

How to Enter Student Caseload Data



SPRINGFIELD
COLLEGE
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Springfield College AmeriCorps 2018–2019 Student Data Collection

September 2018

(available in the Resources Section on the OnCorps Portal)



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#1. Log in to OnCorps (make sure you are in the 2018-19 Program Year)

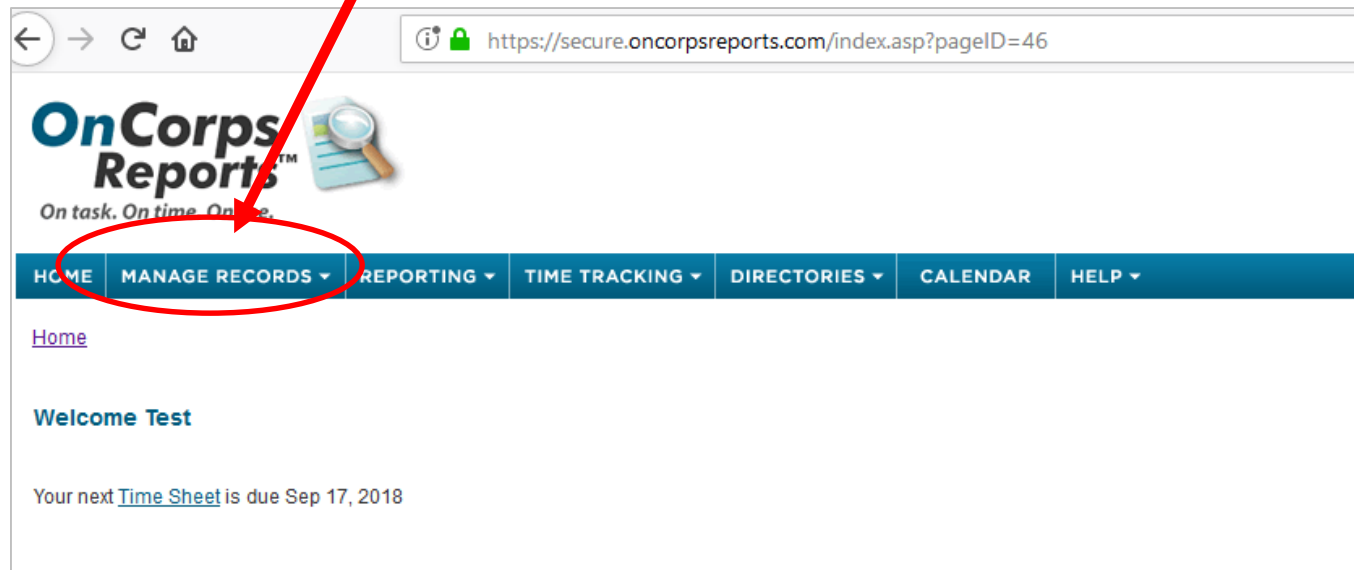


The screenshot shows the login interface for OnCorps Reports. At the top, there are navigation tabs for 'WEB SITE' and 'RESOURCES'. Below this, a 'Hello!' message is followed by the Springfield College AmeriCorps logo, which includes the Massachusetts Service Alliance emblem and the college's name. The main heading reads 'Welcome to Springfield College AmeriCorps School Turnaround Program Year 2018-19'. A sub-heading identifies the users as '2018-19 Springfield College AmeriCorps Members and Staff'. On the right side, there is a 'Login to OnCorps Reports' box. This box contains the 'OnCorps Reports' logo with the tagline 'On task. On time. Online.' and a magnifying glass icon. Below this, it states 'You are logging into: 2018-2019 School Turnaround Initiative' with a link to 'change'. There are two input fields: 'AmeriCorps Member or VISTA Username:' and 'Password:'. A 'Login' button is positioned below the password field. At the bottom of the login box, there is a link for 'Forgot your password?' and a partially visible instruction: 'Enter your e-mail address below and we will...



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#2. Go “Manage Records”



The screenshot displays the OnCorps Reports web application. The browser's address bar shows the URL: <https://secure.oncorpsreports.com/index.asp?pageID=46>. The page header features the OnCorps Reports logo with the tagline "On task. On time. Online." and a magnifying glass icon. Below the logo is a navigation menu with the following items: HOME, MANAGE RECORDS (circled in red), REPORTING, TIME TRACKING, DIRECTORIES, CALENDAR, and HELP. The main content area includes a "Home" link, a "Welcome Test" message, and a notification: "Your next [Time Sheet](#) is due Sep 17, 2018".



