APR TIMELINE AND GUIDE

Following is a timeline and instruction guide for entering APR information in the APlus system. Each step in the process should be completed by the date set by your district. This guide contains an explanation of each step, and there is a question listed after each step that you can answer to help you understand what you need to do to make sure that you have all necessary information.

The links listed in each step will take you to a detailed explanation of how to enter the required information into APlus. Check each step off as you complete it. You may either use a paper copy of this guide to keep track of your progress, or, if you have received it electronically, save a copy of it and complete it right on the computer. Simply click inside a checkbox and press "Ctrl 8" to check it off.

If you are unsure if you have entered the required data, or if you do not know how to check, see the Verification Guide at the end of the document. If you need assistance at any point, contact your district administrator, or if they do not have the necessary information, contact Cayen Systems at (414) 257-9400 Option 1

DUE DATE	WHAT DO I NEED TO DO?	✓
Within first week of instruction	**1. Enter your site information and reporting period** This is where the APR reporting process begins. All of the reports that are run use information from the Site Info area, so it is very important that you enter all of this data and that it is entered correctly. How do I enter my site information? How do I enter my reporting period? *You must be able to answer "yes" to the following question(s) on the due date:* - Has the center filled in all of the information on the Site Info page? - Has all of the relevant APR Reporting Period information been filled in?	☐
Within first week of instruction	**2. Enter your objectives** Each district has objectives that it works toward to help facilitate the learning process with its students. At the end of the year, site directors and staff determine whether progress was made on meeting those objectives and enter that information into APlus. How do I enter my objectives? *You must be able to answer "yes" to the following question(s) on the due date:* - Did the grantee enter all objectives in APlus?	☐
Within first week of instruction	**3. Enter your activities** Each site has different activities available to students, and they must be entered into APlus before attendance information can be recorded. How do I enter my activities? *You must be able to answer "yes" to the following question(s) on the due date:* - Were all activities for each site entered? - Did the center correctly enter the start/end time for each activity session?	☐
Within first week of instruction	**4. Begin entering student attendance** Student attendance should ideally be entered on a daily or weekly basis. It is very time-consuming and often difficult to record an entire term's worth of attendance information at the last minute. How do I enter student attendance? *You must be able to answer "yes" to the following question(s) on the due date:* - Are all students receiving instruction enrolled properly so that you can take attendance for them in APlus (do their names show up in the system)?	☐

Within first month of instruction	**5. Enter your staff information** Create records for each staff member active at your site. Be sure to enter information on the APR Staff Info page for each staff member. All staff information needs to be complete in order for reports to run properly. How do I enter my staff information? *You must be able to answer "yes" to the following question(s) on the due date:* - Do you have records for all staff members in the Site Info/Site Staff area? - Did you fill in APR staff information for each staff member on the APR Staff Info page?	☐
Within first month of instruction	**6. Enter your partners and their contributions** Each site receives funding or services from community partners, and the contribution type and amount from each partner must be reported. How does the grantee/district approve partners? How do I enter partner information? *You must be able to answer "yes" to the following question(s) on the due date:* - Has the grantee/district approved all partners? - Has each center entered all its partners and the amount and type of each partner's contribution? The dollar amount of the partner contribution can be added later in the year if not known at this time.	☐
Within first month of instruction	**7. Make sure that each student is associated with a school and has all necessary APR demographic information in their records** All students must have the school that they attend and all pertinent APR information associated with their records or the reports cannot be completed. How do I enter a student's school information? How do I enter a student's APR information? *You must be able to answer "yes" to the following question(s) on the due date:* - Is each student associated with a school? - Does each student's registration record contain ethnicity, gender, grade level, LEP, lunch status, and special ed information? -	☐
Within one week of last day of instruction	**8. Ensure that all student attendance has been entered** Many reports cannot be generated, or will not be correct, if all student attendance has not been entered into APlus. How do I enter student attendance?	☐

