

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. Below this, there are sections for Data Input, Student History, Attendance, Add Staff, Reports, Teacher List, Staff Totals, Student List, and Weekly Statistical Report. A Student Search section is highlighted with a red dashed box and contains a search form with fields for Student ID, State Student ID, SSN, Last Name, and First Name, and a Status dropdown. Below the search form are Search and Clear buttons. A Student Detail section is also visible, with a 'Go' button highlighted with a red circle 2. At the bottom, a Student History table is shown with columns for BEGIN DATE, CENTER, ABSENCES, END DATE, EDIT APPLICATION, EDIT ATTENDANCE, and USER. The table contains three rows of data. A red circle 3 highlights the table. A 'Save' and 'New' button are visible at the bottom right of the table.

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.

| 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 |

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 | Edit App | Edit Att | Delete | 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 | Edit App | Edit Att | Delete | 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 checked="" type="radio"/> P <input type="radio"/> A | Please Select | No |
| 009009 | Lopez, Jennifer Lynn | <input type="radio"/> P <input checked="" type="radio"/> A | English | No |
| 000000 | Sawyer, Tom | <input type="radio"/> P <input checked="" type="radio"/> A | HSA Bridge | No |
| 011099 | Woods, Tiger | <input type="radio"/> P <input checked="" type="radio"/> A | Mathematics | No |
| | | | SAT/ACT Preparation | No |
| | | | Science | No |
| | | | Social Studies | No |
| | | | 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

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 | Edit App | Edit Att | Delete | carvergw |

Attendance

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

Data Input
 Student History
 Attendance
 Add Staff

Reports
Teacher List 1
 Staff Totals
 Student List
 Weekly Statistical Report

Student Detail
 No Student.
 Show
 Find Another Student:
 Enter Student ID
 Advanced Search

Teacher List
 Center: Rockville
 Page 1 of 11 | Show All | Multi Sort New 2

| 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 3
 City:
 Current Address:
 State:
 Current Address 2:
 Zip:
 Home Phone:
 Cell Phone:
 Email Address:
 Active: YES

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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

Data Input
 Student History
 Attendance
 Add Staff

Reports
Teacher List 1
 Staff Totals
 Student List
 Weekly Statistical Report

Student Detail
 No Student.
 Show
 Find Another Student:
 Enter Student ID
 Advanced Search

Teacher List
 Center: Rockville
 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 2 |
| 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 3
 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

4

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 teacher and all associated data. The dialog has 'OK' and 'Cancel' buttons.

| First Name | Last Name | Employee Type | Certified | Active | Edit/View | Delete |
|------------|------------|---------------------------|-----------|--------|-----------|--------|
| Hank | Aaron | Student Volunteer | No | Yes | Edit/View | Delete |
| John | Adams | Lead Tutor | No | No | Edit/View | Delete |
| Ben | Affleck | Student Volunteer | No | Yes | Edit/View | Delete |
| Christina | Aguilera | College Student Volunteer | No | Yes | Edit/View | Delete |
| Jessica | Alba | Student Volunteer | No | Yes | Edit/View | Delete |
| Marie | Antoinette | Student Volunteer | No | | Edit/View | Delete |
| Neil | Armstrong | Student Volunteer | No | | Edit/View | Delete |
| Jane | Austen | Student Volunteer | No | | Edit/View | Delete |
| Alec | Baldwin | Lead Tutor | No | | Edit/View | Delete |
| Halle | Berry | Lead Tutor | No | | Edit/View | Delete |

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. Annotations include a '1' on the 'Teacher List' link in the Reports menu, a '2' on the 'Center' dropdown menu, and a '3' on the table's pagination controls. A text box explains the pagination controls.

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

| First Name | Last Name | Employee Type | Certified | Active | Edit/View | Delete |
|------------|------------|---------------------------|-----------|--------|-----------|--------|
| Hank | Aaron | Student Volunteer | No | Yes | Edit/View | Delete |
| John | Adams | Lead Tutor | No | No | Edit/View | Delete |
| Ben | Affleck | Student Volunteer | No | Yes | Edit/View | Delete |
| Christina | Aguilera | College Student Volunteer | No | Yes | Edit/View | Delete |
| Jessica | Alba | Student Volunteer | No | Yes | Edit/View | Delete |
| Marie | Antoinette | Student Volunteer | No | | Edit/View | Delete |
| Neil | Armstrong | Student Volunteer | No | | Edit/View | Delete |
| Jane | Austen | Student Volunteer | No | | Edit/View | Delete |
| Alec | Baldwin | Lead Tutor | No | | Edit/View | Delete |
| Halle | Berry | Lead Tutor | No | | Edit/View | Delete |

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. Annotations include a '1' on the 'Staff Totals' link in the Reports menu, a '2' on the 'Center' dropdown menu, and a '3' on the 'View' link at the end of the 'Total' row. A text box explains the 'View' link.

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

| 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 | Total: | 88 | View |

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.

| Multi Sort | 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: 4 Attendance: 4 |
| 1 | Enrollment: 28 Attendance: 28 |
| 2 | Enrollment: 29 Attendance: 29 |
| 11 | Enrollment: 4 Attendance: 4 |
| 12 | Enrollment: 4 Attendance: 4 |
| Totals | Enrollment: 223 Attendance: 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.