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#3. Go “Students (on Caseload)”

File Edit View History Bookmarks Tools Help

Home | Springfield College | Inbox (14) - americorps@springfield.edu | School Turnaround National Evaluation | Fwd: FW: Send data from MFP | AmeriCorps

https://secure.oncorpsreports.com/index.asp?pageID=46

OnCorps Reports™
On task. On time. Online

HOME MANAGE RECORDS REPORTING TIME TRACKING DIRECTORIES CALENDAR HELP

Students (on Caseload)

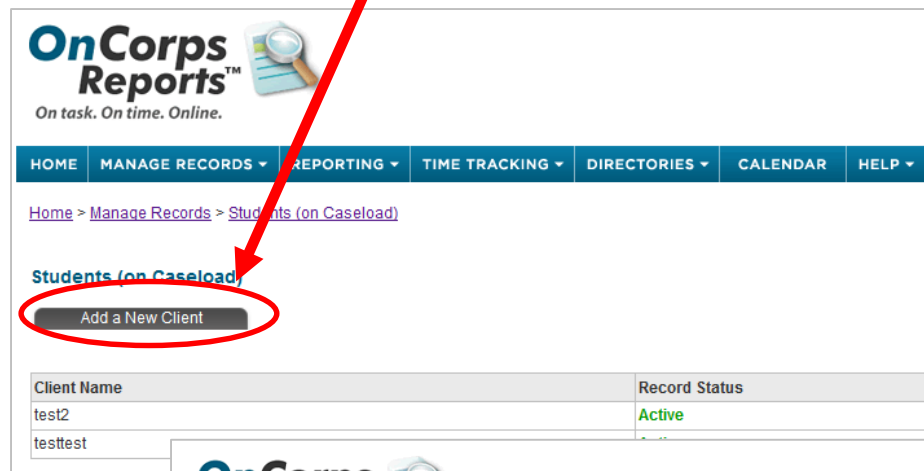
Welcome Test

Your next [Time Sheet](#) is due Sep 17, 2018



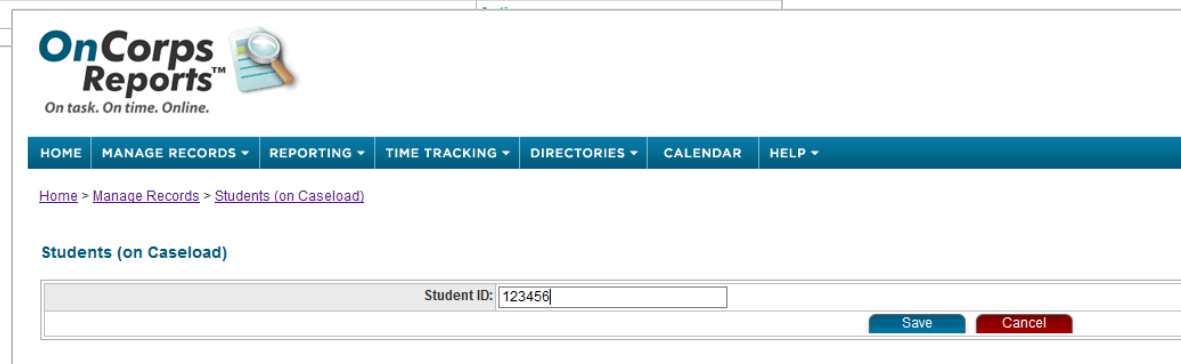
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#3. Go “Add a New Client” to input student ID numbers



The screenshot shows the OnCorps Reports web application. The top navigation bar includes links for HOME, MANAGE RECORDS, REPORTING, TIME TRACKING, DIRECTORIES, CALENDAR, and HELP. Below the navigation bar, the breadcrumb trail reads "Home > Manage Records > Students (on Caseload)". The main heading is "Students (on Caseload)". A button labeled "Add a New Client" is circled in red, with a red arrow pointing to it from the text above. Below the heading is a table with two columns: "Client Name" and "Record Status".

