



MICHIGAN STATE
UNIVERSITY

Advancing Knowledge.
Transforming Lives.

Running Reports in EZReports

*21st Century Statewide Evaluation
University Outreach and Engagement*

**2007 MDE Fall Kick-Off
August 15-17, 2007
Holiday Inn West - Lansing**

Who this session is for:

- Program Directors
- Site Coordinators
- Local Evaluators

PROGRAM DIRECTOR LEVEL REPORTS

(a look at all sites combined)



We have developed some questions that may be helpful to Program Directors in looking at their programs.

The background of the slide features a soft-focus image of a hand holding a pen, poised to write on a document. The image is rendered in a light, ethereal style with a color palette of pale blues, greens, and whites, creating a professional and clean aesthetic.


Question:

How can I find the demographics of the students being served by our program?

Benefit:

- Target Population
- Free / Reduced program
- Educational programs (Special Ed, ESL/LEP)
- Recruitment purposes
- How many students are being served by our program?

Report: Grantee Summary (chart 1)



Web-based After School Reporting System

Michigan- Afterschool Program 2007-2008

EZAttendance | EZEval

Welcome Beth

GRANTEE TEST SITE

Evaluator

Program

Site

Administration

Upload

Reports

Help

Exit Grantee

Site

List of Active Sites

Site Glencairn School #3
Site Marble School #2
Site McDonald School #1

List of Dropped Sites

Site	Action
dummy	↑
↑ Activate	

- DOE ▶
- Attendance ▶
- Other ▶
- Wizard

- Student Test/Grade
- Grantee Summary
- Activity Priority
- Teacher Survey
- Site Mailing Label

Student								
Adults:	40	3	3	0				

Site Coordinator Information

Name: Hahn, Herman

Address: 123 Memory Lane
Easton, MI - 18042

Phone: 555-555-5555

Fax: 555-555-5555

Email: email@email.com

Site Coordinator Last Login Date

Mar 18 2005 10:05AM

Grantee Summary –Grantee Level Report (Chart 2)

Grantee Summary Information

Grantee: GRANTEE TEST SITE

Start Date: 7/1/2007

End Date: 7/30/2007

Student Registration

Additions	Withdrawals	Current Period
0	0	77

Adult Registration

Additions	Withdrawals	Current Period
0	0	6

Demographics Information

	Gender			Ethnicity							
	Male	Female	Unknown	Middle Eastern	White	Black or African American	Hispanic or Latino	Asian	Native Hawaiian or Pacific	American Indian or Native Alaskan	Multi-racial and Unknown
Students	48	29	0	3	24	26	11	5	5	2	1
Adult	0	1	5	0	0	0	0	0	0	0	6

This is unduplicated student count for all sites for all regular activities.

Attendance Information - Regular Activities

Total Participant Served (Participant-Attendance):	1,170	Unique Number of Participant Served:	68
Number of Days of Program Operation:	21	Overall Average Daily Attendance:	55.71

Attendance Information - All Activities

Total Participant Served (Participant-Attendance):	1,170	Unique Number of Participant Served:	68
Number of Days of Program Operation:	22	Overall Average Daily Attendance:	53.18

This is unduplicated student count for all sites for all regular activities including special events.

Close Window



Question:

How can the data be used for programming?

Benefit:

- Popular classes
- Program adjustments
- Budgeting / Staffing
- Recruitment

Grantee Summary –Grantee Level Report (pg.2) (chart 3)

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Grantee Summary Information

Grantee: GRANTEE TEST SITE

Start Date: 6/1/2007

End Date: 7/30/2007

Activity Information

Activity Name	Avg Daily Att	Participants	Days Offered	Time Offered
Academics - Math - MATH FOR FUN	22.81	25	Tue, Thu	3:00PM - 3:30PM
ACADEMICS - READING & WRITING - LANGUAGE ARTS	22.55	25	Mon, Tue, Wed, Thu, Fri	3:30PM - 4:00PM
ART - POTTERY	14.18	15	Mon, Wed	3:00PM - 3:30PM
Recreational Activities / Sports - BASKETBALL	15.12	16	Mon, Thu	4:00PM - 5:00PM
Youth Enrichment - DRUG AND ALCOHOL AWARENESS	19.44	25	Wed, Thu	5:00PM - 6:00PM

This is the number of student who actually attend based on your attendance.

This is the number of students you originally enrolled in this class.

Close Window


Question:

Where can I check to see if my sites are current on their attendance?

