

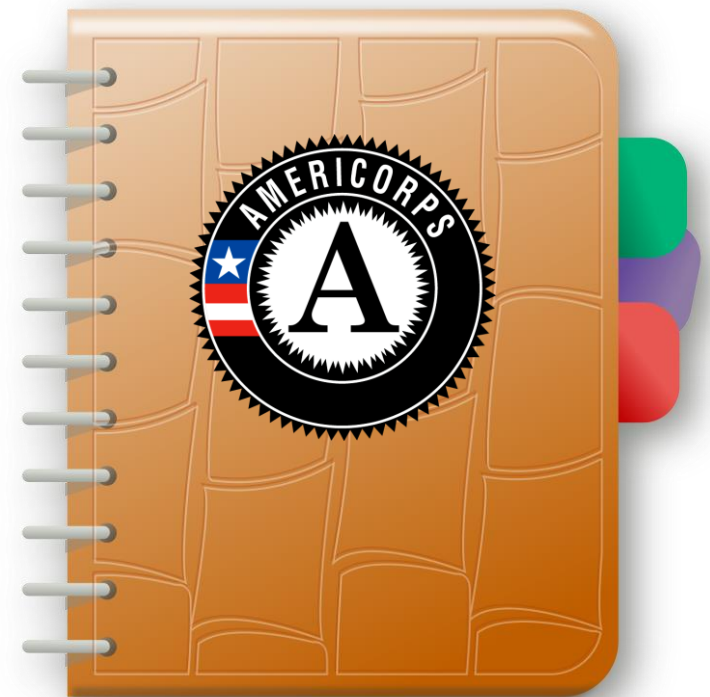


# WASHINGTON READING CORPS

QUARTERLY REPORTING  
WITH  
**AMERICA LEARNS**

# AGENDA

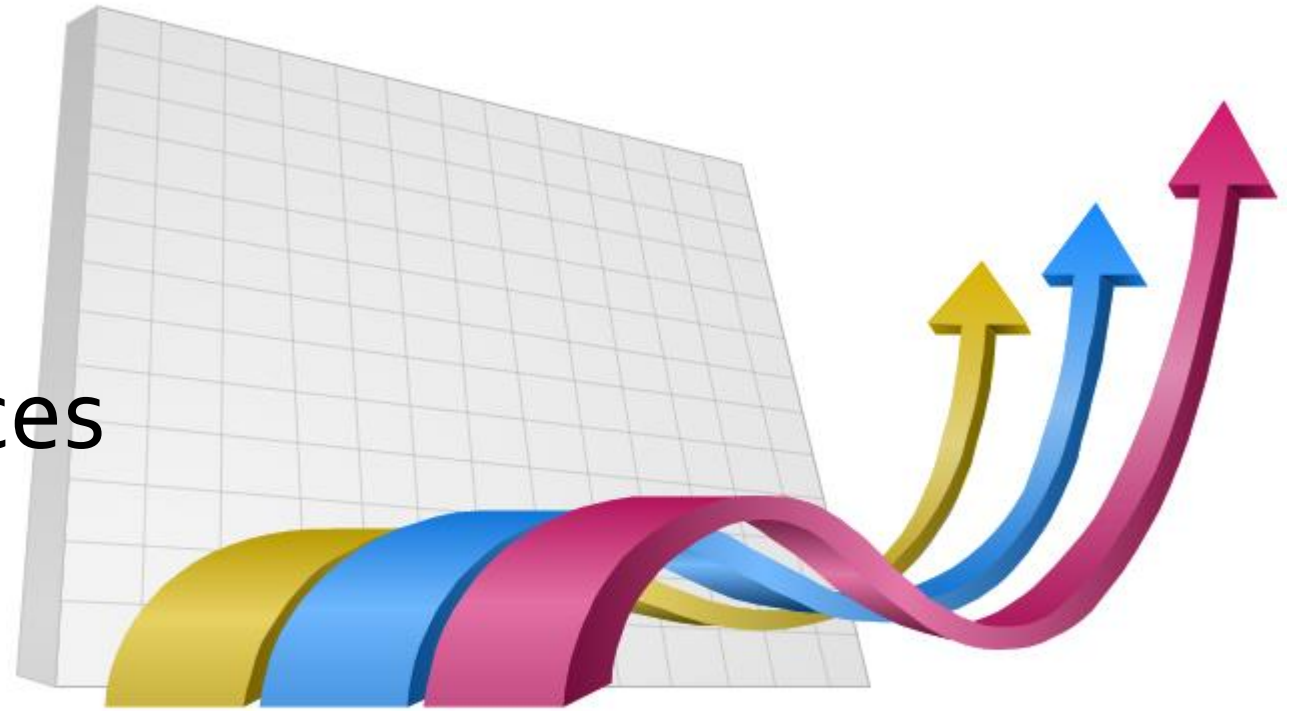
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# PURPOSE OF QUARTERLY REPORTING

