



ASAI School Data Management System

Advancing Academic Excellence (AAE) Academy

Overview.....	1
Leadership	2
Progress Report.....	3
Data Collection	4
Grant Application.....	6
Submission Status	10
Current Budget.....	10
Past Budgets	10
Budget Modification.....	11
Fiscal Reports.....	12
Additional Assistance	12

Overview

To facilitate continuous school improvement, the American Student Achievement Institute has created an online school data management system. This guide will introduce you to the system and help you with these important tasks.

Browsers

The online data system works best using Firefox or Internet Explorer. Netscape is not supported. Other browsers (Safari, Chrome, etc) may also work well.

Logging In

Open a supported browser and go to www.asainstitute.org. Under Data System Log In, click AAE Project Directors. Enter the username and password provided by ASAI and click the sign in button.

For help with the username or password, call 812-669-0006 or email asai@asainstitute.org.

Tabs

After logging in, note that the left navigation now includes a blue tab for each section of the data system.

Leadership

It is important to keep Leadership Information up to date, particularly e-mail addresses. Open the Leadership tab (Figure 1).

Figure 1: Leadership tab

AAE HOME

SCHOOL DATA SYSTEM

- leadership
- data
- progress report
- grant application
- application status

MANUAL

LOCAL PROJECT DIRECTORS

CALENDAR

MEETINGS & ONLINE REGISTRATION

FORMS

EVALUATION

APPLICATION STATUS

RESOURCES

STAFF

Leadership

Please keep contact information current. We may send email to the addresses below. If contact information is not current, your school may not receive important information. Project director contact information is published on the [Local Project Directors](#) page to encourage networking.

If all information is current, please confirm below.

School Mailing Address

Sample Jr-Sr High School
123 Sample Street
Samletown, IN 12345

AAE Project Director: Gayle Tyler

School email: gtyler@sample.k12.in.us
Summer email: gayletyler@gmail.com
Day phone: 812-555-1234
Evening phone: 812-555-5678

Associate Project Director: New Associate Project Director

School email:
Summer email:

Editing Leadership Information

Review the contact information entered for your AAE leadership team. If corrections are needed, click the edit button for that position. Make changes in the form that opens and click the Save button.

Add a New Person

To add a person to leadership, click the “Add a New Person” button and near the bottom of the page. Complete the form and click the Save button.

Confirm Current Information

To confirm that all information is current, check the box at the bottom of the Leadership page and click Save.

Progress Report

To complete the mid-year or final progress report, click the Progress Report tab in the left navigation. Click the “edit” link for the appropriate Progress Report.

Figure 2: Progress Report

AAE HOME

SCHOOL DATA SYSTEM

- leadership
- data
- progress report
- grant application
- submission status
- current budget
- past budgets
- budget modification
- fiscal reports
- log out

MANUAL

LOCAL PROJECT DIRECTORS

DEADLINES

CALENDAR

MEETINGS & ONLINE REGISTRATION

EVALUATION

ALLOWABLE EXPENSES

RESOURCES

STAFF

AAE Year-End Progress Report

Sample High School

Online Data Report has been submitted. Current Status: not submitted

Please revise and click the "Submit for Review" button at the [bottom of this page](#) when you are finished.

Due Jun 15, 2010

IMPLEMENTATION

Academic Supports

1. The actions we planned for this semester related to this activity were:
<select>

2. If implemented, describe the results of this activity. If not implemented as planned, please explain.

Save

Creation of course

1. The actions we planned for this semester related to this activity were:
<select>

2. If implemented, describe the results of this activity. If not implemented as planned, please explain.

Save

Print report icon

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Select answers from drop down boxes or enter text in the text boxes as appropriate. Click any Save button at least every 20 minutes to reduce the risk of losing work.

Print the progress report by clicking the report icon in the upper right corner of the page (Figure 2).

When you have finished the progress report, click the “Entry is Complete - Submit for Review” button near the top of the page.

