance	Skills Practice-Homework Help	Other Academic Subjects

Click On A Participation Result Above To Edit / Delete the record

Time Hours Minutes

[Reset](#) [Save](#) [Delete](#) [Back](#)



Once the results area from the search is open, the search results will show all activities for that attendee in date order by Activity Family, Activity Offering & Activity Sub-Offering. By clicking on the actual Activity Sub-Offering, the times for that grouping will appear in the box at the bottom of the screen and are editable. At this time, you can make changes & save those changes; delete the entire activity; reset to the default screen to use another method for searching or go back to the Grantee/Center screen.

EDITING THE PARTICIPATION FOR AN ATTENDEE---AFTER ACTIVITY ONLY SEARCH

Choose A Date, Activity Offering, Both, or Neither and Click Search To View Participation Results

Date 

Activity

Select Activity Family / Activity Offering

Family Academic Assistance ▼

Offering Skills Practice-Homework Help ▼

SubOffering Other Academic Subjects ▼

Results

Date	Activity Family	Activity Offering	Activity SubOffering
1/3/2012	Academic Assistance	Skills Practice-Homework Help	Other Academic Subjects
1/23/2012	Academic Assistance	Skills Practice-Homework Help	Other Academic Subjects
2/15/2012	Academic Assistance	Skills Practice-Homework Help	Other Academic Subjects

Click On A Participation Result Above To Edit / Delete the record

Time Hours Minutes



In this example, only an Activity Family, Offering and Sub-Offering were selected for the search. The Activity Family list for this attendee will be in date order. By clicking on the actual Activity Sub-Offering, the time spent participating on either date will be shown & can be edited or deleted.

EDITING THE PARTICIPATION FOR AN ATTENDEE---AFTER DATE SEARCH

Choose A Date, Activity Offering, Both, or Neither and Click Search To View Participation Results

Date: 

Activity

Select Activity Family / Activity Offering

Family: ▼

Offering: ▼

SubOffering: ▼

Results

Date	Activity Family	Activity Offering	Activity SubOffering
2/15/2012	Arts & Recreation	Recreation	Other Recreation Activities
2/15/2012	Academic Assistance	Skills Practice-Homework Help	Other Academic Subjects

Click On A Participation Result Above To Edit / Delete the record

Time: Hours Minutes

[Reset](#) [Save](#) [Delete](#) [Back](#)

In this example, a date was entered with no activity information. The activity groups for that specific date are shown. Clicking on the actual Activity Sub-Offering will show the time spent in that activity on that date & can be edited or deleted (as in the previous example).

EXPANDING THE CHOICES FOR AN ATTENDEE---ENROLLMENT INFORMATION

In the choices provided by expanding an Attendee, on the 'Class/Center Administration screen, clicking the icon under Enrollment Info. will cause a new screen to pop up that will allow editing of the current enrollment for this attendee. At this time, an attendee may be terminated from a Center &/or added to a new Center.

Select/Unselect All Show 10 records per page. Navigate To Page: [1](#) [2](#)

Expand Collapse		<u>Enrolled?</u>	<u>Grade Level</u>	<u>Last Name</u>	<u>First Name</u>	<u>Middle Name</u>	<u>State Id</u>	<u>Birth Date</u>																	
-	<input type="checkbox"/>	✔ Enrolled: 1/4/2012	1	Clark	Joe	M	023457	1/2/2004																	
		<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #e0e0e0;"> <th style="width: 15%;">Ethnicity</th> <th style="width: 15%;">Enrollment Date</th> <th style="width: 10%;">Gender</th> <th style="width: 10%;">Edit Attendee</th> <th style="width: 10%;">Attendance</th> <th style="width: 10%;">Add Participation</th> <th style="width: 10%;">Edit Participation</th> <th style="width: 10%;">Enrollment Info.</th> </tr> </thead> <tbody> <tr> <td>White</td> <td>1/4/2012</td> <td>Male</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Ethnicity	Enrollment Date	Gender	Edit Attendee	Attendance	Add Participation	Edit Participation	Enrollment Info.	White	1/4/2012	Male												
Ethnicity	Enrollment Date	Gender	Edit Attendee	Attendance	Add Participation	Edit Participation	Enrollment Info.																		
White	1/4/2012	Male																							
+	<input type="checkbox"/>	✔ Enrolled: 3/25/2011	6	Contrary	Mary		5568745	10/2/2001																	
+	<input type="checkbox"/>	✔ Enrolled: 8/16/2011	1	Doe	Jane	Q.	5654825	8/1/2005																	
+	<input type="checkbox"/>	✔ Enrolled: 8/16/2011	2	Doe	John	Q.	4568735	7/3/2003																	
+	<input type="checkbox"/>	✔ Enrolled: 5/28/2010	2	Dumpty	Humpty			7/20/2004																	
+	<input type="checkbox"/>	✔ Enrolled: 6/1/1997	1	Explorer	Dora	The		8/5/1991																	
+	<input type="checkbox"/>	✔ Enrolled: 9/1/2010	4	Hellman	Lillie			3/30/1999																	
+	<input type="checkbox"/>	✔ Enrolled: 9/1/1998	K	Lan	Kai			5/1/1993																	
+	<input type="checkbox"/>	✔ Enrolled: 6/17/2011	3	McAdoo	Wackadoo			1/1/2003																	
+	<input type="checkbox"/>	✔ Enrolled: 9/1/2000	K	Muffett	Little	Miss		6/21/1995																	

EDIT THE ENROLLMENT INFORMATION OF AN ATTENDEE

This screen is for editing the enrollment date or terminating this attendee from a Grantee/Center.

Attendee: Clark, Joe

Edit	Delete	Grantee - Center	Enrollment Date	Termination Date	Termination Reason	Reason Description
		TestGrantee TestCenter	1/4/2012			

Top Section

Add New Enrollment and / or Termination Record

Bottom Section

Grantee/Center

Grantee:

Center:

Enrollment Date: 

Termination Date: 

Termination Reason:

Termination Description:

[Back](#)

The top section is for editing or terminating this attendee at the chosen Grantee/Center. In this section, an attendee can also be deleted from the Center.

The bottom section is for terminating this attendee from the chosen Grantee/Center or adding this attendee to a new Grantee/Center.

An attendee can only be enrolled in one (1) Grantee/Center at a time.

Clicking the edit icon, in the top section, will expand that selection & provide the fields of enrollment information for viewing or editing.

EXPANDED SCREEN FOR EDITING THE ENROLLMENT INFORMATION OF AN ATTENDEE

After clicking on the 'Edit' icon, the current Grantee/Center & date with which this attendee is enrolled is displayed. The enrollment date can be edited or the attendee can be terminated at this Grantee/Center.