We Collect Data To...

1. Stay informed about issues impacting sites
2. Recognize best practices
3. Stay on track to meet annual program goals



# DUE DATES

Reports will be available at least 2 weeks before their respective due date.

The Quarterly Report due dates are:

- Q1: December 16
- Q2: March 16
- Q3: June 16
- Q4: September 15



# LOGGING IN

Access the login screen at:

<http://americalearns.net/wscreporting>



America Learns - Log In

powered by **americalearns**

Username:

Password:  [Remind Me](#)

[Terms of Service](#) | [Privacy Policy](#)

Your username and temporary password  
will be sent to you by email

# HOME SCREEN

From the America Learns home screen you can ...

- Update your profile and change your password by clicking **View and Update Profile**.
- Begin the current quarterly report by clicking the link under **Active Quarterly Reports**.
- View reports that were submitted earlier by clicking **My Quarterly Report Data** in the left toolbar.

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**Salmon's Space**

**Your Quarterly Reports**  
 ★ [1 is active](#).  
 You completed 0 of 1.  
[View Completion History](#)

**Strategies Recommended to Me**

**Share and Get More Strategies**

**Our Goals and Challenges**

**My Quarterly Report Data**

**Program News**

**View and Update Profile**

**Quarterly Reports Waiting For You**

Current Completion Rate: 0%  
[See details and, if needed, complete duplicate quarterly reports](#)


| ★ Active Quarterly Reports | Closes On  |
|----------------------------|------------|
| <a href="#">Q1 test</a>    | 11/24/2017 |

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# PASSWORD CHANGE

- This window will appear after clicking **View and Update Profile** in the left toolbar.
- To change your password and other details, click **Edit** in the top right corner.
- **\*Please do not change the First and Last name.**

WSC/WRC Reporting



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Add Photo

Salmon Savers

[Back](#)

---

▼ Name & Contact Details

Edit

|            |                     |                |        |
|------------|---------------------|----------------|--------|
| First Name | Salmon              | Last Name      | Savers |
| Mobile     |                     | Mobile Carrier |        |
| E-mail     | wscvista@esd.wa.gov | Password       | *****  |
| Status     | Active              |                |        |

▶ Service Site Assignment

▶ Quarterly Report Completion Rate

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# PASSWORD CHANGE

- From here you can edit contact details including first and last name, email address, mobile information, and password.
- Click **Update** to save any changes.

The screenshot shows a user profile page for 'WSC/WRC Reporting' powered by 'callearns'. A modal window titled 'Name & Contact Details' is open, allowing the user to edit their information. The modal contains the following fields and options:

- \*E-mail:** A text input field containing '@esd.wa.gov'.
- Mobile Device Carrier:** A dropdown menu with 'Select One' as the current selection.
- Mobile Device Number (digits only):** A text input field with the placeholder text '10 digits without symbols or spaces'.
- Change Password:** A section with 'Password Requirements' listed below:
  - At least six characters in length
  - Only use letters and numbers
  - Should contain at least one number and one letter
 Below the requirements are two text input fields: 'New Password:' and 'Confirm Password:'.

