

# OASIS Learning Academy Quick Reference Guide

## Overview

The George B. Thomas Sr. Learning Academy is a tutoring and mentoring program that enhances the academic performance and achievement of students in grades K through 12. Offered at 12 school locations, referred to as centers, the primary signature program of the Learning Academy is Saturday School. On Saturday mornings during the school year, from 8:30 to 11 a.m., certified teachers and volunteer tutors work with students on core subjects and teach successful learning and studying strategies.

Students enrolled in Saturday School also have access to additional programs and services that the Learning Academy offers, such as peer tutoring in math for middle and high school students and SAT and ACT test preparation. Annually, scholarships are provided to students who participated in Saturday School to support students' transition to higher education.

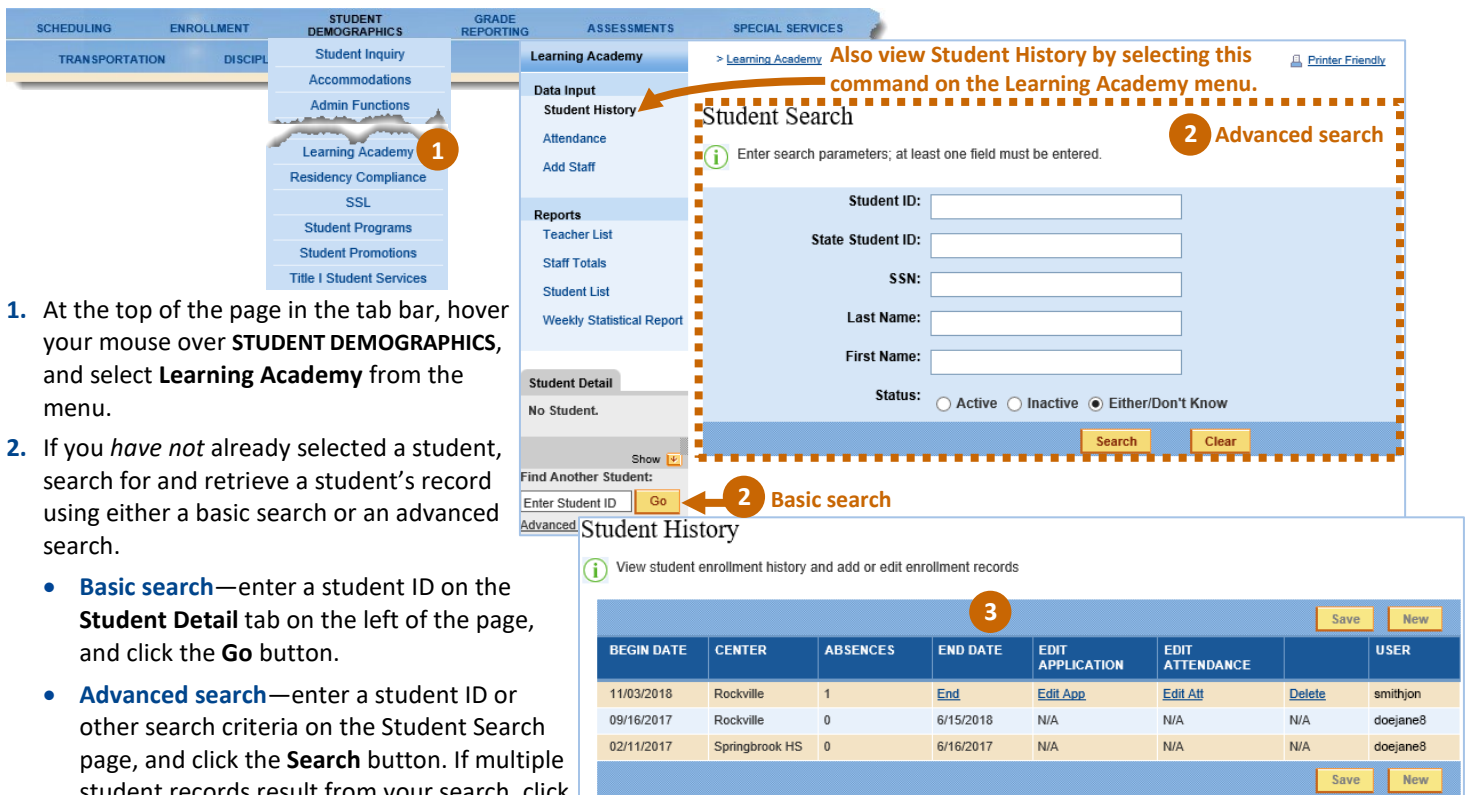
The primary users of the Learning Academy module are center administrators, center directors, and lead tutor trainers.