Attendee: Clark, Joe

Edit	Delete	Grantee - Center	Enrollment Date	Termination Date	Termination Reason	Reason Description
Save Cancel		Grantee: TestGrantee Center: TestCenter	1/4/2012		Please Choose Reason	

Add New Enrollment and / or Termination Record

Grantee/Center	Grantee: Please select a grantee from this list... Center: Please select a grantee from the above list to see its centers...
Enrollment Date	<input type="text"/>
Termination Date	<input type="text"/>
Termination Reason	Please Choose Reason
Termination Description	<input type="text"/>

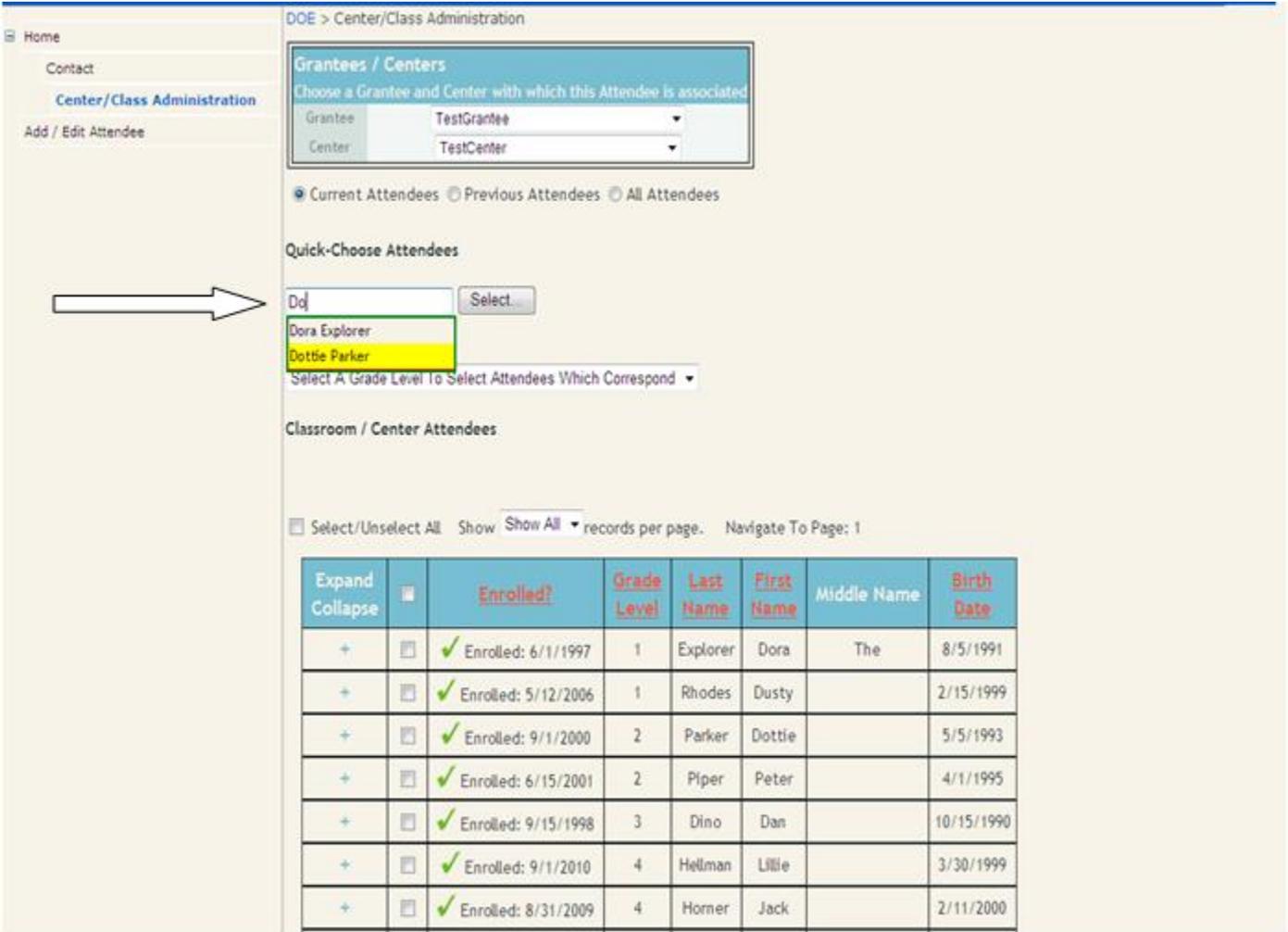
[Save](#) [Cancel](#)

[Back](#)

The bottom area can be used for adding new enrollment or for terminating enrollment in the Grantee/Center for this attendee.

SELECTING ATTENDEES USING QUICK-CHOOSE OPTION

On the 'Class/Center Administration' screen, the 'Quick-Choose Attendees' box allows for choosing an attendee quickly by first name. Once you type in a few letters, a list of possible matches will be shown for selection.



The screenshot shows the 'Center/Class Administration' interface. At the top, there are dropdown menus for 'Grantee' (TestGrantee) and 'Center' (TestCenter). Below these are radio buttons for 'Current Attendees', 'Previous Attendees', and 'All Attendees'. The 'Quick-Choose Attendees' section features a search input field with 'Dd' and a 'Select...' button. A dropdown menu below the search field lists 'Dora Explorer' and 'Dottie Parker'. Below this is a dropdown for 'Select A Grade Level To Select Attendees Which Correspond'. The 'Classroom / Center Attendees' section includes a table with columns: Expand/Collapse, Enrolled?, Grade Level, Last Name, First Name, Middle Name, and Birth Date. The table contains 8 rows of attendee data.

Expand/Collapse	Enrolled?	Grade Level	Last Name	First Name	Middle Name	Birth Date
+ <input type="checkbox"/>	✓ Enrolled: 6/1/1997	1	Explorer	Dora	The	8/5/1991
+ <input type="checkbox"/>	✓ Enrolled: 5/12/2006	1	Rhodes	Dusty		2/15/1999
+ <input type="checkbox"/>	✓ Enrolled: 9/1/2000	2	Parker	Dottie		5/5/1993
+ <input type="checkbox"/>	✓ Enrolled: 6/15/2001	2	Piper	Peter		4/1/1995
+ <input type="checkbox"/>	✓ Enrolled: 9/15/1998	3	Dino	Dan		10/15/1990
+ <input type="checkbox"/>	✓ Enrolled: 9/1/2010	4	Hellman	Lillie		3/30/1999
+ <input type="checkbox"/>	✓ Enrolled: 8/31/2009	4	Hornor	Jack		2/11/2000

By selecting the desired attendee name & clicking the 'Select' button-only that attendee will be selected & a checkmark will appear. (See example on the next page.) Additional first names may be entered into this box to be selected.

SELECTING ATTENDEES USING QUICK-CHOOSE OPTION (CON'T.)