At the bottom of the modal are two buttons: 'Update' and 'Close without Changes'. The background page shows a navigation menu with 'about us | contact', 'Add Photo', 'Name & Contact Details', 'Service Site', and 'Quarterly'. There are also links for 'home | logout' and 'Back'.



# BEGINNING THE QUARTERLY REPORT

When you are ready to begin the quarterly report, return to the home screen and click the link under **Active Quarterly Reports**.

You can find a link to a sample of the full WRC quarterly report, and other resources, on our website [HERE](#).

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about us | contact us | page help home | logout

**Salmon's Space**

**Your Quarterly Reports**  
 ★ [1 is active](#)  
 You completed 0 of 1.  
[View Completion History](#)

**Strategies Recommended to Me**

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**Program News**

**View and Update Profile**

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**Quarterly Reports Waiting For You**

**Current Completion Rate: 0%**  
[See details and, if needed, complete duplicate quarterly reports](#)

| ★ Active Quarterly Reports | Closes On  |
|----------------------------|------------|
| <a href="#">Q1 test</a>    | 11/24/2017 |

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## 4 THINGS KEEP TRACK OF FOR THE QUARTERLY REPORT

- The Title, Date, and Duration of any site sponsored trainings that your WRC members attended this quarter.
- Family Literacy Events/Activities that your members were involved with this quarter, and the number of participants.
- The number of volunteers recruited and/or managed by your members (ongoing/episodic)
- ***WRC program student data*** and record keeping process



# WRC STUDENT DATA

- Data on WRC student participation and progress is needed in order to corroborate data received through CEDARS at the end of the year.
- You may not be able to determine growth in reading proficiency or whether students have reached grade-level benchmark until after the end-of-year assessment. If there is no applicable data, enter zero in those fields.
- Use the Comments box to describe any other relevant information regarding WRC program participation and progress.

**\*8. Report the number of K-4 students for the following categories**

September - Present

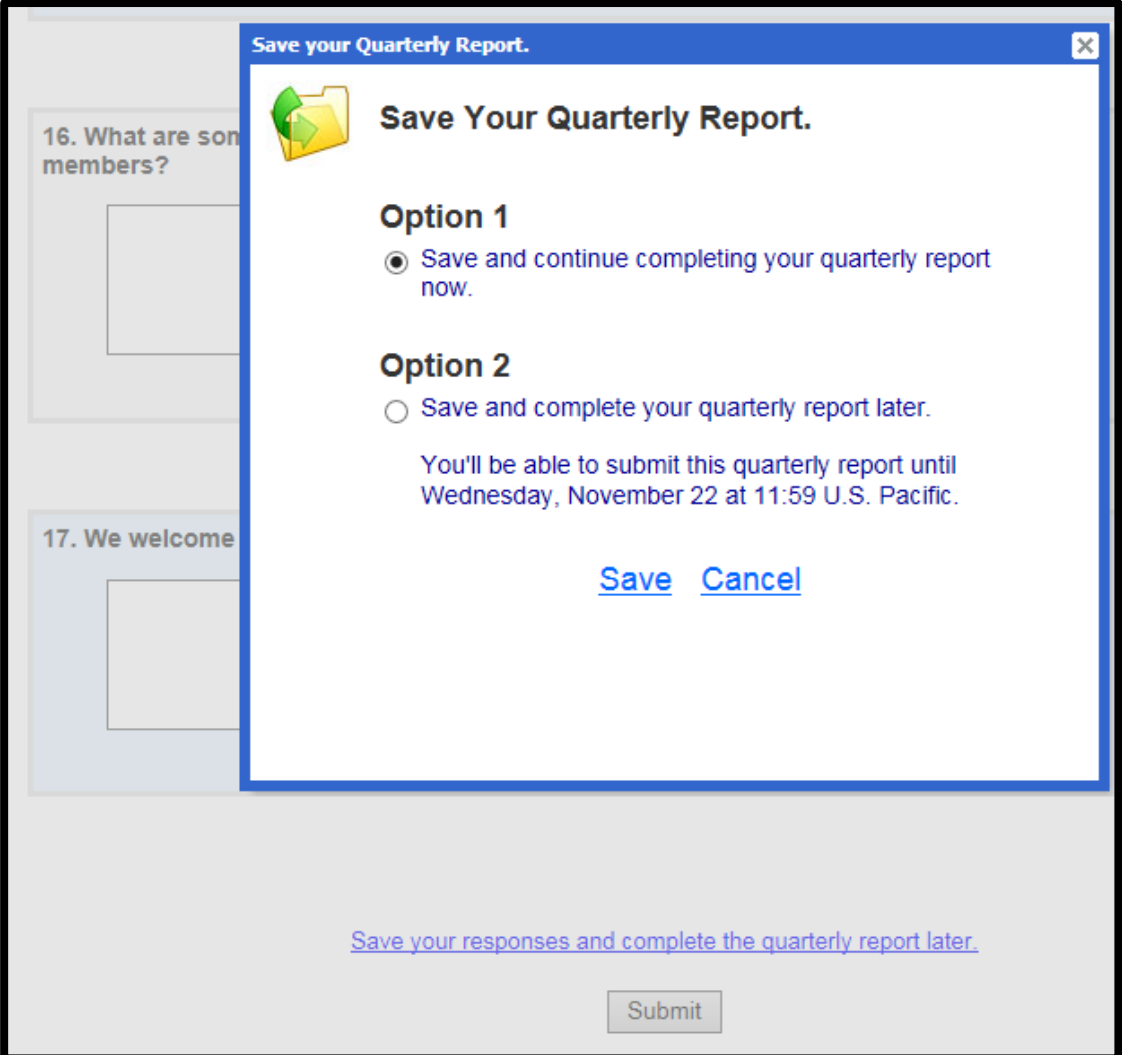
|   |   |
|---|---|
| # of Students tutored by WRC member(s)  | * <input type="text"/><br>15 characters remaining |
| # of WRC tutees who met grade-level benchmark in reading proficiency  | * <input type="text"/><br>15 characters remaining |
| # of WRC tutees who have not met grade-level benchmark, but have gained at least 10 months of growth in reading proficiency | * <input type="text"/><br>15 characters remaining |