Benefit:

- Overall picture
- What happens if we fall behind in our attendance?
- Very delinquent sites can lose a great amount of data

Attendance Monthly /Weekly-Grantee Report (chart 4)



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Michigan- Afterschool Program 2007-2008

EZAttendance | EZEval

Welcome Beth

GRANTEE TEST SITE

Evaluator

Program

Site

Administration

Upload


Reports

Help

Exit Grantee

Site

Add Site
Edit Site

- DOE ▶
- Attendance ▶
- Other ▶
-  Wizard



- Status by Month
- Status by Week
- Summary by Site
- Student Attendance By Semester
- Participants By Site
- Graph By Site
- Graph By Week Day
- Graph By Grade
- Graph By Gender
- Average Daily Attendance By Week

Total Since 01/01/2004	89
Total Since 01/01/2004	6

List of Active Sites

Site Glencairn School #3
Site Marble School #2
Site McDonald School #1

List of Dropped Sites

Name	Action
dummy	
 Activate	

Student

Adults:

Site Co

Name:

Address: East Lansing, MI - 21321-2313

Phone: 111-111-1111

Fax:

Email: 99999@msu.edu

Site Coordinator Last Login Date

Dec 6 2005 10:21AM

Add Site

Edit Site

Delete Site

Drop Site

Logon to Site

Attendance Status by Month -Grantee Report (chart 5)

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Welcome Beth GRANTEE TEST SITE Evaluator

Program Site Administration Upload Reports Help **Exit Grantee**


Monthly Attendance Submission for July 2007

Attendance Submission Status for July 2007			
Site Name	Program Start Date	Status	Action
Site Glencairn School #3	1/1/2004	✔ Submitted	Discard Submission
Site Marble School #2	1/1/2004	✔ Submitted	Discard Submission
Site McDonald School #1	9/1/2003	✔ Submitted	Discard Submission

[Discard Attendance Submission for all Sites](#)

Close

Attendance Status by Week-Grantee Report (chart 6)



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Michigan- Afterschool Program 2007-2008

EZAttendance | EZEval

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GRANTEE TEST SITE

Evaluator

Program Site Administration Upload Reports Help

Exit Grantee

Weekly Attendance Status for July 2007

Attendance completed	Attendance not applicable (No Enrolled-Session(s) Offered)
Attendance not entered	Attendance entered but not completed
Attendance submitted but no longer complete (Sessions added or modified after submission)	

Grantee: GRANTEE TEST SITE

Site Name	Week1 (1-7)							Week2 (8-14)							Week3 (15-21)							Week4 (22-28)							Week5 (29-31)		
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Site Glencairn School #3																															
Site Marble School #2																															
Site McDonald School #1																															

Close



PROGRAM DIRECTOR WIZARD REPORTS

REPORT WIZARD

- A good feature to gather data not found in other reports
- Remember that the data is only as good as what is put into EZreports

Question:

How are the attendance numbers at a site level?

Benefit:

- Numbers by site
- Waiting list
- Attendance expectations
- Averages over time

Summary by site (chart 7)

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Michigan- Afterschool Program 2007-2008

EZAttendance | EZEval

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Welcome Beth GRANTEE TEST SITE Evaluator

Program Site Administration Upload Reports Help Exit Grantee

Attendance Summary by Site

Select Site and Period and click on 'Generate Report' button

Click to generate report by participants type

Student Adult All

Select Site Show All Sites(Including Dropped Sites)

<input checked="" type="checkbox"/> Select	Site Name
<input checked="" type="checkbox"/>	Site Glencairn School #3
<input checked="" type="checkbox"/>	Site Marble School #2
<input checked="" type="checkbox"/>	Site McDonald School #1

Select Period

Start Date: [07/01/2007] (MM/DD/YYYY)

End Date: [07/30/2007] (MM/DD/YYYY)

Generate Report

You can specify any date range you need.

Attendance Summary by Site – Grantee Level Report (chart 8)

Attendance Summary by Site - for selected sites of the grantee

Grantee: GRANTEE TEST SITE

Start Date: 07/01/2007

End Date: 07/30/2007

Grantee: [GRANTEE TEST SITE]			Total No of Sites : [3]
Site Name	# of Students Attending	Avg # of Days Attending	Avg # of Hours Attending
Site Glencairn School #3	32	17.00	34.00
Site Marble School #2	13	9.15	18.31
Site McDonald School #1	25	20.72	29.44
Total no of kids for [GRANTEE TEST SITE]	70		
Total no of kids for all grantee(s)	70		



Question:

**What are the demographics
of the staff?**

Benefit:

- Site staff compared to student demographics
- Staffing types - used in Annual Report
- Your year end report

Staff Demographics-Grantee Wizard

(chart 9)

https://www.ezreports.org - LIST of STAFF DEMOGRAPHICS report - Microsoft Internet Explorer provided by Comcast High-Speed Inte

