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LeSage, Teresa M. DPI

Welcome to Wisconsin Department of Public Instruction, aoda interim report tutorial.

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I'm just gonna go through how you're going to use the online portal in order to submit that report.

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You're gonna go to the appropriate URL, which you can see here at the top of your screen and you'll end up on what should be a familiar landing page. This is the same URL and landing page you use when submitting the initial aoda grant application. Note, there's a little introduction here that tells you when the report is due. 1159 and March 1st, 2022.

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Um, you are going to sign in with the same account information you used to submit your application. So if you forgot, there's some directions here, but also, it's pretty straightforward. You just click forgot your password and you'll follow the appropriate steps that come in. So you're going to click login, which will bring you into the portal.

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There's some directions at the top that I encourage you to take the time to read, or reminder that. Again, the report is due March 1st.

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Uh, you should always verify your profile before continuing to the next step in your aoda grant cycle. The other reminder is that you can exit the system at anytime if you started work. Just make sure you click save draft before exiting so that you don't lose any of your information. And in order for us to receive your interim report, make sure you click submit so the report won't be considered, submitted or review until you click submit and once you click submit, you won't be able to.

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Edit that report, uh, without contacting the AODA team. So in order to review your profile, it's pretty straightforward. You're just going to click edit.

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Take a look at the various fields including the title of your job, your name, your email, your phone number and edit it as necessary and click save changes. If there are any. At that point you can click on home page or use the back arrow on your browser as a reminder, Google Chrome is the recommended browser for using this system.

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Then Scroll down so you can see the next step in your grant cycle process, which since you are all in year one, you have your interim report to complete and you're going to do that by clicking on the year 1 report card below. If there's some additional directions and descriptions here so you understand how these cards work. So I'm going to go ahead and click on this.

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That'll bring me into what is a current requirement of your grant, which is your interim report as well as sort of a historical record of all of your information. So your original application is available here. If you scroll all the way to the bottom and notice it's view only, so you can't make any changes at this time, but it's there for you to review should you need to at any point. Notice it says this has been submitted.

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And the other thing, if you're not aware, as you can also take a look at the rubrics associated with your grant application submission. By entering into this particular stage where it's the review feedback and to view their rubrics

you click open. So we're going to focus on this stage right now, which is the year 1 reporting interim report. You just click on open.

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Uhm, reminder again. It's due March 1st. It says action required because you haven't yet completed it and they will eventually be an end of the year report option here for you as well. But click on open and then you'll see the interim report, which is pretty straightforward.

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There is the narrative section here which you can type in to answer the questions. As a reminder, if you see a red asterisk, that means that question or prompt must be addressed before you are able to submit the interim report. Some handy features include being able to expand this text box as a reminder. Also, only one user can access this form at a time. So if you want to work on something collaboratively in terms of your responses, it's recommended that you use a different software like.

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Uh, a Google document that you can then copy and paste into this particular section. There's no word count or character limit, so type away and the only sort of question that has conditional logic behind it. Meaning you're only going to see another questions is 1.4 here, which has to do with your spending. So if you anticipate not spending or not obligating, you're going to click yes. And then there's an additional 2 questions you have to answer.

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One of which is indicate how much your projected balance is, and then just explain their reason or reasons for that projected balance. Note if you click no, you won't see those additional questions. 2.1 is optional, so this is if any additional T as requested, you just enter that here. There's no red asterisks. You can leave it blank, or you can type not applicable or whatever makes you comfortable, and then you get into the certification and signatures are required to get a signature of your district.

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Administrator or you can see authorizer. They can type in their name that acts as your electronic signature. They have the data at the project coordinator was also sign and date that. So we often get a question on how to make that happen. So you can certainly bring this to the district administrator to review your submission. The other option is to send them a PDF which you can do by scrolling up for the tab and clicking print form and making sure that it gives you the PDF options. Sending them that PDF option.

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And then getting their signature permissions here as well. So that's pretty straightforward. Again, make sure you click save Draft regularly, mark complete and then once it's complete you'll have the option to actually click on this box. If I click on it now notice it keeps saying this field is required and then when you click Mark complete, you're all done with your interim report. So pretty straightforward if you have any questions, feel free to contact the AODA team. Thanks.