Classroom / Center Attendees

Select/Unselect All Show records per page. Navigate To Page: [1](#) [2](#)

Expand Collapse	<input type="checkbox"/>	<u>Enrolled?</u>	<u>Grade Level</u>	<u>Last Name</u>	<u>First Name</u>	Middle Name	State Id	<u>Birth Date</u>
+	<input type="checkbox"/>	✓ Enrolled: 1/4/2012	1	Clark	Joe	M	023457	1/2/2004
+	<input type="checkbox"/>	✓ Enrolled: 3/25/2011	6	Contrary	Mary		5568745	10/2/2001
+	<input type="checkbox"/>	✓ Enrolled: 8/16/2011	1	Doe	Jane	Q.	5654825	8/1/2005
+	<input type="checkbox"/>	✓ Enrolled: 8/16/2011	2	Doe	John	Q.	4568735	7/3/2003
+	<input type="checkbox"/>	✓ Enrolled: 5/28/2010	2	Dumpty	Humpty			7/20/2004
+	<input checked="" type="checkbox"/>	✓ Enrolled: 6/1/1997	1	Explorer	Dora	The		8/5/1991
+	<input type="checkbox"/>	✓ Enrolled: 9/1/2010	4	Hellman	Lillie			3/30/1999
+	<input type="checkbox"/>	✓ Enrolled: 9/1/1998	K	Lan	Kai			5/1/1993
+	<input type="checkbox"/>	✓ Enrolled: 6/17/2011	3	McAdoo	Wackadoo			1/1/2003
+	<input type="checkbox"/>	✓ Enrolled: 9/1/2000	K	Muffett	Little	Miss		6/21/1995

Select/Unselect All

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Once there is a checkmark in this box, this attendee has been selected.

Clicking within the box will also select (or unselect) the attendees. The Select All or Unselect All buttons are also available to include everyone in the list.

SELECTING ATTENDEES USING GRADE LEVEL OPTION

On the 'Class/Center Administration' screen, the Grade Level Option box has a drop down choice list that shows all grade levels of every attendee for this Grantee/Center.

←

Classroom / Center Attendees

Select/Unselect All Show records per page. Navigate To Page: [1](#) [2](#)

Expand Collapse	<input type="checkbox"/>	Enrolled?	Grade Level	Last Name	First Name	Middle Name	State Id	Birth Date	
+	<input type="checkbox"/>	✓	Enrolled: 1/4/2012	1	Clark	Joe	M	023457	1/2/2004
+	<input type="checkbox"/>	✓	Enrolled: 3/25/2011	6	Contrary	Mary		5568745	10/2/2001
+	<input type="checkbox"/>	✓	Enrolled: 8/16/2011	1	Doe	Jane	Q.	5654825	8/1/2005
+	<input type="checkbox"/>	✓	Enrolled: 8/16/2011	2	Doe	John	Q.	4568735	7/3/2003
+	<input type="checkbox"/>	✓	Enrolled: 5/28/2010	2	Dumpty	Humpty			7/20/2004
+	<input checked="" type="checkbox"/>	✓	Enrolled: 6/1/1997	1	Explorer	Dora	The		8/5/1991
+	<input type="checkbox"/>	✓	Enrolled: 9/1/2010	4	Hellman	Lillie			3/30/1999
+	<input type="checkbox"/>	✓	Enrolled: 9/1/1998	K	Lan	Kai			5/1/1993
+	<input type="checkbox"/>	✓	Enrolled: 6/17/2011	3	McAdoo	Wackadoo			1/1/2003
+	<input type="checkbox"/>	✓	Enrolled: 9/1/2000	K	Muffett	Little	Miss		6/21/1995

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By choosing the desired grade level; only the attendees in that grade level will be selected with a check in the box next to their name.

1 

Attendees selected for Grade Level 1

Classroom / Center Attendees

Select/Unselect All Show 10 records per page. Navigate To Page: 1 [2](#)

Expand Collapse	<input type="checkbox"/>	<u>Enrolled?</u>	<u>Grade Level</u>	<u>Last Name</u>	<u>First Name</u>	Middle Name	State Id	<u>Birth Date</u>
 +	<input checked="" type="checkbox"/>	✓ Enrolled: 1/4/2012	1	Clark	Joe	M	023457	1/2/2004
 +	<input checked="" type="checkbox"/>	✓ Enrolled: 8/16/2011	1	Doe	Jane	Q.	5654825	8/1/2005
 +	<input checked="" type="checkbox"/>	✓ Enrolled: 6/1/1997	1	Explorer	Dora	The		8/5/1991
 +	<input checked="" type="checkbox"/>	✓ Enrolled: 5/12/2006	1	Rhodes	Dusty			2/15/1999
+	<input type="checkbox"/>	✓ Enrolled: 8/16/2011	2	Doe	John	Q.	4568735	7/3/2003
+	<input type="checkbox"/>	✓ Enrolled: 5/28/2010	2	Dumpty	Humpty			7/20/2004
+	<input type="checkbox"/>	✓ Enrolled: 6/15/2001	2	Piper	Peter			4/1/1995
+	<input type="checkbox"/>	✓ Enrolled: 6/17/2011	3	McAdoo	Wackadoo			1/1/2003

The selected attendees can be included for the choices for Classroom/Center Group Methods (including Mass Fill Participation, Attendance Report, and Participation Report).

Clicking within the box will also select, or unselect the attendees.

The Select All/Unselect All buttons are also available to include everyone in the list.

CHOOSING THE OPTIONS FOR THE CLASSROOM/CENTER GROUP METHODS

- Home
 - Help Desk
 - Quick Start Guide (pdf)
 - Center/Class Administration**
 - Re-Enroll Attendees
 - Add / Edit Attendee
 - Activity Administration
- Reports
 - Attendance Summary
 - Attendance And Participation Summary
 - Regular Attendance Report
- Data Integrity
 - Null or Blank Student Ids
- User/Role Administration
 - Administer Roles
 - Add User(s)
 - Edit Users
 - Error Log Utility
 - Active User Utility
- Administer Grantee / Center
 - Add Center
 - Add Grantee
- Administer Your Account

DOE > Center/Class Administration

Grantees / Centers
Choose a Grantee and Center with which this Attendee is associated

Grantee:

Center:

Current Attendees Previous Attendees All Attendees

Quick-Choose Attendees

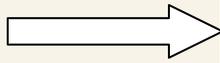
Select A Grade Level To Select Attendees Which Correspond

Classroom / Center Attendees

Select/Unselect All Show records per page. Navigate To Page: [1](#) [2](#)