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List of Staffs

Staff Demographics Information

Site Name	Staff Name	Staff Type	IsFundedBy 21stCCLCGrant	Job Title	Youth Development/ Child Care Experience	After School Experience	Ex License/Certification
GRAITEE TEST SITE - Site Glencairn School #3							
	Denver, John	Other Community Members	Yes	program aide	0	0	
	Hahn, Andy	School-day Teachers	Yes	Teacher	0	0	
	Smith, Tammy	Other Nonteaching School Staff	Yes	Program Assistant	0	0	
	State, Sparty	Business Mentor	Yes	Superman	0	0	
GRAITEE TEST SITE - Site Marble School #2							
	Burton, Sam	Other Community Members	Yes	superman	0	0	
	iones, jacob	Other Community Members	Yes	aide	0	0	
	Lynch, Jamie	College Students	No	aide	4	3	
	Volunteer, Joe	Other Community Members	No	volunteer	0	0	
GRAITEE TEST SITE - Site McDonald School #1							
	Barton, Clara	Nurse	Yes	Nurse	18	21	
	Gretzky, Wayne	School-day Teachers	Yes	Instructor	5	0	
	Jones, George	Center Administrators/Coordinators	Yes	Counselor	0	0	
	Longstreet, James	School-day Teachers	Yes	Instructor	0	8	
	Pitt, Brad	School-day Teachers	Yes	Parent Volunteer	0	0	
	Smith, Joe	Other Community Members	No	Driving teacher	7	6	N/A
	Woods, Tiger	Business Mentor	Yes	Golf Pro	0	0	

Question:

What are the demographics of the service providers or vendors?

Benefit:

- Organizational types & qualifications
- Organizational types— this information is used in Annual Report
- Your year end report

Service Providers by Organizational Type –Grantee Wizard (chart 10)

https://www.ezreports.org - LIST of PROVIDER CONTACT report - Microsoft Internet Explorer provide

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List of Providers Provider Contact Information

Site Name	Provider Name	Organization Type
GRAITEE TEST SITE - Site Glencairn School #3		
	Betty's School of Dance	Nationally Affiliated Nonprofit Agency - Boys & Girls Club
	Cars are Us	Sports Leage
	East Lansing Public Library	Library
	Michigan State University	College or University
	Oilers Old Time Hockey School	For-Profit Entity
	The Clinic	Health-Based Organization (hospital/clinic/etc.)
	YMCA	Community-Based Organization or other Not-For-Profit Organization
GRAITEE TEST SITE - Site Marble School #2		
	Betty's School of Dance	Nationally Affiliated Nonprofit Agency - Boys & Girls Club
	Cars are Us	Sports Leage
	East Lansing Public Library	Library
	Michigan State University	College or University
	Oilers Old Time Hockey School	For-Profit Entity
	The Clinic	Health-Based Organization (hospital/clinic/etc.)
	YMCA	Community-Based Organization or other Not-For-Profit Organization
GRAITEE TEST SITE - Site McDonald School #1		
	Betty's School of Dance	Nationally Affiliated Nonprofit Agency - Boys & Girls Club
	Cars are Us	Sports Leage

Question:

What is the breakdown of the special educational needs of the children?

Benefit:

- Accommodate these needs
- Additional funding?
- Document this information for your reporting purposes

Student Demographic Educational Needs – Grantee Wizard (chart 11)

https://www.ezreports.org - LIST of STUDENT DEMOGRAPHICS report - Microsoft Internet Explorer provided by Co

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List of Students Student Demographics Information

Site Name	Student Name	Education Program
	Foote, Harriet	Intensives
	Franklin, Kathy	Special Education
	Gonzalas, George	Special Education
	Miller, Nathan	Special Education
GRANTEE TEST SITE - Site Marble School #2		
	Beauty, Sleeping	ESL/LEP, Special Education
	Bond, James	Bilingual
	Cat, Alley	Bilingual
	DeVil, Cruella	Free/Reduced Lunch, Sec. 504
	futuredate, xx	Intensives, Title 1, Sec. 504
	hall, tom	Bilingual
	Moo, Maggie	ESL/LEP, Special Education
	Person, Sally	Bilingual, Medical
	Rogers, Ginger	Special Education
	Smith, David	Bilingual
	SquarePants, SpongeBob	ESL/LEP
	vWhite, Snow	Intensives
GRANTEE TEST SITE - Site McDonald School #1		
	Andrews, Andy	Special Education, Medical
	Baggins, Frodo	Special Education
	Doe, Jane	Intensives, Free/Reduced Lunch
	Doe, Johnny	ESL/LEP
	Dog, Sparky	Special Education
	Fletch, Irwin M	Title 1, Free/Reduced Lunch
	Hendricks, James	Bilingual
	jetson, george	Special Education
	Lennon, John	Bilingual
	Pepper, Sargent	Special Education
	Simpson, Bart	Intensives
	Simpson, Maggie	Bilingual
	Starkey, Richard	Free/Reduced Lunch

SITE COORDINATOR LEVEL REPORTS

(a look at one site)


Question:

How can I track the attendance percentages for students?