Data Collection

The School Data Management System allows schools to create single-year and longitudinal group data reports. It also collects individual student data (see [User Guide: Entering Individual Student Data](#) for instructions).

To enter group data, click the Data tab in the left navigation. On the main Data page, click Group Data. A list of data tables opens (Figure 3). Tables with checkmarks have been indicated as complete. Tables without checkmarks have not been completed.

When all tables have been completed, click the Submit button to submit the online data for review. Check the Submission Status page for feedback. If revisions are requested, make changes then resubmit.

Figure 3: Enter/edit Data - List of Tables

The screenshot shows the 'Data (2009-2010)' page for 'Sample Jr-Sr High School'. On the left, there is a navigation menu with 'AAE HOME' at the top, followed by 'SCHOOL DATA SYSTEM' and a list of menu items: leadership, data, progress report, grant application, submission status, current budget, past budgets, budget modification, fiscal reports, and log out. Below the menu are 'MANUAL' and 'LOCAL PROJECT DIRECTORS'. The main content area displays the school name, the data year '2009-2010' with a dropdown arrow, and buttons for 'Change Data Year' and 'Printer Friendly Version'. A red arrow points to a 'Submit' button, which is highlighted in red. Below the submit button, there is a list of tables: Table 1: AP Enrollment and Performance, Table 2: IB Graduate Enrollment and Performance, Table 3: DC Enrollment and Performance, and Table 4: College Course Enrollment and Performance (non-duplicated). A 'Submit for Review' button is also present.

Changing the Data Year

It is important to check the data year near the top of the page. To change the year, click on the down arrow next to the year that is showing, select the year for which you want to enter data, then click the "change data year" button. The browser will open the page again with the year that you have selected.

Entering Data

Open a data chart by clicking on its title. The chart will open (Figure 4) with the data that has been entered to date. If no data has been entered, the chart is blank. Click the “edit” button to add or change data.

Figure 4: Enter Data

LOCAL PROJECT DIRECTORS

CALENDAR

MEETINGS & ONLINE REGISTRATION

FORMS

EVALUATION

APPLICATION STATUS

RESOURCES

STAFF

Population	All Students Grades 9-12			Students Enrolled in One or More AP Courses		Students Enrolled in International Baccalaureate Diploma Courses		Students Enrolled in Dual Credit Courses Awarding Academic Credit Transferable to a 2 or 4 Year College		Students (non-duplicated) Enrolled in One or More AP, IB or DC Courses	
	#	#	%	#	%	#	%	#	%	#	%
All Students	<input type="text"/>	<input type="text"/>	0%	<input type="text"/>	0%	<input type="text"/>	0%	<input type="text"/>	0%	<input type="text"/>	0%
Native American	<input type="text"/>	<input type="text"/>	0%	<input type="text"/>	0%	<input type="text"/>	0%	<input type="text"/>	0%	<input type="text"/>	0%
Black	<input type="text"/>	<input type="text"/>	0%	<input type="text"/>	0%	<input type="text"/>	0%	<input type="text"/>	0%	<input type="text"/>	0%
Asian	<input type="text"/>	<input type="text"/>	0%	<input type="text"/>	0%	<input type="text"/>	0%	<input type="text"/>	0%	<input type="text"/>	0%
Hispanic	<input type="text"/>	<input type="text"/>	0%	<input type="text"/>	0%	<input type="text"/>	0%	<input type="text"/>	0%	<input type="text"/>	0%
White	<input type="text"/>	<input type="text"/>	0%	<input type="text"/>	0%	<input type="text"/>	0%	<input type="text"/>	0%	<input type="text"/>	0%
Multiracial	<input type="text"/>	<input type="text"/>	0%	<input type="text"/>	0%	<input type="text"/>	0%	<input type="text"/>	0%	<input type="text"/>	0%
Free/Reduced Lunch	<input type="text"/>	<input type="text"/>	0%	<input type="text"/>	0%	<input type="text"/>	0%	<input type="text"/>	0%	<input type="text"/>	0%
Paid Lunch	<input type="text"/>	<input type="text"/>	0%	<input type="text"/>	0%	<input type="text"/>	0%	<input type="text"/>	0%	<input type="text"/>	0%
First Generation College Bound	<input type="text"/>	<input type="text"/>	0%	<input type="text"/>	0%	<input type="text"/>	0%	<input type="text"/>	0%	<input type="text"/>	0%
Not First Generation College Bound	<input type="text"/>	<input type="text"/>	0%	<input type="text"/>	0%	<input type="text"/>	0%	<input type="text"/>	0%	<input type="text"/>	0%