	You must be able to answer "yes" to the following question(s) on the due date: - Have you entered attendance for all of your students for the full length of the term?	☐
Within one week of last day of instruction for First and Third marking periods	**9. Complete teacher surveys** If your district uses teacher surveys to evaluate student progress on the APR, teachers must complete a teacher survey for each student that has attended activities for 30 days or more. Teachers may complete the survey on the computer within the APlus system, or they can be printed out from the APlus system to be distributed to the appropriate teachers. All day school teachers should fill them out to show what kind of progress their students have made. How do I print out teacher surveys? *You must be able to answer "yes" to the following question(s) on the due date:* - Were teacher surveys provided to all instructors?	☐
Within two weeks of last day of instruction	**10. Choose a status for your objectives** At the end of the term, sites need to report whether progress was made toward their objectives. If an objective was not met, an explanation should be given as to why. How do I choose a status for my objectives? If we have not met our objectives, how do I enter an explanatory comment? *You must be able to answer "yes" to the following question(s) on the due date:* - Do all objectives have a status chosen? - If an objective was not met, does it have an explanatory comment?	☐
At the end of the First and Third marking periods	**11. Enter teacher survey results** If your district uses teacher surveys to evaluate student progress on the APR, results from the teacher surveys must be entered into APlus at the end of the term. How do I enter survey results? *You must be able to answer "yes" to the following question(s) on the due date:* - Did each day school teacher fill out the survey provided? - Was the information from each survey entered into APlus?	☐
At the end of the school year	**12. Finalize your partner contribution information** If total contribution amounts could not be entered for your partners when they were added to APlus, they need to be entered at the end of the term for APR reporting. How does the grantee/district approve any pending partners?	

	How do I enter partner information? *You must be able to answer "yes" to the following question(s) on the due date:* - Has the grantee/district approved all partners? - Has each center entered all its partners and the amount and type of each partner's contribution?	☐
At the end of the First and Thrid marking periods	**13. Enter grades** If your district uses grades to evaluate student progress on the APR, you will need to enter math and reading grades for both the fall and the spring grading periods for all students who have participated in activities for 30 days or more. How do I enter grades? *You must be able to answer "yes" to the following questions on the due date:* - Has all activity attendance been entered? This is needed to determine the 30 day or more attendance of regular participants. - Are there math and reading grades for all regular participants for both the fall and spring grading periods?	☐
At the end of the school year	**14. Enter test scores** If your district uses test scores to evaluate student progress on the APR, you will need to enter math and reading test scores from the current school year for all students who have participated in activities for 30 days or more. How do I enter test scores? *You must be able to answer "yes" to the following questions on the due date:* - Has all activity attendance been entered? This is needed to determine the 30 day or more attendance of regular participants. - Are there math and reading test scores for all regular participants?	☐ ☐

HOW TO ENTER SITE INFO [back to top]

1. Log in to APlus and choose your site. Make sure you are in the correct term.
2. Click on the Site Info tab at the top of the page.
3. Fill in all the fields that are not grayed out. Many fields may already be filled in when you get there, but if you see any missing information, you should fill it in.
4. Click on the green Save button at the bottom of the screen when you are finished.

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HOW TO ENTER YOUR REPORTING PERIOD [back to top]

1. Log in to APlus and choose your site. Make sure you are in the correct term.
2. Click on the Site Info tab at the top of the page.
3. Click on APR Info/Reporting Period in the blue field on the right side of the screen.
4. Fill in the start and end dates for your school year (and summer program if you have one).
5. If your district uses grades or test scores to evaluate student progress for the APR, select a current and a prior school year from the dropdown boxes.
6. Fill in the APR Year box. The APR Year is the year in which the APR report is due. Example: For 2008-2009 School Year, the APR Year is 2009 because the report is due in the Fall of 2009.
7. Click on the green Save button at the bottom of the screen when you are finished.

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HOW TO ENTER OBJECTIVES [back to top]

1. Log in to APlus.
2. On the Welcome page, click on District/Grantee Maintenance in the right-hand blue box underneath the drop-downs.
3. Click on the gray Objectives tab.
4. To add a new objective, click on the green Add New button.
    a. Enter the objective's name in the Objective field.
    b. Choose and enter an Objective ID and Code.
    c. Fill in the description field.
    d. Make the appropriate choice in the State Objective field.
    e. Check any and all APR Objective boxes that apply. You may choose one or more options.
    f. Click on the green Save & Close button when you are finished.
5. To edit an existing objective, click on the edit link next to an objective.
    a. Edit any information you wish to change.
    b. Click on the green Save & Close button when you are finished.