## Manage Learning Academy Enrollment Records

In this section are instructions for maintaining student enrollment records for the Learning Academy.

### View a Student's Learning Academy History

You can view details about a student's current and previous enrollment in the Learning Academy.



The screenshot shows the OASIS Learning Academy interface. At the top, there are tabs for SCHEDULING, ENROLLMENT, STUDENT DEMOGRAPHICS, GRADE REPORTING, ASSESSMENTS, and SPECIAL SERVICES. Under STUDENT DEMOGRAPHICS, the Learning Academy menu is expanded, showing options like Student Inquiry, Accommodations, Admin Functions, Learning Academy (highlighted with a red circle 1), Residency Compliance, SSL, Student Programs, Student Promotions, and Title I Student Services. The Learning Academy sub-menu includes Data Input, Student History, Attendance, Add Staff, Reports (Teacher List, Staff Totals, Student List, Weekly Statistical Report), Student Detail, and No Student. The Student Search section has a red dashed box around it, containing fields for Student ID, State Student ID, SSN, Last Name, and First Name, along with a Status dropdown (Active, Inactive, Either/Don't Know) and Search and Clear buttons. A red circle 2 points to the Search button, labeled 'Advanced search'. Below the search section is a 'Basic search' section with an 'Enter Student ID' field and a 'Go' button, also labeled with a red circle 2. The Student History section shows a table of enrollment records with columns for BEGIN DATE, CENTER, ABSENCES, END DATE, EDIT APPLICATION, EDIT ATTENDANCE, and USER. A red circle 3 points to the table. The table contains three rows of data.

BEGIN DATE	CENTER	ABSENCES	END DATE	EDIT APPLICATION	EDIT ATTENDANCE		USER
11/03/2018	Rockville	1	End	Edit App	Edit Att	Delete	smithjon
09/16/2017	Rockville	0	6/15/2018	N/A	N/A	N/A	doejane8
02/11/2017	Springbrook HS	0	6/16/2017	N/A	N/A	N/A	doejane8

1. At the top of the page in the tab bar, hover your mouse over **STUDENT DEMOGRAPHICS**, and select **Learning Academy** from the menu.
2. If you *have not* already selected a student, search for and retrieve a student's record using either a basic search or an advanced search.

- **Basic search**—enter a student ID on the **Student Detail** tab on the left of the page, and click the **Go** button.
- **Advanced search**—enter a student ID or other search criteria on the Student Search page, and click the **Search** button. If multiple student records result from your search, click a student ID to open the Student History.

3. On the Student History, view details about the student's current and previous enrollments in the Learning Academy.

## Add a Learning Academy Enrollment Record

Students can begin Saturday School any time during the school year. You can add a new enrollment record for a student only after [an end date has been assigned](#) to any of the student's previous enrollments.

Student History

View student enrollment history and add or edit enrollment records

BEGIN DATE	CENTER	ABSENCES	END DATE	EDIT APPLICATION	EDIT ATTENDANCE		USER
11/10/2018	Rockville	2	5/25/2019	<a href="#">Edit App</a>	<a href="#">Edit Att</a>	<a href="#">Delete</a>	carvergw

Save New

Student Registration

Enter/Edit Data on Student Registration Record

Student Indicators

ESOL: N Home Phone: (301) 123-4567  
HR Teacher/Counselor: Keller, Helen Home School: Walt Whitman High (427)

Enroll Date: 09/14/2019 Center: Rockville GBTL Grade: 12

Parent Last Name: Picasso Parent First Name: Pablo  
Parent Work No.: 2025551234 Parent E-Mail: picasso@mymail.co  
Emergency No.: Parent Cell: 2020009876  
Address: 12345 main st City: potomac  
Address 2: State: md  
Registration fee Received: 09/14/2019 Zip: 20854

Comments:

Save Cancel

1. [View a student's Learning Academy history.](#)

2. Click the **New** button.

The **New** button is available only after any previous enrollment records for the student have been assigned an end date.