Comments

5000 characters remaining

# SAVING YOUR QUARTERLY REPORT

- You can save your quarterly report by clicking the link at the bottom of the form.
- After clicking, you will be able to select whether you wish to continue completing the quarterly report, or complete it at a later time.



The screenshot shows a survey form in the background with two questions: "16. What are some members?" and "17. We welcome". Overlaid on the form is a dialog box titled "Save your Quarterly Report." with a blue header and a close button (X) in the top right corner. The dialog box contains a yellow folder icon with a green arrow pointing down. Below the icon, the text reads "Save Your Quarterly Report." followed by two options:

**Option 1**  
 Save and continue completing your quarterly report now.

**Option 2**  
 Save and complete your quarterly report later.

Below the options, a message states: "You'll be able to submit this quarterly report until Wednesday, November 22 at 11:59 U.S. Pacific." At the bottom of the dialog box are two blue links: "Save" and "Cancel".

At the bottom of the survey form, there is a blue link: "Save your responses and complete the quarterly report later." and a grey "Submit" button.

# SUBMITTING YOUR QUARTERLY REPORT


- Submit the report by clicking the button at the bottom of the form.
- If required questions were left blank, a window will pop-up listing those questions, and a large red star will appear next to those questions on the form.
- If you do not have the needed info, enter "o" or "N/A" and make a note in a comment box before submitting.



# REVIEWING COMPLETED REPORTS

- To view submitted quarterly reports, first click **My Quarterly Report Data** in the left toolbar
- From here you can view all data between a selected time period, or only the data from an individual report.
- To review an individual report, select the appropriate start and end period for that report and click **View Individual Reports** at the bottom of the page.


WSC/WRC Reporting



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**Salmon's Space**




**Your Quarterly Reports**

You do not need to complete a quarterly report.