Expand Collapse	<input type="checkbox"/>	Enrolled?	Grade Level	Last Name	First Name	Middle Name	State Id	Birth Date
+	<input type="checkbox"/>	✓ Enrolled: 1/4/2012	1	Clark	Joe	M	023457	1/2/2004
+	<input type="checkbox"/>	✓ Enrolled: 3/25/2011	6	Contrary	Mary		5568745	10/2/2001
+	<input type="checkbox"/>	✓ Enrolled: 8/16/2011	1	Doe	Jane	Q.	5654825	8/1/2005
+	<input type="checkbox"/>	✓ Enrolled: 8/16/2011	2	Doe	John	Q.	4568735	7/3/2003
+	<input type="checkbox"/>	✓ Enrolled: 5/28/2010	2	Dumpty	Humpty			7/20/2004
+	<input type="checkbox"/>	✓ Enrolled: 6/1/1997	1	Explorer	Dora	The		8/5/1991
+	<input type="checkbox"/>	✓ Enrolled: 9/1/2010	4	Hellman	Lillie			3/30/1999
+	<input type="checkbox"/>	✓ Enrolled: 9/1/1998	K	Lan	Kai			5/1/1993
+	<input type="checkbox"/>	✓ Enrolled: 6/17/2011	3	McAdoo	Wackadoo			1/1/2003
+	<input type="checkbox"/>	✓ Enrolled: 9/1/2000	K	Muffett	Little	Miss		6/21/1995

Select/Unselect All [Show Arbitrary Grouping / Selection Control...](#)



Classroom / Center Group Methods

[View / Print Attendance Sheet With Optional Date](#)

[Optional Date] [View / Print Attendance Roll Sheet](#)

[View / Print Participation Sheet With Optional Date](#)

[OptionalDate]

1. [Select A SubOffering](#)

Select Activity Family / Activity Offering

Family:

Offering:

SubOffering:

2. [View / Print Participation Roll Sheet](#)

Attendance/Participation Reports

- [Attendance Report](#)
- [Participation Report](#)

Found on the Class/Center Administration screen after the Attendees List.

After using any of the previous choices for choosing attendees (Quick Choose, Grade Level Option, or Selecting box with a mouse click), the Classroom/Center Group Methods may now be used. This section has four functions available to assist in managing your data.

First, you can Mass Fill Participation for a specific date for a selected group of students.

Second, you can print an Attendance Report for your attendees for a selected date range.

Third, you can print an Participation Report for your attendees for a selected date range.

USING THE MASS FILL OPTION FOR A PARTICIPATION SHEET

On the Center/Class Administration screen, under the Classroom/Center Group Methods; you click the icon under 'Edit' next to [View/Print Participation Sheet with Optional Date](#).

+	<input type="checkbox"/>	✓ Enrolled: 8/16/2011	2	Doe	John	Q.	4568735	7/3/2003
+	<input type="checkbox"/>	✓ Enrolled: 5/28/2010	2	Dumpty	Humpty			7/20/2004
+	<input checked="" type="checkbox"/>	✓ Enrolled: 6/1/1997	1	Explorer	Dora	The		8/5/1991
+	<input type="checkbox"/>	✓ Enrolled: 9/1/2010	4	Hellman	Lillie			3/30/1999
+	<input type="checkbox"/>	✓ Enrolled: 9/1/1998	K	Lan	Kai			5/1/1993
+	<input type="checkbox"/>	✓ Enrolled: 6/17/2011	3	McAdoo	Wackadoo			1/1/2003
+	<input type="checkbox"/>	✓ Enrolled: 9/1/2000	K	Muffett	Little	Miss		6/21/1995

Select/Unselect All

[Show Arbitrary Grouping / Selection Control...](#)

Classroom / Center Group Methods

View / Print Attendance Sheet With Optional Date		Edit
[Optional Date] 	View / Print Attendance Roll Sheet 	

View / Print Participation Sheet With Optional Date		Edit
[OptionalDate] 	<ol style="list-style-type: none"> 1. Select A SubOffering 2. View / Print Participation Roll Sheet 	



A new screen will appear to allow for Mass Filling Participation for the selected attendees.

The purpose of this function is to enter participation data for many students that share an activity day by day instead of entering participation individually on the expanded student profile.

USING THE MASS FILL OPTION FOR A PARTICIPATION SHEET (CON'T.)

Department Of Education
21st Century Community Learning Centers

Edit kenworthy's Account Logout

Academic Assistance Academic Enrichment Math

Page loading...

Mass Fill Participation

Family: Academic Assistance
Offering: Academic Enrichment
Sub-Offering: Math

[Mass Fill Helpers](#) [\(Hide Facility Controls...\)](#)

Use the controls below to mass fill the times and dates for the participants. [Click for more info...](#)

1 :30 04/09/2012

[Fill Time Into Fields](#) [Fill Date into Fields](#)

Name	Time	Date
[Last, First]	[hours:minutes]	mm/dd/yyyy
Clark, Joe M	1 :30	04/09/2012
Contrary, Mary	1 :30	04/09/2012
Doe, Jane Q.	1 :30	04/09/2012
Doe, John Q.	1 :30	04/09/2012
Dumpty, Humpty	1 :30	04/09/2012
Explorer, Dora The	1 :30	04/09/2012
Hellman, Lillie	1 :30	04/09/2012
Lan, Kai	1 :30	04/09/2012
McAdoo, Wackadoo	1 :30	04/09/2012
Muffett, Little Miss	1 :30	04/09/2012

[Save Participation Records](#)

[Edit Attendance For These Attendees](#) | [Back to Center Attendees List](#)

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The selected students should be grouped by shared activities (i.e. all those who took math together for a particular day).

The first step is to select the desired family, offering and sub offering from the drop menus located at the top of the page.

There are two Boxes located below the Mass Fill Helpers Heading. The first box is for the total hours and minutes of participation for the specified activity for the selected date that is entered in the second box.

Next you click on the links [Fill Time into Fields](#) and [Fill Date into Fields](#) to have the data entered next to the names of the selected attendees.

If some of the attendees have a different number of hours of participation than the others, the time can be over-written prior to saving.

It is VERY important to click on [Save Participation Records](#) for the attendance data to be saved.

At this point you can return to the attendees list to select a new group, or enter new participation times for the same activity for a different date for the selected group, or select a different activity and enter that participation time and date for the same group of selected students.

USING THE ATTENDANCE REPORT

To select the Attendance report click on the link located at the bottom of the Center/Class Administration page for your selected Grantee and Center.