3. On the Student Registration, enter the information requested, keeping in mind the following:

- **Enroll Date**—Select the Saturday session that the student began participating in the Learning Academy.
- **Center**—Select the Learning Academy location where the student is enrolled, which might not be the same as the student's home school.
- **GBTL Grade**—Select the grade level at the Learning Academy for the program or services in which the student will participate, which might not be the same as the student's grade level at the home school.

4. Click the **Save** button.

## Edit a Learning Academy Enrollment Record

You can edit only the most recent enrollment record for the current school year.

Student History

View student enrollment history and add or edit enrollment records

BEGIN DATE	CENTER	ABSENCES	END DATE	EDIT APPLICATION	EDIT ATTENDANCE		USER
11/10/2018	Rockville	2	5/25/2019	<a href="#">Edit App</a>	<a href="#">Edit Att</a>	<a href="#">Delete</a>	carvergw

Save New

Student Registration

Enter/Edit Data on Student Registration Record

Student Indicators

ESOL: N Home Phone: (301) 123-4567  
HR Teacher/Counselor: Keller, Helen Home School: Walt Whitman High (427)

Enroll Date: 09/14/2019 Center: Rockville GBTL Grade: 12

Parent Last Name: Picasso Parent First Name: Pablo  
Parent Work No.: 2025551234 Parent E-Mail: picasso@mymail.co  
Emergency No.: Parent Cell: 2020009876  
Address: 12345 main st City: potomac  
Address 2: State: md  
Registration fee Received: 09/14/2019 Zip: 20854

Comments:

Save Cancel

1. [View a student's Learning Academy history.](#)

2. In the Student History, click **Edit App**.

3. On the Student Registration, edit the desired information.

4. Click the **Save** button.

## Assign an End Date to a Learning Academy Enrollment Record

Assigning an end date indicates that a student will not attend more Learning Academy sessions during the current school year or that the school year's sessions have ended.

Student History

View student enrollment history and add or edit enrollment records

BEGIN DATE	CENTER	ABSENCES	END DATE	EDIT APPLICATION	EDIT ATTENDANCE		USER
11/10/2018	Rockville	2	End	Edit App	Edit Att	Delete	carvergw

Message from webpage

You are ending this record. Any attendance dates for this student past the end date will be deleted.

OK Cancel

BEGIN DATE	CENTER	ABSENCES	END DATE	EDIT APPLICATION	EDIT ATTENDANCE		USER
11/10/2018	Rockville	2	Select	Edit App	Edit Att	Delete	carvergw

1. [View a student's Learning Academy history.](#)
2. In the Student History, click **End**.
3. On the warning message that is displayed, click the **OK** button.  
Any attendance dates for the student past the end date will be deleted.
4. Select the end date.
5. Click the **Save** button.

## Delete a Learning Academy Enrollment Record

Only an enrollment record for the current year can be deleted.

Student History

View student enrollment history and add or edit enrollment records

BEGIN DATE	CENTER	ABSENCES	END DATE	EDIT APPLICATION	EDIT ATTENDANCE		USER
11/10/2018	Rockville	2	End	Edit App	Edit Att	Delete	carvergw

Message from webpage

You are about to delete this record. Any attendance dates for this record will also be deleted. Do you wish to continue?

OK Cancel

1. [View a student's Learning Academy history.](#)
2. In the Student History, click **Delete**.
3. On the warning message that is displayed, click the **OK** button.  
All attendance associated with that enrollment record also will be deleted.

## Manage Learning Academy Attendance

In this section are instructions for taking and updating attendance.

### Take Attendance for a List of Students at a Learning Academy Center

Learning Academy

> Student Demographics > Learning Academy

Attendance

Please select a Subject and Subject Assigned value for each 9-12 grade student that attended Learning Academy!