Benefit:

- Kids enrolled and not attending?
- Outreach – barriers for them not attending
- Make your site look better- drop kids not attending – waiting list
- Reward system

Attendance – Daily / Monthly Site Level Report (chart 12)


Change colors: Blue | Green | Classic
EZAttendance | EZEval

Michigan- Afterschool Program 2006-2007

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Welcome Beth GRANTEE TEST SITE → Site McDonald School #1 Evaluator

Activity Registration Roster Reports Program Help Exit Site

Site Information

[Click here to view startup steps for new system](#)

Program Information

Site:	Site McDonald
Grantee:	GRANTEE
Grant:	Test Site
Program:	EZReport
Start Year:	2003
Total Program Days (Unique):	36

Attendance

Download Form	
Participants	▶
Enrollment	▶
Attendance	▶
Staff	▶
Service Provider	▶
Site	▶
Wizard	

Registration Summary

	Student	Adult
Avg Daily Attendance By Session		
Monthly Attendance By Activity	20	40
Participant Attendance Summary	28	3
Participant Monthly Attendance	28	3
Dropped	0	0

[Show Details>>](#)

Contact Information

Program Director:

Doe, John	555-555-5555 X:777	EZHELP@MSU.EDU
-----------	-----------------------	--

Local Evaluator:

Evaluator, Joe	555-555-1234	ezhelp@msu.edu
----------------	--------------	--

Technical Assistant:

Staff, MSU Evaluation Team	517-432-0061	ezhelp@msu.edu
----------------------------	--------------	--

Feeder School Principal(s):

Test Host School	xxx, xxx	--xxxx
Tracey Elementary		
Campbell, Tracy		555-555-5555

Average Daily Attendance by Session

Site Level Report (chart 13)

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Attendance Summary By Activity

Site McDonald School #1

Period: 07/01/2007 - 07/30/2007

Activity Session	Total Participants Enrolled	Days Offered	Days Attendance Completed	Average Daily Attendance
Academics - Math				
MATH FOR FUN	25	8	8	22
ART				
POTTERY	15	9	9	14
Field Trips				
BINDER PARK ZOO	0	1	1	25
Recreational Activities / Sports				
BASKETBALL	16	9	9	16
Youth Enrichment				
DRUG AND ALCOHOL AWARENESS	25	8	6	24

Participant Attendance Summary – Site Level Report (chart 14)

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Attendance Summary

Site McDonald School #1

Attendance between July 1, 2007 and July 30, 2007

Participants: All

Name	ID	Regn. Date	Last Day Attended	Regular Session			Attendance by Week Day							Total Days *
				Days Scheduled	Days Attended	Perc.(%)	Su	Mo	Tu	We	Th	Fr	Sa	
Ancitil, Jacques		01/01/2004	07/30/2007	21	21	100.00%	0	5	4	4	4	4	0	22
Andrews, Andy		09/26/2003	07/30/2007	21	21	100.00%	0	5	4	4	4	4	0	22
Baggins, Frodo	111	01/01/2003	07/30/2007	21	21	100.00%	0	5	4	4	4	4	0	22
Doe, Jane	99999	11/03/2003	07/30/2007	21	21	100.00%	0	5	4	4	4	4	0	22
Doe, Johnny		09/01/2003	07/30/2007	21	21	100.00%	0	5	4	4	4	4	0	22
Dog, Sparky	1111111	09/29/2003	07/30/2007	21	21	100.00%	0	5	4	4	4	4	0	22
Fletch, Irwin M	111111111	09/29/2003	07/30/2007	21	21	100.00%	0	5	4	4	4	4	0	22
Flinstone, Pebbles		09/29/2003	07/30/2007	21	17	80.95%	0	4	4	4	4	1	0	18
Flinstone, Fred		11/11/2003		0	0	0.00%								0
Hahn, Andy	678788799	09/29/2003	07/30/2007	21	21	100.00%	0	5	4	4	4	4	0	22
Hendricks, James		09/29/2003	07/30/2007	21	21	100.00%	0	5	4	4	4	4	0	22
Houston, Whitney		06/01/2006	07/30/2007	21	21	100.00%	0	5	4	4	4	4	0	22
jetson, george		09/29/2003	07/30/2007	21	21	100.00%	0	5	4	4	4	4	0	22
Kelly, Grace	4711176	01/02/2004	07/30/2007	21	20	95.24%	0	5	4	4	4	3	0	21
Lennon, John	111	01/01/2003	07/30/2007	21	21	100.00%	0	5	4	4	4	4	0	22
Light, High		01/01/2004		0	0	0.00%								0
Lincoln, Abraham		09/29/2003	07/30/2007	21	21	100.00%	0	5	4	4	4	4	0	22