Client Name	Record Status
test2	Active
testtest	

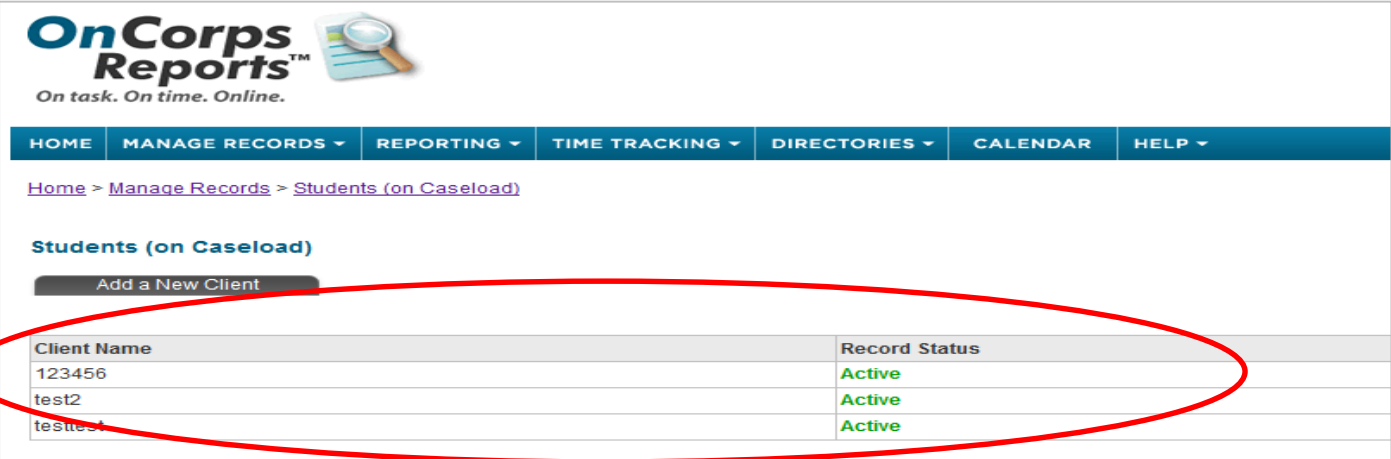


The screenshot shows the OnCorps Reports web application with the "Add a New Client" form open. The form has a "Student ID" field containing the text "123456". Below the form are "Save" and "Cancel" buttons. The breadcrumb trail and navigation bar are the same as in the previous screenshot.



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Once all of your Student ID numbers have been entered...



The screenshot displays the OnCorps Reports web application interface. At the top left is the logo for OnCorps Reports with the tagline "On task. On time. Online." and a magnifying glass icon. Below the logo is a navigation menu with the following items: HOME, MANAGE RECORDS, REPORTING, TIME TRACKING, DIRECTORIES, CALENDAR, and HELP. Below the navigation menu is a breadcrumb trail: Home > Manage Records > Students (on Caseload). The main heading is "Students (on Caseload)" with a button labeled "Add a New Client". Below this is a table with two columns: "Client Name" and "Record Status". The table contains three rows of data, all of which are circled in red. The first row has "123456" in the Client Name column and "Active" in the Record Status column. The second row has "test2" in the Client Name column and "Active" in the Record Status column. The third row has "testtest" in the Client Name column and "Active" in the Record Status column.

Client Name	Record Status
123456	Active
test2	Active
testtest	Active



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#4. Go to the “Reporting” tab, then “Custom Reports” and then “Submit Custom Reports”

OnCorps Reports™
On task. On time. Online.

HOME | MANAGE RECORDS | **REPORTING** | TIME TRACKING | DIRECTORIES | CALENDAR | HELP

Home > Manage Records > Student

Students (on Caseload)
Add a New Client

Client Name	Record Status
123456	Active
test2	Active
testtest	Active



How to Enter Student Caseload Data

#5. Select the Correct Week to complete your data for WITHIN TWO WEEKS OF THE ASSIGNED DATE



Welcome Test Member [view/edit profile](#)
Logged in as: AmeriCorps Member | School Turnaround Initiative | AmeriCorps
State & Program Year: Massachusetts |



[Home](#) > [Reporting](#) > Custom Reports > [Submit Custom Reports](#)

Page Tools [Create](#)

Submit Custom Reports

Custom Reports Requiring Approval

Name	Form	Form Template	Assignment Level	Assigned On	Status	
Test Member	Test Member tracker	Weekly Service Activity Tracker	Member -> Client	08/26/2018	Saved	Select
Test Member	Test Member tracker	Weekly Service Activity Tracker	Member -> Client	09/02/2018	Saved	Select



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Let us know if you have any questions.

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