Date: 05/04/2019 Center: Rockville Grade: 11 Get List

STUDENT ID	FULL NAME	ATTENDANCE	SUBJECT	SUBJECT ASSIGNED?
010101	Bunyan, Paul	<input type="radio"/> P <input type="radio"/> A	Please Select	No
009009	Lopez, Jennifer Lynn	<input type="radio"/> P <input type="radio"/> A	English HSA Bridge Mathematics	No
000000	Sawyer, Tom	<input type="radio"/> P <input type="radio"/> A	SAT/ACT Preparation Science	No
011099	Woods, Tiger	<input type="radio"/> P <input type="radio"/> A	Social Studies Please Select	No

Save Cancel

1. On the Learning Academy menu, select **Attendance**.
2. Select options to define the list of students for which you want to take attendance.  
**Grade** is the grade level for the Learning Academy program or services in which the students are participating, which might not be the same as their grade level at their home school.
3. Click the **Get List** button.
4. Indicate if each student was present (**P**) or absent (**A**).

5. If applicable, for high school students who were present, select for **SUBJECT** the academic support that that student is receiving then **Yes** for **SUBJECT ASSIGNED**.

6. Click The **Save** button.

## Update a Student's Learning Academy Attendance

You can view and update a student's attendance in the Learning Academy for the current school year.

Student History

*i* View student enrollment history and add or edit enrollment records

BEGIN DATE	CENTER	ABSENCES	END DATE	EDIT APPLICATION	EDIT ATTENDANCE		USER
11/10/2018	Rockville	2	5/25/2019	<a href="#">Edit App</a>	<a href="#">Edit Att</a>	<a href="#">Delete</a>	carvergw

Attendance

*i* You may update this student's attendance. P is for present, A is for Absent

FULL NAME	DATE	ATTENDANCE	SUBJECT	SUBJECT ASSIGNED?
Picasso, Paulo	5/4/2019	<input type="radio"/> P <input checked="" type="radio"/> A		
Picasso, Paulo	4/27/2019	<input type="radio"/> P <input checked="" type="radio"/> A		
Picasso, Paulo	4/13/2019	<input checked="" type="radio"/> P <input type="radio"/> A		
Picasso, Paulo	4/8/2019	<input checked="" type="radio"/> P <input type="radio"/> A		
Picasso, Paulo	3/30/2019	<input checked="" type="radio"/> P <input type="radio"/> A		

1. [View a student's Learning Academy history.](#)
2. In the Student History, click **Edit Att**.
3. On the Attendance page, update the attendance for the desired date, selecting either **P** (present) or **A** (absent).
4. If applicable, if the student is in high school and was present, remember to select for **SUBJECT** the academic support that that student is receiving then **Yes** for **SUBJECT ASSIGNED**.
5. Click the **Save** button.

## Manage Learning Academy Staff

In this section are instructions for maintaining details about staff at the Learning Academy centers.

### Add Staff to a Learning Academy Center: Option 1

Learning Academy > Student Demographics > Learning Academy [Printer Friendly](#)

Data Input

- Student History
- Attendance
- Add Staff**
- Reports
  - Teacher List
  - Staff Totals
  - Student List
  - Weekly Statistical Report

Student Detail

No Student.

Show

Find Another Student:

Enter Student ID

[Advanced Search](#)

### Add Staff

Staff Information:

Center:

First Name:

Tutor Level:

MCPS School:  Yes  No

Current Address:

Current Address 2:

Home Phone:

Email Address:

Active:

Last Name:

Certification:

School:

City:

State:

Zip:

Cell Phone:

1. On the Learning Academy menu, select **Add Staff**.
2. On the Add Staff page, enter the information requested, keeping in mind the following:
  - **Center**—Select the Learning Academy location where the staff member is volunteering.
  - **Tutor Level**—Select the staff member's role: **Lead Tutor, Lead Tutor trainer, Adult Volunteer, Center Director, College Student Volunteer, Student Volunteer.**

- **MCPS School, Certification, School**—These options are available only if **Lead Tutor** is selected for **Tutor Level**.
  - **Active**—Leave **YES** as the entry so that the staff member is included in the center's [Teacher List](#) and [Staff Totals](#).
  - **School**—Select the Learning Academy location where the staff member is volunteering. If not an MCPS school (and **MCPS School** is **No**), enter the school name and address.
3. To save your entries, click the **Save** button. To save and continue adding staff, click the **Save & Add Another** button.