Enter the requested data in the white boxes.

If you have entered all data, click the button “Save Changes – Entry Is Complete” (on the right). This will place a checkmark next to the table title on the table selection page.

If you have entered data, but still have more data to enter at another time, click the button “Save Changes – Complete Chart Later” (on the left).

After you save the table, the page will refresh with a message that the changes have been saved. You can check the chart here to make sure the data was entered without error. Also note that the system has calculated percentages. If numbers need to be corrected, click the edit button again, make changes, and save them. If everything was entered correctly and you are ready for another chart, click the link “Select a different chart.”

View/Print Data Reports

To view or print data reports, click the Data tab in the left navigation. Under “Print Reports” select single year, longitudinal report, or longitudinal report without disaggregation.

Grant Application

Click the Grant Application tab in the left navigation. The introduction opens and the left navigation expands to show each section of the application.

Note that the Assurances section already has a check mark indicating that no data entry will be needed (Figure 5). As you complete entry for each section, they will be checked, too.

Note also the report icon in the upper right corner of the page (Figure 5). The report can be opened at any time so entered information can be reviewed. Do **not** seek signatures or send the printed report until it has been approved in the Submission Status (see page 10).

Figure 5: Grant Application Introduction

AAE HOME

SCHOOL DATA SYSTEM

- leadership
- data
- progress report
- grant application

1: LEADERSHIP
2: NARRATIVE
3: OBJECTIVES
4: ACTIVITIES
5: BUDGET
✓ 6: ASSURANCES
7: SUBMIT

submission status

MANUAL

Grant Application - Introduction

Due Date
Grant applications must be submitted by September 15, 2008.

Grant Amount
Sample Jr-Sr High School is eligible for funding up to \$10000 for the 2008-2009 school year, provided that the school 1) submits an approved AAE Grant Application, and 2) is in good standing with the AAE initiative. Schools not in good standing may continue to participate in the AAE Initiative, but will not be eligible for funding for one year. Funds not encumbered by September 14 of the grant year must be returned to the American Student Achievement Institute by October 15.

Schools in "Good Standing"
Schools are in good standing when they have completed the following **on time**:

A. During the Previous Year -- Sent the project director or associate director to all AAE sponsored activities listed in the previous year's assurances page

Grant Application – Part 1: Leadership

The page for Part 1: Leadership displays the information from the Leadership tab. You may edit as needed. A Save button is located at the bottom of the page. When all changes have been made, scroll down to the bottom of the page and click the “Entry for this Part is Complete” button.

When the Entry is Complete button is clicked, the system checks to make sure all email addresses have been entered and the addresses are properly formatted. If a mistake has been made, the addresses that need to be fixed will be highlighted in red. Fix the address(es) and click the Entry is Complete button again.

Grant Application – Part 2: Narrative

The Narrative page is made up of large text boxes. Enter text directly into those boxes to answer each question. It is possible to write text in a word processing program like Microsoft

Word then copy and paste into the text box on the Narrative page. If you plan to copy and paste, any formatting you have done in Word (including bulleted lists) will be lost.

Note that Save buttons are provided after each text box. It is important to save frequently so that no work is lost.

Grant Application – Part 3: Objectives

To identify the objectives for the grant year, use the drop down boxes on the Objectives page (Figure 6) to select the objectives for your school. If your school will have more than one objective in any of the four objective areas, use the “Add Another” buttons to create more objectives.