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How to enter activities [back to top]

1. Log in to APlus and choose your site. Make sure you are in the correct term.
2. Click on the Activities tab at the top of the page.
3. Click on the green Add Activity button.
4. Click on the green Add New button.
5. Type in the Activity Name and Activity Description
6. Choose the appropriate option from the Show in Activity List, Special Event, Primary Type, Focus, Aligned with Day School Curriculum, and APR Category drop-down boxes.
7. Select the appropriate option(s) in the Subject Area, Objectives, and Targeted Student Population boxes by clicking on the option to turn it blue. Hold down the [Ctrl] (or Apple) key to select more than one option.
8. Click on the green Continue button at the bottom of the screen to proceed to the session edit page.
9. Choose the appropriate option from the Time-based drop-down box.
10. Fill in the boxes for Session Name, Start Time, End Time, and Average hours with the appropriate information.
11. Choose the appropriate Session Leader and Funding Sources by clicking to highlight in blue. Hold down the [Ctrl] (or Apple) key to select more than one option.
12. Choose which days the course is offered.
    a. If the activity is offered on the same day(s) every week, you may click on the appropriate day in the Select multiple days box. Check the School Days Open Only box if you want to automatically include only days that the school is open. <u>Note</u>: You must set up the Site Calendar in Site Info for this option to work.
    b. If you want to select the days that the course is offered by hand, simply click on the days you want in the Select individual days calendar. Use the blue arrow links to move forward and backward in the calendar.
    c. If you have made an error and want to start over, click the green Clear Dates button in the Days offered box and begin again.
13. Click on the green Save and Close button when you are finished.

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How to enter partner information [back to top]

1. Log in to APlus and choose your site. Make sure you are in the correct term.
2. Click on Partners in the left-hand blue box underneath the drop-downs.
3. To add a new partner, click on the green Add New button at the bottom of the window.
    a. Type in the partner’s name in the Partner field.
    b. Choose whether or not they are a subcontractor from the Sub Contractor drop-down box.
    c. Choose the appropriate option from the Organization drop-down box.
    d. If necessary, add a comment about the partner in the Notes field (for example, what goods or services they are providing).
    e. Click on the green Save and Close button when you are finished.
4. To edit an existing partner, click the blue “edit” link next to their name.
    a. Edit any information you wish to change, and click on the green Save and Close button when you are finished.
5. When you are finished, click on the green Close button in the lower left corner of the window.

6. Go into Site Info, and click on Community Collaborations in the right-hand blue box.
7. Select a partner from the Partner Organization Name drop-down.
8. Select the Primary Contribution for the partner.
9. Fill in the Contribution Amount and/or SubContract Amount (you may enter amounts in one or both boxes if necessary) for the partner.
10. Repeat steps 7-9 for each partner.
11. Click on the green Save and Refresh button when you are finished.

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HOW TO APPROVE PENDING PARTNERS [back to top]

1. Log in to APlus.
2. In the left-hand blue box below the site information click on Partners (Some Pending) which should have a red background. If the list just shows Partners, then there are no new partners that need approval.
3. In the pop-up window that appears, any partners needing approval will be highlighted in red. Click on the Pending link to the left of the partner name.
4. Choose Approved from the pop-up box, then click the Save and Close button.
5. Repeat steps 3 and 4 for each partner that is pending approval.

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HOW TO ENTER STAFF INFORMATION [back to top]

1. Log in to APlus and choose your site. Make sure you are in the correct term.
2. Click on the Site Info tab at the top of the page.
3. Click on Site Staff in the blue box on the right side of the page.
4. To add a new staff member:
    a. Click on the green Add New Staff Member button
    b. Fill in all their information in the drop-downs and fields.
    c. Check the appropriate box for their term(s) of employment
    d. Click on the green Save button when you are finished.
    e. Click on the APR Staff Info button in the blue box on the left side of the page.
    f. Choose the appropriate options in the Staff Type, 21st CCLC Regular Staff, School Year Compensation, and Summer Compensation boxes. If they do not work in the summer, leave that drop-down blank, or if they do not work in the school year, leave that drop-down blank. If they work during both the school year and the summer, you must choose an option in both drop-downs.
    g. Check the appropriate box for Funding Sources. Enter the Hire Date.
    h. Click on the green Save button when you are finished.
    i. Click on the green Close button when you are finished entering information for the staff member.
5. To edit a staff member, click on the blue edit link next to their name.
    a. Edit any information you wish to update or change by clicking on the appropriate tab to find the fields you want.
    b. Click on the green Save button each time you finish changing a page.

    c. Click on the green Close button when you are finished editing.
6. Click on the green Close button on the left side of the window when you are finished adding or editing staff members.