Department Of Education
21st Century Community Learning Centers

[Edit kenworthy's Account](#) [Logout](#)

DOE > Center/Class Administration

Grantees / Centers

Choose a Grantee and Center with which this Attendee is associated

Grantee:

Center:

Current Attendees
 Previous Attendees
 All Attendees

Quick-Choose Attendees

Select A Grade Level To Select Attendees Which Correspond

Classroom / Center Attendees

Select/Unselect All
 Show records per page.
 Navigate To Page: [1](#) [2](#)

Expand Collapse	<input type="checkbox"/>	Enrolled?	Grade Level	Last Name	First Name	Middle Name	State Id	Birth Date
+	<input type="checkbox"/>	✓ Enrolled: 1/4/2012	1	Clark	Joe	M	023457	1/2/2004
+	<input type="checkbox"/>	✓ Enrolled: 3/25/2011	6	Contrary	Mary		5568745	10/2/2001
+	<input type="checkbox"/>	✓ Enrolled: 8/16/2011	1	Doe	Jane	Q.	5654825	8/1/2005
+	<input type="checkbox"/>	✓ Enrolled: 8/16/2011	2	Doe	John	Q.	4568735	7/3/2003
+	<input type="checkbox"/>	✓ Enrolled: 5/28/2010	2	Dumpty	Humpty			7/20/2004
+	<input type="checkbox"/>	✓ Enrolled: 6/1/1997	1	Explorer	Dora	The		8/5/1991
+	<input type="checkbox"/>	✓ Enrolled: 9/1/2010	4	Hellman	Lillie			3/30/1999
+	<input type="checkbox"/>	✓ Enrolled: 9/1/1998	K	Lan	Kai			5/1/1993
+	<input type="checkbox"/>	✓ Enrolled: 6/17/2011	3	McAdoo	Wackadoo			1/1/2003
+	<input type="checkbox"/>	✓ Enrolled: 9/1/2000	K	Muffett	Little	Miss		6/21/1995

Select/Unselect All
 [Show Arbitrary Grouping / Selection Control...](#)

Classroom / Center Group Methods

View / Print Attendance Sheet With Optional Date [Edit](#)

[Optional Date] [View / Print Attendance Roll Sheet](#)

View / Print Participation Sheet With Optional Date [Edit](#)

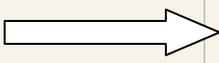
[OptionalDate] [1. Select A SubOffering](#)
[2. View / Print Participation Roll Sheet](#)

Attendance/Participation Reports

[Attendance Report](#)

[Participation Report](#)

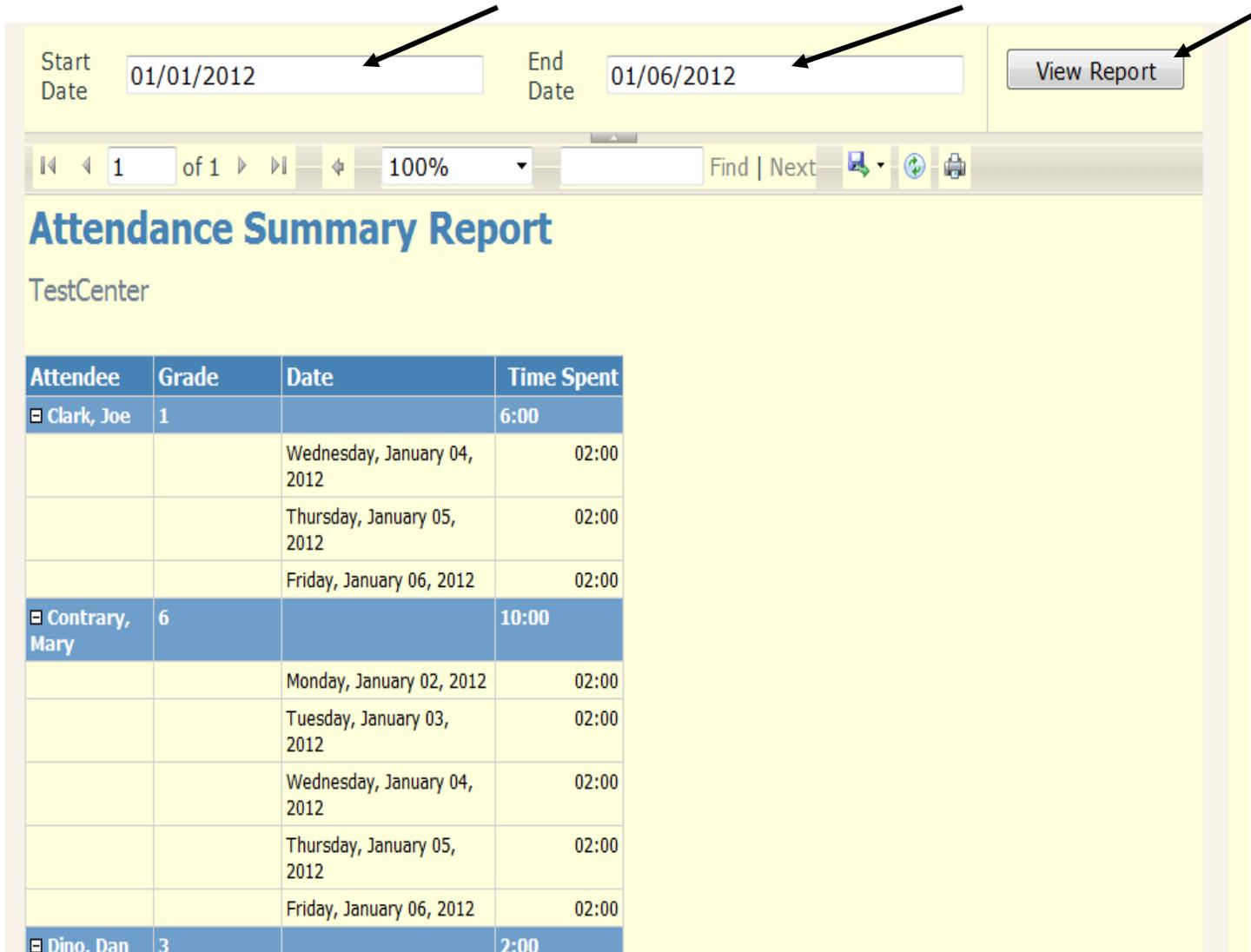
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USING THE ATTENDANCE REPORT (CON'T.)

The Attendance Report provides a listing of the attendees enrolled in a center that have attendance data entered. The report is designed to list the attendees and the hours of daily enrollment for a selected date range. After clicking on the Attendance report link, a new page pops up.

Enter the date range that you want to view, and click on the View Report Button.



