Montgomery County Public Schools
Online Administrative Student Information System

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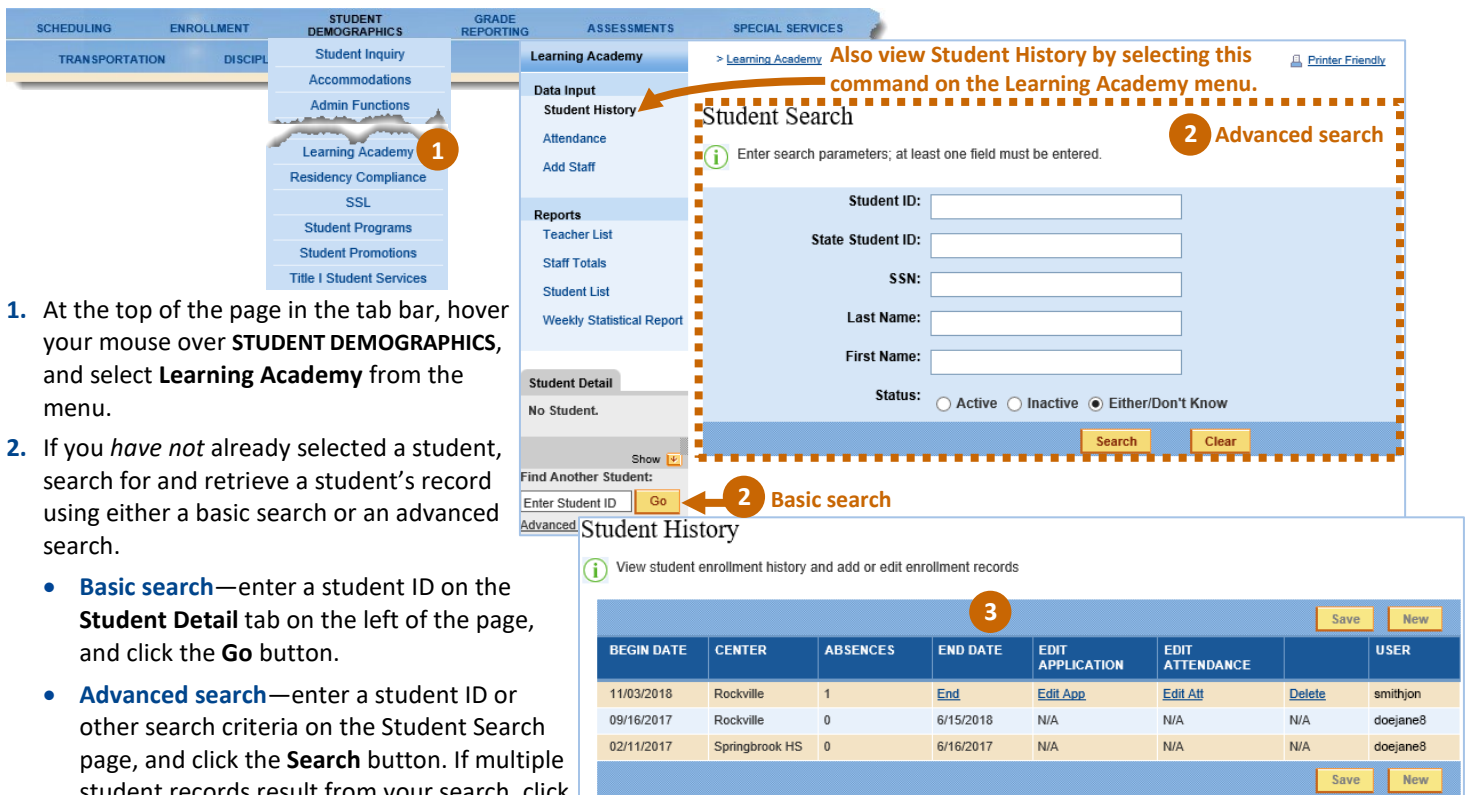
The primary users of the Learning Academy module are center administrators, center directors, and lead tutor trainers.

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.

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.

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.

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.

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.

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

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.

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

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

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

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

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

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

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

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

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

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.