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HOW TO ENTER STUDENT ATTENDANCE [back to top]

1. Log in to APlus and choose your site. Make sure you are in the correct term.
2. Click on the Attendance tab at the top of the page.
3. If you need to enter attendance from an activity attendance roster:
    a. Select a date from the calendar by clicking on it.
    b. Either scan the session barcode or choose the appropriate options from the Activity and Session drop-downs.
    c. Click on Fill Attendance List From Roster in the blue box on the right side of the screen.
    d. Choose From Activity/Session or From Group
    e. Choose the appropriate option from the drop-down(s) provided.
    f. If necessary, enter a Start and End Time.
    g. Choose the appropriate option from the Name drop-down.
    h. Click on the green Add Attendance button and then click on the green Close button.
    i. Check over the green list of names to make sure that it is correct. If a student should not be on the list, click on the name or the red X next to the name. To add a student to the list, type the student's name in the "Step 3. Scan or type a person's name" field and press enter.
    j. Click on the green Save Attendance button above the list
4. If you need to enter any other attendance:
    a. Select a date from the calendar by clicking on it.
    b. Either scan the session bar code or choose the appropriate options from the Activity and Session drop-downs.
    c. Type a student's name in the "Step 3. Scan or type a person's name" field and press enter. Do this for all students for which you are taking attendance.
    d. Check over the green list of names to make sure that it is correct. If a student should not be on the list, click on the name or the red X next to the name. To add a student to the list, type the student's name in the "Step 3. Scan or type a person's name" field and press enter.
    e. Click on the green Save Attendance button above the list

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HOW TO PRINT OUT TEACHER SURVEYS [back to top]

1. Log in to APlus and choose your site. Make sure you are in the correct term.
2. Before printing out the teacher surveys make sure that each student has school, grade level and teacher information entered. The printed survey reports will be grouped according to this information.
3. Click on the Reports tab at the top of the page.
4. Click on the category called Surveys.

5. Click on Federal Teacher Survey Form.
6. Unless instructed to do otherwise, leave the number 30 in the Days of Attendance box.
7. Click on the green View Report button.
8. Click the green Print button on the lower left side of the screen.
9. Distribute the surveys to the appropriate teachers.

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HOW TO CHOOSE A STATUS FOR OBJECTIVES [back to top]

1. Log in to APlus.
2. On the Welcome screen, click on District/Grantee Maintenance in the right hand blue box beneath the drop-downs.
3. Click on the gray Objectives tab.
4. Make sure you have selected the correct project/cycle if you have more than one.
5. Click on blue "status" link next to an objective.
6. Choose the appropriate option from the APR Objective Status drop-down box.
7. If an objective was not met, make a note as to why in the APR Comments field. Note: This field is for ALL objectives. It is not specific to one objective.
8. Click on the green Save & Close button when you are finished editing that objective.
9. Repeat steps 4-7 for each objective.

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HOW TO ENTER AN EXPLANATORY COMMENT FOR AN UNMET OBJECTIVE [back to top]

1. Log in to APlus.
2. On the Welcome screen, click on District/Grantee Maintenance in the right hand blue box beneath the drop-downs.
3. Click on the gray Objectives tab.
4. Make sure you have selected the correct project/cycle if you have more than one.
5. Click on the blue "status" link next to an objective.
6. Enter your comment in the APR Comments field. Note: This field is for ALL objectives. It is not specific to one objective.
7. Click on the green Save & Close button when you are finished editing that objective.

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HOW TO ENTER A STUDENT'S SCHOOL INFORMATION [back to top]

1. Log in to APlus and choose your site. Make sure you are in the correct term.
2. Click on the Search tab at the top of the page.
3. If you know which student(s) need their school chosen, locate the students by typing in their first and last names in the Name – First and Last boxes and then clicking on the green Find Records button.

4. To review the records of all the students at the site, set the Adult drop-down box to No, and then click on the green Find Records button. (The Adult drop-down box is in the rightmost column about halfway down.).
5. Click on the Quick Edit/Export SpreadSheet button on the right side of the screen.
6. In the General Information column, check the Last Name and First Name boxes. In the School Information column, check the Day School Attending box.
7. Click on the green View Quick Edit Form button in the lower right corner of the screen.
8. Students that do not have a day school selected will have a blank Day School Attending box next to their names. Choose their school by clicking on the blue Select link and clicking on their school in the list that comes up.
9. Click on the green Save and Refresh button in the lower right corner of the screen when you are finished.