Start Date: 01/01/2012 End Date: 01/06/2012 View Report

1 of 1 100% Find | Next

Attendance Summary Report

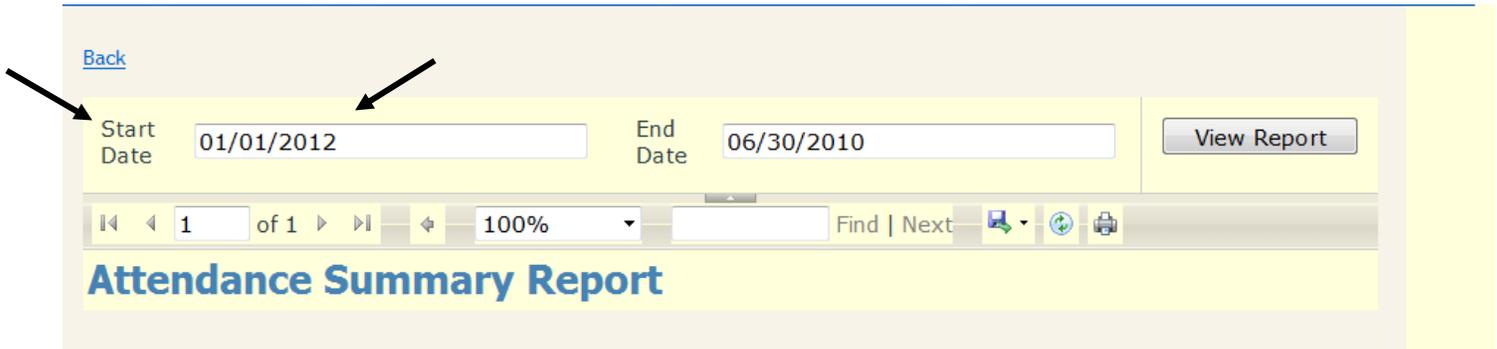
TestCenter

Attendee	Grade	Date	Time Spent
☐ Clark, Joe	1		6:00
		Wednesday, January 04, 2012	02:00
		Thursday, January 05, 2012	02:00
		Friday, January 06, 2012	02:00
☐ Contrary, Mary	6		10:00
		Monday, January 02, 2012	02:00
		Tuesday, January 03, 2012	02:00
		Wednesday, January 04, 2012	02:00
		Thursday, January 05, 2012	02:00
		Friday, January 06, 2012	02:00
☐ Dino, Dan	3		2:00

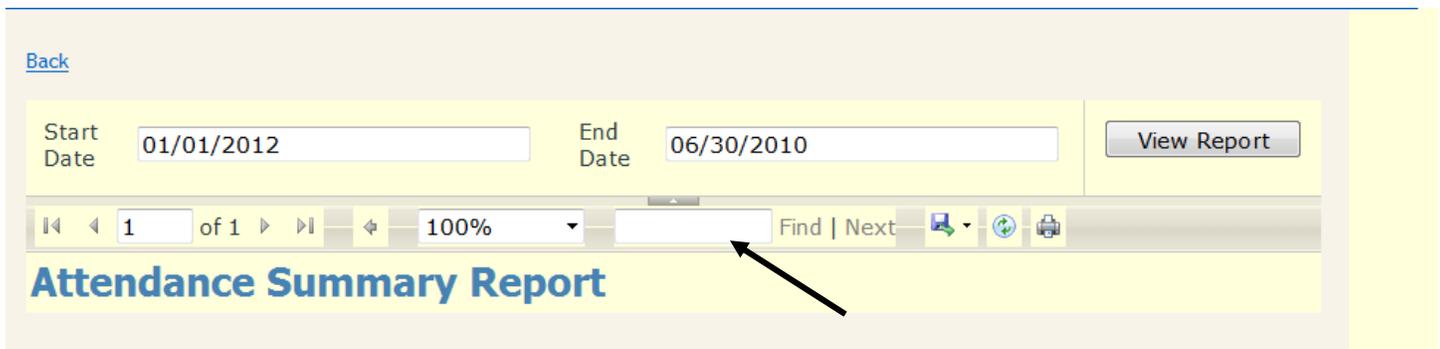
This report can become quite large and take some time to load. It is advised that the report be run in allow shorter increments to be more manageable. Monthly is generally a safe range, but we have found that Centers that enter data and check their reports weekly tend to have the best data quality.

USING THE ATTENDANCE REPORT (CON'T.)

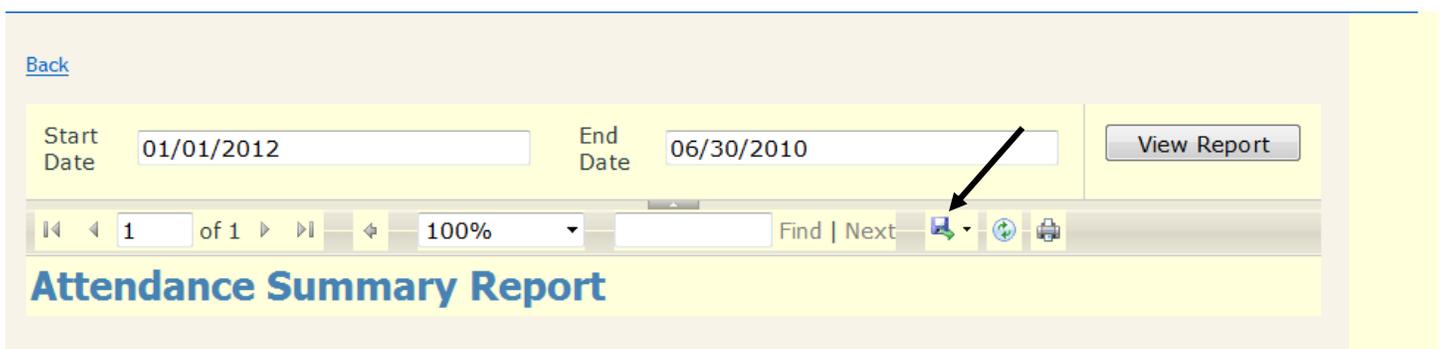
The line below the date range allows you to manage the report. The arrows to the left and right of the page numbers allow you to scroll through the students



The Find box allows you to search for a specific student by name by typing in the student's name and clicking on find.



The disc icon allows you to export the document into an Excel, Word, or PDF file for ease in printing. Many people have difficulty printing directly from Internet Explorer by clicking on the printer icon. Additionally, the report comes out looking better when exported.



The disc icon allows you to export the document into an Excel, Word, or PDF file for ease in printing. Many people have difficulty printing directly from Internet Explorer by clicking on the printer icon. Additionally, the report comes out looking better when exported.

USING THE ATTENDANCE REPORT (CON'T.)

To export the report, just select the format you want to print in, and you will be taken to your print screen.

Start Date: 01/01/2012 End Date: 01/06/2012 View Report

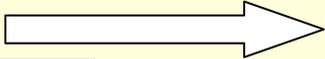
1 of 1 100% Find | Next

Attendance Summary Report

TestCenter

Attendee	Grade	Date	Time Spent
☐ Clark, Joe	1		6:00
		Wednesday, January 04, 2012	02:00
		Thursday, January 05, 2012	02:00
		Friday, January 06, 2012	02:00
☐ Contrary, Mary	6		10:00
		Monday, January 02, 2012	02:00
		Tuesday, January 03, 2012	02:00
		Wednesday, January 04, 2012	02:00
		Thursday, January 05, 2012	02:00
		Friday, January 06, 2012	02:00
☐ Dino, Dan	3		2:00

- XML file with report data
- CSV (comma delimited)
- Acrobat (PDF) file
- MHTML (web archive)
- Excel
- TIFF file
- Word



USING THE PARTICIPATION REPORT

To select the Attendance report click on the link located at the bottom of the Center/Class Administration page for your selected Grantee and Center.