Participant Monthly Attendance –Site Level Report

(chart 15)

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Student Monthly Attendance

July, 2007

Site: Site McDonald School #1

	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21
Ancttil, Jacques	-	P	P	P	P	P	-	-	P	P	P	P	P	-	-	P	P	P	P	P	-
Andrews, Andy	-	P	P	P	P	P	-	-	P	P	P	P	P	-	-	P	P	P	P	P	-
Baggins, Frodo	-	P	P	P	P	P	-	-	P	P	P	P	P	-	-	P	P	P	P	P	-
Doe, Jane	-	P	P	P	P	P	-	-	P	P	P	P	P	-	-	P	P	P	P	P	-
Doe, Johnny	-	P	P	P	P	P	-	-	P	P	P	P	P	-	-	P	P	P	P	P	-
Dog, Sparky	-	P	P	P	P	P	-	-	P	P	P	P	P	-	-	P	P	P	P	P	-
Fletch, Irwin M	-	P	P	P	P	P	-	-	P	P	P	P	P	-	-	P	P	P	P	P	-
Flinstone, Pebbles	-	A	P	P	P	P	-	-	P	P	P	P	A	-	-	P	P	P	P	A	-
Flintstone, Fred	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Hahn, Andy	-	P	P	P	P	P	-	-	P	P	P	P	P	-	-	P	P	P	P	P	-
Hendricks, James	-	P	P	P	P	P	-	-	P	P	P	P	P	-	-	P	P	P	P	P	-
Houston, Whitney	-	P	P	P	P	P	-	-	P	P	P	P	P	-	-	P	P	P	P	P	-
jetson, george	-	P	P	P	P	P	-	-	P	P	P	P	P	-	-	P	P	P	P	P	-
Kelly, Grace	-	P	P	P	P	P	-	-	P	P	P	P	A	-	-	P	P	P	P	P	-
Lennon, John	-	P	P	P	P	P	-	-	P	P	P	P	P	-	-	P	P	P	P	P	-
Light, High	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Lincoln, Abraham	-	P	P	P	P	P	-	-	P	P	P	P	P	-	-	P	P	P	P	P	-
Pepper, Sargent	-	P	P	P	P	P	-	-	P	P	P	P	P	-	-	P	P	P	P	P	-
Phelps, James	-	P	P	P	P	P	-	-	P	P	P	P	P	-	-	P	P	P	P	P	-
rourke, robert	-	A	P	P	P	P	-	-	P	P	P	P	P	-	-	P	P	P	P	P	-
Rubble, Bam-Bam	-	P	P	P	P	P	-	-	P	P	P	P	P	-	-	P	P	P	P	P	-
Simpson, Abe	-	P	P	P	P	P	-	-	P	P	P	P	P	-	-	P	P	P	P	P	-
Simpson, Bart	-	P	P	P	P	P	-	-	P	P	P	P	P	-	-	P	P	P	P	P	-
Simpson, Homer	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Simpson, Maggie	-	P	P	P	P	P	-	-	P	P	P	P	P	-	-	P	P	P	P	P	-
Smith, Jones	-	P	P	P	P	P	-	-	P	P	P	P	P	-	-	P	P	P	P	P	-
Smoe, Joe	-	P	P	P	P	P	-	-	P	P	P	P	P	-	-	P	P	P	P	P	-

Question:

How can I find out how many days a service provider or vendor was used by our site?

Benefit:

- Cost benefits / vendors / # of children
- “Rainy Day” programs
- Accurate accountability of your service providers / vendors

Provider Service & Financial Information – Site Wizard (chart 16)

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List of Providers

Provider Service & Financial Information

Site Name	Provider Name	Organization Type	Days Provided
GRANTEE TEST SITE - Site McDonald School #1			
	Betty's School of Dance	Nationally Affiliated Nonprofit Agency - Boys & Girls Club	
	Cars are Us	Sports League	
	East Lansing Public Library	Library	
	Michigan State University	College or University	17.00
	Oilers Old Time Hockey School	For-Profit Entity	
	The Clinic	Health-Based Organization (hospital/clinic/etc.)	9.00
	YMCA	Community-Based Organization or other Not-For-Profit Organization	9.00

