

Information**NOW**

Quick Reference

I. Add School Program

- Click Setup
- Select School Program from drop down menu
- Click refresh
- Click the **Blue** add button
- Name
- Description
- Code (This code is made-up. Example "AS" for after-school.)
- Click **Create**

II. Add After-School Filter

- Under Students Click Student Filter
- Click the **Blue** add button
- Name
- Description
- Choose Public or Private
- Select School Program in bottom left corner
- Click **Create**

III. Mass Assign Students

- Click Mass Manage Under Students
- Under Student Filter select a group of students by holding down the Ctrl key
- Click ADD when you have selected all the students in the program
- Click **Next** when you are finished
- Select School Program
- Start Date
- End Date (**Make sure your end date is sometime in July or you won't be able to complete the reports at the end of the school year.**)
- When finished Click **Assign**

IV. Assigning One Student at a Time for New Registrations

- Select Student Maintenance
- Search for student name then click on student
- Select School Program from the left hand side of screen
- Click on 21st Century (or whatever you named your program)
- Click **Add** when finished

V. Attendance/Free-Reduced Lunch

- Under Reports on the left hand side click School
- Click ADA
- Select Student Filter of After-School Program
- Make sure all lunch programs are highlighted
- Gender
- Race
- Lunch Program
- Click **Preview** when finished
- Print

VI. Discipline

- Under Reports select School
- Click Discipline Report
- Select Student Filter
- Start Date
- End Date
- Click **Preview** when finished

VII. Grades

- Under Reports Click School
- Check Two Column Report Card
- Select Student Filter
- Check YTD (Year to Date)
- Click **Preview**

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Quick Reference

for

21st CCLC
End of Year
Reports



Community Education