When the Save or Add Another button is clicked, the objectives you have created become bulleted statements. If an objective is created in error, click its delete button to remove it.

When all objectives have been created, click the “Entry for this Part is Complete” button.

Figure 6: Objectives

submission status

MANUAL

LOCAL PROJECT DIRECTORS

CALENDAR

MEETINGS & ONLINE REGISTRATION

FORMS

EVALUATION

APPLICATION STATUS

RESOURCES

STAFF

The activities in this grant application are expected to impact the following areas.

OVERALL ONE-YEAR OBJECTIVES

Enrollment

- % of all graduates who have taken one or more AP courses.

% of all graduates who have taken one or more

Performance

% of all graduates who have earned a

4 or better in one or more IB courses

TAR

Enrollment

% of graduates who have taken one or more

Performance

% of graduates who have earned a

Grant Application – Part 4: Activities

Complete the New Activity form and click the Save button.

The activity you entered will now appear in the Activities Entered list (Figure 7). An entered activity can be edited or deleted by clicking on it in the list.

Figure 7: Activities

being funded by AAE to give a complete picture of your program. Schools must implement a) professional development, b) academic support, and c) subsidy activities.

Activities Entered

- Study Tables

New Activity

Activity Title 3-5 words. Descriptive.

Activity Description Please list one or two sentences that describe 1) what you will do, and 2) who will do it.

Activity Participants Who will deliver and/or participate in this activity?

Deadline When will this activity be completed?
 2009

Funding How will this activity be funded? (Check either or both as applicable)

AAE funding
 Other funding:

Non-AAE Source	Amount
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Activity Type Check all that apply.

Professional Development*
 Academic Support (e.g. tutoring)*
 Subsidies (test fees / tuition)*
 Course creation / teacher materials
 Recruitment
 Preparation for Rigor
 Incentives for teachers or students
 Data collection and analysis
 Other

*must be addressed in at least one activity in your grant application

Grant Application – Part 5: Budget

As you enter numbers in the Budget Notes column, the Proposed column will change. The system does the calculations for you.

If more lines are needed in any line item, click the “Save & Add More” button below that section.

VERY IMPORTANT: Click the Save buttons frequently to ensure that work isn’t lost.

At the bottom of the page, the Total Proposed Budget (Figure 8) provides helpful notes based on the amounts you have entered. Notes only appear if the amounts are not in line with the notes at the top of the page.

Click Entry for this Part is Complete when the budget is finished.

Figure 8: Budget Total

Line Item	Budget Notes		Proposed
700 Academic Support Programs	Activity	Amount	\$2000.00
	Study Tables	2000.00	
Total Proposed Budget:			\$7325.00
<p style="color: red;">Line Item 400 (Data Management) cannot be more than \$500</p> <p style="color: red;">No single line item can exceed 40% of the total amount requested</p> <ul style="list-style-type: none"> • Line item 100 is above 40% 			

Grant Application – Part 6: Assurances

The Assurances page lists all of the items that will be in the print report. No data entry is required for this section.

Grant Application – Part 7: Submit

When all sections of the grant application have been completed, click Submit. The Submit button will not be available until all sections have been marked “Entry for this Part is Complete.”

After the grant application is reviewed, revisions may be requested. Make any changes needed then resubmit the grant application on the Submit page.

Submission Status

All feedback is given via the Submission Status page.

Click on the status of any item to see reviewer notes (Figure 9).

Items will have the status “Received” until they have been reviewed. After review, the status will be updated to “Meets Criteria” or “Revision Requested.” If revisions are requested, be sure to submit again after changes have been made.

To see all comments or to print the Submission Status page, click the print icon in the upper right of this page.

Figure 9: Submission Status

Submission Status

After making revisions, please be sure to **resubmit** the grant application so your changes can be reviewed.

2007-2008 School Standing

Schools must be in good standing to be eligible for 2008-2009 AAE funding.