Provider Session Schedule (chart 17)

Provider Session Schedule - Microsoft Internet Explorer

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Provider Session Schedule

Activities between June 1, 2006 and August 1, 2006

Date	Day	Begins	Ends	Activity
Provider :Michigan State University				
6/7/2006	Wednesday	3:00 pm	5:00 pm	Soccer
6/14/2006	Wednesday	3:00 pm	5:00 pm	Soccer
6/21/2006	Wednesday	3:00 pm	5:00 pm	Soccer
6/28/2006	Wednesday	3:00 pm	5:00 pm	Soccer
7/5/2006	Wednesday	3:00 pm	5:00 pm	Soccer
7/12/2006	Wednesday	3:00 pm	5:00 pm	Soccer
7/19/2006	Wednesday	3:00 pm	5:00 pm	Soccer
7/26/2006	Wednesday	3:00 pm	5:00 pm	Soccer

Question:

How can I find out how many days a staff person worked at our site?

Benefit:

- Work load distribution
- Accurate accountability of your staff

Staff Session Schedule-Site Wizard

(chart 18)

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Staff Session Schedule

Activities between July 1, 2007 and July 30, 2007

Date	Day	Begins	Ends	Activity
Staff :Gretzky, Wayne				
07/02/2007	Monday	3:00 pm	3:30 pm	POTTERY
07/04/2007	Wednesday	3:00 pm	3:30 pm	POTTERY
07/09/2007	Monday	3:00 pm	3:30 pm	POTTERY
07/11/2007	Wednesday	3:00 pm	3:30 pm	POTTERY
07/16/2007	Monday	3:00 pm	3:30 pm	POTTERY
07/18/2007	Wednesday	3:00 pm	3:30 pm	POTTERY
07/23/2007	Monday	3:00 pm	3:30 pm	POTTERY
07/25/2007	Wednesday	3:00 pm	3:30 pm	POTTERY
07/30/2007	Monday	3:00 pm	3:30 pm	POTTERY



Question:

Can I generate a list of all sessions offered by our site?

Benefit:

- Look at a given week
- Give to school personnel
- Advertising and recruiting

Site Activity Schedule – Site Level Report (chart 19)

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Site Activity Schedule

Site: Site McDonald School #1

Activities between July 16, 2007 and July 20, 2007

Date	Day	Begins	Ends	Activity
07/16/2007	Monday	3:00 pm	3:30 pm	POTTERY
		3:30 pm	4:00 pm	LANGUAGE ARTS
		4:00 pm	5:00 pm	BASKETBALL
07/17/2007	Tuesday	3:00 pm	3:30 pm	MATH FOR FUN
		3:30 pm	4:00 pm	LANGUAGE ARTS
		5:00 pm	6:00 pm	DRUG AND ALCOHOL AWARENESS
07/18/2007	Wednesday	3:00 pm	3:30 pm	POTTERY
		3:30 pm	4:00 pm	LANGUAGE ARTS
		5:00 pm	6:00 pm	DRUG AND ALCOHOL AWARENESS
07/19/2007	Thursday	3:00 pm	3:30 pm	MATH FOR FUN
		3:30 pm	4:00 pm	LANGUAGE ARTS
		4:00 pm	5:00 pm	BASKETBALL
		5:00 pm	6:00 pm	DRUG AND ALCOHOL AWARENESS
07/20/2007	Friday	3:30 pm	4:00 pm	LANGUAGE ARTS

Question:

Can I generate a summary report of just one site?

Benefit:

- Look at just a specific site not the entire grantee
- Demographics of our site
- Site specific educational needs
- Advertising and recruiting

Site Summary-Site Level Report (pg 1)

(chart 20)

Site Summary Information

Site: Site McDonald School #1

Start Date: 7/1/2007

End Date: 7/30/2007

Student Registration

Additions	Withdrawals	Current Period
0	0	26

Adult Registration

Additions	Withdrawals	Current Period
0	0	3

Demographics Information

	Gender			Ethnicity							
	Male	Female	Unknown	Middle Eastern	White	Black or African American	Hispanic or Latino	Asian	Native Hawaiian or Pacific	American Indian or Native Alaskan	Multi-racial and Unknown
Students	17	9	0	2	7	10	5	0	1	1	0
Adult	0	1	2	0	0	0	0	0	0	0	3

This is unduplicated student count for all sites for all regular activities.