Department Of Education
21st Century Community Learning Centers
[Edit kenworthy's Account](#) [Logout](#)

DOE > Center/Class Administration

Grantees / Centers

Choose a Grantee and Center with which this Attendee is associated

Grantee:

Center:

Current Attendees Previous Attendees All Attendees

Quick-Choose Attendees

Select A Grade Level To Select Attendees Which Correspond

Classroom / Center Attendees

Select/Unselect All Show records per page. Navigate To Page: [1](#) [2](#)

Expand Collapse	<input type="checkbox"/>	Enrolled?	Grade Level	Last Name	First Name	Middle Name	State Id	Birth Date
+	<input type="checkbox"/>	✓ Enrolled: 1/4/2012	1	Clark	Joe	M	023457	1/2/2004
+	<input type="checkbox"/>	✓ Enrolled: 3/25/2011	6	Contrary	Mary		5568745	10/2/2001
+	<input type="checkbox"/>	✓ Enrolled: 8/16/2011	1	Doe	Jane	Q.	5654825	8/1/2005
+	<input type="checkbox"/>	✓ Enrolled: 8/16/2011	2	Doe	John	Q.	4568735	7/3/2003
+	<input type="checkbox"/>	✓ Enrolled: 5/28/2010	2	Dumpty	Humpty			7/20/2004
+	<input type="checkbox"/>	✓ Enrolled: 6/1/1997	1	Explorer	Dora	The		8/5/1991
+	<input type="checkbox"/>	✓ Enrolled: 9/1/2010	4	Hellman	Lillie			3/30/1999
+	<input type="checkbox"/>	✓ Enrolled: 9/1/1998	K	Lan	Kai			5/1/1993
+	<input type="checkbox"/>	✓ Enrolled: 6/17/2011	3	McAdoo	Wackadoo			1/1/2003
+	<input type="checkbox"/>	✓ Enrolled: 9/1/2000	K	Muffett	Little	Miss		6/21/1995

Select/Unselect All [Show Arbitrary Grouping / Selection Control...](#)

Classroom / Center Group Methods

[View / Print Attendance Sheet With Optional Date](#) [Edit](#)

[Optional Date] [View / Print Attendance Roll Sheet](#)

[View / Print Participation Sheet With Optional Date](#) [Edit](#)

[OptionalDate] [1. Select A SubOffering](#)
[2. View / Print Participation Roll Sheet](#)

Attendance/Participation Reports

[Attendance Report](#)

[Participation Report](#)

The Participation Report provides a listing of the attendees enrolled in a center that have participation data entered. The report is designed to list the attendees and the hours listed by activity and date for a selected date range. After clicking on the Participation report link, a new page pops up.

Enter the date range that you want to view, and click on the View Report Button.

Start Date: 01/01/2012 End Date: 01/06/2016 View Report

1 of 2 ? 100% Find | Next

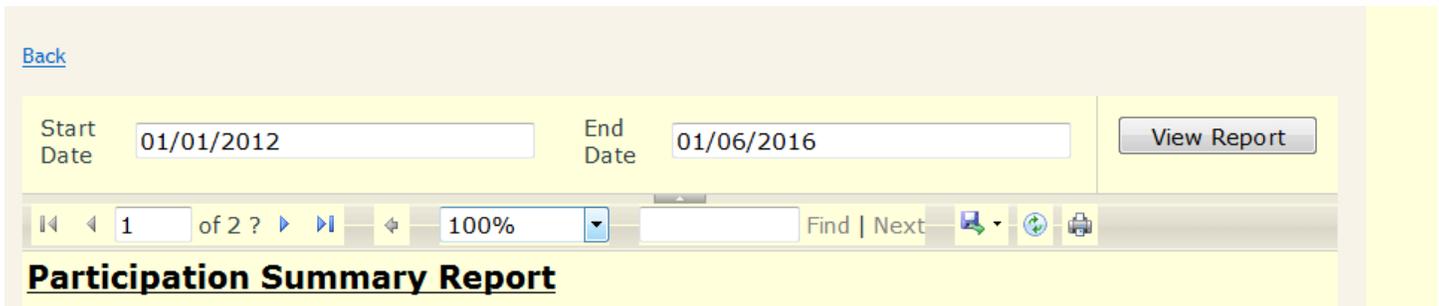
Participation Summary Report

Attendee	Grade	Activity Family	Offering	Sub Offering	Date	TimeSpent
☐ Dan Dino	3	Academic Assistance	Skills Practice-Homework Help	Other Academic Subjects	Tuesday, January 03, 2012	0:45
					Thursday, January 05, 2012	0:45
					Total Time Spent	1:30
	3	Arts & Recreation	Creative Arts	Cooking	Tuesday, January 03, 2012	0:30
					Total Time Spent	0:30
☐ Dan TesterPiggy	3	Academic Assistance	Skills Practice-Homework Help	Other Academic Subjects	Tuesday, January 03, 2012	0:45
					Thursday, January 05, 2012	0:45
					Wednesday, February 15, 2012	0:30
						Total Time Spent
	3	Arts & Recreation	Creative Arts	Cooking	Tuesday, January 03, 2012	0:30
					Total Time Spent	0:30
☐ Dora	1	Academic Assistance	Skills Practice-Homework	Other Academic	Tuesday, January 03, 2012	0:45

This report can become quite large and take some time to load. It is advised that the report be run in allow shorter increments to be more manageable. Monthly is generally a safe range, but we have found that Centers that enter data and check their reports weekly tend to have the best data quality.

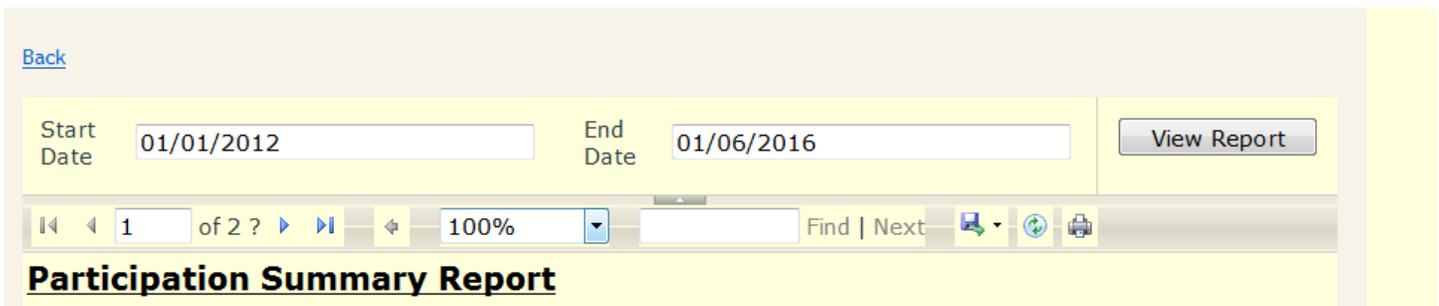
USING THE PARTICIPATION REPORT (CON'T.)

