I. GETTING STARTED

“I am logging in for the first time.”

1. Receive activation email
2. Click link to activate account
3. Create your password
4. Create your challenge question and answer
5. Click Update Password
6. Login with your email address and password
7. Read and accept the Rules of Behavior
8. Arrive at the welcome screen

TIP: PASSWORD

There are strict federal requirements: your password must be at least 12 characters long and contain at least one number, at least one special character, and both upper and lower case letters; you must change your password every 60 days; and you cannot reuse any of your previous 24 passwords.

TIP: RULES OF BEHAVIOR

You will have to read and accept these rules once a year.
II. NAVIGATION BASICS

“How do I get there from here?”

1. **MAIN MENU**
   Expand the Main Menu on the left to reveal context sensitive navigation options.

2. **TOP NAV BUTTONS**
   Use the Forward and Back buttons when available in the header.

3. **FOOTER BUTTONS**
   The Footer Buttons are available on every page.
   - Click Home to return to the Welcome Screen.
   - Click the Gear or your name for Settings.
   - Click the profile icon to upload your photo and personalize your avatar!
III. MANAGE USERS

“I am adding users.”

1. Manage Users / Add
2. Enter User Information
3. First Name, Last Name, Email Address
4. State
5. Access Level
6. If GRANTEE USER: Select Grant(s) from list
7. If SEA USER: Assign Responsibilities
8. Click Save

User will receive an activation email

TIP: ACCESS LEVEL

GRANTEE USER: User in the grantee’s office. Assign the grantees to this user by selecting the grantee’s office from the drop down list. You may assign more than one grantee to be managed by this GRANTEE USER.

SEA: User in the SEA’s office who support the SEA Super User. Assign Responsibilities: Input APR, Manage Users (limit of two), Explore Reports (limit of one), or Awards. Click to select or deselect a responsibility.

TIP: STATE

With the exception of BIE, you cannot select a state for your users other than the one you are assigned to as the SEA Super User.

BIE has “BIE” selected in the Grantee’s first state field. You must select the Grantee’s actual state in the second state field.
III. MANAGE USERS

“I am updating my users.”

1. Manage Users / Edit
   - Find user in list
   - Click username or click down arrow then Edit
   - Update user profile (name, email address)
   - If GRANTEE USER: Update Grant(s) from list
   - If SEA USER: Update Responsibilities
   - Enter your password to confirm
   - Click Update Settings

TIP: SEA RESPONSIBILITIES

EXPLORE REPORTS: this user has the responsibility to explore reports. Limit of one.

MANAGE USERS: these users have the responsibility to manage users in your state. Limit of two.

SEA Super User is assigned all responsibilities by default. If the max number above are already assigned and you want to make a change, you must first unassign the responsibility from the old user before you can assign it to the new user.

TIP: USER LIST

To search for an existing user, scroll down until you find the user in the list, or begin typing the user’s name in the Search box. The list will auto-filter as you type.
VI. ACTIVITIES

“I’m adding Activities information.”

1. Click Center Name

2. Click Activities

3.1 Select each topic in which you held activities

3.2 For each topic, enter frequency, hours, participants, and college & career readiness

3.3 Repeat these steps for Enrichment, Character Education, and College & Career Readiness

4. Click Review Activities when finished

5. Click Edit if you need to make changes

6. Click Submit Activities

TIP: REVIEW ACTIVITIES

If the Review Activities button is greyed out or unclickable, make sure you’ve filled in all of the required fields.

TOOL TIPS

Whenever you see a question mark in a circle, you can click it to see more information about that topic.
VI. ACTIVITIES

ENRICHMENT TOPICS
Entrepreneurship, Arts & Music, Physical Activity, Community/Service Learning, and Mentoring

COLLEGE & CAREER READINES TOPICS
College and Career Readiness

CHARACTER EDUCATION TOPICS
Drug Prevention, Counseling Programs, Violence Prevention, Truancy Prevention, and Youth Leadership

ACADEMIC TOPICS
STEM, Literacy, Tutoring, Homework Help, and English Language Learners Support
VII. STAFFING

“I’m adding Staffing information.”