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HOW TO ENTER A STUDENT'S APR INFORMATION [back to top]

1. Log in to APlus and choose your site. Make sure you are in the correct term.
2. Click on the Search tab at the top of the page.
3. If you know which student(s) need their APR information entered, locate the students by typing in their first and last names in the Name – First and Last boxes and then clicking the green Find Records button.
4. To review the records of all the students at the site, set the Adult drop-down box to No, and then click on the green Find Records button. (The Adult drop-down box is in the rightmost column about halfway down.)
5. Click on the Quick Edit/Export SpreadSheet button on the right side of the screen.
6. In the General Information column, check the Last Name, First Name, Gender, and Ethnicity boxes. In the School Information column, check the Grade Level, Lunch Status, Special Ed Status, and Limited English Proficient (LEP Status) boxes.
7. Click on the green View Quick Edit Form button in the lower right corner of the screen.
8. There should be no blank boxes. If a student has a blank box next to their name, choose the appropriate option from the drop-down box.
9. Click on the green Save and Refresh button in the lower right corner of the screen when you are finished.

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HOW TO ENTER A STUDENT'S TEACHER INFORMATION [back to top]

1. Log in to APlus and choose your site. Make sure you are in the correct term.
2. Click on the Registration tab at the top of the page.
3. Locate the student record using the alphabet bar or the Find Person box.
4. Click the Edit link to the right of the student's name.
5. In the Participant Info area, find the various teacher boxes near the bottom of the screen.
6. Click the Select link and select a teacher name from the list box that appears.
7. Repeat steps 2 thru 6 for each of the students at the site.

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HOW TO ENTER SURVEY RESULTS INTO APLUS [back to top]

1. Log in to APlus and choose your site. Make sure you are in the correct term.
2. Click on the Registration tab at the top of the page.
3. Click on Quick Data Entry Tools in the blue box on the right side of the screen.
4. Click on Print Surveys/Enter Responses.
5. Choose Teacher Survey from the Survey drop-down box and make sure that Default is chosen in the Pre/Post drop-down box.
6. Choose the student from the Participant drop-down box.
7. Choose the appropriate option from all of the survey drop-downs (or radio buttons).
8. Click on the green Save button in the lower right corner of the survey window when you are finished with that student's survey. You may print the completed survey if you wish by clicking on the green Print button in the upper right corner of the survey window.
9. Repeat steps 6-8 for all students.
10. Click on the green Close button on the left side of the screen when you are finished.

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HOW TO ENTER GRADES INTO APLUS [back to top]

Before grades can be entered, grading scales, grading periods and subjects must be set up in advance. Please consult the help files or contact Cayen Systems' support if you need assistance. Cayen Systems also provides custom uploading services for grades and test scores that includes the setup of grading scales, grading periods and subjects. Please contact Cayen Systems for more details. To enter grades manually, follow the steps below after completing the initial grades setup.

1. Log in to APlus and choose your site. Make sure you are in the correct term.
2. Click on the Registration tab at the top of the page.
3. Click on Quick Data Entry Tools in the blue box on the right side of the screen.
4. Click on Quick Edit Grades.
5. Enter grades by selecting a student's name and the school year.
6. Click on the green Add New button at the bottom of the page.
7. Use the dropdown boxes to enter the school year, grading period, subject and grade.
8. Click the Save and Close button on the bottom of the pop-up window.
9. Repeat steps 6 to 8 to enter any other grades for that same student.
10. Repeat steps 5 thru 9 to enter grades for any other students.

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HOW TO ENTER TEST SCORES INTO APLUS [back to top]

Before test scores can be entered, grading scales, grading periods and subjects must be set up in advance. Please consult the help files or contact Cayen Systems' support if you need assistance. Cayen Systems also provides custom uploading services for grades and test scores that includes the setup of grading scales, grading periods and subjects. Please contact Cayen Systems for more details. To enter test scores manually, follow the steps below after completing the initial test score setup.

1. Log in to APlus and choose your site. Make sure you are in the correct term.
2. Click on the Registration tab at the top of the page.
3. Click on Quick Data Entry Tools in the blue box on the right side of the screen.
4. Click on Quick Edit Tests.
5. Enter test scores by selecting a student's name and the school year.
6. Click on the green Add New Test Score button in the middle of the page.
7. Use the dropdown boxes to enter the test name, score and test date.
8. Click the Save button on the bottom of the pop-up window.
9. Repeat steps 6 thru 8 to enter additional test scores for that same student.
10. Repeat steps 5 to 9 to enter test scores for any other students.

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