Attendance Information - Regular Activities

Total Participant Served (Participant-Attendance):	518	Unique Number of Participant Served:	25
Number of Days of Program Operation:	21	Overall Average Daily Attendance:	24.67

Attendance Information - All Activities

Total Participant Served (Participant-Attendance):	518	Unique Number of Participant Served:	25
Number of Days of Program Operation:	22	Overall Average Daily Attendance:	23.55

This is unduplicated student count for all sites for all regular activities including special events.

Site Summary – Site Level Report (pg 2)

(chart 21)

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Site Summary Information

Site: Site McDonald School #1

Start Date: 7/1/2007

End Date: 7/30/2007

Activity Information

Activity Name	Avg Daily Att	Participants	Days Offered	Time Offered
Academics - Math - MATH FOR FUN	22.00	25	Tue, Thu	3:00PM - 3:30PM
ACADEMICS - READING & WRITING - LANGUAGE ARTS	23.29	25	Mon, Tue, Wed, Thu, Fri	3:30PM - 4:00PM
ART - POTTERY	14.33	15	Mon, Wed	3:00PM - 3:30PM
Recreational Activities / Sports - BASKETBALL	15.89	16	Mon, Thu	4:00PM - 5:00PM
Youth Enrichment - DRUG AND ALCOHOL AWARENESS	18.25	25	Wed, Thu	5:00PM - 6:00PM

Question:

How can I find the average number of students attending at a site?

Benefit:

- Look at just a specific site not the entire grantee
- What sessions are popular with our students
- Budget

The background of the slide features a soft-focus image of a hand holding a pen, poised to write on a document. The lighting is bright and airy, with a color palette dominated by light blues, greens, and whites, creating a clean and professional aesthetic.

SITE COORDINATOR WIZARD REPORTS

Question:

What types of student demographics can I look at for our site?

Student Demo – Sorted for gender / grade – Site Wizard (chart 22)

LIST of STUDENT DEMOGRAPHICS report - Microsoft Internet Explorer

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List of Students

Student Demographics Information

Site Name	Student Name	Sex	Grade
GRANTEE TEST SITE - Site McDonald School #1			
	Ancstil, Jacques	Female	6
	Andrews, Andy	Male	6
	Baggins, Frodo	Male	6
	BOYD, LEEUNTAE	Male	4
	Doe, Jane	Female	9
	Doe, Johnny	Male	7
	Dog, Sparky	Male	6
	Fletch, Irwin M	Male	4
	Flinstone, Pebbles	Female	9
	Hahn, Andy	Male	6
	Hendricks, James	Male	3
	Houston, Whitney	Female	4
	jetson, george	Male	3
	Kelly, Grace	Female	9
	Lennon, John	Male	9
	Lincoln, Abraham	Female	6
	Pepper, Sargent	Male	9
	Phelps, James	Male	9
	rourke, robert	Female	9
	Rubble, Bam-Bam	Male	3
	Simpson, Abe	Male	8
	Simpson, Bart	Male	5
	Simpson, Maggie	Female	5
	Smith, Jones	Female	5
	Smoe, Joe	Male	6

Close Window

Student Demo – Sorted by gender / grade / race / educational program – Site Wizard (chart 23)

LIST of STUDENT DEMOGRAPHICS report - Microsoft Internet Explorer

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List of Students

Student Demographics Information

Site Name	Student Name	Sex	Grade	Race	Education Program
GRANTEE TEST SITE - Site McDonald School #1					
	Ancstil, Jacques	Female	6	Black or African American	None
	Andrews, Andy	Male	6	Black or African American	Special Education, Medical
	Baggins, Frodo	Male	6	White	Special Education
	BOYD, LEEUNTAE	Male	4	Black or African American	None
	Doe, Jane	Female	9	Hispanic or Latino	Intensives, Free/Reduced Lunch
	Doe, Johnny	Male	7	White	ESL/LEP
	Dog, Sparky	Male	6	Native Hawaiian or Pacific Islander	Special Education
	Fletch, Irwin M	Male	4	White	Title 1, Free/Reduced Lunch
	Flinstone, Pebbles	Female	9	Black or African American	None
	Hahn, Andy	Male	6	Hispanic or Latino	None
	Hendricks, James	Male	3	Black or African American	Bilingual
	Houston, Whitney	Female	4	Black or African American	None
	jetson, george	Male	3	Black or African American	Special Education
	Kelly, Grace	Female	9	American Indian or Native Alaskan	None
	Lennon, John	Male	9	Black or African American	Bilingual
	Lincoln, Abraham	Female	6	White	None

Student Demo – Site Wizard (chart 24)

LIST of STUDENT DEMOGRAPHICS report - Microsoft Internet Explorer

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List of Students Student Demographics Information