[View Completion History](#)




**Strategies Recommended to Me**




**Share and Get More Strategies**




**Our Goals and Challenges**




**My Quarterly Report Data**




**Program News**



**View and Update Profile**



**My Quarterly Report Data**



**My Quarterly Report Data**

**Select Data to View.**

All data

Selected Data

**Select a Time Period.**

Select a start period:

Nov 14, 2017 - Nov 24, 2017 ▼

Select an end period:

Nov 14, 2017 - Nov 24, 2017 ▼


[View Compiled Data](#)

[View Individual Reports](#)


# REVIEWING COMPLETED REPORTS

- Individual reports will display the quarterly report questions in yellow, and your responses in white.
- You can print your report directly from your browser.

WSC/WRC Reporting



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[salmon's space](#) | [home](#) | [logout](#)


Salmon's Quarterly Report

SALMON SAVERS  
 Nov 14, 2017 - Nov 24, 2017

| Name of your Organization   |
|---|
| <b>NAME OF ORGANIZATION1</b><br>Salmon Savers Elementary  |
| What was your WRC member recruitment strategy this year?  |
| <b>WRC MEMBER RECRUITMENT STRATEGIES</b><br>We had no recruitment strategy                                  |
| Report the number of individuals who applied to be AmeriCorps members at your site.                         |
| <b>WRC 16-17 APPLICANTS</b><br>0  |
| Member Information  |
| No data.  |
| How often do you meet with each of your WRC member(s) to consult about their service?                       |
| <b>MEETING FREQUENCY WITH MEMBERS</b><br>Three to Four times per month                                      |
| What site sponsored training or professional development opportunities did WRC members attend this quarter? |
| (Empty response area)   |

# REVISING COMPLETED REPORTS

- After completing a quarterly report, you may receive an email requesting edits.
- If this happens, login to America Learns and click on the quarterly report link to revise your responses.

The screenshot shows the 'WSC/WRC Reporting' dashboard. At the top, it says 'powered by americalearns'. Navigation links include 'about us', 'contact us', 'page help', 'home', and 'logout'. The user is logged in as 'Salmon's Space'. A sidebar on the left contains several menu items: 'Your Quarterly Reports' (with a star icon and a link to '1 needs edits'), 'View Completion History', 'Strategies Recommended to Me', 'Share and Get More Strategies', 'Our Goals and Challenges', 'My Quarterly Report Data', 'Program News', and 'View and Update Profile'. The main content area features a 'Quarterly Reports Waiting For You' section with a star icon and a progress indicator showing 'Current Completion Rate: 0%'. Below this, there is a table of reports requiring edits:

| Quarterly Reports Requiring Edits | Requested By |
|-----------------------------------|--------------|
| <a href="#">Q1 test</a>           | Andrew Kuka  |


At the bottom of the dashboard, there are links for 'Terms of Service' and 'Privacy Policy', and a copyright notice for America Learns.



# REVISING COMPLETED REPORTS

- Under each question which revisions are requested, there will be an open lock icon and a note specifying what changes need to be made.
- In this case, Salmon Savers mistakenly indicated that they had zero applicants and zero members.
- When finished revising, click **Submit** at the bottom of the page.


**\*3. Report the number of individuals who applied to be AmeriCorps members at your site.**

 Note from Andrew Kuka about why your initial response to this question needs to be updated: Please edit, Salmon Savers has active members and must have had some number of applicants.

14 characters remaining

---

**4. Member Informantion**

 Note from Andrew Kuka about why your initial response to this question needs to be updated: Salmon Savers was awarded a member that was active this quarter. Please indicate whether there is a member active, or they have exited.

|  | #                                | Comments             |
|--|----------------------------------|----------------------|
| WRC members currently active at your site        | * <input type="text" value="0"/> | <input type="text"/> |
| WRC members who have exited early from your site | * <input type="text" value="0"/> | <input type="text"/> |

100 characters remaining

100 characters remaining

# TECHNICAL ASSISTANCE

If you have any questions about America Learns,  
contact

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**Washington Reading Corps**  
**Data and Performance Measurement Analyst**  
[akuka@esd.wa.gov](mailto:akuka@esd.wa.gov)  
**360-890-3521**