## Add Staff to a Learning Academy Center: Option 2

**Learning Academy** > Student Demographics > Learning Academy Printer Friendly

**Teacher List**

Center: Rockville

1 2 3 4 5 6 7 8 9 10 11 Page 1 of 11 | Show All | Multi Sort New

First Name	Last Name	Employee Type	Certified	Active		
Hank	Aaron	Student Volunteer	No	Yes	Edit/View	Delete
John	Adams	Lead Tutor	No	No	Edit/View	Delete

**Add Staff**

**Staff Information:**

Center: Please Select

Last Name:

First Name:

Certification: NO

Tutor Level: Please Select

School: Please Select

MCPS School:  Yes  No

City:

Current Address:

State:

Current Address 2:

Zip:

Home Phone:

Cell Phone:

Email Address:

Active: YES

Cancel Save Save & Add Another

1. On the Learning Academy menu, select **Teacher List**.
2. Click the **New** button.
3. On the Add Staff page, enter the information requested, keeping in mind the following:

- **Center**—Select the Learning Academy location where the staff member is volunteering.
- **Tutor Level**—Select the staff member's role: **Lead Tutor, Lead Tutor trainer, Adult Volunteer, Center Director, College Student Volunteer, Student Volunteer**.
- **MCPS School, Certification, School**—These options are available only if **Lead Tutor** is selected for **Tutor Level**.

- **Active**—Leave **YES** as the entry so that the staff member is included in the center's [Teacher List](#) and [Staff Totals](#).
- **School**—Select the Learning Academy location where the staff member is volunteering. If not an MCPS school (and **MCPS School** is **No**), enter the school name and address.

4. To save your entries, click the **Save** button. To save and continue adding staff, click the **Save & Add Another** button.

## View and Edit Details About Learning Academy Staff

**Learning Academy** > Student Demographics > Learning Academy Printer Friendly

**Teacher List**

Center: Rockville

1 2 3 4 5 6 7 8 9 10 11 Page 1 of 11 | Show All | Multi Sort New

First Name	Last Name	Employee Type	Certified	Active		
Hank	Aaron	Student Volunteer	No	Yes	Edit/View	Delete
John	Adams	Lead Tutor	No	No	Edit/View	Delete

**Add Staff**

**Staff Information:**

Center: Rockville

Last Name: Aaron

First Name: Hank

Certification: NO

Tutor Level: Student Volunteer

School: Please Select

MCPS School:  Yes  No

City: Rockville

Current Address: 789 Yellow Brick Road

State: Md

Current Address 2:

Zip:

Home Phone: 3010005555

Cell Phone: 2401119999

Email Address: aaronhnk@mymail.com

Active: YES

Cancel Save Save & Add Another

1. On the Learning Academy menu, select **Teacher List**.
2. Click the **Edit/View** link.
3. On the Add Staff page, edit the desired information.

To inactivate staff members but retain their name in the [Teacher List](#), select **NO** for **Active**. Inactive staff are excluded from the counts in the [Staff Totals](#).

4. To save your entries, click the **Save** button. To save and continue adding staff, click the **Save & Add Another** button.

## Delete Names From a Learning Academy Center's Staff List

The screenshot shows the 'Teacher List' page for the Rockville center. A dialog box is open over the table, asking for confirmation to delete a record. The dialog box contains the following text:

Message from webpage

Deleting this teacher will delete everything attached to this teacher as well.

Are you sure you want to DELETE everything attached to this record?

Buttons: OK, Cancel

Numbered callouts: 1 points to the 'Teacher List' link in the Reports menu; 2 points to the 'Delete' link in the table; 3 points to the 'OK' button in the dialog box.

1. On the Learning Academy menu, select **Teacher List**.
2. Click the **Delete** link.
3. On the warning message that is displayed, click the **OK** button.