Site Name	Student Name	Grade
GRANTEE TEST SITE - Site Glencairn School #3		
	Baker, Eric	3
	Farhat, Kelly	3
	Foote, Harriet	3
	Gebbert, Maddie	3
	Gonzalas, George	3
	Greer, Justin	3
	Murray, Mattie	3
	Rebow, Ansley	3
	Snyder, Mark	3

Student Demo -Gender Counts –Site Wizard

(chart 25)

COUNT of STUDENT DEMOGRAPHICS report - Microsoft Internet Explorer

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Student Count

Student Gender Count Summary

Grantee	Site	Male	Female	Others	Total
GRANTEE TEST SITE	dummy	34	24		58
	Site Glencairn School #3	19	11		30
	Site Marble School #2	11	8		19
	Site McDonald School #1	18	10		28
	Total for Grantee	82	53	0	135

Student Demo -Student Age Count –Site Wizard (chart 26)

COUNT of STUDENT DEMOGRAPHICS report - Microsoft Internet Explorer

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Student Count

Student Age Count Summary

Grantee	Site	05	06	07	08	09	10	11	12	13	14	15	16	17	Total
GRANTEE TEST SITE	dummy				1	12	18	12	14	1					58
	Site Glencairn School #3								29				1		30
	Site Marble School #2		4				1	2	2	3	3	2		1	18
	Site McDonald School #1		3	4	2	2			3	2			6	1	23
	Total for Grantee	0	7	4	3	14	19	14	19	35	3	2	7	2	129

Student Demo -Student Ethnicity Count –Site Wizard (chart 27)

COUNT of STUDENT DEMOGRAPHICS report - Microsoft Internet Explorer

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Student Count

Student Race Count Summary

Grantee	Site	White	Black or African American	Hispanic or Latino	Asian	Native Hawaiian or Pacific	American Indian or Native	Middle Eastern	Multi-Racial	Others	Total
GRANTEE TEST SITE	dummy	6	21	25	2		1			3	58
	Site Glencairn School #3	12	13	3	2						30
	Site Marble School #2	4	3	3	2	4	1	1	1		19
	Site McDonald School #1	8	11	5		1	1	2			28
	Total for Grantee	30	48	36	6	5	3	3	1	3	135

Student Demo -Student Grade Count –Site Wizard (chart 28)

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Student Count Student Grade Count Summary

Grantee	Site	PreK	K	1	2	3	4	5	6	7	8	9	10	11	12	Adult	Others	Total
GRANTEE TEST SITE	dummy						11	19	16	12								58
	Site Glencairn School #3				2	9	4	5	3	7								30
	Site Marble School #2			2		1	2	1	1	2	5	2		2	1			19
	Site McDonald School #1			1		3	3	4	7	1	1	7			1			28
	Total for Grantee		0	0	3	2	13	20	29	27	22	6	9	0	2	2	0	0

Activity Information -Activities and Categories – Site Wizard (chart 29)

LIST of ACTIVITY GENERAL report - Microsoft Internet Explorer

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List of Activities

Activities Information during summer semester

Site Name	Activity Name Session Name	Activity Category Days Conducted	Academic Area
GRANTEE TEST SITE - Site Glencairn School #3			
	Basket Weaving	[Recreational Activity, Homework Help]	[Arts and music education]
	Basket Weaving for Fun	9.00	
	Kite Flying	[Academic Enrichment Learning Program]	[Cultural activities/social studies, Health/nutrition]
	Kite Making and Flying	9.00	
	Music	[Supplemental Education Services]	[Reading/literacy education, Arts and music education]
	Kzoo Playing	9.00	
	Soccer	[Recreational Activity]	[Reading/literacy education, Entrepreneurial education programs]
	Soccer	8.00	
	Special Event / Field Trips	[Activity to Promote Youth Leadership]	[Cultural activities/social studies, Health/nutrition]
	Family Fun Night	1.00	

Service Provider - Hours and Organization Type – Site Wizard (chart 30)

LIST of PROVIDER SERVICE & FINANCIAL report - Microsoft Internet Explorer

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List of Providers

Provider Service & Financial Information

Site Name	Provider Name	Organization Type	Days Provided
GRANTEE TEST SITE - Site McDonald School #1			
	Betty's School of Dance	Nationally Affiliated Nonprofit Agency - Boys & Girls Club	
	Cars are Us	Sports League	
	East Lansing Public Library	Library	
	Michigan State University	College or University	17.00
	Oilers Old Time Hockey School	For-Profit Entity	
	The Clinic	Health-Based Organization (hospital/clinic/etc.)	9.00
	YMCA	Community-Based Organization or other Not-For-Profit Organization	9.00

Thank you

- Please take handout
- If you wish to run a report you did not see, contact our office