The line below the date range allows you to manage the report. The arrows to the left and right of the page numbers allow you to scroll through the students.



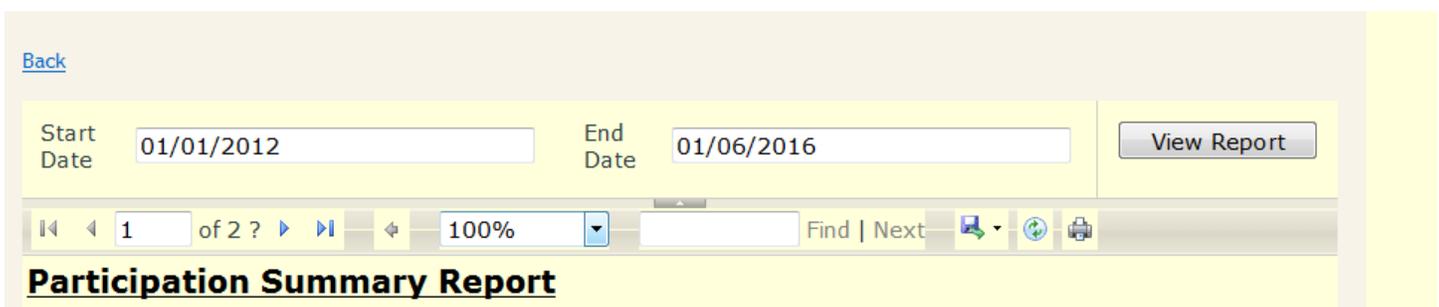
The screenshot shows the top section of the Participation Summary Report interface. It includes a "Back" link, a "Start Date" field with the value "01/01/2012", an "End Date" field with the value "01/06/2016", and a "View Report" button. Below these fields is a navigation bar with "1 of 2" page indicators, a "100%" zoom level, a "Find" box, and "Next" button. To the right of the "Find" box are icons for export (Excel, Word, PDF), refresh, and print. The title "Participation Summary Report" is displayed in bold below the navigation bar.

The Find box allows you to search for a specific student by name by typing in the student's name and clicking on find.



This screenshot is identical to the previous one, showing the top section of the Participation Summary Report interface. It highlights the "Find" box in the navigation bar, which is used for searching for a specific student by name.

The disc icon allows you to export the document into an Excel, Word, or PDF file for ease in printing. Many people have difficulty printing directly from Internet Explorer by clicking on the printer icon. Additionally, the report comes out looking better when exported.



This screenshot is identical to the previous ones, showing the top section of the Participation Summary Report interface. It highlights the export icons (Excel, Word, PDF) and the printer icon in the navigation bar, which are used for exporting the report for better printing results.

The disc icon allows you to export the document into an Excel, Word, or PDF file for ease in printing. Many people have difficulty printing directly from Internet Explorer by clicking on the printer icon. Additionally, the report comes out looking better when exported.

To export the report, just select the format you want to print in, and you will be taken to your print screen.

[Back](#)

Start Date: 01/01/2012 End Date: 01/06/2016 [View Report](#)

1 of 2 ? 100% Find | Next

Participation Summary Report

Attendee	Grade	Activity Family	Offering	Sub Offering	Date	
☐ Dan Dino	3	Academic Assistance	Skills Practice-Homework Help	Other Academic Subjects	Tuesday, Jan 03, 2012	
					Thursday, Jan 05, 2012	
	Total Time Spent					1:30
☐ Dan TesterPiggy	3	Arts & Recreation	Creative Arts	Cooking	Tuesday, January 03, 2012	0:30
					Total Time Spent	
☐ Dan TesterPiggy	3	Academic Assistance	Skills Practice-Homework Help	Other Academic Subjects	Tuesday, January 03, 2012	0:45
					Thursday, January 05, 2012	0:45

- XML file with report data
- CSV (comma delimited)
- Acrobat (PDF) file
- MHTML (web archive)
- Excel
- TIFF file
- Word

Arbitrary Grouping is a quick way to save groups of students (with something in common) for future use. This allows the user a quick way of seeing and selecting only a certain group of students. For example, you may include one group of students taking karate and one group of students taking dance. Arbitrary grouping allows the user to separate these into virtual groups.

To Create a Group

- 1) Select, using the check boxes, the students you wish to group.
- 2) Click “Show Arbitrary Grouping / Selection Control” to show the Arbitrary Grouping panel.
- 3) Name the group- in this case, “AM Group” would suffice as a descriptive label.
- 4) Click the link labeled “Add New Grouping...” This saves this group to your profile for future use.

To Use a Group

- 1) Follow step 2 from the above category to show the panel.
- 2) Use the drop down list within the panel to select the group you created.
- 3) Click “Show” and this will bring up the students included in this group.

Deleting a Group

- 1) Follow steps 1 & 2 from the above category.
- 2) Click “Remove” to remove this grouping from your profile.

Notes:

- When you remove a group, it does NOT delete the students. It only deletes the grouping. So you can adjust this feature frequently before you create the groups you wish to keep and use on a daily basis.
- There is no limit to the number of groups you can have.
- Your groups are NOT available to other users. You may create as many groups, name them to your liking, and delete without fear of interrupting another user's experience.

SCREEN TO ADMINISTER YOUR ACCOUNT

Department Of Education
21st Century Community Learning Centers

[Edit Roxie Blue's Account](#) [Logout](#)

DOE > Home

Welcome to the DOE 21st Century Community Learning Centers site. Please use the menu to the left to guide your way through this website.

- Home
 - Help Desk
 - Quick Start Guide (pdf)
- Center/Class Administration
 - Re-Enroll Attendees
 - Add / Edit Attendee
- Reports
 - Attendance Summary
 - Regular Attendance Report
- Data Integrity
 - Null or Blank Student Ids

If you click on this link, you will get a new screen.

Department Of Education
21st Century Community Learning Centers

[Edit Roxie Blue's Account](#) [Logout](#)

Administer Your Account

Edit DOE/21stCCLC User Information

Editing Information For: Roxie Blue

Email:	<input type="text" value="RB@cs.com"/>
Is Approved?:	<input type="text"/>
Is Locked?:	<input type="text"/>
Password:	<input type="password" value="*****"/>
ShowPassword?:	<input type="checkbox"/>

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Here you may change your email address and/or your password. You are also able to see your password if you check that box. Showing your password on this screen allows you to verify the accuracy of your password & any changes you might have made. It does not show your password elsewhere. Click on Submit Changes button if any changes are made.