Item	Due Date	Submitted	Status
STANDING			Standing Pending
Online Progress Report	09/01/2008	09/05/2008	Meets Criteria
Online Data Report	09/01/2008	09/05/2008	Revision Requested 09/05/2008 Table 5 was not completed. Please complete and resubmit the Online Data Report.
Final Fiscal Report	09/15/2008		Received

2008-2009 Grant Application

Item	Due Date	Submitted	Status
APPROVAL			Approval Pending

Current Budget

Click the Current Budget tab to view the current approved budget. If no budget modifications have been submitted and approved, the current budget will be the same as was approved in the grant application. Click the report icon to print the current budget.

Past Budgets

The Past Budgets tab links to each approved budget including the budget originally approved in the grant application. Click the linked budget date or Original Budget Approved to open each report.

Budget Modification

A budget modification request should be submitted if a line item changes by ten percent or more. Budget modifications must be consistent with the program intent and must be fully explained. ASAI's decision regarding your proposed budget modification will be provided in writing.

To submit a budget modification, click the blue Budget Modification tab in the left navigation.

Select the appropriate contact person.

Complete the modification form:

1. Column A: Enter the reason for the reallocation of funds. Examples: Participant unable to attend training, new activity.
2. Column C: Select + if funds are being added to a line. Select - if funds are being subtracted.
3. Column D: Enter the amount by which the line item will change.
4. Check: If you have done this correctly:
 - o The total amount for Column B should equal the total amount for Column E.
 - o The total amount for Column D should equal zero.

Figure 10: Budget Modification

Line Item	A Explanation for Reallocation of Funds	B Current Amount	C + or -	D Amount of Change	E Proposed New Amount
100 AP Courses	Increase in AP enrollment	\$400.00	<input checked="" type="radio"/> + <input type="radio"/> -	1000	\$1400
200 Dual Credit Courses	Decrease in DC enrollment	\$2520.00	<input type="radio"/> + <input checked="" type="radio"/> -	1000	\$1520
300 IB Courses		\$0.00	<input type="radio"/> + <input type="radio"/> -		\$0
400 Data Management		\$500.00	<input type="radio"/> + <input type="radio"/> -		\$500
500 Professional Development		\$350.00	<input type="radio"/> + <input type="radio"/> -		\$350
600 Student Recruitment		\$350.00	<input type="radio"/> + <input type="radio"/> -		\$350
700 Student Support Programs		\$2476.00	<input type="radio"/> + <input type="radio"/> -		\$2476
TOTALS		\$6596.00		\$0.00	\$6596.00

Save Submit for Approval

Once approved, the amounts in Column E are your new budget for the local AAE project. All future reports will indicate these amounts.

Important: You must click the Save button at the bottom of the form to save changes. When all changes are made, click Submit for Approval.

Fiscal Reports

Click the Fiscal Reports tab in the left navigation. Click the edit or print link for the desired report. Select the contact person for this report. Enter the amount expended for each line item. Click Save to save changes. When all amounts have been entered, click Submit for Approval.

Figure 11: Fiscal Report Form

Contact person: <select> Someone not listed here

Line Item	Approved Budget Amount	Amount Expended	Amount Unexpended
100 AP Courses	\$2000.00	<input type="text"/>	\$2000
200 Dual Credit Courses	\$1000.00	<input type="text"/>	\$1000
300 IB Courses	\$1400.00	<input type="text"/>	\$1400
400 Data Management	\$450.00	<input type="text"/>	\$450
500 Professional Development	\$2945.00	<input type="text"/>	\$2945
600 Student Recruitment	\$300.00	<input type="text"/>	\$300
700 Student Support Programs	\$1250.00	<input type="text"/>	\$1250
TOTALS	\$9345.00	0.00	\$9345.00

Save Submit for Approval

Additional Assistance

If additional assistance is required, please contact your school support specialist. Contact information can be found by clicking Staff in the left navigation bar on any AAE page.

About this Document

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