1. Click Center Name
2. Click Activities, then Staffing
3.1 Select each Staff Member type as needed
3.2 For each Staff Member type, enter the number of paid and volunteers
4. Click Review Staffing when finished
5. Click Edit if you need to make changes
6. Click Submit Staffing

TIP: REVIEW STAFFING
If the Review Staffing button is greyed out or unclickable, make sure you’ve filled in all of the required fields.

TOOL TIPS
Whenever you see a question mark in a circle, you can click it to see more information about that topic.
IX. OUTCOMES - STATE ASSESSMENTS

“I’m adding State Assessments Data.”

1. Click Center Name

2. Click Activities, then Staffing, then Partic., then Outcomes

3. Select which measure(s) your state is reporting
   You may select more than one measure

4. Enter State Assessment Reading proficiency data for grade PreK-5 students, if applicable, who attended for 30-59 days, 60-89 days, then for 90+ days

5. Enter State Assessment Math proficiency data for grade 6-12 students, if applicable, who attended for 30-59 days, 60-89 days, then for 90+ days

6. Click Review Outcomes

7. Click Edit if you need to make changes

8. Click Submit Outcomes
TIP: CONTINUE & REVIEW OUTCOMES

If the Continue or Review Outcomes buttons are greyed out or unclickable, make sure you’ve filled in all of the required fields and that all the required numbers balance.

TOOL TIPS

Whenever you see a question mark in a circle, you can click it to see more information about that topic.
“I’m adding Teacher Surveys Data.”

1. Click Center Name

2. Click Activities, then Staffing, then Partic., then Outcomes

3. Select which measure(s) your state is reporting, you may select more than one measure

4. Enter Teacher Survey data and improvement data for grade PreK-5th students, if applicable, who attended for 30-59 days, 60-89 days, then for 90+ days

5. Enter Teacher Survey data and improvement data for grade 6th-12th students, if applicable, who attended for 30-59 days, 60-89 days, then for 90+ days

6. Click Review Outcomes

7. Click Edit if you need to make changes

8. Click Submit Outcomes
TIP: CONTINUE & REVIEW OUTCOMES

If the Continue or Review Outcomes buttons are greyed out or unclickable, make sure you’ve filled in all of the required fields and that all the required numbers balance.

TOOL TIPS

Whenever you see a question mark in a circle, you can click it to see more information about that topic.
XI. OUTCOMES - GRADES

“I’m adding Grades Data.”

1. Click Center Name
2. Click Activities, then Staffing, then Partic., then Outcomes
3. Select which measure(s) your state is reporting. You may select more than one measure
4. Enter Grades, Math, and English proficiency data for grade PreK-5th students, if applicable, who attended for 30-59 days, 60-89 days, then for 90+ days
5. Enter Grades, Math, and English proficiency data for grade 6th-12th students, if applicable, who attended for 30-59 days, 60-89 days, then for 90+ days
6. Click Review Outcomes
7. Click Edit if you need to make changes
8. Click Submit Outcomes
XI. OUTCOMES - GRADES

**TIP: CONTINUE & REVIEW OUTCOMES**

If the Continue or Review Outcomes buttons are greyed out or unclickable, make sure you’ve filled in all of the required fields and that all the required numbers balance.

**TOOL TIPS**

Whenever you see a question mark in a circle, you can click it to see more information about that topic.

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### 6TH-12TH GRADE

#### Grades

**60-89 Days**

You reported 5 regular participants who attended 60-89 days at the 6th-12th grade level.

- Of these 5 regular participants, how many needed to improve their mathematics grades from fall to spring?
  - 3

- Of these 3 regular participants who needed to improve, how many did improve their mathematics grades from fall to spring?
  - 2

- Of these 5 regular participants, how many needed to improve their English grades from fall to spring?
  - 4

- Of these 4 regular participants who needed to improve, how many did improve their English grades from fall to spring?
  - 4

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5  
6  
7  
8  

CONTINUE

REVIEW OUTCOME

SUBMIT OUTCOME

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