## View Learning Academy Center Reports

In this section are instructions for viewing online reports about staff and students at Learning Academy centers.

### View a Teacher List

The screenshot shows the 'Teacher List' page for the Rockville center. Numbered callouts indicate navigation controls:

- 1: Points to the 'Teacher List' link in the Reports menu.
- 2: Points to the 'Center' dropdown menu.
- 3: Points to the pagination controls (Page 1 of 11, Show All, Multi Sort).

A text box with an arrow pointing to the pagination controls contains the following text:

Use these controls to navigate through the list, show it as one continuous list or divided among pages, and sort the list.

1. On the Learning Academy menu, under **Reports**, select **Teacher List**.
2. Select the Learning Academy location.
3. View details about staff at that location.

From here you can [add staff to the center](#), [view and edit staff details](#), and [delete names from the center's staff list](#).

### View Staff Totals

The screenshot shows the 'Staff Totals' page for the Rockville center. A table displays the following data:

Center	Employee Type	Total
Rockville	Lead Tutor	2
Rockville	Adult Volunteer	1
Rockville	Center Director	0
Rockville	Student Volunteer	81
Rockville	Lead Tutor trainer	0
Rockville	College Student Volunteer	4
Rockville	<b>Total:</b>	<b>88</b>

A 'View' link is located at the end of the 'Total' row. A callout box with an arrow pointing to this link contains the following text:

Click View to open the Teacher list, which shows details about staff at the center.

1. On the Learning Academy menu, under **Reports**, select **Staff Totals**.
  2. Select the Learning Academy location.
  3. View totals for each type of staff at that location.
- The totals include only active staff.

## View a Student List

**Student List**

Date: 05/04/2019 Center: Rockville GBTLA Grade: 12

Click this button to export the list to an Excel spreadsheet.

	LAST NAME	FIRST NAME	GBTLA GRADE	MCPS GRADE	MCPS HOME SCHOOL	YTD ABS	DAYS ENROLLED	PERC
000001	Edison	Thomas	2	12	Rockville High	11	24	54
000005	Jolie	Angelina	12	12	Walt Whitman High	4	17	76
000022	Lopez	Mario	2	12	Rockville High	15	20	25
000007	Shakespeare	William	12	12	Rockville High	7	23	70

For long lists, use these controls to navigate through the list, show it as one continuous list or divided among pages, and sort the list.

1. On the Learning Academy menu, under **Reports**, select **Student List**.
2. Select the information to include in the report:
  - **Date**—Saturday session in which the students to be listed were enrolled.
  - **Center**—Learning Academy location where the students to be listed were enrolled on the selected date, which might not be the same as their home school.

- **GBTLA Grade**—Grade level(s) at the George B. Thomas Learning Academy (GBTLA) for the program or services in which the students are participating, which might not be the same as their grade level at their home school. You can select a grade level or **All** for all grade levels.

3. Click the **Get List** button.
4. View details about students at the center on the selected date and in the selected grade level(s).

## View a Weekly Statistical Report

**Weekly Statistical Data:**

Center: Rockville Date: 05/04/2019

Run

Enrollment		
Total Enrolled	223	
Enrollment by Gender		
Male	119	
Female	104	
Not Available	0	
Enrollment By Reporting Race		
American Indian or Alaska Native	2	
Asian	40	
Black or African American	56	
Hispanic/Latino	93	
Native Hawaiian or Other Pacific Islander	0	
Two or More Races	10	
White	22	
Enrollment By Grade Levels		
15	Enrollment	Attendance
1	28	28
2	29	29
11	4	4
12	4	4
Totals	223	223
Attendance*		
For Quarter 3 as of 5/4/2019 12:00:00 AM		
Number of Students at > 80%	47	
Number of Students at < 50%	128	

\*Individual student attendance records available on request

1. On the Learning Academy menu, under **Reports**, select **Weekly Statistical Report**.
2. Select the information to include in the report:
  - **Center**—Learning Academy location.
  - **Date**—Saturday session for which you want to view the prior week's statistics.
3. Click the **Run** button.
4. View the week's enrollment and attendance statistics for the selected center as of the selected date.